Did you know...?

- You can use SmartMaster content topics to get a head start on your presentation. Content topics provide task-specific prompts as well as actual content, and ready-to-go charts and diagrams to which you can add your own data.

- To add a new page, click the New Page button.

- You can save all your presentation pages in one file.

- To change an object, you must select it first. To change text attributes, you must highlight the text first.

- Menus in Freelance Graphics are dynamic. That is, when you select an object, you will see a new menu choice that lets you work with that object.

- You can click the right mouse button at any time to get a menu of tasks related to the selected object or--if no object is selected--to the current page.

- To change properties for most objects, double-click the object to open the InfoBox. Double-clicking text, however, lets you edit text. To change the properties for text, click the text once, then choose Text - Text Properties.

- You can leave the InfoBox open as you work.

- You can collapse the InfoBox to show just its title bar by double-clicking the title bar. Double-click the title bar again to expand the InfoBox to its full size.

- To get assistance as you work in Freelance Graphics, click the Guide Me button.

- You can leave the Help steps window open as you work.

- You can undo many of the commands in Freelance Graphics. Choose Edit - Undo to reverse up to the last ten actions.

Learning Freelance Graphics

For many tasks in Freelance Graphics, you won't need any help. Simply reading the menus, clicking buttons, and responding to instructions in dialog boxes and the InfoBox will enable you to complete your work successfully.

When you do need help, all the information you need is available online. See Getting Help.

In addition to Help, Freelance Graphics introduces a variety of new features designed to deliver the help you need, when you need it.

- Guide Me is a fast way to get the help you need for the task you are working on. See Using Guide Me.

- Demos perform steps for you automatically using sample data. See Using Demos.

- "Did you know...?," a special section in Help, provides a quick listing of useful features and tips. See Did you know...?.

Using Demos

A demo opens a sample file, then performs the steps you see in Help one at a time. At the end of the demo, the sample file closes and you are returned to your presentation at the point you left off, with the Help window open, so you can perform the steps yourself.

To start a demo, click the demo icon in a procedure.

You can see demos of the following tasks:

Adding a movie
Adding pages in Current Page view
Adding ready-made diagrams
Aligning objects

Changing the bullet type, size, or color

Creating a named style

Drawing circles and ellipses

Drawing curves

Drawing lines and arrows

Editing text

Inserting columns and rows in a table

Rearranging pages in Page Sorter view

Sizing objects with the mouse

Using Guide Me

Guide Me is a convenient and fast way to get the help you need for the task you are working on. The best way to learn how it works is to try it.

As you are working on your presentation, click the Guide Me button at any time.

When you click the Guide Me button, you are presented with a question and a list of tasks. Click the task that most closely matches your needs. Guide Me displays a Help procedure immediately, or another list of tasks, so you can narrow the scope of your request. You will never have to click more than three times to display the Help procedure you need. And you can leave the Help procedure window open while you complete the task.

Guide Me is aware of your selections in Freelance Graphics. For example, if you select a chart, Guide Me is ready with a list of tasks related to charts. If you select a rectangle, Guide Me displays a list of topics covering the types of actions you can perform on drawn objects.

Guide Me is also aware of which view of Freelance Graphics you are working in. Guide Me displays different tasks depending on whether you are in Current Page view, Outliner view, or Page Sorter view.

A number of Help screens contain a Demo button. Click the Demo button to see Freelance Graphics demonstrate the task on a sample file. See Using Demos.

If you cannot find what you need from the Guide Me task lists, click the Help Topics button to search the entire Help system for a topic that will help you.

Note After a set period of inactivity, a Guide Me reminder message pops up automatically. You can turn off this prompting by selecting the check box in this message box.

Getting Help

All the information you need to use Freelance Graphics can be found in its online Help system.

You can request help in several ways:

- Click the Guide Me button (in the upper right corner of the screen) to zero in on the precise Help topic you need to complete a task. You can leave the Help screen open while you are completing the task.


For more information, see Using Guide Me.

- Choose Help - Help Topics from the main menu and do one of the following.

  - Click the Contents tab, then browse through Help books to find topics of interest.

  - Click the Index tab to use the Help Index the same way you use the index of a book. Look up a keyword to locate the information you want.

  - Click the Find tab to use the Find feature to do a full-text search of Help topics for what you need.

- In an open Help topic:

  - Click green text with a dotted underline to view a pop-up window, which typically displays a definition or an example. For example, click the words Guide Me button to see a pop-up definition.

  - Click green text with a solid underline to jump to another help topic.

  - Print the topic by clicking the Print button.

  - Click the Go Back button to return to the previously displayed Help topic.

  - Click a Demo button to see a demonstration of a Help procedure (available for some procedures).

For more information, see Using Demos.

  - Click the right mouse button to open a menu of standard Windows help options.
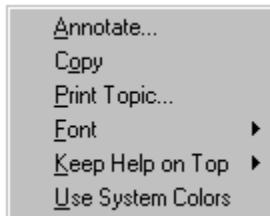
- Click the question mark button in the upper right corner of an InfoBox for help.

- Click the Help button in a dialog box for information about that dialog box.

- Press F1 in many places in Freelance Graphics to get context-sensitive help.

Creating 35mm slides

You can create 35mm slides, even if you do not have a slide driver, by sending your presentation file to a slide service.

Note If you have a slide driver, see   Creating 35mm slides using a slide driver .

To prepare your presentation for a slide service:

1. Choose File - Setup for 35mm Slides.

2. Select "Adjust page size and color output for 35mm slides" and click OK.

    Freelance Graphics automatically adjusts the page dimensions and chooses the best color scheme for 35mm output. It also displays the recommended drawing area. To ensure that the objects on your page will not be clipped, we recommend keeping them within the borders of the recommended drawing area.

    Note This setting is saved with the file. Selecting it optimizes your screen and printed output for 35mm slides. Before producing output other than for 35mm slides, choose File - Setup for 35mm Slides again, and deselect this option.

Details: Creating 35mm slides using a slide driver

Freelance Graphics supports a variety of slide drivers, including Autographix and Genigraphics. In addition, some slide services can produce 35mm slides directly from a Freelance Graphics presentation file. Contact the vendor for the slide driver you want to use.

{button ,AL(`H_SLIDES_CREATE_DRIVER_STEPS',1)} Go to procedure

Creating 35mm slides using a slide driver

You create 35mm slides by installing a slide driver, choosing it as your output device, and sending the resulting file to a slide service.

Note If you do not have a slide driver, see <u>Creating 35mm slides</u>.

1. Install the slide driver through the operating system.

    See your operating system and slide driver documentation for instructions.

2. Choose File - Setup for 35mm Slides.

3. Select "Adjust page size and color output for 35mm slides" and click OK.

4. Choose File - Print or click here .

5.   Under Print to, select the slide driver.

6.   Click Print.

7.   Follow the instructions for your particular slide driver to produce a file in the format required by your slide service.

    Freelance Graphics automatically adjusts the page dimensions and chooses the best color scheme for 35mm output. It also displays the recommended drawing area. To ensure that the objects on your page will not be clipped, we recommend keeping them within the borders of the recommended drawing area.

Notes

35mm slides have a more square shape than letter-sized paper. To take advantage of this, select a slide driver as your output device in Freelance Graphics before working on your presentation. Follow steps 4 and 5 to select a slide driver.

The "Adjust page size and color output for 35mm slides" setting is saved with the file. Selecting it optimizes your screen and printed output for 35mm slides. If you later choose a printer as your output device, Freelance Graphics may warn you that the objects on your page will not be visible on the new device. Do not modify the objects on your page, but move them manually within the recommended draw area.

{button ,AL(`H_SLIDES_CREATE_DRIVER_DETAILS',1)} <u>See details</u>

Details: Attaching a script to an icon

Clicking Attach Script

Options:	What it does:
Run a Script (*.lss)	Lets you attach a LotusScript file (.LSS) to an icon to run a script.
Run an application (*.bat, *.com, *.exe, *.pif)	Lets you attach an executable program file, such as a .BAT or .EXE, to an icon to launch an application.
Embed an OLE object	Lets you associate a new or existing OLE object with this icon.

{button ,AL(`H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS',1)} <u>Go to procedure</u>

{button ,AL(`;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_BLANK_PICTURE_STEPS;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_ANOTHER_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_CS;H_AV_EDITING_AN_ICON_STEPS',0)} <u>See related topics</u>

Attaching a script to an icon

You can associate a script, an executable file (such as a .BAT or .EXE file) to launch an application, or a new or existing OLE object with a custom icon.

Note You cannot associate a script, an executable file, or an OLE object to a standard Freelance Graphics icon.

1. Choose File - User Setup - SmartIcons Setup.

2. Click Edit Icon.

3. Click the desired custom icon in the "Available icons you can edit or copy " box.

4. Click Attach Script. The Add script dialog box opens.

    Note If you are creating a new icon, you must first save the icon (by clicking the Save as button) before the Attach Script button becomes available.

5. Select the script you want to attach to the icon.

6. (Optional) If you are attaching a script or executable file, click Browse to search for the file to attach.

7. Click OK to return to the Edit Icon dialog box.

    Changes were automatically saved when you clicked OK.

8. Click Done to return to the SmartIcons Setup dialog box.

    You can now add the icon to any set of SmartIcons.

9. Click OK.

Note When you attach a script to a custom icon, be sure you have a sub named Main, otherwise the program will not execute.

{button ,AL(`H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_DETAILS',1)} See details

{button ,AL(`;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_BLANK_PICTURE_STEPS;H_AV_CREATING _A_CUSTOM_ICON_BASED_ON_ANOTHER_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_CS;H _AV_EDITING_AN_ICON_STEPS',0)} See related topics

Creating a custom icon

You can create a custom icon based on a standard Freelance Graphics icon, a custom icon you designed, or from a blank picture.

Creating a custom icon based on another   icon
Creating a custom icon based on a blank picture

Details: Creating a custom icon based on another icon

Available icons (drag to add)
The standard Freelance Graphics icons in this list are grouped according to the Freelance Graphics menu: File, Edit, View, Create, Presentation, the menu for the currently selected object (Page, Text, and so on), Window, and Help.

Custom icons appear at the top of this list, in the Edit SmartIcon dialog box.

Applying colors
You can select from a color palette by clicking the Left and Right arrows. In the Picture editor window, use the left and right mouse buttons, and click where you want to apply color on the selected icon. Freelance Graphics applies the colors and updates the Preview icon as you work.

Saving the icon
The custom icon is saved in the current size shown in the SmartIcons Setup dialog box (Regular or Large).

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{button ,AL(`H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_ANOTHER_ICON_STEPS',1)} Go to procedure

{button ,AL(`;H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_C
S;H_AV_EDITING_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS',0)} See related topics

Creating a custom icon based on another icon

You can create a custom icon based on another icon, including one of the standard Freelance Graphics icons, such as the File - Save icon.

1. Choose File - User Setup - SmartIcons Setup.

2. Click Edit Icon.

3. In the "Available icons you can edit or copy" box, click an icon to use as a base for your new icon.

4. Click the icon you want to base your new icon on.

   Note If you click a standard icon, a message appears saying that you cannot make changes to the icon and then save it, but as these steps point out you can use one as a starting point and then save it to a new file.

5. Specify a file name and a description for the new icon, and click OK.

6. Use the Left and Right mouse button colors to apply colors.

7. Click Attach Script to attach a script to the new icon, then click OK. See <u>Attaching a script to an icon</u>.

8. Click Done to return to the SmartIcons Setup dialog box.

9. Click OK.

Note When you create a custom icon it is stored as a .BMP file in the Freelance Graphics icons folder (directory) \ LOTUS\FLG\ICONS.

{button ,AL(`H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_ANOTHER_ICON_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_C S;H_AV_EDITING_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS',0)} <u>See related topics</u>

Creating a custom icon based on a blank picture
You can create a custom icon based on a blank picture.

1. Choose File - User Setup - SmartIcons Setup.

2. Click Edit Icon.

3. Click Create a New Blank Icon

4. Click Save As, this opens the Save As dialog box, then name and save the new icon.

   Note You must name and save an icon so that al the options in the dialog box are available to you as you create an icon.

5. Specify a file name and a description for the new icon and click OK.

6. Use the Left and Right mouse button colors to apply colors.

7. (Optional) Click Attach Script to attach a script to the new icon, then click OK. See <u>Attaching a script to an icon</u>.

8. Click Done to return to the SmartIcons Setup dialog box.

9. Click OK.

Note When you create a custom icon, it is stored as a .BMP file in the Freelance Graphics icons folder (directory) \ LOTUS\FLG\ICONS.

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{button ,AL(`H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_BLANK_PICTURE_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_C S;H_AV_EDITING_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS',0)} <u>See related topics</u>

Details: Creating a custom icon based on a blank picture

Applying colors
You can select from a color palette by clicking the Left and Right arrows. In the Picture editor window, use the left and right mouse buttons, and click where you want to apply color on the selected icon. Freelance Graphics applies the colors and updates the Preview icon as you work.

Saving the icon
The custom icon is saved in the current size shown in the SmartIcons Setup dialog box (Regular or Large).

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{button ,AL(`H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_BLANK_PICTURE_STEPS',1)} Go to procedure

{button ,AL(`;H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_C S;H_AV_EDITING_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS',0)} See related topics

Details: Editing a custom icon

Available icons (drag to add)

The standard Freelance Graphics icons in this list are grouped according to the Freelance Graphics menu: File, Edit, View, Create, Presentation, the menu for the currently selected object (Page, Text, and so on), Window, and Help.

Custom icons appear at the top of this list, in alphabetical order.

Applying colors

You can select from a color palette by clicking the Left and Right arrows. In the Picture editor window, use the mouse left and right buttons, and click where you want to apply color on the selected icon. Freelance Graphics applies the colors and updates the Preview icon as you work.

Saving the icon

The custom icon is saved in the current size shown in the SmartIcons Setup dialog box (Regular or Large).

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{button ,AL(`H_AV_EDITING_AN_ICON_STEPS',1)} Go to procedure

{button ,AL(`H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_C S;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_ BLANK_PICTURE_STEPS;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_ANOTHER_ICON_STEPS',0)} See related topics

Editing a custom icon

You change the picture or attach a script to custom icons you create.

Note You cannot edit a standard Freelance Graphics icon.

1.   Choose File - User Setup - SmartIcons Setup.

2.   Click Edit Icon.

3.   Click the desired icon from the "Available icons you can edit" box.

4.   Use the Left and Right mouse button colors to make changes to the icon.

5.   (Optional) Click Attach Script to change or attach a script to this icon, then click OK. See Attaching a script to an icon.

6.   Click the Save button to save the work you have done on your icon.

7.   Click Done to return to the SmartIcons Setup dialog box.

8.   Click OK.

{button ,AL(`H_AV_EDITING_AN_ICON_DETAILS',1)} See details

{button ,AL(`H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_AV_EDIT_SMARTICONS_DIALOG_BOX_C S;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_ BLANK_PICTURE_STEPS;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_ANOTHER_ICON_STEPS',0)} See related topics

Edit Icon dialog box

You can create, modify, edit, and save or copy icons as new icon files from this dialog box. You can also associate a script, an executable file (such as a .BAT or .EXE file) to launch an application, or a new or existing OLE object with a custom icon.

Custom icons are saved as .BMP files in the \LOTUS\FLG\ICONS folder (directory).

You can use the Left and Right mouse button colors to paint the icon.

In order to use a custom icon, you must attach a script to it.

Choose a task

Creating a custom icon based on another icon
Creating a custom icon based on a blank picture
Editing a custom icon
Attaching a script to an icon
Deleting a custom icon

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{button ,AL(`H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_ STEPS;H_AV_CREATING_A_CUSTOM_ICON_BASED_ON_A_BLANK_PICTURE_STEPS;H_AV_CREATING_A _CUSTOM_ICON_BASED_ON_ANOTHER_ICON_STEPS',0)} See related topics

Deleting a custom icon

1. Choose File - User Setup - SmartIcons Setup.

2. Click Edit Icon.
3. Click the icon you want to delete in the "Available icons you can edit or copy" box.
4. Click the Delete Icon button.
5. Click Done to return to the SmartIcons Setup dialog box.
6. Click OK.

Overview: Using colors

In order to understand how Freelance Graphics uses colors, and how you should use colors in Freelance Graphics, you need to know about:

- The color chooser. See Specifying the color chooser.
- Color libraries--the source for all colors in Freelance Graphics. See Overview: Color libraries.
- Color palettes--collections of colors that set the tone of a SmartMaster look, and thus a presentation. See Overview: Color palettes.
- The difference between palette colors and static colors.

The color chooser

Freelance Graphics has two color choosers. The amount of work you do with color will determine which chooser you should use.

The standard color chooser is sufficient for most users' needs. The standard color chooser has two sections: suggested colors at the top, and a color library at the bottom. Here is what a standard color chooser looks like:
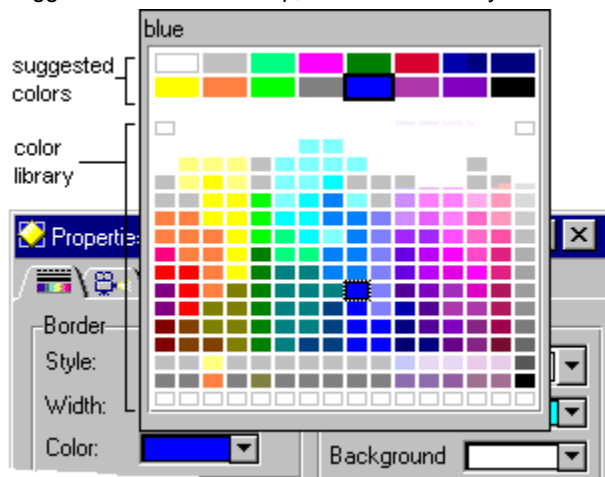
If you do a lot of design work, modifying or creating SmartMaster looks or content topics, you should use the designer's chooser. If you opt to use the designer's color chooser, the   Edit Palette command is available on the Presentation menu. See Specifying the color chooser.

The designer's chooser has three sections: suggested colors at the top, a palette in the middle, and a color library at the bottom. Here is what a designer's color chooser looks like:
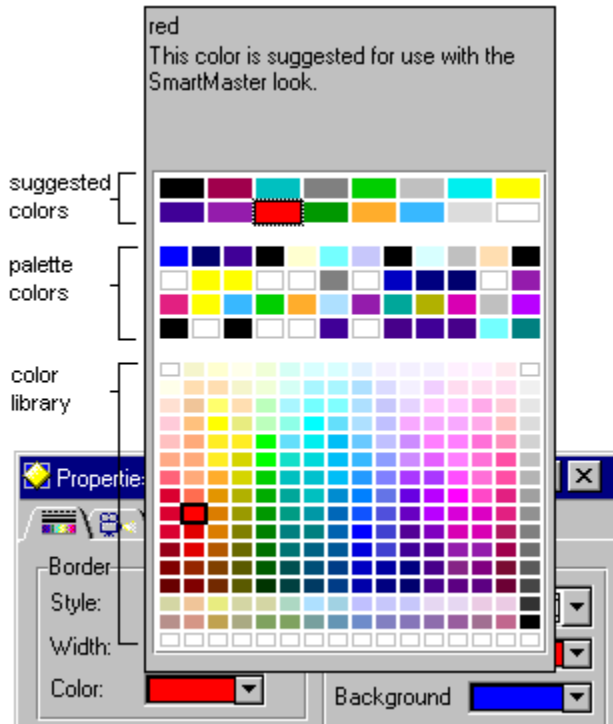
Palette colors

Carefully chosen to work well together, palette colors are colors that change when you switch SmartMaster looks or palettes. Freelance Graphics uses palette colors for things like text, the SmartMaster look background, drop shadows, and so on.

For example, if you create your own diagram in a presentation, Freelance Graphics uses palette colors in the diagram so it works well with the rest of your presentation. If you switch SmartMaster looks, and therefore switch palettes, the diagram still looks good with the new SmartMaster look since it now uses colors from the new palette.

Static colors

Static colors are colors that do not change when you change SmartMaster looks or palettes. This means that you can assign a static color to an object, and the object will retain that color even when you switch SmartMaster looks.

For example, if your corporate logo uses specific colors, use static colors to make sure those colors remain the same regardless of which SmartMaster look you switch to. Static colors are colors in the color library section of the color chooser. See Using a static color.

Colors and printing

For information on how Freelance Graphics handles color printing, see Details: Enhancing printed output.

Using a static color

Static colors are colors that do not change when you change SmartMaster looks or palettes. This means that you can assign a static color to an object, and the object will retain that color even when you switch SmartMaster looks.

1. Click the right mouse button over   what you want to change and choose its Properties command.

2. Click the Lines & Colors tab in the InfoBox.

3. (Optional) Under Border, select a static color (from the ones in the smaller boxes).

4. (Optional) Under Interior, select a static color (from the ones in the smaller boxes) for the pattern color and/or background.

5. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_TXPROP_CHANGE_SELECTED_STEPS',0)} See related topics

Changing colors and patterns

To change the color of text, see <u>Changing properties for selected text</u>.

1. Click the right mouse button over the object and choose its Properties command.
2. Click the Lines & Colors tab in the InfoBox.

3. (Optional) Under Border, select a color.
4. (Optional) Under Interior, select a pattern color.
5. (Optional) Under Interior, select a pattern and/or a background color.
6. (Optional) <u>Move, collapse, or close</u> the InfoBox.

**Note** When you change colors, you should use one of the 16 suggested colors (the ones in the larger boxes).

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{button ,AL(`H_COLOR_CHANGE_DETAILS',1)} <u>See details</u>

Details: Changing colors and patterns

Pattern color, background color, patterns, and graduated fills
Objects can have one color (solid) or two (a pattern or a graduated fill). When the object is solid, it uses the pattern color. When the object has a pattern, it uses the pattern color and the background color.

If you choose different colors for the pattern color and background, Freelance Graphics paints the object using both colors, creating a pattern or a graduated fill. In the Pattern gallery, black represents the pattern color and white represents the background color.
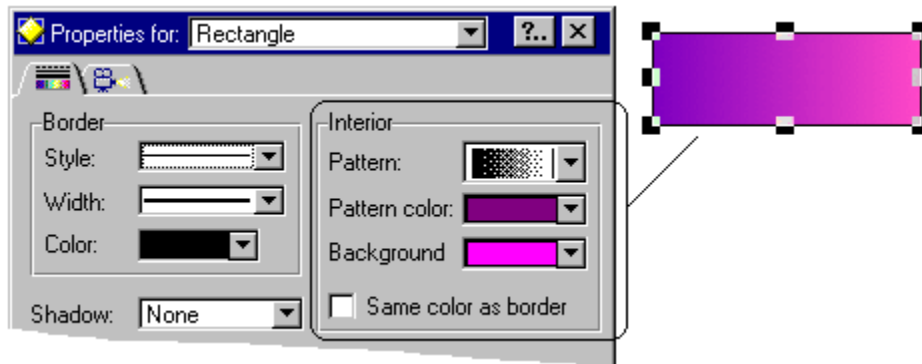
Note Select None in the Pattern gallery if you do not want an object to have any color. This overrides the color choices.

Too many objects with graduated fills on a page can cause degradation in your color output and lengthy printing times. If either of these things happen, consider changing graduated fills to solids.

Same color as border
If you select "Same color as border" under Interior, Freelance Graphics uses the border color for pattern color.

Palette colors vs. static colors
Choose palette colors for objects such as text, charts, or diagrams. If you switch SmartMaster looks, Freelance Graphics can recolor whatever you have changed with the color palette and suggested colors of the new SmartMaster look.

{button ,AL(`H_COLOR_CHANGE_STEPS',1)} Go to procedure

Overview: Color libraries

Each SmartMaster look has its own library of 256 colors, 16 of which are set aside for you so you can create custom colors. Although each color library initially has the same colors, if you modify the red, green, and blue (RGB) values of a color in a color library, you change the color library only for the SmartMaster look you are currently using.

In general, it is best not to modify the colors in a color library. However, if you find that colors in your output are not looking the way you want them to, you may want to edit a color library to adjust colors for your particular output device. See Modifying a color in a color library.

This is what a color library looks like:
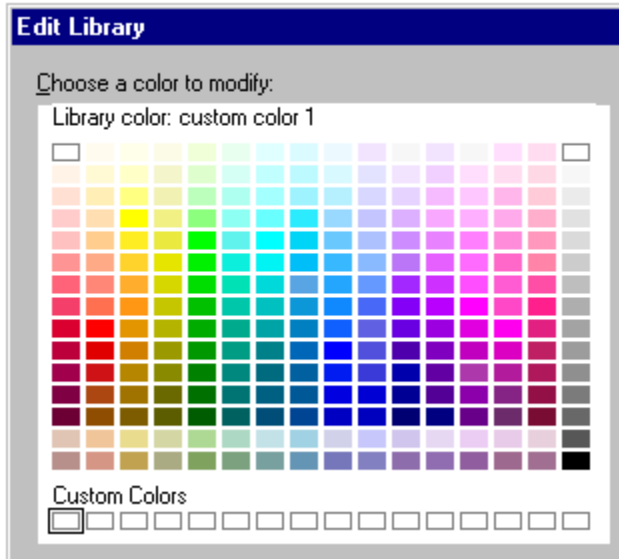
Custom colors

If you need a particular color that is not available in a Freelance Graphics color library, you should create a custom color. For example, you can create custom colors to match your company logo or a company color scheme. See Creating custom colors.

Color libraries and color palettes

A color library is the source of colors for a color palette. See Overview: Color palettes for more information about color palettes.

CMYK colors

You may be more familiar with CMYK (Cyan, Magenta, Yellow, and Black) values for colors, rather than the RGB values that Freelance Graphics uses. If so, you can create custom colors, using CMYK values, to get the color output you want. See Converting CMYK colors to RGB colors.

For general information about using colors, see Overview: Using colors.

Colors and VGA monitors

VGA users may want to know which of the colors in a color library are "pure" colors, that is, without dither. Each color library contains the following non-dithered colors:

Red	Midnight
Yellow	Hot pink
Olive	Plum red
Neon green	Scarlet
Dark green	White
Turquoise	25% Gray
Aztec blue	50% Gray
Blue	Black

Edit Library dialog box

Use the Edit Library dialog box to modify a color library, create custom colors, or convert CMYK colors to RGB colors.

In general, it is best not to modify the colors in a color library. If you need a particular color that is not available, you can create a custom color. If you find that colors in your output are not looking the way you want them to, you may want to modify a color library.

Choose a task

Creating custom colors

Converting CMYK colors to RGB colors

Modifying a color in a color library

Converting CMYK colors to RGB colors

If you know the CMYK values of the colors you want you can use these values to create custom colors.

1. Choose Presentation - Edit Backdrop.
2. Choose Presentation - Edit Palette.
3. Click Edit Library.
4. Under Custom Colors, click an empty slot.
5. Click CMYK.
6. Under Cyan, Magenta, Yellow, and Black, type in the CMYK values.
7. Click OK to return to the Edit Library dialog box.
8. Click OK to return to the Edit Palette dialog box.
9. Click OK.
10. Click Done.

Note If you create custom colors, you might want to deselect the "Adjust output library for printing" setting. That way, you prevent Freelance Graphics from trying to find what it thinks is the best match between the color you have on your screen and the color your printer can produce. See Enhancing printed output.

Details: Creating custom colors
You can use the name of a color as a note; for example, "CorpBlue--do not change," or "CorpSienna--use for logo."

{button ,AL(`H_CLIB_CREATE_CUSTOM_STEPS',1)} Go to procedure

Creating custom colors

1. Choose Presentation - Edit Backdrop
2. Choose Presentation - Edit Palette.
3. Click Edit Library.
4. Under Custom Colors, click an empty slot.
5. Under Red, Green, and Blue, move the boxes in the horizontal scroll bars until you create the color you want.

6. Under New name, type in the name of the new color.
7. Click OK to return to the Edit Palette dialog box.
8. Click OK.
9. Click Done.

Note If you create custom colors, you might want to deselect the "Adjust output library for printing" setting. That way, you prevent Freelance Graphics from trying to find what it thinks is the best match between the color you have on your screen and the color your printer can produce. See Enhancing printed output.

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{button ,AL(`H_CLIB_CREATE_CUSTOM_DETAILS',1)} See details

Details: Modifying a color in a color library

Red, green, and blue values
All colors are a combination of red, green, and blue values (RGB values). For example, slate blue has 0 parts red, 128 parts green, and 192 parts blue. Each RGB value can range from 0 to 255.

When you modify the RGB values of a library color, the modified color is available for the current SmartMaster look only. This is because all SmartMaster looks have their own color libraries.

Black-and-white palettes and color libraries
Each black-and-white palette uses a black-and-white version of the color library. You cannot edit library colors when you are viewing the presentation in black and white.

{button ,AL(`H_CLIB_MODIFY_STEPS',1)} <u>Go to procedure</u>

Modifying a color in a color library

In general, it is best not to modify the colors in a color library. If you need a particular color that is not available, you should consider creating a custom color instead. See <u>Creating custom colors</u>.

1. Choose Presentation - Edit Backdrop.
2. Choose Presentation   - Edit Palette.
3. Click Edit Library.
4. Click the color you want to modify.
5. Under Red, Green, and Blue, move the scroll bars until you have the color you want.
6. Under New name, type in the name of the new color.
7. Click OK to return to the Edit Palette dialog box.
8. Click OK.
9. Click Done.

Note If you modify a color, you might want to deselect the "Adjust output library for printing" setting. That way, you prevent Freelance Graphics from trying to find what it thinks is the best match between the color you have on your screen and the color your printer can produce. For information on how to do this, see <u>Enhancing printed output</u>.

{button ,AL(`H_CLIB_MODIFY_DETAILS',1)} <u>See details</u>

Edit Palette dialog box

Use the Edit Palette dialog box to make global color changes by customizing a color palette, modify a color library that a color palette draws on, and create a new color palette to use for creating new SmartMaster looks.

Choose a task

Changing colors globally

Modifying a color in a color library

Creating a new palette

Overview: Color palettes

Each SmartMaster look has a palette of 64 colors--48 that it uses and placeholders for 16 alternate colors that you can add. The palette sets the tone of a presentation.

A palette ensures that the colors in your presentation look good together. The palette associated with the SmartMaster look has the same name as the SmartMaster look, but a different extension. For example, the STACK.MAS SmartMaster look has a palette called STACK.PAL.

What is a palette and what does it do?

The colors in a palette come from a color library, a collection of 256 colors. See Overview: Color libraries for more information about color libraries.

Here is an example of a palette:
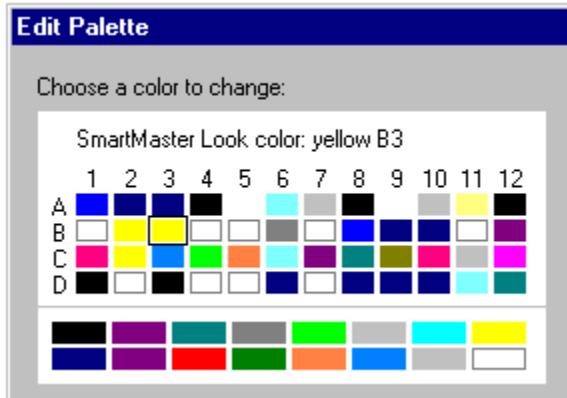
The grid of colors with rows labeled A - D and columns labeled 1 - 12 is a palette. Each cell in the labeled grid contains a color that controls a particular element of your presentation, such as titles, drop shadows, bullets, or data series in charts.

The grid below the labeled cells, a grid of 16 larger cells containing color swatches, contains additional colors that the professional artists who design SmartMaster looks and color palettes recommend you use with the palette.

If you change the color of something in your presentation, you should consider using one of these colors. Using these recommended colors ensures good results if you switch SmartMaster looks, because each has a color palette laid out this same way. When you switch palettes, the colors in one palette are substituted for the colors in the other palette according to each color's location in the palette.

When you drag the mouse over a cell, the name and cell location of the color appears above the palette, and a description of the element(s) that the color in that cell controls displays below the palette. In this example, the selected cell is yellow, its cell location is B2, and it controls the color for titles, subtitles, and bulleted lists. When you switch to a new SmartMaster look, and therefore to a new palette, Freelance Graphics again uses the color in cell B2 for titles, subtitles, and bulleted lists.

You can change individual colors in a palette if some colors are not suited to your needs. For example, if drop shadows for objects in your presentation are black, and you want them to be gray, you switch the color in the cell that controls drop shadows from black to gray. However, you should use caution changing colors in cells A1 -   A11; these slots control colors in the SmartMaster look design elements and background.

Note If you are creating your own SmartMaster look, you must follow this palette layout to make yours interchangeable with the ones that come with Freelance Graphics.

Working in black-and-white

Each color palette is associated with one of six black-and-white palettes. The black-and-white palettes are balanced to give optimal contrast for text, background, objects, and charts. These palettes provide balanced grays for output on any black-and-white device.

Are there any other palettes?

Freelance Graphics has six alternate color palettes, named PAL1.PAL - PAL6.PAL. These are ready-made palettes with the same structure as all the palettes in the SmartMaster looks. They are provided for you to use in building your own SmartMaster looks.

{button ,AL(`H_COLOR_OVER;H_CLIB_OVER;H_CPAL_SWITCH_BW_STEPS',0)} See related topics

Changing colors globally

Replacing a color in the palette is the easiest way to make global color changes to your presentation. Be careful when customizing color palettes, especially cells A1 - A11. These cells control colors of the SmartMaster look.

1. Choose Presentation - Edit Backdrop.
2. Choose Presentation - Edit Palette.
3. Click the color cell you want to change.

   Tip To display a description below the palette of what each cell in the palette controls, drag the mouse over each cell.

4. Under Change color, click the color you want to change to.
5. (Optional) Click Preview and hold down the mouse. Release it to return to the Edit Palette dialog box.
6. To change other color cell assignments, repeat steps 3-5.
7. Click OK.
8. Click Done.

Note When you save the presentation, Freelance Graphics saves the palette changes along with the presentation.

{button ,AL(`H_COLOR_CHANGE_STEPS;H_TXPROP_NS_APPLY_STEPS;H_CPAL_CREATE_NEW_STEPS',0)}
   See related topics

Using a different palette
1. Choose Presentation - Edit Backdrop.
2. Choose Presentation - Switch Palette.
3. Select the palette you want to use.
4. (Optional) Click Preview and hold down the mouse. Release it to return to the Choose Palette dialog box.
5. Click OK.
6. Click Done.

Creating a new palette

The easiest way to create a new palette is to customize the palette of a SmartMaster look that has a color scheme you like. Be careful when customizing color palettes, especially cells A1 - A11. These cells control colors of the SmartMaster look design elements.

1. Choose Presentation - Edit Backdrop.

2. Choose Presentation - Edit Palette.

3. Click the color cell you want to change.

   Tip To display a description below the palette of what each cell in the palette controls, drag the mouse over each cell.

4. Under Change color, click the color you want to change to.

5. (Optional) Click Preview and hold down the mouse. Release it to return to the Edit Palette dialog box.

6. To change other cell assignments, repeat steps 3-5.

7. Click Save.

8. Type in the new palette name and give it a .PAL extension.

9. Click Save to return to the Edit Palette dialog box.

10. Click OK.

11. Click Done.

Restoring the original color palette

To restore the original palette of a SmartMaster look, reassign it to your presentation.

1. Choose Presentation - Choose a Different SmartMaster Look.
2. Select the SmartMaster look you are currently using.
3. Click OK.

Note If you customize the color palette of a SmartMaster look, and then save it, you permanently change the palette associated with that look. If you want to restore the original palette, you have to reinstall the look.

Editing black-and-white palettes

Be careful when customizing color palettes, especially cells A1 - A11. These cells control colors of the SmartMaster look.

1. Choose View - Display in Color.

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   Page La

2. Choose Presentation - Edit Backdrop.
3. Choose Presentation - Edit Palette.
4. Click the color cell you want to change.

   Tip To display a description below the palette of what each cell in the palette controls, drag the mouse over each cell.

5. Under Change color, click the color you want to change to.
6. (Optional) Click Preview and hold down the mouse. Release it to return to the Edit Palette dialog box.
7. To change other color cell assignments, repeat steps 4-6.
8. Click OK.
9. Click Done.
10. Choose View - Display in Color.

Note When you save the presentation, Freelance Graphics saves the palette changes along with the presentation.

{button ,AL(`H_CPAL_SWITCH_BW_DETAILS',1)} See details

Details: Editing black-and-white palettes

Printing a black-and-white presentation to a color printer
If you switch a presentation to its black-and-white palette, and then print it on a color printer, your output prints in black and white. Switch back to the color palette in order to print color output.

How the black-and-white palette works
The black-and-white palette comes from a black-and-white library composed of black, white, and shades of gray. Each color in a color palette has an equivalent in its black-and-white palette.

Just as in a color palette, each cell in the labeled grid contains a color that controls a particular element of your presentation, such as titles and subtitles, drop shadows, bullets, or data series in charts.

{button ,AL(`H_CPAL_SWITCH_BW_STEPS',1)} <u>Go to procedure</u>

Previewing changes

1. To accept the changes, click OK.

2. To return to the dialog box so you can make more changes or cancel the change, click Change.

Tip Another way to preview your changes is to hold down the left mouse button on Preview while you view them, then release the mouse to return to the dialog box.

Specifying the color chooser

Color palettes ensure that colors in your presentation look good together.

1. Choose File - User Setup - Freelance Preferences.

2. Under Color chooser, select a color chooser.

  • Standard chooser contains two sections: 16 suggested colors at the top, and a 256-color library at the bottom.

  • Designer's chooser contains all the SmartMaster look colors and has three sections: suggested colors at the top, a palette in the middle, and a color library at the bottom. Use the Designer's chooser if you do a lot of design work, including modifying or creating SmartMaster looks.

3. Click OK.

{button ,AL(`H_COLOR_OVER;H_CPAL_OVER;H_CLIB_OVER',0)} See related topics

Changing to different display modes

If you change your monitor after installing Freelance Graphics, you must rerun the Freelance Graphics Installation program. The exact sequence of dialog boxes for this procedure varies depending on your current configuration.

1. If Freelance Graphics is running, choose File - Exit Freelance Graphics.

2. Start the Freelance Graphics Installation program.

3. Click Next or Yes until you get to the Install Options & Freelance Graphics Directories dialog box.

4. Select "Customize features - Manual install" and click Next.

5. In the Customize dialog box, click the Freelance Graphics tab.

6. Select the appropriate display type.

7. Deselect all other check boxes under all tabs, unless you want to install or reinstall additional components (in which case you should select the appropriate items).

8. Click Next and complete the installation as directed.

Freelance Graphics Preferences dialog box

The Freelance Graphics Preferences dialog box lets you select a variety of options in Freelance Graphics.

Startup options
- Lets you start Freelance Graphics with a blank page. See <u>Skipping the startup dialog boxes</u>.
- Sets the view in which you start Freelance Graphics. See <u>Changing the startup view</u>.

Replicate
- Sets where Freelance Graphics replicates objects on the page. See <u>Replicating objects</u>.

Drawing tools
- Sets how the drawing tools work. See the section "Keeping drawing tools active" in <u>Overview: Drawing</u>.

Color chooser
- Sets the kind of color palette Freelance Graphics displays when you change colors. See <u>Specifying the color chooser</u>.

Save
- Sets the choices you get when you save a file. See <u>Details: Saving a presentation</u>.

Undo
- Turns Undo on or off. See <u>Undoing actions</u>.

File Locations
- Sets default folders (directories) for saving different kinds of Freelance Graphics files. See <u>Specifying the folders (directories) for Freelance Graphics</u>.

Additional options
- Auto timed save -- sets how frequently Freelance Graphics saves your file. See <u>Details: Saving a presentation</u>.
- Recent files -- sets how many files are listed at the end of the File menu. See <u>Details: Opening an existing presentation</u>.
- Disable black & white palettes -- prints using the gray scale equivalents of colors.
- Keep text overrides when changing a look -- keeps local changes to text levels if you switch SmartMaster looks.
- Scanning speed -- changes how quickly samples of SmartMaster looks, clip art, or diagrams are displayed when you click the Scan button. See <u>Changing the scanning speed</u>.

Disable Document Management System (DMS)
- Disables or enables a DMS. This option is displayed only if you have a DMS installed on your system. See <u>Overview: Using DMS dialog boxes</u>.

Changing the scanning speed
You can set the number of seconds each image is displayed when you use the Scan button to view SmartMaster looks, clip art, or diagram choices.

1. Choose File - User Setup - Freelance Preferences.

2. For Scanning speed, enter a number between 0.1 and 100.
3. Click OK.

Skipping the startup dialog boxes

The startup dialog boxes let you create new presentations and give you access to existing presentation files. However, if you always want to start Freelance Graphics with a blank page in an untitled presentation, you can skip the startup dialog boxes.

1. Choose File - User Setup - Freelance Preferences.

2. Select "Skip the startup dialogs and bring up a blank page with no look (blank background)."

3. Click OK.

This change takes effect the next time you start Freelance Graphics.

{button ,AL(`H_FILE_OPEN_STEPS;H_GT_USING_STEPS',0)} <u>See related topics</u>

Details: Changing the startup view

Which view do you want?

Views provide different ways to view and work on a presentation. You can choose which of the three views you want when you start your work session. By default, Freelance Graphics starts in Current Page view. If you change the startup view, the change will take effect the next time you start Freelance Graphics. Choose one of these views as the startup view:

- Current Page view lets you work with individual pages of a presentation.
- Page Sorter view displays thumbnail sketches of all the pages in your presentation. Use this view to rearrange, copy, add, or delete pages.
- Outliner view organizes the text from your presentation into outline form. You can add, delete, and move text, bulleted items, or pages.

Note You can always switch between views when you are working in Freelance Graphics by clicking the appropriate tab at the top of the page.

{button ,AL(`H_DSET_STARTUP_VIEW_STEPS',1)} Go to procedure

Changing the startup view

You can specify which view is displayed when you start Freelance Graphics.

1. Choose File - User Setup - Freelance Preferences.

2. Under Startup view, select one of the views.

3. Click OK.

{button ,AL(`H_DSET_STARTUP_VIEW_DETAILS',1)} See details

{button ,AL(`;H_VIEWS_CHANGING_STEPS',0)} See related topics

Set View Preferences dialog box
The Set View Preferences dialog box lets you select various display options.

Show page borders
- Recommended drawing area -- displays a one-half inch (or more if the printer requires it) margin around the page, allowing you to switch among most printers without affecting the size of the margin.
- Printable area -- displays onscreen markers for indicating the printable area of the page required by the printer that you have selected. See <u>Displaying the printable area of a page</u>.
- None -- does not display any margin. If you have optimized your screen display for screen show, there is no need for a margin (unless you plan on making a printed copy of the presentation, in which case, keep the margin visible).

Display
- Coordinates -- displays or hides coordinates for drawing. See <u>Displaying and hiding coordinates</u>.
- Drawing ruler -- displays or hides the drawing ruler. See <u>Displaying and hiding the drawing ruler</u>.
- Text block ruler -- displays or hides the text block ruler. See <u>Displaying the text ruler</u>.

Cursor size
- Lets you select the size of the crosshair pointer you use when drawing.

{button ,AL(`;H_FILE_NETWORK_STEPS',0)} <u>See related topics</u>

Overview: Diagrams, text shapes, and connectors

Diagrams

You can create effective business diagrams by choosing from one of many ready-made diagrams or by creating diagrams from scratch by combining text shapes and connectors. See <u>Adding ready-made diagrams</u> and <u>Creating a custom diagram</u>.

You can customize a ready-made diagram by:

- Adding text to a text shape. See <u>Adding text shapes</u>.

- Moving or sizing text shapes. See <u>Moving objects by dragging</u> and <u>Sizing objects with the mouse</u>.

- Adding connectors to shapes, or repositioning the entry point of connectors on shapes. See <u>Adding connectors to an object</u>.

- Changing the style of connectors or text shapes. See <u>Switching styles for connectors and text shapes</u>.

- Changing attributes of text shapes. See <u>Changing the attributes of text shapes</u>.

- Ungrouping a diagram and editing its parts. See <u>Grouping and ungrouping objects</u>.

- Copying, pasting, or replicating diagram elements. See <u>Copying objects from one place to another</u> and <u>Replicating objects</u>.

Text shapes

Text shapes are ready-made geometric objects to which you can add text. The text remains with a shape when you move or size the text shape. See <u>Adding text shapes</u>.

Text shapes can display prompt text ("Type text") if you like. To display prompt text in shapes, see <u>Displaying prompt text in a text shape</u>.

Connectors

You can connect shapes--or any two Freelance Graphics objects--with connectors. When you move an object that is connected to another, Freelance Graphics automatically resizes and repositions the connectors to maintain the link between the objects. See <u>Adding connectors to an object</u>.

Diagram tasks

You can choose from one of many ready-made diagrams or create a diagram from scratch by combining text shapes and connectors.

Adding ready-made diagrams

Creating a custom diagram

Adding connectors to an object

You can connect any two Freelance Graphics objects, including text shapes, clip art, drawn objects, text blocks, grouped objects, imported objects, organization charts, tables, and charts.

1. Click the Drawing & Text button.

2. Drag and drop a connector from the Connectors palette to the page.

3. Move the mouse pointer to one end of the connector until the mouse pointer changes to a double-arrow.

4. Drag the end of the connector around the perimeter of the object to which you want to attach it. When an X-mark appears, release the mouse button.

5. Click the opposite end of the connector and repeat step 4 to attach the connector to a second object.

Notes

To reposition a connector, click it, then repeat steps 3 and 4.

When you move an object that is connected to another, Freelance Graphics automatically resizes and repositions the connectors to maintain the link between the objects.

To detach a connector from an object, drag it away from the object until the X-mark disappears, or click it and choose Connector - Disconnect.

{button ,AL(`H_OBJ_SWITCH_STEPS;H_OBJ_DEFAULT_PROP_STEPS',0)} See related topics

Adding text shapes

Text shapes, or shapes with text, are geometric objects to which you can add text.

1. Click the Drawing & Text button.
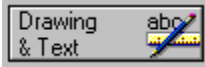
2. Drag and drop a text shape from the Text with shapes palette to the page.

3. (Optional) Size the shape.

4. With the shape selected, type any text you want.

5. Click OK.

Notes

To keep the text proportionate to the size of a shape or grouped diagram, press SHIFT as you drag a selection handle to size the text shape.

You cannot change text shapes by editing their points.

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{button ,AL(`H_DIAG_TEXT_CHANGE_STEPS;H_DIAG_PROMPT_STEPS;H_DIAG_FIT_TEXT_STEPS',0)} See related topics

Adding a diagram to a diagram file

1. Create the diagram.

2. <u>Select</u> all the parts of the diagram, click the right mouse button over one of the selected objects, and choose Group.

Note If you do not group the parts of a diagram, Freelance Graphics saves each selected object as a separate diagram. Each object (or grouped object) will appear in a separate panel in the diagram library.

3. If it is not already selected, select the diagram you want to add to the library.

4. Choose Create - Add to Library - Diagram Library.

5. Highlight the name of the file to which you want to add the diagram.

6. Click Open.

   The diagram is added as the last diagram in the file.

7. (Optional) To verify that you have added the diagram to the file, click the Clip Art button, select "Diagram," and look for the new diagram in the last panel of the diagram category (the same as the file name you highlighted in step 5).

{button ,AL(`H_DIAG_CUSTOM_STEPS;H_DIAG_SAVE_DGM_STEPS',0)} <u>See related topics</u>

Adding ready-made diagrams

Show me a demo

You can add a ready-made diagram to a page, and then customize it by adding your own text or adding or rearranging other diagram components.

1. Click the New Page button.

New Page
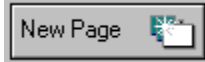
2. Select the Diagram page layout and click OK.

3. Click the 'Click here...' diagram block.

4. Select 'Use a ready-made diagram' and click OK.

5. Select a diagram category or click Scan.

   Note If you clicked Scan, click Stop Scan when you see the category you want.

6. Click the diagram you want to add to the page, then click OK.

Notes

To add text to any shape in the diagram, click the "Type text" prompt, then type your text.

You can also add a diagram to a page by choosing Create - Drawing/Diagram and following steps 4 through 6.

{button ,AL(`H_DIAG_CANNED_DETAILS',1)} See details

Details: Adding ready-made diagrams

Sizing diagrams

To size a ready-made diagram--especially a pyramid chart--press the SHIFT key as you drag. Otherwise, the text may spill over the borders of the diagram or become jumbled.

Customizing ready-made diagrams

To change individual components of a ready-made diagram, you may need to ungroup the diagram first. See Grouping and ungrouping objects.
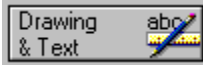

{button ,AL(`H_DIAG_CANNED_STEPS',1)} Go to procedure

Creating a custom diagram

You can create a custom diagram by combining shapes and connectors.

1. Click the Drawing & Text button.

2. Drag and drop a shape from the Shapes with text palette to the page.

    Note Shape icons with a tick mark in the lower right corner indicate a secondary palette of shapes.

3. To add text to a shape, click the shape, type the text you want to add, then click OK.

4. To add a connector to the page, drag and drop a connector from the Connectors palette to the page.

5. To link the connector to a shape, select the connector, then move the mouse pointer to one end of the connector until the mouse pointer changes to a double-arrow.

6. Drag the end of the connector around the perimeter of the shape to which you want to attach it. When an x-mark appears on the shape, release the mouse button.

7. Click the opposite end of the connector and repeat steps 5 and 6 to attach the connector to a second shape.

8. Repeat steps 2 - 7 to create additional diagram elements.

9. (Optional) Group the components of the diagram to make it easier to size or move.

10. (Optional) To store this diagram in a diagram file, choose Create - Add to Library - Diagram Library. See Adding a diagram to a diagram file.

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{button ,AL(`H_DIAG_ADD_TEXT_STEPS;H_OBJ_SIZE_STEPS;H_OBJ_GROUP_UNGROUP_STEPS;H_DIAG_S AVE_DGM_STEPS',0)} See related topics

Fitting text inside text shapes

As you add text to a text shape, the text wraps, then the shape grows larger so that the text does not spill over the edge of the shape. You can, instead, make text shrink as you type, to fit within the borders of the shape.

1. Click the text shape.

2. Choose Text Shape - Text Shape Properties.

3. Click the Basics tab.

4. Select "Shrink text to fit shape."

    Note This affects only new text you enter.

5. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Moving connectors and connected objects

You can move connectors, individual connected objects, or all connected objects as a group.

1. To move an object that is connected to another object, drag it to a new location.

   The connector moves with the object and is resized as necessary to maintain the connection.

2. To move connected objects as a group, <u>select</u> all the objects in a group, then drag them to a new location.

   The connectors are moved with the objects.

Offsetting a connector from an object

If you do not want a connector to actually touch the object to which it is connected, you can offset a connector from an object without breaking the connection.

1. Double-click the connector you want to offset.
2. Click the Offset tab in the InfoBox.

3. Type a whole number from 0 to 50 to represent the relative offset distance of the connector from an object.
4. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Displaying prompt text in a text shape

You will see "Type text" (or your custom prompt) inside a shape if the prompt text option is turned on. In ready-made diagrams, prompt text is displayed by default.

1. Click a text shape.

2. Choose Text Shape - Text Shape Properties.

3. Click the Basics tab.

4. Select "Display prompt text."

5. (Optional) To customize the prompt, <u>select</u> the existing prompt in the box and type a new prompt.

6. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Notes

To turn off prompt text for any shape, deselect "Display prompt text" in step 3.

Prompt text is not printed or displayed in a screen show.

Saving a presentation as a diagram file

You can save an entire presentation as a diagram file so you can later view and retrieve diagrams from it.

1. Create as many diagrams as you like in your presentation.

2. Select all the parts of each diagram, click the right mouse button over one of the selected objects, and choose Group.

Note If you do not group the parts of a diagram, Freelance Graphics saves each object as a separate diagram. Each object (or grouped object) will appear in a separate panel in the diagram library.

3. Choose File - Save As.

4. Under Save as type, select "Lotus Freelance Diagram (DGM)."

   Note Make sure you save the diagram file in the \LOTUS\SMASTERS\FLG folder (directory) so that it will appear in the diagram library.

5. Type a file name and click Save.

6. (Optional) To verify that you have created a new diagram file, click the Clip Art button, select "Diagram," and look for the diagram category (the same as the file name added in step 5).

{button ,AL(`H_DIAG_CUSTOM_STEPS;H_DIAG_ADD_TO_LIBRARY_STEPS',0)} See related topics

Changing the attributes of text shapes

You can change the attributes of both the text in a text shape and the shape itself.

1. Click the shape with text.
2. Choose Text Shape - Text Shape Properties.
3. Click the tab in the InfoBox for the attributes you want to change.
4. Make the changes you want.
5. (Optional) Move, collapse, or close the InfoBox.

Notes

If several text shapes are grouped, changing the attributes of one text shape affects all text in every shape of the group. To change the attributes of just one text shape, choose Group - Ungroup, then change the attributes of the text shape.

You cannot change the shadow color of text shapes.

{button ,AL(`H_OBJ_CHANGE_PROP_STEPS;H_OBJ_DEFAULT_PROP_STEPS',0)} See related topics

Switching styles for connectors and text shapes
You can change connectors or text shapes to a new style.

1. Click the right mouse button over a connector or text shape.
2. Choose Switch Connector Type or Switch Text Shape Type.
3. Select a new object type from the palette.

Overview: Drawing

Using the Tools palette
You access the drawing tools by clicking the Drawing & Text button on the left side of the window in Current Page view.

The Tools section of the palette contains tools for drawing arcs, arrows, circles, ellipses, curves, lines, polygons, polylines, rectangles, squares, and freehand objects. You can also combine polygons, polylines, and curves to create drawings with curved and straight edges.

The Shapes with text section of the palette contains tools for drawing shapes to which you can add text.

The Connectors section of the palette contains tools that you can use to connect objects.
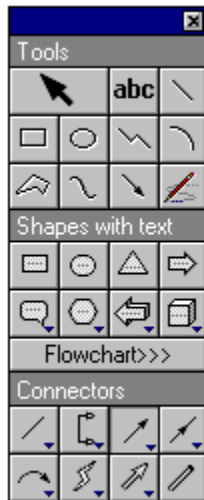
Closed and open objects
Drawn objects are either closed or open. The starting and endpoints of closed objects are connected, such as rectangles, circles, or polygons. You can fill the interior of closed objects with colors and patterns.

The starting and endpoints of open objects are not connected, such as lines or arcs. You cannot fill open objects with a color or a pattern (unless you first close them with the Drawing - Convert - To Polygons command).

Keeping drawing tools active
To draw several objects of the same type without clicking the icon each time, choose File - User Setup - Freelance Preferences and select "Keep tool active" under Drawing tools. This is particularly useful if you are drawing a complex image. To deactivate a drawing tool, click the Pointer icon or another drawing icon in the Tools palette.

Using the keyboard to draw objects
For precise drawing, use the keyboard when you draw an object. Click the Tool icon you want, press the SPACEBAR to anchor the crosshair pointer's position, then use the arrow keys to extend the object. Press the spacebar twice to add one segment of a polyline or polygon. Press ENTER to complete the drawing.

Toggling between the large and small crosshair pointer
To toggle between a large and small crosshair pointer for drawing, press SHIFT+F4. A large crosshair helps you align objects as you draw.

Setting the point of origin
To reset the point of origin on the drawing ruler -- useful for creating scale drawings -- see Details: Displaying and hiding the drawing ruler.

Displaying drawing coordinates
Coordinates help you measure and position objects. To display coordinates as you work in Current Page view, choose View - Set View Preferences and select "Coordinates" under Display.

Adding a shadow to drawn objects
You can add a shadow to any object you draw. Display the InfoBox for the selected object, click the Lines & Colors tab, then make a selection from the Shadow drop-down box.

Redrawing the screen
As you change or add to the page contents, Freelance Graphics redraws the screen. To halt the redrawing of the screen, press ESC. This is particularly useful when the page has a complex drawing, such as a chart or a symbol, and you are drawing an object or experimenting with sizing or positioning an object. To redraw the screen, choose View - Redraw.

Undoing editing actions
You can undo up to 10 actions by choosing Edit - Undo.

Details: Drawing arcs

Drawing an arc by clicking points
You can also draw an arc by clicking the Arc icon, clicking the two endpoints, and then clicking a third point to define the curvature of the arc. However, dragging to define the curvature of the arc provides better visual feedback because you can see the curve change its shape as you drag the mouse.

Changing the shape of an arc
To reshape an arc after you create it, click the arc to select it, choose Edit - Points Mode, then drag any point on the arc to change its shape.

Closing an arc
To close and fill an arc, click to select it, then choose Drawing - Convert - To Polygons.

{button ,AL(`H_DRAW_ARCS_STEPS',1)} Go to procedure

Drawing arcs

1. Click the Drawing & Text button.

2. Click the Arc icon in the Tools section of the palette.

3. Position the crosshair pointer at the beginning point of the arc and drag to the endpoint.

   Freelance Graphics displays a dashed line.

4. Drag a point on the line to define the arc's curve.

   As you drag, you see a dashed outline of the arc.

5. Release the mouse button to complete the arc.

{button ,AL(`H_DRAW_ARCS_DETAILS',1)} <u>See details</u>

Details: Drawing circles and ellipses

To constrain a circle or ellipse to increments of one grid unit, choose View - Set Units & Grid and select "Snap to grid." When you draw the circle or ellipse, it snaps to the points on the grid.

To edit points on a circle or an ellipse, you must first convert it to a line. Click the circle or ellipse, then choose Drawing - Convert - To Lines.

{button ,AL(`H_DRAW_CIRCLES_ELLIPSES_STEPS',1)} Go to procedure

Drawing circles and ellipses

 Show me a demo

1. Click the Drawing & Text button.
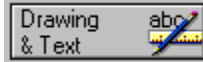
2. Click the Circle icon in the Tools section of the palette.

3. To draw an ellipse, position the crosshair pointer at the starting point of the ellipse and drag to size the ellipse.

   Note To draw a circle, press SHIFT as you drag.

   Freelance Graphics displays a dashed outline of the circle or ellipse.

4. Release the mouse button to complete the circle or ellipse.

   Tip To draw circles that contain text, use the Circle icon in the Text Shapes section of the palette.

{button ,AL(`H_DRAW_CIRCLES_ELLIPSES_DETAILS',1)} See details

Drawing curves

 Show me a demo

1. Click the Drawing & Text button.

2. Click the Curve icon in the Tools section of the palette.

3. Drag a line to create the first segment of the curve, then release the mouse button.

4. Repeat the previous step to create each segment of the curve.

   Note To delete a segment while drawing a curve, press BACKSPACE. Continue pressing BACKSPACE to delete segments in reverse.

5. Click the Pointer icon in the Tools section of the palette to complete the curve.

   Tip You can also draw a curve by following steps 1 and 2, then clicking a series of points on the page, or by combining the clicking and dragging actions.

{button ,AL(`H_DRAW_CURVED_LINES_DETAILS',1)} See details

Details: Drawing curves

To close and fill a curve, click the curve to select it, then choose Drawing - Convert - To Polygons.

To draw a cusp, see <u>Details: Changing the shape of curves by dragging points</u>.

{button ,AL(`H_DRAW_CURVED_LINES_STEPS',1)} <u>Go to procedure</u>

Details: Drawing an object with curved and straight segments
To draw a closed object, start with the Polygon icon.

To draw an open object, start with the Polyline icon or the Curve icon.

{button ,AL(`H_DRAW_CURVED_STRAIGHT_STEPS',1)} Go to procedure

Drawing an object with curved and straight segments
You can draw objects with curved and straight segments by drawing a combination of polylines, polygons, and curves.

1. Click the Drawing & Text button.

2. Click the Polygon, Polyline, or Curve icon in the Tools section of the palette. See <u>details</u>.

3. Draw the first segment of your drawing.

4. Switch to the next tool by clicking the Polyline, Polygon, or Curve icon. Continue to create the drawing by switching between these icons until you are through. Clicking any other icon will close the drawing.

   Note To delete a side or segment while drawing, press BACKSPACE. Continue pressing BACKSPACE to delete sides or segments in the reverse order of their creation.

5. Click the Pointer icon in the Tools section of the palette to complete the object.

{button ,AL(`H_DRAW_CURVED_STRAIGHT_DETAILS',1)} <u>See details</u>

Drawing freehand

The Freehand tool makes the mouse function like an electronic pen or pencil.

1. Click the Drawing & Text button.
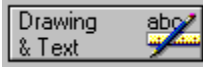
2. Click the Freehand icon in the Tools section of the palette.

3. Position the crosshair pointer at the starting point of the drawing, and hold down the left mouse button as you draw, as if you were drawing with a pencil.

    Tip Press BACKSPACE to stop drawing temporarily while you move the crosshair pointer to a new location. This starts a new object.

4. Release the mouse button to complete the drawing.

{button ,AL(`H_DRAW_FREEHAND_DETAILS',1)} See details

{button ,AL(`H_OBJ_GROUP_UNGROUP_STEPS;',0)} See related topics

Details: Drawing freehand

Adding an arrowhead to a freehand line
To add an arrowhead to a freehand line, double-click the line and select an Arrowhead option in the InfoBox.

Drawing several objects of the same type
To draw several objects of the same type without clicking the icon each time, choose File - User Setup - Freelance Preferences and select "Keep tool active" under Drawing tools. This is particularly useful if you are drawing a complex image. To deactivate a drawing tool, click the Pointer icon or another drawing icon in the Tools section of the palette.

Drawing perpendicular line segments with the Freehand tool
To draw perpendicular line segments with the Freehand tool, choose View - Set Units & Grid and select "Snap to grid." When you draw with the Freehand tool, each segment snaps to the grid points.

{button ,AL(`H_DRAW_FREEHAND_STEPS',1)} <u>Go to procedure</u>

Drawing lines and arrows

Show me a demo

1. Click the Drawing & Text Button.

2. Click the Line icon or the Arrow icon in the Tools section of the palette.

3. Position the crosshair pointer at the beginning point of the line or arrow and drag to the endpoint.

    As you drag, Freelance Graphics displays a dashed line.

4. Release the mouse button to complete the line or arrow.

    Tip You can also draw these by following steps 1 and 2, and then clicking the start and endpoints of the line or arrow.

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{button ,AL(`H_DRAW_LINES_ARROWS_DETAILS',1)} See details

Details: Drawing lines and arrows

Constraining a line or arrow to 45-degree increments
To constrain a line or arrow to 45-degree increments, press SHIFT as you drag. To create a horizontal line, for example, press SHIFT and drag horizontally across the page.

Adding a marker to a line or arrow
You can add a marker to the endpoints of a line or arrow by double-clicking the line and selecting a new marker in the InfoBox.

Constraining the length of a line or arrow to grid units
To constrain the length of a line or arrow to increments of one grid unit, choose View - Units & Grid and select "Snap to grid." When you draw the line, it snaps to the points on the grid.

Changing the position of an arrowhead
To change the position of an arrowhead from one end of the line to the other, or to place an arrowhead at both ends of a line, double-click the line or arrow and select an Arrowhead position in the InfoBox.

Drawing a multi-segmented arrow
To draw a multi-segmented arrow, click the Polyline icon in the Tools section of the palette, draw a multi-segmented line, then double-click it to add an arrowhead using the InfoBox.

Note You can also find multi-segmented arrows in the Connectors section of the palette.

Changing the size of an arrowhead
To change the size of an arrowhead, double-click the arrowhead and select a new size in the InfoBox.

{button ,AL(`H_DRAW_LINES_ARROWS_STEPS',1)} Go to procedure

Details: Drawing lines with multiple segments

Adding markers to a line
You can add a <u>marker</u> to the segments and endpoints of a line by double-clicking the line and selecting a new marker.

Constraining a line segment to 45-degree increments
To constrain a line segment to 45-degree increments, press SHIFT as you drag.

Constraining the length of a line to grid units
To constrain the length of a line to increments of one grid unit, choose View - Units & Grid and select "Snap to grid."
When you draw the line, it snaps to the points on the grid.

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{button ,AL(`H_DRAW_LINE_SEGMENTS_STEPS',1)} <u>Go to procedure</u>

Drawing lines with multiple segments

1. Click the Drawing & Text button.
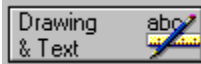
2. Click the Polyline icon in the Tools section of the palette.

3. Drag as many line segments as you want.

   Note To delete a segment while drawing a polyline, press BACKSPACE. Continue pressing BACKSPACE to delete line segments in the reverse order of their creation.

4. Click the Pointer icon in the Tools section of the palette to complete the polyline.

   Tip You can also draw a polyline by following steps 1 and 2 and then clicking the points for each segment, or by combining the clicking and dragging actions.

{button ,AL(`H_DRAW_LINE_SEGMENTS_DETAILS',1)} <u>See details</u>

Drawing polygons

Polygons are closed objects with three or more sides.

1. Click the Drawing & Text button.
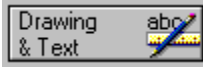
2. Click the Polygon icon in the Tools section of the palette.
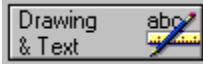
3. Drag the crosshair pointer the length of one side of the polygon, and release the mouse button to complete the side.

    Freelance Graphics displays a dashed outline of the polygon.

4. Repeat step 3 to draw additional sides of the polygon.

    Note To delete a side while drawing a polygon, press BACKSPACE. Continue pressing BACKSPACE to delete sides in the reverse order of their creation.

5. Click the Pointer icon in the Tools section of the palette to complete the polygon.
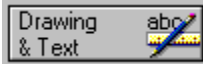
If you do not close the last side, Freelance Graphics automatically draws it by connecting the first and last line segments.

    Tip You can also draw a polygon by following steps 1 and 2, then clicking the points, or by combining the clicking and dragging actions.

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{button ,AL(`H_DRAW_POLYGONS_DETAILS',1)} <u>See details</u>

Details: Drawing polygons

To constrain the angle of a side to 45 degrees, press SHIFT as you drag.

To constrain the length of a side to increments of one grid unit, choose View - Set Units & Grid and select "Snap to grid."

{button ,AL(`H_DRAW_POLYGONS_STEPS',1)} <u>Go to procedure</u>

Details: Drawing squares and rectangles

To constrain the length of a side to increments of one grid unit, choose View - Set Units & Grid and select "Snap to grid." When you draw the square or rectangle, it snaps to the points on the grid.

To edit the points on a square or rectangle, you must first convert it to a polygon. Click the square or rectangle, then choose Drawing - Convert - To Polygons.

{button ,AL(`H_DRAW_RECTANGLES_STEPS',1)} Go to procedure

{button ,AL(`H_OBJ_EDIT_PTS_STEPS',0)} See related topics

Drawing squares and rectangles

1. Click the Drawing & Text button.

2. Click the Rectangle icon in the Tools section of the palette.

3. Do one of the following:

    • To draw a rectangle, position the crosshair pointer at the starting point of the rectangle and drag to size it.

    • To draw a square, press SHIFT as you drag.

    Freelance Graphics displays a dashed outline of the square or rectangle.

4. Release the mouse button to complete the square or rectangle.

    Tip To draw squares and rectangles that contain text, use the Rectangle icon in the Text Shapes section of the palette.

{button ,AL(`H_DRAW_RECTANGLES_DETAILS',1)} <u>See details</u>

Overview: Drawing with precision

Freelance Graphics has a number of features that help you draw precisely:

- A grid (a series of regularly spaced dots across the page) to help you align objects on the page. When you size or move objects, objects can "snap to" the points on the grid. You can change the horizontal and vertical distances between the grid points, show or hide the grid, and turn the snapping feature on or off. See <u>Displaying the drawing grid</u>.

- Commands to align objects with each other or space them evenly on a page. See <u>Aligning objects</u> and <u>Aligning objects on a grid</u>.

- The ability to move objects in grid increments with the keyboard. See <u>Moving objects on a page using the keyboard</u>.

- A drawing ruler to help you measure and align objects. See <u>Displaying and hiding the drawing ruler</u>.

- Coordinate display to help track the movement of the mouse pointer. See <u>Displaying and hiding coordinates</u>.

- After you create several objects, you can make them all the same size, make them smaller or larger by small, incremental amounts, or reduce or enlarge them by fixed amounts. See <u>Details: Sizing objects with the mouse</u>.

{button ,AL(`H_OBJ_ALIGN_STEPS;H_OBJ_ALIGN_GRID_STEPS;H_OBJ_SPACE_HOR_VERT_STEPS;H_DRAW PREC_RULER_DISPLAY_STEPS',0)} <u>See related topics</u>

Displaying and hiding coordinates

You can display coordinates in the <u>status bar</u> to track the movement of the mouse pointer and to help you with precise drawing tasks.

1. Choose View - Set View Preferences.

2. Do one of the following:

   • Select "Coordinates" to display onscreen coordinates.

   • Deselect "Coordinates" to hide the display of onscreen coordinates.

3. Click OK.

{button ,AL(`H_DRAWPREC_COORD_DISPLAY_DETAILS',1)} <u>See details</u>

Details: Displaying and hiding coordinates

Freelance Graphics displays two sets of coordinates in the status bar.

- The x- and y-coordinates represent the horizontal and vertical distances between the mouse pointer and the origin. The origin coordinates 0,0 are located at the top left corner of the page. You can change the point of origin. For more information, see Details: Displaying and hiding the drawing ruler.

- The other coordinates represent an object's height and width as you draw or size an object. These coordinates also show the distance an object is moved.

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{button ,AL(`H_DRAWPREC_COORD_DISPLAY_STEPS',1)} Go to procedure

Displaying the drawing grid

A grid (a series of regularly spaced dots across the page) helps you align and space objects evenly.

1. Choose View - Set Units & Grid.
2. Under Grid, select "Display grid."
3. (Optional) To make objects "snap" to the points on the grid, select "Snap to grid."
4. (Optional) Modify the horizontal or vertical spacing of the grid dots (this is based on the units of measurement specified).
5. Click OK.

   Freelance Graphics displays a grid on the pages in the current presentation. If you print or preview a page, the grid is not displayed.

{button ,AL(`;H_DRAWPREC_UNITS_MEASURE_STEPS',0)} See related topics

Details: Displaying and hiding the drawing ruler

Shortcuts
You can use the following SmartIcons to display and hide the drawing ruler.

How the ruler shows the location of selected objects
When an object is selected, the horizontal ruler shows the location of the left and right edges of the box around the object; the vertical ruler shows the location of the top and bottom edges. When multiple objects are selected, the drawing ruler displays the locations of the edges of the smallest area that surrounds all objects.

Drawing ruler units are based on the units of measurement you select in the Units & Grid dialog box. See Changing units of measurement for grids, margins, and rulers.

Setting the point of origin
By default, the point of origin (0,0) for the drawing ruler is at the top left corner of the page. To change the point of origin, first display the ruler, then click anywhere on the ruler across the top or along the left side of the page to set new zero points.

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{button ,AL(`H_DRAWPREC_RULER_DISPLAY_STEPS',1)} Go to procedure

Displaying and hiding the drawing ruler
You can display the drawing ruler along the top and left sides of the page in Current Page view. Use this ruler to determine the mouse pointer location when you create objects on the page.

1. In Current Page view, choose View - Set View Preferences.

2. Do one of the following:

    • Select "Drawing ruler" to display the ruler.

    • Deselect "Drawing ruler" to hide the ruler.

3. Click OK.

{button ,AL(`H_DRAWPREC_RULER_DISPLAY_DETAILS',1)} See details

Changing units of measurement for grids, margins, and rulers

You can choose the unit of measurement to be used by the drawing ruler, text ruler, the size of columns and rows in tables, page margins, grid spacing values, and coordinates in the status bar.

1. In Current Page view, choose View - Set Units & Grid.

2. Under Units, select the new unit of measurement.

3. Click OK.

{button ,AL(`H_DRAWPREC_UNITS_MEASURE_DETAILS',1)} <u>See details</u>

Details: Changing units of measurement for grids, margins, and rulers

Units
Units determine the type of measurement to be used by the drawing ruler, text ruler, page margins, grids, and coordinates in the status bar.

Grid
You can display grid lines in Current Page view. A grid is a series of regularly spaced dots across the page that helps you align and space objects. If you print or preview a page, the grid is not displayed.

"Display grid" turns the grid display on and off. Select this option to display the grid.

Toggling between showing and hiding the grid
You can use the following SmartIcons to toggle between showing and hiding the grid:
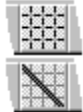
Snapping objects to a grid
Select "Snap to grid" to align objects on the grid as you add them. This aligns objects whether the grid is displayed or not.

Existing objects do not automatically snap to the grid when you select this option. You must select and move the objects before Freelance Graphics snaps them to the grid.

Toggling between turning grid snapping on and off
You can use the following SmartIcons to turn grid snapping on and off.
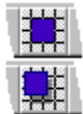
Note You can also press SHIFT+F7 to turn grid snapping on and off.

Horizontal and vertical space
This option determines the horizontal and vertical distance between the grid dots.

{button ,AL(`H_DRAWPREC_UNITS_MEASURE_STEPS',1)} <u>Go to procedure</u>

Copying objects between presentations in Freelance Graphics

1. <u>Select</u> the object you want to copy.

2. Choose Edit - Copy.

3. Go to where you want to paste the object.

4. Choose Edit - Paste to paste the object.

Copying objects from one place to another

You can copy and paste within a presentation, from one presentation to another, or from another Windows application to Freelance Graphics.

1. Select the object you want to copy.
2. Choose Edit - Copy.
3. Go to where you want to paste the object.
4. Choose Edit - Paste.

The object is pasted, but also remains on the Clipboard until you copy or cut again in any Windows application. This allows you to paste an object repeatedly.

{button ,AL(`H_PAGE_COPY_STEPS',0)} See related topics

Moving objects from one place to another

You can move objects by cutting and pasting them within a presentation, from one presentation to another, or from one Windows application to another.

1. Select the object you want to move.
2. Choose Edit - Cut.
3. Go where you want to paste the object.
4. Choose Edit - Paste.

The object is pasted, but also remains on the Clipboard until you cut or copy again in any Windows application. This allows you to paste an object repeatedly.

{button ,AL(`H_EDIT_MOVE_KBD_STEPS;H_MOVING_OBJECTS_BY_DRAGGING_STEPS',0)} See related topics

Deleting objects

1. Click the object you want to delete.

   Note To delete several objects at once, press SHIFT as you click each additional object.

2. Do one of the following:

   • To delete objects and store them on the Clipboard, choose Edit - Cut. The objects remain on the Clipboard until you copy or cut again.

   • To delete the objects and remove them completely from your computer, choose Edit - Clear.

{button ,AL(`H_PAGE_REMOVE_STEPS',0)} See related topics

Moving objects on a page using the keyboard
It is generally easier to move objects with the mouse, but you can move objects more precisely using the keyboard.

1. Click the object you want to move.

    Note To move several objects at once, press SHIFT as you click each additional object.

2. Press , ↓, ←, or → to move the dotted outline representing the object.

    If the "Snap to grid" feature is turned on, each time you press an arrow key the object moves one grid unit.

3. Press ENTER to move the object.

{button ,AL(`H_EDIT_CUT_PASTE_STEPS;H_MOVING_OBJECTS_BY_DRAGGING_STEPS;H_DRAWPREC_UNI TS_MEASURE_STEPS',0)} See related topics

Overview: Pasting cut or copied objects

When you cut or copy an object in any Windows application, the object is stored on the Windows Clipboard. The object remains on the Clipboard until you copy or cut again in any Windows application.

Depending on the application you use to cut or copy the object, the object may be stored on the Clipboard in a variety of formats.

When you use Edit - Paste to paste an object from the Clipboard, Freelance Graphics looks among the formats available on the Clipboard and makes a "best guess" at which format you want to use.

If you want to paste the object using a format you pick yourself, use Edit - Paste Special.

To do a simple copy and paste, see Copying objects from one place to another.

To make copies of an object that are progressively offset from the original, see Replicating objects.

To cut an object and paste it somewhere else, see Moving objects from one place to another.

Replicating objects

You can make copies of an object that are progressively offset from the original.

1. Choose File - User Setup - Freelance Preferences.
2. Select "Offset copy from original," and click OK.
3. Click the object you want to replicate.

    Note To replicate several objects at once, press SHIFT as you click each additional object.

4. Choose Edit - Replicate.

5. (Optional) Repeat step 4 for each copy you want to make.

{button ,AL(`H_OBJ_SIZE_STEPS;H_MOVING_OBJECTS_BY_DRAGGING_STEPS',0)} See related topics

Undoing actions
You can undo up to the last ten actions you performed.

To undo an action
Choose Edit - Undo.

Note Some actions cannot be undone. If a command or action cannot be undone, Undo is dimmed on the Edit menu.

Turning Undo on and off
In most situations, you will want to keep Undo enabled. However, disabling Undo can sometimes enhance the speed of Freelance Graphics.

1. Choose File - User Setup - Freelance Preferences.

2. Under Undo, select Enable or Disable.

3. Click OK.

Overview: Presentation files

Presentation files contain the pages of your presentation. You do not have to save each page as a separate file--a single Freelance Graphics file can hold many pages. The number of pages that you can have in a presentation file depends on your system memory. Each presentation file has the same SmartMaster look for all its pages.

The presentation file extension is PRZ. The extension for SmartMaster content topics is SMC. The extension for SmartMaster look files is MAS.

You can also open presentation files created in earlier versions of Freelance Graphics: Freelance Graphics for Windows Release 1.0 and 2.x presentation files have the extension PRE; Freelance Graphics 2.x for OS/2 presentation files have the extension PRS.

You can import files and export files, as well as copy pages between presentations that you create in Freelance Graphics. You can also distribute your presentation for review by others.

{button ,AL(`H_SHARING_DATA_USING_OLE_2_OVER;H_COMMON_OLE_PROCEDURES_OVER;H_REVCOM_ OVER',0)} <u>See related topics</u>

Closing a presentation

To close a presentation, choose File - Close.

Note If you have not saved the file, Freelance Graphics asks if you want to save the file. If you click OK and have not yet named the file, Freelance Graphics displays the Save As dialog box so you can specify a file name.

Deleting Freelance Graphics files from your hard disk
You can delete files to free up disk space.

1. (Optional) Delete one or more SmartMaster looks (.MAS), SmartMaster content topics (.SMC), clip art (.SYM), and diagrams (.DGM) from the \LOTUS\SMASTERS\FLG folder (directory).

2. (Optional) Delete one or more multimedia files (.WAV, .AIM) from the \LOTUS\FLG\MEDIA folder.

3. (Optional) Delete one or more presentation files (.PRZ, .PRE, and .PRS) from the \LOTUS\WORK\FLG folder.

Notes

If you changed the folders where each of these file types reside, substitute those folders for the default folders listed here.

