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PowerPoint - Notes

When creating presentations in PowerPoint it is helpful to have a place where you can jot down notes about the slide. These notes can be hidden during a presentation or viewed or printed along with your slides.

The notes pane appears under your slide (in Normal View) – if you don't see it, run your cursor down to the bottom of the PowerPoint window and look for a thin bar (when you have located it your cursor will show horizontal double lines with arrows). Use this to drag the pane to the size you need.

Now you can type and format your notes as you work in Normal View. You can't draw or place pictures in the notes pane in normal view. Switch to Notes Page View to see how your notes will look when printed and to see the full effect of any text formatting (such as font colors), switch to Notes Page View (Office 2003 – View, Notes; Office 2007 – View tab, Notes Page).

Notes page view

Each notes page shows an image of the slide, along with the notes that go with that slide. In Notes Page View, you can add charts, pictures, tables, or other illustrations.

Notes can be printed as notes pages (printed pages that display your notes beneath the slide that the notes accompany) and will include any charts, pictures, formatting, etc. you have added. These can be used as notes to yourself while you give your presentation or you can hand them out to accompany your presentation.

So next time you want to record additional information that relates to your slides you can ditch the notebook and use PowerPoints' Notes.

If you need help with an PowerPoint or any MS Office project, contact us at info@aapk.com.

Using Your Local .Patch.com

If you haven't discovered your local .Patch.com you are missing out on a lot of news and information about what's going on in your community.

.Patch.com is a free online community site that is run by a local editor and content is provided by users. Think of this like the old time general store – where every one gathered to discuss the town's news, social events and do business. On .Patch you will find news, events, pictures, discussions, local voices, weather and lots of other local stuff.

It was very helpful following Hurricane Sandy to keep our community up-to-date on damage, news and finding out about local aid.

Not only is it great to find out what's going on – it's also wonderful for promoting and sharing your business, knowledge, or promoting a local event. It's perfect for reaching your neighbors in a timely fashion. I am a local blogger (local voice) and post this newsletter weekly on the .Patch.com's in my area (my town and 7 surrounding towns). I have gained business from these weekly posts. I also use it to list and promote the charity events I am involved with.

To discover if there is a .Patch in your community – go to www.patch.com. Find your state and then local town (or nearest town). Create a User Account (it's free) and will allow you to post or

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comment on the site. Also, daily you will get an email with the most recent information and news.

If you need help using your local .Patch contact us at info@aapk.com or contact your local .Patch editor (their name and contact information is on the top left of your .Patch.com.)

You Have To Laugh

Funny Video: Baby Talks on Phone: <http://youtu.be/kJY5BRCNAs4>

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