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Give your Word tables some breathing room and increase their readability

Tables (usually) don't have long and winding sentences to navigate, superfluous accoutrements to contend with, or text and paragraph formats to interpret. Instead, a well-designed table includes concise, clear text. But when you must include more text in a table, you must include white space to keep the cells from overcrowding each other. Fortunately, there are a couple of simple ways to add padding to your cells and breathe a little fresh air back into your tables.

Related Courses

- Word 2007 — Level 1
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Method 1: Update cell margins

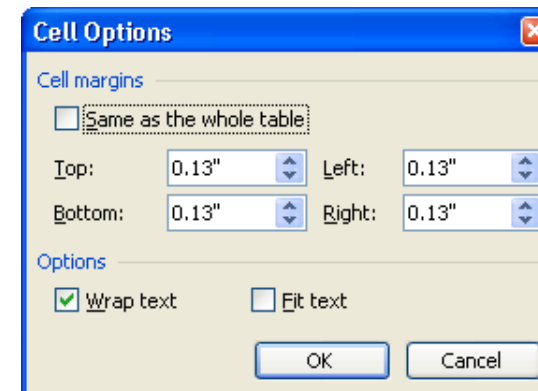
The most straightforward way to add more empty space to your table is to increase the margins for your table's cells. By default, each cell in a table has 0.08-inch right and left margins, and nonexistent (0-inch) top and bottom margins.

To change the margins for your entire table:

1. Click anywhere within the table and then choose Table | Table Properties from the menu bar.
2. Click on the Table tab in the Table Properties dialog box, and then click the Options button to launch the Table Options dialog box.



3. Boost the values in the Top, Bottom, Left, and Right spin boxes in the Default Cell Margins panel, and click OK twice to close both dialog boxes.



A

Use the Cell Options dialog box to adjust the white spacing for individual cells.

Add padding to selected cells only

You can also increase the white space for one or more selected cells, while leaving the default settings in place for the remaining cells.

To change an individual cell's margins:

1. Select the cell(s) you want to change.

Microsoft Office Productivity

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Information Systems Protection

Protect your network from spam with Microsoft's Intelligent Message Filter

Web Design & Development

Enhance site capabilities with server-side scripting

From the Editor

Word tables aren't always easy to work with, and you want to ensure that the text in your tables are legible. We'll show you two ways to add some space to your table to avoid overcrowded text.

Spam can ruin your day when you're maintaining a Microsoft Exchange Server 2003. Here's how you can squash spam with a server-side solution instead of relying solely on third-party applications.

Finally, we'll give you another tool for your web design arsenal: PHP. Using PHP, you can create websites through server-side scripting and learn an alternative to HTML.

2. Choose Table | Table Properties from the menu bar.
3. Click on the Cell tab, and then click the Options button.
4. In the Cell Options dialog box, deselect the Same As The Whole Table check box.
5. Update the Top, Bottom, Left, and Right settings, as shown in **Figure A**.
6. Click OK twice to close both dialog boxes.

Adapt for Word 2007

When you click in a table in Word 2007, the Table Tools ribbon displays with two tabs: Design and Layout. To change your table's margins, go to the Layout tab, and in the Alignment group, click the Cell Margins button. The Table Options dialog box displays and you can adjust your margins. To change an individual cell's margins, access the Table Properties dialog box by selecting the Table Tools ribbon's Layout tab, and in the Table group, click the Properties button. Then you can follow the same steps you would in earlier versions.

Change your table's paragraph spacing on the Home tab. In the Paragraph group, click the Line Spacing button and choose an option from the dropdown list — or select Line Spacing Options to open the dialog box.

Method 2: Increase paragraph spacing

Another easy way to add more white space to a table's cells is to adjust the paragraph spacing of the text within the cells.

To add space at the top or bottom of a cell:

1. Select the first or last line in the cell (as applicable), or select all of the text to simultaneously add space to the top and bottom of the cell. Alternatively, select a series of cells you want to edit, or choose Table | Select Table to update every cell.
2. Choose Format | Paragraph from the menu bar and click on the Indents And Spacing tab in the Paragraph dialog box.
3. Enter the amount of space you want to add in the Before and/or After text boxes in the Spacing panel, as shown in **Figure B**.
4. Click OK to close the dialog box and return to your document.