If you are sharing Freelance Graphics on a network, only your LAN administrator can delete files from the \LOTUS program folder.

{button ,AL(`H_FILE_REINSTALL_STEPS',0)} See related topics

Specifying the folders (directories) for Freelance Graphics

You can set the default folders (directories) Freelance Graphics uses.

1. Choose File - User Setup - Freelance Preferences.
2. Click File Locations.
3. Type in the folders (directories) you want to use, then click OK to return to the Freelance Graphics Preferences dialog box.
4. Click OK.

Note You can change the folder (directory path) when you open or save a file. The folder (directory) change is in effect for that file for the current Freelance Graphics session only, and does not affect the default folder (directory) setting.

Details: Ending a Freelance Graphics session

File - Exit & Return

When you are editing an embedded OLE Freelance Graphics presentation, File - Exit & Return exits Freelance Graphics and you return to the client application.

When you return to the client application, the Freelance Graphics presentation object displays a pictorial representation of the last page that you were working on in that application. The next time you edit that object (by double-clicking the object), your Freelance Graphics presentation opens to that page.

If you choose File - Exit & Return and you have modified the Freelance Graphics presentation, you are prompted to update the Freelance Graphics presentation object.

{button ,AL(`H_FILE_EXIT_STEPS',1)} Go to procedure

Ending a Freelance Graphics session

To end a Freelance Graphics session and close the application, choose File - Exit Freelance Graphics.

If you have not saved your presentation, Freelance Graphics will prompt you to save the presentation. If you click OK and have not yet named the file, Freelance Graphics displays the Save As dialog box so you can specify a file name.

───

{button ,AL(`H_FILE_EXIT_DETAILS',1)} See details

Details: Specifying network options for sharing presentations
Only one user at a time can have a file's reservation, even though more than one user can look at the file at the same time. You would typically reserve a file only if you are working with files on a network.

Reservation

- Get--Gives you the reservation for the file (if no one else has it).
- Release--Releases the reservation. Use this when you are finished editing the presentation.

Setting

- Automatic--Gives you the file reservation automatically when you open the file (if no one else has it).
- Manual--Gives you the file reservation only when you select "Get" under Reservation.

If you open the file without the reservation, Freelance Graphics displays Read Only after the file name.

Reservations for files on a standalone system
File reservation is typically used for network files, but you can also set reservations for files on your computer. For example, you may want other users to view a file on your system but not want them to change the file. In this case, set the reservation to Manual so no one can accidentally overwrite your file.

_____

{button ,AL(`H_FILE_NETWORK_STEPS',1)} Go to procedure

Specifying network options for sharing presentations

You must name and save a file before this menu item is available.

1. Choose File - User Setup - Network Options.
2. Specify the reservation and setting.

    See Details
3. Click OK.

{button ,AL(`H_FILE_NETWORK_DETAILS',1)} See details

Details: Opening an existing presentation

Open one or more files at a time
To open a presentation in place of the current file, select "Replace current file" in the Open dialog box. To open more than one file at a time, deselect this option.

Tip Use the Window menu to tile or cascade the windows.

Note At the end of the File menu, Freelance Graphics displays the names of up to the last five files opened. Choose one of these files to open it. To set how many file names are displayed, choose File - User Setup - Freelance Preferences, select "Recent files", and specify the number of file names to display.

Choose which view to display when you open a file
To open a presentation file in a different view, choose File - User Setup - Freelance Preferences and, under Startup view, select the view you want the file to open in.

Network files and reservations
If the file is on a network and someone else has the file reservation, you can open the file as read-only. This means you can use the file, but you can save changes to it only if you save it with another file name.

If you open the file without the reservation, Freelance Graphics displays Read Only after the file name in the title bar. For more information about getting a file reservation, see Specifying network options for sharing presentations.

Files of type
This specifies the type of files you want listed in the File name box. To list files with other extensions, select one or edit the extension in the File name box.

The default file types are:

- Lotus Freelance Presentation (PRZ)--Displays Freelance Graphics Release 9, Freelance Graphics 97, Freelance Graphics for OS/2 Warp 4, and Freelance Graphics 96 for Windows and OS/2 presentation file names.

- Lotus Freelance 2.x Presentation (PRE)--Displays Freelance Graphics for Windows Release 1.0 and 2.X presentation file names.

- Lotus Freelance SmartMaster look (MAS)--Displays SmartMaster look file names.

- Lotus Freelance SmartMaster Content (SMC)--Displays Freelance Graphics SmartMaster content topic file names.

- Lotus Freelance Clip Art (SYM)--Displays clip art library file names.

- Lotus Freelance Diagram (DGM)--Displays diagram library file names.

- Lotus Freelance 2.x for OS/2 (PRS)--Displays Freelance Graphics 2.x for OS/2 presentation file names.

  Note You can only import PRS files; you cannot save a file in this format.

- Freelance (DRW)--Displays Freelance Graphics for DOS draw files.

  Note You can only import DRW files; you cannot save a file in this format.

For information about other file types that you can import, see Overview: Import file types; for other file types you can export, see Overview: Export file types.

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{button ,AL(`H_FILE_OPEN_STEPS',1)} Go to procedure

Opening an existing presentation

Freelance Graphics opens a file in the view in which it was saved. For example, if you saved and closed a presentation in Outliner view, the next time you open the presentation, it opens in Outliner view.

1. Choose File - Open.

Note If you're running a DMS, it displays its own dialog box rather than the Freelance Graphics dialog box. See Overview: Using DMS dialog boxes.

2. Under Files of type, select the file type you want.

    See File types

3. Under Look in, select the folder (directory) containing the file you want.

4. Select the file name from the file list box.

5. Click Open.

Note Click Lotus Notes to open a file stored in a Notes database. Click Internet to open a file from a host server on the Internet.

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{button ,AL(`H_FILE_OPEN_DETAILS',1)} See details

Reinstalling deleted Freelance Graphics program files

This procedure applies only to standalone users of Freelance Graphics. If you are sharing the Freelance Graphics program on a network, notify your LAN administrator if any files are missing or unavailable.

1. Click Start in the Windows Taskbar.
2. Choose Run.
3. Do one of the following:
    - If you are installing from a diskette or CD, type **a:install** (or specify the letter of the drive you are installing from) in the Open box.
    - If you are installing from a network server, type **x:\path\install** in the Open box, where x:\path is the drive letter for the Freelance Graphics program or distribution directory on your server.
4. Click OK.
5. From the Welcome dialog box, enter your name and company and click Next.
6. Select "Customize features - Manual install" from the Install Options dialog box and click Next.
7. Select the appropriate files and features in the Customize dialog box. (Deselect the features you already have.)
8. Click Next, and follow the instructions online.

Saving a presentation

Using File - Save

To save a presentation, from the File menu, choose Save.

Note If you are saving a presentation for the first time, Freelance Graphics displays the Save As dialog box.

Using File - Save As

You use File - Save As to save a file using another name or directory.

1. From the File menu, choose Save As.

2. Select the file type in Save as type. For more information see <u>Overview: Freelance Graphics file types</u>.

   Note You can also export a file from Save As. For more information, see <u>Overview: Export file types</u>.

3. Choose a folder (directory) and type the new file name.

4. (Optional) If you have chosen to save this presentation as a PRZ file (the standard Freelance Graphics presentation file type) and you want to prepare this presentation so it can be run as a screen show without Freelance Graphics, be sure that "Prepare for Mobile Screen Show Player" is selected.

   Note The Mobile Screen Show Player is a separate application that runs externally to Freelance Graphics. You can use the player to assemble and play screen shows using one or more existing presentation files. To start the Mobile Screen Show Player, double-click the Mobile Screen Show Player icon.

5. Click Save.

Note

Click Lotus Notes to save a file to a Notes database. Click Internet to save a file to a host server on the Internet.

{button ,AL(`H_FILE_SAVE_DETAILS',1)} <u>See details</u>

{button ,AL(`H_SSRUN_SS_OVER;H_ODMA_OVER',0)} <u>See related topics</u>

Details: Saving a presentation

You can specify how to save a file in the Freelance Graphics Preferences dialog box. To open the dialog box, choose File - User Setup - Freelance Preferences.

- Replace--Overwrites the existing file with the new one.
- Backup--Save previous copy to backup directory.
- Confirm--Confirm that you want to write over an existing file or backup file.

To automatically save the current file at specified time intervals, select "Auto timed save" and set the time interval.

File - Save Copy As

When a Freelance Graphics presentation is an embedded OLE object in another application, and you are editing the embedded Freelance Graphics presentation, File - Save Copy As saves a copy of the object as a Freelance Graphics presentation file without updating the object in the client application.

Typically, when you are editing a Freelance Graphics presentation object that is embedded in another application, you use File - Update to save the changes you have made to the object to the other application. Use File - Save Copy As instead to create a new presentation file from the current state of the embedded Freelance Graphics presentation object.

For a list of presentation file types that you can save a presentation as see, file types. For a list of other formats you can save a file as, see Overview: Export file types.

{button ,AL(`H_FILE_SAVE_STEPS',1)} Go to procedure

{button ,AL(`H_DSET_PREFERENCES_CS;H_SSRUN_SS_OVER',0)} See related topics

Overview: Freelance Graphics file types

The following is a list of file types directly related to Freelance Graphics.

- Lotus Freelance Presentation (PRZ)--Displays Freelance Graphics Release 9, Freelance Graphics 97, Freelance Graphics for OS/2 Warp 4, and Freelance Graphics 96 for Windows and OS/2 presentation file names.
- Lotus Freelance 2.x for Windows (PRE)--Displays Freelance Graphics for Windows 1.0 and 2.x presentation file names.
- Lotus Freelance 2.x for OS/2 (PRS)--Displays Freelance Graphics for OS/2 1.x and 2.x presentation file names.

  Note You can only import PRS files; you cannot save a file in this format.

- Lotus Freelance SmartMaster Content (SMC)--Displays Freelance Graphics SmartMaster content topic file names.
- Lotus Freelance SmartMaster look (MAS)--Displays SmartMaster look file names.
- Lotus Freelance Clip Art (SYM)--Displays clip art library file names.
- Lotus Freelance Diagram (DGM)--Displays diagram library file names.
- Freelance (DRW)--Displays Freelance Graphics for DOS draw files.

  Note You can only import DRW files; you cannot save a file in this format.

For information about other file types that you can import, see <u>Overview: Import file types</u>; for other file types you can export, see <u>Overview: Export file types</u>.

Overview: Using DMS dialog boxes

Document Management Systems (DMS) provide sophisticated search capabilities for finding files across a network. Once installed, a DMS integrates with your Windows applications, and displays a DMS dialog box instead of the application's dialog box whenever you have the opportunity to browse for a file.

For example, DOCS Open is a DMS. If DOCS Open is installed on your system, when you choose File - Save As, a DOCS Open dialog box will be displayed instead of the Freelance Graphics dialog box.

Note When you use a DMS to save a presentation file, the DMS automatically saves the file in a format that can be opened both in Freelance Graphics and in the Mobile Screen Show Player.

The Help provided for a DMS dialog box is the DMS application's Help rather than Freelance Graphics Help. If you need additional information on how to use these dialog boxes or on using a DMS, contact your system administrator.

Saving or opening files on a local hard disk

When you need to save or open a presentation file on your local hard disk, you need to disable the DMS.

1. Choose File - User Setup - Freelance Preferences.
2. Select "Disable Document Management System (DMS)."
3. Click OK.

Displaying a presentation's DMS profile

Once you have saved the current presentation, you can display its DMS profile in Freelance Graphics.

1. Choose File - Presentation Properties.
2. Click DMS Doc Info.

   Note The file name displayed in the DMS profile is a temporary file name used by the system. The file will be saved with the file name you specify.

Opening bitmap files

To find bitmap files on your system, follow these steps.

1. Under Files of type, select Windows/PM Bitmap (BMP) or the type of file you want.

   Note If you are running a DMS, it displays its own dialog box rather than the Freelance Graphics dialog box. See Overview: Using DMS dialog boxes.

2. Under Look in, select the folder (directory) you want.

   Tip To see a list of folders you have looked in recently, click the arrow next to "Recent directories."

3. Select the file name in the file list box.

4. Under Store in presentation, select whether to embed or link the file.

5. Click Open.

Tip Click the "Up one level" icon in the dialog box to go to a higher level folder. Click the icon repeatedly to get to all your drives.

Note Click Lotus Notes to open a file stored in a Notes database. Click Internet to open a file from a host server on the Internet.

Opening files

1. Under Files of type, select the file type you want.

    Tip For a list of file types, seeOverview: Import file types.

    Note If you import files other than Freelance Graphics files, such as .EPS, .TIF, .BMP files, and so on, see Details: Importing objects and files.

    If you are running a DMS, it displays its own dialog box rather than the Freelance Graphics dialog box. See Overview: Using DMS dialog boxes.

2. Under Look in, select the folder (directory) containing the file you want.

3. Select the file name in the file list box.

4. Click Open.

    If someone else is using the file you selected and has the reservation, or if you selected a file that's set to read-only, Freelance Graphics asks whether you want to open the file with read-only access.

Tip Click the "Up one level" icon in the dialog box to go to a higher level folder. Click the icon repeatedly to get to all your drives.

Note Click Lotus Notes to open a file stored in a Notes database. Click Internet to open a file from a host server on the Internet.

Opening movie files

To find movie files on your system, follow these steps.

1. Under Files of type, select the file type you want.

   Note If you are running a DMS, it displays its own dialog box rather than the Freelance Graphics dialog box. See Overview: Using DMS dialog boxes.

2. Under Look in, select the folder (directory) you want.

   Tip To see a list of folders you have looked in recently, click the arrow under "Recent directories."

3. Select the file name in the file list box.

4. Under Store in presentation, select whether to embed or link the file.

   Tip To see the movie, click Preview.

5. Click Open.

Tip Click the "Up one level" icon in the dialog box to go to higher level folder. Click the icon repeatedly to get to all your drives.

Opening 1-2-3 named charts

To find 1-2-3 named charts files on your system, follow these steps.

1. Under Files of type, select the 1-2-3 file type you want.

2. Under Look in, select the folder (directory) you want.

   Tip To see a list of folders you have looked in recently, click the arrow next to "Recent directories."

3. Select the file name in the file list box.

4. Click Named Charts.

5. Select the chart you want and click OK.

6. Click Open.

Tip Click the "Up one level" icon in the dialog box to go to a higher level folder. Click the icon repeatedly to get to all your drives.

Opening sound files

To find sound files on your system, follow these steps.

1. Under Files of type, select the file type you want.

2. Under Look in, select the folder (directory) you want.

   Tip To see a list of folders you have looked in recently, click the arrow next to "Recent directories."

3. Select the file name in the file list box.

4. Under Store in presentation, select whether to embed or link the file.

   Tip To hear the sound, click Play.

5. Click Open.

Tip Click the "Up one level" icon in the dialog box to go to a higher level folder. Click the icon repeatedly to get to all your drives.

Opening .TXT files

1. Under Files of type, select ASCII Text (TXT).

2. Under Look in, select the directory containing the file you want.

3. Select the file name in the file list box.

4. (Optional) Under Character Set, select a code page.

5. Click Open.

Tips

If you want Freelance Graphics to close the current file before opening another one, select "Replace current file." If you want to display multiple files, each in its own window, deselect "Replace current file."

Click the "up one level" icon in the dialog box to go to a higher level folder. Click the icon repeatedly to get to all your drives.

Note Click Lotus Notes to open a file stored in a Notes database. Click Internet to open a file from a host server on the Internet.

Saving a palette

1. Choose a folder (directory) and type the new file name.

2. Click Save.

Overview: Fonts

When you install Freelance Graphics, TrueType fonts are automatically installed in the appropriate directory. SmartMaster looks are specifically designed to use the fonts listed in the table below, as well as the fonts that come with the operating system.

Freelance Graphics TrueType fonts

Font name	TTF file name
Brush Script	BRS_____TTF
Gill Sans	GIL_____TTF
Gill Sans Bold	GNB_____TTF
Gill Sans Bold Italic	GNBI____TTF
Gill Sans Italic	GNI_____TTF
Letter Gothic	LC_____TTF
Letter Gothic Bold	LCB_____TTF
Letter Gothic Bold Italic	LCBI____TTF
Lydian	LY_____TTF
News Gothic	NEGR____TTF
News Gothic Bold	NGOB____TTF
News Gothic Condensed	NGOC____TTF
News Gothic Italic	NGOI____TTF
Perpetua	PER_____TTF
Perpetua Bold	PERB____TTF
Perpetua Italic	PTI_____TTF
Perpetua Bold Italic	PTBI____TTF
Photina Casual Black	PHOTCABL TTF

Note If you open a presentation created in an earlier release of Freelance Graphics that used ATM fonts, these fonts are mapped to the nearest TrueType font as soon as you make a change to the presentation.

bitmap

A raster graphics file that forms images from a series of dots or pixels. Bitmaps look more like objects than metafiles. However, when a bitmap is a pictorial representation of an object, it does not contain information about the object it represents.

Notes

A bitmap cannot be ungrouped.

Changing the scale of a bitmap may distort the image.

cell margin
The space on the left and right sides of text in a cell.

Clipboard
The Windows area that stores the contents of an Edit - Cut or Edit - Copy command until you overwrite it with another Edit - Cut or Edit - Copy command or you exit Windows. You can paste the Clipboard contents into Freelance Graphics or another Windows application.

collection

A group of selected objects that may include text, drawn objects, connectors, or any other objects in a presentation.
To select more than one object, press the SHIFT key and click additional objects.
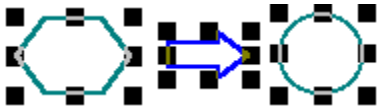
color libraries

The full range of 256 colors available in Freelance Graphics. A color library consists of 240 defined colors and 16 open slots for you to create your own custom colors.

color palettes

A set of complementary colors that set the tone and mood for a presentation. Each SmartMaster look has a black-and-white and a color palette associated with it.
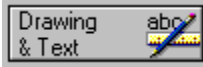
draft mode
In Outliner view, the mode that displays text without any formatting.

embedded or linked files

Use embedded files to create a presentation that is easily portable. For example, if you embed movies and sounds in your presentation and then send your presentation to someone using the   mobile screen show player or TeamReview, you can send the presentation complete with its movies and sounds. Embedding a file makes it part of a presentation and increases the size of the presentation.

Use linked files when you want to create a link from the presentation to another file. Freelance Graphics stores only the path and name of the file. Linking files keeps the size of your presentation to a minimum, but all the files must be available when you run the presentation.

Caution If you choose to link your files, deselect "Prepare for Mobile Screen Show Player" when you save your file the first time, or Freelance Graphics will convert the linked files to embedded files.

TeamReview: Author's desktop
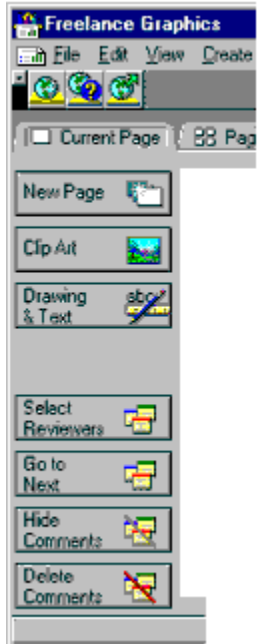
TeamReview: Reviewer's desktop

The four icons below are:

    1 - Freehand tool

    2 - Arrow tool

    3 - Line tool

    4 - Circle tool

Example: Current Page view

Current Page view

1. Title bar and window controls
2. Menus and document controls
3. SmartIcons
4. Tabs for changing views (on the left)
5. Guide Me button (on the right)
6. Buttons for new pages, clip art and diagrams, speaker notes, and drawings and text
7. Status bar

Example: Outliner view

Labels pointing to interface elements:

1. Title bar showing: **Freelance Graphics**
2. Menu bar: File Edit View Create Presentation Text Window Help
3. SmartIcons toolbar
4. 5. Tabs: Current Page | Page Sorter | Outliner — Guide Me
6. Outliner buttons toolbar — Title
7. Sample picture of this page

Outliner view content:

3

Outliner view

1. Title bar and window controls
2. Menus and document window controls
3. SmartIcons
4. Tabs for changing views (on the left)
5. Guide Me button (on the right)
6. Outliner buttons
7. Sample picture of this page
8. Status bar

4

8. Status bar: Arial 46 B I U Page Layout... Page 3 of 11

Example: Page Sorter view

grouped objects

Objects composed of many parts that have been grouped together.

Note In general, it is easier to select, size, and copy grouped objects than it is to work with an ungrouped collection of objects.
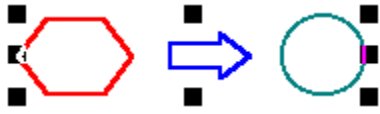
Guide Me button

Click Guide Me to get guidance on completing different tasks in Freelance Graphics.
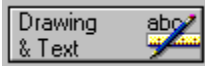
handles

Small boxes that appear around the edges of an object when that object is selected. You can drag a handle to change an object's size.

Tip To maintain the aspect ratio when you resize an object, press SHIFT and drag a corner handle.
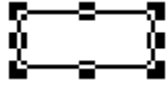
insertion point

When editing text, the location where the text you type is inserted. The insertion point is indicated by a blinking vertical line. As you type, text appears to the left as the insertion point moves to the right.

marker

A symbol, such as a box or a circle, that you can use to mark the segments of a polyline.

menu bar

The menu bar contains the commands used in Freelance Graphics.

Selection-sensitive menu appears here

File   Edit   View   Create   Presentation   Text   Window   Help

metafile

A file in a graphical format that contains a set of generically defined information so that it can be read by all applications that follow the rules for creating and reading metafiles. Metafiles contain objects and can, to some extent, be manipulated. For example, you can resize and ungroup a metafile in Freelance Graphics.

Note If you ungroup a metafile, it is no longer a metafile. If the metafile was linked, the ungrouped objects are no longer linked.

To move, collapse, or close the InfoBox

To change different properties, click a tab.

To move the InfoBox, drag here.
To collapse or reopen the InfoBox, double-click here.

To close the InfoBox, click here.
To get Help, click here.
To select part of an object, click here.

Properties for: Text ?.. ✕

Font name: Size: Attributes:
Garamond   8
Gill Sans
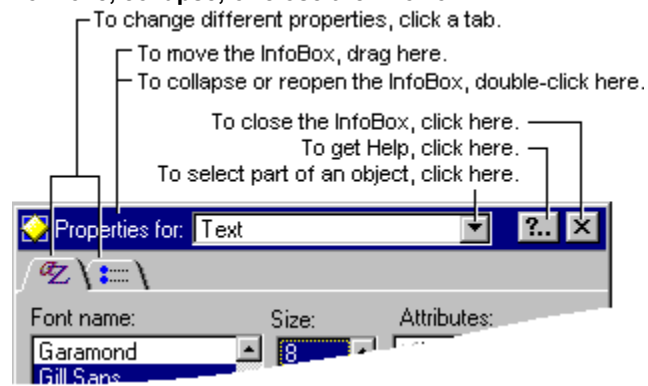
To open a content topic

1. Choose File - Open.
2. Click the Look in box and select the \LOTUS\SMASTERS\FLG folder (directory) or the folder where the .SMC files are stored.
3. Under Files of type, select "Lotus Freelance SmartMaster Content (SMC)."
4. Double-click the name of the content topic you want to open.

To open the InfoBox

Do one of the following:

- Select an object and choose Properties from the menu for that object.
- Select an object and click the InfoBox icon.

- Double-click the object (except for objects that contain text).

backdrop

The design source for a SmartMaster look that controls the background color and graphic components of all page layouts except the Title page.

printable area
The area inside the dotted lines in a presentation page. The printable area is what Freelance Graphics prints when you send a page to a printer. The printable area is determined by the output device you selected.

properties

Characteristics of an object that determine how the object appears in a presentation or a screen show. A property can be a color, the width of a line, a font, the shape of a bullet, or a special effect that is visible only during a screen show. You use the InfoBox to change the properties of an object.

To select an object

- To select one object, click the object.

- To select additional objects, press SHIFT and then click the other objects.

When you select an object, Freelance Graphics displays small square handles around the edges of the object.

Note To select an OLE custom control object, make sure that "Design OLE controls" is selected in the View Menu. If "Design OLE controls" is deselected in the View menu, a single click on the OLE custom control object will run the control.

To select pages

- In Current Page view, click anywhere on the page so no other object is selected.
- In Outliner view or Page Sorter view, click the page picture to select it.

  Note To select more than one page in Outliner view or Page Sorter view, hold down the SHIFT key, and click additional pages.

To select pages in Outliner view

- To select one page, click the page picture.

- To select several pages, press SHIFT and click each page picture. You can only select adjacent pages.

When a page is selected in Outliner view, Freelance Graphics displays a box around all the text on that page.

To select text

To select a text block:

- Click the text to select the block in which the text is displayed. Selection handles appear around the selected text.

To select text within a text block, text shape, table, or organization chart:

- Double-click the text, and drag the mouse over the text you want to select.   A dark highlight displays over selected text.

To select text in Outliner view

- To select one line of text, click the bullet.

- To select several lines of text, drag the mouse pointer down the red margin line and across the page to draw a box around several lines of text.

SmartChart

A chart on a content page with a predefined type, style, attributes, labels, and legends. When you choose a content page that contains a SmartChart, you see a "Click here..." prompt and a small image of the chart. Click the prompt text to enter your own data.

SmartIcons
Small pictures that provide single-click access to Freelance Graphics commands.

staff position

One entry on an organization chart reporting to the top entry. For example, an assistant may report to the top entry in an organization chart.

status bar

Rockwell	40	B	I	U	c:\	Page Layout...	Page 7 of 12	
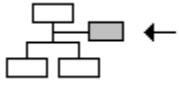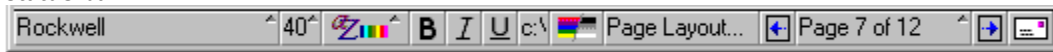
At the bottom of the Freelance Graphics window, a bar that contains controls for changing the font and other text properties, switching the presentation from color to black and white, changing the page layout, moving between pages in a presentation, and sending mail.

Some of the options in the status bar change when you change views or select different types of objects.

tabs

Display your presentation in different views.

- Current Page view displays individual pages of a presentation.
- Page Sorter view displays thumbnail sketches of all the pages in a presentation.
- Outliner view displays the title text and bulleted lists from your presentation in outline form.
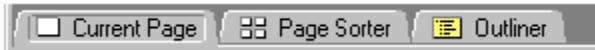
text level

Levels of indentation for text in a text block or bulleted list. In Freelance Graphics, you can have five levels of indented text.

Outdent or indent text levels   Decrease or increase text size

| ← Level 3 → | Tips... | OK | A A A |

■ Level 1
   ◆ Level 2
     ► Level 3
       ▸ Level 4
         ▬ Level 5
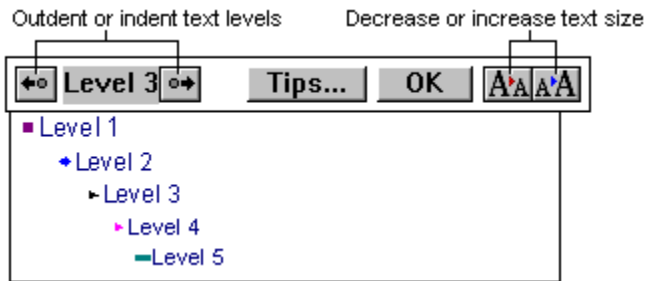
page pictures

Small samples of your presentation pages that Freelance Graphics displays in Page Sorter view, Outliner view, and in the Presentation Browser. You can select these pictures to move and copy pages within and between presentations.
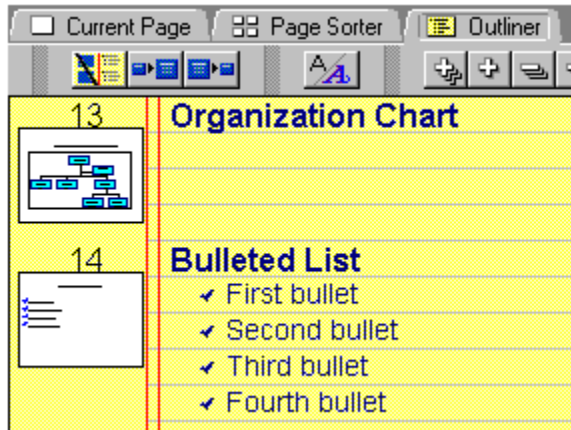
title bar
Displays the name of the application, the name of the current document, and the window control icons at the top of a window. When you highlight a command on a menu, the title bar displays a one-line description of that command.

Windows control buttons
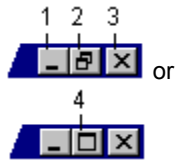
- Minimize button (1) reduces the Freelance Graphics application or document window to an icon in the Windows 95 task bar.

- Restore button (2) restores the window to the size before you maximized it.

- Close button (3) closes the current window.

- Maximize button (4) enlarges the Freelance Graphics application or document window to fill the entire screen.

window control menu

↓

Click the Freelance Graphics icon in the upper left corner of the window to display the window control menu. These commands allow you to restore, move, size, minimize, maximize, and close the application or document window.

Exporting files

You can export a Freelance Graphics presentation to a file format that other applications can read. Only the current page of the presentation is exported, except for the HTM file type (World Wide Web) which exports the entire presentation as a series of HTM files.

1. Choose File - Save As.

2. Under Save as type, select the file type you want to export.

3. (Optional) If you want to save the file to a folder (directory) other than the default, under Save in, select the folder (directory) where you want to put this file.

4. Under File name, type the export file name in the File name box.

5. (Optional) Click Options to modify the export options or to use another profile for the selected file type, then click OK.

    See details

6. Click Save.

{button ,AL(`H_IMAGEMK_EXPORTING_FILES_DETAILS',1)} See details

{button ,AL(`;H_IMAGEMK_PROFILES_OVER;H_IMAGEMK_SIZES_OVER;H_IMAGEMK_TYPES_OVER',0)} See related topics

Details: Exporting files
The following options are available depending on the format of the file you are exporting.

You can store settings that you frequently use in profiles. For more information, see <u>Overview: Export file profiles</u>.

Background Rectangle
Copies the background color from your presentation. Select this to include a colored background in the export file.

Color Translation
Copies or converts colors.

- Normal. No translation (colors will be unchanged).
- Inverse. Converts all colors to opposites.
- Inverse Grays Only. Converts only black, white, and shades of gray to opposites.
- Gray Scale. Converts all colors to shades of gray.
- Inverse Gray Scale. Converts all colors to opposites, then to shades of gray.

Data Compression
Reduces the amount of space required to store the export file.

- Packbits. A widely supported, general compression technique.
- Modified Huffman. Best for black-and-white (bi-level) images.
- Group3. Use only to create CCITT Group 3 faxes.
- Group4. Use only to create CCITT Group 4 faxes.
- RLE. Best for simple images (BMP files only).

Notes
Some file formats (EPS, for example) support several data compression techniques. But an application using such a format may support only a subset of the available data compression techniques. Check the other application's documentation for information about what types of data compression it supports.

For Encapsulated PostScript (EPS) files, data compression applies to the TIFF-format preview only, not the actual PostScript image.

File Type
(BMP only). Indicates a Windows or OS/2 bitmap file. When you export to a BMP (Windows bitmap) file type, select "Win 3.X" to use the file under Microsoft Windows (Release 3.0 or later and Windows 95), or select "OS2 PM 1.X" to use the file under IBM OS/2 (Version 1.0 or later).

Fill Mode
Controls the conversion of fill patterns.

- Device. Substitutes fill patterns from the export file type.
- Stroked. Approximates the Freelance Graphics fill patterns using other capabilities of the export file type (for example, some patterns may become filled polygons).

Stroked provides a more accurate translation and a greater variety of fill patterns, but the file will be larger and the images may take longer to draw in the target application.

Format
Controls how colors are represented.

Format:	Number of colors:
Bi-level	2 (black and white)
8 color	8 colors
16 or 256 gray	16 or 256 shades of gray
16 or 256 color	16 or 256 colors using an optimal palette
16 color palette	16 colors defined in a special palette
16 bit RGB color	5 bits red, 5 bits green, 5 bits blue, one bit unused
24 bit RGB color	8 bits red, 8 bits green, 8 bits blue

32 bit RGB color	8 bits red, 8 bits green, 8 bits blue, 8 bits for color mix mode

Note For Encapsulated PostScript (EPS) files, this option applies to TIFF-format previews only, and not the actual PostScript images.

The format you select for an export file is a major factor in determining the file size. Without data compression, a 32-bit color image takes 32 times as much space as the corresponding bi-level image.

Gradients
Gradients are emulated in a MET file. For example, if a rectangle has a color that goes from red to blue, this gradient has to be emulated by constructing overlaid rectangles.

Include AI Format
Uses only the AI subset of EPS. The AI Format does not support strikeout or underline text attributes, or cell arrays (that is, bitmaps).

Include TIFF Preview
When you select "Include TIFF Preview," a TIFF preview of the EPS file is included in the file, that is, a TIFF image appears on your page. If you do not select this option, you will see nothing on the page until you print it. Adobe recommends a 72 dpi TIFF preview.

Note Format in the TIFF Preview area determines the color depth of the TIFF preview.

Line Mode/Line Cap Mode
Controls the conversion of line and line-cap (line ending) styles.

- Device. Substitutes line and line-cap styles from the export file type.
- Stroked. Approximates the Freelance Graphics line and line-cap styles using other capabilities of the export file type (for example, some lines and line-cap styles may be represented as rectangles and polygons).

Stroked provides a more accurate translation and a greater variety of line and line-cap styles, but the file will be larger and the images may take longer to draw in the target application.

Note Line Cap Mode applies to EPS files only. Line caps are emulated in EPS files.

Optimize for Color Printer
Uses the printer controls to optimize printing.

Output RGB Direct
If the colors in a MET file are not mapping correctly, select "Output RGB Direct." When you use this option instead of mapping colors using a color table, the actual RGB values are included with the exported file.

Resolution
Sets the resolution (the number of vertical and horizontal dots per inch) for all exported pages.

- Screen. Uses the current screen resolution for exported images.
- Printer. Uses the current printer resolution.
- Source. Lets Freelance Graphics select an optimal resolution, or you can enter the desired horizontal and vertical resolution (from 32 to 400 dpi).

Size
Sets the width and height (in inches) for all exported pages.

- Screen. Uses the current screen size.
- Printer. Uses the current printer page size.
- Source. Lets Freelance Graphics select an optimal size, or you can enter the desired width and height, in pixels per inch.

{button ,AL(`H_IMAGEMK_EXPORTING_FILES_STEPS',1)} Go to procedure
{button ,AL(`H_INTERNET_OVER',0)} See related topics

Overview: Export file profiles

What is a profile?
A profile stores the settings that control the resolution, color, and page size of export files. To see the list of profiles, click Options in the Save As dialog box, then click the Profiles box in the Output Filter Setup dialog box.

What are default profiles?
There is at least one default profile for each export file type. For example, for CGM files, there is a default profile for each of several popular applications that support that file type. Each default profile has been tailored to perform the optimal translation from Freelance Graphics to one or more other file types or applications. You can create or delete your own profiles, but you cannot modify the default profiles.

When should I create a new profile?
It may take some experimentation to find the set of export file options that works best for your particular combination of presentation contents, export file type, and target application. If you will be exporting similar presentations to the same target file type or application, you may find it useful to save a new profile. Profiles that you create are flagged with an asterisk in the list of profiles for each export file type.

To create a new profile, select the settings you want in the Output Filter Setup dialog box, then click New, type in a name for the profile, and click OK.

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{button ,AL(`;H_IMAGEMK_EXPORTING_FILES_STEPS;H_IMAGEMK_SIZES_OVER;H_IMAGEMK_TYPES_OVER',0)} See related topics

Overview: Export file sizes

Graphics files, particularly those containing bitmaps, can become very large. The amount of space required depends on the options you select (choose File - Save As, then click Options).

Bitmaps

A bitmap treats an image as a rectangular grid of dots, and stores the color of each dot in a fixed number of bits (1 to 32). Bitmaps are sometimes called raster images. BMP, GIF, and TIF files are composed of bitmaps. EPS files can optionally include several types of bitmaps: separate bitmap objects, TIFF-format previews, or Group 3 or Group 4 faxes.

Drawings

A drawing encodes an image by storing information about its constituent objects (lines, fill patterns, and so on). Drawings are sometimes called vector images, because they describe the characteristics of objects in mathematical terms. Some drawings use a procedural language (called a page description language) to describe how to draw the objects.

Size and Resolution

The selections you make for Size (width and height) and Resolution (dots or pixels per inch) determine how many kilobytes each page requires.

Format

The format you select controls how many bits will be used to represent each dot on the page. For each format, the second column below shows the number of bits that will be used to represent each dot, and the third column shows the number of megabytes required to store each VGA-sized (640 x 480 dots) page of your presentation (without data compression).

Format:	Bits/Dot:	MB/Page:
Bi-level	1	0
8 color	2	1
16 gray or color	4	1
256 gray or color	8	2
16 bit color	16	5
16 bit RGB color	16	5
24 bit RGB color	24	7
32 bit RGB color	32	10

Data Compression

When available, you can reduce the file size by selecting from one or more data compression techniques.

Complexity

For drawn images, the primary consideration in determining file size is the number of objects (such as lines, polygons, fill patterns) that need to be drawn.

Line Mode, Line Cap Mode, and Fill Mode

Selecting Stroked for any of these three options can increase the number of drawn objects in an image, which increases the complexity and size of the resulting file.

{button ,AL(`;H_IMAGEMK_EXPORTING_FILES_STEPS;H_IMAGEMK_PROFILES_OVER;H_IMAGEMK_TYPES_ OVER',0)} See related topics

Overview: Export file types

In most cases, the type of file you export will be determined by the application in which you want to use the file. Consult the documentation for your target application to determine what file types are supported.

Type:	Description:
AI	Native file format for Adobe Illustrator
BMP	A bitmap format used by Microsoft Windows Paintbrush and many other Windows and OS/2 applications
CGM	Computer Graphics Metafile -- A standard (ANSI) drawing format supported by various (primarily DOS) applications
EPS	Encapsulated PostScript, the most commonly used page description language for high-end printing
HTM	World Wide Web presentation. For more information, see <u>Overview: Posting a presentation on the World Wide Web</u>.
GIF	Graphics Interchange format
JPG	Joint Photographic Experts Group (JPEG) format, a format used for compressing files containing photographic images
MET	OS/2 Metafile, a standard drawing format used by many OS/2 applications
PCX	Native bitmap format for Zsoft PC Paintbrush (can also be read by Microsoft Windows Paintbrush)
PG	eSuite Presentation Graphics files
TGA	Native bitmap format for Targa
TIF	A standard (Microsoft, Aldus, and others) bitmap format
WMF	Windows Metafile Format, a standard drawing format that can be used by many Windows applications
WPG	Native drawing format for WordPerfect for Windows, DrawPerfect, or WordPerfect Presentation for DOS and Windows

For information about specific Freelance Graphics file types, see <u>Overview: Freelance Graphics file types</u>.

{button ,AL(`;H_IMAGEMK_EXPORTING_FILES_STEPS;H_IMAGEMK_PROFILES_OVER;H_IMAGEMK_SIZES_OVER;H_IMPORT_FILE_TYPES_OVER',0)} <u>See related topics</u>

Importing PowerPoint files

It's easy to bring PowerPoint files into   Freelance Graphics.

1. Choose File - Open.

2. Select .PPT to import a PowerPoint file from the list in "Files of type."

3. Specify or highlight the file you want to import. If the file name is not displayed, under Look in, select the drive and folder (directory) where it is located.

4. Click Open to import the file.

Note If you edit and then save a PowerPoint file in Freelance Graphics, it is saved as a PRZ.   You can not save it as a PowerPoint file.

Overview: Import file types

In many cases, the type of file you import will be determined by the application used to create that file. Consult the documentation for that application to determine what file types it creates. Freelance Graphics supports the following import file types:

Type:	Description:
AI	Native file format for Adobe Illustrator
BMP	A bitmap format used by Microsoft Windows Paintbrush and many other Windows and OS/2 applications
CGM	Computer Graphics Metafile -- A standard (ANSI) drawing format supported by various (primarily DOS) applications
DRW	Micrografix Designer 3.0
DXF	Native image format for AutoCAD
EPS	Encapsulated PostScript, the most commonly used page description language for high-end printing
GAL	Native format for Hewlett-Packard Gallery
GIF	Native file format for GIF version 89A
HGL	Hewlett-Packard GL/2 graphics file
JPG	A standard graphic format used on the World Wide Web
MET	OS/2 Metafile, a standard drawing format used by many OS/2 applications
PCD	Kodak Photo CD
PCT	Macintosh drawing format
PCX	Native bitmap format for Zsoft PC Paintbrush (can also be read by Microsoft Windows Paintbrush)
PG	eSuite Presentation Graphics file. For more information look in eSuite Help.
PPT	Native Microsoft PowerPoint 3.0, 4.0, and 7.0
RND	Native AutoDesk AutoShade file
TGA	Native bitmap format for Targa
TIF	A standard (Microsoft, Aldus, and others) bitmap format
TXT	8-bit ASCII text file
WMF	Windows Metafile Format, a standard drawing format used by many Windows applications
WPG	Native drawing format for WordPerfect for Windows, DrawPerfect, or WordPerfect Presentation for DOS and Windows.

For information about specific Freelance Graphics file types, see Overview: Freelance Graphics file types.

{button ,AL(`H_IMAGEMK_TYPES_OVER;H_IMPORT_IMPORTING_FILES_STEPS;H_SYMB_BIT_WHY_EMBED_
    OR_LINK_OVER;H_SYMB_IMPORT_DETAILS;H_SYMB_MET_OVER;H_SYMB_OVERVIEW_OVER;H_FLG_SY
    MB_IMPORT_PICTURE_STEPS;H_FLG_IMPORT_PPTHG_STEPS',0)} See related topics

Importing a 1-2-3 chart

You can import a Freelance Graphics for OS/2 chart (GPH) or a 1-2-3 Named Chart.

1. Choose Create - 1-2-3 Named Chart.

2. Under Files of type, select either Freelance for OS/2 (GPH) or 1-2-3 Worksheet (WK?).

3. Highlight the file you want to work with. If the file you want is not displayed, under Look in, select the drive and folder (directory).

4. Do one of the following:

   - If you selected a WK? file, click Named Charts and select from the list. If there are no named charts, the Named Charts button will be dimmed.

   - If you selected a GPH file, click Open.

Notes

To import a named chart from 1-2-3 Release 9 or 1-2-3 97 Edition (a .123 file), open the .123 file and then either copy and paste, or drag and drop the chart onto your presentation page.

When you import a 1-2-3 chart, many attributes, such as color and line styles, are not imported. In these cases, Freelance Graphics uses its own chart default settings. In addition, the overall configuration of the chart may differ slightly. For example, Freelance Graphics charts with tables underneath show x-axis labels even when a 1-2-3 chart with tables does not show the x-axis labels.

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{button ,AL(`;H_IMPORT_IMPORTING_FILES_STEPS;H_IMPORT_FILE_TYPES_OVER',0)} <u>See related topics</u>

Importing objects and files

You can import charts, text, pictures, and other objects from other applications. The available options vary depending on the file format.

1. Choose File - Open.

2. Select the file type you want to import from the list in "Files of type."

3. Specify or highlight the file you want to import. If the file name is not displayed, under Look in, select the drive and folder (directory) where it is located.

4. For certain file types, you have the option of specifying how to import the file.

   See details

5. Click Open to import the file.

Note Bitmaps imported into Freelance Graphics maintain their original size. If a bitmap is too large for the page, it is reduced by 50% repeatedly, until it fits the page. Scaling a bitmap can cause distortion.

{button ,AL(`H_IMPORT_IMPORTING_FILES_DETAILS',1)} See details

{button ,AL(`H_IMPORT_FILE_TYPES_OVER;H_IMPORT_IMPORTING_CHART_STEPS;H_OUTLINE_IMPORT_A SCII_DETAILS;H_OBJ_CROP_BITMAP_STEPS;H_OUTLINE_IMPORT_AMI_STEPS;H_ODMA_OVERVIEW;',0)} See related topics

Details: Importing objects and files

File import options
The following options are available depending on the format of the file you are importing.

Embed a copy of the image file
If you select Yes to embed an image with the file, the image is embedded in the presentation. If you select No, the image is referred to, that is, it is not part of the presentation. If you intend to add this image to the clip art or diagram library, you must embed the image.

If you refer to the image and the original file containing the clip art is moved or if the file name is changed, the reference to the file will have to be updated. If you save your presentation to a diskette, you will have to copy the bitmaps to the diskette.

If you have not updated the reference to the file, you get a warning message notifying you that Freelance Graphics could not locate the referenced file. In place of your clip art, you will see a rectangle with an "x" inside with the path that it could not locate displayed.

For more information, see Why embed or refer to clip art in a presentation?

Create a Freelance Graphics group object (EPS and AI files only)
If you import an image that is an EPS or AI file (AI data is a superset of EPS data), one of the following happens, depending on what the image file contains and whether you make the image a Freelance Graphics group object.

If the imported image contains:	Make group object = Yes:	Make group object = No:
Only EPS print data	The message "No displayable data" appears and nothing is placed on the page. When the presentation is printed, nothing from the imported image is printed.	A rectangle is displayed onscreen as a PostScript object. If the presentation is printed on a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, a rectangle is printed.
EPS data and a TIFF preview image	The message "No displayable data" appears and nothing is placed on the page. When the presentation is printed, nothing from the imported image is printed.	The TIFF preview image is visible on the screen. If the presentation is printed to a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, the TIFF image is printed.
EPS data and WMF data	The WMF data is placed on the page as a group of objects. When the presentation is sent to a printer, the WMF data is printed.	A rectangle is displayed onscreen as a PostScript object. If the presentation is printed on a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, a rectangle is printed.
EPS data, a TIFF preview image, and WMF data	The WMF data is displayed as a group of objects. When the presentation is sent to a printer, the WMF data is printed.	A TIFF preview image is visible on the screen. If the presentation is printed on a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, the TIFF image is printed.

Notes
WMF, a Windows metafile format, is a standard drawing format. It is a vector file format, not a bitmap file format.

If an AI image is vector based, you get a vector image when you bring it into Freelance Graphics.

Use current Freelance Graphics background

If you click No, the PowerPoint template overrides the Freelance Graphics SmartMaster look. It also adds the background as a page layout to the page layout list.

Importing ASCII files in Current Page view
In Current Page view, you can use File - Open to import an ASCII file into a new or existing "Click here..." text block.

- If you are editing text in a text block, the text in the ASCII file is placed at the insertion point, wrapped to fit the width of the text block, and given the attributes in effect at the insertion point.
- If you are not editing text, a new text block is created with the text in the ASCII file using the default text attributes for Level 1 Text.

In either case, Freelance Graphics creates a new paragraph when it encounters a carriage return in the file and keeps the tabs that are in the file.

Note To import an ASCII file that is stored in a character set other than ANSI, change the code page setting. See your operating system documentation for further information.

Bitmap's original size maintained
Bitmaps (files that have a BMP, TIF, GIF, TGA, or PCX extension) that are imported into Freelance Graphics maintain their original size. If a bitmap is too large to fit on the page, Freelance Graphics scales the bitmap by 50% repeatedly, until it fits on the page. To edit a bitmap's attributes, see Changing the properties of bitmaps.

Note Scaling bitmaps may distort their clarity.

Color bitmaps
Color bitmaps are displayed in color and, if you are printing to a color device other than a plotter, they are printed in color. If you print a color bitmap to a black-and-white device, the colors are automatically mapped to gray scales during printing. To display the bitmap as it will appear when printed to a black-and-white printer, make sure the command View - Display in Color is deselected.

Note Bitmaps are less subject to color change due to palette switching than metafiles.

{button ,AL(`H_IMPORT_IMPORTING_FILES_STEPS',1)} Go to procedure

{button ,AL(`;H_IMPORT_FILE_TYPES_OVER;H_SYMB_BIT_WHY_EMBED_OR_LINK_OVER;H_SYMB_MET_OVER;H_SYMB_OVERVIEW_OVER;H_IMPORT_POSTSCRIPT_OBJECTS_OVER',0)} See related topics

Overview: PostScript objects

What is PostScript?
PostScript is a graphics language used to produce high-quality images. PostScript images can be resized with minimal distortion, and can be reproduced on devices that support the PostScript language, most commonly a printer.

Imported PostScript objects
When you import PostScript images (files with the extension AI or EPS), you have the option of creating an imported PostScript object. If you are going to print or display your presentation on a PostScript device, importing as a PostScript object means that all of the lines, curves, and other drawn items will be optimized by the PostScript interpreter resident in that device. For more information, see Create a Freelance Graphics group object.

Image properties for bitmaps

Use the settings on the Image tab to change properties for bitmaps.

Choose a task
  Changing the properties of bitmaps

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for bitmaps

Use the settings on the Screen Show tab to create screen show effects for bitmaps.

Choose a task
  [Setting timing and visual effects for objects and text](#)
  [Attaching sound to pages, objects, and text](#)
  [Sequencing objects](#)
  [Attaching an action to objects and text](#)

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} <u>See related topics</u>

Alignment properties for "Click here..." blocks

Use the settings on the Alignment tab to change the alignment and spacing of text in "Click here..."   blocks.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
   Aligning text
   Spacing text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVE R;H_SM_CUSTOMIZE_PAGE_LAYOUT_OVER',0)} See related topics

Basic properties for "Click here..." blocks
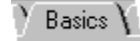
Basics

Use the settings on the Basics tab to change "Click here..." block properties.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
Creating a "Click here..." block for graphics
Changing the ID of a "Click here..." block
Changing the placement order of "Click here..." blocks
Customizing "Click here..." prompts
Attaching a script to a "Click here..." block

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVE R;H_SM_ABOUT_PBG_OVER;H_TEXT_CREATE_CLICKHERE_STEPS;H_SM_CUSTOMIZE_PAGE_LAYOUT_ OVER',0)} See related topics

Bullet properties for "Click here..." blocks

Use the settings on the Bullets tab to change properties for bulleted text in "Click here..." blocks.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
 Creating a numbered list
 Creating a bulleted list
 Specifying a starting number for a numbered list
 Turning bullets on or off
 Changing the bullet type, size, or color
 Using clip art for bullets
 Modifying the space between the bullet and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVE R',0)} See related topics

Text format properties for "Click here..." blocks

Use the settings on the Text Format tab to change the properties for text in "Click here..." blocks.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
    Changing properties for selected text
    Adding a drop shadow to text
    Adding a border around text
_____

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVE
    R',0)} See related topics

Line and color properties for "Click here..." blocks

Drawing & Text abc

Use the settings on the Lines & Colors tab to add or change colors, lines, shadows, and patterns for text in "Click here..." blocks.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
   Adding a border around text
   Changing the background color of text

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{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVE R',0)} See related topics

Named style properties for "Click here..." blocks

Use the settings on the Named Styles tab to work with named styles and "Click here..." blocks.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
Creating a named style
Applying a named style
Redefining a named style
Deleting a named style
Restoring an original named style

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVER;H_TXPROP_OVER',0)} See related topics

Screen show properties for "Click here..." blocks

Use the settings on the Screen Show tab to create screen show effects for "Click here...' blocks.

Note When you change settings in "Click here..." blocks on a page layout, every page or content page that uses the page layout will reflect this change.

Choose a task
<u>Setting timing and visual effects for objects and text</u>
<u>Attaching sound to pages, objects and text</u>
<u>Sequencing objects</u>
<u>Attaching an action to objects and text</u>
<u>Making bulleted items appear progressively</u>

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_PLACEMENT_BLOCKS_OVER;H_SSRUN_SS_OVER',0)} <u>See related topics</u>

Frame properties for charts

Use the settings on the Lines & Colors tab to change the frame around the chart, and colors and patterns inside the chart frame. The frame is selected when you see <u>handles</u> around the entire chart.

Choose a task
   <u>Changing colors and patterns</u>
   <u>Using a static color</u>

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} <u>See related topics</u>

Screen show properties for charts

Use the settings on the Screen Show tab to create screen show effects for charts.

Choose a task
    Setting timing and visual effects for objects and text
    Attaching sound to pages, objects, and text
    Sequencing objects
    Attaching an action to objects and text

_____

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Line and color properties for circles

Use the settings on the Lines & Colors tab to add or change colors, lines, shadows, and patterns.

Choose a task
Changing colors and patterns
Using a static color

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for circles

Use the settings on the Screen Show tab to create screen show effects for the selected object.

Choose a task
    Setting timing and visual effects for objects and text
    Attaching sound to pages, objects, and text
    Sequencing objects
    Attaching an action to objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Line and color properties for connectors

Use the settings on the Lines & Colors tab to change properties for connectors.

Choose a task
   Changing colors and patterns
   Using a static color

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Offset properties for connectors

Use the settings on the Offset tab to change properties for connectors.

Choose a task
   Offsetting a connector from an object

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for connectors

Use the settings on the Screen Show tab to create screen show effects for the selected object.

Choose a task

    Setting timing and visual effects for objects and text

    Attaching sound to pages, objects, and text

    Sequencing objects

    Attaching an action to objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Line and color properties for lines, arrows, arcs, and curves

Use the settings on the Lines & Colors tab to change properties for the selected object(s).

Choose a task
   Changing colors and patterns
   Using a static color
   Details: Drawing lines and arrows

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DRAW_OVER',0)} See related
  topics

Screen show properties for lines, arrows, arcs, and curves

Use the settings on the Screen Show tab to create screen show effects for the selected object(s).

Choose a task
   Setting timing and visual effects for objects and text
   Attaching sound to pages, objects, and text
   Sequencing objects
   Attaching an action to objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See
   related topics

Screen show properties for metafiles

Use the settings on the Screen Show tab to create screen show effects for metafiles.

Choose a task
  Setting timing and visual effects for objects and text
  Attaching sound to pages, objects, and text
  Sequencing objects
  Attaching an action to objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Screen show properties for movies

Use the settings on the Screen Show tab to set effects for movies.

Choose a task
[Controlling when a movie begins playing](#)

[Attaching movies to objects or text](#)
[Setting timing and visual effects for objects and text](#)
[Sequencing objects](#)

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER;H_SSMM_MO VIES_OVER',0)} [See related topics](#)

Basic properties for OLE objects

The Basic tab provides basic information about the selected OLE object.

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SHARING_DATA_USING_OLE_2_ OVER',0)} See related topics

Screen show properties for OLE objects

Drawing & Text | abc

Use the settings on the Screen Show tab to create screen show effects for OLE objects.

Choose a task
<u>Setting timing and visual effects for objects and text</u>
<u>Attaching sound to pages, objects and text</u>
<u>Sequencing objects</u>
<u>Attaching an action to objects and text</u>

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SHARING_DATA_USING_OLE_2_ OVER;H_SSRUN_SS_OVER',0)} <u>See related topics</u>

Alignment properties for organization charts

Use the settings on the Alignment tab to change alignment of text in an organization chart.

Choose a task
    Aligning text
    Changing properties of an organization chart

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Properties for connecting lines in an organization chart

Use the settings on the Lines & Colors tab to change the style, width, or color for connecting lines in organization charts.

Choose a task
   Changing properties of an organization chart
   Using a static color

_____

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Text format properties for organization charts
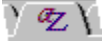
Use the settings on the Text Format tab to change text properties in organization charts.

Choose a task
Changing properties for selected text
Changing properties of an organization chart

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Layout properties for organization charts
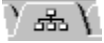
Use the settings on the Layout tab to change the organization chart style.

Choose a task
   Changing the layout of an organization chart
   Changing properties of an organization chart

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Line and color properties for organization charts

Use the settings on the Lines & Colors tab to change line styles and colors in organization charts.

Choose a task
   Changing colors and patterns
   Using a static color
   Changing properties of an organization chart

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for organization charts

Use the settings on the Screen Show tab to create screen show effects for an organization chart.

Choose a task

[Setting timing and visual effects for objects and text](#)
[Attaching sound to pages, objects, and text](#)
[Sequencing objects](#)
[Attaching an action to objects and text](#)

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Color and fill properties for presentation backdrops

Use the settings on the Lines & Colors tab to change color and fill patterns for underlined text backdrops.

Choose a task
   Changing properties
   Customizing the backdrop

_____

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SM_CUSTOMIZE_PAGE_LAYOUT
   _OVER',0)} See related topics

Color and fill properties for pages
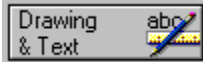
Use the settings on the Lines & Colors tab to change the background color and fill pattern for the current page.

Choose a task
   Changing properties

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_COLOR_CHANGE_STEPS',0)}
   See related topics

Layout properties for pages

Use the settings on the Layout tab to change the layout and name for pages in your presentation.

Choose a task
  Details: Changing a page layout
  Renaming pages

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_PAGE_OVER',0)} See related
  topics

Screen show properties for pages

Use the settings on the Screen Show tab to set page effects for a screen show.

Choose a task

[Setting visual effects for pages](#)
[Attaching sound to pages, objects, and text](#)
[Triggering the appearance of pages](#)
[Skipping a page during a screen show](#)
[Sequencing objects](#)

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Page properties for page layouts

Use the settings on the Layout tab to change page properties.

Choose a task
  Renaming pages

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_PAGE_OVER;H_SM_OVER',0)}
  See related topics

Color properties for page layouts

Use the settings on the Lines & Colors tab to change colors for the selected page layout.

Changing properties

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER;H_PAGE_OVER;H_SM_OVER',0)} See related topics

Screen show properties for page layouts

Use the settings on the Screen Show tab to create screen show effects for page layouts.

Choose a task

[Setting timing and visual effects for pages](#)
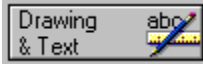[Triggering the appearance of pages](#)
[Skipping a page during a screen show](#)
[Attaching sound to pages, objects, and text](#)

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER;H_PAGE_OVER;H_SM_OVER',0)} See related topics

Line and color properties for polygons

Use the settings on the Lines & Colors tab to change properties for the selected object.

Choose a task
   Changing colors and patterns
   Using a static color

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for polygons

Use the settings on the Screen Show tab to create screen show effects for the selected object.

Choose a task
    Setting timing and visual effects for objects and text
    Attaching sound to pages, objects, and text
    Sequencing objects
    Attaching an action to objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Line and color properties for rectangles

Use the settings on the Lines & Colors tab to change properties for rectangles.

Choose a task

   Changing colors and patterns

   Using a static color

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for rectangles

Use the settings on the Screen Show tab to create screen show effects for rectangles.

Choose a task
   Setting timing and visual effects for objects and text
   Attaching sound to pages, objects and text
   Sequencing objects
   Attaching an action to objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Basic properties for content page layouts

Use the settings on the Basics tab to change properties for page layouts.

Choose a task
   Adding descriptive information to a content topic
   Overview: Attaching scripts

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Screen show properties for SmartMaster content pages

Use the settings on the Screen Show tab to create screen show effects for the SmartMaster page.

Choose a task
    Setting timing and visual effects for pages
    Triggering the appearance of pages
    Skipping a page during a screen show
    Attaching sound to pages, objects, and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER',0)} See related topics

Alignment properties for tables

Use the settings on the Alignment tab to change the alignment and spacing of text in a table.

Choose a task
   Changing the properties of a table
   Changing how text looks in a table

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_TABLE_OVER',0)} See related topics

Bullet properties for tables

Use the settings on the Bullets tab to change the properties of bullets in tables.

Choose a task
   Changing how text looks in a table

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_TABLE_OVER',0)} See related
   topics

Columns and row properties for tables

Use the settings on the Column & Row tab to change columns and rows in a table.

Choose a task
   Inserting columns and rows in tables
   Sizing columns and rows in tables

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_TABLE_OVER',0)} See related
   topics

Text format properties for tables
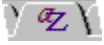
Use the settings on the Text Format tab to change text properties in a table.

Choose a task
  Changing how text looks in a table

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;;H_TABLE_OVER;H_TXPROP_OVE
    R',0)} See related topics

Layout properties for tables

Use the settings on the Layout tab to change the table style.

Choose a task
   Changing the style of a table

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_TABLE_OVER',0)} See related
   topics

Line and color properties for tables

Use the settings on the Lines & Colors tab to change lines, colors, and patterns in tables.

Choose a task
   Changing table borders, colors, and patterns
   Using a static color

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_TABLE_OVER',0)} See related
   topics

Screen show properties for tables

Use the settings on the Screen Show tab to create screen show effects in a table.

Choose a task

[Overview: Object and text effects](#)
[Changing the properties of a table](#)
[Attaching an action to objects and text](#)
[Setting timing and visual effects for objects and text](#)
[Attaching sound to pages, objects, and text](#)
[Sequencing objects](#)

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_SSRUN_SS_OVER;H_TABLE_OVER',0)} [See related topics](#)

Bullet properties for text blocks (all levels)

Use the settings on the Bullets tab to change properties of bullets.

Choose a task
  Creating a numbered list
  Specifying a starting number for a numbered list
  Turning bullets on or off
  Changing the bullet type, size, or color
  Using clip art for bullets
  Modifying the space between the bullet and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Text format properties for text blocks and selected text
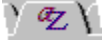
Use the settings on the Text Format tab to change properties for text blocks (all levels) and selected text.

Note If the text you selected is hyperlinked, you can mark at the bottom to suppress the hyperlink attributes. When you supress the hyperlink attributes, you can change the way the text appears.   For example, you can remove the underscore and make it bold or italic.

Choose a task
  Changing properties for selected text
  Adding a drop shadow to text

Line and color properties for text blocks (all levels)

Use the settings on the Lines & Colors tab to change properties for text.

Choose a task
   Adding a border around text
   Changing the background color of text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Named style properties for text blocks (all levels)

Use the settings on the Named Styles tab to work with text.

Choose a task
    Creating a named style
    Applying a named style
    Redefining a named style
    Deleting a named style
    Restoring an original named style

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_TXPROP_OVER',0)} See related topics

Screen show properties for text blocks and selected text
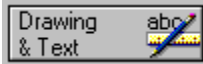
Use the settings on the Screen Show tab to create screen show effects for text blocks and selected text.

Note You cannot attach sound, movies, or set timing or visual effects for selected text, however, you can hyperlink from selected text.

Choose a task

[Setting timing and visual effects for objects and text blocks](#)
[Attaching sound to pages, objects, and text blocks](#)
[Attaching movies to objects or text blocks](#)
[Sequencing objects](#)
[Attaching an action to objects and text blocks](#)
[Hyperlinking: Adding an action to selected text](#)
[Making bulleted items appear progressively](#)

Basic properties for text shapes

Use the settings on the Basics tab to change properties for text shapes.

Choose a task
    Changing the attributes of text shapes
    Displaying prompt text in a text shape
    Fitting text inside text shapes

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DIAG_OVER',0)} See related topics

Bullet properties for text shapes

Use the settings on the Bullets tab to change properties for bulleted text.

Choose a task
　　Creating a numbered list
　　Specifying a starting number for a numbered list
　　Turning bullets on or off
　　Changing the bullet type, size, or color
　　Using clip art for bullets
　　Modifying the space between the bullet and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DIAG_OVER',0)} See related topics

Text format properties for text shapes
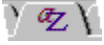
Use the settings on the Text Format tab to change properties of text in text shapes.

Choose a task
   Changing properties for selected text
   Adding a drop shadow to text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DIAG_OVER',0)} See related
   topics

Line and color properties for text shapes

Use the settings on the Lines & Colors tab to change colors, patterns, and text in text shapes.

Choose a task
   Changing colors and patterns
   Using a static color

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DIAG_OVER',0)} See related
   topics

Named style properties for text shapes

Use the settings on the Named Styles tab to work with named styles.

Choose a task
    Creating a named style
    Applying a named style
    Redefining a named style
    Deleting a named style
    Restoring an original named style

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DIAG_OVER;H_TXPROP_OVER',
    0)} See related topics

Screen show properties for text shapes

Use the settings on the Screen Show tab to create screen show effects for text shapes.

Choose a task

Attaching sound to pages, objects, and text
Attaching an action to objects and text
Sequencing objects
Setting timing and visual effects for objects and text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER;H_DIAG_OVER;H_SSRUN_SS_OVE R',0)} See related topics

Alignment properties for text blocks (all levels)

Use the settings on the Alignment tab to change the alignment and spacing of text.

Choose a task
    Aligning text
    Indenting text
    Spacing text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Alignment properties for text shapes

Use the settings on the Alignment tab to change the alignment and spacing of text.

Choose a task
   Aligning text
   Indenting text
   Spacing text

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Convert to Web Pages - Step 1

1. Select a Web Style. See <u>details</u> for more information about each option.

2. Name the Web files that will be generated when you convert.

   Note The page name will increment automatically for each converted page. For example, if you choose to name the converted pages "Web_pg," the converted pages will be given the file names Web_pg1.htm, Web_pg2.htm, Web_pg3.htm, etc., for as many pages as there are in the presentation.

3. Click Next when you are finished making your selections.

{button ,AL(`H_FLG_CONVERT_TO_WEB_PAGES_DB1_DETAILS',1)} <u>See details</u>

Details: Convert to Web Pages - Step 1
Web styles are optimized for certain situations and each Web style has default settings that you can modify. See the tables below for more information.

Web style uses

Web style	Uses
Single image	Convert each page to a single image for best fidelity. Best with photographic or graduated fill backgrounds.
Tiled background	Converts each page to separate images and text blocks for fast viewing in a browser. Best for Internet SmartMaster sets and other presentations with tiled backgrounds, also for plain text on textured backgrounds. Also, optimized for text--a user of your Web pages can search on the text.
	Note If some pages in your presenation are very complex, these pages are published using the Single image style.
Screen Show with Plug-in	Run a screen show in a browser using Lotus' plug-in, the Web Screen Show Player, available on Lotus' web site. Includes page transitions, bullet builds, and animations.
Screen Show with ActiveX	Run a screen show in a browser using ActiveX. Includes page transitions, bullet builds, and animations.

Web style default settings

Web style name	Default settings for style
Single image	Resolution 800x600
	Preferred image format: GIF
	Table of contents
	Speaker notes
Images and Text	Resolution 800x600
	Preferred image format: GIF
	Table of contents
	Speaker notes
Plug-in	Resolution 800x600
	Image format--disabled
	Movies and Sound--checked AND disabled
	Table of Contents--disabled
	Speaker Note--disabled

ActiveX	Resolution 800x600
	Image format--disabled
	Movies and Sound--checked AND disabled
	Table of Contents--disabled
	Speaker Note--disabled

Note If you change any of the settings, you have the option of saving those changes as a Web style after you are done with the third dialog box in the series (that is, after Convert to Web Pages - Step 3).

{button ,AL(`H_FLG_CONVERT_TO_WEB_PAGES_DB1_STEPS',1)} Go to procedure

Convert to Web Pages - Step 2

1. Click Next to accept the options as marked, or change one or more of the option settings, then click Next.

   Note These options are set automatically for you based on the choice you made for Web style in the previous dialog box, see Web style defaults. To change them, see the following steps, however, some options may not be available with ActiveX screen show or Plug-in screen show.

2. (Optional) Select "Link to download presentation" to allow a user to down load the prz file. See details for more information.

3. (Optional) Select "Email address" to have your email address appear in the Web page, and fill in your name and email address. Freelance Graphics appends the name and address to every page. A mail icon and navigation buttons appear at the top of the page.

4. (Optional) Select "Movies and Sound," if you have presentation pages with movies or sound on them and you want them to be playable. See Details for more information.

5. (Optional) Select "Table of Contents," if you want to add a table of contents to the Web presentation with jumps to each page. Each page has a jump back to the table of contents.

6. (Optional) Select "Speaker Notes" if you want the speaker notes in your presentation to appear on your Web page. See details for more information.

7. (Optional) In the "Images" area, select the image format and resolution. See details for more information.

{button ,AL(`H_FLG_CONVERT_TO_WEB_PAGES_DB2_DETAILS',1)} See details

Details: Convert to Web Pages - Step 2

Link to download presentation

When you choose this option, the .PRZ file is saved in the same folder (directory) as the rest of the Web pages, that is, either on a local folder (directory) or on a Web server, making it possible for a user to run the presentation in Freelance Graphics or in the Mobile Screen Show Player.

Note You can download the Freelance Graphics Mobile Screen Show Player from the Lotus Development Corporation home page. When you link to a copy of the presentation, Freelance Graphics adds a hyperlink to the Lotus home page (http://www.lotus.com) on the converted Web pages.

Movies and Sound

If your browser is configured to play movie and sound files, you can play them from your browser (assuming you have the required players).

In addition, if you have chosen to download your presentation as a .prz file along with the Web pages, it will be possible for a user who has Freelance Grapics or Mobile Screen Show Player loaded to launch a screen show from the Web, and the screen show will play, complete with sound and movies.

Speaker notes

To include your speaker notes, select "Speaker notes." This brings in all of the speaker notes that you have written for each page in a presentation and places them at the bottom of the Web page that corresponds to the actual page that they appeared on in the presentation.

Format and Resolution

You can change the default settings for Format and Resolution.   Here are the options:

Setting	Description
Format	GIF--best for graphs, charts, soild colors
	JPEG--best for photographs and graduated fills **Note** JPEG is not available for the Plug-in or ActiveX.
Resolution	640x480
	800x600
	1024x768
	1280x1024

Note The resolution you pick determines the amount of screen area that the GIF (or JPEG) file takes up on each page. Choose a size for the GIF (or JPEG) file that you create for each presentation page that you think best suits your audience. Choosing 800x600 ensures that the GIF (or JPEG) files are sized to fit 640x480 and 1024x768 size screens adequately. The time it takes a lower resolution file to download is relatively faster than the time it takes a higher resolution file to download. Also, whether or not you have four sets of resolution available depends on your screen driver.

{button ,AL(`H_FLG_CONVERT_TO_WEB_PAGES_DB2_STEPS',1)} Go to procedure

Convert to Web Pages - Step 3

You can now save your Web pages or preview the pages in a Web browser before you save them.

- Choose "Preview in the browser" to bring up your Web pages in the Web browser on your computer.
- Choose "Save locally" to save the Web pages to your hard disk, the network, or a diskette.
- Choose "Save to the Internet" to step through the Internet dialog box to save the Web pages you have just create to an Internet server.

Note If you click Cancel, Freelance Graphics does not convert the presentation into Web pages.

Convert to Web Pages - Last Step

If you modified the settings when you converted your presentation pages into Web pages, you can save the new modifications under a Web style name of your choosing. When you view the list of Web styles, the style you created will be among the choices along with a list of its settings.

1. Type in a Web style name.
2. Click the Save Web Style button.

Note If you click Cancel, Freelance Graphics does not save your modifications as a Web style.

Choosing Web-specific bullets

Web-specific bullets are colored .gif images, designed to look good in any presentation that you publish to the Web.

1. Click a filled-in bulleted or numbered list text block.

2. Choose Text - Bullets & Numbers.

3. (Optional) Under Properties for, select "All Text Levels" or a specific text level.

4. To change the bullet type, under style, select any bullet that has a three-dimensional appearance. (The Web-specific bullets all appear in the bottom row in the palette of bullets.)

   Note Because this is a change made through the InfoBox, the change takes place immediately.

5. Move, collapse or close the InfoBox.

Notes

If you modify properties for a particular level of text, for example, Level 1 Text, Freelance Graphics changes the bullets for that level of text only.

{button ,AL(`H_FLG_INTERNET_CHOOSING_WEBSPECIFIC_BULLETS_DETAILS',1)} See details

Details: Choosing Web-specific bullets

Using your own clip art as bullets
You can use any clip art you already have as bullets. On the bullet panel in the InfoBox, under Style, click the Clip Art as Bullets button. Then, in the Choose Clip Art for Bullets dialog box, click Browse to move to the directory in which you keep your personal Web clip art.

{button ,AL(`H_FLG_INTERNET_CHOOSING_WEBSPECIFIC_BULLETS_STEPS',1)} <u>Go to procedure</u>

Overview: Posting a presentation on the World Wide Web

You can save a Freelance Graphics presentation so that it can be posted on the World Wide Web as a Web presentation (Freelance Graphics uses hypertext markup language--HTML). Select the Web style you want from those provided or you can create your own. Depending on the Web style you select, Freelance Graphics generates an HTM and a GIF or JPEG file for each page in the presentation.

What Freelance Graphics exports with a Web presentation

Freelance Graphics exports the following with each HTM file:

Note The availability of some selections depends on the Web style you choose. Also, some selections are optional.

- A GIF or JPEG file that contains an image of the presentation page
- A link from the HTM file to the corresponding GIF or JPEG file
- A link to the next HTM file in the Web presentation
- A link to the previous HTM file in the Web presentation
- A link to the Lotus Development Corporation home page, where users can download the Freelance Graphics Mobile Screen Show Player
- (Optional) An icon that links to a copy of the presentation (PRZ) file
- (Optional) An icon that opens an email reponse form
- (Optional) Movie and sound files
- Screen show actions
- (Optional) Speaker note text
- (Optional) Table of contents

Adding an HTML link from your home page to your Web presentation

You can create a link from your home page to your Web presentation. If you do not have a home page, you must create one, then add a link to your Web presentation.

The simplest way to add a link from your home page to a Web presentation that you created is to enter the following at an appropriate place in your home page:

```
<A HREF="/mydir/mypres.htm">My latest Web presentation</A>
```

Where mydir/mypres.htm represents the folder (directory) and file name of the Web presentation.

Home pages differ and are a matter of individual preference. For more information, consult an HTML reference document or http://www.w3.org.

Viewing a PRZ or PRS file from a Browser

When you create a Web presentation in Freelance Graphics, you have the option of adding a link to the original PRZ file. This link to the original PRZ file makes it possible for readers of your Web presentation to view the original presentation in Freelance Graphics or as a screen show using the Mobile Screen Show Player. A user can also copy the presentation to their computer.

- Readers of your Web presentation who have access to Freelance Graphics locally or through the network can set up a Web browser to work with FLG to open PRZ or PRS files.
- Readers who do not have access to Freelance Graphics can down load a copy of the Mobile Screen Show Player from Lotus Development Corporation's home page (http://www.lotus.com -- accessible by the link at the bottom of each Web page). Once the Mobile Screen Show Player is installed, readers can set up a Web browser to work with the Mobile Screen Show Player to see PRZ or PRS files as screen shows.

Saving to the Internet

You can choose the folder (directory) on your Web server in which you want to save the Web presentation files that Freelance Graphics creates.

1. Under FTP Servers, select a host domain name address or description.

   Note See your Internet administrator if you are unsure what host domain to select.

2. Click Connect to connect to the host.

3. Under Save in, select the folder you want to save your files in.

4. Select the file type.

5. Specify the file you want to save.

   See details.

6. Click Save.

_____

{button ,AL(`H_INTERNET_FLG_AND_INTERNET_OVER;H_INTERNET_OVER;H_INTERNET_SSACTIONS_OVE R;H_WORKING_WITH_THE_INTERNET_OVER',0)} See related topics

Freelance Graphics and the Internet
Freelance Graphics has a number of features that allow you to make use of the Internet.

Internet-specific features
With Freelance Graphics, you can

- Save files directly to, and open files from, an Internet server.

   See <u>Overview: Working with the Internet</u>.

- Add an Internet-specific SmartIcons set to your desktop that lets you open from or save to the Internet, go to the Lotus home page, go to Lotus customer support, publish a presentation to the World Wide Web, and search for specific text on the Internet.

   See <u>Selecting and displaying a specific SmartIcons set</u>.

- Include sound and movie files in a presentation on the Internet.

   See <u>Attaching an action to objects and text block</u>.

- Include an Internet address in a screen show as an object effect or text hyperlink. Click the object or text hyperlink during a screen show, and you intiate the effect or jump to the location.

   See <u>Attaching an action to objects and text block</u> and <u>Hyperlinking: Attaching an action to selected text</u> .

World Wide Web-specific features
With the World Wide Web and Freelance Graphics, you can

- Publish a presentation on the Web (in HTML and GIF or JPEG formats).

See <u>Overview: Posting a presentation on the World Wide Web</u>

{button ,AL(`H_FLG_HYPERLINKING_CS;H_INTERNET_OVER;H_INTERNET_SSACTIONS_OVER;H_WORKING_ WITH_THE_INTERNET_OVER;',0)} <u>See related topics</u>

Verifying your password

Freelance Graphics prompts you for a password whenever you connect to an FTP site by choosing File - Internet and then choosing Open from Internet. See your Internet administrator if you are unsure what password to use.

1. Type the password for the FTP site host.

2. Click OK.

Creating WWW presentations

You can save a presentation as a set of HTML files and associated GIF or JPEG files that you can use on the World Wide Web.

1. From the menu choose File - Internet - Convert to Web Pages.

2. Click OK after you have read the information in the Publish to Web Instructions dialog box.

   Tip If you do not want this dialog box to come up again, select "Do not show me this message again."

3. Step through a series of dialog boxes and select the options you want. There is Help for each dialog box.

Note You can also save presentation as a set of HTML files by choosing File - Save As, selecting World Wide Web Presentation (HTM) as the file type, clicking Options, and then following step 3.

{button ,AL(`H_INTERNET_FLG_AND_INTERNET_OVER;H_FLG_INTERNET_CHOOSING_A_WEBSPECIFIC_BA
CKDROP_STEPS;H_FLG_INTERNET_CHOOSING_A_WEBSPECIFIC_SMARTMASTER_LOOK_STEPS;H_FL
G_INTERNET_CHOOSING_WEBSPECIFIC_BULLETS_STEPS;H_FLG_INTERNET_CHOOSING_WEBSPECIFI
C_BUTTONS_STEPS;H_FLG_INTERNET_CHOOSING_WEBSPECIFIC_GRAPHICAL_ELEMENTS_FOR_WEB
_PRESENTATIONS_OVER;H_FLG_HYPERLINKING_CS',0)} See related topics

Overview: Screen show actions in Web presentations

When you publish a presentation to the World Wide Web, screen show actions for pages and objects are converted to equivalent HTML commands whenever possible. For example, if you have added "Go to an Internet location" as a screen show object action, you can click that object in a Web presentation and go to that location on the Web.

Note There is no HTML conversion when you choose Plug-in or Active-x, therefore, this table is invalid for those Web styles.

This screen show action	Becomes this in HTML
Go to Page...	Go to Page...
Next	Next
Previous	Previous
First	First
Last	Last
A specific page	A specific page
Go to last page displayed	Go to previous page
Go to an internet location	Go to URL
Go to Page - List	Go to Table of Contents
Go to Page - Quit	No HTML equivalent
Go to Page - Pause/Resume	No HTML equivalent
Go to another file	No HTML equivalent
Run Application	No HTML equivalent
Play a sound file (.wav or .mid)	Play a sound file
Play a movie file (.avi)	Play a movie file

Sound and movie files

When you publish your presentation to the Web, sound and movie files are converted to clickable areas that contain URL references to the sound and movie files. If you haven't already, you need to set your user preferences in your Web browser to associate an executable file with the .wav, .mid, and . avi files so they can play. For example, for Windows 95, mplayer.exe is the executable file that plays .wav, .avi, and .avi files.

