

Be sure to check out our [Blogs](#) and discover all the new Free Training!



Newsletter for [EducationOnlineForComputers.com](#)  
Computer Software Education, Training & Tutorial  
Resources

**\*\*\* ISSUE #33 - January, 2007 \*\*\***

[EducationOnlineForComputers.com](#)

This Newsletter is only sent to its subscribers  
and is available on the web at

<http://www.EducationOnlineForComputers.com/newsletter33.html>

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<http://www.EducationOnlineForComputers.com/newsletter.html>

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and associates who might be interested!

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## 1) Editor's Greeting:

Hello everyone, and welcome to our new subscribers!

This is our January 2007 issue (#33) of our Free monthly Newsletter for EducationOnlineForComputers.com, giving you the most current Free online Microsoft Office and Web Development Software Training and Tutorial Resources that we have recently discovered and researched. This newsletter is free to anyone subscribing ([instructions](#) at bottom, no username/password is needed). To access our member site, however, you do need a user name and password - registering as a member of EducationOnlineForComputers.com costs only \$14 for two months, for more information please see [Become a Member of EducationOnlineForComputers.com](#).

My desire is that these free resources will help you with your computer education and training and will help you advance your career. Our main mission is the training of those less fortunate who are seeking to become computer literate, from a user's perspective.

By means of this email newsletter, you have knowledge of and access to these sites before our web site visitors do. The best of these resources will be added to our Member Training pages and the remainder to our Free Training pages.

**\*\*\* Current Issue \*\*\***

In this issue we are featuring a total of 49 Computer Software Application training, learning and tutorial web sites, with a total of 138 tutorial courses linked. It features many Free Microsoft Office, Flash, Photoshop, Dreamweaver, and Web Development training tutorials for your learning profit and enjoyment.

Please take a look at and bookmark our [Blogs](#), these will be updated daily and weekly with [New Free Training and Tutorial Resources](#), as I discover and evaluate them:

**[EducationOnlineForComputers.com Blogs:](#)**

- [Free Microsoft Office Application Training](#)
- [Free Web Development Training](#)
- [Free Adobe & Macromedia Training](#)

**[Intelligentedu.com Blogs:](#)**

- [Free Technical Computer Training](#)
- [Free Computer Books & Ebooks](#)

To get your **Free MS Office and Web Development Software Training updates via RSS**, please copy (right click and copy shortcut or link location) and paste these urls into your RSS reader:

[Free Microsoft Office Training Tutorial Resources rss2.xml](#)

[Free Training Photoshop Flash Dreamweaver FrontPage Adobe Macromedia rss2.xml](#)

[Free Web Development Training Tutorial Resources rss2.xml](#)

Please visit our **New Free Training and Tutorial Search Engine**, [Edcomp.com](#) -

We have deployed a new website at [www.edcomp.com](http://www.edcomp.com) that is a search engine with a large database of over 150,000 free IT education and training web resources, with another 70,000 free resources reserved exclusively for paid members. If you're an educationonlineforcomputers.com member, go to <http://www.edcomp.com/members/> to access the special members' page for searching 220,000 free training web resources.

For your convenience, this newsletter is also available to subscribers in HTML format at this special url:

[http://www.edcomp.com/current\\_news.html](http://www.edcomp.com/current_news.html)

If you are looking for free technical or programming training, please visit our sister site:

<http://www.intelligentedu.com>.

Also, please check out our new free computer training search site at

[www.edcomp.com](http://www.edcomp.com).

I wish you the best with your computer studies and learning.

Warm Regards,

Scott Turton Newsletter and Web Site Editor

[scott\\_turton@EducationOnlineForComputers.com](mailto:scott_turton@EducationOnlineForComputers.com)

<http://www.EducationOnlineForComputers.com>

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**"Learn New Skills and Increase Your Earning Power  
- With Free Online Computer Training!"**

\*\*\* [Become a Member of EducationOnlineForComputers.com](http://www.edcomp.com) \*\*\*

Our Members' Site contains the web's best Microsoft Office and other software training resources and tutorials. This content is individually linked and presented in a way to expedite and facilitate your computer learning experience. We have done all the web research and presentation work for you so you can concentrate solely on

your computer training. For short [FAQ Answers](#), please see the end of this newsletter.

The total price to join as a member is only \$14 total for 2 months, \$24 for 4 months, \$32 for 6 months, or \$56 for a whole year. The funds generated will assist us to help all those seeking computer education and application end-user training. [Here's the link](#) to see what's available on our member's site and to sign up.

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**[EdComp.com:](#)**

**<http://www.edcomp.com/>**

This is our new free computer and IT education and training search engine housing over 140,000 free training internet resources! Just type in a topic you're looking for and get tons of great web resources instantly. These search results are much better than the big search engines, like google. You can also check out our predefined search results page giving you tons of free training resources: <http://www.edcomp.com/predefined.htm>.

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**--> Here is Your Reward for Subscribing to this Newsletter <--**

**\*\*\* [Get Your Free Microsoft Office Forms and Templates](#) \*\*\***

**[Click here](#) for tons of Free Office Forms and Templates**

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## 2) The Best New Free Microsoft Office Training & Tutorial Sites:

This section of our newsletter contains the best new Free Microsoft Office training and tutorial sites that we have found and researched in the last few weeks.

### [TrainingByEmail](#)

Visit [TrainingByEmail](#) to receive **Free Training for Word, Excel, Outlook, C#, ASP.Net, and SQL** via your email every week! We will send out a new training in the topic of your choosing every week. You can then save this, print it out, or delete it all at your convenience. And you can't beat the price, FREE!

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### [Office 2003 Tutorials using Pictures](#)

This new software tutorial web site, [In Pictures](#), hosts and offers **free online Microsoft Office Tutorials**. These Office tutorials will help you learn how to use many of the features of **Word, Excel, Access, PowerPoint, and Publisher**. The tutorials on this site are based on pictures, or illustrations and screen shots demonstrating the tasks and features being taught. These software tutorials were developed as part of a research study performed for the U.S. Department of Education. Every user who completed these illustrated Office tutorials reported that they were able to learn and understand the Office applications more quickly and easily compared to using traditional software training methods.

