



October 2, 2014

Volume 138

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**Word - Counting
Characters and Words**

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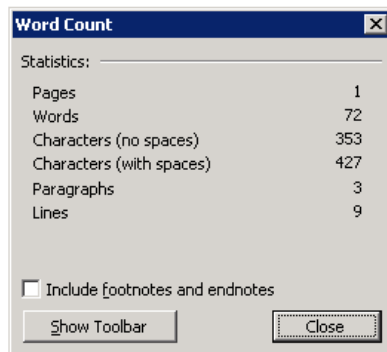
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Word - Counting Characters and Words

I am sure you recall school and being assigned to write an essay of 2,000 words and then counting each word, ah the good old days. Now our kids, and us, have it simple because Word will do the counting for you, not only of words, but characters, lines, and other key information.

You will find this feature handy if you are filling out a form on the web that restricts you to a certain number of characters or if you are trying to keep a subject line set to a number of words. To use it:

- Highlight the text to be counted
- Go to the Review tab on the Menu Ribbon
- Under Proofing (first panel) you will Word Count
- Click on Word Count and a window will appear showing you the count of pages, words, characters (no spaces), characters (with spaces), paragraphs, and lines.



It is a simple trick but can be very useful. Try it out for yourself and next time you are limited to a certain number of words or characters you know where to look.

If you need help working with an MS office project contact me at info@aapk.com I have years of experience and can help you.

LinkedIn - Export Your Contact List

This past week I sent a personalized mass emailing to all my LinkedIn contacts. When I first thought of this I figured I was going to have to go connection by connection to gather the data (first, last, email address, title, etc). But I found a quick way to download my contact list from LinkedIn.

LinkedIn actually provides you with a way to export your contact list to add to your address book or to create an Excel file that can be used for multiple purposes. Here's how you do it:

1. Log into LI
2. Click Connections (upper menu)
3. On the Connections banner you will see two icons

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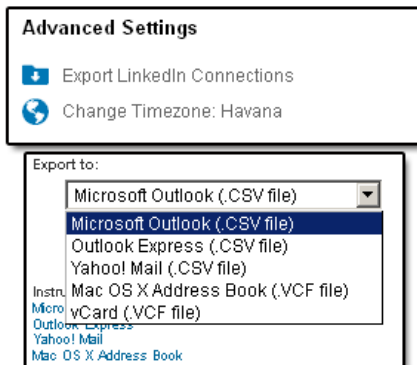
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4. Click on the clog icon – you will be brought to another page



5. In Advanced Setting – right hand bar choose Export LinkedIn Connections



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6. Pick the format to download (.csv will work if you want to put the list into Excel or into your address books)

7. Save the file to your computer

To open the .csv file in Excel:

1. Choose Open File
2. Under File Types pick Text file which has .csv listed as a related file type
3. Navigate to where you saved the file and choose it
4. Your list is now formatted nicely in Excel for you to use

Be careful about using this list for spamming your contacts. Hint: let your readers know that you are contacts on LinkedIn when creating your message.

If you need help with communicating to your clients or contacts contact me at info@aapk.com, I have lots of experience.

You Have To Laugh

Frustrated golfer has a melt down - <http://www.cnn.com/video/data/2.0/video/us/2014/09/23/erindnt-moos-golfer-meltdown.cnn.html>

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