{button ,AL(`;H_SSOBJ_ACTION_STEPS',0)} See related topics

Backdrop menu
Modify the backdrop

Page Properties
View and modify the page properties

Copy Pages from Other Files
Find and add pages from other Freelance Graphics presentations

Bitmap menu
Manipulate bitmaps

Bitmap Properties
View and modify the bitmap properties

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large

  Make the selected object extra-large sized

Crop Bitmap
Crop a bitmap image

Group
Group objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Flip
Flip selected objects
- Left-Right

  Flip selected objects left to right
- Top-Bottom

  Flip selected objects top to bottom

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

Move forward one

- Send Back One

Move back one

Rotate

Rotate

Space

Evenly space objects horizontally and/or vertically

Screen Show Effects

View and modify screen show properties

Chart menu
Modify chart data

Chart Type
Choose a chart type

Chart Style
- Apply

  Apply a chart style
- Create

  Create a chart style
- Set Default Chart

  Set a default chart type and style
- Change Path

  Change the path of the chart style

Chart Properties
View and modify the chart properties

Title
View and modify title properties

Legend
View and modify legend properties

Axes & Grids
View and modify axis and grid properties
- X-Axis & Grids

  View and modify x-axis and grid properties
- Y-Axis & Grids

  View and modify y-axis and grid properties
- 2nd Y-Axis & Grid

  View and modify second y-axis and grid properties
- Z-Axis

  View and modify z-axis and grid properties

Series
View and modify series properties

Series Labels
View and modify series labels properties

Plot
View and modify plot properties

Note
View and modify note properties

Table
View and modify table properties

Edit Data
Open the Edit Data window

Import Data
Find and add data

Convert to SmartChart*
*Available only when editing a content topic

Change an existing chart to a chart with content

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

  Move back one

Space
Evenly space objects horizontally and/or vertically

Screen Show Effects
View and modify screen show properties

"Click here" menu*
*Layout/Backdrop Editing view only
Control the appearance of text in a "Click here..." block

"Click here" Properties
View and modify the "Click here" properties

Text Properties by Level
View and modify the properties by text level
- All Levels

  View and modify the properties for all text levels
- Level 1

  View and modify the properties for level 1 text only
- Level 2

  View and modify the properties for level 2 text only
- Level 3

  View and modify the properties for level 3 text only
- Level 4

  View and modify the properties for level 4 text only
- Level 5

  View and modify the properties for level 5 text only

Edit "Click here" Prompt
Modify prompt text

Fill in "Click here" Block*
*Available only when editing a content topic
Add content to a "Click here" block

SmartChart*
*Available only when editing a content topic
Create a chart with content for a content topic
- Create

  Create a chart
- Edit Data

  Edit data in a chart
- Delete

  Delete the selected chart
- SmartChart Properties

  View and modify chart properties

Font & Color
View and modify fonts and colors of the selected text

Bullets & Numbers
View and modify the bullet style or numbering sequence of the selected text

Named Styles
Define, create, apply, and delete named styles
- Create

  Create named style

- Redefine

  Edit named style
- Apply

  Apply named style
- Manage

  Delete named style
- Reset to Style

  Return the selected text to original style

Normal
Remove all emphasis from the selected text

Attributes
Change the emphasis of the selected text
- Bold

  Bold
- Italic

  Italic
- Underline

  Underline
- Other

  View and display properties of selected text
- Enlarge 20%

  Make the selected text 20% larger
- Reduce 20%

  Make the selected text 20% smaller

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Alignment
Control text alignment
- Left

  Align to the left
- Center

  Center text
- Right

  Align to the right
- Full Justify

  Space text evenly between left and right sides of text block
- Indent

  Move selected text in a level
- Outdent

  Move selected text out a level

Curved Text
Choose the shape to curve text

Group
Group objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

  Move back one

Rotate
Rotate

Space
Evenly space objects horizontally and/or vertically

Bullet Build
Set, view, and modify bullet build effects

Screen Show Effects
View and modify screen show properties for selected text

Collection menu (without text)
Manage groups of different types of objects

Collection Properties
View and modify the collection properties

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large

  Make the selected object extra-large sized

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach connectors from selected objects

Align
Align selected objects

Flip
Flip selected objects
- Left-Right

  Flip selected objects left to right
- Top-Bottom

  Flip selected objects top to bottom

Priority
Set the drawing priority of selected objects

- Bring to Front

  Bring to front

- Send to Back

  Send to back

- Bring Forward One

  Move forward one

- Send Back One

  Move back one

Rotate
Rotate

Space
Evenly space objects horizontally and/or vertically

Screen Show Effects
View and modify screen show properties

Collection menu (with text)

Edit and modify groups of different types of objects

Collection Properties

View and modify the collection properties

Edit

Edit the selected text block

Font & Color

View and modify fonts and colors of selected text

Bullets & Numbers

View and modify the bullet style or numbering sequence of the selected text

Normal

Remove all emphasis from the selected text

Attributes

Change the emphasis of the selected text

- Bold

  Bold
- Italic

  Italic
- Underline

  Underline
- Other

  View and display properties for selected text
- Enlarge 20%

  Make the selected text 20% larger
- Reduce 20%

  Make the selected text 20% smaller

Fast Format

Pick up and apply attributes of one object to another

- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Alignment

Control text alignment

- Left

  Align to the left
- Center

  Center text
- Right

  Align to the right
- Full Justify

  Space text evenly between left and right sides of text block
- Indent

Move selected text in a level

- Outdent

  Move selected text out a level

Object Size

Change the size of the selected object

- Enlarge 20%

  Make the selected object 20% larger

- Reduce 20%

  Make the selected object 20% smaller

- Equal

  Make two or more selected objects proportionally equal in size

- Extra Small

  Shrink the object to its smallest size

- Small

  Make the selected object smaller

- Medium

  Make the selected object medium-sized

- Large

  Make the selected object large-sized

- Extra Large

  Make the selected object extra-large sized

Group

Group objects

Ungroup

Ungroup objects

Disconnect

Detach connectors from objects

Align

Align selected objects

Flip

Flip selected objects

- Left-Right

  Flip selected objects left to right

- Top-Bottom

  Flip selected objects top to bottom

Priority

Set the drawing priority of selected objects

- Bring to Front

  Bring to front

- Send to Back

  Send to back

- Bring Forward One

  Move forward one

- Send Back One
  Move back one

Rotate
Rotate

Space
Evenly space objects horizontally and/or vertically

Screen Show Effects
View and modify screen show properties

Connector menu
Connect and modify objects

Connector Properties
View and modify the connector properties

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large
- Make the selected object extra-large sized

Switch Connector Type
Display a gallery of connector types; choose a connector

Group
Group objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Flip
Flip selected objects
- Left-Right

  Flip selected objects left to right
- Top-Bottom

  Flip selected objects top to bottom

Priority

Set the drawing priority of selected objects

- Bring to Front

  Bring to front

- Send to Back

  Send to back

- Bring Forward One

  Move forward one

- Send Back One

  Move back one

Rotate

Rotate

Space

Evenly space objects horizontally and/or vertically

Screen Show Effects

View and modify screen show properties

Create menu
Create a new page or add an object to the page

Page
Start a new page

Speaker Note
Add a speaker notes to this page

Chart
Create a new chart

1-2-3 Named Chart
Add a named chart from a 1-2-3 spreadsheet

"Click Here" Block*
*Layout/Backdrop editing view

Create a "Click here..." text block on a page layout

Organization Chart
Create an organization chart

Table
Add a table

Text
Create a text block

Drawing/Diagram
Add a ready-made diagram or open the Drawing & Text palette

Add Clip Art
Open the Clip Art library

Add Picture
Find, select, and add a picture (bitmap)

Add Movie
Find, select, and add a movie

Add to Library
Add selected object to the Clip Art or Diagram library

- Clip Art Library

  Add selected object to the Clip Art library

- Diagram Library

  Add selected object to the Diagram library

Object
Create an OLE object

Drawing menu
Modify and manage drawn objects

Drawing Properties
View and modify the properties of the drawn object

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make   The Selected Object Smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large

  Make the selected object extra-large sized

Group
Group objects

Disconnect
Ungroup objects

Align
Align selected objects

Flip
Flip selected objects
- Left-Right

  Flip selected objects left to right
- Top-Bottom

  Flip selected objects top to bottom

Priority
Set the drawing priority of selected objects
- Bring to Front

Bring to front

- Send to Back

  Send to back

- Bring Forward One

  Move forward one

- Send Back One

  Move back one

Rotate

Rotate

Space

Evenly space objects horizontally and/or vertically

Convert

Convert selected objects to lines or polygons

- To Lines

  Convert selected objects to lines

- To Polygons

  Convert selected objects to polygons

Connect Lines

Connect two or more lines to form one object

Screen Show Effects

View and modify screen show properties

Edit menu
Edit the file

Undo
Undo the last command or action

Cut
Cut to the Clipboard

Copy
Copy to the Clipboard

Paste
Paste the Clipboard contents

Clear
Delete

Replicate
Replicate

Paste Special
Paste with special options

Select
Select objects

- All

  Select all objects

- None

  Deselect all objects

- Cycle

  Select or deselect objects one at a time

- Like

  Select objects with matching properties

- Inside

  Drag to select all objects inside the dragged box

- Touching

  Drag to select all objects that touch the dragged box

Go To
Go to a specific page

Check Spelling
Check spelling

Points Mode
Toggle on/off edit points mode

Edit Points
Add or delete points; break apart an object

- Add Point

  Add a point

- Delete Points

Delete a point

- Break at Points

   Break object apart at selected points

Manage Links
Edit, delete, or update links to data in other Windows applications

Script
Create and use a script

- Run

   Run an existing script

- Show Script Editor

   Open the script editor

- Show TransScript Window

   Toggle between displaying and hiding the LotusScript TransScript window

File menu
Open, save, print and close files; use Team tools to share information

New Presentation
Create a new file

Open
Open an existing file

Close
Close the current file or active window

Update Lotus Notes*
*Notes/FX only

Update the Notes document connected to this file

Save
Save the current file

Save As
Specify how to save the file

Save and Go
Compresses and saves one or more presentations (and also includes

Freelance's Mobile Screen Show Player) to floppy disks or another

destination you specify.

TeamMail
Create a mail message or route this presentation using your mail system

TeamReview
Distribute presentation for review; read and write comments; end the review session
- Distribute for Review

  Specify distribution method for the file
- End Review

  End the review session
- Consolidate Comments

  Display review comments and combine them
- Merge Comments into Parent

  Merge comments into original file
- Send to Next Stop/Return to Originator*

  *Available for routing only

  Send presentation to next reviewer/Return presentation to original sender
- Update Route*

  *Available for routing only

  Add or delete reviewers from routing list
- Done Commenting - Notify Author*

  *Available only when you are a reviewer

  Notify presentation author that you are finished commenting on it

TeamShow
Initiate or terminate a screen show with a remote computer

- Send

  Prepare to run a screen show on a remote computer
- Receive

  Prepare to receive a screen show from a remote computer
- Disconnect

  Terminate the current connection with the remote computer

Internet
Save and open files on the Internet
- Convert to Web Pages

  Convert a presentation to HTML and GIF files that can be posted on the Web (World Wide Web)
- Open from Internet

  Open any document from an FTP (File Transport Protocol) or a WWW (World Wide Web) server via the Internet
- Save to Internet

  Save a presentation to an FTP server
- Setup

  Set proxy and host options for using the Internet

Copy Pages from Other Files
Copy pages from other Freelance Graphics files

Presentation Properties
Update information for this file

User Setup
Customize Freelance Graphics with your preferences
- Freelance Preferences

  Set default options for startup, save, undo, and other options
- SmartIcons Setup

  Modify and set options for SmartIcons sets
- Network Options

  Set the network reservation options for this presentation

Print
Print

Print Preview
Preview the print selection

Page Setup
Set headers, footers, and page orientation

Exit Freelance Graphics
End the Freelance Graphics session

(List of most recently used files)
Open one of the last five files opened

Group menu (without text)
Modify and manage a grouped object

Group Properties
View and modify the group properties

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

    Copy the selected object's properties
- Apply Attributes

    Apply copied properties

Object Size
Change the size of the selected object
- Enlarge 20%

    Make the selected object 20% larger
- Reduce 20%

    Make the selected object 20% smaller
- Equal

    Make two or more selected objects proportionally equal in size
- Extra Small

    Shrink the object to its smallest size
- Small

    Make the selected object smaller
- Medium

    Make the selected object medium-sized
- Large

    Make the selected object large-sized
- Extra Large
- Make the selected object extra-large sized

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Flip
Flip selected objects
- Left-Right

    Flip selected objects left to right
- Top-Bottom

    Flip selected objects top to bottom

Priority

Set the drawing priority of selected objects

- Bring to Front

  Bring to front

- Send to Back

  Send to back

- Bring Forward One

  Move forward one

- Send Back One

  Move back one

Rotate

Rotate

Space

Evenly space objects horizontally and/or vertically

Screen Show Effects

View and modify screen show properties

Group menu (with text)
Modify grouped objects with text

Group Properties
View and modify the group properties

Font & Color
View and modify fonts and colors for selected text

Bullets & Numbers
View and modify the bullet style or numbering sequence for the selected text

Normal
Remove all emphasis from the selected text

Attributes
Change the emphasis of the selected text
- Bold

  Bold
- Italic

  Italic
- Underline

  Underline
- Other

  View and display properties for selected text
- Enlarge 20%

  Make the selected text 20% larger
- Reduce 20%

  Make the selected text 20% smaller

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Alignment
Controls text alignment
- Left

  Align to the left
- Center

  Center text
- Right

  Align to the right
- Full Justify

  Space text evenly between left and right sides of text block
- Indent

  Move selected text in a level
- Outdent

Move selected text out a level

Object Size
Changes the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large

  Make the selected object extra-large sized

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Flip
Flip selected objects
- Left-Right

  Flip selected objects left to right
- Top-Bottom

  Flip selected objects top to bottom

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

  Move back one

Rotate

Rotate

Space

Evenly space objects horizontally and/or vertically

Screen Show Effects

Manage the screen show effects

Help menu

Help Topics
Display online Help window

Guide Me
Display Guide Me

Lotus Internet Support
Access Lotus Internet Sites
- Lotus Home Page

  Go to Lotus home page
- Lotus Customer Support

  Go to Lotus Customer Support home page
- Lotus FTP Site

  Go to Lotus Customer Support FTP site

About Freelance Graphics
Display release and copyright information

Layout menu

Page properties
View and modify the page properties

New Page
Add a new page

Duplicate Page
Copy one or more pages

Copy Pages from Other Files
Find and add pages from other Freelance Graphics presentations

Delete Page
Delete one or more pages

Next Page
Display the next page

Previous Page
Display the previous page

Go to Page
Display the specified page

Screen Show Effects
View and modify screen show properties

Overview: Freelance Graphics menus

Freelance Graphics has dynamic, or selection-sensitive, menus. As you work with your presentation, the menus change to reflect your current selection. For example, when you select text, you see the Text menu; if you select a drawing, you see the Drawing menu. If you do not see what you want on the menu, check to see what you have selected.

The menus that change are always in the same location on your menu bar--the sixth menu from the left.

Constant Menus

These menus are always available. Click any menu below to see a brief description of each command on that menu.

File menu

Edit menu

View menu

Create menu

Presentation menu

Presentation menu (editing a content topic)

Presentation menu (editing view)

Window menu

Help menu

Selection-sensitive menus

The following list shows the menus for the different objects you can select in Freelance Graphics.

Backdrop menu

Bitmap menu

Chart menu

"Click here" menu

Collection menu (without text)

Collection menu (with text)

Connector menu

Drawing menu

Group menu (without text)

Group menu (with text)

Layout menu

Metafile menu

Movie menu

OLE <short name> menu

Organization chart menu

Page menu

PostScript Object menu

Table menu

Text menu (Tables)

Text menu

Text shape menu

Menu shortcuts

In addition to choosing a command directly from the menu, you can also use these methods:

- Shortcut menus. Click the right mouse button over selected objects to display context-sensitive commands.

- Shortcut key sequence. Every menu and command has a shortcut key sequence. To use a shortcut, hold down

the ALT key while pressing the letter that corresponds to the command.

- SmartIcons. Many commands have corresponding SmartIcons. Clicking the appropriate icon completes the command. See <u>Overview: Using SmartIcons</u>.

Metafile menu
Manipulate metafile objects

Metafile Properties
View and modify the metafile properties

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large

  Make the selected object extra-large sized

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

  Move back one

Space
Evenly space objects horizontally and/or vertically

Screen Show Effects
Manage the screen show effects

Movie menu
Play a movie; manipulate the movie icon

Movie Properties
View and modify the movie properties

Play
Play the selected movie

Group
Group objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

  Move back one

Screen Show Effects
View and modify screen show properties

OLE \<short name\> menu
Manipulate OLE objects

\<short name\> Properties
View and modify the properties

Edit \<object\>
Edit the object in its original application

\<Commands supplied by OLE object\>

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized
- Extra Large

  Make the selected object extra-large sized

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

Move back one

Screen Show Effects
View and modify screen show effects

Organization chart menu
Modify an organization chart

Org Chart Properties
View and modify the organization chart properties

Box Properties
View and modify box properties
- Current Box

  View and modify the current box properties
- Current Box & Peers

  View and modify the properties of the current box and its peers
- Current Box & Subordinates

  View and modify the properties of the current box and its subordinates

Frame
View and modify organization chart frame properties

Connecting Lines
View and modify properties of connecting lines

Edit Data
Add to or change entries in the organization chart

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects
- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

  Move forward one
- Send Back One

  Move back one

Space
Evenly space objects horizontally and/or vertically

Screen Show Effects
View and modify screen show properties

Page menu
Add and copy pages; display different pages; switch or unlink page layouts; add, edit, or delete speaker notes

Page Properties
View and modify the page properties

New Page
Add a new page

Duplicate Page
Copy one or more pages

Copy Pages from Other Files
Find and add pages from other Freelance Graphics presentations

Delete Page
Delete one or more pages

Next Page
Display the next page

Previous Page
Display the previous page

Go to Page
Display the specified page

Switch Page Layout
Assign a page layout to one or more selected pages

Unlink Page Layout
Disassociate the page layout from one or more selected pages

Create Speaker Note
Add a speaker notes to this page

Delete Speaker Note
Delete speaker notes for this page

Make Second Column*
*Outliner view
Create an additional column

Bullet Build
Set, view, and modify bullet build effects

Screen Show Effects
View and modify screen show properties

PostScript Object menu

Manipulate PostScript objects

PostScript Object Properties

View and modify the properties of the PostScript object

Object Size

Change the size of the selected object

- Enlarge 20%

  Make the selected object 20% larger

- Reduce 20%

  Make the selected object 20% smaller

- Equal

  Make two or more selected objects proportionally equal in size

- Extra Small

  Shrink the object to its smallest size

- Small

  Make the selected object smaller

- Medium

  Make the selected object medium-sized

- Large

  Make the selected object large-sized

- Extra Large

  Make the selected object extra-large sized

Group

Group objects

Disconnect

Detach a connector from an object

Align

Align selected objects

Priority

Set the drawing priority of selected objects

- Bring to Front

  Bring to front

- Send to Back

  Send to back

- Bring Forward One

  Move forward one

- Send Back One

  Move back one

Space

Evenly space objects horizontally and/or vertically

Screen Show Effects

View and modify screen show properties

Presentation menu
Modify a presentation; set up, run, or rehearse a screen show

Choose a Different SmartMaster Look
Use a different SmartMaster look

Change the Typeface Globally
Use one font for all text

Add a Logo to Every Page
Place a logo on every page of the presentation

Switch Palette
Choose a palette

Edit Palette
Edit a palette

Edit Backdrop
Edit the backdrop

Edit Page Layouts
Edit page layouts

Return to Presentation Pages*
*editing view

Edit presentation pages

SmartMaster Content
Create a presentation using a topic-specific SmartMaster with content; stop using content pages

- Select a Topic

   Choose a SmartMaster content topic
- Stop Using

   Stop using content pages

Run Screen Show
Run a screen show

- From Beginning

   Start the screen show from the first page
- From Current Page

   Begin the screen show with this page

Rehearse
Practice a screen show; display rehearsal summary

- Start

   Begin rehearsing
- Summary

   Display rehearsal summary

Sequence Objects on Page
Specify the order in which you want objects with effects to appear

Set Up Screen Show

Manage the screen show effects

Presentation menu (editing view)
Edit SmartMaster page layouts; choose or edit a palette

Choose a Different SmartMaster Look
Use a different SmartMaster look

Change Typeface Globally
Use one font for all text

Add a Logo to Every Page
Place a logo in the presentation

Switch Palette
Choose a palette

Edit Palette
Edit a palette

Edit Backdrop
Edit the backdrop

Edit Page Layouts
Edit page layouts

Return to Presentation Pages
Edit content pages

Presentation menu (editing a content topic)

Modify a presentation; set up, run, or rehearse a screen show

Choose a Different SmartMaster Look

Use a different SmartMaster look

Change the Typeface Globally

Use one font for all text

Add a Logo to Every Page

Place a logo in the presentation

Switch Palette

Choose a palette

Edit Palette

Edit a palette

Edit Backdrop

Edit the backdrop

Edit Page Layouts

Edit page layouts

Return to Presentation Pages*

*Layout/Backdrop editing view only

Edit presentation pages

SmartMaster Content Setup

Name and describe a content page'; use LotusScript

- Title & Description

  Name a content page, enter its description
- Startup Script

  Open the LotusScript IDE Editor

Run Screen Show

Run a screen show

- From Beginning

  Start the screen show from the first page
- From Current Page

  Begin screen show with this page

Rehearse

Practice a screen show; display rehearsal summary

- Start

  Begin rehearsing
- Summary

  Display rehearsal summary

Sequence Objects on Page

Specify the order in which you want objects with effects to appear

Set Up Screen Show

View and modify screen show properties

Table menu
Customize a table

Cell Properties
View and modify the cell properties

Table Properties
View and modify the table properties

Lines & Fill Color
Choose properties for cell background and borders

Size Row/Column
Change the size of selected row or column

Move Row/Column
Modify table layout

Insert
Add columns and rows

- Row

  Add one row below the cursor location
- Column

  Add one column to the right of the cursor location
- Row/Column

  Add a specified number of columns or rows to a table

Delete
Remove a portion or all of the table from the page

- Row/Column

  Choose the column or row you want to delete
- Entire Table

  Remove the entire table from the page

Group
Group objects

Ungroup
Ungroup objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects

- Bring to Front

  Bring to front
- Send to Back

  Send to back
- Bring Forward One

Move forward one

- Send Back One

Move back one

Screen Show Effects
View and modify screen show properties

Text menu (Tables)
Change the properties for the selected table text

Text Properties
View and modify the table text properties

Edit
Edit the text

Font & Color
View and modify fonts and colors for selected text

Bullets & Numbers
View and modify the bullet style or numbering sequence for the selected text

Normal
Remove all emphasis from the selected text

Attributes
Change the emphasis of the selected text
- Bold

  Bold
- Italic

  Italic
- Underline

  Underline
- Other

  View and display properties for selected text
- Enlarge 20%

  Make the selected text 20% larger
- Reduce 20%

  Make the selected text 20% smaller

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Alignment
Control text alignment
- Left

  Align to the left
- Center

  Center text
- Right

  Align to the right
- Full Justify

  Space text evenly between left and right sides of text block

Text Shape menu
Manage the placement and appearance of text shapes

Text Shape Properties
View and modify the properties of text shapes

Text Properties by Level
View and modify the properties by text level

- All Levels

  View and modify the properties for all text levels

- Level 1

  View and modify the properties for level 1 text only

- Level 2

  View and modify the properties for level 2 text only

- Level 3

  View and modify the properties for level 3 text only

- Level 4

  View and modify the properties for level 4 text only

- Level 5

  View and modify the properties for level 5 text only

Edit
Edit the text

Font & Color
View and modify fonts and colors for selected text

Bullets & Numbers
View and modify the bullet style or numbering sequence for the selected text

Named Styles
Create, redefine, apply, and delete named styles

- Create

  Create named style

- Redefine

  Edit named style

- Apply

  Apply named style

- Manage

  Delete named style

- Reset to Style

  Return the selected text to original style

Normal
Remove all emphasis from the selected text

Attributes
Change the emphasis of the selected text

- Bold

  Bold

- Italic

Italic
- Underline

  Underline
- Other

  View and display properties for selected text
- Enlarge 20%

  Make the selected text 20% larger
- Reduce 20%

  Make the selected text 20% smaller

Fast Format
Pick up and apply attributes of one object to another
- Pick Up Attributes

  Copy the selected object's properties
- Apply Attributes

  Apply copied properties

Alignment
Control text alignment
- Left

  Align to the left
- Center

  Center text
- Right

  Align to the right
- Full Justify

  Space text evenly between left and right sides of text block
- Indent

  Move selected text in a level
- Outdent

  Move selected text out a level

Object Size
Change the size of the selected object
- Enlarge 20%

  Make the selected object 20% larger
- Reduce 20%

  Make the selected object 20% smaller
- Equal

  Make two or more selected objects proportionally equal in size
- Extra Small

  Shrink the object to its smallest size
- Small

  Make the selected object smaller
- Medium

  Make the selected object medium-sized
- Large

  Make the selected object large-sized

- Extra Large
- Make the selected object extra-large sized

Switch Text Shape Type
Display a gallery of shapes with text from which you can choose

Group
Group objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Flip
Flip selected objects
- Left-Right
  Flip selected objects left to right
  Top-Bottom
- Flip selected objects top to bottom

Priority
Set the drawing priority of selected objects
- Bring to Front
  Bring to front
- Send to Back
  Send to back
- Bring Forward One
  Move forward one
- Send Back One
  Move back one

Rotate
Rotate

Space
Evenly space objects horizontally and/or vertically

Screen Show Effects
View and modify screen show properties

Text menu
Change the properties for the selected text

Text Properties
View and modify the text properties

Text Properties by Level
View and modify the properties by text level

- All Levels

  View and modify the properties for all text levels
- Level 1

  View and modify the properties for level 1 text only
- Level 2

  View and modify the properties for level 2 text only
- Level 3

  View and modify the properties for level 3 text only
- Level 4

  View and modify the properties for level 4 text only
- Level 5

  View and modify the properties for level 5 text only

Edit
Edit a text block

Font & Color
View and modify fonts and colors for selected text

Bullets & Numbers
View and modify the bullet style or numbering sequence for the selected text

Named Styles
Create, redefine, apply, and delete named styles

- Create

  Create named style
- Redefine

  Edit named style
- Apply

  Apply named style
- Manage

  Delete named style
- Reset to Style

  Return the selected text to original style

Normal
Remove all emphasis from the selected text

Attributes
Change the emphasis of the selected text

- Bold

  Bold
- Italic

Italic

- Underline

Underline

- Other

View and display properties for selected text

- Enlarge 20%

Make the selected text 20% larger

- Reduce 20%

Make the selected text 20% smaller

Fast Format
Pick up and apply attributes of one object to another

- Pick Up Attributes

Copy the selected object's properties

- Apply Attributes

Apply copied properties

Alignment
Control text alignment

- Left

Align to the left

- Center

Center text

- Right

Align to the right

- Full Justify

Space text evenly between left and right sides of text block

- Indent

Move selected text in a level

- Outdent

Move selected text out a level

Curved Text
Curve text

Group
Group objects

Disconnect
Detach a connector from an object

Align
Align selected objects

Priority
Set the drawing priority of selected objects

- Bring to Front

Bring to front

- Send to Back

Send to back

- Bring Forward One
  Move forward one
- Send Back One
  Move back one

Rotate
Rotate

Space
Evenly space objects horizontally and/or vertically

Make Second Column*
*Outliner view
Create another column

Bullet Build
Set, view, and modify bullet build effects

Screen Show Effects
View and modify screen show properties for selected text

View menu
See and use the pages in a presentation

Current Page
Switch to Current Page view

Page Sorter
Switch to Page Sorter view

Outliner
Switch to Outliner view

Zoom to Full Page
Show whole page

Zoom to Output Size
Show the page at its output size based on output selected in Print Setup

Zoom
Zoom in and out
  • Zoom In

    Zoom In on page
  • Zoom Out

    Zoom Out from page
  • Last

    Go back to previous zoom

Redraw
Redraw the page

Expand All*
*Outliner view

Expand to show page titles and other text

Collapse All*
*Outliner view

Collapse to show page titles only

Expand*
*Outliner view

Expand to show page titles and other text for selected pages

Collapse*
*Outliner view

Collapse to show page titles only for selected pages

Show Ruler
Toggle between showing and hiding the drawing ruler

Show SmartIcons
Toggle between showing and hiding the SmartIcons

Show Internet Tools
Toggle between showing and hiding the Internet SmartIcons

Show in Color
Toggle between color and black-and-white palettes

Show OLE Objects
Toggle between showing and hiding OLE objects

Show Text Attributes*
*Outliner view
Display the text with formatting

Show Pictures of Pages*
*Outliner view
Toggle between showing and hiding page thumbnails

Page Size*
*Outliner view
Change the size of the page thumbnail

- Small

  Display a small page thumbnail
- Medium

  Display a medium-sized page thumbnail
- Large

  Display a large page thumbnail

Design OLE Controls
Turn on edit mode for OLE Controls

Reviewing Tools
Turn on/off commenting tools for authors or reviewers

- Author

  Turn on/off commenting tools for authors
- Reviewer

  Turn on/off commenting tools for reviewers

Set Units & Grid
Specify units of measurement; show/hide grid and set grid options

Set View Preferences
Specify view preferences

Window menu
Control the display of windows

Tile
Arrange open windows side by side

Cascade
Arrange open windows diagonally

(List of open windows)
Select the window to display

Keyboard shortcuts

Freelance Graphics provides many keyboard shortcuts for commands, functions, and navigation.

Function key shortcuts

The function keys are the keys labelled F1, F2, and so on.

Key:	Does this:
F1	Opens a window containing context-sensitive Help.
F2	Lets you edit the text in a selected text block.
F4	Same as choosing Edit - Select - All.
F7	Same as choosing Create - Page.
F8	Same as choosing the menu for the selected object and then choosing Drawing - Priority - Send Back One.
F9	Same as choosing View - Redraw.
F10	Activates the menu bar.

SHIFT keyboard shortcuts

Use the SHIFT key in combination with other keys for additional shortcuts.

Shortcut:	Does this:
SHIFT+F4	When a drawing tool is selected, this is the same as choosing View - Set View Preferences to toggle between different crosshair sizes.
SHIFT+F6	Same as choosing Edit - Points Mode.
SHIFT+F7	Same as choosing View - Set Units & Grid and selecting or deselecting "Snap to grid."
SHIFT+F8	Same as choosing the menu for the selected object and then choosing Priority - Bring Forward One.
SHIFT+F9	Same as choosing Presentation - Edit Page Layouts or Presentation - Return to Presentation Pages.
SHIFT+INSERT	Same as choosing Edit - Paste.
SHIFT+DELETE	Same as choosing Edit - Cut.
SHIFT+TAB	In a bulleted list, moves the item one level to the left.

CTRL keyboard shortcuts

Use the CTRL key in combination with other keys for additional shortcuts.

Shortcut:	Does this:
CTRL+A	Same as choosing Edit - Select - All.
CTRL+B	Sets selected text to bold.
CTRL+C	Same as choosing Edit - Copy.
CTRL+E	In text, centers a paragraph.
CTRL+G	Same as choosing Edit - Go To.
CTRL+I	Sets selected text to italic.

CTRL+J	Justifies text left and right in a text block.
CTRL+L	In text, left-justifies a paragraph.
CTRL+N	Removes formatting from selected text.
CTRL+O	Same as choosing File - Open.
CTRL+P	Same as choosing File - Print.
CTRL+R	In text, right-justifies a paragraph.
CTRL+S	Same as choosing File - Save.
CTRL+U	Underlines selected text.
CTRL+V	Same as choosing Edit - Paste.
CTRL+W	Same as choosing File - Close.
CTRL+X	Same as choosing Edit - Cut.
CTRL+Z	Same as choosing Edit - Undo.
CTRL+F2	Same as choosing Edit - Check Spelling.
CTRL+F3	When an object is selected, this is the same as choosing Edit - Replicate.
CTRL+F6	Activates the next open Freelance Graphics window.

ALT keyboard shortcuts

Use the ALT key in combination with other keys for additional shortcuts.

Shortcut:	Does this:
ALT+ numeric sequence	Allows you to use numeric sequences to enter characters that you cannot enter directly from the keyboard.
ALT+F4	Same as choosing File - Exit Freelance Graphics.
ALT+F7	Same as choosing Page - Duplicate Page.
ALT+F9	Toggles between displaying the presentation in color or in black & white.
ALT+F10	Same as choosing Presentation - Run Screen Show.
ALT+underlined letter of a menu title	Displays the menu.
ALT+ - (keypad minus)	Displays the Control menu for the active window.
ALT+BACKSPACE	Same as choosing Edit - Undo.
ALT+SPACEBAR	Displays the Control menu for the active application.

Other keyboard shortcuts

Use other keys for additional shortcuts.

Shortcut:	Does this:
INSERT	In Edit Points mode, same as choosing Edit - Edit Points - Add Point.
DELETE	Same as Edit - Clear. In Edit Points mode, same as choosing Edit - Edit Points - Delete

	Points.
TAB	In a bulleted list, when your I-beam pointer is at the beginning of the line, moves the item one level to the right.

Using the keyboard in a dialog box

You can use the keyboard to navigate and select options in a dialog box.

Key:	Does this:
TAB	Moves the dotted box to the next option.
SHIFT+TAB	Moves the dotted box to the previous option.
SPACEBAR	When the dotted box is on a check box, selects or deselects the option.
ENTER	Accepts the settings in a dialog box and closes it.
ESC	Cancels the changed settings and closes the dialog box.
, ↓, →, or ←	In a group of option buttons, selects another choice.
, ↓, PAGE UP, HOME, END, or first letter	In a list box, highlights an item.
ALT + an underlined letter	In a list box, selects the first item that starts with the letter (unless the list contains user-defined names).

Using the keyboard in a menu

You can use the keyboard to navigate and choose items in a menu.

Key:	Does this:
F10, ALT, or /	Activates the menu bar.
ALT+ - (keypad minus)	Displays the Control menu for the active window.
ALT+SPACEBAR	Displays the Control menu for the active application.
ALT+underlined letter of a menu title	Displays the menu.
→ or ←	If the menu bar is active, highlights the next or previous menu title.
↓ or	If a menu is displayed, highlights the next or previous menu item.
ENTER	If a menu title is highlighted, displays the menu. If a menu item is highlighted, chooses it.
ESC	If the menu bar is active, cancels a highlighted menu item.

Navigating in text in speaker notes

You can use the keyboard to navigate in the text of speaker notes.

Key:	Does this:
← or →	Moves the insertion point one character to the left or right.
CTRL+← or →	Moves the insertion point to the beginning or end of the previous or next word.
or ↓	Moves the insertion point to the corresponding location in the line above or below.
HOME	Moves the insertion point to the beginning of the line.
CTRL+HOME	Moves the insertion point to the beginning of the speaker note.
END	Moves the insertion point to the end of the speaker note.
PAGE UP	Moves the insertion point to the beginning of the speaker note.
PAGE DOWN	Moves the insertion point to the end of the speaker note.

{button ,AL(`;H_SELECT_TEXT_SPEAKER_NOTES_OVER',0)} See related topics

Navigating in a text block

When you are editing text (when you see a flashing I-beam pointer), you can use the keyboard to navigate in text blocks.

Key:	Does this:
← or →	Moves the insertion point one character to the left or right.
CTRL+← or →	Moves the insertion point to the beginning or end of previous or next word.
or ↓	Moves the insertion point to the corresponding location in the line above or below.
CTRL+ or ↓	Moves the insertion point to the beginning of the paragraph or to the end of the paragraph.
HOME	Moves the insertion point to the beginning of the line.
CTRL+HOME	Moves the insertion point to the beginning of the text block.
END	Moves the insertion point to the end of the line.
CTRL+END	Moves the insertion point to the end of the text block.
PAGE UP	Moves the insertion point to the first text block on the previous page.
PAGE DOWN	Moves the insertion point to the last text block on the next page.

Moving objects by dragging

1. Click an object.

    To select additional objects, press SHIFT as you click them.

2. Drag it to another location.

    Tip To create a copy of the object, press CTRL as you drag the object.

{button ,AL(`H_EDIT_COPY_PASTE_STEPS',0)} <u>See related topics</u>

Aligning objects

You can align objects horizontally or vertically, center them, or evenly space them across the page.

Drawing & Text abc **Show me a demo**

1. Select the objects you want to align.

2. Click the right mouse button over one of the selected objects and choose Align.

   Note For text shapes, choose Text Shapes - Align.

3. Select how to align the objects and click OK.

Tip You can use the following icons to align selected objects along their left, right, top, or bottom edges, or centered in a column. For more information, see Adding an icon to a set of SmartIcons.
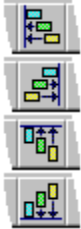
{button ,AL(`H_OBJ_ALIGN_GRID_STEPS',0)} See related topics

Aligning objects on a grid

You can set up a grid on your page so that objects you draw or drag automatically lock, or "snap," to the nearest grid points.

1. Choose View - Set Units & Grid.
2. Select "Display grid" and "Snap to grid."
3. Click OK.
4. Drag the objects you want to move.

   As you drag the objects, they will snap to the nearest grid point.

   Note The grid does not print.

{button ,AL(`H_OBJ_ALIGN_GRID_DETAILS',1)} See details

Details: Aligning objects on a grid

Icon shortcuts
You can display and hide the grid, and turn on and turn off grid snapping, by using the following icons.
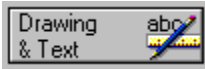
 Grid on

 Grid off
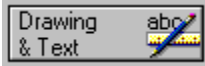
 Snap to grid
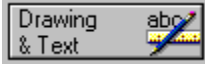
 Grid snapping off

For more information, see Adding an icon to a set of SmartIcons.

Snapping objects without displaying the grid
If you have a grid with very small grid spacing and consequently a lot of dots, redrawing a page can take longer. You can turn off the display of the grid to speed up the redrawing process. You do not need to display the grid to snap objects to it.

{button ,AL(`H_OBJ_ALIGN_GRID_STEPS',1)} Go to procedure

Flipping objects

You can flip selected objects over a horizontal or vertical axis that extends through the middle of the objects.

1. Select the objects you want to flip.

2. Choose Drawing - Flip - Left-Right or Top-Bottom.

 Flip left to right

 Flip right to left

> **Note** If the selection contains a connector, the command will be Collection - Flip. If a grouped object is selected, the command will be Group - Flip.

Note You cannot flip a metafile, chart, organization chart, table, text block, or OLE object.

Details: Grouping and ungrouping objects

Clip art images as grouped objects
Clip art images in Freelance Graphics are all grouped objects. You can ungroup them to size or edit their individual components. If a grouped object is composed of other grouped objects, you will have to use Group - Ungroup more than once until all the objects are ungrouped.

Changing the attributes of a group of objects
You can change the attributes of a group of objects by clicking the right mouse button over the group and choosing Group Properties. See Details: Changing properties of objects.

Grouped objects in "Click here..." blocks
When a chart or clip art is in a "Click here..." block, such as "Click here to create chart," you cannot ungroup it. To remove it from the "Click here..." block, click it, then choose Edit - Cut, then Edit - Paste. Now you can ungroup it.

Objects you cannot ungroup
You cannot ungroup bitmapped objects, such as .BMP or .TIF files.

Ungrouping a chart
When you ungroup a chart, the chart components become individual objects. A chart still looks the same, but is no longer connected to its data. You cannot select the individual objects and group them back into an editable chart.

Ungrouping metafiles
For information about ungrouping metafiles, see Overview: Metafiles and bitmaps.

Splitting an ungrouped object into parts
Even when an object is a single object (and not part of a group of objects), you can break it into two or more objects with Edit - Edit Points - Break at Points. See Splitting an object into parts.

{button ,AL(`H_OBJ_GROUP_UNGROUP_STEPS',1)} Go to procedure

Grouping and ungrouping objects

It is sometimes useful to group objects so you can treat them as one object. This lets you easily select it, size it, change its attributes, or save it as clip art.

1. Select two or more objects you want to group.

2. Click the right mouse button over one of the selected objects and choose Group.

Note To ungroup a grouped object, click the right mouse button over the object and choose Ungroup.

{button ,AL(`H_OBJ_GROUP_UNGROUP_DETAILS',1)} See details

Details: Rearranging overlapping objects

What is drawing priority?

The drawing priority is the order in which Freelance Graphics will overlap objects on the page. Usually, this is the order in which you add objects to the page.

Drawing priority does not affect the order in which objects are displayed in a screen show. For more information, see Sequencing objects.

Priority options

This option	Moves the selected object here in the pile of overlapping objects
Bring to Front	To the top and assigns it a priority order of 1.
Send to Back	To the bottom.
Bring Forward One	One step closer to the top.
Send Back One	One step closer to the bottom.

{button ,AL(`H_OBJ_PRIORITY_STEPS',1)} Go to procedure

Rearranging overlapping objects

You can rearrange overlapping objects to achieve the effect you want. For example, if a newly drawn object covers a previously drawn object, you can move the new object behind the other object.

1. Click the object you want to rearrange.
2. Choose Drawing - Priority, then choose a position.

   See details

   Bring to Front

   Send to Back

   Bring Forward One

   Send Back One

{button ,AL(`H_OBJ_PRIORITY_DETAILS',1)} See details

Rotating objects

Rotating turns an object around its center point, or two or more objects around their collective center point.

1. Select the objects you want to rotate.

2. Choose Drawing - Rotate, Collection - Rotate, or Text Shape - Rotate.

Note To rotate text, choose Text - Rotate.

The mouse pointer changes to a curved shape.

3. Hold down the left mouse button as you move the mouse in either direction.

The angle of rotation appears in the status bar.

4. Release the mouse button to complete the action.

{button ,AL(`H_OBJ_ROTATE_DETAILS',1)} See details

Details: Rotating objects
Hold down SHIFT while rotating the selected objects to constrain the rotation to 45-degree increments.

You cannot rotate charts, tables, or organization charts.

You can rotate bitmaps in 90-degree increments only.

Move the mouse further from the object for finer degrees of rotation.

Editing rotated text
When you edit rotated text, Freelance Graphics temporarily positions the text block horizontally, then returns the text to its rotated position when you finish editing it.

{button ,AL(`H_OBJ_ROTATE_STEPS',1)} Go to procedure

Spacing objects horizontally and vertically

You can evenly space objects horizontally, vertically, or in both directions.

1. <u>Select</u> the objects (at least three) that you want to space.
2. Choose Drawing - Space, Collection - Space, or Text Shape - Space.
3. Select the spacing options you want and click OK.

Tip You can also use the following icons to space objects horizontally or vertically.

{button ,AL(`;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS',0)} <u>See related topics</u>

Changing the shape of objects by adding points

In edit points mode, you can add points to an existing line, arrow, arc, curve, or polygon.

1. Choose Edit - Points Mode.

2. Click an object.

3. Press INS or choose Edit - Edit Points - Add Point.

4. Click the perimeter of the object where you want to add a point.

   Freelance Graphics adds the point where you clicked. You can reposition the new point.

5. Repeat steps 3 and 4 to add another point.

6. To leave edit points mode, choose Edit - Points Mode.

   Note Before you can add points to grouped objects, such as a symbol you created from individual objects, you must first use Group - Ungroup to ungroup the object.

{button ,AL(`H_OBJ_EDIT_PTS_DETAILS',0)} <u>See related topics</u>

Changing the shape of curves by dragging points

You can change the shape of a curve by editing the vertices of the curve. Because Freelance Graphics creates Bézier curves, each point on a curve also has two control points. You can edit these control points for even finer control of the shape of the curve.

1. Choose Edit - Points Mode.

2. Click a curve.

3. Click a point on the curve that you want to edit, other than the endpoints.

   The two control points for the selected point lie on a straight line through the selected point, one on either side. The points and the connecting line are shaped like a barbell.

4. Drag one of the two control points in any direction.

   A dashed outline shows the shape of the curve. See <u>details</u>

5. Release the mouse button.

6. To leave edit points mode, choose Edit - Points Mode.

{button ,AL(`H_OBJ_CHANGE_CURVE_DETAILS',1)} <u>See details</u>

{button ,AL(`H_OBJ_EDIT_PTS_DETAILS',0)} <u>See related topics</u>

Details: Changing the shape of curves by dragging points

Think of the control point as a magnet that pulls the curve: the longer the arm of the control point, the farther the curve is pulled. Note that the opposite side of the barbell stays in line with the one you are dragging, but remains at a fixed distance from the vertex. This gives you more control over individual curve segments.

If you press SHIFT while dragging a control point, both control points move equidistant from the vertex. This effect creates smoother curves.To add a cusp to the curve, press CTRL as you drag one control point, angling the half of the barbell you are dragging.

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{button ,AL(`H_OBJ_CHANGE_CURVE_STEPS',1)} <u>Go to procedure</u>

Details: Changing properties of objects

To change the properties of two or more objects, <u>select</u> the objects, then click the right mouse button over one of the selected objects and choose All Selected Objects Properties.

If the selected objects are all of the same object type--for example, all rectangles or all text blocks--Freelance Graphics displays the InfoBox for the selected object type.

If the selected objects are of different types, the InfoBox displays the common attributes for all selected object types. You can narrow the scope to objects of a single object type by making a selection under "Properties for."

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{button ,AL(`H_OBJ_CHANGE_PROP_STEPS',1)} <u>Go to procedure</u>

Changing properties of objects

You can change the properties of objects, including clip art and bitmaps, in Current Page view.

1. Click the right mouse button over an object and choose its Properties command.

    Freelance Graphics displays the InfoBox for the selected object type.

2. Change the properties as you like.

3. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_OBJ_CHANGE_PROP_DETAILS',1)} See details

{button ,AL(`H_PROP_INFOBOX_OVER',0)} See related topics

Connecting lines

You can connect any combination of two or more lines, freehand lines, arrows, curves, or arcs to form a single object.

1. Select the lines that you want to connect.

2. Choose Drawing - Connect Lines.

Freelance Graphics searches for the closest start or endpoints of the selected lines, and adds a straight line segment between them.

Notes

If you connect arrows, arrowheads appear only on the ends of the resulting arrow.

Choose Edit - Undo to undo Drawing - Connect Lines.

Copying properties from one object to another

You can copy the properties of one object to another.

1. Click the object whose properties you want to copy.
2. Choose Connector/Drawing/Group/Text/Text Shape - Fast Format - Pick Up Attributes.
3. Click the object you want to receive the attributes.
4. Choose Connector/Drawing/Group/Text/Text Shape - Fast Format - Apply Attributes.

Cropping a bitmap

You can display a portion of a bitmap by cropping it.

1. Click the bitmap you want to crop.
2. Choose Bitmap - Crop Bitmap.
3. To size the cropping rectangle, drag a handle to frame only that portion of the bitmap you want to use.
4. To move the cropping rectangle, drag it.
5. Click OK when you are satisfied with the way you have cropped the bitmap.

{button ,AL(`H_SYMB_BIT_CHANGE_STEPS;H_SYMB_MET_OVER',0)} See related topics

Changing default properties of the drawing tools

You can customize the drawing tools so that the objects you draw have specific attributes (for example, blue lines or red rectangles).

1. Click the right mouse button over an object (for example, a line), then choose the Properties command.

2. Change the attributes in the InfoBox.

3. (Optional) Move, collapse, or close the InfoBox.

4. Click the right mouse button over the object and choose Change Default Properties.

5. Click OK to verify the change.

Notes

When you change the default attributes for a drawing tool, Freelance Graphics uses the new defaults when you next draw an object with that drawing tool in the current presentation. Existing objects are not affected when you change defaults.

You cannot save default attributes for text shapes or connectors.

When you save a presentation, these defaults are saved along with it. The defaults for new presentations or other existing presentations are not affected.

Changing the shape of objects by deleting points

You can delete points from a polyline, curve, or polygon to change its shape.

1. Choose Edit - Points Mode.

2. Click an object.

3. Click a point. To select additional points, press SHIFT as you click them.

4. Press DELETE.

   Freelance Graphics redraws the object as determined by the remaining points.

5. To leave edit points mode, choose Edit - Points Mode.

Note You can delete a line, arrow, arc, curve, or polygon in edit points mode by first selecting all the points on the object and then pressing DELETE.

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{button ,AL(`H_OBJ_EDIT_PTS_DETAILS',0)} <u>See related topics</u>

Details: Converting lines to polygons

Why convert a line to a polygon?
The main reason to convert a line to a polygon is so you can add a fill pattern. Converting a multi-segmented line (or curve or arc) to a polygon connects the start and endpoints of the object, which becomes a closed and filled object. The converted object takes on the default area color and pattern for polygons.

Converting a line with arrowheads to a polygon
When you convert a line with arrowheads to a polygon, Freelance Graphics removes the arrowheads.

Finding the endpoints of a polygon converted from a polyline
After you convert a polygon to a polyline, the start and endpoints are on top of each other and difficult to distinguish. You can separate these by dragging one point away in edit points mode.

{button ,AL(`H_OBJ_DISPLAY_FILL_LINES_STEPS',1)} Go to procedure

{button ,AL(`H_OBJ_MOD_OVER;H_OBJ_DISPLAY_FILL_LINES_DETAILS;H_OBJ_EDIT_PTS_STEPS;',0)} See related topics

Converting lines to polygons

You can convert a multi-segmented line to a polygon to create a filled object, or change a polygon to a line.

1. To change a multi-segmented line to a polygon, click the right mouse button over the line and choose Convert - To Polygons.

   Note Freelance Graphics fills the polygon.

2. To change the fill of the polygon, click the right mouse button over the object, choose Polygon/Shape Properties, and select a fill.

Note To change a polygon to a line, click the right mouse button over the polygon and choose Convert - To Lines.

{button ,AL(`H_OBJ_DISPLAY_FILL_LINES_DETAILS',1)} See details

Details: Working in edit points mode
When you are working in edit points mode:

- The pointer changes to ⬚ .

- Instead of the usual eight handles displayed when an object is selected, a selected object has a handle between each segment and at its start and endpoints.

- Click to select the points you want to work with.
- Selected points appear as filled squares; unselected points as unfilled squares.
- Freelance Graphics remains in edit points mode until you choose Edit - Points Mode again.
- To change the shape of a single line segment, add points to the segment and then move the added points.

{button ,AL(`H_OBJ_EDIT_PTS_STEPS',1)} Go to procedure

Working in edit points mode

In edit points mode, you can change the shape of an object by adding, moving, or deleting the individual points that comprise the object.

1. Choose Edit - Points Mode.
2. Click an object.

    Note You cannot edit the points of connectors, text shapes, or grouped objects.

3. Click the point you want to work with.
4. Add, move, or delete any points on the object.
5. To leave edit points mode, choose Edit - Points Mode.

Tips

To select several points at once (on the same object or on different objects), drag a box around the points you want to move, or press SHIFT and click the points.

To deselect a point, press SHIFT while clicking the point.

{button ,AL(`H_OBJ_EDIT_PTS_DETAILS',1)} See details

{button ,AL(`H_OBJ_SPLIT_STEPS;H_OBJ_MOVE_POINTS_STEPS;H_OBJ_ADD_POINTS_STEPS;H_OBJ_CHANGE_CURVE_STEPS',0)} See related topics

Overview: Objects

Objects are text and graphic shapes that you add to the page. Examples of objects include lines, circles, charts, shapes with text, connectors, clip art, tables, organization charts, and OLE objects.

Open vs. closed objects

A closed object is an object whose starting point and endpoint are connected, or are the same, such as a rectangle, a circle, or a polygon. The interior of a closed object can be filled with a color or a pattern.

An open object is an object whose starting point and endpoint are not connected, such as a line or an arc. An open object has no interior and cannot be filled with a color or a pattern.

Creating custom SmartIcons sets

To suit the task you are working on, you can add SmartIcons to the current set, or create your own custom sets for different tasks. For more information, see <u>Adding an icon to a set of SmartIcons</u> and <u>Creating a new SmartIcons set</u>.

Working with a grid

You can set up a grid on your page so that objects you draw, move, or size automatically lock, or "snap," to the nearest grid points. For more information, see <u>Displaying the drawing grid</u>.

Changing the shape of objects

You can change the shape of an object by adding, moving, or deleting the individual points that comprise the object. See <u>Working in edit points mode</u>.

{button ,AL(`H_SELECT_OBJ_OVER;H_OBJ_CHANGE_PROP_STEPS;H_SSOBJ_OVER;',0)} <u>See related topics</u>

Changing the shape of objects by moving points

You can change the shape of an object by dragging one or more points.

1. Choose Edit - Points Mode.

2. Click the object.

   To move several points at once (on the same object or on different objects), press SHIFT and click the additional points.

3. Drag a point.

   A dashed outline shows the shape of the object.

4. Release the mouse button when you see the shape you want.

5. To leave edit points mode, choose Edit - Points Mode.

   Tip To move points with the keyboard, after step 2 press an arrow key to move it in the direction you want, then press ENTER.

{button ,AL(`H_OBJ_EDIT_PTS_DETAILS',0)} <u>See related topics</u>

Sizing objects with the mouse

You can size an object by dragging a handle on the object's perimeter.

 Show me a demo

1. Click the object you want to size.

2. Drag a handle to size the object.

   A dashed outline shows the size of the object.

3. Release the mouse button.

Tips

To size several objects at once, drag a handle of any one of the selected objects.

To size ready-made diagrams--especially pyramid charts--press the SHIFT key as you drag. Otherwise, the text may spill over the borders of the diagram or become jumbled.

{button ,AL(`H_OBJ_SIZE_DETAILS',1)} See details

{button ,AL(`H_OBJ_SIZE_KYBD_STEPS',0)} See related topics

Details: Sizing objects with the mouse

Changing an object's size and proportions

When you size an object, you can change both its size and proportions, as described in the following table. If you are sizing an object with the keyboard, hold down an arrow key instead of dragging the object with the mouse.

To change:	Do this:
An object's width without changing its height	Drag a middle handle on the left or right side of the object.
An object's height without changing its width	Drag a middle handle on the top or bottom of the object.
Both an object's width and height	Drag a corner handle.
An object's size without changing its proportions	Drag a corner handle while holding down the SHIFT key.

Sizing objects by fixed amounts

You can use menu commands to size an object by fixed amounts. Click the right mouse button over the object, choose Object Size, and then choose a size option.

- Enlarge 20% and Reduce 20% make an object larger or smaller in small incremental amounts each time you issue the command.

- Equal makes two or more selected objects the same size. Freelance Graphics chooses an average size based on the size of all the selected objects.

- Extra Small, Small, Medium, Large, and Extra Large size the selected objects by fixed amounts.

{button ,AL(`H_OBJ_SIZE_STEPS',1)} Go to procedure

Sizing objects with the keyboard

It is usually easier to size objects with the mouse, but the keyboard offers a finer level of control.

1. Select the object you want to size.
2. Press **.** (period).

   A cross appears on a handle of the box around the selected object or group. Press **.** (period) again to move to the next handle. In this way, you can select any handle around the perimeter of the object.
3. Press , ↓, →, or ← to size the object.
4. Press ENTER to complete the sizing operation.

   Tip Choose Edit - Undo to undo up to 10 sizing operations.

{button ,AL(`H_OBJ_SIZE_STEPS',0)} <u>See related topics</u>

Details: Splitting an object into parts

Closed vs. open objects

A closed object is an object whose starting point and endpoint are connected, or are the same, such as a rectangle, a circle, or a polygon. The interior of a closed object can be filled with a color or a pattern.

An open object is an object whose starting point and endpoint are not connected, such as a line or an arc. An open object has no interior; it cannot be filled with a color or a pattern.

You can break apart both closed and open objects. When you break apart a closed object, you create two or more closed objects. (Freelance Graphics adds lines to the objects to close them.) When you break apart an open object, you create two or more open objects.

- If you split an object that has an arrowhead, Freelance Graphics removes the arrowhead.
- If you close a line with markers, Freelance Graphics removes the markers.
- To split a circle or rectangle, you must first convert it to a polygon (a closed object) or a polyline (an open object). To do this, click the right mouse button over the object and choose either Convert - To Polygons or Convert - To Lines.
- You can break a line, polyline, polygon, curve, arc, or shape at any of its points.

Breaking lines and polygons

You must select at least one point on a line or two non-consecutive points on a polygon. As long as the selected points and the points between them define an area, Freelance Graphics can split the polygon. If you select more than one point, the points you choose must define an area. That is, you cannot choose two adjacent points.

Breaking an object on a new point

To break an object where there are no points, first add points by choosing Edit - Edit Points - Add Point.

Undoing a broken object

To reverse the effects of Edit - Edit Points - Break at Points, choose Edit - Undo.

Breaking an object versus ungrouping an object

The difference between breaking an object apart and ungrouping an object is that Edit - Edit Points - Break at Points splits a single object into two or more objects, while Group - Ungroup separates a grouped object into its component objects.

Connectors, text shapes, and grouped objects

Because you cannot edit the points of connectors, text shapes, or grouped objects, you cannot break these object types.

{button ,AL(`H_OBJ_SPLIT_STEPS',1)} Go to procedure

Splitting an object into parts

You can split an object into two or more objects. This is useful when you want to create a new object using part of an existing object.

1. Click the object you want to break apart.

2. Choose Edit - Points Mode.

   Freelance Graphics displays handles on the object's points.
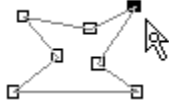
3. Select the points on the object where you want to break the object. You must select at least one point on an open object and two non-consecutive points on a closed object.

   To select a single point, click the point; to select several points, press SHIFT and click each additional point.

4. Choose Edit - Edit Points - Break at Points to break the object into two or more objects.

   Because the resulting objects abut each other, the original object may not appear to be split. To verify that the object has been split, drag the individual objects apart.

5. To leave edit points mode, choose Edit - Points Mode.

{button ,AL(`H_OBJ_SPLIT_DETAILS',1)} See details
{button ,AL(`H_OBJ_EDIT_PTS_DETAILS',0)} See related topics

1-2-3 and FastSite

Once you add a 1-2-3® file to a FastSite site, you still can make changes to the Web conversion format and to a subset of the Web conversion options you've already selected for the file in 1-2-3.

You can publish 1-2-3 files as HTML pages or as jDoc documents. If you publish a file as an HTML page, FastSite retains the formulas in the file, and the file can be read back into 1-2-3. If you publish a file as a jDoc document, FastSite uses the jDoc technology to create a compact, cross-platform, high-fidelity replica of a file that retains its original formatting.

Changing the conversion format

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the 1-2-3 file.
2. Select Properties.
3. Under Conversion format, select "HTML pages," "jDoc document," or "File Defaults."

Note For more information on 1-2-3 file defaults, see the 1-2-3 Help.

Changing Web publishing options

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the 1-2-3 file.
2. Select Properties.
3. Click 1-2-3 Publishing Options.
4. Under Conversion format, select one of the following options:
    -   "HTML pages" if you want to publish a selected range
    -   "jDoc" if you want to publish the whole workbook, a selected sheet, or a selected range
    -   "File defaults" if you want to keep the publishing options you set in 1-2-3

Tip If you want to publish an unnamed range, publish the range first in 1-2-3 and save the file. When you change Web publishing options in FastSite, choose "File defaults."

5. Click OK.

Supported file types

You can include the following types of 1-2-3 files in a FastSite site:

File type	File extension
1-2-3 97 and later	.123
1-2-3 Release 4	.WK4
1-2-3 Release 3	.WK3
1-2-3 Release 1	.WK1

Approach and FastSite

FastSite publishes Approach® files as jDoc documents using the jDoc technology to create a compact, cross-platform, high-fidelity replica.

When you include an Approach file in a FastSite site, FastSite provides Web publishing information about the file so you can change the file without leaving FastSite. You can select what views you want to publish to the Web, as well as what records--in the form of named finds and sorts--you want to publish to the Web.

Note FastSite lets you add shortcuts to a file.

Selecting a different view

When you add an Approach file with more than one view to FastSite, FastSite assumes you want to publish the last view created. If that's not the case, follow these steps to make a different selection:

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Approach file.
2. Select Properties.
3. Click Approach Publishing Options.
4. Under Select an Approach view, select a view.
5. Click OK to close the Web Conversion Options dialog box.
6. Click OK.

Selecting a different set of records

When you add an Approach file to FastSite, FastSite assumes that you want to include all records in the file when you publish to the Web. If that's not the case, follow these steps to make a different selection:

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Approach file.
2. Select Properties.
3. Click Approach Publishing Options.
4. Under Select which records to convert, select a Named Find or a Sort.
5. Click OK to close the Publishing Options dialog box.
6. Click OK.

Supported file types

FastSite supports Approach .APR files.

Freelance Graphics and FastSite

Once you add a Freelance Graphics® file to a FastSite site, you still can change the Web conversion format and Web style.

You can publish Freelance Graphics files as HTML pages or as jDoc documents. A jDoc document, which uses the jDoc technology, is a compact, cross-platform, high-fidelity replica of a file.

Changing the conversion format

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Freelance Graphics file.

2. Select Properties.

3. Under Conversion format, select "HTML Pages" or "jDoc document."

4. Click OK.

Changing Web publishing options

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Freelance Graphics file.

2. Select Properties.

3. Click Freelance Publishing Options.

4. Select a style from the "Style name" box.

5. Click OK to record your new choice.

6. Click OK.

Supported file types

You can include the following types of Freelance Graphics files in a FastSite site:

File type	File extension
Freelance Graphics 97 and later	.PRZ
Freelance Graphics 96	.PRE
Freelance Graphics symbol	.SYM
Freelance Graphics SmartMaster content	.SMC
Freelance Graphics SmartMaster look	.MAS

Word Pro and FastSite

Once you add a Word Pro™ file to a FastSite site, you still can make changes to the Web conversion format and to a subset of the Web conversion options you've already selected for the file in Word Pro.

You can publish Word Pro files as HTML pages or as jDoc documents. A jDoc document, which uses the Net-It Software technology, is a compact, cross-platform, high-fidelity replica of a file.

Changing the conversion format

1. In the site hierarchy, which is the left pane of the FastSite desktop, right-click the Word Pro file.

2. Select Properties.

3. Under Conversion format, select "HTML pages" or "jDoc document."

4. Click OK.

Changing Web conversion options

1. In the site hierarchy pane, which is the left pane of the FastSite desktop, right-click the Word Pro file.

2. Select Properties.

3. Click Word Pro Publishing Options.

4. Under File, select the parts of the document you want to include: the header, the footer, and/or the table of contents.

5. Click OK to close the Web Conversion Options dialog box.

6. Click OK.

Supported file types

You can include the following types of Word Pro files in a FastSite site:

File type	File extension
Word Pro 97 and higher	.LWP
Ami Pro®	.SAM

FastSite and the other SmartSuite applications

FastSite, the newest member of SmartSuite, is designed for users who want to contribute information to a Web site. You can use FastSite even if you're not a Webmaster and you don't need to know HTML.

FastSite lets you do the following:

- Create and manage Web sites.
- Post existing SmartSuite documents to the Web without having to copy and reformat them.
- Use ready-made Web SmartMaster looks to give your site a cohesive and professional look.
- Seamlessly update your information once it's on the Web.

Once you create a Web site, you can post it to any Web server. For example, you can post the Web site to a Domino server where FastSite takes advantage of the Domino search technology.

Using FastSite

To use FastSite, from the Start menu, choose Programs - Lotus SmartSuite - FastSite. Then on the Choose Task tab, click "Create a new site." FastSite guides you through the steps for creating a site.

FastSite and SmartSuite files

When you include SmartSuite files in a FastSite site, FastSite provides Web publishing information about each file--or a subset of it, depending on the application--that you can change without leaving FastSite. To learn more about a specific file type and the publishing information FastSite provides, see any of the topics below:

1-2-3 and FastSite
Approach and FastSite
Freelance Graphics and FastSite
Word Pro and FastSite

Overview: Organization charts

An organization chart graphically illustrates how people are organized within a department or a business. Freelance Graphics provides several different styles of organization charts. An organization chart is composed of the following parts:

- One top-level position, such as a CEO, manager, or project or team leader.
- One staff support position, such as an administrative assistant, who reports to the top entry in the chart.

- Multiple levels representing the organization.

Creating organization charts

The easiest way to create an organization chart is to use a page layout for an organization chart. You can choose what you want the organization chart to look like, fill in information about each person in the organization, and automatically size the text to fit in the boxes. See <u>Creating an organization chart</u> and <u>Adding entries to an organization chart</u>.

Many content topics include an organization chart. For information about content topics, see <u>Overview: What is a content topic?</u>

Modifying organization charts

Once you have created an organization chart, you can:

- Add entries. See <u>Adding entries to an organization chart</u>.
- Add one support staff position that reports to the top entry. See <u>Adding a staff position to an organization chart</u>.
- Remove entries. See <u>Deleting entries from an organization chart</u>.
- Change the order of the entries. See <u>Changing the position of entries in an organization chart</u>.
- Edit the text of entries. See <u>Editing entries in an organization chart</u>.

Changing properties of an organization chart

You can change properties for the whole organization chart or any of its parts. Properties include the color and width of the lines, the background color and pattern in the boxes, and the size and color of text. See <u>Changing properties of an organization chart</u>.

Adding entries to an organization chart

You can update an organization chart by adding entries to it as needed.

1. Click the organization chart.

2. Choose Org Chart - Edit Data or click here .

3.   Type entries in the Organization Chart Entry List.

   • To add an entry at the same level, press ENTER.

   • To create a subordinate entry, press TAB to indent the name.

   • To create a superior entry, press SHIFT+TAB to outdent the name.

   • To add a staff position (such as an administrative assistant), choose Edit - Staff from the dialog box menu, then enter the text and click OK. This position reports to the top entry.

   • To force line breaks in the text, move the insertion point between words and press CTRL+ENTER.

4. Click OK.

Tip Click Preview to preview the organization chart as you add entries.

{button ,AL(`H_ORGCHRT_DEL_ENTRIES_STEPS;H_ORGCHRT_SIZE_TEXT_STEPS',0)} See related topics

Adding a staff position to an organization chart

You can add one support staff position per organization chart. It appears below the top entry box.
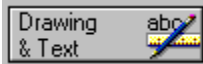
1. Click the organization chart.
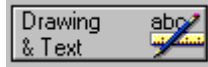
2. Choose Org Chart - Edit Data or click here .
3.   Choose Edit - Staff from the dialog box menu.
4.   Type the entry in the Organization Chart Staff dialog box, then click OK.
5.   Click OK.

Note The support staff entry is not visible in the Organization Chart Entry List. Click Preview to preview the organization chart as you add entries.

_____

{button ,AL(`H_ORGCHRT_DEL_ENTRIES_STEPS',0)} See related topics

Details: Creating an organization chart

Style options
- The organization chart styles shown in the Organization Chart Gallery provide a sample of the style of the boxes. They do not reflect the number of entries permitted in an organization chart.
- Under "Show lowest level of chart as," select an option.
- Select "Automatically size entry text" if you want Freelance Graphics to fit the text inside each block. If you select this option, you can still manually resize the text. For information on how to control the size of text in organization charts, see <u>Overview: Sizing text in organization charts</u>.

Working with complex organization charts
When you create a complex organization chart, the text can become quite small. You may want to preview the chart and experiment with style choices to find the layout that works best for your chart. But keep in mind that what appears to be too small onscreen may be quite legible when printed.

Text in organization charts
You cannot change the attributes of text in the Organization Chart Entry List. This window is for editing the content of individual lines of text in each box.

Changing the appearance of organization charts
Use the InfoBox to make changes to an organization chart, such as choosing another chart style or modifying lines or the typeface. See <u>Changing properties of an organization chart</u>.

{button ,AL(`H_ORGCHRT_CREATE_STEPS',1)} <u>Go to procedure</u>

Creating an organization chart

1. Click the New Page button.

    Note If you are using a content topic, also click the Page Layouts tab.

2. Select the Organization Chart page layout and click OK.

3. Click the "Click here..." organization chart block.

4. Select the style you want for the organization chart, then click OK.

    See <u>details</u>

5. Type the first entry in the Organization Chart Entry List.

6. Press ENTER to move to a new line, start a new entry, or to skip titles or comments.

7. Type the remaining entries.

8. To add a staff position (such as an administrative assistant), choose Edit - Staff from the dialog box menu.

9. (Optional) Click Preview to preview the organization chart as you are creating it.

10. Click OK.

Note You can create an organization chart on any page layout by choosing Create - Organization Chart.

{button ,AL(`H_ORGCHRT_CREATE_DETAILS',1)} <u>See details</u>

{button ,AL(`H_ORGCHRT_CREATE_STEPS;H_ORGCHRT_SIZE_TEXT_STEPS;H_ORGCHRT_STYLES_STEPS;
   H_ORGCHRT_DEL_ENTRIES_STEPS;',0)} <u>See related topics</u>

Deleting entries from an organization chart

1. Click the organization chart.
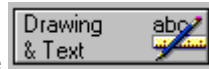
2. Choose Org Chart - Edit Data or click here .

3.   To delete an entire entry and its subordinates, click the bullet beside the first line of the entry, then press DEL..

4.   To delete part of an entry (for example, a name or title), drag to select the text you want to delete, then press DEL.

5.   To delete the support staff position, choose Edit - Staff from the Organization Chart Entry List, and click Remove.

6. Click OK.

Notes

You can delete adjacent entries all at once. Hold down the SHIFT key as you click the bullets. Each bullet you click adds to the selection. Then press DEL to remove all the entries at once.

To delete an empty box, click the bullet next to the first line of the gray prompt text, then press DEL.

Editing entries in an organization chart

1. Click the organization chart.
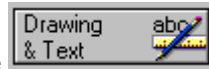
2. Choose Org Chart - Edit Data or click here .

3. Edit the text.
4. To edit the support staff entry, choose Edit - Staff from the dialog box menu, edit the text, and click OK.
5. Click OK.

{button ,AL(`H_ORGCHRT_EDIT_ENTRIES_DETAILS',1)} See details

Details: Editing entries in an organization chart

Editing text directly in a box
You can edit a text entry in a box directly by double-clicking it. Here, you can add, copy, paste, and delete text. You cannot highlight characters and set text attributes. To change text attributes, see <u>Changing properties of an organization chart</u>.

Creating line breaks
You can change the line breaks using the Organization Chart Entry List. To force line breaks in the text, move the insertion point between words and press CTRL+ENTER.

{button ,AL(`H_ORGCHRT_EDIT_ENTRIES_STEPS',1)} <u>Go to procedure</u>

{button ,AL(`H_ORGCHRT_DEL_ENTRIES_STEPS;H_ORGCHRT_TXTSIZE_OVER',0)} <u>See related topics</u>

Edit Menu (organization charts)

Cut
Deletes selected text and places it on the Clipboard.

Copy
Copies selected text to the Clipboard without removing the original text from its location.

Paste
Copies text that has been placed on the Clipboard at the insertion point.

Clear
Removes selected text permanently without affecting the contents of the Clipboard.

Promote
Changes the current organization chart entry and its subordinates to a superior level.

Demote
Changes the current organization chart entry and its subordinates to a subordinate level.

Staff
Creates a staff entry reporting to the top position on an organization chart.

Copy Whole Chart
Copies the text entries in the entire organization chart.

Organization Chart Entry List

The Organization Chart Entry List makes it easy to create and modify an organization chart.

Choose a task
    Creating an organization chart
    Adding entries to an organization chart
    Adding a staff position to an organization chart
    Deleting entries from an organization chart
    Editing entries in an organization chart
    Changing the position of entries in an organization chart
    Changing the layout of an organization chart

{button ,AL(`H_ORGCHRT_OVER;H_ORGCHRT_SETTINGS_STEPS;H_ORGCHRT_EDIT_MENU;H_ORGCHRT_V
   IEW_MENU',0)} See related topics

Changing the position of entries in an organization chart

1. Click the organization chart.
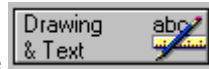
2. Choose Org Chart - Edit Data or click here .

3. Click the bullet beside the entry you want to promote or demote. A box appears around the entry.

4. Do one of the following:

   • To promote the entry, choose Edit - Promote.

   • To demote the entry, choose Edit - Demote.

5. Click OK.

{button ,AL(`H_ORGCHRT_PROMO_DEMOTE_DETAILS',1)} See details

Details: Changing the position of entries in an organization chart
For an alternative to the menu commands in the Organization Chart Entry List:

• Click the entry you want to promote and press SHIFT+TAB.

• Click the entry you want to demote and press TAB.

Promoting or demoting multiple entries
In the Organization Chart Entry List, you can select adjacent entries so that you can work with them as a single unit. Select the first item by clicking it; add to the selection by holding down the SHIFT key as you click the bullets. Each bullet you click adds that entry to the selection. Then press TAB or SHIFT+TAB to promote or demote the entire selection.

{button ,AL(`H_ORGCHRT_PROMO_DEMOTE_STEPS',1)} <u>Go to procedure</u>

Changing properties of an organization chart

You can change properties of text, boxes, connecting lines, and frames in an organization chart.

1. Click the organization chart.
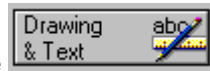
2. Choose Org Chart - Edit Data or click here .

3.   Under Properties for, select what you want to modify.
4.   Click the appropriate tab in the InfoBox to make the changes you want.
5.   Make selections in the InfoBox.
   See details

6. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_ORGCHRT_SETTINGS_DETAILS',1)} See details

{button ,AL(`H_PROP_INFOBOX_OVER;H_PROPS_INFOBOX_TABS_OVER',0)} See related topics

Details: Changing properties of an organization chart

What you can change

You can change individual components of an organization chart. These include:

- Frame
- Connecting lines
- Boxes (Current box: <name>; Current box subordinates; Current box peers)
- Text
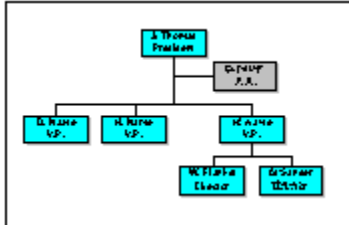
Layout

To change the layout of an organization chart after you have created it, click the Layout [Drawing & Text] tab in the organization chart InfoBox and choose a new layout style. If the Layout tab is not visible, choose Organization chart under "Properties for."

Color

- Under Border, select a style, width, and color for the selected objects.
- Under Interior, select a pattern and colors for the selected objects.

{button ,AL(`H_ORGCHRT_SETTINGS_STEPS',1)} <u>Go to procedure</u>

Sizing text in an organization chart
You can let Freelance Graphics size text automatically or control the sizing yourself.

To let Freelance Graphics size the text automatically
1. Click the organization chart.

2. Choose Org Chart - Org Chart Properties or click here [Drawing & Text / abc] .
3.   Click the Layout tab in the InfoBox.

[Drawing & Text / abc]
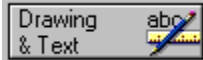
   Note If the Layout tab is not visible, choose Organization chart under "Properties for."
4. Select "Automatically size entry text."
5. (Optional) Move, collapse, or close the InfoBox.

To control the text size yourself
1. Click the organization chart.
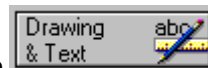
2. Choose Org Chart - Org Chart Properties or click here [Drawing & Text / abc] .
3.   Click the Layout tab in the InfoBox.

[Drawing & Text / abc]
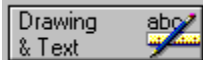
   Note If the Layout tab is not visible, choose Organization chart under Properties for.
4. Deselect "Automatically size entry text."
5. On the page, click the organization chart box whose text size you want to change and click the Text format tab.

[Drawing & Text / abc]
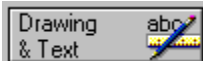
6. Choose a new text size.
7. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_ORGCHRT_SIZE_TEXT_DETAILS',1)} See details
{button ,AL(`H_ORGCHRT_TXTSIZE_OVER',0)} See related topics

Details: Sizing text in an organization chart

If you do not want a line of text to split, add one or more blank lines after that line in the Organization Chart Entry List. Adding blank lines increases the vertical size of the entry and forces Freelance Graphics to use a smaller text size.

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{button ,AL(`H_ORGCHRT_SIZE_TEXT_STEPS',1)} <u>Go to procedure</u>

Changing the layout of an organization chart
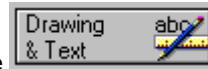
1. Click the organization chart.

2. Choose Org Chart - Org Chart Properties or click here [Drawing & Text abc] .

3. Click the Layout tab in the InfoBox.

[Drawing & Text abc]
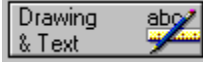
   Note If the Layout tab is not visible, choose Organization chart under Properties for.

4. Under Layout, select the style you want to use.

5. Under Lowest level, select a style for the bottom level of your entries.

6. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_ORGCHRT_STYLES_DETAILS',1)} See details

Details: Changing the layout of an organization chart

Which style should you choose?

Freelance Graphics offers several different styles for organization charts. Experiment to see which combinations best suit your needs. For example, a laddered list using the automatic sizing feature may be more legible (but use more vertical space) than the row of boxes.

Zooming in and out

If your organization chart is large or complex, the text may become difficult to read, especially onscreen. Choose View - Zoom In from the Freelance Graphics menu in Current Page view to enlarge the boxes and entries. You can choose this command multiple times until the text is the size you want.

Choose View - Zoom Out when you want to see a wider section of the organization chart. Choose View - Zoom to Full Page to return to the original page size. Zoom makes it easier to work with the text on the screen; it does not affect the output such as printing or screen shows.

Selecting the organization chart component you want to change

You can select different components of an organization chart by clicking on the component you want to change. For example, to change the style of a single box in an organization chart, click on the edge of the box, and then choose Org Chart - Org Chart Properties. The Properties for box at the top of the InfoBox displays Current box. Click Properties for to choose a different component. For more information, see Changing properties of an organization chart.

Returning to the Organization Chart Entry List

If you are working in the Layout panel of the InfoBox and want to edit organization chart entries, click the Edit Data button.

{button ,AL(`H_ORGCHRT_STYLES_STEPS',1)} Go to procedure

Overview: Sizing text in organization charts

When you select "Automatically size entry text" in the Organization Chart Gallery dialog box or the Layout panel of the InfoBox, Freelance Graphics changes the size of all the text in the organization chart uniformly to make it fit within the boxes of the organization chart. Freelance Graphics may split lines of text in order to use the largest text size possible. In general, this produces well-composed, legible organization charts.

