

## Understanding What Makes FTP Work

Regardless of what software, forms, or other assistance you use to move files around, the concept of FTP is the same to get files from your computer to your Web server.

FTP has been around for quite a while now. As such, archaic and seemingly nonintuitive names abound from the start -- such as the two computer systems involved: local host and remote host:

- **Local host:** The local host is the computer you're sitting in front of and are initiating the file transfer from. If you're using a laptop to connect to your Web server, your laptop is the local host. If you're at work and are logging in from a workstation, your office computer is the local host.

The local directory or local path is the folder on your local host that contains the files you want to transfer. You can change local directories at will, but most FTP programs have a default starting place. Feel free to move around after that.

- **Remote host:** The remote host is the computer or Web server to which you've connected. It's likely the spot where you're trying to get your files to go so they will display on the Web.

Not surprisingly, the remote host has its own remote directory (the folder on the remote system where you drop your files). Again, you can change or navigate through remote directories just as you can change the file folders on your computer.

Podcasters have options when it comes to moving files. Understand them all by perusing *Podcasting For Dummies*, by Tee Morris and Evo Terra.



## Schedule an Appointment with Outlook 2007

Here's a neat little trick that can save you time when your Outlook 2007 e-mail correspondence has to do with scheduling an appointment.

To get a head start on scheduling, drag the e-mail message from the Inbox window over the Calendar button on the Navigation pane. On the theory that you want to schedule an appointment around the information in the e-mail message, the Appointment window appears on-screen. For the subject of the appointment, Outlook enters the subject of the e-mail message. The text of the e-mail message appears in the window as well. Fiddle with the particulars of the appointment and click the Save & Close button.

For more information like this, get a copy of *Office 2007 All-in-One Desk Reference For Dummies*, by Peter Weverka.

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## Getting Quick Data Summaries with Excel's Status Bar

If you don't like typing formulas -- and who does? -- you can quickly get data summaries on the Status Bar. These summaries just show you the result -- they don't save anything. Suppose you want to know the smallest number (or the largest number, or the average, or the sum, and so on) in a list. Just follow these steps:

1. Choose the View menu and make sure that the Status Bar is enabled.
2. Right-click the Status Bar -- you'll find it at the bottom of the Excel window -- to get a shortcut menu.
3. Choose None (to display no summary value) or Average, Count, Count Nums, Max, Min, or Sum.

Now, when you select a range of cells on the worksheet, the Status Bar will display the summary value that you chose based on the cells selected.

To find more information about streamlining Excel, get a copy of *Excel Sales Forecasting For Dummies*, by Conrad Carlberg.

## ISOCNET Customers say it best:

Jon - Thank you for your quick response to my cry for help this afternoon. I've read a couple newsletters already. They are great! Keep up the good work and again thanks.



Linda

## Find the Right Word in Word

If you can't seem to find the right word to use in your Word document, give the Thesaurus a shot. Start by right-clicking the word that's not quite right, and choose Synonyms on the shortcut menu that appears. With luck, the synonym you're looking for appears on the submenu, and all you have to do is click it to enter the synonym in your document.

To do a deeper synonym search, click the word in question and press Shift+F7, or choose Tools, Language, Thesaurus, or right-click and choose Synonyms, Thesaurus. The Research task pane opens. Now you're getting somewhere:

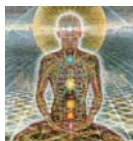
- Choosing a synonym: Move the pointer over the word, open its menu, and choose Insert.
- Finding a synonym for a synonym: If a synonym intrigues you, click it. The task pane displays a new list of synonyms.
- Searching for antonyms: If you can't think of the right word, trying typing its antonym and then looking for an antonym in the Research task pane. The task pane sometimes lists antonyms for words.
- Revisit a word list: Click the Back button as many times as necessary. If you go back too far, you can always click its companion Forward button.

For more information like this, get a copy of Windows XP Gigabook For Dummies, by Peter Weverka et al.

Related Articles

## Wisdom to Live by:

You cannot live a perfect day without doing something for someone who will never be able to repay you.



John Wooden

The truth is that there is nothing noble in being superior to somebody else. The only real nobility is in being superior to your former self.

Whitney Young

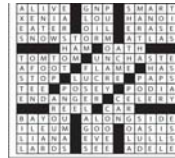
Personality can open doors, but only character can keep them open.

Elmer G. Leterman

## Your Word for Today

### Encryption

The process of protecting information as it moves from one computer to another. Passing through a complex mathematical process (an encryption algorithm), the information is encoded before it is sent and decoded with a secret key when it is received. Without this key, the information is undecipherable. Computers use a binary number, usually 40- to 128-bits in length, as the key. The larger the key, the more difficult it is to break the encryption and decipher the message in transit.



In other words, encryption is a way of making data unreadable to everyone except the receiver, and it is an increasingly common way of sending credit card numbers over the Internet when conducting e-commerce transactions.

Taken from netlingo.com

## Arranging Multiple Windows Side-by-Side

There's a very quick and easy way to arrange multiple windows on your desktop. You can tile them side-by-side (vertically) or one-on-top (horizontally). Here's how:

1. Make sure both the windows are open and thus have icons that appear on the Windows taskbar.

2. On the taskbar, click one window's icon, hold down the Ctrl key, and click the other window's icon.
3. Right-click one of the selected icons and choose Tile Horizontally or Tile Vertically.

The selected windows are tiled.

Check out the Windows XP Gigabook For Dummies, Our biggest Windows XP book ever!

## Checking a Hard Disk for Errors

Today's hard drives rarely have errors, so you probably don't need to check for any. But if you think your hard drive's acting strangely and defragmenting it doesn't fix the problem, tell Windows XP to check it for errors. Open My Computer, right-click on your hard drive, and choose Properties. Click the Tools tab and click the Check Now button. (Leave the two options blank.)

Click the Start button, and you hear your hard drive whirring away as Windows probes it for problems. If it finds any, follow the Windows instructions for making repair attempts. Also start saving your cash and backing up your data -- repeated errors mean your hard drive may be on its last legs.

The second edition of Windows XP For Dummies, by Andy Rathbone, has expanded e-mail, security, and upgrading answers.

## Did You Know...

The ISOCNET Design and Development Team have been creating custom web applications since 1996. Our experts specialize in learning your business and goals to create a results-driven web strategy to meet your needs.

Check out our Portfolio at <http://www.isoc.net/design.php?tab=Portfolio>

ISOCNET can help you use the Web to maintain, and grow your Business!