



INNER CIRCUITS

A Technology Newsletter for Extension Specialists

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IT Update

By John Myers



The county IT upgrade plan is moving along. All equipment has been purchased. All 148 new desktops and laptops have been delivered. The hard drives for the Dell computers have finally come in. Within the next month, counties will be receiving the remainder of their new equipment. IT upgrade teams have been established to install the new equipment. These teams will be visiting each county office to install memory, hard drives, printers, scanners, and desktop digital cameras.

After ETCS completes configuration of the new hard drives, we will be ready to start the final phase of the IT upgrade plan. The final phase deals with all other county computers not running Windows Me. In past *Inner Circuits* articles we have asked counties to schedule times to bring in computers that only need software upgrades. A few counties have done this, but there are still a lot of computers that will need the software upgrades. These software upgrades are a major undertaking. The machines will be reformatted with a fresh install of Windows Me (not updated). Then all standard software will be installed on the computer. The user's data will then be transferred to the machine. The process can take many hours to complete.



ETCS would prefer to perform these upgrades at our office, but can see a need to visit some county offices. If a county has four or more machines that need to be upgraded, then the county can request ETCS personnel to come to their office for the upgrade process. Another avenue we will try is to have ETCS personnel go to the TCRCs and have the county bring the computers to the TCRC nearest them where they will be upgraded.



What's New with your Computer?

By John Myers & Joe Lear

Why do we need to change software, I just got used to my machine? This is a very good question and one that ETCS does not take lightly. The main reason is to keep current so that we can receive support from the software vendors. After a new version or two of a program comes out, the software vendors will no longer fix any bugs in the older versions. Another reason for updating software is that new software will sometimes not work on the older operating systems. New software will usually be faster, have more features, and is more user friendly.

With all this said, what can I expect out of the new software standards. The main changes are in the operating system. The campus is adopting Windows 2000 as their standard while the counties will be adopting Windows Me. With the configuration of our network, if the county users were to adopt Windows 2000 as their standard, there are situations that could arise that would prevent a county user from getting to their file server or printers in their office. Using Windows Me in the counties eliminates this potential problem. Both operating systems have some nice features. They both have better memory management and can better utilize the memory in the machines. A new feature of the Microsoft operating systems is the Windows File Protection system.

The operating systems won't allow your critical system files to be deleted or altered, either by accident or by a malicious virus or rogue application. The operating systems also have a feature called Disk Cleanup that helps free up space on your hard drive. Disk Cleanup searches your drive, and then shows you temporary files, Internet cache files, and unnecessary program files that you can



safely delete. You can direct Disk Cleanup to delete some or all of those files.

Office 2000 has new features which should be useful to you. The help feature in Office has been improved to be more web-like in operation. The help files are easier to navigate and the search feature is improved. The clipboard allows you to store up to 12 objects to be cut, copied, or pasted into your office documents instead of just one as before.



Word 2000 itself has several new features. The first is that you can type anywhere in a document by simply double clicking at the point where you would like to start typing. Word automatically puts in the proper formatting to get you there. Also, Word 2000 handles graphics better. One of the other new features is that if you open multiple word documents, each document opens its own window complete with menu and button bars for formatting the document. This makes the documents easier to work with if you are moving information between the documents or working on them separately. It also means that if you accidentally click the close program "X" in the upper right corner you only close one document, not the entire program and potentially losing any unsaved data that you may have had in the other documents.

The big improvement in Outlook 2000 is the contacts folder. In Outlook 2000, you can create personal distribution lists for e-mailing to different groups you work with in the contacts folder instead of using your personal address book. Your personal address book can be imported into the contacts folder, making your personal e-mail addresses and groups available to you even when accessing your e-mail via the web. The contact folder is stored on the exchange server so you can use it wherever you can log into your e-mail.

