

Sharing Data Responsibility

Networks are designed to help us communicate with others, share data, and access information. It is a wonderful vehicle if it is properly *used*, not *abused*. Inappropriate use can clog up the network, slow down data transmission, use up data storage devices, and jeopardize data security. Our responsibilities regarding the Oakland County Network and the Internet are as follows:

Use Network Drives For Shared Files Only

Network drives should not be used for personal files or for personal file backups.

- ◆ Rather, organize your **d:** drive for storing personal files.
- ◆ Create subfolders below **d:\\$data** that are meaningful to you.
- ◆ Store files in these folders and back them up to diskette or a SuperDisk on a regular basis.
- ◆ Do personal file cleanup regularly. This will help keep your computer from becoming cluttered which can slow your system down.

Consider appointing a department representative to frequently monitor and review departmental shared files.

- ◆ Delete out-of-date database files and shared files that are no longer in use.
- ◆ Consider archiving older files that are needed but must be retained by moving to diskette or SuperDisk.
- ◆ Ask owners of personal files being kept on a departmental network drive to move their files over to their own personal computer.

Use The Internet For Business Purposes Only

- ◆ Refrain from sending non-business email and files.
- ◆ Do not download or install non-standard software to a network drive or email or pass around such files. Non-standard software can interfere with your standard setup, not to mention licensing and virus considerations. Please review the "**Oakland County Electronic Communication Policy**" for further information.

Remember: Network space should not be considered an *unlimited* resource. Buying more and more drives is a costly option. Responsible monitoring and cleanup of our network environment is a much better solution. We invite you to review your departmental folders and files and start the new millennium with only necessary files.

Reliable Facts At A Mouse Click

Before there was the online world of information research, there was the world of books. Specifically, the encyclopedia. But if you loathe leafing through the hefty (and probably dusty) volumes, try logging on to the Web. Here are three excellent online encyclopedia sites to get you started on free and comprehensive research:

[Encyclopedia.com \(www.encyclopedia.com\)](http://www.encyclopedia.com)

This sites provides 17,000 articles from the Concise Columbia Electronic Encyclopedia. You can search for information by keyword or browse the resource by volume.

[Probert Encyclopaedia \(www.spaceports.com/~mprobert\)](http://www.spaceports.com/~mprobert)

This site offers 50,000 articles organized alphabetically and by subject. It's a reliable source for quick fact checking.

[FunkandWagnalls.com \(www.funkandwagnalls.com\)](http://www.funkandwagnalls.com)

You have to register to use this site, but it's free. It is by far the most comprehensive encyclopedia sites of the three listed here. You can search by keyword, browse the articles, or follow the topic tree to articles in categories you're researching. The site also includes a dictionary, a world news source and a media index.

Telephone Communications – Using The Fax Machine

by Diane Brown, Chief of Telephone Communications

When faxing to other County fax machines, it is only necessary to enter the last five digits of the Centrex number in the fax machine. Entering the same full ten-digit Centrex telephone number is not necessary. There is no charge for faxing to a five-digit Centrex number, but there is an 8.4¢ one-time charge for faxing to the same ten-digit Centrex number.

Monthly Calendars

Ready-made portrait or landscape monthly calendars can be printed from GroupWise 5.5 or Word 97.

For GroupWise users, if you have filled out the **Subject** line for **Appointments**, **Notes**, or **Tasks**, some of the information will print out on the appropriate day. It should be noted, however, that the information does not word wrap, but rather truncates text that does not fit on one calendar line. Most likely, the best use for these calendars will be when you only want to print a blank calendar.

To print a calendar from GroupWise,

1. From **GroupWise**, select **File...Print Calendar** from the menu bar.

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2. From the **Setup** tab, change the **Calendar type** to **Franklin Quest**.
3. Change the **Page layout** to either **Monthly Calendar (Landscape)** or **Monthly Calendar (Portrait)**.
4. Click the **Preview** button if you would like to generate a sample first.
5. Click the **Print** button to print out the calendar.

A Calendar Wizard is now available through Microsoft Word 97. To print a blank calendar,

1. From **Word**, select **File...New** from the menu bar.
2. Click on the **Other Documents** tab.
3. Double click on the **Calendar.wiz** icon.
4. Click on the **Next** button and choose a calendar style.
5. Click on the **Next** button and choose the calendar layout **Portrait** or **Landscape**.
6. Click on the **Next** button and choose the desired **Month(s)** and **Year**.
7. Click on the **Finish** button.

