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Welcome!

Welcome to *SoftMaker Presentations Mobile* – the only presentation software that renders your documents on smartphones and tablets <u>exactly</u> like on a PC.

Presentations is part of *SoftMaker Office Mobile*, the most powerful office package for Android devices.

More information, updates, downloads, etc.:

www.softmaker.com

Support forum:

www.softmaker.com/forum

Enjoy!

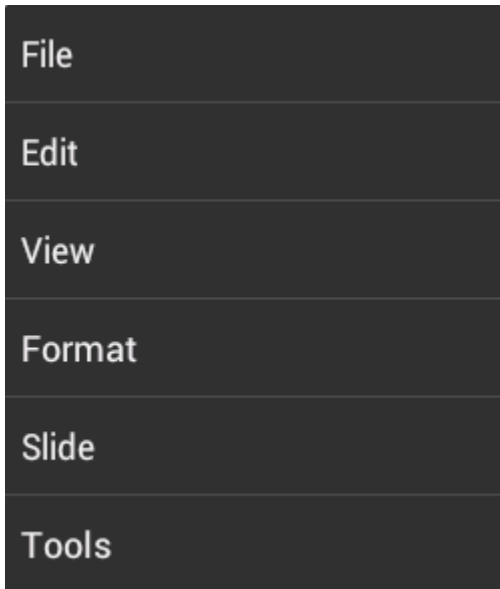# User interface

In this section, you will learn how to use the program. The following topics are covered:

- Working with menus
- Working with toolbars
- Entering text
- Selecting text, objects, etc.
- Spell checking
- Exiting the application

Working with menus

The *main menu* contains all of the application's commands in the form of clearly arranged menus.

The main menu

To open the main menu, push the **Menu** key on your device.

To invoke one of its commands, first tap on a menu entry, then tap on a command.

For a detailed list of all menu commands, see the section "Overview: Menu commands".

Note: Some devices are not equipped with a hardware menu key, but instead display a menu button on the screen. It is usually labeled with three dots and can be found either at the very right of the title bar or below the application window.

Context menu

In addition, a menu called *context menu* is available. It contains commands depending on the current situation. For example, when you select text and open the context menu, it will offer commands for cutting, copying, and formatting the text.

To open the context menu, tap on any place in the document and hold your finger there for at least one second.

Working with toolbars

Toolbars contain icons for most commonly used menu commands.

The main toolbar (also called *Standard toolbar*) is shown right below the document.

Its icons have the following functions (from left to right):

1   Keyboard on/off

2   **File** toolbar on/off

3   **Edit** toolbar on/off

4   **Format** toolbar on/off

5   **Slides** toolbar on/off

6   Change zoom level

7   Start slide show

8   Start slide show from current slide *(only on tablets)*

9   Open settings dialog *(only on tablets)*

10 Open help file

Hint: When you tap on an icon and hold your finger there for a second, the function of the respective icon is displayed on the screen.

Note: Some toolbars are wider than the screen and can't be displayed in a whole. To see the rest of such a toolbar, wipe over it with your finger (to the left or right).

For a list of all toolbars and their icons, see the section "Overview: Toolbars".

Navigating between slides

To navigate between the slides of a presentation, use either of the following methods:

A) Using the "Slide" toolbar

Tap on the ⬜ icon in the main toolbar to open the **Slide** toolbar. It contains the following icons:

The three rightmost icons can be used to navigate between slides. Their functions are:

3   Previous slide

4   Go to slide ...

5   Next slide

B) Using the mini slide sorter

The mini sorter is a small pane that displays thumbnail images of all slides in a presentation. You can use it to navigate between the slides. To jump to a specific slide, simply tap on its thumbnail.

To display or hide the mini sorter, invoke the **View > Mini Sorter** menu command. It allows you to select the position of the mini sorter or to hide it.

Entering text

This section describes how to enter text in a document and in dialogs.

