

PaperCuts Lunch & Learn

GroupWise, Word & Windows: Tips & Tricks to Help You Save Paper

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CUTTING TO THE CHASE – HOW YOU CAN HELP THE CITY SAVE PAPER

YOU can help the City save millions of sheets of paper a year. How??

EASY!!

There are approximately 11,000 employees who work for the City of Seattle.

If EACH employee printed ONE LESS SHEET OF PAPER A DAY, we'd save:

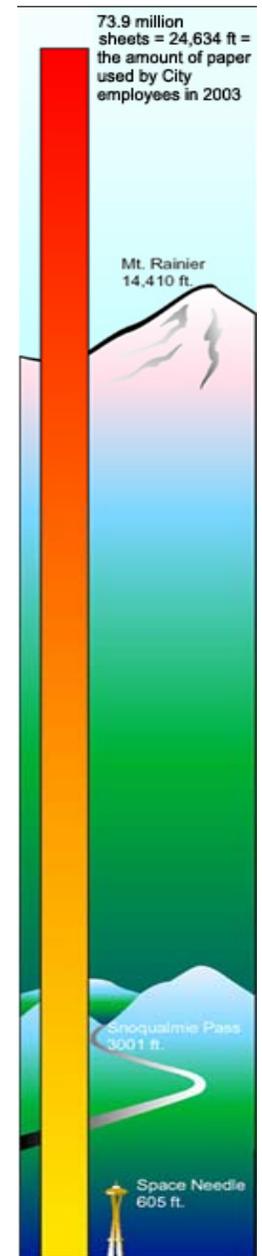
11,000 sheets of paper X 5 days = 55,000 sheets in one week.

55,000 sheets of paper X 52 weeks = **2,860,000 sheets of paper!!**

SO! If each employee printed **ONE LESS PAGE A DAY**, the City could **save nearly 3 million sheets of paper each year**

If each employees printed **TWO LESS PAGES A DAY**, the City could **save nearly 6 million sheets of paper each year.**

See how easy? We ALL can find ways to print a few less pages each day!



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SAVE- DON'T PRINT E-MAIL

There are two ways to save e-mail: **ARCHIVING** and **SAVING AS A WORD DOC**. Is there a preferred way? **NO**. Talk to your Supervisor and E-Mail Administrator to find out which method they recommend.

HOW TO ARCHIVE AN E-MAIL

ARCHIVE protects items from being **AUTOMATICALLY DELETED**. Depending on your job requirements, you may need to use the **ARCHIVE** feature to **SAVE E-MAIL MESSAGES** to **KEEP RECORDS** of **SUBSTANTIVE CITY BUSINESS**.

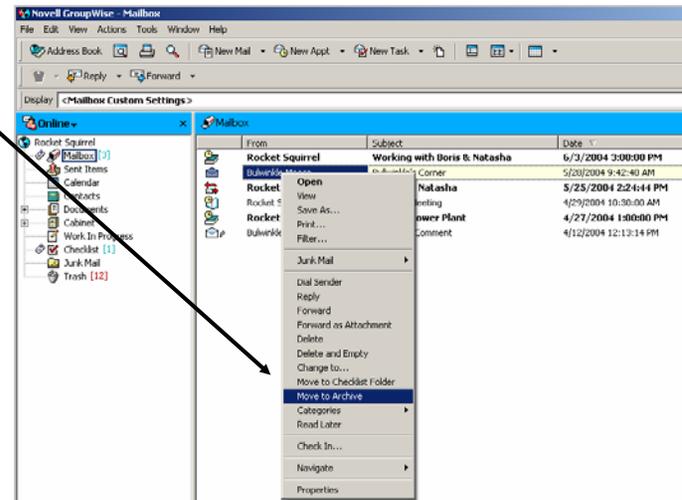


VERY IMPORTANT NOTE:
 IF THE ARCHIVE DATABASE becomes too large – it may **CORRUPT** or **CRASH**.
 It's important to **MANAGE** your ARCHIVE and **DELETE OBSOLETE ITEMS**.

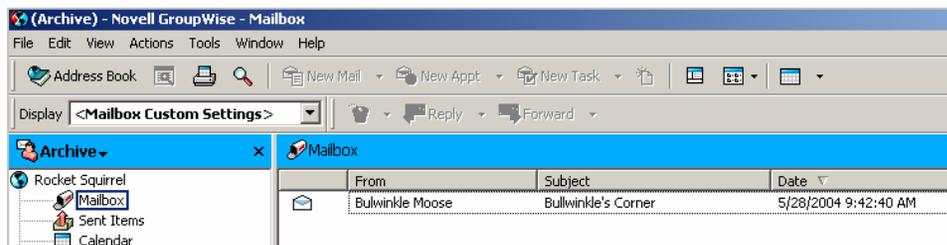
RIGHT-CLICK the **E-MAIL**, **SELECT MOVE TO ARCHIVE** on the **MENU** and **LEFT-CLICK**. The **MESSAGE** will disappear from your **MAILBOX** and will be placed in **ARCHIVE**.

To **VIEW ARCHIVED E-MAIL**, go to **FILE** and **CLICK OPEN ARCHIVE**.

The **ARCHIVED E-MAIL** will appear in the **ARCHIVE MAILBOX**.

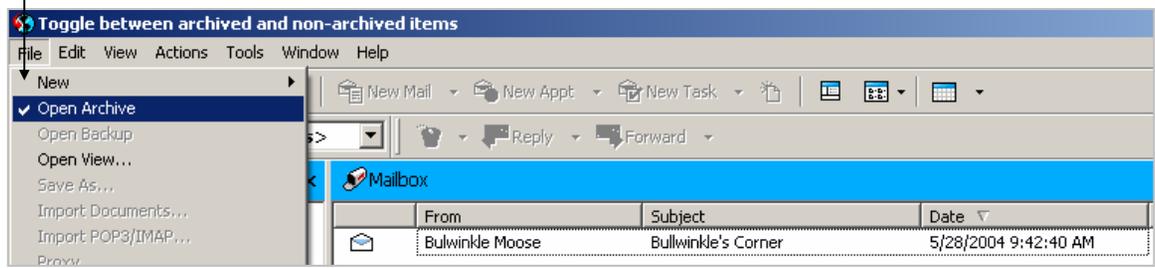


Notice! It Says:
(Archive) – GroupWise – Mailbox



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To **GET OUT** of **ARCHIVE** and **RETURN** to your **REGULAR MAILBOX**, go to **FILE**. You'll notice that **ARCHIVE** has a **CHECK MARK**. **CLICK ARCHIVE** to “**TURN OFF**” **ARCHIVE**. Your regular **MAILBOX** will appear.



