Chapter 29

Inspector

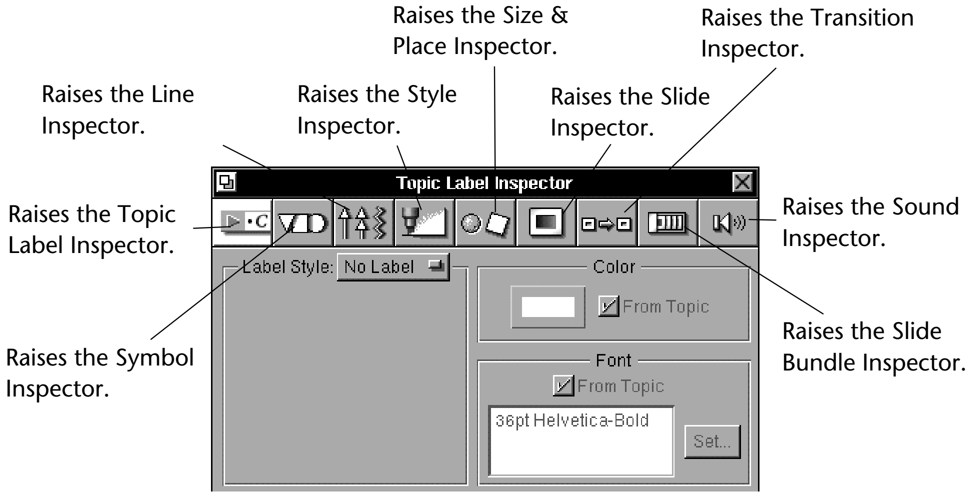
The Inspector panel accesses nine separate inspectors that are used to label topics, fine-tune the attributes and positioning of symbols and lines on slides, add fills and slide background effects, choose slide transitions, create bundled slides and add sound to presentations.

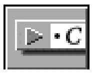
Inspector (I)

Raise the *Inspector* panel by choosing *Inspector* from the Tools menu or clicking the  button on the button ribbon.

Click the icons at the top of the Inspector panel to access individual Inspectors.

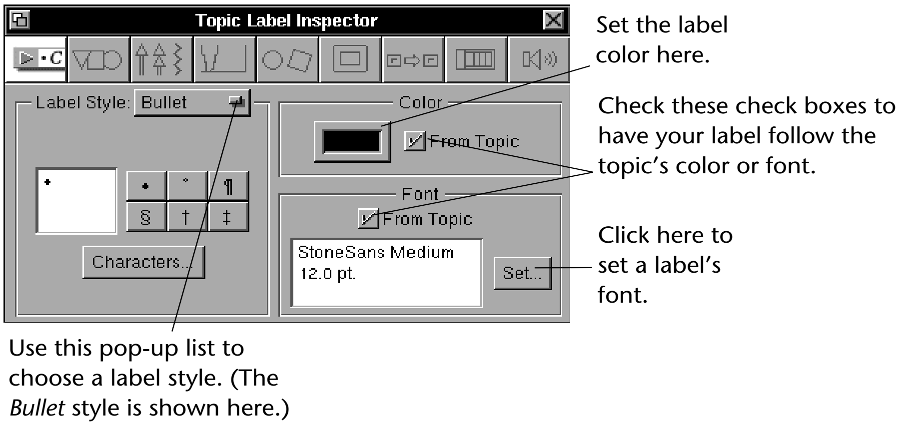
Note *Only those panels applicable to the current selection will be accessible—the buttons representing inaccessible panels will be dimmed.*



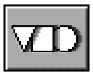
Topic Label Inspector 

Use the *Topic Label Inspector* to add labels—such as bullets, numbers or images—to your slides, as well as to change the font color and type.

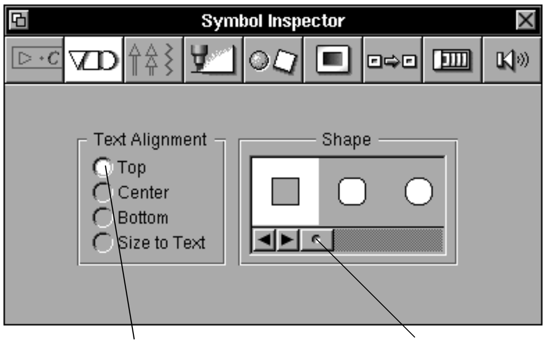
Select a topic, master topic or multiple topics, then raise the Inspector panel as described above.