In documents

To edit the text in a placeholder, simply tab into the placeholder. A text cursor will start blinking there, indicating that you can start typing now.

Text in text frames can be edited the same way.

Note: The on-screen keyboard will open automatically whenever you can enter text. If you don't want this, turn the option **Show/hide keyboard automatically** in the **Tools > Options** dialog off.

You can always open and close the on-screen keyboard manually, as follows:

A) Tap on the keyboard icon ⌨ in the main toolbar.

B) Or: Press-and-hold the **Menu** button for at least one second. (This does not work on all devices.)

To close the on-screen keyboard, proceed exactly the same way. Alternatively, you can press the **Back** button to close the keyboard.

In dialogs

In dialogs, you simply tap into the text field that you want to edit. The on-screen keyboard will open automatically.

Note: In dialogs, the **Show/hide keyboard automatically** option is not respected. There, the keyboard will *always* appear automatically when you tap into a text field. This behavior is dictated by the Android system.

Switching input methods

To switch to a different input method (e.g. to a different on-screen keyboard), tap-and-hold on any place in the document. A context menu appears. Choose the **Input Method** command, and select the keyboard that you want to use.

Selecting text and objects

Before you execute a command you can, in many cases, select a segment of text (or an object) to which you want the command to apply.

Selecting text

The easiest way to select a segment of text (e.g. in a placeholder) is the following:

1. Tap into the placeholder containing the text. (The text cursor should now start blinking in it.)

2. *Double*-tap on any word that you want to use as the starting point of the selection.

3. The word is now selected. Large "handles" appear before and after the word.

Lorem **ipsum** *dolor*

4. These two handles represent start and end of the selection. They allow you to extend the selection easily: Simply drag these handles to the desired positions.

   Tip: On small displays, it might be useful to close the on-screen keyboard while you do this.

As an alternative, the **Edit > Select** menu command offers additional commands for selecting text.

Hint: To remove a selection, simply tap into the document (at any position).

Selecting objects

To select an object (picture, drawing, etc.), simply tap on it.

There's one exception: If you want to select an object that contains text (e.g. a placeholder or a text frame), you have to tap on the *border* of the object.

Spell checking

This section describes how to use the integrated spell checker.

Installing dictionaries

Important: Due to space restrictions, the installation archives do *not* include any dictionaries for the spell checker.

However, installing dictionaries is easy. All you need is access to the Internet and 1 minute of your time.

Proceed as follows:

1. Invoke the menu command **Tools > Options**.

2. Switch to the **General** tab.

3. Tap on the **Add Dictionary** button.

4. A dialog opens, showing a list of all available languages that are currently not installed. Choose a language and tap on the **Download** button.

The dictionary for the selected language will now be downloaded and installed.

Using the spell checker

To activate the spell checker, simply choose which language you want it to use. You can achieve this by invoking the **Tools > Options** menu command, switching to the **General** tab, and selecting the desired language under **Spell check**.

Once the language has been specified, the spell checker constantly checks the text for spelling errors. Incorrectly written words are underlined in red.

To correct one of these underlined words, either simply change its spelling by hand – or invoke the context menu of the spell checker: First, tap on the word to place the cursor there. Then, tap-and-hold on any place in the document. A context menu with the following entries will appear:

■ **List of suggestions**

When Presentations finds suggestions for the correct spelling of the word, it presents them in the upper part of the menu. If you tap on one of them, it will replace the word in the text.

■ **Ignore Word**

Ignores the spelling error and removes the red marking temporarily (until you restart Presentations).

■ **Add Word**

Advises Presentations to add the word to the user dictionary and in this way to enlarge its vocabulary. Use this option for *correctly* spelled words that Presentations does not yet know.

As soon as you correct the spelling (or allow Presentations to ignore or add the word), the red underscore disappears.

Exiting the application

There are two different ways to exit SoftMaker Presentations:

Actually ending the application

When you hit the **Back** button or execute the **File > Exit** menu command, the application is actually closed down.

