

## Microsoft Office Productivity

Take out insurance against accidental changes to your Word setup

## Design, Media & Graphics

Short on Flare? Use these tricks to get more from an underused tool

## Information Systems Protection

Implement biometric authentication to keep unauthorized users at bay

## From the Editor

No one likes to start Word only to find that their default settings are in a mess. That's why it's important to protect your Normal.dot template so no one can make changes. The Microsoft Office Productivity article shows you how.

There's always room for play — even in a busy work schedule. That's why we introduce you to Illustrator's Flare tool. We show you three uses of this versatile tool — but its possibilities are endless! Channel your creativity and read the Design, Media & Graphics article.

Authentication is important to verify users, but if you want top-of-the-line security, you should use biometric authentication. Read the Information Systems Protection article to find out why this form is the most fool-proof method of network protection.

## MICROSOFT OFFICE PRODUCTIVITY

# Take out insurance against accidental changes to your Word setup

**Like** most Word power users, you probably save your custom styles, macros, toolbars, or other enhancements, to the Normal.dot template for use with new documents. But, if a computer crash leaves your Normal template, or even Word itself corrupted, all is not lost—if, that is, you've made a backup copy. And check out our tip at the end of this article to restore some order to Word when even best laid plans go awry.

**A second reason to back it up:** If you ever need to transfer custom settings to another computer, you can use Normal.dot to do much of the dirty work for you. Replace the Normal.dot template on the new computer and your settings are instantly in place.

## Find your Normal.dot template

The Normal.dot template is typically located in Microsoft's Templates folder. You can determine exactly where it is on your computer as follows:

1. Select Tools | Options from the menu bar.
2. Click on the File Locations tab.

3. Select the User Templates item.

4. Click the Modify button.

The location of the template is shown in the open dialog box, but the way it's shown depends on the version of Word you're using:

- **Word 2002/2003:** Open the Look In dropdown list—you can decipher the path from the displayed hierarchy, as illustrated in **Figure A**.

- **Word 2000:** The path is automatically shown in the Folder Name text box.

Make note of the path and then close both dialog boxes.

### To back up the Normal.dot template:

1. Close Word to ensure that the template isn't in use so you can copy it.

## Related Courses

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

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2. Navigate to the User Templates directory on your hard drive.
3. Locate the Normal.dot template.
4. Copy the file to a flash drive or network folder.

Be sure to update the backup copy each time you add, modify, or delete a custom setting so you'll always have a current backup in the event that you need to replace a damaged or lost copy.

## Replace a corrupt template

You can transfer the Normal.dot template on the flash to another machine, or you can use it to restore the Normal.dot template on the machine from which you copied it. Simply copy and paste it over the version you wish to replace.

### What does the Normal template do?

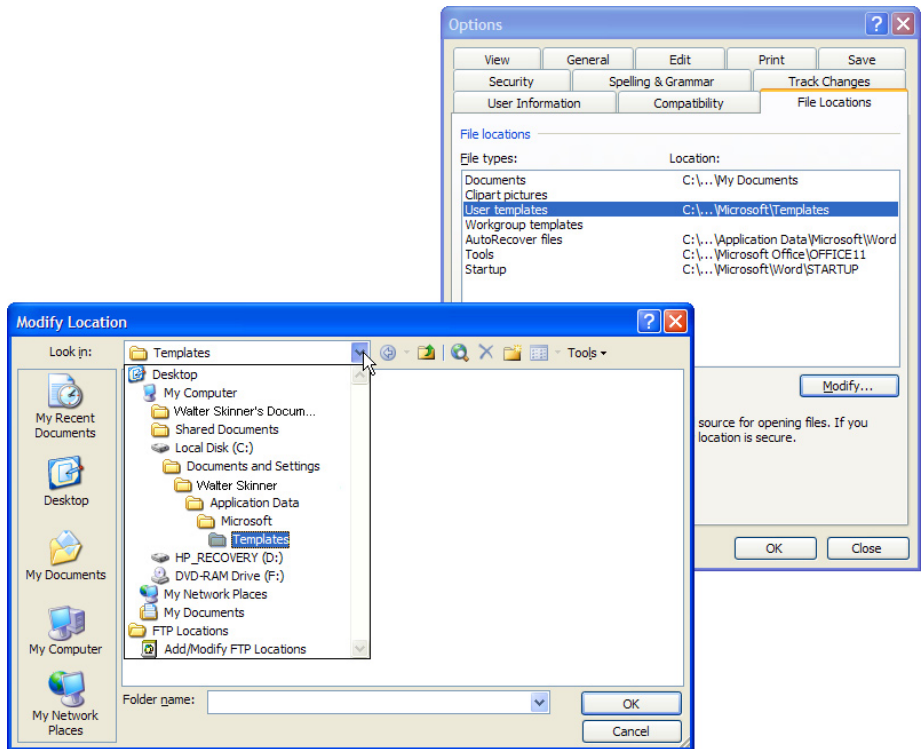
The Normal.dot template is your starting point for most of your Word files. It unobtrusively dictates the structure of the blank document that appears when you first launch the application, and it's the foundation on which you build many of your documents. It stores whatever customizations you've saved to it, including toolbars, macros, AutoText and styles.

