

## Microsoft Office Productivity

Fill out your sparse table of contents with extra entries

## Information Systems Protection

Take advantage of your server's default security settings

## Design, Media & Graphics

Automate sub-list formatting with Paragraph Styles in InDesign CS3

## From the Editor

A table of contents should include important benchmarks in your Word document. If you want to add more information to an unimpressive table of contents, check out our cover article.

Windows Server 2003 comes with a few default security settings that you should know about if you're responsible for the server. We'll give you the run-down and explain a few changes that set it apart from earlier servers.

Finally, if you need to create a multi-level list in InDesign, you might have a hard time in earlier versions. But we'll demonstrate how to do it quickly in CS3 with Paragraph Styles.

## MICROSOFT OFFICE PRODUCTIVITY

# Fill out your sparse table of contents with extra entries

Creating a basic table of contents is adequate for many documents, but sometimes you need your TOC to include a reference to important information that doesn't use one of your chapter, section, or heading styles. Fortunately, Word offers a special field, the TC field, which lets you add text to a TOC without changing its style.

## TOC basics

When you're compiling a long document, you can make it easier to navigate with a TOC. The process is simple:

1. Use styles to format your document's chapter, section, and heading titles.
2. Use the Table Of Contents feature to automatically generate a table of contents based on your Word styles.

Word looks for each occurrence of the style(s) you specify and then adds the associated document text to an interactive table of contents.

## What you must know about TC fields

TOCs depend on your ability to use TC fields. The TC field uses the following syntax:

```
{ TC "text" [switches] }
```

where text is the entry you want to appear in the table of contents and [switches] are optional commands you can use to control the text's appearance in the TOC. There are three types of switches you can use with a TC field, as described in [Table A](#).

Unlike most other types of field codes, TC field codes don't produce visible field results. Instead, you'll see nothing in their place when you toggle the display from field codes to field results. In addition, Word automatically formats TC fields as hidden text. This behavior prevents them from appearing in print.

## Mark text with a TC field

There are two ways you can add TC fields to a document. The easiest way is to use the Mark

## Related Courses

- Word 2007 - Level 1
- Word 2007 - Level 2
- Word 2007 - Level 3

Table Of Contents Entry dialog box. However, this method doesn't provide full control over your TC field's available switches. For full control, you'll need to use the Field dialog box or modify the field code after you've used the Mark Table Of Contents Entry dialog box to create it. Let's take a closer look at each method.

## Method 1: The Mark Table Of Contents Entry dialog box

To add a TC field using the Mark Table Of Contents dialog box, begin by selecting the text you want



### Work with hidden text

Since TC fields are automatically formatted as hidden text, you'll want to enable hidden text display while you're working on them. You can choose between two methods for enabling hidden text display:

- Click the Show/Hide button on the Standard toolbar.
- Choose Tools | Options, and then click on the View tab. Select or clear the Hidden Text check box, and then click OK.

Keep in mind that although it's helpful to view TC fields and other hidden text while you're revising your document, you may want to suppress the display of hidden text when your document and its table of contents are complete.

to add to your table of contents. Or, if you want to use alternate text instead of document text in the TOC reference, position the insertion point where you want the TOC reference to point.

#### To insert a TC field:

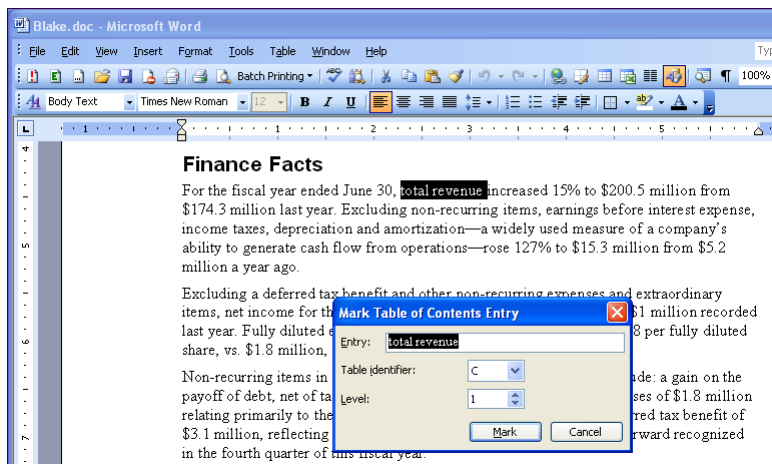
1. Locate the first paragraph in the Finance Facts section on page 2 of our sample file. We'll include TOC references to the subject matter of key paragraphs in the Finance Facts section.
2. Select the text *total revenue* in the first line.
3. Press [Alt][Shift]O to display the Mark Table Of Contents Entry dialog box, as shown in **Figure A**.

