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PowerPoint - Adding Footnotes

Do you want a quick way to create an envelope or need to print many for a mass mailing? Printing an inThere are multiple ways to add footnotes in your PowerPoint slides depending on what you need. You can place footnotes in one slide, many slides or every slide.

Footnotes can include text and/or graphics and can represent page numbers, date and time, a file name, references, a web address, logo, etc.

There are multiple ways to add footnotes and each one affects the slides differently:

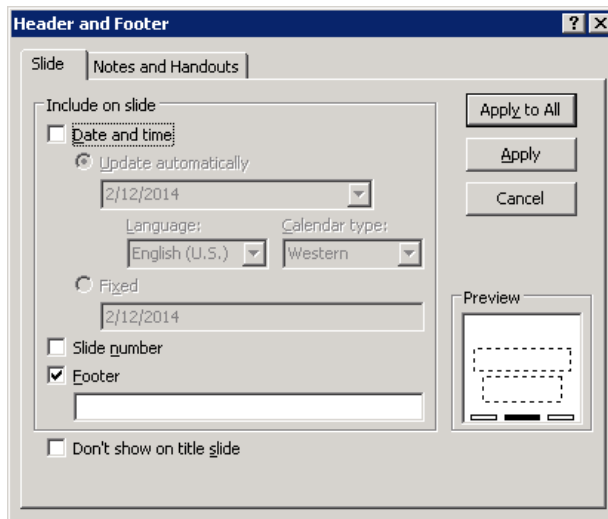
- In the Header/Footer area – footnotes will show on the slides specified in the settings
- In the Master Slide – footnotes will show on all slides related to that [Master](#)
- Directly on a specific page or pages – footnotes will show only on the slide where you place it

To use one of these methods:

Header/Footer Area – from the menu line choose Insert and then Header & Footer. From here you can choose what to include.

Using the Master Slides – from the menu line choose Slide Master. The slide masters that are available with your theme will show. From here you can change the preset footnotes. If there are not footers set up, just add them using the text tool or insert a graphic.

On a SpecificPage – using a text box or inserting a graphic position the footnote on the slide where you want it to show. If you have foot notes that change on each slide, you could use the [guides](#) to line up each footnote so they appear consistently on each slide.



If you need help with a PowerPoint project or have questions – contact us at info@aapk.com for assistance.

LinkedIn - Update Your Profile

Is your LinkedIn profile up-to-date? Did you know that they have added a few more things to the profiles – such as adding a link or a file?

In case you have forgotten how to edit your profile – go to the Profile Link and then click Edit profile. From here you can add or change the following items:

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- Name - First, last, and former names.
- Headline - This will default to your current job title (see the help section of LI to learn how to update your professional headline)
- Your Location – country, zip code and they recently added an option to either choose a major metro area for your location or the exact town (eg Greater New York vs Milford, CT in my case)
- Industry – general industry listings (marketing, HR, consultant, law enforcement, etc)
- Photo – add a photo of yourself
- Contact Info - email, phone, IM, and address (only visible to connections), as well as your Twitter handle and web sites.
- Summary - information about you – what is your mission, accomplishments, and goals. LinkedIn recently added the ability to insert links and files to this area. This is especially wonderful if you have case studies or other documents you want to highlight on your profile.
- Experience – list your career positions and experience, including jobs, volunteer posts, military, board of directors, nonprofit, or even pro sports.
- Education – list you schooling and education
- Recommendations - request recommendations from your connections to display on your profile.
- Certifications – add any licenses, certifications or clearances you've attained.
- Courses – if you are just out of school or currently in school this the place to talk about your coursework.
- Honors & Awards - show off your hard-earned awards.
- Languages – what languages do you understand or speak.
- Organizations – add the organizations or associations you support as well as your roles.
- Patents – do you have a patent you've applied for or received – add it here.
- Publications – list the publications that have featured your work or that you have published.
- Projects – highlight projects you've worked on, along with team members.
- Skills & Endorsements - relevant skills you have and you can display endorsements of your skills that your colleagues have given you.
- Test Scores - list your scores on tests.
- Volunteer Experience & Causes – do you have organizations you support, causes you care about? List them here and add in the types of volunteer opportunities you're looking for.
- Additional Information – this area can include interests, personal details (be careful what you list) or how you'd prefer people to contact you.

You don't have to use all areas that LinkedIn provides, just those that apply to you. To make it easier LinkedIn provides a guide to filling each part out. Just look on the right part of the screen while in edit mode and you will see the areas of your profile that LinkedIn suggests you add information.

I recommend checking your LinkedIn profile monthly, just to see if there are any new features or to add a recent accomplishment. If you need help in with LinkedIn or other social media outlets contact me at info@aapk.com to help you move forward.

You Have To Laugh

Funny Video: Toddler Rocking a Skateboard

<http://www.cnn.com/video/data/2.0/video/international/2014/01/28/vo-2-year-old-skateboarder.cnn.html>

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