Default Spacing

There are two simple attributes you can adjust to add white space to your table:

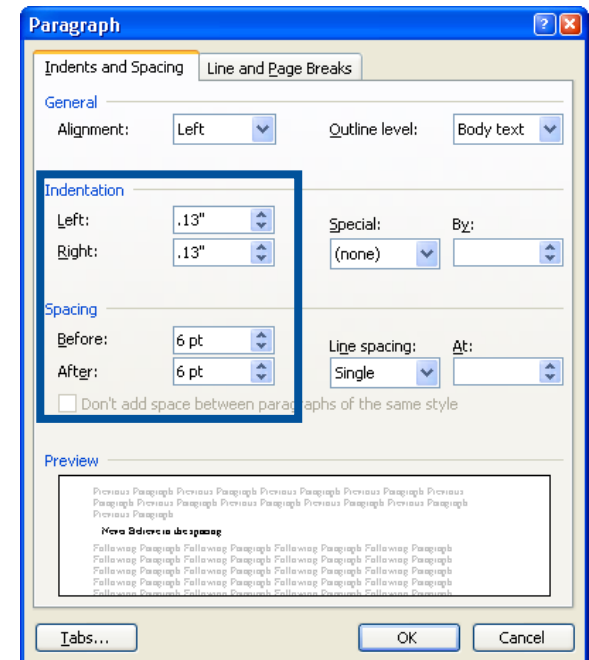
- Paragraph Spacing
- Cell Margins

You can also update the amount of white space on either side of the text in your selected cells in the Paragraph dialog box. To do so, simply enter the amount of space you want to add in the Left and/or Right text boxes (as applicable) in the Indentation panel. When you've finished, click OK.

Which technique should you use?

These two methods for adding white space to a table have some differences. For example, any extra white space you add by adjusting paragraph spacing to all of the text in a cell, a group of cells, or an entire table, also appears around and between paragraphs or bulleted items within a cell — sometimes with unexpected results, as illustrated in **Figure C**.

Because of this behavior, you should take a close look at your table's content before choosing which technique to use. 🌐



B Adjust the indentation and spacing around cell contents to add padding to your cells.

Adjusted Paragraph Spacing

There are two simple attributes you can adjust to add white space to your table:

- Paragraph Spacing
- Cell Margins

Adjusted Cell Margins

There are two simple attributes you can adjust to add white space to your table:

- Paragraph Spacing
- Cell Margins

C It isn't difficult to distinguish the difference between these techniques on some cells.

Protect your network from spam with Microsoft's Intelligent Message Filter

Unwanted commercial email (called UCE, junk mail, or spam) has become one of the biggest problems facing corporate networks. Many rejoiced when the U.S. Congress passed the CAN SPAM act in 2003, but like other legislative efforts to address the problem, it has had little practical effect. For every spammer who's been convicted and sentenced, thousands of others continue to flood our mailboxes with hundreds of thousands of unwanted messages. Rather than wait for the government to solve the problem, it's up to companies and individuals to take advantage of technological solutions.

Exchange and IMF

With older versions of Exchange, you had to rely on third-party spam-filtering software, but with Exchange Server 2003, you have many spam-fighting options. It's still a good idea to deploy a server-level anti-spam solution, such as:

- Sunbelt Software's IHateSpam for Exchange
- GFI MailEssentials
- Extensible Messaging Platform (EMP) Enterprise Anti-Spam

Now, however, Microsoft provides free anti-spam technologies that you can use alone or in conjunction with third-party anti-spam software.

Exchange filtering features

Exchange 2003 includes three anti-spam features "out of the box." These are:

- Sender filtering
- Recipient filtering
- Connection filtering

These filters are applied when an SMTP server tries to send the messages to your Exchange server.

How IMF works

The Intelligent Message Filter for Exchange is so called because it is able to "learn" the characteristics of spam messages that distinguish them from legitimate email messages. In other

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words, rather than just relying on criteria that would flag a message as spam, IMF also recognizes criteria that would indicate a message is legitimate. This reduces the incidence of false positives.

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IMF is applied after the SMTP session, so messages that are filtered by the built-in Exchange filters have already been handled.

