

## Protect Your Family

Many parents wonder whether it is safe to put their children's photos on the Web; others simply don't want to share their stories with the world for fear that they may attract unwanted attention.



Although there have been some highly publicized cases of children running into trouble because of someone they met online, such incidents are rare.

You can consider a child's photo appearing on a Web page to be roughly equivalent to his or her image appearing in a school yearbook or in a sports team photo in a local newspaper.

Millions of families have created Web sites and enjoy sharing their photos and stories. Rather than expressing concern about making their stories and photos public on the Web, many families report that they have made new friends and reconnected with old ones thanks to their Web sites.

Here are some other things you should consider to protect your personal information:

- Don't include your home address or phone number on your Web site.
- Don't include your work address or phone number.
- Be careful when writing about the times when you won't be at home, such as the dates you'll be on vacation.

*With families scattered all across the country, the best family gathering place is now online! Let Creating Family Web Sites For Dummies, by Janine Warner, bring your family together.*



## ISOCNET Customers say it best:

I think Cincinnati is going to be a good market for us . . . I would like to take this opportunity to personally thank you and your staff for an Outstanding JOB!

*Bernard*

## Attach a File to an Outlook Task

Attaching a file to an Outlook task is a neat way to get down to work quickly. Instead of fumbling around in your computer for a Word document, Excel worksheet, or other type of file to work on, you can open it merely by double-clicking its name in the Task form or Reading pane of the Task window.

To attach a file to a task, open a task and choose Insert, File (or click the Insert File button in the Task form). Then, in the Insert File dialog box, select the file and click the Insert button.

*For more information like this, get a copy of Office 2003 All-In-One Desk Reference For Dummies, by Peter Weverka.*

## 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 (1918 - )*

We don't receive wisdom; we must discover it for ourselves after a journey that no one can take for us or spare us.

*Marcel Proust (1871 - 1922)*

Good people are good because they've come to wisdom through failure.

*William Saroyan (1908 - 1981)*

## Your Word for Today.

### SMTP (abbr.)

(Simple Mail Transfer Protocol)

The standard e-mail protocol on the Internet and part of the TCP/IP protocol suite. SMTP defines the message format and the message transfer agent (MTA), which stores and forwards the mail. SMTP was originally designed for only plain text (ASCII text), but MIME and other encoding methods enable executable programs and multimedia files to be attached to and transported with the e-mail message.

SMTP servers route SMTP messages throughout the Internet to a mail server that provides a message store for incoming mail. The mail server uses the POP3 or IMAP4 access protocol to communicate with the user's e-mail program.



## Naming a Cell Range

By assigning descriptive names to cells and cell ranges, you can go a long way toward keeping on top of the location of important information in a worksheet. Rather than trying to associate random cell coordinates with specific information, you just have to remember a name. And, best of all, after you name a cell or cell range, you can use this name with the Go To feature.

To name a cell or cell range in a worksheet:

Select the cell or cell range that you want to name.

Click the cell address in the Name Box on the formula bar.

Excel selects the cell address in the Name Box.

Type the name for the selected cell or cell range in the Name Box.

When typing the range name, you must follow Excel's naming conventions. Press the Enter key.

*Start crunching numbers today -- even if you don't know a spreadsheet from a bedsheet -- with help from Excel 97 For Windows For Dummies, by Greg Harvey.*

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## Double-Crossed by Double-Clicks?

In an effort to make things easier, Windows lets you choose whether a single-click or a double-click should open a file or folder, here's how to change it:

- Open the Control Panel from the Start button's Settings menu and choose Folder Options.
- Choose your click preference in the Click Items As Follows section.
- Click OK to save your preferences.

*Windows Me For Dummies, by Andy Rathbone, will help you keep Windows under control.*

## Employee Spotlight



### Kevin Seiter

Customer Relations Representative

Kevin Seiter, Customer Relations Representative for ISOCNET, is a recent graduate of Northern Kentucky University with a degree in Telecommunications.

Before joining the ISOCNET Team, Kevin was a Customer Service Representative in the 401K Area of Fidelity Investments. He also worked as a Club House Assistant Manager at A.J. Jolly Golf Course in Alexandria, Kentucky.

Kevin enjoys playing golf, fishing, reading, and watching old episodes of "Seinfeld."

E-mail Kevin at: [KSeiter@isoc.net](mailto:KSeiter@isoc.net).

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## Merge/Split Cells in a Word 2002 Table

If a row in your Word table needs to have fewer cells than other rows, you can easily merge cells. To merge the cells in a table, select the cells you want to merge and choose Table, Merge Cells or click the Merge Cells button on the Tables and Borders toolbar.

In the same vein, you can split a cell into two or more cells by selecting the cell and choosing Table, Split Cells or clicking the Split Cells button on the Tables and Borders toolbar. In the Split Cells dialog box, declare how many columns and rows you want to split the cell into and click OK.

Furthermore, you can split a table by placing the cursor in what you want to be the first row of the new table and choosing Table, Split Table.

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

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## Ask a Tech

*Submitted by: Jon Murphy – Manager of I.T. - ISOCNET*

### How to setup an autoresponder.

Going out of town and want anyone who emails you to know you will be back later? Setting up an auto-responder will reply to any email sent to you with your predetermined message. Here is how to do it:

- Login to webmail at <http://mail.isoc.net>
- Click on the Settings Tab
- Click on autoresponder on the left hand menu
- Check mark the box Enable Auto reply
- Enter your message in the box provided
- Click Save

Now whenever someone sends you a message they will automatically get a message explaining you are away.

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## How to Reach us:

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OH: (513) 528-8730  
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<http://www.isoc.net> [editor@isoc.net](mailto:editor@isoc.net)  
[sales@isoc.net](mailto:sales@isoc.net)

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## Did You Know . .

ISOCNET continues to be one of the Largest Web Design/Development Firms in the Tri-State Area offering State-of-the-Art Web Application Development