User's Guide

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Dans le cadre de sa politique d'assistance technique, Novell s'efforcera de répondre aux questions d'ordre technique concernant le Logiciel. Cependant, il est convenu que ce service ne constitue qu'une obligation de moyen et que Novell ne saurait satisfaire toute demande d'assistance. Novell ne supportera le Logiciel que dans la mesure où celui-ci est utilisé dans les conditions et selon les configurations matérielle et logicielle pour lesquelles il a été conçu. Les services offerts par l'Assistance technique peuvent être altérés sans préavis.

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Welcome

Welcome

Welcome to Presentations 3.0 for Windows from WordPerfect, the Novell Applications Group (WPGroup). The software you have purchased will help you create slide shows with a professional edge.

Registering Presentations 3.0

If you haven't already done so, take a minute to fill out the Registration card and return it to WPGroup. Be sure to detach the Certificate of License and keep it with your manual as a permanent record of your license number. You will need this number when you order an update or call Customer Support.

Customer Registration

If you have licensing questions, you can call Customer Registration:

Customer Registration **(801) 222-4555** (toll)

Installing Presentations 3.0

This section provides you with the information you need to install Presentations 3.0.

IMPORTANT: To install PerfectOffice, see the installation instructions in the *Up and Running Guide*.

System Requirements

Before you install the program, make sure you have all the hardware and software you need to run Presentations 3.0.

Hardware/Software	Minimum	Recommended
Personal Computer with a Mouse and 3 ½" (1.44M) disk drive	80386/20 processor	80386/25 processor or higher
Monitor and Adaptor	EGA	VGA or higher
Windows version	3.1	3.1
DOS version	3.1	5.0 or higher
Memory	4M of RAM	8M of RAM or higher
Hard disk space	10.5M for minimum installation (see *Minimum Installation* below)	24M for full installation

Minimum Installation

If you have limited hard disk space, you can use the minimum install option to install only the necessary files to run Presentations 3.0 and a few supplemental files.

The table below lists those files that are included in a minimum installation and those that are omitted.

Files Included	Files Omitted
Presentations 3.0 program files	Spell Checker, Thesaurus
Shared Program files	Color palettes
Default Toolbar	Sound files
Some True Type fonts	Help files

Files Included	Files Omitted
Eight Master Templates Default (blue background), World, Purple Bar, Diagonal 2, Grid, Boxes 1, Slash, and Stripes	
Conversion DLL files (for converting other graphic formats)	

Memory Management

Memory is a means of storing applications and data temporarily. Do not confuse memory with *disk space*, which is a long-term means of storing data. Running Presentations 3.0 requires a minimum of 4 megabytes of memory. If you add more memory to your system or free up your current memory, you will be able to run more applications at the same time, and often they will run faster.

If you are getting out-of-memory messages when running several applications or opening several document windows at once, you may want to add more memory to your system.

Swap Files • The Windows *swap file* is a file that uses hard disk space when Windows needs access to more memory. There are two kinds of Windows swap files: permanent and temporary. A permanent swap file is faster than a temporary file, but it takes up disk space even when you are not running Windows. For more information, see your Windows manual.

Installing Presentations 3.0 on a Hard Disk

Because the Presentations 3.0 program files are compressed, you must run the Presentations 3.0 Setup program to place the files on your hard disk. You'll follow the same steps whether you're installing Presentations 3.0 for the first time or as an upgrade version from Presentations 2.0.

If you have questions before you install, refer to *Questions and Answers About Installing* later in this section.

To install Presentations 3.0 on your hard disk,

1. Start Windows, if you have not already done so.
2. Insert the **Setup** disk into drive A (or drive B).
3. Choose **Run** from the **File** menu in the Windows Program Manager.
4. Type **a:setup** (or **b:setup**), then choose **OK**.
5. Type in your name and product license number, then choose **Continue**.
6. Choose **Install**, choose one of the installation types, then follow the on-screen prompts to finish installing Presentations 3.0. (You will be able to install to any drive you want.)

