



## Need more Hard-Drive Space to Burn a CD?

Burning a CD in Windows XP takes a lot of room on your hard drive because Windows Media Player 9 (WMP9) has to convert the songs into a format that works on audio CDs. If you don't have an extra 700 to 800MB of free space on your main hard drive to accommodate the process, here's how to get it.

Click Start, My Computer, right-click your CD-R drive, and click Properties, Recording. The CD Drive Properties dialog box appears. Change the drive where Windows can store an "image." This space on the new drive is used only temporarily. It has to be on a hard drive, because the CD burning process can't be interrupted. If you have to copy a bunch of files to another computer on your network, or even compress some files to make room for the temporary image area, go ahead. You can always move them back later. Oh. And while the recording session is under way, don't edit that home movie or print 200 vacation pictures, okay? The CD burning routine needs a little room.

For more information like this, get a copy of Windows XP Timesaving Techniques For Dummies, by Woody Leonhard

## Your Word for Today.

**Expunge** \ik-SPUNJ,  
*transitive verb:*

1. To strike out, erase, or mark for deletion; to obliterate; as, "to expunge words, lines, or sentences."



2. To wipe out or destroy; to annihilate.

*Expunge is from Latin expungere, "to prick out, to mark (with dots) for deletion," from ex-, "out of, from" + pungere, "to prick."*

The American Heritage® Dictionary of the English Language, 4<sup>th</sup> Ed.



## Accounting for Windows XP Users

Everyone who uses Windows XP needs a user account. A user account is like a cocktail party nametag that helps Windows recognize who's sitting at the keyboard. Windows XP dishes out three types of user accounts: Administrator, Limited, and Guest.

Each type of account gets to do different functions on the computer. If the computer were an apartment building, the administrator would be the manager, the limited accounts would be the tenants, and guests would only get to drop by and use the bathroom in the lobby.

In computer lingo that means the administrator controls the entire computer, deciding who gets to use it and what they can do on it. Limited accounts can use most of the computer, but they can't make any big changes to it. And guests, well, they can use the computer, but because the computer doesn't recognize them by name, their actions are tightly restricted.

For more information like this, get a copy of Windows XP For Dummies, by Andy Rathbone.



## Windows XP Secrets to Faster Solitaire

If you need to take a break from a hectic pace, play a hand of Solitaire, which is pre-installed on Windows XP. After you've played that game for a while, most of the moves become second nature. But if you're playing against the clock, in *timed* mode, here are three secret ways to speed up your game.

1. Double-click a card that's eligible to go in a suit stack, and Solitaire moves it there for you.
2. Right-click anywhere or press Ctrl+A, and Solitaire automatically moves all the eligible face up cards onto the suit stack(s). In effect, Solitaire plays all the cards that are face up for you, moving them to the suit stacks. If you right-click or press Ctrl+A and have Solitaire play the face up cards for you, the "Game – Undo" option undoes only the last card that was moved.
3. You don't need a mouse to play solitaire. Use the arrow keys to move the pointer. Press Enter to grab a card, press the left and right arrow keys to move it, and press Enter again to release the card.

For more information like this, get a copy of Windows XP Timesaving Techniques For Dummies, by Woody Leonhard.

## The Joys of Research in Word 2003

Beyond spell checking, beyond the Thesaurus, and even beyond Word's ability to translate text into a foreign language is the Research task pane. What it does is to instantly (or longer with a dial-up Internet connection) connect you to the Internet to peruse several online references regarding whatever it was you recently Alt+clicked with the mouse.

For example, say you type the word Mesopotamia in your document. Press and hold the Alt key and then click the mouse on the word Mesopotamia. Instantly, you see a whole slew of interesting references about Mesopotamia via the Internet. Now that's Research!

For more info on the new features of Word 2003, check out Word 2003 For Dummies, by Dan Gookin.

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## Wisdom to Live by.

Wisdom doesn't automatically come with old age. Nothing does - except wrinkles. It's true, some wines improve with age. But only if the grapes were good in the first place.

*Abigail Van Buren*

In the modern world of business, it is useless to be a creative original thinker unless you can also sell what you create. Management cannot be expected to recognize a good idea unless it is presented to them by a good salesman.

*David M. Ogilvy*

Change has a considerable psychological impact on the human mind. To the fearful it is threatening because it means that things may get worse. To the hopeful it is encouraging because things may get better. To the confident it is inspiring because the challenge exists to make things better.

*King Whimney Jr.*

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## Making you think

The first Hummer manufactured for civilian use was made in 1992. The vehicle weighed in at 6,300 pounds and was 7 feet wide.



Who was this vehicle manufactured for?

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What is the largest amount of money in coins you can have without being able to make exact change for a dollar?

Email your answer to [editor@isoc.net](mailto:editor@isoc.net).

## Keep your Formatting when copying in Excel

When you use the Clipboard, Excel treats cell formatting and column widths separately. That can be annoying when you want to copy a block of neatly formatted data from one worksheet to another. The solution is a two-step paste.



First, copy the original data, then switch to the destination worksheet and paste the data. Point to the block of data you just pasted, right-click, and choose Paste Special. In the Paste Special dialog box, choose the Column Widths option and click OK.

*Ziff Davis Media Inc*

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## ISOC Customers say it best:

I don't know what you did to get rid of the Spam I used to get, but would you pass this message along to the right person, and thank them for the wonderful job they did. I'm going to tell other people of your ingenious way of having such a spam free service. Thanks again

Frank

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## Remembering Important Dates with Outlook

To get help remembering important birthdays or anniversaries, add the person who's birthday you want to remember to your Contacts list, click the Details tab, and add their birthday or anniversary in the place provided.



These dates will now be automatically added to your calendar.

*Ziff Davis Media Inc*

## Read all about it!

The current Newsletter is now available at <http://bus.isoc.net/News.asp> for you to review and pass on to your friends and family.

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## Satisfaction Guaranteed

Let common sense prevail.

Prior to making decisions, put yourself in your customers' shoes.

Byrd Baggett



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## How to Reach us:

### ISOC

73 Cavalier Boulevard  
Florence, KY 41042-5182  
KY: (859) 525-8730  
Fax: (859) 525-8737  
OH: (513) 528-8730  
Toll Free: (888) 292-1719  
<http://www.isoc.net>  
[editor@isoc.net](mailto:editor@isoc.net)

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[dwoodyard@isoc.net](mailto:dwoodyard@isoc.net)