Zooming In and Out

To get a closer look at what's on your slide, use the *zoom* feature. Use the pop-up list on the very bottom of the slide pane, and choose the zoom percentage you want:

Choosing a number greater than 75% magnifies your view of the window, while a number less than 75% lets you zoom out to get a bird's eye view.

If you select *Zoom* from this list, it will raise the *Zoom* panel and you will be able to select a value by entering it into the text field. This value will automatically be appended to the pop-up list as a zoom option for next time.

Magnifying or reducing the view doesn't change the dimensions of the document window or the actual size of anything in the document, and has no effect on how a document prints.

If you select an object before zooming, the new view is centered on that selection. If nothing is selected, the new view will focus on the center of the previous view.

If you want to zoom in on a part of a graphic, click the button on the tools ribbon and then click an area of your slide pane where you want a close up view. This will allow you to zoom directly on your selection, up to 1600 times the normal magnification.

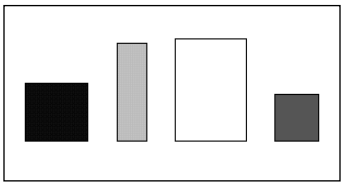
To make Concurrence "stick" in zoom mode, double-click the zoom button.

Once the zoom button is selected, click your mouse button once to zoom in, and Alternate-click to zoom out.

Zooming on gradient fills, whether as a slide background or symbol fill, is very time consuming. If at all possible, try to avoid zooming on slides that display such fills.

Attaching Images

You can also attach and link images from other applications. For more information on working with attachments, please refer to the next chapter.

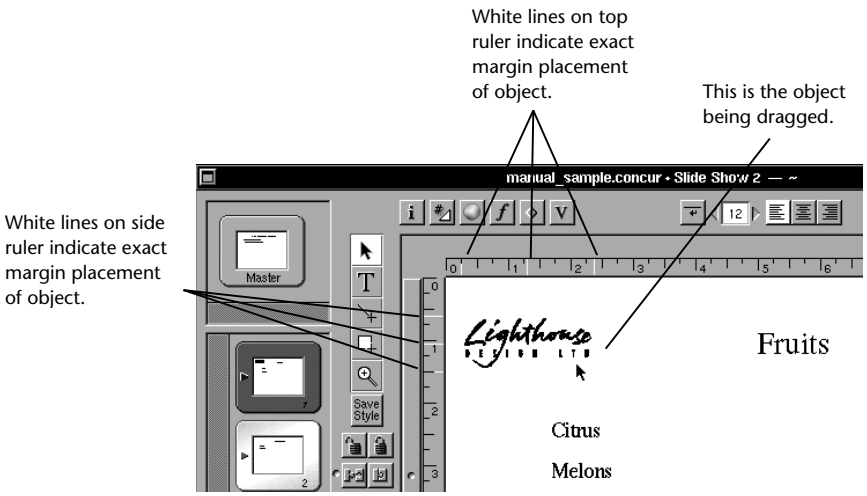


If we then choose Align As... Even Row, the objects space themselves evenly apart.

Using Rulers

You can also use the slide rulers to help you position your graphics on a slide or master slide. If the rulers aren't showing, select *Show Rulers* from the Text submenu of the Format menu.

Now select the graphic you want to position by clicking it. As you drag the graphic, both rulers will display three white lines that indicate the graphic's edges and center.

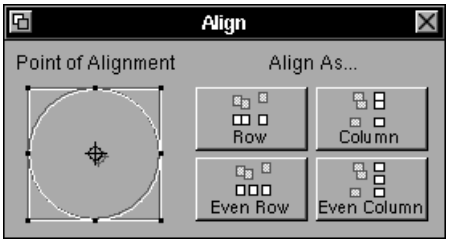


To change the unit of measurement displayed on the rulers, use the *Units* pop-up list in the *General* preferences panel. Refer to Chapter 16 for more information on setting preferences.

