



## Eagle 5K lands in April

Events include run, race walk, health walk

The annual Eagle 5K Run/Walk, sponsored by the USI Alumni Association, is set for the starting line at 9 a.m., Saturday, April 7.

"It's a fun fitness event for all ages," said **Mrs. Nancy Johnson**, director of Alumni and Volunteer Services.

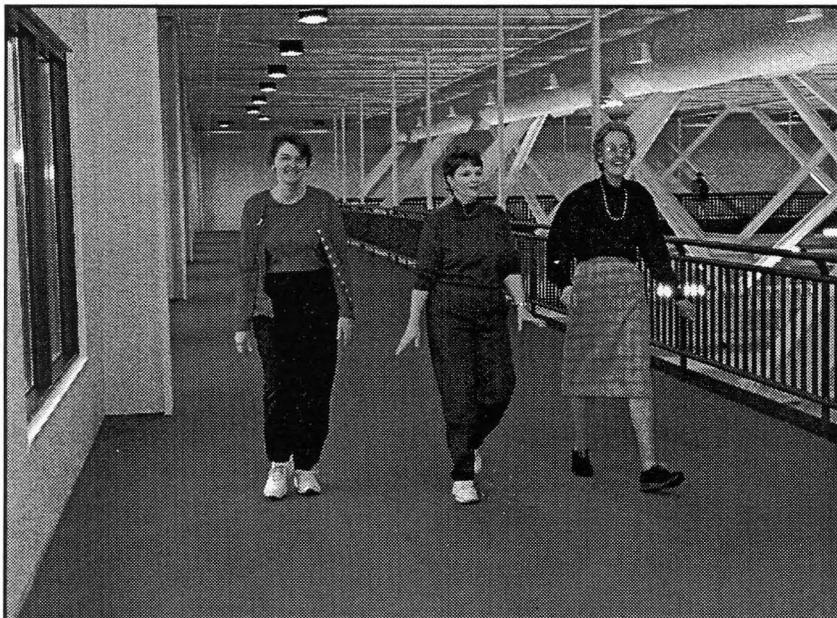
All events, including the 5K run, 5K race walk, and two-mile health walk, will be held on campus. Pre-registered participants will receive a t-shirt, and more than 150 trophies and prizes will be awarded.

A free race walker's clinic will be held from 7:30 to 8:15 a.m. at the Physical Activities Center. Late registration and packet pick-up will be from 7:45 to 8:45 a.m., also at the PAC. Racing will begin at 9 a.m. on University Boulevard.

The awards ceremony is scheduled for 10:30 a.m. at the Physical Activities Center. Refreshments will be served. Shower facilities will be available, and the pool will be open for swimming from 9:30 a.m. to 1:30 p.m.

The registration fee is \$15 for entries postmarked on or before Sunday, April 1. The late registration fee is \$18. Checks should be made payable to USI Eagle Run/Walk.

Proceeds benefit the Alumni Association Scholarship Endowment.



From left: **Mrs. Mary McGrew**, senior administrative assistant in the School of Business; **Mrs. Christina Jines**, senior administrative assistant in the Office of the Registrar; and **Mrs. Arlene Campbell**, administrative assistant in the School of Business, enjoy a walk around the suspended track in the new Recreation and Fitness Center. Soon, their accumulated mileage could qualify them for prizes in the Center's Walk/Jog 2001 incentive program.

## Walk/jog/swim/bike

Incentive program rewards employees for getting in shape, staying in shape

An incentive program designed especially for USI employees will begin Sunday, April 1. Presented by the Recreation and Fitness Center, Walk/Jog 2001 offers an excellent opportunity to get in shape or stay in shape.

The program encourages employees to walk, jog, swim, bike, or stair step and provides a conversion chart for determining how many miles each participant completes.

Employees reaching the goals of 50 miles, 100 miles, 200 miles, 300 miles, and 400 miles will be awarded prizes.

Eligible activities are not limited to the Recreation and Fitness Center. They may be completed anywhere, and the Walk/Jog 2001 program will continue until the end of October.

For more information or to register, call the Recreation and Fitness Center at extension 5268. The new facility opened Monday, March 12.

# Wanted: Student leaders

## Courier hosting conference

The O'Daniel Leadership Academy will present its spring 2001 Corporate Leadership Conference for USI students Friday and Saturday, April 6 and 7.

