

Excel Document Recovery to the Rescue

Excel offers a document recovery feature that can help you in the event of a computer crash because of a power failure or some sort of operating system freeze or shutdown.

The AutoRecover feature saves your workbooks on regular intervals. In the event of a computer crash, Excel displays a Document Recovery task pane the next time you start Excel after rebooting your computer.

When you first start using Excel, the AutoRecover feature is set to automatically save changes to your workbook every ten minutes. You can shorten or lengthen this interval as you see fit:

Choose Tools, Options, and then click the Save tab. Use the spinner buttons or enter a new automatic save interval into the text box marked "Save AutoRecover Info Every 10 Minutes" before clicking OK.

Note that the AutoRecover feature works only on Excel workbooks that you have saved at least one time. In other words, if you build a new workbook and don't bother to save and rename it prior to experiencing a computer crash, the AutoRecover feature will not bring back any part of it. For this reason, it is very, very important that you get into the habit of saving new workbooks with File, Save very shortly after beginning work on one of its worksheets. Or, you can use the trusty keyboard shortcut Ctrl+S.

From formatting to formulas, you can master the fundamentals of Excel with Excel 2003 For Dummies, by Greg Harvey.

Happy 4th of July



Comments in Word

In the old days, comments were scribbled illegibly in the margins of books and documents, but in Microsoft Word 97 and 2000, comments are easy to read.



To write a comment, follow these steps:

Select the word or sentence that you want to criticize or praise.

Choose Insert, Comment.

A window opens at the bottom of the screen with comments that have already been made and the initials of the people who made them. The comments are numbered.

Type your comment next to the square brackets with your initials in them.

Click the Close button.

For more information like this, get a copy of Word 97 for Windows For Dummies, by Dan Gookin.

Creating a Good Home Page

Here are a few goodies you may want to include on your home page:

An indication of new content that is available on your Web site. Users who return to your site often want to know right away when new information is available.

The date your site was last updated.

A copyright notice. You can include a link to a separate copyright page where you spell out whether others can copy the information you have placed on your site.

A reminder to bookmark the page so users can get back to the page easily.

A hit counter. If users see that 4 million people have visited your site since last Tuesday, they automatically assume that yours must be a hot site. On the other hand, if they see that only three people have visited since Truman was president, they'll yawn and leave quickly. If your site isn't very popular, or if you're going for a strictly professional look, you may want to skip the hit counter.

Avoid placing a huge amount of graphics on your home page. Your home page is the first page on your Web site most users see. If it takes more than 15 seconds for your page to load, users may lose patience and skip your page altogether. As a simple test, try holding your breath while your home page downloads. If you turn blue before the page finishes downloading, the page is too big.

Creating Web Pages All-in-One Desk Reference For Dummies, 3rd Edition, is your guide to building beautiful Web pages.

Print an Individual Message in Outlook

You can print the text of a message you're reading in Outlook by clicking the Print button on the toolbar at the top of your screen. The Print button sends your message directly to the printer without opening a Print dialog box to offer you some choices about how many copies you need or what kind of paper to print on or which printer to use (if you're using a network with more than one printer). To see your range of choices before you print, choose File, Print (or press Ctrl+P). The principles of printing are the same in all Outlook modules.

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

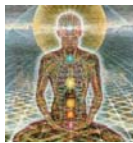
ISOC Customers say it best:

Thank you very much for your assistance and the free trial of the accelerator service. Your prompt responsiveness to my requests and inquiries has reaffirmed my decision to utilize ISOC as my ISP provider which has always provided me with quality service. - Thank you,

Earl

Wisdom to Live by:

And so, my fellow Americans: ask not what your country can do for you - ask what you can do for your country. My fellow citizens of the world: ask not what America will do for you, but what together we can do for the freedom of man.



John F. Kennedy (1917 - 1963)

Patriotism is your conviction that this country is superior to all other countries because you were born in it.

George Bernard Shaw (1856 - 1950)

"My country, right or wrong," is a thing that no patriot would think of saying except in a desperate case. It is like saying, "My mother, drunk or sober."

G. K. Chesterton (1874 - 1936)

Ask a Tech

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

Changing the default mail client

Do you have a new favorite mail program that you want to use but when you click on your check mail icon your old mail program comes up? Well it's easy to change and now you can customize your computer to use the program you want it to.

1. Click the Start button, Then Settings, Then Control Panel.
2. In the Control Panel click the Internet Icon.
3. Click the Programs Tab
4. Click on the pull down box for "E-mail"
5. Choose the program you would like to use out of the list
6. Click the Apply button
7. Click the OK button
8. Click the mail button on Internet Explorer
9. The newly chosen program should load

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

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

Read all about it!

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Your Word for Today.

FTP –
(File Transfer Protocol)



Noun:

The standard method for downloading and uploading files over the Internet. With FTP, you can login to a server and transfer files (meaning you can "send" or "receive" files). Some sites have public file archives that you can access by using FTP with the account name "anonymous" and your e-mail address as the password. This type of access is called anonymous FTP. Macintosh owners use a program called Fetch; one of the best FTP programs for Windows is called WS-FTP. Knowing FTP is necessary (and easy) if you want to create your own Web site.

Note: You may also hear this noun used as a verb. For example, "I just finished FTP'ing the last of the files." Or, "I FTP'ed the new images to the site last night."

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Did You Know . .

Thanks to the Increased Security as well as the Features and Benefits of the ISOCNET Data Center our Client Server Collocation Service has more than doubled in the past six months!