

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



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

**\*\*\* ISSUE #52 - August, 2008 \*\*\***

[EducationOnlineForComputers.com](#)

This Newsletter is only sent to its subscribers  
and is available on the web at  
[EducationOnlineForComputers.com/newsletter52.html](http://EducationOnlineForComputers.com/newsletter52.html)

Newsletter Archives are here:  
[EducationOnlineForComputers.com/newsletter.html](http://EducationOnlineForComputers.com/newsletter.html)

Subscribe [instructions are at the end](#).

Please forward this newsletter to all your friends  
and associates who might be interested!

---

**In This Issue:**

[1\)... Editor's Greeting](#)

[2\)... Best New Free Microsoft Office Training & Tutorial Sites](#)

[3\)... The Best New Free Training Sites for Flash, Photoshop, Dreamweaver, FrontPage, & other Adobe / Macromedia Applications](#)

[4\)... Best New Free Web Development Training Sites](#)

[5\)... Best New Free Windows, Linux, Hardware & Computer Training](#)

[6\)... Software, Office and Computer Sites Worth Mentioning](#)

[7\)... Question of the Month about Software Training](#)

[8\)... Please Support Our Computer Training Mission](#)

---

---

## **1) Editor's Greeting:**

Hello everyone, and welcome to our new subscribers!

Here is our August 2008 issue (#52) 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 37 Computer Software Application training, learning and tutorial web sites, with a total of 95 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 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](#)

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>

---

---

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

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

---

---

**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>**.

---

---

**--> 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**

---

---

## **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!

---

## [12 Word and Mail-Merge Video Tutorials](#)

Here are 12 Word Video Tutorials from [mistupid.com](#). Five of these Word tutorials will show you how to do a mail-merge, the others demonstrate Word features such as Table of Contents, Fill-in Forms, AutoCorrect, Print Preview editing, and repeating Table Headings.

### [7 Word Video Tutorials](#)

- [Table of Contents](#)
- [Fill-in Form](#)
- [Label Mail Merge](#)
- [AutoCorrect](#)
- [Editing in Print Preview](#)
- [Insert Random Text](#)
- [Repeat Table Heading Rows](#)

### [5 Word Mail Merge Tutorials](#)

These mail-merge video tutorials teach you how to setup a spreadsheet of names and addresses in Excel and then use this as input for generating form letters and labels in Word for each name/row in the spreadsheet.

- [Create a Data File in Excel](#)
- [Create a Form Letter in Word](#)
- [Merge the Files](#)
- [Label Mail Merge \(XP\)](#)
- [Label Mail Merge \(2003\)](#)

## [Word Tips and Tricks Tutorial](#)

This is a 28-page [Microsoft Word 2003 Tips and Tricks](#) tutorial, from the Institute of Advanced Studies, that will help you become a more efficient day-to-day Word user. It covers Word features such as templates, headers and footers, page numbering, marks, rulers, document map, watermarks, keyboard shortcuts, international characters, mail merge, printing, print preview, statistics, and recent files. This Word tutorial is 277kb in size and is in pdf format.

### Contents of this Word Tips and Tricks document:

Introduction

Getting Help

Creating Documents from Templates

- Working with document templates

- Creating a calendar

Formatting and Viewing Tips and Tricks

- Comparing two documents side-by-side

- Embedding fonts so others can view your documents

- Inserting Headers and Footers

- Inserting Page Numbers

- Inserting Organizational Charts and Diagrams

- Inserting Wavy Underlines, Double Underlines, and More

- Preventing page breaks inside paragraphs

- Removing Hyperlink Formatting from URLs

- Showing or hiding formatting marks feature

- Showing or hiding the rulers

- Using the Document Map

- Viewing a Microsoft Word 2003 document

- Viewing and comparing document formatting

- Working on and viewing two separate document sections

- Working with Watermarks

Working with Word 2003's Keyboard Shortcuts

- Displaying shortcut keys for any given toolbar button

- Printing a list of all Word 2003 keyboard shortcuts

- Entering international characters in Word 2003

- Using a specific language keyboard layout with Word 2003

## Working with Mail Merge

- Preparing for a mail merge
- Navigating through the Mail Merge task pane
- Using a Microsoft Excel file for Mail Merge
- Tweaking the mail merge data formats

## Printing Tips and Tricks

- Automatically Print Document Properties
- Printing a draft copy of your documents
- Print Previewing multiple pages at once
- Specifying pages to print from a document

## Miscellaneous Word Tools and Trick

- Define a word online using Microsoft Word 2003
- Display readability statistics for a document
- Displaying the total number of words in a Microsoft Word 2003 document
- Remember more recently opened files

---

## [16 Excel Video Tutorials](#)

Here are 16 Excel Video Tutorials from [mistupid.com](http://mistupid.com). These Excel tutorials demonstrate important Excel functionality such as Subtotals, Formulas, Charting, Goal Seeker, Date Formatting, Printing, AutoFill, AutoCalculate, AutoFormat, and Freezing Panes.

