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From the Editor

As you continue to explore Word 2007's new features, check out the enhancements to the Compare And Merge Documents feature. These additions will help you collaborate more easily.

Windows registry hacks can strike at the heart of your operating system. We'll show you how to overcome them with four expert best practices.

Finally, colors can make or break your website, affecting its visual appeal and readability. We'll show you how to extract the colors from your favorite photograph to create a custom color palette for your website — all with Photoshop.

MICROSOFT OFFICE PRODUCTIVITY

Word 2007 enhances the Compare And Merge Documents feature

When you're working with a team, you value everyone's input. But trying to consolidate two versions of the same document often means overlooked changes or a final document riddled with mistakes. The Compare And Merge Documents feature from Word 2003 and earlier lets you combine two versions of the same document into one file, marking each user's changes just as if they'd used the Track Changes feature. But you can't view the original documents simultaneously, and with so many changes you might leave some edits unresolved. Let's look at how Word 2007 improves on the previous Compare And Merge Documents feature.

Refresh your memory

The Compare And Merge Documents feature from the pre-2007 era did prove helpful for getting two versions of a document into one final, polished document. You just had to select Compare And Merge Documents from the Tools menu, select the documents you wanted to merge, and Word created a combined document with its differences marked up like tracked changes (even if the two documents didn't use the Tracked Changes feature).

The feature's major limitation was its inability to let you review either of the two original documents. If you wanted to double-check one of them, you had to open the

document separately or try to arrange it in one window using the Compare Side By Side feature. And if you wanted to view both original documents *and* the merged document — forget it. Plus, with so many changes in one document — some of them conflicting changes — you can easily overlook some changes and mar your final version.

Word 2007 gives you more control over what you view onscreen and adds a Reviewing pane, which lists all of a document's revisions in a panel you can view simultaneously. As a result, you can even view your combined document, its two original source documents, and the Reviewing pane, all at once, as shown in [Figure A](#).

