
Manual

SoftMaker Presentations 2008

© 1987-2008 SoftMaker Software GmbH

Contents

Welcome!	11
Technical support	12
About this manual	13
Typographical conventions	14
System requirements	14
Installation and program startup	17
Installing under Windows	17
Using Presentations on local area networks (Windows only).....	18
Installing on Pocket PCs or Windows CE.....	19
Installing under Linux.....	20
Presentations basics	21
The application screen	21
Title bar.....	22
Menu bar.....	23
Standard toolbar.....	23
Formatting toolbar.....	23
Object toolbar	24
Document window	24
Status bar	25
Special instructions for Pocket PCs.....	26
Presentations concepts	27
Slides	27
Objects.....	30
Slide designs.....	31
Slide layouts	34
Color schemes	35
Text	37
File operations.....	38
Beginning a new presentation	38
Opening a presentation	39
Saving a presentation.....	41
Printing a presentation.....	42
Exporting a presentation to a PDF file	45

E-mailing a presentation.....	47
-------------------------------	----

The Presentations Tour 49

When something goes wrong.....	50
Entering text.....	50
Applying another slide design.....	51
Inserting a new slide	52
Adding an image	53
Applying another color scheme	55
Creating a bulleted list	56
Inserting a table.....	59
Applying transitions.....	62
Applying object animations	64
Saving the presentation	66
Running the slide show	66
Finished!.....	66

Working with slides 67

Creating a new presentation.....	68
Adding a new slide.....	69
Inserting slides from other presentations	70
Navigating between slides	70
Working with the mini sorter	71
Working with the mini outliner.....	72
Using the large slide sorter and outliner	74
Changing the order of slides	75
Deleting a slide.....	75
Copying, cutting, and pasting slides	76
Duplicating a slide	76
Renaming a slide.....	76
Hiding a slide	77
Changing the slide design	78
Changing the slide layout.....	79
Creating headers and footers.....	80
Footers on slides.....	81
Headers/footers on notes pages and handouts.....	83
Changing headers/footers in master view	83
Changing the orientation of slides	84
Inserting a summary slide	86
Using slide color schemes and backgrounds	87
Applying a color scheme.....	88
Creating and editing a color scheme	89

Slide backgrounds	90
Adding slide transitions	92
Adding object animations	94
Adding notes	95
Printing handouts	96

Working with masters 97

The Master menu	99
Changing the text formatting in masters	101
Notes and handout master	103

Working with objects 105

Inserting objects	105
Using the object toolbar	106
Selecting objects	107
Changing position and size of objects.....	107
Rotating and flipping objects	109
Aligning and distributing objects.....	109
Duplicating objects	110
Hiding objects	110
Changing the order of objects	111
Grouping objects	111
Adding object actions.....	112
Changing the properties of objects.....	114
Object properties, Format property sheet.....	114
Object properties, Filling property sheet.....	116
Object properties, Lines property sheet.....	118
Object properties, Shadow property sheet.....	120
Object properties, 3D property sheet.....	122
Object properties, Properties property sheet	123
Additional property sheets.....	125
Text frames.....	125
Inserting text frames	125
Changing the properties of text frames	125
Placeholders	127
Inserting placeholders.....	128
Editing placeholders	128
Changing the properties of placeholders.....	130
Resetting placeholder properties	131
Pictures	131
Inserting pictures	131
Inserting a picture from the clipboard	132

Scanning pictures	133
Changing the properties of pictures.....	133
OLE objects.....	135
Embedding OLE objects	136
Acquiring an OLE object from a file.....	137
Editing OLE objects	138
Editing links to OLE objects	139
Changing the properties of OLE objects	139
Using Equation Editor objects.....	140
Tables	142
Inserting a table	142
Editing tables	143
Selecting table cells and cell contents	143
Deleting, copying, moving cell contents	143
Deleting rows and columns	144
Inserting rows or columns in a table	144
Resizing rows and columns	145
Joining and splitting table cells	145
Formatting tables.....	146
Media objects	151
Inserting media objects.....	151
Changing the properties of media objects	152
Drawings	154
Inserting drawings	155
Adding text to AutoShapes.....	157
Changing the properties of drawings.....	158

Animations **165**

Object animation	165
Animation properties.....	169
Slide animation schemes.....	176

Working with text **179**

Character formatting	179
Typeface and font size	181
Text styles	182
Text color.....	184
Superscripts and subscripts	184
Letter spacing and character pitch.....	185
Hyperlinks	186
Removing character formatting.....	188
Replacing a font.....	189

Paragraph formatting.....	189
Indents	190
Line spacing	191
Spacing above/below paragraphs	193
Paragraph alignment.....	193
Hyphenation	194
Non-breaking spaces	196
Character format for entire paragraphs	196
Tabs.....	196
Bulleted and numbered lists	200
Bulleted lists	200
Numbered Lists	205
Searching and replacing	208
Searching	208
Replacing.....	210
Repeating a search or search and replace.....	211
Inserting special characters	211
Pasting with special formatting.....	212

Comments 215

Showing a presentation 217

Starting a slide show	217
Slide show setup.....	218
Custom shows	220
Slide show interaction.....	223

Language tools 227

Setting the language	228
Spell checking.....	228
Manual spell checking.....	228
Background spell checking	230
Editing user dictionaries	232
Thesaurus	232
SmartText.....	234
Creating SmartText entries	234
Inserting SmartText entries.....	236
Editing SmartText entries.....	237

Document management 239

Quick paths	239
-------------------	-----

Document summary	241
The file manager	242
Searching with the file manager.....	244

Working with other file formats 247

Customizing Presentations 251

Preferences	252
Preferences, View property sheet	252
Preferences, General property sheet.....	253
Preferences, Appearance property sheet.....	257
Preferences, Language property sheet.....	259
Preferences, Files property sheet.....	261
Document properties	263
Document properties, Summary property sheet.....	263
Document properties, View property sheet	263
Document properties, Colors property sheet.....	264
Document properties, Statistics property sheet	266
Customizing the document display	266
Changing the zoom level.....	267
Customizing toolbars	268
Displaying and hiding toolbars.....	269
Positioning toolbars on the screen.....	270
Managing toolbars.....	271
Customizing toolbar icons.....	272
Creating user-defined toolbar icons	274
Customizing keyboard shortcuts.....	275
Activating a keyboard mapping	276
Creating a new keyboard mapping.....	277
Renaming or deleting a keyboard mapping.....	278
Editing the shortcuts in a keyboard mapping.....	278
Resetting the shortcuts in a keyboard mapping.....	280
Using the grid.....	281
Using guides.....	282

Keyboard shortcuts 285

Keyboard shortcuts for menu commands.....	285
Keyboard shortcuts for editing text.....	287
Keyboard shortcuts in slide shows.....	287

Welcome!

Welcome to SoftMaker Presentations! You have purchased a presentation graphics software package that combines user-friendliness with many powerful features. With SoftMaker Presentations, you can create striking and informative presentations quickly and effectively.

From two-slide presentations to dynamic multimedia slideshows, Presentations provides simple-to-use tools that enable you to complete any type of presentation material. Using Presentations, you will be able to present information in a concise and captivating format, suitable for any audience. You can even leave a self-running presentation active that can be viewed by anyone without your interaction.

SoftMaker Presentations is available for both **PCs** (Windows and Linux) and **Pocket PCs** (Windows Mobile). Also, it is compatible with Microsoft PowerPoint.

Among the many robust features included in Presentations, some of the **key functions** you can accomplish include:

- Combine **images, drawings, movies, and sounds** in your presentations. Simply insert them from files, or import your images directly from a scanner.
- **Animate objects** and create **slide transitions** in numerous styles and variations to captivate your audience.
- Create and organize your slide contents efficiently and with ease. Many **practical templates** are included to help you find an attractive design for your presentation quickly.
- Use a **full range of text formatting features** which are at your disposal.
- Structure your thoughts before and while delivering your presentations using the handy built-in **outliner** capability.
- Manage even the largest slideshows using one of many tools provided, such as the **slide sorter**.
- Save your presentations in PowerPoint format or export them as images.
- Print handout sheets for your audience.

SoftMaker Presentations is continually being improved based on the needs of our customers. If, in the course of your work, you encounter a need for a feature that is not available, or you have suggestions for improvements or changes, please write

to us. We want Presentations to measure up to our users' wishes, and your feedback is critical to us in meeting that goal!

Technical support

If you have any questions, our technical support team will be glad to assist you. You can reach us in several ways:

Internet: www.softmaker.com

Our website provides up-to-date answers to frequently asked questions, the latest program updates, and much more. Visit us at **www.softmaker.com**.

Support forums: www.softmaker.com/forum

Feel free to communicate with our technical support team, as well as other users, by visiting our support forums at **www.softmaker.com/forum**.

E-mail

Please send your support related e-mails to: **support@softmaker.com**

Fax or snail mail

You can send us questions by mail or fax at the following address:

SoftMaker Software GmbH
Kronacher Str. 7
D-90427 Nuernberg
Germany

Fax: +49-911-303 796

Phone

The telephone number for our technical support hotline is +49-911-936 386 50.

Please have your *customer number* ready when calling us.

About this manual

SoftMaker Presentations offers a wide variety of functions and features. Since this may seem intimidating when you begin to familiarize yourself with the application, this manual is designed to assist you in your learning experience. As you create your first presentations, you certainly do not need to master all the commands! Instead, with each unique presentation you build, concentrate only on those features that will help you effectively communicate to your audience. Over time you can become proficient with the extended functions by reviewing the appropriate pages in the manual, as needed.

This manual is laid out as follows:

- The chapter “**Installation and program startup**” (page 17) covers the installation of SoftMaker Presentations. You also learn how to start the program.
- The chapter “**Presentations basics**” (page 21) describes the individual components of the software’s user interface and acquaints you with the most important commands. Ideal for beginners!
- The chapter “**The Presentations Tour**” (page 49) treats the topic of creating a presentation in tutorial form and introduces you to the operation of SoftMaker Presentations with some practical examples.
- The chapters “**Working with slides**” (page 67) and following are the reference part of the manual. These chapters are organized by subject, like a reference book, and describe all the functions of the program in detail.

Depending on how you prefer to structure your learning experience, you may wish to read the detailed chapters addressing the various functions first, or you may prefer to jump right into the hands-on practice exercise in the “The Presentations Tour” chapter. Either way, feel free to peruse this manual in any order that is most beneficial to you.

Typographical conventions

Menu commands and dialog box components are identified with **bold type** throughout this manual. For example, **File > New** refers to the command **New** in the **File** menu.

File names are referenced as follows: C:\IMAGES\BEACH.JPG

The Enter key is represented by , the arrow keys by ,  etc. To enter a key combination, such as  , press the  key while holding down the  key.

Important: Especially important notes or useful tips are highlighted like this.

System requirements

In order to run SoftMaker Presentations efficiently, the following hardware and software requirements are recommended:

Windows version

- PC with CD or DVD drive
- Windows 2000 or higher
- 64 MB RAM (Windows Vista: 512 MB)

Pocket PC version

- Any Pocket PC
- Display resolution of at least 240 x 240
- StrongARM or XScale CPU
- 64 MB memory (installing to a memory card recommended)

Windows CE version

- Windows CE 3.0 or higher, or Windows CE.NET
- Display resolution of at least 240 x 240
- StrongARM or XScale CPU
- 64 MB memory (installing to a memory card recommended)

Linux version

- PC with CD or DVD drive
- Any glibc-based x86-Linux with glibc 2.2.5 or higher
- X Window system with a window manager of your choice

Installation and program startup

This chapter covers information on installing and starting SoftMaker Presentations. It is divided into the following sections:

- **Installing under Windows** (page 17)
- **Installing on Pocket PCs or Windows CE** (page 19)
- **Installing under Linux** (page 20)

Please go directly to the section which pertains to your operating system.

Installing under Windows

Note: If your PC is connected to a **local area network (LAN)**, in addition to the following information, please read the section “Using Presentations on local area networks (Windows only)” below (page 18).

Download

If you obtained SoftMaker Presentations by *download* from our website, you will find installation instructions in the e-mail that you received after purchasing the software.

CD-ROM

If you obtained SoftMaker Presentations on *CD-ROM*, run the installation program provided on the CD as follows:

1. Insert the installation CD. After a few seconds, the CD’s menu program will start automatically.

If your PC’s auto start function is not activated, you can start the menu program manually. To do this, open **My Computer**, double-click on your **CD-ROM drive**, and then double-click on the **Setup** file.

2. The menu program now shows a menu of available options. Click on **Install software**.

3. Follow the installation program's instructions to install the software on your computer.

Starting

To start the installed programs, use the Start menu at the lower left corner of the screen. For example, to start SoftMaker Presentations, click successively on **Start > Programs > SoftMaker Office > Presentations**.

Using Presentations on local area networks (Windows only)

Note: This section applies to the **Windows version** of Presentations only.

If SoftMaker Presentations for Windows is to be installed on PCs that are connected to a local area network (LAN), and you wish to allow other computers on the network to access this application instead of installing local copies, you should install the software as described on the next pages.

Installing Presentations for Windows on a local area network

To install SoftMaker Presentations for Windows on a local area network, simply complete a normal installation as described in the section “Installing under Windows” above.

Hint: To simplify the installation on additional computers, it is advisable to install Presentations to a shared file folder (e.g., on a file server) that is accessible to all users.

Alternatively, if the program is going to be set up only on your own computer, you can install Presentations on the local hard drive.

Setting up additional workstations on the network

If SoftMaker Presentations for Windows is going to be used only on a *single* computer on a network, you do not need to read this section.

On the other hand, if *several* PCs are going to access Presentations, proceed as follows:

Initial installation

First, Presentations must be installed in a *shared* folder to which all the computers that will use Presentations have access. This can be done from any convenient workstation.

Preparation of additional workstations

Once the initial installation has been completed, Presentations can be set up on additional workstations simply by using the automated installation routine provided.

To invoke this routine, you will need to start Presentations manually one time at each workstation as follows:

1. Start Windows Explorer.
2. Go to the shared folder where Presentations was installed.
3. Double-click the program file PRESENTATIONS to start Presentations.

Presentations will detect that it is being started for the first time and configure the workstation automatically (after asking for permission). A shortcut will automatically be added to the **Start** menu, which is where you will start Presentations from this point on.

Please pay attention to the license terms!

Note: A single user version of Presentations allows you to install Presentations on an arbitrary number of computers, but only *one user* may run the program at any given time. If multiple users will be running the software simultaneously, you must purchase the additional corresponding number of single-user licenses.

Installing on Pocket PCs or Windows CE

You will find information about installing SoftMaker Presentations in the e-mail that you received after purchasing the software.

Starting

To start the installed programs, use the Start menu on your device. For example, to start Presentations, select **Start > Programs > Presentations**.

Installing under Linux

You will find information about installing SoftMaker Presentations in the e-mail that you received after purchasing the software.

Starting

To start Presentations for Linux, change to the directory where you installed Presentations and execute the program file **presentations**.

Presentations basics

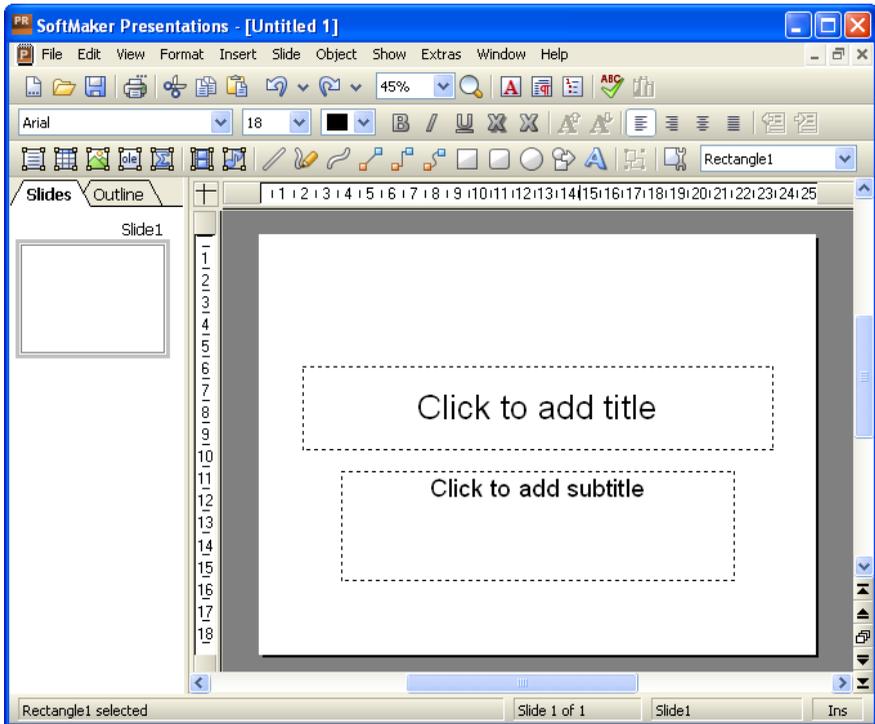
This chapter gives you a brief description of Presentations' user interface and its most important functions and concepts. It is divided into the following sections:

- **The application screen:** A brief description of the main elements of SoftMaker Presentations' applications screen
- **Presentations concepts:** Descriptions and tips for components provided by Presentations, such as *slides*, *objects*, *slide designs*, *layouts*, and *color schemes*
- **File operations:** Instructions on how to do basic file operations, such as opening, saving, printing, or e-mailing Presentations files

Also, be sure to read the “The Presentations Tour” (beginning on page 49) chapter, which provides step-by-step instructions on how to create a sample presentation and enhance it by adding design elements.

The application screen

On the following pages, the individual components of SoftMaker Presentations' user interface are described in detail.



SoftMaker Presentations' program window

Note: Most of the illustrations in this manual were prepared with the **Windows** version of Presentations. On other operating systems, some of the controls have a slightly different appearance, but their modes of operation are identical.

Pocket PC users please read also the section “Special instructions for Pocket PCs” on page 26.

Title bar

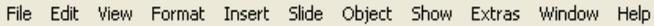
At the top of the application window, you will find the *title bar*.



The title bar indicates the name of the application. Once a document is opened, its name will be displayed after the program name.

Menu bar

The *menu bar* is found directly under the title bar.



File Edit View Format Insert Slide Object Show Extras Window Help

It contains all of Presentations' commands in the form of clearly arranged menus. Click on a menu item to open a menu and invoke a command.

Note for Pocket PC Users: In Presentations for Pocket PCs, you display the menu by clicking on the menu icon in the lower left corner of the screen.

Standard toolbar

The *Standard toolbar* is shown underneath the menu bar. It contains icons for the most commonly used commands.



Toolbars, such as the Standard toolbar, allow fast access to a program's functions. Each icon represents a specific command. If you click on it, the corresponding command is invoked.

Tip: If you point the mouse cursor at an icon (without clicking) and hold it there, a text box called a "tooltip" is shown. The tooltip describes the icon's function.

There are additional toolbars in Presentations that you can turn on and off as you choose. To do this, either invoke the menu command **View > Toolbars** or click with the *right* mouse button on one of the displayed toolbars. A menu appears, from which you can select toolbars that you would like displayed.

Customizing toolbars: You can change the default toolbars or even create your own toolbars. For more information, refer to the "Customizing toolbars" section (beginning on page 268).

Formatting toolbar

The *Formatting toolbar*, which appears beneath the Standard toolbar, allows you to format text by choosing the desired font and style, such as bold, italics, underline, etc.



If you select a section of text beforehand, formatting changes affect only the selected text. Otherwise, the text that you subsequently type in is affected.

To choose, for example, a different font, click on the little arrow to the right of the font name to open a list, and then select a font.

Other icons in the Formatting toolbar are switches that you can turn on and off by clicking, for example, the **B** for bold.

Object toolbar

The *Object toolbar* is located underneath the Formatting toolbar.



This toolbar contains icons for inserting objects in your presentation.

You can read more about objects and how to use them in the section “Working with objects”, beginning on page 105.

Document window

The *document window*, used for editing your presentations, occupies the largest part of the screen.

Every presentation that you open or create is displayed in its own document window. This feature provides you with the capability to edit several documents at the same time and move data back and forth between them.

A document window consists of the following components:

Title bar (Windows and Linux only)

As long as a document window has not been maximized, it contains its own *title bar*, in which the name of the presentation within the window is displayed.

Document

The document itself takes up the largest area of the window, and it is where you will do your work. There are two depictions of your document which you will see within the presentation window, as follows:

- On the right, the current slide is displayed.
- On the left, a pane that shows small previews of all slides in the presentation is shown. This pane is called the *mini sorter*. It allows you to move, duplicate, delete, and otherwise manipulate the slides of your presentation.

You can also display the *mini outliner* in place of the mini sorter, by clicking on the tab titled “Outline” on the top of the mini sorter. Clicking on the “Slides” tab switches back to the mini sorter.

Status bar

The *Status bar* is found at the bottom of the program window.



Hint: When you move the mouse pointer over a toolbar icon or menu command, a short explanation of its function is displayed in the status bar.

Apart from that, the following information is displayed in the status bar (from left to right):

Example	Explanation
Picture1 selected	On the left, various information is displayed. For example, when you select an object, its name is shown there. When you move or resize the object, its position and size is displayed.
Slide 2 of 15	Shows which slide of the presentation is currently being displayed. In this example, the second slide in a presentation consisting of a total of fifteen slides is being displayed.
Slide2	Shows the name of the slide (or the slide number if a name has not been assigned to the slide).
Ins	Shows whether Insert Mode (Ins) or Overwrite Mode (Ovr) is active.

Ins: Insert mode is active – newly entered text will be inserted into existing text.

Ovr: Overwrite mode is active – newly entered text will be written over existing text.

The default setting is Ins. You can switch between these two modes with the Ins key.

Special instructions for Pocket PCs

On Pocket PCs, SoftMaker Presentations' application window looks slightly different. To allow as much of the document as possible to be seen, the menu bar and most of the toolbars are hidden. Everything is shown instead on the **Pocket PC toolbar**, as follows:



This toolbar enables fast access to the menu, the hidden toolbars and other important commands.

The icons in this toolbar represent the following functions (from left to right):

- Open menu
- Object toolbar on/off
- Standard toolbar on/off
- Formatting toolbar on/off
- Rulers on/off
- Status bar on/off
- Set zoom level
- Start slide show
- Keyboard on/off

Presentations concepts

This section provides detailed information about presentation graphics software in general, as well as basic concepts regarding SoftMaker Presentations.

It describes the essential elements of each presentation, listed as follows:

- **Slides:** The “pages” of a presentation.
- **Objects:** Items, such as images or tables that you add to your presentation.
- **Slide designs:** Reusable, pre-defined designs that provide colorful, organized templates to simplify creating attractive, consistent looking slides.
- **Slide layouts:** Reusable slide layout schemes that have pre-defined areas for text and other objects. You can easily apply these layouts to the slides of your presentation as well as new slides, allowing you to concentrate on content.
- **Color schemes:** Reusable, pre-defined sets of matching colors that instantly change the colors to your presentation by simply selecting a scheme.
- **Text:** Working with text will be our topic in the last section.

Each of these elements is described in detail in the sections that follow.

Slides

Do you recall those bulky “overhead projectors” from your classroom or from business conference rooms? You placed a *transparency sheet* with text and images on them, and the overhead projected the image on the wall. The modern-day equivalent of a transparency sheet is a single slide of your presentation powered by presentation software running on a PC or laptop. Each presentation slide can be viewed directly on the monitor or projected on the wall using a video projector.

In more abstract terms, a *slide* in SoftMaker Presentations is a page on which you create drawings, place images, enter text, etc. The purpose of the slides is to organize your presentation topics and provide a visual aid to your audience to help them understand your message.

With software like SoftMaker Presentations, you no longer have to worry about the cumbersome task of maintaining transparency sheets and keeping them in order. Instead, the software manages your presentation file, which includes all of your presentation slides in the order which you specified. It also makes it easy to jump to a specific slide at any time as you deliver your presentation. This is especially

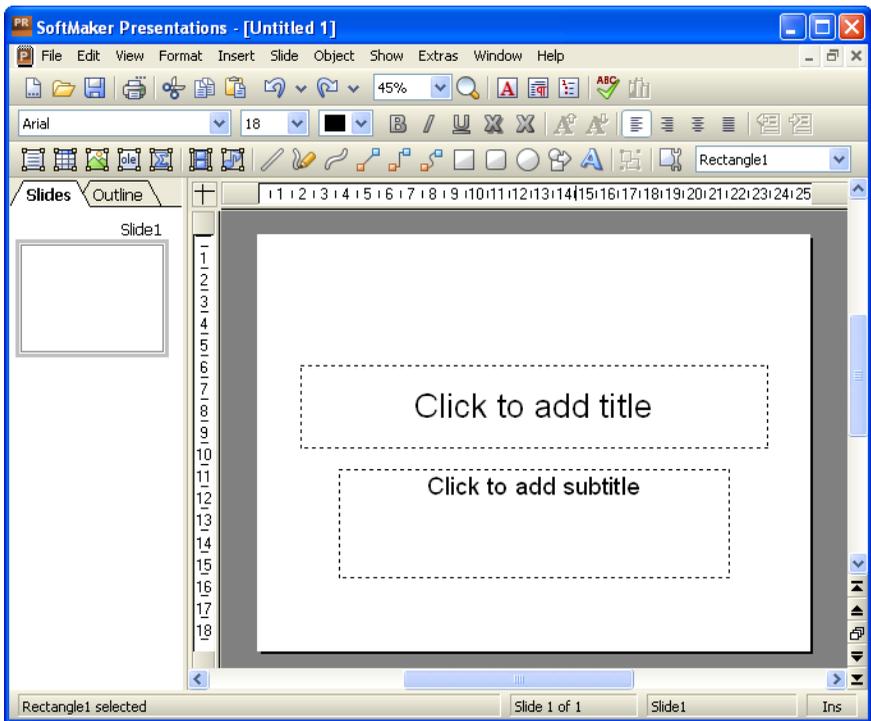
useful when someone in your audience asks a question, and you need to use a particular slide to help make a point.

Furthermore, Presentations minimizes the laborious aspect of creating attractive slides by providing many automatic design functions, such as *slide layouts*, *color schemes*, and *slide transitions*. You will learn more about these features soon.

To begin to understand the purpose of slides and the mechanics of creating slides, the sections below provide introductory information and also refer to more detailed chapters. Feel free to peruse the high level and detailed sections in the order that best suits your needs.

Building slides

The image below depicts an empty slide which is displayed when you launch SoftMaker Presentations.



When you open or create a presentation, you can add new slides or edit any existing slides within the presentation in the document window shown above.

By default, all slides follow a basic *slide layout*. The slide layout defines the underlying structure for the slide, offering distinct areas for you to fill with text or images.

These areas, called *placeholders*, are enclosed by dashed lines and display a text like “Click to add title” in the center. To edit the contents of such placeholders, click inside them and type just as you would if you were using a word processing application – or click on one of the object icons in the center to fill the placeholder with an object instead of text. For more information on *slide layouts*, refer to the section entitled “Changing the slide layout” (beginning on page 79).

Take advantage of the many pre-defined options provided by SoftMaker Presentations that let you change the appearance your entire presentation with the push of a button. For example, you can add a consistent appearance across all of your slides in a presentation by using *slide designs*. For more information on slide designs, refer to the section entitled “Changing the slide design” (beginning on page 78).

You can also add interesting effects to make your presentation more visually appealing. For example, a *slide transition* allows you to move from one slide to another using transition effects, such as cut-aways, fade-ins, or fade-outs. You can even customize these effects by changing the timing, trigger event, and adding sound effects. For more information on transitions, refer to the section entitled “Adding slide transitions” (beginning on page 92).

Slide masters

Each slide is connected to a *slide master*. Slide masters operate like “stencils” by controlling the position and size of the slide’s placeholders, background, and formatting.

A slide master is used to ensure that all slides in a presentation are similar in format. Of course, you can override the slide master’s formatting by applying individual formatting to single slides. In such a case, the individual slide’s formatting will take precedence over what the slide master would have dictated.

If you change a formatting property directly on the *slide master*, this change will be reflected on *all* slides that are based on this slide master, with the exception of any slides that you have individually overridden with formatting properties, as described in the previous paragraph.

Slide masters are quite powerful: in addition to streamlining the formatting of your slides, they can also be used to repeat common objects across all slides within a presentation, such as a company logo. Instead of inserting the logo on each individual slide, you can let Presentations take care of maintaining it in a consistent location on each slide.

For more information about slide masters and how to use them, refer to the “Working with masters” chapter (beginning on page 97).

Objects

Every slide you create is a “container” for the *objects* you place on them. Though they may sound abstract, objects are simply Presentations’ way of keeping track of the information you add to your presentation. A commonly used object is a text frame. Images and tables are also objects that you may add to your presentation. Specifically, the types of objects that SoftMaker Presentations supports include:

- Placeholders (a special type of object used for containing either text or an object).
- Text frames
- Tables
- Pictures
- OLE objects
- Drawings (lines, rectangles, and circles, for example)
- AutoShapes (complex shapes such as arrows, “smileys”, banners, and buttons)
- TextArt objects (fancy text effects similar and compatible to Microsoft Word-Art)
- Media objects (audio and video)

When creating a slide, you simply fill out objects or add new objects that you need to convey information to your audience.

Most slides will already contain one or more prepared placeholders for either entering text or inserting a picture to emphasize your point. However, you can always add additional objects – for example, to offer variety to your audience, helping to draw their attention to your topic.

Tip: While it can be tempting to make your presentation flashy using many different objects, you certainly do not want to lose your audience by overwhelming them with too much information.

Adding objects

In order to add objects to your presentation, you can go to the **Object** menu in the menu bar and select the desired object, or you can click on the desired object in the object toolbar displayed above the document window.

For example, to add a picture, choose the **Object > New Picture Frame** command. Your mouse cursor changes to a crosshair, indicating that you need to drag the mouse cursor over the area on the slide where you want the object to be placed.

Tip: If you only click on the slide instead of dragging an area, the chosen object will be inserted maintaining its original size.

Upon releasing the mouse button, either the object will be inserted immediately or a dialog appears that asks you for more information. For example, when you insert a picture object, you will be prompted to choose the picture file to use.

Editing objects

Once the object is in place, you can change its size and position. To change its size, click on the object and select one of the handles that appear around the frame. Drag one of the handles to resize the object to the desired proportions. In addition to resizing an object, you can also change the location of the object by dragging it to the desired position.

There are certain characteristics that can be changed for objects, including border lines, fill color, etc. These attributes can be accessed by either right-clicking on the object and selecting **Properties** in the context menu, or highlighting the object by clicking on it and selecting **Object > Properties** from the menu bar. You will then see the properties window for that object.

Deleting an object is similar to deleting text. Simply highlight the object you want to delete, and hit the delete key.

You can read more about objects and how to use them in the “Working with objects” chapter (beginning on page 105).

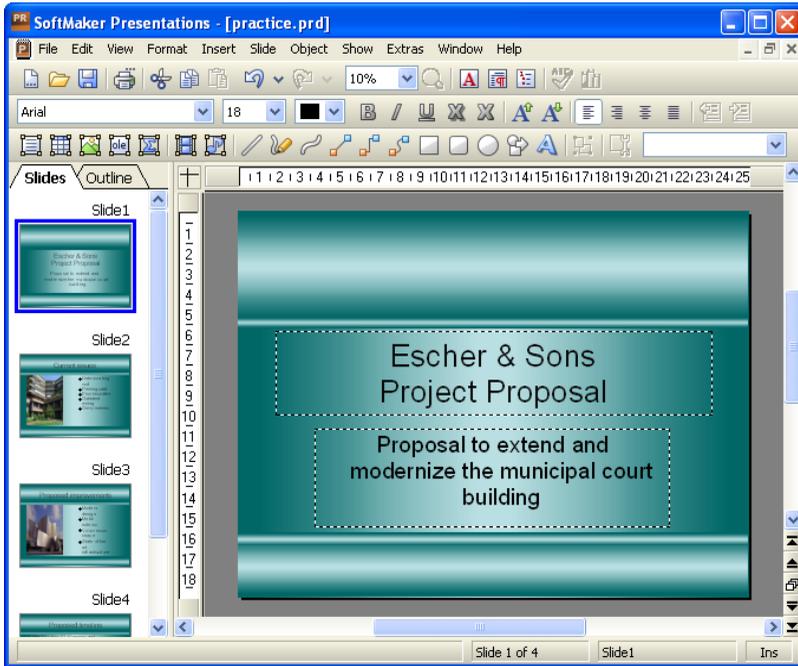
Slide designs

Thanks to SoftMaker Presentations, you do not need to have a graphics design degree to create attractive presentations. Instead, many pre-created *slide designs* are provided, alleviating the tedious task of creating presentations from scratch.

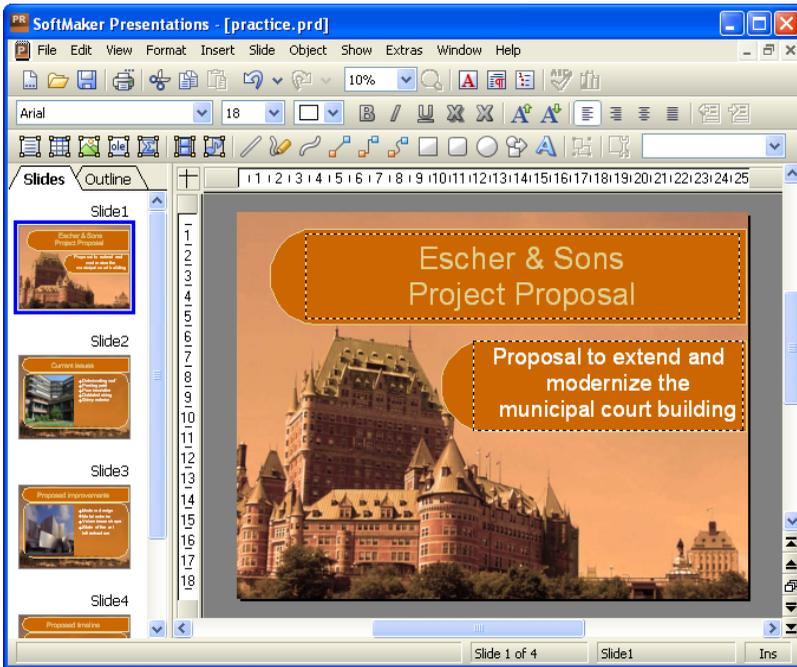
When you want to begin a new presentation, you can simply choose a slide design from Presentations' design gallery, and the software automatically sets up the design of the slides for you.

If you later decide that you want to switch to a different design, you can select another slide design from the design gallery, and the entire set of slides will automatically change to the new design.

Here is an example. See two different pre-defined slide designs after applying to a presentation:



Slide design "Steel"



Slide design “Quebec”

As you can see, the two slide designs are significantly different in appearance, yet changing from one design to the other is virtually effortless since you only need to select a different one.

Slide designs define the following elements of your slides:

- The placement of placeholders on the slide
- The colors and color schemes (color schemes are sets of matching colors)
- The typefaces and text styles of headings and regular text
- The background (color, gradient fill, a picture, etc.)
- The transitions between slides and the animation of objects

Slide designs can be accessed by using the **Slide > Slide Design** command. For more information, refer to the “Changing the slide design” section (beginning on page 78).

Slide layouts

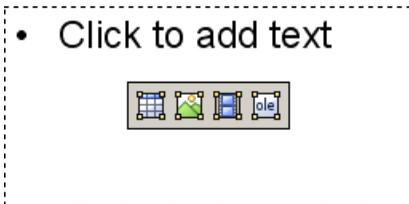
A *slide layout* is a template that contains certain rectangular areas displayed with dashed borders. These areas are called *placeholders*. Placeholders are supposed to contain either titles, subtitles, text or objects.



A title placeholder

When empty, placeholders contain text that tells you what to do: title placeholders, for example, ask you to “Click to add title”. When you click inside the placeholder, this request disappears and a text cursor appears so you can immediately begin to enter text.

Apart from a title placeholder, which can be used to enter text only, most layouts also contain one or more placeholders that are generic and that can contain *either* text *or* an object such as a table, a picture, a media object, or an OLE object.



A generic placeholder

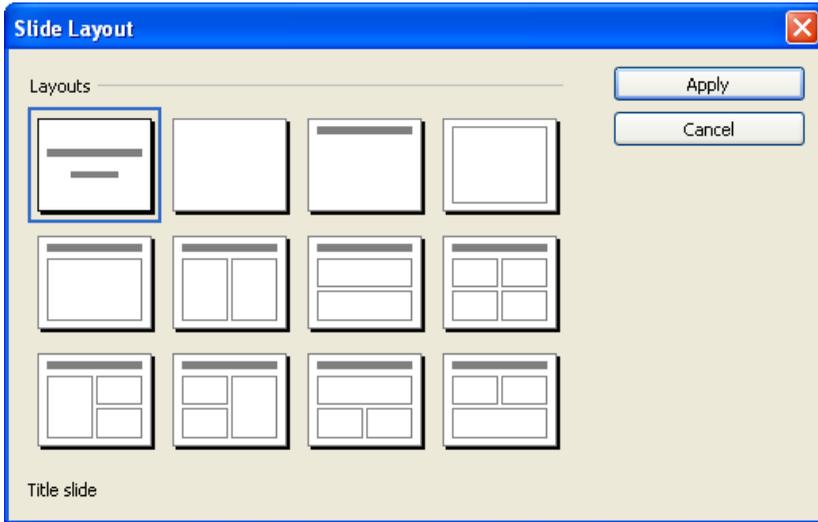
Such generic placeholders contain the request “Click to add text” at the top and four icons in the center. To add text, simply click inside the placeholder (outside the central icons). The icons and the request disappear and you can begin to enter text. To add one of the mentioned objects instead of text, click on one of the icons in the center. Depending on the chosen object type, different dialogs appear telling you how to proceed.

Detailed information about how to use placeholders can be found in the section entitled “Placeholders” (beginning on page 127).

Changing the slide layout

SoftMaker Presentations provides various pre-defined slide layouts with different numbers, sizes, and arrangement of placeholders, so you will certainly find one for each slide that fulfills your needs.

To change the layout of a slide, use the **Slide > Slide Layout** menu command. The following dialog displays the layout repertory with schematic pictures that indicate how the placeholders will be arranged on the slide. Simply choose the desired layout and click **Apply**.



The slide layout dialog

For more information on using slide layouts, see the “Changing the slide layout” section (beginning on page 79).

Color schemes

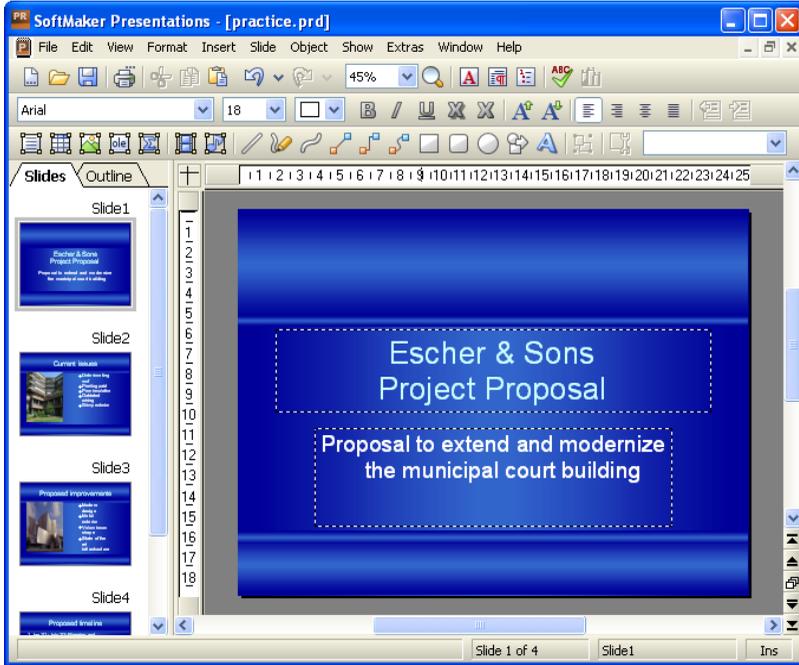
A *color scheme* is a pre-defined set of matching colors for different parts of your presentation, such as background, title, text and lines, hyperlinks, or fill regions.

The color scheme concept lets you easily switch the whole color set of a presentation, without the need to individually change the color of any component of the presentation.

Each slide design that comes with Presentations provides several pre-defined color schemes. Simply invoke **Slide > Color Scheme**, choose the one to your liking, and

apply it with just one mouse click. Two examples of color schemes are provided in the screen images that follow.

For detailed information about the color scheme concept, see the section entitled “Using slide color schemes and backgrounds” (beginning on page 87).



Example color scheme with blue gradients as background and white text color



Example color scheme with golden gradients as background and black text color

Text

To enter text in a placeholder (as described above in the “Slide layouts” section), simply click inside the placeholder and start typing.

You can also add more text in addition to the pre-defined placeholders. To do this, you need to insert a *text frame*, as follows:

1. Invoke **Object > New Text Frame** from the menu bar.
2. Click and hold the mouse while you drag it to create a frame with the desired position and size.

Alternatively, click where you want the upper left corner of the text frame to be placed. A frame with a default size will be inserted.

The text frame is created, and you can immediately begin entering text in it.

Formatting text

As with word processing software, text in a placeholder or in a text frame can be formatted. To do so, select the desired formatting using the **Format > Character** command (for typeface, font size, boldface, etc.) or the **Format > Paragraph** command (for indents, tabs, etc.).

Character formatting options that you select will then be applied to the text that you enter afterwards. You can also modify character formatting of text that has previously been entered by selecting the desired text, invoking the **Format > Character** command and making the desired changes.

Paragraph formatting options that you select will be applied immediately to the paragraph that contains the text cursor or, if you have selected some paragraphs of text, to the selected paragraphs.

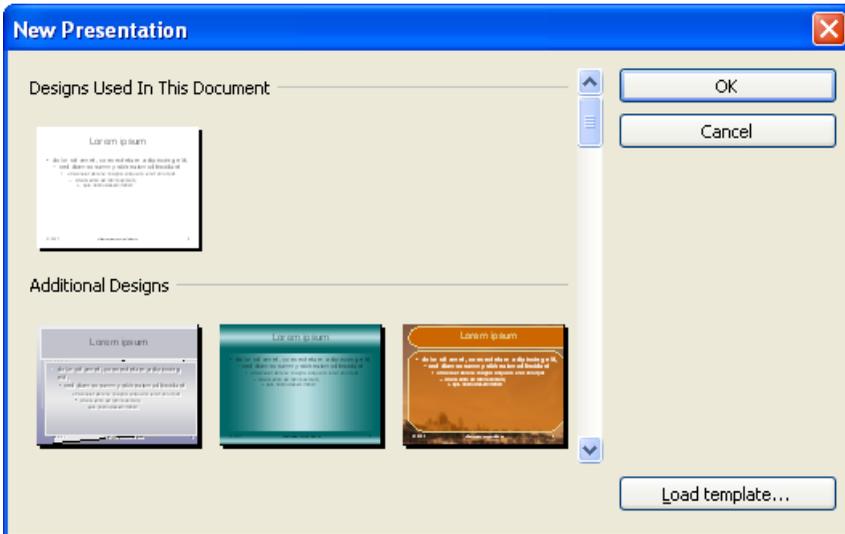
For more information on this subject, see section “Working with text” (beginning on page 179).

File operations

In this section, you will find a description of SoftMaker Presentations’ basic file operations, such as opening, saving, printing, or e-mailing Presentations files.

Beginning a new presentation

To begin a new presentation, invoke the menu command **File > New** or press the key combination ⌘ N.



The dialog box for **File > New**

A dialog appears in which you can select the *slide design* for the new presentation.

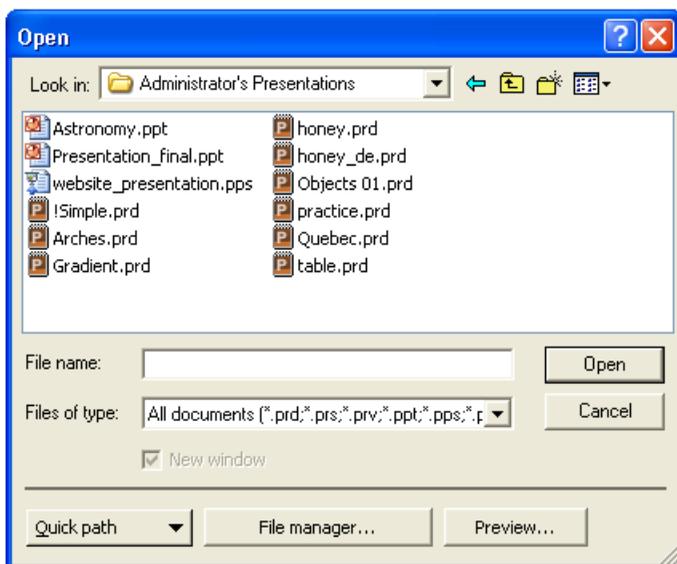
Note: If you have external templates that you want to use instead, click **Load template** and a dialog will appear, allowing you to select the template.

The new presentation, using the template you selected, will be displayed. You can now build your presentation by adding your text and objects to each slide.

Opening a presentation

To open an existing presentation, use the **File > Open** command, or press the keyboard shortcut for this command: **Ctrl O**.

A dialog box appears that can look, for example, as follows:



The most recently accessed folder will display with all existing documents listed (based on the listed file types). To choose the file to be opened, type its name in manually or simply select a file from the list. Then, click the **Open** button.

New window: In order to open the document in a new window, check the **New window** checkbox. Otherwise, the current document will be closed and the new file will be opened in the same window.

Opening other file formats

In addition to opening files created in SoftMaker Presentations' default file format, you can also open files created within other presentation software, such as Microsoft Powerpoint. To open a file from another application, choose the format of the file you want to open from the **Files of type** list. This will display all matches to that software's file extensions in the dialog.

For information about the supported file formats, see chapter "Working with other file formats" beginning on page 247.

Using Quick Paths

With the **Quick Path** button, you can create *quick paths* in order to quickly move to a specified folder when opening or saving files. This allows you to create a list

of your most frequently used folders, permitting much faster navigation. You will find more information about this in section “Quick paths” beginning on page 239.

Using the File Manager

The **File Manager** button opens the integrated file manager. This shows a list of your presentations, and allows you to open, print, view, or delete them, as well as perform searches. See section “The file manager” beginning on page 242.

Previewing a presentation

If you select a presentation in the **Open** dialog and are not certain if it is the presentation you want to open, click **Preview**. A window opens, and the file is displayed in that window.

Using the list of recently opened files

Tip: At the bottom of the **File** menu you will find a list of recently opened files. Simply click on one of these files to open it again.

Pocket PCs: On Pocket PCs, you will find this list under the menu item **Recent** in the main menu.

Saving a presentation

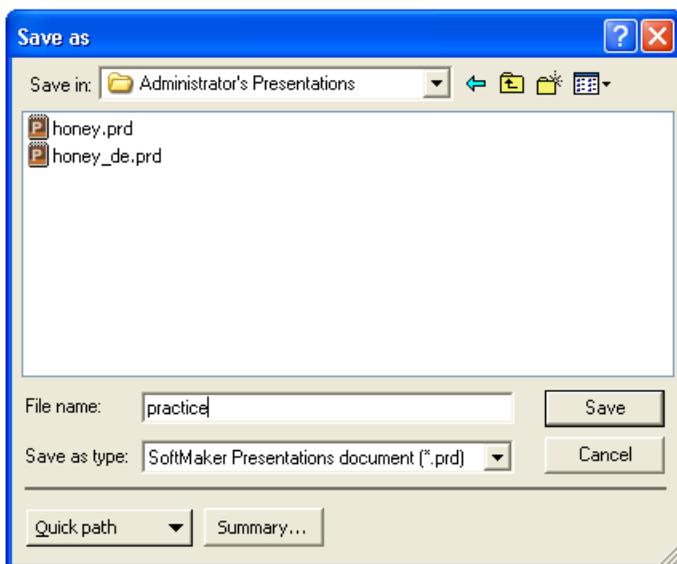
When you are working on a presentation, it is good practice to save it frequently.

You can use the **Save** command in the **File** menu to save the file, or you can use the key combination **[Ctrl][S]**. Using either method saves the presentation in the active window under the current filename.

If the document does not yet have a name, Presentations automatically asks you to supply a name by opening the **Save as** dialog box.

Saving under a different name or in a different place

To save a presentation under a new name or location on your computer, use the command **File > Save as**. This saves your document too, but you can first give it another name or select another folder in which to save it.



The Save as dialog box

Saving in a different file format

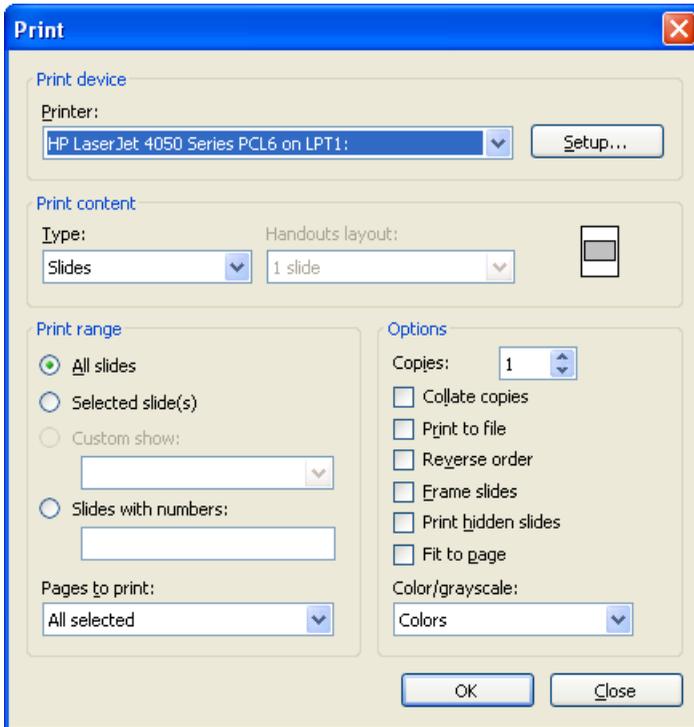
With **File > Save as** you can also save a presentation in another file format. To do so, simply choose the desired format from the **Save as type** list before clicking the **Save** button. See also chapter “Working with other file formats” beginning on page 247.

Saving all open presentations

If you have several document windows open at the same time, you can use the command **File > Save all** to save all presentations open in all the windows. Presentations checks which of the documents have been altered since the last save and saves only those that have been changed.

Printing a presentation

To print the active document, choose the **File > Print** command or use the keyboard shortcut for this command: **Ctrl P**.



In the resulting dialog box, you can change the following settings:

- **Print device:** Choose the printer you want to route the print request to. All installed printers will show up on the dropdown list.

The **Setup** button opens a window for setting up and configuring the selected printer. The options available through this button differ, depending on the features your printer supports.

Linux users can also specify the command to be used for printing here.

- **Print content:** Select whether to print just the slides, just the notes, an outline of the entire presentation, or handouts.

If you choose handouts, the **Handouts layout** option becomes available, which lets you choose how many slides to print on each page.

- **Print range:** Select which slides of the presentation to include in the printout:

All slides: Print all slides.

Selected slides: Print only the slides currently selected in the sorter or in the mini sorter.

Custom shows: To print a custom show that you have created, choose this option and select the desired custom show. (Information about the creation of custom shows is available in the section “Custom shows”, beginning on page 220.)

Slides with numbers: Print the slides with the specified numbers. To use this option, enter the desired slide numbers in the edit box as demonstrated in these examples:

12	Print slide 12 only
12-15	Print slides 12 through 15
12-	Print slide 12 and all slides following
-12	Print slides 1 through 12

You can enter as many slide numbers or ranges as you like, provided you separate them with commas, for example:

2-5, 12	Print slides 2 through 5 and slide 12
---------	---------------------------------------

In addition, you can specify with the **Pages to print** option, whether all slides or only the odd or even numbered slides in the given range are to be printed.

■ **Options:** Provides control over several miscellaneous print options, including:

Copies: Print the number of copies you specify.

Collate copies: Print multiple copies either separately or together. If you check this option and specify that you want three copies, you will get all three presentations printing in a row from start to end. If this option is not checked and you print three copies, you will get three copies of the first page, three copies of the second page, and so on.

Print to file: Redirect the print output to a file instead of a physical printer.

