Microsoft Publisher 98 For Dummies

This is supposed to be the age of instant and constant communication, right? And if you have a business, belong to an organization, or have a cause you want to promote, a great-looking flyer or brochure can say a lot. If you have Microsoft Office Professional, Small Business, or Ultimate on your PC, you already have a great communication tool hidden inside—Publisher 2007. Use it to promote your organization with newsletters, cards, and brochures. This book gets you started with Publisher basics so you can start communicating with your public. Chances are you're not planning to become a Publisher guru; you just want to use Publisher to get some things done. Then Microsoft Office Publisher 2007 For Dummies is just the book for you! It has just what you need to know to Understand design basics and plan a page Set up a flyer or publication and place text and pictures where they work best Use various Publisher templates Incorporate images and files from other programs Build Web sites with Publisher Prepare your creations for printing or posting online Whether you're selling a product or service, getting the word out about a not-for-profit organization, or helping out your church, synagogue, or school, Microsoft Office Publisher 2007 For Dummies makes it easy.

Demonstrates the features of the Microsoft Publisher desktop publishing program, suggests sample projects, and discusses layout, text, graphics, and formats

Introduces the new features of Microsoft Windows 98, including the user interface, active desktop, Outlook Express, Internet Explorer, and networking.

Windows 98 For Dummies won't try to turn you into a Windows wizard, but you'll pick up a few chunks of useful computing information while reading it. Instead of becoming a Windows 98 expert, you'll know just enough to get by quickly, cleanly, and with a minimum of pain so that you can move on the more pleasant things in life. This easy-to-understand guide is for those who are yearning to Conquer Windows 98 basics Personalize your PC Send and receive e-mail Get more out of the Web Have fun with audio and video Deal with common problems and aggravations Something in Windows 98 will eventually leave you scratching your head. No other program brings so many buttons, bars, and babble to the screen. When something in Windows 98 has you stumped, use this book as a reference. You won't find any fancy computer jargon in these pages. Instead, you'll find subjects like these, discussed in plain old English: Preparing your computer to run Windows 98 Finding the file you saved yesterday Moving those little windows around on the screen with the mouse Running your favorite old programs under Windows 98 Performing chores in Windows 98 that you used to do in older versions of Windows Figuring out which of the many Windows versions you're using There's nothing to memorize and nothing to learn. Just turn to the right page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass any technical hoopla and still get your work done.

This second edition steps the reader through everything he or she needs to know in order to quickly create a desired publication. Full-color, two-page spreads, "tip sheet" tidbits, and friendly, hands-on "try it" sections help the reader understand concepts as they are presented.

A guide to Digital Subscriber Line technology describes available service options and recommends equipment to facilitate Web access, e-mail, video conferencing, and voice communications

Diabetes is all about sugar. And for the millions of people worldwide who live with one of the two forms of the disease, diabetes also is all about understanding causes, symptoms, treatments, and the importance of diet and exercise. Among medical conditions, few diseases have been shown to affect every part of the person. Diabetes claims that reputation, making knowledge the best medicine for thriving with – not just surviving – this common mind and body health challenge. A diagnosis of diabetes may send shivers through the patient, ripples that reach out to family, friends, associates, acquaintances, and folks who'll someday cross paths – personally or professionally. Diabetes For Dummies speaks to anyone who wants to know what the disease will mean in their own or someone else's experience, from the first moment when the word darts out of the doctor's mouth through all the ups and down of a long and satisfying life. This down-to-earth, compassionate guide gives you the nitty-gritty on wa ys to Prevent and manage diabetes Choose the best treatment plan Find the right practitioner Build a support team Stick to an effective diet program Locate additional help online A healthy supply of knowledge and insight can help you face the facts of diabetes, a major medical condition surrounded by myth and personal opinion – some well-founded and some, well, fabricated. Diabetes For Dummies explores the real deal on Working through your initial reaction to a diagnosis of diabetes. Knowing what whether you have type 1 or type 2. Battling short- and long-term complications. Monitoring your glucose. Managing the disease with diet and exercise. Helping your child or parent handle his or her own diabetes. Cooking up diabetes-friendly meals with tasty recipes. By following the rules of good diabetic care, you actually can be healthier than people without diabetes who smoke, overeat, under-exercise, or combine these and other unhealthy habits. This friendly resource will move beyond the "bad" news sensed at diagnosis to a good start at staying fit and feeling great!

Offers quick, visual answers to users' day-to-day needs, leading them through the most common tasks in straightforward text and graphics, from working with programs and networking to using file folders and searching the Internet. Original. (Beginner)

Offers a tutorial for using the computer operating system and includes quizzes and exercises

Offers advice on applying for admission, negotiating financial aid, choosing the right college, writing essays, and preparing for interviews

An update of the popular beta edition of "Introducing Microsoft Windows 98", this second edition has been fully revised to cover the release version of Windows 98. Exclusive information is included on how Windows 98 works with files, folders, directories, system utilities, applications, and more.

