

LESSON 186

OUTLOOK'S JOURNAL FEATURE

HIDDEN MESSAGE IN WORD/WORD PERFECT

Microsoft Outlook offers a combination of contact and schedule management, to-do lists and memos. It can also be used to manage e-mail. A little-known feature of Outlook is the Journal, which can keep track of letters you write using Microsoft Word and e-mails you send with Outlook. Journal remembers whom they were for, when you sent them and what they were about. It records this information in one central journal so you won't have to search your entire hard drive or jog your own memory.

In order to do this, the journaling feature has to monitor the opening, closing and saving of every document you create. While useful, the Journal feature tends to slow the opening and closing of files. Not a bad price to pay for the convenience it offers.

To use Journal, from within Outlook, click on Tools and then on Options. In the Contacts section of the Options window, click on Journal Options. Now you can select the features that you find useful and the applications you'd like to keep track of. For example, you can track e-mails from any number of contacts. You can also specify that Journal record files from Word and Excel.

A HIDDEN MESSAGE IN WORD & WORDPAD? ABOUT THE ATTACK ON NEW YORK?

Open word, or open WordPad by clicking on start, then on run, & then type WordPad & click ok or press enter. Click on the down arrow to the right of your default font, typically times new roman - and select Wingdings.

Not Wingdings 1 or 2, but Wingdings. Now click on the down arrow to the right of the default font size - which is 10. Select 72. Now turn on your caps lock key - this is important

press the Q key = airplane - press the 3 key twice - Looks like the twin towers - now the 3 keys that stand for the abbreviation for York City - N + Y + C keys

Look closely - you have an airplane headed toward 2 twin towers, the skull & cross bones, a star of David (**Israel**) & a thumbs up!!!! Where did that come from?

