

CS Help PDF functionality

PDF advanced

Lets you output values as Native, CMYK, RGB, or grayscale.

Enable to optimize the resolution of images in the PDF file for the World Wide Web.

Enable to embed a file within a PDF file.

Displays the filename and location of embedded files.

Lets you choose the drive and folder where the file you want to embed is stored.

PDF document

Enable to include hyperlinks in a .PDF file. Including hyperlinks lets you view, in Adobe Acrobat or Acrobat Reader, jumps to other Web pages or the Internet.

Enable to generate bookmarks in a .PDF file. Bookmarks are links represented by text.

Enable to display the project page in Adobe Acrobat or Acrobat Reader.

Enable to display a full screen in Adobe Acrobat or Acrobat Reader.

Enable to display bookmarks in Adobe Acrobat or Acrobat Reader.

File, Publish to PDF db

Displays the name and location of a .PDF file.

Opens the Save as PDF dialog box and lets you choose the drive and folder in which to save the file.

Enable to publish all pages in a document.

Enable to publish the current view.

Enable to publish the selected object.

Enable to publish slides.

Enable to publish speakers notes.

Enable to publish audience notes.

Enable to publish handouts

Lets you specify the number of copies you want to publish.

Lets you choose a compatibility, depending upon what kind of viewer the recipients of the PDF file have.

Displays the name of the author of the PDF file.

Displays keywords associated with the PDF file.

Displays a .PDF style from the list box. You can choose a preset .PDF style or create your own. The preset PDF styles contain guidelines for general publishing and publishing to the Web.

Lets you add or save a .PDF style.

Lets you delete a .PDF style.

PDF objects

Enable to export text as curves. If you are using unusual text characters, exporting text as curves can eliminate problems with font variances on different computer systems.

Enable to embed fonts. This makes a .PDF file more portable since the fonts do not have to reside on other systems.

Enable to embed the 14 basic fonts to your computer system. This eliminates font variances on different systems.

Enable to convert True Type to Type 1 fonts. Converting True Type to Type 1 fonts can increase file size if there are many fonts in a file.

Enable to subset Type 1 fonts. Subsetting fonts can reduce file size.

Displays a percentage of the fonts used.

Lets you type a percentage of fonts used in a document.

Displays a percentage of the fonts used.

Enable to export files in binary file format. Binary is less portable as some computers do not support the file format.

Enable to export files in ASCII file format. ASCII is a fully portable file format.

Enable to compress text and line art. This is useful when you want to reduce file size.

Lets you compress bitmaps using JPEG, LZW, or ZIP compression. This is useful when you want to reduce file size.

Lets you change JPEG compression quality. The higher the image quality, the larger the file size.

Lets you change JPEG compression quality. The higher the image quality, the larger the file size.


Displays the degree of JPEG compression quality used when publishing bitmaps.

Lets you change JPEG compression quality. The higher the image quality, the larger the file size.

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This is a list of the available toolbars. A check mark beside a toolbar indicates an active toolbar.

Enable to enlarge the toolbar icons.

Click this to display an overview Help topic about this dialog box. For Help on an item, click the  button, and click the item.

Specify how much to expand or compress the space between letters.

If you have several animated objects or bullets on a slide, specify the order in which the animations will play. For example, you could have the bulleted list appear first, then the animated objects.

Browse to locate a sound file to include with the animation.

Select the animation effect you want from the list.

Select the direction of the animation effect. Some animations do not require you to select a direction.

Select the speed of the animation effect.

Select to visually emphasize one bulleted item at a time and dim all other bullets on the slide.

Select to start the cascade effect with the last bullet in the chart and progress to the first bullet.

This is how your current selections will display.

The bulleted list displays as the slide does.

Animate the entire bulleted list. After the slide appears, the bulleted list comes onto the slide.

Select to display main level bullets and sub-level bullets one at a time during a slide show.

These are the alternative presentations you have defined for this slide show. Select the one you want to play, edit, and so on.

Click to put a new entry into the list of custom audiences. After you create a new audience, click **Rename** to give the entry a meaningful name.

Click to remove the selected custom audience entry.

Click to give the selected custom audience entry a new name. When you create a new entry, it always appears as "Copy of [original name]." Give each entry a descriptive name.

Click to select sizing options for the boxes in the organization chart.

Box size is determined by the size of the largest box in the branch below the selection.

Box size is determined by the size of the largest box in the same level. Boxes are in the same level if they have the same number of managers, counting from their immediate manager to the top manager in the chart.

Box size is determined by the largest box in the chart.

The size of each box is determined by its contents. Longer names and titles have larger boxes.

Click to specify how tall and wide the selected boxes will be, based on a percentage of the text height and width inside the boxes. You can also drag a corner handle on a selected box to manually adjust all boxes on that level to a fixed size.

Specify how tall the boxes will be, based on a percentage of the text height inside the box.

Specify how wide the boxes will be, based on a percentage of the text width within the box.

Return horizontal and vertical values to the original settings.

Type placeholder text for a new organization chart field. Your placeholder can be up to 26 characters long and can include letters, numbers, and characters.

Adds the placeholder text you typed as a new field.

Displays the current fields in the order they appear inside the organization chart boxes. Click the fields to select them for moving and deleting.

Remove a current field from the list and from the organization chart boxes. Any information already in that field will be lost.

Move the selected field up one position in the list, until it reaches the top.

Move the selected field down one position in the list, until it reaches the bottom.

Rename the currently selected field.

Select a color for the shadow behind objects and text. For a more realistic look, select a slightly darker shade of the background color.

Type or edit the name of the document's author.

Type or edit the name of the document's author.

Type or edit the name of the person who last saved the document.

Type or edit the name of the person who last saved the document.

Type or edit the title of this document.

Type or edit the title of this document.

Type or edit a line explaining the subject of the document.

Type or edit a line explaining the subject of the document.

Type or edit any keywords you want for this document. You can use QuickFinder to search your computer or network for these keywords.

Type or edit any keywords you want for this document. You can use QuickFinder to search your computer or network for these keywords.

Type or edit any comments you want to make about this document.

Type or edit any comments you want to make about this document.

This is the master this slide show uses.


This is the master this slide show uses.

This is the revision number for the document. Each time you open and save the document, the revision number goes up one.

This is the revision number for the document. Each time you open and save the document, the revision number goes up one.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Click to view an overview Help topic about this dialog box. For specific help, click the  button, and click any control.

Select a predefined size, or select **User defined**, then specify a custom width and height for the bitmap.

Select **Inches**, **Centimeters**, or **Pixels** as the units you use to specify the height and width of the bitmap.

Select the screen resolution (in dots per inch) for the bitmap.

Select the number of bits and colors for the bitmap. The higher the number of colors, the larger the bitmap file will be, and the more memory space it will use.

Cancels all changes and returns to default settings.

This is how high the bitmap will be, in the units you selected.

This is how wide the bitmap will be, in the units you selected.

Select the grid and snap options you want to use.

Display the grid. The grid appears as a series of dotted lines over the slide. It does not print.

Force objects to align with the grid as you create or move them.

Specify the amount of space you want between horizontal points.

Specify the amount of space you want between vertical points.

Specify the interval between gridlines displayed on the screen. For example, specifying 4 means that every fourth gridline is displayed.

Specify a snap zone value to define the area in which objects snap to alignment guides. For example, if you specify .5", all objects you create or move within one half inch of the alignment guides will automatically snap to the guides.

Save the current grid and snap settings to use in all new drawings and slide shows.

Reset all grid and snap options to the default settings.

The title of the slide.

This is the name of the SpeedLink.

This is what happens when you click the SpeedLink while playing the slide show.

This is the keystroke associated with this SpeedLink.

Click to select the action that is put into effect when you click the SpeedLink object during a slide show.

Click to edit the selected SpeedLink.

Specify the path and filename of the movie file you want to use.

Select a border type for the movie file. The border displays around the movie on the slide and while you are playing the movie.

Display a control panel with progress indicator and pause, play, and stop buttons when playing the movie. The controls do not appear until you click the movie to play it.

Rewind the movie when it stops playing. The image returns to the first frame of the file and freezes. If you do not select this option, the movie stops at the last frame and displays that image.

Keep the movie running over and over. To stop the movie, click it or click the stop button on the control panel.

Select options controlling how and when the movie plays during the slide show.

Make the movie invisible until you click it to play it during the slide show. When this slide displays, you can click the spot where the movie is to make it appear and play. When it finishes playing, it disappears again.

Play the movie when you click it. As you play the slide show, the movie will remain still until you click it, and then it will start playing.

Play the movie automatically after the slide displays. Specify the number of seconds you want the movie to wait before it begins playing.

Select the type of master you want to use for a slide show. The different types of masters are suited to different types of presentations. For example, select a 35mm master if you want to convert a slide show to 35mm color slides or to color transparencies, or select a color master if you want to present the slide show on a color monitor.

Select this option if you do not want to choose a master each time you begin a new slide show. Corel Presentations will use the default master automatically. If you want to change the master later, you can select another from the Master Gallery.

Select the master you want to use. Masters apply to all the slides in a slide show.

Click to record Wave audio sound clips to accompany a slide show. The Windows 95 Sound Recorder has its own Help system which you can refer to if you need further instructions on recording.

Make the object invisible until its time to play. When it finishes playing, the object disappears again.

Play the object when you click it during a slide show. The object will not play until you click it.

Automatically play the object a certain number of seconds after a slide transition ends. You specify the delay time.

This is the type of OLE object you have selected. All the play settings you choose will apply to it.

Select the style of connector you want to use in the organization chart.

Use right-angle connectors with closely-spaced positions for better readability, or use direct connectors for a dynamic look in widely spaced organization charts.

Click the branch structure you want to use. Each branch consists of a manager and subordinates.

Specify the number of columns you want to display under a manager position when you select the **Multiple** column structure.

Display connecting lines to staff positions.

Display connecting lines to subordinate positions.

Specify how many coworkers you want to add, then click **Right** or **Left** to add them beside the currently selected box.

Specify how many staff positions you want to add.

Specify how many subordinate positions you want to add.

Click an orientation for the currently selected branch(es) of an organization chart. You can use different orientations to help fit the chart into a smaller space, or to emphasize the different levels.

Specify the level you want to start a selection with, and how many levels down from that position you want to include in that selection.

Specify the amount of space between manager and subordinate positions.

Specify the amount of space between coworker positions.

Eliminate excessive white space around positions in a selected branch or level. Selecting this option helps fit the organization chart onto the slide more clearly.

Close this dialog box.

Cancel all changes and return to default settings.

Use the colors specified in your Web browser's Preferences settings for the slide show pages.

Select the colors you want to use for the slide show. These colors apply only to the slide show pages; they do not change the colors specified in your Web browser's Preferences settings.

Select the color for text on slide show pages. This does not affect the color of text on the slides themselves.

Select the color for hypertext jumps on slide show pages. This does not affect the color of text on the slides themselves.

Select the color for hypertext links you have already visited. This does not affect the color of text on the slides themselves.

Select the color for the background of slide show pages. This does not affect the background color of the slides themselves.

Select to use a bitmap as the background for slide show pages.

Select to browse to the bitmap you want to use as a background for slide show pages. This will not affect the background color of the slides themselves.

Select the screen size you want to use to display slide show pages.

Specify the height and width of the slide graphics. You can select a standard size, or click **Custom size** to specify your own.

Display a border around the slide graphics. You can specify the width of the border.

Select the type of graphic format you want to use for the slides. Read the description for more information about each type of graphic.

This explains each type of graphic format, and gives basic information about when to use that format.

Specify the amount of compression to use for JPEG versions of slide graphics.

Type your email address. It will appear on the slide show pages so viewers can contact you.

Type the complete URL for your home page. It will appear as a link so your viewers can click to learn more about you.

Type any information you want to appear on the slide show pages.

Increase the versatility of an Internet slide show by allowing viewers to download the original version of the show with all sound, transitions, animation, and advance options. If you select this option, make sure there is a copy of the original **.shw** file on the server along with the Internet slide show pages.

Customize your own layout for the HTML pages of an Internet slide show.

After you have created a layout, you can choose to use it for another Internet slide show.

These are the layouts you have already defined for an Internet slide show. Click one to select it.

[Click to view the currently-selected layout before you apply it to an Internet slide show.](#)

Click to remove the currently selected layout from the list. You will not be able to use it again.

Type a descriptive title for the Internet slide show and specify the drive and folder where you want to store the Internet slide show files.

If you want to share the slide show with others over the Internet or an intranet, be sure that the folder you select is accessible by modem or network.

Click to specify the name of the initial file, the extension for the slide show's HTML files, and whether to save the slide show files together in a separate subfolder.

Select the style of navigation buttons you want to use on Internet slide show pages.

This is the name of the currently selected button style.

Display the slide's title above the graphic of the slide.

Display the number of the slide under the slide graphic.

Display the speaker notes for the slide under the slide graphic. You must have typed speaker notes for the slide for this option to work.

Display a navigation bar to allow viewers to go through an Internet slide show more easily.

If you have chosen to advance slides automatically, select this option to loop the presentation online. The slide show will play through on its own.

Select a style for the table of contents.

If you decided to display thumbnail graphics of each slide with a table of contents, specify how large you want the thumbnails to be in relation to the page.

Select a page style for Internet slide show pages. The types of pages available depend on the graphics type you selected.

This is a description of the selected page style.

Move ahead to the next screen.

Click to select interface, startup, display, and language options.

Click to specify default folders for various types of files.

Click to create and edit toolbars, menu bars, and keyboard layouts.

Specify the folder for timed backup files. If you do not specify a backup folder, Corel Presentations saves all backup files in the folder where Corel Presentations program files are located. Original document backup files are stored in the same folder as the original file. Location of files does not affect them.

Creates a backup copy of the current document at the time interval you specify. Each new backup replaces the previous backup. Timed backup files are named ~{**Prn.tmp**, where n is the number of the drawing window). They are saved to the default backup directory, or in the same directory as the Corel Presentations program files.

Click to create a backup copy of the current document when you save the document. When you make changes to a document, you have two versions of the file, the one on disk and the edited one onscreen. Everytime you save, the file onscreen replaces the one on disk. When you save a document with **Original document backup** on, the file on disk is renamed with a **.bk!** extension. If you want to recover the original, you can retrieve the **.bk!** file. If you use **Original backup**, you should give files different names, not just different extensions. For example, **Original backup** renames both **pres.1** and **pres.2** to **pres.bk!**. Therefore, **pres.bk!** is the backup file only for the last file you saved.

Automatically change graphics in Windows Metafile format (usually **.wmf** file extensions) to WordPerfect Graphic file format (**.wpg**) when you import them into a slide show. This can help speed up display and make the graphics clearer.

Display the **Master Gallery** dialog box each time you open a new slide show. This lets you choose the master you want to use with the presentation before you begin working. If you do not select this option, the slide show will automatically use the default master. You can select a new master from the Master Gallery as you work on a slide show.

Display keystrokes next to the feature names on the menus. For example, display **Ctrl+W** next to **Characters** on the **Insert** menu.

Display helpful information about each menu item in a floating tip box.

Display Corel Presentations dialog boxes when you click **Open**, **Save**, and so on. These dialog boxes give you more functionality and versatility than the standard Windows file management dialog boxes.

Make selecting text easier by extending your drag to include entire words. If you want to select single letters or parts of words, do not select this option.

Corel Presentations uses video memory to display slide shows with smoother transitions. You can choose how to deploy the video memory. You can use video memory for smoother transitions without changing how the slide show looks, or you can choose to use the memory to keep slides in high resolution or truer color palettes. If DirectDraw is not installed, these options are unavailable.

Use video memory for smoother transitions while keeping slides in high resolution.

Use video memory for smoother transitions while maintaining truer color palettes.

Use video memory for smoother transitions without changing how the slide show looks.

Select the language you want for menus, dialog boxes, Help prompts, and messages.

Select the language you want to use for the Spell Checker, Thesaurus, date formats, and so on.

You will need to purchase an additional language module in order to use this option. Select the language module you have from the list, or type the name of another in the **Other** text box.

Select the units used for displaying and entering values in dialog boxes, and the units used on the grid and ruler.

Select this option to automatically capitalize the first letter of a sentence and the first letter of words preceded by four or more spaces.

Automatically convert two capital letters in a word to an initial capital letter and a lowercase second letter.

Automatically eliminate double spaces between words in a sentence.

Perform no end of sentence corrections.

Automatically insert two spaces instead of one after a period.

Automatically insert one space instead of two after a period.

Type the word, abbreviation, or typographical error you want QuickCorrect to automatically replace.

Add the word and correction combination to the replacement list.

Delete the selected word and correction combination from the replacement list.

This is the list of words to replace along with their replacements. Select an entry to delete it.

Let QuickCorrect replace words as you type. QuickCorrect acts as soon as you press the spacebar.

Convert double quotes to open and close double quotes.

Convert single quotes to open and close single quotes.

Use straight quotes rather than curly quotes when the quote character follows a number.

Select the character you want to use for open quotes. Press **Ctrl+W** to view additional characters.

Select the character you want to use for close quotes. Press **Ctrl+W** to view additional characters.

Select to make the SpeedLink object invisible on the slide. This is useful if the object is a rectangle or square shape that covers a bullet text line or some other text object.

Specify the path and filename of the program file (executable) that will open when you click the SpeedLink object during the slide show.

Click to launch your Web browser. The page that displays is the home page that you selected in your Web browser's Preferences settings.

Specify the Web site to display in your Internet browser. When you click the SpeedLink object during a slide show, the browser will launch and display the URL you specify.

Move back to the previous screen.

Save the entire file, including any current selections.

Save only the currently selected items in a format you specify.

Type a description for the CD clip you want to use.


Specify the number of the CD track you want to use.

Specify where in the CD track you want to begin playback; from the beginning, at a specified time, or at a specific frame.

Specify where in the CD track you want to end playback; at the end, at a specified time, or at a specific frame.

Click to hear the CD clip you specified.

Click to stop playback of a the CD clip.

Click to view an overview Help topic about this dialog box. For specific help, click the  button, and click any control.

Remove a SpeedLink assignment.

Select the slide that will appear when you click the SpeedLink object during a slide show.

Click to select the action that occurs when you click the SpeedLink object during a slide show.

Click to attach a sound file to the SpeedLink object.

This is the Wave sound file attached to the SpeedLink object.

This is the MIDI sound file attached to the SpeedLink object.

This is the CD track attached to the SpeedLink object.

Type speaker notes for the current slide. When you print speaker notes, the text prints indented below each slide

Click to copy the text on the slide into the speaker notes text box. All the text from the Slide Outliner appears in the speaker note for the slide. Text from text lines and areas you have created on the slide does not appear.

These are the keystroke(s) that you can press during a slide show to activate the event or action assigned to it, and the current assignments. Click a key to select it.

This is the keystroke you have clicked.

These keys already have actions assigned to them which cannot be changed.

Remove the assignment from the selected keystroke.

Select the slide that will appear when you press the selected keystroke during a slide show.

Select the action that is put into effect when you press the selected keystroke during a slide show.

Specify the location of a Web site for your Internet browser. When you press the assigned SpeedKey during a slide show, the browser will launch and display the URL you specify.

Click to launch your Web browser. The page that displays is the home page that you selected in your Web browser's Preferences settings.

Specify the path and filename of the program (executable) file that will launch when you press this SpeedKey.

Click to attach a sound file to the selected keystroke.

This is the Wave sound file assigned to this SpeedKey.

This is the MIDI sound file assigned to this SpeedKey.

This is the CD track assigned to this SpeedKey.

Select the slide that will begin a slide show. This slide displays first.

Select the version of the slide show you want to play if you have used Audience Manager to create alternative versions of this slide show for different audiences.

Select to run a slide show in a continuous loop until you press **ESC**.

Select a color for the highlighter. During a slide show, you can drag the highlighter (the pointer) to temporarily emphasize text and data on a slide. Highlighting disappears when you display the next slide.

Specify a width for the highlighter. During a slide show, you can drag the highlighter (the pointer) to temporarily emphasize text and data on a slide. Highlighting disappears when you display the next slide.

Play the slide show with the current settings.

Close this dialog box.

Specify the Wave sound files you want to attach to a slide. Wave audio sound files are usually stored with a **.wav** file extension.

Specify the MIDI sound file you want to attach to the slide. MIDI sound files are usually stored with a **.mid** file extension.

Select to use these options in all the slides in a slide show.

Click to hear the sound file or the CD track number you specified.

Drag the indicator to set volume levels for each sound format you are using in a slide.

Click to attach CD sound tracks to a slide.

Select the transition effect you want to use for this slide.

Select a direction for the transition effect. Not all transitions have directions.

Select the speed of the transition effect. Some transition effects do not require you to select a speed.

Advance slides using the spacebar or a mouse click.

Click to automatically advance slides with a specified amount of time between each one. The delay option you select also applies to animated bulleted lists and objects on the slide.

Use these transition options for all the slides in the slide show.

Specify how much white space you want between each main bullet level.

Specify how much white space you want between subordinate bullet levels.

Specify the amount of space you want between text lines on the same level in the bulleted list.

Click to undo any spacing changes you have made and use the default spacing in a bulleted list.

Select the font you want to use. It is usually best to use the same font for the levels of a bulleted list.

Select the font size you want to use.

Select appearance options for the text.

Enable to bold text.

Enable to apply underlining to text.

Enable to italicize text.

Select a color for the text.

Click to select fancy fills and outline options for fonts.

Specify the number of lines you want between each text line in a text object.

Type the letters, word, or phrase you want to find.

Type the letters, word, or phrase you want to use as replacement text.

Find the next occurrence of the search text.

Replace this instance of the search text with the replacement text.

Replace all instances of the search text with the replacement text.

Click to select fancy fills for boxes.

Display the box without a border.

Select the style of box you want to use.

Select a color and style for the border of the box.

Select a position for the box in relation to the text.

Displays the font, justification, and assigned bullet for each level in the bulleted list. Click the levels to make changes to their properties.

Click a level, then select a justification from the list box.

Click a level and select a bullet shape. You can also click **Other** and select a symbol to use as a bullet.

Sizes the text relative to other text in the same font and the other levels in the bulleted list.

Select a predefined bullet style.

Click to select a fill color for the bullets on the selected level.

Select the size of display you want to use. Zoom does not change the size of objects on a slide; it only changes your view of them.

Display the slide at 50% actual size.

Display the slide at 75% of actual size.

Display the slide at actual size.

Display the slide at 150% of actual size.

Display the slide at 200% of actual size.

Display the complete slide within a window, with minimal white space to the left and right.

Displays the slide at the same size it will appear when you play the slide show.

Display the entire slide, including margins and white space, in the window.


Specify a zoom percentage between 5% and 600%. Zoom does not change the size of objects on a slide; it only changes your view of them.

Closes the dialog box.

Displays a preview of any options you choose.

Closes this dialog box and saves any changes you have made.

Closes this dialog box without saving any changes you have made.

Click this to display an overview Help topic about this dialog box. For Help on an item, click the  button, and click the item.

These commands allow you to open or edit the selected object.

Use this command to export data from a chart or datasheet.

Restores the application window to fill the screen.

Reduces the application window to an icon.

Exits the application.

Lists the most recently used files. Click on a file to open it.

Displays the name of the currently selected master.

Lets you use the current master as the default for all new slide shows.

Displays the currently selected color on the color wheel, the intensity bar, and in the **New color** preview box.

Lets you choose colors from the color palette to create new colors.

Lets you choose color values to create new colors.


Lets you specify the amounts of red, green and blue to blend.

Lets you specify the amount of hue, lightness, and saturation.

Lets you specify the amounts of cyan, magenta, yellow, and black to blend.

Lets you choose the gradient type.

Lets you specify the angle of the gradient. As the degree value increases, the gradient rotates counterclockwise in objects or on the page.

The options in this area have individual help associated with them. Click  and click an option for more information.

Lets you specify how much you want to move the gradient color horizontally.

Lets you specify how much you want to move the gradient color vertically.

Enable to assign the number of blending steps between the selected colors.

Lets you specify the number of blending steps between two colors.

Enable to repeat the bitmap inside the object until the object is completely filled.

Enable to repeat the bitmap inside the object in offset horizontal rows until the object is filled.

Enable to repeat the bitmap inside the object in offset vertical columns until the object is filled.

Enable to stretch or shrink the bitmap to fit inside the object.

Enable to make the bitmap smaller or larger to fit inside the object.

Enable to stack the bitmap inside the object until the object is filled.

Enable to clear the contents of the current slide.

Enable to clear the contents of all slides.

Lets you choose the type of action for the embedded or linked object.

Lets you specify the number of seconds between the end of a slide transition and the playing of the object.

Closes the dialog box.

Lets you choose a search direction. **Forward** searches from the current cursor position to the end of the document, and **Backward** searches from the current cursor position to the beginning of the document.

Enable to clear the master or the current layout.

Lets you specify a new name for an existing layout.

Click the left or right arrow button to select the layout you want to rename.

Select the layout style of the background you want to change.

Lets you choose the background that you want to assign to a layout.

Lets you specify a name for the new layout.

Opens the **Insert master** dialog box.

Lets you specify a new name for an existing background.

Click the left or right arrow button to select the background you want to rename.

Lets you specify a name for the new background.

Lets you choose a background category from the list box.

Lets you choose the background you want to use in the current slide show.

Displays the name of the currently selected background.

Opens the **Insert background** dialog box.

Enable to keep current graphic objects with the new background. Any graphics that you have added to the slide will remain current when you apply a new background.

Enable to speed up a slide show display by using a series of bitmaps instead of redrawing each slide.

Enable to save an entire slide show as a series of bitmaps for faster display during playback.

Displays the currently selected date and time format.

Lets you choose an available date/time format, or click **New format** to specify your own date/time format.

Enable to insert the date as a code that changes to the current date and time when you open this document.

Applies the format you chose from the **Date/time formats** list.

Opens the **Custom date/time format** dialog box. Lets you specify your own date and time format.

Enable to size the image to the page.

Enable to size the image to the selected area.

Enable to maintain a fixed image size.

Select the layout you want to assign to the new slide(s).

Displays the currently selected layout.

Lets you specify the number of slides you want to add to a slide show.

Lets you choose the type of organization chart to use.

Lets you choose a color for staff connector lines.

Lets you choose a style for staff connector lines.

Lets you choose a width for staff connector lines.

Lets you choose a color for subordinate connector lines.

Lets you choose a style for subordinate connector lines.

Lets you choose a width for subordinate connector lines.

Enable to display text without a box around it.

Lets you choose the box shape you want to use.

Enable to display boxes with fill colors only.

Lets you choose a box border color.

Lets you choose a fill style.

Lets you customize pattern, gradient, and picture fills.

Lets you customize gradient fills.

Lets you reverse the foreground and background fill colors.

Lets you choose a foreground color.

Lets you choose a background color.

Lets you choose a fill style.

Enable to make the color transparent. Overlapping objects show through that color in the drawing window.

Displays the current texture or picture.

Opens the **Open file** dialog box.

Lets you choose textures or pictures as fills.

Enable to save a copy of the movie file within the slide show.

Lets you choose a bitmap special effect.

Lets you apply the bitmap special effect to the entire area.

Lets you apply the bitmap special effect to the area that you selected.

Lets you apply the bitmap special effect outside the area that you selected.

Enable to specify the amount, percent, size, and direction for each special effect.

Enable to apply the special effect to the **Full image**, **Inside area**, or **Outside area**.

Lets you specify the percentage of effect applied to the bitmap.

Lets you control the amount of effect applied to the bitmap.

Lets you choose the direction in which the special effect is applied.

Displays the result of the selected effect in the **After** preview box.

Lets you reset the bitmap in the **After** preview box to how it looked before you applied the special effect.

Lets you choose the shape of the bitmap brush.

Lets you specify how many pixels across the brush will cover.

Lets you specify what percentage of pixels within the brush area will change color.

Enable to ensure there are no transparent colors in the image.

Lets you specify the number of rows you want to insert. Existing rows below the insertion point move down.

Lets you specify the number of columns you want to insert. Existing columns to the right of the insertion point move right.

Lets you specify the number of rows to delete. Existing rows below the insertion point move up.

Lets you specify the number of columns to delete. Existing columns to the right of the insertion point move left.

Lets you specify the number of rows or columns to delete.

Enable to clear the data from the selected cells.

Enable to clear the date or number formatting from the selected cells.

Enable to clear both data and formatting from the selected cells.

Displays the location of the current cell. Letters represent the columns and numbers represent the rows.

Lets you edit or replace current data.

Lets you specify the column and row number of the cell to move to. For example, A1 takes you to the cell in the first row of the first column.

Lets you toggle the highlighter color display on or off in the datasheet.

Lets you highlight specific columns or rows of data in the datasheet.

Displays a row in the datasheet.

Displays a column in the datasheet.

Displays a cell in the datasheet.

Lets you choose the kind of data to import.

Enable to switch data from columns to rows and rows to columns.

Enable to clear all the data already in the datasheet.

Enable to link the imported data to the existing chart; the chart data automatically updates every time it is opened.

Enable to begin the imported data at the selected cell instead of the top-left cell in the datasheet. Imported data overwrites any existing data in the datasheet.

Lets you specify the path and filename of the data file you want to import.

Lets you choose any of the range names listed to import them.

Lets you choose the range of data you want to import.

Lets you choose an available numeric format, or click **User defined** to set your own options.

Enable to adjust the number of decimal digits to the size of the cell.

Lets you specify how many digits will display after a decimal point.

Displays the numeric data type format.

Enable to display data as currency amounts.

Enable to display data in thousands.

Enable to display data as a percentage.

Enable to display data in exponential notation.

Displays the format of negative numbers.

Enable to display negative numbers preceded by a minus sign (-).

Enable to display negative numbers in parentheses.

Lets you specify the field and record delimiters for text data.

Lets you specify the codes used for encapsulated characters and codes to strip out.

Lets you choose an available date/time format.

Lets you specify your own date and time format.

Lets you specify the column width.

Enable to display row statistics for the selected cell.

Enable to display column statistics for the selected cell.

Displays the number of cells containing data in the row, column, or selected area.

Displays the minimum data value in the row, column, or selected area.

Displays the maximum data value in the row, column, or selected area.

Displays the average of all data values in the row, column, or selected area.

Displays the standard deviation. Standard deviation is calculated by finding out the difference between each data value and the average data value in a row, column, or selected area.

Displays the fit information.

Enable to apply the formula to a specific row or rows.

Enable to apply the formula to a specific column or columns.

Displays the formula that will be applied to the selected data.

Lets you specify the rows or columns to which you want to apply the selected formula.

Lets you specify the row or column in which you want the results of the formula to appear.

Lets you choose one of the available formulas.

Lets you specify how many cells before and after each cell to include in the moving average.

Lets you choose the value for "n" in a polynomial equation: $y=c_0+c_1x+c_2x^2+\dots+c_nx^n$ (where n is the order of the fit).

Lets you choose a value for fit formulas to forecast future values.

Displays fit types, correlations, r-squared values, and formulas for each fit type.

Lets you choose the type of fit for which you want to display statistics.

Displays fit types, correlations, r-squared values, and formulas for each fit type.

Enable to specify a direction for the data fill.

Enable to select rows to fill cells with data from right to left.

Enable to select columns to fill cells with data from top to bottom.

Lets you specify the start value and adds the step number to it.

Lets you specify the start value and multiplies it by the step number.

Lets you specify the start value date and multiplies it by the step number, using the time units you specify.

Lets you choose the number or date to begin the data.

Lets you specify how much the start value will increase in each cell.

Enable to sort selected values in each row, or **Top to bottom** to sort selected values in each column.

Enable to select the order values by either ascending or descending.

Lets you specify the key row or column to use as a basis for sorting, while keeping all the values in that row or column together.

Enable to include the rows or columns you previously excluded.

Enable to exclude the rows or columns you want to keep from appearing in the chart.

Displays text and objects as outlines only, without any fill style.

Click to change the style of fill method.

Opens the **Texture settings** dialog box.

Enable to repeat the texture in relation to the entire drawing window.

Enable to repeat the texture within the object.

Lets you choose a line color from the color palette.

Lets you choose a line style.

Lets you choose a preset line width, or you can type a value in the **Line width** box.

Lets you choose a style for line joints.

Lets you choose a style for a line starting cap.

Lets you choose a style for a line ending cap.

Lets you choose the type of data chart to use.

Lets you choose the style of chart to use.

Displays the chart height, width, and depth.

Displays the chart horizontally instead of vertically. In a horizontal chart, the x-axis is vertical.

Lets you set the depth of pie slices, lines, markers, areas, and bars in the chart.

Lets you specify a value.

Opens the **Table properties** dialog box.

Opens a preview of the data chart with the options you have chosen before you implement the changes.

Click to display the data in each column as overlapping groups.

Lets you specify the width of 3-D bars, lines, and high/low markers.

Lets you set a size for the smallest bubble in the chart.

Lets you set the height of 3-D bars, lines, and high/low markers.

Lets you choose the pie that you want to modify.

Enable to proportionally size two or more pie charts in the current datasheet.

Enable to arrange the pie chart slices by size.

Opens the **Explode slice** dialog box.

Lets you set the angle of rotation.

Lets you set the tilt value for the pie chart in the chart area.

Enable to link the slice you specify in the first pie to the second pie.

Enable to display each set of data as horizontal and vertical lines.

Enable to display each set of data as solid areas.

Enable to display data on a round grid.

Enable to display data on an angular grid.

Enable to display each data series on a different y-axis.

Enable to draw an outline around each area in surface charts.

Lets you choose an outline color for surface charts.

Click to blend the range colors for a table or surface chart.

Lets you choose a color from the color palette for each range of data.

Displays the data in each column as a combined total, stacked from bottom to top.

Displays the data in each column as a percentage of the whole column.

Displays the data in each column as overlapping groups.

Displays the data in each column as clustered groups.

Displays each set of data as horizontal and vertical lines.

Displays each set of data as bars with error indicators.

Displays each set of data with top and bottom error markers.

Displays each set of data as solid areas.

Displays the pie chart as a stacked column.

Displays data as a topography.

Brings the dialog box back to full size after you click **Preview** to see the changes.

Scrolls through each series in the data chart.

Displays the series as a solid area, with data points defining the top.

Displays the series as one or more solid bars, one bar for each data point.

Displays the series as a line connecting the data points.

Displays the series as a line with a device marking each data point.

Displays the series as a set of graphics devices marking each data point.

Specify a size for the series marker.

Lets you choose a marker shape.

Enable to determine which y-axis to apply to the data series.

Lets you choose a line style and line color for the vertical major grid lines.

Lets you choose a line style and line color for the vertical minor grid lines.

Lets you choose a line style and line color for the horizontal major grid lines.

Lets you choose a line style and line color for the horizontal minor grid lines.

Displays each data series on a different y-axis.

Lets you choose a line style and line color for the horizontal minor grid lines.

Lets you choose a predefined ratio of major grid lines per data series, or specify how many major grid lines you want for each series.

Lets you specify a width for the frame borders.

Lets you specify a height for an elevated base underneath the chart.

Enable to display zero baseline.

Enable to display where the frames will be placed around the chart.

Enable to display right angle axes.

Lets you specify the amount of horizontal displacement.

Lets you specify the amount of vertical displacement.

Lets you reset horizontal and vertical values to the original settings.

Opens the **Retrieve chart style** dialog box to retrieve a previously defined and saved bulleted list style.

Opens the **Save chart style** dialog box to save a bulleted list style.

Displays the font face, style, and size for each level in the bulleted list.

Lets you apply the current bulleted list properties in all slides of the slide show.

Lets you choose the type of data chart to use.

Enable to fill the datasheet with correctly formatted sample data, labels, and legend titles.

Displays the chart height, width, and depth.

Opens the **Bullet properties** dialog box and lets you choose fill options for bullets.

Lets you choose a bar shape.

Lets you choose the type of object animation to use.

Lets you choose the direction of the shadow, or you can use the scroll bars to position the shadow around the object.

Lets you specify a horizontal offset number for the shadow.

Lets you specify a vertically offset number for the shadow.

Enable to make the shadow partially transparent.

Enable to save the sound within the slide show.

Enable to play the sound continuously throughout the slide show, or until another sound begins.

Lets you email the currently displayed slide.

Lets you email the entire slide show.

Displays the current slide layout name.

Lets you choose the layout to use.

Displays the name of the background you have selected.

Lets you choose a background from one of the background categories.

Opens the **Insert background** dialog box.

Click the background you want to use for the current slide.

Lets you apply the background to all slides in the slide show.

Enable to omit the current slide when you play the slide show.

Click the left or right arrow button to select a slide.

Lets you choose the slide that you want to modify.

Enable to advance animated objects before the bulleted list is displayed.

Enable to advance animated objects after the bulleted list is displayed.

Displays the icon to indicate whether or not the slide is using a mouse or time delay advance option.

Lets you choose the type of corrections and quotation marks used by QuickCorrect.

Enable to advance the first animated object manually or automatically; all remaining animated objects follow automatically with no manual trigger or time delay.

Enable to use the slide's display method (manually).

Lets you convert the selected object into a bitmap.

Enable to display a message each time you convert an object into a bitmap.

Click to resample the selected bitmap.

Enable to turn off the resample bitmap message.

Lets you specify the number of steps you want in the blend.

Lets you specify how much you want to rotate the image around each axis.

Lets you choose a predefined rotation.

Lets you specify how much you want to rotate the image around the x-axis.

Lets you specify how much you want to rotate the image around the y-axis.

Lets you specify how much you want to rotate the image around the z-axis.

Lets you set the sides of the image lighter or darker.

Lets you choose the perspective and depth of the image.

Lets you specify the depth of the image.

Lets you choose the shape you want the selected object to warp into. Click the rectangle shape at the top left to reset the object to its original shape.

Opens the **Display** dialog box.

Enable to display the names of the last nine files you worked on. The filenames appear at the bottom of the **File** menu.

Enable to make the pointer invisible while you draw objects.

Enable to display the **Document selection** dialog box each time you open Corel Presentations.

Enable to create a new slide show each time you open Corel Presentations.

Enable to create a new drawing each time you open Corel Presentations.

Lets you choose startup options for Corel Presentations.

Enable to save drawings, by default, in one of the two formats.

Enable to save a drawing in a format suitable for Corel WordPerfect Suite 7, Suite 8, WordPerfect Office 2000, WordPerfect Office 2002, or WordPerfect Office 11.

Enable to save a drawing in a format suitable for Corel WordPerfect 6.x, DOS, or Windows.

Enable to hear a beep when a search fails.

Lets you specify a default folder for drawing (**.wpg**) and slide show (**.shw**) files.

Lets you specify a default folder for master (**.mst**) files.

Lets you specify a default folder for background files.

Lets you specify a default folder for macro (**.wcm**) files.

Lets you specify a default directory for keyboard layout and toolbar files.

Lets you specify a default folder for sound files.

Lets you specify a default directory for texture (**.bmp**) files.

Lets you specify a default directory for picture (**.bmp**) files.

Lets you specify a default folder for movie files.

Lets you choose a toolbar, property bar, tool palette, keyboard layout, or menu bar from the list to use, edit, copy, rename, or delete.

Click to copy the currently highlighted toolbar, keyboard layout, or menu bar.

Click to assign a new name to the currently highlighted toolbar, keyboard layout, or menu bar.

Click to delete the currently highlighted toolbar, keyboard layout, or menu bar.

Click to choose appearance, location, and size options for the toolbar, property bar, or tool palette.

Click to create a new toolbar, keyboard layout, or menu bar.

Click to edit the currently highlighted toolbar, property bar, tool palette, keyboard layout, or menu.

Click to return the selected property bar or tool palette to its original state.

Lets you specify a name for the toolbar, menu, or keyboard layout.

Displays the name of the toolbar, keyboard layout, or menu to be copied.

Lets you specify a name for the copy of the toolbar, keyboard layout, or menu.

Displays the toolbar, keyboard layout, or menu to be renamed.

Lets you specify a new name for the toolbar, keyboard layout, or menu.

Lets you specify where in the application window you want to position the toolbar or tool palette.

Lets you specify whether you want the buttons of a toolbar, tool palette, or property bar to display as text, pictures, or text and pictures.

Lets you specify how many rows or columns of buttons the toolbar, tool palette, or property bar displays.

Click options and features in the menu bar.

Click icons on the tool palette to select graphic, chart, text, object, line, or bitmap tools.

Displays the name of open documents and other information.

Click icons on the property bar lets to change such things as font face, point size, templates, slides, layers, fill and line colors, and patterns.

Lets you create and align objects with precision.

Lets you access the commands you use most often.

Displays a thumbnail sketch of each slide in the slide show.

Lets you write an outline for your presentation.

Bitmaps are graphics formed by a series of dots called "pixels."

Lets you create, edit, and size bitmaps.

Lets you cut, copy, delete, move, or apply special effects to a selected area in the bitmap.

A grouped object is made up of other objects (drawings, text, or both).

Lets you edit the points of a drawing object, position it on the page, or change its properties.

Lets you double-click a linked or embedded object to edit it in the application or file in which it was originally created.

Displays information about the axes.

A series is a row of data from the datasheet.

A chart frame is a group of lines.

Represents value increments in a chart frame and are parallel to the x and y axes in the chart.

Lets you enter and edit data, change chart appearance, and size charts.

A tick is a small line perpendicular to an axis that marks off amounts such as dollars, distances, or numbers of objects.

Lets you drag the chart's title to position it in relation to the chart.

Lets you drag the chart's subtitle to position it in relation to the chart.

Lets you double-click the title of the axis to edit it or change its properties.

Displays the active text area or text line. You can create and edit the text, change the font, and format the text.

Displays data values as a solid area that bulges and dips like the contour of a landscape as it connects data points.

Displays the data in a box corresponding to a bar, line, or pie slice.

A chart is created with data you enter in the datasheet.

A table is a two-dimensional list displaying the datasheet data in rows and columns.

Displays an organization's structure, and the relationships of people and positions within the organization.

Displays a part of an organization chart that indicates a position or person in the organization.

Displays a text object.

Lets you move up, down, right, and left in the current drawing or slide.

Displays an embedded movie file.

A chart legend lists the colors, patterns, and symbols you are using to show which series label corresponds to which bar, line, and pie slice.

Displays selected multiple objects.

Displays an axis. There are three axes in a chart: x, primary y, and secondary y.

Lets you specify how many times wider, taller, shorter, or narrower you want the object to be.

Enable to stretch the object from its center point.

Enable to stretch a copy of the object while leaving the original unchanged.

Lets you specify how many times larger or smaller you want the object to be.

Enable to size the object around its center point.

Enable to size a copy of the object while leaving the original unchanged.

Lets you specify which slice you want to separate from the rest of the pie.

Lets you specify the distance that you want to separate the pie slice from the center of the pie chart.

Lets you specify the size of the pie chart in relation to the chart area.

Lets you specify the number of degrees to rotate the object

Lets you rotate a copy of the object while leaving the original unchanged.

Displays a slide in the slide show.

Lets you position the text in relation to the object, beginning at the first anchor point.

Displays the contoured text alone, making the object transparent.

Go To slide dialog

Displays the title of the slide to go to.

Move the slider to choose a slide to go to.

Closes this dialog box and saves any changes you have made.

Shows the trace progress.

Closes this dialog box without saving any changes you have made.

Downloads masters from the Corel Web site.

Accepts or declines the TrueDoc font waiver.

Shows the font attributes of the selected bullet level.

Displays titles on the data chart axis.

Shows the current name of the box field.

Displays the current name of the box field.

Allows you to type a new name for the box field.

Shows the difference between parent-to-child spacing and sibling-to-sibling spacing.

Shows how the maximum , minimum, and major grid value labels display in a data chart.

Previews how the major tick option you choose will display in a data chart.

Previews how the minor tick option you choose will display in the data chart.

Shows the difference between a major and a minor vertical grid line.

Shows the difference between a major and a minor horizontal grid line.

Browse to locate a sound file to include with the transition.

Lists the missing fonts and the selected fonts for substitution.

Click to substitute the missing fonts.

Click to cancel the font substitution.

Click to view an overview Help topic about this dialog box. For specific help, click the [What's This](#) button, and click any control.

Click to select the entire datasheet.

Lets you specify the number of rows or columns you want to insert.

Displays the currently selected series.

Shows the style attributes of the selected bullet level.

Changes the distance between the bullet and the text after it.

Allows you to define an outline style.

No Help available for this item.

Set the horizontal anchor.

Set the vertical anchor.

Shows the difference between a horizontal and vertical anchor.

The image window displays the possible 3D changes you can add to your TextArt.

The image window displays the possible advanced 3D features you can add to your TextArt.

Select the type of fill you would like for the selected shape.

Select the type of outline you would like for the selected shape.

Select the type of shadow you would like for the selected shape.

Select SpeedLink options.

Select Object Animation options.

Select the rotation direction for your shape.

Select the perspective you would like for your image.

Displays a variety of features or settings in your work environment.

Displays a variety of features or settings in your work environment.

Displays a variety of features or settings in your work environment.

Displays the language you select from the **Interface language** list box.

Displays the language you select from the **Content language** list box.

Displays a variety of features or settings in your work environment.

Displays a variety of features or settings in your work environment.

Displays a variety of features or settings in your work environment.

Lets you create and edit toolbars.

Lets you customize property bars.

Lets you customize tool palettes.

Lets you customize keyboards.

Lets you customize menus.

Enable to copy the color, line, and fill attributes of drawing objects to other objects or text.

Enable to copy the color, line, and fill attributes of text to other objects or text.

Enable to copy the color, line, and fill attributes of both drawing objects and text to other objects or text.

Enable to position objects relative to the upper left margin.

Enable to position objects relative to the lower left margin.

Enable to positions objects relative to the center of the page.

Enable to position objects relative to the lower right margin.

Enable to position objects relative to the upper right margin.

Enable to leave the objects and margins as is.

Enable to size margins, and maintain their original proportions, to adjust for the new page settings

Enable to stretch margins, and possibly distort their original proportions, to adjust for the new page settings.

Enable to size objects, and maintain their original proportions, to adjust for the new page settings.

Enable to stretch objects, and possibly distort their original proportions, to adjust for the new page settings.

Clears the contents of the selected slide or slide show.

Displays a title, subtitle or bulleted list. Titles and subtitles are text lines used to identify the contents of a slide. Bulleted lists are a series of text lines that are preceded by bullets. You can make modifications to the text and properties of titles, subtitles, or bulleted lists.

Lets you choose where to position the Datasheet value for each pie slice.

Lets you choose where to position the percentage labels for each pie chart slice. All the percentage labels add up to 100%.

Lets you specify how many digits display after decimal points.

Lets you chose where to position the label of each pie slice.

Lets you choose the length of lines connecting outside labels to pie slices.

Lets you choose an orientation for labels outside the pie chart. Stacked stacks the value, percent, and label text vertically for each slice. One line lists them horizontally.

Lets you choose the direction which the legend runs, either horizontally or vertically.

Enable to position the legend at the top left hand corner of the chart.

Enable to center the legend to the left of the chart.

Enable to position the legend at the bottom left hand corner of the chart.

Enable to center the legend above the chart.

Enable to center the legend below the chart.

Enable to position the legend at the top right hand corner of the chart.

Enable to center the legend to the right of the chart.

Enable to position the legend at the bottom right hand corner of the chart

Enable to display the legend with your chart.

Enable to place the legend inside your chart.

Enable to display a title with your legend.

Lets you specify a name for the legend title.

Enable to display labels attached to each bar, marker, line, area, or slice in your chart.

Lets you choose whether labels will be positioned inside or outside their data representations.

Enable to display the title or subtitle of the chart.

Lets you specify the title or subtitle of the chart.

Enable to position the title or subtitle at the top left hand corner of your chart.

Enable to center the title or subtitle above your chart.

Enable to position the title or subtitle at the top right hand corner of your chart.

Enable to display axis labels.

Lets you specify the maximum value of the axis.

Enable to automatically read the present maximum value of the axis.

Lets you specify the minimum value of the axis.

Enable to automatically read the present minimum value of the axis.

Lets you specify how far apart major grid lines will be.

Enable to automatically choose grid values.

Enable to display values on the axis in even increments.

Enable to display the numbers on the axis exponentially.

Lets you specify a value for the label scale factor.

Enable to display a title for the axis.

Lets you specify a title for the axis

Lets you choose a horizontal or vertical orientation for the axis title.

Enable to display major ticks outside the grid line.

Enable to display major ticks inside the grid line

Enable to display major ticks overlapping the grid line on both sides

Enable to display no major tick lines at all.

Enable to display minor ticks outside the grid line.

Enable to display minor ticks inside the grid line.

Enable to display minor ticks overlapping the grid line on both sides

Enable to display no minor tick lines at all.

Type the word(s) or phrases(s) you wish to use as replacement text.

Lets you specify how far you want to skew the object. Positive numbers pull objects up or right. Negative numbers pull objects down or left.

Enable to skew the object around its center point.

Enable to skew a copy of the objects while leaving the original unchanged.

Enable to display a table of Datasheet data underneath the chart.

Enable to display divider lines between labels and data in the table.

Enable to display border lines for each cell in a table.

Enable to display the selected colors for each range in the table of cells.

Displays the name of the current slide.

Lets you choose the slide to display

Displays an active title, subtitle, or bulleted list.

Enable to compress the bitmap so it will take up less memory space.

Enable to let a web browser display the image in stages. The image will appear at once and then gradually become clearer. Interlaced images give your reader a preview of what the image is without making them wait for the entire image to transfer.

Enable to use the standard .GIF transparent color in the image. If you do not enable this option, Presentations will use the current transparent color in the bitmap editor as the transparent color for the exported .GIF.

Displays the cursor position if you choose Show Pointer Position from the View menu, or displays reveal codes for active text if you select Reveal Codes from the View menu.

Enable to display axis labels next to the grid lines and ticks on your chart.

Enable to display ticks next to labels. Grid lines without labels do not display ticks.

Enable to alternate labels up and down to make room for longer labels.

Choose or specify the number of labels to skip alternately along the x axis. If you click 1, every other label displays. If you specify 7, every eighth label displays.

Enable to separate the axes on the chart with straight lines.

Moves back to the previous axis.

Moves ahead to the next axis.

Displays the title of the current axis.

Enable to display axis labels.

Enable to displays axis titles.

Lets you choose a line style for your major grid lines.

Lets you choose whether or not to display ticks on your major grid lines.

Lets you choose a color for your major grid lines.

Lets you choose a line style for your minor grid lines.

Lets you choose whether or not to display ticks on your minor grid lines.

Lets you choose a color for your minor grid lines.

Lets you choose a fill color.

Lets you choose a color for lines.

Lets you choose a color for each range of data.

Blends the range colors for a table. Choose the starting color (at the 1-10% row) and the ending color (at the 91-100% row), then click blend.

Displays the name of the file you are inserting.

Lets you choose the format that you are converting from.

Opens the Serial Number/Pin dialog box which lets you to enter the serial number and PIN (personal identification number) for this software.

Opens the System Info dialog box which lets you display information about your system, display, printers, Corel .EXEs and .DLLs, and system .DLLs.

Opens the Copyright dialog box which lets you display and print copyright information for this software.

Opens the License dialog box which lets you display and print license information for this software.

Displays the name of the software.

Displays build, storage location, and copyright information for this software.

Displays the name of the person the software is registered to, the serial number, and the PIN.

Lets you type in the serial number located on your proof of purchase, or if you are upgrading from a previous version, the license number from your original license certificate.

Lets you type in the Personal Identification Number which you receive when you register the product. You do not need this number to run the software, but you will need it if you call customer support.

Lets you choose the type of system information to display.

Displays system information.

Saves the system information to a text file.

Displays the copyright or license information for the software. When you installed the software, you agreed to abide by these terms and conditions.

Prints the copyright or license information.

Displays the path to the folder in which the backup file is located.

Displays the current name of the backup file.

Lets you specify a new name for the backup file.

Renames the backup file.

Displays the width and height of the slide graphics.

Lets you specify a filename for the HTML page you want to use as the initial page in your Internet slide show. Usually, this is "Index.html."; however, if you have more than one Internet slide show in the same folder, the initial filenames should be different.

Lets you specify the extension you want to use for the rest of the HTML pages in your Internet slide show.

Enable to save the image files for your Internet slide show in their own folder. This is especially useful when you have more than one Internet slide show.

Lets you specify how many seconds each slide displays for in a self-running presentation.

Enable to continuously loop your Internet slide show. It will play over and over again until the viewer presses ESC.

Lets you specify a width, in pixels, for the graphics in your Internet slide show.

Lets you specify a width, in pixels, for the graphics in your Internet slide show.

Lets you specify a height, in pixels, for the graphics in your Internet slide show.

Deletes all items from your current drawing.

Closes this dialog box without deleting any items from your current drawing.

Displays the name of your portable slide show.

Displays the destination drive and folder for your portable slide show.

Displays the operating system used to play your portable slide show.

Displays the window size and resolution used when playing the portable slide show.

Enable to have your portable slide show repeat itself until the Esc key is pressed.

Lets you change the destination and display options for your portable slide show.

Creates your portable slide show.

Displays the name of your portable slide show.

Enable to set this drive as the destination for your portable slide show

Enable to set this drive as the destination for your portable slide show.

Enable to specify a destination for your portable slide show.

Lets you specify a destination path for your portable slide show.

Opens the Browse for Folder dialog box where you can browse to a destination for your portable slide show

Enable to create your portable slide show as an e-mail attachment which will be mailed at the end of the creation process and then deleted from your computer.

Move back to the previous Show on the Go screen.

Move ahead to the next Show on the Go dialog box screen.

Show on the Go(3)

Enable to create a portable slide show that will play on the Windows 95/NT operating system.

Enable to create a portable slide show that will play on the Windows 3.x operating system as well as the Windows 95/NT operating system. Slide shows compatible with the Windows 3.x operating system are not self-executing, cannot span disks, and do not support animation or QuickLinks.

Enable to display your portable your slide show at 640x480 pixels with 256 colors. This display is compatible with most monitor and computer settings.

Enable to display your portable slide show using the screen size and resolution settings your computer is currently using. If you choose this option, the computer used to play your slide show must have the same settings, or your slide show may have display problems.

Lets you choose a category of background images for your Internet slide show.

Lets you choose a background image for your Internet slide show.

Displays the name of the current background image.

Opens the Select Background Image where you can browse to a background image.

Downloads Masters from the Corel Web site.

The Slide Outliner lets you write an outline for your presentation. The Slide Sorter displays a thumbnail sketch of each slide in your slide show.

Data charts display a graphical representation of the data contained in your data sheet. Organization chart display an organization's structure, and the relationship of people and positions within the organization.

Lets you create and edit slides and drawings.

Lets you choose a direction for a shadow.

Lets you preview the shadow as it will appear.

Lets you adjust the height of a shadow.

Lets you adjust the width of a shadow.

Lets you specify the width of a shadow.

Lets you specify the height of a shadow.

Type a number to specify the height or width of a shadow.

Lets you select the shadow color.

Lets you select the shadow color.

Lets you create a transparent shadow by lightening the intensity of the color of the shadow.

Restores the text that is currently displayed.

Lets you display up to three previous deleting actions.

Lets you display up to three previous deleting actions.

Cancels the undelete process.

Shows how staggering will look in a data chart.

Constraining objects while drawing

You can constrain objects by pressing the SHIFT key to maintain control over mouse movement as you create objects. Constraining limits the size, angle, or shape of an object.

If there are fonts in the file that are missing on your system, the **Font matching results** dialog box shows the missing fonts and the fonts that Corel Presentations will substitute for them. You can click **OK** to proceed with the font substitution, or you can cancel opening the document.

Create text Placeholders dialog box

Enable to add a title placeholder to the slide's layout.

Enable to add a subtitle placeholder to the slide's layout.

Enable to add a bulleted list placeholder to the slide's layout.

Displays a preview of the enabled placeholder.

Closes the dialog box and saves any changes you have made.

Closes the dialog box and saves any changes you have made.

Closes the dialog box without saving any changes you have made.

Displays a help topic for this dialog box.

Indicates the publishing stage you are at in the Internet Publisher wizard.

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Welcome to the Internet Publisher.

Opens the **Advanced settings** dialog box.

Displays the name of the file that is open.

Allows you to display a variety of menu features in your work environment.

Choose the items you want to display on the menus.

Allows you to save the file in a different format.

Allows you to save the file in a different format.

Allows you to save the file in a different format.

Allows you to save the file in a different format.

Closes the dialog box and saves any changes you made.

Closes the dialog box without saving the changes you made.

Lets you display a Help topic for about this dialog box.

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
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Alignment guides

Alignment guides are nonprinting lines used to align objects. You can place alignment guides by dragging them from the rulers.

Anchor handles

The handles surrounding a selected object that let you size and shape segments of an object.

ANSI

The American National Standards Institute character set. It consists of 256 characters; the first 128 are the same as the ASCII character set.

Application Programming Interface (API)

An interface between the operating system and application programs, which includes the way the application programs interact with the operating system and the services the operating system makes available to the programs.

Arc

A segment of an ellipse or a circle shape.

ASCII

The American Standard Code for Information Interchange character set, which consists of the characters available on a standard 128-character keyboard, including nonprintable control codes such as carriage returns and page breaks.

Assignments

Assignment statements assign the value of an expression to a variable.

Axes

The horizontal x-axis or vertical y-axis lines used as reference points for plotting data charts. The axis is marked much like a ruler, which it is broken up into units using tick marks. Each tick mark indicates a value on the axis.

Axis label

The value of a tick mark on an axis of a data chart.

Bitmap

A bitmap is a graphic formed by a series of dots called pixels. A bitmap can also be referred to as a paint image, a raster image, or a pixel image. Scanned photographs and images created in "paint" applications are bitmaps.

Blur

The blur effect blurs the borders between colors and objects.

Border

A border is the outer edge of a window or a frame, which can be enlarged or reduced in size.

Brightness

The brightness effect lightens or darkens a bitmap image. You need to specify low brightness percentages for dark areas, or high percentages for light areas.

Bullet

A dot or other character used to differentiate or add emphasis to items in a list.

Bezier curve

A path defined by the position of the four control points that are located at the ends of the tangents of the vertices. The length and angle of the tangents describe how a path deviates from linear between its vertices.

c

Cell format

The cell format determines if the data in a data chart is a number or a date. The numeric format can consist of values such as a currency or a percentage.

Center point

The point around which an object is rotated, or the point toward which or away from which an object is sized. A center point can also be referred to as a pivot point.

CGM

Computer Graphics Metafile is a standard format for graphics images that can be shared among different applications.

Chart

A chart is a diagram that contains graphed data, lines of text, organizational structures, or a table.

Class

A class is an object type, in object-oriented programming, that has the same properties and methods.

Client application

In object linking and embedding, an application that holds a linked or embedded object.

CMYK

A color model made up of cyan (C), magenta (M), yellow (Y), and black (B). In the CMYK color model, color values are expressed as percentages. A value of 100 for any ink means that it is being applied at full saturation. CMYK is used in full-color commercial printing.

Color palette

The color palette is a set of colors displayed on a rectangular grid. These colors can be used to add color to drawings or slides.

Column

A column is a vertical set of cells in a datasheet designated by consecutive letters of the alphabet.

Command name

Indicates which feature the command activates. Some commands consist of only a command name, such as FileOpenDlg().

Comments

Comment statements contain notes and other information that do not affect macro play. Use comment statements to explain the purpose of your macro, describe its components, or to prevent a statement from playing. A comment either begins with `//` and ends with a hard return [HRt], or it begins with `/*` and ends with `*/`.

Complement

A complement is the opposite of a specific color. Colors that are opposite each other on the color wheel are complementary colors. For example, red and green are complementary colors, as are yellow and blue.

Conditions

Conditional statements play a statement or group of statements when a specified condition is met. A group of statements is known as a statement block. A statement block is played depending on which option the user chooses. Conditional statements include Case, If, and Switch.

Constant

A constant variable is a variable whose value cannot change at run-time. A constant can be a number, such as 25 or 3.6; a character, such as a or \$; or a character string, like "this is a string."

Contrast

The contrast effect increases or decreases the contrast between colors and backgrounds. You need to specify high contrast percentages to increase contrast, or low percentages for reduce contrast.

Coordinates

The address that identifies a cell in a datasheet or a spreadsheet by its column and row. For example, a cell located in column A and row 1 would have A1 as its coordinate.

Cusp

A pointed corner where two Bezier segments meet at different angles.

D

Data chart

A chart created with data you enter in the datasheet. Data charts types include: table, scatter, high/low, surface, radar, pie, bar, line, and area charts.

DPI

A measure of a printer's resolution in dots per inch. Typical desktop laser printers print at 300 dpi, while image setters are capable of printing at resolutions of 1270 or 2540 dpi. A higher dpi creates a smoother and cleaner output.

Drag

To move the mouse while holding down the left mouse button. Releasing the button completes the action.

Embedded object

Information from a file created in one application (the server application) that has been inserted into a file in another application (the client application). For example, you can embed a spreadsheet created in Quattro Pro into a Corel Presentations slide show. You can edit the embedded information from within the application into which it is embedded.

Emboss

The emboss effect produces a three-dimensional effect to the edges of objects and lines.

Enumerations

Enumerations are used to set parameter values when parameter values are limited to a specific set of values.

Equalize

The equalize effect evens out the contrast between objects and backgrounds.

Extension

The characters following the period in a filename that identify the type of information in the file. For example, the .SHW extension represents a Corel Presentations slide show.

Event-driven programming

Event driven programming is a program that waits for an event to occur and responds to the event, instead of going through a program line by line.

Fill

A color, pattern, gradient, texture, or picture you can add to a closed object or a data chart series.

Flyout

A tool or menu command that displays additional tools or commands when selected. Tools or commands that have a flyout have a small arrow located in the bottom right corner of the tool button or to the right of the command name.

Font

A set of characters in a given typeface and point size. Most fonts are available in families that include different

point sizes, such as 8 points, **18 points**, and **36 points**, and styles, such as **bold** and *italic*.

G

Gallery

A dialog box that lets you view small sketches of slide show masters and then select the one you want to use. Slide show masters are divided into several categories: 35mm, Business, Color, Design, Nature, Theme, and Printout.

Global

The **Global** command creates variables and arrays that pertain to the current macro and to macros called by the **Run** and **Chain** commands.

Graphicsland

A company that creates color slides from your slide show file. You can send your file to Graphicsland via modem, and they will create 35mm slides.

Grid lines

Grid lines represent value increments in a data chart frame. Grid lines appear parallel to the x axis and y axis in a data chart.

H

Handles

Small squares that appear on the corners and sides of an object's box when the object is selected. Use the square handles to resize and transform an object.

HLS

Hue, lightness, and saturation are the components of the HLS color model, a variation of HSB and an alternative to RGB. Hue determines color (yellow, orange, red, etc.), lightness determines perceived intensity (lighter or darker color), and saturation determines color depth (from dull to intense). The circular visual selector defines the hue value (0 to 360) and the saturation value (0 to 100); the vertical visual selector defines the lightness value (0 to 100).

HTML

Hypertext Markup Language (HTML) is the World Wide Web authoring standard. HTML is comprised of markup tags that define the structure and components of a publication.

Image resolution

Refers to the spacing of pixels in the image and is measured in pixels per inch (ppi) or dots per inch (dpi).

In-place editing

Lets you edit an OLE object without switching to a different window.

Local

The **Local** command creates local variables and arrays (they only pertain to the current macro). Variables declared in user-defined functions and procedures are local to those subroutines. When you create a variable by assigning it a value, the variable is automatically declared **Local**.

Loops

Loops statements play a statement or statement block a specified number of times until an expression is true or while an expression is true. The macro then exits the loop and continues to the next statement. Loop statements include **For**, **ForNext**, **ForEach**, **Repeat**, and **While**.

