Local Area Network Wiring

In today's world, personal computing hardware is inter-connected on Local Area Networks (LANs). Every PC and printer in the LAN has a Network Interface Card (NIC) that attaches to a cable that is connected to a LAN HUB device. To the average end user, the LAN cabling is probably the most insignificant element in the puzzle. There was a time when wiring played a lesser role in the performance of the LAN. However, with today's higher LAN speeds (16 and 100 Megabit), error free performance is highly dependent on the wiring.

The predominant cabling for both Ethernet and Token Ring LANs today is Category 5 Unshielded Twisted Pair (UTP). The hardware manufacturers and IEEE have developed very rigid cabling specifications to ensure that the NICs, HUBs and PCs will all coexist and operate in an error free LAN environment. Among other highly technical specifications, things like wire size (gauge), number of twists per foot and lobe length must be strictly adhered to.

The conversion to Outlook and the MT PRRIME roll out have placed a much larger load on local LAN segments and in many instances these applications have been blamed for slow response times and other LAN problems. While investigating slow response time problems, ISD has found wiring to be the culprit time and again.

The cause of the vast majority of end user response time problems has been the use of telephone extension cords (flat pack or satin cable). Common telephone wire must not be used to extend LAN cables for computer equipment. One telephone extension cord in a 30 PC LAN can drastically impair the performance of every PC in the network.

If your PC seems slow at times, you may want to check the wiring of your LAN. Or, if you are remodeling the office or moving furniture and need a longer cable, DO NOT get it from the local hardware store. Please contact your LAN administrator and they will assist you in obtaining the correct type of cable.

For more information about this article, please contact Dennis Sheline of the Telecommunications Operations Bureau at 444-2869, ZIP/Outlook or e-mail at dsheline@state.mt.us.
Network Slow Downs

The addition of the MT PRRIME (PeopleSoft), the Outlook e-mail system, and other client server based systems, have placed heavy burdens on ISD's Capitol Fiber Backbone LAN network. You have probably experienced periodic LAN network slowdowns (response times). There is hope on the horizon!

Good News/Bad News

The good news is the high-speed backbone is nearly a reality, the bad news is you will have to suffer the slowdowns a little longer. ISD has been testing the new Capitol Backbone network hardware and will be migrating to the new backbone in the very near future. The recent Legislative session delayed putting any new hardware into production and slowed the LAN traffic even further.

The new backbone will carry inter-building traffic at 200 Megabit vs. 16 Megabit today. The State's high volume servers (e-mail, MT PRRIME, etc.) will be directly connected to the 200 Megabit backbone. This should improve our service dramatically. Bear with us a little longer – things will get much better. Like all changes of this magnitude, you will all have to experience some small service interruptions when the changes are made. We will proceed cautiously with the implementation, to eliminate unnecessary havoc for you, our valued customers.

We conducted a limited production test beginning the week of April 26. If all works as planned, we will begin to migrate servers and buildings to the new structure shortly.

For more information about this article, please contact Dennis Sheline of the Telecommunications Operations Bureau at 444-2869, ZIP!/Outlook or e-mail at dsheline@state.mt.us.

Year 2000 Status Report

The State is well on the way to meeting its goal of Y2K compliance. As of May 3, 1999, more than 71% of all systems are Year 2000 compliant. We expect that number to rise to over 95% by August.

The summer statewide issue of ISD News & Views will provide some general guidance to state employees on steps they can take to minimize the impact of Y2K on their lives.

For more information on the Y2K, check out our web site at http://www.state.mt.us/isd/Year2000 or contact Year 2000 Compliance Officer, G Scott Lockwood at 444-2655, ZIP!/Outlook or e-mail at slockwood@state.mt.us.

Calendar of Events

June

2 Information Technology Managers Council (ITMC), 8:30-10:30 am
   Rm 111, Metcalf Bldg.

23 Information Technology Advisory Council (ITAC), 8:30-noon
   Rm 111, Metcalf Bldg.

July

7 Information Technology Managers Council (ITMC), 8:30-10:30 am
   Location to be announced

19 SummitNet Executive Council (SEC),
   1:30-3:30 pm, METNET Video System
   DPHHS, Miles City, UM and MSU

28 Information Technology Advisory Council (ITAC), 8:30-noon
   Rm 111, Metcalf Bldg.
**Windows 95 – Y2K Ready or Not?**

In an ongoing effort to address possible problems associated with the Year 2000, Microsoft has identified several minor Year 2000 issues within Windows 95. Microsoft has released an update for these known issues associated with generating dates on your computer on or after January 1, 2000. The known issues cover leap year calculations in particular circumstances, the handling of some date/time settings, and incorrect logging of online calling.