If you have questions about installing, you can choose Help in any of the Setup dialog boxes.

We recommend a Standard installation for most users. For more information about installation options, refer to *Questions and Answers About Installing* later in this section.

IMPORTANT: When you've finished installing the program on your computer, put the original disks in a safe place. Avoid exposing them to sunlight, dust, and magnetic fields (even televisions, telephones, and stereo speakers contain magnets).

Installing Presentations 3.0 on a Network

For information about installing Presentations 3.0 on a network, see *Appendix F: Networking Presentations 3.0*.

Questions and Answers About Installing

Do I need to delete earlier versions of Presentations before I install?

No. A Standard installation places Presentations 3.0 in a different directory than earlier versions.

If your disk space is limited, delete the earlier version of Presentations. Be sure to copy drawings, slide shows, and graphics you want to use in Presentations 3.0 to a new directory before deleting the earlier version of Presentations.

Which installation option should I use?

Installation Type	Use
Standard	To install Presentations 3.0 for the first time or to install a new (upgrade) version
Custom	To customize your installation by installing only part of the program or sets of files to directories you specify
Network	To install Presentations 3.0 for use by many users on a network server or workstation
Minimum	To install the minimum files necessary to run Presentations 3.0 for Windows
Options	To install additional conversion drivers, fonts, or to view README files

When installing Presentations 3.0, a prompt tells me that I don't have enough room to install all the Presentations 3.0 files. What should I do?

Exit the installation program and delete unnecessary files from your hard disk to make more disk space available. You can also choose Custom or Minimum Installation.

Several files such as Spell Checker and Thesaurus files, and sound driver files are not required to run Presentations 3.0. Of course, these files can be added later using Custom Installation. See *Appendix I: Program Files* for a list of the files necessary to run Presentations 3.0.

What happens to the files I created with earlier versions when I install Presentations 3.0?

Nothing. Installing Presentations 3.0 creates a new directory (C:\OFFICE\PRWIN30) rather than copying over files in a directory containing an earlier version. You can then open your existing drawings and slide shows in Presentations 3.0.

How can I conserve disk space?

Choose Minimum Installation to install only the files necessary for running Presentations 3.0. This option requires a minimum of 10.5M of free disk space and does not install the Spell Checker or Thesaurus, macros, graphics, and preset Toolbars.

You can also choose Custom Installation and install the program files plus any other files you want.

After you install, you may be able to delete some files, depending on your computer setup. See *Appendix I: Program Files* to see which files you can delete.

What is the WPC20 directory?

WPC20 is a shared applications directory. The files placed in WPC20 can be used with other WPGroup applications for Windows. In addition, WPC20 contains several applications (such as Spell Checker, Thesaurus, and QuickFinder) that can be run as stand-alone applications. You should make sure WPC20 is in the same root directory as all other WPGroup applications.

What are the README files?

README files contain information about program changes made after this documentation was printed. You can view README files when you run the installation program, or you can retrieve them in WordPerfect or any text editor. You can also print them. The names of the files begin with "README."

I chose Minimum as the Installation Type. Why can't I run the Spell Checker or Thesaurus?

A Minimum Installation installs only those files necessary to run Presentations 3.0. If you want to install writing tools such as Spell Checker or Thesaurus, choose Custom Installation, then install the files you want.

I accidentally deleted some Presentations 3.0 files. Can I reinstall only part of Presentations 3.0?

