INNER CIRCUITS

A Technology Newsletter for Extension Specialists

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SPRING

TCRC/ITV Computer Training Opportunity

By Kristie Sapp

ETCS is going to offer computer training in the month of April by Interactive TV (ITV) via your regional TCRCs. There will be a 2-hour ITV session offered from 9:00 a.m. to 11:00 a.m. on Tuesday, April 27th. This session will broadcast live to each of the seven TCRCs. I will originate the session **"Moving From WordPerfect to Word"** from the Mexico TCRC. This will be a "Heads-up" training session in the morning. From 11:00-11:20 a.m., there will be a question and answer session. We will then break for lunch. At 1 p.m. the TCRC computer labs will be open for you to work on the exercises presented in the morning. Your local RITS will be on location to act as your local facilitators. We will all be connected via NetMeeting during the afternoon session for any additional instructions, questions, etc.

Topics to be covered:

- ✔ Converting WordPerfect files to Word files
- ✔ Converting a WordPerfect data merge file to Word
- ✔ Using an existing table as a database for mail merges
- ✔ Creating a data file from scratch in Word
- ✔ Creating a sheet of mailing labels

Each participant will receive a manual and a diskette with class files and at the end of the day, a Lego® Certificate for their work.

As mentioned in the February, 1999, *Inner Circuits*, we hope to begin using distance learning technology, such as our TCRCs, to provide a pleasant day of computer training for you without traveling out of your region. This should be a very informative session and we look forward to seeing and/or hearing you at one of the TCRCs!

Sign-up for this session will be handled in the same manner as all other training sessions. You will need to contact ETCS by telephone at 573-882-2096 or via e-mail at ETCS@missouri.edu. You will need to provide us with your name, location and the TCRC (Mexico, Kirksville, Nevada, Reeds springs, Poplar Bluff, Delta Center and Mineral Area College) you will be attending. The deadline for sign-up will be April 20, 1999. For further information, do not hesitate to call or e-mail ETCS.

Outlook Tips: Managing Mailbox Size

By Bill McFarland

There now are limits to how much storage space you can have on the mail server. When you exceed the allocation you will receive messages like this:

> Your mailbox has exceeded one or more size limits set by your administrator.
> Your mailbox size is 32418 KB.
>
> Mailbox size limits:
> You will receive a warning when your mailbox reaches 32000 KB.
> …

There are three limits which will affect your mailbox. If you are on UM-USERS, when you exceed 32 Megabytes you will receive a message from the mail system administrator with the message shown above. If you use your mail system as a filing cabinet for all the mail your ever received, you *will* get this message, as I did. The consequence of this first limit is you have been warned to do something about your storage space. You will still be able to send and receive mail though. Should you do nothing, at the 48MB limit you will receive the message that says you can no longer send mail. If you should still do nothing and you are still receiving mail, then at the 64MB limit you will be notified that not only are you not able to send mail, but now any mail addressed to you will be returned to the sender as undeliverable.

Manage the storage space you are using on the mail server. To see how much space your are currently using, right click on the mailbox name in the left pane (folder list) of Outlook (available only in Outlook 98). This folder is named "**Outlook Today** [Mailbox – yourname]". In the pop up menu choose **Properties**. In the properties window, click on the **Folder Size** button. You will now see how much space you are using in total and for each folder that you have defined. Check specifically the folders **Deleted Items**, and **Sent Items**.

We intended to set up your Outlook so that when you logged off the **Deleted Items** folder would be emptied automatically, after a prompt to you. If this is not set on your machine, then all the messages that you have deleted are still there, and your Deleted Items folder will be large. It is not possible to set this feature for the **Sent Items** folder. Consequently, you have been accumulating messages in the **Sent Items** folder since you started using Outlook. Your **Sent Items** folder is probably very big.

We suggest that you delete messages from your **Sent Items** folder that are over one month old, and if you see that your **Deleted Items** folder is large delete those messages. To set up your mail to empty your Deleted Items folder automatically when you log out, follow these steps. Click on Tools. On the Tools menu, click on Options. At this screen, click on the Other tab. Put a check in the box next to "Empty the Deleted Items folder upon Exiting". Click OK to return to the mail screen.