**System Requirements**

You need 10 MB free disk space to install the Windows 95 Year 2000 Update. The Installation of Internet Explorer Service Pack 2 (not necessary for all systems), if selected, will require approximately 80 MB free disk space.

**This Year 2000 Update is for Windows 95 only**

This update is not intended for use on, and will not install on, computers running Windows 98, Windows NT, or Windows 2000.

**Before You Install the Windows 95 Year 2000 Update**

Because the Windows 95 Year 2000 Update updates your system files and requires you to restart your computer during installation, you should save and close all open documents and close all programs before installing the Update.

**Anti-virus Software and Installing the Year 2000 Update**

Because the Windows 95 Year 2000 Update updates some system files, it is also recommended that you disable any anti-virus software that is running. If you chose not to disable this software, please accept the changes made to the Command.com file when prompted by the anti-virus software during installation of the Update or after restarting your machine.

Be sure to thoroughly read the release notes before you extract and install the Windows 95 Year 2000 Update.

**What Are the Year 2000 Issues in Windows 95?**

The complete list of issues can be seen on the ISD web site at:


Information obtained in this article was reprinted in part from Microsoft’s web page (http://www.microsoft.com/windows95/downloads/contents/wurecommended/s_wufeatured/win95y2k/default.asp?site=95). The Update, and more information, is located at this web site, and on ISD’s Value Added Server at guest\WINDOWS\Win95\Win95 Y2K Update. Read the release notes completely before you extract and install the Windows 95 Year 2000 Update. If your PC is located on a Network, please contact your Network Administrator before installing this update. For more information, contact Irvin Vavruska of End User Systems Support at 444-6870, ZIP!/Outlook or email at ivavruska@state.mt.us.
NetWare 5 Conversion Project

Mission: The State of Montana will continue with an Enterprise approach to providing a mission critical network operating system platform and directory services to enable effective electronic sharing of information and resources.

The NetWare 5 upgrade process will be as transparent as possible to agency end user staff. The upgrade will be performed with a high degree of coordination and cooperation between agencies and ISD. Network down-time will be minimal. The initial phase of upgrading existing, qualifying 3.x and 4.x servers will be complete by 10/31/99. This will ensure a stable environment before the Y2K date change. A mixed server environment will work throughout the deployment phase.

The project team for the NetWare 5 Conversion has been established. Thanks to the many agencies sharing technical experts with ISD. The team makeup and functional areas are:

- **Project Leader**: Dawn Pizzini, ISD
- **Product Management**: Wendy Wheeler, ISD
- **Development**:
  - Andy Quist, ISD (Team Lead)
  - Pete Wiseman, ISD
  - Dave Johnson, PHHS
  - Alan Wintersteen, Agriculture
- **Testing**:
  - Stuart Fuller, ISD
  - (Team Lead)
  - Pete Wiseman, ISD
  - Gale Kramlick, OPI
  - Jerry Marks, PHHS
  - Irvin Vavruska, ISD
- **Logistics**: Kathleen Androlewicz, ISD
  - (Team Lead)
  - Storm Younger, ISD
  - Tim Frederick, PHHS
  - Bill Gilleland, Revenue

Question about the project may be directed to Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook, or e-mail at wwheeler@state.mt.us.

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E-mail Conversion Update

We're just about there! The e-mail conversion project will be completed on time with all agencies migrated to Exchange/Outlook by June 30, 1999.

April and May saw lots of activity with about 2,700 new mailboxes created. Agencies converting during May include Public Health and Human Services (Helena offices), Justice, Historical Society, State Auditor, Livestock and the State Library.

In order to minimize problems on the server running the security, Outlook Web Access and backup functions, the backup functions will be stripped off and installed on a PC dedicated to the backup function. In the past, if that server had to be re-booted because of the ArcServe backup software, all those with an Outlook Web Access connection were disconnected.

ISD continues to monitor performance on all the Exchange servers to ensure no degradation of service as we bring up the last of the State’s e-mail users.

For more information on the E-mail project, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook, or e-mail at wwheeler@state.mt.us.
MT PRRIME Payroll Goes Live

On Wednesday, May 5, 1999, nearly 12,000 state employees received pay checks or pay advices that were processed using the new Time & Labor and Payroll software. This was the culmination of 18 months of design and implementation effort on the part of the MT PRRIME Human Resources Team. It also capped off two weeks of intense activity by agency payroll staff.

Three hundred and fifty users validated information that had been converted from the PPP system. This initial validation process was critical to the success of the conversion. Users also entered newly hired employees, transfers, status changes, and pay rate changes that were effective on or after April 10 when PPP was closed to new entries.

Once agency payroll staff received time sheets, they began entering employee time on the Time & Labor module of the software. MT PRRIME initiated the batch processes that moved the time into payroll. By May 3, pay checks and pay advices were being printed and the direct deposit transaction was sent. Checks were ready for agency deposit pickup, and employees had their checks in hand on May 5.