Link

A connection between a server application and your document when creating OLE objects. When you change the information in the server application, the linked information updates automatically in your document.

Linked object

Information from a source file which has been inserted into another file (the destination file) and maintains a link to the source file. Changes made to the information in the source file are automatically made to the information in the destination file.

Master

A slide show master consists of a set of layouts and backgrounds. A layout is a slide with predefined styles, settings, and placeholders for elements such as titles, subtitles, bulleted lists, text, data charts, and organization charts. Each layout has a page format and color scheme that is consistent with the other layouts and backgrounds that are part of the same slide show master. Backgrounds may include a border, a gradient background, and related images.

Mixed chart

A data chart that uses a combination of series types. For example, you can create a data chart with two series. One series can be represented by a bar chart and the second series with a line chart.

Mosaic

The mosaic effect transforms a bitmap image into squares of color. You can specify the size of the squares.

N

Node

Nodes are the square points at the end of lines and curve segments. You can alter the shape of a line or curve by dragging one or more of its nodes.

0

Object

In object-oriented programming, a data item with instructions for the operations to be performed on it.

Object oriented programming

Object oriented programming is a style of programming that places emphasis on creating and using objects.

OLE

Object linking and embedding (OLE) lets you combine information created in different Windows applications in one document. You can include text, charts, graphics, spreadsheets, sound clips, or video clips in your Corel Presentations slide shows and drawings.

You can link an object in order for information in your slide shows and drawings to be updated when changes are made to the source file. You can also embedded an object which inserts a copy of an object without linking it to the source file

OLE Object command

Commands for OLE objects are called methods, and they perform tasks on an OLE object in a specific OLE Automation server. A method is a command or function that performs an action on that object.

Open Document Management Application Program Interface (ODMA)

Open Document Management (ODMA) is a standard document management system maintained by the Association for Information and Image Management (AIIM). The ODMA integration in Corel Presentations allows advanced users to choose between the ODMA interface or the Corel Presentations interface for Open and Save dialog boxes.

Open editing

Open editing launches the OLE object's server application in another window where you can edit the OLE object.

Parameters

Parameters provide more information about the command, such as which options of a feature are active. They are always enclosed in parentheses, for example, **Backup (State:On!)**.

Paste

To copy an item from the Clipboard to the active area.

Pentagon

A pentagon is a polygon which has five angles and five sides.

Persistent

The **Persist** command creates variables and arrays that pertain to any PerfectScript macro as long as PerfectScript is running.

Pixel

Pixel is an abbreviation of "picture element". Pixels are dots on a computer or television screen that combine to form an image. Computer images are created as an array of pixels, each having a specific color.

Plug-in

Plug-in is an auxiliary program that works with a major software package to enhance its capability. Plug-ins are added to Web browsers, such as Netscape, to enable them to support new types of content (audio, video, etc.).

Polyline

A polyline is a continuous line composed of one or more line segments.

Product commands

Product commands perform product tasks in a specific application. Product commands that report information (return a value) about the state of an application or feature are sometimes called system variables.

Programming commands

Programming commands work across applications. They generally control macro functions. They can specify conditions under which other macro commands or statements will operate (**Case, If Else Endif, Switch EndSwitch**). They can also repeat macro commands or statements a specified number of times or until certain conditions are met (**For Endfor, Repeat Until, While EndWhile**). They can also invoke or jump to a specified subroutine (statement block) with **Call** or **Go**.

Property

Properties control the appearance and behavior of an object.

Q

Rain

The rain effect produces the effect of rain by making colors run down the bitmap image. You can specify the amount of the effect you want to apply to a bitmap.

Range

Range is a rectangular region in a spreadsheet or datasheet defined by the cell in the upper-left corner and the cell in the lower-right corner, sometimes with a specific range name. When you specify a range to import into a chart, the cell coordinates for the upper-left cell and the lower-right cell should be separated by a colon. When defining a range, use the assigned row numbers and column letters. For example, A:C includes cells in columns A, B, and C.

RGB

A color mode that contains three components: red (R), green (G), and blue (B). The RGB color mode is based on the RGB color model. In the RGB color mode, a value between 0 and 255 is assigned to each channel of red, green, and blue. An RGB color with the component values 0:25:118, for example, contains no red, some green, and more blue, and results in a slightly greenish blue. Monitors, scanners, and the human eye use RGB to produce or detect color.

Recorded macros

A recorded macro includes only product commands. Some macro commands are not recordable and need to be typed in or inserted using the Macro Command Browser. When you play a recorded macro, each action is played in recorded order.

Regression types

Predicted values for one variable based on the pattern set by another variable.

Resolution

The amount of detail and information an image file contains, as well as the level of detail an input, output or display device is capable of producing. When you work with bitmaps, resolution affects both the quality of your final output and the file size.

Rotate

To turn an object around a rotation point.

Row

A set of horizontal cells in a datasheet designated by consecutive numbers.

Saturation

The saturation effect makes colors more or less vivid. You can specify high percentages to produce stronger colors, and low percentages to produce duller colors.

Segment

A segment is a line or curve between two nodes in a curve object.

Separators

Separators mark the parameters in a command. Semicolons separate individual parameters; parentheses enclose a series of parameters; and braces enclose a series of repeating parameters.

Server application

The server application is the application in which an OLE object is created.

Sharpen

The sharpen effect sharpens the edges between colors and objects in bitmap images. You can choose low, medium, or high sharpening.

Shortcut keys

A series of keys that perform a specific action. You can use shortcut keys to access the most commonly used features from the keyboard. For example, type **CTRL+B** to type bold text.

Some shortcut keys are shown on the pull-down menus next to various menu commands. You can modify existing shortcut keys or create new ones using the Keyboard Editor.

Skew

To slant an object. Skewing an object can make an object appear to be moving.

Slide Editor window

The window in which you create slides in a slide show or drawing. When Corel Presentations starts, a new Slide Editor window opens inside the application window. You can open as many as nine Slide Editor windows inside the application window.

Smooth

The smooth effect smooths the edges between colors and objects in bitmap images. You can choose low, medium, or high smoothing.

Source file

The file that contains information being embedded or linked using Object Linking and Embedding (OLE).

SpeedKeys

Keystrokes that you assign to perform any of the following tasks in a slide show:

- Advance items in a bulleted list one at a time.
- Advance charts, images, or other animated objects.
- Start and stop sound clips.
- Stop the slide show.
- Launch another application or a web browser.

SpeedLink

A SpeedLink is an object on a slide with an action or event attached to it.

Spike removal

The spike removal effect removes spikes and irregular spots on the edges of colors and objects in bitmap images. You can choose low, medium, or high spike removal.

Startup options

Startup switches are command that allow you to control what happens when you start Corel Presentations.

Stereogram

The stereogram effect converts a bitmap image into a black and white stereogram, which is a seemingly random pattern that reveals three-dimensional images.

Subroutine

A subroutine is a series of instructions that can be referenced and repeated when necessary.

Thumbnail sketch

A miniature version of a slide, chart, clipart image, or master. The Master Gallery, the Scrapbook, and the Slide Sorter use thumbnail sketches to let you view several masters, clipart images, or slides at once.

Tick

Tick marks are the short lines that separate the major divisions of the data chart axes. Ticks are grouped as either major or minor. Major tick marks usually have labels, while minor marks fall between the labels. For example, on a ruler the inch marks would be major tick marks and the fraction marks would be minor tick marks.

Trace contours

The trace contours effect traces the edges of an object and removes its color, leaving only contour lines of the object. You can choose low, medium, or high contouring.

Uniform Resource Locator (URL)

The unique address of a Web document. It indicates the Internet server on which the document is stored, as well as its directory and filename.

Variable

Variables allow you to write flexible programs and macros. You can use variables to represent data instead of entering data directly into a macro. When you execute a macro, the variables are replaced with real data, which allows the same macro to process different sets of data. A variable must have a name, known as the variable name, and a data type. A variable's data type indicates whether a variable is a character or text, an integer, or a floating-point number.

Vector image

Images are stored as algebraic equations that define the various lines and curves of pictures. They can also include bitmap information. They are created in illustration applications, such as CorelDRAW, or bitmap tracing applications, such as Corel OCR-TRACE. Vector formats are not restricted to certain color depths.

Vectors are also referred to as object-based graphics or line art.

W

Wind

The wind effect gives the effect of wind blowing colors across a bitmap image. You can specify the strength and direction of the wind effect.

World Wide Web (WWW)

The graphical component of the Internet. Text and images are displayed on Web sites using HTML coding and GIF and JPEG picture formats.

Web browser

A program used to view Web documents on the Internet and on intranets, as well as HTML documents.

x

X-axis

The x-axis shows divisions between groups of data. The x-axis is the base line on which the data is charted. It is drawn perpendicular to the y-axis at the point where the y-axis equals zero. The x-axis is the horizontal axis in vertical charts and the vertical axis in horizontal charts. The x-axis is numeric and has a scale associated with it rather than headers.

Y-axis

The purpose of the y-axis is to measure the value of the data markers. The y-axis always has a numeric scale associated with it. The y-axis runs perpendicular to the x-axis, drawn at the point where the value of the x-axis is the smallest. The y-axis is the vertical axis in horizontal charts and the horizontal axis in vertical charts.

z

Zooming

To enlarge or reduce the viewing size of an object on screen. Zooming can be used to increase the size of an object to let you edit the object with precision.



The **Zoom options** button lets you select a zoom option from the list.



The **Selection** tool lets you select, move, and resize objects using the mouse.



The **Skip** button lets you skip or include the selected slide.



The **Decrease** button decreases the size of each slide while they are viewed in the Slide Sorter.



The **Increase** button increases the size of each slide while they are viewed in the Slide Sorter.



The **Line color** button lets you select a color to apply to a line.



The **Background** button lets you select a background color for a selected object.



The **Foreground** button lets you select a background color for a selected object.



The **Context Help** button lets you click an application object with a cursor, a context-sensitive Help topic about that object is displayed in a pop-up window.



The **Arrow** buttons let you select a different data series.



The **Fill pattern** button lets you select a fill pattern, gradient, texture, or picture for a selected object.



The **3-D chart** button lets you toggle between a 2-D and a 3-D display of a chart.



The **Action shapes** button lets you create an action shape in a slide show or drawing.



The **Air brush density** picker lets you choose a density for the air brush tool.



The **Apply attributes** button lets you apply the copied attribute to a selected object.



The **Arrow shapes** button lets you create an arrow shape in a slide show or drawing.



The **Basic shapes** button lets you create a basic shape in a slide show or drawing.



The **Box fields** button lets you add or remove fields from an organization chart box.



The **Orientation** button lets you choose an orientation for the boxes in an organization chart.



The **Branch structure** button lets you choose a structure type for the branches in an organization chart.



The **Bitmap brush shape** picker lets you choose a brush shape for the brush tool.



The **Bitmap brush size** picker lets you choose a brush size for the brush tool.



The **Callout shapes** button lets you create a callout shape in a slide show or drawing.



The **Connector style** button lets you choose a line connector style for an organization chart.



The **Data chart gallery** button lets you choose a data chart type to apply to a slide show or drawing.



The **Data chart style** picker lets you choose a style to apply to a data chart.



The **Format** button lets you choose a format for numbers and dates in a datasheet.



The **Formulas** button lets you calculate a formula on a datasheet row or column.



The **Grids** button lets you change the properties of a grid, such as the line attributes, in a data chart.



The **Labels** button lets you display or hide all labels in a data chart.



The **Perspective** button lets you change the angle at which you view a data chart.



The **Recalculate** button lets you recalculate new data with the current formula in a datasheet.



The **Series** button lets you change the series properties, such as the series type, in a data chart.



The **Sort** button lets you sort the data in a datasheet in ascending or descending order.



The **Direction** button lets you choose a direction for a slide transition.



The **Exclude row/column** button lets you exclude rows or columns from a datasheet.



The **Flowchart shapes** button lets you create a flowchart shape in a slide show or drawing.



The **Font decrease** button lets you reduce the size of font in a slide show or drawing.



The **Font increase** button lets you increase the size of font in a slide show or drawing.



The **Get attributes** button lets you copy attributes from a selected object to apply to another object.



The **Horizontal chart** button lets you toggle between a horizontal and vertical display of a data chart.



The **Import** button lets you retrieve data or text and add it to a datasheet.



The **Include row/column** button lets you include excluded rows or columns in a datasheet.



The **Layout** button lets you change the layout properties of a data chart, including the chart type and the appearance.



The **Legend** button lets you add and format a legend in a data chart.



The **Line color** picker lets you choose a color for a line in a slide show or drawing.



The **Line shapes** button lets you create a line shape in a slide show or drawing.



The **Line style** picker lets you choose a style for a line in a slide show or drawing.



The **Line width** picker lets you choose a width for a line in a slide show or drawing.



The **Master Gallery** button lets you choose a master to apply to a slide show.



The **Border style** button lets you choose a style for the border around organization chart boxes.



The **Box properties** button lets you format organization chart boxes, including the fill style and the box size.



The **Box spacing** button lets you set the spacing between organization chart boxes.



The **Box style** button lets you choose the style you want to apply to an organization chart box.



The **Expand/collapse** button lets you collapse or expand the subordinate positions of a selected organization chart branch.



The **Maximize spacing** button lets you maximize the amount of space used in an organization chart.



The **Play slide show** button lets you play the current slide show and set the play setting options.



The **Range highlighter** button lets you view highlighted ranges in a datasheet.



The **Reverse colors** button lets you reverse the foreground and background colors of an object in a slide show or drawing.



The **Select layout** button lets you choose the layout type that you want to apply to a slide.



The **Show table** button lets you display datasheet information in a table within a data chart.



The **Skip slide** button lets you customize a slide show for different audiences by skipping slides.



The **SpeedKeys** button lets you assign tasks to keystrokes, such as displaying slides, starting and stopping sound clips, and quitting a slide show.



The **Star shapes** button lets you create a star shape in a slide show or drawing.



The **Subordinates** button lets you add subordinate positions to an organization chart.



The **Text box** button lets you insert a text box in a slide show or drawing.



The **View datasheet** button lets you display or hide a datasheet.



The **X-axis** button lets you change the properties of the x-axis, such as the label font and tick display options, in a data chart.



The **Y-axis** button lets you change the properties of the y-axis, such as the label font and tick display options, in a data chart.



The **Zoom branch** button lets you zoom in and out of a selected organization chart branch.



The **Space** picker lets you choose how you want to space selected objects evenly.



The **Align** picker lets you choose how you want to align an object in correspondence to the drawing window or a selected area.



The **Flip** picker lets you choose how you want to flip an object on an axis.



The **Order** picker lets you arrange objects in an order you choose from the list.



The **Rotation options** picker lets you choose an angle at which to rotate an object.



The **Shadow options** picker lets you choose a shadow to apply to an object.



The **Justification** picker lets you choose an alignment for text.



The **Subtitle** properties button lets you format a subtitle in a slide show.



The **Bulleted list properties** button lets you format a bulleted list in a slide show or drawing.



The **Image fill** picker lets you choose an effect to apply to an object, such as **Watermark**, **Outline**, and **Transparent**.



The **Brightness** picker lets you choose how bright you want to adjust an object.



The **Contrast** picker lets you choose how you want to contrast the colors in an object.



The **Black and white** picker lets you change an object to black and white.



The **Movie properties** button lets you adjust a movie in a slide show, including setting it to play automatically and changing the movie file.



The **Print** button lets you format a slide show or drawing for printing.



The **Undo** button lets you undo deleting in Slide Outliner.



The **Play movie** button lets you play a movie file within a slide show.

B

The **Bold** button lets you apply bolding to text.



The **Underline** button lets you apply an underline to text.

I

The **Italic** button lets you italicize text.



The **Font** button lets you change the font properties, such as the size and appearance.



The **Mini preview** button lets you preview the print options you choose.



The **Previous level** button lets you move a slide outline up a level.



The **Next level** button lets you move a slide outline down a level.



The **Edit** button lets you edit an OLE object in a slide show.



The **Add new form** button lets you create a page size definition.



The **Edit form** button lets you edit a page size definition.



The **Delete form** button lets you delete a page definition.

Using Accessibility features

Corel is committed to supporting the special needs community. We are a proud supporter of accessible software that promotes quality of life, employability, and independence for disabled persons. We are striving to enhance our products so that they allow persons with disabilities to work more easily and efficiently with our software.

In this section, you'll learn about

- [accessing Corel Presentations documentation in ASCII text format](#)
- [customizing keyboard, toolbar, and menu features](#)
- [modifying display and navigational features](#)
- [adding and optimizing text](#)
- [working with graphics](#)
- [controlling multimedia effects on slides](#)
- [printing and publishing slide shows](#)

We welcome your feedback and suggestions. If you have any comments or questions about Corel products and accessibility, please send email to:

accessibilityproductmgr@corel.com

Accessing Corel Presentations documentation in ASCII text format

The documentation for WordPerfect Office is available in ASCII text format.

{button ,AL(` Accessing Corel Presentations documentation in ASCII text
format;'0,"Defaultoverview",)} How to

To access Corel Presentations documentation in ASCII text format

- 1 Insert the WordPerfect Office 11 CD into the CD drive.
- 2 On the **Windows** taskbar, click **Start ▶ Settings**
- ▶ **Control panel**.
- 3 Double-click the **Add/Remove** programs icon.
- 4 Choose **WordPerfect Office 11** from the **Currently installed programs** list.
- 5 Click **Change/Remove**.
- 6 In the installation wizard, enable the **Modify** option.
- 7 Click **Next**.
- 8 Double-click **WordPerfect Office 11 ▶ Utilities**
- ▶ **Accessible Help files**.
- 9 Select the files and follow the instructions in the installation wizard.

The files are installed in the following location: Program files\Corel\WordPerfect Office 11\Shared\Help.

{button ,AL(` Accessing Corel Presentations documentation in ASCII text format;',0,"Defaultoverview",)} Related topics

Customizing keyboard, toolbar, and menu features

You can customize Corel Presentations to optimize all accessible features using keyboard shortcut commands.

You can assign SpeedKeys to control the display of slides and perform tasks such as starting and stopping sound clips, launching a program, or launching an external URL on the Internet. You can use SpeedKeys to bypass certain slides by creating jumps in a slide show that take you to another slide not immediately in sequence.

Keyboard shortcuts

[File menu command keyboard shortcuts](#)

[Edit menu command keyboard shortcuts](#)

[View menu command keyboard shortcuts](#)

[Insert menu command keyboard shortcuts](#)

[Format menu command keyboard shortcuts](#)

[Tools menu command keyboard shortcuts](#)

[Help menu command keyboard shortcuts](#)

[Keyboard shortcuts for objects](#)

[Keyboard shortcuts for slide show controls](#)

[Keyboard shortcuts for chart controls](#)

[Keyboard shortcuts for dialog boxes](#)

[Keyboard shortcuts for selecting, moving, and deleting](#)

[Other keyboard shortcuts](#)

[Customizing keyboard shortcuts](#)

Using speedkeys

[Assigning and deleting SpeedKeys](#)

Customizing toolbars

[Customizing toolbars](#)

[Customizing tool palettes](#)

Customizing menus

[Customizing the menu bar](#)

[Customizing the property bar](#)

Modifying display and navigational features

You can optimize Corel Presentations to magnify and customize the appearance and color of your slide show. You can circle, underline, mark objects, and emphasize points on a slide using the slide highlighter.

Corel Presentations provides Microsoft IntelliMouse users with enhanced zooming and scrolling features.

Customizing slide show presentations

[Opening slide shows](#)

[Working with the Master Gallery](#)

[Saving slide shows](#)

[Viewing slide shows](#)

[Playing slide shows](#)

[Using the slide highlighter](#)

Microsoft IntelliMouse support

[Zooming by using Microsoft IntelliMouse](#)

[Scrolling by using Microsoft IntelliMouse](#)

Adding and optimizing text

You can optimize Corel Presentations to automatically correct text using the QuickCorrect feature. QuickCorrect will fix errors such as spacing in text and common spelling errors.

Corel Presentations lets you adjust the font size and hyperlink color of Help topics.

Audience notes and speaker notes can be added to slide shows to provide extra details for both the presenter and the audience members.

Correcting text

[Correcting text](#)

Working with text

[Setting text attributes](#)

[Formatting text in text objects](#)

[Applying special effects to text](#)

Using audience notes and speaker notes

[Printing slide shows and drawings](#)

Working with graphics

You can enhance Corel Presentations slide shows with objects such as drawn shapes, bitmaps, or clipart. You can manipulate most objects directly, or through the properties dialog box for the object. You can create and work with data charts and organization charts in Corel Presentations.

[Working with objects](#)

[Drawing and editing shapes](#)

[Working with bitmaps](#)

[Adjusting the intensity of objects](#)

[Working with data charts](#)

[Changing data chart properties](#)

[Working with datasheets](#)

[Working with organization charts](#)

Controlling multimedia effects on slides

You can enhance Corel Presentations slide shows with multimedia effects such as animation, sounds, and movies. You can optimize multimedia effects with slide transitions, which control how each slide is introduced, and create a smooth visual progression for the audience. The default transition displays slides and objects at the same time, but you can choose to display them separately.

[Working with sounds in slide shows](#)

[Working with movies in slide shows](#)

[Animating objects](#)

[Animating bulleted lists](#)

[Applying a slide transition](#)

Printing and publishing slide shows

You can print slide shows and drawings in reduced and enlarged sizes, and grayscale or black and white, by specifying print settings. If you want to use the print settings again, you can save them with a name.

Corel Presentations lets you create or publish accessible HTML documents for the Internet. You can also publish to PDF.

[Printing slide shows and drawings](#)

[Printing two-sided documents](#)

[Customizing printing](#)

[Configuring printer settings](#)

[Publishing slides as HTML documents](#)

[Publishing to Portable Document Format \(PDF\)](#) Publishing to Portable Document Format PDF > Main

Working with bulleted lists in Corel Presentations

You can create bulleted lists in Corel Presentations to effectively communicate sequential ideas within drawings and slide shows.

In this section, you'll learn about

- [creating bulleted lists](#)
- [modifying bulleted list text attributes](#)
- [formatting bulleted lists](#)
- [applying fills to bulleted lists](#)
- [adding boxes to bulleted lists](#)
- [changing line spacing in bulleted lists](#)
- [saving and applying bulleted list styles](#)
- [animating bulleted lists](#)

Creating bulleted lists

You can create bulleted lists in slide shows and drawings. Keep the following points in mind when you create any type of bulleted list:

- Express a single idea on each line.
- Avoid using more than six items in a list.
- Use nouns and action verbs to start sentences.

Levels can be created within these bulleted lists. As well, you can move a bulleted list item up a level.

{button ,AL(` Creating bulleted lists;' ,0,"Defaultoverview",)} How to

To create a bulleted list

- 1 Click **Insert ▶ Bulleted list**.
- 2 Click in the slide show or drawing window.
- 3 Type text on the bulleted line.
- 4 Press **Enter**.

If you want to create a new level within the list, press **Tab**.

- 5 Click outside the bulleted list to return to the slide show or drawing window.

{button ,AL(` Creating bulleted lists;' ,0,"Defaultoverview",)} Related topics

To create a new level for an existing bulleted list item

- 1 Double-click a bulleted list.
- 2 Click at the beginning of a list item.
- 3 Press **Tab**.

{button ,AL(` Creating bulleted lists;',0,"Defaultoverview",)} Related topics

To move an existing bulleted list item up one level

- 1 Double-click a bulleted list.
- 2 Click at the beginning of a list item.
- 3 Press **Shift + Tab**.

{button ,AL(` Creating bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

Modifying bulleted list text attributes

You can customize the appearance of text and bullets within a bulleted list, including the font size, color, and attributes of text, and the fill and outline of font.

{button ,AL(` Modifying bulleted list text attributes;',0,"Defaultoverview",)} How to

To change the appearance of text in a bulleted list level

1 Click a bulleted list.

2 Click **Format** ► **Bulleted list properties**.

3 Click the **Fonts** tab.

4 Choose a list level from the list.

5 Choose a font from the **Font face** list box.

6 Type a value in the **Size** box.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

8 In the **Color** area, open the **Foreground** picker, and click a color.

9 Open the **Background** picker, and click a color.



Note

- The background color is visible only if a font fill style other than the default is selected. For information about changing the font fill, see "[To change the font fill in a bulleted list level.](#)"



Tip

- You can also modify bulleted lists by clicking the **Bulleted list properties** button on the property bar.

{button ,AL(' Modifying bulleted list text attributes;',0,"Defaultoverview",)} [Related topics](#)

To change the font fill in a bulleted list level

- 1 Click a bulleted list.
- 2 Click **Format ▸ Bulleted list properties**.
- 3 Click the **Fonts** tab.
- 4 Choose a list level from the list.
- 5 In the **Appearance** area, click **Font properties**.
- 6 In the **Font properties** dialog box, click the **Fill** tab.
- 7 In the **Fill style** area, click one of the following:

- **Pattern**
- **Gradient**

- 8 Open any of the following pickers, and click a color:

- **Foreground**
- **Background**

- 9 Click a fill style on the palette.




Tip

- You can also modify bulleted lists by clicking the **Bulleted list properties** button on the property bar.

{button ,AL(` Modifying bulleted list text attributes;',0,"Defaultoverview",)} Related topics

To change the font outline in a bulleted list level

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Fonts** tab.
- 4 Choose a list level from the list.
- 5 In the **Appearance** area, click **Font properties**.
- 6 In the **Font properties** dialog box, click the **Outline** tab.
- 7 Open the **Color** picker, and click a color.
- 8 Open the **Style** picker, and click a line style.
- 9 Open the **Width** picker, and click a line width.



Tip

- You can also modify bulleted lists by clicking the **Bulleted list properties** button on the property bar.

{button ,AL(` Modifying bulleted list text attributes;',0,"Defaultoverview",)} Related topics

Formatting bulleted lists


You can change the justification of a bulleted list level.

You can also change the shape of a bullet, or use a different symbol for a bullet.

You can choose to change the bullet type for all list levels and resize a bullet.


{button ,AL(Formatting bulleted lists;0,"Defaultoverview",)} How to

To change the justification of a bulleted list level

- 1 Double-click a bulleted list.
- 2 Click **Format**  **Bulleled list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a list level from the list.
- 5 Choose a position from the **Justification** list box.


{button ,AL(` Formatting bulleted lists;' ,0,"Defaultoverview",)} Related topics

To change the shape of a bullet

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a list level from the list.
- 5 Choose a bullet shape from the **Bullet shape** list box.


{button ,AL(` Formatting bulleted lists;' ,0,"Defaultoverview",)} Related topics

To apply a different symbol to a bullet

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a list level from the list.
- 5 Choose **Other** from the **Bullet shape** list box.
- 6 In the **Symbols** dialog box, click **Set**, and click a symbol set.
- 7 Click a symbol on the **Symbols** palette.
- 8 Click **Insert and close**.

{button ,AL(` Formatting bulleted lists;',0,"Defaultoverview",)} [Related topics](#)


To change the bullet type for all list levels

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleled list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a bullet type from the **Bullet set (all levels)** list box.

{button ,AL(` Formatting bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To resize a bullet

1 Click a bulleted list.

2 Click **Format**  **Bulleted list properties**.

3 Click the **Bullets** tab.

4 Choose a list level from the list.

5 Type a value in the **Relative size** box.

Note

- Relative bullet size is calculated in relation to the current bullet size.


{button ,AL(' Formatting bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

Applying fills to bulleted lists

A variety of preset bullet styles are available in Corel Presentations, however, you can customize bulleted lists by applying a gradient fill to bullets. You can also change the settings of a pattern or gradient fill.

{button ,AL(` Applying fills to bulleted lists;',0,"Defaultoverview",)} How to

To apply a pattern or gradient fill to a bullet

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Bullets** tab.
- 4 Choose a list level from the list.
- 5 Click **Bullet properties**.
- 6 In the **Bullet properties** dialog box, click one of the following:
 - **Pattern**
 - **Gradient**
- 7 Open the **Foreground** picker, and click a color.
- 8 Open the **Background** picker, and click a color.
- 9 Click a pattern or gradient on the palette.

{button ,AL(` Applying fills to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To change the gradient fill settings of a bullet

1 Click a bulleted list.

2 Click **Format**  **Bulleted list properties**.

3 Click the **Bullets** tab.

4 Choose a list level from the list, and click **Bullet properties**.

5 In the **Bullet properties** dialog box, click **Gradient**.

6 Click **Gradient settings**.

7 In the **Gradient settings** dialog box, choose a gradient from the **Gradient type** list box.

If applicable, type a value in the **Angle** box.

8 Type values in the following boxes:

- **Horizontal offset**—lets you specify how much you want to move the gradient color horizontally
- **Vertical offset**—lets you specify how much you want to move the gradient color vertically

9 Enable one of the following options:

- **Auto-stop blending**—blends the gradient fill automatically
- **Fixed**—blends the gradient fill by using a fixed number of steps that you specify in the **Steps** box


{button ,AL(`Applying fills to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

Adding boxes to bulleted lists

You can add a box around a bulleted list and fill the box with a pattern or gradient. The settings of patterns and gradients can be changed. A texture or picture can also be added to a box that you add around a bulleted list. Pattern fills fill the box with a pattern. Gradient fills fill the box with the graduation between two colors. Texture fills fill a box with a texture pattern. For example, you can fill a box with wood or oil textures. Picture fills fill a box with a single picture. Although there are many predefined fills to choose from, you can also add a custom texture or picture fill. As well, you can change the settings of a picture that you add to a box.


{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} How to

To add a box to a bulleted list

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleled list properties**.
- 3 Click the **Box** tab.
- 4 In the **Position** area, enable one of the following options:
 - **Above**
 - **Below**
 - **Above and below**
 - **Behind**
- 5 In the **Corner style** area, enable one of the following options:
 - **Rectangle**
 - **Rounded rectangle**
 - **Octagon**
- 6 In the **Frame style** area, choose a frame from the **Type** list box.
- 7 Open the **Color** picker, and click a color.


{button ,AL(` Adding boxes to bulleted lists; ',0,"Defaultoverview",,)} [Related topics](#)

To apply a pattern or gradient fill to a bulleted list box

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following:
 - **Pattern**
 - **Gradient**
- 6 Open the **Foreground** picker, and click a color.
- 7 Open the **Background** picker, and click a color.
- 8 Click a pattern or gradient on the palette.

{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To change the pattern fill settings of a bulleted list box

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click **Pattern**.
- 6 Click **Pattern settings**.
- 7 In the **Transparent color** area, enable one of the following options:
 - **None**
 - **Foreground color**
 - **Background color**

{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To change the gradient fill settings of a bulleted list box

1 Click a bulleted list.

2 Click **Format**  **Bulleted list properties**.

3 Click the **Box** tab.

4 In the **Fill style and color** area, click **Properties**.

5 In the **Object properties** dialog box, click **Gradient**.

6 Click **Gradient settings**.


7 In the **Gradient settings** dialog box, choose a gradient from the **Gradient type** list box.

If applicable, type a value in the **Angle** box.

8 Type values in the following boxes:


- **Horizontal offset**— lets you specify how much you want to move the gradient color horizontally
- **Vertical offset**— lets you specify how much you want to move the gradient color vertically

9 Enable one of the following options:

- **Auto-stop blending**— blends the gradient fill automatically
- **Fixed**  blends the gradient fill by using the fixed number of steps you specify in the **Steps** box


{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To apply a texture or picture fill to a bulleted list box

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following:
 - **Texture**
 - **Picture**
- 6 Choose a texture or picture from the **Category** list box.
- 7 Click a texture or picture on the palette.

{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To apply a custom texture or picture fill to a bulleted list box

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following:
 - **Texture**
 - **Picture**
- 6 Click **Browse**.
- 7 Choose the drive and folder where the custom fill file is stored.
- 8 Type a filename in the **Filename** box.
- 9 Click **Open**.

{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

To change the picture fill settings of a bulleted list box

1 Click a bulleted list.

2 Click **Format**  **Bulleted list properties**.






3 Click the **Box** tab.

4 In the **Fill style and color** area, click **Properties**.

5 In the **Object properties** dialog box, click **Picture**.

6 Click **Picture settings**.

7 In the **Picture settings** dialog box, enable one of the following options:

- **Tile**  fills the picture with tiles
- **Brick horizontal**  fills the picture with horizontal rows
- **Brick vertical**  fills the picture with vertical columns
- **Stretch/ shrink to fit area**  stretches or shrinks the picture to fit the box
- **Scale to fit area**  scales the picture to fit the box

{button ,AL(` Adding boxes to bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

Changing line spacing in bulleted lists

You can change the amount of line spacing in a bulleted list. Spacing can be adjusted between the text on the same level, between each main bullet level, and between subordinate bullet levels.

You can also restore the default line spacing.

{button ,AL(` Changing line spacing in bulleted lists;'0,"Defaultoverview",)} How to




To change the line spacing in a bulleted list

1 Click a bulleted list.

2 Click **Format**  **Bulleted list properties**.

3 Click the **Spacing** tab.

4 Type a value in any of the following boxes:

- **Line spacing**  determines the amount of space between text on the same level
- **Main spacing**  determines the amount of space between each main bullet level
- **Subordinate**  determines the amount of space between subordinate bullet levels

{button ,AL(`Changing line spacing in bulleted lists';0,"Defaultoverview",)} [Related topics](#)

To restore the default line spacing

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Spacing** tab.
- 4 Click **Restore standard spacing**.

{button ,AL(` Changing line spacing in bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

Saving and applying bulleted list styles

Corel Presentations lets you choose various attributes for bulleted lists and save them for future use. For example, you can choose the color and size of fonts or the properties of a bulleted list and save them to use in new presentations. You can also apply saved bulleted list styles to other bulleted lists.

{button ,AL(` Saving and applying bulleted list styles;',0,"Defaultoverview",)} How to

To save a bulleted list style

1 Click a bulleted list.

2 Click **Format**  **Bulleter list properties**.

3 Modify any attributes.

4 Click **Save style**.

5 In the **Save chart style** dialog box, choose the drive and folder where you want to save the style.

6 Type a filename in the **Filename** box.


7 Click **Save**.

Note

- The file format extension of a bulleted list style file is **.chs** (chart styles).

{button ,AL(` Saving and applying bulleted list styles;',0,"Defaultoverview",)} [Related topics](#)

To apply a bulleted list style

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleled list properties**.
- 3 Click **Load style**.
- 4 In the **Retrieve chart style** dialog box, choose the drive and folder where the style is stored.
- 5 Type a filename in the **Filename** box.
- 6 Click **Open**.

{button ,AL(` Saving and applying bulleted list styles;',0,"Defaultoverview",)} [Related topics](#)

Animating bulleted lists

You can use animation as a special effect to capture your audience's attention and reinforce the points in your presentations. For example, you can animate list items so that they move across the screen or animate them in place.

Bulleted lists inserted on an unformatted slide and bulleted lists on a bulleted list slide have different properties. If you create a bulleted list on an unformatted slide, the list is treated as an object; therefore, you can animate the entire list but not individual list items. For information about animating objects, see "[Animating objects.](#)"

In Corel Presentations, you can animate each individual list item when you work with a list on a bulleted list slide. When animating list items, you can choose from a wide variety of options, such as animation type, effect, direction, and speed. For example, you can make list items bounce across the screen, fly in, curve in, or display one at a time. You can also show only Flash-enabled transitions if you are publishing a slide show using Flash. For more information about Flash, see "[Publishing slides as HTML documents.](#)" As well, you can add sound to a bulleted animation.


{button ,AL(` Animating bulleted lists;' ,0,"Defaultoverview",)} [How to](#)

To animate a bulleted list on a bulleted list slide

- 1 Click **Insert ? New slide**.
- 2 Click the Bulleted list layout on the **Layout** palette, and click **OK**.
- 3 Create the bulleted list, and click **Format ? Bulleted list properties**.
- 4 Click the **Bullet animation** tab.
- 5 In the **Animation type** area, enable one of the following options:
 - **Animate object in place**
 - **Animate object across screen**If you are publishing the slide show using Flash, enable the **Show only Flash enabled transitions** check box.
- 6 Choose an animation effect from the **Effects** list.
- 7 Choose an animation direction from the **Direction** list.
- 8 In the **Speed** area, enable one of the following options:
 - **Fast**
 - **Medium**
 - **Slow**
- 9 Enable any of the following check boxes:
 - **Display one at a time ?** displays main level list items and subordinate level list items one at a time during a slide show
 - **Highlight current bullet ?** selects one list item at a time, and greys all other list items on the slide
 - **Display in reverse order ?** begins the cascade effect with the last item in the list, and progresses to the first list item

{button ,AL(` Animating bulleted lists;',0,"Defaultoverview",)} **Related topics**

To apply sound to a bulleted animation

- 1 Click a bulleted list.
- 2 Click **Format**  **Bulleted list properties**.
- 3 Click the **Bullet animation** tab.
- 4 In the **Sound** area, click **Browse**.
- 5 In the **Open file** dialog box, choose the drive and folder where the sound file is stored.
- 6 Type a filename in the **Filename** box.
- 7 Click **Open**.
- 8 On the **Bullet animation** page, move the slider to adjust the volume of the sound file.

{button ,AL(` Animating bulleted lists;',0,"Defaultoverview",)} [Related topics](#)

Creating slide shows and drawings

Corel Presentations includes comprehensive slide show tools that allow you to create professional-looking slide shows and drawings.

In this section, you'll learn about

- [using slide show views](#)
- [opening slide shows](#)
- [saving slide shows](#)
- [viewing slide shows](#)
- [undoing and redoing actions](#)
- [working with the Slide Outliner](#)
- [adding and removing slides](#)
- [adding speaker notes](#)
- [working with the Slide Sorter](#)
- [assigning and deleting SpeedKeys](#)
- [creating portable slide shows](#)
- [creating and saving drawings](#)
- [setting page size definitions and orientation](#)
- [editing and deleting page size definitions](#)
- [setting the page fill for slide shows and drawings](#)
- [inserting files in slide shows and drawings](#)
- [inserting comments in slides and drawings](#)
- [adding document summary information to slide shows and drawings](#)
- [manipulating Corel Presentations](#)

Using slide show views

You can create, edit, and sort a slide show in three views.

You can use the Slide Editor to add, view, and edit the text, objects, and charts of individual slides. The Slide Editor is also used to specify slide properties for the slides in a slide show.

You can use the Slide Outliner to create an outline for a slide show. You can specify a layout, and then type the text for each slide. For more information about the Slide Outliner, see "[Working with the Slide Outliner.](#)"

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can select slide properties and display detailed information about the settings used for each slide in the current slide show. For more information about sorting slides, see "[Working with the Slide Sorter.](#)"

You can switch between each of these slide show views.

{button ,AL(` Using slide show views;','0,"Defaultoverview",)} [How to](#)

To switch between slide show views

- Click **View**, and click one of the following:
 - **Slide Editor**
 - **Slide Outliner**
 - **Slide Sorter**

Tip

- You can also change the slide show view by clicking the **Slide Editor**, **Slide Outliner**, or **Slide Sorter** tab on the right side of the slide show window.

{button ,AL(` Using slide show views;',0,"Defaultoverview",)} [Related topics](#)


Opening slide shows

A slide show project is a predefined slide show that includes a prepared layout and outline. All you need to do is type in data. You can design your own slide show or start a slide show from a predefined slide show project.

You can also open an existing slide show.


{button ,AL(`Opening slide shows;',0,"Defaultoverview",)} How to

To open a new blank slide show

- 1 Click **File**  **New**.
- 2 Choose a slide show from the **Category** list box.
- 3 Click a slide show master on the palette.


`{button ,AL(`Opening slide shows;',0,"Defaultoverview",)}` [Related topics](#)

To open a new slide show from a predefined project

- 1 Click **File**  **New from project**.
- 2 Click the **Create new** tab.
- 3 Choose **Corel Presentations 11** from the list box.
- 4 Choose **Corel Presentations slide show** from the list.
- 5 Click **Create**.
- 6 In the **Startup master gallery** dialog box, choose a slide show from the **Category** list box.
- 7 Click a slide show master on the palette.

{button ,AL(` Opening slide shows;',0,"Defaultoverview",)} Related topics

To open an existing slide show

- 1 Click **File**  **Open**.
- 2 Choose the drive and folder where the slide show is saved.
- 3 Choose a filename.
- 4 Click **Open**.

Note

- If there are fonts in the file that are missing on your system, the **Font matching results** dialog will appear. This dialog box shows the missing fonts and the fonts with which Corel Presentations will substitute them. You can click **OK** to proceed with the font substitution, or you can cancel opening the document so that you can install the missing fonts on your system.

{button ,AL(`Opening slide shows;',0,"Defaultoverview",)} [Related topics](#)

Saving slide shows

You can save new slide shows.

You can save your work to a new folder on your computer or with a new name. You can also save slides as graphics, which allows you to use individual slides as graphics in other slide shows, documents, and applications. You can save slides as WordPerfect graphics, or you can save them using another graphic file format. For more information about the types of graphic file formats you can save, see "[Export graphic file formats.](#)"

{button ,AL(` Saving slide shows;',0,"Defaultoverview",)} [How to](#)

To save a slide show for the first time

- 1 Click **File**  **Save**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Click **Save**.

{button ,AL(` Saving slide shows;',0,"Defaultoverview",)} [Related topics](#)

To save a slide show to a new location or with a new name

- 1 Click **File**  **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Click **Save**.

{button ,AL(` Saving slide shows;',0,"Defaultoverview",)} [Related topics](#)

To save a slide show using a different file format

- 1 Click **File**  **Save**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Choose a file type from the **File type** list box.
- 4 Type a filename in the **Filename** box.
- 5 Click **Save**.


{button ,AL(` Saving slide shows;',0,"Defaultoverview",)} Related topics

To save a slide as a WordPerfect graphic

- 1 Click **File**  **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Choose one of the following file formats from the **File type** list box:
 - **WordPerfect 5.1 graphics**
 - **WordPerfect 6.0 graphics**
 - **WordPerfect 7/8/9/10/11 graphics**
- 4 Type a filename in the **Filename** box.
- 5 Click **Save**.

{button ,AL(` Saving slide shows;',0,"Defaultoverview",)} [Related topics](#)

To save a slide to another graphic format

- 1 Click **File**  **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Choose a graphic format from the **File type** list box.
- 4 Type a filename in the **Filename** box.
- 5 Click **Save**.
- 6 In the **Export** dialog box, choose a predefined size for the image from the **Predefined sizes** list box.

If you want to specify the size of the image, type values for the width and height of the image in the **Width** and **Height** boxes.

- 7 Choose a resolution from the **Resolution** list.

- 8 Enable a color option.

Note

- If you save a slide in a graphic file format other than WordPerfect, such as a Windows Bitmap or a **.Jpg** file, the slide becomes a graphic image, and you can no longer edit the slide as it was created.

{button ,AL(' Saving slide shows;',0,"Defaultoverview",)} [Related topics](#)

Viewing slide shows

As you create, edit, and arrange slides, it is often helpful to get a closer look or to see all of the slides at once. By changing the zoom level, you can increase or decrease the on-screen size of a slide without affecting its actual size. In addition, you can zoom to a specific area of a slide show, and you can return to the previous view. You can also switch between slides in a slide show. As well, you can view multiple slide shows at the same time; for example, you can cascade the slide show windows on top of one another, and click the one you want to display full size, or you can tile the slide show windows so that all of the slide shows are visible.

{button ,AL(` Viewing slide shows;',0,"Defaultoverview",)} How to

To change the zoom level

To

Select a preset zoom level

Select a custom zoom level

Zoom to the margin size, the screen size, or selected objects

Do the following

Click **View ? Zoom**. Enable a magnification level option.

Click **View ? Zoom**. Type a zoom level in the **Other** box.

Click **View ? Zoom**. Enable the **Margin size, Screen size**, or **Selected objects** option.

? Tip

- You can also zoom to the margin size, the screen size, or selected objects by clicking the **Zoom options** button on the toolbar and clicking **Margin size, Screen size**, or **Selected objects**.

{button ,AL(^ Viewing slide shows';,0,"Defaultoverview",)} [Related topics](#)

To zoom to a specific area

- 1 Click **Zoom options** on the toolbar.
- 2 Click **Zoom to area**.
- 3 Drag the magnifying glass pointer to define the area to enlarge.


`{button ,AL(` Viewing slide shows;',0,"Defaultoverview",)}` **Related topics**

To return to the previous view

- 1 Click **Zoom options** on the toolbar.
- 2 Click **Previous view**.

`{button ,AL(` Viewing slide shows;',0,"Defaultoverview",)}` **Related topics**

To switch between slides in a slide show

- 1 Click **Edit**  **Go to list**.
- 2 Choose a slide from the list box at the bottom of the slide show window.

{button ,AL(` Viewing slide shows;',0,"Defaultoverview",)} Related topics

To view multiple slide shows simultaneously


- Click **Window**, and click one of the following:
 - **Cascade**
 - **Tile side by side**
 - **Tile top to bottom**

{button ,AL(` Viewing slide shows;',0,"Defaultoverview",)} Related topics

To zoom in on slides in the Slide Sorter

1 Click **View**  **Slide Sorter**.

2  Click **View**  **Zoom in**.

 **Tip**

- You can also zoom out from slides in the Slide Sorter by clicking **View**  **Zoom out**.

`{button ,AL(` Viewing slide shows;',0,"Defaultoverview",)}` [Related topics](#)

Undoing and redoing actions

You can undo the last 10 actions you performed in the current slide show. Corel Presentations removes the changes in the order in which they occurred. You can also redo an action you have undone. Corel Presentations remembers the same 10 actions that were undone but moves forward through the order instead of backward. When working in the Bitmap Editor, you can only undo or redo the last action you performed.

{button ,AL(`Undoing and redoing actions;',0,"Defaultoverview",)} How to

To undo an action

- Click **Edit**  **Undo**.

{button ,AL(`Undoing and redoing actions;',0,"Defaultoverview",)} Related topics

To redo an action

- Click **Edit**  **Redo**.

{button ,AL(`Undoing and redoing actions;',0,"Defaultoverview",)} Related topics

Working with the Slide Outliner



You create an outline for a slide show in the Slide Outliner. An outline is a numbered list that includes all the text found in every slide in a slide show. You can create an outline by choosing a slide layout and typing the text for each slide. You can type the text for slide titles, subtitles, text slides, bulleted list slides, and combination slides. The following image shows how the Slide Outliner can be used to view and create a slide.



Importing a WordPerfect outline into a Corel Presentations slide show converts each first level paragraph number to a slide title and any second or third level paragraph numbers to text in each slide.

{button ,AL(` Working with the Slide Outliner;',0,"Defaultoverview",)} How to

To create a slide show outline

- 1 Click **View**  **Slide Outliner**.
- 2 Type a title in the slide show, and press **Enter**.
- 3 Type a subtitle in the slide show, and press **Enter**.
- 4 Type any text in the slide show.
- 5 Click **Insert**  **New slide**.
- 6 In the **New slide** dialog box, click a slide layout on the **Layout** palette.

Tips

- If you delete text, you can restore it by clicking the **Undelete** button on the property bar.
- You can move an outline down or up one level by clicking the **Previous level** button or the **Next level** button on the property bar.

{button ,AL(` Working with the Slide Outliner;',0,"Defaultoverview",)} [Related topics](#)

To import a WordPerfect outline

- 1 Click **View ? Slide Outliner**.
- 2 Click in the slide.
- 3 Click **Insert ? File**.
- 4 Choose the drive and folder where the file is stored.
- 5 Choose a filename.
- 6 Click **Insert**.

{button ,AL(` Working with the Slide Outliner;',0,"Defaultoverview",)} Related topics


Adding and removing slides

You can build a slide show by adding one slide or several slides at a time. You can also delete any slides you have added.

You can clear a slide. By clearing a slide or all slides in a slide show, you remove all objects within it.

`{button ,AL(` Adding and removing slides;','0,"Defaultoverview",)} How to`

To add a slide

- 1 Click **Insert**  **New slide**.
- 2 Click a slide layout on the **Layout** palette.
- 3 Type a value in the **Number to add** box.

{button ,AL(` Adding and removing slides;'0,"Defaultoverview",)} [Related topics](#)


To delete a slide

1 Click a slide tab at the bottom of the slide show window.

2 Click **Edit**  **Delete slide(s)**.

{button ,AL(` Adding and removing slides;',0,"Defaultoverview",)} [Related topics](#)

To clear a slide

- 1 Click **Edit**  **Clear**.
- 2 Enable one of the following options:
 - **Slide**
 - **Entire slide show**
- 3 Click **Clear**.


{button ,AL(` Adding and removing slides;',0,"Defaultoverview",)} [Related topics](#)

Adding speaker notes

You can use speaker notes as cue cards for slide show presentations. You can type your own notes, or you can insert the text which appears on the slides.

`{button ,AL(` Adding speaker notes;',0,"Defaultoverview",)}` How to

To create speaker notes



1 Click **Format**  **Slide properties**

 **Speaker notes.**

2 Type text in the box.

{button ,AL(` Adding speaker notes;',0,"Defaultoverview",)} Related topics

To insert text from a slide

- 1 Click **Format**  **Slide properties**
- 2  **Speaker notes.**
Click **Insert text from slide.**

{button ,AL(` Adding speaker notes;',0,"Defaultoverview",)} [Related topics](#)

Working with the Slide Sorter

The Slide Sorter displays thumbnail sketches of each slide in a slide show. You can sort the slides in a slide show by dragging them. Once you drag a slide to a new position, the Slide Sorter reorders and rennumbers each slide.

The following image shows how the Slide Sorter lets you rearrange the order of slides in a slide show.




You can also skip a slide in a slide show. For example, you may need to present a long version and a short version of the same slide show, which may require skipping some slides to create a shorter version of the slide show.

A slide show consists of a series of slides presented in succession using slide transitions. Slide transitions control how each slide is introduced, creating a smooth visual progression for the audience. The default transition displays slides and the objects on the slide at the same time, but you can choose to display them separately. You can use the Slide Sorter to apply a different transition effect to each slide, a range of slides, or apply the same transition effect to the entire slide show.

You can also turn off the transitions that you apply to slides.

{button ,AL(Working with the Slide Sorter;',0,"Defaultoverview",)} How to

To sort slides

- 1 Click **View**  **Slide Sorter**.
- 2 Drag a slide to a new position.

You can also

Sort a range of slides



Hold down **Shift**, click the first and last slide in the range of slides, and drag them to a new position.

Sort a range of nonconsecutive slides

Hold down **Ctrl**, click each slide, and drag them to a new position.

`{button ,AL(` Working with the Slide Sorter;' ,0,"Defaultoverview",)}` [Related topics](#)

To skip a slide

- 1 Click **Tools**  **Custom audiences**.
- 2 Click **New**.
- 3 Type a name in the **Names** box.
- 4 Click **OK**.
- 5 Click **View**  **Slide Sorter**.
- 6 Click a slide.
- 7 Click the **Skip** button on the toolbar.




The skipped slide is greyed.

Tips

- You can also skip a slide by clicking the **Skip** button on the property bar.
- You can also customize a slide show by choosing **Custom audiences** from the **Custom audiences** list box on the property bar.

{button ,AL(`Working with the Slide Sorter;`,0,"Defaultoverview",)} [Related topics](#)

To apply a slide transition

- 1 Click **View**  **Slide Sorter**.
- 2 Click a slide.
- 3 Click **Format**  **Slide properties**  **Transition**.
- 4 Choose a transition effect from the **Effects** list.
- 5 Choose a transition direction from the **Direction** list.
- 6 In the **Speed** area, enable one of the following options:
 - **Fast**
 - **Medium**
 - **Slow**

If you want to apply the slide transition to an entire slide show, enable the **Apply to all slides in slide show** check box.

You can also

Show only transitions with Flash™ format

Enable the **Show only Flash-enabled transitions** check box.

Apply sound to the slide transition

Type a file path and filename in the **Sound** box, and move the slider to adjust the volume of the sound.

Tips

- You can also apply a slide transition by choosing one from the **Slide transition** list box on the property bar.
- You can also choose a transition direction by opening the **Direction** picker on the property bar and clicking a direction.

{button ,AL(` Working with the Slide Sorter;',0,"Defaultoverview",)} [Related topics](#)

To turn off a slide transition

1 Click a slide.

2 Click **Format**  **Slide properties**

 **Transition.**

3 Click the Transitions tab.

4 Choose **Immediate** from the **Effects** list.


{button ,AL(` Working with the Slide Sorter;',0,"Defaultoverview",)} [Related topics](#)

Assigning and deleting SpeedKeys

You can assign SpeedKeys instead of using the default keys to control the display of slides and perform other tasks, such as starting and stopping sound clips, launching an Internet browser, launching a program, or quitting a slide show. You can also delete any SpeedKeys you create.

{button ,AL(` Assigning and deleting SpeedKeys;',0,"Defaultoverview",)} How to

To assign a SpeedKey to display slides

1 Click **Format**  **Slide properties**

 **SpeedKeys.**

2 Choose a keystroke from the **Keystrokes** list.

3 In the **Key assignment for** area, enable the **Go to** option, and choose a slide from the list box.

If you want to apply the SpeedKey action to all slides, enable the **Apply to all slides in slide show** check box.

 **Note**

- SpeedKeys apply to all instances of the specified event in one or more slides.

 **Tip**

- You can also assign a SpeedKey by clicking the **SpeedKey** button on the property bar.

`{button ,AL(` Assigning and deleting SpeedKeys;' ,0,"Defaultoverview",)}` [Related topics](#)

To assign a SpeedKey to play or stop a sound

1 Click **Format**  **Slide properties**

 **SpeedKeys.**




2 Choose a keystroke from the **Keystrokes** list.

3 In the **Key assignment for** area, enable the **Action** option, and choose one of the following from the list box:

- **Play sound**
- **Stop sound**

4 Click **Sound**.

5 In the **Sound** dialog box, type a filename in one of the following boxes:

- **WAVE**  inserts a **.wav** file
- **MIDI**  inserts a MIDI file
- **CD**  inserts a CD file

If you want to apply the SpeedKey action to all slides, enable the **Apply to all slides in slide show** check box.

 **Note**


- SpeedKeys apply to all instances of the specified event in one or more slides.

 **Tip**

- You can also assign a SpeedKey by clicking the **SpeedKey** button on the property bar.

{button ,AL(` Assigning and deleting SpeedKeys;',0,"Defaultoverview",)} [Related topics](#)



To assign a SpeedKey to browse the Internet or start an application

1 Click **Format**  **Slide properties**

 **SpeedKeys.**

2 Choose a keystroke from the **Keystrokes** list.

3 In the **Key assignment for** area, enable the **Action** option, and choose one of the following from the list box:


- **Browse Internet**  lets you browse the URL you type in the **Location** box
 - **Launch program**  launches the program whose path you type in the **Program** box
- If you want to apply the SpeedKey action to all slides, enable the **Apply to all slides in slide show** check box.

 **Tip**

- You can also assign a SpeedKey by clicking the **SpeedKey** button on the property bar.

{button ,AL(` Assigning and deleting SpeedKeys;',0,"Defaultoverview",,)} [Related topics](#)

To assign a SpeedKey to quit the slide show

1 Click **Format**  **Slide properties**

 **SpeedKeys.**

2 Choose a keystroke from the **Keystrokes** list.

3 In the **Key assignment for** area, enable the **Action** option, and choose **Quit show** from the list box.



If you want to apply the SpeedKey action to all slides, enable the **Apply to all slides in slide show** check box.

 **Tip**

- You can also assign a SpeedKey by clicking the **SpeedKey** button on the property bar.

{button ,AL(` Assigning and deleting SpeedKeys;',0,"Defaultoverview",)} [Related topics](#)

To delete a SpeedKey

- 1 Click **Format**  **Slide properties**
-  **SpeedKeys.**
- 2 Choose a SpeedKey from the **Keystrokes** list.
- 3 In the **Key assignment for** area, enable the **Unassigned** option.

{button ,AL(` Assigning and deleting SpeedKeys;',0,"Defaultoverview",)} [Related topics](#)

Creating portable slide shows

You can create a self-executing version of a slide show that can be played on any computer that uses the Windows operating system, even if it doesn't have Corel Presentations installed. The slide show files and the Corel Presentations application files necessary to run the slide show are copied to the disk on which you create the portable slide show.

{button ,AL(` Creating portable slide shows;',0,"Defaultoverview",)} How to

To create a portable slide show

- 1 Click **File**  **Show On The Go**.
- 2 Click **Create**.

{button ,AL(` Creating portable slide shows;',0,"Defaultoverview",)} [Related topics](#)

Creating and saving drawings

Corel Presentations drawings can contain data charts, bitmaps, clipart, and drawn objects. You can create drawings, and you can also create posters and banners. Drawings, unlike Corel Presentations slide shows, cannot contain transitions, animations, sound files, or movie files.

You can save Corel Presentations drawings in various file formats such as WordPerfect graphic, Windows bitmap, JPEG, and GIF. This allows you to use the drawings you create in other applications, such as WordPerfect documents, or in Web pages.

You can also save a drawing to a new location or with a new name.



{button ,AL(` Creating and saving drawings;' ,0,"Defaultoverview",)} How to

To create a drawing

- 1 Click **File**  **New from project**.
- 2 Click the **Create new** tab.
- 3 Choose **Corel Presentations** from the list box.
- 4 Choose **Corel Presentations drawing** from the list.
- 5 Click **Create**.

{button ,AL(` Creating and saving drawings;',0,"Defaultoverview",)} [Related topics](#)

To create a poster or a banner

- 1 Click **File**  **New from project**.
- 2 Click the **Create new** tab.
- 3 Choose **Corel Presentations** from the list box.
- 4 Choose **Corel Presentations drawing** from the list.
- 5 Click **Create**.
- 6 Click **File**  **Page setup**.
- 7 Click the **Poster** tab.
- 8 Click **Poster size**.
- 9 Drag to select the poster size.

Each square in the poster size table represents one page.

Tip

- You can also create posters from slides by saving them as drawings (.Wpg files).

{button ,AL(` Creating and saving drawings;',0,"Defaultoverview",)} [Related topics](#)

To save a drawing for the first time

- 1 Click **File**  **Save**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Choose a graphic file format from the **File type** list box.
- 5 Click **Save**.

{button ,AL(` Creating and saving drawings;' ,0,"Defaultoverview",)} [Related topics](#)

To save a drawing to a new location or with a new name

- 1 Click **File**  **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type the filename in the **Filename** box.
- 4 Click **Save**.

{button ,AL(` Creating and saving drawings;',0,"Defaultoverview",)} [Related topics](#)







Setting page size definitions and orientation

A page size definition determines how a printer formats and prints pages. For example, you can create page size definitions for envelopes and nonstandard-sized pages. You can choose from preset page size definitions, or you can create your own.

Page size definitions are matched to the printer you have selected. A definition may not be available when you change to another printer or a different computer. If the same definition is not available, Corel Presentations finds the best match for a page definition, selecting from those available with the other printer. If the match does not work, you may need to edit or re-create the definition.




{button ,AL(` Setting page size definitions and orientation;',0,"Defaultoverview",)} How to

To select a preset page size definition

- 1 Click **File**  **Page setup**.
- 2 Click the **Page setup** tab.
- 3 Choose a page definition from the **Page definition** list box.
- 4 Enable one of the following options:
 - **Portrait**  prints text and graphics on a page whose height is greater than its width
 - **Landscape**  prints text and graphics on a page whose width is greater than its height
- 5 In the **Apply to** area, enable one of the following options:
 - **Current and following pages**  applies the page definitions to the current and following pages
 - **Current page only**  applies the page definitions to the current page only
 - **Entire document**  applies the page definitions to the entire document

{button ,AL(` Setting page size definitions and orientation;' ,0,"Defaultoverview",)} Related topics

To create a page size definition

- 1 Click **File**  **Page setup**.
- 2 Click the **Page setup** tab.
- 3 Click **Add new form**.
- 4 In the **New page definition** dialog box, type a name for the new page size in the **Name** box.
- 5 Choose a predefined paper size from the **Type** list box.
- 6 Type a value in all of the following boxes:
 - **Width**
 - **Height**
- 7 In the **Printing adjustments** area, choose an adjustment from any of the following list boxes, and type a value in the box beside it:
 - **Vertical**
 - **Horizontal**
- 8 In the **Show page size for** area, enable one of the following options:
 - **All printers**  lets you display page size definitions for all installed printers
 - **Current printer only**  lets you display page size definitions for the selected printer

Tip

- If you want to create a page size definition from a nonstandard paper size, choose **User defined size** from the **Size** list box.





{button ,AL(` Setting page size definitions and orientation;',0,"Defaultoverview",)} [Related topics](#)

Editing and deleting page size definitions

Corel Presentations uses a page size definition to format pages. Once you have created or selected a page size definition, you can edit it or delete it.


{button ,AL(` Editing and deleting page size definitions;',0,"Defaultoverview",)} How to

To edit a page size definition

- 1 Click **File**  **Page setup**.
 - 2 Click the **Page setup** tab.
 - 3 Click **Edit form**.
 - 4 In the **Edit page definition** dialog box, choose a paper source from the **Source** list box.
 - 5 In the **Printing adjustments** area, choose an adjustment from any of the following list boxes, and type a value in the box beside it:
 - **Vertical**
 - **Horizontal**
 - 6 In the **Show page size for** area, enable one of the following options:
 - **All printers**  lets you display page size definitions for all installed printers
 - **Current printer only**  lets you display page size definitions for the selected printer
-  **Note**
- The default paper source is the source specified in the Windows printer properties for the selected printer. Choose **Manual feed** from the **Source** list box in the **Edit page definition** dialog box only if you put paper in the printer manually, one sheet at a time.

{button ,AL('Editing and deleting page size definitions;',0,"Defaultoverview",)} [Related topics](#)

To delete a page size definition

- 1 Click **File**  **Page setup**.
- 2 Click the **Page setup** tab.
- 3 Choose a page size from the **Page definition** list box.
- 4 Click **Delete form**.

Note

- When you delete a page size definition, you can no longer use that definition; a document can print with a similar page definition, but it may not be an exact match.

Tip

- All printers have a nonprintable zone. If information is formatted to print in this area, it will not print. To shift information out of the nonprintable zone, you must specify printing adjustments when you define the page size.


{button ,AL(` Editing and deleting page size definitions;',0,"Defaultoverview",)} [Related topics](#)

Setting the page fill for slide shows and drawings

You can apply a fill (pattern, gradient, texture, or picture) to a slide or drawing page. You can also change the gradient and picture fill settings.






{button ,AL(` Setting the page fill for slide shows and drawings;',0,"Defaultoverview",)} How to

To apply a pattern or gradient fill to a page

- 1 Click **File**  **Page setup**.
- 2 Click the **Fill** tab.
- 3 In the **Fill style** area, click one of the following icons:
 - **Pattern**
 - **Gradient**
- 4 Open the **Foreground** picker, and click a color.
- 5 Open the **Background** picker, and click a color.
- 6 Click a pattern or gradient on the palette.


{button ,AL(` Setting the page fill for slide shows and drawings;',0,"Defaultoverview",)} Related topics

To change the gradient fill settings of a page

- 1 Click **File**  **Page setup**.
- 2 Click the **Fill** tab.
- 3 Click **Gradient**.
- 4 Click **Gradient settings**.
- 5 In the **Gradient settings** dialog box, choose a gradient from the **Gradient type** list box.
If applicable, type a value in the **Angle** box.
- 6 Type values in the following boxes:
 - **Horizontal offset**  lets you specify how much you want to move the gradient color horizontally
 - **Vertical offset**  lets you specify how much you want to move the gradient color vertically
- 7 Enable one of the following options:
 - **Auto-stop blending**  blends the gradient fill automatically
 - **Fixed**  blends the gradient fill by using a fixed number of steps that you specify in the **Steps** box

{button ,AL(` Setting the page fill for slide shows and drawings;',0,"Defaultoverview",)} Related topics

To apply a texture or picture fill to a page

- 1 Click **File**  **Page setup**.
- 2 Click the **Fill** tab.
- 3 In the **Fill style** area, click one of the following icons:
 - **Texture**
 - **Picture**
- 4 Choose a texture or picture from the **Category** list box.
- 5 Click a texture or picture on the palette.

