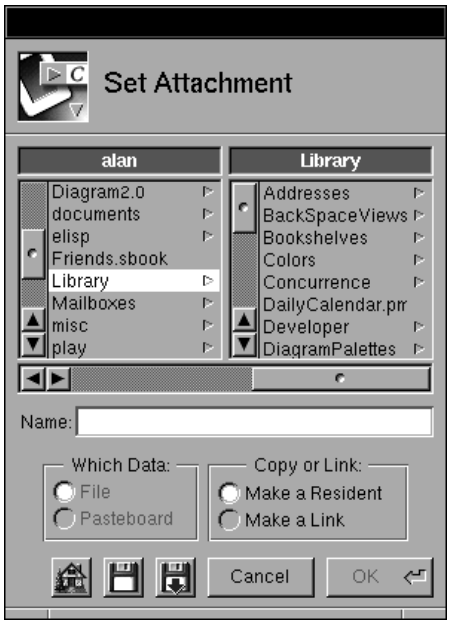
The *Which Data* buttons enable you to bring in a new attachment either as a file (default), or from the *Pasteboard*. If nothing has been copied to the pasteboard, this button will be disabled, as in the example above.

Note *The dimmed gray field at the bottom of the panel, tells you the date when the selected image was last updated.*

If the *Keep a Copy Cached* check box is selected, Concurrence will keep a copy of the image, in addition to maintaining a link. This option provides you with a backup, in case the linked image you attached is unavailable.

Use the commands at the top of the panel to break or reset a link. When a file or selection link is selected, clicking the *Make Resident* button will break the link and copy the attachment into your document.

To reset an attachment, click the *Reset* button, which will raise the *Set Attachment* panel.

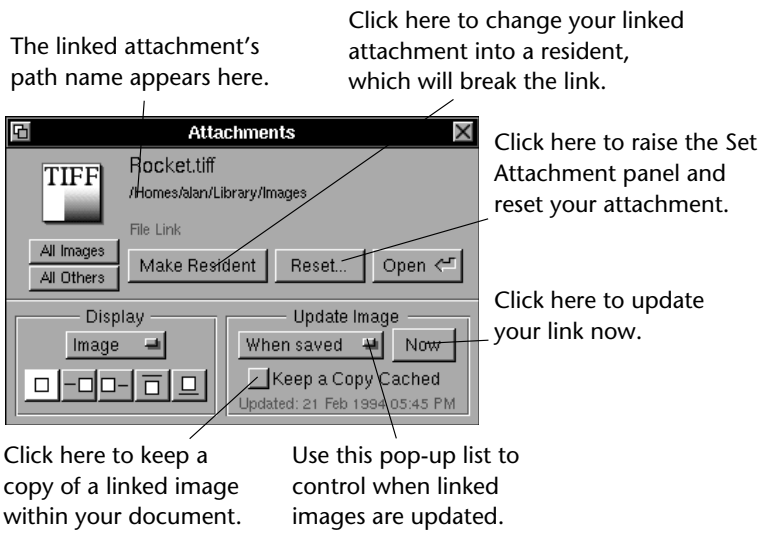


You can now change the attachment by selecting a new one to take its place. The *Set Attachment* panel enables you to navigate through the file directories on your system or across your network. Once you locate the new file, select it so its name appears in the *Name* field. Then choose whether you want it copied in as a resident (copy) or a link. Then click OK, or press Return. The new selection will appear in place of the old attachment.

how you want the attachment's file name to appear next to the attachment in your document. The default selection is not to display a file name.