These Office tutorials are based on the following learning and training techniques:

- The simpler, the better. Multimedia animations may look cool, but they can be hard to follow. That's why these tutorials use static screenshots that show exactly where to click
- Black-and-white is better than color. Color screenshots can create an effect that makes it difficult to focus, while black-and-white screenshots do not.
- Tasks are more important than features. Most people care about tasks - the things they want to do. That's why these tutorials focus on common tasks.

- Projects aid understanding. When people do mini-projects, they see how things fit together, and learn new things based on what they've learned before.

## [Word 2003 Tutorials using Picture](#)

### Word Basics

- [Create a new document](#)
- [Cut, copy and paste](#)
- [Format words](#)
- [Format paragraphs](#)
- [Use bullets and numbering](#)
- [Adjust page settings](#)
- [Check spelling](#)
- [View pages](#)

### Long Documents

- [Format text with styles](#)
- [Find and replace](#)
- [Set tabs](#)
- [Insert breaks](#)
- [Employ headers and footers](#)

### Special Features

- [Format pages in columns](#)
- [Employ drop caps](#)
- [Insert pictures](#)
- [Draw and paint](#)
- [Employ tables](#)

### Advanced Word

- [Employ mail merge](#)
- [Employ templates](#)
- [Print envelopes and labels](#)
- [Use the thesaurus](#)

- [Count words](#)
- [Insert a Table of Contents](#)

## [Excel 2003 Tutorials using Pictures](#)

### Performing Basic Calculations

- [Add](#)
- [Subtract](#)
- [Multiply](#)
- [Divide](#)
- [Calculate averages](#)
- [Find the maximum value](#)

### Formatting Worksheets

- [Format text](#)
- [Format cells](#)
- [Adjust columns and rows](#)
- [Print worksheets](#)

### Manipulating Data

- [Move, copy, and paste](#)
- [Add/delete columns](#)
- [Add/delete rows](#)
- [Employ multiple worksheets](#)
- [Employ AutoFill](#)
- [Insert/delete worksheets](#)

### Advanced Calculations

- [Create formulas across worksheets](#)
- [Employ absolute references](#)
- [Employ the function wizard](#)

### Making Data Visible

- [Add comments](#)



- [Freeze panes](#)
- [Create charts](#)

## [Access 2003 Tutorials using Pictures](#)

### Database Basics

- [Create a new database](#)
- [Create tables](#)
- [Create records](#)
- [Create forms](#)
- [Create queries](#)
- [Create reports](#)

### Working with Tables

- [Modify tables](#)
- [Create new tables](#)
- [Specify data types](#)
- [Specify field properties](#)
- [Edit records](#)
- [Find records](#)
- [Sort and filter records](#)
- [Create table relationships](#)

### Working With Forms

- [Modify forms](#)
- [Add/delete records](#)
- [Edit records](#)
- [Find records](#)
- [Filter records](#)

### Working with Queries

- [Create queries](#)
- [Sort results](#)
- [Add criteria](#)
- [Employ Boolean operators](#)

- [Find duplicate records](#)
- [Create Update queries](#)
- [Create Delete queries](#)

## Working with Reports

- [Format reports](#)
- [Create mailing labels](#)

## [PowerPoint 2003 Tutorials using Pictures](#)

### Creating a Presentation

- [Create a slidePowerPoin](#)
- [Add new slides](#)
- [Insert pictures](#)
- [Format text](#)
- [Format pictures](#)
- [Preview a presentation](#)

### Customizing Presentations

- [Insert tables and charts](#)
- [Employ design templates](#)
- [Employ a master slide](#)
- [Rearrange slides](#)

### Working with Animation

- [Animate text](#)
- [Animate graphics](#)
- [Create slide transitions](#)
- [Advance slides automatically](#)

### Preparing Live Presentations

- [Add speaker notes](#)
- [Create handouts](#)
- [Make presentations portable](#)

## [Publisher 2003 Tutorials using Pictures](#)

### Publisher Basics

- [Create a new document](#)
- [Work with text](#)

### Enhancing Documents

- [Change colors](#)
- [Insert text boxes](#)
- [Insert pages](#)
- [Flow text to other boxes](#)
- [Format text](#)
- [Import text](#)
- [Insert graphics](#)
- [Add page numbers](#)

### Refining Documents

- [Check spelling](#)
- [Change spacing](#)
- [Align/distribute graphics](#)
- [Rotate text and graphics](#)
- [Flow text around graphics](#)
- [Add tables and graphs](#)

### Brochures & Newsletters

- [Create a brochure from a template](#)
- [Create a newsletter from a template](#)
- [Create a newsletter from scratch](#)

### Advanced Features

- [Change defaults](#)
- [Employ autoshapes](#)
- [Employ Pack and Go](#)
- [Check design](#)

## [In Word, How Do I ...](#)

Here is a nice Microsoft Word Tutorial from Monroe City Schools that demonstrates and teaches basic Word features that are important to understand and know how to do.

- [Create a new Word document?](#)
- [Save a document?](#)
- [Change margins?](#)
- [Change text alignment?](#)
- [Copy/cut and paste text?](#)
- [Use the Letter Wizard?](#)
- [Delete documents from the print queue?](#)
- [Create a table?](#)
- [Open a document I previously saved?](#)
- [Select text?](#)
- [Change line spacing?](#)
- [Change the font, font size, font style, font color?](#)
- [Use WordArt?](#)
- [Print in grayscale?](#)
- [Create an Organization Chart?](#)

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## [Microsoft Word Training Course Workbooks](#)

Teach-ict.com is a great software teaching and learning site that provides free training content for Microsoft Office and other applications. This site was developed by teachers, its coursework materials are high quality and are targeted to both students and teachers. Here are their [Word Training Course Workbooks](#) that cover

Formatting techniques, Tabs, and Mail Merge.

### **Workbook 1 - Formatting Techniques**

This training workbook teaches you how to perform basic formatting techniques. You are asked to correct the Water.doc lesson document.

