

Tweaking an Image in Word 2002

Unless you're a graphics pro, you need to tweak just about every image you slap into your Word 2002 document. And, hoo boy, Word does some frustrating things with images. Fortunately, there's always some hidden way to fix things.

1. It's always best to work with images in Print Layout view, so choose View -- Print Layout from the menu.
2. Display the Picture toolbar: Choose View, Toolbars, Picture from the menu.
3. Select the image by clicking it.

When you click an image to select it, the image grows eight "handles," one for each side and corner.

Resize the image by grabbing (clicking) a handle and dragging it in or out.

Move an image around on the page by dragging it with the mouse. Drag in the center of the image.

If you need an image centered, put the image on a line by itself (a paragraph) and then center that line.

After you're done tweaking your graphic, just click the mouse on some text. This trick deselects the image and returns you to text-editing mode. (You may also want to close the Picture toolbar by clicking its X button.)

For more information like this, get a copy of Word 2002 For Dummies, by Dan Gookin.



Viewing Your Formulas in Excel

One way to audit your Excel workbook is to display the formulas rather than the results of the formulas. Then you can examine the formulas without needing to scroll through the worksheet.

To display formulas instead of the formula results (values), choose Tools, Formula Auditing, Formula Auditing Mode.

You may want to create a new window for the workbook before issuing this command. That way, you can see the formulas in one window and the results in the other.

For more quick help for Excel, check out Excel 2003 For Dummies Quick Reference, by John Walkenbach and Colin Banfield.

Did You Know . .

Each message sent to an ISOC Email account is scanned with three separate virus protection systems to prevent a virus from infiltrating your computer through an email message.

Crafting Useful Link Text

The text you associate with links is just as important as the links you choose to use on your site. The text gives users a hint about where the link is taking them so they can decide whether to go along for the ride.

Generally, when you create link text, let users know the following:

- Whether they're leaving your site.
- What kind of information the page they're linking to contains.
- How the linked site relates to the current content or page on your site

The goal of your link text should be to inform users and build their trust. If your link text doesn't give them solid clues about what to expect from your links, they simply won't trust your links -- and won't follow them.

Always avoid the use of "click here" in any link you create. If your link text is well crafted, you don't need the extra words to prompt the user to click on a link. The link text should speak for itself.

Become fluent in the language of the Web with expert help from HTML 4 For Dummies, 4th Edition, by Ed Tittel and Natanya Pitts.

Keeping an Outlook Contact Private

If you use Outlook on a network and don't want everyone to know about your Contacts, you can mark a contact as Private.

When creating a new contact in your Outlook Contacts list, simply click the Private box in the lower-right corner of the New Contact form.

After you click the Private box, you should see a check mark to indicate that the security feature is turned on.

You can also double-click an existing contact to open the Contact form and check this same minuscule box in the lower-right corner. You'll be the only one who can view that contact's information.

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

ISOC Customers say it best:

In this day and age most people only take the time to lodge a complaint. I want to send a compliment to a wonderful member of your team.

John, in the service department, is the very best representative you could possibly have for ISOC. He always returns my calls, never fails to be polite (even when the questions are stupid), and is so friendly that you do not hesitate to call when the need arises.

John is the reason I am still with ISOC after so many years. I would think about changing then I immediately change my mind when I know John would not be on the line to assist me during difficult situations.

Thanks to John and whoever was astute enough to hire him!

Brenda

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Wisdom to Live by.

Great spirits have always encountered opposition from mediocre minds. The mediocre mind is incapable of understanding the man who refuses to bow blindly to conventional prejudices and chooses instead to express his opinions courageously and honestly.



Albert Einstein (1879 - 1955)

Men fear thought as they fear nothing else on earth -- more than ruin -- more even than death.... Thought is subversive and revolutionary, destructive and terrible, thought is merciless to privilege, established institutions, and comfortable habit. Thought looks into the pit of hell and is not afraid. Thought is great and swift and free, the light of the world, and the chief glory of man.

Bertrand Russell (1872 - 1970)

Sometimes I think the surest sign that intelligent life exists elsewhere in the universe is that none of it has tried to contact us.

Bill Watterson (1958 -)

Ask a Tech

Submitted by: Jon Murphy - Manager of I.T. - ISOC

Help, Every time I open Internet Explorer it takes me to MSN!

Tired of seeing the MSN.com start page every time you open Internet Explorer? Well that is quite easy to change. All you need to do is follow these simple steps.

1. Click the Start button, Then Settings, Then Control Panel.
2. In the Control Panel click the Internet Icon.
3. On the General Tab you will see a box labeled "Address:" Type the web address you would like to use as your start page. *Example: <http://www.isoc.net> or any other address you would like.*
4. Click the Apply button
5. Click the OK button

6. Click the Home button on Internet Explorer

And there you have it. No more MSN on startup! Your favorite website now opens up when you start Internet Explorer.

Have you searched all over the web for an answer to a question that you just can't find?

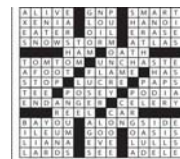
We'll choose ISOC's [Ask-a-Tech](#) on [ISOC's Support page](#), and you can send an email to one of our Technical Support Staff. They will gladly try their best to answer your question and provide helpful insight.

Your Word for Today.

URL (yär-l)

noun

Uniform Resource Locator.



An address widget that identifies a document or resource on the World Wide Web. An Internet address (for example, <http://www.hmco.com/trade/>), usually consisting of the access protocol (http), the domain name (www.hmco.com), and optionally the path to a file or resource residing on that server (trade).

Webster's Revised Unabridged Dictionary, © 1996, 1998

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