Reverse order: Print the pages from last to first.

Frame slides: Print a border around the slide.

Print hidden slides: Print slides marked as hidden in addition to any non-hidden slides. By default, hidden slides are not printed.

Fit to page: Resize the contents of each page to fit on the printed page.

Color/grayscale: Print the presentation keeping the colors or convert them to grayscale or to black & white.

Exporting a presentation to a PDF file

You can also export documents to a PDF file.

PDF files can be viewed on virtually any computer, provided that it has a PDF viewer installed (for example, the “Adobe Reader”). Text formatting and objects (pictures, drawings, etc.) are retained exactly as in the original file. However, slide transitions and object animations are not displayed.

To export a document to a PDF file, proceed as follows:

1. Choose the **File > Export as PDF** command.
2. A dialog window appears where you can change the settings described below. After that, confirm with **OK**.
3. Another dialog window appears where you can specify the filename and location of the PDF file to create. After that, confirm with **OK**.

The PDF file will then be created. To view it, open the PDF file in a PDF viewer of your choice.

Hint: If your computer does not have a PDF viewer installed, you can find numerous suitable programs in the Internet – for example, the free “Adobe Reader”.

The dialog window mentioned above provides the following options:

General property sheet

On this property sheet, you can specify which parts of the document to export, and change several other settings. The options available are almost identical to the ones provided in the **File > Print** dialog, which is described in the previous section.

Preferences property sheet

This property sheet contains options for modifying the output quality, including the following:

- **AutoShape options:** Sets the quality (resolution) in which AutoForms and all other types of drawings are exported. The higher the setting, the larger the resulting file will be.
- **Image options:** Lets you choose if images should be stored using a lossless compression method or the (lossy) JPEG compression method. If you choose the latter option, the **JPEG quality** option becomes available and lets you modify the quality level of the compression.

Hint: Lossless compression provides perfect image quality. However, if your document contains a large number of images (especially photographs), the resulting file can become rather large. If this is the case, you may want to switch to JPEG compression, which provides a much higher compression rate for photographic images.

- **Open file in PDF viewer after exporting:** Launches your PDF viewer and displays the file after it has been exported (provided that you have a PDF viewer installed on your computer).
- **Font embedding:** Lets you choose if the fonts used in the document should be included in the PDF file.

If font embedding is enabled, the PDF file can be viewed in its original fonts on any computer – even if this computer does not have the fonts installed. If it is disabled, text will be displayed using different fonts selected automatically by the system.

Security property sheet

This property sheet provides options that allow you to encrypt the resulting PDF file and to set up passwords that protect the file against opening or changing it.

- **Encryption type**

Here you can select if the PDF file should be encrypted. You can choose between **40 bit encryption** (low level of security) and **128 bit encryption** (high level of security).

Note: The other options on this property sheet are not available until you have chosen an encryption method.

■ Password to open the document

If you enter a password here, the PDF viewer will ask for this password when users try to open the PDF file. If they don't enter the correct password, the viewer will refuse to display the file.

If you leave this field empty, any user can open the file without having to enter a password.

■ Password to set permissions

Additionally, you can restrict the access rights for the PDF file. To do this, first enter a password required to change the access rights. Then, use the options in the **Permission** section of the dialog to specify which permissions should be granted.

Background information: In some PDF viewers, a command for changing the access rights is available. If users try to invoke this command, they will be asked for the password you have entered here.

■ Permissions

Here you can specify which types of actions should be permitted. Only available when you have specified a password to set permissions (see above).

E-mailing a presentation

Provided an appropriate e-mail program is installed on your computer, you can send your presentations via e-mail from within the Presentations application.

To do this, proceed as follows:

1. Create or open the presentation that is to be e-mailed.
2. Invoke the **File > Send** command.
3. Select the file format in which the e-mail is to be sent.

If you send the e-mail in **SoftMaker Presentations document** format, the recipient receives an e-mail with the Presentations document as an attachment. In order to read the attachment, the recipient needs to have SoftMaker Presentations installed.

Your default e-mail application is then invoked and a blank e-mail message is generated, with the presentation as an attachment. You can then specify the recipients, type in a subject and message, and send the e-mail.

The Presentations Tour

Welcome to the *Presentations Tour*, in which we will introduce you to some of SoftMaker Presentations' most important functions using some practical examples.

Note: The illustrations in this manual were prepared, for the most part, with the **Windows** version of Presentations. On other operating systems, some of the controls have a slightly different appearance, but their modes of operation are identical.

When working through the exercises, do not be afraid to experiment with new commands as you get acquainted with them! There is no harm done if you make a mistake. The final result of the exercises is not intended to provide a full presentation. Rather, you will create only a few sample slides to give you hands-on practice with some of the features that Presentations offers.

When the program starts, it displays an empty slide using the default slide design. To start, we will create a small portion of a presentation for “Escher & Sons Architects”. Specifically, you will create a title slide and two content slides providing a small portion of presentation material as part of a proposed solution for building a new municipal court building.

At the end of this tour, you will have learned some of the basic functions which will help you get started with creating your own presentations. Specifically, you will learn the following functions:

- When something goes wrong...
- Entering text
- Applying another slide design
- Inserting a new slide
- Adding an image
- Applying another color scheme
- Creating a bulleted list
- Inserting a table
- Applying transitions
- Applying object animations

- Saving the presentation
- Running the slide show

When something goes wrong...

SoftMaker Presentations is very forgiving, as it allows you to reverse the most recently completed changes with the **Edit > Undo** command. For example, if you delete some text and then realize you want the text back, all you need to do is invoke **Edit > Undo** to reverse the deletion.

This works not only with text deletions, but also with practically any type of change you make in Presentations. You can, for example, undo an insertion of an object.

You can also invoke the undo command with the key combination **Ctrl Z**.

The **Undo** command can be applied repeatedly. For example, you can invoke it five times to cancel the last five changes. There is also an opposite to the **Undo** command: the command **Edit > Redo** (key combination **Ctrl Y**). Redo restores the effect of your most recently undone action. Thus, you can freely experiment with all of the options without having to worry about changing your mind!

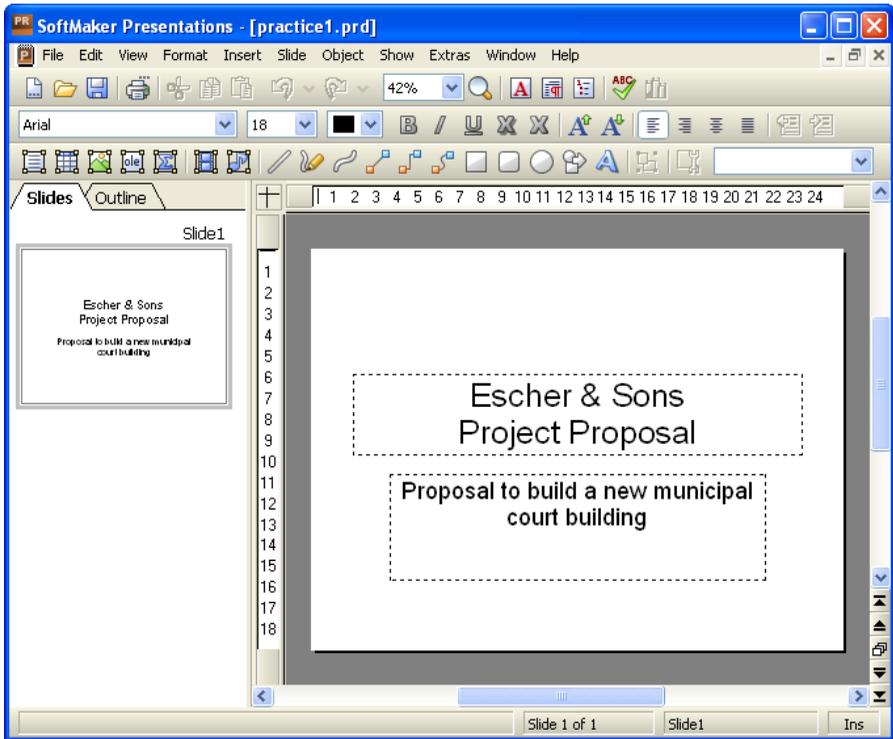
Entering text

To begin the exercises, first create a new presentation by choosing the **File > New** command, and in the dialog that appears, click the **OK** button to use the default design. You will learn how to use other designs later.

Next, you will need to provide a title for your presentation. Click the area that says “Click to add title” and type “Escher & Sons Project Proposal”. (If you wish, you can insert a line-break after “Escher & Sons” by hitting the Enter key **↵**.)

The default layout also includes space for a subtitle, so click on the area that says “Click to add subtitle”, and type “Proposal to build a new municipal court building”. You may, of course, enter any text you wish. The main goal is to familiarize yourself with the software.

If you have followed the example thus far, your presentation should look like this:

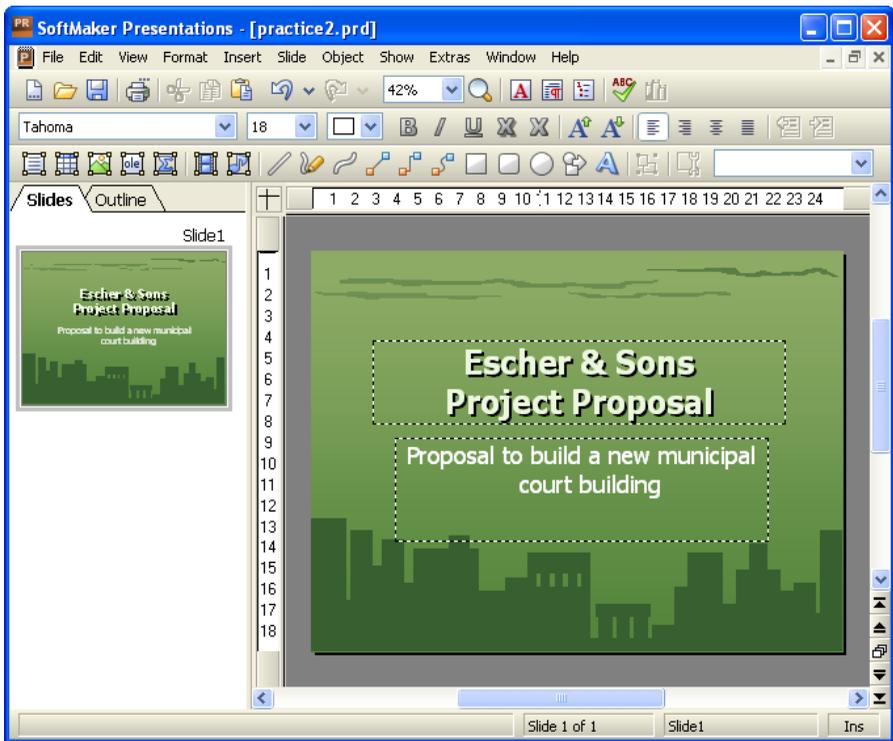


The title slide

Applying another slide design

The title slide you created using the default design (pure white without any graphical elements) is plain in appearance, but it can be dramatically improved simply by applying a different slide design. In one step, you can change the background as well as the formatting of the placeholders and their contents.

To do so, select **Slide > Slide Design** from the menu. Choose a slide design that appeals to you, and click on **Apply to all**. In the example below, the “City” slide design was applied:



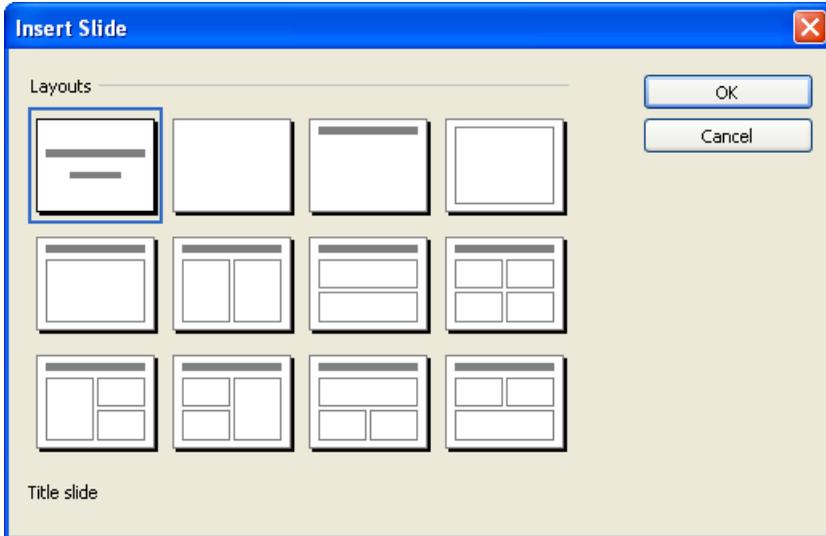
Hint: SoftMaker Presentations provides more than 40 different attractive slide designs.

You have now created the title slide of your first presentation. With this in place, you can add more slides with the information that you want to present. In subsequent sections, you will be provided with several functions that can be used to attract attention to your presentation and control the visual appearance of your content. For example, you can use text and paragraph formatting, apply animations and transitions, create bulleted lists, and insert pictures.

Inserting a new slide

There are three ways you can insert a new slide: either right-click in mini sorter to the left of the slide window and choose **Insert new slide** from the context menu. Or, issue the command **Slide > Insert New Slide** from the menu bar. The quickest way is to use the keyboard shortcut **Ctrl M**.

Either option results in displaying the following dialog:



The Insert Slide dialog

There are many layouts available to cater to whatever your needs may be. For the current exercise, you will be placing a picture and a block of text on your slide, so you will need the slide layout with a title and two content placeholders side by side (one for the picture and one for the text). It's the second layout from the left in the second row.

Now when you click the **OK** button, the new slide is immediately created and made active in the document window.

You can later play around with different slide layouts by invoking the command **Slide > Slide Layout**. Detailed information about slide layouts can be found in the section entitled "Changing the slide layout", page 79.

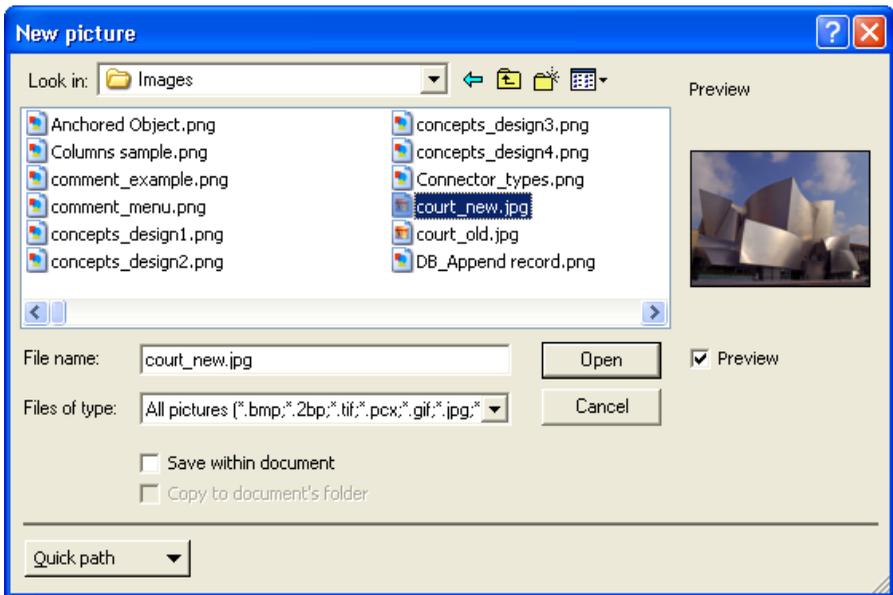
Adding an image

In this example, we are creating a presentation that outlines a proposal to build a new building. Our new slide will provide bullet points that list the key components that must be considered in determining a design for the new building. First, click in the title placeholder area at the top of the slide and type the title, "Key Building Considerations".

Now, you can add an image of the proposed new building. For your practice presentation, an image file called COURT_NEW.JPG has been provided in the folder MY DOCUMENTS\SOFTMAKER\SAMPLES.

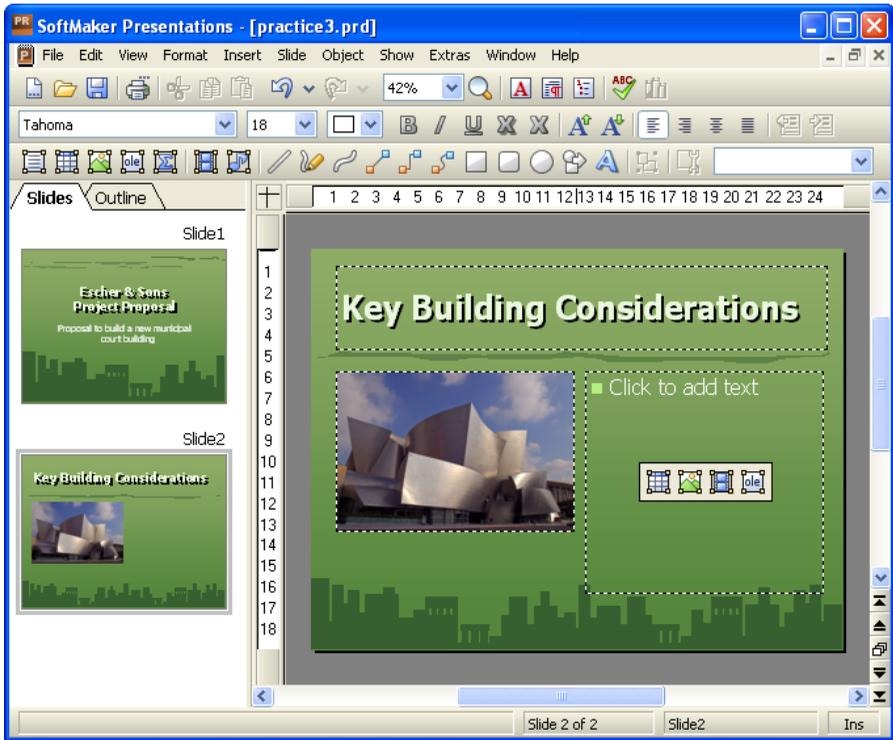
Copyright Notice for the picture: Permission is granted to copy, distribute and/or modify this image under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover Texts. You can find a copy of the license at <http://www.gnu.org/copyleft/fdl.html>.

To insert an image, click the respective icon (second from left) in the center of the left placeholder. The following dialog allows you to browse and preview the images and ultimately select an image to insert into the presentation slide. Make sure that the **Preview** checkbox is checked so you can see a thumbnail of the selected picture before inserting in the document.



Once you have located the file that you want to insert, click on the name of the file, and confirm to insert the image into the slide. For now, that is all that will be addressed with regard to this dialog. Additional options will be discussed later in this manual.

Your selected image should now be embedded in the slide. By default, the image is sized to fit into the placeholder on the slide layout. If you would like to resize the image, drag one of its borders or one of the corners to expand or shrink the image in two dimensions at once.



Applying another color scheme

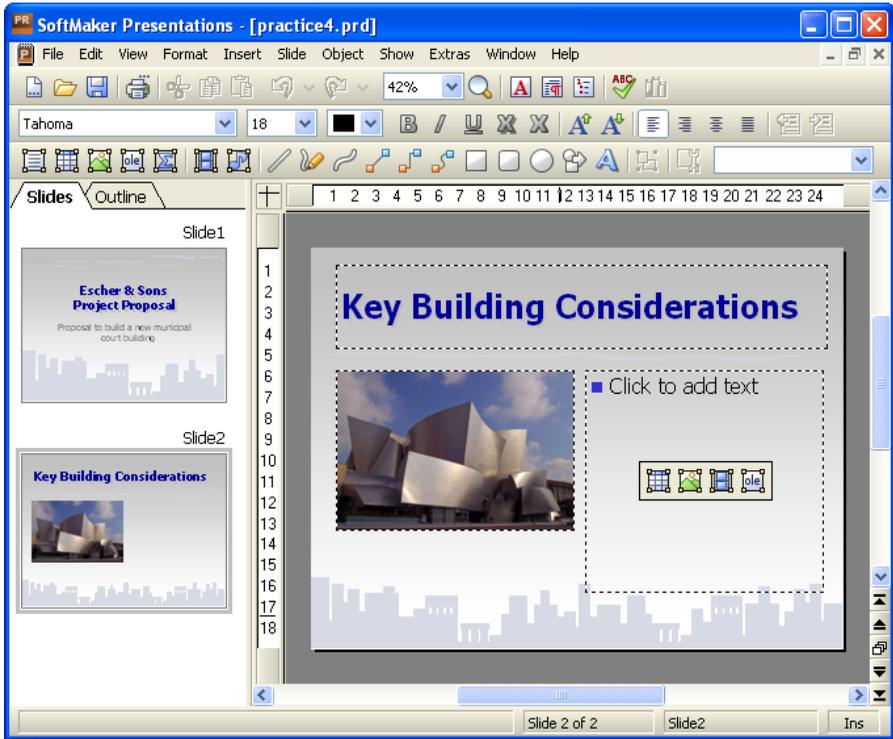
Once you have chosen a slide design that best suits the contents of your presentation, you can probably even improve it by changing the colors of different elements, such as the text and title color, and the background color. In our example, you can see that the green colors of the “City” design don’t match the colors of the inserted image, so we need to change the colors.

SoftMaker Presentations provides a simple method of instantly changing colors by using pre-defined *color schemes* that can be applied to entire presentations at once. Each slide design already includes its own set of matching color schemes.

To apply a different color scheme, select the command **Slide > Color Scheme**. You can choose from the provided color schemes and preview them before actually applying one (make sure the preview box is checked). After deciding which color scheme you want to use, simply click on **Apply to all**, and the colors change accordingly for the entire presentation. In our example, we choose the scheme with

the light gray background and blue element colors (second from left in the second row of the **Additional Schemes** area).

The presentation takes on a completely different look and the colors of the design now match the colors of the inserted image:



Creating a bulleted list

In your practice presentation, you will be listing a few considerations about building the new building. A bulleted list would fit this need perfectly. The slide layout is already set up for a bulleted list, so you need only click in the right side area where it says “Click to add text”.

When you do this and then begin typing, that text builds the first item in the bulleted list. To begin the next item, press the Enter key , and begin typing the next bulleted item. Here are the items to type in your practice presentation:

- Building materials
- Roofing materials
- Electrical wiring
- Plumbing
- Interior options

Once you have built the bulleted list, you can now change its formatting.

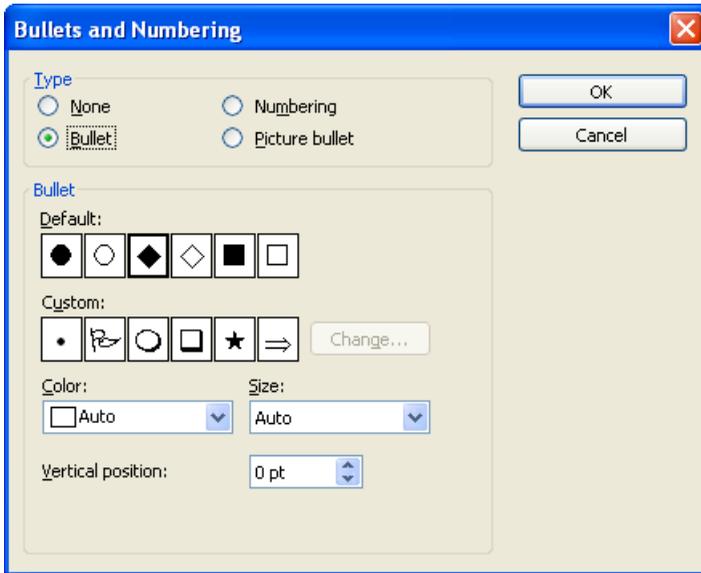
Formatting the bulleted list

Now we'd like to emphasize the list items a bit. For this purpose we will change the font style to bold as well as the bullets and their size.

First, to change all items at once, select the entire list by clicking on one of the list items and pressing the key combination  .

Then, click in the “Bold” icon  in the formatting toolbar to change the font style of the text items to bold.

Finally, we will change the bullets themselves. To do so, select the entire list again, as described above, and invoke the command **Format > Bullets and Numbering**, or click the  icon in the standard toolbar to open the Bullet dialog:



The *Bullets and numbering* dialog

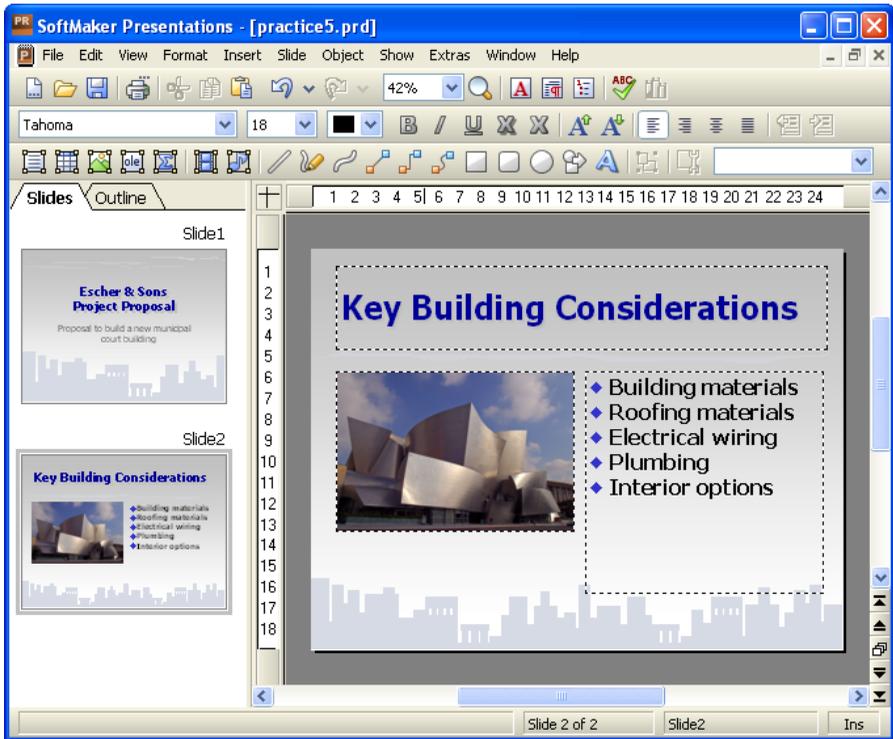
You can see two groups of bullet types: **Default** and **Custom**. The custom bullets can be chosen from all installed fonts by clicking on the **Change** button.

In this presentation, we will choose the filled diamond from the **Default** bullets and change the size to 36 (from the **Size** selection list). We then click the **OK** button to apply the new bullet type.



The filled diamond option is the third from the left

Here is a screen print depicting how the second slide of your practice presentation should now appear:



Second slide, featuring a bulleted list of considerations

Inserting a table

To end the presentation, add a third slide detailing the proposed project timeline as a table. First, insert a new slide by pressing the key shortcut **Ctrl** **M** and choose the layout with a title placeholder and just one big content placeholder (the first in the second row of the dialog).

First, type “Proposed Timeline” into the title placeholder. Now we are going to create and insert a table that consists of two columns and five rows:

1. Click on the table icon in the placeholder (the left one).
2. Change the **Rows** entry to “5” (keep “2” columns).
3. Confirm with **OK**.

The placeholder is now replaced by the desired table.

Now enter the following date information into the left column and the corresponding action into the right column. You can jump from one table cell to the next using the Tab key:

01/2008 – 07/2008	Planning and Preparation
07/2008	Groundbreaking
07/2008 – 07/2009	Processing
07/2009 – 12/2009	Inspection and Acceptance
01/2010	Grand Opening

Changing the column width

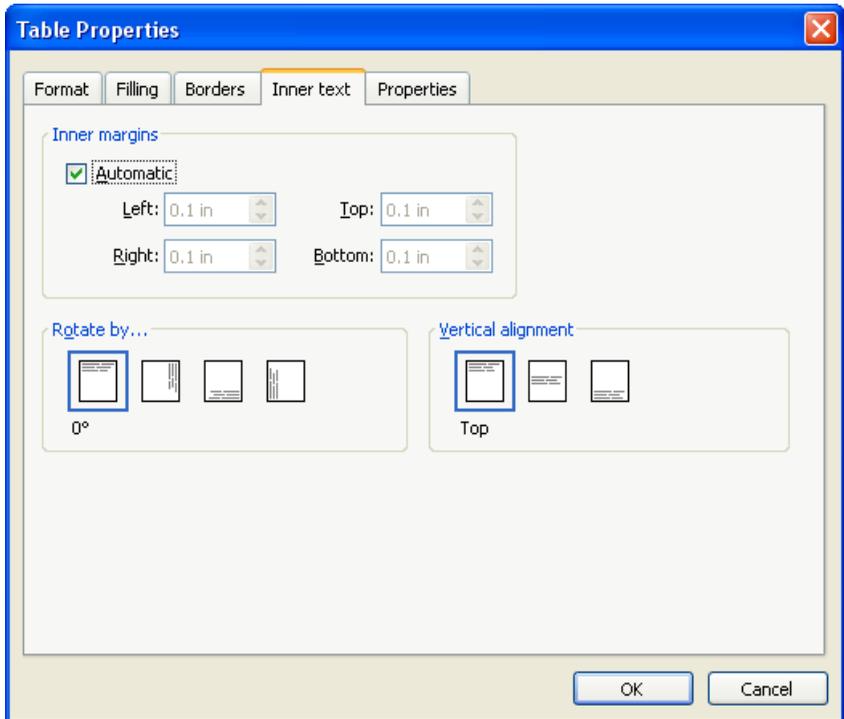
Finally, we'd like to adapt the column width and align the text a bit. Since not every text entry in the right column fits into one line, we should increase the width of the column a bit. To do so, move the mouse cursor over the vertical borderline between the two table columns. When the cursor turns into a double arrow, drag and draw the borderline a bit to the left.

Aligning text in table cells

Since the text looks like it was “sticking” at the top borderline of the table cells, we want to center the text entries vertically.

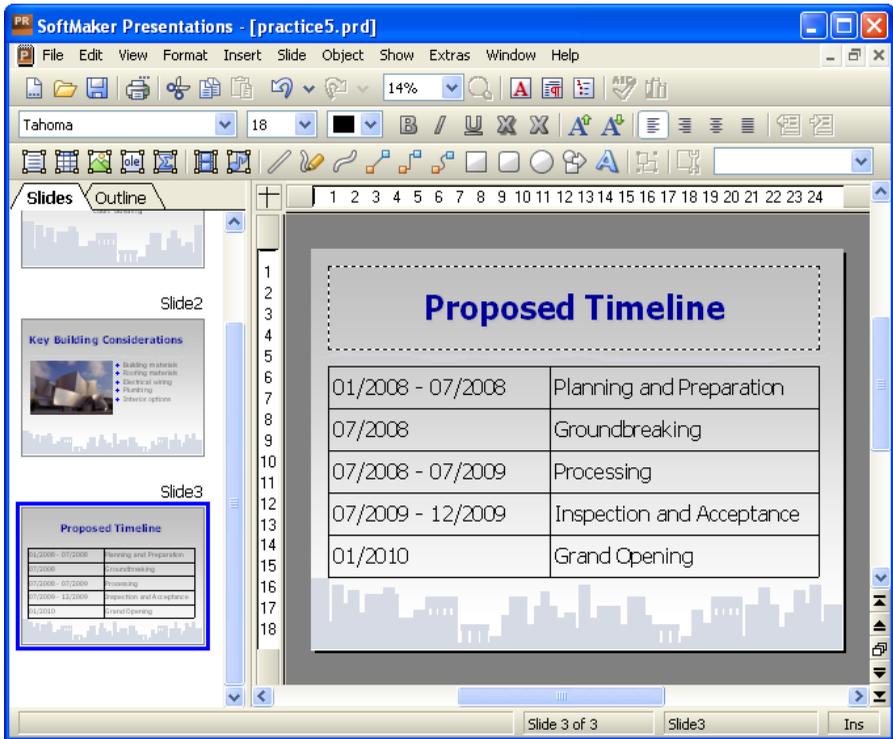
The table should still be selected from the last action (indicated by the red border displayed around it). If it is not, click with the right mouse button in the table and choose **Select Table** from the context menu. Then do the following steps:

1. Invoke the table context menu with a right-click in the table and choose **Table: Properties**.
2. Switch to the **Inner text** property sheet:



3. Change the **Vertical alignment** from **Top** to **Center** (the second symbol in the **Vertical alignment** area).
4. Confirm with **OK**.

Your final slide will look like this:



For complete information on working with tables, see the “Tables” section (beginning on page 142).

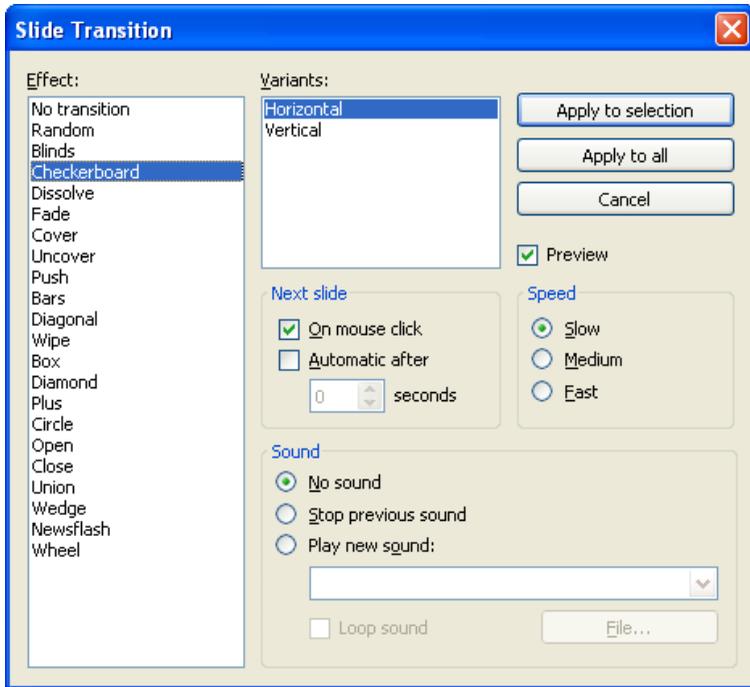
Applying transitions

In the sections above, you have created three simple slides and you have filled them with content by using different methods. Now we are going to jazz up the presentation a bit by applying visual effects. We start with the slide transition.

Slide transitions are effects that occur as you progress from one slide to the next. SoftMaker Presentations offers a number of different transition effects to help you design a captivating presentation.

Transitions can be applied either to all slides in a presentation or to all selected slides. In our example, we will apply a transition to all of our slides. Do the following steps:

1. Invoke the command **Slide > Slide Transition**. The following dialog appears:



2. Click on the checkbox next to **Preview**, and feel free to click on any of the effects and their corresponding variants, if any, to see how they look in your presentation.
3. Select the **Diagonal** effect and **To Right and Bottom** variant.
4. You can change the speed to **Medium** or **Fast** depending on which speed you prefer as you watch the preview.
5. Confirm with **Apply to all**.

The slide transition has now been applied to all slides in the presentation.

Notice that, in the mini sorter, there is now an icon above each slide on the far left. Click on this icon to view the transition on the thumbnail images.

For more information on slide transitions see the section “Adding slide transitions”, beginning on page 92.

Applying object animations

Animations provide movement among objects on a slide or a single object. Animations help capture the attention of your audience and help you emphasize the key points during your presentation.

Object animations

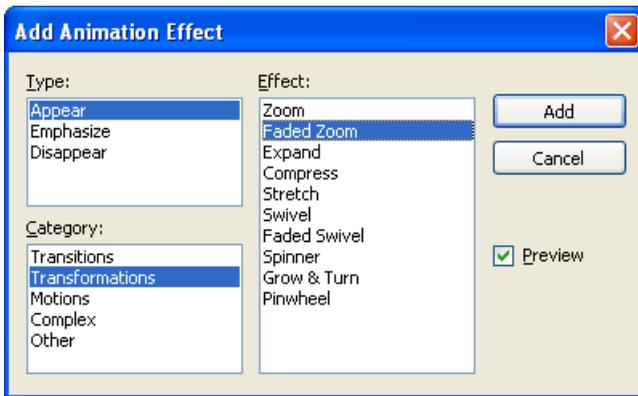
There are three main types of animations: *appear*, *emphasize*, and *disappear*:

- An example of an *appear* animation is to have an object “fly in” when a slide is first displayed.
- You might apply an *emphasize* animation on an object that you want to stand out; for example, you could have the object change color or have it grow.
- A *disappear* animation might be a good choice if you want to impact your audience as you finish displaying a certain slide; for example, you could have an object flash or be magnified before it disappears.

Each type has multiple categories. There are a large number and wide variety of effects provided within each category.

For this exercise, feel free to play with various animations. SoftMaker Presentations lets you preview the animation effects, giving you a chance to consider how one looks before actually applying it. You can also follow the example below to create a few animations on the example presentation.

First, select the second slide by clicking it in the mini sorter and apply an object animation to the picture. To do so, right-click anywhere on the picture of the building and choose the command **Animations** in the appearing context menu. Then, in the **Animations** dialog, click on the **Add** button. You will now see the types, categories, and effects as follows:



Check the **Preview** option and click on any of the effects just to see how they look on the slide. For the exercise, go ahead and select **Appear** as the animation type, **Transformations** as the category, and select the **Faded Zoom** effect. Click on **Add** to add this effect. You will now see the description of the animation effect you selected in the list box for “Main Sequence” in the **Animations** dialog. Click on **Close** to close the dialog.

Now click on the small icon at the top left of the slide in the mini sorter and notice that you first see a miniature preview of the transition you have applied, followed by a preview of your object animation. This animation adds emphasis to the picture, and provides an effective way to introduce the new building to the audience.

In the Presentations Tour we have intentionally chosen a simple animation example just to introduce the feature. Animations can be varied and combined in various ways using many different options. You will find detailed information about this topic in the chapter “Animations” (beginning on page 165).

Object animations

Hint: In addition to object animations that apply to single objects, SoftMaker Presentations also provides animation schemes so that effects can be applied to every object on a slide or even every slide in a presentation. If you want to learn more, see the section “Slide animation schemes” (beginning on page 176).

Saving the presentation

To save your presentation, use the command **File > Save** or use the keyboard shortcut **Ctrl S**.

When you issue the save command for the first time for a document, you are presented with the **Save as** dialog box. You can then name the document and save it either in the default folder or specify a different folder, if desired. For your practice presentation, enter “practice” in the **File name** box and click **OK** to confirm.

Presentations will save the file under the specified name and automatically append the extension **.PRD** (for “Presentations Document”). Thus, the full filename in this example is **PRACTICE.PRD**.

Running the slide show

Now that you have built a basic presentation, you are ready to run your slide show. To do this, use the command **Show > Start show** or press the **F5** key.

Your presentation will be displayed full-screen, slide for slide, from start to finish. To advance from one slide to the next, you can either press the space bar or click the left mouse button. Also, if you click the right mouse button, a context menu displays offering you multiple options for navigation, or an option to end the presentation.

For more information about running slide shows, see the chapter “Showing a presentation” (beginning on page 217).

Finished!

Our SoftMaker Presentations Tour ends here. You now know many of the program’s basic functions and you should take some time at this point to investigate them further.

The rest of the manual includes detailed information about working with slides and slide masters, working with text and objects, and working with additional functionalities, such as language tools or file management.

Working with slides

The purpose of a slide is to provide a visual aid that will complement each topic as you deliver a presentation. This helps your audience grasp the meaning that you are communicating as you speak. It is important that you consider who will be in the audience, and design your slides to suit the group. SoftMaker Presentations provides many features that allow you to build slides that will appeal to your audience and help you effectively convey your message.

In a given presentation, you may want your slides to be flashy, or you may decide that, based on the audience, the slides need to be simple, concise and streamlined. Presentations provides tools to help you create slides that meet such diverse needs.

A slide begins as a blank slate that you can either build upon from scratch or you can take advantage of the many different pre-defined slide designs that Presentations offers. You can be as creative as you like, but you can also benefit from the pre-defined designs, color schemes, and slide layouts that allow you to simply pick and choose without having to do all of the work.

This chapter will help you understand how to work with your slides so that you can build each of your presentations to best suit a given situation. Specifically, details about the following functions will be covered:

- Creating a new presentation
- Adding a new slide
- Inserting slides from other presentations
- Navigating between slides
- Working with the mini sorter
- Working with the mini outliner
- Using the large slide sorter and outliner
- Changing the order of slides
- Deleting a slide
- Copying, cutting, and pasting slides
- Duplicating a slide
- Renaming a slide
- Hiding a slide
- Changing the slide design
- Changing the slide layout
- Creating headers and footers
- Changing the orientation of slides
- Inserting a summary slide
- Using slide color schemes and backgrounds
- Adding slide transitions

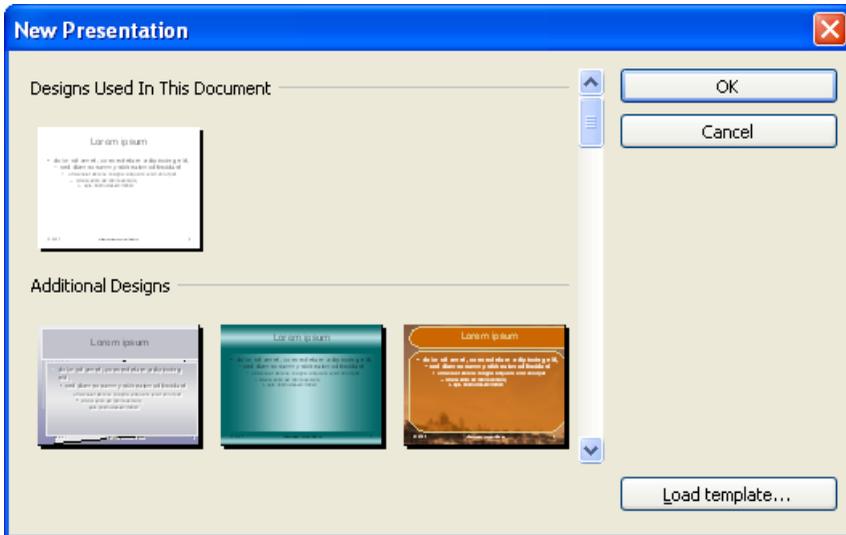
- Adding object animation
- Adding notes
- Printing handouts

Creating a new presentation

As you create new presentations, each presentation is saved as a separate file. You can open more than one presentation at a time and even work on multiple presentations simultaneously, if you wish. For example, you can copy and paste information from one presentation to another.

You can create a new presentation by using the command **File > New** or by clicking on the **New Document** icon (which looks like a piece of paper) at the very left of the Standard toolbar.

Either action will open the following dialog:



This dialog displays a list of all available slide designs provided with SoftMaker Presentations. When you have chosen the desired design, click on the **OK** button. Presentations will create your new presentation.

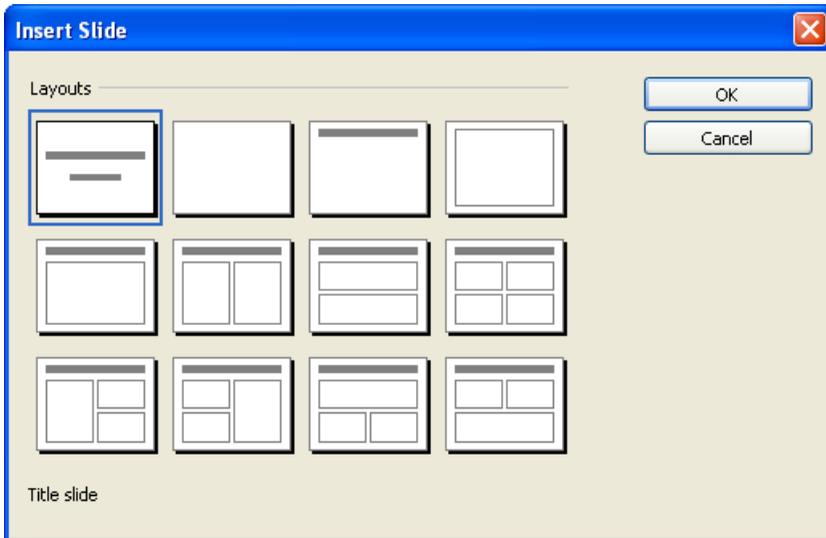
For more information on slide designs, see the section “Changing the slide design” (beginning on page 78).

Note: If there are any custom templates available (for example, presentations that have been saved in the “Presentations template” file format), click the **Load Template** button and navigate to the file you want to use.

Adding a new slide

You can add a slide to an existing presentation by using the **Slide > Insert New Slide** command from the menu or by using the key shortcut **Ctrl M**.

A dialog will then be displayed, listing a variety of layouts from which to choose, as follows:



The thumbnails in this dialog show how the placeholders will be arranged on the new slide. To choose a slide layout, click on the one you want to select, and then click on the **OK** button. A new slide with this layout will be inserted after the current slide.

More information on slide layouts is available in the sections “Changing the slide layout”, beginning on page 79.

Inserting slides from other presentations

SoftMaker Presentations gives you several methods with which to copy slides from one presentation into the current presentation. One option is to open both presentations and use the copy-and-paste approach, but Presentations also has two faster options for importing slides from another presentation. These options import *all* of the slides from the other presentation in just one step.

To use the import slide options, position your cursor at the point within your presentation where you want to insert the slides, and either use the **Insert > Slides from Presentation** or the **Insert > Slides from Outline** option.

Note that the only difference between **Slides from Presentation** and **Slides from Outline** is that the former defaults to presentation file types (SoftMaker Presentations file, PowerPoint file, etc.) and the latter defaults to presentation outline (RTF) file types. Otherwise, the two options are identical.

Invoking either command will display a dialog. Use it to navigate to the file or outline you want to import, and click **OK**. The entire contents of the selected file will be inserted at the selected position within the current presentation.

Navigating between slides

To navigate between the slides of a presentation, use the following keys:

Key	Function
<input type="button" value="PgUp ↑"/>	Jump to the previous slide
<input type="button" value="PgDn ↓"/>	Jump to the next slide
<input type="button" value="Ctrl"/> <input type="button" value="Home"/>	Jump to the first slide
<input type="button" value="Ctrl"/> <input type="button" value="End"/>	Jump to the last slide

Using the “Go to slide” command

To jump to a specific slide, use the **Edit > Go to slide** command.

A dialog containing a list of all slides in the current document is displayed. When you select a slide and confirm with **OK**, the program jumps to the corresponding slide.

Using the mini sorter

You can also use the *mini sorter* to navigate between the slides of a presentation. The mini sorter is a side pane displayed left of the current slide. It shows thumbnail images of all slides. To jump to one of these slides, simply click on its thumbnail in the mini sorter.

For more information on the mini sorter, see the next section.

Working with the mini sorter

The *mini sorter* displays thumbnail images of all slides in a presentation and allows you to perform various functions, such as rearranging the order of slides, adding and deleting slides, and determining how transitions will look when moving through the presentation from slide to slide.

By default, the mini sorter is located to the left of the presentation slide window in conjunction with the mini outline tab (the mini outliner functionality is described in the next section).

An example of the mini sorter, depicting a sample presentation, appears as follows:



The mini sorter

When you want to use the mini sorter menu functions, you need to click on a slide within the mini sorter, right-click to display the menu, and then select one of the commands. The same functions are also available in the top level menu; most of

them are located in the **Slide** menu. Each function is described in the sections which follow.

You can select multiple slides before using one of these functions, if desired. For this purpose, click on each slide to select in the mini sorter while holding down the **Ctrl** key. Then, invoke the menu function you want to apply to the selected slides.

Information displayed in the mini sorter

As shown above, each of the thumbnails displayed in the mini sorter is labeled with the corresponding slide's name (usually "Slide" followed by a consecutive number).

If any of the slides are designated as "hidden" (see section "Hiding a slide"), then you will see the slide name with a red strike through it in the slide sorter. Hiding a slide is useful if you want to retain the slide in the presentation while keeping the slide from being shown to a given audience.

Also, if any slide transitions or object animations are defined, a small arrow above the specific slides is displayed in the slide sorter. If you click on this arrow, a preview for the transition and animation effects will be displayed on the corresponding miniature slide. Again, at a glance, you can verify your choices and easily determine whether or not you want to make any changes to the effects.

Changing the position of the mini sorter

The mini sorter can be displayed or hidden using the **View > Mini sorter** menu item. This brings up a small submenu.

You can then decide where you want the mini sorter to display on the screen, or you can hide it altogether. The **Hide** option will remove the mini sorter from the presentation window. The other four options let you position the mini sorter on the left or right margins, or at the top or bottom of the screen, depending on your preferences.

Working with the mini outliner

The *mini outliner* shows an outline view of the contents of a presentation. It is similar in function to the mini sorter, but instead of showing thumbnail images of

the slides, it shows the contents of the slides (title and text). This is useful for allowing you to ensure that the flow of the content is logical, and permits you to break presentations into manageable chunks.

The mini outliner can be displayed or hidden using the **View > Mini outliner** menu item. This brings up a small submenu.

This allows you to control where the mini outliner is displayed on the screen, or allows you to hide it altogether. The Hide option will remove the mini outliner from the presentation window. The other four options let you position the mini outliner on the left or right margins, or at the top or bottom of the screen, depending on your preferences. If the mini sorter and mini outliner are positioned at the same location, tabs at the top allow you to choose between the two views as follows:



The mini outliner

Entering text in the mini outliner

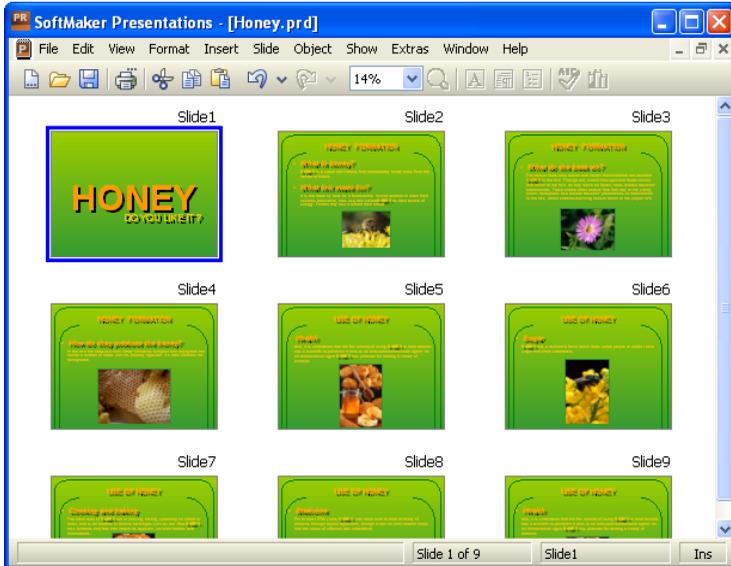
You can enter text on a slide using the mini outliner, just as you would enter text directly onto a slide. The slide is updated automatically when you make changes to the outline.

Using the large slide sorter and outliner

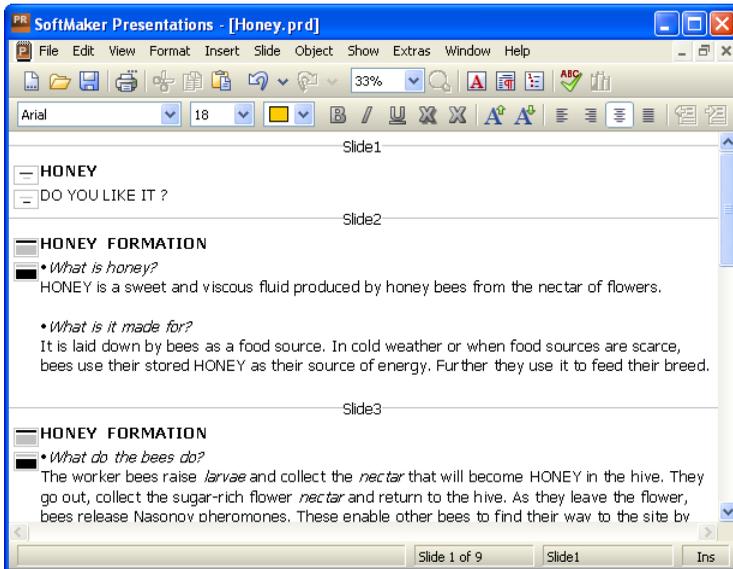
The large *Slide sorter* and the *Outliner* (commands **View > Slide Sorter** and **View > Outliner**) provide the same features as the mini slide sorter and the mini outliner – with one difference: they use the whole window for displaying their content so you can have a better overview of your presentation.

