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**Manual**

# **Presentations**

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# Welcome!

**Note:** Up until now, the manual contains only basic information on how to operate the software using the new **ribbon** interface. More detailed instructions will be added in a later edition.

Tip: A table showing which ribbon command corresponds to each menu command can be found here: [Menu commands and corresponding ribbon commands](#).

Welcome to Presentations! You have purchased a presentation graphics software package that combines user-friendliness with many powerful features. With Presentations, you can create striking and informative presentations quickly and effectively.

From two-slide presentations to dynamic multimedia slideshows, Presentations provides simple-to-use tools that enable you to complete any type of presentation material. Using Presentations, you will be able to present information in a concise and captivating format, suitable for any audience. You can even leave a self-running presentation active that can be viewed by anyone without your interaction.

**Note:** In SoftMaker FreeOffice (the free version of SoftMaker Office), some features have been disabled. Features that are not available in the free version are tagged with a red box like this one.

## Some features of Presentations

Among the many robust features included in Presentations, some of the **key functions** you can accomplish include:

- Available for **Windows, Mac, Linux, and Android**
- Well-designed, ergonomic **user interface** - either with modern "ribbons" or classic menus and toolbars
- Combine **images, drawings, movies, and sounds** in your presentations. Simply insert them from files, or import your images directly from a scanner.
- **Animate objects** and create **slide transitions** in numerous styles and variations to captivate your audience.
- Create and organize your slide contents efficiently and with ease. Many **practical templates** are included to help you find an attractive design for your presentation quickly.
- Use a **full range of text formatting features** which are at your disposal.
- Structure your thoughts before and while delivering your presentations using the handy built-in **outliner** capability.
- Manage even the largest slideshows using one of many tools provided, such as the **slide sorter**.
- Save your presentations in PowerPoint format or export them as images.
- Print handout sheets for your audience.

Presentations is in continuing development, and we welcome comments and suggestions from our users. If, in the course of your work, you encounter a need for a feature that isn't present, or you have other suggestions, write to us – we want Presentations to measure up to the users' wishes!

### **Android version**

Presentations is also available for Android devices and contains practically all features of the Windows version.

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## **Technical support**

If you have any questions, our technical support team will be glad to assist you. You can reach us in several ways:

### **Website**

Our website provides program updates, tips and tricks, free downloads, and much more.

Visit us at: [www.softmaker.com](http://www.softmaker.com)

### **Support forums**

Feel free to communicate with our technical support team, as well as other users, in our support forums.

You find them at: [forum.softmaker.com](http://forum.softmaker.com)

### **Inquiries to our support**

If you have a problem with our software, we will gladly help you.

You can post your questions here: [www.softmaker.com/en/support-assistant](http://www.softmaker.com/en/support-assistant)

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## About this manual

Presentations offers a wide variety of functions and features. Since this may seem intimidating when you begin to familiarize yourself with the application, this manual is designed to assist you in your learning experience. As you create your first presentations, you certainly do not need to master all the commands! Instead, with each unique presentation you build, concentrate only on those features that will help you effectively communicate to your audience. Over time you can become proficient with the extended functions by reviewing the appropriate pages in the manual, as needed.

This manual is laid out as follows:

- The chapter [Installation and program startup](#) covers the installation of Presentations. You also learn how to start the program.
- The chapter [Presentations basics](#) describes the individual components of the software's user interface and acquaints you with the most important commands. Ideal for beginners!
- The chapter [The Presentations Tour](#) treats the topic of creating a presentation in tutorial form and introduces you to the operation of Presentations with some practical examples.
- The chapters [Working with slides](#) and following are the reference part of the manual. These chapters are organized by subject, like a reference book, and describe all the functions of the program in detail.

Depending on how you prefer to structure your learning experience, you may wish to read the detailed chapters addressing the various functions first, or you may prefer to jump right into the hands-on practice exercise in the [The Presentations Tour](#) chapter. Either way, feel free to peruse this manual in any order that is most beneficial to you.

---

## System requirements

In order to run this software, the following hardware and software is required:

### Windows version

- Windows 10, Windows 8/8.1, or Windows 7 (32 or 64 bit)

### Mac version

- macOS or OS X version 10.10 ("Mavericks") or better

### Linux version

- Any x86 Linux (32 or 64 bit)

## Android-Version

- Android 5.0 or better
- ARM compatible CPU

---

## Installation and program startup

This chapter covers information on installing and starting Presentations. It is divided into the following sections:

- [Installing under Windows](#)
- [Installing under macOS](#)
- [Installing under Linux](#)
- [Installing on an Android device](#)

Please go directly to the section which pertains to your operating system.

---

## Installing under Windows

### Download

If you obtained the software by *download* from our website, you will find installation instructions in the e-mail that you received after purchasing the software.

### CD-ROM

If you obtained the software on *CD-ROM*, please launch the installation program provided in the root folder of the CD.

Then, follow the installation program's instructions to install the software.

### Starting

To start the installed programs, use the Start menu at the lower left corner of the screen. You will find your SoftMaker Office applications in a sub-folder called **SoftMaker Office**.

---

## Installing under macOS

You will find information about installing the software in the e-mail that you received after purchasing it.

### Error message appears when launching the installation program?

Depending on your system settings, you may receive the following error message when you try to start the installation program:



This happens when your system's security settings specify that only programs that have been downloaded from the App Store should be allowed to run.

Clicking on the question mark in the lower left corner of the message reveals how you can launch the installation program anyway. A help window appears, recommending the following procedure:

1. Close the error message.
2. Hold down the **Ctrl** key and click on the installation program.
3. A context menu appears. Select the **Open** command.
4. A message appears asking if you really want to open this application. Confirm this by clicking on the **Open** button.

The installation program will now start.

### Starting

After the installation is complete, icons for each of the installed applications will appear in both the Launchpad and the Dock at the bottom of the screen. To start one of the apps, click on its icon.

---

## Installing under Linux

You will find information about installing the software in the e-mail that you received after purchasing it.

## Starting

In most Linux distributions, the installer automatically creates shortcut icons for all SoftMaker Office applications in the menu. To start any of the applications, click on the corresponding icon.

Alternatively, the following shell scripts are available for launching the programs:

- **textmaker18free** launches TextMaker
- **planmaker18free** launches PlanMaker
- **presentations18free** launches Presentations

You can execute these scripts in a shell, for example.

---

## Installing on an Android device

### Purchased in Google Play Store

When you purchase an app using the **Google Play Store** on your Android device, there is nothing you have to do: The app will be downloaded and installed automatically, right after you bought it.

---

## Presentations basics

This chapter gives you a brief description of Presentations' user interface and its most important functions and concepts. It is divided into the following sections:

- [The application screen](#)

A brief description of the main elements of Presentations' applications screen

- [Presentations concepts](#)

Descriptions and tips for components provided by Presentations, such as *slides*, *objects*, *slide designs*, *layouts*, *color schemes*, and *text*

- [File operations](#)

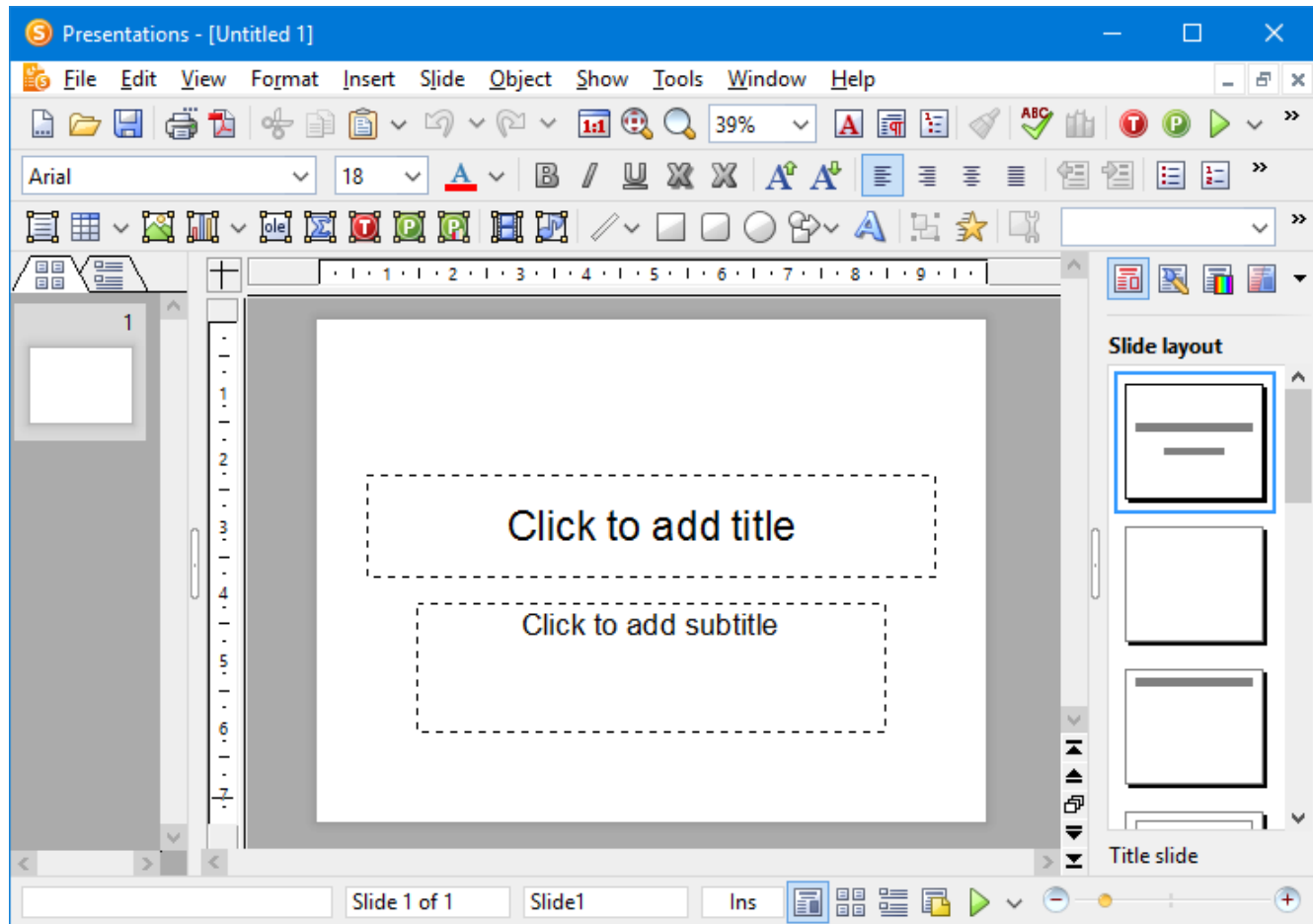
Instructions on how to do basic file operations, such as opening, saving, or printing Presentations files

Also, be sure to read the [The Presentations Tour](#) chapter, which provides step-by-step instructions on how to create a sample presentation and enhance it by adding design elements.

---

## The application screen

On the following pages, the individual components of Presentations' user interface are described in detail.



Presentations' program window (Windows version)

**Note:** Most of the illustrations in this manual were prepared with the **Windows** version of Presentations. On other operating systems, some of the controls have a slightly different appearance, but their modes of operation are identical.

---

## Title bar

At the top of the application window, you will find the *title bar*.



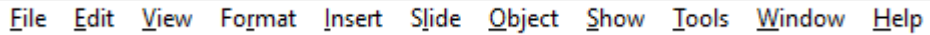
The title bar indicates the name of the application and the name of the current document.

If this document contains changes that have not been saved yet, a little asterisk is displayed behind its name.

---

## Menu bar

The *menu bar* is found directly under the title bar.



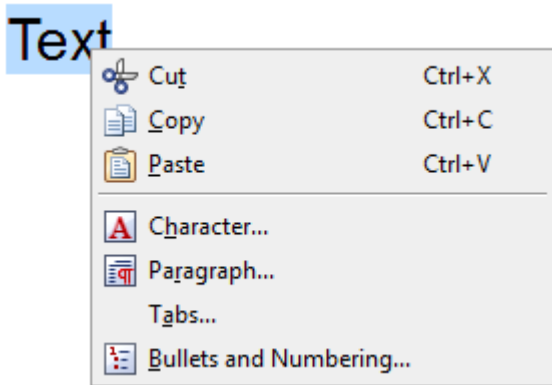
File Edit View Format Insert Slide Object Show Tools Window Help

It contains all of Presentations' commands in the form of clearly arranged menus. Click on a menu item to open a menu and invoke a command.

## Context menu

In addition, a menu called *context menu* is also available.

This menu contains different commands depending on the current situation. For example, when you select some text and open the context menu, it will offer commands for cutting, copying, or formatting that text.



To open the context menu, you usually first select something in your document and then click on that selection with the *right* mouse button.

**Android:** In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

---

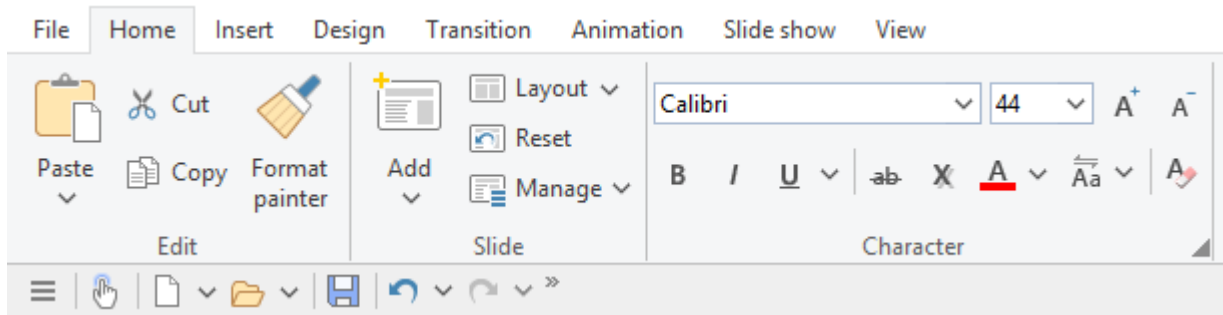
## Standard toolbar

The *Standard toolbar* is shown below the menu bar. It contains icons for the most commonly used commands.



*Toolbars*, such as the Standard toolbar, allow fast access to a program's functions. Each icon represents a specific command. If you click on it, the corresponding command is invoked.





The ribbon and the *Quick Access Toolbar* (at the bottom)

Ribbons are a modern type of user interface supposed to replace menus and toolbars (by combining them) in order to simplify the handling of the software.


As you can see, the ribbon has several tabs that are displayed at its top (File, Home, Insert, etc.). You can switch between them with the click of a mouse. Each tab contains icons for a specific topic.

**Tip:** You can also switch between the ribbon tab using the keyboard: Use **Ctrl+F12** to move to the next tab and **Ctrl+Shift+F12** to the previous tab.

The *Quick Access Toolbar* is displayed below the ribbon. It provides a selection of the most frequently used commands.

**Note:** Up until now, the manual contains only basic information on how to operate the software using the ribbon. More detailed instructions will be added in a later edition.

**Tip 1:** A table showing which ribbon command corresponds to each menu command can be found here: [Menu commands and corresponding ribbon commands](#).

**Tip 2:** You can access the classic menu also from the ribbon: Simply click on the  icon in the *Quick Access Toolbar* to open it.

**Tip 3:** You can switch the user interface between *ribbon* and *classic menus and toolbars* at any time. To do this, invoke the menu command **Tools > Options** (or, in the ribbon, the command **File > Options**). In the dialog, switch to the **Appearance** tab and click on the **User Interface** button. A dialog box appears in which you can select the type of user interface you prefer.

## Document tabs

**FreeOffice:** The functions for working with *Document tabs* are not included in SoftMaker FreeOffice. However, you can open several documents in different program windows.

A bar with *document tabs* can be found below the toolbars or the ribbon. It displays one tab for each open document.



The document tabs bar

The following actions can be performed here:

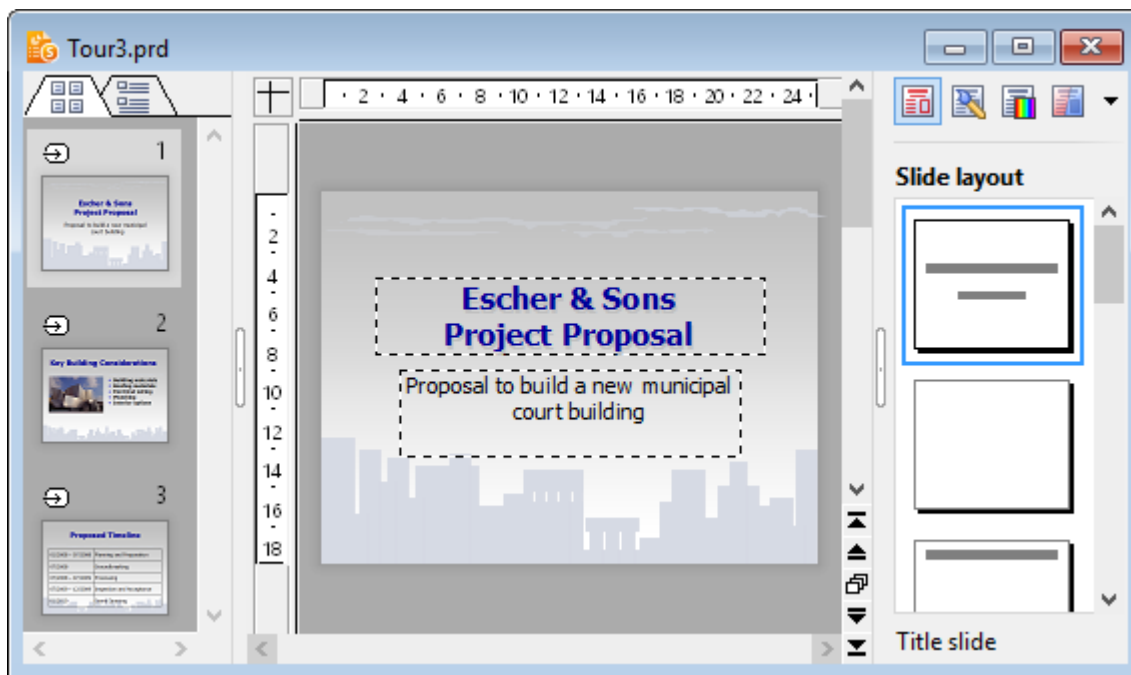
- To make a document become the active document, click on its tab with the *left* mouse button. This allows you to switch between the currently open documents quickly.
- To close a document, click on its tab with the *middle* mouse button. (Alternatively, left-click on the **x** icon displayed on the right of the tab).

Documents can also be opened in a new program window if desired. For details on working with multiple documents at the same time, see the chapter [Working with multiple documents](#).

---

## Document

The document itself takes up the largest area of the program window.



A slide with mini sorter (on the left) and sidebar (on the right)

The workspace for editing a document consists of the following components:

### Slide

The current slide is displayed in the center area.

### Mini sorter (or mini outliner)

To the left of the slide, a pane that contains small previews of all slides in the presentation is shown. This pane is called the *mini sorter*. It allows you to move, duplicate, delete, and otherwise manipulate the slides of your presentation.

For more information, see the section [Working with the mini sorter](#).

You can also display the *mini outline* in place of the mini sorter, by clicking on the tab titled "Outline" on the top of the mini sorter. It shows an outline of the entire text on the slides. Clicking on the "Slides" tab switches back to the mini sorter.

For more information, see the section [Working with the mini outline](#).

Sidebar

The pane displayed to the right of the slide, called *sidebar*, is a very useful tool:

It can be used to display, for example, a list of all slide layouts available. When you click on one of its entries, the current slide changes its layout immediately.

The icons in the small toolbar displayed on the top of the sidebar let you choose what to display in the sidebar (slide layouts, color schemes, object animations, etc.)

The sidebar can be switched on and off anytime by choosing the **View > Sidebar** menu command. A submenu opens where you can change the position of the sidebar, or hide the sidebar.

**FreeOffice:** In SoftMaker FreeOffice, the sidebar occasionally opens automatically when you launch the software, in order to display some interesting information on SoftMaker Office.

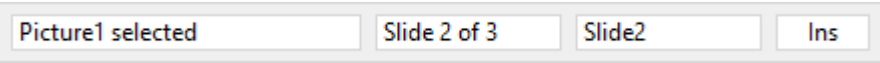
For more information on the sidebar, see the section [Using the sidebar](#).

---

Status bar

The *Status bar* is found at the bottom of the program window.

**Hint:** If you do not see the status bar, you have to change the settings as described in the section [Preferences, Appearance tab](#).



When you point to an icon or other control in the user interface with your mouse, a short explanation of its function is displayed in the status bar.

Apart from that, the following information is provided in the status bar (from left to right):

Example	Explanation
Picture1 selected	On the left, various information is displayed. For example, when you select an object, its name is shown there. When you move or resize the object, its position and size is displayed.
Slide 2 of 3	Shows which slide of the presentation is currently being displayed. In this example, the second slide in a presentation consisting of a total of three slides is being displayed.
Slide2	Shows the name of the slide (or the slide number if a name has not been assigned to the slide).

Ins Shows whether Insert Mode (Ins) or Overwrite Mode (Ovr) is active.

**Ins:** Insert mode is active – newly entered text will be inserted into existing text.

**Ovr:** Overwrite mode is active – newly entered text will be written over existing text.

The default setting is Ins. You can switch between these two modes with the **Ins** key.

The icons to the right of these controls allow you to switch between the different view modes quickly.



From left to right, these icons represent the following functions:

- View slide
- View slide sorter
- View outline
- View notes
- Start slide show

Additionally, a zoom slider can be found in the status bar:



To change the zoom level, either drag the slider with your mouse, or click on the minus or plus icon. (See also section [Changing the zoom level](#))

---

## Presentations concepts

This section provides detailed information about presentation graphics software in general, as well as basic concepts regarding Presentations.

It describes the essential elements of each presentation, listed as follows:

- [Slides](#): The "pages" of a presentation.
- [Objects](#): Items, such as images or tables that you add to your presentation.
- [Slide designs](#): Reusable, predefined designs that provide colorful, organized templates to simplify creating attractive, consistent looking slides.
- [Slide layouts](#): Reusable slide layout schemes that have predefined areas for text and other objects. You can easily apply these layouts to the slides of your presentation as well as new slides.
- [Color schemes](#): Reusable, predefined sets of matching colors that instantly change the colors to your presentation by simply selecting a scheme.
- [Text](#): Working with text will be our topic in the last section.

Each of these elements is described in detail in the sections that follow.

---

## Slides

Do you recall those bulky "overhead projectors" from your classroom or from business conference rooms? You placed a *transparency sheet* with text and images on them, and the overhead projected the image on the wall. The modern-day equivalent of a transparency sheet is a single slide of your presentation powered by presentation software running on a PC, laptop, or mobile device. Each presentation slide can be viewed directly on the display or projected on the wall using a video projector.

In more abstract terms, a *slide* in Presentations is a page on which you create drawings, place images, enter text, etc. The purpose of the slides is to organize your presentation topics and provide a visual aid to your audience to help them understand your message.

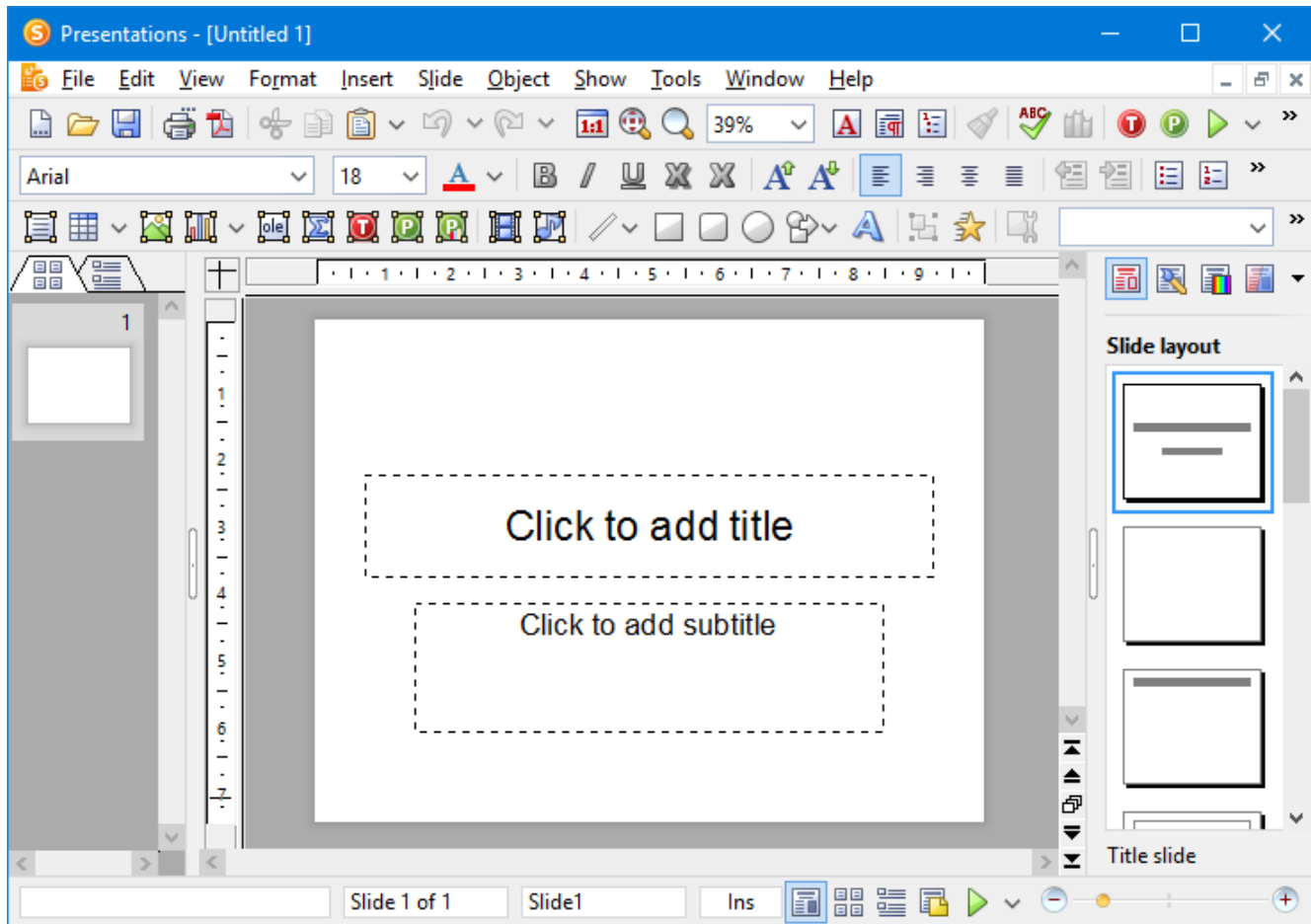
With software like Presentations, you no longer have to worry about the cumbersome task of maintaining transparency sheets and keeping them in order. Instead, the software manages your presentation file, which includes all of your presentation slides in the order which you specified. It also makes it easy to jump to a specific slide at any time as you deliver your presentation. This is especially useful when someone in your audience asks a question, and you need to use a particular slide to help make a point.

Furthermore, Presentations minimizes the laborious aspect of creating attractive slides by providing many automatic design functions, such as *slide layouts*, *color schemes*, and *slide transitions*. You will learn more about these features soon.

To begin to understand the purpose of slides and the mechanics of creating slides, the sections below provide introductory information and also refer to more detailed chapters. Feel free to peruse the high level and detailed sections in the order that best suits your needs.

### Building slides

The image below depicts an empty slide which is displayed when you launch Presentations.



When you open or create a presentation, you can add new slides or edit any existing slides within the presentation using the document window shown above.

By default, all slides follow a basic *slide layout*. The slide layout defines the underlying structure for the slide, offering distinct areas for you to fill with text or images.

These areas, called *placeholders*, are enclosed by dashed lines and display a text like "Click to add title" in the center. To edit the contents of such placeholders, click inside them and type just as you would if you were using a word processing application – or click on one of the object icons in the center to fill the placeholder with an object instead of text. For more information on *slide layouts*, refer to the section entitled [Changing the slide layout](#).

Take advantage of the many predefined options provided by Presentations that let you change the appearance your entire presentation with the push of a button. For example, you can add a consistent appearance across all of your slides in a presentation by using *slide designs*. For more information on slide designs, refer to the section entitled [Changing the slide design](#).

You can also add interesting effects to make your presentation more visually appealing. For example, a *slide transition* allows you to move from one slide to another using transition effects, such as cut-aways, fade-ins, or fade-outs. You can even customize these effects by changing the timing, trigger event, and adding sound effects. For more information on transitions, refer to the section entitled [Adding slide transitions](#).

---

## Objects

Every slide you create is a "container" for the *objects* you place on them. Though they may sound abstract, objects are simply Presentations' way of keeping track of the information you add to your presentation. A commonly used object is a text frame. Images and tables are also objects that you may add to your presentation. Specifically, the types of objects that Presentations supports include:

- Placeholders (as described in the previous section)
- Text frames
- Tables
- Pictures
- Charts
- OLE objects (available only under Windows)
- Drawings (lines, rectangles, and circles, for example)
- AutoShapes (complex shapes such as arrows, "smileys", banners, and buttons)
- TextArt objects (fancy text effects similar to Microsoft WordArt)
- Media objects (movies and sounds)\*

\* Movies can be inserted and played only under Windows.

Sounds only under Windows and Android.

When creating a slide, you simply fill out objects or add new objects that you need to convey information to your audience.

Most slides will already contain one or more prepared placeholders for either entering text or inserting a picture to emphasize your point. However, you can always add additional objects – for example, to offer variety to your audience, helping to draw their attention to your topic.

**Tip:** While it can be tempting to make your presentation flashy using many different objects, you certainly do not want to lose your audience by overwhelming them with too much information.

## Adding objects

In order to add objects to your presentation, you can go to the **Object** menu in the menu bar and select the desired object, or you can click on the desired object in the object toolbar displayed above the document.

For example, to add a picture, choose the **Object > New picture frame** menu command. The object will either be inserted immediately or a dialog appears that asks you for more information. For example, when you insert a picture object, you will be prompted to choose the picture file to use.

## Editing objects

Once the object is in place, you can change its position and size. To change the position, click on the object to select it, then drag it to the desired position. To change its size drag one of the round handles that appear around the object.

There are certain characteristics that can be changed for objects, including border lines, fill color, etc. To modify the attributes of an object, select the object (by clicking on it) and choose the **Object > Properties** menu command from the menu bar. This will bring up the properties dialog for that object.

Deleting an object is similar to deleting text. Simply select the object you want to delete, and hit the delete key.

You can read more about objects and how to use them in the [Working with objects](#) chapter.

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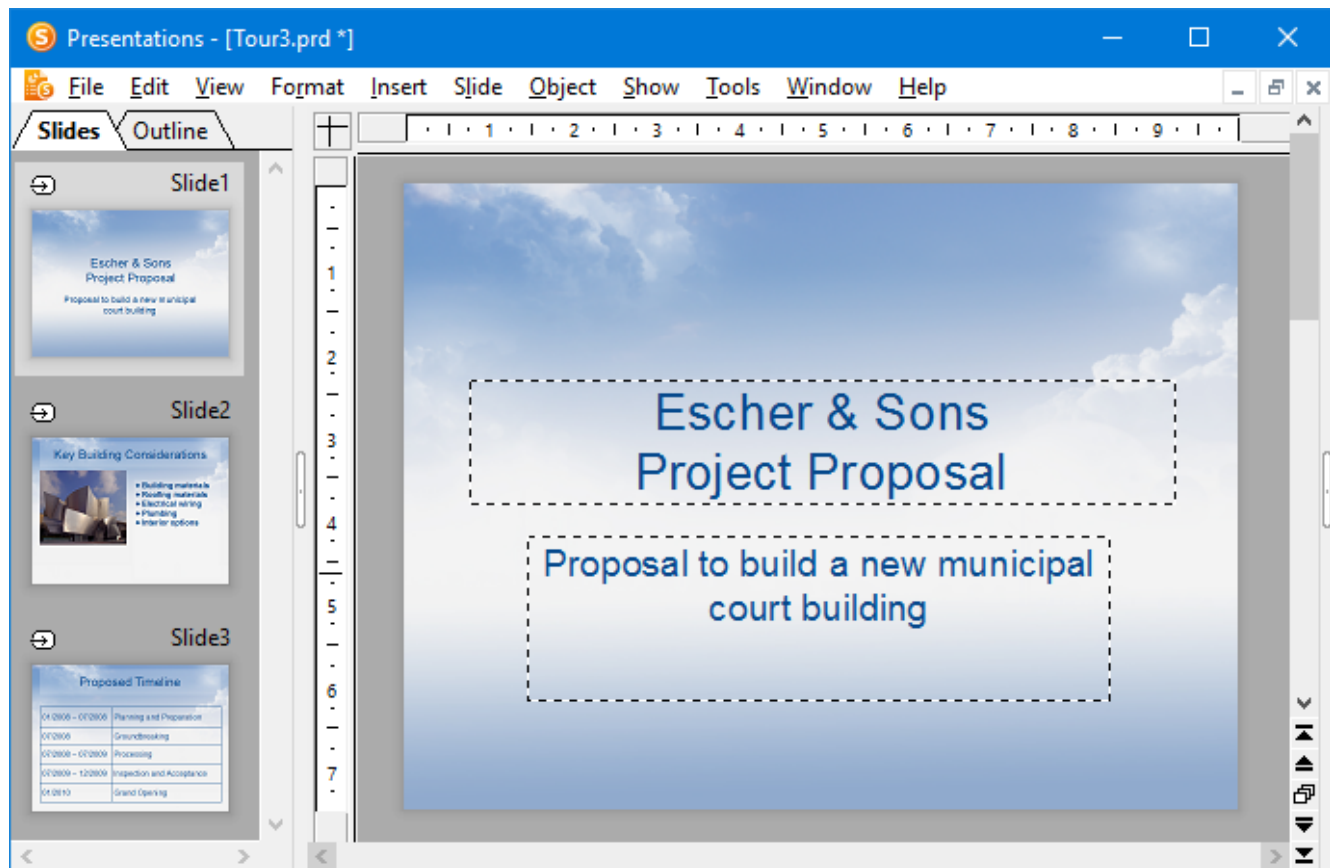
## Slide designs

Thanks to Presentations, you do not need to have a graphics design degree to create attractive presentations. Instead, many pre-created *slide designs* are provided, alleviating the tedious task of creating presentations from scratch.

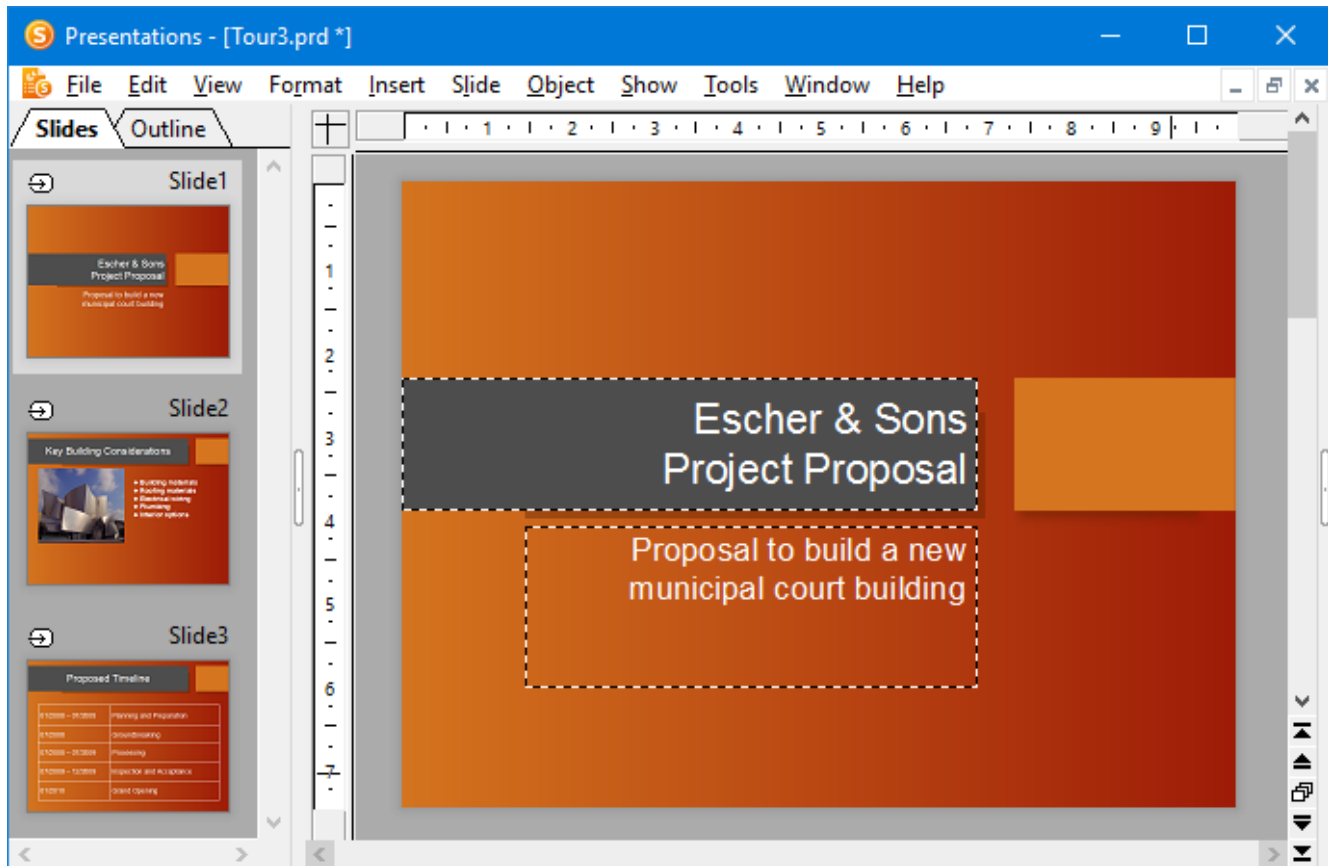
When you want to begin a new presentation, you can simply choose a slide design from Presentations' design gallery, and the software automatically sets up the design of the slides for you.

If you later decide that you want to switch to a different design, you can select another slide design from the design gallery, and the entire set of slides will automatically change to the new design.

Here is an example. Below you see the *same* presentation twice, with two different slide designs applied to it:



Slide design "Blue Sky"



Slide design "Orange"

As you can see, the two slide designs are significantly different in appearance, yet changing from one design to the other is virtually effortless since you only need to select a different one.

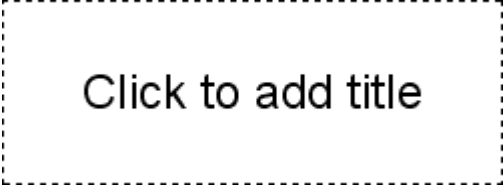
Slide designs define the following elements of your slides:

- The placement of placeholders on the slide
- The colors and color schemes (color schemes are sets of matching colors)
- The typefaces and text styles of headings and regular text
- The background (color, gradient fill, a picture, etc.)
- The transitions between slides and the animation of objects

Slide designs can be accessed by using the **Slide > Slide design** menu command. For more information, refer to the [Changing the slide design](#) section.

## Slide layouts

A *slide layout* is a template that contains certain rectangular areas displayed with dashed borders. These areas are called *placeholders*. Placeholders are supposed to contain either titles, subtitles, text or objects.

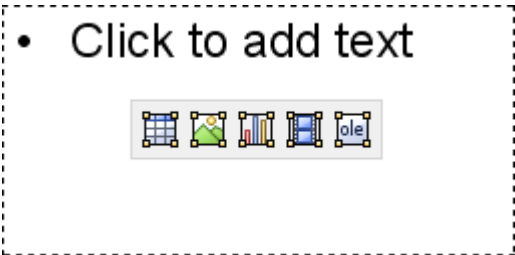


Click to add title

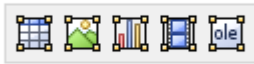
*A title placeholder*

When empty, placeholders contain text that tells you what to do: title placeholders, for example, ask you to "Click to add title". When you click inside the placeholder, this request disappears and a text cursor appears so you can immediately begin to enter text.

Apart from a title placeholder, which can be used to enter text only, most layouts also contain one or more placeholders that are generic and that can contain *either* text *or* an object (table, picture, chart, media object, or OLE object).



- Click to add text



*A generic placeholder*

Such generic placeholders contain the request "Click to add text" at the top and four icons in the center. To add text, simply click inside the placeholder (outside the central icons). The icons and the request disappear and you can begin to enter text. To add one of the mentioned objects instead of text, click on one of the icons in the center. Depending on the chosen object type, different dialogs appear telling you how to proceed.

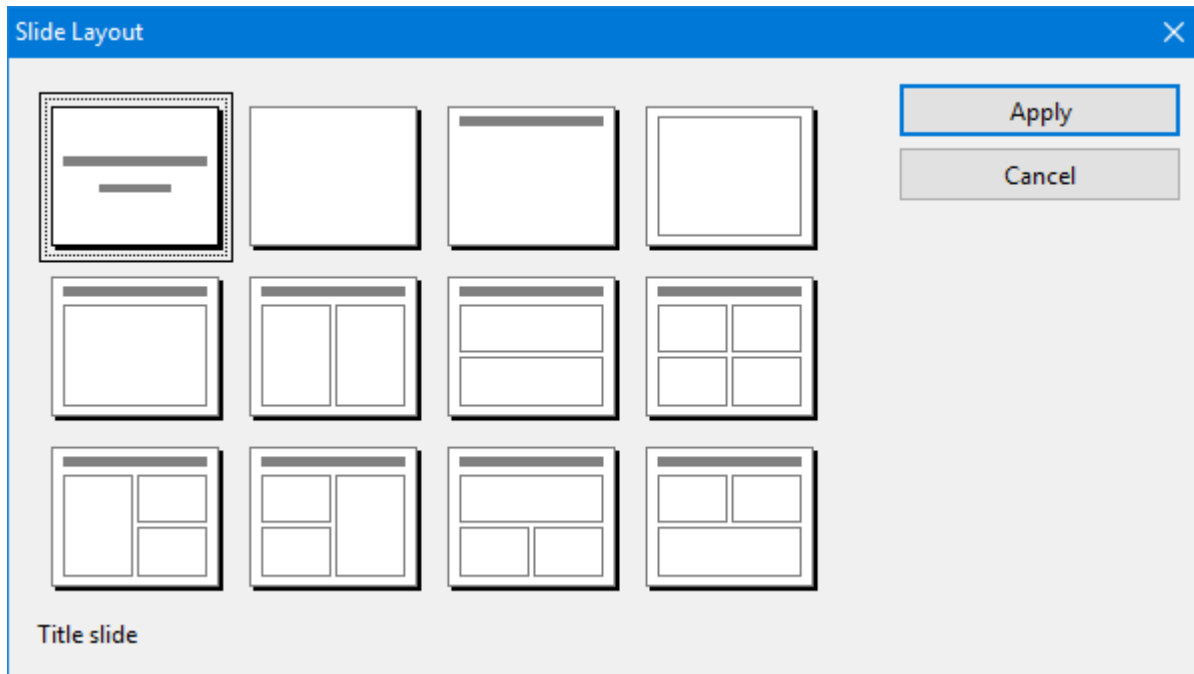
Detailed information about how to use placeholders can be found in the section entitled [Placeholders](#).

## Changing the slide layout

Presentations provides various predefined slide layouts with different numbers, sizes, and arrangement of placeholders, so you will certainly find one for each slide that fulfills your needs.

To change the layout of a slide, use the **Slide > Slide layout** menu command. The following dialog displays the layout repertory with schematic pictures that indicate how the placeholders will be arranged on the slide.

Simply choose the desired layout and click **Apply**.



*The slide layout dialog*

For more information on using slide layouts, see the section [Changing the slide layout](#).

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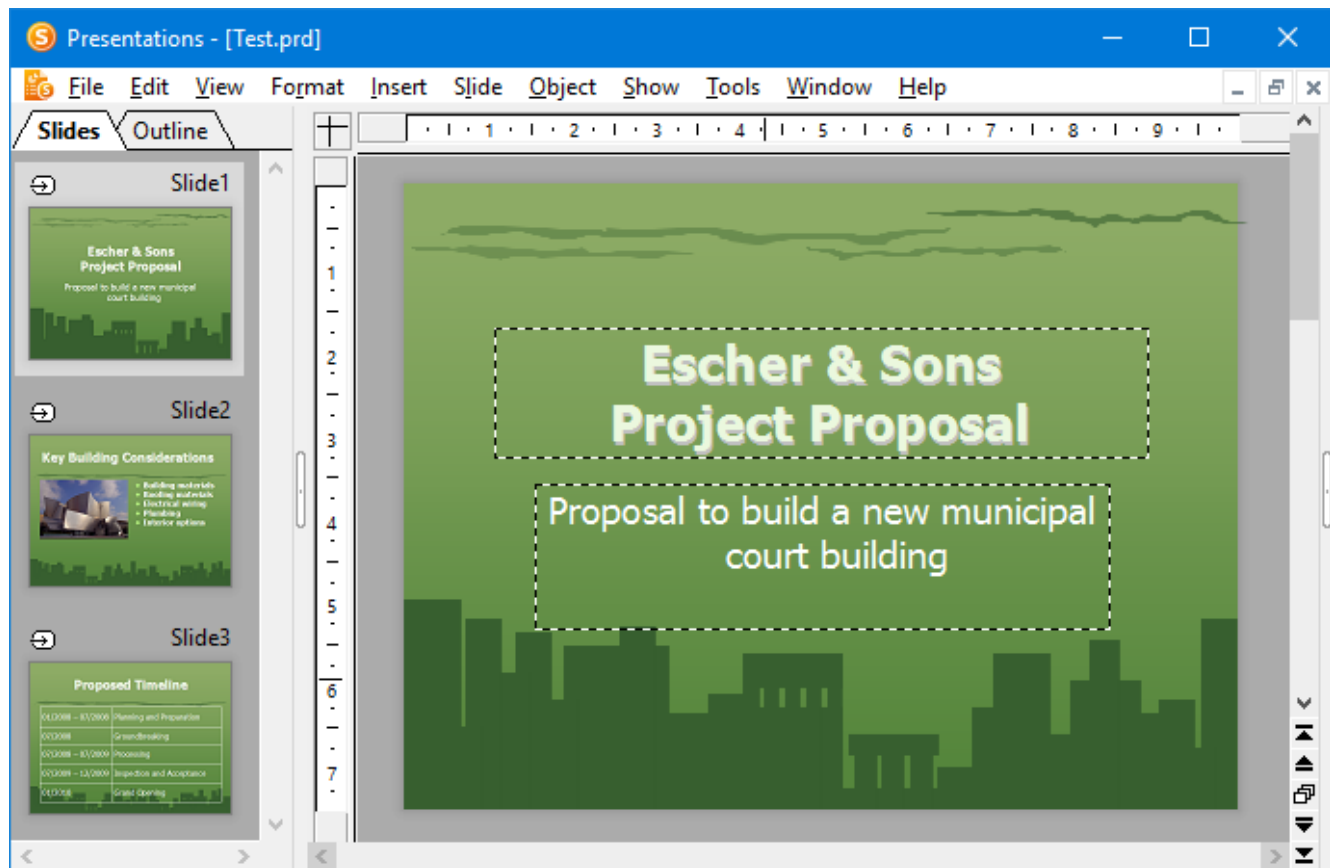
## Color schemes

A *color scheme* is a predefined set of matching colors for different parts of your presentation, such as background, title, text and lines, hyperlinks, or fill regions.

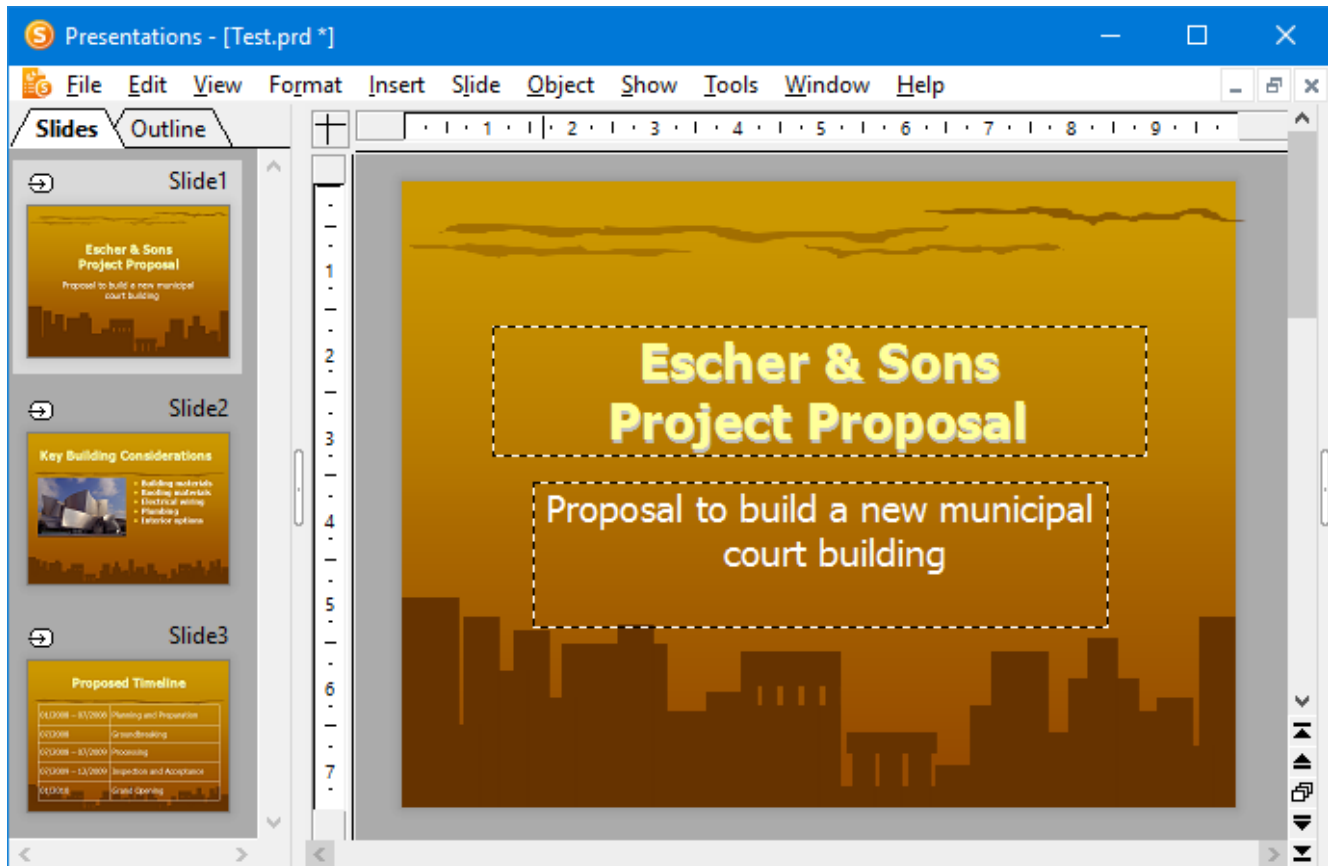
The color scheme concept lets you easily switch the whole color set of a presentation, without the need to individually change the color of any component of the presentation.

Each slide design that comes with Presentations provides several predefined color schemes. Simply invoke the menu command **Slide > Color scheme**, choose the one to your liking, and apply it with just one mouse click. Two examples of color schemes are provided in the screen images that follow.

For detailed information about the color scheme concept, see the section entitled [Using slide color schemes and backgrounds](#).



*A presentation with a green color scheme*



The same presentation after applying a different color scheme

## Text

To enter text in a placeholder (as described in the [Slide layouts](#) section), simply click inside the placeholder and start typing.

You can also add more text in addition to the predefined placeholders. To do this, you need to insert a *text frame*, as follows:

1. Invoke the **Object > New text frame** menu command.
2. The text frame is inserted.

In case you want to modify its position or size, do the following:

**Important:** To change the position, click on the *border* of the text frame and then (while still holding the mouse button down) drag the frame to the desired position.

To adjust its size, drag on one of the round handles surrounding the frame.

## Selecting text

Before you execute a command you can, in some cases, select a segment of text to which you want the command to apply. The command is then performed only on the selected text.

To select text, proceed as follows:

- **Windows, Mac, and Linux**

Here you can select text just like in a word processing application:

Press and hold the left mouse button while you drag the mouse cursor over the text to be selected – or use the arrow keys while holding down the **Shift**⬆ key.

- **Android**

In the Android version, on the other hand, proceed as follows:

Select the word that you want to use as the starting point of the selection by *double*-tapping on it. Large "handles" will appear before and after the word to indicate that the word is now selected.



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.

## Formatting text

Text in a placeholder or in a text frame can be formatted just like in a word processor. To specify the desired format, use the **Format > Character** menu command (for typeface, font size, boldface, etc.) or the **Format > Paragraph** menu command (for indents, tabs, etc.).

Character formatting options that you select will then be applied to the text that you enter afterwards. You can also modify character formatting of text that has previously been entered by selecting the desired text, invoking the **Format > Character** menu command and making the desired changes.

Paragraph formatting options that you select will be applied immediately to the paragraph that contains the text cursor or, if you have selected some paragraphs of text, to the selected paragraphs.

For more information on this subject, see section [Working with text](#).

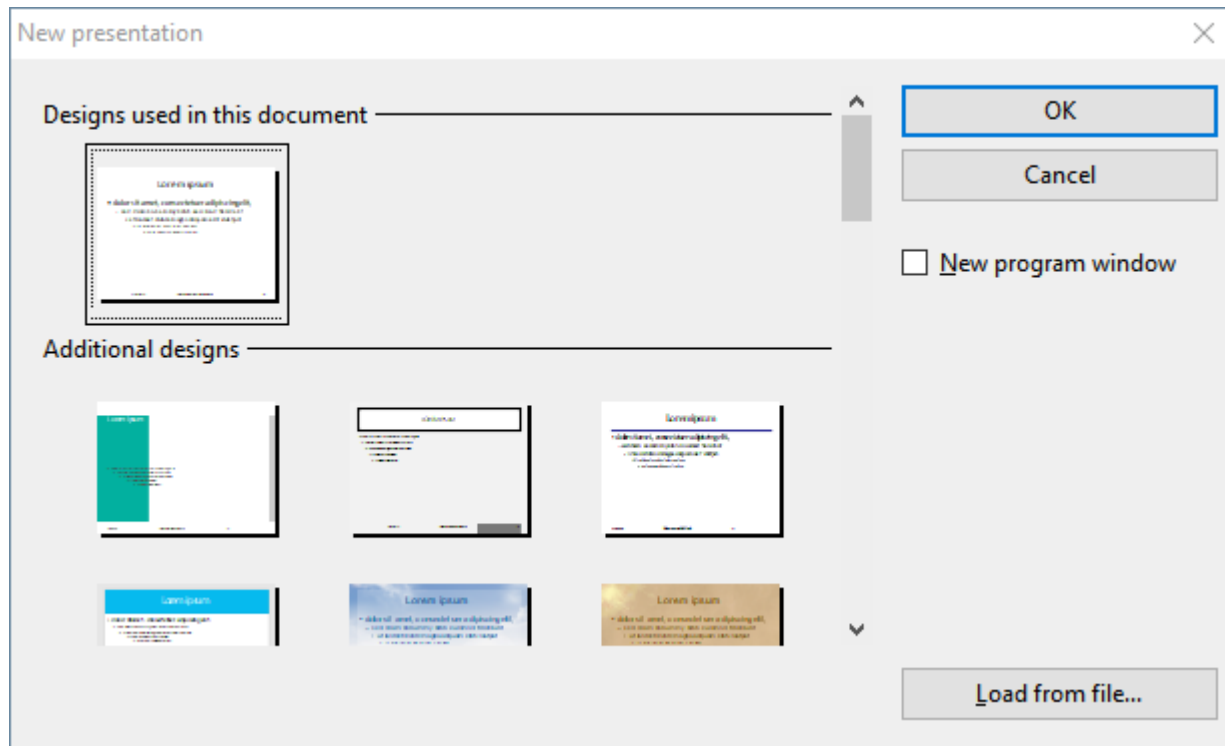
---

## File operations

In this section, you will find a description of Presentations' basic file operations, such as opening, saving, or printing Presentations files.

## Beginning a new presentation

To begin a new presentation, invoke the menu command **File > New**.



A dialog appears in which you can select the *slide design* for the new presentation. The new presentation, using the template you selected, will be displayed. You can now start building your presentation by adding your text and objects to each slide.

### "New program window" option

The **New program window** checkbox in this dialog has the following meaning: If it is switched on, the new document will be opened in a new program window. If it is switched off, the new document will appear in the existing window with an additional tab. (Note: This option is not available in the Android version.)

### "Load from file" button

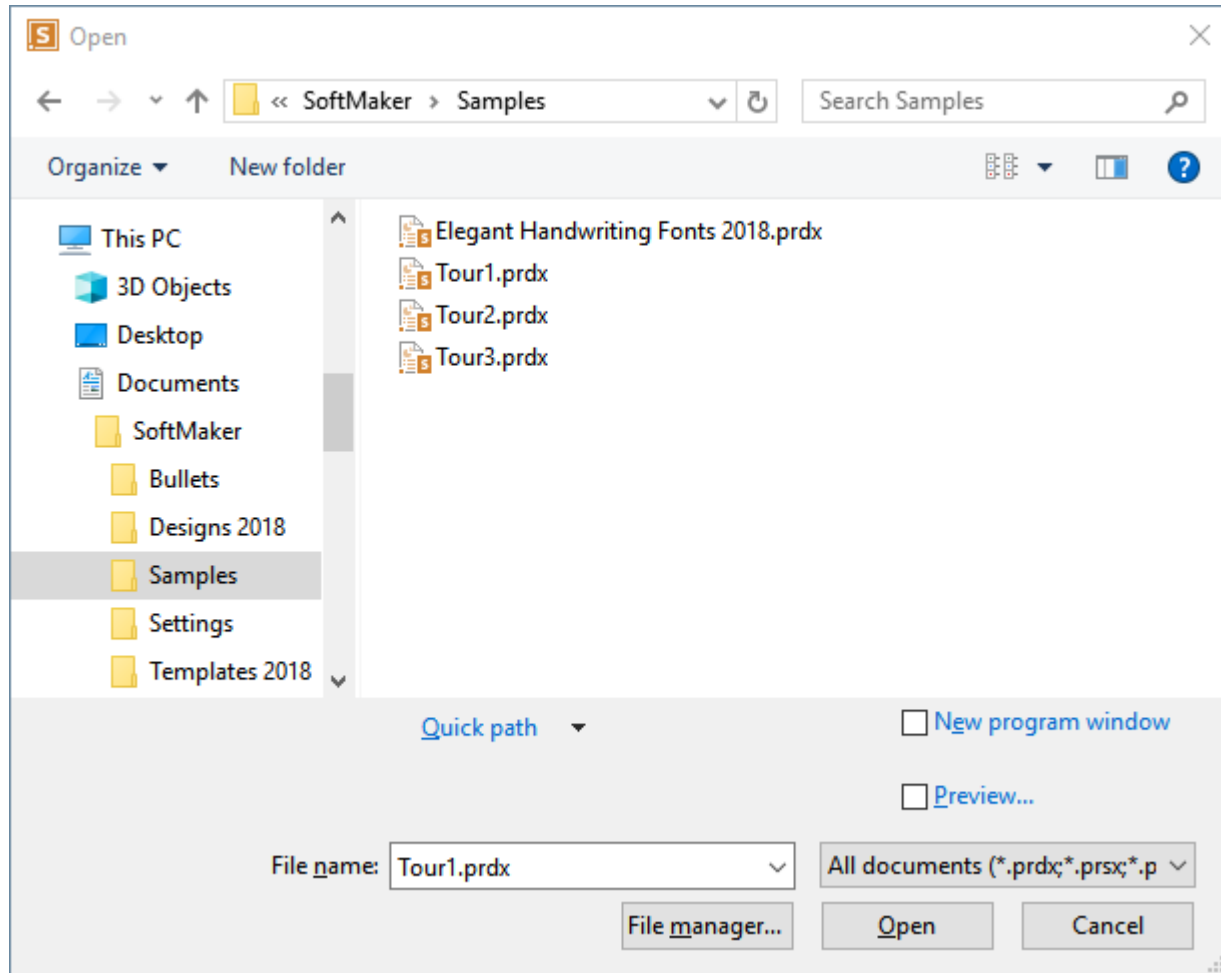
If you have external templates that you want to use instead of the pre-defined designs, click on the **Load from file** button. A dialog will appear, allowing you to select the desired template.

---

## Opening a presentation

To open an existing presentation, use the **File > Open** menu command.

A dialog box appears that can look, for example, as follows:



The most recently accessed folder will display with all existing documents listed (based on the listed file types). To choose the file to be opened, type its name in manually or simply select a file from the list.

### "New program window" option

The **New program window** checkbox in this dialog has the following meaning: If it is switched on, the new document will be opened in a new program window. If it is switched off, the new document will appear in the existing window. (Note: This option is not available in the Android version.)

## Previewing a document

When the **Preview** option is activated, a little box displaying a preview of the currently selected document is displayed alongside the dialog.

## Opening other file formats

In addition to opening files created in Presentations' default file format, you can also open files created within other presentation software, such as Microsoft PowerPoint. To open a file from another application, choose the format of the file you want to open from the file types list box. This will display all matches to that software's file extensions in the dialog.

You will find more information about this in chapter [Working with other file formats](#).

## Using Quick Paths

With the **Quick Path** button, you can create *quick paths* in order to quickly move to a specified folder when opening or saving files. This allows you to create a list of your most frequently used folders, permitting much faster navigation.

You will find more information about this in section [Quick paths](#).

## Using the File manager

**FreeOffice:** The *File manager* is not included in SoftMaker FreeOffice.

The **File manager** button opens the integrated file manager. This shows a list of your presentations, and allows you to open, print, view, or delete them, as well as perform searches.

You will find more information about this in section [The file manager](#).

## Using the list of recently opened files

**Tip:** At the bottom of the **File** menu you will find a list of recently opened files. Simply click on one of these files to open it again.

---

## Saving a presentation

When you are working on a presentation, it is good practice to save it frequently.

You can use the **File > Save** menu command to save the document in the active window under its current filename. If the document does not yet have a name, Presentations automatically asks you to supply a name by opening the **Save as** dialog box.

### **Saving under a different name or in a different place**

To save a presentation under a new name or location on your computer, use the menu command **File > Save as**. This saves your document too, but you can first give it another name or select another folder in which to save it.

### **Saving in a different file format**

With the **File > Save as** menu command, you can also save a presentation in another file format. To do so, simply choose the desired format from the **Save as type** list before clicking the **Save** button. See also chapter [Working with other file formats](#).

### **Saving all open presentations**

If you have multiple documents open at the same time, you can use the command **File > Save all** to save all presentations open in all the windows. Presentations checks which of the documents have been altered since the last save and saves only those that have been changed.

---

## **Printing a presentation**

To print the active document, choose the **File > Print** menu command.

A dialog box appears, in which you can specify the slides and the number of copies to be printed. By default, one copy of the entire document is printed.

For more information on outputting documents (printing, e-mailing, etc.), see the chapter [Outputting presentations](#).

---

# The Presentations Tour

Welcome to the Presentations Tour!

On the next few pages, we will introduce you to some of Presentations' most important functions using practical examples.

We will create a small portion of a presentation for "Escher & Sons Architects". Specifically, you will create a title slide and two content slides providing a small portion of presentation material as part of a proposed solution for building a new municipal court building.

Our tour will cover the following topics:

- [Entering text](#)
- [When something goes wrong...](#)
- [Applying another slide design](#)
- [Inserting a new slide](#)
- [Adding an image](#)
- [Applying another color scheme](#)
- [Creating a bulleted list](#)
- [Inserting a table](#)
- [Applying transitions](#)
- [Applying object animations](#)
- [Saving the presentation](#)
- [Running the slide show](#)

Note: When working through the exercises, do not be afraid to experiment with new commands as you get acquainted with them! There is no harm done if you make a mistake. The final result of the exercises is not intended to provide a full presentation. Rather, you will create only a few sample slides to give you hands-on practice with some of the features that Presentations offers.

---

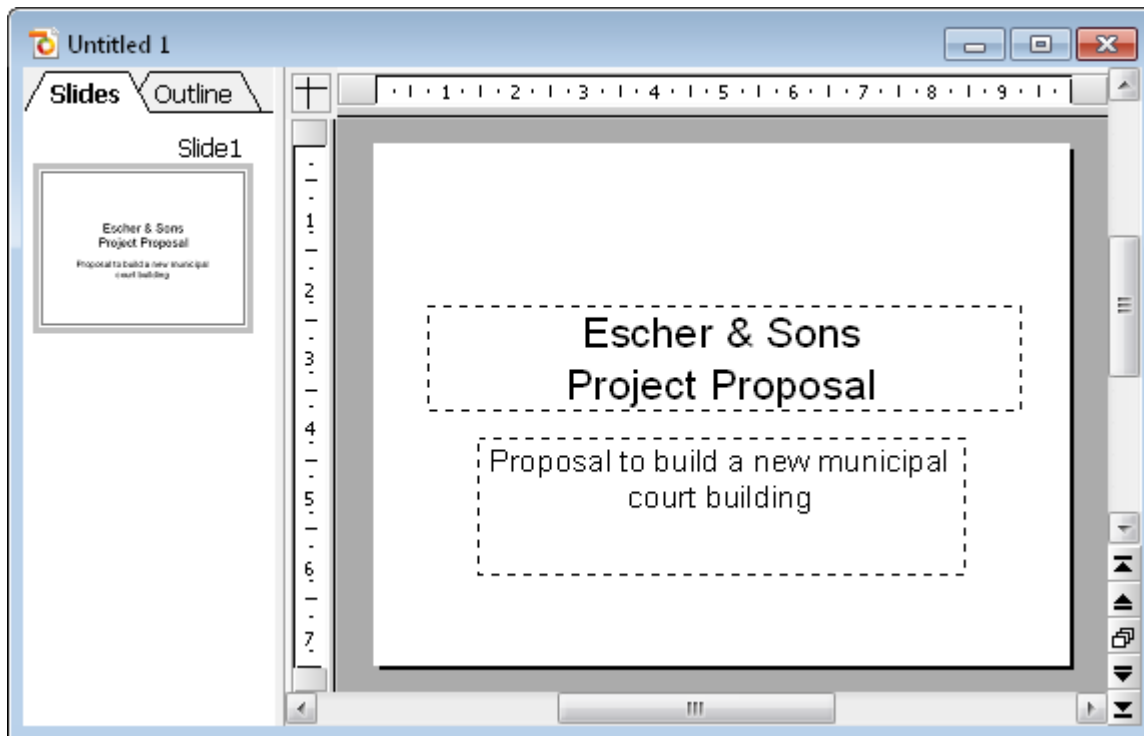
## Entering text

To begin the exercises, first create a new presentation by choosing the **File > New** menu command, and in the dialog that appears, click the **OK** button to use the default design. You will learn how to use other designs later.

Next, you will need to provide a title for your presentation. Click the area that says "Click to add title" and type "Escher & Sons Project Proposal". (If you wish, you can insert a line-break after "Escher & Sons" by hitting the **Enter** ↵ key.)

The default layout also includes space for a subtitle, so click on the area that says "Click to add subtitle", and type "Proposal to build a new municipal court building". You may, of course, enter any text you wish. The main goal is to familiarize yourself with the software.

If you have followed the example thus far, your presentation should look like this:



*The title slide*

**Note:** The illustrations in this manual were prepared, for the most part, with the **Windows** version of Presentations. On other operating systems, some of the controls have a slightly different appearance, but their modes of operation are identical.

---

## When something goes wrong...

Presentations is very forgiving, as it allows you to reverse the most recently completed changes with the **Edit > Undo** menu command. For example, if you delete some text and then realize you want the text back, all you need to do is invoke **Edit > Undo** to reverse the deletion.

This works not only with text deletions, but also with practically any type of change you make in a document. You can, for example, undo an insertion of an object.

The **Undo** command can be applied repeatedly. For example, you can invoke it five times to reverse the last five changes.

## Redoing undone actions

There is also an opposite to the **Undo** command: the menu command **Edit > Redo**. It restores the effect of your most recently undone action.

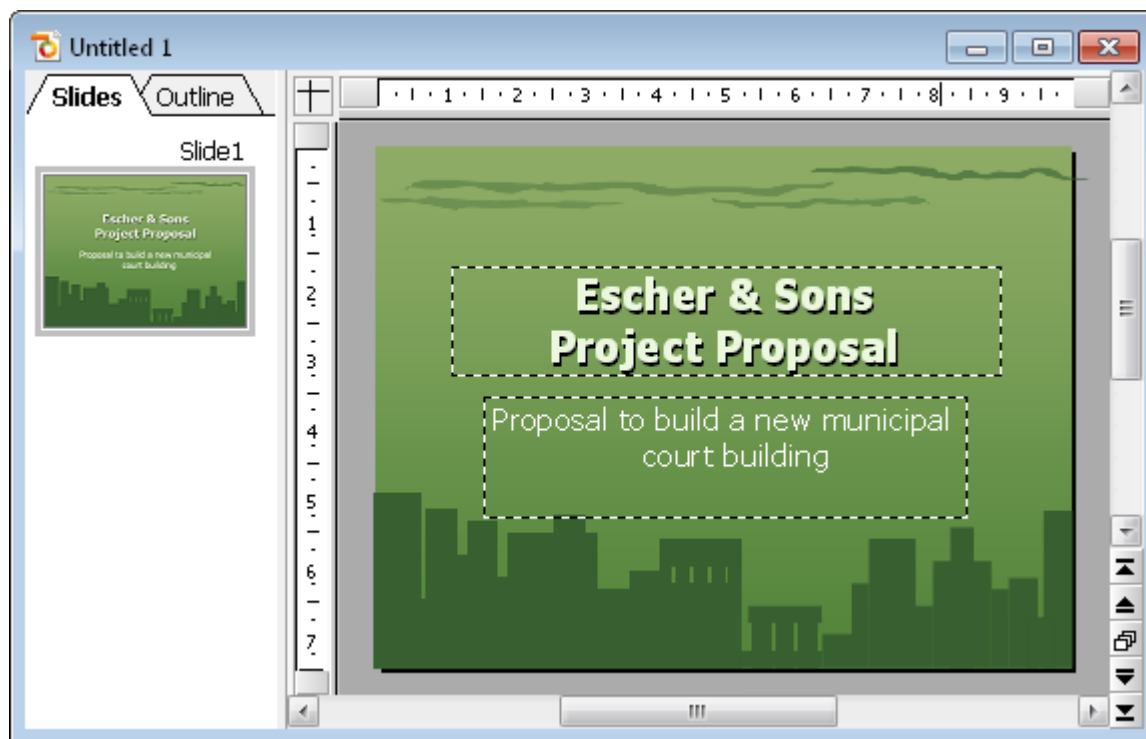
Thus, you can freely experiment with all of the options without having to worry about changing your mind!

---

## Applying another slide design

The title slide you created using the default design (pure white without any graphical elements) is plain in appearance, but it can be dramatically improved simply by applying a different slide design. In one step, you can change the background as well as the formatting of the placeholders and their contents.

To do this, select **Slide > Slide design** from the menu. Choose a slide design that appeals to you, and click on **Apply to all**. In the example below, the "City" slide design was applied:



*Title slide after applying the design "City"*

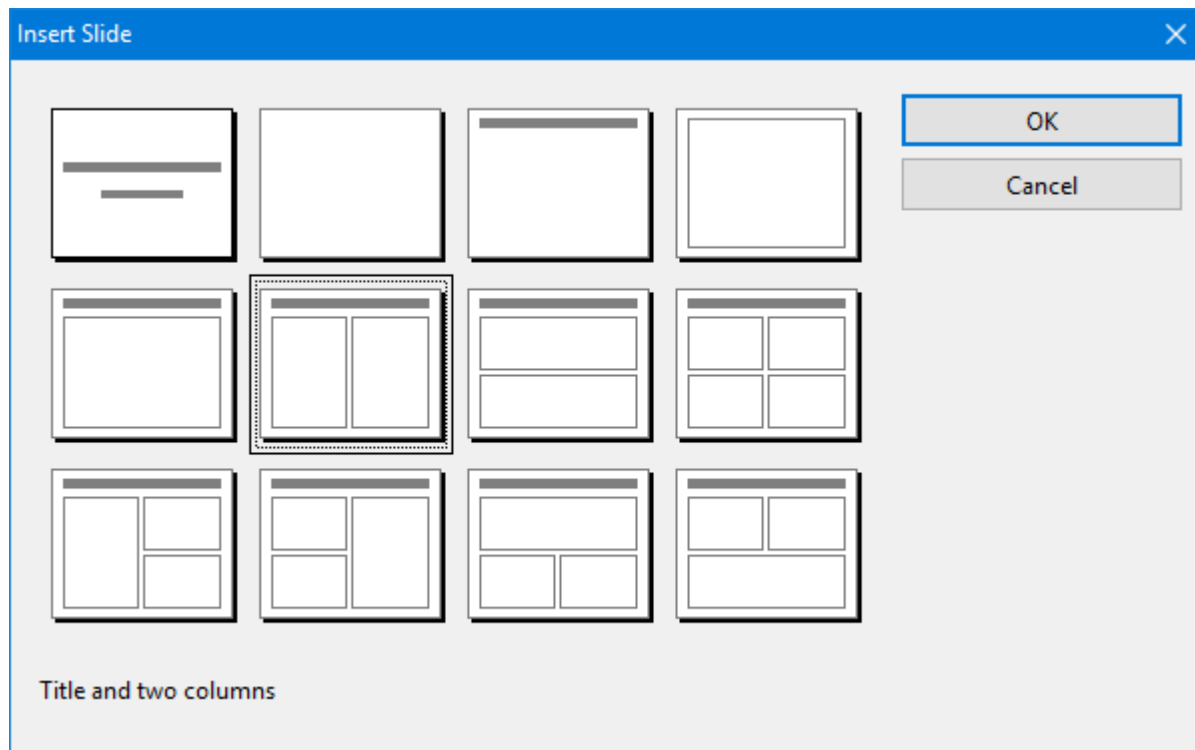
You have now created the title slide of your first presentation. With this in place, you can add more slides with the information that you want to present. In subsequent sections, you will be provided with several functions that can be used to attract attention to your presentation and control the visual appearance of your content. For example, you can use text and paragraph formatting, apply animations and transitions, create bulleted lists, and insert pictures.

