

# Small Business PC Product Guide for Partners

Windows Vista Business and Microsoft Office Professional 2007

Small  
Business  
PC



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### Introducing a winning combination for you and your small business customers.

New business opportunities don't come around every day. That is why the launch of the Windows Vista™ operating system and the 2007 release of the Microsoft® Office system are so significant. The best way for you to make the most of this opportunity—to sell hardware, software, and services to small business customers—is to market and sell PCs to your small business customers preinstalled with Windows Vista Business and Microsoft Office Professional 2007. Together, they provide the essential operating system plus productivity and contact management software and security enhancements to help your customers get work done quickly.

To help you get started, Microsoft has created the Small Business PC Campaign. Through this campaign, Microsoft is providing a variety of product information and marketing resources to help you initiate conversations with your small business customers around the licensing of Windows Vista Business and Office Professional 2007 preinstalled with a new PC purchase. Partner support materials, including customizable campaign materials, will be available through the Microsoft partner portal sites, including the Partner Marketing Center, the Microsoft OEM System Builder site (MOSB), and the OEM Communications Extranet (OCE). To see a complete list of available campaign materials, please refer to the *Small Business PC Campaign Sales Reference Guide*. To see a complete list of available campaign materials, please refer to the Small Business PC Campaign Sales Reference Guide. For additional information, refer to the brochure *Growing Your Business with the 2007 Microsoft Office system*, the *Sales Reference Guide for selling the 2007 Microsoft Office system*, and the *Windows Vista Business Sales Reference Guide*.

Both Windows Vista and Office Professional 2007 include breakthrough product enhancements that will benefit your small business customers. This includes a simplified user interface and powerful search capabilities, tools for automated data backup, and better protection against spam and spyware than prior versions of Microsoft Office or the Windows® operating system. Small businesses will also benefit from having all their customer and contact information in one place with Microsoft Office Outlook® 2007 with Business Contact Manager.

This is the perfect time to talk to your customers about the value of Windows Vista and the Microsoft Office system to meet their business needs. This Windows Vista Business and Office Professional 2007 product guide is designed to help you get started. You can use it to find specific

product information, learn about new features and benefits, and see how small business PCs work in a real-life customer scenario. For additional product-specific information, please visit [www.microsoft.com/office](http://www.microsoft.com/office) and [www.microsoft.com/windowsvista/smallbusiness](http://www.microsoft.com/windowsvista/smallbusiness).

### The right product for your small business customers.

Software can be instrumental in boosting the efficiency and effectiveness of small business employees. Thus, individual productivity has been a major area of investment in the new releases of Windows Vista and the 2007 Microsoft Office system. Based on extensive research and user feedback, Microsoft focused on the development of new and improved technologies and feature advancements that deliver streamlined user interfaces, integrated and more powerful search capabilities, improved security and data backup features, and information-sharing capabilities—all with the intention of producing better results faster for your small business customers.

### Small business technology needs.

Additional worldwide research with small business owners and managers identified a number of common technology needs, including the ability to:

- Help protect PCs and data against spyware, viruses, spam, phishing scams, and systems becoming nonresponsive.
- Access information on office computers from across the network, from home, or while traveling.
- Add new PCs to the business and transfer files, data, and settings quickly and without using outside IT support.
- Reduce time and money spent on training people to use new software.
- Help safeguard business and customer information by backing up important files and system settings.
- Quickly organize, manage, and track customer information and contacts by centralizing information in a single location.
- Quickly create high-quality business communications, presentations, and marketing materials in-house.
- Easily manage, sort, organize, and find information within an increasing volume of e-mail.

These important business needs can be better met with a computer running the Windows Vista Business operating system and Office Professional 2007. Together, these two products can help your customers:

- Work more efficiently.
- Back up and better protect their data.
- Market and sell products and services more effectively.
- Stay connected to the business—in and out of the office.

This guide provides an overview of the top benefits and features delivered with the combination of Windows Vista Business and Office Professional 2007 to better meet the needs of your small business customers.