Hosted by the *Evansville Courier & Press*, the sixth annual conference will feature company **President and Publisher Vince Vawter** as keynote speaker and **New Media Director Jim Michels**, who will address the topic "Leadership When There is No Road Map."

The conference will introduce students to the leadership philosophy of a local corporation and will offer a variety of workshops relating to leaders and/or leadership. Students will see how the *Courier & Press* is addressing leadership development and will have opportunities to develop leadership skills that will be utilized throughout their careers.



**Vawter**



**Michels**

The event will begin on campus with a skills and team-building program from 5 to 6:30 p.m., Friday, April 6, in the University Center. On Saturday, April 7, participants will be on site at the Courier & Press Office, 300 E. Walnut, from 9 a.m. to 3:30 p.m.

The deadline for registration is Wednesday, April 4. Sixty student participants will be accepted.

For more information or to register on-line, students may visit [www.usi.edu/leadership/corporate.asp](http://www.usi.edu/leadership/corporate.asp).

## Report from the Office of the Vice President for Academic Affairs

The following undergraduate petitions have been approved:

### Undergraduate new programs

- Minor in Nutrition. Fall 2001 implementation.
- Minor in Public Health. Fall 2001 implementation.

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The following petitions are to be considered by the Curriculum Committee beginning with its meeting from 11:30 a.m. to 12:30 p.m., Friday, April 6, in the Robert D. Orr Center, Room 3053:

### Undergraduate new programs

- Minor in Health Promotion and Wellness.
- B.S./B.A. in Special Education.

### Undergraduate new courses

- ACCT 355 E-Business Security, Controls, and Ethics - 3 hrs.
- EDUC 340 Special Topics in Early Childhood Education - 1-3 hrs.
- EDUC 423 Collaborative Partnerships - 3 hrs.
- EDUC 427 Supervised Teaching: Exceptional Needs—Secondary School - 6 hrs.
- EDUC 438 Synthesis Seminar in Special Education - 3 hrs.
- FIN 355 Electronic-Business Finance - 3 hrs.
- MKTG 355 Interactive Marketing - 3 hrs.
- MNGT 355 Supply Chain Management - 3 hrs.
- SOC 221 Computer Applications in Sociology - 3 hrs.
- SPAN 241 Developmental Reading - 3 hrs.

### Undergraduate course modifications

- EDUC 391 Teaching Mathematics in Senior High, Junior High, Middle School - 3 hrs. Change in number of credit hours from 2 to 3.
- EDUC 392 The Teaching of Elementary School Mathematics - 3 hrs. Change in number of credit hours from 2 to 3.

### Undergraduate program modifications

- Business Administration - adding a concentration in E-Business. Change in description.
- Political Science Major. Change in description.
- Reading Minor. Change in description.

## Seminar focuses on workplace safety

A "Workplace Violence: Awareness and Prevention" seminar will be presented in three sessions Wednesday and Thursday, March 28 and 29, in Mitchell Auditorium, Health Professions Center.

With knowledge and awareness, employees may help prevent workplace violence. This seminar is designed to help participants recognize the early warning signs of a potentially violent person, handle confrontational individuals, identify nonverbal communication skills, and discover the 10 most common supervisory errors that occur when dealing with a disgruntled employee.

Sponsored by the USI Human Resources Department, the seminar will provide an informative and important training experience. **Officer Dan Larson** of the Purdue Police Department will be the presenter.

**Mrs. Darlene Fisher**, director of Human Resources, encourages employees to attend.

"Don't miss this opportunity to develop a safety awareness, which can protect you in the workplace, at home, and in the community," she said.

Offered in three sessions to ensure all employees have an opportunity to attend, the seminar will be presented from 9 to 11:45 a.m., Wednesday, March 28; from 2 to 4:45 p.m., Wednesday, March 28; and from 9 to 11:45 a.m., Thursday, March 29.

To register, call Extended Services at extension 1989 or visit the Web site at [www.usi.edu/extserv/training/index.htm](http://www.usi.edu/extserv/training/index.htm).

