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## Recommended Setting Changes

Upon having Office 2003 installed, there are a few setting changes which are highly recommended. Please review these modifications and if you use the specified applications be sure to update your computer configuration as specified.

### Configuration for Downloading PeopleSoft data into Excel

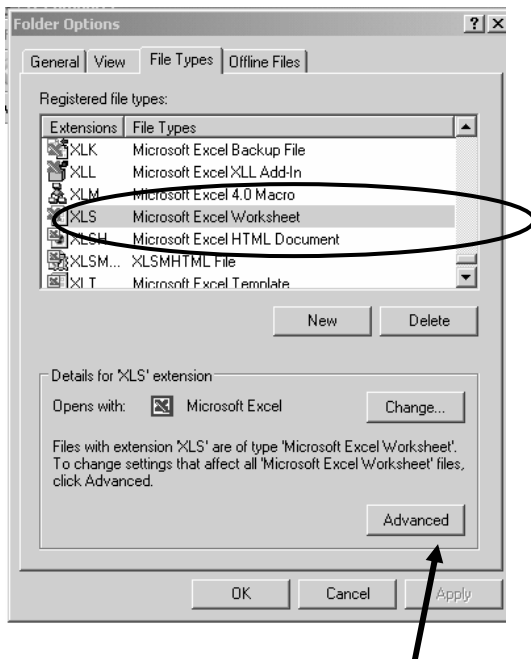
Excel 2003 must be properly configured in order to use the download  icon from within PeopleSoft Financials. The following provides step-by-step instructions on configuring Excel.

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#### Steps

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1. Open My Computer by double clicking on the **My Computer** icon on the computer desktop.
  2. From the menu bar select **Tools, Folder Options**.
  3. Click on the **File Types** tab.
  4. In the **Registered file types** list, click XLS (for a Microsoft Excel Worksheet).
- 



Then, click on the **Advanced** button.

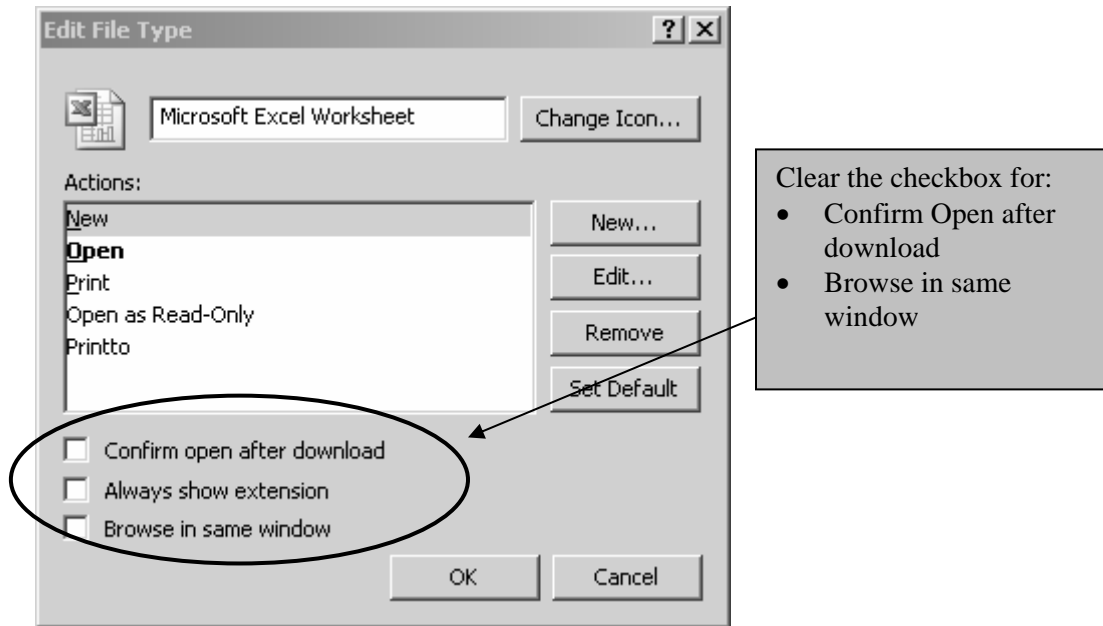
- 
5. In the **Edit File Type** dialog box, click to clear the following check boxes:
-

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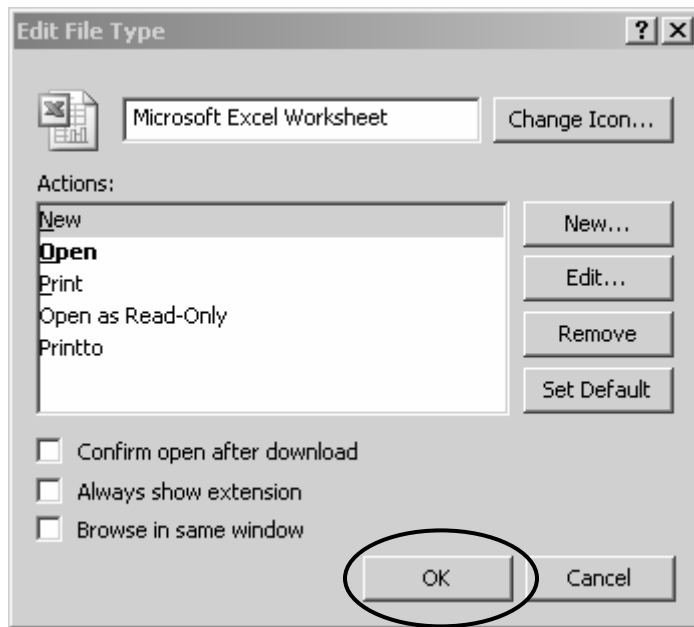
**Steps**

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- **Browse in same window (or Open Web documents in place)**
- **Confirm open after download**



