

Microsoft Office Productivity

Put your most frequently used Word documents right at your fingertips

Information Systems Protection

Implement full volume encryption to protect the information on stolen Vista hard drives

Design, Media & Graphics

Export high-resolution web images with Photoshop CS3

From the Editor

If you find yourself wading through network folders to open the same Word documents over and over, this issue will give you a welcome workaround. We'll show you how to add the folders you access most to your My Places bar.

Security is a big problem when your employees take laptops on business trips or to work from home. And a new operating system like Windows Vista only complicates matters. Our Information Systems Protection article will arm you with the weapons you need to keep your Vista hard drives secure.

Finally, take control of your web images by learning more about Photoshop CS3's Export to Zoomify command. You won't have to settle for low-resolution web images anymore!

MICROSOFT OFFICE PRODUCTIVITY

Put your most frequently used Word documents right at your fingertips

At first glance, the My Places bar, which resides along the left side of both of the Open and Save As dialog boxes, seems to be a helpful tool that allows you to access files faster. But unfortunately, this isn't always the case. The fact is, you may not use your My Documents folder very often, and it likely takes numerous clicks to access your network folder via My Network Places or My Computer. Although you can't expect Word to read your mind and automatically take you to the precise folder you need, you can expect Word to allow you to customize your My Places bar so that it fits your needs, as shown in [Figure A](#).

Add a new folder shortcut to My Places

There are probably a few folders where you do the majority of your work, and these folders are likely buried somewhere on your hard drive or on the network. We'll show you how to add these folders to the My Places bar using the Tools button.

To add a folder to My Places:

1. Create a new Word document, then select File | Open, or click the Open button on the Standard toolbar, to launch the Open dialog box.
2. From the Look In dropdown list, select the drive on which your folder resides. Navigate

to the folder and select (but don't open) it in the Open dialog box's window.

3. Click the Tools button and select Add To My Places from the dropdown list, as shown in [Figure B](#). When you do, an arrow appears at the bottom of the My Places bar indicating that there are additional shortcuts that aren't displayed.

To use your new shortcut:

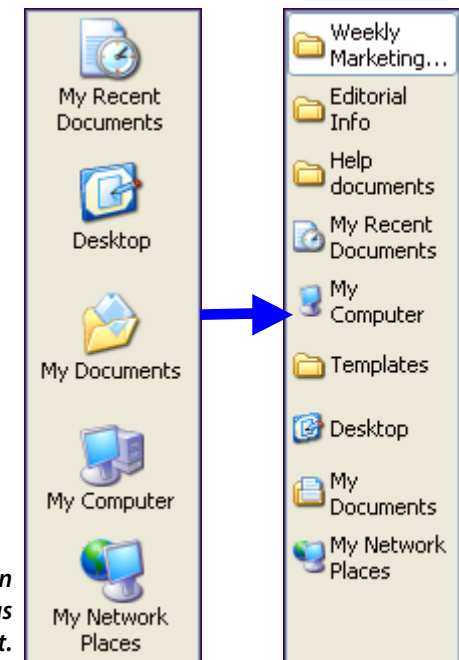
1. Click on the arrow at the bottom of the My Places bar to display any additional folders that aren't currently visible.

A

If your My Places Bar still looks like the one on the left, then you haven't customized it yet, as we did with the My Places bar on the right.

Related Courses

- Word 2000, 2002, 2003, 2007 & 2007 New Features
- 4008 Building Better Microsoft Office Word 2003 Documents in Less Time



- Click on your folder so its contents appear in the dialog box's window, and select the file you wish to open.

Note: Since the My Places bar is the same in both the Open and the Save As dialog boxes, you only need to format it in one dialog box. When you make changes to the My Places bar in one dialog box, they appear in the other dialog box automatically.

Repeat the steps in this section to populate your My Places bar with all of the folders to which you want easy access.

To remove a folder from My Places:

- Right-click on the folder you'd like to remove.
- Select Remove from the resulting shortcut menu.

Note: Though you can remove any folder that you've added to the My Places bar, you can't remove the default folders from your My Places bar. These folders include: My Recent Documents, Desktop, My Documents, My Computer, and My Network Places. You can put these folders at the bottom of your My Places bar, but if you truly want them out you can remove them by editing the registry. You can find out how to edit the registry and remove default My Places folders by searching Microsoft's Help And Support website, <http://support.microsoft.com>.