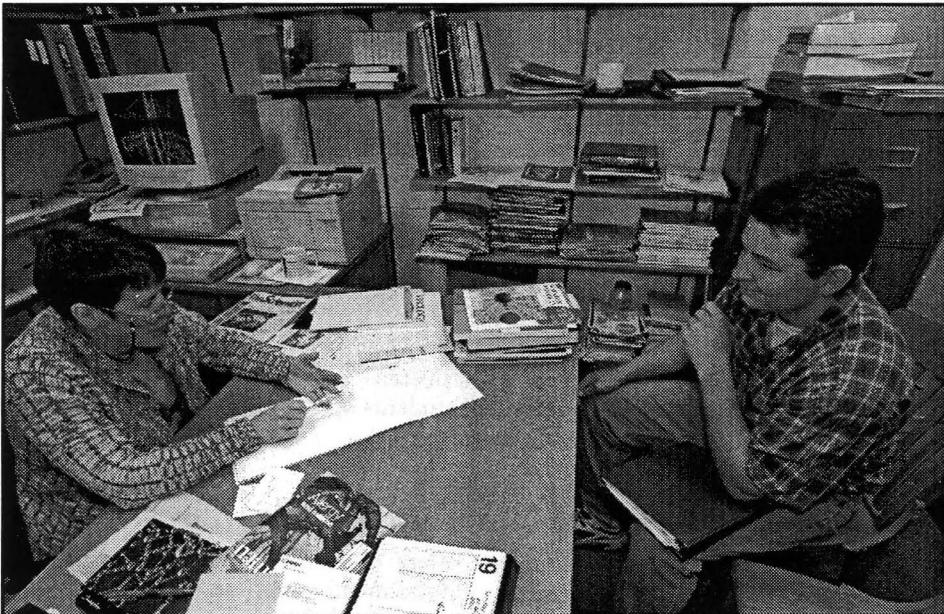
## Program targets student awareness

An Alcohol Student Awareness Program (ASAP) will be presented at 7 p.m., Tuesday, March 27, in Mitchell Auditorium, Health Professions Center.

Created by the Purdue Police Department, the ASAP includes special presentations regarding the dangers of alcohol consumption. **PPD Officer Dan Larson** will be the featured speaker during the hour-long program. He

also will be on campus earlier in the day to answer questions one-on-one or in small groups. While on campus, Larson may be found in or near his specially-designed, fully-marked 1999 Pontiac Firebird Trans Am police car.

The Student Government Association, in partnership with the USI Human Resources Department, is sponsoring the event.



**Dr. Jeanne Barnett, associate professor of biology, advises pre-med student Nicholas Clark, during a visit to her office in the Science Center.**

## Alert students to early registration

Teaching faculty should announce to classes that early registration for summer and fall 2001 will be Thursday, March 29, through Thursday, April 12. Students should be encouraged to register early by one of two methods:

**Automated registration** (beginning Thursday, March 29) consists of USI Online and Telephone Information systems. The classifications of eligible students and instructions for using USI Online and Telephone systems can be found on page 7 of the summer and fall 2001 class schedules.

**Walk-through registration** (beginning Monday, April 2) takes place in the office of the student's advisor. The date that classifications of students are eligible to register can be found on page 3 of the summer and fall 2001 class schedules. Students are to contact their advisors to schedule an appointment.

## Names in the news

### Achievements

**Dr. Scott Gordon**, associate professor of biology, recently was notified his paper, "Web-based Technology: Effects On Teaching And Learning," has been accepted for presentation at the Syllabus 2001 National Conference in Santa Clara, California. The conference, attended by more than 1,200 educators, takes place in July and is the premier conference covering the effective use of technology in the higher education curriculum.

**Mrs. Lori Kissinger**, lecturer in communications, has been asked by the Central States Communication Association to speak about creative techniques for teaching communication skills to the disabled at the association's conference in April.

On Thursday, March 22, Kissinger was scheduled for initiation into the Phi Kappa Phi Honor Society at Indiana State University.

**Dr. Aimee J. Luebben**, program director in occupational therapy, was elected secretary of the American Occupational Therapy Association, the national professional association for occupational therapists, occupational therapy assistants, and occupational therapy students.

**Dr. Munir Quddus**, chair of economics and finance, was elected president of the Midwest Business Economics Association for 2001-2002. As the association's program chair, he organized its recent conference in Chicago that included 11 sessions. He also presented three papers relating to the economics of higher education, the new economy, and Austrian economics.

