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## PowerPoint - Resizing and Cropping Graphics

When using PowerPoint there are many times when you insert a graphic or screen shot but it's too big for your format or you don't want to show the whole graphic, just a part of it. PowerPoint makes it fast and easy to resize and crop your graphics.

**Resizing a graphic** – click on the graphic and you will see that a circle appears in each corner and at each mid point on all sides. You can pull on these circles to change the size of the graphic.

- Make it taller – simply pull on the top or bottom center circle.
- Make it wider – pull the circle on either side.
- To keep it uniform in size – put your cursor on a circle in any corner until you see the diagonal double arrow (see sample below), hold down the Shift key and drag – warning don't let go of the Shift key first when it's to size – first release the mouse then the Shift key.



**Cropping a graphic** makes it easy to show only a part of the graphic (for instance if you took a screen shot of a web site and want to crop out your tabs on top and bottom ). To crop:

- Highlight the graphic (you will see the resizing circles mentioned above)
- Then click on the crop icon (see sample above). If you don't see it in your tool bar, go to View, Toolbars and click on picture (a new toolbar will appear if the crop icon and other goodies).
- Now you will see that the circles are now replaced with black line segments.
- Move your cursor over one of these line segments till you get a "t" shaped icon – click and now you can drag down or in to crop that area. If you mess up the crop, don't worry, just click the crop icon and pull the "t" shaped icon to get back to your original graphic.

Next time you add a graphic to PowerPoint try these tricks. If you need additional help with using graphics in PowerPoint, please contact us at [info@aapk.com](mailto:info@aapk.com)

## Web Sites and Fonts

Have you ever visited a web site and wondered why the type looks wrong or is too big or small for the site? Well you are not alone. There are many things that affect the way a font face appears on a web site and they can make the difference between a well designed site or a mess.

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The majority of text that appears on a web site is based on a couple of factors:

- Font type designated and fonts available on your computer
- Font size designated

**Font Type Designated:** When a web site is accessed the programming (html) behind the site tells your browser what font type and size should appear. If your system does not contain the specified font it will use a replacement font. This can create a messy site. Because of that reason the majority of web sites are written to use a few basic font types including: Arial, Times new roman, Helvetica or Geneva.

The challenge with this is that it limits the designer to these fonts and doesn't give the flexibility of using, say, the font that your branding demands. To avoid this most designers will put text, that needs to be in a unique font, into a graphic. It's not the optimal solution since the search engines can't read the graphic, but it works.

**Font Size Designated:** The code for a web site will name the font size to use, but if a user has changed their browser settings to increase or decrease the font size this will over ride that is programmed. Again this can cause spacing issues when these users view your site.

If you want to see how this works, try it out in your browser:

- Firefox – Tools, Options, Content tab, Fonts and Colors – change the font size.
- Explorer – Tools, Internet Options, General tab, under Appearance click Fonts.

So next time you ask your web person why the font on the site looks boring or is sized wrong, you'll understand why it is so.

If you need help creating or redesigning your web site, contact us at [info@aapk.com](mailto:info@aapk.com).

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## You Have To Laugh

Video: construction paper makes up great vid - [http://www.youtube.com/watch?feature=player\\_embedded&v=dzMN0TTpblg](http://www.youtube.com/watch?feature=player_embedded&v=dzMN0TTpblg)

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