Select the objects you want to be aligned and choose *Align Row* to create a horizontal row. Select *Align Column* to create a vertical column. To space the objects evenly along the row or column, choose the *Align Even Row* or *Align Even Column* commands.

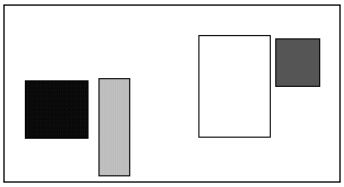
The Align Panel

For more control over how the objects are lined up, raise the *Align* panel by choosing it under the Align submenu of the Arrange menu, or by clicking the button on the tools ribbon.

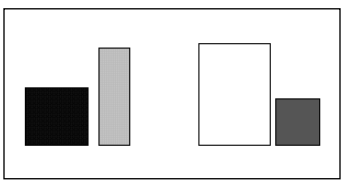


The *Align* panel lets you choose a *point of alignment*—either the center, top, left, right or bottom, or any of the four corners. For example, suppose you had clicked the bottom left corner on the *Point of Alignment* grid. The *Align As...Row* command would align selected graphics along their bottoms, while *Align As...Column* would ensure that their left sides fell along a vertical line.

Once you've chosen a *Point of Alignment,* click the buttons to align the selected graphics.

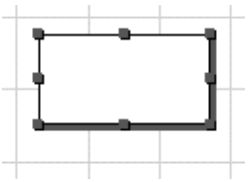


These four separate objects are randomly placed on a slide.

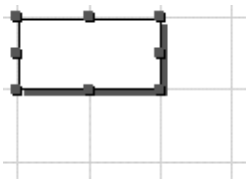


When we select the bottom left corner of the Point of Alignment grid and choose Align As...Row, this is what we see.

The *Size to Grid* command also automatically executes an *Align to Grid*.



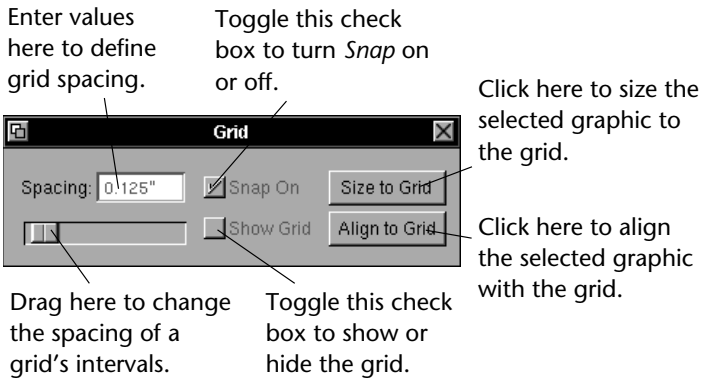
Before sizing to grid.



After sizing to grid.

The Grid Panel

Use the grid panel to change the spacing of the grid lines and also to execute many of the commands described above. Raise the *Grid* panel by choosing *Grid Panel* from the Grid submenu of the Arrange menu, or by clicking the button on the tools ribbon.



To change the spacing of the grid's intervals, drag the slider, or enter a number directly into the text field above. The default grid spacing is 0.125 inches.

Note *To change the units of measurement used in grid spacing, use the Units pop-up list under the General preferences. For more information on setting preferences, refer to Chapter 16.*

Aligning Graphics

To align objects to each other, use the commands found under the Align submenu of the Arrange menu.

Shortcut

You can also bring a graphic to the front or send it to the back by clicking the *buttons.*

Using the Grid

Concurrence's grid is a useful visual aid for moving and resizing graphics. You can automatically line up graphics with the grid or resize them to fit the grid. You can also use the *Snap* feature to constrain the placement of graphics to grid intervals.

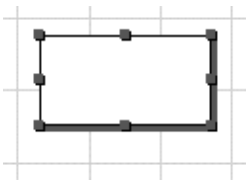
Display the grid with the *Show Grid* command, found under the Grid submenu of the Arrange menu. Choose *Hide Grid* to turn off the display.