In other news, Quddus' article, "Globalization, Service Sector Help State's Standing," was published in response to the question, "How is Indiana positioned today to deal with a slow-down in the economy?" in the March/April 2001 issue of *BizVoice*, a magazine of the Indiana Chamber of Commerce.

**Dr. Althea Rhodes**, instructor in English, and **Dr. Susanna Hoeness-Krupsaw**, assistant professor of English, attended the Women and Power Conference in March at Middle Tennessee State University. Rhodes presented "Susan's Story: The Search for Self, for Voice, for Empowerment," and Hoeness-Krupsaw presented "Victim and Victimizer in Margaret Atwood's *The Blind Assassin*."

**Mrs. Carolyn Roth**, special part-time instructor in art, will exhibit a brush and ink drawing in the Fourteenth International Exhibition Animals in Art Show sponsored by Louisiana State University School of Veterinary Medicine. Seventy-four works were selected for exhibition from 665 entries representing 42 states, Canada, Mexico, Europe, and Africa.

Roth created "In the Field," a drawing of sheep grazing, while she was in residence at Harlaxton College in England.

**Dr. Todd Schroer**, assistant professor of sociology, wrote an article, "Issue and Identity Framing Within the White Racialist Movement: Internet Dynamics," that was published in the 2001 edition of *The Politics of Social Inequality*.

### In sympathy

The University community extends sympathy to **Dr. Ronda Priest**, assistant professor of sociology, and family on the death of her father, **LeRoy Priest**, who passed away at the age of 58.

Sympathy is also extended to **Dr. Ann White**, program director of undergraduate nursing, and family on the death of her mother-in-law, **Louise F. White** of Bluefield, West Virginia.

**For current job openings, visit the Human Resources Web site at [www.usi.edu/hr/](http://www.usi.edu/hr/), the Human Resources bulletin boards in the front lobby of the Wright Administration Building and outside the Human Resources office, or call the USI job line, 465-7117.**

**FYI****Enlow forum**

The Enlow Policy Forum, "Technology and Utopia: A View from New Harmony," will feature **Dr. George Bugliarello**, chancellor of Polytechnic University, Brooklyn, New York, and **Dr. Michael Conneally**, distinguished professor at the Indiana University School of Medicine, Indianapolis, Saturday, March 31, at the Rapp Granary in New Harmony, Indiana.

Bugliarello, an engineer and educator, will lecture on "Biology, Society, and Machines" at 9 a.m. Conneally, a geneticist, will discuss "The Human Genome Project and the Future" at 1 p.m.

The Enlow Policy Forum is free and open to the public. Breakout sessions are scheduled after each lecture, and lunch will be available for a fee. Reservations may be made by calling extension 1989 or e-mailing [extserv@usi.edu](mailto:extserv@usi.edu). Students may register online at [www.usi.edu/honors/enlowforum.htm](http://www.usi.edu/honors/enlowforum.htm).

**Distinguished lecture**

**Dr. E. Mark Cummings**, professor of psychology at University of Notre Dame, will discuss "The Effects of Marital Conflict on Children" at 7 p.m., Thursday, March 29, in the University Center's Carter Hall.

Cummings' research interests focus on the family factors associated with normal childhood development and the development of psychopathology in children. Of particular interest are the emotional relations between parents and children, the emotional relations between parents, and the influence of those relations on children's adjustment.

The lecture, presented by the Department of Psychology, is part of USI's Liberal Arts Distinguished Lecture Series. The program is free and open to the public.

**Honors conference**

The University will host an Honors Conference from 8 a.m. to 4 p.m., Saturday, March 24, at the University Center.

Participating Honors students will have an opportunity to make presentations, reflect on their Honors experiences, discuss service training projects, and propose future collaborative research or service projects between Honors students at different institutions.

**Summer jobs**

The Human Resources Department is accepting applications and resumes for summer rehab painting and cleaning crews in the student apartments. Positions are available from May 7 to August 24, 2001. Evening and weekend work is not required.

To submit an application, stop by Human Resources, Room 166, Wright Administration Building, between 8 a.m. and 4:30 p.m., Monday through Friday. Resumes may be faxed to 812/465-1185 or e-mailed to [humanres@usi.edu](mailto:humanres@usi.edu).

**RAD training**

Female students and employees are invited to participate in Rape Aggression Defense training from 10 a.m. to 1 p.m., Saturday, March 24, and Saturday, March 31, in the Recreation and Fitness Center, Group Exercise Room.