#### How the Mark Table Of Contents Entry dialog box works:

- The text you selected (if any) appears in the Entry text box. This is the text that will appear in the TOC. You can modify this text if you wish, or you can add text if the Entry text box is empty. For our example, we changed the text from lowercase to title case.
- The Table Identifier setting works like the \f switch and lets you assign an identifier to distinguish entries belonging to other tables of contents (if your document includes them). For our example, leave this setting unchanged.

- The Level list box works like the \l switch and lets you specify which level the entry should use in your TOC's hierarchy. This setting works like the TOC Level setting in the Table Of Contents Options dialog box. For our example, change this setting to 2.

When you click the Mark button, Word inserts the TC field in your document immediately after any text you selected (or at the insertion point if you selected nothing). However, the dialog box remains open. In fact, once you've opened the dialog box, you can use it to create as many TC fields as you like. Just use the mouse to switch between document text and the dialog box.



**A** You can use the Mark Table Of Contents Entry dialog box to add an item to your table of contents.

**Table A:**  
TC field switches

Switch	Description	When to use
\f	When a document contains more than one table of contents, this switch identifies which TOC the marked entry belongs to. Follow the \f switch with an identifier (a letter from A to Z) indicating which TOC the entry should be assigned to.	You have more than one TOC in your document
\l	This switch identifies which level the entry should use in the TOC. Follow the \l switch with a number between 1 and 9 indicating which hierarchical level the entry should use. When the switch or its corresponding number is omitted, Level 1 is used by default.	You want to use a level besides the default Level 1 in your TOC hierarchy
\n	This switch prevents the TOC entry from including a page number.	You don't want a page number for a TOC entry

In our example, we added TC references that point to the following phrases:

- *Net income* in the second paragraph
- *Non-recurring items* in the third paragraph
- *Net operating losses* in the fourth paragraph

Once you've finished entering all the TC fields you need, close the Mark Table Of Contents Entry dialog box.

## Method 2: The Field dialog box

The Field dialog box method offers a somewhat less intuitive interface than the Mark Table Of Contents dialog box, but it does offer you more control over the TC field's behavior.

### To create a TC field:

1. Position the insertion point where you want to insert the TC field. To follow along with our example, place the insertion point at the beginning of the fifth paragraph in the Finance Facts section, which begins with the phrase "We also significantly strengthened our balance sheet ..."
2. Choose Insert | Field from the menu bar. (In Word 2007, go to the Insert tab and click the Quick Parts button in the Text group. Choose Field from the dropdown list.)

3. In the Field dialog box, select Index And Tables from the Categories list box and TC from the Field Names list box.
4. In the Text Entry text box, type the text that should appear in the TOC. For our example, type *Other Finances*.
5. Add switches by selecting a check box in the Field options area.
6. If you selected the Outline Level check box, enter a number in the corresponding text box. Click OK to dismiss the Field dialog box.

## Modify a TC field

You can easily change a TC field's text and switches after you've created it. Ensure that the field code and hidden text are visible, and then make changes directly to it.

## Compile the table of contents

After you've added TC fields, you can compile the table of contents using the Table Of Contents feature.

1. Position the insertion point where you want the table to appear. For our example, we positioned the insertion point after the Blake Bros. Annual Report heading at the top of the document.
2. Choose Insert | Reference | Index And Tables. Click on the Table Of Contents tab.