For more information on adding labels to topics, refer to Chapter 7.

Symbol Inspector 

Use the *Symbol Inspector* to customize the shapes of symbols and choose where the text within them will be positioned. Select a symbol or multiple symbols, and raise the Inspector panel.



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

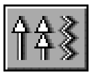
Change the shape of a selected symbol using this scrolling list.

To change the placement of text within a symbol, click the *Text Alignment* buttons. Choose the *Size to Text* button to shrink or enlarge the symbol until it is just large enough to contain the text within it.

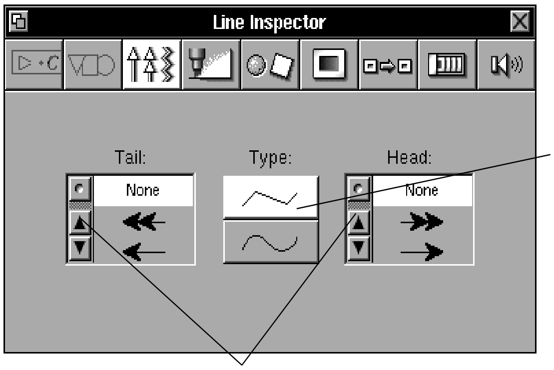
Use the *Style Inspector* (described below) to add fills or change the style of the symbol's borders.

Use the *Size & Place Inspector* (described below) to change the position of a symbol.

For more information on adding symbols to slides, refer to Chapter 12.

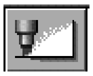
Line Inspector 

Use the *Line Inspector* to customize the style of lines. Select a line or multiple lines, then raise the Inspector panel.



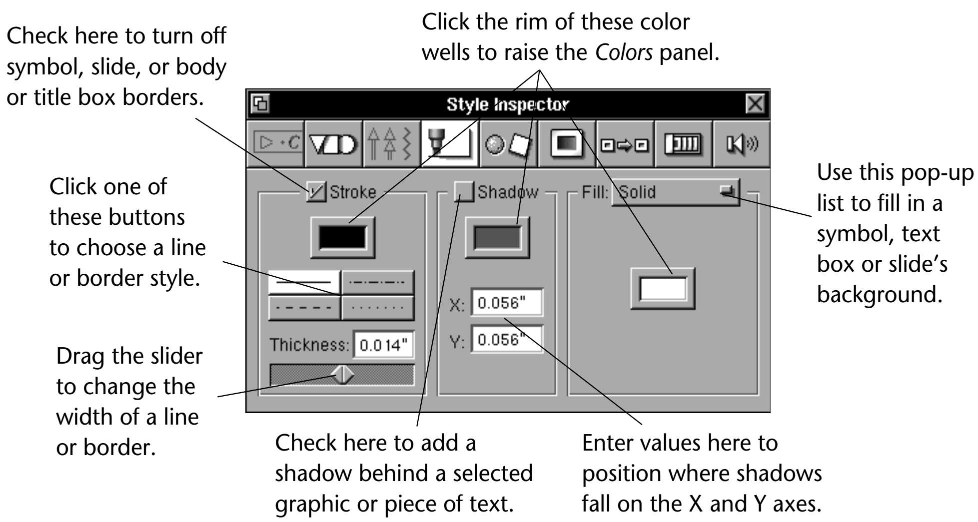
Use the *Style Inspector* (described below) to change the width, stroke or color of lines.

For more information on drawing lines on slides, refer to Chapter 12.

Style Inspector 

The *Style Inspector* lets you customize the color, thickness and appearance of lines and borders, as well as add shadows and fills to symbols and slide backgrounds.

Select a slide, or a symbol, line, title or body box, then raise the Inspector panel.



