

## Microsoft Office Productivity

Leverage your contact information to instantly send email from Excel

## Information Systems Protection

Four ways to get the best of the old and the new with Vista Explorer

## Design, Media & Graphics

Add variety to your layouts using Photoshop layer comps in InDesign

## From the Editor

Microsoft Office applications work best when you use them together. We'll show you how to access your Outlook contact information directly from a link in your Excel spreadsheet.

Your familiar Windows Explorer receives a face lift in the new Windows Vista. Before you tear your hair out trying to make sense of the different features and the revamped interface, check out our article's four tips for using the Vista Explorer to its full potential.

You want to present several different InDesign layout options to your clients, but you may end up saving each option as its own file. We'll show you how Photoshop's layer comps can come in handy for your InDesign layout possibilities.

## MICROSOFT OFFICE PRODUCTIVITY

# Leverage your contact information to instantly send email from Excel

As an avid Internet user in our increasingly connected world, you're used to clicking on a hyperlink for additional information on the web. But, you can also leverage the power of hyperlinks to connect Excel and Outlook. Depending on the syntax you use, these hyperlinks can:

- Launch a corresponding Contact form in Outlook, as shown in **Figure A**.
- Create a pre-addressed blank email to the Contact.
- Generate a pre-addressed email with a subject line already in place.

## Why connect Excel and Outlook?

By linking Excel to Outlook, you avoid entering contact information that's already in Outlook contact forms into an Excel spreadsheet. It also helps ensure accuracy, since you need only make changes to the employee's information in Outlook. You can also quickly launch an email directly from the Contact form. Let's look at how you can easily set up some hyperlinks in Excel that make your email and contact management chores a breeze.

## Make the connection

If you've already entered contact data into Outlook, and you want to be able to quickly

access that data from within a worksheet, you don't need to reinvent the wheel. Instead, add a hyperlink to each cell in a column of names in an Excel workbook to connect them with the corresponding Outlook forms.

### To create a hyperlink in Excel to a Contact form:

1. In your Excel worksheet, select the cell containing the name you wish to link and press [Ctrl]K or choose Insert | Hyperlink to display the Insert Hyperlink dialog box. (We choose cell A6, which contains the name of our contact, Walter Skinner.)
2. Click on the Existing File Or Web Page icon in the Link To panel.

## Related Courses

- Excel 2000, 2002, 2003 & 2007 New Features
- 4003 Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions

3. In the Address text box (Type The File Or Web Page Name text box in Excel 2000), type *Outlook:Contacts/~Walter Skinner*, where *Walter Skinner* is the name of the contact you're linking. (There's no space between the tilde (~) and the name of the contact.)
4. Click OK to link your Excel cell to the corresponding Outlook contact form.

Now, when you click on the cell that's a hyperlink (cell A6, in our example), the associated Outlook contact form displays. Just repeat the process for each contact and you'll have a worksheet with connections to your contact forms.

## Three ways to send emails with hyperlinked connections

By adjusting the hyperlink's syntax, you can cause it to perform different functions in conjunction with Outlook.

### Send an email from a Contact form

If you want to send an email from Excel, you can use the hyperlink to access the Contact form in Outlook. When the form opens, click the New Message To Contact button on the form's Standard toolbar to create a pre-addressed email message.

### Send an email straight from Excel

If you don't need to access the contact information from within Excel, you can bypass Outlook's contact form altogether. To create a hyperlink that immediately launches a pre-addressed email message in your default email application, simply follow these steps:

1. Enter the email address directly into a cell in your workbook—Excel creates the necessary hyperlink for you automatically.
2. Right-click on the hyperlink and select Edit Hyperlink.

3. Enter the text you want displayed in the spreadsheet in the Text To Display text box, and click OK.

### Send an email with a preset Subject line

You can customize the hyperlink further to generate a pre-addressed email with a subject line already filled in. For instance, we could edit the links in our spreadsheet so we only have to click on the link to generate a new email with the subject line *Please update your latest sales figures*.