For more details, read the sections entitled “Working with the mini sorter” on page 71 and “Working with the mini outliner” on page 72.

To return to the normal slide view, use the **View > Slide** command.



The slide sorter



The outliner

Changing the order of slides

The mini sorter, as well as the large slide sorter, provides you with an easy way to rearrange slides. You simply click on the slide you want to move, and with the left mouse button pressed, drag the slide to the new location. Release the mouse button, and the slide will be moved to the new location.

Deleting a slide

You can delete the current slide by using the menu command **Slide > Delete** from the menu. Presentations asks for confirmation and then removes the slide from the presentation.

Copying, cutting, and pasting slides

Slides can be copied, cut out of the presentation, and pasted anywhere in the presentation as follows:

- The command **Edit > Copy** copies the selected slide into the clipboard.

If multiple slides have been selected in the mini sorter, all of them will be copied. Either click on one slide or choose multiple slides by continuing to click on slides while holding down the `[Shift]` or `[Ctrl]` keys.

You can then use the **Paste** command, described below, to place the copies anywhere in your presentation.

- The command **Edit > Cut** works similarly, but removes the selected slide(s) from the document. Use this command if you want to move slides rather than copying them.
- The command **Edit > Paste** inserts the slide(s) currently in the clipboard before the current slide.

Duplicating a slide

To create a duplicate of the current slide, use the **Slide > Duplicate** command. An exact copy of the current slide will be placed before the current slide.

If multiple slides have been selected before you execute the **Slide > Duplicate** command, all of them will be duplicated.

Tip: In the mini sorter, you can also use the mouse to duplicate slides: Simply press and hold the `[Ctrl]` key, then click and drag the slide to the place in the sorter where you want the duplicate to appear.

Renaming a slide

By default, each slide in a presentation has a name assigned to it that shows its location in the presentation, starting with “Slide1” and increasing in number. Whenever you change the presentation by adding, removing, copying or duplicat-

ing slides, the default names automatically update to show the new numbered order.

Presentations allows you to give slides a specific name for identification purposes, which can be very useful when trying to organize a large presentation. For example, you may have a slide that identifies the financial area of a presentation and you may want to name it accordingly.

To give a slide a specific name, highlight the slide in the mini sorter and use the right mouse button popup menu **Rename** function or invoke **Slide > Rename** from the menu bar. A dialog appears that shows the current name and lets you enter the name of your choice as follows:



When you rename a slide, that name stays intact no matter where you move the slide in the presentation or whether the number of slides changes.

Hiding a slide

Sometimes you will create a presentation that contains information that you do not want to show to everyone. For example, you may create a presentation about a new business venture to present to your bank, but when you show it to your employees, you want to remove the financial information. You could create a second copy of the presentation and delete the slides you do not want to show. But an easier method is to simply hide the slides. A hidden slide still exists in the presentation, but does not appear when the slides are presented.

To hide a slide, select the slide (or several slides) in the mini sorter and use the right mouse button pop-up menu to select **Hide Slide**. Alternatively, you can use the **Slide > Hide Slide** menu item. You can still see all hidden slides when you are working with the presentation, but the slide name will have a red line through it (to show it is hidden). When you run the presentation, all hidden slides will not be displayed.

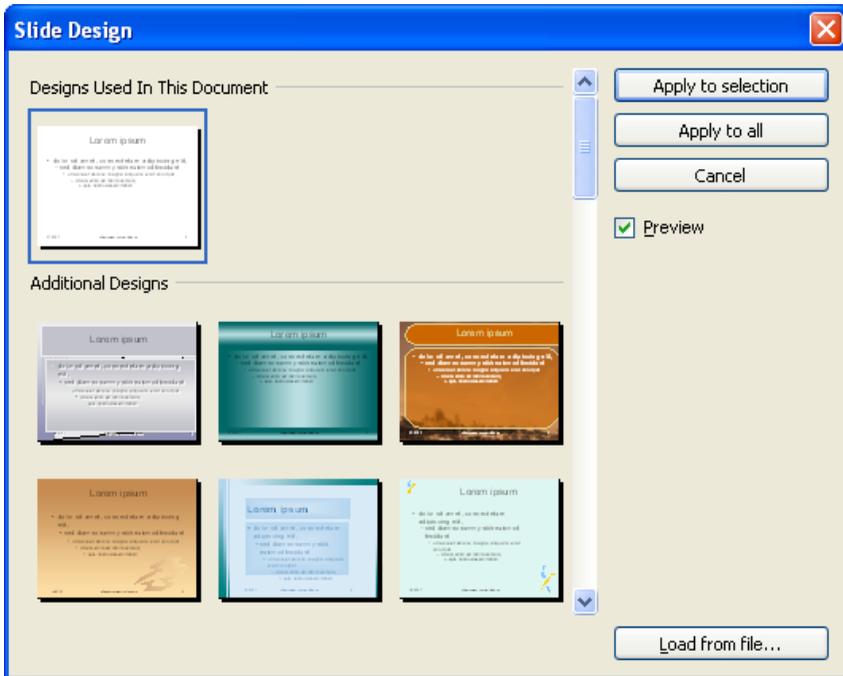
To stop a slide from being hidden, use the same procedure. If a slide is marked as hidden, the **Hide Slide** option in the menu will have a check mark next to it.

Selecting the **Hide Slide** option again removes the hide and removes the strikeout from the slide name. Now, the slide will display when running the presentation.

Changing the slide design

You can design a slide completely from scratch, if desired, but SoftMaker Presentations also comes with a number of attractive *slide designs* that you can apply to your slideshow.

To access the slide design library, use the **Slide > Slide Design** menu item to display the following dialog:



You can use the scroll bar to search through the slide designs in the library for one that you like, select it by clicking on it, and then use the **Apply to selection** button to change the design of the current slide or use the **Apply to all** button to change the design of all the slides in your presentation.

Hint: You can even create your own slide designs by saving any of your own presentations as templates (use the **File > Save as** menu command and choose the file type “SoftMaker Presentations Template”).

To apply such a custom slide design, use the **Load from file** button in the above dialog to import the slide design from the file.

Changing the slide layout

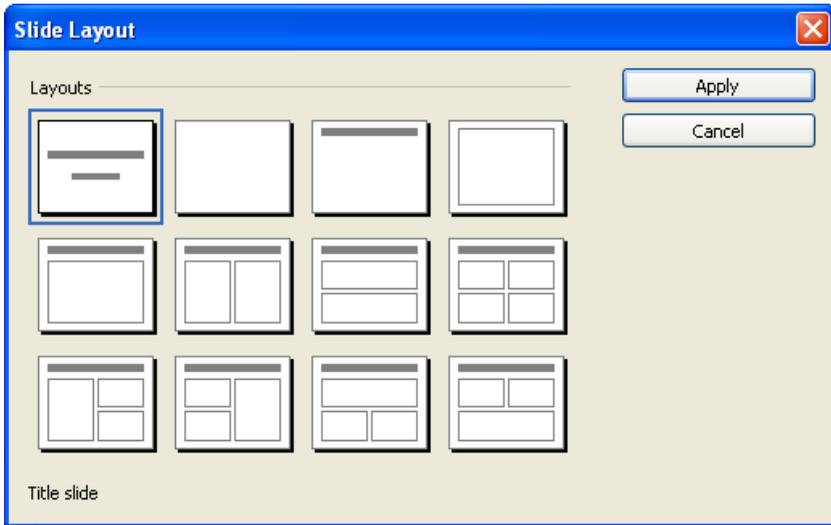
A *slide layout* provides a scheme layout with placeholders. *Placeholders* are pre-defined areas in the layout that operate as “containers” for different types of content. In slides, they are displayed as rectangular areas with dashed borders and contain a request like “Click to add text”.

Each of the available slide layouts has different combinations and arrangements of placeholders on the slide. The content placeholders (the big placeholders below the title placeholder) are “generic”: you can fill them *either* with text *or* an object, which can be a table, a picture, an OLE object, or a media object.

To learn more about placeholders see the “Placeholders” section (beginning on page 127).

You can change an existing slide’s layout easily, even if it has already content on the slide. For this purpose, choose the **Slide > Slide Layout** command.

The following dialog appears:



From the Slide Layout dialog, select the layout you want to apply to the current slide, and click the **Apply** button. The new layout is immediately applied to the slide. Changing the layout of the slide may affect the way the slide's current contents are displayed, although nothing will be deleted.

You can change a slide's layout any number of times.

Creating headers and footers

Headers and footers allow you to display information, such as page numbers, company name, date, copyright notices, and presentation name, either at the top (header) or the bottom (footer) of the page.

- *Headers* can be applied only to notes and handouts. When you create a header for the notes of a presentation, the same header is displayed on every notes page. The same applies to handouts: When you add a header there, all handouts share the same header.
- *Footers*, on the other hand, can also be applied to slides. For slides, you can even create individual footers for specific slides – or apply them to all slides, so that the same footers are displayed throughout the entire presentation.

You can control exactly how your headers and footers appear. You decide the contents as well as the locations, sizes, fonts, colors, and all other aspects of both headers and footers.

To modify the content of headers and footers, use the **Insert > Header and Footer** command.

To change their formatting, position, and size, switch to the corresponding master view (for example, the Slide Master view), which displays headers and footers as areas at the top (headers) or bottom (footers) of the page. You can move these areas to a different position, resize them, or change their formatting using the commands in the **Format** menu.

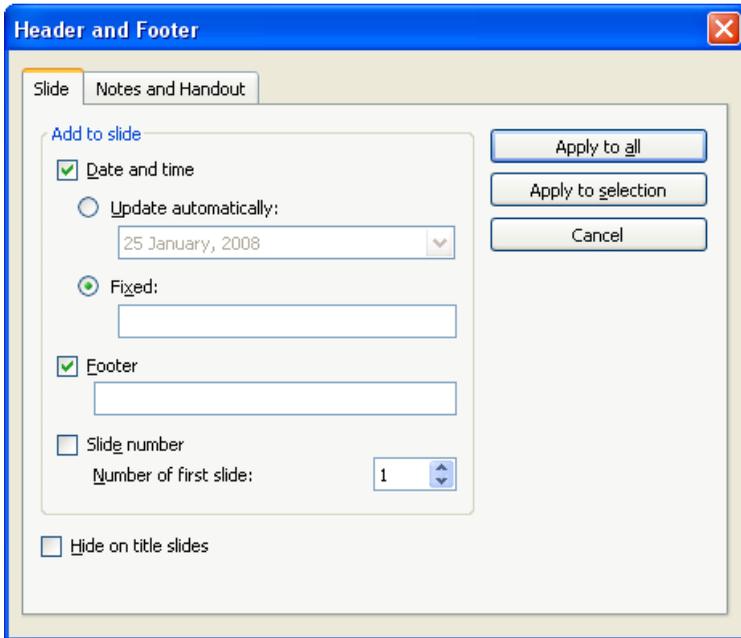
For more detailed information, see the sections that follow.

Footers on slides

Most slide masters have footers already defined, although they have no information contained in them. Usually, the footer is placed in the lowest part of the slide and split into three areas: an area for date and time information (left), an area for titles and other text information (center), and an area for page numbers (right).

You can add information to the footer areas using the **Insert > Header and Footer** command. It is available in both master view and normal slide view.

It displays the following dialog:



The dialog provides the following options:

- The top part of the dialog manages the display of the date and time on a slide.

The **Update automatically** field uses the system date and time on the slide. The dropdown list lets you select the format of date, time, or date and time you want to use.

The **Fixed** field lets you type in a date, such as the date of the presentation you are going to make (or any other date you wish).

- The **Footer** area is usually on the center bottom area of the slide. It will be displayed on the slides if you type any text in the field.
- The last part of the footer is for the **Slide number** display, which is normally in the right hand bottom corner of the slide. The slide numbering is performed automatically, but you can change the initial number for the first slide in the presentation.
- The **Hide on title slides** check box at the bottom of the dialog prevents the footer from displaying on any title slide. Typically, footer information is not desired on the title slide, and this check box makes it easy to keep it from displaying there.

The buttons in the dialog give you the option of either applying the footer information to all slides in your presentation (**Apply to all** button) or applying it only to specific slides that you have selected (**Apply to selection** button).

Note: The **Apply to selection** button is not available in master view. Changes made in the master view are always applied to *all* slides.

Headers/footers on notes pages and handouts

The **Notes and Handout** property sheet of the **Insert > Header and Footer** dialog lets you create and modify headers and footers on notes pages and handouts. The dialog works the same as that of the **Slide** property sheet except that in addition to footers, you can also add headers to the notes pages and to the handouts of a presentation.

As mentioned earlier, for notes pages and handouts, there is only *one* header and footer, which is the same on *all* pages.

Changing headers/footers in master view

To change the formatting, position, and size of headers and footers, switch to the corresponding master view, as follows:

- To view the slide master, choose **View > Master > Slide Master**
- To view the notes master, choose **View > Master > Notes Master**
- To view the handout master, choose **View > Master > Handout Master**

In these views, the components of the header and footer are displayed as areas at the top (headers) or bottom (footers) of the page. The footer, for example, consists of the *Date area*, the *Footer area*, and the *Page Number area*.



To make any changes, first select the area of interest by clicking on one of its borders, and then proceed as follows:

- To change the formatting of the content of the area, use the usual commands in the **Format** menu.
- To move an area, use your mouse to move it to the desired position. To change its size, drag on one of its borders with the mouse.
- To change the content of one of the areas, use the **Insert > Header and Footer** command as described above. You can even click inside one of the areas and edit its content directly.

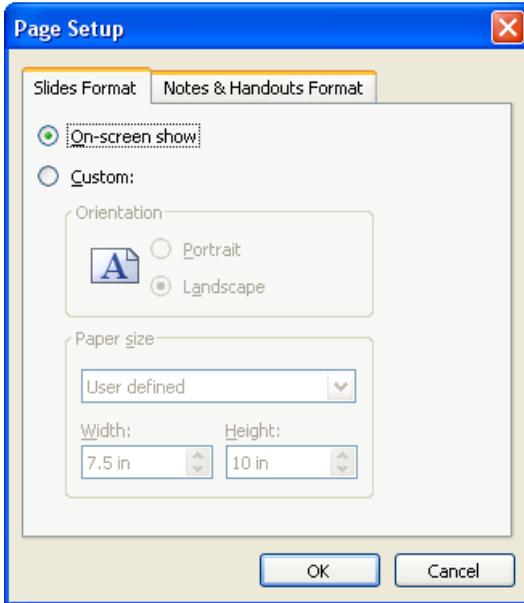
Note that changes made in master view are applied to *all* headers/footers at once.

For more information about working with masters, see the chapter “Working with masters”, beginning on page 97.

Changing the orientation of slides

Presentations uses the landscape orientation for slides and the portrait orientation for Handouts and Notes by default, but you can change this setting, if desired. It is not possible to change *single* slides within a presentation; rather, a change to the orientation affects the full presentation.

To change the orientation of the slides in your presentation, use the command **File > Page Setup**. As shown below, the **Page Setup** dialog has two tabs, one to control the orientation of the slides and the other for the Notes and Handouts orientations:



The **Slides Format** tab of the dialog box has two radio buttons at the top. The first is for selecting **On-screen show**, which sets the application to use the default landscape format for slides displayed on the screen (or through an attached projector). To change the default landscape orientation, click the **Custom** button, and the bottom portion of the dialog becomes active. You can now select whether to use landscape or portrait orientation using those buttons.

You can also control the dimensions of the slide or the printed version using the **Paper size** controls. The dropdown list has the most commonly used paper sizes listed. If none of the default paper size values matches your needs, you can specify custom sizes using the **Width** and **Height** boxes.

***Note:** When you change the orientation or the paper size, all objects on your slides will be resized accordingly.*

Additionally, in the **Notes and Handouts Format** tab, you can select to use either your printer's default page settings for notes and handouts, or custom page settings as defined by you.

Inserting a summary slide

The **Insert > Summary Slide** command allows you to generate a slide that lists the headings of all of the slides in your presentation. This is useful for a table of contents or agenda slide at the start of your presentation.

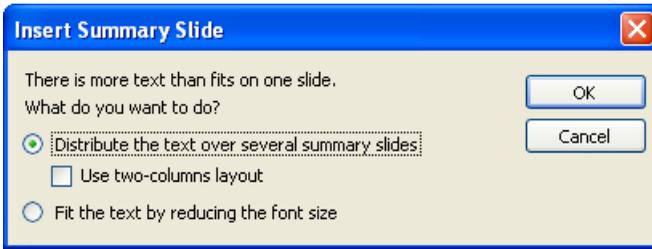
When you use this command, the following dialog is shown:



There are several options provided by this dialog that let you control how the summary slide is generated. They are as follows:

- **Make summary of:** If **All slides** is checked, headings from every slide in the presentation will be included on the summary slide. Alternatively, if **Selected slides only** is checked, only the slides you have selected will be included.
- **Place summary slide:** Indicates whether to position the summary slide before or after the currently selected slides (or the current slide, if no slides are selected).
- **Make hyperlinks:** Creates a hyperlink for each slide mentioned on the summary slide when checked; otherwise, only text (without links) is created.
- **Skip slides without title:** If no title is placed on a slide and this option is checked, that slide is not included in the summary.
- **Keep title formatting:** Uses the formatting (font face, font size, etc.) of the actual slide titles to generate the titles in the summary.

If the information scanned for the summary is going to extend over the text area of the summary slide, a warning dialog appears as follows:



The default option creates additional slides for displaying the overflow contents list. If you check **Use two-columns layout**, a two-column format is used for as many slides as are needed to hold the summary text. The alternative to using more than one slide is to check the **Fit the text by reducing the font size** option, which will resize the titles to fit in the text area on a single slide.

Using slide color schemes and backgrounds

By default SoftMaker Presentations creates a blank presentation using a white background with black text. However, Presentations lets you create titles, backgrounds, text, and many other items in color to add emphasis and impact. Specifically, Presentations lets you control eight different aspects of color in a presentation including:

- Text and line color
- Title text color
- Fill regions color (for example, in drawings)
- Accent color
- Shadow color
- Hyperlink color
- Visited Hyperlink color
- Background color (see also section “Slide backgrounds” beginning on page 90)

You can see the color scheme used for a presentation at any time by choosing **Slide > Color Scheme**. The dialog that appears shows a set of predefined color schemes and lets you apply a color scheme to specific slides, or to all slides in your presentation. You can also edit existing color schemes or create new ones.

For detailed information, read the sections that follow.

Applying a color scheme

To apply a color scheme to slides, choose the **Slide > Color Scheme** command.

This displays the following dialog:



The dialog has a set of default color schemes in the left pane and a set of buttons to the right. The **Preview** checkbox is a useful tool that will let you see how any color scheme you select will appear on the current slide. This lets you judge the suitability of each scheme before actually applying one.

To choose one of the default color schemes supplied with Presentations, simply select the color scheme by clicking on it.

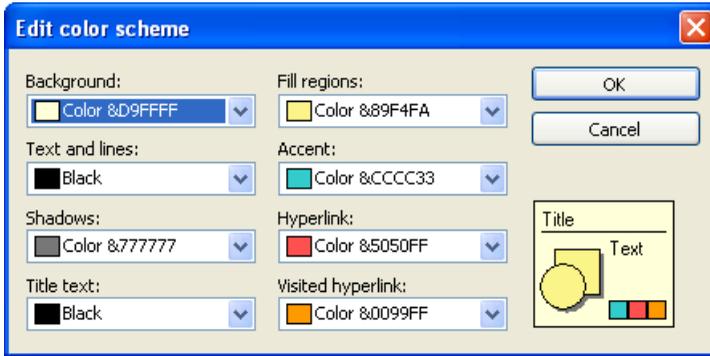
To apply a color scheme to selected slides, use the mini sorter or slide sorter to select the desired slides before using this command, and then click the **Apply to selection** button. The **Apply to all** button will apply the selected color scheme to all slides in your presentation, whether they are selected or not.

Creating and editing a color scheme

SoftMaker Presentations allows you to define any number of color schemes.

To create a new color scheme to apply to the slides in your presentation, select the **Slide > Color Scheme** command. Click on the **New** button to add a new color scheme.

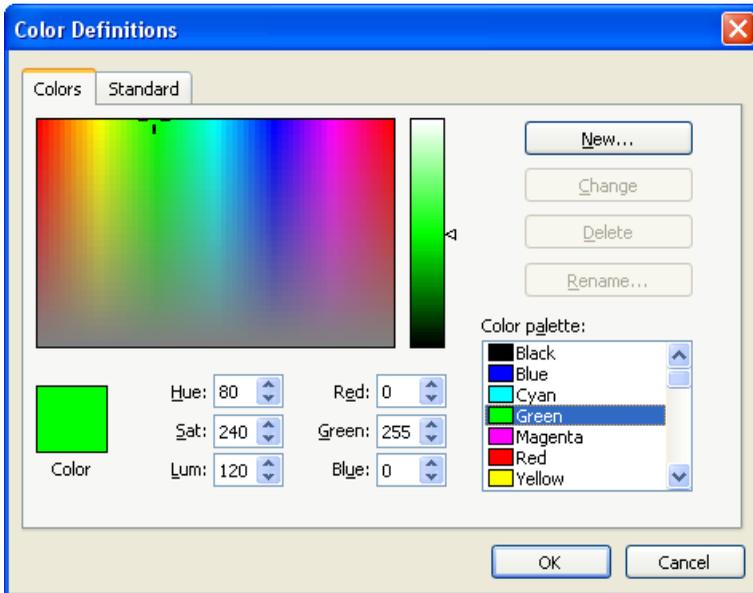
This will open the dialog shown below:



You can use the dropdown lists on any of the eight color definitions to select the colors you wish to use. The thumbnail image at the bottom right corner of the dialog shows a preview of every change you make.

Each of the dropdown lists has the most commonly used colors predefined, but you can add other colors whenever needed. To do so, select the last entry in the list: **Define color...**

The color definitions window appears as follows:



This window lets you select any possible color. You can even save colors (give them a name) that you need frequently. For more information, see the section “Document properties, Colors property sheet” beginning on page 264.

Once you have selected the desired color, click **OK**.

You can also use the **Slide > Color Scheme** command to modify existing color schemes if you wish. To do so, click on the scheme to be changed and then click the **Edit** button. This will also open the **Edit color scheme** dialog, which is described above.

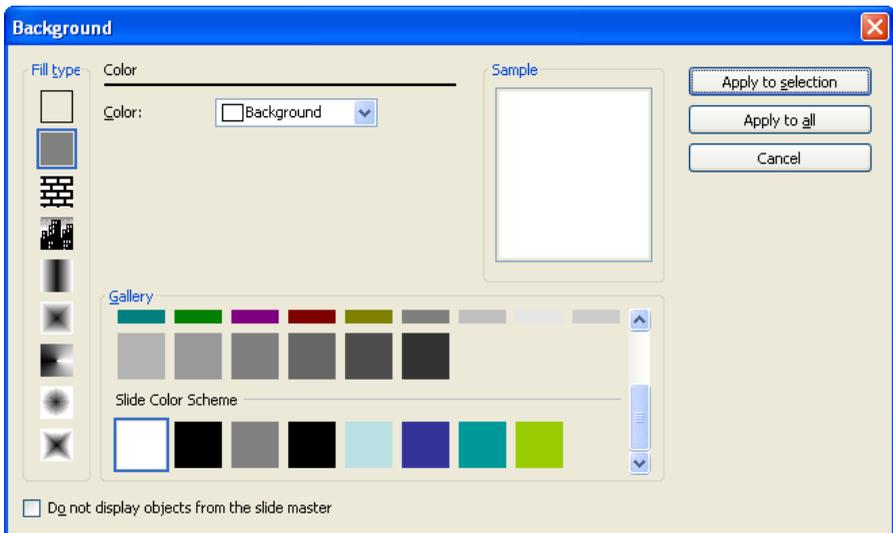
Color schemes are always saved with your presentation and are not available to other presentation files.

Slide backgrounds

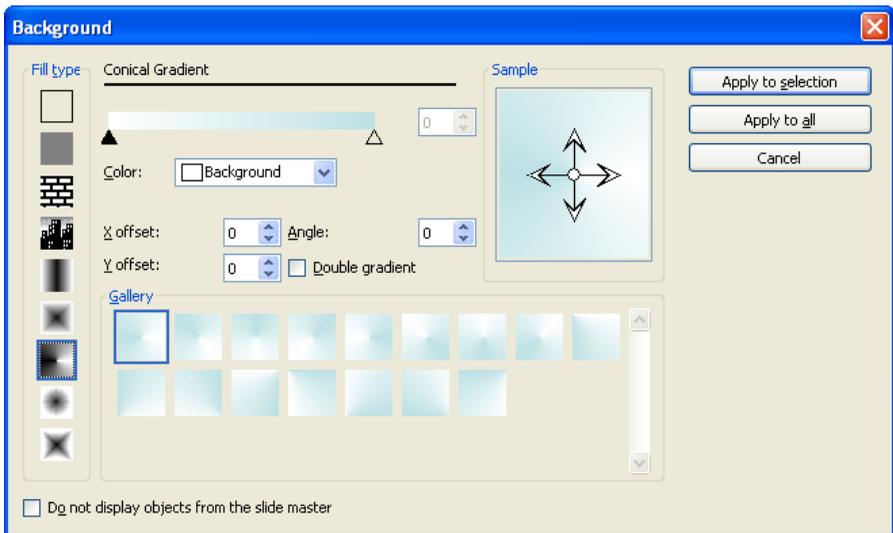
Since each color scheme includes a **Background** color option (for changing the background color of slides), you can change the slide background using the **Slide > Color Scheme** command, as described before.

However, you have more control over slide backgrounds using the **Slide > Background** command.

This displays the following dialog:



The dialog is divided into a number of sections. The left side has a set of icons to be used for determining the type of fill for the background. You can choose to apply a solid color, a pattern, a picture, or different types of color gradients.



The background set to a cone fill

Depending on the fill type selected, various options will appear from which you can make selections to change the background. In the example above, a gradient fill has been selected. When you choose a gradient fill, the current background

color gradates into the “Fill regions” color by default. To choose other colors, click one of the triangles below the gradient bar. Then, select a color from the **Color** list directly beneath it.

Note: For more information on this dialog, see the section “Object properties, Filling property sheet” (beginning on page 116). This section contains a detailed description of the Filling dialog for objects, which is practically identical to the dialog described above.

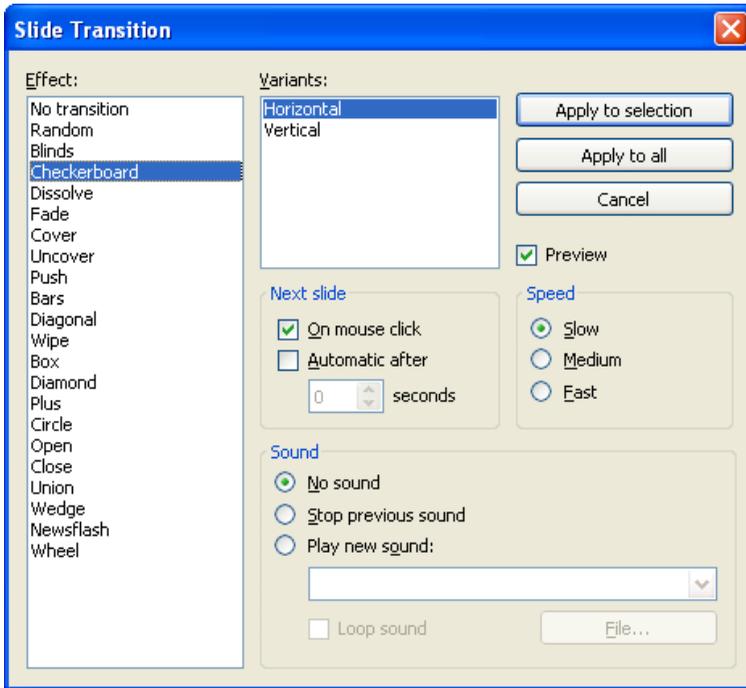
Finally, the checkbox **Do not display objects from the slide master** determines whether objects that have been placed on the slide master (if any) should be displayed in the slide or not. This allows you to hide these objects for specific slides. For more information about slide masters, refer to the “Working with masters” chapter (page 97).

When all settings are made, click **Apply to all** to apply the background to all slides of the presentation or **Apply to selection** to apply it to your selected slides only.

Adding slide transitions

Slide transitions are the method with which one slide moves into the next slide in a presentation. There are many different transition effects you can use, and you can apply the same transition to all the slides in your presentation, or have a different transition for each slide-to-slide transfer.

To set up a transition for some or all slides in a presentation, use the **Slide > Slide Transition** menu item to display the following dialog:



Options available:

- The **Effect** list contains a list of all the transitions provided by SoftMaker Presentations. Some of these transitions have multiple options available, which are displayed in the **Variants** box.
- When you select a transition type and variant (when applicable) from the list, and the **Preview** checkbox is checked, the main window of Presentations behind the dialog shows you the resulting effect on your slides. This handy preview capability lets you ensure that you are satisfied with your choices before you actually apply them.
- The **Next slide** box lets you specify whether the slides will transition from one to the next on a mouse click (or keyboard press), or whether to transition automatically after a specified number of seconds.
- The **Speed** box controls the speed of the transition effect. You can see the differences between slow, medium and fast transitions by using the **Preview** option.
- The **Sound** box lets you control whether or not there is a sound played when the transition occurs. The default is no sound, but you can specify a sound to

play by checking the **Play new sound** box and using the navigation field to select the sound to play. The **Stop previous sound** box tells Presentations to terminate whatever sound was playing in the previous slide when the transition to a new slide takes place. This is useful if you had a sound effect or music associated with the previous slide and you do not want it to carry over to the new slide.

To apply your specified transition to all slides in your presentation, click the **Apply to all** button. Clicking the **Apply to selection** button will apply this transition only to the slides you have selected before opening the **Slide Transition** dialog (or the transition from the current slide to the next slide only, if you did not select any slides).

Hint: In the mini sorter and the slide sorter, slides that have a transition are indicated with a little icon on their top left (see image below). If you click this icon, a preview of the transition is shown.



Adding object animations

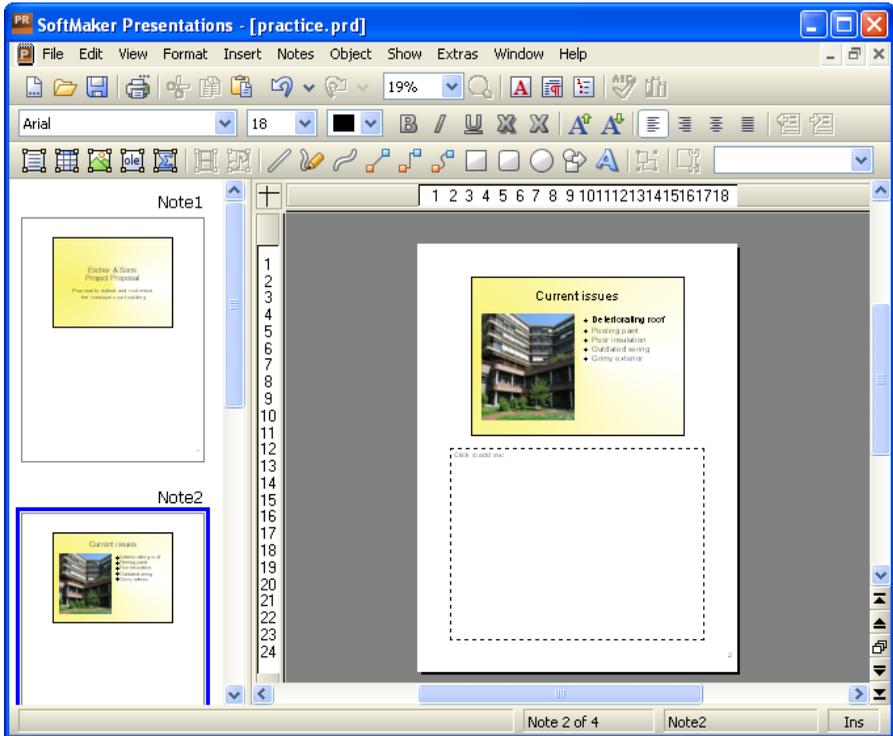
Apart from applying transitions between slides you can also add animations to the objects on a slide. *Object animations* are visual effects that you can apply to each individual object on a slide to add some extra flair to your presentation. For example, you could create an animation that causes a ball on your slide to bounce. Or, you could have each object on a slide fade in one by one.

Animations apply to all objects on a slide or within an entire presentation (called slide animation schemes) or to specific objects on a slide. They control the way those objects on a slide appear when a slideshow is active. SoftMaker Presentations provides many different pre-defined animations that you can choose from. See the details on how to use animations and animation schemes in the chapter entitled “Animations” (beginning on page 165).

Adding notes

Notes can be created with a presentation to provide a useful aid for the presenter to refer to in preparation for delivering and while presenting a slide show.

You can edit the notes page for any slide and print them out, if desired. Go to **View > Notes**, and as shown below, a vertical sheet with a small copy of the respective slide and a text box beneath it is displayed, where you can add notes pertinent to the slide.



To print the notes (together with the slide contents), go to **File > Print** and choose **Notes** as the type under **Print content**.

Tip: You can even use a design for your notes pages which is different from the actual design of the slide you are working on. See the “Notes and handout master” section on page 103 for more information.

Printing handouts

You can print your presentation in the form of handouts with one, two, three, four, six, or nine slides on a page so that your audience can have hard copies of your presentation. To print a presentation as handouts, go to **File > Print** and choose **Handouts** as the type under **Print Content**.

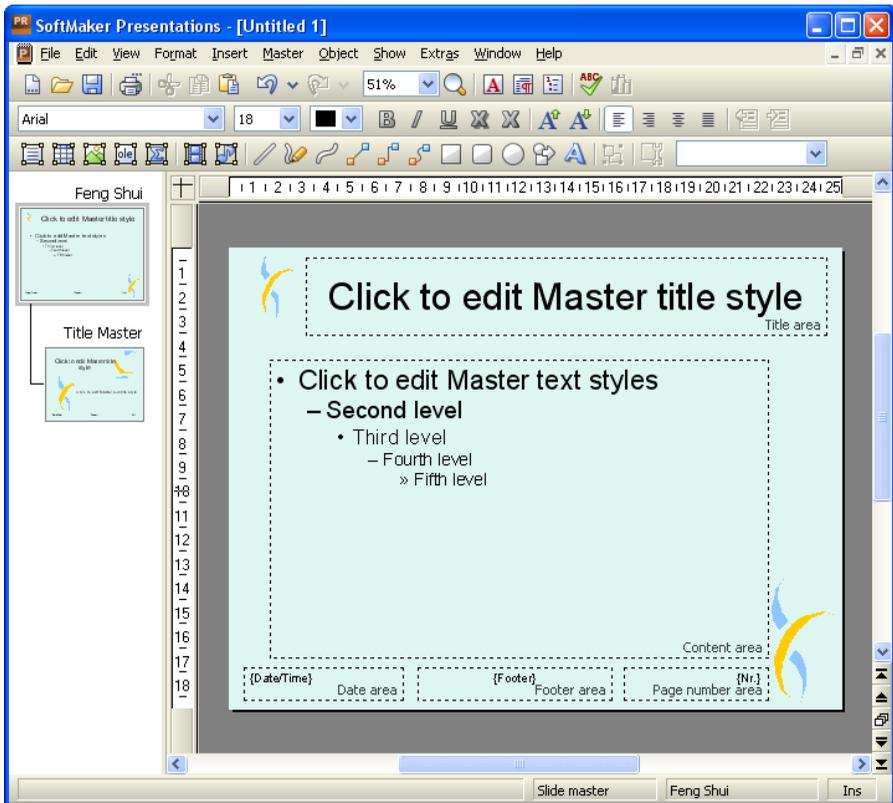
For more information about the options in the **Print** dialog, see the section “Printing a presentation” beginning on page 42.

Hint: Handouts are only made for printing, so there is no view of the handout pages. However, you can set the general layout and formatting for all handouts by selecting the **View > Master > Handout Master** menu entry (see also section “Notes and handout master” on page 103).

Working with masters

As described in the section “Changing the slide design” (page 78), the *slide design* has a strong influence on the overall appearance of a presentation. If you want to make changes to the slide design, you first have to switch to the *master view*. In this view, you can directly edit the so-called *slide masters* that each slide design consists of.

To switch to master view, use the **View > Master > Slide Master** command.



The slide design “Feng Shui” in master view

Except for the white standard design, each slide design comes with *two* slide masters. In master view, these masters are displayed in the mini sorter on the left of the application window: The *content master* (top) sets the layout of all content slides. The *title master* (bottom) defines the layout of title slides only.

The name of the design is indicated above the content master. In this example, the “Feng Shui” design is depicted.

Components of slide masters

As displayed you can see in the picture shown above, slide masters contain areas with dashed lines (called *Title area*, *Content area*, etc.). These areas provide a blueprint for determining the position and size of placeholders (and footers) in the slides.

Note: If you make any changes to the areas on a slide master (such as moving, resizing, or reformatting an area), this will affect *any* slides that use that slide master (i.e. use the slide design this slide master belongs to).

The large “Content area” in the center plays a special role. As described in the section “Changing the slide layout” (page 79), you can apply a different *slide layout* to a slide to change the combinations and arrangements of the placeholders. Many of these layouts contain a small title placeholder on top and one or more content placeholders below.

The content area on the slide master defines the space available for *all* of these content placeholders. If the slide layout contains just one content placeholder, it will exactly match the size and position of the content area. However, if there are two or more content placeholders, the space occupied by these placeholders is divided evenly to match the overall size of the content area.

Editing slide masters

In master view, the document window displays all areas of the slide master currently selected in the mini sorter. You can examine and change their position and size, as well as their formatting.

In the master view, the changes that can be made to a slide master include the following:

- Changing type, size and position of any area
- Changing background, color scheme and slide transition
- Changing character and paragraph formatting of any area
- Changing the format of the hierarchical bullet list in the content area
- Adding additional objects (which will be displayed on all slides)

- Adding additional designs (in case you want to use one particular design for some slides, and a different design for others)
- Additional options are available in the **Master** menu, as discussed in the next section.

Important: Changes that you make to a slide master usually affect *all* slides that use this master. However, changes made directly to slides have *precedence* over changes to slide masters. For example, when you change the background of a slide to red color, and then change the background of the corresponding slide master to green, this slide will *still* be displayed with red background. This allows you to make changes unique to specific slides.

Notes on title masters

Except for the white “plain vanilla” default slide design, most slide designs contain *two* slide masters that are connected:

- **Content master**

The content master defines the appearance of all “normal” slides

- **Title master**

The title master is displayed below the content master in the mini sorter. It has a matching design and defines the appearance of title slides (slides that use the slide layout entitled “Title slide”) *only*. Title masters usually contain nothing but a large title placeholder (where you can enter a title for the presentation) and a smaller subtitle placeholder below (that can be used to enter a subtitle).

If the title master does not exist, for example, because it has been deleted, title slides will use the content master instead.

Hint: To recreate a title master that has been deleted accidentally, use the **Master > Add Title Master to Design** menu command.

The Master menu

When you choose the **View > Master > Slide Master** command to switch to the master view, the **Slide** menu will be replaced by the **Master** menu. This menu provides commands that are particularly useful for working with masters.

Hint: Most of these commands are also available in the right-click menu of the mini sorter, which can be opened by right-clicking on one of the masters displayed in the mini sorter.

The **Master** menu includes the following commands:

- **New Design:** Creates a new slide design, in other words, a new slide master will be added that can be edited and formatted like any other slide master.

You can have multiple designs in your presentation, and for each slide, you can choose which design you want to apply.

Tip: While it is possible to use *multiple* designs in a single presentation, this is usually not recommended. Simple, concise presentations with only one title master and one content master are usually more appealing than those that have inconsistent designs throughout.

- **Add Title Master To Design:** Lets you create a new title master (in case no title master exists yet or you have deleted it). As mentioned before, title masters are applied only to title slides (that is, slides that use the slide layout “Title slide”).
- **Preserve Design:** Prevents a slide design from being automatically deleted when it is no longer used by any slide.

Automatic deletion of a slide design ordinarily occurs if all slides using this design are deleted or changed to a different design. If you want to prevent this automatic deletion for a particular design, select it in the mini sorter and activate this option.

- **Delete Master:** Deletes the currently selected slide master from the presentation.

Note: If all other masters have been deleted, you cannot delete the last master available. Each presentation needs to have at least one slide master/design.

- **Rename Master:** Lets you change the name of the selected slide master.
- **Recreate Missing Placeholders:** Recreates any slide master area (placeholder, footer, etc.) that you deleted in master view.
- **Color Scheme:** Lets you change the color scheme of the slide master. This will affect all slides of the presentation.
- **Background:** Lets you change the background of the slide master. This will affect all slides of the presentation.

- **Slide Transition:** Lets you change the transition effects of the slide master. This will affect all slides of the presentation.

Changing the text formatting in masters

Some of the areas displayed in the master view are filled with sample text to give you an impression how their current text formatting would look like in the actual presentation slides. You can apply a different character and paragraph formatting to each of these areas at your discretion. Note that your changes will affect *all* slides in the presentation that use the master you are editing.

To change the text formatting of an area, you do not have to select the text it contains beforehand. Simply click on the text inside the area of interest, to set the blinking text cursor into it. (One exception is the large “content area” which is discussed separately below.)

Then, use the commands **Format > Character** (for font face, size, etc.) or **Format > Paragraph** (for indents, tabs, alignment, etc.) to adjust the format for the entire text in the area. More information about each these commands can be found in the sections “Character formatting” (page 179) and “Paragraph formatting” (page 189).

Formatting text in the “content area”

The large *content area* in the center of the master provides additional formatting options.

The text inside this area contains a bulleted list. Bulleted lists are *hierarchical*, which means that the list consists of different list levels. At each level, the formatting changes to help differentiate the various levels. On the slide master, you can change the formatting of the text of any of the different list levels.



Areas of a slide master: title area, content area, and the small areas for date, footer and page number

When you enter text for a bullet item in the normal slide view and demote or promote the level of the item, the font size and the bullet size change according to the format defined on the master view. You can even change the type and the color of the bullets for the different list levels to your liking.

To change the formatting of this bulleted list, switch to slide master view (using the **View > Master > Slide Master** command) and click inside the content area. The following formatting options will become available:

- **Changing the text formatting:** To change the formatting of a list level, right-click anywhere on the text of that list level (you do not need to select the whole text of the level). Then, choose the **Character** entry of the context menu and apply the desired changes. Of course, you can also use the **Format > Character** command in the main menu or the formatting toolbar to achieve this. For more information on each formatting option, see the section “Character formatting”, beginning on page 179.
- **Changing the paragraph formatting:** Furthermore, you can change indents, paragraph alignment, and other paragraph formatting options by right-clicking on the text of the list level and choosing **Paragraph** in the context menu or by invoking **Format > Paragraph**. For more information on each formatting option, see the section “Paragraph formatting”, beginning on page 189.
- **Changing the bullets:** To change the bullet properties for a list level, right-click on the text of the list level and choose the menu entry **Bullets and Numbering**. Now you can change the type, color, size, and vertical position of the bullet. For more information on formatting bullets, see the section “Bulleted and numbered lists”, beginning on page 200.

Note: By default, bullets' color and size are set to **Auto** in the dialog. That means that they change according to the font color and size you define for the text. If you change color or size attributes for bullets, however, the bullets no longer change when you change the font format of the text. Instead, the properties you defined specific to the bullets are retained even if you change the text properties.

Notes and handout master

In the last sections you have learned everything about the *slide master* that can be used to change the appearance of all slides in a presentation at once.

Apart from slide masters, the following two masters are available additionally:

- The *notes master*, which can be used to change the appearance of all *notes* in a presentation.
- The *handouts master*, which can be used to change the appearance of all *handouts* in a presentation.

These two masters function similarly to slide masters. A master view is available for each of them. In this view, you can change the placement and formatting of all components of notes pages, or handouts respectively. As the name “master” implies, changes you make in one of these views affect the notes (or handouts) for *all* slides in the presentation.

For details, see below.

Notes Master

In the Notes Master view (menu command **View > Master > Notes Master**), you can change the appearance (including color scheme and background) of your notes pages, which can be different from that of the actual presentation. To change the color scheme of your notes pages, choose the **Notes > Color Scheme** command. To change the background, use **Notes > Background**.

Additionally, with your mouse, you can change the size and position of the areas displayed on notes pages, including the following:

- The **Slide area** in the upper half of the page displays the contents of each slide.

- The **Notes area** in the lower half of the page displays the notes that you have entered for each slide. Like the content area of slide masters, this area also contains a hierarchical bulleted list, as described in the section “Changing the text formatting in masters”, page 101.
- The other areas (**Header area**, **Footer area**, etc.) display the content of the header and footer, as described in the section “Creating headers and footers”, page 80.

To edit these areas, use the common procedures: Size and position can be changed with the mouse; the formatting can be changed using the commands in the **Format** menu.

Read more about using notes in the section entitled “Adding notes” on page 95.

Handout Master

In the Handout Master view (menu command **View > Master > Handout Master**), you can change the appearance (including color scheme and background) of your handouts, which can be different from that of the actual presentation. To change the color scheme of your handouts, choose the **Handout > Color Scheme** command. To change the background, use **Handout > Background**.

In the **Handout** menu, you will also find several options for setting up the layout of your handouts. By default, the “6-per-page handouts layout” is selected, meaning that 6 slides will be printed on each page of the handouts. To print less or more slides per page, select the corresponding option from the menu.

Additionally, as described in the section about notes masters above, you can change the size, position, and formatting of areas like the header area and the footer area.

Note: The slide areas themselves can *not* be resized or moved.

Read more about using handouts in the section entitled “Printing handouts” on page 96.

Working with objects

The **Object** menu contains commands for inserting and manipulating objects (text frames, pictures, drawings, etc.).

This chapter covers everything you need to know about working with objects. It covers the following topics:

- Inserting objects
- Using the object toolbar
- Selecting objects
- Changing position and size of objects
- Rotating and flipping objects
- Aligning and distributing objects
- Duplicating objects
- Hiding objects
- Changing the order of objects
- Grouping objects
- Adding object actions
- Changing the properties of objects

After each of these topics is discussed, the individual object types are introduced in detail:

- Text frames (page 125)
- Placeholders (page 127)
- Pictures (page 131)
- OLE objects (page 135)
- Tables (page 142)
- Media objects (page 151)
- Drawings (page 154)

Inserting objects

In order to add an object (e.g., a picture) onto a slide:

1. Choose **Object > New Picture Frame**.
2. Click and hold the mouse while you drag it to create a frame with the desired position and size.

Alternatively, click where you want the upper left corner of the picture to be placed. The picture will be inserted as its original size.

3. A dialog box pops up, letting you select the picture file to be inserted. Choose the desired picture file and click **OK**.

The picture is inserted.

The process for inserting other types of objects is similar. For more information on the different types of objects, see the sections beginning with “Text frames”(starting at page 125).

Using the object toolbar

SoftMaker Presentations displays the *object toolbar* directly below the Formatting toolbar. It appears as follows:



The object toolbar

This toolbar provides icons for inserting and editing objects. From left to right, the icons are associated with the following functions:

- Insert text frame
- Insert table frame
- Insert picture frame
- Insert OLE object frame
- Insert OLE object frame containing an equation editor object*
- Insert movie
- Insert sound

- Insert line
- Scribble (freehand drawing)
- Insert curve
- Insert straight connector
- Insert elbow connector
- Insert curved connector
- Insert rectangle
- Insert rounded rectangle
- Insert ellipse or circle
- Insert AutoShape
- Insert TextArt object (not available on Pocket PCs and Windows CE devices)

- Group selected objects
- Modify the properties of the selected object
- Object list (a dropdown list of all objects in the slide, as described below)

* Not all versions of Presentations have this feature.

Object list: At the very right of the object toolbar, a dropdown list with the names of all objects existing in the current slide is displayed. Open this list and when you click on the name of an object, the corresponding object will be selected.

Selecting objects

To modify an object, you must first select it. For most types of objects, this can be achieved by clicking on the object with your mouse. A red selection frame will be displayed around the object, once it is selected.

Hint: Text frames, table frames, and placeholders can *not* be selected by clicking them. To select such an object, click the surrounding *border*.

To select *multiple* objects, drag a frame around these objects with the mouse – or press and hold the Shift key and click each object you want to select.

Jumping from object to object

Hint: When you have selected an object, you can quickly jump to the previous or next object by using the following keys:

Key	Result
Tab	Select next object
Shift Tab	Select previous object

Changing position and size of objects

To change the position or size of objects, proceed as follows:

Changing the position of objects

To change the position of an object, select it and either move it using the arrow keys on the keyboard or drag it to another position using the mouse.

Changing the size of objects

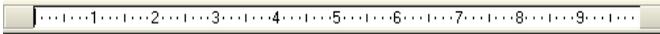
To change the size of an object, select it and either drag the lines surrounding it, or drag the corner handles.

Tip: To set the position and size of objects more exactly than by dragging with the mouse, use the settings in the **Object > Properties** dialog (**Format** property sheet). You can find the details of the dialog in the section entitled “Object properties, Format property sheet” (starting at page 114).

Rulers

There are two rulers provided: a *horizontal ruler* at the top of the document window, and a *vertical ruler* on the left-hand side. The rulers indicate the margins and tab stops when working with text, but when you are not editing text, the rulers extend to the total size of your slide and allow you to make measurements when sizing or moving objects.

The unit of measure used is inches or centimeters, depending on your computer’s regional settings.



The “origin” of the rulers is the location where the horizontal and vertical rulers intersect, and the default location is the top left corner. However, you can move the origin to measure distances from anywhere on your page.

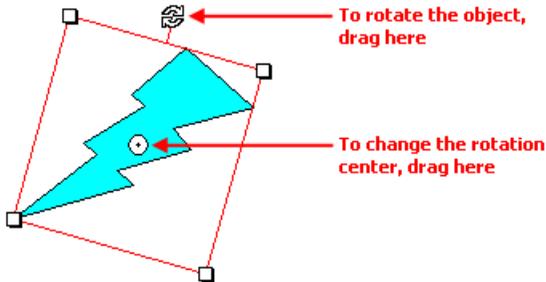
Specifically, using this icon  located at the top left where the rulers intersect, you can set the origin by dragging the icon to any place on the slide. Furthermore, by just clicking on the icon, you can switch the origin back and forth from the center to the top left corner.

Hint: The positioning values of objects displayed in the **Object > Properties** dialog, **Format** property sheet, are relative to the origin. When you change the position of the origin, Presentations changes these values accordingly.

Rotating and flipping objects

Note: Tables and OLE objects cannot be rotated or flipped.

When you select an object that can be rotated, a handle with double arrows  will appear next to the selection frame surrounding it. Drag this handle to rotate the object.



Alternatively, you can set the angle of rotation manually. This can be accomplished by selecting the object, then invoking the **Object > Properties** command, and switching to the **Format** property sheet. You can then enter the desired angle under the **Rotation** option.

You can also rotate and flip objects using the **Object > Rotate or Flip** command.

Aligning and distributing objects

To align or distribute objects, select the desired objects and choose the **Object > Align or Distribute** command.

A sub-menu containing the following commands will appear:

- **Align left:** Aligns the objects to the left border of the leftmost object.
- **Align center:** Aligns the objects to their horizontal center.
- **Align right:** Aligns the objects to the right border of the rightmost object.

- **Align top:** Aligns the objects to the top border of the topmost object.
- **Align middle:** Aligns the objects to their vertical center.
- **Align bottom:** Aligns the objects to the lower border of the bottommost object.

- **Distribute horizontally:** Spaces the objects evenly between the left border of the leftmost and the right border of the rightmost object.
- **Distribute vertically:** Spaces the objects evenly between the top border of the topmost and the lower border of the bottommost object.

The last two commands are only available if *three or more* objects are selected.

Duplicating objects

To create a copy of an object, you would ordinarily copy it to the clipboard and paste it from there.

Alternatively, use the **Edit > Duplicate** command to create a copy of an object.

Hint: Objects can also be duplicated using the mouse: Press and hold the key, and drag a new object from the object you want to duplicate.

Hiding objects

If necessary, you can *hide* an object so that it will not appear on the screen and/or on the printed page.