File and Selection Links

If the attachment you have selected is a file or selection link, the *Attachments* panel will reveal additional functionality to control how links are updated and broken:



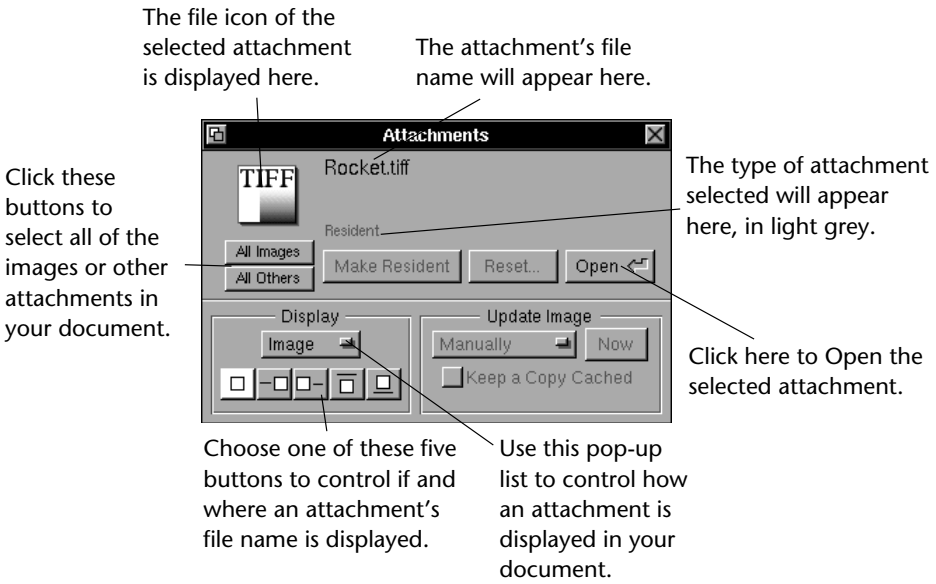
Note that beneath the file name now appears a path name for the selected attachment, allowing you to see where on your system or network the source file for your linked attachment is located.

The bottom portion of the panel applies to images only. Use the *Update Image* pop-up list to choose how often you want the selected linked image to be updated. Choosing *When Saved* will update your Concurrence document with the latest version whenever the source document is saved. Choose *Manually* to update your attachment only when you click the *Now* button. The *Continuously* option applies only to selection linked images.

Select *Now* any time you want attachments to be updated from their source.

Residents

In the panel below, a resident attachment has been selected in the Concurrence document.



Displayed in the top portion of this panel, is the selected image attachment's file icon, its file name, and a description of what type of attachment it is.

The *All Images* and *All Others* buttons allow you select all of the attachments in your document at once, so you can make global adjustments like changing the display type or title display (see below). Selecting *All Images* selects all of the attached images in your document. To select all other attached files, select *All Others.*

Note

Selecting All Images or All Others selects attachments across all views of a Concurrence document, some of which may not be visible in the view you are currently working in.

Click the *Open* button to open a selected attachment. See the Opening Attachments section earlier in this chapter for more information.

Selected attachments can appear as images (if the attachment is imageable), icons, or buttons. Use the *Display* pop-up list to choose among these options. Use the five buttons below the pop-up list to select

Creating a Link

When you want to attach a linked image or file, either make a copy of it and then choose *Paste and Link* from the Link submenu of the Edit menu, or drag in its icon from the Workspace, while pressing the Control key.

When a successful link is established, your cursor will look like this:

You can also set your preferences to always link an attachment that is dragged in from the Workspace. See Chapter 16 for more on setting the New Attachments preferences.

Types of Attachments

There are three main types of attachments possible with Concurrence: *residents, file links* and *selection links.*

A *resident* is an image or file that has been copied into your document. It is **not** a link and is stored within your Concurrence document. This is the default behavior for images.

A *file link* is an attached image or file that references a file outside of your Concurrence document. It is a link, and is not stored in your Concurrence document.

A *selection link* is an attached image that is a selection of a larger image, created in an application that uses NEXTSTEP Object Links. Like a file link, it is a link that references a file outside of your Concurrence document. See your NEXTSTEP User's Guide for more information on selection links.