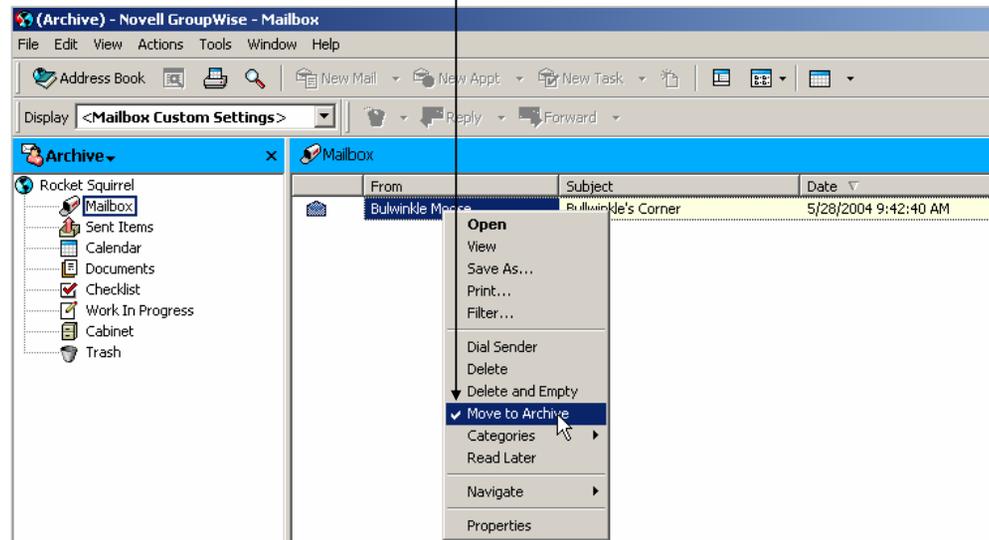
To **UNARCHIVE** an **E-MAIL**, you'll do just about the same thing. This time, while in **ARCHIVE**, **RIGHT-CLICK** the **ARCHIVED E-MAIL**. You'll see **MOVE TO ARCHIVE** with a **CHECK MARK** by it.

CLICK to **TOGGLE OFF** – or **UNARCHIVE THE MESSAGE**.

This action will **TURN ARCHIVE OFF** and move the **E-MAIL** back to your regular **MAILBOX**.

(Now, be sure to **TURN OFF ARCHIVE** and return to your regular **MAILBOX**.)

Easy, isn't it?

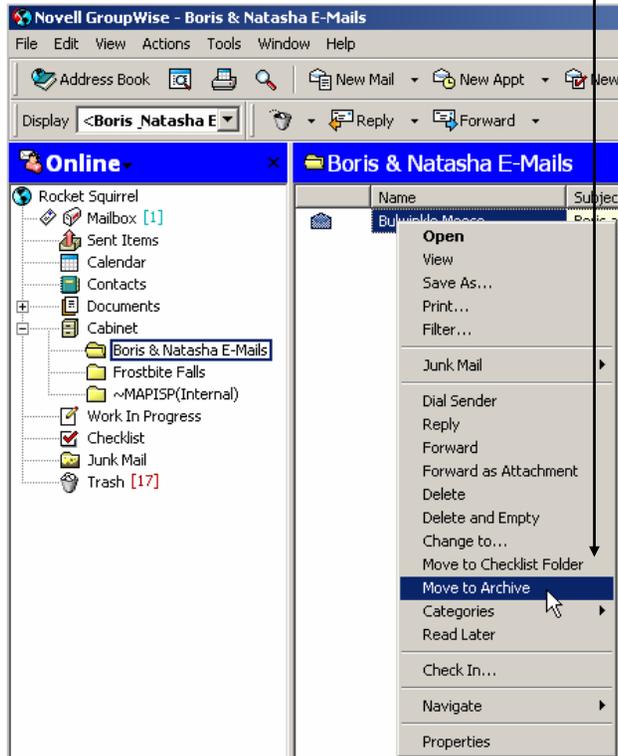
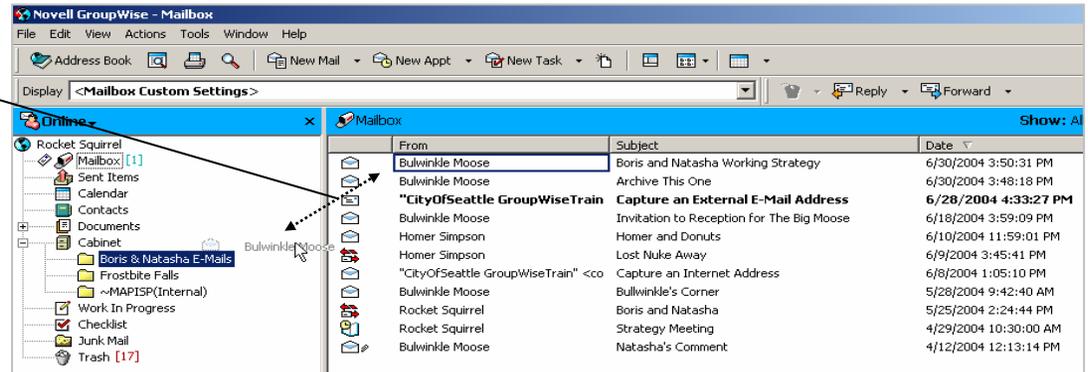


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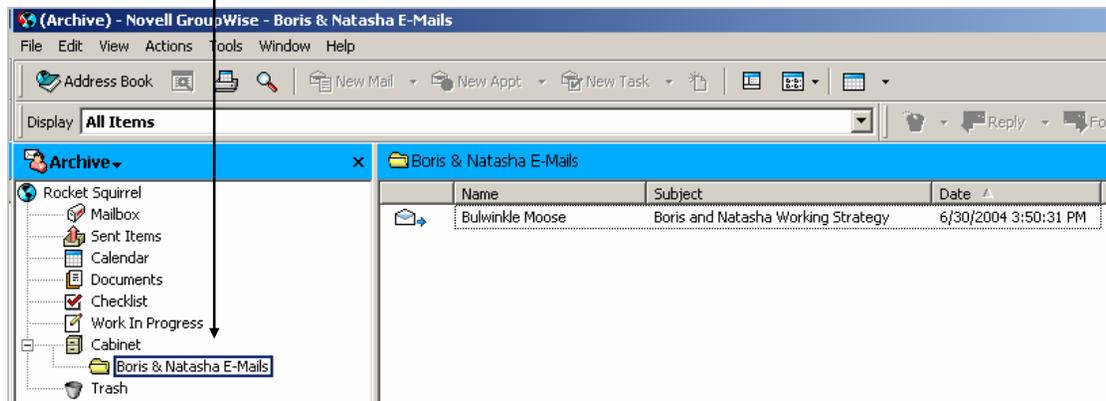
HOW TO "COPY" A CABINET FOLDER TO YOUR ARCHIVE

From your **NORMAL MAILBOX**, DRAG an **E-MAIL** to a **FOLDER** in your **CABINET**.

ARCHIVE the **E-MAIL** from the **CABINET FOLDER**.



That **FOLDER** will be created in the **ARCHIVE – CABINET**.

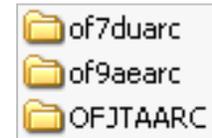


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HOW YOUR ARCHIVE FOLDER APPEARS IN YOUR HOME DRIVE

In some unfortunate cases, employees have DELETED their ARCHIVE by accident because they didn't know or recognize the ARCHIVE FOLDERS in their HOME DRIVE.

This is how an **ARCHIVE FOLDER OR FOLDERS** could appear in your **HOME DRIVE**. **



Some employees have tried to open the files and the documents, couldn't do it and didn't recognize anything. After clicking around and getting the **CAUTION MESSAGE** each time, they **DELETED** the **FOLDER**.

WHAT THEY DELETED WAS THEIR ENTIRE GROUPWISE ARCHIVE!!

Name	Size	Type	Date Modified
ngwguard.db	218 KB	Data Base File	4/8/2004 12:04 PM
ngwguard.dc	102 KB	DC File	4/8/2004 12:03 PM
user.db	78 KB	Data Base File	4/8/2004 12:04 PM

Caution

 You are attempting to open a file of type 'Data Base File' (.db)

These files are used by the operating system and by various programs. Editing or modifying them could damage your system.

If you still want to open the file, click Open With, otherwise, click Cancel.



