



May 17, 2012

Volume 27

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**PowerPoint - Replacing Fonts**

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## PowerPoint - Replacing Fonts

If you ever have been given a PowerPoint slide set that contains a variety of fonts and needed to change the existing fonts to another font read on to learn how easy PowerPoint makes this.

You don't have to highlight any text to make this work. Simply go to Format, Replace Fonts. From there choose the font to replace and then which font you want to replace it with, you can choose from any of the fonts that are on your system. This is especially helpful if the previous author of the slide set had different fonts on their computer than exist on yours.

Many times you will find that the author used a variety of font types in the presentation, if this is the case, you will have to go back to Format Replace Fonts multiple times and keep choosing the fonts to replace.

If you need help with an upcoming PowerPoint presentation contact us for help at [info@aapk.com](mailto:info@aapk.com).

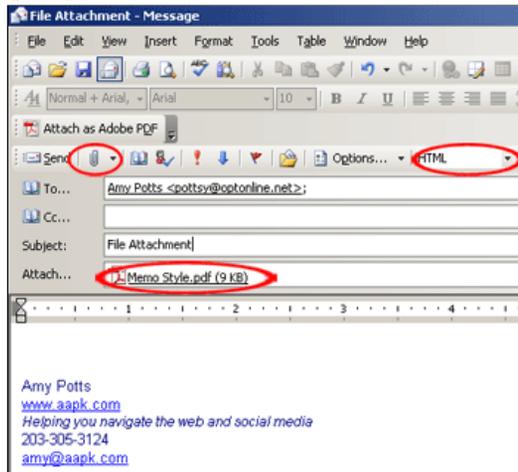
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## Email Attachments

Have you ever been sent an email with an attachment that didn't come in correctly or you are confused about how to attach or embed images and files into an email? Then read on to learn more about email attachments.

**Attaching vs embedding** – if you have a picture or graphic that you want to send and it needs to maintain its properties (file size, resolution, etc.) then you will want to attach it to the email. Using Outlook as an example, to attach a file, you would click on the paperclip icon and choose the file. The file will show on the attachment line of the email (see example below).



If you don't need the receiver to be able to save or manipulate the file, then you can simply embed the file into the email. Use Insert, File and choose the file.

**When attachments go wrong** – if you receive or send an email and the attachment appears with the file name with an extension of .dat, you won't be able to open it – don't even try, the attached file has been

stripped from the email. The way to solve this is to ask the sender (or if you are the sender) to change their email setting from html to plain text. (See the example shown - upper right is where you change this setting).

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Other times you might find an email that has attachments that wasn't requested or needed – this is usually due to the sender embedding a logo in their signature line or they are using a graphic background.

**File size restrictions** – depending on your email hosting company or the email hosting provider of the person receiving your email, you will find that there are size restrictions of files that can be sent or received. Some of the email providers such as AOL or Gmail will strip an attachment above a certain size to save server space. If you run into this problem, the best alternative is to zip the file – this will compress the file without ruining the integrity of the file or find out if your receiver has an FTP site where you can upload the file (for info on FTP see [last week's](#) newsletter).

**Finding emails with attachments quickly** - most email programs (such as Outlook) will show a paperclip icon in the summary of the email (where you see the sender's name, subject, date/time received, etc.) to denote that the email has an attachment. This makes searching for an email with an attachment really easy and fast. You can even sort your email this way - simply click on the paperclip icon in the summary.

We hope this advice helps. If you have any projects that require creative and logical thinking, contact us at [info@aapk.com](mailto:info@aapk.com).

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## You Have To Laugh

Video: Cat enjoys Ipad Fish - <http://www.youtube.com/watch?v=KW1M-PgaZ1c>

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