INNER CIRCUITS

A Technology Newsletter for Extension Specialists

Also in this Issue:

New Computer Training Opportunities

by Bill McFarland and Kristie Sapp

Extension Technology and Computer Services is introducing several options available for learning about your computer applications. Since we know we don't all learn in the same way, or have the same opportunities to attend instructor led training, we are introducing some new ways for Extension users to learn about their computers. These new opportunities include training manuals in your offices, Interactive TV training classes at your regional TCRC, CD-ROM based training materials, and Web based training courses. We will still be offering hands-on classroom training here at ETCS, and your RITS may be offering training in your region. ETCS class schedules will be advertised, as always, in each *Inner Circuits* newsletter.

Web based Courses

We want all of you who want to learn about our standard computer applications to have more opportunities to fit in some computer training. To combat the problems associated with leaving the office to go to training, we are bringing a series of training opportunities to your office. Using Netscape Navigator or Internet Explorer, go to **http://UOEshare.ext.Missouri.edu/cbt**, and follow the directions on the Web page. When prompted for a username and password, you must use the username and password you use to logon to the Extension domain (when you turn on your computer in the morning). Since all the counties are now networked, each of our Extension users should have a username and password that will work here.

This is a new method of learning called Web Based Training. We are offering courses that the University has purchased for all campuses for Office 97 on this website. These courses are from a company called CBT and can be accessed at any time from your desktop workstation, or any computer on the Internet. Now you can take computer courses right at your desk without having to be away from the office. These courses are designed so that the user can take part of the course for 10 minutes and then come back in an hour or days later and take a little more. These courses are self-paced.

Build your Lego® collection as you learn. Each time you complete a CBT course and score at least 70 or better on the test you will receive your very own Lego® block with a label indicating the the title of the course. Proudly display your collection as your knowledge of these applications grow. When someone walks into your office and sees the Legos® they will know you've been improving your computer skills.

CD-ROM Courses

If Web training is not for you, then maybe a CD with the same courses on it will work better. These CD's will be made available to each county office and will contain 25 CBT titles. There will be an instruction booklet included with these CD's. The instruction booklet will tell you how to install the courses and receive credit for these courses as well. You will be able to get the Lego® Certificates for these courses. We are giving you the tools to build better computer skills and we will also be giving you the blocks to build a tower representative of your learning.

Training Manuals from InfoSource

Another option being made available to individuals unable to attend instructor led classes is the actual classroom training manuals. The University has purchased the licenses from InfoSource for Office 97 training materials to be used for training faculty and staff. Extension has printed copies of 5 titles: Introduction to Word, Introduction to Excel, Introduction to PowerPoint, Intermediate Word, and Advanced Word. These manuals will be distributed to each county office. These courses will be able to be taken right at your own desk, complete with the course training files. These course training files are available for download from the ETCS share directory S:/MUCampus/ETCS/TrainingMaterials/InfoSource. You may then take the course, using the material that was presented in the classroom, at any time that is convenient. Lego® Certificates will also be given to those who chose to take courses in this way. There are follow-up exercises in these books and selected files can be e-mailed to ETCS for Lego® credit.

In addition to this variety of training opportunities we plan to offer sections of training courses via the TCRCs and eventually via the desktop conferencing application, Netmeeting. These opportunities will be outlined in the next *Inner Circuits*.

You may try the web based training immediately. Go to UOEshare.ext.Missouri.edu/cbt. The CD-ROMs and training manuals are available from your RITS. Watch for tips in using these resources and more training options in future *Inner Circuits*.

Anti-Virus Update

by Charlie Baerwald

New viruses are written everyday. For this reason anti-viral programs are revised constantly. Dr. Solomon's version 7.91 was updated with three new extra.drv files within three months after it was released. Recently, ETCS has discovered idiosyncrasies in the program. For instance, after installing a component of Dr. Solomon's – VirusGuard - some computers experienced "Windows Protection Errors" because of the line created in a windows startup file (autoexec.bat). "Remarking out" this line solved the problem for the most part, though other computers were still unhappy. Subsequently we discovered that a pre-installed program having to do with remote desktop administration (DMI) interacted poorly with Dr. Solomon's and/or other installed programs, causing at least some of these troubles.

Given this evolution of events, we've refined our configuration instructions. In conjunction, there is a new release of Dr. Solomon's Anti-Viral Toolkit (AVTK), version 7.92, as well as a new "Magic Bullet" boot disk (for boot sector viruses). This version of ATKV, since it is new, has no extra.drv file at this time. As more viruses are discovered, Network Associates, the parent company of Dr. Solomon's, will update this new version in the form of extra.drv files. As they become available to us, we will post them on the UOEshare file server (S:\MUCampus\ETCS\Anti-Virus\W95 DrSolomon\Download). See the instructions document in the W95 DrSolomon folder for detailed instructions, or follow update instructions below.

The Magic Bullet file can also be downloaded from the "Download" folder. Once you've downloaded the "MagicB" file to your C: drive, double-click on the icon to create a floppy diskette. (Note – You may install 7.92 directly over 7.88 or 7.91, all old files will be updated. For a description of and instructions for use of the Magic Bullet disk, see Instructions.doc in the W95 DrSolomon folder.)

