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**PowerPoint - Layering
Graphics**

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PowerPoint - Layering Graphics

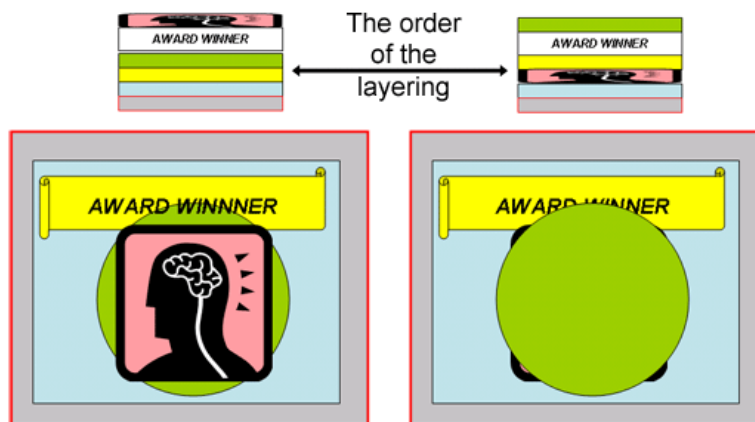
Arranging graphics and text in PowerPoint can be simple, but if you are adding and layering many items you may have found that some may cover or over lap each other. To alleviate this problem, PowerPoint lets you put your graphics and text in layered order - moving items backwards or forwards amongst each other.

To access the ordering just highlight a graphic or text, right click and choose Order.

You are given four options for layering:

- Move Forward - moves the object forward - above the front graphic in the layers.
- Move to Front - moves the object forward - above any graphics in the layers.
- Move Backward - moves the object backward - below lowest graphic in the layers.
- Move to Back - moves the object backward - below the lowest graphic in the layers.

To understand this concept, think about the items being in layers, so, in the example below I have added 5 graphics and 1 text area to create a look. The sample to the left has the head graphic as top layer, followed by the text, yellow banner, green circle, blue box and finally the grey box. In the sample to the right I have moved the head "Backward" three times to make it appear under the green circle.



Keep the following in mind: If you are not seeing an item that you added, move the top most graphics to Backward or to Back to see your object(s) - you may have to do this a few times to see the graphic. If you have grouped items you can not change the order of layers without ungrouping the graphics.

Ordering can get very tricky and confusing if you are layering more than three or four items. Just remember to think about them in layers.

If you need help with a Powerpoint project contact us at info@aapk.com we have a lot of experience with Word and other MS Office products.

Creating Useful Content

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you with:**

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- Creative Marketing Ideas

Creating content for your business can seem like a huge task. You get stuck thinking – who’s going to write it, what to write about, where to I find ideas, when and where do I post it, etc.

Don’t feel stuck – you need to create a content strategy plan for disseminating useful content to your potential customers. Recently I read an article from SearchEngineWatch.com that covers this subject and answers the following questions:

- What Makes an Effective Content Strategy?
- What Questions Should I Ask About B2B Plans?
- What Types of Content Should I Consider?

Take the time to read this insightful article to learn how to create or update your Content Strategy - <http://searchenginewatch.com/article/2286733/How-to-Create-Content-Strategy-for-a-B2B-Business>

If you need help getting started or continuing your content plan, contact me at info@aapk.com I have helped many clients work through the task with success.

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You Have To Laugh

Funny Video: Dancing Raccoon:

<http://www.cnn.com/video/data/2.0/video/living/2013/07/31/newday-sot-redneck-raccoon-dance.cnn.html>

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