{button ,AL(` Setting the page fill for slide shows and drawings;' ,0,"Defaultoverview",)} Related topics

To change the picture fill settings of a page

- 1 Click **File** **?** **Page setup**.
- 2 Click the **Fill** tab.
- 3 Click **Picture**.
- 4 Click **Picture settings**.
- 5 In the **Picture settings** dialog box, enable one of the following options:
 - **Tile** **?** fills the picture with tiles
 - **Brick horizontal** **?** fills the picture with horizontal rows
 - **Brick vertical** **?** fills the picture with vertical columns
 - **Stretch/ shrink to fit area** **?** stretches or shrinks the picture to fit the box
 - **Scale to fit area** **?** scales the picture to fit the box


{button ,AL(` Setting the page fill for slide shows and drawings;',0,"Defaultoverview",)} Related topics

Inserting files in slide shows and drawings

You can insert files in slide shows and drawings.

{button ,AL(` Inserting files in slide shows and drawings;',0,"Defaultoverview",)} How to

To insert a file

- 1 Click **Insert**  **File**.
- 2 Choose the drive and folder where the file is stored.
- 3 Choose a file type from the **File type** list box.
- 4 Choose a filename.
- 5 Click **Insert**.

{button ,AL(` Inserting files in slide shows and drawings;',0,"Defaultoverview",)} [Related topics](#)



Inserting comments in slides and drawings

CoreMEMO is an electronic notepad that lets you add comments to your slides and drawings. The comments you insert are not printed on your slides or drawings.

CoreMEMO allows you to insert notes and bitmap images in any program that supports Object Linking and Embedding (OLE). You can add bitmap images which are provided with CoreMEMO, or you can include your own bitmap images. For more information about using CoreMEMO, click Help, Index while in CoreMEMO.

{button ,AL(` Inserting comments in slides and drawings;',0,"Defaultoverview",)} How to

To insert a comment in your slide or drawing

- 1 Click **Insert**  **Comment**.
- 2 Type your comment in the text window.
- 3 Click **File**  **Exit**.

To edit a comment

- Double-click the comment.

? Tip

- You can size and position the comment in your drawing or slide as you would any other drawing object.


{button ,AL(` Inserting comments in slides and drawings;',0,"Defaultoverview",)} Related topics

Adding document summary information to slide shows and drawings

Document summary information can include the original author's name, the name of the person who last saved the document, the title, the subject, keywords that were assigned, and other comments. It also displays the slide Master file the document uses and the revision number. You can add document summary information to any slides or drawings you create in Corel Presentations.

{button ,AL(` Adding document summary information to slide shows and drawings;' ,0,"Defaultoverview",)} How to

To add document summary information

- 1 Click **File**  **Properties**.
- 2 Type information in any of the following boxes:
 - **Author**
 - **Title**
 - **Subject**
 - **Keywords**
 - **Comments**

Note

- The revision number of the file updates automatically each time you open and save the document.

{button ,AL(` Adding document summary information to slide shows and drawings;' ,0,"Defaultoverview",)} Related topics

Manipulating Corel Presentations

You can minimize and restore documents in Corel Presentations, as well as Corel Presentations itself. When you have completed your tasks, you can close a document, and you can exit Corel Presentations.

{button ,AL(` Manipulating Corel Presentations;',0,"Defaultoverview",)} How to

To manipulate Corel Presentations

To

Minimize a document or Corel Presentations

Restore a document or Corel Presentations

Close a document

Exit Corel Presentations

Do the following

Click the **Minimize** button at the top right corner of the document window or the application window.

Click the **Restore** button at the top right corner of the document window or the application window.

Click **File**  **Close**.

Click **File**  **Exit**.

Tips

- You can also close a document by clicking the **Close** button at the top right corner of the document window.
- You can also exit Corel Presentations by clicking the **Exit** button at the top right corner of the document window.

{button ,AL(` Manipulating Corel Presentations; ,0,"Defaultoverview",)} Related topics

Customizing Corel Presentations

You can redesign your workspace in Corel Presentations.

In this section, you'll learn about

- [customizing toolbars](#)
- [customizing the property bar](#)
- [customizing tool palettes](#)
- [customizing keyboard shortcuts](#)
- [customizing the menu bar](#)
- [setting up display features](#)
- [customizing environment settings](#)
- [working with video memory](#)
- [customizing the location of slide show, drawing, and multimedia files](#)


Customizing toolbars

For quick access to the commands, tools, and features you use most often, you can create toolbars. You can also edit toolbars by adding and removing buttons and separators, and by adding keystrokes. For example, if you type a particular word often, you can assign the word to a toolbar button, and then click the button every time you need to insert that word. As well, you can add buttons that let you start programs, open files, and run macros. You can change the location of custom toolbars in the application window, as well as the appearance of toolbar buttons; and you can copy toolbars and rename custom toolbars. When you no longer need a custom toolbar, you can delete it.

Corel Presentations is also accessible to users with disabilities. For information on customizing your workspace to suit your particular requirements, see ["Using Accessibility features."](#)

{button ,AL(` Customizing toolbars;',0,"Defaultoverview",)} [How to](#)

To create a toolbar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Click **Create**.
- 5 In the **Create toolbar** dialog box, type a toolbar name in the **Name** box.

`{button ,AL(` Customizing toolbars;' ,0,"Defaultoverview",)}` [Related topics](#)

To add a button to a toolbar


- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Features** tab.
- 7 Choose a category from the **Feature categories** list box.
- 8 Choose a feature from the **Features** list.
- 9 Click **Add button**.

You can also

Remove a button	Drag a button from the toolbar to the drawing or slide show window.
Add a separator	Drag a separator from the Separator window to the toolbar.
Remove a separator	Drag a separator from the toolbar to the drawing or slide show window.
Add a keystroke	In the Toolbar editor dialog box, click the Keystrokes tab. Type keystrokes in the Type the keystrokes this button plays box. Click Add keystrokes .

{button ,AL(` Customizing toolbars;' ,0,"Defaultoverview",)} Related topics

To add a program or a file to a toolbar




- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Programs** tab.
- 7 Click **Add program**.
- 8 Choose the drive and folder where the program or file is stored.
- 9 Choose a filename, and click **Open**.

Note

- If the application used to create the file is not running when you click the **Open** button, the application starts and the file opens.

{button ,AL(` Customizing toolbars;',0,"Defaultoverview",)} [Related topics](#)

To add a macro to a toolbar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list, and click **Edit**.
- 5 In the **Toolbar editor** dialog box, click the **Macros** tab.
- 6 Click **Add macro**.
- 7 Choose the drive and folder where the macro is stored.
- 8 Choose a filename, and click **Open**.
- 9 Click one of the following:
 - **Yes**  saves the macro to its full path
 - **No**  saves the macro without its full path

{button ,AL(` Customizing toolbars;' ,0,"Defaultoverview",)} [Related topics](#)

To change the location of a toolbar

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Options**.
- 6 In the **Location** area, enable one of the following options:
 - **Top ?** displays the toolbar at the top of the application window
 - **Bottom ?** displays the toolbar at the bottom of the application window
 - **Left ?** displays the toolbar on the left side of the application window
 - **Right ?** displays the toolbar on the right side of the application window
 - **Palette ?** creates a floating palette that you can move anywhere in the application window


`{button ,AL(` Customizing toolbars;' ,0,"Defaultoverview",)} Related topics`

To change the appearance of toolbar buttons

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Options**.
- 6 In the **Appearance** area, enable one of the following options:
 - **Text ?** displays only text on toolbar buttons
 - **Picture ?** displays only a picture on toolbar buttons
 - **Picture and text ?** displays a picture and text on toolbar buttons
- 7 Type a value in the **Maximum number of rows/columns to show** box.


{button ,AL(` Customizing toolbars;',0,"Defaultoverview",)} Related topics

To copy a toolbar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Copy**.
- 6 In the **Copy toolbar** dialog box, type a toolbar name in the **To** box.

{button ,AL(` Customizing toolbars;',0,"Defaultoverview",)} [Related topics](#)

To rename a toolbar


- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Rename**.
- 6 In the **Rename toolbar** dialog box, type a toolbar name in the **To** box.

Note

- You can only rename a toolbar that you created.

{button ,AL(` Customizing toolbars;',0,"Defaultoverview",)} [Related topics](#)

To delete a toolbar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Toolbars** tab.
- 4 Choose a toolbar from the **Available toolbars** list.
- 5 Click **Delete**.

Note

- You can only delete a toolbar that you created.

`{button ,AL(` Customizing toolbars;' ,0,"Defaultoverview" ,)}` [Related topics](#)

Customizing the property bar

For quick access to the commands, tools, and features you use most often in the property bar, you can edit its configurations by adding and removing buttons and separators and by adding keystrokes. You can also add programs, files, and macros to the property bar. For example, if you use a particular program often, you can assign it to a property bar button, and then click the button whenever you need to start the program. To return the property bar to its original configuration, you can reset it. In addition, you can change the location of the property bar, as well as the appearance of property bar buttons.

Corel Presentations is also accessible to users with disabilities. For information on customizing your workspace to suit your particular requirements, see ["Using Accessibility features."](#)

{button ,AL(` Customizing the property bar;' ,0,"Defaultoverview",)} How to

To add a button to the property bar


- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Property bars** tab.
- 4 Choose a configuration from the **Available property bars** list box.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Features** tab.
- 7 Choose a category from the **Feature categories** list box.
- 8 Choose a feature from the **Features** list.
- 9 Click **Add button**.

You can also

Remove a button	Drag a button from the toolbar to the drawing or slide show window.
Add a separator	Drag a separator from the Separator window to the toolbar.
Remove a separator	Drag a separator from the toolbar to the drawing or slide show window.
Add a keystroke	In the Toolbar editor dialog box, click the Keystrokes tab. Type keystrokes in the Type the keystrokes this button plays box. Click Add keystrokes .

{button ,AL(`Customizing the property bar;`,0,"Defaultoverview",)} [Related topics](#)

To add a program or a program file to the property bar




- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Property bars** tab.
- 4 Choose a configuration from the **Available property bars** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Programs** tab.
- 7 Click **Add program**.
- 8 Choose the drive and folder where the program or file is stored.
- 9 Choose a filename, and click **Open**.

Note

- If the application used to create the file is not running when you click the **Open** button, the application starts and the file opens.

{button ,AL(` Customizing the property bar;' ,0,"Defaultoverview",)} [Related topics](#)

To add a macro to the property bar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Property bars** tab.
- 4 Choose a configuration from the **Available property bars** list, and click **Edit**.
- 5 In the **Toolbar editor** dialog box, click the **Macros** tab.
- 6 Click **Add macro**.
- 7 Choose the drive and folder where the macro is stored.
- 8 Choose a filename, and click **Open**.
- 9 Click one of the following:
 - **Yes**  saves the macro to its full path
 - **No**  saves the macro without its full path

{button ,AL(` Customizing the property bar;' ,0,"Defaultoverview",)} [Related topics](#)

To reset the property bar

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Property bars** tab.
- 4 Choose a configuration from the **Available property bars** list.
- 5 Click **Reset**.

{button ,AL(` Customizing the property bar;','0,"Defaultoverview",)} [Related topics](#)

To change the location of the property bar

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Property bars** tab.
- 4 Choose a configuration from the **Available property bars** list.
- 5 Click **Options**.
- 6 In the **Location** area, enable one of the following options:
 - **Top ?** displays the property bar at the top of the application window.
 - **Bottom ?** displays the property bar at the bottom of the application window
 - **Left ?** displays the property bar at the left of the application window
 - **Right ?** displays the property bar at the right of the application window
 - **Palette ?** creates a floating palette that you can move anywhere on the application window

`{button ,AL(` Customizing the property bar;';0,"Defaultoverview",)} Related topics`

To change the appearance of the property bar buttons

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Property bars** tab.
- 4 Choose a configuration from the **Available property bars** list.
- 5 Click **Options**.
- 6 In the **Appearance** area, enable one of the following options:
 - **Text ?** displays only text on property bar buttons
 - **Picture ?** displays only a picture on property bar buttons
 - **Picture and text ?** displays a picture and text on property bar buttons
- 7 Type a value in the **Maximum number of rows/columns to show** box.

`{button ,AL(` Customizing the property bar;';0,"Defaultoverview",)}` [Related topics](#)


Customizing tool palettes

For quick access to the commands, tools, and features you use most often, you can customize tool palettes. You can edit tool palettes by adding and removing buttons and separators and adding keystrokes. For example, if you use a particular function often, you can assign it to a tool palette button, and then click the button every time you need to use the function. Buttons that let you start programs, open files, and run macros can also be added. After you edit a tool palette, you can reset the default settings. You can also change the location of a tool palette in the application window, and you can change the appearance of tool palettes.

Corel Presentations is also accessible to users with disabilities. For information on customizing your workspace to suit your particular requirements, see ["Using Accessibility features."](#)

{button ,AL(` Customizing tool palettes;',0,"Defaultoverview",)} How to

To add a button to a tool palette

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Tool palettes** tab.
- 4 Choose a tool palette from the **Available tool palettes** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Features** tab.
- 7 Choose a category from the **Feature categories** list box.
- 8 Choose a feature from the **Features** list.
- 9 Click **Add button**.

You can also


Remove a button	Drag a button from the tool palette to the drawing or slide show window.
Add a separator	Drag a separator from the Separator window to the tool palette.
Remove a separator	Drag a separator from the tool palette to the drawing or slide show window.
Add a keystroke	In the Toolbar editor dialog box, click the Keystrokes tab. Type keystrokes in the Type the keystrokes this button plays box. Click Add keystrokes .

Note

- You cannot remove default buttons and separators from a tool palette.

{button ,AL(' Customizing tool palettes;',0,"Defaultoverview",)} [Related topics](#)

To add a program to a tool palette




- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Tool palettes** tab.
- 4 Choose a tool palette from the **Available tool palettes** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Programs** tab.
- 7 Click **Add Program**.
- 8 Choose the drive and folder where the program is stored.
- 9 Choose a filename, and click **Open**.

Note

- If the application used to create the file is not running when you click the **Open** button, the application starts and the file opens.


{button ,AL(` Customizing tool palettes;',0,"Defaultoverview",)} [Related topics](#)

To add a macro to a tool palette

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Tool palettes** tab.
- 4 Choose a tool palette from the **Available tool palettes** list, and click **Edit**.
- 5 In the **Toolbar editor** dialog box, click the **Macros** tab.
- 6 Click **Add macro**.
- 7 Choose the drive and folder where the macro is stored.
- 8 Choose a filename, and click **Open**.
- 9 Click one of the following:
 - **Yes**  saves the macro to its full path
 - **No**  saves the macro without its full path

{button ,AL(` Customizing tool palettes;' ,0,"Defaultoverview",)} [Related topics](#)

To reset a tool palette

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Tool palettes** tab.
- 4 Choose a tool palette from the **Available tool palettes** list.
- 5 Click **Reset**.

{button ,AL(` Customizing tool palettes;'0,"Defaultoverview",)} [Related topics](#)

To change the location of a tool palette

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Tool palettes** tab.
- 4 Choose a tool palette from the **Available tool palettes** list.
- 5 Click **Options**.
- 6 In the **Location** area, enable one of the following options:
 - **Top ?** displays the tool palette at the top of the application window
 - **Bottom ?** displays the tool palette at the bottom of the application window
 - **Left ?** displays the tool palette at the left of the application window
 - **Right ?** displays the tool palette at the right of the application window
 - **Palette ?** creates a floating palette that you can move anywhere on the application window

{button ,AL(` Customizing tool palettes;',0,"Defaultoverview",)} Related topics

To change the appearance of tool palette buttons

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Tool palettes** tab.
- 4 Choose a tool palette from the **Available tool palettes** list.
- 5 Click **Options**.
- 6 In the **Appearance** area, enable one of the following options:
 - **Text ?** displays only text on the tool palette buttons
 - **Picture ?** displays only a picture on the tool palette buttons
 - **Picture and text ?** displays a picture and text on the tool palette buttons
- 7 Type a value in the **Maximum number of rows/columns to show** box.

{button ,AL(` Customizing tool palettes;','0,"Defaultoverview",)} [Related topics](#)

Customizing keyboard shortcuts


Shortcuts provide a faster way to perform tasks. Before you assign new shortcuts, you must create the keyboards under which you'll organize them. Keyboards are sets of shortcut preferences you can create to meet the needs of various projects and users. After you create a keyboard, you can copy and rename it. When you no longer need a custom keyboard, you can delete it.

You can assign shortcuts to features, keystrokes, programs, macros, symbols, and special characters. For example, you can assign a shortcut to a symbol and then press the shortcut whenever you need to use the symbol. You can also choose to display a shortcut on a menu. Removing an assignment you made to a shortcut, exporting a keyboard shortcut to file, and printing a keyboard shortcut report are other tasks you can perform.

Corel Presentations is also accessible to users with disabilities. For information on customizing your workspace to suit your particular requirements, see ["Using Accessibility features."](#)


{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [How to](#)

To create a keyboard

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Click **Create**.
- 5 In the **Create keyboard** dialog box, type a name in the **Name** box.


{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To copy a keyboard

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Copy**.
- 6 In the **Copy keyboards** dialog box, type a name in the **To** box.


{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To rename a keyboard

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Copy**.
- 6 In the **Copy keyboards** dialog box, type a name in the **To** box.

{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To delete a keyboard

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Delete**.
- 6 Click **Yes**.

Note

- You cannot delete the default keyboard.

{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To assign a keyboard shortcut

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcuts** dialog box, choose a shortcut from the **Choose a shortcut key** list.
- 7 Click the **Features** tab.
- 8 Choose a category from the **Feature categories** list box.
- 9 Choose a feature from the **Assign a feature to the shortcut key** list, and click **Assign feature to key**.

You can also

Assign a keystroke to a shortcut

In the **Keyboard shortcuts** dialog box, click the **Keystrokes** tab. Choose a shortcut from the **Choose a shortcut key** list. Type a keystroke in the box. Click **Assign keystrokes to key**.

Assign a program to a shortcut

In the **Keyboard shortcuts** dialog box, click the **Programs** tab. Choose a shortcut from the **Choose a shortcut key** list. Click **Assign program to key**. Choose the drive and folder where the program is stored. Choose a filename. Click **Open**.

Assign a macro to a shortcut

In the **Keyboard shortcuts** dialog box, click the **Macros** tab. Choose a shortcut from the **Choose a shortcut key** list. Click **Assign macro to key**. Choose the drive and folder where the macro is stored. Choose a filename. Click **Open**. Click **Yes** or **No**.

Assign a shortcut to a symbol or special character

In the **Keyboard shortcuts** dialog box, choose a shortcut key from the **Choose a shortcut key** list. Click the **Keystrokes** tab. Type the ASCII code for the symbol or special character in the box. Click **Assign keystrokes to key**.

Assign a shortcut to an alphanumeric character


In the **Keyboard shortcuts** dialog box, enable the **Allow assignment of character keys** check box.

? Note

- If you assign a shortcut to an alphanumeric character key, the original function of the key is replaced.


{button ,AL(' Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To display a shortcut on a menu

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcuts** dialog box, enable the **Shortcut key appears on the menu** check box.


{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To remove an assigned keyboard shortcut

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcuts** dialog box, choose a shortcut from the **Choose a shortcut key** list.
- 7 Click **Remove assignment**.


{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

To export a keyboard shortcut to a file

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcuts** dialog box, choose a shortcut from the **Choose a shortcut key** list.
- 7 Click **Export file**.
- 8 Choose the drive and folder where you want to save the keyboard shortcut.
- 9 Type a filename in the **Filename** box, and click **Save**.

`{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)}` [Related topics](#)

To print a keyboard shortcut report

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Keyboards** tab.
- 4 Choose a keyboard from the **Available keyboards** list.
- 5 Click **Edit**.
- 6 In the **Keyboard shortcuts** dialog box, choose a shortcut from the **Choose a shortcut key** list.
- 7 Click **Print report**.

{button ,AL(` Customizing keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)


Customizing the menu bar

You can create multiple configurations of the menu bar to give you quick access to the commands, tools, and features you use most often. You can also edit menu bar configurations by adding and removing menu items and separators, and adding pull-down menus and keystrokes. Add programs, files, and macros to the menu bar by creating buttons that represent them. In addition, you can copy and rename menu bar configurations. When you no longer need a menu bar configuration, you can delete it.

Corel Presentations is also accessible to users with disabilities. For information on customizing your workspace to suit your particular requirements, see ["Using Accessibility features."](#)


{button ,AL(` Customizing the menu bar;',0,"Defaultoverview",)} [How to](#)

To create a configuration of the menu bar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Click **Create**.
- 5 In the **Create menu bar** dialog box, type a menu name in the **Name** box.

`{button ,AL(` Customizing the menu bar;' ,0,"Defaultoverview",)}` [Related topics](#)

To add an item to the menu bar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Choose a configuration from the **Available menu bars** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Features** tab.
- 7 Choose a category from the **Feature categories** list box.
- 8 Choose a feature from the **Features** list.
- 9 Click **Add menu item**.

You can also


Remove a menu item	Drag an item from the menu bar to the drawing or slide show window.
Add keystrokes	In the Toolbar editor dialog box, click the Keystrokes tab. Type keystrokes in the Type the keystrokes this menu item plays box. Click Add keystrokes .
Add a pull-down menu	In the Toolbar editor dialog box, click the Features tab. Drag a pull-down menu from the Menu window to the menu bar.
Add an item to a pull-down menu	In the Toolbar editor dialog box, click the Features tab. Drag a feature from the Features list to the pull-down menu.
Add a separator to a pull-down menu	In the Toolbar editor dialog box, click the Features tab. Drag a separator from the Separator window to the pull-down menu.
Remove a separator from a pull-down menu	Drag a separator from the pull-down menu to the drawing or slide show window.

Note

- You cannot add a menu item or a separator to a default pull-down menu.

{button ,AL(`Customizing the menu bar;',0,"Defaultoverview",)} [Related topics](#)

To add a program to the menu bar

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Choose a configuration from the **Available menu bars** list.
- 5 Click **Edit**.
- 6 In the **Toolbar editor** dialog box, click the **Programs** tab.
- 7 Click **Add program**.
- 8 Choose the drive and folder where the program is stored.
- 9 Choose a filename, and click **Open**.

Note

- If the application used to create the file is not running when you click the **Open** button, the application starts and the file opens.


{button ,AL(` Customizing the menu bar;' ,0,"Defaultoverview" ,)} [Related topics](#)

To add a macro to the menu bar

- 1 Click **Tools ? Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Choose a configuration from the **Available menu bars** list, and click **Edit**.
- 5 In the **Toolbar editor** dialog box, click the **Programs** tab.
- 6 Click **Add program**.
- 7 Choose the drive and folder where the macro is stored.
- 8 Choose a filename, and click **Open**.
- 9 Click one of the following:
 - **Yes ?** saves the macro to its full path
 - **No ?** saves the macro without its full path


{button ,AL(` Customizing the menu bar;' ,0,"Defaultoverview",)} [Related topics](#)

To copy a menu bar configuration

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Choose a configuration from the **Available menu bars** list.
- 5 Click **Copy**.
- 6 In the **Copy menu bar** dialog box, type a menu bar name in the **To** box.


{button ,AL(` Customizing the menu bar;' ,0,"Defaultoverview",)} [Related topics](#)

To rename a menu bar configuration

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Choose a configuration from the **Available menu bars** list.
- 5 Click **Rename**.
- 6 In the **Rename menu bar** dialog box, type a menu bar name in the **To** box.

{button ,AL(` Customizing the menu bar;' ,0,"Defaultoverview",)} [Related topics](#)

To delete a menu bar configuration

- 1 Click **Tools**  **Settings**.
- 2 Click **Customize**.
- 3 Click the **Menus** tab.
- 4 Choose a configuration from the **Available menu bars** list.
- 5 Click **Delete**.
- 6 Click **Yes**.

Note

- You cannot delete the default configuration of the menu bar.

{button ,AL(` Customizing the menu bar;',0,"Defaultoverview",)} [Related topics](#)

Setting up display features

You can display a variety of menu features in your work environment. For example, you can display hints with menu items. You can also set the units of measure used in Corel Presentations. For example, you can change the ruler's unit of measure.


{button ,AL(` Setting up display features;',0,"Defaultoverview",)} How to

To display menu features

- 1 Click **Tools ? Settings**.
- 2 Click **Display**.
- 3 Enable any of the following check boxes:
 - **Shortcut keys ?** displays keystrokes next to the command names on the Menu Bar
 - **Last documents opened ?** displays the last files that you worked on
 - **Quick Tips ?** displays information about each menu item

{button ,AL(` Setting up display features;',0,"Defaultoverview",)} Related topics

To change the unit of measure

- 1 Click **Tools**  **Settings**.
- 2 Click **Display**.
- 3 Choose a measurement type from the **Units of measure** list box.


`{button ,AL(` Setting up display features;',0,"Defaultoverview",)}` [Related topics](#)

Customizing environment settings

You can change the startup setting in Corel Presentations. For example, you can choose what type of project opens when you start Corel Presentations. When creating a new slide show, you can choose to have the Master Gallery display automatically. You can also specify the environment options by using enhanced file dialogs, changing the text dragging functionality, automatically converting graphics that are in Windows Metafile format (WMF) into the WordPerfect Graphic file format (WPG) when importing them into your slide show, changing default drawing settings, and indicating search failure. If you have a language module installed, you can also specify which environment language you want to use. You can choose the language of the text that appears in the Corel Presentations application window, including dialog box text, prompts, and the menu bar, and you can choose the writing tools language.

{button ,AL(` Customizing environment settings;' ,0,"Defaultoverview",)} How to

To change the startup document

- 1 Click **Tools**  **Settings**.
- 2 Click **Environment**.
- 3 Click the **Startup** tab.
- 4 In the **Startup options** area, enable one of the following options:
 - **Display document selection (new...) dialog box**
 - **Create new slide show**
 - **Create new drawing**


{button ,AL(` Customizing environment settings;',0,"Defaultoverview",)} [Related topics](#)

To display the Master Gallery when a new slide show is created

- 1 Click **Tools ? Settings**.
- 2 Click **Environment**.
- 3 Click the **Startup** tab.
- 4 Enable the **Automatically display the Master Gallery when creating a new slide show** check box.

{button ,AL(` Customizing environment settings;',0,"Defaultoverview",)} [Related topics](#)

To use enhanced file dialogs

- 1 Click **Tools**  **Settings**.
- 2 Click **Environment**.
- 3 Click the **Options** tab.
- 4 Enable the **Use enhanced file dialogs** check box.


{button ,AL(`Customizing environment settings;',0,"Defaultoverview",)} [Related topics](#)

To change text dragging options

- 1 Click **Tools ? Settings**.
- 2 Click **Environment**.
- 3 Click the **Options** tab.
- 4 Enable the **Automatically select whole words when dragging to select text** check box.


{button ,AL(`Customizing environment settings;',0,"Defaultoverview",)} [Related topics](#)

To automatically convert WMF files to the WPG file format

- 1 Click **Tools**  **Settings**.
- 2 Click **Environment**.
- 3 Click the **Options** tab.
- 4 Enable the **Convert Windows metafiles (.Wmf) to WordPerfect graphic (.Wpg) format** check box.

{button ,AL(`Customizing environment settings;',0,"Defaultoverview",)} [Related topics](#)


To change default drawing settings

- 1 Click **Tools**  **Settings**.
- 2 Click **Environment**.
- 3 Click the **Options** tab.
- 4 Enable the **Convert Windows metafiles (.Wmf) to WordPerfect graphic (.Wpg) format** check box.
- 5 In the **Save my drawings, by default, in the following format** area, enable one of the following options:

- **WPG 7/8/9/10/11**  **WordPerfect 7/8/9/10/11 Graphic**
- **WPG 2.0**  **WordPerfect 6.0 Graphic**

{button ,AL(` Customizing environment settings;',0,"Defaultoverview",,)} [Related topics](#)

To change search failure settings

- 1 Click **Tools**  **Settings**.
- 2 Click **Environment**.
- 3 Click the **Options** tab.
- 4 In the **Alert me if there is...** area, enable the **A search failure** check box.

{button ,AL(`Customizing environment settings;',0,"Defaultoverview",)} [Related topics](#)

To change the language settings

To

Change the environment language

Do the following

Click **Tools ? Settings**.
Click **Environment**. Click the **Language** tab. Choose a language from the **Interface language** list box.

Change the writing tools language

Click **Tools ? Settings**.
Click **Environment**. Click the **Language** tab. Choose a language from the **Content language** list box.


{button ,AL(` Customizing environment settings;',0,"Defaultoverview",,)} [Related topics](#)

Working with video memory

Corel Presentations uses DirectDraw technology to use video memory. DirectDraw is a plug-in included with Corel Presentations that helps manage the memory in your video card. Video memory can be used to directly render each slide, which allows you to display your slide shows with smoother transitions. If you choose to take full advantage of your video memory, you may notice changes with your screen resolution and color depending on the video memory option that you choose. The recommended option is to use video memory, but not change the screen resolution or colors. This option provides the best resolution and color depth for your slide shows.

{button ,AL(` Working with video memory;`,0,"Defaultoverview",)} How to

To take advantage of video memory

- 1 Click **Tools**  **Settings**.
- 2 Click **Display**.
- 3 Enable the **Take full advantage of video memory for smoother transitions** check box.
- 4 Enable one of the following options:
 - **Keep the screen resolution as high as possible**
 - **Keep the colors as true as possible**
 - **Use video memory, but do not change the screen resolution or colors**

Notes

- Choosing to keep the screen resolution as high as possible may cause the color depth of your slides to decrease. For example, the color of an object embedded in your slide show may be matched to the nearest available color, which may cause the colors to appear mismatched.
- Choosing to keep the colors as true as possible will keep the color depth of your slide show intact, but it will cause the slide show to run at a lower resolution.


{button ,AL(` Working with video memory;`,0,"Defaultoverview",)} [Related topics](#)

Customizing the location of slide show, drawing, and multimedia files

You can specify the default folders for the following types of files: slide shows, masters, backgrounds, macros, and toolbars. You can also set the default folders for the following types of multimedia files: sound clips, textures, pictures, and movies. In addition, you can create a folder in which backup files for slide shows, drawings, and multimedia files are stored. You can also choose to save the backup file at timed intervals and create a backup of a file each time you save it.


{button ,AL(` Customizing the location of slide show drawing and multimedia files;',0,"Defaultoverview",)} How to

To set the default file folder for slide show and drawing files

- 1 Click **Tools**  **Settings**.
- 2 Click **Files**.
- 3 Click the **Slide show/drawings** tab.
- 4 Click **Browse** in any of the following boxes:
 - **Document folder**
 - **Masters folder**
 - **Backgrounds folder**
 - **Macros folder**
 - **Toolbars/keyboards**
- 5 In the **Browse for folder** dialog box, choose a folder.

{button ,AL(` Customizing the location of slide show drawing and multimedia files;',0,"Defaultoverview",)} [Related topics](#)

To set the default folder for multimedia files

- 1 Click **Tools**  **Settings**.
- 2 Click **Files**.
- 3 Click the **Multimedia** tab.
- 4 Click **Browse** in any of the following boxes:
 - **Sound clips**
 - **Textures folder**
 - **Pictures folder**
 - **Movie folder**
- 5 In the **Browse for folder** dialog box, choose a folder.

{button ,AL(`Customizing the location of slide show drawing and multimedia files;',0,"Defaultoverview",)} Related topics

To create a backup folder for a slide show, drawing, or multimedia presentation

- 1 Click **Tools ? Settings**.
- 2 Click **Files**.
- 3 Click the **Backup** tab.
- 4 Click **Browse** in the box.
- 5 In the **Browse for folder** dialog box, choose a folder.

You can also

Save a backup file at timed intervals

On the **Backup** page, enable the **Timed document backup every** check box, and type a number in the box beside it.

Create a backup of a slide show, drawing, or multimedia file each time you save

On the **Backup** page, enable the **Save original document as a backup at each save** check box.

{button ,AL(` Customizing the location of slide show drawing and multimedia files;' ,0,"Defaultoverview",,)} Related topics

Working with data charts

You can use Corel Presentations to create and update various types of data charts.

In this section, you'll learn about

- [creating data charts](#)
- [sizing and moving data charts](#)
- [updating data charts](#)
- [adding legends to data charts](#)
- [adding titles to data charts](#)
- [formatting data chart titles](#)
- [labeling data charts](#)
- [including clipart in data charts](#)
- [saving and retrieving data chart styles](#)
- [formatting area charts](#)
- [formatting bar charts](#)
- [formatting bubble charts](#)
- [formatting high/low charts](#)
- [formatting line charts](#)
- [formatting pie charts](#)
- [formatting radar charts](#)
- [formatting surface charts](#)
- [formatting xy scatter charts](#)
- [converting data charts to drawing objects](#)

Creating data charts

You can create different types of data charts in Corel Presentations using a collection of predesigned chart templates and color schemes. You can also create any of these data charts as a three-dimensional chart. Creating a data series for a chart lets you visually represent a row of data from a datasheet, and lets you add additional data to a chart by using a secondary y-axis.

You can also create a pie chart that contains more than one pie.

You can create 11 different types of data charts.

Chart

Area chart

Function

Shows trends and the amount of change over time by plotting cumulative, rather than individual, values. The first data series in an area chart is plotted without modification. The second series is plotted using the top of the first series as the baseline. The third series is charted on top of the second, and so forth. Area charts can also display continuous, solid areas that measure the data in a datasheet.

Bar chart

Shows each value in a series as a bar. Values are plotted against the y-axis scale; the taller the bar, the greater the value. Use bar charts to display the data as bars of varying heights or lengths for easy comparison. You can create vertical or horizontal bar charts.

Bubble chart

Displays three types of data on two axes. For example, you could plot units sold (x-axis coordinate) versus gross profit (y-axis coordinate) with the bubble's radius representing the net profit.

High/low chart

Shows the high and low of values compared over time. For example, a High/Low chart could compare daily low and high values of a stock over five days; or it could show the opening, closing, and range of stock prices.

Line chart

Shows trends and the rate of change over time by connecting the data points with lines.

Mixed chart

Adds emphasis to or contrasts data. For example, mixing charts can be used to contrast a company division's performance against that of the company as a whole by using a bar chart to represent the division's performance and a line or area chart to display the company's performance.

Pie chart

Shows each value entered in a data cell in the datasheet as a slice of a circle, what proportion that slice is, and how it relates to the whole.

Radar chart

Compares data over time to show variations and trends. Radar charts plot circles for each x-axis value which are represented by a line that extends from the center of the circle to the edge, like the spokes of a wheel. Y-axis values for each series are charted on the spokes.

Scatter chart

Shows the correlation between two

data series by placing a dot or marker at each point where data on the x and y axes intersect. Scatter charts are effective to present large amounts of data values, such as measuring temperature over a long period of time, where the x-axis would represent time and the y-axis would represent temperature.

Surface chart


Represents data values as a topography that bulges and dips like the contours of a landscape. For example, you can use a Surface chart to show business profits and losses as the peaks and valleys of a mountain range. The color of the topography changes as the surface rises and falls.

Table

Displays numerical data in a two-dimensional grid of rows and columns.

{button ,AL(` Creating data charts;',0,"Defaultoverview",)} How to

To create a data chart

- 1 Click **Insert**  **Data chart**.
- 2 Drag to define a chart area.
- 3 Choose a chart type from the **Chart type** list.

If you want to begin with a blank datasheet, disable the **Use sample data** check box.


- 4 Click a chart style.
- 5 Click **OK**.
- 6 Type data in the datasheet.
- 7 Click outside the chart to close the datasheet.

Tips

- You can also choose a data chart type by clicking the **Data chart gallery** button on the toolbar.
- You can toggle between a horizontal and vertical display of the data chart by clicking **Horizontal chart** button on the toolbar.

{button ,AL(` Creating data charts;',0,"Defaultoverview",)} [Related topics](#)

To create a three-dimensional data chart

- 1 Click **Insert**  **Data chart**.
- 2 Drag to define a chart area.
- 3 From the **Chart type** list, choose one of the following:
 - **Area**
 - **Bar (horz)**
 - **Bar (vert)**
 - **High/low**
 - **Line**
 - **Mixed**
 - **Pie**
 - **Surface**
 - **XY (scatter)**
- 4 Enable the **3-D** check box.
- 5 Click a chart style.
- 6 Click **OK**.
- 7 Type data in the datasheet.
- 8 Click outside the chart to close the datasheet.

Tip

- You can also create a three-dimensional chart by clicking the **3-D chart** button on the toolbar.

{button ,AL(` Creating data charts;',0,"Defaultoverview",)} [Related topics](#)

To create a data series

1 Double-click a chart.

2 Click **Chart**  **Series**.

3 Click the **arrows** to select a series.

4 Click the **Type/axis** tab.

5 In the **Series type** area, enable one of the following options:

- **Area**
- **Bar**, and choose a bar shape from the **Bar shape** list
- **Line**
- **Line and marker**
- **Marker**, click a marker shape in the Marker shape area, and type a value in the **Marker size** box

7 In the **Axis** area, enable one of the following options:

- **Primary (y1)**
- **Secondary (y2)**

Note

- It is recommended that you use no more than eight series when you create a bar chart.

Tip

- You can also create a data series by clicking the **Series** button on the toolbar.

{button ,AL(` Creating data charts;',0,"Defaultoverview",)} [Related topics](#)

To create a pie chart that contains more than one pie

- 1 Click **Insert** **?** **Data chart**.
- 2 Click in the drawing window to create a full-window chart.
- 3 Choose **Pie** from the **Chart type** list.
- 4 Click a chart style.
- 5 Click **OK**.
- 6 In the Legend column of the datasheet, type a name for each pie slice.
All the pies in the chart will use the same Legend entries.
- 7 In the Labels 1 column, type a label for each slice in the first pie.
- 8 In the Pie 1 column, type data for each slice in the first pie.

? **Note**

- You can include up to nine pies in the same pie chart.

? **Tip**

- If you do not want to create a full-window chart, you can drag to define a chart area in the drawing window.

{button ,AL(` Creating data charts;',0,"Defaultoverview",)} **Related topics**

Sizing and moving data charts

You can change the size of a data chart proportionally, and you can stretch or shrink a data chart. You can also move a data chart to a new location in the drawing window.

`{button ,AL(` Sizing and moving data charts;' ,0,"Defaultoverview",)}` [How to](#)

To size a data chart

To

Size a data chart proportionally

Stretch or shrink the data chart

Do the following

Click a data chart, and drag a corner handle inward or outward.

Double-click a data chart, and drag a corner or side handle inward or outward.

{button ,AL(` Sizing and moving data charts;',0,"Defaultoverview",)} Related topics

To move a data chart

- 1 Click a data chart.
- 2 Drag the data chart to a new location in the drawing window.

{button ,AL(` Sizing and moving data charts;'0,"Defaultoverview",)} Related topics

Updating data charts

You can update a data chart manually or automatically to reflect the changes you have made to data or text in a datasheet. When a data chart is updated, Corel Presentations also updates changes made to column widths in tables, recalculates formulas, and corrects distorted graphics.

{button ,AL(` Updating data charts;',0,"Defaultoverview",)} How to

To update a data chart

To update a chart

Manually

Automatically

Do the following

Double-click a data chart, and click **View ? Redraw**.

Double-click a data chart, and click **View ? Auto redraw**.


{button ,AL(` Updating data charts;',0,"Defaultoverview",)} Related topics

Adding legends to data charts

To further identify a data chart, you can add a legend that can be displayed and positioned inside a data chart.

`{button ,AL(` Adding legends to data charts;',0,"Defaultoverview",)}` How to`

To add a legend to a data chart

- 1 Double-click a chart.
- 2 Click **Chart**  **Legend**.
- 3 Click the **Type/position** tab.
- 4 In the **Legend type** area, click one of the following:
 - **Horizontal**
 - **Vertical**
- 5 In the **Position** area, enable a legend position option.

You can also

Display the legend Enable the **Display legend** check box.

Display the legend inside the data chart Enable the **Place legend inside chart** check box.

Tip

- You can also add a legend to a data chart by clicking the **Legend** button on the toolbar.

{button ,AL(` Adding legends to data charts;' ,0,"Defaultoverview",)} [Related topics](#)

Adding titles to data charts

You can add a title and subtitle in a data chart. You can also add a legend title in a data chart.

{button ,AL(` Adding titles to data charts;','0,"Defaultoverview",)} How to

To add a data chart title

- 1 Double-click a data chart.
- 2 Click **Chart ? Title**.
- 3 Click the **Title options** tab.
- 4 Enable the **Display chart title** check box, and type a chart title name in the box.
- 5 Enable an option in the **Position** area.

`{button ,AL(Adding titles to data charts;'0,"Defaultoverview",)}` [Related topics](#)

To add a data chart subtitle

- 1 Double-click a data chart.
- 2 Click **Chart ? Subtitle**.
- 3 Click the **Subtitle options** tab
- 4 Enable the **Display chart subtitle** check box, and type a subtitle name in the box.
- 5 Enable an option in the **Position** area.

{button ,AL(Adding titles to data charts;'0,"Defaultoverview",)} Related topics

To add a title to a pie chart

- 1 Double-click a pie chart.
- 2 Click **Chart ? Pie titles**.
- 3 Click the **Title options** tab.
- 4 Enable the **Display pie title** check box.

{button ,AL(` Adding titles to data charts;',0,"Defaultoverview",)} [Related topics](#)

To add and format a legend title in a data chart

- 1 Double-click a data chart.
- 2 Click **Chart ? Legend**.
- 3 Click the **Type/position** tab.
- 4 Enable the **Display legend title** check box, and type a legend title in the box.
- 5 Enable an option in the **Position** area.

{button ,AL(` Adding titles to data charts; ,0,"Defaultoverview",)} Related topics

Formatting data chart titles

You can format a title or subtitle in a data chart. You can also format a legend title.

`{button ,AL(` Formatting data chart titles;',0,"Defaultoverview",)}` How to`

To format a data chart title

1 Double-click a data chart.

2 Click **Chart**  **Title**.

3 Click the **Title font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

7 Open the **Color** picker, and click a color.

Tip

- You can also format a data chart title by double-clicking the title.

{button ,AL(` Formatting data chart titles;' ,0,"Defaultoverview",)} **Related topics**

To format a data chart subtitle

1 Double-click a data chart.

2 Click **Chart**  **Subtitle**.

3 Click the **Subtitle font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

7 Open the **Color** picker, and click a color.

Tip

- You can also format a data chart subtitle by double-clicking the subtitle.

{button ,AL(` Formatting data chart titles;' ,0,"Defaultoverview",)} **Related topics**

To format a legend title

1 Double-click a data chart.

2 Click **Chart**  **Legend**.

3 Click the **Title font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

7 Open the **Color** picker, and click a color.

Tip

- You can also format a legend title by double-clicking the title.

{button ,AL(` Formatting data chart titles;' ,0,"Defaultoverview",)} **Related topics**

Labeling data charts

Adding labels to data charts lets you identify data.


You can also add labels to pie charts.

You can add x-axis and y-axis labels to data charts to show what values are being represented. X-axis labels can be added to radar charts as well.

{button ,AL(` Labeling data charts;',0,"Defaultoverview",)} How to

To label a data chart

1 Double-click a chart.

2 Click **Chart**  **Data labels**.

3 Enable the **Display data labels** check box.

4 Click the **Position** tab.

5 Click one of the following:

- **Inside**
- **Outside**

 **Tip**

- You can also label a data chart by clicking the **Labels** button on the toolbar.

{button ,AL(`Labeling data charts;`,0,"Defaultoverview",)} [Related topics](#)

To label a pie chart

1 Double-click a pie chart.

2 Click **Chart ? Data labels**.

3 Click the **Position** tab.

4 Choose a label position from the **Value** list box.

5 Choose a percentage label position from the **Percent** list box.

6 Type a value in the **Digits** box.

This value lets you specify how many digits display after decimal points.

7 Choose a label position from the **Label** list box.

8 Choose a leader length from the **Leader** list box.

9 In the **Orientation** area, click one of the following:

- **One line ?** lists the value, percent, and label text horizontally for each slice
- **Stacked ?** stacks the value, percent, and label text vertically for each slice

? Tip

- You can also label a data chart by clicking the **Labels** button on the toolbar.

{button ,AL(`Labeling data charts;',0,"Defaultoverview",)} [Related topics](#)

To add x-axis labels to a data chart

1 Double-click a data chart.



2 Click **Chart**  **Axis**

 **X**.

3 Click the **Labels** tab.

4 Enable the **Display labels** check box.

5 Enable any of the following check boxes:

- **Show ticks on labels only**  displays value indicators beside labels only
- **Stagger**  alternates labels above and below each other

6 If you want to skip labels alternately along the x-axis, type a value in the **Number to skip** box in the **Skip labels** area.

`{button ,AL(` Labeling data charts; ',0,"Defaultoverview",)}` [Related topics](#)

To add y-axis labels to a data chart

1 Double-click a data chart.

2 Click **Chart ? Axis**, and click one of the following:

- **Primary y**
- **Secondary y**

3 Click the **Scale/labels** tab.

4 Enable the **Display labels** check box.

5 In the **Maximum value** box, type the maximum value of the axis.

The **Automatic** check box is disabled automatically when you begin typing.

6 In the **Minimum value** box, type the minimum value of the axis.

The **Automatic** check box is disabled automatically when you begin typing.

7 In the **Major grid value** box, type a value to control the distance between major grid lines.

The **Automatic** check box is disabled automatically when you begin typing.

? Note

- You must have a data series attached to the secondary y-axis to change its properties.

{button ,AL(^ Labeling data charts;',0,"Defaultoverview",)} [Related topics](#)

To add x-axis labels to a radar chart

1 Double-click a radar chart.

2 Click **Chart**  **Axis**

 **X**.

3 Click the **Axis options** tab.

4 Enable the **Display labels** check box.

5 Type the maximum value of the axis in the **Maximum value** box.

6 Type the minimum value of the axis in the **Minimum value** box.

7 Type a value in the **Major grid value** box.

This value lets you specify the distance between major grid lines.

{button ,AL(`Labeling data charts;',0,"Defaultoverview",)} Related topics

Including clipart in data charts

Adding clipart to data charts lets you illustrate, emphasize, and highlight ideas. When clipart is included in a data chart, the two objects are grouped and treated as a single object, which is useful for moving and rotating the completed chart.






This illustration shows clipart layered on a data chart.



For more information about clipart, see "[Working with graphics.](#)"

{button ,AL(` Including clipart in data charts;','0,"Defaultoverview",)} How to

To place clipart on a data chart

- 1 Drag a clipart image onto a data chart.
- 2 Drag the side and corner handles inwards or outwards to fit the image into the chart.
- 3 Click **Edit**  **Arrange**
 **Order**
- 4  **To front.**
4 Hold down **Ctrl**, and click the clipart image and the data chart.
- 5 Click **Edit**  **Arrange**
 **Group.**

{button ,AL(` Including clipart in data charts;',0,"Defaultoverview",)} [Related topics](#)

Saving and retrieving data chart styles

You can save a data chart style so that you can use the same options and chart characteristics, such as chart type, fonts, and series color, for other charts. When saving a chart style, chart data and text are not saved. You can retrieve saved data chart styles for later use.

{button ,AL(` Saving and retrieving data chart styles;',0,"Defaultoverview",)} How to

To save a data chart style

- 1 Double-click a chart.
- 2 Click **Chart ? Save style**.
- 3 Choose the drive and folder where you want to save the data chart style.
- 4 Type a filename in the **Filename** box.
- 5 Choose **Chart styles** from the **File type** list box.
- 6 Click **Save**.

{button ,AL(` Saving and retrieving data chart styles;',0,"Defaultoverview",)} Related topics

To retrieve a data chart style

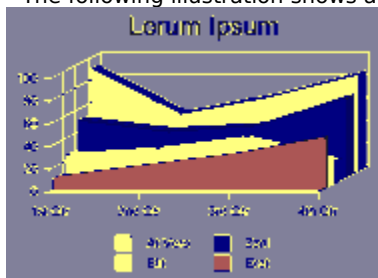
- 1 Double-click a chart.
- 2 Click **Chart ? Retrieve style**.
- 3 Choose the drive and folder where the data chart style is located.
- 4 Click a filename.
- 5 Click **Open**.

{button ,AL(` Saving and retrieving data chart styles;',0,"Defaultoverview",)} [Related topics](#)

Formatting area charts

You can format area charts to change their style and appearance.

The following illustration shows a 3-D area chart.



{button ,AL(^ Formatting area charts;',0,"Defaultoverview",)} How to

To change the style and appearance of an area chart

1 Double-click an area chart.

2 Click **Chart ? Layout/type**.

3 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and the depth you specify in the **Depth** box
- **Horizontal ?** displays the chart horizontally instead of vertically

4 In the **Style** area, click one of the following:

- **Overlap ?** displays the data in each column as overlapping groups
- **Stacked ?** displays the data in each column as a combined total, stacked from bottom to top
- **Stacked 100% ?** displays the data in each column as a percentage of the whole column

? Tip

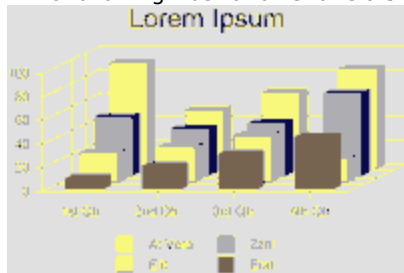
- You can also change the style of an area chart by opening the **Data chart style** picker on the property bar and clicking a style.

{button ,AL(` Formatting area charts;','0,"Defaultoverview",)} **Related topics**

Formatting bar charts

You can format bar charts to change their style and appearance. Applying a clustered style to a bar chart displays the data in each column as clustered groups. Applying an overlapping style to a bar chart displays the data in each column as overlapping groups. Applying a stacked style to a bar chart displays the data in each column as a combined total, stacked from bottom to top. Applying a 100% stacked style to a bar chart displays the data in each column as a percentage of the whole column.

The following illustration shows a 3-D bar chart.



{button ,AL(Formatting bar charts; ,0, "Defaultoverview",)} How to



To apply a clustered style to a bar chart

1 Double-click a bar chart.



2 Click **Chart**  **Layout/type**.

3 In the **Style** area, click **Cluster**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D**  displays the chart with height, width, and depth
- **Horizontal**  displays the chart horizontally instead of vertically

5 Type a value in any of the following boxes

- **Depth**  controls the three-dimensional depth of the bars in the chart
- **Height**  controls the height of the bars in the chart

Tip

- You can also change the style of a bar chart by opening the **Data chart style** picker on the property bar and clicking a style.

{button ,AL(` Formatting bar charts;',0,"Defaultoverview",)} [Related topics](#)

To apply an overlapping style to a bar chart

1 Double-click a bar chart.

2 Click **Chart ?** **Layout/type**.

3 In the **Style** area, click **Overlap**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and depth
- **Horizontal ?** displays the chart horizontally instead of vertically

5 Type a value in any of the following boxes:

- **Depth ?** controls the three-dimensional depth of the bars in the chart
- **Overlap ?** controls the amount of overlap of the bars in the chart
- **Width ?** controls the width of the bars in the chart

If you enabled the **Horizontal** checkbox in the **Appearance** area, the name of the **Width** box changes to **Height**.

? Tip

- You can also change the style of a bar chart by opening the **Data chart style** picker on the property bar and clicking a style.

{button ,AL(` Formatting bar charts;',0,"Defaultoverview",)} [Related topics](#)



To apply a stacked style to a bar chart

1 Double-click a bar chart.




2 Click **Chart**  **Layout/type**.

3 In the **Style** area, click **Stacked**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D**  displays the chart with height, width, and depth
- **Horizontal**  displays the chart horizontally instead of vertically

5 Type a value in any of the following boxes:

- **Depth**  controls the three-dimensional depth of the bars in the chart
- **Overlap**  controls the amount of overlap of the bars in the chart
- **Width**  controls the width of the bars in the chart

If you enabled the **Horizontal** checkbox in the **Appearance** area, the name of the **Width** box changes to **Height**.

Tip

- You can also change the style of a bar chart by opening the **Data chart style** picker on the property bar and clicking a style.

{button ,AL(` Formatting bar charts;',0,"Defaultoverview",)} [Related topics](#)

To apply a 100% stacked style to a bar chart

1 Double-click a bar chart.

2 Click **Chart ?** **Layout/type**.

3 In the **Style** area, click **Stacked 100%**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and depth
- **Horizontal ?** displays the chart horizontally instead of vertically

5 Type a value in any of the following boxes:

- **Depth ?** controls the three-dimensional depth of the bars in the chart
- **Overlap ?** controls the amount of overlap of the bars in the chart
- **Width ?** controls the width of the bars in the chart

If you enabled the **Horizontal** checkbox in the **Appearance** area, the name of the **Width** box changes to **Height**.

? Tip

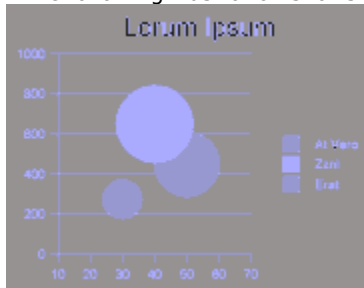
- You can also change the style of a bar chart by opening the **Data chart style** picker on the property bar and clicking a style.

{button ,AL(` Formatting bar charts;',0,"Defaultoverview",)} [Related topics](#)

Formatting bubble charts

You can format bubble charts to change their appearance. For example, you can change the size of the bubbles in a chart.

The following illustration shows a bubble chart with three types of data.



{button ,AL(` Formatting bubble charts;`,`0,"Defaultoverview",)} How to

To change the appearance of a bubble chart

1 Double-click a bubble chart.

2 Click **Chart ?** **Layout/type**.

If you want to display the chart horizontally, enable the **Horizontal** check box.

3 Type a value in the **Size** box.

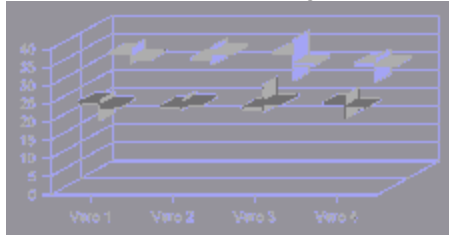
The value you specify changes the size of the bubbles.

{button ,AL(` Formatting bubble charts;' ,0,"Defaultoverview",)} [Related topics](#)

Formatting high/low charts

You can format high/low charts to change their style and appearance. Applying a line style to a high/low chart displays each set of data as horizontal and vertical lines. Applying a bar/error style to a high/low chart displays each set of data as bars with error indicators. Applying an error bar style to a high/low chart displays each set of data with top and bottom and error markers. Applying an area style to a high/low chart displays each set of data as a solid area.

This illustration shows a high/low chart.



{button ,AL(` Formatting highlow charts;',0,"Defaultoverview",)} How to



To apply a line style to a high/low chart

1 Double-click a high/low chart.

2 Click **Chart**  **Layout/type**.

3 In the **Style** area, click **Line**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D**  displays the chart with height, width, and the depth you specify in the **Depth** box
- **Horizontal**  displays the chart horizontally instead of vertically

5 Type a value in the **Width** box.

This value lets you specify the width of the bars and lines in the chart.

If you enabled the **3-D** check box, type a value in the **Height** box to specify the height of the bars and lines.

Tip

- You can also change the style of a high/low chart by opening the **Data chart style** picker on the property bar and clicking a style.

`{button ,AL(` Formatting highlow charts;' ,0,"Defaultoverview",,)} Related topics`

To apply a bar/error style to a high/low chart

1 Double-click a high/low chart.

2 Click **Chart ? Layout/type**.

3 In the **Style** area, click **Bar/error**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and the depth you specify in the **Depth** box
- **Horizontal ?** displays the chart horizontally instead of vertically

5 Type a value in the **Width** box.

This value lets you specify the width of the bars and lines in the chart.

? Tip

- You can also change the style of a high/low chart by opening the **Data chart style** picker and clicking a style.

{button ,AL(' Formatting highlow charts;',0,"Defaultoverview",)} [Related topics](#)



To apply an error bar style to a high/low chart

1 Double-click a high/low chart.

2 Click **Chart**  **Layout/type**.

3 In the **Style** area, click **Error bar**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D**  displays the chart with height, width, and the depth you specify in the **Depth** box
- **Horizontal**  displays the chart horizontally instead of vertically

5 Type a value in the **Width** box.

This value lets you specify the width of the bars and lines in the chart.


Tip

- You can also change the style of a high/low chart by opening the **Data chart style** picker and clicking a style.

{button ,AL(' Formatting highlow charts;',0,"Defaultoverview",)} [Related topics](#)



To apply an area style to a high/low chart

1 Double-click a high/low chart.

2 Click **Chart**  **Layout/type**.

3 In the **Style** area, click **Area**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D**  displays the chart with height, width, and the depth you specify in the **Depth** box
- **Horizontal**  displays the chart horizontally instead of vertically

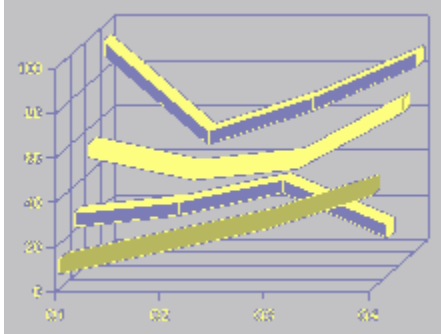
 **Tip**

- You can also change the style of a high/low chart by opening the **Data chart style** picker and clicking a style.

`{button ,AL(` Formatting highlow charts;',0,"Defaultoverview",)}` [Related topics](#)

Formatting line charts

You can format line charts to change their style and appearance.
This illustration shows a three-dimensional line chart.



{button ,AL(` Formatting line charts;',0,"Defaultoverview",,)} How to

To change the style and appearance of a line chart

1 Double-click a line chart.

2 Click **Chart ? Layout/type**.

3 In the **Style** area, click one of the following:

- **Overlap**
- **Stacked**
- **Stacked 100%**

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and the depth you specify in the **Depth** box
 - **Horizontal ?** displays the chart horizontally instead of vertically
- If you enabled the **3-D** check box, type a value in the **Height** box to specify the height of the lines.

? Tip

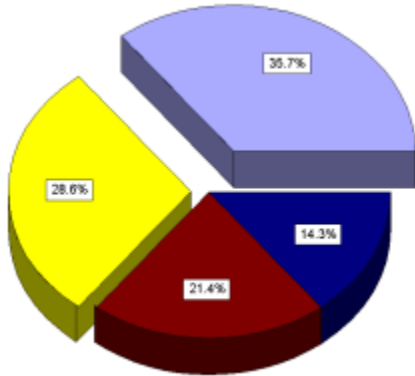
- You can also change the style of a line chart by opening the **Data chart style** picker and clicking a style.

{button ,AL(` Formatting line charts;',0,"Defaultoverview",)} [Related topics](#)

Formatting pie charts

You can format existing pie charts to change their style and appearance. For example, you can explode a pie slice away from a pie chart, and you can link pie slices from different pie charts. Applying a pie style to a pie chart displays the chart in the shape of a pie. Applying a column style to a pie chart displays the chart as a stacked column.

This illustration shows a three-dimensional pie chart with data labels.



{button ,AL(` Formatting pie charts;' ,0,"Defaultoverview",)} How to

To apply a pie style to a pie chart

1 Double-click a pie chart.

2 Click **Chart ?** **Layout/type**.

3 In the **Style** area, click **Pie**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and the depth you specify in the **Depth** box
- **Proportional ?** sizes two or more pie charts proportionally
- **Sort slice ?** arranges pie chart slices by size

5 Type a value in any of the following boxes:

- **Size ?** controls the size of the pie chart
- **Angle ?** controls the viewing angle of the pie chart

If you enabled the **3-D** check box, type a value in the **Tilt** box to control the tilting of the pie chart.

You can also

Explode a pie slice

In the **Appearance** area, click **Explode slice**. Type a value in the **Slice** box. Type a value in the **Distance** box to specify how far from the center of the pie chart (1% to 200%) you want to move the slice.

Link pie slices

In the **Specify the slice in pie 1 that will link it to pie 2** area, enable the **Link pie 2 to slice** check box. In the **Link pie 2 to slice** box, type a slice number of pie 1 to link to pie 2.

{button ,AL(` Formatting pie charts;',0,"Defaultoverview",)} [Related topics](#)

To apply a column style to a pie chart

1 Double-click a pie chart.

2 Click **Chart ? Layout/type**.

3 In the **Style** area, click **Pie**.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and the depth you specify in the **Depth** box
- **Proportional ?** sizes two or more pie charts proportionally
- **Sort slice ?** arranges pie chart slices by size

5 Type a value in the **Size** box.

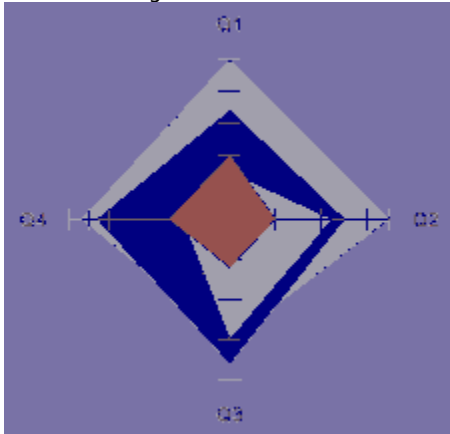
This value specifies the size of the pie chart.

{button ,AL(` Formatting pie charts;',0,"Defaultoverview",)} Related topics

Formatting radar charts

You can format radar charts to change their style and appearance. For example, you can display the data on a round grid or on an angular grid.

The following illustration shows a radar chart.



`{button ,AL(` Formatting radar charts;0,"Defaultoverview",)}` [How to](#)

To change the layout and appearance of a radar chart

1 Double-click a radar chart.

2 Click **Chart ? Layout/type**.

3 In the **Style** area, click one of the following:

- **Overlap**
- **Stacked**
- **Stacked 100%**

4 In the **Appearance** area, enable any of the following check boxes:

- **Line ?** displays each set of data as horizontal and vertical lines
- **Area ?** displays each set of data as solid areas

5 In the **Grid** area, enable one of the following check boxes:

- **Radial ?** displays data on a round grid
- **Linear ?** displays data on an angular grid

If you want to display each data series with its own y-axis settings, enable the **Separate y-axis** check box.

? Tip

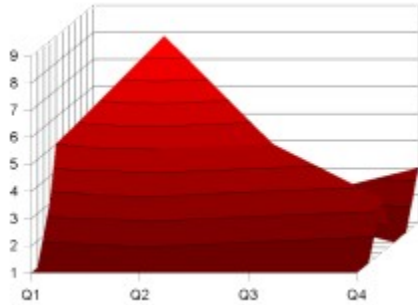
- You can also change the style of a radar chart by opening the **Data chart style** picker and clicking a style.

{button ,AL(' Formatting radar charts;',0,"Defaultoverview",)} [Related topics](#)

Formatting surface charts

You can format surface charts to change their appearance. For example, you can change a surface chart's appearance to 3-D, and you can outline the contours of a chart.

This illustration shows a surface chart.





