



## SERVICES WE OFFER:

Bindery service  
 B/W copies  
 Booth panels  
 Brochures  
 Carton Design  
 Catalogs  
 CD/DVD Duplication  
 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  
 Training (Excel, PowerPoint, etc.)

## ASK AMY!

Have a question about using Excel, Word, PowerPoint or our Services that you would like to see featured in this newsletter? Email me: amy.potts@univgraph.com



Combining  
**TECHNOLOGY**  
 & PRINT

### Working with Barcodes

Barcodes are everywhere and are used to identify items in all types of businesses, from food products to railroad cars to your mail. Creating a readable barcode for your needs can be tricky.

Barcode types are dependent on the industry's standards. For example books and periodicals use ISBN, the Post Office – uses PostNet, and shipping cartons require Code 128.

A barcode is a series of varying width vertical lines and spaces. The different combinations of the bars and spaces represent numbers and/or characters. A Code 39 has 9 bars and spaces per character - 3 are wide and the other 6 are narrow. Because 3 of the 9 total bars and spaces are wide it is also called Code 3 of 9. A Code 39 can be made up of numbers and characters, but a UPC code can only contain digits 0-9.

Some bar codes can be created simply by choosing them from your font menu (if they are loaded). Other bar codes require encoding software – giving each bar code a unique check character when it is created – so no two are alike.

At Universal we have years of experience working with various barcodes. Our staff can advise you of the proper barcodes and create any type you need. Give us a call today with your barcode challenge.

### Excel – Worksheet Tabs

Did you know you could rename and change the color of the worksheet tabs in Excel? By using these editing features for tabs you can quickly identify key worksheets within a file that contains multiple worksheets.

Right click on a tab to activate the editing menu:



### PowerPoint – Slide Transitions

Want to add some movement into your slide presentation? Using the Slide Transitions feature of PowerPoint you can set one slide or all slides to transition/move into another slide with a wipe or a fade or in a checkboard pattern.

To try this out, choose Slide Show from the menu bar then Slide Transition. A menu will pop up on the right of your screen showing all the variations of transitioning. You can preview each transition as you highlight it. If you want to have all slides transition the same way – click Apply to all slides. From here you can adjust the speed, add sound and choose how to advance the slide (with a mouse click or after a certain amount of time).

Happy transitioning!

### Fun Fact for May:

Memorial Day was officially proclaimed on May 5, 1868 by General John Logan, national commander of the Grand Army of the Republic, and was first observed on May 30, 1868, when flowers were placed on the graves of Union and Confederate soldiers at Arlington National Cemetery. The first state to officially recognize the holiday was New York in 1873. By 1890 it



was recognized by all of the northern states. The South refused to acknowledge the day, honoring their dead on separate days until after World War I (when the holiday changed from honoring just those who died fighting in the Civil War to honoring Americans who died fighting in any war). It is now celebrated in almost every State on the last Monday in May (passed by Congress with the National Holiday Act of 1971 to ensure a three day weekend for Federal holidays).

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