PowerPoint 2000 starts up with a new look, giving you the slide, outline, and speaker notes view at the same time. This view can be

changed by a simple click of the button. Improvements have also been made in the “Pack ‘n Go” feature which allows you to create presentations for use on computers not running PowerPoint. The improvements allow you to link several presentations together in one self-running presentation. Features have also been added to improve the process of moving a presentation to the web and to create a streaming web broadcast of your PowerPoint presentation.



In cooperation with all the campuses of the University of Missouri, we are changing our computer names. In order to remedy problems that arise when two machines try to use the same computer name, we are adding UE to the beginning of county computers and MU to the beginning of campus computers. This will allow us to fix problems with duplicate computer names faster. Please do not change your computer names yourself.

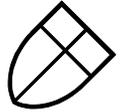
Due to thunderstorms and lightning, ETCS has told the counties to turn their computers off at night. We would like to change this recommendation because of some new features that ETCS has installed on the county computers. We have written a number of visual basic scripts that perform certain tasks on your computers. These tasks include running the Disk Cleanup utility, running the Scan Disk utility, running the Disk Defragmenter utility, and running the SMS hardware and software inventories. These tasks are scheduled to run every night that the computer is left on. We now recommend that you leave your computers on overnight at least once a week, weather permitting, to allow the visual basic scripts to keep your machine running at its full potential.



New Medicine for your Computer

By John Myers

University Outreach & Extension and MU campus Extension are changing anti-virus software from McAfee to Norton since the whole University has changed to Norton. Instead of a blue and red shield in your system tray, you will now see a gold shield.



We feel that this change is for the better for a number of reasons. Norton seems to update their virus definition files on a more frequent basis. They also incorporate the update process into the main program thus only needing one program whereas McAfee had two programs. If Norton detects a virus that it can't clean, then it puts it into quarantine. A user can't access a file in quarantine thus stopping the spread of the virus. After a virus definition update, the user can run the new definition files against the quarantined files and possibly clean them. This version of Norton has already been installed on all our NT file servers and found 181 files infected, Norton has cleaned all but one file.

Anti-Virus Corner

Current Anti-Virus Versions

	McAfee	4.0.3
	Norton	7.50.846
	McAfee definitions:	4.0.4126
	Norton definitions:	30313ak
	McAfee Scan engine:	4.1.20
	Norton Scan engine:	4.1.0.6



(Your versions should be at this level or greater.)

See <http://etcs.ext.missouri.edu/tips/default.htm> for instructions on updating your anti-virus.

Most of the new Gateway computers already have the Norton anti-virus software on them. The county Dell machines will be changed to Norton when the IT upgrade team installs the new hard drives. If you have a machine upgraded to Windows Me and are still using McAfee, please ask the IT upgrade team to install Norton on that machine when they visit your office for the Dell upgrades. All other county machines will be converted when they are upgraded to Windows Me.

Directions for viewing and manually updating the virus definition files can be found on the ETCS web site under "Tips in < Min" at <http://etcs.ext.missouri.edu/tips/antivirus.htm>.



New ETCS Employees

By John Myers

Lois Reeves comes to ETCS from the Vice Provost Office, Whitten Hall. In December she began her responsibilities as Office Support Staff. Lois states "I have a lot to learn as the jobs are very different. The people I work with are great and patient with me." Lois has been married to Lonnie for 32 years and they have

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two grown children. In her free time she likes to read and take care of her flowers.

Jill Snow joined ETCS in January as a System Support Analyst. Previously she was working as the Webmaster for the MU Graduate School while completing her master's degree in Educational Technology in December 2000. Jill has a Bachelor of Science in Education degree from MU and is also certified to teach Spanish (K-9). "I am excited to have the opportunity to be a part of the Extension team and am very much looking forward to working with you!" said Jill. Her current focus of her "new found" spare time is preparing for her wedding in June. Other areas of interest include country dancing, outdoor activities: canoeing, hiking, camping, fishing, hunting, etc., cross-stitching, reading, and spoiling her niece.

WELCOME



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