Less than 50 errors were reported which represents .4% of the employees paid. Most of the errors were either setup errors, conversion errors, or data entry errors. Others included a few employees who were not paid for all their jobs, some who had taxes withheld at an incorrect rate, several who had discrepancies in their State Share, some who had incorrect retirement withheld, and a few who were over paid. All of the errors were fixed and those employees who had significant discrepancies in their checks (or no checks at all) were reimbursed through an off-cycle payroll that distributed checks/advices on May 7. Because so few errors occurred, a second off cycle paycheck run scheduled for May 12th was cancelled.

Employees were quick to see the biggest difference between the old and the new checks. The new check stubs and advices are much easier to read. The information is set out in clearly labeled sections with clear descriptions of the information.

Although considerable effort was focused on the possibility of errors, four parallel tests were conducted to make sure there were few. The entire team was pleased with the very low error rate. This success is the result of the hard work of the MT PRRIME HR Team. It is also a testament to the dedication, resourcefulness and determination of the agency payroll people throughout state government who were asked to do double duty in order to learn the new system. They put forth extra effort to make sure employees in their agency were paid.

Hats off to EVERYONE that participated!

For more information, contact Anita Varone of MT PRRIME at 444-2013, ZIP!@Outlook, or e-mail at avarone@state.mt.us.
CICS - Thirty Years and Counting!

CICS celebrates its 30th birthday this year. CICS has changed dramatically over the last thirty years going from a simple system capable of supporting several hundred users to a multi-platform enterprise server capable of supporting up to 150,000 concurrent users. It appears that the evolution isn’t over yet.

The product continues to grow in both popularity and features. Today you can access CICS in as many ways as there are communication protocols. CICS can serve simple web pages directly, it supports Java applications, and teamed with state of the art web servers, can create extremely reliable web applications. CICS runs on more platforms than any other TeleProcessing monitor does and, in conjunction with CICS client software, can be accessed from virtually anywhere in the enterprise. Today CICS processes more than 20 billion transactions a day—more than the entire World Wide Web.

Does this sound like a lot of horn blowing? It is! At the 1999 CICS Technical Conference, information was presented on how to put CICS to work in both client server and web enabled environments. Charles Schwab and Sprint both gave presentations on their implementation of S/390 based CICS with their web based services. If you are an e-Schwab customer, your online trades are processed by CICS. These companies didn’t develop brand new CICS applications to do this; they reused parts of their existing 3270 based systems, replacing the terminal I/O with web interfaces.

IBM has also announced a new product called WebSphere. WebSphere is a packaging solution that delivers a complete web development system, including VisualAge Java tools, WebSphere Studio HTML tools, TXSeries transaction processing environment, and several host connectivity options. The whole intent of WebSphere is to enable enterprise access to existing and new technologies in a single product. More information can be found at www.software.ibm.com/websphere. TXSeries information can be found at www.software.ibm.com/ts/txseries. Host based CICS information is available at www.software.ibm.com/ts/cics.

ISD is currently fielding TXSeries (CICS on AIX) to integrate mainframe CICS and IDMS with Oracle. WebSphere Enterprise Edition is the next step, which will enable existing host based CICS and IDMS applications to be integrated with Internet or Intranet based systems. For more information on ISD’s plans, contact Don Grinsell in the System Support Bureau at 444-2983 or dgrinsell@state.mt.us.
Clarification of the DATECVT Routine

As the year 2000 approaches, programmers need to understand certain premises that DATECVT, ISD's date convert routine, is based on. When a 2-digit year is passed to this date routine for conversion, the century that the routine assumes is the current one. For example, if the date is May 1, 1999, then a date of 12/01/99 converts to Dec. 1, 1999 and a date of 02/28/00 converts to Feb. 28, 1900. Accordingly, once the current date is actually in the 2000 century, the 2-digit year '00' will be interpreted as the year 2000.

DATECVT has multiple parameters that can be set. For this discussion, a version of '1A' and a function code of '1' is used in the parameter list. A function code of '1' is requesting that 'xx' days be added to a given date. (Note that 'xx' and the given date are also passed in the parameter list.) When the given date is passed with a 2-digit year and 'xx' days are added to that given date, the resulting date could fall into the next century. The DATECVT routine correctly calculates this date for the next century. This is true whether the given input date is in Julian (YYDDD) or Gregorian (MMDDYY) format. But since a 2-digit year was requested, DATECVT will return a 2-digit year. It is the programmer's responsibility to realize that this 2-digit year was calculated for the next century.

