

## Articles:

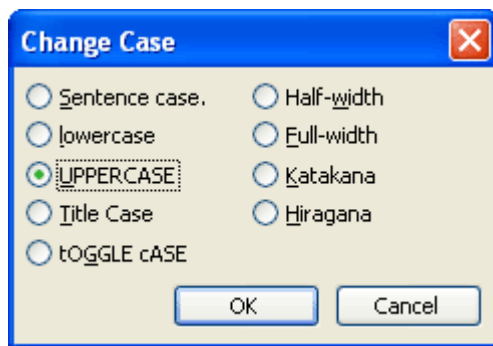
March  
2009



- [Word/PowerPoint – Changing the Case of Text](#)
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• **Word/PowerPoint – Changing the Case of Text.** Have you ever received a list or document where the text is in UPPER CASE when you needed it in Title Case? Have you ever retyped the list by hand (admit it, you've done it before, I know I have)? Fortunately, Word and PowerPoint contain a very simple tool for converting text to the case format you need.

**Highlight the text** that you want changed, choose **Format** from the menu bar, then **Change Case** and you will see the menu screen shown below (or something similar depending on the version you are using). Choose the style you want and hit OK. Generally you will be using the options on the left side of the list. The right list; Half-width, Full-width, Katakana and Hiragana are used to support Japanese text.



Excel does not contain this feature but you can simply copy the text from Excel, paste them in Word, perform the change case operation, and then paste them back into Excel.

• **PowerPoint – Using Bring to Front and Send to Back.** PowerPoint gives you the ability to “layer” graphics, shapes and text to create dynamic slides and helps in the animation process.

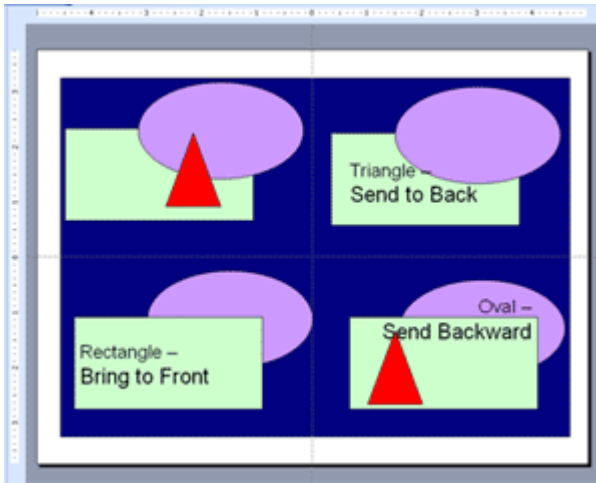
When you have a **graphic, shape or text highlighted**, use the **right mouse click** ([see our January 2008 newsletter for information](#)) to pull up a menu and choose **Order** (or choose Order from the Drawing toolbar). Order will expand to show four options – Bring to Front, Send to Back, Bring Forward, Send Backwards.

Using the example below – you'll notice that the first set of shapes on the upper left shows the triangle on top of the purple oval. The oval sits on top of the green rectangle and all these items sit on top of a large dark

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blue box. By using these four Order options you can change the way the shapes are layered.



- **Bring to Front** – the object supersedes all others and appears in the front position. In the example above (bottom left) you'll see that the green rectangle has been brought to the front and all other items are sitting behind it (including the triangle which you can't see).
- **Send to Back** – the object is placed behind all other items. In the example (upper right) the triangle has been sent to back and is no longer visible because the navy blue box, green rectangle and oval are layered on top of it.
- **Bring Forward** – moves the object forward/above whichever item was last placed on the slide or occupies the forward position.
- **Send Backward** – moves the object behind the item that was last placed on the slide or occupies the forward position. In the example (bottom right) the purple oval sits behind both the green rectangle and the triangle.

Using Bring Forward or Send Backward to locate an object might require you to choose this option a few times before you get the results you want. **Cool Bonus Tip:** If an object is hidden, select any object, and then press TAB or SHIFT+TAB until the object you want is selected.



**Presentation Folders & Other New Goodies.** Have a meeting coming up soon and want to have a presentation folder created but you don't need a lot of them? In the past having folders produced took time and could be expensive especially if you only needed a small amount. But no more, we now offer a two pocket presentation folder that you can customize and have produced in a day vs. a week or more. And best yet, there is no minimum required, so if you just need 10 – we can do that!

Other New Goodies: We have just gotten in **Pearlized Paper**. This new paper has an elegant pearl sheen that will add dimension to your next important print job. This paper comes in a variety of colors and multiple stock weights. Use it for brochures, invitations, greeting cards or covers. I've talked before about the ClingZ material ([see our September 2008 newsletter](#)) that uses static to stick to surfaces. Now we can create wall posters, calendars, or notices on **Low-Tack Material**. This material has a back coated with a very small amount of glue that will stick to surfaces, but when removed will not leave a mark (it's got a similar tack to painters

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tape).

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### Fun Facts for March

- **The History of "March Madness"**. It began in Illinois in 1939 after an annual tournament of high school boys' basketball teams, grew from a small invitational affair in 1908 to a statewide institution with over 900 schools competing by the late 1930's. Henry V. Porter, assistant executive secretary of the Illinois High School Association (IHSA), was so impressed by the phenomenon that he wrote an essay to commemorate it entitled "March Madness". The IHSA tournaments continued to grow and develop. "March Madness" grew as well. In 1989 the IHSA received trademark status for the term "March Madness".

It wasn't until the early 1980's that fans of NCAA basketball began to use the term to describe the playoff series that takes place at the college/university level. Most historians would agree that March Madness was popularized in the college arena by Brent Musburger, a CBS sportscaster who had worked in Chicago for many years prior to joining CBS.

- March is Irish American Month, Music in Our Schools Month, National Craft Month, National Frozen Food Month, National Nutrition Month, National Peanut Month, National Women's History Month, Poetry Month, Red Cross Month, and Social Workers Month.

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