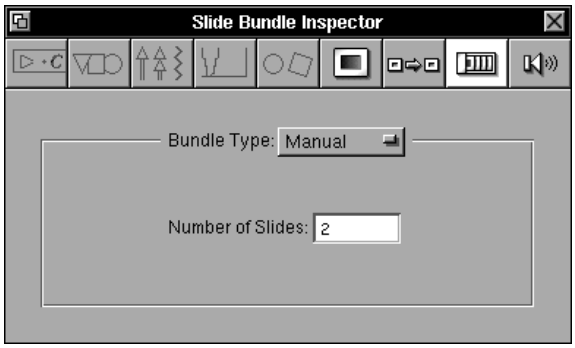
graphic of an organizational chart and add to it one department at a time over several slides, you wouldn't necessarily have enough topics and subtopics to generate a build, though a build is still the appropriate mechanism to use.

In this case, you would select *Manual* from the *Slide Bundle Inspector's* pop-up list.



Enter the number of slides you want in your bundle directly into the text field.

Concurrence will create identical slides—as many as you like. They appear together in a bundle in the slide sorter. You can then edit each slide individually (e.g., adding components to an organizational chart) to highlight the points you choose.

title slide), and the child slides below are odd numbered, indicating the order in which they will be displayed during a slide show.

If you do not select the *Interleave Child Slides* check box, all of the first level topics (Concurrence, Diagram!, VarioData, etc.) will be displayed before any of their child slides.

Note that child slides can become builds of their own.

Adding a Summary Slide

A summary slide can be added to the end of your bundle, which lists all of the subtopics in your build. It is used to restate the points you've been building on, and shows all of the subtopics listed together in the same color. A summary slide can be added to either type of build, whether it is *Topic By Topic* or *Interleaved*.

To automatically add a summary slide to the end of your build, select the *Add Summary Slide* check box.

Dimming or Coloring a Build Topic

To make newly-revealed topics in a build stand out when you're playing your slide show, highlight or color the newly exposed topic or color or dim its siblings.

To change these attributes, refer to the *Topic Coloring* area of the *Slide Bundle Inspector* (pictured at the beginning of this section).

By default, Concurrence will highlight the newly exposed (*Main*) topic in black, and dim the siblings (*Others*) that have already been revealed.

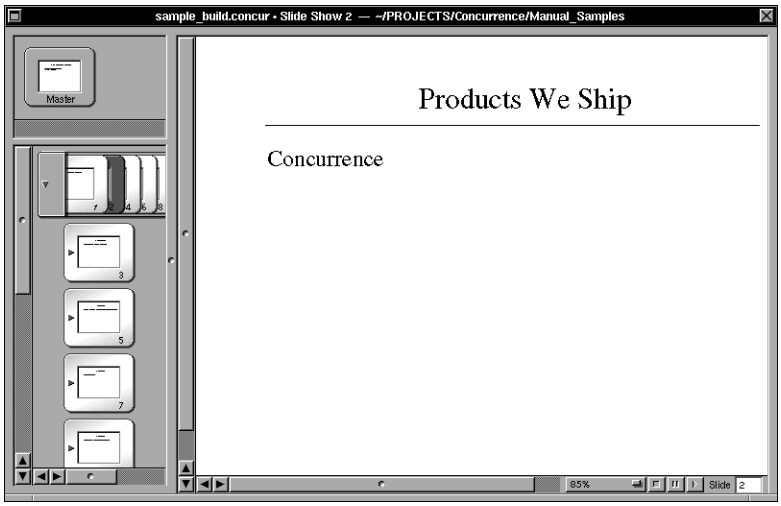
If you want to color the main topic instead of showing it in black, select *Main* and click the rim of the color well to raise the *Colors* panel. Drag your preferred color to the color well (for more information on working with the *Colors* panel, see your NEXTSTEP User's Guide).

If you want to color the sibling topics instead, select *Others*. This will automatically apply the chosen color to the siblings, and make your main topic the default color again.

