About Compel

Help menu

Displays the version number, Compel copyright, available memory and disk space, and registered owner and organization.

See also

Step by step
How to use Help

Add (bullet)
Bullets menu

Keyboard: Enter

Tool bar:

Inserts a new <u>bullet</u> below the selected bullet on the current <u>slide</u>. The new bullet is the same bullet level as the selected bullet. If no bullet is selected, the new bullet is added after the last bullet on the current slide. If there are no bullets on the current slide, the new bullet becomes the first bullet on the slide.

The new bullet is formatted with the <u>bullet graphic</u>, <u>font</u>, <u>indent</u>, and line spacing of the current <u>template</u>.

Using the <u>Promote <<</u> or <u>Demote >></u> command on the Bullets menu, you can make the new bullet a <u>main</u> or a <u>subordinate</u> bullet.

See also

Step by step
<u>Adding bullets to a slide</u>

Command reference
<u>Align (Bullets)</u>
<u>Auto Align</u>

Using Compel manual
Chapter 3, "Text"

Add submenu

Slide menu

Adds a new <u>slide</u> with a format based on the selected <u>slide style</u>.

The new slide is formatted with the <u>background</u>, <u>color scheme</u>, and <u>font</u> of the current <u>template</u>.

See also

Step by step
<u>Adding slides to a presentation</u>

Command reference
<u>Other (slide styles)</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Add Title

Slide menu

Adds a title to a <u>slide</u> that doesn't have a title. The title is formatted using the settings specified with the <u>Title Settings</u> command.

See also

Step by step
<u>Adding a slide title</u>

Using Compel manual
Chapter 3, "Text"

Align (objects)

Aligns selected objects along their left sides, vertical centers, tops, bottoms, horizontal centers, or right sides.

Options

Align buttons	Specifies how selected objects are aligned.
Apply	Formats selected objects using the options you have chosen without closing the dialog box.

See also

Step by step
Aligning objects

Command reference
Align (Bullets)

Using Compel manual
Chapter 4, "Graphics"

Align (bullets)
Bullets menu

Using the settings defined in the bullet <u>Settings</u> dialog box, aligns all <u>bullets</u> on the <u>slide</u> horizontally according to the <u>bullet margin</u> setting and vertically according to the <u>line spacing</u> setting.

If <u>Auto Align</u> is not checked on the Bullets menu, and bullets of the same bullet level are selected, the Align command aligns the selected bullets to the bullet graphic.

When Auto Align is checked on the Bullets menu, the Align command is dimmed.

See also

Step by step
<u>Straightening bullets</u>

Command reference
<u>Align</u>

Using Compel manual
Chapter 3, "Text"

All Bullets (Autobuild)

Slide menu
Autobuild submenu

Automatically creates new slides using all of the bullets on the current source slide. Each bullet on the source slide, even a subordinate bullet, appears as the title of a new slide.

For an onscreen slide show, Compel creates a two way link between the bullets on the source slide and the titles on the new slides. For example, if you select a bullet on the source slide, you automatically move to the new slide based on that bullet. If you select the new slide's title, Compel returns you to the source slide.

See also

Step by step
Automating slide building

Command reference
Main Bullets

Using Compel manual
Chapter 2, "Presentation Basics"

Animation

Effects menu

Animates an <u>object</u> including a <u>bullet</u>, <u>group</u>, imported graphic, <u>text box</u>, <u>callout</u>, <u>button</u>, or title.

Options

Name	Displays the animation's name, which is used to identify the animated object in the <u>Media Links</u>, <u>Slide Media Links</u>, or <u>Background Media Links</u> dialog box.
Start	Displays the <u>Set Animation Start</u> dialog box where you can set the object's starting position and size.
Speed	Sets the speed of the animation.
Clear	Removes the animation settings.
Test	Plays the animation.

Tip: Test the animation on the computer you will be using to show your <u>presentation</u>.

See also

Step by step
<u>Creating animation</u>
<u>Playing a chain of Compel animations</u>
<u>Playing a Compel animation automatically</u>
<u>Playing a Compel animation interactively</u>
<u>Removing animation</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Animation Clip

Displays controls for creating an animation <u>clip</u>.

Options

Source   Displays the animation's file name and length in frames.

Clip   Displays the clip's current settings.

◆   Name.   Displays the clip's name.

◆   Beginning.   Displays the clip's beginning point. The plus and minus buttons increase or decrease the clip's starting position, and the Set button sets the starting position to the current setting of the Position slider.

◆   End.   Displays the clip's ending position. The plus and minus buttons increase or decrease the clip's ending position, and the Set button sets the ending position to the current setting of the Position slider.

◆   Test.   Beg plays the first second of the clip. Play plays the defined clip. End plays the last second of the clip.

Device Control   Displays controls you can use to create the clip you want.

◆   Position.   Shows numerically and visually whether the animation is at the beginning or end.

◆   Play.   Plays the animation clip.

◆   Start.   Returns the Position slider to the beginning.

◆   End.   Sends the Position slider to the end.

◆   Pause.   Pauses the animation when it is playing.

         ◆   Stop.   Stops the animation when it is playing.

See also

Step by step
<u>Editing a clip</u>
<u>Importing a clip library</u>
<u>Playing an animation clip automatically</u>
<u>Playing an animation clip interactively</u>
<u>Removing a clip</u>
<u>Troubleshooting multimedia</u>

Command reference
<u>Background Media Links</u>
<u>Media Links</u>
<u>Slide Media Links</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Apply Attributes

Tool bar:

Formats the selected object with the attributes you copied using the Copy Attributes command.