Size up your view

If you find yourself repeatedly scrolling through the My Places bar to find the folder you need, you can resize the Open

and Save As dialog boxes, or you can resize the icons on the My Places bar.

To adjust the size of the Open and Save As dialog boxes:

- Open the Save As or Open dialog box. Hover over the bottom-right corner of the dialog box.
- When your mouse pointer changes to a double arrow, click and drag to resize the dialog box (there's a minimum size requirement).

Your new settings are applied to both the Open and Save As dialog boxes, and are saved in Word so you won't need to repeat this process each time you launch the dialog box.

Resize the My Places icons

If you don't want to resize the entire Open and Save As dialog boxes, you can resize the folder icons in the My Places bar instead.

To increase the viewing area in the My Places bar:

- Right-click anywhere within the My Places bar.
- Select Small Icons from the resulting shortcut menu.

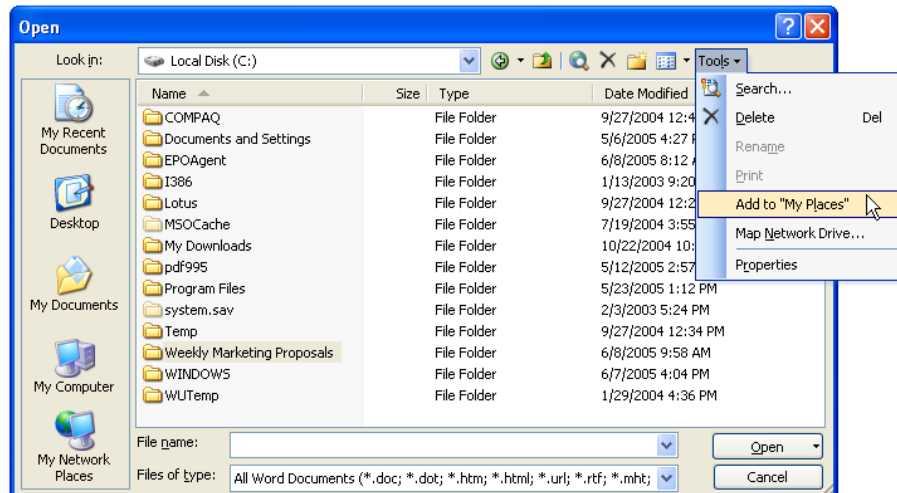
Change the My Places folder order

You can rank your folders by any means you want.

To move a folder to the top of the My Places bar:

- Right-click on the folder you want to move.
- Choose Move Up from the menu.
- Repeat steps 1 and 2 until the folder is at the top of the My Places bar.

Unfortunately, each time you add a folder to the My Places bar, it appears at the bottom of the list. You have to repeatedly select Move Up until your folder is in the right place. 🌐



B Adding your own folders to the My Places bar is simple in Word 2002 and later.

Business skills for the new world of work

In business today, productivity is key to your success. Whether that means setting up projects for success, forecasting and analyzing trends, or managing critical business information, it is vital that you have the skills to work at peak performance. You already know how to use Microsoft® Office System applications. New Horizons offers Microsoft Business Skills Series Courses to teach you how to use those applications to more efficiently manage, work with, and prioritize information to make better decisions. Go to www.NewHorizons.com for information on courses that cover topics such as:

- 🕒 4001 Team Collaboration Using Microsoft SharePoint Services
- 🕒 4006 Time and Task Management Using Microsoft Office Outlook 2003
- 🕒 4009 Setting Up Projects For Success Using Microsoft Office Project 2003

Implement full volume encryption to protect the information on stolen Vista hard drives

You've undoubtedly heard the news reports of lost or stolen government laptop computers containing confidential information. Of course, the problem isn't limited to this sector. For example, corporate executives frequently travel with notebook computers containing company trade secrets and financial information. Imagine the implication of those machines falling into competitors' hands! Furthermore, even if the machine itself isn't stolen, it's relatively easy for someone with malicious intent to simply remove the hard drive, slip it into his pocket, and walk away. Microsoft's BitLocker Drive Encryption technology, which is available in the Business and Ultimate editions of Vista, attempts to address problems like this.