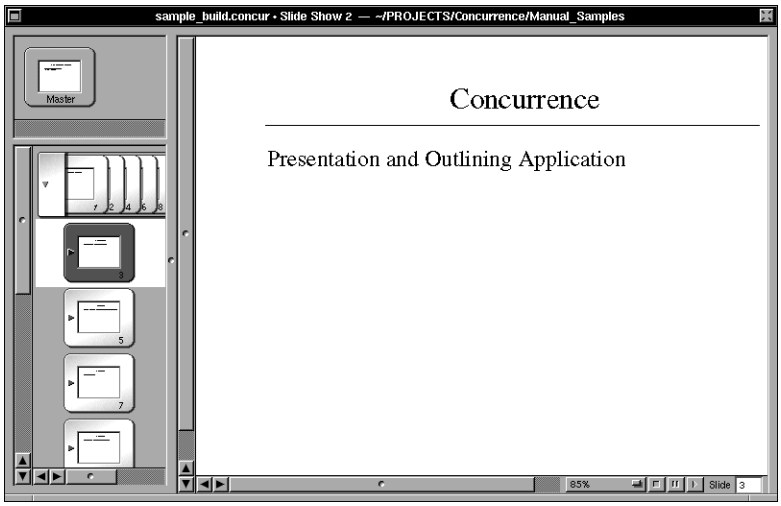
Manually Creating a Bundle

There may be situations when you want more flexibility than either the *Continue* or *Build* bundles provide. For example, if you wanted to take a

For example, your first slide would show the title with no subtopics (as before), the second slide would show the title with the first subtopic (Concurrence),



and the third slide would make that subtopic (Concurrence) the title, and show its subtopic.



The fourth slide would return back to the pattern before and show your second main subtopic (Diagram!), and so on. Note in this example, how the bundled slides in the slide sorter are even numbered (except for the

In this example, the fourth slide in your build looks like this:

Interleaved Child Slides

If the subtopics of your title slide themselves have subtopics or *children*, you can expand and collapse them in the same way you would any slide (see Chapter 9 for more information). If the bundle is expanded, you can also choose from one of two ways to have those children displayed in your build.

If you select the *Interleave Child Slides* check box, your slides will renumber in the slide sorter to interleave the child slides into your bundle. The children of each topic will be displayed before the next topic is shown.

Building Topic by Topic

If *Build Topic by Topic* is selected, your slides will display in black a new subtopic on each slide, as well as display in light gray the subtopics that have already been revealed.

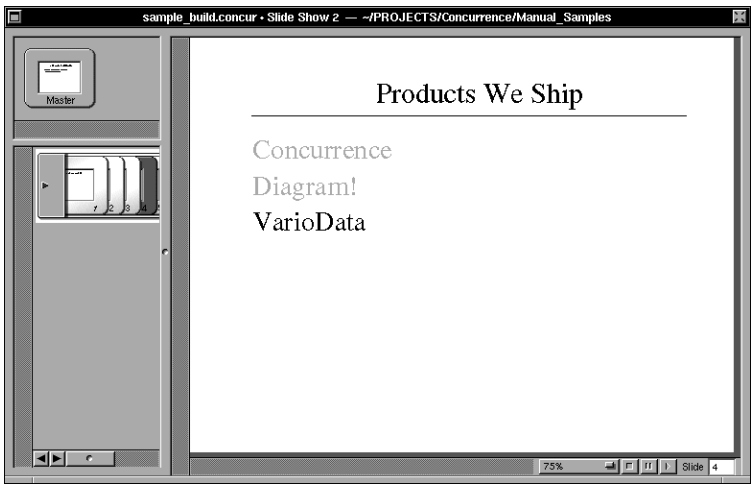
The first slide in your build will have the title with no subtopics.

Shortcut

You may skip the first slide in a build, by selecting it and clicking the *button on the slide tools ribbon.*

The second slide will have the title plus the first subtopic, the third will have the title plus the first two subtopics, and so on.