You can copy and apply the following object style attributes: gradient fill, color, pattern, line style, and line ends.

See also
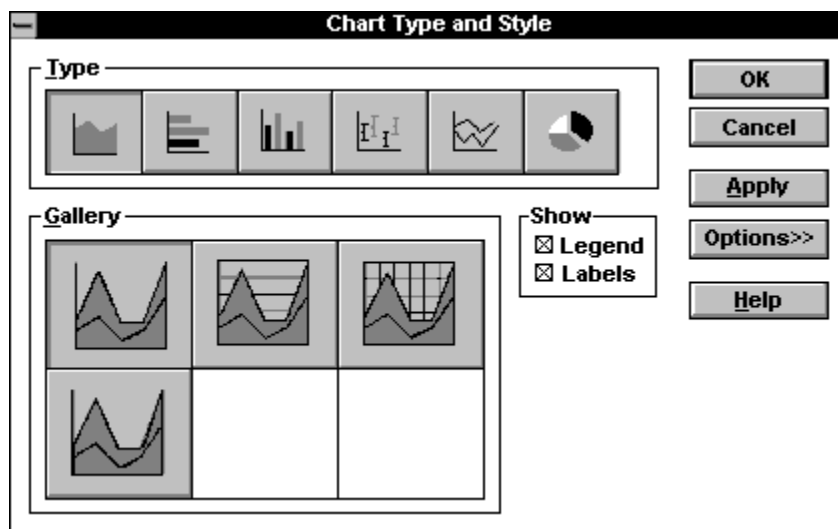
Step by step
Copying and applying attributes

Using Compel manual
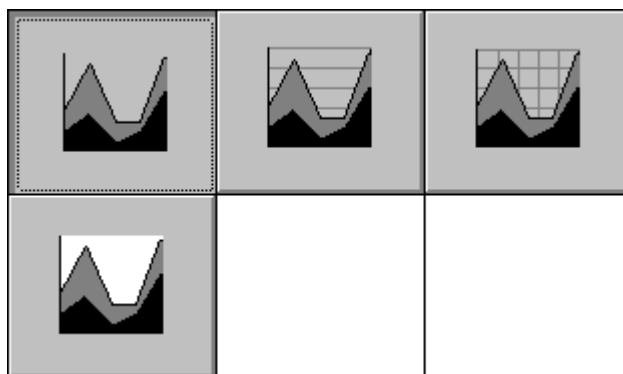Chapter 4, "Graphics"

Area (chart view)
Chart menu

Formats the worksheet data as an area chart. Area charts can be used to plot one or more data series.

Options

Type	Sets the chart type.
Style	Specifies the chart style: simple area, area with y-grid, area with x-grid and y-grid, or percentile.

Show   Specifies whether legend or labels are displayed on the chart.
Apply   Formats the chart using the options you have chosen without closing the dialog box.
Options Displays the following options:

Grids	Specifies that grid lines are drawn parallel to the x-axis or y-axis.
Stack Data	Specifies to add each point to the previous point. For example if your data series is 150, 50, and 200, Compel plots the peaks as 150, 200 and 400.
Percentile Format	Specifies to draw data series as percentile areas. Compel plots each series as 100%. You must also check Stack Data.

See also

Step by step
Choosing a chart type

Using Compel manual
Chapter 5, "Charts"

Autobuild submenu

Details

Automatically creates new <u>slides</u> using the current <u>source slide's</u> <u>bullets</u>. You can choose to have Compel use only the <u>Main Bullet</u> or <u>All Bullets</u> on the slide. For each bullet, Compel creates a new slide using the selected slide's <u>bullet text</u> as the title of the new slide.

For an onscreen <u>slide show</u>, Compel creates a two way <u>link</u> between the bullets on the source slide and the titles on the new slides. For example, if you select a bullet on the source slide, you automatically move to the new slide based on that bullet. If you select the subordinate slide's title, Compel returns you to the source slide.

See also

Step by step
<u>Automating slide building</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Auto Align (bullets)
Bullets menu

Automatically aligns all <u>bullets</u> on the current <u>slide</u> within the <u>bullet area</u> and along the bullet margin, left indent, and line spacing defined in the bullet <u>Settings</u> dialog box. If you add, delete, paste, or change a bullet's position when the command is checked, the bullets automatically realign.

Moving a bullet left or right automatically <u>promotes</u> or <u>demotes</u> a bullet and all of its <u>subordinate bullets</u>.

When Auto Align is checked on the Bullets menu, the <u>Align</u> command is not available.

See also

Step by step
<u>Straightening bullets</u>

Command reference
<u>Align (Bullets)</u>

Using Compel manual
Chapter 3, "Text"

Background Media Links
Effects menu

Associates a special effect with a <u>template</u> in your <u>presentation</u>, making the special effect available at any time during your presentation. For example, you can <u>link</u> a sound effect to the F5 key, so that whenever you press F5 during your presentation, the sound plays.

<u>Options</u>

Trigger Event   Specifies what event triggers the special effect.

Action   Specifies what occurs when the special effect is triggered. Click an Action below to see the Action Details and Action Options.

Do Nothing.   This is the default action.

<u>Activate OLE</u>.

<u>Play Compel Animation</u>.

<u>Play Recording</u>.

<u>Play Wave Audio</u>.

<u>Play MIDI</u>.

<u>Play CD Audio</u>.

<u>Play Animation</u>.

<u>Play Videodisc</u>.