Inside BitLocker

In brief, BitLocker uses 128-bit and 256-bit Advanced Encryption Standard (AES) encryption to protect the volume hosting the operating system. It can also work in conjunction with Microsoft's Encrypted File System (EFS) so users can continue to encrypt any personal data that may also reside on the volume. BitLocker provides three modes of operation, as described here:

- **Transparent Operation.** This mode leverages the capabilities of the Trusted Platform Module (TPM) 1.2 hardware to provide for a transparent user experience. The key used for the disk encryption is sealed (encrypted) by the TPM chip and is only released to the OS loader code if the early boot files appear to be unmodified. The

pre-OS components of BitLocker achieve this by implementing a Static Root of Trust Measurement, a methodology specified by the Trusted Computing Group.

- **User Authentication.** This mode requires that the user provides authentication to the pre-boot environment in order to be able to boot the OS. Two authentication modes are supported: a pre-boot PIN that the user enters or an inserted USB device that contains the required startup key. Multifactor authentication is also possible.
- **USB Key.** This mode doesn't require a cryptographic hardware chip, such as TPM. Instead, the user must insert a USB device containing a startup key into the computer to be able to boot the

protected OS. Note, however, that this mode requires that the BIOS on the protected machine support the reading of USB devices in the pre-OS environment.

For the purpose of this article, we'll focus on the USB Key mode, as your current inventory may not include machines with the appropriate cryptographic hardware. With that in mind, we'll walk you through the basic setup, so you can prepare for eventual deployment.

Partition your hard drive

Implementing BitLocker requires that you partition your hard drive prior to installing Vista. You need two partitions, as described here:

Related Courses

- 5115 Installing and Configuring the Windows Vista™ Operating System
- 5116 Configuring Windows Vista Mobile Computing and Applications
- 5117 Installing, Configuring, Troubleshooting, and Maintaining Windows Vista®
- 5118 Maintaining and Troubleshooting Windows Vista Computers



heroes happen {here}

National Sponsor of the
Microsoft Launch Events

Windows Server 2008

Visual Studio 2008

SQL Server 2008

New Horizons
Computer Learning Centers

- **System partition.** This is a relatively small partition that contains the files needed to bootstrap the machine.
- **Boot partition.** This partition consists of the remaining available space and hosts the Vista operating system.

To partition your hard drive:

1. Boot the target system from the Vista installation DVD.
2. Select the desired language, locale (time and currency format), and keyboard; click Next.
3. Click on the Repair Your Computer link located at the bottom-left of the display.
4. In the System Recovery Options dialog box that appears, click in the blank (white) area to deselect

Listing A:

Command sequence for partitioning a hard drive to support BitLocker.

```
diskpart
select disk 0
clean
create partition primary size=1500
assign letter=S
active
create partition primary
assign letter=C
list volume
```

any operating systems that may appear in the list; click Next.

5. Click on the Command Prompt link shown in **Figure A**.
6. In the command prompt window, enter the text shown in **Listing A**.

Format the partitions

At this point, you have two volumes: Volume 1 is the system partition and Volume 2 is boot partition, as shown in **Figure B**. You now need to format both partitions as NTFS.

To format the partitions:

1. Enter `exit` to quit diskpart.
2. Enter `format s: /y /q /fs:NTFS` to format the system partition.
3. Enter `format c: /y /q /fs:NTFS` to format the boot partition.
4. Enter `exit` to close the command prompt window.
5. Close the System Recovery Options window.

Caution: Do NOT click the Shutdown or Restart buttons; just click the Close box to close the System Recovery Options window.

6. Click the Install Now button.
7. Proceed with installing Vista, making sure you choose the larger partition, as shown in **Figure C**.

Enable BitLocker via Group Policy

Because we aren't using hardware cryptography, we need to configure Group Policy to support BitLocker. Essentially, the policy we're creating allows us to use the USB Key mode rather than TPM.