## Inserting a new slide

There are three ways you can insert a new slide: either right-click in mini sorter to the left of the slide window and choose **Insert new slide** from the context menu.

Or, issue the command **Slide > Insert new slide** from the menu bar.

Either option results in displaying the following dialog:



There are many layouts available to cater to whatever your needs may be. For the current exercise, you will be placing a picture next to a block of text on your slide, so you will need the slide layout with a title and two content placeholders side by side (one for the picture and one for the text). The layout called "Title and two contents" perfectly suits our needs. Choose this layout now.

As soon as you confirm, the new slide is immediately created and displayed on the screen.

Note: You can later choose a different slide layout for a slide at any time by selecting the **Slide > Slide layout** menu command. For detailed information on slide layouts, see the section [Changing the slide layout](#).

## Adding an image

In this example, we are creating a presentation that outlines a proposal to build a new building. Our new slide will provide bullet points that list the key components that must be considered in determining a design for the new building.

First, click in the title placeholder area at the top of the slide and type the title, "Key Building Considerations".

Next, let's add an image of the proposed new building.

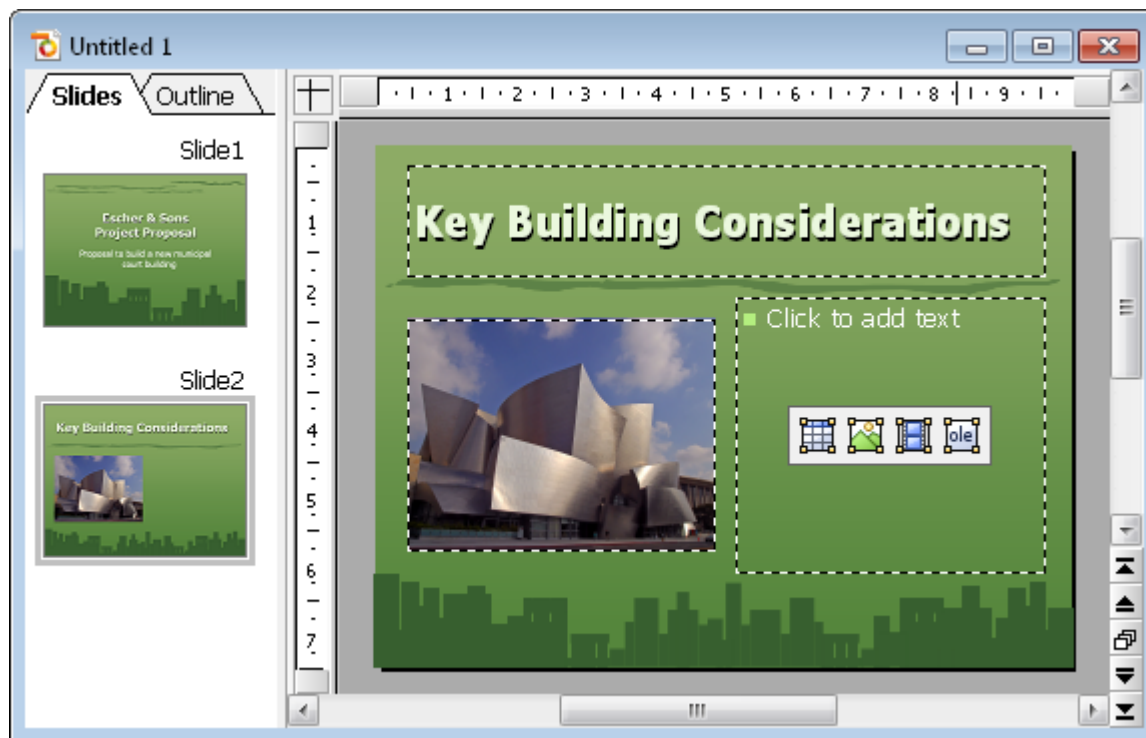
To insert an image, click the respective icon (second from left) in the center of the left placeholder. A dialog appears where you can browse and preview images and then select the image to insert.

For your practice presentation, an image file called `court_new.jpg` has been provided. You can find it in the folder containing SoftMaker's example documents. To locate this folder, proceed as follows:

- Under **Windows**, navigate to your `Documents` folder. There, go to the folder `SoftMaker\Samples`.
- Under **macOS** or **Linux**, navigate to your home folder. There, go to the folder `SoftMaker/Samples`.
- On an **Android** device, go to the folder `SoftMaker/Samples` on your SD card.

Navigate to the corresponding folder in the dialog, locate the file `court_new.jpg`, click on its file name and confirm. Your selected image should now be embedded in the slide.

By default, the image is sized to fit into the placeholder on the slide layout. If you would like to resize the image, drag one of its borders or one of the corners to expand or shrink the image in two dimensions at once.



**Copyright Notice for the picture:** Permission is granted to copy, distribute and/or modify this image under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover Texts. You can find a copy of the license at <http://www.gnu.org/copyleft/fdl.html>.

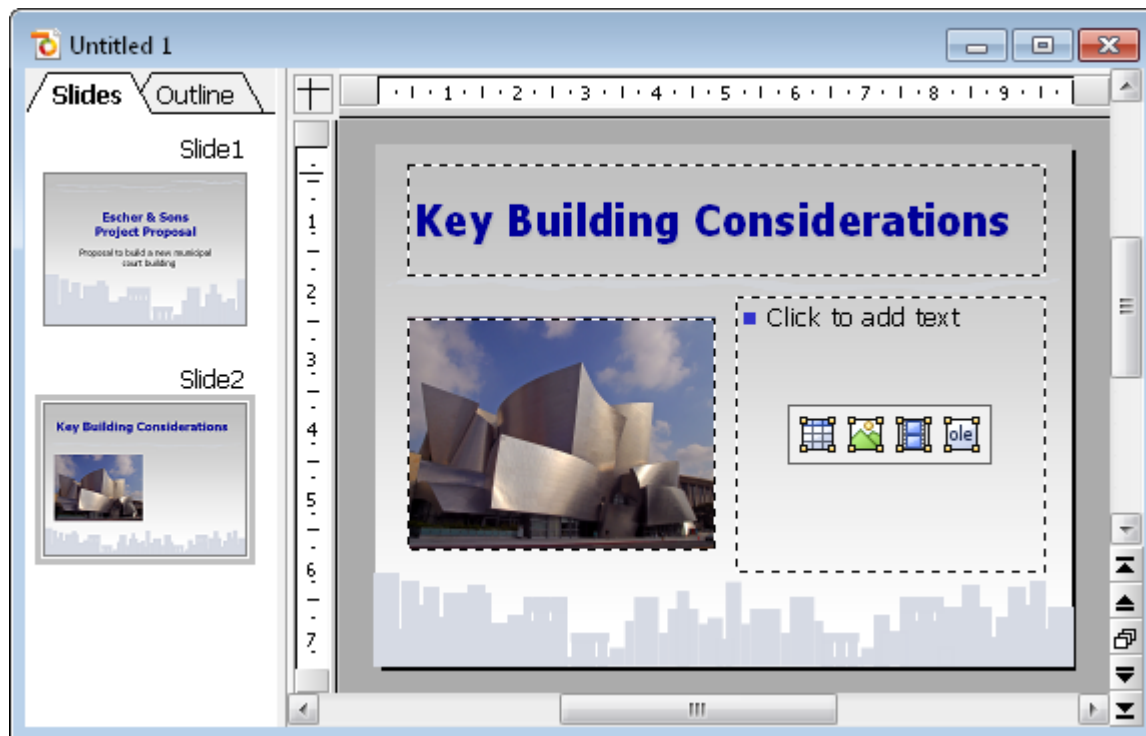
## Applying another color scheme

Once you have chosen a slide design that best suits the contents of your presentation, you can probably even improve it by changing the colors of different elements, such as the text and title color, and the background color. In our example, you can see that the green colors of the "City" design don't match the colors of the inserted image, so we need to change the colors.

Presentations provides a simple method of instantly changing colors by using predefined *color schemes* that can be applied to entire presentations at once. Each slide design already includes its own set of matching color schemes.

To apply a different color scheme, select the menu command **Slide > Color scheme**. You can choose from the provided color schemes and preview them before actually applying one (make sure the preview box is checked). After deciding which color scheme you want to use, simply click on **Apply to all**, and the colors change accordingly for the entire presentation. In our example, we choose the scheme with the light gray background and blue element colors (second from left in the second row of the **Additional Schemes** area).

The presentation takes on a completely different look and the colors of the design now match the colors of the inserted image:



---

## Creating a bulleted list

In your practice presentation, you will be listing a few considerations about building the new building. A bulleted list would fit this need perfectly. The slide layout is already set up for a bulleted list, so you need only click in the right side area where it says "Click to add text".

When you do this and then begin typing, that text builds the first item in the bulleted list. To begin the next item, press the **Enter** ↵ key, and begin typing the next bulleted item. Here are the items to type in your practice presentation:

- Building materials
- Roofing materials
- Electrical wiring
- Plumbing
- Interior options

Once you have built the bulleted list, you can now change its formatting.

### Formatting the bulleted list

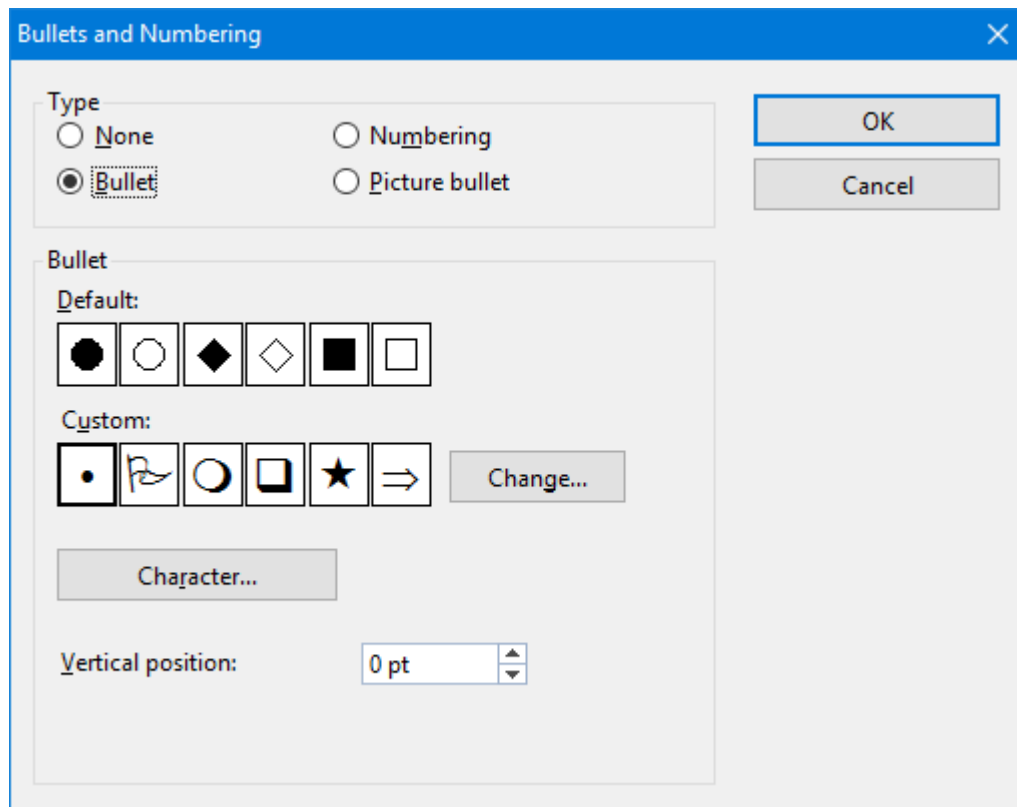
Now we'd like to emphasize the list items a bit. For this purpose we will change the font style to bold as well as the bullets and their size.

First, to change all items at once, select the entire list by clicking on one of the list items and then invoking the **Edit > Select All** menu command.

Then, click in the "Bold" icon  in the formatting toolbar to change the font style of the text items to bold.

Finally, we will change the bullets themselves. To do this, select the entire list again, as described above, and invoke the menu command **Format > Bullets and numbering** to open the Bullet dialog.

The following dialog will open:



*The **Bullets and numbering** dialog*

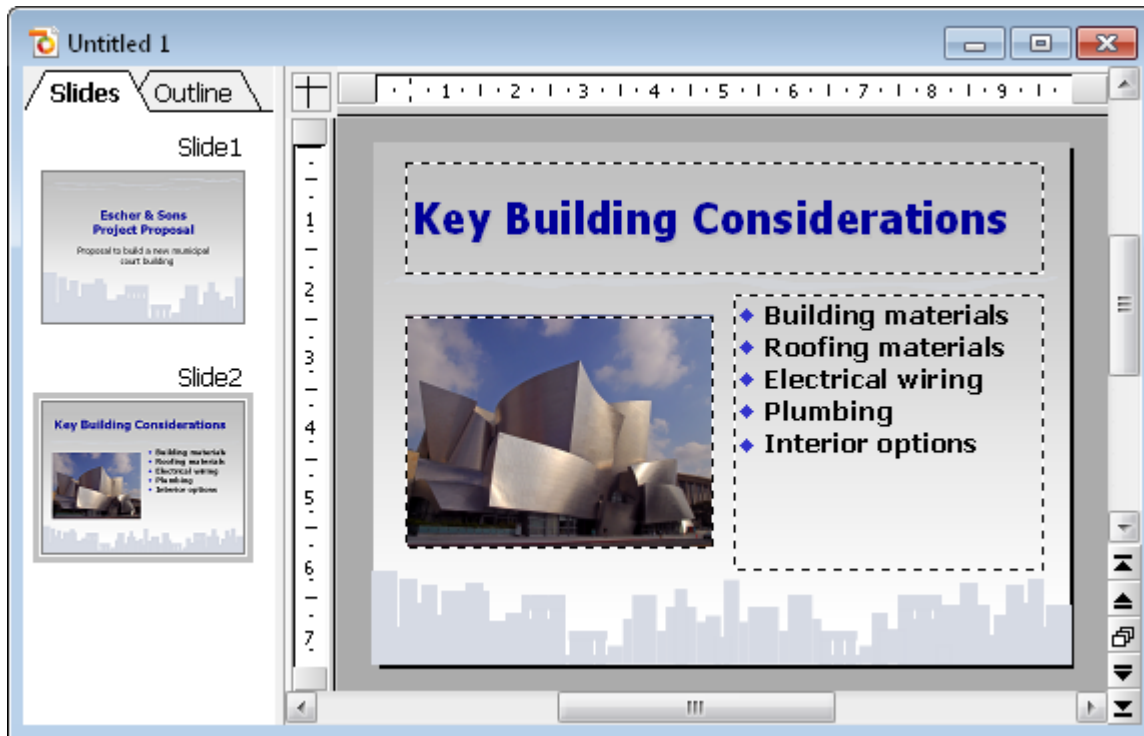
You can see two groups of bullet types: **Default** and **Custom**. The custom bullets can be chosen from all installed fonts by clicking on the **Change** button.

In this presentation, we will choose the filled diamond from the **Default** bullets and change the size to 36 (from the **Size** selection list). We then click the **OK** button to apply the new bullet type.



*The filled diamond option is the third from the left*

Here is a screen print depicting how the second slide of your practice presentation should now appear:



Second slide, featuring a bulleted list of considerations

## Inserting a table

To end the presentation, add a third slide detailing the proposed project timeline as a table. First, insert a new slide (using the **Slide > Insert new slide** menu command) and choose the layout with a title placeholder and just one big content placeholder. It is called "Title and content". Choose it and confirm.

As a title, type "Proposed Timeline" into the title placeholder.

Next, let's create and insert a table. It should consist of five rows and two columns. Proceed as follows:

1. Click on the table icon in the placeholder (the one on the very left).
2. Set the number of **rows** to 5, **columns** to 2.
3. Confirm with **OK**.

The placeholder is now replaced by the desired table.

Now enter the following date information into the left column and the corresponding action into the right column. You can jump from one table cell to the next using the **Tab** key:

01/2008 – 07/2008	Planning and Preparation
07/2008	Groundbreaking
07/2008 – 07/2009	Processing

07/2009 – 12/2009                      **Inspection and Acceptance**

01/2010                                      **Grand Opening**

Finally, we'd like to adapt the column width and align the text a bit:

### **Changing the column width**

Since not every text entry in the right column fits into one line, we should increase the width of the column a bit. To do this, move the mouse cursor over the vertical borderline between the two table columns. When the cursor turns into a double arrow, press and hold the left mouse button in order to drag the borderline a bit to the left.

### **Aligning text in table cells**

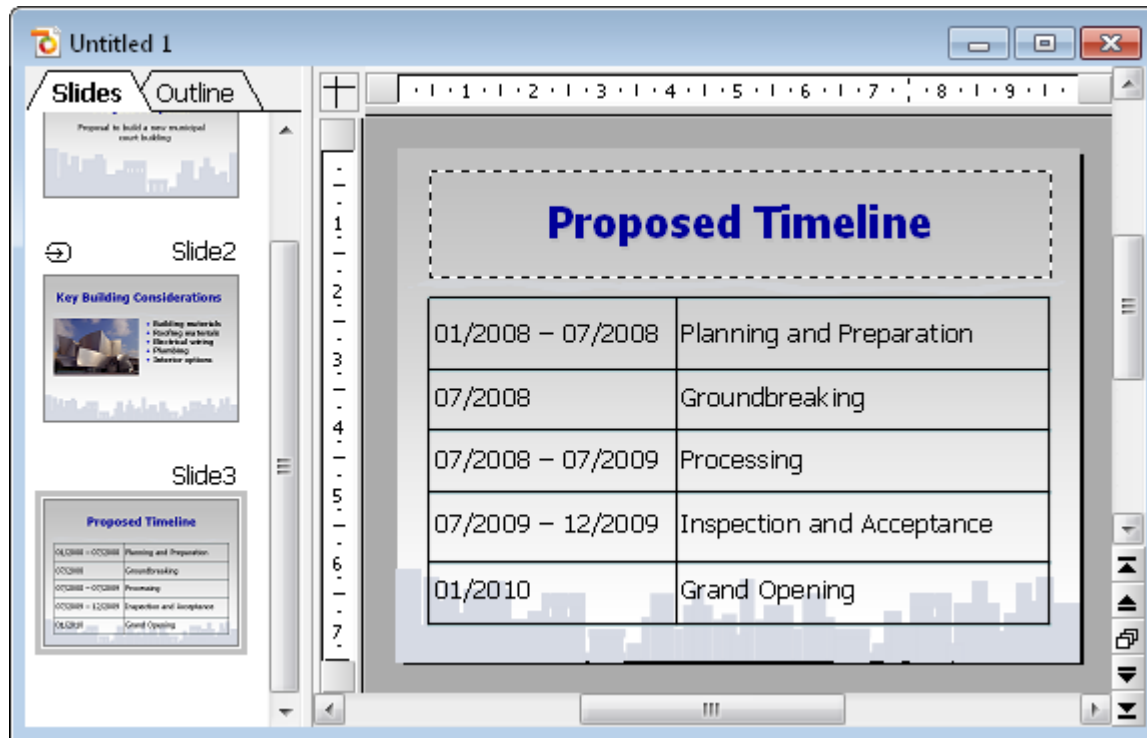
The text in our table looks like it was "sticking" at the top borderline of the table cells. It might be a good idea to center the text entries vertically.

The table should still be selected from the last action. If it is not, select the table again – for example, by invoking the command **Object > Table > Select Table** from the main menu.

Then do the following steps:

1. Invoke the menu command **Object > Table > Cell properties**.
2. Switch to the **Format** tab (if necessary).
3. Change the **Vertical alignment** from **Top** to **Centered**.
4. Confirm with **OK**.

Your final slide will look like this:



For complete information on working with tables, see the [Tables](#) section.

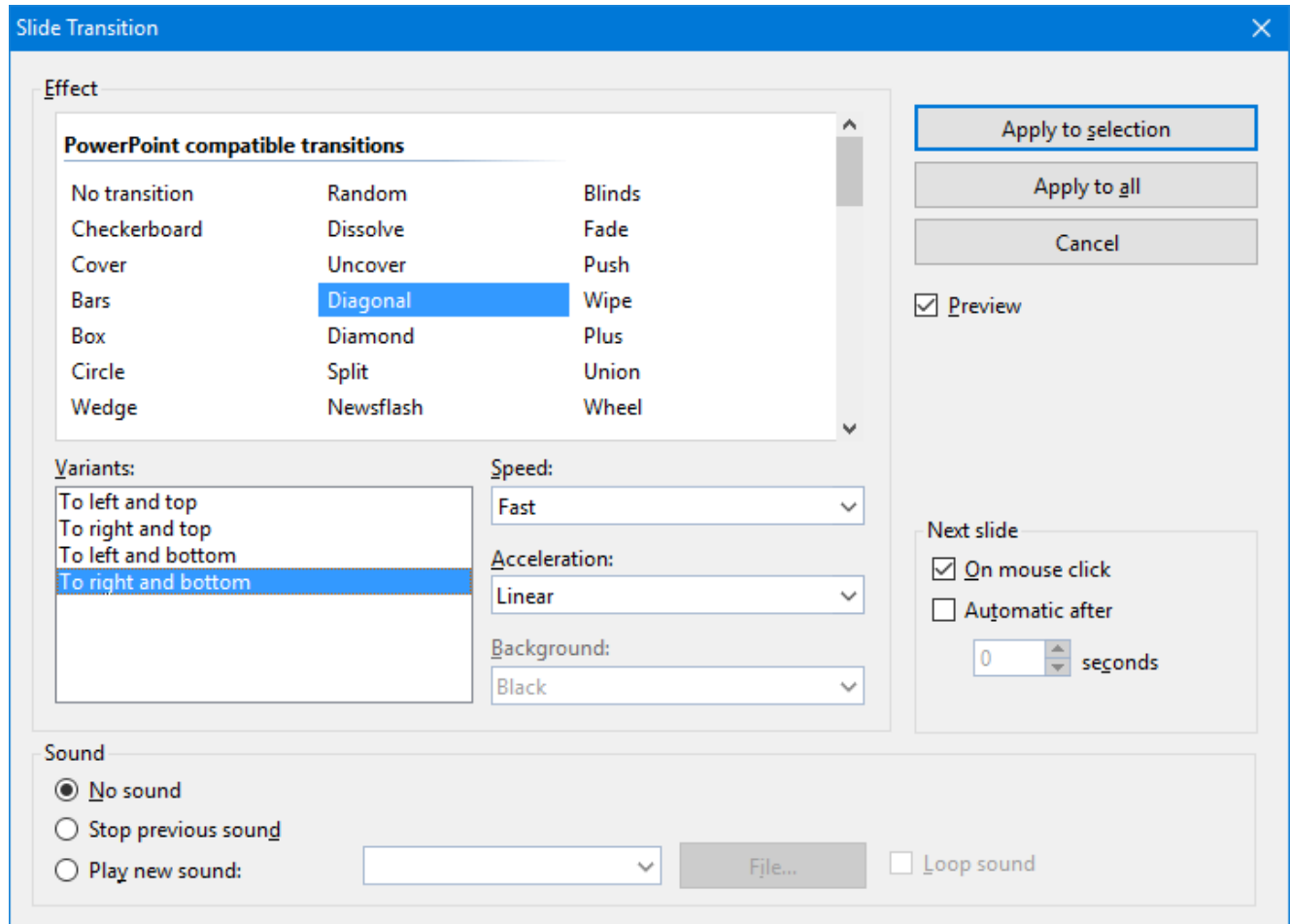
## Applying transitions

In the sections above, you have created three simple slides and you have filled them with content by using different methods. Now we are going to jazz up the presentation a bit by applying visual effects. We start with the slide transition.

*Slide transitions* are effects that occur as you progress from one slide to the next. Presentations offers a number of different transition effects to help you design a captivating presentation.

Transitions can be applied either to all slides in a presentation or to all selected slides. In our example, we will apply a transition to all of our slides. Do the following steps:

1. Invoke the menu command **Slide > Slide transition**.



2. Select, for example, the **Diagonal** effect and **To Right and Bottom** variant.
3. If you want, you can also change the **Speed** of the transition depending on which speed you prefer as you watch the preview.
4. Confirm with **Apply to all**.

The slide transition has now been applied to all slides in the presentation.

Notice that, in the mini sorter, there is now an icon above each slide on the far left. It indicates that the corresponding slide uses a slide transition. Click on this icon to view the transition on the thumbnail images.

For more information on slide transitions see the section [Adding slide transitions](#).

## Applying object animations

Animations provide movement among objects on a slide or a single object. Animations help capture the attention of your audience and help you emphasize the key points during your presentation.

## Object animations

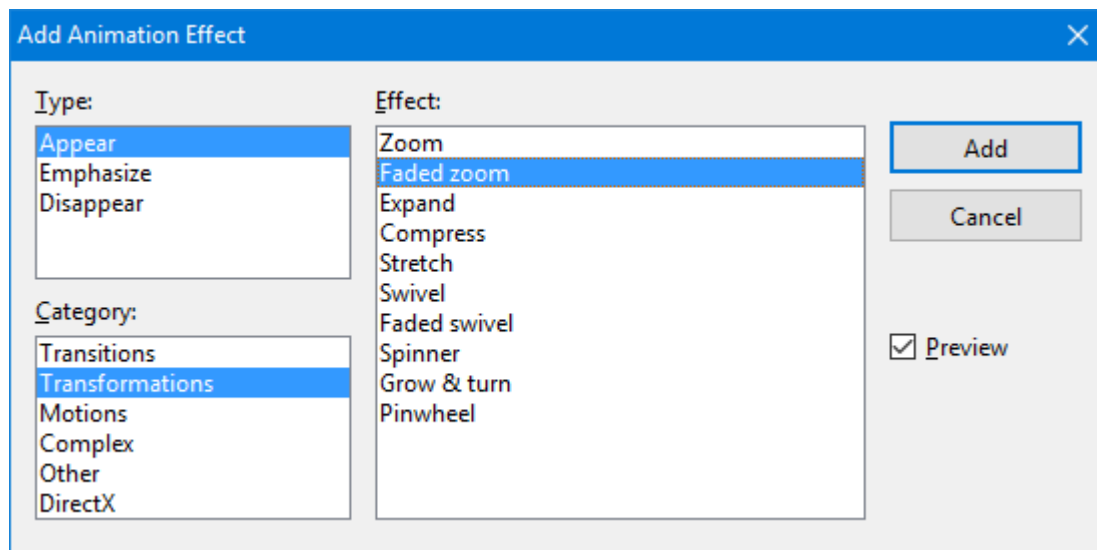
There are three main types of animations: *appear*, *emphasize*, and *disappear*:

- An example of an *appear* animation is to have an object "fly in" when a slide is first displayed.
- You might apply an *emphasize* animation on an object that you want to stand out; for example, you could have the object change color or have it grow.
- A *disappear* animation might be a good choice if you want to impact your audience as you finish displaying a certain slide; for example, you could have an object flash or be magnified before it disappears.

Each type has multiple categories. There are a large number and wide variety of effects provided within each category.

For this exercise, feel free to play with various animations. Presentations lets you preview the animation effects, giving you a chance to consider how one looks before actually applying it. You can also follow the example below to create a few animations on the example presentation.

First, select the second slide by clicking it in the mini sorter and apply an object animation to the picture. To do so, right-click anywhere on the picture of the building and choose the command **Animations** in the appearing context menu. Then, in the **Animations** dialog, click on the **Add** button. You will now see the types, categories, and effects as follows:



Check the **Preview** option and click on any of the effects just to see how they look on the slide. For the exercise, go ahead and select **Appear** as the animation type, **Transformations** as the category, and select the **Faded Zoom** effect. Click on **Add** to add this effect. You will now see the description of the animation effect you selected in the list box for "Main Sequence" in the **Animations** dialog. Click on **Close** to close the dialog.

Now click on the small icon at the top left of the slide in the mini sorter and notice that you first see a miniature preview of the transition you have applied, followed by a preview of your object animation. This animation adds emphasis to the picture, and provides an effective way to introduce the new building to the audience.

In the Presentations Tour we have intentionally chosen a simple animation example just to introduce the feature. Animations can be varied and combined in various ways using many different options. You will find detailed information about this topic in the chapter [Animations](#).

## Object animations

Hint: In addition to object animations that apply to single objects, Presentations also provides animation schemes so that effects can be applied to every object on a slide or even every slide in a presentation. If you want to learn more, see the section [Slide animation schemes](#).

---

## Saving the presentation

To save your presentation, use the menu command **File > Save**.

When you issue the save command for the first time for a document, you are presented with the **Save as** dialog box. You can then name the document and save it either in the default folder or specify a different folder, if desired. For your practice presentation, enter "practice" in the **File name** box and click **OK** to confirm.

Presentations will save the file under the specified name and automatically append the extension `.prdx`. Thus, the full filename in this example is `practice.prdx`.

---

## Running the slide show

Now that you have built a basic presentation, you are ready to run your slide show. To do this, use the menu command **Show > Start show** or press the **F5** key.

Your presentation will be displayed full-screen, slide for slide, from start to finish. To advance from one slide to the next, you can either press the space bar or click the left mouse button. Also, if you click the right mouse button, a context menu displays offering you multiple options for navigation, or an option to end the presentation.

**Android:** In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

For more information about running slide shows, see the chapter [Showing a presentation](#).

---

## Finished!

Our Presentations Tour ends here. You now know many of the program's basic functions and you should take some time at this point to investigate them further.

The rest of the manual includes detailed information about working with slides and masters, working with text and objects, and working with additional functionalities, such as language tools or file management.



---

## Working with slides

The purpose of a slide is to provide a visual aid that will complement each topic as you deliver a presentation. This helps your audience grasp the meaning that you are communicating as you speak. It is important that you consider who will be in the audience, and design your slides to suit the group. Presentations provides many features that allow you to build slides that will appeal to your audience and help you effectively convey your message.

In a given presentation, you may want your slides to be flashy, or you may decide that, based on the audience, the slides need to be simple, concise and streamlined. Presentations provides tools to help you create slides that meet such diverse needs.

A slide begins as a blank slate that you can either build upon from scratch or you can take advantage of the many different predefined slide designs that Presentations offers. You can be as creative as you like, but you can also benefit from the predefined designs, color schemes, and slide layouts that allow you to simply pick and choose without having to do all of the work.

This chapter will help you understand how to work with your slides so that you can build each of your presentations to best suit a given situation. Specifically, details about the following functions will be covered:

- [Creating a new presentation](#)
- [Adding a new slide](#)
- [Inserting slides from other presentations](#)
- [Navigating between slides](#)
- [Working with the mini sorter](#)
- [Working with the mini outliner](#)
- [Using the large slide sorter and outliner](#)
- [Changing the order of slides](#)
- [Deleting a slide](#)
- [Copying, cutting, and pasting slides](#)
- [Duplicating a slide](#)
- [Renaming a slide](#)
- [Resetting a slide](#)
- [Hiding a slide](#)
- [Changing the slide design](#)
- [Changing the slide layout](#)
- [Creating headers and footers](#)

- [Changing the orientation of slides](#)
- [Inserting a summary slide](#)
- [Using slide color schemes and backgrounds](#)
- [Adding slide transitions](#)
- [Adding object animation](#)
- [Using the sidebar](#)
- [Adding notes](#)
- [Printing handouts](#)

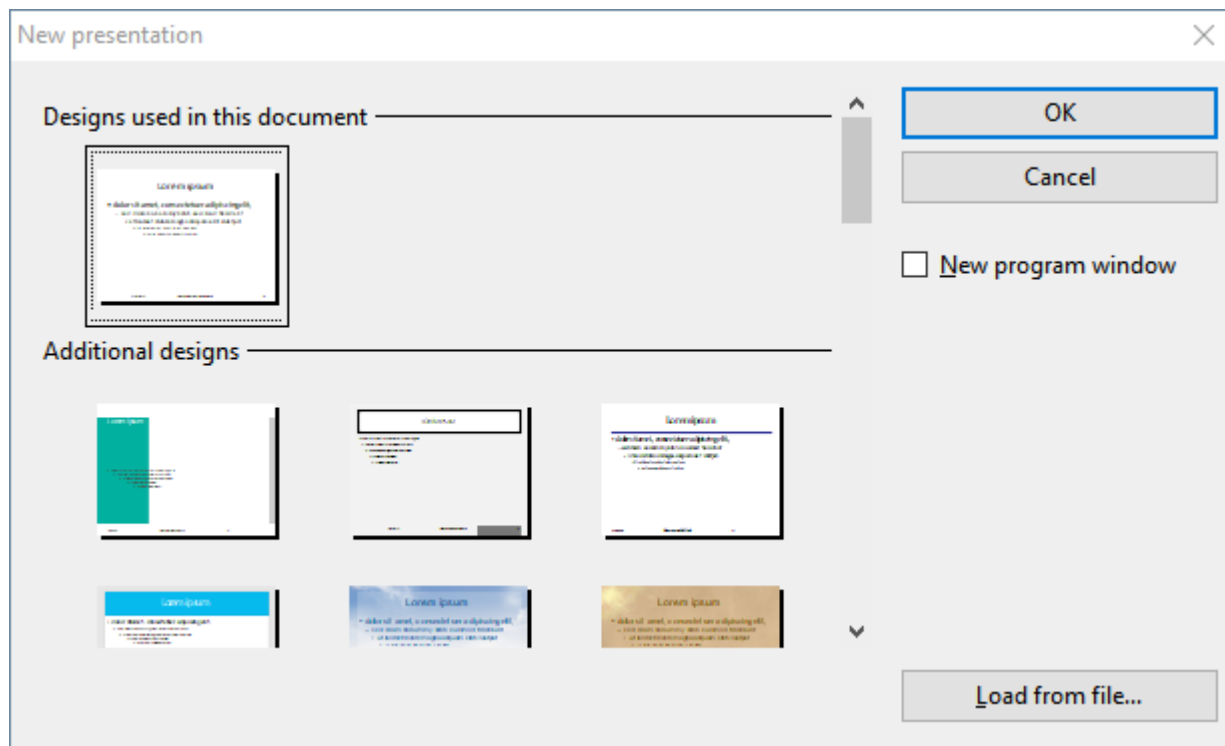
---

## Creating a new presentation

As you create new presentations, each presentation is saved as a separate file. You can open more than one presentation at a time and even work on multiple presentations simultaneously, if you wish. For example, you can copy and paste information from one presentation to another.

You can create a new presentation by using the menu command **File > New** or by clicking on the **New Document** icon (which looks like a piece of paper) at the very left of the Standard toolbar.

Either action will open the following dialog:



This dialog displays a list of all available slide designs provided with Presentations. When you have chosen the desired design, click on the **OK** button. Presentations will create your new presentation.

For more information on slide designs, see the section [Changing the slide design](#).

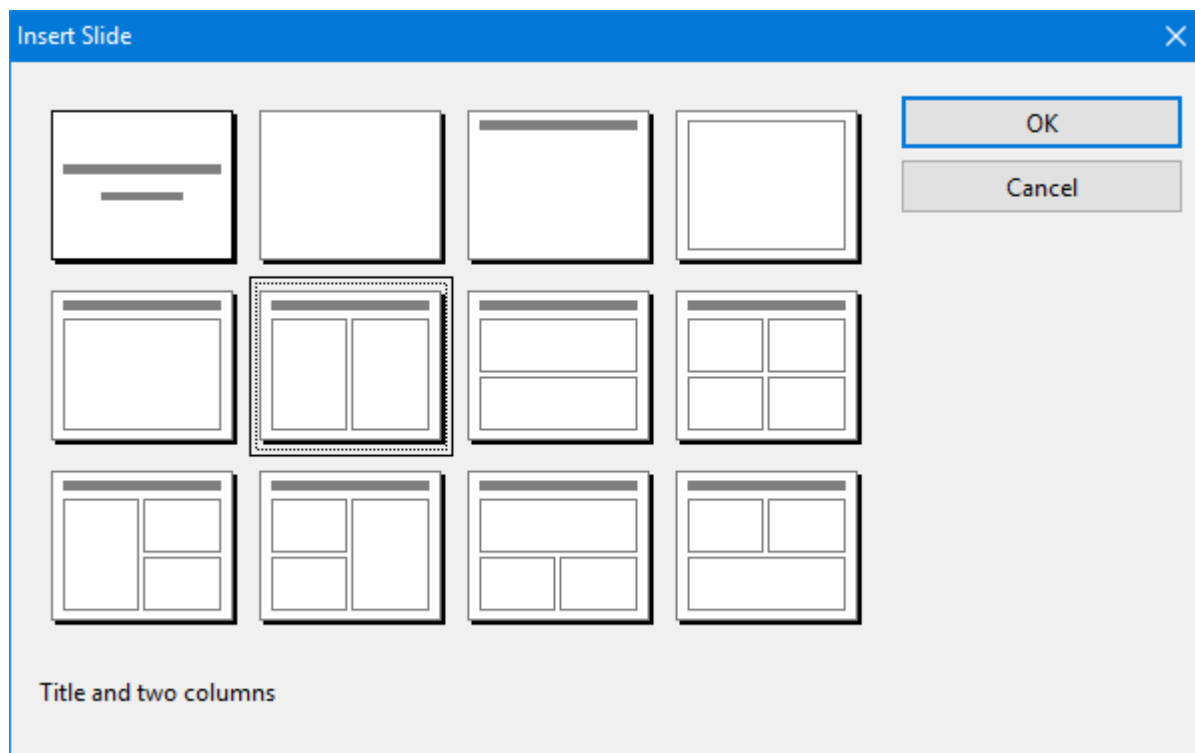
Note: If there are any custom templates available (for example, presentations that have been saved in the "Presentations template" file format), click the **Load Template** button and navigate to the file you want to use.

---

## Adding a new slide

You can add a slide to an existing presentation by choosing the **Slide > Insert new slide** command from the menu.

A dialog will then be displayed, listing a variety of layouts from which to choose, as follows:



The thumbnails in this dialog show how the placeholders will be arranged on the new slide. To choose a slide layout, click on the one you want to select, and then click on the **OK** button. A new slide with this layout will be inserted after the current slide.

More information on slide layouts is available in the section [Changing the slide layout](#).

---

## Inserting slides from other presentations

Presentations gives you several methods with which to copy slides from one presentation into the current presentation. One option is to open both presentations and use the copy-and-paste approach, but Presentations also has two faster options for importing slides from another presentation. These options import *all* of the slides from the other presentation in just one step.

To use the import slide options, position your cursor at the point within your presentation where you want to insert the slides, and either use the **Insert > Slides from presentation** or the **Insert > Slides from outline** menu command.

Note that the only difference between **Slides from presentation** and **Slides from outline** is that the former defaults to presentation file types (Presentations file, PowerPoint file, etc.) and the latter defaults to presentation outline (RTF) file types. Otherwise, the two options are identical.

Invoking either command will display a dialog. Use it to navigate to the file or outline you want to import, and click **OK**. The entire contents of the selected file will be inserted at the selected position within the current presentation.

---

## Navigating between slides

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

Key	Function
<b>PgUp</b>	Jump to the previous slide
<b>PgDn</b>	Jump to the next slide
<b>Ctrl+Home</b>	Jump to the first slide
<b>Ctrl+End</b>	Jump to the last slide

### Using the "Go to slide" command

To jump to a specific slide, use the **Edit > Go to slide** menu command.

A dialog containing a list of all slides in the current document is displayed. When you select a slide and confirm with **OK**, the program jumps to the corresponding slide.

## Using the mini sorter

You can also use the *mini sorter* to navigate between the slides of a presentation. The mini sorter is a side pane displayed left of the current slide. It shows thumbnail images of all slides. To jump to one of these slides, simply click on its thumbnail in the mini sorter.

For more information on the mini sorter, see the next section.

---

## Working with the mini sorter

The *mini sorter* displays thumbnail images of all slides in a presentation and allows you to perform various functions, such as rearranging the order of slides, adding and deleting slides, and determining how transitions will look when moving through the presentation from slide to slide.

By default, the mini sorter is located to the left of the presentation slide window in conjunction with the mini outline tab (the mini outliner functionality is described in the next section).

An example of the mini sorter appears as follows:



*The mini sorter*

When you want to use the mini sorter menu functions, you need to click on a slide within the mini sorter, right-click to display the menu, and then select one of the commands. The same functions are also available in the top level menu; most of them are located in the **Slide** menu. Each function is described in the sections which follow.

You can select multiple slides before using one of these functions, if desired. For this purpose, click on each slide to select in the mini sorter while holding down the **Ctrl** key. Then invoke the menu function you want to apply to the selected slides.

### Information displayed in the mini sorter

As shown above, each of the thumbnails displayed in the mini sorter is labeled with the corresponding slide's name (usually "Slide" followed by a consecutive number).

If any of the slides are designated as "hidden" (see section [Hiding a slide](#)), then you will see the slide name with a red strike through it in the slide sorter. Hiding a slide is useful if you want to retain the slide in the presentation while keeping the slide from being shown to a given audience.

Also, if any slide transitions or object animations are defined, a small arrow above the specific slides is displayed in the slide sorter. If you click on this arrow, a preview for the transition and animation effects will be displayed on the corresponding miniature slide. Again, at a glance, you can verify your choices and easily determine whether or not you want to make any changes to the effects.

### Changing the position of the mini sorter

The mini sorter can be displayed or hidden using the **View > Mini sorter** menu command. This brings up a small submenu.

You can then decide where you want the mini sorter to display on the screen, or you can hide it altogether. The **Hide** option will remove the mini sorter from the presentation window. The other four options let you position the mini sorter on the left or right margins, or at the top or bottom of the screen, depending on your preferences.

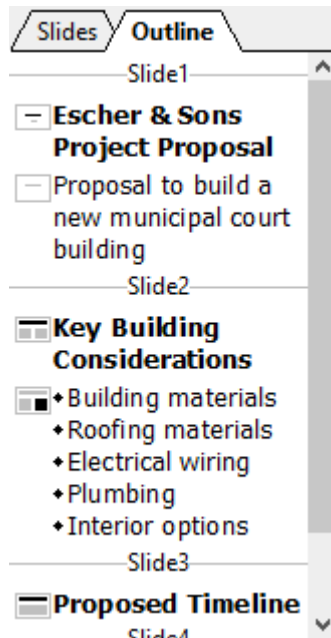
---

## Working with the mini outliner

The *mini outliner* shows an outline view of the contents of a presentation. It is similar in function to the mini sorter, but instead of showing thumbnail images of the slides, it shows the contents of the slides (title and text). This is useful for allowing you to ensure that the flow of the content is logical, and permits you to break presentations into manageable chunks.

The mini outliner can be displayed or hidden using the **View > Mini outliner** menu command. This brings up a small submenu.

This allows you to control where the mini outliner is displayed on the screen, or allows you to hide it altogether. The Hide option will remove the mini outliner from the presentation window. The other four options let you position the mini outliner on the left or right margins, or at the top or bottom of the screen, depending on your preferences. If the mini sorter and mini outliner are positioned at the same location, tabs at the top allow you to choose between the two views as follows:



The mini outliner

### Entering text in the mini outliner

You can enter text on a slide using the mini outliner, just as you would enter text directly onto a slide. The slide is updated automatically when you make changes to the outline.

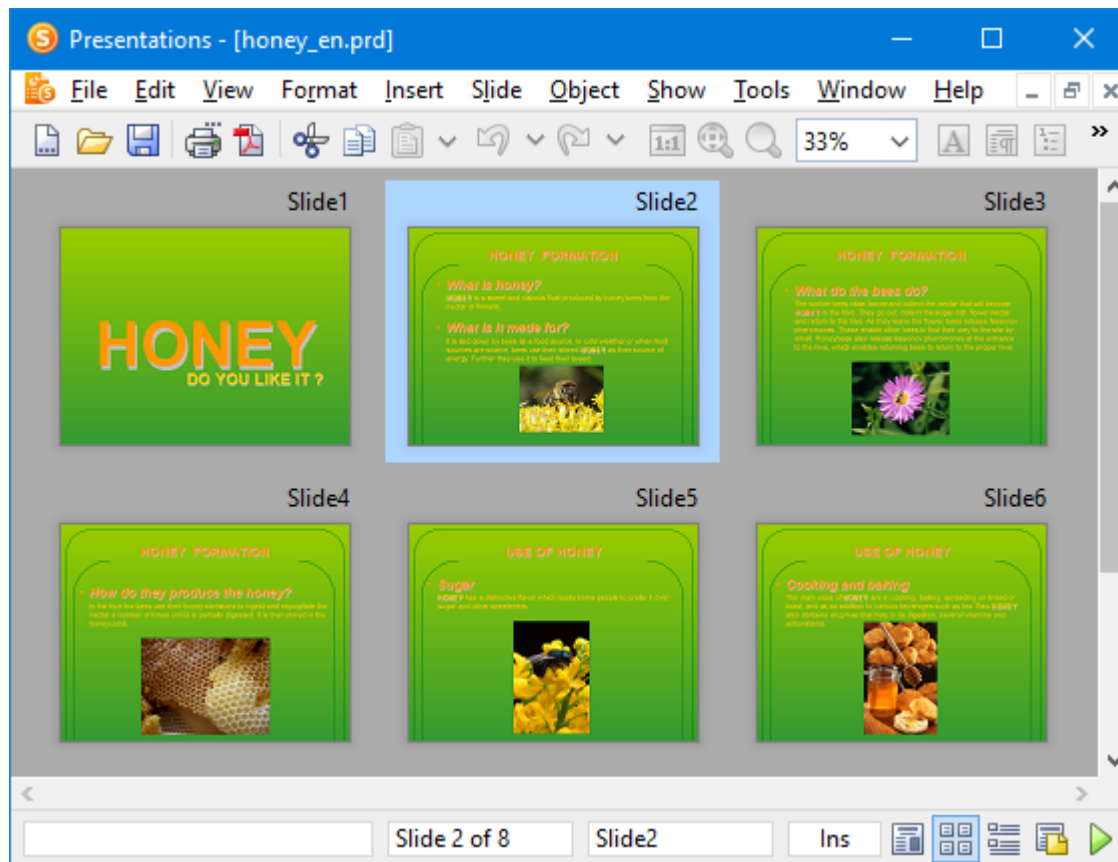
---

## Using the large slide sorter and outliner

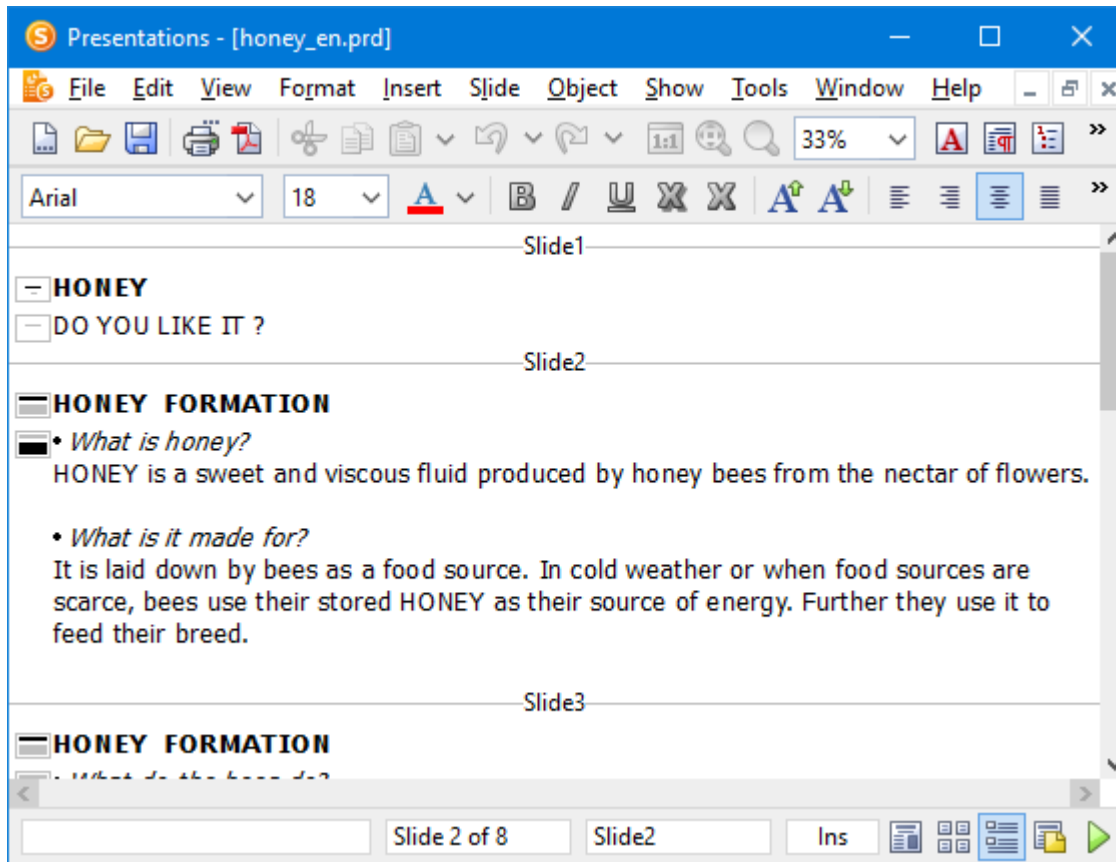
The large *Slide sorter* and the *Outliner* (menu commands **View > Slide sorter** and **View > Outliner**) provide the same features as the mini slide sorter and the mini outliner – with one difference: they use the whole window for displaying their content so you can have a better overview of your presentation.

For more details, read the sections entitled [Working with the mini sorter](#) and [Working with the mini outliner](#).

To return to the normal slide view, use the **View > Slide** menu command.



The slide sorter



The outliner

---

## Changing the order of slides

The mini sorter, as well as the large slide sorter, provides you with an easy way to rearrange slides. You simply click on the slide you want to move, and with the left mouse button pressed, drag the slide to the new location. Release the mouse button, and the slide will be moved to the new location.

---

## Deleting a slide

You can delete the current slide by using the menu command **Slide > Delete**. Presentations asks for confirmation and then removes the slide from the presentation.

---

## Copying, cutting, and pasting slides

Slides can be copied, cut out of the presentation, and pasted anywhere in the presentation as follows:

- The menu command **Edit > Copy** copies the selected slide into the clipboard.

If multiple slides have been selected in the mini sorter, all of them will be copied. Either click on one slide or choose multiple slides by continuing to click on slides while holding down the **Shift**⬆ key or the **Ctrl** key.

You can then use the **Paste** command, described below, to place the copies anywhere in your presentation.

- The menu command **Edit > Cut** works similarly, but removes the selected slides from the document. Use this command if you want to move slides rather than copying them.
- The menu command **Edit > Paste** inserts the slides currently in the clipboard before the current slide.

---

## Duplicating a slide

To create a duplicate of the current slide, use the **Slide > Duplicate** menu command. An exact copy of the current slide will be placed before the current slide.

If multiple slides have been selected before you execute the **Duplicate** command, all of them will be duplicated.

**Tip:** In the mini sorter, you can also use the mouse to duplicate slides: Simply press and hold the **Ctrl** key, then click and drag the slide to the place in the sorter where you want the duplicate to appear.

---

## Renaming a slide

By default, each slide in a presentation has a name assigned to it that shows its location in the presentation, starting with "Slide1" and increasing in number. Whenever you change the presentation by adding, removing, copying or duplicating slides, the default names automatically update to show the new numbered order.

Presentations allows you to give slides a specific name for identification purposes, which can be very useful when trying to organize a large presentation. For example, you may have a slide that identifies the financial area of a presentation and you may want to name it accordingly.

To give a slide a specific name, highlight the slide in the mini sorter and invoke the menu command **Slide > Rename**. A dialog appears that shows the current name and lets you enter the name of your choice.

---

## Resetting a slide

The menu command **Slide > Reset** can be used to reset all placeholders on the current slide. When you invoke this command, the following happens:

- All settings for all placeholders in the slide are reset to their default values, including object properties, text format and position/size.

(The same happens when you invoke the menu command **Object > Placeholder > Reset All Properties** for all placeholders.)

- Additionally, any placeholders that have been deleted in the current slide will be recreated.

(The same happens when you invoke the menu command **Slide > Recreate missing placeholders**.)

---

## Hiding a slide

Sometimes you will create a presentation that contains information that you do not want to show to everyone. For example, you may create a presentation about a new business venture to present to your bank, but when you show it to your employees, you want to remove the financial information. You could create a second copy of the presentation and delete the slides you do not want to show. But an easier method is to simply hide the slides. A hidden slide still exists in the document, but is skipped when you present the slide show to your viewers.

To hide a slide, select the slide (or several slides) in the mini sorter and use the right mouse button pop-up menu to select **Hide slide**. Alternatively, you can use the **Slide > Hide slide** menu command. You can still see all hidden slides when you are working with the presentation, but the slide name will have a red line through it (to show it is hidden). When you run the presentation, all hidden slides will not be displayed.

### Restoring hidden slides

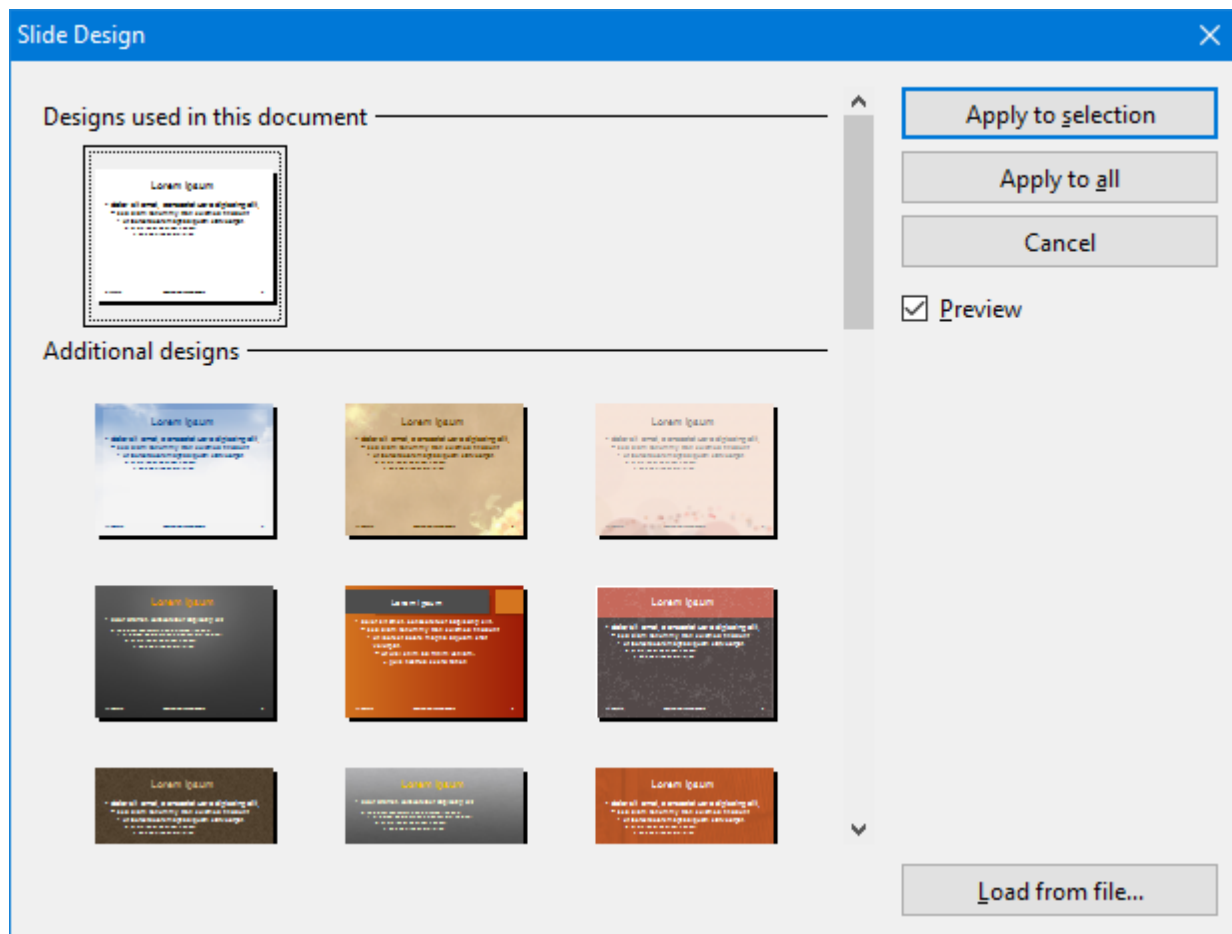
To stop a slide from being hidden, use the same procedure. If a slide is marked as hidden, the **Hide slide** option in the menu will have a check mark next to it. Selecting the option again removes the hide and removes the strikethrough from the slide name. Now, the slide will display when running the presentation.

---

## Changing the slide design

You can design a slide completely from scratch, if desired, but Presentations also comes with a number of attractive *slide designs* that you can apply to your slideshow.

To access the slide design library, use the **Slide > Slide design** menu command to display the following dialog:




You can use the scroll bar to search through the slide designs in the library for one that you like, select it by clicking on it, and then use the **Apply to selection** button to change the design of the current slide or use the **Apply to all** button to change the design of all the slides in your presentation.

**Hint:** You can even create your own slide designs by saving any of your own presentations as templates (use the **File > Save as** menu command and choose the file type "Presentations Template").

To apply such a custom slide design, use the **Load from file** button in the above dialog to import the slide design from the file.

### Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply a different slide design:

When you click on the  icon in the toolbar located on its top, the sidebar will display a list of all slide designs available. Simply click on one of them, and it will be applied to the current slide immediately.

If you want to learn more about the sidebar, read the section [Using the sidebar](#).

## Changing the slide layout

Each slide design (see previous section) contains a number of "slide layouts".

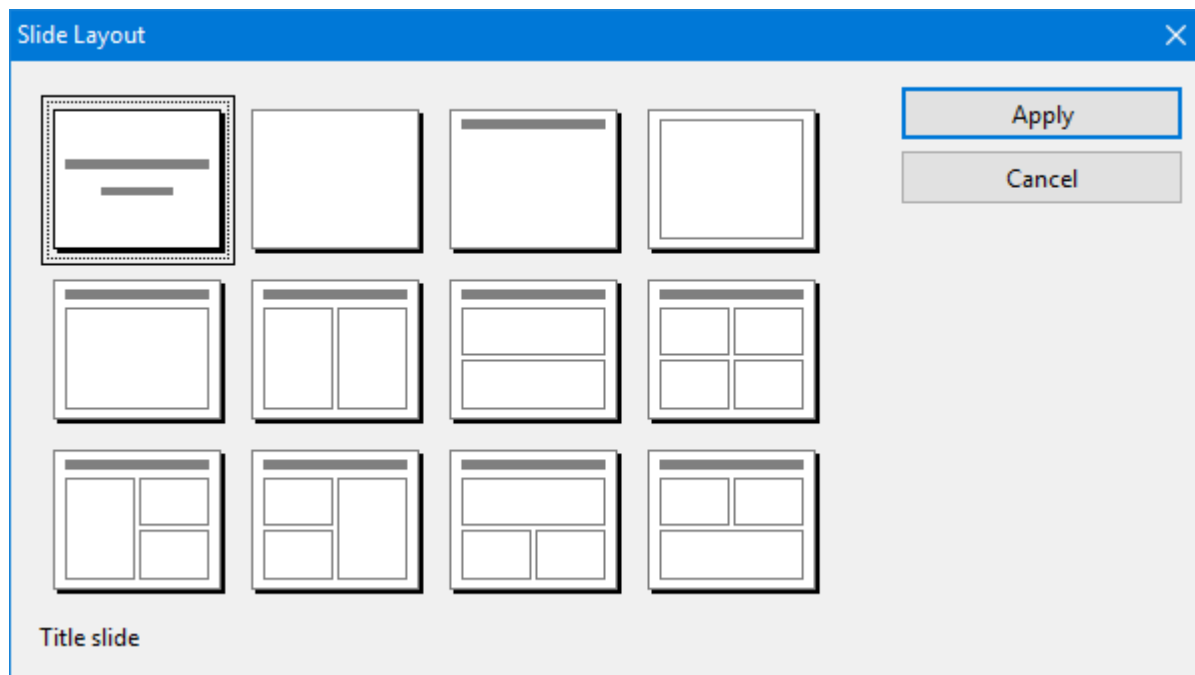
A *slide layout* primarily serves as a layout scheme for the placeholders on a slide. *Placeholders* are predefined areas in the layout that operate as "containers" for different types of content. In slides, they are displayed as rectangular areas with dashed borders and contain a request like "Click to add text".

Each of the available slide layouts has different combinations and arrangements of placeholders on the slide. The content placeholders (the big placeholders below the title placeholder) are "generic": you can fill them *either* with text *or* an object (table, picture, chart, media object, or OLE object).

To learn more about placeholders see the [Placeholders](#) section.

You can change an existing slide's layout easily, even if it has already content on the slide. For this purpose, choose the **Slide > Slide layout** menu command.


The following dialog appears:



From the Slide layout dialog, select the layout you want to apply to the current slide, and click the **Apply** button. The new layout is immediately applied to the slide. Changing the layout of the slide may affect the way the slide's current contents are displayed, although nothing will be deleted.

### Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply a different slide layout:

When you click on the  icon in the toolbar located on its top, the sidebar will display a list of all slide layouts available. Simply click on one of them, and it will be applied to the current slide immediately.

If you want to learn more about the sidebar, read the section [Using the sidebar](#).

### Modifying the masters of slide layouts

Slide layouts not only determine the position and size of placeholders, but can also contain numerous other settings – including the slide background, the color scheme, the formatting of text in placeholders, etc. They are practically templates for the overall appearance of slides.

If required, you can modify the predefined slide layouts by invoking the *master view*. In this view you can change the so called *master* of each slide layout according to your wishes (in other words, you can edit the slide layouts directly).

**Note:** Changes that you make to a slide layout in the master view affect *all* slides that use this layout.

To switch to master view, use the **View > Master > Slide master** menu command.

For more details on this, see the chapter [Working with masters](#).

---

## Creating headers and footers

Headers and footers allow you to display information, such as page numbers, company name, date, copyright notices, and presentation name, either at the top (header) or the bottom (footer) of the page.

- *Headers* can be applied only to notes and handouts. When you create a header for the notes of a presentation, the same header is displayed on every notes page. The same applies to handouts: When you add a header there, all handouts share the same header.
- *Footers*, on the other hand, can also be applied to slides. For slides, you can even create individual footers for specific slides – or apply them to all slides, so that the same footers are displayed throughout the entire presentation.

You can control exactly how your headers and footers appear. You decide the contents as well as the locations, sizes, fonts, colors, and all other aspects of both headers and footers, as follows:

- To modify the content of headers and footers, invoke the **Insert > Header and footer** menu command.
- To change their formatting, position, and size, switch to the corresponding master view (using the **View > Master** menu command), which displays headers and footers as areas at the top (headers) or bottom (footers) of the page. You can move these areas to a different position, resize them, or change their formatting using the commands in the **Format** menu.

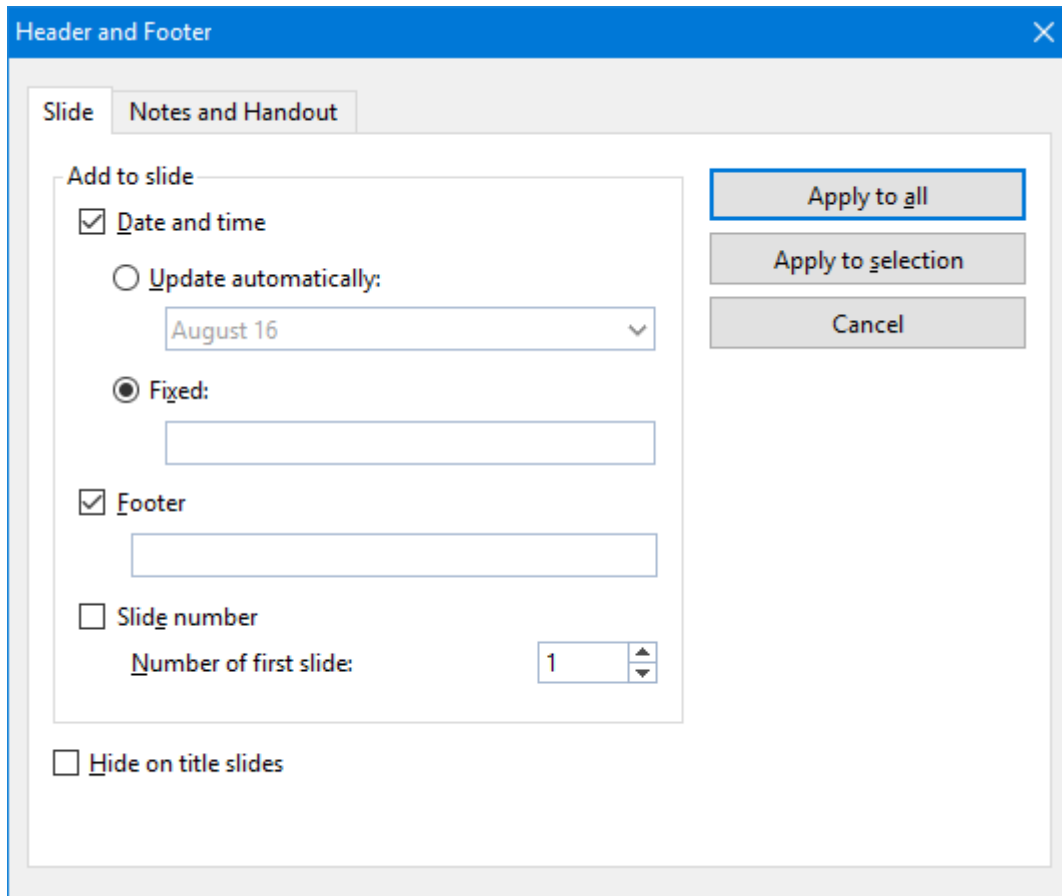
For more detailed information, see the sections that follow.

## Footers on slides

Most slide layouts have footers already defined, although they have no information contained in them. Usually, the footer is placed in the lowest part of the slide and split into three areas: an area for date and time information (left), an area for titles and other text information (center), and an area for page numbers (right).

You can add information to the footer areas using the **Insert > Header and footer** menu command. It is available in both master view and normal slide view.

It displays the following dialog:



In front of each area you will see a checkbox. Switch it on for all areas that should appear on the slide. Then change the contents of the individual areas as required.

In detail, the dialog provides the following options:

- The top part of the dialog manages the display of the date and time on a slide.

The **Update automatically** field uses the system date and time on the slide. The dropdown list lets you select the format of date, time, or date and time you want to use.

The **Fixed** field lets you type in a date, such as the date of the presentation you are going to make (or any other date you wish).

- The **Footer** area is usually on the center bottom area of the slide. You can type any text into this field, for example, the title of your presentation or the author's name.
- The last part of the footer is for the **Slide number** display, which is normally in the right hand bottom corner of the slide. The slide numbering is performed automatically, but you can change the initial number for the first slide in the presentation.
- The **Hide on title slides** checkbox at the bottom of the dialog prevents the footer from displaying on any title slide. Typically, footer information is not desired on the title slide, and this checkbox makes it easy to keep it from displaying there.

The buttons in the dialog give you the option of either applying the footer information to all slides in your presentation (**Apply to all** button) or applying it only to specific slides that you have selected (**Apply to selection** button).

**Note:** The **Apply to selection** button is not available in master view. Changes made to a slide layout in the master view are always applied to *all* slides that use this slide layout.

---

## Headers/footers on notes pages and handouts

The **Notes and Handout** tab in the dialog of the **Insert > Header and footer** menu command lets you create and modify headers and footers on notes pages and handouts. The dialog works the same as that for slides – except that in addition to footers, you can also add headers to the notes pages and to the handouts of a presentation.

As mentioned earlier, for notes pages and handouts, there is only *one* header and footer, which is the same on *all* pages.

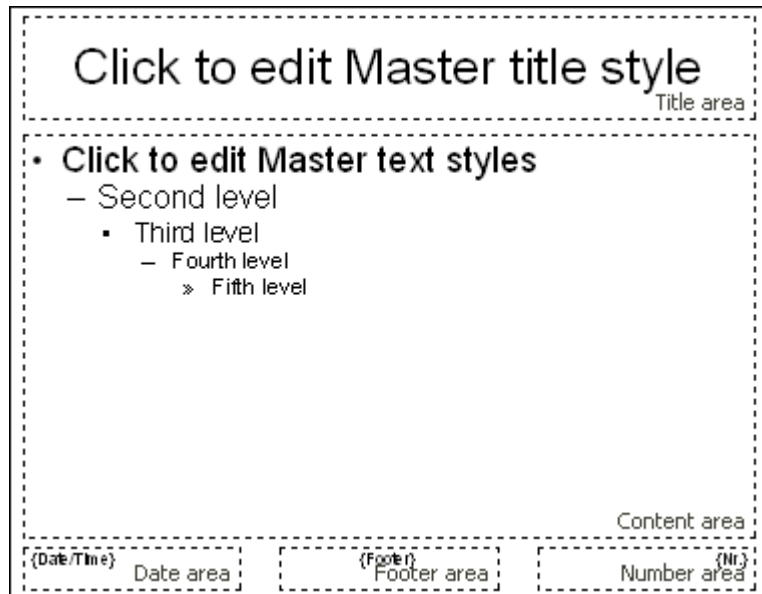
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## Changing headers/footers in master view

To change the formatting, position, or size of headers and footers, switch to the corresponding master view by invoking one of the following menu commands:

- **For normal slides:** **View > Master > Slide master** menu command  
(Next, select the slide layout that you want to modify in the mini sorter. Note: Changes made to the topmost layout in the list affect *all* other layouts.)
- **For notes:** **View > Master > Notes master** menu command
- **For handouts:** **View > Master > Handout master** menu command

In these views, the components of the header and footer are displayed as areas at the top (headers) or bottom (footers) of the page. The footer, for example, consists of the *Date area*, the *Footer area*, and the *Page Number area*.



To make any changes, first select the area of interest (e.g. by clicking on one of its borders), and then proceed as follows:

- To change the formatting of the content of the area, use the usual commands in the **Format** menu.
- To move an area, use your mouse to move it to the desired position.
- To change its size, drag on one of the handles surrounding its borders with the mouse.
- To change settings related to the content displayed in the header/footer, use the **Insert > Header and footer** menu command as described above. You can also click inside one of the areas and edit its content directly.

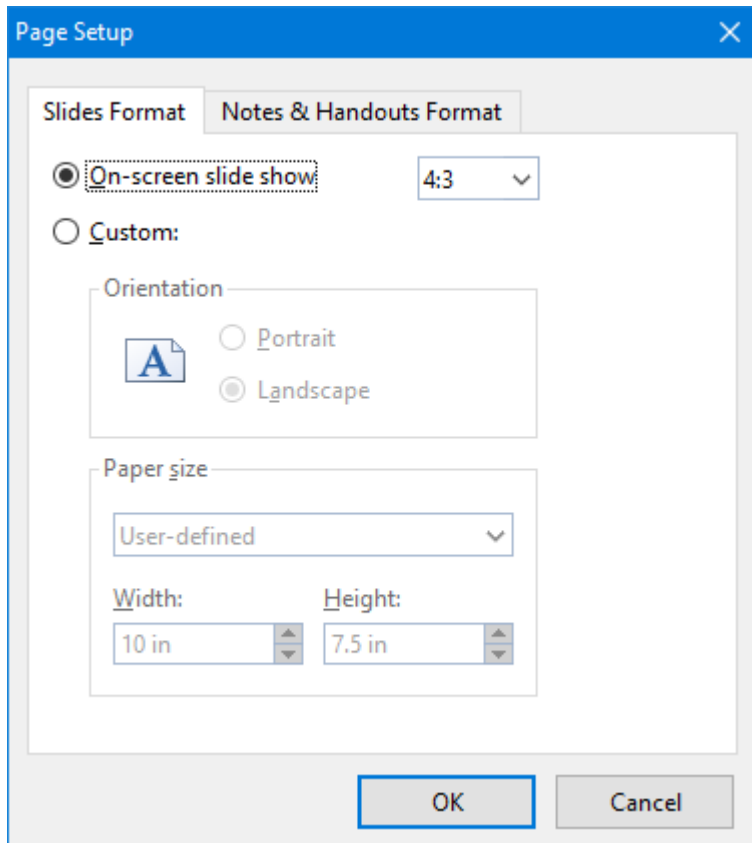
For more information about the master view, see the chapter [Working with masters](#).

