

Leaving Scraps on the Desktop

The Clipboard is a handy way to copy information from one place to another, but it has a major limitation:

Every time you copy something new to the Clipboard, it replaces what was copied there before. What if you want to copy a bunch of things from a document?

If you are cutting and pasting over a real desktop, you can leave little scraps lying everywhere, ready for later use.

The same scraps concept works with Windows: You can move information from window to window, using the desktop as a temporary storage area for your scraps of information.

Suppose that you have some paragraphs in a WordPad or Microsoft Office document that you want to copy to some other places. Highlight the first paragraph, drag it out of the WordPad window, and drop it onto the desktop. Poof! A small Scrap icon appears on your desktop. See another interesting paragraph? Drag it onto the desktop as well: Another Scrap icon appears.

Eventually, you'll have copies of your report's best paragraphs sitting in little scraps on your desktop. To move any of the scraps into another document, just drag them into that other document's window and let go.

Any remaining, unused scraps can be dumped into the Recycle Bin or simply left on the desktop, adding a nice, comfortable layer of clutter.

Keep Windows under control with help from Microsoft Windows Me For Dummies, by Andy Rathbone



Wisdom to Live by:

Worry a little bit every day and in a lifetime you will lose a couple of years. If something is wrong, fix it if you can. But train yourself not to worry. Worry never fixes anything.



Mary Hemingway

Do not anticipate trouble, or worry about what may never happen. Keep in the sunlight.

Benjamin Franklin (1706 - 1790)

If you can solve your problem, then what is the need of worrying? If you cannot solve it, then what is the use of worrying?

Shantideva

ISOCNET Logo gets a Makeover and loses its "Dot"



Insert a Watermark into Microsoft Word

In a Word document, you can add a watermark to each page. A watermark is a pale image or set of words that appears behind text on each page.

To create a text watermark choose Format -->Background -->Printed Watermark. You see the Printed Watermark dialog box.

Next, click the Text Watermark option button and type a word or two in the text box (or choose an AutoText entry from the drop-down list).

Choose a font, size, color, and layout for the words. If you deselect the Semitransparent check box, you do so at your peril because the watermark words may be too dark on the page.

Click OK in the Printed Watermark dialog box to see your watermark.

To tinker with it or remove it, choose Format -->Background -->Printed Watermark and change the settings in the Printed Watermark dialog box. To remove the watermark, click the No Watermark option button.

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

Saving Web Graphics

As you're browsing Web pages with Internet Explorer, you may come upon some sites that offer graphic images for downloading. You can save Web graphics on your computer hard drive in one of the following three ways:

As a graphic file for viewing and printing in the My Pictures folder.

To do this, right-click the graphic and then click Save Picture As on the image shortcut menu.

As the wallpaper for your desktop.

To do this, right-click the graphic and then click Set as Background on the image shortcut menu.

As a Desktop item that appears on your computer desktop.

To do this, right-click the graphic and then choose Set as Desktop Item on the image shortcut menu.

Note that if you save a Web graphic as the wallpaper for your desktop, you have a choice between tiling the image (that is, duplicating it across the entire desktop), centering it in the middle of the desktop, or stretching it so that it fills the entire desktop (which most often results in a severely distorted image). Also note that some Web graphics (photographs and works of original art, usually) are copyrighted, and Web designers do have a way to disable your right click function while you're surfing their Web sites.

Windows XP For Dummies Quick Reference, by Greg Harvey, puts Windows XP essentials at your fingertips.

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ISOC Customers say it best:

Lauren: It is always great to see you. I believe you have really provided a great service to Beckfield College not only as a student, but as a graduate.

This is such a professional looking site that I am pleased as punch.

Continue doing the great work you're doing.

Jim

Employee Spotlight



Shelley Adams
Customer Service Manager

Shelley joined ISOCNET as an Administrative Assistant in May of 2000. Since then she has worked in every facet of the company and strived to learn more to better serve our clients. Shelley worked as a Residential Accounts Manager from fall through the winter of 2000, selling and setting up residential clients. Later, she became a Commercial Accounts Manager, working with our business clients in all areas of service and project management.

As the Customer Relations Manager, Shelley is responsible for assuring each client touch point is handled with our Mission Statement in mind.

In her free time, Shelley enjoys movies, dancing, outdoor activities and spending time with her friends and family.

Your Word for Today.

Wi-Fi

Noun:

a local area network that uses high frequency radio signals to transmit and receive data over distances of a few hundred feet; uses Ethernet protocol.

The term was invented by the marketing departments of wireless



fidelity equipment manufacturers. It is, notionally, short for "wireless fidelity", on the analogy of hi-fi for "high fidelity" audio.

*The Free On-line Dictionary of Computing,
© 1993-2005 Denis Howe*

Ask a Tech

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

Does Internet Explorer seem to be slower than it used to be?

The most common problem is due to NOT deleting the Temporary Internet files when your browser becomes slow and unresponsive. Web pages load more slowly than usual or not all of a website loads like normal. If this is the case you should try removing the Temporary Internet files:

1. Click the Start button, Then Settings, Then Control Panel.
2. In the Control Panel click the Internet Icon.
3. On the General Tab you will see a section for Temporary Internet files
4. Click the button that says "Delete Files" this will open another window
5. Check the box that says "Delete all offline content" then click the OK button.
6. Once the hour glass goes away the files have been removed, then click OK again.

Try loading the website again

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

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

Did You Know . .

ISOCNET backs up their client's web site data every night?