



## Quick & Easy Power Point Graphics Session 4: Open Q & A and a Few More Tips & Tricks

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1. Introduction
2. Dotted Lines Made Easy – 1:36
3. Working with Dingbats (image based fonts) – 6:10
  - Demo #2: Hearts Dingbats – 7:30
    - Explanation of upper/lower cases of dingbats - 7:53
  - Demo #3: Chinatoo Dingbats – 8:30
  - Demo #4: Decorazer Dingbats – 9:26
  - Demo #5: Hearts Dingbats as Top & Bottom Frame – 10:27
  - Demo #6: Hearts Dingbats as Full Frame – 11:23
  - Demo #7: Single Hearts Dingbats as Design Element – 13:54
  - Demo #8: Single Hearts Dingbats as Design Element with WORDS – 14:34
  - Demo #9: Single Hearts Dingbats as IMAGE with WORDS – 15:51
  - Demo #10: Keeping Track of Dingbats – 20:26
4. Questions
  - How do you delete items before exporting in a KDP print cover? – 27:00
  - Is there a program to view fonts on my computer to make it easier to search? – 28:45
  - Can the Chinese dingbats be used individually and its coloring items? – 30:38
  - What add-in is being used to get the fonts listed in that drop down? – 31:04
  - How do you delete items from the selection pane? – 33:25
  - Other applications to organize fonts (more about fonts) – 33:57