---

## Changing the orientation of slides

Presentations uses the landscape orientation for slides and the portrait orientation for Handouts and Notes by default, but you can change this setting, if desired. It is not possible to change *single* slides within a presentation; rather, a change to the orientation affects the full presentation.

To change the orientation of the slides in your presentation, use the menu command **File > Page setup**. As shown below, the **Page setup** dialog has two tabs, one to control the orientation of the slides and the other for the Notes and Handouts orientations.



The **Slides Format** tab of the dialog box has two radio buttons at the top. When you choose **On-screen show**, a dropdown list at the right of this option allows you to choose between a number of predefined slide formats for on-screen presentations (4:3, 16:9, etc.). The slides' orientation for these formats is always set to landscape. If you would like to change the orientation, choose **Custom**, and the bottom portion of the dialog becomes active. You can now select whether to use landscape or portrait orientation.

You can also control the dimensions of the slide or the printed version using the **Paper size** controls. The dropdown list has the most commonly used paper sizes listed. If none of the default paper size values matches your needs, you can specify custom sizes using the **Width** and **Height** boxes.

**Note:** When you change the orientation or the paper size, all objects on your slides will be resized accordingly.

Additionally, in the **Notes and Handouts Format** tab, you can select to use either your printer's default page settings for notes and handouts, or custom page settings as defined by you.

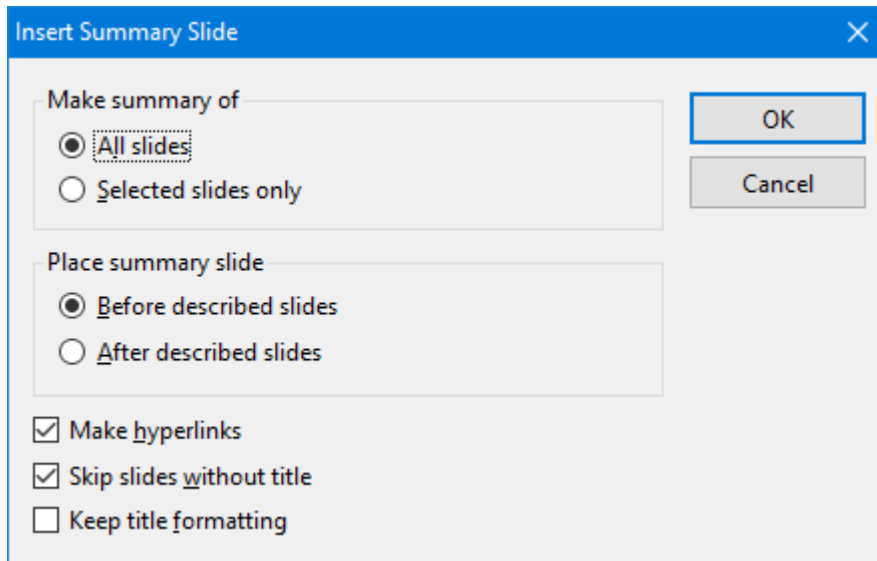
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## Inserting a summary slide

**FreeOffice:** The *Insert Summary slide* feature is not included in SoftMaker FreeOffice.

The **Insert > Summary slide** menu command allows you to generate a slide that lists the headings of all of the slides in your presentation. This is useful for a table of contents or agenda slide at the start of your presentation.

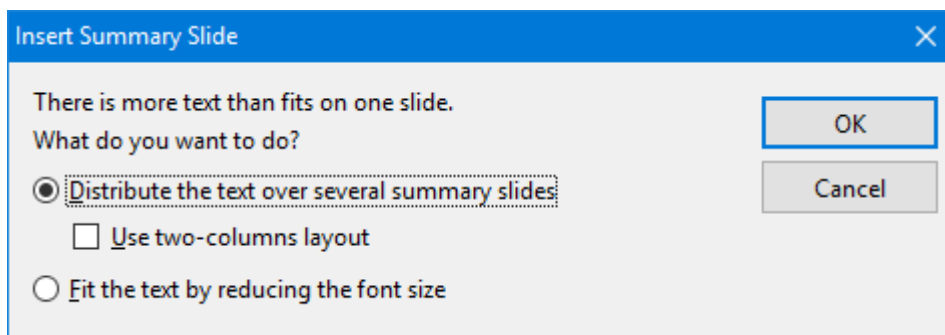
When you use this command, the following dialog is shown:



There are several options provided by this dialog that let you control how the summary slide is generated. They are as follows:

- **Make summary of:** If **All slides** is checked, headings from every slide in the presentation will be included on the summary slide. Alternatively, if **Selected slides only** is checked, only the slides you have selected will be included.
- **Place summary slide:** Indicates whether to position the summary slide before or after the currently selected slides (or the current slide, if no slides are selected).
- **Make hyperlinks:** Creates a hyperlink for each slide mentioned on the summary slide when checked; otherwise, only text (without links) is created.
- **Skip slides without title:** If no title is placed on a slide and this option is checked, that slide is not included in the summary.
- **Keep title formatting:** Uses the formatting (font face, font size, etc.) of the actual slide titles to generate the titles in the summary.

If the information scanned for the summary is going to extend over the text area of the summary slide, a warning dialog appears as follows:



The default option creates additional slides for displaying the overflow contents list. If you check **Use two-columns layout**, a two-column format is used for as many slides as are needed to hold the summary text. The alternative to using more than one slide is to check the **Fit the text by reducing the font size** option, which will resize the titles to fit in the text area on a single slide.

---

## Using slide color schemes and backgrounds

By default, Presentations creates a blank presentation using a white background with black text. However, Presentations lets you create titles, backgrounds, text, and many other items in color to add emphasis and impact. Specifically, Presentations lets you control eight different aspects of color in a presentation including:

- Text and line color
- Title text color
- Fill regions color (for example, in drawings)
- Accent color
- Shadow color
- Hyperlink color
- Visited Hyperlink color
- Background color (see also section [Slide backgrounds](#))

You can see the color scheme used for a presentation at any time by choosing the menu command **Slide > Color scheme**. The dialog that appears shows a set of predefined color schemes and lets you apply a color scheme to specific slides, or to all slides in your presentation. You can also edit existing color schemes or create new ones.

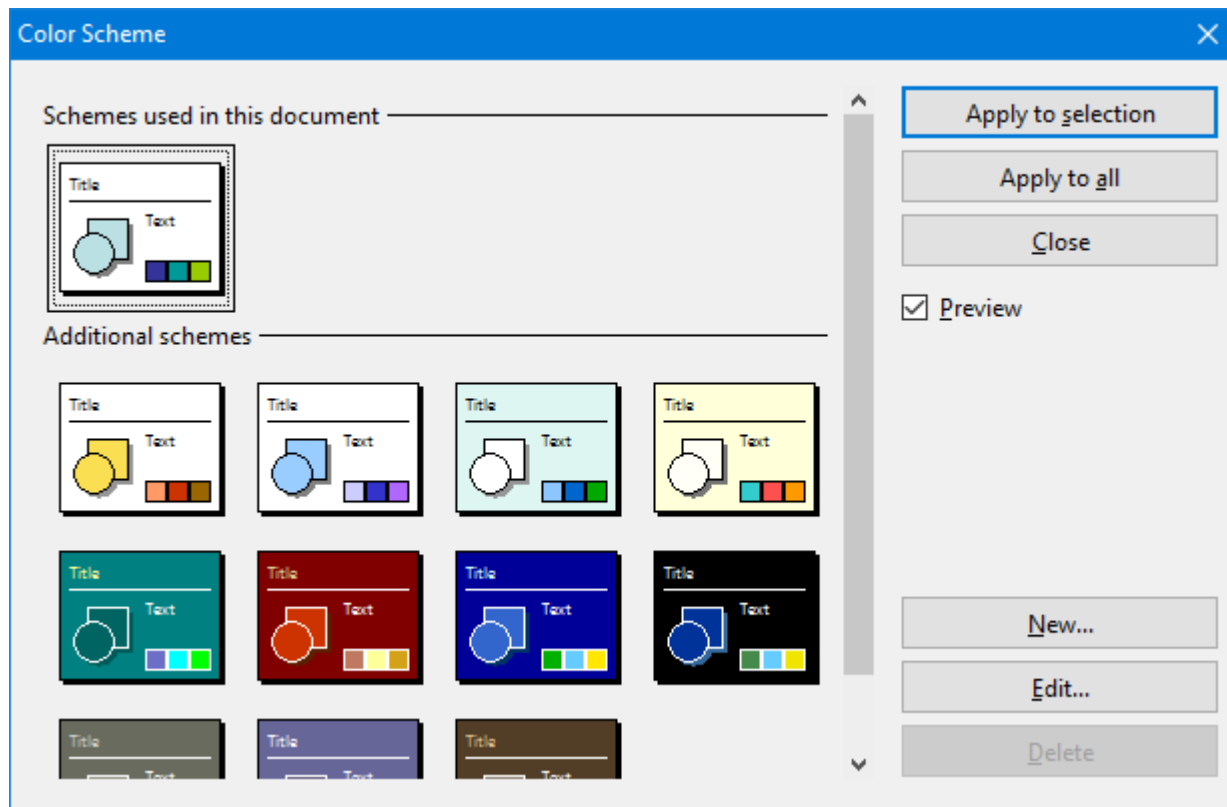
For detailed information, read the sections that follow.

---

## Applying a color scheme

To apply a color scheme to slides, choose the **Slide > Color scheme** menu command.

This displays the following dialog:




The dialog has a set of default color schemes in the left pane and a set of buttons to the right. The **Preview** checkbox is a useful tool that will let you see how any color scheme you select will appear on the current slide. This lets you judge the suitability of each scheme before actually applying one.

To choose one of the default color schemes supplied with Presentations, simply select the color scheme by clicking on it.

To apply a color scheme to selected slides, use the mini sorter or slide sorter to select the desired slides before using this command, and then click the **Apply to selection** button. The **Apply to all** button will apply the selected color scheme to all slides in your presentation, whether they are selected or not.

### Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply a different color scheme:

When you click on the  icon in the toolbar located on its top, the sidebar will display a list of all color schemes available. Simply click on one of them, and it will be applied to the current slide immediately.

In addition, buttons for creating new color schemes and editing or deleting the current scheme are offered below the list.

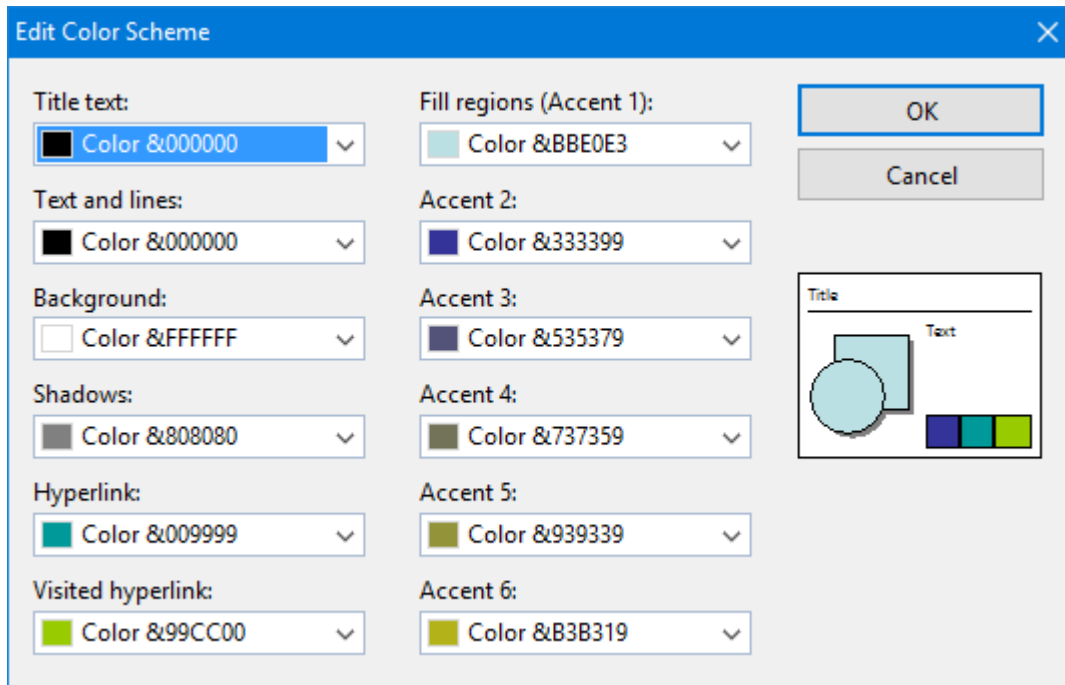
If you want to learn more about the sidebar, read the section [Using the sidebar](#).

## Creating and editing a color scheme

Presentations allows you to define any number of color schemes.

To create a new color scheme to apply to the slides in your presentation, select the **Slide > Color scheme** menu command. Click on the **New** button to add a new color scheme.

This will open the dialog shown below:



You can use the dropdown lists on any of the eight color definitions to select the colors you wish to use. The thumbnail image at the bottom right corner of the dialog shows a preview of every change you make.

Each of the dropdown lists has the most commonly used colors predefined, but you can add other colors whenever needed. To do this, select the last entry in the list: **Define color...**

A dialog box appears, where you can select any possible color. You can even save colors (give them a name) that you need frequently. For more information, see the section [Document properties, Colors tab](#).

Once you have selected the desired color, click **OK**.

You can also use the **Slide > Color scheme** menu command to modify existing color schemes if you wish. To do this, click on the scheme to be changed and then click the **Edit** button. This will also open the **Edit color scheme** dialog, which is described above.

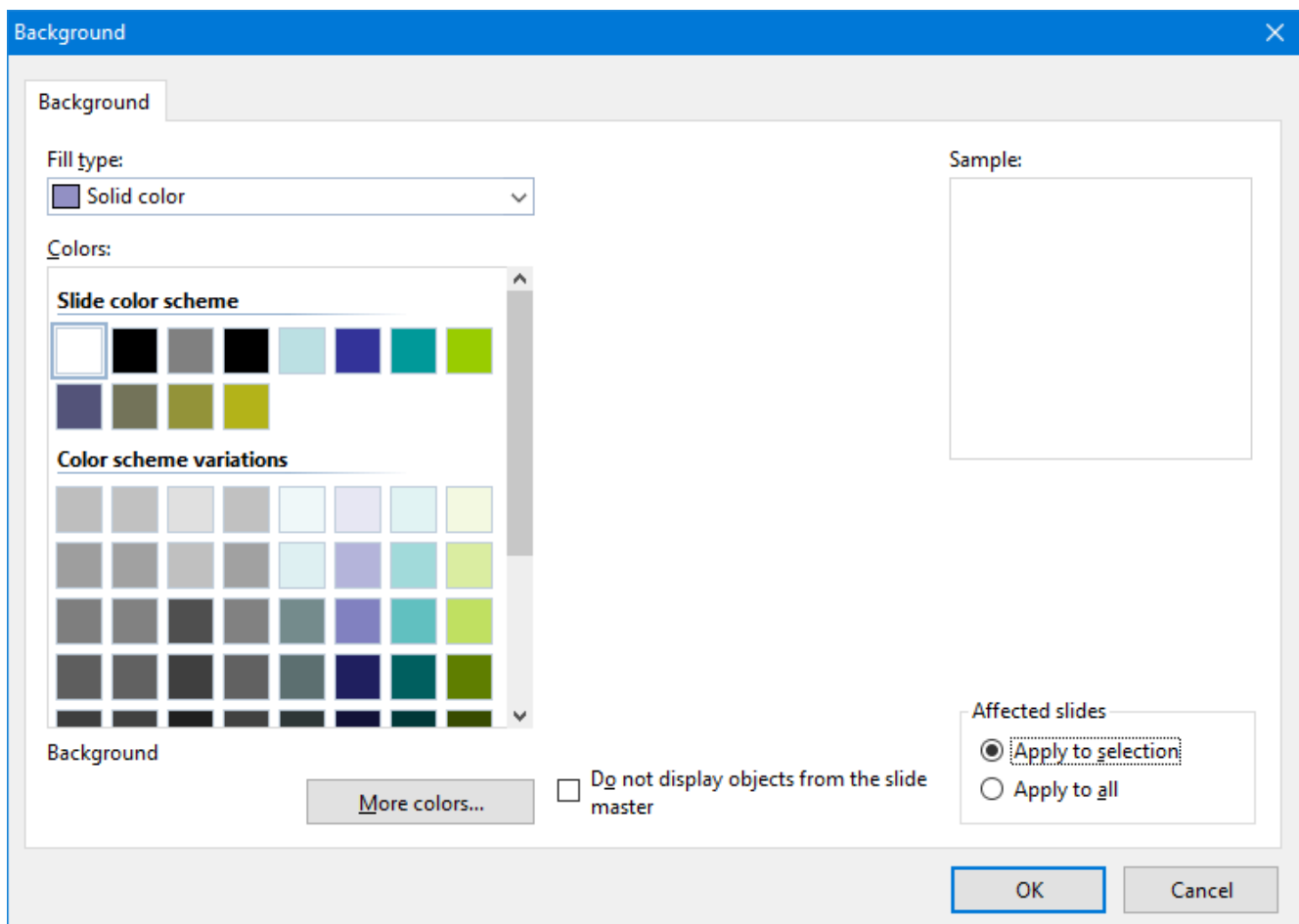
Color schemes are always saved with your presentation and are not available to other presentation files.

## Slide backgrounds

Since each color scheme includes a **Background** color option (for changing the background color of slides), you can change the slide background using the **Slide > Color scheme** menu command, as described in the previous section.

However, you have more control over slide backgrounds using the **Slide > Background** menu command.

This displays the following dialog:



Use the **Fill type** list to determine the type of fill for the slide background. You can choose to apply a solid color, a pattern, a picture, or different types of color gradients.

Depending on the fill type selected, various options will appear from which you can make selections to change the background.


**Hint:** For more information on this dialog, see the section [Object properties, Filling tab](#). This section contains a detailed description of the Filling dialog for objects, which is practically identical to the dialog described above.

As needed, you can use the checkbox **Do not display objects from the slide master** to determine whether objects that have been placed on the master for the slide layout used in a slide should be displayed in the slide or not. This allows you to hide these objects (if any) for specific slides. (For more information about masters, refer to the [Working with masters](#) chapter.)

When all settings are made, click **Apply to all** to apply the background to all slides of the presentation or **Apply to selection** to apply it to your selected slides only.

### Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply a different background:

When you click on the  icon in the toolbar located on its top, the sidebar will display all background fill options available. Select the desired fill type and filling, and it will be applied to the current slide immediately.

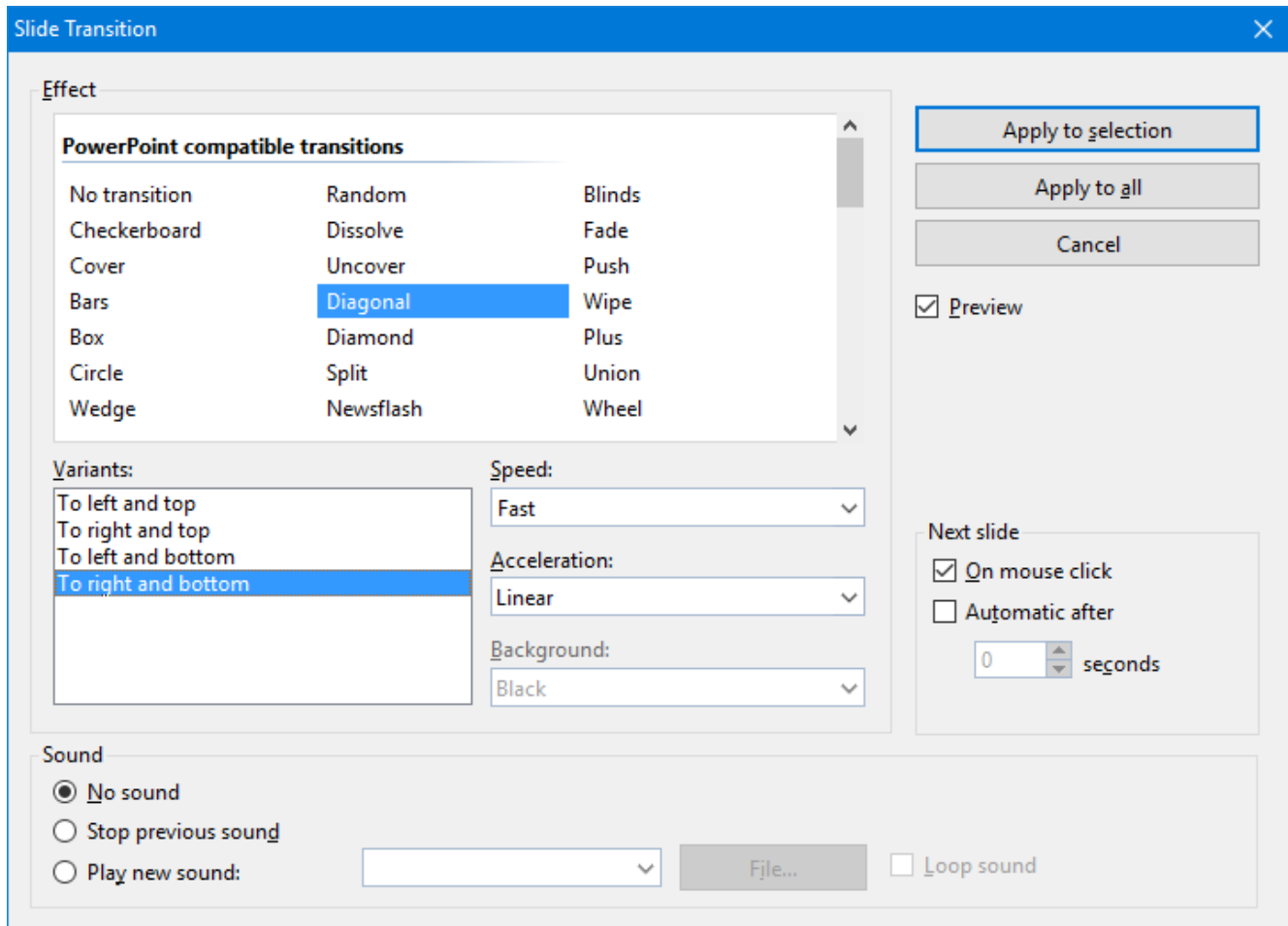
If you want to learn more about the sidebar, read the section [Using the sidebar](#).

---

## Adding slide transitions

*Slide transitions* are the method with which one slide moves into the next slide in a presentation. There are many different transition effects you can use, and you can apply the same transition to all the slides in your presentation, or have a different transition for each slide-to-slide transfer.

To set up a transition for some or all slides in a presentation, use the **Slide > Slide transition** menu command.



A dialog appears, providing the following options:

- **Effect:** In this list you can choose which transition effect to apply. The effects are organized under several categories to make them easier to find.

***Note:** The categories beginning with "SoftMaker..." provide particularly impressive transitions. However, please read the "Notes on using the SoftMaker effects" below.*

Hint: When you select an option, and the **Preview** checkbox is checked, Presentations shows you the resulting effect directly in the document. This handy preview capability lets you ensure that you are satisfied with your choices before you actually apply them.

- **Variants:** Some transitions are included in several variations which are listed in the **Variants** box.
- **Speed:** This option controls the speed of the transition effect. You can either choose one of the presets from the list (slow, medium, fast, etc.), or you can enter a number to specify the duration of the transition in seconds.
- **Acceleration:** Here you can choose whether the transition effect should be displayed at a constant speed or with a slowdown at its start/end.
- **Background:** For some effects you can also choose the background color.

- **Next slide:** Lets you specify whether the slides will transition from one to the next on a mouse click (or keyboard press), or whether to transition automatically after a specified number of seconds.
- **Sound:** Lets you control whether or not there is a sound played when the transition occurs. Options available:

**No sound:** Do not play a sound. This is the default setting.

**Stop previous sound:** Terminate whatever sound was playing in the current slide when the transition to the next slide takes place.

**Play new sound:** Play the specified sound. Select the sound file to be played from the list or click the **File** button and specify a sound file on your hard drive.

To apply your specified transition to all slides in your presentation, click the **Apply to all** button. Clicking the **Apply to selection** button will apply this transition only to the slides you have selected before opening the dialog (or the transition from the current slide to the next slide only, if you did not select any slides).


### Notes on using the SoftMaker effects

In the list of available effects, you will find several categories whose names begin with "**SoftMaker...**". These categories hold particularly impressive transitions that utilize a graphics technology called OpenGL. The following restrictions apply when you use these effects:

- The SoftMaker effects can be saved only in **Presentations documents**. When you save your presentation as a PowerPoint document, they will be replaced by simple fade effects.
- Accordingly, when playing a slideshow, these effects can be rendered only in **Presentations**, not in Microsoft PowerPoint.

### Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply slide transitions:

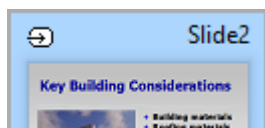
When you click on the  icon in the toolbar located on its top, the sidebar will display a list of all slide transitions available. Simply click on one of them, and it will be applied to the current slide immediately.

Below the list, several transition options can be set up, similar to the dialog described above.

If you want to learn more about the sidebar, read the section [Using the sidebar](#).

### Tip: Using the preview icon in the mini sorter

In the mini sorter, slides that have a transition are indicated with a little icon on their top left (see image below). If you click this icon, a preview of the transition is shown.



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## Adding object animations

Apart from applying transitions between slides you can also add animations to the objects on a slide. *Object animations* are visual effects that you can apply to each individual object on a slide to add some extra flair to your presentation. For example, you could create an animation that causes a ball on your slide to bounce. Or, you could have each object on a slide fade in one by one.

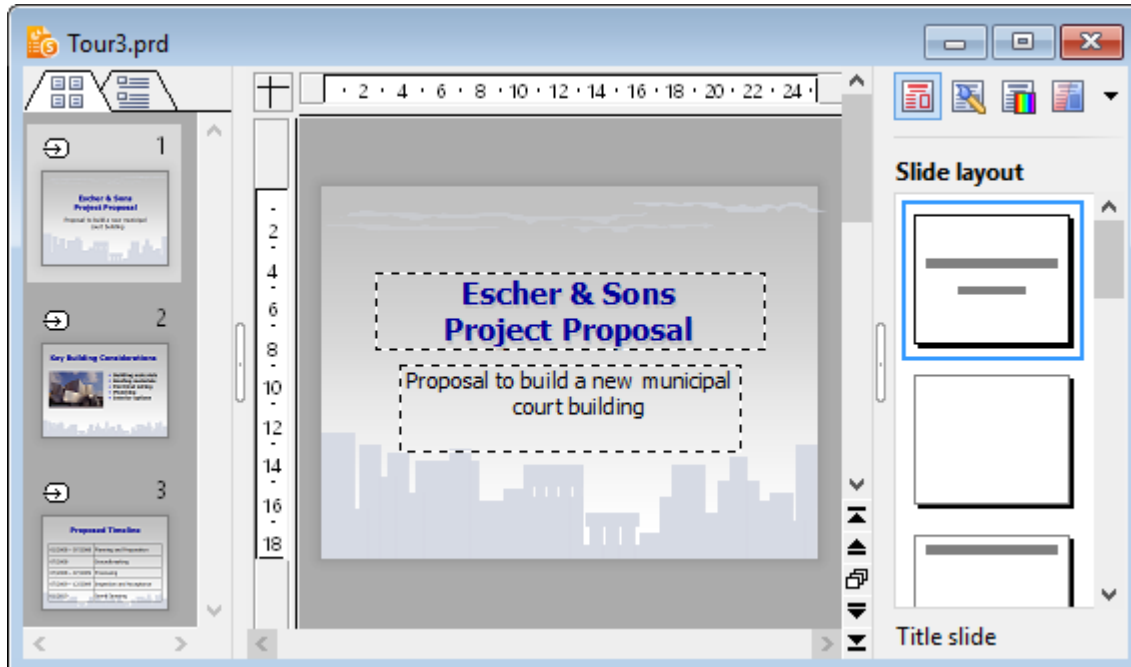
Animations apply to all objects on a slide or within an entire presentation (called slide animation schemes) or to specific objects on a slide. They control the way those objects on a slide appear when a slideshow is active. Presentations provides many different predefined animations that you can choose from. See the details on how to use animations and animation schemes in the chapter entitled [Animations](#).

---

## Using the sidebar

In the previous sections, you have learned how to change the slide layout, apply a different color scheme, etc. In this section, we present you a tool that can do such tasks much faster and more efficient: the *sidebar*.

The sidebar is the small pane that is displayed, by default, at the right of the document window.



A document window with mini sorter (on the left) and sidebar (on the right)








It can be used to display, for example, a list of all slide layouts available. To change the layout of the current slide, all you have to do is click on one of the layouts listed in the sidebar. The change will be applied instantaneously.

In other words: The sidebar allows you to change the layout of a slide (and many other things) with *a single mouse-click*.

**Note:** Unlike dialog boxes, the sidebar does not have **OK** and **Cancel** buttons. When you click an option in the sidebar, the corresponding change is applied *immediately*. In case you make a change accidentally, you can always revert it with the **Edit > Undo** menu command.

## Configuring the sidebar

The icons in the small toolbar displayed on the top of the sidebar let you choose what to display in the sidebar. From left to right, the icons are associated with the following functions:

Icon	Function
	Slide layouts
	Slide designs
	Color schemes
	Background
	Slide transitions
	Object animations
	Animation schemes

When you click on one of these icons, the sidebar changes its function accordingly.

The toolbar also has its own menu. You can open it by clicking on the little arrow at the right of the icons. The menu contains two options that can be used to change the appearance of the toolbar, as follows:

- When the option **Display as icons** is selected, all of the above icons are displayed in the toolbar.
- When the option **Display as list** is selected, a dropdown list is displayed instead. When you click on it, a list of the above icons is displayed (including text labels for each icon's function).

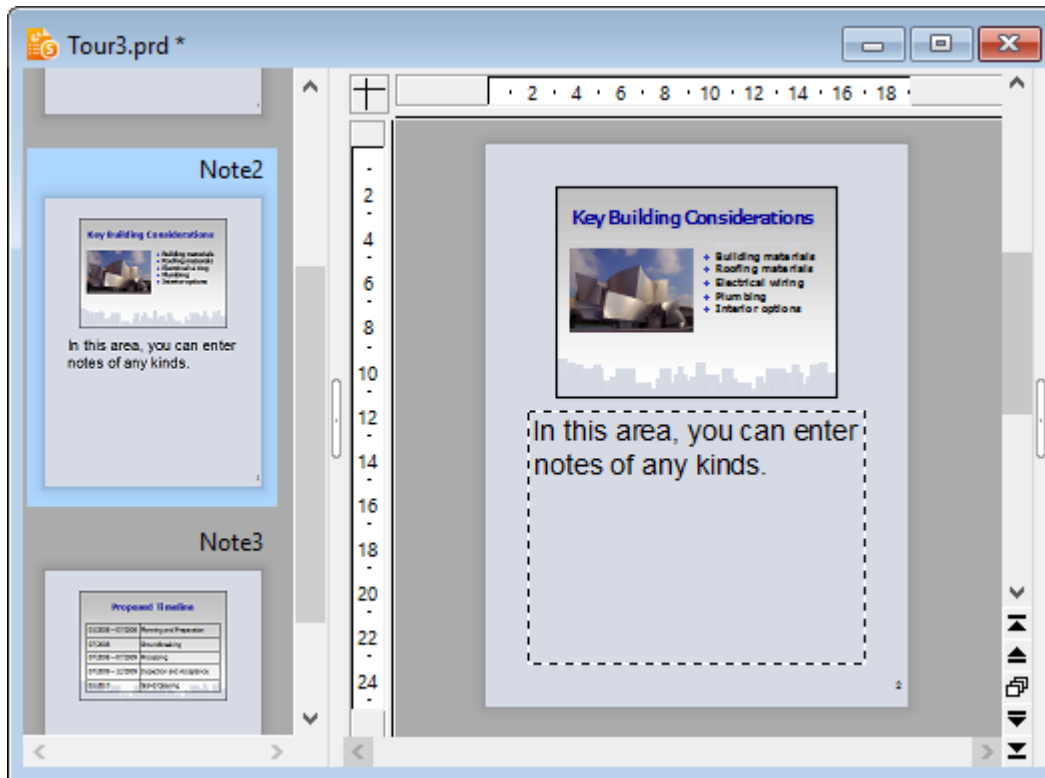
The sidebar can be switched on and off by choosing the **View > Sidebar** menu command. A submenu opens where you can change the position of the sidebar, or hide the sidebar.

To change the width of the sidebar, drag the separator line between sidebar and slide to the left or right.

## Adding notes

*Notes* can be created with a presentation to provide a useful aid for the presenter to refer to in preparation for delivering and while presenting a slide show.

You can edit the notes page for any slide and print them out, if desired. Invoke the **View > Notes** menu command, and as shown below, a vertical sheet with a small copy of the respective slide and a text box beneath it is displayed, where you can add notes pertinent to the slide.



To print the notes (together with the slide contents), invoke the **File > Print** menu command and choose **Notes** as the type under **Print content**.

For more information on the individual options available in the **Print** dialog, see the section [Printing a presentation](#).

**Tip:** If desired, you can choose a design for your notes pages that is different from the current slide design. See the [Notes and handout master](#) section for details.

---

## Printing handouts

You can print your presentation in the form of *handouts* with one, two, three, four, six, or nine slides on a page so that your audience can have hard copies of your presentation.

To print a presentation as handouts, invoke the **File > Print** menu command and choose **Handouts** as the type under **Print Content**.

For more information on the individual options available in the **Print** dialog, see the section [Printing a presentation](#).

**Hint:** Handouts are only made for printing, so there is no view of the handout pages. However, you can set the general layout and formatting for all handouts by selecting the **View > Master > Handout master** menu command (see also section [Notes and handout master](#)).

## Working with masters

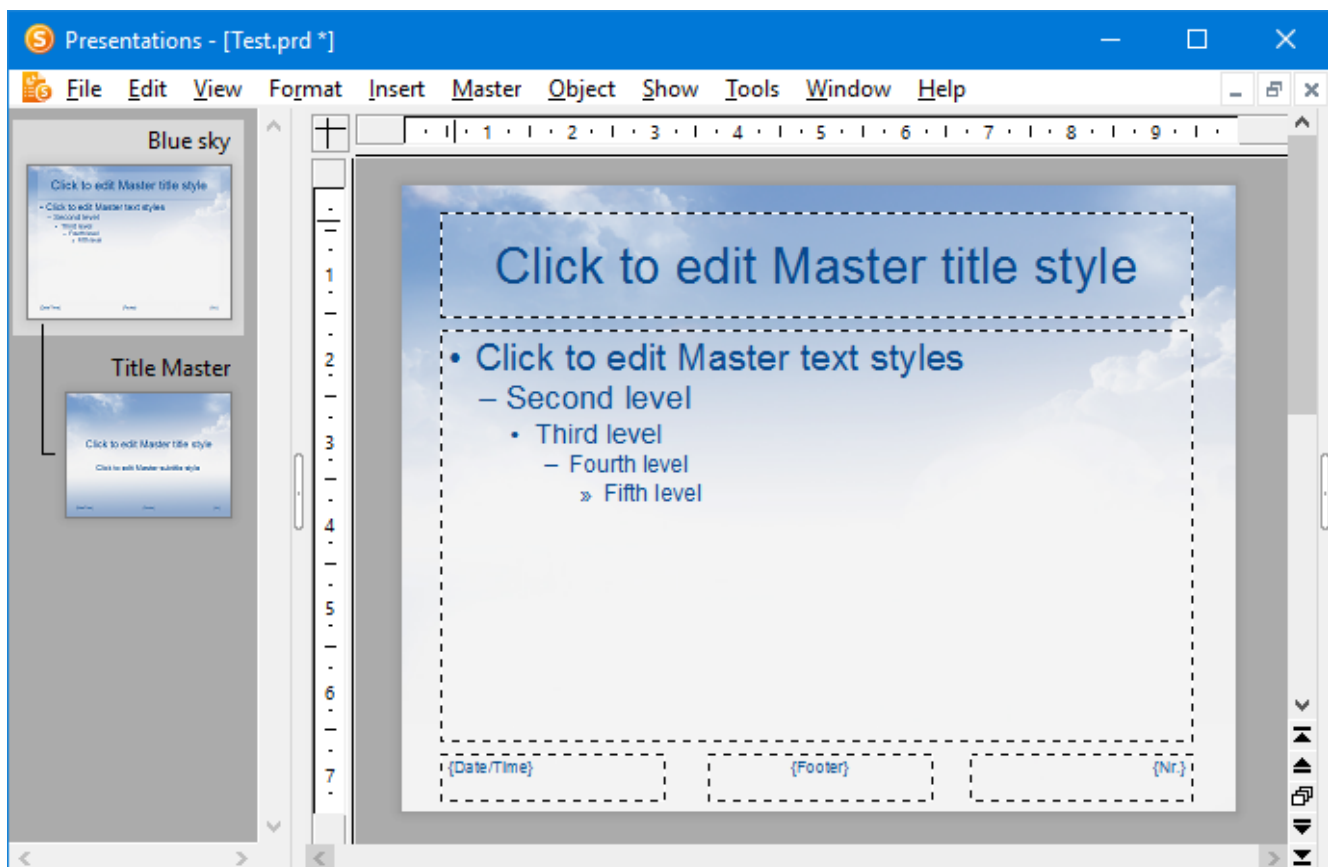
As mentioned in the section [Changing the slide design](#), the overall appearance of a presentation depends strongly on the *slide design* used in it.

Each slide design contains several *slide layouts*, which primarily serve as "templates" for the arrangement of the placeholders on a slide (see also section [Changing the slide layout](#)).

If required, you can modify these slide layouts by invoking up the *master view*. In this view you can change the so called *master* of each slide layout according to your wishes (in other words, you can edit the slide layouts directly).

**Note:** Changes that you make to a slide layout in the master view affect *all* slides that use this layout.

To switch to master view, use the **View > Master > Slide master** menu command.



The master view of the slide layouts in a slide design

In this view, one change is immediately noticeable:

The mini sorter on the left side of the screen no longer displays a list of all slides, but a list of all slide *layouts* contained in the current slide design. You can select which slide layout you want to edit by clicking on it in the list.

The topmost entry in the list has a special meaning: It represents the slide design itself. For example, if you rename it, the entire slide design will be renamed. More importantly, if you modify something in this layout, such as setting a different slide background, *all* other slide layouts in the design inherit this change.

## Editing slide layouts

As shown in the picture above, each master for a slide layout usually contains the following components:

- One or more placeholders
- The individual areas of the footer (date area, footer area, etc.)

You can modify these components in the master view as you like, for example, you can change their position and size.

However, slide layouts do not only determine the position and size of the placeholders, but can also contain numerous other settings – including the slide background, coloring, text formatting, etc. They are practically templates for the overall appearance of slides.

Accordingly, there is much more that you can change in the master view than just the arrangement of the placeholders. Among other things, the following changes can be made:

- Changing position, size, and type of any placeholder/area
- Changing the format for characters, paragraphs, or bullet lists in a placeholder (see section [Changing the text formatting in masters](#))
- Adding/removing placeholders
- Adding/removing other types of objects
- Changing background, color scheme and slide transition
- Managing layouts (adding, deleting, renaming, etc.)
- Additional options are available in the **Master** menu, discussed in the next section.

**Hint:** Changes that you make to a slide layout in the master view affect *all* slides that use this layout.

**But please note:** Changes made in the normal slide view always take precedence over changes made in the master view. For example, when you have chosen a different background on a certain slide, it will remain the same even if you later select a different background in the master view. This allows you to make changes unique to specific slides.

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## The Master menu

When you switch to the master view with the **View > Master > Slide master** menu command, the **Slide** menu will be replaced by the **Master** menu in the menu bar. This menu contains commands that are specifically designed for working with the master for slide layouts.

Before invoking one of its commands, select the slide layout to be modified by clicking on the desired layout in the mini sorter (the pane on the left side of the window).

**Note:** The *topmost* entry in the mini sorter represents the *entire* design. If you select this entry, some of the commands in the **Master** menu change accordingly: For example, the **Delete layout** command will be replaced by a **Delete design** command – which deletes the entire design, not just a single slide layout.

The **Master** menu includes the following commands:

- **New design:** This menu command creates a *complete* new design – not only, as with the **Add layout to design** command, a new slide layout.

You can have multiple designs in your presentation, and for each slide, you can choose which design you want to apply.

**Tip:** While it is possible to use multiple designs in a single presentation, this is normally not recommended. Simple, concise presentations are usually more appealing than those that have inconsistent designs throughout.

- **Preserve design:** Prevents a slide design from being automatically deleted when it is no longer used by any slide.

Background: Designs that are no longer needed are usually removed from the presentation automatically (as soon as no slide in the entire presentation uses any of the layouts of that design anymore). If necessary, you can prevent this automatic deletion by selecting the design to be protected in the mini sorter and then enabling this option.

- **Add layout to design:** This menu command allows you to add a new slide layout to the current design.
- **Duplicate layout:** Creates a copy of the current slide layout.
- **Delete layout:** Deletes the currently selected slide layout from the design.
- **Rename layout:** Lets you change the name of the selected slide layout.
- **Title and Footers:** Switches the title placeholder or the footer areas on/off on the current slide layout.
- **Insert placeholder:** Inserts a new placeholder into the slide layout. (You can change its position and size by moving the placeholder or by dragging on one of the round handles with the mouse.
- **Recreate missing placeholders:** This command can be used to restore parts of the slide layout that you have previously deleted (placeholders, footer areas, etc.).

- **Color scheme, Background, and Slide transition:** Lets you change the color scheme, background, or the slide transition for the respective slide layout. Changes made here will also affect *all* slides in the presentation that use the corresponding slide layout.

## Changing the text formatting in masters

In the master view, the placeholders in the individual slide layouts are usually filled with sample text – to give you an impression how text in the corresponding placeholder will look like in the actual presentation. You can change the character format and paragraph format in each placeholder individually. The same applies to the footer areas, if available. Note that your changes will affect *all* slides in the presentation that use the corresponding slide layout.

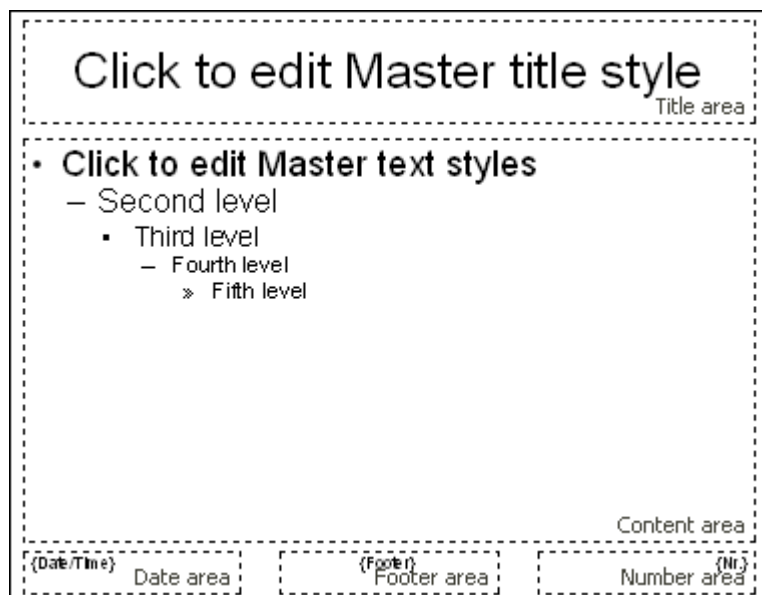
To change the text formatting of a placeholder or footer area, you do not need to select the text it contains. Simply click into the placeholder/area so that the blinking text cursor appears in it.

Then, use the menu commands **Format > Character** (for font face, font size, etc.) or **Format > Paragraph** (for indents, tabs, alignment, etc.) to change the format for the entire text in the area. For details on these two commands, refer to the sections [Character formatting](#) and [Paragraph formatting](#).

### Changing the formatting of bulleted lists in placeholders

Some placeholders contain a bulleted list, as shown in the picture below. Additional formatting options are available here.

The bulleted lists in such placeholders are *hierarchical*, which means that the list consists of different list levels. Each list level can have a different character formatting and indentation, so that the individual levels are more distinct:



*In the middle: a placeholder with a bulleted list*

When you enter text for a bullet item in the normal slide view and demote or promote the level of the item, the font size and the bullet size change according to the format defined on the master view. You can even change the type and the color of the bullets for the different list levels to your liking.

To change the formatting of this bulleted list, switch to slide master view (using the **View > Master > Slide master** menu command) and click inside the placeholder of interest. The following formatting options will become available:

- **Changing the text formatting:** To change the character format of a list level, right-click anywhere on the text for that level. Then, choose the **Character** entry of the context menu and apply the desired changes. Of course, you can also use the **Format > Character** command in the main menu or the formatting toolbar to achieve this. For more information on each formatting option, see the section [Character formatting](#).
- **Changing the paragraph formatting:** Furthermore, you can change paragraph format options (like indents, paragraph alignment, etc.) by right-clicking on the text of a level and choosing the **Paragraph** command from the context menu. For more information on each formatting option, see the section [Paragraph formatting](#).
- **Changing the bullets:** To change the bullet properties for a list level, right-click on the text of the level and choose the entry **Bullets and numbering** from the context menu. Now you can change the type, color, size, and vertical position of the bullet. For more information on formatting bullets, see the section [Bulleted and numbered lists](#).

**Note:** By default, bullets' color and size are set to **Auto** in the dialog. That means that they change according to the font color and size you define for the text. If you change color or size attributes for bullets, however, the bullets no longer change when you change the font format of the text. Instead, the properties you defined specific to the bullets are retained even if you change the text properties.

---

## Notes and handout master

The previous sections covered the **View > Master > Slide master** menu command that allows you to modify the master of slide layouts.

Apart from this, two additional masters are available for special tasks:

- The *notes master* can be used to change the appearance of the *notes* in a presentation.
- The *handouts master* can be used to change the appearance of the *handouts* in a presentation.

These two masters function similarly to masters for slide layouts. A master view is available for each of them. In this view, you can change the placement and formatting of all components of notes pages, or handouts respectively. As the name "master" implies, changes you make in one of these views affect the notes (or handouts) for *all* slides in the presentation.

For details, see below.

## Notes master

In the Notes Master view (menu command **View > Master > Notes master**), you can change the appearance (including color scheme and background) of your notes pages, which can be different from that of the actual presentation. To change the color scheme of your notes pages, choose the **Notes > Color scheme** menu command. To change the background, use **Notes > Background**.

Additionally, with your mouse, you can change the size and position of the areas displayed on notes pages, including the following:

- The **Slide area** in the upper half of the page displays the contents of each slide.
- The **Notes area** in the lower half of the page displays the notes that you have entered for each slide. This area contains a hierarchical bulleted list, as described in the section [Changing the text formatting in masters](#).
- The other areas (**Header area**, **Footer area**, etc.) display the content of the header and footer, as described in the section [Creating headers and footers](#).

To edit these areas, use the common procedures: Size and position can be changed with the mouse; the formatting can be changed using the commands in the **Format** menu.

Read more about using notes in the section entitled [Adding notes](#).

## Handout master

In the Handout Master view (menu command **View > Master > Handout master**), you can change the appearance (including color scheme and background) of your handouts, which can be different from that of the actual presentation. To change the color scheme of your handouts, choose the **Handout > Color scheme** menu command. To change the background, use **Handout > Background**.

In the **Handout** menu, you will also find several options for setting up the layout of your handouts. By default, the "6-per-page handouts layout" is selected, meaning that 6 slides will be printed on each page of the handouts. To print less or more slides per page, select the corresponding option from the menu.

Additionally, as described in the section about the notes master above, you can change the size, position, and formatting of areas like the header area and the footer area.

**Note:** The slide areas themselves can *not* be resized or moved.

Read more about using handouts in the section entitled [Printing handouts](#).

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# Working with objects

The **Object** menu contains commands for inserting and manipulating objects (text frames, pictures, drawings, etc.).

This chapter covers everything you need to know about working with objects. It covers the following topics:

- [Inserting objects](#)
- [Using the object toolbar](#)
- [Selecting objects](#)
- [Changing position and size of objects](#)
- [Rotating and flipping objects](#)
- [Aligning and distributing objects](#)
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- [Hiding objects](#)
- [Changing the order of objects](#)
- [Grouping objects](#)
- [Adding object actions](#)
- [Changing the properties of objects](#)

After each of these topics is discussed, the individual object types are introduced in detail:

- [Text frames](#)
- [Placeholders](#)
- [Pictures](#)
- [Charts](#)
- [OLE objects](#)
- [Tables](#)
- [Media objects](#)
- [Drawings](#)

## Inserting objects

In order to add an object (e.g., a picture) onto a slide:

1. Choose the **Object > New picture frame** menu command.
2. A dialog box appears, allowing you to select the picture to be inserted. Choose a picture file and confirm with **OK**.
3. The picture frame is inserted.

In case you want to modify its position or size, do the following:

To change the position, click on the picture frame and (while still holding the mouse button down) drag it to the desired position.

To adjust its size, drag on one of the round handles surrounding the frame.

The process for inserting other types of objects is similar. For more information on the different types of objects, see the sections beginning with [Text frames](#).

## Using the object toolbar

Presentations displays the *object toolbar* directly below the Formatting toolbar. It appears as follows:



*The object toolbar*

This toolbar provides icons for inserting and editing objects. From left to right, the icons are associated with the following functions:

- Insert text frame
- Insert table frame
- Insert picture frame
- Insert chart frame
- Insert OLE object frame (available under Windows only)
- Insert OLE object frame with a SoftMaker Equation Editor\* object
- Insert OLE object frame with a TextMaker object
- Insert OLE object frame with a PlanMaker object
- Insert OLE object frame with a PlanMaker chart object
- Insert movie (Windows only)
- Insert sound (Windows and Android only)
- Insert line or curve
- Insert rectangle
- Insert rounded rectangle
- Insert ellipse or circle
- Insert AutoShape
- Insert TextArt object

- Group selected objects
- Modify object animations
- Modify object properties
- Object list (a dropdown list of all objects in the slide, see below)

\* Not all versions of Presentations include this feature.

**Object list:** At the very right of the object toolbar, a dropdown list with the names of all objects existing in the current slide is displayed. Open this list and when you click on the name of an object, the corresponding object will be selected.

---

## Selecting objects

To modify an object, you must first select it. For most types of objects, this can be achieved by clicking on the object with your mouse. A selection frame will be displayed around the object, once it is selected.

**Hint:** Text frames, table frames, and placeholders can *not* be selected by clicking them. To select such an object, click the surrounding *border*.

To select *multiple* objects, drag a frame around these objects with the mouse – or press and hold the **Shift**⌘ key and click each object you want to select.

### Jumping from object to object

**Hint:** When you have selected an object, you can quickly jump to the previous or next object by using the following keys:

Key	Result
Tab	Select next object
Shift+Tab	Select previous object

---

## Changing position and size of objects

To change the position or size of objects, proceed as follows:

### Changing the position of objects

To change the position of an object, select it and either move it using the arrow keys on the keyboard or drag it to another position using the mouse.

## Changing the size of objects

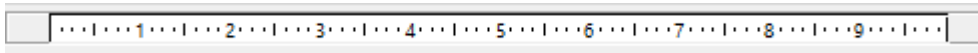
To change the size of an object, select it and either drag the lines surrounding it, or drag the corner handles.

**Tip:** To set the position and size of objects more exactly than by dragging with the mouse, use the settings in the dialog of the **Object > Properties** menu command (**Format** tab). You can find the details of the dialog in the section entitled [Object properties, Format tab](#).


## Rulers

There are two rulers provided: a *horizontal ruler* at the top of the document window, and a *vertical ruler* on the left-hand side. The rulers indicate the margins and tab stops when working with text, but when you are not editing text, the rulers extend to the total size of your slide and allow you to make measurements when sizing or moving objects.

The unit of measure used is inches or centimeters, depending on your computer's regional settings.



The "origin" of the rulers is the location where the horizontal and vertical rulers intersect, and the default location is the top left corner. However, you can move the origin to measure distances from anywhere on your page.

Specifically, using this icon  located at the top left where the rulers intersect, you can set the origin by dragging the icon to any place on the slide. Furthermore, by just clicking on the icon, you can switch the origin back and forth from the center to the top left corner.

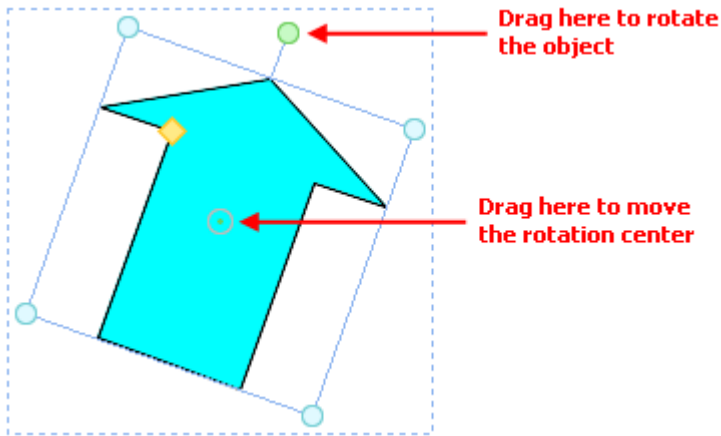
**Hint:** The positioning values of objects displayed in the dialog of the **Object > Properties** menu command, **Format** tab, are relative to the origin. When you change the position of the origin, Presentations changes these values accordingly.

---

## Rotating and flipping objects

**Note:** Rotation and flipping can be performed only on *placeholders*, *drawings* and *pictures*.

When you select an object that can be rotated, an additional green handle will appear on the selection frame surrounding it. To rotate the object, drag this handle with the mouse.



Alternatively, you can set the angle of rotation manually. For this purpose, select the object, invoke the **Object > Properties** menu command, switch to the **Format** tab and enter the desired angle under the **Rotation** option.

You can also rotate and flip (mirror) objects by invoking the **Object > Rotate or flip** menu command and choosing one of the commands offered in its submenu.

---

## Aligning and distributing objects

To align or distribute objects, select the desired objects and choose the **Object > Align or distribute** menu command.

A sub-menu containing the following commands will appear:

- **Align left:** Aligns the objects to the left border of the leftmost object.
- **Align center:** Aligns the objects to their horizontal center.
- **Align right:** Aligns the objects to the right border of the rightmost object.
- **Align top:** Aligns the objects to the top border of the topmost object.
- **Align middle:** Aligns the objects to their vertical center.
- **Align bottom:** Aligns the objects to the lower border of the bottommost object.
- **Distribute horizontally:** Spaces the objects evenly between the left border of the leftmost and the right border of the rightmost object.
- **Distribute vertically:** Spaces the objects evenly between the top border of the topmost and the lower border of the bottommost object.

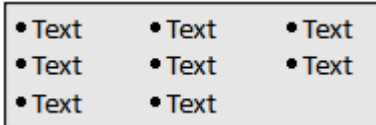
The last two commands are only available if *three or more* objects are selected.

---

## Creating columns for inner text of objects

**Note:** You can split the inner text into columns for *AutoShape* drawings, *Text frames* and *Placeholders* only.

If you want to arrange your text inside an object next to each other, you can split the *Inner text* into several columns.



With the menu command **Object > Columns** you can define the number of columns. Select up to three columns directly via this menu command.

If you need more than three columns, select the **More...** option. This opens the **Object properties** dialog box, **Inner text** tab. In the **Columns** group box, you can set the desired number of columns, and also the spacing between the columns.

Alternatively, you can open this dialog by choosing the **Object > Properties** menu command, switch to the **Inner text** tab and proceed as described above.

---

## Duplicating objects

To create a copy of an object, you would ordinarily copy it to the clipboard and paste it from there.

Alternatively, use the **Edit > Duplicate** menu command to create a copy of an object.

**Hint:** Objects can also be duplicated using the mouse: Press and hold the **Ctrl** key, and drag a new object from the object you want to duplicate.

---

## Hiding objects

If necessary, you can *hide* an object so that it will not appear on the screen and/or on the printed page.

To hide an object, select it, invoke the **Object > Properties** menu command, switch to the **Properties** tab and do the following:

- Uncheck the **Visible** option if you don't want the object to be displayed on the screen (and in slide shows).

- Uncheck the **Printable** option if you don't want the object to appear in the printed document.

**Tip:** If you should ever make an object invisible by accident, you can always invoke the menu command **File > Properties** and check the **Show hidden objects** option on the **Options** tab to make all hidden objects visible again. Then you can select the mistakenly hidden object and check its **Visible** option to make it visible again.

---

## Changing the order of objects

When two or more objects overlap, you can change the display order of these objects (which of the objects to display in the foreground, which in the background, etc.).

This can be accomplished as follows:

1. Select the desired object.
2. Open the **Object > Order** menu command to choose one of the following commands:

**Bring to front:** Brings the object in front of all other objects.

**Send to back:** Sends the object behind all other objects.

**Bring forward one level:** Brings the object forward by one level.

**Send backward one level:** Sends the object back by one level.

---

## Grouping objects


When you *group* objects, they will behave like a single object, allowing you to modify the group just as if you were working with one object.

For example, when you select an object that is part of a group of objects, the whole group will be selected. When you move this object, the whole group will move.

In order to group objects, follow these steps:


1. Select the objects you want to group.

**Hint:** To select multiple objects, either click on individual objects while holding down the **Shift**⌘ key, or drag a frame around multiple objects.

2. Click the  icon in the object toolbar, or choose the menu command **Object > Group**.

### Ungrouping grouped objects

To ungroup objects that have previously been grouped, follow these steps:

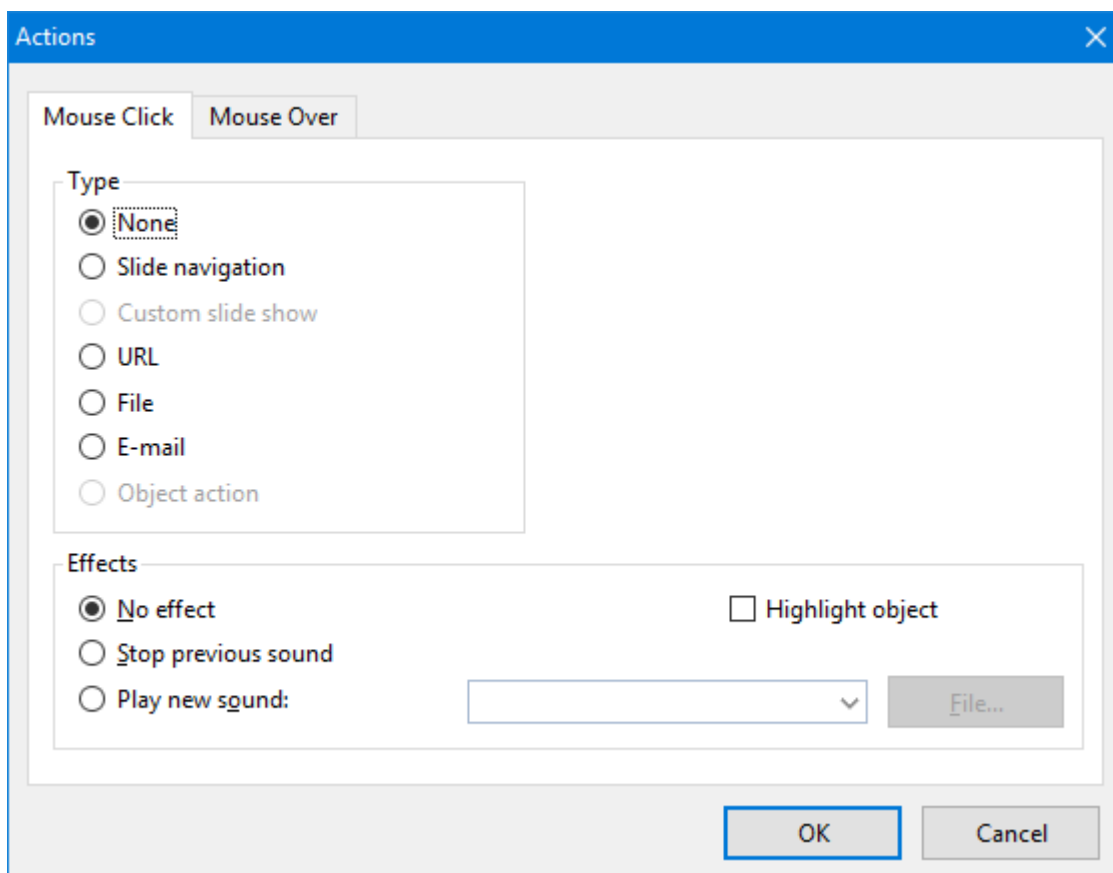
1. Select the group by clicking on one of the grouped objects.
2. Click the  icon in the object toolbar again, or choose the menu command **Object > Ungroup**.

---

## Adding object actions

You can set objects to perform certain *actions* when either the mouse is positioned over them or when they are clicked. This is done by selecting the object and choosing the **Object > Actions** menu command.

The following dialog appears:



There are two tabs on the dialog. The first tab, labeled **Mouse Click**, sets the behavior for when the left mouse button is clicked while the cursor is on the object. The second tab, labeled **Mouse Over**, sets the desired action for when the cursor is moved over the object. Both tabs have exactly the same options.

The **Type** section allows you to set the action that happens when the object is clicked, as follows:

- The **None** option means that nothing occurs (although the options in the **Effects** section at the bottom of the dialog can still be used).
- The **Slide navigation** option allows you to make the presentation jump to another slide in the current presentation. When you select this option, a list of all the slides in the presentation appears to the right of the option.

- The **Custom show** option provides the ability to start a custom show. When you select this option, the list of available custom shows is displayed. See the [Custom shows](#) section to learn how to set up a custom show.
- The **URL** option allows you to set a URL to load (if referencing a Web site, the default Web browser is launched outside Presentations). If you want to jump to a specific bookmark on that page, enter its name in the **Bookmark** box below.
- The **File** option allows you to open another Presentations file or to launch another application. You can also enter the path and name of a document; in that case, the application associated with it will start and open the specified document.
- The **E-mail** option allows you to send an e-mail using your default mail client outside of Presentations.
- The **Object action** option allows you to perform special actions for certain types of objects (for example, starting the playback of a media object).

The **Effects** section can be used to set up effects, including adding sounds or highlighting the object, as follows:

- The default setting is **No effect**, which means that there will not be any sound effect when you click the object during the presentation.
- If the **Stop previous sound** option is checked, then whenever the object is clicked, any audio file currently playing will be stopped.
- The **Play new sound** option allows you to invoke a sound file to play whenever you click the object during the presentation. If this option is selected, the **File** button will bring up a window so you can browse to locate the sound file you want to use.
- If the **Highlight object** option is checked, the object will be highlighted in a different color when you click it during the presentation.

**Note:** Where references to "click the mouse" are used above, the same functions occur for "moving the mouse over the object". You can choose which of these actions you want to use, based on which tab you define the effects on (the **Mouse Click** tab or the **Mouse Over** tab).

---

## Changing the properties of objects

An object's *properties* include its size, fill style, line style, etc. The **Object > Properties** menu command provides one place to access all properties for editing or viewing.

To modify the properties of an object, first select the object with a mouse click (placeholders, text frames, and table frames can be selected by clicking on the object's *border* only). Then invoke the **Object > Properties** menu command to bring up the associated dialog.

**Hint:** For most types of objects, double-clicking on the object (or its border) provides a quick alternative way to invoke this command.

The dialog contains several tabs. You can switch among them by clicking on the index tabs.

On the next pages, you will find detailed information on each tab and the options it contains.

---

## Object properties, Format tab

Use the **Format** tab to modify the size and position of objects, rotate objects, or flip objects.

Options available:

- **Size and Scaling** group boxes

Used to alter the size of the object. Either enter the **Width** and **Height** of the object, or use the **Horz. scaling** and **Vert. scaling** boxes to enter the scaling factor as percentages.

If the **Keep aspect ratio** option is checked, modifying the object's height adjusts its width automatically, keeping the object proportional (and vice versa when modifying the object's width).

For OLE objects, an additional option named **Keep scaling** is available. When enabled, any changes made to the object's size *inside its source application* are automatically adopted by the object in your Presentations document. When it is disabled, the object in Presentations won't change its size. (Note: Not all OLE servers support this feature.)

- **Position** group box

Used to place the object in a particular position. Simply enter the horizontal and vertical starting positions of the object.

- **Rotation** group box

Used for rotating the object by entering an angle in degrees. (Not available for tables, OLE objects, and media objects.)

- **Flip** group box

Used to flip the object. You need to check either **Vertical** if you want the object to flip vertically or **Horizontal** if you want the object to flip horizontally. (Not available for tables, OLE objects, and media objects.)

---

## Object properties, Filling tab

**Note:** This tab is available only for certain types of objects. When applied to pictures, the filling will be visible only in pictures that contain *transparent* areas.

Use the **Filling** tab to modify the filling of objects as follows:

First, select the desired type of filling in the **Fill type** list. Based on the fill type selected, a series of options will be displayed. You can then change those settings for the chosen fill type, as desired.

The following fill types and settings are available:

- **No filling**

If you select the first fill type in the list, the object is not filled and thus remains transparent.

- **Color**

Fills the object using a uniform color shade. To change the color, select it in the **Colors** list.

If desired, you can also change the **Transparency** of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency). For example, if you set the **Transparency** value to 25, the filling will have 25% transparency.

- **Pattern**

Fills the object using a pattern. To specify the pattern, select the type of pattern from the **Patterns** list. Then, select the desired colors for foreground and background.

If desired, you can also change the **Transparency** of the fill. Values between 0% (no transparency) and 100% (full transparency) are permitted.

- **Picture**

Fills the object using a picture file. To select the picture file to be used, click the **Open** button to bring up a file selection dialog. Tip: The most recently used picture files are presented in the **Images** list and can be selected with a single mouse click.

Additional options:

**Rotate with object:** If you activate this option, the image will be rotated as well whenever you rotate the object to be filled.

**Mirror:** Allows you to mirror the picture horizontally or vertically.

**Transparency:** If desired, you can also change the transparency of the fill. Values between 0% (no transparency) and 100% (full transparency) are permitted.

**Tile as texture:** If this option is enabled, multiple copies of the picture are arranged like tiles to fill the object.

The options in the **Tile options** section then allow you to change the size and position of the tiles: **X scale** and **Y scale** change the size (in percent), while **X offset** and **Y offset** change the position. The **Alignment** option can be used to determine to which edge of the object the tiles should be aligned.

If the **Tile as texture** option is not enabled, only **Offsets** (relative to the edges of the object) can be set for the image.

**Save:** You can use this button to export the currently selected picture, that is, to save a copy of it on your hard disk.

- **Linear gradient, Square gradient, etc.**

The lowermost five fill types in the list allow you to fill the object using a gradient. First, open the **Fill type** list and select the desired type of gradient. Then, select one of the subtypes in the **Variants** list.

In the **Options** section, the following additional settings can be made:

**X offset** and **Y offset** can be used to move the center of the gradient. **Angle** rotates the gradient.

**Hint:** You can also modify these settings by moving or rotating the cross-hair displayed in the **Sample** field using the mouse.

If you check the **Double gradient** option, for example, a black-white gradient will become a black-white-black gradient.

In the **Colors** section, the colors can be adjusted as follows:

If you want to change the gradient colors, click one of the triangles below the bar representing the gradient. Then, select a color from the **Color** list.



Use the triangle on the left to change the start color and the triangle on the right to change the end color.

If desired, you can also change the **Transparency** of the selected color. Values between 0% (no transparency) and 100% (full transparency) are permitted.

Additional colors can be added to the gradient by double-clicking on the desired position in the bar and selecting a color. To remove a color, double-click the triangle representing that color.

---

## Object properties, Lines tab

**Note:** This tab is available only for certain types of objects.

Use the **Lines** tab to modify the lines that encompass the object or its border lines.

When applied to drawings, these settings affect the lines used to paint the object itself. When applied to other types of objects, the border lines surrounding the object are affected.

Options available:

- **Line variants**

Offers some predefined line styles to choose from.

The entries in the list are merely samples. If required, you can specify the appearance of the lines more precisely with the options listed below.

- **Color**

Lets you change the color of the lines.

- **Dashed**

Lets you determine if solid or dashed lines will be used.

- **Thickness**

Lets you change the width of the lines (in points).

- **Transparency**

If desired, you can also change the **Transparency** of the lines. You can enter any value between 0% (no transparency) and 100% (full transparency). For example, if you set the **Transparency** value to 25, the lines will have 25% transparency.

- **Begin and End**

Available only for lines, curves and connectors.

If you select one of the symbols displayed here, it will be painted at the starting point or end point of the line. For example, if you select an arrow symbol for the end point, the line will look like an arrow. **Width** and **Height** settings are used for changing the width and/or height of the symbol.

---

## Object properties, Shadow tab

*Note:* This tab is available only for certain types of objects.

Use the **Shadow** tab to add a shadow to the object.

Options available:

- **Shadow variants**

Offers a variety of predefined shadow styles to choose from.

The entries in the list are merely samples. If required, you can specify the way the shadow will appear more precisely with the options listed below.

- **Scaling**

Lets you change the size of the shadow (relative to the size of the object).

- **Offset**

Lets you change the position of the shadow (relative to the object).

- **Perspective**

Lets you change the **Skew angle** of the shadow.

For certain types of perspective shadows, you can also change the distance of the **Horizon**. Note: If **Horizon** is a positive value, the shadow will be painted in front of the object, and if it is negative, the shadow will be painted behind the object.

- **Color**

Lets you change the color of the shadow.

- **Blur**

If you enter a value greater than zero here, a blur effect is added to the shadow. The larger the value, the softer the edges of the shadow are painted.

- **Transparency**

Allows you to change the **Transparency** of the shadow. You can enter any value between 0% (no transparency) and 100% (full transparency). For example, if you set the **Transparency** value to 25, the shadow will have 25% transparency.

---

## Object properties, 3D tab

**Note:** This tab is available only for text frames and drawings.

Use the **3D** tab to add a three dimensional effect to the object.

Options available:

- **3D effect variants**

Offers a variety of predefined 3D effect settings to choose from.

The entries in the list are merely samples. If required, you can specify the way the effect appears more precisely with the options listed below.

- **Options** group box

Lets you modify the depth of the 3D object and the angles about which it is rotated on the horizontal and vertical axes.

- **3D surface** group box

**Side faces:** By default, the color used for the side faces of the object is determined automatically. To use a different color, activate the **Side faces** option and select the desired color from the list.

**Affect front side:** If this option is checked, the front side of the object will also be lightened or darkened according to the lighting of the 3D effect. To change the lighting, click the **More** button.

**Wire frame:** If you check this option, the object is rendered as a wire frame model.

- **More** button

Click the **More** button to change the lighting of the 3D effect. An additional dialog box will appear. To change the position of the light source, click the corresponding position in the **Lighting** field. The other two options let you change the **Intensity** of the light source and the type of **Surface** to be simulated.

---

## Object properties, Effects tab

**Note:** This tab is available only for certain types of objects.

On the **Effects** tab, you can add various effects to the object.

The following effects and settings are available:

### ■ Reflection

When you check the **Use reflection effect** option, the object is rendered as if it was standing on a reflecting surface.

Options:

**Visible part of object:** Specifies how many percent of the object will be visible in the reflection.

**Starting transparency:** The reflection is smoothly faded out towards its bottom. This value specifies how transparent the reflection will be at its top (in percent).

**Y offset:** Moves the reflection upwards or downwards.

### ■ Soft edges

When you check the **Use soft edges effect** option, the borders of the object will be rendered with a blur effect.

Options:

**Width:** Specifies the width of the blur effect.

### ■ Glow

When you check the **Use glow effect** option, the borders of the object will be surrounded by a glow effect.

Options:

**Width:** Specifies the width of the glow effect.

**Color:** Specifies the color of the glow effect.

---

## Object properties, Properties tab

The **Properties** tab can be used to modify common object settings.

Options available:

### ■ Name

Presentations automatically assigns a unique name to every object in a document. If you wish, you can give the object a different name by entering it here.

**Hint:** The name of the current object is displayed in the object toolbar. If you click the name, a list of all objects in the document is displayed. If you click on one of these names, the corresponding object will be selected.

### ■ Visible

This option is checked by default. If you deactivate it, the object will no longer be visible on the screen and in shows. See also section [Hiding objects](#).