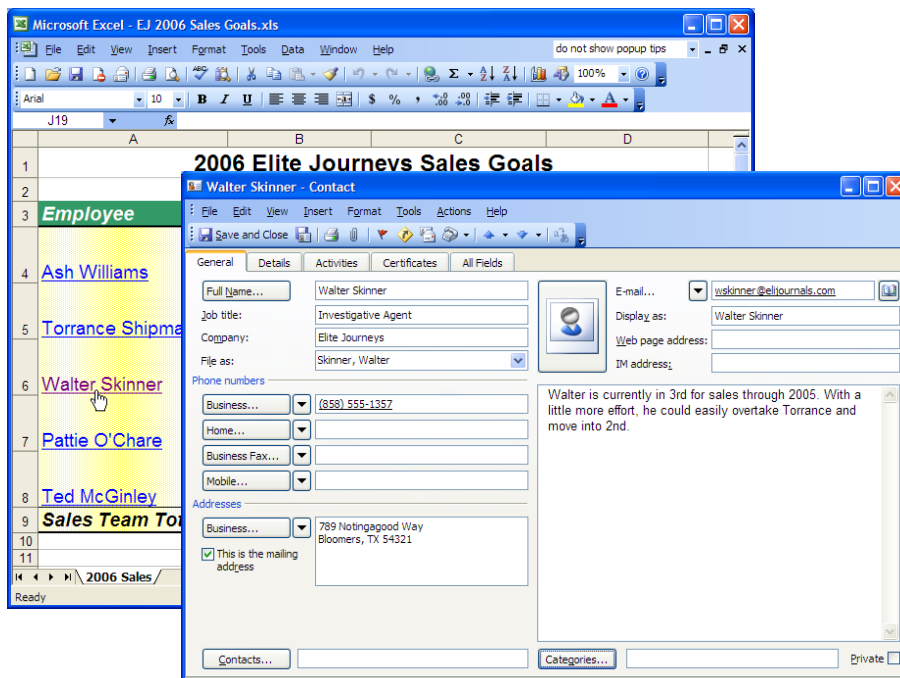
1. Enter the text you want displayed in Excel, and then press [Ctrl]K with the cell selected to launch the Insert Hyperlink dialog box.
2. Click E-mail Address at the bottom of the Link To panel, and enter the desired email address in the E-mail Address text box. (Excel automatically adds a mailto: label when you enter text in the E-mail Address text box.)

3. Enter the text you'd like to appear in the subject line of the email you'll send from the hyperlink (e.g. Please update your latest sales figures) and click OK.

## Increase your Excel-to-Outlook connection speed

The procedures we've discussed work regardless of whether Outlook is running—though if it isn't open, you may need to log in whenever you click on one of your new hyperlinks in Excel. Here are a few tips to quickly connect Excel and Outlook.

- Launch Outlook and leave it running in the background before you click on a hyperlink.
- Or, rather than launching Outlook, just click on a contact link in Excel and leave the Contact form open. As long as a form is open, you won't have to log in to Outlook when you click on a hyperlink in Excel. 🌐



### 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](http://www.NewHorizons.com) for information on courses that cover topics such as:

- 4002 Forecasting and Trend Analysis Using Microsoft Office Excel 2003
- 4003 Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions
- 4005 Beyond the Spreadsheet: Managing Financial Information Using Microsoft Office Access 2003

**A** You can quickly access an Outlook Contact's information by using hyperlinks in Excel.

# Four ways to get the best of the old and the new with Vista Explorer

As an XP power user, you're surely excited about the Vista enhancements, but also wary of changes that will inhibit your productivity. Vista's new take on Windows Explorer could easily slow you down with all the added features, and the familiar menus and buttons you won't find when you first open Explorer. To speed up your travels through Vista's Explorer, we'll guide you through the new look and show you where you can find your favorite options.

## Familiarize yourself with the new Explorer

Microsoft significantly changed the way Windows Explorer looks and operates in Vista—especially with the default appearance. As you can see in [Figure A](#), the differences include:

- No title bar
- No menu bar
- An address bar that indicates folders and subfolders with right pointing triangles rather than backslashes
- A Search text box
- A Favorite Links pane
- A minimized Folders pane
- An Organize button on the new Command bar you'll use to change Explorer's layout and also cut, copy, paste and create new folders

- A Details pane along the bottom that lists important information about the folder you've opened.

Since we opened Computer in [Figure A](#), the Details pane indicates information such as the computer name and amount of memory.

In addition to the new look, Vista's Windows Explorer comes with some new names and new "Explorers." In [Table A](#), we compare the XP names to those used in Vista. [Figure B](#) shows how some folders, such as Music, have their own Explorer look and functionality.