Related Courses

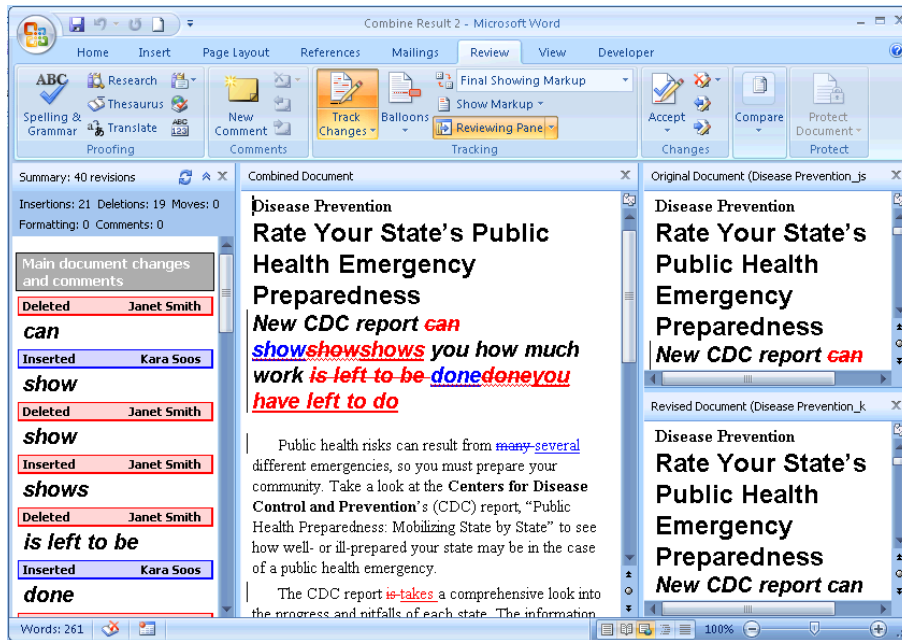
- Word 2007 — Level 2

Compare two versions of the same document

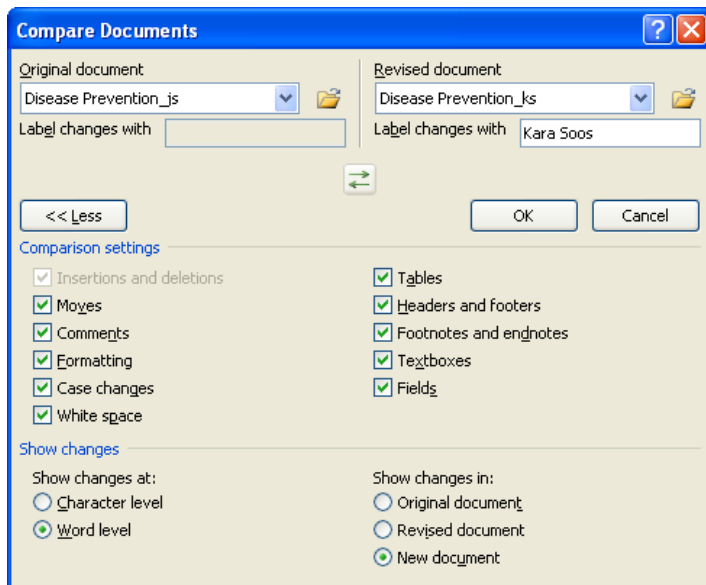
In Word 2003 and earlier, you can choose to compare documents without merging them, called a *legal blackline*. Word 2007 also offers you this option in the case where you don't want to compare changes from several users — you just want to compare two versions of a document to see what differences lie between them.

To compare two documents without combining them:

1. Launch Word 2007 and select the Review tab.



A Word 2007 lets you view a combined document along with the two original source documents and a Reviewing pane.



B You can specify what kinds of changes you want to compare by clicking the More button to view your options.

- Click the Compare button in the Compare group and choose Compare from the resulting dropdown list.
- In the Compare Documents dialog box, select Browse from the Original Document dropdown list and navigate to the first version of your document in the Open dialog box.
- Select the document and click Open to add it to the Original Document dropdown list.
- Follow steps 3 and 4 to add your second version of the document to the Revised Document dropdown list.
- Click the More button to further specify your comparison settings, as shown in **Figure B**.

Note: Any documents open in Word when you use the Compare feature, along with documents from your Recent Documents list, will display automatically in the Original Document and Revised Document dropdown lists. You might not need to browse for your document, so check the dropdown list's choices first.

Handle existing tracked changes

Ideally, if you're comparing documents (as opposed to combining them) neither document should include

tracked changes. If one or both of your documents includes tracked changes, Word displays a dialog box warning you that, for the purposes of comparison, Word will consider the changes as accepted. Click Yes if you want to continue or No to cancel the comparison.

Keep in mind that letting Word accept the changes for the comparison doesn't affect the original document. The comparison opens as a new, unsaved document (unless you've changed this preference in the Compare Documents dialog box's Show Changes section).

View more comparison information

By default, once you compare your original document with the revised document, Word displays one new document. Word marks only the changes that signify how the revised document differs from the original document.

If you want to view one or both source documents, click the Show Source Documents button in the Compare group of the Review tab. Select either Show Original, Show Revised, or Show Both from the resulting dropdown menu. If you view one additional document, it displays in a vertical panel to the right of your comparison document. If you view both documents, the right panel splits into two panels. You can dismiss any of the

documents at any time by clicking the Close button in the upper-right corner.

Combine two edited documents

While earlier versions of Word included comparing and merging in one, overarching feature, Word 2007 separates them, giving you more flexibility. If you have two documents that different users have edited using

Compare vs. combine

You must decide whether you need to *compare* documents or *combine* them. Compare documents when you don't want to make changes or consider input from multiple users; you just want to see how two versions of one document differ. Combine documents when you want to consolidate two documents edited by more than one user and reconcile the changes.

the Track Changes feature, you'll want to consolidate those changes into one document for easier review. Instead of comparing those documents, you'll want to combine them.

To combine two documents with tracked changes:

1. Go to the Review tab and, in the Compare group, click the Compare button.
2. Choose Combine from the dropdown list.
3. In the Combine Documents dialog box (which looks identical to the Compare Documents dialog box), select Browse from the Original Document dropdown list and navigate to the first version of your document in the Open dialog box.
4. Select the document and click Open to add it to the Original Document dropdown list.