{button ,AL(^ Formatting surface charts;'0,"Defaultoverview",)} How to

To change the appearance of a surface chart

1 Double-click a surface chart.

2 Click **Chart**  **Layout/type**.

3 In the **Appearance** area, enable any of the following check boxes:

- **3-D**  creates three-dimensional topography
- **Outline contours**  creates lines between value ranges

4 Open the **Outline** picker, and click a color.

5 Open the **1-10%** picker, and click a color.

6 Open the **91-100%** picker, and click a color.

7 Click **Blend range colors**.

Tip

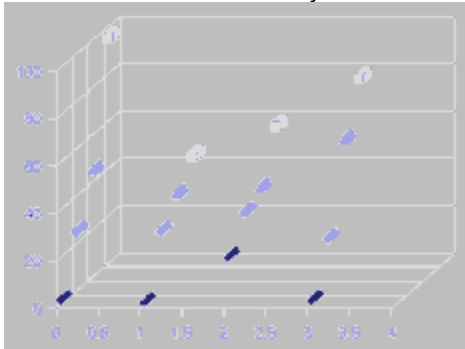
- You can also create a more detailed blend of colors in the range by opening each of the pickers, from **1-10%** to **91-100%**, and clicking a color.

{button ,AL(` Formatting surface charts;',0,"Defaultoverview",)} [Related topics](#)

Formatting xy scatter charts

You can format xy scatter charts to change their style and appearance.

This illustration shows an xy scatter chart.



{button ,AL(` Formatting xy scatter charts;',0,"Defaultoverview",)} How to

To change the style and appearance of an xy scatter chart

1 Double-click an xy scatter chart.

2 Click **Chart ? Layout/type**.

3 In the **Style** area, click a chart style.

4 In the **Appearance** area, enable any of the following check boxes:

- **3-D ?** displays the chart with height, width, and the depth you specify in the **Depth** box.

- **Horizontal ?** displays the chart horizontally instead of vertically

? Tip

- You can also change the style of an xy scatter chart by opening the **Data chart style** picker and clicking a style.

{button ,AL(` Formatting xy scatter charts;',0,"Defaultoverview",)} Related topics

Converting data charts to drawing objects

You can convert a data chart to a drawing object, which converts the chart to a collection of graphic objects that you can manipulate.

{button ,AL(` Converting data charts to drawing objects;' ,0,"Defaultoverview",)} How to

To convert a data chart to a drawing object

1 Click a data chart.

2 Click **Edit**  **Arrange**

 **Separate objects.**

3 Click **Separate**.

 **Note**

- When you convert a data chart to a drawing object, you can no longer treat it as a data chart, because it is no longer linked to the style and data in the original chart. For example, you can no longer change the data in the datasheet.

{button ,AL(` Converting data charts to drawing objects;' ,0,"Defaultoverview",,)} [Related topics](#)

Working with datasheets

The datasheet is a spreadsheet that is used to enter, edit, or format the data that a data chart displays.

In this section, you'll learn about

- [manipulating datasheets](#)
- [adding and copying data](#)
- [removing data](#)
- [working with datasheet cells](#)
- [formatting datasheet cells](#)
- [working with rows and columns](#)
- [working with data ranges](#)
- [using formulas and number fills](#)

For further information about working with datasheets, see "[Reference: Working with datasheets.](#)"


Manipulating datasheets

When you have finished entering data in a datasheet, you can hide the datasheet. You can also move a datasheet to a new location on the screen, and you can adjust the size of a datasheet. In addition to displaying datasheet information in a chart, it can be displayed in a table.

`{button ,AL(` Manipulating datasheets;',0,"Defaultoverview",,)} How to`

To hide a datasheet

1 Double-click a data chart.

2 Click **View**  **Datasheet**.

No check mark beside the **Datasheet** command indicates that the datasheet is hidden.

Note

- The datasheet displays by default.

Tip

- You can also view or hide a datasheet by clicking the **View datasheet** button on the toolbar.

{button ,AL(` Manipulating datasheets;'0,"Defaultoverview",)} [Related topics](#)

To move a datasheet

- Drag a datasheet to a new location in the drawing window.

`{button ,AL(` Manipulating datasheets;' ,0,"Defaultoverview",)}` Related topics

To size a datasheet

1 Point to any side or corner of a datasheet.

2 Drag to size the datasheet.

Dragging inward reduces the size of the datasheet; dragging outward increases it.

{button ,AL(` Manipulating datasheets;',0,"Defaultoverview",)} Related topics

To display datasheet information in a table

1 Click a datasheet.

2 Click **Chart**  **Layout/type**.

3 Click **Table**.

4 In the **Table properties** dialog box, enable the **Display table** check box.

Tip

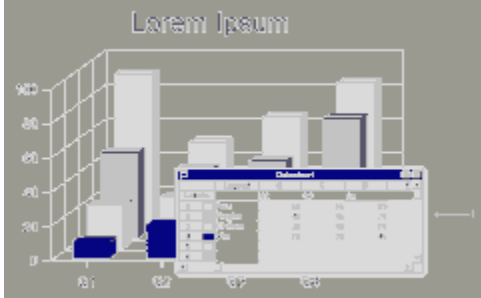
- You can also display datasheet information in a table by clicking the **Show table** button on the toolbar.

{button ,AL(`Manipulating datasheets';0,"Defaultoverview",)} [Related topics](#)

Adding and copying data

Entering and editing data in Corel Presentations datasheets is similar to entering data in a spreadsheet application such as Quattro Pro. The datasheet consists of cells in which you enter data. These cells display in a series of rows and columns in the datasheet.

The following illustration shows what a datasheet looks like.



You can also import spreadsheet data from files created in other applications into a data chart. If you link the imported data to a chart, any changes you make to the chart data in a spreadsheet application, such as Quattro Pro, are automatically updated in the Corel Presentations chart data every time you open the chart.

As well, you can export a datasheet data.

{button ,AL(' Adding and copying data;',0,"Defaultoverview",)} How to

To enter or edit data

1 Click a cell on a datasheet.

2 Click **Edit**  **Edit cell**.

3 Type data in the **Data** box.

Tip

- You can also enter or edit data by typing directly in a cell.

{button ,AL(` Adding and copying data;',0,"Defaultoverview",,)} [Related topics](#)

To import spreadsheet data

1 Click a datasheet.

2 Click **Data ? Import**.

3 Choose **Spreadsheet** from the **Data type** list box.

4 Enable any of the following check boxes:

- **Transpose data ?** switches data from columns to rows and rows to columns
- **Clear current data ?** deletes all the data already in the datasheet
- **Link to spreadsheet ?** links the imported data to the data chart, resulting in automatic updating of the data when the spreadsheet is changed
- **Import at current cell ?** imports data at the selected cell

5 In the **Filename** box, type the path and filename of the import file.


6 Type a value in the **Range** box to import a range of data.

? Tip

- You can also import a predefined range of data by choosing a range from the **Named ranges** list.

{button ,AL(` Adding and copying data;' ,0,"Defaultoverview",)} Related topics

To export data from a datasheet

- 1 Click a datasheet.
- 2 Click **Data**  **Export**.
- 3 Choose the drive and folder to which you want to export the data.
- 4 Choose a file format and delimiter type from the **File type** list box.
- 5 Type a filename in the **Filename** box.
- 6 Click **Export**.

{button ,AL(` Adding and copying data;',0,"Defaultoverview",,)} [Related topics](#)


Removing data

You can clear all of the data in a datasheet, and you can clear specific cells of data in a datasheet.

{button ,AL(` Removing data;','0,"Defaultoverview",)} How to


To clear all data from a datasheet

1 Click a datasheet.

2 Click **Edit**  **Clear all**.

{button ,AL(` Removing data;',0,"Defaultoverview",)} Related topics

To clear data from a cell

- 1 Select a cell.
- 2 Click **Edit**  **Clear**.
- 3 Enable the **Data** option.

`{button ,AL(` Removing data;',0,"Defaultoverview",)}` [Related topics](#)

Working with datasheet cells

The Corel Presentations datasheet consists of a series of cells in which you enter or edit chart data. You can select all of the cells in a datasheet.

By highlighting each area with a color in the range highlighter, you can distinguish between datasheet data and the legend and label areas in the datasheet. For information about legend and label areas, see "[Working with data charts.](#)"

While editing a chart, you can move to any cell in the datasheet by specifying the column and row of the cell to which you want to move. For example, typing C4 specifies the cell at the intersection of the fourth row and the C column.

{button ,AL(` Working with datasheet cells;',0,"Defaultoverview",)} [How to](#)


To select all cells

1 Click a datasheet.

2 Click **Edit**  **Select all**.

{button ,AL(`Working with datasheet cells;`,0,"Defaultoverview",)} [Related topics](#)

To highlight ranges

- 1 Click a datasheet.
- 2 Click **View**  **Range highlighter**.
- 3 Enable the **View highlighted ranges** check box.
- 4 Open the **Legend** picker, and click a color.
- 5 Open the **Labels** picker, and click a color.
- 6 Open the **Data** picker, and click a color.

{button ,AL(` Working with datasheet cells;',0,"Defaultoverview",)} [Related topics](#)

To move to a cell

- 1 Click a datasheet.
- 2 Click **Edit ?** **Go to cell**.
- 3 Type a column letter and a row number in the **Cell** box.

`{button ,AL(` Working with datasheet cells;',0,"Defaultoverview",)}` [Related topics](#)

Formatting datasheet cells

All the cell data in a datasheet is either a number or a date. You can format the numbers to include percentage signs, dollar signs, and so on. You can create a new numeric data format, or you can choose a numeric format from a predefined list. The formatting you choose applies only to the selected datasheet cells. As well, you can choose date formats for the dates in data charts. You can also create a custom date format. If you want to format cells that do not contain number or date data, such as legend titles, you can choose a format that that does not apply any specific attributes to the cells. You can also clear a format from a cell.

{button ,AL(` Formatting datasheet cells;`,0,"Defaultoverview",)} How to

To create a numeric data format

1 Click the datasheet.

2 Click **Data**  **Format**.

3 Choose **Numeric** from the **Format type** list box.

4 Choose **User defined** from the **Numeric formats** list.

5 In the **Type** area, enable one the following check boxes:

- **Currency**
- **Thousands**
- **Percent**
- **Exponential**

7 In the **Negative numbers** area, enable one of the following options:

- **Minus sign**
- **Parentheses**

You can also

Adjust the number of decimal digit places to the size of the cell Enable the **Floating** check box.


Choose the number of decimal digit places that display in a cell Type a value in the **Digits** box.

Note

- You can preview a numeric format in the **Numeric preview** preview window.


{button ,AL(` Formatting datasheet cells;',0,"Defaultoverview",)} [Related topics](#)

To format dates

- 1 Click a datasheet.
- 2 Click **Data**  **Format**.
- 3 Choose **Date** from the **Format type** list box.
- 4 Choose a format from the **Date/time formats** list.

{button ,AL(` Formatting datasheet cells;',0,"Defaultoverview",)} Related topics

To create a custom date format

- 1 Click a datasheet.
- 2 Click **Data**  **Format**.
- 3 Choose **Date** from the **Format type** list box.
- 4 Click **Custom**.
- 5 In the **Custom date/time format** dialog box, click the **Day** tab.
- 6 Choose a day code from the **Day codes** list.
- 7 Click **Insert**.

You can also


- | | |
|------------------------------|---|
| Create a custom month format | Click the Month tab. Choose a month code from the Month codes list. Click Insert . |
| Create a custom year format | Click the Year tab. Choose a year code from the Year codes list. Click Insert . |
| Create a custom time format | Click the Time tab. Choose a time code from the Time codes list. Click Insert . |

Notes

- The date format you create displays in the **Date/Time sample** preview window at the bottom of the **Custom date/time format** dialog box.
- When you enter two-digit years (dd/mm/yy) in a datasheet, 00 to 50 corresponds to the years 2000 to 2050, and 51 to 99 corresponds to the years 1951 to 1999. For example, the two-digit year 26 corresponds to the year 2026. The two-digit year 61 corresponds to the year 1961.


{button ,AL(` Formatting datasheet cells;`,0,"Defaultoverview",)} [Related topics](#)

To format to cells not containing numbers or dates

- 1 Click a datasheet.
- 2 Click **Data**  **Format**.
- 3 Choose **General** from the **Format type** list box.

{button ,AL(^ Formatting datasheet cells;',0,"Defaultoverview",)} [Related topics](#)

To clear a format from a cell

- 1 Select a cell.
- 2 Click **Edit**  **Clear**.
- 3 Enable the **Format** option.

{button ,AL(^ Formatting datasheet cells;',0,"Defaultoverview",)} [Related topics](#)

Working with rows and columns

You can insert or delete rows and columns in a datasheet. When you insert a row, it is placed above the selected cell. When you insert a column, it is inserted to the left of the selected cell.

Once you have entered data in columns and rows, you can choose to exclude it. This allows you to skip data without having to delete it. The excluded cells are greyed in the datasheet.

If you decide that you need to use the data you excluded, you can include it. You can also modify the common width for all columns in a datasheet by specifying how many characters wide to make the columns.


{button ,AL(` Working with rows and columns;',0,"Defaultoverview",)} How to

To insert a row or column

- 1 Click a datasheet cell.
- 2 Click **Edit ? Insert**.
- 3 Enable one of the following options:
 - **Row**
 - **Column**
- 4 Type a value in the **Number to insert** box.

{button ,AL(` Working with rows and columns;',0,"Defaultoverview",)} [Related topics](#)

To delete a row or column

- 1 Click a datasheet cell.
- 2 Click **Edit**  **Delete**.
- 3 Enable one of the following options:
 - **Row**
 - **Column**
- 4 Type a value in the **Number to delete** box.

{button ,AL(` Working with rows and columns;',0,"Defaultoverview",)} [Related topics](#)

To exclude data

1 Click a datasheet cell.

2 Click **Data**  **Exclude row/col.**

3 Enable one of the following options:


- **Row(s)**
- **Column(s)**

Note

- When you exclude rows and columns, you can still change the data they contain.


`{button ,AL(` Working with rows and columns;`,0,"Defaultoverview",)}` [Related topics](#)

To include excluded data

- 1 Click a datasheet cell.
- 2 Click **Data**  **Include row/col.**
- 3 Enable one of the following options:
 - **Row(s)**
 - **Column(s)**

{button ,AL(`Working with rows and columns;`,0,"Defaultoverview",)} [Related topics](#)

To modify column width

- 1 Click a datasheet.
- 2 Click **Data**  **Column width**.
- 3 Type a value in the **Width** box.

{button ,AL(`Working with rows and columns;',0,"Defaultoverview",)} [Related topics](#)

Working with data ranges

You can sort the data in the rows and columns of datasheets from top to bottom and from left to right, or in ascending or descending order. Numeric values display first, text values display second, and empty cells display last.

You can also transpose data ranges, which switches the order of the data in rows and columns. The examples in the table below show data before and after transposing.

Before

1 2 3

4 5 6

7 8 9

After

1 4 7

2 5 8

3 6 9

You can display statistics about data in a row, a column, such as the average or standard deviation of data found in a row or column.

{button ,AL(` Working with data ranges;',0,"Defaultoverview",)} How to

To sort a data range within rows

1 On a datasheet, select the rows you want to sort.

2 Click **Data**  **Sort**.

3 In the **Direction** area, enable the **Left to right** option.

4 Type a value in the **Key row** box.

5 In the **Order** area, enable one of the following options:

- **Ascending**
- **Descending**

Note

- To sort data including the legend and labels headings, you must select the entire row or column, including the legend and labels.

{button ,AL(` Working with data ranges;',0,"Defaultoverview",)} [Related topics](#)

To sort a data range within columns

1 On a datasheet, select the columns you want to sort.

2 Click **Data**  **Sort**.

3 In the **Direction** area, enable the **Top to bottom** option.

4 Type a value in the **Key column** box.

5 In the **Order** area, enable one of the following options:

- **Ascending**
- **Descending**

Note

- To sort data including the legend and labels headings, you must select the entire row or column, including the legend and labels.

{button ,AL(` Working with data ranges;',0,"Defaultoverview",)} [Related topics](#)

To transpose a data range

1 On a datasheet, select the cells you want to transpose.

2 Click **Edit ? Cut**.

3 Select the cell where you want transposed data to begin.


4 Click **Edit ? Paste transposed**.

? Note

- When you transpose data, the selection should contain the same number of rows and columns. If you select more of one than the other, the larger of the two numbers would be taken and the data would be transposed as if you had specified that number of rows and columns. If that happens, the transposed data may overwrite other data in a datasheet.

{button ,AL(`Working with data ranges;',0,"Defaultoverview",)} [Related topics](#)

To display statistics about a data range

- 1 Click a datasheet cell.
- 2 Click **Data**  **Statistics**.
- 3 In the **Display statistics for** area, enable one of the following options:
 - **Row**
 - **Column**

{button ,AL(`Working with data ranges;`,0,"Defaultoverview",)} [Related topics](#)

Using formulas and number fills

You can apply formulas while working in a datasheet. You can perform several functions that are found in spreadsheet programs such as Quattro Pro. For a list of the available formulas, see "[Reference: Working with datasheets.](#)" The results are reflected in the data chart. For example, you can use functions to calculate cumulative totals and averages and to project future data values.

When creating data charts in Corel Presentations, you can fit data to a curve and forecast trend lines, curves, and regression types. Forecasting allows you to predict values such as future population growth, sales potential, and future costs.

By using a 3-D chart, you can create a linear regression trend chart, which is useful for predicting such things as future costs or sales potential. A statistical function and the data plotted on a chart are used to calculate a trend line. For example, you can use a company's current sales results to forecast future sales.

You can update calculated values after you make changes in a row or column that has a formula applied to it.

The cells in a datasheet can be filled automatically. Each row in the datasheet is one of three series. The Date series begins with the start date and is multiplied by the step number. For example, if the step number is 3, and the date step is a week, the interval is 3 weeks. The Linear series begins with the start value and adds the step number to create each new number in the series. For example, if the step number is 3, the difference between each cell in the fill is 3. The Growth series begins with the start number and is multiplied by the step number to create each new number in the series. For example, if the step number is 3, the interval is a multiple of 3: 1, 3, 9, 27.

You can fill all selected datasheet cells, including multiple columns and rows.

{button ,AL(` Using formulas and number fills;',0,"Defaultoverview",)} [How to](#)

To add a formula to rows

1 Click a cell that contains data.

2 Click **Data**  **Formulas**.

3 In the **Use data found in the same** area, enable the **Row** option.

4 Choose a formula from the **Use the function** list.

If you choose **Moving average** from the **Use the function** list, type a value in the **Average before, after** box.

5 In the **Calculate the** area, type column letters in the **Column(s)** box.

6 In the **Place the results in** area, type a column letter in the **Column** box.

Tips

- If you are working with a scatter chart, use 0 as the results row to indicate the variable row.
- You can also add a formula to columns by enabling the **Column** option.

{button ,AL(` Using formulas and number fills;',0,"Defaultoverview",)} [Related topics](#)

To add a curve fit formula to rows

1 Click a datasheet cell.

2 Click **Data**  **Formulas**.

3 In the **Use data found in the same** area, enable the **Row** option.

4 Choose one of the following formulas from the **Use the function** list:

- **Fit exponential**
- **Fit log**
- **Fit polynomial**, and type a value in the **Order of curve fit** box
- **Fit power**

5 In the **Calculate the** area, type column letters in the **Column(s)** box.

6 In the **Place the results in** area, type a column letter in the **Column** box.

7 Type a value in the **Number to forecast** box.

Tip

- You can also add a curve fit formula to columns by enabling the **Column** option.

{button ,AL(` Using formulas and number fills;',0,"Defaultoverview",)} [Related topics](#)

To create a linear regression trend chart for rows by using a 3-D bar chart

1 Click a datasheet cell in a blank row.

2 Click **Data**  **Formulas**.

3 Choose **Fit linear** from the **Use the function** list.

4 In the **Use data found in the same** area, enable the **Row** option.

5 In the **Calculate the** area, type column letters in the **Column(s)** box.

6 In the **Place the results in** area, type a column letter in the **Column** box.

7 Type a value in the **Number to forecast** box.

This value specifies a value to predict future values. For example, if you have plotted data for each financial quarter, typing **2** forecasts data for two future quarters.

Notes

- You can add additional labels, a chart title, and a legend to the datasheet for the forecasting results column.
- You can also create a linear regression trend chart for columns by enabling the **Column** option.

{button ,AL(`Using formulas and number fills';,0,"Defaultoverview",)} [Related topics](#)

To recalculate formulas

- Click **Data**  **Recalculate**.

{button ,AL(`Using formulas and number fills;',0,"Defaultoverview",)} [Related topics](#)

To fill cells with numbers automatically

1 Select two or more datasheet cells.

2 Click **Data**  **Fill**.

3 In the **Direction** area, enable one of the following options:

- **Rows**
- **Columns**

4 In the **Type** area, enable one of the following options:

- **Linear**
- **Growth**
- **Date**, and choose a date/time interval from the list box beside it

5 In the **Values** area, type a value for the series in the **Start** box.

6 In the **Step** box, type a value to indicate the rate of increase for the series.

Notes

- When you enter two-digit years (dd/mm/yy) in a datasheet, 00 to 50 corresponds to the years 2000 to 2050, and 51 to 99 corresponds to the years 1951 to 1999. For example, the two-digit year 26 corresponds to the year 2026. The two-digit year 61 corresponds to the year 1961.
- Dates entered in a datasheet are stored as numbers. For example, if you typed 1/1/1900, the number 1 would represent that date in the datasheet.

Tip

- You can specify negative values if you want a descending series.

{button ,AL(` Using formulas and number fills;',0,"Defaultoverview",)} [Related topics](#)

Reference: Working with datasheets

You can use formulas in a datasheet to calculate the data you include. You can also import different spreadsheet formats into Corel Presentations when you want to include additional information in a data sheet.

{button ,AL(` Reference Working with datasheets;' ,0,"Defaultoverview",)} How to

Corel Presentations import spreadsheet formats

You can import the following spreadsheet formats into Corel Presentations:

- Corel Quattro Pro for Windows 95 (versions 7 ? 9)
- Corel Quattro Pro for Windows (versions 5 ? 6)
- Quattro Pro (versions 2 ? 4)
- Lotus for Windows (versions 4.0 ? 5.0)
- Lotus 1-2-3 (versions 2.01 ? 3.1)
- Microsoft Excel (versions 2.1 ? 5.0)
- PlanPerfect (versions 3.0 ? 5.1)

{button ,AL(` Reference Working with datasheets;',0,"Defaultoverview",)} Related topics

Available datasheet formulas

The following table contains a list of formulas you can use.

Formula	Result
Absolute value	Takes the value of the number in each cell in a single row or column without regard to its sign. If the data is 3, -4, -2, the absolute values are 3, 4, 2.
Average	Adds all data values in a row or column, and divides that number by the number of data cells. For example, 1,2,3, 1:3, or 1...3 adds the values in rows 1 through 3 and divides them by the number of cells containing data in those rows. A:C, A..C, or A,B,C averages values in columns A through C.
Cosine	Takes the cosine of each value in one row or column. The cosine is the ratio between the adjacent side and the hypotenuse of a right triangle expressed as an angle in radians.
Cumulative total	Adds the values in a row or column, and adds that total to the next row or column, thus taking a running total of one or more rows or columns. For example, 1,2,3, 1:3, or 1...3 totals row 1, and adds that total to the totals for rows 2 and 3. A:C, A..C, or A,B,C totals columns A through C.
Difference	Subtracts one cell from the previous cell by row or by column. The difference for the first cell in a row or column will always be 0, because there is no previous cell.
Maximum	Compares cell values in a row or column with corresponding cell values in the next row(s) or column(s) to find the largest value. For example, 1,2,3 displays the largest value in rows 1 through 3, while A:C or A..C displays the largest value in columns A through C.
Minimum	Compares cell values in a row or column with corresponding cell values in the next row(s) or column(s) to find the smallest value. For example, 1,2,3 displays the smallest value in rows 1 through 3, while A:C or A..C displays the smallest value in columns A through C.
Moving average	Smooths the curve of data by

charting a moving average. Moving average adds the value of each cell to the values of the cells surrounding it, and divides by the number of cells. You specify how many cells before and after each cell to include in the moving average. For example, if you type 2, the moving average for each cell will be the average of the current cell and the two cells on each side (a total of five cells). If you type 1,2, the formula will include one cell before and two cells after the current one in the formula.

None	Deletes a formula in a row or column, leaving only the data.
Percent of total	Calculates the cell value as a percentage of all cells in a row or column. The resulting percentages are expressed as decimal numbers.
Sine	Finds the sine of each value in a row or column. A sine is the ratio between the opposite side and the hypotenuse of a right triangle built on the angle expressed as an angle in radians.
Sum	Adds all the values in two or more rows or columns. For example, 1,2,3, 1:3, or 1...3 adds all the values in rows 1 through 3, while A:C, A..C, or A,B,C adds the values in columns A through C.

{button ,AL(` Reference Working with datasheets;' ,0,"Defaultoverview",)} Related topics

Available datasheet fit formulas

The following table contains the fit formulas available for charts.

Fit formula	Result
Fit exponential	Fits the data in a row or column to an exponential curve: $\ln(y)=a+bx$.
Fit linear	Fits the data in a row or column to a straight line: $y=a+bx$.
Fit log	Fits the data in a row or column to a logarithmic curve: $y=a+b(\ln(x))$.
Fit polynomial	Fits the data in a row or column to polynomial curves: $y=c_0+c_1x+c_2x^2+c_n*x^a$ (where a is the order of the fit). The higher the order (any number up to one less than the number of data points), the more curvature is allowed. This formula provides the most accurate and close fit for inconsistent and fluctuating data. Fit polynomial is useful for filling in the unknown y-axis data points along a curve but is not as useful for forecasting.
Fit power	Fits the data in a row or column to a power curve: $\ln(y)=a+b*\ln(x)$.

{button ,AL(`Reference Working with datasheets;',0,"Defaultoverview",)} Related topics

Changing data chart properties

You can change the look of data charts in Corel Presentations.

In this section, you'll learn about

- [changing axis labels, titles, and tick options](#)
- [changing grid properties](#)
- [changing frame properties](#)
- [changing data chart perspective](#)
- [changing title, label, and legend properties](#)
- [changing data series properties](#)

Changing axis labels, titles, and tick options

Changing axis properties lets you customize data charts. You can change the scale for a y-axis and specify how labels appear on an axis. You can also display an axis title and change its font and its orientation. As well, you can change the tick mark options for an axis, which allows you to modify how to display the short vertical lines that separate the major divisions of an axis.

{button ,AL(` AChanging axis labels titles and tick options;','0,"Defaultoverview",)} How to

To change the y-axis scale

1 Double-click a data chart.

2 Click **Chart ? Axis**, and click one of the following:

- **Primary y**
- **Secondary y**

3 Click the **Scale/labels** tab.

4 In the **Scaling method** area, enable one of the following options:

- **Linear ?** displays values in even increments
- **Logarithmic ?** increases the numbers on the axis exponentially

5 Type a value in the **Label scale factor** box.

? Note


- You must have a data series attached to the secondary y-axis to change its properties. For information about data series, see ["To create a data series."](#)

? Tip

- You can also change the y-axis scale by clicking the **Y-axis** button on the toolbar.

{button ,AL(` AChanging axis labels titles and tick options;',0,"Defaultoverview",)} [Related topics](#)

To change axis label font properties

- 1 Double-click a data chart.
- 2 Click **Chart**  **Axis**, and click one of the following:
 - **X**
 - **Primary y**
 - **Secondary y**
- 3 Click the **Label font** tab.
- 4 Choose a font face from the **Face** list.
- 5 Choose a font size from the **Size** list box.
- 6 Open the **Color** picker, and click a color.
- 7 In the **Appearance** area, enable any of the following check boxes:
 - **Bold**
 - **Underline**
 - **Italic**

Tip

- You can also change axis label font properties by clicking the **X-axis** or the **Y-axis** button on the toolbar.

{button ,AL(` AChanging axis labels titles and tick options;',0,"Defaultoverview",)} [Related topics](#)

To display an axis title

1 Double-click a data chart.

2 Click **Chart ? Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Title options** tab.

4 Enable the **Display title** check box.


5 Type an axis title in the **Display title** box.

? Tip

- You can also display an axis title by clicking the **X-axis** or the **Y-axis** button on the toolbar.

{button ,AL(` AChanging axis labels titles and tick options;',0,"Defaultoverview",)} [Related topics](#)

To change axis title font properties

- 1 Double-click a data chart.
- 2 Click **Chart**  **Axis**, and click one of the following:
 - **X**
 - **Primary y**
 - **Secondary y**
- 3 Click the **Title font** tab.
- 4 Choose a font face from the **Face** list.
- 5 Choose a font size from the **Size** list box.
- 6 Open the **Color** picker, and click a color.
- 7 In the **Appearance** area, enable any of the following check boxes:
 - **Bold**
 - **Underline**
 - **Italic**


Tip

- You can also change axis title font properties by clicking the **X-axis** or the **Y-axis** button on the toolbar.

{button ,AL(` AChanging axis labels titles and tick options;',0,"Defaultoverview",)} Related topics

To change axis title orientation

1 Double-click a data chart.

2 Click **Chart**  **Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Title options** tab.

4 Click one of the following icons:

- **Horizontal**
- **Vertical**

Tip

- You can also change axis title orientation by clicking the **X-axis** or the **Y-axis** button on the toolbar.

{button ,AL(` AChanging axis labels titles and tick options;'0,"Defaultoverview",)} [Related topics](#)

To change tick display options

1 Double-click a data chart.

2 Click **Chart ? Axis**, and click one of the following:

- **X**
- **Primary y**
- **Secondary y**

3 Click the **Tick options** tab.

4 In the **Display major ticks** area, enable one of the following options:

- **Out ?** displays major tick marks outside the grid line
- **In ?** displays major tick marks inside the grid line
- **Both ?** displays major tick marks overlapping the grid line on both sides
- **None ?** displays no major tick marks

5 In the **Display minor ticks** area, enable one of the following options:

- **Out ?** displays minor tick marks outside the grid line
- **In ?** displays minor tick marks inside the grid line
- **Both ?** displays minor tick marks overlapping the grid line on both sides
- **None ?** displays no minor tick marks

? Tip

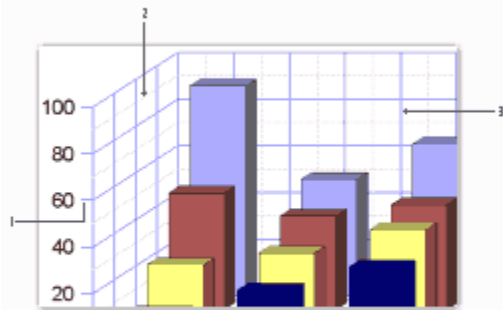
- You can also change tick display options by clicking the **X-axis** or the **Y-axis** button on the toolbar.

{button ,AL(' AChanging axis labels titles and tick options;',0,"Defaultoverview",)} [Related topics](#)

Changing grid properties

Grid lines represent value increments in a chart and are displayed parallel to the x-axis and y-axis. You can control how grid lines display in a data chart. You can also specify the number of minor grid lines that fall between each pair of major grid lines and the number of major grid lines you want for each value increment. You can also choose the grid properties for a secondary y-axis.

The following image shows 1) tick marks, 2) minor grid lines, and 3) major grid lines.



{button ,AL(` AChanging grid properties;',0,"Defaultoverview",)} How to

To change grid line attributes

1 Double-click a chart.

2 Click **Chart**  **Grids**.

3 Click the **Line attributes** tab.

4 In the **Vertical grids** area, choose a line style from the **Major grids** list box.

5 Open the major grids **Color** picker, and click a color.

6 In the **Horizontal grids** area, choose a line style from the **Major grids** list box.

7 Open the major grids **Color** picker, and click a color.

Tips

- You can change the line attributes of minor vertical and horizontal grids by choosing a line style from the **Minor grids** list boxes, and opening the **Color** pickers and clicking a color.
- You can also change grid line attributes by clicking the **Grids** button on the toolbar.

{button ,AL(` AChanging grid properties;',0,"Defaultoverview",)} **Related topics**

To change the number of grid lines

1 Double-click a chart.

2 Click **Chart**  **Grids**.

3 Click the **Line ratio** tab.

4 In the **Major grids** area, click a predefined number of major grid lines.

5 In the **Minor grids** area, click a predefined number of minor grid lines.

Tips

- You can also specify how many major grid lines you want for each category by typing a value in the **Major grids value** box.
- You can also specify how many minor grid lines you want between major grids by typing a value in the **Minor grids value** box.

{button ,AL(` AChanging grid properties;' ,0,"Defaultoverview" ,)} Related topics

To choose grid properties for a secondary y-axis

1 Double-click a chart.

2 Click **Chart ? Grids**.

3 Click **Secondary (Y2)**.

4 In the **Horizontal grids** area, choose a major grid from the **Major grids** list box.

5 Open the major grids **Color** picker, and click a color.

6 In the **Minor grids** area, choose a predefined number of grid lines.

? Tips

- You can also change the line attributes of minor horizontal grids by choosing a line style from the **Minor grids** list box, and opening the **Color** picker and clicking a color.
- You can also specify how many minor grid lines you want between major grids by typing a value in the **Minor grids value** box.

{button ,AL(` AChanging grid properties;',0,"Defaultoverview",)} [Related topics](#)

Changing frame properties

A chart frame consists of a group of [grid lines](#) that can enclose the back, front, left, right, top, and bottom of a data chart. You can control how the frame of a data chart displays. For example, you can select the frame's border width and base height. You can also choose a frame fill. The fill serves as a backdrop for the data chart.

`{button ,AL(`AChanging frame properties;',0,"Defaultoverview",)} How to`

To choose frame display options

1 Double-click a data chart.

2 Click **Chart**  **Frame**.

3 Click the **Display options** tab.

4 Open the **Border color** picker, and click a color.

5 Type a value in the **Border width** box.

6 Type a value in the **Height of base** box.

7 Enable any of the following check boxes:


- **Front**
- **Back**
- **Left**
- **Right**
- **Top**
- **Bottom**

 **Tip**

- If you have entered negative values in the datasheet, you can enable the **Display zero baseline** check box.


{button ,AL(` AChanging frame properties;',0,"Defaultoverview",)} [Related topics](#)

To apply a pattern or gradient fill to a frame

- 1 Double-click a data chart.
- 2 Click **Chart**  **Frame**.
- 3 Click the **Fill** tab.
- 4 In the **Fill style** area, click one of the following icons:
 - **Pattern**
 - **Gradient**
- 5 Open the **Foreground** color picker, and click a color.
- 6 Open the **Background** color picker, and click a color.
- 7 Click a fill on palette.

{button ,AL(` AChanging frame properties;',0,"Defaultoverview",)} [Related topics](#)

To apply a texture or picture fill to a frame

- 1 Double-click a data chart.
- 2 Click **Chart**  **Frame**.
- 3 Click the **Fill** tab.
- 4 In the **Fill style** area, click one of the following icons:
 - **Texture**
 - **Picture**
- 5 Choose a fill category from the **Category** list box.
- 6 Click a fill on the palette.

{button ,AL(` AChanging frame properties;',0,"Defaultoverview",)} [Related topics](#)

To change the picture fill settings

- 1 Double-click a data chart.
- 2 Click **Chart**, and click one of the following:
 - **Series**
 - **Data labels**
 - **Frame**
 - **Title**
 - **Subtitle**
 - **Legend**
- 3 Click one of the following tabs:
 - **Fill**
 - **Box fill**
- 4 In the **Fill style** area, click **Picture**.
- 5 Click **Picture settings**.
- 6 In the **Picture settings** dialog box, enable a layout option.

`{button ,AL(` AChanging frame properties;'0,"Defaultoverview",)}` [Related topics](#)

Changing data chart perspective

You can adjust the viewing angle of a three-dimensional chart.

`{button ,AL(` AChanging data chart perspective;',0,"Defaultoverview",)} How to`

To change perspective in a three-dimensional data chart

1 Double-click a 3-D data chart.

2 Click **Chart ? Perspective**.

3 Type values in any of the following boxes:

- **Horizontal**
- **Vertical**

If you want to create 45 degree angles in the chart, enable the **Right angle axes** check box.

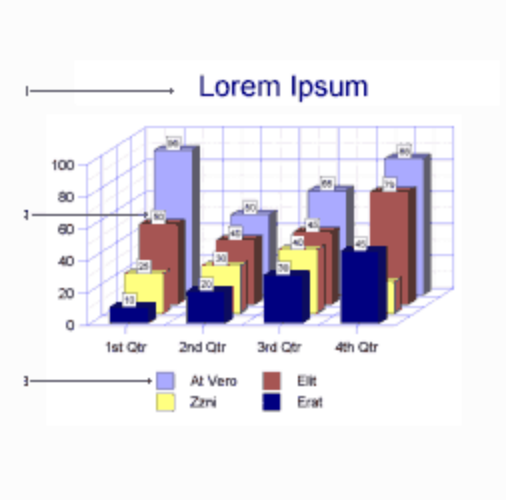
? Tips

- You can preview the angle selection by using the horizontal and vertical scroll bars to change the selection.
- You can also change data chart perspective by clicking the **Perspective** button on the toolbar.

{button ,AL('AChanging data chart perspective;',0,"Defaultoverview",)} Related topics

Changing title, label, and legend properties

A data chart can include 1) titles, 2) data labels, and 3) legends, as shown in the following image.



You can change the properties of titles, subtitles, labels, and legends by placing boxes around them, and filling the boxes with a fill pattern, gradient, texture, or picture. You can change the way title and subtitle text looks by adding a fill or an outline, or by positioning it differently in the data chart. You can also adjust the properties of label and legend text font by changing the style, size, color, and appearance.

{button ,AL(`AChanging title label and legend properties;',0,"Defaultoverview",,)} How to

To add a box shape to a title or subtitle, a data label, or a legend

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**
- **Data label**
- **Legend**

3 Click the **Box type** tab.

4 Disable the **No box** check box.

5 Click a box shape on the palette.

If you want to add a border to the box shape, disable the **No border** check box, open the **Border color** picker, and click a color.

{button ,AL(` AChanging title label and legend properties;',0,"Defaultoverview",,)} [Related topics](#)

To fill title and subtitle text with a pattern or gradient

- 1 Double-click a data chart.
- 2 Click **Chart**, and click one of the following:
 - **Title**
 - **Subtitle**
- 3 Click the **Text fill** tab.
- 4 In the **Fill style** area, click one of the following icons:
 - **Pattern**
 - **Gradient**
- 5 Open the **Foreground** color picker, and click a color.
- 6 Open the **Background** color picker, and click a color.
- 7 Click a fill on the palette.

{button ,AL(` AChanging title label and legend properties;'0,"Defaultoverview",)} Related topics

To fill a title, subtitle, label, or legend box with a pattern or gradient

- 1 Double-click a data chart.
- 2 Click **Chart**, and click one of the following:
 - **Title**
 - **Subtitle**
 - **Data labels**
 - **Legend**
- 3 In the **Fill style** area, click one of the following icons:
 - **Pattern**
 - **Gradient**
- 4 Open the **Foreground** color picker, and click a color.
- 5 Open the **Background** color picker, and click a color.
- 6 Click a fill on the palette.

{button ,AL(` AChanging title label and legend properties;'0,"Defaultoverview",)} Related topics

To fill a title, subtitle, label, or legend box with a texture or picture

1 Double-click a data chart.

2 Click **Chart**, and click one of the following:

- **Title**
- **Subtitle**
- **Data labels**
- **Legend**

3 Click the **Box fill** tab.

4 In the **Fill style** area, click one of the following icons:

- **Texture**
- **Picture**

5 Choose a category from the **Category** list box.

6 Click a fill on the palette.

Tip

- You can also change the picture fill settings of a box. For information about changing the picture fill settings, see "[To change the picture fill settings.](#)"

{button ,AL(`AChanging title label and legend properties;',0,"Defaultoverview",)} Related topics

To outline title or subtitle text

- 1 Double-click a data chart.
- 2 Click **Chart**, and click one of the following:
 - **Title**
 - **Subtitle**
- 3 Click the **Text outline** tab.
- 4 Open the **Color** picker, and click a color.
- 5 Open the **Style** picker, and click a line style.
- 6 Open the **Width** picker, and click a preset line width.

Tip

- You can also specify the line width by typing a value in the **Width** box.

{button ,AL(` AChanging title label and legend properties;'0,"Defaultoverview",)} [Related topics](#)

To change the title position

1 Double-click a data chart.

2 Click **Chart**  **Title**.

3 Click the **Title options** tab.

4 In the **Position** area, enable an option.


Tip

- You can also change a subtitle position by clicking **Chart, Subtitle**, clicking the **Subtitle options** tab, and enabling an option in the **Position** area.

{button ,AL(`AChanging title label and legend properties;',0,"Defaultoverview",)} [Related topics](#)

To change label font properties

1 Double-click a data chart.

2 Click **Chart**  **Data labels**.

3 Click the **Label font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

{button ,AL(`AChanging title label and legend properties;',0,"Defaultoverview",,)} [Related topics](#)

To change legend text font properties

1 Double-click a data chart.

2 Click **Chart ? Legend**.

3 Click the **Text font** tab.

4 Choose a font from the **Face** list.

5 Choose a font size from the **Size** list box.

6 Open the **Color** picker, and click a color.

7 In the **Appearance** area, enable any of the following check boxes:

- **Bold**
- **Underline**
- **Italic**

{button ,AL(`AChanging title label and legend properties;',0,"Defaultoverview",,)} [Related topics](#)

Changing data series properties

You can focus attention on important data series by using color, pattern, gradient, texture, or picture fills. You can also use different marker shapes and sizes to better distinguish data series. In addition, you can change the outline of a data series. For example, you can change the width of the outline.

`{button ,AL(`AChanging data series properties;',0,"Defaultoverview",)}` [How to](#)

To fill a data series with a pattern or gradient

1 Double-click a chart.

2 Click **Chart**  **Series**.

3 Click the **arrows** at the top of the dialog box to select a series.

4 Click the **Fill** tab.

5 In the **Fill style** area, click one of the following icons:

- **Pattern**
- **Gradient**

6 Open the **Foreground** color picker, and click a color.

7 Open the **Background** color picker, and click a color.

8 Click a fill on the palette.

{button ,AL(` AChanging data series properties;',0,"Defaultoverview",)} [Related topics](#)

To fill a data series with a texture or picture

1 Double-click a chart.

2 Click **Chart ? Series**.

3 Click the **arrows** at the top of the dialog box to select a series.

4 Click the **Fill** tab.

5 In the **Fill style** area, click one of the following icons:

- **Texture**
- **Picture**

6 Choose a fill category from the **Category** list box.


7 Click a fill on the palette.

? Tip

- You can also change the picture fill settings of a data series. For information about changing the picture fill settings, see "[To change the picture fill settings.](#)"

{button ,AL(` AChanging data series properties;',0,"Defaultoverview",)} Related topics

To change data series markers

- 1 Double-click a chart.
- 2 Click **Chart**  **Series**.
- 3 Click the arrows at the top of the dialog box to select a series.
- 4 Click the **Type/Axis** tab.
- 5 In the **Series type** area, enable the **Marker** option.
- 6 In the **Marker shape** area, click a marker shape.
- 7 Type a value in the **Marker size** box.

{button ,AL(` AChanging data series properties;',0,"Defaultoverview",)} Related topics

To change data series outline properties

- 1 Double-click a chart.
- 2 Click **Chart ? Series**.
- 3 Click the arrows at the top of the dialog box to select a series.
- 4 Click the **Outline** tab.
- 5 Open the **Color** picker, and click a color.
- 6 Open the **Style** picker, and click a line style.
- 7 Open the **Width** picker, and click a line width.

{button ,AL(` AChanging data series properties;',0,"Defaultoverview",)} Related topics

Internet and electronic publishing

You can use Corel Presentations to publish slides to the World Wide Web.

In this section, you'll learn about

- [publishing slides as HTML documents](#)
- [publishing slide show text as an XML document](#)
- [publishing to Portable Document Format \(PDF\)](#)
- [sending slide shows to other applications](#)

Publishing slides as HTML documents

You can publish Corel Presentations slide shows as HTML documents, so that you can publish them to the World Wide Web, using Corel Internet Publisher.

You must specify which graphic format to apply by converting the slide show to GIF, JPEG, or Portable Network Format (PNG) format. You can also use the Show It! plug-in or the Flash(tm) format (**.Swf** files) to publish a slide show in HTML format, complete with animation, transition, sound, and video support. When you use the Show It! plug-in, each slide is converted to a **.Pqi** file, which stores the required support.

{button ,AL(` Publishing slides as HTML documents;',0,"Defaultoverview",)} How to

To publish a slide show as an HTML document

1 Click **File**  **Internet Publisher**.

The **Corel Internet Publisher** wizard starts.

2 Click **Next**.

3 Click **Layout**.

4 Enable one of the following options:

- **Create a new layout**
- **Use an existing layout**, and choose a layout from the list

5 Choose the formatting options for the slide show by following the instructions in the **Internet Publisher** wizard.

6 Click **Finish**.

If you want to save the slide show layout for future use, in the **Save layout** dialog box, type a filename in the box, and click **Save**.

You can also

Preview an existing layout

In the **Internet Publisher** wizard, click **Layout**. Choose a layout option from the list. Click **View layout**.

Delete an existing layout

In the **Internet Publisher** wizard, click **Layout**. Choose a layout option from the list. Click **Delete layout**.

{button ,AL(` Publishing slides as HTML documents;',0,"Defaultoverview",)} [Related topics](#)

To specify a graphic format for an HTML document

1 Click **File**  **Internet Publisher**.

The **Corel Internet Publisher** wizard starts.

2 Click **Graphic type**, and enable one of the following graphic format options:

- **GIF**  **Graphics Interchange Format**
- **JPEG**  **Joint Photographic Experts Group**, and type a value in the **Compression** box
- **PNG**  **Portable Network Graphic**
- **Show It!**
- **Flash**

Note

- You can download the Show It! plug-in from the Corel Web site at www.corel.com. You can download the Flash(tm) plug-in from the Macromedia® Web site. You can download both plug-ins directly through Corel Internet Publisher.
- Show It! publishes an entire slide show in HTML, complete with animation, transitions, sound, and video support. Flash also publishes the slide show in HTML with animation, transition and sound support. However, Flash does not support OLE objects, EPS objects, MIDI, CD, or compressed **.Wav** files, movies, a SpeedLink, or SpeedKeys. Publishing a slide show to the GIF, JPEG, or PNG format preserves graphics, but these formats do not support animation, transitions, or video.

{button ,AL(` Publishing slides as HTML documents;',0,"Defaultoverview",)} [Related topics](#)

Publishing slide show text as an XML document

You can publish Corel Presentations slide show text as an XML document so that you can reuse the text, including the text found in organizational charts. The text inserted on a slide background or layout layer is not published to XML. As well, the text formatting is not preserved.

The XML document generated by Corel Presentations is based on the Corel Presentations DTD (prxml1_0.dtd). The DTD is stored in the **X:\Program Files\Corel\WordPerfect Office 11\XML\DTD\PR DTD 1.0** folder, where "X" indicates the drive where you installed WordPerfect Office. For more information about the DTD, see "[Corel Presentations DTD.](#)"

{button ,AL(` Publishing slide show text as an XML document;',0,"Defaultoverview",)} [How to](#)

To publish slide show text as an XML document

- 1 Click **File** **?** **Publish to**
- 2 **?** **XML**.
Choose the drive and folder where you want to save the XML document.
- 3 Type a filename in the **Filename** box.
- 4 Click **Save**.

{button ,AL(` Publishing slide show text as an XML document;',0,"Defaultoverview",)} Related topics

Publishing to Portable Document Format (PDF)

Publishing a slide show as an electronic document in Portable Document Format (PDF) preserves the typography, images, graphics, color, and formatting of the original publication. PDF also allows you flexibility to specify text formatting, color model, and compression options. PDF files are platform-independent and can be edited by Windows and Macintosh users with the Adobe Acrobat Writer, and they can be viewed, shared, and printed using the Adobe Acrobat Reader. The Adobe Acrobat Reader is included with Corel Presentations and can be installed from the WordPerfect Office CD.

You can specify text formatting options by publishing a PDF document as text only, excluding graphics, or by publishing text in graphic format. Publishing text in graphic format reduces the possibility of font variances on printers or different computer systems, but it also increases the complexity, and possibly the size, of a PDF file. For example, you can embed up to base 14 Windows fonts used in the original document and convert TrueType fonts to Type 1 fonts when you publish to PDF.

You can reduce the size of a PDF file by compressing its bitmaps with JPEG (*.jpg), Lempel-Ziv-Welch (*.lzw), or ZIP (*.zip) compression. JPEG compression can significantly compress files and results in some data loss, but not enough to significantly affect the final result of your work. Lempel-Ziv-Welch and ZIP are lossless compression techniques that compress files without data loss. Essentially, they provide a higher quality resolution at a lower compression factor.

You can also format the document information in PDF format.

You can apply color models to optimize a PDF file for specific mediums. For example, CMYK produces the best results in color processing, RGB is used for publishing to the World Wide Web, and grayscale produces the smallest PDF of the three methods.

You can also include imbedded files in a PDF file.

{button ,AL(` Publishing to Portable Document Format PDF;',0,"Defaultoverview",)} How to

To install Adobe Acrobat Reader

1 Insert the WordPerfect Office CD into the CD drive.

The **WordPerfect Office Setup** wizard starts.

2 In the **Setup** wizard, click **Adobe Acrobat Reader setup**.

3 Follow the instructions in the Adobe Acrobat Reader setup program.


{button ,AL(` Publishing to Portable Document Format PDF;',0,"Defaultoverview",)} Related topics

To publish a slide show to PDF

- 1 Click **File** **?** **Publish to**
- ?** **PDF**.
- 2 Click the **General** tab.
- 3 Type a file path and filename in the **Filename** box.
- 4 In the **Export range** area, enable one of the following options:
 - **Full document**
 - **Current view**
 - **Selection**
 - **Slides**, and type a number in the box beside it
 - **Speakers notes**, and type a number in the box beside it
 - **Audience notes**, and type a number in the box beside it
 - **Handouts**, and type a number in the box beside it
- 5 Choose a compatible PDF application from the **Compatibility** list box.
- 6 Type the author's name in the **Author** box.
- 7 Type any keywords in the **Keywords** box.
- 8 Choose a PDF style from the **PDF style** list box.

{button ,AL(` Publishing to Portable Document Format PDF;',0,"Defaultoverview",)} [Related topics](#)

To specify text formatting options in PDF


- 1 Click **File**  **Publish to PDF**.
- 2 Click the **Objects** tab.
- 3 In the **Text and fonts** area, enable any of the following check boxes:
 - **Export all text as curves**
 - **Embed fonts in document**, and type a value in the **Under % of charset** box
 - **Embed base 14 fonts**
 - **Convert True Type to Type 1**
 - **Subset fonts**, and type a value in the **Under % of charset** box

Note

- If you enable the **Export all text as curves** check box, you cannot enable any font check boxes.

{button ,AL(` Publishing to Portable Document Format PDF; ,0,"Defaultoverview",)} [Related topics](#)

To compress bitmaps in PDF

- 1 Click **File**  **Publish to PDF**.
- 2 Click the **Objects** tab.
- 3 Choose a compression type from the **Compression type** list box.


If you want to compress text and line art, enable the **Compress text and line art** check box.

Tip

- You can change the quality level of the JPEG compression type by moving the **Quality factor** slider.

{button ,AL(` Publishing to Portable Document Format PDF;`,0,"Defaultoverview",)} [Related topics](#)

To format the document information in PDF

- 1 Click **File**  **Publish to PDF**.
- 2 Click the **Document** tab.
- 3 In the **Bookmarks** area, enable any of the following check boxes:
 - **Include hyperlinks**
 - **Generate bookmarks**
 - **Generate thumbnails**
- 4 In the **On start, display** area, enable one of the following options:
 - **Page only**
 - **Full screen**

If you enabled the **Generate bookmarks** check box or the **Generate thumbnails** check box, you can also enable the **Bookmarks** option or the **Thumbnails** option.
- 5 In the **Permissions** area, enable any of the following check boxes:
 - **Allow printing**
 - **Allow document changes**
 - **Allow notes and form field changes**
 - **Allow copying text/graphics**

You can also

Apply password protection to opening a document


Type a password in the **Open document** box. Retype the password in the **Confirm** box.

Apply password protection to changing a document

Type a password in the **Change security** box. Retype the password in the **Confirm** box.


{button ,AL(` Publishing to Portable Document Format PDF;';0,"Defaultoverview",)} [Related topics](#)

To apply color model formatting in PDF

- 1 Click **File**  **Publish to PDF**.
- 2 Click the **Advanced** tab.
- 3 Choose a color model from the **Output all objects as** list box.

`{button ,AL(` Publishing to Portable Document Format PDF;';0,"Defaultoverview",)}` [Related topics](#)

To include embedded files in a PDF file

- 1 Click **File**  **Publish to PDF**.
- 2 Click the **Advanced** tab.
- 3 Enable the **Embedded files** check box.
- 4 Click **Browse**.
- 5 Choose the drive and folder where the file is stored.
- 6 Type a filename in the **Filename** box.
- 7 Click **Open**.

{button ,AL(` Publishing to Portable Document Format PDF;',0,"Defaultoverview",)} [Related topics](#)

Sending slide shows to other applications

Using your email program, you can email a slide show. You can also send slide shows and speaker notes to the installed WordPerfect application, choosing page layout and speaker note positions prior to sending the slide show.

{button ,AL(` Sending slide shows to other applications;',0,"Defaultoverview",)} How to

To email a slide show

1 Click **File** **?** **Send to**

? **Mail.**

2 Enable one of the following options:

- **Current slide only**
- **Entire slide show**

3 Click **OK**.

4 Select a profile by using your email client, or set email options according to your email system.

5 Send the email.

? **Note**

- If you do not have an email program properly installed on your computer, you cannot email slide shows.

{button ,AL(` Sending slide shows to other applications;',0,"Defaultoverview",)} Related topics

To send a slide show to WordPerfect

1 Click **File**  **Send to**

 **WordPerfect.**

2 In the **Page layout** area, enable one of the following options:

- **One slide per page**
- **Multiple slides per page**
- **Outline**

3 In the **Page options** area, enable one of the following check boxes:

- **Header information**, and type text in the box beside it
- **Page numbering**

4 In the **Notes options** area, enable one of the following options:

- **Include speaker notes from the slide show**
- **Make a place for me to type notes**
- **Print lines for audience notes**

5 Click **Finish**.

 **Note**

- If you do not have WordPerfect installed on your computer, you cannot send a slide show to it.

{button ,AL(` Sending slide shows to other applications;',0,"Defaultoverview",)} [Related topics](#)

Corel Presentations DTD

The following table describes the elements and attributes contained in the Corel Presentations DTD (prxml1_0.dtd). It also describes the slide show text that is stored within the elements.

<u>Element/Attribute</u>	<u>Description</u>	<u>Contains</u>
Slideshow (element)	The Slideshow element is the root element and has one child named Slides .	
Slides (element)	The Slides element is a child of Slideshow and is the parent of TitleSlide and Slide .	
TitleSlide (element)	The TitleSlide element is a child of Slides and is the parent of BulletedList and TextBlock .	The TitleSlide element contains all the text elements inserted in a title slide.
Slide (element)	The Slide element is a child of Slides and is the parent of BulletedList and TextBlock .	The Slide element contains all the text elements inserted in a slide.
BulletedList (element)	The BulletedList element is a child of TitleSlide , Slide , and SubList .	The BulletedList element contains bulleted list text. A bulleted list can contain different levels. See the SubList element.
SubList (element)	The SubList element is a child of the BulletedList element. It can also be parent to the BulletedList element. This enables bulleted list levels.	The SubList element contains bulleted list level text.
TextBlock (element)	The TextBlock element is a child of TitleSlide and Slide .	The TextBlock element contains text contained in slide text boxes, title boxes, and subtitle boxes. This includes paragraphs of text.
TITLE (attribute)	TITLE identifies the content type of TextBlock .	Determines the text contained in the TextBlock element is title text.
SUBTITLE (attribute)	SUBTITLE identifies the content type of TextBlock .	Determines the text contained in the TextBlock element is subtitle text.
BODY (attribute)	BODY identifies the content type of TextBlock .	Determines the text contained in the TextBlock element is body text.
Text (element)	The Text element is a child of TextBlock , BulletedList , and Sublist .	The Text element contains slide text box text that consists of a single paragraph.
Para (element)	The Para element is a child of TextBlock , BulletedList , and Sublist .	The Para element contains slide text box text that consists of multiple paragraphs.

 **Note**

- The text found in organization charts is contained in **TextBlock** elements.

{button ,AL(` Sending slide shows to other applications;',0,"Defaultoverview",)} Related topics

Working with bitmaps in Corel Presentations

You can create bitmaps and add them to slide shows and drawings.

In this section, you'll learn about

- [scanning bitmaps](#)
- [creating and saving bitmaps](#)
- [modifying bitmaps](#)
- [enhancing bitmaps](#)
- [using special effects](#)
- [converting bitmaps and vector objects](#)
- [resampling bitmaps](#)

Scanning bitmaps

You can scan an image into Corel Presentations. To do so, you must have a scanner with a 32-bit TWAIN-compatible driver (**Twain_32.dll**) installed. TWAIN is a program that allows you to scan an image directly into an application. You can refer to the manufacturer's manual for detailed feature and configuration information.

{button ,AL(` Scanning bitmaps;',0,"Defaultoverview",)} How to

To install a scanner

- 1 Click **Insert** **?** **Graphics**
- ?** **Select image source.**
- 2 Choose an image scanner.
- 3 Click **Select**.

{button ,AL(` Scanning bitmaps;',0,"Defaultoverview",)} Related topics

To scan a bitmap

1 Click **Insert** **?** **Graphics**

? **Acquire image.**

2 Enable one of the following options:

- **Page bounded** **?** scales down the image to fit within the page boundaries
- **Area bounded** **?** scales the image to fit within a defined area
- **Fixed size** **?** scales the image to match both the width and height of a defined area

? **Note**

- Consult your scanner software documentation for instructions on manipulating the image.

{button ,AL(` Scanning bitmaps;',0,"Defaultoverview",)} Related topics

Creating and saving bitmaps

You can create new, original bitmaps using the Bitmap Editor. You can also save a new bitmap. You can save an existing bitmap in another bitmap format.

{button ,AL(` Creating and saving bitmaps;',0,"Defaultoverview",)} How to

To create a bitmap

- 1 Click **Insert** **?** **Graphics**
- ?** **Bitmap**.
- 2 Drag to define the bitmap frame.
- 3 Use the bitmap tools in the Bitmap Editor to create a bitmap.
- 4 Click **File** **?** **Close Bitmap Editor**.

{button ,AL(` Creating and saving bitmaps;',0,"Defaultoverview",)} Related topics

To save a bitmap

1 Click a bitmap.

2 Click **File**  **Save**.

3 Enable the **Selected items** option.

4 Click **OK**.

5 In the **Save as** dialog box, choose the drive and folder where you want to save the bitmap.

6 Type a filename in the **Filename** box.


7 Click **Save**.

Note

- **.Wpg** (WordPerfect graphic) is the default bitmap format.

{button ,AL(` Creating and saving bitmaps;' ,0,"Defaultoverview",)} [Related topics](#)

To save a bitmap to another bitmap format

- 1 Click a bitmap.
- 2 Click **File**  **Save as**.
- 3 Enable the **Selected items** option.
- 4 Click **OK**.
- 5 In the **Save** dialog box, choose the drive and folder where you want to save the bitmap.
- 6 Type a name in the **Filename** box.
- 7 Choose a graphic type from the **File type** list box.
- 8 In the **Export** dialog box, choose a predefined size from the **Predefined sizes** list box.

If you want to specify the size of the bitmap, type values for the width and height of the image in the **Width** and **Height** boxes.

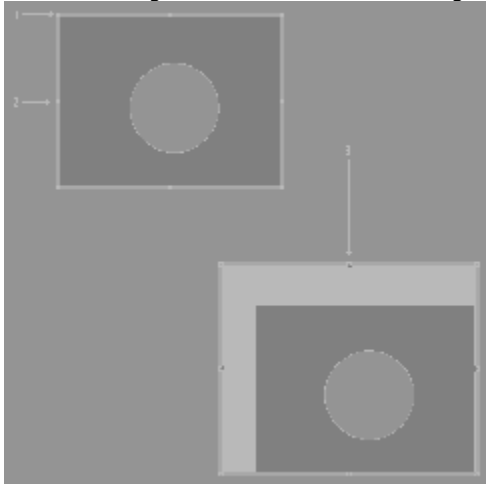
You can also

Choose a unit of measure	Choose a unit of measure from the Units of measure list box.
Choose a resolution	Choose a resolution from the Resolution list box.
Specify a color option	Enable a color option.
Display a .gif file in stages in a Web browser	Enable the Interlaced check box.
Apply the standard transparent color to a .gif file	Enable the No transparency check box.
Compress a .bmp file so it will take up less memory space	Enable the Compressed check box.

{button ,AL(` Creating and saving bitmaps;',0,"Defaultoverview",)} [Related topics](#)

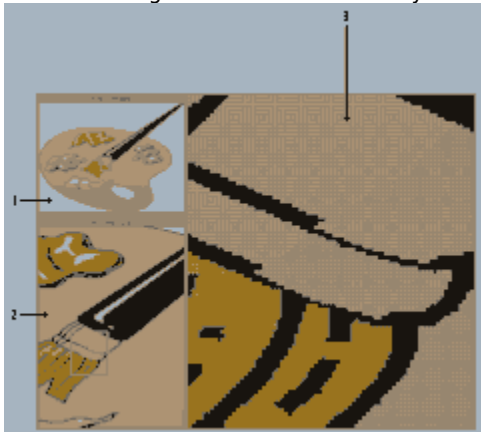
Modifying bitmaps

Modifying bitmaps in Corel Presentations can be done with precision. You can refine small details, make drastic changes, and intensify effects on the bitmap as a whole. You can select a specific area of the bitmap to modify. You can size the frame around the graphic, which is useful if you want to eliminate white space around a bitmap. The following illustration shows the sizing of a frame around a bitmap by dragging a handle.



Zooming in on a bitmap lets you perform editing tasks at a precise level of magnification. You can then zoom out to view the entire image and the changes that you have made.


The following illustration shows that you can view bitmaps in 1) full size, 2) actual size, and 3) zoomed view.



You can also remove a bitmap from a document and erase parts of a bitmap.

{button ,AL(^ Modifying bitmaps;',0,"Defaultoverview",)} How to

To select an area of a bitmap

- 1 Double-click a bitmap.
- 2 Click **Edit**  **Select area**.
- 3 Drag to select an area of the bitmap.

`{button ,AL(^ Modifying bitmaps;',0,"Defaultoverview",)}` [Related topics](#)

To size the frame around a bitmap


To

Size the frame around a bitmap

Size the frame around a rotated or skewed bitmap

Do the following

Double-click the bitmap, and drag the side or corner handles to resize the frame.

Click **Tools**  **Convert to bitmap**. Click **OK**. Double-click the bitmap, and drag the side or corner handles to resize the frame.

Note

- Increasing the size of the frame around a bitmap does not alter the bitmap itself; however, moving any part of the bitmap outside of the resized frame will delete that part when you close the Bitmap Editor window and return to the drawing window.

{button ,AL(` Modifying bitmaps;',0,"Defaultoverview",)} Related topics

To zoom a bitmap

1 Double-click a bitmap.


2 Click **View**  **Zoom**.

Note

- A check mark beside **Zoom** indicates that the bitmap is zoomed.

`{button ,AL(` Modifying bitmaps;',0,"Defaultoverview",)}` [Related topics](#)

To remove a bitmap

- 1 Double-click a bitmap.
- 2 Click **Edit**  **Clear**.

