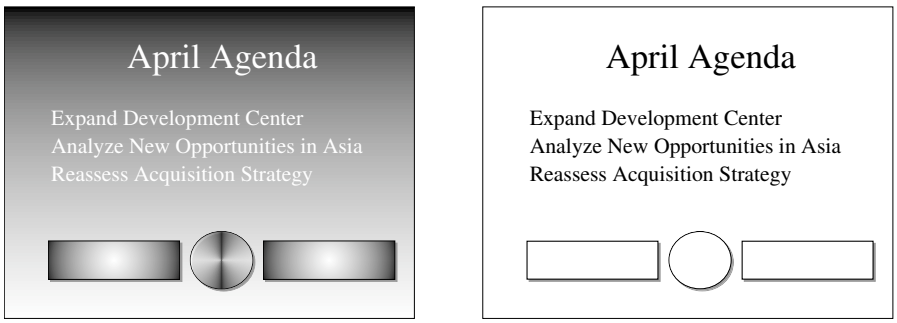
slide on the right was printed after the *Black & White* check box *was* selected.



Outputting Slides at the Service Bureau

If you are planning to output your slides to film through a service bureau, Concurrence offers several options for saving your slides to standard formats.

35mm Slides

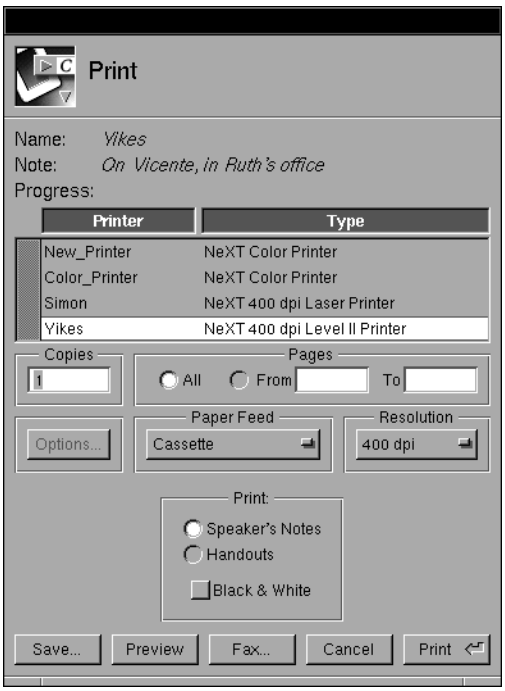
As described in the Slides section of this chapter, you can format your slides for 35mm slide output by choosing the *35mm Slides* option from the *Paper Size* pop-up list. This automatically scales the contents of the slides in your slide show to fit within this format, so that when you take your document to the service bureau, no additional layout adjustments will be necessary.

Saving to EPS or TIFF

To save your presentation to the EPS or TIFF format, choose the *Save To* command from the Document menu. This will raise a panel where you can specify the format and directory in which Concurrence will place an EPS or TIFF file for every slide in your slide show.

For more information on working with this panel, see Chapter 17.

Note that the *Print Notes* command is enabled only when you're working with slides.



To print speaker notes alongside your slides, as you have specified in the *Notes Layout* panel, choose the *Speaker Notes* option and click *Print* or press Return.

To print handouts of your presentation, select the *Handouts* option instead. This will print out your slides, as specified in the *Notes Layout* panel, but rather than printing the speaker notes alongside the slides they reference, it will leave that space blank. This will be useful for audience members who wish to make their own notes next to the slides, as you give your presentation.

To print either your speaker notes or handouts in black and white, select the *Black & White* check box.

In the example below, the slide on the left was printed as part of a presentation in which the *Black & White* check box was *not* selected. The

selecting *2 Up* will print two thumbnail slides, and, depending upon which option you select on the *Print Notes* panel, either blank space or any speaker notes that you have written.

Depending on whether you choose a *Portrait* or *Landscape* style layout, will determine how your notes are positioned next to the slides they reference.

The Dates and Page Numbers fields have been disabled, since you cannot add tokens to speaker notes.