## [16 Excel Tutorials in video format](#)

- [Concatenating Cells](#)
- [Conditional Formatting](#)
- [Subtotals](#)
- [Data Sorting](#)
- [Formulas and Named Cells](#)
- [Create Graphs and Charts](#)
- [Use Goal Seek](#)
- [Print Repeating Title Rows](#)



- [Create Custom Date Formats](#)
  - [Print to Page Width](#)
  - [Print Multiple Spreadsheets](#)
  - [AutoFill](#)
  - [AutoCalculate](#)
  - [AutoFormat](#)
  - [Print Gridlines](#)
  - [Freeze Panes](#)
- 

## **[12 Step-by-Step Excel Tutorials](#)**

Here are [12 Excel Tutorials](#) from mstipsandtricks.com that show and teach you how to use Excel with these features and tasks: Formatting Cells and Sheets, Styles, Formulas, Importing Data, Graphics, Charting, Macros, Pivot Tables, and creating spreadsheets in Excel 2007. These Excel tutorials use screen shots and numbered steps to help you master the topics covered.

- [How to Configure Excel's Options](#)
  - [Formatting Cells and Sheets](#)
  - [Styles in Microsoft Excel](#)
  - [Working with Excel Formulas](#)
  - [Advanced Excel Formulas](#)
  - [Consolidate Data using Excel](#)
  - [Working with Data in Excel](#)
  - [Working with Graphics in Microsoft Excel](#)
  - [Create Charts in Excel](#)
  - [Excel Macros Tutorial](#)
  - [Pivot Tables using Excel](#)
  - [Creating Excel 2007 Files](#)
-

## [Two PowerPoint Training Documents](#)

Here are two free PowerPoint Training Documents hosted by the Institute of Advanced Studies, both in pdf format. The first is a training course of 32 slides and the second is quick reference guide.

This [PowerPoint 2003 Training Course](#) shows you how to use PowerPoint to create slides and presentations. The first of three lessons provides information on slides, text and notes; the second one deals with design and layout; and the third lesson advises you on how to proof print, and prep for the show. This PowerPoint tutorial is 32 pages in length and 233kb in size.

This [PowerPoint 2003 Quick Reference Guide](#) lists the tasks and steps you need to do for working with slides, text, notes, printing, layout, design, previewing, and packaging your slide presentations in PowerPoint 2003. This reference guide will help you in accelerating your PowerPoint skills. It is 3 pages in length and 47kb in size.

---

## [Using Outlook 2003 Tutorial](#)

Outlook helps you manage your electronic mail (email), appointments, contacts, and tasks, as well as track activities, open and view documents, and share information. Here is [Using Outlook 2003 Tutorial](#), a 17-page Outlook tutorial from the Institute of Advanced Studies. The Outlook topics covered are listed below. This tutorial focuses on the email and contact features of Outlook 2003. Its size is 289kb and is in pdf format.

### Topics covered by this Outlook Tutorial:

- Introduction
- Getting Help
  
- Exploring Outlook 2003
  - Launching Microsoft Outlook 2003

- Toolbar
- Outlook Today
- Folder List
- Information Viewer

- Working with Email

- New E-Mail Message Arrival
  - Reading E-Mail Messages
  - Printing E-Mail Messages
  - Reading File Attachments
- Organizing your E-Mail Messages
  - Click this View To See Messages
- Initiating E-Mail Messages
  - Creating a New Message
  - Attaching a File
  - Addressing a New E-Mail Message

Sending the E-Mail Message

- Responding to E-Mail Messages
  - Forwarding a Message
  - Replying to the author of a message
  - Replying to the author and recipients of a message
- Saving and Deleting E-Mail Messages
  - Saving e-mail messages to a folder
  - Deleting e-mail messages
- Managing Sent and Unsent E-Mail Messages

Drafts

- Managing Contacts

- Contacts Views
  - Click this view To see contacts
- Creating Contacts
  - Creating a New Contact
  - Creating a New Distribution List

Here are [12 excellent Access Tutorials](#) hosted by mstipsandtricks.com. Microsoft Access is a relational database management application that is used for both business and home tasks for keeping track and reporting data such as mailing lists, phone and contact lists, product and sales data, and other sets of information for which Access can be helpful in managing. These Access tutorials will teach and show what you can do with MS Access using screen shots and numbered steps. Access features and topics covered include Databases, Customization, Table, Forms, Queries, Reports, Database Tools, External Data Retrieval and Export, Sorting and Grouping, and new features of Access 2007.