**Check your destination path:** The User Templates directory location varies between systems—even installations—depending on the version of Word you've installed and whether it's a full installation or an upgrade. Therefore, double-check the location of the User Templates directory on the destination computer so you're sure to replace Word's existing Normal.dot template with the backup copy.

### What if my backup plan fails?

If you don't have a back up copy of the Normal.dot template, and you've "customized" yours beyond repair, you can start over and return the Normal template to the way it was when Word was first installed.

The easiest way to restore the Normal dot template to its original state may surprise you—delete it! When Word can't find the Normal.dot template in the User Templates or Workgroup Templates location, it creates a new Normal dot template with the standard Word document formatting, menu, toolbar, and shortcut key settings. 🌐



**A** The list of folders in the Look In dropdown list tells you exactly where your templates are located on your computer.

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# Short on Flare? Use these tricks to get more from this underused tool

**Pretty** simply, the flare in Illustrator's Flare tool simulates lens flare. Lens flare is the reflections on a camera's lens that produce unintentional highlights. Although most professional photographers go to great lengths to avoid lens flare, it can add a little drama and realism to certain lighting situations, such as when you have a light source in your illustration. Illustrator's Flare tool provides an easy way to create them to add photographic realism in your illustrations.

Because Illustrator's Flare tool simulates the reflection of a camera lens, you can use it to create realistic effects, as shown in the girl's pupils of **Figure A**. Illustrator gives you the power to put that reflection exactly where and how you want it, as we did in the eyes of the girl.



**A** You can use the Flare tool to create reflections like we did here.

## Work with flare

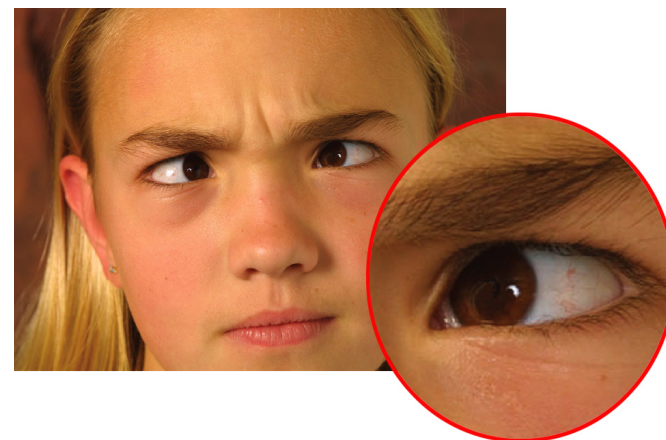
The Flare tool takes some getting used to as it works somewhat differently than the other tools. To provide you with a better understanding of its functioning, we'll first explain how to create a flare using default settings.

## To create a flare using the default settings:

1. Launch Illustrator and open an existing file that lends itself to a flare or create a new file and draw a dark colored rectangle.
2. Create a new layer on which to position your flare.

3. Zoom in on the area to which you want to add a reflection or flare using the Zoom tool, as shown in **Figure B**.

**Tip:** Instead of using the Zoom tool to zoom into your projects, press the key command [Ctrl]+. To zoom back out press [Ctrl]-.