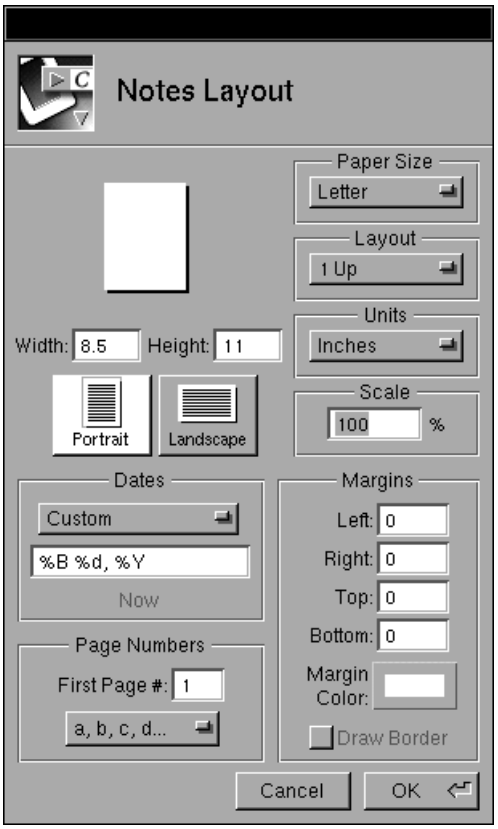
Margins

Margin sizes work the same for notes as they do for outlines and slides, and determine the space on the top, left, bottom and right sides of your output. Note, however, that the *Margin Color* and *Draw Border* controls are disabled.

Printing Speaker Notes and Handouts

To print your speaker notes or handouts of your presentation to give to your audience, select *Print Notes* from the Print menu, or click the *Print* button on the *Speaker Notes* panel. This raises an extended version of the standard NEXTSTEP *Print* panel.

Again, the panel raised is very similar to the *Page* and *Slide Layout* panels.



Use this panel to format *only* the speaker notes or handout output from your presentation. For more information on adding speaker notes, refer to Chapter 9.

Paper Size, Style and Layout

As with outlines and slides, use the *Paper Size* pop-up list to choose the paper size you are printing to.

The *Layout* pop-up list is used exactly as if you were formatting slide output. Choosing *2 Up* will print 2 slides per page, etc. The difference here is that you will also be printing out blank space for your audience to use as space for notes (known as the handouts style), or your speaker notes alongside the thumbnails (known as the speaker notes style). Thus,

Creating a border around your slides and selecting Preview before you print will help you to visualize how slides will appear on the printed page. Select the slide in the sorter, and check the stroke box on Style Inspector. Refer to Chapter 12 for information on adding a border to your slides.

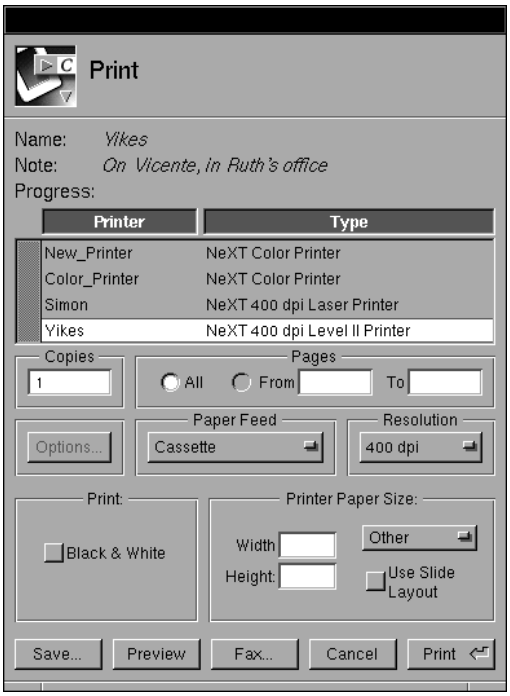
Speaker Notes & Handouts Layout and Printing

Speaker notes are meant to be used as references during your presentation. If you choose to use them, the Speaker Notes printout places these notes alongside a thumbnail of the slide they reference.

To format speaker notes or handouts, raise the *Notes Layout* panel by selecting *Notes Layout* from the Format menu, or clicking the *Layout* button on the *Speaker Notes* panel.

Printing Slides

To print your slides, select *Print Slides* from the Print menu. Note that an extended version of the standard NEXTSTEP *Print* panel appears.



If you have created a color presentation, but want to print a draft version on a black and white printer, select the *Black & White* check box. This will strip all color from your presentation (except for that found on attached images), leaving you with plain black text on a plain white background.

If you have chosen a non-paper layout (*35mm Slide* or *This Screen*, for example) in the *Slide Layout* panel, scale your slides to print to paper directly from the *Print* panel. Use the *Printer Paper Size* pop-up list to describe the paper in your printer, or enter values directly into the *Width* and *Height* fields. If you would prefer to use the layout specified in the *Slide Layout* panel, select the *Use Slide Layout* check box.

Irrespective of your document's dimensions, Concurrence will now automatically scale your presentation to fit the paper you described in your printer.

