



December 8, 2011

Volume 6

**Word - Page Setup**

**Using LinkedIn - Part 6**

**You Have To Laugh**

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CHANGE EACH WEEK

## Word - Setting Up Your Page

The default setting when you open a Word document is an 8-1/2 x 11 inch sheet set in portrait with set margins on top, bottom and both sides. But what if you want your document to be set going horizontally (landscape), need to adjust the margins or add a border to one page or the whole document?

You can easily make these adjustments using Page Setup. In the menu, choose File and then Page Setup. A window will open with three tab choices: Margins, Paper, and Layout (see sample to the right)

### Margins Tab

*Margins* – change the settings (if you wanted more room on top and bottom of the page you may edit these each to .5”).

*Orientation* – Portrait (vertical) or Landscape (horizontal)

*Pages* (see samples to the right) –

- Normal (one page)
- Mirror Margins (facing pages with same margins)
- Two pages per Sheet (set one on top other on bottom)
- Book Fold (great if creating a one fold piece – it directs you to choose how many pages the booklet will be)

### Page Tab

Control Paper size (letter, legal, tabloid, etc.), height and width of paper (if creating a custom page size setting), paper tray sources, how to preview and additional print options (lots to choose from).

### Layout Tab

*Sections* – use this when working with columns (a topic for a future newsletter)

*Headers and Footers* - placement on the page

*Page Vertical Alignment* – how your text aligns on the page, the default is set for top – meaning the content on the page is aligned from the top margin down. Change it to center to have your content print in the center of the page.

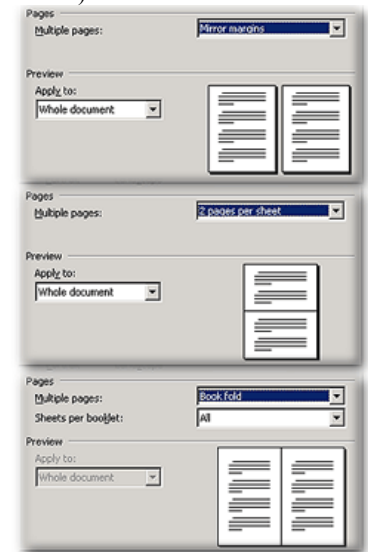
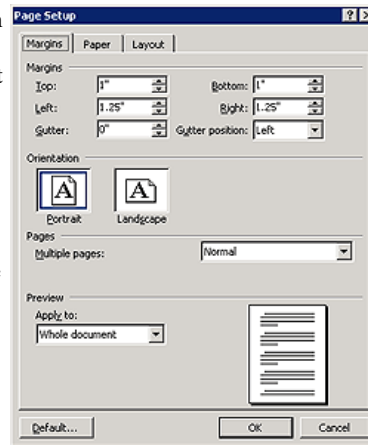
*Preview* – how page will preview

*Line Numbers* – add line numbers to your content.

*Borders* – set up borders and shading to the entire document or just a page or section.

Now, open up a blank document – put some content in it and play around with these settings. Don't be afraid to try it out!

Sometimes when creating documents Word doesn't always have all the options you need. If you need help formatting a document in Word or if Word can't accommodate



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## Using LinkedIn - Part 6 of a Series. [Click here for Part 5](#)

### LinkedIn Groups

LinkedIn Groups provide a place for professionals in similar industries or with the same interests to share content, find answers, keep up with trends, post and view jobs, make business contacts, and establish themselves as industry experts. Groups can range in size from just a few people to thousands of members.

You can find groups to join in the Groups Directory or view suggestions of groups you may like. You can also create a new group focused on a particular topic or industry.

#### To Find and Join a Group:

You can find and join LinkedIn groups by using the Groups tab in the top menu or the search bar (if using the Search Bar – be sure to toggle down the heading to the left until it shows Groups).

#### Find a Group:

Using the Groups menu at the top of your home page you are given a few choices:

- Your Groups. Shows a listing of all groups you have joined.
- Groups Directory. Here you will be able to browse the Featured Groups on the page, search using key words (such as marketing, healthcare, convention planning, or bowling) for a group using the Search Groups feature on the left. You can also create a group from here. We will cover this topic in a future newsletter.
- Groups You May Like. Browse this list of suggested groups that LinkedIn has developed based off of your profile information.

#### To Join a Group:

Click Join Group on the group page or the Groups You May Like tab or respond to an invitation from a group member or manager.

Some group managers may review your request to join or ask for additional information to make sure you meet their membership criteria. Membership approval is solely up to the group manager. LinkedIn also limits the number of groups you can join (to combat too much spamming) to 50.

#### Setting Group Options:

Once you've joined a group you can set up specific settings for each group. You reach these options from the Group page – using the sub menu click More and choose Your Settings. From there you can set:

- Displaying the group logo on your profile
- Your contact information
- Have an email sent with each new discussion (don't recommend this option - if it's a very active group you will be inundated with emails)
- Choose the frequency to receive emails of current discussions in digest format (I have my groups set to daily)
- Allow the group manager to send you emails (no more than once a week – but as of December 14, 2011 (next week) you'll now receive InMails and Introductions immediately rather than in a weekly digest format).
- Allow members of this group to send your messages via LinkedIn.

#### Leaving a Group:

To leave a group, go to the specific Group page, click More in the sub menu, Your Settings, and on the bottom right click Leave Group.

#### Organizing Your Groups:

Using the Group Menu, choose Your Groups. This page lists all the groups you have joined and you can actually change the way the groups are listed. This is especially helpful if you have joined a lot of groups and want them to be listed by most used.

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You can also edit your public profile to prevent your groups from showing on your public profile. Check or uncheck the box next to *Groups* under the *Additional Information* section on the right side of the page.

## Using Groups To Your Advantage:

Groups can be used to get answers to questions, connect with other in an industry, find jobs, keep up with current topics and market your product or services.\* Go to a Group page and in the sub menu you are presented with 6 options:

- **Discussions** – lists all recent discussions, lets you search for past discussions, and gives you a place to start a new discussion (simply type in the box provided). If you find a discussion of interest, click on it and from there you can:
  - Like it
  - Comment On It – add your “two cents” or answer a question to establish yourself as an industry expert
  - Follow it – this will send an email each time some one makes a comment
  - Flag it – suggest to the group manager that the post is a promotion, job listing or inappropriate. If determined to be a promotion or job listing, the Manager may move the discussion to these areas.
- **Members** – see a list of all members or search for a member of the group
- **Promotions** – lists marketing promotions provided by group members
- **Jobs** – job postings that members have added
- **Search** – use the search box to research something or choose to see All Discussions, Manager's Choice, Discussions You've Started, Discussions You've Joined, Discussions You're Following or Pending Submissions
- **More...** - Updates to discussions, Your Activity, Your Settings, Subgroups, Group Profile and Group Statistics (this shows the number of members in the group, summary of statistics, demographics, growth and activities). Use this information to determine if joining the group will connect you with the right people.

\* Note: marketing via LinkedIn is a whole other topic and is tricky because if it's done incorrectly it can appear as spam. Which can result in you getting blocked from groups and establish a bad reputation. If you'd like to know more about this topic, please contact us directly at [info@aapk.com](mailto:info@aapk.com)

In the next issue we will discuss finding jobs or finding employees using LinkedIn.

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## You Have To Laugh

Video: We will we will Rock You - song by babies - <http://www.youtube.com/watch?v=sO2PYbsHWJ4>

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