Don't be like this guy – leave your Archive Folder alone!

** As of 2004, SDOT and SPU have moved their Archive from the H:\ Drive to a location that is locked down behind the scenes

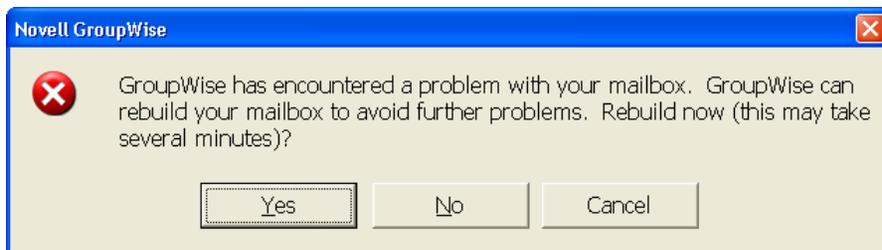
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HOW TO MAINTAIN YOUR GROUPWISE ARCHIVE

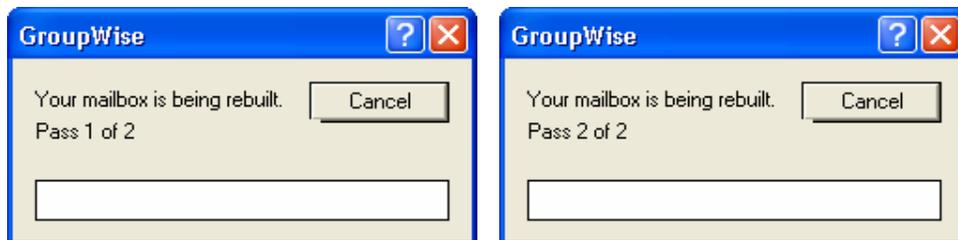
GROUPWISE has a nifty tool to help you do **PREVENTIVE MAINTENANCE** on your **ARCHIVE** - called **GWCHECK**.

Here's how to do it:

1. **START GROUPWISE** if you have not already opened it
2. Hold down **CTRL+SHFT** and then **CHOOSE** the **FILE - OPEN ARCHIVE**
3. You should get an **ALERT BOX** below. Check Yes. Don't worry! It's doing its job!



The **GWCHECK** is done in **TWO PASSES**. When finished, it might send you back to your **LAST OPEN WINDOW**. But, **GROUPWISE** will be in **ARCHIVE**.



If you want to be an **ARCHIVE-SAVVY USER**, you should run these **MAINTENANCE ROUTINES** on your **ARCHIVE** as a **PREVENTIVE MEASURE**. How often?

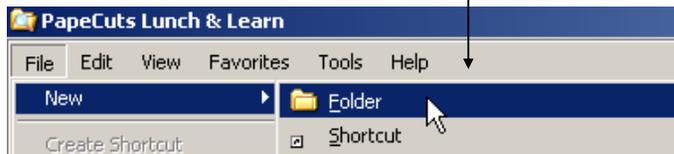
If you **ARCHIVE** more than 100 messages a month, you're a **HEAVY ARCHIVE USER** and should do this **ONCE A QUARTER**. Otherwise do this **ONCE OR TWICE A YEAR**.

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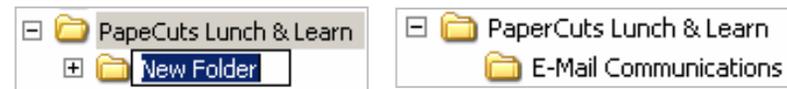
HOW TO SAVE THE E-MAIL MESSAGE AS A WORD DOCUMENT

Sometimes it makes sense to **SAVE** an **E-MAIL AS A WORD DOC** because it **PERTAINS TO A PROJECT** or **CITY BUSINESS**. **FIRST, CREATE A SUB-FOLDER CALLED “E-MAIL COMMUNICATIONS”** WITHIN THE **“PRIMARY” FOLDER**.

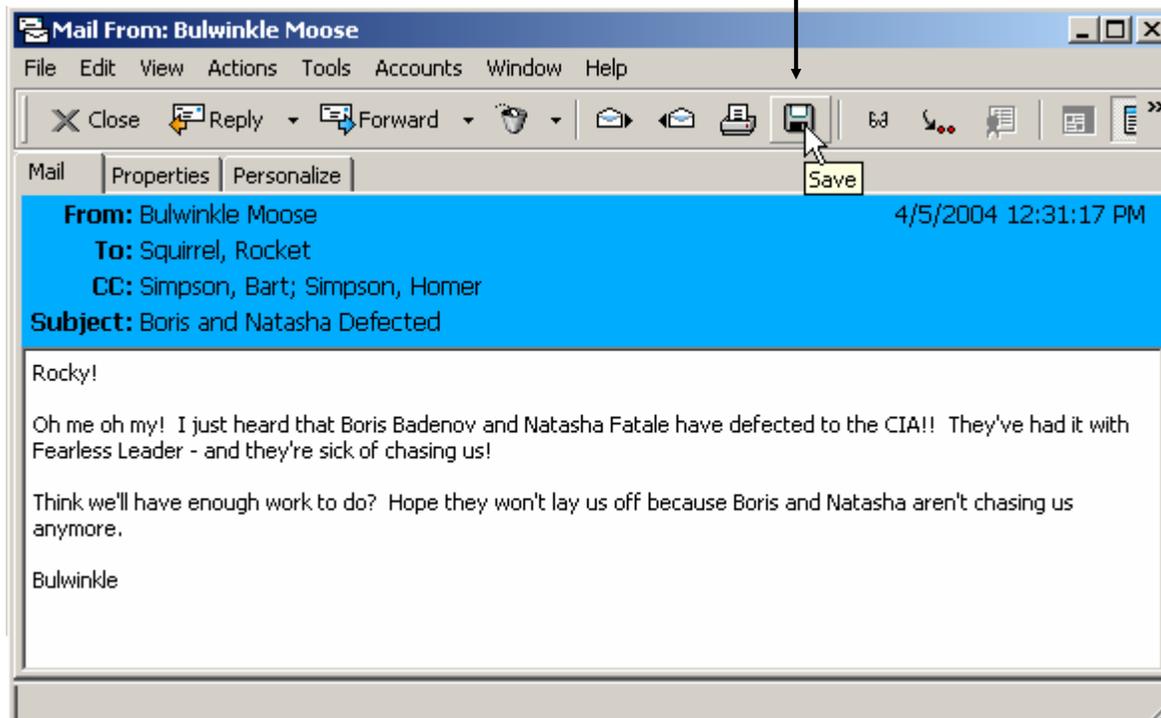
SELECT the **FOLDER**, go to **FILE – FOLDER** and **CLICK**



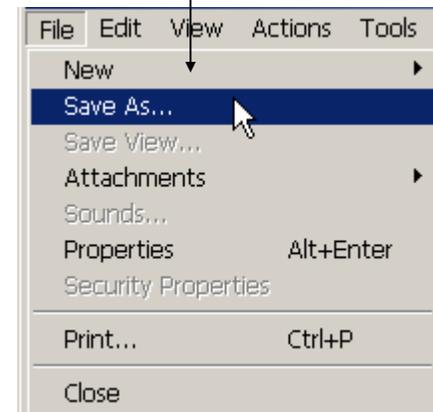
A **NEW FOLDER** will appear – **NAME** it and hit **ENTER**



Go to the **E-MAIL** you want to save. **CLICK** the **SAVE BUTTON** on the **TOOLBAR**.

