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Excel – Counting – Say you are working on a mailing list and want to know how many people are on the list. You could count row by row but that could take time. Instead, here are two tricks for counting lists in Excel. The first trick is to subtract the first row number from the last row number and add 1. Using the example below subtract 15 – 4=11 and then add 1, giving you a total count of 12 rows.

Or you can use Excel to count for you. In an empty cell type “=COUNTA(row:row).” As long as there is an entry in a cell in the range chosen it will be counted. If you did a “=COUNTA(B4:B15)” on column B – your count would be 11 (since row 12 does not have an entry). Happy counting!

	A	B	C
1	12	11	
2			
3	TITLE	First	Last
4	MS	SHARON	ANDERSON
5	MS	THERESA	BRADY
6	MS	JULIE	BURNS
7	MS	KIMBERLY	CLAYTOR
8	MS	JERI	CONSTANTINE
9	MS	DANA	COUCH
10	MS	HEIDI	MONTJO
11	MS	KAREN	MULLER
12	MS		OPEN
13	MS	PRATIK	PARIKH
14	MS	SUZANNE	TILLER
15	MS	MARY	VAN BRONKHORST

Preparing Files for Large Format Printing is almost the same as preparing files for regular printing. You need to be sure you are providing high resolution, quality files. When images are enlarged, they can get grainy and will not produce a clean image.

Quark Xpress and In-Design can be used to design your large piece. Other programs such as PhotoShop, PowerPoint and PDF files will work, but be cautious of the resolution and size of the files to avoid loss in quality. Remember, there is no need to set the file to the exact size of the large print, simply set it up at half or a third of the size you want.

Universal Graphics can help you create posters, panels, banners, and easel boards. We provide finishing with lamination and mounting if desired.

Word – Compare and Merge Documents

We recently received two versions of a large technical document. In order to find the differences between the two documents we used Word’s Compare and Merge Documents tool. It’s fast and easy. Just open one document, go to the Tools menu, click Compare and Merge Documents. Select the document that you want to compare to the copy that is currently open. Click the arrow next to Merge, and then choose to have the results displayed in: the selected document (click Merge), or the document that is currently open (click Merge into current document), or in a new document (click Merge into new document).



Fun Fact for November:

Thanksgiving: After the first harvest was completed by the Plymouth Colonists, Gov. William Bradford proclaimed a day of thanksgiving and prayer, shared by all the colonists and neighboring Indians. In 1623 a day of fasting and prayer during a period of drought was changed to one of thanksgiving because the rain came during the prayers. Gradually the custom prevailed in New England of annually celebrating thanksgiving after the harvest.

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To be removed or add others to this e-newsletter, please contact Amy at amy.potts@univgraph.com