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~ Projectors

# READY NET GO ... NEWS

May 2007

<http://www.readynetgo.net>

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## Tips of the Month

### PDF creation woes?

If you have **Adobe Acrobat** and **MS Office**, you probably know about the PDF Maker toolbar, which appears in Office programs, that allows you to make PDFs with one click. When it works, it's really convenient.

Sometimes the document you want to convert has too much formatting for Adobe to handle. If clicking the PDF shortcut icon in the MS Office program doesn't work, i.e., program freezes or doesn't complete the job, then try a different way. Click **File** on the main menu, then **Print**. In the drop down box for **Select a Printer**, choose **Adobe PDF**. In seconds (depending on the length of your document), the PDF will be created for your review. Quick and convenient PDF creation!

### Support for Win XP Ending Soon

Microsoft support for **Windows XP** retires on **April 14, 2009**; just 2 years from now.

Extended support lasts until April 2014. Online self-help will be available for free but you will have to **pay** for **extended support**.

Critical and security updates will be available for free through Automatic Updates but there is no guarantee that Microsoft will release critical and security updates for Windows XP after April 2009.

Also note that OEM versions of XP sold in new systems will no longer be available after Jan 2008.

## MS Office Applications 2007 (the lesser known programs)

When you hear Microsoft Office, most people think Word, Excel, PowerPoint, Publisher and Outlook. There are other programs, however, which may increase your productivity and streamline your workflow. If you have ever caught yourself saying, "there should be a better way of doing this...", Microsoft may have a program that solves your issue.

Four of the newer programs updated in the 2007 versions of Office are: **InfoPath**, **Groove**, **Communicator**, and **Accounting**. Each of the above programs is included in at least one of the eight available Office versions. If the program you want is not included in the Office version you have or will purchase, standalone versions of each of these programs can be purchased separately. For a chart of the programs included in each Office version, see: <http://office.microsoft.com/enus/suites/FX101635841033.aspx>

### InfoPath 2007

Enables you to convert paper-based forms to electronic forms; examples include expense or sales reports, time cards, insurance forms, and questionnaires (see *Figure 1*). InfoPath is Microsoft's answer to Adobe Acrobat. The biggest difference is that **InfoPath integrates with other Office programs** enabling you to create, gather, process and analyze form data quickly and efficiently.

For example, create a form to be viewed in an email message, export data to an Excel spreadsheet, or submit form data directly to Access so you can run reports based on your customer or client data already gathered.

One benefit with InfoPath is the ability to **create forms with different views**. For example, create a form for gathering and processing expenses but create two views; one that employees fill-in and one that managers fill-in. This streamlines the data entry process.