Some confusion occurred when taking the date returned in the above scenario and then calling the DATECVT routine a second time. Since the date passed in the second call to DATECVT was a 2-digit year, for example, 02/29/00, DATECVT used the current date century of 19. Note that Feb. 29 is not a valid date in 1900 and the user would receive a return code of 4. DATECVT does not keep track of previous calls. Hence, there was no way DATECVT knew that a previous call had added days to a date which resulted in giving a valid date in the next century.

ISD's guidelines for year 2000 compliance state that a 4-digit year needs to be used. We strongly recommend using a 4-digit year for the function code of '1'. As the above example shows, having a date calculated in the next century, and then inputting this date with the default century, will cause problems.

Complete documentation on DATECVT can be viewed or printed using Microsoft Word. The document is located on the Value Added Server at guest\COBOL.DOC\DATECvt.doc. If you need help connecting to the VAS, please contact your Network Administrator. If you have questions about this article, contact Craig Smith at 444-3458 or Glen Stroop at 444-2943. For general questions or problems, please contact your agency support staff or the ISD Customer Support Center at 444-2000.

ACF2 Logging

OS/VS COBOL and VS COBOL II Datasets

In conjunction with ISD's Year 2000 Compliance Plan, specifically the section titled Unsupported Software Considerations, ISD will activate ACF2 Logging of all access to the OS/VS COBOL and VS COBOL II datasets effective June 1, 1999. These datasets include SYS1.COBLIB, SYST.CAPEX.OPTLIB, SYS1.COB2LIB and SYST.OPTILOADLIB.

The Unsupported Software Considerations section discusses the various COBOL Compilers and related products. The COBOL Software Recommendation Summary states that the OS/VS COBOL and VS COBOL II will not be supported after September 30, 1999. In an effort to help agency personnel identify those COBOL processes that have not yet been converted, ISD will start Logging all access to the OS/VS COBOL and VS COBOL II datasets. Please make sure all Logging messages you receive in your JCL's are forwarded to your programming staff so they can include them as part of their conversion process.

For questions about this article, please contact Rick Woollett of the System Support Bureau at 444-0779, ZIP!/Outlook or e-mail at rwoollett@state.mt.us or Glen Stroop of the System Support Bureau at 444.2943, ZIP!/Outlook or e-mail at gstroop@state.mt.us.
More about Oracle Designer

Database Design Transformer

After the requirements of a system are defined, and the Entity Relationship Diagram is finished, the following article will enable you to use the Database Design Transformer found in Oracle Designer.

After the logical data model (Entity Relationship Diagram) is completed, the data must be translated into a physical database schema. The transformation of the logical data model of a system into a working physical database schema using Designer/2000 goes through the following stages:

1. Create a first-cut physical design based on the logical data model using the Database Design Transformer.
2. Refine the physical data model using the Design Editor.
3. Implement data-related business rules.
4. Generate DDL statements and create the physical objects in a database using the Server Generator.

Besides translating the logical data to a physical database schema, the Transformer performs the following tasks:

- Creating tables based on properties of entities.
- For each table, creating columns based on properties of attributes of the corresponding entity.
- Implementing relationships between entities as foreign key constraints associated with the corresponding tables.

For each entity, the Transformer automatically includes in the set the attributes of the entity as well as any unique identifiers or relationships defined for the entity. The default mode is the simplest way to use the Transformer. If you run the Database Design Transformer with these default settings, the Transformer will create all the tables, columns, keys, and indexes it considers necessary to implement the logical data model.

For more information on Oracle Reports, or any of the Oracle applications, contact Steven St. John at 444-2910, ZIP!/Outlook or e-mail at sstjohn@state.mt.us or Barry Fox at 444-5895, ZIP!/Outlook or e-mail at bfox@state.mt.us. Oracle database information can be obtained by contacting Tony Noble at 444-2922, ZIP!/Outlook or e-mail at tnoble@state.mt.us or Tom Rediske at 444-1593, ZIP!/Outlook or e-mail at trediske@state.mt.us.

ITMC Meeting, May 1999

The Information Technology Managers Council met on May 5. The group was updated on many Enterprise projects:

- E-mail conversion to Outlook
- NetWare 5 conversion project
- Disaster recovery drill
- Year 2000 status
- PC term contracts
- Laser printer contracts
- The activities of the web server subcommittee
- And more

Complete minutes of the meeting are available on the ISD web site at http://www.state.mt.us/isd/groups/ITMC.

For more information on the activities of ITMC, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIP!/Outlook, or e-mail at wwheeler@state.mt.us.
Outlook 98 - Addressing Made Easy

Several problems have been reported to the e-mail group regarding the time expended when addressing e-mail. Here are some hints to help improve performance.