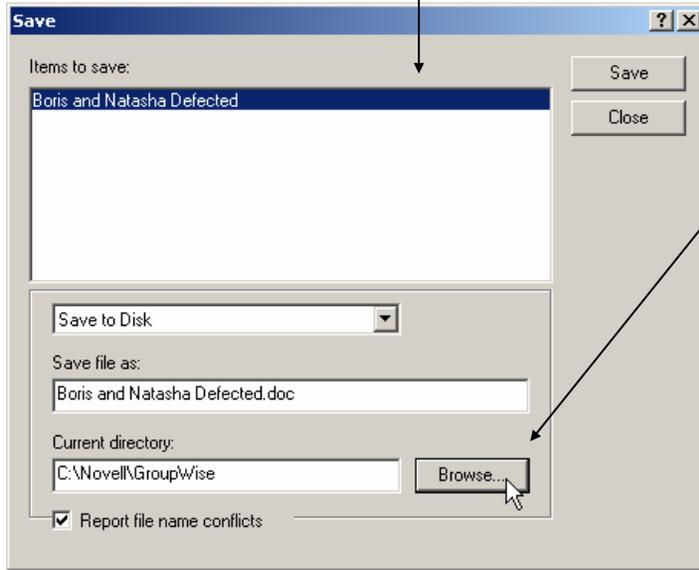


Or, go to **FILE – SAVE AS**

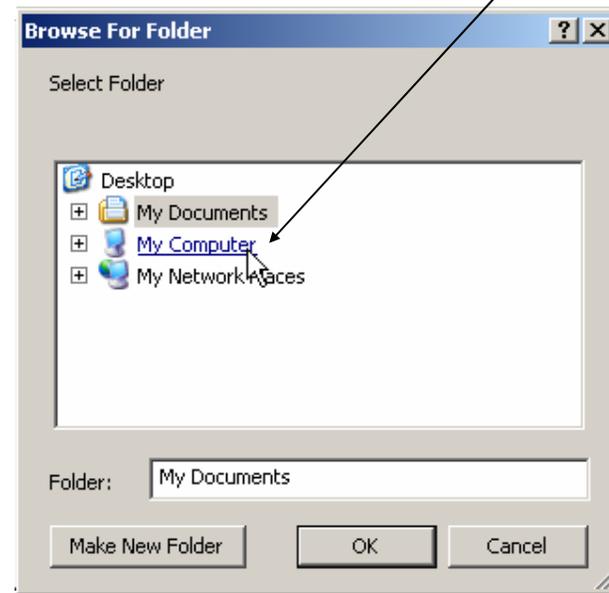


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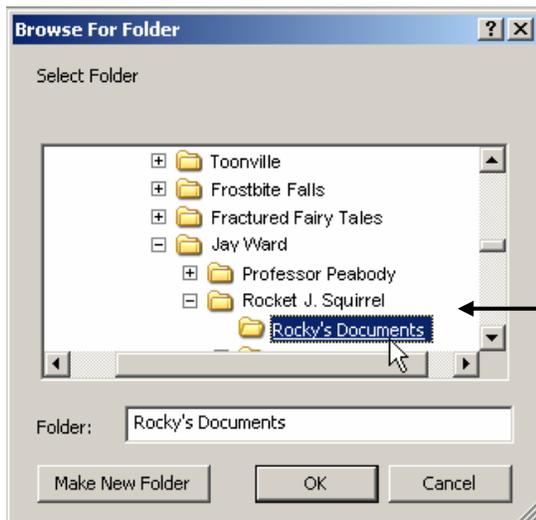
The **SAVE WINDOW** will appear with the **MESSAGE SELECTED.**



CLICK BROWSE for the **BROWSE FOR FOLDER.** **SELECT MY COMPUTER**



BROWSE until you find the correct **FOLDER** – **CLICK OK.**



Hot Tip!!

If you don't have a **FOLDER** for your e-mail, you can create one from here.

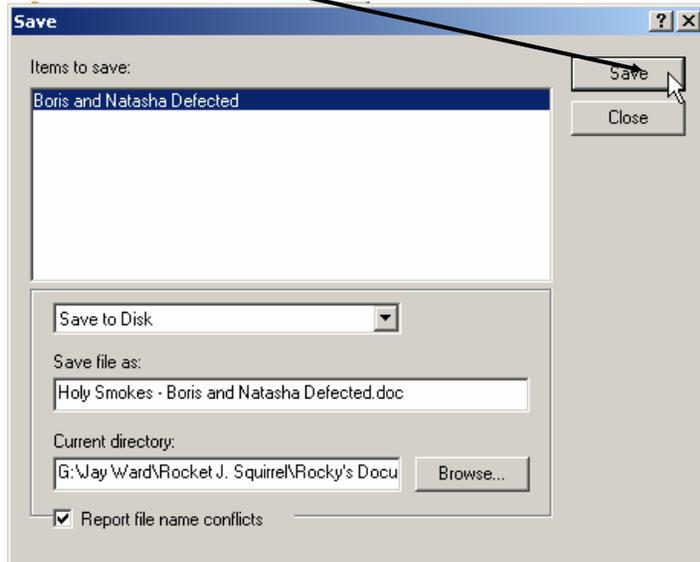
BROWSE to the **DRIVE** and **PRIMARY FOLDER** you want to place the new **FOLDER**

Click **MAKE NEW FOLDER**, enter a new name and click **OK**

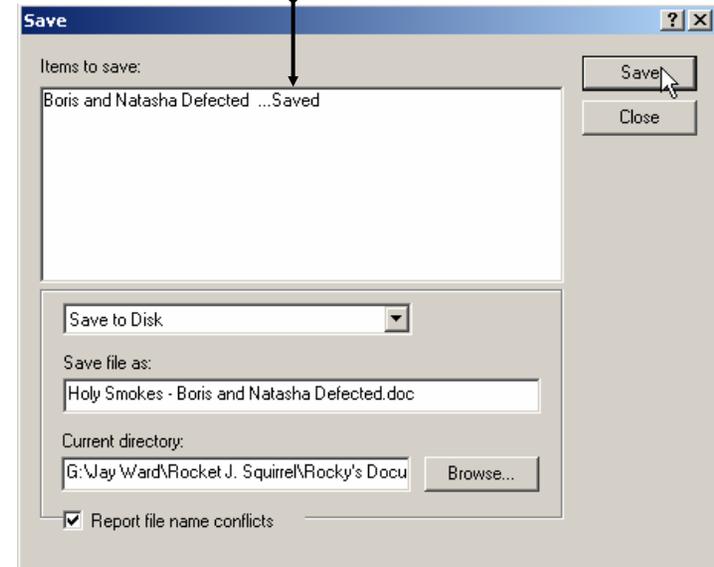


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CLICK SAVE.



The **E-MAIL** will be **MARKED** as **SAVED**.



TIP:

You can **RENAME** the **E-MAIL** before saving it. Go to the **SAVE FILE AS** field, **HIGHLIGHT** and **TYPE** in a **NEW FILE NAME**.

The **Saved E-Mail Retains** the **FROM – TO – DATE – SUBJECT** lines for documentation purposes.

As you can see, a **Saved E-Mail** looks like a **Plain Text Document**.

If you want to **Change** the **Font**, go to **Edit- Select All** – (or **Triple Click** in the margin), then **select** the **Font** of your choice.

