GroupWise Sent Items Folder

Deleted Sent Items Folder
If you have inadvertently deleted the default sent items folder, follow the instructions below to recreate the folder.
1.) Click File > New > Folder.
2.) Click Find Results Folder > Predefined > Find Results Folder > click Sent Items > Next.
3.) Click Up, Down, Right, or Left to position the folder where you want it in the Folder List.
4.) Click Finish.

Sent Items Folder Empty
If you have an empty sent items folder, you may want to check to see if items tracking has been turned off. By default, items the user sends are inserted in the user's Sent Items folder. This can be turned off if you do not want sent items placed there. If items are not placed in the Sent Items folder, users cannot check the delivery status of the item.
To enable tracking sent items information do the following:
1.) Click Tools > Options > double-click Send > choose the Mail tab.
2.) Click Create a Sent Item to Track Information
3.) Click OK.

Archiving GroupWise E-Mail

When GroupWise is installed on a computer, archiving is not automatically enabled. Archiving is the process by which your messages and calendar entries are taken off the server and stored on the local hard drive of your computer.

Since storage space is limited on the GroupWise servers, all mailboxes are examined on a weekly basis. Any messages in a mailbox, in the trash, or any calendar entries older than 28 days are deleted.

This happens to all GroupWise entries including those in folders in the Cabinet. The only way to avoid this is to enable archiving on your system.

To enable archiving on a PC select Tools: Options: Environment from the top menu. Select the File Location tab and make sure there is an entry under Archive directory. This may be any directory on your system, but for ease of memory you may want to set it to C:\My Documents\E-mail Archive (for windows 98 users), or C:\Documents and Settings\XPUser\My Documents\E-mail Archive (for windows XP users). After doing this, select the Cleanup tab. You will notice that there are three sections: Mail and phone; Appointment, task, and reminder note; and Empty trash. To enable automatic archiving, select "Auto-archiving after:" for the first two selections and select a number of days less than 14. The recommended number of days is seven, for reasons explained later. For Empty trash, an automatic seven-day setting is also recommended. Now click "OK" and your archiving will be enabled. For Macintosh information, contact Technology Support Services.

Whenever you exit GroupWise, all the entries in your mailbox and on your calendar will be compared to the archive settings and the ones that meet the criteria will be moved from the server to your local hard drive. Because of this, the archiving will only happen when you open your GroupWise account and then close it. If you are not in over a weekend or are out of the office for a few days your messages will not be archived unless someone else starts your system, logs into GroupWise as you, and then shuts GroupWise down. That is why a seven day archive period is recommended, as that allows up to seven days of not accessing your GroupWise account without losing any messages or calendar entries.

If you want to print items on your calendar that have been archived you must first unarchive the items you want to print. It is important to remember that you must manually rearchive the calendar items once you have printed them. If you do not rearchive them they will be deleted on Sunday when items older than 28 days are purged.

Just a reminder, to view archived items, select file from the GroupWise main menu and then choose Open Archive.
Follow these steps to create great looking fractions that imitate the built-in fractions in Word.

1.) Start with a blank page.
2.) Type 1/4 and a space, and the result is one a pre-built "1/4" characters on your screen.
3.) Click on the Zoom box on the Standard Toolbar and run the zoom up to 200%, or thereabouts. You want to see a magnified view so you can eyeball the fraction you are going to build, and try to make it look as much like the fancy "1/4" as possible.
4.) Type the fraction you want to create. For example, you might want to type 2/3
5.) Select the first number. (In this example, you would select the "2".) Click Format Font, and make the font smaller, over in the Size box. In experiments with Garamond, Arial and Times New Roman at 10 and 11 points (which are popular fonts and sizes), 6 points was about right.
6.) Click the Character Spacing Tab and in the Position box pick Raised. You want to raise (superscript) the first number. When using 11 point text, raising the first number by 4 points was about right. When using 10 point text, raising by 3 points looked best. You be the judge. When you are happy, click OK.
7.) Next select the last number. (In this example, you would select the "3".) Click Format Font, and make the font the same size as you did for the first number. Again, 6 point is pretty accurate.
8.) Now select the first number, the slash, and the second number, all together. Click Format | Font | Character Spacing. In the Spacing box, pick Condensed, and adjust the "squish factor" - the amount of space Word should squeeze out between the first number, slash, and last number. (1 point worked best for usual text)
Take a look under high zoom factor. You will find that your fractions look almost as good as the built-in fractions.

Once you have a good fraction set up, write down the settings - the font size, superscript amount and Character Spacing amount - so you do not have to swing up your Zoom factor the next time you need a good-looking fraction. If you are going to use a specific fraction more than once, you should turn it into an AutoCorrect entry by following the steps in the next article.

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**Creating a Fraction By Hand**

From : http://www.woodyswatch.com/Office/

**Turning Fractions Into Autocorrect Entries**

From : http://www.woodyswatch.com/Office/

Turning a hand-formatted fraction into an AutoCorrect entry is pretty easy, but there is one stumbling point: you need to create one entry for each font and point size that you are going to use. For example, if you want a "2/3" fraction for Garamond 11 point and a "2/3" fraction for Arial 10 point, you need to create two different AutoCorrect entries.

1.) Follow the steps in the preceding section to make and format a fraction the way you like it.
2.) Select the fraction.
3.) Click Tools | AutoCorrect (or AutoCorrect Options, if you are using Word 2002/Office XP). Your fraction appears in the With: box.
4.) Check the button next to the With: box marked "Formatted Text".
5.) Click in the Replace box, and type whatever text you want to have replaced by the fraction. For example, a "2/3" fraction formatted in Garamond 11 point could be: g2/3
6.) Click OK.

From that point on, whenever you type g2/3 in a document, Word replaces this with a perfectly formatted "2/3".

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Questions, comments, tips-contact Melanie mmills@bloomu.edu