### Why Windows Vista Business?

Windows Vista is the most secure, reliable, and manageable version of the Windows operating system. And Windows Vista Business is the edition of Windows Vista that best meets the needs of small and midsize businesses. Designed to keep computers running smoothly and more securely, Windows Vista Business will minimize your customers' reliance on IT support, and it gives them the advantage of powerful new ways to efficiently find, organize, and share information. Read the complete Windows Vista product guide at [www.microsoft.com/windowsvista/smallbusiness](http://www.microsoft.com/windowsvista/smallbusiness).

Windows Vista Business (and Windows Vista Ultimate) include additional features and functionality not found in Windows Vista Home Basic or Windows Vista Home Premium versions, including:

- Networking features—Domain join for Windows Small Business Server 2003 and the 2000 edition as well as for Microsoft Windows Server® 2003 and the 2000 edition, Group Policy support, offline files and folder support, client-side caching, Roaming User Profiles, Folder Redirection, centralized power management through Group Policy, and integrated support for Microsoft Internet Information Services (IIS) 6.0.
- Mobility features—Remote Desktop Connection (client and host).

- Security and backup features—Windows Vista Shadow Copy, system image–based backup and recovery, Encrypting File System (EFS), desktop deployment tools for managed networks, policy-based quality of service for networking, Windows Rights Management Services (RMS) Client, control over installation of device drivers, Network Access Protection Client Agent, pluggable logon authentication architecture, and integrated smart card management.
- Small Business Resource Center—provides help, guidance, and training on Windows Vista Business designed specifically for the small business user.
- Windows Fax and Scan—provides integrated faxing and scanning capabilities.

Refer to the following table for additional features found in Windows Vista Business as compared to other editions.

Windows Vista Features		Windows Vista Home Premium edition	Windows Vista Business edition	Windows Vista Ultimate edition
<b>Security and manageability</b>	Windows Defender	✓	✓	✓
	Domain Join		✓	✓
	User Account Control for increased security by running all users as standard users	✓	✓	✓
	Group Policy support		✓	✓
	Parental controls	✓		✓
	Windows BitLocker™ Drive Encryption			✓
	Worldwide user interface languages (35 languages) available			✓
	Subsystem for UNIX-based Applications (SUA)			✓
<b>Reliability</b>	Windows Complete PC Backup and Restore		✓	✓
	Windows Vista Shadow Copy backup		✓	✓
	Windows® Backup and Restore Center	✓	✓	✓
	Encrypting File System		✓	✓
	Built-in diagnostics tools		✓	✓
<b>Setup and compatibility</b>	Windows Easy Transfer	✓	✓	✓
<b>Search and organize</b>	Really Simple Syndication (RSS) feed support in Internet Explorer® 7+	✓	✓	✓
	New professional, more attractive user interface called Windows Aero™	✓	✓	✓
	New ways to organize your information	✓	✓	✓
	Instant and pervasive search capability throughout the desktop	✓	✓	✓
<b>Easy and effective</b>	Small Business Resources		✓	✓
	Windows Photo Gallery including digital photo touch-up, photo rating, and picture and video organization	✓	✓	✓
	Windows Media® Center	✓		✓
	Windows Movie Maker HD	✓		✓
	Windows DVD Maker			✓
	Windows Fax and Scan		✓	✓
<b>Performance</b>	Windows SuperFetch™	✓	✓	✓
<b>Mobile PC</b>	Tablet PC capabilities	✓	✓	✓
	Windows Mobility Center	✓	✓	✓
	Windows Sync Center	✓	✓	✓
	Remote Desktop Connection		✓	✓
	Windows Meeting Space	✓	✓	✓
	Windows SideShow™	✓	✓	✓
<b>Networking</b>	Network diagnostics and troubleshooting	✓	✓	✓
	Improved wireless networking	✓	✓	✓
	Support for new wireless security protocols	✓	✓	✓
	Ability to easily set up a network projector	✓	✓	✓
	Offline file and folders		✓	✓

Figure 1: Comparison of Windows Vista Home Premium and Windows Vista Ultimate editions features versus Windows Vista Business.

### Why Office Professional 2007?

Office Professional 2007 includes programs and functionality specifically designed to meet the needs of small businesses. Office Professional 2007 is a complete, easy-to-use set of productivity and contact management tools that help small businesses save time, stay organized, effectively manage contact and customer information, and produce professional-quality marketing communications and campaigns in-house. Office Professional 2007 adds rich database functionality with the inclusion of Microsoft Office Access 2007.