## Navigate through Explorer with ease

Now that you're familiar with the new look, let's take a look at a few modifications every XP power user should consider. With these changes,

you can quickly find the features you're accustomed to, and gain a few that you'll wish you could add to XP.

## 1. Personalize the Favorite Links pane

With the Favorite Links pane, you have swift access to your Documents, Pictures, Music, and more. You can see the default links available in the Favorite Links pane in [Figure B](#). To maximize your productivity, personalize this pane for your needs.

**Table A:**  
*Windows XP versus Windows Vista Explorer names*

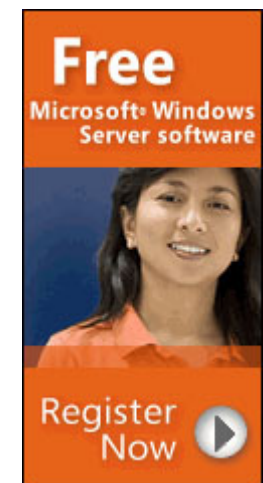
Windows XP	Windows Vista
My Computer	Computer
My Documents	Documents
My Network Places	Network
Windows Explorer	Windows Explorer (or just Explorer)

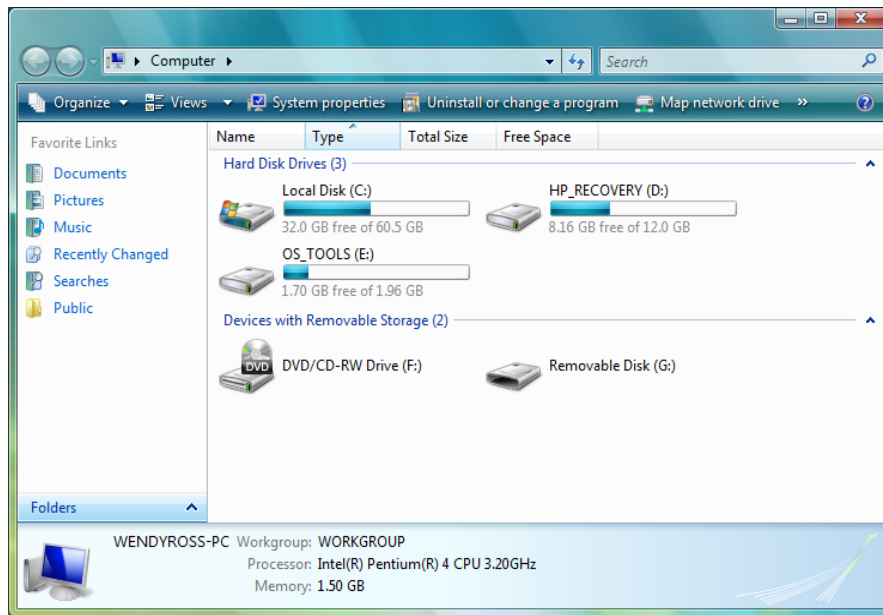
## To add and remove Favorites from the Favorite Links pane:

1. Right-click in the blank space in the Favorite Links pane and choose Open Favorite Links Folder, as shown in [Figure C](#).
2. A new Explorer window opens to C:\Users\UserName\Links

