

Some Areas Experiencing Temporary Shortages

Kentucky Department for Public Health officials expect plenty of seasonal influenza vaccine to be available during the months ahead, but have received reports of temporary shortages in some areas due to early, increased demand.

"We encouraged individuals not to delay getting their annual seasonal flu shots this year, with vaccine arriving earlier than usual in many places around the state," said William Hacker, M.D., commissioner of DPH. "What we're experiencing now are some spot shortages due to increased uptake earlier than normal, but at this time we expect those to be temporary. Flu vaccine manufacturers typically keep shipping vaccine into November and December—or even later—and the federal government says an adequate supply of seasonal flu vaccine will ultimately be available this year. At this point, we are not yet seeing the seasonal type of flu circulating, so there is still plenty of time for Kentuckians to get their flu shots and be protected."

The increased demand for the seasonal flu shot is thought to be tied to increased awareness about the flu season due to widespread activity of 2009 H1N1 influenza (swine flu). The nasal vaccine against swine flu started arriving last week in Kentucky in limited quantities, and will be initially targeted primarily to health care workers. The swine flu shot vaccine should be available later this month, with vaccination clinics and greater availability for the general public likely to begin in early November. Vaccination against swine flu does not protect against seasonal influenza.

Seasonal flu vaccine is highly recommended for: children age 6 months to 19 years old; pregnant women; people 50 years old or older; people of any age with chronic health problems; people who live in nursing homes and other long-term care facilities; health care workers; caregivers of or people who live with a person at high risk for complications from the flu; and out-of-home caregivers of or people who live with children less than 6 months old.

Individuals may also want to talk to their health care provider about whether they should receive the pneumococcal vaccine. This vaccine protects against pneumococcal pneumonia, a relatively common complication of the flu, and there are no current shortages of it. The Centers for Disease Control and Prevention's Committee on Immunization Practices (ACIP) now recommends this vaccine for all people 65 years and older and for persons 2 to 64 years of age with certain high-risk conditions. A single revaccination at least five years after initial vaccination is recommended for people 65 years and older who were first vaccinated before age 65 years as well as for people at highest risk, such as those who have no spleen, and those who have HIV infection, AIDS or malignancy.

Visit <http://healthalerts.ky.gov> for information on seasonal flu and 2009 H1N1 flu in Kentucky, or follow KYHealthAlerts on Twitter. Kentucky's toll-free influenza hotline number is 1(877)843-7727, and operates from 8 a.m.-10 p.m. daily.

What's new in Outlook and Word 2007

This is the third article in a series covering new features of Office 2007 being rolled out to CHFS Windows users beginning next month.

Outlook 2007

New features in Microsoft Office Outlook 2007 help users organize and quickly find information.

Instant Search – Get fast results searching Outlook folders regardless of mailbox size. Improved design displays each search result immediately, while the full search is still running. The Search feature appears in the same place no matter where you are in Outlook. Learn more about [Instant Search](#).

<http://office.microsoft.com/search/redirect.aspx?AssetID=HA012305851033&CTT=5&Origin=HA100743061033>

Color Categories New Color Categories let you quickly customize items to easily locate information. Assign a color category to e-mail, calendar items and tasks all related to a certain project and easily find project items at a glance. To find the information later, quickly search and sort by Color Categories. Learn more about [assigning color categories to e-mail messages](#).

<http://office.microsoft.com/search/redirect.aspx?AssetID=HA012309221033&CTT=5&Origin=HA100743061033>

Flagging mail for follow-up Flags allow you to quickly create a follow-up item that can be tracked in the To-Do Bar, Inbox and Calendar. Flags are still handy for setting reminders for yourself and others. Learn more about [tracking e-mail messages that require follow up](#).

<http://office.microsoft.com/search/redirect.aspx?AssetID=HA012299011033&CTT=5&Origin=HA100743061033>

Task integration on the Calendar The Daily Task List displays tasks, messages, appointments and anything else flagged or scheduled each day. To assign time to work on a task, drag the task onto your calendar. In a significant improvement, now, when you complete a task on a given day, the task remains on your calendar so you have a visual record of the time you spent and work you performed. Tasks you do not complete roll over to the next day until you mark them complete. Learn more about [viewing tasks](#).