- [Task Instructions](#) (.doc)
- [Water.doc](#)

### **Workbook 2 - More Formatting Techniques**

This training workbook teaches you how to perform further formatting techniques. You are asked to correct the Colliery.doc lesson document.

- [Task Instructions](#) (.doc)
- [Colliery.doc](#)

### **Workbook 3 - Learn How to Use Tabs**

This training workbook offers you the opportunity to practice setting tabs. You are asked to correct the Tabs.doc lesson document.

- [Task Instructions](#) (.doc)
- [Tabs.doc](#)

### **Workbook 4 - Mail Merge #1**

With this training workbook you will learn how to perform mail merge using data from an Access database and exporting into a letter in Word. Complete step-by-step directions for doing this are given in the Task Instructions document. The Wedding.doc and Wedding.mdb files are provided so you can use them to do the Mail Merge.

- [Task Instructions](#) (.doc)
- [Wedding.doc](#)
- [Wedding.mdb](#)

### **Workbook 5 - Mail Merge #2**

This workbook gives you a second tutorial session to learn how to set up and perform a Mail Merge. After downloading the two files below, you will merge the data from the database file (Fancydress.mdb) into the correct sections on the pre-

prepared letter (Fancydress.doc).

- [Fancy dress.doc](#)
  - [Fancy dress.mdb](#)
- 

## **[Excel Training Course Workbooks](#)**

Teach-ict.com is a great software teaching and learning site that provides free training content for Microsoft Office and other applications. This site was developed by teachers, its coursework materials are high quality and are targeted to both students and teachers. Here are their [Excel Training Course Workbooks](#) that cover many of Excel's basic and advanced features.

### **[Spreadsheet Workbook 1](#)** (.doc)

This training workbook shows you how to create a new spreadsheet using Excel. The following skills are covered:

- Basic Formula - Addition, Subtraction, Multiplication, Division
- Basic Functions - SUM, AVG, MIN, MAX, COUNT
- How to display formulae
- Importance of resizing columns and rows to display data

### **[Spreadsheet Workbook 2](#)** (.doc)

This Training workbook shows you how to create a new spreadsheet using Excel. Students should download the ski.xls file to their area. They should then complete workbook 2 before being given a copy of 'ski holiday budget task' to complete. The following skills are covered:

- Printing to one sheet only
- Displaying grid lines on printouts
- Displaying column letters and row numbers on printouts
- Inserting name onto printouts
- How to use custom headers/footers
- Changing margins/page orientation
- How to print a certain area of the sheet

- How to hide/unhide columns
- Changing formats e.g. decimal places, currency
- Adding borders
- Sorting data
- [Ski](#) (.xls)
- [Ski Holiday Budget Task](#) (.doc)

### [Spreadsheet Workbook 3](#) (.doc)

This training workbook shows you how to create a new spreadsheet using Excel. The following skills are covered:

- absolute cell references
- if then formula

### [Spreadsheet Workbook 4](#) (.doc)

This training workbook shows you how to create a new spreadsheet using Excel. The following skills are covered:

- nested IF formula
- If (OR) formula
- If (AND) formula

### [Spreadsheet Workbook 5](#) (.doc)

This training workbook shows you how to create a new spreadsheet using Excel. The following skills are covered:

- naming cells
- vlookup
- hlookup
- [Modelling Task 5](#) (.xls)
- [Modelling Task 5 Answers](#) (.xls)

**More Training for learning some of Excel's advanced features:**

- [General Practice - supermarkets](#) (.doc)
- [Absolute Cell References 1](#) (.doc)
- [Absolute Cell References 2](#) (.doc)
- [Absolute Cell References 3](#) (.xls)

- [Conditional Formatting 1](#) (.doc)
  - [Conditional Formatting 2](#) (.doc)
  - [IF..Then - Budget](#) (.xls)
  - [IF..Then - Discounts](#) (.xls) [IF..Then Discounts Answers](#) (.xls)
  - [IF..Then - Tests](#) (.xls) [IF..Then Tests Answers](#) (.xls)
  - [IF..Then - If..then, IF\(OR\), IF\(AND\)](#) (.doc) [Practice](#) (.xls) [Practice Answers](#) (.xls)
  - [VLookups](#) (.doc)
  - [VLookups - Class XX](#) (.xls)
  - [VLookups - Jobs](#) (.xls)
  - [VLookups - Magazines](#) (.xls) [VLookups - Magazines Answers](#) (.xls)
  - [VLookups -Fuel](#) (.xls) [VLookups - Fuel Answers](#) (.xls)
  - [VLookups - Cats](#) (.xls) [VLookups -Cats Answers](#) (.xls)
- 

## [84 Excel Tutorials and Tips](#)

Here is an excellent set of 84 Excel articles, tutorials, and tips covering **Excel 2007 New Features, Links and Hyperlinks, Drawing Objects in Excel, and General Excel Topics**. These tips and tutorials are provided by these well developed Excel tutorial sites: [MrExcel](#), [Chip Pearson](#), and [John Walkenbach](#), hosting a total of over 500 Excel Tutorials.

These **Excel Tutorials and Tips** are listed below in these categories:

- [Excel 2007 Features](#) - What's New in Excel 2007
  - [Links and Hyperlinks in Excel](#) - Information on working with Links and Hyperlinks in Excel
  - [Drawing Objects in Excel](#) - How to use Drawing Objects in Excel
  - [General Excel Topics](#) - From Games to Shortcuts in Excel. Covers Basic to Advanced topics
-



## [132 More Excel Tutorials and Tips](#)

Here is a rich group of 132 Excel tutorials and tips covering the **Excel Environment, Excel's Menus, Other Applications and Excel, Reference Resources for Excel**. These free training Excel pages are offered by [MrExcel](#), [Chip Pearson](#), and [John Walkenbach](#), which, as a whole, provide over 500 Excel Articles and Tutorials.