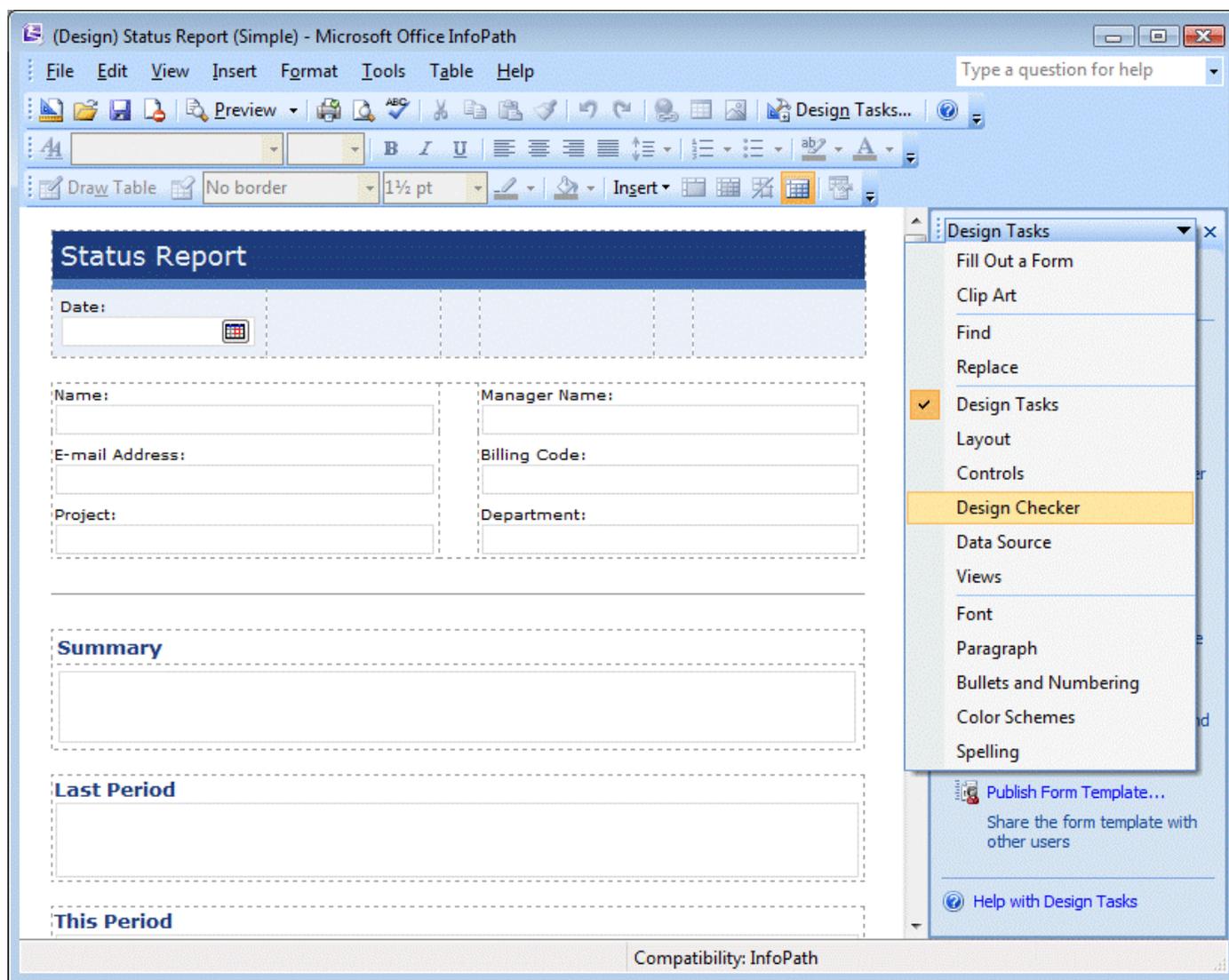
## WWW (Websites Worth Watching)

1. [www6.homedepot.com/ecoptions/index.html](http://www6.homedepot.com/ecoptions/index.html) – Home Depot is going green ...
2. [www.imdb.com](http://www.imdb.com) – Internet Movie Database – provides info like synopsis, actors, photos, and reviews for thousands of movies starting in 1888 up to the present.

If users have InfoPath installed on their computer, the process is seamless. Users would simply open the form in the program, type in their information and save. This works best on a network where all employees need to fill out timesheets, expense reports or sales information. For users who may not have InfoPath, forms can be created in **InfoPath Forms Services** which can then be filled in using a Web browser (like Internet Explorer or Mozilla Firefox) or on a mobile device such as a PDA. The InfoPath program is not necessary to fill-in forms; only to create them.

NOTE: **InfoPath Forms Services** is part of a Microsoft Office Forms Server 2007 or Microsoft Office SharePoint Server (a collaboration and content management server; not to be confused with SharePoint Services which is a separate tool designed for creating work spaces within an organization).