<u>Play Digital Video</u>.

<u>Stop Recording</u>.

<u>Stop Wave Audio</u>.

<u>Stop MIDI</u>.

<u>Stop CD Audio</u>.

<u>Stop Animation</u>.

<u>Stop Videodisc</u>.

<u>Stop Digital Video</u>.

<u>Stop All Media Devices</u>.

Define   Applies the current settings to the selected object without closing the dialog box. A checkmark appears next to the selected Trigger Event.

Play   Previews the special effect or plays the multimedia effect.

Options   Displays additional options for the selected Action. Click an Action above to see the Action Options.

See also

Step by step
Adding multimedia to a presentation
Editing a clip
Importing a clip library
Removing a clip
Troubleshooting multimedia

Command reference
Media Links
Slide Media Links

What is Compel?
Using special effects and multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Background Settings

Slide menu

Displays options for changing the appearance of the current <u>background</u>.

Options

Solid Color	Displays the <u>color</u> palette for applying a color to the background. When you select a color, the color is applied to the background.
Pattern	Displays the <u>pattern</u> palette and the color for applying a pattern to the background.
Gradient	Displays the <u>Gradient</u> dialog box and the color for applying a gradient to the background.

See also

Step by step
<u>Changing the background gradient</u>
<u>Changing the background pattern</u>
<u>Changing the background to a solid color</u>

Command reference
<u>Change Template</u>
<u>Color Scheme (Import)</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Background
View menu

Keyboard: F4

Switches to the <u>background</u>.

A <u>template</u> has one background shared by many <u>slides</u>. A <u>presentation</u> can use more than one template and therefore can have more than one background. <u>Objects</u> on the background appear in the same position, style, and size on every slide that shares that background.

When the background is the current work area, the Background command is checked on the menu.

See also

Step by step
<u>Creating a text box that appears on every slide</u>
<u>Editing a background</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Bar (chart view)

Chart menu

Formats the worksheet data as a bar chart. Bar charts can be used to plot single or multiple data series.

Options

Type   Sets the chart type.

Style   Specifies the chart style: clustered, stacked, percentile, three-dimensional, and clustered in z-axis, clustered with x-grid, stacked with x-grid.
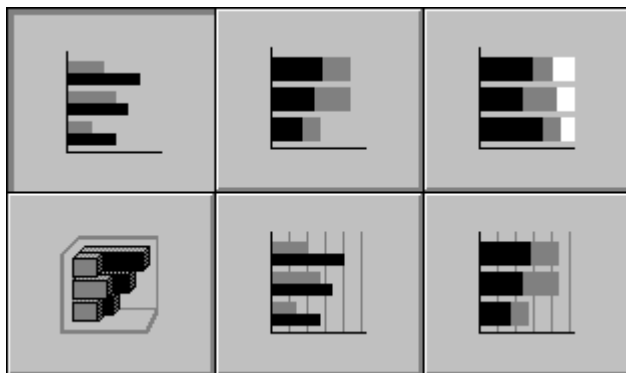
Show   Specifies whether legends or labels are displayed on the chart.

Apply   Formats the chart using the options you have chosen without closing the dialog box.

Options   Displays the following options:

Grids   Specifies that grid lines are drawn parallel to the x-axis or y-axis.

Bars   Specifies how bars are represented in the chart:

Clustered. Draws chart with bars clustered together.

Stacked. Draws chart with stacked bars.

Percentile. Plots each series as 100%.

3D Bars. Plots a three-dimensional data series in a bar chart.

Clustered in Z-Axis. Specifies that if a bar chart is three-dimensional, to draw the chart with bars clustered along the z-axis.

See also

Step by step
Choosing a chart type

Using Compel manual
Chapter 5, "Charts"

Basic (slide style)

Slide menu
Add submenu

Keyboard: Alt+Enter

Tool bar:

Adds a new slide with a title after the current slide.

The new slide is formatted with the current template.

See also

Step by step
Adding slides to a presentation

Using Compel manual
Chapter 2, "Presentation Basics"

Bold

Style menu

Keyboard: Ctrl+B

Tool bar:

Formats the selected text, <u>text object</u>, or button as bold. If the selected text, text object, or button is already bold, the Bold command removes the bold formatting.

If nothing is selected, the bold formatting applies to text objects or buttons you subsequently create.

See also

Step by step
<u>Applying a type style</u>

Command reference
<u>Character</u>

Using Compel manual
Chapter 3, "Text"

Bring Closer
Arrange menu

Keyboard: Ctrl+**,**

Brings the selected <u>object</u> one <u>layer</u> closer to the front of the of the current <u>slide</u> or <u>background</u>. If the selected object is already on the front layer, the command has no effect.

See also

Step by step
<u>Arranging objects on a slide</u>

Command reference
<u>Bring to Front</u>
<u>Send Farther</u>
<u>Send to Back</u>

Using Compel manual
Chapter 4, "Graphics"

Bring to Front
Arrange menu

Keyboard: Ctrl+Shift+**,**

Brings the selected <u>object</u> all the way to the front <u>layer</u> of the of the current <u>slide</u> or <u>background</u>. If the selected object is already on the front layer, the command has no effect.

See also

Step by step
<u>Arranging objects on a slide</u>

Command reference
<u>Bring Closer</u>
<u>Send Farther</u>
<u>Send to Back</u>

Using Compel manual
Chapter 4, "Graphics"

Browse for Video Capture

Specifies the video capture program that you use to create digital video files for your Compel presentations.