This method saves one e-mail per page.

```

From:      Bulwinkle Moose
To:       Simpson, Bart; Simpson, Homer; Squirrel, Rocket
Date:    7/1/2005 10:16:38 AM
Subject: Boris and Natasha Defected

Rocky,

Boris and Natasha just defected to the CIA!! They've had it with Fearless
Leader and they're sick of chasing us. Do you think we'll be out of a job?
Hope they don't lay us off!

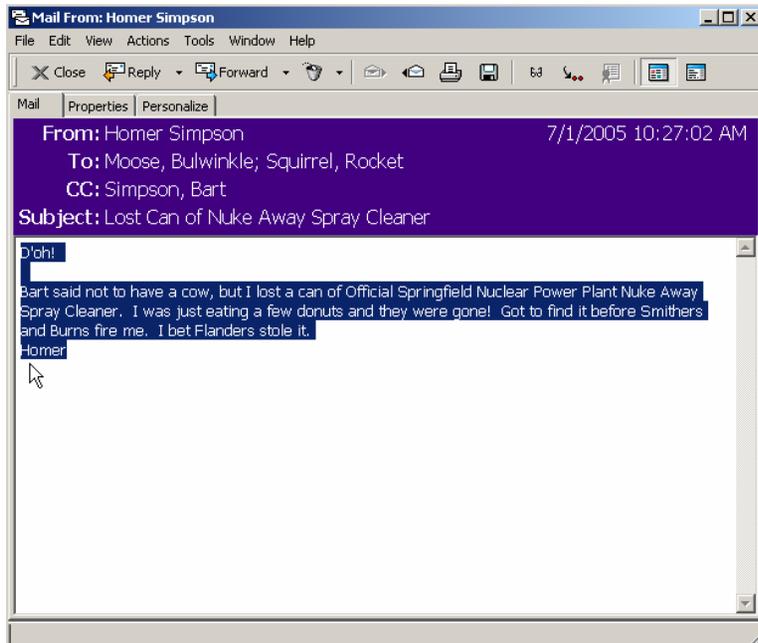
Bullwinkle
    
```

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HOW TO USE COPY & PASTE TO SAVE E-MAIL

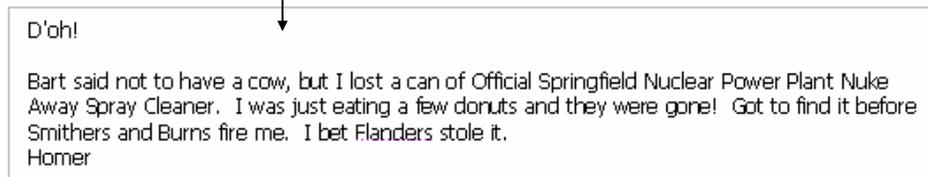
Another way to **Save E-Mail** – and to **Save Multiple E-Mails on One Page** – is to **Copy & Paste** the **Message** to a **Word Doc**.

Highlight the **text** of the **E-Mail** and **Go to Edit – Copy** or hit **CTRL-C** on the **Keyboard**

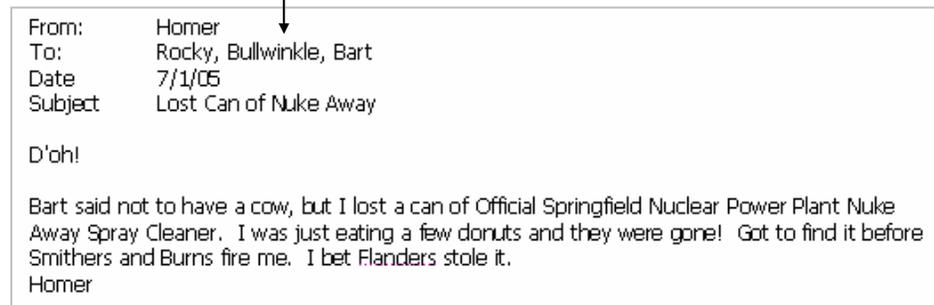


Open a Word Doc and hit **CTRL-V** to **Paste** the **Text**

It will look like regular text. BUT, the **FROM-TO-DATE-SUBJECT** lines do not appear.



You have to add that information:



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Using this method, you can **Copy and Paste multiple e-mails** into **one document**.



This method may take a few more keystrokes to **add the TO – FROM – DATE – SUBJECT** lines. But, it **saves paper** if you absolutely must print the e-mails.

```

From: Homer
To: Rocky, Bullwinkle, Bart
Date: 7/1/05
Subject: Lost Can of Nuke Away

D'oh!

Bart said not to have a cow, but I lost a can of Official Springfield Nuclear Power Plant Nuke
Away Spray Cleaner. I was just eating a few donuts and they were gone! Got to find it before
Smithers and Burns fire me. I bet Flanders stole it.
Homer

From: Bart
To: Rocky & Bullwinkle
Date: 7/1/05
Subject: Jake's on Homer

Rocky & Bullwinkle,
Don't tell Homer, but I have his Nuke Away. I'll let him sweat for an hour or so, and then it'll
reappear. Gotta amuse myself somehow.

Bart
    
```

HOT TIP:

If this method appeals to you, create a **“Master Template”** that contains the **FROM-TO-DATE-SUBJECT** lines.

```

From :
To :
Date:
Subject:

From :
To :
Date:
Subject:

From :
To :
Date:
Subject:

From :
To :
Date:
Subject:
    
```

HOT TIP – FORMAT PAINTER:



When you **COPY** and **PASTE** the text of an e-mail to an existing **WORD**, doc, the **FONT** will be different. Here's a quick way to change it

Place your **Cursor** on an existing line in your document. Click the **FORMAT PAINTER** located in the **STANDARD TOOLBAR** – first row.

Bring your **CURSOR** down to the **TEXT** you want to **CHANGE**. Your **CURSOR** will look like a **PAINT BRUSH**.



Simply **HIGHLIGHT** the **TEXT** you want to **CHANGE**, and the **FORMAT PAINTER** will apply the **SELECTED FONT STYLE and SIZE**.

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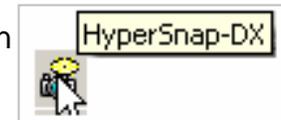
HOW TO USE HYPERSNAP TO SAVE MULTIPLE E-MAILS ON ONE PAGE



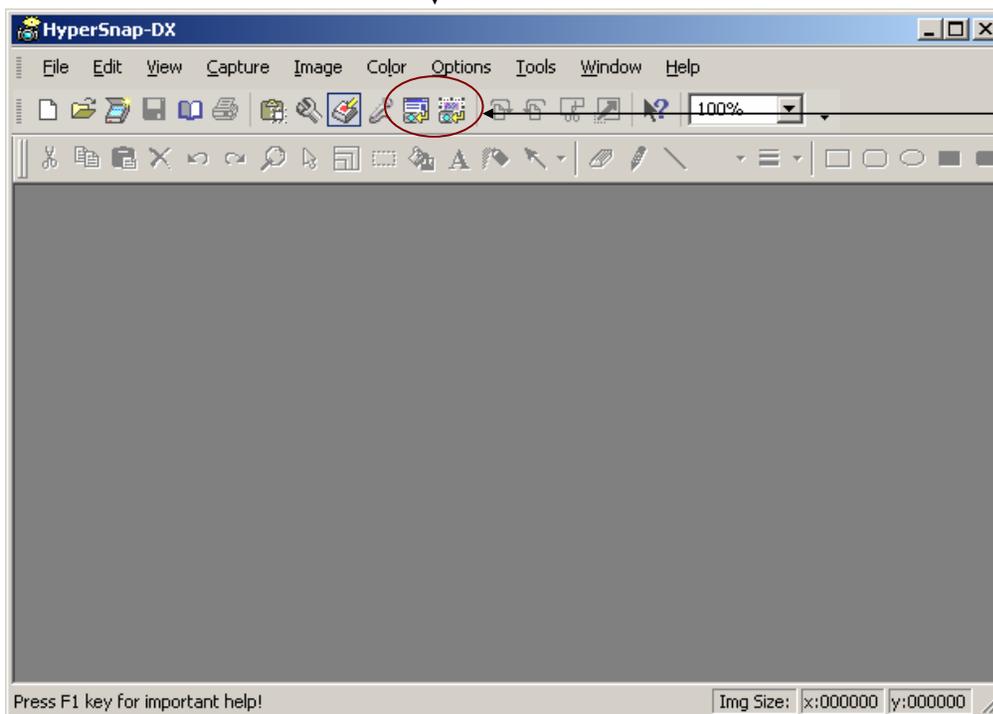
HYPERSNAP is a **SCREEN CAPTURE** program. All the **SCREEN SHOTS** in this document were created with **HYPERSNAP**.