*Figure 1.* Sample InfoPath Form template showing Design Tasks Options



Source: <http://msdn2.microsoft.com/en-us/library/bb267334.aspx>

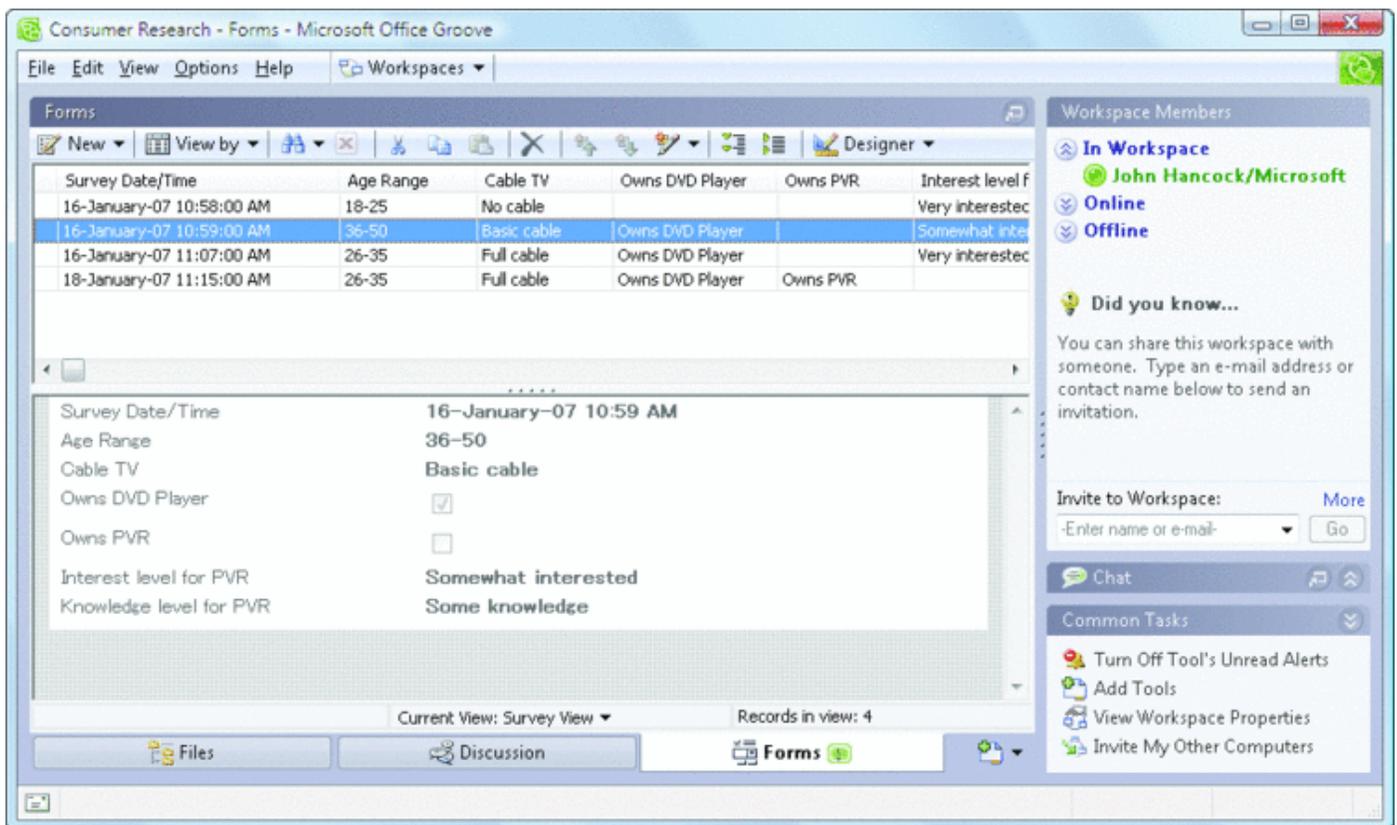
**Included in:** Ultimate 2007, Professional Plus 2007 and Enterprise 2007 or purchase as a standalone retail product. Free trial is available.

## Groove 2007

Enables team members to collaborate on projects in one centralized, custom workspace (see Figure 2) even if they are on different networks. Internal and remote connections are encrypted enabling safe wired and wireless communications.

One of the best features of Groove is **document synchronization**. If someone edits a document, the changes are synchronized instantly no matter where they are located (within or outside the network). No need to email your changed document anymore – simply edit the document and save the changes in the Groove workspace and your changes are synchronized immediately. When someone opens the document, they will view the updated information.

*Figure 2.* Sample Groove workspace showing a Form created to record individuals' survey responses. The Workspace Members box in the upper right corner shows who is in the workspace (both online and offline) and allows you to add additional members. The Files tab at the bottom left allows you to add files to the Workspace such as a MS Word or Excel document; the Discussion tab at the bottom center allows you to ask questions and discuss any files or forms.



Source: <http://msdn.microsoft.com/msdnmag/issues/07/05/Groove/default.aspx>

**Included in:** Office Ultimate 2007, Office Enterprise 2007 or retail. Free trial is available.

## Communicator 2007

Communicator is a **full service communication tool** enabling users to stay in contact through **email, voice, teleconferencing, and Instant Messaging (IM)**. It extends your capabilities of your contact lists in Outlook to see if and when someone is available and communicate with them instantly. The program works with individuals inside and outside your business, on landlines and cell phones and even with those on non-Windows platforms such as Mac OS.