- **Printable**

This option is checked by default. If you deactivate it, the object will no longer print. See also section [Hiding objects](#).

- **Locked**

This option is NOT checked by default. If enabled, the object's position and size cannot be altered with the mouse or keyboard. It is still possible, though, to make changes in the dialog of the menu command **Object > Properties**.

Additionally, for pictures, some information on the picture is displayed in the right half of the dialog (resolution, color depth, etc.).

---

## Additional tabs

With some object types, the dialog of the **Object > Properties** menu command displays additional tabs containing more options. To learn more about these tabs, see the sections referring to each particular object type.

---

## Changing the default settings for objects

You can change the default settings for objects (drawings, images, etc.) anytime.

For example, if you don't like the default setting for the line width of drawings, simply set it to a different value. You can also alter other default settings – e.g. the default filling for drawings as well as the settings for shadows and 3D effects.

**Note:** Changes to the default settings solely affect objects that you will insert later on. Existing objects remain untouched.

To modify the default settings for objects, use the **Default** button in the dialog of the **Object > Properties** menu command.

For example, to change the default line width for drawings, proceed as follows:

1. Insert a new drawing (or click on an existing drawing).
2. Invoke the **Object > Properties** menu command.
3. Adjust the settings to your liking. For example, to change the default setting for the line width, switch to the **Lines** tab and simply choose the desired value in the **Thickness** field.
4. Now comes the distinctive step: Instead of clicking on **OK**, click on the **Default** button.
5. Another dialog pops up, allowing you to control exactly which settings to adopt as new default settings. Normally, there is no need to change anything in this dialog.

6. When you confirm with **OK**, the settings you just specified in the properties dialog will from now on be used as the default settings for new drawings.
7. To exit the dialog, click on **OK** once more.

When you insert a new drawing now, it will be painted in the given line width.

**Note:** The default settings for objects are stored inside the document, allowing you to specify different settings for each individual document.

---

## Text frames

Use *text frames* to insert text boxes into a document. Within text frames, you can enter, edit, and format text as desired.

In this section, you will find detailed information on working with text frames. The following topics are covered:


- [Inserting text frames](#)
- [Changing the properties of text frames](#)

See the next pages for details.

---

## Inserting text frames

To insert a text frame, complete the following steps:

1. Choose the menu command **Object > New text frame** or click the  icon in the object toolbar.
2. The text frame is inserted.

In case you want to modify its position or size, do the following:

**Important:** To change the position, click on the *border* of the text frame and then (while still holding the mouse button down) drag the frame to the desired position.

To adjust its size, drag on one of the round handles surrounding the frame.

You can create and edit text in the text frame by clicking into it and starting to type.

---

## Changing the properties of text frames

To modify the properties of a text frame, first select the frame by clicking on the border that surrounds it. Then invoke the **Object > Properties** menu command to bring up the associated dialog.

***Hint:*** This command can also be invoked by double-clicking on the border of the text frame.

The following settings can be made in this dialog:

### Format, Filling, Lines, etc. tabs

The tabs listed below are present for almost all object types. They allow you to modify the following settings:

- **Format:** For changing the size and position of the object. See section [Object properties, Format tab](#).
- **Filling:** For changing the filling of the object. See section [Object properties, Filling tab](#).
- **Lines:** For adding border lines. See section [Object properties, Lines tab](#).
- **Shadow:** For adding a shadow. See section [Object properties, Shadow tab](#).
- **3D:** For adding a 3D effect. See section [Object properties, 3D tab](#).
- **Effects:** For adding various types of effects. See section [Object properties, Effects tab](#).
- **Properties:** For modifying common object settings. See section [Object properties, Properties tab](#).

For text frames, there are additional tabs with further options:

### Inner text tab

This tab can be used to change settings affecting the text inside the frame.

Options available:

- **Inner margins** group box  
Lets you modify the margins between text frame and inner text. If you check the **Automatic** option, Presentations will calculate suitable settings automatically.
- **Columns** group box  
You can split the text within the text frame into several columns. Enter the **Number** of columns and the **Spacing** between the columns.
- **Rotate by...** group box  
Lets you rotate the inner text in 90 degrees increments.
- **Vertical alignment** group box  
Lets you change the vertical alignment of the inner text as follows:

Option	Function
Top	Align inner text at the top of the frame
Centered	Vertically center text between top and bottom of the frame
Bottom	Align inner text at the bottom of the frame

#### ■ Autofit options group box

The following settings can be found here:

**Resize shape to fit text:** When this option is on, the size of the text frame automatically adapts to the amount of text it contains. For example, if you enter more text than the text frame can hold, it will automatically grow.

**Wrap text in shape:** This option determines if the text inside the text frame should be wrapped (word-wise) automatically. When you turn it off, the text will always be rendered in one single line, no matter how long it is.

### AutoShapes tab

A text frame is actually an *AutoShape* that has been filled with text. *AutoShapes* are drawings with a predefined shape (for example, rectangles, arrows, banners, callouts, etc.).

By default, the AutoShape used for text frames is a simple rectangle. To use a different shape, select it on the **AutoShapes** tab.

To learn more about AutoShapes, refer to the section [Drawings](#).

## Placeholders

When you create a new presentation, the first slide displays two areas containing dashed borders for entering text. These areas are called *placeholders*.

Every time you add another slide to your presentation, a dialog appears where you can choose between several different slide layouts. These layouts differ in the number of placeholders they contain and in the types of placeholders used.

The following types of placeholders are available in Presentations' slide layouts:

#### ■ Title placeholders

Title placeholders can be filled only with text. Use them to enter a title for the slide. Most slide layouts contain a title placeholder at the top of the slide.

#### ■ Generic placeholders

Generic placeholders can be filled with *either* text *or* an object (table, picture, chart, media clip or OLE object). They are the most versatile type of placeholders and can be found in most slide layouts.

### ■ Special placeholders

Special placeholders are a special case: They not used in Presentations' slide layouts, however, they can appear in older MS PowerPoint files that you open. You can fill these placeholders only with *one specific* type of object. There are, for example, picture placeholders (for pictures only), table placeholders (for tables only), etc.

In this section, you will find detailed information on working with placeholders. The following topics are covered:

- [Inserting placeholders](#)
- [Editing placeholders](#)
- [Changing the properties of placeholders](#)
- [Resetting placeholder properties](#)
- [Recreating missing placeholders](#)

See the next pages for details.

---

## Inserting placeholders

Unlike other objects (picture frames, text frames, etc.), placeholders can *not* be inserted into a slide directly.

Placeholders are only available through Presentations' predefined slide layouts that you can apply to a slide. Each slide layout contains a different number and arrangement of placeholders. To change the layout of a slide, choose the **Slide > Slide layout** menu command and select the desired layout.

For more information on slide layouts, see the section [Changing the slide layout](#).

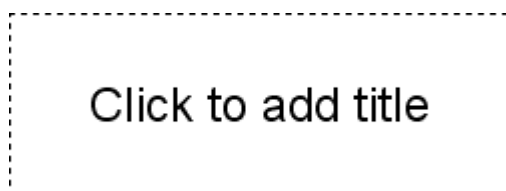
---

## Editing placeholders

In this section, you will learn how to edit the content of the different types of placeholders.

### Title placeholders

Title placeholders can be filled with text only. Most slide layouts contain a title placeholder at the top of the slide to provide a means of entering a title.



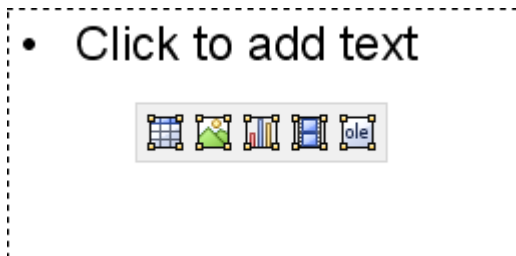
*A title placeholder*

A title placeholder is an area designated by dashed border lines with the text "Click to add title" in the center. To enter text, click within the placeholder, and you can begin typing immediately.

**Hint:** When entering text into placeholders, you can use the key combinations **Ctrl+↵** to jump to the next placeholder and **Ctrl+Shift+↵** to jump to the previous placeholder.

## Generic placeholders

Generic placeholders can be filled with *either* text *or* an object (table, picture, chart, media clip or OLE object). They are the most versatile type of placeholder and can be found in most slide layouts.



A generic placeholder

To add content to a generic placeholder, proceed as follows:

- In order to add *text* to a generic placeholder, click on the "Click to add text" request displayed at the top of the placeholder and start typing.

**Note:** As opposed to text frames, text in a placeholder is pre-formatted to handle bulleted lists. You can simply type in some text for each bulleted item and press the **Enter** ↵ key. For more information on bulleted lists, see the [Bulleted lists](#) section.

- If, on the other hand, you would like to insert an *object* instead of text, click on one of the four icons displayed in the center of the placeholder. The icons can be used to insert the following types of objects (from left to right):

**Table:** For inserting a table. You will be prompted to enter the number of rows and columns for the table.

**Picture:** For inserting an image. A dialog box is displayed for you to select the image file to use.

**Chart:** For inserting a chart. A dialog box is displayed for you to set up the chart (see section [Charts](#)).

**Media clip:** For inserting a movie or sound object\*. A dialog box is displayed for you to select the file to use.

**OLE object:** For inserting an OLE object (available only under Windows). A dialog box is displayed prompting you to either create a new OLE object or to select an existing file.

\* Movies can be inserted and played only under Windows.

Sounds only under Windows and Android.

## Special placeholders

Special placeholder can be filled with *one specific* type of object only. There are, for example, picture placeholders (for pictures only), table placeholders (for tables only), etc.

You will find such placeholders only in older MS PowerPoint files (created with PowerPoint 2003 and older). For compatibility reasons, Presentations still fully supports these types of placeholders, though they have been replaced by generic placeholders, as described above, in PowerPoint 2007 or later.



*A picture placeholder*

To add content to such a placeholder, follow the instructions given inside the placeholder. For example, in picture placeholders, the text "Double-click to add picture" is displayed. When you do that, a dialog box for selecting the image file to display is opened.

---

## Changing the properties of placeholders

To modify the properties of a placeholder, first select it by clicking on its border. Then invoke the **Object > Properties** menu command to bring up the associated dialog.

The options available in the properties dialog depend on the content of the placeholder. For more information on each option, see the following sections:

Content	See section ...
Text	<a href="#">Changing the properties of text frames</a>
Table	<a href="#">Formatting tables</a>
Picture	<a href="#">Changing the properties of pictures</a>
Chart	<a href="#">Changing common chart properties</a>
Media object	<a href="#">Changing the properties of media objects</a>
OLE object	<a href="#">Changing the properties of OLE objects</a>

---

## Resetting placeholder properties

Since each slide layout has predefined placeholders, the original properties can be restored at any time to quickly remove changes you made. To do this, select the placeholder(s) of interest, choose the **Object > Placeholder** menu command and select any of the following options:

- **Reset Object Properties:** Resets all properties of the placeholder to the original state, except text formatting, size, and position.
- **Reset Text Properties:** Resets any character and paragraph formatting.
- **Reset Size and Position:** Resets the size and the position of the placeholder.
- **Reset All Properties:** Resets all three of the settings mentioned above (object properties, text properties, size and position).

---

## Recreating missing placeholders

The menu command **Slide > Recreate missing placeholders** recreates any placeholder that you have deleted on the current slide.

This command is only available when one or more placeholders have actually been deleted on the slide.

---

## Pictures

Presentations allows you to easily insert a wide range of image formats into your slides.

In this section, you will find detailed information on working with pictures. The following topics are covered:

- [Inserting pictures](#)
- [Inserting a photo album](#)
- [Scanning pictures](#)
- [Inserting pictures from the gallery/camera \(Android\)](#)
- [Changing the properties of pictures](#)
- [Using the Picture toolbar](#)

See the next pages for details.

---

## Inserting pictures

To place an image on the current slide, complete the following steps:

1. Choose the menu command **Object > New picture frame** or click the  icon in the object toolbar.

2. A dialog box appears, allowing you to select the picture that you want to be displayed in the frame. Choose a picture file and confirm with **OK**.
3. The picture frame is inserted.

In case you want to modify its position or size, do the following:

To change the position, click on the picture frame and (while still holding the mouse button down) drag it to the desired position.

To adjust its size, drag on one of the round handles surrounding the frame.

### Dialog options

Options provided in the dialog of the **Object > New picture frame** menu command include:

- **Save within document**

Check this option if you want the picture file to be saved within the document. If you do not check this option, only a link is preserved, and you will need to make sure the link remains accurate so that your file will be displayed correctly when you open the document.

***Note:*** Saving pictures with the document can significantly increase the size of the document.

- **Copy to document's folder**

If this option is checked, Presentations will create a copy of the picture file (in the folder where the document is stored) and use this copy instead of the original file.

This option is not available if the document has not yet been saved.

---

## Inserting a photo album

***FreeOffice:*** The *Photo album* feature is not included in SoftMaker FreeOffice.

The **Insert > Photo album** menu command can be used to insert multiple picture files at once.

A new slide will be created for each image. Border lines and a text labels can be added to the pictures, if desired. With this command, creating an attractive slide show from a collection of pictures is just a matter of seconds.

Proceed as follows:

1. Go to the slide where you want the first of the pictures to be inserted.
2. Invoke the **Insert > Photo album** menu command. A dialog will appear.
3. First, specify which images to insert.

For this purpose, click the **Add** button. A file dialog will appear. Use it to navigate to the folder that contains the pictures of interest. There, select all picture files that you want to insert.

Hint: To select a range of files, click on the first file, press and hold the **Shift**⬆ key, and then click on the last file to select. To add or remove single files, click them while you hold down the **Ctrl** key.

4. When you have selected all pictures to be inserted, click the **OK** button.
5. If required, use the other dialog options to change the appearance of the slides that are to be inserted (see below).
6. Confirm with **OK**.

The selected pictures are now inserted accordingly.

## Dialog options

The options provided in the dialog include:

### ■ Pictures list

Use this listbox to specify which picture files to insert.

To add more files to the list, click the **Add** button and proceed as described above.

To remove files from the list, select them and click the **Remove** button.

To change the order of the files, use the arrow buttons displayed to the right of the list. For example, when you select a file in the list and click the down arrow, the file will be moved down by one position.

### ■ Layout

Use this option to specify the layout of the slides that will be generated for each picture. Options available:

**Fit to slide:** Scales the image exactly to the width (or height) of the slide.

**Picture only:** Scales the image so that it covers most of the slide, but leaves some free space around the image.

**Title and picture:** Same as the previous option. Additionally, an empty title placeholder is added above the picture (where you can enter text later).

### ■ Decoration

Use this option to decorate the picture with border lines or a shadow.

### ■ Caption

Use this option to add a text frame containing its filename below the picture.

### ■ Save images in document

Check this option if you want the picture files to be saved within the document. If you do not check this option, only links to the original files are preserved, and you will need to make sure the links remain accurate so that your pictures will be displayed correctly when you open the document.

### ■ Buttons below the Preview

The buttons below the **Preview** field can be used to manipulate the chosen pictures in different ways. Note: Your changes will be applied only to the current presentation; they will not be stored in the original image files.

Select the picture of interest in the **Pictures** list beforehand. You can also select multiple pictures to change them altogether.



From left to right, these buttons represent the following functions:

Rotate 90 degrees clockwise

Rotate 90 degrees counter-clockwise

Increase brightness

Decrease brightness

Increase contrast

Decrease contrast

Reduce colors to shades of gray

Use the original colors of the image

Revert all changes made with the buttons described above

---

## Scanning pictures

**FreeOffice:** *Insert picture from Scanner* is not included in SoftMaker FreeOffice.

**Note:** *Scanning pictures* directly into a document is possible only with the **Windows** version of PlanMaker.

With Presentations for Windows, you can scan originals directly into a document. You must have connected a scanner to your computer and installed the corresponding software.

To scan something into the current document, complete the following steps:

1. Power up the scanner and insert the original to scan.
2. Choose the menu command **File > Acquire**.

Presentations now activates your scanner's software. Make the desired settings and start the scanning process (see scanner manual). When it is finished, the scanned result will appear as a new picture frame in your Presentations document.

### Selecting another source

If multiple scan devices are connected to your computer, the menu command **File > Select source** lets you select from which of these you want to acquire documents when using the **File > Acquire** command.

---

## Inserting pictures from the gallery/camera (Android)

**Note:** This feature is available only in the **Android** version.

With the Android version you can also insert pictures using the *Gallery* or *Camera* application on your device. Proceed as follows:

### Inserting a picture from the gallery

1. Invoke the **Object > New picture frame from gallery** menu command.
2. Your Android device opens its *Gallery* app. Choose the image to insert by tapping on it.

The picture is now inserted into the text.

### Inserting a picture from the camera

1. Invoke the **Object > New picture frame from camera** menu command.
2. Your Android device opens its *Camera* app. Take a picture.

The picture is now inserted into the text.

---

## Changing the properties of pictures

To modify the properties of a picture frame, first select it with a mouse click. Then invoke the **Object > Properties** menu command to bring up the associated dialog.

**Hint:** This command can also be invoked by double-clicking on the picture.

The following settings can be made in this dialog:

### Format, Filling, Lines, etc. tabs

The tabs listed below are present for almost all object types. They allow you to modify the following settings:

- **Format:** For changing the size and position of the object. See section [Object properties, Format tab](#).
- **Filling:** For changing the filling of the object. Only visible in pictures containing transparent areas. See section [Object properties, Filling tab](#).
- **Lines:** For adding border lines. See section [Object properties, Lines tab](#).

- **Shadow:** For adding a shadow. See section [Object properties, Shadow tab](#).
- **Effects:** For adding various types of effects. See section [Object properties, Effects tab](#).
- **Properties:** For modifying common object settings. Also displays some information on the picture. See section [Object properties, Properties tab](#).

For pictures, there is an additional tab with further options:

## Picture tab

On the **Picture** tab, you can change settings that are specific to pictures.

***Tip:** Some of these setting can also be modified using the *Picture toolbar* that appears automatically when you select a picture. See section [Using the Picture toolbar](#).*

Options available on this tab:

- **Variants**

In this list, a number of predefined variations of the picture are presented – for example different color modes (grayscaled, black & white, etc.) as well as colorized variants of the image.

To choose one of these variants, simply click on it, and the options in the dialog will be adjusted accordingly.

- **Settings** group box

Here you can change brightness, contrast, saturation and gamma (color balance, with an effect on brightness).

- **More** button

This button opens a dialog with the following additional options:

When you activate the **Mix with color** option and choose a color below, the picture will be colorized accordingly.

The options in the **Cropping** group box can be used to crop the picture. This is useful when you need only a segment of the picture. For example, if you want to cut off the upper forth of the picture, first select **Use relative values** and enter "25" (percent) at **Top**.

If you select **Use absolute values**, the entries are cut off in absolute length units and not as a percentage. If you enter negative values, the areas of your picture are not cut off, but it is extended with a frame.

- **Transparency** group box

Lets you modify the transparency settings of the image. Options available:

**Detect automatically:** Reads the transparency settings stored in the picture file and displays the image accordingly. Note: Only files in GIF or PNG format can contain transparency settings.

**No transparency:** Ignores the transparency settings stored in the picture file. Even pictures containing transparent areas will not be displayed transparently.

**Color:** Lets you choose the color to be displayed transparently. For example, if you select white, all white areas of the picture will become transparent.

- **File** button

To use a different picture file, click this button and choose a new file.

- **Export** button

Available only for pictures that are saved in the document.

You can use this button to export the picture, that is, to save a copy of it on your hard disk.

If you check the **Create link to file** option in the Export dialog, Presentations first copies the picture from the document to a file and then removes the picture from the document, replacing it with a reference to the new file. Thus, the picture is no longer saved in the document.

---

## Using the Picture toolbar

Some of the properties of pictures can also be changed using the *Picture toolbar*.



*The Picture toolbar*

This toolbar appears automatically when you select a picture in the document. From left to right, its icons represent the following functions:

- Invoke the **Object > Properties** menu command
- Add a photo frame effect to the image (not available in SoftMaker FreeOffice)
- Use the original colors of the image
- Reduce the colors to shades of gray
- Reduce the colors to black and white
- Increase brightness
- Decrease brightness
- Increase contrast
- Decrease contrast
- Increase gamma
- Decrease gamma
- Rotate 90 degrees clockwise
- Rotate 90 degrees counter-clockwise
- Revert all changes made with this toolbar
- Enter/exit *Crop mode*. In this mode, additional handles are displayed on the borders of the picture. Drag these handles around to crop the picture. (This feature is not included in SoftMaker FreeOffice.)

Note: These settings can also be changed using the dialog of the **Object > Properties** menu command. See section [Changing the properties of pictures](#).

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## Charts

**FreeOffice:** In SoftMaker FreeOffice, charts can only be *displayed* (e.g. when you open a document that contains a chart). Creating new charts and editing charts is not supported.

Presentations' integrated charting module allows you to present numbers vividly in *charts*.

In this chapter, you will learn everything you need to know about charts. Topics covered:

- [Inserting charts](#)

The first section is about inserting charts. There are two ways to do this: a) creating a chart inside the spreadsheet application *PlanMaker* and then copying it into your Presentations document – or b) simply creating an empty chart and filling in its data by hand.

- [Editing charts](#)

In this section, you will learn how to enter/edit the data that is presented in a chart, how to work with the different chart elements (data rows, axes, legends, etc.) and how to modify the overall chart properties.

- [Saving charts as images](#)

The menu command **Object > Chart > Save as image** allows you to save an image of a chart in a picture file.

See the next pages for details.

**Hint:** Basic information on charts can also be found in the manual for the spreadsheet application *PlanMaker*, chapter "Charts".

---

## Inserting charts

**FreeOffice:** In SoftMaker FreeOffice, charts can only be *displayed* (e.g. when you open a document that contains a chart). Creating new charts and editing charts is not supported.

There are two ways to insert a chart into the current slide:

- [Inserting charts via PlanMaker](#)

The most comfortable way: Create or open a chart inside the spreadsheet application *PlanMaker* and copy it into the clipboard. Then switch to Presentations and paste it there.

### ■ [Inserting charts manually](#)

Alternatively, you can simply create a new, empty chart using the **Object > New chart frame** menu command in Presentations. After that, enter the numbers to be presented in the chart using the **Object > Chart > Edit data** menu command.

See the next pages for details.

---

## Inserting charts via PlanMaker

The most comfortable way to insert a chart leads over a little "detour": Use the spreadsheet application *PlanMaker* to create the chart. When done, copy it to the clipboard and paste it into Presentations.

The advantage: PlanMaker simply suits perfectly for entering data and creating charts. It has tools and features for this that only a spreadsheet application can offer.

(Of course you need to have PlanMaker installed to use this method.)

Proceed as follows:

1. In PlanMaker (not in Presentations!), enter the numbers that you want to be presented in the chart.  
(Or alternatively open a document that already contains these values.)
2. Select the cells containing these numbers and invoke the **Object > New chart frame** menu command to create a chart from them. (Detailed instructions on this can be found in the PlanMaker manual, chapter "Charts".)  
(Or alternatively open a document that already contains the desired chart.)
3. In case the chart isn't already selected, select it by clicking on it.
4. Use the **Edit > Copy** menu command to copy the chart to the clipboard.
5. Switch to Presentations.
6. Move the text cursor to the position where you want the chart to be inserted.
7. Use the **Edit > Paste** menu command to place the chart.

The chart is now added to the current slide.

Note: A chart inserted this way will *not* be converted into an image, it will remain a chart, with all its functionalities – meaning that you can e.g. change its chart type, edit its data, or modify other chart properties anytime later.

## Inserting as an OLE object

When you copy and paste a chart from PlanMaker, it will lose *any* connection to the original chart. So, when you later alter the original chart in PlanMaker, this will have *no* effect on its copy in Presentations.

If you want to insert a chart that keeps a connection to the original chart in PlanMaker, you must insert it as an *OLE object*. To do so, invoke the **Object > New OLE object frame** menu command and choose "**PlanMaker Chart**" from the list of available object types.

For more information on working with OLE objects, see the chapter [OLE objects](#).

---

## Inserting charts manually

The previous section described how you insert a chart by creating it in PlanMaker and then copying it into a Presentations document. As an alternative, you can simply create an *empty* chart in the Presentations document and then fill it with data by hand.

Proceed as follows:

### Step 1: Insert an empty chart

First, insert an empty chart, as follows:

1. Go to the desired slide in your Presentations document.
2. Invoke the **Object > New chart frame** menu command.
3. In the resulting dialog box, select the desired **Chart type** and **Subtype** to specify how the chart will look.  
(More information on chart types can be found in the *PlanMaker* manual, keyword "chart type".)
4. Confirm with **OK**.
5. The chart is now inserted.

In case you want to modify its position or size, do the following:

To change the position, click on the chart and (while still holding the mouse button down) drag it to the desired position.

To adjust its size, drag on one of the round handles surrounding the chart.

### Step 2: Enter the data to be presented

When you insert a new chart, it is filled with the values 1, 2, 3, 4 by default. These values are just sample values, to make sure that the chart isn't displayed completely empty. You should of course replace these numbers with your own values.

To do so, proceed as follows:

1. In case the chart isn't still selected, select it with a mouse click.
2. Invoke the **Object > Chart > Edit data** menu command.
3. A dialog box appears. In the **Y values** column, enter the numbers to be presented in the chart.

Don't worry about the other columns and options; they are irrelevant for most chart types. (For detailed information on this dialog, see the section [Entering/editing the data of a chart](#).)

4. When you have finished entering the values, confirm with **OK**.

The chart now updates and presents the values that you have entered.

You can modify these values anytime later by selecting the chart and invoking the **Object > Chart > Edit data** menu command once more.

## Editing charts

**FreeOffice:** In SoftMaker FreeOffice, charts can only be *displayed* (e.g. when you open a document that contains a chart). Creating new charts and editing charts is not supported.

On the next pages you will learn how to edit existing charts. Topics covered:

- [Entering/editing the data of a chart](#)

The first section covers the **Object > Chart > Edit data** menu command. It allows you to edit the data of a chart – i.e. to enter or change the values that are presented in the chart.

- [Working with chart elements](#)

Charts consist of various components (data series, axes, legend, etc.), referred to as *chart elements*. Each of these chart elements can be selected and modified. Read this section to learn how.

- [Changing common chart properties](#)

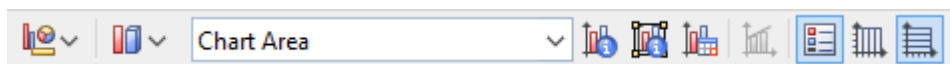
Apart from the properties of specific chart elements, there are also common chart properties that you can modify. This includes various layout options, the chart type, setting related to the data series, etc. To change the chart properties, use the **Object > Properties** menu command detailed in this section.

See the next pages for details.

**Hint:** Basic information on charts can be found in the manual for the spreadsheet application *PlanMaker*, chapter "Charts".

### Tip: Using the Chart toolbar

When you select a chart, a toolbar named *Chart toolbar* will automatically appear.



The Chart toolbar

This toolbar provides icons helpful for working with charts. From left to right:

- Change chart type
- Change chart subtype (available only for certain chart types)
- Dropdown list of all chart elements (open the list and click on an element to select it in the chart)
- Edit properties of the current chart element
- Edit common chart properties

- Edit chart data
- Add trend line
- Legend on/off
- Vertical gridlines on/off
- Horizontal gridlines on/off

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## Entering/editing the data of a chart

**FreeOffice:** In SoftMaker FreeOffice, charts can only be *displayed*. Creating new charts and editing charts is not supported.

When you insert a new chart, it is filled with the values 1, 2, 3, 4 by default. These values are just sample values, making sure that the chart isn't displayed completely empty.

You should of course replace these numbers with your own values, using the **Object > Chart > Edit data** menu command.

Proceed as follows:

1. Select the chart with a mouse click.
2. Invoke the **Object > Chart > Edit data** menu command.
3. A dialog box appears. In the **Y values** column, enter the numbers to be presented in the chart.  
  
Don't worry about the other columns and options; they are irrelevant for most chart types.  
  
(For detailed information on this dialog, see below.)
4. Confirm with **OK**.

The chart now updates and presents the values you have entered.

Note: You can also open this dialog by selecting the chart, invoking the **Object > Properties** menu command, switching to the **Series** tab and clicking on the **Edit** button.

### Dialog options

The dialog box mentioned above has the following options:

- **Series**

For charts with more than one data series, this list allows you can choose which series to display in the dialog.

Hint: You can manage the data series of a chart by selecting the chart, invoking the **Object > Properties** menu command, and switching to the **Series** tab. On this tab, you can add, delete, and edit data series.

- **Rename** button

Renames the data series that is currently selected in the **Series** list.

Hint: This name is also displayed in the legend of a chart.

The largest part of the dialog is occupied by a table where you can enter the values:

- **X values**

The left column represents the x values. These values are required only by a few chart types (e.g. XY charts). For all other types, this column is by default set to **Automatic** (using the checkbox located above this column).

- **Y values**

The middle column represents the y values. *Here* you usually type in the values to be displayed in the chart.

- **Bubble sizes**

The right column is not used for most chart types. It represents the bubble sizes in bubble charts.

- **Insert row** button

Inserts an additional row above the current row.

- **Append row** button

Appends an additional row below the last row.

- **Delete row** button

Deletes the current row.

- **Paste** button

Overwrites the values in the current data series with the content of the clipboard.

Copy the desired values to the clipboard beforehand. Use a new line for each value.

See also notes below.

### Some notes on using the Paste button:

- The **Paste** button can fill only *one* data series at a time. This means that you cannot copy e.g. a whole table to the clipboard and then paste it as *multiple* data series.

Hint: You can still achieve this by taking a little "detour": Paste the table contents into the spreadsheet application *PlanMaker* (as table cells), create a chart from them, copy and paste the chart into your Presentations document. See also section [Inserting charts via PlanMaker](#).

- In case you want to paste x *and* y values with the **Paste** button, first disable the **Automatic** checkbox above the **X** values column. Also make sure that the clipboard contains *two* values per row: x and y. The two values have to be separated either by a tab character or your system's list separator character (usually a comma or a semicolon).
- For bubble charts, the clipboard should contain 3 values: x, y, and the bubble size.
- Text strings in the clipboard normally return the value 0 (zero). However, if a text string contains numbers, the first valid number is extracted.

Examples:

"dollars" returns 0.

"50 dollars" returns 50.

"dollars 50" returns 50.

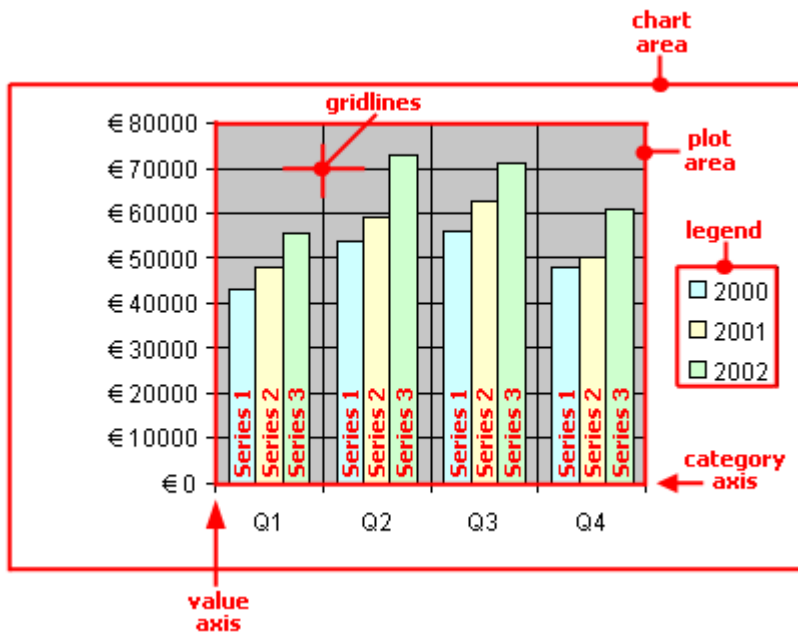
"50 dollars, 20 cents" also returns 50. (Only the *first* number is extracted.)

## Working with chart elements

**FreeOffice:** In SoftMaker FreeOffice, charts can only be *displayed*. Creating new charts and editing charts is not supported.

Charts consist of various components (data series, axes, legends, etc.), referred to as *chart elements*.

The picture below illustrates all chart elements:



Series 1, Series 2, etc. represent the chart's *data series*.

Three-dimensional charts types contain some additional chart elements (walls, floor, etc.).

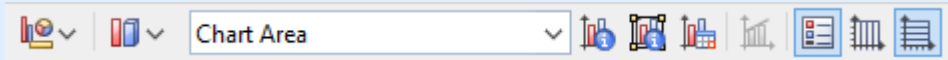
Each of these chart elements can be selected and modified.

## Selecting chart elements

To select a chart element, first click on the chart itself to select it (if it isn't already selected). Then, click on the desired chart element. For example, to select a data series, click on any value in this series.

**Note:** To select a *single* value within a data series, first click on the data series to select the entire series, and then click on the desired value.

**Hint:** Alternatively, open the chart elements dropdown list in the middle of the Chart toolbar and select the desired element.



## Changing position and size of chart elements

Some chart elements can be moved or resized – for example, the legend. To move an element, select it and drag it to the desired position. To change its size, drag one of the corner handles.

## Changing position and size of chart elements

Some chart elements can be moved or resized – for example, the legend. To move an element, select it and drag it to the desired position. To change its size, drag one of the corner handles.

## Modifying chart elements properties

As described in the section [Changing common chart properties](#) later on, charts have *common* properties that you can modify whenever needed. Apart from those common properties, you can also change the properties of *single* chart elements.


For example, to change the properties of the legend displayed in a chart, proceed as follows:

1. Select the chart by clicking on it.
2. Right-click on the legend to open its context menu.

**Android:** In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

3. In the context menu, choose the **Legend: Properties** command (*not* the **Chart: Properties** command).

This command will open a dialog containing legend-specific properties.

**Hint:** Clicking the  icon in the Chart toolbar or double-clicking a chart element will also access the element's properties dialog.

A different dialog appears for each type of chart element. For example, axes allow you to modify their scale, legends allow you to choose a different font, etc.

For detailed information on all chart elements and their individual properties, see the manual for the spreadsheet application *PlanMaker*, keyword "chart elements".


---

## Changing common chart properties

**FreeOffice:** In SoftMaker FreeOffice, charts can only be *displayed*. Creating new charts and editing charts is not supported.

The previous sections discussed how to change the properties of specific chart *elements*. The following section details the *common* chart properties. This includes layout options, the chart type, settings related to the data series, etc.

To modify the common properties of a chart, select the chart and choose the **Object > Properties** menu command.

**Hint:** Clicking the  icon in the Chart toolbar will also access the Object Properties dialog.

In this dialog, the following options are available:

### Format tab

On the **Format** tab, you change the position and size of the chart.

For details, see section [Object properties, Format tab](#).

### Properties tab

On this tab, you can modify common object settings.

For details, see section [Object properties, Properties tab](#).

### Chart Type tab

Here you can change the chart type.

First, select a chart type on the left. Then, choose a sub-type on the right.

For details on chart types, see the manual for the spreadsheet application *PlanMaker*, keyword "chart type".

### Series tab

*Data series* are the most important chart elements. They represent the data to be displayed in a chart. For example, in a column chart, the height of each column stands for the size of the corresponding value.

The **Series** tab allows you to modify settings related to the data series of a chart. You can even enter or change the values contained in a data series (using the **Edit** button).

Before making any changes, make sure you have selected the desired data series in the **Series** list.

Options available:

## ■ Series

The **Series** list contains a list of all data series defined in the current chart.

The arrow buttons change the order of data series.

The **Add** and **Delete** buttons add/delete a series.

The **Edit** button can be used to enter/edit the values contained in the selected data series. See also section [Entering/editing the data of a chart](#).

## ■ Data sources group box

Allows you to specify which values are used to build up the selected data series.

The fields in this section are filled in automatically, and there is usually no need to change them.

**Note:** It is not recommended to modify these fields by hand. Use the **Edit** button instead (located below the **Series** listbox). It opens a dialog where you can enter/edit these values in a more comfortable way. (More information on this dialog can be found in the section [Entering/editing the data of a chart](#).)

Fields in this section:

**Name:** The name of the data series. If you leave this field empty, the data series will be assigned an automatically generated name (Series 1, Series 2, etc.).

**Y values:** The y values of the data series. To modify them, do not enter values directly but use the **Edit** button (located below the **Series** listbox).

Annotation: With most chart types, the *y values* represent the data to be displayed in the chart. For example, in a column chart, the y values determine the height of the columns.

**X values:** The x values of the data series. To modify them, do not enter values directly but use the **Edit** button (located below the **Series** listbox).

Annotation: With most chart types, the *x values* are irrelevant and therefore set to "Auto" (= automatic). All they do is providing labels for the category axis (x axis). Exception: E.g. in XY scatter charts and bubble charts, the x and y values determine the coordinates of the data points.

**Bubble size:** The bubble sizes of the data points (only in bubble charts). To modify them, do not enter values directly but use the **Edit** button (located below the **Series** listbox).

## ■ Display this series as group box

Allows you to modify the way the selected data series is displayed in the chart. For example, in a column chart, you can change the appearance of one or more data series to lines instead of columns.

## ■ Use secondary axis for this series

If you check this option, the selected data series will be displayed using a secondary value axis (y axis). Secondary axes can have a different scale than primary axes.

Annotation: Using a secondary axis is helpful if one or more data series require a completely different scale on the axis because they contain values many times larger or smaller than the other data series.

## Elements tab

Use the **Elements** tab to show/hide certain chart elements or to add captions to them.

Options available:

- **Chart title**

Lets you enter a title for the chart. The title will be displayed above the chart.

- **Primary Axes** group box

Allows you to configure the primary axes:

The checkbox in front of the axis determines if it will be displayed in the chart.

The text box to the right lets you enter a caption for the axis.

The options **Major grid** and **Minor grid** determine if a grid will be displayed in the background of the chart.

- **Secondary Axes** group box

Allows you to configure the secondary axes (only available for charts that contain a secondary axis).

- **Legend**

Allows you to change the position of the legend. A *legend* is a small box indicating which colors/patterns are assigned to the data series displayed in the chart.

## 3D View tab

**Note:** This tab is only available for three-dimensional chart types.

Use the **3D View** tab to modify the 3D effect settings for the chart.

Options available:

- **Rotation angle** and **Elevation angle**

Lets you modify the viewing position. **Rotation angle** rotates the chart around the vertical axis; **Elevation angle** changes the height of the viewing position.

- **Perspective**

To display the chart with perspective distortion, check this option and choose the amount of distortion (0 to 100 percent).

- **Height** and **Depth**

Lets you modify the height and depth of the chart (as a percentage of its original size).

## Radar tab

**Note:** This tab is only available for Radar charts.

Use the **Radar** tab to modify settings specific to Radar charts.

Options available:

- **Starting angle**

Rotates the chart by the specified angle.

- **Orientation**

Specifies if the data points are arranged clockwise or counterclockwise.

- **Round chart**

If this option is checked, circle segments are drawn between the axes instead of lines.

- **Polar coordinates**

If this option is checked, polar coordinates are used instead of Cartesian coordinates. Only available if **Round chart** is checked.

If **Angle between axes** is set to  $x$ , an axis is plotted every  $x$  degrees.

If **Angle between axis descriptions** is set to  $x$ , an axis label is plotted every  $x$  degrees.

- **Limit plot area to radar**

If this option is checked, only the area inside the radar will be filled. If it is not checked, the rectangle surrounding the radar will be filled as well.

---

## Saving charts as images

Whenever needed, you can save an image of a chart as a picture file. This makes it easier, for example, to share the chart with others or to insert it into a web page or any other document.

Proceed as follows:

1. Select the chart of interest.
2. Invoke the menu command **Object > Chart > Save as picture**.
3. In the **Save as type** list, choose the desired image format. (PNG format is recommended.)

Tip: The *PNG format* is always a good choice here, since it offers a fairly good and at the same time lossless compression.

4. Enter a filename for the image file and confirm with **OK**.
5. Another dialog appears where you can select an image resolution or enter your own values for width and height. Confirm with **OK**.

Presentations creates the specified picture file and stores an image of the chart in it.

---

## OLE objects

**Note:** OLE objects are available only with the **Windows** version of Presentations.

Presentations for Windows allows you to embed objects, created with other applications (such as drawings, pictures, etc.), into your document.

For example, from within Presentations, you can use the menu command **Object > New OLE object frame** to start the Windows *Paint* program and then draw something. When you exit Paint, the drawing appears in the Presentations document as an embedded document.

A tremendous advantage of this feature is that you can edit the drawing in the Presentations document. Simply by double-clicking on it, Paint will restart automatically. When you have finished editing and closed Paint, your changes will be imported by Presentations.

For this feature to work, the application invoked from Presentations must support *OLE*. OLE stands for "Object Linking and Embedding". The object that is imported from the other application into Presentations is called an *OLE object*.

Depending on your preference, you can either *embed* an OLE object in a document or insert it in the form of a *link* to a file. In making a determination, consider the following:

- When **embedding** an OLE object, the object is *newly created* inside another program and then managed *permanently* within the Presentations document. Thus, it exists only in the Presentations document.
- **Linking** works in a similar way, except that in this case the OLE object (the drawing, picture, etc.) exists as a separate file. You insert into the Presentations document only a *link* to this file. If you subsequently use another program to change something in this file and then open the Presentations document containing it, your changes will be visible in the document. Thus, in this case, the Presentations document does not contain the OLE object itself, but only a replica of the object.

All further information on working with OLE objects are provided in this section. It covers the following topics:

- [Embedding OLE objects](#)
- [Acquiring an OLE object from a file](#)
- [Editing OLE objects](#)
- [Editing links to OLE objects](#)
- [Changing the properties of OLE objects](#)
- [Using Equation Editor objects](#)

See the next pages for details.

---

## Embedding OLE objects

**Note:** The use of OLE objects is possible only with the **Windows** version of Presentations.

The **Object > New OLE object frame** menu command embeds an object that you create with another application into your Presentations for Windows document. After it has been embedded, such an object can still be edited using the application that originally created it.

The command opens a dialog box containing a list of all the applications that can provide OLE objects. The entries displayed in the list depend on the OLE-capable programs installed on your system.

Selecting "Paintbrush Picture", for example, will open the Windows *Paint* program (called *Paintbrush* in some versions of Windows). You can then create a picture. When you subsequently exit Paint, the picture is embedded in the slide. You can edit this picture whenever you wish simply by double-clicking on the picture.

Step by step, the procedure for embedding an OLE object is as follows:

1. Choose the menu command **Object > New OLE object frame**.
2. A dialog box pops up, letting you select the type of OLE object to be inserted. Only objects provided by OLE compatible applications are listed.
3. Click **OK**, and the corresponding application will be started.
4. From within the application, create the object.
5. Exit the application.
6. If the application displays a dialog box asking if you want to update the object in the Presentations document, click **Yes**.
7. The OLE object frame is inserted.

In case you want to modify its position or size, do the following:

To change the position, click on the OLE object frame and (while still holding the mouse button down) drag it to the desired position.

To adjust its size, drag on one of the round handles surrounding the frame.

The OLE object created in the other application is now embedded in the Presentations document.

**Acquiring an OLE Object from a file:** You can embed not only a newly created OLE object, but also an object acquired from a file that has already been created by another application. For details on how this can be done, see the next section.

---

## Acquiring an OLE object from a file

If you do not want to create a new OLE object, but want to embed an existing file (created previously in another application) as an OLE object, you still invoke the **Object > New OLE object frame** menu command. However, instead of choosing the option **Create New** in the dialog, you select the **Create from File** option.

With this selection, the options in the dialog are different. Instead of the **Object Type** list, a **File** entry field is displayed. Here, enter the full file name of the document file, or click on the **Browse** button to bring up a dialog box that will enable you to search your hard disk for the file.

When you have specified a file and confirmed with **OK**, the file is inserted as an OLE object.

When the OLE object is being inserted, Windows checks the file name extension to see if it is associated with a program that can be started. If the file name extension is not registered, the embedded file is merely represented by a symbol. On the other hand, if Windows can relate the file name extension to an OLE-capable program, the content of the embedded file is displayed.

### Creating a link to the original file

The dialog box described above provides an additional option that allows you to specify whether the object to be inserted from the file should be *embedded* in or *linked* to the document. If you leave the **Link** option unchecked, Presentations inserts a copy of the file into the document as an OLE object and saves this copy in the document – thus, the object is *embedded* in the usual way.

On the other hand, if you check the **Link** option, Presentations inserts the OLE object in the form of a link to the original file. In this case, if you should ever modify the original file with another application and then reopen the Presentations document that contains the link to this file, the OLE object will appear modified accordingly – thus, the OLE object remains *linked* to the original file.

---

## Editing OLE objects

OLE objects can be modified as follows:

**Tip:** To edit an OLE object, simply double-click on it. The object will be opened immediately in its native application, where it can be edited.

Alternatively, you can use the menu to edit an OLE object. Proceed as follows:

1. Click on the OLE object to select it.
2. Invoke the **Edit** menu. At the bottom of the menu, you will find an item that refers to the object by name (for example, **Bitmap object**). Selecting this menu item opens a sub-menu containing all the OLE commands that are available for this OLE object. Invoke the **Edit** command to edit the object.
3. The application associated with the OLE object now starts. Make the desired changes there.

To return to Presentations, simply exit the object's source application. When exiting some applications, you will be asked if you want to update the object in the Presentations document. Answer "Yes"; otherwise, your changes will be discarded.

---

## Editing links to OLE objects

If you acquire an OLE object from a file with the **Link** option checked (see the [Acquiring an OLE object](#) section), you can edit the resulting link to the source file with the **Edit > Link** menu command.

When you invoke this command, a dialog box appears and displays a list of all the existing links in the current document. When you select a link from the list, the name and type of the source file to which the link refers are displayed in the lower part of the dialog box.

The dialog's buttons allow you to perform the following functions:

Button	Function
<b>Update Now</b>	Updates the OLE object. Use this button if the source file has been modified by another program and the changes are not visible in the Presentations document.
<b>Open Source</b>	Starts the application associated with the OLE object, allowing you to edit the object in the application. Tip: Double-clicking on the object has the same effect.
<b>Change Source</b>	Lets you select a different file as the source for the OLE object (see also the section entitled <a href="#">Acquiring an OLE object</a> ).
<b>Break Link</b>	Cuts the link to the source file. As a result, the object is embedded permanently in the Presentations document. Changes to the source file no longer have any effect on the document. However, the object can still be edited by double-clicking on it.

---

## Changing the properties of OLE objects

To modify the properties of an OLE object frame, first select it with a mouse click. Then invoke the **Object > Properties** menu command to bring up the associated dialog.

The following settings can be made in this dialog:

### Format, Filling, Lines, etc. tabs

The tabs listed below are present for almost all object types. They allow you to modify the following settings:

- **Format:** For changing the size and position of the object. For more information, refer to the [Object properties, Format tab](#).
- **Filling:** For changing the filling of the object. Not supported by all OLE applications. See section [Object properties, Filling tab](#).

- **Lines:** For adding border lines. See section [Object properties, Lines tab](#).
- **Shadow:** For adding a shadow. See section [Object properties, Shadow tab](#).
- **Effects:** For adding various types of effects. See section [Object properties, Effects tab](#).
- **Properties:** For modifying common object settings. See section [Object properties, Properties tab](#).

For OLE objects, there is an additional tab with further options:

## Picture tab

On the **Picture** tab, you can change settings that affect the graphical representation of the OLE object.

*Note:* Depending on the application associated with the OLE object, some of the options may be not supported.

Options available:

- **Variants**

In this list, a number of predefined variations of the object are presented – for example different color modes (grayscaled, black & white, etc.) as well as colorized variants of the object.

To choose one of these variants, simply click on it, and the options in the dialog will be adjusted accordingly.

- **Settings** group box

Here you can change brightness, contrast, saturation and gamma (color balance, with an effect on brightness).

- **More** button

This button opens a dialog with the following additional options:

When you activate the **Mix with color** option and choose a color below, the object will be colorized accordingly.

The options in the **Cropping** group box can be used to crop the object. This is useful when you need only a segment of the object. For example, if you want to cut off the upper forth of the object, first select **Use relative values** and enter "25" (percent) at **Top**.

If you select **Use absolute values**, the entries are cut off in absolute length units and not as a percentage. If you enter negative values, the areas of your object are not cut off, but it is extended with a frame.

- **Export** button

You can use this button to export a copy of the graphical representation of the object, that is, to save an image of the object on your hard disk.

---

## Using Equation Editor objects

**FreeOffice:** The *SoftMaker Equation Editor* is not included in SoftMaker FreeOffice.

**Note:** The *SoftMaker Equation Editor* is available only for Windows.

This section on OLE objects concludes with information pertaining to the **SoftMaker Equation Editor**, which can represent mathematical formulas in graphical form.

Presentations communicates with the Equation Editor via *OLE*, as described in the previous sections. Thus, to add a graphical representation of a formula to your document, you insert an OLE object for which the Equation Editor is the source application.

To do this, proceed as follows:

1. Invoke the **Object > New OLE object frame** menu command.
2. Select the **SoftMaker Equation Editor** entry from the **Object Type** list.
3. Confirm with **OK** to start the Equation Editor.
4. Create the desired formula.
5. When you have finished building the formula, simply exit the Equation Editor.

The formula is now embedded in the Presentations document as an OLE object.

You can edit objects created with the Equation Editor by double-clicking on them. Following a double-click, the Equation Editor is restarted and the formula object is opened in it. After you make the desired changes, simply close the Equation Editor again.

Moreover, you can change the properties of an Equation Editor object by selecting the object with a single mouse click and then invoking the **Object > Properties** menu command.

### Information from the creators of the Equation Editor

The SoftMaker Equation Editor is a special version of the *MathType* program from Design Science. If you make frequent use of formulas in your documents, you might find that MathType itself is even better suited to your needs than the SoftMaker Equation Editor. While just as easy to use as the Equation Editor, MathType has a number of additional functions that can help you be more productive and create more complex formulas.

MathType is available in English, French, German, and other languages. You can obtain information about the purchase of MathType from your software distributor or directly from Design Science.

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## Tables

The tables feature provides you with the capability to lay out certain parts of your slide in a tabular form to make them more legible.

In this section, you will find detailed information on working with tables. The following topics are covered:

- [Inserting a table](#)
- [Editing tables](#)
- [Selecting table cells and cell contents](#)
- [Deleting, copying, moving cell contents](#)
- [Deleting rows and columns](#)
- [Inserting rows or columns in a table](#)
- [Resizing rows and columns](#)
- [Merging and splitting table cells](#)
- [Formatting tables](#)
- [Tip: Using the Table toolbar](#)

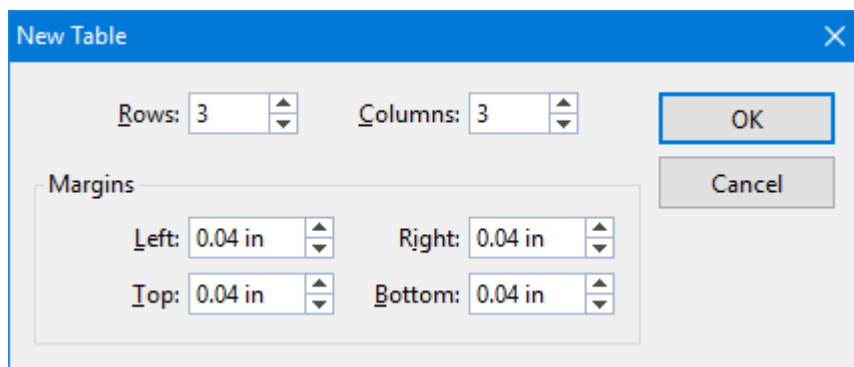
See the next pages for details.

---

### Inserting a table

To insert a table into a slide, complete the following steps:

1. Invoke the menu command **Object > New table frame**.
2. A dialog box allows you to specify the number of rows and columns for the table as follows:



You can also specify the inner margins for all table cells.

3. When you click on **OK**, the table is inserted.

In case you want to modify its position or size, do the following:

**Important:** To change the position, click on the *border* of the table frame and then (while still holding the mouse button down) drag the frame to the desired position.

To adjust its size, drag on one of the handles surrounding the frame.

Once inserted, tables can be resized and moved anywhere on the slide. To move a table, select it by clicking on any of its border lines. Then, drag it to the desired position.

---

## Editing tables

You can enter, edit and format text within tables in the same manner as any other text. When you insert a new table, Presentations automatically places the text cursor in the first table cell, so that you can begin typing immediately.

You can type multiple lines of text within a cell because the lines will be broken automatically. You can begin a new paragraph inside a cell using the **Enter** ↵ key. The heights of all the cells in a row will adjust automatically.

To move the text cursor from one table cell to another, you can press the **Tab** key to move to the next cell, or **Shift+Tab** to move to the previous cell. To move the text cursor from row to row, use the arrow keys ↓ and ↑.

You can also click in any cell using the mouse, and that cell becomes active.

**Note:** The **Tab** key is not used for inserting tab stops within table cells. In tables, you enter *tab stops* not with **Tab**, but with the key combination **Ctrl+Tab**.

---

## Selecting table cells and cell contents

Text selection *within* a table cell works just like normal text selection.

To select *complete* table cells, including all their content, click in the first cell to be selected, press and hold down the left mouse button and drag the selection to the last cell of interest.

Or, with the keyboard, select the whole cell content and then press **Shift+→** which will select the entire cell. To select additional cells, continue pressing **Shift+→** or **Shift+↓**.

There is an alternative way to select complete lines or column of cells: Invoke the **Object > Table > Select row** menu command to select rows or **Object > Table > Select column** to select columns.

---

## Deleting, copying, moving cell contents

To delete, copy or move the contents of table cells, select the cells and then use the commands in the **Edit** menu as follows:

Command	Explanation
<b>Delete</b>	The <b>Edit &gt; Delete</b> menu command deletes the contents of all the currently selected cells.
<b>Cut</b>	The <b>Edit &gt; Cut</b> menu command cuts the contents of the selected cells and holds them in the clipboard.
<b>Copy</b>	The <b>Edit &gt; Copy</b> menu command copies the contents of the selected cells into the clipboard.
<b>Paste</b>	The <b>Edit &gt; Paste</b> menu command inserts the contents of the clipboard. Before using this command, position the text cursor in the desired cell.

**Note:** Notice that these commands apply only to the *contents* of the cells. So, when you select some cells and invoke, for example, the **Delete** command, only the contents of the cells are removed while the cells themselves remain as they were. To find out how to delete entire table cells (including their content), see the next section.

---

## Deleting rows and columns

To delete rows and columns from a table, do *not* press the Del key – because this only deletes the contents of the table cells, not the table cells themselves. Instead, do the following:

1. Select the cells to be deleted.
2. Choose the menu command **Object > Table > Delete columns** (or **Delete rows**).

The cells, together with their contents, are now removed.

---

## Inserting rows or columns in a table

You can insert new rows or columns into a table by doing the following:

1. Position the text cursor in a cell in the table.
2. Invoke the **Object > Table** menu command and chose any of the commands from its sub-menu:

**Insert rows above,**

**Insert rows below,**

**Insert columns to the left, or**

**Insert columns to the right.**

The new row or column is inserted accordingly.

---

## Resizing rows and columns

By default, rows and columns are distributed evenly, resulting in all cells being the same size. However, you can change the width of the columns and/or the height of the rows, as desired, by dragging and dropping any of the inner or outer lines in the table.

If you later change your mind and decide that you want the columns and/or rows to be evenly distributed in your table, select the table and choose the menu command **Object > Table > Distribute columns evenly** and/or **Distribute rows evenly**.

---

## Merging and splitting table cells

This section describes how you can *merge* table cells (combine several cells to make one cell) and *split* cells (separate cells into multiple cells).

### Merging table cells

You can merge neighboring table to create a single cell as follows:

1. Select the cells to be merged.
2. Invoke the **Object > Table > Merge cells** menu command.

The cells are now combined into a single cell. The contents of the original cells are not lost; instead, they are combined in the resulting cell: The content of each original cell is placed in a separate paragraph.

### Splitting table cells

You can split table cells into smaller cells as follows:

1. Position the text cursor in the cell you want to split.
2. Invoke the **Object > Table > Split cells** menu command.
3. A dialog box appears. Enter the number of rows and columns into which the cell should be split.
4. Confirm with **OK**.

The cell is now split based on the number of rows and columns specified.

You can select multiple neighboring cells before invoking the **Object > Table > Split cells** menu command. When you do this, all the selected cells are split in a single step.

---

## Formatting tables

The next sections will acquaint you with the commands available for formatting tables:

- [Row properties](#)

Use the **Object > Table > Row properties** menu command to change the formatting of the *rows* in a table, for example, their row height.

- [Cell properties](#)

Use the **Object > Table > Cell properties** menu command to format individual table *cells*. With it, you can modify the width and margins of cells and change their borders and shading.

- [Table properties](#)

Use the **Object > Table > Table properties** menu command to change the formatting of *entire tables*. For example, this command allows you to change the borders and shading of an entire table at once.

See the next pages for details.

---

## Row properties

The **Object > Table > Row properties** menu command is for modifying the formatting of complete rows in tables.

Before invoking this command select the rows whose format is to be changed. If you do not select any rows, the changes will be applied only to the row in which the text cursor is positioned.

The dialog box for this command offers the following options:

### Height

Here you can modify the height of table rows by selecting from among the following options:

- **Auto**

This is the default setting. When it is selected, Presentations determines the optimum height for the rows automatically (by adapting it to the space actually needed by the cell contents).

- **Exact**

When you select this option, you can specify exactly the height you want the rows to be. However, in this case the height of the rows will be fixed; it will *not* be automatically adjusted – even when it is not sufficient to accommodate the contents of the cells.

- **At least**

This option represents a combination of the two options above. If you enter "1 in" here, for example, the height of the rows will be set to exactly 1 inch, provided that this height is sufficient for the contents of the cells. However, if you enter more text in a cell than can be accommodated in 1 inch, Presentations will automatically increase the row height.

---

## Cell properties

The appearance of the current table cell can be modified with the **Object > Table > Cell properties** menu command.

It goes without saying that you can select more than one cell, or even complete rows and columns, before you invoke this command in order to change the properties of several cells at once.

The following settings can be made in this dialog:

### Format tab

This tab offers formatting options for the selected table cell(s), including:

- **Size**

Here you can change the **Width** of the selected cells.

***Tip:** Cell widths can also be changed with the mouse. To do this, drag the right border of a cell left or right with your mouse. If you have not selected any cells, the width of all the cells in the current column is changed. If you have selected some cells, only the width of the selected cells is changed.*

- **Vertical alignment**

This setting determines how the content of cells will be aligned with respect to the top and bottom edges of the cell:

**Top:** The cell content will be aligned flush against the top edge of the cell. (This is the default setting.)

**Centered:** The cell content will be centered between the top and bottom edges of the cell.

**Bottom:** The cell content will be aligned flush against the bottom edge of the cell.

**Justified:** The lines of text within the cell will be equally spaced, in such a way that the top line will be flush against the top edge of the cell and the bottom line flush against the bottom edge.

- **Rotate by...**

Here you can specify the angle of rotation for the cells contents.

- **Margins**

Here you can change the interior margins of cells.

## Shading tab

Use this tab to add a color shade or a pattern to the selected table cells.

Proceed as follows:

### ■ Adding a shade

You can add a color shade mixed from a specific foreground color and background color to the selected cells.

To add a shade, set the **Type** to **Shading** and specify the following settings:

First, choose a **Foreground** and a **Background** color. (The background color is set to white by default.)

In the **Shades** section, several mixtures of these two colors are now offered. Click on one of these suggestions to choose it. Alternatively, you can enter an exact percentage for the shade in the edit box below **Shading** (in the **Type** section). Values between 0 (100% background color) and 100 (100% foreground color) are allowed.

### ■ Adding a pattern

To add a pattern, click on one of the patterns in the **Pattern** section.

You can also select a different **Foreground** and **Background** color for the pattern.

### ■ Removing a shade or pattern

If you want to remove an existing shade or pattern, select **None** in the **Type** list.

## Borders tab

Use this tab to control the appearance of the border and gutter lines of the selected table cells. You can add lines as well as modify existing lines.

Proceed as follows:

1. First, choose *what* kind of border lines you want – by specifying the following options:

**Line style** (single, double, or dashed lines)

**Thickness** of the line

**Color** of the line

2. Then, specify *where* to apply this line (top, bottom, left, right, etc.).

For this purpose, a preview box surrounded by a set of buttons is available in the right half of the dialog. Use it as follows:

A) When you click on one of the lines in this preview, the selected type of border line is applied to the corresponding border.

B) Alternatively, you can click on the buttons displayed to the left and below the preview. Each button represents one border (indicated by the symbol displayed on the icon).

C) The buttons shown above the preview provide some shortcuts:

The **Outline** button applies the currently set up border line to *all* outer borders.

The **Inside** button does the same for all inner lines (the gutter lines).

The **None** button removes all lines at once.

3. Add/change as many lines as you like – by simply repeating step 2.

Of course you can always modify the line settings (step 1) before you apply the line (step 2).

When you confirm, the lines will be applied to the selected cells.

---

## Table properties

The **Table properties** dialog is used for modifying the formatting of *entire tables*. For example, this dialog allows you to set the borders and shading of an entire table at once.

To open this dialog, position the text cursor in any cell in the table and choose the **Object > Table > Table properties** menu command.

Note: This dialog can also be invoked with the **Object > Properties** menu command – the two commands are identical.

**Hint:** You can also double-click on the border of the table to open this dialog.

The following settings can be made:

### Format tab

On this tab you can change the size and position of the table.

### Borders tab

Here you can modify the table's border lines and gutter lines (the lines between the cells).

For details, see the section [Cell properties](#).

### Cells Shading tab

Here you can modify the shading of all cells in the table.

For details, see the section [Cell properties](#).

### Format Cells tab

Here you can change settings that affect how cell contents are displayed (text orientation, margins, etc.) in all cells of the table.

For details, see the section [Cell properties](#).

## Table Filling tab

Here you can change the filling of the table as a whole.

The result is basically identical to changing the shading of all cells in the table (using e.g. the **Cells Shading** tab mentioned above). However, the **Table Filling** tab offers additional filling options such as color gradients and bitmaps.

For more information, refer to the [Object properties, Filling tab](#) section.

## Properties tab

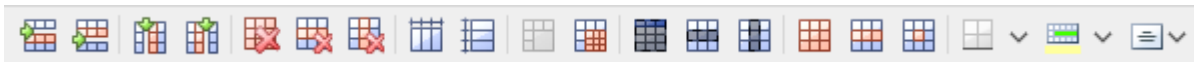
Here you can change common object settings for the table.

For more information, refer to the [Object properties, Properties tab](#) section.

---

## Tip: Using the Table toolbar

Apart from its menu commands, Presentations provides another useful aid for editing tables: the *Table toolbar*.



*The Table toolbar*

This toolbar appears automatically when you position the text cursor in a table or when you select a table. From left to right, its icons represent the following functions:

- Insert row above
- Insert row below
- Insert column to the left
- Insert column to the right
- Delete entire table
- Delete current row
- Delete current column
- Distribute rows evenly
- Distribute columns evenly
- Merge cells
- Split cells
- Select all cells in the table
- Select current row
- Select current column
- Modify table properties
- Modify row properties
- Modify cell properties
- Modify cell shading
- Modify cell borders
- Modify orientation of cell contents

For details on each of these functions, see the section [Tables](#).

---

## Media objects

As with OLE objects, you can embed a media object (either a movie clip or a sound clip) into a presentation. The movie clip or sound clip must exist outside Presentations before you embed it in a slide.

In this section, you will find detailed information on working with media objects. The following topics are covered:

- [Inserting media objects](#)
- [Changing the properties of media objects](#)

See the next pages for details.

---

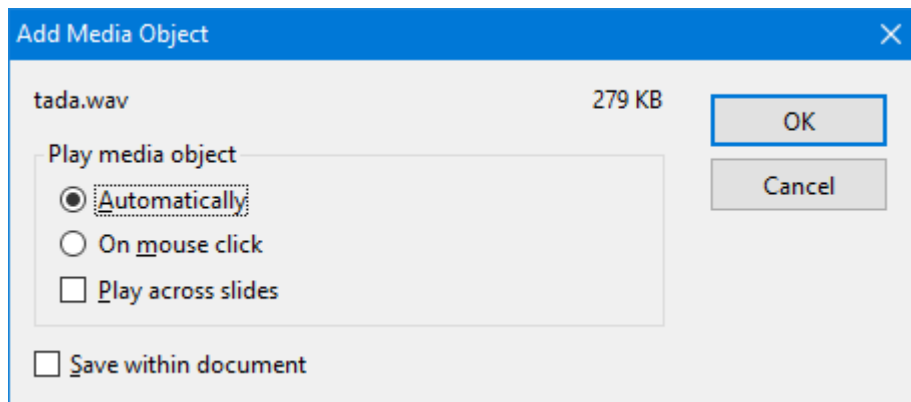
### Inserting media objects

To add a media object to a slide, complete the following steps:

1. Invoke the **Object > New media object** menu command.
2. Choose whether to insert a **Sound** or a **Movie** file.

***Note:*** Movies can be inserted and played only under Windows. Sounds only under Windows and Android.

3. A file dialog appears, allowing you to locate the media object for inclusion on your slide. Select the desired movie clip (or sound clip) and click on **OK**.
4. You will now be presented with another dialog containing settings related to the playback of the sound or movie clip during the show:



You can choose to play the media object either **Automatically** (as soon as the slide displays) or **On mouse click** (upon clicking on the object in the show).

Activate the **Play across slides** option if you want the sound/movie to continue playing after the show has advanced to the next slide. (Useful e.g. for background music.)

If you check the **Save within document** option, a copy of the media file will be saved in the document. Otherwise, only a link to the original file will be stored. (This option is available only for certain types of media files.)

5. Click on **OK** to insert the object.

### Playing media objects in the document window

When you are working within the document window of your presentation and want to play a media object for test purposes, simply use the right-mouse button context menu to select the **Play media** option.

---

## Changing the properties of media objects

When you insert a media object, Presentations inserts an icon or image, which indicates that a sound or a movie clip was inserted at this location.

To modify the properties of this icon/image, or the properties of the media object itself, first select the object with a mouse click. Then invoke the **Object > Properties** menu command to bring up the associated dialog.

***Hint:*** This command can also be invoked by double-clicking on the object.

The following settings can be made in this dialog:

### Format, Filling, Lines, etc. tabs

The tabs listed below are present for almost all object types. They allow you to modify the following settings:

- **Format:** For changing the size and position of the object. See section [Object properties, Format tab](#).
- **Filling:** For changing the filling of the image (or icon) that represents the media object. Only visible if the image/icon has transparent parts. See section [Object properties, Filling tab](#).
- **Lines:** For adding border lines to the image/icon. See section [Object properties, Lines tab](#).
- **Shadow:** For adding a shadow to the image/icon. See section [Object properties, Shadow tab](#).
- **Effects:** For adding various types of effects to the image/icon. See section [Object properties, Effects tab](#).
- **Properties:** For modifying common object settings. See section [Object properties, Properties tab](#).

For media objects, there are additional tabs with further options:

## Picture tab

On this tab, you can change settings that affect the image (or icon) representing the media object.

Options available:

- **Variants**

In this list, a number of predefined variations of the image/icon are presented – for example different color modes (grayscaled, black & white, etc.) as well as colorized variants of the image.

To choose one of these variants, simply click on it, and the options in the dialog will be adjusted accordingly.

- **Settings** group box

To change brightness, contrast, saturation or gamma (a color balance adjustment that affects the brightness) of the image/icon representing the media object, enter percentage values in the appropriate input fields.

- **More** button

This button opens a dialog with the following additional options:

When you activate the **Mix with color** option and choose a color below, the image/icon representing the media object will be colorized accordingly.

The options in the **Cropping** group box can be used to crop the image/icon. This is useful when you need only a segment of the image/icon. For example, if you want to cut off the upper forth of the image/icon, first select **Use relative values** and enter "25" (percent) at **Top**.

If you select **Use absolute values**, the entries are cut off in absolute length units and not as a percentage. If you enter negative values, the areas of your image/icon are not cut off, but it is extended with a frame.

- **Transparency** group box

Lets you modify the transparency settings of the image/icon representing the media object. Options available:

**Detect automatically:** Uses the transparency settings stored in the picture file.

**No transparency:** Ignores the transparency settings stored in the picture file. Even pictures containing transparent areas will not be displayed transparently.

**Color:** Lets you choose the color to be displayed transparently. For example, if you select white, all white areas will become transparent.

- **Export** button

You can use this button to export the image/icon representing the media object, that is, to save a copy of it on your hard disk.

## Media tab

This tab provides options related to the content of the media object.

Options available:

- **Type**

A description of the media object type is provided by Presentations. This option cannot be altered; it is simply used for informational purposes.

- **File**

The source path and file name of the media object is provided by Presentations. This option cannot be altered; it is simply used for informational purposes.

- **Loop and Rewind**

Allows you to set the media object to play continuously (**Loop**) or automatically rewind when the object plays to completion (movies only).

---

## Drawings

Presentations provides tools to create drawings in your documents. The following types of drawings are available:

- Lines and curves (lines, arrows, connectors, curves)
- Rectangles and ellipses
- AutoShapes (predefined shapes)
- TextArt objects (text effects)

In this section, you will find detailed information on working with drawings. The following topics are covered:

- [Inserting drawings](#)
- [Adding text to AutoShapes](#)
- [Changing the properties of drawings](#)

See the next pages for details.

---

## Inserting drawings

To insert a drawing, for example, a rectangle, proceed as follows:

1. Invoke the **Object > New drawing** menu command. A sub-menu opens. From the sub-menu, select a drawing tool – in this case the **Rectangle** tool.

Alternatively, click on one of the drawing tools displayed in the object toolbar.



2. With some of the drawing tools, additional action is required (see below). However, this is not the case with rectangles.
3. The drawing is inserted.


In case you want to modify its position or size, do the following:

To change the position, click on the drawing and (while still holding the mouse button down) drag it to the desired position.

To adjust its size, drag on one of the round handles surrounding the drawing.

The method of producing a drawing object varies according to the drawing tool used. Accordingly, all the available types of drawing objects are listed below together with tips for manipulating them:

## Lines and curves

Use the **Line** tool  in the Object toolbar to draw lines and curves.

When you click on this icon, a list of available line and curve tools opens. Select a tool by clicking on it, then proceed as follows:

### ■ Lines

The first category in the list offers tools for drawing straight lines and arrows.

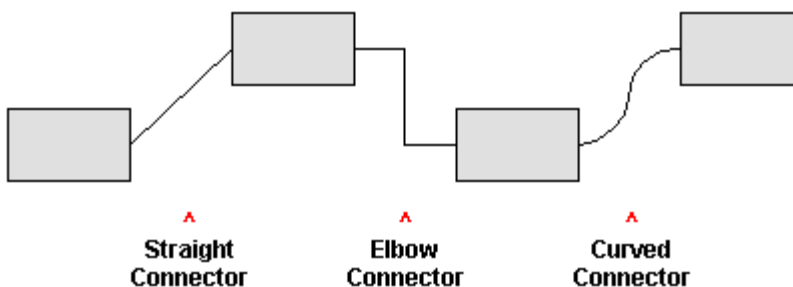
To use one of these tools, select it, then press and hold the left mouse button and simply draw a line in the document.

Tip: When you hold down the **Shift**⬆ key while drawing, the direction of the line is variable only in increments of 45 degrees.

Note: Arrows are simply lines with an arrowhead chosen for the **Start** and/or **End** option in the object properties, **Lines** tab.

### ■ Connectors (straight, elbow and curved)

The tools in the next three categories allow you to draw connecting lines between two objects. You can see the differences among these three kinds of connectors in the following illustration:




To use one of these tools, select it and then drag the mouse pointer from one object to another, holding down the mouse button.

Tip: When you move the mouse pointer over an object, small blue boxes appear at various points on the object. These boxes indicate where the connector line can "dock" to the object.


## ■ Curves

Use the tools in this category to draw curves, as follows:

The **Curve** tool  allows you to draw Bezier curves.

To draw a curve, click on the position where you want to have its starting point; then click on as many other points as you like. The curve will automatically follow your clicks.




To quit drawing, you can either a) click on the curve's starting point (which will automatically make it a *closed* curve) or b) *double-click* on any other position to set its end point there (which will make it an *open* curve).

The **Freehand form** tool  allows you to draw irregular curves as you would be able to do by hand with a pencil.

To draw freehand, move the mouse to the desired starting point, press and hold the left mouse button, and start drawing as if using a pencil. To draw a straight line, release the mouse button and click on the desired position.

To quit drawing, you can either a) click on the curve's starting point (which will automatically make it a *closed* curve) or b) *double-click* on any other position to set its end point there (which will make it an *open* curve).


## Rectangles, rounded rectangles, and ellipses

Use one of the **Rectangle**, **Rounded Rectangle** and **Ellipse/Circle** tools    to insert rectangles, rounded rectangles, or ellipses.

