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Volume 8

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Cutting File
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**You Have
To Laugh**

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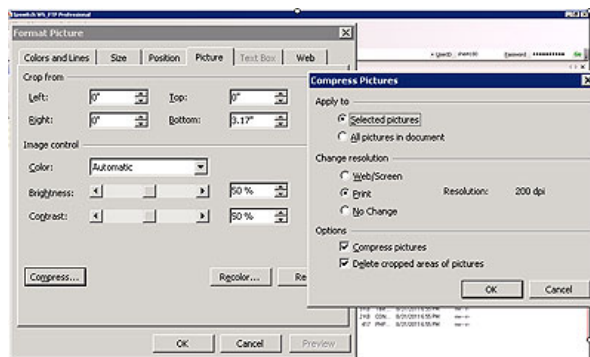
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PowerPoint - Cutting File Sizes

Have you found yourself emailing a presentation to someone only to have it bounce back because it's too large for your email system (or the person receiving it)? Then read on to find out some quick tips to alleviate this challenge.

This scenario generally happens when the presentation contains large (file-size-wise) graphics or pictures. While you might be saying to yourself - but I only have two or three graphics in my presentation - those graphic files might be high resolution files. The best way to fix this is to use the Compression feature in PowerPoint.

Click on a graphic, click Format and Picture. A tabbed box will appear. Click on the Picture tab and click on Compress on the bottom left. From there you can choose to



compress that graphic, or all graphics in the file, and opt to compress the presentation for web/screen or print or decide to delete cropped areas of a graphic. Check the file size of your presentation before and after you do this – you'll be amazed at the results!

Hint – before compressing the pictures in the presentation you might want to save your PowerPoint first as the original and then compress and save that file as the compressed version. This way you maintain the large file size of your graphics, in case you use them again or need to have the images sharp when the presentation is printed.

We are PowerPoint experts, if you have a PowerPoint question or need for help with a project, contact us at info@aapk.com.

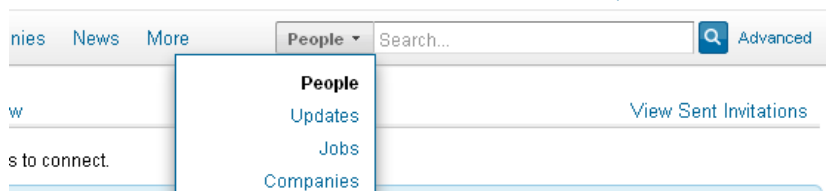
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Using LinkedIn - Part 8 of a Series. [Click here for Part 7](#)

LinkedIn - Finding People

To extend your search for connections or jobs further, you can use the Advanced Search feature in LinkedIn. This is especially useful for a variety of needs: seeking an old friend or work buddy, finding potential sales leads or determining the name of an executive in a company with a specific job function. [Click here](#) to explore the options available.



The Advanced Search option only appears in the top right corner next to the search box when you have chosen to search for people, jobs or answers. Click on Advanced and let's explore what you can do.

The Advanced People Search page contains three areas, basic search information, industry specific and sorting/view options. In each area you can choose as few or as many options as you'd like to narrow down your search.

The first section, allows you to search by:

- Key words – these could be job skills, experience, or something unique to the person you are seeking.
- Name – first and last name
- Location – Country, Postal Code and if they live within a 100 mile radius of the postal code (great to use if you know their general area someone is living in – but not the exact place)
- Title – job title (choose current or past title)
- Company – name of company (choose current or past employment)
- School – college, graduate, etc.

The second area gives you more options to define your search within specific industries (accounting, insurance, biotechnology, etc), people within your discussion groups, or by level of connection or language. The third section allows for sorting the results by relevance, relationships, connections or keywords.

Once you have entered the information in the above areas, hit search and LinkedIn will show you the results. On the results page you can use the bar on the left to redefine your search further.

If you'd like to know more about this topic, please contact us directly at info@aapk.com

In the next issue we will discuss how to use the Answer area to get an answer to your question or to answer someone else's question and establish yourself as an "expert".

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You Have To Laugh

Video: Cat Launcher: <http://www.youtube.com/user/wacoantv?v=1ggzvZ8Kxbk&feature=pyv>

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