Some users are in the habit of consistently clicking on the “TO” button to open the Global Address List (GAL) and selecting recipients at that point. You can simply type in a person’s last name, comma, and first initial, in a new mail message and Outlook will resolve the name. A red line will appear under the name if a name resolution needs to take place. Right click on the name and a pop-up window will display all the names that follow the criteria you typed in. Select the correct name from there.

Some e-mail users correspond electronically within their agency as opposed to other State government agencies. Switching your view from Global Address List (GAL) to your Agency’s container (i.e. HHS) will cause a significant speed increase. You’ll be able to type in a name without getting the annoying pauses. The GAL has over 9,000 entries. If you use your agency’s listing, you have significantly reduced the number of entries to scroll through making the addressing mechanism faster.

To change the default view, open the Address Book and click on Tools, Options.

Click the down arrow in the “Show this address list first:” box and change to your Agency’s 3-digit name (HHS, DOA, etc.) Click on Apply, then OK. Users in your agency only will appear when you address e-mail messages. If you then have the need to send messages to other State employees, you’ll need to change the view back to the Global Address List (GAL).

If you have questions about this article, contact Sue Skuletich of End Users System Support at 444-1392, ZIP/Outlook or e-mail at sskuletich@state.mt.us. If you have any Outlook problems, please contact the ISD Customer Service Center at 444-2000.

Hyperlinks and Pictures

Have you wanted to include a hyperlink in a document in a way other then just typing it in? Here is a way to use a clip art picture as a hyperlink.

In Word, PowerPoint, or Excel, you can very easily add a hyperlink to a picture or shape. The only real requirement is that the shape be something other than a line, connector, or freeform figure.

Using Word as an example, choose Insert, Picture, ClipArt. Select the picture you want to use and click Insert. Now choose Insert, Hyperlink. You may be prompted to save your document first.

When the Insert Hyperlink dialog box opens, type the URL into the Link or File or URL entry box. You must type the complete URL, for example, http://www.state.mt.us. Then click OK. The entire picture is now the hyperlink, so clicking anywhere in the shape sends you to the URL.

If you have questions about this article, contact Heidi Mann of End User Systems Support at 444-2791, ZIP/Outlook, or e-mail at hmann@state.mt.us. For general Word 97 questions, please contact your agency support staff, Word Office Assistant, or the ISD Customer Support Center at 444-2000.
Microsoft Office Shortcut Bar

Adding an Icon

There is a way to lessen double mouse button clicks. Try adding a button to your Office Shortcut Bar. This way all you have to do is click once on the button and the program will start. If your Shortcut Bar is not on your screen, go to C:\Program Files\Microsoft Office. Double click on the icon called Microsoft Office Shortcut Bar. Once the Shortcut Bar appears, you can drag it to any location on your screen. If the Shortcut Bar is docked, you can hide it until later by clicking Auto Hide at the very top of the bar. When you’re ready to use it again, point to screen where it was located.

To add an icon to your Office Shortcut Bar, right click where there is no button. This drop down menu (left) will appear.

Click on Customize. Then click on the Buttons tab. You will get a window as shown below. Click on the Add File button. Browse to the executable of the file and click on ok. Click ok again and you have a button for that application on your Office Shortcut Bar.

If you have questions about this article, please contact Brian Clark of End User System Support at 444-0751, ZIPI/Outlook or e-mail at brianclark@state.mt.us. For general Office 97 questions, please contact your agency support staff, Office Assistant, or the ISD Customer Support Center at 444-2000.

Word 97 - Aligning A Table

Working with tables can often be tricky, especially when it comes to positioning the table on the page. Word 97 allows you to align a table on a page using the Align Left, Center, and Align Right buttons. However, to do this successfully, you must first select the entire table. If you select a portion of the table, Word only aligns the table’s contents. To align a table on a page using Word’s alignment buttons, first select Table/Select Table from the menu bar, or press ALT+F5 using the numeric keypad. Then click the alignment button of your choice on the Formatting toolbar.

This article was taken from Software School, Inc. If you have questions about this article, contact Carl Haller of End User System Support at 444-2072, ZIPI/Outlook, or e-mail at challer@state.mt.us. For Word 97 questions, please contact your agency support staff, Office Assistant, or the ISD Customer Support Center at 444-2000.

PowerPoint Custom Shows

You’ve just finished your presentation. You show it to your boss and several other members of your group for comments. Your boss says “Great presentation, but drop the technical slides and show it to purchasing.”

The system manager adds “I liked it also, but the technical people don’t need to see all those marketing slides.”

You could resolve the problem by making several different slide shows, but an easy solution is to create Custom Shows.

Open your presentation and go to Slide Show | Custom Shows. Click New and type a name for the show. Hold down the Ctrl key and click on the slides you want in the new presentation. Click the Add button. You can remove a slide by selecting it in the right hand box and click the Remove button or change the order by selecting the slide and clicking on the up or down arrows.

