

## When Your Computer Is Frozen Solid

Every once in a while, Windows wanders off and you're left looking at a computer that does nothing. None of the lights blink. Panicked clicks don't do anything. Pressing every key on the keyboard doesn't do anything, then the computer starts to beep at every key press.

When this happens, try the following approaches, in order, to correct the problem:

**Press Esc twice.** This action usually doesn't work but give it a shot anyway.

**Press Ctrl, Alt, and Delete all at the same time.** The Task Manager should appear with the message that you discovered an unresponsive application. The Task Manager lists the names of currently running programs, including the one that's not responding. Click the name of the non responsive program, and then click the End Process button. You will lose any unsaved work in that program. If that still doesn't do the trick, click the Task Manager's Shut Down menu and choose Restart.

**If the preceding approaches don't work, push the computer's reset button.** When the Turn Off Computer box appears, choose Restart.

**If not even the reset button works (and some computers don't even have reset buttons anymore), turn the computer off by pushing its power button.** (If that merely brings up the Turn Off the Computer menu, choose Restart, and your computer should restart.)

**When nothing else works, if you press in the computer's off button long enough, it will eventually stop resisting and turn off.**

Find XP's features in Windows XP For Dummies, by Andy Rathbone.

## Happy Easter



### E-Mail an Excel Workbook

You've finally finished your Excel spreadsheet and now you want to share its wondrous beauty by e-mailing it to a colleague. Here's how to spread the glory:

Choose File, Send To, Mail Recipient (as Attachment). Your e-mail program launches with the worksheet as an attachment.

Recipients must have Excel installed on their systems to open the workbook file. If they don't have Excel, send the worksheet as the body of the e-mail instead of an attachment by choosing File, Send To, Mail Recipient.

Enter the recipient e-mail information and enter any additional text in the body of the message.

Click Send.

For more information like this, get a copy of Excel 2003 Just the Steps For Dummies, by Diane Koers.

### How to Reach us:

73 Cavalier Boulevard - Suite # 219

Florence, KY 41042-5182

KY: (859) 525-8730

Fax: (859) 525-8737

OH: (513) 528-8730

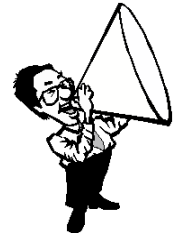
Toll Free: (888) 292-1719

<http://www.isoc.net> [editor@isoc.net](mailto:editor@isoc.net)

[sales@isoc.net](mailto:sales@isoc.net)

## ISOCNET Customers say it best:

Tom, once again I would like to express my gratitude and appreciation for your patience and cooperation in the past for providing timely responses and solutions to my inquiries.



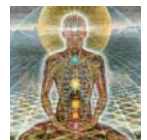
It is because of this and the excellent service which ISOCNET has provided to me in the past that I made my decision to go with the ISOCNET service over the alternatives.

Thank you,

Earl

## Wisdom to Live by:

While we have the gift of life, it seems to me the only tragedy is to allow part of us to die – whether it is our spirit, our creativity, or our glorious uniqueness.



Gilda Radner (1946 – 1989)

Keeping score of old scores and scars, getting even and one-upping, always make you less than you are.

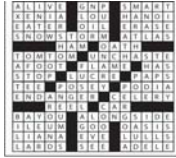
Malcome Forbes (1919 – 1990)

The thing that is really hard, and really amazing, is giving up on being perfect and beginning the work of becoming yourself.

Anna Quindlen

## Your Word for Today

### Web Beacon



A Web beacon is a transparent graphic image, usually no larger than 1 pixel x 1 pixel, that is placed on a Web site or in an e-mail that is used to monitor the behavior of the user visiting the Web site or sending the e-mail. When the HTML code for the Web beacon points to a site to retrieve the image, at the same time it can pass along information such as the IP address of the computer that retrieved the image, the time the Web beacon was viewed and for how long, the type of browser that retrieved the image and previously set cookie values.

Web beacons are typically used by a third-party to monitor the activity of a site. A Web beacon can be detected by viewing the source code of a Web page and looking for any IMG tags that load from a different server than the rest of the site. Turning off the browser's cookies will prevent Web beacons from tracking the user's activity. The Web beacon will still account for an anonymous visit, but the user's unique information will not be recorded.

Taken from Webopedia.com

## Sum Up an Outlook Contact's Activities

On an Outlook contact record, the Activities tab reveals a summary of every Outlook item you've associated with that person. When you click the Activities tab, Outlook starts a search for all items linked with your contact. If you have a large collection of Outlook items, the search can take some time. If you're sure you want to find something specific, such as an e-mail message, click the scroll-down button (triangle) next to the word Show and choose the type of item you want. Outlook looks only at the kind of items you've specified, and your search will go faster.

For more information like this, get a copy of Outlook 2003 For Dummies, by Bill Dyszel.

## Repeating Heading Rows in Word Tables

In a Word table, the heading (or header) row is the first row in the table -- the one that usually describes what each column contains. Without a heading row, readers can't tell what the information in a table is or means. Making sure that the heading row appears on a new page if the table breaks across pages is absolutely essential.

To make the header row repeat on the top of each new page, place the cursor in the header row (or select the header rows if you have more than one) and choose Table, Heading Rows Repeat. - Repeating header rows appear only in Print Layout view, so don't worry if you're in Normal view and you can't see them.

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

## Keep Your Web Site Small and Fast

The biggest problem on the Internet is still speed. If you make sure your pages download quickly, your viewers will be more likely to keep clicking. You may create the best design ever to grace the Web, but if it takes too long to appear on your viewer's screens, no one will wait around long enough to compliment you on your design talents.

If your page designs take a long time to download, here are a few likely reasons and suggestions for how to make them load faster. First, take a look at multimedia elements and consider reducing the size or at least offering users the option to skip large multimedia files, such as Flash animations. You don't want to make users wait too long to see the first page of your site. If you suspect that static images are the problem, consider reducing the size of the images or using optimization methods, such as compression or color reduction, which make file sizes smaller so images download faster.

Share photos, expand family history, and keep everyone in touch with help from Creating Family Web Sites For Dummies, by Janine Warner.

## ISOCNET is Looking for a few Good People

ISOCNET is looking to fill 2 full-time Project Management positions in the Florence, KY office. Details on the position can be found at [http://www.isoc.net/jobs/JobDesc\\_ProjMgr.pdf](http://www.isoc.net/jobs/JobDesc_ProjMgr.pdf).

## Changing a Folder's Icon in Windows

To change the icon for a folder from an electronic version of a manila sleeve to another icon included in the set supplied with Windows (or to an image of your own) do this:

1. Right-click on the folder you want to change.
2. From the pop-up menu, choose File / Properties.
3. Click the Customize tab.
4. Click the Change Icon button.
5. Browse the Change Icon dialog box to locate a replacement icon on your hard drive or on an attached network device.
6. Click OK to select the icon.
7. Click the OK button.

For more information like this, get a copy of Laptops For Dummies Quick Reference, by Corey Sandler.

## 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!