- [Create Databases](#)
  - [Access Table Creation](#)
  - [Entering, Manipulating Data and Table Relationships in Microsoft Access](#)
  - [Working with Data: Inserting, Deleting, Updating, Sorting and Grouping](#)
  - [Queries in Microsoft Access](#)
  - [Create Queries](#)
  - [Database Tools](#)
  - [Getting External Data - Import and Export](#)
  - [Access Forms Tutorial](#)
  - [Access Report Tutorial](#)
  - [New Features of Microsoft Access 2007](#)
  - [Programming with Access 2007](#)
- 

## **[Guides for Word 2007, Excel 2007, and PowerPoint 2007](#)**

Here are reference guides or cheat sheets for Word 2007, Excel 2007, and PowerPoint 2007 from tmcc.edu. These are aimed at users of Office 2003, to guide and show them the new Office 2007 interface and how it differs from the previous versions of these applications. These three learning documents are in pdf format.

### **[Word 2007 Cheat Sheet](#)**

This 10-page Word 2007 reference guide (314kb) takes you through the following topics:

- Get the Lay of the Land
- Learn the Ribbon
- The Office Button and Quick Access Toolbar
- Five Tips for Working with Word 2007
- New Features in Word 2007
- Word 2007 Quick Reference Charts

### [Excel 2007 Cheat Sheet](#)

The Excel 2007 interface represents a big change in the look and feel of this spreadsheet application. Whether you're opening a file or cheating charts or even design - you'll find things have changed. This 13-page reference guide (476kb) will help you learn how to use Excel's functionality using the new interface.

- Get the Lay of the Land
- Learn the Ribbon
- The Office Button and Quick Access Toolbar
- Six tips for working with Excel 2007
- New features in Excel 2007
- Excel 2007 quick reference charts
- Excel 2007 image gallery

### [PowerPoint 2007 Cheat Sheet](#)

This PowerPoint 2007 reference guide (16 pages, 918kb) reviews the commands and tasks you need to perform for creating slide presentations using the new user interface. It consists of the following three sections:

- Navigation tips about getting around in PowerPoint 2007.
  - New location of buttons from the old Standard, Drawing, and Formatting toolbars.
  - New locations of the old menu items.
- 
-

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

### **4 Free Online Flash Books**

Here are four [Free Online Flash Books](#) to help you master this web development application. Adobe Flash is rapidly becoming the Web's most widely used platform for creating rich media with animation and motion graphics, but mastering Flash isn't easy. These books will help you increase your Flash skills in many areas and features of Flash, including color effects, drawing and masking, animation, 3D, text, audio, video, user interface, printing, XML, and Actionscript. ActionScript is Flash's programming language that allows you to produce compelling multimedia web sites and more.

#### **Flash Book**

- [Visual Effects](#)
- [Color Effects](#)
- [Drawing and Masking](#)
- [Animation](#)
- [3D and Physics](#)
- [Text](#)
- [Sound](#)
- [User Interface Elements](#)
- [Performance and Optimization](#)
- [ActionScript](#)
- [Browser Integration](#)

#### **Flash and XML: A Developer's Guide**

- [Flash Basics](#)
- [Flash ActionScript](#)
- [More ActionScript](#)
- [XML](#)
- [HTTP](#)
- [Recursive](#)
- [Database](#)
- [SQL](#)
- [Serving](#)
- [Two-Way](#)

- [Cookies](#)
- [Flash to](#)
- [Multiplexed](#)
- [End Note](#)

## **Flash 8: Projects for Learning Animation and Interactivity**

- [Getting Started, Right Out of the Box](#)
- [Creating Quickly: Customizing Your Workspace](#)
- [Your First Animation](#)
- [Buttons and Interactivity](#)
- [Working with Graphics](#)
- [Movie Clips and Interactivity](#)
- [More Animation Techniques](#)
- [Using Sound](#)
- [Using Video](#)
- [Compositing and Bitmap Effects](#)
- [Working with Text](#)
- [Loading Assets on the Fly](#)
- [e-Learning with Flash](#)
- [Flash for CD-ROM and Handhelds](#)
- [Think Outside the Box](#)

## **Flash ActionScript: Training from the Source**

- [Lesson1: Introduction to ActionScript 2.0](#)
- [Lesson2: Functions](#)
- [Lesson3: Conditional Logic](#)
- [Lesson4: Arrays and Loops](#)
- [Lesson5: Built-in Classes](#)
- [Lesson6: Custom Classes](#)
- [Lesson7: Events, Listeners, and Callbacks](#)
- [Lesson8: Dynamically Creating Assets](#)
- [Lesson9: Bitmap Features](#)
- [Lesson10: UI Components](#)
- [Lesson11: Advanced Object-Oriented Design](#)
- [Lesson12: Data Validation](#)
- [Lesson13: External Data Connections](#)
- [Lesson14: XML and Flash](#)
- [Lesson15: External Interface](#)
- [Lesson16: Sound and Video](#)
- [Lesson17: Printing and Context Menus](#)

- [Lesson18: Maximum-Strength SWF Files](#)

---

## [Flash Tutorials in Many Categories](#)

For [many Flash Tutorials](#) in lots of areas, check out [FlashPerfection.com](#). These tutorials will teach you how to use Flash, from the basics on up to producing Flash websites complete with multi-media presentations and animations. The categories of these Flash tutorials are linked below, and you can also use this search form to find the Flash topics you are looking for. This site also lets you upload your Flash tutorials, tips, and tricks so you can share them with others.