These **Excel Tutorials and Tips** are shown here in the following categories:

- [The Excel Environment](#) - Information on Excel's inherent environ and the integration of other processes
- [Menus - Working with Excel's Menus](#) - Covers anything found in Excel menus, Plus tips on customizing your own menus
- [Other Applications and Excel](#) - Integrate other applications with, or enhance Excel workbooks
- [Reference Resources for Excel](#) - Other online references, tutorials and tips on working with Excel

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## [All Excel Keyboard Shortcuts](#)

Thinkfree.com's [Doc Exchange](#) is a site that encourages their users to share their documents with one another. You can use their search feature to find documents in areas you are interested in. Here is a helpful little document I found that shows all of the [Keyboard Shortcuts for Microsoft Excel](#). These will really help those power Excel users who need to use many of Excel's features in their day-to-day work and tasks. If you fall into that category, I hope this helps you out.

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## [Microsoft Access Training Course Workbooks](#)

Teach-ict.com is a great software teaching and learning site that provides free training content for Microsoft Office and other applications. This site was developed by teachers, its coursework materials are high quality and are targeted to both students and teachers. Here are their [Microsoft Access Training Course Workbooks](#) that cover the following Access topics: creating a database, using fields, records, data types, primary keys, importing data, validation rules, creating and using queries, creating forms from tables and queries, creating reports from tables and queries, reports with grouping, and formatting.

### [Database Workbook 1](#) (.doc)

Learn how to create a new database using Access. The following skills are covered:

- Creating a simple database
- Creating & using tables
- Using data fields, records, data types, field sizes, primary key
- Importing data
- Validation
- Import file for Task 1 on page 9: [Stock.txt](#)
- Import file for Task 2 on page 13: [Players.tx](#)

### [Database Workbook 2](#) (.doc)

Learn how to use queries and create forms. The following skills are covered:

- Creating queries
- Using queries
- Creating forms from a table
- Creating forms from a query

### [Database Workbook 3](#) (.doc)

Continuing on from the first two workbooks, this workbook teaches how to create reports and formatting. The following skills are covered:

- Creating reports from tables
- Creating reports from queries
- Reports with grouping
- Formatting
- Import file to use: [Holidays.txt](#)

### [Database Workbook 4](#) (.doc)

This workbook goes through all of the skills taught in the first three workbooks and can be used as a learning session to bring all of these skills together.

- Import file to use: [Pstock.txt](#)

### **Database Task 5 - Data Validation** (.doc)

Here is Task 5, where you will get to practice creating data validation rules. Answers are given so you can see if you have created your validation rules accurately.

- [Validation Answers](#) (.doc)
- [Revision.mdb](#)

### **Database Task 6 - Queries** (.doc)

This last task offers more learning material that demonstrates how to create and use queries.

- [Revision.mdb](#)
- 

## **Creating Effective PowerPoint Presentations**

Here are two web resources that will help you create an effective, well received, and attractive PowerPoint Presentation. The first one listed here outlines the planning steps you need to take for creating a Powerpoint presentation, including the word layout, fonts graphics, special effects, handouts and notes, and practicing. The second one reviews important advice regarding: your audience, speaking clearly, using templates, self-evident content, contrasting colors, effects and transitions, guidelines for wording, fonts, and punctuation, and using clip art and graphics.

## **Creating a Great Presentation**

1. [Plan](#)
2. [Organize](#)
3. [Develop Content](#)
4. [Work on the word layout](#)

5. [Work on the fonts](#)
6. [Work on the graphics](#)
7. [Use graphs appropriately](#)
8. [Special Effects Use them at your own risk](#)
9. [Use Handouts and Notes](#)
10. [Practice before you preach](#)

## [Creating an Effective PowerPoint Presentation](#)

- Hints for a Successful Presentation
  - Effective PowerPoint Slides
  - Text Guidelines
  - Clip Art and Graphics
- 
- 

## **3) The Best New Free Training Sites for Flash, Photoshop, Dreamweaver, FrontPage, and other Adobe and Macromedia Applications**

### [Macromedia Flash 8 Ebook](#)

Here is a freely available Flash ebook in pdf format that goes into a good deal of depth and understanding on how to use this important graphics, animation, and multimedia web application. It teaches and describes, in easy to follow language, how to use Flash to its fullest extent, and how to make compelling web page animations and graphics. This ebook is 10.1mb in size and contains 409 pages.

The following Flash features are described and explained:

- Understanding and handling the Flash screen, toolbars, and menus
- Developing text and graphics in Flash
- Sound and video

- Using layers to help manage your animation
  - Creating symbols, saved objects for repeated use
  - Animating graphics, the core of using Flash
  - Making your Web sites interactive
  - Publishing Flash movies to your Web site
- 

## [Flash Tutorials from InsideGraphics.com](#)

InsideGraphics.com offers free graphics software tutorials and online training, tips, and tricks for Photoshop, Flash, Image Ready, and Corel Draw in the areas of animation, effects, art, drawing, colors, buttons, textures, patterns, digital, retouching, and designing. Here are their [Flash Tutorials](#) teaching you how to do lots of graphic effects, animations, and text effects using Flash.

### [Main](#)

- [Sunset](#)
- [Chess Board](#)
- [Patterns](#)
- [Pendant](#)
- [Fish Tank](#)
- [Explode](#)
- [Fashion Designing](#)
- [Necklace](#)
- [Rings](#)
- [Making Flowers](#) [Making Stone](#)
- [Simple Buttons Collage](#)
- [Page Curl](#)
- [Line Text](#)
- [Color Animation](#)
- [Simple Buttons](#)
- [Wave Effect](#)
- [Get Url](#)
- [Clock \(Rotate\)](#)

## [Learning Tools](#)

- [Shape Hints](#)
- [Easing](#)
- [Frame by Frame - 1](#)
- [Shape Tween - 1](#)
- [Motion Guide](#)
- [Using Alpha](#)
- [Frame by Frame - 2](#)
- [Shape Tween - 2](#)
- [Onion Skin](#)
- [Shape Tween - 3](#)

## [Text Effects](#)

- [Stretch & Fade](#)
- [Move & Fade](#)
- [Swing Project](#)
- [Zoom & Fade](#)
- [Fade & Change](#)

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## [Graphic Imaging Editing Tutorial using Photoshop](#)

Here is a [Graphic Imaging Editing Tutorial](#) that teaches the basics of creating, manipulating, and preparing graphics for the Web. You will learn how to acquire an image from a file, camera, or scanner and then work on it in image editing software. This image editing tutorial then shows you how to do the basic editing necessary to make the image ready for the Web. These images are also able to be used in a presentation application, such as PowerPoint, or in a favorite word processor, such as Word.