**In residence**

**Mr. Steve Lowrey**, a 1976 graduate who is president and chief executive officer of Franchise Concepts Inc., will be a featured speaker in the Alumni-in-Residence Program, Monday, March 26.

His topic, "From the Classroom to the Board Room," will be presented at two open forums from 9 to 9:50 a.m. and from 11 to 11:50 a.m. in Carter Hall.

The Alumni-in-Residence Program honors successful graduates and provides USI students opportunities to learn from alumni insights and examples.

**Artist 're-members'**

New Harmony Gallery of Contemporary Art will present "Dis-Memberment and Re-membering," an exhibition by **Ms. Karen Baldner**, Saturday, March 24, through Saturday, May 5.

A reception for the artist will be held from 5 to 7 p.m., Saturday, March 24. The free event will feature Baldner discussing her work.

Exhibit hours are 9 a.m. to 5 p.m. Tuesdays through Saturdays. The gallery is located at 506 Main St., New Harmony, Indiana.

**Recycle days**

On Saturday, April 7, recyclables may be taken to Wal-Mart West as the Vanderburgh County Solid Waste Management District hosts Recycle Days.

From 8 a.m. to noon, aluminum cans, cardboard, mixed paper, No. 1 and No. 2 plastic bottles, metal food cans, newspapers, magazines, catalogs, and all colors of glass containers may be recycled at Wal-Mart West. To be eligible for recycling, items must be clean.

Additional Recycle Days will be held at Wal-Mart West from 8 a.m. to noon, Saturday, July 7; Saturday, September 15; and Saturday, December 1.

The Solid Waste District will also host Tire Amnesty Day from 9 a.m. to 1 p.m., Saturday, April 21, in the parking lot at the Civic Center, located at the corner of Ninth and Walnut streets.

The first four tires may be recycled free of charge. The fee for recycling additional tires will be \$1 each.

Only car and light truck tires will be accepted. Water and mud must be removed, and the district prefers that the rims be removed as well. Tires from businesses or commercial vehicles will not be accepted.

For more information, call the district at 436-7800.

**Newsletter deadline**

Today is the deadline for submitting information to be included in next week's edition of *University Notes*.

Submissions may be made via e-mail to Ms. Libby L. Keeling, staff writer and associate editor in News and Information Services, at [lkeeling@usi.edu](mailto:lkeeling@usi.edu) or by calling extension 5259.

## Singers, band to perform

USI's Mid-America Singers and Band will present Spring Show 2001, an annual spring performance, at 7 p.m., Saturday, March 24, in the University Center's Carter Hall.

This year's show features singing and choreography focusing on 1970s music, from contemporary to jazz, including pop favorites. **Mr. Daniel Craig**, assistant professor of music, will direct the show.

Admission is \$5 for adults, \$3 for students and senior citizens (60+). Ticket sales are at the door only. All proceeds will help fund USI MUSIC, which includes USI Mid-America Singers, USI Chamber Choir, USI Women's Choir, and the new USI Jazz Band.



USI's Mid-America Singers perform a rousing number at Spring Show 1999.

## This week

### Friday, March 23

- Men's tennis double-header vs. University of Missouri St. Louis and Bellarmine University - 3 p.m., USI Tennis Courts.

### Saturday, March 24

- Softball vs. Northern Kentucky University - 1 p.m., USI Softball Field, double-header.
- Rape Aggression Defense Training - 10 a.m., Recreation and Fitness Center.
- Baseball vs. Kentucky Wesleyan College - noon, KWC, Owensboro, Kentucky.
- USI Honors Research Conference - 8 a.m. to 4 p.m., University Conference Center.
- Outdoor track and field - all day, Indianapolis, Indiana, at Gerald England Invitational.
- Men's golf - TBA, Falls of the Rough, Kentucky, at NCAA District IV Spring Tournament, Lafayette Golf Course.
- Women's basketball - TBA, Rochester, Minnesota, at NCAA Division II Elite Eight Championship.
- Mid-America Singers and Band Spring Show 2001 - 7 p.m., University Center's Carter Hall.
- Men's tennis double-header vs. Southern Illinois University Edwardsville and Wayne State University - TBA, USI Tennis Courts.

