

GOT EMAIL?

IF YOU DON'T have email yet, what are you waiting for? Email programs have come a long way in the past few years, and now there are many more features to entice you. The days of simple, text-only messages are numbered. As better programs infiltrate homes and businesses, email is becoming a more interactive, satisfying way to communicate and share information.

Dynamic HTML. If you use Netscape 3.0 or Internet Explorer 3.0 or higher, your email can display graphics, photos, and Web links. So, if someone sends you a URL via email, you can click on it and be taken directly to a Website.

You can also "mail" a Webpage to another user (if that person is using a compatible browser). Here's how.

► From your browser, go to the Webpage that you want to send, such as <http://www.asted.org>.

► In your browser, click on the File menu and then click on Mail Document. That will automatically open an email dialog box.

► Type in the address of the person that you want to mail the page to.

► Click the send button.

This is a great feature if you want to share information with a colleague but don't have time to write a detailed explanation or illustration. There are also services—such as WebCourier from Hotmail (free Web-based email), <http://www.hotmail.com>, and Netscape In-Box Direct, <http://www.netscape.com>—that deliver Webpages to your in-box daily or weekly. You can sign up to receive *C/NET Digital Digest*, *PC Week Direct*, *USA Today*, *Slate*, *News.Com*, and other online publications. There is also an email delivery service from the *New York Times*, <http://www.nytimes.com/search/archives/>.

Message filtering. If you are inundat-

ed with email and need to get organized, try message filtering. In Lotus cc:Mail, you can create folders for different types of mail and then set up "rules" to distribute mail into those folders. For instance, you may want to create a rule that says, "If the subject line contains the word 'urgent,' send the message to the in-box." Or, a rule that states, "If the subject line contains the words 'free offer,' file in trash." The procedure for creating a rule in cc:Mail is complex, so study the program's help file for a detailed explanation.

In more sophisticated programs—

such as Qualcomm's Eudora Pro, <http://www.eudora.com>, and Claris's EMailer, <http://www.claris.com>—email is dynamically filtered. For example, in Eudora, a dialog box lets you specify how the program should sort, label, or change a message's priority, depending on such factors as who sent it or what keywords are in the email's subject line or body.

With EMailer 2.0, the filter feature is in Mail Actions, within the Setup menu. EMailer can check mail on America Online, Compuserve, eWorld, Radio Mail, and the Internet. This program also forwards or replies to messages automatically. And what about finicky attachments? EMailer lets you drag and drop multimedia attachments, addresses, text files, and folders into outgoing messages. Plus, it compresses attachments and decompresses automatically when receiving attachments.

Signature files. Have you ever wondered how to create a signature file—a blurb, quote, or contact information—at the end of an email message? It's quite simple, really. Instead of typ-

Be sure to visit
ASTD's Webpage at
<http://www.asted.org>

The collage consists of three distinct images. On the left is the Hotmail logo, featuring a stylized 'H' and the text 'hotmail' in a bold, lowercase font, with the tagline 'The World's FREE Web-Based Email' underneath. In the center is a screenshot of a web form titled 'REGISTERED USERS' with a 'Please Log In Here:' label, a text input field, and an 'Enter' button. On the right is a screenshot of the New York Times website from August 23, 1997, showing a news article titled 'Tobacco Industry Settles With Florida For \$11.3 Billion' and a photo of a man in a suit.

COOL SITES

► HotWired 4.0, <http://www.hotwired.com>. The online companion to *Wired* magazine has recently undergone a significant facelift. This site uses some of the most cutting-edge technology currently available for Websites, such as animation and Java applets. You'll need audio, <http://www.realaudio.com>; Shockwave, <http://www.macromedia.com>; and Java capability to see everything on the site.

► Business@Home, <http://www.gohome.com>. This site is a self-described "online gathering spot and

information resource for the working-from-home community." The site includes information about how to use technology, how to furnish your home office, and how to market your business.

► Culture Finder, <http://www.culturefinder.com>. This site may save you from becoming a couch potato. You can scan exhibition schedules from more than 800 arts organizations in the United States and Canada. Search arts organizations alphabetically or geographically by city or province.

ing the same thing again and again, you can create a small, permanent file that contains information that will be appended to every email you send.