Note: Microsoft's spam-filtering technologies can comprise a multi-layered filtering strategy. Mail first goes through the Exchange filters during the SMTP session, then through IMF after the SMTP session. If spam messages get through both and make it to the client computer, Outlook 2003 has junk mail filters to catch them.

Deploying IMF

IMF was originally released as a standalone add-on for Exchange 2003, but now it's included with Exchange 2003 Service Pack 2, which you can download at www.microsoft.com/downloads/details.aspx?familyid=535BEF85-3096-45F8-AA43-60F1F58B3C40&displaylang=en.

SP2 is approximately 110 MB and contains version 2 of IMF along with other new features and fixes for Exchange.

Where to install IMF

You should install IMF on Exchange servers that function as gateway servers (those that accept incoming email from the internet) and enable it on all SMTP

virtual servers that accept internet messages.

What if you have non-Exchange email servers at the internet edge? Then, you should install IMF on your Exchange bridgehead servers that get the mail from the non-Exchange gateway servers and enable it on SMTP virtual servers on the bridgehead server.

Note: Special considerations apply if you're deploying IMF in a cross-forest environment. Then, you'll need to enable cross-forest authentication.

Installation procedure

The IMF wizard, which is shown in **Figure A**, walks you through the steps of selecting the IMF components you want to install. You need to be a local administrator and a member of the Exchange Administrators group to run the wizard.

You can select to install the IMF itself and/or the IMF management tools. The IMF can only be installed on an Exchange server. You can install the management tools on a workstation to manage IMF remotely, but you must install the Exchange System Manager on the workstation first.

Configure and customize IMF

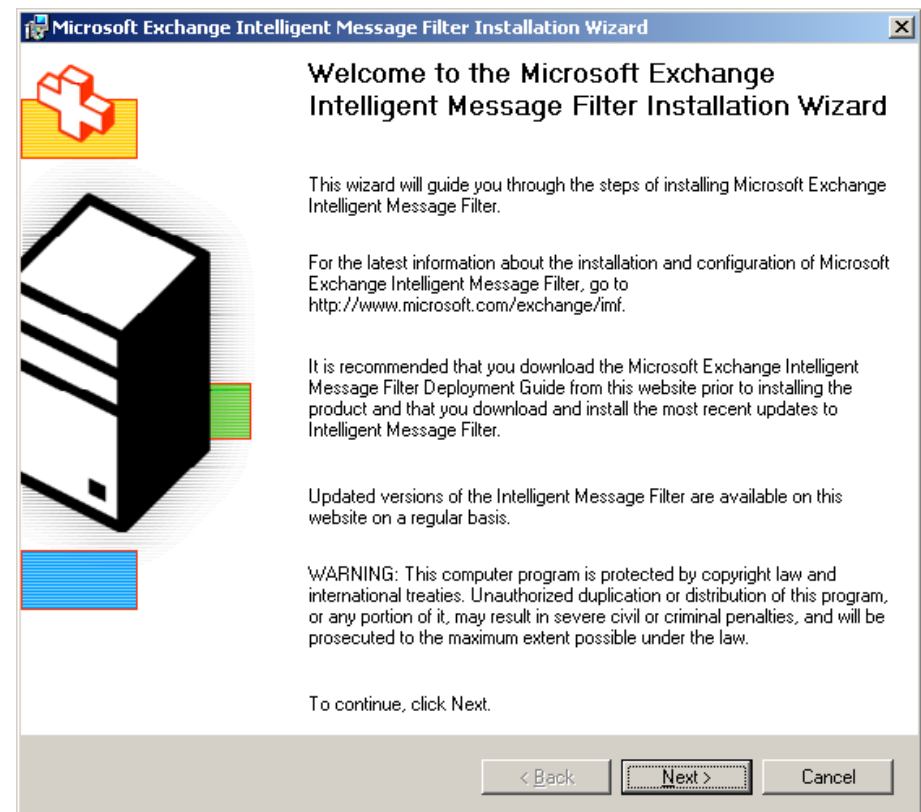
You configure IMF settings via the Intelligent Message Filtering tab in the Message Delivery Properties dialog box, as shown in **Figure B**.