By default, all presentations are formatted to fit on a landscape 8.5"x11" page. You can customize this document size without worrying about the size of the paper in your printer—Concurrence's *Print* panel can automatically scale your presentation to fit on any size paper, no matter the dimensions of your on-line document.

Paper Size, Style and Layout

Use the *Paper Size* pop-up list to choose from among some standard document formats. Note that there are additional options to choose from, including a *35mm Slide* size. Choosing this means that the slides will automatically be formatted for 35mm slide output.

Choose either *This Screen* or *NeXT Screen* if you're preparing an on-screen slide show—doing so will make the dimensions of your document the same as the monitor on which you're preparing the presentation, ensuring that no scaling is done to bit mapped images, screenshots, etc. (Refer to the previous chapter for more information on how to play a slide show).

Just as you could print miniature versions of your outline pages, you can print thumbnail versions of your slides. Use the *Layout* pop-up list to choose whether 1, 2, 4, 8, or 16 thumbnail versions of your slides will be printed per page. The default is *1 Up,* or one slide per page.

Dates and Page Numbers

If you have added dates or page numbers to your slides with tokens, use the *Custom* pop-up list to control how they are displayed.

Margins

Margins function similarly in outlines and slides, with one exception—you can customize the color of your margins using the *Margin Color* color well on the Layout panels. This color will appear when you play a slide show, or send slides to your service bureau. Click the rim of the color well to raise the *Colors* panel. Drag and drop a color tile into the well. This color will appear in the margins surrounding your slide.

Note that in slides, the *Draw Border* check box has been disabled. If you want to add a border to your slides, use the *Style Inspector.* See Chapter 12 for more information.

Margins

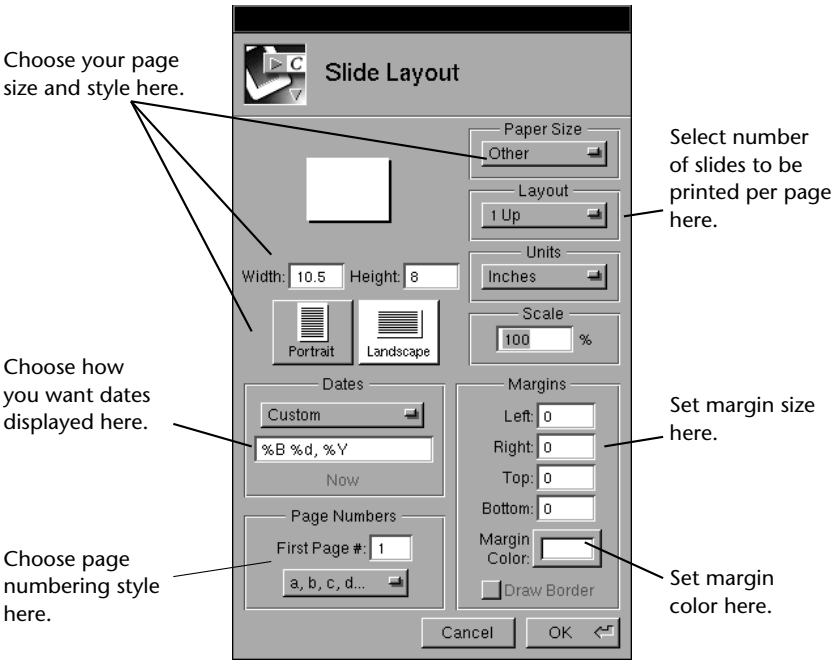
Margins describe how far from the edge of the page an outline's printing area begins. For example, if you are using an 8.5 by 11 inch page, and you set one inch margins all around, you'll be able to print in a 6.5 by 9 inch area.

Printing Outlines

Once you've finished formatting your outline, print it by selecting *Print Outline* from the Print menu. Refer to your NEXTSTEP User's Guide for general information about printing documents.

Slide Layout and Printing

Printing and formatting slides is very similar to outlines. The same layout panel is used, except that it is now called the *Slide Layout* panel.



Use the *Slide Layout* panel to describe the size of your document.

Paper Size, Style and Layout

Use the *Paper Size* pop-up list to choose the size of the paper in your printer. Note that when you change your paper size here, the width, height and style of the page pictured in the top left side of the panel will be correspondingly resized.

Change the paper size by entering values in the *Width* and *Height* fields on the left. To change the unit of measurement these fields are displayed in, use the *Units* pop-up list to the right to choose between *Inches* (default), *Centimeters*, *Points* or *Picas*.

Choose whether you want your page to print vertically or horizontally by clicking either the *Portrait* or *Landscape* buttons.