6. Click the **OK** button.



7. Complete Steps 4 – 7 for each of the following File Types:

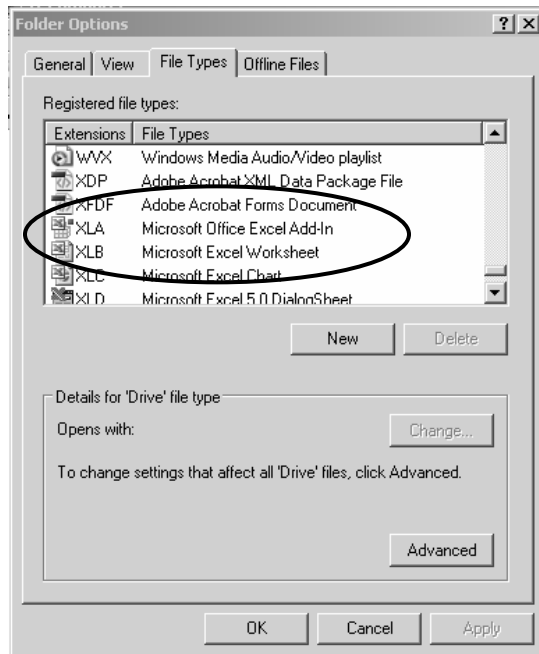
- **XLA**
-

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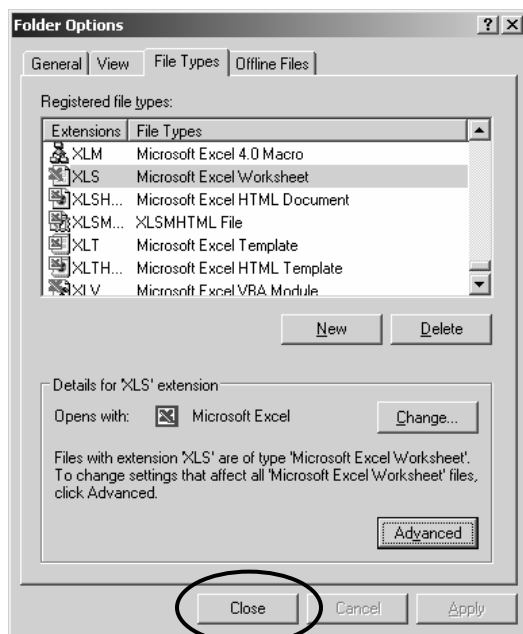
**Steps**

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- **XLB**



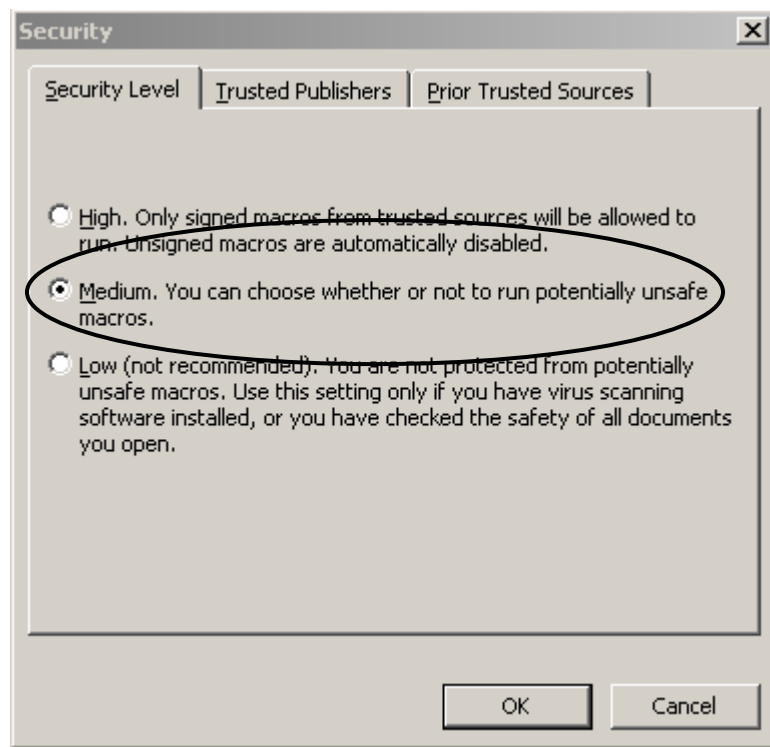
8. Once you have completed Steps 4 – 7 for all three of the file types (XLS, XLA, and XLB), click the **Close** button.



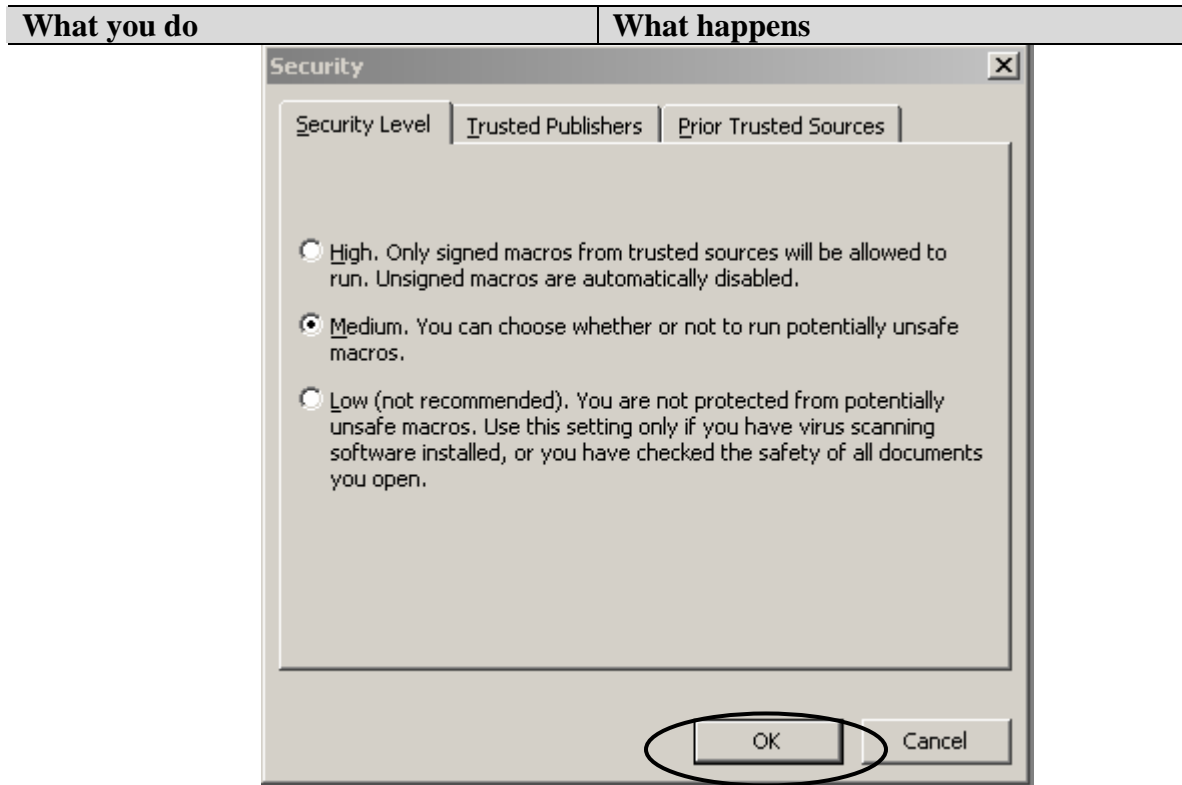
## Access 2003 - Macro Security

You may need to update your macro security setting in Microsoft Access. We recommend that you set your Macro security level to **Medium**. The following steps outline the process of setting your macro security level.

