



Digital Tips

Tips for June 2007

SERVICES WE OFFER

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

PowerPoint - to change fonts quickly in a document: Go to Format, click Replace Fonts. Choose the font to replace and the replacement font. This will change the fonts in the entire document.

Graphic Formats – TIFF vs. EPS

TIFF: A Tagged Image File Format (TIFF) stores bitmapped images in various resolutions, gray levels and colors. TIFF is the standard format for scanned photographs to be pasted to a layout program. TIFF's have a fixed resolution so enlarging the image distorts the quality.

EPS: An Encapsulated PostScript (EPS) is popular for storing vector or object oriented artwork. EPS files can be resized (up or down), cropped, distorted or edited.

Excel - to see the sum of a list of numbers in a flash: Simply highlight the list of numbers you want to sum and look down at the bottom right of your screen and you'll see "sum = xxxx".

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