5. Follow steps 3 and 4 to add your second version of the document to the dropdown list.
6. Click the More button to further specify your comparison settings.

Tip: You can change the name attributed to each document's unmarked changes. Enter new text in the Label Unmarked Changes With text box. By default, Word displays the username of the document's existing tracked changes.

Unlike the Compare feature, when you click OK to combine two documents, Word splits your window to show the combined document, the two original source documents, and the Reviewing pane, as shown in **Figure A**.

You can dismiss any of these areas if you don't need them in view. Or, you can modify what changes the documents show using the options in the Tracking group of the Review tab. For example, to view the document without marked changes, just choose Final from the Display For Review dropdown list.

More than two documents? Word 2007 can only combine two documents at a time. So what if you have four reviewers who have all given you their edits for the same document? Combine two of the documents and save the result. Then, combine the resulting document with the third document, and so on.

Never miss an unresolved change

The Reviewing pane in particular boosts Word's editing capabilities. A summary at the top of the reviewing pane tells you the number of unresolved changes in the document, along with breaking down that number into the type of change: insertions, deletions, moves, formatting, and comments.

As you're reviewing changes and accepting or rejecting them, the Reviewing pane updates this information automatically. But if you want to force an update, you can click the Update Revision Count button at the top of the Reviewing pane.

You can also display the Reviewing pane horizontally instead of its default vertical display. Just click the Reviewing Pane button's dropdown list in the Tracking group. Select Reviewing Pane Horizontal from the dropdown list. Now your Reviewing pane spans horizontally along the bottom of your screen.

Now you can save your combined document as a new document, keeping your two original documents intact. 🌐

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:

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Foil Windows registry hacks with four simple best practices

The Windows registry consolidates important configuration information for the operating system and applications in a centralized database. This replaces most of the text-based initialization files (INI files) and configuration files used in earlier versions of Windows. This centralization makes the information more convenient to manage, but also presents a convenient attack base.

How the registry works

The registry is hierarchical in structure, like the file system. It's divided into five top-level keys.

Registry keys

The five top-level keys in Windows XP and Server 2003 are:

- **HKEY_CURRENT_USER**, which contains configuration information specific to the user who's logged on.
- **HKEY_USERS**, which contains the user profiles for all user accounts on the computer.
- **HKEY_LOCAL_MACHINE**, which contains configuration information for the computer that applies to all users.
- **HKEY_CLASSES_ROOT**, which contains information that

associates file types with specific programs.

- **HKEY_CURRENT_CONFIG**, which contains information about the hardware profile being used.

As you can see, the information in the registry is vital to proper computer operation.

Note: A group of registry keys with the subkeys and values it contains is called a *hive*. Each hive is saved in a set of files.

Other registry components

Each registry key contains subkeys. Subkeys contain values, which are data entries that control various aspects of the operating system or an application.

Edit the registry

You can make changes to the registry indirectly or directly. For example, the Control Panel provides a friendly interface for making changes to certain registry settings. You can also make registry changes by running scripts or REG files.

To edit the registry directly, you use a registry editor. Regedit.exe is built into XP and Server 2003. It presents the registry keys, subkeys, and values in a dual-pane management console that allows you to:

- Navigate through keys, subkeys, and values.
- Add, remove, and edit registry subkeys and values.

Related Courses

- 2274 Managing a Microsoft Windows Server 2003 Environment

- Import and export REG files.
- Back up registry keys.
- Set permissions on registry keys.
- Connect to the registries of other computers over the network.



Best practices for a secure registry

Some best practices for keeping the Windows registry secure:

- Limit the administrative group to trusted users (by default, administrators have full access to the registry).
- Close the Registry Editor when you leave the computer.
- Remove the Registry Editor program from computers of users who shouldn't have access to the

registry (remember that you can edit their registries remotely if you need to).

- Set permissions for specific keys and subkeys.