Note

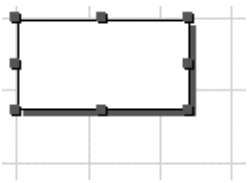
Drawing symbols and lines when the grid is visible allows you to position and size your graphics with greater precision.

To constrain the movement of an object to the intervals of the grid, choose *Turn Snap On* from the Grid submenu of the Arrange menu. When you select and drag a graphic it will move in increments that correspond to the grid intervals. Choose *Turn Snap Off* to be able to drag it freely in the slide pane.

To align an object to the grid, select it and choose the *Align To Grid* command. The corner of the graphic that is closest to the intersection of two grid lines is shifted so that it is aligned with that intersection.



The upper left corner of this symbol is closest to an intersection.



When Align to Grid is selected, the symbol moves to this intersection.

To resize an object to the grid, select it and choose the *Size to Grid* command. This will resize it to the nearest multiple of the grid spacing interval.

manipulated. Note that the resize knobs on a locked object appear like × instead of the usual ■.

To unlock an object, select it and choose the *Unlock* command from the Arrange menu.

Please refer to Chapter 23 for more information on locking and unlocking graphics.

Shortcut *You can also Lock and Unlock graphics by clicking the* *buttons on the tools ribbon.*

Deleting Graphics

To delete a graphic, select it and choose *Delete* from the Format menu or press the Backspace key.

If you change your mind, select *Undo Delete* from the Format menu. Note that *Undo* and *Redo* functions are infinite; see Chapter 18 for more information.

Note *Graphics placed on master slides cannot be deleted from the individual slides in your presentation. You can either delete it from the master, or tell the slide not to display the graphics of its master through the commands in the Slide Inspector. Refer to Chapter 10 for more on working with masters.*

Arranging and Aligning Graphics

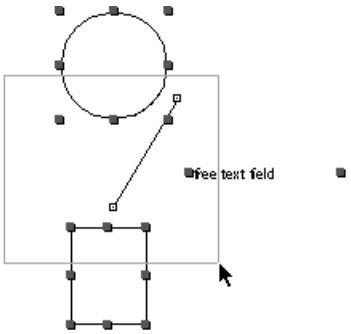
To manipulate graphics on a slide, use the commands found under the Arrange menu or the buttons on the slide tools ribbon.

To flip a symbol along its horizontal or vertical axis, select it and choose the *Flip Horizontal* or *Flip Vertical* commands, respectively, or click the buttons.

Concurrence also supports the notion of layering in a slide, allowing graphics to overlay in front or behind one another. By default, the graphic you most recently placed on a slide is top-most, and covers the graphics placed previously.

To make a graphic the top-most, select it and choose *Bring to Front*. Similarly, to place a graphic behind all others, select it and choose *Send to Back*.

gray box so that it encompasses the desired graphics. Any graphics touched by this selection rectangle will be selected.



Note *If you press the Alternate key while dragging your mouse, only those graphics complete surrounded by the selection box will be selected.*

In most cases, graphics that have been selected as a group respond to mouse actions and keyboard or menu commands the same way that single ones do.

Grouping and Ungrouping

Grouping graphics makes it possible for you to manipulate graphics as a unit, rather than individually. Select graphics by shift-clicking or drag-selecting (see Multiple Selection, above). Choose the *Group* command from the Arrange menu.

Now when you click any object in the group, the whole group is selected. Any subsequent commands or movements apply to the group as a whole.

To work with the individual graphics again, select the group and choose *Ungroup* from the Arrange menu.

Shortcut *You can also Group and Ungroup graphics by clicking the* *buttons on the tools ribbon.*

Locking And Unlocking

You may want to lock graphics on slides to prevent them from being accidentally edited or moved. Select such an object and choose *Lock* from the Arrange menu. Once an object is locked, it can be selected, but not

- It can act as a bend point, in a line
- It can serve as an end point, defining a starting or ending place for a line.