3. Click the Options button to open the Table Of Contents Options dialog box.
4. Since you're compiling a table of contents from TC fields, select the Table Entry Fields check box.
5. If you also want to include text in your TOC based on style and outline-level formatting, select the Styles and Outline Levels check boxes as well.
6. Revise the TOC level settings as appropriate, as shown in **Figure D**, and then click OK.
7. Choose the desired layout options for your TOC on the Table Of Contents property sheet, and then click OK when you've finished.

**Tip:** If Word automatically displays field code in place of the TOC, press [Alt][F9].

Notice that the text with Heading 1 and Heading 2 styles appears in the TOC's level 1 and level 2 positions, respectively. However, the text we marked with TC fields appears in the level 2 position as well.

## Adapt for Word 2007

To compile a table of contents in Word 2007, go to the References tab. In the Table Of Contents group, click the Table Of Contents button, and choose the table of contents format you'd like to use from the dropdown gallery. (These options change depending on your document's current theme.) Or, choose Insert Table Of Contents from the dropdown gallery to access the Table Of Contents dialog box that you're used to in earlier versions. 🌐

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# Take advantage of your server's default security settings

Check the Properties dialog box for almost any Active Directory object, folder, file, and registry key, and you'll find a Security tab. At first glance, it might seem almost impossible to get a handle on the permissions assigned to users for your servers' resources (much less user rights) so that you can feel confident in their security. With the information we'll provide in this article, you'll be able to master the default permissions and user rights assignments and their implications on your servers' security.

## Default security groups

For the most part, you'll find that the majority of the default permissions assignments in Windows Server 2003 are to the following built-in security groups:

- **Administrators.** Members of this group have the necessary permissions and user rights to perform all actions supported by the operating system. Windows Server 2003 doesn't deny any available permissions to the Administrators group. Further, members of Administrators can always grant themselves any rights or permissions they need.
- **Power Users.** Members of this group have default rights and permissions that enable them to perform selective "junior"

administrative tasks on the server. Specifically, members of Power Users can perform tasks such as creating and managing local user accounts, installing or uninstalling applications (except for those that use services), and configuring resources such as network shares, printers, and so on. Members of Power Users don't have the permissions to access other users' data on NTFS partitions.

- **Users.** Members of this group have very few default rights and permissions. For example, members of Users don't have the permissions to access other users' private data or to install applications. This is designed to protect Windows Server 2003 and any applications you've installed on the server.

## Default user rights

In Windows Server 2003, you give users permission to perform certain system-wide functions through user rights assignments. In **Table A**, we list the key user rights assignments along with the groups Windows Server 2003 assigns those rights by default.

## Rights vs. Permissions

Many network operation systems use the terms *rights* and *permissions* interchangeably. In Windows Server 2003, however, the term *rights* refers to specific actions such as the ability to log on locally at a server or to change a server's date and time. The term *permissions* refers to entries you add to the access control lists (ACLs) for files, folders, Active Directory objects, and registry keys. For example, you use NTFS permissions to grant users access to a folder.

## Related Courses

- 2823 Implementing and Administering Security in a Microsoft Windows Server 2003 Network
- 2279 Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure

**Note:** The default user rights assignments for domain controllers are different from those of member servers.

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## Default file system and registry permissions

By default, Windows Server 2003 assigns the Full Control permission for all files, folders, and registry keys to the Administrators, System, and Creator Owner built-in groups. In **Table B**,

we list the Users group's permissions assignments that grant permissions greater than Read for the file system and registry. For the rest of the file system and registry, users have Read access or fewer permissions to access them.

In addition to the permissions

assigned to the Users group, Power Users also have the Modify permission for the following objects:

- \Program Files folder and its subfolders
- %SystemRoot% (typically C:\Windows)
- %SystemRoot%\System32
- HKEY\_LOCAL\_MACHINE\Software

**Note:** Applications which Microsoft has designated as Certified for Windows Server 2003 are guaranteed to run properly even if a user is a member of only the Users group.

