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Volume 148

Word - Opening Menu Windows

Going Incognito
When Viewing Your
Web Presence

You Have
To Laugh

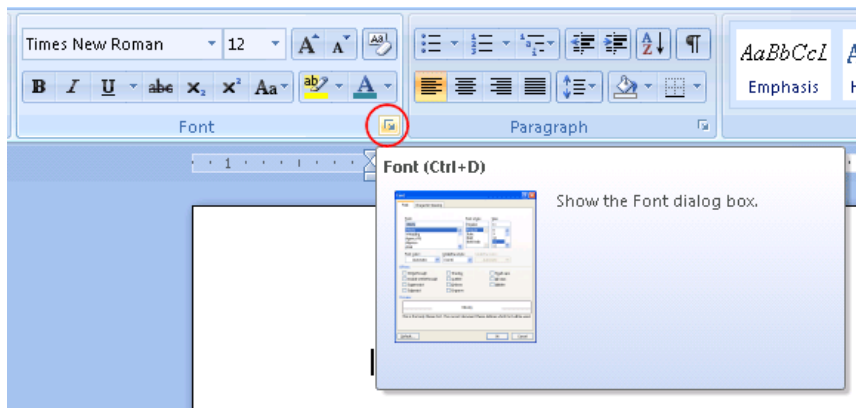
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Word - Opening Menu Windows

Sometimes when working in Word (or another MS Office program) you need to have a specific menu window open for ease of use vs. opening the menu ribbon every time you need to use an option. An example of this would be when you are making multiple font or paragraph changes and want to have the window of options conveniently open.

Word offers you 7 different menu windows (a.k.a. dialogue windows) that you can open from three menu tabs. To access them click the icon with the diagonal arrow (circled in red below).



Home Tab

- Clipboard - opens a task window
- Font - opens a dialogue window with tab choices of Fonts and Character Spacing
- Paragraph - opens a dialogue window with tab choices of Indent Spacing and Line and Page Breaks
- Styles – opens a dialogue window of styles

Page Layout Tab

- Page Setup – opens a dialogue window with tab choices of Margins, Paper or Layout
- Paragraph - opens a dialogue window with tab choices of Indent Spacing and Line and Page Breaks (same as Paragraph in the home tab)

References Tab

- Footnotes – opens a dialogue window to adjust location and formatting

So, next time you need to make multiple changes and are tired of opening up the menu ribbon, open up one of these windows to make your job easier.

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.

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

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- Content Management Web Sites
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Going Incognito When Viewing Your Web Presence

**Amy's Biz Tips are
brought**

Do you know how to see your web site or social media venues the same way a viewer does when visiting for the first time? There is a browser feature that will allow you to do this and you might be amazed at what you will see!

The Incognito Window is a feature found on all browsers, which allows you to browse your pages and your social profiles anonymously. This mode lets you see how a new visitor to your website will see it.

Why use the Incognito window?

- Because it lets you see your site and profiles as others do and see your site and social media profiles as users do.
- The window mirrors a different online experience that you or someone inside your company may not even realize exists because you've gotten past the sign-ins, cookies and gates, whereas other people have not.

How do you get there?

Chrome - If you look at the top right of the browser on the menu (the symbol with 3 grey lines) – click that and choose New Incognito Window. Here's the message you will see:



“You've gone incognito. Pages you view in incognito tabs won't stick around in your browser's history, cookie store, or search history after you've closed all of your incognito tabs. Any files you download or bookmarks you create will be kept. Learn more about incognito browsing. Going incognito doesn't hide your browsing from your employer, your internet service provider, or the websites you visit.”

Firefox - If you look at the top right of the browser on the Firefox Menu (the symbol with 3 grey lines) and then click 'new private window' a new window will then appear with a purple mask. Message from Firefox when you do this:

“Firefox won't remember any history for this window. That includes browsing history, search history, download history, web form history, cookies, and temporary internet files. However, files you download and bookmarks you make will be kept. While this computer won't have a record of your browsing history, your employer or internet service provider can still track the pages you visit.”

Try it out on your site and social sites to see the difference!

If you need help with your web presence contact me at info@aapk.com, I have years of experience.

You Have To Laugh

Seven Year old wants off the “naught” list ...

<http://www.cnn.com/video/data/2.0/video/us/2014/12/10/pkg-girls-name-on-naughty-list-letter.wxmi.html>

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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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