How to set permissions on a registry key

You must log in as an administrator to set permissions or take ownership of a registry key (you can use the Run As command to provide administrative credentials if you're logged on as a regular user). You must be an owner

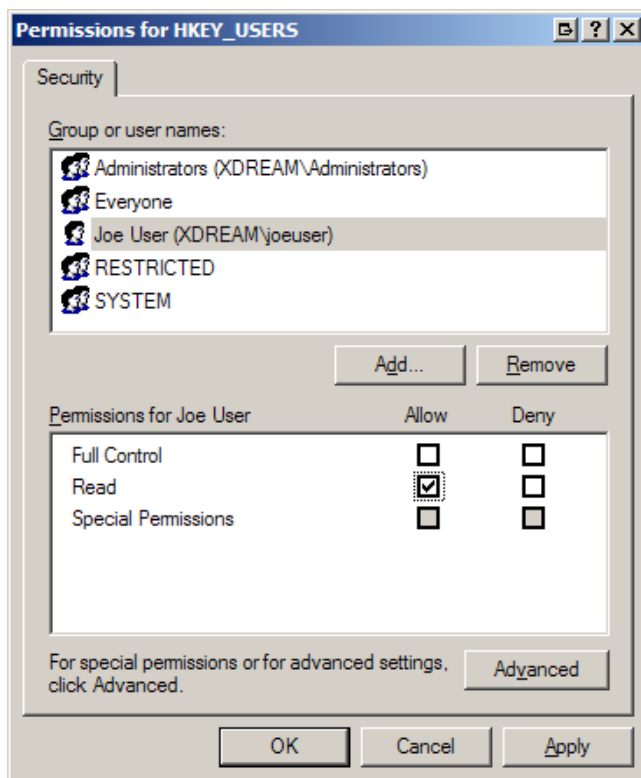
of the registry key to set permissions defining who can open the key.

To take ownership of a key, perform these steps:

1. In the Registry Editor, click on the key you want to own.
2. Select Edit | Permissions.
3. Click the Advanced button.
4. Click on the Owner tab.
5. Under Change Owner To, click on the account name for your account that will be the new owner and click OK.

When you own the key, here's how to assign permissions:

1. In the Registry Editor, click on the key and select Permissions from the Edit menu.
2. Under Group or User Name, click on the group or user to which you want to assign permissions. If the group or user doesn't appear here, click the Add button to add it.
3. Under Permissions For [group or username], select the boxes for the permissions you want to allow or deny (Full Control, Read, or Special Permissions), as shown in **Figure A**.
4. Click OK. 🌐



A You can assign granular permissions to specific users or groups for access to individual registry keys.

Quick Tips

Identify the security ID of a user

Have you ever wondered which security ID (SID) Windows NT has assigned to a specific user? You can find out by selecting the following registry key within Registry Editor:

```
HKEY_LOCAL_MACHINE\Software\Microsoft\Windows NT\CurrentVersion
\ProfileList\SID
```

Once you've accessed this key, observe the data in the ProfileImagePath value (in the right pane). You'll see the name of the profile folder for the user associated with this SID. For example, if you have a user who's logged on to your server as Fred, you should see the following ProfileImagePath associated with this user's SID:

```
%SystemRoot%\Profiles\Fred
```

Captivate your website visitors with a visually appealing color palette

Color is a subtle but very important aspect of web design. When used well, color enhances a site's overall appearance and gives the user visual cues without ever calling attention to itself. Using color well means creating a palette of five or so complementary colors, and then choosing those colors for buttons, headings, backgrounds, and other page elements. You can use this approach to create a custom palette that fits a specific client or subject matter easily using Photoshop's Mosaic filter.

Related Courses

- Photoshop CS4 — Level 1

Make a mosaic

We'll begin by creating a mosaic of an image to draw the colors for our website's color palette. To get started, launch Photoshop and open a sample image. We'll use the photo of sunflowers, as shown in **Figure A**. Let's create an attractive color palette based on the colors found in this image.

Note: Although our color technique is visually impaired within these black, white, and green pages, our download is fully colored and can be sampled in a full spectrum of colors.

