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Volume 104

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PowerPoint - File Types

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PowerPoint - File Types

PowerPoint lets you save files in a variety of formats. Each format serves a different purpose.

- **.ppt (PowerPoint Presentation)** – this is the default file format for PowerPoint. By using this file format your presentation will always open in normal (edit) mode. This format also allows your file to in earlier versions of PowerPoint.
- **.pps (PowerPoint Show)** – once you have saved a presentation as a .pps it will always open in presentation mode instead of the normal (edit) mode. This is a great way to save a file if you want to give a final presentation to someone for review or post the presentation on the web to be viewed in PowerPoint as a show.
- **.pot (PowerPoint Design Template)** – this type of file is a design template file and should only be used to save design templates. Templates are used to set up the look of your slide set (see Volume 2 of Amy's Biz Tips for explanation).

When saving in this format, be sure to save them to the template folder (sometimes found in - C:\Documents and Settings\user name\Application Data\Microsoft\Templates).

- **.htm (web page)** – saving in this format will give you a Web page set up as a folder with an .htm file and all supporting files such as images, sound files, cascading style sheets, scripts, and more. This file is suitable for posting on the web.

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

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So, You Want to Start an On-line Store?

You have probably seen the ads telling you how easy it is to create an on-line store (also called shopping cart) for your business. But did you know that it's not as simple as they make it seem? There are lots of things to consider before even beginning to sell your goods or services on line.

Here is a check list of things to consider before starting:

1. Who is hosting your web site? Do they offer a shopping cart program?
 - If so, what program is it and will it handle your needs? (some can only handle real products vs a music or program download). I suggest doing lots of research on the program before committing to it!
 - Does your hosting provider offer help with the shopping program or is there a community of online support when (in case) you get stuck?
2. Are you going to use the programs' canned templates or do you need your store to match your site and branding?
 - How easy is it to get into the back end of the program and manipulate the code to make it seamless?
3. Do you want your customers to register for an account or just purchase without one?
4. How will you handle taxes?
 - What states or what products do you have to charge? I highly suggest you talk with your accountant before making any decision.
5. Do your products have different attributes (variations) – such as size, color, fabric, etc?
6. Will you be offering discounts or coupons?
7. How will products be shipped to customers?
 - How will the price of that shipping be determined and shown to the customer?
8. How will customers pay?
 - PayPal or will you need to set up a gateway account with your bank to handle credit cards?
9. What kind of reporting do you want to receive to track your sales?

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If you are using a web designer to create your site and shopping cart, be sure they know the answers to all these questions before they give you a quote and begin development. If not, you might find yourself paying a higher cost for the site as things come up that weren't anticipated.

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

You Have To Laugh

Funny Video: Dog nabbing chicken nuggets:

<http://www.cnn.com/video/data/2.0/video/us/2014/01/10/mxp-vo-dog-steals-chicken-nuggets-caught-on-camera.hln.html>

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