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## TIPS & TOPICS

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### OLD NEWSLETTERS NEVER DIE - THEY'RE JUST STORED ON DRIVE S:

Do you remember there were some useful tips you would like to refer to in the previous ISD Tips & Topics Newsletters but you didn't save them? All is not lost! The **previous editions of the newsletters** are stored on OOC's Shared (S:) drive. To find them, go to the following directory:

[S:ISD Tips & Topics Newsletter](#)

But wait, there's more! You can find useful **ISD forms** at:

[S:ISD Forms](#)

**Handouts** from all the **Training Break** sessions at:

[S:ISD Training Break Handouts](#)

**Instructions handouts** on GroupWise, Word, etc. at:

[S:ISD Instructional Handouts](#)

### PROTECTING YOUR FILES

It's easy to protect documents in Word, Excel and PowerPoint from being opened or edited.

#### PASSWORD PROTECT

1. Click on the **Tools** menu
2. Select the **Options** option.
3. Click on the **Security** tab.
4. Enter a password (case sensitive).
5. Click on the **OK** button.
6. Enter the password again.
7. Click on the **OK** button.
8. Save the document.

**WARNING:** Use with caution! If you forget the password, the document cannot be opened and all data contained in it will be lost.

#### READ-ONLY RECOMMENDED

1. Follows steps 1 through 3 above
2. Click on the **Read-only** checkbox.
3. Click on the **OK** button.
4. Save the document.

### WORD TIP - DELETING A WORD AT A TIME

1. Open a file in Word.
2. Position the insertion point at the beginning of the text you need to delete.
3. Hold down the CTRL key and press the Delete key.
4. Continue until text has been deleted.



## CREATING STRONG PASSWORDS

No password is 100 percent secure. It can always be guessed or worked out. However, you can swing the odds in your favor by using a strong password. Strong passwords:

- Are at least seven characters long.
- Include both uppercase and lowercase letters, numbers, and a symbol character between the second and sixth position.
- Look like a random collection of characters.
- Have no repeated characters.
- Have no characters that are consecutive, as in 1234, abcd, or qwerty.
- Do not contain patterns, themes, or complete words (in any language).
- Do not use numbers or symbols in place of similar letters. For example, \$ for S, or 1 for l, as this makes the password easier to guess.
- Do not use any part of your network user name.



## EXCEL TIP - GROUPING WORKSHEETS

If you need the same data, formatting, header, footer, etc in more than one worksheet (in a workbook), group them together. This way you'll only have to enter the information once and it will carry over to all worksheets in the group.

1. Open a new or existing workbook.
2. Select the worksheets to be grouped.
  - Use **Shift** to select adjacent sheets.
  - **CTRL** to select nonadjacent sheets.
  - Right click on a sheet tab and select the **Select All Sheets** option.
3. Enter the text, formatting, etc. that will be the same on all sheets in the group.
4. Ungroup the worksheets by clicking on any worksheet tab.

## FRIENDLY REMINDERS

- Always log off when you are not using your computer. Use "Windows key" and "L" to lock workstation if you'll be away briefly.
- Never share your password with other user(s). Do not tell anyone your password.
- The Internet is to be used for DMHAS business only. It is not for personal use.
- All data files should be saved on the OOC LAN drives (U: or T:). DO NOT save data on your pc drives (A: or C:).
- DO NOT send client information (PHI) via e-mail. If your job requires that you do, you may be able to use the Tumbleweed Secure Transport System.
- Do not install any software on your computer yourself.
- Please refer to the Commissioner's Policy statement on computer use located on OOC's LAN. ([S:/ISD Forms/ComputerUsePolicy](#))

## TO SCAN OR NOT TO SCAN?

This is not the question. The real question is what application you should use, TextBridge Pro or HP Photo Imager.

**TextBridge:** Allow you to scan and save the file in Word or Excel format so that you can edit, add or modify as appropriate.

**HP Photo Imager:** Allows you to scan and save a file that has graphics or a signature that you want to keep but text that will not need to be modified.

You can scan your documents, graphics, etc. at the pc/scanner in ISD's Media Center (cubicle 14-189). Instructional handouts can be obtained on the OOC S: drive in the ISD Instructional Handouts/Scanner folder as well as at the ISD Media Center.

## COMMENTS OR QUESTIONS?

Please e-mail your comments or questions to [ISDTips.Topics@po.state.ct.us](mailto:ISDTips.Topics@po.state.ct.us)  
We look forward to hearing from you!