Options

File Name	Lists all program files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file is a program (.EXE).
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Playing a digital video clip automatically
Playing a digital video clip interactively

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Bullets & Chart (slide style)

Slide menu
Add submenu

Adds a new slide with a title, three main bullets, and a chart placeholder. The new slide is added after the current slide.

The new slide is formatted with the current template.

See also

Step by step
Adding slides to a presentation

Using Compel manual
Chapter 2, "Presentation Basics"

Bullets & Graphic (slide style)

Slide menu
Add submenu

Adds a new <u>slide</u> with a title, three <u>main bullets</u>, and a graphic <u>placeholder</u>. The new slide is added after the current slide.

The new slide is formatted with the current <u>template</u>.

See also

Step by step
<u>Adding slides to a presentation</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Bullet Style

Style menu

Keyboard: Ctrl+Y

Displays attributes for the selected bullet and is available only when a bullet is selected.

Options

Left Indent	Sets the spacing between the bullet graphic and the bullet text.
Left Tab	Sets the tab spacing within the bullet text.
Apply	Formats the selected bullets using the options you have chosen without closing the dialog box.
Character	Displays the Character dialog box where you can change the font, font size, effects, and style of the selected bullets.

See also

Step by step
Adding bullets to a slide
Changing bullet layout

Command reference
Graphic

Using Compel manual
Chapter 3, "Text"

Bullet Transitions

Effects menu
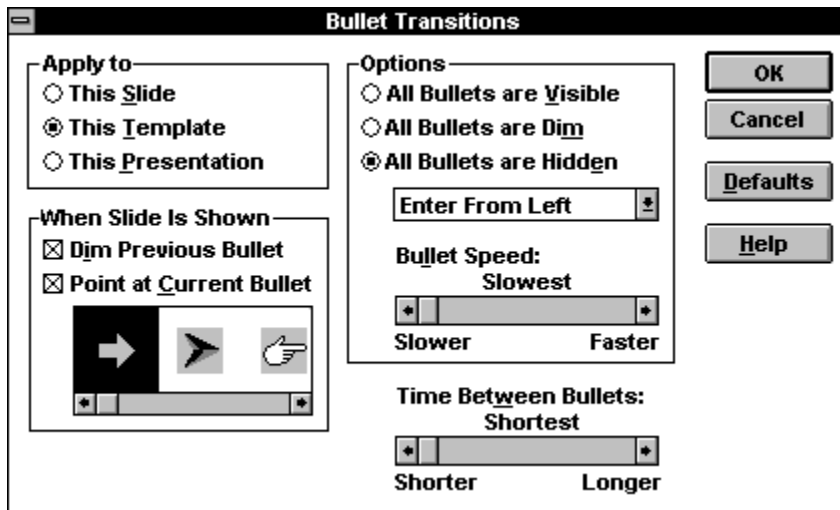
Defines the way bullets are revealed during a slide show.

You can specify that all bullets are visible during a slide show, or you can specify that they are hidden when you initially display a slide and then appear one at a time. You can also specify that graphic symbols point to the current bullet.

Options

Apply to	Applies the new settings to: all bullets on the current slide, all bullets in the current template, or all bullets in the presentation.
When Slide Is Shown	Specifies the appearance of the current bullet.

  Dim Previous Bullet.   Specifies that the previous bullet dims when the next bullet is shown or when the next slide is displayed.

  Point at Current Bullet.   Specifies that a graphic symbol points at the current bullet.

Options	Specifies what the slide looks like as it is shown. You can have all bullets visible, all bullets dimmed, or all bullets hidden.
	If you choose All Bullets are Hidden, you can determine the direction and speed at which bullets enter the slide.
Time Between Bullets	Controls the length of time between bullets in an automatic slide show.
Defaults	Resets this dialog box to the template defaults.

See also

Step by step
Creating a bullet transition

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Button Style

Style menu

Keyboard: Ctrl+Y

Displays attributes for the selected <u>button</u> and is available only when a button is selected.

Options

Label	Specifies the label that appears on the button. By default, the label is "Button."
Border Style	Specifies the border style for the button. Choose none, rounded, rectangular, shadowed, checkbox, radio button, or pushbutton.
Apply	Formats the selected button using the options you have chosen without closing the dialog box.
Character	Displays the <u>Character</u> dialog box where you can change the <u>font</u>, font size, effects, and style of the button label.

See also

Step by step
<u>Creating buttons</u>
<u>Defining how buttons look</u>
<u>Labeling buttons</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Callout Style

Style menu

Keyboard: Ctrl+Y

Displays attributes for the selected <u>callout</u> and is available only when a callout is selected.

Options

Justification	Specifies text alignment as either left, right, justified, or centered.
Spacing	Specifies text spacing between lines as single, one and a half, or double.
Border style	Changes the border style to none, rectangular, shadowed, or scroll box.
Show lines	Displays lines under each line of text.
Margins	Specifies the left and right margins for text and the first line indent.
Tabs	Specifies tab alignment as either left or decimal and sets the interval between tab stops as a decimal value. The unit of measure for tabs is specified in the <u>Startup Preferences</u> dialog box.
Apply	Formats the selected callout using the options you have chosen without closing the dialog box.
Character	Displays the <u>Character</u> dialog box where you can change the <u>font</u>, font size, effects, and style of the callout text.
Line	Displays the <u>line</u> palette where you can change the line style.
Line Ends	Displays the <u>line ends</u> palette where you can change the arrow style.