You can set thresholds based on each message's Spam Confidence Level (SCL) rating. The higher the SCL rating, the more likely it is that the message

is spam. Ratings range from 0 to 9. Messages rated above the threshold setting will be blocked. You can set IMF to archive blocked messages.

You can configure IMF at two levels:

- The gateway
- The mailbox store



A The IMF wizard guides you through the steps of installing and selecting components.

Enable IMF on virtual SMTP servers

The next step is to enable IMF on virtual SMTP servers that receive mail from the internet. You do this via the Exchange System Manager.

Follow these steps:

1. In the left pane of the Exchange System Manager console, expand Servers, the name of the server, Protocols, and then SMTP.
2. Right-click on IMF and select Properties.
3. Click on the General tab.
4. Below Apply Intelligent Message Filtering To The Following Virtual Servers' IP Addresses, select the check box for the SMTP virtual server(s) on which you want to enable IMF.
5. Click OK.

Configure the archive location

It's best to set IMF to archive the messages it blocks, so you can check them to be sure legitimate messages haven't been caught in the filters.

By default, when you select to archive blocked messages, they're stored in X:\Program Files\Exchsrvr\mailroot\vs<SMTP virtual server number>\UCEArchive, where X represents the letter of the partition on which Exchange is installed.

You can change the location for storing the archived messages by editing the registry.

Follow these steps:

1. Open the registry editor (regedit.exe).
2. In the left pane, navigate to the following key:
HKEY_LOCAL_MACHINE\Software\Microsoft\Exchange\ContentFilter.
3. In the right pane, right-click on ContentFilter and select New, and then String Value.
4. Name the new value ArchiveDir.
5. Right-click on the new ArchiveDir value and select Modify.
6. In the Value Data field, enter the path of the file location where you want to archive blocked messages.

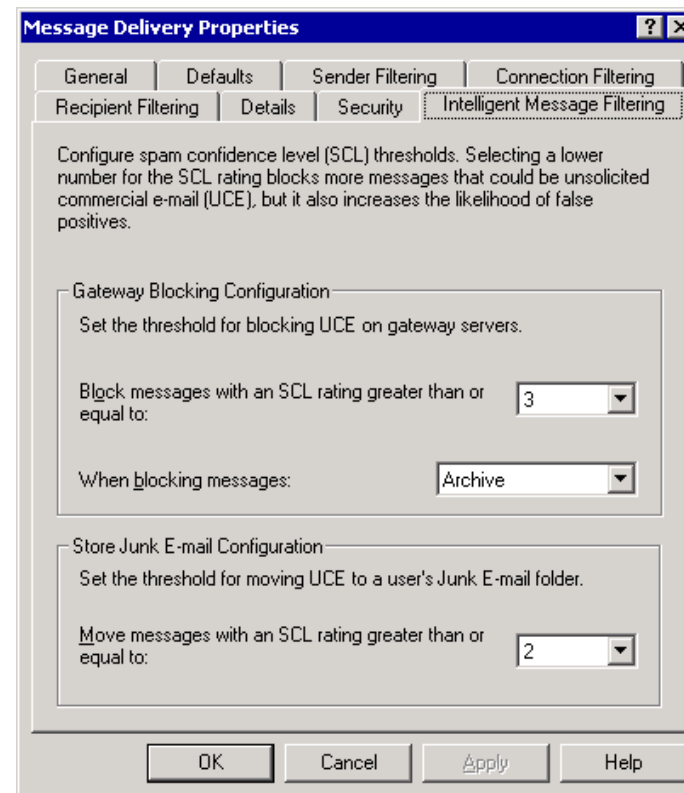
Authenticated connections

By default, messages that are sent by authenticated users don't go through IMF. This usually works fine, since your authenticated users can usually be trusted not to send spam. However, there might be cases where you want IMF to filter messages that are sent through authenticated connections and assign SCL ratings to them. Here's how:

1. Open the registry editor (regedit.exe).

2. In the left pane, navigate to the following key:
HKEY_LOCAL_MACHINE\Software\Microsoft\Exchange\ContentFilter.
3. Right-click on ContentFilter, select New, and then DWORD Value.
4. Name the new value CheckAuthSessions.
5. Right-click on the CheckAuthSessions value and select Modify.
6. In the Value Data field, enter 1. This causes IMF to check all messages, whether sent by anonymous or authenticated users. If you want to stop filtering mail sent by authenticated users, change the value data to 0.