Drag points off the palette and place them anywhere in a slide. If you drag one into an empty portion of your document, it acts as a free-standing point ▣ . If you drag a point on top of a line, it is absorbed and can be repositioned to reshape the line.

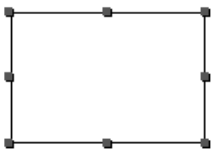
When you add a point to a line by dragging it from the palette, it becomes another place where a line can bend. Click the new point in the line and drag to create a new bend.

Remember Open Palettes

By setting Concurrence's *General* preferences, you can tell it to remember which palettes you had open the last time you were working, and open them again when you restart the program. Refer to Chapter 16 for more information about setting preferences.

Selecting And Moving Graphics

Clicking an object (a symbol, line, image, free text field, or text or body box) on a slide will select it. Resize knobs will appear around a selected object.



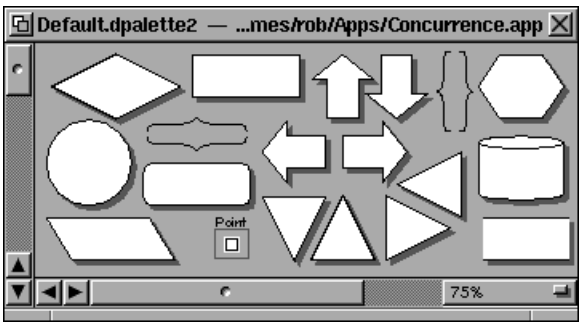
To move an object on a slide simply drag it to its new position.

Multiple Selection

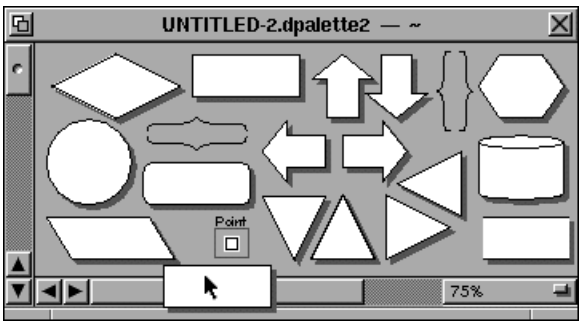
To select more than one graphic at the same time, hold down the Shift key while successively clicking each additional graphic that you want to select. To deselect a graphic in a multiple selection, hold down the Shift key while clicking it.

Select a group of graphics in a region by drag-selecting. Place the cursor in a blank area in the slide pane, hold down the mouse button and drag the

Raise Palettes command from the Tools menu or click the button on the button ribbon.



The symbol palette acts as a library of symbols from which copies of a symbol can be dragged and dropped onto your slide. To do so, position the cursor over the desired symbol and click. Without releasing the mouse button, begin dragging toward the slide.



Place the symbol on the slide in the desired position and release the mouse button.

Once you drop a symbol on a slide, it can be moved, resized, or manipulated in any of the ways described in the previous section.

Note *If you place an object from the palette on a master slide, the same object will appear in the same place on all of the slides that are tracking that master. Refer to Chapter 10 for more about working with masters.*

Points and Lines

A point, which appears as a small square on the palette Point, serves two functions in a document:

added to your presentation. This is useful when a symbol or image has become distorted by resizing.

Distorted image.

After clicking the "Natural" button.

Note *To resize symbols or images proportionally, select one, press the Alternate key and drag any one of the resize knobs.*

The *Original* button adjusts the size of attached images. Like symbols and lines, images can be resized by dragging their resize knobs. Clicking the *Original* button will return an attachment image to its original size. This button is inactivated for all other kinds of symbols or lines.

For more on working with images and attachments, refer to Chapter 13.