**Table A:**

*Default user rights assignments for member servers*

User right	Assigned to
Access This Computer From The Network	Administrators, Backup Operators, Power Users, Users, Everyone
Allow Log On Locally	Administrators, Backup Operators, Power Users, Users
Allow Log On Through Terminal Services	Administrators, Remote Desktop Users
Back Up Files And Directories and Restore Files And Directories	Administrators, Backup Operators
Change System Time	Administrators, Power Users
Create A Page File	Administrators
Debug Programs	Administrators
Log On Interactively	Administrators, Backup Operators, Power Users, Users, Guest
Load And Unload Device Drivers	Administrators
Manage Auditing And Security Log	Administrators
Shut Down The System	Administrators, Backup Operators, Power Users
Take Ownership Of Files Or Other Objects	Administrators

## Implications of the default permissions assignments

You now have a clear understanding of the default permissions assigned in Windows Server 2003. Let's take a look at some of the issues you might encounter with these default settings and your users' applications.

### Legacy applications

Because members of the Users group have very few default permissions, you might find that they're unable to run older applications that weren't designed for the Windows Server 2003 environment.

Specifically, many legacy applications require greater permissions for operating system resources such as the registry than are granted to the Users group by default. One strategy you can use to resolve this problem is to add the users of such applications to the Power Users group.

## Security in Windows Server 2003 vs. Windows 2000 Server

Because the majority of networks now are connected to the Internet, Microsoft took great pains to tighten the security of Windows Server 2003. They did so to reduce the potential for attacks via the Internet. Key changes to the default permissions in Windows Server 2003 as compared to Windows 2000 Server include:

- The Everyone group is no longer given permissions to the %SystemRoot% folder by default.
- The default share permissions for a shared folder are now Everyone: Read instead of Everyone: Full Control.
- The Anonymous user is no longer a member of the Everyone group.
- Windows Server 2003 uses the Local Service and Network Service groups to grant permissions to applications with services.

## What about the Everyone group?

If you're familiar with security from Windows 2000 Server or Windows NT 4, you're probably wondering what happened to the Everyone group's permissions. When you perform a clean installation of Windows Server 2003 (and not an upgrade), Setup doesn't assign the Full Control file system permissions for the root folder to the Everyone group. If you perform an upgrade to Windows Server 2003, Setup changes the permissions assignment to the Everyone group for the root folder to no permissions. Be aware that Setup doesn't remove any permissions assigned to the Everyone group for subfolders.

In some cases, you might not want to add the users of legacy applications to the Power Users group. This is typically because you don't want to give them access to this group's rights and permissions, such as the ability to create new local user accounts.

Unfortunately, you can't remove rights and permissions from the Power Users group. Instead, you must grant the necessary rights and permissions to run the legacy application to the Users group.

You can easily do so by applying the pre-defined security template, `compatws.inf`, to the server by using group policy or the `Secedit` command line utility.

### To apply the `compatws.inf` security template to a server:

1. Open a Command Prompt window.
2. Enter `secdit /configure /cfg compatws.inf /db compatws.sdb`.

## Other applications

Regardless of whether an application is Certified for Windows Server 2003, we recommend that you test it before deploying it to your users' desktops. Doing so will enable you to quickly verify that the application works properly with the default security permissions. To test an application, perform the following tasks:

1. Log on as an administrative user.
2. Install the application.
3. Create a non-administrative user account if necessary.
4. Log on as the non-administrative user and verify that the application runs properly. 🌐

**Table B:**

*Default file system and registry permissions*

Component	Default permissions	Used to grant users access to
%UserProfile%	Full Control	Their profile folders.
%SystemRoot%\Temp	Traverse Folder/Execute File; Create Files/Write Data; and Create Folders/Append Data	The folder used for storing temporary files.
\ (root folder of each volume or partition)	Read and Execute; Create Folders	The root folder and its subfolders. The Create Folders permission enables users to create folders only within subfolders of the root folder.
\Documents And Settings\ All Users\ Documents	Create Folders; Create Files	Shared files.
\Documents And Settings\ All Users\ Application Data	Create Folders; Create Files	Shared application data files.
HKEY_Current_ User	Full Control	The user-specific components of the registry.