Search Flash Tutorials at Flash Perfection:

Flash Tutorial Categories at Flash Perfection:

- [3D Flash Tutorials](#)
- [Flash Actionscripting Tutorials](#)
- [Flash Animation Tutorials](#)
- [Flash Audio Tutorials](#)
- [Flash Backend Tutorials](#)
- [Flash Dynamic Content Tutorials](#)
- [Flash Games Tutorials](#)
- [Flash Basics Tutorials](#)
- [Flash Interactivity Tutorials](#)
- [Flash Math Physics Tutorials](#)
- [Flash Optimization Tutorials](#)
- [Flash Projector Tutorials](#)
- [Flash Special Effects Tutorials](#)
- [Flash Text Effects Tutorials](#)
- [Flash Tips & Techniques](#)
- [Flash Utilities](#)
- [Flash Video](#)



- [Flash Articles](#)
  - [Flash Web Design](#)
  - [SWiSH Tutorials](#)
  - [FlashDesigner Tutorials](#)
  - [Expression Blend Tutorials](#)
  - [3rd Party Flash Tutorials](#)
- 

## **[78 Photoshop Tutorials from Photoshopstar](#)**

Here are [78 Photoshop Tutorials](#) hosted by Photoshopstar.com. These Photoshop tutorials are for both beginners and more advanced users, and will help increase your knowledge and skills with many Photoshop tools and features, including web layout and designing with Photoshop, and many image, photo, and text effects. Each tutorial provides screen shots and numbered step-by step instructions.

### **Photoshop Tutorials at Photoshopstar:**

- [Swanky Subscribe Badges](#)
- [Making of an Abstract Art Piece](#)
- [Eery-Eye Photo Manipulation](#)
- [Design a Stylish Fashion-Themed Advert](#)
- [Simple & Cool Urban-Style Logo](#)
- [Neat Scotch Tape Effect](#)
- [Design a Sleek Gold Ribbon](#)
- [Indiana Jones Movie Logo / Text Effect](#)
- [Add Stock Texture to Improve Artwork](#)
- [Design your own Presidential Candidate Badge](#)
- [\\*Bling Bling\\* Simple Gold Text Effect](#)
- [Recreate the 'Bee Movie' Text Effect](#)
- [Photo Restoration: Correcting a Red Over-Saturated Photo](#)
- [Glossy-Style Carbon Fibre Navigation Set](#)
- [Designing a Professional Clan/Gaming Web Template](#)
- [Designing a Simple but Professional Website Design](#)
- [100% Satisfaction Guaranteed Seal/Badge](#)

- [Butter Scotch \(logo\) Text Effect](#)
- [Professional Glossy "Download" Button](#)
- [Hot & Fiery Photo Effect](#)
- [Simple & Colorful Circus Logo](#)
- [Design a Gem Logo Icon](#)
- [Really Cheesy Text Effect](#)
- [Design an Industrial Gaming Header](#)
- [Sleek Alien-Entity Text Effect](#)
- [Make Simple Golden Text Effect](#)
- [Grungy Web Layout Part 2](#)
- [Grungy Web Layout Part 1](#)
- [Christmas-Themed Web Layout](#)
- [Designing a Golden Sheriff's Badge](#)
- [Hi-Tech Text](#)
- [Making Grunge Brushes](#)
- [Filter Effect - Intense Solar Flare](#)
- [Creating Your Own Smilies](#)
- [Make Cute Cartoon Text](#)
- [Making a Clan Template Part 3](#)
- [Making Easy Colour Palettes](#)
- [Making a Clan Template Part 2](#)
- [Making a Clan Template Part 1](#)
- [Make an 'IceCream Retro Effect'](#)
- [Designing a Band Website Template](#)
- [Create a HOT Branding Iron](#)
- [Redesign The Yahoo! Smiley](#)
- [Design an Creative Web Template](#)
- [Design Web 2.0 Star Badges](#)
- [Design a Glossy Dollar Sign Logo](#)
- [Add a Summer Photo Effect to Photos](#)
- [Personal Portfolio Template](#)
- [Create an Industrial-Style Text Effect](#)
- [Design a Professional Advertisement Banner](#)
- [Professional Glossy Buttons](#)
- [Sleek Arcade Text](#)
- [Simple Cartoon/Comic-Style Text Effect](#)
- [Cartoon Header & Navigation](#)
- [Interface Leaves](#)
- [Creative Template Tutorial: Design the Header](#)