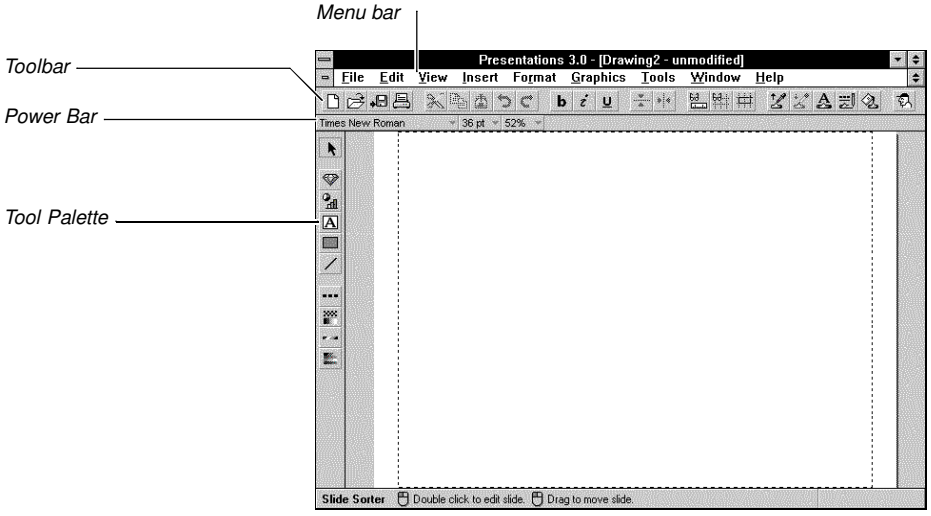
Yes. Start the Presentations 3.0 installation program, choose Custom Installation, then select those files you want to reinstall.

How can I remove Presentations 3.0 from my computer?

The setup program includes Uninstall Options which allow you to remove Presentations 3.0 files from your computer. From the Program Manager in Windows, double-click the Presentations 3.0 Installation icon. Choose **Standard** to remove all files that Presentations 3.0 installed, or choose **Custom** to select the files you want to remove. Files you created or modified will not be removed.

Things You Need To Know About Presentations 3.0

Presentations 3.0 offers an intuitive interface with powerful tools to help you quickly and easily create drawings and slide shows. You can customize virtually any element in the interface to suit your needs.



Using Menus

Presentations 3.0 provides both pull-down menus and QuickMenus that make it easy to find and use program features. You can customize the pull-down menus for quick access to the features you use most often.

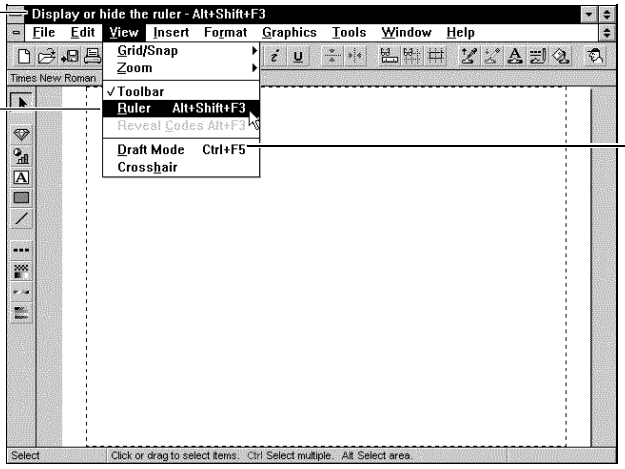
Pull-down Menus

To display a pull-down menu,

1 Click a menu name from the menu bar (such as **Insert**).

or

Hold down **Alt** and press any of the highlighted or underlined letters on the menu bar (such as **Alt+i** for the **Insert** menu).



The help prompt gives information on the highlighted menu item.

Insert menu displayed

Shortcut key

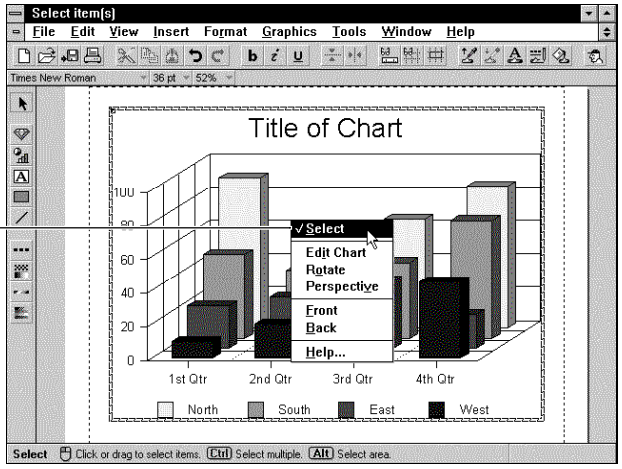
Help prompts also appear when you position the pointer over other areas of the window such as the Toolbar, Power Bar, Tool palette, and status bar.