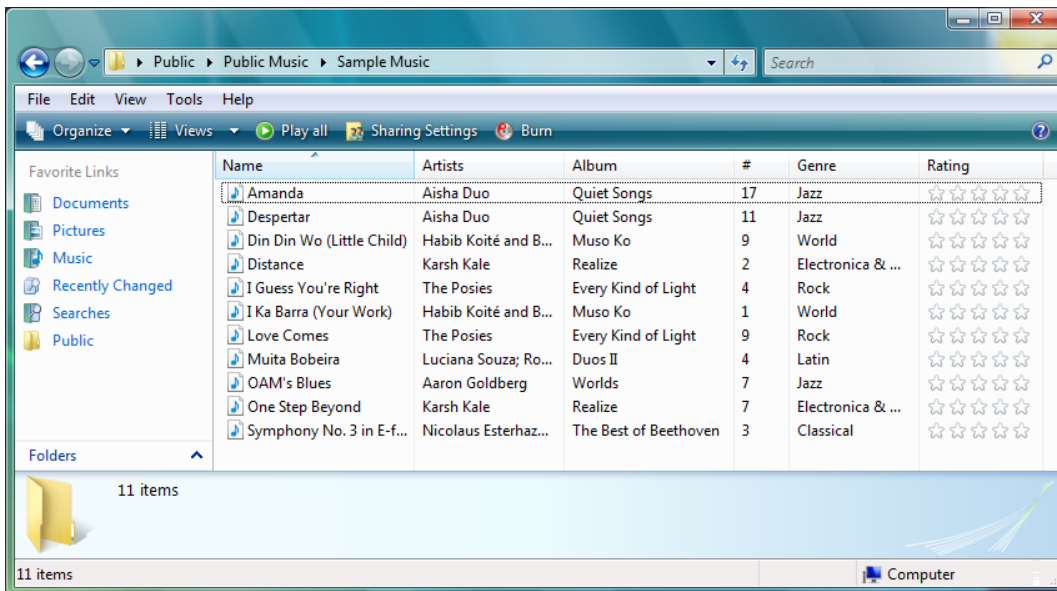
## Related Courses

- 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





**A** By default, Windows Vista's Explorer window offers enhancements that put the information you need front and center.



(where *UserName* is your Windows username.)

- To delete a link, simply right-click on its shortcut and choose Remove Link from the pop-up menu.
- To add a link, right-click in the blank space on the right pane and choose New | Shortcut.
- Enter the path to the shortcut you wish to add and click Next.
- Enter a name for the shortcut and click Finish.

**Another way:** You can also copy existing shortcuts and paste them as links into your Favorite Links.

**Figure D** shows that we added to our Favorite Links a link (shortcut) to an existing network share (i.e., \\SUPERPC\Temp). It appears in the right pane (because we've opened the Links folder) and also in the Favorite Links pane.

**B** Music Explorer offers detailed information such as Artists and Albums, but also offers quick buttons to play files or burn them to disk without opening another program.

## 2. Welcome back the Menu bar

Many XP power users take a look at the new Explorer and their first thought is "Where is the File menu?" If you're a Menu bar fan and haven't quite mastered the new Command bar, you're probably wondering if you can get the Menu bar back—especially once you discover that some Menu bar options don't come with the Command bar. Fortunately, you can add the Menu bar to Vista's Explorer.

### To add the Menu bar to Explorer:

- Click on the Organize menu option on the Command bar.
- Select Layout | Menu Bar to add a check to the item.

As shown in **Figure E**, a checked Menu Bar brings back the File and other menus (although they're modified for Vista).

## 3. View every drive on your computer

By default, Vista's Explorer displays the Favorite Links pane with the Folders

### Scattering breadcrumbs

Because the Vista Address bar's dropdown list shows you a list of previously accessed locations, XP pros often refer to it as the *breadcrumb bar*—a bar that shows you've where you've been like Hansel and Gretel's breadcrumb trail.

pane minimized. In Windows XP, you can toggle the Folders button on the Standard Buttons toolbar to open the Folders pane for quick access to My Network Places, the Recycle Bin, USB devices, and more. If you're hunting for that Folders button on the Command bar, stop. To access your Folder pane, click on Folders under the Favorites Links pane as shown in **Figure E**.

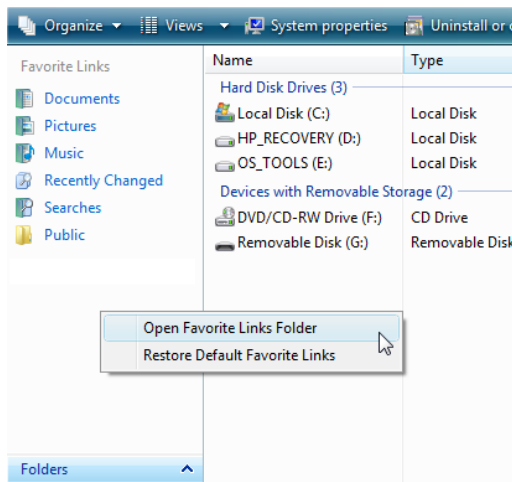
#### 4. Leap to your destination

As previously mentioned, Vista offers an updated Address bar that replaces the familiar backslashes with triangles. For XP buffs, you can still access folders by typing in a path in UNC format (e.g., \\SUPERPC\Temp, C:\Windows), and you can also still click on the Address bar's

