



Western Regional Center

National Oceanic & Atmospheric Administration
U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - April 2009

Department of Commerce address book

We have found a few people that cannot use the DOC LDAP Directory to look for names and email addresses within the Commerce Department. The connection string for the DOC LDAP changed earlier this year and we haven't gotten to everyone's address book to update the information.

If you open your address book and look at the properties of the DOC LDAP, you might find the old value of "c=US". This should now be changed to:

OU=Department of Commerce,O=U.S. Government,C=US

If your address book still has the old value for the DOC LDAP, you can copy and paste the new value into the Base DN field. This will allow you to search for names and address within the Dept of Commerce again.



The screenshot shows a Windows dialog box titled "Directory Server Properties". It has three tabs: "General", "Offline", and "Advanced". The "General" tab is selected. The dialog contains the following fields and controls:

- Name:** DOC LDAP Directory
- Hostname:** dir.commerce.gov
- Base DN:** OU=Department of Commerce,O=U. (with an "Find" button to the right)
- Port number:** 389
- Bind DN:** (empty text box)
- Use secure connection (SSL)
- OK** and **Cancel** buttons at the bottom.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

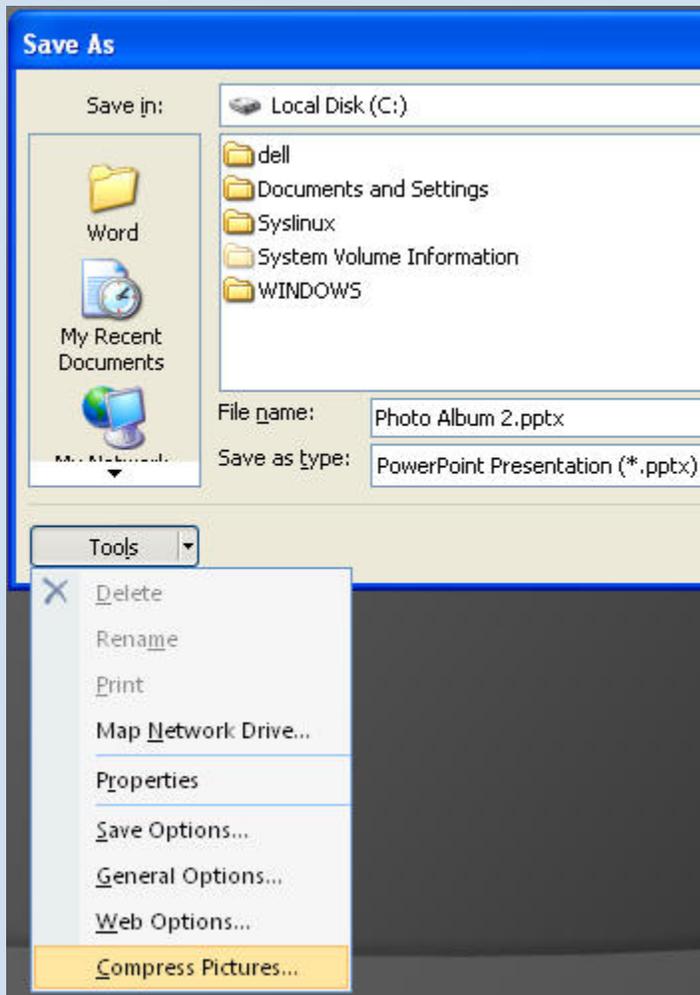
April Tech Tips

- **Reducing the size of PowerPoint presentations with photos**

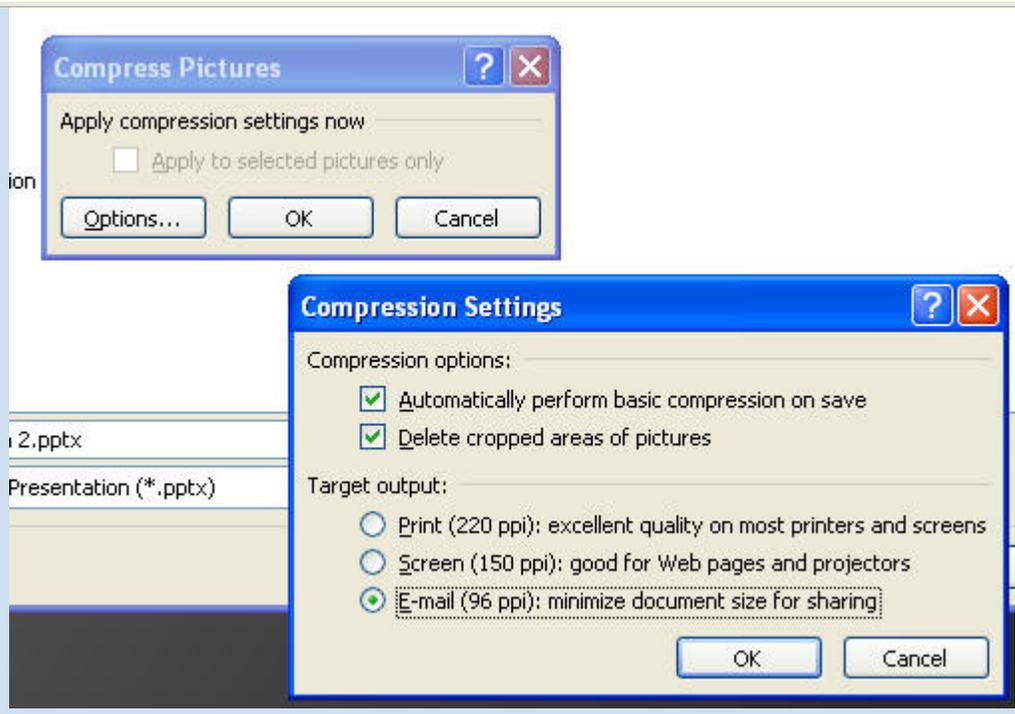
Some PowerPoint presentations that have a lot of pictures in them can become very large. One reason is the photos are stored in the presentation in their full size, which is suitable for printing a 8x10 framed picture, but is overkill for just a screen display.

You can compress the pictures that are stored in the presentations without affecting the way they look on the screen. Depending on the size of the photos, you can save about 90% of the size of the presentation. In one test I did, a presentation was reduced from 5 Megabytes down to 500 Kilobytes. In a second test a large presentation was reduced from **60 Megabytes down to 6 Megabytes**.

To compress the photos in a presentation, save the presentation using Save As. At the bottom of the dialog box, you will see a button labeled "Tools". Select Tools and Compress Pictures...



This will bring up a dialog box to Compress Pictures. Select Options to see the different setting you can select. For most presentations, you can select the E-mail (96 ppi) size without significantly changing the quality of the pictures. This will give you the most compression and the biggest space saving for your files.



If you have existing PowerPoint presentations and want to see how much smaller the files could be, open a presentation then save it using the steps outlined above. You might be surprised at how much smaller your files could be. This might mean the difference between being able to email the presentation and having to send it on a CD.

If you have any questions, please call the Computer Helpdesk at 6377.