"Parking" the application in background

On the other hand, when you push the **Home** button or switch to another app, the application continues running in background.

As a result, the next time you open the application, it will be restored exactly the way you left it.

Overview: Menu commands

The *main menu* contains all of the application's commands in the form of clearly arranged menus. To open the main menu, hit the **Menu** key (or tap on the menu button on the display).

This section covers all sub menus and menu commands available:

- File menu
- Edit menu
- View menu
- Format menu
- Slide menu
- Tools menu

File menu

The **File** menu contains commands related to working with files, including:

New

Creates a new document.

Open

Opens an existing document.

Documents can be stored in any of the following locations:

- In the *device memory* (e.g. SD card)

- In *external memory* (e.g. USB stick)

- Or in an *online storage* (Dropbox, Evernote, Google Drive, or Microsoft Skydrive)*.

  * Note: Dropbox, Evernote, Google Drive, and Microsoft Skydrive are third party services not affiliated with SoftMaker. Account required. Basic accounts are offered free of charge; additional storage space may require a fee.

Save

Saves the current document.

Save as ...

Saves the current document under a different name, in a different folder, or in a different file format.

Summary

Opens a dialog where you can enter supplemental information on the current document (title, author, etc.).

Page Setup

Allows you to modify the paper format of the document.

Export as PDF

Exports the document to a PDF file.

PDF files can be viewed on virtually any computer, provided that it has a PDF viewer installed. Text formatting and objects (images etc.) are rendered exactly as in the original file. However, slide transitions and object animations are not displayed.

Send

Sends the current document to someone else, for example, by e-mail or by Bluetooth.

The following dialogs will appear:

In the first dialog, choose the file format in which to send the file (e.g. Presentations document or Powerpoint document).

In the second dialog, a list of all applications that are able to send files is displayed to choose from. It contains entries like your e-mail program, Bluetooth, and any other suitable apps installed.

After that, usually a third dialog is displayed by the chosen app. It allows you to set up the recipient and other options, and to initiate the transfer.

Exit

Exits the application (closes it down entirely). See also section "Exiting the application".

List of most recently used documents

At the bottom of the **File** menu, a list of the most recently opened documents is displayed. If you tap on an item, the corresponding file will be opened.

Edit menu

The **Edit** menu contains commands for editing the content of a document, including:

Undo

Reverses the most recently made change.

Redo

Restores the effect of the most recent undo action.

Select

Opens a menu with commands for selecting the current word, the current paragraph, or the entire text (e.g. in a placeholder). See also section "Selecting text, objects, etc.".

Cut

Deletes the currently selected text and places it in the clipboard. To insert it somewhere else in the document, place the text cursor there and invoke the **Edit > Paste** command.

Copy

Copies the currently selected text into the clipboard. To insert it somewhere else in the document, place the text cursor there and invoke the **Edit > Paste** command.

Paste

Inserts the content of the clipboard into the text. All formattings and objects (pictures etc.) will be preserved.

Note: This works only within SoftMaker Presentations.

External Paste

Inserts the content of the clipboard into the text as well. However, this command doesn't use Presentations' *internal* clipboard but the *system-wide* clipboard.

Advantage: Allows you to insert data that was put into the clipboard with any other application.

Disadvantage: Text format and objects are lost, since the Android clipboard doesn't support this.

Search

Searches the document for a specific term.

Replace

Searches the document for a specific term and replaces it with another term.

Search/Replace Again

Repeats the most recent search/replacement operation, and advances to the next occurrence.

Go to ...

Jumps to the specified slide.

View menu

The **View** menu contains commands that change the display of a document on the screen, including:

View Mode

Changes the way the current document is displayed. Options available:

- **Slide:** displays the current slide
- **Slide sorter:** displays thumbnail images of all slides
- **Outliner:** displays an outline of the entire text in the presentation
- **Notes:** displays the current slide, plus any notes entered for it

Zoom Level

Changes the zoom level.