To hide an object, select it, invoke the **Object > Properties** command, switch to the **Properties** property sheet and do the following:

- Uncheck the **Visible** option if you don't want the object to be displayed on the screen.
- Uncheck the **Printable** option if you don't want the object to appear in the printed document.

Tip: If you should ever make an object invisible by accident, you can always invoke **File > Properties** and check the **Show hidden objects** option on the **Options** property sheet to make all hidden objects visible again. Then you can select the mistakenly hidden object and check its **Visible** option to make it visible again.

Changing the order of objects

When two or more objects overlap, you can change the display order of these objects (which of the objects to display in the foreground, which in the background, etc.).

This can be accomplished as follows:

1. Select the desired object.
2. Open the **Object > Order** menu option to choose one of the following commands:

Bring to Front: Brings the object in front of all other objects.

Send to Back: Sends the object behind all other objects.

Bring Forward One Level: Brings the object forward by one level.

Send Backward One Level: Sends the object back by one level.

Grouping objects

When you *group* objects, they will behave like a single object, allowing you to modify the group just as if you were working with one object.

For example, when you select an object that is part of a group of objects, the whole group will be selected. When you move this object, the whole group will move.

In order to group objects, follow these steps:

1. Select the objects you want to group.

Hint: To select multiple objects, either click on individual objects while holding down the `Shift` key, or drag a frame around multiple objects.

2. Click the  icon in the object toolbar, or choose **Object > Group**.

Ungrouping grouped objects

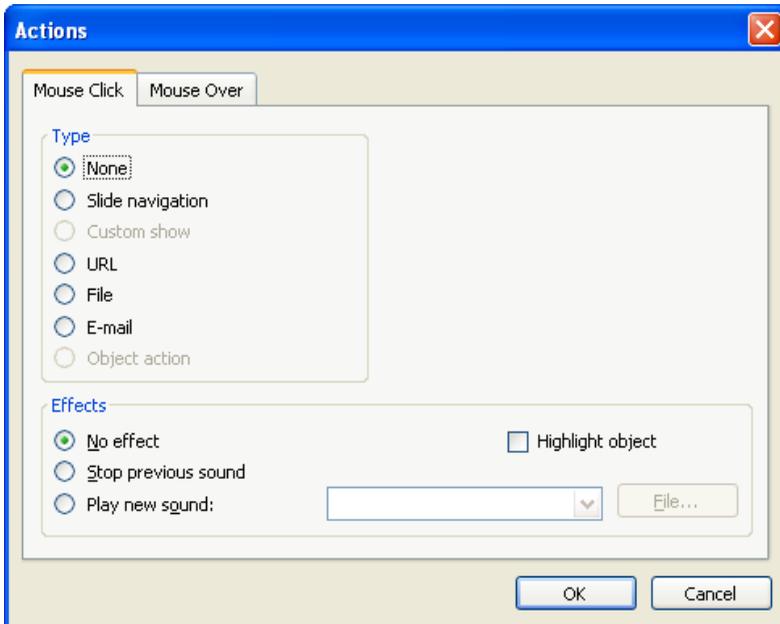
To ungroup objects that have previously been grouped, follow these steps:

1. Select the group by clicking on one of the grouped objects.
2. Click the  icon in the object toolbar again, or choose **Object > Ungroup**.

Adding object actions

You can set objects to perform certain *actions* when either the mouse is positioned over them or when they are clicked. This is done by selecting the object and choosing the **Object > Actions** command.

The following dialog appears:



There are two tabs on the dialog. The first tab, labeled **Mouse Click**, sets the behavior for when the left mouse button is clicked while the cursor is on the object. The second tab, labeled **Mouse Over**, sets the desired action for when the cursor is moved over the object. Both tabs have exactly the same options.

The **Type** pane allows you to set the action that happens when the object is clicked, as follows:

- The **None** option means that nothing occurs (although the **Effects** pane at the bottom of the dialog can still be used).
- The **Slide navigation** option allows you to make the presentation jump to another slide in the current presentation. When you select this option, a list of all the slides in the presentation appears to the right of the option.
- The **Custom show** option provides the ability to start a custom show. When you select this option, the list of available custom shows is displayed. See the “Custom shows” section (beginning on page 220) to learn how to set up a custom show.
- The **URL** option allows you to set a URL to load (if referencing a Web site, the default Web browser is launched outside Presentations). If you want to jump to a specific bookmark on that page, enter its name in the **Bookmark** box below.
- The **File** option allows you to open another SoftMaker Presentations file or to launch another application. You can also enter the path and name of a document; in that case, the application associated with it will start and open the specified document.
- The **E-mail** option allows you to send an e-mail using your default mail client outside of Presentations.
- The **Object action** option allows you to perform special actions for certain types of objects (for example, starting the playback of a media object).

The **Effects** pane can be used to set up effects, including adding sounds or highlighting the object, as follows:

- The default setting is **No effect**, which means that there will not be any sound effect when you click the object during the presentation.
- If the **Stop previous sound** option is checked, then whenever the object is clicked, any audio file currently playing will be stopped.
- The **Play new sound** option allows you to invoke a sound file to play whenever you click the object during the presentation. If this option is selected, the **File** button will bring up a window so you can browse to locate the sound file you want to use.
- The **Highlight object** option can be used to highlight the object on the slide when you click it during the presentation.

Note: Where references to “click the mouse” are used above, the same functions occur for “moving the mouse over the object”. You can choose which of these actions you want to use, based on which tab you define the effects on (the **Mouse Click** tab or the **Mouse Over** tab).

Changing the properties of objects

An object’s *properties* include size, fill style, line style, etc. The **Object > Properties** command provides one place to access all properties for editing or viewing.

To change an object’s properties, first select the object with a mouse click (placeholders, text frames, and table frames can be selected by clicking on the object’s *border* only). Then invoke the **Object > Properties** command to gain access to the associated dialog.

Hint: For most types of objects, double-clicking on the object (or its border) provides a quick alternative way to invoke this dialog.

The dialog contains several property sheets. You can switch among them by clicking on the index tabs.

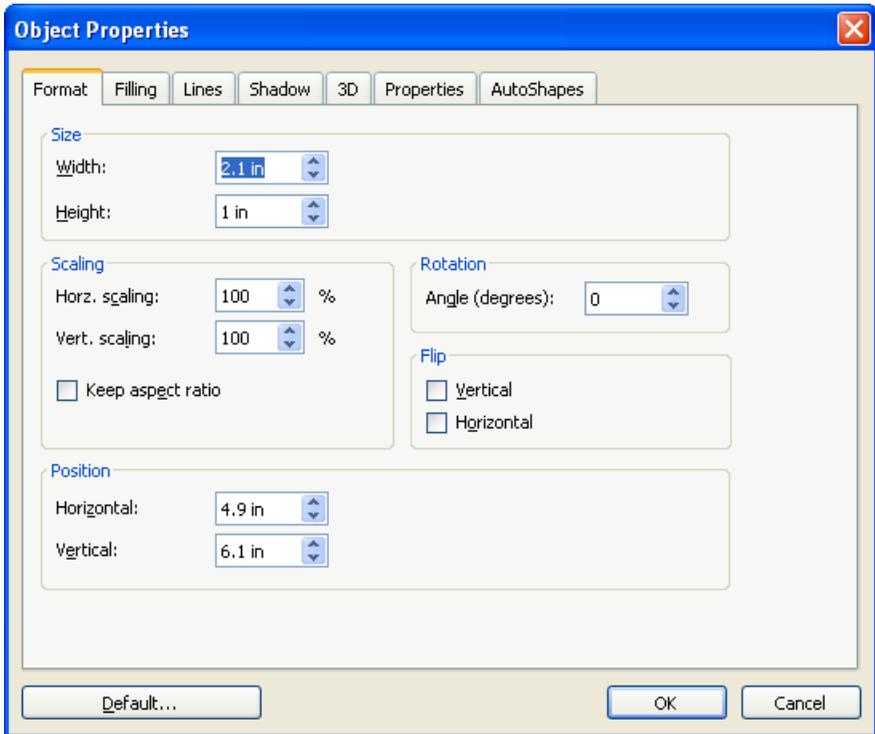
The following property sheets are available:

- Object properties, **Format** property sheet
- Object properties, **Filling** property sheet
- Object properties, **Lines** property sheet
- Object properties, **Shadow** property sheet
- Object properties, **3D** property sheet
- Object properties, **Properties** property sheet
- Additional property sheets

Note: Some of these property sheets are not available for certain object types.

Object properties, Format property sheet

Use the **Format** property sheet to modify the size and position of objects, rotate objects, or flip objects.



Options provided include:

- **Size and Scaling** group boxes

Used to alter the size of the object. Either enter the **Width** and **Height** of the object, or use the **Horz. scaling** and **Vert. scaling** boxes to enter the scaling factor as percentages.

If the **Keep aspect ratio** option is checked, modifying the object's height adjusts its width automatically, keeping the object proportional (and vice versa when modifying the object's width).

- **Position** group box

Used to place the object in a particular position. Simply enter the horizontal and vertical starting positions of the object.

- **Rotation** group box

Used for rotating the object by entering an angle in degrees. Not available for OLE objects and table frames.

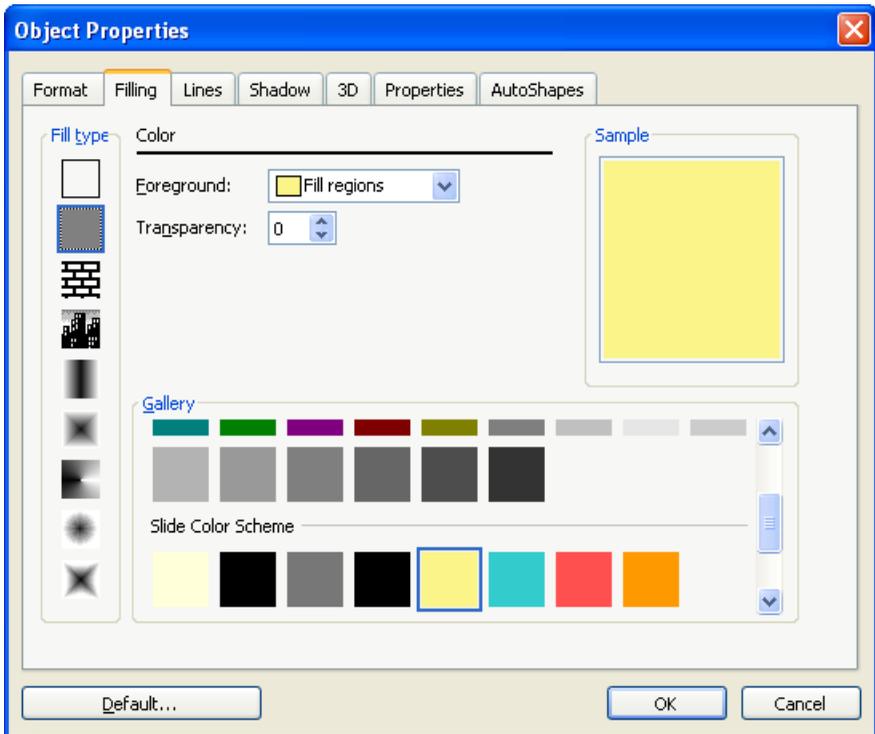
■ **Flip** group box

Used to flip the object. You need to check either **Vertical** if you want the object to flip vertically or **Horizontal** if you want the object to flip horizontally. Not available for OLE objects and table frames.

Object properties, Filling property sheet

Note: This property sheet is available only for certain types of objects. When applied to pictures, the filling will be visible only in pictures that contain *transparent* areas.

Use the **Filling** property sheet to modify the filling of objects as follows:



First, select the desired type of filling in the **Fill type** list. Based on the fill type selected, a series of options will be displayed. You can then change those settings for the chosen fill type, as desired.

The fill types and settings are described in order of the icons (shown above from top to bottom in the list) as follows:

■ **No filling**

If you select this fill type, the object will be transparent.

■ **Color**

Fills the object using a uniform color shade. To change the color, select it either in the **Gallery** displayed at the bottom of the dialog, or in the **Foreground** color list.

If desired, you can also change the **Transparency** of the fill as follows:

Windows permits transparency values between 0 (no transparency) and 100 (full transparency). If you set the value to 50, for example, the filling will have 50% transparency.

Under other operating systems, only the option **Semi-transparent** is available. It sets the filling to 50% transparency.

■ **Pattern**

Fills the object using a pattern. To specify the pattern, select the type of pattern in the **Gallery**. Then, select the desired colors for foreground and background.

■ **Picture**

Fills the object using a picture file. To select the picture file to be used, click the **Open** button to bring up a file selection dialog.

The **Position** group box allows you to specify how the picture is to be displayed: with the **Tile** option, multiple copies of the picture are arranged like tiles to fill the area of the object; with the **Stretch** option, the picture is automatically resized to match the size of the object.

■ **Linear gradient, Square gradient, etc.**

The lowermost five fill types in the list allow you to fill the object using a gradient. First, select the desired fill type. Then, select one of the subtypes in the **Gallery**.

If you want to change the gradient colors, click one of the triangles below the gradient bar (see image below). Then, select a color from the **Color** list.



Use the triangle on the left to change the start color and the triangle on the right to change the end color.

You can add additional colors to the gradient by double-clicking on the desired position in the gradient bar and selecting a color. To remove a color, double-click the triangle filled with that color.

The other options in the dialog let you fine-tune the gradient: **X offset** and **Y offset** determines where to start the gradient, and **Angle** rotates the gradient.

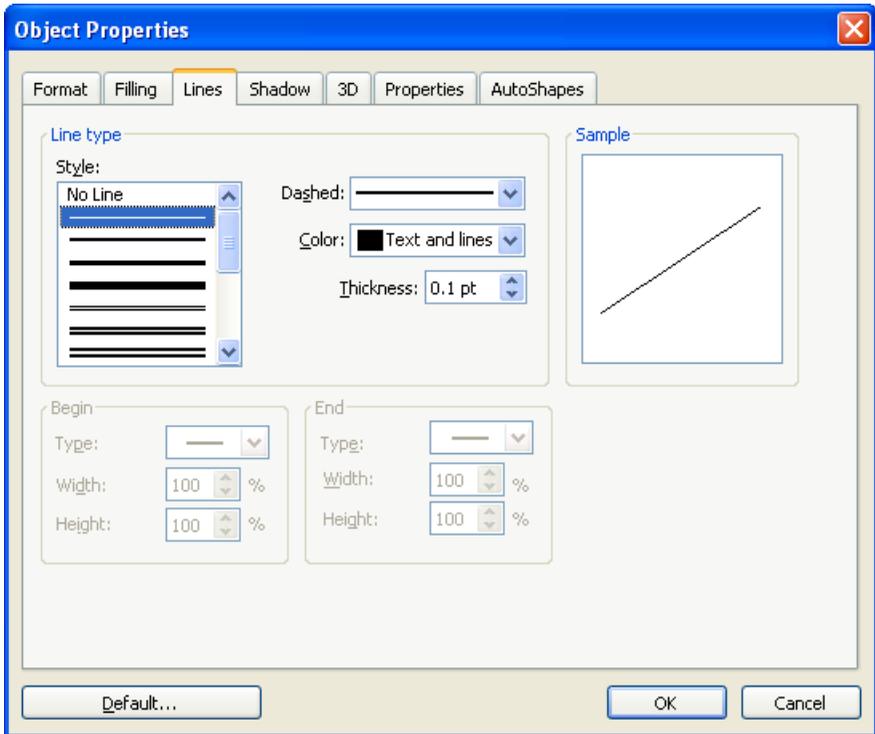
Hint: You can also modify these settings by moving or rotating the cross-hair displayed in the **Sample** field using the mouse.

If you check the **Double gradient** option, for example, a black-white gradient will become a black-white-black gradient.

Object properties, Lines property sheet

Note: This property sheet is available only for certain types of objects.

Use the **Lines** property sheet to modify the lines that encompass the object or its border lines as follows:



When applied to drawings, these settings affect the lines used to paint the object itself. When applied to other types of objects, the border lines surrounding the object are affected.

Options provided include:

- **Style**

Offers some pre-defined line styles to choose from.

- **Dashed**

Lets you determine if solid or dashed lines will be used.

- **Color**

Lets you change the color of the lines.

- **Thickness**

Lets you change the width of the lines (in points).

■ Begin and End

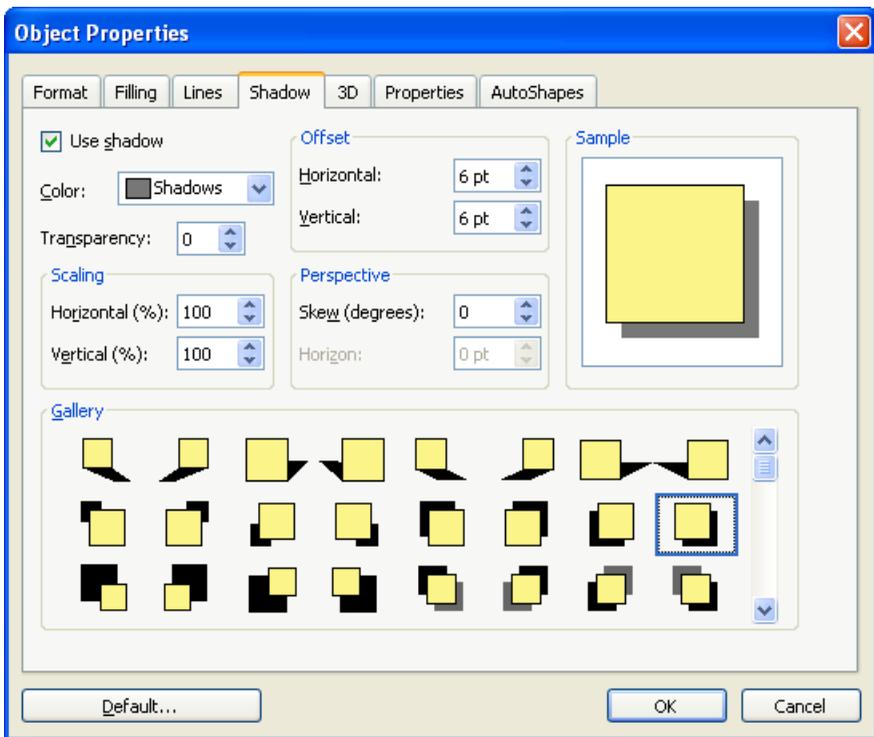
Available only for lines, curves and connectors.

If you select one of the symbols displayed here, it will be painted at the starting point or end point of the line. For example, if you select an arrow symbol for the end point, the line will look like an arrow. **Width** and **Height** settings are used for changing the width and/or height of the symbol.

Object properties, Shadow property sheet

Note: This property sheet is available only for certain types of objects. Furthermore, a shadow cannot be applied to an object that has a three dimensional (3D) effect associated with it (see next section for details regarding 3D effects).

Use the **Shadow** property sheet to add a shadow to the object as follows:



To create a shadow, activate the **Use shadow** option, and select one of the pre-defined shadow types from the **Gallery**. Then, modify shadow settings, as necessary.

Options provided include:

■ **Use shadow**

If this option is checked, a shadow will be applied to the object.

■ **Color**

Lets you change the color of the shadow.

■ **Semi-transparent**

Used for changing the **Transparency** of the shadow as follows:

Windows permits values between 0 (no transparency) and 100 (full transparency). If you set the value to 50, for example, the shadow will have 50% transparency.

Under other operating systems, only the option **Semi-transparent** is available. It sets the shadow to 50% transparency.

■ **Scaling**

Lets you change the size of the shadow.

■ **Offset**

Lets you move the shadow (relative to the object).

■ **Perspective**

Lets you modify the perspective of the shadow.

Note: If **Horizon** is a positive value, the shadow will be painted in front of the object, and if it is negative, the shadow will be painted behind the object.

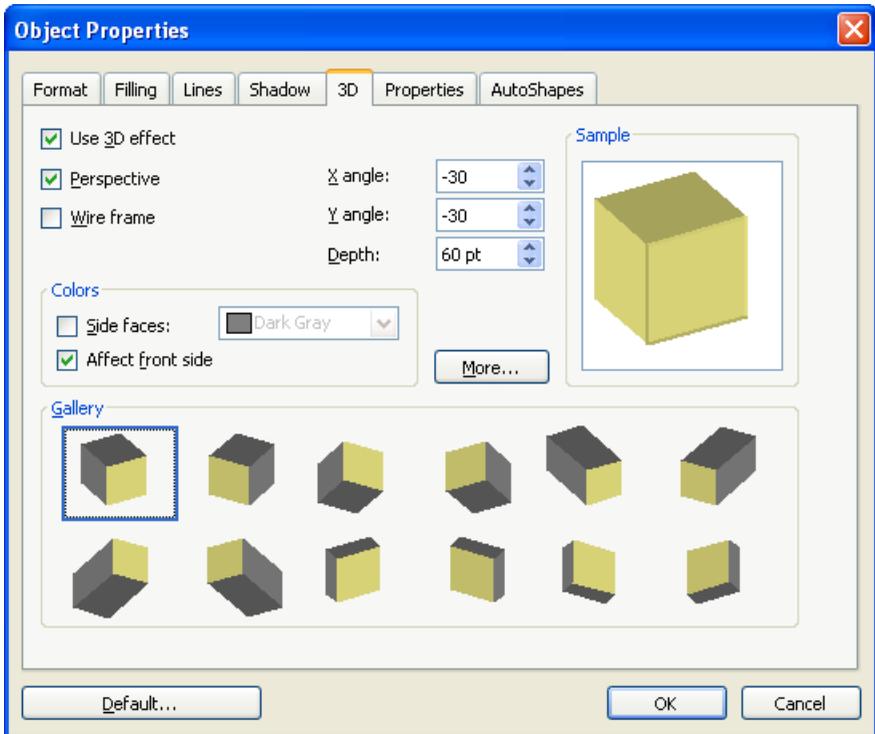
■ **Gallery**

Offers a variety of pre-defined shadow styles to choose from.

Object properties, 3D property sheet

Note: This property sheet is available only for text frames and drawings. Furthermore, a 3D effect cannot be applied to an object that has a shadow associated with it (see previous section for details regarding shadows).

Use the **3D** property sheet to add a three dimensional effect to the object.



To make an object three dimensional, activate the **Use 3D effect** option and select one of the pre-defined 3D effects from the **Gallery**. Then, modify settings for the selected 3D effect. The sample window allows you to view changes before you save them, which gives you the opportunity to try out a variety of options with ease.

Options provided include:

- **Use 3D effect**

If this option is checked, a 3D effect will be applied to the object.

■ **Perspective**

If this option is checked, the object will be rendered in perspective. Otherwise, it is rendered isometrically.

■ **Wire frame**

If this option is checked, the object will be painted to look like it is made of a wire frame.

■ **X angle, Y angle and Depth**

Lets you modify angles and depth of the 3D effect.

■ **Colors** group box

By default, the color used for the side faces of the object is determined automatically. To use a different color, activate the **Side faces** option and select the desired color.

If the **Affect front side** option is checked, the front side of the object will be lightened or darkened according to the lighting of the 3D effect. To change the lighting, click the **More** button.

■ **More** button

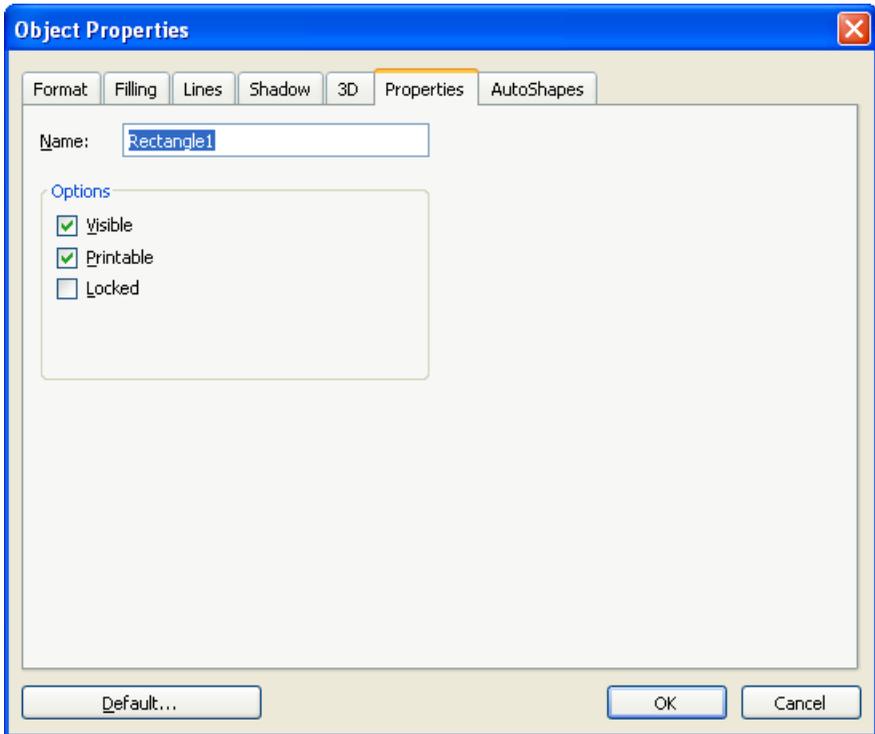
Click the **More** button to change the lighting of the 3D effect. An additional dialog box will appear. To change the position of the light source, click the corresponding position in the **Lighting** field. The other two options let you change the **Intensity** of the light source and the type of **Surface** to be simulated.

■ **Gallery**

Offers pre-defined 3D effect settings from which to choose.

Object properties, Properties property sheet

The **Properties** property sheet can be used to modify common object settings as follows:



Available options include:

■ Name

Presentations automatically assigns a unique name to every object you insert. If desired, you can change that name here.

Hint: The name of the current object is displayed in the object toolbar. If you click the name, a list of all objects in the document is displayed. If you click on one of these names, the corresponding object will be selected.

■ Visible

This option is checked by default. If you deactivate it, the object will no longer be visible on the screen and in shows. See also section “Hiding objects”, page 110.

■ Printable

This option is checked by default. If you deactivate it, the object will no longer print. See also section “Hiding objects”, page 110.

■ Locked

This option is NOT checked by default. If enabled, the object's position and size cannot be altered using direct manipulation (i.e., with the mouse). It is still possible, though, to open the object properties dialog and make changes there.

Additional property sheets

With some object types, additional property sheets are displayed. To learn more about these property sheets, see the section referring to each particular object type.

Text frames

Use *text frames* to insert text boxes into a document. Within text frames, you can enter, edit, and format text as desired.

For more information on working with text frames, see the pages that follow.

Inserting text frames

To insert a text frame, complete the following steps:

1. Choose **Object > New Text Frame** or click the  icon in the object toolbar.
2. With the mouse, drag a frame with the desired position and size in the document.

Alternatively, click where you want the upper left corner of the text frame to be placed. A frame with a default size will be inserted.

The text frame will now be created. You can create and edit text in the text frame by clicking into it and starting to type.

Changing the properties of text frames

To modify the properties of a text frame, first select the frame by clicking on the border that surrounds it. Then choose the **Object > Properties** command.

Hint: You can also double-click on the border of the text frame to invoke this command.

Options provided include:

Format, Filling, Lines, Shadow, 3D and Properties property sheets

These property sheets are present for virtually all object types. They contain the following options:

- **Format:** For editing the size and position of the object. For more information, see the “Object properties, Format property sheet” section, page 114.
- **Filling:** For changing the filling of the object. For more information, see the “Object properties, Filling property sheet” section, page 116.
- **Lines:** For adding border lines. For more information, see the “Object properties, Lines property sheet” section, page 118.
- **Shadow:** For adding a shadow. For more information, see the “Object properties, Shadow property sheet” section, page 120.
- **3D:** For adding a 3D effect. For more information, see the “Object properties, 3D property sheet” section, page 122.
- **Properties:** For modifying common settings, such as indicating whether or not an object should be visible or printable. For more information, see the “Object properties, Properties property sheet” section, page 123.

For text frames, the following additional property sheets are available in the dialog:

Inner text property sheet

This property sheet can be used to change settings affecting the text inside the frame. It provides the following options:

- **Inner margins** group box

Lets you modify the margins between text frame and inner text. If you check the **Automatic** option, Presentations will calculate them automatically.

- **Rotate by...** group box

Lets you rotate the inner text in 90 degrees increments.

■ Vertical alignment group box

Lets you change the vertical alignment of the inner text as follows:

Option	Function
Top	Align inner text at the top of the frame
Center	Vertically center text between top and bottom of the frame
Bottom	Align inner text at the bottom of the frame
Flush	Vertically justify text (so that it is evenly distributed between top and bottom of the frame)

AutoShapes property sheet

A text frame is actually an *AutoShape* that has been filled with text. *AutoShapes* are drawings with a pre-defined shape (for example, rectangles, ellipses, arrows, banners, callouts, etc.).

By default, the AutoShape used for text frames is a simple rectangle. To use a different shape, select it on the **AutoShapes** property sheet. Click on a category in the list on the left, and then click the desired AutoShape.

To learn more about AutoShapes, refer to the “Drawings” section, page 154.

Placeholders

When you create a new presentation, the first slide displays two areas containing dashed borders for entering text. These areas are called *placeholders*.

Every time you add another slide to your presentation, a dialog appears where you can choose between several different slide layouts. These layouts differ in the number of placeholders they contain and in the types of placeholders used.

The following types of placeholders are available in Presentations’ slide layouts:

■ Title placeholders

Title placeholders can be filled only with text. Use them to enter a title for the slide. Most slide layouts contain a title placeholder at the top of the slide.

■ Generic placeholders

Generic placeholders can be filled with *either* text *or* an object (table, picture, media clip or OLE object). They are the most versatile type of placeholders and can be found in most slide layouts.

■ Special placeholders

Special placeholders are a special case: They not used in Presentations' slide layouts, however, they can appear in older MS PowerPoint files that you open. You can fill these placeholders only with *one specific* type of object. There are, for example, picture placeholders (for pictures only), table placeholders (for tables only), etc.

Details on the different placeholder types and their features are provided in the sections that follow. More information about managing the formatting of placeholders across all slides in a presentation can be found in the chapter entitled “Working with masters” (beginning on page 97).

Inserting placeholders

Unlike other objects (picture frames, text frames, etc.), placeholders can *not* be inserted into a slide directly.

Placeholders are only available through Presentations' pre-defined slide layouts that you can apply to a slide. Each slide layout contains a different number and arrangement of placeholders. To change the layout of a slide, choose the **Slide > Slide Layout** command and select the desired layout.

For more information on slide layouts, see the section “Changing the slide layout”, beginning on page 79.

Editing placeholders

In this section, you will learn how to edit the content of the different types of placeholders.

Title placeholders

Title placeholders can be filled with text only. Most slide layouts contain a title placeholder at the top of the slide to provide a means of entering a title.

Click to add title

A title placeholder

A title placeholder is an area designated by dashed border lines with the text “Click to add title” in the center. To enter text, click within the placeholder, and you can begin typing immediately.

Generic placeholders

Generic placeholders can be filled with *either* text *or* an object (table, picture, media clip or OLE object). They are the most versatile type of placeholder and can be found in most slide layouts.

• Click to add text



A generic placeholder

To add content to a generic placeholder, proceed as follows:

- In order to add *text* to a generic placeholder, click on the “Click to add text” request displayed at the top of the placeholder and start typing.

Note: As opposed to text frames, text in a placeholder is pre-formatted to handle bulleted lists. You can simply type in some text for each bulleted item and press the **Enter** key . For more information on bulleted lists, see the “Bulleted lists” section (beginning on page 200).

- If, on the other hand, you would like to insert an *object* instead of text, click on one of the four icons displayed in the center of the placeholder. The icons can be used to insert the following types of objects (from left to right):

Table: For inserting a table. You will be prompted to enter the number of rows and columns for the table.

Picture: For inserting an image. A dialog box is displayed for you to select the image file to use.

Media clip: For inserting a movie or sound object. A dialog box is displayed for you to select the file to use.

OLE object: For inserting an OLE object. A dialog box is displayed prompting you to either create and add a new OLE object or to select an existing file.

Special placeholders

Special placeholder can be filled with *one specific* type of object only. There are, for example, picture placeholders (for pictures only), table placeholders (for tables only), etc.

You will find such placeholders only in older MS Powerpoint files (created with Powerpoint 2003 and older). For compatibility reasons, Presentations still fully supports these types of placeholders, though they have been replaced by generic placeholders, as described above, in PowerPoint 2007.



A picture placeholder

To add content to such a placeholder, follow the instructions given inside the placeholder. For example, in picture placeholders, the text “Double-click to add picture” is displayed. When you do that, a dialog box for selecting the image file to display is opened.

Changing the properties of placeholders

To modify the properties of a placeholder, select it by clicking on its border and choose the **Object > Properties** command.

The options available in the dialog depend on the content of the placeholder. For more information on each option, see the following sections:

Content	See section ...
Text	“Changing the properties of text frames” (page 125)
Table	“Formatting tables” (page 146)

Picture	“Changing the properties of pictures” (page 133)
Media object	“Changing the properties of media objects” (page 152)
OLE object	“Changing the properties of OLE objects” (page 139)

Resetting placeholder properties

Since each slide layout has pre-defined placeholders, the original properties can be restored at any time to quickly remove changes you made. To do so, select the placeholder(s) of interest, choose the **Object > Placeholder** command and select any of the following options:

- **Reset Object Properties:** Resets all properties of the placeholder to the original state, except text formatting, size, and position.
- **Reset Text Properties:** Resets any character and paragraph formatting.
- **Reset Size and Position:** Resets the size and the position of the placeholder.
- **Reset All Properties:** Resets all three of the settings mentioned above (object properties, text properties, size and position).

Pictures

SoftMaker Presentations allows you to easily insert a wide range of image formats into any of your slides. Among others, Presentations supports .gif, .jpg, .png, .bmp, .tif, and .wmf file formats. For details on working with pictures, refer to the sections which follow.

Inserting pictures

To place an image on the current slide, complete the following steps:

1. Choose **Object > New Picture Frame** or click the  icon in the object toolbar.
2. With the mouse, drag a frame with the desired position and size in the document.

Alternatively, click where you want the upper left corner of the picture to be placed. The picture will be inserted in its original size.

3. A dialog box pops up, letting you browse and select the picture file to be inserted. Choose the desired picture file, and click **OK**.

The picture will now be inserted.

Options

Options provided in the **Object > New Picture Frame** dialog include:

■ Save within document

Check this option if you want the picture file to be saved within the document. If you do not check this option, only a link is preserved, and you will need to make sure the link remains accurate so that your file will be displayed correctly when you open the document.

Note: Saving pictures with the document can significantly increase the size of the document.

■ Copy to document's folder

If this option is checked, Presentations will create a copy of the picture file (in the folder where the document is stored) and use this copy instead of the original file.

This option is not available if the document has not yet been saved.

Inserting a picture from the clipboard

You can also insert a picture that you have created with a graphics application, once you have copied it from that program into the clipboard.

To do this, proceed as follows:

1. In your graphics program, either open an existing picture, or create a new one.
2. Copy the picture into the clipboard with the program's **Edit > Copy** command.

Note: In some graphics programs, you must select the picture first.

3. Switch to Presentations.

4. Insert the picture using **Edit > Paste**.

When a picture is inserted in this manner, it is saved in the document as a fixed copy. Thus, if you later use your graphics program to modify the original picture, the modifications you make there will have no effect on the copy contained in the Presentations document.

Scanning pictures

Note: This feature is available in the **Windows** version of Presentations only.

If you have a TWAIN-compatible scanner connected to your computer, pictures can be scanned directly into SoftMaker Presentations.

To scan a picture, complete the following steps:

1. Power up the scanner and insert the image to scan.
2. Choose **File > Acquire**.

Presentations will now start the image acquisition. When it is finished, the scanned image will appear as a new picture frame in your document.

Selecting another source

If multiple TWAIN-compatible devices are connected to your computer, **File > Select Source** gives you the ability to select the source that contains the image you would like to acquire when using the **File > Acquire** command

Changing the properties of pictures

To modify the properties of a picture frame, select it and choose the **Object > Properties** command.

Hint: This command can also be invoked by simply double-clicking the picture.

Options provided include:

Format, Filling, Lines, Shadow, and Properties property sheets

These property sheets are present for almost all object types. They contain the following options:

- **Format:** For changing the size and position of the object. For more information, refer to the “Object properties, Format property sheet” section, page 114.
- **Filling:** For changing the filling of an object. Only visible in pictures containing transparent areas. For more information, refer to the “Object properties, Filling property sheet” section, page 116.
- **Lines:** For adding border lines. For more information, refer to the “Object properties, Lines property sheet” section, page 118.
- **Shadow:** For adding a shadow. For more information, refer to the “Object properties, Shadow property sheet” section, page 120.
- **Properties:** For modifying common settings, such as indicating whether or not an object should be visible or printable. For more information, refer to the “Object properties, Properties property sheet” section, page 123.

For pictures, the following additional property sheet is available in the dialog:

Picture property sheet

Use this property sheet to change the following settings:

- **Colors** group box

Original colors: The picture will be displayed in its original colors.

Grayscale: Colors are reduced to grayscales.

B/W: Colors are reduced to black and white. To use different colors, change **Foreground color** and **Background color**, as desired.

- **Cropping** group box

To crop the picture, enter percentage values in the appropriate input fields.

- **Settings** group box

To change brightness, contrast or the gamma value (a color-balance adjustment that affects the brightness) of the picture, enter percentage values in the appropriate input fields.

■ **Transparent color** group box

Lets you modify the transparency settings of the image as follows:

Detect automatically: Uses the transparency settings stored in the picture file.

Note: Only files in GIF or PNG format can contain transparency settings.

No transparency: Ignores the transparency settings stored in the picture file.

Even pictures containing transparent areas will not be displayed transparently.

Color: Lets you choose the color to be displayed transparently. For example, if you select white, all white areas of the picture will become transparent.

■ **File** button

To use a different picture file, click this button and choose a new file.

■ **Export** button

You can use this button to export a picture, saving a copy of it on your hard disk under any file name you specify.

Note: This button is available only for pictures that are saved in the document.

If you check the **Create link to file** option, Presentations first copies the picture from the document to a file and then removes the picture from the document, replacing it with a reference to the new file. Thus, the picture is no longer saved in the document.

OLE objects

Note: OLE objects are available only with the **Windows** version of Presentations.

SoftMaker Presentations for Windows allows you to embed objects, created with other applications (such as drawings, pictures, etc.), into your document.

For example, from within Presentations, you can use **Object > New OLE Object Frame** to start the Windows *Paint* program and then draw something. When you exit Paint, the drawing appears in the Presentations document as an embedded document.

A tremendous advantage of this feature is that you can edit the drawing in the Presentations document. Simply by double-clicking on it, Paint will restart automatically. When you have finished editing and closed Paint, your changes will be imported by Presentations.

For this feature to work, the application invoked from Presentations must support *OLE*. OLE stands for “Object Linking and Embedding”. The object that is imported from the other application into Presentations is called an *OLE object*.

Depending on your preference, you can either *embed* an OLE object in a document or insert it in the form of a *link* to a file. In making a determination, consider the following:

- When **embedding** an OLE object, the object is *newly created* inside another program and then managed *permanently* within the Presentations document. Thus, it exists only in the Presentations document.
- **Linking** works in a similar way, except that in this case the OLE object (the drawing, picture, etc.) exists as a separate file. You insert into the Presentations document only a *link* to this file. If you subsequently use another program to change something in this file and then open the Presentations document containing it, your changes will be visible in the document. Thus, in this case, the Presentations document does not contain the OLE object itself, but only a replica of the object.

Additional information is provided on the following pages.

Embedding OLE objects

Note: The use of OLE objects is possible only with the **Windows** version of Presentations.

The **Object > New OLE Object Frame** command embeds an object that you create with another application into your Presentations for Windows document. After it has been embedded, such an object can still be edited using the application that originally created it.

The command opens a dialog box containing a list of all the applications that can provide OLE objects. The entries displayed in the list depend on the OLE-capable programs installed on your system.

Selecting “Paintbrush Picture”, for example, will open the Windows *Paint* program (called *Paintbrush* in some versions of Windows). You can then create a picture.

When you subsequently exit Paint, the picture is embedded in the slide. You can edit this picture whenever you wish simply by double-clicking on the picture.

Step by step, the procedure for embedding an OLE object is as follows:

1. Choose **Object > New OLE Object Frame**.
2. With the mouse, drag a frame with the desired position and size in the document.

Alternatively, click where you want the upper left corner of the object to be placed. The object will be inserted in its original size.
3. A dialog box pops up, letting you select the type of OLE object to be inserted. Only objects provided by OLE compatible applications are listed.
4. Click **OK**, and the corresponding application will be started.
5. From within the application, create the object.
6. Exit the application.
7. If the application displays a dialog box asking if you want to update the object in the Presentations document, click **Yes**.

The OLE object created in the other application is now embedded in the Presentations document.

Acquiring an OLE Object from a file: You can embed not only a newly created OLE object, but also an object acquired from a file that has already been created by another application. For details on how this can be done, see the next section.

Acquiring an OLE object from a file

If you do not want to create a new OLE object, but want to embed an existing file (created previously in another application) as an OLE object, you still invoke the **Object > New OLE Object Frame** command. However, instead of choosing the option **Create New** in the dialog, you select the **Create from File** option.

With this selection, the options in the dialog are different. Instead of the **Object Type** list, a **File** entry field is displayed. Here, enter the full file name of the document file, or click on the **Browse** button to bring up a dialog box that will enable you to search your hard disk for the file.

When you have specified a file and confirmed with **OK**, the file is inserted as an OLE object.

When the OLE object is being inserted, Windows checks the file name extension to see if it is associated with a program that can be started. If the file name extension is not registered, the embedded file is merely represented by a symbol. On the other hand, if Windows can relate the file name extension to an OLE-capable program, the content of the embedded file is displayed.

Creating a link to the original file

The dialog box described above provides an additional option that allows you to specify whether the object to be inserted from the file should be *embedded* in or *linked* to the document. If you leave the **Link** option unchecked, Presentations inserts a copy of the file into the document as an OLE object and saves this copy in the document – thus, the object is *embedded* in the usual way.

On the other hand, if you check the **Link** option, Presentations inserts the OLE object in the form of a link to the original file. In this case, if you should ever modify the original file with another application and then reopen the Presentations document that contains the link to this file, the OLE object will appear modified accordingly – thus, the OLE object remains *linked* to the original file.

Editing OLE objects

Tip: To edit an OLE object, simply double-click on it. The object will be opened immediately in its native application, where it can be edited.

Alternatively, you can use the menu to edit an OLE object. Proceed as follows:

1. Click on the OLE object to select it.
2. Invoke the **Edit** menu. At the bottom of the menu, you will find an item that refers to the object by name (for example, **Bitmap object**). Selecting this menu item opens a sub-menu containing all the OLE commands that are available for this OLE object. Invoke the **Edit** command to edit the object.
3. The application associated with the OLE object now starts. Make the desired changes there.

To return to Presentations, simply exit the object's source application. When exiting some applications, you will be asked if you want to update the object in the Presentations document. Answer "Yes"; otherwise, your changes will be discarded.

Editing links to OLE objects

If you acquire an OLE object from a file with the **Link** option checked (see the “Acquiring an OLE object” section), you can edit the resulting link to the source file with the **Edit > Link** command.

When you invoke this command, a dialog box appears and displays a list of all the existing links in the current document. When you select a link from the list, the name and type of the source file to which the link refers are displayed in the lower part of the dialog box.

The dialog’s buttons allow you to perform the following functions:

Button	Function
Update Now	Updates the OLE object. Use this button if the source file has been modified by another program and the changes are not visible in the SoftMaker Presentations document.
Open Source	Starts the application associated with the OLE object, allowing you to edit the object in the application. Tip: Double-clicking on the object has the same effect.
Change Source	Lets you select a different file as the source for the OLE object (see also the section entitled “Acquiring an OLE object” beginning on page 137).
Break Link	Cuts the link to the source file. As a result, the object is embedded permanently in the Presentations document. Changes to the source file no longer have any effect on the document. However, the object can still be edited by double-clicking on it.

Changing the properties of OLE objects

To modify the properties of an OLE object frame, select it and choose the **Object > Properties** command.

Options provided include:

Format, Filling, Lines, Shadow, and Properties property sheets

These property sheets are present for almost all kinds of objects. They contain the following options:

- **Format:** For changing the size and position of the object. For more information, refer to the “Object properties, Format property sheet” section, page 114.
- **Filling:** For changing the filling of the object. Not supported by all OLE applications. For more information, refer to the “Object properties, Filling property sheet” section, page 116.
- **Lines:** For adding border lines. For more information, refer to the “Object properties, Lines property sheet” section, page 118.
- **Shadow:** For adding a shadow. For more information, refer to the “Object properties, Shadow property sheet” section, page 120.
- **Properties:** For modifying common settings, such as indicating whether or not an object should be visible or printable. For more information, refer to the “Object properties, Properties property sheet” section, page 123.

For OLE objects, the following property sheet is also available:

Picture property sheet

Use this property sheet to change the following settings:

- **Colors** group box

Original colors: The object will be displayed in its original colors.

Grayscale: Colors are reduced to grayscales.

B/W: Colors are reduced to black and white. To use different colors, change the **Foreground color** and **Background color**, as desired.

- **Cropping** group box

To crop the object, enter percentage values in the appropriate input fields.

- **Settings** group box

To change brightness, contrast or the gamma value (a color balance adjustment that affects the brightness) of the object, enter percentage values in the appropriate input fields.

Using Equation Editor objects

Note: The SoftMaker Equation Editor is available only for Windows.

This section on OLE objects concludes with information pertaining to the **SoftMaker Equation Editor**, which can represent mathematical formulas in graphical form.

Presentations communicates with the Equation Editor via *OLE*, as described in the previous sections. Thus, to add a graphical representation of a formula to your document, you insert an OLE object for which the Equation Editor is the source application.

To do this, proceed as follows:

1. Invoke the **Object > New OLE Object Frame** command.
2. Click on the position where you want to place the object.
3. Select the **SoftMaker Equation Editor** entry from the **Object Type** list.
4. Confirm with **OK** to start the Equation Editor.
5. Create the desired formula.
6. When you have finished building the formula, simply exit the Equation Editor.

The formula is now embedded in the Presentations document as an OLE object.

You can edit objects created with the Equation Editor by double-clicking on them. Following a double-click, the Equation Editor is restarted and the formula object is opened in it. After you make the desired changes, simply close the Equation Editor again.

Moreover, you can change the properties of an Equation Editor object by selecting the object with a single mouse click and then invoking the **Object > Properties** command.

Information from the creators of the Equation Editor

The SoftMaker Equation Editor is a special version of the *MathType* program from Design Science. If you make frequent use of formulas in your documents, you might find that MathType itself is even better suited to your needs than the SoftMaker Equation Editor. While just as easy to use as the Equation Editor, MathType has a number of additional functions that can help you be more productive and create more complex formulas.

MathType is available in English, German, French and Japanese. You can obtain information about the purchase of MathType from your software distributor or directly from Design Science.

Design Science, Inc.
4028 Broadway
Long Beach, CA 90803
USA

Telephone (USA): (800) 827-0685 (for customers within the USA and Canada)
(562) 433-0685 (for international customers)
Fax (USA): (562) 433-6969
E-Mail (English): sales@mathtype.com
Internet: www.mathtype.com

Tables

The tables feature provides you with the capability to lay out certain parts of your slide in a tabular form to make them more legible.

To learn more about working with tables, refer to the sections that follow.

Inserting a table

To insert a table into a slide, complete the following steps:

1. Invoke the command **Object > New Table Frame**.
2. A dialog box allows you to specify the number of rows and columns for the table as follows:



Enter the number of rows and columns you think the table will need (you can add or delete rows and columns later).

3. When you click **OK**, Presentations changes the cursor to a table icon. Click on the starting location of the table on the slide, and drag the cursor to the appropriate size.

Tables can be resized and moved anywhere on the slide. To move the table, select it by clicking on any of its border lines. Then, drag it to the desired position.

Editing tables

You can enter, edit and format text within tables in the same manner as any other text. When you insert a new table, Presentations automatically places the text cursor in the first table cell, so that you can begin typing immediately.

You can type multiple lines of text within a cell because the lines will be broken automatically. You can begin a new paragraph inside a cell using the Enter  key. The heights of all the cells in a row will adjust automatically to the height of the current cell as its height increases.

To move the text cursor from one table cell to another, you can press the  key to move to the next cell, or  to move to the previous cell. To move the text cursor from row to row, use the arrow keys  and .

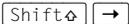
You can also click in any cell using the mouse, and that cell becomes active.

Note: The  key is not used for inserting tab stops within table cells. In tables, you enter *tab stops* not with , but with the key combination .

Selecting table cells and cell contents

Text selection *within* a table cell works just like normal text selection.

To select *complete* table cells, including all their content, click in the first cell to be selected, press and hold down the left mouse button and drag the selection to the last cell of interest.

Or, with the keyboard, select the whole cell content and then press  which will select the entire cell. To select additional cells, continue pressing  or .

There is an alternative way to select complete lines or column of cells: Invoke the **Object > Table > Select Row** command to select rows or the **Object > Table > Select Column** command to select columns.

Deleting, copying, moving cell contents

To delete, copy or move the contents of table cells, select the cells and then use the commands in the **Edit** menu as follows:

Command	Explanation
Delete	The Edit > Delete command (keyboard shortcut: Del) deletes the contents of all the currently selected cells.
Cut	The Edit > Cut command (keyboard shortcut: Ctrl X) cuts the contents of the selected cells and holds them in the clipboard.
Copy	The Edit > Copy command (keyboard shortcut: Ctrl C) copies the contents of the selected cells into the clipboard.
Paste	The Edit > Paste command (keyboard shortcut: Ctrl V) inserts the contents of the clipboard. Before using this command, position the text cursor in the desired cell.

Note: Notice that these commands apply only to the *contents* of the cells. So, when you select some cells and invoke, for example, the **Edit > Delete** command, only the contents of the cells are removed while the cells themselves remain as they were.

Deleting rows and columns

To delete rows and columns from a table, do not press the **Del** key, because this only deletes the contents of the table cells, not the table cells themselves. Instead, do the following:

1. Select the cells to be deleted.
2. Use the command **Object > Table > Delete Columns** (or **Delete Rows**).

The cells, together with their contents, are now removed.

Inserting rows or columns in a table

You can insert new rows or columns into a table by doing the following:

1. Position the text cursor in a cell in the table.
2. Invoke one of the following commands in the **Object > Table** menu:

Insert Rows above,

Insert Rows below,

Insert Columns to the left, or

Insert Columns to the right.

The new row or column is inserted accordingly.

Resizing rows and columns

By default, rows and columns are distributed evenly, resulting in all cells being the same size. However, you can change the width of the columns and/or the height of the rows, as desired, by dragging and dropping any of the inner or outer lines in the table.

If you later change your mind and decide that you want the columns and/or rows to be evenly distributed in your table, select the table and choose **Object > Table > Distribute Columns evenly** and/or **Distribute Rows evenly**.

Joining and splitting table cells

This section describes how you can *join* table cells (combine several cells to make one cell) and also *split* them (separate cells into multiple cells).

Joining table cells

You can join neighboring cells of a table to create a single cell as follows:

1. Select the cells to be joined.
2. Invoke the **Object > Table > Join Cells** command.

The cells are now combined into a single cell. The contents of the original cells are not lost; they are simply combined in the resulting cell. The content of each original cell is placed in a separate paragraph.

Splitting table cells

You can split table cells into smaller cells any time as follows:

1. Position the text cursor in the cell you want to split.
2. Invoke the **Object > Table > Split Cells** command.

3. A dialog box appears. Enter the number of rows and columns into which the cell should be split.
4. Confirm with **OK**.

The cell is now split based on the number of rows and columns specified.

You can select multiple neighboring cells before invoking the **Object > Table > Split Cells** command. When you do this, all the selected cells are split in a single step.

Formatting tables

The formatting options available for tables are split up as follows:

- **Cell properties** change the appearance of individual cells or a group of cells. Use them to modify the shading of a certain table row, for example.

To change the cell properties, select the cells of interest and choose the **Object > Properties** command.

- **Table properties**, on the other hand, change the appearance of the entire table. Use them to modify the border lines of the table, for example.

To change the table properties, you use the **Object > Properties** command as well, but select the *entire* table beforehand. For this purpose, click on the *border* of the table.