Update Instructions:
1. Uninstall all existing anti-viral programs other than Dr. Solomon's - IBM, McAfee, F-Prot, etc. Do this from the Control Panel\Add-Remove Programs menu if possible. If not, look for Uninstall utilities which might be located in the Start\Programs list, or in the program folder of the anti-virus program itself. A last resort is to simply delete the anti-viral program folder, as most will have to do with F-Prot. *Disable* anti-viral programs before uninstalling them. Call the ETCS Help Desk if you need help.

2. **Dell only:** Uninstall "DMI". Use the uninstall utility found on the Share server S:\MUCampus\ETCS\Dell\DMIuninst. Do <u>not</u> use the uninstall program already in the DMI folder. Copy the **uninsdmi.exe** file from S: to the C:\DMI folder. When asked if you want to replace the existing file, select Yes. Double-click on uninsdmi.exe to run the uninstall program. After the uninstall is complete, delete the DMI folder from C: drive.

3. Close all running programs/applications/screen "savers" etc. copy the self extracting **tkwin95.exe** to an empty TEMP folder on C:. Expand **tkwin95.exe** file into your (empty) Temp folder by double-clicking on it. Then run Setup.exe from the files that were created.

4. During the install choose:
     -run WinGuard every time your computer starts;
     -do NOT install VirusGuard;
     -do NOT let Scheduler run every time;
     -install CleanBoo.
Restart when prompted.

5. To configure WinGuard:
     -single left-click the WinGuard icon on the bottom right desktop toolbar;
     -choose Configure, Protection;
     -*check* boxes on the left for "WinGuard

Enabled", "Word macro heuristics", "Auto-disinfect", and "Prompt before disinfecting"- all other boxes should be *unchecked*;
     -check the box on the right for "Scan floppies and local drives";
     -restart the computer.

𝒲elcome Barry Crum
By Bill McFarland

Please welcome our newest employee, Barry Crum. Barry joined ETCS on February 1, 1999, as a Computer Programmer Analyst II. Before coming to ETCS, Barry worked at Storage Trust Realty as a Computer Programmer Analyst where he gained much experience in database design and implementation using Visual Basic and SQL servers. Barry joins our software development group where we will be putting that experience to work.

Barry is a graduate of Columbia College with a Bachelor of Science in Computer Information Systems. Away from work, when Barry is not spending time with his wife & daughter, he enjoys rock climbing and bike riding.

Freelance to PowerPoint - Update
by Kristie Sapp

The procedures from the last *Inner Circuits* Newsletter assumed the Freelance converters were installed. This is not the case for most of the new Dell computers. I assure you that those instructions will work AFTER the correct converters are installed. The typical install was used to add PowerPoint to the Dell machines that went out in May/June. The typical install did not include the Freelance converters. In order for the directions from the article in the January, 1999, *Inner Circuits* to work, the converters will need to be added.

Extension Technology and Computer Services will be sending each county office a new Microsoft Office 97 CD about the first of March. The CD will state on it "For use on Extension Dell Computers". This will be the required CD to make any additions/

deletions to the Office 97 Professional Edition Suite of programs that came installed on the Dell machines. DO NOT use any other Office 97 CD. This could result in major complications with your Office 97 on that computer.

To add the converters, do the following:
1. Close all applications that are currently running on your machine. This includes Outlook.
2. Locate the Microsoft Office 97 Dell Install CD and place it in the CD player. An install window will open when the PC recognizes the CD. Left click on the X to close this window.
3. Left Click on Start, Left Click on Settings, Left Click on Control Panel.
4. Double Left Click on the Add/Remove Software Icon.
5. Scroll down the list of Programs and Left Click on the Microsoft Office 97, Professional Edition.
6. Left Click on the Add/Remove button.
7. A screen will appear asking you to insert the CD. Left Click on OK. The CD should already be in the CD Player. The install will go and check your hard drive for previously installed components.
8. Left Click on this Add/Remove button. The next screen that appears is a very critical one. Be careful where you click.
9. Left Click on the **words** "Microsoft PowerPoint". **DO NOT** click on any of the check boxes as this could cause other components to be installed or removed.

Inner Circuits **Mailing List Corrections/Additions** - Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.

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10. Left Click on the Change Options button.
11. In the next window there will be more check boxes. Again, **DO NOT** click on any of the check boxes, as this could cause other components to be installed or removed.
12. Left Click **IN THE BOX** beside Presentation Translators. This will put a check mark in the box.
13. Left Click on OK.
14. Left Click on Continue.
15. Close any windows that are still open.
16. The Translators should now be installed and the instructions from the article in the January, 1999, *Inner Circuits* can be used.

Training at ETCS

by Kristie Sapp

Following is a list of classes being offered in March. Classes will be held in the Heinkel Building Room 22. To register, send a mail message to ETCS or call 573-882-2096.

Introduction to Excel:
Thursday, March 11th: 8:30 a.m. to 12:00 noon

Introduction to Word:
Thursday, March 11th: 1:30 p.m. to 4:30 p.m.

Intermediate Word:
Thursday, March 25th: 8:30 a.m. to 12:00 noon
Wednesday, March 31st 8:30 a.m. to 12:00 noon

Intermediate Excel:
Thursday, March 25th: 1:30 p.m. to 4:30 p.m.
Wednesday, March 31st 1:30 p.m. to 4:30 p.m.