{button ,AL(` Modifying bitmaps;',0,"Defaultoverview",)} [Related topics](#)

To erase parts of a bitmap

1 Double-click a bitmap.

2 Click **Insert**  **Eraser**.

3 Click **Format**  **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.


5 Type a value in the **Brush width** box.

6 Drag to erase any part of the bitmap.

Note

- When you erase parts of a bitmap, they are replaced with the transparent color that you specify. For information about selecting a transparent color, see ["To select a transparent color for a bitmap."](#)

Tip

- You can also erase a selected area of a bitmap by clicking **Edit**  **Select area**, dragging to select an area of a bitmap, and clicking **Edit**

Erase selection.

{button ,AL(^ Modifying bitmaps;',0,"Defaultoverview",)} [Related topics](#)

Enhancing bitmaps

While you can create original artwork for slides and drawings, you can also enhance bitmaps that you have inserted into a slide show or drawing from an external source.

You can air brush a bitmap, which sprays a selected fill color in a bitmap area. You can also paint a specific area of a bitmap.

You can fill the complete area of a bitmap.

You can copy and apply a unique color in a bitmap as well as selectively replace a color in a bitmap. In addition, you can select or disable a transparent color for a bitmap.

You can selectively replace a color in a bitmap. You can also set a transparent color for a bitmap and disable a transparent color.

{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} How to

To air brush a bitmap

1 Double-click a bitmap.

2 Click **Insert**  **Air brush**.

3 Click **Format**  **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type values in the following boxes:

- **Brush width**
- **Air brush density**

6 Click **OK**.

7 Open the **Foreground fill** picker on the tool palette, and click a color.

8 Open the **Background fill** picker on the tool palette, and click a color.


Tips

- You can also choose a brush shape by opening the **Bitmap brush shape** picker on the property bar and clicking a brush shape.
- You can also adjust the air brush density by opening the **Air brush density** picker on the property bar and clicking a number.

{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} [Related topics](#)

To paint a specific area of a bitmap

1 Double-click a bitmap.

2 Click **Insert**  **Paint brush**.

3 Click **Format**  **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type a value in the **Brush width** box.

6 Click **OK**.

7 Open the **Fill Pattern** picker on the tool palette, and click a pattern.

8 Open the following pickers on the tool palette, and click a color:

- **Foreground fill**
- **Background fill**

9 Click the bitmap.

Tips

- You can also choose a brush shape by opening the **Bitmap brush shape** picker on the property bar and clicking a brush shape.
- You can also adjust the brush width by opening the **Bitmap brush size** picker on the property bar and clicking a number.

{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} [Related topics](#)

To paint the complete area of a bitmap

1 Double-click a bitmap.

2 Click **Insert**  **Flood fill**.

3 Open the **Fill pattern** picker on the tool palette, and click a pattern.

4 Open the **Foreground fill** picker on the tool palette, and click a color.

5 Open the **Background fill** picker on the tool palette, and click a color.

6 Click the bitmap.

Note

- The **Flood fill** tool replaces only the colored regions of a bitmap. A colored region is a group of connecting pixels that share the same color.

{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} Related topics

To copy and apply a unique color in a bitmap

1 Double-click a bitmap.

2 Click **Insert**  **Pickup color**.

3 Click a color in the bitmap.

The color you choose displays in the **Foreground fill** picker on the tool palette.

4 Use one of the following tools to apply the copied color to bitmap:

- **Paint brush**
- **Air brush**
- **Flood fill**

Note

- Some colors are a blend of different color pixels. The color you pick up depends on what pixel the pointer is on when you click the bitmap.

{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} Related topics

To selectively replace a color in a bitmap

1 Double-click a bitmap.

2 Click **Insert**  **Selective replace**.

3 Click **Format**  **Brush**.

4 In the **Brush attributes** dialog box, choose a brush shape from the **Brush shape** list box.

5 Type a value in the **Brush width** box, and click **OK**.

6 Click **Insert**  **Pickup color**.

7 Click a color in the bitmap.

The color you choose displays in the **Foreground fill** picker on the tool palette.

8 Open the **Background fill** picker on the tool palette, and click a color.


9 Click the bitmap where you want to replace the color.

Tips

- You can also choose a brush shape by opening the **Bitmap brush shape** picker on the property bar and clicking a brush shape.
- You can also adjust the brush width by opening the **Bitmap brush size** picker on the property bar and clicking a number.


{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} [Related topics](#)

To select a transparent color for a bitmap

- 1 Double-click a bitmap.
- 2 Right-click, and click **Edit**.
- 3 Click **Format**  **Set transparent color**.
- 4 Disable the **No transparent color** check box.
- 5 Click a color on the palette.

{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)} [Related topics](#)

To disable a transparent color on a bitmap

- 1 Double-click a bitmap.
- 2 Click **Format**  **Set transparent color**.
- 3 Enable the **No transparent color** check box.

`{button ,AL(` Enhancing bitmaps;',0,"Defaultoverview",)}` [Related topics](#)

Using special effects

Corel Presentations includes a variety of special effects that you can add to bitmaps.

You can apply the following special effects to enhance an entire bitmap or a specific area that you have selected; [Blur](#), [Brightness](#), [Contrast](#), [Emboss](#), [Equalize](#), [Mosaic](#), [Rain](#), [Saturation](#), [Sharpen](#), [Smooth](#), [Spike removal](#), [Stereogram](#), [Trace contours](#), and [Wind](#).

{button ,AL(`Using special effects;',0,"Defaultoverview",)} [How to](#)

To apply a special effect to a bitmap




1 Double-click a bitmap.

2 Click **Edit**  **Select area**.

3 Drag to select an area of the bitmap.

4 Click **Tools**  **Special effects**.

5 Enable one of the following options:

- **Full image**  applies the special effect to the entire bitmap
- **Inside area**  applies the special effect inside the selected area
- **Outside area**  applies the special effect outside the selected area

6 Choose a special effect from the **Effects** list.

If you want to preview the effect, click **Apply** and view the effect in the **After** preview window.

Note

- If you increase the **Mosaic** effect by more than 10%, the bitmap will disappear.

{button ,AL(` Using special effects;',0,"Defaultoverview",)} [Related topics](#)

Converting bitmaps and vector objects


Corel Presentations uses two types of graphic formats: bitmap and vector. Bitmaps are made of individual dots, called pixels, that are arranged and colored differently to form a pattern. Increasing the size of a bitmap increases individual pixels, which makes lines and shapes appear jagged. Reducing the size of a bitmap distorts the original image because pixels are removed to reduce the image size. Because a bitmap is a collection of pixels, you cannot change the size, shape, or location of individual pixels. You can, however, apply effects to the entire image.

Vector objects, such as clipart images, are a series of points joined by lines. Graphical elements in a vector file are self-contained entities with properties, such as color, shape, outline, size, and position on the screen, included in its definition. You can move and change the properties of a vector object repeatedly, while maintaining its original clarity and crispness and without affecting other objects in the image.

You can convert bitmap images to vector graphics and vector images into bitmap images.

{button ,AL(` Converting bitmaps and vector objects;' ,0,"Defaultoverview",)} How to


To convert a vector object to a bitmap

- 1 Click a vector object.
- 2 Click **Tools**  **Convert to bitmap**.
- 3 Click **Convert**.

{button ,AL(` Converting bitmaps and vector objects;',0,"Defaultoverview",)} [Related topics](#)

To convert a bitmap to a vector object

1 Click a bitmap.

2 Click **Tools**  **Trace bitmap**.

Note

- Converting complex bitmaps, such as photographs and grayscale images, is not recommended.

{bmct Ticon.bmp) Tip

- You can also convert a bitmap to a vector object by right-clicking the bitmap and clicking **Trace bitmap**.


{button ,AL(` Converting bitmaps and vector objects;','0,"Defaultoverview",)} Related topics

Resampling bitmaps

You can resample, or change the resolution of, bitmaps to improve print quality or reduce memory and file size requirements when you are editing, printing, or saving. For example, you can insert a small bitmap, enlarge it, and then resample it to refine its appearance. The print quality of a bitmap that you have enlarged and resampled will always be high. However, in some cases, sizing a bitmap smaller and resampling it will adversely affect the print quality.

{button ,AL(`Resampling bitmaps;',0,"Defaultoverview",)} How to

To resample a bitmap

- 1 Click a bitmap.
- 2 Drag the handles to resize the bitmap.
- 3 Click **Tools**  **Resample bitmap**.
- 4 Click **Resample**.

{button ,AL(` Resampling bitmaps;' ,0,"Defaultoverview",)} [Related topics](#)

Inserting equations, symbols, dates, and times into slide shows and drawings

Corel Presentations lets you insert equations, symbols, and the date and time into the slide shows and drawings you create.

In this section, you'll learn about



- [inserting equations](#)
- [inserting symbols](#)
- [inserting dates and times](#)

Inserting equations

You can insert equations into slide shows and drawings. Once the equation is inserted, it is treated as an object. For more information about inserting equations, see ["Using Equation Editor."](#)

{button ,AL(` Ainserting equations;' ,0,"Defaultoverview",)} How to

To insert an equation

- 1 Click **Insert**  **Equation**.
- 2 Create your equation in the **Equation Editor** dialog box.
- 3 Click **File**  **Exit and return to**.

{button ,AL(` Ainserting equations;',0,"Defaultoverview",)} Related topics

Inserting symbols

You can insert symbols that are not available on your keyboard, such as phonetic symbols in other alphabets, into slide show and drawing text objects. For information about text objects, see "[Working with text in slide shows and drawings.](#)"

{button ,AL(`Ainserting symbols;',0,"Defaultoverview",)} [How to](#)

To insert a symbol

- 1 Double-click a text object.
- 2 Click in the text.
- 3 Click **Insert ? Symbol**.
- 4 Choose a symbol type or a character set from the **Set** list box.
- 5 Choose a symbol from the **Symbols** list.
- 6 Click one of the following:
 - **Insert ?** inserts the symbol and leaves the **Symbols** dialog box open
 - **Insert and close ?** inserts the symbol and closes the **Symbols** dialog box


{button ,AL(` Alnserting symbols;',0,"Defaultoverview",)} Related topics

Inserting dates and times

You can insert a number of different date and time formats into a slide show or drawing text object. For information about text objects, see "[Working with text in slide shows and drawings.](#)" You can also create a custom date and time format to insert.


{button ,AL(`Ainserting dates and times;',0,"Defaultoverview",)} How to

To insert the date and time

- 1 Double-click a text object.
- 2 Click in the text.
- 3 Click **Insert**  **Date/time**.
- 4 Choose a format from the **Date/time formats** list.
If you want to keep the date current, enable the **Keep the inserted date current** check box.
- 5 Click **Insert**.

{button ,AL(` Ainserting dates and times;'0,"Defaultoverview",)} Related topics

To create a custom date/time format

- 1 Double-click a text object.
- 2 Click **Insert**  **Date/time**.
- 3 Click **New format**.
- 4 Select the text in the **Edit date/time format** box, and press **DELETE**.
- 5 Click the **Year** tab, choose a code from the **Year codes** list, and click **Insert**.
- 6 Click the **Month** tab, choose a code from the **Month codes** list, and click **Insert**.
- 7 Click the **Day** tab, choose a code from the **Day codes** list, and click **Insert**.
- 8 Click the **Time** tab, choose a code from the **Time codes** list, and click **Insert**.

{button ,AL(` Alnserting dates and times;',0,"Defaultoverview",)} [Related topics](#)

Working with the Master Gallery

A master is a set of layouts and backgrounds. A layout is a slide with preset placeholders for objects such as titles, subtitles, bulleted lists, text, data charts, and organization charts. Each layout has a page format and color scheme that is consistent with the other layouts and backgrounds that are part of a master. A background can include a border, a gradient background, and other related images. Corel Presentations provides a selection of masters to work with in the Master Gallery.

Corel Presentations is also accessible to users with disabilities. For information about customizing a slide show to suit your particular requirements, see ["Using Accessibility features."](#)

In this section, you'll learn about

- [applying masters to slides](#)
- [applying backgrounds and layouts to slides](#)
- [creating slide show layouts and backgrounds](#)
- [editing, renaming, and deleting the background layer of slides](#)
- [applying different colors and fills to the background layer of slides](#)
- [editing, renaming, and deleting the layout layer of slides](#)
- [adding new masters to the Master Gallery](#)

For more information about working with the Master Gallery, see ["Reference: Working with the Master Gallery."](#)

Applying masters to slides

Corel Presentations provides a collection of masters in the Master Gallery. Each master is a set of professionally designed slide backgrounds and layouts that include preset objects, such as titles, bulleted lists, and charts. Choosing a preset layout allows you to concentrate on the content of the slide show, rather than on the format.

The following image shows the Master Gallery.




The masters in the Master Gallery are grouped into categories. You can use a master provided with Corel Presentations in the Master Gallery.

You can also import a master from another location on your computer.

{button ,AL(`Applying masters to slides;',0,"Defaultoverview",)} How to

To use a master in the Master Gallery


- 1 Click **Format**  **Master Gallery**.
- 2 Choose a slide show category from the **Category** list box.
- 3 Click a master on the **Selected style** palette.

Tip

- You can also choose a master from the Master Gallery by clicking the **Master Gallery** button on the toolbar.

{button ,AL(` Applying masters to slides;',0,"Defaultoverview",)} [Related topics](#)

To import a master from another location

- 1 Click **Format**  **Master Gallery**.
- 2 Click **Browse**.
- 3 Choose the drive and folder where the master is stored.
- 4 Choose a filename.
- 5 Click **Insert**.


{button ,AL(` Applying masters to slides;',0,"Defaultoverview",)} [Related topics](#)

Applying backgrounds and layouts to slides

When you add a new slide to a slide show, you can apply preset backgrounds and layouts from the Background Gallery and the Layout Gallery. For example, if you want a slideshow with a grayscale or black-and-white look, you can choose one of the printout masters available in the Master Gallery category list.

{button ,AL(` Applying backgrounds and layouts to slides;',0,"Defaultoverview",,)} How to

To apply a background to a slide

- 1 Click **Format**  **Background Gallery**.
- 2 Click the **Appearance** tab.
- 3 In the **Backgrounds** area, choose a background category from the **Category** list box.
- 4 Click a background on the **Background** palette.

If you want to apply the background to all slides in the slide show, enable the **Apply selected background to all slides in slide show** check box.

Note

- You can add up to 30 different backgrounds to a slide show.

Tip

- You can also apply a background that is not in the **Category** list box by clicking the **Browse** button and choosing the drive and folder where the background is stored. For example, you can apply clipart as a background.

{button ,AL(` Applying backgrounds and layouts to slides;' ,0,"Defaultoverview",)} [Related topics](#)

To apply a layout to a slide

- 1 Click **Format**  **Layout Gallery**.
- 2 Click the **Appearance** tab.
- 3 Click a layout on the **Layouts** palette.

Note

- You can add up to 30 different layouts to a slide show.

Tip

- You can also apply a layout to a slide by opening the **Select layout** picker and clicking a layout.



{button ,AL(`Applying backgrounds and layouts to slides;',0,"Defaultoverview",,)} [Related topics](#)

Creating slide show layouts and backgrounds

Creating new slide show layouts and backgrounds is an alternative to applying preset formats. The layout layer of a slide can consist of titles, subtitles, bulleted lists, data charts, and organization charts.

`{button ,AL(` Creating slide show layouts and backgrounds;`,0,"Defaultoverview",)}` How to

To create a slide show layout



- 1 Click **Edit**  **Layout layer**.
- 2 Click **Insert**  **New layout**.
- 3 Type a layout name in the **Name** box.
- 4 Click **OK**.
- 5 Insert any objects into the layout.

Note

- When you insert a text object, such as a text box or a text line, into a slide show layout, you must type placeholder text in it.

{button ,AL(` Creating slide show layouts and backgrounds;',0,"Defaultoverview",)} [Related topics](#)

To create a slide show background

- 1 Click **Edit**  **Background layer**.
- 2 Click **Insert**  **New background**.
- 3 Type a background name in the **Name** box.
- 4 Click **OK**.
- 5 Insert any objects into the background.



{button ,AL(` Creating slide show layouts and backgrounds;',0,"Defaultoverview",)} [Related topics](#)

Editing, renaming, and deleting the background layer of slides

You can customize any of the masters from the Master Gallery by editing the background layers, which determine the overall color and size of slides. You can also rename and delete a background layer.

How to {button ,AL(` Editing renaming and deleting the background layer of slides;',0,"Defaultoverview",)}



To edit the background layer of a slide

- 1 Click **Edit**  **Background layer**.
- 2 Click **Format**  **Background Gallery**.
- 3 Choose a background category from the **Category** list box.
- 4 Click a background on the palette.

If you want to change the background layer without affecting the objects within it, enable the **Keep current graphic objects with the new background** check box.



{button ,AL(` Editing renaming and deleting the background layer of slides;',0,"Defaultoverview",)}
Related topics

To rename the background layer of a slide

- 1 Click **Edit**  **Background layer**.
- 2 Click **Edit**  **Rename background**.
- 3 Type a background name in the **Name** box.

{button ,AL(` Editing renaming and deleting the background layer of slides;',0,"Defaultoverview",)}
Related topics

To delete the background layer of a slide

- 1 Click **Edit**  **Background layer**.
- 2 Click **Edit**  **Delete background**.

`{button ,AL(`Editing renaming and deleting the background layer of slides;',0,"Defaultoverview",)}`



[Related topics](#)

Applying different colors and fills to the background layer of slides

Create a different look for the background layer of slides by changing the color or adding fills. You can apply a pattern, gradient, texture, or picture fill to a background layer. In addition, you can change the settings of gradient and picture fills.



{button ,AL(` Applying different colors and fills to the background layer of slides;',0,"Defaultoverview",)} How to

To change the background layer color of a slide

- 1 Click **Edit**  **Background layer**.
- 2 Click **File**  **Page setup**.
- 3 Click the **Fill** tab.
- 4 Open the **Foreground** picker, and click a color.
- 5 Open the **Background** picker, and click a color.

{button ,AL(` Applying different colors and fills to the background layer of slides;',0,"Defaultoverview",)} Related topics

To fill the background layer of a slide with a pattern

- 1 Click **Edit**  **Background layer**.
- 2 Click **File**  **Page setup**.
- 3 Click the **Fill** tab.
- 4 In the **Fill style** area, click **Pattern**.
- 5 Click a fill on the palette.

You can also

Fill the background layer of a slide with a gradient

In the **Fill style** area, click **Gradient**, and click a fill on the palette.

Fill the background layer of a slide with a texture








In the **Fill style** area, click **Texture**, choose a category from the **Category** list box, and click a fill on the palette.

Fill the background layer of a slide with a picture

In the **Fill style** area, click **Picture**, choose a category from the **Category** list box, and click a fill on the palette.








{button ,AL(` Applying different colors and fills to the background layer of slides;','0,"Defaultoverview",)} Related topics

To change gradient settings

- 1 Click **Edit**  **Background layer**.
- 2 Click **File**  **Page setup**.
- 3 Click the **Fill** tab.
- 4 In the **Fill Style** area, click **Gradient**.
- 5 Click **Gradient settings**.
- 6 In the **Gradient settings** dialog box, choose one of the following gradient types from the **Gradient type** list box:
 - **Linear**  blends the color bands around curved lines
 - **Circular**  blends the color around curved lines
 - **Rectangular**  blends the color around straight lines
- 7 Type a value in the **Angle** box.
- 8 In the **Gradient color position** area, type values in the **Horizontal offset** box and the **Vertical offset** box.
- 9 In the **Blending** area, enable one of the following options:
 - **Auto-step blending**  assigns the number of blending steps between the selected colors
 - **Fixed**  blends between two colors by the number of steps you specify in the box

{button ,AL(` Applying different colors and fills to the background layer of slides;'0,"Defaultoverview",)} Related topics

To change picture settings

- 1 Click **Edit**  **Background layer**.
- 2 Click **File**  **Page setup**.
- 3 Click the **Fill** tab.
- 4 In the **Fill style** area, click **Picture**.
- 5 Click **Picture settings**.
- 6 In the **Picture settings** dialog box, enable one of the following options:
 - **Tile**  repeats the bitmap until the background is filled
 - **Brick horizontal**  repeats the bitmap in offset horizontal rows
 - **Brick vertical**  repeats the bitmap in offset vertical columns
 - **Stretch/shrink to fit area**  stretches or shrinks the bitmap; the bitmap might not retain its original proportions
 - **Scale to fit area**  makes the bitmap smaller or larger to fit to an area, keeping the original proportions

{button ,AL(` Applying different colors and fills to the background layer of slides;'0,"Defaultoverview",)} Related topics

Editing, renaming, and deleting the layout layer of slides

The layout layer of a slide determines the placement of title, subtitle, and chart placeholders. You can edit the contents of a layout layer, rename the layout layer, and assign a specific background to a specific kind of layout. As well, you can reapply a layout. You can also delete a layout layer.

{button ,AL(` Editing renaming and deleting the layout layer of slides;',0,"Defaultoverview",)} How to



To edit the layout layer of a slide

- 1 Click **Edit ?** **Layout layer**.
- 2 Click a tab at the bottom of the slide show window.
- 3 Edit the contents of the layout layer.

{button ,AL(` Editing renaming and deleting the layout layer of slides;'0,"Defaultoverview",)}


Related topics

To rename the layout layer of a slide

- 1 Click **Edit**  **Layout layer**.
- 2 Click **Edit**  **Rename layout**.
- 3 Type a name in the **Name** box.

{button ,AL(` Editing renaming and deleting the layout layer of slides;' ,0,"Defaultoverview",)}
Related topics



To assign a background to a layout

- 1 Click **Edit**  **Layout layer**.
- 2 Click **Format**  **Assign background**.
- 3 In the **Layout is using background** area, choose a layout.
- 4 Choose a background from the **Available backgrounds** list box.

{button ,AL(`Editing renaming and deleting the layout layer of slides;',0,"Defaultoverview",)}
Related topics

To reapply a layout

1 Click **Edit**  **Layout layer**.



2  Click **Format**  **Reapply layout**.

 **Note**

- You can reapply a layout only in the slide layer.

`{button ,AL(` Editing renaming and deleting the layout layer of slides;',0,"Defaultoverview",)}`
[Related topics](#)

To delete a layout layer from a slide

- 1 Click **Edit**  **Layout layer**.
- 2 Click **Edit**  **Delete layout**.

`{button ,AL(`Editing renaming and deleting the layout layer of slides;',0,"Defaultoverview",)}`


[Related topics](#)

Adding new masters to the Master Gallery

Once you have changed the background and layout layers of a slide, you can save your changes as a new master and add it to the Master Gallery. The next time you create a slide show, the master will display in the Master Gallery under the category you specify.

{button ,AL(` Adding new masters to the Master Gallery;',0,"Defaultoverview",)} How to

To add a master to the Master Gallery

- 1 Click **File**  **Save as**.
- 2 Choose **X:\Program Files\Coreel\Wordperfect Office 11\Programs\Masters** from the **Save in** list box, where **X** represents the drive on which Corel Presentations is stored.
- 3 Double-click one of the following Master category folders:
 - **35mm**
 - **Business**
 - **Color**
 - **Design**
 - **Nature**
 - **Printout**
 - **Theme**
- 4 Choose one of the following file formats from the **File type** list box:
 - **Presentations Master 3.0**
 - **Presentations Master 7/8/9/10/11**
- 5 Type a filename in the **Filename** box.

Note

- You can overwrite an existing master; however, you will need to reinstall Corel Presentations in order to retrieve the original master.

{button ,AL(` Adding new masters to the Master Gallery;','0,"Defaultoverview",)} [Related topics](#)

Reference: Working with the Master Gallery

Layouts are preset page designs with backgrounds that you can apply to slides. The preset layouts included in Corel Presentations are listed in the following table.

<u>Use a</u>	<u>To</u>
Title layout	Introduce your subject or to serve as a divider between subjects.
Bulleted list layout	Summarize and reinforce major points.
Text layout	Display sentences or paragraphs of text on a slide.
Organization chart layout	Show the structure of positions and span of control in a business, department, agency, group, division, or office.
Data chart layout	Display percentages, trends, market shares, and relational information.
Combination layout	Display a bulleted list and a data chart on a slide.

{button ,AL(` Reference Working with the Master Gallery;','0,"Defaultoverview",)} How to

For more information Help topics

Fill tab/gradient settings dialog box

For more information, click one of the following:

- [To change gradient fill settings](#)
- [To change gradient fill settings of a title or subtitle box](#)
- [To change the gradient fill settings of a bulleted list box](#)
- [To change the gradient fill settings of a page](#)
- [To change the gradient fill settings of a bullet](#)

Fill tab/picture settings dialog box

For more information, click one of the following:

- [To change the picture fill settings](#)
- [To change the picture fill settings of a bulleted list box](#)
- [To change the picture fill settings of a page](#)
- [To change the picture fill settings of a title or subtitle box](#)

For more information, see the following:

[Working with the Slide Outliner](#)

[Opening slide shows](#)

[To apply a slide transition](#)

[Working with sounds in slide shows](#)

[Working with movies in slide shows](#)

[Customizing Corel Presentations](#)

[Playing slide shows](#)

For more information, see the following:

[Working with titles and subtitles in Corel Presentations](#)

[Working with bulleted lists in Corel Presentations](#)

[Working with text in slide shows and drawings](#)

For more information, see the following:

[Working with objects in slide shows and drawings](#)

[Using OLE](#)

For more information, see the following:

[Welcome to Corel Versions](#)

For more information, see the following:

[Using the dictionary](#)

[Using the thesaurus](#)

[Using the spelling checker and Grammatik](#)

Adding multimedia effects to slide shows

You can add sounds and movies to slide shows in Corel Presentations.

Corel Presentations is also accessible to users with disabilities. For information on customizing your slide show to suit your particular requirements, see "[Using Accessibility features.](#)"

In this section, you'll learn about

- [working with sounds in slide shows](#)
- [working with movies in slide shows](#)

Working with sounds in slide shows

Once you have correctly installed and set up sound hardware on your computer, you can add Wave (.**Wav**) and Midi (.**Mid**) sound files to slides. You can add an entire CD track or only sections of a track to slides by choosing specific starting and stopping points.


You can also change the sound properties; for example, you can adjust the volume.

If you have a microphone and an internal sound card that supports digital audio or an external sound device that supports digital audio, you can also record any sound and add it to your slides. For more information about recording and saving sounds, see the online Help for the Microsoft Sound Recorder.

Should you decide that you no longer want the sound file included in a slide show, you can turn it off or remove it.

{button ,AL(`Working with sounds in slide shows;',0,"Defaultoverview",)} How to

To insert a Wave and MIDI sound file into a slide

- 1 Click **Insert**  **Sound**.
- 2 Click **Browse** beside one of the following boxes:
 - **Wave**
 - **MIDI**
- 3 Choose the drive and folder where the sound file is stored.
- 4 Type a filename in the **Filename** box.
- 5 Click **Open**.

Note

- You can only play one **.mid** and one **.wav** file at the same time. You cannot play two sound files of the same type simultaneously.

Tip

- To get the best results from the MIDI sound files that are included with Corel Presentations, make sure that your system is set up correctly for your sound card.



{button ,AL(`Working with sounds in slide shows;'0,"Defaultoverview",)} [Related topics](#)

To add an entire CD track to a slide

- 1 Click **Insert ? Sound**.
- 2 Click **Browse** beside the **CD** box.
- 3 In the **Slide CD ? Audio** dialog box, type a track description in the **Description** box.
- 4 Type the number of the CD track in the **Track** box.

{button ,AL(`Working with sounds in slide shows;',0,"Defaultoverview",)} Related topics

To add part of a CD track to a slide

- 1 Click **Insert**  **Sound**.
- 2 Click **Browse** beside the **CD** box.
- 3 In the **Slide CD**  **Audio** dialog box, type a description in the **Description** box.
- 4 Type the number of the CD track in the **Track** box.
- 5 Disable the **From beginning** check box.
- 6 In the **Start location** area, type a value in any of the following boxes:
 - **Minutes**
 - **Seconds**
 - **Frames**
- 7 Disable the **To end** check box.
- 8 In the **End location** area, type a value in any of the following boxes:
 - **Minutes**
 - **Seconds**
 - **Frames**

{button ,AL(`Working with sounds in slide shows;',0,"Defaultoverview",)} [Related topics](#)

To add a sound to all the slides in a slide show

- 1 Click **Insert**  **Sound**.
- 2 Enable the **Apply to all slides in slide show** check box.

You can also


- | | |
|---|---|
| Play a sound continuously during a slide show | Enable the Loop sound check box. |
| Adjust the volume | Move the slider to the left to decrease the volume, or move it to the right to increase the volume. |
| Save a sound within a slide show | Enable the Save within slide show document check box. |

Note

- Saving the file in the slide show increases the slide show file size, but also ensures that the sound will be available for playback. Use this option if you want to create a portable slide show. For information about creating a portable slide show, see "[Creating portable slide shows.](#)"

{button ,AL(` Working with sounds in slide shows;',0,"Defaultoverview",,)} [Related topics](#)

To record a sound file

1 Click **Format**  **Slide properties**

 **Sound.**

2 Click **Record**.

3 In the **Sound** dialog box, click **Record**.

4 Click **Stop** when you finish recording.

{button ,AL(`Working with sounds in slide shows;',0,"Defaultoverview",)} [Related topics](#)

To turn off a sound file

- 1 Click **Insert ? Sound**.
- 2 Click **Browse** beside any of the following boxes:
 - **Wave**
 - **MIDI**
- 3 Locate one of the following files:
 - **Noteoff.wav ?** turns off a Wave file
 - **@Noteoff.mid ?** turns off a Midi file

You can also

Remove a WAVE file

Click **Insert ? Sound, and...**

Click **Insert ? Sound**.
Delete the file path in the **Wave** box.

Remove a MIDI file

Click **Insert ? Sound**.
Delete the file path in the **MIDI** box.

{button ,AL(` Working with sounds in slide shows;'0,"Defaultoverview",)} Related topics


Working with movies in slide shows

You can add movies to slide shows in a variety of formats, including Animated GIF (.gif), Moving Pictures Experts Group (.mpeg), Audio Video Interleaved (.avi), and QuickTime (.mov and .qt).

Once you have added a movie to a slide show, you can change the movie file. You can also set the movie to play automatically, and you can delete a movie file from a slide show.

{button ,AL(`Working with movies in slide shows;',0,"Defaultoverview",)} How to

To add a movie file to a slide show

- 1 Click **Insert**  **Movie**.
- 2 Choose the drive and folder where the file is stored.
If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.
- 3 Choose a file type from the **File type** list box.
- 4 Type a filename in the **Filename** box.
- 5 Click **Insert**.

Notes


- To insert **.mov** and **.mpeg** movie files into Corel Presentations slide shows, you must install the required MCI driver.
- Inserting a movie file into a slide show greatly increases the file size of the slide show.

Tip

- You can play a movie within the slide show by clicking **View**  **Play movie** or by clicking the **Play movie** button on the property bar.

{button ,AL(`Working with movies in slide shows;',0,"Defaultoverview",)} [Related topics](#)

To insert an animated GIF into a slide show

- 1 Click **Insert**  **Animated GIF**.
- 2 Choose the drive and folder where the file is stored.
If you want to save the movie within the slide show, enable the **Save movie within slide show document** check box.
- 3 Type a filename in the **Filename** box.
- 4 Click **Insert**.

Note

- An animated GIF displays correctly in Show It!, QuickPlay, or Show on the Go.
- You can also play an animated GIF by double-clicking the GIF, or by right-clicking the GIF and clicking **Play movie**.

{button ,AL(`Working with movies in slide shows;',0,"Defaultoverview",)} [Related topics](#)

To change the movie file in a slide show

- 1 Right-click a movie, and click **Movie properties**.
- 2 Click Browse beside the Movie name box.
- 3 Choose the drive and folder where the file is stored.
- 4 Choose a file type from the **File type** list box.
- 5 Type a filename in the **Filename** box.
- 6 Click **Insert**.

You can also

Apply a movie border to the slide show	Choose a border type from the Movie border list box.
Display the control panel while playing a slide show	Enable the Display control panel when playing show check box.
Save the movie file within the slide show	Enable the Save movie within slide show document check box.
Play the movie continuously	Enable the Loop the movie for continuous play check box.

Tip

- You can also change the movie file in a slide show by clicking the **Movie properties** button on the property bar.

{button ,AL(` Working with movies in slide shows;',0,"Defaultoverview",,)} [Related topics](#)

To set a movie to play automatically

- 1 Right-click a movie, and click **Movie properties**.
- 2 Enable the **Play movie** check box.
- 3 Type a value in the **Seconds after slide transition** box.

You can also


Hide the movie when it is not playing	Enable the Hide movie while not playing check box.
Set the movie to play only when clicked	Enable the Play movie when clicked check box.

? Tip

- You can also set a movie to play automatically by clicking the **Movie properties** button on the property bar.

{button ,AL(` Working with movies in slide shows;',0,"Defaultoverview",)} [Related topics](#)

To delete a movie from a slide

- 1 Click a movie.
- 2 Click **Edit**  **Delete**.

{button ,AL(`Working with movies in slide shows;',0,"Defaultoverview",)} [Related topics](#)

Using OLE

OLE is a standard method used to share formatted, editable information between Windows applications. You can link or embed objects in a slide or drawing.

In this section, you'll learn about

- [linking and embedding objects](#)
- [editing OLE objects](#)
- [working with OLE play settings](#)

For more information about using OLE, see "[Reference: Using OLE.](#)"

Linking and embedding objects

In slide shows and drawings, you can link and embed text, charts, graphics, spreadsheets, sound clips, movie clips, or any file created by an OLE-compliant application installed on your system. When you do this, the application where the object was created is the server application, and Corel Presentations is the client application.


When you link an object, you link to an existing file source in the server application. The server application is used to create and edit the OLE object. The data for a linked object remains in the server application file. If changes are made to the source file, the OLE object updates to reflect the change. Because the object resides in the source file, any changes made to the object in the server application are automatically reflected in your document. A single source file can be linked to objects in many different documents, allowing you to keep many documents updated by editing a single file. However, links are not maintained when files are carried outside the file system in which they were created. Changing the relative path between OLE objects could break a link. There are different ways to insert a linked object. You can also view a list of the OLE links that are found in slide shows and drawings.

When you embed an object, you place a copy of the OLE object in a document without a link to the original object, allowing you to edit the object copy without altering the original. The data for an embedded object is stored in the client application file. Embedding an object is useful if, for example, you want to use the information in one document only. When you create a new object by launching a server application from Corel Presentations, the object is embedded. You can create embedded objects or embed existing objects.

The application used to create an OLE object and the application in which you want to place an OLE object must both support OLE functionality. Corel Presentations supports most OLE features, but other applications may not. If you are uncertain about an application's OLE compatibility, refer to its documentation.

{button ,AL(`ALinking and embedding objects;',0,"Defaultoverview",)} How to

To insert a linked object using the Insert menu

- 1 Click **Insert**  **Object**.
- 2 Enable the **Create from file** option.
- 3 Click **Browse**.
- 4 In the **Browse** dialog box, choose the drive and folder where the file is stored.
- 5 Type a filename in the **Filename** box.
- 6 Click **Insert**.
- 7 Enable the **Link** check box.

If you want to display the OLE link as an icon, enable the **Display as icon** check box.

Note

- Links are updated automatically unless you specify manual updating. For information about specifying manual updating, see "[To change the update settings of an OLE link.](#)"

{button ,AL(`ALinking and embedding objects';0,"Defaultoverview",)} **Related topics**

To insert a linked object using the Paste special command

1 Open the file in the OLE compliant application in which it was created.

2 Select the object or data.

3 Click **Edit**  **Copy**.

4 Open the Corel Presentations slide show or drawing.

5 Click **Edit**  **Paste special**.

6 Enable the **Paste link** option.

7 Choose the file type from the **As** list.

Note

- Links are updated automatically unless you specify manual updating. For information about specifying manual updating, see "[To change the update settings of an OLE link.](#)"


{button ,AL(`ALinking and embedding objects;',0,"Defaultoverview",,)} Related topics

To list the OLE links inserted into the current slide show

- Click **Edit**  **Links**.


`{button ,AL(`ALinking and embedding objects';0,"Defaultoverview",)}` Related topics

To create an embedded object with an OLE server application

- 1 Click **Insert**  **Object**.
- 2 Enable the **Create new** option.
- 3 Choose an object type from the **Object type** list.
If you want to display the embedded object as an icon, enable the **Display as icon** check box.
- 4 Click **OK**.
- 5 Create the embedded object.
- 6 Close the application to return to the drawing or slide show.

{button ,AL(`ALinking and embedding objects';0,"Defaultoverview",)} [Related topics](#)

To embed an object from an existing file

- 1 Click **Insert**  **Object**.
- 2 Enable the **Create from file** option.
- 3 Click **Browse**.
- 4 In the **Browse** dialog box, choose the drive and folder where the file is stored.
- 5 Type a filename in the **Filename** box.
- 6 Click **Insert**.

If you want to display the embedded object as an icon, enable the **Display as icon** check box.

{button ,AL(`ALinking and embedding objects;'0,"Defaultoverview",)} [Related topics](#)

Editing OLE objects

You can edit embedded OLE objects using in-place editing and open editing. You can edit linked objects using the open editing method.

In-place editing allows you to edit an object without switching to a different window. The client application, in this case, Corel Presentations, adopts the functions of the server application. Buttons and menus temporarily change to work specifically with that object. When you finish editing the object, the client application's original menus are restored.

Open editing lets you launch an OLE object's server application in another window where you can edit the object's data. When you exit the server application, the OLE object is automatically updated in the document with the changes you made. Open editing provides you with more workspace, which is particularly useful when you are working with small or complex objects. It also allows you to save your drawing as a file directly from the server application.

You can also modify OLE links by changing the source of a linked object to update its location of a file that has been moved or by changing the content of the linked object. As well, you can change the update settings of an OLE link to update the link in a Corel Presentations file automatically or to allow you to update the changes manually.

If you do not want to update a linked OLE object, you can break the OLE link to its server application. Once the OLE link is broken, it becomes an embedded object and the link cannot be restored. The embedded object is displayed as it was at the time the link was broken.

{button ,AL(' AEditing OLE objects;',0,"Defaultoverview",)} How to

To edit embedded OLE objects by using in-place editing

- 1 Double-click an OLE object.
- 2 Edit the object.
- 3 Click outside the OLE object.

? Note

- The server application must be installed on your computer to use in-place editing and the application must support this OLE feature.

? Tip

- You can also edit an OLE object by clicking the OLE object and clicking the **Edit** button on the property bar.

{button ,AL(`AEediting OLE objects;',0,"Defaultoverview",,)} Related topics

To edit OLE objects using open editing

1 Right-click an OLE object.

2 Click **Object ? Open**.

3 Edit the object in the server application.

4 Click **File ? Exit**.

? Note

- You can save the object directly in the server application.

{button ,AL(` AEditing OLE objects;',0,"Defaultoverview",)} Related topics

To edit a linked OLE object

1 Click a linked object.

2 Click **Edit**  **Links**.

3 Choose a link from the **Links** list.

4 Click **Open source**.

5 Edit the object in the server application.

6 Click **File**  **Exit**.

Note

- You can save the object directly in the server application.

{button ,AL(` AEditing OLE objects;' ,0,"Defaultoverview",)} [Related topics](#)

To change the link source

- 1 Click **Edit ? Links**.
- 2 Choose a link from the **Links** list.
- 3 Click **Change source**.
- 4 In the **Change source** dialog box, choose the drive and folder where the file is stored.
- 5 Type a filename in the **Filename** box.
- 6 Click **Open**.

{button ,AL(` AEditing OLE objects;' ,0,"Defaultoverview",,)} Related topics

To change the update settings of an OLE link

- 1 Click **Edit ? Links**.
- 2 Choose a link from the **Links** list.
- 3 Enable one of the following options:
 - **Automatic ?** updates the link automatically if changes are made to the source file
 - **Manual ?** lets you manually update a link when changes are made to the source file

{button ,AL(` AEditing OLE objects;' ,0,"Defaultoverview",)} [Related topics](#)

To update a manual link

- 1 Click **Edit ? Links**.
- 2 Choose a link from the **Links** list.
- 3 Click **Update now**.

{button ,AL(` AEditing OLE objects;',0,"Defaultoverview",)} Related topics

To break a link

- 1 Click **Edit ? Links**.
- 2 Choose a link from the **Links** list.
- 3 Click **Break link**.

{button ,AL(` AEditing OLE objects;',0,"Defaultoverview",)} Related topics

Working with OLE play settings

You can assign certain actions, such as play, open, or edit, to an OLE object. The action is performed on the OLE object when you play a slide show. For example, you can assign the play action to a video clip you want to show during a slide show. You can set a designated action to initiate in one of three ways: with a mouse click, automatically following a slide transition, or automatically after a designated number of seconds following a slide transition.

{button ,AL(`AWorking with OLE play settings;',0,"Defaultoverview",)} How to

To apply OLE play settings to an OLE object

1 Click an OLE object.

2 Click **Edit ? OLE play settings**.

3 Choose one of the following from the **Action** list box:

- **Play ?** plays the OLE object during a slide show
- **Open ?** opens the server application in which the OLE object was created during a slide show
- **Edit ?** activates in-place editing or open editing during a slide show

4 Enable the **Begin the action when the transition ends** check box.

5 Type a value in the **Delay action** box.

This value represents the number of seconds the action is delayed after a slide transition ends.

? Tips

- You can make the OLE object disappear after it is finished playing by enabling the **Hide OLE object while it's not playing** check box.
- You can improve the display of actions when applying OLE play settings to slide shows by not taking full advantage of video memory settings. For information about video memory settings, see "[Working with video memory](#)."

{button ,AL(' AWorking with OLE play settings;',0,"Defaultoverview",)} [Related topics](#)

Reference: Using OLE

You may encounter problems with OLE linking. The following table lists an example of a possible problem, the cause, and a solution.

Problem

I cannot set up an OLE link. I selected the information in the other application, but the **Paste link** menu command is dimmed in the Corel Presentations **Edit** menu.

Cause

The source application is not an OLE server.

Solution

Use the Windows Object Packager utility to create an OLE package to embed in the drawing or slide. See the Windows documentation for information about creating and embedding an OLE package.

Working with objects in slide shows and drawings

All of the elements that you add to slides, including text, clipart, shapes, charts, and bitmaps, are treated as objects in Corel Presentations.

In this section you'll learn about

- [inserting objects](#)
- [selecting objects](#)
- [copying and pasting objects and object attributes](#)
- [resizing objects](#)
- [flipping, rotating, and skewing objects](#)
- [arranging objects](#)
- [blending objects](#)
- [molding objects](#)
- [creating 3-D objects](#)
- [applying color and outlines to objects](#)
- [applying fills to objects](#)
- [adding shadows to objects](#)
- [adjusting the intensity of objects](#)
- [applying effects to objects](#)
- [creating SpeedLink objects](#)
- [animating objects](#)

Inserting objects

You can enhance slide shows and drawings by inserting objects from the Scrapbook, the WordPerfect Office CD, or from a file. You can also create other objects, such as shapes. For information about drawing shapes, see ["Drawing and editing shapes in slide shows and drawings."](#)

{button ,AL(`Inserting objects';,0,"Defaultoverview",,)} [How to](#)

To insert an object from the Scrapbook

1 Click **Insert** **?** **Graphics**

? **Clipart.**

2 Click one of the following tabs:

- **Clipart** **?** vector graphics
- **Photos** **?** bitmaps

3 Choose a category from the list.

4 Click a graphic on the palette.

5 Click **Insert**.

6 Click **Close**.

? **Tip**

- You can also insert clipart from a CD through Scrapbook by inserting a CD into the CD drive.

{button ,AL(Inserting objects;',0,"Defaultoverview",,)} [Related topics](#)

To insert an object from a file

1 Click **Insert** **?** **Graphics**

? **From file.**

2 Choose the drive and folder where the file is stored.

3 Choose a file.

4 Click **Insert**.

`{button ,AL(` Inserting objects;',0,"Defaultoverview",)}` [Related topics](#)

Selecting objects

You must select an object before you can arrange, edit, or move it. You can select one object, or you can select multiple objects simultaneously. You can also optimize Corel Presentations so that any object you draw is automatically selected.

As well, if you have an object that is composed of many groups of small objects, such as a clipart image, you can display the selected objects in the Selected Object Viewer.

{button ,AL(` Selecting objects;',0,"Defaultoverview",)} How to

To select an object

To select

An object

Multiple objects

All objects in a window or slide

Objects automatically when they are created

Do the following

Click an object using the **Selection** tool.

Hold down **Ctrl**, and click the objects using the **Selection** tool.

Click **Edit** **Select** **All**.

Click **View** **Auto select**.

Note

- A check mark beside the **Auto select** menu command indicates that it is enabled.

{button ,AL(` Selecting objects;','0,"Defaultoverview",)} Related topics

To display or hide the Selected Object Viewer

- Click **View**  **Selected Object Viewer**.

A check mark beside the **Selected Object Viewer** menu command indicates that it is displayed.

`{button ,AL(` Selecting objects;',0,"Defaultoverview",)}` [Related topics](#)

Copying and pasting objects and object attributes



You can copy an object into another slide or drawing. You can also copy the color, line style, fill style, and shadow style attributes of one object to another object.

{button ,AL(` Copying and pasting objects and object attributes;',0,"Defaultoverview",)} How to

To copy an object

1 Click an object.

2 Click **Edit**, and click one of the following:

- **Cut**  removes the object from the drawing or slide show window
- **Copy**  leaves the original object in the drawing or slide show window

{button ,AL(` Copying and pasting objects and object attributes;' ,0,"Defaultoverview",)} Related topics

To paste an object

- Click **Edit**  **Paste**.

Note

- You can paste only one object at a time.
- You must first copy an object before you can paste it. For information about copying objects, see "[To copy an object.](#)"

{button ,AL(` Copying and pasting objects and object attributes;',0,"Defaultoverview",)} [Related topics](#)

To copy object attributes

1 Click an object whose attributes you want to copy.

2 Click **Format**  **Object properties**

 **Get attributes.**

3 Enable one of the following options:

- **Drawing objects**
- **Text**
- **Drawing objects and text**

4 Click **OK**.

5 Click an object to which you want to copy attributes.

6 Click **Format**  **Object properties**

 **Apply attributes.**

 **Tips**

- You can also copy object attributes by clicking the **Get attributes** button on the toolbar.
- You can also apply copied attributes by clicking the **Apply attributes** button on the toolbar.

{button ,AL(` Copying and pasting objects and object attributes;' ,0,"Defaultoverview",)} Related topics

Resizing objects

You can resize objects in slides or drawings by sizing and stretching them. You can size an object while keeping its original proportions intact, and stretching an object lets you extend it horizontally or vertically.

{button ,AL(` Resizing objects;',0,"Defaultoverview",)} How to

To size an object proportionately

- 1 Click an object.
- 2 Drag a corner handle until the object is the size you want.

Tip

- You can also size an object proportionately by holding down **Alt** while dragging any handle until the object is the size you want.

{button ,AL(` Resizing objects;',0,"Defaultoverview",)} Related topics

To stretch an object

- 1 Click an object.
- 2 Drag a side handle until you achieve the effect you want.

{button ,AL(` Resizing objects;',0,"Defaultoverview",)} Related topics

Flipping, rotating, and skewing objects

You can flip, rotate, and skew objects in the drawing window. Flipping lets you mirror an object left to right or top to bottom. For example, you can copy an object, position it opposite to the original object, and create a mirror image. Rotating lets you reposition the object, and skewing lets you distort the horizontal or vertical dimensions of the object.

{button ,AL(` Flipping rotating and skewing objects;',0,"Defaultoverview",)} How to

To flip an object

1 Click an object.

2 Click **Edit** **?** **Arrange**

? **Flip**, and click one of the following:

- **Left/right** **?** flips the selected object around a vertical axis
- **Top/bottom** **?** flips the selected object around a horizontal axis

? **Tip**

- You can also flip an object by opening the **Flip** picker on the property bar and clicking a direction.

{button ,AL(` Flipping rotating and skewing objects;','0,"Defaultoverview",)} [Related topics](#)

To rotate an object

1 Click an object.

2 Click **Edit**  **Arrange**

 **Rotate.**

3 Drag a corner rotation handle.

You can also

Rotate an object automatically Right-click a rotation handle.
In the **Rotate** dialog box, type
a value in the **Degrees** box.



Rotate a copy of an object Right-click a rotation handle.
In the **Rotate** dialog box,
enable the **Rotate a copy of
the object** check box.

Tip

- You can also rotate an object by opening the **Rotation options** picker on the property bar and clicking a rotation angle.

{button ,AL(`Flipping rotating and skewing objects;',0,"Defaultoverview",)} [Related topics](#)

To skew an object

- 1 Click an object.
- 2 Click **Edit**  **Arrange**
 **Rotate**.
- 3 Drag a side rotation handle.

{button ,AL(` Flipping rotating and skewing objects;',0,"Defaultoverview",)} Related topics

Arranging objects

You can arrange the layering of objects on slides. As well, you can combine and group objects. Combined objects are treated as one object, but they adopt the attributes of the first selected object in the combination. Grouped objects are also treated as one object, but the individual objects in the group retain their original attributes.

You can also separate the layering of any of the combined or grouped objects on slides.

You can align a single object relative to the drawing page margins and multiple objects in relation to one another.


As well, you can evenly space three or more objects in relation to each other.

{button ,AL(` Arranging objects;',0,"Defaultoverview",)} How to

To arrange objects

1 Click an object.

2 Click **Edit**  **Arrange**

 **Order**, and click one of the following:

- **To front**
- **To back**
- **Forward one**
- **Back one**

 **Tip**

- You can also arrange the order of objects by opening the **Order** picker on the property bar and clicking a direction.

`{button ,AL(` Arranging objects;',0,"Defaultoverview",)}` [Related topics](#)

To combine objects

1 Hold down **Ctrl**, and click the objects you want to combine.

2 Click **Edit**  **Arrange**

 **Combine.**

 **Note**

- You cannot combine bitmaps, text, or charts.

{button ,AL(` Arranging objects;',0,"Defaultoverview",)} [Related topics](#)

To group objects

1 Hold down **Shift**, and click the objects you want to group.

2 Click **Edit**  **Arrange**

 **Group.**

 **Note**

- If you group an object that contains a SpeedLink or animation, these features will be removed.

{button ,AL(` Arranging objects;',0,"Defaultoverview",)} [Related topics](#)

To separate objects

1 Click a grouped object.

2 Click **Edit**  **Arrange**

 **Separate objects.**

{button ,AL(` Arranging objects;',0,"Defaultoverview",)} [Related topics](#)

To align an object

1 Click an object.

2 Click **Edit ? Arrange**

? Align objects, and click one of the following:

- **Left ?** aligns the left edge of the selected object with the left edge of the drawing window or selection area
- **Right ?** aligns the right edge of the selected object with the right edge of the drawing window or selection area
- **Top ?** aligns the top of the selected object with the top of the drawing window or selection area
- **Bottom ?** aligns the bottom of the selected object with the bottom of the drawing window or selected area
- **Center left/right ?** moves the selected object left or right to the center of the selected area
- **Center top/bottom ?** moves the selected object up or down to the center of the selected area
- **Center both ?** moves the selected object to the center of the selected area

? Tips

- You can align two or more objects at the same time by holding down **Shift** while clicking objects.
- You can also align an object by opening the **Align** picker on the property bar and clicking a direction.

{button ,AL(` Arranging objects;',0,"Defaultoverview",)} [Related topics](#)

To space objects

1 Hold down **SHIFT**, and click three or more objects.

2 Click **Edit ? Arrange**

? Space evenly, and click one of the following:

- **Left/right ?** spaces objects horizontally
- **Top/bottom ?** spaces objects vertically

? Tip

- You can also space objects evenly by opening the **Space** picker on the property bar and clicking a direction.

`{button ,AL(` Arranging objects;',0,"Defaultoverview",)}` [Related topics](#)

Blending objects

Blending is a special effect that you can apply to any two objects. When you blend two objects, you create a "progression," composed of the two objects and a series of intermediate objects (stacked one on top of another and offset) along a path between them. The intermediate objects display a smooth transition between the shapes and colors of the two original objects. For example, blending a red pentagon and a blue star creates intermediate shapes that follow a transition from pentagon to star, as well as from red to blue.

{button ,AL(` Blending objects;' ,0,"Defaultoverview",)} How to

To blend objects

1 Hold down **SHIFT**, and click the objects you wan to blend.

2 Click **Tools**  **Blend**.

3 In the **Number of objects between images** box, type the number of intermediate objects you want to display.

Note

- Intermediate objects are separate objects that you can edit individually.


`{button ,AL(` Blending objects;',0,"Defaultoverview",)}` [Related topics](#)

Molding objects

You can mold an object into one of several preset shapes, such as a pennant, crescent, or bow tie.

`{button ,AL(` Molding objects;',0,"Defaultoverview",)} How to`

To mold an object

- 1 Click an object.
- 2 Click **Tools**  **QuickWarp**.
- 3 Click a shape on the palette.


{button ,AL(` Molding objects;',0,"Defaultoverview",)} Related topics

Creating 3-D objects

Adding perspective to the objects in your slides and drawings creates a 3-D effect. When you add perspective, you are implementing another dimension to your object, thereby creating the illusion of distance and depth. You can also change the rotation and perspective of an already three-dimensional object by adjusting its viewing angle.

`{button ,AL(` Creating 3D objects;','0,"Defaultoverview",)} How to`

To add perspective to an object

- 1 Click an object.
- 2 Click **Tools**  **Quick3-D**.
- 3 Click the **Perspective** tab.
- 4 Click one of the following perspectives:
 - **Linear**
 - **Parallel**
 - **Inverse**
- 5 Type a value in the **Depth** box.
- 6 In the **Color adjustment** area, move the slider to the left or right to change the color brightness.

{button ,AL(` Creating 3D objects;',0,"Defaultoverview",)} [Related topics](#)

To manipulate the angle of a 3-D object

1 Click an object.

2 Click **Tools**  **Quick3-D**.

3 Click the **Rotation** tab.

4 Click a rotation on the **Rotation** palette.

5 Type a value in any of the following boxes to specify how much to rotate the image around the x-axis, y-axis, or z-axis:

- X
- Y
- Z

`{button ,AL(` Creating 3D objects;' ,0,"Defaultoverview",)}` [Related topics](#)

Applying color and outlines to objects

You can apply colors to objects. You can also apply custom outlines to objects, using color, width, and angle selections.

`{button ,AL(` Applying color and outlines to objects;',0,"Defaultoverview",)}` How to

To apply a custom color to an object

1 Click an object.

2 Click one of the following buttons on the tool palette:

- **Foreground fill**
- **Background fill**

3 Click **More**.

4 In the **Select color** dialog box, choose a color model from the **Color model** list box.

5 Click a color on the color wheel.

6 Click a color on the color swatch.

Tip

- You can also choose a color by typing values in the **Red**, **Green**, and **Blue** boxes in the **Color values** area.

{button ,AL(`Applying color and outlines to objects';0,"Defaultoverview",)} [Related topics](#)

To outline an object

1 Click an object.

2 Click **Format**  **Object properties**

 **Outline.**

3 In the **Outline style** area, open the **Color** picker, and click a color.

4 Open the **Style** picker, and click a line style.

5 Open the **Width** picker, and click a line width.

If you want to specify the line width, type a value in the box beside the **Width** picker.

6 Open the **Joints** picker, and click a line angle.

 **Tips**

- You can also choose an outline color by opening the **Line color** picker on the tool palette and clicking a color.
- You can also change the line style or width by opening the **Line style** picker or the **Line width** picker on the tool palette and clicking a line style or a line width.

{button ,AL(` Applying color and outlines to objects;',0,"Defaultoverview",,)} Related topics

Applying fills to objects


Every object with a fill pattern has two colors **?** a background color and a pattern color

? that you can customize. Pattern fills consist of two colors arranged to form a design. A gradient fill allows you to create a color blend, by progressively changing the transparency as it progresses from one color to another. You can apply pattern and gradient fills to objects. You can also fill an object with texture and picture images. You can use any bitmap as a fill. Texture fills fill a designated area with a preset pattern that you select. For example, you can fill a rectangle with wood or oil textures. Picture fills fill a designated area with a single picture. You can change the settings of texture and picture fills to change the way the fills are applied to objects.

{button ,AL(` Applying fills to objects;',0,"Defaultoverview",)} How to

To apply a pattern or gradient fill to an object

1 Click an object.

2 Click **Format**  **Object properties**

 **Fill.**

3 In the **Fill style** area, click one of the following:

- **Pattern**
- **Gradient**

4 Open the **Foreground** picker, and click a color.

5 Open the **Background** picker, and click a color.

6 Click a fill on the palette.

 **Tip**

- You can also apply a pattern or gradient fill to an object by clicking the **Fill pattern** button on the tool palette.

{button ,AL(` Applying fills to objects;',0,"Defaultoverview",)} [Related topics](#)

To apply a texture or picture fill to an object

1 Click an object.

2 Click **Format**  **Object properties**

 **Fill.**

3 In the **Fill style** area, click one of the following:

- **Texture**
- **Picture**

4 Choose a fill category from the **Category** list box.

5 Click a fill on the palette.

 **Tip**

- You can also apply a texture or picture fill to an object by clicking the **Fill pattern** button on the tool palette.

{button ,AL(` Applying fills to objects;',0,"Defaultoverview",)} [Related topics](#)

To change texture fill settings

1 Click an object.

2 Click **Format**  **Object properties**

 **Fill.**



3 In the **Fill style** area, click **Texture**.

4 Click **Texture settings**.

5 In the **Texture settings** dialog box, enable one of the following options:

- **Anchor the texture to the page**
- **Anchor the texture to the object**

6 In the **Fill method** area, click one of the following:

- **Winding**  fills the enclosed areas, including overlapping areas
- **Alternating**  fills every second enclosed area

{button ,AL(` Applying fills to objects;',0,"Defaultoverview",)} Related topics

To change picture fill settings

1 Click an object.








2 Click **Format**  **Object properties**

 **Fill.**

3 In the **Fill style** area, click **Picture**.

4 Click **Picture settings**.

5 In the **Picture settings** dialog box, enable one of the following options:

- **Tile**  repeats the graphic until the background is completely filled
 - **Brick horizontal**  repeats the graphic in offset horizontal rows
 - **Brick vertical**  repeats the graphic in offset vertical columns
 - **Stretch/shrink to fit area**  stretches or shrinks the graphic, not necessarily keeping the original proportions
 - **Scale to fit area**  makes the bitmap smaller or larger to fit to an area, keeping the original proportions
- 6 In the **Fill method** area, click one of the following:
- **Winding**  fills the enclosed areas, including overlapping areas
 - **Alternating**  fills every second enclosed area

{button ,AL(` Applying fills to objects;',0,"Defaultoverview",,)} [Related topics](#)

Adding shadows to objects

You can apply shadow properties to any object in slides or drawings.

`{button ,AL(` Adding shadows to objects;',0,"Defaultoverview",)}` How to

To apply a shadow to an object

1 Click an object.

2 Click **Format**  **Object properties**

 **Shadow.**

3 Click a shadow on the **Direction of shadow** palette.

If you want to specify the direction of the shadow, type values in the following boxes:

- **Side-to-side offset**
- **Up-and-down offset**

4 Open the **Shadow color** picker, and click a color.

If you want to remove the transparency from the shadow, disable the **Use transparent shadow** check box.

 **Tips**

- You can also specify the direction of the shadow by moving the sliders in the **Shadow** preview window.
- You can also apply a shadow to an object by opening the **Shadow options** picker on the property bar and clicking a shadow option.

{button ,AL(` Adding shadows to objects;',0,"Defaultoverview",)} [Related topics](#)


Adjusting the intensity of objects




Adjusting the intensity of objects lets you adjust the brightness and contrast of an object and change colors to black and white with preset percentage values.

`{button ,AL(` Adjusting the intensity of objects;' ,0,"Defaultoverview",)}` How to

To adjust the intensity of an object

1 Click an object.

2 Click **Tools**  **Image tools**, and click one of the following:

- **Brightness**  lightens or darkens a graphic
- **Contrast**  increases or decreases the contrast between colors and backgrounds
- **Black and white**  converts a colored graphic to black and white

3 Click a preset percentage value.

Tip

- You can also adjust the intensity of an object by opening the **Brightness**, **Contrast**, or **Black and white** picker on the property bar and clicking a percentage.

{button ,AL(` Adjusting the intensity of objects;'0,"Defaultoverview",)} Related topics


Applying effects to objects


Applying effects to objects creates a different look in a slide show or drawing. There are many effects to choose from, including watermarking, inverting colors, and outlining every part of the object.









`{button ,AL(` Applying effects to objects;' ,0,"Defaultoverview",)}` How to

To apply an effect to an object

1 Click an object.

2 Click **Tools**  **Image tools**

, and click one of the following:

- **Watermark**  lightens the colors of a selected object so that it looks like a watermark
- **Grayscale**  changes the color attributes of a selected object to shades of gray
- **Invert colors**  inverts the colors of the selected object
- **Silhouette**  changes the color of the selected object to black
- **Outline**  displays the selected object as a line drawing
- **Coloring book**  displays the selected object as a coloring book
- **Outline all**  displays the selected object with everything outlined
- **Transparent**  displays the selected object with no fill, so objects behind it are visible

 **Tip**

- You can also apply an effect to an object by opening the **Image fill** picker on the property bar and clicking an image tool.

`{button ,AL(` Applying effects to objects;',0,"Defaultoverview",)}` [Related topics](#)

Creating SpeedLink objects

You can create SpeedLink objects for slide shows, which allows you to do such things as optimize an object to launch a Web browser and go to a specific Web address or FTP site, open an application, such as WordPerfect or Quattro Pro, play a sound file, and move to another part of the slide show. You can also remove a SpeedLink from an object.

{button ,AL(` Creating SpeedLink objects;',0,"Defaultoverview",)} How to

To create a SpeedLink object

1 Click an object.



2 Click **Format**  **Object properties**

 **SpeedLink.**

3 Type a name in the **SpeedLink name** box.

If you want to make the SpeedLink object invisible, enable the **Invisible while playing or printing slides** check box.

4 In the **Link assignment** area, enable one of the following options:



- **Go to**  from a list box, lets you choose a slide that displays when you click the SpeedLink object during a slide show
- **Action**  from a list box, lets you choose the action that occurs when you click the SpeedLink object during a slide show

 **Note**

- The cursor displays when you position it where the SpeedLink is located, even if the SpeedLink is invisible.

{button ,AL(` Creating SpeedLink objects; ',0,"Defaultoverview",)} [Related topics](#)

To remove a SpeedLink from an object

- 1 Click an object.
- 2 Click **Format**  **Object properties**
-  **SpeedLink.**
- 3 Enable the **Unassigned** option.

{button ,AL(` Creating SpeedLink objects;',0,"Defaultoverview",)} [Related topics](#)

Animating objects

Objects or multiple objects can have animation effects applied to them. For example, you can choose the direction and speed of an animation effect, and you can animate an object in its place or across the slide.

When you animate multiple objects, you can specify the order in which the objects are displayed.

You can also apply sound to object animations.

{button ,AL(` Animating objects;',0,"Defaultoverview",)} How to



To animate an object

1 Click an object.

2 Click **Format**  **Object properties**

 **Object animation.**

3 In the **Animation type** area, enable one of the following options:

- **Animate object in place**  animates the object in place on the slide
 - **Animate object across screen**  animates the object by moving it across the slide
- If you want to show animation in Flash format, enable the **Show only Flash-enabled transitions** check box.

