

## Articles:

January  
2009

- [Emailing an Excel, Word or PowerPoint File Directly from Excel, Word or PowerPoint](#)
- [Designing Postcards Within Postal Regulations](#)
- [Changing the Text Size of a Web Site](#)

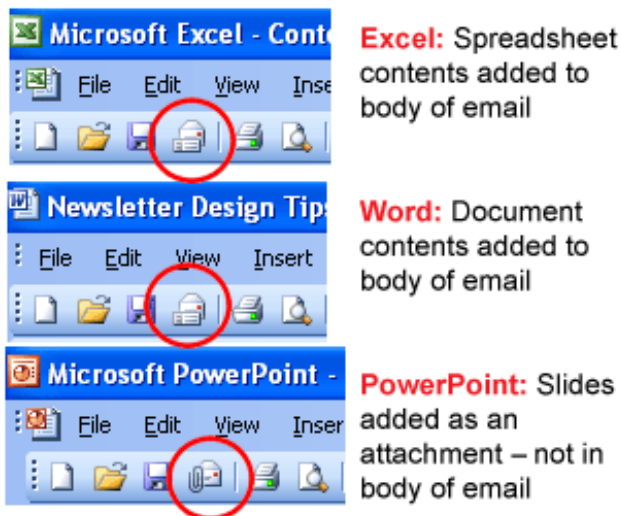
## SERVICES WE OFFER:

- Bindery service
- B/W copies
- Booth panels
- Brochures
- Catalogs
- CD/DVD duplication
- Course packets
- Customization
- Data warehousing
- Digital printing
- Distribution
- Finishing
- Fulfillment
- Labels
- Large format prints
- Logo creation
- One-to-one marketing
- Package design
- PowerPoint slides




• **Emailing an Excel, Word or PowerPoint File Directly From Your Spreadsheet, Document or Presentation.** There is no need to open up a new email and search for a file attachment to share your information. Now you can send a spreadsheet, document or presentation directly from the program you are in.

Just look for the email icon in the menu bar (shown below). Excel and Word put a copy of the spreadsheet or document into the body of the email (not as an attachment). This limits the receiver's ability to make changes or save the file. Notice that PowerPoint's icon looks slightly different since it truly attaches the file and doesn't put it into the body of the email.

To use, click the icon to create an email. Add in subject line and comments as usual and hit send. If you click the icon by mistake (I have done this at least a dozen times because it's next to the print button) simply click the icon again to remove the email screen.




 **Designing Postcards Within Postal Regulations.** Whether you are working with an agency or designing a postcard yourself, there are a number of things to remember if you want to qualify for mailing at First-Class Mail postcard rate (\$.27). Your card must be:

-  Rectangular
-  At least 3-1/2 inches high x 5 inches wide x 0.007 inch thick
-  No more than 4-1/4 inches high x 6 inches long x 0.016 inches thick

If your card doesn't match the specifications above the USPS will charge the letter rate postage (\$.42).

To further ensure that your mailing gets processed quickly, doesn't get returned or incur penalty charges, design your postcard with these additional tips:

-  The entire address block and barcode (Postnet) must be within 4" of the bottom of the card, end at least 5/8" from the bottom, and be at least 1/2" from the right edge.
-  The Postnet barcode must have 1/4" of blank space above and below.



These specifications allow the USPS' machines to read the barcodes properly. For more information visit [www.usps.com](http://www.usps.com).

When considering postage for your mailing you can either use a Permit Imprint (Indicia), postage meter or stamps. Using a Permit Imprint (Indicia) is easy because the permit block is printed directly on the mailing piece. To get an Indicia you can either apply for a postage account or let us take care of it.

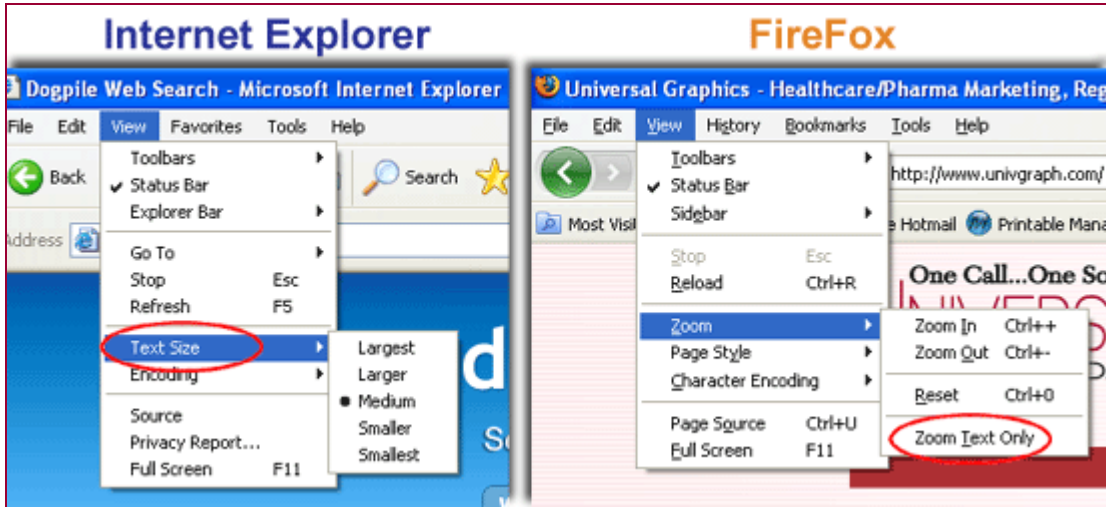
We have years of experience in postcard design and mailing – use our expertise to save you time and money – [contact us today](#).

 **Changing the Text Size of a Web Site.** Changing the text size of a web site, for easier reading, is very simple.

From the Menu Bar click on View:

-  In Internet Explorer choose Text Size and then the option for larger or smaller text. Note that this can also change the look – graphics might shift or text lines might not break properly.
-  In FireFox choose Zoom and Zoom Text Only. Using Zoom In and Out will change the view of the whole site – similar to zooming in and out on a map or in a PDF – both text and graphics will adjust in synch.

- Printing
- Regulatory services (labels, package inserts, brief summaries, and med guides)
- Sales aids
- Training manuals
- Training (Excel, PowerPoint, etc.)



## Fun Facts for January

- January in the Northern Hemisphere is the seasonal equivalent to July in the Southern Hemisphere and vice versa.
- January always begins on the same day as October unless it's a leap year.
- In leap years, January always begins on the same day as April and July.
- January is: National Blood Donor Month, National Braille Literacy Month, National Hobby Month, Hot Tea Month, National Oatmeal Month, and National Soup Month.

Universal Graphics, 375 Morgan Lane, Suite 203, West Haven, CT 06516  
[Universal Graphics - one call...one source](http://www.univgraph.com) Phone 203-934-4275 Fax 203-934-4324  
To be removed or add others to this e-newsletter, please contact Amy at [amy.potts@univgraph.com](mailto:amy.potts@univgraph.com)