## [Four Steps to Graphic Image Editing](#)

## [Acquire the Image](#)

- [Acquire the Image using Photoshop](#)

## [Save in the File Format of Your Graphic Image Editing Software](#)

- [Save in the File Format of Photoshop](#)

## [Alter the Image](#)

- [Alter the Image using Photoshop](#)

## [Save as in the File Format for Your Project](#)

- [Save as in the File Format for Your Project using Photoshop](#)

## [Which Graphic Format Should I Use?](#)

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## [Introduction to Photoshop Tutorial](#)

Here is a good [Photoshop Tutorial](#) teaching you many of the important tools and features of this graphics editing and manipulation application. It is provided by the Information and Instructional Technology Services department at the University of Rhode Island. (9 pages, 65 kb, pdf format)

### Photoshop Course Objectives:

- Learn how to use the tools in the tool box.
- Set the Option Settings for the various tools. How to make a selection with-in an image.
- Demonstrate how to make and save a Path
- Provide an overview of what a Layer is and how to work with Layers
- Accomplish some hands on digital editing and retouching.
- Construct a complex digital image.

## These Photoshop Tools and Features are Taught:

- Adding Layers
- Airbrush and Paintbrush Tools
- Channels
- Digital Editing
- Eraser Tool
- Eyedropper
- Foreground and Background color
- Gradient Tool
- Lasso and Polygon Tools
- Layers
- Line Tool
- Magic Wand Tool
- Modifying Selections
- Modifying Selections
- Move Tool
- Paint Bucket
- Painting Tools
- Pen Tool, Paths, and Layers
- Pencil Tool
- Saving and Loading Selections
- Select an image
- Selection Tools
- Smudge Tool
- The Pen Tool and Paths
- The Rubber Stamp Tool
- Type Tool
- Using the Zoom Tool
- Viewing Images

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## [Dreamweaver Tutorials from the Univeristy of Minnesota](#)

The Univeristy of Minnesota Duluth [provides](#) freely available self-paced Training documents and Workshops for web development and Dreamweaver. Here are their **Dreamweaver Workshop Tutorials** which will get you going with using Dreamweaver. These will teach you how to create a web site, work with images and



hyperlinks, create and edit tables, use some management tools, and learn about Dreamweaver behaviors in regards to JavaScript and PHP. A Dreamweaver [demo is available](#) if you'd like to try this web development application before buying it.

## **[Making Your First Web Page with Dreamweaver](#)**

In this beginning Dreamweaver tutorial you will learn how to create a simple Web page, adding content and hyperlinks, naming your files, and performing some basic exercises.

- [Adding and Changing Your Content](#)
- [Absolute and Relative Links](#)
- [Naming Files for the Web](#)
- [Viewing Your Web Page in a Browser](#)
- [Creating a Site](#)
- [Letting the World See Your Page](#)
- [Basic Web Page Exercise](#)

## **[Taking Dreamweaver to the Next Level](#)**

Using this tutorial workshop, you will learn to insert and manipulate images, and create and edit tables.

- [Inserting an Image](#)
- [Inserting an Image... Really](#)
- [Text Wrapping and Clearing](#)
- [Creating and Editing Tables](#)
- [Creating and Editing Tables 2](#)
- [Creating and Editing Tables 3](#)
- [Creating and Editing Tables 4](#)
- [Syllabus Exercise](#)

## **[Dreamweaver Management Tools](#)**

This management tools workshop will show you how to define a site, use library objects, create and apply templates, and perform find and replace on your web pages and site.

- [Defining a Site](#)
- [Library Object](#)

- [Creating and Applying a Template](#)
- [Find and Replace](#)

## [Having Fun with JavaScript and PHP](#)

Here you will learn what "behaviors" are in Dreamweaver and how to use and code them. Dreamweaver "behaviors" are interactive components which give a web page the power to handle interactions with users, called "events", and to provide responses to these events, called "actions". Events and actions are programmed into a web page using JavaScript, which is placed into the web page source code along with the usual HTML.

Some of the behaviors shown here can be developed in Dreamweaver without actually going through the process of writing JavaScript. Dreamweaver will automatically put the JavaScript code into your web page through your use of the menu options available.

### [Having fun with JavaScript](#)

These JavaScript examples will show you how many interactive features are accomplished. You can examine the details for each by clicking on the "example" link on the left. You can also look at the actual HTML and JavaScript source code (the programming instructions the browser uses to perform the desired behavior) used for each example by clicking on the "view source" link on each Javascript example page. You can insert most of these JavaScript examples into your web page using Dreamweaver, so you really do not need to know how to write JavaScript if you don't want to learn this.

### [Having fun with PHP](#)

Here you can learn to use PHP within your web pages. You can examine the details for each PHP example by clicking on the "example" link on the left. You can also look at the actual HTML and PHP source code (the programming instructions the browser uses to perform the desired behavior) used for each example by clicking on the "display" link on each PHP example page.

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## [Dreamweaver 8 Tutorials using Pictures](#)

This new software tutorial web site, [In Pictures](#), hosts and offers free online Software Tutorials. This blog post details and links to their [free Dreamweaver 8 Tutorials](#). These Dreamweaver tutorials will help you learn how to use Microsoft Dreamweaver 8. The tutorials on this site are based on pictures, or illustrations and screen shots demonstrating the tasks and features being taught. These software tutorials were developed as part of a research study performed for the U.S. Department of Education. Every user who completed these illustrated Dreamweaver tutorials reported that they were able to learn and understand Dreamweaver more quickly and easily compared to using traditional software training methods.