### Sunday, March 25

- Softball vs. University of Indianapolis - 1 p.m., USI Softball Field, double-header.
- Baseball vs. Kentucky Wesleyan College - noon, KWC, Owensboro, Kentucky.
- Men's tennis double-header vs. Grand Valley State University and Quincy University - TBA, USI Tennis Courts.
- Men's golf - TBA, Falls of the Rough, Kentucky, at NCAA District IV Spring Tournament, Lafayette Golf Course.

### Monday, March 26

- Brown Bag Seminar - noon to 12:45 p.m., UC 206. Topic: Cite Seeing: A (Re)View of Citations and Bibliographies. Speaker: Ms. Deanna Odney, English specialist in Academic Skills.
- Women's golf - TBA, Louisville, Kentucky, at Bellarmine Invitational, Glen Mary Country Club.
- Alumni-in-Residence Mr. Steve Lowrey - 9 to 9:50 a.m. and 11 to 11:50 a.m., Carter Hall. Topic: From the Classroom to the Board Room.

### Tuesday, March 27

- Fellini's 8 1/2 - 1:30 p.m. and 6 p.m., Forum I, Wright Administration Building.
- Global Community - 7:30 p.m., Governors Hall Lounge.

- Brown Bag Seminar - noon to 12:45 p.m., UC 206. Topic: Essay Tests. Speaker: Mrs. Sandra Hermann, director of University Division.
- Alcohol Awareness Program - 7 p.m., Mitchell Auditorium.

### Wednesday, March 28

- Baseball vs. Murray State University - 2 p.m., MSU.
- Softball vs. Southern Illinois University Edwardsville - 4 p.m., USI Softball Field, double-header.
- Brown Bag Seminar - noon to 12:45 p.m., UC 206. Topic: Get the Most Out of Your College Life. Speaker: Mr. Barry Schonberger, dean of students.
- Breakfast with the President - 8 to 9 a.m., University Center, Room 201.
- Workplace Violence seminar - 9 a.m. and 2 p.m., Mitchell Auditorium.

### Thursday, March 29

- Baseball vs. Oakland City University - 1 p.m., OCU.
- Student Leadership Awards deadline - 4:30 p.m., Office of Student Development Programs.
- Workplace Violence seminar - 9 a.m., Mitchell Auditorium.
- Brown Bag Seminar - noon to 12:45 p.m., UC 206. Topic: Kiss Your Test Anxiety Away. Speaker: Mrs. Nancy Myers, math specialist in Academic Skills.
- Liberal Arts Distinguished Professor lecture - 7 p.m., Carter Hall. Speaker: Dr. E. Mark Cummings, professor of psychology at University of Notre Dame. Topic: The Effects of Marital Conflict on Children.

**Calendar update:** University employees are invited to submit information about campus events to the USI online calendar located at [www.usi.edu/NEWS-INFO/calendar/index.asp](http://www.usi.edu/NEWS-INFO/calendar/index.asp). Click on "Add an event to the calendar," then provide information about the event using complete sentences and correct grammar.

## Breakfast with the President tickets on sale

The Student Alumni Association will host Breakfast with the President, featuring **University President Dr. H. Ray Hoops**, from 8 to 9 a.m., Wednesday, March 28, at the University Center, Room 201.

The event is free to students, who may obtain tickets at the University Center Desk after showing a valid Eagle Access Card. Faculty, staff, and alumni may reserve tickets, \$5.50 each, by calling Alumni and Volunteer Services, extension 1924 on-campus, or 464-1924 off-campus. The ticket reservation deadline is Monday, March 26.

**Celebrate  
Student  
Workers!  
Appreciation  
Day is  
Tuesday,  
March 27.**

## Marketplace

### For sale

**1997 Chevy Silverado Extended Cab w/3rd Door** - tan, 62,000 miles, 350 cu. in., V-8, loaded, leather interior, chrome underpanels, bedliner, hitch, new tires, great condition. Retail for \$18,900, selling for \$15,000. Call ext. 1903 or 768-5557.

**1998 Chevy S-10 LS** - black, short bed, 28,000 miles, cruise control, power windows/locks, tinted windows, AM/FM, cassette, extended warranty to February 2003, \$10,500. Call Anna, 465-1166 or 270/827-3605 (evenings).