The program is on the **CITY'S NETWORK** – meaning it's available without purchasing a new licence. If you want **HYPERSNAP**, call **6-1212** and tell them you like to add **HYPERSNAP** to your desktop.

To take a **SCREEN SHOT** of an e-mail and paste it into a **WORD DOC**, click the **HYPERSNAP** icon on your desktop or in your system tray



HYPERSNAP will open. You'll see this **WINDOW**.



The **2 Buttons** you'll most often use are **Capture Window** or **Capture Region**

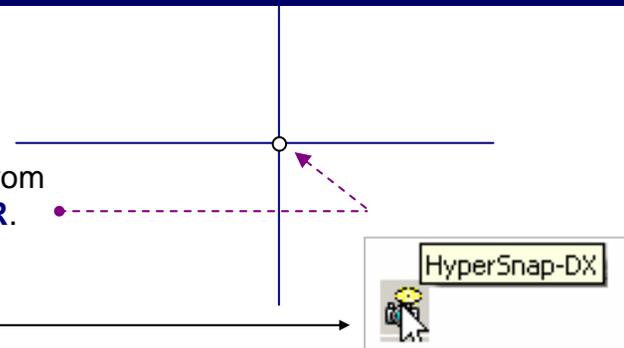


The most practical button to use to **Capture** an **E-Mail** is **CAPTURE REGION**.

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How To Do “CAPTURE REGION”

NOTE: When you're in **CAPTURE REGION** mode, your **CURSOR** will turn into a **CROSS** with a small **CIRCLE** in the middle and a **FRAME** will emanate from the **CURSOR**. Your **CAPTURE** will begin from the **BOTTOM RIGHT CORNER**.

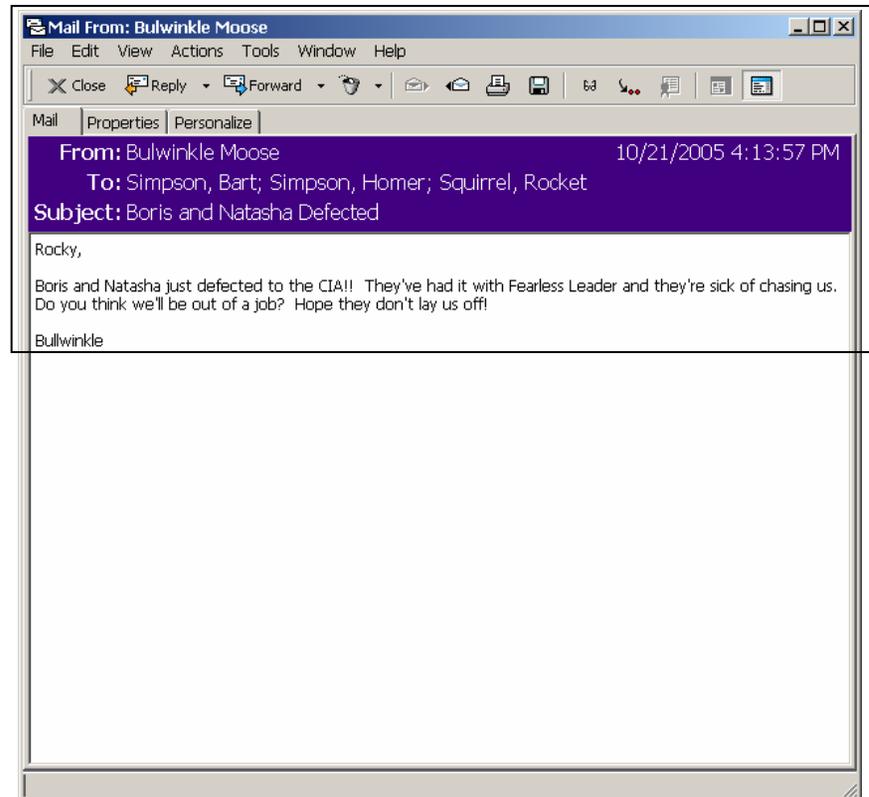


1. **OPEN** the e-mail you want to capture. Then, click the **HYPERSNAP ICON** to get the **HYPERSNAP WINDOW**.

2. **SELECT CAPTURE REGION.**



3. **LEFT CLICK** and **DRAG** over the area you want to **CAPTURE** – a **FRAME** will surround the area.



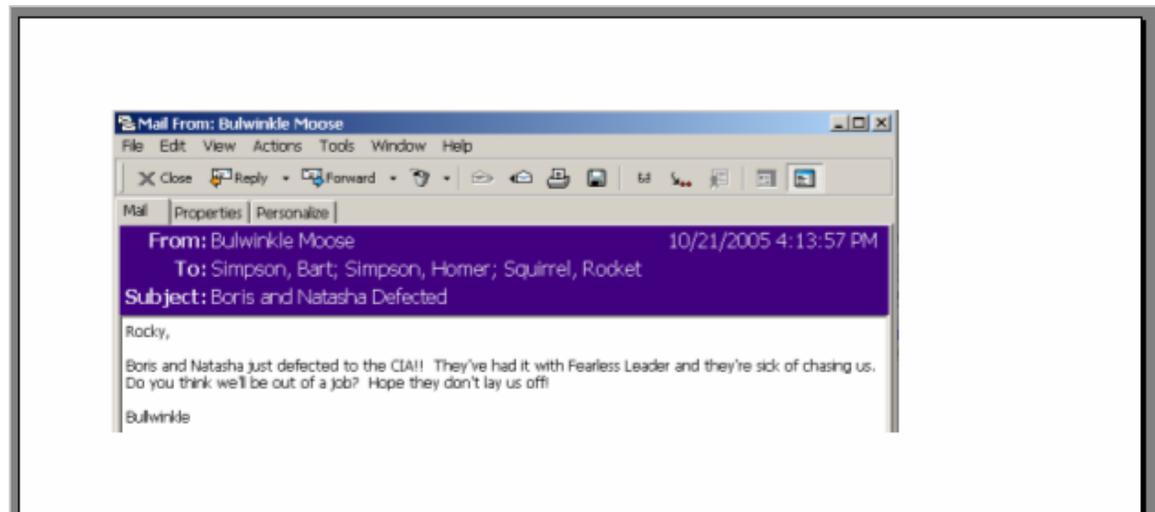
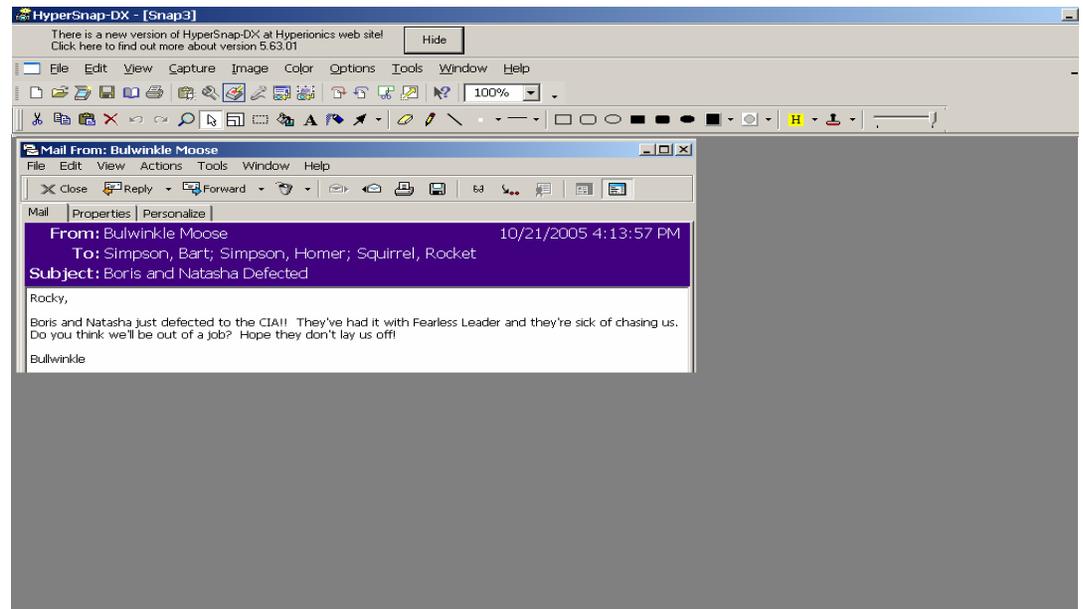
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4. **CLICK.** The **CAPTURED REGION** will appear in the **HYPERSNAP WINDOW** .