You also have the option to edit, copy or remove any custom show.

If you have questions about this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, ZIPI/Outlook, or e-mail at tbadovinac@state.mt.us. For general PowerPoint 97 questions, please contact your agency support staff, Office Assistant, or the ISD Customer Support Center at 444-2000.
Windows Freebie

WinTune Update

WinTune has been updated to WinTune98. You can test your PC’s performance at several levels. After testing, you can compare those results to an extensive database of results posted by other WinTune users. If WinTune finds anything amiss with your system configuration or results, it will also give you tips to help fix the problem. An option is available to run the testing through your Internet browser. To find out more about the online version, reference http://wintune.winmag.com/Default.asp.

If you would like a copy of the WinTune98 files they are available on the Value Added Server at \guest\ WINDOWS\Win95\Addons\WinTune98. If you do not have access to the Value Added Server, contact your Network Administrator, or Irv Vavruska of End User Support at 444-6870, ZIP1/Outlook or e-mail at iv AVRUSKA@STATE.MT.US.

Windows 98 - Open that File Quick!

Want a quick peek at a file? Before you waste precious time opening a document in its native application, go for the Quick View. Right-click a file, select Quick View, and up pops a preview of that file.

Don’t see a Quick View command? One of two things is happening: Either Quick View doesn’t have a file viewer for that file type (a workaround for this limitation appears later in this article), or Quick View isn’t installed on your system. To see if Quick View is installed, right-click any *.txt file and you should see a Quick View command.

To install Quick View, pop your Windows 98 installation CD in your CD-ROM drive and open the Control Panel. Double-click Add/Remove Programs, click the Windows Setup tab, and in the list under Components, double-click Accessaries. Click the check box next to Quick View and click OK twice.

If you just opened a file in a Quick View window, and it isn’t the one you were looking for, try another. Simply drag and drop another file into the open Quick View window, and its contents replace those of the first file. When you find the file you want, it’s easy to open it in its native application. You don’t have to leave the Quick View window. See the icon just below the File menu? Click it. (Or select File | Open File for Editing.) You can change your Quick View to a full page view by selecting View | Page View.

The problem with this command, however, is that it appears only in the context menu of file types for which a file viewer is available (as determined by Microsoft). Does this mean you can’t use Quick View for other file types? Only if you want to follow the rules. Otherwise, you can open any file with Quick View by adding its shortcut to the SendTo menu. Open an Explorer window and navigate your way to the Windows\System\Viewers folder. Inside, you’ll see Quikview.exe. Create a shortcut to this file in your Windows\SendTo folder. (Inside a second Explorer window, open the Windows folder, right-click and drag Quikview.exe into this window, let go, and select Create Shortcut(s) Here.) With the Quikview.exe shortcut selected, press F2 (for Rename), name the file Quick View, and press Enter. Close all open windows. Right-click any file, select Send To, then choose Quick View in the pop-up menu. Click Yes to confirm that you want to try the default viewers, and there’s a preview of your file (in rough form, of course, but that’s all you wanted anyway).

This tip is assimilated (“resistance is futile”) from www.tipworld.com. For general Windows 98 questions, please contact your agency support staff, Office Assistant, or the ISD Customer Support Center at 444-2000.
Media Based Training (MBT)

ISD maintains a library of MBT courses that are available to all state employees. These courses range from Microsoft Office 97 to mainframe software. In between you'll find UNIX, LAN/WAN, HTML, Relational Databases, Project Management and many, many more. Most of the courses are delivered on a CD, but some are available on videotape. Courses are checked out for a two-week period, but can be extended if no other employee is waiting for it.

To find out what courses we have, see http://www.state.mt.us/isd/current/training/mbt.htm. There are instructions there on how to check out a course or to see what’s available.

We are constantly updating this library. If you have a need for a particular course that you don’t see, please send me e-mail. If enough employees request a course, we will do our best to acquire it. As we receive new courses, I will review them in ISD News & Views.

To check out a course, contact Shawndelle Semans at 444-3820, ZIP!/Outlook or e-mail at ssemans@state.mt.us. If you have questions about this article, contact Trapper Badovinac of the Policy, Development and Customer Relations Bureau at 444-4917, ZIP!/Outlook or e-mail at tbadovinac@state.mt.us.

http://www.state.mt.us/isd/current/training/mbt.htm
Project Management Training


For more information about this article, contact Wendy Wheeler of the Policy, Development and Customer Relations Bureau at 444-2856, ZIPL/Outlook, or e-mail at wwheeler@state.mt.us.

HCT - Summer Semester 1999

Register in person or call 444-6800 to receive a Non-Degree Student Application. Classes are offered on a first-come, first-served basis. Payment is refunded if a class is not offered.