Every time you click on one of these tools, the corresponding drawing object is inserted in a standard size. You can change its position by dragging it with your mouse. To change its size, drag one of the round handles on its corners.

In the case of rounded rectangles, you can additionally change the rounding of the corners. To do this, select the rectangle. A *yellow* handle will then appear at one of its corners. By dragging this handle you can change the rounding accordingly.

## AutoShapes

Use the **AutoShape** tool  to insert AutoShapes. *AutoShapes* are ready-made drawings appropriate for a wide variety of applications, including standard shapes like rectangles as well as flow chart symbols, stars, speech balloons, etc.

As soon as you choose the desired AutoShape, it is inserted in a standard size. If necessary, you can change its position by dragging it with your mouse. To adjust its size, drag one of the round handles on its corners.

**Note:** With some types of AutoShapes, *yellow* handles appear on the object when it is selected. If you drag on one of these handles, a parameter controlling the shape of the object is changed. For example, stars have handles that let you change the size of their tines.

**Hint:** You can even add text to AutoShapes. It will be displayed inside the shape – just like in a text frame. To learn more about this feature, refer to the [Adding text to AutoShapes](#) section.

## TextArt objects

Use the **TextArt** tool  to insert TextArt objects. *TextArt objects* are used to create text effects.

When you activate this tool a dialog appears. Enter your text in the dialog's **Text** field and then click on **Variants** to choose one of the ready-made effects to be applied to the text. Confirm with **OK** to leave the dialog.

---

## Adding text to AutoShapes

As mentioned previously, you can add text to an AutoShape, if desired. The text is then displayed inside the AutoShape – exactly as it would be in a text frame.

To add text to an AutoShape, complete the following steps:

1. Select the desired AutoShape.
2. Right-click it to open the context menu.
3. Choose the **Add Text** command.

You can now type text inside the AutoShape.

**Hint:** There's a faster way to add text to an AutoShape: First select the AutoShape with a mouse click, then simply start typing.

If you want to change the formatting of the text, use the menu commands **Format > Character** and **Format > Paragraph** as usual.

To finish editing the text, click outside the AutoShape. To continue editing the text at a later time, click inside the AutoShape or choose the **Edit Text** command from the context menu.

**Note:** *Text frames*, which are described in an earlier section of this chapter, are really nothing more than AutoShapes (in this case, simple rectangles) to which text has been added. Thus, all the information in the section [Text frames](#) applies with equal validity to text frames and to AutoShapes containing text.

---

## Changing the properties of drawings

To modify the properties of a drawing, first select it with a mouse click. Then invoke the **Object > Properties** menu command to bring up the associated dialog.

**Hint:** This command can also be invoked by double-clicking on the drawing.

The following settings can be made in this dialog:

### Format, Filling, Lines, etc. tabs

The tabs listed below are present for almost all object types. They allow you to modify the following settings:

- **Format:** For changing the size and position of the object. See section [Object properties, Format tab](#).
- **Filling:** For changing the filling of the object. See section [Object properties, Filling tab](#).
- **Lines:** For modifying the lines used to draw the object. See section [Object properties, Lines tab](#).
- **Shadow:** For adding a shadow. See section [Object properties, Shadow tab](#).
- **3D:** For adding a 3D effect. See section [Object properties, 3D tab](#).
- **Effects:** For adding various types of effects. See section [Object properties, Effects tab](#).
- **Properties:** For modifying common object settings. See section [Object properties, Properties tab](#).

For certain types of drawings additional tabs will appear on the dialog, giving you access to more options (as described on the following pages).

---

### AutoShapes tab (available only for AutoShapes)

*Note:* This tab appears only for AutoShapes.

The **AutoShapes** tab allows you to change the shape of an AutoShape. For example, you can turn a rectangle into a speech balloon or any other shape you like.

To change the shape, simply click on the desired AutoShape in the list.

---

### Inner text tab (available for AutoShapes with text added)

*Note:* This tab appears only for AutoShapes containing text (see the section [Adding text to AutoShapes](#) section), as well as for [Text frames](#) and [Placeholders](#).

Use the **Inner Text** tab to change settings affecting the text inside the AutoShape.

Options available:

- **Inner margins** group box

Lets you modify the margins between AutoShape and inner text. If you check the **Automatic** option, Presentations will calculate suitable settings automatically.

- **Columns** group box

You can split the text within the AutoShape into several columns. Enter the **Number** of columns and the **Spacing** between the columns.

- **Rotate by...** group box

Lets you rotate the inner text in 90 degrees increments.

- **Vertical alignment** group box

Lets you change the vertical alignment of the inner text as follows:

Option	Function
<b>Top</b>	Align inner text at the top of the object
<b>Centered</b>	Vertically center text between the top and bottom of the object
<b>Bottom</b>	Align inner text at the bottom of the object

- **Autofit options** group box

The following settings can be found here:

**Resize shape to fit text:** When this option is on, the size of the object automatically adapts to the amount of text it contains. For example, if you enter more text than the object can hold, it will automatically grow.

**Wrap text in shape:** This option determines if the text inside the object should be wrapped (word-wise) automatically. When you turn it off, the text will always be rendered in one single line, no matter how long it is.

---

## Text tab (available only for TextArt objects)

**Note:** This tab appears only for TextArt objects.

Use the **Text** tab to select the desired TextArt effect and to edit or format the text to be displayed.

Options available:

- **Text**

Here you can edit the text to be displayed.

- **Variants**

Here you can choose which TextArt effect to apply.

- **Font** group box

Here you can change the font and apply the text styles **Bold** and **Italic**.

If you check the **Same height** option, all letters (including lower case letters) will be stretched to a uniform height.

- **Spacing** group box

The **Character** option affects the spacing between characters. Values below 100% produce spacings that are closer together than normal, values above 100% produce spacings that are wider apart.

The **Line** option affects the spacing between lines. This setting is effective only for text that consists of multiple lines.

- **Alignment** group box

Here you can change the alignment of the text. This setting is effective only for text that consists of multiple lines.

- **Placement** group box

If you check the **Vertical text** option, the letters will be rotated by 90 degrees.

---

## **Deformation tab (available only for TextArt objects)**

*Note:* This tab appears only for TextArt objects.

Use the **Deformation** tab to change the type of shaping effect to be applied to the characters. To do this, click the desired type of deformation.

---

# Animations

While *slide transitions* impact the way one slide moves to the next (see section [Adding slide transitions](#)), *object animations* affect how single objects appear on the slide during the slide show.

Object animations allow you to add some extra flair to your presentation by giving you the ability to add special effects to your slides. Animations are dynamic and interesting, which help captivate your audience. Just make sure these effects are not overused.

With object animations, you have two general choices as to how to set them up: a) you can apply them *individually* to slide objects, or b) you can apply them to *every* placeholder on the current slide (or even all slides) using a "slide animation scheme". Slide animation schemes may even include a matching slide transition effect.

This chapter covers information on working with object animations, including the following:

- [Object animation](#)

In the first section, you will learn how to add, edit, and manage animations for individual objects.

- [Slide animation schemes](#)

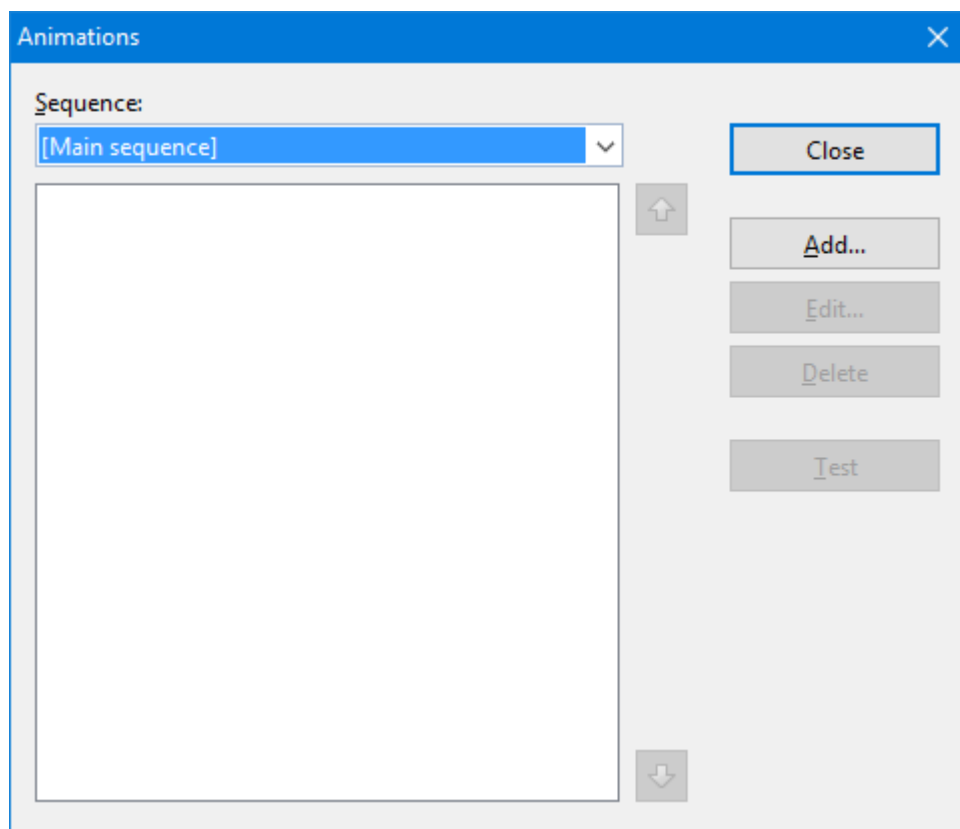
*Slide animation schemes* let you apply slide transitions *and* matching object animations to *all* objects on a slide or even the entire presentation. Learn more about this practical aid in this section.

---

## Object animation

Use the **Object > Animations** menu command to edit the animations added to the objects of a slide.

It displays the following dialog:



The dialog shows *all* animations currently assigned to the objects on the current slide. You can add new animations, or modify or delete existing animations.

For detailed information, read the next sections. They cover the following topics:

- [Adding animations to an object](#)

The first section explains how to add animations to objects.

- [Modifying and managing existing object animations](#)

Next, you will learn how to edit and manage existing object animations.

- [Tip: Using the sidebar](#)

This section covers the sidebar, a tool that makes working with animations a lot easier.

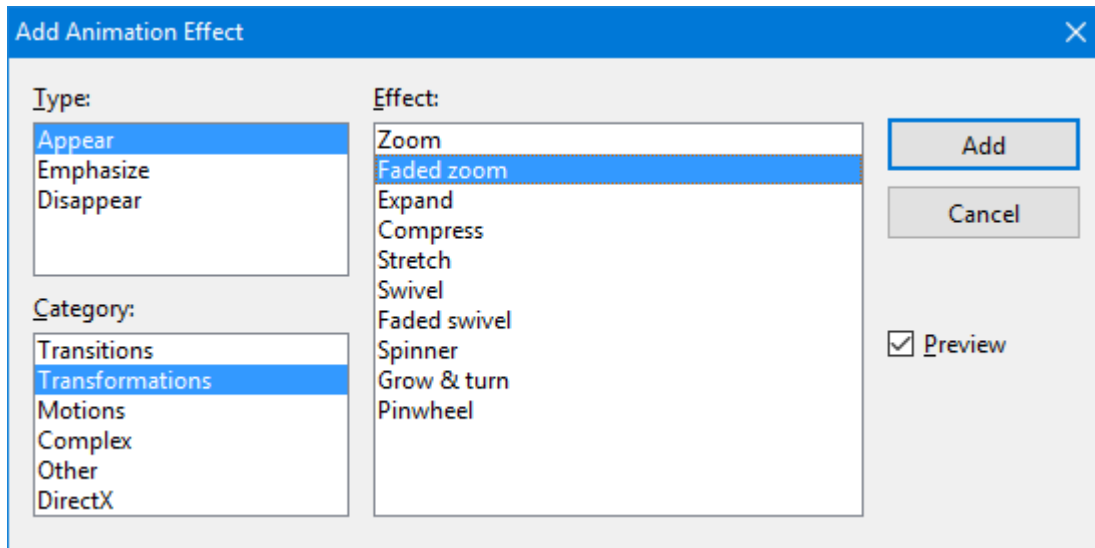
- [Animation properties in detail](#)

There are various settings that you can use to adjust object animation effects. This section describes them in detail.

---

## Adding animations to an object

To add an animation to an object, select the object and click on the **Add** button in the dialog of the **Object > Animations** menu command. This will display a list of all available animations as follows:



The **Type** selection box lets you select the type of the animation, as follows:

- **Appear** effects make objects appear on the slide (for example, by fading them in, or, by letting them "fly" into the slide).
- **Emphasize** effects change the appearance of objects to emphasize them (for example, by letting them flash in a different color or size for a moment).
- **Disappear** effects make objects disappear from the slide (for example, by fading them out, or, by letting them "fly" off the slide).

For media objects (movies or sounds), one additional type named **Media commands** is available in the **Type** selection box, providing effects to start, pause, or stop the media.

Each of the effect types has a number of categories for the animation effect, which are listed in the **Category** selection box. Each category is associated with a list of animation effects from which to choose from in the **Effect** list box.

To choose an effect, start by selecting the **Type**, then the **Category**, and then the specific **Effect**.

The **Preview** checkbox lets you see the effect of each animation on the selected object as you move through the dialog choices. This is useful for helping you locate the animation effect that best suits your needs.

### Notes on using the SoftMaker effects

In the list of available effects, you will find a category named "**SoftMaker**". This category holds particularly impressive animations that utilize a graphics technology called OpenGL. The following restrictions apply when you use these effects:

- The SoftMaker effects can be saved only in **Presentations documents**. When you save your presentation as a PowerPoint document, they will be replaced by simple fade effects.
- Accordingly, when playing a slideshow, these effects can be rendered only in **Presentations**, not in Microsoft PowerPoint.

---

## Modifying and managing existing object animations

When you have added animations to objects, you can modify their behavior whenever desired.

To do so, choose the **Object > Animations** menu command. As stated earlier, this command displays *all* animations added on the current slide. Select the animation of interest in the list box, and click on the **Edit** button. A dialog providing numerous additional options for "fine-tuning" the effect will appear. For more information on the options available, see the section [Animation properties in detail](#).

To remove an animation, select it and click the **Delete** button.

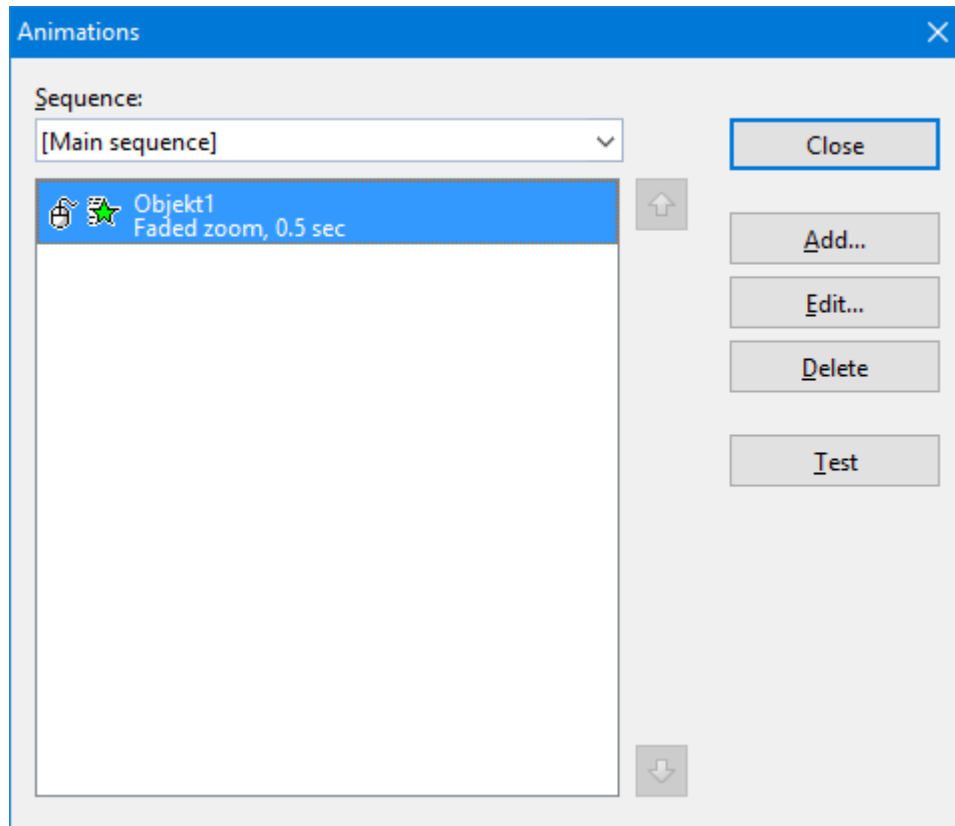
The arrows to the right of the list box are used to move selected animations up or down so that you can change their chronological order.

When you are selecting or modifying an animation, you can see it run on the screen by clicking the **Test** button.



The dropdown list **Sequence** provides access to animation sequences other than the main sequence, in case you have defined any. (Presentations allows you to create additional animation sequences that are executed only when a certain object is clicked. For more information, see the next section.)

### Icons displayed in the Animations dialog




The list box shown in the dialog of the **Object > Animations** menu command displays the name of the object the animation is associated with, the name of the animation effect, and the duration time.






The icons to the far left show what action triggers the animation to start (see also the next section):

-  The animation starts with a mouse click.
-  The animation begins after the previous animation.
- (No icon) The animation starts together along with the previous animation.

The icons to the right of the start icons show the animation type:

-  *Appear* effect
-  *Emphasize* effect
-  *Disappear* effect


Additionally, the following icons may be displayed with media objects:

-  Play media object
-  Pause media object
-  Stop media object

---

## Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply object animations:

When you click on the  icon in the toolbar located on its top, the sidebar will display controls that can be used to add and edit object animations directly, similar to the dialog described above.

- To add an animation to an object, select the object, click on the **Add effect** button in the sidebar, and choose which type of effect to apply. Then, choose the desired effect and click the **Add** button.
- To edit an existing animation, select it in the timeline and click on the **Edit** button.
- The arrow buttons can be used to change the position of the animation currently selected in the timeline.
- The "X" button deletes the selected animation.
- Apart from that, a timeline displaying bars that represent the duration of each animation is shown in the sidebar. To change the timing of an animation, simply move or resize the corresponding bar with your mouse.

If you want to learn more about the sidebar, read the section [Using the sidebar](#).

---

## Animation properties in detail

As described before in the section [Adding animations to an object](#), you can modify the animations added to the objects on the current slide using the **Object > Animations** menu command.

To change the settings of an animation, invoke this command, select the animation of interest and click the **Edit** button. A dialog providing the following options will display:

### Start tab

This tab lets you control when to start the animation.

The available settings include the following:

- **Start animation:**

Controls when the animation begins. Options available are:

**On next mouse click:** The animation begins after a mouse click.

**After previous animation:** The animation begins as soon as a previous animation (if there is one) is finished.

**Together with previous animation:** The animation runs simultaneously with the previous animation.

**Hint:** If you want an animation to start automatically during the slide show, but it is the first one of a slide, just select **After previous animation** and it will launch automatically even though there is no previous animation on this slide.

#### ■ **Sequence:**

Controls if the animations should be started as part of the main sequence or only when a certain object is clicked. Options available:

**Start animation as part of the main sequence:** The animation is a part of the main animation sequence for this slide, meaning that it starts *automatically* (with or after a previous animation, or with a mouse click anywhere in the slide, depending on the options described above).

**Note:** The *main sequence* is the default sequence of animations for the current slide. It will be executed *every time* this slide is displayed in a show.

**Start animation after click on the following object:** The animation starts only *when you click on the specified object*. The dropdown list lets you select the object on the slide that, when clicked on, will launch the animation.

**Note:** Choosing the latter option will create an *additional* sequence of animations. It will only be executed when the chosen object is clicked during the presentation.

To access this sequence in the **Object > Animations** dialog, select it in the **Sequence** list at the top of dialog.

### **Timing tab**

This tab sets the amount of time the animation will take to complete, as well as any delay or repeat parameters.

The available settings include the following:

- **Duration:** Lets you specify how long the animation runs for before completion (the shorter the time you choose, the faster the animation runs).
- **Delay:** Lets you control how long to wait before actually running the animation after it is triggered. For example, if you enter a value of 5 (seconds) here, there will be a 5 seconds delay until the animation starts (after the previous animation has ended, or a mouse click was performed).
- **Repeat:** Controls whether the animation cycles for a set number of times (choose an option from the list or type in a number), cycles until you go to the next slide, or cycles until the next click. By default, the animation runs only once (no cycling).
- **Play across slides:** Sounds only: By default, sounds are stopped when a show advances to the next slide. If you want a sound to continue playing across a number of slides (e.g. background music), enter the number of slides here.
- **Smooth start:** The start of the animation will be smoothed.
- **Smooth end:** The end of the animation will be smoothed.

### Effect tab

This tab lets you control the animation with numerous types of effects and variations.

The available settings include the following:

- **Animation type:** Three basic animation types are available: Appear, Emphasize, and Disappear (as described in the previous section). Each type contains numerous effects.
- **Animation effect:** Lists the available effects associated with the animation type you selected.
- **Variants:** Lists the available variants for an effect (for example, the direction the animated object should fly in).

### Sound tab

This tab controls whether or not a sound is associated with the animation.

The available settings include the following:

- **Keep previous sound:** Continues playing the sound that you have set for the previous animation.
- **Stop previous sound:** Stops the sound that is currently playing from a previous animation.
- **Play new sound:** Plays a new sound with the animation. To choose the sound file to play, select it from the list or click on the **File** button to browse your hard disk for other sound files.

### End tab

This tab controls what happens after the animation is completed. For example, you can have the object dim itself when the animation has finished.

**Hint:** Instead of using the limited options offered on this tab, you can alternatively add a *Disappear* effect to the object. *Disappear* effects offer far more options to choose from.

The available settings include the following:

- **Don't dim:** The object does not change after the end of the animation.
- **Dim with color:** At the end of the animation, the object dims into the chosen color.
- **Hide:** Hides the object when its animation is finished.
- **Hide after next mouse click:** Hides the object at the first mouse click after the object animation is finished.

**Hint:** The effect is only seen if it is not the last animation of the slide; otherwise, a mouse click typically switches the presentation to the next slide.

- **Rewind emphasis effect:** Some *Emphasize* effects change, for example, from one color to another automatically, but do not turn back to the original color at the end. The **Rewind emphasis effect** checkbox lets those animations switch to the original color when the animation is finished.

If the chosen effect switches automatically back to the original state, this option is grayed out.

## Text tab

**Hint:** This tab is available only for objects that contain text.

This tab controls how the text for the object, or parts of the text, behave during the animation.

The available settings include the following:

- **Animate paragraphs:** The selection list lets you group the whole text to be animated at once, or just parts of the text (all paragraphs or different list levels of a hierarchical bullet list).
- **Automatically animate grouped paragraphs with delay:** Defines the delay each paragraph group waits for beginning to run the animation.

This option is available only if you have grouped paragraphs.

- **Reverse animation order:** Reverses the order of the single animated text parts.

This option is available only if you have grouped paragraphs.

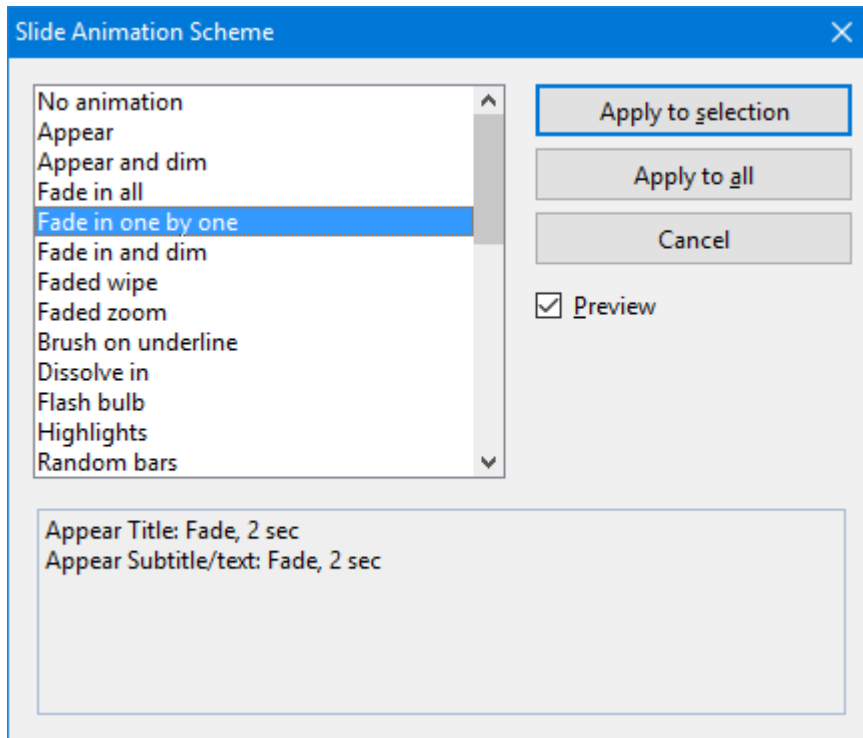
- **Animate text:** Lets you define whether the text is animated all at once, by word, or by letter.
- **Delay between words/letters:** Sets additional delays (independent from the delay for the entire paragraph described above) between single words or letters, depending on whether you set the **Animate text** option to **By word** or **By letter**. If you set it to **All at once**, there will not be any additional delays.
- **Animate attached shape:** Also applies the chosen animation to the shape that contains the text (if applicable).

---

## Slide animation schemes

*Slide animations schemes* are sets of predefined special effects that make it very easy to add some motion to your presentation. Most of them contain a slide transition *and* a matching object animation. When applied, the included object animation is added to all placeholders that contain text on the slide.

To use a slide animation scheme, choose the **Slide > Animation scheme** menu command. The following dialog will display:



The dialog contains a list of all the slide animations that are predefined and provided by Presentations.


If the **Preview** checkbox is checked, you can click any of the choices and see the effect on the slide beneath the dialog. This lets you move through the list of animations and review them before choosing the one that best suits your needs. Also, the text box at the bottom of the dialog gives you a description of what the animation scheme does.

To apply the animation scheme you selected to all slides in your presentation, click the **Apply to all** button. If you want to apply the animation to slides you selected before, click **Apply to selection**.

**Note:** Object animations in slide animation schemes are applied only to placeholders that contain text; other objects are not affected.

### Tip: Using the sidebar

The *sidebar* (the pane displayed right of the slide) provides a quicker way to apply slide animation schemes:

When you click on the  icon in the toolbar located on its top, the sidebar will display a list of all animation schemes available. Simply click on one of them, and it will be applied to the current slide immediately.

If you want to learn more about the sidebar, read the section [Using the sidebar](#).

---

## Working with text

In placeholders, you can enter text by simply clicking inside the placeholder and starting to type. Additionally, you can add text frames and drawings to your slides and enter text inside them.

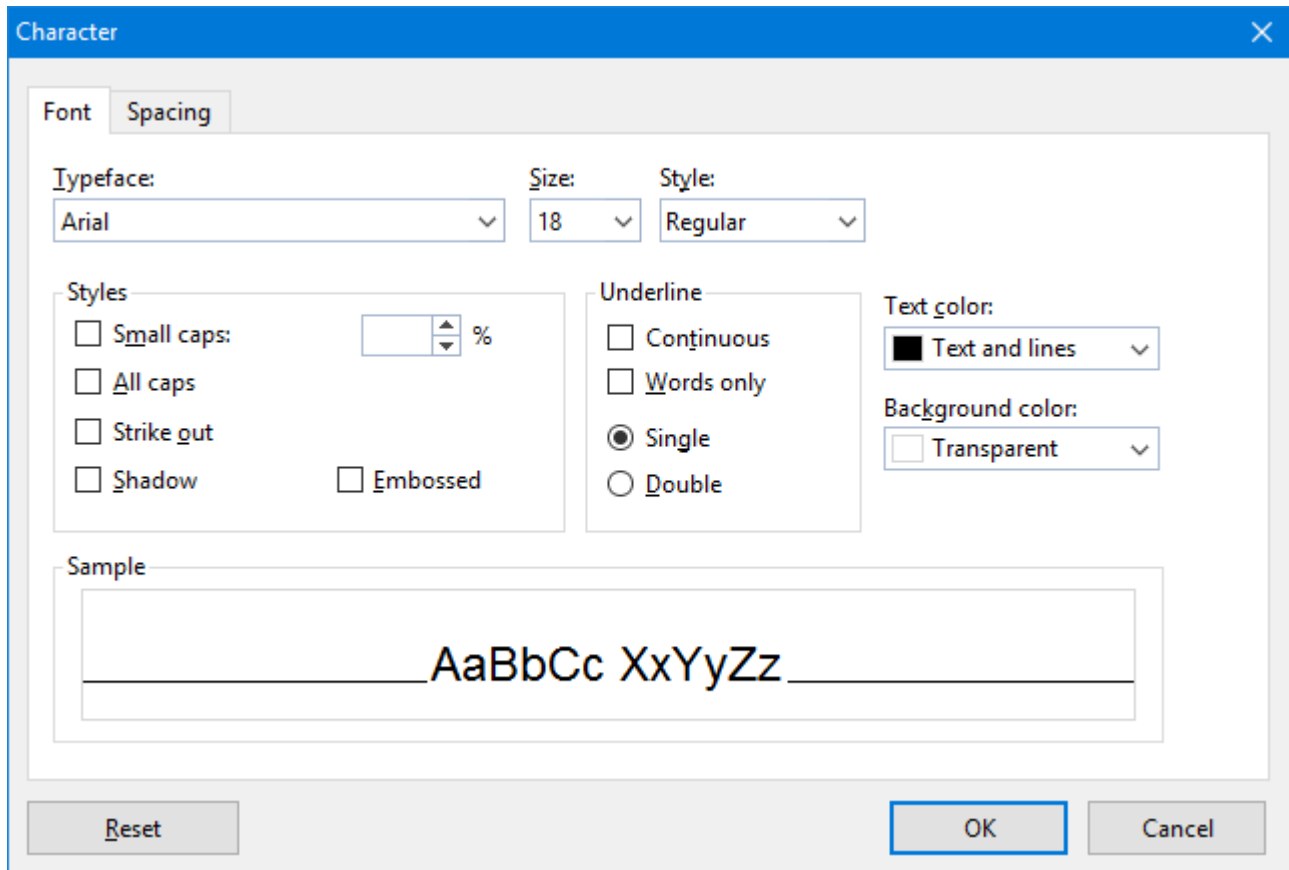
With Presentations, editing and formatting text is similar to using a word processing program. This chapter covers information on working with text in Presentations. It is divided into the following sections:

- [Character formatting](#)
- [Paragraph formatting](#)
- [Bulleted and numbered lists](#)
- [Searching and replacing](#)
- [Inserting special characters](#)
- [Pasting with special formatting](#)

---

## Character formatting

Using the **Format > Character** menu command, you can change the appearance of one or more characters in text.



The options in its dialog are distributed over several "index cards". You can switch between them by clicking on one of the tabs along the top of the dialog:

- **Font** tab

For selecting the [typeface](#) and [font size](#), [font styles](#) like bold, italic and underlined, and the [text color](#)

- **Spacing** tab

For changing properties like [super- and subscript](#), [character spacing and pitch](#) and [kerning](#)

- **Hyperlink** tab

For inserting and editing [hyperlinks](#) (e.g., to web pages).

## Modifying character formatting

There are two ways to modify character formatting:

- *After text has been entered*, you can modify character formatting by selecting the desired text, invoking the **Format > Character** menu command and making the desired changes.

**Android:** Please note that in the Android version, selecting text is done in a quite different way. For details, see the section [Text](#).

- *As you type new text*, you can modify character formatting by first selecting the format using the **Format > Character** dialog, and then typing. All text typed after the setting(s) will be in the format selected. For example, you can select a new font. From that point on, all text that you enter will appear in the new font, until you make a different font selection.

Additional information on the topic of character formatting is presented in the sections that follow.

---

## Typeface and font size

To change the typeface and/or the font size, do the following:

1. Select the text to be modified.
2. Invoke the menu command **Format > Character**.
3. In the associated dialog, switch to the **Font** tab (if necessary).

Now you can set the desired typeface and font size:

- To change the *typeface*, open the **Typeface** dropdown list box by clicking on the small arrow to its right and select the desired typeface.
- The most useful *font sizes* are presented in the **Size** dropdown list box. You can select one of these sizes or enter a different size manually. Type sizes can be given with a precision of a tenth of a point – thus a size such as 12.7 is allowed.

## Using the Formatting toolbar

You can also change the typeface and font size with the Formatting toolbar.



*The Formatting toolbar*

This is done by selecting the text you want to format, opening the dropdown list box containing typefaces, or the one containing type sizes, and selecting the desired format from the list with a mouse click.

---

## Text styles

*Text styles* are formatting options like bold, italic, underline, etc. that give emphasis to text.

Presentations supports the following text styles:

- **Italic:** A slanted variant of the typeface.
- **Bold:** A heavier ("thicker") variant of the typeface.
- **Underline:** The text is underlined (single, double, words only single, words only double, etc.).

- **SMALL CAPS:** Lowercase letters are replaced with small uppercase letters.
- **ALL CAPS:** All letters are rendered in uppercase.
- **Strike-out:** The text is struck through.
- **Shadow:** The text appears with a shadow behind it.
- **Embossed:** The text appears as if it were embossed.

## Applying text styles

To apply text styles, invoke the menu command **Format > Character** and switch to the dialog's **Font** tab.

To turn on bold or italic, open the **Style** list (to the right of font size option) and select the desired style from the list: Regular, *Italic*, **Bold** or **Bold-Italic**.

To apply other text styles, turn them on or off by clicking on the corresponding checkbox in the **Styles** section of the dialog.

You are not limited to just one style; rather, you can apply combinations of the styles to text (although not all combinations are possible).

## Using the Formatting toolbar

The most commonly used text styles can also be applied using the formatting toolbar.



*Text styles icons in the formatting toolbar*

Click on the icon for the text style you want to apply or remove. Icons available (from left to right):

- Boldface
- Italic
- Underline
- Shadow
- Emboss

## Keyboard shortcuts

There are also keyboard shortcuts for the application of text styles:

Command	Windows/Linux	Mac
Bold	Ctrl+B	Cmd+B
Italic	Ctrl+I	Cmd+I
Underline	Ctrl+U	Cmd+U

---

## Text color

You can specify the color for both the text itself and for its background.


To do this:

1. Select the desired text.
2. Invoke the menu command **Format > Character**.
3. In the associated dialog, switch to the **Font** tab (if necessary).

You can now select the desired color for the text from the **Text color** list.

You can also specify a background color for the text using the **Background color** list. By default, the background color is set to **Transparent**. If you choose a different color for the background, the text will appear against this color.

### Notes

- If none of the existing colors offered in the color list suits you, you can always compose your own colors. To do this, click on "**Define color...**", which is the last item in the color list (see also section [Document properties, Colors tab](#)).
- The text color can also be changed using the  icon in the **Formatting toolbar**:

To do so, select the text of interest and click on the little arrow right of this icon (*not* on the icon itself). Then, choose the desired color from the list that opens.

Tip: To apply to same color to another piece of text, select the text and simply click on the icon itself.

---

## Superscripts and subscripts

You can position text above or below the character baseline to create a superscript (e.g.  $r^2$ ) or subscript (e.g.  $H_2O$ ).

Simply select the text, invoke the menu command **Format > Character**, switch to the **Spacing** tab, and check the **Superscript** or **Subscript** checkbox.

If you wish, you can specify the amount of offset above or below the baseline by entering a percentage in the **Position** edit box. In addition, you can specify the size reduction to be applied to the superscripted or subscripted text by entering a percentage in the **Size** edit box. For example, if you want a subscript to be the same size as adjoining normal text, you can specify 100 percent.

---

## Letter spacing and character pitch

Presentations also allows you to change the spacing and pitch of text.

**Spacing** is the horizontal distance between characters. If you make the value smaller than 100%, the characters appear closer together than normal, and if you make the value larger than 100%, the characters appear farther apart.

If you change the **character pitch**, the width of the characters themselves, rather than the spacing between them, is affected.

To change these settings, invoke the menu command **Format > Character**, switch to the **Spacing** tab, and enter the desired value at **Spacing between characters** or **Character pitch**.

*Note:* For some printers, changing the pitch of characters formatted in one of the printer's *internal* fonts is ignored in the printout.

---

## Kerning

Certain pairs of letters look better when the spacing between these letters is reduced or increased a bit. Such adjustments, called *Kerning*, can be made automatically by Presentations.

A picture illustrates best what kerning is about:



*Top: without kerning, bottom: with kerning*

The upper half of the picture (without kerning) shows that the letters "V" and "A" are too far apart when no kerning is applied. In the lower half (with kerning), this has been corrected.

To activate kerning, select the text of interest, choose the **Format > Character** menu command, switch to the **Spacing** tab and activate the option **Use kerning**.

Presentations now automatically adjusts the spacing between all letters where this would improve the text appearance.

*Note:* Not all typefaces provide *kerning information* in their font data, which is required to determine which letter pairs to adjust and how. Almost all font collections published by **SoftMaker** include extensive kerning information.

---

## Hyperlinks

The **Character** dialog's third tab allows you to add hyperlinks to your slides. A hyperlink lets a user click on a link to jump either to another location within the presentation, a Web site, an e-mail address, or another file.

***Note:*** Hyperlinks become active only in shows. Clicking on them in Presentations' main window has no effect.

### Creating a hyperlink

To add a hyperlink, select the text that will serve as the link, choose the **Format > Character** command, and then click on the **Hyperlink** tab the associated dialog.

(Alternatively, you can invoke the same dialog by choosing the **Format > Link** menu command.)

In the dialog, use the options in the **Type** section to set the action that happens when the hyperlink is clicked, as follows:

- The **None** option means that nothing occurs (although the options in the **Effects** section at the bottom of the dialog can still be used).
- The **Slide navigation** option allows you to make the presentation jump to another slide in the current presentation. When you select the **Slide navigation** option, a list of all the slides in the presentation appears to the right of the option.
- The **Custom show** option provides the ability to start a custom show. When you select this option, the list of available custom shows is displayed. See the [Custom shows](#) section to learn how to set up a custom show.
- The **URL** option allows you to set a URL to load (if referencing a Web site, the default Web browser is launched outside Presentations). If you want to jump to a specific bookmark on that page, enter its name in the **Bookmark** box below.
- The **File** option allows you to open another Presentations file or to launch another application. You can also enter the path and name of a document; in that case, the application associated with it will start and open the specified document.
- The **E-mail** option allows you to send an e-mail using your default mail client outside of Presentations.
- The **Object action** option is not available for text.

The **Effects** section can be used to play a sound effect when the link is clicked, as follows:

- The default setting is **No effect**, which means that there will not be any sound effect when you click the hyperlink during the presentation.
- The **Play new sound** option allows you to invoke a sound file to play whenever you click the hyperlink during the presentation. If this option is selected, the **File** button will bring up a window so you can browse to locate the sound file you want to use.
- If the **Stop previous sound** option is checked, whenever the link is clicked, any audio file currently playing will be stopped.

### Editing or removing a link

To edit an existing hyperlink, first select the link text. Then invoke the menu command **Format > Link**. A dialog box like the one described above then appears. Here you can edit the target of the link.

To remove a link, proceed as follows:

- **Removing a link by deleting the link text**

When you delete text that has been formatted as a link, the link is removed with the text.

- **Removing only the link**

If you want to remove only the link and leave the text in place, select the text and invoke the menu command **Format > Remove link**.


---

## Transferring formatting

With the menu command **Format > Transfer formatting** you can quickly apply a character's format (typeface, size, styles etc.) to other characters.

To do this, proceed as follows:

1. Select the character whose format you want to transfer. You can also select multiple characters; they should however have the same character format.
2. Invoke the menu command **Format > Transfer formatting**.

The mouse pointer now becomes a little brush: 

3. Drag the mouse (with the mouse button held down) over the characters to which the format is to be transferred.

***Hint:** If you press and hold the **Ctrl** key while you do this, not only the character format is transferred but also the paragraph format.*

4. If you want to apply the format to additional characters, repeat step 3 as often as required.
5. When finished, invoke the **Transfer Formatting** command again or simply press the **Esc** key.

---

## Removing character formatting

In case you need to remove character formatting, Presentations lets you do this easily.

Proceed as follows:

1. Select the text segment of interest.

2. Invoke the menu command **Format > Standard**.

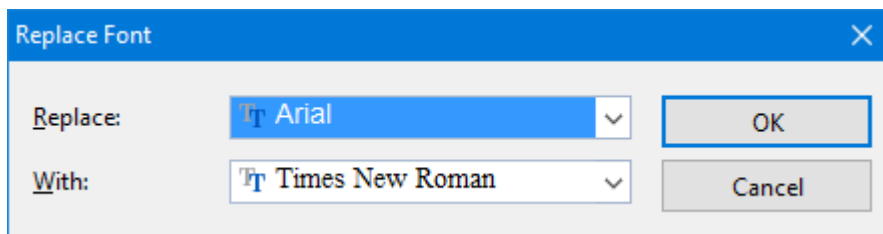
Presentations now removes any character formatting that you have applied to the selected text.

---

## Replacing a font

You can globally replace one font in a presentation with another font. The reasons for doing this might be for design purposes (because one font will look better than another) or due to a font being unavailable on your system.

To replace a font in an entire presentation, use the **Format > Replace font** menu command. This will display the following dialog:



There are two dropdown lists in the dialog. In the top list you select the font name you want to replace, and in the bottom list you specify the replacement font. Upon clicking on **OK**, every instance in the Presentation will be changed, using the specified font for replacing.

---

## Paragraph formatting

To specify the *formats for text paragraphs*, use the **Format > Paragraph** menu command.

**Paragraph formats include:**

- [Indents](#)
- [Line spacing](#)
- [Spacing above/below a paragraph](#)
- [Paragraph alignment](#)
- Hyphenation frequency (see section [Hyphenation](#))
- [Character format for entire paragraphs](#)
- [Tabs](#)

See the next pages for details.

Paragraph formats always apply to *complete paragraphs*. Changes to paragraph formatting affect the entire paragraph in which the text cursor is positioned. If you select multiple paragraphs, all the selected paragraphs are affected.

## Changing the paragraph formatting

You can modify the paragraph formatting in either of the following ways:

- To change the formatting of paragraphs *after they have been typed*, select the paragraphs of interest, invoke the **Format > Paragraph** menu command, and make the desired changes.
- To change the paragraph formatting *while typing new text*, set the desired formatting with **Format > Paragraph** without anything selected. The current paragraph is re-formatted according to your settings. Moreover, from this point on, every new paragraph that you begin by pressing the **Enter** ↵ key takes on the same new format – until you change the paragraph formatting again.

**Units of measure:** You can enter values in Presentations' dialog boxes not only in inches\*, but also in other units of measure. To enter a value in specific units, simply add one of the following units of measure after the number:

Unit	Explanation
cm	centimeter
in	inch – 1 in equals 2.54 cm.
pt	point – 72 pt equal 1 in.
pi	pica (character) – 1 pi equals 12 pt.

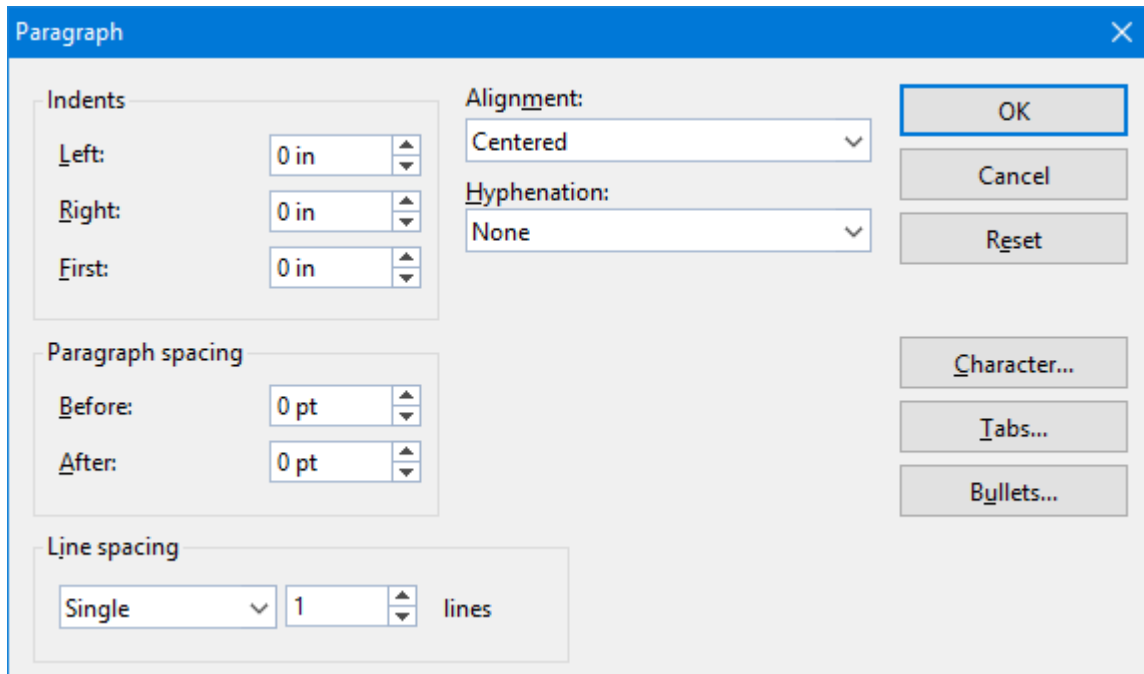
\* The default unit of measure depends on your computer's region settings.

For example, if you type 7.62 cm as the position for a tab stop, Presentations puts it at 3 in (= 7.62 cm).

## Indents

With the help of *indents*, you can change the left and right margins of paragraphs to inset or widen text. The indent for the first line of a paragraph can be specified separately.

To use indents, place the text cursor in the desired paragraph or select multiple paragraphs to be modified, then invoke the menu command **Format > Paragraph**.

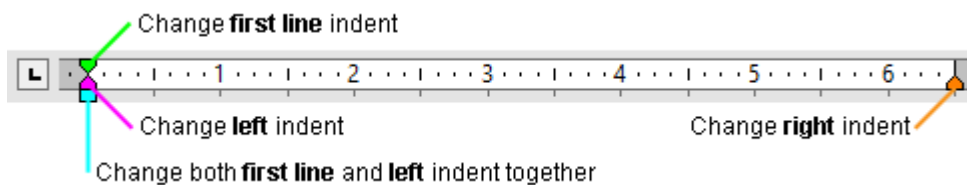


You can set the **Left** indent, the **Right** indent, and the **First** line indent in the **Indents** group box. Enter the desired values in the respective edit boxes.

### Using the Horizontal ruler

Indents can also be set with the help of the *horizontal ruler*, which is displayed above the document. (If the rulers are currently not visible, you must turn them on first with the menu command **View > Options > Ruler**.)

Indents are shown in the ruler as small handles, as follows:



*The horizontal ruler (with colorized indent handles)*

To change an indent, first select the paragraph(s) you want to modify; then click with the mouse on the corresponding handle (see illustration), hold the mouse button down and drag the handle to the desired position.

Note: When changing the **Left** indent, be careful to catch hold of the correct handle: The *lower* triangle is the one that will affect this indent. Likewise, the upper triangle is only for the **First** line indent. The rectangular slider under both triangles changes both the **Left** and **First** indents together.

---

## Line spacing

*Line spacing* is the distance between the lines of a paragraph.

To change the line spacing, do the following:

1. Place the text cursor in the paragraph of interest (or select multiple paragraphs to be modified).
2. Invoke the **Format > Paragraph** menu command.

You will find the options for line spacing in the **Line spacing** group box:

3. First, select the method you want to use to specify the line spacing (see below) from the dropdown list box.
4. Then enter the spacing in the edit box to its right.

When you confirm with **OK** the line spacing will be changed according to your settings.

### Methods of specifying the line spacing

You can specify the line spacing in different ways. The **Line spacing** dropdown list allows you to choose from the following methods:

#### ■ **Single**

Automatic single line spacing.

Determines the optimum line spacing *automatically*:

If you increase the font size in the paragraph, the line spacing will be increased accordingly.

If you decrease the font size, the line spacing is reduced accordingly.

#### ■ **Multiple**

Multiple of automatic single line spacing.

Just like the **Single** option, this option determines the optimum line spacing automatically. However, whenever required, you can increase or decrease the line spacing easily: Simply enter the desired number of lines into the edit box right of this option.

Some examples:

When you enter "1.5" in the **Lines** edit box, the automatically determined spacing is multiplied by 1.5 (giving you automatic one and a half line spacing).

When you enter "2", the automatically determined spacing is multiplied by 2 (giving you automatic double line spacing).

Entering "1" corresponds to choosing the option **Single** (giving you automatic single line spacing).

#### ■ **Exactly**

Fixed line spacing.

If you choose this option, you can enter the *exact* line spacing manually in points. Here, the line spacing will *not* be adapted to the font size.

#### ■ **At least**

Automatic line spacing with a given minimum.

Just like the **Single** option, this option also provides automatic single line spacing – but prevents any reduction below the specified minimum value.

So, if you enter e.g. 12 points as a minimum value, normally automatic single line spacing is applied. However, if the automatic line spacing becomes smaller than 12 points (for example, because you used a very small font size), a fixed line spacing of 12 points is applied instead.

By default, the line spacing is set to **Single**.

---

## Spacing above/below a paragraph

Besides the [line spacing](#), you can specify the amount of empty space to be added above the first line and below the last line of a paragraph. You do this in the **Paragraph Spacing** group box in the dialog box of the **Format > Paragraph** menu command.

The following options are available:

Option	Function
<b>Before</b>	Here you can set the amount of spacing to be added between the end of the previous paragraph and the beginning of the current paragraph.
<b>After</b>	Here you can set the amount of spacing that Presentations should reserve between the end of the current paragraph and the beginning of the next paragraph.

---

## Paragraph alignment

The way Presentations arranges text paragraphs is called *paragraph alignment*. In Presentations, there are four types of paragraph alignment, listed as follows:

- Left
- Centered
- Right
- Justified

To modify the paragraph alignment, proceed as follows:

1. Place the text cursor in the paragraph of interest (or select multiple paragraphs to be modified).
2. Invoke the **Format > Paragraph** menu command.
3. Select the desired paragraph alignment from the **Alignment** dropdown list.

The paragraph alignment changes accordingly.

## Using the Formatting toolbar

You can also use the Formatting toolbar to change the alignment. To do so, click on one of the following buttons:



Paragraph alignment buttons

In the image above, the left alignment button is currently toggled, indicating that the paragraph is left aligned. Continuing from left to right, the next buttons are center alignment, right alignment, and justified alignment.

## Keyboard shortcuts

The paragraph alignment can also be changed using the following keyboard shortcuts:

Command	Windows/Linux	Mac
Flush left	Ctrl+L	Cmd+L
Centered	Ctrl+E	Cmd+E
Flush right	Ctrl+R	Cmd+R
Justified	Ctrl+J	Cmd+J

---

## Non-breaking spaces

In certain cases, it is necessary to keep two words that are separated by a white space character on the same line. Presentations knows nothing about this, and possibly puts the words on separate lines when it automatically inserts line breaks.

An example: You want all the parts of the expression "USD 29.80" to remain together and unbroken whenever it is printed. You can ensure this by inserting a so-called *non-breaking space* or *protected space* between "USD" and "29.80". To insert such a space, press the key combination **Ctrl+Shift+Space** instead of the space bar alone.

When printed, the non-breaking space looks exactly like a normal space. It differs only in directing Presentations to ensure that the designated words are not separated on two lines.

---

## Character format for entire paragraphs

The dialog box for the **Format > Paragraph** menu command has a button called **Character**. With the help of this button, you can modify the character formatting (font, text style, etc.) *for entire paragraphs*.

To change the character formatting of complete paragraphs, select the paragraphs you want to change, invoke the **Format > Paragraph** menu command and click on the **Character** button. A dialog box like the one for the **Format > Character** menu command will appear and let you set up the desired character format (see section [Character formatting](#)).

---

## Tabs

A tab stop is a kind of "jump target" that you can use to position the text cursor at a specific point within a line by inserting a tab.

Tabs help you to compose, for example, tabular reports.

To work with tabs, the following two steps are required:

1. Define the tab stops with the **Format > Tabs** menu command. This command is used to specify the positions for which tabs will move the cursor.
2. Now you can use the **Tab** key to make the text cursor jump from one tab stop to the next – this is called inserting tabs.

For more information, see the next sections.

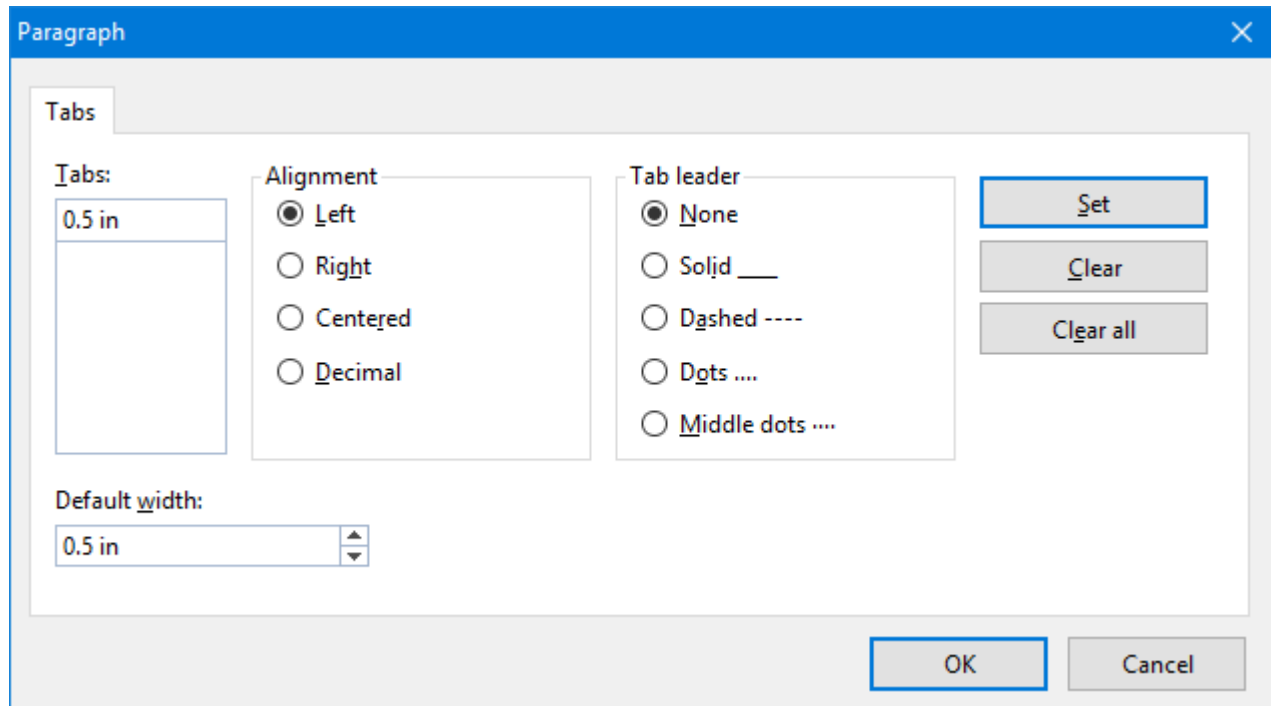
### Using tabs

By default, tab stops are preset at 0.5 inch intervals. However, these preset tab stops are merely relics from the era of the typewriter, and you are by no means limited to them.

You can define different tab stops for every paragraph of the document.

**To set tab stops, proceed as follows:**

1. Place the text cursor in the paragraph of interest (or select multiple paragraphs to be modified).
2. Invoke the menu command **Format > Tabs**.



3. In the **Tabs** edit box, enter the desired position.
4. If desired, select another **Alignment** and another **Tab leader** for the tab stop (see below).
5. *Don't forget:* Click on the **Set** button.
6. Set up any additional tab stops you need in the same way before you exit the dialog box with **OK**.

Once tab stops have been set, you can use the **Tab** key to insert tabs in the text to move from one tab stop to the next.

Note: You can also use this dialog to enter the **Default width** for the predefined tab stops mentioned earlier (normally 0.5 inch). However, once you have defined your own tab stops for a given paragraph, the predefined tab stops are ignored.

## Tab alignment

Using the **Format > Tabs** menu command, you can specify not only the position for a new tab stop, but also its alignment:

Alignment	Function
<b>Left</b>	A normal "left-aligned" tab stop: The tab stop determines where the following text <i>begins</i> .
<b>Centered</b>	The text after the tab is centered on the tab position. Thus, the tab stop determines where the <i>middle</i> of the text falls.
<b>Right</b>	Here the text following the tab is aligned flush right. Thus, the tab stop determines where the text <i>ends</i> .
<b>Decimal</b>	For formatting columns of numbers. The numbers are positioned in such a way that their <i>decimal separators</i> are vertically aligned.

Hint: To change the alignment of an existing tab stop, invoke the **Format > Tabs** menu command. Select one of the existing tab stops that have been set, change its alignment by selecting a new alignment from the **Alignment** list, and click on **Set**.

### Tab leaders

The space that a tab skips over can be filled with a leader character, if desired, as follows:

**None** \_\_\_\_\_ A tab without a leader

**Solid** \_\_\_\_\_ A tab with underscores as leaders

**Dashed** ----- A tab with dashes as leaders

**Dots** ..... A tab with dots as leaders (used frequently in tables of contents and indices)

Hint: To provide an existing tab stop with a leader, invoke the **Format > Tabs** menu command. Select one of the tab stops that have been set, choose the desired leader from the **Tab leader** list, and click on **Set**.

### Deleting and moving tab stops

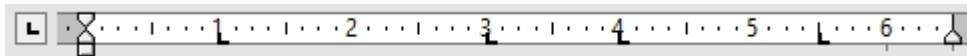
Tab stops can be modified at any time after they have been defined. For this purpose, select the paragraphs whose tab stops are to be edited, and invoke the **Format > Tabs** menu command.

To remove one of the tab stops, select it from the **Tabs** list and click the **Clear** button. To remove all tab stops, use the **Clear all** button.

Note: It is not possible to move a tab stop to a new position with this command. You can only clear the tab stop and then set a new one at the desired position. However, moving tabs is easier with the horizontal ruler, as described in the next section.

### Using the horizontal ruler

All tab stops set for the current paragraph are shown in the horizontal ruler as in the following example:



*The horizontal ruler (with some flush left tabs set at various positions)*

With this ruler, tab stops can easily be set, moved, and deleted.

To set a tab stop via the ruler, proceed as follows:

1. Place the text cursor in the paragraph of interest (or select multiple paragraphs to be modified).
2. To choose the desired tab type, click on the icon to the left of the ruler. Each mouse click rotates through the tab types, which are designated by the following icons:



Flush left tab



Centered tab (the text is *centered* on the tab position)



Flush right tab (the text *ends* at the tab position)



Decimal tab (numbers are aligned on the *decimal separator*)

3. When the desired tab type is set, click on the ruler on the desired position to set the tab stop. If you want to set additional tab stops, simply repeat the last step.

To move a tab stop, click on it in the ruler and drag it to the desired position (with the left mouse button held down).

To clear a tab stop, drag it downward outside the ruler.

---

## Bulleted and numbered lists

Whenever you need to list multiple items on a slide, you may find that creating the list with comma separators is too difficult for your audience to read. To make your list more visually appealing, you may wish to demarcate each item into a separate paragraph with a bullet, instead. *Bullets* are markers that precede an individual paragraph and typically appear as little boxes, circles, or some other symbol.

Working with bulleted lists is an easy task for Presentations users. The placeholders in the content area of most slide layouts are already pre-formatted to include bulleted formatting. This is particularly useful since the only task that you have to do is type in the text for each bulleted paragraph.

You can also create lists whose elements are numbered rather than bulleted, in which case the paragraphs are automatically numbered with 1., 2., 3., and so on.

Bullets can be created as you type each paragraph, and they can be applied to existing lists as well. The bullet format can be changed anytime by invoking the **Format > Bullets and numbering** menu command and changing the settings in the dialog. This command can also be used to remove bullets and to change a bulleted list to a numbered list.

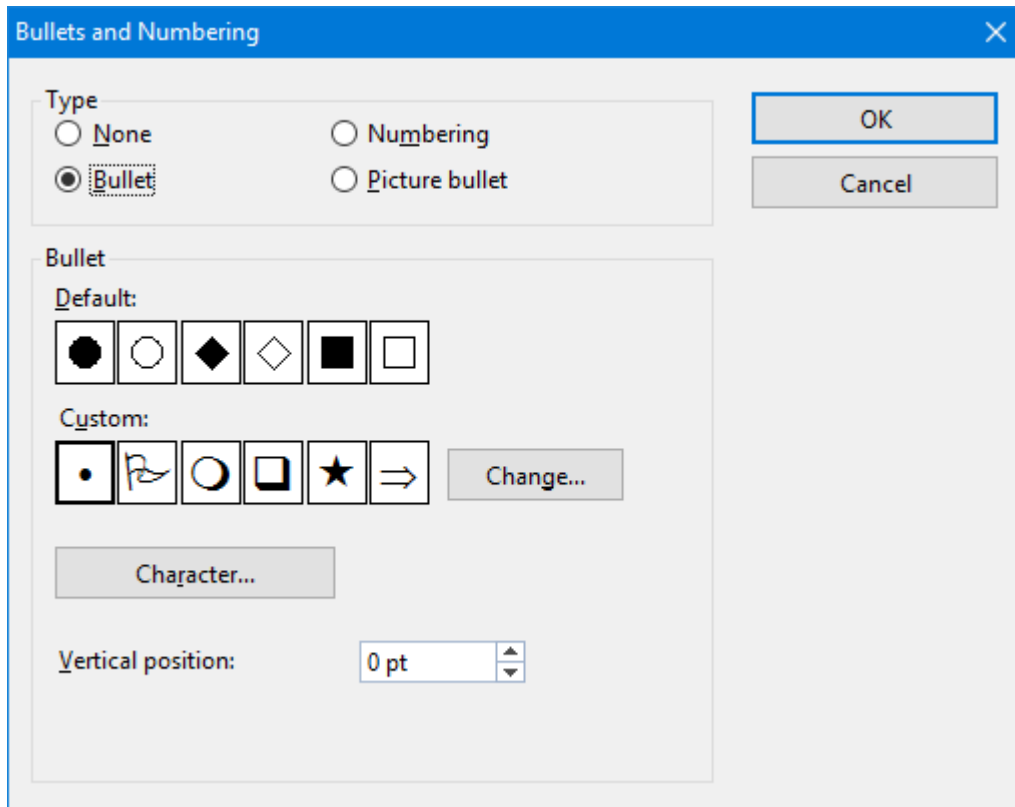
The next sections provide detailed information on how to work with bulleted and numbered lists.

---

### Bulleted lists

As mentioned above, most slide layouts provide bulleted paragraph formatting by default. You simply type your text next to the initial bullet, and then as you hit the **Enter** ↵ key at the end of each paragraph, a new bullet is automatically generated.

If you want to add or remove bullets or format existing bullets, select the paragraphs of interest, and invoke the **Format > Bullets and numbering** menu command. The following dialog displays:



Next, choose the desired list type under **Type**:

- **None** (no bullets or numbers)
- **Numbering** (use sequential numbers)
- **Bullet** (use bullets)
- **Picture Bullet** (use picture bullets).

Each of these options is described in detail below.

### Dialog options

The dialog box of the **Format > Bullets and numbering** menu command allows you to make the following settings for bullets:

#### ■ Type

Here you can specify either a **Bullet**, a **Picture bullet**, or a **Numbering** for the paragraph. (For more information about numberings, see the section [Numbered Lists](#) that follows.)

If you set the **Type** to **None**, any existing bulleting or numbering is removed.

You can transform a bulleted list into a numbered list any time you like by changing the **Type** to **Numbering**. Naturally, you can also do the opposite.

### ■ **Default and Custom**

Here you can select the bullet to be used. Predefined bullets are presented in the **Default** row. The bullets presented in the **Custom** row can be edited to create user-defined bullets (see below).

### ■ **Color** (default bullets only)

You can select a different color for the bullet from the **Color** dropdown list. The default colors presented in this list can always be supplemented with colors you compose yourself (see the section [Document properties, Colors tab](#)).

**Tip:** If you set the color to "Auto", Presentations will automatically set the color of the bullet to the color assigned to the paragraph at its right.

### ■ **Size** (default bullets only)

Here you can change the size (in points) of the bullet as required.

**Tip:** If you select the option "Auto", Presentations will automatically set the size of the bullet to the font size specified for the paragraph at its right.

### ■ **Character** button (custom bullets only)

If you have selected a bullet from the **Custom** row, the two options mentioned above are replaced by a **Character** button. Click on this button if you want to change the character formatting (font size, color, emphasis, etc.) of the bullet.

**Tip:** If you do *not* make any changes to the character format, the bullet will automatically use the character format of the paragraph at its right (except for the font face).

### ■ **Vertical position**

Specifies the vertical position of the bullet on the line. A negative value moves the bullet lower; a positive value moves it higher.

## **User-defined bullets**

If the bullets presented in the dialog described above are not sufficient, you can select from many custom symbols to choose a bullet.

Recall that the dialog box for this command presents two rows of bullet icons: The bullets in the **Default** row cannot be modified. The bullets in the **Custom** row, on the contrary, can be swapped at will.

Proceed as follows:

1. In the **Custom** row, click on the icon that you want to change.
2. Click on the **Change** button to the right of the row.
3. A character table appears. First, set the **Font** that you want to use.

**Tip for Windows users:** The *Symbol* and *Wingdings* fonts contain numerous characters that are suitable for bullets.

4. Double-click on the character you want to select.

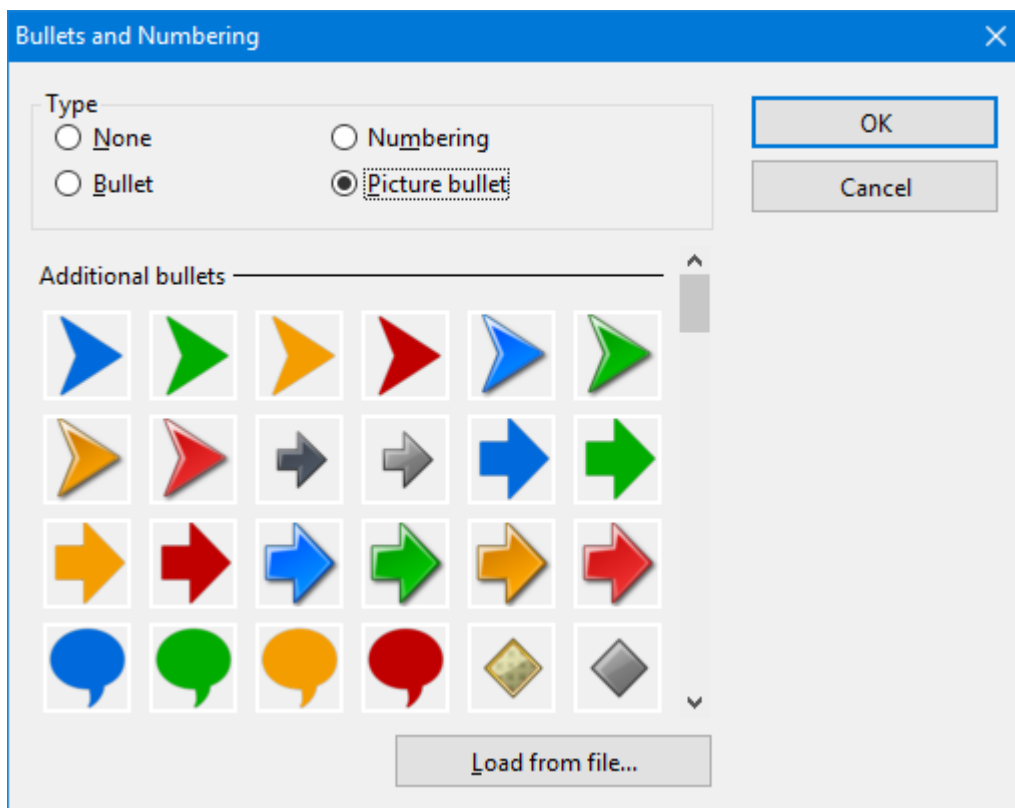
5. The selected character now appears in the row of available **Custom** bullets. Click on **OK** to apply it.

**Note:** Although only six user-defined bullets are shown in the dialog box, you are not limited to using only six different bullets. The custom bullets can be redefined as often as you like – even within the same document.

### Picture bullets

As an attractive alternative to regular bullets from characters, you can use picture bullets. Generally, you may use any picture as a bullet, but Presentations already comes with a set of useful picture bullets in different shapes and colors.

To use picture bullets, select the option **Picture bullet** in the dialog. As shown below, the dialog will then display a preview of all picture bullets available. To select a bullet, click on it.



Additionally, you can load an image file from your hard disk to use as a bullet by clicking on the **Load from file** button.

### Removing bullets

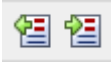
To end a list or remove existing bullets, proceed as follows:

1. At the end of the last bulleted paragraph, press the **Enter** ↵ key to start a new paragraph.  
*Alternatively:* Select the bulleted paragraphs where you want the bullets to be removed.
2. Invoke the menu command **Format > Bullets and numbering**.

3. Turn bulleting off by selecting the option **None** in the **Type** group box.
4. Confirm with **OK**.

### Promoting and demoting bullets

You can promote and demote the levels of bulleted list items by using the formatting toolbar's buttons as follows:



*The demote and promote buttons*

The button on the right promotes the current paragraph to the next higher list level. The button on the left reduces the list level.

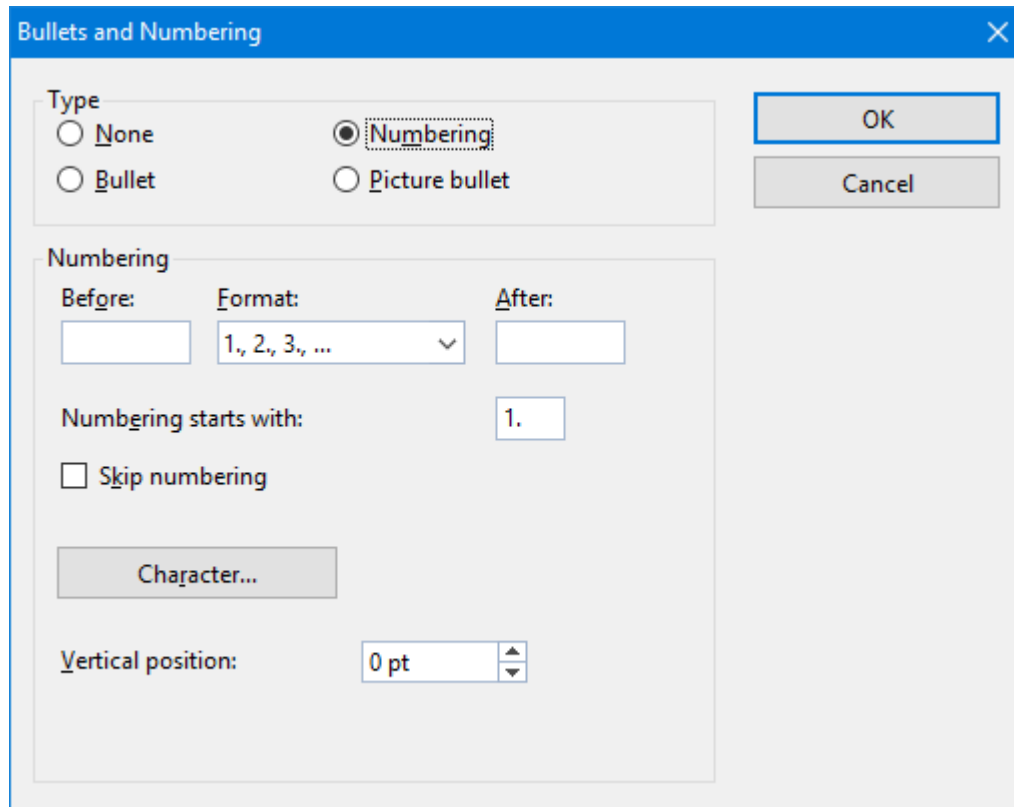
---

## Numbered Lists

Instead of using a bulleted list, you can create a numbered list just as easily. Presentations will automatically number each paragraph in the list and indent it to create room for the numbers.

To add numbering to a group of paragraphs, proceed as follows:

1. Place the text cursor in the paragraph of interest (or select multiple paragraphs to be modified).
2. Choose the **Format > Bullets and numbering** menu command.
3. In the **Type** group box, select **Numbering**.



4. As required, set the desired options in the **Numbering** group box (see the "Options" section below).
5. Confirm with **OK**.

The selected paragraphs are now enumerated.

### Skipping paragraphs in an enumeration

You can interrupt an enumeration in a paragraph and continue it in a following paragraph. To do this, position the text cursor in the numbered paragraph that you want to exclude from the enumeration, choose the menu command **Format > Bullets and numbering**, and check the **Skip numbering** option.