**B** To create a realistic effect, it helps to zoom in on your target area first.

4. Select the Flare tool from the Toolbox. It's housed with the Rectangle tool.
5. Click and drag out a flare in the area you want to see the reflection, as shown in **Figure C**.
6. Click again to finish the flare.



**Note:** Keep in mind when drawing flares that you'll always need to click-drag and click again to complete a flare.

**C** Click and drag to create your flare.

## Tips for using flare

That was good practice for using the Flare tool, but it's time for you to become a Flare expert. Here are some tips for controlling and manipulating flares in your illustrations.

**Tip:** When working with flares, you typically want to place them on top of all your other artwork for the most realistic flare.

## Dare to control flare

A great way to control your flare on-the-fly is to use key commands as you draw. This eliminates the need to go back and correct later.

### To control the flare while you draw:

1. Select the Flare tool if it isn't already selected.
2. Click in the center of the eye again, and drag as you did before. Before you release the mouse button, experiment with the [Shift] key and the [Ctrl] key.
3. Press both key commands and continue dragging. Notice the [Shift] key stops the flare from rotating as you drag. The [Ctrl] key allows you to resize the flare in relation to its inner circle.
4. Release the mouse button, move the cursor a short distance, and click once.



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## Use your flare options

If you don't like the basic flares, keep in mind that they aren't "as is" products. The Flare tool controls allow you to manipulate the various components. But before you do, it's a good idea to choose View > Hide Edges to get rid of the selection lines that would obscure your view.

### To change the flare to suit your needs:

1. Select the flare with the Selection tool.
2. Double-click on the Flare tool to launch the Flare Tool Options dialog box.

**Tip:** You can also open the Options dialog box before creating a flare to create the flare with your customizations already set.

3. Change the settings and select the Preview check box to see what the flare will look like before applying it.

## Position and randomize using key commands

You can use key commands while drawing your flares to modify them on the fly. This provides greater versatility and a faster way to work without the hassle of toggling with the Flare Tool Options dialog box.

### To control the number of rays:

1. Create a flare as before, by clicking-and-dragging from the center outward using the Flare tool. Don't release the mouse.
2. Continue holding down the mouse and press the Up Arrow or Down Arrow key to change the number of rays.
3. Release the mouse.

### To randomize the rings:

1. Position the mouse in your work area.
2. Click and drag out away from the center.
3. Reposition the mouse on the artboard.
4. Click and hold down the mouse as you press the tilde [~] key.
5. Release the mouse when you're satisfied with the ring combination.

## Go beyond the lens flare

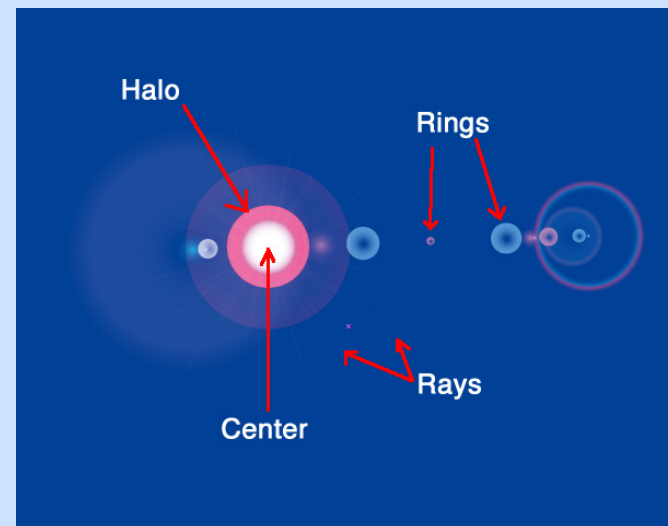
Besides creating lens flares, you can use the Flare tool to create other elements in an illustration. For example, glimmering stars, gleam in an eye, or the sheen of a wax finish on a car.

## Utilizing flare options

A flare has four parts, as labeled in **Figure D**. You can adjust the four parts for a more custom look using the Flare Tool Options dialog box.