Office Professional 2007 includes the following programs designed to meet the needs of small business:

- Microsoft Office Outlook 2007: a messaging client that provides e-mail, calendar, contacts, and task management functionality (not available in Microsoft Office Home and Student 2007).
- Microsoft Office Outlook 2007 with Business Contact Manager: adds business contact and customer information management and lead and opportunity management to the messaging and collaboration client capabilities of Office Outlook 2007. In addition, this latest version includes project management and marketing features specifically designed to address key small business challenges (not available in Microsoft Office Basic 2007, Office Home and Student 2007, or Office Standard 2007).
- Microsoft Office PowerPoint® 2007: a presentation program for quickly creating dynamic, great-looking presentations using the new results-oriented interface, Smart Art graphics capabilities, and formatting tools (not available in Office Basic 2007).
- Microsoft Office Publisher 2007: a business publishing and marketing materials solution that brings together all the tools you need to create and distribute effective publications and marketing materials for print, Web, and e-mail (not available in Office Basic 2007, Office Home and Student 2007, or Office Standard 2007).

The following core programs are available in all 2007 Microsoft Office suites:

- Microsoft Office Word 2007: a document-authoring program that helps you create and share great-looking documents by combining a comprehensive set of writing tools with an easy-to-use interface.
- Microsoft Office Excel® 2007: a spreadsheet program that you can use to analyze, communicate, and manage information to help you make more informed business decisions.

For details about the new and improved features in each Microsoft Office program, see the Microsoft Office Professional 2007 product guide at [www.microsoft.com/office](http://www.microsoft.com/office). Refer to the following table for a summary of the 2007 Microsoft Office suites.

2007 Microsoft Office programs	2007 Microsoft Office Suites				
	Office Basic 2007 (OEM only)	Office Standard 2007	Office Small Business 2007	Office Professional 2007	Office Ultimate 2007
Microsoft Office Word 2007	✓	✓	✓	✓	✓
Microsoft Office Excel 2007	✓	✓	✓	✓	✓
Microsoft Office Outlook 2007	✓	✓	✓	✓	✓
Microsoft Office PowerPoint 2007		✓	✓	✓	✓
Microsoft Office Outlook 2007 with Business Contact Manager			✓	✓	✓
Microsoft Office Publisher 2007			✓	✓	✓
Microsoft Office Access 2007				✓	✓
Microsoft Office OneNote® 2007					✓
Microsoft Office Groove 2007					✓

Figure 2: Compare the benefits of Office Professional 2007 to other suites.

### Work more efficiently.

Together, Windows Vista Business and Office Professional 2007 help your customers spend less time learning new software and more time focusing on their businesses. The extensive user-interface advancements and improved tools in these products help your customers quickly find and organize all of their own customer and marketing information, documents, e-mail messages, to-do items, and more. It's also easier to find the software tools they need when they need them.

In the following pages, you'll see how Contoso Landscape Design uses Windows Vista Business and Office Professional 2007 on its desktop and portable computers and benefits from the combined advantages. With Windows Vista Business and Office Professional 2007, Contoso is more productive as a whole, is more responsive to its customers, is able to create and pursue new business opportunities, and is better equipped to protect its business assets.