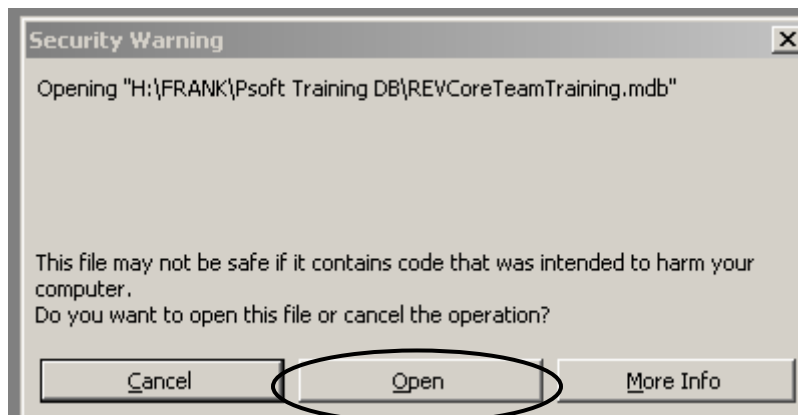
What you do	What happens
1. From within Access 2003, select <b>Tools</b> – <b>Macro - Security</b> from the menu.	
2. Verify that you are on the <b>Security Level</b> tab. If the option for <b>Medium</b> is not selected, click inside the option for <b>Medium</b> to select this security level.	



3. Click **OK** button.



From this point on, whenever you open a database the following warning message will appear:



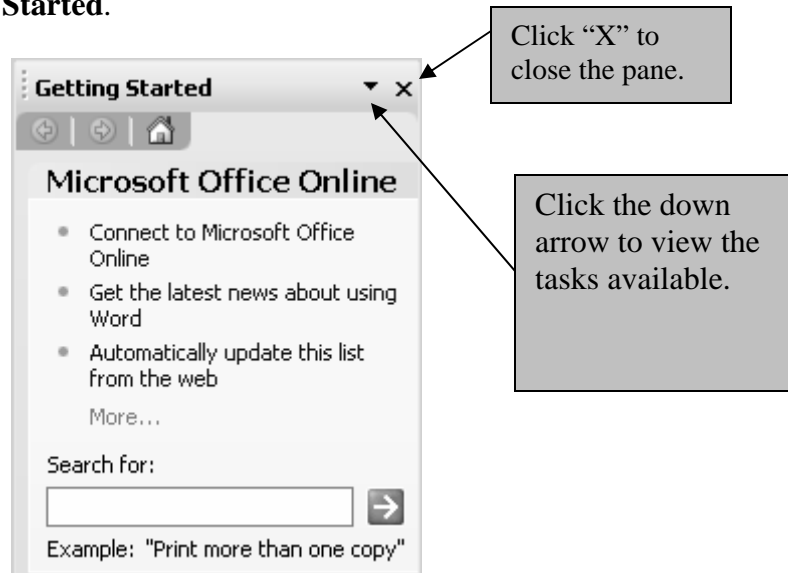
This message is simply warning you that database files can contain viruses and is double-checking to make sure you want to open this file. Click the **Open** button to open the database.

## Office 2003 Overview

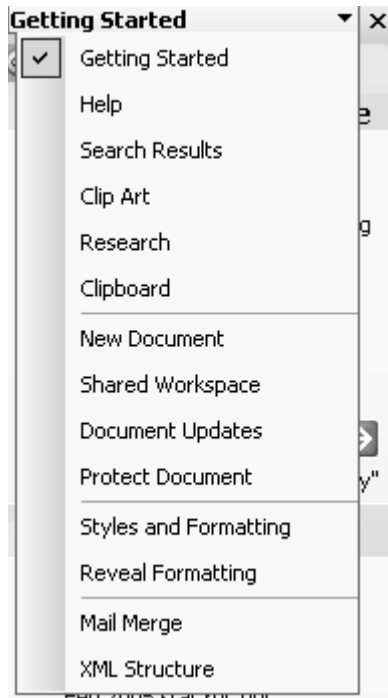
### The Task Pane

The Task Pane organizes the most commonly used tasks. This pane is located on the right side of the screen for all Office applications.

- To close the task pane, click the X in the far right corner.
- To view the task pane select **View** from the menu and select **Task Pane**.
- To view the tasks available within the task pane, click the down arrow next to **Getting Started**.



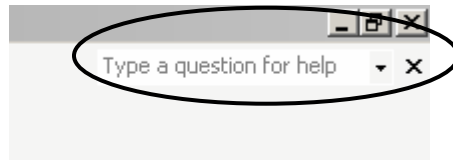
Sample list of tasks available from the task pane:



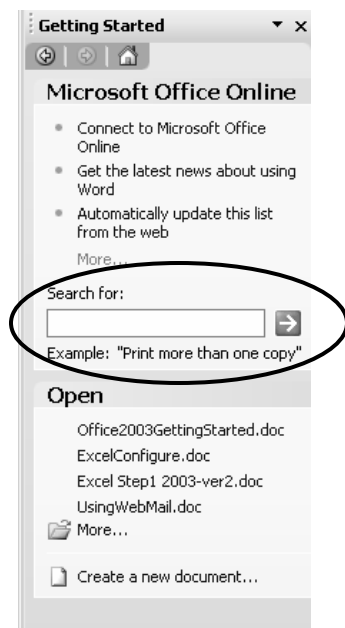
## Office Assistant

The Office Assistant is turned off by default. Office 2003 utilizes “Extended Error Reporting” which helps users work around problems by providing helpful suggestions for resolving a problem. If the Office Assistant is enabled it will interfere with this new feature, therefore, *it is recommended to leave the Office Assistant disabled.*

To obtain help in any Office 2003 application, type your question (or keywords) in the small help text box located in the upper right corner.



You may also search for help by using the Task Pane on the right side of the screen. Type your question (or keyword) in the “**Search for:**” text box to obtain assistance.