- [Design a Tech Preload Interface](#)
  - [Abstract Photo Manipulation](#)
  - [Design a Game Website Banner](#)
  - [Design a Pizza 'Place' Logo](#)
  - [Dark Navigation Bar with Buttons](#)
  - [Add a Dark Gritty Photo Effect](#)
  - [Design a Glossy Star Logo](#)
  - [Creative Template Tutorial: Make the Navigation](#)
  - [Learn how to Design a Cartoon Ribbon](#)
  - [Design a War-Game Style Navigation](#)
  - [Create Glossy Navigation Buttons](#)
  - [Design a Glossy Web Banner](#)
  - [Design an Advanced Orb](#)
  - [Simple Green Search Button](#)
  - [Design a Glossy Clan Navigation Bar](#)
  - [Make a Cartoony Cloud Splash Page](#)
  - [Create an Ancient Banner Effect](#)
  - [Design Web 2.0 Star Badges](#)
  - [Design Sleek Stylish Text with Ease](#)
  - [Design a Sleek Glossy Navigation Bar](#)
  - [Unique "Pixel Stretch" Navigation](#)
  - [Blurry Glass Effect](#)
- 

### [3 Photoshop Tutorials](#)

Here are two Photoshop Tutorials from the Institute of Advanced Study. One will help you with [working with Digital Images](#) usages and other one will show you hows to [scan an image](#) into Photoshop. Also included in this post is another Photoshoped [scanning how to](#) document from Emory University.

#### [Working with Digital Images using Adobe Photoshop CS2](#)

This Photoshop CS2 tutorial teaches you the basic features and tools of Photoshop. No prior experience with Photoshop is necessary. The tutorial is in 24 pages and 567kb in size (pdf format).

- Topics:

Basic interface and the toolbars in the program.

Making and saving a new document

How to use layers and history

How to use the basic tools such as zoom, pan, brush, select, crop etc.

How to create text

How to fix a red eye

- General Terminology

- Creating A New Document

- Getting To Know The Work

- The Toolbox

- Viewing The Image

- Cropping a Photo

- Adjusting Levels And Brightness

- Resizing an Image

- Rotating an Image

- Fixing Red

- Using The Color Picker

- Typing Text

- Layers and The Layer

- History Palette

### [Scanning an Image into Photoshop](#)

This document reviews how to scan an image into Photoshop. It takes you through seven steps to accomplish this task. After the image is scanned, Photoshop will open the scanned image in a new window. This scanning tutorial is of 2 pages in length and 124 KB in size (pdf format).

### [Scanning Documents with Adobe Photoshop](#)

This is an 8-step Photoshop scanning tutorial provided by Emory University. For images used in PowerPoint, web pages, and e-mail, you want to set a resolution of 72 ppi (pixels per inch). Images scanned for printing require higher resolutions and are generally very large files (not good for e-mail, etc.). 150 ppi would be good for a high quality black and white print. 300 ppi would be a high quality color print. Note that when you change the resolution of an image, it will often appear smaller on the screen. Click on the View pull-down menu and select 'Actual Pixels' to see the true size of your image. (2 pages, 946kb, pdf format).

---

## [25-page Adobe Illustrator Tutorial](#)

Here is an excellent Illustrator Tutorial, [Adobe Illustrator CS2 Essentials](#), from the Institute of Advanced Studies. This tutorial will teach you about both designing and illustrating multimedia artwork using Illustrator CS2, which is a graphics editing application used for printing, multimedia, and online graphics. This Illustrator tutorial gives you the steps and tasks needed for using Illustrator's many tools to produce quality and professional looking graphics. Its 15 sections are listed below, 25 pages in length and 9.45mb in size (pdf format).

### Contents of Illustrator Essentials Tutorial:

- Getting Started
  - The Illustrator Workspace
  - The Toolbox
  - Tool Descriptions
  - Placing Files
  - Making Selections
  - Creating Basic Shapes
  - Inserting and Formating Text
  - Arranging
  - Grouping
  - Locking
  - Applying Styles and Effects
  - Working with Symbols
  - Saving and Exporting
  - Getting Help
- 

## [Dreamweaver CS3 Getting Started Tutorial](#)

Here is a great Dreamweaver CS3 Tutorial to get up to speed fast using Dreamweaver CS3, called [Getting Started with Dreamweaver CS3](#). It takes you through several interactive screen simulations that will help you learn the fundamental features for creating and updating a new website. The specific features demonstrated are listed below. This tutorial introduces you to understanding a Dreamweaver website for a simulated product named Aquo Drink. Using Adobe

Dreamweaver CS3, you can not only create HTML documents, but also enter and manage code for XHTML, CFML, ASP, ASPX, JSP, PHP, XML, XSL, JavaScript, and CSS. Dreamweaver also supports source code files for many programming languages.