The selected paragraph's number is now removed, and only its indentation is retained. The enumeration is continued at the immediately following numbered paragraph.

### Ending or removing an enumeration

To end an enumeration of paragraphs or to remove a previously applied enumeration, proceed as follows:

1. Position the text cursor at the end of the last numbered paragraph and press the **Enter** ↵ key to begin a new paragraph.  
*Or:* If you want to remove all numbers from a given group of numbered paragraphs, select them.
2. Invoke the **Format > Bullets and numbering** menu command.
3. Disable numbering by selecting **None** in the **Type** group box.

4. Confirm with **OK**.

### Dialog options

The dialog box for the **Format > Bullets and numbering** menu command gives you access to the following options:

- **Type**

Here you can specify either **Numbering** or a **Bullet** for the selected paragraph(s). Select the **Numbering** option for numbering.

When you set the Type to **None**, existing bullets or numbers are removed.

You can always transform a numbered list into a bulleted list simply by changing the Type to **Bullet**. Naturally, you can proceed in the opposite direction as well.

- **Before and After**

As required, you can specify text to be added before and/or after the number that Presentations will assign to the paragraph. For example, if you want the numbers surrounded by dashes (-1-, -2-, -3- etc.), you should select the **Format 1, 2, 3** and enter "-" in each of the **Before** and **After** fields.

- **Format**

Here you specify the format for the numbering. Besides the usual "1., 2., 3., ..." you can select, for example, letters (A, B, C, ...) or Roman numerals (I, II, III, ...).

- **Numbering starts with...**

By default, Presentations starts every enumeration with "1". If you want to use a different starting value, enter it here.

- **Skip numbering**

It is often the case that a numbered list includes an individual item that needs to span more than a single paragraph. In such a case, only the item's first paragraph should be numbered; numbering should skip succeeding paragraphs that belong to that item and resume only with the paragraph that constitutes the following item.

Presentations provides the **Skip numbering** option for such a situation. When numbered paragraphs that are to be grouped as one item with a preceding numbered paragraph have been selected, you can check this option to cause Presentations to skip these paragraphs when assigning numbers.

- **Character** button

You can click on this button to change the character formatting (font, size, emphasis, etc.) for the numbers.

- **Vertical position**

Allows you to specify the vertical position of the numbers. Negative values cause the numbers to be lowered; positive values cause them to be raised.

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## Searching and replacing

This section covers Presentations' search functions as follows:

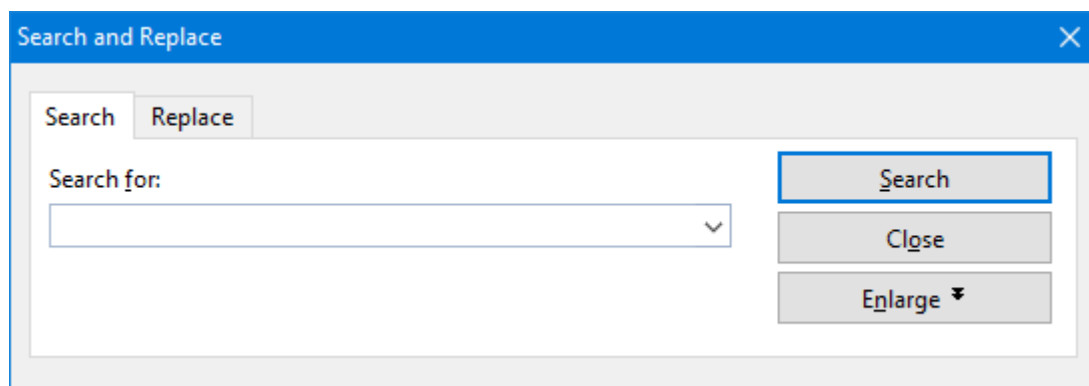
- [Searching](#)
- [Replacing](#)
- [Repeating a search or search and replace](#)

You can *search* for terms in the text and, if required, *replace* them with other terms. For example, if there are several occurrences of the name "Smith", misspelled "Smithe", you could instruct Presentations to replace all occurrences of "Smithe" with "Smith".

---

### Searching

You can search a document for a specific word or phrase using the **Edit > Search** menu command. The Search and Replace dialog looks like this:

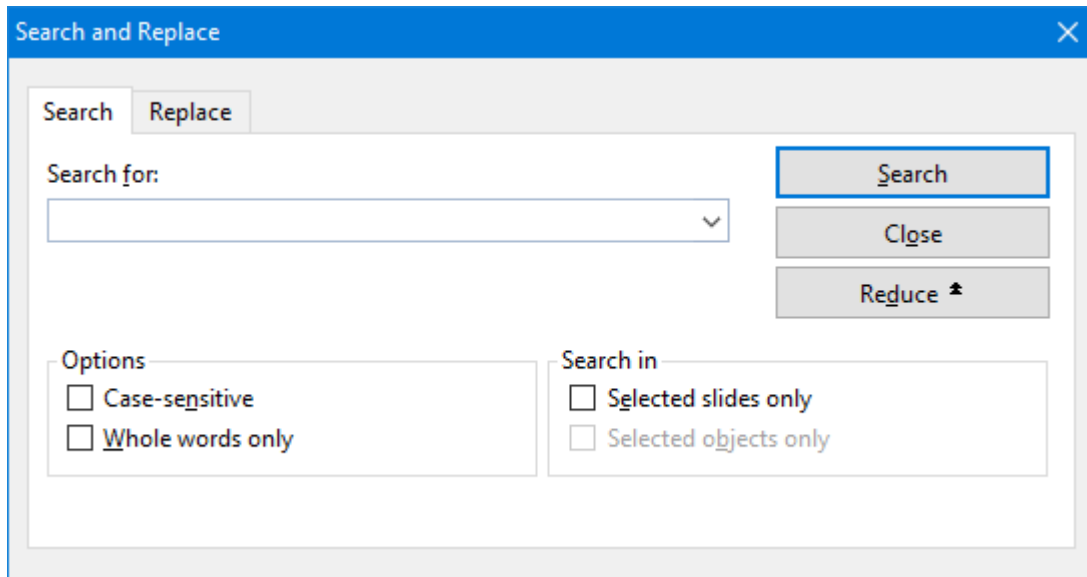


To perform a text search from this dialog, enter the text for which you want to search. When you click on the **Search** button, the first occurrence of that text (moving from the current location in a presentation to the end) will be displayed. Presentations scrolls to that position and selects the text for you. If you want to find the next occurrence, click the **Search** button again.

#### Expanded search options

When you click on the **Enlarge** button in the dialog of the **Edit > Search** or the **Edit > Replace** menu command, the dialog expands to offer additional options.

Clicking on the **Reduce** makes the dialog contract and hide the additional options.



The expanded search/replace dialog offers the following additional options:

- **Case-sensitive**

By default, the Search function will match your text, regardless of case. You can use the **Case-sensitive** option to limit the matches to the exact case you enter, so "Text" will not match with "text", for example.

- **Whole words only**

The **Whole words only** option will search only for the text you type as a complete and separate word, as opposed to the word being embedded in longer words. For example, if you enter "text" and this option is checked, "textual" and "context" will not result in matches.

- **Search in ...**

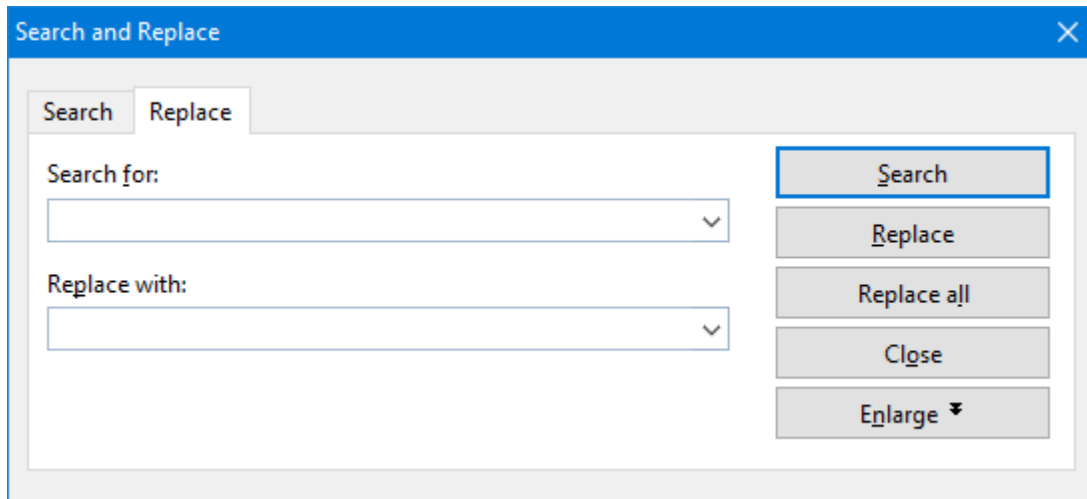
The **Search in** option box can restrict the search to selected slides or to one or more selected objects. Otherwise, the search is conducted over the entire presentation (from the current slide to the end of the presentation).

You can close the above search options by clicking on the **Reduce** button. However, any options that are checked will remain active even if you use **Reduce** to close the options panel.

---

## Replacing

In addition to searching for specific text, you may sometimes want an easy way to replace it with other text. The menu command **Edit > Replace** provides this capability. The dialog is the same as the Search and Replace dialog, but with the Replace tab active as follows:



To use the search and replace function, enter the text you want to locate in the **Search for** entry field, and the text you want to replace it with in the **Replace with** entry field. When you click the **Search** button, the first occurrence of the **Search for** text is located and the text is highlighted. If you want to replace that text, click the **Replace** button. When you click **Search** again, the next occurrence of the **Search for** text is located, and you can replace it by clicking **Replace**. You can continue in this manner through the entire presentation.

Alternatively, you can automatically replace *all* the occurrences of the text by clicking the **Replace All** button. This will not prompt you for replacements, but instead, all occurrences will be automatically replaced.

### Additional options

If you want to have more control over the search, you can expand the dialog to display additional options by clicking on the **Enlarge** button. To hide these options, click on the **Reduce** button. Details on these options can be found in the [previous section](#).

---

## Repeating a search or search and replace

To repeat a search or search-and-replace operation, or to continue a search or search-and-replace operation that was interrupted, you can use the menu command **Edit > Search again** or **Edit > Replace again**, or press the **F3** key.

Presentations continues the last search it was conducting. When it finds another occurrence of the search term, it displays that occurrence.

---

## Inserting special characters

Some characters, such as the copyright sign, the degree sign, and accented characters used in some languages, cannot be entered into text directly with the keyboard. Instead, Presentations' built-in character table provides a convenient means for inserting symbols and special characters.

You insert special characters as follows:

1. Invoke the menu command **Insert > Symbol**.
2. A dialog box appears, giving you access to every character that is available in the selected font. If you need a character from a different font, select it from the **Font** list at the top of the dialog.
3. A font's characters are organized into sets. If the character you want to use is not in the set immediately in view then you can jump to the set in which it is likely to be found by selecting it from the **Set** list. For example, you can select **Cyrillic** to view the font's Cyrillic characters (provided the font contains such characters).

**Note:** Many fonts contain only a few of the character sets that are available. However, the fonts that are supplied with your operating system usually constitute a huge reservoir of characters. These include, for example, the Arial, Tahoma, and Times New Roman fonts supplied with Windows.

4. Select the desired character by clicking on it. Then press the **Enter** ↵ key or click on the **Insert** button to insert the character into the text. Alternatively, you can double-click on a character to select and immediately insert it.
5. You can repeat the above described procedure to insert additional characters, as required. When you are finished, exit the dialog with the **Close** button.

**Tip for Windows users:** Most Windows versions include two symbol fonts named *Symbol* and *Wingdings*. These fonts contain many symbols that could be useful (as bullets, for example).

### Using keyboard shortcuts

If you need to insert a special character frequently, you can always give it a keyboard shortcut. The advantage of doing that is that you can then apply the character very quickly, using a single key press.

To assign a keyboard shortcut to a special character, proceed as follows:

1. Invoke the menu command **Insert > Symbol**.
2. Select the character that you want to assign a keyboard shortcut to.
3. Click on the **Change** button next to the **Shortcut key** option.
4. Another dialog opens. There, press the desired keyboard shortcut in the **Please press accelerator** input box.

We recommend using key combinations that include the keys **Ctrl** and **Shift**, since these are normally not assigned.

*Hint:* If you make a typing mistake, you can always press the **Backspace** key to remove the keyboard shortcut you entered.

5. **Don't forget:** Click on **Add** to assign this shortcut to the character.

6. Confirm with **OK** and exit the main dialog box with **Close**.

From now on, you can insert this special character into text by pressing the selected key combination.

*Note:* The keyboard shortcut remembers only the selected character; the selected font is *not* remembered.

For more information on changing the keyboard layout, see the section [Customizing keyboard shortcuts](#). Hint: The keyboard shortcuts for special character can be edited by opening the dialog for editing the keyboard mapping and choosing the entry **Characters** in the left list.

### Inserting special characters via their character code

There is another method for inserting special characters: by typing in its hexadecimal character code (Unicode) and then pressing the key combination **Ctrl+Alt+Shift+X**.

For example, when you type in 20AC and press this key combination, you will receive a Euro sign, since the euro sign's character code is 20AC in the Unicode character set table.

### Inserting special characters via Alt + numeric keypad

And here is yet another method for inserting a special character, using its ASCII code: Hold down the **Alt** key and enter the respective sequence of numbers (only possible via the numeric keypad!). Please also make sure that the numeric keypad is activated by pressing the **Num** key.

For example, if you type Alt+0128, you will receive a Euro sign as soon as you release the Alt key.

**Mac/Linux:** On some systems (including macOS and several Linux distributions), these keyboard shortcuts might be not available.

---

## Pasting with special formatting

In addition to common clipboard operations like **Cut**, **Copy**, and **Paste**, Presentations offers the **Edit > Paste special** menu command which gives you more control over how the clipboard content is pasted into your document.

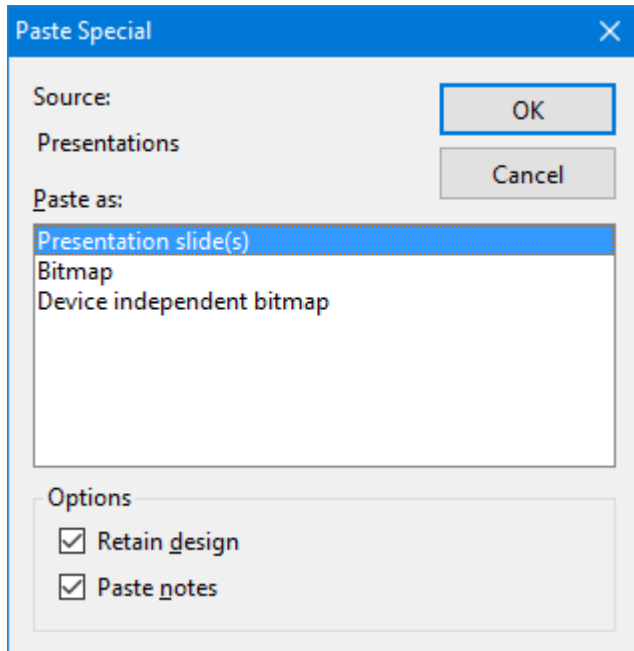
In detail:

When you place information in the clipboard using the **Cut** or the **Copy** command, this information is saved there in several formats. For example, if you cut or copy text, the text is saved both in formatted form and in unformatted form.

Normally, you do not need to be concerned about this because Presentations automatically selects the most appropriate format when it inserts the content of the clipboard into your document, in response to a **Paste**

command. However, if you need to, you can select the format in which the content is to be inserted yourself. The **Edit > Paste special** menu command is what you use to accomplish this.

The dialog box, as shown below, presents you with a list of all the formats in which the information currently residing in the clipboard is saved. When you select a format and then confirm with **OK**, the content of the clipboard is inserted in the selected format.



The settings in this dialog include the following:

- **Source:** The application where you have cut or copied the content to be pasted.
- **Paste as:** Here you can choose in which format the content should be pasted.

Note: The entries offered in this list depend on the source where the content was copied from.

- **Retain design:** Pastes slides together with their associated slide design (only available when you have cut or copied entire slides).
- **Paste notes:** Pastes slides together with their associated notes pages (only available when you have cut or copied entire slides).

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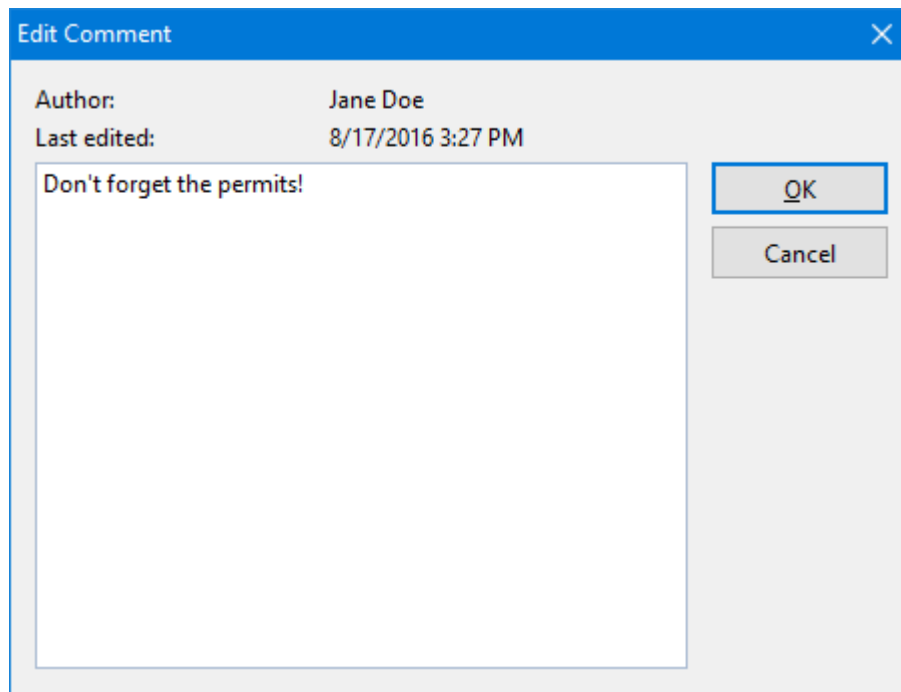
## Comments

Presentations allows you to add *comments* to a slide. A comment is like a sticky note that is attached to a particular location in a slide, and is used to add additional information. For example, if you review someone else's presentation, you can add comments to provide your views and suggestions. The person who created the presentation can read your comments and either act on them or delete them. Comments are a permanent part of a presentation until they are deleted.

Comments do not print when the presentation is printed, and they do not show up when a presentation is running.

To add a comment, use the **Insert > Comment** menu command. If you have not entered your name and initials yet, Presentations will prompt you to enter them.

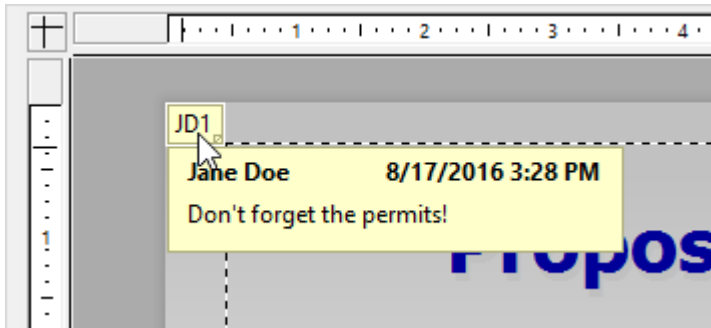
You will then be presented with a dialog where you can enter your comment as follows:



The author's name appears at the top of the dialog, along with the date and time that the comment was made. Type your comment text into the box and click **OK**.

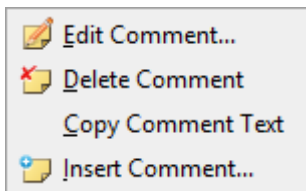
The comment will then appear as a yellow box on the slide. If desired, you can move it to any position on the slide using your mouse.

Positioning the mouse cursor over the comment box will show the comment text:



## Editing comments

When the mouse cursor is over a comment box, a right mouse click brings up the comment submenu as follows:



Clicking on the **Edit Comment** option lets you change the text in the comment. The **Delete Comment** option removes the comment. The **Copy Comment Text** lets you copy-and-paste the contents of the comment somewhere else. The **Insert Comment** adds another comment to your slide.

---

## Showing a presentation

Presentations provides various options for preparing and running a slide show. This chapter has all the details:

- The [Starting a slide show](#) section describes the steps necessary to start a slide show.
- The [Slide show setup](#) section provides a description for each of the slide show setup options.
- You may have a need to use a single presentation as a basis for multiple presentations that serve different purposes, requiring skipping some slides or rearranging slides. If so, the [Custom shows](#) section will help you establish various alterations to your shows without having to create different presentations.
- The final section in the chapter, [Slide show interaction](#), shows you how to use navigation techniques as well as any of several features to draw attention to particular points during your slide show. For example, you may wish to use the highlighter feature to highlight text or other elements in a slide.
- In the section [Using the presenter view](#) you get to know the so called "Presenter view". This is a useful aid when running a slide show on a second display, for example, a projector: If it is activated, the audience sees the normal show, while the presenter himself sees useful additional information on his own display – e.g. his notes on each slide.

(Note: The Presenter view is not available in the Android version of Presentations.)

---

## Starting a slide show

To start a slide show from your computer, use the following commands in the **Show** menu:

- If you want to run a show from the beginning, use the **Show > Start show** menu command (or press the **F5** key).
- If you want to start the slide show from the current slide, use the **Show > Start show from current slide** command (or press **Shift+F5**).

Your presentation now will be displayed.

To advance from one slide to the next, you can either press the space bar or click the left mouse button. Also, if you click the right mouse button, a context menu opens offering several options for interacting with the show (for details, see the section [Slide show interaction](#)).

### Having two displays connected? Make use of the Presenter view!

Tip: If two displays are connected to your device and you start a slide show, it is displayed by default in the so-called "Presenter view".

The *Presenter view* is a useful aid when running a slide show on a second display, for example, a projector: If it is activated, the audience sees the normal show, while the presenter himself sees useful additional information on his own display – e.g. his notes on each slide.

More information on this view can be found in the section [Using the presenter view](#).

### Creating presentations that start automatically

An alternative method for starting a show is to double-click on a *Presentations slide show* file in e.g. Windows Explorer. This will automatically start Presentations, open the file, display your slide show, and close Presentations again.

To create such a file, simply open any Presentations document and save it in the "Presentations slide show" file format. For this purpose, choose the menu command **File > Save as** and select **Presentations slide show** in the **Save as type** dropdown list.

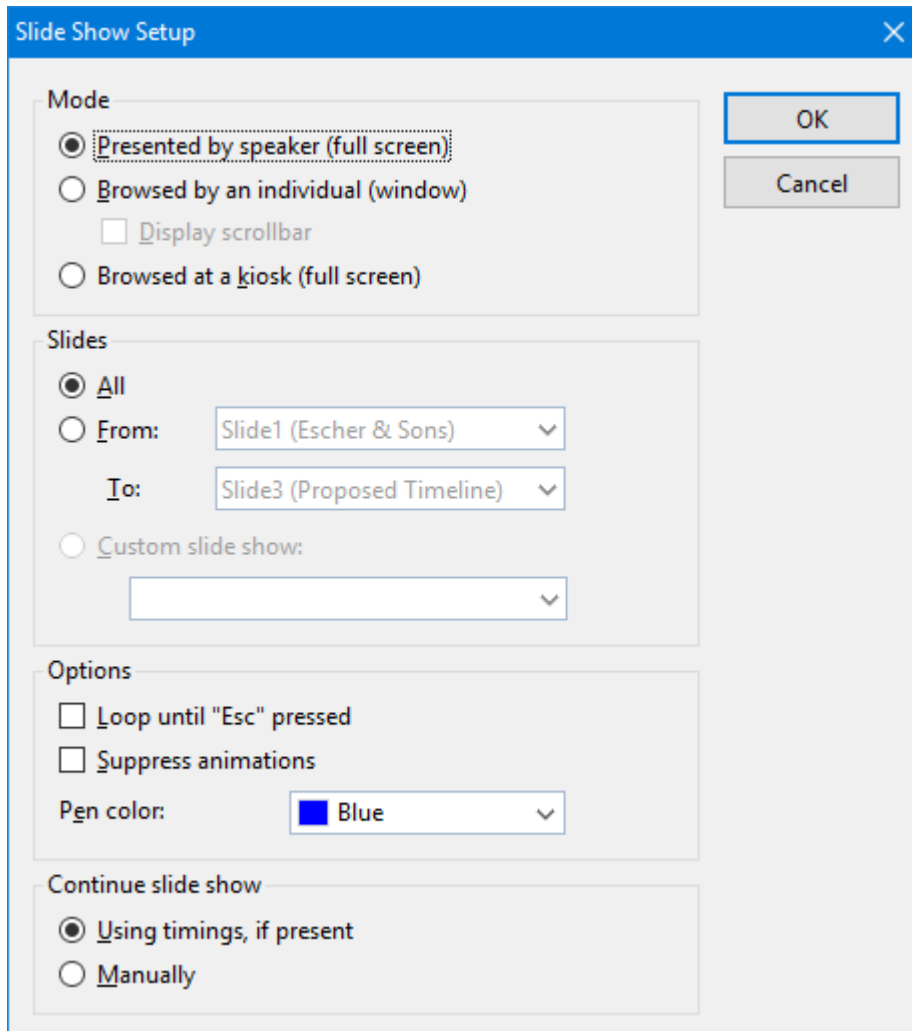
More information about file formats can be found in the chapter [Working with other file formats](#).

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## Slide show setup

If you want to change the presentation of the show, the **Show > Set up show** menu command can be used to select several options to alter the way Presentations runs the slide show.

The dialog which presents the options appears as follows:



The following options are available:

#### ■ Mode

For changing the way the presentation appears on your screen.

The **Presented by speaker (full screen)** option will show the presentation full-screen. This is the default setting.

The **Browsed by an individual (window)** is used to show the presentation in a window. This is useful for a test-run of your presentation where you may need access to other windows on your computer at the same time.

The **Browsed at a kiosk (full screen)** option can be used to show your presentation full-screen, looping over and over with no interruptions by the viewers. This option is ideal for stand-alone operation, which requires no accompaniment by an operator.

**Note:** In this mode, the entire keyboard is disabled (with the exception of the **Esc** key). Also, left-clicking in order to advance to the next slide as well as right-clicking to open the context menu no longer works. However, users can still click on objects that have *object actions* (such as "advance to the next slide") assigned to them. See the section [Adding object actions](#).

- **Slides**

For specifying whether to display the whole presentation, a specified range of slides or a custom show. (For information on the creation of custom shows, see the section [Custom shows](#) that follows.)

- **Options**

For controlling the following options:

**Loop until 'Esc' pressed**, as the name implies, will continue looping the presentation until the **Esc** key is pressed. This is useful for stand-alone presentations.

The **Suppress animations** option suppresses any object animations and slide transitions in the presentation.

The **Pen color** option lets you choose the color of the pen used for drawing on a slide while the slide show is running. To use the drawing pen, press the right mouse key on a slide during the slide show and choose **Pen** (see also section [Slide show interaction](#)).

- **Continue slide show**

For either using timed slide transitions, if any exist, or ignoring them. Options available:

**Use timings, if present:** This is the default setting. Here, the show advances to the next slide automatically when the time specified in the slide transition has passed. (Alternatively, the user can hit the space bar or use a mouse click to continue anytime.)

**Manually:** Here, any timings defined in the slide transitions are ignored. Advancing to the next slide can be achieved only manually (e.g. by a key press or a mouse click).

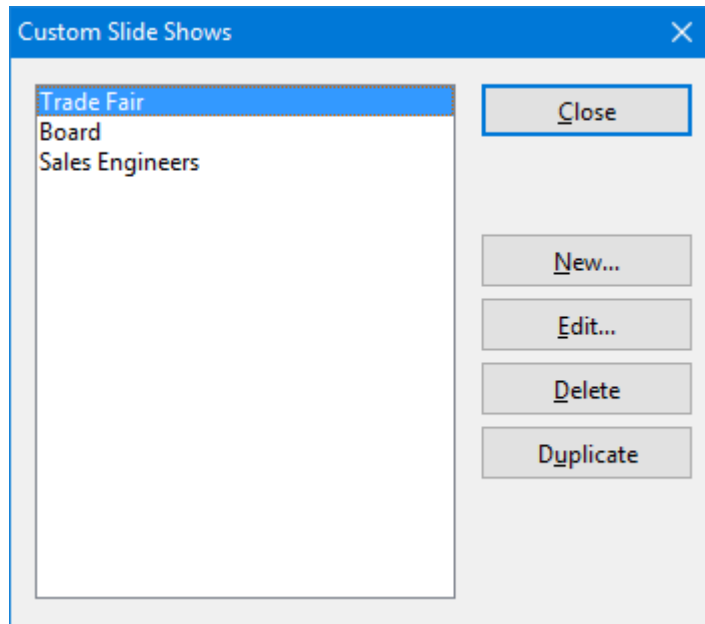
Note: If you choose the **Manually** option and combine it with the **Browsed at a kiosk** option, all slides in your presentation should contain buttons for navigating to the next (and maybe previous) slide. To add such buttons, insert any type of objects and add a "Slide Navigation" object action to them. See section [Adding object actions](#) for details.

---

## Custom shows

In slide shows, Presentations will run slides from the start of the presentation to the end, by default. You can, however, develop *custom shows* that display slides in any order you want, or that skip specific slides. This can be useful when you have a presentation that will be delivered to several different audiences, some of whom should not see certain slides. A custom show allows you to create a show for each audience type without having to save a separate presentation for each.

To create or edit a custom show, use the **Show > Custom shows** menu command. This will display the following dialog:

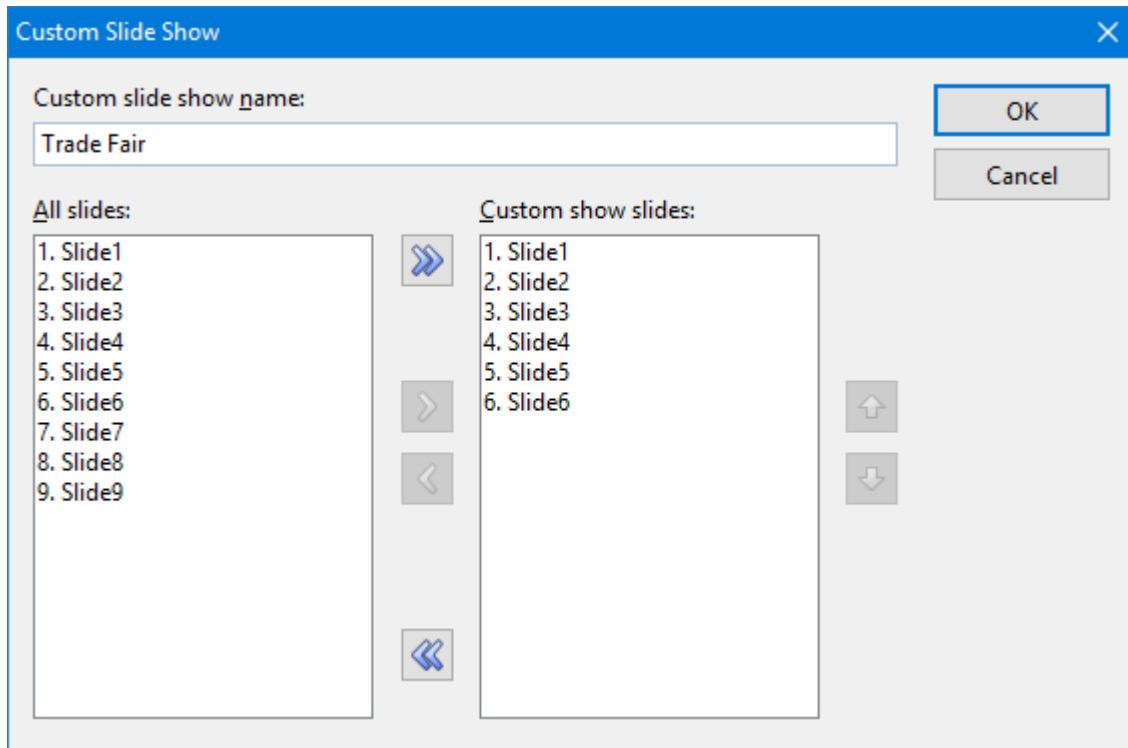


The dialog displays all custom shows that have been created for the current presentation. If no custom show has been built yet, you can use the **New** button to create one.

The **Edit**, **Delete**, and **Duplicate** buttons work when you select an existing custom show. These buttons will allow you to change the contents of the custom show, delete it from the presentation, or make a copy (which you can then edit), respectively.

### Creating custom shows

To create a new custom show, click the **New** button. This will display the following dialog:



The **Custom show name** edit box lets you save the custom show with a descriptive name.

The **All slides** pane provides a list of all the slides in the current presentation. You can highlight one or more of these slides and click the right arrow button to move the slides to the **Custom show slides** area. This lists the slides (in order from top to bottom) as they will appear in the new custom show.

To remove a slide from the custom show, highlight it in the right pane and click the left arrow. The left and right arrows let you move slides between the two panes until you have the list you want completed for the custom show. The double arrow keys allow you to move all slides to the right pane or remove all slides from the right pane.

In the **Custom show slides** area, you can also change the order in which slides are shown by highlighting one or more slides and using the up and down arrows to move their locations in the presentation.

**Hint:** By default, Presentations names slides using their ordered numbers (Slide1, Slide2, Slide3, etc.). Creating custom shows is a lot easier if you give each slide a descriptive name. You can name slides using the **Slide > Rename** menu command.

When you have finished selecting and ordering slides for your custom show to your satisfaction, click the **OK** button to create the new custom show.

## Playing custom shows

To play a custom show, first use the **Show > Set up show** menu command. Select **Custom show** in the **Slides** area of the dialog, and use the dropdown box to choose a custom show.

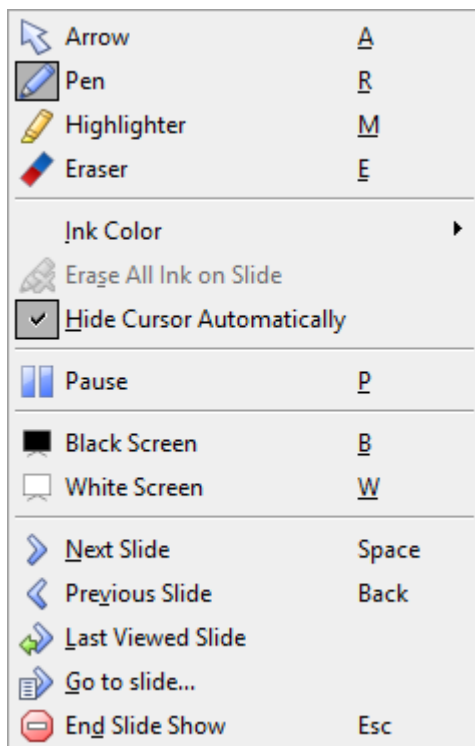
Then, choose the **Show > Start show** menu command to run the show.

## Slide show interaction

When running a slide show, you have several options to interact during the show. To access these options, press the right mouse button anywhere on a slide while the slide show is running.

**Android:** In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

The slide show context menu will appear as follows:



Menu options available (the corresponding keyboard shortcut is given in parentheses):

- **Arrow (A):** The arrow can be used for pointing things out in the slides using the mouse cursor.
- **Pen (R):** With the pen, you can draw freehand lines in the slide displayed. Simply press and hold the left mouse button and move the mouse as if you would hold a pencil.
- **Highlighter (M):** With the highlighter, you can highlight text passages. Press and hold the left mouse button to paint.
- **Eraser (E):** The Eraser allows you to remove individual pen or highlight marks by clicking on them.
- **Ink color:** Allows you to change the color of the currently active drawing tool (pen or highlighter). Select the desired drawing tool beforehand.
- **Erase all ink on slide:** Removes all pen or highlight marks at once.

- **Hide cursor automatically:** When checked, the mouse cursor is hidden whenever the mouse is not moved for a few seconds (unless you have selected the pen or highlighter tool). It will reappear as soon as you move the mouse.
- **Pause (P):** Pauses the show until you press a key.
- **Black screen (B):** Displays a black screen and pauses the show until you press a key.
- **White screen (W):** Displays a white screen and pauses the show until you press a key.

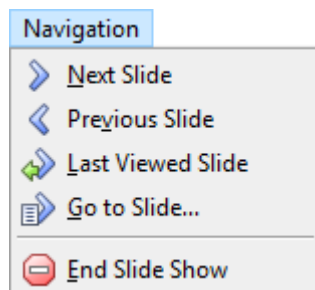
The bottom part of the context menu contains commands for navigating during your slide show, as follows: **Next Slide**, **Previous Slide**, **Last Viewed Slide**, **Go to slide...**, and **End Show**.

Hint: In addition to the menu commands, the following key strokes are available for navigating between slides:

Command	Keystroke
Next slide:	→ or ↓ or <b>PgDn</b> or <b>Space</b>
Previous slide:	← or ↑ or <b>PgUp</b> or <b>Backspace</b>
First slide:	<b>Home</b>
Last slide:	<b>End</b>
End show:	<b>Esc</b>

### Menu options for shows with the "Browsed by an individual (window)" option set

If the option **Browsed by an individual (windows)** has been selected in the slide show options, the show will be displayed in a window. Its menu bar offers only one item, **Navigation**, which provides a small navigation menu as follows:



The menu lets you jump quickly between the different slides. Alternatively, the key strokes mentioned above can be used for navigating the slides. The context menu containing tools like pen and highlighter is *not* available in this mode.

---

## Using the Presenter view

**FreeOffice:** The *Presenter view* is not included in SoftMaker FreeOffice.

**Note:** The Presenter view is not available in the **Android** version of Presentations.

In this section you will get to know the so called "Presenter view". This is a useful aid when running a slide show on a second display, for example, a projector: If it is activated, the audience sees the normal show, while the presenter himself sees useful additional information on his own display – e.g. his notes on each slide.

### Prerequisites for using the Presenter view

The Presenter view can only be used if the following prerequisites are met:

- A **second display** must be connected to the device used.
- The presentation must be played in normal **full-screen mode** (i. e. not in windowed or kiosk mode).
- The Presenter view must be **switched on** (see next item).

For help on problems with using the Presenter view, see the heading "Troubleshooting" at the end of this section.

### Activating/Deactivating the Presenter view

The Presenter view can be activated and deactivated in the following ways:

- **Menu:** Open the **Show** menu. It contains an option named **Presenter view**, which allows you to switch the Presenter view on and off. If there is a check mark in front of the entry, the Presenter view is currently activated.
- **Settings:** Alternatively, the Presenter view can also be activated and deactivated in the settings. To do this, select the menu command **Tools > Options**, switch to the **View** tab and turn the option **Presenter view** on or off.

Having activated the Presenter view has the following effect:

When you now start a slide show (for example, with the **Show > Start slide show** menu command) the following views appear on the two displays of your device:

- **Second display:** Here, the slide show itself is played back.
- **Primary display:** Here, the Presenter view with extended functions and information for the presenter/speaker is displayed. The next section will tell you which additional content you can find here.

## Elements of the Presenter view

In the Presenter view, the primary display shows the following content:

- **Timer**

In the upper left corner you will see a timer that starts as soon as you start the show. It displays the current running time in hours, minutes, and seconds.

You can pause or resume the timer at any time by pressing the pause button at its right.

- **Current slide**

The large area in the left half of the screen shows the current slide in the running presentation.

In this area you can also interact with the presentation – just like in "normal" slide shows. For example, a left click in this area (or pressing the space bar) advances to the next slide, and a right click opens the context menu with further options for interaction and navigation (for details, see the section [Slide show interaction](#)).

- **Toolbar**

Directly below the current slide, some tools for operating the Presenter view are displayed.

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

**Drawing tools:** By clicking on this icon, you can choose between different drawing tools (pen, highlighter, etc.) and draw with them in the slide. This allows you, for example, to highlight certain components of a slide during the show.

Alternatively, you can right-click on the current slide to open the context menu for the slide show and select a drawing tool there (see also section [Slide show interaction](#)).

**Swap Monitors:** Swaps the display on the primary monitor with that on the secondary monitor. Clicking the icon again will undo this.

**Show slide sorter on/off:** Turns the slide sorter (shown at the bottom of the screen) on/off.

**Show next slide on/off:** Turns the preview of the next slide (shown in the top right corner of the screen) on/off.

**Black screen and pause:** Displays a black screen on the second monitor and pauses the timer. This function is intended for pausing. Clicking the icon again ends the pause.

**End the show:** Ends the slide show.

- **Slide  $x$  of  $y$**

Below the current slide, the Presenter view shows which slide is currently displayed and how many slides the presentation consists of.

With a click on one of the arrows you can switch to the previous/next slide.

- **Next slide**

A preview of the next slide is displayed in the upper right corner.

### ■ Notes

The large area in the right half of the screen displays your notes for each slide. The two icons at the bottom can be used to change the font size.

Note: Notes cannot be edited in the Presenter view. For information on how to add and edit notes, see [Adding notes](#).

### ■ Slide sorter

At the bottom of the screen you can see an overview of all slides of the presentation.

If you click on one of the slides displayed there, the slide show jumps directly to this slide.

To exit the Presenter view (and thus also end the slide show), click on the icon **End the show** or press the **Esc** key.

## Troubleshooting

As mentioned at the beginning, some prerequisites must be fulfilled for using the Presenter view. If the Presenter view does not work on your system, please check whether the following steps have been carried out successfully:

### 1. Connect a second display

The Presenter view only works with (at least) two monitors. Accordingly, if not already done, connect an additional output device to the second graphics port of your system.

Usually, your device should detect and use the second display automatically. You can check this in the display settings of your system.

**Note for Windows users:** In Windows' display settings, make sure that the option **Multiple displays** is set to **Extend these displays**.

### 2. Configure Presentations to use two displays

Whenever you connect a second display, Presentations detects this automatically and displays slide shows on the second display by default. In case this doesn't work, make sure that in the dialog window of the **Tool > Options** menu command, **View** tab, the **Display** option has been set to one of the following values: **Auto** (recommended), **Display #2** or **Display #3**.

Note: If **Display #2** does not appear in this list, then the second display is either not recognized by your system or your system is not correctly set to use multiple monitors. Open the display settings of your operating system to fix this (see also the previous point).

### 3. Play the presentation in normal full screen mode

The Presenter view is only available if the slide show is played in normal full-screen mode (i. e. not in windowed mode or in kiosk mode).

Accordingly, make sure that in the dialog of the menu command **Show > Set up slide show** the following setting is selected for the **Mode** option: **Presented by speaker (full screen)**.

#### 4. Switch the Presenter view on

If all of the above prerequisites are met, but the presentation is still not started in the Presenter view, you should check whether the Presenter view is activated at all. You can do this via the menu command **Show > Presenter view**. When you call this command, the Presenter view is toggled between on and off. A checkmark in front of the entry indicates whether it is currently activated or not.

---

# Outputting presentations

In this chapter, you will find detailed information about outputting documents (printing, e-mailing, etc.).

The following topics are covered:

- [Printing a presentation](#)

To print the current document, invoke the **File > Print** menu command.

- [Exporting a presentation to a PDF file](#)

Using the **File > Export as PDF** menu command, you can export a document to a PDF file. Such files can be viewed on virtually any computer, provided that it has a PDF viewer installed.

- [Sending a presentation by e-mail](#)

*FreeOffice:* Sending by e-mail is not included in SoftMaker FreeOffice.

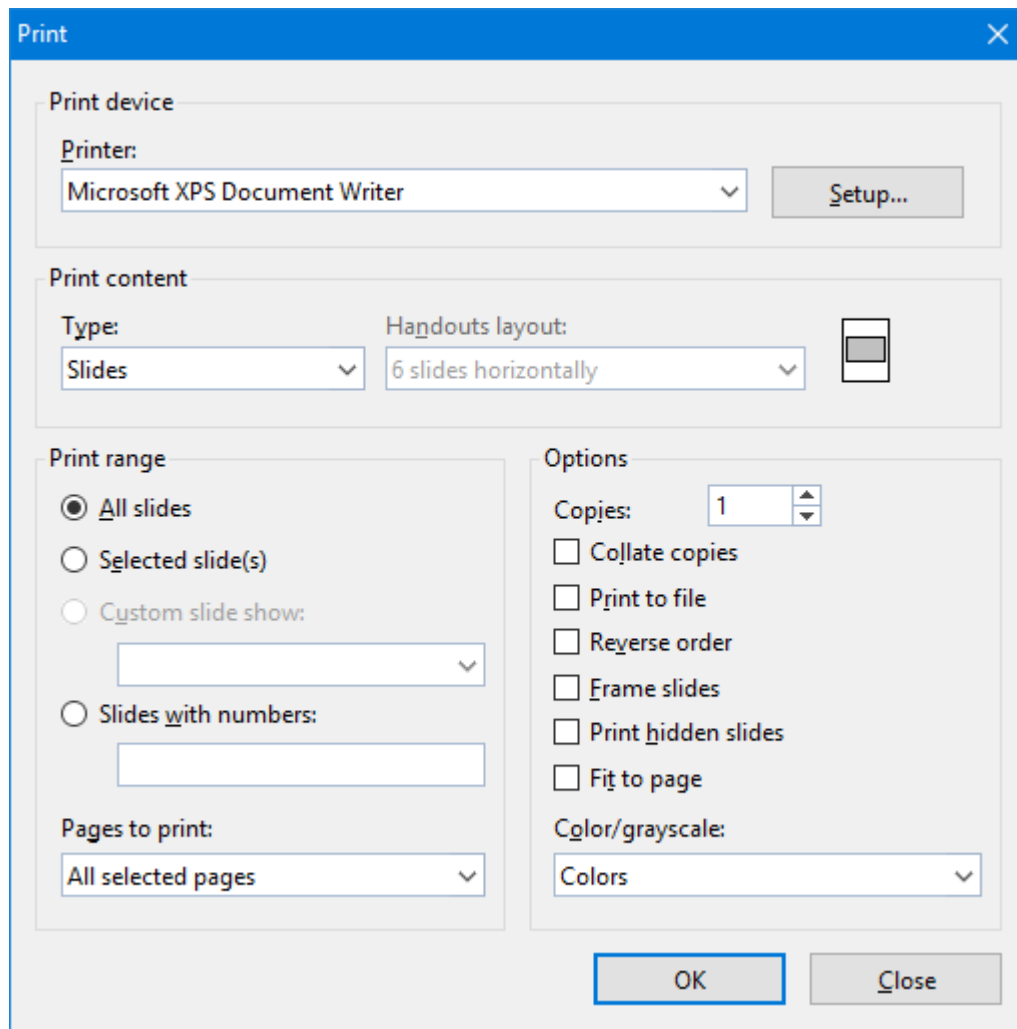
When you would like to send a document by e-mail, you can use the menu command **File > Send**.

Detailed explanations are presented in the following pages.

---

## Printing a presentation

To print the current document, choose the menu command **File > Print**.



A dialog box appears, allowing you to make the following settings:

### Printer

Choose from the installed printers the one that is to handle the printing.

The **Setup** button opens a window for setting up and configuring the printer. You can find information about this in your printer manual.

**Linux users** can also specify the command to be used for printing here.

### Print content

Select what to print here: the slides, just the notes, an outline of the presentation, or handouts.

If you choose handouts, the **Handouts layout** option becomes available, which lets you choose how many slides to print on each page.

## Print range

Select which slides of the presentation to include in the printout:

- **All slides**

Print the entire document.

- **Selected slides**

Print only the slides currently selected in the sorter or in the mini sorter.

- **Custom shows**

To print a custom show that you have created, choose this option and select the desired custom show. (Information about the creation of custom shows is available in the section [Custom shows](#).)

- **Slides with numbers**

Print only the slides with the specified numbers. To use this option, enter the desired slide numbers in the edit box as demonstrated in these examples:

12            Print slide 12 only

12-15        Print slides 12 through 15

12-          Print slide 12 and all slides following

-12          Print slides 1 through 12

You can enter as many slide numbers or ranges as you like, provided you separate them with commas, for example:

2-5, 12      Print slides 2 through 5 and slide 12

- In addition, you can specify with the **Pages to print** option, whether all slides or only the odd or even numbered slides in the given range are to be printed.

## Options

Provides control over several miscellaneous print options, including:

- **Copies**

Here you can specify the number of copies of the document to be printed.

- **Collate copies**

When you print multiple copies of a document, this option determines if the printout will be sorted after page numbers.

If you check this option and print multiple copies of a document with e.g. three pages, the pages will be output in the following order: 1-2-3, 1-2-3, 1-2-3, ...

If it is not checked, the order will be: 1-1-1..., 2-2-2..., 3-3-3...

Note: Not all printers support this feature.

- **Print to file**

Redirects the print output to a file instead of a physical printer.

- **Reverse order**

Prints the pages from last to first.

- **Frame slides**

Print a border around the slide.

- **Print hidden slides**

Print slides marked as hidden in addition to any non-hidden slides. By default, hidden slides are not printed.

- **Fit to page**

Resize the contents of each page to fit on the printed page.

- **Color/grayscale**

Print the presentation keeping the colors or convert them to grayscale or to black & white

To start printing, click **OK**.

---

## Exporting a presentation to a PDF file

You can also export documents to a PDF file.

PDF files can be viewed on virtually any computer, provided that it has a PDF viewer installed (for example, the "Adobe Reader"). Text formatting and objects (pictures, drawings, etc.) are retained exactly as in the original file. However, slide transitions and object animations are not displayed.

To export a document to a PDF file, proceed as follows:

1. Choose the **File > Export as > PDF** menu command.
2. A dialog window appears where you can change the settings described below. After that, confirm with **OK**.
3. Another dialog window appears where you can specify the filename and location of the PDF file to create. After that, confirm with **OK**.

The PDF file will then be created. To view it, open the PDF file in a PDF viewer of your choice.

**Hint:** If your device does not have a PDF viewer installed, you can find suitable programs in the Internet by performing a search for "PDF viewer" in your web browser.

The dialog window mentioned above provides the following options:

## General tab

On this tab, you can specify which parts of the document to export, and change several other settings. The options available are mostly identical to the ones provided in the dialog of the **File > Print** menu command, which is described in the section [Printing a presentation](#).

Apart from that, the following additional options are available:

- **Create a bookmark for each slide**

If this option is checked, Presentations will store a bookmark in the PDF file for each slide that your document contains.

Your PDF viewer will then display these bookmarks in a pane left of the document. You can utilize this pane as an interactive table of contents: just click on a bookmark to jump to the corresponding slide.

Hint: If your PDF viewer does not display a bookmark pane, search for a command to display bookmarks and activate it.

- **Create tagged PDF**

If this option is checked, information about the logical structure of the document will be included in the PDF file.

This information is required in order to produce barrier-free PDF files that, for example, can also be used with screen readers or PDF viewers that are able to read the text in a PDF out loud.

## Preferences tab

This tab contains options for modifying the output quality, including the following:

- **AutoShape options**

Sets the quality (resolution) in which AutoShapes and all other types of drawings are exported. The higher the setting, the larger the resulting file will be.

- **Image options**

Lets you choose if images should be stored using a **lossless compression** method or the (lossy) **JPEG compression** method. If you choose the latter option, the **JPEG quality** option becomes available and lets you modify the quality level of the compression.

***Hint:*** Lossless compression provides perfect image quality. However, if your document contains a large number of images (especially photographs), the resulting file can become rather large. If this is the case, you may want to switch to JPEG compression, which provides a much higher compression rate for photographic images.

The option **Use alpha channel for transparencies** determines whether an "alpha channel" should be used when rendering transparencies in images or drawings. Usually, these look best when this option is enabled. However, some PDF viewers are unable to render alpha channels flawlessly, so we included an option to deactivate this feature.

## ■ Other options

**Include Presentations document:** Stores a copy of your Presentations document inside the PDF file. This enables users to open the resulting PDF file directly in Presentations. The program will then extract the original Presentations document from the PDF file and display it.

**Open file in PDF viewer after exporting:** Launches your PDF viewer and displays the PDF file after it has been exported (provided that you have a PDF viewer installed on your computer).

**Use relative paths for file links:** Automatically converts any hyperlink to a file into a relative path (instead of an absolute path). For example, when you have inserted a link to the file `c:\Documents\Lists\test.txt` and export the PDF document to the folder `c:\Documents`, the file path for this link will be changed to `"Lists\text.txt"`.

## ■ Font options

The **Font embedding** options let you choose if the fonts used in the document should be included in the PDF file.

If font embedding is enabled, the resulting PDF file can be viewed in its original fonts on *any* computer – even if this computer does not have the fonts installed. If it is disabled, text will be rendered using some replacement fonts selected automatically by the system.

If the **Embed only used characters** option is enabled, only those characters of a font will be embedded that actually occur in the document. Advantage: The resulting PDF file is smaller in size.

## View tab

This tab contains advanced options for the display of the PDF file in a PDF viewer, including the following:

### ■ Navigation pane

Use this option to specify what to display in the navigation pane of the PDF viewer. (The navigation pane is a panel displayed left of the PDF document.)

Options available:

**Default:** Use the PDF viewer's default setting.

**Empty:** Do not display anything in the navigation pane.

**Bookmarks:** Display the document's bookmarks in the navigation pane.

**Page thumbnails:** Display miniatures of the document's pages in the navigation pane.

### ■ Zoom

Use this option to set the default zoom level of the PDF file, as follows:

**Default:** Use the PDF viewer's default setting.

**Full page:** Select the zoom level at which the entire page fits in the window.

**Fit width:** Select the zoom level at which the page width fits in the window.

**Fit height:** Select the zoom level at which the page height fits in the window.

**Custom:** Set the zoom level to a custom value (in percent).

### ■ Page layout

Use this option to specify the page layout to display, as follows:

**Default:** Use the PDF viewer's default setting.

**Single pages:** Display as single pages.

**Two pages - odd pages left:** Display as two facing pages (odd pages on the left).

**Two pages - odd pages right:** Display as two facing pages (odd pages on the right).

### ■ Additional options

This section provides the following additional options:

**Display document title:** Display the document's title in the title bar of the PDF viewer (instead of its file name). Hint: You can change the title of a document on the **Summary** tab of the dialog of the **File > Properties** menu command.

**Center viewer on screen:** Automatically center the program window of the PDF viewer on the screen when the PDF file is opened.

**Full-screen mode:** Automatically switch the PDF viewer to full-screen mode when the PDF file is opened.

**Hide menu bar:** Hide the menu bar of the PDF viewer.

**Hide toolbars:** Hide all toolbars of the PDF viewer.

**Hide navigation pane controls:** Hide all controls of the navigation pane.

## Security tab

This tab provides options that allow you to encrypt the resulting PDF file and to set up passwords that protect the file against opening or changing it.

### ■ Encryption type

Here you can select if the PDF file should be encrypted. You can choose between **40 bit encryption** (low level of security) and **128 bit encryption** (high level of security).

**Note:** The other options on this tab are not available until you have chosen an encryption method.

### ■ Password to open the document

If you enter a password here, the PDF viewer will ask for this password when users try to open the PDF file. If they don't enter the correct password, the viewer will refuse to display the file.

If you leave this field empty, any user can open the file without having to enter a password.

### ■ Password to set permissions

Additionally, you can restrict the access rights for the PDF file. To do this, first enter a password required to change the access rights. Then, use the options in the **Permission** section of the dialog to specify which permissions should be granted.

Background information: In some PDF viewers, a command for changing the access rights is available. If users try to invoke this command, they will be asked for the password you have entered here.

#### ■ Permissions

Here you can specify which types of actions should be permitted. Only available when you have specified a password to set permissions (see above).

---

## Sending a presentation by e-mail

*FreeOffice:* Sending by e-mail is not included in SoftMaker FreeOffice.

Provided an appropriate e-mail program is installed on your device, you can send presentations by e-mail directly from Presentations.

To do this, proceed as follows:

1. Create or open the presentation that is to be e-mailed.
2. Invoke the menu command **File > Send**.
3. Select the format in which the document is to be sent.

Note: If you choose the **Presentations document** format, the recipient receives an e-mail with the Presentations document as an attachment. In order to read the attachment, the recipient needs to have Presentations installed.

Your default e-mail application is invoked and a blank e-mail message is generated, with the document as an attachment. You can specify the recipients and type in a subject and message, if desired, and then send the e-mail.

---

## Language tools

Presentations offers a spell check feature, a hyphenator, and a thesaurus. (Depending on your chosen language, you may have only the hyphenation feature, or the hyphenation and spell check features.)

This chapter provides information on working with these tools, as follows:

- [Setting the language](#)

The *language* for spell checker, hyphenator and thesaurus can be set with the menu command **Tools > Options (Language tab)**.

- [Spell checking](#)

The *spell checker* examines the text in your document for spelling mistakes. When it finds mistakes, it suggests corrections.

- [Hyphenation](#)

When you enable it, the *hyphenator* automatically hyphenates long words at the ends of lines.

- [Thesaurus](#)

**FreeOffice:** The *Thesaurus* is not included in SoftMaker FreeOffice.

The *thesaurus* is a tool that lets you quickly find terms in a synonym dictionary with equivalent or similar meanings of the word you are looking for. This feature helps you express yourself precisely and avoid repetition.

- [SmartText](#)

**FreeOffice:** The *SmartText* feature is not included in SoftMaker FreeOffice.

With Presentations' *SmartText* feature, you can have your "favorite" typing errors corrected automatically and create short-cuts for frequently needed phrases, such as "sd" for "sales department".

---

## Setting the language

If you have installed several languages, you can change the language for the spell checker, hyphenator and thesaurus, as needed.

To do this, proceed as follows:

1. Invoke the **Tools > Options** menu command.
2. Switch to the **Language** tab.

3. Choose the desired language from the **Language** list and confirm with **OK**.

---

## Spell checking

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Its spell checker supports solely the use of *Hunspell* dictionaries.

In a standard installation, only Hunspell dictionaries for English and German are installed. If you want to add additional languages, refer to the section [Installing Hunspell dictionaries](#).

The *spell checker* examines the text in your document for spelling mistakes. When it finds mistakes, it suggests corrections.

This section describes the different spell checking tools in detail. It covers the following topics:

- [Manual spell checking](#)

The *manual spell checker* lets you check and correct the spelling of the entire text in a document, word by word.

- [Background spell checking](#)

The *background spell checker* constantly checks the text for spelling errors. Incorrectly written words are underlined in red and can be corrected manually or with the aid of a context menu.

- [Editing user dictionaries](#)

When you teach the spell checker new words, they are added to your *user dictionary*. You can edit this dictionary at any time in order to, for example, delete incorrect entries.

See the following pages for detailed information.

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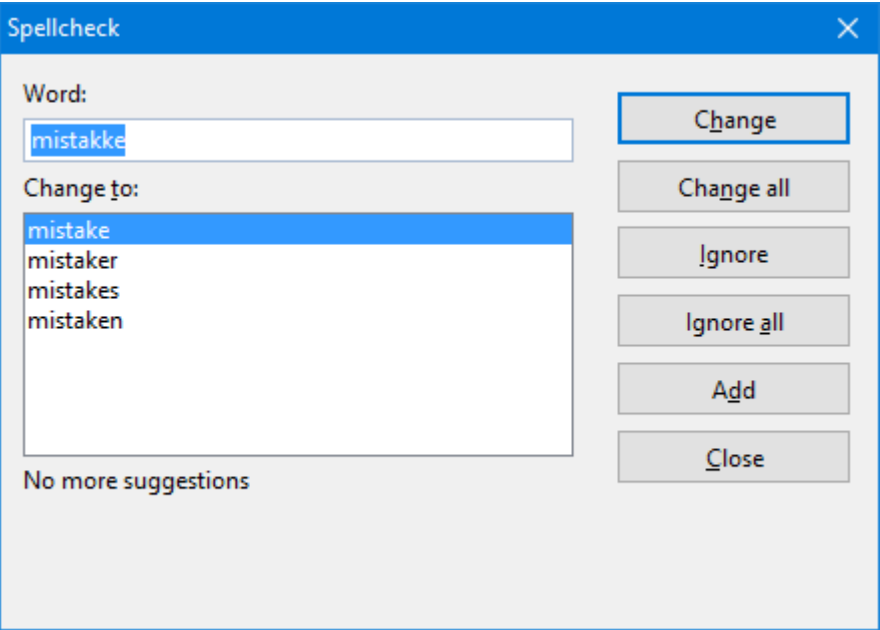
## Manual spell checking

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Its spell checker supports solely the use of *Hunspell* dictionaries.

In a standard installation, only Hunspell dictionaries for English and German are installed. If you want to add additional languages, refer to the section [Installing Hunspell dictionaries](#).

You activate the manual spell checker with the **Tools > Check spelling** menu command.

This checks the text word for word for spelling errors. If an unrecognized word is found, the spell checker stops and displays the word in a dialog box.



You can then choose to correct the word, add it to the dictionary, or simply ignore the supposed error. Additionally, in the list under **Change to**, some suggestions for the correct spelling of the word are presented (if any are found).

Use the dialog buttons to specify what to do with the unknown word, as follows:

Button	Function
<b>Change</b>	Lets you correct the word. Before you use this button, type the correct spelling in the <b>Change to</b> input field or select one of the suggested words from the list.
<b>Change All</b>	Works like the <b>Change</b> button, but changes <i>all</i> further instances of the word (from here to the end of the document).
<b>Ignore</b>	Ignores the supposed spelling error and continues with the spelling check.
<b>Ignore All</b>	Ignores <i>all</i> further instances of this word.
	Note: Use <b>Ignore</b> or <b>Ignore All</b> only for words that are correctly written but are <i>not</i> to be added to the dictionary. When you exit Presentations, it forgets the list of ignored words.
<b>Add</b>	Advises Presentations to add the word to the user dictionary and in this way to enlarge its vocabulary.
	Note: Use this option for correctly spelled words that Presentations does not yet know. Presentations remembers these words permanently.

If you want to exit the spell checker before it reaches the end of the document, click on **Close**.

## Background spell checking

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Its spell checker supports solely the use of *Hunspell* dictionaries.

In a standard installation, only Hunspell dictionaries for English and German are installed. If you want to add additional languages, refer to the section [Installing Hunspell dictionaries](#).

**Background spell checking** constantly checks the text in the entire document for spelling errors. Incorrectly spelled words are indicated with red underscores.

### Activating background spell checking

To activate background spell checking, invoke the menu command **Tools > Options**, switch to the **Language** tab as shown below, and enable the **Use background spell checking** option.

Presentations now examines the entire document for spelling errors on an ongoing basis. It not only recognizes existing spelling errors in the document, but also immediately examines changes and additions to the text for correct spelling.

### Correcting misspelled words

Misspelled words are highlighted on the screen with red underscores. This allows you to see, at a glance, all misspelled words so that you can either correct them immediately or at a later time.

To correct one of these underlined words, either simply change its spelling by hand or click with the *right* mouse button on the word to bring up the spelling correction context menu.

**Android:** In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

The context menu includes the following items:

Item	Function
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 click on one of them, it will replace the word in the text.  If Presentations finds a large number of suggestions, an additional menu item called <b>Additional Suggestions</b> appears. If you click on it, a dialog with all the suggestions found will appear.
Ignore Word	Ignores the spelling error (for all instances of this word) and removes the red marking.  Use this option for words that are, in fact, correctly spelled but are not to be added to the dictionary. When you exit Presentations, it forgets the list of ignored words.
Add Word	Advises Presentations to add the word to the user dictionary (see next section) which enlarges its vocabulary.

Use this option for correctly spelled words that Presentations does not yet know. Presentations remembers these words permanently.

**Create SmartText Entry**

Creates a *SmartText* entry from the word. You will learn more about this feature in the section [SmartText](#).

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

**Words underlined in blue:** If you have also activated the **Underline old German spelling in blue** option, you might also see words underlined in blue instead of red. This is for German words that are spelled according to the old German conventions and that should be spelled differently according to the *German spelling reform*. Note: This feature is active only in texts that are composed in German language.

---

## Editing user dictionaries

When you teach the spell checker new words, they are added to your *user dictionary*. You can edit this dictionary at any time in order to, for example, delete incorrect entries.

To do this, invoke the menu command **Tools > Edit user dictionaries**. A dialog opens, providing the following controls:

- **Language**

Every language has its *own* user dictionary. You can select the user dictionary to be edited from the **Language** dropdown list.

- **Entries**

This list contains all words that have been added to your user dictionary (for the selected language).

- **"Close" button**

This button closes the dialog.

- **"Add" button**

This button enables you to add a word to your user dictionary manually. A dialog appears, allowing you to enter the word.

Words added this way are treated exactly the same way as words that have been added using the **Add** button in the spell checker.

- **"Change" button**

Use this button to edit the word that is currently selected in the list. This is useful for misspelled words that you have added to your user dictionary accidentally. Clicking on the button opens a dialog that allows you to correct the spelling of the word.

- **"Delete" button**

This button removes the selected word from your user dictionary – thus, the spell checker will now view this word as incorrectly spelled, as it did before the word was added.

---

## Hyphenation

If desired, you can use Presentations' automatic hyphenation feature to break up long words that occur at the ends of lines.

The hyphenator can be enabled or disabled separately for each paragraph of your document.

**Note:** Please note that, by default, the hyphenator is *disabled* for all paragraphs in the entire document.

For paragraphs where you enable it, hyphenations are performed completely automatic as you type.

**Important:** For the hyphenator to function properly, make sure that you have selected the correct *language* in the program preferences (typically, your native language). To set the language, invoke the menu command **Tools > Options**, switch to the **Language** tab, and choose a language from the **Language** list.

### Enabling hyphenation and setting the hyphenation frequency

By default, hyphenation is turned off for all paragraphs of the document. To enable it, proceed as follows:

1. Place the text cursor in the paragraph of interest (or select multiple paragraphs to be modified).
2. Invoke the **Format > Paragraph** menu command.
3. Select the desired setting in the **Hyphenation** dropdown list.

The following options are available:

Setting	Effect
<b>None</b>	No hyphenation is performed in this paragraph. (This is the default setting.)
<b>Always</b>	Hyphenation is attempted in successive lines without limit. This is the default setting.
<b>Every 2 Lines</b>	Hyphenation is attempted only in every second line.
<b>Every 3 Lines</b>	Hyphenation is attempted only in every third line.

Thus, with **None** you turn hyphenation off completely for the selected paragraph. With **Always**, on the other hand, you allow hyphenation to be performed whenever possible on any line of the paragraph.

In some cases, it is not always a good idea to hyphenate at every point possible, and this is where the other two options come in handy. For example, text that is in narrow columns could lead to a broken word at the end of almost every line and, consequently, to a reduction of the document's legibility. Therefore, instead, you may want to use the **Every 2 Lines** or **Every 3 Lines** option to direct Presentations to attempt hyphenation only in every second or third line.

### Inserting "soft hyphens"

Presentations' hyphenation module performs incorrect hyphenations only in very rare cases. If the hyphenator should actually fail to hyphenate a word at the desired position, you can always correct it by inserting a *soft hyphen* (also called *optional hyphen*).

To do this, place the text cursor at the position where you want the word to be hyphenated and press the key combination **Ctrl+Minus**. From now on, Presentations will hyphenate the word only at this position.

Note: If a word contains multiple syllables, you can insert more than just one soft hyphen (for example, one after each syllable), whenever needed.

---

## Thesaurus

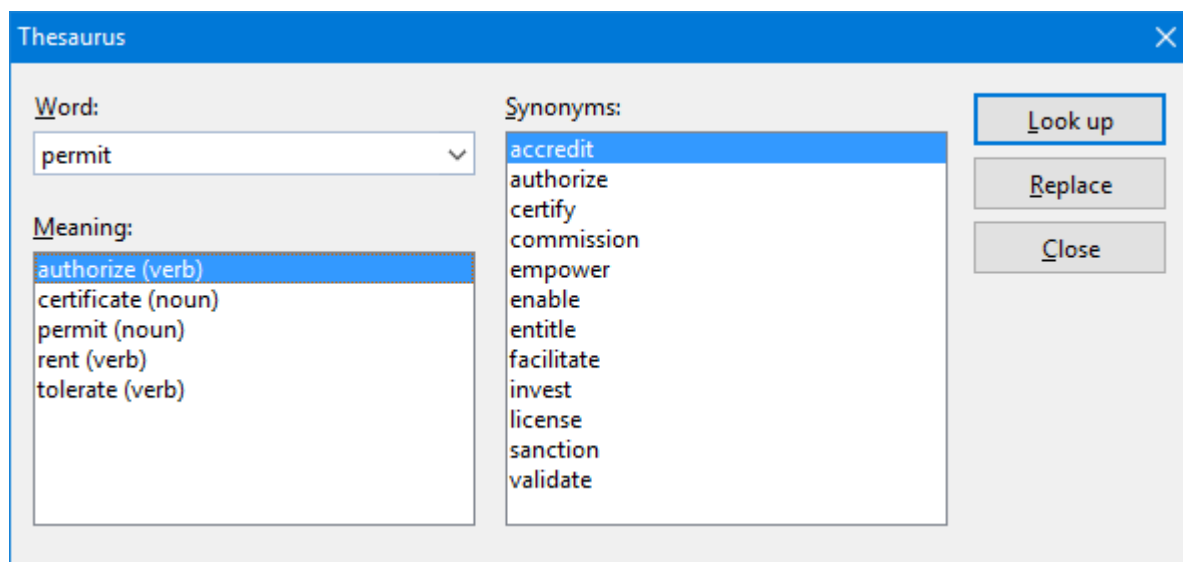
*FreeOffice:* The *Thesaurus* is not included in SoftMaker FreeOffice.

With the menu command **Tools > Thesaurus**, you can have Presentations search for a word's *synonyms* (terms with equivalent or similar meanings).

This function can help you express yourself precisely and avoid repetition. Even if you command a vocabulary that is larger than average, the thesaurus may still find alternative words. This function is especially useful with foreign languages.

### Using the thesaurus

To activate the thesaurus, type a word or move the text cursor to a word you have already typed. Then invoke the menu command **Tools > Thesaurus** as follows:



Presentations now searches for the word in the Thesaurus.

If the word is not found, words with similar spellings are presented for selection. Otherwise, synonyms for the word are shown.

**Note:** If a word has several meanings, several items are presented in the **Meaning** list. First choose the meaning of interest to you, and then view the corresponding synonyms in the **Synonyms** list.

Now, with a mouse click, you can select a word from the **Synonyms** list. Then you can choose one of the following functions by using the buttons:

Button	Function
Look up	Looks for alternatives to the selected synonym.
Replace	Replaces the word in the text with the selected synonym.
Close	Exits the thesaurus.

## SmartText

**FreeOffice:** The *SmartText* feature is not included in SoftMaker FreeOffice.

Presentations' *SmartText* feature can save you a lot of work: you can define SmartText entries for frequently needed phrases and then call them out in your text quickly and easily.

For example, you can define a SmartText entry named "sd" containing "sales department". Now you can call out this SmartText entry at any time. Simply type "sd" and then press the space bar, the **Enter** ↵ key, or a punctuation character key. Immediately, "sd" is replaced with "sales department".

In this way, you can use Presentations to put together a personal "computer shorthand" and save significant typing time.

In this section, you will learn details about Presentations' SmartText feature, including the following:

- [Creating SmartText entries](#)

SmartText entries can be created either with the **Insert > SmartText** menu command or the background spell checker. You give the SmartText entry a name (e.g., "sd") and then enter the desired content (e.g., "sales department").

- [Inserting SmartText entries](#)

To call up a SmartText entry, simply type its name and then press the space bar, the **Enter** ↵ key, or a punctuation character. The name will be immediately replaced by the content of the SmartText entry.

Alternatively, SmartText entries can be inserted manually using the menu command **Insert > SmartText**.

- [Editing SmartText entries](#)

You can create new SmartText entries with the menu command **Insert > SmartText**, and you can also edit, rename, and delete existing entries.

Detailed information is provided on the following pages.

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## Creating SmartText entries

To create a new SmartText entry, choose one of the following methods:

### A) Using the Insert > SmartText dialog

To create, for example, a SmartText entry with the name "sd" containing "sales department", proceed as follows:

1. Invoke the menu command **Insert > SmartText**.
2. Click on the **New** button to create a new SmartText entry.
3. Give the SmartText entry a name ("sd" in our example).

Later, the SmartText entry can be called up by using the specified name.

4. Confirm with **OK**, which takes you back to the main dialog.
5. Type the text of the SmartText entry in the large input field ("sales department" in our example).
6. Exit the dialog by clicking on the **Close** button.

The SmartText entry has now been created. In the next section ([Inserting SmartText entries](#)), you will learn how to use your new SmartText entry.

### B) Using the background spell checker

If you have activated the background spell checker, SmartText entries can alternatively be created as follows:

1. Make sure that the **Use background spell checking** option on the **Language** tab in the dialog of the **Tools > Options** menu command is checked.
2. Type "sd" and press the space bar.
3. Presentations now underlines "sd" in red, since it is an unknown word. Click on this word with the *right* mouse button to open the context menu.