## Outlook 2003 Overview

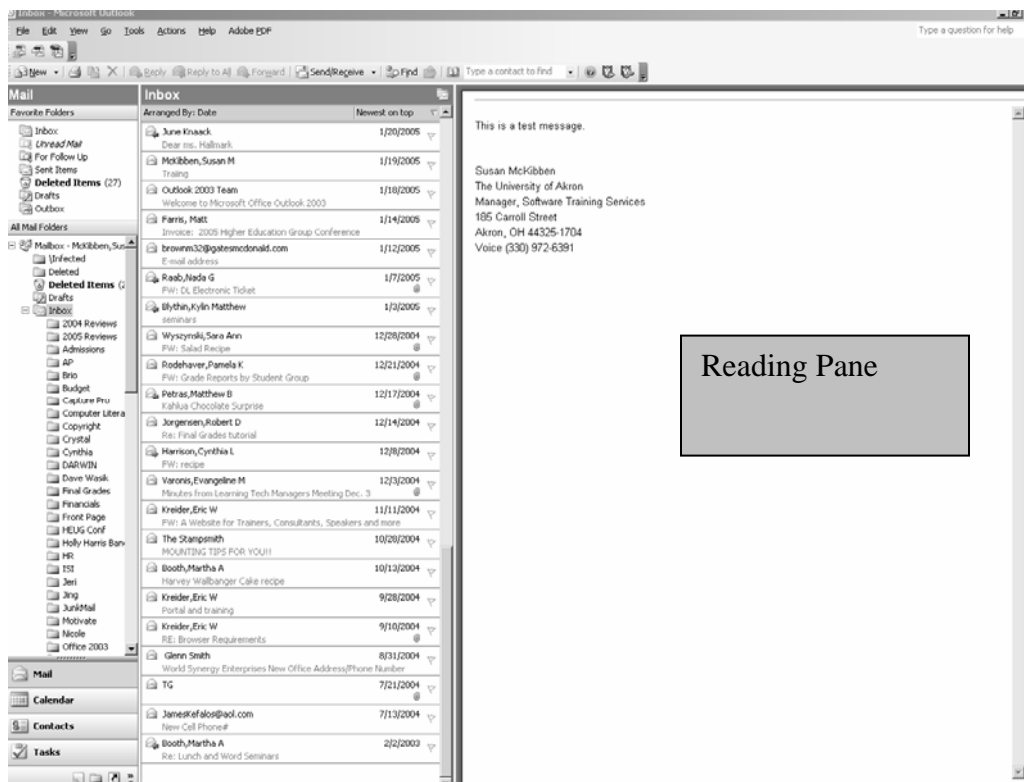
Outlook received the greatest amount of enhancements in the 2003 edition. A separate manual has been created, **Outlook 2003 Upgrade**, to detail these new features.

The following summary is intended to provide an overview of the changes which can be found in Outlook 2003.

### Streamlined Layout

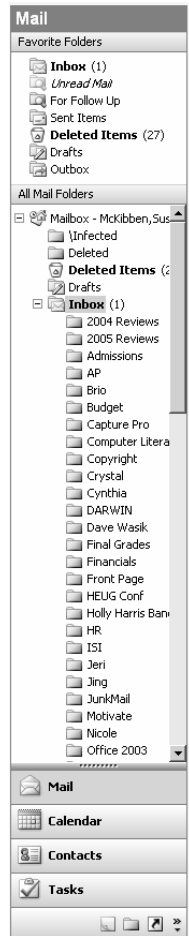
A new window layout enables the user to view more information at one time. Notice in the sample below the redesigned list of messages and the message preview which appears on the right side of the screen. This message preview is now referred to as the reading pane and provides for a greater amount of text to be viewed at one time.

Those users who wish to maintain the Outlook XP view may do so by selecting **View** from the menu bar and then selecting **Reading Pane – Bottom**. This will place the preview on the bottom of the screen and the message list will be similar in appearance to that of Outlook XP.



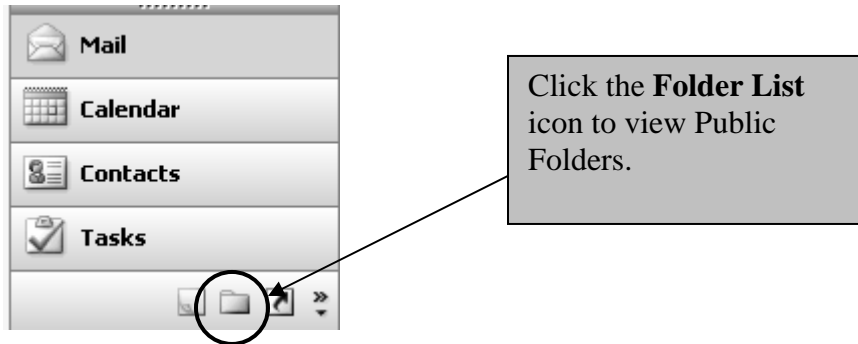
## Navigation Pane

The Navigation Pane has been modified to provide easy access to common Outlook functions. This pane is located on the left side of the screen and provides links to all mail folders, Calendar, Contacts, and Tasks.

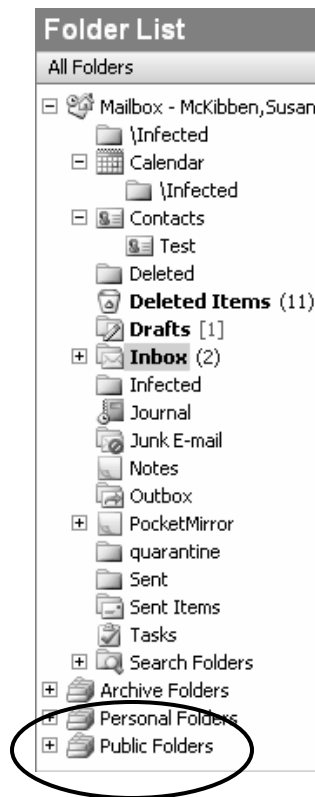


## Public Folders

Public Folders appear in the Folder List in the Navigation Pane. To view the public folders click the *folder* icon in the Navigation Pane.

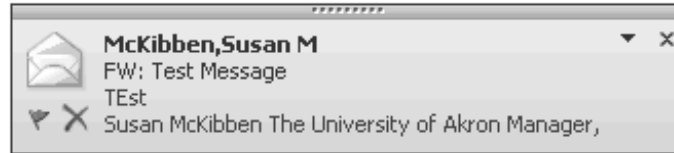


The public folders will appear in the **Folder List** under any Personal Folders. To expand the Public Folder list, click the + sign.



## New Message Alerts

Outlook will provide an alert message to notify you that a new message has been received. This alert will appear in the lower right corner of your desktop – regardless of what application you are using at the time. The alert displays the name of the sender, the subject, and the first two lines of the message. The alert will only be displayed for items which arrive in the default Inbox.



If you wish to delete the message immediately, click the X located in the lower left corner of the alert. To immediately open the message, click the envelope icon in the upper left of the alert. To remove the message alert from display without deleting the message, click on the X located in the upper right corner of the alert.