Dreamweaver Tasks taught by this tutorial:

- Setting up a site
  - Creating a new document
  - Setting page properties
  - Inserting tables
  - Working with tables
  - Inserting an image placeholder
  - Inserting text
  - Inserting images
  - Inserting and playing Flash files
  - Creating links
  - Previewing the page in your browser
  - Inserting Flash video files
  - Publishing your site
- 

**[6-page Dreamweaver Tutorial](#)**

Here is a [6-page Illustrated Dreamweaver Tutorial](#) that will help you starting creating web pages with this application. I takes you through six fundamental web page topics showing how to get started, setting page properties, working with text, creating hyperlinks, adding images, and adding and managing tables. These 8-steps are in Adobe Photoshop tutorial, which is of six pages in pdf format and is 443kb in size.

- Getting Started
- Setting Page Properties
- Enhancing Text
- Creating a Link
- Adding Images
- Adding and Managing Tables

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

### [Web Design in Theory and Practice](#)

[Design in Theory and Practice](#) is a series of five chapters or tutorials that will teach you all about visual communication design for the web. These web design tutorials discuss topics such as the fundamentals of design, typography and motion, and then also address more advanced theoretical web design and communication concepts. The author presents and explains examples from a variety of sources including classical art and architecture, business, media and movies, the environment and, of course, the web. These web designing tutorials give you a solid web designing foundation, along with techniques and how tos for enhancing your web pages and sites.

Contents of Design in Theory and Practice:

- [The Principles of Design](#)
  - [The Elements of Design](#)
  - [Designing for the Web](#)
  - [Principles and Elements of Design](#)
  - [Color: An Investigation](#)
- 

[How to Design a High Quality Website](#)

[Philosophe.com](http://Philosophe.com) is a great resource for learning how to create a high quality web site. It teaches you quality assurance for web sites, including the important area of usability. Good web sites have four things in common: well designed, coded, filled with content, and thoroughly tested. This site shows you how to perform testing and QA on your web site, presenting it in a thoughtful and philosophic way. Though the material discussed and reviewed is aimed at larger sites, everything is also applicable to smaller sites such as individual home pages. You will learn the following about web site testing:

- the major concepts at the heart of the quality assurance process
- the critical importance of defining standards and specifications
- the general categories of tests you might want to perform on your web site
- some links to specialized QA web sites that might provide deeper information about any of the topics discussed here

### Site Design Issues Relating to Quality

- [Site Design: Designing in Quality](#)
- [Requirements and Specifications](#)
- [Standards and Protocols](#)
- [Some General Comments on Style Guides](#)
- [Some Thoughts on Domain Names](#)
- [Common Sense Rules for Interaction Design](#)
- [Metaphors and Schemas in Design](#)

### Audience Issues

- [Getting To Know Your Audience](#)
- [Categorizing Your Audience](#)
- [Identifying Important Operating Systems](#)
- [Identifying Important Browsers](#)
- [A Sample User-Agent Log](#)

### Testing Web Sites

- [Some Basic Testing Concepts](#)
- [Building a Test Suite](#)
- [Types of Tests](#)
- [Understanding and Creating Testcases](#)
- [Testing Without a Formal Test Plan](#)



- [Outsourcing Web Site Testing](#)

## Quality Control for Web Sites

- [Quality Control and Testing](#)

## Quality Assurance for Web Sites

- [Basic Quality Assurance Concepts](#)
- [Understanding Quality](#)
- [Rating the Importance of Problems](#)

## Ecommerce Issues

- [Introduction and Overview](#)
- [Online vs "Traditional" Commerce](#)
- [Schemas and Concept Mapping](#)
- [The Roles Within Commerce](#)
- [Branding and Merchant Identity](#)
- [Communicating With Users](#)
- [The Impression of Trustworthiness](#)
- [Other Commerce-Related Articles](#)

## Search Issues

- [Considering Search: Search Topics](#)
- [Assumptions About Search](#)
- [Assumptions About User Search Behavior](#)
- [Types of Information Collections](#)
- [A Structural Look at Search](#)
- [Users and the Task of Information Retrieval](#)
- [Testing Search](#)
- [Useful Search Links and References](#)

## Email and Messaging Issues

- [Email and Messaging](#)

## Additional Quality Assurance Information

- [QA resources](#)
  - [terms](#)
  - [useful books](#)
  - [links](#)
- 

## **[CSS Tutorial from University of Texas](#)**

Here is an excellent [Cascading Style Sheets Tutorial](#) (CSS Tutorial), from the University of Texas. A style sheet provides a set of rules that how a web page should display. Style rules specify a property for an HTML tag or set of tags for items such as font styles and sizes, paragraph positioning, and line spacing. Style sheets maintain the separation between structural and presentation information. This CSS Tutorial gives you a good introduction and instructions for coding web pages and sites using cascading style sheets, along with several CSS samples.

