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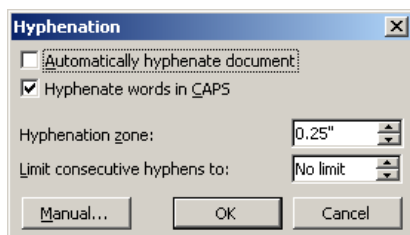
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Word - Hyphenation

Using hyphenation in documents seems to be a personal preference; some people don't mind them, for others it drives them nuts. But hyphenations can be helpful if you want to eliminate gaps in justified text or to maintain even lengths in columns. You can control how hyphenation happens in Word.

The default for Word is to not allow hyphenations in your text and easily lets you adjust those settings to turn on or off automatic hyphenation or hyphenation of CAPS, set the zone in which Word determines the hyphenation (compared to the line length), limit consecutive occurrences of these separations or manually choose the words to hyphenate.

To see it in action in Word 2003 go to Tools, Language, Hyphenation or in Word 2007 and above on the ribbon choose Page Layout Tab, Page Setup, Hyphenation and choose Hyphenation Options. Both versions will bring up the following window.



Play around with all the settings to see what they do. If you have a future Word or other MS Office project that you need help with contact us at info@aapk.com

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Getting Started with Social Media

Starting a social media campaign doesn't have to be painful or a huge task. You can start off slow – just to get your feet wet. With a bit of dedication and scheduling you can take 15 minutes a week to get your message out.

As I am writing this, I am sitting with a client that has a weekly blog about retirement savings and he needs viewers. He is a novice in social media, so we are starting slowly using three social venues – his personal Facebook, LinkedIn and his local .Patch.com.

Each week, in Word, he creates an opening sentence based on his blog to entice the viewer to read more – for example “Are you Smart Money? Do you know what makes Smart Money smart? This is first of a series of blog entries ...see more at <http://thedeltagr.com/?p=1153>”. By doing this all he has to do now is to copy and paste this text into Facebook, LinkedIn and Patch and he's done! He does this every Wednesday and is beginning to build a following.

Now, mind you, this takes time and doesn't happen over night. So, if you expect instance results – calm your thinking and be patient! Remember you don't have to come up with some great-viral-spreading campaign to get the word out about your business, but if you are consistent and persistent, you will prevail!

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If you need help getting started with your social media campaign – we can help. Contact us at info@aapk.com

You Have To Laugh

Funny Video: Seal Boat Hops! <http://cnn.com/video/data/2.0/video/world/2013/01/21/hamilton-smith-aus-seal-encounter.networkten.html>

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