If you have some very large folders, and don't want to delete any of the messages in them, then you can move these folders to your **personal folders**. This moves the folder and its messages to your hard drive, and frees up your allocated space on the mail server. You still have access to these messages at the machine on which you saved them just like any other folders. You do not have access to the personal folders when you use Webmail, however.

Personal Folders

You may have one of three conditions for Personal Folders.

1. You don't have personal folders installed
2. You have personal folders on your hard drive
3. You have personal folders on your fileserver (R:)

If you are a Number 1, email ETCS for some written instructions. If you are a 2 or 3, then you may "drag" a folder from the list of folders under your mailbox, and "drop" it into your personal folders. This will actually transfer the folder and all its contents from the mail server to your hard drive or file server. Then if you are a 2, you can access the messages in that folder just as you would have before, only the messages are now on your hard drive. Consequently, if you go to another computer where you have an Outlook profile, you won't be able to get to this personal folder. If you are a 3, then you may learn how to set up an Outlook profile on each machine that you use to get access to the same personal folder from wherever you are.

If you are a 2, and move important folders to your personal folders, you will want to make a backup plan to insure that you don't one day lose all those messages when your hard drive crashes.

CBTips

by Kristie Sapp

CBT is up and running! We have had a super response from the Extension Faculty and Staff. So far, over 80 people have downloaded at least one course from CBT and many have started more than one course on line. We have sent out the first Lego® Certificates. There were 27 passing scores in February! That is GREAT for the first month! How many passing scores will there be in March?
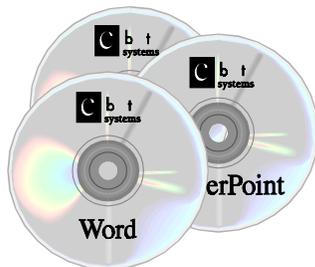
So you don't know where to start…
The most important step is your commitment to achieve your learning goals. Make your professional development and career objectives a high priority, and make training an important part of your daily activities. Learning is a skill that improves with practice.

And you can't find the time for CBT training…
CBT training has the advantage of being "available anytime", which sometimes translates into "when I have time". Avoid delaying your professional development by scheduling CBT training into your daily or weekly "to do list".

A CBT course may take from 3 to 6 hours to complete, but is broken down into 1-hour Units. The Units are broken down into shorter Topics, which are 5 or 10 minutes long. You could schedule as little as 10 minutes of Topic training on your "to do list" and be able to say "I found time for training"! (For example: some 5 to 10 minute "slots" could be right before lunch or right before quitting time.)

Your office is too full of distractions…
The #1 problem with taking CBT training at your workstation, is the constant distraction of telephones, in-baskets, and visitors. Unplanned interruptions occur frequently, making it nearly impossible to focus on the training.

The CBT training that you planned into your "to do list" is a high priority activity, which you should focus on without interruptions. Create an environment that lets other people know that you are "busy" taking training. See if you can get someone in your office to cover for you for 10 minutes and then return the favor for them at another time. Work together to schedule training time. (If you were going outside the office for a day of training someone would have to cover for you for the day, this is only 10 minutes to 30 minutes at a time and you don't have to drive anywhere!)

Visitors do not care that I am in training…
Our clients are always our priority and sometimes we just have to stop what we are doing and take care of them. You can use the CBT Bookmarking feature and return to finish the lesson after the visitor leaves. CBT is designed so that you can leave it running on your machine and minimize or maximize it at any time during the day. Take advantage of these features, as it will enable you to "find" 5 and 10 minute slots throughout the day.

ETCS Training

by Kristie Sapp

The following Interactive TV training session will be offered in April. Because of the amount of preparation required to put on an ITV presentation, there will be no Classroom Training held at ETCS for the month of April. (See *TCRC/ITV Computer Training Opportunity* article on page 1 for more details.)

ITV – Moving from WordPerfect to Word
Tuesday, April 27th, 8:30 a.m. to 3:30 p.m.

To sign-up for this session, contact ETCS by telephone at 573-882-2096 or via e-mail at ETCS@missouri.edu. You will need to provide us with your name, location and the TCRC you will be attending. The deadline for sign-up will be April 20, 1999.

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***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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