

Contents

1. Special Offer
2. Coming in November
3. Introducing our Windows XP and OneNote Guide
4. What goes into a new guide?
5. PowerPoint Tips & Tricks

1. Special Offer

Have you added new users to your organization? Have you run out of guides? We've ordered some extra copies of a few of our more popular titles and want to pass the savings on to you. Order 100 or more copies of the following titles, mention promotion code OC1052 and receive an additional 5% as a Thank You gift!

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- Lotus Notes 6.0
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- Communication 2005
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If you're planning an upcoming deployment or need a supply of guides for new employees, don't miss this chance to save. For a full list of titles, visit: www.nlearnseries.com/site/products/products_productscomplete.html.

*Unfortunately, this discount may not be combined with any other discounts. This discount can only be applied to these titles.

2. Coming in November

Over the past several weeks, our website development team has been working feverishly to redesign our site to serve you even better! The new site will launch in early November and will include even more features, tools and information. Stay tuned!

3. Introducing our Windows XP and OneNote Guide

Windows XP Tablet, the operating systems installed on many Tablet PCs, manages basic functions and supports the programs you use, such as word-processing, spreadsheet and email. **Windows XP Tablet** also controls printers and monitors, keeps track of your files and network connections and protects your data. In addition to guiding you through **Windows XP Tablet**, our newest guide also includes instructions for using **Ink** and **OneNote** on your Tablet. **Ink** is used for such programs as Word, Excel, PowerPoint and Outlook. **OneNote** is a tool that allows you to take notes in a variety of ways and then quickly organize them. Call 1-800-256-8489 to request samples or to place your order.

4. What goes into a new guide?

With Microsoft set to release their new Office suite early in 2007, our production team is already working with the Beta version. As with all our guides, our Office 2007 guides will go through an in-depth four stage development cycle. First, our product experts review all aspects of the new software to determine what features and functions are most useful. Then it's over to our team of technical writers to develop the content. The third stage is completed by our command testers. These team members work through every line of text, not only to ensure that all of our instructions are 100% accurate, but also to ensure that all the directions are intuitive, clear and concise. The final stage involves our graphics team who ensures that the content is laid out to maximize end user usability. Only then do we send the guide to our print team!

5. PowerPoint Tips & Tricks

Use transitions to add effects, such as fading to black, between two or more consecutive slides as they are being shown in a presentation. To add a transition to two or more slides, click the slides tab, select any number of slides, then choose Slide Show | Slide Transition. On the Slide Transition Task Pane, choose a transition effect from the "Apply to selected slides" list.

For more PowerPoint Tips & Tricks, check out our series of PowerPoint guides visit:

http://www.nlearnseries.com/site/products/products_pres.html