



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**

PowerPoint – the tool for gathering your thoughts – PowerPoint not only makes presentations, it makes a great “note pad” to keep project information and thoughts in one place. Just open up a new presentation file and start jotting.

Add screen shots, web addresses, graphics, spreadsheets, graphs, quotes, lists, references and anything else you need to keep track of for a project. You can move slides around giving you a way to organize the information. No more miscellaneous notes stuck in a file.

When we begin a large project or need to work out a solution for a client, we use PowerPoint to keep track of the solution process. The best part is the information is in one place and in a format that allows a formal or informal presentation to be built.

Print Quotes – what information to provide when requesting a quote - When requesting a quote for printing, it is important to give your printer as much information as possible. This will speed up the time it takes getting your job quoted, ensure that your job is quoted correctly (no surprise costs) and done to your specifications.

The information to provide to your printer is:

1. Type of piece (brochure, newsletter, booklet, etc.)
2. Size (8-1/2" x 11", 5-1/2" x 8-1/2", poster size, etc.)
3. Quantity needed (including samples)
4. Color or black and white
5. Finished format of piece (will it be folded – to what size?)
6. Number of pages
7. Kind of paper (matte finish, glossy, laminated, etc.)
8. Finishing (wire-o, stapled, perfect bound, etc.)
9. Type of file being provided to printer (Quark XPress, PDF, InDesign, etc.)
10. Distribution of final product (mail to distribution list, bulk delivery to you, etc.)

Excel – Word wrapping and adding a line return within a cell – When creating a spreadsheet have you ever had too much text for the width of a column? There are three ways to solve this problem: make the cell wider, use word wrap, or add in a line return.

Word Wrap – Excel allows you to have words wrap within a cell. The program will automatically adjust the row height to accommodate the wrapping text. To use – choose a cell or series of cells click Format, Cells, the Alignment Tab, and check Wrap Text.

Adding in a line return – no longer do you have to use spaces to force a word to a second line within a cell. Instead place your cursor where you want the line return within the cell and click Alt-Enter.

Fun Fact for March:

St. Patrick's Day: Patrick's mission (converting the Gaelic Irish, who were then mostly pagans to Christianity) in Ireland lasted for over 20 years. He died on March 17, AD 461. Though originally a Catholic holy day, St. Patrick's Day has evolved into more of a secular holiday – "be an Irish Day."



Universal Graphics, 375 Morgan Lane, Suite 203, West Haven, CT 06516

[Universal Graphics - one call...one source](#) 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