QuickMenus

QuickMenus provide easy access to specific Presentations 3.0 features. QuickMenus are *context-sensitive*, which means that they vary by appearance according to the task you are performing. For example, when you are editing a bar chart, the QuickMenu includes a chart-specific command, such as Edit Grid/Tick. When you are editing a figure, however, the QuickMenu includes a more generic object command, such as Rotate.

To display a QuickMenu,

1 Place the pointer on the object you're working on, then right-click.



QuickMenu

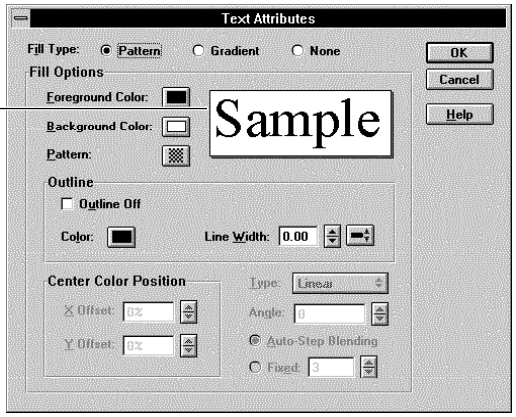
To close the menu without selecting an option,

2 Click the left mouse button outside the QuickMenu.

Using Dialog Boxes

Many Presentations 3.0 dialog boxes include preview windows that show how changes will look before you apply them. You can also access Help from any dialog box to get information about dialog box options.

The preview window shows how changes will look before you apply them to a drawing or slide.



To exit a dialog box without performing any action,

1 Choose **Cancel**.

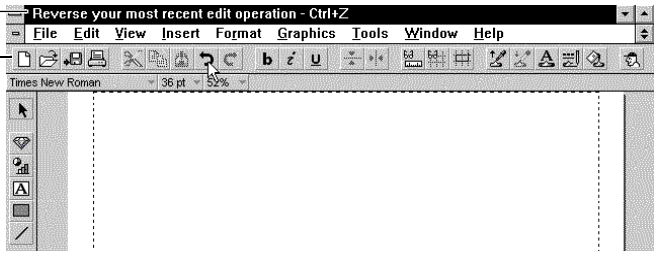
Using the Toolbar

The Toolbar gives you quick access to the features you use most. It also lets you automate menu items, executable files, macros, and other Toolbars. You can select from one of the predefined Toolbars that ship with Presentations 3.0, or you can create your own.

When you place the pointer over a button on the Toolbar, a Help prompt describing the feature appears at the top of the screen.

Help prompt

Toolbar



You can change how the Toolbar is positioned and displayed on your screen. You can even display the Toolbar as a floating palette of buttons.

To change the position of the Toolbar,

1 Position the pointer on a spacer or blank area of the Toolbar (not on a button) so that the pointer changes to a hand icon.

2 Drag the Toolbar to another position inside the window.

An outline indicates the new position of the Toolbar before it's actually moved.

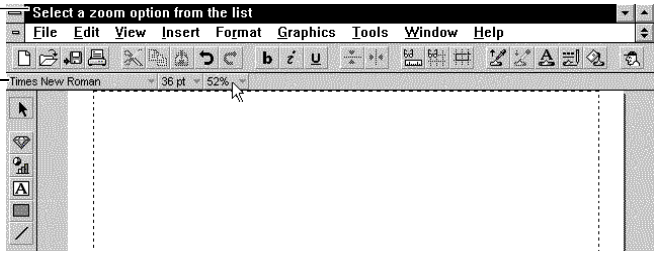
Using the Power Bar

The Power Bar, a thin horizontal strip near the top of the screen, is similar to the Toolbar except it contains mostly drop-down lists. Like QuickMenus, the Power Bar is context sensitive and changes according to the task you are performing.