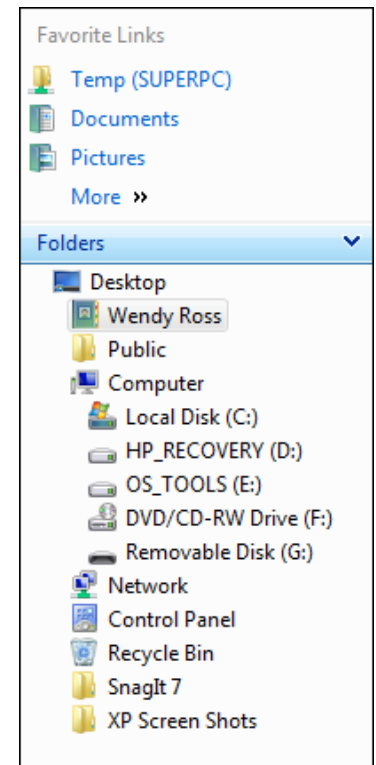
dropdown list to view other locations you've recently accessed.

But Microsoft added the new triangles for a feature-rich reason, rather than just for looks. Those triangles open dropdown lists that allow you to use the Address bar to jump from your current location to any other location on your computer. To take advantage of this feature,

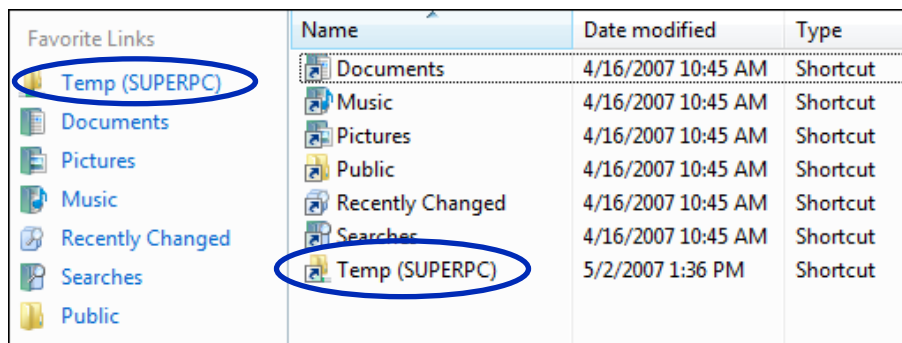
1. Click on any triangle in the Address bar to convert it to a dropdown list. A list of locations available at that level appears, as shown in **Figure F**.
2. Click on the location to which you want to jump. Explorer switches to that location in a flash. 🌐



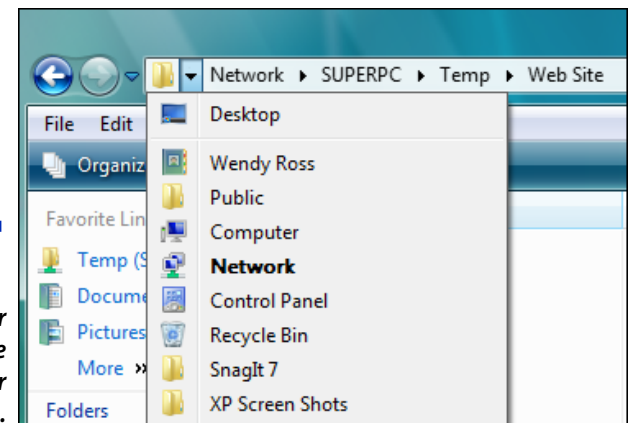
**C** Add to your Favorite Links or ditch links you don't use—just start by opening the Favorite Links folder.



**E** Navigate in Windows XP-like fashion by opening the Folders pane.



**D** Add any shortcut to your Links folder and it will appear in the Favorite Links pane no matter what folder you open.



**F** Jump from folder to folder with the new Address bar dropdown lists.

# Add variety to your layouts using Photoshop layer comps in InDesign

Where were Photoshop layers and layer comps the last time you needed to present multiple compositions of a page layout to a client? The layers and (since Photoshop CS) layer comps probably existed in your image files, but the ability to access them from within InDesign didn't. Therefore, your only recourse was to save and place each version as a separate file—a time-consuming method at best. Thankfully, all that has changed! Using the image shown in **Figure A**, we'll demonstrate how InDesign CS2 and CS3 allow you to control the visibility of layers and layer comps when they exist in Photoshop files.

## Follow the rules

Controlling layer visibility in InDesign is a fairly simple concept. As with all new technology, though, there are certain guidelines. Please heed the following to ensure your files print correctly:

- Don't flatten the original Photoshop files. The layers in the linked source file must exist in order for InDesign to print them.
- Don't edit the files in such a way as to remove the required layer data. This includes changing the layer names, number of layers, stacking order, and layer comp definitions.