See also

Step by step
<u>Creating a callout</u>
<u>Formatting a callout</u>

Using Compel manual
Chapter 3, "Text"

Cancel & Exit (chart view)
File menu

Closes the <u>chart</u> window without saving any changes made to the chart and displays the <u>slide view</u>.

 If you are modifying an existing chart, this command closes the chart worksheet and leaves the chart unmodified.

 If you are creating a chart, this command closes the chart worksheet without creating a chart.

See also

Using Compel manual
Chapter 5, "Charts"

CD Audio Clip

Displays controls for creating a <u>CD audio</u> <u>clip</u>.

Options

Source   Displays the CD's label and length in milliseconds.

Clip   Displays the clip's current settings.

Name.   Displays the clip's name.

Beginning.   Displays the clip's beginning point. The plus and minus buttons increase or decrease the clip's starting position, and the Set button sets the starting position to the current setting of the Position slider.

End.   Displays the clip's ending position. The plus and minus buttons increase or decrease the clip's ending position, and the Set button sets the ending position to the current setting of the Position slider.

Test.   Beg plays the first second of the clip. Play plays the defined clip. End plays the last second of the clip.

Device Control   Displays controls you can use to create the clip you want.

Track.   Shows numerically and visually what track the clip is on.

Position.   Shows numerically and visually whether the sound is at the beginning or end of the clip.

Eject.   Ejects the CD.

Play.   Plays the sound clip.

Start.   Returns the Position slider to the beginning.

End.   Sends the Position slider to the end.

Pause.   Pauses the sound when it is playing.

Stop.   Stops a sound when it is playing.

See also

Step by step
<u>Editing a clip</u>
<u>Importing a clip library</u>
<u>Playing a CD audio clip automatically</u>
<u>Playing a CD audio clip interactively</u>
<u>Removing a clip</u>
<u>Troubleshooting multimedia</u>

Command reference
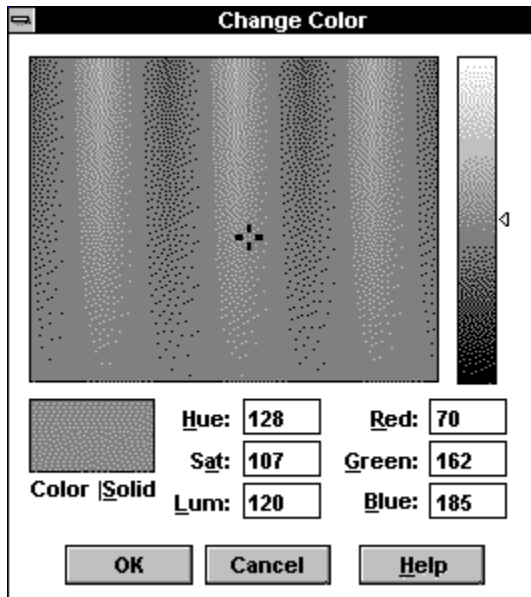<u>Background Media Links</u>
<u>Media Links</u>
<u>Slide Media Links</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Change Color

Changes the colors in the color palette and can be used to change the scheme colors.

Options

Color refiner box	Specifies the custom color. The color you select with the color refiner cursor is the current custom color.
Luminosity bar	Specifies the brightness of a color based on how much white or black the color uses. Moving the luminosity cursor changes the amount of white and black in the color, changing all numeric color values for the current color.
Color/Solid box	Displays the current color, which may be a combination of two solid colors, and its solid color equivalent. By pressing Alt+S, you set the current color to the solid color. For some computer monitors, solid colors look best.
Hue, Sat, Lum	Hue. Specifies the position of the color along the color spectrum.
	Sat. Specifies the saturation of the color, which is determined by the amount of gray in the color; the higher the number, the more saturated the color.
	Lum. Provides the numeric value of the Luminosity bar's setting; changing the number in this box changes all numeric color values for the current color.
Red, Green, Blue	Specifies the relative amounts of red, green, and blue in a color. For example, to make the color blue, type 0 in the Red and Green boxes.

See also

Step by step
Changing the color scheme for an object

Command reference
Color (Palette)

Using Compel manual
Chapter 6, "Color"

Change Link

Changes the file, directory, or drive to which Compel is linked.

Options

|	
File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Reconnecting broken links

Using Compel manual
Chapter 10, "Using Information from Another Application"

Change Source

Changes the file, directory, or drive to which Compel is linked.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Using Compel manual
Chapter 10, "Using Information from Another Application"

Change Template

Slide menu
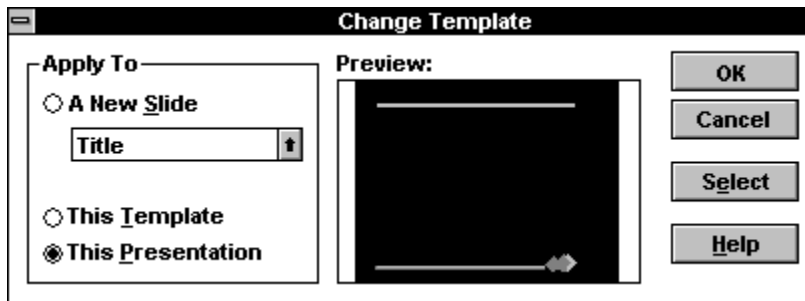
Changes the <u>template</u> for the current template, the presentation, or adds a new <u>slide</u> using the new template.

If you have added objects to the background of the current template, the objects remain on the background when you change the template.

When you change the template, any object formatted with a <u>scheme color</u> receives a new scheme color.