For additional information on the Exchange IMF, including updates to the software, see <http://technet.microsoft.com/en-us/exchange/bb288484.aspx>.



B Configure IMF settings via its tab on the Message Delivery Properties dialog box.

Enhance site capabilities with server-side scripting

One of the fun — and occasionally intimidating — things about web design is that there's usually more than one way to achieve a certain goal or create a specific effect. For example, you can save your images as GIF or JPEG files, format your text with HTML tags or CSS style, and create hyperlinks using either text or graphics. In each case, the choice you make presents specific advantages and disadvantages. A tool that works great for one application may be nearly worthless for another.

That's why it's important that your webmaster toolbox contain as many different tools as possible. Just as a carpenter would never approach a job with only a claw hammer, you shouldn't approach web projects with just HTML code. We'll introduce you to PHP, which lets you quickly add server-side scripting to your web pages. As

you'll discover, PHP is a powerful, popular, and versatile tool.

P is for PHP

For reasons only a programmer could appreciate, PHP is a recursive abbreviation, which stands for PHP: Hypertext Preprocessor. Recursion aside, PHP is an easy-to-understand open-

source scripting language that's ideally suited for use on the web. You can either embed PHP scripting in HTML or save it in an external file and call it from HTML, much as you would with an external JavaScript file.

Unlike JavaScript, which runs on the client (user) machine, PHP is a server-side language — hence the pre-processor part of its name. PHP code runs on the server before HTML is sent to the browser, so you'll only see HTML code if you view the source of a PHP document in the browser.

The major implication of using a server-side language is that the language must be installed on the server. Fortunately, most major server platforms support PHP, and it's commonly available with hosting packages from Web presence providers. In fact, some 15 million domains were PHP-compliant as of December 2003.

Since PHP runs on the server, not the client machine, you don't have to worry about which browser the user has or whether he's enabled JavaScript. The page he sees will be pure HTML.

Here, for example, is the code for an exceedingly simple page with embedded PHP scripting. The embedded PHP scripting is shown in blue:

```
<html>
<body>
<?php echo $_ENV["HTTP_HOST"]; ?>
</body>
</html>
```

As you can see, the PHP script — a single echo statement in this case — appears inside a special PHP tag.

This script echoes, or displays onscreen, the current page's HTTP host — in other words, the site's URL. If you viewed the page's source in the

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browser, you'd see something like this:

```
<html>
<body>
www.elijournals.com
</body>
</html>
```

Because the script is processed on the server side, the PHP code never appears in the browser.

Get up to speed on PHP: For extensive information on PHP, including usage figures and installation instructions, visit The PHP Group's website at www.php.net.

Put PHP to work

Now that we've covered the basics of PHP, let's look at a simple application. As you probably know, it's fairly easy to create a hyperlink that, when a user clicks on it, opens Internet Explorer's Add Favorite dialog box. Such a link won't work in other browsers, however, so webmasters often use JavaScript to detect the browser in use and only display the link in Internet Explorer. PHP lets you do the same thing, and the equivalent code is both simpler and more elegant.

To see PHP in action, open a test website in your web authoring applica-

tion, and create a new web page. Now, switch to HTML/Code mode and add the code from **Listing A** between the `<body>` and `</body>` tags.

Now, save the page as `favorites.php` — note the special extension.

Open the live version of your page in your browser. (If you've been working on a local copy of your site, you'll need to publish it to the server first.) If the browser you're using is Internet Explorer, the page will look like the one in **Figure A**; otherwise, nothing should appear.

Look back at the code in **Listing A**, and you'll see one of PHP's most

versatile features: the ability to jump from PHP to HTML and back, even in the middle of a block of PHP code. In our example, we start with two nested `if` statements, which determine whether the current browser is IE. If it is, we then jump out of PHP to create the Bookmark This Page link. Finally, we return to PHP to close the control structures.

A more robust PHP example

The previous section offered a relatively trivial example of how you can use PHP in your sites. You won't be surprised to learn that PHP has much more powerful capabilities. In this section, we'll explain how you can use PHP to create a "tell a friend" form, one that lets visitors recommend your site to their friends via email.

