



January 9, 2014

Volume 103

[Subscribe](#) to [Amy's Biz Tips](#) e-newsletter.

[Archive](#) of Amy's Biz Tips.

These Tips Are Courtesy of [AAPK](#)

Word - Using Tabs

**How People View
Web Sites**

**You Have
To Laugh**

Recommend

Share

You and one other
recommend
this.


Share

Word - Using Tabs


Tabs are an important part of Word and it can be cumbersome to create a document if you don't have them set right. Read on to learn how simple and easy it is to work with tabs.

To see what tabs are already set up for your document you need to have the Ruler showing. In Word 2003 go to View / Ruler to turn it on. In Word 2007 and above go to the View tab and check Ruler.



Indenting a paragraph – highlight the paragraph you want to indent, click and drag the Left Indent marker  on the ruler to where the paragraph will begin.


Moving a tab marker - any tab marker can be moved – simply click and drag it along the ruler.

Adding a tab – click the tab box  on the left side of the ruler to pick a tab type and then click on the ruler where you want it.

Removing a tab – click and drag it off the ruler.

Now you can create your document without having to use spaces to get your text and items to line up on your page.

If you have a Word or other MS Office project that you need help with – contact us at info@aapk.com for assistance.

-  **Left**
-  **Center**
-  **Right**
-  **Decimal**
-  **Bar**

How People View Web Sites

When creating a web site there are many things to think about. One of the most important is to consider how people view sites – from where their eyes go first to how long the first impression takes to using text vs pictures.

There have been a lot of scientific studies done on this subject. One of the best articles I have read that summarizes this information is “[10 Useful Findings About How People View Websites](#)”

Some of these include:

- Top left corner gets the attention first
- People read in F-Patterns
- Use visibly bigger introductory paragraphs for improved attention
- People do scroll, but put most important content above the fold
- Left side of the page gets more attention than the right

To read these and the rest [click here](#).

So next time you are working with your web personnel don't be offended if they are adamant about how things are placed on the site – because they most likely have also read this article!

If you need assistance with your web site, contact us at info@aapk.com for advice.

**Amy's Biz Tips are
brought
to you by AAPK
who can also help
you with:**

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

**Amy's Biz Tips are
brought
to you by AAPK
who can also help
you with:**

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

You Have To Laugh

Funny Video: Dog and snowblower:

<http://www.cnn.com/video/data/2.0/video/bestoftv/2014/01/04/dog-plays-in-snow.wmur.html>

[Unsubscribe](#) from Amy's Biz Tips e-newsletter.

[Home](#) [Web Design](#) [Social Media](#) [Print Media](#) [Consulting](#) [About AAPK](#)

Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

AAPK © 2015