### **Contents of this CSS Tutorial:**

- [Introduction](#)
- [Incorporating Style Sheets Into Your Document](#)
- [Example Rules](#)
- [CSS Properties](#)
- [Inheritance](#)
- [Style Sheets and Forms](#)
- [Positioning](#)
- [Backgrounds](#)
- [Sample 1](#)
- [Sample 2](#)
- [Conclusion](#)
- [References](#)

## **5) The Best New Free Windows, Linux, Hardware and General Computer Training Sites**

### **[Windows XP Lessons and Tips from Villanova University](#)**

Contents of this Windows XP Training Document:  
(155kb, 23 pages, pdf format)

#### Lesson 1 - Logging Into Windows

- Logging Into Your Computer From The Office

- Logging Into Your Laptop Computer From Home

#### Lesson 2- Customizing The Desktop

- Adding Shortcuts To The Desktop

- Displaying System Icons On The Desktop

- Changing Your Desktop And Display Settings

#### Lesson 3 - Using New Taskbar Features

- Customizing The Taskbar

- Using Grouped Taskbar Buttons

#### Lesson 4 - Exploring Changes To My Computer

- Opening My Computer

- Working With Folder Views

- Changing Folder Options

#### Lesson 5 - Using File And Folder Features

- Using Common File Tasks

- Using Common Folder Tasks

## Lesson 6 - Using The Search Companion Searching For Files And Folders

Lesson 7 - Using The Help And Support Center  
Exploring The Help And Support Center  
Searching For Help Topics  
Changing Search Options  
Using Favorites And History Lists  
Changing Help Options

Lesson 8 - Shutting Down/Locking Your Workstation  
Shutting Down, Locking The Workstation, And Stand By

---

### **[Windows XP File Management from Villanova University](#)**

This 4-page, pdf document, shows you how to perform common Windows XP File and Folder Tasks, which include renaming, moving, copying, publishing, e-mailing, printing, and deleting the file (96kb).

---

### **[Windows XP Support Articles and FAQs from the Windows Support Center](#)**

#### Optimizing Your Computer

- [Computer Health.](#)
- [Registry Compaction.](#)
- [Partition Planning.](#)
- [Startup Program Loading.](#)
- [Virtual Memory in Windows XP.](#)

#### Windows Shutdown Issues

- [Windows XP Shutdown & Restart Troubleshooting.](#)
- [Windows Shutdown & Restart Shortcuts.](#)

## Installations & Upgrades

- [Upgrade Win98/ME to Windows XP.](#)
- [File & Settings Transfer Wizard.](#)
- [Win XP SP2 FAQs & Best Practices](#)
- [Windows Longhorn.](#)

## Other Helpful Articles

- [Batch File Commands.](#)
- [Converting FAT32 to NTFS.](#)
- [Burning CDs in Windows XP](#)
- [Disabling Logon/Startup Password Request.](#)
- [FAT & NTFS File Systems in Win XP.](#)
- [Keep Your ISP Connection Live.](#)
- [Microsoft Public Newsgroups.](#)
- [Recovering Deleted Files.](#)
- [Troubleshooting Windows.](#)
- [Windows Power Toys FAQ.](#)
- [Windows Product Activation FAQ.](#)

## Security

- [Parasite Fight!](#)
- [Parasite Scanner](#)
- [Recovering Files](#)
- [Win XP WPA FAQ](#)
- [Other Resources](#)

This site will help you to understand and manage issues related to Microsoft Windows latest operating system, Windows Vista.

[Vista Frequently Asked Questions \(FAQ\)](#) - provides the more popular tips/tweaks for Vista.

[Life Savers](#) - some applications that will help increase the pleasure of computing with Vista.

### [Vista How To Guides](#)

1. [Adding An Email Account To Windows Mail](#)
2. [Accessing Newsgroups With Windows Mail](#)
3. [Creating A Virtual Machine With VMware Workstation Software](#)
4. [Windows Complete PC Backup](#)

[Reviews](#) - reviews of Vista software and technology related books.

---

---

## 6) Software, Office and Computer Sites and Downloads Worth Mentioning

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

### [Total Organizer](#)

Total Organizer is a Personal Information Manager that allows you to manage your appointments, tasks, To-Do list items and contacts. It organizes your data into a tree-like structure with virtual folders for each category. You can assign multiple categories to any item and filter your view by category, subcategories, or view all items on the agenda. Each task can optionally be associated with an alarm reminder and a priority status, as well as keyword for quick searching. Total Organizer

provides daily and weekly agenda views, as well as separate views for notes, To-Do items and contacts.

---

## **SecureIt Pro**

Use SecureIt Pro to lock your computer when you re not there. The program comes with a ton of features: Disabling the main Windows key functions, like Ctrl+Alt+Del, Alt+Tab, the Windows key, and the Ctrl+Esc key combination. SecureIt Pro can also disable the Windows boot keys, detect for cold boots, allow other people to leave messages, log incorrect password attempts, or even hide itself every few seconds. The program also includes password reminder options, that can assist you if you ever forget your password, as well as several advanced configuration options as well as a locking screen saver.