**Finding information.**

- **Instant Search in Windows Vista Business:** In Windows Vista Business, every Explorer window, as well as the Start Menu, contains an Instant Search box where you can enter keywords and quickly find information on your computer, whether it's a program, document, contact, e-mail message, Internet Favorites or Internet History file, or Outlook calendar event. For example, Carol Philips of Contoso needs to find price quotes that she received in an e-mail message from a nursery. She simply types "quote" in the Instant Search box, and results containing the word "quote" appear. Carol can also find data within offline files or across the Contoso network using the distributed search capabilities of Windows Vista Business.
- **File previews in the Windows Vista Reading Pane:** When Carol is browsing her folders for the file or document she needs, the Reading Pane displays a high-fidelity image of various files, enabling Carol to browse or read entire documents, spreadsheets, images, and more—without ever opening the file or the program that created the file.
- **Search Folders in Windows Vista Business:** Windows Vista Business offers preconfigured Search Folders. For example, clicking the "All Attachments" Search Folder automatically finds all files across your computer that are attachments. Search Folders are also customizable, and Carol has created her own Search Folder called "Author Sandra/Keyword Project." When Carol clicks this Search Folder, it finds any document authored by her colleague, account manager Sandra Martinez, that also contains the word "project" somewhere within the file.
- **Instant Search in Office Outlook 2007:** Instant Search in Office Outlook 2007 helps Carol quickly find information in her e-mail, calendar, tasks, or contacts. For example, if she knows that the quote she is looking for came in an e-mail message, she can search directly within Office Outlook 2007 and find the message containing information about the quote.
- **Attachment Preview in Office Outlook 2007:** With many new and archived e-mail messages to sort through, Carol saves time by previewing attachments before she opens them. The Reading Pane enables her to read entire attachments—such as a Word document, a PowerPoint presentation, an Excel spreadsheet, or an image file—without opening the file or the program that created it.

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**In action: Getting more done in less time.**

Carol Philips works for Contoso Landscape Design, a small residential and commercial landscape design firm with 10 employees. As the senior designer at Contoso, Carol spends the majority of her time away from the office at customer sites making assessments and overseeing installations. Because her computer includes Windows Vista Business and Office Professional 2007, she is able to optimize her time in the office and quickly **find information** across the Contoso network. She can quickly **organize** her files, including project estimates, invoices, quotes, and other information. The new **user interface** and **learning tools** help her to easily find and use the features she needs most.

**Organizing information.**

- **Tagging files in Windows Vista Business:** Carol can apply custom properties to her files, called tags. For example, she adds a tag called "plants" to all of her plant photos, and the word "design" to all design drawings and photos. These custom tags make it easier for Carol to sort and recall information when she needs it.
- **Enhanced column header controls in Windows Vista Business:** New capabilities of column headers in Windows Vista Explorer enable Carol to sort information and easily manage large amounts of data. When Carol views files in an Explorer window, she can choose from any of the column headers (which now feature drop-down menus that display all the values of the files she is viewing) to display different file types. By clicking the Tags column header, Carol can view only files marked with the "design" tag—no matter where the files are located on her computer.
- **Organizing e-mail in Office Outlook 2007:** Carol uses Color Categories to categorize and sort messages in her inbox. She creates a Color Category for each of her projects, and when she receives an e-mail message, she right-clicks the message and assigns the appropriate color. Later, if she needs to quickly find information related to a specific design project, she can sort by Color Category to identify all related messages, contacts, or calendar items. The improved mail flagging capability in Office Outlook 2007 enables her to create tasks directly from her e-mail in one simple step. By right-clicking a message, she can flag the message and designate a date for completing the task. The item is then added to her To-Do Bar, and the date is automatically integrated into Carol's calendar.
- **To-Do Bar in Office Outlook 2007:** With limited time at her desk each day, Carol needs to quickly view all of her tasks and appointments for the day—a difficult task given that her to-do list is scattered across multiple locations. The new Outlook To-Do Bar consolidates all of her tasks and appointments in one location and provides integration with the Outlook calendar. Carol now has a complete view of her daily priorities, and she can easily schedule and block off time as necessary simply by dragging tasks to the calendar or flagging messages as tasks.

**User interface and learning tools.**

- **Results-oriented user interface in Office Professional 2007:** Carol is responsible for creating project plans and project estimates, and helping to produce many of Contoso's marketing materials. Previously, she spent too much time navigating complex menus and opening

toolbars to format her documents or change a drawing. The Ribbon feature in Office Word 2007, Office Excel 2007, and Office PowerPoint 2007 provides Carol with the right commands and tools when she needs them—and hides the ones she doesn't need. For example, if she adds a table to a project estimate, the table formatting commands appear automatically and other tools disappear. Carol can now quickly create her documents and presentations—with a professional look—in much less time.