**Android:** In the Android version, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

4. Select the **Create SmartText Entry** command from the context menu.
5. Type "sales department".
6. Confirm with **OK**.

The result is the same: the SmartText entry "sd" has now been created.

If you want to learn more about the background spell checker, see section [Background spell checking](#).

---

## Inserting SmartText entries

Once you define a SmartText entry, you can use it anytime as you build your presentation slides.

Type the name of the SmartText entry (e.g., "sd" in our example) in the text, and then press either the space bar, the **Enter** ↵ key, or a punctuation character. Presentations immediately replaces "sd" with the content of the SmartText entry, in our example, "sales department".

**Note:** If this does not work, the **Expand SmartText entries** option might be disabled. If so, invoke the menu command **Tools > Options**, switch to the **Language** tab, and turn on this option.

Alternatively, you can use a dialog to insert SmartText entries in the text by invoking the menu command **Insert > SmartText**, choosing the desired entry, and then clicking the **Insert** button.

---

## Editing SmartText entries

You can edit SmartText entries that you have previously defined with the menu command **Insert > SmartText** as follows:

- **Deleting a SmartText entry**

To delete an entry, select it from the **SmartText entries** list and then click on the **Delete** button.

- **Renaming a SmartText entry**

If you want to change the name of an entry, select it from the list and click on the **Rename** button. A dialog box appears, and you can enter the new name there.

- **Editing a SmartText entry**

To edit an entry, select it from the list and then click in the large input field. Now you can modify the content of the SmartText entry.

When you have made the desired changes, click on the **Save** button.

- **Inserting a SmartText entry**

To insert a SmartText entry into the text, select it from the list and click on the **Insert** button (see also the section [Inserting SmartText entries](#)).

To exit the dialog, click the **Close** button. If the active SmartText entry has been changed and not yet saved, Presentations will ask automatically if it should save the changes.

---

## Document management

Presentations provides functions that simplify document management and speed up access to them in the following manner:

- [Quick paths](#)

You can set up *quick paths* to change immediately to folders that are frequently used to save or retrieve files.

- [Document summary](#)

Every document can have a *document summary* that you can display and edit using the **Summary** tab in the dialog box of the **File > Properties** menu command. You can specify the document's title, subject and author, enter keywords for the file manager's search function, and compose a brief description of the document's contents.

- [The file manager](#)

**FreeOffice:** The *File manager* is not included in SoftMaker FreeOffice.

The integrated file manager provides a convenient way to access your documents. It allows you to see at a glance the names and summaries of your documents, and to examine, open, print, or delete them with the press of a key. With the search function, you can look for documents not only by filename, but also by subject, title, author, etc.

- [Backup copies](#)

Whenever you save a document, Presentations can automatically create a backup copy containing its previous version. There is even an option to keep multiple generations of backup copies for each document.

**FreeOffice:** In SoftMaker FreeOffice, only simple backup copies are supported (via the option **Create backup files** in the preferences).

You will find detailed information for each of these functions on the following pages.

---

## Quick paths

Presentations gives you the capability to define up to twenty *quick paths* and use them to change to specific folders where you open or save files frequently.

A *quick path* is a symbolic statement like "Documentation of the court building" that stands for a specific folder on the hard disk (for example, the folder `c:\court\renew`).

When you want to open a file in this folder, all you need to do is click on the **Quick path** button in the dialog box of the **File > Open** menu command and select its quick path. The dialog changes immediately to the `c:\court\renew` folder.

Quick paths are available not only in the **File > Open** dialog, but also in all other dialog boxes that have to do with opening or saving files.

### Defining quick paths

To define a new quick path, complete the following steps:

1. Open any type of file dialog, for example, the dialog of the **File > Open** menu command.
2. Click the **Quick path** button.
3. A menu opens below the button. Select the **Create new quick path** command from it.
4. At **Name of quick path**, enter a meaningful name for the quick path – for example, "Documentation of the court building".
5. At **Path**, enter the desired folder – for example, `c:\court\renew`.

***Tip:*** Alternatively, click on the button with the three dots next to this text field. This opens a dialog where you can browse to the folder of interest.

6. Confirm with **OK**.

From now on, Presentations will change to the folder `c:\court\Renew` when the quick path "Documentation of the court building" is invoked.

**Quick paths with search patterns:** Quick paths can also include search patterns for file names. For example, you can define a quick path as `c:\court\renew\2018*.*`, which tells Presentations to change to the folder `c:\court\renew` and display only those files whose names begin with "2018".

**Keyboard shortcut:** The **&** sign can be used in a quick path name to give the name a keyboard shortcut. For example, if you enter "&Documentation" as the name, the quick path of this name can be invoked by pressing the **D** key whenever the list of quick paths is opened.

### Using quick paths

Quick paths are available in all file dialogs – for example the dialogs for the **File > Open** and the **Object > New picture** menu commands.

To invoke a quick path, do the following:

1. Click on the **Quick path** button in a file dialog.
2. A menu of all the previously defined quick paths opens. Select the desired quick path.

Presentations now changes to the folder specified for the quick path.

### Editing and deleting quick paths

To modify or delete an existing quick path, do the following:

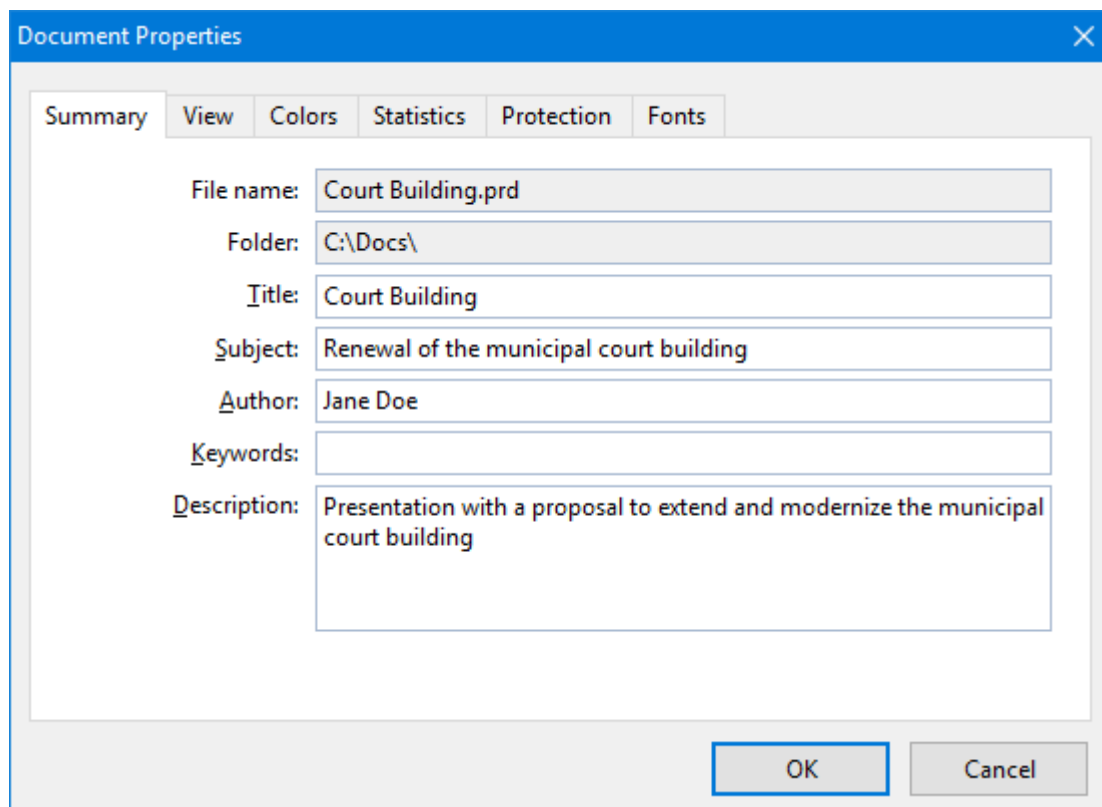
1. Click on the **Quick path** button in a file dialog.
2. A menu opens. Select the **Change quick paths** command from it.
3. A dialog box appears. Select the desired quick path from the list box.
4. Click on **Change** to edit the name or path, or on **Delete** to remove the quick path.

---

## Document summary

You can use the menu command **File > Properties** not only to make document specific settings, but also to enter *summary* information about the document.

The *summary* contains additional information (subject, author, keywords, etc.) about a document. To view or edit the information, invoke the menu command **File > Properties** and switch to the **Summary** tab as follows:



The screenshot shows the 'Document Properties' dialog box with the 'Summary' tab selected. The dialog has a blue title bar with a close button. Below the title bar are tabs for 'Summary', 'View', 'Colors', 'Statistics', 'Protection', and 'Fonts'. The 'Summary' tab contains several text input fields with labels: 'File name:' (Court Building.prd), 'Folder:' (C:\Docs\), 'Title:' (Court Building), 'Subject:' (Renewal of the municipal court building), 'Author:' (Jane Doe), 'Keywords:' (empty), and 'Description:' (Presentation with a proposal to extend and modernize the municipal court building). At the bottom right are 'OK' and 'Cancel' buttons.

Property	Value
File name:	Court Building.prd
Folder:	C:\Docs\
Title:	Court Building
Subject:	Renewal of the municipal court building
Author:	Jane Doe
Keywords:	
Description:	Presentation with a proposal to extend and modernize the municipal court building

Enter your modifications, and confirm with **OK**.

**Tip:** Using the file manager (see the next section), you can search for documents based on the contents of their summaries. For example, you can have the file manager find all documents from a specific author.

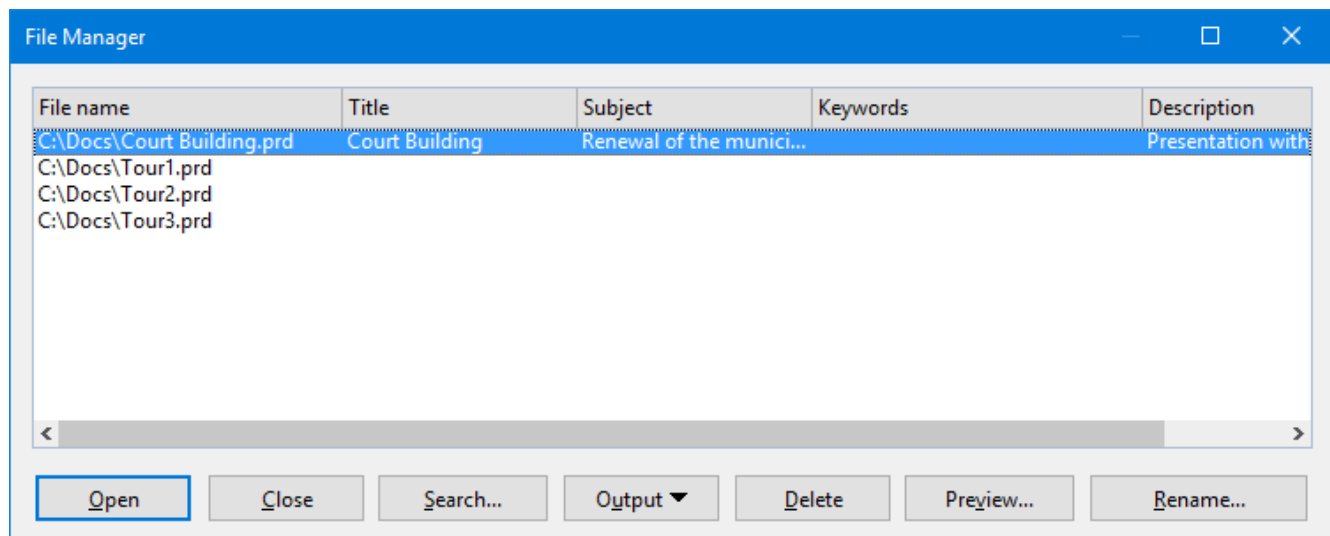
**Automatic prompt for summary information when saving:** At your option, you can have Presentations prompt you to fill in the document summary whenever you save a newly created document. To enable this function, invoke the menu command **Tools > Options**, switch to the **Files** tab, and enable the **Prompt for summary information when saving** option. Now, each time you save a new document for the first time, the dialog box for the entry of summary information will appear.

## The file manager

**FreeOffice:** The *File manager* is not included in SoftMaker FreeOffice.

The *file manager* displays a list of documents from one or more folders and lets you open, print, delete, or view any document with a click of the mouse.

To start the file manager, use the menu command **File > File manager**.



Using your mouse, you can resize the File manager window or move it to a different position anytime. The widths of the columns can be changed by dragging the lines that separate the column headers.

By clicking on one of the column headers, you can sort the files according to the contents of the column under that header.

You can use the **Search** button to change to another folder. Apart from that, this button also provides access to search functions that work with document *summary* information, so that you can search for specific titles, subjects, authors, keywords, etc.

You can select a file and then invoke a function to be performed on the file by clicking on one of the buttons described below.

The buttons in the file manager have the following functions:

- **Open**

When you click on this button, Presentations opens the selected file.

***Tip:*** You can also open a file by double-clicking on its filename.

- **Close**

Use this button to exit the file manager.

- **Search**

You can click on this button to search for specific files or simply to select a new folder for display in the file manager. For more information on this topic, see the next section (entitled [Searching with the file manager](#)).

- **Output**

Use this button to print or e-mail the selected file. When you click on the button, a menu opens with the following functions (depending on the operating system):

**E-mail:** send the document by e-mail

**Print:** print the document

- **Rename**

Click on this button if you want to change the name of the selected file.

- **Delete**

If you click on this button, the selected file will be deleted (after confirmation).

- **Preview**

Click on this button to preview the selected file.

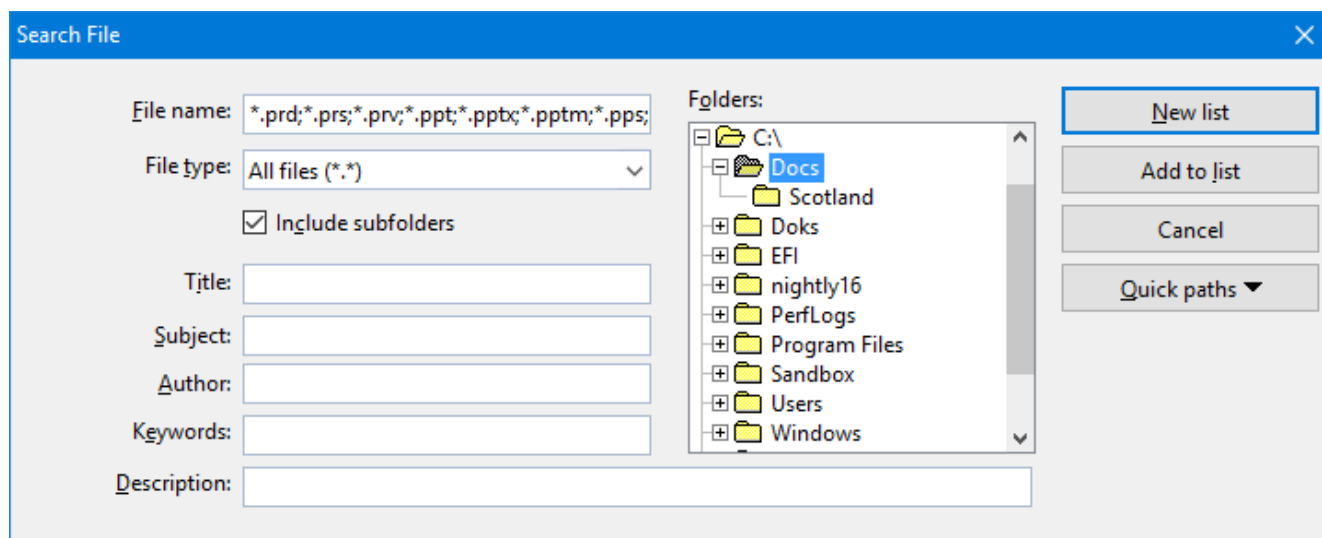
A preview window appears. To open the document displayed in the preview window, click **Open**. To close the preview window, click **Cancel**.

---

## Searching with the file manager

***FreeOffice:*** The *File manager* is not included in SoftMaker FreeOffice.

With the help of the file manager's **Search** button, you can have Presentations look for specific files or simply choose the folder to be displayed in the file manager.



You can search for files that meet criteria of the following types: filename, folder, file type, as well as the items in the document summary (title, subject, author, keywords, and description).

Moreover, you can combine several search criteria. For example, if you only specify a particular folder in the search dialog, Presentations will display *all* the documents in this folder. But, if you also enter a search term in the **Title** field, Presentations will find only those documents that are both in the selected folder *and* contain the given search term in the **Title** field of their summaries.

The search dialog has the following functions:

- **File name**

Allows you to search for a specific file or a filename pattern.

With the default setting, the search function will find *all* documents of the chosen file type in the chosen folder.

If you specify a unique filename like `Sales.prdx`, only files with exactly this name will be found.

If you specify a filename pattern like `sal*.prdx`, all documents whose filenames begin with "Sal" will be found.

- **File type**

From this list, you can choose the type of the files to be targeted in the search. For example, if you want to search for files in Rich Text Format, select this format from the **File type** list.

- **Title, Subject, Author, etc.**

By making entries in these fields, you can target your search to the contents of the summaries that are included in your documents (see the [Document summary](#) section).

If you fill in several fields, the file manager will search for documents that meet *all* of your specified conditions. For example, if you enter "court" in the **Keywords** field and "Smith" in the **Author** field, only documents whose summaries contain corresponding entries for *both* fields will be found.

You will get different search results depending on the precision with which you specify the search terms. For example, if you typed "court" as the search term in the **Keywords** field, your search would also turn up documents whose keywords contain "municipal court" and "court renovation", etc. – that is, all the documents in which "court" was contained *anywhere* in the keywords.

Case is of no significance in search terms. If the search term is entered as "court", the search will also find documents whose keywords contain "Court".

- **Folders**

Here you can select the folder in which the file manager is to carry out the search.

- **Include subfolders**

If this option is enabled, the file manager searches not only the selected folder, but also all folders below the selected folder.

- **"New list" button**

Starts a new search using the current settings.

- **"Add to list" button**

Also starts a new search; however, any previous search results remain in the list rather than being cleared from the list.

---

## Backup copies

***FreeOffice:** SoftMaker FreeOffice supports only *simple backup copies*.*

***Note:** This feature is not available in the **Android** version. On Android, only an option for simple (single) backups is available: the option **Create backup files** in the preferences.*

Whenever you save a document, Presentations can automatically create a *backup copy* containing its previous version. There is even an option to keep multiple generations of backup copies for each document.

You will find the related settings in the dialog of the **Tools > Options** menu command, **Files** tab. The dropdown list in the **Backup** section allows you to specify if and how backup copies will be generated. Options available:

- **No backup**

When you choose this option, *no* backup copy is created when you save a document. (Not recommended.)

- **Simple backup**

Here, exactly *one* backup copy is created when you save a document. This copy contains the previous (i.e. last saved) version of the document. It is saved as a file with the name extension `.bak`, stored in the same folder as the document.

For example, when you save the document `test.prdx`, the existing `test.prdx` file is first renamed `test.bak`, and then the edited document is saved under the name `test.prdx`.

(This option is identical to the **Create backup files** option in previous versions of SoftMaker Office.)

## ■ Advanced backup

With this option, *multiple* generations of backup copies are kept for each document. All of these copies are stored in a special **Backup** folder.

Tip: When this option is selected, also the **File > Revert to previous version** menu command becomes available. It provides a comfortable means of returning to a previous version of the current document (see below).

Additional options:

**Folder for backup files:** Here you can change the location of the **Backup** folder in which all backup copies are stored.

**Number of backup files per document:** Here you can specify the maximum number of backup copies (= generations) to be kept for each document.

**"Clean Up" button:** Offers the following two commands for deleting backup copies:

**Delete orphaned backup files:** Removes any backup file that has lost its original file (for example, because the original file has been deleted).

**Delete all backup files:** Removes *all* backup files that reside in the folder for backup files.

## How to use the "File > Return to previous version" command

When you have selected the **Advanced backup** option (see above), all backup copies are stored in a special **Backup** folder. This folder is maintained automatically by the application. It is *not* recommended to move or rename the files in this folder manually.

To restore a previous version of a document, you don't have to worry about this folder anyway. Presentations has a special menu command for this: the menu command **File > Revert to previous version**.

You can use this command to revert to a previous version of a document as follows:

1. Open the document of interest (in case it isn't opened already).
2. Invoke the menu command **File > Revert to previous version**.
3. A dialog opens, listing all backup copies available for the current document along with their creation date. Select the version that you want to revert to.

Hint: The **Preview** button opens a preview of the selected version.

4. Click on **Restore** to revert the document in the current window to the selected previous version.

**Note:** Please note that this action will replace the current document with a previous version. Accordingly, when you save it now, its current version is overwritten by an older version!

Alternatively, a button named **Open as Copy** is available. When you click this button, the backup copy will open in a *new* window instead (rather than replacing the document in the current window). This is useful when you want to compare the current version with an older version.

**But what to do when the original file is no longer available?**

The procedure described above only works as long as the original document is still available. But what to do when the original file has been lost, for example, because it was accidentally deleted?

Even in that case you can still access the backup copies of this document (unless they have been deleted as well, naturally). Simply open the backup copy itself.

To find out where the backup copies are located, have a look at the dialog of the **Tools > Options** menu command. The folder is listed as the **Folder for backup files** on the **Files** tab. By default, a folder named **Backup** is used, located in the **SoftMaker** folder in your documents folder.

The backup copies in this folder can be opened in Presentations directly, using e.g. the following procedure:

1. In Windows Explorer, navigate to the **Backup** folder (location: see above).
2. Browse this folder for file names that start with the name of the original document. For example, a backup copy of the file `Test.prdx` might be called `Test.prdx.135.prbak`. (As you can see, a running number and the extension `.prbak` are added to the original file's name.)

Hint: The higher the number, the more recent the version of the backup copy is.

3. In Windows Explorer, double-click on the backup file that you want to open.
4. Presentations detects that you are trying to open a backup copy and asks you how to proceed. It displays a dialog with the following options:

**Open the backup file:** Opens the backup copy.

**Invoke the version manager:** Invokes the menu command **File > Revert to previous version** that displays a dialog with *all* available previous versions of the original document. For more details on this command, see above.

**Open the original file:** Opens the original file for this backup copy. (Of course this only works as long as the original file still exists.)

5. Make your choice, and then click on **OK**.

Once again, please note that Presentations creates and manages the files in the **Backup** folder automatically. It is not recommended to e.g. manually rename or move files in this folder.

In case you want to clean up your drive to gain more space, you can always delete the files in this folder. However, you will of course lose all backup files for all your documents by doing that.

---

## Document protection

You can protect your documents from being read or saved by unauthorized persons by applying *document protection* – or, to be more precise, read and/or write protection – to them. For example, you can require the entry of a password to open or save a protected document.

To protect the current document, invoke the menu command **File > Properties**, switch to the **Protection** tab and select the kind of protection you want. Then enter whatever password you like for reading and/or writing.

The following types of protection are available:

- **No protection**

The document is not protected. This is the default setting.

- **Write protection**

The document can be saved only when the correct write password has been entered at the time the document was opened.

- **Read protection**

The document can be opened only when the correct read password is entered at the time an attempt is made to open it. Furthermore, the document will be automatically encrypted.

- **Protection depending on password**

Here the protection depends on whether the read or the write password is entered at the time the document is opened:

If the user enters the read password, he is permitted to open the document but not to save it. If he enters the write password, he has complete access. If he enters a false password, or nothing at all, access is completely denied.

Detailed information about enabling and disabling document protection is given on the following pages.

---

## Enabling document protection

You can protect your documents from being read or saved by unauthorized persons by applying *document protection* – or, to be more precise, read and/or write protection – to them. For example, you can require the entry of a password to open or save a protected document.

When a document is read protected it is also encrypted, so that it cannot be examined with the use of programs other than Presentations.

To protect a document, do the following:

1. Invoke the menu command **File > Properties**.

2. Switch to the **Protection** tab.
3. Select the kind of document protection desired (see below).
4. Enter the read and/or write password (at least 4, and no more than 15 characters).

**Important:** If you forget a password you can no longer open, or save, the document. Therefore, it is advisable to write down the password, paying attention to the cases of letters!

5. Confirm with **OK**.
6. A dialog appears and requires you to verify the read and/or write password by reentering it.
7. Confirm with **OK**.
8. Exit the dialog box with **OK**.
9. Save the document to make the changes effective.

From now on anyone who attempts to open this document will be asked automatically for the password. If the correct password is entered, the protection will be lifted for the duration of the edit session.

Using the above described dialog, you can select any of the following types of protection:

■ **No protection**

The document is not protected. This is the default setting.

■ **Write protection**

When the document is opened, the user is given the opportunity to enter the write password. The document can be saved only when the correct write password has been entered.

If the user enters a false password, or no password at all, the document is opened *write protected* and cannot be saved – not even under another name.

■ **Read protection**

When the user tries to open the document, he is prompted to enter the read password. If he enters a false password, or no password at all, the document is not opened.

Furthermore, the document is saved in an encrypted form, so that it cannot be examined with programs other than Presentations.

■ **Protection depending on password**

Here the protection depends on whether the read or the write password is entered at the time the document is opened:

If the user enters the *read password*, he is permitted to open the document but not to save it.

If he enters the *write password*, he has full access. Thus, he can both read and also save the document.

If he enters a *false password*, or nothing at all, access to the document is denied.

### Encryption method: "Most compatible" or "Most secure"?

For documents with **read protection** or **protection depending on password**, you can also choose the **Encryption method** to be used.

**Note:** This setting primarily concerns the creation of *new* documents. When you open an *existing* encrypted document, the encryption method used in the document is determined automatically and this option is set accordingly.

Choosing an encryption method is of importance especially for documents in the Microsoft PowerPoint .pptx file format, since some older versions of Microsoft Office are unable to read documents using the new encryption method ("Most secure").

The following two encryption methods are available:

- **Most compatible**

When the document is saved, an old encryption method is used that can be read by *all* versions of Microsoft Office. However, this method is *less secure* than the other method.

- **Most secure**

Here, a more modern and *more secure* encryption method is used. However, some older versions of Microsoft Office may *not* be able to read documents encrypted with this method.

Detailed information about the currently selected encryption method is displayed at the bottom of the dialog.

---

## Disabling document protection

When you succeed in opening a read or write protected document by entering the correct password, protection is disabled – but only *temporarily*. When you close the document, protection is again "armed" and the query for the password reappears the next time someone makes an attempt to open the document.

To disable the protection on a document *permanently*, do the following:

1. Open the document.
2. Invoke the menu command **File > Properties**.
3. Switch to the **Protection** tab.
4. Select the **No protection** option.
5. Confirm with **OK**.
6. Save the document, so that the changes will take effect.

Document protection is now permanently disabled.

The next time someone opens the document, no password query will interfere. All users can now open and save it.



---

## Working with other file formats

Normally, Presentations saves a document in its native file format, namely, the "*Presentations document*" format. Presentations documents can be recognized easily by the filename extension `.prdx`. When you save a document, Presentations automatically appends this extension to the name you give it. For example, if you save a document under the name "My Presentation", its complete filename will be `My Presentation.prdx`.

You can save a file in various other file formats as well, which is useful, for example, when you want to do additional work on a document using another program. And you can also open documents in Presentations that have been created with other applications.

Furthermore, you can export your presentations as HTML files, picture files, or a movie file.

In this chapter you will learn how to work with other file formats. It covers the following topics:

- [Saving and opening files in other file formats](#)

The first section describes how to save or open a document in a different file format. You simply invoke the **File > Save as** menu command (or, the **File > Open** command respectively) and choose the file format in the **Save as type** list.

- [Exporting a presentation to HTML files](#)

*FreeOffice: Export as HTML file* is not included in SoftMaker FreeOffice.

The **File > Export as > HTML** menu command allows you to export a presentation to a series of HTML files (which can be viewed in any web browser).

- [Exporting a presentation to picture files](#)

The **File > Export as > Pictures** menu command exports a presentation to a series of picture files (one file for each slide).

- [Exporting a presentation to a movie file](#) (available under Windows only)

*FreeOffice: Export as Movie file* is not included in SoftMaker FreeOffice.

The **File > Export as > Movie** menu command enables you to export a presentation to a movie file.

---

## Saving and opening files in other file formats

This section provides information on saving and opening documents in a different file format.

### Saving a document in a different file format

To save the active document in a different file format, invoke the menu command **File > Save as** and open the dropdown list **Save as Type**. Choose the desired format, enter a new filename if desired, and confirm by clicking on **OK**.

### Opening a document stored in a different file format

To open a document stored in a different file format, invoke the menu command **File > Open**, open the file types list box, and select the format of the file to be opened. Then select the file and confirm with **OK**.

### Supported file formats

The list of available file types in Open and Save dialogs contains (among others) the following file formats:

- **Presentations document**

The native file format and default for Presentations documents. This is the format in which you will typically save your documents (name extension: .prdx).

- **Presentations slide show**

Basically the same as a Presentations Document. However, when you double-click a *Presentations slide show* file in Windows Explorer, Presentations will automatically start the presentation as a show and close the document thereafter. See notes below.

- **Presentations template**

A Presentations document template that can be reused, serving as a standardized format for multiple presentations (name extension: .prvx).

- **PowerPoint document**

You can also open and save documents in Microsoft PowerPoint file format. Supports .ppt files (PowerPoint 97 through 2003) as well as .pptx files (PowerPoint 2007 or later).

**FreeOffice:** In SoftMaker FreeOffice, .ppt files can only be opened. Saving files in this format is not supported.

- **PowerPoint template**

A Microsoft PowerPoint template file.

- **PowerPoint slide show**

Basically the same as a PowerPoint document. However, when you double-click a *PowerPoint slide show* file in Windows Explorer, MS PowerPoint (or Presentations, if assigned) will automatically start the presentation as a show and close the document thereafter.

- **Presentations 2016 document**

For storing documents in the file format of Presentations 2016, an older version of Presentations (name extension: .prd).

### ■ Rich Text Format

Outline of a presentation in Rich Text Format (RTF). This format can be used to export the outline of a presentation to a document in RTF format or to import the outline from such a document.

### Notes on the "Presentations slide show" file format

As mentioned above, the *Presentations slide show* file format is identical to Presentations' standard file format, the *Presentations Document* format, except for the following difference:

- When you open a *Presentations slide show* file in Presentations using the **File > Open** menu command, it will behave just like a normal document.
- However, when you open such a file by double-clicking it in Windows Explorer, Presentations will open it, automatically start the presentation it contains, and close the document when the show has finished.

If Presentations is not running at that time, it will automatically start, display the show, and exit thereafter.

To create such a file, simply save any Presentations document in the Presentations slide show file format. For this purpose, choose the menu command **File > Save as** and select **Presentations slide show** in the **Save as type** dropdown list.

---

## Exporting a presentation to HTML files

*FreeOffice: Export as HTML file* is not included in SoftMaker FreeOffice.

The **File > Export as > HTML** menu command exports your presentation to a series of HTML files. For each individual slide, one HTML file (containing an image of the slide) will be created.

**Note:** Slide transitions and object animations are *not* displayed in HTML files.

Use this command as follows:

1. Create or open the presentation of interest.
2. Invoke the **File > Export as > HTML** menu command.
3. A dialog window appears. Make any required settings (see below) and click **OK** to confirm.

Presentations will now create the HTML files and images accordingly.

To view the result, open the main HTML file (see below) in your web browser. The presentation is displayed, including a table of contents and navigation buttons, as required.

### Dialog options

The options in the dialog box for this command are as follows:

- **Main HTML file**

In this box, enter the full path and file name of the main HTML file. The main HTML file is the file that has to be opened in the web browser in order to view the presentation.

All supplemental HTML files and image files will be stored in the same folder (or a subfolder of this folder, respectively).

- **HTML title**

Here you can enter a title for the main HTML file. It will be displayed in the title bar of the web browser.

- **Store supporting files in a subfolder**

The HTML export command creates several supplemental files. For example, one HTML file and one image file is generated for each individual slide.

If this option is checked, the supplemental files will be created in a subfolder of the folder where the main HTML file is stored. If it is not checked, the files are created in the same folder as the main HTML file.

- **Add HTML frame with table of contents**

If this option is checked, a frame containing a table of contents will be added to the left of the main HTML file. Each entry is linked to the corresponding slide to make navigation as easy as possible.

- **Slide range**

Here you can specify which slides of the presentation to include:

**All slides:** Export all slides.

**Selected slides:** Export only the slides currently selected in the sorter or in the mini sorter.

**Custom show:** To export a custom show that you have created, choose this option and select the desired custom show. (Information about the creation of custom shows is available in the section [Custom shows](#).)

**Slides with numbers:** Export the slides with the specified numbers. To use this option, enter the desired slide numbers in the edit box as demonstrated in these examples:

12	Export slide 12 only
12-15	Export slides 12 through 15
12-	Export slide 12 and all slides following
-12	Export slides 1 through 12

You can enter as many slide numbers or ranges as you like, provided you separate them with commas, for example:

2-5, 12	Export slides 2 through 5 and slide 12
---------	--

**Export hidden slides:** If this option is checked, slides marked as hidden (via the **Slide > Hide slide** menu command) are included as well. By default, hidden slides are skipped.

### ■ Slide images

Here you can modify settings related to the image file that is displayed in each HTML file to represent the slide, as follows:

**Format:** Lets you choose the file format for these images. The **PNG** format (recommended) is able to compress images losslessly. However, if many of your slides contain photographic images, the **JPG** format might be a better choice since it provides much higher (but not completely lossless) compression for such images.

**Width and Height:** Allows you to specify the **Width** or **Height** for the slide images.

Note: Whenever you modify the width, the height is adapted automatically (following the given aspect ratio of your slides) – and vice versa.

**Add borders:** Adds border lines to each image.

### ■ Options

Here, you can modify the following settings:

**Add navigation controls:** Displays buttons for navigating to the previous and next slide below each slide image.

**Use graphical navigation buttons:** Uses graphical navigation buttons (as opposed to text buttons).

The **More...** button opens another dialog with the following additional options:

**Colors:** Specifies in which colors links and background of the HTML files will be displayed.

**Fonts:** Specifies in which font links will be displayed in the HTML files.

### ■ Show result in browser

Launches your web browser and displays the main HTML file after the export has been completed.

---

## Exporting a presentation to picture files

The **File > Export as > Pictures** menu command allows you to export slides to a series of picture files. One individual picture file will be created for each slide.

**Note:** Slide transitions and object animations are *not* displayed in these picture files.

Use this command as follows:

1. Create or open the presentation of interest.
2. Invoke the **File > Export as > Pictures** menu command.
3. A dialog window appears. Make any required settings (see below) and click **OK** to confirm.

Presentations will now create the picture file(s). You can find them in the folder that you specified in the **Filename** field of the dialog.

## Dialog options

The options in the dialog box for this command are as follows:

- **Filename**

In this box, enter the full path and file name for the picture file to be created.

If more than one slide is to be exported, one individual picture file is created for each slide. Presentations automatically adds a serial number to each of these files – for example, Test0001.png, Test0002.png, Test0003.png, etc.

- **Image type**

Lets you choose the file format for the picture file(s). The **PNG** format (recommended) is able to compress images losslessly. However, if many of your slides contain photographic images, the **JPG** format might be a better choice since it provides much higher (but not completely lossless) compression for such images.

- **JPG quality**

If the **Image type** is set to **JPG** format, this control allows you to specify the quality level for the resulting picture file(s). You can enter values between 1 and 100 (percent). The default value is 90.

Low values deliver highly compressed files with low image quality. High values result in a low compression rate but high image quality.

- **Selection**

Lets you choose which slides of the presentation to export: only the current slide, only the selected slides, or all slides.

- **Size**

Here you can specify the **Width** or **Height** for the resulting picture file(s).

Note: Whenever you modify the width, the height is adapted automatically (following the given aspect ratio of your slides) – and vice versa.

---

## Exporting a presentation to a movie file

*FreeOffice: Export as Movie file* is not included in SoftMaker FreeOffice.

*Note:* This feature is available only in the Windows version of Presentations.

The **File > Export as > Movie** menu command exports your presentation to a movie file.

Use this command as follows:

1. Create or open the presentation that you want to export.

2. Invoke the **File > Export as > Movie** menu command.
3. A dialog window appears. Make any required settings (see below) and click **OK** to confirm.
4. The presentation's slide show is displayed in a window and at the same time recorded as a video file.

If your presentation contains transitions or animations that have to be advanced manually, hit the space bar or press the left mouse button to continue. Use the same timing that you want the resulting movie file to display.

5. When the slide show has finished, Presentations ends the recording and saves the movie file.

To view the resulting movie file, open it in a video player.

## Notes

- If you want to pause the video recording temporarily while it is running, click the Pause icon in the toolbar of the recording window.
- If you want to stop the recording before the show ends, click the Stop icon in the toolbar.

## Dialog options

The options in the dialog box for this command are as follows:

**Note:** If you are unsure which format, codec, and video options to choose, you can safely keep the default settings.

- **Movie format**

Here you can change the file format for the video file.

- **Codec**

Here you can choose the video encoder to be utilized for generating the video.

- **Movie file**

Here you can specify the full path and file name of the movie file to be created.

- **File size limit**

You can set a limit for the file size of the resulting video file. If the limit is exceeded, Presentations stops the recording and issues an error message.

- **Slides**

Here you can specify which slides of the presentation to include in the recording:

**All:** Include all slides in the recording.

**From ... To:** Include only the range of slides between **From** (the first slide) and **To** (the last slide).

**Custom show:** To record a custom show that you have created, choose this option and select the desired custom show. (Information about the creation of custom shows is available in the section [Custom shows](#).)

- **Video options**

Here you can modify some additional settings related to the quality of the resulting movie file.

**Width:** Specifies the width of the movie (in pixels).

**Height:** Specifies the height of the movie (in pixels).

**Frame rate:** Specifies the frame rate (i.e. how many pictures are recorded per second).

**Bit rate:** Specifies the bit rate (i.e. how many Kilobytes are stored per second).

- **Play movie after creation**

Launches your default video player and displays the movie file when it has been created.

---

## Working with multiple documents

You can have multiple documents open at any time – to compare them, edit them at the same time, exchange data between them, etc.

You work with multiple documents as follows:

- **Opening multiple documents in the same program window**

You can open any number of documents at the same time in the current program window.

There are many ways to switch between these documents, including a bar that contains *document tabs* for each currently open document (displayed above the current document):



**FreeOffice:** The functions for working with *Document tabs* are not included in SoftMaker FreeOffice. However, you can open several documents in different program windows.

- **Opening documents in a new program window**

You can also open documents in a new program window. This allows you, for example, to place documents side by side on the monitor.

To do so, switch on the option **New program window** in the dialog window of the menu command **File > New** or **File > Open** when you create/open the document. (Note: This option is not available in the Android version.)

These two methods can be combined as desired. You can open as many program windows as you like and open any number of documents in each of these windows. Or you can open all documents in just one program window. Or you can let the software create a separate program window for each document. Any way you like it.

In this chapter you will learn everything you need to know about working with multiple documents at the same time. See the next pages for details.

---

## Creating or opening a document

To create a new document, or to open a document, proceed as follows:

- Select the menu command **File > New** to create a new document.
- Select the menu command **File > Open** to open an existing document.

These two commands are described in detail in the section [File operations](#).

### "New program window" option

The option **New program window** in the dialog box for these two commands has the following meaning: If it is switched on, the document will appear in a new program window. If it is switched off, the document will appear in the existing program window with an additional tab. (Note: This option is not available in the Android version.)

---

## Switching between open documents

When working with multiple documents open at the same time, you have the following options for switching to a specific document – and thus making it the active document:

- **Menu: "Window" menu**

In the **Window** menu you will find a list of all currently open documents. Select the entry for the document you want to switch to.

- **Ribbon: "Windows" icon**

In the ribbon you will find an icon named **Windows** on the **View** tab, which works in a similar way: When you click on it, a list of all open documents appears, allowing you to choose the document of interest.

- **Mouse: Clicking on a document tab**

Under the toolbars or ribbon you will find a bar containing *document tabs* for each currently open document. Click on the tab for the document you want to switch to.



**FreeOffice:** The functions for working with *Document tabs* are not included in SoftMaker FreeOffice. However, you can open several documents in different program windows.

- **Mouse: Clicking into the program window containing the document**

If you have opened documents in more than one program window (see previous section), you can of course also simply click into the program window containing the desired document.

- **Keyboard: Pressing Ctrl+F6**

You can also use the keyboard to switch between the currently open documents: **Ctrl+F6** switches to the next document and **Ctrl+Shift+F6** switches to the previous one.

**Mac:** On a Mac, the key combinations **Cmd+F6** and **Cmd+Shift+F6** have to be used instead.

---

## Closing a document

If you want to conclude your work on a document, you can close it at any time. You have the following options:

- **Menu:** Choose the **File > Close** menu command to close the current document.

**Tip:** You can close all currently open documents in one step with the menu command **Window > Close all**.

- **Ribbon:** The **File** tab contains a **Close** icon that closes the current document.
- **Document tabs:** Under the toolbars or ribbon, you will see a bar with *document tabs* for each currently open document. When you click on one of these tabs with the *middle* mouse button, the corresponding document is closed.



Alternatively, you can close a document by left-clicking on the **X** icon displayed on the right of its tab.

And when you right-click on a tab, a small menu appears. It contains commands for closing the current document or all other open documents.

**FreeOffice:** The functions for working with *Document tabs* are not included in SoftMaker FreeOffice. However, you can open several documents in different program windows.

- **Keyboard:** You can also use the keyboard shortcut **Ctrl+F4** or alternatively **Ctrl+W** to close the current document.

**Mac:** On a Mac, the key combination **Cmd+F4** or **Cmd+W** has to be used instead.

Whenever you close a document that has been modified since it was last saved, the program automatically asks you if you want to save the document first.

---

## Arranging documents on the screen

**Android:** The *View side by side* feature is not available in the Android version.

If you have documents open in multiple program windows, you can arrange them on the screen as follows:

- Of course you can move the individual program windows manually and change their size – just as it is possible with all kinds of program windows.

- If you select **Window > View side by side**, the current program window and another (already opened) program window are arranged next to each other on the screen. If more than two program windows are currently open, the program first asks which other window should be used.

**FreeOffice:** The *View side by side* feature is not included in SoftMaker FreeOffice.

---

# Customizing Presentations

Presentations gives you control over numerous program settings, allowing you to adapt the program to your personal working style.

This chapter covers all the details. It is divided into the following sections:

- [Preferences](#)

To modify Presentations' *global* preferences, use the **Tools > Options** menu command. These settings apply to the program as a whole, and thus to *all* documents.

- [Document properties](#)

To modify the properties of a *document*, use the **File > Properties** menu command. These settings affect the current document only.

- [Customizing the document display](#)

This section describes how to adjust the way a document is displayed on the screen. Most of the necessary commands are found in the **View** menu.

- [Customizing toolbars](#)

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use "classic menus and toolbars".

You will learn here how to configure the program's *toolbars* (Standard toolbar, Formatting toolbar, etc.) using the **View > Toolbars** menu command and how to customize the icons displayed on them using the **Tools > Customize** command.

- [Customizing the ribbon](#)

**"Ribbons" only:** This section is relevant only for users who have configured the program to use the "ribbon" interface.

You will learn here how to configure and customize the *ribbon*.

- [Creating user-defined toolbar/ribbon icons](#)

You can create *user-defined icons* and add them to a toolbar or to the ribbon. Such icons can be used to start other programs of your choosing.

- [Customizing keyboard shortcuts](#)

The dialog box of the **Tools > Customize** menu command also allows you to customize the keyboard shortcuts for commands.

- [Using the grid](#) and [Using guides](#)

*Guides* and the *grid* are aids for positioning objects that you move with your mouse. They features can be activated and configured with the menu command **Object > Grid and guides**.

- [Installing additional dictionaries](#)

This section contains instructions on installing additional dictionaries (for example, Hunspell dictionaries). These topics are treated in detail on the following pages in the order listed.

---

## Preferences

To modify Presentations' *global* preferences, use the **Tools > Options** menu command. These settings apply to *all* documents.

The dialog box associated with this command contains several tabs, each of which presents options relating to a different topic area. If you click on the **Files** tab, for example, you will be able to make settings that control the opening and saving of files.

On the next pages, you will find detailed information on each of the individual options available.

---

## Preferences, View tab

The **View** tab in the dialog of the **Tools > Options** menu command allows you to control how documents are displayed on the screen.

The settings on this tab include the following:

### Editing mode settings

Here you can specify how slides should be displayed when you edit them.

- **Show scrollbars**

Turns the horizontal/vertical scrollbars for slides on/off.

- **Show rulers**

Turns the horizontal/vertical rulers on/off.

- **Show object boundaries**

By default, Presentations shows the boundaries of any object placed on a slide, but you can deselect this option to hide the boundary lines.

- **Show unprintable characters**

If this option is checked, tabs and manual line breaks will be indicated as symbols on the screen. These symbols appear in the slides only; they will neither be printed nor displayed in slide shows.

- **Show formatted text in outline view**

Displays the text with actual formatting (font face and size) in the outline view and the mini outliner.

- **Color mode**

Lets you specify how colors in a presentation are displayed on the screen. With the default option, "Colors", colors remain untouched. If you choose "Grayscale" or "Black and white", colors are reduced to shades of gray or just black and white.

## **Full-screen show mode settings (Windows only)**

Here you can change on which display and in which resolution slide shows should be displayed when they are run in full-screen mode.

- **Display**

**Windows, Mac, and Linux only:** If you have two displays connected to your computer, you can choose here on which of these devices full-screen shows are to be displayed.

This is useful, for example, if you have connected a video projector to the secondary port of your graphics card and want the slide show to be displayed there.

***Tip:*** We recommend that you select the setting **Auto** (which is also the default setting). This uses the primary display by default when playing a presentation – as long as no second display is available. However, as soon as you connect a second display and start the presentation again, Presentations will automatically run it on the second display.

- **Presenter view** (not available on Android)

**Windows, Mac, and Linux only:** Here you can switch the *Presenter view* on or off.

If two displays are connected to your device and you start a slide show, it is displayed by default in the so-called "Presenter view". This is a useful aid when running a slide show on a second display, for example, a projector: If it is activated, the audience sees the normal show, while the presenter himself sees useful additional information on his own display – e.g. his notes on each slide.

More information on this view can be found in the section [Using the presenter view](#).

- **Screen resolution** (Windows only)

**Windows only:** This option allows you to alter the resolution in which slide shows are displayed when run in full-screen mode.

Generally, you will want to keep the default setting **Use current resolution**, which means that the display resolution set in your Windows system is used.

However, in case you would like to have slide shows run in a different resolution, choose it from the list.

---

## Preferences, General tab

The **General** tab in the dialog of the **Tools > Options** menu command contains common program settings.

The settings on this tab include the following:

### Maximum number of undo steps

Here you can specify the number of actions that can be reversed with the **Edit > Undo** menu command. You can increase this number up to a maximum of 999 undo operations.

*Note:* On devices with little main memory, it is not recommended to increase this value.

### User info

Lets you enter your name and initials, which are assigned to every presentation and also appear in comments that you add.

### Show warning when loading OLE objects

**Mac, Linux, and Android only:** When this option is enabled, the program displays a warning that OLE objects cannot be displayed when you open a document containing such objects. (OLE objects can be displayed only under *Windows*.)

---

## Preferences, Edit tab

The **Edit** tab in the dialog of the **Tools > Options** menu command allows you to set preferences for editing text.

The settings on this tab include the following:

### Capitalize first letter of sentences

When this option is enabled, Presentations automatically capitalizes the first letter of every sentence you type – even if you accidentally enter a lowercase letter.

For example, if you typed the sentence "this is a new sentence.", it would be corrected automatically to "This is a new sentence."

### Correct first two uppercase letters

When this option is enabled, Presentations automatically corrects the case of words (such as proper names) whose first two letters have been capitalized inadvertently.

For example, if you typed the word "HEnry", it would be corrected automatically to "Henry".

### Expand SmartText entries

As described in the section [SmartText](#), you can create SmartText entries (e.g. "sd" for "sales department") with Presentations.

When this option is enabled, your SmartText entries can be expanded right in the text. All you have to do is type the abbreviation for the SmartText entry (e.g., "sd") and then press the space bar, **Enter** ↵ key or a punctuation key in order to signal Presentations to replace the abbreviation with the content of the SmartText entry.

If this option is disabled, SmartText entries can be called out only with the **Insert > SmartText** menu command.

### Smart quotes

Presentations can automatically transform double quotes (") and single quotes (') as they are typed so that they are typographically correct, based on the selected language. You can specify the relevant language, or you can specify "None" if you want Presentations to leave your quote marks as you typed them and make no changes.

For example, if you type "Text" or 'Text', the result will depend on this setting as follows:

Setting	"Text"	'Text'
Auto*		
None (no change)	"Text"	'Text'
German	„Text“	‚Text‘
Swiss German	»Text«	›Text‹
English	“Text”	‘Text’
French**	«Text»	‹Text›
Swedish	"Text"	'Text'

\* The **Auto** option presents a special case: If you select this option, Presentations detects the language automatically (using the default language set in the preferences) and transforms the quote marks accordingly.

\*\* For *single quotes* for the setting *French*, please note the following: the closing quote mark is executed as an apostrophe (') at first. If you press the single quote mark on the keyboard once again, it will be transformed into the single guillemet (›).

### Automatically add spacing around punctuation marks (French only)

Enable this option to automatically add spaces before punctuation marks : ; ! ? and between quote marks « Text » « Text ». This option affects only if *French* is the default language in the following setting:

- Menu command **Tools > Options, Language** tab

### Select whole words when selecting

**Windows and Linux only:** When this option is enabled, Presentations automatically extends any selection that you make with the mouse to *word boundaries*. When the option is disabled, selections can be made on a *character-by-character* basis.

### Add or remove spaces when pasting

When this option is enabled, spaces are added or removed automatically as required when words are deleted or cut from the text, and when they are pasted into the text from the clipboard.

For example, if you selected the word "is" in the sentence "This is a test" and cut it with the **Cut** command, Presentations would automatically remove the space behind "is", since it is now superfluous.

If you subsequently pasted the word "is" into the text in front of another word using the **Paste** command, Presentations would automatically add a space between "is" and the following word.

### Middle mouse button

**Mac and Linux only:** Here you can specify what should happen when you click somewhere using the *middle* mouse button. Options available:

- **No function:** The middle mouse button doesn't have any function.
- **Paste selected content:** A click with the middle mouse button inserts the content of the selection (e. g. the currently selected text) at the corresponding position.

### Apply character formatting to entire words

Enabling this option has the following effect:

When the text cursor is inside a word and you change the character formatting (i.e. choose a different font or activate boldface), the entire word will be affected.

This allows you to format single words quickly (without having to select them first).

### Format URLs as hyperlinks

When this option is enabled, URLs (web page addresses) will be formatted as hyperlinks automatically, right after you enter them.

For example, when you type "www.softmaker.com", it will automatically be converted into a clickable hyperlink and displayed accordingly (usually blue and underlined).

### Superscript ordinal numbers

This option supports only the following languages: English, French, Italian, Portuguese, and Spanish.

In these languages, parts of abbreviated *ordinal numbers* are usually superscripted – for example 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> in the English language.

If this option is enabled, the superscripting is done automatically whenever you enter such a number. For example, when you type "2nd" and press the spacebar, it will be automatically reformatted to "2<sup>nd</sup>" (i.e. the letters "nd" will be superscripted).

**Note:** This feature works only if the language for Presentations' language tools is set to one of the supported languages. Information on how to change this setting can be found in the section [Setting the language](#).

### Insert frames and drawings immediately

Here you can specify what should happen when you insert a frame or a drawing into a document (text frame, picture frame, autoshape, etc.) – for example, using the menu command **Object > New text frame**:

- **Always:** The corresponding object is inserted immediately. Its position and size are fixed without further action.  
  
(Of course you can always change the object's position after that, by simply dragging it to a different place with the mouse. And you can also modify its size, by dragging on one of the round handles that appear around the object.)
- **Never:** Before the object is actually inserted, the mouse cursor changes to a cross-hair. To proceed, draw a rectangle in the document with your mouse, in order to determine the exact position and size of the object. After that, the object will be inserted accordingly.
- **Auto:** An intelligent combination of the two options above that is already preset in Presentations for each specific object type. The AutoShape and Text frame objects as well as Tables are inserted directly (as with **Always**), all other objects are inserted via mouse cursor control (as with **Never**).

### Use left Alt as shortcut key

**Mac only:** This option determines which function the left **Alt** key on your keyboard should have:

- **Off:** The left **Alt** key does the same as the right **Alt** key: It inserts symbols into the text.  
  
**Alt+E**, for example, gives you a Euro sign.
- **On:** The left **Alt** key can be used to open menus in the classic menu. (Note: This only works if you use the program with classic menus instead of the ribbon.)

Here, **Alt+E** no longer returns a Euro sign, but opens the **E**dit menu instead.

---

## Preferences, Appearance tab

The **Appearance** tab in the dialog of the **Tools > Options** menu command allows you to customize the appearance of the program's user interface.

The settings on this tab include the following:

### Dialog language

Here you can select the language to be used for the user interface (menus, dialog boxes, etc).

### User interface

When you click on the **User interface** button, a dialog box appears in which you can select the type of user interface that the applications in SoftMaker Office should use:

- **Ribbon** (upper row)

When you select one of the items from the top row, the programs will use a ribbon interface. The differences between the individual entries are only in the color scheme used.

- **Classic menus and toolbars** (lower row)

When you select one of the entries from the bottom row, the programs will use classic menus and toolbars. Also for this, different color variants are offered.

In addition, the following settings can be made in the dialog box:

- **Quick Access Toolbar**

**Ribbons only:** Determines where the *Quick Access Toolbar*, which contains icons for some of the most frequently used commands, should be displayed: to the left of the document tabs – or in a separate toolbar directly below the ribbon.

- **Touch mode**

If you activate this option, all icons in the ribbon or in menus/toolbars are enlarged a bit. This is useful when operating the software with your finger (for example, on a tablet).

Tip: In addition to this option, you can also switch touch mode on/off with the following commands:

**Menu:** command **View > Touch mode**

**Quick Access Toolbar:** command **Touch mode**

**Android:** If you are using the Android version, you do not have a button with a dialog box for the *User interface* settings, but a dropdown list. The options *Quick Access Toolbar* and *Touch mode (for larger icons and menu entries)* can be found separately elsewhere on this **Appearance** tab and have the same effect as described above.

### Show status bar in ribbon mode

Applies for *ribbon mode* only: Here you can enable/disable the display of the status bar. To change the display of the status bar for the *classic menu*, see section [Displaying and hiding toolbars](#).

### Show fonts in font list

When this option is enabled, Presentations renders the names of fonts that appear in lists (such as the font list in the Formatting toolbar) using their corresponding fonts. This lets you see at a glance how each font looks like.

### Show tooltips

Lets you specify whether or not tooltips should be displayed.

*Tooltips* are little text boxes that are displayed next to the mouse pointer when you position the pointer over certain screen elements, for example a button on a toolbar.

### Beep on errors

When this option is enabled, a sound plays when Presentations displays an error or warning message.

### Live preview

**FreeOffice:** *Live Preview* is not included in SoftMaker FreeOffice.

Enable/disables a live preview for the dropdown lists in the Formatting toolbar.

When this option is enabled, you can e.g. select some text, open the font dropdown in the Formatting toolbar and hover over the fonts with your mouse. While you do that, the selected text is updated "live" to give you an impression how it would look like in the corresponding font.

To actually apply the font, simply click on it. To discard the change, click anywhere outside the list or press the **Esc** key.

### Use system menus


**Mac only:** This option determines whether or not the program should display its main menu in the menu bar at the very top of the screen (as is customary for Mac applications).

Depending on the type of user interface you have chosen ("Ribbon" or "Classic menus and toolbars"), this option has the following effect:

- **Off:** The main menu is *not* displayed in the menu bar at the top of the screen.

Details:

**Classic menus and toolbars:** With the classic user interface, the main menu is no longer displayed at the top of the screen, but in its own bar (below the title bar).

**Ribbon:** If you have chosen the "Ribbon" user interface, only the "hamburger menu button" (i.e. the  icon in the Quick Access Bar) is available to you if you want to access the classic main menu.

- **On:** The main menu is displayed in the menu bar at the top of the screen.

Details:

**Classic menus and toolbars:** The main menu is now displayed in the menu bar at the top of the screen, not in its own bar below the title bar.

**Ribbon:** Ribbon users now have access not only to the Ribbon user interface but can *additionally* use the classic menu in the menu bar whenever desired.

## Use system file dialogs

**Windows, Mac, and Linux only:** This option controls the type of dialogs that appear when commands to open and save files are issued. The options are:

- **Off:** Presentations uses its own file dialogs.
- **On:** Presentations uses the file dialogs provided by the operating system.

The former are easier to use; the latter offer more options.

## Smooth edges of screen fonts

When this option is enabled, Presentations uses a technology called "anti-aliasing" to smooth the edges of fonts and improve their appearance on the screen.

The options available vary according to the operating system.

## Workspace color

This option allows you to change the background color of document windows.

## User interface size

**Mac, Linux, and Android only:** This button opens a dialog where you can decrease or increase the scaling of the application's user interface (menu, toolbars, dialogs, etc.).

Choosing a smaller setting will scale all user interface elements down, allowing you to see more elements at a time. A larger setting, on the other hand, increases the legibility.

While the **Controls size** option changes the scaling in large steps, the **Font size adjustment** option can be used to perform some fine-tuning in smaller steps.

The **Sample** field is there to help you find a decent setting: It gives you a preview of how a checkbox in a dialog will look like when you apply your changes.

**Note:** With inappropriate settings, the user interface might become far too small or too large, especially on devices with a rather low resolution. In case this happens, you can always click on the **Reset to default** button in the lower left of this dialog to return to the original settings.

## Document scaling (DPI)

**Mac, Linux, and Android only:** You can scale the document higher or lower for a larger/smaller view. To do this, select *Custom* and enter the preferred value.

## Measurement

**Mac, Linux, and Android only:** Here you can specify the units of measure Presentations should use by default: **Metric** (centimeter) or **U.S.** (inch).

(Under Windows, this option is not necessary, since the program automatically uses the setting chosen in the "Regional and Language" options of Windows' Control Panel.)

Tip: You can always override this setting and enter a value into a dialog field in another unit of measure by typing one of the following unit abbreviations after the value:

Unit	Explanation
cm	centimeter
in	inch – 1 in equals 2.54 cm.
pt	point – 72 pt equals 1 in.
pi	Pica (for characters)

For example if you typed "5.08 cm" for the left margin, Presentations would set the margin to 5.08 cm (= 2 in).

## Use ribbon animations

**Android only:** The sections of the ribbon tabs can be expanded and collapsed when you tap them with your finger (only in ribbon mode). If you enable this option, expanding and collapsing will be performed in animated mode.

---

## Preferences, Language tab

The **Language** tab in the dialog of the **Tools > Options** menu command contains settings that are related to the program's language tools (spell checker, hyphenator, etc.).

The settings on this tab include the following:

### Language

Here you can select the language to be used for spell checking, hyphenation and the thesaurus. To choose your setting, open the dropdown list and select the desired language from the available options.

## Spell checking

Here you can configure the spell-checker. Settings available:

- **Use background spell checking**

If you activate this option, the entire document will be *continuously* scanned for spelling errors in the background. Incorrectly spelled words are indicated with wavy red underlines and can be corrected at any time. See section [Background spell checking](#).

Note: When this option is turned off, you can still check the spelling in a document using the *manual* spell-checker. To launch it, use the **Tools > Check spelling** menu command. See section [Manual spell checking](#).

- **Color**

Here you can change the color of the wavy red underlines that the background spell checker uses to indicate incorrectly spelled words in a document.

- **Underline old German spelling in blue**

German language only: When this option is enabled, the background spell checker additionally underlines in blue all German words that are correct according to the *old* German spellings but should be spelled differently to conform to the *new, reformed* spellings.

**Note:** This option only works with text in the language "German (Germany)", "German (Austria)", or "German (Switzerland)".

- **Ignore words that start with a number**

Check this option if you would like the spell checker to ignore all words that start with a number (for example, "42nd").

- **Hunspell dictionaries**

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. Its spell checker supports solely the use of *Hunspell* dictionaries.

In a standard installation, only Hunspell dictionaries for English and German are installed. If you want to add additional languages, refer to the section [Installing Hunspell dictionaries](#).

As an alternative to its own dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. These dictionaries are available as free downloads. Most of them were created by private users or non-profit organizations.

The **Hunspell dictionaries** button allows you to a) install Hunspell dictionaries that you have downloaded and b) specify which languages should use a Hunspell dictionary.

For details, see section [Installing additional dictionaries](#).

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## Preferences, Files tab

The **Files** tab in the dialog of the **Tools > Options** menu command contains settings related to opening and saving files.

The settings on this tab include the following:

### Template folder

Lets you specify the folder in which the templates for Presentations documents are stored. The dialog that appears when you invoke the **File > New** menu command presents templates for your selection that are found in this folder.

**Note:** Normally, this setting should not be changed. Change it only in the event that you have actually moved the template folder to another place.

### Bullets folder

Lets you specify the folder in which the graphical bullets for Presentations documents are stored.

**Note:** Normally, this setting should not be changed. Change it only in the event that you have actually moved the bullet folder to another place.

### Default file format

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

The available choices include "Presentations" format and "Microsoft PowerPoint" format in several versions.

### Saving group box

Here you can make settings that affect the way documents are saved:

- **Create backup files**

**Android and SoftMaker FreeOffice only:** If this option is enabled, whenever you save a document, the application will first create a backup copy of the last saved version in a file with the name extension `.bak`.

(In SoftMaker Office for Windows, Mac, and Linux, more advanced options are available for backup copies – see section **Backup** below.)

- **Prompt for summary information when saving**

When you enable this option, a dialog box will appear automatically the first time you save a new document to enable you to enter some additional information about it (for more information, see the section [Document summary](#)).

- **Auto recovery: Save state every ... minutes**

When this option is enabled, Presentations automatically makes a temporary backup copy of every open document on a periodic basis. You can enter a period of 1 to 100 minutes.

Note: These temporary backup copies are totally independent of the regular backup copies that you can set up in the **Backup** section on this tab (see below).

When you exit Presentations in the normal manner, these temporary backup copies are automatically deleted. However, if Presentations is abruptly shut down by a power failure, for example, while you are working on open documents, these copies become available when the program is restarted. Presentations recognizes that there has been a failure and offers to open the backup copies of all the documents that had been modified but not saved just prior to the failure.

You can then check each of the restored documents to determine if any of the most recently made changes have actually been lost, and then save them.

### Opening group box

Here you can make settings that affect the way documents are opened:

- **Recently used files**

Presentations displays a list of the files most recently opened in it in the **File** menu. If you select an item on the list, the corresponding file will be opened immediately. Using the **Recently used files** option you can specify the number of files to be displayed in the list.

### Backup group box

**Note:** This feature is *not* available in the **Android** version. On Android, only an option for simple (single) backups is available: the option **Create backup files** (described above).

Here you can specify if the program should, whenever you save a document, automatically create a backup copy containing its previous version.

The dropdown list in this section offers the following options:

- **No backup**

When you choose this option, *no* backup copy is created when you save a document. (Not recommended.)

- **Simple backup**

Here, exactly *one* backup copy is created when you save a document. This copy contains the previous (i.e. last saved) version of the document. It is saved as a file with the name extension `.bak`, stored in the same folder as the document.

- **Advanced backup**

With this option, *multiple* generations of backup copies are kept for each document. All of these copies are stored in a special **Backup** folder.

Tip: When this option is selected, also the **File > Revert to previous version** menu command becomes available. It provides a comfortable means of returning to a previous version of the current document.

Additional options:

**Folder for backup files:** Here you can change the location of the **Backup** folder in which all backup copies are stored.

**Number of backup files per document:** Here you can specify the maximum number of backup copies (= generations) to be kept for each document.

**"Clean Up" button:** Offers the following two commands for deleting backup copies:

**Delete orphaned backup files:** Removes each backup file for which the corresponding original file no longer exists.

**Delete all backup files:** Removes *all* backup files that reside in the folder for backup files.

More detailed information on the usage of backup copies can be found in the section [Backup copies](#).

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## Preferences, System tab

The **System** tab in the dialog of the **Tools > Options** menu command contains the following system settings:

### Compress pictures in memory

If this option is enabled, pictures inserted into documents will be stored (losslessly) *compressed* in memory. Advantage: Documents containing many pictures consume significantly less main memory. Disadvantage: The compression of course consumes some CPU time.

As a general rule, you should leave this option enabled.

**Note:** Changes to this setting become effective only after Presentations is restarted.

### Limit internal picture cache

Presentations uses an internal picture cache to speed up the display of images in a document. If this option is enabled, the size of this cache is restricted to a maximum of 20% of your main memory.

As a general rule, you should leave this option enabled.

If you frequently work with documents containing many high-resolution pictures, you may consider deactivating this option. Pictures will then usually be displayed faster throughout the document; however, it can occur that Presentations consumes a large amount of main memory.

### Smooth edges of pictures

When this option is enabled, Presentations uses anti-aliasing to smooth edges and lines in images. Advantage: The display quality of scaled images is improved. Disadvantage: This of course consumes some CPU time.

## Check for updates

**Windows, Mac, and Linux only:** Here you can specify if (and how often) the software should check if updates for SoftMaker Office are available. Updates provide bug fixes and feature improvements.

Note: Checking for updates is possible only when your device has Internet access.

In case you want to disable the automatic update check (not recommended), choose the **Never** option from the list. In that case you have to check for updates manually (by clicking on the **Check Now** button.)

**Tip:** Subscribe to our free **newsletter** at [www.softmaker.com](http://www.softmaker.com) to get an e-mail automatically whenever updates are available. The newsletter will also provide you with other useful information and special offers related to SoftMaker Office.

**Android:** When you have installed an application via Google Play Store, your device will inform you about software updates automatically (unless you have deactivated automatic updates in the Play Store settings).

## Associate file types

**Windows only:** This button opens a dialog where you can associate certain file types with SoftMaker Presentations. This will make Presentations the *default* application for the corresponding file types.

For example, when you associate the file type "Microsoft PowerPoint documents" with Presentations, from now on, files of this type will always be opened in Presentations when you double-click on such a file in Windows Explorer.

## Show/hide keyboard automatically

**Android only:** When checked, the on-screen keyboard will pop up automatically whenever you are given an opportunity to enter text (for example, when you tap into a placeholder, or when you tap into an input field in a dialog).

## Change keyboard layout automatically

**Android only:** When checked, the layout of the on-screen keyboard will automatically adapt to the current situation. For example, in a dialog, when you tap into an input field that accepts only numbers, the keyboard will automatically be switched into numeric mode.

## Use OpenGL engine

**Linux only:** When this option is enabled, the software utilizes the *OpenGL* graphics library. This will increase the responsiveness of the display, so you usually want to keep this option turned on.

**Note:** On systems with an outdated or faulty OpenGL installation, you may experience rendering issues within the application. This depends on your individual system configuration and especially the graphics driver used. In this case, turn this option off and restart the application.

Also, the application checks for OpenGL support at startup and will automatically deactivate this option if any problems are detected.

### Enable OpenGL animations and transitions

**Mac, Linux only:** When this option is enabled, the software utilizes the *OpenGL* graphics library in order to speed up the display of object animations and slide transitions. Apart from that, it allows Presentations to offer some additional, particularly impressive animations and transitions (which can be found in the "SoftMaker..." categories in the corresponding dialogs).

**Note:** On systems with an outdated or faulty OpenGL installation, you may experience rendering issues when animations or slide transitions are shown. This depends on your individual system configuration and especially the graphics driver used. In this case, turn this option off and restart the application.

Please note that, when you deactivate this option, object animations and slide transitions from the "SoftMaker..." categories are no longer displayed when running a slide show. Instead, a simple fade effect is shown.

### Use SHM extensions

**Linux only:** This option is only available if the **Use OpenGL engine** option has been turned *off* (not recommended).

When the SHM extensions are turned on, the application tries to use shared memory to speed up the responsiveness of the display.

### Use XIM

**Linux only:** When this option is enabled, Presentations supports the composition of accented characters (â, ô, é, etc.) using "XIM".

For example, with a German keyboard, you can insert the character "ô" by first pressing the ^ key and then pressing the O key.

If you disable this option, composing characters like this is no longer possible.

**Note:** On some systems, disabling this option improves the responsiveness of the display when you are typing text fast.

### Show hidden files and folders

**Mac, Linux only:** When this option is enabled, file lists in file dialogs (e.g. the dialog of the **File > Open** menu command) will also display hidden files and folders.

### Mouse wheel

**Mac, Linux only:** If your mouse has a mouse wheel, you can set the scrolling increment for a turn of the wheel either by page (one complete page) or by a certain number of lines.

### External applications

**Mac, Linux only:** This button opens a dialog where you can specify which external applications to start on certain actions. For example, when a PDF file is created, the application specified in the **PDF Viewer** field will be launched to display the result.

Note: You don't *have to* fill out these fields. For all fields that are left empty, your system's default application for the corresponding action will be used. Make changes to this dialog only when you want applications *different* from the default applications to be used. To do so, enter the file name of the corresponding executable (including the entire file path, if necessary).

### User-defined font paths

**Mac, Linux, and Android only:** Here you can specify paths to supplementary fonts for 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.

---

## Preferences, Fonts tab

The **Fonts** tab in the dialog of the **Tools > Options** menu command allows you to specify which fonts to display in font lists (e.g. in the dialog of the **Format > Character** menu command).

The tab presents a list of all fonts installed on your system. To activate or deactivate a font in the list, click on the checkbox in front of its name. Fonts where you have removed the checkmark are no longer displayed in font lists.

Background information: The fonts installed on your system by default contain several fonts that you will probably never need – for example, fonts that contain solely glyphs for foreign languages that you don't use. If you like, you can hide such fonts as described above.

### Use font filtering of the operating system

**Windows only:** Windows users will additionally find an option named **Use font filtering of the operating system** on this tab. When activated, Windows will automatically hide *all* fonts that contain solely glyphs for foreign languages in font lists.

---

## Document properties

With the **File > Properties** menu command you can make settings that apply only to the current document and are saved with it. These settings are called *document properties*.

The settable document properties are grouped by topic, and each group is presented on one of several tabs. For example, if you click on the **Summary** tab, you can enter summary information about the document.

On the next pages, you will find detailed information on each of the individual document properties available.

---

### Document properties, Summary tab

The **Summary** tab in the dialog of the **File > Properties** menu command allows you to enter *summary information* about the current document.

The summary information can include descriptive entries about the document (subject, author, keywords, etc.) that the file manager can use in searches.

You can find more information on this topic in section [Document summary](#).

---

### Document properties, View tab

The **View** tab in the dialog of the **File > Properties** menu command contains settings that affect the way the current document appears on the screen.

#### Objects group box

As described in the section [Hiding objects](#), you can make inserted objects invisible on the screen and/or on the printed page.

By means of these two options, you can make these objects visible and/or printable again, overriding their individual visibility settings:

- **Show invisible objects:** If you enable this option, any object whose **Visible** property is disabled becomes visible on the screen.
- **Print unprintable objects:** If you enable this option, any object whose **Printable** property is disabled will nevertheless be printed along with normally printable objects.

By default both options are disabled.

---

## Document properties, Colors tab

The **Colors** tab in the dialog of the **File > Properties** menu command allows you to add and edit custom colors for the current document.

When you open a color list – for example, the color list in the Formatting toolbar – you see only a small subset of the more than 16 million colors that are available. This subset is called the *color palette* of the document.

You can modify this color palette at any time. You can add new colors and modify colors you have added. However, the first 24 colors in the palette are default colors that cannot be changed.

**Important:** Changes in the color palette are saved *in the document*. Thus, you can compose a different color palette for every document.

### Adding a color

To add a color to the palette of the current document, do the following:

1. Invoke the menu command **File > Properties** and switch to the **Colors** tab.

**Tip:** Alternatively, you can gain access to this dialog from any other dialog box that contains a color list. To do this, select the **Define color...** entry in the color list (the last entry).

2. Set the desired color (see the section "Working with the color controls" below).
3. Click on the **New** button.
4. Give the new color whatever name you like and confirm with **OK**.
5. Exit the dialog with **OK**.

Presentations now adds the new color to the document's color palette. From now on, it will be available in all dialog boxes that permit color selection.

### Changing a color

**Note:** You can change only those colors that you have added. The first 24 colors in the palette are default colors that cannot be changed.

To change a color, do the following:

1. Invoke the menu command **File > Properties** and switch to the **Colors** tab.  
*Or:* Select the **Define color...** entry in any color list.
2. Select the color to be changed from the **Color palette** list.
3. Make the desired changes (see the section "Working with the color controls" below).

4. Click on **Change**.

The color is now changed for the current document.

### Deleting or renaming a color

You can delete or rename user-defined colors at any time. To do this, invoke the colors dialog, select a color from the **Color palette** list, and click the **Delete** or **Rename** button.