Occasionally, you may want to turn the automatic sizing option off. For example, you may want to change the text size in just one box, or in all the boxes at one level in the organization chart. By deselecting "Automatically size entry text," you can control the size of the text in individual boxes or in all boxes at the same level. See <u>Sizing text in an organization chart</u>.

When you deselect the automatic sizing option, the text size is recomposed and may overflow the edges of boxes. One way to remedy this is to use an organization chart layout without boxes. See <u>Details: Changing the layout of an organization chart</u>.

Note You cannot highlight text in the Organization Chart Entry List and change the attributes of highlighted text.

View Menu (organization charts)
These choices affect only the display of the Organization Chart Entry List. They do not affect the appearance of the organization chart itself.

Names Only
Displays just the first line of each entry in the Organization Chart Entry List.

Names and Titles
Displays the first and second lines of each entry in the Organization Chart Entry List.

All
Displays all three lines of each entry in the Organization Chart Entry List.

Adding pages in Outliner view

You can add pages in Outliner view and enter title text and bulleted lists, but you must change to Current Page view to add other elements such as tables, charts, and clip art to the page.

1. Click the Outliner tab.

2. Determine where in the outline you want to add a new page, and click in that text.

3. Choose Create - Page.

4. (Optional) Choose a page layout.

  • If you are using a content topic, you can choose from a list of page layouts with or without content.

  • If you are not using a content topic, Freelance Graphics automatically adds a page with a Bulleted List page layout. Click the Page Layout button to choose a different page layout.

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Notes

If you outdent text that is already at Level 1, you create a new page and the bulleted text becomes the page title.

You can also add pages by copying them from other presentations.

{button ,AL(`H_PAGE_ADD_NEW_STEPS;H_PAGE_CHOOSE_LAYOUT_STEPS;H_PAGE_VIEW_ALL_STEPS;H_
    PAGE_PREV_BROWSER_STEPS;H_DSET_STARTUP_VIEW_STEPS;H_TEXT_BLOCKS_AND_LEVELS_OVE
    R',0)} See related topics

Adding text in Outliner view

You can start working on a presentation in Outliner view, or you can add text to an existing presentation.

1. Click the Outliner tab.

2. To add text to a blank page, click to the right of a <u>page picture</u> and begin typing.

   • If this is the first page in a presentation, you will probably be creating the title page.

   • If this is the first paragraph on a page, you will be entering text for the title.

3. To begin a new line of text, press ENTER.

You can continue entering text and creating new pages in Outliner view, or switch to Current Page view to see one page at a time.

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{button ,AL(`H_OUTLINE_NAVIGATE_OVER;H_OUTLINE_IMPORT_AMI_STEPS;H_OUTLINE_IMPORT_ASCII_ST
EPS;H_OUTLINE_CHANGE_LEVELS_STEPS;H_OUTLINE_ADD_PAGE_STEPS;H_VIEWS_CHANGING_STEP
S',0)} <u>See related topics</u>

Details: Changing text levels in Outliner view

Changing text levels
You can click these arrows to change text levels.

Each time you click an arrow, the selected text moves to the next level. The bar between the arrows indicates the current level for the text, for example, Title text or Level 1.

- The left arrow outdents text one level (moves text one level to the left). This changes the text level, for example, from Level 2 to Level 1. If you outdent text that is already at Level 1, you create a new page and the bulleted text becomes the page title.

- The right arrow indents text one level (moves text one level to the right). This changes the text level, for example, from Level 2 to Level 3.

  Note Changing the text level often changes the style of the bullet and the text.

You can see the effects of changing the levels of indentation by looking at the page samples in Outliner view or by clicking the Current Page tab to display the page in Current Page view.

How many levels of indentation?
In Freelance Graphics, you can have up to five levels of indented and bulleted text for each page, in addition to the page title. The levels of indentation in Outliner view correspond to the text levels for any text block.

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{button ,AL(`H_OUTLINE_CHANGE_LEVELS_STEPS',1)} Go to procedure

Changing text levels in Outliner view

Outliner view can display a title and up to five levels of indented or bulleted text for each page. These correspond to the text levels in text blocks.

1. Click the Outliner tab.

2. <u>Select the text</u> you want to change.

3. Do one of the following:

   - To indent text one level, press TAB.
   - To outdent text one level, press SHIFT+TAB.

Tip You can also click the arrows to change the level of text. The level of the current text is displayed between the arrow icons.
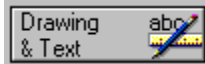
{button ,AL(`H_OUTLINE_CHANGE_LEVELS_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_TEXT_BLOCKS_AND_LEVELS_OVER',0)} <u>See related topics</u>

Changing page layouts in Outliner view

You can change page layouts and work with text in Outliner view. However, to add elements such as a chart, a table, or clip art, click the Current Page tab to work in Current Page view.

1. Click the Outliner tab.

2. Select the page you want to change.

3. Click the Page Layout button.
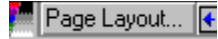
4. Select a page layout.

5. Click OK.

Notes

To change a 1-column bulleted list to a 2-column bulleted list in Outliner view, you can use the following icon. The current paragraph becomes the first paragraph in the second column.

In Outliner view, Freelance Graphics displays the following symbols next to text to indicate that you are using a page that contains a 2-column bulleted list.
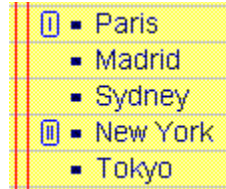
{button ,AL(`;H_PAGE_CHOOSE_LAYOUT_STEPS',0)} See related topics

Expanding and collapsing text in Outliner view
You can collapse the entire Outliner view to display just your page titles or you can collapse the selected page.

1. Click the Outliner tab.
2. Click one of these icons in Outliner view:
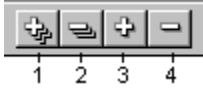
- To expand or collapse text in the entire view, click the first or second icon.
- To expand or collapse text in the current page, click the third or fourth icon.

When you collapse a page, Freelance Graphics displays a plus sign (+) next to the page number, and displays only the page title.

Overview: Icon shortcuts in Outliner view

You can use these icons in Outliner view to complete common tasks quickly.

Click:	To:
	Show or hide pictures of pages.
	Change the size of page pictures.
	Display formatted or unformatted text.
	(1) Expand or (2) collapse the text in the entire view, or (3) expand or (4) collapse the text in the current page.
	Outdent or indent text to five levels in a bulleted list.
	Change a 1-Column bulleted list to a 2-Column bulleted list.
	Create or edit speaker notes.

Copying an outline from Word Pro

You can paste text from a Word Pro outline directly into Outliner view.

1. Open both your Freelance Graphics and Word Pro files.

2. In a Word Pro outline, select the paragraphs you want to copy.

3. Choose Edit - Copy.

4. In Freelance Graphics, click the Outliner tab.

5. Move to the page to which you want to add the text.

6. Choose Edit - Paste.

The top level in a Word Pro outline creates a new page in Outliner view. The next level in the outline creates a bulleted list of up to 5 levels.

{button ,AL(`H_TEXT_BLOCKS_AND_LEVELS_OVER',0)} <u>See related topics</u>

Importing ASCII text in Outliner view

1. Click the Outliner tab.

2. Move to the page where you want to import text or pages or press ENTER to start a new line.

3. Choose File - Open.

4. Under Files of type, select ASCII Text (TXT).

5. Under Look in, select the folder (directory) containing the file you want.

6. Select the file you want to import in the File box.

7. Click Open.

When you import an ASCII file into Outliner view, Freelance Graphics creates the pages and text entries based on the leading tabs in the ASCII file.

• Text that is not indented creates a new page and becomes the page title.

• If all text is indented the same amount, all lines are imported as Level 1 paragraphs.

• Text with leading tabs becomes bulleted text which may be indented up to five levels, depending on the number of leading tabs.

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{button ,AL(`H_TEXT_BLOCKS_AND_LEVELS_OVER',0)} See related topics

Overview: Keyboard shortcuts in Outliner view

You can use the following keys to work in Outliner view.

Press:	To:
ENTER	Start a new paragraph.
CTRL+ENTER	Create a line break in the same paragraph.
Gray +	Expand the selected page(s) to display titles and text.
Gray -	Display only the title text for selected page(s).
SHIFT+TAB	Outdent a paragraph one level to the left. If the paragraph is already at Level 1, creates a new page.
TAB	Indent a paragraph one level to the right.

Press:	To move:
END	To the end of the current line.
HOME	To the beginning of the current line.
CTRL+HOME	To the beginning of the outline.
CTRL+END	To the end of the outline.
PAGE UP	Up one screen.
PAGE DOWN	Down one screen.
	Up one line.
↓	Down one line.
←	Left one character.
→	Right one character.
CTRL + ←	Left one word.
CTRL + →	Right one word.
CTRL+PAGE UP	To the beginning of the preceding page.
CTRL+PAGE DOWN	To the beginning of the next page.

Rearranging text in Outliner view

You can move bulleted text one line at a time or you can move several lines of adjacent text to a new location in Outliner view.

1. Click the Outliner tab.

2. <u>Select the paragraph</u> you want to move.
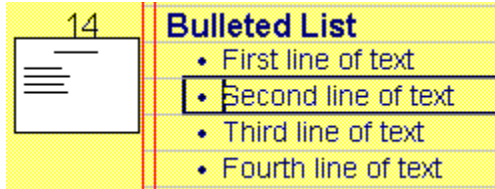
3. Drag the bullet to a new location.

   As you drag the bullet, Freelance Graphics displays a short, thick line to indicate where the text will go when you release the mouse button.

4. Release the mouse button to move the text to the new location.

Details: Pasting text in Outliner view

For a single line of text

If you copied a single line of text, Freelance Graphics pastes the text at the insertion point. If you highlighted text in Outliner view, Freelance Graphics replaces the highlighted text with the pasted text.

For multiple lines of text

- If you copied text from a Word Pro outline document, Freelance Graphics uses the outline levels from that text but does not maintain indentation for tabs.

- If you copied text from another Windows application, Freelance Graphics attempts to maintain the line breaks and indent levels in effect when you cut or copied the text.

{button ,AL(`H_OUTLINE_PASTE_TEXT_STEPS',1)} Go to procedure

Pasting text in Outliner view

You can paste text into Outliner view from another presentation file or from other Windows applications.

1. Open both applications and files.
2. Select the text you want to copy.
3. Choose Edit - Copy.
4. In Freelance Graphics, click the Outliner tab (if you are not already in Outliner view).
5. Move to the page to which you want to add the text.
6. Choose Edit - Paste.

{button ,AL(`H_OUTLINE_PASTE_TEXT_DETAILS',1)} See details

Rearranging pages in Outliner view

1. Click the Outliner tab.

2. Select one or more pages.

3. Drag the page pictures or the page icons to a new location.

   As you drag the pages, Freelance Graphics displays a short, thick line to indicate where the pages will go when you release the mouse button.

4. Release the mouse button to move the pages to the new location.

Freelance Graphics inserts the pages in the new location and automatically renumbers the pages in Outliner view.

{button ,AL(`;H_PAGE_REARRANGE_STEPS',0)} See related topics

Overview: Selecting text and pages in Outliner view

You can select lines of adjacent text or pages when you are working in Outliner view.

To select:	Do this:
Text within a line	Drag the mouse across the text to highlight it.
One paragraph	Click the bullet.
Several paragraphs	Move the mouse pointer to the red margin line and drag a box around the paragraph you want to select.
One page	Click the page picture.
Several consecutive pages	Press SHIFT and click each page picture.

To deselect:	Do this:
Pages or text	Click anywhere in Outliner view other than on a page icon.

Overview: Working with text in Outliner view
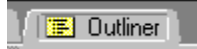
When you click the Outliner tab, Freelance Graphics displays text in titles, subtitles, and bulleted lists from your presentation in outline format. Outliner view displays text from several pages at a time, so you can see how your ideas flow in your presentation.

You can also see a picture of each page including text, graphics, tables, and charts. As you add text to a page, the page picture also is updated so you can actually see how your presentation looks as you work on it.

Example: Outliner view

Note When you want to view or add other elements to the page, such as a chart, table, clip art, or organization chart, you can double-click the sample page to display that page in Current Page view.

Although Outliner view displays only the text from page titles, subtitles, and bulleted lists, you can quickly see other kinds of text in your presentation by clicking a tab to switch between Outliner view and other views in Freelance Graphics.

Formatting text in Outliner view

You can use the InfoBox to format text in Outliner view and use the following button to toggle between displaying formatted and unformatted text.

Outliner view can display different fonts with the following formatting: emphasis such as bold, italics, underlining, strikethrough, superscript, and subscript. However, if you want to see all formatted text,   change to Current Page view. When you deselect View - Show Text Attributes, Outliner view displays all text in the same font and without emphasis.

───

{button ,AL(`H_OUTLINE_ADD_TEXT_STEPS;H_OUTLINE_IMPORT_AMI_STEPS;H_OUTLINE_IMPORT_ASCII_S
  TEPS;H_TXPROP_CHANGE_SELECTED_STEPS;H_TXPROP_OVER',0)} See related topics

Showing or hiding pictures of pages

By default, Freelance Graphics displays small pictures of each presentation page in Outliner view. If you hide these pictures, you will see page icons that represent different types of page layouts.

1. Click the Outliner tab.

2. Choose View - Show Pictures of Pages to show or hide the pictures.

 or

3. (Optional) Choose View - Page Size to change the size of these pictures.

If you hide these pictures, Outliner view displays the following page icons to indicate that a page contains just text or objects other than text, such as a chart, clip art, or an organization chart.

This icon:	Means the page contains:
	No illustrations, only text
	Clip art, diagram, drawings, or a bitmap
	Chart
	Organization chart
	Table

Displaying unformatted or formatted text in Outliner view

Outliner view can display different fonts with the following formatting: emphasis such as bold, italics, underlining, strikethrough, superscript, and subscript. You can also display all text in the same font and without emphasis.

1. Click the Outliner tab.

2. Choose View - Show Text Attributes to display unformatted text or to display simple formatting.

   Note To display all text in the same font without emphasis, choose View - Show Text Attributes again to de select this choice.
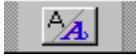
Tip To see all formatted text, change to Current Page view.

Overview: Page layouts

Each SmartMaster look has 12 standard page layouts and one blank layout. The same names (such as Title, Bulleted List, Organization Chart) are used for the page layouts in each look. This uniform design means that you can switch to another look to change the overall design of your presentation without changing its content or basic structure.

For example, all looks have a page layout named Bulleted List. When you switch looks, the bulleted list text you entered remains the same, but assumes the format and location specified in the new look.

Each look contains the following page layouts:

- Title
- Bulleted List
- 2-Column Bullets
- 1 Chart
- 2 Charts
- 4 Charts
- Bullets & Chart
- Bullets & Clip Art
- Organization Chart
- Table
- Diagram
- Basic Layout (a page with just a "Click here..." title block)
- [Blank Page]

All of the page layouts in a look have the same graphic style to ensure consistency among pages in a presentation. For information about each page layout, see <u>Details: Changing a page layout</u>.

Page layouts and "Click here..." blocks

Each page layout, except [Blank Page], contains "Click here..." blocks in which you can add text, data charts, organization charts, tables, diagrams, and clip art.

When you add text to a "Click here..." text block, the text assumes the properties defined for the "Click here..." text block, including the typeface, size, color, and bullets. When you add a data chart, organization chart, table, diagram, or clip art to a "Click here..." block, its size and position is determined by that block.

For information on page layouts and how they work with SmartMaster looks, see <u>Overview: What is a SmartMaster?</u>

Adding pages in Current Page view

Freelance Graphics adds a new page immediately after the current page.
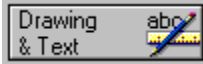
Show me a demo

1. Click the New Page button.

2. Select a content page, or click the Page Layouts tab and select a page layout.

    Note If you are not using a content topic, select a page layout.

3. Click OK.

Tip If you are using a content topic, you can click Choose Multiple Content Pages to add more than one page at once.

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{button ,AL(`;H_OUTLINE_ADD_PAGE_STEPS;H_PAGE_ADD_SORTER_STEPS',0)} See related topics

Adding pages in Page Sorter view
Freelance Graphics adds a new page immediately after the current page. This new page becomes the current page.

1. Choose Create - Page or click here .
2.   Select a content page, or click the Page Layouts tab and select a page layout.
    Note If you are not using a content topic, select a page layout.
3. Click OK.

Tip If you are using a content topic, you can click Choose Multiple Content Pages to add more than one page at once.

{button ,AL(`;H_OUTLINE_ADD_PAGE_STEPS;H_PAGE_ADD_NEW_STEPS',0)} See related topics

Changing a page layout

1. Click the Page Layout button in the status bar.

2. Select a page layout.

   See details

   You see a sample of the page layout when you highlight its name.

3. Click OK.

{button ,AL(`H_PAGE_CHOOSE_LAYOUT_DETAILS',1)} See details

{button ,AL(`;H_PAGE_OVER',0)} See related topics

Details: Changing a page layout

Guide to page layouts
Use the following table as a guide to choosing the page layout that works best for the type of visual you want.

Visual:	Benefits:	Page layouts:
Bulleted lists	Ideal format for presenting a list of points or topics. Concise and easy-to-read, lists can help lead you and your audience through a presentation.	Bulleted List 2-Column Bullets Bullets & Chart Bullets & Clip Art
Tables	Organize textual and/or numerical information into rows and columns for clarity and simplicity. Help your audience compare and contrast alternatives.	Table
Charts	Increase the power of your message by presenting raw data in an appealing, easy-to-grasp format.	1 Chart 2 Charts 4 Charts Bullets & Chart
Diagrams, symbols, and other graphics	Illustrate complex concepts that are often difficult to explain. Improve the appearance of your presentation by adding appealing visual effects.	Bullets & Clip Art Organization Chart Diagram Basic Layout [Blank Page]

Verifying which page layout a page uses
To see which page layout the current page uses, click the Page Layout button at the bottom of the window. The name of the current page layout is highlighted.

Changing multiple pages to the same page layout
You can assign the same page layout to multiple pages at once in Page Sorter view. Select the pages you want to change, click the Page Layout button, and choose the new page layout.

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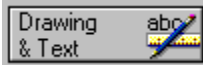{button ,AL(`H_PAGE_CHOOSE_LAYOUT_STEPS',1)} Go to procedure

Copying pages
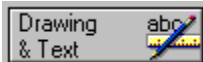
Copying pages in Current Page view

1. Click a blank area of the page.

2. Choose Page - Duplicate Page.

Copying pages in Page Sorter view

1. Click the Page Sorter tab.

2. Select the page(s) you want to copy.

3. Choose Edit - Copy.

4. Go to where you want to put the page(s) and choose Edit - Paste.

Tip If you do not want to overwrite the contents of the Clipboard, you can choose Page - Duplicate Page.

Note Freelance Graphics places duplicate pages after original pages. In Current Page view, the duplicate page becomes the current page and in Page Sorter view, the duplicate of the first page selected becomes the current page and all duplicate pages are selected.

_____

{button ,AL(`;H_PAGE_PREV_BROWSER_STEPS',0)} See related topics

Displaying the printable area of a page

1. Click the Current Page tab.

2. Choose View - Set View Preferences.

3. Under Show page borders, select Printable area.

4. Click OK.

Note The printable area--anything inside the dashed lines--is what Freelance Graphics prints when you send a page to your output device. The printable area depends on which output devices you specify in Windows.

Renaming pages

In Current Page view

1. Click a blank area of the page.
2. Choose Page - Page Properties.
3. Under Page name, edit the text to change the name of the page.
4. Press ENTER.
5. (Optional) Move, collapse, or close the InfoBox.

In Page Sorter view and Outliner view

1. Click the page.
2. Choose Page - Page Properties.
3. Under Page name, edit the text to change the name of the page.
4. Press ENTER.
5. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_PAGE_NAMES_DETAILS',1)} See details

Details: Renaming pages

How Freelance Graphics uses and assigns page names
When you click the Page Number box at the bottom of the window, Freelance Graphics displays the names of the pages in your presentation. These names, which make it easier to identify the pages, are given as follows:

- If there is a title in the title block, Freelance Graphics displays this name.
- If you edited or typed a new name in the Page panel of the InfoBox, Freelance Graphics displays this name. (The pages in content topics have been named this way.)
- If neither of these things is true, Freelance Graphics displays the word Unnamed.

Freelance Graphics also uses these names in Page Sorter view, Outliner view, the Go To Page dialog box, the Preview Pages dialog box, and the List Pages dialog box.

{button ,AL(`H_PAGE_NAMES_STEPS',1)} Go to procedure

Details: Copying pages from another Freelance Graphics presentation
You can select pages a number of ways:

- Click the thumbnail sketch of the page.
- Click the check box below the thumbnail sketch.
- To select all the pages at once, click Select all pages.

Three pages display at a time. Use the horizontal scroll bar to see any other pages in the presentation you are browsing.

Dragging pages into a presentation
You can also drag pages into your current presentation. When you drag a page into your presentation, that page becomes the current page. If you drag a collection of pages, the first page in the collection becomes the current page, and the other pages in the collection are placed behind it in sequence.

If you drag pages into a presentation when it is in Page Sorter view or Outliner view, a gray bar appears which you use to position the pages.

Copying pages with speaker notes
If a page has a speaker note, the speaker note icon displays below the page.
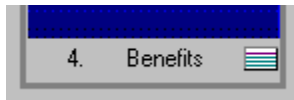
Note When you copy pages into a presentation, the copied pages use the SmartMaster look of the presentation into which you copy them.

{button ,AL(`H_PAGE_PREV_BROWSER_STEPS',1)} Go to procedure

Copying pages from another Freelance Graphics presentation

Drawing & Text abc
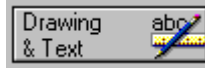
1. Choose File - Copy Pages from Other Files or click here .
2.   Do one of the following:
   • If you are copying pages from another Freelance Graphics presentation for the first time, select the file you want to browse and click Open.

   • If you have already copied pages from another Freelance Graphics presentation during this session but you would like to use a different one, click File, select the file you want to browse, then click Open.

3. Select the page(s) you want to copy.   See details

   Tip For a close-up of any page, click it and then click Preview Page. Click OK to return to the dialog box.

4. Click Add.
5. Select the location for the new page(s) and click OK.
6. Click Close.

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{button ,AL(`H_PAGE_PREV_BROWSER_DETAILS',1)} See details

{button ,AL(`;H_PAGE_COPY_STEPS;H_ODMA_OVERVIEW',0)} See related topics

Deleting pages

A presentation must have at least one page in it.

In Current Page view

Choose Page - Delete Page.

In Page Sorter view

1. Click the Page Sorter tab.

2. <u>Select</u> the page(s) you want to delete.
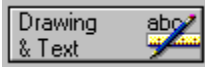
3. Choose Edit - Cut.

In Outliner view

1. Click the Outliner tab.

2. <u>Select</u> the page(s) you want to delete.

3. Choose Edit - Cut.

Notes

If you use Edit - Cut to delete a page, the page is copied to the Clipboard. Choose Edit - Paste to restore a deleted page.

If you use the DELETE key, Edit - Clear, or Page - Delete Page, the page is not copied to the Clipboard. You can use Edit - Undo to restore the page if you have not executed any other commands in the meantime.

Selecting and deselecting pages in Page Sorter view
You must select pages before you can work with them. Selected pages in Page Sorter view display with an outline around them.

Selecting one or more pages
1. Click the Page Sorter tab.
2. Click a page to select it.
3. To select additional pages, hold down the SHIFT key and click each page.

Note To select adjacent pages, drag a box around the pages.

Selecting all pages
1. Click the Page Sorter tab.
2. Choose Edit - Select - All.

Deselecting pages when two or more pages are selected
Hold down the SHIFT key and click each page you want to deselect.

Deselecting all pages
To deselect all selected pages, choose Edit - Select - None.

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{button ,AL(`;H_OUTLINE_SELECTING_TEXT_PAGES_OVER',0)} <u>See related topics</u>

Moving to different pages in a presentation

Click the Page Number box and select the page you want to move to.

Page 2 of 5
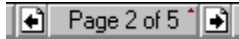
Tips

In any view, choose Page - Go to Page, select the page you want to go to from the list of page titles in the dialog box, then click OK.

In Page Sorter view, click the thumbnail sketch of the page you want to go to.

In Outliner view, use the scroll bars to move up or down the outline, then click the icon or thumbnail sketch to the left of the text to move to that page.

Drawing & Text abc
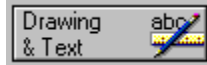
Rearranging pages in Page Sorter view

 Show me a demo

1. Click the Page Sorter tab.

2. Click the page you want to move.

   Tip To select additional pages, press SHIFT as you click them.

3. Drag the page to a new position.

   Tip To create a copy of the page, press CTRL as you drag the page.

As you drag, you see a dotted outline of the selected page(s). A vertical insert bar shows where the page(s) will be placed once you release the mouse. If you selected and moved multiple or non-contiguous pages, they form a group of adjacent pages.

Tip To select adjacent pages, you can drag a box around them.

{button ,AL(`;H_OUTLINE_REORDER_PAGE_STEPS',0)} See related topics

Redrawing the page

To redraw the page or screen, choose View - Redraw.

Note You cannot redraw in Outliner view.

Stopping the page from redrawing

To halt Freelance Graphics from redrawing, press ESC.

{button ,AL(`H_PAGE_REDRAW_DETAILS',1)} See details

Details: Redrawing the page

When you are working on a page that has a complex image, the time required to redraw the screen can be lengthy. For example, if you are editing a single object on a screen with several complex pieces, Freelance Graphics redraws portions of the screen each time you complete an edit.

To save time, you can stop Freelance Graphics from redrawing by pressing ESC. This action does not delete objects. To complete redrawing, choose View - Redraw.

{button ,AL(`H_PAGE_REDRAW_STEPS',1)} Go to procedure

Viewing multiple pages in a presentation

1. Click the Page Sorter tab.

2. If your presentation has more pages than fit in the window, do one of the following:

    • Choose View - Zoom Out to shrink the thumbnail sketches so that more pages fit on the screen.

    • Use the scroll bar to scroll through the pages.

Notes

You can zoom out a maximum of three times.

Choose View - Zoom In to enlarge the thumbnail sketches.

{button ,AL(`;H_PAGE_ZOOM_STEPS',0)} <u>See related topics</u>

Details: Zooming in and out

Choose this...	To do this:
View - Zoom In	Enlarge the center portion of the current page to fill the window
View - Zoom Out	Reduce the current page to see the area beyond it, or to reverse the previous zoom in
View - Last Zoom	Return to the previous zoom in or zoom out
View - Zoom to Full Page	Restore the current page to its standard size
View - Zoom to Actual Size	See the size the page will be when it prints out

{button ,AL(`H_PAGE_ZOOM_STEPS',1)} <u>Go to procedure</u>

Zooming in and out

Zoom commands are available on the View menu in Current Page and Page Sorter views.

1. Choose View - Zoom In.

[Zoom In icon]

2. Use the horizontal and vertical scroll bars to see different parts of the screen.

3. To zoom out, choose View - Zoom Out.

[Zoom Out icon]

Note You can zoom in a maximum of seven times.

{button ,AL(`H_PAGE_ZOOM_DETAILS',1)} See details

{button ,AL(`;H_PAGE_VIEW_ALL_STEPS',0)} See related topics

Overview: Printing

You can print your presentation:

- With one or more pages on each printed page. See <u>Printing a presentation</u>.
- As an outline. See <u>Printing an outline of your presentation</u>.
- Along with your speaker notes, or with one full presentation page on each sheet of paper. See <u>Printing training or reference materials</u> and <u>Printing speaker notes for a formal presentation</u>.
- With blank lines to allow room for note taking. See <u>Printing materials for meetings</u>.
- With a border. See <u>Printing a border around pages</u>.
- To a file. See <u>Printing to a file</u>.

Print options

Freelance Graphics lets you:

- Select a printer. See <u>Selecting a printer</u>.
- Select printer properties. See <u>Selecting printer properties</u>.
- Add headers and/or footers to your printed pages. See <u>Adding headers and footers to pages</u>.
- Select one page, all pages, or a range of pages, such as pages one through ten, or non-contiguous pages, such as pages two, seven, and eleven, to print.   See <u>Selecting pages to print</u>.
- Preview your work to see your presentation pages, including the headers and footers. See <u>Previewing a presentation</u>.
- Collate the pages you print. See <u>Collating copies when printing</u>.
- Enhance your printed output by choosing an alternate output library. See <u>Enhancing printed output</u>.
- Print your presentation pages vertically or horizontally. See <u>Printing pages vertically or horizontally</u>.
- Print without the SmartMaster look background, to save printing time. See <u>Printing without the SmartMaster look background</u>.
- See how your presentation will look in black and white. See <u>Switching a presentation between color and black and white</u>.

Print dialog box

Use the Print dialog box to control how you print your presentation.

Choose a topic

Printing a border around pages

You can print a border around pages with handouts, speaker notes, and audience notes.
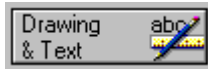
1. From the File menu choose Print, or click here [Drawing & Text abc] .
2.   Under Print, select Handouts, Speaker notes, or Audience notes.
3.   Under Print, select "Print with border."
4.   Under Print, click Border Styles.
5.   Select the style of page border you want to print, then click OK to return to the Print dialog box.
6.   Click Print.

Collating copies when printing

Collating lets you print more than one copy of your presentation with pages in each copy in the correct order.
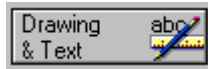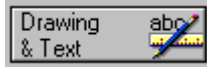
1. Choose File - Print or click here .
2.   Under Copies, specify the number of copies you want to print.
3.   Under Copies, select "Collate."
4.   Click Print.

Note If you are printing more than one copy and "Collate" is selected, copies are collated when printed. If you deselect this setting, Freelance Graphics prints all the page 1's from the copies you are printing, then all page 2's, and so forth.

Enhancing printed output

When you print a presentation to certain printers, the printed version may not precisely match the colors or shades of gray displayed onscreen. Use this procedure to see if you get better results.

1. Choose File - Print or click here .
2.　　　Click Options.
3.　　　Make sure that "Adjust output library for printing" is selected.
   See details.
4. Click OK to return to the Print dialog box.
5. Click Print.

{button ,AL(`H_PRINT_COLOR_ENHANCE_DETAILS',1)} See details

Details: Enhancing printed output

What does the "Adjust output library for printing" setting do?
To ensure the best possible printed output, Freelance Graphics automatically prints using alternate output libraries designed specifically for the following output devices:

- Canon BubbleJet BJC-800
- HP Color® LaserJet®
- HP DeskJet® 500C
- HP DeskJet 550C
- HP DeskJet 560C
- HP DeskJet 1200C
- HP PaintJet® XL
- HP PaintJet XL300
- IBM Color Jetprinter PS 4079
- Kodak Colorese PS Printer
- NEC® Super-VGA Screen
- QMS® ColorScript 100 Model 10
- QMS ColorScript 100 Model 30
- QMS ColorScript 230
- Seiko ColorPoint PS
- Tektronix Phaser II SDX
- Tektronix Phaser II 200i
- Xerox® 5775 Digital Color Copier

Freelance Graphics automatically uses a default color PostScript output library for output devices that do not appear on this list.

Why turn off this setting?
While this setting is on by default, there may be times when you want to deselect "Adjust output library for printing." For example, you might do this when:

- You prefer the way your presentation prints when this setting is turned off.
- You are creating 35mm slides.   In this case, Freelance Graphics turns off this setting automatically. See Creating 35mm slides.
- You edited a color library to produce custom colors for a particular output device.
- Freelance Graphics does not offer an alternate output library for your particular device and you want to adjust the colors yourself.

{button ,AL(`H_PRINT_COLOR_ENHANCE_STEPS',1)} Go to procedure

Printing graduated fill patterns

Use this procedure if your printer runs out of memory or you want to quickly print your presentation.
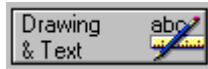
1. Choose File - Print or click here .
2.   Click Options.
3.   Select "Print graduated fills as solid."
4.   Click OK to return to the Print dialog box.
5.   Click Print.

Note Since graduated fill patterns are complex graphical objects, some output devices do not have enough memory to print them. Printing graduated fill patterns as solids will allow you to print, even though the results may not be as good.

You can also use this procedure to quickly print your presentation if it includes objects with graduated fill patterns.

Adding headers and footers to pages

Headers and footers can include text, the current date and time, page numbers, and the file name. Headers and footers appear when you preview or print the presentation; they do not display on the screen or during a screen show.

1. Choose File - Page Setup.

2. Type up to two lines of text for each left-, center-, and right-justified header and/or footer. Press ENTER to wrap the text and begin a second line.

3. To enter the page, file name, date, or time, click in a header or footer box and then click the appropriate button.

4. (Optional) Click Format to select a date and/or time format. Then click OK to return to the Page Setup dialog box.

5. Click OK.

Note When you click the Page, File name, Date, or Time buttons, the presentation does not display the actual page, file name, date, or time in the Page Setup dialog box. This information displays in the header or footer when you print your presentation.

{button ,AL(`H_PRINT_HEADFOOT_DETAILS',1)} See details

Details: Adding headers and footers to pages

Adding text for headers and footers
To have one continuous line of header or footer text across the page, type all the text for the header or footer in one of the header or footer boxes. The paper size determines how long the header or footer can be. If you are printing two or more presentation pages on a page, the page borders also affect how long the header or footer can be.

To have header or footer text print left-, right-, or center-justified, type the text in the appropriate box.

If you add header or footer text to more than one of the boxes, use File - Print Preview to check that none of the header or footer text overlaps on the page.

If you see overlapping text, this means you have typed too much text in one of the header or footer boxes. To fix this, reduce the number of characters in the headers or footers, or force the text in the boxes to wrap to two lines by pressing ENTER.

Date and time formats
Freelance Graphics offers a selection of standard international date and time formats.

Format of page numbers in headers and footers
You can have a simple page number (1, 2, and so forth) in your headers and footers.

Page numbering
The [Page] button inserts sequential page numbers on your printed pages, starting with page one. You can also begin page numbering with a number other than one.   For example, to begin page numbering with page 25, in one of the header or footer boxes, click the [Page] button and type #25, as follows:

[PAGE]#25

Typefaces in headers and footers
You can choose one font to use for the headers and footers in a presentation; the default font is Arial. Freelance Graphics prints the font you choose in 10 point type.
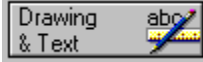

{button ,AL(`H_PRINT_HEADFOOT_STEPS',1)} Go to procedure

Switching a presentation between color and black and white

You can display a color presentation in black, white, and shades of gray to see how it will look when printed on a black-and-white device.

1. Click the Current Page tab.

2. Click the Color/B&W button in the status bar.

3. Click the Color/B&W button again to redisplay your presentation in color.

Tip You can also choose View - Show in Color to switch between displaying your presentation in color or black and white.

Printing materials for meetings

1. Choose File - Print or click here .

2.   To print multiple presentation pages on a sheet of paper, under Print, select "Handouts" and the number of pages on each sheet.

3.   To print blank lines under the presentation pages, under Print, select "Audience notes" and the number of pages on each sheet.

4.   Select what you want to print.

5.   (Optional) Select a border style to print. See <u>Printing a border around pages</u>.

6. Click Print.

{button ,AL(`H_PRINT_MEETING_DETAILS',1)} <u>See details</u>

Details: Printing materials for meetings
Support materials can keep your meetings focused.

- Printing your presentation pages with blank lines gives participants room to take notes.
- Printing one or more presentation pages on a sheet of paper lets you distribute these pages to meeting participants, or to individuals who are unable to attend the meeting.

{button ,AL(`H_PRINT_MEETING_STEPS',1)} Go to procedure

Printing without the SmartMaster look background

You can print a presentation's text and graphics without its background design. You can do this to reduce the printing time when you just need to review the presentation's content.
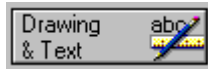
1. Choose File - Print or click here [Drawing & Text abc] .
2.   Click Options.
3.   Select "Print with blank background (no look)."
4.   Click OK to return to the Print dialog box.
5.   Click Print.

Options dialog box
You can specify options for printing.

Choose a task
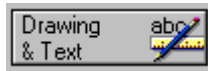
Enhancing printed output

Printing graduated fill patterns

Printing without the SmartMaster look background

Printing an outline of your presentation

You must be in Outliner view to print an outline of your presentation.

1. Click the Outliner tab.

2. Choose File - Print or click here .

3.   Under Print, select Outline.
4.   (Optional) Select other print options you want.
5.   Click Print.

Notes

To print other types of pages from Outliner view, select that option in step 3.

The outline prints in a default font, not necessarily the font used in your presentation. Certain text attributes, such as underlined text, and any thumbnail sketches of your presentation pages displayed in Outliner view, will not print.

Page Setup dialog box

Use the Page Setup dialog box to set up headers and footers and to change the page orientation for your presentation.

Choose a task

[Printing pages vertically or horizontally](#)
[Adding headers and footers to pages](#)

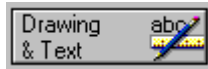**Details: Selecting pages to print**

In Page Sorter view, you can select non-contiguous pages to print. Click the Page Sorter tab. Then press SHIFT, and at the same time click one or more pages to select them. Choose File - Print. To print the selected pages, under Pages select "Pages selected in sorter" and click Print.

{button ,AL(`H_PRINT_PAGES_SEL_STEPS',1)} <u>Go to procedure</u>

Selecting pages to print

You can select the current page, one page, all pages, or a range of ranges to print.

1. Choose File - Print or click here [Drawing & Text abc] .
2.   Under Pages, select the pages you want to print.
3.   Click Print.

Note In Page Sorter view, you can also select non-contiguous pages in a presentation, such as pages two, seven, and eleven, to print. See <u>details</u>.

{button ,AL(`H_PRINT_PAGES_SEL_DETAILS',1)} <u>See details</u>

Printing pages vertically or horizontally

You can choose whether to print all the pages in your presentation vertically (portrait) or horizontally (landscape).

1. Choose File - Page Setup.

2. Under Orientation, select Portrait or Landscape.

3. Click OK.

Note Most SmartMaster looks are designed to print horizontally, and a few are designed to print vertically. To get the best results for your presentation, choose a SmartMaster look with the page orientation you want. This way, you will not need to change the page orientation.

Printing to a file

1. In Windows, choose Start - Settings - Printers.
2. Click the current printer to select it and choose File - Properties.
3. Click the Details tab.
4. Under Print to the following port, select "FILE: (Creates a file on disk.)" and click OK.
5. In Freelance Graphics, choose File - Print.
6. Under Where, make sure that FILE: is the specified port for your printer and click Print.
7. In the Print to File dialog box, type the name of the file in "File name."
8. In "Save file as type," select the file type you want (Printer files).
9. To specify the path, click the folder (directory) you want to save the file to.
10. Click OK to print to the file and return to Freelance Graphics.

{button ,AL(`H_PRINT_POSTSCRIPT_DETAILS',1)} See details

Details: Printing to a file

Why print to a file?
Sometimes, you may need to print to a file rather than to a printer or other output device. For example, you may be working at home and not have the same printer as at the office, or your computer may not be connected to the printer you want to use. You may also want to produce a file to give to a slide service to produce transparencies or other output media for your presentation.
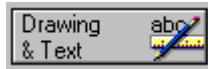
Getting printed output
Once you have printed to a file, you can use the Windows Explorer to drag the file to a printer.

{button ,AL(`H_PRINT_POSTSCRIPT_STEPS',1)} Go to procedure

Printing a presentation

You can print the current page, a range of pages, or your entire presentation.

1. Choose File - Print or click here .
2.   Select what you want to print.
3.   Click Print.

{button ,AL(`H_PRINT_PRESENTATION_DETAILS',1)} See details

{button ,AL(`H_PRINT_MEETING_STEPS;H_PRINT_PRESPAGE_STEPS;H_PRINT_TRAIN_STEPS;H_PRINT_SP EAKAID_STEPS',0)} See related topics

Details: Printing a presentation

Seeing how your printed presentation will look
You can preview your presentation pages to see how they will appear when printed. See Previewing a presentation.

Making sure the contents of your pages print
You can set Freelance Graphics to delineate the suggested area to keep your work within the page. This is useful if you change output devices frequently and you want to ensure that your work continues to fit on the printed page. Choose View - Set View Preferences, and under Show page borders select "Recommended drawing area."

{button ,AL(`H_PRINT_PRESENTATION_STEPS',1)} Go to procedure

Printing one presentation page per sheet of paper

You can print a full presentation page on each sheet of paper to use as presentation handouts or to distribute at meetings.
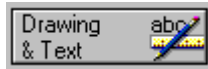
1. Choose File - Print or click here [Drawing & Text / abc] .
2. Under Print, select "Full page."
3. Select what you want to print.
4. Click Print.

Note You cannot add a border to pages when you print a full presentation page on each sheet of paper.

Previewing a presentation

You can preview the pages in your presentation to see how your printed pages will look before you print them.

1. Choose File - Print Preview.

2. Select where to start previewing.

3. Click OK.

4. Click Next or Previous to preview other pages in the presentation.

5. When you are done, do one of the following:
   - Click Print to display the Print dialog box and print your presentation.
   - Click Quit to quit preview and return to your presentation.
   - Press ESC to display a list of presentation pages. You can choose another page to preview or click Quit Preview to return to your presentation.

{button ,AL(`H_PRINT_PREV_REH_DETAILS',1)} See details

Details: Previewing a presentation

Previewing shows how your presentation will appear when printed. Regardless of what you chose to print in the Print dialog box-- such as handouts with two pages on each sheet of paper--previewing displays one full presentation page at a time. It displays each presentation page, including headers and footers, exactly as it will print. (Any white areas at the edges of the page indicate the area that the printer cannot print.)

Previewing shows your presentation pages in color or black and white, depending on whether you have a color or black-and-white printer.

{button ,AL(`H_PRINT_PREV_REH_STEPS',1)} <u>Go to procedure</u>

Selecting printer properties
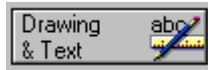
1. Choose File - Print or click here .
2.   Click Properties.
3.   Select the properties you want for the current printer.
4.   Click OK to close the Properties dialog box for the current printer.
5.   Do one of the following:

- Click Print to accept the changes you made and print the presentation.

- Click Close to accept the changes you made and close the Print dialog box without printing the presentation.

Note The Properties dialog box is for the current printer only and is controlled by Windows.

Details: Selecting a printer

Setting up the selected device
In the Print dialog box, click Properties to display a dialog box that lets you set up the selected output device. See Selecting printer properties.

List of printers
In the Print dialog box, all installed output devices are listed under Print to, including slide drivers. In addition, Freelance Graphics includes a screen show choice at the bottom of the list. This choice is not recommended for general use. Select it only if you are designing a screen show that needs to make full use of the screen. See Making more screen space available for screen show.

What happens to presentation pages when you change output devices?
When you choose another output device, or open a file that was saved with a different device, Freelance Graphics checks if all objects that printed on the previous device will print within the printable page of the new device.

If all objects print, no changes are made to the objects on the page.

If any objects on the page will not print on the new device, Freelance Graphics displays a message that gives you the option to:

• Not modify anything. As a result, the objects in question may not print completely.

• Fit the objects on the page by scaling down everything on the presentation page the amount necessary to print the objects in question.

Click OK to accept the default and not modify anything. This means that objects that fall outside of the printable area will not print completely.

Notes
If, at some point, you choose "Screen Show" under Print to and later choose a printer to print your presentation, Freelance Graphics may display this message. In this case, always select "Do not modify" when you see this message.

If you choose not to modify anything, you can manually move the objects that fall outside the printable page closer into the page so that they will print. See Moving objects by dragging.

Scaling objects to fall within the printable page permanently scales them. In other words, the objects do not return to their original positions if you print to the original output device again.

───

{button ,AL(`H_PRINT_SETUP_PRINTER_STEPS',1)} Go to procedure

Selecting a printer
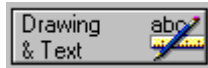
1. Choose File - Print or click here .
2.   Under Print to, select the printer you want to use.
3.   Do one of the following:
   - Click Print to print the presentation to the new printer.
   - Click Close to accept the new printer and close the Print dialog box without printing the presentation.

{button ,AL(`H_PRINT_SETUP_PRINTER_DETAILS',1)} <u>See details</u>

Printing speaker notes for a formal presentation
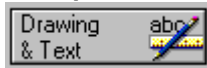
1. Choose File - Print or click here .
2.   Under Print, select "Speaker notes" and the number of pages on each sheet.
3.   (Optional) Select a border style to print. See <u>Printing a border around pages</u>.
4.   Select what you want to print.
5.   Click Print.

{button ,AL(`H_PRINT_SPEAKAID_DETAILS',1)} <u>See details</u>

{button ,AL(`H_SPNT_CREATE_STEPS',0)} <u>See related topics</u>

Details: Printing speaker notes for a formal presentation

Using speaker notes for a formal presentation
You can print notes alongside your presentation pages to use when you deliver a presentation. Speaker notes let you jot down points you want to make for each page in your presentation.

If your speaker notes are not large enough to read when delivering your presentation, you can make the font size larger than the default 20 point size or you can change the default point size. See <u>Changing attributes for speaker note text and bullets</u> and <u>Changing default attributes for all speaker note text and bullets</u>.

When speaker notes are too long for the printing area
When there is more text in your speaker notes than will fit on the printed page, Freelance Graphics gives you three scaling options. You can:

- Scale all speaker notes uniformly to fit the page.
- Scale oversized speaker notes only (which scales each oversized speaker note just enough to fit on the page).
- Not scale any speaker note text.

Click Print to continue printing your presentation.

{button ,AL(`H_PRINT_SPEAKAID_STEPS',1)} <u>Go to procedure</u>

Details: Printing training or reference materials
You can use Freelance Graphics to produce training or reference materials.

- Printing one presentation page on a sheet of paper lets you provide all the details in the text of the actual presentation.
- Printing your presentation pages with speaker notes lets you provide information that elaborates on the points made in the presentation. This additional information is useful for individuals who might not be present when the presentation is delivered.

Printing speaker notes

To allow more room for you to add text to your speaker notes, you can make the font size smaller for speaker notes than the default 20 point size or you can change the default point size. See Changing attributes for speaker note text and bullets and Changing default attributes for all speaker note text and bullets.

You can also make the text in the Speaker Note dialog box larger while you work. See Zooming in or out of speaker notes.

When speaker notes are too long for the printing area
When there is more text in your speaker notes than will fit on the printed page, Freelance Graphics gives you three scaling options. You can:

- Scale all speaker notes uniformly to fit the page.
- Scale oversized speaker notes only (which scales each oversized speaker note just enough to fit on the page).
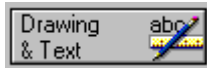- Not scale any speaker note text.

Click Print to continue printing your presentation.

{button ,AL(`H_PRINT_TRAIN_STEPS',1)} Go to procedure

Printing training or reference materials

1. Choose File - Print or click here .
2.   Do one of the following:
    - To print one presentation page on a sheet of paper, under Print, select "Full page."
    - To print multiple presentation pages and your speaker notes on each sheet of paper, under Print, select "Speaker notes" and the number of pages on each sheet.
    - To print blank lines under the presentation pages, under Print, select "Audience notes" and the number of pages on each sheet.
3. Select what you want to print.
4. (Optional) If you are printing speaker notes or audience notes, select a border style to print. See Printing a border around pages.
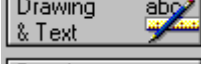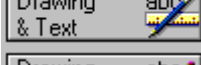5. Click Print.
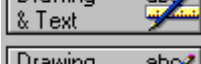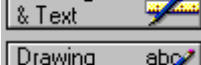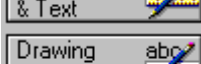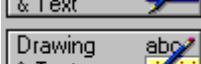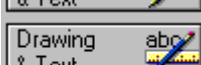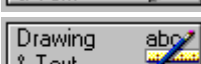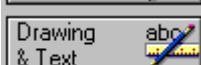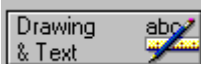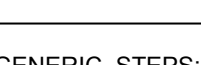
{button ,AL(`H_PRINT_TRAIN_DETAILS',1)} See details

{button ,AL(`H_SPNT_CREATE_STEPS',0)} See related topics

Overview: The InfoBox tabs

Each tab represents a group of settings for a selected object.

The tab	Tab name
Drawing & Text abc	Alignment
Drawing & Text abc	Basics
Drawing & Text abc	Bullets
Drawing & Text abc	Columns and rows
Drawing & Text abc	Image
Drawing & Text abc	Color, pattern, and line style
Drawing & Text abc	Named styles
Drawing & Text abc	Offset
Drawing & Text abc	Organization chart layout
Drawing & Text abc	Page layout
Drawing & Text abc	Screen Show
Drawing & Text abc	Table layout
Drawing & Text abc	Font, attribute, and color

{button ,AL(`;H_PROP_CHANGE_GENERIC_STEPS;H_PROP_INFOBOX_OVER',0)} <u>See related topics</u>

Changing properties

1. Select what you want to change.

2. Open the InfoBox.

Drawing & Text
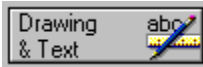
3. Change a setting on one or more tabs.

4. (Optional) Move, collapse, or close the InfoBox.

Tip Many objects have an associated icon you can click to open the InfoBox. Look for the following symbol to identify icons that open the InfoBox for the selected object.

_____

{button ,AL(`H_PROP_INFOBOX_OVER;H_COLOR_CHANGE_STEPS;H_TXPROP_OVER;H_TABLE_CHANGE_S
ETTINGS_STEPS;H_ORGCHRT_SETTINGS_STEPS;H_SYMB_BIT_CHANGE_STEPS;;H_PROPS_INFOBOX_
TABS_OVER',0)} See related topics

Overview: Properties and the InfoBox

Properties are characteristics of an object that determine how the object appears in a presentation or a screen show. The property can be a color, the width of a line, a font name, the shape of a bullet, or a special effect that is visible only during a screen show. Each object in Freelance Graphics has a set of properties associated with it.

You use the InfoBox to change the properties of a selected object or any of its parts, for example, text, clip art, a table, selected cells in a table, and so on. Each panel of the InfoBox, identified by a different tab, displays a group of settings you can change for the object(s) you selected.

Opening the InfoBox

You can open the InfoBox by:

- Selecting an object and choosing Properties from the menu for that object.

- Selecting an object and clicking the InfoBox icon.
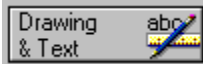
> **Note** Many objects have an associated icon you can click to open the InfoBox. Look for the following symbol to identify icons that open the InfoBox for the selected object.

- Double-clicking the object (except for objects that contain text).

How the InfoBox works

The following illustration shows how to use the InfoBox.
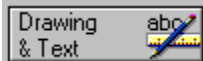
When you open the InfoBox, you see the settings for the selected object. If no object is selected, the InfoBox displays the settings for the current page.

- You can leave the InfoBox open and select different objects on a page.

- The InfoBox always displays settings for the selected object(s). The tabs and settings change as you select different objects.

- If you change a visible property, like a color, the property changes immediately in the selected object(s).

For example, if a blue rectangle is selected when you open the InfoBox, the properties of the rectangle are displayed in the InfoBox. If you change the color of the rectangle to green, the color of the rectangle changes immediately. If you then select text on the page, the InfoBox displays the settings for that text.

{button ,AL(`H_PROPS_INFOBOX_TABS_OVER;H_PROP_CHANGE_GENERIC_STEPS;H_TXPROP_OVER;H_C OLOR_CHANGE_STEPS;H_TABLE_CHANGE_SETTINGS_STEPS;H_ORGCHRT_SETTINGS_STEPS;H_SYM B_BIT_CHANGE_STEPS;',0)} See related topics

Overview: TeamReview

TeamReview allows authors to get feedback from others (reviewers) about a presentation.   Authors can post a presentation to a Notes database, on a network (public directory), by e-mail routing, or distribute it on a floppy disk.

Reviewers can add text note comments, which look like yellow sticky notes, and mark up the presentation using lines, circles, arrows, and freehand drawings. Reviewers can edit or delete only their own comments.

Authors can give reviewers the ability to edit the presentation content, by assigning a password to the distributed presentation.

Once reviewers finish commenting and "return" their comments (how comments are "returned" depends on how the presentation was distributed), the author updates the presentation and ends the review process. This ends the TeamReview cycle.

Distributing a presentation for review

An author can post a presentation in a Notes database and inform reviewers of where to locate the database through electronic mail. If a presentation is posted to a Notes database for review, all of the reviews appear as responses to the original document (presentation). See Distributing a presentation by posting it in a Notes database.

An author can post a presentation on a network directory and inform reviewers of where to locate the file through electronic mail. See Distributing a presentation by posting it in a public directory.

An author can send a presentation for review through e-mail routing. See Distributing a presentation by routing it via e-mail.

An author can distribute a presentation for review by saving it to a floppy disk. See Distributing a presentation by saving it to a floppy disk.

In general, anyone can comment on a presentation that was not specifically sent out for TeamReview by choosing View - Reviewing Tools - Reviewer. An author can review a presentation that received spontaneous comments by choosing View - Reviewing Tools - Author.

The TeamReview desktop

When you are commenting on a presentation that has been sent out for review, the Freelance Graphics desktop changes: there is a streamlined menu; and, on the left-hand side of the desktop there is a set of reviewer's tools. For a view of the desktop, see Reviewer's desktop.

When you open a presentation as an author, the Freelance Graphics desktop changes to add authoring tools and controls to edit presentations that contain reviewers' comments in addition to the standard Freelance Graphics menu and tools. For a view of the desktop, see Author's desktop.

{button ,AL(`H_REVCOM_PRES_LIB_REV_DATABASE_OVER',0)} See related topics

Details: Adding a comment

Moving comments
Anyone can move any comment by dragging it to a new location.

Using markup tools
Use the arrow, circle, line, and freehand tools to add clarity or emphasis. For example, the arrow tool in combination with a comment can indicate precisely what part of the presentation your comment refers to.

Deleting comments
Reviewers can delete their own comments. Authors can delete all comments.

Color coding of comments
Each reviewer's comments are in a color that is unique to them. For example, all comments, lines, circles, and arrows added by reviewer A are in red, reviewer B's are in blue, and so on. In addition, a reviewer's name and the date is automatically attached to any "yellow sticky" text the reviewer types.

{button ,AL(`H_REVCOM_ADD_STEPS',1)} Go to procedure

Adding a comment

A comment can be text, a line, an arrow, a freehand drawing, a circle, or a combination of these.

1. Click Add a Comment.

2. Type the text you want to add.

3. Click OK.

4. Drag the comment to position it.

5. (Optional) Add an arrow, circle, line, or freehand drawing to clarify your comment.

{button ,AL(`H_REVCOM_ADD_DETAILS',1)} See details

{button ,AL(`;H_REVCOM_ADD_OWN_QUICK_STEPS;H_REVCOM_ADDQUICK_STEPS;H_REVCOM_ARROW_S TEPS;H_REVCOM_CIRCLE_TL_STEPS;H_REVCOM_DISPLAY_STEPS;H_REVCOM_FREEHD_TL_STEPS;H_ REVCOM_SP_CHK_COMNT_STEPS;H_REVCOM_HIGHLT_STEPS',0)} See related topics

Adding a Quick Comment

Quick Comments are generic or pre-written comments that come with Freelance Graphics.

1. Click Quick Comments.

2. Select the comment you want to add.

3. Click OK.

4. Drag the comment to position it.

Tip Add your own comments to the list. See Creating a Quick Comment.

{button ,AL(`H_REVCOM_ADD_OWN_QUICK_STEPS;H_REVCOM_ADD_STEPS;H_REVCOM_ARROW_STEPS;
H_REVCOM_CIRCLE_TL_STEPS;H_REVCOM_DISPLAY_STEPS;H_REVCOM_FREEHD_TL_STEPS;H_REVC
OM_SP_CHK_COMNT_STEPS;H_REVCOM_HIGHLT_STEPS',0)} See related topics

Creating a Quick Comment

You can create your own Quick Comments.

1. Click Quick Comments.
2. Type the comment you want to add in the "Type your own Quick Comment" box.
3. Click Add To List to include your comment on the list of Quick Comments.
4. Repeat steps 2 and 3 for each Quick Comment you want to add to the list.
5. Select the Quick Comment you want to add to the page.
6. Click OK.

Notes

You can only delete Quick Comments that you have added to the list.

You can edit Quick Comments that you have added to the list by highlighting the comments, editing them, then clicking Update Comment.

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{button ,AL(`H_REVCOM_ADDQUICK_STEPS',0)} See related topics

Drawing arrows in TeamReview

1. Click the Arrow tool.

    See Reviewer's desktop.

2. Position the crosshair pointer at the end point of the arrow, and drag to the beginning point.

3. Release the mouse button to complete the arrow.

4. (Optional) Move the arrow by dragging it.

Note You cannot change the attributes of any of the TeamReview drawing tools: color, thickness of line, and arrowhead size cannot be changed. The drawing color is assigned automatically; each reviewer is assigned a different color.

{button ,AL(`;H_REVCOM_CIRCLE_TL_STEPS;H_REVCOM_FREEHD_TL_STEPS;H_REVCOM_HIGHLT_STEPS', 0)} See related topics

Choose Database dialog box

1. Type the server name or select it from the list.

2. Click Open Server.

3. Select the title of the database or type the database path and file name.

4. Click OK.

Reviewing a distributed presentation

1. Open the presentation you want to review.

2. If your name does not appear in the name field or in the drop-down list, type your full name.

3. Select "Add comments using the TeamReview commenting tools" or "Edit the Presentation content" (if available).

4. (Optional) If you selected   "Edit the Presentation content," type the password that the author assigned to the presentation.

5. Click OK.

You can use the commenting tools to add text note comments, which look like yellow sticky notes, and to draw lines, circles, arrows, and freehand drawings. You can read the comments of other reviewers, but can edit or delete only your own comments. Additionally, you can copy objects from other presentations and paste them as comments.

Note If you selected   "Edit the Presentation content" when you opened the presentation, the reviewing tools do not appear. Instead, you can directly edit the presentation's content.

{button ,AL(`;H_REVCOM_OVER',0)} See related topics

Drawing circles in TeamReview

1. Click the Circle tool.

   See <u>Reviewer's desktop</u>.

2. Do one of the following:

   - To draw an ellipse, position the crosshair pointer at the starting point of the ellipse and drag to size the ellipse.

   - To draw a circle, press SHIFT as you drag.

3. Release the mouse button to complete the drawing.

4. (Optional) Move or size the circle by dragging it.

Note You cannot change the attributes of any of the TeamReview drawing tools: color, thickness of line, and arrowhead size cannot be changed. The drawing color is assigned automatically; each reviewer is assigned a different color.

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{button ,AL(`H_REVCOM_ARROW_STEPS;H_REVCOM_FREEHD_TL_STEPS;H_REVCOM_HIGHLT_STEPS',0)}
   <u>See related topics</u>

Consolidate Comments dialog box

1. Choose File - TeamReview - Consolidate Comments.

2. Type the path and file name of the commented presentation, or click Browse to find the file.

3. Click OK.

Note Once the comments have been consolidated, save the current presentation.

Deleting all of a reviewer's comments

You must have a distributed presentation open that you sent out for TeamReview before you follow these steps.

1. Click Delete Comments.
2. Select the reviewer(s) to delete, or choose "Select all reviewers."
3. Click Delete.

Note Once you delete a reviewer's comments, they cannot be restored.

{button ,AL(`H_REVCOM_ENDSES_STEPS',0)} See related topics

Displaying or hiding other reviewers' comments

You must have a presentation open that was distributed for TeamReview before you follow these steps.

Hiding and showing comments

To display or hide the comments of all the selected reviewers, click Show Comments/Hide Comments.

Selecting which reviewer's comments to see

1. To select which reviewer's comments to see, click Select Reviewers.

2. Click the names in the list that you want to see.

3. Click OK.

Distribute for TeamReview dialog box
There are several ways to make a presentation available to reviewers.

<u>Distributing a presentation by posting it in a Notes database</u>
<u>Distributing a presentation by posting it in a public directory</u>
<u>Distributing a presentation by routing it via e-mail</u>
<u>Distributing a presentation by saving it to a floppy disk</u>

{button ,AL(`;H_REVCOM_OVER',0)} <u>See related topics</u>

Details: Distributing a presentation by saving it to a floppy disk

The TeamReview cycle

When you distribute a presentation by saving it to a floppy disk, keep the following process in mind:

- Reviewers will return disks to you when they are done commenting.

- Open the returned presentation, answer Yes to "Merge now?" This will merge the comments on this floppy disk into your original presentation.

  Note If a reviewer sends a second set of comments, you may not want to merge the new set because they will replace the first set. You can review the second set of comments separately.

- After you have merged all the reviewers' comments into your presentation, open the presentation and edit it to incorporate reviewers' comments.

- When you are done, choose File - TeamReview - End Review. This ends the TeamReview cycle. You can go through the review cycle as many times as you want to.

{button ,AL(`H_REVCOM_DISTRIBUTE_FLOPPY_DISK_STEPS',1)} Go to procedure

Distributing a presentation by saving it to a floppy disk

1. Choose File - TeamReview - Distribute for Review.

2. Select "Save to a floppy disk(s)."

3. To allow reviewers to add comments to the presentation, select "Commenting only." To give reviewers the choice to either add comments or edit the presentation directly, select "Commenting or Editing (requires assigning a password)."

4. Click OK.

5. If you selected   "Commenting or Editing (requires assigning a password)," enter and verify a password in the Set Password for Editing dialog box, and click OK.

6. Fill out the Distribute Presentation on Floppy Disk dialog box and click OK.

7. Follow prompts to make one or more copies of the presentation. Click OK as necessary.

8. Select "Save and close the presentation,"   and click OK.

   Note If you select "Save and close the presentation," the file will close and the standard Freelance Graphics window will be restored (the TeamReview buttons disappear). This is the recommended course of action.

Note If you continue editing the presentation after you distribute it, you risk the possibility that the merge functionality may not work properly, particularly if you add or delete pages.

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{button ,AL(`H_REVCOM_DISTRIBUTE_FLOPPY_DISK_DETAILS',1)} See details
{button ,AL(`H_REVCOM_OVER',0)} See related topics

Distribute Presentation on Floppy Disk dialog box

1. Type the drive (for example A: or B:).

2. Type a file name.

3. Insert the floppy disk.

4. Click OK.

Note The file extension, PRZ, is added automatically.

Details: Distributing a presentation by routing it via e-mail

The TeamReview cycle

When you distribute a presentation by routing it via e-mail (serial or broadcast), keep the following in mind.

Serial distribution:

- When you get the presentation back by e-mail, double-click the icon and click Detach.
- Open the presentation to see the comments and edit the presentation.
- When you are done, choose File - TeamReview - End Review. This ends the TeamReview cycle. You can go through the review cycle as many times as you want to.

Broadcast distribution:

- When you receive e-mail back, double-click the icon and choose Launch. Answer Yes to "Merge now?" This merges the reviewers' comments into your original presentation.

  Note If a reviewer sends a second set of comments, you may not want to merge the new set because they will replace the first set. You can review the second set of comments separately.

- Edit the presentation to incorporate reviewers' comments.
- When you are done, choose File - TeamReview - End Review. This ends the TeamReview cycle. You can go through the review cycle as many times as you want to.

{button ,AL(`H_REVCOM_DISTRIBUTE_ROUTING_VIA_EMAIL_STEPS',1)} Go to procedure

Distributing a presentation by routing it via e-mail

1. Choose File - TeamReview - Distribute for Review.

2. Select "Routing via e-mail."

3. To allow reviewers to add comments to the presentation, select "Commenting only." To give reviewers the choice to either add comments or edit the presentation directly, select "Commenting or Editing (requires assigning a password)."

4. Click OK.

5. If you selected "Commenting or Editing (requires assigning a password)," enter and verify a password in the Set Password for Editing dialog box, and click OK.

6. Fill out the TeamMail dialog box and click Send.

    Note You can choose serial or parallel routing.

7. Select "Save and close the presentation," and click OK.

    Note If you select "Save and close the presentation," the file will close and the standard Freelance Graphics window will be restored (the TeamReview buttons disappear). This is the recommended course of action.

Note If you chose parallel routing and you continue editing the presentation after you send it out, you risk the possibility that the merge functionality may not work properly, particularly if you add or delete pages.

{button ,AL(`H_REVCOM_DISTRIBUTE_ROUTING_VIA_EMAIL_DETAILS',1)} See details

{button ,AL(`H_REVCOM_OVER',0)} See related topics

Distribution Complete dialog box
It is recommended that you choose "Save and close the presentation." Closing the presentation is recommended because if you continue editing the presentation, it will become out-of-synch with the copy you distributed and comments reviewers add may no longer be relevant.

Editing a comment

You can only edit your own comments.

1. Click the comment that you want to edit, then click it again.
2. Edit the text.
3. Click outside the box when you finish editing.

Notes

Anyone can move a comment.

Only authors can delete comments that are not their own.

End Review

Authors should follow this procedure to delete all the reviewers' comments from the presentation and restore the standard Freelance Graphics window (the TeamReview buttons do not display).

1. Choose File - TeamReview - End Review.

2. Click OK.

Notes

If you posted the presentation to a public drive, you may want to copy it back to your computer. It is up to you whether you want to copy over the original, or rename it so you have both the original and the revised copy.

If you posted the presentation to a Notes database, you'll be given the option to save the presentation back to disk. The Notes documents that contain the presentation and the comments will remain. You can delete them as you would delete any Notes documents.

Enter Your Name dialog box

In most cases, you will not see this dialog box because Freelance Graphics determines your name from your e-mail system or from Notes.

If you do see this dialog box, you may want to check with your system administrator to determine why Freelance Graphics had to ask you your name.

If you do not have an e-mail system, and you have to type your name, remember exactly how you typed it because you will need to type that exact name again to gain access later on.

Drawing freehand in TeamReview

The Freehand tool makes the mouse function like an electronic pen or pencil.

1. Click the Freehand tool.

   See Reviewer's desktop

2. Position the crosshair pointer at the starting point of the drawing, and hold down the left mouse button as you draw, as if you were drawing with a pencil.

3. Release the mouse button when you are through with your drawing.

4. (Optional) Move or size the drawing by dragging it.

Tip Press BACKSPACE to stop drawing temporarily while you move the crosshair pointer to a new location.

Note You cannot change the attributes of any of the TeamReview drawing tools: color, thickness of line, and arrowhead size cannot be changed. The drawing color is assigned automatically; each reviewer is assigned a different color.

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{button ,AL(`;H_REVCOM_ARROW_STEPS;H_REVCOM_CIRCLE_TL_STEPS;H_REVCOM_HIGHLT_STEPS',0)}
   See related topics

Drawing a line in TeamReview

You can use the Line tool to point to or call out an object on the page or underline some text.

1. Click the Line tool.

   See Reviewer's desktop

2. Position the crosshair pointer at the beginning point of the line and drag to the end point.

3. Release the mouse button to complete the line.

4. (Optional) Move the line by dragging it.

Notes

To constrain the line to the horizontal orientation or a 45-degree angle, press SHIFT while drawing the line.

You cannot change the attributes of any of the TeamReview drawing tools: color, thickness of line, and arrowhead size cannot be changed. The drawing color is assigned automatically; each reviewer is assigned a different color.

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{button ,AL(`H_REVCOM_ARROW_STEPS;H_REVCOM_CIRCLE_TL_STEPS;H_REVCOM_FREEHD_TL_STEPS;' ,0)} See related topics

Merge Comments into Parent dialog box

1. Type in the path and file name of the parent presentation, or click Browse.

2. Click OK.

Note This process automatically updates and saves the parent presentation.

Distributing a presentation by posting it in a public directory

1. Choose File - TeamReview - Distribute for Review.

2. Select "Posting in a public directory."

3. (Optional) Deselect "Notify reviewers by e-mail" if you do not want to notify reviewers through electronic mail.

   See details

4. To allow reviewers to add comments to the presentation, select "Commenting only." To give reviewers the choice to either add comments or edit the presentation directly, select "Commenting or Editing (requires assigning a password)."

5. Click OK.

6. If you selected   "Commenting or Editing (requires assigning a password)," enter and verify a password in the Set Password for Editing dialog box, and click OK.

7. Type in the file name and the directory and path where you want to put the file or click Browse to select directory, path, and name, and click OK.

8. If, in step 3, you elected to notify reviewers by e-mail, type or select the names of your reviewers, then click Send.

   Note In addition to the generic comments, you can add personalized comments to each reviewer.

9. Select "Save and close the presentation,"   and click OK.

   Note If you select "Save and close the presentation," the file will close and the standard Freelance Graphics window will be restored (the TeamReview buttons disappear). This is the recommended course of action, because if you continue to edit the presentation, it will be out of synch with what you sent out for review.

{button ,AL(`H_REVCOM_NET_COMMENTS_DETAILS',1)} See details

{button ,AL(`H_REVCOM_OVER',0)} See related topics

Details: Distributing a presentation by posting it in a public directory

Posting a presentation for comment on a network directory
If you have chosen not to notify the reviewers by e-mail, be sure to let your reviewers know the name of the network directory where the presentation is located. Make sure that all reviewers have read and write privileges for that network directory.

Resume editing or close the presentation
If you select "Save and resume editing the presentation," you can continue editing the presentation. However, you will have to re-post the updated presentation, if you want your reviewers to see and comment on any additional changes you make.

The TeamReview cycle
When you distribute a presentation by posting it to a public directory, keep the following in mind.

• Reviewers have the option to send you notification when they are done reviewing. This will tell you when you should open the posted presentation to see their comments.

• Reviewers may give you back a copy of the posted presentation that contains only their own comments. You can open the returned presentation and choose File - TeamReview - Merge into Parent to get their comments into the posted presentation.

   Note If a reviewer sends a second set of comments, you may not want to merge the new set because they will replace the first set. You can review the second set of comments separately.

• When you are done updating the posted presentation based on the comments you received, choose End Review. You can then copy the presentation back to your computer, either on top of the original presentation or with a new name so that you have a copy of the original before it was sent out to review and after reviews were incorporated.

{button ,AL(`H_REVCOM_NET_COMMENTS_STEPS',1)} Go to procedure

Details: Distributing a presentation by posting it in a Notes database

Distributing your comments in a Notes database

Freelance Graphics ships with two versions of a Notes database for TeamReview (Presentation Library and Review for Notes 4.x, file name FLPRES4.NSF, and Presentation Library and Review for Notes 3.x, file name FLPRES3.NSF).   Freelance Graphics provides these databases for your convenience, but you can also post to another Notes database if it is set up with the forms and views required for TeamReview.

You can install either of these databases by using the Freelance Graphics custom installation option. You must   have Notes 4.0 (or higher) to use the Notes 4.x version of the Presentation Library and Review database. If you are running a Notes 3.0 server, use the Notes 3.x version of the database.

Note See your Notes system administrator about setting up the Presentation Library and Review database on your Notes server. Information about setting up the database is available in the "About This Database" topic in the Help menu of the database.

Resume editing or close the presentation

If you select "Save and resume editing the presentation," you can continue editing the presentation. However, you will have to re-post the updated presentation, if you want your reviewers to see and comment on any additional changes you make.

The TeamReview cycle

When you distribute a presentation by posting it in a Notes database, keep the following in mind.

- Reviewers have the option to notify you when they are done. This will tell you when you should open the posted presentation to see their comments.

- Reviewers may give you back a copy of the posted presentation that contains only their own comments. To get these comments into the posted presentation, open the posted presentation on the Notes database and choose "Consolidate Comments."

- When you are done, choose File - TeamReview - End Review. This provides you with the option of saving a copy of the updated presentation to disk with comments removed.

Tip If you are using the Presentation Library view of the Presentation Library and Review database to store presentations, you can create a new document in that view and embed the updated presentation you saved to disk. For more information, see Overview: The Freelance Graphics Presentation Library and Review database .

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{button ,AL(`H_REVCOM_NOTES_STEPS',1)} Go to procedure

Distributing a presentation by posting it in a Notes database

1. Choose File - TeamReview - Distribute for Review.

2. Select "Posting in a Notes database."

3. Type in the server and database name (use the form "server name !! database name") or click Browse to more easily select server and database names.

4. (Optional) Deselect "Notify reviewers by e-mail" if you do not want to notify reviewers through electronic mail.

5. To allow reviewers to add comments to the presentation, select "Commenting only." To give reviewers the choice to either add comments or edit the presentation directly, select "Commenting or Editing (requires assigning a password)."

6. Click OK.

7. If you selected   "Commenting or Editing (requires assigning a password)," enter and verify a password in the Set Password for Editing dialog box, and click OK.

8. If, in step 4, you elected to notify reviewers by e-mail, type or select the names of your reviewers, then click OK.

    Note If you use Notes e-mail, the notification e-mail reviewers receive will contain a link to the posted presentation.

9. Select "Save and close the presentation,"   and click OK.

    Note If you select "Save and close the presentation," the file will close and the standard Freelance Graphics window will be restored (the TeamReview buttons disappear). This is the recommended course of action.

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{button ,AL(`H_REVCOM_NOTES_DETAILS',1)} See details

{button ,AL(`H_REVCOM_OVER;H_REVCOM_PRES_LIB_REV_DATABASE_OVER',0)} See related topics

Notify Author dialog box

When you are done reviewing a presentation that has been posted to Notes, you have the option of choosing "Done Commenting - Notify Author" to let the author know you are finished reviewing. Also, whenever you close a presentation you have been commenting on, you will be asked if you want to notify the author if you have not already chosen "Done Commenting - Notify Author."

Overview: The Freelance Graphics Presentation Library and Review database

The Presentation Library and Review database provides you with two databases in one by providing two main views:

- The Presentation Library view--Provides all the views and forms of the Presentation Library.
- The TeamReview view--Provides all the views and forms necessary to carry out TeamReview in Freelance Graphics using Lotus Notes.

For comprehensive orientation to the Presentation Library and Review database, open the database in Notes and choose Help - About This Database. For step-by-step information, choose Help - Using This Database.

Note See your Notes system administrator about setting up the Presentation Library and Review database on your Notes server. Information about setting up the database is available in the "About This Database" topic in the Help menu of the database.

You install the Presentation Library and Review database by using the Freelance Graphics custom installation option. You must   have Notes 4.0 (or higher) to use the Notes 4.x version of the Presentation Library and Review database. If you are running a Notes 3.0 server, use the Notes 3.x version of the database.

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{button ,AL(`;H_REVCOM_OVER',0)} See related topics

Printing with or without comments

1. Do one of the following:
   - To print the presentation with comments, click Select Reviewers, and select the reviewers whose comments you want displayed.
   - To print the presentation without comments, click Show Comments/Hide Comments, so that no comments are displayed.
2. (Optional) Drag comments to move them.

   Note If comments are overlapping, they will print that way.
3. Choose File - Print.
4. Click Print.

Selecting which reviewers' comments to see

You have to open a presentation that has been distributed for TeamReview to follow these steps.

Comments consist of text and all lines, arrows, circles, and freehand drawings that a reviewer makes.

1.   Click Select Reviewers.

2.   Select the name of one or more reviewers.

3.   Click OK.

{button ,AL(`H_REVCOM_SEL_REV_DETAILS',1)} <u>See details</u>

Details: Selecting which reviewers' comments to see
You can select to see or hide all comments by all reviewers.

Reviewers can move the comments and drawings of other reviewers around, but they cannot edit or delete them.

Hiding comments
You can alternate between showing and hiding the comments that you have selected to be displayed by clicking Show Comments/Hide Comments.

{button ,AL(`H_REVCOM_SEL_REV_STEPS',1)} <u>Go to procedure</u>

Setting the Editor Access Password

The Set Password for Editing dialog box lets you assign a password to the presentation you are distributing. This password lets reviewers edit the presentation's content.

1. Choose Team Review - Distribute for Review.
2. Choose "Commenting or Editing (requires assigning a password)" in the Distribute for TeamReview dialog box.
3. Click OK.
4. Enter and verify the password.
5. Click OK.

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{button ,AL(`H_REVCOM_DISTRIBUTE_FLOPPY_DISK_STEPS;H_REVCOM_DISTRIBUTE_ROUTING_VIA_EMAI
   L_STEPS;H_REVCOM_NET_COMMENTS_STEPS;H_REVCOM_NOTES_STEPS',0)} See related topics

Checking the spelling of a comment

Reviewers can check the spelling of their own comments but not the spelling of the presentation. For authors, the spelling checker works in the standard way; however, it does not check the spelling of the reviewers' comments.

1. Choose Edit - Check Spelling.

2. Click OK.

3. Respond as required.

{button ,AL(`H_SPELLING_CHECK_CS',0)} See related topics

Selecting and deselecting all objects

If you are not in Current Page view, click the Current Page tab.

To select all objects

Choose Edit - Select - All.

This selects all objects on the page, whether they are visible or not.

Note This does not select objects on the underlying page layout. See <u>Customizing page layouts</u>.

To deselect all objects

Choose Edit - Select - None.

This deselects all objects on the page, whether they are visible or not.

Selecting and deselecting by clicking or dragging

If you are not already in Current Page view, click the Current Page tab.

To select:	Do this:
Only one object	Click the object.
Additional objects	Press SHIFT while you click the other objects.
Objects inside a box you drag with the mouse	Press and hold the left mouse button and drag a box around the objects you want to select.
Objects touching a box you drag with the mouse	Choose Edit - Select - Touching and drag a box around and touching the objects you want to select.

To deselect:	Do this:
Only one object when several are selected	Press SHIFT while you click the object you want deselected.
All objects	Click outside the selected area.

Note To select an OLE custom control object, make sure that "Design OLE controls" is selected in the View Menu. If "Design OLE controls" is deselected in the View menu, a single click on the OLE custom control object will run the control.

Selecting and deselecting by cycling through objects

If you are not in Current Page view, click the Current Page tab.

Note Freelance Graphics cycles through objects in the order in which they were added to the page. Only objects that you can see are cycled through.

1. (Optional) Choose View - Zoom In to enlarge the page that contains the object you want to select.

2. Choose Edit - Select - Cycle.

   You see a dotted rectangle around an object and the object type appears in the Cycle Selection dialog box.

   Tip If you need to move the dialog box to see the dotted rectangle, press and hold the left mouse button as you drag the title bar of the dialog box.

3. (Optional) Click Select or Deselect to select or deselect the object in the dotted rectangle.

4. Click Next or Previous to go to the next or previous object on the page.

5. (Optional) Repeat steps 3 and 4 to continue selecting and deselecting objects.

6. When you finish selecting and deselecting, click OK.

Selecting similar objects

In Current Page view, you can select objects on the page by matching attributes such as the object type, color, or font.

