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Word - Using Page Breaks

There are times when a page break needs to occur before the page actually ends. If you have ever used the Enter key many times to get to the next page – you need to use page breaks! By using the Enter key to set your page break will potentially cause problems later if you add more text to that page (which would then push all the Enters down into the next page).

To insert a manual page break:

- Click where you want to start a new page.
- In the menu bar, choose Insert, then Break, and click Page Break.

Prevent page breaks in the middle of a paragraph:

- Select the paragraph that you want to prevent from breaking onto two pages.
- From the Menu bar choose Format, Paragraph, and then click the Line and Page Breaks tab.
- Select the “Keep lines together” check box.

Prevent page breaks between paragraphs:

- Select the paragraph that you want to prevent from breaking onto two pages.
- From the Menu bar choose Format, Paragraph, and then click the Line and Page Breaks tab.
- Select the “Keep with next” check box.

Specify a page break before a paragraph:

- Select the paragraph that you want to prevent from breaking onto two pages.
- From the Menu bar choose Format, Paragraph, and then click the Line and Page Breaks tab.
- Select the “Page break before” check box.

Preventing Widows and Orphans:

A professional-looking document never ends a page with just one line of a new paragraph or begins a page with only the last line of a paragraph from the previous page. The last line of a paragraph by itself at the top of a page is known as a **widow**. The first line of a paragraph by itself at the bottom of a page is known as an **orphan**.

- Select the paragraph that you want to prevent from breaking onto two pages.
- From the Menu bar choose Format, Paragraph, and then click the Line and Page Breaks tab.
- Select the “Widow/Orphan control” check box.

Prevent page breaks in a table row:

- Click the row in the table that you don't want to break. Select the entire table if you don't want the table to break across pages.
- On the menu bar choose Tables, then Table Properties
- Click the Row tab, and then clear the “Allow row to break across pages” check box.

We hope this helps you with your next Word document so that it flows and prints in a professional manner. If you have questions, please contact us at info@aapk.com.

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to you by AAPK
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What is Pinterest?

The name Pinterest is based on combining “PIN” and “inTEREST”. Think of it being like posting images on a cork board with push pins.

Pinterest.com is based on “pinning” pictures/graphics you find on the web that you think are interesting (or that you want to promote). It can be used by businesses and for browsing for ideas or to simply waste time.

As a business tool, like other social media, is not an ideal channel for all types of businesses. It’s perfect for those that offer services or products that can be represented visually. For instance, if I look at two of our clients; one is a cash flow manager and the other is an artist. For the cash flow guy Pinterest is of no interest – he really doesn’t have anything visual to show to promote what he does. But it’s a different story for the artist – it’s the perfect venue to show off her paintings and promote sales.

Read how Whole Foods is using Pinterest to expand their branding - [click here](#)

How to Use Pinterest

Currently Pinterest is by invitation only. You can request an invite from Pinterest (Pinterest.com) or you can be invited by someone who is already a part of Pinterest. When you receive an invite, you can register via Facebook Connect or connect through Twitter. So, if you don’t have a Facebook or Twitter account you can’t use Pinterest.

Once you have signed in you can view what others have “pinned” as being of interest to them. You’ll be amazed what you see out there. Yesterday, while researching for this article I found some incredible mosaic tile work that others had pinned, and spent a bit too much time looking at all the related pins.

To Pin something - select the image you want to pin, choose which board the image belongs on, type a description, and add some tags to help users search for it. You can choose to share the pin to Facebook and/or Twitter. When you're done, click Pin It.

Understanding the Language of Pinterest:

A **pin** is an image added to a board on Pinterest. A pin can be added from a website using the Pin It button, or you can upload images from your computer. Each pin added using the Pin It button links back to the site it came from. And each pin is housed on a board - that you create.

A **board** is a set of pins. A board can be created on any topic, such as Favorite Paintings, Awesome Tile Work, Good Branding/Marketing Ideas, Recipes For Dinner, or Wishlist. You can add as many pins to a board as you want.

Liking a pin adds the image to your profile’s Likes section; the image does not get added to one of your boards.

Repinning happens when you find an image of interest and want to add it to one your boards. You can edit the description of a repin. When you repin an image, the user who first pinned the image will also get credit. Yesterday I pinned our artist client’s paintings and in 12 hours it has been repined four times (not a stellar number, but neat to see that repining is furthering the client’s exposure).

Following - “Following All” means you'll have all of a user’s pins on all their boards shown to you in real-time on Pinterest. If the user makes new boards, you will automatically follow them. You can follow individual boards if you're only interested in seeing a user's pins to specific boards and you can unfollow boards and users at any time - they will not be notified.

Pin It Button - Use the bookmarklet to pin as you browse the web. When you see an image you want to pin, click Pin It on your browser. This will pull up all the images you can pin.

If you need an invitation to Pinterest or want to know more about how to use this to promote your business, contact us at info@aapk.com and happy Pinning!

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Video: Gorilla plays with kitten - <http://www.youtube.com/watch?v=VViCOUgLE7A>

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