4 Choose an animation effect from the **Effects** list.

5 Choose an animation direction from the **Direction** list.

6 In the **Speed** area, enable one of the following options:

- **Fast**
- **Medium**
- **Slow**

 **Note**



- Enable the **Show only Flash-enabled transitions** check box if you intend to publish the slide show to the Internet using Flash format. For information about using Flash format, see "[Publishing slides as HTML documents.](#)"

 **Tip**

- If you want to animate multiple objects, hold down **Shift**, and click the objects.

{button ,AL(` Animating objects;' ,0,"Defaultoverview",)} [Related topics](#)

To change the display sequence of an animated object


- 1 Click an object.
- 2 Click **Format**  **Object properties**
-  **Object animation.**
- 3 Choose a number from the **Display sequence** list box.

{button ,AL(` Animating objects;',0,"Defaultoverview",)} [Related topics](#)

To apply sound to an object animation

1 Click an object.

2 Click **Format**  **Object properties**

 **Object animation.**

3 In the **Sound** area, click **Browse**.

4 In the **Open file** dialog box, choose the drive and folder where the sound file is stored.

5 Type a filename in the **Filename** box.

6 Click **Open**.

7 On the **Object animation** page, move the slider to adjust the volume of the sound file.

{button ,AL(` Animating objects;',0,"Defaultoverview",,)} [Related topics](#)

Working with organization charts

Organization charts can be used to show an organization's structure or the relationships of people and positions. For example, you can use organization charts to create family trees, show a chain of command, diagram a process, or illustrate a workflow.

In this section, you'll learn about

- [creating and saving organization charts](#)
- [adding and editing text in organization charts](#)
- [working with organization chart box fields](#)
- [selecting organization chart branches and levels](#)
- [adding and replacing positions in organization charts](#)
- [viewing organization charts](#)
- [formatting organization chart boxes](#)
- [changing organization chart branch structures and orientation](#)
- [changing box connector line properties in organization charts](#)
- [copying organization charts](#)

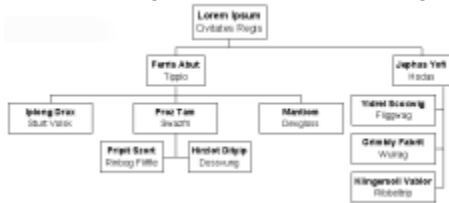
Creating and saving organization charts

Before you begin creating an organization chart, here are some suggestions for presenting information effectively:

- Try to avoid showing too much information on one chart; break up large, complex charts into separate ones.
- Try to start each box the same way, for example, with either a position title or a person's name.


There are many different pre-defined organization chart layouts to choose from when you create an organization chart. The layout determines the structure and orientation of an organization chart. You can save an organization chart style so that you can use the same box options and attributes, font properties, and other chart characteristics for other organization charts.

The following illustration shows an organization chart.



{button ,AL(' Creating and saving organization charts;',0,"Defaultoverview",)} How to

To create an organization chart

- 1 Click **Insert**  **Organization chart**.
- 2 Drag diagonally to define a chart area.
- 3 Click a chart layout.

{button ,AL(` Creating and saving organization charts;',0,"Defaultoverview",)} [Related topics](#)

To save an organization chart style

1 Double-click an organization chart.

2 Click **Chart**  **Save style**.

3 Choose the drive and folder where you want to save the chart style.

4 Type a filename in the **Filename** box.

5 Click **Save**.

Note

- The filename extension of a chart style file is (.chs).

{button ,AL(` Creating and saving organization charts;'0,"Defaultoverview",)} Related topics

Adding and editing text in organization charts

You can type text in each of the boxes in an organization chart and include names, titles, and other information. You can also edit this text.

If you no longer want to include text in a chart box, you can clear it.

{button ,AL(` Adding and editing text in organization charts;'0,"Defaultoverview",)} How to

To add text to an organization chart

1 Double-click an organization chart.

2 Double-click one of the following fields in a box:

- **Name**
- **Title**


3 Type the text in the field.

Tip

- You can change the font of text in an organization chart by clicking the **Font** button on the toolbar.


{button ,AL(` Adding and editing text in organization charts;',0,"Defaultoverview",,)} [Related topics](#)

To edit text in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 2 Click **Edit**  **Edit text**.
- 3 Edit the text.

{button ,AL(` Adding and editing text in organization charts;' ,0,"Defaultoverview",)} Related topics

To clear text from an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Edit**  **Clear text only**.

{button ,AL(` Adding and editing text in organization charts;',0,"Defaultoverview",,)} Related topics


Working with organization chart box fields

You can add fields to a box. For example, adding fields lets you add additional information, such as telephone numbers, Fax numbers, or department names, to any position in an organization chart.

You can also rename the placeholder text in box fields, move box fields, and delete box fields.

{button ,AL(` Working with organization chart box fields;',0,"Defaultoverview",)} How to

To add a box field to an organization chart


- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box fields**.
- 4 Type the name of the field in the **Add new field** box.
- 5 Click **Add**.

Note

- You can add a maximum of eight fields to each box.


{button ,AL(`Working with organization chart box fields;',0,"Defaultoverview",)} [Related topics](#)

To rename a box field

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box fields**.
- 4 Click **Rename**.
- 5 In the **Rename box field** dialog box, type a name in the **To** box.


{button ,AL(`Working with organization chart box fields;',0,"Defaultoverview",)} Related topics

To move a box field

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box fields**.
- 4 Choose a field from the **Current fields** list.
- 5 Click one of the following:
 - **Move up**
 - **Move down**

{button ,AL(` Working with organization chart box fields;',0,"Defaultoverview",)} Related topics

To delete a box field

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box fields**.
- 4 Choose a field from the **Current fields** list.
- 5 Click **Delete**.

{button ,AL(`Working with organization chart box fields;',0,"Defaultoverview",)} Related topics

Selecting organization chart branches and levels

You can select a branch or all of the branches in an organization chart. You can also select organization chart levels, specifying how many of the organization chart levels you want to select, which is helpful if you want to apply a change to many positions at once; for example, if you want to change all manager and subordinate box frame borders to double lines.

{button ,AL(` Selecting organization chart branches and levels;' ,0,"Defaultoverview",)} How to

To select an organization chart branch

1 Double-click an organization chart.

2 Click a subordinate box.

3 Click **Edit**  **Select**

 **Branch.**

 **Note**

- In organization charts, manager positions are represented by the highest boxes in the chart, subordinate and staff positions by the next level of boxes, and co-worker positions by the lowest level of boxes.

{button ,AL(` Selecting organization chart branches and levels;',0,"Defaultoverview",)} Related topics

To select all branches in an organization chart

1 Double-click an organization chart.

2 Click **Edit**  **Select**

 **All.**

{button ,AL(` Selecting organization chart branches and levels;' ,0,"Defaultoverview",)} Related topics

To select a level in an organization chart

1 Double-click an organization chart.

2 Click **Edit**  **Select**

 **Levels.**

3 Type a value in the **Starting level** box.

4 Type a value in the **Number of levels** box.

{button ,AL(` Selecting organization chart branches and levels;' ,0,"Defaultoverview",)} Related topics

Adding and replacing positions in organization charts

In organization charts, manager positions are represented by the highest boxes in the chart, subordinate and staff positions by the next level of boxes, and co-worker positions by the lowest level of boxes. You can add staff and subordinate positions to an organization chart, and you can add co-worker positions to a chart. You can also add managers.

You can replace managers in an organization chart. When you replace a manager with a subordinate, the contents of the subordinate box replace all previous information in the manager box.

{button ,AL(` Adding and replacing positions in organization charts;',0,"Defaultoverview",)} How to

To add a staff or subordinate position to an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Insert**, and click one of the following:
 - **Staff**
 - **Subordinate(s)**
- 4 Type a value in the **Number to insert** box.

Tip

- You can also add a subordinate position to an organization chart by opening the **Subordinate** picker on the property bar and clicking a number.

{button ,AL(` Adding and replacing positions in organization charts;',0,"Defaultoverview",)} Related topics

To add a co-worker position to an organization chart

1 Double-click an organization chart.

2 Click a box.

3 Click **Insert ? Co-workers**.


4 Type a value in the **Number of co-workers to insert** box.

5 Enable one of the following options:

- **Left ?** adds a co-worker position to the left of the selected box
- **Right ?** adds a co-worker position to the right of the selected box


{button ,AL(` Adding and replacing positions in organization charts;',0,"Defaultoverview",)} Related topics

To add a manager position to an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Insert**  **Manager**.

{button ,AL(` Adding and replacing positions in organization charts;',0,"Defaultoverview",)} Related topics

To replace a manager position with a subordinate position

- 1 Double-click an organization chart.
- 2 Click a manager position box.
- 3 Click **Edit**  **Replace manager**.

{button ,AL(` Adding and replacing positions in organization charts;',0,"Defaultoverview",)} Related topics

Viewing organization charts

You can view a selected branch of an organization chart or the entire organization chart. You can also display or hide subordinate positions in an organization chart. Hiding subordinate positions is useful when an organization chart is large or complex.

{button ,AL(` Viewing organization charts;',0,"Defaultoverview",)} How to

To view an organization chart


To view


A branch of an organization chart

An entire organization chart

Do the following

Double-click an organization chart. Click a subordinate box.

Click **View**  **Zoom to branch**.

Double-click an organization chart, and click **View**  **Zoom to chart**.

Note

- In organization charts, manager positions are represented by the highest boxes in the chart, subordinate and staff positions by the next level of boxes, and co-worker positions by the lowest level of boxes.

Tip

- You can also view an organization chart branch by clicking the **Zoom branch** button on the property bar.



{button ,AL(` Viewing organization charts;',0,"Defaultoverview",)} [Related topics](#)

To display or hide a subordinate position

1 Double-click an organization chart.

2 Click a subordinate position box.

3 Click **View**, and click one of the following:

- **Expand subordinates**  displays subordinate positions
- **Collapse subordinates**  hides subordinate positions

Tip

- You can also expand or collapse subordinates by clicking the **Collapse/expand** button on the property bar.


{button ,AL(` Viewing organization charts;',0,"Defaultoverview",)} Related topics

Formatting organization chart boxes

You can automatically size boxes relative to their text or the other boxes in the chart, or you can manually adjust the size of the selected boxes. You can also change a box type. Adding a border and a fill to a box is also possible. In addition, the spacing between a manager and a subordinate box, and the amount of spacing between sibling boxes can be adjusted. You can remove box attributes, branch structure, and branch orientation from an organization chart.


{button ,AL(` Formatting organization chart boxes;'0,"Defaultoverview",)} How to

To size a box automatically in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box properties**.
- 4 Click the **Box size** tab.
- 5 In the **AutoSize to** area, enable one of the following options:
 - **Largest box in branch**
 - **Largest box in level**
 - **Largest box in chart**
 - **Autosize to fit text within box**

{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} Related topics

To size a box manually in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box properties**.
- 4 Click the **Box size** tab.
- 5 Enable the **Manually adjust box size to percent of current text** option.
- 6 Move any of the following sliders:
 - **Vertical size**
 - **Horizontal size**

{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} Related topics

To change a box type in an organization chart

1 Double-click an organization chart.

2 Click a box.

3 Click **Format**  **Box properties**.

4 Click the **Box type** tab.


5 Click a box shape on the palette.

Tip

- You can also change a box type by opening the **Box style** picker on the property bar and clicking a box style.

{button ,AL(` Formatting organization chart boxes;' ,0,"Defaultoverview",)} Related topics

To add a border to a box in an organization chart


- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box properties**.
- 4 Click the **Box type** tab.
- 5 Disable the **No border** check box.
- 6 Open the **Border color** picker, and click a color.

Tip

- You can choose a border style for a box by opening the **Border style** picker on the property bar and clicking a border style.


{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} [Related topics](#)

To add a pattern or gradient fill to a box in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box properties**.
- 4 Click the **Fill** tab.
- 5 In the **Fill style** area, click one of the following:
 - **Pattern**
 - **Gradient**
- 6 Click a pattern or gradient fill on the palette.

{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} [Related topics](#)

To add a texture or picture fill to a box in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box.
- 3 Click **Format**  **Box properties**.
- 4 Click the **Fill** tab.
- 5 In the **Fill style** area, click one of the following:
 - **Texture**
 - **Picture**
- 6 Choose a category from the **Category** list box.
- 7 Click a texture or picture fill on the palette.

{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} [Related topics](#)


To adjust the spacing between boxes in an organization chart


1 Double-click an organization chart.

2 Click a manager or subordinate box.

3 Click **Format**  **Box spacing**.

4 Move any of the following sliders:

- **Parent to child**  sets the amount of spacing between manager and subordinate positions

- **Sibling to sibling**  sets the amount of spacing between co-worker positions

Notes


- You should use closer spacing between manager and subordinate boxes when you are working with a tall, thin chart.
- You should use closer spacing between coworker boxes when you are working with a wide, flat chart.

Tip

- You can eliminate excessive white space around the boxes by enabling the **Maximize spacing** check box, or by clicking the **Maximize spacing** button on the property bar.

{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} [Related topics](#)

To clear the box attributes, branch structure, and branch orientation from an organization chart

- 1 Double-click an organization chart.
- 2 Click Edit  Clear all.


{button ,AL(` Formatting organization chart boxes;',0,"Defaultoverview",)} [Related topics](#)

To delete a box from an organization chart

1 Click an organization chart box.

2 Click **Edit**  **Delete**.

Tip

- You can also reverse a deleting action by clicking **Edit**  **Undelete**.

`{button ,AL(` Formatting organization chart boxes;' ,0,"Defaultoverview",)}` [Related topics](#)

Changing organization chart branch structures and orientation

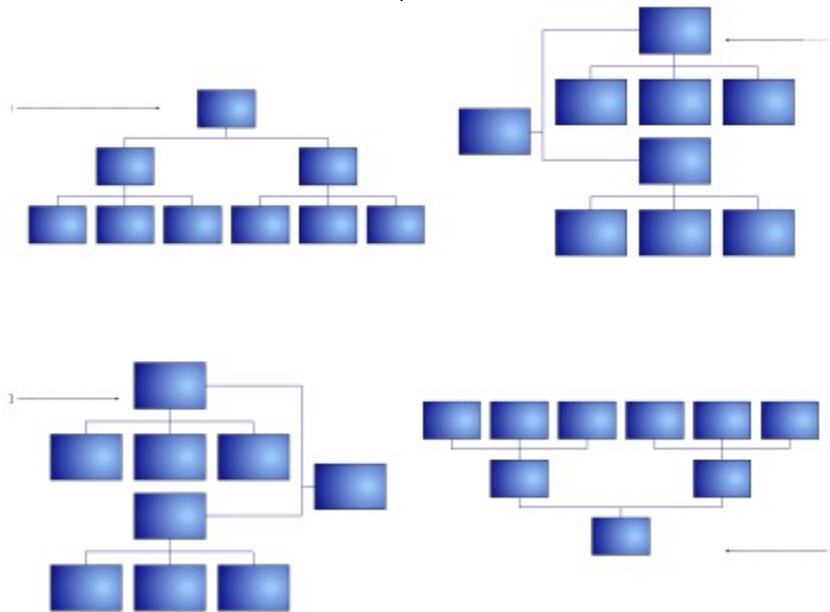
1) a multiple structure, 2) a single structure, 3) a staggered structure, 4) a left/top structure, and 5) a right/bottom structure. Changing how the branches are structured allows you to create a different look for the organization chart. For example, you can change the branches to stagger the boxes.

The following illustration shows examples of 1) a multiple structure, 2) a single structure, 3) a staggered structure, 4) a left/top structure, and 5) a right/bottom structure.




1) top-to-bottom orientation, 2) left-to-right orientation, 3) right-to-left orientation, and 4) bottom-to-top orientation. By changing the branch orientation, you can change the arrangement of boxes. For example, top-to-bottom orientation lets you have one box at the top of the organization chart, but bottom-to-top orientation lets you have many boxes at the top.

The following illustration shows examples of 1) top-to-bottom orientation, 2) left-to-right orientation, 3) right-to-left orientation, and 4) bottom-to-top orientation.




{button ,AL(' Changing organization chart branch structures and orientation;' ,0,"Defaultoverview",)} How to

To change a branch structure in an organization chart

- 1 Double-click an organization chart.
- 2 Click a manager or subordinate box.
- 3 Click **Format**  **Branch structure**.
- 4 Click the **Structure** tab.
- 5 Click one of the following:
 - **Single**
 - **Staggered**
 - **Left/top**
 - **Right/bottom**
 - **Multiple**, and type a value in the **Columns** box
- 6 Click **Close**.

{button ,AL(` Changing organization chart branch structures and orientation;',0,"Defaultoverview",)} [Related topics](#)

To change a branch orientation in an organization chart

- 1 Click a manager or subordinate box.
- 2 Click **Format**  **Orientation**.
- 3 Click the **Orientation** tab.
- 4 Click one of the following:
 - **Top to bottom**
 - **Left to right**
 - **Right to left**
 - **Bottom to top**
- 5 Click **Close**.

{button ,AL(` Changing organization chart branch structures and orientation;',0,"Defaultoverview",)} [Related topics](#)

Changing box connector line properties in organization charts

You can change the angle.

You can change the line color, style, and width of connecting lines between positions in an organization chart.


```
{button ,AL(` Changing box connector line properties in organization charts;',0,"Defaultoverview",)}
```

How to



To change the angle of a connector

1 Double-click an organization chart.

2 Drag to select a connector.

3 Click **Format**  **Connectors**.

4 In the **Connector type** area, enable one of the following options:


- **Direct**  connects the boxes with straight lines
- **Right angles**  connects the boxes with right-angled lines

 **Tip**

- You can also change the angle of a connector by clicking the **Connector style** button on the property bar.


`{button ,AL(` Changing box connector line properties in organization charts;',0,"Defaultoverview",,)}`
Related topics

To change the appearance of a staff connector

- 1 Double-click an organization chart.
- 2 Drag to select a connector.
- 3 Click **Format**  **Connectors**.
- 4 Enable the **Show staff connectors** check box.
- 5 Open the **Color** picker, and click a color.
- 6 Open the **Line style** picker, and click a line style.
- 7 Type a value in the **Staff line width** box.

{button ,AL(` Changing box connector line properties in organization charts;',0,"Defaultoverview",)}
Related topics

To change the appearance of a subordinate connector

- 1 Double-click an organization chart.
- 2 Drag to select a connector.
- 3 Click **Format**  **Connectors**.
- 4 Enable the **Show subordinate connectors** check box.
- 5 Open the **Color** picker, and click a color.
- 6 Open the **Line style** picker, and click a line style.
- 7 Type a value in the **Subordinate line width** box.

{button ,AL(` Changing box connector line properties in organization charts;',0,"Defaultoverview",)}
Related topics

Copying organization charts



You can copy the color, line style, fill attributes, and font properties in a box and apply them to another box.

There are many different pre-defined organization chart layouts to choose from when you create an organization chart. The layout determines the structure and orientation of an organization chart. You can copy an organization chart style that you have previously saved and apply it to an organization chart. For information about saving an organization chart style, see "[Creating and saving organization charts.](#)"

In addition, you can import an outline into a Corel Presentations organization chart. You can also export an outline.

{button ,AL(` Copying organization charts;',0,"Defaultoverview",)} [How to](#)

To copy the attributes of a box in an organization chart

- 1 Double-click an organization chart.
- 2 Click a box whose attributes you want to copy.
- 3 Click **Format**  **Get attributes**.
- 4 Click a box to which you want to copy attributes.
- 5 Click **Format**  **Apply attributes**.

{button ,AL(` Copying organization charts;',0,"Defaultoverview",)} Related topics

To copy an organization chart style

1 Double-click an organization chart.

2 Click **Chart ? Retrieve style**.

3 Choose the drive and folder where the chart style is stored.

4 Choose a file.

5 Click **Open**.

? Note

- You must have saved a chart style first to be able to copy it.

{button ,AL(` Copying organization charts;','0,"Defaultoverview",)} Related topics

To import an organization chart outline

- 1 Double-click an organization chart.
- 2 Click **Chart ? Import outline**.
- 3 Choose the drive and folder where the organization chart outline is stored.
- 4 Choose a file.
- 5 Click **Insert**.

{button ,AL(` Copying organization charts;',0,"Defaultoverview",)} [Related topics](#)

To export an organization chart outline

1 Double-click an organization chart.

2 Click **Chart**  **Export**.

3 Choose the drive and folder where you want to export the organization chart outline.

4 Type a filename in the **Filename** box.

5 Click **Export**.

Note

- A chart outline is automatically exported in the WordPerfect file format (**.wpd**).

{button ,AL(` Copying organization charts;','0,"Defaultoverview",)} Related topics

Playing slide shows

Once you create a slide show, different options are available to play it in Corel Presentations.

Corel Presentations is also accessible to users with disabilities. For information on customizing your slide show to suit your particular requirements, see "[Using Accessibility features.](#)"

In this section, you'll learn about

- [playing slide shows and portable slide shows](#)
- [speeding up slide shows](#)
- [using the slide highlighter](#)

Playing slide shows and portable slide shows


There are different ways to play slide shows in Corel Presentations. You can play a slide show by manually controlling the display of each slide. A slide show can also be played automatically, with each slide displayed in succession and where you can control the time delay between the display of each slide.

To check the appearance, transition, sound, and so on of a slide without playing the entire slide show, you can use QuickPlay.

You can also play portable slide shows, which play on any computer that uses the Windows operating system, even if it doesn't have Corel Presentations installed. For information about creating portable slide shows, see ["Creating portable slide shows."](#)

{button ,AL(` Playing slide shows and portable slide shows;',0,"Defaultoverview",)} [How to](#)

To play slide shows manually

- 1 Click **View**  **Play slide show**.
- 2 Choose a slide from the **Beginning slide** list box.
If you want to play the slide show continuously, enable the **Repeat slide show until you press "ESC"** check box.
- 3 Click **Play**.
- 4 Click in the slide show window to advance to the next slide or animation.
If you want to return to the previous slide or animation, right-click the slide show window, and click **Previous slide**.

Tips

- You can also play a slide show by clicking the **Play slide show** button on the toolbar.
- You can also return to the previous slide or animation by pressing the **Page up** key.

{button ,AL(` Playing slide shows and portable slide shows;',0,"Defaultoverview",)} [Related topics](#)

To play a slide show automatically

1 Click **Format**  **Slide properties**

 **Display sequence.**

2 In the **Display next slide** area, enable the **After a delay of** option.

3 Type a value in the **Seconds** box.

4 Enable the **Apply to all slides in slide show** check box.

 **Notes**

- The time delay begins the second the first slide displays on the screen.
- Time delays also apply to animated images. For example, if you set a two-second time delay for a slide, the first animated object automatically displays two seconds after the slide appears. The next animated object follows two seconds later, and so on. Two seconds after the last animated object displays, the show advances to the next slide.

 **Tip**

- You can also apply a different time delay to each slide in a slide show by selecting an individual slide.

{button ,AL(`Playing slide shows and portable slide shows;',0,"Defaultoverview",)} **Related topics**

To play a slide show by using QuickPlay

- 1 Click a tab on the bottom of the slide show window.
- 2 Click the **QuickPlay** tab on the side of the slide show window.
- 3 Press **Esc** to stop playing the slide show.

? Note

- When QuickPlay reaches the end of the show, it returns to the slide show window.

{button ,AL(` Playing slide shows and portable slide shows;','0,"Defaultoverview",)} Related topics

To play a portable slide show

- 1 Insert a disk containing a slide show into the floppy disk drive.
- 2 Click **Start** on the Windows taskbar, and click **Run**.
- 3 In the **Open** box, type the path and filename of the portable slide show.

{button ,AL(` Playing slide shows and portable slide shows;',0,"Defaultoverview",)} Related topics

Speeding up slide shows

You can speed up the display of a slide show by creating a QuickShow. When you create a QuickShow, each slide in the slide show is saved as a bitmap for quicker display. Slides from a QuickShow file display on the screen with the delay time you apply. For information about delay times, see ["To play a slide show automatically."](#)

{button ,AL(` Speeding up slide shows;',0,"Defaultoverview",)} [How to](#)

To speed up a slide show display

- 1 Click **View**  **Play slide show**.
- 2 Click **Create QuickShow**.
- 3 Enable the **Use QuickShow file** check box.

Notes

- If you change any part of a slide show, you must re-create the QuickShow file.
- QuickShow files use more memory than regular slide show files, creating a larger file.


{button ,AL(`Speeding up slide shows';0,"Defaultoverview",)} [Related topics](#)

Using the slide highlighter

During a slide show, you can emphasize points by using the slide Highlighter to circle, underline, and mark objects on a slide. The highlighting remains on the screen until the show advances to the next slide. You can erase the highlighting at any time.

{button ,AL(` Using the slide highlighter;',0,"Defaultoverview",)} How to

To use the slide highlighter while playing a slide show

- 1 Click **View**  **Play slide show**.
- 2 Open the **Highlighter color** picker, and click a color.
- 3 Open the **Width** picker, and click a highlighter width.
- 4 Click **Play**.
- 5 As the slide show plays, drag to highlight areas of each slide.

{button ,AL(` Using the slide highlighter;',0,"Defaultoverview",)} [Related topics](#)

To erase highlighting on the current slide

- Right-click a slide, and click **Erase highlighter**.

`{button ,AL(` Using the slide highlighter;',0,"Defaultoverview",)}` [Related topics](#)

Moving between Microsoft PowerPoint and Corel Presentations

You can convert Microsoft PowerPoint files to the Corel Presentations file format, open Microsoft PowerPoint files in Corel Presentations, and save Corel Presentations slide shows as Microsoft PowerPoint files.

In this section, you'll learn about

- [comparing Corel Presentations and Microsoft PowerPoint menu features](#)
- [comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts](#)

For more information about moving between Microsoft PowerPoint and Corel Presentations, see "[Reference: Moving between Microsoft PowerPoint and Corel Presentations.](#)" at the end of this section.

Comparing Corel Presentations and Microsoft PowerPoint menu features

This topic describes the nine categories of menu features in Microsoft PowerPoint 97 and the equivalent Corel Presentations menu features.


For a complete list of all the file formats that can be imported into and exported from Corel Presentations, see "[Import graphic file formats.](#)" "[Export graphic file formats.](#)" and "[Import and export text file formats.](#)"


{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu features;'0,"Defaultoverview",)} [How to](#)


Microsoft PowerPoint and Corel Presentations File menu features


The following table lists the **File** menu features found in Microsoft PowerPoint and the equivalent Corel Presentations **File** menu features.


Microsoft PowerPoint 97 feature


File  New


File  Open


File  Close



File  Save




File  Save as




File  Save as HTML




File  Pack and go



File  Page setup



File  Page setup 
Slides sized for



File  Page setup 
Slides sized for  Letter



File  Page setup 
Slides sized for  A4



File  Page setup 
Slides sized for  Custom


File  Page setup 
Width


File  Page setup 
Height


File  Page setup 
Orientation


File  Page setup 
Orientation

File  Page setup 
Orientation


File  Print


File  Send to


File  Properties


File  Exit


Corel Presentations feature


File  New


File  Open


File  Close


File  Save



File  Save as



File  Internet Publisher



File  Show On The Go





File  Page setup





File  Page setup



File  Page setup 
Letter



File  Page setup  A4



File  Page setup 
Add new form


File  Page setup 
Margins  Left  Right


File  Page setup 
Margins  Top 
Bottom


File  Page setup 
Margins


File  Page setup 
Portrait

File  Page setup 
Landscape

File  Print

File  Send to

File  Properties

File  Exit


Microsoft PowerPoint and Corel Presentations Edit menu features

The following table lists the **Edit** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **Edit** menu features.

Microsoft PowerPoint 97 feature

Edit  Undo

Edit  Repeat

Edit  Cut

Edit  Copy

Edit  Paste

Edit  Paste special

Edit  Clear

Edit  Select all

Edit  Delete slide

Edit  Find


Edit  Replace

Edit  Links

Corel Presentations feature

Edit  Undo

Edit  Redo

Edit  Cut

Edit  Copy

Edit  Paste

Edit  Paste special

Edit  Clear

Edit  Select  All

Edit  Delete slide(s)

Edit  Find and replace

Edit  Find and replace

Edit  Links

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu features;',0,"Defaultoverview",)} Related topics

Microsoft PowerPoint and Corel Presentations View menu features

The following table lists the **View** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **View** menu features.

Microsoft PowerPoint 97 feature

- View [?] Slide
- View [?] Outline
- View [?] Slide Sorter
- View [?] Slide show
- View [?] Master [?] Notes master
- View [?] Speaker notes
- View [?] Toolbars
- View [?] Toolbars [?] Standard
- View [?] Toolbars [?] Customize
- View [?] Ruler
- View [?] Guides
- View [?] Header and footer [?] Slide [?] Include on slide [?] Date and time
- View [?] Zoom
- View [?] Zoom [?] Zoom to [?] Fit
- View [?] Zoom [?] Zoom to [?] 400%
- View [?] Zoom [?] Zoom to [?] 200%
- View [?] Zoom [?] Zoom to [?] 100%
- View [?] Zoom [?] Zoom to [?] 66%
- View [?] Zoom [?] Zoom to [?] 50%
- View [?] Zoom [?] Zoom to

Corel Presentations feature

- View [?] Slide Editor
- View [?] Slide Outliner
- View [?] Slide Sorter
- View [?] Play slide show
- Format [?] Slide properties [?] Speaker notes
- Format [?] Slide properties [?] Speaker notes
- View [?] Toolbars
- View [?] Toolbars [?] Toolbar
- Tools [?] Settings [?] Customize
- View [?] Ruler
- View [?] Grid/guides/snap [?] Display guides
- Tools [?] Macro [?] Play [?] headfoot.wcm
- View [?] Zoom
- View [?] Zoom [?] Full page
- View [?] Zoom [?] Other
- View [?] Zoom [?] 200%
- View [?] Zoom [?] 100%
- View [?] Zoom [?] Other
- View [?] Zoom [?] 50%
- View [?] Zoom [?] Other

? 33%

View ? Zoom ? Zoom to View ? Zoom ? Other


? Percent



{button ,AL(^ Comparing Corel Presentations and Microsoft PowerPoint menu features;',0,"Defaultoverview",)} Related topics



Microsoft PowerPoint and Corel Presentations Insert menu features



The following table lists the **Insert** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **Insert** menu features.



Microsoft PowerPoint 97 feature



Insert  New slide



Insert  New slide 
Title slide



Insert  New slide 
Bulleted list


Insert  New slide 
Text and chart



Insert  New slide 
Chart and text





Insert  New slide 
Organization chart





Insert  New slide 
Chart



Insert  New slide 
Blank



Insert  Date and time


Insert  Date and time
 week day,


Insert  Date and time
 Day  Month  year


Insert  Date and time
 Month  Day  Year


Insert  Date and time
 Time: seconds


Insert  Date and time
 Update automatically
(insert as field)



Insert  Tab

Insert  Symbol


Insert  Comment



Insert  Slide from
outline



Insert  Picture



Insert  Picture 
Clipart



Corel Presentations feature



Insert  New slide



Insert  New slide 
Title



Insert  New slide 
Bulleted list


Insert  New slide 
Combination


Insert  New slide 
Combination


Insert  New slide 
Organization chart


Insert  New slide 
Data chart


Insert  New slide 
None



Insert  Date/time



Insert  Date/time


Insert  Date/time


Insert  Date/time


Insert  Date/time


Insert  Date/time 
Keep the inserted date
current



Format  Paragraph 
Indent

Insert  Symbol

Insert  Comment

Insert  File

Insert  Graphics

Insert  Graphics 
Clipart

Insert  Picture 

Clipart  Clipart

Insert  Picture 

Clipart  Pictures

Insert  Picture 

Clipart  Sounds

Insert  Picture 

Clipart  Videos

Insert  Picture  From file

Insert  Picture  Auto shapes



Insert  Picture  Organization chart

Insert  Picture  WordArt



Insert  Picture  From scanner

Insert  Text box

Insert  Movies and sounds

Insert  Movies and sounds  Movie from gallery

Insert  Movies and sounds  Movie from file

Insert  Movies and sounds  Sound from gallery


Insert  Movies and sounds  Sound from file

Insert  Movies and sounds  Play CD audio track

Insert  Movies and sounds  Record sound

Insert  Chart

Insert  Object

Insert  Object  Object type

Insert  Graphics 

Clipart  Clipart

Insert  Graphics 

Clipart  Photos

Insert  Graphics 

Clipart  Sounds

Insert  Graphics 

Clipart  Movies


Insert  Graphics  From file

Insert  Shape

Insert  Organization chart

Insert  Graphics  TextArt

Insert  Graphics  Acquire image




Insert  Text box

Insert  Movies

Insert  Sounds



Insert  Graphics 
Clipart  Movie

Insert  Movie

Insert  Graphics 
Clipart  Sounds

Insert  Sound

Insert  Sound  CD

Insert  Sound 
Record

Insert  Data chart

Insert  Object

Insert  Object 
Object type

Insert **?** Object **?**
Object type **?** all
registered programs

Insert **?** Hyperlink

Insert **?** Hyperlink **?**
Link to file or URL

Insert **?** Object **?**
Object type

Format **?** Object
properties **?** Speedlink

Format **?** Object
properties **?** Action **?**
Browse Internet

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu
features;'0,"Defaultoverview",)} Related topics

Microsoft PowerPoint and Corel Presentations Format menu features

The following table lists the **Format** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **Format** menu features.

Microsoft PowerPoint 97 feature

Format [?] Font

Format [?] Font [?] Font
[?] List of installed fonts

Format [?] Font [?] Effects

Format [?] Font [?] Effects
[?] Underline

Format [?] Font [?] Effects
[?] Shadow

Format [?] Font [?] Font
style [?] Bold

Format [?] Font [?] Font
style [?] Italic

Format [?] Font [?] Font
style [?] Bold italic

Format [?] Font [?] Size

Format [?] Font [?] Size
[?] Available font sizes

Format [?] Font [?] Color
[?] More colors

Format [?] Bullet

Format [?] Bullet [?] Color

Format [?] Bullet [?] Color
[?] More colors

Format [?] Bullet [?] Size

Format [?] Alignment

Format [?] Alignment [?]
Right

Corel Presentations feature

Format [?] Font

Format [?] Font [?] Face

Format [?] Font [?]
Appearance

Format [?] Font [?]
Appearance [?] Underline

Format [?] Font [?]
Shadow tab

Format [?] Font [?]
Appearance [?] Bold

Format [?] Font [?]
Appearance [?] Italic

Format [?] Font [?]
Appearance [?] Bold/italic

Format [?] Font [?] Size

Format [?] Font [?] Size

Format [?] Font [?] Color
[?] More

Format [?] Bulleted list
properties [?] Bullets [?]
Bullet shape

Format [?] Bulleted list
properties [?] Bullets [?]
Color

Format [?] Bulleted list
properties [?] Bullets [?]
Color [?] More

Format [?] Bulleted list
properties [?] Bullets [?]
Relative size

Format [?] Justification

Format [?] Justification [?]
Right

Format Alignment
Left

Format Alignment
Center

Format Alignment
Justify

Format Line spacing

Format Line spacing
 Line spacing

Format Slide layout

Format Slide layout
Title slide

Format Slide layout
Bulleted list

Format Slide layout
Chart and text

Format Slide layout
Organization chart

Format Slide layout
Chart

Format Slide layout
Blank

Format Background

Format Apply design

Format Apply design
 Available PowerPoint
designs

Format Color and lines

Format Color and lines
 Fill Color

Format Color and lines
 Line Color

Format Color and lines
 Line Dashed

Format Color and lines

Format Justification
Left

Format Justification
Center

Format Justification
Auto

Format Line
Spacing

Format Line
Spacing

Format Layout Gallery

Format Layout Gallery
 Title

Format Layout Gallery
 Bulleted list

Format Layout Gallery
 Combination

Format Layout Gallery
 Organization chart

Format Layout Gallery
 Data chart

Format Layout Gallery
 None

Format Background
Gallery

Format Master Gallery

Format Master Gallery

Format Object
properties

Format Object
properties Fill

Format Object
properties Line
Color

Format Object
properties Line
Style

Format Object

? Line ? Style

Format ? Color and lines
? Line ? Weight

Format ? Color and lines
? Arrows ? Begin

Format ? Color and lines
? Arrows ? End

Format ? AutoShape

Format ? AutoShape ?
Size ? Size and rotate
? Rotation

Format ? Picture ?

Image control ? Color

Format ? Picture ?
Image control ? Color ?
Grayscale

Format ? Picture ?
Image control ? Color ?
Black and white

Format ? Picture ?
Image control ? Color ?
Watermark

Format ? Picture ?
Image control ? Color ?
Brightness

Format ? Picture ?
Image control ? Color ?
Contrast

properties ? Line ?
Width

Format ? Object
properties ? Line ?
Width

Format ? Object
properties ? Line ?
Starting cap

Format ? Object
properties ? Line ?
Ending cap

Edit ? Arrange

Edit ? Arrange ? Rotate

Tools ? Image tools

Tools ? Image tools ?
Gray scale

Tools ? Image tools ?
Black and white

Tools ? Image tools ?
Watermark

Tools ? Image tools ?
Brightness

Tools ? Image tools ?
Contrast

{button ,AL(' Comparing Corel Presentations and Microsoft PowerPoint menu features;',0,"Defaultoverview",)} [Related topics](#)

Microsoft PowerPoint and Corel Presentations Tool menu features

The following table lists the **Tool** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **Tool** menu features.

Microsoft PowerPoint 97 feature





Tools  Spelling

Tools  Spelling 
Change to

Tools  Style checker

Tools  Style checker 
Check for  Spelling

Tools  Style checker 
Check for  Visual clarity

Tools  Style checker 
Check for  Visual clarity
 Legibility

Tools  Language

Tools  Language 
Mark selected text as

Tools  AutoCorrect

Tools  AutoCorrect 
Correct two initial capitals

Tools  AutoCorrect 
Capitalize first letter of sentence

Tools  AutoCorrect 
Replace text as you type

Tools  AutoCorrect 
Replace text as you type
 Replace

Tools  AutoCorrect 
Replace text as you type
 With




Tools  AutoClipArt




Corel Presentations feature





Tools  Spell Checker




Tools  Spell Checker 
Replace with





Tools  Grammatik

Tools  Grammatik,
Options  Checking
styles  Spelling Plus




Tools  Grammatik 
Options  Analysis and readability




Tools  Grammatik 
Options  Analysis 
Readability

Tools  Grammatik 
Options  Language

Tools  Grammatik 
Options  Language 
Language

Tools  QuickCorrect

Tools  QuickCorrect 
Options  Correct two irregular capitals

Tools  QuickCorrect 
Format As-You-Go 
Capitalize next letter after end-of-sentence punctuation

Tools  QuickCorrect

Tools  QuickCorrect 
Replace

Tools  QuickCorrect 
With

Insert  Graphics 
Clipart

Tools ? Macro
Tools ? Macro ? Macros
Tools ? Macro ? Record
new macro
Tools ? Customize
Tools ? Customize ?
Toolbars
Tools ? Customize ?
Commands
Tools ? Customize ?
Commands ? File
Tools ? Customize ?
Commands ? Edit
Tools ? Customize ?
Commands ? View
Tools ? Customize ?
Commands ? Insert
Tools ? Customize ?
Commands ? Format
Tools ? Customize ?
Commands ? Tools
Tools ? Customize ?
Commands ? Windows
Help
Tools ? Customize ?
Options
Tools ? Customize ?
Options ? Show screen
tips
Tools ? Options
Tools ? Options ? View
Tools ? Options ? View
? Show ? Startup
dialog

Tools ? Macro
Tools ? Macro ? Play
Tools ? Macro ? Record
Tools ? Settings ?
Customize
Tools ? Settings ?
Customize ? Toolbars
Tools ? Settings ?
Customize ? Menus
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Customize ? Menus ?
Edit
Tools ? Settings ?
Display
Tools ? Settings ?
Display ? Quicktips
Tools ? Settings ?
Display
Tools ? Settings ?
Environment
Tools ? Settings ?
Environment ? Startup
dialog

Tools ? Options ? View
? Show ? New slide
dialog

Tools ? Options ?
General ? User
Information ? Name

Tools ? Options ? Edit
? Text ? Replace
straight quotes

Tools ? Options ? Print

Tools ? Options ? Print
? Printing Options ?
Print True Type fonts as
graphics

Tools ? Options ? Print
? Options for current
document only ? Use the
following default printer
settings ? Print what ?
Slides

Tools ? Options ? Print
? Options for current
document only ? Use the
following default printer
settings ? Print what ?
Handouts

Tools ? Options ? Print
? Options for current
document only
Use the following default
printer settings ? Print
what ? Notes page

Tools ? Options ? Print
? Options for current
document only ? Use the
following default printer
settings ? Print what ?
Black and white

Tools ? Options ? Print
? Options for current

options ? Display
document selection
(New...) dialog box

Tools ? Settings ?
Environment ? Startup
options ? Display
document

File ? Properties ?
Author

Tools ? Quick Correct ?
Select quotation marks

File ? Print

File ? Print ? Advanced
? Print text as graphics

File ? Print ? Print
range ? Slides

File ? Print ? Print
range ? Handouts

File ? Print ? Print
range ? Speaker notes

File ? Print ? Print
range ? Audience notes

File ? Print ? Advanced
? Adjust image to print
black and white

File ? Print ? Layout
? Fit to output page

document only ? Use the following default printer settings ? Print what ? Scale to fit paper

Tools ? Options ? Save

Tools ? Options ? Save ? Save options ? Fill text search information

Tools ? Options ? Save ? Save Options ? Save AutoRecover info every _ minutes

Tools ? Options ? Save ? Save options ? Save

PowerPoint files as ? Microsoft PowerPoint 97 Presentation

Tools ? Options ? Save ? Save options ? Save

PowerPoint files as ? Microsoft PowerPoint 95 and 97 Presentation

Tools ? Options ? Save ? Save options ? Save

PowerPoint files as ? Microsoft PowerPoint 95 Presentation

Tools ? Options ? Advanced ? File locations ? Default file location

File ? Settings ? Files

File ? Save ? Advanced ? Content search criteria ? Match all word forms

Tools ? Settings ? Files ? Backup ? Timed document backup every _ minutes

File ? Save as ? File type ? PowerPoint

File ? Save as ? File type ? PowerPoint

File ? Save as ? File type ? PowerPoint

Tools ? Settings ? Files ? Slide show/drawings document folder




{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu features;',0,"Defaultoverview",)} [Related topics](#)




Microsoft PowerPoint and Corel Presentations Slide show menu features




The following table lists the slide show menu features in Microsoft PowerPoint and the equivalent Corel Presentations slide show menu features.



Microsoft PowerPoint 97 feature

Slide show  View show

Slide show  Set up show
 Show type  Loop
 continuously until ESC



Slide show  Set up show
 Slides  Custom show



Slide show  Set up show
 Advance slides 
 Manually



Slide show  Set up show
 Advance slides 



Using timings  If
 present



Slide show  Action
 buttons



Slide show  Action
 buttons  Custom



Slide show  Action
 buttons  Home



Slide show  Action
 buttons  Help



Slide show  Action
 buttons  Information

Slide show  Action
 buttons  Back of
 previous

Slide show  Action
 buttons  Forward of
 next

Slide show  Action
 buttons  Beginning

Slide show  Action
 buttons  End




Slide show  Action
 buttons  Return



Corel Presentations feature

View  Play slide show

View  Play slide show
 Repeat slide show until
 you press ESC

View  Play slide show
 Audience

Format  Slide properties
 Display sequence 
 Manually

Format  Slide properties
 Display sequence after
 a delay of _ seconds

Insert shape  Action
 shapes

Insert  Shape  Action
 shapes  Custom

Insert  Shape  Action
 shapes  Home




Insert  Shape  Action
 shapes  Help

Insert  Shape  Action
 shapes  Information

Insert  Shape  Action
 shapes  Back

Insert  Shape  Action
 shapes  Forward

Insert  Shape  Action
 shapes  Beginning

Insert  Shape  Action
 shapes  End

Insert  Shape  Action
 shapes  Return

Slide show Action
buttons Document

Slide show Action
buttons Sound

Slide show Action
buttons Movie

Slide show Action
settings...

Slide show Action
settings Mouse click
 Action on click
None

Slide show Action
settings Mouse click
 Action on click
Hyperlink to

Slide show Action
settings Mouse click
 Action on click Run
program

Slide show Action
settings Mouse click
 Action on click Play
sound

Slide show Preset
animation

Slide show Preset
animation Off

Slide show Preset
animation Drive-in

Slide show Preset
animation Flying

Insert Shape Action
shapes Document

Insert Shape Action
shapes Sound

Insert Shape Action
shapes Movie

Format Object
properties SpeedLink

Format Object
properties SpeedLink
 Link assignment
Unassigned

Format Object
properties SpeedLink
 Link assignment Go
to

Format Object
properties SpeedLink
 Link assignment
Action Launch program

Format Object
properties SpeedLink
 Link assignment
Action Play sound

Format Object
properties Object
animation

Format Object
properties Object
animation Effects
None

Format Object
properties Object
animation Animate
object across screen
Fly in Right to left

Format Object
properties Object
animation Animate
object across screen

Slide show **?** Preset
animation **?** camera

Slide show **?** Preset
animation **?** Drop in

Slide show **?** Preset
animation **?** Fly from top

Slide show **?** Preset
animation **?** Wipe right

Slide show **?** Preset
animation **?** Dissolve

Slide show **?** Preset
animation **?** Split vertical
out

Slide show **?** Preset
animation **?** Appear

Slide show **?** Slide
transition

Slide show **?** Slide
transition **?** Effect **?**
Blinds horizontal

Fly in **?** Left to right

Format **?** Object
properties **?** Object
animation **?** Animate
object in place **?** Effects
? Photo lens out

Format **?** Object
properties **?** Object
animation **?** Animate
object across screen **?**
Fly in **?** Top to bottom

Format **?** Object
properties **?** Object
animation **?** Animate
object across screen **?**
Fly in **?** Top to bottom

Format **?** Object
properties **?** Object
animation **?** Animate
object in place **?** Sweep
? Left to right

Format **?** Object
properties **?** Object
animation **?** Animate
object in place **?** Dissolve

Format **?** Object
properties **?** Object
animation **?** Animate
object in place **?** Sweep
open

Format **?** Object
properties **?** Object
animation **?** Animate
object in place **?**
Immediate

Format **?** Slide properties
? Transition

Format **?** Slide
Properties **?** Transition
? Effects **?** Blinds **?**

Slide show Slide
transition Effect
Blinds vertical

Slide show Slide
transition Effect
Box in

Slide show Slide
transition Effect
Box out

Slide show Slide
transition Effect
Cover down

Slide show Slide
transition Effect
Cover left

Slide show Slide
transition Effect
Cover right

Slide show Slide
transition Effect
Cover up

Slide show Slide
transition Effect
Cover left-down

Slide show Slide
transition Effect
Cover left-up

Slide show Slide
transition Effect
Cover right-down

Direction Horizontal

Format Slide properties
 Transition Effects
 Blinds Direction
Vertical

Format Slide properties
 Transition Effects
 Stretch to center

Format Slide properties
 Transition Effects
 Stretch from center

Format Slide properties
 Transition Effects
 Push away

Direction Top to bottom

Format Slide properties
 Transition Effects
 Push away

Direction Right to left

Format Slide properties
 Transition Effects
 Push away

Direction Left to right

Format Slide properties
 Transition Effects
 Push away

Direction Bottom to top

Format Slide properties
 Transition Effects
 Push away

Direction Left and
down

Format Slide properties
 Transition Effects
 Push away

Direction Left and up

Format Slide properties
 Transition Effects
 Push away

Direction Right and

Slide show Slide
transition Effect
Cover right-up

Slide show Slide
transition Effect
Cut

Slide show Slide
transition Effect
Dissolve

Slide show Slide
transition Effect
Fade through black

Slide show Slide
transition Effect
Split horizontal in

Slide show Slide
transition Effect
Split horizontal out

Slide show Slide
transition Effect
Split vertical in

Slide show Slide
transition Effect
Split vertical out

Slide show Slide
transition Effect
Wipe down

Slide show Slide
transition Effect
Wipe left

Slide show Slide

down

Format Slide properties
 Transition Effects
 Push away

Direction Right and up

Format Slide properties
 Transition Effects
 Immediate

Format Slide properties
 Transition Effects
 Dissolve

Format Slide properties
 Transition Effects
 Fade

Format Slide properties
 Transition Effects
 Slide in close

Direction Horizontal

Format Slide properties
 Transition Effects
 Slide out open

Direction Horizontal

Format Slide properties
 Transition Effects
 Slide in close

Direction Vertical



Format Slide properties
 Transition Effects
 Slide out open




Direction Vertical




Format Slide properties
 Transition Effects
 Slide in Direction
 Top to bottom

Format Slide properties
 Transition Effects
 Slide in Direction
 Right to left


Format Slide properties






transition  Effect 
Wipe right







Slide show  Slide
transition  Effect 
Wipe up

Slide show  Slide
transition  Sound 
Other sound...



Slide show  Hide slide

Slide show  Custom
shows

 Transition  Effects
 Slide in  Direction
 Left to right

Format  Slide properties
 Transition  Effects
 Slide in  Direction
 Bottom to top

Format  Slide properties
 Sound

Format  Slide properties
 Do not include this
slide (skip)

Tools  Custom
audiences

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu
features;',0,"Defaultoverview",)} [Related topics](#)

Microsoft PowerPoint and Corel Presentations Window menu features

The following table lists the **Window** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **Window** menu features.

Microsoft PowerPoint 97 feature

Window  Arrange all

Window  Cascade

Window  List of open slide shows

Corel Presentations feature

Window  Tile top to bottom; Window  Tile side by side

Window  Cascade

Window  List of open slide shows

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu features;`,`0,"Defaultoverview",)} Related topics

Microsoft PowerPoint and Corel Presentations Help menu features

The following table lists the **Help** menu features in Microsoft PowerPoint and the equivalent Corel Presentations **Help** menu features.

Microsoft PowerPoint 97 feature

Help  Microsoft PowerPoint Help

Help  Contents and index

Help  Microsoft on the Web

Help  Microsoft on the Web  Links to different MS sites

Help  About Microsoft PowerPoint

Corel Presentations feature

Help  Microsoft PowerPoint Help

Help  Help topics

Help  Corel on the Web  Corel Web Site

Help  Corel on the Web

Help  About Corel Presentations

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint menu features;`,0,"Defaultoverview",)} Related topics

Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts

This topic describes five categories of Microsoft PowerPoint keyboard shortcuts and the equivalent Corel Presentations keyboard shortcuts.

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts;',0,"Defaultoverview",)} How to

Keyboard shortcuts for deleting and copying text

The following table lists the Corel Presentations keyboard shortcuts for deleting and copying text and the equivalent Microsoft PowerPoint keyboard shortcuts.

<u>Microsoft PowerPoint keyboard shortcut</u>	<u>What it does</u>	<u>Corel Presentations keyboard shortcut</u>
Backspace	Deletes one character to the left	Backspace
Ctrl + Backspace	Deletes one word to the left	Ctrl + Backspace
Delete	Deletes one character to the right	Delete
Ctrl + Delete	Deletes one word to the right	Ctrl + Delete
Ctrl + X	Moves the object to the Clipboard	Ctrl + X
Ctrl + C	Copies the selected object	Ctrl + C
Ctrl + V	Inserts object from the Clipboard	Ctrl + V
Ctrl + Z	Undoes the last action	Ctrl + Z

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for selecting text and objects

The following table lists the Corel Presentations keyboard shortcuts for selecting text and objects and the equivalent Microsoft PowerPoint keyboard shortcuts.

<u>Microsoft PowerPoint 97 keyboard shortcut</u>	<u>What it does</u>	<u>Corel Presentations keyboard shortcut</u>
Shift + Right arrow key	Selects one character to the right	Shift + Right arrow key
Shift + Left arrow key	Selects one character to the left	Shift + Left arrow key
Ctrl + Shift + Right arrow key	Selects to the end of a word	Ctrl + Shift + Right arrow key
Ctrl + Shift + Left arrow key	Selects to the beginning of a word	Ctrl + Shift + Left arrow key
Ctrl + A	Selects all objects	Ctrl + A

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts';0,"Defaultoverview",)} **Related topics**

Keyboard shortcuts for working in dialog boxes

The following table lists the Corel Presentations keyboard shortcuts for working in dialog boxes and the equivalent Microsoft PowerPoint keyboard shortcuts.

<u>Microsoft PowerPoint 97 keyboard shortcut</u>	<u>What it does</u>	<u>Corel Presentations keyboard shortcut</u>
Ctrl + Tab	Moves to the next tab in a dialog box	Ctrl + Tab
Ctrl + Shift + Tab	Switches to the previous tab in a dialog box	Ctrl + Shift + Tab
Tab	Moves to the next option in a dialog box	Tab
Shift + Tab	Moves to the previous option or option group	Shift + Tab
Alt + Down arrow key	Opens a selected list box	Alt + Down arrow key
Esc	Closes a selected list box	Esc

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for controlling slide shows

The following table lists the Corel Presentations keyboard shortcuts for slide show controls and the equivalent Microsoft PowerPoint keyboard shortcuts.

<u>Microsoft PowerPoint 97 keyboard shortcut</u>	<u>What it does</u>	<u>Corel Presentations keyboard shortcut</u>
Enter or Spacebar	Advances to the next slide	Enter or Spacebar
P or Backspace	Returns to the previous slide	Page up
<number> + Enter	Goes to slide <number>	Ctrl + G
Esc	Ends a slide show	Esc
E	Erases on-screen annotations	Ctrl + E

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for moving around in text

The following table lists the Corel Presentations keyboard shortcuts for moving around in text and the equivalent Microsoft PowerPoint keyboard shortcuts.

<u>Microsoft PowerPoint 97 keyboard shortcut</u>	<u>What it does</u>	<u>Corel Presentations keyboard shortcut</u>
Left arrow key	Moves one character to the left	Left arrow key
Right arrow key	Moves one character to the right	Right arrow key
Up arrow key	Moves one line up	Up arrow key
Down arrow key	Moves one line down	Down arrow key
Ctrl + Left arrow key	Moves one word to the left	Ctrl + Left arrow key
Ctrl + Right arrow key	Moves one word to the right	Ctrl + Right arrow key
End	Moves to the end of a line	End
Home	Moves to the beginning of a line	Home
Ctrl + End	Moves to the end of a text box	Ctrl + End
Ctrl + Home	Moves to the beginning of a text box	Ctrl + Home

{button ,AL(` Comparing Corel Presentations and Microsoft PowerPoint keyboard shortcuts;',0,"Defaultoverview",)} **Related topics**

Reference: Moving between Microsoft PowerPoint and Corel Presentations

Because Microsoft PowerPoint and Corel Presentations share basic formatting features and many of the same menu options, you can create Microsoft PowerPoint files and then easily import files into Corel Presentations.

The following Microsoft PowerPoint file formats can be opened in Corel Presentations:

- Microsoft PowerPoint 2.0
- Microsoft PowerPoint 3.0
- Microsoft PowerPoint 4.0
- Microsoft PowerPoint 7.0 (Microsoft Office 95)
- Microsoft PowerPoint 97

You can save Corel Presentations files in the following Microsoft PowerPoint file format:

- Microsoft PowerPoint 7.0 (Microsoft Office 95)

Despite similarities, Microsoft PowerPoint and Corel Presentations are distinguished by some differences in terminology, tools, and technology. Therefore, a conversion must take place to use a Microsoft PowerPoint file in Corel Presentations. Occasionally, some information in a file may not be displayed in the same way after the conversion process. For more information, see "[Microsoft PowerPoint opening notes.](#)" and "[Microsoft PowerPoint saving notes.](#)"

Printing in Corel Presentations

Extensive printing options designed for both desktop and commercial printing are available in Corel Presentations.

In this section, you'll learn about

- [printing slide shows and drawings](#)
- [printing two-sided documents](#)
- [adjusting the position and size of slides or drawings for printing](#)
- [customizing printing](#)
- [configuring printer settings](#)

Printing slide shows and drawings

Before printing a slide show or drawing, you can preview the job to see how it will look when printed.

You can print an entire slide show or drawing, a range of slides or pages, a specific slide or page, or selected objects on a slide or page. You can also print handouts, speaker notes, and audience notes. If you print to a file on a disk rather than to a printer, you can print the file from a computer even if Corel Presentations is not installed on the computer.

The following illustration shows 1) how you can use speaker notes as cue cards and 2) how you can use audience notes to create handouts.



Once you've submitted a print job, you can view its status, including its name and source, the printer it was sent to, when it was submitted, when printing started, and when it completed. If you print to a network printer, you can pause or cancel print jobs without affecting other jobs on the list.

{button ,AL(` Printing slide shows and drawings;' ,0,"Defaultoverview",)} How to

To preview a print job

- 1 Click **File**  **Print**.
- 2 Click **Preview**.

If you are printing a slide show, click the preview window to view each slide consecutively.

Note


- The preview window closes automatically when you click the drawing or the last slide in the slide show.

Tip

- You can also close the preview window by pressing **ESC**.
- You can also preview a print job by clicking the **Mini preview** button in the **Print** dialog box.

{button ,AL(` Printing slide shows and drawings;',0,"Defaultoverview",,)} [Related topics](#)

To print a slide show or drawing

- 1 Click **File**  **Print**.
- 2 Click the **Main** tab.
- 3 In the Destination area, choose a printer from the **Name** list box.
- 4 Type a value in the **Number of copies** box.
- 5 Click **Print**.

You can also

Print the current page or slide only	In the Print range area, enable the Current view option.
Print a specific object in a slide or drawing	In the Print range area, enable the Selected objects option.
Print a range of slides	In the Print range area, enable the Slides option, and type a slide range in the box beside it.
Print handouts	In the Print range area, enable the Handouts option, and type a slide range in the box below it. Type a value in the Number of slides per page box.
Print speaker notes	In the Print range area, enable the Speaker notes option, and type a slide range in the box below it. Type a value in the Number of slides per page box.
Print audience notes	In the Print range area, enable the Audience notes option, and type a slide range in the box below it. Type a value in the Number of slides per page box.
Print to a file	In the Destination area, enable the Print to file check box. Click Print . In the Print to file dialog box, choose the drive and folder where you want to print the file. Type a filename in the Filename box. Click Save .

Note


- When printing speaker notes, the font size may vary to accommodate the amount of text you are printing. For example, the more text that is added to the speaker notes box the smaller the font is when you print speaker notes. If there is too much text in the speaker notes box, not all of it will print.

Tip

- You can also print a slide show or drawing by clicking the **Print** button on the toolbar.

{button ,AL(' Printing slide shows and drawings;',0,"Defaultoverview",)} [Related topics](#)

To view print status

- 1 Click **File**  **Print**.
- 2 Click the **Main** tab.
- 3 In the **Destination** area, choose a printer from the **Name** list box.
- 4 Click **Status**.

You can also

Pause printing

In the **Print history and status** dialog box, choose a document from the list, and

click **Document**  **Pause printing**.

Cancel printing

In the **Print history and status** dialog box, choose a document from the list, and

click **Document**  **Cancel printing**.

Note

- Print jobs display in the **Print history and status** dialog box in the order they were sent.



{button ,AL(` Printing slide shows and drawings;',0,"Defaultoverview",)} [Related topics](#)

Printing two-sided documents

If your printer is capable, you can print two-sided slide shows automatically. If it is not capable, you can perform this function manually.


`{button ,AL(` Printing twosided documents;',0,"Defaultoverview",)}` How to

To print a two-sided document automatically

- 1 Click **File**  **Print**.
 - 2 Click the **Layout** tab.
 - 3 In the **Automatic (printer supports two-sided printing)** area, enable one of the following options:
 - **Book (side to side)**
 - **Tablet (top to bottom)**
 - 4 Click **Print**.
-  **Note**
- You cannot use two-sided printing when you print a single slide or drawing.

{button ,AL(` Printing twosided documents;',0,"Defaultoverview",)} [Related topics](#)

To print a two-sided document manually

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 In the **Manual (two steps)** area, enable one of the following options:

- **Step 1: print odd pages**
- **Step 2: print even pages**

If you are printing the second side of the document, enable the option not used for the first side of the document.

- 4 Click **Print**.
- 5 When printing is complete, turn the pages over and reload them in the paper tray.
- 6 Repeat steps 1 to 4.

Note

- You cannot use two-sided printing when you print a single slide or drawing.

`{button ,AL(` Printing twosided documents;',0,"Defaultoverview",)}` [Related topics](#)


Adjusting the position and size of slides or drawings for printing

You can print a slide or drawing as it appears in the document. However, you can also increase or reduce the size of a slide or drawing.

You can scale slides and drawings to fit a variety of page sizes. Slides and drawings can also be tiled, for producing such items as large posters.


{button ,AL(` Adjusting the position and size of slides or drawings for printing;',0,"Defaultoverview",)} How to

To print a slide or drawing in actual size

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 Enable the **As in document** option.
- 4 Click **Print**.


{button ,AL(` Adjusting the position and size of slides or drawings for printing;'0,"Defaultoverview",)} Related topics

To increase or reduce a slide or drawing to fit an output page

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 Enable the **Fit to output page** option.
- 4 Click **Output page**.
- 5 In the **Layout** dialog box, choose a page definition from the list.
- 6 In the **Orientation** area, enable one of the following options:
 - **Portrait**
 - **Landscape**
- 7 In the **Margins** area, type values in the following boxes:
 - **Left**
 - **Right**
 - **Top**
 - **Bottom**
- 8 Click **OK**.
- 9 Click **Print**.


{button ,AL(` Adjusting the position and size of slides or drawings for printing;' ,0,"Defaultoverview",)} Related topics

To print a slide or drawing to scale

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 Enable the **Scaling/tiling** option.
- 4 In the **Size** area, type a value in the **Width** box.
If you do not want to maintain the aspect ratio, disable the **Maintain aspect ratio** check box, and type a value in the **Length** box.
- 5 Click **Print**.

{button ,AL(`Adjusting the position and size of slides or drawings for printing;';0,"Defaultoverview",)} Related topics

To print tiled slides or drawings

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 Enable the **Scaling/tiling** option.
- 4 Enable the **Print tiled pages** check box.
- 5 In the **# of tiles** area, type a value in the following boxes:

- **Row**
- **Column**

If the **Maintain aspect ratio** check box is enabled, you cannot type a value in the **Column** box.

- 6 Click **Print**.


{button ,AL(` Adjusting the position and size of slides or drawings for printing;',0,"Defaultoverview",)} Related topics

Customizing printing

Several options are available for customized printing. You can print file information on a slide show or drawing, which includes the information at the bottom of the printed page. In addition, you can show crop/fold marks when you print a slide show or drawing, so that you can clearly identify the edges of the printed area for such things as using a paper cutter. You can also change the image to print in color, to include the background, and to print black and white or grayscale. As well, you can print text as graphics, and you can print the title and number of a slide. You can also send a file to Graphicsland, which is a slide imaging service that creates such things as professional-looking slides, transparencies, and posters.


{button ,AL(` Customizing printing;' ,0,"Defaultoverview",)} How to

To print file information

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 In the details area, enable the **Print file information** check box.


`{button ,AL(` Customizing printing;' ,0,"Defaultoverview",)}` [Related topics](#)

To show crop/fold marks

- 1 Click **File**  **Print**.
- 2 Click the **Layout** tab.
- 3 Enable the **Show crop/fold marks** check box.

