About the CD

The Companion CD that ships with this book contains many tools and resources to help you get the most out of your *Inside Out* book.

What's on the CD

Your *Inside Out* CD includes the following:

- **Complete eBook.**   In this section, you'll find an electronic version of *Microsoft Office Project 2003 Inside Out*. The eBook is in PDF format.
- **Project Standard Trial.**   In this section, you'll find a trial version of Microsoft Office Project 2003 Standard Edition.
- *Computer Dictionary*, **Fifth Edition eBook.**   Here you'll find the full electronic version of the *Microsoft Computer Dictionary*, Fifth Edition. Suitable for home and office, the dictionary contains more than 10,000 entries.
- **Insider Extras.**   This section includes files the author selected for you to install and use as additional reference material.
- **Microsoft Resources.**   In this section, you'll find information about additional resources from Microsoft that will help you get the most out of Microsoft Office Project and other business software from Microsoft.
- **Extending Project.**   In this section, you'll find great information about third-party utilities and tools you use to further enhance your experience with Office Project 2003.

The Companion CD provides detailed information about the files on this CD and links to Microsoft and third-party sites on the Internet. All the files on this CD are designed to be accessed through Microsoft Internet Explorer (version 5.01 or later).

> **Note**   The links to third-party sites are not under the control of Microsoft Corporation, and Microsoft is therefore not responsible for their content, nor should their inclusion on this CD be construed as an endorsement of the product or the site. Software provided on this CD is in English language only and may be incompatible with non-English language operating systems and software.

Using the CD

To use this Companion CD, insert it into your CD-ROM drive. If AutoRun is not enabled on your computer, click Index.htm in the WebSite folder in the root of the CD.

> **Caution**   This book also contains a trial version of the Microsoft Office Project 2003 Standard Edition software. This software is fully functional, but it expires 60 days after you install it. You should not install the trial version if you have already installed the full version of either Microsoft Office Project 2003 Standard Edition or Microsoft Office Project 2003 Professional Edition.

System Requirements

Following are the minimum system requirements necessary to run the CD:

- Microsoft Windows XP or later or Windows 2000 Professional with Service Pack 3 or later.
- 266-MHz or higher Pentium-compatible CPU
- 64 megabytes (MB) RAM
- 8X CD-ROM drive or faster
- Microsoft Windows–compatible sound card and speakers
- Microsoft Internet Explorer 5.01 or later
- Microsoft Mouse or compatible pointing device

> **Note**   System requirements might be higher for the add-ins available via links on the CD. Individual add-in system requirements are specified at the sites specified. An Internet connection is necessary to access the some of the hyperlinks. Connect time charges might apply.

Support Information

Every effort has been made to ensure the accuracy of the book and the contents of this Companion CD. For feedback on the book content or this Companion CD, please contact us by using any of the addresses listed in the "We'd Like to Hear from You" section.

Microsoft Press provides corrections for books through the World Wide Web at *http://www.microsoft.com/mspress/support/*. To connect directly to the Microsoft Press Knowledge Base and enter a query regarding a question or issue that you might have, go to *http://www.microsoft.com/mspress/support/search.asp*.

For support information regarding Windows XP, you can connect to Microsoft Technical Support on the Web at *http://support.microsoft.com/*.

Conventions and Features Used in This Book

This book uses special text and design conventions to make it easier for you to find the information you need.

Text Conventions

Convention	Meaning
Abbreviated menu commands	For your convenience, this book uses abbreviated menu commands. For example, "Click Tools, Track Changes, Highlight Changes" means that you should click the Tools menu, point to Track Changes, and click the Highlight Changes command.
Boldface type	**Boldface** type is used to indicate text that you enter or type.
Initial Capital Letters	The first letters of the names of menus, dialog boxes, dialog box elements, and commands are capitalized. Example: the Save As dialog box.
Italicized type	*Italicized* type is used to indicate new terms.
Plus sign (+) in text	Keyboard shortcuts are indicated by a plus sign (+) separating two key names. For example, Ctrl+Alt+Delete means that you press the Ctrl, Alt, and Delete keys at the same time.

Design Conventions

NEW FEATURE! This icon identifies a new or significantly updated feature in this version of the software.

⚙ Inside Out

This statement illustrates an example of an "Inside Out" problem statement.

These are the book's signature tips. In these tips, you'll get the straight scoop on what's going on with the software—inside information about why a feature works the way it does. You'll also find handy workarounds to deal with software problems.

Tip   Tips provide helpful hints, timesaving tricks, or alternative procedures related to the task being discussed.

Troubleshooting

This statement illustrates an example of a "Troubleshooting" problem statement.

Look for these sidebars to find solutions to common problems you might encounter. Troubleshooting sidebars appear next to related information in the chapters. You can also use the Troubleshooting Topics index at the back of the book to look up problems by topic.

Cross-references point you to other locations in the book that offer additional information about the topic being discussed.

This icon indicates information or text found on the companion CD.

Caution   Cautions identify potential problems that you should look out for when you're completing a task or problems that you must address before you can complete a task.

Note   Notes offer additional information related to the task being discussed.

Sidebars

The sidebars sprinkled throughout these chapters provide ancillary information on the topic being discussed. Go to sidebars to learn more about the technology or a feature.