5. Go to **EDIT – COPY** or **CTRL-C** to **COPY** the **E-Mail**

6. Then open a new or existing **WORD DOC** and **PASTE** the **E-MAIL SCREEN SHOT**.

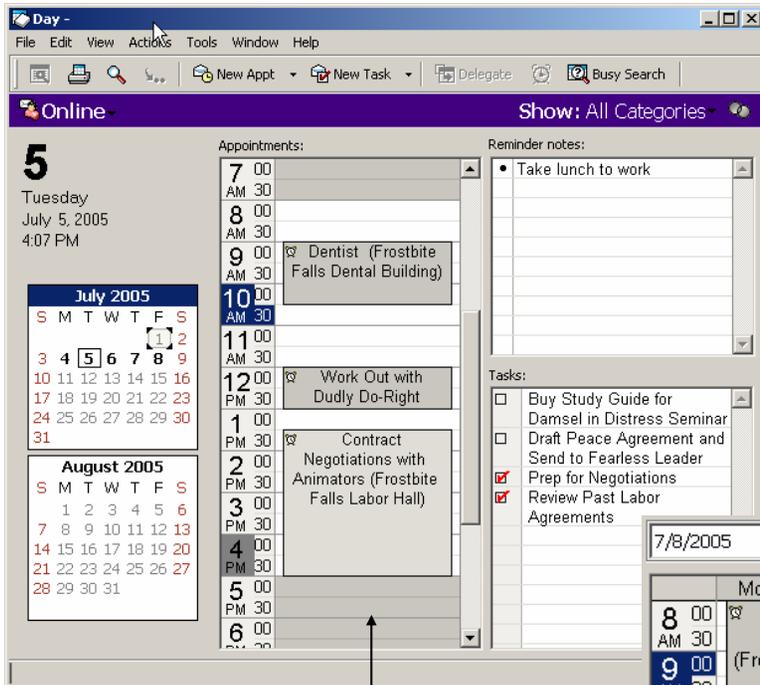
7. With this method, you can save several e-mails per page.



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PUTTING YOUR GROUPWISE CALENDAR TO GOOD USE

Instead of lugging a paper calendar and slips of paper with lots of notes on them, take advantage of the features in your **GroupWise Calendar**. Below are examples of a **Day** and a **Week** view.



Day View

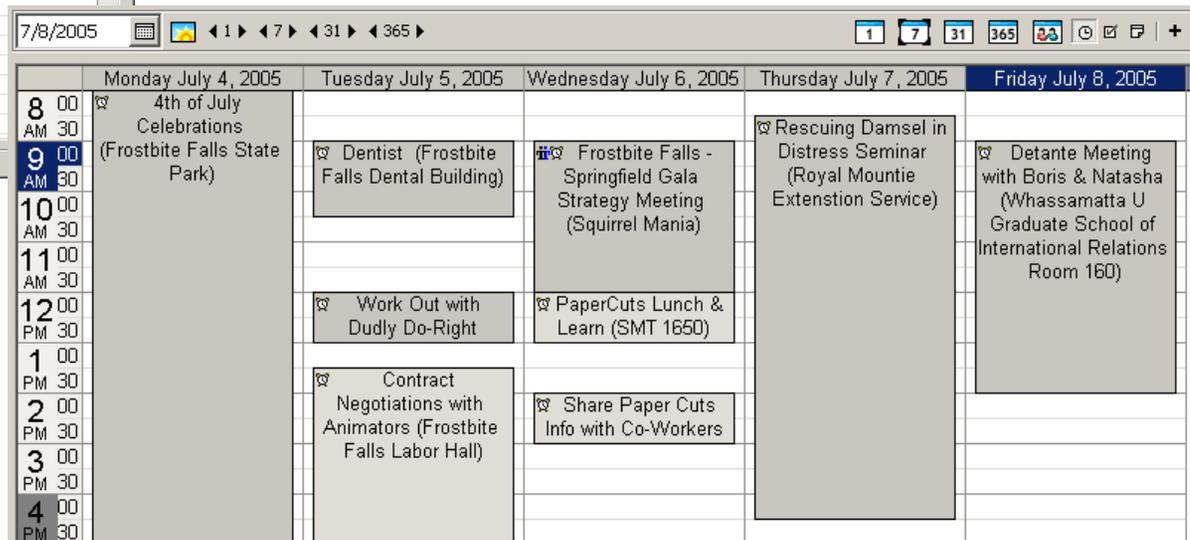
Week View

You can add in all your **Appointments** and **Work** obligations, make a **List** of your **Tasks** for the Day and the **Week**, and even write yourself **Reminder Notes** – visible all on one screen.

Keep your **Calendar ON** at all times and minimize when you're not using it. That way, you can click the **Calendar** on your **Task Bar** to view it in a moment's notice.