To see which attachments in a document are linked, choose *Show Links* from the Link submenu of the Edit menu. A chain link will appear around any linked attachment. Select *Hide Links* to make the chain link disappear.

To inspect an attachment, select it in your document and raise the *Attachments* panel by choosing the *Attachments* command under the Tools menu, or by clicking the button on the Outline or Slide Show button ribbons.

You can also raise the Attachments panel by double-clicking on any selected attachment in your Concurrence document.

Attachments preferences panel (see Chapter 16). The notion of linking is described later in this chapter.

When a document is dragged in, you can control whether it is displayed as an icon or a button ◆ by setting the preferences in the New Attachments preferences panel described in Chapter 16.

Moving Attachments

When working with slides, attachments can be moved anywhere on the slide pane by selecting and dragging them. To move an attachment from within one topic to another or from one document to another, select the attachment and choose *Cut* or *Copy* from the Edit menu. Then *Paste* it to the desired location.

Opening Attachments

To open an attachment, click the *Open* button on the Attachments panel (see below for more information) or hold down the Control key and double-click on the attachment's icon or button. If the attachment is a file, it will launch that file's application and open the document. If the attachment is an image, it will open the image in your system's default image editor.

Linked Attachments

A linked attachment is a document or image that references a file outside of Concurrence and does not actually become a part of your Concurrence document. Any image or file can be brought into your document as a copy or a linked attachment.

Having a linked attachment means that the source document of that attachment is maintained somewhere else. This can be a big advantage because it gives you the option of displaying the most up-to-date image or file in your Concurrence document.

For more on linking, see your NEXTSTEP User's Guide.

on your Concurrence document and choose *Paste*. Concurrence accepts over 30 standard image formats.

If you drag images onto your master slides, they will appear on all slides that track that master. For more information on working with masters, see Chapter 10.

Note *When an image is dragged in, you can choose whether you want it to be displayed as an image, an icon, or simply as a button by setting the preferences in the New Attachments preferences panel in the Info menu. See Chapter 16, for more on setting these preferences.*

Rotating and Resizing Attached Images

You can change the position and size of an attached image in the same way you would any other graphic in your document.

Note *Only images attached to slides can be resized and repositioned. Images attached to outlines can only be moved by cutting and pasting.*

An image can be resized by dragging any of its resize knobs: . To resize an image proportionally, press the Alternate key while dragging its resize knob.

To control the size and placement of images, use the controls provided in the *Size & Place Inspector.* Refer to Chapter 12, for more information.

Attaching Documents

You can also attach documents from other applications to your outlines or slides. For example, if you wanted to attach a spreadsheet file with your company's detailed sales figures for the year to your slide, you would simply drag and drop the file's icon into the selected slide. Like an attached image, it can be moved around anywhere on the slide by dragging it.

If you drag that same file icon into your outline view window, it will be attached to the first selected topic. It can be imbedded in the text or inserted at the beginning or end of a topic.

By default, any file attached to your document will automatically be added as a *linked attachment*. To change this behavior, refer to the *New*

Chapter 13

Attachments

Concurrence allows you to add attached images and even documents from other applications to your presentation, enabling you to provide a richer medium for communicating your ideas. And, you can even link those attachments to their document's source. This chapter explains how to add and inspect attachments.

Attaching Images

Sometimes words alone are not enough to express your thoughts effectively. For example, if you are giving a presentation reporting the last quarter's sales results for your company, it might be useful to attach a visual representation of those results, like a pie chart or graph.

To add images to your slides, simply drag their icons from the Workspace and drop them onto the slide pane of a selected slide. The image will display where ever you release it, and can be moved around anywhere on the slide.

When an attachment is successfully being dropped into your document, your cursor will look like this:

You can also use the *Cut, Copy,* and *Paste* commands found on the Edit menus of most NEXTSTEP applications to add images to your documents. Select an image in another program and choose *Copy* or *Cut*. Then click