

Finding Symbols in the Character Map

Character Map lets you insert common symbols and foreign characters into your current document, giving your documents that extra coup de grâce. The handy little program displays a box listing every available character and symbol.

For instance, follow these steps to insert the copyright character somewhere in your work:

1. Click the Start menu, choose All Programs, Accessories, System Tools, Character Map.
2. Make sure that your current font appears in the Font box.

If the font you're using in your document isn't showing, click the Font box's down arrow and select your font from the drop-down list.

3. Scan the Character Map box until you see the symbol you're after; then pounce on that character with a double-click.

The symbol appears in the Characters to Copy box.

4. Right-click in the document where you want the symbol to appear and choose Paste.

The symbol appears, conveniently using the same font as your document.

If you use foreign words a lot, place a shortcut to Character Map on your desktop, ready for quick consultation. Right-click on Character Map from the Start menu and choose Copy. Right-click on your desktop and choose Paste as Shortcut.

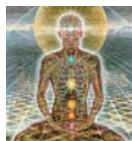
Answer your XP questions in the 2nd edition of Windows XP For Dummies, by Andy Rathbone.



Ah! The Summer Sun!

Wisdom to Live by:

The game of life is the game of boomerangs. Our thoughts, deeds and words return to us sooner or later, with astounding accuracy.



Florence Shinn (1871 – 1940)

For the most part, fear is nothing but an illusion. When you share it with someone else, it tends to disappear.

Marilyn C. Barrick

Call it a clan, all it a network, call it a tribe, call it a family. Whatever you call it, whoever you are, you need one.

Jane Howard (1935 – 1996)

ISOCNET Customers say it best:

Tom took care of a problem today that I had been arguing with Cincinnati Bell with for three days!



After only about 15 minutes he called Cincinnati bell to see what the problem was. He called me back and said the service should be up within the hour. Needless to say it was.

Thanks for the service! --- *Tim*

Let Your Mouse Do the Walking: Google's Phone Book

One of the great, under-recognized features of Google is the built-in phone and address book.

Activating the Google phone and address book is a somewhat hit-and-miss affair, but Google can take a hint. Type a first name, a last name, and a ZIP Code in the keyword box, and if that person's address is in the index, Google displays it above the regular search results (along with the phone number). Don't know the ZIP Code? Replacing it with the U.S. state abbreviation works fine. No commas are necessary in the keyword string.

Google provides a specialized search operator (a keyword modifier) that hooks into the phone book. Unsurprisingly, it's the phonebook operator. Use it like this:

phonebook:rocky racoon ny

You can narrow your phone book searches to residential-only or business-only by using variants of the plain phonebook operator:

Use rphonebook for residential listings.

Use bphonebook for business listings.

Using the bphonebook operator, Google turns into one heck of a fast Yellow Pages directory. Looking for a Chinese restaurant in your neighborhood? Lay down the keyword string with your ZIP Code:

bphonebook:chinese restaurant
10010

To put the Internet to work for you, dig into The Internet GigaBook For Dummies, by Peter Weverka et al.

Staying Secure in Wi-Fi Hotspots

Many public hotspots provide unsecured wireless Internet access. That means you're out there naked, baby. The guy with the tall latte at the next table can easily access your laptop files if you're not careful. Use a firewall and buckle down your file access.

There's no need to be paranoid about connecting to a public hotspot, but vigilance is diligence. Just follow these security recommendations:

- Don't leave your computer or device unattended. Duh! The worst security is a stolen laptop.
- Don't loan your computer or device to someone unfamiliar to you.
- Watch for over-the-shoulder viewing of your login, credit card number, or other personal information.
- Properly log out of Web sites instead of just closing your browser or typing in a new Internet address.
- Passwords should be a combination of letters and numbers, and they should be changed frequently.
- Keep passwords and account numbers secure; don't store them on your computer or device or share them with anyone.
- Don't send confidential information using Web-based e-mail or instant messaging that uses clear, unencrypted text.
- Remove or disable your wireless card if you're working offline and you aren't planning to connect to a hotspot.

Any way you sip it, it's worth letting this advice brew and considering it the next time you connect to the Internet through a public Wi-Fi hotspot.

To discover more about surfing wirelessly, get a copy of *Wireless All-in-One Desk Reference For Dummies*, by Todd W. Carter.

Hide/Display the Outlook Reading Pane

In Outlook 2007, the Reading pane appears on the right side or bottom of the window and gives you a more detailed look at an item you selected. This pane comes in handy when you're reading e-mail, because you can read a message and still view your message list. To display or hide the Reading pane, choose View, Reading Pane, Right, Bottom, or Off. When the Reading pane is displayed, you can also hide it by dragging its border to the bottom or right side of the window.

For more information like this, get a copy of *Office 2007 All-in-One Desk Reference For Dummies*, by Peter Weverka.

Explore Word's Master Document Feature

Word's master document feature is quite useful if you plan on using Word 2002 to cobble together several chapter-sized documents into a longer novel. Basically, a master document works like an outline. Rather than subtopics, the master document contains links to other documents on disk. That way, you can stitch together a larger document out of several smaller documents. The master document can print everything, in order, with page numbers, headers, footers, and even a master table of contents and index. The buttons on the right side of the Outlining toolbar carry out these tasks.

For more, look into *Word 2002 For Dummies*, by Dan Gookin.

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

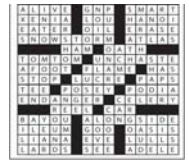
Toll Free: (888) 292-1719

<http://www.isoc.net> editor@isoc.net
sales@isoc.net

Your Word for Today

Netiquette

The code of conduct and unofficial rules that govern online interaction and behavior, it comes from "net" plus "etiquette."



Taken from netlingo.com

Using the Windows Sound Recorder

If you have a microphone or a CD-ROM drive, you can make your own sound files that you can associate with a Windows event or even send with e-mail. Here's how you do it:

1. Open the Sound Recorder and select New from the File menu. To begin recording, click the button with the big red dot.
2. Start the CD or start speaking into the microphone.
3. Click on the button with the black square to stop recording.
4. Choose Save from the File menu, give your new file a name, and then click the Save button.

To record from a microphone, you'll need a sound card because that's what the microphone plugs into.

You don't need a sound card to record from a CD-ROM drive -- but a sound card and speakers are required if you want to hear a playback of what you've recorded.

Windows 2000 Professional For Dummies, by Andy Rathbone and Sharon Crawford, puts Windows essentials at your fingertips.

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.