Options

Apply To	Specifies that the new template is applied to a new slide, to the current template, or to the entire <u>presentation's</u> template.
Preview	Previews the selected template.
Select	Displays the <u>Select Template</u> dialog box where you can select a template to apply.

See also

Step by step
<u>Adding another template to a presentation</u>
<u>Assigning a different template to a presentation</u>
<u>Editing a background</u>

Command reference
<u>Color Scheme (Import)</u>

What is Compel?
<u>What is a template?</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Character

Style menu

> **Keyboard:** Ctrl+T

Sets the font, style, and size of selected text. This command sets the style for all the text in a selected <u>text object</u>.

If no text is selected, the Character settings apply to text you subsequently create.

Options

<u>Font</u>	Sets the font or typeface.
Font Style	Sets the style, such as regular, italic, bold, or bold italic.
Size	Sets the size of the font in points.
Effects	Formats the text as strikeout or underlined.
Sample	Displays a sample of the font, font style, and font size.
Apply	Formats the selected text using the options you have chosen without closing the dialog box.

See also

Step by step
<u>Changing slide titles</u>
<u>Changing the font of bullet text</u>
<u>Changing the font of text</u>
<u>Formatting a callout</u>

Using Compel manual
Chapter 3, "Text"

Character Style (chart view)

Chart menu

Tool bar:

Sets the font, style, size, and color of selected chart elements.

Options

Font	Sets the font or typeface.
Font Style	Sets the style, such as regular, italic, bold, or bold italic.
Effects	Formats the text as strikeout or underlined.
Sample	Displays a sample of the font, font style, and font size.
Element	Lists chart elements that have fonts and colors you can change. The current element has a white triangle next to it.
Font (assignment)	Specifies the assigned font. If a font cannot be assigned to an object, the font box is filled with a pattern.
Color (assignment)	Specifies the assigned color.
Apply	Formats the selected text using the options you have chosen without closing the dialog box.
Set All	Formats all elements that can be changed with the font and color of the selected element.
Clear Font	Resets the font of the selected element to its previous assignment.
Clear All Fonts	Resets the fonts from all chart elements to their previous assignment.

See also

Step by step
Changing the font or color of chart text

Using Compel manual
Chapter 5, "Charts"

Chart Type and Style (chart view)

Right-click menu

Formats the worksheet data as a chart. For details about a specific chart, see <u>Area</u>, <u>Bar</u>, <u>Column</u>, <u>High-Low-Close</u>, <u>Line</u>, or <u>Pie</u>.

Options

Type	Specifies whether the worksheet data is formatted as an area, bar, column, high-low-close, line, or pie chart.
Style	Specifies the chart style.
Show	Specifies whether legends or labels are displayed on the chart.
Apply	Formats the chart using the options you have chosen without closing the dialog box.
Options	Displays additional options for formatting a chart.

See also

Step by step
<u>Choosing a chart type</u>

Using Compel manual
Chapter 5, "Charts"

Chart Style

Style menu

Displays the <u>worksheet</u> for the <u>chart</u> in which you can edit the chart's data, chart type, colors, patterns, or text.

See also

Step by step
<u>Adding legends and axis labels</u>
<u>Adding titles to a chart</u>
<u>Changing chart colors and patterns</u>
<u>Changing the orientation of a chart's data series</u>
<u>Changing your chart's appearance</u>
<u>Choosing a chart type</u>
<u>Editing existing data</u>
<u>Hiding legends or axis labels</u>

Using Compel manual
Chapter 5, "Charts"

Check Media Links

Tools menu

Details
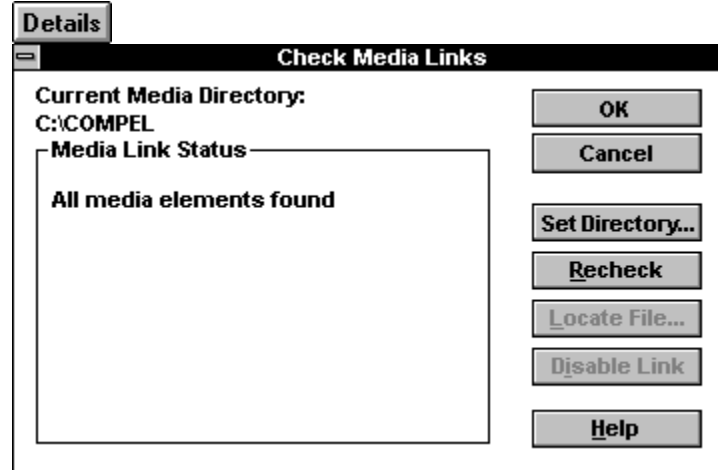
Displays all media links in the current file. If you move a presentation file from one computer to another, you can reconnect broken links or disable links to files the new computer does not have.

Options

Current Media Directory	Lists the default media directory, which is set either in this dialog box, the Startup Preferences dialog box, or the Directory Settings dialog box.
	If the file is not in the default media directory, Compel searches for the file using the full path name of the file.
Media Link Status	Indicates whether or not all media links were found.
Set Directory	Displays the Set Directory dialog box in which you can change the default media directory.
Recheck	Specifies that Compel should recheck the current directory for media links.
Locate File	Displays the Locate File dialog box that you can use to locate and reconnect a file that Compel cannot find.
Disable Link	If a file is no longer available, you can disable the media link.