- **Windows Aero in Windows Vista Business:** During the limited time Carol spends at her desk, she reads and responds to e-mail messages, revises project plans, creates estimates, and does research on the Web. Her job necessitates multitasking. The Windows Aero™ user interface makes it easy for Carol to navigate many open documents, programs, and files, and to easily focus on the content within each window rather than being distracted by the surrounding interface.
- **Windows Easy Transfer in Windows Vista Business:** When Carol upgraded her computer several weeks ago, she used Windows Easy Transfer to transfer all of her important data from her old PC to the new. Windows Easy Transfer moves user accounts, files and folders, program data and settings, photos, music, videos, Windows settings, and Internet settings through an easy-to-use wizard.
- **Small Business Resource Center in Windows Vista Business:** With a total of 10 employees, Contoso doesn't have the luxury of an internal IT support person. To quickly learn how to use important Windows Vista Business features, Carol often refers to the online Small Business Resource Center. It provides brief yet comprehensive overviews of features such as Windows Backup and Restore or Windows Fax and Scan.
- **Microsoft Office Online:** To get the most out of the 2007 Microsoft Office system, Carol refers to online training, articles, templates, clip art, and downloads on Microsoft Office Online.

### Back up and protect your data.

Windows Vista Business is engineered to be the most secure version of Windows yet, and the security it provides is easy to manage. Most of the security features run in the background, so your customers don't need to keep track of updates or manipulate firewall settings. And, Office Professional 2007 provides easy-to-use tools for recovering lost documents and handling junk e-mail and unsafe e-mail attachments.

Together, Windows Vista Business and Office Professional 2007 help ensure that your customers don't lose important work and that they can easily recover their settings, files, documents, and programs if their system stops responding or their hardware fails—without additional IT help.

#### Backing up information.

- **Windows Backup and Restore in Windows Vista Business:** Project plans, billing records, employee payroll, inventory—Contoso has large amounts of data to protect. To help ensure that important work doesn't get lost, Sandra makes sure that each of Contoso's computers is backed up using Windows Backup and Restore. With easy configuration steps, Sandra can schedule backups for each PC, either to Contoso's server or to an external hard drive.
- **Previous versions in Windows Vista Business:** Recently, while working on a project proposal, Carol accidentally clicked "Save" when she meant to click "Save As." Previous Versions had automatically captured a copy of the document Carol was working on, so she could easily go back and recover the version of the document prior to her accidental save.
- **Document Recovery in Office Professional 2007:** If a Microsoft Office program encounters a problem and stops responding, you can close the program in a controlled manner. The files you were working on are analyzed for errors, and information in them is recovered if possible. When Carol experiences a problem on her PC while working in a Microsoft Office program, all the files that were recovered when the program stopped responding are available in the Document Recovery task pane, and all she has to do is choose the version to reopen and continue working.

#### ..... **In action: Keeping your computers running smoothly.**

With such a small staff, Contoso can't afford to hire a full-time IT person. Sandra Martinez, the account manager, has taken on most of the responsibilities of maintaining the company's PCs and making sure Contoso's important data is backed up. But because managing customer accounts and attracting new customers is first and foremost, Sandra has very little leftover time to devote to the company's technology.

#### Security enhancements.

- **Protection against junk mail and phishing scams in Office Professional 2007:** Office Outlook 2007 provides Contoso employees with enhanced protection against junk mail and phishing scams delivered in e-mail messages. Users can filter out unwanted e-mail messages automatically, and, if a Contoso employee receives a suspicious e-mail message, Office Outlook 2007 automatically disables any links within the message and warns the reader of potentially threatening content.
- **Windows Defender in Windows Vista Business:** Sandra can rest easier knowing that Contoso's PCs have enhanced built-in protection against spyware and other potentially unwanted software. Windows Defender regularly scans the hard drives of Contoso's PCs, and it alerts the user if it finds potentially harmful software and offers options for removing it.