Now that we've got the preliminaries out of the way, let's have some fun.

## Selectively import layers

The first place you can control layer visibility is when you place your

Photoshop files in InDesign CS2. The Layers tab is the newest addition to the Image Import Options dialog box, but it's easy to overlook, since InDesign doesn't open it by default.

### To control layer visibility as you place an image:

1. Create a new InDesign document.
2. Choose File > Place. The default shortcut is [command]D ([Ctrl]D in Windows).
3. Select the image file in the Place dialog box, and then either select the Show Import Options check box and click Open, or [shift]-click Open.
4. Click the Layers tab in the Image Import Options dialog box. As shown in **Figure B**, the file is set to show only the Background layer—

indicated by the absence of the Eye icon next to the other layers in the Show Layers list. The layers import whether or not we make them visible, so let's leave them as is for now.

5. Click on the Layer Comp pop-up menu to see the list of available layer comps built into the file. You can select a specific layer comp if you wish, but all layer comps will import into InDesign, regardless

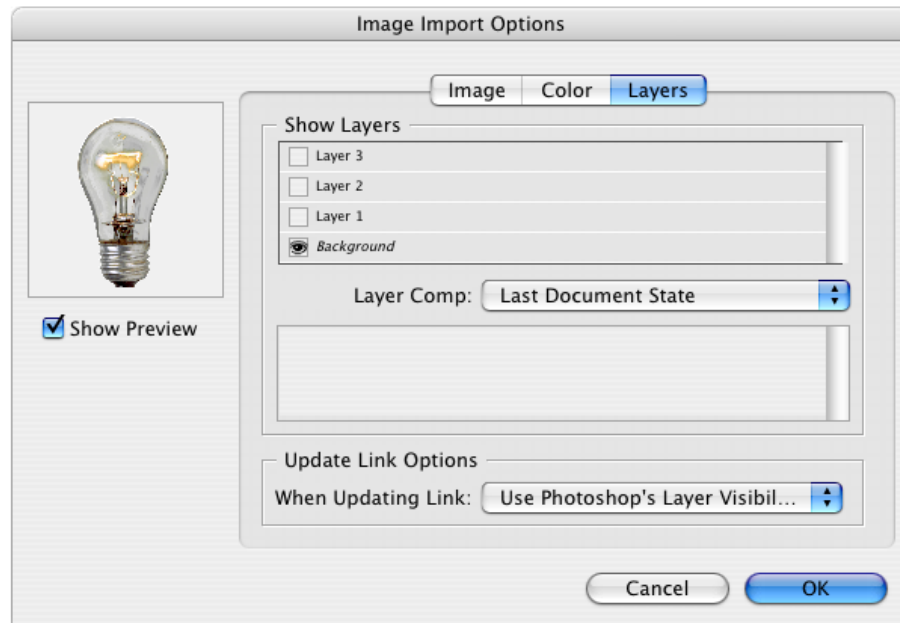
# A

*Combine InDesign's strengths with Photoshop's strengths for stellar results.*

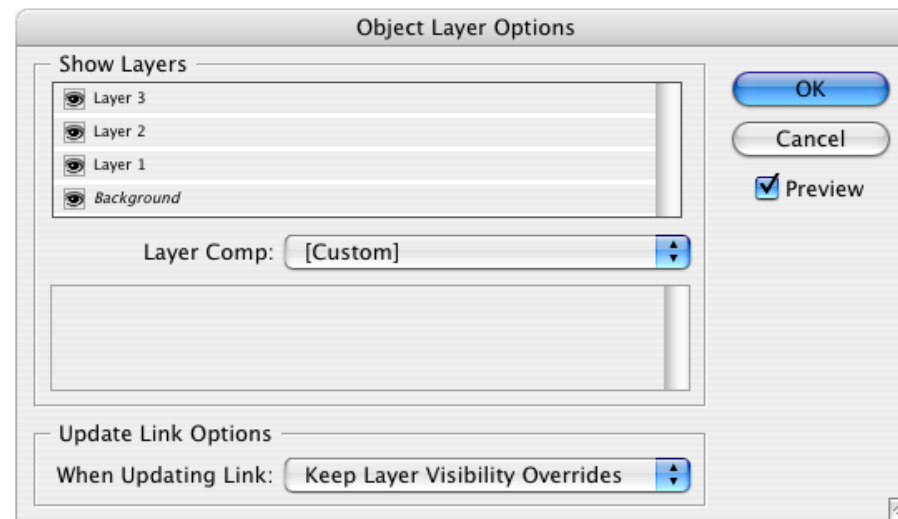


## Related Courses

- InDesign CS3 – Level 1
- InDesign CS3 – Level 2



**B** If you don't see an eye icon beside a layer, that layer is hidden.



**C** When you show different layers, your image gets a makeover.

of which one you select. Let's leave this set to Last Document State for now.