`{button ,AL(` Customizing printing;' ,0,"Defaultoverview",)}` [Related topics](#)

To adjust the advanced print options

- 1 Click **File**  **Print**.
- 2 Click the **Advanced** tab.
- 3 Enable any of the following check boxes:
 - **Print in color**
 - **Print background**
 - **Adjust image to print black and white**
 - **Print text as graphics**
 - **Print slide title**
 - **Print slide number**

{button ,AL(` Customizing printing;',0,"Defaultoverview",)} [Related topics](#)

To send a file to Graphicsland

1 Click **File** **?** **Send to**

? **Graphicsland.**

2 Follow the instructions on the screen.

? **Note**

- There is a charge for Graphicsland services.


{button ,AL(` Customizing printing;' ,0,"Defaultoverview",)} Related topics

Configuring printer settings

You can configure and save settings for a printer. The settings remain effective until they are changed or until you quit Corel Presentations. You can save customized print settings for future print jobs. You can also create named print settings after editing them.

{button ,AL(` Configuring printer settings;',0,"Defaultoverview",)} How to

To replace default print settings

- 1 Click **File**  **Print**.
- 2 Change any settings in the **Print** dialog box.
- 3 Click the **Main** tab.
- 4 Click **Edit settings**.
- 5 In the **Named settings** dialog box, choose **Default** from the **Name for current settings** list box.
- 6 Click **Replace**.

You can also


- | | |
|-------------------------------|--|
| Retrieve the default settings | In the Named settings dialog box, choose Default from the Name for current settings list box. Click Retrieve . |
| Restore the default settings | In the Named settings dialog box, choose Default from the Name for current settings list box. Click Restore . |

Notes

- You can retrieve default settings if you have not replaced the default settings.
- You can restore default settings if you have replaced the default settings.

{button ,AL(^ Configuring printer settings;',0,"Defaultoverview",)} [Related topics](#)

To create a named print setting

- 1 Click **File**  **Print**.
- 2 Change any settings in the **Print** dialog box.
- 3 Click the **Main** tab.
- 4 Click **Edit settings**.
- 5 In the **Named settings** dialog box, type a name for the current settings in the **Name for current settings** box.
- 6 Click **Add**.

You can also

- | | |
|-----------------------------|---|
| Retrieve a custom setting | In the Named settings dialog box, choose a setting from the Name for current settings list box. Click Retrieve . |
| Delete a customized setting | In the Named settings dialog box, choose a setting from the Name for current settings list box. Click Delete . |

Note

- You cannot delete the default setting.

`{button ,AL(` Configuring printer settings';,0,"Defaultoverview",)}` [Related topics](#)

Setting up rulers, grids, and guidelines in Corel Presentations

You can use several visual aids, such as rulers, gridlines, alignment guides, and crosshairs, to help you place objects precisely on slides or drawings.

In this section, you'll learn about

- [setting up rulers](#)
- [setting up gridlines](#)
- [setting up alignment guides](#)
- [setting up crosshairs and the pointer position](#)

Setting up rulers

You can display or hide rulers on the horizontal and vertical axes in a slide show or drawing. Using these horizontal and vertical rulers allows you to move and align objects precisely, and to adjust indents and tabs in text.

{button ,AL(` Setting up rulers;',0,"Defaultoverview",)} How to

To display or hide the ruler

- Click **View**  **Ruler**.

A check mark beside the **Ruler** menu command indicates that the ruler is displayed.

`{button ,AL(` Setting up rulers;',0,"Defaultoverview",)}` [Related topics](#)

Setting up gridlines

By displaying the grid in Corel Presentations, you can use a series of horizontal and vertical gridlines to align objects. You can also hide these gridlines. Grid options let you customize the gridlines.

By default, objects are forced to snap to the grid, even when the grid is hidden; however, you can disable snapping objects to the grid.

Setting the grid options allows you to specify the amount of space between the horizontal and vertical gridlines and intervals between displayed gridlines.

As well, when you make changes to the default settings, you can restore them. You can also save any options you specify as the default settings.

{button ,AL(` Setting up gridlines;',0,"Defaultoverview",)} How to

To display or hide gridlines

- Click **View**  **Grid/guides/snap**

 **Display grid.**

A check mark beside the **Display grid** menu command indicates that the grid is displayed.

`{button ,AL(` Setting up gridlines;',0,"Defaultoverview",)}` [Related topics](#)

To disable snapping objects to the grid

- Click **View**  **Grid/guides/snap**

Snap to grid.

No check mark beside the **Snap to grid** menu command indicates that it is disabled.

Note

- The **Snap to grid** menu command is enabled by default.

{button ,AL(` Setting up gridlines;',0,"Defaultoverview",)} [Related topics](#)

To set grid options

1 Click **View** **?** **Grid/guides/snap**

? **Grid/guides/snap options.**



2 Enable the **Display grid** check box.

3 Type a value in any of the following boxes:

- **Horizontal spacing** **?** changes the amount of space between the horizontal gridlines
- **Vertical spacing** **?** changes the amount of space between the vertical gridlines
- **Interval** **?** displays gridlines in intervals, based on the number you type (for example, if you type 4, every fourth gridline is displayed)



{button ,AL(` Setting up gridlines;',0,"Defaultoverview",)} Related topics

To restore default grid settings

- 1 Click **View**  **Grid/guides/snap**
-  **Grid/guides/snap options.**
- 2 Click **Load defaults.**

{button ,AL(` Setting up gridlines;',0,"Defaultoverview",)} [Related topics](#)

To save grid options as defaults

- 1 Click **View**  **Grid/guides/snap**
- 2  **Grid/guides/snap options.**
Make any changes to the snap options.
- 3 Click **Save as defaults.**

{button ,AL(` Setting up gridlines;',0,"Defaultoverview",)} [Related topics](#)

Setting up alignment guides

Displaying alignment guides allows you to line up objects within a slide show or drawing. You can also hide these alignment guides. You can create an alignment guide by dragging it from the horizontal or vertical ruler.

By setting alignment guide options, you can specify how objects snap to them. As well, you can clear an alignment guide.

{button ,AL(` Setting up alignment guides;',0,"Defaultoverview",)} How to

To display or hide alignment guides


- Click **View**  **Grid/guides/snap**

Display guides.

A check mark beside the **Display guides** menu command indicates that the alignment guides are displayed.

`{button ,AL(` Setting up alignment guides;',0,"Defaultoverview",)}` [Related topics](#)

To create an alignment guide

- 1 Click **View**  **Ruler**.
- 2 Drag from the horizontal or vertical ruler to a position on the slide or drawing.

Note

- The ruler must be displayed to create an alignment guide.

`{button ,AL(` Setting up alignment guides;'0,"Defaultoverview",)}` [Related topics](#)

To set alignment guide options

1 Click **View**  **Grid/guides/snap**

 **Grid/guides/snap options.**

2 In the **Alignment guide** area, type a value in the **Snap zone** box to specify at what distance an object will snap to the alignment guide.

{button ,AL(` Setting up alignment guides;',0,"Defaultoverview",)} Related topics



To snap objects to an alignment guide

- Click **View**  **Grid/guides/snap**

 **Snap to guides.**

{button ,AL(` Setting up alignment guides;',0,"Defaultoverview",)} [Related topics](#)

To clear an alignment guide

- Click **View**  **Grid/guides/snap**
-  **Clear guides.**

{button ,AL(` Setting up alignment guides;',0,"Defaultoverview",)} Related topics

Setting up crosshairs and the pointer position

The crosshair pointer is a pointer that is attached to crossed lines extending to the edges of the slide show or drawing window. You can display or hide the crosshairs. You can also, in the application bar, display or hide the coordinates of the pointer's exact position.

`{button ,AL(` Setting up crosshairs and the pointer position;',0,"Defaultoverview",,)} How to`

To display or hide crosshairs

- Click **View**  **Crosshair**.

A check mark beside the **Crosshair** menu command indicates that the crosshairs are displayed.

`{button ,AL(` Setting up crosshairs and the pointer position;',0,"Defaultoverview",)}` [Related topics](#)

To display or hide the position of the pointer

- Click **View**  **Show pointer position**.

A check mark beside the **Show pointer position** menu command indicates that the pointer position is displayed.

{button ,AL(` Setting up crosshairs and the pointer position;',0,"Defaultoverview",)} **Related topics**

Drawing and editing shapes in slide shows and drawings

You can enhance Corel Presentations slides and drawings with seven categories of preset shapes: line, basic, arrow, flowchart, star, callout, and action.

In this section you'll learn about

- [drawing shapes](#)
- [editing shapes](#)

Drawing shapes

Line shapes can be everything from a simple line to a [polyline](#). You can draw lines, polylines, and curves.


You can also draw closed curves and [Bezier curves](#).

Other shapes that you can draw include basic shapes, such as rectangles and diamonds; arrow shapes; flowchart shapes, such as connectors and processes; star shapes; callout shapes; and action shapes, such as volume buttons and transition buttons. Certain shapes have more complex properties that you can modify to enhance a slide show. For example, action shapes can be linked to assigned actions that you initiate when displaying the slide show. For more information about assigning actions to objects, see "[Creating SpeedLink objects](#)."

{button ,AL(` Drawing shapes;',0,"Defaultoverview",)} [How to](#)

To draw a line

1 Click **Insert**  **Shape**

 **Line shapes**, and click a line shape.

2 Drag to draw the line shape.


 **Tips**

- You can also draw a precise horizontal, vertical, or diagonal line shape by holding down **Shift** while dragging to draw the line.
- You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

{button ,AL(`Drawing shapes;',0,"Defaultoverview",)} [Related topics](#)

To draw a polyline

1 Click **Insert**  **Shape**

 **Line shapes**, and click a polyline shape.

2 Drag to draw the polyline.

3 Double-click to complete the shape.

 **Tips**

- You can transform an elliptical arc polyline shape into a circle by clicking the shape and moving an edit point to the inside of the arc.
- You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

{button ,AL(` Drawing shapes;',0,"Defaultoverview",)} Related topics

To draw a curve

1 Click **Insert**  **Shape**

 **Line Shapes**

 **Curve.**

- 2 Click once in the drawing or slide show window.
- 3 Drag to start the curved line.
- 4 Click to create the first section of the curve.
- 5 Drag to continue the curve.
- 6 Double-click to complete the curve.

 **Tip**

- You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

{button ,AL(` Drawing shapes;',0,"Defaultoverview",)} [Related topics](#)

To draw a closed curve

1 Click **Insert**  **Shape**

 **Line shapes**

 **Closed curve.**

- 2 Click once in the drawing or slide show window.
- 3 Drag to start the curved shape.
- 4 Click to create the first section of the curve.
- 5 Continue to drag and click to create the curved shape you want.
- 6 Double-click to complete the closed curve.

 **Tip**

- You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

{button ,AL(`Drawing shapes;',0,"Defaultoverview",)} [Related topics](#)

To draw a Bezier curve

1 Click **Insert**  **Shape**

 **Line shapes**

 **Bezier.**

2 For each section of the curve, click to start the curved line, and drag to curve the line in another direction.

3 Double-click to finish the curve.

 **Note**


- The distance between the control points and the node determines the height or depth of the segment that you are drawing.

 **Tips**

- You can draw a cusp in the Bezier curve by dragging from the anchor point, sizing and curving the segment, then holding down **Alt** and dragging in the direction that you want the next curve. You can then release **Alt** and size and curve the next segment.
- You can also draw line shapes by clicking the **Line shapes** button on the tool palette.

{button ,AL(` Drawing shapes;',0,"Defaultoverview",)} [Related topics](#)

To draw a shape

1 Click **Insert**  **Shape**, and click a shape in one of the following categories:

- **Basic shapes**
- **Arrow shapes**
- **Flowchart shapes**
- **Star shapes**
- **Callout shapes**
- **Action shapes**

If you want to draw a shape from the center, hold down **ALT**, and click where you want to create the center of the shape.

2 Drag diagonally to draw the shape.

Note

- For more information about creating action shapes, see "[Creating SpeedLink objects.](#)"

Tips

- You can also create a shape with equal horizontal and vertical dimensions by holding down **Alt + Shift** as you draw the shape.
- You can also draw shapes by clicking the **Basic shapes** button, the **Arrow shapes** button, the **Flowchart shapes** button, the **Star shapes** button, the **Callout shapes** button, or the **Action shapes** button on the tool palette.

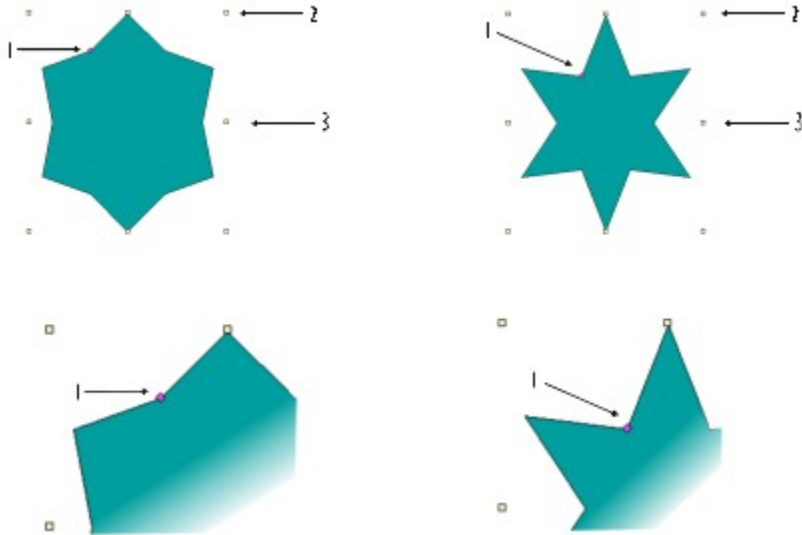
{button ,AL(` Drawing shapes;',0,"Defaultoverview",)} [Related topics](#)

Editing shapes

You can resize the shapes you add to slides and drawings by using a glyph.

You can also change the form, angle, or direction of a line or polyline by using the edit points. Edit points apply only to lines and polylines; however, you can access the edit points of other shapes by converting them to polygons. You can then shape the polygon.

This illustration shows how you can edit a shape by dragging a glyph.



{button ,AL(` Editing shapes;`,`0,"Defaultoverview",)} How to

To size a shape by using a glyph

- 1 Click a shape.
- 2 Drag a glyph until the shape is the size you want.

`{button ,AL(` Editing shapes;',0,"Defaultoverview",)}` [Related topics](#)

To change the shape of a line or polyline

1 Click a line or polyline.

2 Click **Edit**  **Edit points**.

3 Drag the edit points until the shape is the size you want.

Note

- Edit points are specific to lines and polylines. If you want to access the edit points of a shape other than a line or polyline, you must first convert the shape to a polygon. For information about converting a shape to a polygon, see "To convert a shape to a polygon."

{button ,AL(`Editing shapes;',0,"Defaultoverview",)} Related topics

To convert a shape to a polygon

1 Click a shape.

2 Click **Tools**  **Convert to polygon.**

{button ,AL(` Editing shapes;',0,"Defaultoverview",)} [Related topics](#)

To change the shape of a polygon

1 Click a polygon.

2 Click **Edit**  **Edit points**.

3 Drag any of the edit points.

Note

- When you edit a polygon, it does not maintain its standard size or proportions. The shape is treated as a series of lines or polylines instead of a preset shape.

{button ,AL(`Editing shapes;',0,"Defaultoverview",)} Related topics

Working with text in slide shows and drawings

You can customize the appearance of slides with a variety of text objects.

Corel Presentations is also accessible to users with disabilities. For information on customizing features to suit your particular typing requirements, see "[Using Accessibility features.](#)"

In this section, you'll learn about


- [creating text objects](#)
- [changing text with Corel RealTime Preview](#)
- [setting text attributes](#)
- [formatting text in text objects](#)
- [applying special effects to text](#)
- [correcting text](#)

Creating text objects

You can create text objects by inserting text boxes, text lines, and TextArt. Text boxes expand in length and text lines expand in width to contain text as you type. For information about TextArt, see "[Working with TextArt images.](#)"

{button ,AL(` Creating text objects;',0,"Defaultoverview",)} [How to](#)

To insert a text box


- 1 Click **Insert**  **Text box**.
- 2 Drag to define the text box.
- 3 Type text in the text box.

Tips

- You can also define the text box by clicking in the slide show or drawing window.
- You can also insert a text box by clicking the **Text box** button on the tool palette.



{button ,AL(` Creating text objects;' ,0,"Defaultoverview",)} **Related topics**

To insert a text line

- 1 Click **Insert**  **Text line**.
- 2 Click in the slide show or drawing window.
- 3 Type text.

`{button ,AL(` Creating text objects;' ,0,"Defaultoverview",)}` [Related topics](#)

To insert TextArt

- 1 Click **Insert**  **Graphics**
-  **TextArt**.
- 2 Click the **General** tab.
- 3 Click a shape on the **Shapes** palette.
- 4 Choose a font from the **Font** list box.
- 5 Choose a font style from the **Font style** list box.
- 6 Open the **Justification** picker, and click a text justification.
- 7 Choose a smoothness level from the **Smoothness** list box.
- 8 Type any text in the **Type here** box.
- 9 Click **Insert symbol**.

{button ,AL(` Creating text objects;',0,"Defaultoverview",)} [Related topics](#)

Changing text in Corel Presentations with Corel RealTime Preview

You can use Corel RealTime Preview to view different font styles, sizes, and colors before you apply them to your text.

{button ,AL(` Changing text in Corel Presentations with Corel RealTime Preview;',0,"Defaultoverview",)} How to

To change a font with Corel RealTime Preview

- 1 Double-click a text object.
- 2 Open the **Font face** list box on the property bar, and point to a font.
Changes to the font display in the font face preview window.
- 3 Choose a font from the **Font face** list box.

{button ,AL(` Changing text in Corel Presentations with Corel RealTime Preview;' ,0,"Defaultoverview",)} Related topics

To change a font size with Corel RealTime Preview

- 1 Double-click a text object.
- 2 Open the **Font size** list box on the property bar, and point to a font.
Changes to the font display in the font size preview window.
- 3 Choose a font from the **Font size** list box.

Tip

- You can also increase or decrease the size of font by clicking the **Font increase** button or the **Font decrease** button on the property bar.

{button ,AL(` Changing text in Corel Presentations with Corel RealTime Preview;',0,"Defaultoverview",)} Related topics

To change a font color with Corel RealTime Preview

1 Double-click a text object.

2 Open any of the following pickers:

- **Fill pattern**
- **Foreground fill color**
- **Background fill color**

3 Point to a pattern or color.

When you pause on a color, the text in the text object displays a preview of the font color.

4 Click a pattern or color.

{button ,AL(` Changing text in Corel Presentations with Corel RealTime Preview;' ,0,"Defaultoverview",)} Related topics

Setting text attributes

You can customize the text in a slide show or drawing by setting text attributes. You can change the font by using a variety of font types, sizes, and colors. For example, you can use Arial font, in 12 point size and in red. You can also apply a style, such as bold, italic, or underlined.


You can also fill text with patterns or gradients. A pattern fill consists of two colors arranged to form a design. A gradient fill creates smooth transitions between two colors by gradually changing their transparency as it progresses from one color to another. Changing the gradient fill settings allows you to customize the look of the gradient fill, such as the angle and blend.

As well, you can apply an outline to text.

You can reverse the foreground and background colors of text. You can create subscript text which sits below the baseline, or superscript text, which sits above the baseline. If you have created subscript or superscript text, you can convert it back to normal text.

{button ,AL(` Setting text attributes';,0,"Defaultoverview",)} How to

To change the font of text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Format**  **Font**.
- 4 Click the **Font** tab.
- 5 Choose a font from the **Face** list.

You can also


Change the appearance of text	In the Appearance area, enable the Bold , Italic , or Underline check box.
Change the font size	Choose a font size from the Size list box.
Change the font size relative to the current size	Click the Relative size picker, and click a size.
Change the font color	Open the Color picker, and click a color.
Restore the text appearance	Right-click the selected text, and click Normal .

Tips

- You can view a list of available attributes for each font by clicking the plus sign (+) to the left of the font.
- You can also change the appearance of text by clicking the **Bold** button, the **Italic** button, or the **Underline** button on the property bar.




{button ,AL(` Setting text attributes';0,"Defaultoverview",)} Related topics

To apply a pattern or gradient fill to text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Format**  **Font**.
- 4 Click the **Fill** tab.
- 5 In the **Fill style** area, click one of the following:
 - **Pattern**
 - **Gradient**
- 6 Open the **Foreground color** picker, and click a color.
- 7 Open the **Background color** picker, and click a color.
- 8 Click a fill on the palette.


{button ,AL(` Setting text attributes;',0,"Defaultoverview",)} [Related topics](#)

To change gradient fill settings

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Format**  **Font**.
- 4 Click the **Fill** tab.
- 5 In the **Fill style** area, click **Gradient**.
- 6 Click **Gradient settings**.
- 7 In the **Gradient settings** dialog box, choose a gradient type from the **Gradient type** list box.
If you choose the **Linear** or **Rectangular** option, type a value in the **Angle** box.
- 8 In the **Gradient color position** area, type a value in the following boxes:
 - **Horizontal offset**
 - **Vertical offset**
- 9 In the **Blending** area, enable one of the following options:
 - **Auto-stop blending**  blends automatically
 - **Fixed**  blends using a fixed number of steps
If you enabled the **Fixed** option, type a value in the **Fixed** box.

{button ,AL(` Setting text attributes;',0,"Defaultoverview",)} [Related topics](#)

To outline text

- 1 Double-click a text object.
 - 2 Select the text.
 - 3 Click **Format**  **Font**.
 - 4 Click the **Outline** tab.
 - 5 Open the **Color** picker, and click a color.
 - 6 Open the **Style** picker, and click an outline style.
 - 7 Open the **Width** picker, and click a line width.
- If you want to specify the line width, type a value in the box below the **Width** picker.

{button ,AL(` Setting text attributes';,0,"Defaultoverview",)} Related topics

To reverse colors of text

1 Double-click a text object.

2 Select the text.

3 Click **Format**  **Font**.

4 Click the **Fill** tab.

5 In the **Fill style** area, click one of the following:

- **Pattern**
- **Gradient**


6 Click **Reverse colors**.

Tip

- You can also reverse colors of text by clicking the **Reverse colors** button on the tool palette.


{button ,AL(` Setting text attributes';,0,"Defaultoverview",)} Related topics

To create superscript or subscript text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Format**  **Font**.
- 4 Click the **Font** tab.
- 5 Click **Position**, and click one of the following:
 - **Superscript**
 - **Subscript**

{button ,AL(` Setting text attributes;',0,"Defaultoverview",)} Related topics

To convert superscript or subscript text to normal text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Format**  **Font**.
- 4 Click the **Font** tab.
- 5 Click **Position**, and click **Normal**.

{button ,AL(` Setting text attributes;',0,"Defaultoverview",)} [Related topics](#)

Formatting text in text objects

You can move individual characters or blocks of text, and you can delete them. By justifying text, you can position it left, right, or center in relation to the sides of a text box. You can also indent lines or paragraphs of text.

You can remove any indents from text.

You can also adjust the spacing between lines of text.

You can set the position of text. By using manual kerning, you can expand or contract the spaces between letters.


{button ,AL(` Formatting text in text objects;','0,"Defaultoverview",)} How to

To move text

- 1** Double-click a text object.
- 2** Select the text.
- 3** Drag the selected text to a new position inside the selected text object.

{button ,AL(` Formatting text in text objects;',0,"Defaultoverview",)} Related topics

To delete text




- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Edit**  **Delete**.

{button ,AL(` Formatting text in text objects;',0,"Defaultoverview",)} Related topics

To justify text

1 Click a text box.

2 Click **Format**  **Justification**, and click one of the following:

- **Left**  aligns text to the left
- **Right**  aligns text to the right
- **Center**  aligns text to the center

Tip


- You can also justify text by opening the **Justification** picker on the property bar and clicking an alignment.




{button ,AL(` Formatting text in text objects;';0,"Defaultoverview",)} Related topics

To indent text

1 Double-click a text box.



2 Click at the beginning of a line of text.

3 Click **Format**  **Paragraph**, and click one of the following:

- **Indent**  indents the left margin of the paragraph by one tab stop
- **Hanging indent**  indents all but the first line of the paragraph by one tab stop
- **Double indent**  indents the paragraph equally from both sides



{button ,AL(^ Formatting text in text objects; ,0,"Defaultoverview",)} Related topics

To remove an indent from text

- 1 Double-click a text box.
- 2 Click at the beginning of the line of indented text.
- 3 Click **Format**  **Paragraph**
 **Back tab.**




{button ,AL(` Formatting text in text objects;' ,0,"Defaultoverview",)} [Related topics](#)

To set line spacing

- 1 Click a text box.
- 2 Click **Format**  **Line**
-  **Spacing**.
- 3 Type a number in the **Spacing** box.


{button ,AL(` Formatting text in text objects;',0,"Defaultoverview",)} [Related topics](#)

To position text in a text box

- 1 Double-click a text box.
- 2 Click at the beginning of the text.
- 3 Click **Format**  **Line**, and click one of the following:
 - **Center**  centers text
 - **Flush right**  positions text to the right

{button ,AL(` Formatting text in text objects;';0,"Defaultoverview",)} [Related topics](#)

To kern text

- 1 Double-click a text object.
- 2 Select the text.
- 3 Click **Format**  **Manual kerning**.
- 4 Type a value in the **Amount to kern selected text** box.
A positive number expands the space; a negative number contracts it.


{button ,AL(` Formatting text in text objects;`,0,"Defaultoverview",)} [Related topics](#)

Applying special effects to text

You can apply a variety of special effects to text. For example, you can shape text into a set shape, such as a bow, wave, or crescent. You can also contour text around an object to create unique designs, and you can add depth to text to give it a three-dimensional look.

{button ,AL(` Applying special effects to text;',0,"Defaultoverview",)} How to

To shape text

- 1 Click a text box or text line.
- 2 Click **Tools**  **QuickWarp**.
- 3 Click a shape on the palette.

{button ,AL(` Applying special effects to text;',0,"Defaultoverview",)} [Related topics](#)

To contour text around objects

1 Hold down **CTRL**, and click a text box or a text line and a shape.

2 Click **Tools**  **Contour text**.

3 Choose a position from the **Position text** list box.

If you want to keep the graphic or shape visible, disable the **Display text only** check box.

Note

- You cannot contour text around bitmaps, charts, or clipart.

`{button ,AL(` Applying special effects to text;',0,"Defaultoverview",)}` [Related topics](#)

To add depth to text

1 Click a text box or text line.

2 Click **Tools**  **Quick3-D**.

3 Click the **Rotation** tab.

4 Click a rotation style on the **Rotation** palette.

If you want to adjust the darkness of the bevel, move the **Color adjustment** slider.

5 Click the **Perspective** tab.

6 Click a perspective style on the **Perspective** palette.

7 Type a number in the **Depth** box.

{button ,AL(` Applying special effects to text;',0,"Defaultoverview",)} [Related topics](#)

Converting text to vector objects

Vector objects, such as clipart images, are a series of points joined by lines. Graphical elements in a vector file are self-contained entities with properties, such as color, shape, outline, size, and position on the screen, included in its definition. You can move and change the properties of a vector object repeatedly, while maintaining its original clarity and crispness and without affecting other objects in the image.


You can convert text boxes and text lines to vector objects. Once text has been converted, you can manipulate it as an object, for example, you can animate it, apply sound to it, and apply a shadow to it. For information on working with objects, see ["Working with objects in slide shows and drawings."](#)

Once you convert text to an object, you cannot format the text itself.

{button ,AL(` Converting text to vector objects;',0,"Defaultoverview",)} [How to](#)

To convert text to a vector object

1 Click a text box or text line.

2 Click **Tools**  **Trace text**.

{button ,AL(` Converting text to vector objects;',0,"Defaultoverview",)} [Related topics](#)

Correcting text in slide shows and drawings

Corel Presentations provides several ways to correct errors in text. You can find and replace text by searching for specific words or phrases and replacing them with other words or phrases. In slide shows, you can find and replace text in both the Slide Editor and Slide Outliner views.


You can display the text formatting codes that correspond to the line of text where the cursor is located. The codes appear in the lower-right corner of the application bar.

You can automatically correct spelling, capitalization, or spacing errors as you type. Common spelling errors and mistyped words are automatically replaced with the correct spelling. For example, "adn" is automatically replaced with "and." As well as using a predefined list of errors, you can create a list of errors for auto correction. The predefined list contains commonly misspelled words linked to the correct spelling. As well, you can delete entries from this list. You can also automatically correct spacing and capitalization errors, and you can automatically add opening and closing quotation marks.

{button ,AL(' Correcting text in slide shows and drawings;',0,"Defaultoverview",)} How to

To find text

1 Double-click a text object.

If you want to find text by using the Slide Outliner, click **View**  **Slide Outliner**.

2 Click **Edit**  **Find and replace**.

3 Type text in the **Find** box.


4 Choose a direction from the **Direction** list box.

5 Click **Find next**.

{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)} Related topics

To find and replace text

1 Double-click a text object.

If you want to find and replace text by using the Slide Outliner, click **View**  **Slide Outliner**.



2 Click **Edit**  **Find and replace**.

3 Type text in the **Find** box.

4 Type replacement text in the **Replace with** box.

5 Choose a direction from the **Direction** list box.

6 Click one of the following:

- **Replace**  replaces the selected occurrence of the text
- **Replace all**  replaces all occurrences of the text

{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)} Related topics


To display text formatting codes

1 Double-click a text object.

2 Click **View**  **Reveal Codes**.


`{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)}` [Related topics](#)

To correct words automatically as you type

- 1 Click **Tools**  **QuickCorrect**.
- 2 Enable the **Replace words as you type** check box.
- 3 Click **Close**.


{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)} [Related topics](#)

To create a list of errors for automatic correction

- 1 Click **Tools**  **QuickCorrect**.
- 2 Type a word, phrase, or abbreviation in the **Replace** box.
- 3 Type a replacement word, phrase, or abbreviation in the **With** box.
- 4 Click **Add entry**.


{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",,)} [Related topics](#)

To delete an entry from the automatic correction list of errors

- 1 Click **Tools**  **QuickCorrect**.
- 2 Choose an entry from the list.
- 3 Click **Delete entry**.


{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)} [Related topics](#)

To correct spacing automatically between sentences

- 1 Click **Tools**  **QuickCorrect**.
- 2 Click **Options**.
- 3 In the **End of sentence corrections** area, enable one of the following options:
 - **None**
 - **Change one space to two spaces between sentences**
 - **Change two spaces to one space between sentences**







{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)} [Related topics](#)

To correct capitalization and spacing automatically in a sentence

- 1 Click **Tools**  **QuickCorrect**.
- 2 Click **Options**.
- 3 In the **Sentence corrections** area, enable any of the following check boxes:
 - **Capitalize next letter after end of sentence punctuation**
 - **Correct two irregular capitals (make second letter lowercase)**
 - **Change two spaces to one space between words**

{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",,)} [Related topics](#)

To use opening and closing quotation marks automatically

- 1 Click **Tools**  **QuickCorrect**.
 - 2 Click **Options**.
 - 3 In the **Select quotation marks** area, enable any of the following check boxes:
 - **Use double quotation marks as you type**  converts double quotation marks to the opening and closing double quotation marks you choose from the **Open** and **Close** list boxes
 - **Use single quotation marks as you type**  converts single quotation marks to the opening and closing single quotation marks you choose from the **Open** and **Close** list boxes
 - **Use straight quotation marks after numbers**  "6' 2"
-  converts curly quotation marks to straight quotation marks when the quotation mark character follows a number
-  **Note**
- You cannot use the Corel Presentations 3.0 main dictionary (.Lex file) in this version of Corel Presentations.

{button ,AL(` Correcting text in slide shows and drawings;',0,"Defaultoverview",)} Related topics

Working with titles and subtitles in Corel Presentations

In Corel Presentations, when slides with layouts are inserted into a slide show, they are automatically created with placeholders for titles and subtitles. For more information about slide show layouts, see "[Applying backgrounds and layouts to slides.](#)"

In this section, you'll learn about

- [formatting the appearance of titles and subtitles](#)
- [changing the line spacing in titles and subtitles](#)
- [adding boxes and fills to titles and subtitles](#)
- [saving and applying title and subtitle text styles](#)

Formatting the appearance of titles and subtitles

You can format the appearance of a title or subtitle by changing such attributes as the font, the font size, and the color. You can also change the font fill of a title or subtitle.

{button ,AL(` Formatting the appearance of titles and subtitles;' ,0,"Defaultoverview",)} How to

To format the appearance of a title or subtitle

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Fonts** tab.
- 4 Choose a font from the **Font face** list box.
- 5 Type a value in the **Size** box.
- 6 In the **Appearance** area, enable any of the following check boxes:
 - **Bold**
 - **Underline**
 - **Italic**
- 7 In the **Color** area, open the **Foreground** picker, and click a color.
- 8 Open the **Background** picker, and click a color.

? Note

- The background color is visible only if a font fill style other than the default is selected. For information about changing the font fill, see ["To change the font fill of a title or subtitle."](#)

? Tip

- You can also format the appearance of a subtitle by clicking the **Subtitle properties** button on the property bar.

{button ,AL(` Formatting the appearance of titles and subtitles;'0,"Defaultoverview",)} [Related topics](#)

To change the font fill of a title or subtitle

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Fonts** tab.
- 4 In the **Appearance** area, click **Font properties**.
- 5 In the **Font properties** dialog box, click the **Fill** tab.
- 6 In the **Fill style** area, click one of the following:
 - **Pattern**
 - **Gradient**
- 7 Open the **Foreground** picker, and click a color.
- 8 Open the **Background** picker, and click a color.
- 9 Click a fill style on the palette.

{button ,AL(` Formatting the appearance of titles and subtitles;',0,"Defaultoverview",)} Related topics

To change the font outline of a title or subtitle

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Fonts** tab.
- 4 In the **Appearance** area, click **Font properties**.
- 5 In the **Font properties** dialog box, click the **Outline** tab.
- 6 Open the **Color** picker, and click a color.
- 7 Open the **Style** picker, and click a line style.
- 8 Open the **Width** picker, and click a line width.

{button ,AL(` Formatting the appearance of titles and subtitles;'0,"Defaultoverview",)} Related topics

Changing the line spacing in titles and subtitles

You can specify the amount of space between the lines of text in a title or subtitle.

`{button ,AL(` Changing the line spacing in titles and subtitles;',0,"Defaultoverview",)} How to`

To change the line spacing in a title or subtitle

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Spacing** tab.
- 4 Type a value in the **Line spacing** box.

`{button ,AL(` Changing the line spacing in titles and subtitles;',0,"Defaultoverview",)}` [Related topics](#)

Adding boxes and fills to titles and subtitles

You can add a box to a title or subtitle and choose its position, shape, and color. You can then apply pattern or gradient fills to the box to, for example, emphasize certain points in your presentation. A pattern fill consists of two colors arranged to form a design. A gradient fill creates smooth transitions between two colors by gradually changing their transparency as it progresses from one color to another.

You can also change the pattern or gradient settings.

As well, you can apply texture or picture fills, including custom made fills, to a box. A texture fill lets you fill a title or subtitle box with a textured, natural looking pattern, such as clouds, wood, or oil. A picture fill lets you fill a box with a bitmap.

You can also change the picture settings.

{button ,AL(` Adding boxes and fills to titles and subtitles;',0,"Defaultoverview",)} How to

To add a box to a title or subtitle

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Position** area, enable one of the following options:
 - **Above**
 - **Below**
 - **Above and below**
 - **Behind**
- 5 In the **Corner style** area, enable one of the following options:
 - **Rectangle**
 - **Rounded rectangle**
 - **Octagon**
- 6 In the **Frame style** area, choose a frame from the **Type** list box.
- 7 Open the **Color** picker, and click a color.

{button ,AL(` Adding boxes and fills to titles and subtitles;','0,"Defaultoverview",)} [Related topics](#)

To apply a pattern or gradient fill to a title or subtitle box

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following:
 - **Pattern**
 - **Gradient**
- 6 Open the **Foreground** picker, and click a color.
- 7 Open the **Background** picker, and click a color.
- 8 Click a pattern or gradient on the palette.

{button ,AL(` Adding boxes and fills to titles and subtitles;','0,"Defaultoverview",)} [Related topics](#)

To change the pattern fill settings of a title or subtitle box

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click **Pattern**.
- 6 Click **Pattern settings**.
- 7 In the **Transparent color** area, enable one of the following options:
 - **None**
 - **Foreground color**
 - **Background color**

{button ,AL(` Adding boxes and fills to titles and subtitles;','0,"Defaultoverview",)} [Related topics](#)

To change gradient fill settings of a title or subtitle box

1 Click a title or subtitle.

2 Click **Format**, and click one of the following:

- **Title properties**
- **Subtitle properties**



3 Click the **Box** tab.

4 In the **Fill style and color** area, click **Properties**.



5 In the **Object properties** dialog box, click **Gradient settings**.

6 In the **Gradient settings** dialog box, choose a gradient from the **Gradient type** list box.
If applicable, type a value in the **Angle** box.

8 In the **Gradient color position** area, type values in the following boxes:

- **Horizontal offset**  determines how much to move the gradient color horizontally
- **Vertical offset**  determines how much to move the gradient color vertically

9 In the **Blending** area, enable one of the following options:

- **Auto-stop blending**  blends the gradient fill automatically
- **Fixed**  blends the colors by using the number of steps you specify in the **Steps** box

{button ,AL(` Adding boxes and fills to titles and subtitles;','0,"Defaultoverview",)} [Related topics](#)

To apply a texture or picture fill to a title or subtitle box

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following:
 - **Texture**
 - **Picture**
- 6 Choose a texture or picture from the **Category** list box.
- 7 Click a texture or picture on the palette.

{button ,AL(` Adding boxes and fills to titles and subtitles;',0,"Defaultoverview",)} Related topics

To apply a custom texture or picture fill to a title or subtitle box

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click the **Box** tab.
- 4 In the **Fill style and color** area, click **Properties**.
- 5 In the **Object properties** dialog box, click one of the following:
 - **Texture**
 - **Picture**
- 6 Click **Browse**.
- 7 In the **Open file** dialog box, choose the drive and folder where the texture or picture fill is stored.
- 8 Type a filename in the **Filename** box.
- 9 Click **Open**.

{button ,AL(` Adding boxes and fills to titles and subtitles;','0,"Defaultoverview",)} [Related topics](#)

To change the picture fill settings of a title or subtitle box

1 Click a title or subtitle.

2 Click **Format**, and click one of the following:

- **Title properties**
- **Subtitle properties**






3 Click the **Box** tab.

4 In the **Fill style and color** area, click **Properties**.

5 In the **Object properties** dialog box, click **Picture**.

6 Click **Picture settings**.

7 In the **Picture settings** dialog box, enable one of the following options:

- **Tile**  fills the picture with tiles
- **Brick horizontal**  fills the picture with horizontal rows
- **Brick vertical**  fills the picture with vertical columns
- **Stretch/shrink to fit area**  stretches or shrinks the picture to fit the box
- **Scale to fit area**  scales the picture to fit the box

{button ,AL(` Adding boxes and fills to titles and subtitles;','0,"Defaultoverview",)} [Related topics](#)

Saving and applying title and subtitle text styles

You can choose various attributes for titles and subtitles and save them for future use. For example, you can choose the color and size of fonts or the properties of a title or subtitle box and save them to use in new presentations. You can then apply saved text styles to titles and subtitles.

{button ,AL(` Saving and applying title and subtitle text styles;',0,"Defaultoverview",,)} How to

To save a title or subtitle text style

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Modify any attributes.
- 4 Click **Save style**.
- 5 In the **Save chart style** dialog box, choose the drive and folder where you want to save the text style.
- 6 Type a filename in the **Filename** box.
- 7 Click **Save**.

Note

- The file format extension of a text style file is **.chs** (chart styles).

{button ,AL(` Saving and applying title and subtitle text styles;'0,"Defaultoverview",)} Related topics

To apply a title or subtitle text style

- 1 Click a title or subtitle.
- 2 Click **Format**, and click one of the following:
 - **Title properties**
 - **Subtitle properties**
- 3 Click **Load style**.
- 4 In the **Retrieve chart style** dialog box, choose the drive and folder where the text style is stored.
- 5 Type a filename in the **Filename** box.
- 6 Click **Open**.

{button ,AL(` Saving and applying title and subtitle text styles;',0,"Defaultoverview",)} Related topics

Using macros in Corel Presentations

You can use macros to perform repetitive or complex tasks automatically. Macros are scripts that contain a list of instructions, and they can perform most of the tasks that you would normally perform using keystrokes, mouse actions, and menu commands.

In this section, you'll learn about

- [understanding macros](#)
- [working with macros](#)

For more information about using macros, see "[Reference: Using macros in Corel Presentations.](#)"

Understanding macros

A macro can consist of programming commands, product commands, and comments. Macro tasks consist of instructions called statements. There are several kinds of statements: assignments, conditions, and loops. For example, the commands

```
SetBrushShape (Circle!)
```

```
SetBrushWidth (25)
```

set the properties for the Paint Brush tool. Each command represents one instruction or statement. The simplest macro consists of only one statement. Complex macros have hundreds of statements. The sequence of statements determines how a macro performs its tasks.

There are two types of macros that can be used in Corel Presentations:


- A PerfectScript macro, which is stored with a **.wcm** file extension. This macro is useful if you want to interact with other WordPerfect Office applications, such as Quattro Pro or WordPerfect. For information about PerfectScript macros, see "Generating and editing Corel Presentations macros by using PerfectScript."
- Microsoft Visual Basic for Applications (VBA), which lets you develop scripts that are saved in specific projects that use VBA programming language. You can access the VBA editor from within Corel Presentations. For information about VBA macros, see "Working with Corel Presentations macros using Visual Basic for Applications (VBA)."

Working with macros

One way to create a macro is to record and save a task in Corel Presentations. When you record a macro, you convert actions into macro commands, which are stored and can be played back. You can then play a macro to repeat a sequence of steps for a task that you have recorded or written, including project and global VBA macros. You can only play a project macro from the document that was used to create it. For information about VBA macros in Corel Presentations, see "[Working with Corel Presentations macros using Visual Basic for Applications \(VBA\).](#)" While recording or playing a macro, you can pause, resume, or stop it.

{button ,AL(` Working with macros;' ,0,"Defaultoverview",)} [How to](#)

To record a macro

- 1 Click **Tools**  **Macro**
-  **Record.**
- 2 Choose the drive and folder where you want to save the macro.
- 3 Type a filename in the **Filename** box.
- 4 Click **Save**.
- 5 Perform the actions you want to record.
- 6 Click **Tools**  **Macro**
-  **Stop.**

{button ,AL(` Working with macros;',0,"Defaultoverview",)} [Related topics](#)

To play a macro

1 Click **Tools**  **Macro**

 **Play.**


2 Choose the drive and folder where the macro is stored.

3 Choose a filename.

4 Click **Open**.

`{button ,AL(` Working with macros;',0,"Defaultoverview",)}` [Related topics](#)

To play a project VBA macro

1 Click **Tools**  **Visual Basic**

 **Play.**



2 Choose **Project** from the **Macros in** list box.

3 Type a macro name in the **Macro name** list box.

4 Click **Run**.

`{button ,AL(` Working with macros;',0,"Defaultoverview",)}` [Related topics](#)

To play a global VBA macro

- 1 Click **Tools**  **Visual Basic**
- 2  **Play**.
- 3 Choose **Global** from the **Macros in** list box.
- 3 Type a macro name in the **Macro name** box.
- 4 Click **Run**.



{button ,AL(` Working with macros;',0,"Defaultoverview",)} [Related topics](#)

To pause, resume, or stop recording or playing a macro



To

Pause or resume a macro

Do the following

Click **Tools**  **Macro** 
Pause.

Stop a macro

Click **Tools**  **Macro** 
Stop.

Note

- A check mark beside the **Pause** menu command indicates that the macro is paused.

Tip

- You can also stop a macro recording by disabling the checkmark beside the **Record** menu command.

`{button ,AL(`Working with macros;' ,0,"Defaultoverview",)}` [Related topics](#)

Reference: Using macros in Corel Presentations

Several macros are included with Corel Presentations.

Playing macros included with Corel Presentations

When you installed Corel Presentations, the shipping macros listed in the following table were included to help you automate and simplify several common tasks.

<u>Play</u>	<u>To</u>
chnghnt.wcm	Change the font face and color throughout a slide show.
headfoot.wcm	Add a header or footer to a document, which includes the date, filename, slide number, slide title, and any other information you specify.
imgemap.wcm	Create HTML Image Map codes for any existing bitmaps, which allows you to use them on the Internet.
macedit.wcm	Edit a macro in a Corel Presentations text box.
mastconv.wcm	Convert older Corel Presentations masters to Corel Presentations 11 masters.
obj2back.wcm	Move selected object(s) on the slide layer to the background layer of a slide show master.
shw2wpg.wcm	Convert all the slides in a slide show to separate .wpg files.
textanim.wcm	Convert text to curves and apply an animation effect to each character.
textbtn.wcm	Create a three dimensional button graphic with text you type in.

Welcome to Corel Presentations

Corel Presentations lets you create high-quality slide shows and drawings that can include text, data charts, organization charts, and graphic objects.

You can use Corel Presentations to produce professional-looking project proposals, interactive demonstrations, multimedia presentations, flyers, signs, banners, and more. Slide shows can be presented on large monitors, portable computers, overhead transparencies, 35mm slides, or printed in color or black-and-white. You can also send presentations to other people over the Internet.

In this section, you'll learn about

- [Corel Corporation](#)
- [using Corel Presentations documentation](#)
- [exploring the work area](#)



About Corel Corporation

Founded in 1985, Corel Corporation (www.corel.com) is a leading technology company specializing in content development (both text and graphics), business process management and XML-enabled enterprise solutions. The company's goal is to give consumers and enterprise customers the ability to create, exchange and instantly interact with content that is always relevant, accurate and available. With its headquarters in Ottawa, Canada, Corel's common stock trades on the Nasdaq Stock Market under the symbol CORL and on the Toronto Stock Exchange under the symbol COR.

You can access the Corel Web site through Corel Presentations. You can also access information about fonts, macros, technical support, tips and tricks, training and certification, and service bureaus on the Corel Web site.

{button ,AL(` About Corel Corporation;',0,"Defaultoverview",)} How to

To access the Corel Web site

- Click **Help**  **Corel on the Web**
 **Corel Web site.**

{button ,AL(` About Corel Corporation;',0,"Defaultoverview",)} Related topics

To get information from the Corel Web site

Click

Help  Corel on the Web

 Fonts online

Help  Corel on the Web

 Macros online

Help  Corel on the Web

 Technical support

Help  Corel on the Web

 Tips and tricks

Help  Corel on the Web

 Training and certification

Help  Corel on the Web

 Approved service bureaus

To get information about

Fonts

Macros

Technical support

Tips and tricks

Training and certification

Service bureaus

{button ,AL(` About Corel Corporation;',0,"Defaultoverview",)} Related topics

Using Corel Presentations documentation

The documentation conventions in Corel Presentations are easy to follow, and they allow you to use the application efficiently. Corel Presentations also includes online and paper documentation to help you learn the application. The following table lists the different documentation available.

Documentation

Online Help

What it does

Lets you quickly retrieve all the information you need. Help displays in a separate window on your screen. For quick access, you can keep the Help window displayed on top of the application window.

Context-sensitive Help

Displays information relevant to the task you are currently performing. Context-sensitive Help provides help for menu commands, toolbar buttons, dialog boxes, and dialog box controls. You access context-sensitive Help by clicking the **What's This? Help** button, and clicking the item you want information about.

Corel Presentations Macros Help

The Corel Presentations Macros Help gives you detailed information about working with macros. It can be accessed from the **Macro commands** item in the **Help** menu.

WordPerfect Office Macro Command Reference Center

The Macro Command Center gives you a complete listing of available macro commands, including PerfectScript macro commands. You can access the Macro Command Center from the **Macro commands** item in the **Help** menu or from the **Start** menu.

QuickTips

Provide information about icons and buttons on the toolbars and the Toolbox. QuickTips display in a balloon when you point to an icon or a button.

User Guide

Contains most of the information from the online Help. Some reference information, such as the glossary, table functions, and details about equations, is included only in online Help.

You can access online Help in four ways. You can use the Contents page to select a topic, use the Index page to search for a topic, or use the Find page to search for specific words and phrases in Help topics. You can also use the Corel Knowledge Base to search for information on the Corel home page.

Context-sensitive Help is accessible wherever you are in Corel Presentations. You can access context-sensitive Help from the menus, dialog boxes, property bars, and all other toolbars in Corel Presentations.

For a complete listing of available macro commands, including PerfectScript macro commands, go to the **WordPerfect Office Macro Command Center**, which can be accessed through the **Macros Help** link in the **Reference information** section of the online Help.

You can print specific Help topics or print entire sections of online Help.

Corel Presentations also provides easy access to information about the program and your system.

Program information consists of the program name, version number, serial number, and user name. This information doesn't change and is useful if you ever need help from Corel Technical Support Services.

System information consists of details about any of the following five categories: system, display, printing, Corel **.Exe** and **.DII** files, and system **.DII** files. For example, you can see how much memory you have on the drive to which you want to save a file.

You can also view product and license information, and edit your PIN (personal identification number).

We want your feedback

If you have any comments or suggestions about Corel Presentations documentation, you can email them to **presentationsprodmgr@corel.ca**, mail them to **Corel Presentations Product Manager, Corel Corporation, 1600 Carling Avenue, Ottawa, Ontario, Canada, K1Z 8R7**, or fax them to **(613) 728-9790**. Unfortunately, we won't be able to respond to your messages individually.

{button ,AL(` Using Corel Presentations documentation;',0,"Defaultoverview",)} How to

To follow documentation conventions

When you see this

Click **File**  **New**.

Click **Format** 
Justification  **Left**.

Enable a check box.

Disable an option.

Select text.

Click an object.

Right-click, and click **Paste**.

Press **Enter**.

Ctrl + Shift

Do this

Click the **File** menu, and click **New** in the menu.

Click the **Format** menu, click **Justification**, and click **Left** in the submenu that displays.

Click the check box to place a check mark or an "X" inside the box.

Click the option to remove the indicator.

Click and drag to highlight text.

Click anywhere on an object.

Click the right mouse button, and click **Paste** in the submenu that displays.

Press the **Enter** key.

Press the **Control** key and the **Shift** key at the same time.

{button ,AL(^ Using Corel Presentations documentation;',0,"Defaultoverview",)} [Related topics](#)

To access online Help

- 1 Click **Help ? Help topics**.
 - 2 Click one of the following tabs:
 - **Contents ?** browses through topics by category
 - **Index ?** lists index entries. Type the first few letters of the subject about which you want information.
 - **Find ?** searches for a particular word or phrase in the online Help
 - **Corel Knowledge Base ?** to search for information on the Corel home page on the Internet
- ? Tip**
- You can keep the Help window on top of the application you're working on by clicking **Options** in the **Help** window, and clicking **Keep Help on top, On top**.

{button ,AL(` Using Corel Presentations documentation;',0,"Defaultoverview",)} Related topics

To access context-sensitive Help

To

Access dialog box Help

Access menu and toolbar
button Help

Access dialog control Help

Do the following

In the dialog box, click **Help**.

Point to the menu item or
toolbar button for ToolTip
information.

Right-click a dialog control,
and click **What's This?**.

? Tip

- You can also access context-sensitive Help in a dialog box by pressing **F1**.

{button ,AL(` Using Corel Presentations documentation;',0,"Defaultoverview",)} Related topics

To print Help

To

Print a section

Print a topic

Do the following

Select the section you want to print, and click **Print**.

Click **Print**.

? Tip

- You can also print a topic by right-clicking the window and clicking **Print topic**.


{button ,AL(` Using Corel Presentations documentation;',0,"Defaultoverview",)} Related topics

To display the PerfectExpert

- Click **Help**  **PerfectExpert**.

`{button ,AL(`Using Corel Presentations documentation;',0,"Defaultoverview",)}` [Related topics](#)

To view program and system information

- 1 Click **Help**  **About Corel Presentations**.
- 2 Click **System info**.
- 3 Choose a category from the **Choose a category** list box.

Note

- The **About Corel Presentations** dialog box displays the version number and registration information for the software.

Tip

- You can store system information for printing by clicking **Save**. System information is saved in the file as **sysinfo.txt**. A message indicates where the file is saved.

{button ,AL(^ Using Corel Presentations documentation;',0,"Defaultoverview",)} [Related topics](#)

To view product and license information

- 1 Click **Help ?** **About Corel Presentations.**
- 2 Click one of the following:
 - **Copyright**
 - **License**

{button ,AL(`Using Corel Presentations documentation;',0,"Defaultoverview",)} Related topics

To edit the serial number and PIN

- 1 Click **Help ?** **About Corel Presentations.**
- 2 Click **Edit serial/PIN.**
- 3 Type a serial number in the **Serial number** box.
- 4 Type a Personal Identification Number in the **PIN** box.

{button ,AL(`Using Corel Presentations documentation;',0,"Defaultoverview",)} [Related topics](#)

Exploring the work area

The work area in Corel Presentations includes everything you see on your screen when you start the program. The large open area is the drawing window. Depending on the view you choose, the drawing window displays one or more slides. For information about changing the settings for your view, see ["Using slide show views."](#)

The menu bar, which is located at the top of the work area, just below the title bar, provides access to most of the Corel Presentations commands. Many of these commands can also be accessed through toolbars and flyouts. Toolbars and flyouts give you quick access to Corel Presentations tools.

Using toolbars

Toolbars provide quick, one-click access to commands. You can choose to display or hide the toolbars.

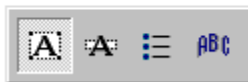
The **Standard** toolbar is displayed by default in the drawing window. Corel Presentations is also accessible to users with disabilities. For information on customizing your toolbars to suit your particular requirements, see ["Using Accessibility features."](#)



Accessing flyouts


Flyouts are toolbars that are accessible from a tool on another toolbar.

A small black arrow at the bottom-right corner of a tool button indicates that you can access a [flyout](#) from that tool.



{button ,AL(` Exploring the work area;',0,"Defaultoverview",)} [How to](#)

To display or hide a toolbar

- 1 Click **View**  **Toolbars**.
- 2 Enable the check box beside each toolbar you want to display.
- 3 Disable the check box beside each toolbar you want to hide.

`{button ,AL(` Exploring the work area;',0,"Defaultoverview",)}` [Related topics](#)

To display a flyout

- Click the black arrow at the right of the tool button.

? Tip

- You can also display a flyout by clicking the tool and holding the mouse button down until the flyout is displayed.

`{button ,AL(` Exploring the work area;',0,"Defaultoverview",)}` [Related topics](#)

Generating and editing Corel Presentations macros by using PerfectScript

With PerfectScript, the command-based macro language of WordPerfect Office, you can combine statements to automate routine tasks and simplify large ones.

In this section, you'll learn about

- [understanding components of macro commands](#)
- [using types of macro commands](#)
- [understanding syntax](#)
- [using macro conventions](#)
- [formatting macros](#)
- [using programming commands](#)
- [using parameters](#)
- [using variables](#)
- [assigning variables in PerfectScript](#)
- [inserting commands with the Macro Command Browser](#)
- [using macro commands to retrieve information](#)
- [inserting codes into macros](#)
- [compiling macros using the macro compiler](#)
- [fixing compile errors](#)
- [editing and deleting macros in PerfectScript](#)
- [adding search capabilities to macros](#)

Understanding components of macro commands

Recording and playing macros can simplify routine tasks, but when product commands are used together with PerfectScript programming commands, you can create more complex macros. By using product commands and programming commands, the functionality of WordPerfect Office features is combined with the customizing, decision making, and iterative capabilities of a programming language. Using programming commands also makes it possible to include the functionality of other applications in WordPerfect Office.

PerfectScript macros are composed using PerfectScript, the common macro language for all applications in WordPerfect Office. PerfectScript is a command-based language. When you record a macro, PerfectScript records the results of keystrokes or mouse selections instead of recording the keystrokes themselves. For example, instead of recording each keystroke required to change the top margin of a page to 2" (5.1 cm), the macro records the command:

```
MarginTop (MarginWidth:2.0")
```

PerfectScript also includes programming commands that direct the function of the macro. These commands let you prompt for user input, make decisions based on conditions in a document, access system variables, and so on. Using programming commands with product commands can automate long, complex tasks.

A written macro can include nonrecordable statements, which cannot be included in recorded macros that specify how a macro performs a task. Writing a macro provides greater flexibility to determine function than recording a macro. You can create a macro in WordPerfect and play it in the application for which it was written.

WordPerfect lets you include the functionality of other applications in WordPerfect Office with the PerfectScript language. A macro written in one application can open another application and perform tasks, giving you tools to use Quattro Pro, Corel Presentations, and WordPerfect together.

Macro commands consist of three parts: a command name, parameters, and separators. The table below describes these elements of syntax.

Component	Definition
Command names	Indicate the type of action to be performed. Some commands consist only of a command name, such as FileOpenDlg().
Parameters	Provide more information about the command, such as which options of a feature are active. Parameters are always enclosed in parentheses; for example, SelectTextChart(Chart:Bullets!) .
Separators	Mark the parameters in a command. Semicolons separate individual parameters; parentheses enclose a series of parameters; braces enclose a series of repeating parameters.

In the example included in the following table, the statement selects the title, subtitle, or bullet chart for a slide that contains these elements. The **'Bullet!'** enumeration will only work for bullet charts inserted from the layout layer. The command has one parameter called **'Chart'**. The value of the parameter is set to **'Bullet!'**. Other acceptable values for this parameter are **'Title!'** and **'Subtitle!'**. The various acceptable values for this type of parameter are called enumerations. Other parameter types accept values of the type string or numeric.

Statement	Parameter	Type	Acc
SelectTextChart (Chart:Bullets!)	Chart	Enumeration	Bull
Title!			
Subtitle!			

Using types of macro commands

The PerfectScript programming language consists of Corel Presentations application commands and functions, and programming statements and functions. PerfectScript can do more than perform recorded Corel

Presentations commands. **?** it can extend the functionality of slide shows in a number of ways, such as prompting you for input, displaying messages, controlling other Corel and Windows-based applications, and performing and repeating commands. You can also build complete applications or Wizards so that a user with limited experience using Corel Presentations can still use some of the more complex functions.

There are three types of macro commands: product commands, OLE object commands, and programming commands. Product commands are specific to a product, such as Corel Presentations or Quattro Pro. OLE object commands perform tasks on an OLE object. Programming commands work across applications; they are PerfectScript commands.

Command names often describe an action, such as **AlignObjectsLeft**, **BitmapBlur**, **SelectAllObjects**, and **ToolbarCopy**. Command names are not case sensitive and usually do not contain spaces. Exceptions include programming commands that call a subroutine, such as **Case call** or **OnCancel call**.

A macro can use more than one application product and OLE object. Commands to the non-default application or OLE object require a prefix, which is specified in an application or object statement. In the following example,

```
A1.AboutDlg ()
```

A1 (followed by a period) is the prefix. It tells the compiler to use the application or object assigned **A1** in a PerfectScript application or object statement.

Understanding syntax

Syntax refers to the grammatical rules that govern the form of macro statements and expressions. For example, the syntax of the following statement, which types "John Doe," is correct:

```
Type (Text: "John Doe")
```

The syntax of the next example is incorrect and produces an error message because the statement lacks a closing parenthesis:

```
Type (Text: "John Doe"
```

If you find it difficult to distinguish different parts of a macro, remember that you can add extra line spaces, tabs, and even font changes to make the macro more readable. As long as the commands are written correctly, the macro compiler ignores extra spaces and lines.

Using macro conventions

When you create macros in WordPerfect, you must obey macro command syntax for the macro to compile properly. You do not need to follow macro formatting conventions for a macro to compile correctly. However, you will improve the readability of a macro if you use these conventions.

Macro command syntax must be correct for a macro to compile. Understanding the following conventions used in WordPerfect macros will help you avoid common syntax errors:

- You can enter programming commands in uppercase, lowercase, or mixed case. The compiler is not case sensitive.
- Product commands, such as **AboutDlg** or **AddSlide**, are shown in mixed case.
- Corel Presentations system variables begin with **Env**, such as **EnvCurrentSlideNumber** or **EnvSlideTitle**. They are shown in mixed case and they return information about the application environment.
- Line wrapping does not affect macro execution.
- Do not insert a space in a command name unless the space is part of the syntax.
- Do not use hard returns, tabs, or indents in a character expression (a character string enclosed in double quotation marks).
- You can use spaces, tabs, indents, and hard returns before and after commands, or between parameters, to make a macro easier to read.
- Smart quotes in a macro create a compile-time syntax error.

Formatting macros

You can type commands into a macro that is saved in a file. If you want to improve the readability of a macro, you can format it so that it includes tabs, spaces, and font or text appearance changes. Formatting the macro does not affect how it works. The two forward slashes indicate comments within the macro formula. For example, WordPerfect records the following macro in this format:

```
// Create a chart
BeginDataChart()
ChartCreate (VertBar!;Button1!;Yes!;Yes!)
// Display subtitle which is off by default
ChartSubtitleToggle()
// Display the chart title
ChartTitlesDisplay(Title!;On!)
```

However, if you type the commands yourself or edit an existing macro, you can format the macro the way you want. For example, you can format it as follows:

```
// Create a chart
BeginDataChart()
ChartCreate (VertBar!;Button1!;Yes!;Yes!)

// Display subtitle which is off by default
ChartSubtitleToggle()

// Display the chart title
ChartTitlesDisplay(Title!;On!)
```


Using programming commands

Programming commands work across WordPerfect Office applications. They control macro functions, such as

- Repeating macro commands or statements a specified number of times or until certain conditions are met (**For**, **Endfor**, **Repeat**, **Until**, **While**, **EndWhile**)
- Invoking or jumping to a specified subroutine with **Call** or **Go**
- Specifying conditions under which other macro commands or statements operate (**Case**, **IfElse**, **Endif**, **Switch**, **EndSwitch**)

For example,

```
If (x = "A")
  EditBackground
Else
  EditLayouts
Endif
```

displays the background layer of a slide in edit mode if x equals the value "A". If x has another value, the subroutine displays the layout layer of a slide for you to edit. The **If**, **Else**, and **Endif** commands are programming commands. **EditBackground** and **EditLayouts** are product commands.

Using parameters

Commands often require parameters, which can be assigned values (data). Parameters are passed to the compiler (which translates the macro so that it can be played in the application) or passed between subroutines. In this WordPerfect command,

```
Advance (Where: AdvanceDown!; Amount: 1.0")
```

Advance is the command name. **Where** and **Amount** are parameters, and **Advance Down!** and **1.0"** are parameter data. This command advances the insertion point down one inch. The parameter names, **Where** and **Amount**, are optional.

Data types

A data type represents information that is needed by a parameter or returned by a command (return value). In the command syntax, data types are displayed in italics. For example, the enumerations for the **Rotation** parameter of **BoxCaptionRotation** are **Degrees90!**, **Degrees180!**, **Degrees270!**, and **None!**. Only these enumerations can replace the data type in the command syntax. Enumerations are identified by a trailing exclamation point. The most common data types in product commands are string, enumeration, and numeric. Programming commands frequently use variables.

Parameter names

Using parameter names is optional. For example, the command **InhibitInput (State: Off!)** works just like the command **InhibitInput (Off!)**. Some product commands have no parameters. Their syntax is usually written with empty parameters, such as **PosScreenUp ()**. Some programming commands and all system variables have no parameters. Their syntax is the command name alone, such as **Pause** and **?FeatureBar**.

Italics

Italics in macros syntax indicate parameter names or types to be replaced with data. For example, the syntax of **GraphicsLineLength** is

```
GraphicsLineLength (Length: measurement)
```

After you replace measurement with a number, the command might be

```
GraphicsLineLength (Length: 21)
```

or

```
GraphicsLineLength (21)
```

Punctuation

You must enclose parameters in parentheses(). A missing parenthesis is a common error that prevents macros from compiling. Parentheses are optional for commands with no parameters but must be used with user-defined functions and procedures.

