PRESENTATIONS 3.0

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[Editor's Note: While Western Region Technical Attachments are normally used to document science issues, preparing papers and presentations are an important part of the scientific process. This is the second of a two-part series which provides guidance on how to use the new office equipment acquired for all Western Region NWSFOs and spin-up WFOs to improve the quality of papers and presentations. Andy Edman, WRH, SSD]

Introduction

Presentations 3.0 offers an intuitive interface with powerful tools to help you quickly and easily create slide shows. Presentations 3.0 along with the scanner and projector are all the tools you need to design, create, and present professional slide shows. The following are basic instructions on how to create a professional slide show.

Getting Started

1. Open Presentations 3.0
2. Choose **Create a New Slide Show**, then choose **OK**.
3. Choose a master. A master is a group of pre-designed slide templates. Using a master ensures that all slides have consistent backgrounds, fonts, and colors. To choose a master, select **Gallery**. A list of all the masters available will come up. Click on your selection and then **Retrieve**.
4. Choose a template. A template is made up of two elements - a background and a layout. If you click on the template button and hold the mouse button down, a list of all the templates available will come up. Choose a template and then click **OK**.
5. Presentations 3.0 brings you to the Slide Editor. You can now customize your slide.
6. Creating Slide Two. Choose **Add Slides** from the **Slide** menu. Enter the number of slides and also the template you wish to use. Click **OK**.

Templates

A template is a slide with predefined "areas" already set up. Templates contain a combination of the seven defined "area" types: Data Chart, Bullet Chart, Organization Chart, Bitmap, QuickArt, Text Area, and Text Line. For example, the Title template has two text "areas", title and subtitle. Title, Bullet chart, Text, Organization Chart, Data Chart, and Combination are

the predefined types of templates. You may choose a template and then add additional "areas". You may also start with a blank template and add "areas" as they are needed.

1. To add an "area", go to the **Insert** menu and choose the type of "area".
2. Select the position and dimensions of the new area by clicking the mouse and then dragging it diagonally to the desired position.
3. More than one "area" of the same type can be added at this time.
4. When finished, click on the arrow at the top of the tool bar on the left.
5. To edit the contents of a box, double click on it.
6. When finished, click once outside the box.
7. To move an "area", click on the box and hold it down while you move it to the new location.
8. Size the "area" by clicking on the corners and dragging them into a new position. For more information see page 36.

Using Text

Many of the same text editing features available in WordPerfect are also available in Presentations 3.0.

1. After a text "area" has been created, click on the area to enter text.
2. The frame of the text box will expand to accommodate more text.
3. After all the text is entered, click outside the text area.
4. Click on the arrow at the top of the tool bar at the left to continue editing.
5. The size of the box may be changed. As you change the size of the box, the size of the text will also change.

Text may be inserted into a slide from an existing file.
1. Choose **File** from the **Insert** menu.
2. Select the file you want to import and then choose **Insert**.
3. The imported file must be in a certain format. The first line will be entered into the title "area" of the slide. A **Return** will prompt the creation of a new slide, while a **Return+Tab** will prompt the text to be entered into the body of the slide.

Inserting scanned text. Presentations 3.0 does not have the capability of scanning text directly into a slide. If you have old slides or other data you would like to scan, there are two options. Option one is to scan the data in as a figure, see **Using Figures**. This, however, does not allow you to change the text. The second option is to scan the data in WordPerfect and save it as a file. Once completed, follow the preceding instructions for inserting text as a file.

Using Figures

The Presentations software includes a large collection of QuickArt Figures. These figures can be inserted into slides. You may also insert images stored as a file, or images that are scanned directly into your Presentations slide.

Inserting a QuickArt Figure.
1. Choose **QuickArt** from the **Insert** menu.
2. Select the position of the new QuickArt area by clicking the mouse and dragging the cursor diagonally creating the desired shape and placement of the new area.
3. Double-click the **Figure Category** you want to view.
4. Double-click the **Figure** you want to insert.
5. When finished, click on the arrow at the top of the tool bar at the left to continue editing.

Inserting a figure stored as a file.
1. Choose **QuickArt** from the **Insert** menu.
2. Create a box that will contain the figure.
3. Choose **Other File**.
4. Specify the figure's path and file name, then choose **Insert**.

or

1. Choose **File** from the **Insert** menu.
2. Specify the file you want to import, then choose **Insert**.

Note: If you have certain graphics you plan to use frequently you may set up your own category in the QuickArt Gallery. For instructions, see page 61-62, **Adding a New Category to the QuickArt Gallery** and **Adding a Figure to a Category**.

Inserting a scanned Image.
1. Choose **Acquire Image** from the **Insert** menu.
2. Select a scaling option and then click **OK**.
3. Make adjustments to the image and then choose **Final**.

Charts

Presentations 3.0 has three types of charts available to choose from: Data, Bullet and Organization.

