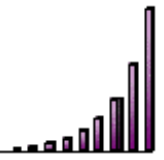


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July 2000

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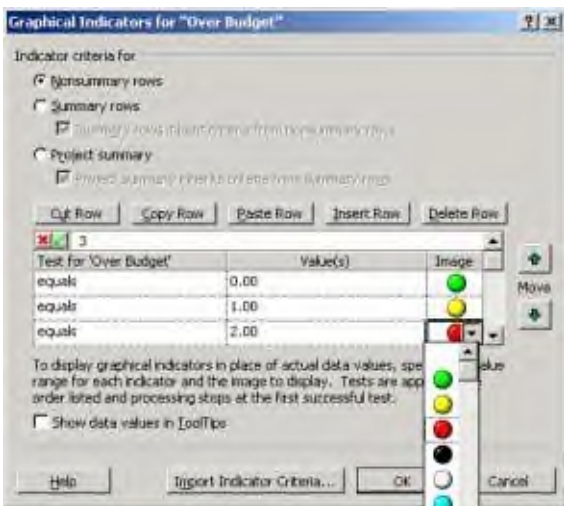
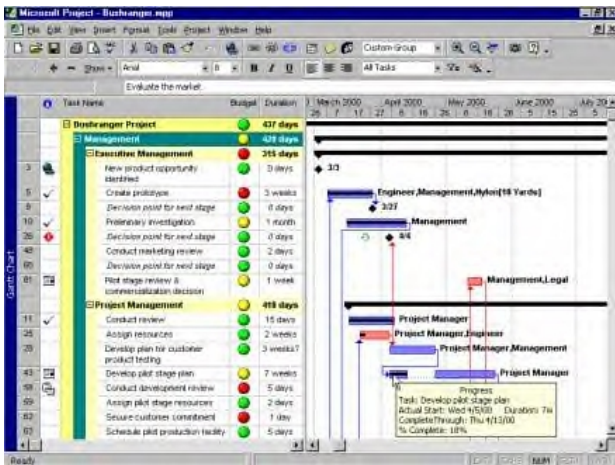
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Vol. 3, No. 7

Creating “Stoplight” Reports in Microsoft Project 2000

Project Managers often need a method to easily display alerts to clients and senior management when aspects of a project are not going as planned; this is sometimes known as "stoplight" reporting. Microsoft Project 2000 has many graphical indicators that can be assigned to display when values in custom fields extend past a predefined range, or for any other user-defined criteria. They can be displayed based on custom formula calculation results, value list selections, or just on the value typed in.

Below are a couple of screen shots of how the spotlighting feature in MS Project 2000 can be used.



--Todd Samuel, Project Manager at Battelle
Instructor at City University and PROTRAIN.SYS

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INSIDE THIS ISSUE

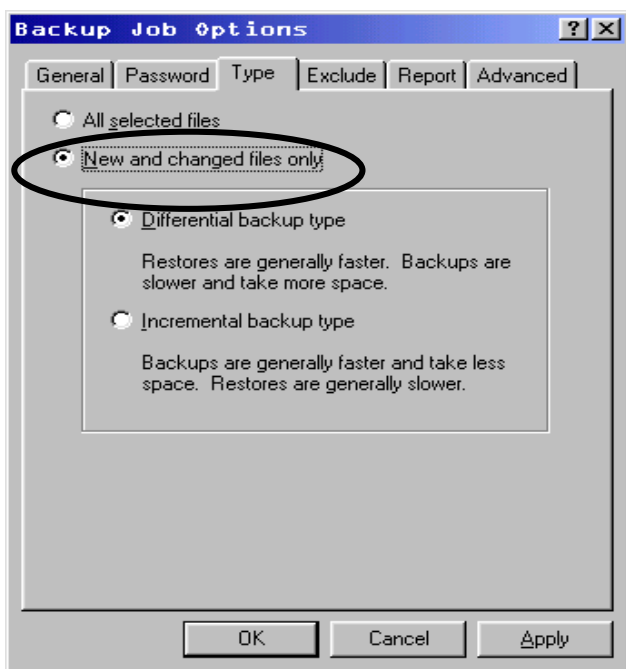
1	Creating Stoplight Reports in MS Project 2000
1	Value-Added Services
2	Backup, Backup, Backup
3	List of Antivirus Web Sites
3	Outlook TIPS for July
4	“Hard” Page Breaks in Word
4	MS Project TIP of the Month—The Auto Save Feature
4	New Program Interest

Backup, Backup, Backup

A Virus is the second worst event that can happen to a computer. Only a hard drive/hardware failure is more devastating. The one thing these two events have in common that makes them so critical is the loss of valuable information and the need to recreate it. How would you like it if you were on vacation and someone made-off with your 4-drawer file cabinet with everything in it and buried it at the dump never to be seen or used again? Stop smiling; in most cases, this would be a bad thing.