- **Windows Firewall in Windows Vista Business:** Sandra also knows that by default, Windows Firewall is automatically turned on in Windows Vista Business, adding to the built-in defensive measures against malicious software including spyware and viruses.
- **EFS in Windows Vista Business:** Due to limited IT funds, Contoso shares six computers among its 10 employees. For this reason, Sandra has activated the EFS feature on the computers that have multiple users. This action encrypts each user's data so that it is not available to other users. In the event of a lost or stolen computer, EFS also helps ensure sensitive information on the hard disk drives, such as personnel or financial data, is protected.
- **User Account Control:** As yet another layer of protection against malicious software, Sandra employs User Account Control on Contoso's PCs. With User Account Control, Contoso employees run as standard users instead of administrators—without limiting their productivity. This helps prevent the potential damage a user can do by installing software that may be hiding a virus, a worm, or spyware. Each user can still surf the Web, send e-mail, and use productivity applications. And if a user needs to download a program from the Internet, the system prompts for an administrator account with a password, and Sandra can either approve or deny the action.
- **Document Inspector in Office Professional 2007:** When Carol completes a project proposal and is ready to send it to a customer, she uses the Document Inspector to help ensure that any confidential information—such as past comments, tracked changes, or hidden text—is removed from the document. To do this, she simply goes to the File menu, clicks Finish, and then clicks Inspect Document.

## Market and sell.

Windows Vista Business and Office Professional 2007 help small businesses respond quickly to customer needs, drive more business from their existing customers, and present a more professional image in all of their business communications and marketing materials. With Windows Vista Business and Office Professional 2007, they can manage all of their customer information in one place, and develop professional-looking documents, presentations, and marketing materials in-house.

### Managing customer information in one place.

- **Manage customer information in Office Outlook 2007 with Business Contact Manager:** Together with account manager Michael Holm, Sandra and Carol can easily access and share customer information and communication histories in one place, including e-mail messages, phone call notes, appointment information, and associated documents. They can also track and manage sales leads and opportunities, making it easier than ever to monitor progress, follow up, and close sales.

### In-house marketing.

- **Developing and managing marketing campaigns:** Contoso wants to kick off a new marketing campaign, but cannot afford to hire a marketing agency to create or manage the campaign. Michael uses the new Marketing Campaigns functionality in Office Outlook 2007 with Business Contact Manager to start the campaign. He selects the customers Contoso wants to target from his list of leads and business contacts, and chooses the type of campaign (Word Mail Merge, Publisher Mail Merge, Publisher E-Mail Merge, or Microsoft List Builder). He can create highly customized recipient lists based on data he specifies, and, using mail merge capabilities, he can personalize marketing materials for the campaign. After the campaign is sent, he can track responses in order to assess the campaign's overall effectiveness.
- **Creating professional marketing materials in-house:** From sending targeted e-mail messages formatted with Contoso's logo and color scheme to designing a multipage newsletter or catalog, Michael can quickly and easily create promotional materials for Contoso Landscape Design. He uses the designer-quality templates and intuitive design tools in Office Publisher 2007 and customizes them with Contoso's business brand. New Publisher Tasks helps Michael through the design process—from concept and creation to delivery. New e-mail merge capabilities and the ability to publish to commercial press-ready PDF or XPS (XML Paper Specification)\* formats provide enhanced distribution options.

\*You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see *Install and use a PDF or XPS add-in*.

- **Create professional-looking documents and presentations in-house:** Office Professional 2007 enables Carol and her colleagues to produce publication-ready materials in minutes. Whether she's creating a project proposal or putting together a presentation for a

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#### **In action:** *Easily manage customer information in one place.*

Contoso account managers Sandra Martinez and Michael Holm previously used improvised methods to manage customer accounts. Now that Contoso has many simultaneous projects and a growing customer base, it's more difficult to keep track of customers, sales leads, and other business opportunities. With Office Professional 2007, Sandra and Michael are able to keep all of Contoso's customer, prospective customer, and other contact information organized in one location within Office Outlook 2007 with Business Contact Manager. With this information right at their fingertips, they have a single view of their communication history with each customer, can stay more organized, and can respond faster to customer questions. And, when Sandra and Michael create documents, presentations, or marketing materials, they can present Contoso in a very professional manner with little effort.



prospective customer, Carol uses Quick Styles in Office Word 2007 to create a consistent appearance across these materials. Instead of manually applying the same color, font, and special effects from her Word document to each slide in her PowerPoint presentation, she selects the style she used to format the Word document, and Office PowerPoint 2007 does the rest.