To narrow down the colors:

1. Click the Crop tool and select a portion of one of the flowers, as shown in **Figure B**.

2. Choose Filter > Pixelate > Mosaic to access the Mosaic dialog box, as shown in **Figure C**.
3. Select the Preview checkbox if it isn't already selected.
4. Type 50 in the Cell Size text box and click OK to apply the filter.

Your colors are now reduced to a dozen or so different colors using the Mosaic filter. Photoshop averages all the shades in each cell into a single color. Depending on the size of your image and your settings in the Mosaic dialog box, you should see a dozen or so different colors.

Select the best colors for the job

The next step is rather subjective. From the colors shown in your image, choose three — other than black and white — that represent the range of available

colors. In our case, we chose a blue shade from the sky, orange-brown, and yellow from the flower pedals. You shouldn't choose similar colors similar to each other.

Other than that, you can choose virtually any set of three colors. Once you decide let's import them it's time to get them ready to incorporate into your web page.



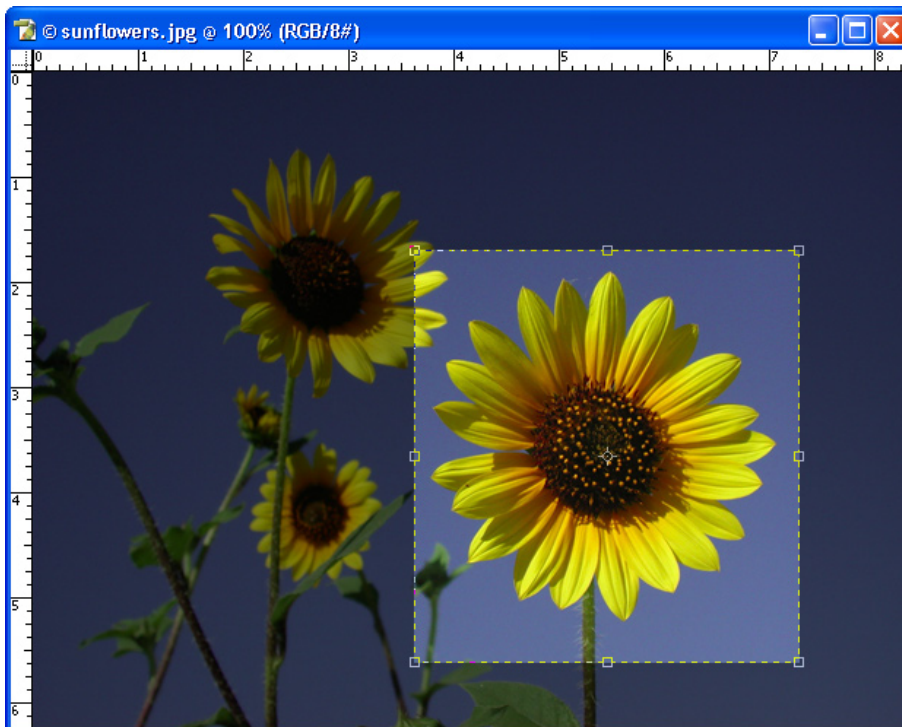
A You can determine your website's color palette based on a photograph's colors.

Lighten a color without changing its hue or saturation

The Adobe Color Picker allows you to set foreground, background, and text color in Photoshop. To open it, simply click on the Foreground or Background box in the Toolbox. By default, the H (Hue) option button is selected, so you can select a color using the Color slider and Color field or by entering numeric values. Don't stop there, though.

Once you select a color, you can adjust its saturation without changing the hue or brightness. Simply select the S option button and adjust the color values in the same way you picked a hue.

You can also lighten a color without changing its hue or saturation. Simply select the B option button and adjust the brightness values. Click OK to apply the color.



B Select one portion of your photograph using Photoshop's Crop tool.

