



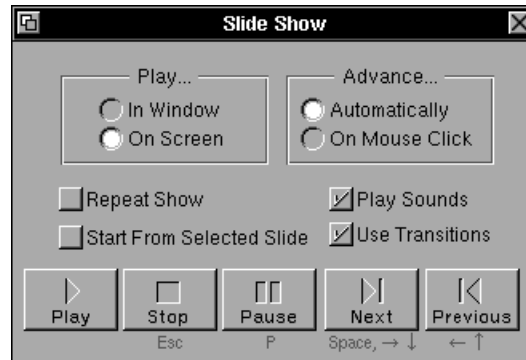


If Show Line Numbers is selected, line numbers will appear on your outline when you print.

Slide Show

The commands found in the *Slide Show* submenu are used to control on-screen presentation play.

Select *Slide Show Panel* to raise a panel that lets you configure and run a slide show.



Click the *Play* button to start a slide show or to continue one that has been paused. Click *Stop* or press Escape to end a slide show.

Click *Pause* or press P to leave a slide show running, but keep it from advancing until you click *Play*, *Pause*, or press P again.

Click *Next* to display the next slide in a show. Click *Previous* to show the preceding slide and pause the show.



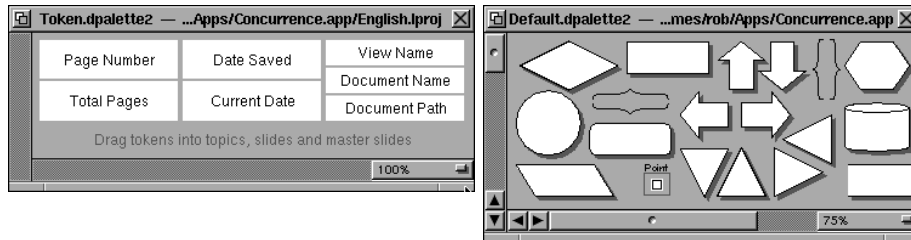
During an on-screen slide show, you can also press the arrow keys or the space bar to forward to the next slide, or the arrow keys to go back to the previous slide. Pressing the arrow keys or space bar during presentation play will automatically pause your slide show.

The *Slide Show* panel is described in more detail in Chapter 14.


Show/Hide Buttons

Use this command to display the button ribbon at the top of a slide show or outline window.





Shortcut

You can also Raise Palettes by clicking the  button on the button ribbon.

To add a token to a slide or outline, click the item in the *Token palette*, drag it to anywhere in the slide pane, or to an outline topic, and release.

For more on working with tokens, refer to Chapter 19.

To add a symbol to a slide, click the item in the *Default Palette*, drag it to the slide, and release. Note that symbols cannot be dragged onto outlines.

For more on using symbols on slides, see Chapter 12.

Palettes

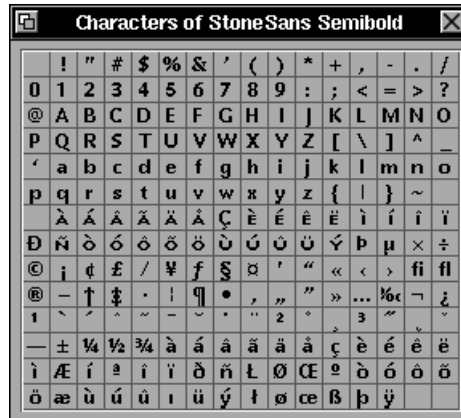
Palettes is a submenu of the Tools menu, where palettes created using Lighthouse Design's Diagram! application can be stored for use in Concurrency. The Palettes submenu displays palettes (Diagram! files with a “.dpalette” extension) stored in your ~/Library/Concurrency/Palettes/ folder, or /LocalLibrary/Concurrency/Palettes/.

In the workspace, you may need to first create the Palettes folder within your ~/Library/Concurrency or /LocalLibrary/Concurrency/ folders. Then, either move or link palettes into this folder (see the NEXTSTEP User's Guide for more information on moving and linking files).

The Palettes menu is particularly useful if your organization has a set of logos or standard artwork commonly used in presentations.

Characters

Choose the *Characters* command to raise a panel with a set of characters for the current font.



Clicking on one of the buttons on this panel will enter that character into your document.

Inspector

Choose *Inspector* to raise the *Inspector* panel, which is used set a large variety of attributes for slides and outlines. The *Inspector* is described in Chapter 29.

Raise Palettes

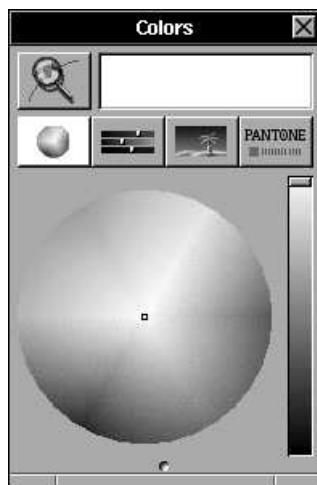
Two panels are raised by choosing this command: the *Token* palette, from which you can drag the date, page number and other information to a slide or outline, and the *Default* palette—the source of graphic symbols for slides.

Use the commands in this panel to set the rules for how graphics, documents, or files are attached, displayed and updated within your Concurrence document.

For more information on how to work with attachments, see Chapter 13.


Colors

This command raises the standard NEXTSTEP *Colors* panel.



Select a topic, text within it, or a graphical object. Use the *Colors* panel to pick a color, then drag a color tile and drop it on the selected text or object. Note that the color you selected appears in the color well on the button ribbon at the top of the slide or outline window.



You can also raise the Colors panel by clicking the  button on the button ribbon.

For more information on working with the *Colors* panel, refer to the NEXTSTEP User's Guide.

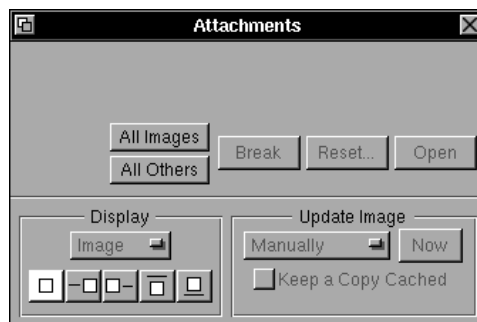
Chapter 28

Tools


The commands found in the Tools menu give you access to panels used for modifying the attributes of outlines, slides and their contents—including colors, graphical objects, attachments, etc.

Attachments

Choosing this command raises the *Attachments* panel.



Shortcut

You can also raise the *Attachments* panel by clicking the  button on the button ribbon, or by double-clicking on any attachment.