



January 10, 2013

Volume 56

[Subscribe](#) to **Amy's Biz Tips** e-newsletter.

[Archive](#) of Amy's Biz Tips.

These Tips Are Courtesy of [AAPK](#)

PowerPoint - Adding Borders to Pictures

IDs and Passwords - Keeping Good Records

You Have To Laugh

Recommend

Share

One person recommends this. Be the first of your friends.

Share

PowerPoint - Adding Borders to Pictures

Did you know that you can easily add a border to a picture or graphic in PowerPoint in a matter of seconds? You choose the color, style and width and it's done.

Let's say you have some pictures of downtown New York City that you want to present in a way that's a bit more dressy than just placing them on the slide. By creating borders around pictures you can arrange them in a way that is pleasing to the eyes (see sample slide below - all pictures are dressed up with borders).



Amy's Biz Tips are brought to you by AAPK who can also help you with:

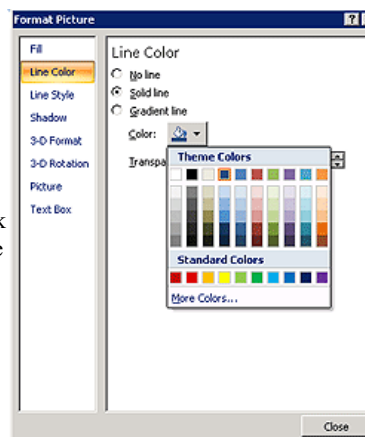
- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

To create borders, first highlight the graphic then in

PowerPoint 2000 – click Format (on the top menu), Format Picture or right click and choose Format Picture, then the Colors and Lines tab.

PowerPoint 2007 and above – click Format tab (on the top menu ribbon), Picture Styles area, Picture Border or right click and choose Format Picture. 2007 and above contain a lot more border styles than 2000.

If you need an expert in PowerPoint for a project or have a question contact us at info@aapk.com



IDs and Passwords - Keeping Good Records

I like you are tired of having so many different IDs and passwords for so many things in our lives from your home computer system to your financial accounts to your domain name. While this can be

Amy's Biz Tips are brought

overwhelming – it's very important to find a way to document all IDs and Passwords (PW) you create. Even if you think you'll never need them again – keep a record of it! Please!

Many times a new client coming to us will have registered a domain name a while back, but didn't record the ID and PW. Now, they are ready to get their site up and we need to access the domain name. So often I see a client rooting through their files and emails to try to find the information. And if they can't find it, then getting information from the domain provider requires jumping through hoops and can cause delays to web development.

Another example - the other day I was helping my aunt install a remote video camera in her house. In order for it to connect, we had to enter her home Wifi ID and Password into her Iphone. This WiFi was installed 5 years ago and trying to get the router company to provide us with a password was literally impossible. Luckily, after searching my aunt found a sticky note in a file she had created for her router and we were able to connect.

So, here are some suggestions to maintain IDs and Passwords (PW):

- Write the ID/PW on the outside of a file folder for each account you have.
- If you purchase something and set up an ID/PW with that vendor, print out the receipt from your purchase and write the ID/PW on it and put in a related file
- Keep a notebook stashed somewhere (away from your computer) that logs IDs/PWs.
- Use sticky notes to record – and place the note in their respective files.
- I have a basket with sheets of paper with them written down – and the sheets are mixed amongst other bills
- NEVER NEVER have a log of passwords:
 - under your keyboard
 - as sticky notes around your monitor or on a board near your computer
 - recorded in a file on your computer or on your phone!!!
 - *All these methods are easy for hackers/thieves to reach.*

If you need help with a future web site project or don't have your ID/PW for your domain, don't worry, we know how to guide you through the process. Contact us at info@aapk.com

You Have To Laugh

Funny Video: Hamster puts full carrot in mouth - amazing! (This is my daughter's hamster - Rosco acheiving this feat): <https://www.youtube.com/watch?v=Mw7J5vcEXw0>

[Unsubscribe](#) from Amy's Biz Tips e-newsletter.

[Home](#) [Web Design](#) [Social Media](#) [Print Media](#) [Consulting](#) [About AAPK](#)

Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

AAPK © 2015

to you by AAPK
who can also help
you with:

- [Excel, Word and PowerPoint](#)
- [Web Design](#)
- [Content Management Web Sites](#)
- [Graphic Design](#)
- [Print Design](#)
- [Social Media Marketing](#)
- [Creative Marketing Ideas](#)