**Ceramic patio chiminea** and **wrought iron stand** - very nice, elegant, \$60 for both. Contact jbelow@usi.edu.

**Indianapolis 500 Race tickets** - May 27, face value. Call Bob Ruble at ext. 1774 or e-mail rruble@usi.edu.

**Twin-size mattress, box springs, frame, headboard** - with comforter set (shams, skirt, two sets of sheets), \$125; **navy, queen-size comforter set** - shams, skirt, sheets, matching bath rugs, shower curtain, rod, and hooks, \$60; **microwave cart** - \$15; **POJ porch bench/storage bin** - \$15. Call Jeff at 461-5224 or 985-5314.

**Caiman crocodile** - 38" long, \$75. Call 464-1944 or 425-5441.

**Roll-top desk** - old style, red oak, hand-built, unfinished, 60" length x 29" deep x 48" high. Call Joe Hagan at ext. 1696 or e-mail jhagan@usi.edu for details.

**Classical guitar, Manuel Rodriguez Model C-3** - perfect condition, new set of strings, purchased at H&H Music on October 9, 1999, for \$539, offered for sale by the owner at half-price for \$269, hard-shell case included. Call 464-1849 during normal business hours, or after hours call 838-1557.

**Piano** - Yamaha Clavinova, perfect condition. Original price \$3,000, asking \$1,200. Call Nancy at ext. 1812 or e-mail nmartin@usi.edu.

**File cabinet** - letter size, two drawer, putty, \$30; **chair mat**, 48" x 48" with 25"W x 10"L lip, \$20. Call 476-2314.

### For rent

**Serene studio in historic area** - quiet neighbors, large yard, woodsy ambiance, furnishings and appliances provided, \$300 a month, references. Call 423-8859.

**Available to rent for one year** - country home and stables, large country farmhouse, barn with horse stalls, adjoining acreage, about 40 minutes from USI, possible asparagus income. Call Mark at ext. 1712 or e-mail mkrahlin@usi.edu.

**1908 Rollett Lane** - two-bedroom brick ranch in delightful family neighborhood, four miles from USI off Broadway, fireplace, one and one-half baths, roomy kitchen with separate dining area, large closets, spacious bedrooms, nice yard, one-car attached garage with opener, available May 1, \$650/month. Call Lural at 425-7022 or Sarah at 425-7432.

### Free

**Cats, cats, and more cats!** - 10 gentle, lovable barn cats in need of good homes. Call 465-1205.

### Fundraiser

**Free Pizza** - USI Chapter of the Association of Information Technology Professionals is selling discount cards for \$10. "Buy one large pizza, get one FREE." Use card for up to 20 pizzas at four Papa Johns locations. E-mail cknepper@risc.usi.edu or call ext. 1207.

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**Today is the deadline for submitting information for next week's Marketplace. Submissions may be made via e-mail to Mrs. Karen Altstadt, senior administrative assistant in News and Information Services, at kaltstad@usi.edu.**

## Web tips

Microsoft Word is a popular tool used in generating text for the Web, and FrontPage offers several ways to get that text onto a Web page. The methods include cutting and pasting, dragging and dropping, and inserting an entire Word file. Although these techniques work fairly well, they can clutter HTML with unnecessary formatting codes.

Using the "Paste Special" command, or pasting the text into Notepad first, will alleviate the problem of extra code. By choosing "Paste Special" from the Edit menu in FrontPage, a person may choose one of several different formats for the pasted text.

To paste just the text and not the formatting, choose "Paste Special." The Convert Text dialog box will appear, and "Formatted Paragraphs" is the default. "Formatted Paragraphs" will preserve paragraph and line breaks but text will appear in a mono-spaced font like Courier, which can be changed once the text is in FrontPage.

The "One Formatted Paragraph" option is similar, except paragraph breaks are replaced by line breaks. (A paragraph break results from pressing the Enter key; a line break results from pressing Shift and Enter simultaneously.)

The "Normal Paragraphs" option removes all formatting. "Normal Paragraphs with Line Breaks" removes all formatting but leaves line breaks intact.

The last option, "Treat As HTML," will interpret the pasted text as HTML. This option is the simplest solution in FrontPage.

Another technique is to launch Notepad by choosing Start/Accessories/ Notepad and paste the document there. Then select all and paste it into FrontPage. The document will show no extra code but will have to be reformatted (bolds, italics, etc.).