A Help prompt describing each feature appears at the top of the screen when you place the pointer over a Power Bar item.

Help prompt

Power Bar

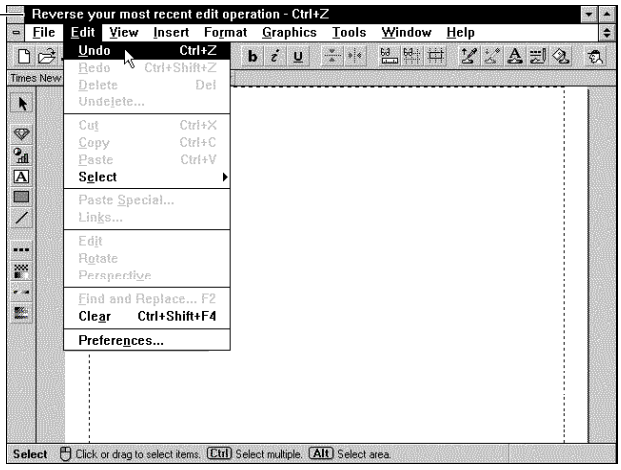


Using Help Prompts

Help prompts are brief reminders and tips for using specific features. They are located in the title bar and at the bottom of the window.

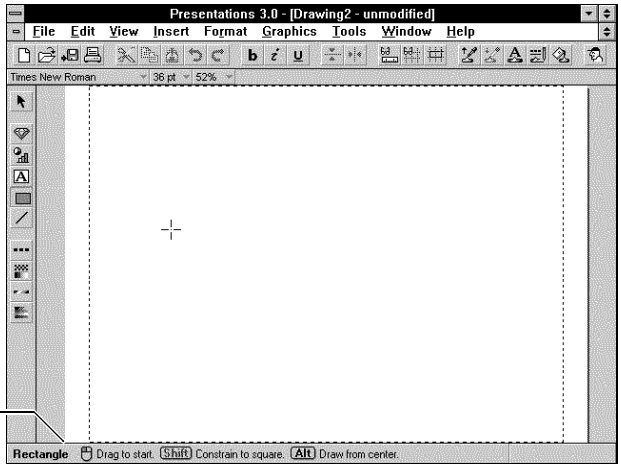
The Help prompts in the title bar describe the function of items in the pull-down menus. For example, if you click (and hold) Undo in the Edit menu, the title bar says, “Reverse your most recent edit operation.”

Help prompt in the title bar



The Help prompts in the bottom of the drawing window offer hints that help you draw and edit items in the drawing window. For example, when you choose the Rectangle tool,

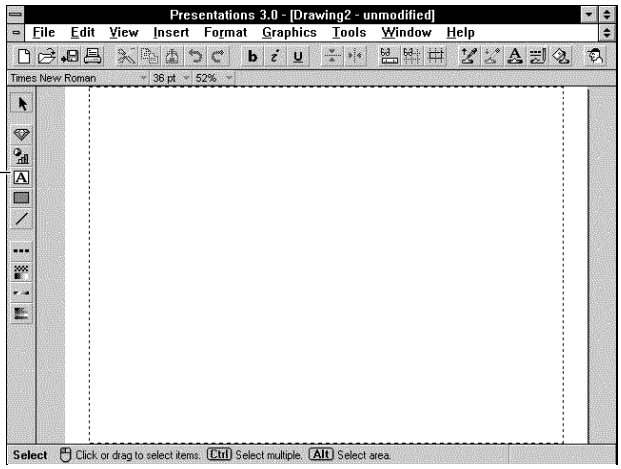
these Help prompts tell you how to start the rectangle, make it perfectly square, or draw a rectangle from its center.



These Help prompts help you draw and edit items in the drawing window.

Using the Tool Palette

To save time, use the Tool palette instead of the pull-down menus to access the tools you need when working on a drawing or slide. The icons on the Tool palette represent the most commonly used tools in Presentations 3.0.