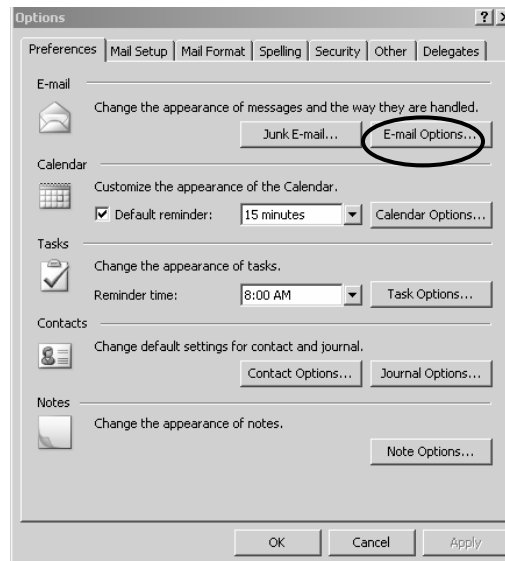
## Disable the Alert

Outlook 2003 will not display a message when running a PowerPoint 2003 slide show in order to prevent any embarrassment by revealing information that should be kept private. However, keep in mind that *if you switch to another program or a Web site within the presentation, the alerts will display*. If you will be giving a presentation, it is best to temporarily disable the alerts and then once the presentation is completed, return and enable the alerts.

*In order to avoid any embarrassment by having private (or spam) messages appear during a presentation, it is best to disable the mail alert.*

*Once the presentation is complete, be sure to return and enable the alert.*

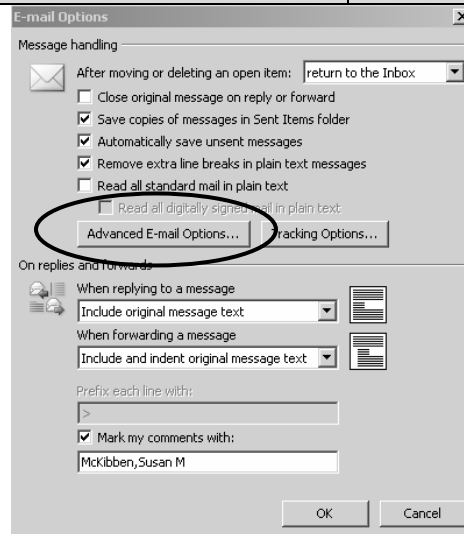
What you do	What happens
1. From within Outlook 2003, select <b>Tools – Options</b> from the menu.	
2. On the Preferences tab, click E-mail Options.	



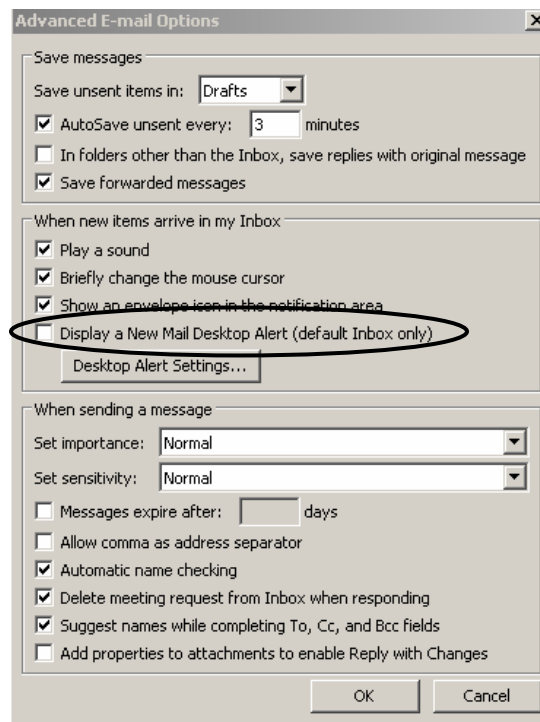
3. Click **Advanced E-mail Options**.

## What you do

## What happens



4. Clear the checkbox for **Display a New Mail Desktop Alert** (default Inbox only) located under *When new items arrive in my Inbox*.

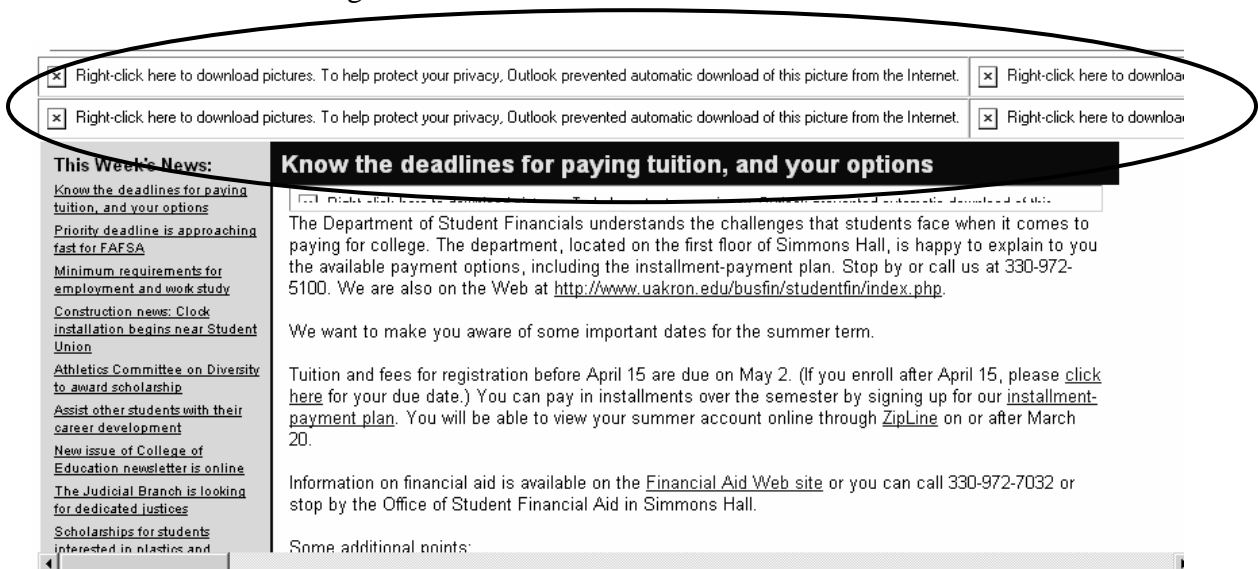


5. Click the **Ok** button.

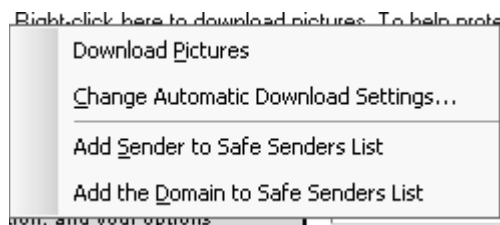
## Blocking Picture Downloads

Frequently, messages will contain pictures. Many times, these pictures are not included in the message itself – they are downloaded from a web server when the message is opened or previewed. Junk e-mail senders take advantage of this “web beacon” in their messages which notifies the server when you read or preview a message. This validates the e-mail address and as a result, more junk e-mail messages may be sent to your address. Office 2003 is configured to NOT automatically download pictures and other content from the Internet in order to protect your privacy and combat “web beacons”.

