Start/Don't Start New Page

In outlines, choose *Start New Page* to insert a page break before the selected topic. To remove the page break, select the first topic on a new page, and choose *Don't Start New Page*.

Shortcut

You can also add a page break by clicking the *button on the button ribbon. Note that if you select a topic where a page break has been added, this button will appear white, as if depressed* .

Choosing *Start New Page* when a topic on a slide is selected creates a *Continuation Bundle*. For more on Bundles, see Chapter 11.

Don't Wrap Text/Wrap Text

In outlines, choose *Don't Wrap Text* to force the currently selected topic, if it has more than one line of text, to display only the first line. Non-wrapping topics display ellipses (…) at their right margins.

If you have selected a non-wrapping topic, the command will be displayed as *Wrap Text*. Choosing it will cause the topic to display all of its text.

During editing, a non-wrapping topic will be displayed in its entirety. When editing is finished (when you press Enter, or select another topic), text below the first line will again be hidden.

Skip/Don't Skip

In slides, this command is used when you want to skip one of your slides during a presentation.

To skip a slide, select it in the slide sorter, and choose *Skip*. The minislide will rotate in the slide sorter to show only its edge, indicating that it will be skipped. To bring the slide back into the presentation, select it and choose *Don't Skip*.

See Chapter 14 for more on skipping slides.

Shortcut

You can also implement these commands by clicking the *button on the Slide Show tools ribbon.*

opposite effect, taking a selected topic (and its descendants), and making it the child of its former sibling(s).

Pressing the Tab key while a topic or slide is selected is the same as choosing Move Right, and Shift-tab as Move Left.

To learn more about topics and the relationships between them, refer to Chapter 6.

Move Up ({) And Move Down (})

Move Up swaps the currently selected topic (along with its descendants) with the sibling directly above it. *Move Down* has the opposite effect, and swaps the currently selected topic (and its descendants) and with the nearest sibling beneath it.

Clone (k)

Clone creates an identical, tracking copy of the currently selected topic or slide. Cloned topics can be identified by their distinctive handles:

Expanded:

Collapsed:

When the text of a cloned topic or slide is edited, all of its clones will be updated to reflect these changes. A clone can have children and further descendants. When these are added, all other clones will reflect the addition of children and children's children.

The formatting (type style and size) of clones is distinct. Italicize the type in one clone, and the others will not follow suit. But attachments inserted into one clone will be duplicated in the others.

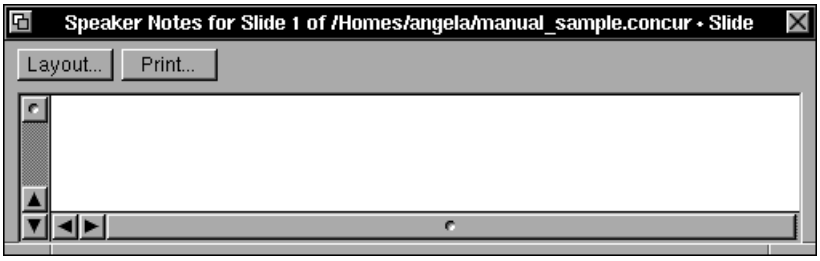
Follow Master (M)

In outlines, choose this command to force the selected topic or topics to adopt that level's master topic format. The topic will adopt the font, justification and color set for that level, abandoning other formatting changes you have made.

See Chapter 7 to learn about master topics, and Chapter 10 to learn about working with master slides.

Speaker Notes

Selecting the *Speaker Notes* command opens a panel where you can enter notes that will be associated with the currently selected slide.



Shortcut *You can also raise the Speaker Notes panel by clicking the* *button on the Slide Show tools ribbon.*

To learn more about using speaker notes in your presentation, refer to Chapter 9. For information about how to format and print your speaker notes, refer to Chapter 15.

Expand (E) and Collapse (C)

Choose *Collapse* to hide a topic's (or slide's) descendants. Collapsed topics' handles look like this:

Choose *Expand* to expose the children of a collapsed topic. Expanded topics feature handles that look like this:

Shortcut *You can toggle a topic's collapsed or expanded status by double-clicking its handle.*

Move

Move is a submenu of the Topics/Slides menu.

Move Left ([) And Move Right (])

Move Left takes the currently selected topic (or slide) and all of its descendants, and moves it to the left—up a level in the outline's hierarchy—to become a sibling of its former parent. *Move Right* has the

Chapter 26

Topics/Slides

Use the commands in the Topics/Slides menu to create and manipulate topics, to add page breaks to an outline, to add Speaker Notes to a slide, or to skip a slide during a presentation. Note that the name of the menu changes from Topics (when you're working with outlines), to Slides (when you're working in a slide show).

New Topic/New Slide

While working in an outline, choose *New Topic* to create a new topic, which will appear on the line below the first selected (or target) topic.

This item will appear as *New Slide* when you are working in a slide show, and will add a slide in the slide sorter below the first selected slide.

Pressing the Return key when working in an outline or a slide sorter is the same as choosing New Topic or New Slide. (If you really want a Return character in a topic, press Alternate-Return.)