Fee Payment – Contact the main office for the fee schedule. First time applicants (for credit courses) must pay a non-refundable application fee of $30.

If a state agency is paying for part or all of the fees and/or book costs, a letter stating this must accompany your Non-Degree Student Application.

If a state agency is not paying for all or part of the fees, the entire or remaining balance is due upon registering for the course(s).

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<td>WK110-1</td>
<td>Computers For Beginners</td>
<td>1</td>
<td>6/14-15</td>
<td>8 am-4:30 pm</td>
<td>205A</td>
</tr>
<tr>
<td>WK112-1</td>
<td>Microsoft Office 97</td>
<td>1</td>
<td>6/16-17</td>
<td>8 am-4:30 pm</td>
<td>205A</td>
</tr>
<tr>
<td>WK145-1</td>
<td>Internet Workshop</td>
<td>1</td>
<td>6/21-22</td>
<td>8 am-4:30 pm</td>
<td>125B</td>
</tr>
<tr>
<td>CT137-1</td>
<td>Spreadsheets (Excel)</td>
<td>2</td>
<td>6/21-24</td>
<td>8 am-4:30 pm</td>
<td>205A</td>
</tr>
<tr>
<td>WK245-1</td>
<td>PC Maintenance</td>
<td>1</td>
<td>6/23-24</td>
<td>8 am-4:30 pm</td>
<td>135</td>
</tr>
<tr>
<td>WK248-1</td>
<td>Building Web Pages</td>
<td>1</td>
<td>6/23-24</td>
<td>8 am-4:30 pm</td>
<td>210</td>
</tr>
<tr>
<td>WK249-1</td>
<td>PowerPoint</td>
<td>1</td>
<td>6/28-29</td>
<td>8 am-4:30 pm</td>
<td>125B</td>
</tr>
<tr>
<td>WK250-1</td>
<td>Desktop Publishing Workshop (Publisher)</td>
<td>1</td>
<td>6/30-7/1</td>
<td>8 am-4:30 pm</td>
<td>125B</td>
</tr>
<tr>
<td>OT120-1</td>
<td>Word Processing (Word)</td>
<td>2</td>
<td>6/28-7/1</td>
<td>8 am-4:30 pm</td>
<td>205A</td>
</tr>
</tbody>
</table>

June Session (Register by June 4)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT134-1</td>
<td>Data Management Systems (Access)</td>
<td>2</td>
<td>7/6-9</td>
<td>8 am-4:30 pm</td>
<td>205A</td>
</tr>
<tr>
<td>WK205-1</td>
<td>Peachtree Accounting Workshop</td>
<td>1</td>
<td>7/13-14</td>
<td>8 am-4:30 pm</td>
<td>125B</td>
</tr>
<tr>
<td>EL176-1</td>
<td>Router Technology (Cisco II)</td>
<td>4</td>
<td>7/7-30</td>
<td>1-5 pm</td>
<td>208</td>
</tr>
<tr>
<td>CT284-1</td>
<td>Intermediate Visual Basic</td>
<td>2</td>
<td>7/12-23</td>
<td>8 am-Noon</td>
<td>207</td>
</tr>
</tbody>
</table>

July Session (Register by June 30)
State Training Workshops

This schedule was assembled by the Helena College of Technology of the University of Montana. If you have any questions about enrollment, please call 406-444-6821. All classes are held at HCT, 1115 N. Roberts.

The Helena College of Technology will make reasonable accommodations for any disability that may interfere with a person's ability to participate in training.

Persons needing an accommodation must notify the college no later than two weeks before the date of training to allow adequate time to make needed arrangements. To make your request known, call 444-6821.

To enroll in a class, you must send or deadhead a State Training Enrollment Application to State Training Center, HCT, Helena, MT 59601

If you have questions about enrollment, call 444-6821 or e-mail to 'Helena College of UM' or lsutrop@state.mt.us

Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days before the first day of class. HCT is also willing to schedule specific classes by request for state agencies.

See the HCT web site for course descriptions at http://www.hct.umontana.edu.

