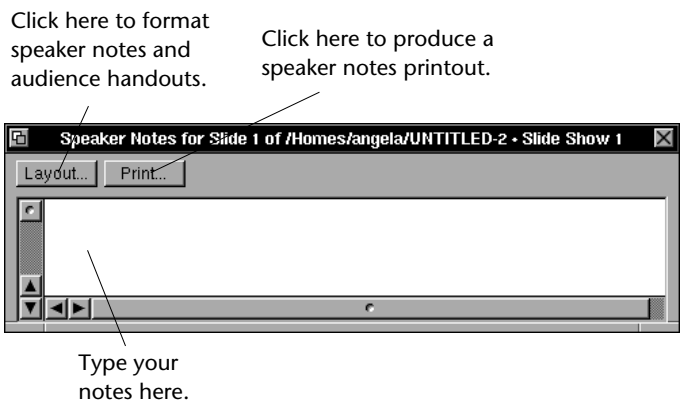
The notes don't appear on the slide you're presenting, but on a separate printout—a speaker notes printout—which you then reference during your presentation.

And, when you change the order of your slides at the last minute you won't have to reorganize your notes, too—they automatically follow the slides with which they're associated.

To add speaker notes to a slide, choose *Speaker Notes* from the Slides menu, or click the button on the slide tools ribbon to raise the *Speaker Notes* panel.

The following window will appear:



Enter as many notes as you want into the text field. The *Layout* and *Print* buttons raise the *Notes Layout* and *Print* panels, respectively. For information on how to print and lay out your notes, refer to Chapter 15.

Enhancing Slides

Concurrence provides many features to help you create impressive presentations with added color, graphics, images, sound and transitions. There are also many ways to adjust the background of a slide or how the slide body and title boxes are outlined.

To learn how to add and attach graphics to your slides and create backgrounds for text, refer to Chapters 12 and Chapter 13. For more on adding transitions and voice-overs, see Chapter 14.

Expanding or collapsing topics within the slide pane is not the same as expanding or collapsing minislides in the slide sorter.

Text on a slide or master slide can be formatted the same way that text in outlines is formatted. Read Chapter 7 for a complete overview on formatting and Chapter 10 for information on how to use master slides to control the formatting of multiple slides.

Click any topic on a slide to show the handles of all of the topics. Select a topic by clicking its handle (shift-click or drag-select to select more than one topic), or click within a topic to edit its text. Press Return to add a topic or Delete to delete one. Press Enter to finish editing a topic, without adding a new one.

There are times when you may want to add text to a slide—like a descriptive note or footnote —that does not fit within the topic hierarchy. You can do this by adding "free text." See Chapter 12 for more information.

Adding Page Numbers and Dates to Slides

Page numbers and dates are added to slides by adding *token*s. A token is a symbol that displays the page number, total number of pages in the document, today's date, the date you last saved the document, the document name or path, or the view name.

A token can be added to an individual slide or master slide, anywhere on the slide pane. The information contained within a token will automatically update as you change your document (e.g., add pages).

To add a token, use the commands found under the *Insert Token* sub-menu of the Edit menu, or click the button on the slide show button ribbon to raise the *Tokens* palette, from which you can drag tiles into your document.

For more information on working with tokens and adding page numbering, refer to Chapter 19 or the Tutorial chapters.

Creating Speaker Notes

When you're giving a presentation, you want to be able to remember the critical points you intended to make about each slide. With Concurrence, you can create *speaker notes* for each slide in your presentation.

Adding and Deleting Slides

To add a slide to your slide show, select *New Slide* from the Slides menu, or select a minislide in the slide sorter and press Return.