1. Select an object you want to match. For example, select a blue rectangle if you want to select other rectangles or blue objects.

2. Choose Edit - Select - Like and select the attributes you want to match.

3. Click OK.

   All matching objects on the page are selected, whether they are visible or not.

Overview: Selecting objects

Freelance Graphics continually customizes your work area to reflect the currently selected object. For example, the sixth menu from the left is specific to the selected object (text, drawing, and so on), and the InfoBox shows the settings of the selected object.

An object must be selected before you can work with it. An object is selected when it has handles (small squares) around it.

When you are in Current Page view, it is usually easiest to click on an object to select it. See Selecting and deselecting by clicking or dragging.

Menu commands can also help in certain circumstances, particularly when the object you want to select is difficult to see, or when you want to select similar objects.

- If the object is partially or fully hidden by another object, see Selecting and deselecting by cycling through objects.
- If the objects you want to select are similar in some way, see Selecting similar objects.
- If the object is outside of the page area you are viewing, use the commands in the View menu to zoom out or see the full page.
- If the object is small, magnify the area you want to work with by using the View menu to zoom in.

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{button ,AL(`;H_SELECT_PAGE_CUR_STEPS;H_SELECT_TEXT_OVER;H_SELECT_TEXT_SPEAKER_NOTES_OVER',0)} See related topics

Selecting a page in Current Page view

A page is selected only when no objects on the page are selected. (When a page is selected, the Page command is displayed in the menu bar.)

To select a page in Current Page view, do one of the following:

- Click outside the page area.
- Choose Edit - Select - None.

{button ,AL(`H_OUTLINE_SELECTING_TEXT_PAGES_OVER;H_PAGE_SELECT_SORTER_STEPS',0)} <u>See related topics</u>

Selecting text in text blocks and bulleted lists

Use the following techniques to select text when you see a flashing insertion point (for example, when you have double-clicked a text block).

Do this:	To:
Click (over text)	Place the insertion point at the location of the I-beam pointer.
Drag	Select the text from where you press the mouse button to where you release it.
Double-click (over text)	Select the entire word under the I-beam pointer.
Double-click, then drag	Select the entire word under the I-beam pointer, then select subsequent words you drag through.
SHIFT+click	Select all text between the insertion point and the I-beam pointer.
SHIFT+drag	Select all text between the insertion point and the I-beam pointer, then select the text you drag through.
SHIFT+double-click	Select all text between the insertion point and the entire word the I-beam pointer is over.
SHIFT+double-click, then drag	Select words between the insertion point and the word the I-beam pointer is over, then select the words you drag through.
SHIFT+ → or ←	Add or delete one character at a time to or from the selection.
SHIFT+ or ↓	Select or deselect all text between the insertion point and the corresponding location in the line above or below.
SHIFT+HOME	Select all the text from the insertion point to the beginning of the line.
SHIFT+END	Select all the text from the insertion point to the end of the line.

Selecting text in speaker notes

Use the following techniques to select text in speaker notes.

| Do this:	To:
Click (over text)	Place the insertion point at the position of the mouse pointer.
Drag	Select the text from where you press the mouse button to where you release it.
SHIFT+click	Select all text between the insertion point and the mouse pointer.
SHIFT+drag	Select all text between the insertion point and the mouse pointer, then select the text you drag through.
SHIFT+→ or ←	Add or delete one character at a time to or from the selection.
SHIFT+ or ↓	Select all text between the insertion point and the corresponding location in the line above or below.
SHIFT+HOME	Select all text between the insertion point and the beginning of the current line.
SHIFT+END	Select all text between the insertion point and the end of the current line.
SHIFT+PAGE UP	Select all text between the insertion point and the beginning of the speaker note.
SHIFT+PAGE DOWN	Select all text between the insertion point and the end of the speaker note.

{button ,AL(`;H_NAVIG_SPKR_NOTE_OVER',0)} See related topics

Creating a "Click here..." block for graphics

1. Choose Presentation - Edit Page Layouts.

2. Select the page layout you want to edit, then click Edit.

3. Choose Create - "Click here" Block.

4. Drag a box on the page to add the "Click here..." graphic block.

   Freelance Graphics places a "Click here..." text block on the page.

5. Choose "Click here..." - "Click here" Block Properties.

6. Click the Basics tab.
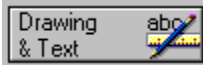
7. Under Type of block, select a block type for graphics.

8. (Optional) Move, collapse, or close the InfoBox.

9. Click Done.

Creating a new page layout

You can create a new page layout in a SmartMaster look.

1. Choose Presentation - Edit Page Layouts.

2. Click Create.

3. Type a new page name.

4. Select "Use backdrop" if you want the new page layout to use the backdrop.

5. Select the number of "Click here..." blocks you want on the page (up to nine).

   By default, these are "Click here..." text blocks.

6. Click OK.

7. Click Done.

The new page layout will appear in the Page Layouts panel when you create a new page.

───

{button ,AL(`H_PAGE_CREATE_LAYOUT_DETAILS',1)} See details

{button ,AL(`H_GRAPHIC_CREATE_CLICKHERE_STEPS',0)} See related topics

Details: Creating a new page layout

If you choose a different look

If you create a new page layout and then choose a different look, the new page layout will be lost. The text or graphics on the page will be preserved on any presentation pages using that layout, but the page layout will be Basic Layout. If you switch back to the original look, the page layout will revert to the new page layout.

Note A new page layout is associated with the current presentation only. To use a page layout in another presentation, you must save it in a SmartMaster look file, and then use Presentation - Choose a Different SmartMaster Look to use the look that contains the new page layout. To save a SmartMaster look, see Saving a presentation.

If you want to retain the capability of switching to different SmartMaster looks without losing the new page layout, you will have to add the new page layout to every SmartMaster look that you may want to switch to.

Duplicating a page layout

If you want to create a variation of a page layout (say, one with an additional "Click here..." block), you can duplicate a page layout by choosing Page - Duplicate Page and using that page as the basis of the new page layout.

If you are using a content topic

If you are using a content topic, you cannot add new content pages with Presentation - Edit Page Layouts. Instead, you must edit the content topic by opening it. See Overview: Designing content topics.

{button ,AL(`H_PAGE_CREATE_LAYOUT_STEPS',1)} Go to procedure

{button ,AL(`H_SM_OVER',0)} See related topics

Unlinking a page layout

You can break the connection between a page and its page layout. This will be useful only rarely--for example, if you want a particular page in your presentation to keep the same design even if you choose another look.

1. In Current Page view, display the page you want to unlink.

    In Page Sorter view, click the page you want to unlink.

2. Choose Page - Unlink Page Layout.

Tip To choose a page layout for a page you have unlinked, make it the current page, then choose Page - Switch Page Layout and choose a page layout. If you unlink a page layout by mistake, choose Edit - Undo to restore the link.

{button ,AL(`H_PAGE_UNLINK_LAYOUT_DETAILS',1)} See details

Details: Unlinking a page layout

In most cases, you will not need to unlink page layouts because you can move, size, and change the attributes of elements on a page layout directly from the <u>backdrop</u>. For example, you can drag a filled-in "Click here..." text block to place it elsewhere on the page.

After choosing Page - Unlink Page Layout, the current page looks the same as other pages using this same page layout. However, because the page layout is no longer associated with this page, the current page will not be updated if you edit the page layout that was originally used for this page.

{button ,AL(`H_PAGE_UNLINK_LAYOUT_STEPS',1)} <u>Go to procedure</u>

Overview: The "Click here..." block guide

The "Click here..." block guide--the dashed rectangle on the <u>backdrop</u>--controls the size and position of "Click here..." blocks within its borders on all pages that use the backdrop.

If you want to add any text or graphics to the backdrop, place them outside the borders of the "Click here..." block guide, so they won't overlap text, clip art, or charts that a user adds.

Generally, you will not need to resize or reposition the "Click here..." block guide, but SmartMaster look and content topic designers will find it useful. When you size or move the "Click here..." block guide, the "Click here..." blocks controlled by it are also resized or repositioned. See <u>Sizing or moving the "Click here..." block guide</u>.

How Freelance Graphics sizes and positions "Click here..." blocks

Depending on how many "Click here..." blocks are on the page, Freelance Graphics sizes and positions them accordingly. If there are two "Click here..." text blocks, for example, they are placed side by side. If there are three "Click here..." blocks, one is placed on top of the page and two on the bottom, and so on.

The maximum number of "Click here..." blocks allowed in the "Click here..." block guide is nine. If you add or delete a "Click here..." block from a page layout, the remaining "Click here..." blocks within the borders of the guide are automatically resized and repositioned to fill the guide (unless the "Click here..." blocks are set to not use the "Click here..." block guide).

You can override the default scheme for the arrangement of "Click here..." blocks within the guide by changing the "Click here..." block guide order. See <u>Changing the placement order of "Click here..." blocks</u>.

If you want to place "Click here..." blocks in a custom arrangement and do not want Freelance Graphics to size the "Click here..." blocks automatically within the borders of the "Click here..." block guide, you can set "Click here..." blocks so that they do not use the "Click here..." block guide. Choose Presentation - Edit Page Layouts, select a page layout to edit, then select a "Click here..." block. Choose "Click here" - "Click here" Properties. Click the Basics tab, and then deselect "Use Click here... block."

If you are designing SmartMaster looks, you can change the ID numbers of "Click here..." blocks to ensure that text and graphic "Click here..." blocks are mapped properly when a user switches to a different look. See <u>Changing the ID of a "Click here..." block</u>.

Using a bitmap as a backdrop

1. Choose Presentation - Edit Backdrop.

2. Choose Backdrop - Page Properties.

3. Under Pattern, select Bitmap.

4. Under Bitmap arrangement, choose whether you want to tile or resize the bitmap.

5. Under Bitmap source, choose whether to use a bitmap you have already placed on the Clipboard, or a bitmap from a file you have on your system.

   Note You can click Browse to look for the file you want to use or you can type the full path name of the file.

6. Click OK.

7. (Optional) Move, collapse, or close the InfoBox.

8. Click Done.

Changing the ID of a "Click here..." block

If you are designing SmartMaster looks, you may need to change the ID numbers of "Click here..." blocks to ensure that "Click here..." blocks are mapped properly when a user switches to a different look.

1. Choose Presentation - Edit Page Layouts.
2. Select the page layout you want to edit, then click Edit.
3. Click the "Click here..." block whose ID number you want to change.
4. Choose "Click here" - "Click here" Block Properties.
5. Click the Basics tab.

6. Type a new ID number in the ID number box.

   See details
7. (Optional) Move, collapse, or close the InfoBox.
8. Click Done.

{button ,AL(`H_SM_CHANGE_BLOCK_ID_DETAILS',1)} See details
{button ,AL(`H_SM_PBG_ORDER_STEPS',0)} See related topics

Details: Changing the ID of a "Click here..." block

How the "Click here..." block ID determines the mapping of "Click here..." blocks

The ID number of a "Click here..." block determines where "Click here..." blocks are placed on the page when you switch to a new SmartMaster look. For example, a "Click here..." block on the Bullets & Chart page layout with an ID of 3 is placed in the position of the "Click here..." block with an ID of 3 in the new look's Bullets & Chart page.

All "Click here..." blocks are automatically given an ID number when they are created, with the next available ID in the 1 through 100 sequence.

For all SmartMaster looks shipped with Freelance Graphics, the mapping of "Click here..." blocks is pre-defined. However, you may have to change the ID numbers of "Click here..." blocks for new page layouts you create.

If you create a new look and find that "Click here..." blocks do not map properly with existing SmartMaster looks (that is, their positions move when you switch to a new look), you may have to change the ID numbers.

If you create new page layouts with "Click here..." blocks, observe these conventions.

- "Click here..." text blocks get ID numbers of 1 through 100. The title block should have an ID of 1, and the first text block should have an ID of 2.
- "Click here..." graphic blocks get ID numbers of 101 through 999.

When you switch looks and a "Click here..." block does not have a matching ID number in the new look, it remains in its original position on the page.

{button ,AL(`H_SM_CHANGE_BLOCK_ID_STEPS',1)} <u>Go to procedure</u>

Customizing "Click here..." prompts

When you customize the text in "Click here..." prompts on a page layout, every page or content page that uses the customized page layout will reflect this change. See <u>Overview: Customizing page layouts</u>.

1. Choose Presentation - Edit Page Layouts.

2. Select the page with the "Click here..." block you want to change, then click Edit.

3. Double-click the "Click here..." block.

4. Modify the text in the "Click here..." block.

5. Click Done to resume working on your presentation.

Note The "Click here..." title block originates on the <u>backdrop</u> page.

Customizing the backdrop

You can add text and graphics to every page in your presentation (except the title page) by editing the backdrop.

1. Choose Presentation - Edit Backdrop.

2. Add any fixed text or graphics you want to this page, such as clip art images, a company name or logo, or a date.

3. If you need to create more space for the text or graphics you add, size the "Click here..." block guide (the heavy dashed rectangle).

    Tip Place the logo outside the "Click here..." block guide (the heavy dashed rectangle) to ensure that the logo will not overlap text or graphics in "Click here..." blocks.

4. Click Done.

Tip Avoid placing objects within the "Click here..." block guide, where they will overlap other text or graphics.

Note Only the current presentation is affected by changes to page layouts or to the <u>backdrop</u>. If you switch to a new SmartMaster look after customizing a page layout or the backdrop, you will lose all these changes. To save a SmartMaster look, choose File - Save As and save the file as a SmartMaster look file type.

{button ,AL(`H_SM_USING_PBG_STEPS;',0)} <u>See related topics</u>

Overview: Customizing page layouts

Each SmartMaster look contains a standard set of 12 page layouts. These page layouts contain "Click here..." prompts that tell users what to do and control the placement of text and graphic objects on the page. You can customize page layouts, but in general, it is preferable to create a content topic when you need to create a customized presentation. Occasionally, though, you may want to change the text of a "Click here..." block on a page layout, and you can do this by editing a page layout.

If you switch to a new SmartMaster look, you will no longer have access to this page layout (unless the other SmartMaster look also has this page layout). For more information, see <u>Details: Creating a new page layout</u>.

To make your changes to a page layout permanent, you must save the file as a SmartMaster look file type with File - Save As. See <u>Saving a presentation</u>. Even if you save a SmartMaster look file, the page layout you added or edited is associated with that SmartMaster look only.

When you create a content page, any new presentation that uses this content topic will have access to the new content page. For more information, see <u>Overview: Designing content topics</u>.

Customizing the Title page layout

Since the Title page layout is not affected by the <u>backdrop</u>, you must make changes to the Title page layout itself. Choose Presentation - Edit Page Layouts, double-click the Title page, and make any changes you want. Now, any presentation page that uses the Title page layout will reflect the changes you made (for the current presentation only).

{button ,AL(`H_SM_OVER;H_GRAPHIC_CREATE_CLICKHERE_STEPS;H_SM_CUSTOMIZE_BKGROUND_STEP S;H_SM_EDIT_PAGE_LAYOUT_STEPS;H_TEXT_CREATE_CLICKHERE_STEPS;H_SM_CHTEXT_CHANGE_S TEPS;H_SM_ABOUT_PBG_OVER;H_PAGE_CREATE_LAYOUT_STEPS;H_TEXT_ADD_EVERY_PAGE_STEPS ;',0)} <u>See related topics</u>

Dragging an object into a "Click here..." block

You can drag any text or graphic object into a "Click here..." block.

1. Drag an object over the "Click here..." block.

   The mouse pointer changes to a hand as you drag.

2. Release the mouse button when the mouse pointer approaches the "Click here..." block and you see a dashed outline around the "Click here..." block.

   Freelance Graphics sizes graphic objects (but not text) to fill the "Click here..." block.

Note To remove an object from a "Click here..." block, click it, and choose Edit - Cut.To place the object elsewhere, choose Edit - Paste.

Customizing page layouts

Page layouts contain "Click here..." text to tell users what to do, and also control the placement of text and graphic objects on the page. You can customize page layouts if you like.

1. Choose Presentation - Edit Page Layouts.

2. Click the page layout you want to edit.

3. Click Edit.

4. Make any changes you want to the page layout.

5. Click Done.

6. (Optional) To make permanent changes to a page layout in a SmartMaster look, choose File - Save As and save the file as a SmartMaster look file type.

   Caution It is a good idea to save the look under a new file name so you do not overwrite the original look file shipped with Freelance Graphics.

Notes

Changes you make affect all pages or content pages that use the customized page layout.

Note that you cannot select the title block when you are editing page layouts. This is because it is part of the backdrop. Since every page layout except the title page uses the backdrop, you can make global changes to all the page layouts in a SmartMaster look by editing the backdrop. See Customizing the backdrop.

Only the current presentation or content topic is affected by changes to page layouts or to the backdrop. If you switch to a new SmartMaster look after customizing a page layout or the backdrop, you will lose all these changes. To save a SmartMaster look, see step 6 above.

{button ,AL(`H_SM_PBG_ORDER_STEPS;H_SM_CUSTOMIZE_BKGROUND_STEPS',0)} See related topics

Changing the placement order of "Click here..." blocks

You can override the default scheme for the arrangement of "Click here..." blocks within the "Click here..." block guide.

1. Choose Presentation - Edit Page Layouts.

2. Select the page layout you want to edit, then click Edit.

3. Click the "Click here..." block you want to renumber.

4. Choose "Click here" - "Click here" Block Properties.

5. Click the Basics tab, then select "Set Click here... block guide order."

6. Type a new number in the "Set Click here... block guide order" box to specify its placement on the page (0, 1, 2, 3, 4, and so on).

   If you change the order of one "Click here..." block, you may need to also change the order of all other "Click here..." blocks on the page in order to avoid duplicates. If two "Click here..." blocks have the same guide order number, the ID number is used to determine the placement of the block.

7. (Optional) Move, collapse, or close the InfoBox.

8. Click Done.

{button ,AL(`H_SM_PBG_ORDER_DETAILS',1)} See details

{button ,AL(`H_SM_CHANGE_BLOCK_ID_STEPS',0)} See related topics

Details: Changing the placement order of "Click here..." blocks

How Freelance Graphics determines the placement of "Click here..." blocks

Since each SmartMaster look contains the same page layouts, you can switch looks at any time to change the design of your presentation. For example, all looks include the page layout 4 Charts. When you switch to a different look, the four charts on the 4 Charts page remain the same but assume the style, color, and location of the new look.

More particularly, each of the four charts on the page is mapped to a location on the 4 Charts page layout of the new look. By default, Freelance Graphics places the four charts based on the ascending order of the ID numbers of the "Click here..." blocks.

For example, a chart in the "Click here..." chart block with an ID of 101 is placed in the "Click here..." chart block with the matching ID of 101 in the new look, and so on for each "Click here..." block.

{button ,AL(`H_SM_PBG_ORDER_STEPS',1)} <u>Go to procedure</u>

Overview: "Click here..." blocks

"Click here..." blocks make it easy to add text and graphic objects to a page. Freelance Graphics has two main types of "Click here..." blocks.

- "Click here..." text blocks are areas into which you can type new text or drag existing text. When you add text to a "Click here..." text block, the text assumes the typeface, size, color, and bullets defined in the underlying SmartMaster look. The text is also sized and positioned automatically.

- "Click here..." graphics blocks are areas into which you can create or place charts, clip art, tables, diagrams, or organization charts. Objects are sized and positioned by the "Click here..." blocks automatically.

Each "Click here..." graphics block displays one of the prompts shown below. When you click that prompt, Freelance Graphics displays the associated dialog box, which you use to create the chart or table or choose a clip art image.

Note In content topics, SmartCharts and other "Click here..." blocks may have slightly different and more specific prompt text.

Clicking this prompt:	Opens this dialog box:
Click here to create chart	Create a Chart
Click here to add clip art	Add Clip Art or Diagram to the Page
Click here to create table	Table Gallery
Click here to create diagram	Add Diagram Gallery
Click here to create organization chart	Organization Chart Gallery

You can also drag objects into "Click here..." blocks. See <u>Dragging an object into a "Click here..." block</u>.

If you are using a content topic, some "Click here..." blocks may already be filled in with text or graphics. You can edit this text or replace the graphics as you like.

Modifying "Click here..." blocks

You can:

- Customize "Click here..." prompts. See <u>Customizing "Click here..." prompts</u>.

- Create your own "Click here..." blocks. See <u>Creating a "Click here..." block for text</u>, <u>Creating a "Click here..." block for graphics</u>, and <u>Customizing "Click here..." prompts</u>.

- Use the "Click here..." block guide to automatically position objects on the page. See <u>Overview: The "Click here..." block guide</u>, <u>Sizing or moving the "Click here..." block guide</u>, <u>Changing the ID of a "Click here..." block</u>, and <u>Changing the placement order of "Click here..." blocks</u>.

Overview: What happens when you switch SmartMaster looks

When you switch SmartMaster looks, this is what happens:

- Page layouts in the new SmartMaster look with the same names as the current page layouts are assigned to the appropriate presentation pages.

  All supplied SmartMaster looks have the same type and number of page layouts. When you switch looks, Freelance Graphics reassigns page layouts to presentation pages or content pages by matching the names of the page layouts.

  For example, a page assigned a page layout named "1 Chart" is assigned a page layout in another SmartMaster look that is also named "1 Chart."

- If the new SmartMaster look does not have a page layout with the same name as the old page layout, Freelance Graphics assigns those pages to Basic Layout.

- If a page did not have a page layout before the switch, it remains without a page layout after the switch.

- The contents of the "Click here..." blocks are reassigned to the corresponding "Click here..." blocks on the new page layouts.

  If the new page layouts have fewer "Click here..." blocks, the remaining text and graphics retain their size and position on the presentation page. However, they are no longer in "Click here..." blocks.

- When you switch SmartMaster looks, you also switch to the palette associated with the look you switched to.

Choosing a SmartMaster look

You can quickly change the look of your presentation without changing the content.
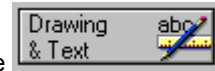
1. Choose Presentation - Choose a Different SmartMaster Look or click here .
2. Click the Previous or Next arrows to display SmartMaster looks one at a time.
    Note You can browse through looks automatically (in alphabetical order) by clicking the Scan button. Click the Stop Scan button to halt the display.
3. Highlight the name of the look you want to use, then click OK.

{button ,AL(`H_DSET_SCAN_SPEED_STEPS',0)} See related topics

Sizing or moving the "Click here..." block guide

You can size or move the "Click here..." block guide to size and position "Click here..." blocks within its borders.

1. Choose Presentation - Edit Backdrop.

2. Click the edge of the "Click here..." block guide (the heavy dashed rectangle).

3. Drag to size or move the "Click here..." block guide.

4. Click Done.

Note This will affect all pages that use the "Click here..." block guide (except pages that use the Title page layout). Only the current presentation or content topic is affected when you size or move the "Click here..." block guide. If you switch to a new SmartMaster look after sizing or moving the "Click here..." block guide, you will lose these changes.

{button ,AL(`H_SM_ABOUT_PBG_OVER',0)} <u>See related topics</u>

Overview: Why edit SmartMaster looks and page layouts?

Generally, you will not need to modify page layouts. They have been carefully created by graphic designers to not only look good on their own, but to be interchangeable with all the other looks Freelance Graphics offers.

When you modify page layouts, you must be very careful, because you may disturb the interchangeable aspects of looks. However, you may want to customize looks and page layouts to:

- Customize prompt text in "Click here..." blocks. For example, you might want to change "Click here to type text" to "Click here to type agenda."

  Note The problem with changing "Click here..." text on page layouts is that the new prompt text is lost when you switch looks. A better way to create customized prompt text is to create a SmartMaster with content. See Overview: Designing content topics.

- Add text or graphics to every page in a presentation. For this, use Presentation - Add a Logo to Every Page. See Adding clip art or a logo to every page.

- Create new page layouts (for advanced users). You can add page layouts to existing looks, but new page layouts will be lost if you switch looks. See Creating a new page layout.

Create a new look. Graphic designers can create SmartMaster looks from scratch or customize existing ones. See Overview: Ways to create your own content topics.

Adding clip art or a logo to every page

You can add a logo, clip art, or any other text and graphics to every page in your presentation that uses the backdrop (except title pages).

1. Choose Presentation - Add a Logo to Every Page.

2. Add clip art or draw the logo on the page.

    Note To add an image from the clip art library, choose Create - Add Clip Art.

3. If you need to create more space for the logo, size the "Click here..." block guide (the heavy dashed rectangle).

    Tip Place the logo outside the "Click here..." block guide to ensure that the logo will not overlap text or graphics in "Click here..." blocks.

4. Click Done.

Notes

To also add the logo to any page in your presentation that uses the Title page layout, choose Presentation - Edit Page Layouts, select the Title page layout, and add the logo.

Only the current presentation is affected by changes to page layouts or to the backdrop. If you switch to a new SmartMaster look after customizing a page layout or the backdrop, you will lose all these changes. To save a SmartMaster look, choose File - Save As and save the file as a SmartMaster look file type.

_____

{button ,AL(`H_SYMB_ADD_ONE_PAGE_STEPS;H_IMPORT_FILE_TYPES_OVER;H_EDIT_PASTING_OVER;H_D RAW_OVER;H_EDIT_COPY_PASTE_STEPS;H_EDIT_CUT_PASTE_STEPS;H_SM_CUSTOMIZE_BKGROUND _STEPS;H_SM_USING_PBG_STEPS',0)} See related topics

Creating a "Click here..." block for text

You can add a "Click here..." text block to any page layout.

1. Choose Presentation - Edit Page Layouts.
2. Select the page layout you want to edit, then click Edit.
3. Choose Create - "Click here" Block.
4. Drag a box on the page where you want the "Click here..." block to be added.

   Freelance Graphics places a "Click here..." text block on the page.
5. (Optional) Resize the text block by dragging a selection <u>handle</u>.
6. Click Done.

{button ,AL(`H_SMDESIGN_OVER;H_SM_CHTEXT_CHANGE_STEPS',0)} <u>See related topics</u>

Overview: Designing content topics

Note This section is for content topic designers and assumes a fairly advanced knowledge of Freelance Graphics, especially the structure of SmartMaster looks and an understanding of how "Click here..." blocks work.

Freelance Graphics comes with content topics that help automate the creation of a variety of presentation types, such as meetings, sales proposals, business plans, and project status reports.

You can even create your own content topic to serve as a standard format for your workgroup.

By designing a custom content topic, you ensure that each presentation you create using it will have the same basic format, the same core content, and a consistent look. You can customize an existing content topic, turn an existing presentation into a content topic, or create a new content topic from scratch.

By customizing existing content topics or even creating your own, you can:

- Save time by automating frequent tasks. For example, if all your presentations include a similar agenda or quarterly sales figures depicted in charts, you can include these in the content topic so you will not need to create these pages from scratch each time you create a presentation.
- Turn an existing presentation into a content topic to use as a basis for similar presentations.
- Distribute a customized content topic to a workgroup to use as the corporate presentation standard.
- Remind yourself to include the same boilerplate material (with updated information) in every presentation.

Content topics and SmartMaster looks

Before you customize an existing content topic, or create a new content topic, it is important to understand the difference between SmartMaster looks and SmartMaster content topics.

Looks provide a common set of page layouts (with "Click here..." blocks) and a common backdrop design. Content topics provide a set of content pages in a logical sequence, which may contain:

- Task-specific prompts (such as "Click here to type agenda items").
- Filled-in text, graphics, and charts which the user can use or replace.
- Content advice to help the user fill in each content page.
- Built-in automation, with the ability to attach a LotusScript file to a page, to a "Click here..." block, or to a button. These scripts are run automatically when a user chooses a new content page, clicks a "Click here..." block, or clicks a button. Some content topics also have startup scripts that run automatically when you create a new presentation using them.
- SmartCharts that give users a predetermined chart type and style to which they need only add their own data.

When you print a content topic file, the "Click here..." prompts are not printed.

Adding filled-in text to content pages

Content pages usually display text that users can use as is or edit. These are typically titles such as "Agenda," or other items that change infrequently, such as a list of departments.

1. Open a content topic.
2. Select a content page.
3. Click the "Click here..." text block you want to fill with text.
4. Choose "Click here" - Fill in "Click here" Block.
5. Type the text you want to be displayed on the content page.
6. Click OK.

Adding new "Click here..." blocks

1. <u>Open a content topic</u>.

2. Select a content page.

3. Choose Create - "Click here" Block.

4. Drag a rectangle on the page to add the "Click here..." block.

5. Double-click the "Click here..." block, then change the type and prompt as you like.

Note Often, it is easiest to start with the "Click here..." blocks on page layouts as the basis for the customized "Click here..." blocks on your content pages.

{button ,AL(`H_SMDESIGN_ADD_BLOCKS_DETAILS',1)} <u>See details</u>

{button ,AL(`H_SMDESIGN_OVER;H_SM_PLACEMENT_BLOCKS_OVER',0)} <u>See related topics</u>

Details: Adding new "Click here..." blocks

Creating your own page layouts
Graphic artists, who have designed the page layouts included with every SmartMaster look, have placed the "Click here..." blocks carefully so they will not overlap or bump against other design elements on the presentation backdrop. If you want to create "Click here..." blocks from scratch, it is best to start with the Basic Layout page layout and add "Click here..." blocks as you need them.

Adding "Click here..." blocks to page layouts or content pages
You can add "Click here..." blocks to page layouts or content pages.

{button ,AL(`H_SMDESIGN_ADD_BLOCKS_STEPS',1)} Go to procedure

{button ,AL(`H_SM_PLACEMENT_BLOCKS_OVER;H_TEXT_CREATE_CLICKHERE_STEPS;H_GRAPHIC_CREAT E_CLICKHERE_STEPS',0)} See related topics

Adding descriptive information to a content topic

It is strongly recommended that you add a short title and description to a content topic to help users understand its purpose. To add a more detailed tip, see <u>Creating content advice for users</u>.

1. <u>Open a content topic</u>.

2. Choose Presentation - SmartMaster Content Setup - Title & Description.

3. Type a title and description.

   Note Content topics appear to the user in alphabetical order based on this title, not the file name of the content topic.

4. Click OK.

Overview: Checklist for customizing a content topic

The easiest way to create your own content topic is to customize an existing one. Here are the general steps in the process.

- To customize an existing content topic, edit a content topic. See <u>Opening a content topic for editing</u>.

- To create customized content pages, browse through the content pages and choose the ones that most fit your needs. See <u>Overview: Ways to create your own content topics</u>.

- To create new content pages from scratch, create a new page, choose an appropriate page layout, and then customize the "Click here..." blocks. See <u>Changing the prompts in "Click here..." text blocks</u>.

- To add filled-in text or graphics that the user can use as is or edit, add text or graphics to "Click here..." blocks. See <u>Adding filled-in text to content pages</u> and <u>Adding filled-in clip art to content pages</u>.

- To provide users with predefined charts to which they need only add their own data, create SmartCharts. See <u>Creating a SmartChart</u>.

- To help users choose an appropriate content topic, enter a title and a description that users can view when they are browsing through the list of content topics. See <u>Adding descriptive information to a content topic</u>.

- To help users choose the appropriate content page when they are creating a presentation, enter a title and brief description for each content page. See <u>Creating new content pages</u>.

- To help users fill out content pages, add content advice. A clickable button will appear on every content page that contains content advice. See <u>Creating content advice for users</u>.

- To set up a LotusScript file that runs automatically when a user takes certain actions, such as clicking a button or choosing a content page, attach a script file to a button or a content page. See <u>Overview: Attaching scripts</u>.

Changing the prompts in "Click here..." text blocks

You can change the text in "Click here..." text blocks (as in all "Click here..." blocks) to help users understand exactly what to put on the page (for example, "Click here to type marketing goals").

1. Open a content topic.
2. Select a content page.
3. Double-click the text block that contains the prompt you want to edit.
4. Edit the prompt as you like.
5. Click OK.

{button ,AL(`H_SM_CHTEXT_CHANGE_STEPS',0)} See related topics

Adding filled-in clip art to content pages
Content pages can include filled-in clip art.

1. Open a content topic.
2. Select a content page.
3. Click the "Click here..." clip art block you want to fill with a clip art image.
4. Choose "Click here" - Fill in "Click here" Block.
5. From the clip art library, double-click the image you want to add to the page.

_____

{button ,AL(`H_SYMB_ADD_ONE_PAGE_STEPS',0)} See related topics

Creating a content topic from an existing presentation

If you find that you frequently create variations of the same basic presentation (say, a quarterly report), you can save time by using it as the basis for a new content topic.

1. Choose File - Open to retrieve the presentation you would like to use as the basis of a new content topic.

2. Choose File - Save As.

3. Under Save as type, select "Lotus Freelance SmartMaster Content (SMC)."

4. Type a file name and click OK.

Notes

Make sure you save the file in the \LOTUS\SMASTERS\FLG folder (directory) so that it will appear in the list when a user is choosing a content topic.

Now you can go through the presentation page by page and customize "Click here..." blocks, add filled-in text and clip art, add SmartCharts, or create new content pages.

{button ,AL(`H_SMDESIGN_CREATE_FROM_PRE_DETAILS',1)} See details

{button ,AL(`H_GT_OVER;H_SMDESIGN_ADD_BLOCKS_STEPS;H_SMDESIGN_ADDTEXT_STEPS;H_SMDESIGN_CLIPART_STEPS;H_SMDESIGN_GUIDCHART_STEPS;H_SMDESIGN_OVER;H_SMDESIGN_SCRIPT_BUTTON_STEPS;H_SMDESIGN_SCRIPTS_ATTACH_STEPS;H_SMDESIGN_CHECKLIST_OVER',0)} See related topics

Details: Creating a content topic from an existing presentation

When you save a presentation as a content topic:

- Each presentation page becomes a content page which users of the content topic will see when they click the New Page button. They will then see what were your presentation pages as a list of content pages.

- If you entered a page name and description, these are displayed when the user chooses a content page. If you did not enter a page name, the text in the title block is used as the page name. If you did not enter a page name and there is no text in the title block, the page is listed as "Unnamed." If you did not enter a description, the description is left blank.

- "Click here..." prompts become active "Click here..." prompts that initiate an action when users click them.

- When you open a content topic for editing, "Click here..." blocks are selectable so that you can, for example, change the prompt text or text properties. To fill in a "Click here..." block when you are editing a content topic, choose "Click here" - Fill in "Click here" Block.

{button ,AL(`H_SMDESIGN_CREATE_FROM_PRE_STEPS',1)} <u>Go to procedure</u>

{button ,AL(`H_SMDESIGN_ADD_NAME_DESCRPT_STEPS;H_GT_FILL_CHART_STEPS;H_GT_FILLING_IN_ST EPS;H_GT_OVER;H_GT_USING_STEPS;H_SM_PLACEMENT_BLOCKS_OVER',0)} <u>See related topics</u>

Overview: Ways to create your own content topics

There are several ways to go about creating your own content topic:

- Customize an existing content topic. Use this approach when an existing content topic has almost everything you need. Perhaps you need to edit a few prompts, or add a couple of content pages. The most common changes will be customizing "Click here..." prompts, filling in "Click here..." blocks with text or graphics, and creating SmartCharts. This is the easiest way to create your own content topics. See <u>Opening a content topic for editing</u>.

- Start with an existing presentation and save it as a content topic. If you have a presentation of your own that you want to use as the basis for a new content topic, use this approach. See <u>Creating a content topic from an existing presentation</u>.

- See also <u>Overview:Checklist for customizing a content topic</u>.

Opening a content topic for editing

1.   Choose File - Open.
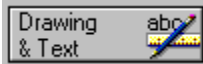
2.   Click the "Look in" box and select the \LOTUS\SMASTERS\FLG folder (directory) (or the folder where the .SMC files are stored).

3.   Under Files of type, select Lotus Freelance SmartMaster Content (SMC).

4.   Double-click the name of the content topic you want to open.

{button ,AL(`H_SMDESIGN_OVER;H_FILE_OPENING_IN_FREELANCE_GRAPHICS_CS',0)} See related topics

Creating a SmartChart

When a content page contains a SmartChart, both the "Click here..." text and a small image of the chart are visible. When users click the prompt text, the original data disappears and they can enter their own data. The chart type, style, and attributes are predefined.

1. Open a content topic.

2. Click the New Page button, select a chart page layout, and click OK.

3. Click the "Click here..." chart block.

4. Choose "Click here" - SmartChart - Create.

5. Select a chart type and style and click OK.

6. Enter labels, legends, and data.

7. Click OK.

    A small image of the chart appears.

8. To customize the prompt text, double-click it, make your changes, then click OK.

{button ,AL(`;H_SMDESIGN_GUIDCHART_STEPS;H_SMDESIGN_GUIDCHT_CONVERT_STEPS;H_SMDESIGN_ GUIDCHT_DEL_STEPS;H_SMDESIGN_GUIDCHT_EDIT_STEPS',0)} See related topics

Converting a chart to a SmartChart

When you are editing a content topic, you can transform an existing chart into a SmartChart. To create a SmartChart, see Creating a SmartChart.

1. Click a chart.

   Note The chart you want to convert must be in a "Click here..." chart block.

2. Choose Chart - Convert Chart to SmartChart.

   You will see a "Click here..." chart block with the standard prompt text and a small image of the chart. When the content topic user clicks the prompt text in a presentation, the chart data window will open, and the user can type his or her data.

3. To customize the prompt text, double-click it, make your changes, then click OK.

   _____

{button ,AL(`;H_SMDESIGN_GUIDCHART_STEPS;H_SMDESIGN_GUIDCHT_CONVERT_STEPS;H_SMDESIGN_ GUIDCHT_DEL_STEPS;H_SMDESIGN_GUIDCHT_EDIT_STEPS',0)} See related topics

Deleting a SmartChart

When you delete a SmartChart, the original "Click here..." chart block is restored.

1. Click the SmartChart.

2. Choose "Click here" - SmartChart - Delete.

Modifying a SmartChart

You can change the data, type, and style for a SmartChart.

1. Click the SmartChart block.

2. Choose "Click here" - SmartChart - Edit.

3. Edit the chart data, type, or style.

   Note The data you enter determines the image of the chart in the "Click here..." chart block as it appears to content topic users. When users click on the prompt, the data disappears so they can enter their own data.

4. Click OK.

{button ,AL(`;H_SMDESIGN_GUIDCHART_STEPS;H_SMDESIGN_GUIDCHT_CONVERT_STEPS;H_SMDESIGN_ GUIDCHT_DEL_STEPS;H_SMDESIGN_GUIDCHT_EDIT_STEPS',0)} See related topics

Overview: Attaching scripts

With LotusScript, you can automate a wide range of actions in Freelance Graphics. By stringing together a number of simple actions, you can perform relatively complex tasks. After you write a script, you can set up a presentation or content topic to run this script automatically based on various trigger points.

As a content topic designer, you can attach a script:

- To be run when a user creates a new presentation using a content topic. See <u>Setting up a starting script</u>.

- To a page, so that when a content topic user chooses that content page, the script is run automatically. See <u>Attaching a script to a content page</u>.

- To a "Click here..." block, so the script runs automatically when the user clicks on the prompt text. See <u>Attaching a script to a "Click here..." block</u>.

- To a button, so that the script is run when the user clicks the button. See <u>Creating a script button</u>.

Details: Attaching a script to a content page

Example

```
' This script puts up a message box as soon as the user selects
' this SmartMaster page as a template for a presentation page.
Sub Created(Source As Page)


  Messagebox "You have just seleted this template. To make " + _
    "the best use of it, fill in all the information as " + _
    "completely as possible."
End Sub
```

{button ,AL(`H_SMDESIGN_SCRIPTS_ATTACH_STEPS',1)} Go to procedure

Attaching a script to a content page

You can create a script that runs when the user chooses a new content page. Such a script might take information from an already filled-in page and place it on a current page.

1. Open a content topic.
2. Click the New Page button.
3. Select a page layout for the new page and click OK.
4. Choose Layout - Page Properties.

   Note Make sure no object on the page is selected, so the Layout menu will appear.
5. Click the Edit/Create button to open the IDE.
6. Select the Page object in the Object drop-down box of the IDE.
7. Select the event you want to use in the Script drop-down box of the IDE.
8. Write your script.
9. In the IDE menu, choose File - Save Scripts.

{button ,AL(`H_SMDESIGN_SCRIPTS_ATTACH_DETAILS',1)} See details

{button ,AL(`H_SMDESIGN_SCRIPTS_OVER;H_SMDESIGN_SCRIPT_BUTTON_STEPS;H_SMDESIGN_SCRIPT_ CHBLOCK_STEPS;H_SMDESIGN_START_STEPS',0)} See related topics

Creating a script button

Clicking a script button in a content topic launches a LotusScript file. A script button has prompt text to inform the user of the action clicking it will initiate (for example, "Click here to add a goal"). When the user clicks this button, the script will add a row to a table, so you can enter a new goal.

1. Choose Create - "Click here" Block.
2. Drag a box on the page where you want the "Click here..." block to be added.

   Freelance Graphics places a "Click here..." text block on the page.
3. Click the right mouse button over the "Click here..." block and choose "Click here..." Block Properties.
4. Click the Basics tab.
5. Under Type of block, select Button.
6. Click the text in the button, edit the prompt as you like, then click OK.
7. Click the Basics tab again.
8. Click the Edit/Create button to open the IDE.
9. Select the Button object in the Object drop-down box of the IDE.
10. Select the Click event in the Script drop-down box of the IDE.
11. Write your script.
12. In the IDE menu, choose File - Save Scripts.

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{button ,AL(`H_SMDESIGN_SCRIPTS_OVER;H_SMDESIGN_SCRIPT_BUTTON_STEPS;H_SMDESIGN_SCRIPT_ CHBLOCK_STEPS;H_SMDESIGN_START_STEPS',0)} See related topics

Attaching a script to a "Click here..." block

When you are editing a content topic, you can attach a script to a "Click here..." block that is executed when a user clicks the block. For example, you could set up a script to automatically open the clip art library to an appropriate category.

1. Click the right mouse button over a "Click here..." block.

2. Choose "Click here...." Block Properties.

3. Click the Basics tab.

4. Click the Edit/Create button to open the IDE.

5. Select the PlacementBlock object in the Object drop-down box of the IDE.

6. Select the Click event in the Script drop-down box of the IDE.

7. Write your script.

8. In the IDE menu, choose File - Save Scripts.

9. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_SMDESIGN_SCRIPT_CHBLOCK_DETAILS',1)} See details

{button ,AL(`H_FLW_SCRIPT_OVER;',0)} See related topics

Details: Attaching a script to a "Click here..." block

Example

In the example that follows, it is assumed that the script has been attached to a text placement block (that is, to the "Clicked" event for the placemant block). When the user clicks the prompt "Click here to add project clip art," the script opens the clip art library to the "Projects" set of clip art (PROJECT.SYM). To open the clip art library to another category, replace PROJECT.SYM in the example with the category name of your choice.

```
sub Clicked(Source As PlacmentBlock)
   CurrentPage.CreateSymbol ("project.sym")
end sub
```

{button ,AL(`H_SMDESIGN_SCRIPT_CHBLOCK_STEPS',1)} Go to procedure

{button ,AL(`H_FLW_SCRIPT_OVER;',0)} See related topics

Setting up a starting script

You can set up a LotusScript file to run when a user starts a presentation using a content topic. For example, a message box can request information from the user that will be placed automatically on various content pages, such as, the presenter's name, a product name, or a date.

1. Open a content topic.
2. Choose Presentation - SmartMaster Content Setup - Startup Script.
3. Select the Page object in the Object drop-down box of the IDE.
4. Select the Create event in the Script drop-down box of the IDE.
5. Write your script.
6. In the IDE menu, choose File - Save Scripts.

{button ,AL(`H_SMDESIGN_SCRIPTS_OVER;H_SMDESIGN_SCRIPT_BUTTON_STEPS;H_SMDESIGN_SCRIPT_ CHBLOCK_STEPS;H_SMDESIGN_START_STEPS',0)} See related topics

Creating new content pages

1. Open a content topic.
2. Click the New Page button.
3. Select the page layout you want to use as the basis for the content page.
4. Click OK.
5. Repeat steps 2 through 4 to add more content pages.

   Note To complete the content page, you can add new or edit existing "Click here..." blocks, add filled-in text or graphics, create a SmartChart, or attach a script.

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{button ,AL(`H_GT_OVER;H_SMDESIGN_ADD_BLOCKS_STEPS;H_SMDESIGN_ADDTEXT_STEPS;H_SMDESIGN_CLIPART_STEPS;H_SMDESIGN_GUIDCHART_STEPS;H_SMDESIGN_OVER;H_SMDESIGN_SCRIPT_BUTTON_STEPS;H_SMDESIGN_SCRIPTS_ATTACH_STEPS;H_SMDESIGN_CHECKLIST_OVER',0)} See related topics

Creating content advice for users

Users can view content advice for a content page by clicking the Content Advice button. Content advice should focus on the actual content of a page, not the process of completing the page. Unless a content page is self-explanatory, you should enter content advice for every content page in your content topic.

1. Open a content topic.
2. With nothing selected on the page, choose Layout - Page Properties.
3. Click the Edit button.
4. Type any information you want for helping the user complete this content page.
5. Click OK.
6. (Optional) Move, collapse, or close the InfoBox.

Overview: What is a content topic?

A content topic helps automate the process of creating a presentation by providing not only a common style and look for your presentation pages, but actual content as well.

Content topics are based on SmartMaster looks, but also provide these components:

- Pages with task-specific prompts and content suggestions (for example, "Click here to add sales of key products or services").
- Content advice that makes suggestions on how to fill out content pages.
- Actual content in the form of filled-in text and graphics (such as tables, diagrams, and clip art).
- Guided charts with the chart type and style already chosen for you. You just add your own data.
- Automation in the form of LotusScript files that can be activated when you start new pages or click on prompts or buttons.

You can choose from a number of content topics, each tailored to a particular presentation format, such as Business Plan, Market Research, or Project Status. A business plan, for example, should have an executive summary, a competitive analysis, and a marketing message.

By providing actual pages (partially filled with content) for each of these components, content topics let you concentrate on the details unique to your own business plan.

If you need a format not covered by the content topics shipped with Freelance Graphics, you can customize existing content topics or turn any presentation into a content topic. See <u>Overview: Designing content topics</u>.

Note SmartMaster content topics are provided solely for your convenience. Lotus provides no assurances that use of the SmartMaster content topics or their suggested structure will produce an effective analysis or presentation.

Starting and stopping using a content topic

Using a content topic helps you create your presentation more quickly and efficiently. You can start using a content topic even if you have created a presentation without using one.

1. To start using a content topic and to choose from content pages, choose Presentation - SmartMaster Content - Select a Topic.

2. To stop using a content topic and to create new pages from page layouts exclusively, choose Presentation - SmartMaster Content - Stop Using.

Notes

When you are using a content topic, you can choose from content pages or page layouts. When you are not using a content topic, you can choose from page layouts only.

Creating a presentation using a content topic uses more memory than creating a presentation without a content topic.

Editing filled-in text

Content pages often include filled-in text, which you can edit to suit your needs.

1. Double-click the text block.
2. Enter or edit the text.
3. Click OK.

Adding data to SmartCharts

You can create a chart simply by adding your own data to a pre-selected chart type and style. A descriptive prompt (such as "Click here to create a market share chart...") reveals the content and a small picture shows the chart type and style.

1. Click the descriptive "Click here..." SmartChart prompt text.

2. In the Edit Data window, type your own data.

   Note that the labels and legends are already filled in.

3. Click OK.

Replacing filled-in clip art or diagrams

Some content pages include clip art or ready-made diagrams. You can replace a clip art image or diagram with a new one.

1. Click the clip art image or diagram you want to replace.

2. Choose Edit - Cut.
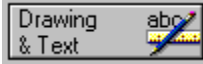
3. Click the "Click here..." clip art or diagram block.

   Note Often, the clip art library opens to a category related to the content page you are using. This makes it easier for you to choose another appropriate symbol. To view ready-made diagrams instead of clip art, click the Diagrams button.

4. Highlight the name of a clip art or diagram category.

5. Double-click the clip art image or ready-made diagram you want to add.

{button ,AL(`H_SYMB_ADD_ONE_PAGE_STEPS;H_DIAG_CANNED_STEPS;',0)} See related topics

Creating a new presentation using a content topic

1. Choose a content topic to get a head start on your presentation.

   A content topic contains pages that guide you through the process of creating specific types of presentations, such as a business plan or a project update. Content pages use a fill-in-the-blanks approach by suggesting appropriate text and graphics.

   Note To create a presentation without content pages, select "No content topic."

2. (Optional) Choose a look for your presentation. Each content topic has an associated look, although you can choose another if you like.

   A look automates the design of your presentation by controlling its overall appearance and by taking care of design elements such as fonts and colors.

3. Click OK.

Note If you want to create a presentation with no content and no look, click "Create a blank presentation."

Creating a new presentation

1. Choose File - New Presentation.
2. Select a content topic to choose from task-specific pages containing suggestions for content as well as actual content. Read the description on the right to help you make your choice.
3. Select a look by highlighting the name of a design you like. The design appears to the right of the selected look.
4. Click OK.
5. Select a content page from the next panel and click OK.

    Note To choose a page layout from the SmartMaster look with no pre-defined content (such as Bulleted List), click the "Page Layouts" tab, select the page layout you want, and click OK.
6. Complete the content page by clicking the "Click here..." blocks and entering the requested information.

    Note Content pages include task-specific content already filled in for you. You can accept this content as is or customize it. See <u>Editing filled-in text</u>.
7. (Optional) Click the New Page button and select another content page or page layout.
8. Repeat steps 6 and 7 for each new page you want to add to your presentation.

Notes

To choose multiple content pages, click "Choose Multiple Content Pages," then follow the instructions on the screen.

To create a presentation with no content and no look, click "Create a Blank Presentation."

{button ,AL(`H_GT_USING_DETAILS',1)} <u>See details</u>

Details: Creating a new presentation

Using content pages

The pages in a content topic are ordered in a logical sequence for the type of presentation you are creating. Each time you click the New Page button, Freelance Graphics highlights the next content page for you automatically. You can choose content pages in any order you want, skip those you do not need, or even use the same content page more than once.

Using page layouts

As you create your presentation using a content topic, you may want to use a page layout instead of a content page. You can do this when you need to add a page for which a content page is not appropriate. For example, if you want to add a bulleted list of topics specific to your business, choose the Bulleted List page layout.

To do this, after you click the New Page button, click the Page Layouts tab to view and choose from a list of standard page layouts.

{button ,AL(`H_GT_USING_STEPS',1)} Go to procedure

Overview: What is a SmartMaster?

A SmartMaster gives you a head start with both the content and the look of your presentation. When you create a new presentation, you can choose a content topic or use page layouts.

- If you choose a content topic--for example, Brainstorming Session, Business Plan, or Project Proposal--you can choose from a set of pages for a specific type of presentation, such as a business plan or a nonprofit proposal. The pages in a content topic contain actual content that you can use as a starting point. For more information on content topics, see Overview: What is a content topic?.
- If you choose page layouts, you can add your own content to common page formats such as title pages and bulleted lists.

SmartMaster looks

Whether you choose a content topic or page layouts, you also choose a look for your presentation. Content topics come with suggested looks, or you can choose your own.

A look is a collection of page layouts with a common background design. A look automates the design of your presentation by controlling its overall appearance and by taking care of design elements such as fonts and colors.

Although page layouts have different formats, they all share the same graphic style that characterizes a particular look, which gives you a consistent presentation. Each look has two palettes: one for color and one for black and white. For more information, see Overview: Color palettes.

Because each look contains the same page layouts, you can switch looks at any time to change the overall design of your presentation without changing the content or layout of each page. For example, when you change to a different look, the background design and the position of the title and subtitle of your title page may change depending on the layout of the new look, but the content will remain the same.

Page layouts

The page layouts in every SmartMaster look are:

- Title
- Bulleted List
- 2-Column Bullets
- 1 Chart
- 2 Charts
- 4 Charts
- Bullets & Chart
- Bullets & Clip Art
- Organization Chart
- Table
- Diagram
- Basic Layout (a page with just a "Click here..." title block)
- Blank Page (a page with nothing on it)

The backdrop

The backdrop is the design source for the SmartMaster look. Characteristics common to all page layouts in the set (except the Title page)--such as the background color and graphic components--are created on the backdrop.

All the page layouts in a look, except Title, use the backdrop as a starting point. You can modify the backdrop page to customize a look. See Customizing the backdrop.

The Title page layout

The Title page has its own page layout, and is not controlled by the backdrop, because it often has a different design from the rest of a presentation.

Details: Checking and correcting spelling

Replacing, skipping, and adding words

If a word in your presentation does not match any word in the main dictionary or the user dictionary, you can:

Click:	To:
Replace	Correct the spelling of only this occurrence of the word.
Replace All	Correct the spelling of the current word and all subsequent occurrences.
Skip	Ignore this occurrence of the word, but stop on the next occurrence.
Skip All	Ignore all occurrences of the word.
Add To Dictionary	Add the word as spelled to the user dictionary. This option is dimmed if the language for the current user dictionary does not match the language dictionary you are using.

Checking spelling in Outliner view

In Outliner view, you can choose to check all displayed text in the outline or selected text only. Collapsed text does not get checked.

Checking spelling in embedded objects

Freelance Graphics cannot check spelling in embedded objects. To check spelling in an embedded object, use the application that created the objects.

{button ,AL(`H_SPELLING_CHECK_STEPS',1)} <u>Go to procedure</u>

{button ,AL(`;H_SPELLING_USER_DICTIONARY_CHANGING_STEPS',0)} <u>See related topics</u>

Checking and correcting spelling
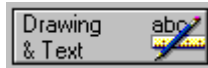
1. Choose Edit - Check Spelling or click here .
2.   Select the parts of the presentation you want to spell check.
3.   Click OK.
   A dialog box appears if a word is not found in the dictionary.
4. To correct a word, select a word from the Alternatives list, or edit the word in the Replace with box, then click replace.
5. To keep the original spelling, click Skip.
6. Repeat steps 4 and 5 for each unrecognized word.

Tip To quickly check the spelling of one or more words, <u>select</u> the text or text blocks and press CTRL + F2.

{button ,AL(`H_SPELLING_CHECK_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_SPELLING_DICTIONARY_ADD_DELETE_STEPS;H_SPELLING_DICTIONARY_CHANGING_STEP S;H_SPELLING_OPTIONS_STEPS',0)} <u>See related topics</u>

Spell Check dialog box

Use the Spell Check dialog box to check and correct spelling. The correct spelling is based on a dictionary you can customize to include any words.

Choose a task

[Checking and correcting spelling](#)
[Changing Spell Check options](#)
[Customizing the user dictionary](#)
[Selecting a different language dictionary](#)

Customizing the user dictionary

You can add words to the current user dictionary that are unique to your company or business. Freelance Graphics will then recognize them as being spelled correctly.
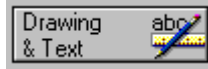
1. Choose Edit - Check Spelling or click here ![Drawing & Text abc button] .
2.   Click Edit Dictionary.
   - To add a new word, type it in the New word box and click Add.
   - To delete a word, select it in the Current words list and click Delete.

   Note This option is dimmed if the current user dictionary does not match the language dictionary you are using. See <u>Overview: Language and user dictionaries</u>.
3. Click OK to close the Spell Check User's Dictionary dialog box.
4. Click OK to begin checking spelling.

{button ,AL(`H_SPELLING_DICTIONARY_ADD_DELETE_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_SPELLING_USER_DICTIONARY_CHANGING_STEPS',0)} <u>See related topics</u>

Details: Customizing the user dictionary

If you add a word with an initial capital letter to the user dictionary, Spell Check accepts only a spelling of that word with an initial capital letter.

If you add a word with an initial lowercase letter to the user dictionary, Spell Check also accepts the word spelled with an initial capital letter.

If you add a word in all capital letters to the user dictionary, Spell Check accepts a spelling of that word with all capital letters.

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{button ,AL(`H_SPELLING_DICTIONARY_ADD_DELETE_STEPS',1)} Go to procedure

Selecting a different language dictionary

You can check the spelling of words in other languages.
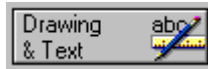
1. Choose Edit - Check Spelling or click here .
2.   Click Language Options.
3.   Select the language you want to use.
4.   Click OK to close the Spell Check Language dialog box.
5.   Click OK to begin checking spelling.

{button ,AL(`H_SPELLING_DICTIONARY_CHANGING_DETAILS',1)} See details

Details: Selecting a different language dictionary

Freelance Graphics provides dictionaries in several languages. You can select only one language dictionary at a time. Use the language options when you are preparing a presentation in another language, or if you are including foreign words or phrases.

Freelance Graphics also lists the user dictionaries from other Lotus products installed on your computer.   (User dictionaries let you store specialized terms to use as an addendum to your language dictionary so that these terms are recognized as being spelled correctly.) If a user dictionary was created for a specific language and you select another language dictionary, you may want to select a user dictionary for that language as well. Otherwise, you will not be able to add words to that user dictionary. See Overview: Language and user dictionaries.

When a user dictionary is created without a specific language, you can add words to it, regardless of the language dictionary you are using.

{button ,AL(`H_SPELLING_DICTIONARY_CHANGING_STEPS',1)} Go to procedure

{button ,AL(`;H_SPELLING_USER_DICTIONARY_CHANGING_STEPS',0)} See related topics

Overview: Language and user dictionaries

What is a language dictionary?

Freelance Graphics provides dictionaries in several languages. You choose a language dictionary for the language you are working in to check the spelling of words in your presentation. You can select only one language dictionary at a time.

What is a user dictionary?

User dictionaries let you store specialized terms to use as an addendum to your language dictionary so that these terms are recognized as being spelled correctly. Freelance Graphics lists the user dictionaries from other Lotus products installed on your computer. You can not create user dictionaries in Freelance Graphics.

For example, suppose you are going to make a presentation at a medical conference in France. Since your presentation is in French, you use the French language dictionary to check the spelling of the words in your presentation. You may also choose a user dictionary that you created in another Lotus product to add special medical terms that you plan to use in your presentation. When you spell check, Freelance Graphics checks the spelling of words in your presentation against the spelling of words in both your current language and user dictionaries.

Working with language and user dictionaries

When you create a user dictionary in another Lotus product, you have the option of choosing a language for that user dictionary. If a user dictionary was created with a language, to add words to it you must also be using the same language dictionary. For example, suppose you created a German user dictionary in Word Pro, which you then use in Freelance Graphics. To add words to that user dictionary, you must be using the German language dictionary in Freelance Graphics.

Note When a user dictionary is created without a specific language, you can add words to it, regardless of the language dictionary you are using.

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{button ,AL(`H_SPELLING_DICTIONARY_CHANGING_STEPS;H_SPELLING_USER_DICTIONARY_CHANGING_S
    TEPS',0)} See related topics

Changing Spell Check options
You can specify certain options, such as finding repeated words, that are not part of the default spell check.
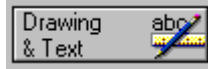
1. Choose Edit - Check Spelling or click here .
2. Click Options.
3. Select one or more Spell Check options.
    See <u>details</u>
4. Click OK to close the Spell Check Options dialog box.
5. Click OK to begin checking spelling.

{button ,AL(`H_SPELLING_OPTIONS_DETAILS',1)} <u>See details</u>

Details: Changing Spell Check options

Spell Check options provide more ways to check for typing errors. These options include:

- Check for repeated words. For example, the the.

- Check words with numbers. For example, 1st.

- Check words with initial capital letters. For example, Europe.

- Provide a list of alternative spellings from the language and user dictionaries. If this option is dimmed, Freelance Graphics lists alternative spellings only from the language dictionary.

- Provide a list of user dictionaries from other Lotus products installed on your computer.   See Selecting a different user dictionary.

{button ,AL(`H_SPELLING_OPTIONS_STEPS',1)} Go to procedure

Selecting a different user dictionary

You can choose any of the user dictionaries from other Lotus products installed on your computer. You can not create or delete user dictionaries in Freelance Graphics.
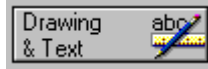
1. Choose Edit - Check Spelling or click here .
2.   Click Options.
3.   Under User dictionary to use, select the user language you want to use.
4.   Click OK to close the Spell Check Options dialog box.
5.   Click OK to begin the spelling check.

{button ,AL(`H_SPELLING_USER_DICTIONARY_CHANGING_DETAILS',1)} See details

Details: Selecting a different user dictionary

User dictionaries let you store specialized terms to use as an addendum to your language dictionary so that these terms are recognized as being spelled correctly. Freelance Graphics lists the user dictionaries from other Lotus products installed on your computer. You can not create user dictionaries in Freelance Graphics.

When a user dictionary is created in another Lotus product, you have the option of choosing a language for that user dictionary. If a user dictionary was created with a language and you select a different language dictionary, you may want to select a user dictionary for that language as well.   Otherwise, you will not be able to add words to that user dictionary. See Overview: Language and user dictionaries.

When a user dictionary is created without a specific language, you can add words to it, regardless of the language dictionary you are using.

If you do not have any Lotus products that have user dictionaries installed on your computer, Freelance Graphics provides a blank default user dictionary, LTSUSER.UDC. This user dictionary was created without a specific language. This means you can add words to it, regardless of the language dictionary you are using.

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{button ,AL(`H_SPELLING_USER_DICTIONARY_CHANGING_STEPS',1)} Go to procedure

{button ,AL(`;H_SPELLING_DICTIONARY_CHANGING_STEPS',0)} See related topics

Overview: Using LotusScript

LotusScript is a scripting language used by a number of Lotus products. LotusScript lets you create custom dialog boxes to automate common tasks and processes, create programs that integrate and share data from other Lotus applications, and automate the creation of documents using content topics.

LotusScript is an object-oriented BASIC language which is compatible with, and easily integrates with, Visual Basic.

Accessing LotusScript Help

For more information on LotusScript, click one of the topics below.

Overview: Scripting in Freelance Graphics

Script Information for Upgraders

Frequently-asked Questions

LotusScript Index

Freelance Graphics LotusScript A-Z

Freelance Graphics Classes

Freelance Graphics Events

Freelance Graphics Methods

Freelance Graphics Properties

Chart Classes

Chart Methods

Chart Properties

Overview: Speaker notes

A speaker note is a note that is associated with a presentation page. You can use speaker notes as prompts while you are giving your presentation, as storage places for supporting facts or data sources, or as messages to colleagues who might also deliver your presentation.

You can create one speaker note for each presentation page. There is no limit to the amount of text you can put in a speaker note, however, there is a limit to the amount of text you can print (it is dependent on the font).

You see speaker note text only when you open the Speaker Note window or when you choose to print speaker notes with the presentation. A speaker note is not part of the presentation page.

You can print the presentation page and its speaker note together on one page, or you can print multiple presentation pages with the speaker notes all on one page. See Printing speaker notes for a formal presentation or Printing training or reference materials.

Speaker note text attributes

You can change the text attributes for all speaker notes in a presentation or you can override the default settings. You can change font, font size, add bullets, and make text bold, italic, underline, superscript, subscript, and strikethrough.

Where can you create speaker notes?

You can create and edit speaker notes in TeamShow, in Rehearse mode, and in Current Page, Page Sorter, and Outliner views. See Creating speaker notes.

You can also use speaker notes in World Wide Web presentations. See Creating WWW presentations.

Pages that have speaker notes

In Current Page view, the speaker note button looks like this when there is no speaker note on a page:
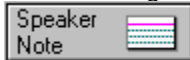
, and like this when there is one:

.
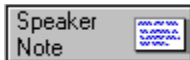
The following table shows what the speaker note icon looks like when there is no speaker note on a page and when there is one. It is the same for all views, including Rehearse mode and TeamShow:

View or mode:	Page without a speaker note:	Page with a speaker note:
All		

In Outliner and Page Sorter views there is an additional Speaker Note button. The following table shows how the button looks in those views:

View or mode:	Page without a speaker note:	Page with a speaker note:
Page Sorter	No bitmap	4. Benefits
Outliner	No bitmap	Drawing & Text abc

Speaker note window

Choose a task:

{button ,AL(`;H_PRINT_SPEAKAID_STEPS;H_SPNT_DEL_STEPS;H_INTERNET_SAVE_DETAILS_1',0)} See related topics

Details: Changing attributes for speaker note text and bullets

Changing all text attributes
Choosing Text - Apply Style to All Speaker Notes has no effect on text that has a local override. For example, if a word has italic attributes, it will stay italic.

Note You cannot revert to the original settings once you choose Text - Apply Style to All Speaker Notes.

Changing selected text attributes
You can change text font, font size, and attributes by using the Text menu in the Speaker Note window.

{button ,AL(`H_SPNT_ATTRIB_BULL_TEXT_STEPS',1)} Go to procedure

Changing attributes for speaker note text and bullets
1. Choose Page - Open Speaker Note.

    Note If you are in Rehearse mode, click the Speaker Note button.
2. Drag to highlight the text or bullets you want to change.

    Note To change the attributes of a single bullet, place the mouse pointer on the line where the bullet appears.
3. Choose Text - Text Properties from the Speaker Note window.
4. Select the font name, size, and any attributes you want to use.
5. (Optional) Under Bullet, select a style.
6. (Optional) To apply these settings to all speaker notes, select "Apply to all speaker notes."

    Note This changes the default settings for new speaker notes you create.
7. Click OK to return to the Speaker Note window.
8. Click OK.

Note To revert text and bullets to the default styles, highlight the text and choose Text - Reset to Default from the Speaker Note window. However, you cannot revert if you have just selected "Apply to all speaker notes."

{button ,AL(`H_SPNT_ATTRIB_BULL_TEXT_DETAILS',1)} See details

Creating speaker notes

1. Choose Create - Speaker Note.

    Tip In Current Page view, you can click to create a speaker note.

2. Type the contents of your speaker note.

3. To create a speaker note for another page in the presentation, move to the next or previous page by choosing View - Next or View - Previous in the Speaker Note window.

4. Click OK.

    Note When you go to the next or previous speaker note, you save the speaker note you have created.

    _____

{button ,AL(`H_SPNT_OVER;H_SPNT_ATTRIB_BULL_TEXT_STEPS;H_SPNT_DEF_ATTRIB_BULL_TEXT_STEPS ;H_INTERNET_SAVE_DETAILS',0)} See related topics

Details: Changing default attributes for all speaker note text and bullets

Apply attributes to all speaker notes and default attributes

To make the attributes you select apply to all speaker notes in this presentation, and to make these selections the default for all subsequent speaker notes in this and other presentations, select "Apply to all speaker notes" when you are in the Text Properties for Speaker Note dialog box.

Alternatively, you can highlight the text whose attributes you want to use for all speaker notes in the Speaker Note window, then choose Text - Apply Style to All Speaker Notes.

Note Attributes will not apply to text that has a local override. For example, if a word has italic attributes, it will stay italic.

Reset to default style

If you make changes to text attributes within a speaker note, you can make text revert to the default style by highlighting the text and choosing Text - Reset to Default from the Speaker Note window.

{button ,AL(`H_SPNT_DEF_ATTRIB_BULL_TEXT_STEPS',1)} Go to procedure

Changing default attributes for all speaker note text and bullets
This procedure changes the default settings.

1. Choose Page - Create Speaker Note. If you have already created a speaker note for the current page, choose Page - Open Speaker Note.

2. Choose Text - Text Properties from the Speaker Note window.

3. Select the font name, size, and any attributes you want to use.

4. (Optional) Under Bullets, select a style.

5. Select "Apply to all speaker notes."

   See <u>details</u>

6. Click OK to return to the Speaker Note window.

7. Click OK.

Note When you select text and choose Text - Reset to Default, highlighted text and bullets will revert to the defaults you set here.

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{button ,AL(`H_SPNT_DEF_ATTRIB_BULL_TEXT_DETAILS',1)} <u>See details</u>
{button ,AL(`;H_SPNT_ATTRIB_BULL_TEXT_STEPS',0)} <u>See related topics</u>

Deleting speaker notes

1. Choose Page - Delete Speaker Note.

   Note When you are in Outliner view, you must have an entire page selected for this command to be available.

2. Select to delete the speaker notes on the current page or on all pages.

   Note In Page Sorter and Outliner views, the options are between selected pages and all pages.

3. Click OK.

4. You are asked whether or you want to carry out the deletion, if you do, click Continue.

Note Once you delete a speaker note, you cannot restore it.

{button ,AL(`;H_OUTLINE_SELECTING_TEXT_PAGES_OVER',0)} See related topics

Editing speaker notes

1. Choose Page - Open Speaker Note.

Tip In Current Page view, you can click to edit a speaker note.

2. Edit the speaker note.

3. To edit a speaker note for another page in the presentation, move to the next or previous page by choosing View - Next or View - Previous in the Speaker Note window.

4. Click OK.

{button ,AL(`H_SPNT_OVER;H_SPNT_CREATE_STEPS;H_SPNT_DEL_STEPS;H_SPNT_ATTRIB_BULL_TEXT_S TEPS;H_SPNT_DEF_ATTRIB_BULL_TEXT_STEPS;H_SELECT_SPKR_NOTE_STEPS;H_SELECT_TEXT_SPE AKER_NOTES_OVER;H_SPNT_PAGING_STEPS;H_SPNT_ZOOM_STEPS;H_NAVIG_SPKR_NOTE_OVER',0)} See related topics

Paging through speaker notes

To page through all the speaker notes in a presentation, do one of the following:

To move to:	Click:	Or choose:
The next page		View - Next
The previous page		View - Previous

{button ,AL(`H_NAVIG_SPKR_NOTE_OVER',0)} <u>See related topics</u>

Zooming in or out of speaker notes

When you are in the Speaker Note window, you can make the text of a speaker note appear larger or smaller by zooming in or out.

To zoom:	Click:	Or choose:
In		View - Zoom In
Out		View - Zoom Out

Note Zooming in or out of a speaker note does not affect the size of the printed text. To change the size of the printed text, see Changing attributes for speaker note text and bullets.

Details: Adding a movie

If you have more than one movie on a page, one movie must finish playing before the next one begins.

The next event in your screen show (an object appearing, a sound playing, the next page appearing, and so on) will not begin until a movie is finished playing.

You can stop a movie while it is playing by pressing ESC, ENTER, or PAGE DOWN, or by clicking the mouse. However, doing so could trigger the next media event if it has been set to appear "On click."

If the movie consists of an actor and a path, for example, an airplane (the actor) flying from left to right (the path), you can drag the rectangle to extend or shrink the path that the airplane travels.

You can change the placement of a movie by dragging the icon to a different location on the page.

If you see an empty rectangle when you add a movie, it is because the page is too small for the icon to fit in the rectangle. To see the icon, you can zoom in on the page by choosing View - Zoom In.

{button ,AL(`H_SSMM_ADD_MOVIE_STEPS',1)} <u>Go to procedure</u>

Adding a movie
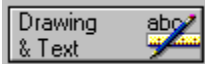
 Show me a demo

1. Choose Create - Add Movie.

2. Under Files of type, select the type of movie.

3. Select the movie you want to add.

4. Under Store in presentation, select whether to <u>embed or link</u> the file.

5. (Optional) To preview the movie, click Preview.

6. Click Open.

Note When you add a movie to the page, it appears as a projector icon or, if the movie consists of an actor and a path, you see a rectangle that represents the actor's path.

{button ,AL(`H_SSMM_ADD_MOVIE_DETAILS',1)} <u>See details</u>

{button ,AL(`H_SSMM_MOVIE_PROPS_STEPS;H_SSMM_AVI_STEPS;H_SSMM_GD_STEPS',0)} <u>See related topics</u>

Attaching movies to objects or text blocks

1. Click the right mouse button over the object or text block and choose the Properties command.

   Note You can also click the right mouse button and choose Create Hyperlink.

2. Click the Screen Show tab.
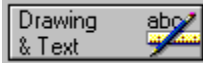
3. Under Action when object/text block is clicked, select "Play movie."

4. Select a movie.

5. Under Store in presentation, select whether to embed or link the file.

6. Click Open.

7. (Optional) Move, collapse, or close the InfoBox.

_____

{button ,AL(`H_SSMM_SOUND_STEPS;H_SSMM_AVI_ATTACHED_STEPS;H_SSMM_GD_ATTACHED_STEPS;',0
)} See related topics

Setting options for AVI movies

1. Double-click the movie icon.

2. Click Options.

3. To make the movie play continuously, select "Play continuously."

4. To make the movie play a specific number of times, select "Play *n* time(s)" and enter a number.

Note If you linked the movie when you first added it, you can choose to embed it now, under Store in presentation.

Setting options for AVI movies attached to objects or text
You must first attach a movie to an object or text before you can set options for it.

1. Click the right mouse button over the object or text block and choose the Properties command.
2. Under Action when object is clicked, click the Options button.
3. To make the movie play continuously, select "Play continuously."
4. To make the movie play a specific number of times, select "Play *n* time(s)" and enter a number.
   Note Press ESC or click the mouse while a movie is playing to stop it.
5. To change the location of the movie, select a location.
6. Click OK.
7. (Optional) Move, collapse, or close the InfoBox.

Note If you linked the movie when you first added it, you can choose to embed it now, under Store in presentation.

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{button ,AL(`;H_SSMM_ATTACH_MOVIE_STEPS',0)} See related topics

Setting options for Gold Disk movies
Freelance Graphics comes with a catalog of Gold Disk Add Impact (.AIM) movies.

1. Double-click the movie icon.
2. Click the Options.
3. To make the movie play in a loop, select "Play continuously."
4. To make the movie play a specific number of times, select "Play *n* time(s)" and enter a number.
5. To make the last frame of the movie stay on the screen when the movie finishes playing, select "Hold last frame."
6. To change the speed at which the movie plays, select a speed
7. (Optional) Move, collapse, or close the InfoBox..

Note If you linked the movie when you first added it, you can choose to embed it now, under Store in presentation.

Setting options for Gold Disk movies attached to objects or text

Freelance Graphics comes with a catalog of Gold Disk Add Impact (.AIM) movies. You must attach a movie to an object or text before you can set options for it.

1. Click the right mouse button over the object or text block and choose the Properties command.

2. Click the Options button.

3. To make the movie play continuously, select "Play continuously."

4. To make the movie play a specific number of times, select "Play *n* time(s)" and enter a number.

    Note Press ESC or click the mouse while a movie is playing to stop it.

5. To make the last frame of the movie stay on the screen when the movie finishes playing, select "Hold last frame."

6. To change the speed at which the movie plays, select a speed.

7. To change the location of the movie, select a location.

8. Click OK.

9. (Optional) Move, collapse, or close the InfoBox.

Note If you linked the movie when you first added it, you can choose to embed it now, under Store in presentation.

{button ,AL(`;H_SSMM_ATTACH_MOVIE_STEPS',0)} See related topics

Overview: Movies and sound

By adding movies and sound effects to a screen show, you turn it into a multimedia presentation.

Types of movies

Freelance Graphics comes with a catalog of Gold Disk Add Impact movies (.AIM), can play Gold Disk Add Impact or Animation Works movies (.AWM) of your own, and also supports all movie types that are supported by Windows Media Control Interface (MCI). See Adding a movie.

Playing a movie

You have a number of choices for how to make a movie begin playing. One way is to have the movie appear as an icon so that you can click it during a screen show to make it play. Another way is to have the page appear and then simply have the movie begin playing. In this case, you can choose to have the movie play when you click the mouse or after a set number of seconds. See Controlling when a movie begins playing.

Movie options

Depending on the type of movie file you use, you can loop a movie so it plays continuously or for a specific number of times; you can adjust the speed at which it plays; and you can have the last image stay on the screen after the movie plays. See Setting options for AVI movies and Setting options for Gold Disk movies.

Movie buttons

If you want to change the look of the standard movie icon, you can attach a movie to an object or text. See Attaching movies to objects or text. During a screen show, click the text or object and have the movie play. In fact, the Freelance Graphics Clip Art library has a great selection of buttons that are designed just for this purpose. See Adding clip art to one page.

Sequencing movies

Initially, movies play in the order you add them to the page. You can easily resequence them. See Sequencing objects.

Movies and screen resolution

For Gold Disk movies, the bitmaps which movies are made of scale depending on what screen resolution they are played on. Movies appear the same size, relative to other objects on the page, when played on a screen resolution that differs from the one on which the presentation was created.

For example, if you create a screen show with your monitor set to VGA and your coworker plays the screen show on a monitor set to SVGA, movies, like other objects on the page, enlarge to fit the higher resolution.

Likewise, if you change screen resolutions and your presentation has AVI movies, the AVI movies scale along with everything else on the page.

Resizing the area in which a movie plays

When you add a movie to a page, it appears as a projector icon within a rectangle. The rectangle represents the area in which the movie plays. If a movie consists of an actor and a path--for example, a bicyclist (the actor) riding from left to right across the screen (its path)--you can resize the rectangle to change the actor's path.

In the case of Gold Disk movies, resizing the rectangle will not change the size of the actor but alters the area in which it moves in. In the case of AVI movies, resizing will scale the entire movie--the actor and its path. Some other MCI movie types do not scale at all. If you resize the rectangle, the movie continues to play in its original size.

Types of sound

Freelance Graphics comes with a catalog of Wave files (.WAV). You can also use your own Wave files or MIDI clips (.MID) with Freelance Graphics.

Playing a sound

To add sound to a presentation, you attach a sound file to an object on a page. Once you do so, you can control when the sound begins to play, how many times to play it, and whether it should finish playing before the presentation moves on to the next event. See Attaching sound to pages, objects, and text and Setting sound options.

Embedding or referring to sound and movie files

When you add a sound or a movie to a page, you have the choice of embedding the sound or movie, or referring to the sound or movie.

Embed movies and sound files if you want to create a presentation that is easily portable. For example, if you embed movies in your presentation and then send your presentation to someone via the   mobile screen show player or TeamReview, you can send the presentation complete with its movies. When you embed a movie, it becomes part of

the presentation and increases the size of the presentation.

If you want to keep the size of your presentation to a minimum, rather than embedding them, you can refer to movies and sound files, essentially creating a link from the presentation to the movie or sound file. Then, rather than storing a movie or sound file with the presentation, Freelance Graphics stores only the path and file name of the movie or sound file.

If you choose to link your files, deselect "Prepare for Mobile Screen Show Player" when you save your file the first time, or Freelance Graphics will convert the linked files to embedded files.

Controlling when a movie begins playing

1. Click the movie icon.

2. Choose Movie - Screen Show Effects.

3. If you want to see the movie icon so you can click it during a screen show, select "Display movie as icon on page (click icon to play)."

4. If you want to have the movie begin playing once the page appears (so that the movie icon does not show up on screen), select "Display page first, then play movie."

   To make the movie begin playing when you click the mouse, select "On click." To make the movie begin playing after a set time, select "After *n* seconds" and enter the number of seconds.

5. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`;H_SSPAGE_SEQUENCE_STEPS',0)} See related topics

Attaching sound to pages, objects, and text blocks

1. Do one of the following:
   - Click the right mouse button over the object or text block and choose the Properties command for the object.
   - Go to the page you want to attach the sound to, and choose Page - Screen Show Effects.
2. Click the Screen Show tab.
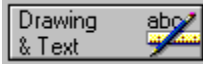
3. If you are attaching sound to an object or text block, select "Display page first, then display object/text."
4. Click Browse.
5. Under Files of type, select the type of sound file you want to use.
6. Select a sound.
7. Under Store in presentation, select whether to embed or link the file.
8. (Optional) To preview the sound, click Play.
9. Click Open.
10. (Optional) Move, collapse, or close the InfoBox.

Note To delete a sound, highlight its name in the screen show panel of the object's InfoBox and press DELETE.

You can also click the right mouse button and choose Create Hyperlink, then select Play sound from the Action box.

_____

{button ,AL(`H_SSMM_SOUND_PROPS_STEPS;H_SSMM_ATTACH_MOVIE_STEPS;H_FLG_HYPERLINKING_CS
  ',0)} See related topics

Setting sound options

1. Do one of the following:
   - If the sound is attached to an object or text block, click the right mouse button over the object or text block and choose the Properties command for the text block or object.
   - If the sound is attached to a page, go to the page and choose Page - Screen Show Effects.
2. Click the Screen Show tab.

3. Click Options.
4. If you want the sound to play as the object, text, or page appears, select "During transition."
5. If you want the sound to play after the object, text, or page appears, select "After transition."

   Note If you select "After transition" you can also choose whether to play the sound continuously or a certain number of times.

6. To have the sound complete playing before the screen show moves on to the next media event, select "Finish sound before next automatic event."
7. Click OK.
8. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Note If you linked the sound when you first added it, you can choose to embed it now.

{button ,AL(`;H_SSMM_SOUND_STEPS',0)} <u>See related topics</u>

Create/Edit Hyperlink dialog box

A hyperlink lets you jump to one of several possible actions.

When you create or edit a hyperlink you can do the following:

- Action: Choose among the available options for the action you want, or choose NONE. Note: the available options vary according to whether you are hyperlinking selected text, an object, or a text block.
- Link: Depending on the action, enter a file, URL, page, sound, movie, or application name.

Note A text block as a whole can have a jump to one action, and selected text within a text block can jump to another action. You can have more than one area of selected text within a text block. You can select and hyperlink from as little as one character or space.

Edit Hyperlink dialog box

When you edit a hyperlink you can change the following:

- Action: Choose among the available options for the action you want or choose NONE. Note: the available options vary according to whether you are hyperlinking selected text, an object, or a text block. You have the same options with objects and text blocks.
- Link: Depending on the action, enter a file, URL, page, sound, movie, or application name.

Editing hyperlinked objects, text blocks, and selected text
There are two methods for editing hyperlinks; one for objects and text blocks, the other for selected text.

Editing hyperlinked objects and text blocks
1. Right-click the object or text block that you want to edit.
2. Choose Edit hyperlink. This brings up the Edit Hyperlink dialog box.

   Note You can also choose Remove hyperlink to quickly remove the link.
3. When you are through editing, click OK.

Editing hyperlinked selected text
1. Double-click the text you want to edit if you have not already done so.
2. Even though the hyperlinked text is underscored, you must <u>select</u> the text you want to edit.
3. Click the right mouse button. This brings up the Edit Hyperlink dialog box.

   Note You can also choose Remove hyperlink to quickly remove the link.
4. When you are through editing, click OK.

Hyperlinking

With hyperlinking you can start an action or jump to another location. See the following topics for specific procedures.

Hyperlinking: Adding an action to selected text
Editing hyperlinked objects, text blocks, and selected text
Attaching an action to objects and text blocks
Attaching movies to objects and text blocks
Attaching sound to pages, objects, and text blocks

{button ,AL(`;H_SSOBJ_OVER',0)} See related topics

Hyperlinking: Attaching an action to selected text

You can make selected text within a text block, text shape, table, or organization chart perform an action when it is clicked during a screen show or in a Web page.

1. Double-click the text. This allows you to edit the text.

2. Drag the mouse over the text you want to select.

3. Right-click the selected text and choose Create Hyperlink.

4. Select the Action from the drop-down list box.

    Note The only actions that run on a Web page are "Go to an Internet location" and "Go to another page."

5. Select the link that you want.

    Note If the Action you selected is "Go to an Internet location," you will have to type in a URL.

    Tip You can click the past icon to paste in text (such as a URL) that you have copied onto the clipboard.

6. Click OK.(Optional) Move, collapse, or close the InfoBox.

Tip To remove an action from an object, select "None" from the Action drop-down list box.

Details: Hyperlinking--attaching an action to objects and text

Action options

When the selected text is clicked during a screen show, it can perform one of the following actions:

Go to Internet location--Goes to a location on the World Wide Web. Specify the location by entering its URL (Uniform Resource Locator).

Go to another file--Goes to another file. Select the file to go to.

Go to another page--Goes to another page. Select the page to go to.

Run application--Runs another application. Specify the path of the application to run.

{button ,AL(`H_FLG_HYPERLINKING_SELECTED_TEXT_STEPS',1)} Go to procedure

Go to Page dialog box

Use the Go to Page dialog box to choose a page to go to. You have the following choices:

- Next Page--Goes to the next page in the presentation.
- Previous Page--Goes to the previous page in the presentation.
- First Page--Goes to the first page of the presentation.
- Last Page--Goes to the last page of the presentation.
- Last page displayed--Goes to the last page that was displayed.
- Quit screen show--Stops the screen show and returns to the Freelance Graphics window.
- Pause/Resume--Interrupts a screen show set to run automatically and then starts it again.
- List--Opens the Screen Show Pages dialog box.
- Page names--Goes to the specified page.

Overview: Object and text effects

By default, objects and text appear simultaneously with the page during a screen show. However, you can make objects and text appear with their own special effects. For example, you can make bulleted items appear progressively one at a time rather than all at once.

Setting visual effects for objects and text

Just as each page of a screen show can appear by means of a visual effect, objects and text can also appear with their own visual effects. And like pages, objects and text can appear by means of any one of more than 30 visual effects, such as rain, zigzag, or blinds. See Setting timing and visual effects for objects and text.

Making bulleted items appear progressively

Bulleted lists have a number of effects unique to them.

For example, if a page scrolls onto the screen, a bulleted list on the page can scroll on with it. Alternatively, the page can scroll on with nothing but the page title, and then each bulleted item can "fly" in from the left. In addition, the previous bulleted items can dim each time a new one appears. See Making bulleted items appear progressively.

Timing and sequencing events on a page

You can have objects and text appear in one of two ways:

- Simultaneously when the page displays
- First have the page display, then have objects and text appear

For example, suppose you have a page with text listing the benefits of using a compass. You may want the text to appear as soon as the page appears so you can discuss the benefits, but you want a picture of the compass to appear on the page after you have finished talking.

If you choose to have an object or text display after a page displays, you have two ways to control the timing of its appearance. You can have it appear:

- When you click your mouse
- After a particular elapsed time that you set

See Setting timing and visual effects for objects and text.

Once you apply effects to objects and text, they will appear sequentially during a screen show. This sequence is initially determined by the order in which you applied effects to the objects.

For example, if you first assign a visual effect to a circle, the circle will be the first object to appear in the sequence after the page appears (with all the objects that do not have effects). You can view and change the sequence of the objects that have effects. See Sequencing objects.

Audio effects

You can attach a sound to an object so the sound plays as the object appears or *at the end of* the object's appearance. For example, you can have a whistle play as an arrow flies onto the page, or you can have a chime play just as the arrow stops. See Attaching sound to pages, objects, and text blocks.

Clicking objects during screen shows

You can make an object, a   text block, or selected text trigger an event so that when you click the object during a screen show, something happens. For example, you can click an image of a car to toot a horn or to jump to a page describing the car's engine. See Attaching an action to objects and text blocks and Hyperlinking: Attaching an action to selected text.
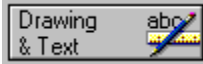
Attaching an action to objects and text blocks

You can make an object or text block perform an action when it is clicked during a screen show.

1. Click the right mouse button over the object or text and choose the Properties command.

    Note You can also click the right mouse button and choose Create Hyperlink.

2. Click the Screen Show tab.

3. Under Action when object/text block is clicked, select what you want to occur when the object is clicked during a screen show.

4. (Optional) Move, collapse, or close the InfoBox.

Note To remove an action from an object, select "No action."

{button ,AL(`H_SSOBJ_ACTION_DETAILS',1)} See details

{button ,AL(`;H_SSOBJ_TRANS_STEPS',0)} See related topics

Details: Attaching an action to objects and text blocks

Action options

When an object is clicked during a screen show, it can perform one of the following actions:

Go to an Internet location--Goes to a location on the World Wide Web. Specify the location by entering its URL (Uniform Resource Locator).

Go to another file--Goes to the file you specify.

Go to another page--Jumps to the page you specify.

Run application--Runs another application. Specify the path of the application to run.

Play sound--Plays a sound. Specify the path and filename of the sound file to play and play options.

Play movie--Plays a movie. Specify the path and filename of the movie file to play, play options, and the movie location.

How actions affect the sequence of other objects

If an object is set to play a movie when clicked, the movie will finish playing before the next event on the page begins.

You cannot attach actions to objects that are EPS files or metafiles (including Lotus SmartPics), unless you ungroup them first.

{button ,AL(`H_SSOBJ_ACTION_STEPS',1)} Go to procedure

Making bulleted items appear progressively

During a screen show, a bulleted list can appear one bulleted item at a time.

1. Click the bulleted list to select it.
2. Choose Text - Bullet Build.
3. Under Timing, select "Display page first, then display text."
4. Do one of the following:
   - To make each bulleted item appear when you click the mouse, select "On click."
   - To make the bulleted items appear automatically, select "After *n* seconds" and enter the number of seconds you want to elapse before each bulleted item appears.
5. Under Display bullets, select One at a time.

   Note To display all the items in the bulleted list simultaneously, make sure "All at once" is selected.
6. (Optional) Select "Dim previous bullets" if you want the previous bullet to dim when the next one appears.
7. (Optional) Under Transition, select a visual effect.
8. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Note Bullet builds apply to Level 1 Text only. That is, if you have sub-bullets under a Level 1 Text bullet, the sub-bullets will appear along with the Level 1 Text bullet.

Setting timing and visual effects for objects and text blocks

Objects and text can appear with their own timing and effects.

Note Before applying an effect, be sure the object or text block is within the dashed line that indicates the page borders.

1. Click the right mouse button over the object or text block and choose the Properties command.
2. Click the Screen Show tab.
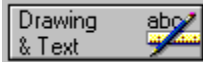
3. Select "Display page first, then display object/text."

    Note To make an object appear with the page, select "Display with page."

4. Do one of the following:

    • To make the object appear on a manual cue, select "On click."

    • To make the object appear automatically, select "After *n* seconds" and enter the number of seconds you want to elapse between the previous event and the appearance of the selected object.

5. (Optional) Under Transition, select a visual effect.
6. (Optional) Move, collapse, or close the InfoBox.

Note If the selected object is a bulleted list and you set bullets to appear separately, the visual effect and appearance cue apply to each bulleted item in the list, rather than the bulleted list as a single block of text.

{button ,AL(`H_SSOBJ_TRANS_DETAILS',1)} See details

{button ,AL(`;H_DSET_VIEW_PREFS_CS;H_MOVING_OBJECTS_BY_DRAGGING_STEPS',0)} See related topics

Details: Setting timing and visual effects for objects and text

Active objects set to display "After 0 seconds" appear as fast as possible after the previous event. The actual speed depends on the computer on which the screen show is running.

{button ,AL(`H_SSOBJ_TRANS_STEPS',1)} <u>Go to procedure</u>

Overview: Page effects

Use visual effects, sound, and timing to make dramatic transitions between pages during a screen show. (Screen show effects do not affect printed output, overheads, or 35 millimeter slides.)

Setting visual effects for pages

A page can appear by means of any one of more than 30 visual effects, such as fade, checkerboard, or blinds. See Setting timing and visual effects for pages.

Triggering the appearance of pages

By default, each page stays on the screen until you trigger it manually to advance to the next page. As an alternative, you can automate all or part of your presentation by setting pages to advance automatically at time intervals you determine. See Triggering the appearance of pages.

Skipping a page

You can skip a page during a screen show without deleting it from your presentation file. See Skipping a page during a screen show.

Audio effects

You can attach a sound to a page so the sound plays as the page appears or at the end of its appearance. See Attaching sound to pages, objects, and text.

Details: Sequencing objects
By default, objects you add to a page appear simultaneously with the page when you run the presentation as a screen show. However, you can assign special effects to objects and text. Once you do that, you can have them appear after the page appears, and appear in a particular sequence.

Objects that can be sequenced
Only objects with effects can be sequenced. If an object has no effect, it appears simultaneously with the page background. See Overview: Object and text effects.

Objects in front of, or behind, others
During a screen show, it is the sequence order that determines which objects appear in front of, or behind, other objects on the page: the first object with effects appears in front of all the objects without effects, the second object with effects appears in front of the first, the third appears in front of the second, and so on.

However, when you are not in a screen show, it is the drawing priority that determines which objects appear in front of, or behind, other objects on the page. Therefore, when you are working on a screen show presentation in Current Page view, you will notice that the sequence you have assigned to objects with effects has no effect on which objects appear in front of, or behind, other objects. See Rearranging overlapping objects.

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{button ,AL(`H_SSPAGE_SEQUENCE_STEPS',1)} Go to procedure

Sequencing objects

You can change the sequence of objects that have effects.

1. Click the object.
2. Choose Presentation - Sequence Objects on Page.

   The name of the selected object is highlighted.
3. (Optional) Drag the highlighted name to where you want it in the list.

   The mouse pointer changes to a hand when it is over an object that can be dragged.
4. (Optional) Highlight and drag other objects to the where you want them.
5. Click OK.

Tip In the "Current object" section of the dialog box, you can rename objects. This makes it easier to keep track of the objects on the page as you resequence them.

{button ,AL(`H_SSPAGE_SEQUENCE_DETAILS',1)} See details

{button ,AL(`;H_SSOBJ_ACTION_STEPS;H_SSOBJ_TRANS_STEPS',0)} See related topics

Overview: Sequencing objects

By default, during a screen show, all the objects on a page appear simultaneously with the page. For example, suppose you create a page and add to it the following objects: text, a picture of a car, and an arrow pointing to the car. When you run the presentation as a screen show, all the objects appear at once: the page itself, the text, the car, and the arrow.

Now, suppose you want the objects on this page to appear sequentially; let's say you want text to appear one second after the page background, the car to drive on from the left after two more seconds, and, finally, the arrow to fly in from the top and point to the car. To do this, you set timing and transition effects using the Screen Show Effects panel of the InfoBox. All objects with effects appear in a sequence order:

- 1. Text
- 2. Car
- 3. Arrow

See <u>Setting timing and visual effects for objects and text</u> for more information.

Freelance Graphics gives the objects sequence numbers that represent the order in which you added timing and transition effects to them, but you can change the sequence whenever you like. Let's suppose you change your mind and want the car to appear first, then the text, and finally the arrow. You can easily change the sequence to the following:

- 1. Car
- 2. Text
- 3. Arrow

See <u>Sequencing objects</u> for more information.

Skipping a page during a screen show

1. Go to the page you want to skip.

2. Choose Page - Screen Show Effects.

3. Select "Do not display this page during screen show."

4. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Tip To skip groups of pages, go to Page Sorter view, select a group of pages, then follow the procedure starting with step 2.

Setting visual effects for pages

You can set a visual effect for each page individually, or set one visual effect for all the pages in your presentation.

For a single page

1. Go to the page for which you want to set an effect.

2. Choose Page - Screen Show Effects.

3. Under Transition, select a visual effect.

4. (Optional) Move, collapse, or close the InfoBox.

For all pages

1. Choose Presentation - Set Up Screen Show or click here .
2. Under Apply to, select whether to apply the visual effect to all existing pages or to new pages only.
3. Under Transition, select a visual effect.
4. Click OK.

Tip To apply a transition to a group of pages, click the Page Sorter tab, select a group of pages, then follow the procedure..

{button ,AL(`;H_SSPAGE_OVER;H_SSRUN_GLOBAL_STEPS',0)} See related topics

Triggering the appearance of pages

You can trigger a page to advance to the next page either manually or automatically.

For a single page

1. Go to the page you want to advance.

2. Choose Page - Screen Show Effects.

3. Under "Advance to next page," do one of the following:

   • Select "Trigger manually (click or keypress)."

   • Select "Trigger automatically after *n* sec." and enter the number of seconds you want to elapse between the appearance of the last object on the current page and the appearance of the next page.

4. (Optional) <u>Move, collapse, or close</u> the InfoBox.

For all pages

1. Choose Presentation - Set Up Screen Show or click here .

2.   Click the Page Effects tab.

3.   Under Display next page, do one of the following:

   • Select "On click or keypress." See <u>details</u>

   • Select "After *n* seconds" and enter the number of seconds you want to elapse between the appearance of objects and pages.

   Note The trigger you set here applies not only to pages, but also to all objects--including text and bulleted items-- on all pages in the presentation.

4. Click OK.

{button ,AL(`H_SSPAGE_TRIGGER_DETAILS',1)} <u>See details</u>

Details: Triggering the appearance of pages

Advancing to the next page

When you run a screen show, each page advances in one of two ways:

- Manually when you click the left mouse button, press PAGE DOWN, or press ENTER.
- Automatically after the specified number of seconds has elapsed.

"As fast as possible"

Pages set to "Trigger automatically, after 0 seconds" will advance to the next page as fast as possible. The actual speed depends on the computer on which the screen show is running.

{button ,AL(`H_SSPAGE_TRIGGER_STEPS',1)} <u>Go to procedure</u>

Details: Making more screen space available for screen shows

If objects are close to the edges of the screen, you may need to scale them down so they print without running off the page. However, if you scale them, objects are then permanently scaled down in size. Switching your output device back to "Screen Show" does not restore objects to their original size.

Scaling objects is a good idea if you frequently switch output devices, or if you mail presentations to other people.

{button ,AL(`H_SSRUN_BEST_DISPLAY_STEPS',1)} Go to procedure

Making more screen space available for screen shows

Use the following procedure if you need to use as much screen space as possible for your screen show.

1. Choose File - Print.
2. Under Print to, select "Screen Show."
3. Click Close.

Note If you later select a printer so you can print your screen show, you may get a warning message. Choose "Don't modify anything" to prevent objects on your page from being permanently scaled down in size.

{button ,AL(`H_SSRUN_BEST_DISPLAY_DETAILS',1)} See details
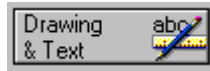
Canceling a screen show

You can stop a screen show before it is finished playing.

1. Press ESC.
2. Click Quit Screen Show.

Running a screen show continuously
You can set a screen show to cycle back to the first page when the last page is finished.

1. Choose Presentation - Set Up Screen Show or click here .
2.   Click the Options tab.
3.   Under Run options, select "Run screen show in continuous loop."
4.   Click OK.

Note To quit from a screen show that has been set to run continuously, press ESC, then click Quit Screen Show.

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{button ,AL(`;H_SSRUN_OVERRIDE_MANUAL_STEPS',0)} <u>See related topics</u>

Displaying the screen show control panel
You can display a VCR-like control panel when you run a screen show.

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In the illustration above, the buttons from left to right are as follows:
Back--Goes to the previous page.
Pause--Displays a dialog box that allows you to jump to another page.
Forward--Advances to the next page.
Stop--Quits the screen show.

1. Choose Presentation - Set Up Screen Show or click here
    ```
    Drawing      abc
    & Text
    ```
    .
2.   Click the Tools tab.
3.   Under Control panel, select "Display control panel."
4.   Under Position, select a position for the control panel.
5.   Click OK.
Note To hide the control panel, make sure "Display control panel" is not selected.

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{button ,AL(`;H_SSRUN_DRAW_STEPS;H_SSRUN_READY_SIGNAL_STEPS',0)} <u>See related topics</u>

Details: Drawing onscreen during a screen show

When onscreen drawing is turned on, you might accidentally draw lines when you simply want to click to advance to the next screen.

During a screen show, you can avoid unwanted marks either by being careful not to move the mouse when you click to advance, or by pressing PAGE DOWN or ENTER to advance (thereby not using the mouse).

{button ,AL(`H_SSRUN_DRAW_STEPS',1)} Go to procedure

Drawing onscreen during a screen show

During a screen show, you can draw onscreen using the left mouse button. For example, you can draw a circle around some important text.

1. Choose Presentation - Set Up Screen Show or click here .
2. Click the Tools tab.
3. Under On-screen drawing, select "Allow drawing on pages."
4. Select a color and width for the lines that you draw.
5. Click OK.

Note To turn off onscreen drawing, make sure "Allow drawing on page" is not selected.

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{button ,AL(`H_SSRUN_DRAW_DETAILS',1)} See details

Setting global page effects

You can set global page effects so that all the pages in your presentation use the same effect when you run your presentation as a screen show.

1. Choose Presentation - Set Up Screen Show or click here .
2. Click the Page Effects tab.
3. Under Apply to, select "All existing pages" or "New pages only."
   Selecting "All existing pages" replaces any other transition already assigned to existing pages.
4. Under Transition, select a transition.
5. Under Display next page, select "On click or keypress" or "After *n* seconds" and enter a number.

Note If you select "On click or keypress," the page will display when you click the mouse, press ENTER, or press PAGE DOWN. If you select "After *n* seconds," the page displays after the designated time elapses.

Set Up Screen Show dialog box

Use the Set Up Screen Show dialog box to set screen show options.

Choose a task

Overriding page settings temporarily

At times you may want to run a screen show automatically that you usually run manually. You can do this without having to reset all the pages to advance automatically.

1. Choose Presentation - Set Up Screen Show   or click here .
2.   Click the Options tab.
3.   Under Overrides, select "Run entire screen show automatically."
4.   Click OK.

Note If you exit Freelance Graphics--or turn off this option--any objects or pages set to display "On click" will again wait for a mouse click before appearing.

Details: Signaling when a page is ready to display

If you attempt to advance quickly through a presentation, you may find that occasionally nothing happens when you try to advance to the next page. This can occur if the next page has complex graphics and it is not ready to be displayed.

You can avoid this situation by setting Freelance Graphics to signal you when the next page is ready to be displayed. The signal can be a short tone, a small arrow in the lower right corner of the screen, or both.

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{button ,AL(`H_SSRUN_READY_SIGNAL_STEPS',1)} <u>Go to procedure</u>

Signaling when a page is ready to display

You can be signaled during a screen show when the next page is ready to display.

1. Choose Presentation - Set Up Screen Show or click here .
2.   Click the Options tab.
3.   Under Cue for displaying next page, select "Sound a tone," "Display an arrow," or both.
4.   Click OK.

Note Once you hear or see the signal during the screen show, you can click the mouse, press ENTER, or press PAGE DOWN to display the next page.

Tip If you use signals, consider hiding the control panel to reduce screen clutter during a screen show.

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{button ,AL(`H_SSRUN_READY_SIGNAL_DETAILS',1)} See details

{button ,AL(`;H_SSRUN_CTL_PANEL_STEPS',0)} See related topics

Rehearsing a presentation

1. Select Presentation - Rehearse - Start.

2. Rehearse your presentation.
3. When you are finished, click Done.
4. Click OK to return to the presentation.
5. (Optional) To view a summary from the last time you rehearsed, select Presentation - Rehearse - Summary.

{button ,AL(`H_SSRUN_REHEARSE_DETAILS',1)} See details

Details: Rehearsing a presentation

What you see while rehearsing
While you rehearse, Freelance Graphics displays the following:

Page time--Shows the elapsed time you have spent on the current page.

Total time--Shows the elapsed time since the beginning of the first page.

While you rehearse, you can use the following buttons:
Restart--Restarts the timer for the current page.

Pause/Continue--Stops the clock/starts the clock.

Forward arrow--Records the time for the current page and advances to the next page. If you have already rehearsed the page, you can add to the page time by clicking Continue, or click Restart to reset the timer.

Back arrow--Moves back a page in the presentation. If you have already rehearsed the page, you can add to the page time by clicking Continue, or click Restart to reset the timer.

Speaker Note--Lets you create, view, and edit speaker notes.

Done--Opens the Rehearse Summary dialog box.

What you see in the Rehearse Summary dialog box
The Rehearse Summary dialog box displays the following:

- The names of all the pages in the presentation.
- The amount of time you spent rehearsing, per page.
- A running total of time per page.
- The total amount of time you took to rehearse the presentation.

{button ,AL(`H_SSRUN_REHEARSE_STEPS',1)} <u>Go to procedure</u>

Using the right mouse menu during a screen show

1. During a screen show, click the right mouse button.

2. Choose one of the following options:

    Next-- to go to the next page

    Previous--to back up a page

    Go To--to specify the page to go to

    Allow Drawing--to invoke onscreen drawing

    Pen Color--to choose the color you draw with onscreen

    Pen Width--to choose how wide the pen draws

    Speaker Notes--to create or edit speaker notes for the page you are on

    Control Panel--to turn on or off the control panel, and to choose where on the screen it should display

    End Screen Show--to stop the screen show

Note The right mouse menu options are also available:

- In rehearse mode.
- In TeamShow, only if you are the sender.
- In Mobile Screen Show, except for the ability to create and edit speaker notes.

{button ,AL(`H_USING_TEAMSHOW_OVER',0)} See related topics

Details: Running a presentation as a screen show
You can use the keyboard or mouse during a screen show.

To:	Do this:
Move from one page to the next page	Click the left mouse button, press PAGE DOWN, or press ENTER.
Move from one page to the previous page	Press the right mouse button or press BACKSPACE.
Pause and restart from a page that is set to advance automatically	Press SPACEBAR.
Go to another page	Press ESC, select the page, and click Go To Page.
Stop running a screen show before it is finished	Press ESC and click Quit Screen Show.

{button ,AL(`H_SSRUN_RUN_STEPS',1)} Go to procedure

Running a presentation as a screen show

Do one of the following:

• Choose Presentation - Run Screen Show - From Beginning or click here [Drawing & Text abc] .

• Choose Presentation - Run Screen Show - From Current Page.
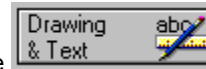
Tip During a screen show, you can click the right mouse to bring up a menu of useful options. See Using the right-mouse menu during a screen show.

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{button ,AL(`H_SSRUN_RUN_DETAILS',1)} See details

{button ,AL(`H_SSRUN_CONTINUOUS_STEPS;H_SSRUN_CTL_PANEL_STEPS;H_SSRUN_DRAW_STEPS;H_SS
   RUN_READY_SIGNAL_STEPS;H_SSRUN_SS_OVER;H_SSRUN_REHEARSE_STEPS',0)} See related topics

Overview: Screen shows
When you deliver a presentation as a screen show, the presentation becomes more like a movie than like a book: colored images flow in an animated manner from one to the next. To get this animated effect, you can add special effects to almost any piece of your presentation. Once you have added all the effects you want, you can run, or even rehearse, your presentation. See <u>Running a presentation as a screen show</u> and <u>Rehearsing a presentation</u>.

Visual effects for pages
Visual effects are what distinguish a screen show from a printed presentation. Visual effects enliven a presentation, hold the attention of the audience, and heighten the impact of your message. See <u>Setting timing and visual effects for pages</u>.

Visual effects for objects and text
Just as you can apply visual effects to pages, you can also apply them to objects and text. See <u>Overview: Object effects</u> and <u>Setting timing and visual effects for objects and text</u>.

In addition, if you want to make things happen in a particular order, you can change the sequencing of objects that have visual or sound effects. See <u>Sequencing objects</u>.

Movies and sound
During a screen show, you can play movies and sounds to add cinematic flair to your presentation. Movies can be interleaved with other events on a page, and sounds can be attached to OLE objects, page transitions, and bulleted points. You can even make sounds play by clicking on an object. See <u>Overview: Movies and sound</u>.

Screen space
If you are designing a screen show that needs to make use of as much screen space as possible, you can specify your screen as the output device. See <u>Making more screen space available for screen shows</u>.

{button ,AL(`H_SSRUN_CONTINUOUS_STEPS;H_SSRUN_CTL_PANEL_STEPS',0)} <u>See related topics</u>

Importing pictures

You can add graphic images, such as bitmaps, to your presentation file.

1. From the Create menu, choose Create - Add picture.
2. Under Look in, select the directory.
3. Under Files of type, select the file type (BMP, TIF, and so on).
4. Select the file from the list of files.
5. Click Open.
6. Depending on the kind of picture you add, you may be prompted to do one of the following:
   - Include the image with the file.   (BMP, TIF, GIF, PCX, and TGA)
   - Include as a PostScript object. (AI and EPS)
   - Make a template background. (PPT and PRS)

Note If you do not see the file type for the picture you want to add, re-install Freelance Graphics.   Choose "Customize features - Manual install" and then click Next.   Click the Import Filters tab and select the file types you want to install.

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{button ,AL(`H_FLG_SYMB_IMPORT_PICTURES_DETAILS',1)} See details

{button ,AL(`H_SYMB_BIT_CHANGE_STEPS;H_OBJ_CROP_BITMAP_STEPS;H_IMPORT_IMPORTING_FILES_S
    TEPS;',0)} See related topics

Details: Importing pictures

Embed a copy of the image file

If you select Yes to embed an image with the file, the image is embedded in the presentation. If you select No, the image is referred to, that is, it is not part of the presentation. If you intend to add this image to the clip art or diagram library, you must embed the image.

If you refer to the image and the original file containing the clip art is moved or if the file name is changed, the reference to the file will have to be updated. If you save your presentation to a diskette, you will have to copy the bitmaps to the diskette.

If you have not updated the reference to the file, you get a warning message notifying you that Freelance Graphics could not locate the referenced file. In place of your clip art, you will see a rectangle with an "x" inside with the path that it could not locate displayed.

For more information, see Why embed or refer to clip art in a presentation?

Make a PostScript object (EPS and AI files only)

If you import an image that is an EPS or AI file (AI data is a superset of EPS data), one of the following happens, depending on what the image file contains and whether you make the image a PostScript object.

If the imported image contains	Make PostScript object = No	Make PostScript object = Yes
Only EPS print data	The message "No displayable data" appears and nothing is placed on the page. When the presentation is printed, nothing from the imported image is printed.	A rectangle is displayed on screen as a PostScript object. If the presentation is printed on a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, a rectangle is printed.
EPS data and a TIFF preview image	The message "No displayable data" appears and nothing is placed on the page. When the presentation is printed, nothing from the imported image is printed.	The TIFF preview image is visible on the screen. If the presentation is printed to a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, the TIFF image is printed.
EPS data and WMF data	The WMF data is placed on the page as a group of objects. When the presentation is sent to a printer, the WMF data is printed.	A rectangle is displayed on screen as a PostScript object. If the presentation is printed on a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, a rectangle is printed.
EPS data, a TIFF preview image, and WMF data	The WMF data is displayed as a group of objects. When the presentation is sent to a printer, the WMF data is printed.	A TIFF preview image is visible on the screen. If the presentation is printed on a PostScript printer, the EPS data is printed. If sent to a non-PostScript printer, the TIFF image is printed.

Notes

WMF, a Windows metafile format, is a standard drawing format. It is a vector file format, not a bitmap file format.

If an AI image is vector based, you get a vector image when you bring it into Freelance Graphics.

Include a   template/background from file (PowerPoint files only)

If you click Yes to Make Template Background, the PowerPoint or template overrides the Freelance Graphics

SmartMaster look. It also adds the background as a page layout to the page layout list.

Bitmap's original size maintained
Bitmaps (files that have a BMP, TIF, GIF, TGA, or PCX extension) that are imported into Freelance Graphics maintain their original size. If a bitmap is too large to fit on the page, Freelance Graphics scales the bitmap by 50% repeatedly, until it fits on the page. To edit a bitmap's attributes, see Changing the properties of bitmaps.

Note Scaling bitmaps may distort their clarity.

Color bitmaps
Color bitmaps are displayed in color and, if you are printing to a color device other than a plotter, they are printed in color. If you print a color bitmap to a black-and-white device, the colors are automatically mapped to gray scales during printing. To display the bitmap as it will appear when printed to a black-and-white printer, make sure the command View - Display in Color is deselected.

Note Bitmaps are less subject to color change due to palette switching than metafiles.

{button ,AL(`H_FLG_SYMB_IMPORT_PICTURES_STEPS',1)} Go to procedure

Add Clip Art or Diagram to the Page dialog box
Use this dialog box to select either clip art or diagrams.

Choose a task
  [Adding clip art to one page](#)
  [Adding ready-made diagrams](#)
  [Creating a custom diagram](#)
  [Scanning through clip art or diagrams](#)

Adding clip art to one page

Clip art (symbols) are ready-made graphic objects that you can add to a page. You can move, size, reshape, or change the attributes of clip art as you would any object.

Note For diagrams see Adding ready-made diagrams.

1. Do one of the following:
   - Click the Clip Art button.
   - Click a "Click here..." clip art block.

2. Select a clip art category, or click Scan.

   If you click Scan, click Stop Scan when you see the clip art you want to use.

   Note If you are running a DMS, it can display only one clip art category rather than the full library of clip art. See Overview: Using DMS dialog boxes.

3. Click the clip art you want to add to the page.

4. Click OK.

5. (Optional) Position and size the clip art.

Note You can add clip art to any page by choosing Create - Add Clip Art and following steps 2-5.

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{button ,AL(`H_SYMB_ADD_ONE_PAGE_DETAILS',1)} See details

{button ,AL(`H_TEXT_ADD_EVERY_PAGE_STEPS;H_SYMB_ADD_SYMB_LIBRARY_STEPS;H_DIAGRAM_TASK S_CS',0)} See related topics

Details: Adding clip art to one page
You can also select clip art categories in the Add Clip Art or Diagram to the Page dialog box by typing the first letter of the name of a category to move the highlight to the first category that begins with that letter.

Drag and drop clip art
You can drag and drop clip art to or from another application into your presentation. For more information, see Dragging and dropping to another application or Using drag and drop to embed an object.

Note You can also drag and drop from the Add Clip Art or Diagram to the Page dialog box to the current page.

Scanning clip art sets
You can browse through clip art sets automatically (in alphabetical order) by clicking the Scan button. Click the Stop Scan button to halt the display.

Changing the scanning speed
To change the default scanning speed, choose File - User Setup - Freelance Preferences, then type the number of seconds you want each set of images to be displayed in the Scanning speed box. You can type values between 0.1 and 100. The suggested speed is 1 second.

{button ,AL(`H_SYMB_ADD_ONE_PAGE_STEPS',1)} Go to procedure

Adding images to the clip art library

You can create or import an illustration and then add it to the clip art library.

1. Draw or import the objects that you want to save as clip art.

2. Select all the components (objects) that make up the clip art.

3. If you selected more than one object, choose Drawing - Group (or Collection - Group).

    Note If you do not group the objects, Freelance Graphics saves each one as a separate piece of clip art.
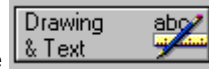
4. Choose Create - Add to Library - Clipart Library or click here . To save in the diagram library, see Saving a presentation as a diagram file.

5. Add the clip art to the category of your choice. CUSTOM.SYM is an empty category you can use. See details

6. Click Open.

{button ,AL(`H_SYMB_ADD_SYMB_LIBRARY_DETAILS',1)} See details

{button ,AL(`H_DRAW_OVER;H_SYMB_IMPORT_STEPS;H_DIAG_SAVE_DGM_STEPS',0)} See related topics

Details: Adding images to the clip art library
You can add clip art that you created to the clip art set named CUSTOM.SYM or you can create a new set. To create a new clip art category with a new file name, choose File - Save As. Under Save as type select "Lotus Freelance Clip Art (SYM)," then type in a new name. You could also add it to an existing clip art set by selecting a file name from the list.

Note Save the file in the \LOTUS\SMASTERS\FLG folder (directory), so that the file will be listed with other Freelance Graphics clip art files.

Retrieving and editing clip art you created
You retrieve, use, edit, and size clip art that you create in the same way you do clip art that comes with Freelance Graphics. For more information about editing clip art, see Overview: Working with clip art.

Modifying existing clip art
You can edit clip art in the clip art library. Choose File - Open and, under Files of type, select "Lotus Freelance Clip Art (SYM)." Specify another folder (directory) if necessary.

{button ,AL(`H_SYMB_ADD_SYMB_LIBRARY_STEPS',1)} Go to procedure

{button ,AL(`H_DRAW_OVER;H_SYMB_IMPORT_STEPS;H_DIAG_SAVE_DGM_STEPS',0)} See related topics

Changing the properties of bitmaps

1. Double-click the bitmap you want to change.
2. Adjust the contrast, sharpness, and brightness controls to the values you want.

   See <u>details</u>
3. (Optional) To make the bitmap background transparent, select "Make image transparent."
4. (Optional) To reverse the colors of black-and-white bitmaps, select "Invert colors."
5. (Optional) <u>Move, collapse, or close</u> the InfoBox.

{button ,AL(`H_SYMB_BIT_CHANGE_DETAILS',1)} <u>See details</u>

{button ,AL(`H_FLG_SYMB_IMPORT_PICTURE_STEPS;H_OBJ_CROP_BITMAP_STEPS;',0)} <u>See related topics</u>

Details: Changing the properties of bitmaps

Contrast, sharpness, and brightness
Contrast is the ratio of black to white. Sharpness is the degree of line and border definition. Brightness is the luminous intensity. The controls range from -5 to 5, where zero is a medium range.

You can change the contrast and brightness for both color and gray scale images. You can only change the sharpness for gray scale images. Contrast, sharpness, and brightness are not applicable to monochrome images.

Make image transparent
Selecting "Make image transparent" turns all pixels (except black pixels) in the bitmap image transparent so that images or colors that are behind the bitmap show through. This is particularly useful for line art, because the border of the bitmap image is white. Selecting this also makes the border invisible.

Invert colors
Selecting "Invert colors" reverses the black-and-white areas of a selected monochrome image. That is, black areas become white and white areas become black. This works only with monochrome images; it does not affect color or gray scale images.

{button ,AL(`H_SYMB_BIT_CHANGE_STEPS',1)} Go to procedure

{button ,AL(`H_OBJ_CROP_BITMAP_STEPS',0)} See related topics

Overview: Why embed or refer to clip art in a presentation?
You can embed or refer to clip art or bitmaps that were created in another application.

Embedding clip art
Embed clip art when you want to use only one copy of it. A presentation with an embedded object is easier to work with, because you can edit the object without leaving Freelance Graphics. However, an embedded object makes the presentation file larger because the presentation contains the clip art rather than referring to the clip art.

For information about how to embed an object, see <u>Creating an embedded object</u> or <u>Embedding an existing object</u>.

Referring to clip art
When you want to use the same clip art in more than one presentation (or in more than one place in the same presentation) and you want to be certain to use the most current version, you should refer to the clip art rather than embed it. That is, when you import clip art, you should click No when prompted to respond to the question "Include image with file."

Note If the original file containing the clip art is moved or if the file name is changed, the reference to the file will have to be updated. If you copy your presentation to a diskette, you will have to copy the bitmaps to the diskette.

Caution If you want to save the clip art in the clip art library, you must embed the clip art in the presentation.

Tip If you want to use the same clip art on every page in a presentation, see <u>Adding clip art or a logo to every page</u>.

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{button ,AL(`H_SYMB_ADD_SYMB_LIBRARY_STEPS;H_SYMB_ADD_ONE_PAGE_STEPS',0)} <u>See related topics</u>

Overview: Metafiles and bitmaps

A metafile consists of a set of generically defined information so that it can be created or read by all applications that follow the rules for creating and reading metafiles. Metafiles contain objects, but if you ungroup a metafile, it is no longer a metafile. However, metafiles can be resized.

Bitmaps are raster graphics files that form images from a series of dots, or pixels. While bitmaps look more like objects in the parent application than metafiles do, metafiles contain more information. While a bitmap is a pictorial representation of an object, it does not contain information about the objects represented in it, so it cannot be ungrouped.

When to use a metafile rather than a bitmap

The following list offers criteria for making the choice between a bitmap or a metafile.

- If the object has to be scaled, use a metafile rather than a bitmap (bitmaps lose clarity when scaled).
- Bitmaps are less subject to color changes (for example, when changing palettes).
- Bitmaps greatly increase the size of a file compared to metafiles.

Ungrouping metafiles

If you import a metafile into Freelance Graphics and then ungroup the metafile, it is no longer a metafile. Also, note the following:

- Curves become lines.
- Arrows become two objects: a line and a polygon.
- Rectangles with rounded corners may ungroup as polygons.
- Chart metafile objects become individual objects and become unlinked from the chart data.
- Markers that appear on an object's points become polygons.
- Text blocks become separate text blocks for each line of text.
- Rotated text is no longer rotated.
- Text typeface, size, and appearance are maintained, but other text attributes (such as bold, italic, and so on) are lost.
- All fill patterns become solid patterns.
- Graduated patterns become a solid pattern using the fill color.
- Gray scale patterns become a solid color using the fill color.

Note You cannot ungroup metafiles containing bitmap information, such as a Word Pro OLE object.

{button ,AL(`H_OBJ_CROP_BITMAP_STEPS;H_SYMB_BIT_CHANGE_STEPS',0)} See related topics

Overview: Working with clip art

Clip art generally consists of two or more objects that are grouped so you can treat them as a single object. Clip art can also be imported bitmaps or charts.

To edit the individual objects of clip art, first select the clip art, then ungroup it with Group - Ungroup (or Collection - Ungroup). To regroup the objects, select all the objects that form the drawing, then regroup them with Drawing - Group (or Collection - Group) when you finish editing them.

Note When clip art is a bitmap, it is a single object and cannot be ungrouped.

Clip art and library colors

Clip art is generally created with library colors that stay the same when you add clip art to your presentation. However, some images are created using the palette, which means these shapes take on a color that is appropriate for your presentation.

For more information about color, see Overview: Using Colors, Overview: Color palettes, and Overview: Color libraries.

Editing attributes

To edit the attributes of clip art while it is a grouped object, double-click the clip art and make changes in the InfoBox. Or, select the clip art and choose Group - Group Properties (or Collection - Collection Properties) to display the InfoBox.

Adding clip art to a "Click here to add clip art" block

You can easily add clip art to any area on a presentation that has "Click here to add clip art" on it. When you add clip art to one of the "Click here..." blocks, the clip art is sized and placed in the "Click here..." area.

If you choose not to use the "Click here..." clip art block, the words "Click here..." will not print nor will they appear in a screen show.

To create "Click here..." blocks for clip art, see Adding new "Click here..." blocks and Adding filled-in clip art to content pages.

Adding text to clip art

Some clip art has embedded text blocks (see the table below). You add text by clicking "Type text here" or "Click here to add text" and typing the text you want.

| Clip art image	Image number and file name
The certificate	# 28 in COMMOBJT.SYM
The spotlights	# 3 in ENTERTAI.SYM
The flag and pennant	# 61 & # 62 in FLAGS.SYM
The cake	# 24 in FOOD.SYM
The hand with piece of paper	# 1 in HANDS.SYM
The man at the whiteboard	# 13 in MEN.SYM
The man at the whiteboard	# 2 in AGENDA.SYM
The business card	# 3 in OFFOBJCT.SYM
One sticky note	# 8 in OFFOBJCT.SYM
One sticky note	# 5 in PROJECT.SYM
The whiteboard	# 9 in OFFOBJCT.SYM
The whiteboard	# 3 in AGENDA.SYM
The clipboard	# 10 in OFFOBJCT.SYM
The clipboard	# 8 in PROJECT.SYM
The clipboard	# 10 in NEXTSTEP.SYM
The easel	# 1 in PRESENTN.SYM
The overhead projector	# 2 in PRESENTN.SYM
The screen	# 3 in PRESENTN.SYM
All images	In TEXTBOX.SYM

Tip You can always place text over clip art (that does not have its own embedded text block) by choosing Create - Text and positioning the text over the clip art.

{button ,AL(`H_TEXT_ADD_EVERY_PAGE_STEPS;H_SMDESIGN_CLIPART_STEPS;H_DIAG_ADD_TEXT_STEPS;H_SYMB_ADD_SYMB_LIBRARY_STEPS',0)} See related topics

Scanning through clip art or diagrams

1. If you are not in the Add Clip Art or Diagram to the Page dialog box, choose Create - Add Clip Art or click here
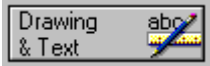
2. Under View, select Clip Art or Diagram.
3. Click Scan.
4. Click Stop Scan when you see the clip art or diagram you want.
5. Click the clip art or diagram you want to add.
6. Click OK.
7. (Optional) Position and size the clip art or diagram.

Overview: Tables

You can use a table to display text or numbers. When creating a table, you choose an overall style and the number of rows and columns that you want. See Creating a table.

Once you have created a table, you can also change the properties of the whole table, or of selected cells, rows, columns, or text. See Changing the properties of a table and Changing table borders, colors, and patterns.

Selecting and editing tables

- To select a table, click it. Freelance Graphics displays handles around the table borders.

- To edit a table, click the table once to select it. Then click in the table and drag the cells, rows, columns, or text you want to work with. When you are editing a table, Freelance Graphics displays a thick gray border around it.

For information on selecting parts of a table, see Selecting parts of a table.

Working with tables

If the InfoBox is closed, do one of the following:

- To work with the entire table, click the table to select it and choose Table - Table Properties.

- To work with selected cells, click the table and then click again and drag to select the cells. Then choose Table - Cell Properties.

- To work with selected text, click the table and then click again and drag to select the text. Then choose Text - Properties.

If the InfoBox is already open, simply select what you want to work with (the table, cells, or text).

Working with numbers in tables

Note the following when working with numbers in tables:

- Freelance Graphics does not provide any mathematical functions for numbers in tables.

- By default, text in tables is left justified in each cell, and numbers are right justified.

- Freelance Graphics considers numbers and letters together in a cell as text.

Details: Inserting columns and rows in a table

About inserting columns and rows in a table
A table can have up to 30 columns and 50 rows.

To add a row or column quickly
- To insert a single row below a row, click the table once to select it, then click a cell above where you want to insert the row. Then choose Table - Insert - Row.
- To insert a single column to the right of a column, click the table once to select it, then click a cell to the left of where you want to insert the column. Then choose Table - Insert - Column.

The row or column that you add takes on the properties of the row or column that you clicked.

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{button ,AL(`H_TABLE_ADD_COL_ROW_STEPS',1)} <u>Go to procedure</u>

Inserting columns and rows in a table

 Show me a demo

1. Click the table.
2. Click in the table where you want the row or column inserted.
3. Choose Table - Insert - Row or Table - Insert - Column.

Notes

To insert more than one row or column at a time, in step 3 choose Table - Insert - Row/Column.

The rows or columns you insert take on the properties of the table.

{button ,AL(`H_TABLE_ADD_COL_ROW_DETAILS',1)} See details

Details: Changing table borders, colors, and patterns

About colors and patterns

For more information about changing colors and patterns for objects, see <u>Details: Changing colors and patterns</u>.

Note You can not change the color and fill patterns for grouped tables.

Displaying shadows around the table border

You can display a shadow around the perimeter of a table. Select the table and choose Table - Table Properties. Click the Lines & Colors tab and select where to display the shadow.

{button ,AL(`H_TABLE_CHANGE_BACKGROUND_STEPS',1)} <u>Go to procedure</u>

Changing table borders, colors, and patterns

1. Select what you want to change in the table.

2. Choose Table - Lines & Fill Color.

3. Under Border, select the borders to apply the changes to.

4. (Optional) Under Border, select a style, width, and color.

5. (Optional) Under Interior, select a pattern and colors.

6. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_TABLE_CHANGE_BACKGROUND_DETAILS',1)} See details

Changing how text looks in a table

You can change the font, alignment, bullets, and other properties of text in a table.

1. Double-click the table, and drag to select the text you want to change.
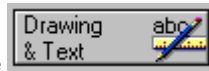
2. Choose Table - Table Properties or click here .

3.   In the InfoBox, under Properties for, select what you want to change.

4.   To change the font, click the Text Format tab and select a font, size, and any other attributes.

5. To change the bullets, click the Bullets tab and select attributes for the bullets.

6. If you have selected a table or cells, to change the text alignment and indentation, click the Alignment tab and select an alignment and indentation.
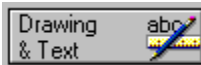
7. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_TABLE_CHANGE_FACE_DETAILS',1)} See details

{button ,AL(`;H_TABLE_GALLERY_STEPS',0)} See related topics

Details: Changing how text looks in a table
The default font for table text is the same as the default font for the presentation.

If you cut or copy text into a table, this text takes on the font for the table. Words or characters with overrides, such as underline or bold, retain these attributes in the table.

You cannot curve text in a table.

{button ,AL(`H_TABLE_CHANGE_FACE_STEPS',1)} <u>Go to procedure</u>

Changing the properties of a table

You can change the style of text, cells, rows, or columns in a table, or of the table itself.

1. Select what you want to change in the table.

2. Choose Table - Table Properties or click here ![Drawing & Text toolbar button] .

3. In the InfoBox, under Properties for, select what you want to change in the table.

4. Make the changes you want.

5. (Optional) Move, collapse, or close the InfoBox.

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{button ,AL(`H_TABLE_SELECT_OVER;H_PROP_INFOBOX_OVER',0)} See related topics

Creating a table

You can specify the overall style of a table and the number of columns and rows that you want (up to 30 columns and 50 rows).

1. Click the New Page button.
2. Click the Page Layouts tab (if necessary), select the Table page layout, and click OK.
3. Click the "Click here..." table block.
4. Select the style of table you want.
5. Select the number of rows and columns for the table.
6. Click OK.

Note You can create a table on any other page layout by choosing Create - Table and following steps 4 - 6.

Details: Creating a table using 1-2-3 data

Attributes that Table (Formatted) preserves

Selecting Table (Formatted) as the format for Edit - Paste Special preserves the following 1-2-3 attributes:

- Text attributes--font, size, color, emphasis (bold, italic, and so forth), and paragraph alignment

- Numeric formats--currency, scientific, and so forth

- Some table attributes--for example, column width, but not border attributes or background colors

Selecting the Table (Unformatted) format

When you choose Edit - Paste Special to paste 1-2-3 data into Freelance Graphics, you can choose among many Clipboard formats. Selecting Table (Unformatted) creates the table with 1-2-3 data using default table attributes for the SmartMaster look you are using.

Pasting data into a table

A Freelance Graphics table can have up to 30 columns and 50 rows. You can paste up to this amount of data into a table. If you try to paste more data than will fit, Freelance Graphics will not paste the additional data.

{button ,AL(`H_TABLE_CREATE_123_STEPS',1)} Go to procedure

Creating a table using 1-2-3 data

1. Start Lotus 1-2-3 and open the worksheet with the data you want.

2. Select the range of cells that you want to use for the table.

3. Choose Edit - Copy.
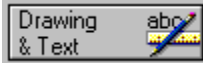
> **Note** Keep the Lotus 1-2-3 worksheet open.

4. Open a Freelance Graphics presentation in Current Page view.

5. Choose Edit - Paste Special.

6. Select Paste.

7. Select Table (Formatted) and click OK.

Note You can also use Edit - Paste Special to paste 1-2-3 data into an existing Freelance Graphics table. Doing this replaces the data in the table where the insertion point is with the data you copied. The table will automatically extend to fit the data, up to the maximum table size.

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{button ,AL(`H_TABLE_CREATE_123_DETAILS',1)} See details

Details: Creating a table using Word Pro data

Attributes that Table (Formatted) preserves

Selecting Table (Formatted) as the format for Edit - Paste Special preserves the following Word Pro attributes:

- Text attributes--font, size, color, emphasis (bold, italic, and so forth), and paragraph alignment

- Numeric formats--currency, scientific, and so forth

- Some table attributes--for example, column width, but not border attributes or background colors

Selecting the Table (Unformatted) format

When you choose Edit - Paste Special to paste Word Pro data into Freelance Graphics, you can choose among many Clipboard formats. Selecting Table (Unformatted) creates the table with Word Pro data using default table attributes for the SmartMaster look you are using.

Pasting data into a table

A Freelance Graphics table can have up to 30 columns and 50 rows. You can paste up to this amount of data into a table. If you try to paste more data than will fit, Freelance Graphics will not paste the additional data.

{button ,AL(`H_TABLE_CREATE_AMI_STEPS',1)} Go to procedure

Creating a table using Word Pro data

1. Start Word Pro and open the document with the table you want to copy.

2. Select the table that you want to copy.

   Note You must select the entire table.

3. Choose Edit - Copy.

4. Open a Freelance Graphics presentation in Current Page view.

5. Choose Edit - Paste Special.

6. Select Paste.

7. Select Table (Formatted) and click OK.

Note You can also use Edit - Paste Special to paste Word Pro data into an existing Freelance Graphics table. Doing this replaces the data in the table where the insertion point is with the data you copied. The table will automatically extend to fit the data, up to the maximum table size.

{button ,AL(`H_TABLE_CREATE_AMI_DETAILS',1)} See details

Creating a table using data from other Windows applications

1. Start the other application and open the file you want to use.

2. Select the table you want to copy.

    Note Select the entire table and keep the file open.

3. Choose Edit - Copy.

4. Open a Freelance Graphics presentation in Current Page view.

5. Choose Edit - Paste Special.

6. Select Paste.

7. Select Table (Formatted) and click OK.

Note You can also use Edit - Paste Special to paste data from another application into an existing Freelance Graphics table. Doing this replaces the data in the table where the insertion point is with the data you copied. The table will automatically extend to fit the data, up to the maximum table size.

{button ,AL(`H_TABLE_CREATE_OTHER_DETAILS',1)} See details

Details: Creating a table using data from other Windows applications

Attributes that Table (Formatted) preserves

The attributes that are preserved when you choose Table (Formatted) as the format for Edit - Paste Special depend upon the level of RTF (Rich Text Format) the application supports. For example, some applications do not preserve column widths; in this case, Freelance Graphics uses a default column width.

Depending on the level of support, the following table attributes from the other application may be preserved in the Freelance Graphics table:

- Text attributes--font, size, color, emphasis (bold, italic, and so forth), and paragraph alignment
- Numeric formats--currency, scientific, and so forth
- Some table attributes--for example, column width, but not border attributes or background colors

Selecting the Table (Unformatted) format

When you choose Edit - Paste Special to paste data from another application into Freelance Graphics, you can choose among many Clipboard formats. Selecting Table (Unformatted) creates the table with data from the other application using default table attributes for the SmartMaster look you are using.

Pasting data into a table

A Freelance Graphics table can have up to 30 columns and 50 rows. You can paste up to this amount of data into a table. If you try to paste more data than will fit, Freelance Graphics will not paste the additional data.

You can also use Edit - Paste Special to paste data from another application into an existing Freelance Graphics table. Doing this replaces the data in the table where the insertion point is with the data you copied. The table will automatically extend to fit the data, up to the maximum table size.

{button ,AL(`H_TABLE_CREATE_OTHER_STEPS',1)} Go to procedure

Deleting a table

1. Click the table you want to delete.
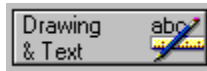
2. Choose Table - Delete - Entire Table.

Note Choose Edit - Undo to reinsert a table you just deleted.

Deleting columns and rows in a table

1. Double-click the table.

2. Drag to select the column(s) or row(s) to delete.

3. Choose Table - Delete - Row/Column or click here .

4.   Select whether to delete columns or rows.
5.   Click OK.

Notes

To reinsert the columns or rows you just deleted, choose Edit - Undo.

To delete the contents of columns or rows, but not the actual columns or rows, double-click the table and drag to select the columns or rows with the contents you want to delete. Then choose Edit - Clear.

Changing the style of a table

You can change the overall style of a table.

1. Click the table you want to change.
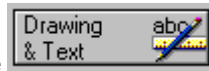
2. Choose Table - Table Properties or click here .

3. Click the Layout tab in the InfoBox.
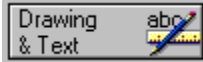
4. Select the table style you want.

5. (Optional) Move, collapse, or close the InfoBox.

Moving a column or row in a table

You can move one row or column at a time in a table.

1. Double-click the table.
2. Drag to select the column or row you want to move.
3. Choose Table - Move Row/Column.

4. Select whether to move a row or column.
5. Select where to move the row or column.
6. Click OK.

Overview: Navigating in a table

Click the table once to select it and again to be able to edit it. Then use these keys to move within and between cells in a table.

Key:	Moves:
TAB	To the next cell in the row.
SHIFT+TAB	To the previous cell in the row.
←	To the previous character in the cell.
→	To the next character in the cell.
CTRL+→	To the beginning of the next cell.
CTRL+←	To the end of the previous cell.
	Up one line in a cell, maintaining the same character position in lines that have enough characters.
↓	Down one line in a cell, maintaining the same character position in lines that have enough characters.
CTRL+	To the end of the cell above.
CTRL+↓	To the end of the cell below.
HOME once	To the beginning of the line in the current cell.
HOME twice	To the beginning of the first cell in the row.
END once	To the end of the line in the current cell.
END twice	To the end of the last cell in the row.
CTRL+HOME	To the beginning of the first cell in the table.
CTRL+END	To the end of the last cell in the table.

Selecting parts of a table

Use the following actions to select tables, and to select characters, cells, rows, and columns within tables.

To do this:	Do this:
Select a table	Click the table once.
Select a cell	Double-click the table, then drag across the cell.
Select a row	Double-click the table, then drag across the row of cells.
Select a column	Double-click the table, then drag down the column of cells.
Select a group of cells	Double-click the table, then drag across the cells.
Select characters in a cell	Double-click the table, then drag across the characters.
Select characters right, to the end of the line, and then extend the selection right, to the end of the row	Double-click the table, click a cell, and then press SHIFT+END. Press SHIFT+END again to extend the selection.
Select characters left, to the beginning of the line, and then extend the selection left, to the beginning of the row	Double-click the table, click a cell, and then press SHIFT+HOME. Press SHIFT+HOME again to extend the selection.
Extend the selection left or right, one character at a time or one cell at a time	Select text in a cell or select one or more cells, and press SHIFT+← or SHIFT+→.
Extend the selection up or down one column	Select all text in a cell or select one or more cells, and press SHIFT+ or SHIFT+↓.

{button ,AL(`H_TABLE_OVER',0)} <u>See related topics</u>

Sizing columns and rows in a table

You can adjust the width or height of selected columns or rows in a table.

1. Double-click the table.

2. Drag to select the columns or rows you want to adjust.

3. Choose Table - Size Row/Column.

.

4. Under Row, select the row height.

5. Under Column, select the column width.

6. (Optional) Move, collapse, or close the InfoBox.

Notes

If you clicked in a single cell and no column or row is selected, the size adjustments apply to the entire column or row, depending on what you are sizing.

If the selected columns or rows are different sizes, the Column width and Row height settings in the InfoBox are blank.

{button ,AL(`H_TABLE_SIZE_COL_ROW_DETAILS',1)} See details

Details: Sizing columns and rows in a table

Sizing columns and rows quickly
You can drag a border line in a table to size a column or row. While the mouse pointer is over the border line, the mouse pointer changes to a two-headed arrow.

Adjusting both the table and text size
- Click the table. Then press SHIFT and at the same time drag a corner <u>handle</u> to size the table. While the mouse pointer is dragging the handle, the pointer changes to a two-headed arrow.

Adjusting the table size (but not the text)
- Click the table and drag a handle to size the table. While the mouse pointer is dragging the handle, the pointer changes to a two-headed arrow.

   Freelance Graphics adjusts the size of all the columns and rows in the table, but leaves the point size for all the text the same.

Automatically adjusting row height
You can automatically adjust the row height for all rows in a table when you add or delete text in a table. Click the table and choose Table - Size Row/Column. In the InfoBox, select "Automatic row height." When this setting is selected, you cannot specify a height for rows. If you do not select this setting, you can specify a height for rows in the table.

Adjusting columns and row margins
You can adjust the space between the text in the cell and the cell border for an entire table. Click the table and choose Table - Size Row/Column. In the InfoBox, specify the Cell margins for the rows or columns. This adjusts the left and right space between the text and the cell border for the table.

Setting the unit of measurement for the table size
The unit of measurement for tables is based on the unit you select using View - Set Units & Grid. You cannot change the unit of measurement in the InfoBox.

{button ,AL(`H_TABLE_SIZE_COL_ROW_STEPS',1)} <u>Go to procedure</u>

Overview: TeamMail for Freelance Graphics

TeamMail works with your current electronic mail system to allow you to send and receive mail messages from within Freelance Graphics. Using TeamMail you can:

- Send a simple text message and distribute it to one or more people.
- Send selected pages or your entire presentation as an attachment to your mail message.
- Route the presentation from one person to the next.
- Track the progress of a routed message and attachments by having a mail message sent to you each time a recipient forwards your presentation to the next recipient.
- Save a distribution route and use it to quickly send messages to frequently used names and addresses.
- Attach the Mobile Screen Show Player to allow recipients without Freelance Graphics to view your presentation.

Note You can also distribute a presentation to members of a workgroup with TeamReview. TeamReview also gives the recipients of the presentation access to a set of reviewing and comment tools to annotate a presentation. For more information, see Using Review and Comment.

Using TeamMail

1. Choose File - TeamMail.

2. Follow the instructions online.

{button ,AL(`H_TEAMMAIL_OVER',0)} See related topics

Choosing a file

The sender performs this procedure after starting the Mobile TeamShow Player. When starting TeamShow from the Freelance Graphics menu, only the current presentation file can be used.

1. In the Files of type list box, select the presentation file type. Presentation files have a .PRZ extension.
2. In the Look in box, select the directory containing the presentation.
3. In the File name list box, specify the file name.
4. Click Open.

{button ,AL(`H_SHARING_A_PRESENTATION_FILE_OVER;H_CHOOSING_A_SHARED_NAME_OVER',0)} <u>See related topics</u>

Overview: Choosing a plug-in protocol

TeamShow has detected one or more plug-in protocols that can be used for communications. Both the sender and receiver must select the same protocol.

Overview: Choosing a shared name

TeamShow has determined that the file you want to share resides in a shared folder (directory). If the file resides in multiple shared folders (for example, within the shared folder \March within the shared folder \Sales), you will generally want the receivers to access the more restrictive folder (\March). You will need to tell the receivers the name of the shared folder to use, and if it is password protected, the read-only password for that folder.

If you are running Windows NT, using File and Printer Sharing for Netware Networks, or are using user- level security, then receivers must have user accounts and passwords to atttach to your computer.

Tip If the file resides in a shared folder that you do not want the receivers to access (for example, your entire C drive might be defined as your only shared folder), create a new (more restricted) shared folder or move the file to an appropriate folder.

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{button ,AL(`H_CHOOSING_A_FILE_STEPS;H_SHARING_A_PRESENTATION_FILE_OVER',0)} See related topics

Overview: Connecting to another computer

The sender and receiver must select the same connection type.

Network

If both participants are connected to the same local or wide area network, this connection will provide the best service.

Modem

You can use modems to establish a virtual network between the sender and receiver computers.

Cable

This type of connection is useful when the presenter wants to operate the screen show from one computer (a notebook or laptop, for example), and allow viewers to watch the presentation on a separate (perhaps larger or projection-screen) computer.

{button ,AL(`',0)} See related topics

Overview: Identifying the other computer

When you are the sender, you must identify each receiver's computer. (The receiver does not need to identify the sender. The TeamShow software on the receiver's computer simply waits to be contacted by a TeamShow sender.)

Contact each receiver by telephone for their TCP/IP name or IP address. If the receiver cannot find their TCP/IP name or IP address, have them contact their network administrator or Internet access provider for assistance.

For information about resolving problems with connections, see Troubleshooting TeamShow.

Selecting receivers

When you add a TCP/IP name, TeamShow attempts to resolve the name to an IP address. If TeamShow cannot resolve the name, a dialog box displays suggesting that you enter the IP address instead of the TCP/IP name. If the connection succeeds, the name is added to the list of receivers. For more information, see Overview: TCP/IP, IP addresses, and host names.

TeamShow uses the receiver list from the previous TeamShow presentation. A checkmark next to a name in the list indicates that the name is selected for participation in the TeamShow presentation. Remove the checkmark (click the checkmark to remove it) next to names that you do not want to participate in the presentation. To completely remove a name from the list, select the name and click Remove.

Overview: The Mobile TeamShow Player

When you install the Mobile Screen Show Player two application icons are created: one for the Mobile Screen Show Player and one for the Mobile TeamShow Player. With the Freelance Graphics TeamShow Player you can present or view screen shows on connected computers. While a presenter on one computer runs a show, TeamShow coordinates the display of pages on the presenter's and viewer's computers.

You can install the Freelance Mobile Screen Show Player when you install Freelance Graphics by clicking Custom installation and selecting the Mobile Screen Show Player or you can install it from the Lotus web site at http://www.lotus.com.

Starting Mobile TeamShow

To start the Mobile TeamShow Player, click the Mobile TeamShow icon.

The first panel will ask if you are the sender (presenter) or receiver (viewer).
For information on setting up systems to run TeamShow, see TeamShow requirements.

Overview: Receiving a presentation

As the TeamShow receiver, your computer is the passive audience for the presentation. The TeamShow sender controls the flow of the presentation (the changing of pages).

Before starting, you will need to agree with the sender on how to connect the two computers.

If you are not in voice contact with the sender, use the telephone to contact that person now.

Note All TeamShow participants must be running one of the following:

- Freelance Graphics Release 9
- Freelance Graphics 97 for Windows
- Freelance Graphics for OS/2 Warp 4
- Freelance Graphics 96 for OS/2
- Freelance Graphics 97 or better Mobile TeamShow for Windows
- Freelance Graphics for OS/2 Warp 4 Mobile TeamShow
- Freelance Graphics 96 Mobile TeamShow for OS/2

For more information on TeamShow requirements, see TeamShow requirements.

Note You can exit TeamShow by pressing ESC.

{button ,AL(`H_SENDING_A_PRESENTATION_OVER',0)} See related topics

Overview: Sending a presentation

As the TeamShow sender, you select the presentation file and control the flow of the show (the changing of pages).

All Team show participants must be running one of the following:

- Freelance Graphics Release 9
- Freelance Graphics 97 for Windows
- Freelance Graphics for OS/2 Warp 4
- Freelance Graphics 96 for OS/2
- Freelance Graphics 97 or better Mobile TeamShow for Windows
- Freelance Graphics for OS/2 Warp 4 Mobile TeamShow
- Freelance Graphics 96 Mobile TeamShow for OS/2

For more information on TeamShow requirements, see TeamShow Requirements.

Selecting a file

If you start TeamShow from within Freelance Graphics, the current presentation file is the only file that you can share with the receiver.

If you start Mobile TeamShow, you will need to specify the presentation file.

Note If each recipient already has a copy of the presentation, or you plan to access the presentation from a shared resource, uncheck the checkbox at the bottom of the panel.

For information about Mobile TeamShow, see Overview: The Mobile TeamShow Player.

Connecting with the receiver

Regardless of how you start TeamShow, you will need to identify the computer to receive the presentation. You will also need to agree with the receiver on how to connect the two computers.

If you are not in voice contact with the receiver of the presentation, use the telephone to contact that person now.

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{button ,AL(`H_RECEIVING_A_PRESENTATION_OVER;H_TROUBLESHOOTING_OVERVIEW',0)} See related topics

Overview: Sending or receiving a presentation

Sender
If you are presenting a screen show to someone else, you are the TeamShow sender. Speaker notes, if there are any, display only on your computer. As the sender, you control the flow of the presentation on both computers.

Receiver
If you are viewing a screen show presented by someone else, you are a TeamShow receiver.

Note If all computers are at the same location (and cabled or networked together), be sure to designate the computer on which you want to view speaker notes and control the presentation flow as the sender, and the computers on which the viewers will watch your presentation as the receivers.

{button ,AL(`H_RECEIVING_A_PRESENTATION_OVER;H_SENDING_A_PRESENTATION_OVER;H_TROUBLESH
   OOTING_OVERVIEW',0)} See related topics

Overview: Sharing a presentation file
You can share a copy of the presentation file, send a copy of the file to the receivers, or indicate that all users already have separate copies and will use those.

Sending a version of the file to the receivers
If you are using a slow connection, such as a modem, this is the best option in terms of performance. Sending a copy of the presentation to each participant is the most reliable method for sharing a presentation file.

Indicating that all users already have copies
This option is useful in a case where the connection was interrupted, but you know that your receivers already have copies of the file, and you do not want to resend it. You must exercise caution, however, and be certain that each receiver has the same version of the file you have, and not an earlier one.

Sharing from a network server
To share a presentation file from a network server make sure that the file is stored on a server to which the receivers have access.

Sharing from a shared area of your computer
To share a presentation file from a shared area of the sender's computer:

- Windows 95 and Windows NT: The receivers must have access to the shared folder in which the file resides.
- Windows 95 only: The sender must have the file sharing service installed and turned on.

Sharing an external storage document
Freelance allows you to open presentations stored in Notes databases, ODMA Document Management Systems, FTP servers, or Web pages over the Internet. You can share these externally stored documents with receivers that are running Freelance (not the Mobile Screen Show Player) and have access to the document.

Access control
Windows 95 lets you choose either user-level or share-level access. Windows NT only has user-level access. See your operating system documentation for more detailed information.

User-level access
For user-level access, the receiver's name must appear in the list of users having access to the shared folder.

Share-level access
For share-level access, we recommend that you choose a folder that has no password for read-only access, or that you delete the password for read-only access before you finish the TeamShow setup procedures.

{button ,AL(`H_CHOOSING_A_FILE_STEPS;H_CHOOSING_A_SHARED_NAME_OVER',0)} See related topics

Overview: TCP/IP, IP addresses, and host names
TCP/IP provides communication across interconnected networks that use diverse hardware architectures and operating systems.

About Names and IP address
To complete a connection between participating computers, TeamShow must obtain the correct IP address of each computer. Computers use these IP addresses to identify each other. Users usually find it easier to work with computer names, and TCP/IP automatically attempts to resolve computer names to IP addresses. However, in many cases the name resolution will not successfully identify the IP address. If a connection cannot be made in TeamShow because the host name could not be found, you must enter the IP address. For more information, see Troubleshooting TeamShow.

TeamShow and the Internet
Computers that are not on the same physical LAN can run TeamShow by communicating over the Internet, provided that:

- None of the computers are behind a firewall (security measures that prevent access to the computer).
- There are one or more "gateways" that can connect the two machines.

If you are not sure if there is a Firewall at your company, or a gateway that can connect you to the remote computer(s), please consult your network administrator. For more information, see Troubleshooting TeamShow.

Note If you use an Internet access provider such as Compuserve or the Microsoft Network, you do not have a Firewall between you and the Internet.

Connecting two computers directly
It is sometimes useful to connect two computers directly. For example, you could connect your laptop to a computer connected to a projection screen. This would enable you to view speaker notes on your laptop while your audience views the presentation on the projection screen.

There are various methods available for connecting the two computers, including:

- Connecting the two computers with Ethernet but not on a LAN
- Having one computer dial up another directly
- Connecting the two computers with a parallel or serial cable

When you connect the two computers directly you must make sure that:

- An IP address is bound to the adapter you're using (network interface card or dial-up networking)
- The IP addresses are on the same subnet (For more information, see Troubleshooting TeamShow)

If you don't understand these requirements you should get help from your network administrator before attempting to connect the computers.

Overview: TeamShow alternatives

Using TeamShow is the best way to present a finished screen show to an audience on remote computers. As the presenter, you control the sequence and timing of the presentation pages. Your viewers can focus on your presentation without being distracted by the mechanics of moving from page to page.

But if you need to present to someone whose computer does not have Freelance Graphics or the TeamShow application installed, you can create one of the alternative standalone presentations described below. Once your viewers have access to one of these, you can provide instructions on the use of the appropriate viewing tool over the telephone, as you step the viewers through your presentation.

Mobile Screen Show Player

The Mobile Screen Show Player is a separate application that runs external to Freelance Graphics. You can mail a finished Freelance Graphics presentation file, together with the Mobile Screen Show Player, to anyone running a 32-bit Windows operating computer. For more information about using the Mobile Screen Show Player, open that application and choose Help - Help Topics.

For information about the Mobile TeamShow Player, see Overview: The Mobile TeamShow Player.

World Wide Web Presentations

Presenting the screen show on the Web is best if your viewer's computer (for example, a Macintosh or UNIX computer) cannot run Freelance Graphics or the Mobile Screen Show Player. If your intended viewers have a World Wide Web browser (for example, Mosaic or Netscape), you can have Freelance Graphics "publish" your completed presentation as a set of Web pages. You can then store the pages on a Web server, or mail them directly to each user as file attachments.

{button ,AL(`H_USING_TEAMSHOW_OVER',0)} See related topics

TeamShow requirements

To participate in a TeamShow presentation all participants must have:

- Compatible versions of Freelance Graphics
- An active network connection
- TCP/IP

All participants should be in voice contact for both setting up and running the TeamShow presentation.

Compatible versions of Freelance

All TeamShow participants must be running one of the following versions of Freelance Graphics:

- Freelance Graphics Release 9
- Freelance Graphics 97 for Windows
- Freelance Graphics for OS/2 Warp 4
- Freelance Graphics 96 for OS/2
- Freelance Graphics 97 or better Mobile TeamShow for Windows
- Freelance Graphics for OS/2 Warp 4 Mobile TeamShow
- Freelance Graphics 96 Mobile TeamShow for OS/2

   Note You can download a copy of the Freelance Mobile Screen Show Player from the Lotus web site at http://www.lotus.com. The installation process for the Mobile Screen Show Player creates an icon to run Mobile TeamShow.

Network requirements

TeamShow is a network-based feature, and uses standard third-party network protocols to communicate between the various participants. TeamShow requires:

- An active network connection between participating systems.
- All TeamShow participants must be running TCP/IP as at least one of their network protocols.

Network connection

An active network connection can be accomplished by having:

- Each system on the same physical LAN, with the TCP/IP protocol bound to each system's network interface card (NIC).
- Each system on LANs that are interconnected by a proprietary WAN. With this type of connection you should consult your network administrator to determine how to use TCP/IP to communicate between the different LANs over your WAN (with TCP/IP bound to each system's NIC).
- Each system on LANs that are interconnected via the Internet (with TCP/IP bound to each system's NIC). With this type of connection you could experience problems if there is a firewall between participating systems. For more information, see Troubleshooting TeamShow.
- One or more systems connected by modem and telephone lines directly to a LAN reachable by the other systems, through utilities such as Microsoft's Dial Up Networking Win95 or Microsoft's Remote Access Services for Windows NT, on the client side, and Microsoft's Remote Access Services, Novell NetWare Connect server, or the Shiva LanRover or NetModem/E families of remote access servers, on the server side (with TCP/IP bound to each system's dial up adapters). If you aren't sure this is the type of connection you have, you should consult your network administrator.
- One or more systems connected by modem and telephone lines to the Internet through an Internet access provider such as Compuserve or the Microsoft Network (with TCP/IP bound to their dial up adapters).
- The computers directly connected through a modem, serial, or parallel cable, using third-party software such as Dial Up Networking or LapLink. With this type of connection you must be sure that each computer has a valid IP address associated with its dial up adapter, and that these IP addresses are compatible with one another for communication. If you use this type of connection you should contact your network administrator. For more information, see Overview: TCP/IP, IP addresses, and host names.

TCP/IP

To verify that you have TCP/IP installed, open the Network Control Panel at Start Menu -Settings - Control Panel, and check to see if TCP/IP is listed as one of the network components installed. If TCP/IP is not installed, you should ask your network administrator or Internet access provider how to install TCP/IP. For more information, see Overview: TCP/IP, IP addresses, and host names.

{button ,AL(`H_USING_TEAMSHOW_OVER;H_TEAMSHOW_ALTERNATIVES_OVER;H_TROUBLESHOOTING_TEAMSHOW_OVER;H_SETUP_TEAMSHOW_OVERVIEW;',0)} See related topics

Overview: Troubleshooting TeamShow

Testing for a gateway

An IP address is a globally unique identifier for a computer. If you are given the IP address of a host computer, your computer could theoretically reach that host from anywhere in the world. However, to reach the host computer, your computer needs a route to the IP address. Depending on the IP addresses of the two computers, a gateway might be required to define the route to the IP address of the host computer.

An IP address is divided into four subparts called "octets". The range of the first three numbers of the IP address (or first octet) specify the IP address class. There is a subnet mask for each class. In the following table the parts of the IP address, where the subnet mask is 255, describe a subnet. The parts of the subnet mask that are zeros, are the individual workstations in that subnet. For example, if the IP address is 198.184.36.212 then the subnet is 198.184.36 and the individual workstation is 212.

Address class	Range of first octet	Subnet mask
Class A	1 - 126	255.0.0.0
Class B	128 - 191	255.255.0.0
Class C	192 - 223	255.255.255.0

If both IP addresses are on the same subnet, then there is no problem. If they are not, there must be a gateway capable of getting from one subnet to the other. If both subnets are part of your company's LAN, there are probably gateways in place. If the computer you are trying to contact is outside the LAN, your company might have a firewall in place to prevent you from communicating to points outside the LAN. If you cabling two systems together, you will not have a gateway.

There are different utilities you can run (for example, WINIPCFG for Windows 95 or IPCONFIG for Windows NT) to identify your IP address. To find out if you have a gateway, run the utilitity on both computers and note both the IP address and the subnet mask. For each of the four octets in the subnet mask with a "255", both IP addresses must match. For each octet in the subnet mask with a "0", the IP addresses must differ. If the IP addresses do not match where the subnet mask is "255", then there must be a gateway that knows how to route data from one machine to the other.

Testing name resolution

To check the host name and host IP address to verify the connection with a remote TCP/IP computer, you can use a Microsoft diagnostic utility called "ping". To determine whether you configured the IP address properly, use ping with the IP address of your computer, your default gateway, and a remote host. Refer to Microsoft's documentation for more information about using the Microsoft diagnostic utilities.

Open an MS-DOS prompt, and at the command line, type in PING MACHINE-NAME, using the same name you tried in TeamShow. If ping gives the error "Bad IP address", then your system is unable to resolve that name to an address. If both computers are at the same company, you can try the name without the host.domain suffix. For example, if the receiver's machine is called "myhost.lotus.com", you can type PING MYHOST. If ping successfully receives packets from the other machine, then try that name in TeamShow .

Connection failures

There are three situations in which the connection can fail:

- The sender cannot resolve the name of one or more of the receivers to its IP address.
- The sender cannot reach one or more of the receivers, even if it knows the IP address.
- The computers involved do not have a network connection between them.

