

Exporting a Text File in Excel

If you want to save information in an Excel worksheet so that it can be used by other programs that can't read Excel files directly, you can export your worksheet as a text file. Most applications can read text files. To export a worksheet as a text file, follow these steps:

1. Choose the File, Save As command.
2. Select one of the following file types from the Save as type drop-down list box: Formatted text, Text, or CSV. (CSV stands for comma-separated value.)
3. Click Save to create the text file.

When you save a workbook as a text file, be aware that text files simply contain data. These files have no formulas, formatting, or charts.

If you want to save your formulas to a text file, you can select Tools, Options and click to place a check mark in the Formulas check box. This action displays formulas (instead of their resultant values) in your spreadsheet. Then save your spreadsheet as a text file.

In some cases, you may be able to use the Office Clipboard to copy data from Excel and paste it directly to the other application.

If you're in the market for a "get it done quickly" tool, look to Excel 2000 For Windows For Dummies Quick Reference, by John Walkenbach.

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Watching for the Signs of Spring.

Shutting Down a Non-Responsive Application

What do you do when your system just freezes up? If you're trying to shut down a non-responsive application, press and hold down Ctrl+Alt+Del, which brings up the Task Manager and lets you close the non-responsive software. If you still can't close out of the problem application, press Ctrl+Alt+Del once again and Windows reboots.

Sometimes this solves the problem, and you can get right back to work. Note that some applications use an Auto Save feature that keeps an interim version of the document that you were working in and you might be able to save some of your work by opening that last-saved version. Other programs don't have such a safety net, and you simply lose whatever changes you made to your document since the last time you last saved it.

The moral? Save, and save often.

Tackle and tame Windows XP with help from Windows XP Just the Steps For Dummies, by Nancy Stevenson.

Create a Simple Rule in Outlook 2003

Use the Outlook 2003 Create Rule command to be alerted when e-mail arrives from a certain person or if the Subject line of a message includes a certain word. You can make the incoming message appear in the New Items Alerts window, play a sound when the message arrives, or move the message automatically to a certain folder.

Follow these steps to create a simple rule -- for example, if you want to be alerted when e-mail arrives from a certain person:

1. Find an e-mail message from the person, right-click it, and choose Create Rule; otherwise, right-click any message and choose Create Rule. The Create Rule dialog box appears.
2. Fill in the dialog box and click OK. These commands are self-explanatory.

Another way to create a simple rule is to choose Tools, Organize. The Ways to Organize Inbox panel appears. Starting here, you can move messages from a certain person to a folder or color-code messages as they arrive from a certain person.

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

Ask a Tech

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

The Server has unexpectedly terminated the connection.

When receiving mail you may get an error that says something to the effect of "Your server has unexpectedly terminated the connection". This

usually happens when your email program is attempting to receive an email from the server that is corrupted in some way or is extremely too large to download.

Norton's or McAfee's Email Virus scanner may also be the culprit of receiving this error as well. Norton's may be getting stuck on a particular message which is causing outlook express to display this error.

The Solution to this can be found at: <http://support.isoc.net/FaqDetails.asp?FaqlD=26>

The answer to this and many other Technical questions can be found at:

<http://support.isoc.net>.

Down, Boy

Some people love cartoon animation; others think it has no place on a computer desktop. If you tend to fall into the latter camp, the cute little dog that appears at the bottom-left side of the Search Results dialog box might tend to drive you nuts.



If Rover drives you crazy, get rid of him. Click Change Preferences, and then choose Without an Animated Screen Character. The dog trots off the screen and you can get down to real work, sans the cuteness.

Cleaning Windows XP For Dummies, by Allen Wyatt, will help you streamline your systems and safeguard your computer.

ISOC Customers say it best:

Jonathan - I wanted to take a minute to write a thank you letter to you for your help. I know you were only doing your job, but you helped me when I needed help and continued a high level of service throughout the entire time. You showed patience with my questions and made sure that my site was up as soon as possible.

Thank you.

Brent

Employee Spotlight



Dana M. Cowden
Project Manager

Dana has recently joined ISOC as Project Manager. She will be responsible for web design and development, customer service and account management for both new and existing commercial accounts.

Dana is a 2002 graduate of Ohio University with a Bachelor of Science in Communications and a minor in Spanish.

Before joining the ISOC team, Dana was a Senior Production Specialist in web development and design for Smith Bucklin Corporation in Chicago, Illinois.

Dana enjoys movies, dancing, outdoor activities and spending time with her friends and family.

Read all about it!

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Your Word for Today.

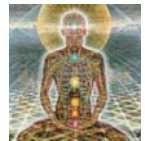
Domain Name



A domain name is a unique name that identifies an Internet site and locates an organization or other entity on the Internet. For example, the domain name www.totalbaseball.com locates an Internet address for "totalbaseball.com" at Internet point 199.0.0.2 and a particular host server named "www". The "com" part of the domain name reflects the purpose of the organization or entity (in this example, "commercial") and is called the top-level domain name. The "totalbaseball" part of the domain name defines the organization or entity and together with the top-level is called the second-level domain name.

Wisdom to Live by:

The hardest thing in the world to understand is the income tax.



Albert Einstein (1879 - 1955).

Unquestionably, there is progress. The average American now pays out twice as much in taxes as he formerly got in wages.

H. L. Mencken (1880 - 1956).

The income tax has made more liars out of the American people than golf has.

Will Rogers (1879 - 1935)

Did You Know . .

ISOC's data center has 6 separate systems in place to protect you against power failures.