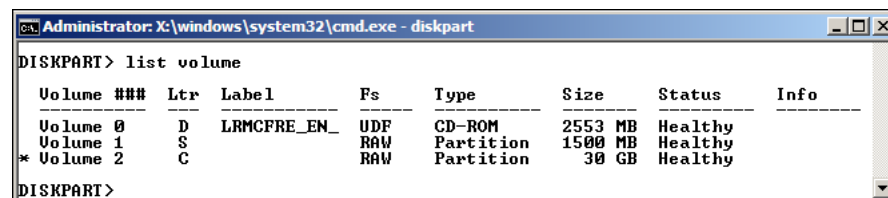
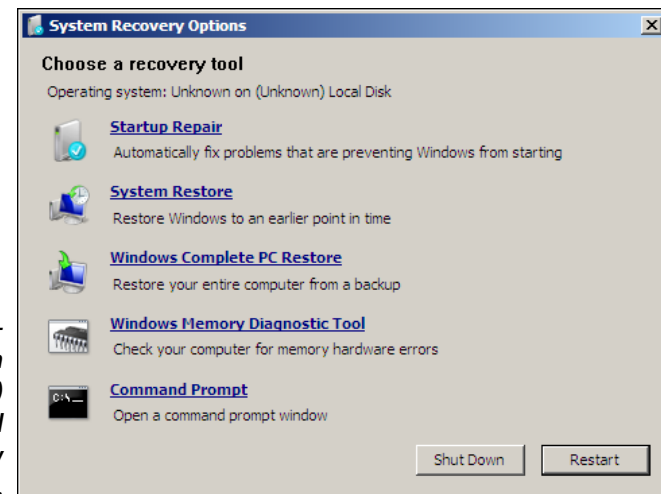
To enable BitLocker via Group Policy:

1. Click the Start menu.
2. In the Start Search text box, enter `gpedit.msc`.

3. In the Group Policy Object Editor console tree, expand Local Computer Policy.
4. Select the BitLocker Drive Encryption node.
5. In the details pane, double-click on the Control Panel: Enable Advanced Startup Options policy item.
6. On the Settings tab, select the Enabled option button as well as the Allow BitLocker Without A Compatible TPM check box.

A

Vista's Pre-installation Environment (PE) includes several system recovery options.



B

S is the system partition's drive letter and C is the boot partition's drive letter.

- Click OK to close the dialog box, and then exit Group Policy Object Editor.

Tip: You can activate the new policy by either restarting the system or by entering `gpupdate.exe /force` in a command prompt window.

Encrypt your hard drive

You're now ready to turn on BitLocker and begin the hard drive encryption process. Before proceeding with the next group of tasks, make sure you

have a formatted USB flash drive at your disposal.

To turn BitLocker on:

- Select Start | Control Panel | Security | BitLocker Drive Encryption.
- On the page that appears, click on the Turn On BitLocker link.
- In the BitLocker Drive Encryption dialog box shown in **Figure D**, click on the Require Startup USB Key At Every Startup link.

To save the recovery key:

- Insert your USB flash drive and wait for it to mount.
- In the next dialog box, select your USB flash drive, and then click Save.

Note: Step 2 doesn't actually save the recovery key. It saves the USB flash drive selection only.

- In the Save The Recovery Password dialog box, click on the links to either save or print the password.
- Follow the prompts to save or print the recovery key.

Tip: In addition to saving the recovery key on the USB flash drive, you should save it in an alternate location or print it because, without the recovery key, you won't be able to access the volume.

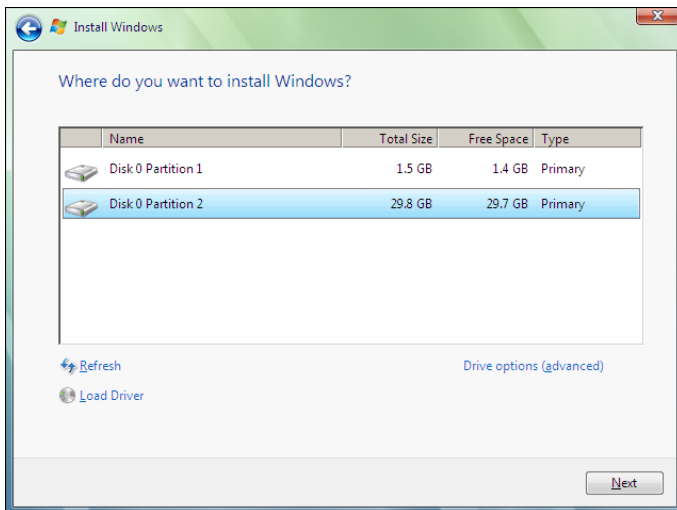
To encrypt the volume:

