

## Starting New Pages in Word

You can choose two ways to start a new page in Word. You can keep pressing the Enter key until you see the row o' dots that denotes the start of a new page or you could just press Ctrl+Enter. Voila! New page.

Pressing Ctrl+Enter inserts a hard page break into your document, demanding that Word begin a new page On That Very Spot. This is the preferred way to start a new page.

For more information like this, get a copy of Word 2002 For Dummies, by Dan Gookin.

## Follow the Three Clicks Rule

The Three Clicks Rule states that no important piece of information should ever be more than three clicks away from anywhere else on your Web site. The most important information should be even closer at hand. Some information, such as contact information, should never be more than one click away. You can make finding information easy for viewers by creating a navigation bar -- a set of links to all the main sections on your site.

Or, as your site gets larger, providing easy access to all the information on your Web site may get harder and harder. A great solution is to provide a site map, which is a page that includes links to almost every other page in the site. The site map can become a busy page and usually appears best in outline form. This page should be highly functional -- it doesn't matter if it looks pretty. Don't put lots of graphics on this page; it should load quickly and provide easy access to anything that your visitors need.

Set up a blog that draws readers with help from Blogging For Dummies, by Brad Hill.



## Wisdom to Live by:

Good judgment comes from experience and experience comes from bad judgment.

Barry LePartner



Every exit is an entry to somewhere else.

Tom Stoppard

No matter what you've done for yourself or for humanity, if you can't look back on having given love and attention to your own family, what have you really accomplished?

Lee Iacocca

## How to Reach us:

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 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)

## Sending text to a cell phone from your email account

When communications is important and you can't get through, you can email text instead of making that call to a cell phone.

To send a text message via email to a CBT cell phone you just need the cell phone number followed by @mms.gocbw.com --- For example, [18595551212@mms.gocbw.com](mailto:18595551212@mms.gocbw.com) - If you reply to the message from your phone it will find it's way back to the senders email box.

Here are a few others just in case you want them for your reference:

T-Mobile:  
[number@tmomail.net](mailto:number@tmomail.net)

Virgin Mobile:  
[number@vmobl.com](mailto:number@vmobl.com)

Cingular:  
[number@cingularme.com](mailto:number@cingularme.com)

Sprint:  
[number@messaging.sprintpcs.com](mailto:number@messaging.sprintpcs.com)

Verizon:  
[number@vtext.com](mailto:number@vtext.com)

Nextel:  
[number@messaging.nextel.com](mailto:number@messaging.nextel.com)

[Twoway.number@messaging.nextel.com](mailto:Twoway.number@messaging.nextel.com)

If you're not sure what service they have you can use teleflip.com --- for example:  
[18595551212@teleflip.com](mailto:18595551212@teleflip.com).

Also remember most phone text is limited to 50 characters including spaces.

## ISOCNET Customers say it best:

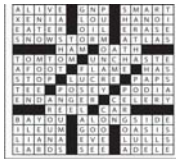
I have referred several businesses and many, many individuals to ISOC ... It's rare that I mention ISOCNET to someone who has already heard of you, but once they have heard of ISOCNET, they notice your advertising. And once they become an ISOCNET customer, I hear nothing but praise for ISOCNET and thanks to me for referring them to you. New internet users may not appreciate ISOCNET, but anyone who I talked into switching appreciates you mainly for never having any problems -- not service problems, not billing problems.



John C.

## Your Word for Today

### CMS – Content Management System



A CMS is a computer software system used to assist its users in the process of content management. A CMS facilitates the organization, control, and publication of a large body of documents and other content, such as images and multimedia resources. A CMS often facilitates the collaborative creation of documents. A web content management system is a content management system with additional features to ease the tasks required to publish web content to Web sites.

Web Content Management Systems are often used for storing, controlling, versioning, and publishing industry-specific documentation such as news articles, operators' manuals, technical manuals, sales guides, and marketing brochures.

Taken from NetLingo.com

## Hiding and Unhiding a Worksheet in Excel 2003

Hiding a worksheet is useful if you don't want others to see it or if you just want to get it out of the way. If a sheet is hidden, its sheet tab is also hidden.

To hide a worksheet, choose Format, Sheet, Hide from the menu bar. The active worksheet (or selected worksheets) is hidden from view.

Every workbook must have at least one visible sheet, so Excel doesn't allow you to hide all sheets in a workbook.

To unhide a hidden worksheet, follow these steps:

- Choose Format, Sheet, Unhide from the menu bar.
- The Unhide dialog box appears, listing all hidden sheets.
- Choose the sheet that you want to unhide, and click OK.

If you want reliable answers in a jiffy, turn to Microsoft Office Excel 2003 For Dummies Quick Reference, by John Walkenbach and Colin Banfield.

## Using Mailbox Cleanup in Outlook 2003

Outlook 2003 has an Organize tool that cleans out your excess e-mails: Simply choose Tools, Mailbox Cleanup. The Mailbox Cleanup dialog box provides a convenient set of options that help you organize your e-mail folders immediately:

- View Mailbox Size button: Click this button to see the size of each folder.
- The Find button: Lets you set values for older than or larger than messages to look for and delete.
- AutoArchive button: Click this option to transfer older files to your Archive file.

- Deleted Items options: Choose View Deleted Items Size to explore the items you have previously deleted or choose Empty to clean them out forever.

For more information like this, get a copy of Managing Your Business with Outlook 2003 For Dummies, by Marcelo Thalenberg.

## Blocking Messages by Sender in Outlook Express

In Outlook Express, you can easily block messages from a specific address by following these steps.

Open a message from the address you wish to block.

In the window that displays the message, choose Message, Block Sender.

You may see a message confirming that the address has been added to your Blocked Senders list. If you see a confirmation message, click OK.

The message you opened is still in your Inbox; the program will block future messages, but doesn't do anything about this one. Just delete it!

For more tips like this, get a copy of The Internet For Dummies, 10th Edition, by John Levine, Margaret Levine Young, and Carol Baroudi.

### 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>