Data Charts consist of data, particularly numbers, that are organized into a graphical representation. The following are data charts available in Presentations 3.0: table, pie, bar, line, area, surface, mixed, scatter, high/low, and radar.
1. Choose **Data Chart** from the **Insert** menu.
2. Select the chart area.

3. Select the type of chart, i.e., Pi, Area, Bar, and then click **OK**.
4. A chart with sample data will be added to the slide. A data sheet will also come up.
5. Change the sample data in the data chart.
6. Click outside the Chart box to continue editing.
7. To end the editing process, click on the arrow at the top of the tool bar at the left.

Bullet Chart
1. Choose **Bullet Chart** from the **Insert** menu.
2. Select the chart area.
3. Enter in the data.
4. To create a subordinate-level bullet press **Tab**. Press **Shift+Tab** to move back a level.
5. Continue adding bulleted text lines until your chart is complete.
6. Click outside the chart to continue editing the slide.
7. To end the editing process, click on the arrow at the top of the tool bar at the left.

Organization Chart
1. Choose Organization Chart from the Insert menu.
2. Select the chart area.
3. Select the chart type, then choose **OK**.
4. The Organization Chart along with an Outline window will appear in the slide with sample data.
5. Edit the sample data in the Outline window.
6. To create a subordinate-level bullet, press **Tab**. Press **Shift+Tab** to move back a level.
7. Click outside the Chart box to continue editing.
8. To end the editing process, click on the arrow at the top of the tool bar at the left.

Sorting Slides

The Slide Sorter displays all the slides at one time. To access the Slide Sorter, choose **Slide Sorter** from the **View** menu. The Slide Sorter allows you to change the order of the slides by dragging a slide to the position desired. Once completed, the remaining slides will shift down one position. You can also add slides in the Slide Sorter by simply pressing **Ctrl+Enter**. You may also edit a slide by double clicking on a slide. To return, choose **Slide Editor** from the **View** menu.

Outliner

The Outliner displays a slide show in outline format. To access the Outliner, choose **Outliner** from the **View** menu. You can add slides in the Outliner by simply pressing **Ctrl+Enter**. When working with a title, bullet chart, or text slide, it is possible to add and change data in the main body of the Outliner. To return, choose **Slide Editor** from the **View** menu.

Transition Between Slides

When playing the slide show, you can control the transition between slides. The slides can be advanced manually or set to play for a certain length of time. In addition, a variety of visual effects such as spots, snake, or jigsaw are available to customize the transition of the slides.

1. Choose **Transition** from the **Slide** menu.
2. Choose the desired slide.
3. Select a transition type from the **Type** pop-up list.
4. Depending on the transition type you select, you can then select a transition direction or size.
5. Select manual or advance.
6. Repeat for each slide.
7. Choose OK.

Displaying the Presentation

Once the slide show is completed, you can display the presentation on a PC monitor. By hooking up the Epson PC projector system to the PC, the presentation can be projected on a screen.

Playing Your Slide Show

1. Connect the Epson PC projection system to the PC. The connection is very simple. An instruction booklet is provided with the Epson. Note: On some PCs, you enable or turn on the external port. The instruction booklet contains a list of common PCs and the simple command. For example, on the Dell Laptop, the command is **Ctrl-Alt-<** or **Ctrl-Alt-F10** (see page 67).
2. Choose **Play Slide Show** from the **Slide** menu.
3. Specify slide **1** in the **Starting Slide** text box, then choose **Play**.
4. To manually advance to the next slide, press the **Left Mouse Button** or press the **Space Bar**. You can reverse slides by pressing the **Right Mouse Button**, and stop the slide show by pressing the **Escape** key.

Speaker Notes

Speaker notes that correspond to each slide in a slide show can be created. Print and use them as cue cards during your speech or as handouts for your audience.

1. Choose **Speaker Notes** from the **Slide** menu.
2. Click the **Left** or **Right Arrow** button to move to the slide you want to contain speaker notes.
3. Type the notes in the text window.
4. Click **OK** when finished.

5. To print the speaker notes, choose **Print** from the **File** menu. Change the **Print Selection** area to **Speaker Notes**. Click **Print**.

Saving the Slide Show

1. Choose **Save** from the **File** menu.
2. Choose the appropriate directory and then type the name of your slide show in the **filename** text box, then choose **Save**.

Reorder the Slide Show

Once a slide show has been saved, it is easy to re-use or bring slides into a new slide show. You can use the Cut, Copy, and Paste features in the Slide Sorter to move or copy slides from on slide show to another.

1. Choose **Slide Sorter** from the **View** menu.
2. Select a slide (click once).
3. Choose **Copy** from the **Edit** menu.
4. Open another slide show, then enter the Slide Sorter.
5. Choose **Paste** from the **Edit** menu.

Summary

Presentation 3.0 can be used to provide and display professional looking visual presentations. With the Epson PC projector system, professional presentations can be given to large groups.