### Working with the color controls

The controls in the colors dialog allow you to set colors in a number of different ways. All these ways lead to the same results – just choose the method that suits you the best:

- **Using the color field and luminance slider**

Setting colors is easiest when you use the large color field and the luminance slider to its right. The color field presents all the available hues in all available saturations, while the luminance slider next to it provides a means of varying the luminance.

To set a color, first click on the desired color in the large color field. Then click on the desired luminance in the luminance slider.

- **Using the hue, saturation and luminance controls**

Alternatively, you can set colors with the controls labeled **Hue**, **Sat** (saturation) and **Lum** (luminance). Values between 0 and 240 are allowed for each.

- **Using the Red, Green and Blue controls**

Colors can also be specified by their red, green, and blue components. The controls labeled **Red**, **Green**, and **Blue** are provided for this purpose. Here, values between 0 and 255 are allowed.

- **Entering the hex code of a color**

Additionally, you can specify a color by entering its hex code (like in HTML code for web pages) into the edit control labeled with a # sign.

The hex code for colors consists of 3 two-digit hexadecimal values, standing for red, green, and blue (RRGGBB). For example, 00FF00 represents pure green.

---

## Document properties, Statistics tab

The **Statistics** tab in the dialog of the **File > Properties** menu command displays statistical information about the current document (number of slides, word count, number of objects, etc.).

---

## Document properties, Protection tab

The **Protection** tab in the dialog of the **File > Properties** menu command allows you to apply *document protection* to the current document.

Opening and/or saving a protected document is possible only following the entry of a correct password. Documents with read protection are also encrypted, so that they cannot be examined with programs other than Presentations.

You will find information about this topic in chapter [Document protection](#).

---

## Document properties, Fonts tab

*FreeOffice:* The *Embedding Fonts tab* is not included in SoftMaker FreeOffice.

The **Fonts** tab in the dialog of the **File > Properties** menu command allows you to embed the fonts that you have used in a document into the document file.

**Note:** This feature is available only under **Windows**. This includes embedding fonts as well as rendering fonts that have been embedded in a file.

Embedding fonts into a document file is useful when you share a presentation with others. If you want to be sure that the fonts in your presentation look exactly the same on your computer and on other devices, it's a good idea to embed all fonts that you have used in the document.

If a file with embedded fonts is opened on another computer, Presentations will install all embedded fonts temporarily. When the program is closed, the fonts are removed again.

To embed fonts into a presentation, proceed as follows:

1. Create or open the presentation of interest.
2. Choose the **File > Properties** menu command and switch to the **Fonts** tab.
3. A dialog presenting a list of all fonts used in the document is displayed. In this list, check all fonts that you want to be embedded in the document file.

Hint: You can use the **Select all** and **Deselect all** buttons to select or deselect all fonts in the list.

4. Click **OK** to confirm.
5. Save your document.

The selected fonts are now embedded into the saved document file.

## Notes

- Embedding fonts works not only with Presentations documents but also with Microsoft PowerPoint documents.
- Some fonts do not allow embedding them into documents. For such fonts, the checkbox for font embedding is unavailable.
- Many commercial fonts allow embedding only for displaying and not for editing documents. When you embed such fonts, a message will appear when the document is opened on a different computer. Below the message, users can choose if they want to edit the document, print it, or display the slide show. If they choose "Edit", the embedded fonts will *not* be available.
- If you plan to pass documents to other users (for example, via e-mail), please note that embedding fonts can significantly increase the document size – especially when you use fonts with large character sets (e.g. Asian fonts).
- System fonts like Arial, Courier New, Times New Roman or Symbol cannot be embedded. They are available on every Windows system anyway.

---

## Customizing the document display

You can adjust the way the document appears on the screen and either hide or bring into view various components of program window with the commands in the **View** menu.

The menu commands and their associated functions are listed as follows:

Menu command	Function
<b>Slide</b>	Switches the display to show individual slides in the presentation (used to switch from Slide sorter, Outliner, or other views).
<b>Slide sorter</b>	Switches to the Slide sorter view using the full size of the window. Thumbnail views of each slide in the presentation are displayed. See the section <a href="#">Using the large slide sorter and outliner</a> .
<b>Outliner</b>	Switches to the Outliner view, showing an outline of the slides in the presentation. See the section <a href="#">Using the large slide sorter and outliner</a> .
<b>Notes</b>	Switches to the Notes component of slides in the presentation. See the section <a href="#">Adding notes</a> .
<b>Master</b>	Switches to one of the available "master views" where you can modify the masters for slide layouts, notes, or handouts. See the chapter <a href="#">Working with masters</a> .
<b>Actual size etc.</b>	The commands <b>Actual size</b> , <b>Zoom to slide</b> , etc., let you set the zoom level. See the next section ( <a href="#">Changing the zoom level</a> ).
<b>Mini sorter</b>	Displays the mini sorter panel showing thumbnails of the slides in the presentation. The mini sorter can be positioned at any edge of the document window. See the section <a href="#">Working with the mini sorter</a> .

<b>Mini outliner</b>	Displays the mini outliner panel showing an outline view of the presentations' contents. The mini outliner can be positioned at any edge of the document window. See the section <a href="#">Working with the mini outliner</a> .
<b>Sidebar</b>	Displays the sidebar which allows quick access to numerous slide formatting options. See the section <a href="#">Using the sidebar</a> .
<b>Options</b>	Allows you to alter various view settings, including showing object boundaries, rulers, guides, and the grid, as well as changing whether the presentation is displayed in color, shades of gray, or black and white.
<b>Toolbars</b>	Opens a dialog box where you can show or hide toolbars, reposition them, or edit them. See the section <a href="#">Customizing toolbars</a> .
<b>Full screen</b>	Enters the <i>full screen</i> view mode, where the program maximizes its program window and hides all toolbars in order to display as much of the document as possible. See the section <a href="#">Full screen view</a> . ( <i>Full screen view</i> is not included in SoftMaker FreeOffice.)

Additional settings for customizing the display of documents are available with the **Tools > Options** menu command (see the section [Preferences, View tab](#)).

## Changing the zoom level

Presentations offers you several different ways to specify the zoom level at which a document is displayed on the screen. You can set zoom levels anywhere between 25% and 400%.

Use the following menu commands in the **View** menu to do this:

Menu command	Function
<b>Actual size</b>	Sets the zoom level to 100%.
<b>Zoom to slide</b>	Automatically selects the zoom level at which the size of a slide fits exactly in the window. This is the default setting.
<b>Magnifying glass</b>	Activates the magnifying glass with which you can draw a frame around whatever part of the slide you want to enlarge.
<b>Zoom level</b>	Allows you to select the zoom level from a list. You can also enter a value (between 25% and 400%) manually.

### Tip: Using the zoom slider

You can also use the zoom slider at the bottom right of the screen to modify the zoom level.



To change the zoom level, either drag the slider with your mouse, or click on the minus icon or the plus icon.

Tip: And when you click on the percent value displayed to the right of the slider, the dialog of the **View > Zoom level** command mentioned above will open.

---

## Full screen view

**FreeOffice:** *Full screen view* is not included in SoftMaker FreeOffice.

In *full screen view* mode, Presentations maximizes its program window and hides all toolbars in order to display as much of the document content as possible.

To enter this mode, use the **View > Full screen** menu command.

To exit it, choose the **View > Full screen** command again or press the **Esc** key.

### Using the toolbar of the full screen view

When you activate the full screen view mode, an additional toolbar appears on the screen.



The "Fullscreen" toolbar

The icons in this toolbar have the following functions (from left to right):

- Show/hide menu bar
- Show/hide side bar
- Enter/exit "Drag sheet" mode

When "Drag sheet" mode is activated, you can scroll your document using the mouse. Simply click into the document and drag the mouse pointer into the desired direction (with the mouse button still held down).

Note: Selecting text or objects is not possible in this mode.

To exit "Drag sheet" mode, click this button once again.

- A click on the **Close** button leaves full screen mode.

---

## Customizing toolbars

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use **classic menus and toolbars**. (Information on customizing the **ribbon** can be found in the section [Customizing the ribbon](#).)

**Hint:** You can switch the user interface between *ribbon* and *classic menus and toolbars* at any time. To do this, invoke the menu command **Tools > Options** (or, in the ribbon, the command **File > Options**). In the dialog, switch to the **Appearance** tab and click on the **User Interface** button. A dialog box appears in which you can select the type of user interface you prefer.

In this section you will learn how to configure the program's *toolbars* (Standard toolbar, Formatting toolbar, etc.) using the **View > Toolbars** menu command and how to customize the icons displayed on them using the **Tools > Customize** command.



A toolbar (here: the Standard toolbar)

Topics covered in this section:

- [Displaying and hiding toolbars](#)
- [Positioning toolbars on the screen](#)
- [Managing toolbars](#) (creating, deleting, renaming, resetting toolbars)
- [Customizing toolbar icons](#) (adding, removing, repositioning icons)
- [Using the toolbar menu](#) (for quick access to the features listed above)

See the following pages for details.

---

## Displaying and hiding toolbars

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use **classic menus and toolbars**. (Information on customizing the **ribbon** can be found in the section [Customizing the ribbon](#))

You can enable or disable individual toolbars at any time.

Proceed as follows:

1. Invoke the **View > Toolbars** menu command.
2. Click on the checkbox in front of a toolbar's name to enable or disable it.
3. Exit the dialog box with **Close**.

The toolbars you have checked or unchecked are now enabled or disabled.

**Tip:** There is a faster way to do this: When you click on any toolbar with the *right* mouse button, a list of all available toolbars is displayed. To enable or disable a toolbar, click on the corresponding list entry.

### Visible in mode...

Some toolbars are visible only in particular situations. The Picture toolbar, for example, appears only when you select a picture.

The **Visible in mode** option controls this behavior. With it, you can specify when a toolbar will be visible, for example:

Option	Meaning
All modes	The selected toolbar is always visible (provided that it is not disabled).
Sorter	The toolbar is visible only in the Slide sorter.
Outline	The toolbar is visible only in the Outliner.
Normal	The toolbar is visible in all views modes except Outliner and Slide sorter.
Normal + Outline	The toolbar is visible in all view modes except the Slide sorter.
Picture	The toolbar appears only when a picture is selected.

To change the setting for one of the toolbars, invoke the menu command **View > Toolbars**, select the toolbar in the list, and choose the desired option for **Visible in mode**.

**Note:** Normally, it does not make sense to change this setting for any of the default toolbars (Standard toolbar, Formatting toolbar, etc.). These options are primarily meant for user-defined toolbars.

---

## Positioning toolbars on the screen

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use **classic menus and toolbars**. (Information on customizing the **ribbon** can be found in the section [Customizing the ribbon](#))

You change the position of toolbars to your liking. To do this, use one of the following procedures:

### Changing the position with the View > Toolbars command

The position of a toolbar can be changed with the help of the **View > Toolbars** menu command. Proceed as follows:

1. Invoke the **View > Toolbars** menu command.
2. Select the toolbar you want to move in the **Toolbars** list.
3. Select the desired position for the toolbar in the **Position** list.

Note: If you choose the **Floating** option, the toolbar icons are displayed in a window that can be moved or sized just like an application window.

### Changing the position with the mouse

Some toolbars can also be repositioned with the mouse. Proceed as follows:

1. Position the mouse pointer over an *empty* area of the toolbar.
2. Press and hold the left mouse button.
3. While still holding the mouse button down, drag the toolbar to the desired position.
4. Release the mouse button to place the toolbar at the new position.

**Note:** By default, most toolbars are *locked* against moving with the mouse, in order to protect them from being moved accidentally. To remove the lock, invoke the menu command **View > Toolbars**, select the toolbar of interest, and disable the **Locked** option.

Hint: A positioning aid is active while dragging a toolbar: When you drag the toolbar near one of the edges of the program window, it jumps automatically to that edge. If you leave the toolbar at the top edge of the window, for example, the result is the same as if you selected the **Top** position in the dialog box of the **View > Toolbars** menu command.

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## Managing toolbars

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use **classic menus and toolbars**. (Information on customizing the **ribbon** can be found in the section [Customizing the ribbon](#))

You can create new toolbars, delete, and rename existing toolbars, etc. To perform these tasks, use the buttons in the dialog box for the **View > Toolbars** menu command.

### Creating new toolbars

You can create your own toolbars whenever you wish.

For example, if you frequently need to use commands in the **Windows** menu that are not present in the Standard toolbar, it might be worthwhile for you to set up your own toolbar for them.

You create a new toolbar as follows:

1. Click the **New** button (in the dialog box of the **View > Toolbars** menu command).
2. A dialog box appears and prompts you to enter a name for the new toolbar – "My toolbar" for example. Enter a name and confirm with **OK**.
3. The new toolbar is set up. Close the dialog box or click on the **Customize** button to add icons to the toolbar. You can read more about this in the section entitled [Customizing toolbar icons](#).

### Customizing the icons on a toolbar

You can edit the icons on toolbars with the **Customize** button. Information about this is provided in the next section.

### Deleting toolbars

The **Delete** button allows you to delete a user-created toolbar, as follows:

1. Select the toolbar to be deleted in the list.
2. Click on the **Delete** button.

Note: You can delete only toolbars that you have created yourself. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be removed.

However, you can always disable toolbars that you do not need at the moment (see section [Displaying and hiding toolbars](#)).

### Renaming toolbars

The **Rename** button can be used to rename a user-created toolbar, as follows:

1. Select the toolbar of interest in the list.
2. Click on the **Rename** button.
3. Type in a new name and confirm with **OK**.

Note: You can rename only toolbars that you have created yourself. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be renamed.

### Resetting toolbars

You can undo any changes you have made to one of the default toolbars by selecting the toolbar in the **View > Toolbars** dialog box and clicking **Reset**.

When you do that, the toolbar is reset to its default icons. In addition, the default settings for **Visible in mode** and **Position** are restored.

Note: This command is applicable only to the default toolbars (Standard toolbar, Formatting toolbar, etc.), and not to user-created toolbars.

### Resetting all toolbars

To reset *all* toolbars at once, click on the **Reset All** button.

Note: This command only resets the default toolbars. User-created toolbars will not be touched.

---

## Customizing toolbar icons

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use **classic menus and toolbars**. (Information on customizing the **ribbon** can be found in the section [Customizing the ribbon](#))

The **Tools > Customize** menu command allows you to customize the icons contained in a toolbar. Among other things, you can add, remove and reposition icons.

Proceed as follows:

1. Invoke the **Tools > Customize** menu command.
2. Use one of the procedures described below to add, remove, or reposition icons.
3. Exit the dialog with **Close**.

**Tip:** This command can also be invoked by double-clicking on an *empty* area in any of the toolbars.

When you invoke this command, a dialog box appears.

This dialog contains two list boxes:

■ **Left list: all available commands**

The *left* list shows all commands available in the program.

Tip: You can use the **Categories** dropdown list (displayed above the list) to filter the list for a specific category (for example, show only commands of the "File" category).

You can also search the list by typing something in the **Quicksearch** field.

■ **Right list: icons contained in the currently selected toolbar**

The *right* list displays the icons contained in the currently selected toolbar.

You can choose which toolbar to display here using the **Customize** dropdown list (displayed above the right list).

The following actions can be performed in this dialog box:

### Adding an icon

To add an icon to a toolbar, follow these steps (in the **Tools > Customize** dialog box):

1. Select the toolbar to which you want to add an icon in the **Customize** dropdown list (displayed above the right list).

The right list now displays all icons that are currently contained in the selected toolbar.

2. Optional: In the *right* list, select the icon after which the new icon is to be inserted.

3. Select the icon to be added from the *left* list.
4. Click on the >> button (displayed between the lists).

The icon is now added to the toolbar.

**Tip:** Alternatively, you can add an icon to a toolbar as follows: Invoke the **Tools > Customize** command. With your mouse, simply drag the icon out of the dialog window and drop it at the desired position in the toolbar. (Do this in the toolbar itself, not in the dialog!) Of course this procedure only works when the toolbar is currently visible on the screen.

### Removing an icon

To remove an icon from a toolbar, follow these steps (in the dialog box):

1. Select the toolbar of interest in the **Customize** dropdown list (displayed above the right list).
2. Select the icon to be removed from the right list.
3. Click on the << button (displayed between the lists).

The icon is now removed from the toolbar.

**Tip:** Alternatively, you can remove an icon from a toolbar as follows: Invoke the **Tools > Customize** command. Then simply drag the icon out of the toolbar with your mouse and drop it somewhere outside the toolbar, for example in the document. (Do this in the toolbar itself, not in the dialog!)

### Moving an icon

To move a toolbar icon to a different position, follow these steps (in the dialog box):

1. Select the toolbar of interest in the **Customize** dropdown list.
2. Select the icon to be moved from the right list.
3. Use the up or down arrow buttons (displayed left of the list) to change the icon's position within the toolbar.

Note: If you want to move an icon to a different toolbar, you must first remove it from its current toolbar and then add it to the other toolbar.

**Tip 1:** Alternatively, you can move an icon as follows: Invoke the **Tools > Customize** command. Then drag the icon to the desired position with your mouse (in the toolbar itself, not in the dialog!). With this method, you can even move an icon from one toolbar to another.

**Tip 2:** By the way, moving icons works even if this dialog box is not open: When you hold down the **Alt** key, you can move a toolbar icon by clicking on it and then (with the mouse button still pressed) dragging it to the desired position.

### Inserting a separator line

To add a separator line to the left of a toolbar icon, follow these steps:

1. Select the toolbar of interest in the **Customize** dropdown list.
2. In the right list, select the icon in front of which the separator line is to be inserted.
3. Click the **New Separator** button (displayed below the right list).

The separator line is now inserted.

**Tip:** Alternatively, you can also use the following procedure: Invoke the **Tools > Customize** command. Then, in order to insert a separator to the left of a toolbar icon, simply drag this icon a small distance to the right using your mouse. (Do this in the toolbar itself, not in the dialog!)

### Removing a separator line

To remove a separator line from a toolbar, follow these steps (in the dialog box):

1. Select the toolbar of interest in the **Customize** dropdown list.
2. Select the separator line to be removed from the right list.
3. Click on the << button (displayed between the lists).

The separator line is now removed from the toolbar.

**Tip:** Alternatively, you can remove an icon from a toolbar as follows: Invoke the **Tools > Customize** command. If you now drag the icon that is to the immediate right of the separator a little bit to the left, the separator will be removed. (Do this in the toolbar itself, not in the dialog!)

### Assigning keyboard shortcuts

When you click on the **Shortcut keys** button in the dialog, the dialog box expands to include an additional section called **Shortcut**. This section can be used to edit the keyboard shortcuts for commands.

In short: You can assign a keyboard shortcut of your choice to any command here: Select the command in either of the two lists, click into the **Please press accelerator** field and then press the key combination with which you want to call this command in the future.

For details, refer to the section [Customizing keyboard shortcuts](#).

### Managing toolbars

The dialog box for the **Tools > Customize** command also provides buttons for managing toolbars, as follows:

- **New**  
Creates a new, empty toolbar.
- **Rename**  
Renames the toolbar selected in the **Customize** list (only available for user-created toolbars).
- **Reset**

Resets the toolbar selected in the **Customize** list back to its factory defaults.

- **Delete**

Deletes the toolbar selected in the **Customize** list (only available for user-created toolbars).

- **Reset all** (displayed below the right list)

Resets all toolbars back to their factory defaults.

Further options for managing and configuring toolbars are available in the dialog box of the **View > Toolbars** menu command (see section [Managing toolbars](#)).

---

## Using the toolbar menu

**"Classic menus and toolbars" only:** This section is relevant only for users who have configured the program to use **classic menus and toolbars**. (Information on customizing the **ribbon** can be found in the section [Customizing the ribbon](#))

Some toolbars end with a double arrow », as shown in the following picture:



When you click on this double arrow, the *toolbar menu* will open.

This menu gives you quick access to all the toolbar related commands mentioned in the previous sections. In detail, the toolbar menu includes the following commands:

- **Add/remove buttons**

This command opens a list of all icons available for the toolbar. When you click on one of its entries, the corresponding icon will instantaneously be activated or deactivated in the toolbar.

(Note: This command is meant for quickly turning icons on or off. If you want to perform further customizations to the icons displayed in a toolbar, follow the instructions given in the section [Customizing toolbar icons](#).)

- **Position**

Use this command to change the position of a toolbar. Available options: top, bottom, left, right, or floating (in a little window that can be moved and resized with the mouse).

- **Toolbars**

Invokes the **View > Toolbars** menu command that allows you to activate or deactivate, configure, and manage toolbars.

See section [Customizing toolbars](#).

### ■ Customize

Invokes the **Tools > Customize** menu command that allows you to edit the icons on a toolbar (add, remove, move icons).

See section [Customizing toolbar icons](#).

### ■ Reset this toolbar

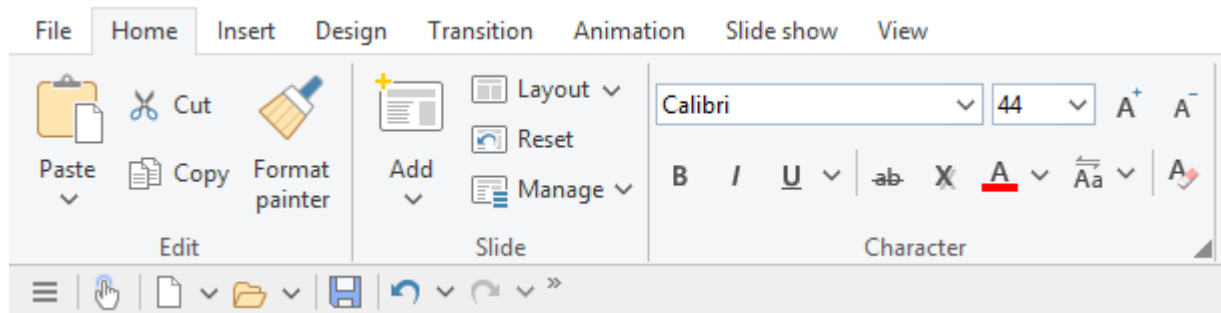
Resets the toolbar. All customizations made to the toolbar's icons and settings will be reverted.

## Customizing the ribbon

**"Ribbons" only:** This section is relevant only for users who have configured the program to use the **ribbon** interface. (Information on customizing the **classic menus and toolbars** can be found in the section [Customizing toolbars](#).)

**Hint:** You can switch the user interface between *ribbon* and *classic menus and toolbars* at any time. To do this, invoke the menu command **Tools > Options** (or, in the ribbon, the command **File > Options**). In the dialog, switch to the **Appearance** tab and click on the **User Interface** button. A dialog box appears in which you can select the type of user interface you prefer.

In this section you will learn how to configure and customize the *ribbon* (e.g. by adding additional icons).



The ribbon and the Quick Access Toolbar (at the bottom)

Topics covered in this section:

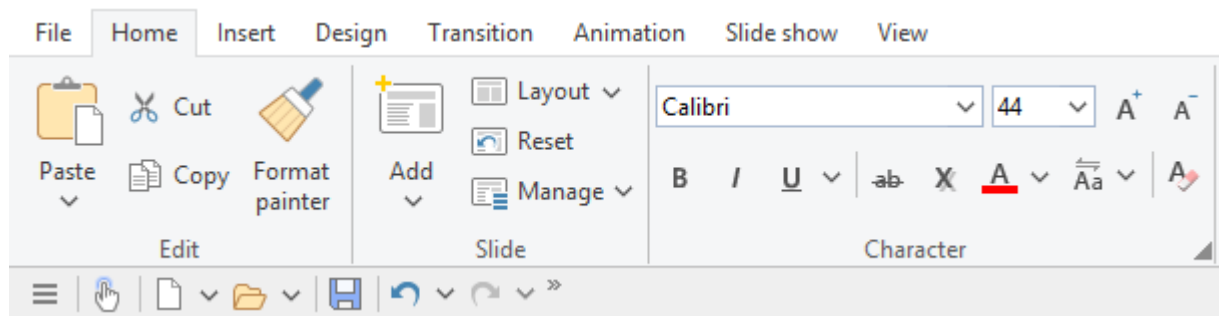
- [Showing and hiding the ribbon](#)
- [Changing the position of the Quick Access Toolbar](#)
- [Customizing icons on the ribbon](#)
- [Customizing icons on the Quick Access Toolbar](#)

See the following pages for details.

## Showing and hiding the ribbon

**"Ribbons" only:** This section is relevant only for users who have configured the program to use the **ribbon** interface. (Information on customizing the **classic menus and toolbars** can be found in the section [Customizing toolbars](#).)

The ribbon is usually fully visible, as in the following picture:




The ribbon and the Quick Access Toolbar (at the bottom)

However, you can hide the ribbon at any time by *minimizing* it. This is useful if you want to save as much space on the screen as possible for displaying the document.

Proceed as follows:

1. In the ribbon, click the **Customize** icon on the **File** tab.
2. A menu opens. There you will find an option called **Minimized ribbon**, which can be turned on or off by clicking on it. (A tick appears in front of the option if it is currently on.)


When you enable this option, the ribbon is minimized – only its tabs will still be visible.

**Tip:** Alternatively, you can minimize the ribbon by clicking on the  icon in the upper right corner of the program window. Click on the icon again to bring the ribbon back in its full size.

In addition, the key combination **Ctrl+F1** (Mac: **Cmd+F1**) is available for minimizing/restoring the ribbon.

## Working with the ribbon minimized

When the ribbon is minimized, you can operate it as follows:

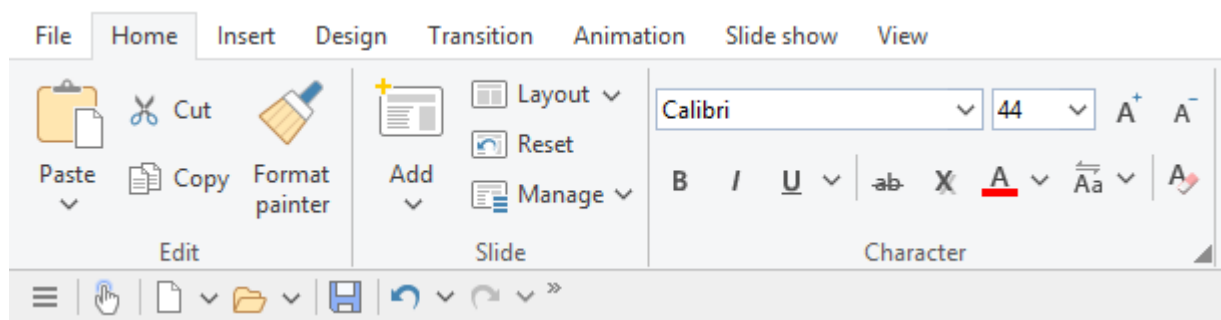
- When you click on one of the tabs of the minimized ribbon, the ribbon will *temporarily* become fully visible again and display the corresponding tab. As soon as you trigger a command (e. g. click on the icon for a command) the ribbon will be minimized again.
- When you *double-click* on one of the tabs, the ribbon will be *permanently* visible again.
- As mentioned above, you can also use the  icon in the upper right corner of the program window to enable/disable minimizing the ribbon.

## Changing the position of the Quick Access Toolbar

**FreeOffice:** Customizing the Quick Access Toolbar is not included in SoftMaker FreeOffice.

**"Ribbons" only:** This section is relevant only for users who have configured the program to use the **ribbon** interface. (Information on customizing the **classic menus and toolbars** can be found in the section [Customizing toolbars](#).)

The *Quick Access Toolbar* is displayed below the ribbon. It provides a selection of the most frequently used commands.



The ribbon and the Quick Access Toolbar (at the bottom)

The Quick Access Toolbar can either share the space with the documents tabs – or reside in its own toolbar. To change this, proceed as follows:

1. In the ribbon, click the **Customize** icon in the **File** tab.
2. A menu opens which contains either of the following two commands:

**Show Quick Access Toolbar as separate toolbar:** By default, the Quick Access Toolbar is displayed in the bar that also contains the document tabs. When you invoke this command, the Quick Access Toolbar moves to its own toolbar instead.

**Show Quick Access Toolbar beside the document tabs:** This command does exactly the opposite: If the Quick Access Toolbar is currently displayed as a separate toolbar, invoking this command causes the Quick Access Toolbar to move back to the bar containing the document tabs.

## Customizing icons on the ribbon

**FreeOffice:** The *Customize Ribbon* feature is not included for ribbons in SoftMaker FreeOffice.

**"Ribbons" only:** This section is relevant only for users who have configured the program to use the **ribbon** interface. (Information on customizing the **classic menus and toolbars** can be found in the section [Customizing toolbars](#).)

The ribbon command **File > Customize > Customize Ribbon** allows you to customize the ribbon to a certain extent. Primarily this command is intended to add *additional* icons, sections or even complete tabs to the ribbon.

**Important:** The icons in the *predefined* sections on the ribbon can *not* be modified. In the existing sections, you can neither add icons nor remove icons nor change their order. Only adding icons in a *new* section at the end of a ribbon tab (or alternatively in a completely new tab) is allowed.

To customize the ribbon, proceed as follows:

1. Invoke the ribbon command **File > Customize > Customize ribbon**.
2. Use one of the procedures described below to edit the icons on a ribbon tab.
3. Exit the dialog with **Close**.

**Tip:** This command can also be invoked by double-clicking on any *empty* area inside the ribbon.

When you invoke this command, a dialog box appears.

This dialog contains two list boxes:

■ **Left list: all available commands**

The *left* list shows all commands available in the program.

Tip: You can use the **Categories** dropdown list (displayed above the list) to filter the list for a specific category (for example, show only commands of the "File" category).

You can also search the list by typing something in the **Quicksearch** field.

■ **Right list: icons contained in the currently ribbon tab**

The *right* list displays the icons contained in the currently selected tab of the ribbon.

You can choose which tab to display here using the **Customize** dropdown list (displayed above the right list).

The following actions can be performed in the dialog box:

### Adding an icon

**Note:** You can add icons only in sections that you created yourself (or on a completely new tab). It is not possible to insert an icon within the predefined sections.

To add an icon to a ribbon tab, follow these steps (in the dialog box of the ribbon command **File > Customize > Customize ribbon**):

1. Select the ribbon tab to which you want to add an icon in the **Customize** dropdown list (displayed above the right list).

The right list now displays all icons that are currently contained in the selected tab.

2. Select the icon to be added from the *left* list.
3. Click on the >> button (displayed between the lists).

The icon is now added to the selected ribbon tab. If necessary, the program automatically creates a new section at the end of the tab.

### Removing an icon

**Note:** You can only remove icons that you added to the ribbon yourself. It is not possible to delete any of the predefined icons.

To remove an icon from a ribbon tab, follow these steps (in the dialog box):

1. Select the ribbon tab of interest in the **Customize** dropdown list.
2. Select the icon to be removed from the right list.
3. Click on the << button (displayed between the lists).

The icon is now removed from the ribbon tab.

### Moving an icon

**Note:** You can only move icons that you added to the ribbon yourself. It is not possible to change the position of any of the predefined icons.

To move an icon within a ribbon tab, follow these steps (in the dialog box):

1. Select the ribbon tab of interest in the **Customize** dropdown list.
2. Select the icon to be moved from the right list.
3. Use the up or down arrow buttons (displayed left of the list) to change the icon's position within the ribbon tab.

Note: If you want to move an icon to a different ribbon tab, you must first remove it from its current tab and then add it to the other tab.

### Adding a new section

**Note:** New sections can be added only *after* the predefined sections. It is not possible to insert a section between the predefined sections.

To add a new section to a ribbon tab, follow these steps (in the dialog box):

1. Select the ribbon tab of interest in the **Customize** dropdown list.

2. Click on the **New section** button (displayed below the right list).

The new section is now added (appended) to the ribbon tab.

### Renaming a section

**Note:** You can only rename sections that you added yourself. It is not possible to rename any of the predefined sections.

To rename a user-created section on a ribbon tab, follow these steps (in the dialog box):

1. Select the ribbon tab of interest in the **Customize** dropdown list.
2. Select the section to be renamed in the right list.
3. Click on the **Rename** button (displayed below the right list).
4. Type in a new name and confirm.

The section is now renamed accordingly.

### Removing a section

**Note:** You can only remove sections that you added yourself. It is not possible to delete any of the predefined sections.

To delete a user-created section on a ribbon tab, follow these steps (in the dialog box):

1. Select the ribbon tab of interest in the **Customize** dropdown list.
2. Select the section to be removed in the right list.
3. Click on the << button (displayed between the lists).

The section is now removed from the ribbon tab.

### Assigning keyboard shortcuts

When you click on the **Shortcut keys** button in the dialog, the dialog box expands to include an additional section called **Shortcut**. This section can be used to edit the keyboard shortcuts for commands.

In short: You can assign a keyboard shortcut of your choice to any command here: Select the command in either of the two lists, click into the **Please press accelerator** field and then press the key combination with which you want to call this command in the future.

For details, refer to the section [Customizing keyboard shortcuts](#).

### Managing ribbon tabs

The dialog box for this command also provides buttons for managing ribbon tabs, as follows:

- **New**

Creates a new, empty ribbon tab.

- **Rename**

Renames the tab selected in the **Customize** list (only available for user-created tabs).

- **Reset**

Resets the tab selected in the **Customize** list back to its factory defaults.

- **Delete**

Deletes the tab selected in the **Customize** list (only available for user-created tab).

- **Reset all** (displayed below the right list)

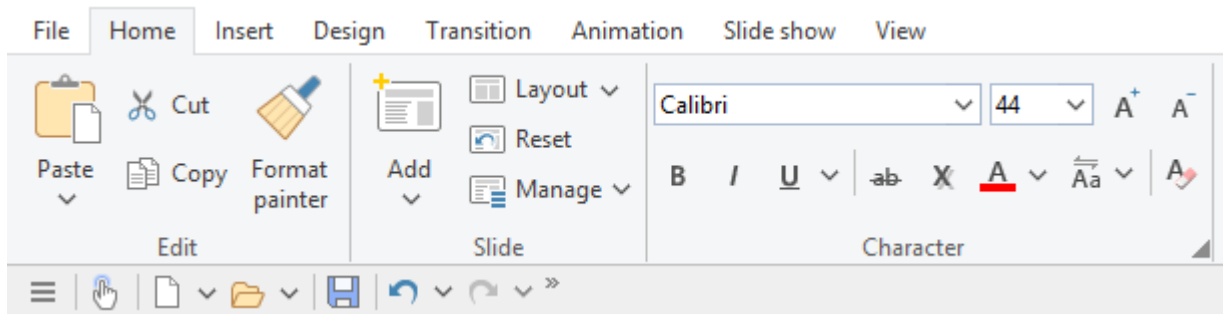
Resets all tabs back to their factory defaults.

## Customizing icons on the Quick Access Toolbar

*FreeOffice:* Customizing the Quick Access Toolbar is not included in SoftMaker FreeOffice.

**"Ribbons" only:** This section is relevant only for users who have configured the program to use the **ribbon** interface. (Information on customizing the **classic menus and toolbars** can be found in the section [Customizing toolbars](#).)

The *Quick Access Toolbar* is displayed below the ribbon. It provides a selection of the most frequently used commands.



*The ribbon and the Quick Access Toolbar (at the bottom)*

If you wish, you can customize the icons on the Quick Access Toolbar at any time, for example, you can add, remove, and reposition icons.

To do this, invoke the ribbon command **File > Customize > Customize Quick Access Toolbar**. A dialog box for customizing toolbars will appear in which you can make the desired changes.

The Quick Access Toolbar behaves exactly like a classic toolbar. To customize its icons, you can proceed exactly as described in the section [Customizing toolbar icons](#). All explanations given there also apply to the Quick Access Toolbar – except for the section "Managing toolbars".

---

## Creating user-defined toolbar/ribbon icons

**FreeOffice:** The *Customize Ribbon* feature is not included for ribbons in SoftMaker FreeOffice.

You can create *user-defined icons* and add them to a toolbar or to the ribbon. Such icons can be used to start other programs of your choosing.

To set up a user-defined icon, for example, an icon for starting Windows' Notepad application, proceed as follows:

1. Invoke the following command in the menu or ribbon:

Menu: **Tools > Customize**

Ribbon: **File > Customize > Customize Ribbon**

2. In the **Categories** dropdown list, choose the **User** category.
3. Select one of the icons from the **Commands** list.

The first three icons are already assigned to the Windows Calculator, the Windows Character Map, and the Windows Control Panel to serve as examples. Select e.g. the fourth icon for this exercise.

4. Click on the **Edit** button displayed below the list. Another dialog box appears.
5. Enter a short description of the program to be started in the **Description** field. In this example, you could enter "Notepad".
6. Enter the complete path and filename for the program to be started in the **Command line** field, for example, `c:\windows\notepad.exe`.
7. *Optional:* If the program's own icon is not the one you want to use, you can enter the path and name of a different icon file in the **Icon file** field.

Note, however, that toolbars icons are a bit smaller than standard Windows icons.

As soon as you confirm with **OK**, the icon is created.

If you want to add your custom icon to a toolbar or ribbon tab right now, proceed as described in one of the following sections:

- Toolbars: section [Customizing toolbar icons](#)
- Ribbon: section [Customizing icons on the ribbon](#)

---

## Customizing keyboard shortcuts

*FreeOffice:* Customizing shortcut keys is not included in SoftMaker FreeOffice.

The most commonly used commands in a program have *keyboard shortcuts*. For example, the command for saving the current document can be invoked very quickly by pressing the key combination **Ctrl+S**.

The predefined keyboard shortcuts can be customized in the dialog box of the menu command **Tools > Customize**. There, you can assign keyboard shortcuts to commands and also change or remove existing shortcuts.

Proceed as follows:

### Adding keyboard shortcuts

To assign a keyboard shortcut to a command, perform the following steps:

1. Invoke the following command in the menu or ribbon:

Menu: **Tools > Customize**

Ribbon: **File > Customize > Customize Ribbon**

2. Click on the **Shortcut keys** button.

The dialog box now expands to include an additional section called **Shortcut**. This section can be used to edit the keyboard shortcuts for commands.

3. Select the command to which you want to assign a keyboard shortcut from either the left list or the right list.

The *left* list shows all commands available in the program. (Hint: The **Categories** dropdown list allows you to filter the list by category, and the **Quicksearch** field can be used to search the list).

The *right* list shows only those icons that are contained in the currently selected toolbar or ribbon tab.

4. Once you have selected the desired command, click into the **Please press accelerator** field and press the key combination with which you want to call this command in the future.

Hint: If you make a typing mistake, you can always press the **Backspace** key to remove the keyboard shortcut you entered.

5. **Do not forget:** Click on **Add** to assign this shortcut to the command now.

6. Exit the dialog with **Close**.

From now on, you can execute the selected command with the specified key combination.

### Editing keyboard shortcuts (remove, change, etc.)

You can edit existing keyboard shortcuts for commands (for example, delete or change them) at any time. Proceed as follows:

1. Invoke the following command in the menu or ribbon:

Menu: **Tools > Customize**

Ribbon: **File > Customize > Customize Ribbon**

2. Click on the **Shortcut keys** button.

The dialog box now expands to include an additional section called **Shortcut**. This section can be used to edit the keyboard shortcuts for commands.

3. Select the command whose keyboard shortcut you want to edit from either the left or the right list.
4. Perform one of the following actions:

**Removing shortcuts:** The **Current shortcut keys** listbox displays all keyboard shortcuts currently assigned to the selected command. To remove a shortcut, select it from the list and click on **Remove**.

**Changing shortcuts:** To change the keyboard shortcut for a command, first remove it (as just described) and then assign it a new shortcut (as described at the beginning of this section).

**Resetting shortcuts:** To reset all keyboard shortcuts for the entire program to their default values, click the **Reset all accelerators** button and confirm. Any changes made to the default keyboard shortcuts are then discarded.

**Display a list of all shortcuts:** When you click on the **Export** button, a table listing all currently assigned keyboard shortcuts is displayed. The buttons placed next to the table allow you to copy it to the clipboard, for example.

### Available keyboard shortcuts

Notice that some of the keystroke combinations that are possible on your keyboard are not allowed as keyboard shortcuts.

As a rule, you should use **alphabetic keys**, **numeric keys** or **function keys** for shortcuts. You can combine them with **Ctrl**, **Alt** and/or the **Shift** key.

You can easily check to see if the key combination you want to use is allowed. Click in the **Please press accelerator** field, and then try to enter your key combination. If it does not appear in the field, it is not allowed.

Some examples of valid keyboard shortcuts include:

- **Ctrl+A**
- **Alt+A** (However, key combinations including the Alt key are not recommended, since they are usually occupied by the main menu entries).
- **Ctrl+Alt+A**
- **Ctrl+Shift+A**
- **Ctrl+Alt+Shift+A**
- **Ctrl+F2**
- etc.

**Note:** Alphabetic keys by themselves are of course *not* allowed. Thus, you cannot use **A** or **Shift+A** as a shortcut.

**Shortcut already assigned:** If you press a shortcut that is already assigned, the current assignment will be shown just below the entry field. You should press the **Backspace** key to delete your shortcut and try a different shortcut. Otherwise, you will overwrite the existing assignment for the shortcut.

**Two part shortcuts:** You can also use two part shortcuts (in accordance with the WordStar standard), for example, **Ctrl+K+X**. Please note that only shortcuts of the form "Ctrl + letter + letter" are allowed here.

---

## Using the grid

The *grid* is a positioning aid for objects (placeholders, pictures frames, text frames, etc.). When it is enabled, you can no longer move such objects arbitrarily with your mouse – instead they snap from one grid point to the next. The same happens when you try to change the size of an object with your mouse.

### Activating the "Snap to grid" function

To enable or disable the grid, do the following:

1. Invoke the menu command **Object > Grid and guides**.
2. Switch to the **Grid** tab.
3. Enable (or disable) the **Snap to grid** option.

Whenever the grid is enabled and, for example, you try to change the position of a picture frame with your mouse, the object cannot be positioned arbitrarily. Instead, it jumps from one point on the grid to the next.

When you disable the grid again, objects can be moved with complete freedom using the mouse.

**Disabling the grid temporarily:** When the **Snap to grid** option is enabled, you can temporarily disable it anytime by holding down the **Alt** key while you drag an object with your mouse.

### Changing the grid distance

You can set the distance between the grid points to any value you like.

Proceed as follows:

1. Invoke the menu command **Object > Grid and guides**.
2. Switch to the **Grid** tab.
3. Enter the desired values in the **Grid distance** group box.

### Showing the grid on the screen

By default, the grid is not shown on the screen. If you want it to be displayed, activate the **Show grid** option in the dialog described above.

**Note:** The grid is displayed on the screen only. It appears neither in slide shows nor on printouts.

Alternatively, you can also use the **View > Options > Grid** menu command to turn the grid on/off. Invoking this command enables/disables *both* the **Snap to grid** and the **Display grid** option.

---

## Using guides

Besides the grid, described in the previous section, Presentations gives you an additional aid for positioning objects called *guides*.

You can set up horizontal and vertical guides. When you move an object with your mouse, and you are getting close to one of these guides, the object automatically snaps to that guide – as if guides were magnetic. The same happens when you change the size of an object with your mouse.

### Enabling the "Snap to guides" function

To enable or disable the "Snap to guides" function, do the following:

1. Invoke the menu command **Object > Grid and guides**.
2. Switch to the **Guides** tab.
3. Make sure that the **Snap to guides** option is enabled.

**Note:** Even if this option is disabled, the guides can still be displayed and changed, but they will not have any effect on the repositioning of objects.

**Disabling the guides temporarily:** When the **Snap to guides** option is enabled, you can temporarily disable it anytime by holding down the **Alt** key while you drag an object with your mouse.

### Showing the guides on the screen

In the same dialog, the option **Show guides** allows you to specify whether or not guides should be displayed on the screen.

By default, this option is disabled.

**Note:** If the option **Show guides** is disabled, but the option **Snap to guides** is enabled, guides are not displayed – but nevertheless *retain* their function.

**Note:** Guides are displayed on the screen only. They appear neither in slide shows nor on printouts.

Alternatively, you can also use the **View > Options > Guides** menu command to turn the guides on/off. Invoking this command enables/disables *both* the **Snap to guides** and the **Display guides** option.

### Adding guides under menu control

To set up new guides, do the following:

1. Invoke the menu command **Object > Grid and guides**.
2. Switch to the **Guides** tab.
3. Under **Horizontal** or **Vertical**, enter the position at which the guide should be placed.
4. Click the **Add** button.

Note: Please note that guides are visible on the screen only when the **Show guides** option (see above) is enabled.

### Adding guides with the mouse

Alternatively, you can set up new guides with the mouse. This is done by dragging vertical guides out of the vertical ruler and horizontal guides out of the horizontal ruler.

To do this, click with the mouse on one of the rulers and drag the mouse pointer (left mouse button held down) into the slide area. Release the mouse button when you reach the position at which you would like the guide to be set.

Note: Please note that guides are visible on the screen only when the **Show guides** option (see above) is enabled.

### Moving and deleting guides

To delete or reposition a guide, proceed as follows:

**Keyboard:** Invoke the menu command **Object > Grid and guides**. To remove a guide, select it from the list, and click the **Delete** button. To reposition a guide, delete it, and then set a new guide at the desired position.

**Mouse:** You can simply drag guides with the mouse to new positions. Also, if you move a guide into the horizontal or vertical ruler, the guide will be deleted.

### Locking guides

You can "lock" guides so that they cannot be moved accidentally with the mouse.

To do this, enable the **Lock guides** option in the dialog of the **Objects > Grid and guides** menu command (**Guides** tab).

From this point on, guides cannot be shifted with the mouse. Their positions can be changed only in the dialog box of the **Object > Grid and guides** menu command.

### Using the "Snap to slide borders" function

When the **Snap to slide borders** option is enabled in the dialog for the **Object > Grid and guides** menu command, the four borders of a slide also behave like guides. Accordingly, if you drag an object to a position near one of these borders, the object will snap to it.

### Using the "Snap to other objects" function

*FreeOffice:* The *Snap to other objects* feature is not included in SoftMaker FreeOffice.

When the **Snap to other objects** option is enabled in the dialog for the **Object > Grid and guides** menu command, the software automatically creates "magic" guides for the edges of *each* object in the current slide. These guides make it a lot easier to place objects perfectly aligned or distributed.

"Magic" guides are usually invisible. They become visible only when you move an object to a position close to any of these guides with your mouse. As soon as the guide appears, the object automatically snaps to it. The same happens when you change the size of an object with your mouse.

Some examples for "magic" guides:

- When you drag an object to a position where it is *roughly* left-aligned with another object, a guide will appear representing the left edge of the other object. If you let your object snap to it, it will be *exactly* left-aligned with the existing object.
- The same applies for the right edge of objects.
- When you drag an object to a place where it is *roughly* centered with another object, a guide will appear representing the center of the object. If you let your object snap to it, it will be aligned *exactly* centered with the other object.
- When you drag an object to a position below two other objects, you will also see a horizontal guide at the position where this third object would have exactly the same relative distance as the two other objects. (The three objects would then be distributed evenly.)

All of the above works in both directions (horizontally and vertically) – for example, there are also magic guides for the top edge and the bottom edge of each object.

### Changing the tolerance for guides

By default, an object or drawing snaps automatically to a guide when it is moved with the mouse to within 8 pixels of the guide. However, the tolerance level is customizable. If you raise the tolerance to 20, for example, the object will snap to the guide when it is at a distance of 20 or fewer pixels from the guide.

To change the tolerance, invoke the menu command **Object > Grid and guides**, switch to the **Guides** tab, and enter the desired value in pixels in the **Tolerance** field.

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## Installing additional dictionaries

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. However, as an alternative, the spell checker supports the use of free Hunspell dictionaries.

You can install additional dictionaries for the spell-checker whenever needed. Just follow the instructions given in the following sections:

- [Installing additional SoftMaker dictionaries](#)

This section explains how to add additional SoftMaker dictionaries to your installation.

Note: This is only relevant for the **Android** version. When you install SoftMaker Office for **Windows**, **Mac**, or **Linux**, *all* available SoftMaker dictionaries are included already.

- [Installing Hunspell dictionaries](#)

Apart from SoftMaker dictionaries, SoftMaker Office additionally supports the use of *Hunspell* dictionaries. Read this section to learn more.

- [Choosing a different dictionary for a language](#)

In case you have installed more than one dictionary for a certain language (e.g. a SoftMaker dictionary *and* a Hunspell dictionary), you can switch between these dictionaries anytime. Read this section for details.

More information on these topics can be found on the next pages.

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## Installing additional SoftMaker dictionaries

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. However, as an alternative, the spell checker supports the use of free *Hunspell* dictionaries.

For information on installing additional Hunspell dictionaries, see the next section ([Installing Hunspell dictionaries](#)).

SoftMaker Office comes with high-quality dictionaries for numerous languages. This section explains how to install dictionaries that are not currently installed:

### Windows, Mac and Linux

When you install SoftMaker Office for **Windows**, **Mac**, or **Linux**, *all* available SoftMaker dictionaries are included already – so there is no need to add additional SoftMaker dictionaries later.

## Android

This is different with the **Android** version: It allows you to download and automatically install SoftMaker dictionaries that are currently not installed from our server whenever needed, free of charge.

Proceed as follows:

1. Launch any of the apps (TextMaker, PlanMaker, or Presentations) on your Android device.
2. Invoke the **Tools > Options** menu command and switch to the **Language** tab.
3. Tap on the **Get more dictionaries** button.
4. A dialog with a list of all available languages opens. To download and install a language, tap on the corresponding download button displayed **at its right**.

When the download has finished, the dictionary is installed and from now on available in any SoftMaker Office application.

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## Installing Hunspell dictionaries

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. However, as an alternative, the spell checker supports the use of free Hunspell dictionaries.

In a standard installation, only Hunspell dictionaries for **English** and **German** are installed. In case you want to add additional languages, follow the procedure described below.

Apart from SoftMaker's own dictionaries, SoftMaker Office for Windows, Mac, and Linux also supports the use of *Hunspell* dictionaries. These dictionaries are available as free downloads. Most of them were created by private users or non-profit organizations.

*Hunspell* dictionaries are available for very many languages. In case you don't find a SoftMaker dictionary for a certain language, it might be worth checking if a Hunspell dictionary is available for that language.

For a list of all Hunspell dictionaries supported by SoftMaker Office, visit the "Downloads" area of our website [www.softmaker.com](http://www.softmaker.com). You can also download the dictionaries there, free of charge.

To download and install a Hunspell dictionary, proceed as follows:

1. With your web browser, navigate to our homepage [www.softmaker.com](http://www.softmaker.com)
2. In the menu of the web page, choose "Downloads", then choose "Dictionaries".
3. Your browser now displays a page presenting a list of all Hunspell dictionaries that SoftMaker Office supports. Download the dictionary of interest.
4. Launch any SoftMaker Office application (TextMaker, PlanMaker, or Presentations).
5. Invoke the **Tools > Options** menu command and switch to the **Language** tab.
6. Click on the **Hunspell dictionaries** button.

7. A dialog showing a list of all languages/dictionaries installed appears. Click on the **Add Hunspell dictionary** button.
8. A file dialog is displayed. Use it to browse to the folder where the downloaded dictionary has been stored.
9. Select the dictionary file from the files list and click on **Open**.

The dictionary will be installed and is from now on available in any SoftMaker Office application.

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## Choosing a different dictionary for a language

**FreeOffice:** SoftMaker FreeOffice does not include any of the premium SoftMaker dictionaries normally shipped with SoftMaker Office. However, as an alternative, the spell checker supports the use of free Hunspell dictionaries (see section [Installing Hunspell dictionaries](#)).

In case you have installed more than one dictionary for a certain language (e.g. a SoftMaker dictionary *and* a Hunspell dictionary), you can switch between these dictionaries anytime. Proceed as follows:

1. Invoke the **Tools > Options** menu command and switch to the **Language** tab.
2. Click on the **Hunspell dictionaries** button.
3. A dialog showing a list of all languages/dictionaries installed appears. First, select the **language** of interest in that list.
4. Then, select the dictionary to use for the chosen language in the **Dictionary** dropdown list. The list can have the following entries:

**SoftMaker:** The SoftMaker dictionary shipped with SoftMaker Office.

**Hunspell:** A Hunspell dictionary (free dictionary, see previous section)

5. Confirm with **OK**.

From now on, the spell-checker will use the selected dictionary for the specified language.

## Addendum

In the addendum, the following information is given:

- [Menu commands and corresponding ribbon commands](#)

In this section you will find a table of each menu command, together with the corresponding command in the ribbon.

- [Keyboard shortcuts](#)

This section provides tables for the most frequently used keyboard shortcuts in the program.

## Menu commands and corresponding ribbon commands

In this section you will find a table of each menu command, together with the corresponding command in the ribbon.

**Tip:** You can switch the user interface between *ribbon* and *classic menus and toolbars* at any time. To do this, invoke the menu command **Tools > Options** (or, in the ribbon, the command **File > Options**). In the dialog, switch to the **Appearance** tab and click on the **User Interface** button. A dialog box appears in which you can select the type of user interface you prefer.

The table contains the following columns:

- **Left column: menu command**

The left column lists all menu commands in the program, sorted by the order in the main menu.

- **Right column: corresponding command in the ribbon**

In the right column you will find the corresponding command in the ribbon – in the following notation:















**Tab > Section > Command**
















Example:

The command **File > Document > Save** on the ribbon can be found as follows: **File** tab, **Document** section, **Save** icon.

With some commands, an additional fourth entry is displayed. Here, you can find the corresponding command in the list that opens when you click on the specified icon (or the arrow to the right of it).

So here is the announced table:

Menu	Ribbon
 File > New	File > File > New >> More
 File > Open	File > File > Open
 File > Close	File > File > Close
 File > Save	File > Document > Save
 File > Save as	File > Document > Save as
 File > Save all	File > Document > Save all
 File > Revert to previous version	File > File management > Versions
 File > Acquire	Insert > Objects > Picture frame >> From scanner
File > Select source	Insert > Objects > Picture frame >> Select source
 File > Properties	File > File management > Properties
 File > File manager	File > File management > File manager
 File > Page setup	File > Print > Page setup
 File > Print	File > Print > Print
 File > Export as > PDF	File > Document > Export as >> PDF
File > Export as > HTML	File > Document > Export as >> HTML
File > Export as > Pictures	File > Document > Export as >> Pictures
File > Export as > Movie	File > Document > Export as >> Movie
File > Export as > Package for CD	File > Document > Export as >> Package for CD
 File > Send	File > Document > Send

Menu	Ribbon
 Edit > Undo	Quick Access Toolbar > Undo
 Edit > Redo	Quick Access Toolbar > Redo
 Edit > Cut	Home > Edit > Cut
 Edit > Copy	Home > Edit > Copy
 Edit > Paste	Home > Edit > Paste
 Edit > Paste special	Home > Edit > Paste > Paste special
 Edit > Select all	Home > Selection > Select all
 Edit > Search	Home > Search > Search
 Edit > Replace	Home > Search > Replace
 Edit > Search again	Home > Search > Search again
 Edit > Go to slide	Home > Search > Go to
 Edit > Link	OLE object > OLE > Edit link
 Edit > OLE object	OLE object > OLE > OLE object
 View > Touch mode	Quick Access Toolbar > Touch mode
 View > Slide	View > Views > Slides
 View > Slide sorter	View > Views > Slide sorter
 View > Outliner	View > Views > Outline
 View > Notes	View > Views > Notes
 View > Master > Slide master	View > Master > Slide master

**Menu**

View &gt; Master &gt; Notes master



View &gt; Master &gt; Handout master



View &gt; Actual size



View &gt; Zoom to slide



View &gt; Magnifying glass



View &gt; Zoom level

View &gt; Mini sorter

View &gt; Mini outline

View &gt; Sidebar



View &gt; Options &gt; Object boundaries



View &gt; Options &gt; Ruler



View &gt; Options &gt; Guides



View &gt; Options &gt; Grid



View &gt; Options &gt; Unprintable characters



View &gt; Options &gt; Color



View &gt; Options &gt; Grayscale



View &gt; Options &gt; Black and white



View &gt; Full screen



Format &gt; Character

**Ribbon**

View &gt; Master &gt; Notes master

View &gt; Master &gt; Handout master

View &gt; Zoom &gt; Actual size

View &gt; Zoom &gt; Fit to slide

View &gt; Zoom &gt; Magnify selection

View &gt; Zoom &gt; Set zoom

View &gt; Windows &gt; Mini sorter

View &gt; Windows &gt; Mini outline

View &gt; Windows &gt; Sidebar

View &gt; View &gt; Object boundaries

View &gt; View &gt; Ruler

View &gt; View &gt; Grid and Guides

View &gt; View &gt; Grid and Guides

View &gt; View &gt; Unprintable characters

















View &gt; View &gt; Colors &gt;&gt; Color

















View &gt; View &gt; Colors &gt;&gt; Grayscale




















View &gt; View &gt; Colors &gt;&gt; Black and white

View &gt; Windows &gt; Full screen


















Home &gt; Character

Menu	Ribbon
 Format > Standard	Home > Character > Standard
 Format > Paragraph	Home > Paragraph
Format > Tabs	Home > Paragraph
 Format > Bullets and numbering	Home > Paragraph
Format > Replace font	Design > Design > Replace font
 Format > Link	Insert > Links > Hyperlink
 Format > Transfer formatting	Home > Edit > Format painter
 Insert > Comment	Slide show > Review > Insert comment
 Insert > Symbol	Insert > Text > Insert symbol
 Insert > SmartText	Insert > Text > SmartText
 Insert > Header and footer	Insert > Text > Header / footer
Insert > Slides from presentation	Home > Slide > Add >> Slides from presentation
Insert > Slides from outline	Home > Slide > Add >> Slides from outline
 Insert > Photo album	Insert > Slide > Photo album
 Insert > Summary slide	Insert > Slide > Summary slide
 Slide > Insert new slide	Home > Slide > Add
 Slide > Duplicate	Home > Slide > Manage >> Duplicate slide
 Slide > Delete	Home > Slide > Manage >> Delete slide
 Slide > Rename	Home > Slide > Manage >> Rename slide
 Slide > Reset	Home > Slide > Reset

Menu	Ribbon
 Slide > Recreate missing placeholders	Design > Placeholders > Restore
 Slide > Slide design	Design > Design > Design
 Slide > Slide layout	Design > Design > Layout
 Slide > Color scheme	Design > Scheme > Color scheme
 Slide > Background	Design > Page setup > Background
 Slide > Hide slide	Home > Slide > Manage >> Hide slide
 Slide > Slide transition	Transition > Transitions
 Slide > Animation scheme	Animation > Animation scheme > Animation scheme
 Master > New design	Slide master > Edit > New design
Master > Preserve design	
 Master > Add layout to design	Slide master > Edit > Add layout
 Master > Duplicate layout	Slide master > Edit > Copy design
 Master > Delete layout	Slide master > Edit > Delete...
Master > Title	Slide master > Placeholders > Title
Master > Footers	Slide master > Placeholders > Footers
 Master > Insert placeholder	Slide master > Placeholders > Insert placeholder
 Handout > x-per-page handouts	Handout master > Format > Number of pages
 Handout > Outline	Handout master > Format > Number of pages >> Outline
 Object > New text frame	Insert > Objects > Lines

Menu	Ribbon
 Object > New table frame	Insert > Table > Table
 Object > New picture frame	Insert > Objects > Picture frame
 Object > New chart frame	Insert > Objects > Chart frame
 Object > New OLE object frame	Insert > Objects > OLE object frame
 Object > New media object > Movie	Insert > Media > Movie
 Object > New media object > Sound	Insert > Media > Sound
 Object > New drawing > Line	Insert > Objects > Lines
 Object > New drawing > Curve	Insert > Objects > Lines
 Object > New drawing > Freehand form	Insert > Objects > Lines
 Object > New drawing > Straight connector	Insert > Objects > Lines
 Object > New drawing > Elbow connector	Insert > Objects > Lines
 Object > New drawing > Curved connector	Insert > Objects > Lines
 Object > New drawing > Rectangle	Insert > Objects > AutoShape
 Object > New drawing > Rounded rectangle	Insert > Objects > AutoShape
 Object > New drawing > Ellipse/circle	Insert > Objects > AutoShape
 Object > New drawing > AutoShape	Insert > Objects > AutoShape
 Object > New drawing > TextArt	Insert > Objects > TextArt object
 Object > Grid and guides	View > View > Grid and guides
 Object > Group	Object > Objects > Group

Menu	Ribbon
 Object > Order > Bring to front	Table > Position > Bring to front
 Object > Order > Send to back	Table > Position > Send to back
 Object > Order > Bring forward one level	Table > Position > Bring to front >> Bring forward one level
 Object > Order > Send backward one level	Table > Position > Send to back >> Send backward one level
 Object > Rotate or flip > Flip horizontally	Object > Position > Rotate object >> Flip horizontally
 Object > Rotate or flip > Flip vertically	Object > Position > Rotate object >> Flip vertically
 Object > Rotate or flip > Rotate left	Object > Position > Rotate object >> Rotate left
 Object > Rotate or flip > Rotate right	Object > Position > Rotate object >> Rotate right
 Object > Align or distribute > Align left	Object > Position > Align objects >> Align left
 Object > Align or distribute > Align center	Object > Position > Align objects >> Align center
 Object > Align or distribute > Align right	Object > Position > Align objects >> Align right
 Object > Align or distribute > Align top	Object > Position > Align objects >> Align top
 Object > Align or distribute > Align middle	Object > Position > Align objects >> Align middle
 Object > Align or distribute > Align bottom	Object > Position > Align objects >> Align bottom
 Object > Align or distribute > Distribute horizontally	Object > Position > Align objects >> Distribute horizontally
 Object > Align or distribute > Distribute vertically	Object > Position > Align objects >> Distribute vertically
 Object > Chart > Edit data	Chart > Data > Edit data
 Object > Chart > Element properties	Chart > Chart elements > Edit properties

Menu	Ribbon
 Object > Table > Insert rows above	Table > Rows and columns > Insert rows >> Insert row above
 Object > Table > Insert rows below	Table > Rows and columns > Insert rows >> Insert row below
 Object > Table > Insert columns to the left	Table > Rows and columns > Insert columns >> Insert column left
 Object > Table > Insert columns to the right	Table > Rows and columns > Insert columns >> Insert column right
 Object > Table > Delete table	Table > Rows and columns > Delete cells >> Delete table
 Object > Table > Delete rows	Table > Rows and columns > Delete cells >> Delete rows
 Object > Table > Delete columns	Table > Rows and columns > Delete cells >> Delete columns
 Object > Table > Distribute columns evenly	Table > Rows and columns > Distribute columns
 Object > Table > Distribute rows evenly	Table > Rows and columns > Distribute rows
 Object > Table > Merge cells	Table > Merge and split > Merge cells
 Object > Table > Split cells	Table > Merge and split > Split cells
 Object > Table > Select table	Table > Table > Select
 Object > Table > Select row	Table > Table > Select >> Row
 Object > Table > Select column	Table > Table > Select >> Column
 Object > Table > Table properties	Table > Table > Properties
 Object > Table > Row properties	Table > Table > Properties >> Row
 Object > Table > Cell properties	Table > Table > Properties >> Cell
Object > Placeholder > Reset object properties	Design > Placeholders > Reset placeholder >> Reset object properties

Menu	Ribbon
Object > Placeholder > Reset text properties	Design > Placeholders > Reset placeholder >> Reset text properties
Object > Placeholder > Reset size and position	Design > Placeholders > Reset placeholder >> Reset size and position
Object > Placeholder > Reset all properties	Design > Placeholders > Reset placeholder >> Reset all properties
 Object > Animations	Animation tab
 Object > Actions	Insert > Links > Actions
 Object > Properties	Object > Format > AutoShape templates >> More
 Show > Start slide show	Slide show > View > Start >> Start from first slide
 Show > Start slide show from current slide	Slide show > View > Start >> Start from current slide
 Show > End slide show	Slide show > View > End
Show > Presenter view	Slide show > Display > Presenter view
 Show > Set up slide show	Slide show > Manage > Set up show
 Show > Custom slide shows	Slide show > Manage > Custom slide shows
 Tools > Thesaurus	Slide show > Review > Thesaurus
 Tools > Check spelling	Slide show > Review > Spell check
Tools > Edit user dictionaries	Slide show > Review > Spell check >> Edit user dictionaries
Tools > Customize	File > Settings > Customize >> Customize ribbon
 Tools > Options	File > Settings > Options

## Keyboard shortcuts

The following pages provide tables for the most frequently used keyboard shortcuts in the program:

- [Keyboards shortcuts in the Windows and the Linux version](#)
- [Keyboards shortcuts in the Mac version](#)

**Tip:** You can customize the predefined keyboard shortcuts and create new shortcuts with the menu command **Tools > Customize** (see section [Customizing keyboard shortcuts](#)).

## Keyboards shortcuts in the Windows and the Linux version

In the **Windows** and the **Linux** version, the following keyboard shortcuts are available:

### Keyboard shortcuts for menu commands

Menu command	Keyboard shortcut
File > New	Ctrl+N
File > Open	Ctrl+O
File > Close	Ctrl+F4 or Ctrl+W
File > Save	Ctrl+S
File > File manager	F12
File > Print	Ctrl+P
File > Exit	Alt+F4 or Ctrl+Q
Edit > Undo	Ctrl+Z
Edit > Redo	Ctrl+Y
Edit > Cut	Ctrl+X
Edit > Copy	Ctrl+C
Edit > Paste	Ctrl+V
Edit > Paste special	Ctrl+Alt+V

Menu command	Keyboard shortcut
Edit > Search	Ctrl+F
Edit > Replace	Ctrl+H
Edit > Search again (or Replace again)	F3
Edit > Go to slide...	Ctrl+G
View > Full Screen	F6
Format > Standard	Ctrl+Space
<b>Character formatting:</b>	
Select font (in the Formatting toolbar)	Ctrl+D
Boldface on/off	Ctrl+B
Italics on/off	Ctrl+I
Underlining on/off	Ctrl+U
Superscript	Ctrl+Shift+Plus(numeric pad)
Subscript	Ctrl+Shift+Minus(numeric pad)
Remove super- or subscript	Ctrl+Shift+*(numeric pad)
<b>Paragraph formatting:</b>	
Alignment: Left	Ctrl+L
Alignment: Centered	Ctrl+E
Alignment: Right	Ctrl+R
Alignment: Justified	Ctrl+J
Format > Link	Ctrl+K
Format > Transfer formatting (step copy)	Ctrl+Shift+C
Format > Transfer formatting (step paste)	Ctrl+Shift+V
Slide > Insert new slide	Ctrl+M
Show > Start show	F5
Show > Start show from current slide	Shift+F5
Tools > Check spelling	F7

Menu command	Keyboard shortcut
Tools > Thesaurus	Shift+F7

## Keyboard shortcuts for editing text

Command	Keyboard shortcut
To the previous placeholder	Ctrl+Shift+⌵
To the next placeholder	Ctrl+⌵
Insert current date	Ctrl+. (period)
Insert current time	Ctrl+Shift+. (period)
Insert a soft hyphen (optional hyphen)	Ctrl+Minus
Insert a non-breaking hyphen	Ctrl+Shift+Minus
Insert an <i>en dash</i> (—)	Ctrl+Minus(numeric pad)
Insert an <i>em dash</i> (—)	Ctrl+Alt+Minus(numeric pad)
Insert a non-breaking space	Ctrl+Shift+Space
Convert hexadecimal character code to corresponding Unicode character*	Ctrl+Alt+Shift+X

\* For example, when you type in 20AC and then press this keyboard shortcut, a euro sign € will appear (since the euro sign's character code is 20AC in the Unicode character set table).

## Keyboard shortcuts in slide shows

Command	Keyboard shortcut
Arrow tool	A
Pen tool	R
Highlighter tool	M
Eraser tool	E
Pause	P
Black screen	B
White screen	W

Command	Keyboard shortcut
Previous slide	PgUp or Backspace
Next slide	PgDn or Space
First slide	Home
Last slide	End
End show	Esc

### Other useful keyboard shortcuts

Command	Keyboard shortcut
Expand or collapse the ribbon	Ctrl+F1
Move to the next ribbon tab	Ctrl+F12
Move to the previous ribbon tab	Ctrl+Shift+F12
With dialogs open: move to the next tab	Ctrl+Tab
With dialogs open: move to the previous tab	Ctrl+Shift+Tab

---

## Keyboards shortcuts in the Mac version

**Note:** For most keyboard shortcuts with the **Cmd** key, you can alternatively use the **Ctrl** key instead of the **Cmd** key. For example, for the shortcut key **Cmd+S** you can also press **Ctrl+S** if desired.

In the **Mac** version, the following keyboard shortcuts are available:

### Keyboard shortcuts for menu commands

Menu command	Keyboard shortcut
File > New	Cmd+N
File > Open	Cmd+O
File > Close	Cmd+F4 or Cmd+W
File > Save	Cmd+S

Menu command	Keyboard shortcut
<b>File &gt; File manager</b>	<b>F12</b>
<b>File &gt; Print</b>	<b>Cmd+P</b>
<b>File &gt; Exit</b>	<b>Alt+F4 or Cmd+Q</b>
<b>Edit &gt; Undo</b>	<b>Cmd+Z</b>
<b>Edit &gt; Redo</b>	<b>Cmd+Y</b>
<b>Edit &gt; Cut</b>	<b>Cmd+X</b>
<b>Edit &gt; Copy</b>	<b>Cmd+C</b>
<b>Edit &gt; Paste</b>	<b>Cmd+V</b>
<b>Edit &gt; Paste special</b>	<b>Cmd+Alt+V</b>
<b>Edit &gt; Search</b>	<b>Cmd+F</b>
<b>Edit &gt; Replace</b>	<b>Cmd+H</b>
<b>Edit &gt; Search again (or Replace again)</b>	<b>F3</b>
<b>Edit &gt; Go to slide...</b>	<b>Cmd+G</b>
<b>View &gt; Full screen</b>	<b>F6</b>
<b>Format &gt; Standard</b>	<b>Cmd+Space</b>
<b>Character formatting:</b>	
Select font (in the Formatting toolbar)	<b>Cmd+D</b>
Boldface on/off	<b>Cmd+B</b>
Italics on/off	<b>Cmd+I</b>
Underlining on/off	<b>Cmd+U</b>
Superscript	<b>Cmd+Shift+Plus</b> (numeric pad)
Subscript	<b>Cmd+Shift+Minus</b> (numeric pad)
Remove super- or subscript	<b>Cmd+Shift+*</b> (numeric pad)
<b>Paragraph formatting:</b>	
Alignment: Left	<b>Cmd+L</b>
Alignment: Centered	<b>Cmd+E</b>

Menu command	Keyboard shortcut
Alignment: Right	Cmd+R
Alignment: Justified	Cmd+J
<b>Format &gt; Link</b>	Cmd+K
<b>Format &gt; Transfer formatting</b> (step copy)	Cmd+Shift+C
<b>Format &gt; Transfer formatting</b> (step paste)	Cmd+Shift+V
<b>Slide &gt; Insert new slide</b>	Cmd+M
<b>Show &gt; Start show</b>	F5
<b>Show &gt; Start show from current slide</b>	Shift+F5
<b>Tools &gt; Check spelling</b>	F7
<b>Tools &gt; Thesaurus</b>	Shift+F7

## Keyboard shortcuts for editing text

Command	Keyboard shortcut
To the previous placeholder	Cmd+Shift+⌵
To the next placeholder	Cmd+⌵
Insert current date	Cmd+., (period)
Insert current time	Cmd+Shift+., (period)
Insert a soft hyphen (optional hyphen)	Cmd+Minus
Insert a non-breaking hyphen	Cmd+Shift+Minus
Insert an <i>en dash</i> (—)	Cmd+Minus(numeric pad)
Insert an <i>em dash</i> (—)	Cmd+Alt+Minus(numeric pad)
Insert a non-breaking space	Cmd+Shift+Space
Convert hexadecimal character code to corresponding Unicode character*	Cmd+Alt+Shift+X

\* For example, when you type in 20AC and then press this keyboard shortcut, a euro sign € will appear (since the euro sign's character code is 20AC in the Unicode character set table).

**Keyboard shortcuts in slide shows**

<b>Command</b>	<b>Keyboard shortcut</b>
Arrow tool	<b>A</b>
Pen tool	<b>R</b>
Highlighter tool	<b>M</b>
Eraser tool	<b>E</b>
Pause	<b>P</b>
Black screen	<b>B</b>
White screen	<b>W</b>
Previous slide	<b>PgUp</b> or <b>Backspace</b>
Next slide	<b>PgDn</b> or <b>Space</b>
First slide	<b>Home</b>
Last slide	<b>End</b>
End show	<b>Esc</b>

**Other useful keyboard shortcuts**

<b>Command</b>	<b>Keyboard shortcut</b>
Expand or collapse the ribbon	<b>Cmd+F1</b>
Move to the next ribbon tab	<b>Cmd+F12</b>
Move to the previous ribbon tab	<b>Cmd+Shift+F12</b>
With dialogs open: move to the next tab	<b>Cmd+Tab</b>
With dialogs open: move to the previous tab	<b>Cmd+Shift+Tab</b>

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