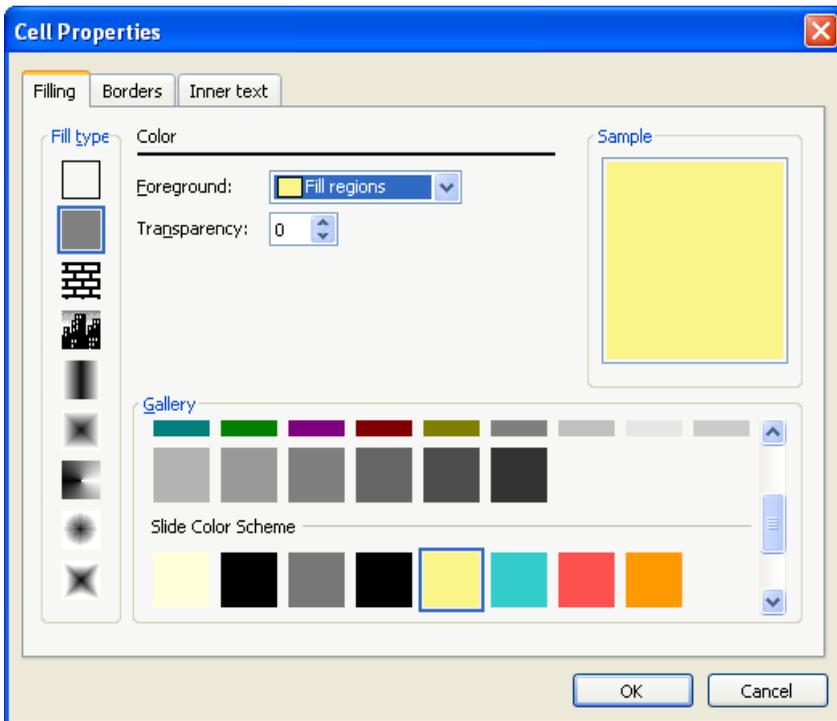
Details on the options available are provided in the sections that follow.

Changing cell properties

The **Cell Properties** dialog is used for modifying the properties of one or more selected cells within a table.

To open it, first highlight the specific cell or cells by clicking in a cell and dragging the mouse across the cell(s) you want to select. Then, use either the **Object > Properties** command or open the right mouse button menu and select the **Cells: Properties** option.

The following property sheets are displayed:

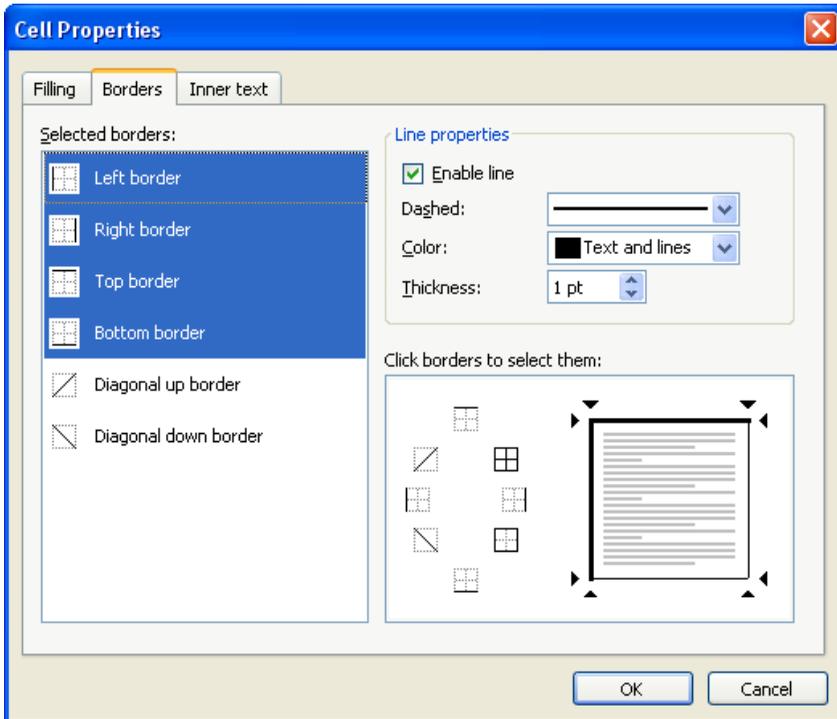


Filling property sheet

You can select from various fill types and colors if you want to fill in any cell or cells in your table. This property sheet provides the same functionality as the Filling property sheet for other objects. All options are described in detail in the “Object properties, Filling property sheet” section, page 116.

Borders property sheet

Use this property sheet to control the appearance of the border of the selected cell(s), as follows:



To modify border lines, complete the following steps:

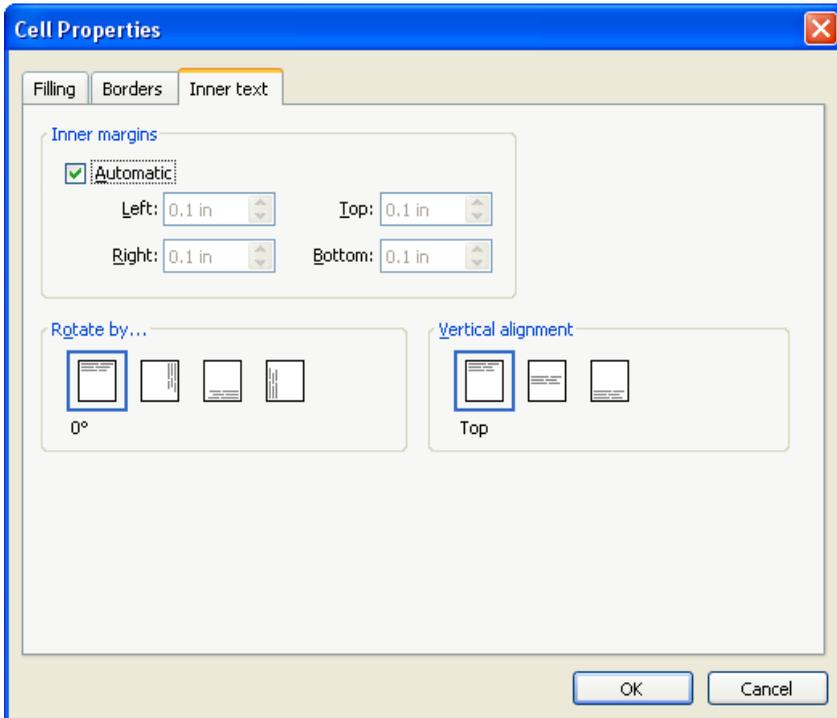
1. Select the border lines you want to change by clicking on them (see below). By default, all four outer border lines are pre-selected.
2. Select the desired line style from the **Line properties** pane. You can choose if the line should be dashed or solid, and specify the color and thickness in points.

To choose *which* lines to change, select or deselect the desired lines in the dialog *before* choosing a line style. For this purpose, click on them either in the list on the left, the miniature icons in the middle, or the preview on the bottom right. One click selects the line, another click deselects it. The preview in the bottom right indicates which lines are currently selected by showing small triangles around them.

Note: The inside horizontal and vertical border options are available only when you select more than one cell.

Inner text property sheet

Use this property sheet to change settings affecting the text inside the table cell(s), as follows:



■ Inner margins group box

Allows you to modify the margins between the cell borders and inner text. If you check the **Automatic** option, Presentations will calculate them automatically.

■ Rotate by... group box

Lets you rotate the inner text in 90 degrees increments.

■ Vertical alignment group box

Lets you change the vertical alignment of the inner text as follows:

Option	Function
Top	Align inner text at the top of the cells

Center	Vertically center text between the top and bottom of the cells
Bottom	Align inner text at the bottom of the cells
Flush	Vertically justify text (so that it is evenly distributed between the top and bottom of the cells)

Changing table properties

The **Table Properties** dialog is used for modifying the formatting of an entire table.

To open it, first select the table by clicking on one of its borders. Then, use either the **Object > Properties** command or open the right mouse button menu and select the **Table: Properties** option.

Hint: You can also double-click on the border of the table to invoke this command.

Options provided include:

Format, Filling, and Properties property sheets

These property sheets are available for virtually all types of objects. They contain the following options:

- **Format:** For changing the size and position of an object. For more information, refer to the “Object properties, Format property sheet” section, page 114.

Tip: Column widths and row heights can be changed with the mouse. To do so, drag one of the borders of a column or a row with your mouse.

- **Filling:** For changing the filling of an object. For more information, refer to the “Object properties, Filling property sheet” section, page 116.
- **Properties:** For modifying common settings, such as indicating whether or not an object should be visible or printable. For more information, refer to the “Object properties, Properties property sheet” section, page 123.

For table frames, two additional property sheets are available in the dialog as follows:

Borders property sheet

Use this property sheet to control the appearance of the table borders.

A detailed description of each option is available in the previous section (“Changing cell properties”).

Inner text property sheet

Use this property sheet to change settings affecting the text inside the table cells.

A detailed description of each option is available in the previous section (“Changing cell properties”).

Media objects

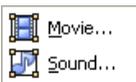
As with OLE objects, you can embed a media object (either a movie clip or a sound clip) into a presentation. The movie clip or sound clip must exist outside Presentations before you embed it in a slide.

To learn more about working with media objects, refer to the sections that follow.

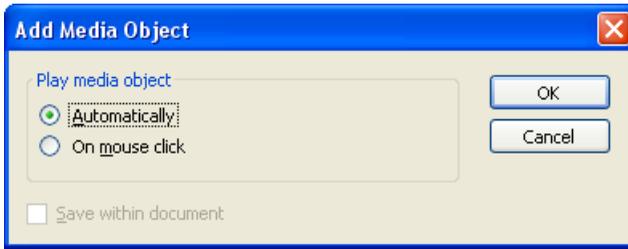
Inserting media objects

To add a media object to a slide, complete the following steps:

1. Choose **Object > New Media Object** and choose between the following two options:



2. A browser dialog appears as follows, allowing you to locate the media object for inclusion on your slide: Select the desired movie clip (or sound clip) and click on **OK**.
3. You will now be presented with the following dialog, allowing you to specify when the object should be played during your show:



You can choose to play the media object either **Automatically** (as soon as the slide displays) or **On mouse click** (upon clicking on the object in the show).

4. Click on OK to insert the object.

Playing media objects in the document window

When you are working within the document window of your presentation and want to play a media object for test purposes, simply use the right-mouse button context menu to select the **Play media** option.

Changing the properties of media objects

When you insert a media object, Presentations inserts an icon or image, which indicates that a sound or a movie clip was inserted at this location.

To modify the properties of this icon/image, or the properties of the media object itself, select the object and choose the **Object > Properties** command.

Hint: This command can also be invoked by simply double-clicking the object.

Options provided include:

Format, Filling, Lines, Shadow, and Properties property sheets

These property sheets are present for almost all object types. They contain the following options:

- **Format:** For changing the size and position of the object. For more information, refer to the “Object properties, Format property sheet” section, page 114.

- **Filling:** For changing the filling of an object. Only visible in objects containing transparent areas. For more information, refer to the “Object properties, Filling property sheet” section, page 116.
- **Lines:** For adding border lines. For more information, refer to the “Object properties, Lines property sheet” section, page 118.
- **Shadow:** For adding a shadow. For more information, refer to the “Object properties, Shadow property sheet” section, page 120.
- **Properties:** For modifying common settings, such as indicating whether or not an object should be visible or printable. For more information, refer to the “Object properties, Properties property sheet” section, page 123.

For media objects, the following additional property sheets are available in the dialog:

Picture property sheet

Use this property sheet to change the following settings of the image (or icon) representing the media object:

■ Colors group box

Original colors: The image/icon will be displayed in its original colors.

Grayscale: Colors are reduced to grayscales.

B/W: Colors are reduced to black and white. To use different colors, change **Foreground color** and **Background color**, as desired.

■ Cropping group box

To crop the image/icon, enter percentage values in the appropriate input fields.

■ Settings group box

To change brightness, contrast or the gamma value (a color balance adjustment that affects the brightness) of the icon or image representing the object, enter percentage values in the appropriate input fields.

■ Transparent color group box

Lets you modify the transparency settings of the image/icon representing the media object as follows:

Detect automatically: Uses the transparency settings stored in the picture.

No transparency: Ignores the transparency settings stored in the picture. Even pictures containing transparent areas will not be displayed transparently.

Color: Lets you choose the color to be displayed transparently. For example, if you select white, all white areas will become transparent.

- **Export button**

You can use this button to export the image/icon representing the media object, saving a copy of it on your hard disk under any file name you specify.

Media property sheet

This property sheet provides options related to the content of the media object, as follows:

- **Type**

A description of the media object type is provided by Presentations. This is not an updatable option; rather, it is simply used for informational purposes.

- **File**

The source path and file name of the media object is provided by Presentations. This is not an updatable option; rather, it is simply used for informational purposes.

- **Loop and Rewind**

Allows you to set the media object to play continuously (**Loop**) or automatically rewind when the object plays to completion.

Drawings

SoftMaker Presentations provides tools to create drawings in your documents. The following types of drawings are available:

- Lines
- Scribbles (freehand drawing)
- Curves
- Connectors (to connect objects, e.g., in flowcharts)
- Rectangles and ellipses
- AutoShapes (pre-defined shapes)

- TextArt objects (text effects – not available on Pocket and Windows CE devices)

To learn more about working with drawings, refer to the sections that follow.

Inserting drawings

To insert a drawing, choose the appropriate drawing tool and create the drawing.

For example, to insert a rectangle:

1. Choose **Object > New Drawing**, and select one of the drawing tools displayed in the sub-menu. In this example, you would choose **Rectangle**.

Alternatively, click one of the drawing tools displayed in the object toolbar.



2. With the mouse, drag a frame with the desired position and size in the document.

The rectangle will now be inserted.

The following types of drawings are available:

Lines

Use the **Line** tool  to draw straight lines.

To draw a line, press and hold the left mouse button and draw the line.

Hint: If you hold down the key while you draw, the line will be restricted to angles of 45 degrees.

Scribbles

Use the **Scribble** tool  to draw freehand.

To draw freehand, move the mouse to the starting point, press and hold the left mouse button, and start drawing as if using a pencil. To draw a straight line, release the mouse button and click on the desired position.

If you end your drawing at its starting point, it will automatically become a *closed* curve. To obtain an *open* curve, double-click on the desired end position.

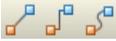
Curves

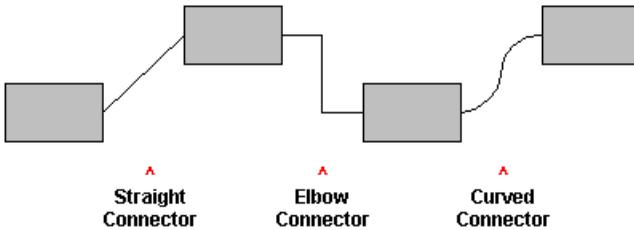
Use the **Curve** tool  to draw Bezier curves.

To create a curve, first click the starting point, and then click on as many other points as desired. The curve will automatically follow your clicks.

If you end your drawing at its starting point, it will automatically become a *closed* curve. To obtain an *open* curve, double-click the desired end position.

Connectors

Use one of the **Connectors** tools  to draw straight connectors, elbow connectors, or curved connectors between two objects.



To draw a connector, select one of these tools and move the mouse from one object to the next, with the left mouse button held down.

Hint: When you select a connector tool and point to an object, blue handles will appear, indicating where connectors can be attached.

Rectangles, rounded rectangles, and ellipses

Use the tools  to draw rectangles, rounded rectangles, or ellipses.

To draw one of these shapes, select either one of the tools and drag a frame with the desired position and size.

Hint: To draw squares and circles, keep the  key held down while you draw.

AutoShapes

Use the **AutoShape** tool  to draw AutoShapes. *AutoShapes* are drawings with a pre-defined shape (e.g., rectangles, ellipses, arrows, banners, callouts, etc.).

When you select this tool, a dialog box is displayed. Choose the desired AutoShape, click **OK**, and then drag a frame with the desired position and size.

Note: Some AutoShapes have special features, indicated by yellow triangles that are displayed when the AutoShape is selected. Drag one of these triangles to change the shape. For example, stars have triangles that let you change the size of their tines.

Hint: You can even add text to AutoShapes. It will be displayed inside the shape – just like in a text frame. To learn more about this feature, refer to the “Adding text to AutoShapes” section, page 157.

TextArt objects

Note: This feature is not available on Pocket PCs and Windows CE devices.

Use the **TextArt** tool  to insert TextArt objects. *TextArt objects* are used to create text effects.

When you select this tool, a dialog box is displayed. Enter the desired text and click **Variants** to choose one of the pre-defined text effects. Then, click **OK**, and drag a frame with the desired position and size.

Adding text to AutoShapes

As mentioned previously, you can add text to an AutoShape, if desired. The text is then displayed inside the AutoShape – exactly as it would be in a text frame.

To add text to an AutoShape, complete the following steps:

1. Select the desired AutoShape.
2. Right-click it to open the context menu.

3. Choose the **Add Text** command.

You can now type text inside the AutoShape.

Hint: There's a faster way to add text to an AutoShape: First select the AutoShape with a mouse click, then simply start typing.

If you want to change the formatting of the text, use the commands **Format > Character** and **Format > Paragraph** as usual.

To finish editing the text, click outside the AutoShape. To continue editing the text at a later time, click inside the AutoShape or choose the **Edit Text** command from the context menu.

Note: *Text frames*, which are described in an earlier section of this chapter, are really nothing more than AutoShapes (in this case, simple rectangles) to which text has been added. Thus, all the information in the section “Text frames” (beginning on page 125) applies with equal validity to text frames and to AutoShapes containing text.

Changing the properties of drawings

To modify the properties of a drawing, select it and choose the **Object > Properties** command.

Hint: This command can also be invoked by double-clicking the drawing.

The options provided include:

Format, Filling, Lines, Shadow, 3D, and Properties property sheets

These property sheets are present for virtually all object types. They include the following options:

- **Format:** For changing the size and position of the object. For more information, refer to the “Object properties, Format property sheet” section, page 114.
- **Filling:** For changing the filling of the object. For more information, refer to the “Object properties, Filling property sheet” section, page 116.
- **Lines:** For modifying the lines used to draw the object. For more information, refer to the “Object properties, Lines property sheet” section, page 118.

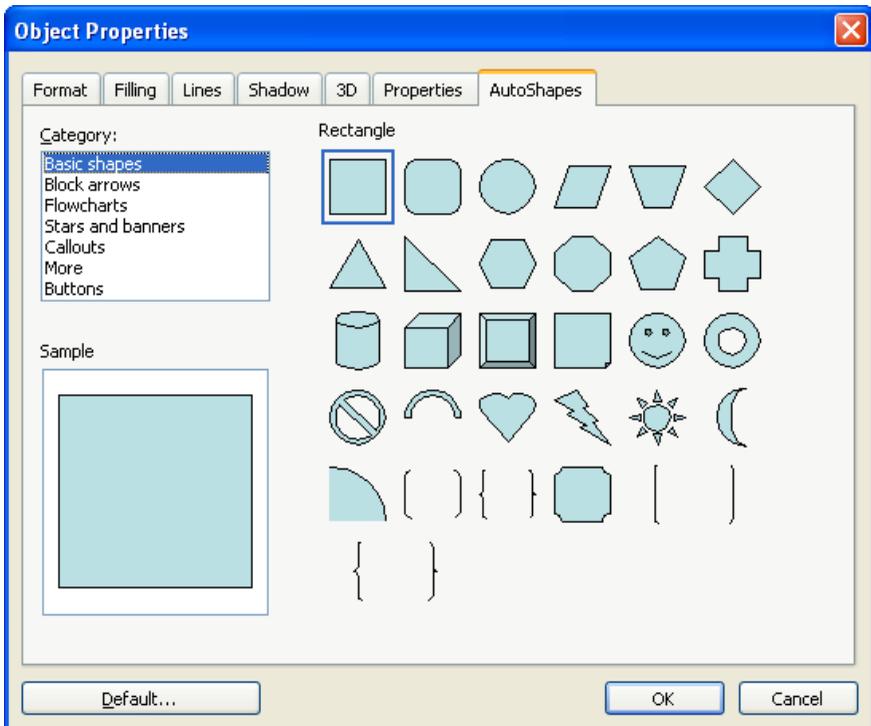
- **Shadow:** For adding a shadow. For more information, refer to the “Object properties, Shadow property sheet” section, page 120.
- **3D:** For adding a 3D effect. For more information, refer to the “Object properties, 3D property sheet” section, page 122.
- **Properties:** For modifying common settings, such as indicating whether or not an object should be visible or printable. For more information, refer to the “Object properties, Properties property sheet” section, page 123.

For certain types of drawings additional property sheets will appear on the dialog, giving you access to more options (as described on the following pages).

AutoShapes property sheet (available only for AutoShapes)

Use this property sheet to change the shape of an AutoShape.

To change the shape, click on a category in the list on the left, then click the desired AutoShape (see below).



Inner text property sheet (available only for AutoShapes with text added)

Use this property sheet to change settings affecting the text inside an AutoShape. This feature is only available if text has been added to the AutoShape (see the “Adding text to AutoShapes” section, page 157).

- **Inner margins** group box

Lets you modify the margins between AutoShape and inner text. If you check the **Automatic** option, Presentations will calculate suitable settings automatically.

- **Rotate by...** group box

Lets you rotate the inner text in 90 degree increments.

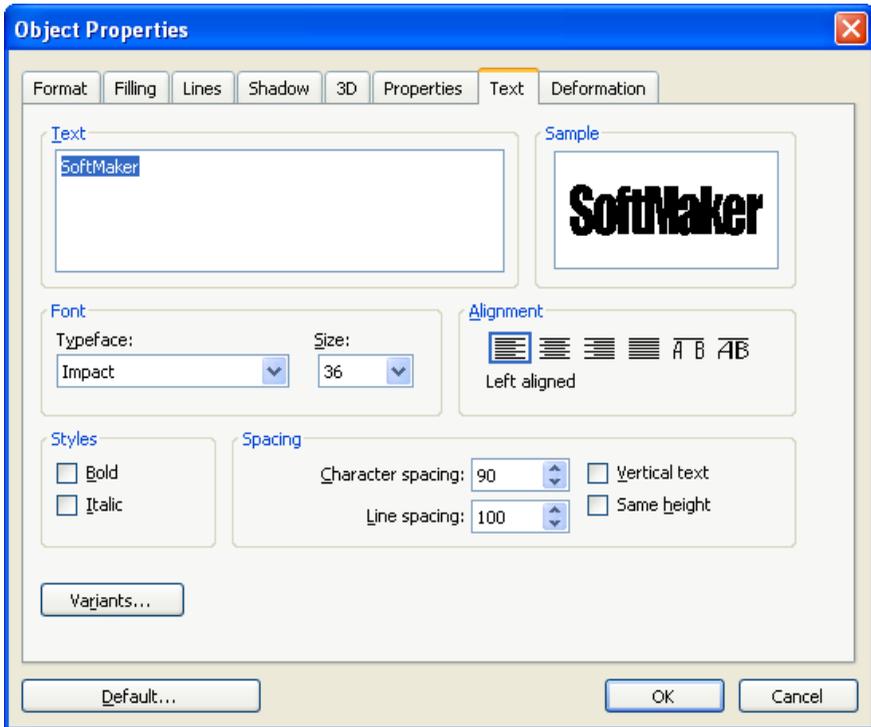
- **Vertical alignment** group box

Lets you change the vertical alignment of the inner text as follows:

Option	Function
Top	Align inner text at the top of the object
Center	Vertically center text between the top and bottom of the object
Bottom	Align inner text at the bottom of the object
Flush	Vertically justify text (so that it is evenly distributed between the top and bottom of the object)

Text property sheet (available only for TextArt objects)

Use this property sheet to edit or format the text displayed in a TextArt object as follows:



- **Text** input field

Use for editing the text to be displayed.

- **Font** group box

Use for modifying font and font size.

- **Style** group box

Use for applying the text styles **Bold** and **Italic**.

- **Spacing** group box

Use for defining spacing between characters and lines as follows:

To modify the **Character spacing**, enter a value in the corresponding input field. Values less than 100% will decrease the amount of space between letters and words; values greater than 100% will increase it.

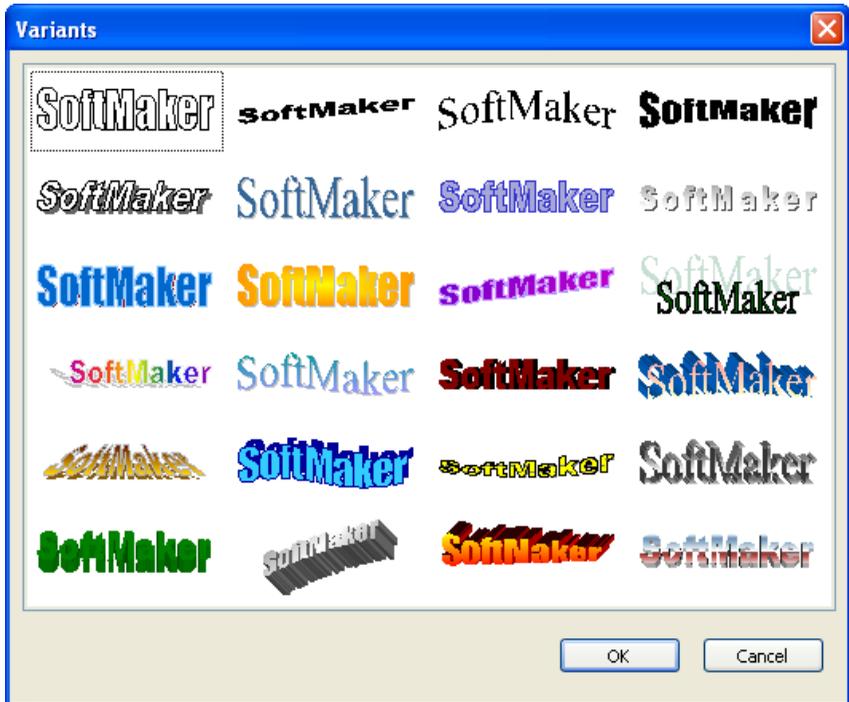
To modify the **Line spacing**, enter a value in the corresponding input field. Values less than 100% will decrease the amount of space between letters and words; values greater than 100% will increase it.

If you check the **Vertical text** option, the letters will be rotated by 90 degrees.

If you check the **Same height** option, the letters will be stretched to a uniform height.

■ **Variants** button

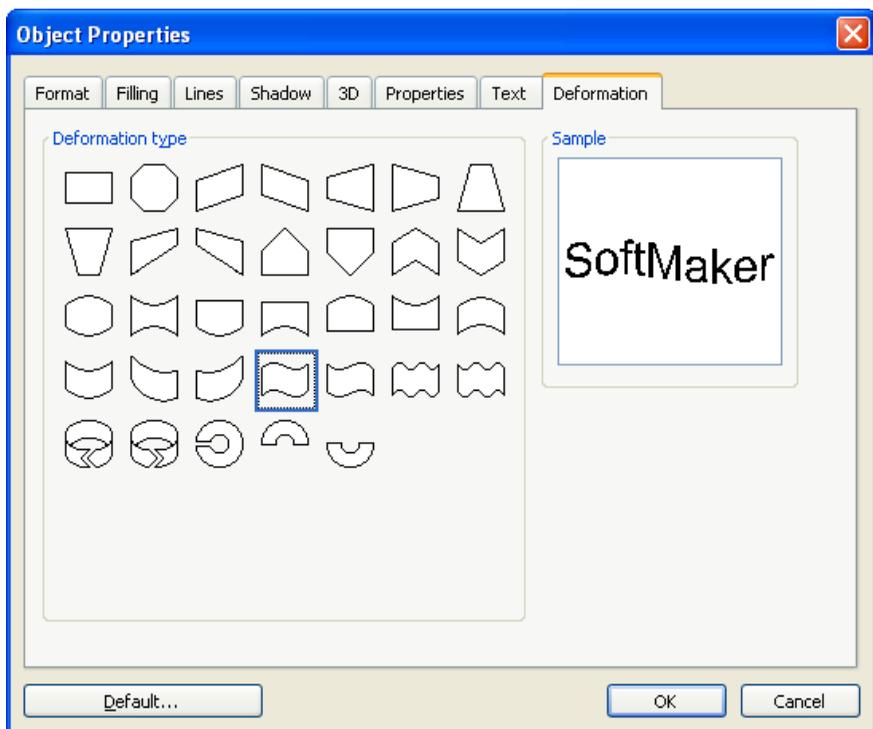
Use to select from a variety of pre-defined text effects as follows:



Deformation property sheet (available only for TextArt objects)

Use this property sheet to change the type of deformation used for a TextArt object.

To change the deformation type, simply click on one of the types displayed as follows:



Animations

While *slide transitions* impact the way one slide moves to the next (see section “Adding slide transitions”, page 92), *object animations* affect how single objects appear on the slide during the slide show.

Object animations allow you to add some extra flair to your presentation by giving you the ability to add special effects to your slides. Animations are dynamic and interesting, which help captivate your audience. Just make sure these effects are not overused.

With object animations, you have two general choices as to how to set them up: a) you can apply them *individually* to slide objects, or b) you can apply them to *every* placeholder on the slide using a “slide animation scheme”. Slide animation schemes may even include a matching slide transition effect.

This chapter covers information on working with object animations, including the following:

- **Object animation**

In the first section, you will learn how to add, edit, and manage animations for individual objects.

- **Animation properties**

There are various settings that you can use to adjust object animation effects. This section describes them in detail.

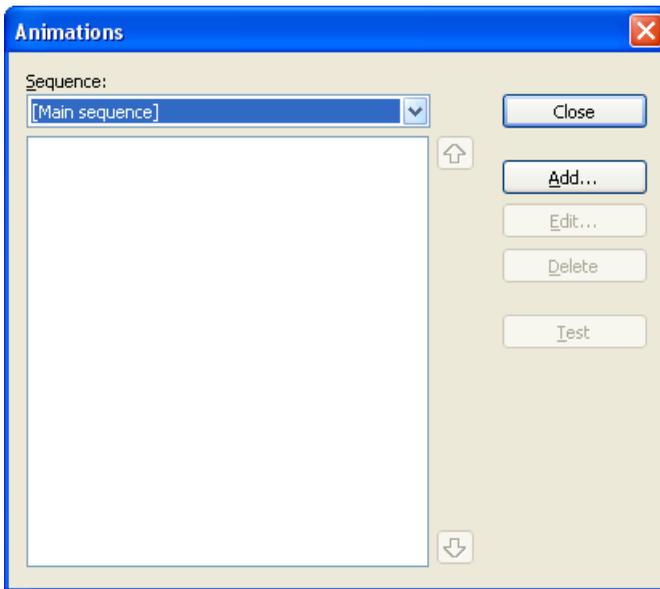
- **Slide animation schemes**

Slide animation schemes let you apply slide transitions *and* matching object animations to *all* objects on a slide or even the entire presentation. Learn more about this practical aid in the last section.

Object animation

Use the **Object > Animations** command to edit the animations added to the objects of a slide.

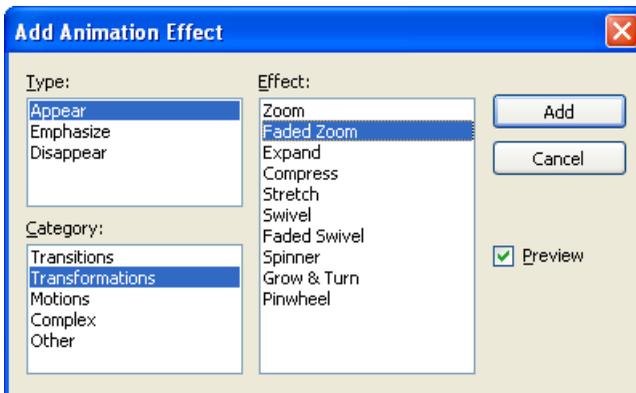
It displays the following dialog:



The dialog shows *all* animations currently assigned to the objects on the current slide. You can add new animations, or modify or delete existing animations, as described below.

Adding animations to an object

To add an animation to an object, select the object and click on the **Add** button in the **Object > Animations** dialog. This will display a list of all available animations as follows:



The **Type** selection box lets you select the type of the animation, as follows:

- **Appear** effects make objects invisible first and then let them appear on the slide (for example, by fading them in, or, by letting them “fly” into the slide).
- **Emphasize** effects change the appearance of objects to emphasize them (for example, by letting them flash in a different color or size for a moment).
- **Disappear** effects make objects disappear from the slide (for example, by fading them out, or, by letting them “fly” off the slide).

For media objects (movies or sounds), one additional type named **Media commands** is available in the **Type** selection box, providing effects to start, pause, or stop the media.

Each of the types has a number of categories for the animation effect, which are listed in the **Category** selection box. Each category is associated with a list of animation effects from which to choose from in the **Effect** list box.

To choose an effect, start by selecting the **Type**, then the **Category**, and then the specific **Effect**.

The **Preview** checkbox lets you see the effect of each animation on the selected object as you move through the dialog choices. This is useful for helping you locate the animation effect that best suits your needs.

Modifying and managing existing object animations

When you have added animations to objects, you can modify their behavior whenever desired.

For this purpose, choose the **Object > Animations** command again. As stated earlier, this command displays *all* animations added on the current slide. Select the animation of interest in the list box, and click on the **Edit** button. A dialog providing numerous additional options for “fine-tuning” the effect will appear. For more information on the options available, see the section “Animation properties”, beginning on page 169.

To remove an animation, select it and click the **Delete** button.

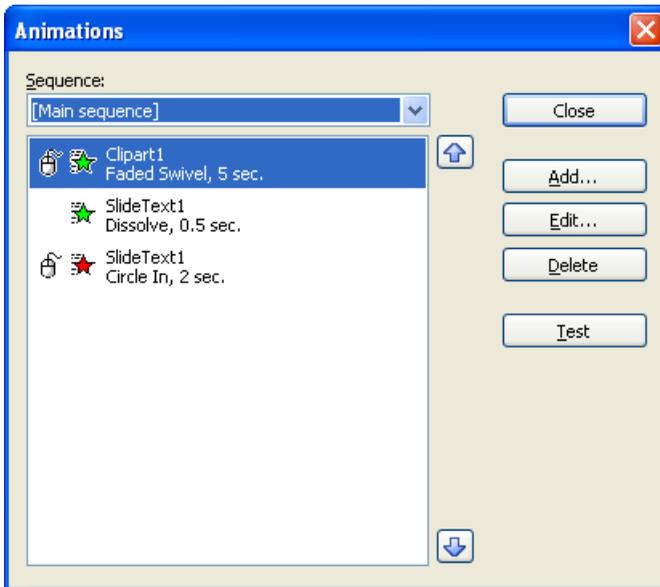
The arrows to the right of the list box are used to move selected animations up or down so that you can change their chronological order.

When you are selecting or modifying an animation, you can see it run on the screen by clicking the **Test** button.

The dropdown list **Sequence** provides access to animation sequences other than the main sequence, in case you have defined any. (Presentations allows you to create additional animation sequences that are executed only when a certain object is clicked. For more information, see the next section.)

Icons displayed in the Animations dialog

The list box shown in the **Object > Animations** dialog displays the name of the object the animation is associated with, the name of the animation effect, and the duration time.



The icons to the far left show what action triggers the animation to start (see also the next section):



The animation starts with a mouse click.



The animation begins after the previous animation.

(No icon) The animation starts together along with the previous animation.

The icons to the right of the start icons show the animation type:



Appear effect



Emphasize effect



Disappear effect

Additionally, the following icons may be displayed with media objects:



Play media object



Pause media object



Stop media object

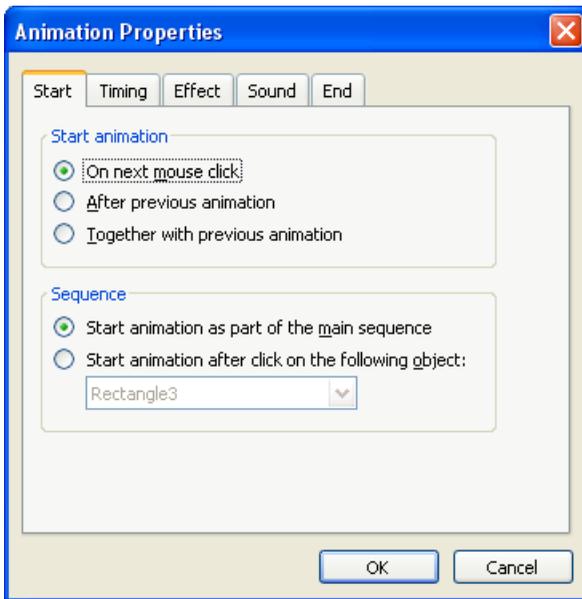
Animation properties

As described in the previous section, you can modify the animations for the objects on the current slide using the **Object > Animations** dialog. To do so, select the animation of interest there and click the **Edit** button.

A dialog providing the following options will display:

Start property sheet

This property sheet lets you control when to start the animation.



The settings on this property sheet include the following:

■ **Start animation:**

Controls when the animation begins. Options available are:

On next mouse click: The animation begins after a mouse click.

After previous animation: The animation begins as soon as a previous animation (if there is one) is finished.

Together with previous animation: The animation runs simultaneously with the previous animation.

Hint: If you want an animation to start automatically during the slide show, but it is the first one of a slide, just select **After previous animation** and it will launch automatically even though there is no previous animation on this slide.

■ **Sequence:**

Controls if the animations should be started as part of the main sequence or only when a certain object is clicked. Options available:

Start animation as part of the main sequence: The animation is a part of the main animation sequence for this slide, meaning that it starts *automatically*

(with or after a previous animation, or with a mouse click anywhere in the slide, depending on the options described above).

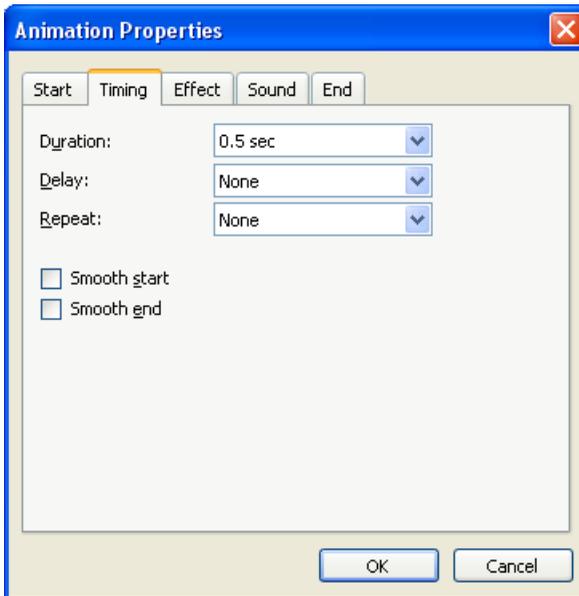
Note: The *main sequence* is the default sequence of animations for the current slide. It will be executed *every time* this slide is displayed in a show.

Start animation after click on the following object: The animation starts only *when you click on the specified object*. The dropdown list lets you select the object on the slide that, when clicked on, will launch the animation.

Note: Choosing this option will create an *additional* sequence of animations. It will only be executed when the chosen object is clicked during the presentation. To access this sequence in the **Object > Animations** dialog, select it in the **Sequence** list at the top of dialog.

Timing property sheet

This property sheet sets the amount of time the animation will take to complete, as well as any delay or repeat parameters.

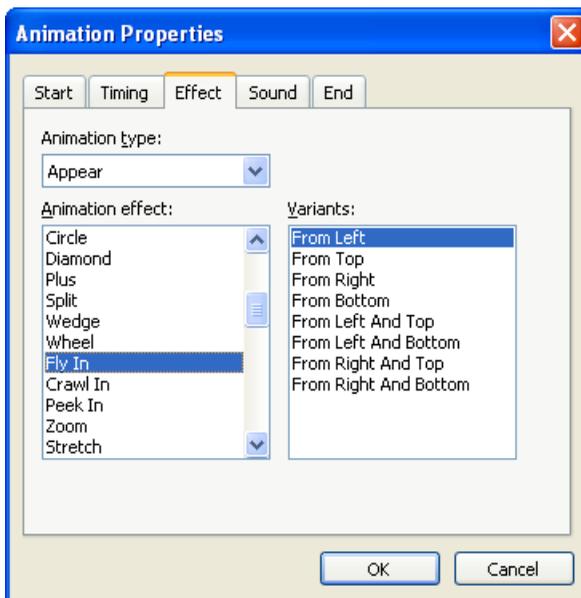


The settings on this property sheet include the following:

- **Duration:** Lets you specify how long the animation runs for before completion (the shorter the time you choose, the faster the animation runs).
- **Delay:** Lets you control how long to wait before actually running the animation after it is triggered. For example, if you enter a value of 5 (seconds) here, there will be a 5 seconds delay until the animation starts (after the previous animation has ended, or a mouse click was performed).
- **Repeat:** Controls whether the animation cycles for a set number of times (choose an option from the list or type in a number), cycles until you go to the next slide, or cycles until the next click, By default, the animation runs only once (no cycling).
- **Smooth start:** The start of the animation will be smoothed.
- **Smooth end:** The end of the animation will be smoothed.

Effect property sheet

This property sheet lets you control the animation with numerous types of effects and variations.

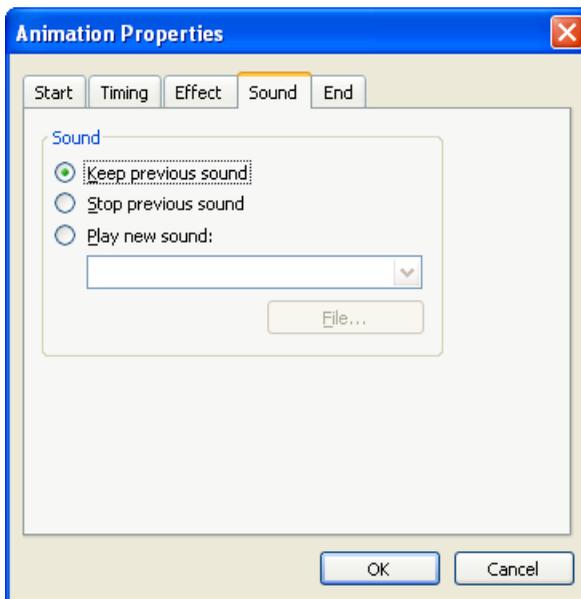


The settings on this property sheet include the following:

- **Animation type:** Three basic animation types are available: Appear, Emphasize, and Disappear (as described in the previous section). Each type contains numerous effects.
- **Animation effect:** Lists the available effects associated with the animation type you selected.
- **Variants:** Lists the available variants for an effect (for example, the direction the animated object should fly in).

Sound property sheet

This property sheet controls whether or not a sound is associated with the animation.



The settings on this property sheet include the following:

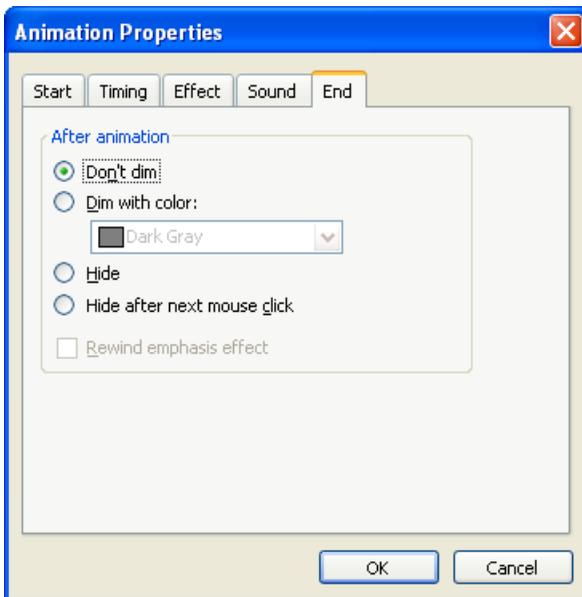
- **Keep previous sound:** Continues playing the sound that you have set for the previous animation.
- **Stop previous sound:** Stops the sound that is currently playing from a previous animation.

- **Play new sound:** Plays a new sound with the animation. To choose the sound file to play, select it from the list or click on the **File** button to browse your hard disk for other sound files.

End property sheet

This property sheet controls what happens after the animation is completed. For example, you can have the object dim itself when the animation has finished.

***Hint:** Instead of using the limited options offered on this property sheet, you can alternatively add a *Disappear* effect to the object. *Disappear* effects offer far more options to choose from.*



The settings on this property sheet include the following:

- **Don't dim:** The object does not change after the end of the animation.
- **Dim with color:** At the end of the animation, the object dims into the chosen color.
- **Hide:** Hides the object when its animation is finished.
- **Hide after next mouse click:** Hides the object at the first mouse click after the object animation is finished.

Hint: The effect is only seen if it is not the last animation of the slide; otherwise, a mouse click typically switches the presentation to the next slide.

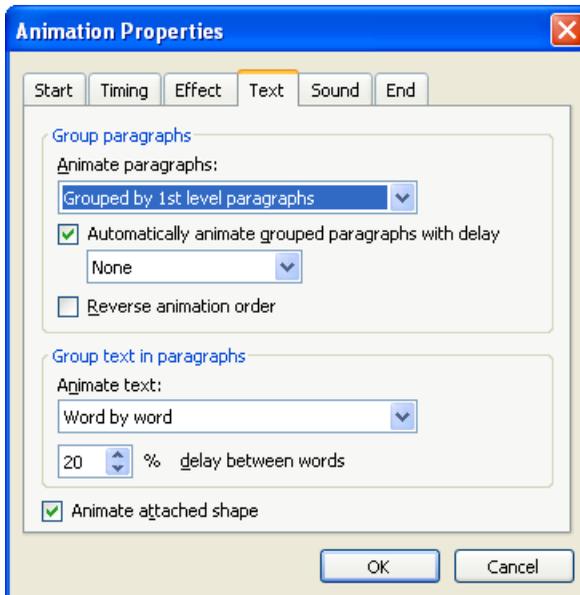
- **Rewind emphasis effect:** Some *Emphasize* effects change, for example, from one color to another automatically, but do not turn back to the original color at the end. The **Rewind emphasis effect** checkbox lets those animations switch to the original color when the animation is finished.

If the chosen effect switches automatically back to the original state, this option is grayed out.

Text property sheet

Hint: This tab is available only for objects that contain text.

This property sheet controls how the text for the object, or parts of the text, behave during the animation.



The settings on this property sheet include the following:

- **Animate paragraphs:** The selection list lets you group the whole text to be animated at once, or just parts of the text (all paragraphs or different list levels of a hierarchical bullet list).

- **Automatically animate grouped paragraphs with delay:** Defines the delay each paragraph group waits for beginning to run the animation.

This option is available only if you have grouped paragraphs.

- **Reverse animation order:** Reverses the order of the single animated text parts.

This option is available only if you have grouped paragraphs.

- **Animate text:** Lets you define whether the text is animated all at once, by word, or by letter.

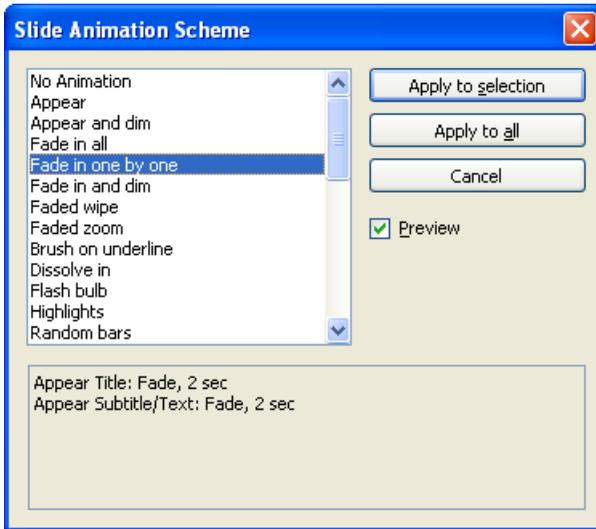
- **Delay between words/letters:** Sets additional delays (independent from the delay for the entire paragraph described above) between single words or letters, depending on whether you set the **Animate text** option to **By word** or **By letter**. If you set it to **All at once**, there will not be any additional delays.

- **Animate attached shape:** Also applies the chosen animation to the shape that contains the text (if applicable).

Slide animation schemes

Slide animations schemes are sets of pre-defined special effects that make it very easy to add some motion to your presentation. Most of them contain a slide transition *and* a matching object animation. When applied, the included object animation is added to all placeholders that contain text on the slide.

To use a slide animation scheme, choose the **Slide > Animation Scheme** menu command. The following dialog will display:



The dialog contains a list of all the slide animations that are pre-defined and provided by Presentations.

If the **Preview** checkbox is checked, you can click any of the choices and see the effect on the slide beneath the dialog. This lets you move through the list of animations and review them before choosing the one that best suits your needs. Also, the text box at the bottom of the dialog gives you a description of what the animation scheme does.

To apply the animation scheme you selected to all slides in your presentation, click the **Apply to all** button. If you want to apply the animation to slides you selected before, click **Apply to selection**.

Note: Object animations in slide animation schemes are applied only to placeholders that contain text; other objects are not affected.

Working with text

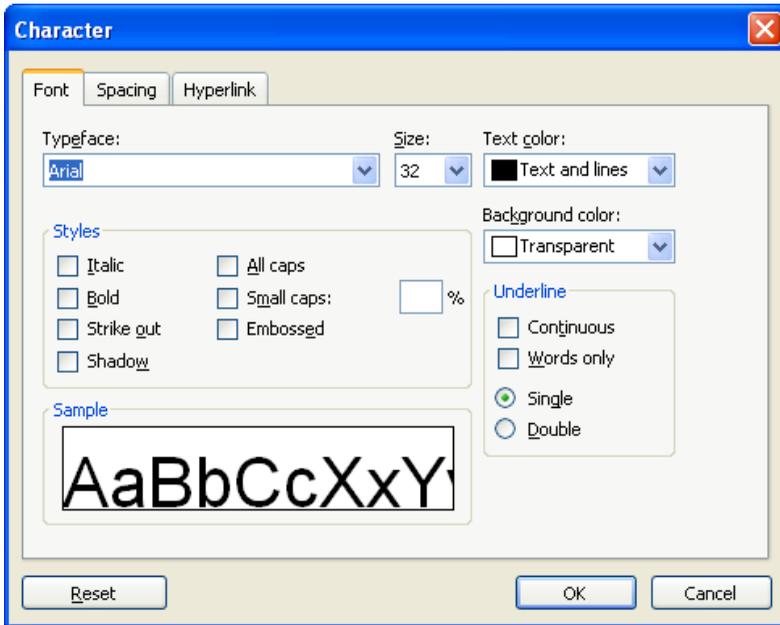
In placeholders, you can enter text by simply clicking inside the placeholder and starting to type. Additionally, you can add text frames and other autoforms to your slides and enter text inside them.

With SoftMaker Presentations, editing and formatting text is similar to using a word processing program. This chapter covers information on working with text in Presentations. It is divided into the following sections:

- Character formatting (page 179)
- Paragraph formatting (page 189)
- Bulleted and numbered lists (page 200)
- Searching and replacing (page 208)

Character formatting

Using the **Format > Character** command, you can change the appearance of one or more characters in text.



The **Format > Character** dialog box provides three property sheets. You can switch between them by clicking on the property sheet tabs along the top of the dialog:

- **Font** property sheet

For selecting the typeface and font size, font styles like bold, italic and underlined, and the text color

- **Spacing** property sheet

For changing super- and subscript properties as well as character spacing and character pitch

- **Hyperlink** property sheet

For inserting and editing hyperlinks (e.g., to web pages).

Modifying character formatting

There are two ways to modify character formatting:

- *After text has been entered*, you can modify character formatting by selecting the desired text, invoking the **Format > Character** command and making the desired changes.
- *As you type new text*, you can modify character formatting by first selecting the format using the **Format > Character** dialog, and then typing. All text typed after the setting(s) will be in the format selected. For example, you can select a new font. From that point on, all text that you enter will appear in the new font, until you make a different font selection.

Once character formatting has been applied, it can be removed at any time using the **Format > Standard** command or the **Reset** button in the **Format > Character** dialog box. The text will then appear in the default font, without any special character formatting.

Additional information on the topic of character formatting is presented in the sections that follow.

Typeface and font size

To change the typeface and/or the font size, do the following:

1. Select the text to be modified.
2. Invoke the command **Format > Character**.
3. Switch to the **Font** property sheet.