A monthly calendar will now appear. You may edit and print the calendar as needed.

If you have any problems and need further assistance, please contact the Software Help Desk at (248) 858-8812.

IT Training Center Web Site

The IT Training Center will soon be launching a Training Center Web site.

This site will include helpful information on computer classes, telephone support, on-site customer assistance, software documentation and back issues of the IT Quarterly Newsletter.

Watch for more information in the upcoming IT Quarterly newsletters.

Online Training Classes Coming Soon

by Marc Macelli, Training Center Instructor

Is it difficult for you to attend Information Technology's training classes? Are you too busy? The office can't do without you that long? The IT Training Center will soon be launching online training classes called LearnItOnline. Soon you can take training classes anytime—either at work or from the convenience of your own home.

LearnItOnline allows you to take computer-based training (CBT) classes on any computer with a web browser and an Internet connection. With supervisor approval, these classes will be available to users who cannot easily make it to the regular training classes. Ziff-Davis Education, the same company that produces the training guides

used in the classroom, has created these online CBTs. The same topics available in the training class will be available from your computer!

CBTs are not meant to replace instructor-led training, but for those students who cannot easily take time away from their jobs. It provides a new way of learning new computer skills. CBTs are also great as a review after a training class or as a preview before taking more advanced classes.

Now there is no excuse for not getting the training you need. It's fast, easy, and inexpensive. LearnItOnline will be available later this quarter. Stay tuned for more information!

Microsoft Office Integration *by Marc Macelli, Training Center Instructor*

Most Microsoft Office users know that Word, Excel, PowerPoint, and Access share many common features, however many people are probably not aware of just how integrated Microsoft Office really is. Over 70 percent of the standard and formatting toolbar buttons are identical between Word and Excel. The same is true of many common menu commands. The menus are even organized the same way (File, Edit, View, Insert, Tools, Window, and Help). Over half of the code used to create Microsoft Office is shared between the programs. The same tools can be used throughout Microsoft Office.

Data can also be shared between each of the programs. Of course the copy and paste feature can transfer data between almost any Windows program using the Clipboard, but often there is a tighter integration.

Common Tools

Some of the common tools that the Microsoft Office programs share are the **Spelling and Grammar** checker, **AutoCorrect** and **AutoComplete**. When you add a word to the custom dictionary in one Microsoft program, that new word is available in all Microsoft Office programs. The same is true for **AutoCorrect**.

- ◆ The **Spelling** and **Grammar** checker should be familiar to most users. Select the **Add** option when spell checking a word to add it to the **Custom** dictionary. The word will now stop being flagged as misspelled.
- ◆ The **AutoCorrect** feature contains a list of commonly misspelled or mistyped words. When a word is typed incorrectly, the correct word is automatically entered when you press the **Spacebar** or **Enter** key.

To add a word into AutoCorrect,

1. Select **Tools...AutoCorrect**.
 2. In the **Replace** field, type in the commonly misspelled or mistyped word.
 3. In the **With** field, type the word that you want it to be replaced with.
 4. Click the **OK** button.
- ◆ **AutoComplete** recognizes many common words or phrases. When a recognized word is typed in, a yellow box will display above the text. Pressing the **Enter** key will complete the word automatically.

Inserting Excel Files In Word

Did you know that Microsoft Word could insert Excel files? Excel spreadsheets will transfer over as a nice Word table. Most formatting is preserved, but formulas are changed to numbers. It is also a static copy, meaning that if the Excel data is changed, Word will not update the table.

To insert an Excel file into Word,

1. From **Word**, select **Insert...File**.
2. Change the **Files of type** to display **All Files (*.*)**, or you will not see your .XLS files.
3. Double click on the Excel file you wish to insert.
4. An **Open Worksheet** dialog box will appear. Choose the **Entire Workbook** or just one **Sheet**.

Linking Excel Data In Word

Instead of inserting the data to a static copy, the data can be linked instead. When data in Excel changes, the data in Word will automatically be updated (the reverse is not true, it is a one-way link from Excel to Word).