The fourth slide in this build looks like this:



If you would prefer to list all of your topics in the build right away, rather than progressively disclosing them, deselect the *Build Topic by Topic* check box.

Using this method, the first slide of your build will display the title topic, as well as all of the subtopics in a dim shade of gray. Then, as you move through the build slides, all subtopics will always remain on the slide in light gray, with the key topic for that slide displayed in the default style for the topic.

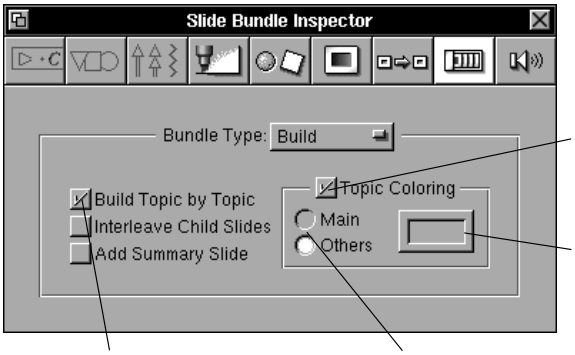
Also note that by deselecting this box, the *Update Titles Now* button has been activated. Clicking this button allows you to reinstate the prefix or suffix specified in the panel.

Builds

A *build* is another type of bundle that is used when you want to *progressively disclose* your slide topics, one topic at a time. For example, you could reveal the "Products We Ship" one product at a time, over the course of 9 or 10 slides, rather than just displaying them over two slides. This method would allow you to *build* on the products shipped, helping to communicate the breadth of the product family.

To create a build, start with any slide that has a title topic and any number of subtopics. Choose the slide by selecting its minislide in the slide sorter. Then raise the *Slide Bundle Inspector,* as described in the previous section.

Once displayed, choose *Build* from the *Bundle Type* pop-up list. The Inspector will look like this:



Deselect this check box if you want all topics to be the same color.

Click the rim of the color well to raise the *Colors* panel and change topic coloring.

Use these three check boxes to control how your slides should *build*.

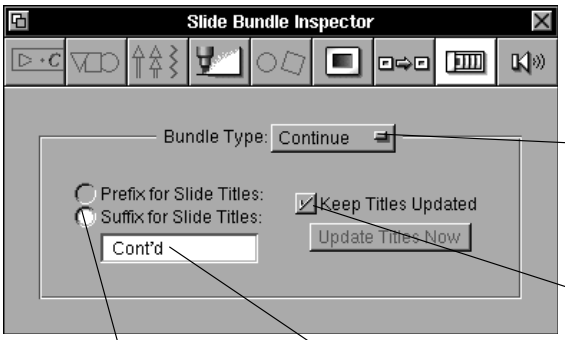
Click these buttons to dim or add color to the new topic introduced (*Main*), or to those already revealed (*Others*).

The check boxes on the left hand side of the Inspector allow you to control how you want your slides to build. The *Build Topic by Topic* check box is the default setting.

The two minislides that have been bundled appear together in the slide sorter. Select slides in a bundle the same way you would select individual slides: click the slide's frame in the bundle and its contents appear in the slide pane to the right.

Suffixes and Prefixes

To change the word "Cont'd" to "Continued," or change it to become the prefix "More" instead, use the Inspector. Raise the Inspector by choosing *Inspector* from the Tools menu or by clicking on the button ribbon. Once raised, click the button to display the *Slide Bundle Inspector.*



This pop-up list controls the bundle type. *Continue* has been automatically selected.

If this check box is selected, titles will be updated with the selection to the left.

Select one of these buttons to add a prefix or suffix to the title.

Type what you want to appear before or after the title here.

To change the word "Cont'd" to "Continued," simply enter "Continued" into the text field pictured above. When you finish, press Return. The new change will now be reflected in the title of your continuation slide.

If you want to add the prefix "More" instead, select the *Prefix for Slide Titles:* option, and then enter the word "More" directly into the text field, as in the example above.