Rulers

Turns the on-screen rulers on/off.

Mini Sorter

Changes the position of the mini slide sorter or hides it.

The mini sorter is a small pane that displays thumbnail images of all slides in a presentation. You can use it to navigate between the slides. To jump to a specific slide, tap on its thumbnail.

Toolbar

Turns the main toolbar on/off. See also section "Working with toolbars".

Keyboard

Turns the on-screen keyboard on/off. See also section "Selecting text, objects, etc.".

Format menu

The **Format** menu contains commands that allow you to format text, including:

Character

Changes the character format of text. Options available: Font face, size, style, and color.

Tip: In SoftMaker Office, you can even use fonts that are not installed in your Android system. To learn how, visit the Tips and Tricks page on our website.

Bold, Italic, Underline

Turns boldface, italics, or underlining on/off

Paragraph

Changes the paragraph format of text: indents, paragraph orientation, line spacing, space above/below the paragraph, etc. Additionally you can specify the hyphenation frequency.

Tabs

Sets or deletes tabs for a paragraph.

To add a tab, type in the desired numeric position and tap on **Set**.

Bullets

Adds or removes a bullet to a paragraph.

Numbering

Adds or removes a numbering to a paragraph.

Increase/Decrease Indent

Only in lists (with bullets or a numbering): Increases/decreases the left indent of a paragraph. The list level is adapted accordingly.

Slide menu

The **Slide** menu contains commands for editing slides, including:

Insert New Slide

Inserts a new slide after the current one. For that purpose, a dialog opens where you can choose the layout of the new slide.

Duplicate

Duplicates the current slide.

Delete

Deletes the current slide.

Rename

Renames the current slide.

Hide Slide

Hides the current slide. The slide will still be available for editing, but it won't be shown when the presentation is run.

Tools menu

The **Tools** menu contains additional commands, including:

Start Show

Starts the slide show.

In a running slide show, use the following gestures to navigate:

Next slide: swipe to the left (or upwards).

Previous slide: swipe to the right (or downwards).

Abort show: Tap on the **Back** button.

Insert Comment

Adds a comment to the current slide or the currently selected object. A small box will open, allowing you to enter your comment.

The comment will be displayed as a small yellow rectangle containing your initials. If you wish, you can drag the rectangle to any other position.

A short tap on the rectangle displays the comment.

A long tap on the rectangle opens a menu with commands for editing or deleting the comment.

Customize Toolbars

Allows you to customize the program's toolbars by adding additional icons to them.

Options

Opens a dialog with all program settings. See section "Overview: Program settings".

Help

Displays the help file.

Check for Updates

Checks if a program update is available.

Note: This command is available (and necessary) only if you have downloaded the installation archives for the software directly from the SoftMaker website. If the software was installed via the "Google Play Store", updates will be delivered by the store automatically.

Register

Allows you to register the software.

Registered users are entitled to free technical support. Registering is free of charge, and there are no obligations to you.

About

Displays information on the application (revision number etc.).

Overview: Toolbars

This section lists all available toolbars and their icons.

Hint: When you tap on an icon and hold your finger there for a second, the function of the respective icon is displayed on the screen.

For more information on using toolbars in general, see the section "Working with toolbars".

Standard toolbar (or: main toolbar)

Contains the following icons:

1   Keyboard on/off

2   **File** toolbar on/off

3   **Edit** toolbar on/off

4   **Format** toolbar on/off

5   **Slides** toolbar on/off

6   Change zoom level

7   Start slide show

8   Start slide show from current slide *(only on tablets)*

9   Open settings dialog *(only on tablets)*

10   Open help file

File toolbar

Contains the following icons:

1 **File > New**

2 **File > Open**

3 **File > Save**

4 **File > Save as**

5 **File > Export as PDF**

See also: File menu

Edit toolbar

Contains the following icons:

1 **Edit > Select**

2 **Edit > Undo**

3 **Edit > Redo**

4 **Edit > Cut**

5 **Edit > Copy**

6 **Edit > Paste**

7 **Edit > Search**

8 **Edit > Go to Slide ...**

See also: Edit menu

Format toolbar

Contains the following icons:

1 Font face

2 Font size

3 Bold/italic

4 Underline

5 **Format > Character** *(only on tablets)*

6 **Format > Paragraph** *(only on tablets)*

7 **Format > Tabs** *(only on tablets)*

8 **Format > Bullets**

9 **Format > Numbering**

See also: Format menu

Slides toolbar

Contains the following icons:

1 Add new slide

2 Delete current slide

3 Previous slide

4 Go to slide ...

5 Next slide

See also: Slide menu

Overview: Program settings

The **Tools > Options** menu command allows you to customize the application.

Its dialog box contains several tabs, each of them related to a different topic area. For example, if you tap on the **Files** tab, you will be able to make settings that control the opening and saving of files.

Options available:

General tab

Spell check

Here you can choose the language for the spell-checker to use. (If you want to disable the spell-checker, choose "None".)

See section "Spell checking".

Add dictionary

Downloads and installs an additional dictionary for the spell checker.

See section "Spell checking".

User interface

Lets you select the language to be used in menus and dialogs.

User-defined font paths

Here you can specify paths to supplementary fonts for SoftMaker Presentations. To do this, enter the subdirectory in which the font files reside. If you want to enter multiple directories, separate them with colons.

Presentations can then use these fonts in addition to the fonts available to it from the operating system.

Note: Changes to this setting become effective only after the program is restarted.

OpenGL acceleration

When this option is enabled, SoftMaker Presentations utilizes a technology called "OpenGL" to accelerate screen output.

Please note that there are devices that have a faulty OpenGL implementation. Presentations will usually detect this automatically and turn the OpenGL option off.

On a few devices, screen output is erroneous when this option is enabled. In this case you should turn this option off.

Note: Changes to this setting become effective only after the program is restarted.

Display scroll handle for fast scrolling

When this option is enabled, a "handle" is displayed at the rightmost part of the screen whenever you swipe up or down (in order to scroll). This handle displays your current position within the document.

Hint: Grabbing this handle with your finger and dragging it upwards or downwards allows you to scroll through a large document very fast.

Show/hide keyboard automatically

When checked, the on-screen keyboard pops up automatically whenever you are given an opportunity to enter text in your document (for example, after you have tapped into a placeholder).

See also section "Entering text".

Note: In dialogs, the keyboard will *always* appear automatically when you tap into an input field – no matter if this option is enabled or not. This behavior is dictated by the Android system.

Show tab

Timings

When you start a slide show, this option determines if the timings (for transitions and animations) defined in the document should be respected or ignored.

■ If you choose the first option, the timings specified in the document will be used. (This is the default setting.)

■ If you choose the second option, the timings will be ignored. Instead, the show will advance only when you tap on the screen.

■ If you choose the third option, the timings will also be ignored. Instead, the show will advance only after the specified amount of seconds.

Files tab

Default file format

Here you can select the file format that SoftMaker Presentations will use by default to save newly created documents.

Create backup files

If this option is enabled, whenever you save a document, the program will first create a backup copy of the last saved version in a file with the name extension .BAK.

Autosave documents every ... minutes

When you enable this option, Presentations automatically makes a backup copy of the currently open document in a temporary folder on a periodic basis. You can enter a period of 1 to 100 minutes.

When you exit Presentations in the normal manner, this copy is automatically deleted. However, if Presentations is terminated abnormally (e.g. by a program crash) while you are working on a document, this copy become available when

the program is restarted. Presentations recognizes that there has been a failure and offers to open the backup copy of the document, if it had been modified but not saved just prior to the failure.

You can then check the document to determine if any of the most recently made changes have actually been lost, and then save it using the **File > Save** command.

User tab

User info

Here you can enter your name and your initials.

This information will appear in any comments that you add to the document.