

## Copying Excel Column Widths

Although the Format Painter in Excel makes copying from one cell to another range a real breeze, copying formats isn't its only claim to fame. You can also use the Format Painter to copy column widths in a worksheet. To do this, you click the letter of the column whose width you want to copy in the column header and then double-click the Format Painter button to engage it. Finally, click or drag through the letters of the columns that need to be the same width, and then click the Format Painter to disengage it.



For more information like this, get a copy of *Excel Timesaving Techniques For Dummies*, by Greg Harvey.

## Find Synonyms in Microsoft Word

Word provides you with an instant Thesaurus for finding synonyms as you write. (A *synonym* is a word that carries the same or similar meaning to another -- for example, "giant" and "big."). To use this easy tool, just highlight the word you need a synonym for and press Shift + F7. Or right-click on the word in your document and choose Synonym from the pop-up menu.

For more information like this, get a copy of *Word 2000 For Dummies*, by Dan Gookin.

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## How Many Songs Will Fit?

You'll hear companies talk about the number of songs or movies you can store on their MP3 players and other digital content media. To make these statements, the manufacturers have to make an assumption about your encoding format, and they will generally assume a lower-quality format to boost the number of songs or movies they claim will fit on their devices!

Many folks encode their songs at lower bit rates, like 192 Kbps or even 128 Kbps, allowing even more songs to fit on the drive. You'll have to make your own judgment about quality versus space. A rate of 384 Kbps is a good balance between audio quality and storage space; you can fit about 6,600 songs onto an 80GB hard drive.

For video, near-DVD quality is about 1.5 Mbps bit rate and about 4 Mbps is a good rule of thumb for full DVD quality. At these bit rates, you can fit about 50 or so "near-DVD" quality movies on an 80GB hard drive, or about 18 "full DVD" quality movies on the same-sized drive.

For more information like this, get a copy of *Home Theater For Dummies*, 2nd Edition, by.

## ISOCNET Customers say it best:

Just a quick note. I called tech support earlier due to having issues connecting via Https, don't remember the name of the person who called me back (I called after hours but got a call back within 20 minutes or so). He spent a long time with me (45 minutes or so?) trying a LOT of stuff and we finally nailed it down to Norton Internet Security (which I was unaware was even running still), I got it uninstalled (FINALLY).

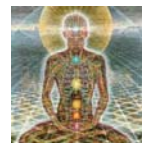


I just wanted to note the great customer service!

Mark

## Wisdom to Live by:

A leader has the vision and conviction that a dream can be achieved. He inspires the power and energy to get it done.



Ralph Lauren

Fit no stereotypes. Don't chase the latest management fads. The situation dictates which approach best accomplishes the team's mission.

Colin Powell

A leader must be able to fire people up.

Lorne Campbell

A champion is one who gets up when he can't.

Jack Dempsey

## Print a Single Task in Outlook

If your memory isn't what it used to be, try printing a copy of your Outlook Task list. After you've entered a task that includes lots of details about when, where, and how to do the task, you can print it out for someone or for yourself.

Follow these steps to print a single task:

1. Click the name of the task to select it.
2. Click the Print button on the toolbar to open the Print dialog box.
3. Choose Memo Style from the Print Style list.
4. If you want to print any document you may have attached to your task, click the box that says Print Attached Files with Item(s).
5. Click OK.

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

## Understanding Microphone Polarity Patterns

Each microphone is designed with a specific polarity pattern, which, in plain English, means that they pick up sound from certain locations better than others. The three polarity patterns you're most like to encounter are the following.

- **Cardioid (directional):** Cardioid mics reject sound from the rear and sides, making them excellent for recording an instrument or vocal with little or no extraneous sound leakage.
- **Omni-directional:** Omni-directional mics pick up sound from all directions equally. That makes them a fine choice for recording a large ensemble or orchestra, but not the best choice for

recording individual voices and instruments.

- **Figure-8 (bi-directional):** The figure-8 pattern picks up sound from the front and back equally, while rejecting sound coming from either side.

For more on recording your music, pick up a copy of GarageBand For Dummies, by Bob LeVitus.

## Getting the Best Printed Picture

Do you ever download an image from your digital camera that looks pretty good on the screen, but then looks awful when you print it? Try these suggestions:

- The quality of many color inkjet printers leaves a lot to be desired, but you can do some things to help. To make adjustments to your printer, choose Start, Printers and Faxes, right-click on the printer in question, and choose Properties.
- Use the highest-quality settings available: Superior will produce a much better image than Normal.
- Use an appropriate paper. Paper formulated for printing photos on inkjet printers is best. Any coated (glossy) paper is likely to work better than ordinary printer paper. Photo quality paper produces the best results of all.
- Be sure you have a photo printer. Many older color inkjet printers are designed for printing things like business charts, with large areas of solid color. They can't handle the subtle gradations of a photograph very well.

Get nine books in one with Windows XP All-in-One Desk Reference For Dummies, by Woody Leonhard.

## Your Word for Today

**Link - a.k.a. links**  
*Noun.*



Text or images on a Web page that a user can click on in order to access or connect to another document. Links are most commonly thought of as the technology that connects two Web pages or Web sites. They are most commonly seen on your browser as underlined words (such as "[user](#)" "[click on](#)" or "[access](#)").

Once you click on a link, it could trigger a variety of events: It could "jump" to a different page or to another place on the same Web page; it could link to a file that will start downloading to your computer; it could trigger the launch of a helper application that will then process the clicked-on file, it could launch your e-mail program so you can send a message, and so on. What actually occurs when you click on a link is determined by the file's MIME type and the way your computer system is configured to handle that MIME type. For example, browsers are configured to display all files that have HTML in their MIME extension.

Links are also referred to as hyperlinks, hypertext, and hot links, and they are coded in HTML by Web page authors or Web developers.

Taken from NetLingo.com

**Did You Know . .**

**ISOCNET Is the Official Internet Solution Provider for Tall Stacks!**



**Look for us on the river when you visit Tall Stacks in October.**