The flare options are:

- **Center:** Sets the diameter, opacity, and brightness of the center flare. You want to adjust this setting first because it really changes the appearance of your flare. Settings, such as Halo, are directly based on these initial choices.
- **Halo:** Adjusts the percentage of the halo's fade. It allows you to specify Growth (size) and Fuzziness of the ring around the main flare. A low Fuzziness percentage results in a clean crisp halo, while a high percentage produces a blurry halo.
- **Rays:** With Rays, you can specify how many you want, how long they should be, and how blurry they should appear.
- **Rings:** Define the length of the path that the rings will be distributed across, which allows you to stack them up or space them out. You can also specify how many rings, how large they should be, and the direction of the path of the rings.



**D** Customize your flare by adjusting each of the four flare parts.

## Create a starry night

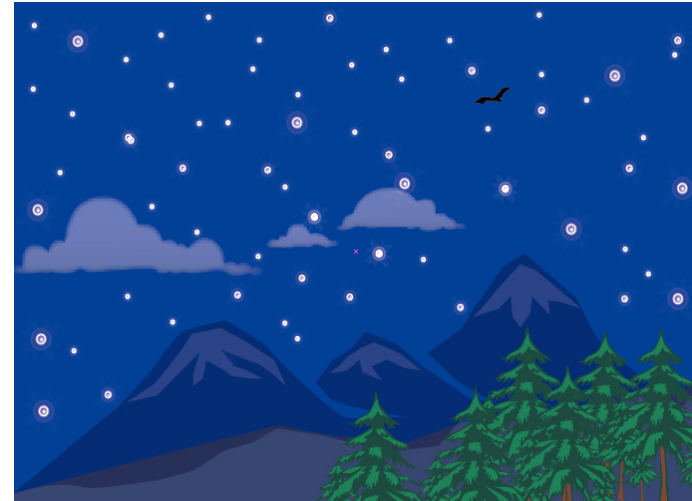
The Flare tool can create twinkles that blend into the colors in your illustration. For instance, if you're creating a starry night sky, the Flare tool creates beautiful stars on a dark sky, as shown in **Figure E**. We deselected the Rings option in the Flare Tool Options dialog box to create flares that make realistic star twinkles. This is an easy way to add a sky of stars as a backdrop for your illustrations. For variation, drag small, medium, and large flares to add depth to the star-filled sky.

For an even faster and easier way to fill a starry sky, create a few flares with random sizes, select them, and make them an easily reproducible symbol.

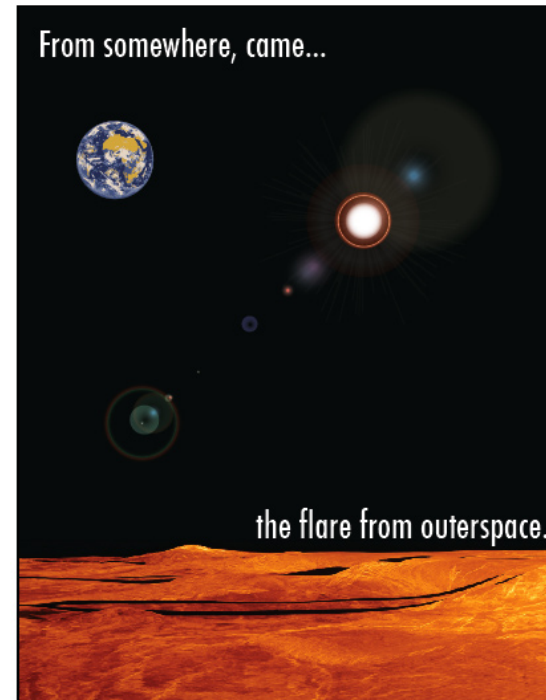
### To create a star symbol:

1. Choose New Symbol from the Symbols palette's pop-up menu and name it.
2. Select the Symbol Sprayer tool and spray out the rest of the sky.
3. Double-click on the Symbol Sprayer tool to change the sizes, add transparency, move the location of the stars, and more.

Another use for the Flare tool is to add mystery to your artwork, as shown in **Figure F**. The flare enhances this sci-fi poster by adding a dramatic effect. 🌌



**E** It's easy to create stars if you use the Flare tool.



**F** If you use your creativity, you'll find that the uses for the Flare tool are endless.

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# Implement biometric authentication to keep unauthorized users at bay

**Identity** theft is reaching epidemic proportions, and when a thief steals a network user's logon identity, the entire corporate network is at risk. Logging on with the valid credentials of an authorized user allows intruders to bypass common detection and security mechanisms and wreak havoc on the network.