This means that a message which contains a picture (that must be downloaded from a web server) will have the picture blocked by default. To view the picture, right click over the image and select “**Download picture**”. If there are multiple images within the message, this will download all the pictures. The following is an example of a message which contains such images.



The following menu will appear when right-clicking on the image:



The following is a summary of the options available:

- **Download Pictures** will enable you to view the picture(s).

- **Change Automatic Download Settings** will enable you to modify your automatic download settings. *It is recommended that you do NOT enable automatic downloads of images.*
- **Add Sender to Safe Senders List** will add the sender to your “safe senders” list and from that point on any messages from the individual will be treated as exceptions and the blocked content will be downloaded.
- **Add the Domain to the Safe Senders List** will add the sender’s domain to the list of “safe senders” and from that point on any messages from that specific domain will be treated as exceptions and the blocked content will be downloaded.

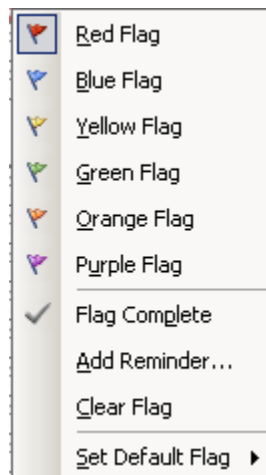
## Quick Flags

Quick Flags enable you to mark messages with a color-coded flag for follow-up. Click the flag icon next to a message in order to mark the message with a quick flag. The message will then appear in the “For Follow Up” folder.



Flagged for follow up.

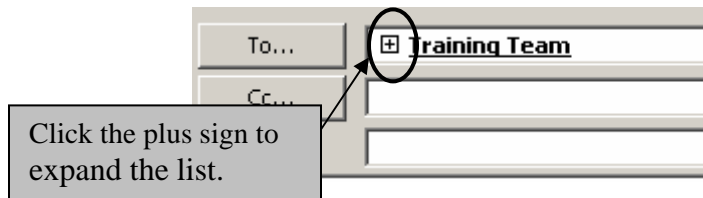
To specify the color to be used for the flag, right-click the flag area and select the appropriate flag.



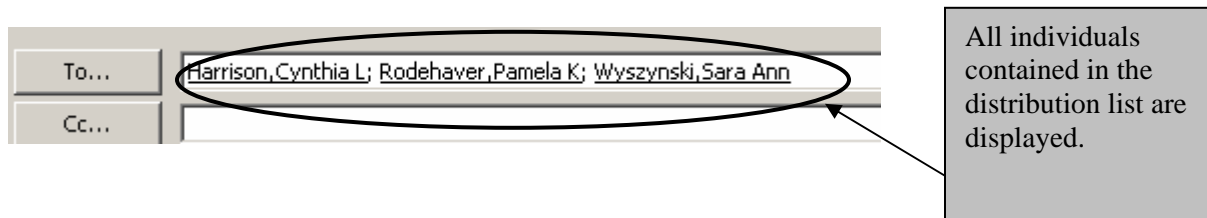
## Distribution Lists

Outlook 2003 provides additional functionality when sending a message to a distribution list. You now have the ability to view everyone in the distribution – and choose to omit an individual email address for a specific message.

Address your message as normal by specifying the distribution list. A plus sign (+) will appear in front of the distribution list. To expand the distribution list and see all of the individuals which compose the list, click the plus sign.

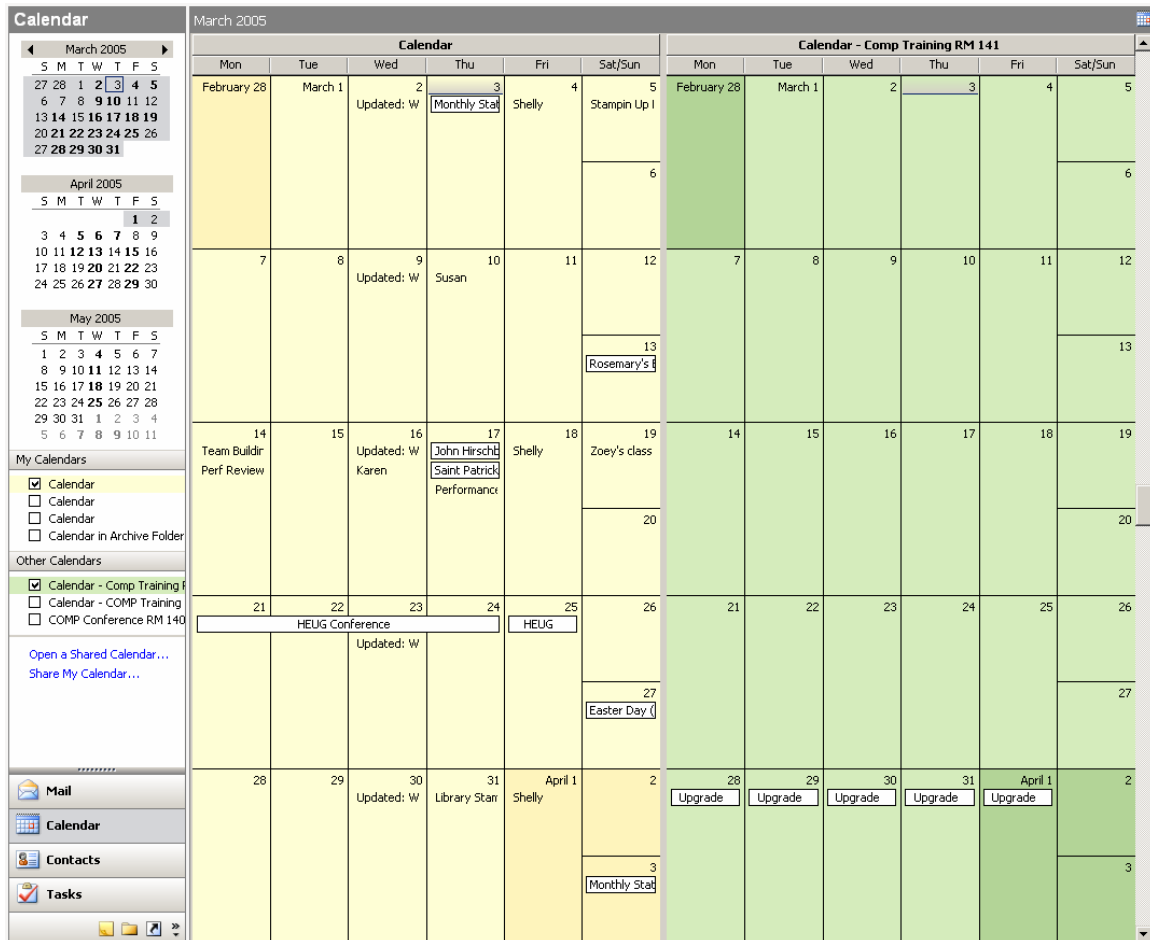


If you wish to remove an email address from the mailing click the individual you wish to remove and delete their name. This will not remove the individual from the distribution list – it will merely prevent the individual from receiving the specific email message being sent. ***Keep in mind that once you expand the distribution list it cannot be collapsed.***



## Side-by-Side Calendars

Outlook 2003 now provides the ability to view multiple calendars side-by-side. The calendars are color coded to assist with distinguishing the different calendars.



