



## SERVICES WE OFFER:

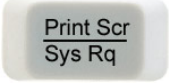
- Bindery service
- B/W copies
- Booth panels
- Brochures
- Carton Design
- Catalogs
- CD/DVD Duplication
- Color copies
- Course packets
- Creative
- Customization
- Data warehousing
- **Digital printing**
- Distribution
- Finishing
- Fulfillment
- Giveaways
- **Labels**
- Large format prints
- Logo creation
- One-to-one marketing
- Package design
- Posters
- PowerPoint slides
- **Printing**
- Sales aids
- Training manuals
- Training (Excel, PowerPoint, etc.)

Welcome,

This month's topics include using the Print Screen button, ClingZ – a new print material, and web browsing tips.

### Print Screen (Print Scr)

Look at your keyboard and locate the Print Scr/Sys Rq key (yours might look slightly different than mine). Have you tried it and been disappointed when your printer didn't print you a screen shot? In the days of DOS (before Windows) this key did exactly that – it would print what was on your screen to the printer, but not anymore. Don't despair – the key still does function as a way to get screen shots – there are just a few tricks you need to know.

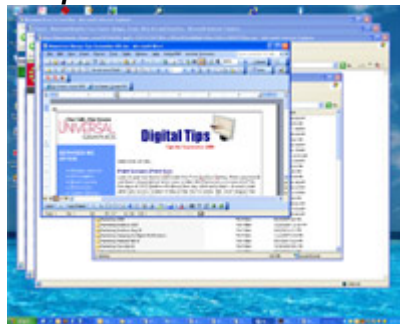


Print Scr  
Sys Rq

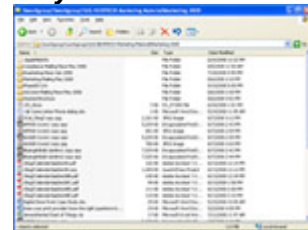
When the Print Scr button is hit, the image goes to your clipboard and can be pasted into any application that accepts graphics. MS Word or PowerPoint are perfect applications (if you don't have a graphics editing program) to paste it into. Simply go to that application and hit Edit/Paste (or Ctrl-V).

There are two ways to capture your screen shot – Print Scr and Alt-Print Scr. With just the Print Scr button you will get a screen shot of your screen exactly as you are seeing it. If you hit Alt then Print Scr your screen shot will only show the open/active window.

#### Print Scr *all open windows show*



#### Alt-Print Scr *only the active window shows*



Sys Rq is a left-over key reference from the old days of DOS – it used to function as a way to abort programs. It has no meaning these days in the world of Windows.

### ClingZ – a New Print Material

ClingZ is an electronically charged, printable film that clings to virtually any clean, dry indoor surface without leaving a residue. Imagine your message on a piece of material that won't damage surfaces and can be moved; just remove the backing – stick it on a surface then pull it off and re-stick it somewhere else – static keeps it "sticking". It's better than a magnet!

Our customers have been using this new material for calendars, marketing materials, phone lists, and wallcharts. If you'd like to receive a Sept-Dec 08 calendar on this material just email [amy@univgraph.com](mailto:amy@univgraph.com), or visit the ClingZ site for more ideas ([www.clingz.com](http://www.clingz.com)), then call us to get started.

## 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

## Web Browsing Tips

Finding what you want on the web can seem like a daunting task, but with a few tricks you will get better results.

**Search engines** – we all know Google, AOL and Yahoo for searching, but did know that a site called [www.Dogpile.com](http://www.Dogpile.com) compiles all the results from these “big dogs” into one place? I have been using this engine for many years and am always successful in my searches.

**Faster, more accurate searches** – the key to finding what you want is using the right words to search for. I find that sometimes the correct terms take a few search attempts. If you aren’t finding what you want immediately, pick a search result that is close to what you are seeking. Read some of the site’s content, and you will probably find the key words on that site, then go back to the search engine and use those newly found words.

For instance, while searching recently for information on writing programming code, I knew what I wanted to achieve, but wasn’t sure how to proceed. So I put a couple of words into Dogpile and hit Search. The results were disappointing, but I found one site that had some related information. Once I browsed the site I discovered the right words to use for my search and I found exactly what I wanted.

Other tricks – use your Thesaurus (in Word) to find related words or use Dogpile’s suggestions (on the right side of the screen).

**Working backwards to get to the home page** – We have all experienced going to a web site’s page that is not working or has bad navigation and want to go back to the site’s home page. Here’s an easy trick to use – just edit the address in your browser window to only show the domain name. Example of a dead page address:

[http://www.medco.com/medco/corporate/home.jsp?BV\\_SessionID=@528](http://www.medco.com/medco/corporate/home.jsp?BV_SessionID=@528). To reach the home page remove all characters after the “.com/” and you will be home (no ruby slippers required).

Additionally if you are viewing pages that are a series and the page changes with each part (like a photo gallery) look at the end of the web address (in this example it is 528). You can actually edit the number in your address bar, hit Enter and move around the site. Another example is:

<http://www.historyplace.com/specials/calendar/january.htm> (replace the word january with september and you get the September history calendar).

**Fun Fact for September:** September 25, 1690 - The first American newspaper was published. A single edition of *Publick Occurrences Both Foreign and Domestick* appeared in Boston. However, British authorities considered the newspaper offensive and ordered its immediate suppression.

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