Stroke

When a line is selected, the *Stroke* check box is checked and cannot be deselected. To control whether a slide, symbol, text box or body box has a line around its perimeter, select it and toggle the check box.

Click the rim of the color well to raise the *Colors* panel and change the color of a line or border. Choose whether it is dotted or solid using the buttons below the color well. Change the thickness of a line or border by dragging the slider or by entering a value directly into the *Thickness* field above.

Shadow

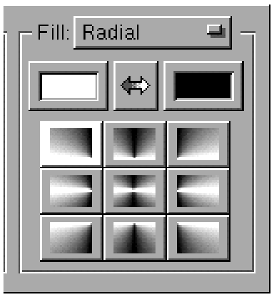
Toggle the *Shadow* check box to control whether a selected symbol, line, text box, or body box has a drop shadow. Click the rim of the color well to raise the *Colors* panel and change the shadow color. Change the shadow placement by entering values into the *X* and *Y* fields.

Selecting a symbol, title box, body box, or a topic within it, and then toggling the *Shadow* check box, adds a drop shadow to the box or symbol, as well as to the *text* within it.

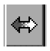
Note *To add a drop shadow to text within a title box, body box or symbol, make sure that the box or symbol is transparent (select None from the Fill pop-up list).*

Fill

The *Fill* pop-up list controls the fill of a symbol, slide background, or body or title box. If you want the selection to have a transparent fill, select *None*. For a solid fill, choose *Solid*. *Radial*, *Concentric* and *Linear* menus allow you to choose from a variety of graded fills.



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

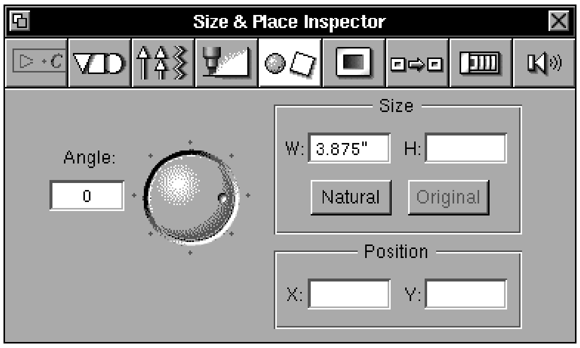
Change *Fill* colors by dragging color tiles from the *Colors* panel into the *Fill* color wells. To reverse the color scheme of a graded fill, click the  button between the color wells.

To change the background of an entire slide or master slide, select it in the slide sorter and raise the *Style Inspector*. Then use the *Fill* pop-up list to select the background you want.

For more on adding fills to slides, refer to Chapter 12.

Size & Place Inspector 

Use the *Size & Place Inspector* to control the size, orientation and position of selected symbols, lines or attachments. Make a selection, then raise the Inspector panel.



Use the *rotation dial* to change the spacial orientation of a selected symbol or symbols (note that lines cannot be rotated). Spin the dial to the desired angle, or enter a value directly into the *Angle* field.

To resize a selection, enter a value into the *W* (width) and *H* (height) fields. Doing so is the equivalent of dragging a symbol's resize knobs. The units of measurement are controlled through the *Units* pop-up list in the *General* preferences panel (see Chapter 16).

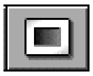
The *Natural* button returns a symbol to its natural aspect ratio—the ratio of width to height that appeared when a symbol or graphic was first added to your presentation. This is useful when a symbol or image has become distorted by resizing.

Click the *Original* button to return an attachment image to its original size. (Refer to Chapter 13 for more on working with attachments).

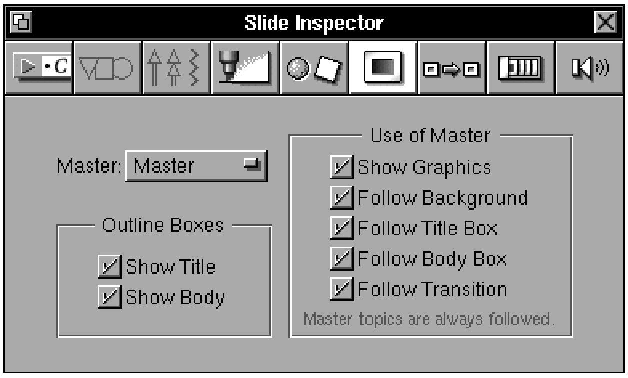
Note *To resize symbols or images proportionally, press the Alternate key while dragging any one of the resize knobs.*

Enter values into the *Position* fields to set the position of a selection. 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. The units of measurement are controlled through the *Units* pop-up list in the *General* preferences panel (see Chapter 16).