Please visit the Software Training Services website if you wish to obtain our Outlook 2003 Mail and Calendar manuals:


<http://www.uakron.edu/its/learning/training/Office2003.php>

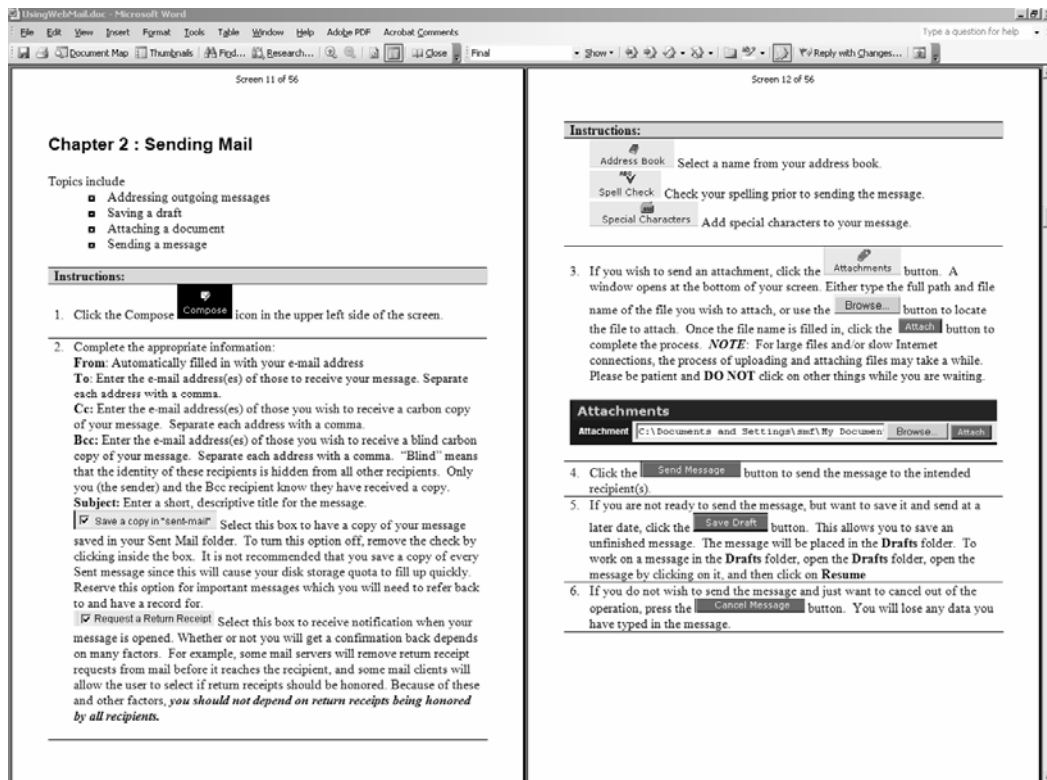
## Word 2003

Very few enhancements were made from Word XP to Word 2003. Most users should make the transition to Word 2003 with little or no problems.

### Reading Layout View

Word 2003 includes a new view, Reading Layout. This view optimizes the document for on-screen reading and includes larger text, shorter lines, and pages that fit the screen. Keep in mind that the pages which appear in the reading layout view do NOT represent the pages you will see if you print the document. The Reading Layout view ignores line and page breaks. Therefore, the pages are numbered by screen number in reading layout view – not by page number. For this reason, the Table of Contents will hide page numbers in Reading Layout view since the page numbers will not correspond to the screen numbers.

If you wish to display pages as they will look when printed, click **Actual Page**  on the **Reading Layout** toolbar.



## **Track Changes**

Revision or Reviewing Tools now provides the capability to customize the interface. Rather than have all changes and comments appear as margin balloons extending from lines through the document, Track Changes can be set to show within the document. Color-coded insertions and strikethroughs show in the actual page, while only Comments appear in margin balloons.

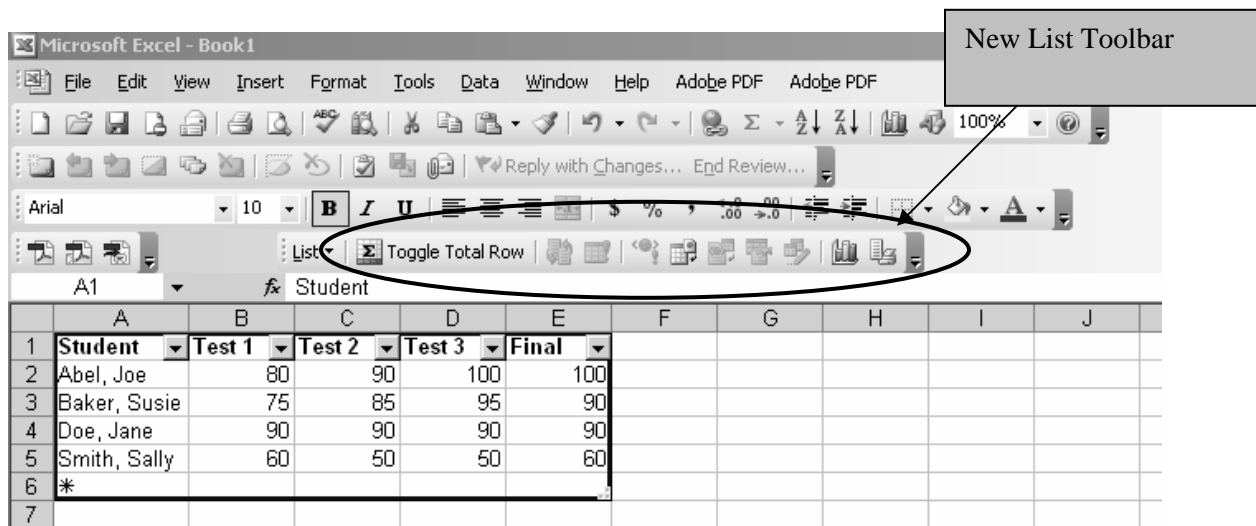
Please visit the Software Training Services website if you wish to obtain our Word 2003 manuals: <http://www.uakron.edu/its/learning/training/Office2003.php>.