### Dreamweaver Basics

- [Set up a Web site](#)
- [Employ style sheets](#)
- [Format text](#)
- [Create links](#)
- [Insert graphics](#)
- [Link multiple pages](#)
- [Change colors](#)

### Navigation & Layout

- [Lay out pages using CSS](#)
- [Create navigation bars](#)
- [Employ multiple levels](#)

### Utilities

- [Find and replace](#)
- [Check spelling](#)
- [Check for broken links](#)

### Interactivity

- [Create forms](#)
- [Employ templates](#)
- [Upload to a Web server](#)

## Advanced Layout

- [Employ background graphics](#)
  - [Employ style classes](#)
  - [Create rollover effects](#)
  - [Specify page margins](#)
- 

## [Director Support Manuals](#)

Here are the current [Support Manuals and Documentation for Macromedia Director MX 2004](#). Using Director, you can develop high-performance multimedia content and applications for CDs, DVDs, kiosks, and the Internet. Director's product manuals are available in PDF format for download or in HTML for online viewing.

### **Getting Started with Director** ([HTML](#) | [PDF](#) 1816kb, 84 pages)

This support manual, *Getting Started with Director* contains the essential information that you need to get started, including information about installing the latest version of Director. This manual also guides you through the workspace and offers a tutorial, designed for those who are new to Director.

### **Using Director** ([HTML](#) | [PDF](#) 5901kb, 500 pages)

*Using Director* explains how to use all of the features and functionality offered in Director. This is a printed version of the electronic documentation included with the product. This support manual includes comprehensive descriptions and detailed step-by-step instructions that explain how to use all of the features in Director.

### **Director Scripting Reference** ([HTML](#) | [PDF](#) )

*Director Scripting Reference* provides a complete reference of the Director application programming interfaces (APIs), including both Lingo and JavaScript syntax. This is a printed version of the electronic documentation included with the

product. This reference manual provides conceptual and how-to information about scripting in Director, and also provides reference descriptions and examples for the scripting application programming interfaces (APIs) that you use to write scripts.

### [Using Director MX 2004 Behaviors](#)

Behaviors are prewritten Lingo scripts that allow you to quickly add interactivity to your movies. This Director tutorial will teach you about the behaviors included in Director MX 2004.

#### **Building Your First 3D Movie in Director**

Learn the skills you need to build 3D effects in a Director movie, including creating 3D text, using behaviors to rotate a model, changing camera angles, and enabling navigation.

[Download](#) a printable version of Building Your First 3D Movie in Director, including the tutorial's collateral material. (.zip, 1.6MB)

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## **4) The Best New Free Web Development Training Sites**

### [Web Style Guide, 2nd edition](#)

This free book, [The Web Style Guide, 2nd edition](#), teaches you Web page and Web site design principles, along with tips and tricks, ranging from interface design to editorial style and graphics. It provides you a high level of understanding which will assist your Web development and design efforts. Whether you're a newbie to Web design and development or a veteran, this book will give you insight into Web site design that you have not had before, bringing you a more reasoned and realistic perspective. The information given in this Web Style Guide is based on the

functional concepts of design, but it also discusses Web site accessibility, Cascading Style Sheets (CSS), and flexible page design. Material covering information architecture, site maintenance, and multimedia design is also included. The second edition offers added illustrations and updated Web site examples to show current best practices.

## **Chapter 1: Process**

- [Before you begin](#)
- [The site development process](#)
- [References](#)

## **Chapter 2: Interface Design**

- [Web page design versus conventional document design](#)
- [Make your Web pages freestanding](#)
- [Basic interface design](#)
- [Navigation](#)
- [References](#)

## **Chapter 3: Site Design**

- [Organizing information](#)
- [Site structure](#)
- [Site design themes](#)
- [Site elements](#)
- [Internet versus intranet design](#)
- [References](#)

## **Chapter 4: Page Design**

- [Visual hierarchy](#)
- [Consistency](#)
- [Page dimensions](#)
- [Page length](#)
- [Design grids for Web pages](#)
- [Page headers and footers](#)
- [Page layout](#)
- [Frames](#)
- [General design considerations](#)

- [Cross-platform issues](#)
- [Accessibility](#)
- [References](#)

## **Chapter 5: Typography**

- [Characteristics of type on the Web](#)
- [Content structure and visual logic](#)
- [Legibility](#)
- [Consistency](#)
- [Cross-platform issues](#)
- [Accessibility](#)
- [Type graphics](#)
- [References](#)

## **Chapter 6: Editorial Style**

- [Organizing your prose](#)
- [Online style](#)
- [Titles and subtitles](#)
- [Links](#)
- [References](#)

## **Chapter 7: Graphics**

- [Characteristics of Web graphics](#)
- [Graphic file formats](#)
- [Images on the screen](#)
- [HTML and graphics](#)
- [Accessibility](#)
- [References](#)

## **Chapter 8: Multimedia**

- [Applications for multimedia](#)
- [Web multimedia strategies](#)
- [Preparing multimedia](#)
- [Design and multimedia](#)
- [Accessibility](#)

- [References](#)
- 

## [HTML & CSS Tutorials using Pictures](#)

This new software tutorial web site, [In Pictures](#), hosts and offers free online computer Tutorials. This blog post details and links to their [free HTML and CSS Tutorials](#). These HTML and CSS tutorials will help you learn how to use HTML and CSS. The tutorials on this site are based on pictures, or illustrations and screen shots demonstrating the tasks and features being taught. These software tutorials were developed as part of a research study performed for the U.S. Department of Education. Every user who completed these illustrated HTML and CSS tutorials reported that they were able to learn and understand HTML and CSS more quickly and easily compared to using traditional software training methods.

