



Saving Copies of Your Outlook Messages

You can save outgoing mail in Outlook 2002 so that you can go back and look up the messages you've sent.

Outlook starts saving sent items when you install the program, but you can turn this feature on and off.

To save copies of your messages:

1. Choose Tools, Options.

The Options dialog box appears.

2. Click the E-mail Options button.

The E-mail Options dialog box appears.

3. Click the Save Copies of Messages in Sent Items Folder check box.

If the box already contains a check mark, leave it alone. (That's the way Outlook is set up when you first install it.) If you click the box when it's already checked, you turn off your option for saving messages. Don't worry if you make a mistake; you can always change it back. Just make sure a check appears in the box if you want to save messages.

4. Click OK.

Outlook saves two months' worth of saved messages and sends older messages to an archive file to save disk space on your computer.

For more information like this, get a copy of *Outlook 2002 For Dummies*, by Bill Dyszel.



HAPPY HALLOWEEN

Referencing Cells from a Different Worksheet in Excel

If your formula needs to refer to a cell in a different worksheet in the same workbook, use the following format for your formula.

SheetName!CellAddress

Precede the cell address with the worksheet name, following it with an exclamation point.

Remember: If the worksheet name in the reference includes one or more spaces, you must enclose it in single quotation marks. The following is a formula that refers to a cell on a sheet by the name of All Depts:

=A1*'All Depts'!A1

If you like your answers quick and your information up-to-date, check out *Excel 2002 For Dummies Quick Reference*, by Colin Banfield and John Walkenbach.

Work on Copies, Not Originals

When manipulating photos for use on your Web site, whatever you're doing — whether cropping, lightening, sharpening, or something else — always work on a copy of your original picture file. That way, if you mess up, you haven't ruined everything. You can just open the original image, make another copy, and start again. Of course, you should often save the work-in-progress image during an editing session to preserve your changes.

For safety's sake, store your original image files in a folder separate from the copies and add the word *Original* to the file name so that you're reminded not to make alterations to that version of the picture.

Fix your common photo problems with help from *Photo Retouching & Restoration For Dummies*, by Julie Adair King.

Ring around the Web

One of the best-kept secrets about conducting research on the Internet is the Web ring. A *Web ring* is a group of linked Web sites devoted to a similar topic. If you can find a Web ring related to your interests, you have an instant gold mine of relevant information. For example, say you're a health benefits analyst giving a presentation about smoking and cancer. Type smoking and cancer into the search form at <http://www.webring.org>. It finds two Web rings. One is called Stop Smoking Ring, and it contains 57 Web sites — all of which are relevant to the topic of smoking and cancer.

Seek and you shall find . . . outstanding information on research resources in *Presentations For Dummies*, by Malcolm Kushner.

Automatically Format a Word Table

You can easily put a professional polish on your Word tables by using the autoformat command. Just stick the toothpick cursor in any table, preferably one you've already filled in. Then choose Table, Table AutoFormat from the menu. The Table AutoFormat dialog box appears.

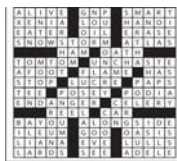
Keep your eyeballs focused on the sample table shown in the Preview window, and then click your mouse on each consecutive item on the Formats scrolling list. Each one of those items automatically spiffs up your table to look like the sample shown in the Preview window.

After you find a table format you like, click the OK button. Presto — your table has a new look!

For more information like this, get a copy of Word 2000 for Windows For Dummies, by Dan Gookin.

Your Word for Today.

rouse (rouz)
verb.



1. To arouse from slumber, apathy, or depression.
2. To excite, as to anger or action; stir up.

Webster's Revised Unabridged Dictionary, © 1996, 1998

ISOC Customers say it best:

Your employee in customer service, John, has been helping me get rid of spam ads this morning. I appreciate the professional and polite manner he has afforded me. We have been a customer of ISOC since we have had the computer. Thank you for having such an excellent and helpful employee to help your customers.

Mary

Employee Spotlight



Phillip "PJ" Hile

Web Development Specialist
ISOC WebMaster

PJ joined ISOC in June of 2004 as a Web Development Specialist. His primary responsibility is in the custom structure and coding of new Web Site projects.

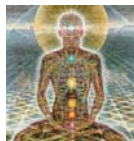
Before joining the ISOC team, PJ was a full-time student at Miami University which PJ says was established in 1809, and named for the Miami Indian Tribe that inhabited the area now known as the Miami Valley Region of Ohio – Thanks PJ. His studies were in Computer Science with a Mathematics focus.

PJ enjoys simulated computer games, lacrosse, and spending time with friends and family.

PJ is also the Web Master for our web site located at www.isoc.net. Check it out and send PJ some feedback on his new design, at webmaster@isoc.net

Wisdom to Live by.

The Chinese use two brush strokes to write the word 'crisis.' One brush stroke stands for danger; the other for opportunity. In a crisis, be aware of the danger - but recognize the opportunity.



Richard M. Nixon (1913 - 1994)

You can know the name of a bird in all the languages of the world, but when you're finished, you'll know

absolutely nothing whatever about the bird... So let's look at the bird and see what it's doing -- that's what counts. I learned very early the difference between knowing the name of something and knowing something.

Richard Feynman (1918 - 1988)

There are risks and costs to a program of action. But they are far less than the long-range risks and costs of comfortable inaction.

John F. Kennedy (1917 - 1963)

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