Here are a few guidelines from Beginners Central, <http://www.northernwebs.com/bc/>, to consider when creating a signature file.

- ▶ Signatures should be four lines or less; six lines is the highest tolerable limit.
- ▶ It's OK to include your name and email address. But unless you are a business, don't include a phone number in a signature file.
- ▶ Be polite in your signature.

To create a text signature file, you can use Microsoft Word, Notepad, or MSDOS Editor. Whatever program you use, it must be able to produce a plain ASCII file. You can't use fonts or formatting in a signature file.

To begin, type in the information that you want included at the end of all of your email messages. It can include your name, a quote, or a saying (try *Bartlett's Familiar Quotations*, <http://www.columbia.edu/acis/bartleby/bartlett/> or Quotes Unlimited, <http://www.geocities.com/Paris/LeftBank/1904/>). You can also include information about your business or service, and contact information. Then, save the file to a location on your hard drive. Last, you'll need to tell your browser (Netscape Navigator or Microsoft Explorer) where to find the file.

To do that, follow these steps:

- ▶ Select the Options menu.
- ▶ Choose Mail and News Preferences.
- ▶ Click on the Identity Tag to call up the identity dialog box.
- ▶ Locate the space provided for the signature file.
- ▶ Enter the complete path and name of the signature file. (For example, c:\mystuff\wkeep\sign.txt.)
- ▶ Close the dialog box by clicking on the OK button, then select options again, and select Save Options.

It's a good idea to test your signature file by sending a copy of a mes-

TEN SIZZLIN' SITES

Here are the top 10 sites on the Web according to 100Hot, <http://www.hot100.com>. The list does not include browser companies, ISPs, colleges, or Adult sites.

1. Geocities <http://www.geocities.com>
2. Yahoo <http://www.yahoo.com>, Yahoo!igans <http://www.yahoo!igans.com>, Yahoo Sports <http://sports.yahoo.com>, and My Yahoo <http://my.yahoo.com>
3. Starwave Corporation <http://www.starwave.com>
4. Excite <http://www.excite.com>, Magellan <http://www.mckinley.com>, and City.Net <http://www.city.net>
5. PathFinder <http://www.pathfinder.com>, Time/Warner and CNN sites: Warner Bros. <http://www.warnerbros.com>, HBO <http://www.hbo.com>, DC Comics <http://www.dccomics.com>, Extra TV <http://www.extratv.com>, Babylon5 <http://www.babylon5.com>, CNN <http://www.cnn.com>, CNN Financial Network



- <http://www.cnnfn.com>, and AllPolitics <http://www.allpolitics.com>
6. AltaVista <http://www.altavista.digital.com>
7. Member Home Pages <http://members.aol.com>
8. CNET <http://www.cnet.com>, Search.Com <http://www.search.com>, News.Com <http://www.news.com>, and Download.com <http://www.download.com>
9. The *New York Times* on the Web <http://www.nytimes.com>
10. Ziff Davis <http://www.zdnet.com> and HotFiles <http://www.hotfiles.com>.

BEGINNERS CENTRAL

Earth: 2025
The World as it Really Will Be (Warning: Not True!)

information fast. Isn't that the point?

Learn while you surf!

You've finally got that computer you were given for Christmas connected to the internet and what did you discover? INFORMATION OVERLOAD! Our purpose here will be to walk you through your beginning steps on the internet, help show you how and when to find information that you can actually use instead of being overwhelmed by thousands of bits and bytes of information that you don't need. In effect, we will try to help you bring order to the chaos.

BOOKMARK THIS PAGE!

This web site will be updated monthly with new sections, and the Beginners Central Quizzes will be updated even more often!

BOOKMARK THIS PAGE!

This tutorial will be presented in chapter-like format, but if you have read any of the previous sections you can skip to any section you like and when in that information that you can actually use instead of being overwhelmed by thousands of bits and bytes of information that you don't need. In effect, we will try to help you bring order to the chaos.

WOW!

We've always been pretty proud of this website, but now we are even more so. 1-Way magazine has chosen Beginners Central as one of the top 500 web sites in the world!

sage to yourself. In addition, you might want to update your signature file occasionally, or at least check to make sure that the information in it is still current.