Now you can set the desired typeface and font size:

- To change the *typeface*, open the **Typeface** dropdown list box by clicking on the small arrow to its right and select the desired typeface.
- The most useful *font sizes* are presented in the **Size** dropdown list box. You can select one of these sizes or enter a different size manually. Type sizes can be given with a precision of a tenth of a point – thus a size such as 12.7 is allowed.

Using the Formatting toolbar

You can also change the typeface and font size with the Formatting toolbar.



The Formatting toolbar

This is done by selecting the text you want to format, opening the dropdown list box containing typefaces, or the one containing type sizes, and selecting the desired format from the list with a mouse click.

Text styles

Text styles are formatting options including the following:

- *Italic*: A slanted variant of the typeface.
- **Bold**: A heavier (“thicker”) variant of the typeface.
- **SMALL CAPS**: Lowercase letters are replaced with small uppercase letters.
- **ALL CAPS**: All letters are rendered in UPPERCASE.
- ~~Strike out~~: The text is struck through.
- Underline: You can give text a single or double underline. The underline can be continuous or by words only (spaces not underlined).
- **Shadow**: The text appears with a shadow behind it.
- **Embossed**: The text appears as if it were embossed.

Text styles can be combined as desired.

Applying text styles

To apply text styles, invoke the command **Format > Character** and switch to the dialog’s **Font** property sheet.



Character property dialog

The **Styles** box contains the font styling options. To use them, click on the check-box to the left of the style you want to apply, and then click **OK**. You are not limited to just one style; rather, you can apply combinations of the styles to text (although not all combinations are possible).

Using the Formatting toolbar

The most commonly used text styles can also be applied using the formatting toolbar.



Text styles icons in the formatting toolbar

Click on the icon for the text style you want to apply or remove. Icons available (from left to right):

- Boldface
- Italic
- Underline

- Shadow
- Emboss

Tip: There are also keyboard shortcuts for the application of some of these text styles: **Ctrl** **B** for bold, **Ctrl** **I** for italic, and **Ctrl** **U** for single underline.

Text color

You can specify the color for both the text itself and for its background.

To do this:

1. Select the desired text.
2. Invoke the command **Format > Character**.
3. Switch to the **Font** property sheet.

You can now select the desired color for the text from the **Text color** list box.

Tip: The text color can also be changed using the color list  in the Formatting toolbar. Click on this list, which is situated to the right of the size list, and select the desired color.

You can also specify the background color of text using the **Background color** list box. By default, text has a **transparent** background. If you select a color for the background, the text will appear against this color – similar to being marked with a highlighter.

If none of the existing colors suits you, you can always compose your own colors. To do so, click on “Define color...”, which is the last item in the color list (see also the section “Document properties, Colors property sheet” beginning on page 264).

Superscripts and subscripts

You can position text above or below the character baseline to create a superscript (e.g. r^2) or subscript (e.g. H_2O).

Simply select the text, invoke the command **Format > Character**, switch to the **Spacing** property sheet, and check the **Superscript** or **Subscript** check box.

If you wish, you can specify the amount of offset above or below the baseline by entering a percentage in the **Position** edit box. In addition, you can specify the size reduction to be applied to the superscripted or subscripted text by entering a percentage in the **Size** edit box. For example, if you want a subscript to be the same size as adjoining normal text, you can specify 100 percent.

Tip: Keyboard shortcuts are available for super- and subscripts as follows:
[Ctrl] [Shift] [Num+] (the plus key located on the numeric pad) for superscript,
[Ctrl] [Shift] [Num-] for subscript and [Ctrl] [Shift] [Num*] to remove a super- or subscript.

Letter spacing and character pitch

Presentations also allows you to change the spacing and pitch of text.

Spacing is the horizontal distance between characters. If you make the value smaller than 100%, the characters appear closer together than normal, and if you make the value larger than 100%, the characters appear farther apart.

If you change the **character pitch**, the width of the characters themselves, rather than the spacing between them, is affected.

To change these settings, invoke **Format > Character**, switch to the **Spacing** property sheet, and enter the desired value at **Spacing between characters** or **Character pitch**.



Note: For some printers, changing the pitch of characters belonging to the printer's *internal* fonts has no effect on the printout.

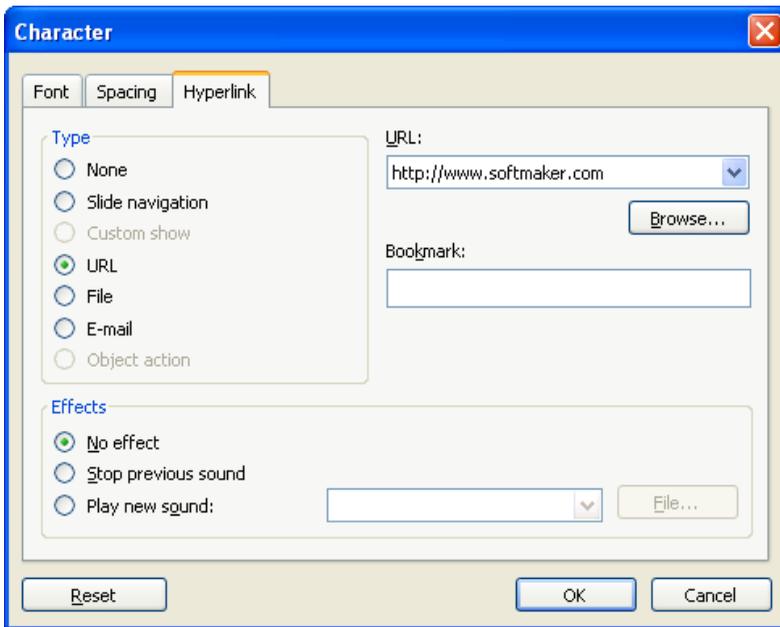
Hyperlinks

The **Character** dialog's third tab allows you to add hyperlinks to your slides. A hyperlink lets a user click on a link to jump either to another location within the presentation, a Web site, an e-mail address, or another file.

Note: Hyperlinks become active only in shows. Clicking on them in Presentations' main window has no effect.

Creating a hyperlink

To add a hyperlink, select the text that will serve as the link and invoke **Format > Link**, or choose the **Format > Character** command, and then click on the **Hyperlink** tab.



The **Type** pane allows you to set the action that happens when the hyperlink is clicked, as follows:

- The **None** option means that nothing occurs (although the **Effects** pane at the bottom of the dialog can still be used).
- The **Slide navigation** option allows you to make the presentation jump to another slide in the current presentation. When you select the **Slide navigation** option, a list of all the slides in the presentation appears to the right of the option.
- The **Custom show** option provides the ability to start a custom show. When you select this option, the list of available custom shows is displayed. See the “Custom shows” section (beginning on page 220) to learn how to set up a custom show.
- The **URL** option allows you to set a URL to load (if referencing a Web site, the default Web browser is launched outside Presentations). If you want to jump to a specific bookmark on that page, enter its name in the **Bookmark** box below.
- The **File** option allows you to open another SoftMaker Presentations file or to launch another application. You can also enter the path and name of a document; in that case, the application associated with it will start and open the specified document.

- The **E-mail** option allows you to send an e-mail using your default mail client outside of Presentations.
- The **Object action** option is not available for text.

The **Effects** pane can be used to play a sound effect when the link is clicked, as follows:

- The default setting is **No effect**, which means that there will not be any sound effect when you click the hyperlink during the presentation.
- The **Play new sound** option allows you to invoke a sound file to play whenever you click the hyperlink during the presentation. If this option is selected, the **File** button will bring up a window so you can browse to locate the sound file you want to use.
- If the **Stop previous sound** option is checked, whenever the link is clicked, any audio file currently playing will be stopped.

Editing or removing a link

To edit an existing hyperlink, first select the link text. Then invoke the command **Format > Link**. A dialog box like the one described above then appears. Here you can edit the target of the link.

To remove a link, proceed as follows:

- **Removing a link by deleting the link text**

When you delete text that has been formatted as a link, the link is removed with the text.

- **Removing only the link**

If you want to remove only the link and leave the text in place, select the text and invoke **Format > Remove Link**.

Removing character formatting

In case you need to remove character formatting, SoftMaker Presentations lets you do this easily.

Proceed as follows:

1. Select the text segment of interest.

2. Invoke **Format > Standard** or press the corresponding shortcut keys: **Ctrl** **Space**.

Presentations now removes any character formatting that you have applied using **Format > Character** or the Formatting toolbar.

Replacing a font

You can globally replace one font in a presentation with another font. The reasons for doing this might be for design purposes (because one font will look better than another) or due to a font being unavailable on your system.

To replace a font in an entire presentation, use the **Format > Replace Font** menu command. This will display the following dialog:



There are two dropdown lists in the dialog. In the top list you select the font name you want to replace, and in the bottom list you specify the replacement font. Upon clicking on the **Replace** button, every instance in the Presentation will be changed, using the specified font for replacing.

Paragraph formatting

To specify the *formats for text paragraphs*, use the **Format > Paragraph** command.

Paragraph formats include:

- Indents
- Line spacing
- Spacing above/below the paragraph
- Paragraph alignment (left, right, centered, or justified)
- Hyphenation (performed automatically)
- Tabs

Paragraph formats always apply to *complete paragraphs*. Changes to paragraph formatting affect the entire paragraph in which the text cursor is positioned. If you select multiple paragraphs, all the selected paragraphs are affected.

Changing the paragraph formatting

You can modify the paragraph formatting in either of the following ways:

- To change the formatting of paragraphs *after they have been typed*, select the paragraphs of interest, invoke **Format > Paragraph**, and make the desired changes.
- To change the paragraph formatting *while typing new text*, set the desired formatting with **Format > Paragraph** without anything selected. The current paragraph is re-formatted according to your settings. Moreover, from this point on, every new paragraph that you begin by pressing the Enter key  takes on the same new format – until you change the paragraph formatting again.

Units of measure: You can enter values in Presentations' dialog boxes not only in inches*, but also in other units of measure. To enter a value in specific units, simply add one of the following units of measure after the number:

Unit	Explanation
cm	centimeter
in	inch – 1 in equals 2.54 cm.
pt	point – 72 pt equal 1 in.
pi	pica (character) – 1 pi equals 12 pt.

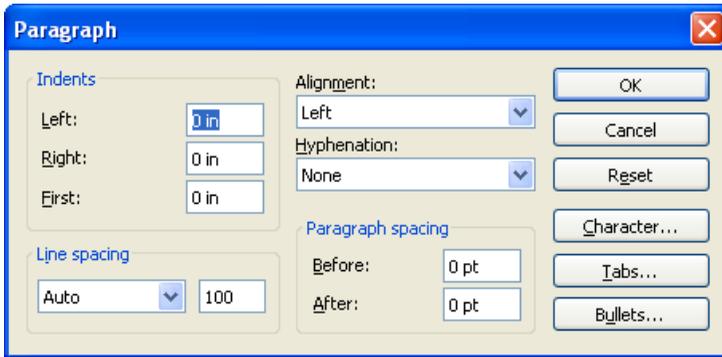
* The default unit of measure depends on your computer's region settings.

For example, if you type 7.62 cm as the position for a tab stop, Presentations puts it at 3 in (= 7.62 cm).

Indents

With the help of *indents*, you can change the left and right margins of paragraphs to inset or widen text. The indent for the first line of a paragraph can be specified separately.

To use indents, place the text cursor in the desired paragraph or select multiple paragraphs to be modified, then invoke **Format > Paragraph**.

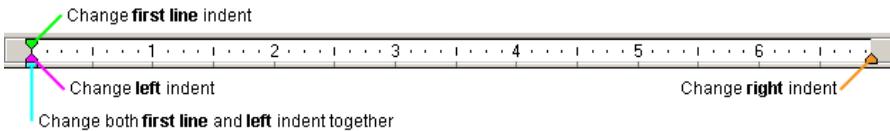


You can set the **Left** indent, the **Right** indent, and the **First** line indent in the **Indents** group box. Enter the desired values in the respective edit boxes.

Using the Horizontal ruler

When the horizontal ruler is enabled (**View > Options > Ruler** checked), it provides a convenient alternative for changing indents.

Indents are shown in the ruler as follows:



To change the indents, first select the paragraph(s) you want to modify; then click with the mouse on one of the triangles in the ruler (see illustration above), hold the mouse button down and drag it to the desired position.

When changing the **Left** indent, be careful to catch hold of the correct triangle: the *lower* triangle is the one that will affect this indent. Likewise, the upper triangle is only for the **First** line indent. The rectangular slider under both triangles changes both the **Left** and **First** indents together.

Line spacing

Line spacing is the distance between the lines of a paragraph.

To change the line spacing, do the following:

1. If multiple paragraphs are to be modified, select them.

2. Invoke the **Format > Paragraph** command.
3. You will find the options for line spacing in the **Line spacing** group box:

First, select the method you want to use to specify the line spacing (see below) from the dropdown list box.

Then enter the spacing in the edit box to its right.

When you confirm with **OK** the line spacing will be changed according to your settings.

Methods of specifying the line spacing

You can specify the line spacing in three different ways. The dropdown list in the **Line spacing** group box allows you to choose from the following methods:

- **Auto** (automatic line spacing)

With automatic line spacing, Presentations determines the optimum line spacing automatically. If you increase the font size in the paragraph, it increases the line spacing accordingly. If you decrease the font size, it reduces the line spacing accordingly.

To the right of the list box you can enter a percentage. The default value of 100 percent corresponds to normal automatic line spacing. As a reference point, if you enter “150”, the automatically determined spacing is multiplied by 1.5.

- **Exactly** (fixed line spacing)

Here, you can enter the exact line spacing manually in points.

- **At least** (automatic line spacing with a given minimum)

The **At least** setting provides an automatic line spacing of 100%, but prevents any reduction below the specified minimum value. So, if you enter 12 points as a minimum value, Presentations uses normal automatic line spacing as long as you use font sizes of 10 points or more – but it keeps the line spacing at 12 points when you use smaller font sizes.

By default, the line spacing is set to **Auto** and 100 percent.

Spacing above/below paragraphs

Besides the line spacing, you can specify the amount of empty space to be added above the first line and below the last line of a paragraph. You do this in the **Paragraph Spacing** group box in the dialog box of the **Format > Paragraph** command.

The following options are available:

Option	Function
Before	Here you can set the amount of spacing to be added between the end of the previous paragraph and the beginning of the current paragraph.
After	Here you can set the amount of spacing that Presentations should reserve between the end of the current paragraph and the beginning of the next paragraph.

Paragraph alignment

The way SoftMaker Presentations arranges text paragraphs is called *paragraph alignment*. In Presentations, there are four types of paragraph alignment, listed as follows, with their corresponding keyboard shortcuts:

- Flush left
- Flush right
- Centered
- Justified

To modify the paragraph alignment, select the paragraph(s) you want to change and press one of the keyboard shortcuts listed above.

Alternatively, you can invoke the command **Format > Paragraph** and select the desired paragraph alignment from the **Alignment** dropdown list.

Using the Formatting toolbar

You can also use the Formatting toolbar to change the alignment. To do so, click on one of the following buttons:



Paragraph alignment buttons

In the image above, the left alignment button is currently toggled, indicating that the paragraph is left aligned. Continuing from left to right, the next buttons are right alignment, center alignment, and justified alignment.

Hyphenation

The purpose of hyphenation is to regularize the right margin of the text by breaking up long words that occur at the ends of lines.

In SoftMaker Presentations, hyphenation is completely automatic and takes effect as you type (unless you have turned it off with the **Format > Paragraph** command). So, ordinarily you do not need to concern yourself with it at all.

However, you do need to make sure that you have set the *language* correctly. Naturally, the hyphenator will not produce correct results if you let it separate, for example, Spanish words according to English hyphenation rules.

Choosing a language

Important: For the spell checker, hyphenator, and thesaurus to function correctly, you must set the *language* to your language of choice (typically, this will be your native language, unless you have any reason to use a different language).

To set the language, complete the following steps:

1. Invoke the command **Tools > Options**.
2. Switch to the **Language** property sheet.
3. Select the desired language from the **Language** list.
4. Confirm with **OK**.

Once you have let Presentations know which language you use to write your documents, you can safely “forget” hyphenation. It will work automatically in the background.

Setting the hyphenation frequency

If desired, you can specify how often the hyphenator should break words, or you can turn the hyphenator off. You can do this separately for each paragraph as follows:

First select the paragraphs of interest, then invoke **Format > Paragraph** and select the desired setting in the **Hyphenation** dropdown list.

The following options are available:

Setting	Effect
None	No hyphenation is performed.
Always	Hyphenation is attempted in successive lines without limit. This is the default setting.
Every 2 Lines	Hyphenation is attempted only in every second line.
Every 3 Lines	Hyphenation is attempted only in every third line.

Thus, with **None** you turn hyphenation off completely for the selected paragraph. With **Always**, on the other hand, you allow hyphenation to be performed whenever possible on any line of the paragraph.

In some cases, it is not always a good idea to hyphenate at every point possible, and this is where the other two options come in handy. For example, text that is in narrow columns could lead to a broken word at the end of almost every line and, consequently, to a reduction of the document's legibility. Therefore, instead, you may want to use the **Every 2 Lines** or **Every 3 Lines** option to direct Presentations to attempt hyphenation only in every second or third line.

Manual modifications to hyphenation

The hyphen that Presentations inserts when performing hyphenation is not a normal dash. Rather, it is known as a *soft hyphen*. If you change the text in such a way that the hyphenation becomes superfluous, the soft hyphen separating the word disappears automatically.

Should Presentations insert a hyphen in the wrong place or fail to hyphenate when a hyphen is needed, you can insert soft hyphens in the text manually. To do this, use the keyboard shortcut **[Ctrl] [-]**.

Tip: Soft hyphens that you insert manually always have priority over hyphens that Presentations sets automatically. This priority allows you complete control over the automatic hyphenation.

Non-breaking spaces

In certain cases, it is necessary to keep two words that are separated by a white space character on the same line. Presentations knows nothing about this, and possibly puts the words on separate lines when it automatically inserts line breaks.

An example: You want all the parts of the expression “USD 29.80” to remain together and unbroken whenever it is printed. You can ensure this by inserting a so-called *non-breaking space* or *protected space* between “USD” and “29.80”. To insert such a space, press the key combination ⌘ ⇧ ␣ instead of the space bar alone.

When printed, the non-breaking space looks exactly like a normal space. It differs only in directing Presentations to ensure that the designated words are not separated on two lines.

Character format for entire paragraphs

The dialog box for the **Format > Paragraph** command has a button called **Character**. With the help of this button, you can modify the character formatting (font, text style, etc.) *for entire paragraphs*.

To change the character formatting of complete paragraphs, select the paragraphs you want to change, invoke **Format > Paragraph** and click on the **Character** button. A dialog box like the one for **Format > Character** will appear and let you set up the desired character format (see section “Character formatting”, beginning on page 179).

Tabs

A tab stop is a kind of “jump target” that you can use to position the text cursor at a specific point within a line by inserting a tab.

Tabs help you to compose, for example, tabular reports.

To work with tabs, the following two steps are required:

1. Define the tab stops with the **Format > Tabs** command. This command is used to specify the positions for which tabs will move the cursor.
2. Now you can use the ⇥ key to make the text cursor jump from one tab stop to the next – this is called inserting tabs.

For more information, see the next sections.

Note: Although the tab key on most keyboards is marked with , the legend  is used for representing tabs in this manual to distinguish tabs from the direction keys.

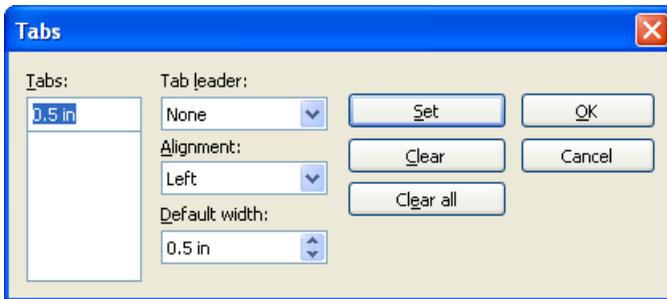
Using tabs

By default, tab stops are preset at 0.5 inch intervals. However, these preset tab stops are merely relics from the era of the typewriter, and you are by no means limited to them.

You can define different tab stops for every paragraph of the document.

To set tab stops, proceed as follows:

1. Select the paragraphs of interest.
2. Invoke the command **Format > Tabs**.



3. In the **Tabs** edit box, enter the desired position.
4. If desired, select another **Alignment** and another **Tab leader** for the tab stop (see the next pages).
5. **Don't forget:** Click on the **Set** button.
6. Set up any additional tab stops you need in the same way before you exit the dialog box with **OK**.

Once tab stops have been set, you can use the  key to insert tabs in the text to move from one tab stop to the next.

Note: You can also use this dialog to enter the **Default width** for the predefined tab stops mentioned earlier (normally 0.5 inch). However, once you have defined your own tab stops for a given paragraph, the predefined tab stops are ignored.

Tab alignment

Using **Format > Tabs**, you can specify not only the position for a new tab stop, but also its alignment:

Alignment	Function
Left	A normal tab stop similar to one on a typewriter. The tab stop determines where the following text <i>begins</i> .
Right	Here the text following the tab is aligned flush right. Thus, the tab stop determines where the text <i>ends</i> .
Center	The text after the tab is centered on the tab position. Thus, the tab stop determines where the <i>middle</i> of the text falls.
Decimal	For formatting columns of numbers. The numbers are positioned in such a way that their <i>decimal separators</i> are vertically aligned.

To change the alignment of an existing tab stop, invoke **Format > Tabs**. Select one of the existing tab stops that have been set, change its alignment by selecting a new alignment from the **Alignment** list, and click on **Set**.

Tab leaders

The space that a tab skips over can be filled with a leader character, if desired, as follows:

- None** A tab without a leader
- Solid** _____ A tab with underscores as leaders
- Dashed** ----- A tab with dashes as leaders
- Dots**..... A tab with dots as leaders (used frequently in tables of contents and indices)

To provide an existing tab stop with a leader, invoke **Format > Tabs**. Select one of the tab stops that have been set, choose the desired leader from the **Tab leader** list, and click on **Set**.

Deleting and moving tab stops

Tab stops can be modified at any time after they have been defined. For this purpose, select the paragraphs whose tab stops are to be edited, and invoke **Format > Tabs**.

To remove one of the tab stops, select it from the **Tabs** list and click the **Clear** button. To remove all tab stops, use the **Clear all** button.

It is not possible to move a tab stop to a new position with the **Format > Tabs** command. You can only clear the tab stop and then set a new one at the desired position. However, moving tabs is easier with the horizontal ruler, as described below.

Using the horizontal ruler

All tab stops set for the current paragraph are shown in the horizontal ruler as in the following example:



The horizontal ruler with some flush left tabs set at various positions

With the ruler, tab stops can be set, moved, and deleted.

To set tab stops, first select the paragraphs of interest. Then, to choose the desired tab type, click on the icon to the left of the ruler. Each mouse click rotates through the tab types, which are designated by the following icons:



Flush left tab



Flush right tab (the text *ends* at the tab position)



Centered tab (the text is *centered* on the tab position)



Decimal tab (numbers are aligned on the *decimal separator*)

Finally, simply click on the ruler on the desired positions to set the tab stops.

If the position of a tab stop does not suit you, you can move it very easily by clicking on it with the mouse and, while holding the mouse button down, dragging it to another position.

To clear a tab stop, drag it downward outside the ruler.

Bulleted and numbered lists

Whenever you need to list multiple items on a slide, you may find that creating the list with comma separators is too difficult for your audience to read. To make your list more visually appealing, you may wish to demarcate each item into a separate paragraph with a bullet, instead. *Bullets* are markers that precede an individual paragraph and typically appear as little boxes, circles, or some other symbol.

Working with bulleted lists is an easy task for SoftMaker Presentations users. The placeholders in the content area of most slide layouts are already pre-formatted to include bulleted formatting. This is particularly useful since the only task that you have to do is type in the text for each bulleted paragraph.

You can also create lists whose elements are numbered rather than bulleted, in which case the paragraphs are automatically numbered with 1., 2., 3., and so on.

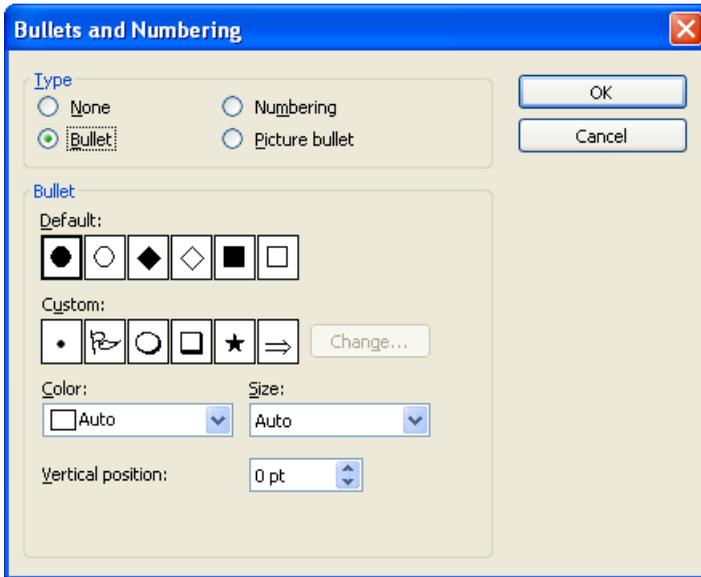
Bullets can be created as you type each paragraph, and they can be applied to existing lists as well. The bullet format can be changed anytime by invoking the **Format > Bullets and Numbering** command and changing the settings in the dialog. This command can also be used to remove bullets and to change a bulleted list to a numbered list.

The next sections provide detailed information on how to work with bulleted and numbered lists.

Bulleted lists

As mentioned above, most slide layouts provide bulleted paragraph formatting by default. You simply type your text next to the initial bullet, and then as you hit the Enter key  at the end of each paragraph, a new bullet is automatically generated.

If you want to add or remove bullets or format existing bullets, select the paragraphs of interest, and invoke the **Format > Bullets and Numbering** command. The following dialog displays:



Next, choose the desired list type under **Type**:

- **None** (no bullets or numbers)
- **Numbering** (use sequential numbers)
- **Bullet** (use bullets)
- **Picture Bullet** (use picture bullets).

Each of these options is described in detail below.

Options

The **Format > Bullets and Numbering** dialog box allows you to make the following settings for bullets:

- **Type**

Here you can specify either a **Bullet**, a **Picture Bullet**, or a **Numbering** for the paragraph. (For more information about numberings, see the section “Numbered Lists” that follows.)

If you set the **Type** to **None**, any existing bulleting or numbering is removed.

You can transform a bulleted list into a numbered list any time you like by changing the **Type** to **Numbering**. Naturally, you can also do the opposite.

■ **Default and Custom**

Here you can select the bullet to be used. Predefined bullets are presented in the **Default** row. The bullets presented in the **Custom** row can be edited to create user-defined bullets (see below).

■ **Color** (default bullets only)

You can select a different color for the bullet from the **Color** dropdown list. The default colors presented in this list can always be supplemented with colors you compose yourself (see the section “Document properties, Colors property sheet” beginning on page 264).

Tip: If you set the color to “Auto”, SoftMaker Presentations will automatically set the color of the bullet to the color assigned to the paragraph at its right.

■ **Size** (default bullets only)

Here you can change the size (in points) of the bullet as required.

Tip: If you select the option “Auto”, SoftMaker Presentations will automatically set the size of the bullet to the font size specified for the paragraph at its right.

■ **Character** button (custom bullets only)

If you have selected a bullet from the **Custom** row, the two options mentioned above are replaced by a **Character** button. Click on this button if you want to change the character formatting (font size, color, emphasis, etc.) of the bullet.

Tip: If you do *not* make any changes to the character format, the bullet will automatically use the character format of the paragraph at its right (except for the font face).

■ **Vertical position**

Specifies the vertical position of the bullet on the line. A negative value moves the bullet lower; a positive value moves it higher.

User-defined bullets

If the bullets presented in the dialog described above are not sufficient, you can select from many custom symbols to choose a bullet.

Recall that the dialog box for this command presents two rows of bullet icons: The bullets in the **Default** row cannot be modified. The bullets in the **Custom** row, on the contrary, can be swapped at will.

Proceed as follows:

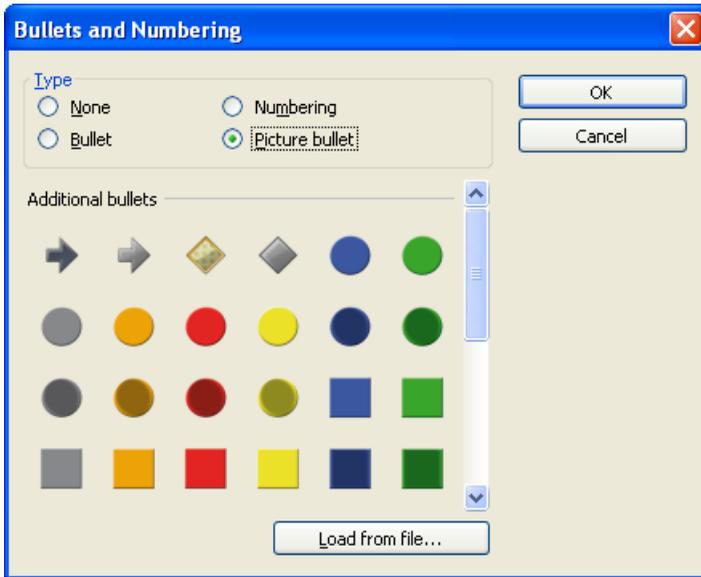
1. In the **Custom** row, click on the icon that you want to change.
2. Click on the **Change** button to the right of the row.
3. A character table appears. First, set the **Font** that you want to use.
Tip for Windows users: The *Symbol* and *Wingdings* fonts contain numerous characters that are suitable for bullets.
4. Double-click on the character you want to select.
5. The selected character now appears in the row of available **Custom** bullets. Click on **OK** to apply it.

Note: Although only six user-defined bullets are shown in the dialog box, you are not limited to using only six different bullets. The custom bullets can be redefined as often as you like – even within the same document.

Picture bullets

As an attractive alternative to regular bullets from characters, you can use picture bullets. Generally, you may use any picture as a bullet, but SoftMaker Presentations already comes with a set of useful picture bullets in different shapes and colors.

To use picture bullets, select the option **Picture bullet** in the dialog. As shown below, the dialog will then display a preview of all picture bullets available. To select a bullet, click on it.



Additionally, you can load an image file from your hard disk to use as a bullet by clicking on the **Load from file** button.

Note: After the installation of Presentations, the default picture bullet folder is MY DOCUMENTS\SOFTMAKER\BULLETS. You can change the path to the picture bullets in the **Files** property sheet of the **Tools > Options** dialog, if desired.

Removing bullets

To end a list or remove existing bullets, proceed as follows:

1. At the end of the last bulleted paragraph, press the Enter key  to start a new paragraph.

Alternatively: Select the bulleted paragraphs where you want the bullets to be removed.

2. Invoke the command **Format > Bullets and Numbering**.
3. Turn bulleting off by selecting the option **None** in the **Type** group box.
4. Confirm with **OK**.

Promoting and demoting bullets

You can promote and demote the levels of bulleted list items by using the formatting toolbar's buttons as follows:



The demote and promote buttons

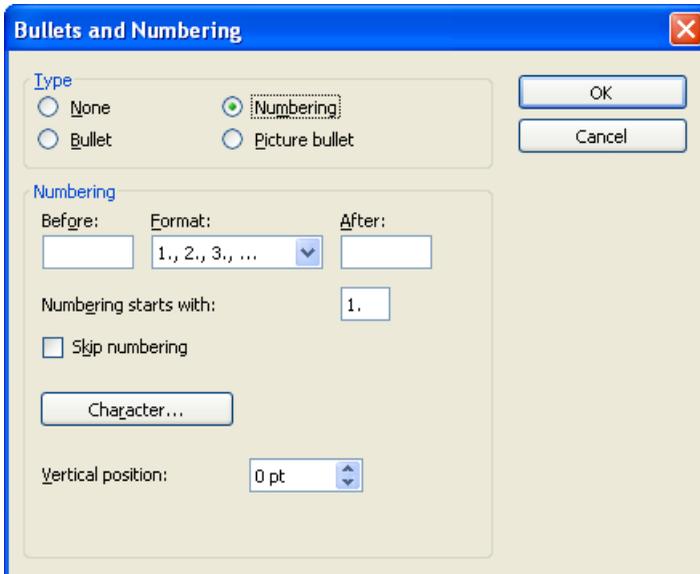
The button on the right promotes the current paragraph to the next higher list level. The button on the left reduces the list level.

Numbered Lists

Instead of using a bulleted list, you can create a numbered list just as easily. SoftMaker Presentations will automatically number each paragraph in the list and indent it to create room for the numbers.

To add numbering to a group of paragraphs, proceed as follows:

1. Select the paragraphs of interest.
2. Choose the **Format > Bullets and Numbering** command.
3. In the **Type** group box, select **Numbering**.



4. As required, set the desired options in the **Numbering** group box (see the “Options” section below).
5. Confirm with **OK**.

The selected paragraphs are now enumerated.

Skipping paragraphs in an enumeration

You can interrupt an enumeration in a paragraph and continue it in a following paragraph. To do this, position the text cursor in the numbered paragraph that you want to exclude from the enumeration, choose **Format > Bullets and Numbering**, and check the **Skip numbering** option.

The selected paragraph’s number is now removed, and only its indentation is retained. The enumeration is continued at the immediately following numbered paragraph.

Ending or removing an enumeration

To end an enumeration of paragraphs or to remove a previously applied enumeration, proceed as follows:

1. Position the text cursor at the end of the last numbered paragraph and press the Enter key  to begin a new paragraph.
Or: If you want to remove all numbers from a given group of numbered paragraphs, select them.
2. Invoke the **Format > Bullets and Numbering** command.
3. Disable numbering by selecting **None** in the **Type** group box.
4. Confirm with **OK**.

Options

The dialog box for the **Format > Bullets and Numbering** command gives you access to the following options:

■ **Type**

Here you can specify either **Numbering** or a **Bullet** for the selected paragraph(s). Select the **Numbering** option for numbering.

When you set the Type to **None**, existing bullets or numbers are removed.

You can always transform a numbered list into a bulleted list simply by changing the Type to **Bullet**. Naturally, you can proceed in the opposite direction as well.

■ **Before and After**

As required, you can specify text to be added before and/or after the number that Presentations will assign to the paragraph. For example, if you want the numbers surrounded by dashes (-1-, -2-, -3- etc.), you should select the **Format 1, 2, 3** and enter “-“ in each of the **Before** and **After** fields.

■ **Format**

Here you specify the format for the numbering. Besides the usual “1., 2., 3., ...” you can select, for example, letters (A, B, C, ...) or Roman numerals (I, II, III, ...).

■ **Numbering starts with...**

By default, Presentations starts every enumeration with “1”. If you want to use a different starting value, enter it here.

■ **Skip numbering**

It is often the case that a numbered list includes an individual item that needs to span more than a single paragraph. In such a case, only the item’s first paragraph should be numbered; numbering should skip succeeding paragraphs that belong to that item and resume only with the paragraph that constitutes the following item.

Presentations provides the **Skip numbering** option for such a situation. When numbered paragraphs that are to be grouped as one item with a preceding numbered paragraph have been selected, you can check this option to cause Presentations to skip these paragraphs when assigning numbers.

■ **Character button**

You can click on this button to change the character formatting (font, size, emphasis, etc.) for the numbers.

■ **Vertical position**

Allows you to specify the vertical position of the numbers. Negative values cause the numbers to be lowered; positive values cause them to be raised.

Searching and replacing

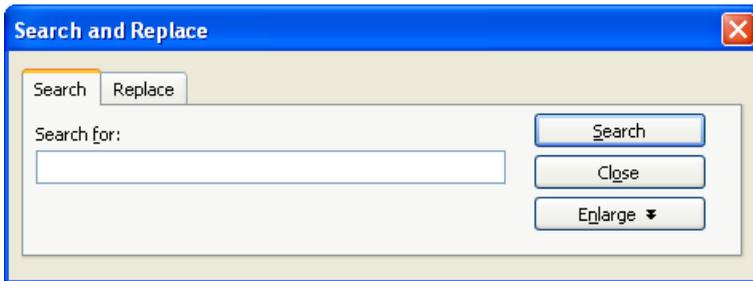
This section covers SoftMaker Presentations' search functions as follows:

- **Searching**
- **Replacing**
- **Repeating a search or search and replace**

You can *search* for terms in the text and, if required, *replace* them with other terms. For example, if there are several occurrences of the name “Smith”, misspelled “Smithe”, you could instruct Presentations to replace all occurrences of “Smithe” with “Smith”.

Searching

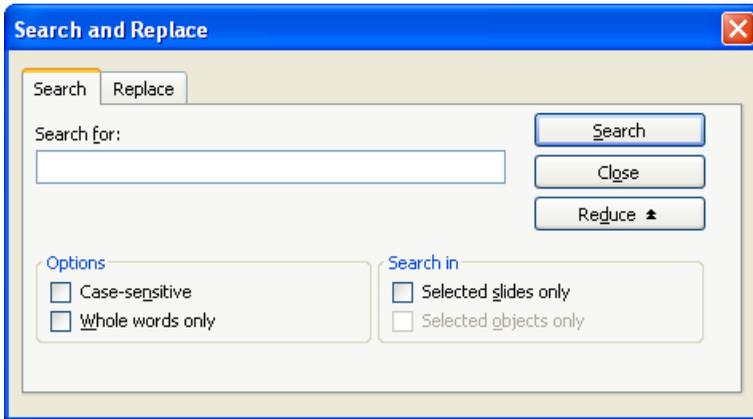
You can search a document for a specific word or phrase using the **Edit > Search** command (keyboard shortcut). The Search and Replace dialog looks like this:



To perform a text search from this dialog, enter the text for which you want to search. When you click on the **Search** button, the first occurrence of that text (moving from the current location in a presentation to the end) will be displayed. Presentations scrolls to that position and selects the text for you. If you want to find the next occurrence, click the **Search** button again.

Additional options

If you want to have more control over the search, you can narrow the options down by clicking on the **Enlarge** button. This will display the following additional options:



Pocket PCs: The **Enlarge** button is not present on Pocket PCs; however, the expanded dialog is always displayed.

Any number of these options can be checked to restrict the number of matches the Search function provides, as follows:

■ **Case-sensitive**

By default, the Search function will match your text, regardless of case. You can use the **Case-sensitive** option to limit the matches to the exact case you enter, so “Text” will not match with “text”, for example.

■ **Whole words only**

The **Whole words only** option will search only for the text you type as a complete and separate word, as opposed to the word being embedded in longer words. For example, if you enter “text” and this option is checked, “textual” and “context” will not result in matches.

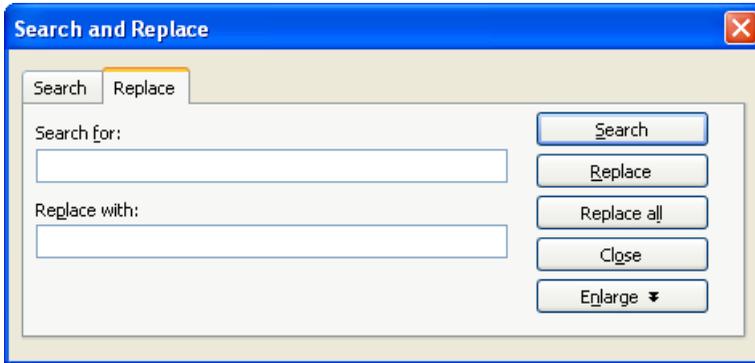
■ **Search in ...**

The **Search in** option box can restrict the search to selected slides or to one or more selected objects. Otherwise, the search is conducted over the entire presentation (from the current slide to the end of the presentation).

You can close the above search options by clicking on the **Reduce** button. However, any options that are checked will remain active even if you use **Reduce** to close the options panel.

Replacing

In addition to searching for specific text, you may sometimes want an easy way to replace it with other text. The command **Edit > Replace** (keyboard shortcut **Ctrl H**) provides this capability. The dialog is the same as the Search and Replace dialog, but with the Replace tab active as follows:



To use the search and replace function, enter the text you want to locate in the **Search for** entry field, and the text you want to replace it with in the **Replace with** entry field. When you click the **Search** button, the first occurrence of the **Search for** text is located and the text is highlighted. If you want to replace that text, click the **Replace** button. When you click **Search** again, the next occurrence of the **Search for** text is located, and you can replace it by clicking **Replace**. You can continue in this manner through the entire presentation.

Alternatively, you can automatically replace *all* the occurrences of the text by clicking the **Replace All** button. This will not prompt you for replacements, but instead, all occurrences will be automatically replaced.

Additional options

If you want to have more control over the search, you can narrow the options down by clicking on the **Enlarge** button. This will display additional options, as described in the previous section.

Repeating a search or search and replace

To repeat a search or search-and-replace operation, or to continue a search or search-and-replace operation that was interrupted, you can use the command **Edit > Search again** or **Edit > Replace again**, or press the **[F3]** key.

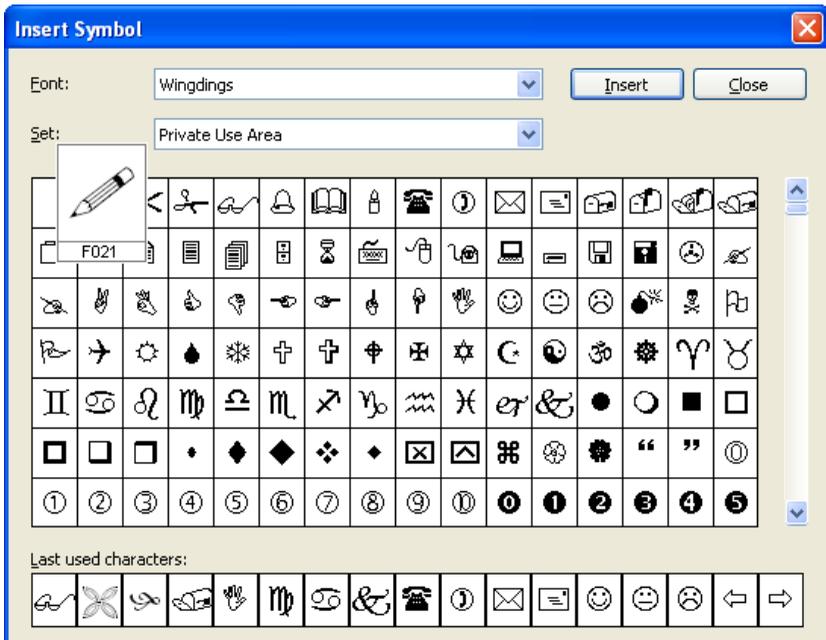
Presentations continues the last search it was conducting. When it finds another occurrence of the search term, it displays that occurrence.

Inserting special characters

Some characters, such as the copyright sign, the degree sign, and accented characters used in some languages, cannot be entered into text directly with the keyboard. Instead, Presentations' built-in character table provides a convenient means for inserting symbols and special characters.

You insert special characters as follows:

1. Invoke the command **Insert > Symbol**.



2. A dialog box appears, giving you access to every character that is available in the selected font. If you need a character from a different font, select it from the **Font** list at the top of the dialog.
3. A font's characters are organized into sets. If the character you want to use is not in the set immediately in view then you can jump to the set in which it is likely to be found by selecting it from the **Set** list. For example, you can select **Cyrillic** to view the font's Cyrillic characters (provided the font contains such characters).

Note: Many fonts contain only a few of the character sets that are available. However, the fonts that are supplied with your operating system usually constitute a huge reservoir of characters. These include, for example, the Arial, Tahoma, and Times New Roman fonts supplied with Windows.

4. Select the desired character by clicking on it. Then press the Enter key  or click on the **Insert** button to insert the character into the text. Alternatively, you can double-click on a character to select and immediately insert it.
5. You can repeat the above described procedure to insert additional characters, as required. When you are finished, exit the dialog with the **Close** button.

Tip for Windows users: Most Windows versions include two symbol fonts named *Symbol* and *Wingdings*. These fonts contain many symbols that could be useful (as bullets, for example).

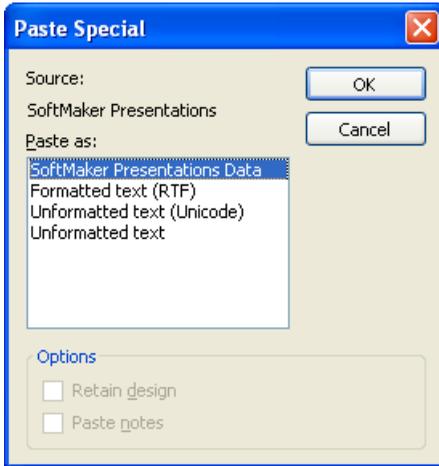
Pasting with special formatting

In addition to the usual clipboard operations such as **Edit > Cut**, **Edit > Copy** and **Edit > Paste**, Presentations offers the **Edit > Paste Special** command which gives you additional control over how text or objects are pasted into Presentations.

When you place information in the clipboard using **Edit > Cut** or **Edit > Copy**, this information is saved in several formats. If you cut or copy text, for example, the text is saved both in formatted form and in unformatted form.

Normally, you do not need to be concerned about this because Presentations automatically selects the most appropriate format when it inserts the content of the clipboard into your document, in response to an **Edit > Paste** command. However, if you need to, you can select the format in which the content is to be inserted yourself. The **Edit > Paste Special** command is what you use to accomplish this.

The dialog box, as shown below, presents you with a list of all the formats in which the information currently residing in the clipboard is saved. When you select a format and then confirm with **OK**, the content of the clipboard is inserted in the selected format.



The settings in this dialog include the following:

- **Source:** The application where you have cut or copied the content you like to paste.
- **Paste as:** The list of the available formats in which the content can be pasted.
- **Retain design:** Paste the slide(s) together with the associated master design(s) (only active when you have cut or copied one or more whole slides).
- **Paste notes:** Paste the slide(s) together with the associated notes pages(s) (only active when you have cut or copied one or more whole slides).

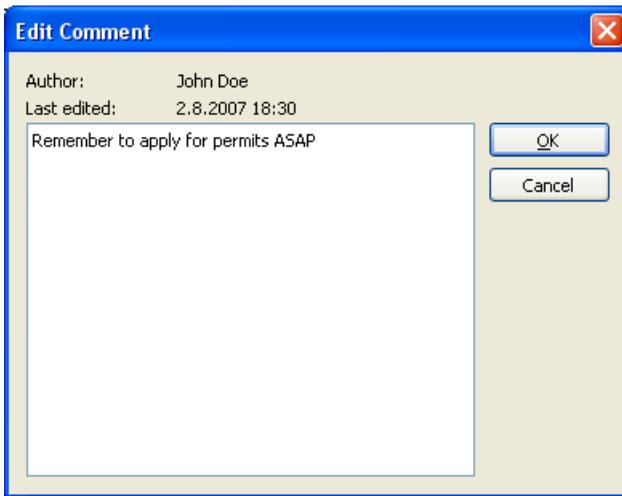
Hint: Depending on the file type and the source where you have copied or cut the content, the list of the available formats in the **Paste Special** may differ.

Comments

SoftMaker Presentations allows you to add *comments* to a slide. A comment is like a sticky note that is attached to a particular location in a slide, and is used to add additional information. For example, if you review someone else's presentation, you can add a comment to provide your views and suggestions. The person who created the presentation can read your comments and either act on them or delete them. Comments are a permanent part of a presentation until they are deleted.

To add a comment to a slide, use the **Insert > Comment** command. If you have not entered your name and initials yet, Presentations will prompt you to enter them.

After that, you will then be presented with a dialog where you can enter your comment as follows:



The author's name appears at the top of the dialog, along with the date and time that the comment was made. Type your comment text into the box and click **OK**.

The comment will then appear as a yellow rectangle on the slide. If desired, you can move it to any position on the slide using your mouse.

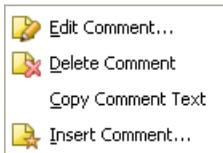
Positioning the cursor over the comment rectangle will show the comment text:



Comments do not print when the presentation is printed, and they do not show up when a presentation is running.

Editing comments

When the mouse cursor is over the comment rectangle, a right mouse click brings up the comment submenu as follows:



Clicking on the **Edit Comment** option lets you change the text in the comment body. The **Delete Comment** option removes the comment from the presentation. The **Copy Comment Text** lets you copy-and-paste the contents of the comment somewhere else. The **Insert Comment** lets you add another comment to your slide.

Showing a presentation

SoftMaker Presentations provides various options for preparing and running a slide show. This chapter has all the details:

- The “**Starting a slide show**” section describes the steps necessary to start a slide show.
- The “**Slide show setup**” section provides a description for each of the slide show setup options.
- You may have a need to use a single presentation as a basis for multiple presentations that serve different purposes, requiring skipping some slides or rearranging slides. If so, the “**Custom shows**” section will help you establish various alterations to your shows without having to create different presentations.
- The final section in the chapter, “**Slide show interaction**”, shows you how to use navigation techniques as well as any of several features to draw attention to particular points during your slide show. For example, you may wish to use the highlighter feature to highlight text as you are speaking to emphasize a point.

Starting a slide show

To start a slide show from your computer, use the **Show** menu as follows:

- If you simply want to run a show from the beginning, use the **Show > Start Show** command (or press the **F5** key).
- If you want to start the slide show from the current slide, use the **Show > Start Show from Current Slide** command (or press **Shift+F5**).

Creating presentations that start automatically

An alternative method for starting a show is to double-click on a *SoftMaker Presentations Show file* from within Windows Explorer. This will automatically start Presentations, open the file, display your slide show, and close the file again.

This capability is especially useful if you need to make it simple for a speaker to start his/her presentation. For example, from within Windows Explorer, you can drag and drop your SoftMaker Presentations Show file to the desktop to create a

shortcut. Instead of having to start the Presentations application and navigate to locate the file, the speaker simply double-clicks on the shortcut to immediately start the slide show.

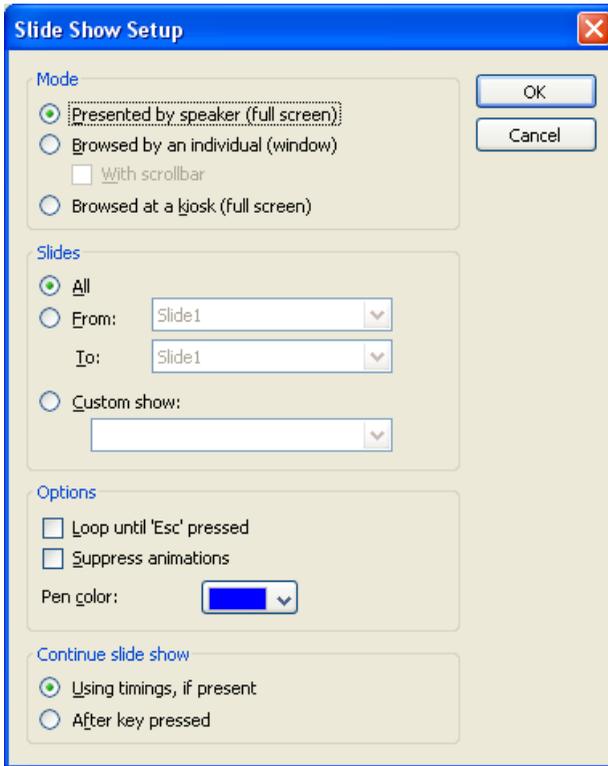
To create such a file, simply save any Presentations document in the SoftMaker Presentations Show file format. For this purpose, choose **File > Save as** and select **SoftMaker Presentations Show** in the **Save as type** dropdown list.

More information about the Presentations Show format can be found in the chapter “Working with other file formats” beginning on page 247.

Slide show setup

If you want to change the presentation of the show, the **Show > Set up Show** command can be used to select several options to alter the way SoftMaker Presentations runs the slide show.

The dialog which presents the options appears as follows:



The following options are available:

- **Mode:** For changing the way the presentation appears on your screen.

The **Presented by speaker (full screen)** option will show the presentation full-screen. This is the default setting.

The **Browsed by an individual (window)** is used to show the presentation in a window. This is useful for a test-run of your presentation where you may need access to other windows on your computer at the same time.

