Amy's Biz Tips
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| PowerPoint - Adding Patterns to Shapes | Adjusting Your Web Browser View | You Have To Laugh |

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PowerPoint - Adding Patterns to Shapes

In volume 30 we discussed using the Drawing Tools to create colored graphics in your presentation. Did you know you can set custom colors, patterns, gradients, textures and pictures to your Drawing Tool graphics?
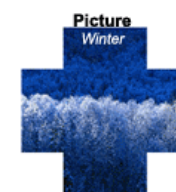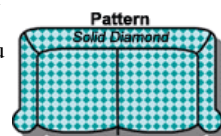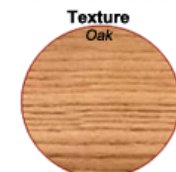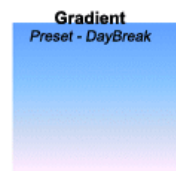
The Drawing Tools provide you with a variety of shapes or preloaded graphics that you can adjust the fill color and line color. But by using a couple of extra clicks you can add a custom color, gradient, texture, pattern or picture to any shape.

To activate, click the shape and either choose Format, Autoshape from the tool bar or right click and choose Format Autoshape. On the Colors and Lines tab, under Fill, click the color bar – you will be shown a palette of colors with the following options below:

- **More Colors** – if you need a color that doesn't exist in the standard palette you can use this option to set your custom color by choosing from the color slide or if you know the RGB value of your desired color, you can just type that in.
- **Fill Effects** – this option allows you to choose gradients, patterns, textures and pictures. More on this below.
- **Background** - this sets the graphic to the same look as the background of the slide.

Now, let's play with **Fill Effects**. When you choose this option you are presented with four tabs – gradient, texture, pattern, or picture.

- **Gradient** – choose to use one color plus white as your gradient, or choose two specific colors to create the gradient or you can also use one of the present gradient combinations. Then you can adjust the light or darkness of your colors, transparency of the gradient and the direction (shading style) of the gradient.
- **Texture** – there are a series of present texture pictures you can use (e.g., marble, denim, canvas, wood). Or you can load your own texture.
- **Patterns** – PowerPoint offers 48 different patterns to choose from. You can change the foreground and background colors of the patterns to achieve the look you need.
- **Pictures** – use this option to load an exisiting picture to use as the fill for your shape (similar to loading your own texture).

As always, I encourage you to play around with these optoins to understand them better - there are lots of neat things you can do with these.

If you have an upcoming PowerPoint project that you need professional help with contact us at info@aapk.com

Gradient
Preset - DayBreak

Texture
Oak

Pattern
Solid Diamond

Picture
Winter

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who can also help you with:

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- Web Design
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- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Adjusting Your Web Browser View

Amy's Biz Tips are brought

Did you know that you can zoom your web browser view in and out?

There are times when you would like to see more or less of a web site view in your browser (Explorer, Firefox, etc). This is especially helpful if you want to take a snapshot view of a web site.

The instructions are very simple – just use the Ctrl key with either + or – to zoom in and out or from the menu choose View and Zoom.

Enjoy your browsing experience and if you need help with anything web related please contact us at info@aapk.com

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Video: Great Fireworks - http://www.youtube.com/watch?feature=endscreen&NR=1&v=03yCd5jUF_A

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