- Carefully read the information presented

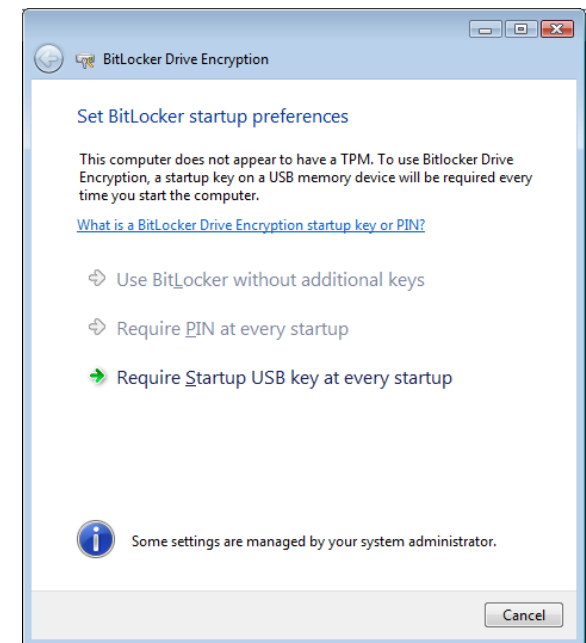
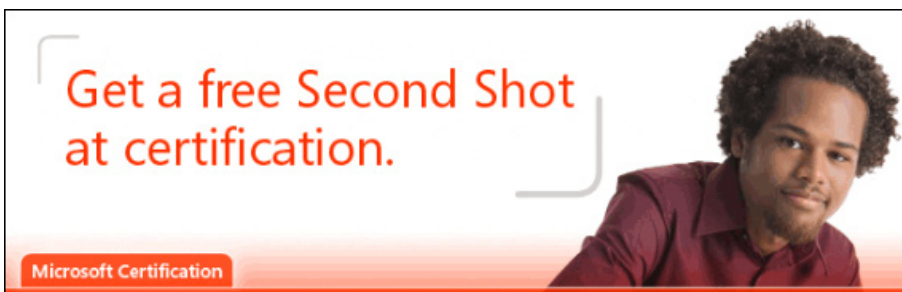
in the Encrypt The Volume dialog box.

- Select the Run BitLocker System Check check box.
- Insert your USB flash drive, and then click Continue.
- Restart the computer when prompted.

When the computer restarts, it checks to see whether it can read the key stored on USB flash drive. If the test is successful, Vista boots and the volume encryption process runs in the background. If it can't read the key, a dialog box notifies you of the problem; in this case, the volume encryption process doesn't start.



C
You need to install Vista on the larger partition.



D
This page reflects the modifications you made earlier through Group Policy.

Export high-resolution web images with Photoshop CS3

Anyone who's ever optimized web images knows that the struggle to maximize image quality but minimize file size is often a fruitless battle. In the end, bandwidth dictates that file size usually prevails and image quality suffers. But Photoshop CS3 comes to the rescue with the new Export to Zoomify command. Now you can post high-resolution images to the web for an unparalleled end-user experience. We'll show you how.

What is Zoomify?

Zoomify is a new export option bundled in Photoshop CS3 that allows you to export high-resolution images to the web. But that's not all: End-users can then zoom and pan the image for an interactive experience. When you use the Export to Zoomify command, the mini-application Zoomify breaks your image down into image tiles that you store on your web server with the rest of your web content.

Yes, Zoomify is an application created by the company **Zoomify, Inc.** According to Zoomify's website (www.zoomify.com), the Export to Zoomify command included in Photoshop CS3 is a beta version. This is where a little bit of bad news comes in. The Export to Zoomify command "involves technology not considered ready for sale or use on production websites and is provided solely to support testing to ensure a high-quality final shipping

product," states Zoomify in a disclaimer on their website.

But that doesn't mean you can't still have some fun with this new feature!

Let's zoom!

You can't fully appreciate the Export to Zoomify command until you see it in action, so let's test it out. (Images provided by PhotoSpin. Some images modified for educational purposes.)