Listing A:

PHP code to create an "add to favorites" link

```
<?php
if (strpos($_SERVER["HTTP_USER_AGENT"], "MSIE")
    !== false) {
    if(!strpos($_SERVER["HTTP_USER_AGENT"], "Opera")
        > 0 ) {
    ?>
<span style='color:blue; cursor:hand;
    text-decoration:underline' onclick='window
    .external.AddFavorite(location.href,
    document.title);'>Bookmark This Page</span>

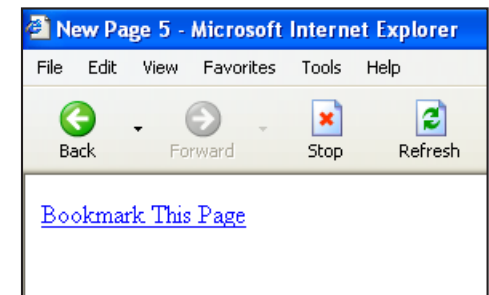
<?php
}
}
?>
```

Listing B:

PHP code for refer.php

```
<?
mail("$recipient_email", "Site Recommendation", "Hi,
    $recipient_name!\r\n\r\n$sender_name at
    $sender_email asked me to tell you about the site
    at $link.\r\n\r\nWebmaster\r\n$link",
    "From: webmaster@{$_SERVER['SERVER_NAME']}\r\n"
    ."Reply-To: webmaster@{$_SERVER['SERVER_NAME']}\r\n"
    ."X-Mailer: PHP/" . phpversion());

echo "An email has been sent to $recipient_name at
    <a href='mailto:$recipient_email'>
    $recipient_email</a> from
    $sender_name at <a href='mailto:$sender_email'>
    $sender_email</a> about the site <a href=$link>
    $link</a>.";
?>
```

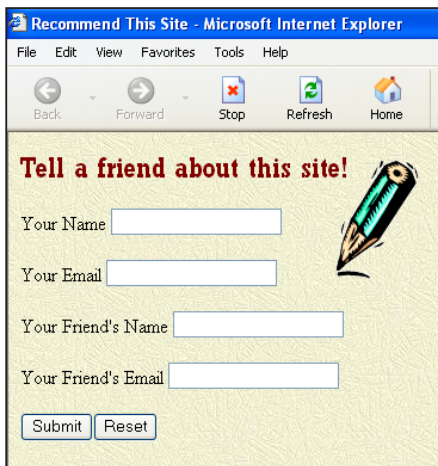


A The PHP code gives visitors a link to bookmark your website to their Favorites list.

Listing C:

Code to add to form.php

```
<?php $fullurl = "{$_HTTP_HOST}";
$fullurl = "http://" . $fullurl;
echo "<input type=hidden name=link
value=$fullurl>";?>
```



B Your new page includes a four-field form and instructions.

To add the code to your webpage:

1. Create a new document in your web authoring program.
2. Switch to HTML, Code, or Source Code mode.
3. Delete the code you see there, and replace it with the code from **Listing B**.
4. Save the file as refer.php.

Build the page

Next, create the page shown in **Figure B**, which includes instructions and a

four-field form where site visitors can refer friends to your site by using this form. You may also want to add a note explaining that the site doesn't collect or share the email addresses users enter.

To refer to the fields in the PHP script by giving them specific names:

1. Select the first textbox field and access the Text Box Properties dialog box or Inspector.
2. Type *sender_name* in the Name text box (click OK if you're using a dialog box).
3. Continue in the same manner, name the second field *sender_email*, the third *recipient_name*, and the fourth *recipient_email*.

Connect the form to the script

Like all forms, the one we've just created is configured to send its results to a file. However, we want to send the results to refer.php instead.

To configure the form so its results go to refer.php:

1. Type *refer.php* in the Action text box of your form handler.
2. Choose POST as the Method. Now, all we have to do is add a little PHP scripting to the page. Switch to HTML, Code, or Source Code mode and add the code from **Listing C** just after the `<form>` tag.

This code creates a hidden form field, link, and assigns as its value the current site's URL.

Next, save the form page as form.php and load its live version in the browser. Complete the form, putting yourself down as both sender and recipient, and click Submit. You'll see a message in the browser indicating that your recommendation has been sent. 🌐



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