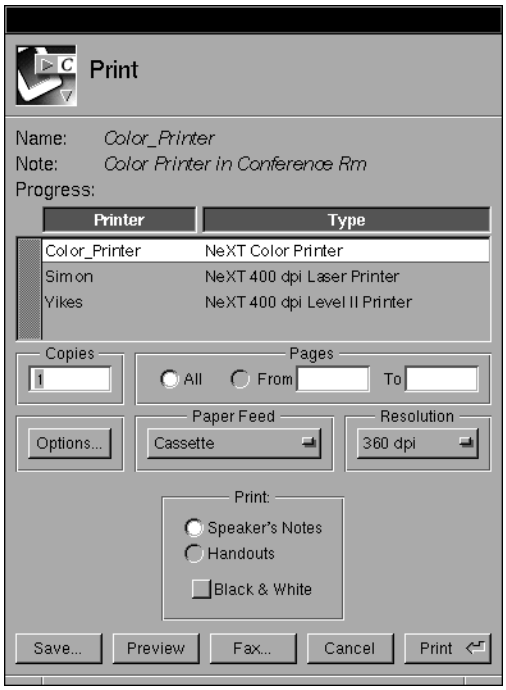
7. Select Speaker Notes at the bottom of the print panel.

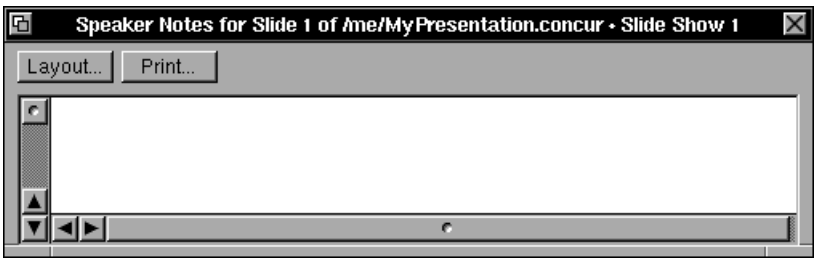


8. Press the Print or Preview button.

As you'll see, this printout now allows you to read through the notes as they first appeared on-line in the Speaker Notes Panel, neatly displayed beneath the slide. That's all it takes.

Remember to control the layout of both Handouts and Speaker Notes through the Notes Layout panel. In general, for more information on Speaker Notes and output, please refer to Chapter 15 in this manual.

1. **Raise the Speaker Notes panel by pressing the button on the button ribbon.**



   Each slide can have its own set of notes in the Speaker Notes Panel.

2. **Select each of the slides in the slide sorter, and read through the notes displayed in the Speaker Notes panel.**

   As you can see with this presentation, all but the last slide in the presentation have notes in the Speaker Notes Panel. Let's go ahead and add some notes to the final slide.

3. **Select the last slide in the presentation.**

4. **Raise the Speaker Notes Panel, and enter into it a note to yourself (maybe a reminder to make eye contact with the audience, and to speak enthusiastically about the new Speaker Notes feature).**

   Of course, were this your own presentation, you'd use this panel to add notes and other relevant points you didn't want to forget during your briefing. It's also a convenient place to jot down transition points to introduce the next slide.

5. **Select each of the slides in the slide sorter to read through the notes added to the Speaker Notes Panel.**

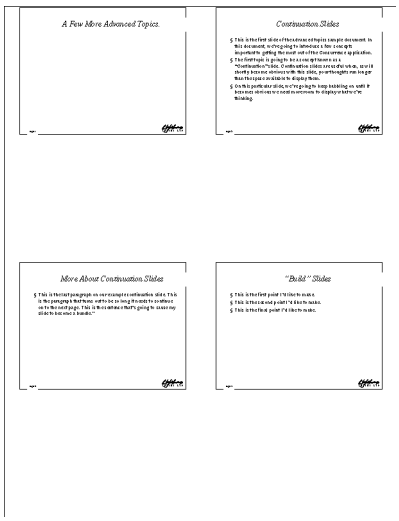
   As we'll see in a moment, these notes will appear on a special printout—the Speaker Notes printout.

Unlike Handouts, the Speaker Notes printout shows these notes below the image of your slide. You can take this version along with you to your presentation and not worry about forgetting the points critical to your talk.

6. **Choose Print Notes from the Print menu (or press the Print button on the Speaker Notes Panel—the two are identical).**

5. Press the Print or Preview button to see our Handouts.

You should see a miniaturized version of your presentation (four slides to a page) with room for your audience to take notes.



Note that the color has been stripped, and the slides aren't cluttered with dithering (the muddied graphical effect you'd otherwise experience trying to print color gradients with a black and white printer). For more information on Handouts, please refer to Chapter 15.

Speaker Notes

Finally, let's look at one of the tools Concurrence makes available to help you, the public speaker, for delivering your presentation.

We all know it's poor form to read straight from your presentation during delivery—that said, it's often difficult to remember key points outside the text of your presentation. Concurrence provides a place for you to add such additional talking points—the Speaker Notes Panel.