The sender cannot connect to the receiver by name

The preferred way of identifying the remote computer(s) is by host name. Host names look something like "myhost.lotus.com" and IP addresses appear as a sequence of four integers separated by dots.

To use the name you enter, TeamShow must resolve the name to an IP address. If it cannot resolve the name, you must use the IP address. If the TeamShow sender fails to connect to one or more of the receivers, first try to determine whether the problem is in name resolution.

The sender knows the address but still cannot connect

If ping determines the address of the receiver's machine by name but displays the message "Request Timed Out" one of the following problems exists:

- The receiver's system is not running TeamShow or has not selected Finish.
- There is not an active network running between the two systems (for example, the direct cable connection or dial-

up networking did not connect properly).

If ping gives the error "Destination Host Unreachable,"   one of the following problems exists:

- You or the receiver, or both, are behind a firewall. Any computer at a site protected by a firewall must bypass the firewall by logging on to an Internet access provider or dialing up directly to the LAN of the other user.

- The gateway between the computers is down or the route to the destination address cannot be found because the computers are on different subnets. In this case, you should get help from your network administrator.

- There is no gateway because you are using dial-up networking or direct cable connection to directly connect two computers. You must alter the IP address of one of the machines to match subnet mask 255 to the IP address, or, find another method of connecting the machines. Please ask your network administrator or Internet access provider for help.

There is no network between the machines

You should get help from your Internet access provider or network administrator with any of the following situations:

- One or more of the computers does not have a network adapter card.

- One or more of the computers is connected to the Internet at a site protected by a firewall.

- One or more of the computers is attempting to log in to a LAN or the Internet using an Internet access provider, Windows NT remote access server, or other third-party product, but the connection is not properly configured.

Port number

TeamShow uses the hard-coded port number 21300. If you have problems connecting, there might be a conflict with an existing service. If TeamShow fails to work due to a port conflict, you should remove or temporarily disable the service using that port. If you do not know how to do this, consult your network administrator or refer to your operating system documentation.

{button ,AL(`H_USING_TEAMSHOW_OVER;H_TEAMSHOW_REQUIREMENTS_OVER;H_TEAMSHOW_ALTERNA
    TIVES_OVER;H_SETUP_TEAMSHOW_OVERVIEW;',0)} See related topics

Overview: Using TeamShow

Use TeamShow to present or view screen shows on connected computers. While a presenter on one computer runs a show, TeamShow coordinates the display of pages on the presenter's and viewer's computers. Speaker notes, when used, display only on the presenter's computer. For information on setting up systems to run TeamShow, see TeamShow requirements.

Before you start

If you are the presenter, make sure that your presentation was saved with "Prepare for Mobile Screen Show Player" selected in the Save As dialog box. This ensures that all of the items in your presentation (charts, images, sounds, and so on) are contained within your file. If this option is no selected, your presentation file may contain only pointers to items in other files, and those files may not be available to your viewers.

Note If you are running a DMS, it automatically saves a presentation so it can be run by the Mobile Screen Show Player. See Overview: Using DMS dialog boxes.

Starting TeamShow

You can start TeamShow from within Freelance Graphics, or you can run TeamShow as a separate application.

To start TeamShow from within Freelance Graphics, choose File - TeamShow - Send (to present a show), or File - TeamShow - Receive (to view a show).

To start TeamShow as a separate application, click the TeamShow icon (which is installed in your Freelance Graphics folder).

The first panel will ask if you are the sender (presenter) or receiver (viewer).

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{button ,AL(`H_SHARING_A_PRESENTATION_FILE_OVER;H_CONNECTING_TO_ANOTHER_COMPUTER_OVE R;H_TEAMSHOW_ALTERNATIVES_OVER;H_TROUBLESHOOTING_TEAMSHOW_OVERVIEW;H_TEAMSHO W_REQUIREMENTS_OVER',0)} See related topics

Overview: Design tips

You do not need to have expertise in graphic design in order to produce professional-looking presentations. Freelance Graphics includes easy-to-use SmartMaster content topics, a variety of page layouts, ready-made diagrams, and clip art.

One key to executing good design is being able to see your presentation as your audience will see it. Two Freelance Graphics features help you gain this objectivity while you are working on a presentation:

• Use File - Print Preview to see what printed output will look like. See <u>Previewing a presentation</u>.

• Use the Color/B&W toggle to get an idea of how your presentation will look as a black-and-white printout. See <u>Switching a presentation between color and black and white</u>.

Click the Related topics button below to learn about more specific design tips.

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{button ,AL(`H_PTIPS_OVER;H_DTIPS_BULL_LIST_OVER;H_DTIPS_CHOOSE_LOOK_OVER;H_DTIPS_CLIP_O
VER;H_DTIPS_COLOR_OVER;H_DTIPS_COLOR_PSY_WEST_OVER;H_DTIPS_DIAGRAMS_OVER;H_DTIPS
_DRAWINGS_OVER;H_DTIPS_GROUP_LIST_OVER;H_DTIPS_IMPORTED_OVER;H_DTIPS_ORG_OVER;H_
DTIPS_TABLE_OVER;H_DTIPS_TEXT_OVER',0)} <u>See related topics</u>

Designing bulleted lists

Bulleted lists present information in a compact, easy-to-read format.

- Aim for three to five bulleted items in a column; avoid more than seven.
- Begin and end each bulleted item on the same page.
- Use phrases rather than sentences in bulleted items.
- Use no more than seven words in each bulleted item in a single-column list. Use only four to six words per item in a two-column list.
- Use parallel syntax in your phrases. For example, begin each item with a verb, or use a list of nouns.
- Add clip art to a page with a bulleted list to illustrate your topic or add levity. If you use clip art as a bullet, avoid using an image that overpowers or detracts from your message.
- Avoid creating a bulleted list that spans multiple pages.

{button ,AL(`H_PTIPS_WRITE_OVER;H_DTIPS_TEXT_OVER;H_BULL_CREATE_STEPS;H_BULL_SYMBOL_STEPS;H_SYMB_ADD_ONE_PAGE_STEPS',0)} See related topics

Choosing the best SmartMaster look for the situation

Freelance Graphics provides many SmartMaster looks for presentation backgrounds. Each look is designed to provide good contrast between the text and the background colors. You might consider the following things when choosing a look.

- The look you choose can set the tone for your presentation--formal, serious, informal, or humorous.
- The background may contain busy or simple designs.
- You can add clip art to any page to add flair or make a point.
- For a multimedia screen show, choose a multimedia look, or add movies and sound to your presentation.
- Choose a look that is suited to your delivery medium. For example, if you will deliver your presentation as slides or on a computer or video monitor as a screen show, choose a look with white or light text on a dark background.

{button ,AL(`H_PTIPS_CHOOSE_MEDIUM_OVER;H_SM_OVER;H_SSRUN_SS_OVER;H_SSMM_MOVIES_OVER ;;H_PRINT_MEETING_STEPS;H_SLIDES_CREATE_STEPS',0)} See related topics

Using clip art

Clip art can clarify your message and add humor to your presentation.

- Try to include at least one image every few pages.
- If a piece of clip art is not the right orientation, rotate or flip it.
- Use clip art that complements your message. You can size objects to avoid large images that overpower your message.
- Use clip art images to replace text in diagrams.
- For convenience, add your company logo to the clip art library.

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{button ,AL(`H_OBJ_FLIP_STEPS;H_OBJ_GROUP_UNGROUP_STEPS;H_OBJ_ROTATE_STEPS;H_SYMB_ADD_ ONE_PAGE_STEPS;H_SYMB_OVERVIEW_OVER;',0)} See related topics

Adding color wisely

Judicious use of color adds polish and flair to a presentation.

- Use a distinct or bright color to focus attention.
- Downplay an element by coloring it gray or blue-gray.
- Use no more than three main colors on a contrasting background.
- Avoid colors that clash or colors that tend to blend.
- Avoid using color to differentiate objects if your audience is likely to print your presentation on a black-and-white printer; use shapes or patterns instead.
- Do not use red and green together; some people have red/green color blindness.
- When picking colors, use the sixteen suggested colors in the top two rows in the color library.
- If you depart from the SmartMaster look color scheme, use either light text on a dark background, or dark, solid-color text on a white or light background.

{button ,AL(`H_CLIB_OVER;H_COLOR_OVER;H_CPAL_OVER;;H_COLOR_CHANGE_STEPS',0)} See related topics

Understanding color psychology (United States)

There are some common color associations that might help you plan the colors you use in your presentations.

- Red represents intensity. A red background can indicate passion or competition.
- Blue is calm and serene. In the background, it indicates trust, order, and balance.
- Green stimulates discussion. In the background, it signals openness or intelligence.
- Black often indicates financial gain. In the background, black suggests a direct approach.
- Yellow is cheerful, stimulating, or futuristic.
- Purple is mystical or magical, often suggesting fantasy.
- Brown represents security.
- Gray is a neutral color.

{button ,AL(`H_COLOR_OVER;H_COLOR_CHANGE_STEPS',0)} See related topics

Creating effective diagrams

Diagrams are often composed of different text shapes and connectors. You can use diagrams to illustrate processes and structures.

- Before you create a diagram, look at diagrams in the diagram library. You may find images and ready-made diagrams you can use right away.

- You can use the drawing tools to create shapes with or without text and to design custom diagrams.

- Keep diagrams simple and uncluttered.
  - Use a common shape, color, or background to associate related elements.
  - Use arrows or lines to indicate flow. Number them to indicate sequence.
  - Make the most important element large or colorful, but do not make it stand out too much.
  - Size your diagrams in relation to the other elements on the page.
- Clearly label important elements that may not be understood.
- Try to arrange the left and right or top and bottom parts of a diagram so the information looks balanced on the page.

{button ,AL(`H_DIAG_OVER;H_PTIPS_THINK_VIS_OVER;H_DIAG_CUSTOM_STEPS;H_DIAG_ADD_TEXT_STEP S;H_DIAG_CANNED_STEPS;H_DIAG_CUSTOM_STEPS;',0)} See related topics

Using drawings for impact

Use drawings to enhance and clarify your message.

- Before you create a drawing, take a look at the clip art library to find ready-made images and drawings you can use right away.

- You can use the drawing tools to create your own drawings.
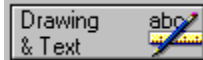
- Keep drawings simple and uncluttered.
  - Use a common shape, color, or background to associate related elements.
  - Use arrows or lines to indicate flow. Number them to indicate sequence.
  - Make the most important element large or colorful, but do not make it stand out too much.
  - Size your drawings in relation to the other elements on the page.
  - Use points mode to make fine adjustments to a drawing. When you complete a drawing, you can group the elements back together as one object.
- Try to arrange the left and right or top and bottom parts of a drawing so it looks balanced on the page.

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{button ,AL(`H_DRAW_OVER;H_PTIPS_THINK_VIS_OVER;H_OBJ_EDIT_PTS_STEPS;H_OBJ_GROUP_UNGRO UP_STEPS;H_SYMB_ADD_ONE_PAGE_STEPS;',0)} See related topics

Design tips for clip art, diagrams, and drawings

The selected object may be one of three types: a piece of clip art, a diagram, or a drawing.

For design tips on a particular grouped object, choose one of the following:

Using clip art
Creating effective diagrams
Using drawings for impact

Using imported images to make a point

You can import images created in other applications, such as photographs, scanned images, bitmaps, or drawings.

- Add your company logo to the clip art library.
- Crop images down to the most important elements, eliminating unnecessary details.
- When using an image of a person next to text, face the subject of the image toward the text.

{button ,AL(`H_IMPORT_IMPORTING_FILES_STEPS;H_OBJ_CROP_BITMAP_STEPS;H_SYMB_ADD_SYMB_LIB
RARY_STEPS;H_SYMB_IMPORT_STEPS',0)} See related topics

Fine-tuning organization charts

Organization charts are useful for showing the structure of an organization or team.

Keep the organization chart simple and uncluttered
- If the organization chart will appear in a screen show, limit it to three or four levels.
- If the organization chart will appear in a printed handout, limit it to six levels.
- Consider breaking a complex chart up into several smaller ones.

Experiment with layouts and formats
- Boxes with shadows suggest authority; rounded rectangles or ovals suggest less authoritative roles; and names without shapes around them suggest the least authoritative structure.
- You can also use different styles for the lowest level of the chart.
  - Use a row of boxes or a boxed list to place importance on individuals at the lowest level.
  - Use a plain or ladder list to suggest more casual roles or to fit more information on the organization chart.
- Use a border around the organization chart if there are other objects on the page.
- To emphasize a hierarchy, make the connecting lines thicker or more colorful.

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{button ,AL(`;H_ORGCHRT_CREATE_STEPS;H_ORGCHRT_OVER;H_ORGCHRT_SETTINGS_STEPS;H_ORGCHRT_STYLES_STEPS',0)} See related topics

Enhancing tables

Tables are useful for illustrating comparisons.

Table style and format
- If a table has more than two columns and four rows, display lines in the table.
- If there are other objects on the page, use a style with a line around the outside edge of the table.
- You can also change the color and format of text and lines in a table.
- If the table will appear only in a printed handout, limit it to six columns and twenty rows.
- If the table will appear only in a screen show, limit it to three columns and eight rows.

Text in tables
- Use simple phrases rather than sentences for table entries.
- Use parallel syntax: begin each entry with a verb, or use a list of nouns.

{button ,AL(`;H_TABLE_CHANGE_SETTINGS_STEPS;H_TABLE_GALLERY_STEPS;H_TABLE_OVER;',0)} <u>See related topics</u>

Presenting great-looking text

If you depart from the default settings in the SmartMaster look, keep the following guidelines in mind.

- Use a font size large enough for your audience to read. Choose a size that will display three to five lines of text per page.
- Use bold, italic, or underline *sparingly* for emphasis.
- Avoid more than a few words in ALL CAPS.
- Use a drop shadow for dramatic effect. See <u>Adding a drop shadow to text</u>.
- Avoid ornate or novelty typefaces.
- Balance your use of text with clip art. See <u>Adding clip art to one page</u>.
- Avoid entering text in the margins or too close to the edge of the page.

{button ,AL(`H_PTIPS_WRITE_OVER;H_DTIPS_BULL_LIST_OVER;H_SYMB_ADD_ONE_PAGE_STEPS;H_TXPROP_ADD_SHADOW_STEPS;H_TXPROP_OVER',0)} <u>See related topics</u>

Design tips for text or bulleted lists

The words on your presentation page can be plain text or a bulleted list. To see design tips pertaining to one or the other, choose one of the following:

Presenting great-looking text
Designing bulleted lists

Overview: Presentation tips

Use these presentation tips as general guidelines for creating and giving presentations.

Defining what you want to say and how to say it
See Defining your message.

Structuring and writing your presentation
See Structuring a presentation and How to write for a presentation.

Enhancing your presentation with graphics
See Thinking visually.

Speaking in front of an audience
See Speaking in front of an audience.

Use these presentation tips, in combination with the design tips, to assist you in planning, writing, and giving presentations.

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{button ,AL(`H_GETSTART_OVER;H_DTIPS_OVER;H_PTIPS_ANSWER_OVER;H_PTIPS_BODY_OVER;H_PTIPS _CHOOSE_MEDIUM_OVER;H_PTIPS_DOING_FIRST_CUSTOM_OVER;H_PTIPS_DOING_FIRST_SMARTMA STER_OVER;H_PTIPS_MESSAGE_OVER;H_PTIPS_REHEARSE_OVER;H_PTIPS_SPEAKING_OVER;H_PTIP S_STRUCTURE_OVER;H_PTIPS_THINK_VIS_OVER;H_PTIPS_WRITE_OVER',0)} See related topics

Answering audience questions

A question-and-answer session after your presentation reinforces your message and proves your competence.

- Listen intently to the question, looking directly at the questioner. Try to fully understand the question before you begin to formulate an answer.
- Gain a few moments of thinking time before responding to a question. This allows you to come up with an appropriate answer. There are several tactics you can use to gain time:
  - Repetition--Repeat or restate the question.
  - Lead-in--Use a lead-in such as "I'm glad you asked that."
  - Acknowledge emotion--If the questioner's tone is hostile, respond to the emotion. For example, tell the questioner that you are sorry that he or she had a negative experience.
- Give the best and shortest answer you can.
- Never guess at an answer. If you are not sure of the facts, say that you do not know the answer and will obtain it for the questioner.
- Restate or reinforce your message at the end of each answer.
- Move on to the next question as soon as you finish an answer. This gives authority to the answer you just gave.

Being aware of body language

The audience reads your body language as much as they read your slides or listen to your words.

- Stand whenever possible. Standing gives you an air of authority, makes your voice project better, and makes it easier for you to gesture.

- Smile when you first get up to speak, and again whenever appropriate. A smile goes a long way toward making you and your audience comfortable.

- Maintain eye contact: talk one-to-one. Look directly at one person at a time. Stay with each person for a sentence or two (five to seven seconds) and then move on to someone in another part of the room.

- Keep your feet squarely planted on the floor about a shoulder's width apart. Avoid shifting your weight or rocking back and forth. (If you must rock, put one foot in front of the other; rocking forward and back is less noticeable than rocking side to side.)

- Avoid fidgeting with your hands. Do not play with pencils, papers, eyeglasses, hair, or clothing. (If fidgety hands are a big problem for you, keep your arms at your sides.)

- Do not simply read aloud from your slides. Each time you advance to a new page, pause and refresh your memory by reading the page text to yourself; then, turn back to the audience and discuss each point in turn.

  Note Pausing before you speak also gives your audience a moment to read the text; if you begin to speak too soon, they will still be reading instead of listening.

Choosing a delivery medium

Freelance Graphics offers many ways to deliver presentations.

Tips for informal training and collaborative meetings

• For groups of two to 15, use printed handouts with one page per sheet.

• Enter your narrative or background information in speaker notes and print the presentation with the notes alongside or below your graphics.

Tip Be aware that people will at first pay more attention to the handout than to what you are saying. Give people time to read through the handout before you begin speaking.

Tips for formal presentations to groups of 15 to 100

• For groups of 15 to 100, overheads are a good choice. Because you can use them with the house lights on, overheads allow the audience to take notes and to see the speaker--which makes for a more interactive situation.

• For groups of more than 50, use 35mm slides in a darkened room to display the sharpest and brightest still images. Slides are compact and portable, as well as easy to use and duplicate.

• For dynamic special effects in formal presentations, show your presentation as a screen show. To make a screen show more visible to large audiences, use a video monitor or large screen projection equipment.

• If you do a formal presentation using overheads, slides, or a screen show, you may also want to hand out paper copies of the presentation. Then your audience can follow along, take notes, or save the copies for reference.

Note The drawback to paper copies is that your audience may be tempted to read the handouts rather than listen to you. To prevent this, you could hand out the printed materials at the end of your presentation.

Tips for situations where you cannot be there in person

• When you cannot be there, use the TeamShow feature in Freelance Graphics.

• When you want detailed feedback, use the TeamReview feature in Freelance Graphics.

• When you simply want to make a presentation to others, mail the screen show file or post it in a Notes presentation library.

• For networked colleagues who do not have Freelance Graphics, send a screen show using the Mobile Screen Show Player.

• When you want to make the presentation available on the World Wide Web, save it so that it can be posted as a Web presentation.

{button ,AL(`H_PRINT_OVER;H_REVCOM_OVER;H_SPNT_OVER;H_SSRUN_SS_OVER;H_WHAT_NEW_TEAM_ MAIL_OVER;H_WHAT_NEW_TEAM_OVER;H_WHAT_NEW_TEAM_SHOW_OVER;H_FILE_SAVE_STEPS',0)}
<u>See related topics</u>

Organizing your work with SmartMaster content topics

Freelance Graphics provides SmartMaster content topics that are templates for creating different types of business presentations. For example, you can prepare a Business Plan, a Project Proposal, or a Competitor Analysis by choosing that content topic.

When you start a new presentation, you can select one or more pages as needed, and choose from content pages or standard page layouts.

- Choose File - New Presentation to select the content topic that suits your goals, audience, and delivery medium.
- Fill in the page layouts as directed and use the Content Advice to help you.
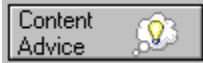
- You can skip pages you do not need or use the same page several times.
- You can change the background look of your presentation at any time if you see a SmartMaster look that better suits your audience or your goals.
- Content pages are suggestions for complete coverage of a topic, but you can also create your own pages by modifying the suggested pages.
- Rearrange pages as needed by clicking the Page Sorter tab and dragging pages to new locations.
- Click the Outliner tab to review the text in page titles and organize your ideas in bulleted lists.
- Use speaker notes to jot down reminders of things you would like to say when you give your presentation.

{button ,AL(`H_PTIPS_CHOOSE_MEDIUM_OVER;H_PTIPS_MESSAGE_OVER;H_SM_CUSTOMIZE_PAGE_LAYO UT_OVER;H_SM_OVER;H_SMDESIGN_OVER;H_SPNT_OVER',0)} See related topics

Defining your message

You will want to define your message even before you begin working on a presentation.

- Clarify your objective, goal, or conclusion. A good way to check that you are clear about your objective is to make sure you can state it in one sentence.

- Decide what type of presentation you are doing: informative, persuasive, or a combination of both. Informative presentations promote understanding, while persuasive presentations influence choices or behaviors.

- Analyze your audience; think about what interests or concerns they may bring to the presentation. Slant the presentation to address their needs.

- Know how much time your presentation should take. If you do not have a specific time allotment, make your own assessment of how much time is appropriate. Be sure to err on the side of brevity. (Keep in mind that when a speaker delivers a presentation in front of an audience, he or she usually takes one to four minutes per page.)

- Research your topic thoroughly. Use facts, examples, and concrete details rather than abstract theories and unsupported arguments.

{button ,AL(`H_SSRUN_REHEARSE_STEPS;H_GETSTART_OVER',0)} See related topics

Rehearsing

Choose Presentation - Rehearse - Start to run through and time your presentation.

- When you rehearse, use the same delivery medium and props you will use during the actual presentation: screen show, paper handouts, slides, or overheads. This will familiarize you with any equipment or other objects you need to handle.

- Although you may feel silly at first, practice your gestures and movements along with your words.

- Use printed speaker notes to remind you of points you want to make. Do not try to memorize your speech or read word-for-word from a manuscript.

- Rehearse aloud. Do not just "think through" your speech.

- Try to rehearse in front of a small audience of coworkers who can give you feedback on your presentation style.

- If possible, have someone videotape you while you rehearse. Viewing the tape will give you excellent feedback on what you are doing right and how you can improve. Repeated taping and viewing of your performance usually leads to quick improvement of presentation skills.

{button ,AL(`H_SSRUN_REHEARSE_STEPS;H_PRINT_SPEAKAID_STEPS',0)} See related topics

Speaking in front of an audience

Feeling nervous about public speaking is natural; it happens to everyone, even those who appear confident. Although you may think the audience can tell when you are nervous, they actually have no way of knowing. Always bear in mind that the audience is on your side; they want you to succeed.

- Pretend you are relaxed and confident even if you are not; concentrate on the audience getting your message, rather than on how you look or feel.
- Enunciate clearly and avoid mumbling. Slow down your normal speech rhythm and make sure you open your mouth wide enough.
- Use your voice to project. This does not mean speaking loudly, but making your voice carry to the person furthest away.
- Use simple language that is easy to understand; avoid jargon.
- If you stumble or need a moment to think, simply pause and quietly take a deep breath; your audience will perceive you as having character and authority.
- Keep a glass of water nearby in case your mouth gets dry (or you need an excuse for a longer pause).
- Never admit nervousness to the audience and never apologize. If you leave something out, just go ahead and mention it when you think of it.

Structuring a presentation

A successful presentation is composed of three parts:

- The introduction--Captures the attention of the audience. At the very least, it states the purpose of the presentation; it can also lay out the potential benefits to the audience, state the qualifications of the speaker, and preview the main points. (10% of the presentation)
- The body--Builds your case. This is where you explain the topics--in the same order they were listed in the introduction. Remember to use seven or fewer main points. (70% of the presentation)
- The conclusion--Restates your purpose, summarizes the main points, restates the benefits, and thanks your audience. (20% of the presentation)

Ways to organize your presentation

Use one of the following tried-and-true methods to organize the body of your presentation.

- Topical--Divides the body of your presentation into subtopics, for example, from simple to complex, from general to specific, or from familiar to unfamiliar. (This is the easiest and most popular method.)
- Cause and effect--Examines the known and suspected causes of a situation.
- Spatial--Arranges topics according to their position in space or geographical location.
- Chronological--Arranges topics by order or date of occurrence.
- Problem-solution--States a problem, explores it, and suggests a solution.
- Pro and con--Lists points for and against competing solutions to a problem; end by summarizing the arguments and pitching your solution (after discrediting the other alternatives).
- Non-controversial to controversial--First, states arguments that your audience accepts without misgivings, and then gradually works up to the more controversial positions.

Thinking visually
Graphics get information across quickly, spark interest, improve comprehension, and aid memory. Think creatively about converting words to graphics.

Clip art or drawings
Use clip art to emphasize or illustrate points, to depict items that cannot be photographed, and to succinctly replace wordy details. See Using clip art.

Data charts
Use data charts to compare numbers, show changes over time, show relationships among data, or to present statistics--even if only two or three numbers are involved. In the Help Contents under "How Do I?," choose "Work with Charts."

Tables
Use tables to break down financial data, to show the relation of a whole to its parts, and for comparisons. See Enhancing tables.

Diagrams
Substitute diagrams for abstract ideas and processes. See Creating effective diagrams.

Organization charts
Use organization charts to demonstrate the makeup of a company, or to illustrate a reorganization of personnel. See Creating an organization chart.

Animated clip art or movies
Use animated clip art or movies to add dramatic multimedia effects. See Overview: Movies and sound.

Maps
Use maps to present information that has a geographical component, such as sales figures by region. The clip art library includes many useful maps. See Adding clip art to one page.

Bitmaps
Import bitmaps of images that have been created in other applications. See Importing objects and files.

Scanned photographs
Use images that have been scanned (in other applications) to show particular people, make something appear very real, or to illustrate objects difficult to draw. See Importing objects and files.

Bulleted lists
Use bulleted lists to summarize lengthy information, list key points, and show parts of a whole. See Designing bulleted lists.

How to write for a presentation

Writing for a presentation requires organization, brevity, and careful use of language.

State your main ideas

- State the main topic for each page in the title. Use emphatic titles such as "Sales Post Record Highs" rather than "Quarterly Sales."

- Limit the key topics to seven or fewer per presentation. (Keep in mind that a formal presentation takes one to four minutes per page--*without* audience questions.)

Use appropriate language

- Use language appropriate to your audience and avoid jargon. Take into account the ages, values, and level of understanding of your audience.

- Use vivid nouns and strong verbs; minimize the number of prepositions, adverbs, and adjectives. For example, say "Multimedia impact" rather than "The advantages we gain from using interesting movies and clever sounds."

- Avoid the passive voice. For example, say "The audience loved the presentation" rather than "The presentation was well-received."

Use bulleted lists

- When writing bulleted lists, express one point in each bulleted item.

- Use phrases rather than sentences in bulleted items and use parallel syntax in your phrases. For example, begin each item with a verb, or use a list of nouns.

- For presentations you deliver in person, be brief in your bulleted items; let your spoken words fill in the details.

- For presentations that you will not deliver in person, the text in your bulleted items needs to stand on its own so it can be more detailed.

- For training or reference presentations, be brief in your bulleted items, and write detailed information in speaker notes you print alongside or below your graphics.

{button ,AL(`H_SPNT_OVER;H_BULL_CREATE_STEPS;H_GETSTART_OVER;H_GT_OVER;H_OUTLINE_OVER;', 0)} See related topics

Overview: Adding text

There are several ways to add text to a page. Choose the method that best suits your needs.

You can:

- Fill in a "Click here..." text block. See <u>Filling in a "Click here..." text block</u>.
- Create your own text block. See <u>Adding a text block</u>.
- Enter text in Outliner view. See <u>Adding text in Outliner view</u>.
- Copy and paste text from another application. See <u>Copying objects from one place to another</u>.
- Import text from another application. See <u>Importing objects and files</u>.

Adding a text block

You can create your own text block to add a label, a callout, or some other annotation to a page.

1. Choose Create - Text.

   abc

2. Position the mouse pointer where you want one corner of the text block, and drag a rectangle that delineates the text block.

3. Begin typing.

4. (Optional) To start a new line, press ENTER.

5. When you are finished, click OK.

Note This procedure creates a wrapping text block. To create a non-wrapping text block, in step 2 click instead of dragging. Then continue with step 3.

{button ,AL(`H_TEXT_ADD_TEXTBLOCK_DETAILS',1)} <u>See details</u>

Details: Adding a text block

Placing a text block
If there is other text already on the page, be careful when dragging a rectangle for the new text. If you start the rectangle on top of an existing text block, you will be selecting and editing the existing text instead of creating a new text block.

It may be easier to drag the rectangle somewhere else on the page and move it to the proper location after you have typed the text.

Switching between wrapping and non-wrapping text
To select or deselect "Word wrap," click the Alignment tab in the InfoBox.
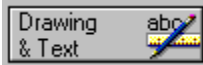
Resizing a non-wrapping text block
If you resize a non-wrapping text block, it automatically becomes a wrapping text block.

{button ,AL(`H_TEXT_ADD_TEXTBLOCK_STEPS',1)} Go to procedure

{button ,AL(`H_BULL_CREATE_TEXT_BLOCK_STEPS;H_TXPROP_NS_APPLY_STEPS;H_OUTLINE_IMPORT_T
EXT_OVER;H_OUTLINE_IMPORT_AMI_STEPS;H_OUTLINE_IMPORT_ASCII_STEPS;H_OBJ_SIZE_STEPS',0)
} See related topics

Overview: Text blocks and text levels

Each page layout provides "Click here..." text blocks. Each "Click here..." text block displays a prompt to tell you what kind of text to type. For example:

- Click here to type presentation title
- Click here to type project status
- Click here to list meeting goals

When you click a "Click here..." text block and type text, Freelance Graphics automatically places and formats the text you add.

The position of the text is determined by the placement of the text block on the page layout. The text properties are determined by the named style assigned to the text block. This lets you "fill in the blanks" of your presentation pages, without worrying about their format.

The format and position of these text blocks on the presentation page are based on the SmartMaster look you are using. If you choose a different look, the format and position of the text you type in "Click here..." text blocks changes to match the new look.

Note If you begin typing without having selected a text block, Freelance Graphics will automatically place your text in the highest priority text block on the page. For example, a "Click here..." text block that says "Click here to type page title" has a higher priority than one that says "Click here to type bulleted list."

Text levels

Each text block has five levels of text. Each level has text properties such as indentation, typeface, color, and size. This is an example of a text block that uses all five text levels:
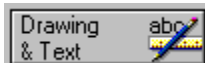
To indent a level of text, press TAB. To outdent a level of text, press SHIFT+TAB.

Tip You can move from text block to text block in a presentation by pressing from the last line of text or ↓ from the first line of text.

{button ,AL(`H_PAGE_OVER;H_SM_ABOUT;H_TEXT_FILL_CLICKHERE_STEPS;H_TXPROP_OVER;H_TEXT_ADD_TEXTBLOCK_STEPS',0)} <u>See related topics</u>

Details: Filling in a "Click here..." text block

Clicking once in a "Click here..." text block that is not yet filled in lets you start typing text. If there is text in a text block, single-clicking selects the text block; double-clicking lets you start typing or editing text.

If you do not fill in a "Click here..." text block on a presentation page, Freelance Graphics does not print the "Click here..." text or display it in a screen show.

If you begin typing without being in a text block, Freelance Graphics automatically puts your text in the text block with the highest priority on the page.

{button ,AL(`H_TEXT_FILL_CLICKHERE_STEPS',1)} Go to procedure

{button ,AL(`H_OUTLINE_IMPORT_TEXT_OVER;H_OUTLINE_IMPORT_AMI_STEPS;H_OUTLINE_IMPORT_ASCII_STEPS;H_OUTLINE_IMPORT_OTHER_STEPS;H_TEXT_BLOCKS_AND_LEVELS_OVER',0)} See related topics

Filling in a "Click here..." text block

1. Click a "Click here..." text block, such as "Click here to list eligiblity requirements," and begin typing.

2. To start a new bullet in a bulleted list, press ENTER.

3. To indent a level, click between a bullet and its text and press TAB.

4. To outdent a level, click between a bullet and its text and press SHIFT+TAB.

5. When you are finished, click OK.

Tip To force a line break in a text block, press CTRL+ENTER.

{button ,AL(`H_TEXT_FILL_CLICKHERE_DETAILS',1)} <u>See details</u>

Deleting a text block

1. Click the text block.
2. Choose Edit - Cut.

Drawing & Text	abc
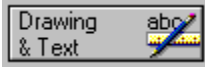
Notes

You cannot delete a text block while you are working in it. Press ESC to stop working in a text block.

To delete a "Click here..." text block, you have to redesign the page layout. See <u>Customizing page layouts</u>.

Adding sub-bullets

1. Double-click the bulleted list text block.
2. Click at the end of the bulleted text under which you want the sub-bullet to appear.
3. Press ENTER.
4. Press TAB to indent, then type the text for the sub-bullet.
5. To add another sub-bullet, press ENTER.
6. To outdent a bullet, click between a bullet and its text and press SHIFT+TAB.
7. When you complete the list, click OK.

{button ,AL(`H_BULL_ADD_SUB_DETAILS',1)} See details
{button ,AL(`;H_BULL_ATTRIB_STEPS',0)} See related topics

Details: Adding sub-bullets

Tips for creating and editing bullets

| To do this:	Use:
Start a new bullet in a bulleted list	ENTER.
Force a line break	CONTROL+ENTER.
Indent a bullet	or TAB.
Outdent a bullet	or SHIFT+TAB.
Change text properties	Text menu commands, SmartIcons, or the InfoBox.
Delete a bullet	BACKSPACE.
Change properties (e.g., bullet type, size, or color) for one text level	The InfoBox. Under Properties for, select the level you want to change.

Automatic continuation
If a bulleted list has so many items that the text extends beyond the printable area of the page, Freelance Graphics offers to create another page. The new page will have the same title as the original page, with "(continued)" appended to the title.
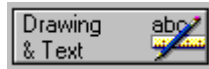

{button ,AL(`H_BULL_ADD_SUB_STEPS',1)} Go to procedure

Changing the bullet type, size, or color

 Show me a demo

1. Click a filled-in bulleted or numbered list text block.

2. Choose Text - Bullets & Numbers or click here .

3.   (Optional) Under Properties for, select "All Text Levels" or a specific text level.

4.   To change the bullet size, under Size, select a size.

5.   To change the bullet type, under Style, select a type.

6.   To change the bullet color, under Color, select a color from the 16 suggested choices at the top of the color library.

7. Move, collapse, or close the InfoBox.

Note If you modify properties for a particular level of text, for example, Level 1 Text, Freelance Graphics changes the bullets only for that level.

Tip You can easily create and reuse a customized bullet style by using a named style.

{button ,AL(`H_TEXT_BLOCKS_AND_LEVELS_OVER;H_TXPROP_NS_CREATE_STEPS',0)} See related topics

Rearranging items in a bulleted list

1. Double-click the bulleted list text block.

2. Place the mouse pointer on the bullet in front of the item you want to move.

3. Press the left mouse button. When the mouse pointer changes to a hand, drag the bullet to its new location in the list.

   The mouse pointer changes to a clenched hand when you start to drag. A horizontal line shows the new location of the bullet as you drag it around.

   When you release the mouse, the clenched hand changes back to an open hand.

4. Repeat steps 2 and 3 to rearrange other items in the list.

5. When you finish rearranging the list, click OK.

Details: Creating a bulleted list

Tips for creating and editing a bulleted list

To do this:	Use:
Start a new bullet in a bulleted list	ENTER.
Force a line break	CONTROL+ENTER.
Indent a bullet	or TAB.
Outdent a bullet	or SHIFT+TAB.
Change text properties	Text menu commands, SmartIcons, or the InfoBox.
Delete a bullet	BACKSPACE.
Change properties (e.g., bullet type, size, or color) for one text level	The InfoBox. Under Properties for, select the level you want to change.

Automatic continuation
If a bulleted list has so many items that the text extends beyond the printable area of the page, Freelance Graphics offers to create another page. The new page will have the same title as the original page, with "(continued)" appended to the title.

{button ,AL(`H_BULL_CREATE_STEPS',1)} <u>Go to procedure</u>

Creating a bulleted list

The best way to create a bulleted list is to use a bulleted list page layout.
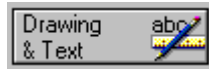
1. Click the New Page button or click here .

2.   If you are using a SmartMaster content topic, select a page with a bulleted list. Otherwise, select the Bulleted List or 2-Column Bullets page layout.

3.   Click OK.

4.   On the new page, click the "Click here..." bulleted list text block.

5.   Type the text for your first bullet.

6.   Press ENTER to move to a new line that starts with a bullet.

   Tip Press TAB to indent a level; press SHIFT+TAB to outdent a level.

7. When you complete the list, click OK.

{button ,AL(`H_BULL_CREATE_DETAILS',1)} See details

{button ,AL(`;H_BULL_ATTRIB_STEPS;H_BULL_CREATE_TEXT_BLOCK_STEPS;H_BULL_MOD_SPACE_STEPS;
   H_BULL_SYMBOL_STEPS;H_NUM_CREATE_STEPS',0)} See related topics

Turning bullets on or off

1. Click a filled-in text block.
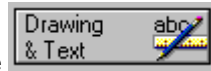
2. Choose Text - Bullets & Numbers or click here .

3.   (Optional) Under Properties for, select "All Text Levels" or a specific text level.
4.   To turn bullets on, under Style, select the style of bullet you want.
5.   To turn bullets off, under Style, select None.
6.   (Optional) Move, collapse, or close the InfoBox.

Note If you choose properties for a particular level of text, for example, Level 1 Text, Freelance Graphics changes only that level of bulleted text.

Tip If you find that you turn bullets on or off frequently, add the Text Bullets icon to your SmartIcon palette to save time. See Adding an icon to a set of SmartIcons if you need help.

{button ,AL(`H_TEXT_BLOCKS_AND_LEVELS_OVER;H_BULL_DELETE_STEPS',0)} See related topics

Deleting bulleted items from a list

1. Double-click the bulleted list text block.

2. Select all the text for the bullet you want to delete.

3. Choose Edit - Cut.

4. Press BACKSPACE to remove the bullet for that item.

5. Click OK.

Note You can delete all but the last bullet in a "Click here..." bulleted list text block. If you delete all the text, the prompt text and its bullet reappear.

{button ,AL(`;H_BULL_CREATE_TEXT_BLOCK_STEPS',0)} See related topics

Modifying the space between the bullet and text

1. Click a filled-in bulleted list text block.
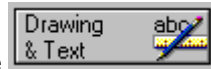
2. Choose Text - Bullets & Numbers or click here .

3.   Under "Space between bullet & text," enter a number.

4.   (Optional) Move, collapse, or close the InfoBox.

Note The space between bullets and text is measured in the units of measurement specified in the Units and Grid dialog box.

{button ,AL(`;H_DRAWPREC_UNITS_MEASURE_STEPS',0)} See related topics

Changing from a bulleted list to a two-column bulleted list

1. Click the Outliner tab.

2. Click where you want the first line of the second column.

3. Choose Text - Make Second Column.

Note If you click the Current Page tab, you can see that the page now has two columns.

{button ,AL(`H_BULL_ONE_TO_TWO_DETAILS',1)} <u>See details</u>

Details: Changing from a bulleted list to a two-column bulleted list

If you switch page layouts when your presentation page already has text and graphics on it, Freelance Graphics places the text and graphics in the appropriate "Click here..." blocks on the new page layout that you choose.

If you have text and graphics and switch to a page layout that has "Click here..." blocks for text only, you may want to change the placement and size of your graphics.

If you switch from a 2-Column Bullets page layout to a Bulleted List page layout, Freelance Graphics places the first column of text in a "Click here..." text block and leaves the second column's bulleted text in a regular text block. You can cut and paste the text to the first column.

{button ,AL(`H_BULL_ONE_TO_TWO_STEPS',1)} Go to procedure

{button ,AL(`;H_OBJ_SIZE_STEPS;H_MOVING_OBJECTS_BY_DRAGGING_STEPS',0)} See related topics

Details: Using clip art for bullets

Once you use a piece of clip art as a bullet, Freelance Graphics adds it as an option under Style in the Bullet panel of the InfoBox so you can easily reuse it.

Bullets that are clip art do not display in Outliner view. Representative bullets appear in their place.

_____

{button ,AL(`H_BULL_SYMBOL_STEPS',1)} <u>Go to procedure</u>

Using clip art for bullets

You can use any clip art included with Freelance Graphics, or any other compatible clip art product, as a bullet.

1. Click a filled-in bulleted list text block.

2. Choose Text - Bullets & Numbers or click here .

3. (Optional) Under Properties for, select "All Text Levels" or a specific text level.
   Tip To use clip art for only one level of text, in the InfoBox, under Properties for, select the text level--for example, Level 1 Text--you want to change.

4. Under Style, select Clip Art.

5. Click Scan to browse through the clip art until you see what you want to use, then click Stop scan.

6. Click the clip art you want to use.

7. Click OK.

8. (Optional) Move, collapse, or close the InfoBox.

Tip If you want to change the bullets for only some bulleted items, you must select the text for the bullet(s) you want to change before doing step 2.

{button ,AL(`H_BULL_SYMBOL_DETAILS',1)} See details

{button ,AL(`;H_TEXT_BLOCKS_AND_LEVELS_OVER;H_BULL_MOD_SPACE_STEPS',0)} See related topics

Specifying a starting number for a numbered list

You must have already created a numbered list before you can specify a starting number.

1. Click the numbered list text block.

2. Choose Text - Bullets & Numbers or click here .

3. Under Start number, type a starting number and press ENTER.

4. (Optional) Move, collapse, or close the InfoBox.

_____

{button ,AL(`;H_NUM_CREATE_STEPS',0)} See related topics

Details: Creating a numbered list

Using a named style

You can easily create and reuse a customized bullet style by using a named style. A named style is a collection of properties that you can apply to text blocks. If you use numbered lists frequently, you should consider creating a numbered list named style.

{button ,AL(`H_NUM_CREATE_STEPS',1)} <u>Go to procedure</u>

{button ,AL(`H_TXPROP_NS_CREATE_STEPS',0)} <u>See related topics</u>
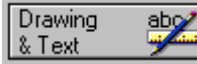
Creating a numbered list

The best way to create a numbered list is to use a bulleted list page layout.
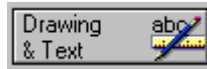
1. Click the New Page button or click here .
2.   If you are using a SmartMaster with content, select a page with a bulleted list. Otherwise, select the Bulleted List or 2-Column Bullets page layout.
3.   Click OK.
4.   On the new page, click the "Click here..." bulleted list text block.
5.   Type the text for your first bullet.
6.   Press ENTER to move to a new line and type the text for the next bullet.
7. When you complete the list, click OK.
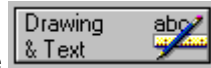
8. Choose Text - Bullets & Numbers or click here .
9.   Under Properties for, select "Level 1 Text."
10.   Under Style, select I or 1 from the list.
11.   (Optional) Move, collapse, or close the InfoBox.

Note You must have text in a text block before you can change the properties of the text block.

{button ,AL(`H_NUM_CREATE_DETAILS',1)} See details

{button ,AL(`H_TEXT_BLOCKS_AND_LEVELS_OVER;H_NUMBER_NOT_ONE_STEPS',0)} See related topics

Curved Text dialog box

Freelance Graphics provides a gallery of curving options for text. You can use the supplied curves, or you can curve text around shapes you draw.

Choose a task

Curving text
Curving text around shapes

Curving text around shapes

1. Select the shape around which you want the text to curve.

2. Choose Drawing - Convert - To Lines or To Polygons.

3. While the shape is still selected, press SHIFT and then click the text block to select it.
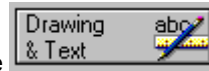
4. Choose Collection - Collection Properties or click here to open the InfoBox.

5.   Click Curved Text.
6.   Click Custom Shape.
7.   (Optional) Move, collapse, or close the InfoBox.

Details: Deleting text

Keys to use to delete text

Press this:	To delete this:
BACKSPACE	Selected text or the character before the insertion point.
DELETE	Selected text or the character following the insertion point.
CTRL+BACKSPACE	Word before the insertion point.
CTRL+DELETE	Word following the insertion point.

{button ,AL(`H_TEXT_DELETE_STEPS',1)} Go to procedure

Deleting text

1. Double-click the text block.

2. Select the text you want to delete.
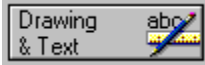
3. Choose Edit - Cut.

4. Click OK.

Notes

You can choose Edit - Undo to restore text you cut inadvertently.

If you delete all the text from a "Click here..." text block, the prompt text will reappear when you click OK.

{button ,AL(`H_TEXT_DELETE_DETAILS',1)} <u>See details</u>

Editing text
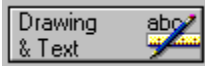
 Show me a demo

1. Double-click the text block.

2. Enter or edit the text.

3. Click OK.

{button ,AL(`H_TEXT_EDIT_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_TEXT_SELECT_DETAILS',0)} <u>See related topics</u>

Details: Editing text

Other ways to start editing text
You can also start editing text by selecting the text block and:

- Pressing F2.
- Clicking the Drawing and Text button and then clicking the Text icon.

Replacing text
There are several ways to replace existing text in a text block.

- Select the text, then start typing. The first character you type replaces the selected text. You can continue to add characters without overwriting any other text in the block.
- Press INSERT to overwrite text, character by character. To stop overwriting characters as you type, press INSERT again. If text is selected when you begin typing, the first character you type replaces the selected text.
- Select the text, then choose Edit - Paste to replace the selected text with text you have most recently cut or copied.

{button ,AL(`H_TEXT_EDIT_STEPS',1)} Go to procedure

Curving text

1. Click the text block you want to curve.
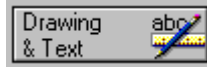
2. Choose Text - Curved Text or click here .

3.   Select the shape you want to apply to the text.

4.   (Optional) For text with circular shapes, specify the angle for the curve to start in the Text start point box. For example, if you specify 90 degrees, the curve starts at the 3 o'clock position.

5.   (Optional) To see how your changes look, press and hold Preview. Release the button to return to the dialog box.

6. Click OK.

Uncurving text

1. Click the curved text block.
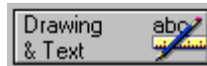
2. Choose Text - Curved Text or click here .

3.   Click Remove Effect.

{button ,AL(`H_TEXT_EDIT_CURVED_DETAILS',1)} See details

Details: Curving text

When you edit a curved text block, Freelance Graphics temporarily positions the text horizontally, then returns it to its curved position when you are finished. If you size the text block, Freelance Graphics resizes the text to fit the new shape.

Notes

You cannot strike out or underline curved text.

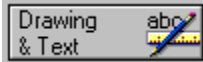A bullet associated with a line of text will not be curved.

You cannot curve selected text within a text block; you can only curve the entire text block.

──

{button ,AL(`H_TEXT_EDIT_CURVED_STEPS',1)} <u>Go to procedure</u>

Indenting text

1. Click the text block.

2. Choose Text - Text Properties.

3. Under Properties for, select the text level you want to change.

4. Click the Alignment tab.

5. Under Indent, enter the new 1st Line indent.

6. (Optional) Move, collapse, or close the InfoBox.

Note The number you enter measures the distance from the left side of the text block in the units of measurement set under Units in the Properties box.

If you have the text ruler displayed, you can also indent text by dragging the indent icons to where you want them.
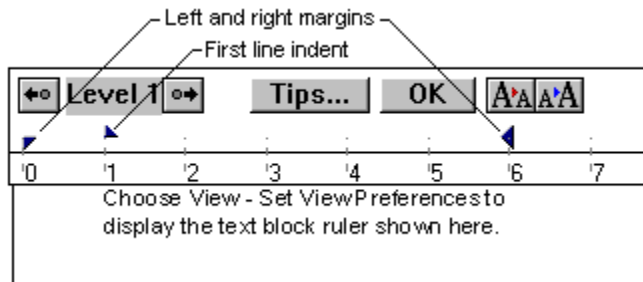
{button ,AL(`H_TEXT_INDENTING_DETAILS',1)} See details

{button ,AL(`H_DRAWPREC_UNITS_MEASURE_STEPS;H_TEXT_USING_RULER_STEPS',0)} See related topics

Details: Indenting text

Indent options
The following table describes what each Indent option controls:

| This option:	Controls this indentation:
1st Line	First line of a paragraph in a text block.
Left	Left margin of a text block.
Right	Right margin of a text block.

Hanging Indents
To create a hanging indent, so that all lines of a paragraph except the first are indented, type a value for the Left indent that is greater than the value for the 1st Line indent.

{button ,AL(`H_TEXT_INDENTING_STEPS',1)} Go to procedure

Setting margins

1. Click the text block.

2. Choose Text - Text Properties.

3. Under Properties for, select the text level you want.

4. Click the Alignment tab.
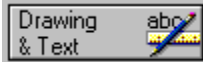
5. Under Indent, enter the new left and right indents.

6. (Optional) Move, collapse, or close the InfoBox.

Notes

The numbers you enter measure the distance from the left side of the text block in the unit of measurement set under Units in the Set Units and Grid dialog box.

If you have the text ruler displayed, you can also set margins by dragging the left and right margin icons to where you want them.
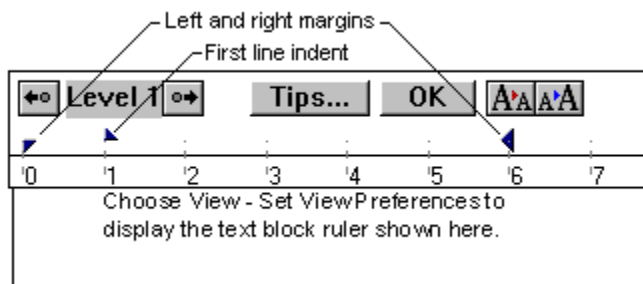
{button ,AL(`H_DRAWPREC_UNITS_MEASURE_STEPS;H_TEXT_USING_RULER_STEPS',0)} See related topics

Details: Selecting text in Current Page view
Once you have double-clicked the text block, use the following methods to select text.

Do this:	To:
Click (over text)	Place the insertion point at the location of the I-beam pointer.
Drag	Select the text from where you press the mouse button to where you release it.
Double-click (over text)	Select the entire word under the I-beam pointer.
Double-click, then drag	Select the entire word under the I-beam pointer, then select subsequent words you drag across.
SHIFT+click	Select all text between the insertion point and the I-beam pointer.
SHIFT+drag	Select all text between the insertion point and the I-beam pointer, then select the text you drag through.
SHIFT+double-click	Select all text between the insertion point and the entire word the I-beam pointer is over.
SHIFT+double-click, then drag	Select words between the insertion point and the word the I-beam pointer is over, then select the words you drag through.
SHIFT+→, or ←	Add or delete one character at a time to or from the selection.
SHIFT+, or ↓	Select or deselect all text between the insertion point and the corresponding location in the line above or below. If at the beginning or end of a text block, the insertion point moves to the corresponding location in the previous or next block.
SHIFT+HOME	Select all the text from the insertion point to the beginning of the line.
SHIFT+END	Select all the text from the insertion point to the end of the line.
SHIFT+PAGE UP	Move to the first text block on the previous page.
SHIFT+PAGE DOWN	Move to the last text block on the next page.

{button ,AL(`H_TEXT_SELECT_STEPS',1)} <u>Go to procedure</u>
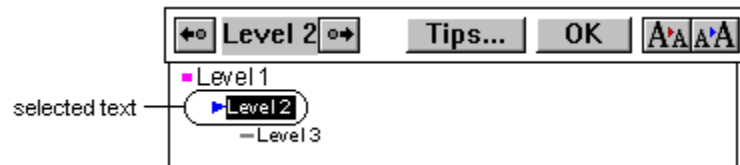
Selecting text in Current Page view

You can select an entire text block, or the text within a text block--such as letters, words, or phrases--change the way text looks, or copy or delete it.

Selecting a text block

Click the text block to select it.

Selecting text within a text block

1. Double-click the text block.
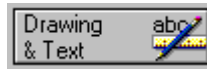
2. Select the text you want to change.

{button ,AL(`H_TEXT_SELECT_DETAILS',1)} See details

{button ,AL(`;H_OUTLINE_SELECTING_TEXT_PAGES_OVER',0)} See related topics

Sizing text

Sizing all the text in a text block

1. Click the text block.

2. Choose Text - Text Properties or click here .
3.   (Optional) Under Properties for, select the level you want to change.
4.   Under Size, type or select a new size.
5.   (Optional) <u>Move, collapse, or close</u> the InfoBox.

Sizing selected text in a text block

1. Double-click the text block.

2. Select the text you want to change.

3. Choose Text - Text Properties or click here .
4.   Under Size, select a new size.
   Note You can also type in a text size in the box below the listing of text sizes.

5. (Optional) <u>Move, collapse, or close</u> the InfoBox.

Displaying the text ruler

If you change text block margins and indents often, you may want to use the text ruler for faster access to these settings.

1. Choose View - Set View Preferences.
2. Under Display, select "Text block ruler."
3. Click OK.

Tip If you have the text ruler displayed, you can indent text and change margins by dragging the icons to where you want them.
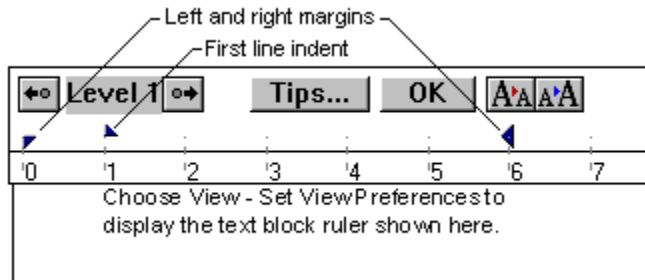
{button ,AL(`;H_TEXT_INDENTING_STEPS;H_TEXT_MARGINS_STEPS',0)} <u>See related topics</u>

Keeping level overrides when changing SmartMaster looks

You can keep level overrides you apply to your text when you change SmartMaster looks.

1. Choose File - User Setup - Freelance Preferences.
2. Select "Keep text overrides when changing a look."
3. Click OK.

{button ,AL(`H_TXPROP_CHANGE_SELECTED_STEPS;H_TXPROP_OVER',0)} See related topics

Custom Text Size dialog box

1. Select the existing point size.

2. Type a number for the new text size.

3. Click OK.

Overview: Text properties and named styles

Text properties include typeface; point size; color; drop shadows and shadow color; bullet style, size, and color; justification; emphasis such as italics or underlining; and more. A named style is a collection of text properties that you can group together, save with a name, and then easily reuse. Using named styles, you can quickly make presentation-wide changes to your text.

Character and level overrides

You can apply text properties to specific letters, words, phrases, or levels in a text block. This overrides any properties already assigned to the text block as a whole.

- Character overrides--properties applied to selected letters, words, or phrases in a text block.
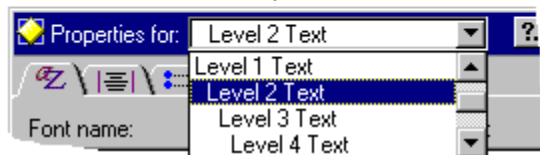
■ Level 1
▶ **Level 2** ←
  −Level 3

- Level overrides**--**properties applied to an entire level of text in a text block.

■ Level 1
▶ **Level 2**
  −Level 3

Properties for: Level 2 Text
Level 1 Text
Level 2 Text
Level 3 Text
Level 4 Text
Font name:

Both types of overrides take precedence over the properties the text block has as a whole. For example, say you have yellow, 30-point Courier text in a bulleted list that uses arrows as bullets. You want to emphasize the phrase "Green glass aquariums" in one of the lines. You can make that phrase green and increase its point size to 40. Now, "Green glass aquariums" has character overrides for color and point size.

See Changing properties for selected text and Overview: Text blocks and text levels.

Named styles and SmartMaster looks

Each SmartMaster look has default named styles designed specifically for it. The named styles are: Presentation title, Presentation subtitle, Page title, Bulleted text, Numbered list, and Label text.

Each "Click here..." text block in a look has a default named style assigned to it. You can edit these default named styles to suit your needs and you can also create new named styles. This is how named styles and SmartMaster looks work together:

- If you switch SmartMaster looks, your presentation uses the default named styles of the new look. If a text block used the "Page title" named style in one look, it will use the "Page title" named style in the new look.

- If you edit the default named styles in your presentation, and then switch SmartMaster looks, the default named styles in the new look overwrite your changes.

- If you create new named styles and you switch SmartMaster looks, your presentation keeps the named styles you created. This is because new named styles become part of your presentation file when you save it.

What kind of text uses named styles?

You can use the default styles, or create your own named styles, and apply these to text in "Click here..." text blocks, shapes with text, text in diagrams, and text in text blocks you created.

You cannot use named styles with organization chart text, data chart text, or table text.

Using the same named styles in different presentations

You can cut or copy text or pages with text blocks that use a named style you created in one presentation and paste that into another presentation. The named style comes with the text and gets appended to the list of named styles. You can apply this style to other text in the target presentation.

If one of the elements of the named style is color, and you used a palette color, the named style will use the palette

colors of the new presentation.

Named styles and character and level overrides

Character and level overrides take precedence over named styles. That is, even though a text block has a named style, you can apply text properties to individual characters or levels of that text and those are the properties the text will take on.

However, if you have character and level overrides, and then apply a new named style, character overrides persist, but level overrides do not.

See Changing properties for selected text.

_____

{button ,AL(`;H_TXPROP_NS_CREATE_STEPS;H_KEEP_OVERRIDES_STEPS',0)} See related topics

Adding a border around text

1. Click the text block.

2. Choose Text - Text Properties.

3. Click the Lines & Colors tab in the InfoBox.

4. Under Border, select a style, width, and color.

5. (Optional) Move, collapse, or close the InfoBox.

Tip If you want the color of the border to be different from the pattern color of the text block, deselect "Same color as border." If you select "Same color as border," Freelance Graphics used the Border color as the pattern color.

Adding a drop shadow to text

1. Click the text block.
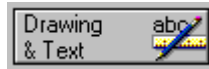
2. Choose Text - Text Properties or click here .

3. (Optional) If you want a drop shadow for selected text, click the text block again so you can edit it, and select the text.

4. Under Text shadow, select where you want the shadow to appear.

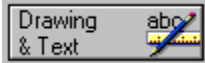5. Under Depth, select how deep you want the shadow to be.

6. Under Color, select a color.

7. (Optional) Move, collapse, or close the InfoBox.

Note To turn drop shadows off, select "None" under Text Shadow.

Aligning text

1. Click the text block.

2. Choose Text - Text Properties

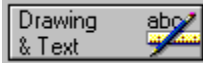3. Click the Alignment tab in the InfoBox.

4. Under Alignment, click the button(s) that show the horizontal and vertical alignment you want.

5. (Optional) Move, collapse, or close the InfoBox.

Note To enable or disable word wrapping, select or deselect "Wrap text."

Changing the background color of text

1. Click the text block.
2. Choose Text - Text Properties.
3. Click the Lines & Color tab in the InfoBox.

4. (Optional) Under Interior, select a pattern color.
5. (Optional) Under Interior, select a pattern and/or a background color.
6. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_TXPROP_BACKGR_COLOR_DETAILS',1)} See details

Details: Changing the background color of text

Pattern and background color

Objects can have one color (solid) or two (a pattern, sometimes called a graduated fill). When the object is solid, it uses a pattern color only. When the object has a pattern, it used a pattern color and a background color.

If you choose different colors for pattern color and background color, Freelance Graphics shades the object using both colors, creating a graduated fill. In the Pattern gallery, black represents pattern color and white represents background color.

Note Select None in the Pattern gallery if you do not want an object to have any color. This overrides the color choices.

Too many objects with graduated fills on a page can cause degradation in your color output and lengthy printing times. If either of these things happen, consider changing graduated fills to solids. See Printing graduated fills.

Same color as border

If you select "Same color as border" under Interior, Freelance Graphics uses the Border color for the pattern color

Palette colors vs. static colors

Use palette colors for objects such as text, charts, or diagrams. This way, if you switch SmartMaster looks, these objects will use palette colors of the new look. Static colors stay the same when you switch looks. For more information about static and palette colors, see Overview: Using colors.

{button ,AL(`H_TXPROP_BACKGR_COLOR_STEPS',1)} Go to procedure

Change Named Style dialog box

If you choose Redefine the existing named style, the changes you have made will be applied to the named style of the text block. If you choose Assign a new named style, you can name the current set of text properties, and the new named style gets added to the named styles you can use in the current presentation.

For more information on named styles, choose one of the following topics.

Overview: Text properties and named styles
Creating a named style
Redefining a named style

Changing the typeface of all text in a presentation

1. Choose Presentation - Change the Typeface Globally or click here .
2. Select a new typeface.
3. (Optional) If you want the typeface to change for existing data charts, tables, and organization charts, select the boxes.
4. Click OK.
5. Click OK again.

Note Data charts you create later use the default typeface.

{button ,AL(`H_TXPROP_CHANGE_ALL_DETAILS',1)} See details

**Details: Changing the typeface of all text in a presentation**
Named styles are affected by the Presentation - Change the Typeface Globally command. If you use this command, the typeface of all named styles changes too. You can restore the original typeface simply by choosing Presentation - Choose a Different SmartMaster Look and choosing the original look.

{button ,AL(`H_TXPROP_CHANGE_ALL_STEPS',1)} Go to procedure

Changing properties for selected text

1. Double-click the text block.

2. <u>Select the text</u> you want to change.
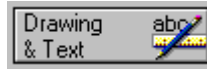
3. Choose Text - Text Properties or click here .

4.   Change the properties for the selected text.
5.   Click OK.
6.   (Optional) <u>Move, collapse, or close</u> the InfoBox.

{button ,AL(`H_TXPROP_CHANGE_SELECTED_DETAILS',1)} <u>See details</u>

{button ,AL(`;H_TXPROP_CHANGE_ALL_STEPS',0)} <u>See related topics</u>

**Details: Changing properties for selected text**

Seeing your changes
While any change you make in the InfoBox takes effect immediately, it may not always be apparent. For example, if you change the color of the selected text, you cannot see the actual color change until you deselect the text.

Changing properties for new text you type
As long as you have a text block selected, you can select properties for text in the InfoBox. When you begin typing, the new text you type will have those properties.

Other ways to change text
You can change some text properties using any one of the text-related icons on the SmartIcons palette, or by using any of the text buttons on the status bar.
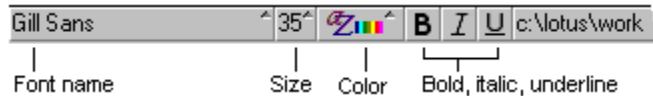
You can change the relative size of text by using the arrow icons that appear above the text in a text block.
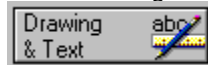
{button ,AL(`H_TXPROP_CHANGE_SELECTED_STEPS',1)} Go to procedure

{button ,AL(`',0)} See related topics

Applying a named style

You can apply a named style to "Click here..." text blocks, text in text shapes, text in diagrams, and text blocks you create.

1. Click the text block.
2. Choose Text - Named Styles - Apply.
3. Select the style you want to apply.
4. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_TXPROP_NS_APPLY_DETAILS',1)} See details

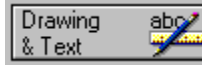{button ,AL(`;H_TXPROP_NS_CREATE_STEPS;H_TXPROP_OVER',0)} See related topics

Details: Applying a named style

Named styles and the Reset to Style button
You can remove character and level overrides from text blocks that use named styles with the Reset to Style

command or the Reset to Style button on the Style panel of the InfoBox. ![Drawing & Text abc]

Using "None" as a named style
If you want a text block to be protected from retroactive changes--that is, changes that occur when you redefine a named style--then assign it "None." Choosing "None" as a named style breaks the link between a text block and named styles.

If you assign the "None" named style to a text block, you cannot use the Reset to Style command or the Reset to

Style button on the Style panel of the InfoBox. ![Drawing & Text abc]

{button ,AL(`H_TXPROP_NS_APPLY_STEPS',1)} Go to procedure

Creating a named style

You can assign properties for a named style to one <u>text level</u>, several text levels, or all text levels.

<u>**Show me a demo**</u>

1. Click a text block.
2. Choose Text - Text Properties.
3. (Optional)   Under Properties for, select "All Text Levels" or a specific text level.
4. Select the properties you want the named style to have.
5. Click the Named Style tab in the InfoBox.

6. Click Create Style.
7. Enter a name for the named style.
8. Click OK.
9. (Optional) <u>Move, collapse, or close</u> the InfoBox.

{button ,AL(`H_TXPROP_NS_CREATE_DETAILS',1)} <u>See details</u>

{button ,AL(`H_TXPROP_NS_APPLY_STEPS;H_TXPROP_OVER;H_TEXT_BLOCKS_AND_LEVELS_OVER',0)}
  <u>See related topics</u>

Details: Creating a named style

Named styles and text levels
If you create a style and change the properties for only one level, the other levels are saved as part of the style with their original properties.

You can also assign different properties to each level of the five levels of text in a text block. For example, you could create a named style in which Level 1 text had blue square bullets and orange 36 point text; Level 2 text had green round bullets and yellow 24 point text; and so on. For more information about text levels, see Overview: Text blocks and text levels.

Naming conventions
Each named style must have a unique name, can be up to 32 characters, and can use letters or numbers. You can use the name of a named style as a note; for example, "CorpBullet--do not change," or "CorpLogo--Bullets."
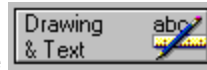

{button ,AL(`H_TXPROP_NS_CREATE_STEPS',1)} Go to procedure

Deleting a named style

You can delete only the named styles that you create. You cannot delete any of the default named styles, even if you have edited them.
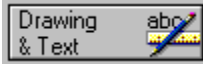
1. Click a text block.

2. Choose Text - Named Styles - Manage Style or click here .

3.   Select the named style you want to delete.
4.   Click Delete.
5.   (Optional) Move, collapse, or close the InfoBox.

Redefining a named style

1. Click a text block that uses the named style you want to redefine.

2. Choose Text - Text Properties.

3. (Optional)   Under Properties for, select "All Text Levels" or a specific text level.

4. Select the properties you want the named style to have.

5. Click the Named Style tab in the InfoBox.

6. Click Redefine Style.

7. Click OK.

8. (Optional) Move, collapse, or close the InfoBox.

Note When you redefine a named style, these changes are applied to all text blocks in the presentation that uses that named style.
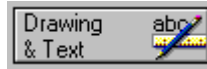

{button ,AL(`;H_TXPROP_NS_CREATE_STEPS;H_TXPROP_NS_DELETE_STEPS;H_TXPROP_RESTORE_STEP S;H_TXPROP_OVER',0)} See related topics

Restoring an original named style

If you have applied character or level overrides to a "Click here..." text block, you can restore its original properties.

1. Click the text block.

2. Choose Text - Text Properties or click here to open the InfoBox.

3.   Click the Styles tab.
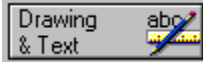
4. Click Reset to Style.

5. Select how much text you want to reset to its original default named style, and what kind of overrides you want to remove.

6. Click OK.

7. (Optional) Move, collapse, or close the InfoBox.

Note If you have redefined one of the default named styles and want to restore its original properties, reapply the SmartMaster look. Choose Presentation - Choose a Different SmartMaster Look and choose the original look.

Spacing text

1. Click the text block.
2. Choose Text - Text Properties
3. Click the Alignment tab in the InfoBox.

4. To tighten or expand the space between lines of text in a paragraph, change the line spacing.
5. To tighten or expand the space between bulleted items in a list, change the paragraph spacing.
6. (Optional) Move, collapse, or close the InfoBox.

{button ,AL(`H_TEXT_MARGINS_STEPS;H_TXPROP_ALIGN_STEPS',0)} See related topics

Save and Go

Save and Go compresses and saves one or more presentations (and also includes Freelance's Mobile Screen Show Player) to floppy disks or another destination you specify. Then, you can decompress your files and show your presentation on another Windows 95 or Windows NT 4.0 computer. If that computer does not have Freelance Graphics installed on it, you can use the Mobile Screen Show player to run a screen show. From the main menu choose File - Save and Go.

Freelance Graphics and the Internet

Freelance Graphics has a number of features that let you make use of the Internet.

Internet-specific features

With Freelance Graphics, you can

- Save files directly to, and open files from, an Internet server.

  See <u>Overview: Working with the Internet</u>.

- Add an Internet-specific SmartIcons set to your desktop that lets you open from or save to the Internet, go to the Lotus home page, go to Lotus customer support, publish a presentation to the World Wide Web, and search for specific text on the Internet.

  See <u>Selecting and displaying a specific SmartIcons set</u>.

- Include sound and movie files in a presentation on the Internet.

  See <u>Attaching an action to objects and text blocks</u>.

- Include an Internet address in a screen show as an object effect. Click the object during a screen show, and you jump to the location.

  See <u>Attaching an action to objects and text blocks</u> and and <u>Hyperlinking: Attaching an action to selected text</u>.

World Wide Web-specific features

With the World Wide Web and Freelance Graphics, you can publish a presenation on the Web (in HTML and GIF or JPEG formats).

See <u>Overview: Posting a presentation on the World Wide Web</u>

New file types and extensions

In the current version of Freelance Graphics you can now export .JPG files (a standard graphic formart used on the World Wide Web).

You can also open a PowerPoint file directly, see Importing PowerPoint files.

For more general information, see:

Overview: Presentation files

Overview: Freelance Graphics file types

Saving a presentation

Mobile Screen Show Player

With the Mobile Screen Show Player, you can run a Freelance Graphics presentation on any 32-bit Windows-based computer, or give a copy of your presentation to anyone to view, even if they do not have a copy of Freelance Graphics.

If you are part of a team presentation, in which several people deliver their own presentations, you can link everyone's presentation with the Mobile Screen Show Player, so that each person does not have to find and load his or her presentation individually. This eliminates awkward waiting times between presentations.

For more information, see Overview: The Mobile TeamShow Player.

Overview: Outliner view

Along with Current Page view and Page Sorter view, Outliner view is another way you can work on your presentation. Click the Outliner tab to work in Outliner view.

 Example: Outliner view

What you can do in Outliner view

A presentation in Outliner view looks like an outline: the indented text represents the overall structure of your presentation. Outliner view shows the page number, page title, and text that corresponds to bulleted lists or "Click here..." text blocks. You can use this view to create the text of a new presentation, or to reorganize the text in a presentation.

In Outliner view, you can:

- Add, edit, move, and format text. See Overview: Working with text in Outliner view.
- Add pages. See Adding pages in Outliner view.
- Expand and collapse the outline to see more or less detail. See   Expanding and collapsing text in Outliner view.
- Toggle between displaying formatted and unformatted text. Choose View - Show Text Attributes.
- Display thumbnail sketches of each page next to the text. Choose View - Show Pictures of Pages.
- Create a two-column bulleted list.
- Add speaker notes.
- Print the text of the outline using File - Print.
- Use icons to manipulate the structure of the outline by promoting and demoting entries.

Moving between views

You can move to another view by clicking the Current Page tab or Page Sorter tab.

To move to a specific page in Current Page view, double-click the page icon or thumbnail sketch of the page you want to work on.

{button ,AL(`H_VIEWS_CURRENT_PAGE_OVER;H_VIEWS_PAGE_SORTER_OVER;H_OUTLINE_ICONS_OVER; H_OUTLINE_NAVIGATE_OVER;H_OUTLINE_SELECTING_TEXT_PAGES_OVER',0)} See related topics

Changing views

Each view allows you to see your work in a unique way.

- To see a presentation one page at a time, click the Current Page tab. See <u>Overview: Current Page view</u>.
- To see thumbnail sketches of all the pages in a presentation, click the Page Sorter tab. See <u>Overview: Page Sorter view</u>.
- To see text from a presentation as an outline, click the Outliner tab. See <u>Overview: Outliner view</u>.

Overview: Current Page view

Along with Page Sorter view and Outliner view, Current Page view is another way you can work on your presentation. Click the Current Page tab to work in Current Page view.
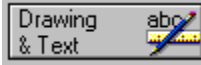
 Example: Current Page view

What you can do in Current Page view

Current Page view lets you work with text and graphics on individual pages of your presentation. All the Create, Presentation, and Page commands are available in this view.

This view offers buttons that make it easy to add a new page, add a speaker note to the page, and access clip art and the drawing tools. The Content Advice button is available when you use a SmartMaster content topic. This button provides examples for the current task.

Moving between views

You can move to another view by clicking the Outliner tab or the Page Sorter tab.

{button ,AL(`H_OUTLINE_OVER;H_VIEWS_PAGE_SORTER_OVER;H_CREATE_MENU_REF;H_PAGE_MENU_REF;H_PRESENTATION_MENU_REF',0)} See related topics

Overview: Page Sorter view

Along with Current Page view and Outliner view, Page Sorter view is another way you can work on your presentation. Click the Page Sorter tab to work in Current Page view.

 Example: Page Sorter view

What you can do in Page Sorter view

Page Sorter view gives you an overall picture of the pages in a presentation. Each page appears as a thumbnail sketch, with each page numbered and named (using the "Click here" text you enter for the page title, or, if that is blank, the page is called "Unnamed").

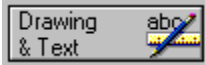Page Sorter view provides an easy way to manage the pages of a presentation. You can rearrange, copy, add, or delete pages. You can also combine pages from several presentations into one.

- To rearrange the pages, click a page and drag it to a new position. The page numbering will change.
- To copy a page, click a page to select it, then choose Page - Duplicate Page. The duplicated page appears to the right of the page that you are copying.
- To add a page, choose Page - New Page.
- To delete a page, click a page to select it, then choose Page - Delete Page.
- To copy a page from another presentation, choose File - Copy Pages from Other Files. If the page you copy uses a different SmartMaster look, it is replaced by the look in the current presentation.

Changing the size of the thumbnail sketches

If you want to see a larger version of the thumbnail sketches, choose View - Zoom In. You can also choose View - Zoom Out if you want to shrink the size of the thumbnail sketches. Using either Zoom command changes all the thumbnail sketches to a uniform size.

Moving between views

You can move to another view by clicking the Current Page tab or the Outliner tab.

To move to a specific page in Current Page view, double-click the thumbnail sketch of the page that you want to work on.

{button ,AL(`H_VIEWS_CURRENT_PAGE_OVER;H_OUTLINE_OVER',0)} See related topics

Displaying more than one window

You can display more than one window at a time.

- Choose Window - Tile Left-Right to split the screen into equal segments for each open file.

- Choose Window - Cascade to overlap the windows, leaving the current window on top and showing the title bars of the overlapped windows.

Overview: Working in the Freelance Graphics window

Title bar
The title bar provides the following information:
- The name of the application you are working in.
- If you are the author or reviewer of a TeamReview presentation, the name of the file you are using and your role (Author or Reviewer) appears in square brackets.
- Descriptions of menu commands display when you highlight a menu command.
- Descriptions of SmartIcons display when you point to one and pause for a moment.

Window Control menu
The Control menu commands control the desktop. The Window Control menu commands appear at the left side of the title bar and menu bar. The Application Control menu commands apply to your Freelance Graphics work session.

Window Control menu
- Restore returns a window to its size prior to a minimize or maximize operation.
- Move allows you to relocate a window on the screen. You cannot use this command for a maximized window.
- Size resizes a window. You cannot use this command for a maximized window.
- Minimize reduces a window.
- Maximize enlarges a window so that it fills the entire screen.
- Close closes the current window. If you have not previously saved the file, a message appears asking if you want to save.
- Next (Application Control menu only) moves among the open Freelance Graphics files.

Window Control buttons
The buttons are a quick way to change the size of a window without using a menu. The buttons appear on the right side of the title bar and menu bar.

Window Control buttons

Menu bar
The menu bar contains the Freelance Graphics menu commands. See Overview: Freelance Graphics menus.

SmartIcons
SmartIcons are small pictures that provide single-click access to Freelance Graphics commands. See Overview: SmartIcons.

Tabs
Click the tabs to display your work in different views.
- Current Page view displays individual pages of a presentation.
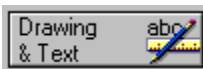
 Example: Current Page view
- Page Sorter view displays thumbnail sketches of all the pages in a presentation.
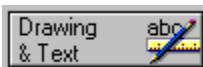
 Example: Page Sorter view
- Outliner view displays the text of a presentation in outline form.
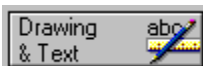
 Example: Outliner view

Status bar
The status bar, located at the bottom of the Freelance Graphics window, provides an alternative to some of the menu commands and SmartIcons. Use the status bar for easy access to many frequently performed tasks, such as changing the typeface and font size. Different options are available depending on what you have selected in a presentation.

{button ,AL(`;H_OUTLINE_OVER;H_VIEWS_CURRENT_PAGE_OVER;H_VIEWS_PAGE_SORTER_OVER',0)} <u>See related topics</u>

Adding connection information for FTP hosts

Before you can connect to an FTP host, you must add the connection information to access it.

1. From the File menu, choose Internet, then choose Setup.
2. Click the FTP Hosts tab.
3. Type a description name for the host in the "Host Description" box.
4. Type the address, port and other connection information.
5. Click Save.
6. To specify information for additional hosts, click New and repeat steps 3-5.
7. Click OK.

{button ,AL(`H_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_DETAILS',1)} See details

Details: Adding connection information for FTP hosts

Host description
Type a name to identify the FTP server. This can be any name you want.

Host address
Type the address of the FTP server on the Internet.

Port
Type the port the server uses to communicate. In most cases, you can accept the default option.

Initial directory
FTP servers have a directory structure much like that of your computer. Specify the starting directory you want to use when you connect to the server.

User ID
Type the User ID which was assigned to you to access the FTP server. User ID's are typically case sensitive, so make sure to use correct capitalization.

Anonymous FTP
If you do not have a specific user ID to access the FTP server, you can probably access the server using anonymous FTP.   The anonymous user name typically can read files from certain directories on the server, and usually cannot write files to the server.

If you select this option, the user ID is automatically changed to 'anonymous'.

Password
Type the password which was assigned to you to access the server.   Passwords are typically case sensitive, so make sure to use correct capitalization.   If you selected Anonymous FTP, you should use your email address as the password, for example mailuser@company.com

Save Password
If you want to save the password information with the information about this server, select Save Password. The password will be stored from session to session, however, this means that anyone using your computer can access the ftp site. If you want the password remembered for this session of Freelance Graphics only, deselect this option.