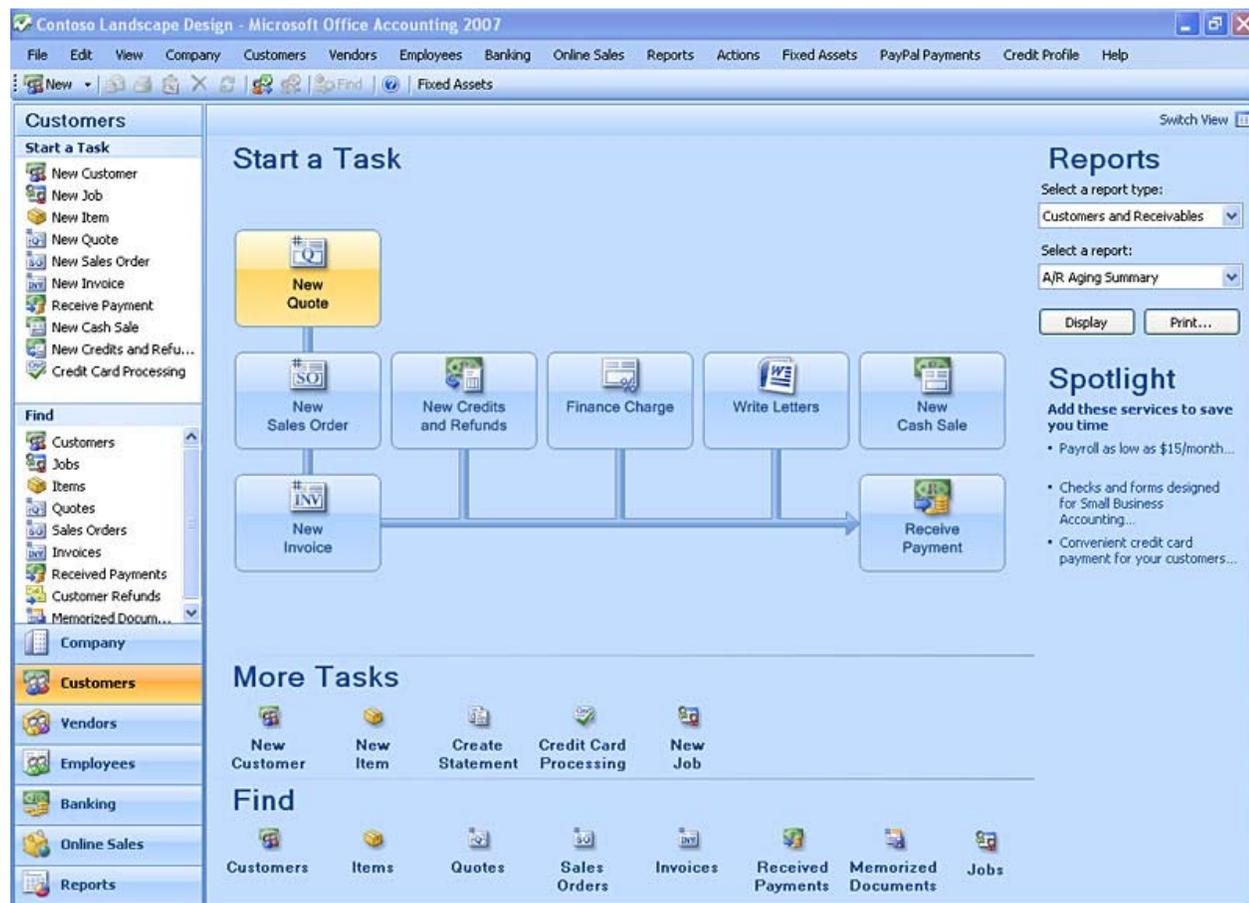
For example, you're working on a Word document with a team of individuals and you have a question. You check the list of users for the document and see that 3 people are in meetings until the afternoon but Mary is available and prefers to be contacted by Instant Messaging. You initiate contact and she responds right away. You no longer have to leave messages with people who are unavailable so you get your work done faster. If Mary can't answer the question, schedule a voice or web conference call for later that day. When people check their schedule, they will see that a conference call has been initiated and they are requested to participate. **Communicator simplifies the flow of information** by alerting you to someone's availability and offering the best method for you to contact them.

**Included in:** Professional Plus 2007 and Enterprise 2007 – *Note: Communicator 2007 is scheduled for release in the second quarter of 2007*

### Accounting Express 2007

Accounting Express 2007 enables you to track expenses, pay bills online, manage payroll and taxes, create invoices and reports and much more (see Figure 3). Share information across Microsoft Office programs easily. For instance, if you have Outlook 2007 with Business Contact Manager, you can mark an appointment in your calendar as billable time and then transfer those billable hours into Office Accounting without having to re-type the information. In addition to the base features listed above, Microsoft also offers add-in programs such as credit card processing, personalized checks and forms, online payroll and account data transfer services. **Accounting Professional** offers even more features.

Figure 3. Sample account screen in Office Accounting 2007



Source: <http://office.microsoft.com/en-us/accounting/HA102065951033.aspx>

**Included in:** Small Business 2007, Professional 2007, Ultimate 2007 or download for free (208 MB).