<http://office.microsoft.com/search/redirect.aspx?AssetID=HA012293771033&CTT=5&Origin=HA100743061033>

Improved scheduling capabilities Improved scheduling capabilities help you schedule meetings more easily and quickly. All meeting member schedules are reviewed, and an ideal time and location are recommended. When changes are made to the meeting location or agenda, members receive updates rather than having to reaccept the meeting. Learn more about [scheduling meetings](#).

<http://office.microsoft.com/search/redirect.aspx?AssetID=HP012303841033&CTT=5&Origin=HA100743061033>

Out of Office Assistant In Office Outlook 2007, when you have Out of Office auto replies turned on, a notice appears on the status bar, rather than a pop-up dialog box. You can schedule Out of Office times in advance and not have to worry about forgetting to turn the Out of Office Assistant on or off. You also can specify separate messages for recipients inside and outside your organization. Learn more about [the Out of Office Assistant](#).

<http://office.microsoft.com/search/redir.aspx?AssetID=HP012328301033&CTT=5&Origin=HA100743061033>

Junk e-mail filter/phishing protection Outlook 2007 features an improved Junk E-mail Filter that sorts out even more unwanted e-mail. The new version also provides protection against phishing (the use of fraudulent e-mail intended to trick you into divulging personal information). Outlook 2007 tracks suspicious e-mail messages and automatically disables links in such messages until you approve them. You receive warnings in e-mail messages of potentially threatening or malicious sites. Learn about [How Outlook helps protect you from viruses, spam and phishing](#).

<http://office.microsoft.com/search/redir.aspx?AssetID=HA012305711033&CTT=5&Origin=HA100743061033>

Program Recovery Outlook 2007 helps avoid losing work when the program closes abnormally. For instance, say you are working on several files at the same time with each file open in a different window with specific data visible in each window. Outlook 2007 crashes. When you restart Outlook 2007, it reopens the files and restores the windows to the way they were before the crash. Learn more about [avoiding losing work when an Office program closes abnormally](#).

<http://office.microsoft.com/search/redir.aspx?AssetID=HP101407291033&CTT=5&Origin=HA100743061033>

Still want more Outlook 2007 information and training? Check out Microsoft's online Outlook 2007 training courses. <http://office.microsoft.com/en-us/training/HA102188671033.aspx>

To find out where Outlook 2003 commands are located in Outlook 2007, view the Outlook Ribbon Mapping Workbook (Excel). <http://office.microsoft.com/en-us/templates/TC102128631033.aspx>

Word 2007

The most prominent new feature in Word 2007 is the Ribbon and apparently "missing" menus and toolbars. With the Ribbon, you no longer have to wander through the maze of menus, submenus and toolbars searching for what you want. All commands, styles and resources are clearly arranged on task-oriented tabs on the Ribbon. The Ribbon includes the Home, Insert, Page Layout, References, Mailings, Review, View and Get Started tabs. Advanced tabs, including Developer and Nuance PDF can be added by user preference. Each tab displays an array of tools and commands relative to the tab subject.

The Office Button has replaced the former File menu. Clicking on the Office Button gives you access to basic commands including, New, Open, Save and Print and displays a list of recently opened documents. You can also set and change user preferences with Word Options located on the Office Button menu.

The one remaining toolbar is the Quick Access toolbar, where you can place frequently used commands and resources for easy access, regardless of which Ribbon tab is active.

Galleries are another new feature of Word 2007. Galleries are basically graphical substitutes for drop-down menus that display samples of all the available choices for you to try. Word 2007 provides galleries for styles, themes, page numbers, WordArt and many other functions and options. With Live Preview you can see how formatting choices will change your text, pictures or other content, or how the overall look of your document will change when you switch the theme, simply by pointing to different gallery items.

Word 2007 also includes a new graphics tool, SmartArt, which helps you create diagrams and lists to graphically present information.

Some existing Word features have been enhanced. Checking grammar and spelling is more accurate, and you can now check the contextual use of words. Enhanced Track Changes features give you the ability to distinguish between what has been added, deleted or moved.

