

**LET'S COMMUNICATE**  
**Agriculture Communication Newsletter**  
**September 2009, No. 164**

**Contents**

Use NDSU ITS Help Desk for Computer Questions  
Save on Postage Costs  
NDSU's Non-discrimination Statement Updated  
Write the Right Word  
Technology Tidbits  
eXtension Professional Development for September  
New Publications in the Distribution Center

**Use NDSU ITS Help Desk for Computer Questions**

The old Ag Communication Computer Services help desk phone number – 231-9666 – is now forwarded to the ITS help desk and soon will be disconnected. For any desktop support, contact the help desk at 231-8685, option 1, or [NDSU.helpdesk@ndsu.edu](mailto:NDSU.helpdesk@ndsu.edu). Do not contact a computer technician directly because your problem will be put in the queue anyway and it doesn't get recorded so others may avoid a similar problem.

**Save on Postage Costs**

Did you know that you can save postage by using Library mail to distribute your educational materials?

According to the USPS Quick Service Guide, mailable items such as books, recordings and educational materials can be sent from schools, colleges, universities and non-profit organizations by an individual who has no financial interest in the sale, promotion or distribution of the materials. There is a minimum savings of 10 cents per piece by switching from Media mail to the Library rate. Library rate cannot be used to send charge publications, and each mail piece must be marked "Library Mail."

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**NDSU's Non-discrimination Statement Updated**

NDSU's non-discrimination statement has been updated to read:

North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, disability, age, status as a U.S. veteran, sexual orientation, marital status, or public assistance status. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701) 231-7708.

See Policy 100 at <http://www.ndsu.nodak.edu/policy/100.htm>, and include this statement on all printed materials.

## **Write the Right Word**

The comma is very useful for making complicated sentences understandable and providing readers with critical information about the writer's intended meaning.

However, remember that commas cause readers to pause, and you don't always want to create that mental break in the continuity of their thoughts.

One place you don't want readers to pause is before the word "because." For example: "Many North Dakota producers planted their crops late this year because of unexpected flooding." The part of the sentence that starts with "because" is considered an essential phrase, which means the sentence would not make much sense without it. Therefore, that phrase shouldn't be separated from the rest of the sentence with a comma.

Conjunctions such as "and," "but" and "for" don't automatically require a comma before them, either. Whether you use a comma depends on the sentence. If you use a conjunction to connect two phrases that each could stand alone as a separate sentence, then you need a comma. If one phrase would not be a complete sentence on its own, don't use a comma.

Here are some examples of when you need a comma: "Sarah is majoring in economics, but her brother is majoring in engineering." "We are visiting Richmond, and we also plan to take a side trip to Williamsburg."

These are examples of when you don't need a comma: "We plan to visit Richmond and Williamsburg." "She wrote a letter but did not send it."

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## **Technology Tidbits**

Don't dumb down to the lowest common denominator. Instead of not utilizing online training because some people don't have high-speed access, instead develop your training or course with the best instructional design and provide a CD or similar alternative for those who have trouble connecting.

Just because it's on the Web doesn't mean you can use it without asking, even for educational purposes. All materials are considered copyrighted as long as someone can prove they created them. A copyright symbol isn't required. However, material developed by the federal government is considered public domain and available for use without getting permission.

Ag Communication's news releases are available on the Web at <http://www.ag.ndsu.edu/news/>, but you also can go to that page to select RSS feeds (all news, BeefTalk, crops, geospatial, Hortiscope, livestock and/or Prairie Fare) or select to follow the news on Twitter.

The Ag IT Advisory Group (AITAG) provides guidance to Ag administration on planning, policy development and program review based on user input regarding information technology. Members are:

Chair: [Randy Grueneich](#), Barnes County Extension  
[Eric Berg](#), Animal Sciences  
[Gordy Bradbury](#), Williston REC  
[Pat Carr](#), Dickinson REC  
[Linda Hauge](#), Center for 4-H Youth Development  
[David Saxowsky](#), Agribusiness and Applied Economics  
[Chris Schauer](#), Hettinger REC  
[Cindy Selstedt](#), Center for Community Vitality and Cereal and Food Science  
[Gerald Sturn](#), Extension Southwest District  
[Sheila Wiesz](#), Wells County Extension  
Ex-officio: [Becky Koch](#), Agriculture Communication, and [Jeff Gerst](#), Information Technology Services

Learn about the hardware and software baselines, read the AITAG meeting minutes and review their reports at <http://www.ag.ndsu.nodak.edu/policy/it/index.htm>.

As Ag Communication continues to study staff leadership, contact Scott Swanson at 231-7086 or [s.swanson@ndsu.edu](mailto:s.swanson@ndsu.edu) or Bruce Sundeen at 231-7953 or [bruce.sundeen@ndsu.edu](mailto:bruce.sundeen@ndsu.edu) for help with setting up your first Wimba web conferencing session, providing training via Wimba or using the system to work collaboratively.