Printing Handouts

A Handout is a printed copy of your presentation that you can leave with your audience. Formatting for Handouts is defined on the Notes Layout Panel in the Format menu.

First, let's set up our Notes layout to print four slides on each page in landscape orientation.

1. **Raise the Notes Layout Panel by choosing Notes Layout from the Format menu.**
2. **Select "4 Up" from the Layout pop-up list, and press OK.**

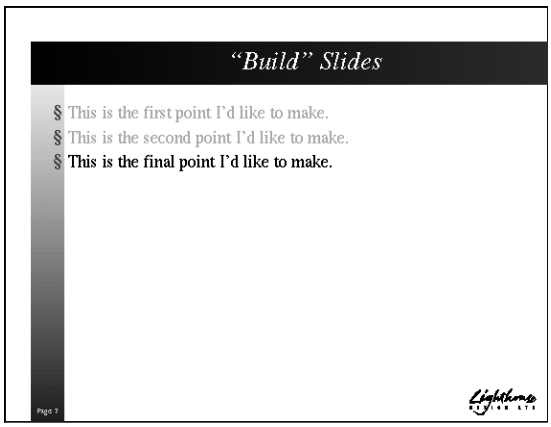
   Handouts will now print four miniature versions of the slide to a page.

Now let's take a look at how our Handouts will appear.

3. **Choose Print Notes from the Print menu.**
4. **Select Handouts at the bottom of the print panel, and click the Black & White check box.**

   With the Black & White option checked, Concurrence will strip all color from the presentation. This is particularly useful if you don't have access to a color printer, or don't necessarily want to deliver color handouts to your audience.

topic (presuming one's available) dimmed out. Here, for example, is the fourth slide in our build:



Note how all but the final topic have been dimmed.

This *topic dimming* can be controlled through the Bundle Inspector panel.

4. **Press the Slide Bundle button** **on the Inspector panel to raise the Slide Bundle panel.**

Note the Topic Coloring controls available to you. Try experimenting with these options, and noting the difference between highlighting the main topic, and dimming the prior ones. For more information on bundles and builds, please refer to Chapter 11.

Tools for Public Speakers

Let's presume for a moment that you're going to deliver your talk to an eager audience. For convenience's sake, you'd like to provide them with a copy of the presentation to scribble on during your talk. These are Handouts, or Audience Notes.

Just as importantly, you'd like to have a copy on-hand with your notes and highlight points already printed so you won't risk forgetting anything when the pressure's really on. These are Speaker Notes.

Let's look at each of these in turn, and see how Concurrence can assist in their production.

Build Slides—Progressive Disclosure

Continuation slides are just one example of a *build*. In this instance, the additional slide was generated automatically. There are situations where it is useful to control this manually. Take, for example, a slide containing three or four bullet points which you'd like to introduce point by point, rather than all at once. This notion of *progressive disclosure* is automated by Concurrence's build features. Turning any slide into a build slide is quite simple.

1. **Select slide number 4 in your presentation, whose title is "Build slides."**

   Note that it has a title, and three body points. Now let's turn the slide into a build, where each of these topics will be revealed one by one.

2. **Raise the Slide Bundle Inspector, and choose Build from the Bundle Type pop-up list.**

   Note that your original slide is now represented by four bundled slides in the slide sorter.

3. **Select each of these slides in the bundle to examine the results of your action.**

   Note that the bundle begins with a blank slide, which allows you to introduce the theme. The second slide (selected by clicking the second slide in the bundle) shows only the first topic. The third slide (again, selected by clicking the third slide in the bundle), dims the first topic (which we've presumably already talked about), and displays the second topic. Each slide proceeds through this pattern, with the prior

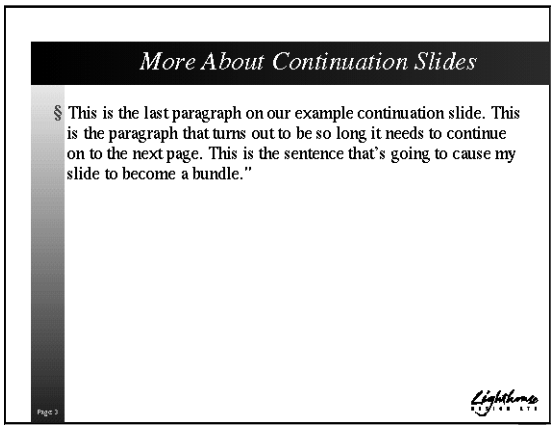
11. **Now, raise the Slide Bundle Inspector by pressing Bundle button at the top left of the Inspector Panel.**

Note the controls made available through the Inspector Panel.

Let's change the "Cont'd" suffix to instead be a prefix, "More About ".

12. **Choose "Prefix for Slide Titles" from the two radio buttons.**
13. **In place of "Cont'd", type "More About..." in the text field.**

Note the change to your slide:



6. **Select the sentence by highlighting the text that begins "As you can see..."**

7. **Press the Backspace key to delete this sentence.**

   Notice what's happened in the slide sorter. The slide has reverted to being a single slide, given that its contents now all fit onto one slide.