# Automate sub-list formatting with Paragraph Styles in InDesign CS3

The numbered list feature was a welcome addition to InDesign CS2. Before then, designers had to number lists manually, making re-numbering and re-organizing a logistical nightmare. As great a feature as it was, CS3 has some improvements, including the capability to make multi-level lists. Whether you're formatting a long, text-heavy document, or a simple multi-level list like the one shown in **Figure A**, you'll love InDesign CS3's new multi-level list feature.

## Make a list with us

We'll take you through the steps to create the multi-level list shown in **Figure A**. (Images provided by PhotoSpin. Some images modified for educational purposes.) Launch InDesign CS3 and open the file you want to work with.

## Format the initial numbered list

If you highlight the text and display the Control panel with the Paragraph Formatting controls active, you can click the Numbered List or Bulleted list Control panel icons to format your list quickly. However, as with most text formatting, you have much more control over options when you use Paragraph Styles instead.

### To create a numbered list with Paragraph Styles:

1. [option]-click ([Alt]-click in Windows) the Create New Style

2. Enter Numbered List in the Style Name text box.
3. Select the Bullets And Numbering tab on the left to display Bullets and Numbering information.
4. Choose Numbers from the List Type pop-up menu.
5. Select Right from the Alignment pop-up menu, set the indent and tab position settings and click OK.
6. Highlight the text and click on the Numbered List style in the Paragraph Styles panel to apply the formatting.

### Format the first sub list

Now we have a neat and orderly numbered list, but we want to break it down into sub lists.

### To make the first sub list:

1. Press [shift][command]A ([Shift][Ctrl]A in Windows) to Deselect All.
2. [option]-click ([Alt]-click in Windows) the Create New Style

button again to open the New Paragraph Style dialog box.

3. Enter *Sub List 1* in the Style Name text box.
4. Select the Bullets And Numbering tab to display Bullets and Numbering information. The

# A

*Complicated lists don't give you any trouble in InDesign CS3.*



## Related Courses

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

settings from the Numbered List, or the last list you formatted, display.

5. Enter 2 in the Level text box.
6. Insert the cursor before the existing text in the Number text box (^#\^t), click on the pop-up menu, and select Insert Number Placeholder > Level 1 from the options.
7. Press the [,] key to insert a period immediately after the ^1.
8. Set the indent and tab position settings and click OK.
9. Highlight select text and click on the Sub List 1 style in the Paragraph Styles panel to apply the formatting.

## Format the second sub list

You can see how Paragraph Styles work to format the sub list in conjunction with the tab and indent settings. We'll add one more list level.

### To make the second sub-list:

1. Press [shift][command]A ((Shift)[Ctrl]A in Windows) to Deselect All.
2. [option]-click ([Alt]-click in Windows) the Create New Style button again to open the New Paragraph Style dialog box.
3. Enter *Sub List 2* in the Style Name text box and select Sub List 1 from the Based On pop-up menu.
4. Select the Bullets And Numbering tab on the left to display Bullets and Numbering information.
5. Enter 3 in the Level text box.
6. Insert the cursor after the first period in the existing text in the Number text box (^1.^#\^t), click on the pop-up menu, and select Insert Number Placeholder > Level 2 from the options.
7. Press the [,] key to insert a period immediately after the ^2. The final text in the Number text box should read: [^1.^2.^#\^t].
8. Set the indent and tab position settings, and click OK.

9. Highlight select text and click on the Sub List 2 style in the Paragraph Styles panel to apply the formatting.

## Finishing touches

To get the results shown in **Figure A**, we edited the styles. First, we opened the Sub List 1 and Sub List 2 styles and based them on No Paragraph Style. Then we edited the Numbered List style by increasing the font size and applying bold formatting, and we also inserted a 0p10 space before the text. 🌐



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