### **eXtension Professional Development for September**

1:00-2:00 p.m. Central, Sept. 9 – Twitter Clients, Tools and Uses  
<http://connect.extension.iastate.edu/Learn>

30-minute Sessions at <http://connect.extension.iastate.edu/learn>  
All at 1 p.m. Central Time

Sept. 3 – Ask eXtension Widget - Aaron Hundley, eXtension software engineer  
Sept. 8 – Finding Extension Resources Through the Google Custom Search Engine (Google CSE) - Kevin Gamble, eXtension associate director  
Sept. 17 – Get Started Blogging - Kevin Gamble, eXtension  
Sept. 23 – Moodle: Scenario-based Learning - Jennifer Jahedkar, Texas AgriLife Extension, and Extension eLearning  
Sept. 29 – Discussion and Q/A of the Ask eXtension Widget - Aaron Hundley, eXtension software engineer  
Oct. 6 – Lunch and Learn Sessions as a Professional Development Tool - Jerry Thomas, Ohio State and eXtension Fellow

See [http://about.extension.org/wiki/Schedule\\_of\\_Professional\\_Development\\_Opportunities](http://about.extension.org/wiki/Schedule_of_Professional_Development_Opportunities) for more training, such as Second Life roundtables and technology trainer meetups.

## **New Publications in the Distribution Center**

Julie Garden Robinson and Joan Hegerfeld-Baker, SDSU food safety Extension specialist, have revised the following food preservation publications:

FN172	Jellies, Jams and Spreads
FN173	Home Canning Low-acid Vegetables
FN174	Home Canning Fruit and Fruit Products
FN175	Canning and Freezing Tomatoes and Making Salsa
FN189	Making Pickled Products
FN434	Let's Preserve Fruit Pie Fillings

FN1409            From Garden To Table: Garlic! by Ron Smith and Julie Garden-Robinson  
Growing garlic in your own garden can be both fun and easy. This eight-page full-color publication guides you through growing, harvesting and using garlic in your kitchen. Recipes are included.

FN1415            Questions and Answers About Using a Pressure Canner by Julie Garden-Robinson and Morgan Daugus

A pressure canner must be used to safely can low-acid foods. This publication provides the recommended procedures to ensure a safe low-acid product.

FN1425            Questions and Answers About Using a Boiling Water-bath Canner by Julie Garden-Robinson and Morgan Daugus

Water-bath canning is recommended for naturally acidic or acidified foods. This publication provides steps for successful boiling water-bath canning.

FS1417            Bright Beginnings #22 Tips and Tools for Selecting Quality Child Care by Sean Brotherson

The resources in this publication can assist in making a sound and responsible choice in child care environments for children.

FS1424            Bright Beginnings #23 Young Children and the Importance of Play by Sean Brotherson

Play is a key to a child's learning and development. Parents are often their child's first play companion, so understanding play and its value to children is helpful. The stages and purposes are explained in this publication.

FS1429            Bright Beginnings #24 Young Children and the Tools of Play by Sean Brotherson

The publication provides tips for enhancing a child's play, which in a child's world is child's work.

R1390            Grasses for the Northern Plains: Growth Patterns, Forage Characteristics and Wildlife Values Volume II – Warm Season by Kevin Sedivec, Dwight Tober, Wayne Duckwitz, David Dewald, Jeffrey Printz and Donavon Craig

This publication is a companion to R1323, "Grasses for the Northern Plains: Growth Patterns,

Forage Characteristics and Wildlife Values Volume I – Cool Season.” It includes nutritional value and herbage production; plant performance characteristics, including stand density, stand rating and disease; fiber content; wildlife values; and a list of varieties suited to the Northern Plains ecoregion.

NM1418 Manure Spreader Calibration for Nutrient Management Planning by Chris Augustin, Ron Wiederholt and Teresa Dvorak

Livestock manures contain many beneficial and valuable plant nutrients; however, misapplication of manure also leads to a higher risk of environmental pollution. This publication guides a producer through the properties and testing of manure and the calibration methods of manure spreaders.

Also, North Dakota Agriculture: Ag Statistics No. 78 published in June 2009 is available for \$8 for NDSU offices and \$11 retail. The 150+-page book includes information about the past year’s weather, crops, livestock, economics and county highlights.

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### **Let’s Communicate**

Past issues of Let's Communicate are at [www.ag.ndsu.edu/agcomm/letscomm/letscomm.htm](http://www.ag.ndsu.edu/agcomm/letscomm/letscomm.htm). If you have questions or comments, or would like to submit information or make a suggestion for Let's Communicate, please contact me.

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