You must separate multiple parameters with semicolons (;). If you omit an optional parameter, include the semicolon in the syntax to keep following parameters in their correct positions. For example,

```
AbbreviationExpand (AbbreviationName;; Template: PersonalLibrary!)
```

or

```
AbbreviationExpand (; PersonalLibrary!)
```

Repeating parameters are enclosed in braces (<>)and are separated by semicolons. For example,

```
CASE (<test>: any ; {<Case>: any; <Label>: label; <Case>: and; <Label>: label...})
```

When data is supplied, the command could be

```
CASE (vChoice; {1; Exclaim; 2; Info; 3; Question; 4; Stop; 5; QuitMacro}; QuitMacro)
```

Product commands perform product tasks in a specific application. For example,

```
ShowSlide(Slide: 4)
```

displays the fourth slide in the current slide show in Corel Presentations.

Spaces between command names and the opening parenthesis of the parameter section and after semicolons in parameters are optional.

Product commands are specific for each application. They perform various functions in that application, such as

- displaying a dialog box(**InitialCodesStyleDlg**)

- specifying settings, such as styles (**BorderBottomLine**), user settings (**PrefZoom**), or attributes (font)
- enabling and disabling features (**InhibitInput**) or (**TableCellIgnoreCalculation**)
- performing actions, such as inserting a file (**FileInsert**) or code, (**PrinterCommand**), renaming a bookmark (**BookmarkRename**), converting comments to text (**CommentConvert**), or moving the insertion point (**PosColBottom**)
- playing macros that are included with the application (**AddressMergeShippingMacro**)

Product commands that report information (return value) about the state of an application or feature are sometimes called system variables. In Corel Presentations, system variables begin with a leading **Env** (**EnvPaths**). Some system variables in Corel Presentations have parameters as well as return values.

Using variables

A variable represents a place in memory where data is stored for use by a macro or a merge. As its name indicates, the data in a variable is changeable. All variables must be declared and named. The name and content are determined by the programmer. You can perform operations on variables and change the content. The variable name is used to access the value of the variable.

There are four different types of variables: local, global, persistent, and constant. When a variable is declared, its type determines how visible the variable is (scope) and how long the variable will exist in memory. By default, when a variable is declared, it is local.

Local, global, and persistent variables all have a valid use and purpose. It is important to understand the scope and duration of the variables in macros. In most situations, local variables should be used. Global and persistent variables may be a necessity in some cases, but should be used with care. Constant variables should be used sparingly, if at all.

Other programming languages force you to specify the type of data that will be stored in a variable.

PerfectScript, however, is an untyped language **?** it does not force the user to specify the type of data that a variable will contain. If a variable called x was declared in WordPerfect, that variable could contain a text string or a number.

Declaring variables

Variables must be declared before they can be used. Declaring a variable instructs PerfectScript to set aside memory for the variable. When declaring a variable, you specify a name and, optionally, a value for the new variable. Variables may be initialized with a value at the time of declaration. The following sections show how to appropriately name variables and how to declare (and initialize) the four types of variables.

Naming variables

Variable names should be descriptive. Variable names must begin with a letter, can include any other combination of letters or numbers, must be 50 characters or less in length, and are not case sensitive. Variables that have a string value should be named with a lowercase 's' as the beginning character of the name. The lowercase 's' denotes string. Variables that have a numeric value should be named with a lowercase 'n' to denote number. Some example variable names follow:

```
// String values
sFirstName := "Claudia"
sAddress := "1625 East Nowhere St."
sBirthday := "6/12/69"
// Number values
nAge := 25
nTotal := 145.97
```

The preceding code sample shows some variable examples. Each variable above has a descriptive name to help you remember what type of value should be expected. The variables that were declared in these examples are local variables by default, because no variable type is specified.

Assigning variables in PerfectScript

A variable acts as a placeholder that represents a value, which can be text, numbers, or measurements, that can be used repeatedly in a macro. This value can be changed or manipulated. Variables are typically preceded by the letter "v." You can assign a variable.

{button ,AL(` Assigning variables in PerfectScript;',0,"Defaultoverview",,)} How to

To assign a variable

- Type **Assign** where you want to define the variable.

If you want to assign the text "Claudia" to the variable "vName", type **Assign (vName;"Claudia")**.

Tip

- You can type a colon followed by the equals sign (:=) as a shortcut to assigning a variable. For example, you could type **vName:="Claudia"** for the above procedure.

{button ,AL(` Assigning variables in PerfectScript;',0,"Defaultoverview",)} [Related topics](#)

Inserting commands with the Macro Command Browser


Product commands perform tasks that you would normally perform manually using WordPerfect Office applications. Many product commands require you to specify parameter values. These values give the application information about where and how to perform the task associated with the specified command. You can use the Macro Command Browser to choose commands and set parameters quickly.

You can use the Macro Command Browser to insert product or programming commands in a macro you are editing. If the command you choose has required parameters, you must set values for these before you insert the macro.

When you create macros using the Macro Command Browser, the commands are inserted in the correct format. If you type a macro without the Macro Command Browser, you must arrange macro commands and their elements in a precise order of syntax. Each macro command must be spelled correctly and must include all the required parameters and separators.

{button ,AL(` Inserting commands with the Macro Command Browser;' ,0,"Defaultoverview",)} How to

To insert a command using the Macro Command Browser

1 If the Macro toolbar is not already displayed, click **Tools**  **Macro**

 **Macro toolbar.**

- 2 Click **Commands**.
- 3 Choose a product from the **Command type** list box.
- 4 Choose a command from the **Commands** list box.

If the **Parameters** list box does not display, proceed to step 7.

5 Choose any parameters from the **Parameters** list box.

If the **Enumeration** list box does not display, proceed to step 7.

6 Choose an enumeration from the **Enumeration** list box.

7 Type any additional parameters in the **Command** box.

8 Click **Insert**.

 **Note**

- A parameter that is displayed in bold is a required parameter. The macro will not compile or run without it. Other parameters are optional and may, in some cases, be useless depending on the values given to required parameters.

 **Tips**

- You can also insert system variables with the Macro Command Browser. System variables contain current system information, such as the current chart type or the default directory. In WordPerfect, system variables begin with a question mark (?). In Corel Presentations, system variables begin with the letters "Env."
- You can add blank lines to separate programming commands and subroutines.
- You can indent lines to show levels of nested commands.

{button ,AL(` Inserting commands with the Macro Command Browser;',0,"Defaultoverview",)}
Related topics

Using macro commands to retrieve information

WordPerfect allows you to use commands, such as **MessageBox** or **GetString**, that gather information for macros. You can use these types of commands, for example, to prompt the user to type in information. For information about the **MessageBox** command, see the PerfectScript Programming Macros Help in the PerfectScript Macro Command Browser.

You can use the **GetString** command if you need to enter text that will be used by your macro. The **GetString** command uses the following format:

```
GetString (Var; Prompt Text; Title; MaxLength)
```

The **Prompt text**, **Title**, and **Maximum length** parameters are optional. The **Var** parameter specifies a string variable to load with text entered by the user. You can use the **GetUnits** command if you want the user to provide the macro with measurement information that can be used to move the insertion point and set margins. If you want the user to enter information for use in a numeric expression (such as addition or subtraction), you can use the **GetNumber** command. Both the **GetUnits** and **GetNumber** commands are similar to the **GetString** command; however, they do not use maximum parameter length. The user can use any of the abbreviations listed in the following table to represent units of measurement.

Unit of measurement	Abbreviation
WP Units (1200 per inch)	w
Points (72 per inch)	p
Millimeters	m
Centimeters	c
Inches	i or "

? Note

- If the user doesn't type a unit of measurement with the number when prompted, WordPerfect uses WP Units as the default unit of measurement.

Inserting codes into macros

You can use WordPerfect to insert a code into a macro.

{button ,AL(` Inserting codes into macros;',0,"Defaultoverview",)} How to

To insert a code into a macro

1 On the Windows taskbar, click **Start** {bmctt onestep.bmp} **WordPerfect Office 11** {bmctt onestep.bmp} **WordPerfect 11**.

2 Click **Tools** {bmctt onestep.bmp} **Macro** {bmctt onestep.bmp} **Macro toolbar**.

3 Click **Codes**.

4 Click one of the following tabs:

- **Search** ? allows you to select search find codes
- **Merge** ? allows you to select merge find codes
- **Date** ? allows you to select date find codes
- **Other** ? allows you to select chapter, page, section page, total page, and volume number find codes

5 Choose a code from the **Find codes** list.

6 Click **Insert**.

7 Click **Close**.

? Note

- When you insert a code into a macro, you must use straight double quotation marks around the code so that WordPerfect recognizes the code in the macro.

{button ,AL(` Inserting codes into macros;',0,"Defaultoverview",)} Related topics

Compiling macros using the macro compiler

The programs that compile macros are called compilers. A macro compiler is used to compile or "translate" macros so that WordPerfect Office applications can play them. The macro compiler creates an object, which it saves in a hidden area of the source file (the macro compiler does not create a separate object file). When you edit the source file, the object is destroyed. The object is recreated each time the source file is compiled. Macros in WordPerfect are compiled when you record, play, save, save and compile them, or when you close the macro from the **Macro** toolbar. You must compile a macro before you can play it.

If you receive an error message while the macro is compiling, you must correct all the errors before the macro will play. For information about fixing compile errors, see "[Fixing compile errors.](#)"

{button ,AL(` Compiling macros using the macro compiler;',0,"Defaultoverview",)} [How to](#)

To compile a macro

- Click the **Save & compile** button on the **Macro** toolbar.

Note

- If a macro you compile has error messages, WordPerfect still saves it even if you do not fix the compile errors. For information about fixing compile errors, see "[Fixing compile errors.](#)"

{button ,AL(` Compiling macros using the macro compiler;',0,"Defaultoverview",)} [Related topics](#)

Fixing compile errors

Macros have three types of errors: syntax errors, run-time errors, and logic errors. You can set PerfectScript to generate a list when you compile a macro. You can also use the PerfectScript debugger to find errors. WordPerfect lets you to test for errors from inside the PerfectScript utility. WordPerfect allows you several options for debugging macros. You can debug macros step-by-step so that the macro executes the current commands and stops at the next command. You can also debug macros with a breakpoint so that the macro executes all the commands in the macro until it reaches the breakpoint. Macro breakpoints are set by default to be the beginning of the macro, the end of the macro, and at any errors. WordPerfect also lets you debug a macro by briefly displaying or "animating" each command before it is executed.

Animation allows you to step through macros line by line, automatically bringing up the debugging dialog box at each step so you can check the [variables](#) and other calls. You can specify how long the debugger will pause before moving to the next step.

You can also view the meaning of commands from the PerfectScript debugger.

Identifying syntax errors

Syntax errors appear when you are compiling a macro. The PerfectScript compiler flags unrecognizable commands, such as missing parentheses or semi-colons and incorrectly spelled [command names](#).

The compiler identifies syntax errors and suggests solutions. The error message displays information about the error and its location. The compiler makes a best guess and may not always be accurate.

Common syntax errors include

- missing semicolons between [parameters](#)
- missing parentheses
- missing double quotation marks
- missing command in a conditional or loop statement
- misspelled macro command names
- undefined calling statements
- using commas between parameters instead of semicolons

Identifying run-time errors


Run-time is the same as execution time. Run-time errors occur while the macro is playing. Referencing a [variable](#) that has not been assigned a value causes a run-time error. Run-time error messages identify errors that occur while the macro plays and show where errors occur.

Identifying logic errors

When a macro does not produce the expected result, you may have a logic error. When a macro has a logic error, it plays without producing any error messages because WordPerfect accepts all of the macro commands.

{button ,AL(' Fixing compile errors;',0,"Defaultoverview",)} [How to](#)

To set PerfectScript to generate a listing file when you compile a macro

1 On the Windows taskbar, click **Start**  **Programs**

 **WordPerfect Office 11**

 **Utilities**

 **PerfectScript.**

2 Click **Tools**  **Settings.**

3 Click the **Compile** tab.

4 Enable the **Generate listing file** check box.

 **Note**

- When you generate a listing file, PerfectScript saves it with a **.wcl** filename extension, and it is saved to the same location as the macro you are compiling.

{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)} [Related topics](#)

To use the PerfectScript debugger to find errors

- 1 Click **Tools** **?** **Macro**
- ?** **Edit.**
- 2 Choose the macro you want to debug.
- 3 Click **Edit.**
- 4 Click where you want to begin debugging the macro.
- 5 Type **Step (On!)**.
If you want to display a debug window, type **Display (On!)**.
- 6 Click **Save & compile.**
- 7 Type a file path and filename in the **Listing filename** box.

{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)} [Related topics](#)

To debug a macro from PerfectScript

- 1 Click **File** **?** **Debug**
- ?** **Play**.
- 2 Choose the macro you want to debug.
- 3 Type a file path and filename in the **Listing filename** box.
- 4 Click **OK**.
- 5 Click **Debug** **?** **Step into**.

`{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)}` [Related topics](#)

To set a macro breakpoint

1 Select the line of the macro in which you want to insert a breakpoint.

2 Click **Debug**  **Breakpoint**

 **Add.**

The **Breakpoint** symbol displays beside the line in which you added the breakpoint.

`{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)}` [Related topics](#)

To debug a macro with a breakpoint

1 Select the line of the macro in which you want to insert a breakpoint.

2 Click **Debug**  **Breakpoint**





 **Add.**

The **Breakpoint** symbol displays beside the line in which you added the breakpoint.

3 Click **Debug**  **Continue.**

`{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)}` **Related topics**

To animate a macro

- 1 Click **Edit**  **Settings**.
- 2 Click the **Debug** tab.
- 3 In the **Animate settings** area, enable one of the following options:
 - **RunTo does 'step into'**  executes the next single statement
 - **RunTo does 'step over'**  executes the call of the label or routine without stopping until it has completed
- 4 Type a value in the **Delay (seconds)** box.
This value specifies the number of seconds the macro should display after executing each step.
- 5 Click **OK**.
- 6 Click **Debug**  **Animate**.

Tip

- When correcting compilation errors, start at the beginning, correcting errors that are obvious and leaving the others until later, as some of these errors may have been caused by an earlier error.

{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)} [Related topics](#)

To view the meaning of commands from the PerfectScript debugger

- Point to a command line.

When you pause on a line of code, the command or variable name and definition is displayed.

`{button ,AL(` Fixing compile errors;',0,"Defaultoverview",)}` [Related topics](#)

Editing and deleting macros in PerfectScript

You can edit a macro by adding new and modifying existing commands. If you have written a macro for Corel Presentations, you can only edit the macro from within WordPerfect or by using the PerfectScript utility. You can also delete macros.

{button ,AL(` Editing and deleting macros in PerfectScript;',0,"Defaultoverview",)} How to

To edit a macro

- 1 Click **Tools** {bmctt onestep.bmp} **Macro** {bmctt onestep.bmp} **Edit**.
- 2 Choose the drive and folder where the macro is stored.
- 3 Click a filename.
- 4 Click **Edit**.
- 5 Edit the macro commands.
- 6 Click **Save & compile**.
- 7 Click **Options** {bmctt onestep.bmp} **Close macro on the macro toolbar**.

{button ,AL(`Editing and deleting macros in PerfectScript;',0,"Defaultoverview",)} [Related topics](#)

To delete a macro

- 1 Click **Tools** {bmctt onestep.bmp} **Macro** {bmctt onestep.bmp} **Edit**.
- 2 Choose a macro.
- 3 Press **DELETE**.






{button ,AL(` Editing and deleting macros in PerfectScript;'0,"Defaultoverview",)} Related topics

Adding search capabilities to macros

WordPerfect allows you to add search capabilities to a macro. You can apply all of the search functionality included in WordPerfect when you are searching in a macro.

{button ,AL(` Adding search capabilities to macros;' ,0,"Defaultoverview",)} How to

To add search capabilities to a macro

- 1 Click **Tools**  **Macro**
-  **Edit.**
- 2 Click in the macro where you want to add the search capability.
- 3 Click **Tools**  **Macro**
-  **Record.**
- 4 Click **Edit**  **Find and replace.**
- 5 Type text in the **Find** box.

If you want to search for codes, click **Match**  **Codes**, and choose any codes from the **Find codes** list box.

- 6 Type text in the **Replace** box.

{button ,AL(` Adding search capabilities to macros;',0,"Defaultoverview",)} [Related topics](#)

Reference information

You can access many of the dialog boxes and commands in Corel Presentations by using keystrokes or by clicking buttons on the various toolbars. You can also import and export various file formats in Corel Presentations. As well, enhanced zooming and scrolling features are provided for Microsoft IntelliMouse users. Conversion notes have been provided for converting between Microsoft PowerPoint and Corel Presentations files.

Open Document Management API (ODMA) is a standard managed by the Association for Information and Image Management (AIIM). A Document Management System (DMS) allows a group of users in an organization to store and manage documents in a common database: document management includes version control, security, project management, and file/content querying. Corel Presentations uses ODMA to integrate with the DMS, allowing it to control the **Open** and **Save** dialog boxes.

In this section, you'll learn about

Keyboard shortcuts

- [File menu command keyboard shortcuts](#)
- [Edit menu command keyboard shortcuts](#)
- [View menu command keyboard shortcuts](#)
- [Insert menu command keyboard shortcuts](#)
- [Format menu command keyboard shortcuts](#)
- [Tools menu command keyboard shortcuts](#)
- [Help menu command keyboard shortcuts](#)
- [keyboard shortcuts for objects](#)
- [keyboard shortcuts for slide show controls](#)
- [keyboard shortcuts for chart controls](#)
- [keyboard shortcuts for dialog boxes](#)
- [keyboard shortcuts for selecting, moving, and deleting](#)
- [other keyboard shortcuts](#)

Import and export file formats

- [import graphic file formats](#)
- [export graphic file formats](#)
- [import and export text file formats](#)

Using Microsoft Intellimouse

- [zooming by using Microsoft Intellimouse](#)
- [scrolling by using Microsoft Intellimouse](#)

Conversion notes for Microsoft PowerPoint and Corel Presentations

- [Microsoft PowerPoint opening notes](#)
- [Microsoft PowerPoint saving notes](#)

Open document management API

- [opening and saving files with ODMA](#)

Object linking and embedding

- [Corel Presentations, PerfectScript, and OLE Automation](#)
- [other OLE Automation controllers](#)

Startup switches

- [using Corel Presentations startup switches](#)
- [setting permanent startup switches for Corel Presentations](#)

Two-digit year entry assumptions

- [two-digit year entry assumptions](#)

File menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the File menu.

`{button ,AL(` File menu command keyboard shortcuts;',0,"Defaultoverview",)}` [How to](#)

File menu keyboard shortcuts

Press

Ctrl + N or **F4**

Ctrl + Shift + N or **Shift + F4**

Ctrl+ O

Ctrl + S or **Shift + F3**

F3

Ctrl + F8

Ctrl + P or **F5**

Shift + Ctrl + P

Ctrl + F4

Alt + F4

To

Open a new document

Create a new document from a project

Open a document

Save a document

Save the active document with a different name or file format

Set information about page size, margins, white space around graphics, and other options

Print a document

Print the current document

Close the active document

Exit Corel Presentations

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` File menu command keyboard shortcuts;',0,"Defaultoverview",)} **Related topics**

Edit menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the Edit menu.

`{button ,AL(` Edit menu command keyboard shortcuts;',0,"Defaultoverview",)}` [How to](#)

Edit menu keyboard shortcuts

<u>Press</u>	<u>To</u>
Ctrl + Z	Undo last change made
Ctrl + Shift + R	Reverse the last Undo operation
Ctrl + X or Shift + Delete	Move the selected object(s) to the Clipboard
Ctrl + C or Shift + Insert	Copy the selected object(s) to the Clipboard
Ctrl + V or Shift + Insert	Insert object(s) from the Clipboard into the slide or drawing
Delete	Delete the selected item or text
Ctrl + Shift + F4	Clear the document contents
Ctrl + A	Select all
Ctrl + F or F2	Open the Find and Replace dialog box
Alt + F2	Find previous
Shift + F2	Find next
Ctrl + G	Display a list of slide, layout, and background names

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Edit menu command keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

View menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the View menu.

`{button ,AL(` View menu command keyboard shortcuts;',0,"Defaultoverview",)}` [How to](#)

View menu keyboard shortcuts

Press

Alt + Shift + F3

Alt + F8

Alt + Shift + F8

Alt + F3

Shift + F5

Alt + F5

Ctrl + Shift + F5

Ctrl + F5

Shift + Page up

Ctrl + Page up

Shift + Page down

Ctrl + Page down

To

Display or hide the ruler

Display or hide the grid

Enable or disable snapping to the grid

Display or hide the Reveal Codes in a document

Zoom to full page

Zoom to margin size

Zoom to a selected area

Zoom to the previous level

In the Slide Editor view, zoom in

In the Slide Sorter view, zoom in on a thumbnail

In the Slide Editor view, zoom out

In the Slide Sorter view, zoom out from a thumbnail

? Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(^ View menu command keyboard shortcuts';,0,"Defaultoverview",)} [Related topics](#)

Insert menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the Insert menu.

`{button ,AL(`Insert menu command keyboard shortcuts;',0,"Defaultoverview",)}` [How to](#)

Insert menu keyboard shortcuts

Press

Ctrl + W

Ctrl + D

Shift + Ctrl + D

F11

To

Insert symbols and characters

Insert the current date

Insert an automatically updated date

Open Scrapbook

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(`Insert menu command keyboard shortcuts;',0,"Defaultoverview",)} **Related topics**

Format menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the Format menu.

`{button ,AL(` Format menu command keyboard shortcuts';0,"Defaultoverview",)} How to`

Format menu keyboard shortcuts

Press

F9

Ctrl + B

Ctrl + I

Ctrl + U

F7

Ctrl + F7

Ctrl + Shift + F7

Shift + Tab

Ctrl + E or **Shift + F7**

Ctrl + R or **Alt + F7**

Ctrl + L

Ctrl + Shift + G

Ctrl + Shift + A

To

Change the properties of the current text font

Bold text

Italicize text

Underline text

Indent the left margin of the current paragraph one tab stop

Indent all but the first line of the current paragraph one tab stop

Indent the current paragraph equally from both margins

Move text one tab stop to the left

Center the current line of text

Right justify a line of text

Left justify a line of text

Copy the attributes of the selected object

Apply copied attributes to the selected object(s)

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Format menu command keyboard shortcuts;',0,"Defaultoverview",,)} [Related topics](#)

Tools menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the Tools menu.

`{button ,AL(` Tools menu command keyboard shortcuts;'0,"Defaultoverview",)}` [How to](#)

Tools menu keyboard shortcuts

Press

Ctrl + F1

Alt + Shift + F1

Alt + F1

Ctrl + Alt + F1

Ctrl + Shift + F1

Alt + F10

Ctrl + F10

Ctrl + Shift + F10

Alt + Shift + F10

Alt + F11

Alt + F12

To

Check text for misspelled words, double words, and irregular capitalization

Check text for proper grammar and spelling

Find words of similar or opposite meaning

Check the spelling, definition, and phonetics of a word

Correct typing and spelling errors as you type

Play back a series of macro commands

Record a series of macro commands

Stop recording or playing a macro

Pause while recording or playing a macro

Open Visual Basic Editor

Open the Settings dialog box to change default settings

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Tools menu command keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

Help menu command keyboard shortcuts

You can use keyboard shortcuts to perform the functions of the commands in the Help menu.

`{button ,AL(` Help menu command keyboard shortcuts;',0,"Defaultoverview",)}` [How to](#)

Help menu keyboard shortcuts

- Press **F1** to display a list of Help topics.

? Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Help menu command keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for objects

You can use keyboard shortcuts to work with objects, such as shapes, charts, and text boxes.

{button ,AL(` Keyboard shortcuts for objects;'0,"Defaultoverview",)} How to

Object keyboard shortcuts

<u>Press</u>	<u>To</u>
Spacebar	Select an object when you point to it
Spacebar + Arrow key	Control horizontal and vertical movement of the pointer when you draw an object or control the movement of an object if it is selected
Tab	Move between objects in the drawing window, in the order they were created
Shift + Tab	Move backwards between objects in the drawing window
F6	Move the selected object(s) forward one layer in the document
Shift + F6	Move the selected object(s) backward one layer in the document

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Keyboard shortcuts for objects;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for slide show controls

You can use keyboard shortcuts to work with slide shows.

{button ,AL(` Keyboard shortcuts for slide show controls;',0,"Defaultoverview",)} How to

Slide show control keyboard shortcuts

<u>Press</u>	<u>To</u>
Enter, Spacebar, Right Arrow key, or Down Arrow key	Advance to the next transition
Left Arrow key, Up Arrow key, or Page up	Return to the previous slide
Page down	Advance to the next slide
Ctrl + Home	Return to the first slide
Ctrl + End	Advance to last slide
Backspace	Scroll through previous slides
Esc or Ctrl + F4	Stop a slide show
Ctrl + E	Erase onscreen annotations
+	Turn the slide show volume up
-	Turn the slide show volume down
Home	Replay a slide show sound
End	Stop a slide show sound

? Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(`Keyboard shortcuts for slide show controls;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for chart controls

You can use keyboard shortcuts to work with charts.

`{button ,AL(` Keyboard shortcuts for chart controls;',0,"Defaultoverview",)}` [How to](#)

Chart control keyboard shortcuts

<u>Press</u>	<u>To</u>
Ctrl + F3	Redraws the chart
Ctrl + O	Import data or an outline
F3	Export data or an outline
Ctrl + F12	Change the format for numbers and dates in datasheets
Alt + Shift + F12	Recalculate the current formula with new data
Ctrl + Shift + F12	Fill the selected cells with a series of numbers or dates
Alt + F9	Sort datasheet data in ascending or descending order

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Keyboard shortcuts for chart controls;',0,"Defaultoverview",)} [Related topics](#)

Keyboard shortcuts for dialog boxes

You can use keyboard shortcuts to navigate through dialog boxes.

`{button ,AL(` Keyboard shortcuts for dialog boxes;'0,"Defaultoverview",)}` [How to](#)

Dialog box keyboard shortcuts

<u>Press</u>	<u>To</u>
Ctrl + Tab or Ctrl + Page up	Move to the next tab
Ctrl + Shift + Tab or Ctrl + Page down	Switch to the previous tab
Tab	Move to the next option
Shift + Tab	Move to the previous option or option group
Alt + Down Arrow key or F4	Open a selected list box or access the Browse button
Esc	Close a selected list box

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(`Keyboard shortcuts for dialog boxes;',0,"Defaultoverview",)} Related topics

Keyboard shortcuts for selecting, moving, and deleting

You can use keyboard shortcuts to select, move, and delete text in slide shows and drawings. You can also use keyboard shortcuts to select slides in the Slide Sorter.

{button ,AL(` Keyboard shortcuts for selecting moving and deleting; ,0,"Defaultoverview",)} How to

Text keyboard shortcuts

<u>Press</u>	<u>To</u>
Shift + Left Arrow key	Select one character to the left
Shift + Right Arrow key	Select one character to the right
Ctrl + Shift + Left Arrow key	Select to the beginning of a word
Ctrl + Shift + Right Arrow key	Select to the end of a word
Shift + Home	Select to the beginning of a line
Shift + End	Select to the end of a line
Shift + Up Arrow key	Select the previous line
Shift + Down Arrow key	Select the next line
Ctrl + Shift + Home	Select to the beginning of a text box or to the top of the document
Ctrl + Shift + End	Select to the end of a text box or to the bottom of the document
Shift + Page up	Select all text from the screen upwards
Shift + Page down	Select all text from the screen downwards
Left Arrow key	Move one character to the left
Right Arrow key	Move one character to the right
Up Arrow key	Move one line up
Down Arrow key	Move one line down
Ctrl + Left Arrow key	Move one word to the left
Ctrl + Right Arrow key	Move one word to the right
Home	Move to the beginning of a line
End	Move to the end of a line
Ctrl + Home	Move to the beginning of a text box or to the top of the document
Ctrl + End	Move to the end of a text box or to the bottom of the document
Page up	Move up one screen
Page down	Move down one screen
Backspace	Delete one character to the left
Delete	Delete one character to the right
Ctrl + Backspace	Delete one word to the left
Ctrl + Delete	Delete one word to the right
Ctrl + Shift + Z	Undelete text

? Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(` Keyboard shortcuts for selecting moving and deleting;',0,"Defaultoverview",)} Related topics

Keyboard shortcuts for selecting slides in Slide Sorter mode

Press

Ctrl + Right arrow

Ctrl + Left arrow

Ctrl + Down arrow

Ctrl + Up arrow

Ctrl + Spacebar

To

Lets you select a slide and scroll to the right

Lets you select a slide and scroll to the left

Lets you select a slide and scroll down

Lets you select a slide and scroll up

Lets you select the slide at the current cursor position

{button ,AL(`Keyboard shortcuts for selecting moving and deleting;',0,"Defaultoverview",)} [Related topics](#)

Other keyboard shortcuts

You can use keyboard shortcuts for such things as opening What's This Help, switching between open documents, displaying popup menus, increasing or decreasing letter spacing, and increasing or decreasing the amount of space between bullets and text.

If you are in zoom mode, you can scroll using the keyboard in the Slide Editor. You can also select nonconsecutive slide in the Slide Sorter.

{button ,AL(` Other keyboard shortcuts;',0,"Defaultoverview",)} How to

Miscellaneous keyboard shortcuts

Press

F10

Shift + F1

Ctrl + F6

Shift + Ctrl + F6

Shift + F10

**Shift + Ctrl + = or Num+ +
Ctrl**

Ctrl + -

Shift + Ctrl + >

Shift + Ctrl + <

Alt + Up arrow

Alt + Down arrow

Alt + Left arrow

Alt + Right arrow

To

Enables the menu bar.

Open What's This Help

Switch to the next open document

Switch to the previous open document

Display the popup menu

Increase letter spacing of selected text

Decrease letter spacing of selected text

Increase the amount of space between a bullet and text

Decrease the amount of space between a bullet and text

In zoom mode, lets you scroll up

In zoom mode, lets you scroll down

In zoom mode, lets you scroll to the left

In zoom mode, lets you scroll to the right

Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

{button ,AL(`Other keyboard shortcuts;',0,"Defaultoverview",)} [Related topics](#)

Import graphic file formats

Corel Presentations lets you import the graphic file formats listed in the following table.

<u>Format</u>	<u>Name</u>
.bmp	Windows bitmap
.cal	CALS bitmap
.cdr	Corel DRAW 3-11 File
.cdt	Corel DRAW Template
.cgm	Computer Graphics Metafile
.ch3	Harvard Graphics 3.0 DOS Chart
.cmx	Corel Presentations Exchange
.cpt	Corel Photo-Paint
.drw	Micrografx Designer
.dxf	AutoCAD Format
.emf	Enhanced Windows Metafile
.eps	Encapsulated PostScript
.gif	Graphics Interchange Format bitmap
.hpg and .plt	Hewlett-Packard Graphics Language
.img	GEM Paint bitmap
.jpg or .jpeg	Joint Photographic Experts Group(JPEG)
.mac	MacPaint Bitmap
.mst	Corel Presentations Master
.pat	Pattern Fill file
.pcd	Kodak Photo CD Image
.pct	Macintosh PICT
.pcx	PC Paintbrush bitmap
.pic	Lotus PIC
.png	Portable Network Graphics
.pp4	Picture Publisher 4 bitmap
.ppt	Microsoft PowerPoint Windows versions 2, 3, 4, and 7
.pre	Lotus Freelance Graphics (Slide show) 2.x
.psd	Adobe Photoshop bitmap
.prs	Harvard Graphics for Windows versions 1, 2, 3
.sct	Scitex CT Bitmap
.shw	Corel Presentations file
.svg	Scalable Vector Graphic
.sy3	Harvard Graphics 3.0 DOS Symbol
.tga	TrueVision TARGA bitmap
.tp3	Harvard Graphics 3.0 DOS Templates
.tif	Tagged Image File Format bitmap
.wmf	Microsoft Windows Metafile Format

.wpg
.wvl and **.wi**

WordPerfect Graphic
Wavelet bitmap

Export graphic file formats

Corel Presentations lets you export the graphic file formats listed in the following table.

<u>Format</u>	<u>Name</u>
.bmp	Windows Bitmap
.cgm	Computer Graphics Metafile
.cal	Compressed Bitmap
.cpt	Corel Photo-Paint
.emf	Enhanced Windows Metafile
.eps	Encapsulated PostScript File
.img	GEM Paint Bitmap
.gif	CompuServe Bitmap
.jpg or .jpeg	Joint Photographic Experts Group Format(JPEG)
.mac	MacPaint Bitmap
.mst	Corel Presentations Master
.pcx	PC Paintbrush Format
.png	Portable Network Graphics
.sct	Scitex CT Bitmap
.shw	Corel Presentations Slide Show
.tga	Targa Bitmap
.tif	Tagged Image File Format
.wmf	Windows Metafile
.wpg	WordPerfect Graphics
.wvl and .wi	Wavelet Compressed Bitmap

Import and export text file formats

Corel Presentations lets you import the text file formats in the following table.

<u>Format</u>	<u>Name</u>
.txt	ANSI (Windows) Delimited Text
.txt	ANSI (Windows) Text CR/LF to SRt
.txt	ANSI Windows Text
.txt	ASCII (DOS) Delimited Text
.txt	ASCII (DOS) Text CR/LF to SRt
.txt	ASCII DOS text
.txt	IA5
.doc	Microsoft Word 6.0/7.0 for Windows
.doc	Microsoft Word 97 for Windows
.txt	QuickFinder Log
.rtf	Rich Text Format
.rtf	RTF Japanese
.txt	UNICODE Text
.wri	Windows Write
.wp5	WordPerfect 5.0
.wp5	WordPerfect 5.1/5.2
.doc	WordPerfect 5.1/5.2 Far East
.wpd	WordPerfect Compound File

Corel Presentations lets you export the text file formats in the following table.

<u>Format</u>	<u>Name</u>
.wpd	WordPerfect

Zooming by using Microsoft IntelliMouse

Using Microsoft IntelliMouse, you can zoom in and zoom out, viewing slides at different levels of magnification.

{button ,AL(` Zooming by using Microsoft IntelliMouse;',0,"Defaultoverview",)} How to

To zoom in with Microsoft IntelliMouse

1 Hold down **Ctrl**.

2 Rotate the Microsoft IntelliMouse wheel backward.

? Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

? Tip

- You can zoom out with Microsoft IntelliMouse by holding down **Ctrl** and rotating the Microsoft IntelliMouse wheel forward.

{button ,AL(` Zooming by using Microsoft IntelliMouse;',0,"Defaultoverview",)} [Related topics](#)

Scrolling by using Microsoft IntelliMouse

You can use the Microsoft IntelliMouse wheel to scroll vertically and horizontally. By default, rotating the wheel forward, toward the monitor, scrolls up, while rotating the wheel back, toward you, scrolls down.

`{button ,AL(` Scrolling by using Microsoft IntelliMouse;',0,"Defaultoverview",)}` How to

To scroll using Microsoft IntelliMouse

1 Double-click a slide.

2 Rotate the Microsoft IntelliMouse wheel in the direction you want to scroll.

? Note

- Corel Presentations is also accessible to users with disabilities. For more information on customizing Corel Presentations to suit your particular requirements, see "[Using Accessibility features.](#)"

? Tip

- You can scroll horizontally using Microsoft Intellimouse by holding down **Shift** and rotating the Microsoft Intellimouse wheel in the direction you want to scroll.

{button ,AL(` Scrolling by using Microsoft IntelliMouse;',0,"Defaultoverview",)} [Related topics](#)

Microsoft PowerPoint opening notes

Corel Presentations lets you open files saved in the following versions of Microsoft PowerPoint:

- Microsoft PowerPoint 2.0
- Microsoft PowerPoint 3.0
- Microsoft PowerPoint 4.0
- Microsoft PowerPoint 7.0 (Microsoft Office 95)
- Microsoft PowerPoint 97

Several features, however, are not supported.

Multimedia and animation

- Sound features, such as MIDI, Digital Audio, and CD sound information, are not supported.
- Cascading bullets are not supported.
- Object animation is not supported.

Text

- Text attributes, such as patterns, gradients, and outlined color text, are not supported.
- If you have text that is positioned as superscript or subscript, it will be converted to the normal text position.
- Text shadows are converted to normal text.
- Emboss effects on text are converted to normal text.

Lines

- If you have a pattern added to a line, it will not be supported.
- Line thickness may appear incorrectly.
- Line endcaps, such as arrowheads, are not supported.

Data charts

- Data charts are imported as graphic objects.
- Bubble charts are not supported.

Organization charts

- Organization charts are imported as graphic objects.

Slides

- **Go to** keys are not supported.
- Skipped slides are not supported.

Microsoft PowerPoint saving notes

Corel Presentations lets you save slide shows in the Microsoft PowerPoint file format. For more information on how Corel Presentations treats Microsoft PowerPoint files, see "[Microsoft PowerPoint opening notes.](#)"

There are, however, several features that are not supported or display differently.

Text and lines

- Text placed on a path may not be supported in Microsoft PowerPoint 95.
- You may experience minor text spacing and/or margin issues that can cause the text in some of your Microsoft PowerPoint files to appear out of place.
- The position and size of chart items, such as titles and legends, may display incorrectly.
- Various text blocks are not supported.
- Headers and footers are not supported; they will appear as normal text.
- Line endcaps, such as arrowheads, are not supported.

Data charts

- The color of chart items, such as bars and slices, may appear incorrectly because Microsoft PowerPoint only allows 56 colors in its chart color table.
- Mixed chart types, where each series has a different chart type, will appear as a single chart type.
- Chart bar types, such as cone and markers, are not supported.
- If you create XY 100% charts, they may not appear correctly.

Slides

- If you create files with multiple slides it is possible that you may not be able to open them in Microsoft PowerPoint 95.
- **Go to** keys are not supported.
- Templates that contain default attributes, such as text and bullet attributes, are not supported.
- Action settings, such as advance slide on mouse click, are not supported.
- Background colors and styles may appear incorrectly.

Objects

- Animation effects added to graphic objects are not supported.
- Hyperlinks are not supported.
- OLE objects may not be supported.
- Gradients applied to graphic objects are not supported.
- PowerPoint color indexed template objects are not supported.

Organization charts

- Organization charts will be converted to the Windows Metafile file format.

Opening and saving files with ODMA

If ODMA is installed on your system, the **DMS open** dialog box opens by default when you open a file in Corel Presentations, and the **DMS save** dialog box opens by default when you save a file in Corel Presentations.

`{button ,AL(`Opening and saving files with ODMA;',0,"Defaultoverview",)}` How to

To open a file with ODMA

- Click the file, and click **OK**.

? Note

- If the dialog box does not appear, ODMA is not installed on your system or not properly setup. Contact your in-house DMS administrator for more information.

{button ,AL(`Opening and saving files with ODMA;',0,"Defaultoverview",)} Related topics

To save a file with ODMA

1 Click **File**, and click one of the following:

- **Save**
- **Save as**

2 Click a file format in the **DMS options** menu.

3 Type the required information in the **Document profile** dialog box.

Notes

- If the dialog box does not appear, ODMA is not installed on your system or is not properly set up. Contact your in-house DMS administrator for more information.
- In most cases, you will not be asked for a file path or filename. You will only be asked for the document description and other required information as determined by your DMS administrator.

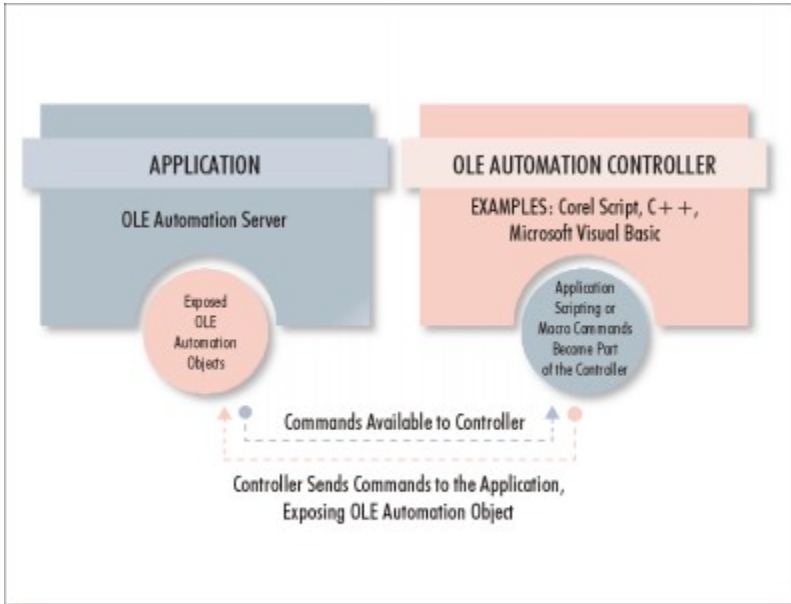
{button ,AL(`Opening and saving files with ODMA;',0,"Defaultoverview",)} [Related topics](#)

Corel Presentations, PerfectScript, and OLE Automation

OLE Automation for Corel Presentations is a flexible and powerful feature you can use to quickly build applications that use Corel Presentations components. OLE Automation is an integration standard that has developed to allow applications to "expose" their programmable objects so that other applications can access them. The exposed commands become an extension of the controlling programming language.

Applications that support OLE Automation are called OLE Automation servers. Programming applications that can use a server's scripting or macro commands are called OLE Automation controllers.

As shown in the following diagram, an OLE Automation server application exposes its programmable objects to the OLE Automation controller. The OLE Automation controller then incorporates the server application's scripting or macro commands as part of its own language. The controller can then send these commands back to the server.



You can use OLE Automation for long and complicated manual processes that transfer data between two or more applications. For example, you may have a manual process that puts data into a spreadsheet to be used to create a Corel Presentations graphic. The graphic is then used in a word processing application. If you use OLE Automation, you may be able to create a program that automatically does these steps for you. OLE Automation gives you control over a variety of different applications, letting you build the applications you need through its seamless integration capabilities.

OLE Automation is a way for applications to speak to and control each other through their own scripting or macro programming languages. For example, you could have Corel Presentations speak to and control Microsoft Word, another OLE Automation server. Because Corel Presentations, in this case the OLE Automation controller, is a presentations application and does not know about the inner workings of Microsoft Word, the OLE Automation server, it needs a way to get information from the server.

Conversely, Corel Presentations can be controlled by other OLE Automation applications through its PerfectScript application commands and a programming language. Some of the most widely used programming languages can support OLE automation, including Microsoft Visual Basic, Microsoft Visual Basic for Applications, and C++.

If you have ever used a script to send commands to Corel Presentations or another Corel application, you've used OLE Automation. When you run a script that sends commands to a Corel application, you must use the **WithObject** statement to enable a programmable object in the application.

Any Corel application including, Corel Presentations, that supports OLE Automation provides one programmable object that allows the PerfectScript controller to send it commands. The following table lists all the Corel applications that support OLE Automation (and PerfectScript) and the name of their programmable object.

Corel application

Corel Presentations 11
WordPerfect 11
Quattro Pro 11

Programmable object name

Presentation.PerfectScript.11
WordPerfect.PerfectScript.11
QuattroPro.PerfectScript.11

Corel Draw 11
Corel PHOTO-PAINT 11
Corel VENTURA 10

CorelDraw.Automation.11
CorelPaint.Automation.11
CorelVentura.Automation.10

Since the Corel applications listed above provide one programmable object, their documents cannot be directly accessed as objects from a controller. The Microsoft Visual Basic **GetObject** command, for example, cannot be used to access a Corel document. Additionally, Corel applications do not support properties and methods. The only way to access a Corel document through OLE Automation is by using PerfectScript application commands.

You can also use other scripting languages to call Corel OLE Automation applications. For example, you can call the WordPerfect object using a script created in Visual Basic. The following Visual Basic script creates a new WordPerfect document and inserts a footnote.

```
Private Sub Form_Load()  
Dim objWP As Variant  
Set objWP = CreateObject("WordPerfect.PerfectScript")  
objWP.FootnoteCreate  
objWP.Tab  
objWP.Type "This was inserted with VB."  
objWP.Quit  
End Sub
```

? Note

- As in the previous example, the Microsoft Word Basic commands or any other OLE automation application commands must be preceded by a period.

Other OLE Automation controllers

Rather than only using PerfectScript, you can use other applications as your OLE Automation controller. For example, you can use either Microsoft Visual Basic, Microsoft Visual Basic for Applications, or Microsoft C++, as your OLE Automation controller for Corel applications.

However, if you use a programming language other than PerfectScript to send commands to Corel applications, you cannot use PerfectScript programming statements and functions, such as **For...Next** or **Message**, or Corel dialog box definition statements. You can only use the Corel application commands.

For information about commands and functions and PerfectScript OLE Automation overviews, see the online Help in the respective application. However, it does not provide procedural and reference information about programming using OLE automation controllers other than PerfectScript. For more information about other OLE automation controllers, see the following reference sources:

- Microsoft Visual Basic Programmer's Guide
- Microsoft Windows Developer's Kit
- Microsoft Office Developer's Kit

Note

- The **Quit** command in PerfectScript is specifically for use with OLE Automation. If you are scripting languages such as Visual Basic, C, C++, Delphi, FoxPro, or Corel Script, you should use the **Quit** command at the end of the script. Because Corel Presentations hosts VBA, the **Quit** command should not be used from VBA.

Using Corel Presentations startup switches

Startup switches are commands that allow you to control what happens when you start Corel Presentations. The following table shows the startup commands in Corel Presentations.

<u>Startup switch</u>	<u>Action executed</u>
Prwin11.exe File.shw	Starts Corel Presentations and opens a previously saved presentation; File.shw specifies the filename, including extension, of the presentation. If the filename has a space in it, type the full path of the file, enclosed in quotation marks. For example, if the filename is Testfile.shw , the startup switch is Prwin11.exe C:\Testfile.shw . If the filename is Test File.shw , the startup switch is Prwin11.exe "C:\Test File.shw" .
Prwin11.exe File.shw /s	Starts Corel Presentations and opens a copy of previously saved presentation; File.shw specifies the filename, including extension, of the presentation. If the filename has a space in it, type the full path of the file, enclosed in quotation marks. For example, if the filename is Testfile.shw , the startup switch is Prwin11.exe C:\Testfile.shw /s . If the filename is Test File.shw , the startup switch is Prwin11.exe "C:\Test File.shw" /s .
Prwin11.exe /l XX	Starts Corel Presentations and uses the specified interface language, if present. XX specifies the two letter name of the interface language to use. For example, the code CE indicates English-Canada.
Prwin11.exe /bs	Starts Corel Presentations and bypasses the Corel PerfectExpert dialog box on startup
Prwin11.exe /bsd	Starts a new Corel Presentations drawing and bypasses the Corel PerfectExpert dialog box on startup
Prwin11.exe /bss	Starts a new Corel Presentations slide show and bypasses the Corel PerfectExpert dialog box on startup

You can start Corel Presentations using a startup switch.

{button ,AL(`Using Corel Presentations startup switches;',0,"Defaultoverview",)} [How to](#)

To start Corel Presentations using a startup switch

1 Click **Start** on the Windows taskbar, and click **Run**.

2 In the **Open** box, type **Prwin11.exe**, a space, and the appropriate switch.

? Notes

- When you use more than one startup switch, you must type a space between each command.
- For information about setting a permanent startup switch, see "[Setting permanent startup switches for Corel Presentations.](#)"


{button ,AL(` Using Corel Presentations startup switches;'0,"Defaultoverview",)} [Related topics](#)

Setting permanent startup switches for Corel Presentations

You can use the same startup switch every time you open Corel Presentations. For information about startup switches, see ["Using Corel Presentations startup switches."](#)

How to `{button ,AL(` Setting permanent startup switches for Corel Presentations; ',0,"Defaultoverview",)}`

To set a permanent startup switch for Corel Presentations

- 1 Click **Start** on the Windows taskbar, and click **Settings**  **Taskbar**.
- 2 Click the **Start menu programs** tab.
- 3 Click **Advanced**.

Windows Explorer opens and displays the contents of the **Start** menu.

- 4 In Windows Explorer, click the **WordPerfect Office 11** folder.
- 5 Right-click the **Corel Presentations 11** program icon, and click **Properties**.
- 6 In the **Corel Presentations 11 properties** dialog box, click the **Shortcut** tab.
- 7 In the **Target** box, type a space and the startup switch after **Prwin11.exe**.

For example, to start Corel Presentations and bypass the **Corel PerfectExpert** dialog box on startup, the **Target** box should read

X:\Program Files\Corel\Wordperfect Office 11\Prwin11.exe /bs

where **X** indicates the drive on which Corel Presentations is installed.

Notes

- When you use more than one startup switch, you must add a space between command.
- Each time you start Corel Presentations using the **Start** button on the Windows taskbar, that startup switch is applied. If you access Corel Presentations from Windows Explorer, the startup switch will not be applied.

Tips

- You can also open the **Taskbar properties** dialog box by right-clicking the Windows taskbar and clicking the **Properties** command.
- If you have a Corel Presentations shortcut icon on your desktop, you can also set a permanent startup switch by right-clicking the icon, clicking the **Properties** command, clicking the **Shortcut** tab, and, in the **Target** box, typing a space and the startup switch following the command line.

{button ,AL(' Setting permanent startup switches for Corel Presentations;',0,"Defaultoverview",)}
[Related topics](#)

Two-digit year entry assumptions

If you choose to enter dates in two digit year format (i.e. mm/dd/yy), please be aware that Corel Presentations makes certain assumptions to determine the century you intended.

- A 00 - 50 year entry defaults to the twenty-first century; for example, 2000 - 2050.
- A 51 - 99 year entry defaults to the twentieth century; for example, 1951 - 1999.

To avoid possible ambiguity, always enter dates on a chart axis using a four-digit year.

Working with Corel Presentations macros using Visual Basic for Applications (VBA)

You can use Microsoft Visual Basic for Applications (VBA) with Corel Presentations.

In this section, you'll learn about

- [integrating with VBA](#)
- [creating and editing VBA macros](#)
- [using the PerfectScript Class to change slide shows](#)
- [working with VBA methods](#)

Integrating with VBA

VBA is an [object-oriented programming](#) language that lets you create VBA macros to automate tasks. You can, for example, create a macro for Corel Presentations that changes the color of the title and subtitle headings. VBA is not part of the typical install of WordPerfect Office 11. To use VBA, you must do a custom install that includes Microsoft Visual Basic for Applications.

Event-driven programming

Microsoft Visual Basic for Applications is an [event-driven programming](#) language. Most of the code you create is written to respond to an event. An event is an action that is recognized by VBA; for example, clicking a button or choosing an option from a list box. Unlike traditional procedural programming, in which the program starts at line 1 and executes line-by-line, event-driven programming executes code in response to events.

PerfectScript and VBA

Product commands and programming commands are both used in conjunction with the PerfectScript language. The PerfectScript language is useful for developing simple macros. VBA offers more flexibility and power. When you use VBA to create macros, you are assisted by the Microsoft Visual Basic compiler. The compiler helps by providing context-sensitive Help when you are coding a VBA macro. You can combine the power of VBA with the PerfectScript product commands to create powerful macros. You have to use the Microsoft Visual Basic Editor to create VBA macros; however, PerfectScript macros are developed from the PerfectScript utility or the WordPerfect Editor. For information about PerfectScript macros, see "[Generating and editing Corel Presentations macros by using PerfectScript.](#)" You can access the VBA Editor only when you are working in an active document.

The PerfectScript class

All product commands used in WordPerfect, Quattro Pro, and Corel Presentations can be used in VBA macros. You must call the PerfectScript [object](#) to access a product command. An object is an instance of a [class](#). All objects have [properties](#); for example, the name of a document is a property that belongs to the document object. You can set or change an object's properties by calling certain methods. A method performs a specific action, such as inserting a table into a document. You can, for example, close a document by calling the close method, or you can save a document by calling the save method. The term class is a VBA programming term and means a collection of related methods, which are referred to as class members. The product commands are the class members that belong to the PerfectScript class. WordPerfect, Quattro Pro, and Corel Presentations each have their own PerfectScript class because the class members, which are the product commands, are different depending on the application.

Working in the VBA Editor

In most cases, the name of the class is the same as the name of the object. WordPerfect Office 11 has one object, which is the document object. In WordPerfect, the name of the document object is **ThisDocument**, which is the same as the class. In Corel Presentations, the name of the document object is **ThisSlideShow**, which is the same as the class. In Quattro Pro, the name of the document object is **ThisDocument**, which is the same as the class. The document object is the host application that is open.

An experienced programmer can work directly with the Windows [Application Programming Interface](#) (API), and be able to determine how much disk space is free or gain access to the system's time and date values. Most VBA users will want to automate such specific and repetitive tasks.

Assigning security




When you open WordPerfect Office 11 documents created by other users, be aware that a document could contain a macro virus. As a screening measure, VBA includes a security mechanism to help manage document security. For more information about the VBA security mechanism, see the Microsoft Visual Basic Help in Visual Basic Editor.

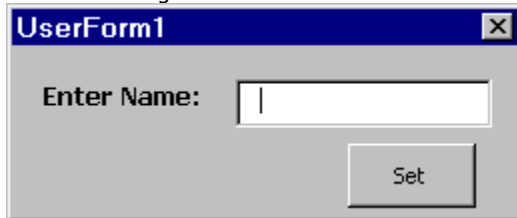
Creating and editing VBA macros

You can create a project or global VBA macro in Corel Presentations. You can also debug a macro created in VBA. Debugging is an extremely important part of the programming process. Debugging allows you to step through your code line by line to ensure that the macro executes properly. This feature of programming is known as single-stepping. For example, if you are at a point in the code where a variable is about to be assigned a value, you can step into this line of code to determine the value of the variable at run-time. As well, you can edit a VBA macro.

{button ,AL(` Creating and editing VBA macros;'0,"Defaultoverview",)} How to

To create a project macro

- 1 Click **Tools**  **Visual Basic**
-  **Visual Basic Editor.**
- 2 Double-click **VBA Project (SlideShow1)** in the project window.
- 3 Click **Insert**  **UserForm.**
- 4 Change the form so that it resembles the following diagram:



- 5 Change the name of the **TextBox** control to **NameBox** as illustrated in the following example:

```
TextBox - NameBox
```

You can change all of the control's attributes, including the name of the control, in the **Properties** dialog box.

- 6 Double-click the **CommandButton1** control to create a new method for the **UserForm1** class, and type the following lines of code in the **CommandButton1_Click** method:

```
Private Sub CommandButton1_Click()  
    Dim myname, Msg As String  
    myname = NameBox  
    Msg = "Hello " & myname  
    MsgBox Msg  
End  
End Sub
```

This code responds to the event that occurs when the command button is clicked.

- 7 Double-click the **Presentations objects** folder in the project window.
- 8 Double-click **ThisSlideShow**, and type the following lines of code in the editor window:

```
Public Sub ShowForm()  
End Sub
```




This code will add a new method to the **ThisSlideShow** class. If you declare **ShowForm** as a **Private** method, you will not be able to run it from Corel Presentations.

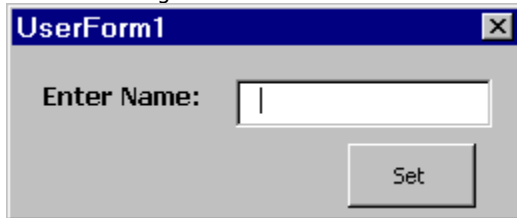
- 9 Type the following code in the **ShowForm** method:

```
Public Sub ShowForm()  
    UserForm1.Show  
End Sub
```

{button ,AL(` Creating and editing VBA macros;';0,"Defaultoverview",)} [Related topics](#)

To create a global macro

- 1 Click **Tools**  **Visual Basic**
-  **Visual Basic Editor**.
- 2 Double-click **GlobalMacros** in the project window.
- 3 Click **Insert**  **UserForm**.
- 4 Change the form so that it resembles the following diagram:



- 5 Change the name of the **TextBox** control to **NameBox** as illustrated in the following example:

```
TextBox - NameBox
```

You can change all of the control's attributes, including the name of the control, in the **Property** dialog box.

- 6 Double-click the **CommandButton1** control to create a new method for the **UserForm1** class, and type the following lines of code in the **CommandButton1_Click** method:

```
Private Sub CommandButton1_Click()  
    Dim myname, Msg As String  
    myname = NameBox  
    Msg = "Hello " & myname  
    MsgBox Msg  
End  
End Sub
```

This code responds to the event that occurs when the command button is clicked.

- 7 Double-click the **Presentations objects** folder in the project window.
- 8 Double-click **ThisSlideShow**, and type the following lines of code in the editor window:

```
Public Sub ShowForm()  
End Sub
```

This code will add a new method to the **ThisSlideShow** class. If you declare **ShowForm** as a **Private** method, you will not be able to run it from Corel Presentations.

- 9 Type the following code in the **ShowForm** method:

```
Public Sub ShowForm()  
    UserForm1 . Show  
End Sub
```

{button ,AL(` Creating and editing VBA macros;';0,"Defaultoverview",)} [Related topics](#)


To debug a macro created in VBA

1 Click **Tools**  **Visual Basic**

 **Play.**

2 Choose a macro from the **Macro name** list.

3 Click **Step into**.

4 Click **Debug**  **Step into**.

5 Repeat step 4 for each line of code you want to step into.


6 Make any changes to the code.

 **Note**

- After you have stepped into a line of code, you can point to a specific variable to determine the value of the variable. For more information about debugging in VBA, see the Microsoft Visual Basic Help in Visual Basic Editor.

{button ,AL(` Creating and editing VBA macros;',0,"Defaultoverview",)} [Related topics](#)

To edit a VBA macro

1 Click **Tools**  **Visual Basic**

 **Play.**

2 Choose a macro from the **Macro name** list.

3 Click **Edit**.

4 Make any changes to the code.

 **Note**

- For more information about editing a VBA macro, see the Microsoft Visual Basic Help in Visual Basic Editor.

`{button ,AL(` Creating and editing VBA macros;',0,"Defaultoverview",)}` **Related topics**

Using the PerfectScript class to change slide shows

The PerfectScript class lets you automate specific and repetitive tasks. The members of the PerfectScript class are the product commands that are used in conjunction with the PerfectScript language. You can use the PerfectScript class to change a slide show.

{button ,AL(` Using the PerfectScript class to change slide shows;',0,"Defaultoverview",)} How to

To change a slide show using the PerfectScript class

1 Click **Tools**  **Macro**


 **Visual Basic Editor.**

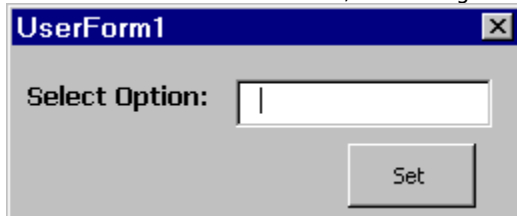
2 Double-click **VBAProject(SlideShow1)**, and double-click the **Presentations objects** folder in the project window.

3 Double-click **ThisSlideShow**, and type the following lines of code in the editor window:

```
Public Sub ShowChart()  
    UserForm1.Show  
End Sub
```

This code adds a new method to the **ThisSlideShow** class. **UserForm1** is the name of the form object. The **Show** method will call **UserForm1**.

4 Click **Insert**  **UserForm**, and change the form so that it resembles the following diagram.



The default names of the controls are used. A **CommandButton** control and a **ComboBox** control are located on this form. You can change all of the control's attributes, including the name of the control, in the **Properties** dialog box.

5 Double-click the form to access the editor window, choose **General** from the left list box, and insert the following code into the editor window:

```
Dim myStyle As String
```

This code creates a string variable called **myStyle**.

6 Choose **UserForm** from the left list box.

7 Choose **Initialize** from the right list box, and insert the following code into the **UserForm_Initialize** method:

```
Private Sub UserForm_Initialize()  
    ComboBox1.AddItem "Area"  
    ComboBox1.AddItem "Bar"  
    ComboBox1.AddItem "Line"  
End Sub
```

This code responds to the event that occurs when the form is initialized. Three string items are added to the **ComboBox1** control.

8 Choose **CommandButton1** from the left list box to create a new method for the **UserForm1** class, and type the following lines of code in the **CommandButton1_Click** method:

```
Private Sub CommandButton1_Click()  
    myStyle = ComboBox1  
  
    If myStyle = "" Then  
        MsgBox "You have not selected a chart style", vbExclamation  
    End If
```

```
'The user selected the Area chart
```

```
If myStyle = "Area" Then
```

```
PerfectScript.ChartCreate Area_ChartCreate_Type,  
Button1_ChartCreate_GalleryStyle, Yes_ChartCreate_SampleData,  
Yes_ChartCreate_ThreeDChart  
End If
```

```
'The user selected the Bar chart
```

```
If myStyle = "Bar" Then  
PerfectScript.ChartCreate VertBar_ChartCreate_Type,  
Button1_ChartCreate_GalleryStyle, Yes_ChartCreate_SampleData,  
Yes_ChartCreate_ThreeDChart  
End If
```

```
'The user selected the Line chart
```

```
If myStyle = "Line" Then  
PerfectScript.ChartCreate Line_ChartCreate_Type,  
Button1_ChartCreate_GalleryStyle, Yes_ChartCreate_SampleData,  
Yes_ChartCreate_ThreeDChart  
End If  
PerfectScript.ChartSetLabels  
Unload Me  
End Sub
```

This code responds to the event that occurs when the command button is clicked.

{button ,AL(` Using the PerfectScript class to change slide shows;',0,"Defaultoverview",,)} Related topics

Working with VBA methods

You can use VBA to retrieve system information, such as the system's date and time values.

`{button ,AL(` Working with VBA methods;',0,"Defaultoverview",)}` [How to](#)

To access the system's date and time values

- 1 Click **Tools** {bmctt onestep.bmp} **Macro** {bmctt onestep.bmp} **Visual Basic Editor**.
- 2 Double-click **VBAProject(Document1)** in the project window.
- 3 Double-click the **Presentations objects** folder in the project window.
- 4 Double-click **ThisSlideShow**, and type the following lines of code in the editor window:

```
Public Sub ShowTime()  
End Sub
```

This code adds a new method to the **ThisSlideShow** class. Make sure that **ShowTime** is declared public so that you can access this macro from Corel Presentations.

- 5 Type the following new code in the **ShowTime** method to declare two new variables:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
End Sub
```

- 6 Type the following new code in the **ShowTime** method to populate the **myTime** and the **myDate** variables:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
myTime = Time  
myDate = Date  
End Sub
```

- 7 Type the following new code in the **ShowTime** method to convert the two variables to string data types:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
myTime = Time  
myDate = Date  
  
Dim myStrTime, myStrDate, Msg As String  
myStrDate = Str(myDate)  
myStrTime = Str(myTime)  
End Sub
```

- 8 Type the following new code in the **ShowTime** method to populate and display the **Msg** variable:

```
Public Sub ShowTime()  
Dim myTime  
Dim myDate As Date  
myTime = Time  
myDate = Date  
  
Dim myStrTime, myStrDate, Msg As String  
myStrDate = Str(myDate)  
myStrTime = Str(myTime)  
  
Msg = "The date is " & myStrDate & " and the time is " & myStrTime
```


MsgBox Msg

End Sub

? Note

- For the purpose of this procedure, a message box was selected to display the date and time; however, you can create a new form and then display the time and date in this form. For more information about working with VBA methods, see Microsoft Visual Basic Help in the Visual Basic Editor.

{button ,AL(` Working with VBA methods;' ,0,"Defaultoverview",)} Related topics