Position

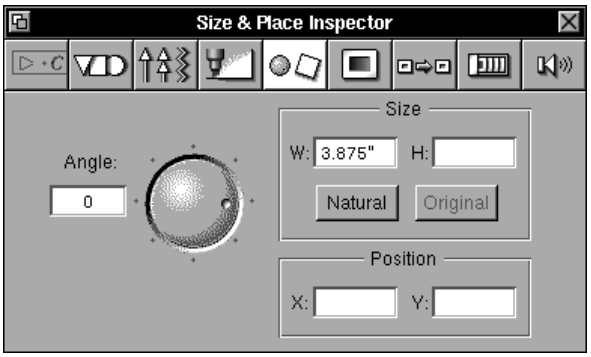
Enter values directly into these fields to set the position of a selected symbol. The *X* and *Y* fields show the location of the top left of your symbol or line along the x and y axes of the slide. To choose the units of measurement these attributes are displayed in, use the *Units* pop-up list in the *General Preferences* panel. (Refer to Chapter 16 for more information.)

Working From a Palette

Concurrence also provides palettes from which pre-drawn symbols can be dragged and dropped onto your slide. To raise the palette, choose the

Rotating and Resizing Symbols

To control the position, size, and orientation of selected symbols, use the Inspector. Raise the Inspector and select the button to display the *Size & Place Inspector.*



Rotation

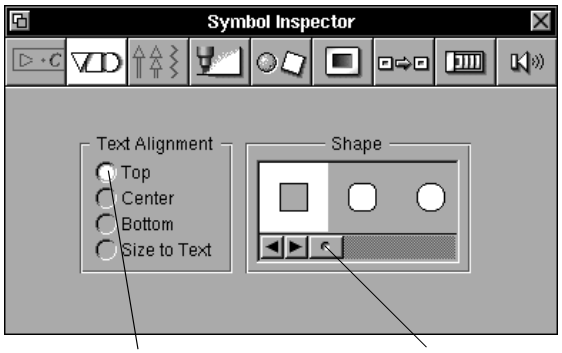
Use the rotation dial to change the orientation of a selected symbol. Spin the dial to the desired angle, or enter a value directly into the *Angle* field.

Click one of the tick marks on the rim of the rotation dial to rotate a symbol to a standard angle—45 or 180 degrees, for example.

Size

To choose the size of a selected symbol, enter values directly into the *W* (width) and *H* (height) fields—the equivalent of dragging the resize knobs. To change the units of measurement with which these attributes are displayed, use the *Units* pop-up list in the *General* preferences panel. (See Chapter 16 for more information).

The *Natural* button returns a symbol to its natural aspect ratio—the ratio of width to height that appeared when a symbol or graphic was first



Click these buttons to change the alignment of text within a selected symbol.

Change the shape of a selected symbol using this scrolling list.

To change the way text is positioned within a symbol, select the symbol and choose one of the *Text Alignment* buttons. Choosing the *Size to Text* option will resize the symbol until it is just large enough to contain the text within it.

Note

The Top, Center, and Bottom buttons will place text in the corresponding place within the symbol. To justify the text, use the text alignment buttons on the button ribbon, or the Align Left, Center, and Align Right commands in the Text submenu of the Format menu.

To change the shape of a symbol, select the symbol and choose a new shape from the scrolling *Shape* list.

To change the thickness and style of a symbol's border, add or take away a shadow, or color it in, select it and then choose the attributes displayed in the *Style Inspector* (as shown in the Customizing a Slide's Background section earlier in this chapter).

For more information about using the *Style Inspector,* see also Chapter 29.

Shortcut

If you develop a symbol style you like, you can apply it to another symbol by selecting the Copy/Paste Style commands in the Format menu, or by clicking the Save Style *button on the tools ribbon. Click the Save Style button to use this style the next time you draw a symbol.*

Reshaping Lines

To alter the shape of a line, select one of its *points*—beginning, end, or bend—and drag it. The shape of the line will change to follow your movements.

Drawing Symbols

To draw a symbol on a slide or master slide, select the button from the tools ribbon. Like lines, symbols can be drawn anywhere in the slide pane.

Click in the slide pane where you want the symbol to begin. Move the mouse to where you want it to end and let go.To resize a symbol, drag on any of its resize knobs . To move a symbol, select it and drag it to a new location with the mouse.

