



Western Regional Center

National Oceanic & Atmospheric Administration

U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - August 2011

Clean out your Inbox, Sent, and Trash folders

- The plan for moving all NOAA email accounts to Google Apps for Government is being finalized with all users scheduled to be on the new mail server by the end of the calendar year. The plan is to move all your email messages to the new server and reconfigure your Outlook to point to the new location. Moving all the email messages from our server to Google is a HUGE undertaking and you can help by cleaning out your Inbox, Sent, and Trash folders. If you don't need junk email messages, non-work email (Cake in the break room), or old project reports, please delete them from your account so we don't have to move them to Google Apps.

NOAA will only allow encrypted LDAP searches

- Starting September 1st, NOAA will only allow name searches from your email program if they use a secure connection. All of our connections should already be configured this way. If you start having problems searching for NOAA users in your email program, please call the Helpdesk.

Only government equipment connect to computers

- We have had a few requests for personal ergonomic keyboards, trackballs/mice, USB drives, cell phones, and MP3 players to be connected to a users' PC. Just a reminder, it is NOAA's policy to only allow government equipment to connect to our computers. If you have a need for an ergonomic keyboard, trackball, or other specialized equipment, please request this through your supervisor.

IT Security Course reminder

- The 2011 NOAA Information Technology Security Awareness Course is now available at: <http://noaa.learnsecuritywith.us>. In order to continue to use your NOAA computing resources, you are required to complete the course by **September 23, 2011**. Questions about the course should be directed to your Line Office IT Security Officer, or email at: itsec@noaa.gov.

Maintaining the security of NOAA's information is an ongoing process. Successful implementation of this process requires you to be adequately informed of the latest threats, and know your responsibilities to combat those threats. For this reason, it is a **mandatory requirement** for each NOAA IT user (government, contractor, associate or temporary personnel) to complete the NOAA Information Technology Security Awareness Course, **each year**. Temporary personnel include visitors, guest workers, etc., who plan to work at a NOAA site and use NOAA IT resources for more than one month. Temporary and new employees must take the course within three days after issuance of NOAA IT equipment.

If you have any questions, please call the Computer Helpdesk at 6377.

August Tech Tips

- **Format Painter**

You might have seen the "Format Painter" icon in the default ribbon in Word, and wondered "What is it?"



The format painter is used to copy the formatting from one place and apply it to another. If you have a paragraph setup with custom indents, different fonts, colors, tabs, etc. the format painter lets apply those same settings to other places in your document.

To use the Format Painter, first put the cursor in the the text that you want to copy the formatting from, then press the Format Printer icon. What is applied depends on what you select as the target. If you highlight just a few words elsewhere in the document and release the select button, the formatting from the source **text** will be applied. If you select an entire paragraph as the target, the formatting from the source **paragraph** will be applied, including margins, indents, and text formatting.

If you have any questions, please call the Computer Helpdesk at 6377.
Previous Tech Tips located at www.wrc.noaa.gov/systems/techtips.htm