To Export to Zoomify:

1. Make sure your image is 8-bit (Image > Mode > 8 Bits/Channel) and in sRGB format (Choose Edit > Color Settings, select sRGB from the Working Spaces RGB pop-up menu). The Flash player requires 8-bit images and sRGB format will ensure consistent web color across Macintosh and Windows platforms.

2. Choose File > Export > Zoomify to display the Zoomify Export dialog box.
3. Select an option from the Template pop-up menu to determine how



A You don't have to settle for low-resolution web images any longer.

Graphic & Design eTips to Enhance Your Work

If you are an expert at what you do, then you want to sign up for FREE New Horizons Graphics & Digital Designer eTips. Each week you will receive expert advice from our experienced editors that will improve your productivity and enhance your work. Learn more about the applications you use everyday, including: Adobe Illustrator, Adobe InDesign, Adobe Pagemaker, Adobe Photoshop, Digital Photography and QuarkXPress. Imagine the possibilities with the skills you'll gain!



Be aware of these Export to Zoomify issues

While you're exporting your images, keep in mind some of the following known issues with the Export to Zoomify command, taken from Zoomify's website:

- Export dialog's default quality level should be at least 8:High.
- Export creates SWF inside zoomable image folder rather than at same level as folder.
- Export dialog's labels are truncated in several places.
- Export dialog Zoomify logo background should not be white.
- Viewer hang after extensive tile loading.
- Pre-v9 Player should show error instead of graphic effects.
- Click-zoom when fully zoomed conflicts with proper Reset functioning.
- Background color does not show on initial load (intermittent).
- Background white block appears behind image on some zooms.
- Scroll wheel scrolls window and zooms image too.

For the complete list of known issues, visit www.zoomify.com/photoshop.htm.

your web page displays. We selected Zoomify Viewer (Black Background) for our example, as shown in **Figure B**.

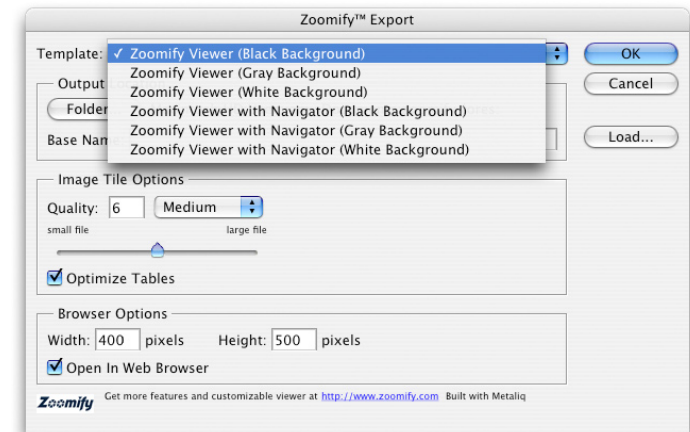
Tip: The options include different colored backgrounds and the option to include a navigation window or not. The navigation window is similar to Photoshop's Navigation panel. For this example, we find the navigation window distracting to the image, but you should test all the options to find your personal preference.

4. Click the Folder button located in the Output Location pane to display the Choose The Output Folder dialog box.
5. Navigate to an existing folder or create a new one with the dialog box options, and click Choose to select your destination folder. We set up a folder on our desktop for this example.
6. Enter a name in the Base Name text box. We entered *mom_child* for our example.
7. Select High from the Image Quality pop-up menu located in the Image Tile options pane, and select the Optimize Tables check box to optimize the image tiles.

