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- 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
- **Printing**
- Sales aids
- Training manuals
- Training (Excel, PowerPoint, etc.)

Welcome,

This month's topics include tips for using Find and Replace in a variety of programs, holiday gift ideas that keeps your Brand in front of your customers all year long, and using animation in PowerPoint.

### Search and Replace – Advanced Use

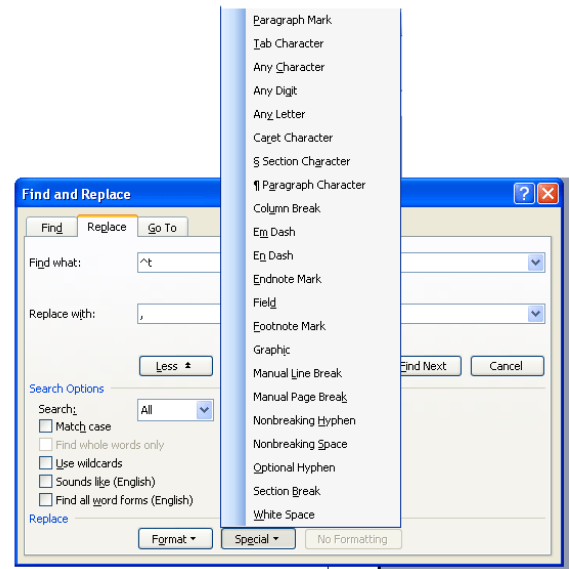
Most software programs (e.g. Excel, PowerPoint, Word, Quark) provide the ability to search for a string of characters and replace it with another. But did you know you can search and replace things other than just words – such as tabs, column breaks, multiple spaces, special characters and more?

For this example we will look at MS Word's search and replace menu (Edit / Replace). The menu will display the basic screen "Find what:" and "Replace with:" Below that there is a button that reads "More" (in the example shown it's in the same place that "Less" appears). This drops down more features.

You can specify to match by case, use wildcards (i.e.:

\*product – means anything that has the

word "product" after it will be found by the search), or special characters from the "Special" List (as shown).



Say for instance, you are given a document that has a lot of double spaces between words. You could edit this by hand, but instead, go to Search – hit the space bar two times in "Find what:" and then only once in "Replace with:". Click Replace all. It's that simple and easy.

### Holiday Gift Ideas That Keeps Your Brand In Front Of Your Customers All Year Long

Are you looking for a holiday gift for you customers that will remind them all year long who you are? Then consider working with us to create a unique calendar. Calendars are used all year long and customers love them, plus your message is there every time they look at the calendar.

Calendars can be created in a variety of forms; a monthly calendar that includes a note pad and cover, a tent calendar that sits on a desk, or a spiral (wire-o) bound note book with the calendar on the inside front cover and your message/branding on the cover. Give us a call and we will work together to achieve a great holiday gift for your customers.

### PowerPoint – Using Animation

## 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

Using animation in PowerPoint can be fun, but can also get frustrating depending on how complex the animation is. There are 4 main types of animation – entrances, exits, emphasis and motion path. Entrance and exits are just as they sound and offer the same choices; appear, dissolve, fly in, etc. To add Emphasis to an object or text, you could choose to have it change colors, grow or spin. Motion Paths allow you to determine how an object moves around the screen (beyond the pre-set limits in entrances and exits).

Now that you have a bit of background it's time to begin playing. Open up PowerPoint and draw a circle and a square on a blank slide. Right click on the circle and choose "Custom Animation". Your task bar for animation will appear. Click "Add Effect" and choose from one of the four main categories. A flyout window will appear showing you the options available, but if you click "More Effects" you'll find more goodies. When you choose an effect it will be shown in the task bar. To see the animation in action click (on the bottom of the task bar) "Play".

The speed and order of the animation can be changed in the task bar and each animation effect can be triggered by a mouse click, a previous slide, animation, or automatically (based on time).

When you add animation to objects (or text) a small square with a number appears next to the item. This number indicates the order of the effects on the slide. This is helpful when you have a lot of animation going in one slide.

The best way to become good at this is to practice – so go ahead, make things move, and take 10 minutes to explore the wonderful world of animation!

### **Fun Fact for October:**

We celebrate the month of October for many reasons; October is Breast Cancer Awareness Month, National Pizza Month, National Disability Employment Awareness Month, National Popcorn Poppin' Month, Filipino American History Month, National Arts & Humanities Month, National Hispanic Heritage Month, Italian American Heritage Month, Polish American Heritage Month, and Fair Trade Month.

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