The **Browsed at a kiosk (full screen)** option can be used to show your presentation full-screen, looping over and over with no interruptions by the viewers. This option is ideal for stand-alone operation, which requires no accompaniment by an operator.

Note: In this mode, all keyboard and mouse buttons are disabled, with the exception of the **Esc** key. However, users can still click on objects that have *object actions* (like “Advance to the next slide”) assigned to them – see the section “Adding object actions” beginning on page 112.

- **Slides:** For specifying whether to display the whole presentation, a specified range of slides or a custom show. (For information on the creation of custom shows, see the section “Custom shows” that follows.)
- **Options:** For controlling the following options:

Loop until ‘Esc’ pressed, as the name implies, will continue looping the presentation until the **Esc** key is pressed. This is useful for stand-alone presentations.

The **Suppress animations** option suppresses any object animations and slide transitions in the presentation.

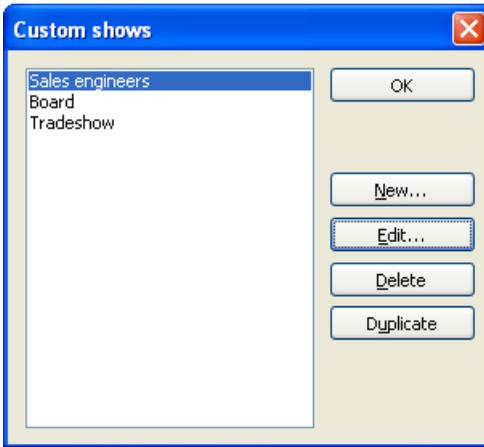
The **Pen color** option lets you choose the color of the pen used for drawing on a slide while the slide show is running. To use the drawing pen, press the right mouse key on a slide during the slide show and choose **Pen** (see also section “Slide show interaction” (beginning on page 223)).

- **Continue slide show:** For either using timed slide transitions, if any exist (the first option), or ignoring them (the second option). If you choose the latter, you will need to press a key in order to advance to the next slide.

Custom shows

In slide shows, SoftMaker Presentations will run slides from the start of the presentation to the end, by default. You can, however, develop *custom shows* that display slides in any order you want, or that skip specific slides. This can be useful when you have a presentation that will be delivered to several different audiences, some of whom should not see certain slides. A custom show allows you to create a show for each audience type without having to save a separate presentation for each.

To create or edit a custom show, use the **Show > Custom shows** command. This will display the following dialog:

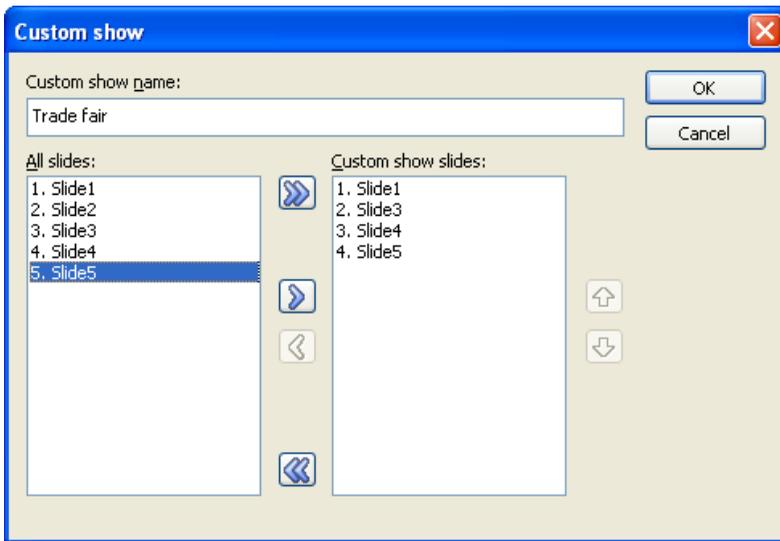


The dialog displays all custom shows that have been created for the current presentation. If no custom show has been built yet, you can use the **New** button to create one.

The **Edit**, **Delete**, and **Duplicate** buttons work when you select an existing custom show. These buttons will allow you to change the contents of the custom show, delete it from the presentation, or make a copy (which you can then edit), respectively.

Creating custom shows

To create a new custom show, click the **New** button. This will display the following dialog:



The **Custom show name** edit box lets you save the custom show with a descriptive name.

The **All slides** pane provides a list of all the slides in the current presentation. You can highlight one or more of these slides and click the right arrow button to move the slides to the **Custom show slides** area. This lists the slides (in order from top to bottom) as they will appear in the new custom show.

To remove a slide from the custom show, highlight it in the right pane and click the left arrow. The left and right arrows let you move slides between the two panes until you have the list you want completed for the custom show. The double arrow keys allow you to move all slides to the right pane or remove all slides from the right pane.

In the **Custom show slides** area, you can also change the order in which slides are shown by highlighting one or more slides and using the up and down arrows to move their locations in the presentation.

Hint: By default, Presentations names slides using their ordered numbers (Slide1, Slide2, Slide3, etc.). Creating custom shows is a lot easier if you give each slide a descriptive name. You can name slides using the **Slide > Rename** command.

When you have finished selecting and ordering slides for your custom show to your satisfaction, click the **OK** button to create the new custom show.

Playing custom shows

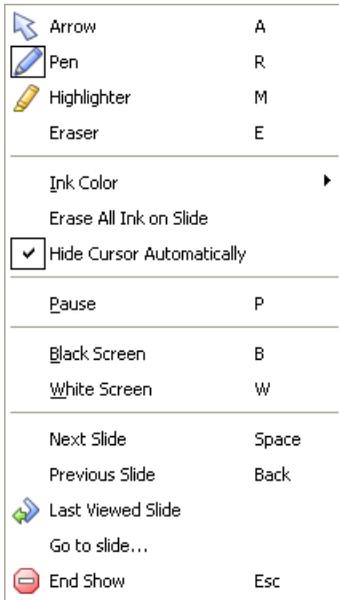
To play a custom show, first use the **Show > Set up Show** command. Select **Custom show** in the **Slides** area of the dialog, and use the dropdown box to choose a custom show.

Then, choose the **Show > Start Show** command to run the show.

Slide show interaction

When running a slide show, you have several options to interact during the show. To access these options, press the right mouse button anywhere on a slide while the slide show is running.

The slide show context menu will appear as follows:



Menu options available (the corresponding keyboard shortcut is given in parentheses):

- **Arrow (A):** The arrow can be used for pointing things out in the slides using the mouse cursor.

- **Pen (R):** With the pen, you can draw freehand lines in the slide displayed. Simply press and hold the left mouse button and move the mouse as if you would hold a pencil.
- **Highlighter (M):** With the highlighter, you can highlight text passages. Press and hold the left mouse button to paint.
- **Eraser (E):** The Eraser allows you to remove individual pen or highlight marks by clicking on them.
- **Erase all ink on slide:** Removes all pen or highlight marks at once.
- **Ink color:** Allows you to change the color of the currently active drawing tool (pen or highlighter). Select the desired drawing tool beforehand.
- **Hide cursor automatically:** Hides the mouse cursor when the mouse is not moved for a few seconds (unless you have selected the pen or highlighter tool). It will reappear as soon as you move the mouse.
- **Pause (P):** Pauses the show until you press a key or the left mouse button.
- **Black screen (B):** Displays a black screen and pauses the show until you press a key or the left mouse button.
- **White screen (W):** Displays a white screen and pauses the show until you press a key or the left mouse button.

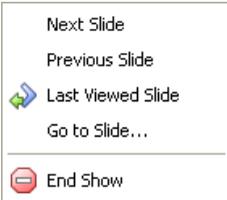
The bottom part of the context menu contains commands for navigating during your slide show, as follows: **Next Slide**, **Previous Slide**, **Last Viewed Slide**, **Go to slide...**, and **End Show**.

In addition to the menu options, there are also key strokes available to allow you to quickly move to certain slides:

- To advance to the next slide, use either the right arrow, down arrow, or PgDn keys or the Space bar.
- To go back to the previous slide, use either the left arrow, up arrow, PgUp, or Backspace key .
- To go to the first slide, press the Home key.
- To go to the last slide, press the End key.
- To end the slide show, press the Esc key.

Menu options for shows with the “Browsed by an individual (window)” option set

If the **Browsed by an individual** option is set, the show will be displayed in a window where you have access to a simple **Navigation** menu located at the top left of the window as follows:



The menu lets you jump quickly between the different slides. Alternatively, the key strokes mentioned above can be used for navigating the slides. However, the right mouse button menu described above is not available in this mode.

Language tools

SoftMaker Presentations offers a spell check feature, a hyphenator, and a thesaurus. (Depending on your chosen language, you may have only the hyphenation feature, or the hyphenation and spell check features.)

This chapter provides information on working with these tools, as follows:

■ Setting the language

The language for spell checker, hyphenator and the thesaurus can be set with the command **Tools > Options (Language property sheet)**.

■ Spell checking

The *spell checker* examines text for spelling mistakes. When it finds mistakes, it suggests corrections.

You have the choice of two working methods:

Manual spell checking: Lets you to check and correct the spelling of the entire text in a presentation, word by word.

Background spell checking: Constantly checks the text for spelling errors. Incorrectly written words are underlined in red and can be corrected manually or with the aid of a context menu.

Additionally, you will learn how to remove words from your user dictionary that you have added by mistake in the section “Editing user dictionaries”.

■ Hyphenation

The *hyphenator* automatically regularizes the breaking of long words that occur at the ends of lines. For more information, see a detailed description in the “Hyphenation” section (beginning on page 194).

■ Thesaurus

The *thesaurus* is a tool that lets you quickly find terms in a synonym dictionary with equivalent or similar meanings of the word you are looking for. This feature helps you express yourself precisely and avoid repetition.

■ SmartText

With Presentations’ *SmartText* feature, you can have your “favorite” typing errors corrected automatically and create short-cuts for frequently needed phrases, such as “lax” for “Los Angeles.”

Setting the language

If you have installed several languages, you can change the language for the spell checker, hyphenator and thesaurus, as needed.

To do this, proceed as follows:

1. Invoke **Tools > Options**.
2. Switch to the **Language** property sheet.
3. Choose the desired language from the list and confirm with **OK**.

Spell checking

The following sections describe the different tools available to check the spelling of text. You will find out how to check the spelling manually or automatically (as a background process).

Additionally, you will learn how to remove words from your user dictionary that you have added by mistake.

Manual spell checking

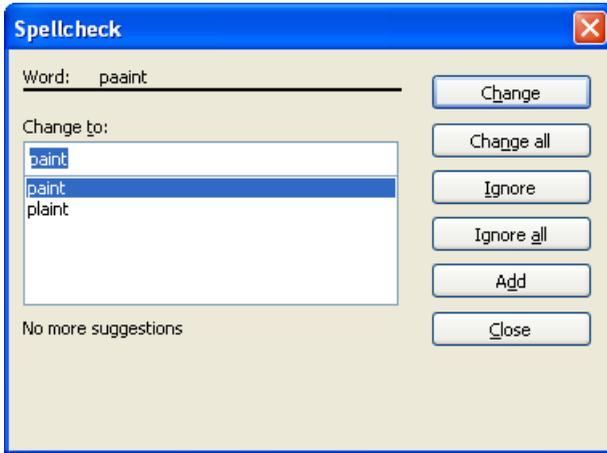
You activate the manual spell checker with the **Tools > Check Spelling** command. This checks the text word for word for spelling errors and displays every unrecognized word in a dialog box. You can then choose to correct the word, add it to the dictionary, or simply ignore the supposed error.

If you are currently editing text inside an object frame, the following dialog will be displayed first:



The **Check this frame** option restricts the spell check to the current frame. The **Check all frames** option, on the other hand, will check the spelling of all frames containing text throughout the whole presentation.

Presentations now goes through the text word for word. If an unrecognized word is found, the spell checker stops and displays the word in a dialog box.



In the list under **Change to**, Presentations presents suggestions for the correct spelling of the word (if any are found).

By means of the buttons, you can specify what is to be done with the unknown word:

Button	Function
Change	Lets you correct the word. Before you use this button, type the correct spelling in the Change to input field or select one of the suggested words from the list.
Change All	Works like the Change button, but changes <i>all</i> further instances of the word (from here to the end of the document).
Ignore	Ignores the supposed spelling error and continues with the spelling check.
Ignore All	Ignores <i>all</i> further instances of this word. Note: Use Ignore or Ignore All only for words that are correctly written but are <i>not</i> to be added to the dictionary. When you exit Presentations, it forgets the list of ignored words.
Add	Advises Presentations to add the word to the user dictionary and in this way to enlarge its vocabulary.

Note: Use this option for correctly spelled words that Presentations does not yet know. Presentations remembers these words permanently.

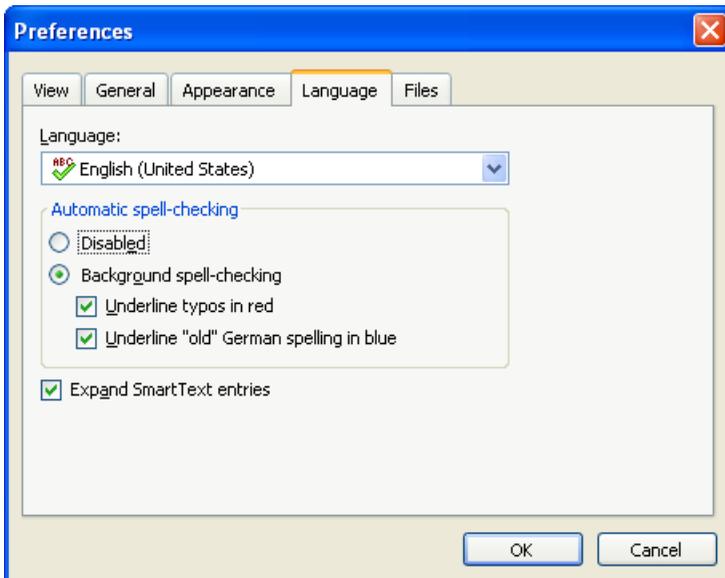
If you want to exit the spell checker before it reaches the end of the document, click on **Close**.

Background spell checking

Background spell checking constantly checks the text in the entire document for spelling errors. Incorrectly spelled words are indicated with red underscores.

Activating background spell checking

To activate background spell checking, invoke **Tools > Options**, switch to the **Language** property sheet as shown below, and activate **Background spell checking**. Make sure that the **Underline typos in red** option is turned on as well.



Presentations now examines the entire document for spelling errors on an ongoing basis. It not only recognizes existing spelling errors in the document, but also immediately examines changes and additions to the text for correct spelling.

Correcting misspelled words

Misspelled words are highlighted on the screen with red underscores. This allows you to see, at a glance, all misspelled words so that you can either correct them immediately or at a later time.

To correct one of these underlined words, either simply change its spelling by hand or click with the *right* mouse button on the word to bring up the spelling correction context menu as follows:



The menu includes the following items:

Item	Function
List of suggestions	<p>When Presentations finds suggestions for the correct spelling of the word, it presents them in the upper part of the menu. If you click on one of them, it will replace the word in the text.</p> <p>If Presentations finds a large number of suggestions, an additional menu item called Additional Suggestions appears. If you click on it, a dialog with all the suggestions found will appear.</p>
Ignore Word	<p>Ignores the spelling error (for all instances of this word) and removes the red marking.</p> <p>Use this option for words that are, in fact, correctly spelled but are not to be added to the dictionary. When you exit Presentations, it forgets the list of ignored words.</p>
Add Word	<p>Advises Presentations to add the word to the user dictionary (see next section) which enlarges its vocabulary.</p> <p>Use this option for correctly spelled words that Presentations does not yet know. Presentations remembers these words permanently.</p>

Create SmartText Entry

Creates a *SmartText* entry from the word. You will learn more about this feature in the section “SmartText” beginning on page 234.

As soon as you correct the spelling or allow Presentations to ignore or add the word, the red underscore disappears.

Words underlined in blue: If you have also activated the **Underline old German spelling in blue** option, you might also see words underlined in blue instead of red. This is for German words that are spelled according to the old German conventions and that should be spelled differently according to the *German spelling reform*. Note: This feature is active only in texts that are composed in German language.

Editing user dictionaries

Occasionally, a mistake is made and the spell checker is taught a word that is not spelled correctly. The command **Tools > Edit User Dictionaries** was devised for such a situation. With it, you can remove from Presentations’ vocabulary words that you have previously taught it.

To do this, invoke **Tools > Edit User Dictionaries**, select the word to be deleted and click on **Delete**. The word is now removed from the user dictionary; thus, the spell checker will now view this word as incorrectly spelled, as it did before the word was added.

With this function you can delete only those words that you yourself have supplied to Presentations. Words in the dictionaries that come with the program cannot be removed.

Note: Every language has its own user dictionary. You can select the user dictionary to be edited from the **Language** dropdown list.

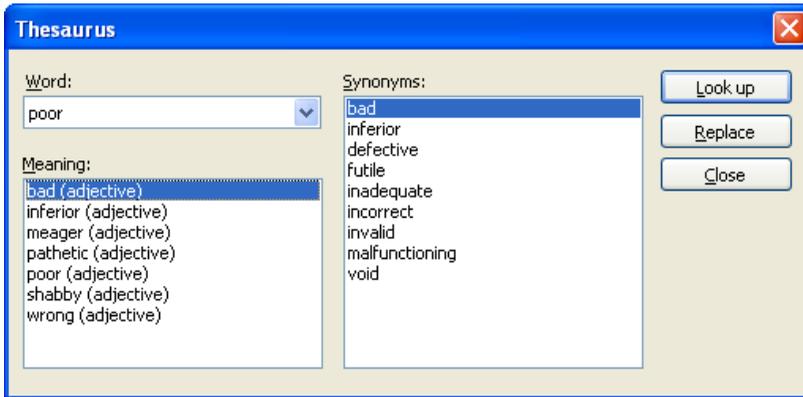
Thesaurus

With the command **Tools > Thesaurus**, you can have SoftMaker Presentations search for a word’s *synonyms* (terms with equivalent or similar meanings).

This function can help you express yourself precisely and avoid repetition. Even if you command a vocabulary that is larger than average, the thesaurus may still find alternative words. This function is especially useful with foreign languages.

Using the thesaurus

To activate the thesaurus, type a word or move the text cursor to a word you have already typed. Then invoke the command **Tools > Thesaurus** as follows:



Presentations now searches for the word in the Thesaurus.

If the word is not found, words with similar spellings are presented for selection. Otherwise, synonyms for the word are shown in the **Synonyms** list.

Note: If a word has several meanings, several items are presented in the **Meaning** list. First choose the meaning of interest to you, and then view the corresponding synonyms in the **Synonyms** list.

Now, with a mouse click, you can select a word from the **Synonyms** list. Then you can choose one of the following functions by using the buttons:

Button	Function
Look up	Looks for alternatives to the selected synonym.
Replace	Replaces the word in the text with the selected synonym.
Close	Exits the thesaurus.

SmartText

SoftMaker Presentations' *SmartText* feature can save you a lot of work: you can define SmartText entries for frequently needed phrases and then call them out in your text quickly and easily.

For example, you can define a SmartText entry named "lax" containing "Los Angeles". Now you can call out this SmartText entry at any time. Simply type "lax" and then press the space bar, the Enter key , or a punctuation character key. Immediately, "lax" is replaced with "Los Angeles".

In this way, you can use Presentations to put together a personal "computer shorthand" and save significant typing time.

In this section, you will learn details about Presentations' SmartText feature, including the following:

■ Creating SmartText entries

SmartText entries can be created either with the **Insert > SmartText** command or the background spell checker. You give the SmartText entry a name (e.g., "lax") and then enter the desired content (e.g., "Los Angeles").

■ Inserting SmartText entries

To call up a SmartText, simply type its name and then press the space bar, the Enter key , or a punctuation character. The name will be immediately replaced by the content, as long as the **Expand SmartText entries** option has been activated in the preferences.

Alternatively, SmartText entries can be inserted manually using the command **Insert > SmartText**.

■ Editing SmartText entries

You can create new SmartText entries with the command **Insert > SmartText**, and you can also edit, rename, and delete existing entries.

Detailed information is provided on the following pages.

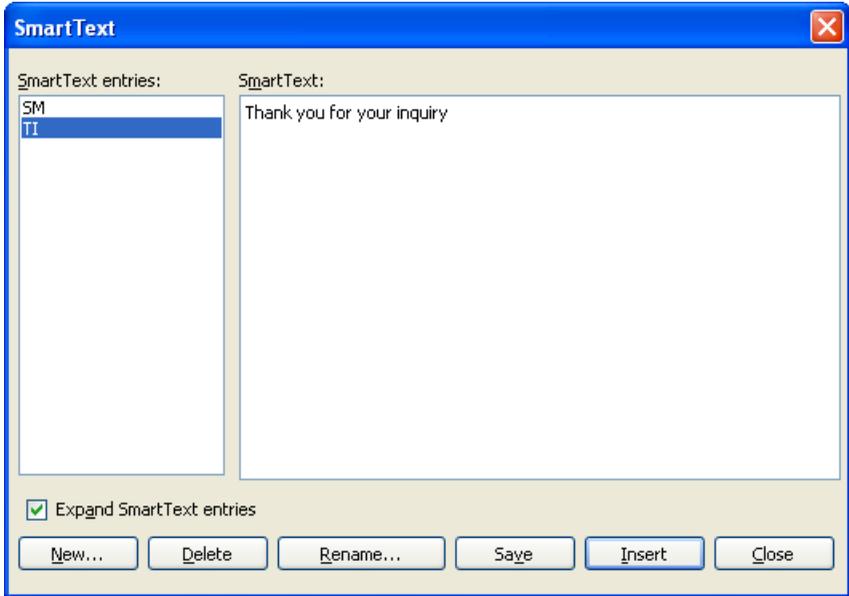
Creating SmartText entries

To create a new SmartText entry, choose one of the following methods:

A) Using the Insert > SmartText dialog

To create, for example, a SmartText entry with the name “lax” containing “Los Angeles”, proceed as follows:

1. Invoke the command **Insert > SmartText**.



2. Click on the **New** button to create a new SmartText entry.
3. Give the SmartText entry a name (“lax” in our example).
Later, the SmartText entry can be called up by using the specified name.
4. Confirm with **OK**, which takes you back to the main dialog.
5. Type the text of the SmartText entry in the large input field (“Los Angeles” in our example).
6. Exit the dialog by clicking on the **Close** button.

The SmartText entry has now been created. In the next section (“Inserting Smart-Text entries”), you will learn how to use your new SmartText entry.

B) Using the background spell checker

If you have activated the background spell checker, SmartText entries can alternatively be created as follows:

1. Make sure that the **Background spell checking** option on the **Language** property sheet in the **Tools > Options** dialog box is checked.
2. Type “lax” and press the space bar.
3. Presentations now underlines “lax” in red, since it is an unknown word. Click on this word with the *right* mouse button to open the context menu.
4. Select the **Create SmartText Entry** command from the context menu.
5. Type “Los Angeles”.
6. Confirm with **OK**.

The result is the same: the SmartText entry “lax” has now been created.

If you want to learn more about the background spell checker, see section “Background spell checking” beginning on page 230.

Inserting SmartText entries

Once you define a SmartText entry, you can use it anytime as you build your presentation slides.

Type the name of the SmartText entry (e.g., “lax” in our example) in the text, and then press either the space bar, the Enter key , or a punctuation character. Presentations immediately replaces “lax” with the content of the SmartText entry, in our example, “Los Angeles”.

Note: If this does not work, the **Expand SmartText entries** option might be disabled. If so, invoke the command **Tools > Options**, switch to the **Language** property sheet, and turn on this option.

Alternatively, you can use a dialog to insert SmartText entries in the text by invoking the command **Insert > SmartText**, choosing the desired entry, and then clicking the **Insert** button.

Editing SmartText entries

You can edit SmartText entries that you have previously defined with the command **Insert > SmartText** as follows:

■ Deleting a SmartText entry

To delete an entry, select it from the **SmartText entries** list and then click on the **Delete** button.

■ Renaming a SmartText entry

If you want to change the name of an entry, select it from the list and click on the **Rename** button. A dialog box appears, and you can enter the new name there.

■ Editing a SmartText entry

To edit an entry, select it from the list and then click in the large input field. Now you can modify the content of the SmartText entry.

When you have made the desired changes, click on the **Save** button.

■ Inserting a SmartText entry

To insert a SmartText entry into the text, select it from the list and click on the **Insert** button (see also the section “Inserting SmartText entries” beginning on page 236).

To exit the dialog, click the **Close** button. If the active SmartText entry has been changed and not yet saved, Presentations will ask automatically if it should save the changes.

Document management

SoftMaker Presentations provides functions that simplify document management and speed up access to them in the following manner:

■ Quick paths

You can set up *quick paths* to change immediately to folders that are frequently used to save or retrieve files.

■ Document summary

Every document can have a *document summary* that you can display and edit using the **Summary** property sheet in the **File > Properties** dialog. You can specify the document's title, subject and author, enter keywords for the file manager's search function, and compose a brief description of the document's contents.

■ The file manager

The integrated file manager provides a convenient way to access your documents. It allows you to see at a glance the names and summaries of your documents, and to examine, open, print, or delete them with the press of a key. With the search function, you can look for documents not only by filename, but also by subject, title, author, etc.

You will find detailed information for each of these functions on the following pages.

Quick paths

SoftMaker Presentations gives you the capability to define up to twenty *quick paths* and use them to change to specific folders where you open or save files frequently.

A *quick path* is a symbolic statement like "Documentation of the court building" that stands for a specific folder on the hard disk (for example, the folder C:\COURT\RENEW).

When you want to open a file in this folder, all you need to do is click on the **Quick path** button in the **File > Open** dialog and select its quick path. The dialog changes immediately to the C:\COURT\RENEW folder.

Quick paths are available not only in the **File > Open** dialog, but also in all other dialog boxes that have to do with opening or saving files.

Defining quick paths

To define a new quick path, complete the following steps:

1. Open any type of file dialog, for example, the **File > Open** dialog.
2. Click the **Quick path** button.
3. A menu opens below the button. Select the **Create new quick path** command from it.
4. At **Name of quick path**, enter a meaningful name for the quick path – for example, “Documentation of the court building”.
5. At **Path**, enter the desired folder – for example, c:\court\renew.
6. Confirm with **OK**.

From now on, Presentations will change to the folder C:\COURT\RENEW when the quick path “Documentation of the court building” is invoked.

Quick paths with search patterns: Quick paths can also include search patterns for file names. For example, you can define a quick path as c:\court\renew\08*.*, which tells Presentations to change to the folder C:\COURT\RENEW and display only those files whose names begin with “08”.

Keyboard shortcut: The & sign can be used in a quick path name to give the name a keyboard shortcut. For example, if you enter “&Documentation” as the name, the quick path of this name can be invoked by pressing the key whenever the list of quick paths is opened.

Using quick paths

Quick paths are available in all file dialogs – for example the dialogs for the **File > Open** and the **Object > New Picture** commands.

To invoke a quick path, do the following:

1. Click on the **Quick path** button in a file dialog.
2. A menu of all the previously defined quick paths opens. Select the desired quick path.

Presentations now changes to the folder specified for the quick path.

Editing and deleting quick paths

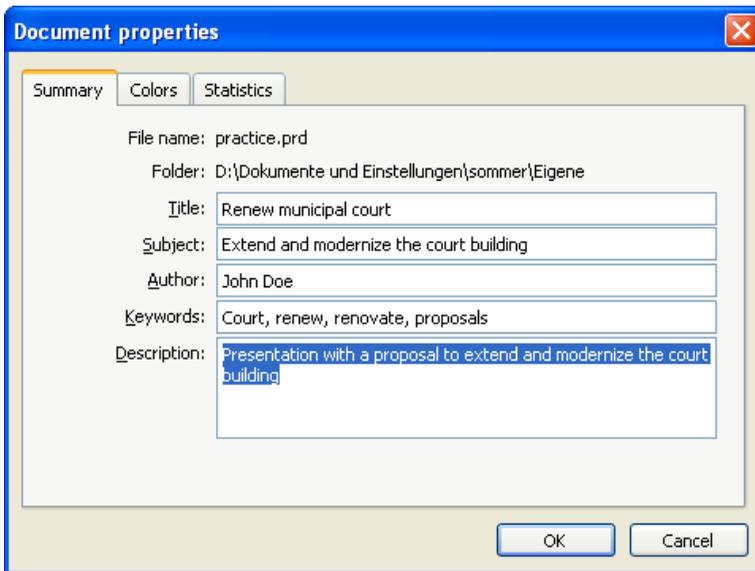
To modify or delete an existing quick path, do the following:

1. Click on the **Quick path** button in a file dialog.
2. A menu opens. Select the **Change quick paths** command from it.
3. A dialog box appears. Select the desired quick path from the list box.
4. Click on **Change** to edit the name or path, or on **Delete** to remove the quick path.

Document summary

You can use the command **File > Properties** not only to make document specific settings, but also to enter *summary* information about the document.

The *summary* contains additional information (subject, author, keywords, etc.) about a document. To view or edit the information, invoke the command **File > Properties** and switch to the **Summary** property sheet as follows:



Enter your modifications, and confirm with **OK**.

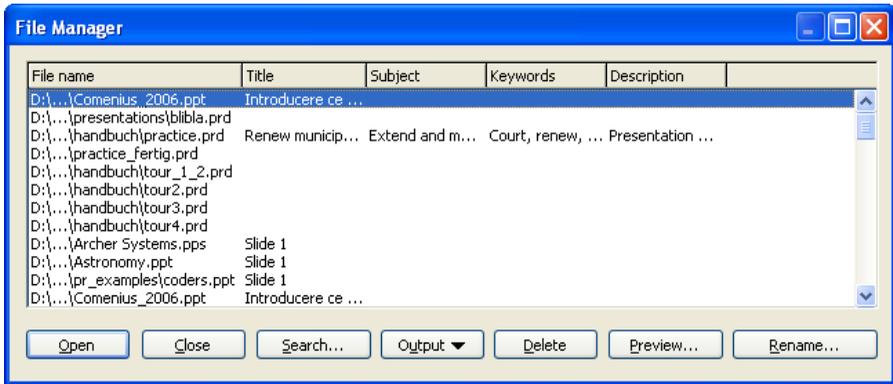
Tip: Using the file manager (see the next section), you can search for documents based on the contents of their summaries. For example, you can have the file manager find all documents from a specific author.

Automatic prompt for summary information when saving: At your option, you can have Presentations prompt you to fill in the document summary whenever you save a newly created document. To enable this function, invoke the command **Tools > Options**, switch to the **Files** property sheet, and enable the **Ask for summary information when saving** option. Now, each time you save a new document for the first time, the dialog box for the entry of summary information will appear.

The file manager

The *file manager* displays a list of documents from one or more folders and lets you open, print, delete, or view any document with a click of the mouse.

To start the file manager, use the command **File > File Manager**, or you can use the keyboard shortcut **[F12]**.



Under Windows and Linux, the File Manager window can be resized and moved to any position on the screen. The widths of the columns can be changed by dragging the lines that separate the column headers.

By clicking on one of the column headers, you can sort the files according to the contents of the column under that header.

You can select a file with the cursor keys or with a mouse click, and then invoke a function to be performed on the file by clicking on one of the buttons. The functions associated with these buttons are described below.

You can use the **Search** button to change to another folder. Apart from that, this button also provides access to search functions that work with document *summary* information, so that you can search for specific titles, subjects, authors, keywords, etc.

The buttons in the file manager have the following functions:

- **“Open” button**

When you click on this button, Presentations opens the selected file.

Tip: You can also open a file by double-clicking on its filename.

- **“Close” button**

Use this button to exit the file manager.

- **“Search” button**

You can click on this button to search for specific files or simply to select a new folder for display in the file manager. For more information on this topic, see the next section (entitled “Searching with the file manager”).

■ “Output” button

Use this button to print or e-mail the selected file. When you click on the button, a menu opens with the following functions (depending on the operating system):

E-mail: send the document by e-mail

Print: print the document

■ “Rename” button

Click on this button if you want to change the name of the selected file.

■ “Delete” button

If you click on this button, the selected file will be deleted (after confirmation).

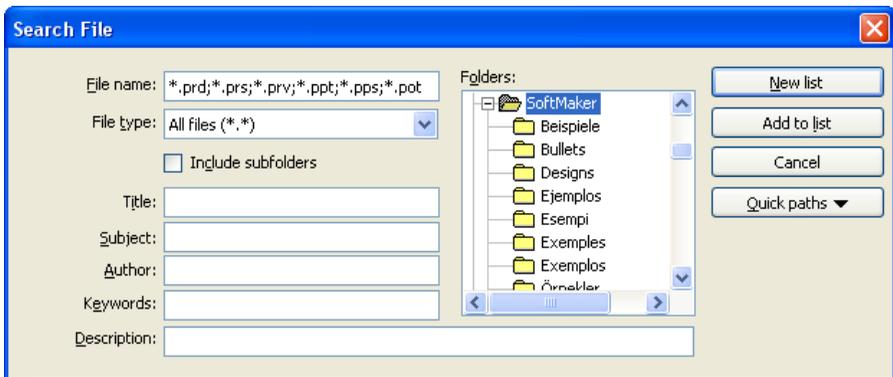
■ “Preview” button

Click on this button to preview the selected file.

A preview window appears. To open the document displayed in the preview window, click **Open**. To close the preview window, click **Cancel**.

Searching with the file manager

With the help of the file manager’s **Search** button, you can have Presentations look for specific files or simply choose the folder to be displayed in the file manager.



You can search for files that meet criteria of the following types: filename, folder, file type, as well as the items in the document summary (title, subject, author, keywords, and description).

Moreover, you can combine several search criteria. For example, if you only specify a particular folder in the search dialog, Presentations will display *all* the documents in this folder. But, if you also enter a search term in the **Title** field, Presentations will find only those documents that are both in the selected folder *and* contain the given search term in the **Title** field of their summaries.

The search dialog has the following functions:

■ **File name**

Allows you to specify a unique filename or a filename pattern as the search target. With the default setting *.PRD, the search function will find all Presentations documents.

If you specify a unique filename like SALES OCTOBER.PRD, only files with exactly this name will be found.

If you specify a filename pattern like SALES*.PRD, all Presentations documents whose filenames begin with “Sales” will be found.

■ **File type**

From this list, you can choose the type of the files to be targeted in the search. For example, if you want to search for files in Rich Text Format, select this format from the **File type** list.

■ **Title, Subject, Author, etc.**

By making entries in these fields, you can target your search to the contents of the summaries that are included in your documents (see the “Document summary” section).

If you fill in several fields, the file manager will search for documents that meet *all* of your specified conditions. For example, if you enter “court” in the **Keywords** field and “Smith” in the **Author** field, only documents whose summaries contain corresponding entries for *both* fields will be found.

You will get different search results depending on the precision with which you specify the search terms. For example, if you typed “court” as the search term in the **Keywords** field, your search would also turn up documents whose keywords contain “municipal court” and “court renovation”, etc. – that is, all the documents in which “court” was contained *anywhere* in the keywords.

Case is of no significance in search terms. If the search term is entered as “court”, the search will also find documents whose keywords contain “Court”.

- **Folders**

Here you can select the folder in which the file manager is to carry out the search.

- **Include subfolders**

If this option is enabled, the file manager searches not only the selected folder, but also all folders below the selected folder.

- **“New list” button**

Starts a new search using the current settings.

- **“Add to list” button**

Also starts a new search; however, any previous search results remain in the list rather than being cleared from the list.

Working with other file formats

Normally, SoftMaker Presentations saves a document in its native file format, namely, the “*Presentations document*” format. Presentations documents can be recognized easily by the filename extension .PRD (Presentations document). When you save a document, Presentations automatically appends this extension to the name you give it. For example, if you save a document under the name “My Presentation”, its complete filename will be MY PRESENTATION.PRD.

You can save a file in various other file formats as well, which is useful, for example, when you want to do additional work on a document using another program. And you can also open documents in Presentations that have been created with other applications.

Saving a document in a different file format

To save the active document in a different file format, invoke the command **File > Save as** and open the dropdown list **Save as Type**. Choose the desired format, enter a new filename if desired, and confirm by clicking on **OK**.

Opening a document stored in a different file format

To open a document stored in a different file format, invoke the command **File > Open**, open the **Files of type** list, and select the format of the file to be opened. Then select the file and confirm with **OK**.

Supported file formats

The list of available file types in the **File > Open** and **File > Save as** dialog offers the following file formats:

Format	Use
Presentations Document	The native format and default for SoftMaker Presentations documents. This is the format in which you will typically save your documents.

Presentations Show	Basically the same as a Presentations Document. However, when you double-click a <i>Presentations Show</i> file in Windows Explorer, Presentations will automatically start the presentation as a show and close the document thereafter. See notes below.
Presentations Template	A Presentations document template that can be reused, serving as a standardized format for multiple presentations.
PowerPoint Document	The native format for Microsoft PowerPoint presentations.
PowerPoint Template	A Microsoft PowerPoint template file which can be reused, serving as a standardized format for multiple presentations.
PowerPoint Show	Basically the same as a PowerPoint document. However, when you double-click a <i>PowerPoint Show</i> file in Windows Explorer, MS PowerPoint (or SoftMaker Presentations, if assigned) will automatically start the presentation as a show and close the document thereafter.
Rich Text Format	Outline of a presentation in Rich Text Format (RTF). This format can be used to export the outline of a presentation to a document in RTF format or to import the outline from such a document. Documents in RTF format can be opened by many programs, including word processors.
Various image file formats (BMP, PNG, JPG, etc.)	Supported graphic file formats. The current slide or all slides in a presentation can be saved as image files using any of the supported formats listed.

Notes on the “Presentations Show” file format

As mentioned above, the *Presentations Show* file format is identical to Presentations’ standard file format, the *Presentations Document* format, except for the following difference:

- When you open a *Presentations Show* file in Presentations using the **File > Open** command, it will behave just like a normal document.

- However, when you open such a file by double-clicking it in Windows Explorer, Presentations will open it, automatically start the presentation it contains, and close the document when the show has finished.

If Presentations is not running at that time, it will automatically start, display the show, and exit thereafter.

To create such a file, simply save any Presentations document in the SoftMaker Presentations Show file format. For this purpose, choose **File > Save as** and select **SoftMaker Presentations Show** in the **Save as type** dropdown list.

Customizing Presentations

SoftMaker Presentations gives you control over numerous program settings, allowing you to adapt the program to your personal working style.

This chapter covers all the details. It is divided into the following sections:

■ Preferences

To modify Presentations' *global* preferences, use the **Tools > Options** command. These settings apply to the program as a whole, and thus to *all* documents.

■ Document properties

To modify the properties of a *document*, use the **File > Properties** command. These settings affect the current document only.

■ Customizing the document display

This section describes how to adjust the way a document is displayed on the screen. Most of the necessary commands are found in the **View** menu.

■ Changing the zoom level

The **View** menu also provides commands to change the zoom level.

■ Customizing toolbars

To customize the program's toolbars (Standard toolbar, Formatting toolbar, etc.), use the **View > Toolbars** command.

■ Customizing keyboard shortcuts

To customize keyboard shortcuts for menu commands, use the **Tools > Customize > Keyboard Mappings** command.

■ Using the grid and Using guides

Guides and the *grid* are aids for positioning objects such as frames and drawings that you insert or move. They can be adjusted with the command **Object > Guides & Grid**.

These topics are treated in detail on the following pages in the order listed.

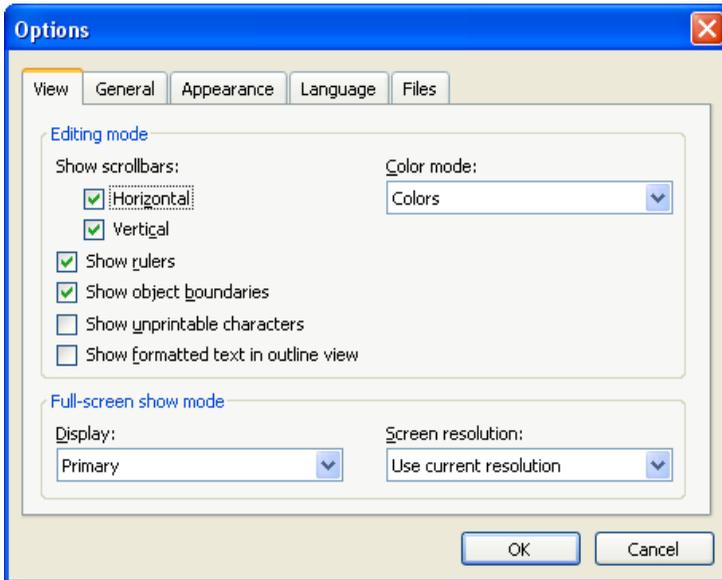
Preferences

To modify Presentations' *global* preferences, use the **Tools > Options** command. These settings apply to *all* documents.

The dialog box associated with this command contains several property sheets, each of which presents options relating to a different topic area. If you click on the **Files** property sheet, for example, you will be able to make settings that control the opening and saving of files.

Preferences, View property sheet

The **View** property sheet in the **Tools > Options** dialog allows you to control how documents are displayed on the screen.



The settings on this property sheet include the following:

Editing mode settings:

- **Show scrollbars:** Turns the horizontal/vertical scrollbars for slides on/off.
- **Show rulers:** Turns the horizontal/vertical rulers on/off.

- **Show object boundaries:** By default, Presentations shows the boundaries of any object placed on a slide, but you can deselect this option to hide the boundary lines.
- **Show unprintable characters:** If this option is checked, tabs and manual line breaks will be indicated as symbols on the screen. These symbols appear in the slides only; they will neither be printed nor displayed in slide shows.
- **Show formatted text in outline view:** Displays the text with actual formatting (font face and size) in the outline view and the mini outliner.
- **Color mode:** Lets you specify how colors in a presentation are displayed on the screen. With the default option, “Colors”, colors remain untouched. If you choose “Grayscale” or “Black and white”, colors are reduced to shades of gray or just black and white.

Full-screen show mode settings:

These settings allow you to specify on which display and in which resolution full-screen slide shows are displayed.

- **Display (Windows only):** If you have two displays connected to your PC, you can choose from the list on which of these devices full-screen shows should be displayed.

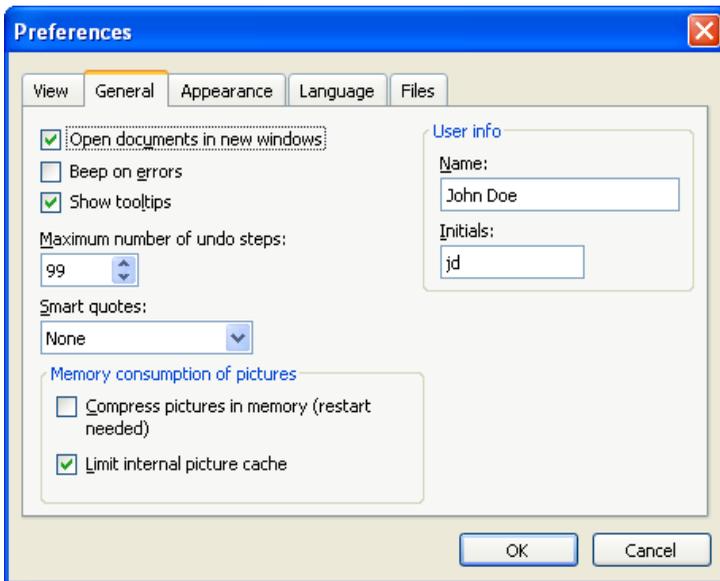
This is useful if, for example, you have connected a video projector to the second port of your graphics card and want the slide show to be displayed there. Only available for graphics cards with dual-monitor support.

- **Screen resolution (Windows only):** You can choose from the list either to display full-screen shows using the “current resolution” (this is the default setting) or you can change the display resolution to any of the options in the list.

Generally, you will want to keep the default setting. However, if you are projecting your presentation with a device that only supports resolutions that are lower than that of your computer, you can alter this setting accordingly.

Preferences, General property sheet

The **General** property sheet in the **Tools > Options** dialog contains common program settings.



The settings on this property sheet include the following:

- **Open documents in new windows:** If this option is checked, whenever you open a document using **File > Open**, a new document window will be created.

If it is unchecked, the current document will be closed and the document will be opened in the same document window.

Note: This setting sets the default state of this option, which can be overridden when opening a document. Specifically, the **File > Open** dialog has its own **New Window** checkbox, which allows you to specify on a document-by-document basis whether or not a new window should be opened.

- **Beep on errors:** When this option is enabled, a sound plays when Presentations displays an error or warning message.
- **Show tooltips:** Displays a short summary of the function of icons and other objects when the mouse cursor rests there.
- **Maximum number of undo steps:** Lets you specify the number of actions that can be reversed with the **Edit > Undo** command. You can increase this number up to a maximum of 999 undo operations.

Note: On *Pocket PCs* and *Windows CE devices*, it is *not* recommended to increase this value, since internal program memory is limited on such devices.

- **Smart quotes:** Presentations can automatically transform double quotes (") and single quotes (') as they are typed so that they are typographically correct, based on the selected language. You can specify the relevant language, or you can specify "None" if you want Presentations to leave your quote marks as you typed them and make no changes.

For example, if you type "Text" or 'Text', the result will depend on this setting as follows:

Setting	"Text"	'Text'
None	"Text"	'Text' (no change)
German	„Text“	‘Text’
Swiss German	»Text«	›Text‹
English	“Text”	‘Text’
French	«Text»	‹Text›
Auto	(see below)	

The **Auto** option presents a special case: If you select this option, Presentations detects the language automatically (using the language set in the preferences) and transforms the quote marks accordingly.

- **Memory consumption of pictures:** Allows you to control how much internal memory is used for storing pictures embedded in a presentation. To decrease the required memory of the document, you can either compress the pictures or limit the internal picture cache of Presentations.
- **User info:** Lets you enter your name and initials, which are assigned to every presentation and also appear in comments that you add.

Additional options in the Pocket PC and Windows CE version

The following additional options are available only in the Pocket PC and the Windows CE versions of Presentations:

- **Show warning when loading OLE objects:** When this option is enabled, Presentations shows a warning that OLE objects cannot be displayed when you open a file containing such objects. (Only the Windows version of Presentations is able to display OLE objects.)
- **Function of hardware cursor keys (Pocket PCs only):** These options affect the behavior both of the navigation keys (the little cross-shaped rocker-control

under the display) with which most Pocket PCs are equipped, and also of the arrow keys on an external keyboard. With these options, you can specify how these keys will behave in documents and dialog boxes as follows:

Always scroll by page: The direction keys always scroll to the next page in the appropriate direction.

Move in list boxes, scroll elsewhere: For the most part, the direction keys behave as described above. However, if you tap on a list (in a dialog box, for example), the keys are enabled for use in navigating the list.

Move cursor: The direction keys move the text cursor instead of paging.

Below these options, there is an option to **Use horizontal cursor keys to scroll**. If you enable this option, the horizontal direction keys can also be used for paging. If you disable it, these keys move the cursor.

- **Close button behavior (Pocket PCs only):** Here you can specify what Presentations should do when you tap on the close button in the top right corner of the program window. The choices are as follows:

Close Presentations: Closes the program window and exits the application. This is the default setting.

Close active document: Closes only the currently active document window.

Minimize Presentations: Closes the program window, but keeps the program itself running.

Advantage: If you choose this option, starting Presentations again later will consume less time.

Disadvantage: While Presentations is minimized, it still uses a portion of your Pocket PC's program memory.

Hint: To actually exit Presentations, use the **File > Exit** command instead of the close button.

- **Show/hide keyboard automatically (Pocket PCs only):** If this option is enabled, the on-screen keyboard pops up automatically whenever you are given an opportunity to enter something in a dialog box (when you have tapped on an input field, for example).
- **Shorter tap and hold delay (Pocket PCs only):** If this option is enabled, the delay before the appearance of a context menu is shortened, when you press and hold the stylus (on an object, for example).

- **Picture quality (Pocket PCs only):** You can specify the quality with which pictures in the presentation are displayed on the screen as follows:

Low (no pictures): Pictures are not displayed at all.

Default: Pictures are displayed in standard quality.

High: Pictures are displayed in the best possible quality. However, choosing this setting has a noticeable effect on the system's responsiveness.

Additional options in the Linux version

The following additional options are available in the Linux version of Presentations only:

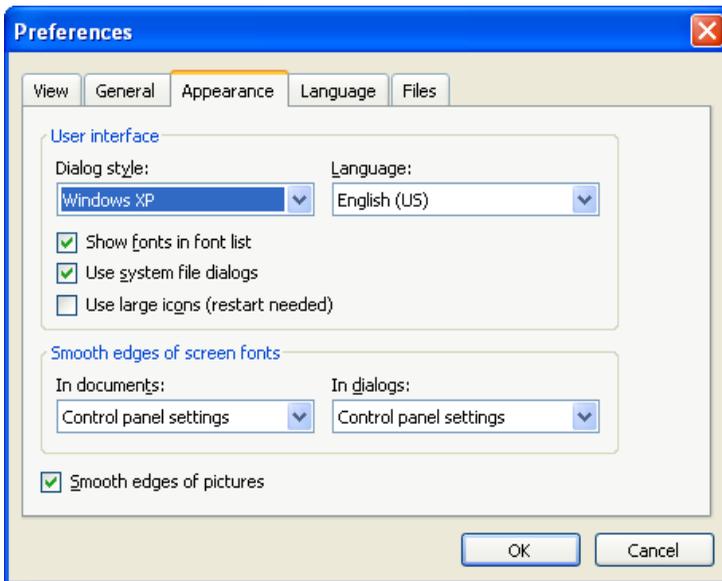
- **Show warning when loading OLE objects:** When this option is enabled, Presentations shows a warning that OLE objects cannot be displayed when you open a file containing such objects. (Only the Windows version of Presentations is able to display OLE objects.)
- **Use SHM extensions (Linux only):** When this option is enabled, Presentations uses shared memory caching to speed up the responsiveness of the display.

Note: Depending on the particular system, in certain cases, the amount of shared memory available might not be sufficient for Presentations. In such cases, Presentations automatically disables this option.

- **Mouse wheel (Linux only):** If your mouse has a mouse wheel, you can set the scrolling increment for a turn of the wheel either by page (one complete page) or by a certain number of lines.

Preferences, Appearance property sheet

The **Appearance** property sheet in the **Tools > Options** dialog allows you to customize the appearance of the program's user interface.



The settings on this property sheet include the following:

- **Dialog style:** Sets the general style of Presentations' dialog boxes and toolbars. This does not change the way you use the software, only the way it appears.
- **Language:** Lets you select the language to be used in the menus and dialog boxes. The selections available here depend on what alternative user interface languages were installed along with the program.
- **Show fonts in font list:** When this option is enabled, Presentations displays the names of fonts that appear in lists (such as the font list in the Formatting toolbar) using their corresponding fonts. This lets you see at a glance how each font looks like.
- **Use system file dialogs (Windows only):** This option controls the type of dialogs that appear when commands to open and save files are issued. The options are:
 - Disabled:** Presentations uses its own file dialogs.
 - Enabled:** Presentations uses the file dialogs provided by the operating system.

The former are easier to use; the latter offer more options.

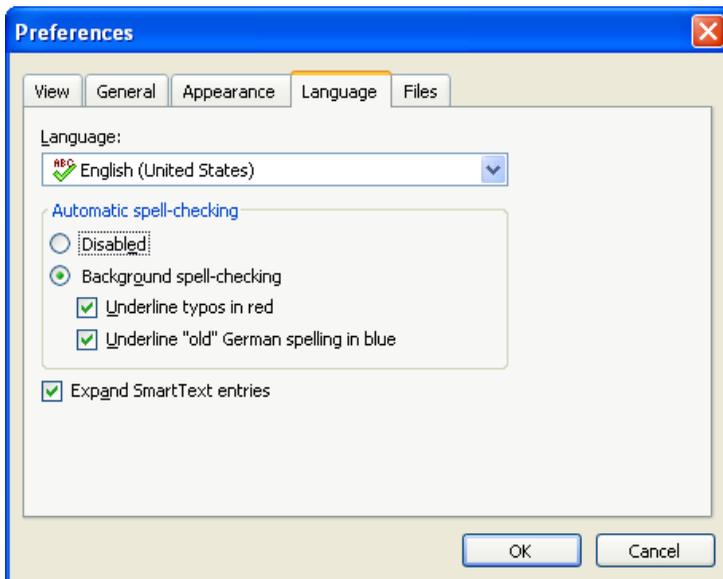
- **Use large icons:** When this option is enabled, larger icons are displayed in toolbars and menus. Changes to this setting become effective only after Presentations is restarted.
- **Smooth edges of screen fonts:** When this option is enabled, Presentations uses anti-aliasing to smooth the edges of fonts and improve their appearance on the screen. The options available vary according to the operating system.