Choose to have more than one page printed per page with the *Layout* pop-up list. Choose between 1, 2, 4, 8, and 16 miniature versions of your outline pages per printed page. The default is *1 Up*, or one page of your outline per page.

When you're creating an outline, insert page breaks anywhere in your document by pressing the Page Break button *on the button ribbon. For more information about page breaks, refer to Chapter 6.*

To scale the size of the printed page, enter a new value into the *Scale* field. This might be useful if you'd like to fit a very large document on as few pages as possible.

Dates and Page Numbers

If you have added dates or page numbers to your outline by adding tokens, control their formatting using the *Custom* pop-up list.

For example, if you would like dates to appear as September 15, 1994, select the *Mon. Day, Year* option on the pop-up list. If you prefer 09/15/94, select *MM/DD/YY*.

The same process applies to page numbers. If you would like your page numbers to appear as letters instead of numbers, select *A,B,C,D* on the *Page Numbers* pop-up list. To select on which page your numbering or lettering should begin, enter the page number in the *First Page #* field.

For more information on adding tokens for page numbers and dates to your outline, see Chapter 19.

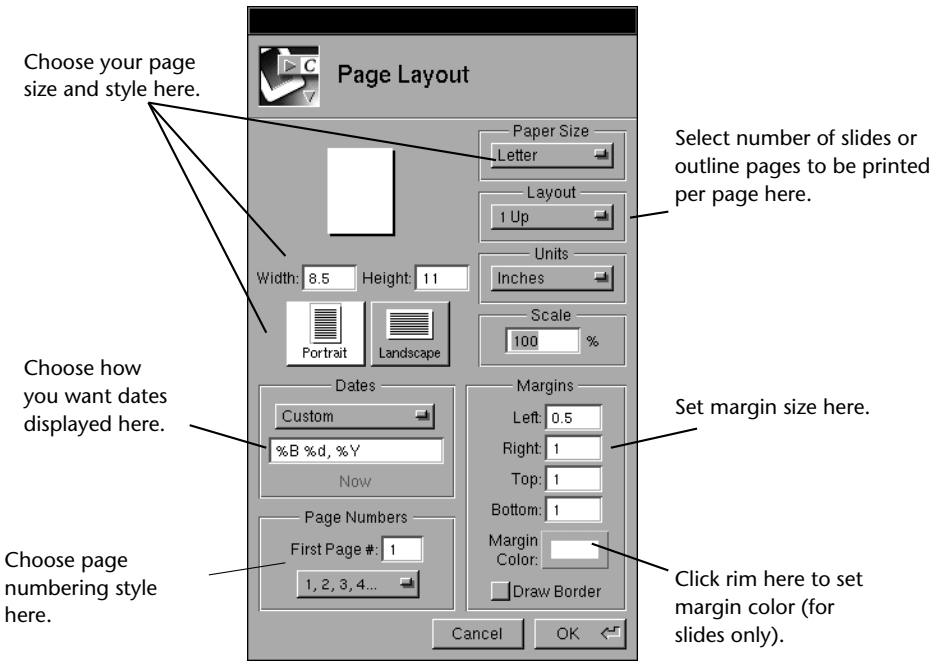
your audience doesn't see them. This printout is called a *Speaker Notes* printout.

Concurrence coordinates all of these printout chores from the same document—automating the scaling and customization you'd otherwise have to handle manually.

In this chapter, we'll learn more about how to manage these tasks. First, let's turn our attention to the much simpler task of printing an outline.

Outline Layout and Printing

When you are ready to print your outline, adjust the size and formatting of your document on the *Page Layout* panel. Raise the *Page Layout* panel by choosing Page Layout from the Format menu.



Use this panel to describe the way in which you want your outline printed.

Chapter 15

Printing and Page Layout

Concurrence automates the scaling chores normally associated with printing the same document in multiple formats. Through the Print and Layout panels, you can describe the formats and paper sizes to which you'll be printing your document—Concurrence handles the rest.

Document Size vs. Paper Size

Your presentation and the paper on which it's printed may not be the same size—for example, you might be preparing an on-screen presentation to display on your monitor, but want to print a draft to plain 8.5"x11" paper. In this instance, your document, sized to fit a square computer monitor, may not fit exactly on a plain piece of letterhead.

Consider also the example of producing slide "thumbnails" to pass out to your audience. Maybe these *handouts* will show two or four slides per page. These would be miniature representations of the pages in your presentation, with room for your audience to take notes.

Similarly, you might want to jot down some on-line notes next to each slide, and have them on hand so you don't forget anything during your briefing—although you still want the freedom to turn these notes off so