To link Excel data into Word,

1. From **Excel**, select the data you would like to have inserted into **Word**.
2. Click on **Edit...Copy** from the menu bar.
3. From **Word**, place the insertion point where you would like the data to be placed.
4. Select **Edit...Paste Special** from the menu bar.
5. Click the **Paste Link** radio button.
6. Click **Microsoft Excel Worksheet Object**.
7. Click the **OK** button.

That's all there is to it. Instead of a static copy you now have a linked file.

If you have any problems and need further assistance, please contact the Software Help Desk at (248) 858-8812.

Dialin System Upgrade

Effective December 21, 1999, the Oakland County Dialin access system was upgraded. The new system has the same look as the new Windows NT workstations. All of the same applications that were installed on the old system are available through the new system. You will have to make two changes in your dialin connection procedure.

1. From your desktop, double click on the **Dial-Up Networking** icon.
2. Click on the **Dial** button, a second **Connect to Local ACORN Dialin** dialog box appears. The information on this screen will need to be changed.
3. Leave the **User name** the same (last name, first initial).
4. Type in your network password in the **Password** field.
3. Change the **Domain** field from **OAKCITRX** to **OAKNTDM**.
4. Click the **OK** button.

If you have any problems and need further assistance, please contact the Software Help Desk at (248) 858-8812.

Lecture Hall Upgrade

In early 1990, the new Information Technology facility was completed. Included in this facility was a lecture hall. This room has auditorium type seating which can accommodate 67 individuals. An additional 20 seats can be placed in the rear of the lecture hall. The hall is used by County departments/divisions as well as their representatives and several outside agencies and vendors. All equipment purchased in 1990 was considered "State of the Art". However, as time passed and technology progressed, it has become apparent that some of the equipment is outdated and no longer viable for the types of presentations being given in the lecture hall. The goal of the Department of Information Technology is once again to have a lecture hall which is capable of meeting the specific needs of the majority of people/groups using this facility.

The beginning of the lecture hall upgrade started in June of 1999, when Information Technology released a *Request for Statements of Qualification* to eight vendors. This request was sent to each vendor to determine their related experience, history of firm and résumés of key personnel to be assigned to the project. Upon review of these responses, a short list of three vendors were selected for interviews and tours of sites. After careful consideration, ROSCOR Corporation was identified as the chosen vendor.

With the selection of ROSCOR Corporation, the initial Needs Analysis phase will soon begin. The main components that are being reviewed for renovation or implementation are as follows:

Projection

Projectors must be able to support at least 1600 x 1200 resolution.

Projector Inputs

Inputs to the projector to include; one dedicated PC, three additional computer interfaces, DV Cam or High 8 recorder/player, DVD Player and VHS Videocassette Recorder/Player.

Image Magnification of Live Events

Equipment to allow broadcast of live events in the lecture hall to overflow crowds in designated conference rooms.

Video Recording

Equipment to record events originating from the lecture hall and conference rooms.

Video Conferencing

This equipment would allow large group video conferencing from the lecture hall.

Once the Needs Analysis phase is completed, the availability of the lecture hall and conference rooms may be limited. We will need to make these rooms available to ROSCOR so that they are able to complete system design, base building review, installation and training. If you are planning to use the lecture hall or conference rooms in the next six months, please keep this in mind. You may want to consider another alternative.

If you have any questions regarding this upgrade, please contact Lisa Corpus at (248) 858-1681.

Netscape Mail Server Preferences

We are finding that after the Y2K Internet Server upgrade, some users are still unable to send Internet email because of security enhancements. If you are experiencing problems with sending Internet email, please verify that your Netscape **Mail Server** preferences are set up properly. For detailed instructions, see "**o:\infotech\training\misc\inetmail.doc**".

If you have problems, please call the Software Help Desk at (248) 858-8812.

Customer Assistance Reminder

As mentioned in the October 1999 edition of the IT Quarterly, Information Technology is now offering help to those that need assistance converting their Lotus, WordPerfect or Access 2.0 files.

Depending on conversion complexity, training classes at the Intermediate and/or Advanced levels must be completed prior to requesting an appointment. For detailed

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information, please refer to the **Customer Assistance Request Form** under “o:\infotech\training\assist.doc”.

If you are ready to schedule an appointment, please submit a **Customer Assistance Request Form** to Lisa Corpus.