8. **Begin typing at the end of this last topic (any sentence will do, try "This is the sentence that's going to cause my slide to become a bundle.")**

   Notice that as your text expands beyond the border of this body box, Concurrence will automatically create a bundle again in the slide sorter.

9. **Click the second slide in the bundle.**

   Notice that it is the familiar continuation slide, with the suffix "Cont'd" placed at the top.

You can, of course, always resize the body box to contain a larger amount of text, and thus avoid a continuation slide. Ordinarily, continuation slides are automatically generated for you.

Now, let's see how you might control this type of effect.

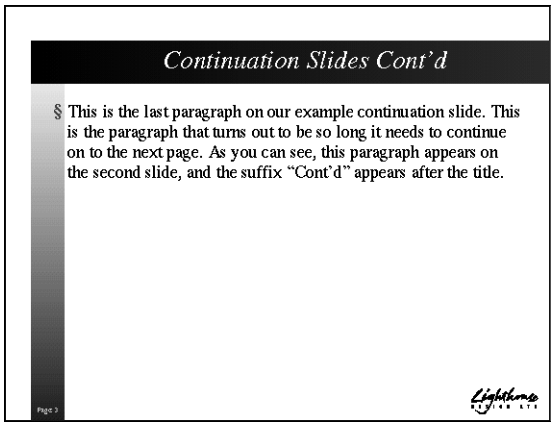
10. **First select the bundle in the slide sorter.**

On its left are two gray panes, the *Master Sorter* at the top, where we see only one master slide is stored, and the *Slide Sorter*, where you can see the slides in your presentation.

The first thing you might notice about this presentation is that the second slide in the slide sorter appears differently from the others.

This set of slides is known as a *bundle*, and is a collection of slides presented as one. In this instance, as you can see from reading the slide, the text ran over just one page, and leaked onto a second.

4. Click Slide #3, layered to the right, behind the first slide in the bundle to examine its contents.



Notice that this slide shares the same title as the first slide in the bundle ("Continuation Slides"), with the suffix "Cont'd" placed right after the title.

This slide (and the "Cont'd" suffix) was automatically generated by Concurrence when the contents of the first slide were too much to fit on one slide. Let's try to shorten the paragraph to make it all fit one slide again.

5. Click in the body box to begin editing.

your presentation suitable for passing out to an audience where, if necessary, all colors and ancillary formatting will be stripped so they can concentrate on content.

Let's jump right in.

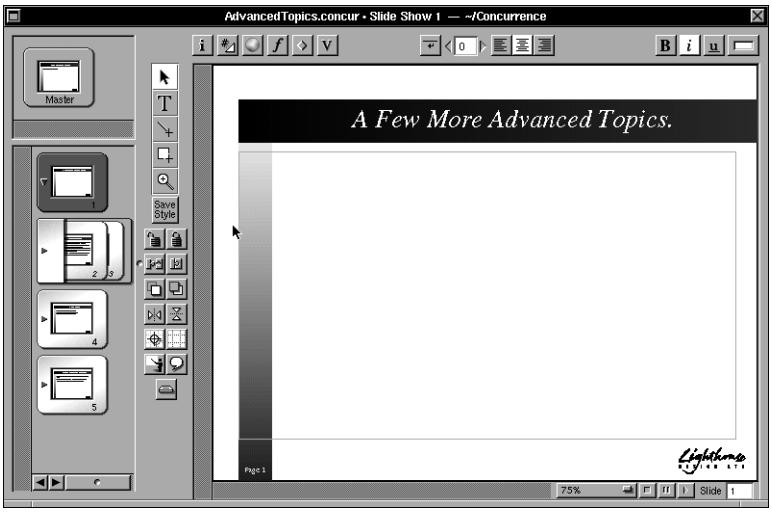
1. If Concurrence isn't already running, find its icon and double-click it.

2. Choose the Samples command from Concurrence's Info menu.

This will open a window in your Workspace showing all of Concurrence's sample documents. One of the documents visible in this window is named "AdvancedTopics.concur."

3. Select this document and choose Open from the Workspace's File menu, or double-click to open it.

You should see the first slide in the presentation, looking roughly as follows:



As we learned in the previous chapter, the large white region on the right is the slide view's *slide pane*, where you view and edit the slides in a presentation.

Chapter 4

Advanced Topics

The lessons in this chapter build on the skills you learned in Chapter 3, and present continuation and "build" slides, Speaker Notes, and printing drafts and handouts. Make sure you've read the prior sections before proceeding with this one.

A Quick Overview

This chapter will present a quick overview of a few very useful tools available in Concurrence.

- Continuation slides, which automatically "bundle" together slides when the text from one spills over onto a second page.
- Builds, also known as "Progressive Disclosure," are a form of slide bundle that presents its contents during on-screen presentation one topic at a time.
- Speaker Notes, which allow you to jot down notes for yourself about each slide, so that when you're giving a presentation, you'll have the critical points on hand.
- Handouts and Draft Printing, which allow you to generate versions of