This easy-to-read reference helps you harness the power of the project management capabilities of Microsoft Project 2000. No-fluff instructions and tips show you to create a plan, build tasks, and outline stages in your plan. Discover to use the vast menu of features in Microsoft Project 2000: scheduling, reporting, resource allocation, workflow management, and project tracking. You can even plan your deadlines depending on constraining events or costs. With this handy guide at your side, you can come in under budget and in plenty of time.

Features an extensive overview on Registry that covers RegEdit, .INF, and more; defines ideas and features of the Registry so that they are compatible with Windows; and covers such topics as registering file name extensions, customizing the desktop, Start Menu, Control Panel, programming issues, and much more. Original. (Intermediate).

Bonus chapter, Web tools, and more on CD-ROM The five easy steps to a brilliant Web site — revealed inside Build world-class Web pages — no design experience or HTML required! FrontPage makes it easy to create the Web site of your dreams — once you can get a handle on all those features. That's where this friendly guide comes in. With plain-English explanations and a dash of humor, Web design expert Asha Dornfest shows you step-by-step how to make the most of FrontPage — and build a Web site with all the bells and whistles. all this on the bonus CD-ROM Bonus chapter — Advanced Additions: ActiveX Controls, Java Applets, Plug-ins, and Scripts Shareware versions of PaintShop Pro, WS_FTP LE, Anawave Gravity, and WinZip Freeware version of Microsoft PowerPoint Animation Publisher and Player and Microsoft Office Viewers Evaluation version of ThunderBYTE Anti-Virus PC running Windows 95, 98, NT 4 or later; 16MB RAM; CD-ROM drive. See the CD Appendix for details and complete system requirements. Discover how to: Design Web pages Add hyperlinks and graphics Jazz things up with multimedia Add sophisticated design elements — instantly Set up discussion groups and a user registry Publish your site Get smart! www.dummies.com

A user-friendly reference book provides separate sections covering each Office 2000 module plus Windows 98 and includes pointers on getting the modules to work together.

PCMag.com is a leading authority on technology, delivering Labs-based, independent reviews of the latest products and services. Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology.

Microsoft Publisher 98 For DummiesFor Dummies

Microsoft Windows Me For Dummies boils down to this simple fact: Some people want to be Windows wizards. They sit in front of their computers randomly pressing keys, hoping to stumble onto a hidden, undocumented feature. And you? Well, you're no dummy, that's for sure. But when it comes to Windows and computers, the fascination just isn't there. You just want to get your work done, feed the cat, and relax for a while. And there's nothing wrong with that. That's where this book comes in. Instead of becoming a Windows Me expert, you'll know just enough to get by quickly, cleanly, and with a minimum of pain so that you can move on to the more pleasant things in life. Don't try to read this book in one sitting. Instead, treat it like a dictionary or an encyclopedia. Turn to the page with the information you need, then put down the book and move on. Don't bother trying to remember all the Windows Me buzzwords, leave that stuff for the computer gurus. In fact, if anything technical comes up in a chapter, a road sign warns you well in advance. That way, you can either slow down to read it or speed on around it. You won't find any fancy computer jargon in Microsoft Windows Me For Dummies. Instead, you'll find subjects like these, discussed in plain old English: Why did they choose a dumb name like "Windows Me"? Finding the file you saved yesterday Moving those little windows around on the screen with the mouse Making Windows Me run a little better Performing chores in Windows Me that you used to do in older versions of Windows Starting and closing programs by clicking the mouse button In Microsoft Windows Me For Dummies, there's nothing to memorize and nothing to learn. Just turn to the right page, read the brief explanation, and get back to work. Unlike other books, this one enables you to bypass the technical hoopla and still get your work done.

A new version of a bestseller, this title is a comprehensive tutorial on using the software of Publisher 98 as a Web development tool, highlighting such topics as creating and embedding tables, charts, photos, sidebars, and fancy mastheads and embedding "hot spot" hyperlinks in maps or other graphic objects. The exercises are included on the CD, as well as the WS FTP file transfer protocol program.

Explains how to use the desktop publishing program to create custom newsletters, brochures, forms, stationery, calendars, and resumes

Microsoft Publisher 98 by Design is packed with design examples and procedures that will help you create vibrant World Wide Web pages and effective, professional-quality publications with Microsoft Publisher 98!

Create Newsletters, Brochures, Web Pages, and More! Creating high-quality publications right on your own PC is easier than you think-with a little help from Microsoft Publisher 2000 For Dummies. Straightforward explanations, illustrations, and tips guide you through the ins and outs of desktop publishing. You'll discover how scanned images, clip-art graphics, and distinctive typefaces can make your print documents and Web pages come alive in no time-without spending a lot of money. Inside, find helpful advice on how to: Choose the perfect fonts and design elements for any project Design custom layouts for newsletters, brochures, stationary, and much more Drop in images from Publisher's clip-art gallery-or use your own pictures Turn any document into a Web page in a few simple steps Use hyperlinks, textures, and colors to build better Web sites Create and maintain a consistent image for your small business Unleash the time-saving capabilities of Publisher's powerful PageWizards Get money-saving tips on service bureaus, paper options, and printing Integrate Publisher with other Microsoft Office 2000 applications for even greater productivity