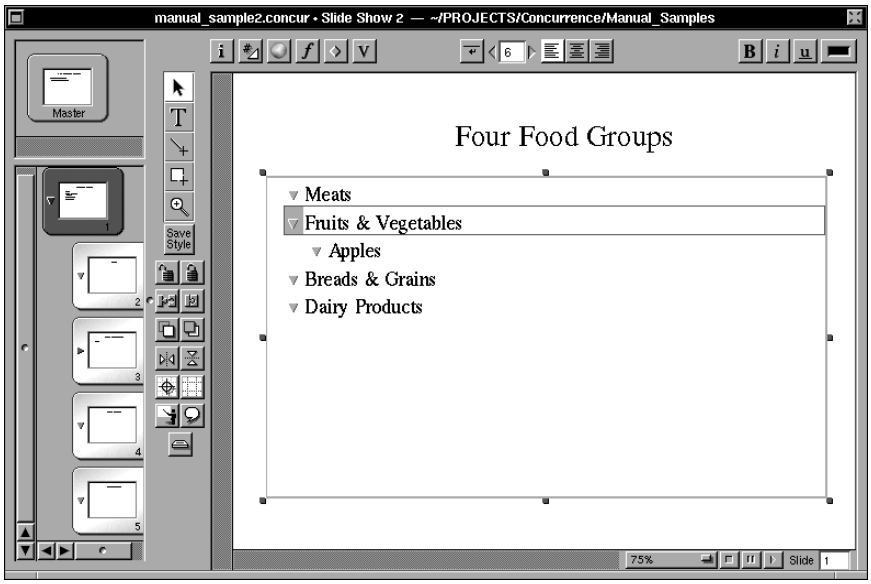
To delete a slide, select it in the slide sorter and choose *Delete* from the Edit menu, or press Backspace on your keyboard.

As slides are added to and deleted from a slide show, the other slides will automatically renumber to accommodate the addition or subtraction.

Editing Text On Slides

The topic that corresponds to a particular slide is displayed in that slide's title box. The topic's children appear in that slide's body box. You can expand and collapse topics in a slide's body box in the same way you would topics in an outline.

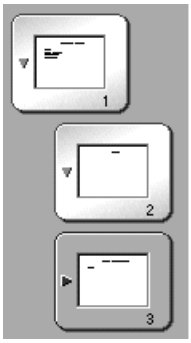
Go to the slide pane of a selected slide and click a topic, causing its handle to appear. Select *Expand* or *Collapse* from the Topics menu, or double-click the handle. (The "Fruits & Vegetables" topic has been expanded below, to reveal its child topic, "Apples.")



Expanding and Collapsing Slides

Each child topic on a slide can become a slide of its own. You control which topics have their own slides by expanding and collapsing the minislides in the slide sorter.

Each minislide has a triangular *handle* that shows whether the slide is collapsed ▶ or expanded ▽, like a topic in an outline.



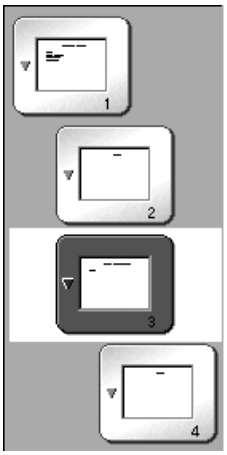
In the figure to the left, slides #1 and #2 are expanded, while #3 is collapsed.

Select a minislide in the slide sorter by clicking it and then choose *Expand* or *Collapse* from the Topics menu.

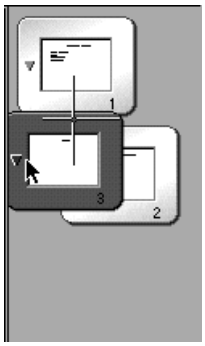
Shortcut

Double-clicking an expanded slide will collapse it, and vice versa.

When you expand a minislide, child slides appear beneath it in the slide sorter. Each child topic on the parent slide becomes the title topic of one of the child slides below it.



In the figure to the left, slide 3 has been expanded and now displays its one child, slide 4. Also note that its handle has changed to indicate it is no longer collapsed.