To make Concurrence "stick" in symbol-drawing mode, double-click the symbol button.

To add text to symbols, double-click them. Once your cursor appears, begin typing normally. All of the commands found in the *Font* and *Text* submenus of the *Format* menu can be applied to this text (cut, copy, paste, change font, align right, etc.). You can even color the text.

Changing the Style of a Symbol

After you've drawn a symbol on your slide, use the Inspector to change its shape and how it handles text.

Select the symbol, raise the Inspector as described earlier, and select the button to display the *Symbol Inspector.*

Shortcut

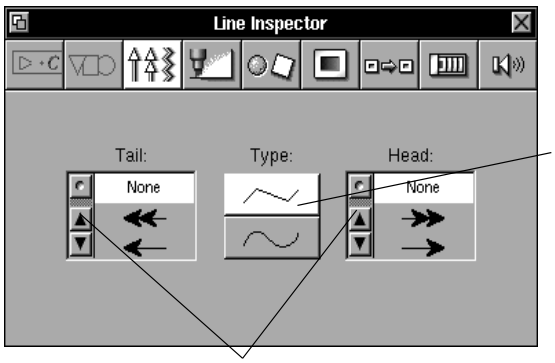
To make Concurrence "stick" in line-drawing mode, double-click the line button.

Creating Multi-Segment Lines

To create a bend or corner in a line, first select the line tool. Then, begin drawing a line (as described above) and click the mouse once where you want the corner to be. A new line segment will begin from that point. Add as many line segments as you want before you end the line by double-clicking.

Changing the Style of a Line

To change the characteristics of a line, use the Inspector. Raise the Inspector as described at the beginning of this chapter. Click the button to display the *Line Inspector.*



To change the shape of a line—whether it's curvy or straight—select the line and choose one of the two buttons at the center of this panel. You can also add arrowheads to the head or tail of your line by making a selection in the scrolling *Head* and *Tail* lists.

To change the thickness, color and style of a line, or add a shadow to it, select it and then manipulate the controls in the *Style Inspector.*

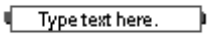
Shortcut

If you develop a line style you like, you can apply it to another line by choosing the Copy/Paste Style commands in the Format menu, or by clicking the *button on the tools ribbon. Click the Save Style button to use this same line style the next time you draw a line.*

Adding "Free Text"

There are times when you need to add an extra note to a slide to communicate additional information, such as a footnote or a subtitle. These notes do not always fit into the overall structure of the topic hierarchy.

Use *free text* for this purpose. Free text is independent of the topic hierarchy and behaves like a graphic object. It can be placed anywhere on a slide and edited without changing any of the other slides in the view or other views of a document.

To add free text, click on the slide tools ribbon, and then click anywhere on the slide pane. You will see a field like this appear on your slide: 

To make Concurrence "stick" in free text mode, double-click the free text button on the tools ribbon.

Enter your text directly into this field. To resize the field, drag its resize knobs on either side, or press Return from within the field to add another line of text.

The text field can be moved anywhere on the slide pane simply by dragging it.

To edit free text, select the text by double-clicking it. Edit as usual, formatting with the ruler and the commands under the Format menu. Use the Font menu, including the *Font* panel, to change the font characteristics. Change the color of free text the same way you change the color of topic text: select the text and dragging and dropping a color tile over it. Refer to Chapter 7 for a complete overview of formatting text.

Free text can also be added to master slides. For more information on working with masters, refer to Chapter 10.

Drawing Lines

To draw a line on a slide, select the button from the slide tools ribbon.

Click the slide pane where you want the line to begin. Move the mouse to where you want the line to end and double-click.

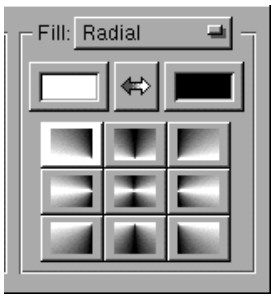
above. To control the shadow placement behind the border, enter values directly into the *X* and *Y* fields.

