



January 22, 2015

Volume 151

Word – Adding a Date to a Document

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Word – Adding a Date to a Document

Word offers a few ways to add a date to a document; whether you want today's date to appear in the document or in a header/footer or need to track a documents history by inserting the creation, print or last save date on your document.

Here are some tricks that are good to know:

Auto insert today's date:

If you haven't figured out by now - as soon as you begin to type the current month in a document, Word will show a box above it that shows today's date. If that's the date you want simply hit enter and Word inserts today's date. This is very handy if you can't remember what the date is!

To add a date and time into the header or footer of your document.

- Click the Insert Tab on the Menu and choose Header
- Choose the format you want the Header to appear from the variety of pre-built choices (such as one column, three columns, alphabetic, etc).
- Now the Header and Footers Design tab menu will show.
- From there click Date & Time from the Design tab and pick your option for how it should appear.
- Your Header now shows above your main document area.

Insert the date and time a document was created, last printed, or last saved.

This is a wonderful feature if this information needs to be tracked.

- Click where you want to insert the date or time.
- On the Insert tab, in the Text group, click Quick Parts.
- Click Field.
- In the Categories box, click Date and Time.
- In the Field names box, click CreateDate, PrintDate, or SaveDate.
- In the Date formats box, click the date and time format that you want — for example, 1/22/2015 9:45 AM or 22 January 2015

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.

Astronauts are Mailed a Wrench

Times are a changin'! Because of the advances in technology and the way data is moved, you can literally send, electronically, a physical object (well sort of) to anyone – even if they are in space.

The receiver of the data has to have a 3D print to create the object, but it's doable – amazing! See my biz tip on 3D printing from last year about 3D printing at http://www.aapk.com/amys_biz_tips_031413.html

So, here's an "out of this world" story about the use of 3D printing. The astronaut's at the International Space Station (ISS) recently needed for a wrench on board – but wait you can't just Fed Ex something to the Space Station (at least not yet). So NASA solved the problem by emailing a digital file to the ISS. The astronauts simply 3D-printed the tool.

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Think about this – it’s mind boggling, futuristic and the potential is crazy.

Read the full story here - <http://venturebeat.com/2014/12/18/nasa-has-emailed-a-wrench-to-astronauts-in-space/>

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

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You Have To Laugh

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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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