### HTML Basics

- [Create Web pages](#)
- [Employ style sheets](#)
- [Format text](#)
- [Create links](#)
- [Insert graphics](#)
- [Link multiple pages](#)
- [Change colors](#)

### Navigation & Layout

- [Lay out pages using CSS](#)
- [Create navigation bars](#)
- [Employ multiple levels](#)

### Interactivity

- [Employ forms](#)
- [Upload to a Web server](#)



## Advanced Layout

- [Employ background graphics](#)
  - [Employ style classes](#)
  - [Create rollover effects](#)
  - [Specify page margins](#)
- 

## [Replacing outdated DHTML with DOM Scripting in your JavaScript](#)

This **JavaScript Tutorial** is aimed at beginners to help them understand how old and outdated JavaScript techniques can cause issues on a web page. The tutorial proceeds by analyzing the source code of a web page that was written several years ago using concepts that were ok good to use then, but in the current Web will render inaccessible or broken pages in a browser.

Three dynamic elements using JavaScript are reviewed and explained from the point of view when they were originally developed, and then a more current method of re-writing them is demonstrated making them more hardened and less error-prone in regards to DOM scripting. The tutorial starts with providing some understanding about what DHTML and the DOM are. The example web site containing the JavaScript code examples are available for [download as a zip file](#). Here is the [PDF version \(202KB\)](#) of this tutorial.

## Table of Contents

- [Preface](#)
- [What is DHTML and what is DOM scripting?](#)
  - [What is the DOM?](#)
- [Creating the page in DHTML](#)
  - [The goal of DHTML](#)
  - [The tabbed navigation in DHTML](#)
  - [DHTML issue #1: Script dependence](#)
  - [Showing, hiding and tab highlight in DHTML](#)
  - [DHTML issue #2: Mixing presentation and functionality](#)
  - [The Product Photo in DHTML](#)

- [DHTML issue #3: Assuming functionality without testing for it](#)
  - [The Slide Show in DHTML](#)
  - [DHTML issue #4: Keeping maintenance JavaScript based](#)
  - [DHTML issue #5: Mixing HTML and JavaScript](#)
  - [DHTML issue #6: Blaming the user](#)
  - [DHTML issue #7: Taking over the document](#)
  - [Introducing DOM scripting](#)
    - [The goal of DOM scripting](#)
    - [DOM scripting asset #1: Progressive Enhancement](#)
    - [DOM scripting asset #2: Ease of maintenance](#)
    - [DOM scripting asset #3: Separation of Presentation and Behaviour](#)
    - [DOM scripting asset #4: Separation of Structure and Behaviour](#)
    - [DOM scripting asset #5: Using modern event handling](#)
    - [DOM scripting asset #6: Avoiding clashes with other scripts](#)
  - [Re-creating the demo page with DOM scripting](#)
    - [The tab navigation in DOM scripting](#)
    - [The popup window in DOM scripting](#)
    - [The slide show in DOM scripting](#)
    - [Fixing for Safari](#)
  - [Where to now?](#)
- 
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## 5) The Best New Free Windows, Linux, Hardware and General Computer Training Sites

### [Free Windows XP Tutorials](#)

Learthat.com has written and hosts the following Windows XP Tutorials to assist you in learning and using this Windows operating system.

## **Windows XP Basics**

- [Introduction to the Windows XP Interface & Desktop](#)
- [What are the Information Bubbles that Popup Occasionally?](#)
- [Windows XP Automatic Updates](#)
- [Make Windows XP Look Like Windows ME or Windows 2000](#)

## **Windows XP Functionality**

- [How to Use Offline Files in Windows XP](#)
- [How to Set Internet Explorer Security and Privacy Options](#)

## **Windows XP Dialup & Networking**

- [How to Create a VPN Connection](#)
- [How to Setup a Dialup Connection to the Internet](#)
- [How to Configure and Use Internet Connection Sharing](#)
- [How to Configure and Use Internet Connection Firewall](#)

## **Windows XP Utilities/Add-ins**

- [How to Backup Your Data Using Windows Backup](#)
- [How to Use Remote Assistance to Get Help from a Friend \(Remote Control\)](#)
- [How to Install and Configure Internet Information Services \(IIS\) on Windows XP](#)

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## **23 Windows XP Tips**

1. [Finding my IP address](#)
2. [Locking your Desktop](#)
3. [NetMeeting on XP](#)
4. [Disabling Windows Messenger](#)
5. [Restricting a users Logon hours](#)
6. [Disable the Splash Screen](#)

7. [Burning a CD in XP](#)
  8. [Keeping XP up to date](#)
  9. [Using System Restore](#)
  10. [Disable Balloons](#)
  11. [Changing the Owner of the System](#)
  12. [Lock the Taskbar](#)
  13. [Clear up that type](#)
  14. [Disable Autoplay CD](#)
  15. [Compatibility Mode](#)
  16. [Windows Logo Key](#)
  17. [Windows XP PowerToys](#)
  18. [Finding the Registration Information](#)
  19. [How-To Articles By Microsoft](#)
  20. [Creating a Shortcut to a folder on the Desktop](#)
  21. [IE Script Debugger Error](#)
  22. [IE saving images as .bmp instead of jpeg](#)
  23. [How to set all folders to List instead of the default Icon View](#)
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## 6) Software, Office and Computer Sites and Downloads Worth Mentioning

*The following programs are totally Free, no popups, adware, spyware, or shareware.*

### [VCDEasy 1.1.5.2](#)

VCDEasy allows you to play your videos (from DV camcorder, DivX, DVD,...) and your pictures (from digital camera, scanner,...) on most of the home DVD Players. How? VCDEasy allows you to build easily VideoCDs (VCD/SVCD)! All you need to do is to provide VCDEasy with MPEG files compliant with the VideoCD specifications. 'Novice' users can simply select (VideoCD ready) MPEG files and click the 'go' button, while 'advanced' users can configure/use almost all aspects of the VideoCD specifications (PlayBack Control based interactivity, Chapters, Menus

support, CD-i support). (9.88 MB)

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### [AceMoney 2.1.9](#)

AceMoney helps you organize and manage your personal finances quickly and easily. It supports all the features required for home or even small-business accounting. AceMoney makes it a breeze to create and manage your budgets. The free program has more than 100 pre-defined spending categories, and you can define your own. You can set up budget limits for every category and track the difference between actual and budgeted values. (340 KB)

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### [XDesk95 2.11.0.0](#)