To find out where Word 2003 commands are located in Word 2007, view the Word Ribbon Mapping Workbook (Excel). <http://office.microsoft.com/en-us/templates/TC102128591033.aspx>

Still want more Word 2007 training and information? Check out Microsoft's online Word 2007 Training Courses.

<http://office.microsoft.com/en-us/training/HA102155661033.aspx>

Next: What's New in Excel and Access 2007.

Hollywood Highlights Volunteerism, Service

The Entertainment Industry Foundation (EIF), the leading Hollywood charity, has mobilized the entertainment community around a groundbreaking initiative designed to inspire a new era of service and volunteerism. This multiyear campaign, called "iParticipate," is intended to make service a part of American life and showcase what can be achieved when people work together towards a common goal.

As a centerpiece for this initiative, EIF has enlisted major broadcast networks, including ABC, CBS, FOX and NBC, for an unprecedented, weeklong television event beginning Monday, Oct. 19. Tune in to seven days and nights of television and watch how your favorite TV shows and personalities shine a light on the power of community service.

EIF has also produced a series of public service announcements to reinforce the importance of volunteerism. Through these PSAs, EIF will also recognize and

encourage support for five key areas of service: education and children, health and well being, economic development, environmental conservation, and support for military families.

For more information on EIF's iParticipate initiative, visit www.iparticipate.org.

Living Well: Yes, We Can!

Can CHFS employees lose weight and get healthier? The answer is, quite simply, yes. CHFS employees participating in the Personnel Cabinet's Weight Wise Challenge formed almost 100 teams and have stepped up to the challenge by losing approximately 771.2 pounds by Week 3 of the challenge.

You may have noticed coworkers who are reaching for healthier snacks, walking during break times, taking the stairs and making healthier selections in the cafeteria. The reasoning behind this trend is not only to win prizes, but also to shed some extra pounds and feel better with a healthy competition.

Winners will be determined as:

- A team from each participating Cabinet by highest percentage loss.
- The team statewide that loses the highest percentage of weight.
- The individual from all participants who loses the most pounds.

Other CHFS employees are taking advantage of the Weight Watchers at Work class that is meeting in the CHR Building on Tuesdays during the lunch hour. The 12-week session will focus on setting individualized realistic goals for weight loss and for life. The instructor is guiding participants to think about the goals they would like to achieve. Some are looking to take less medication, others are seeking more energy and all are aiming to be healthier.

Virgin HealthMiles just finished up its first ever National Employee Wellness Challenge. All participants were paired up in groups by employer and competed in logging in the most steps on their pedometers. The Commonwealth of Kentucky finished 35th out of 63 teams. Currently, 7,000 people are participating and many are winning great prizes. Review the Benefits Selection Guide and the information regarding the program on Page 6 of the guide. The final day to register for this program at a discounted rate is Oct. 31. In 2010, the Kentucky Employee Health Plan will offer 207 prizes totaling \$21,000. Visit the HealthMiles state employee Web site to sign up at <http://www.virginhealthmiles.com/kehpeemployees/>

Employee Enrichment

By Anya Armes Weber

If you disagree with someone in your office or your entire team, the best way to deal with your feelings is professionally. Here are some tips from Forbes magazine writer Heidi Brown.

Be confident. Your opinion matters! Even if it's not the most prevalent opinion in the group, your thoughts may help shape a plan to make it useful for more people.

Be honest. Tell the truth about what you think. And don't be afraid to admit that you're having trouble coming to a mutual understanding. Then try to build an approach around what you can both agree on.

Do some "pre-work." Get to know how your managers and coworkers feel about the hot topics in your office. You'll find out who shares your positions.

Personalize your ideas. Give your opinion some components that speak to the values and ideals of your coworkers. You'll also be more prepared for a debate about the issue.

Really listen to others. Give your respect to coworkers by hearing their opinions. It shows you have an open mind and that your outlook can be influenced if you just consider their point of view.

Even if you don't agree with coworkers, you still have to find some common ground to work from. Keep your group goals in mind.