- Choose Keep Layer Visibility Overrides from the When Updating Link pop-up menu. This will maintain the layer overrides we'll apply in InDesign after we place the file (rather than use Photoshop's layer visibility settings) in the event that we update the link to the original file.
- Click OK, and then click the loaded graphics icon on the page to place the image.

## Edit layer visibility

After you place a Photoshop file, you can edit layer visibility overrides to show variations that exist within the source file.

### To edit layer visibility:

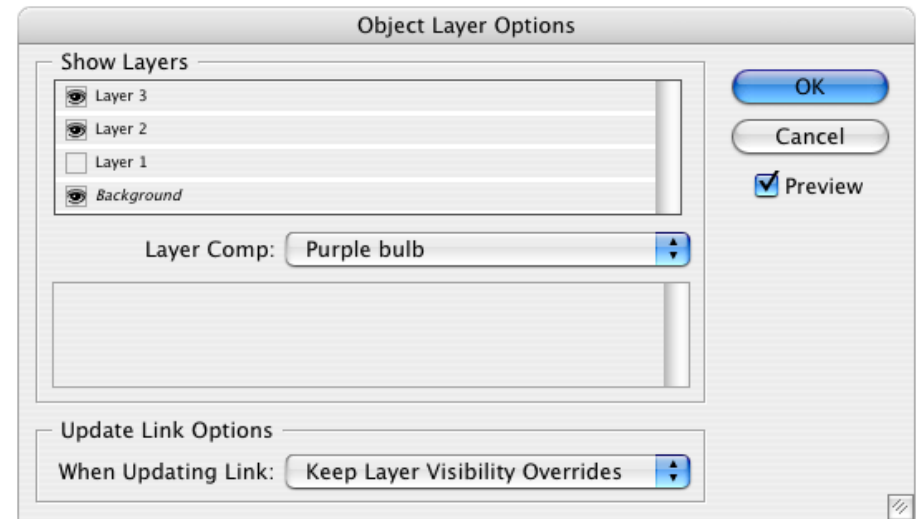
- Select the image and choose Object > Object Layer Options.
- Select the Preview check box.
- Click in the small box to the left of each layer to show or hide the layer in your document, as shown in **Figure C**. Or, choose an alternate state from the Layer Comp pop-up menu, as shown in **Figure D**.

**Note:** In CS2 we noticed a delay while InDesign generated the preview when selecting individual layers for Custom layer comps. If your preview is slow, try clicking the Preview checkbox again after you make your selections.

4. Click OK when you've made your selection.

**Tip:** Use the Links palette and the Preflight command to easily identify Photoshop files with layer overrides.

Using these guidelines, you can take advantage of Photoshop layers and layer comps, and ensure images display as you need and output as you expect. 🌐

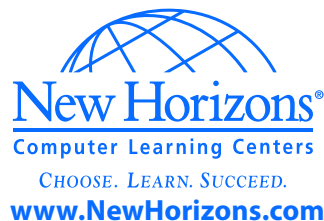


**D** You can choose a different Layer Comp from the pop-up menu.

### 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!



Elevate is produced exclusively for New Horizons Computer Learning Centers, Inc.



**Copyright**  
 © 2008 Eli Journals. This work is an independently produced publication of Eli Research, the Content of which is the property of Eli Research or its affiliates or third-party licensors and which is protected by copyright law in the United States and elsewhere. The right to copy and publish the Content is reserved, even for Content made available for free such as sample articles, tips, and graphics, none of which may be copied in whole or in part or further distributed in any form or medium without the express written permission of Eli Research. Requests for permission to copy or republish any Content may be directed to Mark Lydard at (800) 508-1316.

Interested in a custom-content publication? Email us at [customcontent@elijournals.com](mailto:customcontent@elijournals.com).