XDesk95 is a free personal organizer including a Calendar, Diary, Alarm Clock, User-Definable Notes Tree of text and tables, Dialer, Mailer and Scientific / Engineering Calculator. It is designed to be easy to use yet powerful. It remains active in the system tray. (579 kB)

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### [SlowView 1.0 RC2](#)

SlowView is a free multimedia viewer. Working on all Windows platforms, it supports more than 50 image, video, and audio formats! Among the most known are: JPEG, GIF, MNG, PSD, TIFF, TGA, MP3, AVI, MOV, and many others! You`ll be able to browse images in thumbnail mode, or one by one. You'll find such features, as creation of custom image effects, batch processing, or catalog creation. It supports

Drag-n-Drop, wheel mouse, and other technologies. (844 KB)

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### [Massiva X0.59](#)

Massiva is a free 32-track MIDI sequencer. Massiva provides support for standard MIDI, Sound Blaster AWE and Live sound cards. With Massiva you can: edit music in real-time; step record with a MIDI or PC keyboard; auto-compose simple drum, bass, or chord patterns; and edit velocity and control changes. Massiva includes a song and part editor. (1353 kB)

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### [MP3Clip 0.92](#)

Easily split mp3 files based on time lengths Splits on frame boundaries so no quality or functionality is lost! Can split up very large files as well as small files Create virtually an unlimited number of tracks. (264 KB)

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## **7) Question of the Month about Software Training:**

Each month Scott Turton will answer a current or important question that we have received about computer and software training.

## January 2007 Question of the Month:

What are the details of the security vulnerability affecting Adobe Acrobat and Adobe Reader, and is a fix available yet?

### Answer:

The software flaw affects Adobe Reader and Acrobat on Windows, Macintosh, and Linux versions and is being called severe because it can be remotely exploited. Here are some details about this critical security hole in Adobe Acrobat and Reader, from an [article](#) from informationweek.com.

For Adobe, six vulnerabilities affecting its popular Reader and Acrobat products were discovered in the past two weeks, one of which could be used in cross-site scripting attacks.

Attackers could exploit one group of vulnerabilities by creating rigged PDF files and getting unsuspecting users to open them. These flaws are more dangerous because remote attackers could use them to execute malicious code and take over affected machines, Adobe said in an advisory last week. The advisory noted that a malicious file would have to be loaded in Adobe Reader.

Adobe assigned its highest threat rating of "critical" - 4 on a 4-point scale - to the vulnerabilities. Symantec Deepsight rated the severity of the flaws as 8.3 on a 10-point scale, while Secunia said they were "highly critical" - or 4 on a 5-point scale.

Craig Schugmar, a threat researcher with McAfee's Avert Labs, says the spate of Adobe vulnerabilities is part of an ongoing shift by hackers away from operating system-focused bugs and toward application flaws.

Widely deployed, cross-platform applications are especially attractive to attackers, which means other Adobe products such as Flash and Shockwave also could be targeted, according to Schugmar.

Adobe has now released a [security update](#) for Acrobat and Adobe Reader which fixes multiple critical security holes that could allow a hacker to take control of a compromised computer. In its security bulletin, Adobe said that the fix for Acrobat addresses several vulnerabilities, and includes an update for cross-site scripting

(XSS) that could enable malicious scripts the ability to completely take over a computer system.

Scott Turton

Site Editor

[EducationOnlineForComputers.com](http://EducationOnlineForComputers.com)

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## 8) Please Support Our Training Mission

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**EdComp.com:**

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This is our new free computer and IT education and training search engine housing over 150,000 free training internet resources! Just type in a topic you're looking for and get tons of great web resources instantly. These search results are much better than the big search engines, like google. You can also check out our predefined search results page giving you tons of free training resources:

<http://www.edcomp.com/predefined.htm>.

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**[University of Phoenix Online: Advance your career](#)**

**[DeVry: Online degrees for working adults](#)**

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**EducationOnlineForComputers.com**  
**<http://www.EducationOnlineForComputers.com>**

### **Free Computer Software Training Now!**

A free and member-based software educational and training portal web site. We have compiled, categorized, described, and linked many sites that will be of keen interest to computer software application end-users seeking free training and knowledge. Many subject areas are covered, including Microsoft Office, Flash, Photoshop, Dreamweaver, FrontPage, Web Development, Windows, Linux, and Computer Hardware. You are able to study and learn all about computer software via Free training, courses, tutorials, documentation, articles, tips, notes, and help. Check us out today.

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**\*\*\*[EducationOnlineForComputers.com's Member Site](#)\*\*\***

Our Members' Site contains the web's best computer software training resources and tutorials. This content is individually linked and presented in a way to eXPedite and facilitate your software and computer learning eXPerience. We have done all the web research and presentation work for you so you can concentrate solely on

your computer training.

## EducationOnlineForComputers.com Member Site FAQ Answers:

1. All of the web sites and pages in our members site are not in the free section of our web site. The member site training is more detailed and the best available. The online training resources in our members' site are linked and laid out in a much more detailed fashion than those in the free section. This will save you time in finding all the best free training on the web.
2. You can choose to pay using either Paypal or 2Checkout. If paying pay check and you live in the U.S., please select 2Checkout.
3. You have a choice to select the non-recurring or recurring method of payment. If you select non-recurring, when your membership period eXPires, you will not be automatically charged another fee on your credit card or check.
4. The total price to join our member's site is only \$14 total for 2 months, \$24 for 4 months, \$32 for 6 months, or \$56 for a whole year. The funds generated will assist us to help all those seeking software application education training. Here's the link to see what's available on our member's site and to sign up: <http://tinyurl.com/7ien> You can email Scott Turton with questions at [scott\\_turton@educationonlineforcomputers.com](mailto:scott_turton@educationonlineforcomputers.com)

I will give you 5 Great Free Bonuses when you sign up now.

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  3. 12 Instructive e-Books, including On Line Stealth Marketing, 7 Secrets to Unlimited Traffic, and Increase Auction Profits.
  4. Instant and Easy Online Access to the 24 Best Free Computer Help & Support Sites.
  5. 45 of the Best, Completely Free Programs and Utilities.
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