## Excel 2003

### Lists

Excel 2003 utilizes a new Create List command (from the menu choose **Data – List – Create List**) which enables you to easily sort, filter, and total rows and columns in the list.

Once you have created your list, Excel automatically adds AutoFilter arrows to the top header row of the list – making it very easy to sort and filter list data. In addition, a new toolbar, the List toolbar, is now available. The **Toggle Total Row** option on the toolbar automatically sums or counts the entries in the last column in the list.



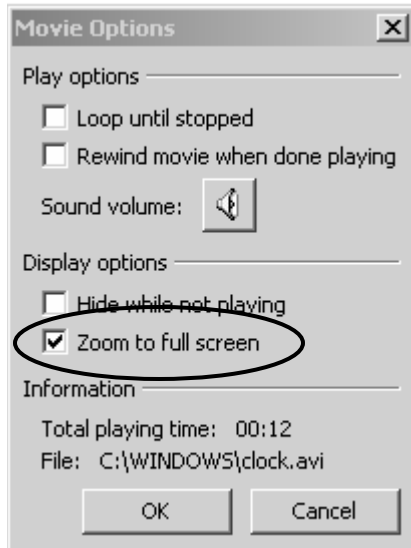
Please visit the Software Training Services website if you wish to obtain our Excel 2003 manuals: <http://www.uakron.edu/its/learning/training/Office2003.php>.

These manuals will be available for download after April 27, 2005.

## PowerPoint 2003

### Run Movies Full Screen

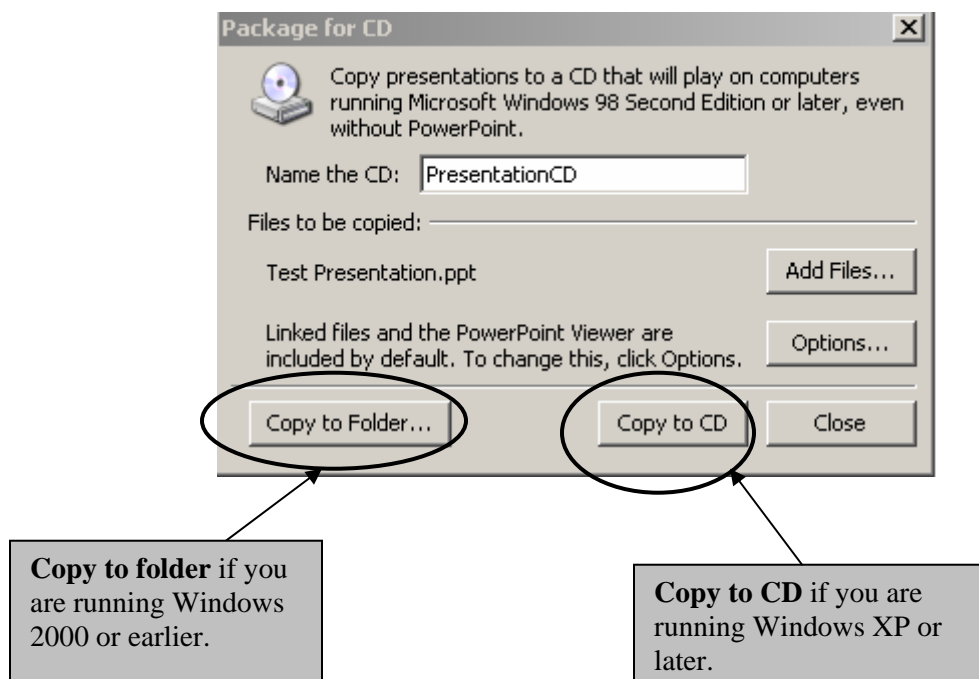
PowerPoint 2003 has the capability to run movies full screen. After inserting the movie into the presentation, right-click over the movie object and select **Edit Movie Object**. The Movie Options dialog appears. Click to place a check in the option **Zoom to full screen**.



## Package for CD Option

The new “**Package for CD**” option replaces “**Pack and Go**”. This feature enables you to copy one or more presentations and the supporting files to a CD. The PowerPoint viewer is automatically copied to the CD in order to allow the presentation to be played on any computer – regardless of whether or not the computer has PowerPoint installed.

***In order to run the Package for CD option, the computer must have Microsoft Windows XP or later installed.*** If you are running Windows 2000 or earlier, you can still use this feature to copy the presentation(s) only to a folder on your local computer, a network location, or a floppy disk (if you do not include the viewer). Once the presentation is packaged you can use third party software to copy the files to a CD.



Please visit the Software Training Services website if you wish to obtain our PowerPoint 2003 manuals:

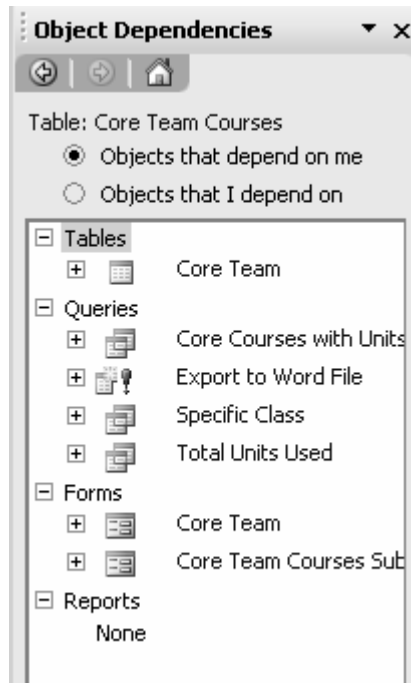
<http://www.uakron.edu/its/learning/training/Office2003.php>

These manuals will be available for download after June 1, 2005.

## Access 2003

### View Dependencies

Access 2003 provides the capability to click on a table, query, form, or report and view the dependencies with other objects. To view the dependencies, right-click over the object and select **Object Dependencies**. A list of all dependencies will be displayed.



### Backup a Database

Access 2003 allows you to directly backup the database without exiting Access. From the menu bar, select, **File – Backup Database**.

### Smart Tags Property

The new Smart Tags field property can be used to add a smart tag recognizer to a field, which displays a button and allows you to perform certain actions on the data.

Please visit the Software Training Services website if you wish to obtain our  
Access 2003 manuals:

<http://www.uakron.edu/its/learning/training/Office2003.php>

These manuals will be available for download after May 2, 2005.