Note: On slower *Pocket PCs*, activating ClearType has a noticeable effect on the system's responsiveness.

- **Smooth edges of pictures (Windows and Linux only):** When this option is enabled, Presentations uses anti-aliasing to smooth the edges of pictures and improve their appearance on the screen.

Preferences, Language property sheet

The **Language** property sheet in the **Tools > Options** dialog contains settings that are related to the program's language tools (spell checker, hyphenator, etc.).



The options provided on this property sheet include:

Language

Here is where you select the language to be used for spell checking, hyphenation and the thesaurus. To choose your setting, open the dropdown list and select the desired language from the available options.

Automatic spell checking

If you enable the option **Background spell checking**, Presentations will continuously scan the entire document for spelling errors in the background. Incorrectly spelled words are indicated with wavy red underlines and can be corrected at any time by right-clicking on them. (For more information, see the “Background spell checking” section (beginning on page 230).)

The following additional options are applicable when background spell checking is enabled:

Underline typos in red: Normally, any incorrectly written word is indicated on the screen with a wavy red underline. When you disable this option, the wavy underlines are not displayed.

Note: When you disable this option, automatic spell checking is *still* in effect – the wavy underlines are simply no longer visible.

Underline old German spelling in blue (new German spelling only): When this option is enabled, the background spell checker additionally underlines in blue all German words that are correct according to the *old* German spellings but should be spelled differently to conform to the *new, reformed* spellings.

Note: This option works only with the languages “German (Germany)” and “German (Switzerland)”.

Expand SmartText entries

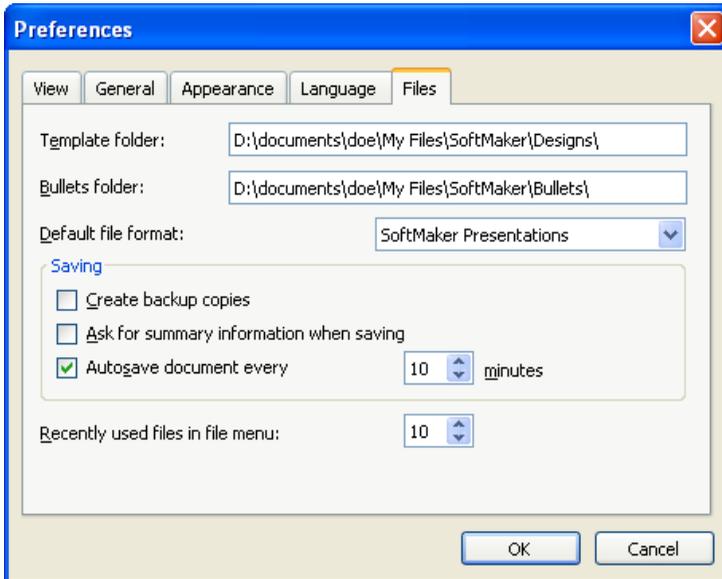
As described in section “SmartText” beginning on page 234, you can create SmartText entries (e.g. “lax” for “Los Angeles”) with Presentations.

When this option is enabled, your SmartText entries can be expanded right in the text. All you have to do is type the abbreviation for the SmartText entry (e.g., “lax”) and then press the space bar, Enter key  or a punctuation key in order to signal Presentations to replace the abbreviation with the content of the SmartText entry.

If this option is disabled, SmartText entries can be called out only with the **Insert > SmartText** command.

Preferences, Files property sheet

The **Files** property sheet in the **Tools > Options** dialog contains settings related to opening and saving files.



The settings on this property sheet include the following:

- **Template folder:** Lets you specify the folder in which the templates for Presentations documents are stored. The dialog that appears when you invoke **File > New** presents templates for your selection that are found in this folder.
- **Bullets folder:** Lets you specify the folder in which the bullets for Presentations documents are stored.

Note: Normally, the template and bullet folder settings should not be changed. Change these settings only in the event that you have actually moved the folders to another place.

- **Default file format:** Lets you select the file format that Presentations will use by default to save newly created documents.

The available choices are “SoftMaker Presentations” and “Microsoft PowerPoint” in several versions.

- The following options in the **Saving** groupbox let you set the way documents are saved:

Create backup copies: If this option is enabled, whenever you save a document, Presentations will first create a backup copy of the last saved version in a file with the name extension .BAK. So, if you save the document PRACTICE.PRD, the existing PRACTICE.PRD file is first renamed PRACTICE.BAK, and then the edited document is saved under the name PRACTICE.PRD. If you do not want this behavior, however, disable the option.

Ask for summary information when saving: When you enable this option, a dialog box will appear automatically the first time you save a new document to enable you to enter some additional information about it (for more information, see the section “Document summary” beginning on page 241).

Autosave document every ... minutes: When you enable this option, Presentations automatically makes a backup copy of every open document in a temporary folder on a periodic basis. You can enter a period of 1 to 100 minutes.

When you exit Presentations in the normal manner, these copies are automatically deleted. However, if Presentations is abruptly shut down by a computer “crash” or a power failure, for example, while you are working on open documents, these copies become available when the program is restarted. Presentations recognizes that there has been a failure and offers to open the backup copies of all the documents that had been modified but not saved just prior to the failure.

You can then check each of the restored documents to determine if any of the most recently made changes have actually been lost, and then save them with **File > Save**.

- **Recently used files:** Presentations displays a list of the files most recently opened in the **File** menu (Pocket PCs: the **Recent** menu). If you select an item on the list, the corresponding file will be opened immediately. The **Recently used files** option lets you specify the number of files to be displayed in the list.
- **User-defined font paths** (Linux only): Here you can specify paths to supplementary fonts for Presentations. To do so, enter the subdirectory in which the font files reside. If you want to enter multiple directories, separate them with colons. Presentations can then use these fonts in addition to the fonts available to it from the operating system.

Note: Changes to this setting become effective only after Presentations is restarted.

Document properties

With the **File > Properties** command you can make settings that apply only to the current document and are saved with it. These settings are called *document properties*.

The settable document properties are grouped by topic, and each group is presented on one of several property sheets. For example, if you click on the **Summary** property sheet you can enter summary information about the document.

Document properties, Summary property sheet

The **Summary** property sheet in the **File > Properties** dialog allows you to enter *summary information* about the current document.

The summary information can include descriptive entries about the document (subject, author, keywords, etc.) that the file manager can use in searches.

You can find more information on this topic in section “Document summary” beginning on page 241.

Document properties, View property sheet

The **View** property sheet in the **File > Properties** dialog contains settings that affect the way the current document appears on the screen.

Objects group box

As described in section “Hiding objects” beginning on page 110, you can make inserted objects invisible on the screen and/or on the printed page.

By means of these two options, you can make these objects visible and/or printable again, overriding their individual visibility settings:

- **Show invisible objects:** If you enable this option, any object whose **Visible** property is disabled becomes visible on the screen.

- **Print unprintable objects:** If you enable this option, any object whose **Printable** property is disabled will nevertheless be printed along with normally printable objects.

By default both options are disabled.

Document properties, Colors property sheet

The **Colors** property sheet in the **File > Properties** dialog allows you to add and edit custom colors for the current document.

When you open a color list – for example, the color list in the Formatting toolbar – you see only a small subset of the more than 16 million colors that are available. This subset is called the *color palette* of the document.

You can modify this color palette at any time. You can add new colors and modify colors you have added. However, the first 24 colors in the palette are default colors than cannot be changed.

Important: Changes in the color palette are saved *in the document*. Thus, you can compose a different color palette for every document.

Adding a color

To add a color to the palette of the current document, do the following:

1. Invoke the command **File > Properties** and switch to the **Colors** property sheet.

Tip: Alternatively, you can gain access to this dialog from any other dialog box that contains a color list. To do this, select the **Define color...** entry in the color list (the last entry).

2. Set the desired color (see the section “Using the controls for setting colors” below).
3. Click on the **New** button.
4. Give the new color whatever name you like and confirm with **OK**.
5. Exit the dialog with **OK**.

Presentations now adds the new color to the document’s color palette. From now on, it will be available in all dialog boxes that permit color selection.

Changing a color

Note: You can change only those colors that you have added. The first 24 colors in the palette are default colors that cannot be changed.

To change a color, do the following:

1. Invoke the command **File > Properties** and switch to the **Colors** property sheet.
Or: Select the **Define color...** entry in any color list.
2. Select the color to be changed from the **Color palette** list.
3. Make the desired changes (see the section “Using the controls for setting colors” below).
4. Click on **Change**.

The color is now changed for the current document.

Deleting or renaming a color

You can delete or rename user-defined colors at any time. To do this, invoke the colors dialog, select a color from the **Color palette** list, and click the **Delete** or **Rename** button.

Using the controls for setting colors

The controls in the colors dialog allow you to set colors in a number of different ways. All these ways lead to the same results – just choose the method that suits you the best:

■ Using the color field and luminance slider

Setting colors is easiest when you use the large color field and the luminance slider to its right. The color field presents all the available hues in all available saturations, while the luminance slider next to it provides a means of varying the luminance.

To set a color, first click on the desired color in the large color field. Then click on the desired luminance in the luminance slider.

■ Using the hue, saturation and luminance controls

Alternatively, you can set colors with the controls labeled **Hue**, **Sat** (saturation) and **Lum** (luminance). Values between 0 and 240 are allowed for each.

■ Using the Red, Green and Blue controls

Colors can also be specified by their red, green, and blue components. The controls labeled **Red**, **Green**, and **Blue** are provided for this purpose. Here, values between 0 and 255 are allowed.

■ Using the “Standard” property sheet (accessible only from color lists)

When you access the colors dialog by selecting **Define color...** from the color list in another dialog, rather than by invoking the **File > Properties** command, the colors dialog will contain an additional property sheet labeled **Standard**. This property sheet will present a selection of common colors. To choose a color, simply click on it.

Document properties, Statistics property sheet

The **Statistics** property sheet in the **File > Properties** dialog displays statistical information about the current document (number of slides, word count, number of objects, etc.).

Customizing the document display

You can adjust the way the document appears on the screen and either hide or bring into view various components of program window with the commands in the **View** menu.

The commands and their associated functions are listed as follows:

Command	Function
Slide	Switches the display to show individual slides in the presentation (used to switch from Slide sorter, Outliner, or other views).
Slide sorter	Switches to the Slide sorter view using the full size of the window. Thumbnail views of each slide in the presentation are displayed. See the section “Using the large slide sorter and outliner”, beginning on page 74.

Outliner	Switches to the Outliner view, showing an outline of all the slides in the presentation. See the section “Using the large slide sorter and outliner”, beginning on page 74.
Notes	Switches to the Notes component of slides in the presentation. See the section “Adding notes”, beginning on page 95.
Master	Lets you alter the Slide, Notes, and Handout masters for the presentation. See the chapter “Working with masters”, beginning on page 97.
Actual Size etc.	The commands Actual Size , Zoom to Slide , etc., let you set the zoom level. See the next section (“Changing the zoom level”).
Mini Sorter	Displays the mini sorter panel showing thumbnails of the slides in the presentation. The mini sorter can be positioned at any edge of the Presentations window. See the section “Working with the mini sorter”, beginning on page 71.
Mini Outliner	Displays the mini outliner panel showing an outline view of the presentations’ contents. The mini outliner can be positioned at any edge of the Presentations window. See the section “Working with the mini outliner”, beginning on page 72.
Options	Allows you to alter various view settings, including showing object boundaries, rulers, guides, and the grid, as well as changing whether the presentation is displayed in color, shades of gray, or black and white.
Toolbars	Opens a dialog box where you can show or hide toolbars, reposition them, or edit them. See the section “Customizing toolbars”, beginning on page 268.

Additional settings for customizing the display of documents are available with the **Tools > Options** command (see the section “Preferences, View property sheet” beginning on page 252).

Changing the zoom level

SoftMaker Presentations offers you several different ways to specify the zoom level at which a document is displayed on the screen. You can set zoom levels anywhere between 25% and 400%.

Use the following **View** menu commands to do this:

Command	Function
Actual Size	Sets the zoom level to 100%.
Zoom to Slide	Automatically selects the zoom level at which the size of a slide fits exactly in the window. This is the default setting.
Magnifying Glass	Activates the magnifying glass with which you can draw a frame around whatever part of the slide you want to enlarge.
Zoom Level	Allows you to select the zoom level from a list. You can also enter a value (between 25% and 400%) manually.

Customizing toolbars

SoftMaker Presentations provides *toolbars* for quick access to the program's functions. Each icon on a toolbar represents a particular command. When you click on an icon, the corresponding command is executed.

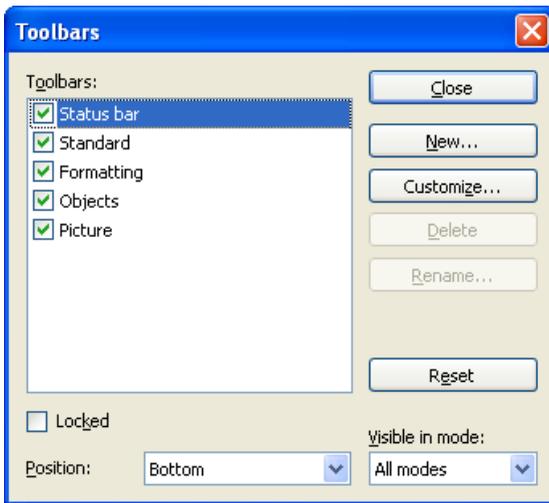


A toolbar

This section describes how you can adapt these useful aids to your personal working style. Using the **View > Toolbars** command, you can take the following actions to configure the toolbars:

- Displaying and hiding toolbars
- Positioning toolbars on the screen
- Managing toolbars (creating, deleting, or renaming your own toolbars)
- Customizing toolbar icons (adding, removing, or repositioning icons)
- Creating user-defined toolbar icons (to start other programs)

These topics are treated in detail on the following pages in the order listed.



The toolbar management dialog (*View > Toolbars* command)

Displaying and hiding toolbars

You can enable or disable individual toolbars at any time – for example, you may want to gain more room on the screen for text editing.

To select the toolbars you would like to display, proceed as follows:

1. Invoke the **View > Toolbars** command.
2. Click on the check box in front of a toolbar's name to enable or disable it.
3. Exit the dialog box with **Close**.

The toolbars you have checked or unchecked are now enabled or disabled.

Tip: There is a faster way to do this: When you click with the *right* mouse button on any toolbar, you will get the toolbars context menu. Simply click in the menu on the name of the toolbar you want to enable or disable.

Visible in mode ...

Some toolbars are visible only in particular working modes of Presentations. The Picture toolbar, for example, appears only when you select a picture.

The **Visible in mode** option controls this behavior. With it, you can specify when a toolbar will be visible as follows:

Option	Meaning
All modes	The selected toolbar is always visible (provided that it is not disabled).
Sorter	The toolbar is visible only in the Slide Sorter.
Outline	The toolbar is visible only in the Outliner.
Normal	The toolbar is visible in all views modes except Outliner and Slide Sorter.
Normal + Outline	The toolbar is visible in all view modes except the Slide Sorter.
Picture	The toolbar appears only when a picture is selected.

To change the setting for one of the toolbars, invoke **View > Toolbars**, select the toolbar, and then choose the desired option in **Visible in mode**.

Note: Normally, it does not make sense to change this setting for the default toolbars (Standard toolbar, Formatting toolbar, etc.). These options are primarily meant for user-defined toolbars.

Positioning toolbars on the screen

You can position individual toolbars anywhere you like on the screen. To do this, you can either use the **View > Toolbars** command or simply drag a toolbar to the desired position with the mouse.

Changing the position with the View > Toolbars command

Proceed as follows:

1. Invoke the **View > Toolbars** command.
2. Select the toolbar you want to move by clicking on it.
3. Select the desired position for the toolbar in the **Position** list.

Note: If you choose the **Floating** option, the toolbar icons are displayed in a window that can be moved or sized just like an application window.

Changing the position with the mouse

All enabled toolbars can also be repositioned with the mouse. Proceed as follows:

1. Position the mouse pointer over an *empty* area of the toolbar.
2. Press the left mouse button and hold it down.
3. While holding the mouse button down, drag the toolbar to the desired position.
4. Release the mouse button to place the toolbar at the new position.

A positioning aid is active while you are dragging, so that when you drag the toolbar near one of the edges of the program window, it jumps automatically to that edge. If you leave the toolbar at the top edge of the window, for example, the result is the same as if you selected the **Top** position in the **View > Toolbars** dialog box.

Locking a toolbar in position: When you want to avoid accidentally dragging a particular toolbar out of its position with the mouse, invoke **View > Toolbars**, select that toolbar, and enable the **Locked** option.

Managing toolbars

You can create new toolbars, delete, and rename existing toolbars, edit toolbar icons, etc. To perform these tasks, use the buttons in the dialog box for the **View > Toolbars** command.

Creating new toolbars

Presentations allows you to create your own toolbars whenever you wish.

For example, if you frequently need to use commands in the **Windows** menu that are not present in the Standard toolbar, it might be worthwhile for you to set up your own toolbar for them.

You create a new toolbar as follows:

1. Click the **New** button (in the dialog box of the **View > Toolbars** command).
2. A dialog box appears and prompts you to enter a name for the new toolbar – “My toolbar” for example. Enter a name and confirm with **OK**.
3. The new toolbar is set up. Close the dialog box or click on the **Customize** button to add icons to the toolbar. You can read more about this in the section entitled “Customizing toolbar icons” beginning on page 272.

Deleting and renaming toolbars

To delete or rename a toolbar in the **View > Toolbars** dialog box, select it and click **Delete** or **Rename**.

Note: You can delete only toolbars that you have created yourself. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be removed.

Resetting toolbars

You can undo any changes you have made to one of the default toolbars by selecting it in the **View > Toolbars** dialog box and clicking **Reset**.

Now the toolbar contains the standard icons, as it did before you changed it. In addition, the default settings for **Visible in mode** and **Position** are restored.

Note: This command is applicable only to the default toolbars (Standard toolbar, Formatting toolbar, etc.), and not to user-created toolbars.

Customizing the icons in a toolbar

You can edit the icons on toolbars with the **Customize** button. Information about this is provided in the following section.

Customizing toolbar icons

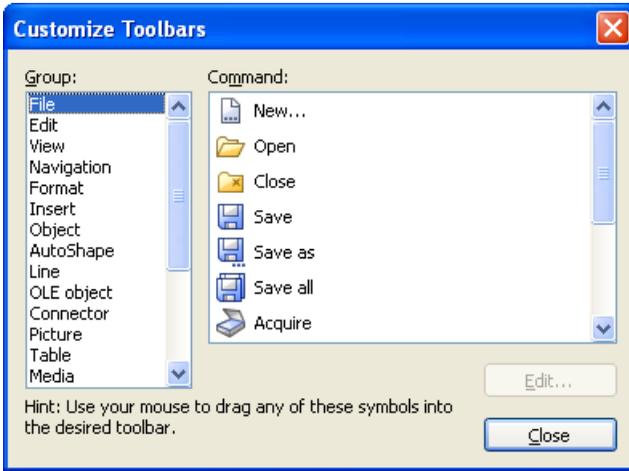
You can edit the icons on a toolbar as you wish. Specifically, you can add, remove, and reposition the icons, and you can also insert and remove separator lines.

This can be accomplished as follows:

1. Make sure that the toolbar to be edited is enabled. If it is not, invoke **View > Toolbars** and enable it.
2. Invoke the command **Tools > Customize > Toolbars**. Alternatively, you can invoke this command by clicking the **Customize** button in the **View > Toolbars** dialog box.
3. Use one of the procedures described below to add, remove, or reposition an icon.
4. Exit the dialog with **Close**.

Tip: The **Tools > Customize > Toolbars** command can also be invoked from the context menu for toolbars or by double-clicking on an *empty* area in any of the toolbars.

When you invoke this command, a dialog box appears and presents a list of all the icons that are available for addition to a toolbar.



The icons for the individual commands are organized under several categories to make them easier to find. If you select a category in the **Group** list, all the available icons in that category will be displayed in the **Command** list.

Editing the icons in a toolbar can be accomplished as follows:

■ **Adding an icon**

Simply drag the icon with the mouse from the dialog box directly to the desired position on the toolbar.

■ **Deleting an icon**

Drag the icon off the toolbar (into the slide, for example) to delete it.

■ **Moving an icon**

Drag the icon to the desired position in the toolbar with your mouse. When you drag an icon to a position between two other icons, it is inserted there.

You can also drag an icon from one toolbar to another.

■ Inserting a separator line or space

If you drag an icon a small distance to the right, a separator line or space (depending on the operating system) will be inserted to the left of the icon.

■ Removing a separator line or space

If you drag the icon that is to the immediate right of the separator line or space a little to the left, the separator or space will be removed.

Resetting a toolbar: If you should happen to make a mistake while editing one of the default toolbars, you can always reset the toolbar. To do this, invoke the **View > Toolbars** command, select the toolbar to be reset with a mouse click and click the **Reset** button. All the changes you have made to the toolbar will be undone, and it will again contain the default icons.

Creating user-defined toolbar icons

You can also create *user-defined icons* and add them to Presentations' toolbars. Such icons can be used to start other programs of your choosing.

To set up a user-defined icon, for example, an icon for starting the Windows Notepad, proceed as follows:

1. Invoke the command **Tools > Customize > Toolbars**.
2. Select the **User** category from the **Group** list.
3. Select one of the icons from the **Command** list. The first three icons are already assigned to the Windows Calculator, the Windows Character Map, and the Windows Control Panel to serve as examples. Select the fourth icon for this exercise.
4. Click the **Edit** button. A dialog box appears.
5. Enter a short description of the program to be started in the **Description** field. In this example, you could enter "Windows Notepad".
6. Enter the complete path and filename for the program to be started in the **Command line** field, for example, C:\WINDOWS\notepad.exe. If you are unsure of the path and filename, you can click on the **Browse** button to search for the program file on your hard disk.
7. *Optional:* If the program's own icon is not the one you want to use to represent the program in the toolbar, you can enter the path and name for an icon file that you want to use in the **Icon file** field.

Note, however, that the icons used in toolbars are somewhat smaller than the usual Windows icons.

8. Confirm with **OK**.
9. The user-defined icon is now set up. If you want to add it to one of the toolbars, drag it with the mouse into the desired toolbar.

As soon as you exit the dialog box with **Close**, you can try your newly created icon. In the example above, clicking on the newly defined icon should start Windows Notepad.

If it does not work, this is because the program path or filename is incorrect. In that case, edit the icon as described above to correct the error.

Customizing keyboard shortcuts

As you know, Presentations' most frequently used commands can be invoked with "keyboard shortcuts". For example, you can execute the **File > Save** command very quickly by pressing the key combination ⌘ S.

With the **Tools > Customize > Keyboard Mappings** command, these keyboard shortcuts can be customized, as desired. You can assign new shortcuts to commands and change or delete existing shortcuts.



Moreover, you can work with complete *keyboard mappings*. The keyboard shortcuts for all the commands are stored in a keyboard mapping. When you switch between two keyboard mappings, all the shortcuts change accordingly.

To customize Presentations' keyboard shortcuts, use the following buttons in the **Tools > Customize > Keyboard mappings** dialog box:

- **Apply button:** Activate the selected keyboard mapping.
- **New button:** Create a new keyboard mapping.

Note: If you simply want to add or change a few keyboard shortcuts, it is not necessary to set up your own keyboard mapping. Simply click on the **Edit** button and modify the standard keyboard mapping itself.

- **Edit button:** Edit the keyboard shortcuts in a keyboard mapping.
- **Delete button:** Delete a keyboard mapping.
- **Rename button:** Rename a keyboard mapping.
- **Reset button:** Reset the shortcuts in a keyboard mapping to the default (possible only for the predefined **Standard** and **Classic** mappings).

Detailed information is provided on the following pages.

Activating a keyboard mapping

You can select which keyboard mapping to activate using the **Tools > Customize > Keyboard mappings** command.

To do this, proceed as follows:

1. Invoke the command **Tools > Customize > Keyboard mappings**.
2. Select the desired keyboard mapping.
3. Click on **Apply** to activate it.

Now the shortcuts defined in this keyboard mapping become available.

As stated in the introduction, all the shortcuts for all the commands are stored in a keyboard mapping. Accordingly, when you switch between two keyboard mappings, all the shortcuts change.

By default, the following two keyboard mappings are pre-defined:

Standard The standard mapping contains all the keyboard shortcuts described in this manual (e.g. [Ctrl][S] for the Save command).

Classic A largely WordStar-compatible keyboard mapping (for users who have worked previously with WordStar or other programs with a WordStar compatible keyboard mapping).

Tip: You will find a table for the **Standard** keyboard mapping in the chapter entitled “Keyboard shortcuts” beginning on page 285.

If necessary, you can modify either of these two standard mappings and also create your *own* keyboard mappings, a topic which is covered in the following sections.

Creating a new keyboard mapping

The **Tools > Customize > Keyboard mappings** command allows you to build complete *keyboard mappings*. Thus, you can set up different keyboard mappings to be used for different purposes, and switch between them as needed.

Note: If you simply want to add or change a few keyboard shortcuts, it is not necessary to set up your own keyboard mapping. Simply click on the **Edit** button and modify the standard keyboard mapping itself.

To create a new keyboard mapping, complete the following steps:

1. Invoke the command **Tools > Customize > Keyboard mappings**.
2. Choose the existing keyboard mapping that you want to use as a basis for the new one.

Note: The new keyboard mapping will automatically be assigned all the keyboard shortcuts contained in the mapping you choose here.

3. Click the **New** button.
4. A dialog box appears and prompts you to enter a name for the new keyboard mapping. Enter, for example “My keyboard mapping” and then confirm with **OK**.

The new keyboard mapping is now set up. Next, a dialog appears to allow you to modify the shortcuts contained in it. You will find information about this in the section entitled “Editing the shortcuts in a keyboard mapping” beginning on page 278.

Renaming or deleting a keyboard mapping

User-created keyboard mappings can be renamed or deleted at any time.

These tasks are carried out as follows:

1. Invoke the **Tools > Customize > Keyboard mappings** command.
2. Select the keyboard mapping you want to delete or rename with a mouse click.
3. Click on **Rename** to give it a new name.

Or: Click on **Delete** to delete it.

You can rename or delete only keyboard mappings that you have created yourself. The predefined **Standard** and **Classic** mappings cannot be renamed or removed.

Editing the shortcuts in a keyboard mapping

The **Tools > Customize > Keyboard mappings** command is not only for managing keyboard mappings. The most important function of this command is the modification of the shortcuts contained in a mapping. The **Edit** button handles this function.

Assigning a shortcut for a command

When you find that you are using one of the menu commands frequently, you can assign a shortcut for it, so that in the future you will be able to execute it quickly with a simple keystroke combination.

As an example, we will assign the shortcut Ctrl F12 to the **Format > Standard** command as follows:

1. Invoke the **Tools > Customize > Keyboard mappings** command.
2. If necessary, select the desired keyboard mapping (if you want to modify a keyboard mapping other than the one that is currently activated).
3. Click on the **Edit** button.
4. Select a command category from the **Group** list. Then, from the **Command** list, select the command whose shortcut you want to modify.

In our example, you would select “Format” in the **Group** list and “Standard” from the **Command** list.

- Click in the **Please press accelerator** field and then press the desired shortcut. In the example, you would press .

Hint: If you make a typing mistake, you can always press the Backspace key to remove the keyboard shortcut you entered.

- Don't forget:** Click on **Add** to assign this shortcut to the command.
- Confirm with **OK**, and exit the main dialog box with **Close**.

From now on, you can execute the **Format > Standard** command with the key combination .

Available keyboard shortcuts

Notice that some of the keystroke combinations that are possible on your keyboard are not allowed as shortcuts.

As a rule, you should use **alphabetic keys**, **numeric keys** or **function keys** for shortcuts. You can combine them with , and/or the key.

You can easily check to see if the key combination you want to use is allowed. Click in the **Please press accelerator** field, and then try to enter your key combination. If it does not appear in the field, it is not allowed.

Some examples of valid keyboard shortcuts include:

-
- (However, key combinations including the Alt key are not recommended, since they are usually occupied by the main menu entries).
-
-
-
-

Note: Alphabetic keys by themselves are *not* allowed. Thus, you cannot use or as a shortcut.

Shortcut already assigned: If you press a shortcut that is already assigned, the current assignment will be shown just below the entry field. You should press the Backspace key to delete your shortcut and try a different shortcut. Otherwise, you will overwrite the existing assignment for the shortcut.

Two part shortcuts: You can also use two part shortcuts (in accordance with the WordStar standard), for example, **Ctrl** **K** **X**. However, in this case only shortcuts of the form “Ctrl + letter + letter” are allowed.

Removing a keyboard shortcut

Any time after assigning a shortcut to a command, you can undo your actions and remove the assignment.

To do this, proceed as follows:

1. Invoke, as described above, the **Edit Keyboard Mapping** dialog.
2. Select the command category from the **Group** list and then select the desired command from the **Command** list.
3. All the shortcuts currently assigned to this command appear in the **Current shortcut keys** field. Select the shortcut you want to remove and click on the **Remove** button.
4. Confirm with **OK**, and exit the main dialog box with **Close**.

The shortcut is now removed, and the command cannot be invoked with this shortcut anymore.

Resetting the shortcuts in a keyboard mapping

If you click on the **Reset** button in the dialog box of the **Tools > Customize > Keyboard mappings** command, all the shortcuts of the selected keyboard mapping will be reset to their default settings.

Note: During this process, *all* modifications that you have made to the shortcuts in this keyboard mapping are lost.

This function is applicable only to the pre-defined keyboard mappings, **Standard** and **Classic**.

Using the grid

The grid is a positioning aid for objects and drawings. When it is enabled, objects cannot be shifted to arbitrary positions; rather, they snap from one grid point to the next.

Activating the “Snap to grid” function

To enable or disable the grid, do the following:

1. Invoke **Object > Guides & Grid**.
2. Switch to the **Grid** property sheet.
3. Enable (or disable) the **Snap to grid** option.

When the grid is enabled and you insert, for example, a new text frame or shift the position of an existing frame, the object cannot be positioned arbitrarily with the mouse. Instead, it jumps from one point on the grid to the next.

Changing the grid distance

You can set the distance between the grid points to any value you like. To do this, proceed as follows:

1. Invoke the command **Object > Guides & Grid**.
2. Switch to the **Grid** property sheet.
3. Enter the desired values in the **Grid distance** group box.

Showing the grid on the screen

By default, the grid is not shown on the screen. If you want it to be displayed, activate the **Show grid** option in the dialog described above.

Note: The grid is displayed on the main screen only. It appears neither in slide shows nor on the printed page.

You can also use the **View > Options > Grid** command to turn the grid on/off. Invoking this command toggles *both* the **Snap to grid** and the **Display grid** option.

Using guides

Besides the grid described in the previous section, Presentations gives you an additional aid for positioning objects and drawings called *guides*.

You can set up horizontal and vertical guides. As soon as an object or drawing that you have inserted or moved comes near one of the guides, it automatically snaps to that guide as if the guide were a magnet.

This is useful, for example, when you want several objects to be precisely aligned alongside one another.

Enabling guides

Before attempting to use guides, you should check to see if the **Snap to guides** option is enabled.

To do this, proceed as follows:

1. Invoke the command **Object > Guides & Grid**.
2. On the **Guides** property sheet, make sure that the **Snap to guides** option is enabled.

Hint: You can also use the menu command **View > Options > Guides** to turn this option on or off.

Adding guides under menu control

To set up new guides, do the following:

1. Invoke **Object > Guides & Grid**.
2. Under **Horizontal** or **Vertical**, enter the position at which the guideline should be placed, and then click the **Set** button.

Adding guides with the mouse

Alternatively, you can set up new guides with the mouse. This is done by dragging vertical guides out of the vertical ruler and horizontal guides out of the horizontal ruler.

To do this, click with the mouse on one of the rulers and drag the mouse pointer (left mouse button held down) into the slide area. Release the mouse button when you reach the position at which you would like the guide to be set.

Changing the tolerance for guides

By default, an object or drawing snaps automatically to a guide when it is moved with the mouse to within 8 pixels of the guide. However, the tolerance level is customizable. If you raise the tolerance to 20, for example, the object will snap to the guide when it is at a distance of 20 or fewer pixels from the guide.

To change the tolerance, invoke **Object > Guides & Grid**, switch to the **Guides** property sheet, and enter the desired value in pixels in the **Tolerance** field.

Moving and deleting guides

To delete or reposition a guide, proceed as follows:

Keyboard: Invoke **Object > Guides & Grid**. To remove a guide, select it from the list, and click the **Delete** button. To reposition a guide, delete it, and then set a new guide at the desired position.

Mouse: You can simply drag guides with the mouse to new positions. Also, if you move a guide into the horizontal or vertical ruler, the guide will be deleted.

Using the “Snap to page margins” option

When you enable the **Snap to page margins** option, the page boundary lines on a slide also function as guidelines. Accordingly, if you drag an object to a position near one of these lines, the object will snap to it.

Keyboard shortcuts

The following pages provide a list of the most frequently used keyboard shortcuts available in Presentations' standard keyboard mapping.

Hint: If you want to customize Presentations' keyboard shortcuts, use the **Tools > Customize > Keyboard Mappings** command (see the "Customizing keyboard shortcuts" section beginning on page 275).

Keyboard shortcuts for menu commands

Command	Keyboard shortcut
File > New	Ctrl N
File > Open	Ctrl O
File > Close	Ctrl F4 or Ctrl W
File > Save	Ctrl S
File > File Manager	F12
File > Print	Ctrl P
File > Exit	Alt F4 or Ctrl Q
Edit > Undo	Ctrl Z
Edit > Redo	Ctrl Y
Edit > Cut	Ctrl X
Edit > Copy	Ctrl C
Edit > Paste	Ctrl V
Edit > Select All	Ctrl A
Edit > Search	Ctrl F
Edit > Replace	Ctrl H

Command	Keyboard shortcut
Edit > Search Again (or Replace Again)	F3
Format > Standard	Ctrl Space
Character formatting:	
Select font (in the Formatting toolbar)	Ctrl D
Boldface on/off	Ctrl B
Italics on/off	Ctrl I
Underlining on/off	Ctrl U
Superscript	Ctrl Shift+ Num+ (Plus key on the numeric pad)
Subscript	Ctrl Shift+ Num-
Remove super- or subscript	Ctrl Shift+ Num*
Paragraph formatting:	
Align paragraph left	Ctrl L
Align paragraph right	Ctrl R
Center paragraph	Ctrl E
Justify paragraph left	Ctrl J
Slide > Insert New Slide	Ctrl M
Show > Start Show	F5
Show > Start Show from Current Slide	Shift+ F5

Command**Keyboard shortcut**

Tools > Check Spelling

F7

Tools > Thesaurus

Shift+ F7

Keyboard shortcuts for editing text

Command**Keyboard shortcut**

Move text cursor one character to the left

←

One character to the right

→

One line up

↑

One line down

↓

One word to the left

Ctrl ←

One word to the right

Ctrl →

One slide up

PgUp ↑

One slide down

PgDn ↓

Delete the character left of the text cursor

Backspace ←

Delete the character right of the text cursor

Del

Delete the word right of the text cursor

Ctrl Del

Switch between Insert mode and Overwrite mode

Ins

Keyboard shortcuts in slide shows

Command**Keyboard shortcut**

Arrow tool

A

Command	Keyboard shortcut
Pen tool	<input type="text" value="R"/>
Highlighter tool	<input type="text" value="M"/>
Eraser tool	<input type="text" value="E"/>
Pause	<input type="text" value="P"/>
Black screen	<input type="text" value="B"/>
White screen	<input type="text" value="W"/>
Previous slide	<input type="text" value="PgUp ↑"/> or <input type="text" value="Backspace"/>
Next slide	<input type="text" value="PgDn ↓"/> or <input type="text" value="Space"/>
End show	<input type="text" value="Esc"/>

Index

3

3D effect (for objects) 122

A

Acquire (File menu) 133

Actions (Object menu) 112

Actual Size (View menu) 268

Add Title Master To Design (Master menu)
100

Align or Distribute (Object menu) 109

Alignment

of objects 109

of paragraphs 193

of tabs 198

of text in AutoShapes 160

of text in table cells 149

of text in text frames 127

All caps 182

Animation Scheme (Slide menu) 176

Animations 165

Animations (Object menu) 165, 169

Anti-aliasing 259

Ask for summary information when saving
262

Autosave 262

AutoShapes

adding text 157

drawing 157

properties 158

B

B/W 134

Background (Slide menu) 90

Background color

of pictures 134

of text 184

Background spell checking 260

Backup copy 262

Beep on errors 254

Bold 182

Borders 118

Breaks between words, preventing 196

Bring Forward One Level 111

Bring to Front 111

Bulleted lists 200

Bullets and Numbering (Format menu) 200,
205

Bullets folder 261

C

Centered (paragraph alignment) 193

Centimeter 190

Character (Format menu) 179, 181, 182,
184, 185

Character formatting 179

Character pitch 185

Check Spelling (Tools Menu) 228

Circles

drawing 156

properties 158

Classic (keyboard mapping) 277

Close button behavior 256

Color

of objects 116

of pictures 134

of text 184

Color mode 253

Color palette, modifying 264

Color Scheme (Slide menu) 87, 88, 89

Comment (Insert menu) 215

Comments 215

Connectors

drawing 156

properties 158

Copy (Edit menu) 76

Copy to document's folder (pictures) 132

Copying slides 76

Create backup copies 262

Cropping (pictures) 134

Curves

drawing 156

properties 158

Custom Shows (Show menu) 220

Customize (Tools menu)

Keyboard Mappings 275

Toolbars 272

Cut (Edit menu) 76

D

Dash, soft 195

- Decimal tab 198
- Default file format 261
- Delete (Slide menu)** 75
- Delete Master (Master menu)** 100
- Design Science 141
- Designs (slide designs) 78
- Dialog style 258
- Document management 239
- Document properties 263
 - Colors** property sheet 264
 - Statistics** property sheet 266
 - Summary** property sheet 263
 - View** property sheet 263
- Document summary 241
- Document window 24
- Drawings 154
 - inserting 155
 - properties 158
- Duplicate (Edit menu)** 110
- Duplicate (Slide menu)** 76

E

- Edit > Copy** 76
- Edit > Cut** 76
- Edit > Duplicate** 110
- Edit > Go to slide** 70
- Edit > Link** 139
- Edit > Paste** 76
- Edit > Paste Special** 212
- Edit > Redo** 50
- Edit > Replace** 210
- Edit > Replace again** 211
- Edit > Search** 208
- Edit > Search again** 211
- Edit > Undo** 50
- Edit User Dictionaries (Tools menu)** 232
- Ellipses
 - drawing 156
 - properties 158
- E-mailing 47
- Embossed 182
- Equation Editor 140
- Export as PDF (File menu)** 45

F

- File > Acquire** 133
- File > Export as PDF** 45
- File > File Manager** 242
- File > New** 38, 68
- File > Open** 39, 247
- File > Page Setup** 85
- File > Print** 42
- File > Properties** 263
 - Colors** property sheet 264
 - Statistics** property sheet 266
 - Summary** property sheet 241, 263
 - View** property sheet 263
- File > Save** 41
- File > Save all** 42
- File > Save as** 41, 247
- File > Select Source** 133
- File > Send** 47
- File Manager (File menu)** 242
- File type 247
- Filling (of objects) 116
- First line indent 191
- Flipping objects 109
- Flush left (paragraph alignment) 193
- Flush right (paragraph alignment) 193
- Font
 - choosing 181
 - replacing 189
- Font size 181
- Footers 80
- Foreground color (of pictures) 134
- Format > Bullets and Numbering** 200, 205
- Format > Character** 179, 181, 182, 184, 185
- Format > Link** 186
- Format > Paragraph** 189, 190, 192, 193, 194, 196
- Format > Remove Link** 188
- Format > Replace Font** 189
- Format > Standard** 181, 189
- Format > Tabs** 197, 198, 199
- Formatting toolbar 23, 181, 183
- Function of hardware cursor keys 255

G

Generic placeholders 129
Go to slide (Edit menu) 70
Gradients (for objects) 117
Grayscale 134
Grid 281
Group (Object menu) 111
Guides 282
Guides & Grid (Object menu) 281, 282

H

Handout master 103
Handouts 96
Header and Footer (Insert menu) 81
Headers 80
Hide Slide (Slide menu) 77
Hiding
 objects 110, 124, 263
 slides 77
Hyperlinks
 for objects 112
 for text 186
Hyphen, soft 195
Hyphenation
 language selection 228
 soft hyphen 195
 use 194

I

Inch 190
Indents 190
Inner margins
 of AutoShapes 160
 of table cells 149
 of text frames 126
Insert > Comment 215
Insert > Header and Footer 81
Insert > Slides from Outline 70
Insert > Slides from Presentation 70
Insert > SmartText 235, 236, 237
Insert > Summary Slide 86
Insert > Symbol 211
Insert New Slide (Slide menu) 69
Inserting
 objects 105
 slides 69, 70
Installation

Linux 20
Pocket PCs 19
Windows 17
Windows CE 19
Italic 182

J

Justified (paragraph alignment) 193

K

Keep aspect ratio 115
Keyboard shortcuts
 customizing 275
 default keyboard shortcuts 285, 287

L

LAN 18
Landscape orientation 84
Language
 for spell checking and hyphenation 228
 for the user interface 258
Language tools 227
Layout (slide layouts) 79
Left indent 191
Letter spacing 185
Line spacing 191
Lines
 around objects 118
 drawing 155
 properties 158
Link (Edit menu) 139
Link (Format menu) 186
Lists 200
 bulleted 200
 numbered 205
Locked (object property) 125

M

Magnifying Glass (View menu) 268
Manual 13
Margins
 inner margins of AutoShapes 160
 inner margins of table cells 149
 inner margins of text frames 126
Master
 handout master 103
 notes master 103
 slide master 97

- Master (View menu)** 267
 - Handout Master** 104
 - Notes Master** 103
 - Slide Master** 97
- Master > Add Title Master To Design** 100
- Master > Delete Master** 100
- Master > New Design** 100
- Master > Preserve design** 100
- Master > Recreate Missing Placeholders** 100
- Master > Rename Master** 100
- MathType 141
- Media objects
 - inserting 151
 - properties 152
- Memory consumption 255
- Menu bar 23
- Microsoft PowerPoint file format 262
- Mini outliner 72
- Mini Outliner (View menu)** 73, 267
- Mini sorter 71
- Mini Sorter (View menu)** 72, 267
- Mouse wheel 257

N

- Network 18
- New (File menu)** 38, 68
- New Design (Master menu)** 100
- New Drawing (Object menu)** 155
- New Media Object (Object menu)** 151
- New OLE Object Frame (Object menu)** 135, 136, 137
- New Picture Frame (Object menu)** 131
- New Table Frame (Object menu)** 142
- New Text Frame (Object menu)** 125
- Non-breaking spaces 196
- Notes (View menu)** 95, 267
- Notes master 103
- Numbered lists 205

O

- Object > Actions** 112
- Object > Align or Distribute** 109

- Object > Animations** 165, 169
- Object > Group** 111
- Object > Guides & Grid** 281, 282
- Object > New Drawing** 155
- Object > New Media Object** 151
- Object > New OLE Object Frame** 135, 136, 137
- Object > New Picture Frame** 131
- Object > New Table Frame** 142
- Object > New Text Frame** 125
- Object > Order** 111
- Object > Placeholder** 131
- Object > Properties**
 - for drawings 158
 - for media objects 152
 - for OLE object frames 139
 - for picture frames 133
 - for placeholders 130
 - for tables 146, 150
 - for text frames 125
 - general properties 114
- Object > Rotate or Flip** 109
- Object > Table**
 - Delete Columns** 144
 - Delete Rows** 144
 - Distribute Columns evenly** 145
 - Distribute Rows evenly** 145
 - Insert Columns to the left** 145
 - Insert Columns to the right** 145
 - Insert Rows above** 144
 - Insert Rows below** 144
 - Join Cells** 145
 - Select Column** 143
 - Select Row** 143
 - Split Cells** 145
- Object > Ungroup** 112
- Object toolbar 24, 106
- Objects 105
 - actions 112
 - aligning 109
 - animations 165
 - duplicating 110
 - grouping 111
 - hiding 110, 124, 263
 - inserting 105
 - order 111
 - position 107, 115
 - properties 114

- rotating 109, 115
- selecting 107
- size 107, 115
- OLE objects 135
 - editing 138
 - equation editor 140
 - inserting 136, 137
 - properties 139
- OLE Objects 135
- Open (File menu)** 39, 247
- Open documents in new windows 254
- Options (Tools menu)** 252
 - Appearance** property sheet 257
 - Files** property sheet 261
 - General** property sheet 253
 - Language** property sheet 259
 - View** property sheet 252
- Options (View menu)** 267
 - Grid** 281
 - Guides** 282
- Order (Object menu)** 111
- Order (of objects) 111
- Original colors 134
- Outliner (View menu)** 74, 267

P

- Page Setup (File menu)** 85
- Paper size 85
- Paragraph
 - alignment 193
- Paragraph (**Format** menu) 189, 190, 192, 193, 194, 196
- Paragraph formatting 189
- Paste (Edit menu)** 76
- Paste Special (Edit menu)** 212
- PDF file format 45
- Pica 190
- Picture bullets 203
- Pictures 131
 - inserting 131
 - inserting from the clipboard 132
 - properties 133
 - scanning 133
- Placeholder (Object menu)** 131
- Placeholders 127
 - editing 128
 - inserting 128
 - properties 130
 - resetting properties 131

- Pocket PC toolbar 26
- Point 190
- Portrait orientation 84
- Position (of objects) 107, 115
- PowerPoint file format 248, 262
- Preferences 252
- Preserve Design (Master menu)** 100
- Print (File menu)** 42
- Printable (object property) 124
- Properties (File menu)** 263
 - Colors** property sheet 264
 - Statistics** property sheet 266
 - Summary** property sheet 241, 263
 - View** property sheet 263
- Properties (Object menu)**
 - for drawings 158
 - for media objects 152
 - for OLE object frames 139
 - for picture frames 133
 - for placeholders 130
 - for tables 146, 150
 - for text frames 125
 - general properties 114

Q

- Quick paths 239
- Quotes, typographically correct 255

R

- Recent** menu 262
- Recreate Missing Placeholder (Master menu)** 100
- Rectangles
 - drawing 156
 - properties 158
- Redo (Edit menu)** 50
- Remove Link (Format menu)** 188
- Rename (Slide menu)** 77
- Rename Master (Master menu)** 100
- Replace (Edit menu)** 210
- Replace again (Edit menu)** 211
- Replace Font (Format menu)** 189
- Replacing
 - fonts 189
 - text 210
- Rich Text file format 248
- Right indent 191
- Rotate or Flip (Object menu)** 109

Rotating
 objects 109, 115
 text in AutoShapes 160
 text in table cells 149
 text in text frames 126
Ruler 108, 191, 199

S

Save (File menu) 41
Save all (File menu) 42
Save as (File menu) 41, 247
Save within document (pictures) 132
Scanning pictures 133
Screen resolution 253
Scribbles
 drawing 155
 properties 158
Search (Edit menu) 208
Search again (Edit menu) 211
Searching
 files 244
 text 208
Select Source (File menu) 133
Selecting objects 107
Send (File menu) 47
Send Backward One Level 111
Send to Back 111
Set up Show (Show menu) 218
Settings 251
Shadow (for objects) 120
Shadow (for text) 182
SHM extensions 257
Shorter tap and hold delay 256
Show > Custom Shows 220
Show > Set up Show 218
Show > Start Show 217
Show > Start Show from Current Slide 217
Show fonts in font list 258
Show formatted text in outline view 253
Show object boundaries 253
Show rulers 252
Show scrollbars 252
Show unprintable characters 253

Show warning when loading OLE objects
 255, 257
Show/hide keyboard automatically 256
Showing a presentation 217
Size (of objects) 107, 115
Slide
 animation schemes 176
 background 90
 color scheme 88
 copying 76
 deleting 75
 design 78
 duplicating 76
 handouts 96
 headers and footers 80
 hiding 77
 inserting 69, 70
 layout 79
 order 75
 orientation 84
 renaming 76
 slide master 97
 transitions 92
Slide (View menu) 74, 266
Slide > Animation Scheme 176
Slide > Background 90
Slide > Color Scheme 87, 88, 89
Slide > Delete 75
Slide > Duplicate 76
Slide > Hide Slide 77
Slide > Insert New Slide 69
Slide > Rename 77
Slide > Slide Design 78
Slide > Slide Layout 79
Slide > Slide Transition 92
Slide Design (Slide menu) 78
Slide Layout (Slide menu) 79
Slide master 97
Slide show 217
 custom shows 220
 interaction 223
 setup 218
 starting 217
Slide Sorter (View menu) 74, 266
Slide Transition (Slide menu) 92
Slides from Outline (Insert menu) 70

Slides from Presentation (Insert menu) 70

Small caps 182

Smart quotes 255

SmartText

expand automatically 260

use 234

SmartText (Insert menu) 235, 236, 237

Smooth edges of pictures 259

Smooth edges of screen fonts 259

Snap to page margins 283

Soft hyphen 195

SoftMaker 12

SoftMaker Equation Editor 141

Spaces, non-breaking 196

Special characters 211

Special placeholders 130

Spell checking

in the background 230, 260

language selection 228

manually 228

user dictionaries 232

Standard (Format menu) 181, 189

Standard toolbar 23

Start Show (Show menu) 217

Start Show from Current Slide (Show menu) 217

Starting a presentation 217

Statistics 266

Status bar 25

Strike out 182

Subscript 184

Summary Slide (Insert menu) 86

Superscript 184

Support 12

Symbol (Insert menu) 211

Synonym dictionary (thesaurus) 232

System requirements 14

T

Tab alignment 198

Tab leader 198

Tab stops 196

Table (Object menu)

Delete Columns 144

Delete Rows 144

Distribute Columns evenly 145

Distribute Rows evenly 145

Insert Columns to the left 145

Insert Columns to the right 145

Insert Rows above 144

Insert Rows below 144

Join Cells 145

Select Column 143

Select Row 143

Split Cells 145

Tables 142

deleting cells 144

deleting, copying, moving cell contents 143

editing 143

inserting cells 144

inserting tables 142

joining cells 145

properties 146

selecting cells and contents 143

splitting cells 145

Tabs 196

Tabs (Format menu) 197, 198, 199

Technical support 12

Template folder 261

Text color 184

Text frames 125

inserting 125

properties 125

Text styles 182

TextArt objects

inserting 157

properties 158

Thesaurus

language selection 228

use 232

Thesaurus (Tools menu) 232

Title bar 22

Title masters 99

Title placeholders 128

Toolbars 23

Toolbars (View menu) 268

Tools > Check Spelling 278

Tools > Customize

Keyboard Mappings 275

Toolbars 272

Tools > Edit User Dictionaries 232

Tools > Options 252

Appearance property sheet 257

Files property sheet 261

General property sheet 253

Language property sheet 259

View property sheet 252

Tools > Thesaurus 232

Tooltips 254

Transitions 92

Transparency (of pictures) 135

Typeface 181

U

Underline 182

Underline old German spelling in blue 260

Underline typos in red 230, 260

Undo (Edit menu) 50

Ungroup (Object menu) 112

Units of measure 190

Use large icons 259

Use SHM extensions 257

Use system file dialogs 258

User info 255

V

Vertical alignment

of text in AutoShapes 160

of text in table cells 149

of text in text frames 127

View > Actual Size 268

View > Magnifying Glass 268

View > Master 267

Handout Master 104

Notes Master 103

Slide Master 97

View > Mini Outliner 73, 267

View > Mini Sorter 72, 267

View > Notes 95, 267

View > Options 267

Grid 281

Guides 282

View > Outliner 74, 267

View > Slide 74, 266

View > Slide Sorter 74, 266

View > Toolbars 268

View > Zoom Level 268

View > Zoom to Slide 268

Visible (object property) 124

W

Word count 266

WordStar (keyboard mapping) 277

Z

Zoom level 267

Zoom Level (View menu) 268

Zoom to Slide (View menu) 268