See also

Step by step
Adding multimedia to a presentation

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Clear (chart view)

Edit menu

    Keyboard: Del

Removes data from selected cells without placing it on the Windows Clipboard. If nothing is selected, the command is dimmed on the menu.

To reverse the Clear command, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

    Step by step
    <u>Clearing data</u>

    Command reference
    <u>Cut</u>

    Using Compel manual
    Chapter 5, "Charts"

Clip Art
File menu

> **Keyboard:** F12
>
> **Tool bar:**
>
> Opens a Compel clip art file from which clip art can be <u>copied</u> and <u>pasted</u> into your <u>presentation</u>. Clip art files contain only a File, Edit, and Help menu.

Options

File Name	Lists all clip art files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension is .ART.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Adding clip art to a presentation</u>

Using Compel manual
Chapter 4, "Graphics"

Close

Control menu

Keyboard: Alt+F4

Closes the presentation or dialog box.

Tip: As a shortcut, double-click the Control menu.

Color (Palette)

View menu
Palettes submenu

Tool bar:

Displays the color palette, showing the colors in the current color scheme.

When you click , the color palette expands to show all of the available non-scheme colors or custom colors.
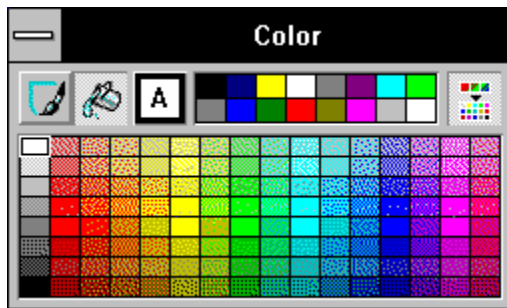
To apply color to a graphic object or text object, you must first select the object. Then, apply the line color and fill color:

    Click to set the line color of an object.

    Click to set the fill color of an object.

When nothing is selected, the color palette displays the default line and fill colors.

Tip: To see what object is assigned to each color, look at the Compel status bar as you move the selection arrow over a color tile. To quickly display the color palette, press Ctrl while double-clicking any tool in the tool palette except the zoom, chart, or viewer object tool.

See also

Step by step
Changing chart colors and patterns
Changing the background to a solid color
Changing the color scheme for an object
Coloring objects
Displaying or hiding Compel screen elements

Command reference
Color Scheme (Import)
Palette submenu

Using Compel manual
Chapter 6, "Color"

Color Palette (Export)
File menu
Export submenu

Saves the current <u>presentation's</u> <u>custom colors</u> as a palette file.

Options

File Name	Type a name for the new color palette.
List Files of Type	Indicates the new palette file's extension is .PAL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Exporting a color palette</u>
<u>Importing a color palette</u>

Using Compel manual
Chapter 6, "Color"

Color Palette (Import)
File menu
Import submenu

Imports a color palette file and sets the <u>custom color</u> palette for a <u>presentation</u>.

Options

File Name	Lists all color palette files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file is a Compel Palette with the extension .PAL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.
Preview	Previews color thumbnails of the palette file.
Default	Resets the current custom colors to Compel's default palette.

See also

Step by step
<u>Exporting a color palette</u>
<u>Importing a color palette</u>

Using Compel manual
Chapter 6, "Color"

Color Scheme (Export)
File menu
Export submenu

Saves the current <u>template's</u> color scheme as a scheme file.

Options

File Name	Type a name for the new color scheme.
List Files of Type	Indicates the new palette's extension is .SCM.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Assigning a new color scheme to a template</u>
<u>Exporting a color scheme</u>
<u>Importing a color scheme</u>

**Using Compel manual**
Chapter 6, "Color"

Color Scheme (Import)
File menu
Import submenu

Imports and sets the color scheme for a template.

Importing a new scheme changes any template objects assigned to the first scheme to the new color scheme. Any objects to which a custom color has been applied are not affected by the new color scheme.

Options

File Name	Lists all color scheme files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file is a Compel Scheme with the extension .SCM. If you import a color palette, Compel uses the first 16 colors as the new color scheme.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.
Preview	Previews a slide thumbnail using the selected file's colors, and shows the file's 16 scheme colors.
Apply	Formats the template using the options you have chosen without closing the dialog box.
Default	Resets the template to its default color scheme.

See also

Step by step
Assigning a new color scheme to a template
Exporting a color scheme
Importing a color scheme

Using Compel manual
Chapter 6, "Color"

Colors and Patterns (chart view)

Chart menu

Tool bar:
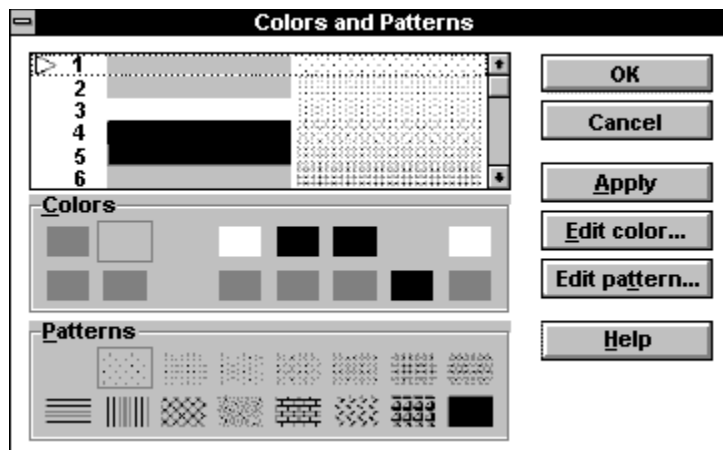
Sets the colors and patterns you can apply to your chart. Charts use the template's scheme colors. Also sets the line symbols for a Line chart and explodes the pie slices for a Pie chart.

