

Cleaning Your CD Recorder

Never, never, never use a CD-ROM cleaning disc in your CD recorder!

Sure, they look innocent and harmless enough just hanging on the shelf at your local discount store. But don't be tempted to try a cleaning disc in your CD or DVD recorder. These discs typically use a tiny brush on the underside of the disc, which is supposed to "sweep" dust and dirt from your CD-ROM lens.

Unfortunately, they can damage your recorder's read/write lens system (which, by the way, is self-cleaning anyway). Those tiny bristles can be pulled loose and stick in your drive, or the brush can scratch the surface of the laser lens.

The best way to keep your recorder clean is to keep the tray closed. Don't leave it open unless you're loading or unloading a disc. If you have an external recorder, wipe it from time to time with a dry, static-free cloth to remove surface dust.

For more on caring for your CD recorder, pick up a copy of *CD & DVD Recording For Dummies*, 2nd Edition, by Mark L. Chambers.

Name your Excel Worksheets

Name each Excel worksheet that you use in a workbook with some intelligible English name such as Invoice or Price List (by double-clicking the sheet tab, entering a new name on the tab, and then pressing Enter) rather than leaving them with their normally indecipherable names like Sheet1 and Sheet2. That way, you not only know which sheets in your workbook you've already used, but you also have a fair idea of what they contain and when you should select them.

Excel 97 For Windows For Dummies, by Greg Harvey, gives you fast answers to frequently asked questions.



Add a Header or Footer to a Word Document

In a Word document, a *header* is the text you see at the top of every page. The header's little brother is the *footer*, which is text that appears on the bottom of every page in a document. You don't need to use them both; you can use just one or the other.

To add a header or footer, follow these steps:

1. **Choose View, Header and Footer.**
2. **Click the Switch between Header/Footer icon to choose either the header or footer for editing.**
3. **Enter your header or footer text.**

Any text you type can be formatted using any of Word's text and paragraph formatting commands, including tabs.

Word preformats the headers and footers in any document with center and right tabs at the center and far right of the ruler. This allows you to press the Tab key, type some text, and have the text automatically centered at the bottom (or top) of

each page. This tab stop isn't required, but it's mighty thoughtful of Microsoft to set it up that way.

4. **Use the buttons on the Header and Footer toolbar for special items.**

Hover the mouse pointer over each button to see a brief explanation of its function (just like on the big toolbars!).

5. **Click the Close button when you're done.**

In Print Layout view, you can see the header or footer displayed in ghostly gray text. In Normal view, you can't see any header or footer, even though it's still there.

For more information like this, get a copy of *Word 2003 For Dummies*, by Dan Gookin.

Tag a Favorite Web Page in Outlook

While browsing your favorite Web site through Outlook, you might want to set up an Outlook Bar shortcut so that you can return to that site again and again.



Outlook has two main ways to mark a Web page for easy reference, and an Outlook Bar shortcut is the second best way.

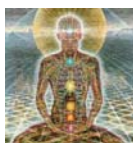
The best way is to add the page to your Favorites List by going to the page and choosing Favorites, Add to Favorites. When you add a page to your Favorites list, you can jump right to that page from either Outlook or Internet Explorer by clicking its name in the Favorites list.

For more information like this, get a copy of *Microsoft Outlook 2000 For Windows For Dummies Quick Reference*, by Bill Dyszel.

Wisdom to Live by.

Whoever gossips to you
will gossip about you.

Spanish Proverb



If you want others to be happy,
practice compassion. If you want to
be happy, practice compassion.

The Dalai Lama

Never tell evil of a man, if you do not
know it for certainty, and if you know
it for a certainty, then ask yourself,
'Why should I tell it?'

Johann K. Lavater

ISOC Customers say it best:

I think ISOC should be aware of the
outstanding job that Steve Davis is
doing for you. A major part of our
business comes through the web and
it is imperative that our website is
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times we have had some web site
errors and when ISOC was called,
Steve came through every time!

We sometimes take for granted the
very people that make companies like
ISOC successful. Steve is one of
those people that make ISOC what it
is, and one of the reasons we are
with you.

Please pass on this appreciation to
Steve. Thank you.

Edward

Thanks for sponsoring the www.512-family.com
web site. This is small
glimpse into the lives of our loved
ones in Iraq and is a great way to
communicate with them

Thanks again,

George



Employee Spotlight



Steve Davis

Web Development Specialist

Steve Davis joined ISOC in March of
1999 as our very first Full-Time Web
Master. Steve has been the recipient
of numerous Accolades for Web Site
Design over the years. He is currently
a Web Development Specialist in the
areas of Database and Back-end
control. His primary responsibility is in
the custom structure and coding of
new Web Site projects.

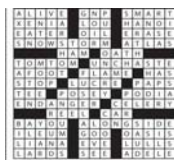
Before joining the ISOC team, Steve
was a self-employed Web Designer,
operating out of the Eastgate, OH
area.

Steve enjoys Internet Gaming, Riding
his New Harley and spending time
with his family.

Your Word for Today.

Recrimination

\rih-krim-uh-NAY-
shuhn\ *noun*:



1. The act of
returning one charge or accusation
with another.

2. An accusation brought by the
accused against the accuser; a
counter accusation.

Webster's Revised Unabridged Dictionary, © 1996, 1998

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