- **Windows Fax and Scan in Windows Vista Business:** Carol often faxes information to her customers and suppliers. She also scans many images of plants and design specifications for use in her own design process. The enhanced Windows Fax and Scan feature saves Carol many steps by enabling her to manage all of her faxes and scanned documents in one location. Carol can send a fax to set up a new wholesale account as easily as sending an e-mail message. On the File menu, she selects New Fax, fills in the fax template, attaches the document she wants to fax (just as she would attach a document to an e-mail message), and sends the fax. Carol can also scan a new image into her computer with one click, and then send it in a fax or e-mail message.
- **Windows Photo Gallery in Windows Vista Business:** Carol works with digital landscape images from the Web and other resources. She has a large collection of plant and design photos on her computer, and even though Carol isn't a professional graphic designer, she can work with these photos easily because the Windows Photo Gallery enables her to quickly view thumbnails, retrieve individual photos that she has tagged, and edit them. She can then readily use these stored and edited images to enhance her business proposals and marketing materials.

### Stay connected.

The mobility and networking features combined with the information sharing capabilities of Windows Vista Business and Office Professional 2007 help your customers stay connected to people and information whether they are working in the office, at home, or while traveling. Windows Vista Business addresses the unique needs of mobile users by simplifying the process of connecting to networks and providing innovative ways to share information when a network isn't available. Office Professional 2007 enables people to share customer information across peer-to-peer networks and take their schedules and customer information offline so it's available to them wherever they are.

#### Networking.

- **Domain Join in Windows Vista Business:** Domain Join enables you to connect to Windows Small Business Server or Windows Server network domains, making it easy to store business and customer information in a server environment with enhanced protection. This was an important consideration when Contoso first acquired Windows Vista Business. While the company didn't own a server computer at the time, (information was stored on individual users' hard disks), Contoso's owners wanted an operating system that would give them room to grow, and allow them to add a server computer if necessary. Choosing the business edition of Windows Vista gave Contoso the flexibility to add new technologies without having to pay more to upgrade its operating system later.
- **Group Policy in Windows Vista Business:** Using the expanded Group Policy functionality, Sandra can easily set policies for groups of users in terms of how they access the network or how they use portable computer settings. Sandra can simplify each person's sign-on procedure to the company network, so that an individual is required to sign on only once, rather than having to reenter credentials each time they access a new network resource.
- **Remote Desktop Connection in Windows Vista Business:** Carol often works from home or from cafés with Wi-Fi Internet access. Windows Vista Business saves Carol time, because she no longer needs to send files from her office computer to her home computer or print them out for later reference. With Remote Desktop Connection, Carol can more securely access files and programs on her office PC or another computer on the Contoso network, without needing a virtual private network (VPN) connection.
- **Sharing customer information with Office Professional 2007:** When Sandra and Michael track customer information in Office Outlook 2007 with Business Contact Manager, they can grant each other access to important information or access the shared Business Contact Manager database from a central server. And, when Sandra and Michael are out in the field, they can work with this information offline. Any information they have entered or changed in Office Outlook 2007 with Business Contact Manager will be synchronized the next time they connect their portable computers to Contoso's network.
- **Network file sharing in Windows Vista Business:** When Sandra, Michael, Carol, or another employee wants to share a file with another user, the Sharing Wizard can be used to specify all the other users with whom the file should be shared. And, if a user wants to share a file across the network, the process is also simple: The user simply activates the Sharing command from the Explorer Command Bar, chooses to share content, and proceeds through the steps of the Sharing Wizard.

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#### *In action: Staying connected with your business.*

Sandra, Michael, and Carol use Contoso's portable computers when visiting customer sites. Once a proposal is complete, they often give a presentation to the prospective customer in the customer's office. New functionality in Windows Vista Business enables them to easily share information with prospective customers and each other, and to stay productive between appointments by continuing to work wherever it's convenient. Additionally, when they are working in the Contoso office, they have easy access to all necessary resources within the company network.

- **Network projection:** When Sandra, Michael, or Carol visit a customer site that has a networked projector, they can use the Connect to Network Projector Wizard to easily connect to the projector over a wireless or wired network so the presentation can kick off quickly, without lengthy troubleshooting, plugging and unplugging, or manipulation of settings.