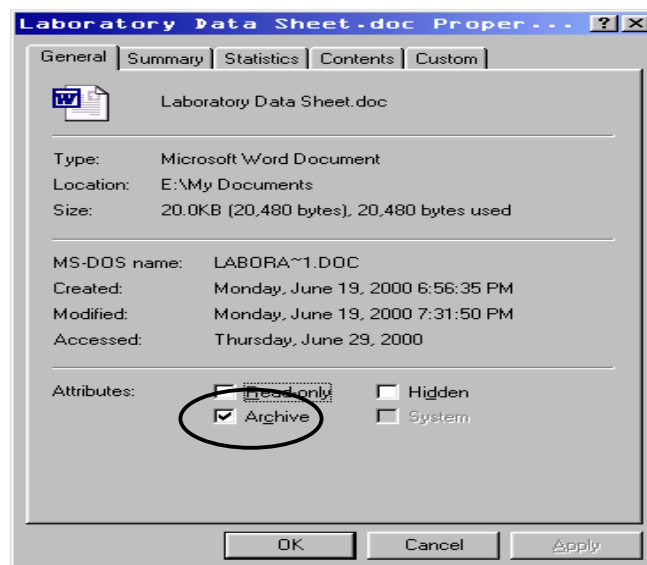
We recommend backing up your new and modified work daily. Backup is easy if all of your work is in the same location; such as, your "My Documents" folder. Create subfolders within My Documents to store your work by program and/or project and/or time period. Then use a backup program to frequently backup new files and changes to existing files within all folders of the My Documents folder.

The backup program you choose should allow you to only backup modified files and new files since the last backup. There is no need to recopy all of your work, especially the work that has not changed since the last backup. The Backup program that comes with Windows has this feature. It is accessible from the **Start** button, **Programs**, **Accessories**, **System Tools**, and **Backup**. This particular setting is available from **Job**, **Options**, and **Type** tab of the Microsoft Backup program Menu Bar.



All files saved within Windows and previously MSDOS have a Property or Attribute called an Archive Bit to determine if a file has changed since the last backup. The Archive Bit for a file is set to ON when a program saves the file. It is set to OFF when a file is backed up by a backup program.

An efficient backup program will only backup files that have the Archive Bit set to ON. Most do. To locate, view, or change the Archive Bit manually if needed, **Right-Click** on a file and select **Properties**. At the bottom of the **General** tab is a group of checkboxes labeled **Attributes**. The checkbox labeled **Archive** is the Archive Bit setting of the file. Checked is ON, unchecked is OFF.



There are many media types to choose from to store your backup files. Some of which are Tape, ReWritable CD's, 1 or 2 Gigabyte Jaz disks, 100 or 250 Megabyte Zip disks, and 1.44 MB floppy disks. You can also use a second hard drive, possibly on a networked computer to store your backup files.

You may need to install a larger hard drive and an ISA type network card. Reinstall Windows 3.1 or 95 on the older computer and insert a network card in your current computer. We recommend connecting the two together using twisted pair cable and a 4 or 5 port hub or switch.

The first backup will probably take awhile, maybe several hours. Subsequent backups will take only a fraction of the time because you will only be backing up what is new or changed. I actually create two separate backups on two separate hard drives of an old 386 25 Mhz computer. I copied new and changed data from my current computer to the 386 and created another copy from the original within the 386.

Using the scheduling features on the backup computer's Windows system, you will have enough room to have four weeks of backups stored at one time.

To prevent a virus from finding all hard drives on my network and damaging all of them, I do not allow access from my current computer to the 386 where the backups are located. I initiate the backup from the 386. Before each backup I run an up-to-date virus-checking program on the current computer's My Documents folder to ensure a file does not contain a virus.

-- Backup Article Continued on Page 3

If you decide to network computers for backup purposes, there are other benefits. For instance, If you are looking at subscribing to a faster Internet service such as DSL, a network connection is required to connect to a DSL modem and you would already have one in place.

Note: PROTRAIN offers computer services that can assist you in setting up a backup system so you and your computer will be prepared for the next "I Love You" virus attack. We can also assist in setting up your DSL service.