### Database Classes

<table>
<thead>
<tr>
<th>Database Classes</th>
<th>PREREQ</th>
<th>DATE</th>
<th>COST</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Oracle</td>
<td>Windows 95</td>
<td>June 1-2</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Discoverer 3.0</td>
<td>Windows 95</td>
<td>June 3</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>SQL/PL-SQL</td>
<td>Intro to Oracle</td>
<td>June 15-17</td>
<td>300</td>
<td>3</td>
</tr>
<tr>
<td>Oracle Developer 2000</td>
<td>Intro to Oracle &amp; SQL/PL-SQL</td>
<td>June 28-July 1</td>
<td>**442.20apr</td>
<td>4</td>
</tr>
<tr>
<td>Oracle Designer</td>
<td>Oracle Dev; SQL/PL-SQL recom</td>
<td>July 19-30 am</td>
<td>**536.95apr</td>
<td>5</td>
</tr>
<tr>
<td>Access 97</td>
<td>Windows 95</td>
<td>July 14-15</td>
<td>200</td>
<td>2</td>
</tr>
<tr>
<td>Crystal Reports</td>
<td>Windows 95</td>
<td>June 21-22</td>
<td>200</td>
<td>2</td>
</tr>
</tbody>
</table>

### Data Network/Mainframe Classes

<table>
<thead>
<tr>
<th>Data Network/Mainframe Classes</th>
<th>PREREQ</th>
<th>DATE</th>
<th>COST</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT Server 4.0</td>
<td>Inter. Win 95 Knowledge</td>
<td>June 21-30 pm</td>
<td>*plus book 400</td>
<td>4</td>
</tr>
<tr>
<td>NetWare 5.0: Upgrade</td>
<td>NetWare 4.11</td>
<td>June 21-23 or June 23-25</td>
<td>575</td>
<td>2 1/2</td>
</tr>
</tbody>
</table>

### Microcomputer Classes

<table>
<thead>
<tr>
<th>Microcomputer Classes</th>
<th>PREREQ</th>
<th>DATE</th>
<th>COST</th>
<th>DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 95 Conversion</td>
<td>familiar with Windows</td>
<td>June 1 am, Aug 3 am</td>
<td>50</td>
<td>1/2</td>
</tr>
<tr>
<td>Windows 95</td>
<td>N/A</td>
<td>July 7</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>Outlook 98*</td>
<td>Windows 95</td>
<td>June 1 pm, July 22 am, Aug 10 am</td>
<td>FREE</td>
<td>1/3</td>
</tr>
<tr>
<td>Adv. Outlook 98</td>
<td>Outlook 98</td>
<td>June 24 am, July 15 am</td>
<td>29</td>
<td>1/4</td>
</tr>
<tr>
<td>Word 97 Conversion</td>
<td>Windows 95</td>
<td>June 17 am, July 22 pm, Aug 17 am</td>
<td>50</td>
<td>1/2</td>
</tr>
<tr>
<td>Intro to Word 97</td>
<td>Windows 95</td>
<td>June 3, 9 or 21, July 20, Aug 4</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>Intermediate Word 97</td>
<td>Intro to Word 97</td>
<td>June 10 or 22, July 27, Aug 11</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>Excel 97 Conversion</td>
<td>Windows 95</td>
<td>June 17 pm, July 28 am, Aug 18 am</td>
<td>50</td>
<td>1/2</td>
</tr>
<tr>
<td>Intro to Excel 97</td>
<td>Windows 95</td>
<td>June 8, July 8, Aug 5</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>Intermediate Excel 97</td>
<td>Intro to Word 97</td>
<td>June 15, July 21, Aug 12</td>
<td>100</td>
<td>1</td>
</tr>
<tr>
<td>Building Web Pages</td>
<td>Internet/Win 95 experience</td>
<td>July 12-13</td>
<td>200</td>
<td>2</td>
</tr>
</tbody>
</table>

*Outlook 98 is for employees new to state agencies that have already converted to Outlook
Prerequisites June be met with consent of Instructor.
**The Oracle Designer and Developer class fees are recovered through the monthly data network rate and paid for by ISD.
# State Training Enrollment Application

Complete IN FULL and return AT LEAST ONE WEEK prior to the first day of class.

## Course Data
<table>
<thead>
<tr>
<th>Course Request</th>
<th>Date Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Student Data

<table>
<thead>
<tr>
<th>Name</th>
<th>Soc. Sec. Number (for P/P/P)</th>
<th>Agency &amp; Division</th>
<th>Mailing Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How have you met the required prerequisites for this course? Explain, giving the class(s) taken, tutorial completed, and/or experience.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

## Billing Information/Authorization Mandatory

LogonID _ _ _ _ Agency# _ _ _ Authorized Signature ____________________________________________

If attending Oracle Developer or Designer training, your application must also be approved by the agency IT Manager.

IT Manager ______________________________________________________

Training is needed for
- [ ] Agency Oracle Developer
- [ ] Continuing education opportunity (Agency will be billed for training.)
- [ ] Agency contractor (Agency will be billed for training.)

Full class fee will be billed to registrant unless cancellation is made three business days before the start date of the class.

**DeadHead completed form to**

State Training Center, Helena College of Technology of the U of M
Phone 444-6800 FAX 444-6892
Published monthly by
Information Services Division (ISD)
Department of Administration
Room 229, Mitchell Building, Helena, MT 59620
406-444-2700 or FAX 406-444-2701
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