Import the colors into your web-authoring tool

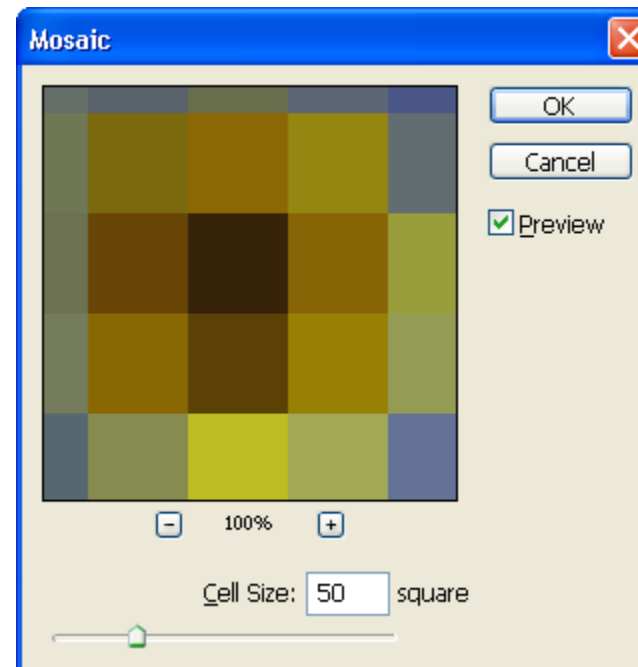
There are a couple of ways to get the colors into your web pages. Our way is to use Photoshop's Color Picker dialog box and then add the colors to create a set of custom colors.

To get the colors ready for import:

1. Click on the Set Foreground Color in Photoshop's Toolbox to access the Color Picker dialog box
2. Select the Only Web Color checkbox in the lower left corner.
3. Move the Color Picker dialog box out of the way so you can see the sunflower image.

4. Use the eye dropper to click on the first color you decided to use for your palette.
5. Jot down the values shown in the R, G, and B text boxes and the hexadecimal (6 digit) equivalent number, as shown in **Figure D**.
6. Repeat steps 4 and 5 to capture the RGB and hexadecimal values of the other two colors.
7. Click Cancel to close the dialog box.

At this point, you may want to save the mosaic image for later reference while preserving the original image.



C Create a mosaic of your photograph so you can pick out colors for your color palette.

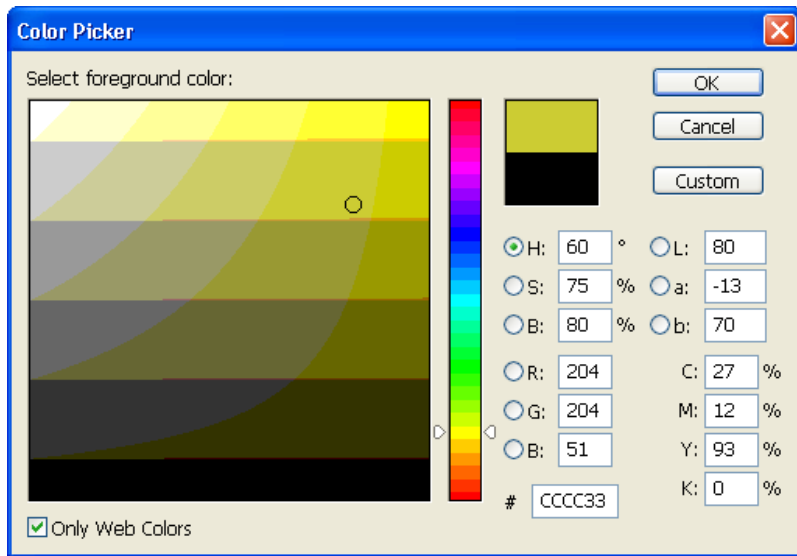
To save your mosaic for future use:

1. Choose File > Save As
2. Name your modified image Colors.jpg, choose a location to save it to, and choose JPEG format.
3. Click Save to display the JPEG Options dialog box.
4. Type 12 in the Quality text box and click OK; this eliminates any JPEG compression.

At this point, your custom colors are ready to use in your website.

To make the new colors work for your site:

1. Launch your web-authoring application and create a new HTML page.
2. Create a custom color set using the colors you jotted down if the program you're using allows it. If not, use the numbers for reference as you make your page elements.
3. Apply the colors from the custom palette to your website for a consistent look. 🌐



D Write down the values in your R, G, and B text boxes for future reference.

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