--Mike Gallagher, Lead Instructor & Technical Manager

Here is a list of antivirus encyclopedia-type Web sites:

AntiViral Toolkit Pro

<http://www.avp.ch/avpve/findex.stm>

Computer Associates, Inoculate

<http://www.cai.com/virusinfo/encyclopedia/>

F-Secure

<http://www.datafellows.com/vir-info/>

iRiS AntiVirus

<http://www.irisav.com/lab/desc.htm>

McAfee/Network Associates, VirusScan

<http://vil.mcafee.com>

Sophos, Sweep

<http://www.sophos.com/virusinfo/analyses>

Stiller, Integrity Master

<http://www.stiller.com/common.htm>

Symantec, Norton AntiVirus

<http://www.symantec.com/avcenter/vinfodb.html>

Trend Micro, PC-cillin

<http://www.antivirus.com/vinfo/virusencyclo/default.asp>

Virus Bulletin magazine

<http://www.virusbtn.com/VirusInformation/>

Henri Delger

henri_delger@prodigy.net

http://pages.prodigy.net/henri_delger/

Outlook TIPS for July

Outlook: Setting Sensitivity Levels for Messages

To set a sensitivity level for any message you send, select the **Options** button on the toolbar. Choose the option you want in the **Sensitivity** list (personal, private, confidential). Marking a message "private" prevents anyone from modifying it after the message has been sent. To mark all messages you send with the same sensitivity level, select **Options** from the **Tools** menu, select the **Preferences** tab, click **E-Mail Options**, click **Advanced E-Mail Options**, and select the sensitivity level you want in the **Set sensitivity** box.

Outlook: You've Got Mail

Outlook can notify you when new mail arrives. It can be setup to play a sound and change the appearance of the mouse cursor.

Select **Options** from the **Tools** menu and the **Preferences** tab. Click **E-mail Options**. On the E-mail options dialog box, select the check box that says **Display a notification message when new mail arrives**. To set a sound or change the mouse cursor, select the **Advanced E-mail Options** button. On the Advanced E-mail Options dialog box, click the check box that says **Play a sound**, and the one that says **Briefly change the mouse cursor**. Then select OK as many times as is necessary to close all dialog boxes.

Outlook: Sending Web Pages by Email

You can send a Web page directly from Microsoft's Internet Explorer. Select the **Mail** button on Internet Explorer's Standard toolbar and click on **Send Page**. Outlook sends the page as an attachment to an email message.

You can also send someone a link to a Web page. Select **Send** from Internet Explorer's **File** menu, then **Link by E-mail** from the submenu. Outlook then sends the URL in an email message and a shortcut to the page as an attachment.

--Angela Willingham, Training Manager




“Hard” Page Breaks in Word

You can override the “soft” page breaks that Word creates as you fill each page with text, graphics, forms, etc. The “soft” page breaks are not mandatory breaks. They automatically adjust to any document revisions, such as, adding or removing text or graphics.

“Hard” page breaks are mandatory. They are called manual page breaks. Regardless of document revisions, a manual page break will always occur at the same place in the text each time.

To insert a page break in your document:

1. Place your cursor in the document where you want the page break to occur.
2. Select **Insert** from the menu, and then choose **Break**. The Break dialog box will appear.
3. Select the option, **Page Break**, and click **OK**.

You have now created a “Hard” page break in your document. If you decide later that you want the page break somewhere else, the break can be deleted just like text with the backspace or delete keys. An easy way to view the page break position or “code” is by clicking on the Show/Hide  icon in your Formatting toolbar.

In addition, manual page breaks can be easily inserted using your keyboard keys. Hold down the **Ctrl** key and then press the **Enter** key to place a manual page break where your cursor is positioned.

--Sheila Schroeder, Owner

**Our Intermediate Word Class
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MS Project *TIP* of the Month

Do not forget the “Auto Save” Feature

Microsoft Project includes the option to automatically save a project file every few minutes.

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Under **Auto Save**, click **Save every**, and then specify the minutes in the **minutes** box.
3. Click **Save Active Project only** or **Save all open Project files**.
4. If you want saving to occur without prompting, click **Prompt Before Saving** to deselect it.

--Todd Samuel, Project Manager at Battelle
Instructor at City University and PROTRAIN.SYS

New Program Interest

We’re always interested in providing training that meets the needs of our customers. We’ve had requests for the following new programs and would like to see if there is enough interest to add these programs to our schedule.

If you would be interested in any of these programs, please reply to this E-mail with the name of the program(s) in the Subject line. You can also give Angela a call @ 946-1123 if you prefer. Once the program is in place, we will contact you with the specifics—date, time, place, cost, etc.

**Thank you for taking a minute to respond.
Your input is extremely valuable to us!**

- Microsoft Visio 2000
- QuickBooks Pro 2000
- Microsoft Publisher 2000
- Visual Basic
- AutoCAD
- Dreamweaver 3
- Other _____

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