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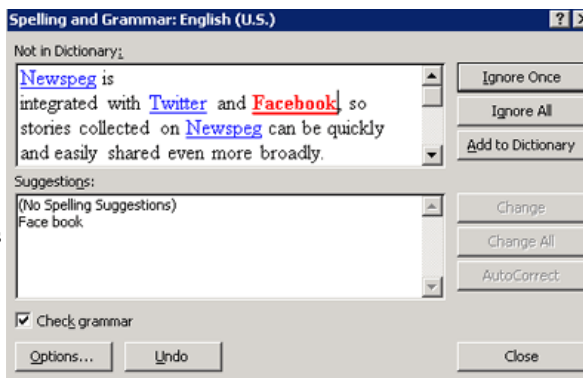
Word - Spelling and Grammar Options

Does it drive you crazy when Word highlights a unique word indicating it's misspelled when it's not? Or would you prefer Word not making grammar suggestions? If so, find out how to change Word's spelling and grammar options.

To access spelling and grammar in Word click the Review tab on the menu ribbon and then Spelling and Grammar (the first icon on the left)

The Spell Check window will open and gives you some of the following things to choose from:

- Ignore once – just ignore this word in its current location
- Ignore all – ignore all cases of the word in question
- Add to Dictionary – add a unique word to your dictionary so that Word recognizes it as being spelled correctly.
- Change all – changes all instances in your document of the misspelled word with the correct word.
- Check Grammar – unclick this to tell Word to not check your grammar
- Options – pulls up a window with multiple options and tabs - the Proofing tab is shown and here you can change many options. You can also access these options by click on the Word Icon in the upper left corner and then Word Options at the bottom of the window.
 - Listed below are some of the more common things you might want to change in options:
 - Ignore words in UPPER CASE
 - Customize the dictionary – add a word to existing default dictionary or create your own dictionary.
 - Can turn on and off things such as - check spelling as you type or mark grammar errors as you type



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Adjusting these options will make your Word experience easier and will save you time when reviewing your document. Try turning on and off a couple of the options to see the results. If you need help with an Word project or have questions – contact us at info@aapk.com for assistance.

Promoting an Event in Social Media

Do you have an upcoming event that you want to promote on social media but not sure how best to do it? Then read on for hints on how to create an effective plan to get the most exposure.

- The first step is to determine a few basics:
 - How will your message go out – email, social media, posters, etc.
 - What do you want the message to say?
 - Who's your target audience?
 - Will you be using graphics, colors and branding in your messages (if creating an email or web page)
 - Who will be doing the posting or emailing of the message?
 - Are you going to create a separate web page for giving people more information?

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When you know the answers to these basic questions the next step is to create your message, I suggest using Word to jot down your ideas. This way when you are ready to post your message you can simply cut and paste the message from your Word document. You will need to create a few versions of the message depending on where it is being posted – here are some suggestions:

- Subject Line – create a subject line that will catch the readers’ attention whether it is an email or listed online.
- Short Summary – a few lines that outline the event, time, location, purpose and how to find out more.
- More descriptive explanation – expand on the short summary to include more details
- Web page content and layout. I highly suggest creating a web page for two simple reasons 1. it gives people a place to go to find out all the details that you can’t possible put in an online posting and 2. if you are using [Google Analytics](#) you can track how many people have seen the message and where they have seen the posting.

Next week I will discuss the places where you can post your event, for free, to get the most exposure.

If you need help promoting an event or your business contact me at info@aapk.com to help you move forward.

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You Have To Laugh

Funny Video: Wildlife Broadcaster Sir David Attenborough Provides Playful Commentary for Women’s Olympic Curling - <http://laughingsquid.com/wildlife-broadcaster-sir-david-attenborough-provides-playful-commentary-for-womens-olympic-curling/>

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

AAPK - 45 Shadyside Lane, Milford, CT 06460

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