

Pick Your eMail Sending Format in Outlook Express

Outlook Express offers two formats for sending e-mail messages: HTML and plain text. HTML is the same format that is used to display Web pages. If you intend to include pictures inside your e-mail messages or view pictures that others send you, you must opt for HTML format. HTML-formatted messages take longer to transmit, and some e-mail software doesn't accept them. In plain-text format, only numbers and letters are transmitted.

Follow these steps to choose a default mail-sending format:

1. **Choose Tools, Options.**
You see the Options dialog box.
2. **Select the Send tab.**
3. **Under Mail Sending Format, select the HTML or Plain Text option button.**
4. **Click the OK button.**

No matter which format you choose, you can send a particular e-mail message in the HTML or plain-text format. In the New Message window, choose Format, Rich Text (HTML) or Format, Plain Text.

The Everyday Internet For Dummies packs eight books between the covers of one big reference -- everything you need to know your way around cyberspace.

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Hiding Cell Contents in Excel

You can "hide" the contents of a cell by using either of the following formatting options.

- Apply a custom number format consisting of three semicolons, each one separated by a space (; ; ;).
- Make the text color the same as the background color.

Both formatting techniques have the same flow: If the cell pointer is on the cell, its contents are visible on the Formula Bar. To avoid this flaw and make the cell contents truly invisible, follow these steps:

1. Select the cell or cell range and make the text color the same as the background, or apply a custom number format consisting of three semicolons.
2. Choose Format, Cells.
3. Excel displays the Format Cells dialog box.
4. Click the Protection tab.
5. Select the Hidden check box.
6. Click OK.
7. Choose Tools, Protection, Protect Sheet to turn on the Hidden attribute for the selected cells.

If you're in the market for a "get it done quickly" tool, look to Excel 2003 For Dummies Quick Reference, by John Walkenbach and Colin Banfield.

What's "Normal" in Word Templates

The Normal.dot global template is also known as plain ol' Normal. It's where Word contains all the settings made for any new document you create with the Ctrl+N shortcut or by clicking the New button on the toolbar.

You can change the Normal template if you want. For example, if you want to change the standard font and size (and whatever other formatting) Word uses when it opens a new document, simply make those changes to Normal.dot. Change the font and margins for the Normal style. Then save Normal.dot back to the hard disk. That's it.

Be careful not to modify Normal.dot too much. It's a good idea to keep Normal.dot as a baseline standard; so instead of modifying it too much, consider creating another template instead.

For more information like this, get a copy of Word 2003 For Dummies, by Dan Gookin.

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Dan

Taken from the ISOC Support Survey

Playing a Sound Based On Something a Visitor Does

When used sparingly, sound effects can add to your visitors' feeling of "doing something" as they move around your site. For example, with DHTML, you can cause a "click" to sound when a user clicks a link or a button, or a "whoosh" to signify when an image changes.

Here's how to insert a sound into your page in FrontPage, using DHTML:

1. Import the sound file into your Web site.
2. In the page, select the item you want to associate with the sound.
3. Choose Format, Behaviors. The Behaviors task pane appears.
4. In the task pane, click the Insert box, and from the menu that appears, choose Play Sound. The Play Sound dialog box appears.
5. In the Play Sound text box, type the URL or location of the sound file. Alternatively, click the Browse button to choose from a list of files.
6. Click OK to close the Play Sound dialog box. The dialog box closes, and the Play Sound behavior appears in the Behaviors task pane. The default effect, onmouseover, causes the sound to play when the visitor passes the pointer over the item you specified in Step 2. To change the event (to, say, onclick), in the task pane, click the Play Sound listing, and then click the down arrow that appears next to onmouseover. From the menu that appears, choose the event you want.

Save and preview the page to hear your sound. (You must have sound equipment installed to be able to hear sounds on your computer.)

FrontPage 2003 For Dummies, by Asha Dornfest, translates Web site creation for ordinary folks.

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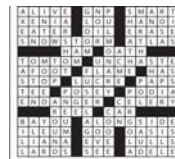
Your Word for Today

Colo (Co-location)

Noun.

A server located at a dedicated facility designed with special resources, such as a secure cage, regulated power, a dedicated Internet connection, online security, and online technical support. Co-location facilities offer customers a secure place to physically house their hardware and equipment (as opposed to keeping it in their offices or warehouse, where the potential for fire, theft, or vandalism is much greater). This term also refers to a "colo facility," a data center in an unserved or underserved market (also known as a "second-tier city").

Taken from NetLingo.com



Wisdom to Live by:

Success tends to go not to the person who is error-free, because he also tends to be risk-averse. Rather it goes to the person who recognizes that life is pretty much a percentage business. It isn't making mistakes that's critical; it's correcting them and getting on with the principal task.

Donald Rumsfeld

Leadership is getting others to want to do the things you're convinced should be done.

Vance Packard

The secret of winning football games is working more as a team, less as individuals. I play not my 11 best, but my best 11.

Knut Rockne

Did You Know . .

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