

******* READ ME FIRST *******

The templates provided on this disk have been designed to help you in creating new and revising existing presentations for the Apple Reference and Presentations Library CD-ROM.

You will find two folders on this disk:

- 1) Persuasion Templates
- 2) PowerPoint Templates

Persuasion Templates & AutoTemplates

You will find two types of 'templates' within the Persuasion templates folder: a template to create a new presentation; or an "AutoTemplate" to be imported into a pre-existing presentation.

If you are creating a NEW presentation, use the Persuasion template and follow the steps below:

- 1) Make a copy of the template and rename it.
- 2) Build your presentation using the masters already created. It's preferable to use the outline to create the text and place graphics in as needed directly onto the slide.
- 3) Look at all the slide masters so you know what they are and how they can be used.
- 4) There are some masters with graphic placeholders. When you have placed your graphic within the confines of the placeholder, delete the placeholder outline from the master.

If you are working with an EXISTING presentation, use the Persuasion AutoTemplate and follow the steps below:

- 1) Open your existing Persuasion file, open the File menu, and open AutoTemplates. You will then be allowed to select the Persuasion AutoTemplate from the diskette provided to import into your file.
- 2) Once done, start re-assigning new masters (with a "." in front of the names) to your existing slides.
- 3) There are some masters with graphic placeholders. When you have placed your graphic within the confines of the placeholder, delete the placeholder outline from the master.
- 4) Delete previously used masters from the file.

PowerPoint Templates

Use these templates to help you in designing and laying out presentations.

If you are working with an existing presentation, you can cut and paste information and graphics from the new templates into your presentation to assure the proper positioning of Apple logos, titles, subtitles, body text, and graphics. If you are creating a new presentation, use these templates as a base to build your presentation.

If you are interested in viewing and/or obtaining a copy of the Apple Graphics Library containing color and black and white graphics of Apple CPUs, peripherals, mainframes, storage devices, communications devices, and third-party products, please contact Jocelyn MacLean at x1900.

Any additional questions can be directed to:

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