Tool palette

You can change the position of the Tool palette by dragging it to a different location on your screen.

1. Position the pointer on a blank area of the Tool palette (not on an icon) so that the pointer changes to a hand icon.
2. Drag the Tool palette to another position inside the window.

Printing

To print a drawing or slide show in Presentations 3.0, you must first select a printer and specify which port you are using. If a printer is not selected, or if you want to change the printer that is currently selected, see *Printing/Output Solutions*.

A Quick Tour of Presentations 3.0

Presentations 3.0 contains all the tools you need to design, create, and present professional slide shows. *A Quick Tour of Presentations 3.0* introduces you to some of the main components of Presentations 3.0 while showing you how easy it is to create a slide show.

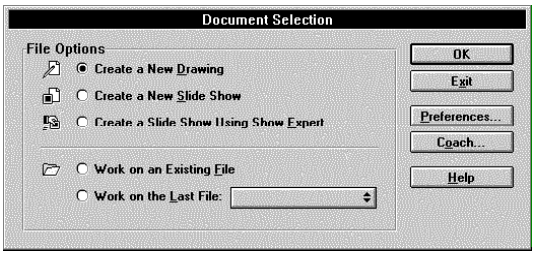
Starting Presentations 3.0

1 Start Windows.

2 Double-click the Presentations 3.0 program icon.

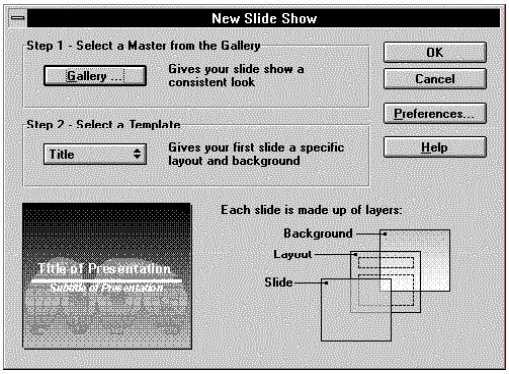
Selecting a Document Type

Each time you start the program, the Document Selection dialog box appears. (You can select a different startup view by choosing **Preferences**.) Select the task you want to perform in the Document Selection dialog box, and Presentations 3.0 puts you right where you need to be.



Document Selection dialog box

1 Select **Create a New Slide Show**, then choose **OK**.



New Slide Show dialog box

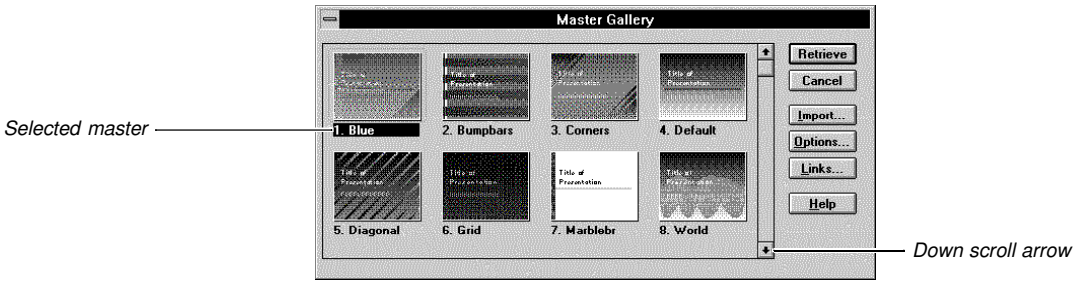
When the New Slide Show dialog box appears, you're ready to begin creating your show.

Selecting a Master from the Gallery

The first ingredient every slide show needs is a *master*. Simply put, a *master* is a group of predesigned sample slides, called slide templates. Using a master ensures that all your slides have consistent backgrounds, fonts, and colors.

Presentations 3.0 comes with a variety of slide show masters. You can view the complete collection in the Master Gallery.