@WORK is a monthly column devoted to the use of the Internet. Email your online experiences and suggestions to atwork@astd.org.

WEB TRENDS

Despite the growing use of email, most executives still would rather meet face-to-face. A survey, conducted by OfficeTeam, Menlo Park, California, found that 44 percent of executives surveyed prefer in-business communications over other channels. Thirty-four percent of respondents rated email as their top choice; only 7 percent prefer voicemail.

Diane Domeyer, executive director of OfficeTeam, says, "For employees and job seekers, these results are a reminder that if meetings are not feasible or appropriate, email is an effective way to reach a growing number of executives."

The survey was conducted by an independent research firm that polled 150 executives from 1,000 largest U.S. companies.

PLUG-IN UPDATE

Adobe Systems has released an animated GIF plug-in for Adobe Premiere 4.2, a nonlinear desktop digital video-editing program for Mac and Windows platforms. It lets users export movies as multi-image Graphic Interchange Format (GIF) files for animation on Webpages, which can be viewed automatically by most Web browsers.

The animated GIF plug-in enables users to repurpose video footage or animated graphics more easily. It also simplifies Webpage creation. Users can export an Adobe Premiere movie or graphic animation as an animated GIF file. Most Web browsers can automatically "play" the GIF file as they would a movie, without any additional helper applications or browser plug-ins. Animated GIF files

require less bandwidth and are easier to implement than QuickTime or Video for Windows (AVI) movies on the Web. In addition, users can export a frame, title, or still image as a single GIF file.

(Source: Adobe Systems, <http://www.adobe.com>.)

CALLING ALL EMAIL

Get your email by telephone with Millennia Software's Email Reader. It lets you dial your Pentium PC from any telephone and use voice commands to retrieve and listen to Netscape, Eudora, Microsoft Exchange, or POP3 email.

The \$89.95 software package requires a Telephone API (TAPI)-compliant voice modem. For more information, contact Millennia Software, Saratoga, California, 888.362.4573; <http://www.msw.com>.

TIPS.COM

Do you like to share links with others but hate writing or typing those long URLs? A better solution is to copy the URL to your computer's clipboard and paste it into an email message or word processor.

If you're doing that by highlighting the URL in the Location field and choosing Copy from the Edit menu, you're doing it the long way. Instead, look for the small chain icon to the left of the Location field. Just double click on it to put the current page's URL on your computer's clipboard. Now, paste it wherever you like.

(Source: *TipWorld*, <http://www.tipworld.com>.)

Course Administration

Event Scheduling

Needs Analysis

Career Planning

Employee Transcripts

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TrainingServer

Reg ID	Reg Date	Single	Course Code	Course Name
25	8/21/1996	7:30 AM	GC883	Print Reading & Sketching
3	8/20/1996	1:00 PM	COM92	Company Benefits
4	8/27/1996	3:00 PM	COM92	Disciplinary Actions
15	8/20/1996	1:30 PM	ACC101	Principles of Accounting
15	8/20/1996	9:00 AM	ACC108	Practical Accounting
11	10/23/1996	8:00 AM	COM93	Corporate Policy and Regulations
11	10/23/1996	8:00 AM	PLS181	Principles of Law
25	11/17/1996	7:30 AM	ACC103	Principles of Accounting II
5	12/17/1996	8:00 AM	W9001	Weld Symbols
5	12/18/1996	8:00 AM	PC305	LAN Workstation Performance Work
103				How to Build and Strengthen Client
11				Balance Sheets
118				Automating Instructional Design
1				Flipping
1				Common Training

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4	8/27/1996	3:00 PM	COM92	Disciplinary Actions
15	8/20/1996	1:30 PM	ACC101	Principles of Accounting
15	8/20/1996	9:00 AM	ACC108	Practical Accounting
11	10/23/1996	8:00 AM	COM93	Corporate Policy and Regulations
11	10/23/1996	8:00 AM	PLS181	Principles of Law
25	11/17/1996	7:30 AM	ACC103	Principles of Accounting II
5	12/17/1996	8:00 AM	W9001	Weld Symbols
5	12/18/1996	8:00 AM	PC305	LAN Workstation Performance Work
103				How to Build and Strengthen Client
11				Balance Sheets
118				Automating Instructional Design
1				Flipping
1				Common Training

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