



## SERVICES WE OFFER:

Bindery service  
B/W copies  
Booth panels  
Brochures  
Carton Design  
Catalogs  
CD Roms  
Color copies  
Course packets  
Creative  
Customization  
Data warehousing  
Digital printing  
Distribution  
Finishing  
Fulfillment  
Giveaways  
Labels  
Large format prints  
Logo creation  
One-to-one marketing  
Package design  
Posters  
PowerPoint slides  
Sales aids  
Training manuals

Combining  
**TECHNOLOGY**  
& **PRINT**

**Right Mouse Click** – The power of the right click (for PC users) is a wonderful thing. No matter what program you are working in key menu options can be reached by using your right mouse button.


Try this out – on your desktop in a clear area away from all icons, right click on the screen and a menu will appear. Choose Properties from this menu to change the appearance of your desktop background, colors, etc. or create a new shortcut.

In Word if you highlight text and right mouse click you can cut, copy, change the background color, add borders or shading, just to name a few. Using Excel, right clicking on a cell will bring up more options including formatting the cell. Choose the number type (text, date, currency), change text to wrap within the cell, or adjust the orientation of the text. Use the right click often – it's a great time saver.

**Document Binding** – At Universal Graphics we offer a variety of ways to bind your finished piece; perfect binding, saddle stitch, wire-o, and padding.

Perfect-bound books are glued at the spine – an example of this is a soft cover book. Saddle stitch means that the staples go through the crease of the folded piece. Wire-O binding uses double loop wires to allow the product to lay flat when opened fully. Padding refers to creating pads out of loose paper. If you have questions about the best way to bind your next project give us a call, we'll guide you through it.

**Word – Text Wrapping.** Text wrapping refers to how text will flow in relation to an inserted graphic.

If you insert a graphic and highlight it, a menu bar will appear in the tool bar area. Look for the icon shown the left (I used the  "Through" option here so the text will flow to the right of the graphic).

In the Text Wrapping menu you can choose to have the graphic appear inline with text, behind or in front of the text or you can edit the wrap points to get a better fit. Play around with the choices to get a better understanding of what they do.

### Fun Fact for January:

January 1, 1892 – Ellis Island in New York harbor opened. Over 20 million new arrivals to America were processed until its closing in 1954.