Slide 3 has been selected and is being moved into the position of slide 2.

To swap two slides, select one and choose *Up* or *Down* from the Move submenu of the Slides menu. Choosing *Up* swaps the currently selected slide (along with its descendants) with the sibling directly above it. *Down* has the opposite effect, and swaps the currently selected slide (and its descendants) with the nearest sibling beneath it.

Note *Like topics in an outline, a child slide will be indented beneath its parent in the slide sorter. Slides at the same level (siblings or peers) will be displayed at the same point of indentation.*

Once moved, the slide will automatically display its new slide number, simultaneously reordering all other slides in the slide show. The change will also be updated in the topics on the parent slide, reflecting the new order of its child topics.

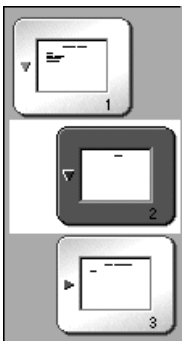
To promote or demote a slide in the hierarchy, select it and choose *Right* or *Left* from the Move submenu of the Slides menu, or drag it to its new location. As the slide (and its descendants) are relocated, it will cause the slides to renumber and will automatically update any other slide affected by the new topic order.

Shortcut *Press Tab and Shift-Tab to perform Move Right and Move Left, respectively.*

Note *Remember that if you change the order or level of your slides, this change will be reflected in all other views of your document.*

Selecting Slides

To select a slide, click its minislide in the slide sorter.



When a slide has been selected, it will appear on a white background, as slide 2 is pictured here.

The contents of a slide selected in the sorter will be displayed in the slide pane area to the right.

As with outlines, you can also select multiple slides by drag-selecting, shift-clicking, or using the menu commands found in the Select submenu of the Edit menu. These commands are documented in Chapter 21.

Note *Once a slide is selected, you can copy and paste it into another document by using the Copy and Paste commands in the Edit menu.*

Rearranging Slides

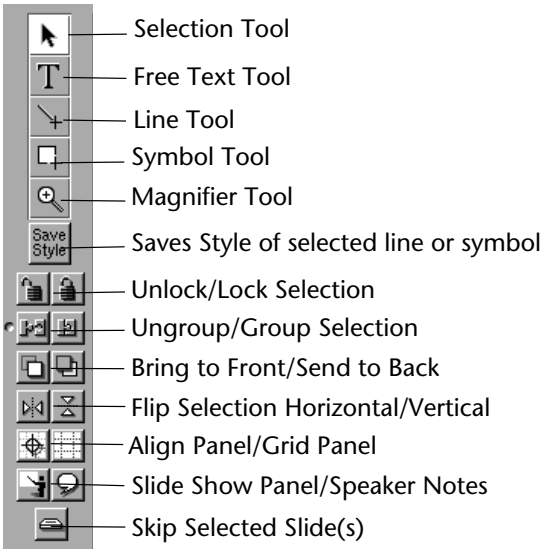
Moving a slide in a slide show is like moving a topic in an outline view.

To move a slide, select its minislide in the slide sorter and either choose a *Move* command from the Slides menu, or drag it with the mouse to a new location in the slide sorter. Note that when the slide is moved, it will bring with it all of its descendants.

When dragging a minislide, a destination marker will appear to show where the slide will be placed when dropped.

The Slide Tools Ribbon

The *slide tools ribbon* appears along the left hand edge of the slide pane and, like the button ribbon, provides several easy access buttons which are used primarily to add and manipulate graphics on slides.



Choosing the buttons on the tools ribbon is the same as selecting the commands in Concurrence's menus. The functionality accessed here is described in Chapters 12 and 14.

To hide the tools ribbon, select *Hide Slide Tools* from the Tools menu. To make it reappear, select *Show Slide Tools*.

The parts of the slide window are referred to throughout this manual and are described below.

