

Tracking Changes in Word 2003

To track changes to a Word 2003 document while editing the document, turn on the Track Changes feature before you begin editing. Then Word keeps track of revisions as you make them. You can then print the document with or without the changes, and you can later accept or reject the changes.

Follow these steps to track changes:

1. Choose Tools, Track Changes.

The Reviewing toolbar appears and Word begins tracking your changes.

2. If you don't want the change marks to appear on-screen while you edit the document, choose Final in the Display for Review drop-down list.

Normally change marks appear on-screen as you type, which can be annoying, so you may want to switch to Final display. As long as Track Changes is still turned on, Word continues tracking your changes even though it doesn't display the revision marks.

3. Proceed with your edits to the document.

To disable revision marking, click the Track Changes button on the Reviewing toolbar.

For more information like this, get a copy of Word 2003 For Dummies All-in-One Desk Reference, by Doug Lowe.



MERRY CHRISTMAS

Wisdom to Live by:

Facts mean nothing unless they are rightly understood, rightly related and rightly interpreted.



Woodro Wilson

A man would do nothing if he waited until he could do it so well that no one could find fault.

John Henry Newman

Many men know how to flatter, few know how to praise.

Wendell Phillips

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Resizing your Recycle Bin

The Recycle Bin is a flexible place, willing to enlarge itself, as necessary, to accept your recently deleted files. By default, the space allocated by Windows for the Recycle Bin is up to 10 percent of your hard-drive space.

The Recycle Bin is constructed so that it keeps whatever ends up there until you manually delete it (or until the allocated disk space fills up). If the disk space fills up, then the oldest files in the Recycle Bin are deleted to make way for the newer items. If you have 8 GB (or more) set aside for the Recycle Bin, the sheer size of the allocated area means you're wasting a lot of disk space.

To change the amount of disk space allocated to the Recycle Bin:

1. Right-click the Recycle Bin icon and choose Properties. The dialog box contains a tab named Global and one tab for each system drive.
2. On the Global tab, select the Use One Setting for All Drives option.
3. Use the slider to specify a smaller percentage of your hard drive for Recycle Bin space. If you have a large drive, consider setting the slider as low as one percent. (Remember that one percent of 80GB is 800MB. That's still a large block of disk space for the Recycle Bin.)
4. Click OK.

How does resizing the Recycle Bin help unclutter your system? Simple: When Windows doesn't need to track as many deleted files, the operating system is more responsive.

Eliminate unused programs, dump stale cookies, and pick up speed with help from Cleaning Windows XP For Dummies, by Allen Wyatt.

Printing a List of Notes in Outlook

If you create a lot of little electronic stick-on notes, you may find yourself losing track of them all. You can use Outlook 2003 to print a list of your notes.

1. Click the Notes icon in the Outlook Bar. - The Notes list appears.
2. Choose File, Print (or press Ctrl+P). -- The Print dialog box appears.
3. In the Print Style box, choose Table Style. -- If you choose Memo Style, you print the contents of a note rather than a list of notes.
4. Click OK.

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

Add a Trendline to an Excel Chart

In Excel, you can add trendlines to your charts that display a trend implied by the charted data. Trendlines are often added to XY (scatter) charts that correlate two different sets of numerical data to graphically point out the correlation between the two sets.

To add a trendline to your chart, choose Chart, Add Trendline on the Excel menu bar (note that the Chart menu appears on the regular Excel menu bar only when you select an embedded chart). This action opens the Add Trendline dialog box. Here, you can choose the type of trend in the Trend/Regression Type section (Linear, being the most common, is the default) and the data series on which to base the trend in the Based on Series list box.

For more information like this, get a copy of Excel 2003 All-in-One Desk Reference For Dummies, by Greg Harvey.

Outlook Express File Formats

Outlook Express uses one of two file formats for e-mail messages that you compose: Rich Text (or HTML) and Plain Text. The HTML format displays all the formatting you see on Web pages on the Internet (including colors and graphics). The Plain Text format shows only text characters (similar to a file opened in Windows Notepad).

When you install Outlook Express, it uses the HTML format for any new e-mail messages that you compose. This setting is fine as long as the e-mail program used by the recipient(s) of the message can deal with HTML formatting.

If you send a message using the HTML format to someone whose e-mail program can't accept anything but plain text, the message comes to the recipient as plain text with an HTML document attached. That way, he or she can view all the HTML formatting bells and whistles that you added to the original e-mail message by opening the attached document in the Web browser.

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

ISOCNET Customers say it best:

I have been a customer of ISOC for more than 6 years. The service that I received over the years was awesome!!! The tech guys are always willing to go the extra mile to help.

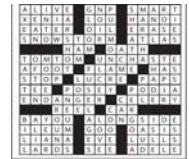


Once I called late at night thinking I could leave a message for morning, but ISOCNET called back within minutes and solved my issues with excellent service, experience and technical advice. I have referred new peeps and I will stay loyal to ISOCNET. I am a believer in supporting local companies. Thank You ISOCNET!

Teresa

Your Word for Today

HTML Hypertext Markup Language



The language for publishing hypertext on the World Wide Web. HTML is a mark-up language (versus a programming language) that uses tags to structure text into headings, paragraphs, lists, and links. It tells a Web browser how to display text and images.

Taken from NetLingo.com

Create a Simple Rule in Outlook 2003

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.
2. Fill in the dialog box and click OK.

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.

Did You Know . .

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

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