You can also access your **E-Mail & Calendar** from home by going to:

<http://gwweb.seattle.gov>



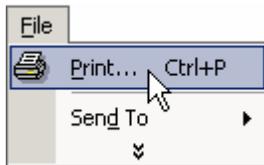
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WHEN YOU MUST PRINT SOME TIPS ON HOW TO PRINT FEWER PAGES

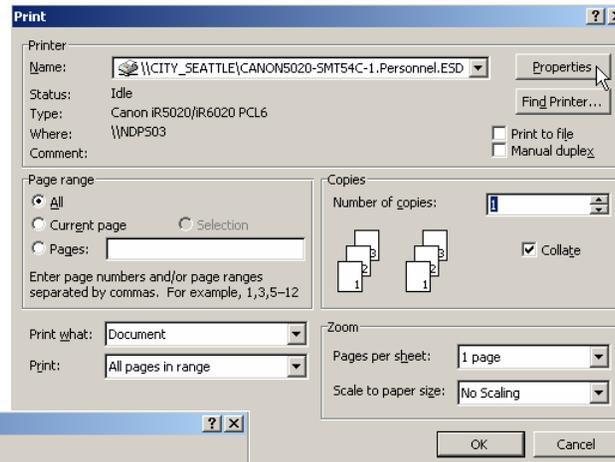
The following screen shots are specific to a **Canon 5020 Copier/Printer**. **When using your printer, the basic steps will remain the same, but the appearance will be different.**

TO SET YOUR PRINTER TO PRINT ON BOTH SIDES OF THE PAPER:

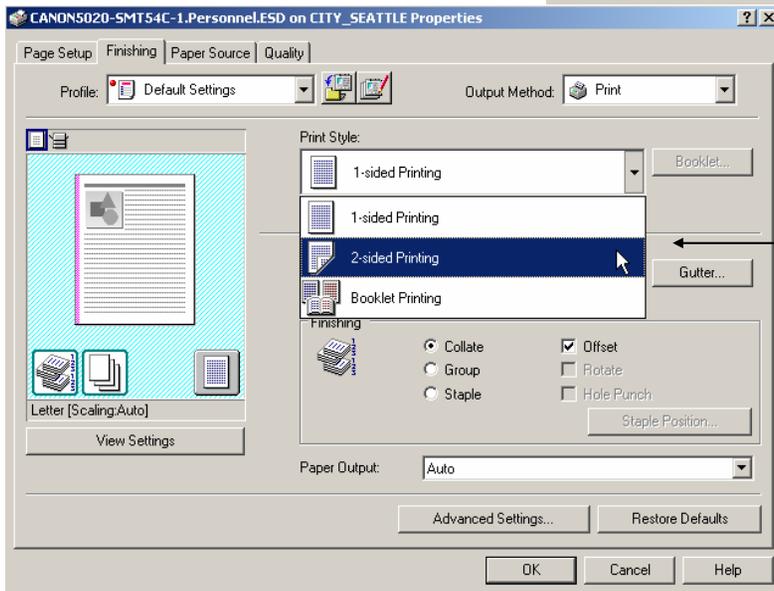
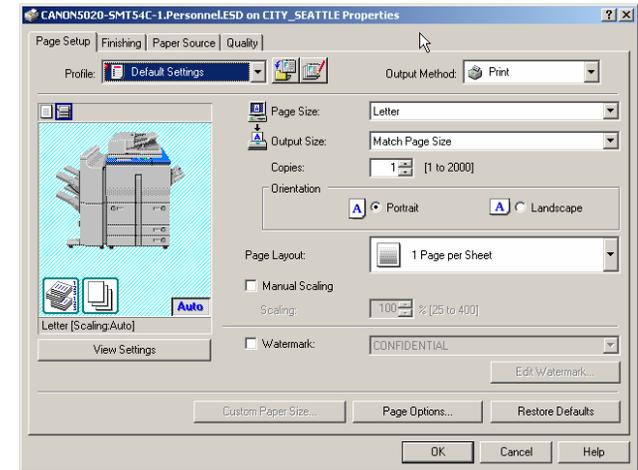
Go to **File – Print**.



Click **Properties**



The **Properties Window** will appear.



Click the **Tabs** until you find **Print Style**. On the **Canon 5020**, it's the **Finishing** Tab.

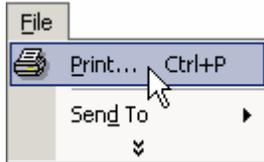
Select **2-Sided Printing**.

Click **OK** and **Print**

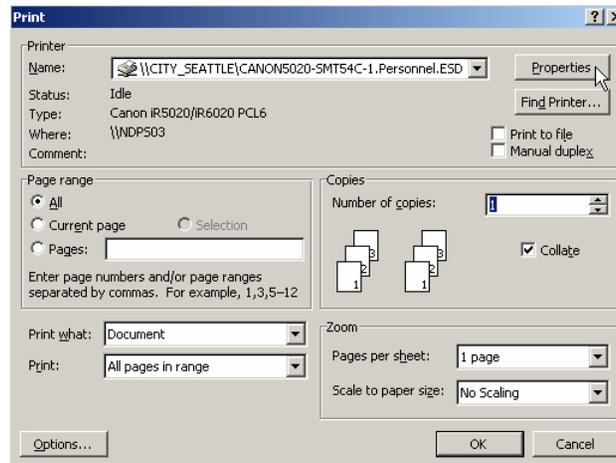
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HOW TO PRINT MULTIPLE PAGES ON ONE SHEET OF PAPER

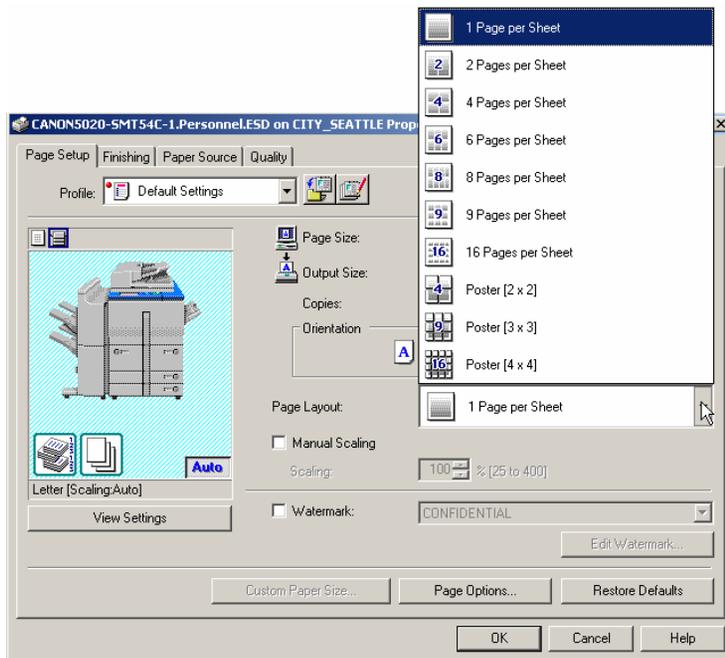
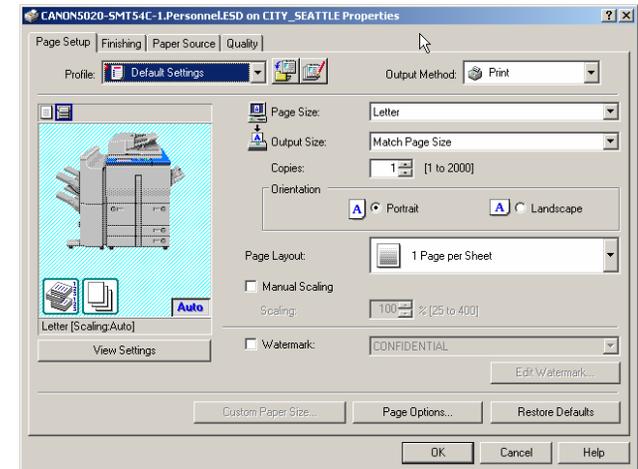
Go to **File – Print**.



Click **Properties**



The **Properties Window** will appear.



Find a setting called **Page Layout**.

Click the **Arrow** and select the **number of Pages per Sheet** to print.

On the **Canon 5020**, this setting is found on the **Page Setup Tab**.