---

## **FileBolter**

FileBolter is a file search with some unique features. Similar to the standard Windows `Find` feature, it allows you to define filters for the files that you are looking for; the filtering options include directory conditions, file masks, file date and file context. In addition, to these standard search options, it also offers a plugin that lets you find specific images (landscape, portrait, custom sizes and more), as well as a graphical context search designer, that lets you built advanced context searches with a combination of boolean operators(little complicated to use). You can save the list of found files, search within the results and create custom bolters (developers) and more.

---

## **CombiMovie**

CombiMovie is small and simple program which can combine two or more mpg/mpeg files into a single continuous mpg movie. It uses the copy method and therefore works very fast, almost as fast as copying the files it self. CombiMovie is easy to use, just select the files to be joined and start the joining process. It offers a built in preview window that allows you to preview the parts before joining (or after).

---

## **JPGVideo**

JPGVideo can create a video (AVI) file from a series of JPG files. These JPG files are usually from a web camera that has been set to take pictures every few seconds. However, any JPG files could be converted into a video file, the only restriction is that they d all have to be the same size.

---

## **The HTML Font Colorizer**

The HTML Font Colorizer calculates the color codes (like #18E700) for creating a line of text that gradually shifts from one color to another. It then creates the proper FONT parameter tags for you to include on your Web pages. You work from the standard Windows palette and can see the results almost as fast as you can type. Once you have the desired design, the Colorizer copies it to the Clipboard, ready for insertion into your total page design.

---

## **IE Restrictions**



IE Restrictions allows you to disable certain modifications to Internet Explorer. Many of them are commonly abused by invasive web sites, that for example change your home page settings, modify the toolbar, open pages in full-screen mode and more. Others are more of an administrative nature, allowing you to disable the registry editor, page source viewing and other settings.

---

---

## **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.**

### **August 2008 Question of the Month:**

What are the steps or instructions I need to follow to remove spyware and malware from my computer?

### **Answer:**

Removing and uninstalling spyware from you hard drive is a very important task that you must periodically perform if you run Windows as your operating system. You should be familiar with how to do this and the steps it takes to accomplish it. These steps should be a part of any basic computer and software training course. Doing it right and to completion is also important, so you don't have any residual malware remaining. I have reviewed several computer help and support sites that provide this important information and found that [D-A-L.com](http://D-A-L.com) has the best set of instructions for doing this. This site's tagline is "Friendly, Free Computer Help", so you can get more personal assistance there if you need it. Here is their excellent instruction page on removing bad software and files from your computer, titled [Cleaning Out Malware](#). This tutorial article takes you through (and discusses in detail) these six steps for performing a complete clean-up of your hard drive:

1. Delete Temporary Files
2. Scan for Spyware
3. Scan for Trojans
4. Scan for Viruses and Worms
5. Scan for Rootkits
6. Installing a Firewall

Also described and linked are all of the free download links for their recommended clean-up tools, which I recommend also.

I hope this helps you.

Scott Turton

Site Editor

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

---

---

## 8) Please Support Our Training Mission

<http://www.EducationOnlineForComputers.com>

### How You Can Support Our Computer and Software Training Mission

Please help support EducationOnlineForComputers.com's Computer and Software Education and Training Mission by visiting our sponsors below and requesting more information. By doing so, you will be helping people who want to learn to use computers in an Information Technology career.

---

**[EdComp.com](http://EdComp.com)**

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

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>.

---

[ITT Technical Institute: Choose from their many programs](#)

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

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

---

---

**EducationOnlineForComputers.com**  
[www.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.

Copyright Notice: Please note that all of the items hyperlinked are copyrighted by their authors and/or publishers. You are expected to look for, read, and adhere to such notices. Downloaded and online material is copyrighted whether or not a copyright notice is present.

---

### \*\*\*[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.

These are as follows:

1. 28 Modules of Soft Skills Training, covering topics such as Coaching, Delegating, Finance Essentials, Hiring, Leading and Motivating Team, Making a Presentation, Managing Your Time, and Setting Goals.
  2. 19 Online Business and Reference Books, including titles such as Scientific Advertising, The Art of Electronic Publishing, and Small Business Manual
  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.
- 
- 

**To Subscribe to this Free monthly Newsletter of Computer Education, Training, & Tutorial Resources simply:**

**Go to this web page and use the subscribe form:**

**[http://www.educationonlineforcomputers.com/newsletr\\_sub\\_unsub.html](http://www.educationonlineforcomputers.com/newsletr_sub_unsub.html)**

---

Thank You!

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

<http://www.EducationOnlineForComputers.com>