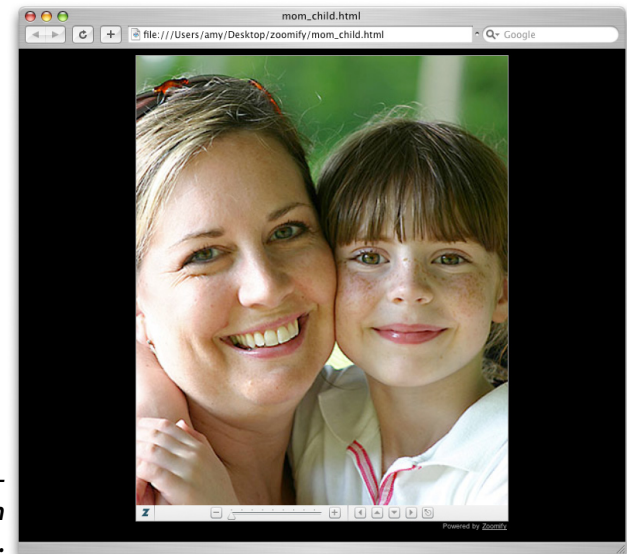
Note: Zoomify specifically recommends selecting the High setting because of issues with the other settings. For information on Photoshop Zoomify known issues, see the pullout box titled "Be aware of these Export to Zoomify issues" in this article.

8. Enter width and height values in the Width and Height text boxes located in the Browser Options pane. These settings determine the size of your Zoomify window after export. We entered 480 in the Width text box and 600 in the Height text box.

B
Choose a background for your web image in the Zoomify Export dialog box.



C
Zoom in to your high-resolution image with CS3's new feature.



9. Select the Preview In Browser check box to launch your browser and preview the zoomified image after export, and click OK.

Host more than one zoomified image

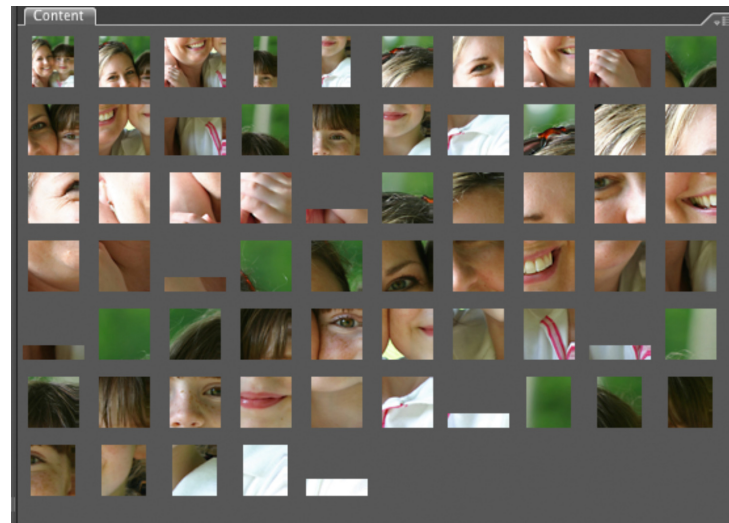
When you use the Export to Zoomify feature, you receive a folder full of tiles, plus an SWF player to preview your image online. But what if you want to host multiple zoomified images on your website? Do you need that same viewer on your web server more than once? No. Zoomify suggests you store the SWF player wherever you like on your server and change the 'SRC' path of zoomifyViewer.swf in as many places in your web page as you have zoomified images. The Export to Zoomify command exports the SWF player each time you use Export to Zoomify, but you need only one copy on your web server.

Navigate the image

Now let's take a look at the browser preview, shown in **Figure C**. Use the controls at the base of the image to zoom in and out of the image. Click on any portion of the image to zoom into that area, or click and drag on the image to pan around the image. Now, you can

zoom in and preview high-quality image details up close. Keep in mind, a high-resolution image will allow you to zoom in further than a low-resolution image.

Tip: Press [Ctrl][Shift] to zoom in, and press [Ctrl] to zoom out.



D You can see how Zoomify breaks down your image by looking at the image-tile thumbnails in Adobe Bridge.

Now take a look at the exported image tiles for a better understanding of how Zoomify breaks down the image. For our example, the image tiles are located in mom_child_img/TileGroup0. As shown in **Figure D**, you can preview the image-tile thumbnail previews easily with Adobe Bridge. 🌐

Get Advice from the Experts — Attend This FREE WEBINAR

**ITIL - Wednesday, April 23rd at 9 am Pacific
(11 am Central, 12 pm Eastern)**

The IT Infrastructure Library (ITIL) is the most widely accepted approach to IT service management in the world. Attend this webinar to learn from an ITIL professional about the different library components, ITIL certifications and see examples of how ITIL has led to high-impact success.

To register for this session and view the Webinar archive, click on www.NewHorizons.com/Webinars.