For more on using this Inspector, refer to Chapter 12.

Slide Inspector 

Use the *Slide Inspector* to control which master and master characteristics a slide tracks, and to name master slides. Select a master or slide in the slide sorter, then raise the Inspector panel.



Master

Choose the name of the master slide you want a slide to follow using the *Master* pop-up list. Each master in the view will appear on the list. Choose *None* if do not want your slide to follow any master.

To name a master slide, select it in the slide sorter and raise the *Slide Inspector*. Enter a name for the master in the master field. When you next select a slide, this name will now be included in the *Master* pop-up list.

Outline Boxes

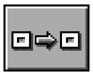
Toggling the check boxes for *Show Title* and *Show Body* let you control whether the text in these boxes is displayed.

Use of Master

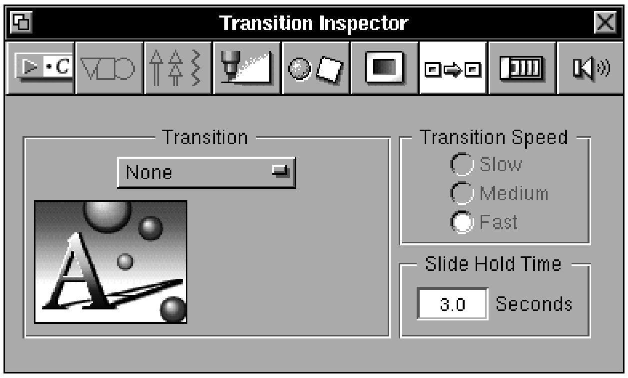
The *Use of Master* check boxes allow you to choose which master slide characteristics should be tracked by the selected slide. If you change any of these characteristics on a body slide, the corresponding check box will automatically be de-selected to indicate the body slide is no longer tracking this attribute of the master slide. To make a slide track these attributes again, re-select the check box.

Deselecting the *Show Graphics* check box hides graphics that are on the master slide from appearing on the selected slide.

Note that text size, font, and formatting characteristics of the master are always followed. Refer to Chapter 10 for more information on working with masters.

Transition Inspector 

Use the *Transition Inspector* to choose how to transition from one slide to the next during playback of a slide show.



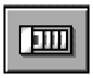
To apply a transition to a slide or master slide, select the minislide(s) to which you want the transition applied in the slide sorter, and choose a transition from the *Transition* pop-up list.

To control how fast a transition occurs, select a *Slow, Medium*, or *Fast Transition Speed.*

Enter a value into the *Slide Hold Time* field, to control the number of seconds you want to display each slide before transitioning to the next one during automatic playback.

Note *Make sure the Use Transitions check box is selected on the Slide Show panel (under the Tools menu) if you want transitions displayed during slide shows.*

For more on adding transitions to your slide show, refer to Chapter 14.

Slide Bundle Inspector 

Use the *Slide Bundle Inspector* to create continuation and build slides. Select a slide by clicking its minislide in the slide sorter, then raise the Inspector.

Choose the bundle type from the *Bundle Type* pop-up list.

For more information on creating bundles and builds, see Chapter 11.

Sound Inspector 

Use the *Sound Inspector* to add sounds to slides. These sounds are replayed during on-screen slide shows when the slide first appears on the screen. To add sound to your presentation, select a slide by clicking its minislide in the slide sorter, then raise the Inspector.

Click the *Record* button to begin recording. Once a sound has been recorded, the *Play, Stop, Pause* and *Erase* buttons are enabled.

For more information on adding sounds to your slide and on using the *Sound Inspector,* refer to Chapter 14.

For more information on using sound in general, refer to your NEXTSTEP User's Guide.