Note *If you add a shadow to a title or body box border, it will also add a drop shadow to any and all text within it. Note however, that in order to see the text's shadow, the title or body box must have no fill, which is the default.*

Adding Fill

To change the background of an entire slide or master slide, select it and then select a desired background from the *Fill* pop-up list.

The default is *None*, which means your slide will have a transparent fill. For a solid fill, choose solid then select a color by clicking the color well. *Radial* (shown), *Concentric*, and *Linear* fills allow you choose from a variety of graded fills.



If you choose Radial, you have nine types of radial fills from which to choose.

To change the *Fill* colors, click the rims of the color wells. To reverse the colors, click the button between the color wells, pictured above.

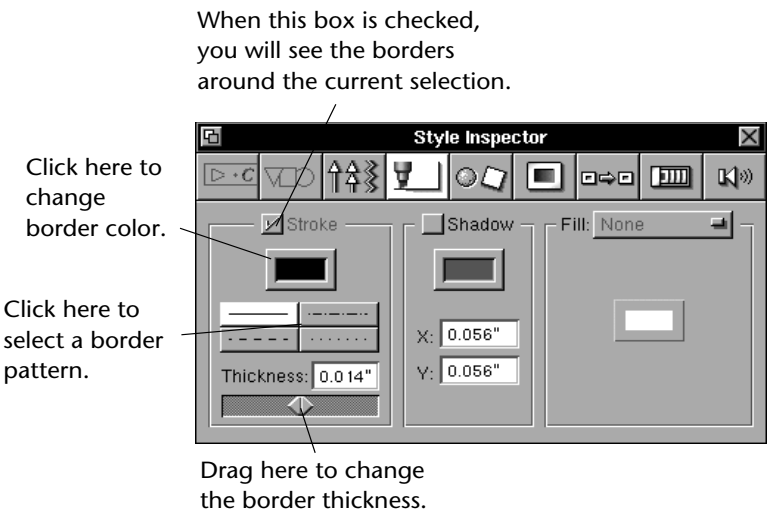
To change the background of a component on the slide, like the title or the slide body box, select that element on the slide or master slide and then follow the steps as described above.

Shortcut *You can also add background color to a slide's title or body box by raising the Colors panel, and dragging and dropping a color tile onto it. The fill type will automatically change in the Style Inspector, and the color you chose will appear in the color well.*

For more information about the *Style Inspector,* see Chapter 29.

Adding a Border

If you want your slide or master slide to display a border around the entire slide, or around its title or body boxes, use the *Stroke* box in the *Style Inspector.*



To display a border around the entire slide, select it in the slide sorter and check the *Stroke* check box. A black border will appear around the perimeter of the selected slide. To add a border to a title or body box, click to select it in the slide pane, and check the *Stroke* check box. Again, you will see a black border appear around the perimeter of the selected box or boxes.

To make a border disappear, select it and then deselect this check box.

To adjust a border's color, click the rim of the *Stroke* color well to raise the *Colors* panel. Select a color and drag its tile to the well. For more information on working with the *Colors* panel, see your NEXTSTEP User's Guide.

To change the border pattern, select one of the four buttons. An unbroken line is the default. To adjust the border width, drag the slider.

Border Shadows

To add a shadow to the title or body box, select it and then click the *Shadow* check box. To change the color of the shadow, click on the rim of the *Shadow* color well to raise the *Colors* panel. Select a color as described

Chapter 12

Graphics on Slides

Adding graphics to your slides can give your presentation added polish and finesse. This chapter describes how to quickly add any assortment of text and drawings to your slides and master slides, and how to easily manipulate them for a customized presentation. Remember that graphics are only added to the view of a document you are currently working in.

Customizing a Slide's Background

To change the way the background on slides or master slides looks using the *Style Inspector.* First select a slide by clicking its minislide in the slide sorter. Then raise the Inspector by selecting *Inspector* from the Tools menu, or by clicking the button on the button ribbon.

Choose the button to display the *Style Inspector.*