The Slide Pane

The currently selected slide is displayed in the *slide pane*, the largest area of a slide. The slide's title topic is displayed in the *title box* at the top of the slide, and the children (or subtopics) of that title topic appear below, in the slide's *body box*.

The Slide Sorter

The *slide sorter* appears to the left of the slide pane and lets you browse through the slides in your presentation. The sorter displays a miniature version, or *minislide*, of each slide in the slide show. When a minislide is selected in the sorter—by clicking it—the slide itself appears in the slide pane to the right.

The slide sorter is resizable—drag the *splitter* to the right to make it larger or smaller.

The Master Sorter

The *master sorter* displays minislide versions of *master slides*, which control the formatting of other slides in your slide show. See Chapter 10 for more information about creating and working with masters.

The Button Ribbon

The *button ribbon* appears along the top of the slide show window and provides easy access to several formatting commands.

This is the same button ribbon as in the outline window. For a complete description of its functionality, refer to Chapter 7.

Choosing the buttons on the button ribbon is the same as selecting the commands in Concurrence's menus.

To hide the button ribbon, select *Hide Buttons* from the Tools menu. To make it reappear, select *Show Buttons*.

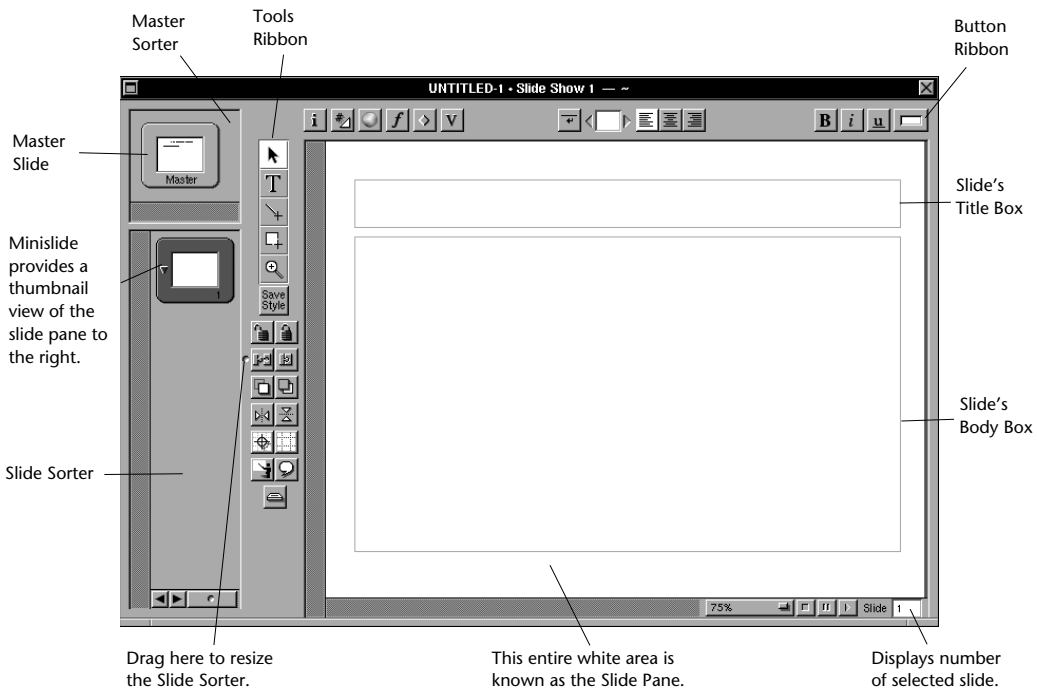
Creating a Slide Show

You can create a slide show from an outline—a new *view* of an existing document—by choosing *New Slide Show* from the Views menu or clicking the *New Slide Show* button on the View Browser. (See the previous chapter to learn about the concept of having multiple *views* of a document.)