Use Proxy
Most companies use a proxy server as an intermediary between their local area networks and the Internet to prevent unauthorized users from accessing the network.   A proxy is sometimes known as a firewall. If you are using an Internet service provider, you typically will not use a proxy.

If you use a proxy to access the Internet, select this option.

Passive
If the FTP server you are connecting to is a passive server, it does not provide any information about its directory structure to computer connected to it, and does not provide any confirmation that commands issued to it are correct. If this is a passive server, select this option.

{button ,AL(`H_ADDING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS',1)} <u>Go to procedure</u>

Connecting to Lotus Customer Support

1. From the Help menu, choose Lotus Internet Support.

2. Choose Lotus Customer Support.

Connecting to the Lotus FTP site

1. From the Help menu, choose Lotus Internet Support.

2. Choose Lotus FTP Site.

Connecting to the Lotus Home page

1. From the Help menu, choose Lotus Internet Support.

2. Choose Lotus Home Page.

Deleting connection information for FTP hosts

1. From the File menu, choose Internet, then choose Setup.

2. Click the FTP Hosts tab.

3. Choose an Internet host from the "Host description" box.

4. Click Delete.

5. Click Yes to confirm the message.

6. Click OK.

Editing connection information for FTP hosts

1. From the File menu, choose Internet, then choose Setup.

2. Click the FTP Hosts tab.

3. Choose a host from the "Host description" box.

4. Make your desired changes to the connection information.

5. Click Save.

6. Click OK.

{button ,AL(`H_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_DETAILS',1)} See details

Details: Editing connection information for FTP hosts

Host description

Type a name to identify the FTP server. This can be any name you want.

Host address

Type the address of the FTP server on the Internet.

Port

Type the port the server uses to communicate. In most cases, you can accept the default option.

Initial directory

FTP servers have a directory structure much like that of your computer. Specify the starting directory you want to use when you connect to the server.

User ID

Type the User ID which was assigned to you to access the FTP server. User ID's are typically case sensitive, so make sure to use correct capitalization.

Anonymous FTP

If you do not have a specific user ID to access the FTP server, you can probably access the server using anonymous FTP.   The anonymous user name typically can read files from certain directories on the server, and usually cannot write files to the server.

If you select this option, the user ID is automatically changed to 'anonymous'.

Password

Type the password which was assigned to you to access the server.   Passwords are typically case sensitive, so make sure to use correct capitalization.   If you selected Anonymous FTP, you should use your email address as the password, for example mailuser@company.com

Save Password

If you want to save the password information with the information about this server, select Save Password. The password will be stored from session to session, however, this means that anyone using your computer can access the ftp site. If you want the password remembered for this session of Freelance Graphics only, deselect this option.

Use Proxy

Most companies use a proxy server as an intermediary between their local area networks and the Internet to prevent unauthorized users from accessing the network.   A proxy is sometimes known as a firewall. If you are using an Internet service provider, you typically will not use a proxy.

If you use a proxy to access the Internet, select this option.

Passive

If the FTP server you are connecting to is a passive server, it does not provide any information about its directory structure to computer connected to it, and does not provide any confirmation that commands issued to it are correct. If this is a passive server, select this option.

{button ,AL(`H_EDITING_CONNECTION_INFORMATION_FOR_INTERNET_HOSTS_STEPS',1)} <u>Go to procedure</u>

Changing proxy settings

When you installed Freelance Graphics, it detected that your default browser uses a proxy to connect to the Internet. A proxy is a computer which sits between your company's local area network and the Internet, and prevents unauthorized access. The information about the proxy server was copied to Freelance Graphics, and that information will be used when you connect.

You can view or change this information if you wish. You may want to do this if your computer has multiple ways of connecting to the Internet.

- To view or change proxy settings, click Yes.
- To continue with Internet setup, click Next.

Configuring FTP sever settings

When you use FTP to open a file from or save a file to   the Internet, you communicate with a server which manages the process. You must provide information about the server you want to use in order to make the connection.   You can get the required information from your system administrator or from the person or organization in charge of   the FTP server you want to use.

1. Type a descriptive name for the server you want to access in the "Host description box".

2. Type the server's address in the "Host address" box, and the port in the "Port" box.

3. Type the starting directory on the server in the "Initial directory" box.

4. Type the information about your password in the spaces provided

5.   If you will use a proxy to access the server, select "Use Proxy".

6.   If this is a passive FTP server, select "Passive"

7.   Click Next to continue with the Setup Assistant.

{button ,AL(`H_FLG_CONFIGURING_FTP_SERVER_SETTINGS_DETAILS',1)} <u>See details</u>

Details: Configuring FTP server settings

Host description
Type a name to identify the FTP server. This can be any name you want.

Host address
Type the address of the FTP server on the Internet.

Port
Type the port the server uses to communicate. In most cases, you can accept the default option.

Initial directory
FTP servers have a directory structure much like that of your computer. Specify the starting directory you want to use when you connect to the server.

User ID
Type the User ID which was assigned to you to access the FTP server. User ID's are typically case sensitive, so make sure to use correct capitalization.

Anonymous FTP
If you do not have a specific user ID to access the FTP server, you can probably access the server using anonymous FTP.   The anonymous user name typically can read files from certain directories on the server, and usually cannot write files to the server.

If you select this option, the user ID is automatically changed to 'anonymous'.

Password
Type the password which was assigned to you to access the server.   Passwords are typically case sensitive, so make sure to use correct capitalization.   If you selected Anonymous FTP, you should use your email address as the password, for example mailuser@company.com

Save Password
If you want to save the password information with the information about this server, select Save Password. The password will be stored from session to session, however, this means that anyone using your computer can access the ftp site. If you want the password remembered for this session of Freelance Graphics only, deselect this option.

Use Proxy
Most companies use a proxy server as an intermediary between their local area networks and the Internet to prevent unauthorized users from accessing the network.   A proxy is sometimes known as a firewall. If you are using an Internet service provider, you typically will not use a proxy.

If you use a proxy to access the Internet, select this option.

Passive
If the FTP server you are connecting to is a passive server, it does not provide any information about its directory structure to computer connected to it, and does not provide any confirmation that commands issued to it are correct. If this is a passive server, select this option.

{button ,AL(`H_FLG_CONFIGURING_FTP_SERVER_SETTINGS_STEPS',1)} Go to procedure

Configuring proxy settings

A proxy server is used as a bridge between a local area network and the Internet. It prevents unauthorized users from accessing the network. Freelance Graphics may not have detected that your Internet browser program uses a proxy server. If you connect to the Internet through an Internet service provider such as America Online or AT&T, this is probably correct. If you connect to the Internet through your company's local area network, it probably uses a proxy server. You can check with your system administrator to make sure.

1. If you connect to the Internet through a proxy server, select "Connect through a proxy server". If you connect directly, deselect this option, and skip steps 2-3.

2. Type the address used for the proxy server. You can get the address from your system administrator.

3. Type the port used to access the proxy server.   You can typically accept the default option here.

4. Click Next to continue with Internet setup.

Connecting to the Internet

You have completed all the information necessary to connect to the Internet. Freelance Graphics will use this information to complete the connection. To change this information or add additional FTP hosts, choose File - Internet - Setup at any time.

- Click Back to review or change the information you provided.
- Click Save to save the information about the FTP host and proxy for use in future Freelance Graphics sessions.
- Click Connect to connect to the Internet, and display the Open from Internet or Save to Internet dialog box.

Getting started with the Internet Setup Assistant

Before you can open a file from or save a file to the Internet, you must provide information about the FTP server(s) you want to use and information about your Internet connection. Freelance Graphics simplifies the process by providing a series of dialog boxes for you to enter all the necessary information. Once you have completed the information requested in the dialog boxes, Freelance Graphics will try to connect to the Internet using the information you provided.

Click Next to get started.

Setting advanced HTTP connection options

These options enable you to specify locations on the Internet or on an Intranet that does not use the proxy information you specified for HTTP. You can also specify a userid and password for HTTP connections. If you are not using a proxy to access Web pages, do not complete the information in this dialog box.

1. From the File menu, choose Internet - Setup.
2. Click Proxies.
3. Select "Connect through a proxy server" in the HTTP Proxy settings and specify the proxy information.
4. Click Advanced.
5. Specify HTTP proxy exceptions.
6. Specify HTTP proxy settings.
7. Click OK to close the HTTP Advanced Options dialog box.
8. Click OK to close the Internet Setup dialog box.

{button ,AL(`H_FLG_SETTING_ADVANCED_HTTP_CONNECTION_OPTIONS_DETAILS',1)} See details

Details: Setting Advanced HTTP connection options

The first time you connect to the Internet, Freelance Graphics attempts to obtain the correct proxy information from your default Web browser. If you are able to open documents using your browser, the default settings are correct.

Ask your system administrator for the correct settings to use in this dialog box.

HTTP proxy exceptions

You can specify Web sites that do not need to be accessed through proxy. You can also specify that a proxy server not be used for Intranet addresses.

DO NOT use a proxy server for:

- Specifying Web site addresses that do not need to be accessed through a proxy server. For multiple sites, separate each site address with a semicolon.

- Local addresses -- when you select this option, Freelance Graphics does not use the proxy server to access sites on a local Intranet. When you deselect this option, Freelance Graphics does use the proxy server for Intranet addresses.

HTTP proxy settings

- **Host**   - displays the current proxy for HTTP connections.
- **Port**   - displays the current port number used for HTTP connections.
- **User id**   - specifies the userid with access to the proxy server.
- **Password**   - specifies password with access to proxy server.
- **Save Password**   - saves the password you type and automatically uses the new password when accessing Web pages. If you do not select this option, the password you type is used for the current Freelance Graphics session only.

{button ,AL(`H_FLG_SETTING_ADVANCED_HTTP_CONNECTION_OPTIONS_STEPS',1)} Go to procedure

Specifying proxy information

For guidance using proxies, see your system administrator.

1. From the File menu, choose Internet, and then choose Setup.
2. Click the Proxies tab.
3. Specify the "HTTP Proxy Settings."
4. Specify the "FTP Proxy Settings."
5. Click OK.

FTP Hosts dialog box

You can add, edit, or delete FTP connection information.

Choose a task:

[Adding connection information for FTP hosts](#)
[Deleting connection information for FTP hosts](#)
[Editing connection information for FTP hosts](#)
[Specifying proxy information](#)

Opening a presentation from an FTP server on the Internet

To open a presentation from an FTP server, you must first connect to the server.   If this is the first time you have connected to the Internet, you should click Setup to display the Internet Setup Assistant. The assistant will walk you through the process of specifying information about the FTP server you want to connect to and provide other information needed to connect to the Internet.

1. From the File menu, choose Open, then click the Internet button.

   Note From the File menu, you can choose internet, then choose Open from Internet and then follow steps 2 through 8.

2. Select FTP as the server type.

3. Select the desired FTP server to connect to from the FTP servers box.

   Tip If you want to connect to a server which is not on the list, click Setup to display the FTP Hosts tab of the Internet Setup dialog box, where you can define additional servers.

4. To automatically connect to this server each time you open or save a file to the Internet, select "Auto Connect to this server next time".

5. Click Connect.

   Freelance Graphics connects to the server you specified.   You can stop the connection process by clicking the Stop button.   When the connection is successful, the Open from Internet dialog box expands to display the server's directory tree, so you can select a file to open.

6. Specify the name of the file you want to open in the "File Name" box.

7. Specify the type of file you want to open in the "Files of Type" box.

8. Click Open.

{button ,AL(`H_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_DETAILS',1)} See details

Details: Opening a presentation from an FTP server on the Internet

Server type

    Web   - enables you to open a Web Page from the Internet.

    FTP   - enables you to open a file from an FTP server.

FTP servers

Lists the FTP servers you have defined connection information for.   Select the desired server.

Auto-connect to this server next time

If you select this option, Freelance Graphics automatically connects to this server whenever you open or save a file to the Internet.   You can always specify another server to connect to, if you wish.   A server which is defined to connect automatically has "(Default)" next to its name in the FTP servers box.   You can only select one default server at a time.

Look in

Displays the current directory on the server.

Current Path

Displays the selected path on the FTP server, including all lower level directories.

Directories and files box

Displays the available subdirectories and files in the current directory.   You can select one to access it.

File name

Specifies the name of the file you want to open.

Files of type

Lists the available file types.   Select a file type to see that type of file in the directories and files box.

{button ,AL(`H_OPENING_A_DOCUMENT_FROM_AN_FTP_SERVER_ON_THE_INTERNET_STEPS',1)} <u>Go to procedure</u>

Opening a presentation from a Web server on the Internet

1. From the File menu, choose Open, and then click the Internet button.

    Note From the File menu, you can choose internet, then choose Open from Internet and then follow steps 2 through 4.

2. Select Web as the server type.

    Tip If you connect to the Internet using a proxy, click Setup to specify proxy information.

3. Specify the Web Page address in the address bar.

4. Click Open.

{button ,AL(`H_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_DETAILS',1)} See details

Details: Opening a presentation from a Web server on the Internet

Server type
Enables you to select either "FTP" (File Transport Protocol) or "WWW" (World Wide Web).

File name
Displays a list of previously used Web page file names.

Use Proxy
Identifies that your internal network is connected to the Internet via a firewall acting as a proxy server. If unsure, check with your system administrator.

Note If you choose "Use Proxy" you must have already set up your proxy information. If you do not have proxy information set up, choose Edit Proxies and specify proxy information.

Proxy Information: Proxy
Identifies the network address of your proxy server. If unsure, check with your system administrator.

Proxy Information: Port
Identifies the port number or your proxy server. If unsure, check with your system administrator.

{button ,AL(`H_OPENING_A_DOCUMENT_FROM_A_WEB_SERVER_ON_THE_INTERNET_STEPS',1)} <u>Go to procedure</u>

Open from Internet dialog box
You can open any presentation from an FTP (File Transport Protocol) or a Web (World Wide Web) server via the Internet. When you open a presentation on the Internet, Freelance Graphics copies the presentation to your workstation where you can make changes.

Choose a task:
    Opening a presentation from an FTP server on the Internet
    Opening a presentation from a Web server on the Internet

Publishing a presentation to the Internet

You can save a presentation as a set of HTML files and associated GIF or JPEG files that you can use on the World Wide Web.

1. From the File menu choose Internet, then choose Convert to Web Pages.

2. Click OK after you have read the information in the Publish to Web Instructions dialog box.

    Tip If you do not want this dialog box to come up again, select "Do not show me this message again."

3. Step through a series of dialog boxes and select the options you want. There is Help for each dialog box.

Note You can also save a presentation as a set of HTML files by choosing Save As from the File menu, selecting World Wide Web Presentation (HTM) as the file type, clicking Options, and then following step 2.

{button ,AL(`;H_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS',0)} See related topics

Details: Saving a presentation to an FTP server on the Internet

FTP servers
Lists the FTP servers you have defined connection information for.   Select the desired server.

Setup
Displays the Internet Setup Assistant. The assistant will walk you through the process of specifying information about the FTP server to which you want to connect and provide other information needed to connect to the Internet.

Auto-connect to this server next time
If you select this option, Freelance Graphics automatically connects to this server whenever you open or save a file to the Internet.   You can always specify another server to connect to, if you wish.   A server which is defined to connect automatically has "(Default)" next to its name in the FTP servers box.   You can only select one default server at a time.

Save in
Displays the current directory on the server.

Current Path
Displays the selected path on the FTP server, including all lower level directories.

Directories and files box
Displays the available subdirectories and files in the current directory.   You can select one to access it.

File name
Specifies the name of the file you want to save.

Save as type
Lists the available file types.   Select the format you want to use to save the file.

{button ,AL(`H_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_STEPS',1)} Go to procedure

Saving a presentation to an FTP server on the Internet

To save a presentation to an FTP server, you must first connect to the server. Then you can specify the directory to save the file in, and the file name. If this is the first time you have connected to the Internet, click Setup to display the Internet Setup Assistant. The assistant will walk you through the process of specifying information about the FTP server to which you want to connect and provide other information needed to connect to the Internet.

1. From the File Menu, choose - Save As.

   Note From the file menu, you can choose internet - Save to Internet and then follow steps 3 through 7.

2. Click Internet.

3. Select the desired FTP server to connect to from the FTP servers box.

   Tip If you want to connect to a server which is not on the list, click Setup to display the FTP Hosts tab of the Internet Setup dialog box, where you can define additional servers.

4. To automatically connect to this server each time you open or save a file to the Internet, select "Auto Connect to this server next time".

5. Click Connect.

   Freelance Graphics connects to the server you specified.   You can stop the connection process by clicking the Stop button.   When the connection is successful, the Save to Internet dialog box expands to display the server's directory tree, so you can select a directory and file name.

6. Specify the directory you want to save the file in in the "Save In" box.

7. Specify the name of the file you want to save in the "File Name" box.

8. Specify the format you want to use to save the file in the "Save As Type" box.

9. Click Save.

{button ,AL(`H_SAVING_A_DOCUMENT_TO_AN_FTP_SERVER_ON_THE_INTERNET_DETAILS',1)} See details

Typing a password for an FTP site

Freelance Graphics prompts you for a password whenever you connect to an FTP site by choosing File - Internet and then choosing Open from Internet.

1. Type the password for the FTP site host.
2. Click OK.

Overview: Working with the Internet

Using Freelance Graphics, you can open any presentation from an FTP (File Transport Protocol) or a Web (World Wide Web) server via the Internet. You can also save a presentation to an FTP server.

Before you can open or save a presentation on the Internet:

- Your computer and the server must both be connected to the Internet.
- Your computer must have a WinSock-compatible TCP/IP stack installed.
- The server must meet one of the following criteria:
    - The server must be a public Web server.
    - The server must support anonymous FTP.
    - The server must support FTP and you must have an account with permission to access files.

When you open a presentation on the Internet, Freelance Graphics copies the presentation to your workstation where you can make changes. To write the changes to the FTP server, you must save the modified presentation to the Internet. You must have Write permission to an FTP server to save changes.

You can maintain a list of addresses to FTP servers that you use often. You can also add, edit, or delete FTP connection information.

Access to FTP servers can be anonymous or require a user ID and password. You can access an FTP server directly or via a firewall (proxy server).

Add Other Server dialog box

Use this dialog box to add a server that is not part of the local Lotus Notes network.

1. Enter the name of the Notes server in the "Server" box.
2. Click OK.

   If the server is available, it will be added to your list of available Lotus Notes servers.

Add/Remove Servers dialog box

By default, all Notes servers on your local network display in your list of available Lotus Notes servers. If you want to display only certain Notes servers in your list, complete the following steps.

1. Deselect "Always include local servers in my server list."

2. To remove servers from your list, select the server in the "My Server List" box and click Remove.

   To remove all servers from your list, click Remove All.

3. To add servers to your list, select the server in the "Local Notes Servers" and click Add.

   The Add button is available only if you deselect "Always include local servers in my server list."

4. To add Notes servers that are not part of your local network, click Other, and enter the server name.

5. Click OK.

Attachment Properties dialog box

This dialog displays information about the currently selected attachment.

File

The name of the attachment.

Length

The size of the attachment.

Created

The date the attachment was created.

Modified

The most recent date the attachment was modified.

Other Fields dialog box

You can enter information into text fields in the Notes document before you save the attachment. Freelance Graphics lists all available fields in the "Non-computed text fields" box.

1. Select the field into which you want to enter information.

2. Enter the information in the "Text to display in selected field" box.

3. Repeat steps 1 - 2 for any additional fields.

4. Click Done to return to the "Save to Lotus Notes" dialog box.

Choosing a Notes database

1. Under Files of type, select the file type you want.

   The default is the Notes database file type.

2. Under Look in, select the folder (directory) containing the database you want.

3. Select the database name from the file list box.

4. Click Open.

Opening a presentation from a Notes database

1. From the File menu, choose Open.

2. Click Lotus Notes to display the "Open from Lotus Notes/Domino" dialog box.

3. Select the server in either the "Look in" or "Available Servers" box. Click the "+" to expand the appropriate database, view, and document category.

   Note Not all views contain document categories.

   Tip You can click the "Add/Modify Notes Servers" icon or you can select "Add/Modify Notes Servers" in the "Look in" box to add a remote Notes server.

4. If prompted, enter your password.

5. Select the desired document, then select the desired attachment form the right hand display pane.

6. Click Open.

{button ,AL(`H_NOTES_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_DETAILS',1)} <u>See details</u>

Details: Opening a presentation from a Notes database

Look in
Lists all available Lotus Notes servers.

Up One Level icon
Takes the current display up one level in the hierarchy. For example, if you have a Notes document selected, pressing this button selects the view or category that contains the document. If you have a Notes view selected, pressing this button selects the database that contains the view.

Add/Modify Notes Server icon
Displays the Add/Remove Servers dialog box.

Properties icon
If you have an attachment selected, this button displays the properties of that attachment.

    Note This icon is available only when you have an attachment selected.

Refresh icon
Refreshes the currently selected item. For example, if you have a Notes document selected, pressing this button refreshes the list of attachments contained within that document.

List icon
Displays items in an abbreviated list format.

Details icon
Displays items with applicable detail information. For example, the Details view displays attachments along with their file size, document type, and last modified date.

File name
Allows you to enter the filename to open or save.

Files of type
Allows you to select the type of file to open or save.

Browse
Allows you to select local Notes databases not stored in your Notes data directory.

{button ,AL(`H_NOTES_OPENING_A_DOCUMENT_FROM_A_NOTES_DATABASE_STEPS',1)} Go to procedure

Saving a presentation to a Notes database

1. From the File menu, choose Save As.

2. Click Lotus Notes to display the "Save to Lotus Notes/Domino" dialog box.

3. Select the server in either the "Look in" or "Available Servers" box. Click the "+" to expand the appropriate database, view, and document category.

    Tip You can click the "Add/Modify Notes Servers" icon or you can select "Add/Modify Notes Servers" in the "Look in" box to add a remote Notes server.

    Note Not all views contain document categories.

4. You can do one of the following:

    • Attach a new presentation a new Notes document--Select the desired Notes document category or database view and double-click the "New" document icon in the right hand display pane.

    • Attach a new presentation to an existing Notes document--Select the existing document under the appropriate database view or document category, enter a name for the attachment in the "File name" box and click Save.

    • Save a presentation over an existing attachment in an existing Notes document--Select the existing document and double-click the appropriate attachment in the right hand display pane.

5. Click Save.

{button ,AL(`H_NOTES_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_DETAILS',1)} <u>See details</u>

Details: Saving a presentation to a Notes database

Look in
Lists all available Lotus Notes servers.

Up One Level icon
Takes the current display up one level in the hierarchy. For example, if you have a Notes document selected, pressing this button selects the view or category that contains the document. If you have a Notes view selected, pressing this button selects the database that contains the view.

Add/Modify Notes Server icon
Displays the Add/Remove Servers dialog box.

Properties icon
If you have an attachment selected, this button displays the properties of that attachment.

> **Note** This icon is available only when you have an attachment selected.

Refresh icon
Refreshes the currently selected item. For example, if you have a Notes document selected, pressing this button refreshes the list of attachments contained within that document.

List icon
Displays items in an abbreviated list format.

Details icon
Displays items with applicable detail information. For example, the Details view displays attachments along with their file size, document type, and last modified date.

File name
Allows you to enter the filename to open or save.

Files of type
Allows you to select the type of file to open or save.

Browse
Allows you to select local Notes databases not stored in your Notes data directory.

{button ,AL(`H_NOTES_SAVING_A_DOCUMENT_TO_A_NOTES_DATABASE_STEPS',1)} Go to procedure

Selecting form and field information

1. Select the form in the "Form" box.
2. Select the field that will store the document in the "Field in which you want to save the file" box.
3. Enter the file name for the attachment in the "File name" box.

   You can save the document as a different file type by selecting the desired format in the "Save as type" box.
4. To add text into a field on the Notes form, click Other fields.
5. Click Done.

Selecting the Notes document

1. Select the document view in the "View" box.

2. Select the desired document in the "Documents in view" box.

3. If you want to select a different database, click Back.

4. Click Next to select the file you want to open.

Selecting the Notes file

You can open any attached file.

1. Select the file you want to open.

2. If you want to select a different Notes database or document, click Back.

3. Click Done.

The selected file opens in new window.

Adding Notes/FX fields to a Notes form

You exchange data between Notes and Freelance Graphics by adding a field to a Notes form that corresponds to the name of any Freelance Graphics standard or custom-defined presentation properties field. For more information on the fields, see details.

1. In Notes, choose Design - Forms from the Folders navigator.

2. Select a form to edit, or choose Create - Design - Form to create a new form.

3. Choose Create - Field.

4. Enter the Notes field name of a Freelance Graphics presentation properties field.

Note For Notes Release 4 and above, in the form choose Design - Form Properties. In the InfoBox, click the Default tab and de select "Disable Field Exchange"

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{button ,AL(`H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_DETAILS',1)} See details

{button ,AL(`H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_CREATING_A_NEW_NOTES_DOCUMENT_ STEPS',0)} See related topics

Details: Adding Notes/FX fields to a Notes form

Freelance Graphics presentation properties fields

To create a Notes field that exchanges presentation properties data, use a Notes field name and data type listed in the table below.

Presentation properties field	Notes field name	Data type
SmartMaster look	StyleSheet	Text
Description	Subject	Text
Keywords	Categories	Text
Date last revised	LastRevisionDate	Time
Time last revised	LastRevisionTime	Time
Total revisions	NumberOfEdits	Number
Total editing time	EditingTime	Number
No. of Pages	SizeInPages	Number
Size (K)	SizeInK	Number
List of page titles	PageTitles	List
(not displayed)	DocumentClass	Text

You can exchange the values of the Subject and Categories fields in both directions between Notes and Freelance Graphics. The other presentation properties fields only update from Freelance Graphics to Notes.

DocumentClass

DocumentClass provides the OLE class name of the embedded Freelance Graphics object. Use this field if a Notes database contains documents with embedded objects from different applications and you want to display the application name in a form or view.

The table below lists the OLE class names for Lotus desktop applications.

Application	OLE class name
1-2-3	123Worksheet
Word Pro	WordProDocument
Freelance Graphics	FLWPresentation
Approach	ApproachApplication

Types of fields

Notes supports single-use and shared fields.

- Single-use fields are used only in a single form. Even if you use the same field name and definition in another form, the two fields are unrelated.

  Select Create field to be used only within this Form to create a single-use field.

- Shared fields allow you to re-use a field in any number of forms within a particular database. Every time you update one instance of the shared field, Notes automatically updates all other instances, because they use the same field definition.

  Select Create shared field that can be used in other Forms to create a shared field.

{button ,AL(`H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS',1)} <u>Go to procedure</u>

Creating a new Notes document

If a Notes form contains an embedded Freelance Graphics object, Notes embeds a new copy of the object in each new document you compose.

1. In Notes, choose Create.
2. Choose the name of a form that contains an embedded Freelance Graphics object.
3. If the form does not automatically start Freelance Graphics, double-click the Freelance Graphics object.
4. In Freelance Graphics, enter new information into any Notes/FX field.

{button ,AL(`;H_UPDATING_FIELDS_IN_A_NOTES_DOCUMENT_FROM_FREELANCE_STEPS;H_UPDATING_IN
FORMATION_IN_FREELANCE_FROM_A_NOTES_DOCUMENT_STEPS',0)} See related topics

Details: Embedding a Freelance Graphics object in a Notes document
By embedding a Freelance Graphics object in a Notes document you can:

- Use the Notes database to store Freelance Graphics documents of different types
- Collect and view presentation properties data for a group of otherwise unrelated documents
- Use Notes views as a "card catalog" of your presentations
- Use Notes e-mail routing to distribute the Freelance Graphics presentations to a list of people
- Use Notes dial-in features to allow remote users to work on Freelance Graphics presentations

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{button ,AL(`H_EMBEDDING_A_FREELANCE_OBJECT_IN_AN_EXISTING_NOTES_FORM_STEPS',1)} Go to procedure

Embedding a Freelance Graphics object in a Notes document

You can embed a Freelance Graphics object in any Rich Text field in a Notes document and update the Notes/FX fields from the Freelance Graphics presentation.

1. In Notes, open a document for editing.

2. Position the insertion point where you want to insert the Freelance Graphics object.

3. Choose Create - Object.

4. To embed a new Freelance Graphics object in the Notes document, select "Create a new object" and specify Freelance Presentation as the object type.

5. To embed an existing Freelance Graphics object in the Notes document, select "Create an object from a file" and specify an existing Freelance Graphics file.

6. Click OK.

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{button ,AL(`H_EMBEDDING_A_FREELANCE_OBJECT_IN_AN_EXISTING_NOTES_FORM_DETAILS',1)} See details

{button ,AL(`;H_EMBEDDING_A_FREELANCE_OBJECT_IN_A_NOTES_FORM_DESIGN_STEPS;H_SETTING_UP _NOTES_FIELD_EXCHANGE_OVER',0)} See related topics

Details: Embedding a Freelance Graphics object in a Notes form
By embedding a Freelance Graphics object in a Notes form design you can:

- Use a common template for all documents you compose
- Include a consistent set of fields in all documents
- Share, organize, and distribute Freelance Graphics presentations that are created with this form
- Use Notes security features to protect Freelance Graphics presentations from unauthorized reading or editing

Automatically activating the Freelance Graphics object
You can set Notes to activate the embedded Freelance Graphics object each time you open or edit the form in Notes. To do this while editing a form design, choose Design - Form Attributes, click Object Activation, and select the object activation method you want to use.

Invoking the "welcome" sequence
You can guide users through the Freelance Graphics "welcome" sequence each time they create a new presentation. To do this, create an editable text field in Notes called CreateNewObject and assign "1" as the default value formula.

{button ,AL(`H_EMBEDDING_A_FREELANCE_OBJECT_IN_A_NOTES_FORM_DESIGN_STEPS',1)} Go to procedure

Embedding a Freelance Graphics object in a Notes form

You can embed a Freelance Graphics object anywhere in a Notes form. New documents composed with this form automatically include the embedded Freelance Graphics presentation.

1. In Notes, choose Create - Design.

2. Choose Form.

3. Position the insertion point where you want to insert the Freelance Graphics object.

4. Choose Create - Object.

5. To embed a new Freelance Graphics object in the Notes form, select "Create a new object" and specify Freelance Presentation as the object type.

6. To embed an existing Freelance presentation as an object in the Notes form, select "Create an object from a file" and specify an existing Freelance presentation file.

7. Click OK.

8. Close the Notes form.

9. Click Yes to save the form.

{button ,AL(`H_EMBEDDING_A_FREELANCE_OBJECT_IN_A_NOTES_FORM_DESIGN_DETAILS',1)} See details

{button ,AL(`;H_EMBEDDING_A_FREELANCE_OBJECT_IN_AN_EXISTING_NOTES_FORM_STEPS;H_SETTING_ UP_NOTES_FIELD_EXCHANGE_OVER',0)} See related topics

Defining custom presentation properties fields for exchange with Notes

You can define up to eight custom presentation properties fields for Notes/FX exchange. You can define different fields for each presentation object you embed.

1. In Freelance Graphics, choose File - Presentation Properties.

2. Click FX Fields.

3. Click Rename Fields.

4. Enter field names.

5. Click OK to close the Rename Fields dialog box.

6. Enter the text you want to exchange for each field.

7. Click OK to close the FX Fields dialog box.

8. Click OK.

Tip Notes field names cannot contain spaces.

{button ,AL(`H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS;H_SETTING_UP_NOTES_FIELD_EX CHANGE_OVER;H_EMBEDDING_A_FREELANCE_OBJECT_IN_A_NOTES_FORM_DESIGN_STEPS;H_EMBE DDING_A_FREELANCE_OBJECT_IN_AN_EXISTING_NOTES_FORM_STEPS',0)} See related topics

Overview: Exchanging data between Freelance Graphics and Notes

Notes/FX lets you exchange field data between Freelance Graphics and Notes.

With Notes/FX, you can:

- Display the value of any standard Freelance Graphics presentation properties field in a Notes form
- Exchange the values of up to eight custom-defined presentation properties fields and update the information from either Notes or Freelance Graphics
- Create Notes applications using a common Notes template that let multiple users create and store presentations in a Notes database

Using Notes/FX

To use Notes/FX with Freelance Graphics, you:

- Define fields to exchange
- Embed in a Notes document or form a Freelance Graphics object that contains those fields
- Create new Notes documents that exchange data with embedded Freelance Graphics objects
- Update information in a Notes document from Freelance Graphics fields
- Update information in Freelance Graphics from Notes

For example, you can design a Notes form that includes an embedded Freelance Graphics presentation. You can then launch the presentation object and create a new presentation.

When you complete the presentation and close Freelance Graphics, you can update the presentation object embedded in the Notes form. The presentation is stored in a Notes database with other presentations. You can then define views that categorize the presentations according to information in the presentation properties fields.

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{button ,AL(`H_SETTING_UP_NOTES_FIELD_EXCHANGE_OVER;H_ADDING_NOTESFX_FIELDS_TO_A_NOTE
S_FORM_STEPS;H_CREATING_A_NEW_NOTES_DOCUMENT_STEPS;H_EMBEDDING_A_FREELANCE_OB
JECT_IN_A_NOTES_FORM_DESIGN_STEPS;H_EMBEDDING_A_FREELANCE_OBJECT_IN_AN_EXISTING_
NOTES_FORM_STEPS;H_ENABLING_DOC_INFO_FIELDS_FOR_EXCHANGE_WITH_NOTES_STEPS;H_UPD
ATING_FIELDS_IN_A_NOTES_DOCUMENT_FROM_FREELANCE_STEPS;H_UPDATING_INFORMATION_IN_
FREELANCE_FROM_A_NOTES_DOCUMENT_STEPS',0)} See related topics

Overview: Setting up Notes/FX

To set up Notes/FX, you define fields to exchange and then embed a Freelance Graphics object in a Notes document or form.

What can you exchange?

You can exchange the following types of data between Freelance Graphics and Notes:

- Presentation properties fields supplied by Freelance Graphics
- Custom-defined presentation properties fields

Presentation properties fields supplied by Freelance Graphics

Freelance Graphics supplies presentation properties fields with predefined names that contain information about a presentation, such as its size and number of pages. You can use any of these fields for Notes/FX.

Custom-defined presentation properties fields

You can define your own presentation properties fields for storing information about a Freelance Graphics presentation and use them for two-way exchange with Notes.

For example, you can include the name of the meeting the presentation is for in a custom-defined presentation properties field. You can then create a Notes view that lists presentations by meeting name.

{button ,AL(`;H_ADDING_NOTESFX_FIELDS_TO_A_NOTES_FORM_STEPS;H_EMBEDDING_A_FREELANCE_O BJECT_IN_A_NOTES_FORM_DESIGN_STEPS;H_EMBEDDING_A_FREELANCE_OBJECT_IN_AN_EXISTING _NOTES_FORM_STEPS',0)} See related topics

Updating fields in a Notes document from Freelance Graphics

You can update Notes fields with information from Freelance Graphics presentation properties fields.

1. In Notes, display the document that contains the fields you want to update.

2. Double-click the embedded Freelance Graphics object.

3. In Freelance Graphics, enter new information into any Notes/FX field.

{button ,AL(`;H_UPDATING_INFORMATION_IN_FREELANCE_FROM_A_NOTES_DOCUMENT_STEPS',0)} See related topics

Updating information in Freelance Graphics from a Notes document

You can update the Description, Keywords, and custom-defined presentation properties in an embedded Freelance Graphics presentation from fields in a Notes form.

1. In Notes, select the document you want to edit.

2. Choose Edit - Edit Document.

3. Enter new information in the Notes/FX fields.

4. Double-click the embedded Freelance Graphics object to see the changes in the embedded Freelance Graphics presentation.

5. Choose File - Exit & Return to Lotus Notes.

{button ,AL(`;H_UPDATING_FIELDS_IN_A_NOTES_DOCUMENT_FROM_FREELANCE_STEPS',0)} <u>See related topics</u>

Breaking links

You can break a link if you no longer want it connected to its source. A broken link no longer updates the data.

1. Choose Edit - Manage Links.

![linking icon]

2. Select the link you want to break.

3. (Optional) To break a chart's link, click Chart Links, and select the link you want to break.

4. (Optional) Hold down SHIFT and select additional objects.

5. Click Break Link.

6. Click Close.

{button ,AL(`H_BREAKING_LINKS_DETAILS',1)} See details

{button ,AL(`;H_LINKS_OVER;H_MANAGING_LINKS_OVER',0)} See related topics

Details: Breaking links
When you break a link to an object, the object is transformed into another object. Depending upon the type of link one of the following happens:

- Linked text becomes static text.

- A linked chart becomes a static chart.

- All other linked objects convert to Metafiles.

{button ,AL(`H_BREAKING_LINKS_STEPS',1)} Go to procedure

Details: Changing a link's update mode
Use manual update mode to control when your data is updated, for example, when automatic updating would be slow.

Automatic updating
When the update mode is automatic, Freelance Graphics updates the links as follows:

• If the link is to a file that is not currently active, Freelance Graphics updates the linked data from the file on disk when you open the presentation.

• If you open the Freelance Graphics presentation before you open the source file in another Windows application that supports OLE links, click Update Now in the Manage Links dialog box for the linked object to update the links to the source file and re-establish automatic update mode for those links that are automatic.

Manual updating
When the update mode is manual, Freelance Graphics updates the links only when you click Update Now in the Manage Links dialog box.

If the file to which you are linking has changed, click Update Now to see the latest data.

{button ,AL(`H_CHANGING_A_LINKS_UPDATE_MODE_STEPS',1)} <u>Go to procedure</u>

Changing a link's update mode

When you create a link, Freelance Graphics sets the update mode to automatic. Use automatic update mode to insure that your data is always current.

1. Choose Edit - Manage Links.

2. Select the link you want to modify.

3. (Optional) To change the update mode of other links, hold down SHIFT and select them.

4. Select Automatic or Manual.

    This changes the update mode for the selected links.

5. Click Close.

{button ,AL(`H_CHANGING_A_LINKS_UPDATE_MODE_DETAILS',1)} See details

{button ,AL(`;H_LINKS_OVER;H_MANAGING_LINKS_OVER',0)} See related topics

Overview: Common OLE procedures

Consult the following table for an overview of how to link or embed data from another application into Freelance Graphics.

<u>Linking to data in another application</u>	From the source application, select the data you want to link to and choose Edit - Copy. Return to Freelance Graphics and make sure it is in Current Page view. Choose Edit - Paste Special, and select Paste Link.
<u>Linking using drag and drop</u>	Tile the Freelance Graphics window and the other OLE 2 application's window so that both are visible. Select the data you want to share. Press both the CTRL and the SHIFT keys while pressing the left mouse button and drag the selection into your Freelance Graphics window. Release the mouse button and the CTRL and SHIFT keys when you reach the destination.
<u>Embedding an existing object</u>	Copy or cut the data you want to embed from the source application. Return to Freelance Graphics and choose Edit - Paste Special. Select "Paste," and under "As" select the object's type.
<u>Embedding a file</u>	Choose Create - Object. Click Create from File, and select the file you want to embed.
<u>Creating an embedded object</u>	Choose Create - Object. Click Create New to create a new object. Select the type of object that you want to embed from the list.
<u>Embedding using drag and drop</u>	Tile the Freelance Graphics window and the other OLE 2 application's window so that both are visible. Select the data you want to share. Press SHIFT while pressing the left mouse button and drag the selection into your Freelance Graphics window. Release the mouse button and the SHIFT key when you reach the destination.

{button ,AL(`;H_DRAGGING_AND_DROPPING_TO_ANOTHER_APPLICATION_OVER;H_EMBEDDED_OBJECTS_ OVER;H_MANAGING_LINKS_OVER;H_SHARING_DATA_USING_OLE_2_OVER;H_FILE_EXIT_DETAILS;H_FI LE_SAVE_DETAILS_1',0)} <u>See related topics</u>

Converting the file format of an OLE object

You can use the Convert feature to change the file format of an OLE object whose creator application   fully supports OLE 2 functionality.

Converting an Object

1.   Select the object you want to convert.

2.   Click the right mouse button over the object.

3.   Choose "Convert" from the menu.

4.   Select the new file format for the object from the Object type list

5.   Choose "Convert to" or "Activate as."

   Note   "Convert to" permanently changes the format of an object. "Activate as" displays the object in the new file format, but does not permanently change the object's file format.

6.   Select "Display as icon" to display the object as an icon in your current file.

7.   Click OK.

   Note   "Convert to" applies the new file format only to the selected object. "Activate as" updates the Registry, so it applies the new file format to all objects of the same type as the selected object.

Creating an embedded object

You can create an object using another application, but embed (store) the object in a Freelance Graphics file.

1. Choose Create - Object.
2. Select "Create a new object."
3. Double-click the type of object that you want to embed to display the appropriate application.
4. Use the other application to create the object.
5. Close the application and return to Freelance Graphics.

Tip Depending on your application, you may be able to choose File - Exit & Return to Freelance Graphics. This closes the application and returns you to Freelance Graphics in one easy step.

{button ,AL(`;H_EMBEDDED_OBJECTS_OVER;H_USING_DRAG_AND_DROP_TO_EMBED_AN_OBJECT_STEPS ',0)} See related topics

Creating a link using drag and drop

The source application must fully support OLE 2. Make sure you have given the source application's file a name and have saved it.

1. Tile the Freelance Graphics window and the window of the other OLE 2 application so that both are visible.

2. Make the source application the active window.

3. Hold down both the CTRL and the SHIFT keys while pressing the left mouse button as you select the data to which you want to link.

4. Without releasing the mouse button or the CTRL and SHIFT keys, drag the selection to its destination in Freelance Graphics.

5. Release the mouse button and the CTRL and SHIFT keys when you reach the destination.

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{button ,AL(`H_CREATING_A_LINK_USING_DRAG_AND_DROP_DETAILS',1)} See details

{button ,AL(`;H_LINKS_OVER;H_MANAGING_LINKS_OVER',0)} See related topics

Details: Creating a link using drag and drop
If you have trouble using drag and drop to create links, try creating a link manually by copying the data and using Edit - Paste Special. If you still experience problems, consult your source application's documentation to find out how to use drag and drop from that application.

{button ,AL(`H_CREATING_A_LINK_USING_DRAG_AND_DROP_STEPS',1)} Go to procedure

Dragging and dropping to another application

You can create a link or embed from Freelance Graphics to a file in another application using drag and drop only if the destination application supports OLE 2 drag and drop.

1. Tile the Freelance Graphics window and the window of the other OLE 2 application so that both are visible.

2. Make the Freelance Graphics file that contains the original data the active window. Make sure you have given the Freelance Graphics file a name and have saved it.

3. Select the object to copy.

   This can be an object, such as an organization chart, or, if you are in Page Sorter view, it can be a page or group of pages.

4. Position the mouse pointer on the border of your selection.

5. (Optional) To embed a copy of the object, drag the object to the other OLE 2 application.

6. (Optional) To create a link, hold down both the CTRL and the SHIFT keys, and drag the object to the other OLE 2 application.

7. Release the mouse button when you reach the destination (followed by the CTRL and SHIFT keys, if necessary).

   Note If you have trouble using drag and drop to create a link, copy the data and use Edit - Paste Special, or the other application's command equivalent.

{button ,AL(`H_DRAGGING_AND_DROPPING_TO_ANOTHER_APPLICATION_OVER',0)} See related topics

Overview: Dragging and dropping to another application

You can create a link or embed from Freelance Graphics to a file in another application using drag and drop only if the destination application supports OLE 2 drag and drop.

The following table offers some suggestions to keep in mind when dragging and dropping from Freelance Graphics to another application.

Copy an object to another application	Press the left mouse button and drag an object from Freelance Graphics to the destination application. For more information, see Dragging and dropping to another application.
Move an object to another application	Press SHIFT as you drag the object from Freelance Graphics to the destination application.
Create a link, with Freelance Graphics as the source	Select the object, then, while still holding down the mouse button, press CTRL and SHIFT as you drag an object from Freelance Graphics to the destination application.

{button ,AL(`H_CREATING_A_LINK_USING_DRAG_AND_DROP_STEPS;H_EMBEDDED_OBJECTS_OVER;H_SHARING_DATA_USING_OLE_2_OVER',0)} See related topics

Details: Editing an embedded object

Editing in place
Applications that support OLE 2 let you edit embedded objects "in place." When you select an embedded object that can be edited in place, the following happens:

- The selected object looks as though it is still embedded in Freelance Graphics.

- The commands (except for the File and Window commands), tools, and so on, change.

- The user interface of the application that the embedded object comes from may appear around the edges of the object. For example, spreadsheet rows and columns appear if the embedded object is from a spreadsheet.

- The object changes in place; you do not have to perform any special save operation.

Editing objects that cannot be edited in place
Applications that do not support in-place editing of embedded objects allow you to edit them in a separate window. When you select an object that is editable in a separate window, the following happens:

- The selected object opens in the window of the source application in which it was created.

- In the container application, the object is shaded.

- The object changes both in the separate window and in the container application, though in some applications there is a two-to-five second delay.

- You do not have to perform a special save operation in Freelance Graphics. However, other applications may require you to use a command, such as File - Update, or File - Exit & Return.

Editing objects with the right mouse button
You can select an embedded object with the right mouse button. When the object is selected, click the right mouse button (again) to see the right mouse menu. From this menu, you can edit the object.

{button ,AL(`H_EDITING_AN_EMBEDDED_OBJECT_STEPS',1)} Go to procedure

Editing an embedded object

You can edit an object "in place" if the object's source application fully supports OLE 2 functionality (if the Freelance Graphics menus change when you double-click the object). Otherwise, follow the second procedure given below.

Editing in place

1. Double-click the object you want to edit.
2. Edit the object.
3. Click outside the object when you are done.

Editing objects that cannot be edited in place

1. Double-click the object to open the object's application.
2. Edit the object.
3. Choose File - Update in the object's application.
4. Depending on your application, choose File - Exit or File - Exit & Return (or the application's command equivalent).
5. In Freelance Graphics, choose File - Save.

{button ,AL(`H_EDITING_AN_EMBEDDED_OBJECT_DETAILS',1)} See details

{button ,AL(`H_EMBEDDED_OBJECTS_OVER',0)} See related topics

Editing links

You can modify the linked data, and/or change the source of a linked object.

1. Choose Edit - Manage Links.

2. Select the linked data.

3. (Optional) To modify a chart's link, click Chart Links, and select the link you want to edit.

4. (Optional) To modify the linked data, click Open Source, make your changes, and return to Freelance Graphics.

5. (Optional) To change the source of linked data, click Change Source and specify a new file or path.

6. Click Close.

Tip You can also select a link using the right mouse button. When the link is selected, click the right mouse button (again) to see the right mouse menu. From this menu, you can edit the linked data.

{button ,AL(`H_EDITING_LINKS_DETAILS',1)} See details

{button ,AL(`;H_LINKING_TO_DATA_IN_ANOTHER_APPLICATION_STEPS;H_LINKS_OVER;H_MANAGING_LINK S_OVER',0)} See related topics

Details: Editing links
You cannot update the components of a chart link, individually. Instead, you must update all of the chart's links at the same time by clicking Update All Now in the Chart Links dialog box.

{button ,AL(`H_EDITING_LINKS_STEPS',1)} Go to procedure

Overview: Embedded objects

When you embed an object, you store the object in the container file into which you are embedding. The embedded object does not refer to (or point to) data outside of the container file. In other words, it is not linked to another file and does not "update."

For example, if you make a Freelance Graphics presentation highlighting the key points from a Word Pro document, you can embed the Word Pro file into the presentation. When you distribute it for review online, if your reviewers want information from the Word Pro document, they can simply double-click the Word Pro icon to open the Word Pro file.

An embedded object displays in your presentation as an object or an icon, depending on the application it came from.

You edit the embedded object by opening the source application from within the container file (usually by double-clicking the embedded object). The source application is brought up as an editor for the embedded object, even though the object itself is part of the container file.

How do you embed an object?

If both applications support OLE, you can embed objects. You can embed either an existing object (an object that you copied from another application) or objects that you create at the moment.

You embed objects using Edit - Paste Special or Create - Object. You use Edit - Paste Special to embed an object either copied or cut from another application. Use Create - Object to embed an object that you create at the moment or to embed an entire pre-existing file. For more information, see Creating an embedded object, Embedding an existing object, or Using drag and drop to embed an object.

What can you do with embedded objects?

Although you edit an embedded object using the tools from the application in which it was created, you do the editing within Freelance Graphics.

For example, you embed an object (such as a 1-2-3 file, or a drawn object) and double-click the object to edit it. If it supports complete OLE 2, you can edit it "in place." You do not "enter" the source application. Instead, the Freelance Graphics menu changes to accommodate the appropriate commands for the embedded object.

Editing in place gives the impression of never leaving Freelance Graphics. If the source application does not support complete OLE 2 functionality, you cannot edit in place. Instead, when you click the embedded object, the source application is activated and you can edit the object.


{button ,AL(`;H_COMMON_OLE_PROCEDURES_OVER;H_SHARING_DATA_USING_OLE_2_OVER',0)} See related topics

Embedding an existing object

There are two ways to embed an existing object into a Freelance Graphic presentation. Use the first procedure below to embed an object that you copied or cut from another application. Use the second to embed an entire existing file.

Embedding an object created in another application

1. Copy or cut the data you want to embed from the source application.

2. In Freelance Graphics, choose Edit - Paste Special.
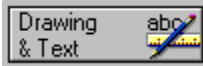
3. Select "Paste" if it is not already selected.

4. Select the type of object you are embedding.

5. Click OK.

Embedding a whole file

1. In Freelance Graphics, choose Create - Object .

2. Select "Create from file."

3. Type the name of the path and file name, or click Browse to select from the available directories.

4. Click OK.

{button ,AL(`H_EMBEDDING_AN_OBJECT_THAT_ALREADY_EXISTS_DETAILS',1)} See details

{button ,AL(`;H_DRAGGING_AND_DROPPING_TO_ANOTHER_APPLICATION_OVER;H_EMBEDDED_OBJECTS_ OVER',0)} See related topics

Details: Embedding existing object
When you embed an existing object from another application, the object and its data are stored in the Freelance Graphics file. However, you use the other application to edit the object while you are in Freelance Graphics. For more information, see Overview: Embedded objects.

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{button ,AL(`H_EMBEDDING_AN_OBJECT_THAT_ALREADY_EXISTS_STEPS',1)} Go to procedure

Details: Linking to data in another application

Save the source file
Make sure you save the source file before copying the object; it must have a name in order to make a link.

Keep the source application open while creating links. If you want, minimize the application's window to an icon.

How text is linked
When you link text, Freelance Graphics does one of the following:

- If you are not editing text, Freelance Graphics creates linked text.
- If you are editing text, Freelance Graphics checks if there is already a link to that text block. If a link exists, Freelance Graphics deletes the existing link. If there is any existing text in the text block, creating the link will replace the existing text.

Ways you can link text
You can link text in two different ways:

- Linked object--the object (text, in this case) is linked to the source file so that changes in the source file will be reflected in the presentation. That is, all of the attributes of this object are controlled through the source application. It may appear that you can edit the text from Freelance Graphics, but you cannot; you must be in the source application window for changes to an object's attributes to take effect.
- Text (unformatted)--text is linked to the other application but uses the default text attributes set by Freelance Graphics. You set all attributes for the text in Freelance Graphics.

Improving system performance
When you have many links in a file, make the links' update modes manual. For more information, see <u>Changing a link's update mode</u> .

{button ,AL(`H_LINKING_TO_DATA_IN_ANOTHER_APPLICATION_STEPS',1)} <u>Go to procedure</u>

Linking to data in another application

You can create links to a wide range of objects, including text, drawings, and charts. The source application must support OLE. Also, the file in the source application must have been saved (that is, it cannot be an "untitled file") and it must be kept open as you follow these steps.

1. Start the other application and open the file that has the data you want.

2. Copy the data to which you want to link.

3. Open the Freelance Graphics file in Current Page view.

4. Choose Edit - Paste Special.

5. Select "Paste link to source."

6. Select how you want to bring in the data.

7. Click OK.

{button ,AL(`H_LINKING_TO_DATA_IN_ANOTHER_APPLICATION_DETAILS',1)} See details

{button ,AL(`;H_CHANGING_A_LINKS_UPDATE_MODE_STEPS;H_LINKS_OVER',0)} See related topics

Overview: Links

A link is a connection between a destination file and data in a source file. Links can automatically update the destination file so that it reflects changes made in the source file.

Suppose you use data from a 1-2-3 file in a Freelance Graphics presentation and the data changes weekly. You can create automatic links to the data in the 1-2-3 file. Now, whenever you open the Freelance Graphics presentation, it automatically displays the latest 1-2-3 data.

What does a link look like?

Depending on the application that the link is connected to (the source), the link's appearance in the destination application varies. It can look like an ordinary object, like a piece of the source application, or like the source application's icon.

How do you create links?

To create a link from another application to a Freelance Graphics presentation see <u>Linking to data in another application</u> and <u>Creating a link using drag and drop</u>.

To create a link with a Freelance Graphics presentation as the source file and another application's file as the destination file, see <u>Dragging and dropping to another application</u>.

What can you do with a link?

You can double-click a link to activate the source application so that you can change the original data. You can also view, edit, update, and delete links using Edit - Manage Links. For example, you can edit a link so that it refers to a different piece of data in the source application or change a link from automatic to manual.

If the original file to which the data is linked has been moved, information about the link's location must be revised.

Note You cannot edit linked objects "in place." However, you can double-click a link, activating the source application and file, to edit the source data.

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{button ,AL(`;H_COMMON_OLE_PROCEDURES_OVER;H_LINKING_TO_DATA_IN_ANOTHER_APPLICATION_ST
   EPS;H_MANAGING_LINKS_OVER;H_SHARING_DATA_USING_OLE_2_OVER',0)} <u>See related topics</u>

Overview: Managing links

You can edit, update, and delete existing links using the Manage Links dialog box. To display the Manage Links dialog box, choose Edit - Manage Links.

Choose a task

Editing links
Updating links
Changing a link's update mode
Breaking links

{button ,AL(`;H_LINKS_OVER;H_SHARING_DATA_USING_OLE_2_OVER',0)} See related topics

Overview: OLE custom controls

Freelance Graphics supports OLE custom controls (OCXs), including Lotus Components. Lotus Components are a set of small, fast, reusable software applets, including the Lotus Spreadsheet, Chart, Draw/Diagram, Project, Comment, and File Viewer Components, and the Lotus Template Builder.

Editing   OLE controls

You can edit an OLE control within Freelance Graphics, using the tools from the application in which it was created. When you edit an OLE control, the Freelance Graphics menu changes to the appropriate commands for the OLE control.

To edit an OLE control, make sure that "Design OLE controls" is selected in the View Menu. In this mode, single-clicking the object selects it, and double-clicking the object puts the object into editing mode.

Note If "Design OLE controls" is deselected in the View menu, a single click on the OLE control will run the control.

Overview: Sharing data using OLE 2

Object Linking and Embedding (OLE) lets you share data (called objects) across applications. Depending on the task, you either create a link or embed the data.

When should you use links?

A link is a channel through which data stored in a source file is displayed in a destination file. When you update linked data in a destination file, the latest data from the source file is displayed.

Use links when all of the following are true:

- You need to share data between Windows applications.
- You expect the shared data to change.
- You need to update the shared data when the original data changes.

Suppose you use data from a 1-2-3 file in a Freelance Graphics presentation and the data changes weekly. You can create automatic links in the Freelance Graphics presentation to the data in the 1-2-3 file. Now, whenever you open the Freelance Graphics presentation, it automatically displays the latest 1-2-3 data.

You do not need to use links when any one of the following is true:

- You only use the data in one application.
- You do not expect the data to change.
- You do not need to update the shared data when the original data changes.

For example, if you created your company logo in Freelance Graphics and you wanted to use the logo in a Word Pro document, you would not use links since the logo is not likely to change. Instead, you could simply copy the logo in Freelance Graphics and paste it into Word Pro.

When should you use embedded objects?

An embedded object consists of an object created using one application, but stored in a file created using another application (sometimes called the container file).

Embed objects when both of the following are true:

- You only use the data in one application.
- You expect to edit or update the data.

For example, if you make a Freelance Graphics presentation highlighting the key points from a Word Pro document, you can embed the Word Pro file into the presentation. When you distribute it for review online, if your reviewers want information from the Word Pro document, they can simply double-click the Word Pro icon to open the Word Pro file.

{button ,AL(`H_COMMON_OLE_PROCEDURES_OVER;H_DRAGGING_AND_DROPPING_TO_ANOTHER_APPLI
CATION_OVER;H_EMBEDDED_OBJECTS_OVER;H_LINKS_OVER;H_MANAGING_LINKS_OVER',0)} See
related topics

Details: Updating links

When the update mode is manual, Freelance Graphics updates the links only when you click Update Now in the Manage Links dialog box

If the original file to which the data has been linked has moved, before updating the link, you must first use Change Source to modify the link so it matches the source's new location.

Charts can contain multiple links. You cannot update the links of a chart individually. When you select a chart in the Links dialog box and click Update Now, you update all of the chart's links.

{button ,AL(`H_UPDATING_LINKS_STEPS',1)} <u>Go to procedure</u>

Updating links

You can update an object's links when the update mode for the link is manual.

1. Choose Edit - Manage Links.

2. Select the link you want to update.

3. (Optional) Hold down SHIFT and select additional objects.

4. Click Update Now.

5. Click Close.

{button ,AL(`H_UPDATING_LINKS_DETAILS',1)} See details

{button ,AL(`;H_LINKS_OVER;H_MANAGING_LINKS_OVER',0)} See related topics

Using drag and drop to embed an object

The source application must fully support OLE 2. Make sure you have given the source application's file a name and have saved it.

1. Tile the Freelance Graphics window and the window of the other OLE 2 application so that both are visible.

2. Make the source application the active window.

3. Hold down the left mouse button as you select the data that you want to embed.

4. Without releasing the mouse button, drag the selection to its destination in Freelance Graphics.

5. Release the mouse button when you reach the destination.

Note If you have trouble using drag and drop to embed an object, try embedding manually by copying the data and using Edit - Paste Special. If you still experience problems, consult your source application's documentation to find out how to use drag and drop from that application.

{button ,AL(`;H_DRAGGING_AND_DROPPING_TO_ANOTHER_APPLICATION_OVER;H_EMBEDDED_OBJECTS_ OVER',0)} See related topics

Adding an icon to a set of SmartIcons

1. Choose File - User Setup - SmartIcons Setup.
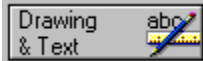
2. To review the entire list of SmartIcons, use the up and down arrows in the Available icons (drag to add) box.

    Freelance Graphics displays all SmartIcons in this box.

3. Drag an icon from the list to the set at the top of the dialog box.

4. To save the set as a different set and with a different name, click Save Set. To overwrite the existing set, click OK.

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{button ,AL(`H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_DETAILS',1)} See details

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SMARTICONS_SETUP_DIALOG_BOX_CS;H _DELETING_A_SMARTICONS_SET_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_ST EPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_MOVING_AN_ICON_USING_THE_MOUS E_STEPS;',0)} See related topics

Details: Adding an icon to a set of SmartIcons

Available icons (drag to add)
The standard Freelance Graphics icons in this list are grouped according to the Freelance Graphics menu: File, Edit, View, Create, Presentation, the menu for the currently selected object (Page, Text, and so on), Window, and Help.

Custom icons appear at the top of this list, in alphabetical order.

Dragging an icon into a set
When you drag and drop icons, Freelance Graphics moves the other icons in the set either forward or backward one position to accommodate the change. The SmartIcons then appear in the new order in the dialog box.

You can use the left and right arrows to see icons that scroll out of sight.

Saving a SmartIcons set

If you click:	This is what happens:
Save Set	Takes you to the Save As SmartIcons File dialog box where you can give the new icon set a name and save it in its own file. The new set name becomes part of the SmartIcons list.
	Click OK to return to the SmartIcons Setup dialog box.
OK	Displays the new SmartIcons set. The set saves under its original name. Freelance Graphics displays the new arrangement every time you select this set.

{button ,AL(`H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS',1)} Go to procedure

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SMARTICONS_SETUP_DIALOG_BOX_CS;H_DELETING_A_SMARTICONS_SET_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_MOVING_AN_ICON_USING_THE_MOUSE_STEPS;',0)} See related topics

Overview: Placing SmartIcons on the Freelance Graphics window

You can display a set of SmartIcons at the sides of the Freelance Graphics window in a fixed position (left, right, top, or bottom). If you drag a SmartIcons bar to an edge, it will snap to and stay with that edge, even when the window is moved.

You can also display SmartIcons in a floating position anywhere inside or outside the Freelance Graphics window. Dragging SmartIcons to a place other than an edge creates a floating palette. You can also drag one palette of SmartIcons over another.

Context SmartIcons sets

One set of SmartIcons exists for each context supported by Freelance Graphics (such as text, table, and so on). When you place a set of context SmartIcons in a specific position, this position is used by other context SmartIcons sets.
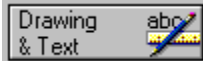
You can display the sets of context SmartIcons in different locations, but this is an advanced option. For information, see Setting location preferences for context SmartIcons. Typically, you will want all the sets of context SmartIcons to display in the same location.

{button ,AL(`H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_HIDING_S
MARTICONS_USING_THE_BAR_BUTTON_STEPS;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MO
USE_STEPS;H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_SIZING_ICONS_IN_A_S
MARTICONS_SET_STEPS;H_MOVING_AN_ICON_USING_THE_MOUSE_STEPS;',0)} See related topics

Creating a new SmartIcons set

1. Choose File - User Setup - SmartIcons Setup.

2. You can use the default SmartIcons set as a base for the new set or select another set under "Bar name."

3. Use drag and drop to add, move, group, and remove icons until the set is the way you want.

4. Click Save Set and then click Save As New.

5. Type the SmartIcons bar name and file name.

6. Click OK to return to the SmartIcons Setup dialog box.

7. To display this bar when you are working in a specific part of the presentation, select the context under "Bar can be displayed when context is."

8. To display this bar when the chosen context is active, select "Bar is enabled to display during its context."

9. Click OK.

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{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_DETAILS',1)} See details

{button ,AL(`H_SMARTICONS_SETUP_DIALOG_BOX_CS;H_DELETING_A_SMARTICONS_SET_STEPS;H_ADDI NG_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTI CONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_SETTING_LOCATION_PREFER ENCES_FOR_CONTEXT_SMARTICONS_STEPS',0)} See related topics

Details: Creating a new SmartIcons set

You can add icons by dragging icons from the "Available icons (drag to add)" box up into the new set. You can also move and rearrange icons by dragging them (including spacers) within the new set.

You can remove icons from the set by dragging them away from the displayed set.

Save Set

Clicking Save Set takes you to the Save as SmartIcons File dialog box, where you can give the new icon set a name and save it as an .SMI file. The new name will appear in the Bar name list box.

If you save the new SmartIcons set with its original name, the changes you made will apply to the original set.

Bar can be displayed when context is

This setting lists all the Freelance Graphics contexts. Each context is associated with a set of icons selected under "Bar name." In this case, you select a context for the set of icons you just created.

For example, you want the set of SmartIcons you just created to display when you are working with Drawings.

- First, select the icon set you just created under "Bar name."
- Then select Drawing under "Bar can be displayed when context is."

Now, this set of SmartIcons will display in the Freelance Graphics window when you are working with drawings.

Bar is enabled to display during its context

This option acts as an on/off display switch. If selected, it displays the set of SmartIcons under "Bar name" for the given context. Typically, this setting will be selected.

If you have defined several sets of SmartIcons to display for a given context, you can also use this setting to control which of these icon sets will actually display in that context. For example, you may have created two sets of text-related SmartIcons--Draw1 (for sizing, aligning, and so forth) and Draw2 (for zooming, flipping, and so forth)--to display when you are working with drawings. You can select this setting for Draw2 and deselect this setting for Draw1.

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS',1)} Go to procedure

{button ,AL(`H_DELETING_A_SMARTICONS_SET_STEPS;H_MOVING_AN_ICON_USING_THE_MOUSE_STEPS; H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_ SMARTICONS_STEPS;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_ SMARTICONS_SETUP_DIALOG_BOX_CS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_AV_ CREATING_A_CUSTOM_ICON_CS',0)} See related topics

Deleting a SmartIcons set

1. Choose File - User Setup - SmartIcons Setup.

2. Click Delete Set.

3. Select the set you want to delete.

4. Click OK.

5. Freelance Graphics asks you to confirm your selection.

   Clicking Yes deletes the .SMI file and returns you to the SmartIcons Setup dialog box.

6. Click OK.

If you delete an icon set that was displayed on the screen, Freelance Graphics displays the next icon set in the default icons folder (directory) (\LOTUS\FLG\ICONS). If there is no other alternative in the folder, Freelance Graphics displays the default set of SmartIcons.

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{button ,AL(`H_SMARTICONS_SETUP_DIALOG_BOX_CS;H_DELETING_A_SMARTICONS_SET_STEPS;H_ADDI
   NG_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTI
   CONS_STEPS;H_SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_MOVING_AN_ICON_USING_T
   HE_MOUSE_STEPS;',0)} See related topics

Displaying or hiding SmartIcons

Choose View - Show SmartIcons.

A checkmark appears by the command when the SmartIcons are displayed. You can hide the SmartIcons by repeating this step.
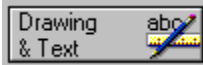

{button ,AL(`H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_BUBBLE_HELP_STE PS;H_HIDING_SMARTICONS_USING_THE_BAR_BUTTON_STEPS;H_AV_PLACING_SMARTICONS_ON_THE _AVERY_WORKSPACE_OVER;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_SE LECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_SELECTING_A_SMARTICONS_SET_USIN G_THE_BAR_BUTTON_STEPs;',0)} See related topics

Displaying or hiding bubble help

Use this procedure to display or hide bubble help for both SmartIcons and InfoBox tabs.

1. Choose File - User Setup - SmartIcons Setup.

2. Select "Show icon descriptions (bubble help)."

3. Click OK.

4. Place the mouse pointer on the desired icon and pause for a second.

   Freelance Graphics displays a bubble describing what the icon or InfoBox tab represents.

Note You can remove bubble help by following the same steps and deselecting "Show icon descriptions (bubble help)."

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{button ,AL(`;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_OVER;H_DISPLAYING_OR_HIDI
   NG_SMARTICONS_STEPS;H_SELECTING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;H_S
   ELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_DETAILS;H_SIZING_ICONS_IN_A_SMARTICONS_S
   ET_STEPS;H_USING_AN_ICON_STEPS;H_USING_SMARTICONS_OVER',0)} See related topics

Hiding SmartIcons using the bar button

1. Click the bar button on the icon bar.

2. Choose Hide all SmartIcons.

{button ,AL(`H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICO
   NS_STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_BUBBLE_HELP_STEPS;H_AV_PLACING_SMARTIC
   ONS_ON_THE_AVERY_WORKSPACE_OVER;H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_S
   TEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS',0)} See related topics

Moving an icon using the mouse

1. Press CTRL.

2. Drag an icon to the desired location.

    Dragging the icon off the SmartIcons bar moves it to the end of the set.

{button ,AL(`H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H_CREATING_A_NEW_SMARTICON
S_SET_STEPS;H_DELETING_A_SMARTICONS_SET_STEPS;H_REMOVING_AN_ICON_FROM_A_SET_OF_
SMARTICONS_STEPS;H_SMARTICONS_SETUP_DIALOG_BOX_CS;H_SPACING_BETWEEN_SMARTICONS
_IN_A_SET_STEPS;',0)} See related topics

Placing a set of SmartIcons using the mouse

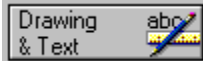1. Place the mouse pointer over the area next to the bar button.

2. Click and drag the bar wherever you want it in the Freelance Graphics window.

   As you drag the bar, the hand closes around an outline of the bar.

{button ,AL(`H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_DISPLAYIN
G_OR_HIDING_SMARTICONS_BUBBLE_HELP_STEPS;H_HIDING_SMARTICONS_USING_THE_BAR_BUTTO
N_STEPS;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_OVER;',0)} See related topics

Removing an icon from a set of SmartIcons

1. Choose File - User Setup - SmartIcons Setup.

2. Select the set you want to modify under "Bar name."

3. Drag the icon(s) you want to remove away from the displayed set.

4. Click OK.

   Freelance Graphics displays the new arrangement every time you select this set.

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SMARTICONS_SETUP_DIALOG_BOX_CS;H _DELETING_A_SMARTICONS_SET_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H _SPACING_BETWEEN_SMARTICONS_IN_A_SET_STEPS;H_MOVING_AN_ICON_USING_THE_MOUSE_STE PS;',0)} See related topics

Selecting and displaying a specific icon set

1. Choose File - User Setup - SmartIcons Setup.
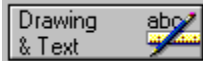
2. Select the desired set under "Bar name."

3. Select an option under "Bar can be displayed when context is."

4. If you want to display the set at specific times (depending on your selections in steps 2 and 3), select   "Bar is enabled to display during its context."

    Note Typically, this setting should always be selected.

5. Click OK.

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{button ,AL(`H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_DETAILS',1)} See details

{button ,AL(`H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_OVER;H_DISPLAYING_OR_HIDIN
    G_SMARTICONS_STEPS;H_SELECTING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;H_SE
    TTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_SIZING_ICONS_IN_A_SMAR
    TICONS_SET_STEPS;H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER',0)} See related topics

Details: Selecting and displaying a specific icon set

Selecting icon sets and contexts

Freelance Graphics provides a set of SmartIcons for each available context (such as table, drawing, and so on). You can customize existing icon sets or create your own. You cannot add or change contexts.

Bar name

This setting controls the set of SmartIcons that displays for each of the Freelance Graphics contexts. When you select a SmartIcons set here, you then associate it with a context under "Bar can be displayed when context is." This ensures that the icon set displays for that context.

Bar can be displayed when context is

This setting lists all the Freelance Graphics contexts. Each context is associated with a set of icons selected under "Bar name."

For example, you want the set of Drawing SmartIcons to display when you are working with drawings.

- First, select Drawing under "Bar name."
- Then select Drawing under "Bar can be displayed when context is."

Now, the set of Drawing SmartIcons will display in the Freelance Graphics window when you are working with drawings.

Bar is enabled to display during its context

This option acts as an on/off display switch. If selected, it displays the set of SmartIcons under "Bar name" for the given context. Typically, this setting will be selected.

If you have defined several sets of SmartIcons to display for a given context, you can also use this setting to control which of these icon sets will actually display in that context. For example, you may have created two sets of text-related SmartIcons--Draw1 (for sizing, aligning, and so forth) and Draw2 (for zooming, flipping, and so forth)--to display when you are working with drawings. You can select this setting for Draw2 and deselect this setting for Draw1.

{button ,AL(`H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS',1)} Go to procedure

{button ,AL(`H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_OVER;H_SELECTING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS',0)} See related topics

Selecting a SmartIcons set using the bar button

1. Click the bar button on the icon bar.

2. Select a SmartIcons set from the menu.

   The Universal SmartIcons set always displays in this menu. The other menu commands that display depend upon the current context. For example, if you are working in tables, the Universal set will display, as well as all sets of SmartIcons associated with the context Table.

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{button ,AL(`H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER;H_USING_AN_ICON_STEPS;H_DISPLAYI
NG_OR_HIDING_SMARTICONS_STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_BUBBLE_HELP_STEP
S;H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_SIZING_ICONS_IN_A_SMARTICO
NS_SET_STEPS;',0)} See related topics

Details: Setting location preferences for context SmartIcons

Bars that will appear in the same location
This is a list in which all context sets of SmartIcons are selected, indicating they can display in a context SmartIcons location.

If you move a context SmartIcons set from its original position, the next context SmartIcons set in this list displays where the first set was moved. For example, if you drag a set into a floating position when you are working with text and then display the text SmartIcons when you work with text blocks, the text set displays in the same floating position.

{button ,AL(`H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_STEPS',1)} Go to procedure

{button ,AL(`H_USING_SMARTICONS_OVER;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_OVER;H_AV_CREATING_A_CUSTOM_ICON_CS;H_AV_EDITING_AN_ICON_STEPS;H_AV_ATTACHING_A_SCRIPT_TO_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS',0)} See related topics

Setting location preferences for context SmartIcons

One set of SmartIcons exists for each context supported by Freelance Graphics (table, organization chart, and so on).

1. Choose File - User Setup - SmartIcons Setup.

2. Select the desired SmartIcons sets under "Bars that will appear in the same location."

3. Click OK.

   When you move a set of context SmartIcons, all other sets of context SmartIcons will display in that same location.

Tip If you have more than one SmartIcons set for a specific context, only select one set. Otherwise, both sets will be in the same location, with one on top of the other. You will only be able to use one set.

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{button ,AL(`H_SETTING_LOCATION_PREFERENCES_FOR_CONTEXT_SMARTICONS_DETAILS',1)} See details

{button ,AL(`H_USING_SMARTICONS_OVER;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_ OVER;H_AV_CREATING_A_CUSTOM_ICON_CS;H_AV_EDITING_AN_ICON_STEPS;H_AV_ATTACHING_A_S CRIPT_TO_AN_ICON_STEPS;H_CREATING_A_NEW_SMARTICONS_SET_STEPS;',0)} See related topics

Sizing icons in a SmartIcons set

1. Choose File - User Setup - SmartIcons Setup.
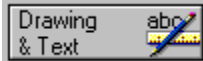
2. In the Icon size box, select Regular or Large.

    Note Select Large for high-resolution monitors.

3. Click OK.

{button ,AL(`H_USING_SMARTICONS_OVER;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_
    OVER;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_SELECTING_AND_DISPLAY
    ING_A_SPECIFIC_ICON_SET_STEPS;H_SELECTING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_S
    TEPS;',0)} See related topics

Overview: SmartIcons

SmartIcons are icons that represent shortcuts for Freelance Graphics actions, commands, and scripts.

You can modify SmartIcons for use as a custom set, or you can create and edit custom icons to be part of a standard Freelance Graphics set.

When you use SmartIcons, you can:

- Check to see what each icon represents.
- Place sets of SmartIcons at the side of or floating in the Freelance Graphics window.
- Specify their size.
- Display different SmartIcons sets while you are working in specific parts of a document.
- Customize one or more specific sets.
- Add, move, group, edit, and remove the icons in a set.
- Delete them, either individually or as a set.
- Create and modify custom icons. You can associate a script, an executable file (such as a .BAT or .EXE file) to launch an application, or a new or existing OLE object with a custom icon.
- Place them in the Freelance Graphics Icons folder (directory) as .BMP files.

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{button ,AL(`;H_AV_PLACING_SMARTICONS_ON_THE_AVERY_WORKSPACE_OVER;H_DISPLAYING_OR_HIDI NG_SMARTICONS_STEPS;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_SELEC TING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_SELECTING_A_SMARTICONS_SET_USING_T HE_BAR_BUTTON_STEPS;H_USING_SMARTICONS_OVER;',0)} See related topics

SmartIcons Setup dialog box

You can review all sets of SmartIcons in this dialog box by selecting an icon set from the Bar name list. When you do this, the specific icon set appears at the top of the box.

In this dialog box, you can add, move, group, edit, and remove the icons in a set. You can also create and edit custom icons from this dialog box.

Tip You can also open the SmartIcons Setup dialog box by clicking the bar button on the SmartIcons bar and choosing SmartIcons Setup.

Choose a task

Selecting and displaying a specific icon set
Sizing icons in a SmartIcons set
Spacing between SmartIcons in a set
Adding an icon to a set of SmartIcons
Removing an icon from a set of SmartIcons
Creating a new SmartIcons set
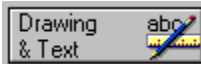Deleting a SmartIcons set
Creating a custom icon
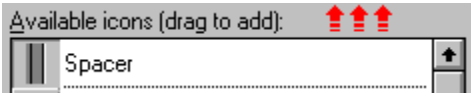Editing a custom icon
Setting location preferences for context SmartIcons

{button ,AL(`H_DISPLAYING_OR_HIDING_SMARTICONS_BUBBLE_HELP_STEPS;H_DISPLAYING_OR_HIDING_ SMARTICONS_STEPS;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOUSE_STEPS;H_SELECTIN G_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS ;H_SMARTICONS_OVER;H_USING_SMARTICONS_OVER',0)} See related topics

Spacing between SmartIcons in a set

1. Choose File - User Setup - SmartIcons Setup.

2. Under Bar name, select the SmartIcons set that you want to work with.

3. Drag a spacer to separate the icons within the displayed set.

4. Click OK.

Note You can use the left and right arrows to see icons that scroll out of sight.

{button ,AL(`H_CREATING_A_NEW_SMARTICONS_SET_STEPS;H_SMARTICONS_SETUP_DIALOG_BOX_CS;H
_DELETING_A_SMARTICONS_SET_STEPS;H_ADDING_AN_ICON_TO_A_SET_OF_SMARTICONS_STEPS;H
_REMOVING_AN_ICON_FROM_A_SET_OF_SMARTICONS_STEPS;H_MOVING_AN_ICON_USING_THE_MO
USE_STEPS;',0)} See related topics

Using an icon

Place the mouse pointer on the desired icon and click.

{button ,AL(`H_SMARTICONS_OVER;H_DISPLAYING_OR_HIDING_SMARTICONS_STEPS;H_DISPLAYING_OR_
HIDING_SMARTICONS_BUBBLE_HELP_STEPS;H_PLACING_A_SET_OF_SMARTICONS_USING_THE_MOU
SE_STEPS;H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEPS;H_SELECTING_A_SMARTI
CONS_SET_USING_THE_BAR_BUTTON_STEPS;H_SIZING_ICONS_IN_A_SMARTICONS_SET_STEPS;',0)}
See related topics

Overview: Using SmartIcons

When you first start Freelance Graphics, two default sets of SmartIcons display. You can easily display one or more different sets.

If you place SmartIcons at the sides of or floating in the Freelance Graphics window, their position is used by other SmartIcons sets that subsequently display. For example, if you place table SmartIcons in a floating position in the Freelance Graphics window and then click a text block, the text SmartIcons will appear in the same floating location.

Sets of SmartIcons are saved as .SMI files. Custom icons are saved as .BMP files.

{button ,AL(`H_SMARTICONS_OVER;H_USING_AN_ICON_STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_
STEPS;H_DISPLAYING_OR_HIDING_SMARTICONS_BUBBLE_HELP_STEPS;H_AV_PLACING_SMARTICONS
_ON_THE_AVERY_WORKSPACE_OVER;H_SELECTING_AND_DISPLAYING_A_SPECIFIC_ICON_SET_STEP
S;H_SELECTING_A_SMARTICONS_SET_USING_THE_BAR_BUTTON_STEPS;',0)} See related topics