1 Choose **Gallery**.



The Master Gallery

2 Click the down scroll arrow to view the slide show masters in the gallery.

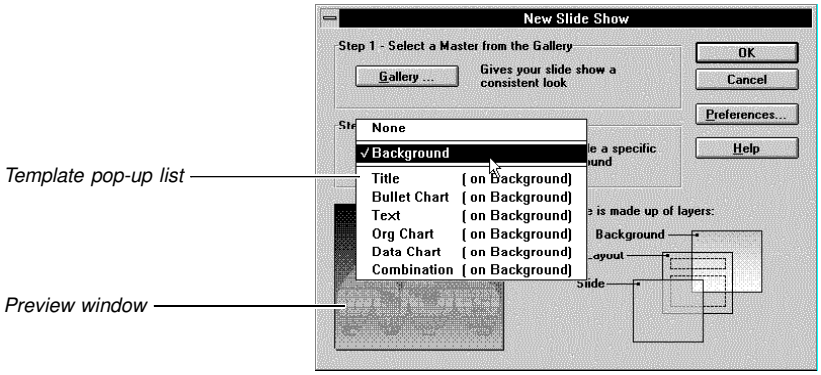
3 Select **World**, then choose **Retrieve**.

Creating Slide One

Select a Slide Template

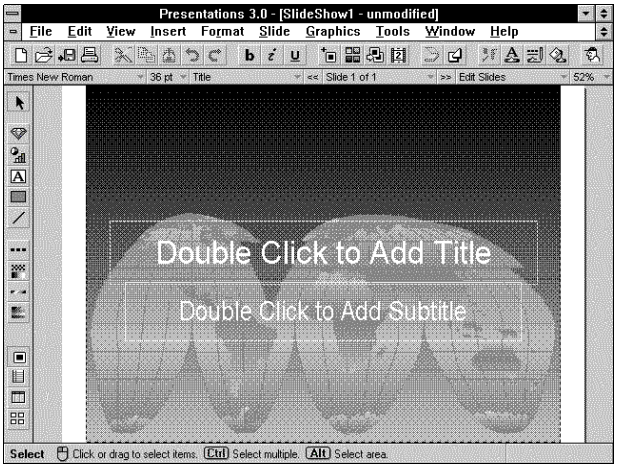
You're now ready to select a template for slide one. Most templates are composed of two elements—a background and a layout. Layouts are designed to complement backgrounds, giving you the freedom to focus on content rather than design.

1 Select **Title** from the Template pop-up list.



2 Choose **OK**.

Presentations 3.0 places you in the Slide Editor, where you can customize slide one to fit your needs.



The Slide Editor

Editing Slide One

You can add a title and a QuickArt figure to complete slide one.

Add a Title

1. Double-click the title area.
2. Type **Worldwide Aviation**.
3. Click outside the title.
4. Double-click the subtitle area, then type **The Leader in Air Transit**.
5. Click outside the subtitle.

Add a QuickArt Figure

Before you insert a figure, you must first define a figure area in your slide.

1. Choose **QuickArt** from the **Insert** menu.
2. Drag diagonally across the drawing window to define a rectangular-shaped figure area (as shown below).

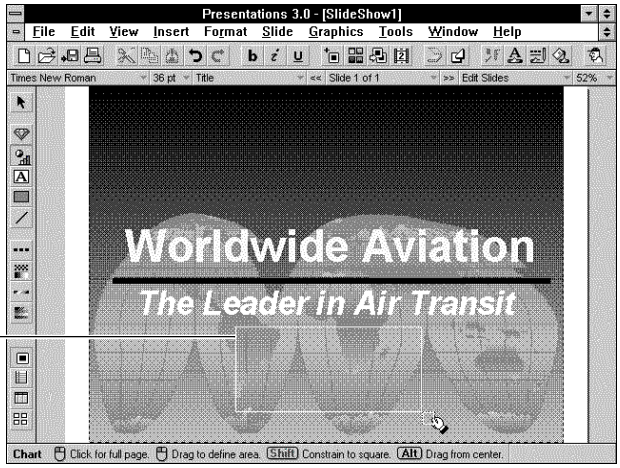


Figure area