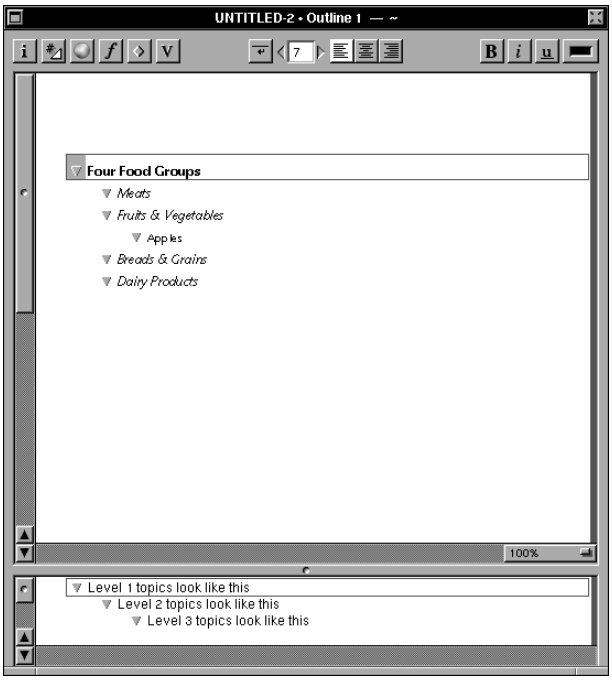
You don't have to create a slide show from an existing outline; you can choose to open a new slide show instead of an outline every time you start up Concurrence by adjusting the *Preferences*. If this *New Documents* preference is set, choosing *New* from the Document menu will open a slide show view of your document. Refer to Chapter 16 to learn how to set preferences.

Parts of a Slide Window

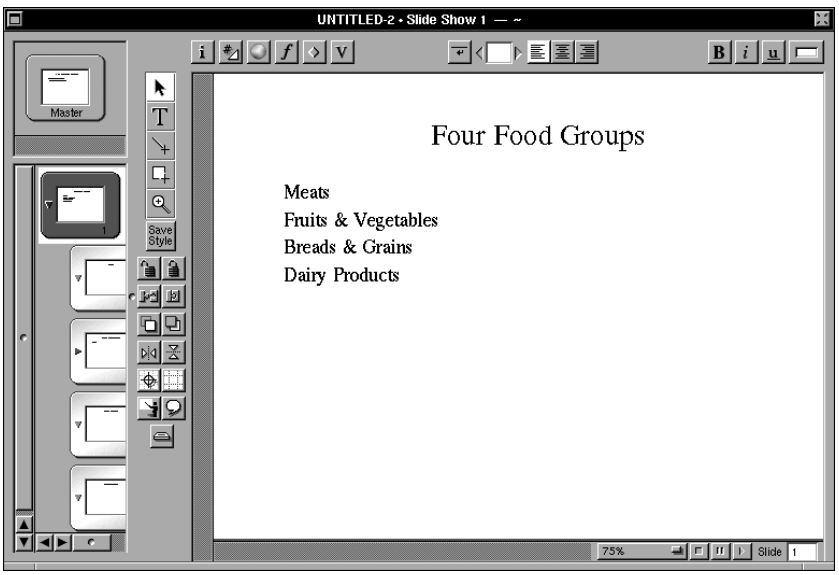
When you create a new slide show, a window like this one will appear:



If an outline view of your document looks like this,



the first slide in the slide view of this document would look like this:



Chapter 9

Basics Of Slide Shows

You've got an outline, now you want to turn it into a presentation. This chapter will explain the basics of how to begin creating a slide show from your outline or from scratch, how to edit the text of slides and move them around in your presentation, and how to add speaker notes to reference as you're delivering your presentation.

What is a Slide?

A slide is a graphical representation of a *topic*. A topic is a piece of text, sentence or paragraph. Please refer to Chapter 6 for more information on topics.

Each topic in an outline can correspond to a slide in a slide show.

A topic is the title of a slide and its subtopics, or *children*, appear in the slide's body box below it.