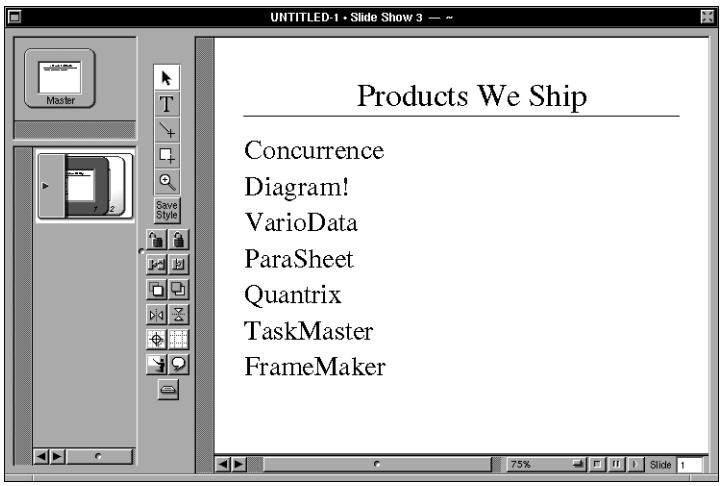
There are times when you may not want a prefix or suffix appended to your title, and would rather type in a completely different title on your continuation slide. For example, if the first slide says "Products We Ship" and lists seven of nine products, you may want the title on your continuation slide to say, "And, for the final two products..."

Concurrence gives you this freedom by allowing you to deselect the *Keep Titles Updated* check box. Once deselected, nothing will be appended to the title, and you can change it accordingly.

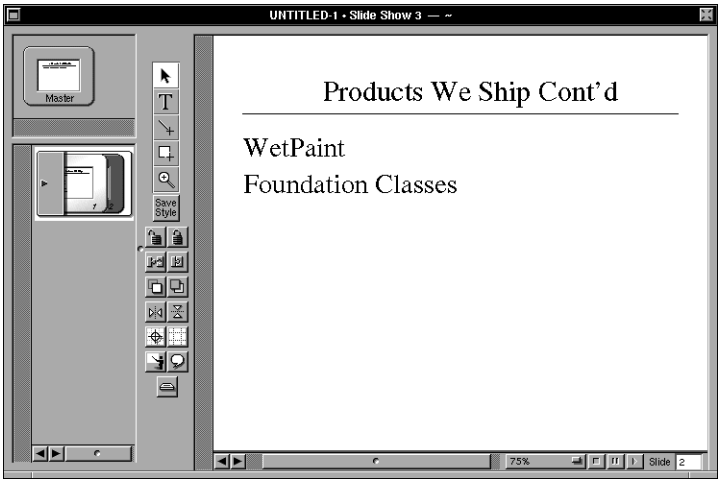
Continuing Text From One Slide to Another

If you have too many points to fit on one slide, Concurrence will automatically “continue” them on to the next slide. For example, if you have nine items under the title topic “Products We Ship,” and only seven fit on one slide, Concurrence automatically continues the other two onto the next slide, appending “Cont’d” to the title topic. This is known as a *continuation bundle*.

If the first slide of your continuation bundle looks like this:



The second slide will look like this:



Chapter 11

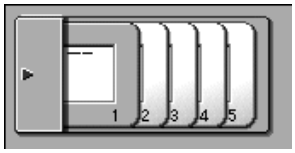
Bundles and Builds

There are times when all of your points won't fit on just one slide and you need to "continue" them onto the next one. There are also times when you may want to "progressively disclose" your points, so you can reveal them one at a time over several slides, building for effect. For these situations, Concurrence lets you create slide bundles. Make sure you have read Chapter 9 before proceeding.

What is a Bundle?

A *bundle* is a collection of two or more slides that share a common theme. A bundle can be a set of slides that share the same title, but continue over several slides because the subtopics won't fit on just one. Or, it can be a series of slides that build on a theme.

When a bundle is created, the minislides that comprise it appear bundled together in the slide sorter.



A bundle can be created automatically or manually.