## Biometrics to the rescue

Authentication is the means by which we verify that a user really is whom he/she claims to be, but all authentication methods are not created equal. In fact, the most common authentication method—typing in a username and a password that's ostensibly known only to that user—is, in fact, the least secure.

You can greatly increase the level of security by requiring multi-factor authentication (combining the requirement to enter a password or Personal Identification Number with a second form of verification). When the second factor involves one of the user's unique physiological or behavioral characteristics (biometrics), you have the most secure authentication method currently available.

## Popular types of biometric authentication

Biometric authentication is based on biological characteristics that are unique from one person to another, such as:

- Fingerprints or palm prints
- Patterns on the retina or iris of the eye
- Facial geometry

Behavioral characteristics are also sometimes classified as biometrics.

Examples include:

- Handwriting or signature patterns
- Typing patterns
- Voice recognition

Fingerprints and signature/handwriting recognition are currently the most widely accepted forms of biometric identification.

## Advantages of biometric authentication

There are obvious advantages to using these physiological and behavioral characteristics instead of or preferably in addition to other authentication mechanisms:

- Unlike passwords, biometric characteristics can't be forgotten, and can't be accidentally or deliberately shared with others.
- Unlike smart cards and tokens, biometric identifiers can't be lost, and the user can't leave them at home when they're needed.
- Unlike smart cards and tokens, biometrics don't involve a lot of administrative overhead (creating a PKI or creating and issuing cards).
- Biometric controls are more difficult to fool or fake.
- Biometric identifiers don't suffer from compatibility issues, as cards may.

## Related Courses

- Certified Ethical Hacker
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- 2830 Designing Security for Microsoft Networks
- Strategic Infrastructure Security

## Limitations of biometric authentication

Biometric identification does have drawbacks, however. We list the most common ones here:

- Biometric scanning equipment is expensive. Cost is decreasing but implementation is still more costly than other authentication methods, at least in the initial investment.
- Biometric identification isn't completely foolproof. Fingerprints can be lifted and molds made, or prints left on the scanner previously can be reactivated. Facial recognition technology is not 100-percent accurate. It's possible (though highly unlikely) to have duplicate voice patterns, handwriting, or typing patterns based on the relatively small samples provided for authentication.
- Many users are uncomfortable with the intrusiveness of biometric methods and have privacy concerns about having

their biometric information stored in databases that could be accessed by the government or hacked into by criminals.

- If hackers do find a way to compromise a biometric identifier, you can't just get a new one as you can do with a compromised password or smart card.

## Implement biometric authentication

Despite the drawbacks, biometrics are still the most reliable method of identification and authentication, and it's the wave of the future. Many government agencies now require fingerprints or thumbprints when issuing driver's licenses, and banks are using prints to identify those who cash checks.

Many companies provide turn-key biometric solutions, and many of these can build a biometric identification system that's customized to fit your organization's needs.

### Plan a smooth transition

We recommend that you prepare employees for the idea and solicit their input before implementing a biometric solution. You'll make the transition easier for everyone if you keep your current authentication scheme in place and add biometrics to it. It's also easier to roll out a pilot program, and then implement biometrics in stages (beginning with those employees or departments that have access to the most sensitive information).

Another way to phase in biometrics is to implement it first on devices that are at a high risk of being stolen or lost, such as notebook and handheld computers.

### Select the right biometric solution

The first step is to choose the type of biometric identification you want to use. The next step is to investigate the products that are available.

All fingerprint readers, for example, are not created equal. Some inexpensive

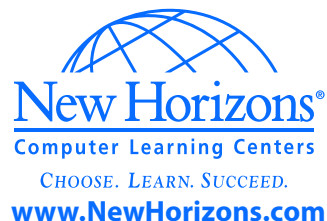
fingerprint scanners on the market today aren't even intended as security devices (for example, the Microsoft fingerprint reader includes a disclaimer on the package that it's designed for convenience in logging on, not for security).

An important consideration is to select equipment that meets the biometrics industry standards. That way, you can more easily scale your solution as your organization grows and/or changes. 🌐



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