#### Mobility.

- **Windows Meeting Space in Windows Vista Business:** Contoso employees often use Windows Meeting Space to give proposal presentations. For example, when Michael wants to share information at customer meetings and doesn't have access to a network or a projector, he uses Windows Meeting Space. Michael initiates a session in Windows Meeting Space, which recognizes computers with active wireless capabilities that are near him, and creates an e-mail invitation that Michael can send to the people that he wants to share with. Then, they can share the same view of his PowerPoint presentation on their PCs, in real time. He talks them through the presentation, advancing the slide show that is being transmitted to each person's display screen. If a participant has an idea for a design change, Michael can pass control to that user, who can then make revisions to the presentation. All of this is done over a one-time wireless network—no existing wireless or wired network is required. And, because Windows Meeting Space was designed with security in mind, the transmission of information is handled so that data on the participants' PCs is not compromised.
- **Windows Mobility Center\*\* and power plans in Windows Vista Business:** Windows Vista Business makes it easy for on-the-go Contoso employees to maximize the battery life on their portable computers and easily adjust their PCs for different environments. Because so much of their work is done on-site and a power supply isn't always readily available, this becomes a significant advantage and productivity booster. The Windows Mobility Center displays the most frequently used mobile PC settings (such as display brightness and volume) in a single location so users can easily view settings, change settings, and see how much battery life is remaining. In addition, Windows Vista Business provides three default power settings that enable users or administrators to choose the appropriate balance between system performance and battery life.
- **Microsoft Windows Mobile® compatibility in Office Professional 2007:** Several Contoso employees use Windows Mobile-powered Smartphones or Pocket PCs. With these devices, they can access their Outlook schedules, respond to urgent e-mail messages, and view presentations wherever they are without needing a computer.
- **Sync Center in Windows Vista Business:** In the past, it was difficult for users to manage data synchronization between mobile devices and PCs because they had to deal with so many different relationships depending on devices and data sources. Now, to easily manage data synchronization between mobile devices and PCs, Contoso employees use the Sync Center. Here they have access to all sync relationships—whether between desktop and portable computers, between desktop or portable computers and server computers, or between desktop or portable computers and mobile devices.
- **Connecting to networks with Windows Vista Business:** When Michael is working at a local café, Windows Vista business makes it easy to connect to the café's Wi-Fi network. Just one click away from the Start Menu, Michael can view available networks, find the network named Café Network, and easily connect to it. From this same location, he can also connect to the corporate network through a VPN, remote access service (RAS), or dial-up connection.

\*\*This feature is available only on mobile PCs.

## System requirements.

### Windows Vista Business.

A Windows Vista Capable PC, including at least:

- A modern processor (at least 800 MHz)
- 512 MB of system memory
- A graphics processor that is Microsoft DirectX® 9–capable

To provide an even better Windows Vista experience, including the Windows Aero user experience, market a Windows Vista Capable PC that is designated Premium Ready, or offer a PC that meets or exceeds the Premium Ready requirements described below. Features available in specific premium editions of Windows Vista, such as the ability to watch and record live TV, may require additional hardware.

A Windows Vista Premium Ready PC, including at least:

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 1 GB of system memory
- A graphics processor that runs the Windows Aero user interface
- 128 MB of graphics memory
- 40 GB of hard drive capacity with 15 GB of free space
- DVD-ROM drive
- Audio output capability
- Internet access capability

For complete Windows Vista system requirements, visit [www.microsoft.com/windowsvista/smallbusiness](http://www.microsoft.com/windowsvista/smallbusiness).

### Office Professional 2007.

To run Office Professional 2007, the system requirements are:

- 500 MHz processor or higher; 1 GHz is required to run Office Outlook 2007 with Business Contact Manager
- 256 MB RAM or higher; 512 MB of RAM or higher is required to run Office Outlook 2007 with Business Contact Manager
- 2 GB of hard disk space
- CD-ROM drive
- Microsoft Windows XP Service Pack 2 (SP2), Windows Vista, or Windows Server 2003 SP1 or later

For complete Microsoft Office system requirements, visit [www.microsoft.com/office](http://www.microsoft.com/office).

## Additional resources.

For more information about a small business PC with Windows Vista Business and Office Professional 2007, please refer to the following resources:

2007 Microsoft Office system Web site

[www.microsoft.com/office](http://www.microsoft.com/office)

Windows Vista Business Web site

[www.microsoft.com/windowsvista/smallbusiness](http://www.microsoft.com/windowsvista/smallbusiness)

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