Options

Series box	Specifies the data series whose color or pattern you want to change.
Colors	Specifies a scheme color for the selected data series.
Patterns	Specifies a pattern for the selected data series.
Apply	Formats the chart using the options you have chosen without closing the dialog box.
Edit color	Displays the color palette from which you can assign a custom color.
Edit pattern	Displays the pattern palette from which you can assign a different pattern.

See also

Step by step
Changing chart colors and patterns

Using Compel manual
Chapter 5, "Charts"

Column (chart view)

Chart menu

Formats the <u>worksheet</u> data as a column <u>chart</u>. Column charts can be used for single or multiple <u>data series</u> and can be formatted in both two- and three-dimensional styles.

Options

Type   Sets the chart type.

Style   Specifies the chart style: clustered, stacked, percentile, 3D and clustered in z-axis, clustered with y-grid, stacked with y-grid.
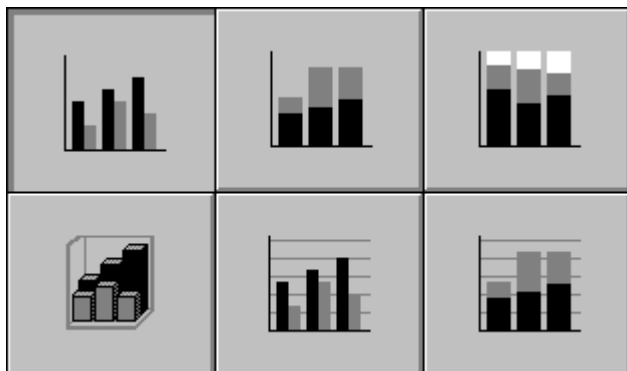
Show   Specifies whether legends or labels are displayed on the chart.
Apply   Formats the chart using the options you have chosen without closing the dialog box.
Options Displays the following options:

   Grids   Specifies that grid lines are drawn parallel to the <u>x-axis</u> or <u>y-axis</u>.

   Columns   Specifies how bars are represented in the chart:

 Clustered. Draws the chart with columns clustered together.

 Stacked. Draws the chart with stacked columns.

 Percentile. Plots each <u>series</u> as 100%.

 3D Columns. Plots a three-dimensional data series in a bar chart.

 Clustered in Z-axis. Specifies that a three-dimensional column chart is drawn with columns clustered along the <u>z-axis</u>.

See also

Step by step
<u>Choosing a chart type</u>

Using Compel manual
Chapter 5, "Charts"

Column Width (chart view)

Worksheet menu

Defines the width of <u>cells</u> in the current <u>worksheet</u>.

Enter a number from 1 to 31 to define the width of each column. The default is 9 characters.

See also

Step by step
<u>Changing column width</u>

Using Compel manual
Chapter 5, "Charts"

Compact Presentation

Saves and compresses the current presentation file so that the file takes up the minimum amount of disk space.

See also

Step by step
Reducing a presentation's file size

Convert to Bitmap

Tools menu

Converts a Compel picture to a bitmap.

See also

Step by step
Using pictures efficiently

Using Compel manual
Chapter 4, "Graphics"

Copy
Edit menu

    Keyboard: Ctrl+C

    Tool bar:

Places a copy of the selection on the Windows Clipboard, replacing the previous contents of the Windows Clipboard. If nothing is selected, the command is dimmed on the menu.

Tip: If you copy a <u>linked</u> <u>slide</u> or object, the link, if valid in the new location, is also copied and <u>pasted</u> with the slide or object. If, for example, you copy a button that is linked to an animation on a slide and paste it on another slide that's linked to the animation, the button's link is maintained. If the other slide is not linked to the animation, the button's link is not pasted.

See also

Step by step
<u>Copying a slide from one presentation to another</u>
<u>Copying and pasting graphic objects using the Windows Clipboard</u>
<u>Cutting, copying, and pasting data</u>
<u>Cutting and copying text</u>
<u>Duplicating, cutting, copying, and pasting objects</u>

Command reference
<u>Cut</u>
<u>Delete</u>
<u>Paste</u>
<u>Undo</u>

Using Compel manual
Chapter 4, "Graphics"

Copy Attributes

Style menu

Tool bar:

Copies the style attributes of the selected object so that you can apply the attributes to another object using the Apply Attributes command.

You can copy and apply the following object attributes: gradient fill, color, pattern, line style, and line ends.

See also

Step by step
Copying and applying attributes

Using Compel manual
Chapter 4, "Graphics"

Create Hotword

Effects menu

Keyboard: Ctrl+W

Makes the selected text a hotword.

If anything other than text is selected, or if the selected text contains any part of an existing hotword or more than one hotword, the command is dimmed on the menu.

When the insertion point is placed in a hotword, the Create Hotword command is replaced on the menu by the Remove Hotword command.

See also

Step by step
Creating a hotword
Removing a hotword

Command reference
Hotwords
Hyperlink

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Cut
Edit menu

>**Keyboard:** Ctrl+X

>**Tool bar:**

Removes the selection and places it on the Windows Clipboard, replacing the previous contents of the Windows Clipboard. If nothing is selected, the command is dimmed on the menu.

Tip: If you cut a linked slide or object, the link, if valid in the new location, is also cut and pasted with the slide or object. If, for example, you cut a button that is linked to an animation on a slide and paste it on another slide that's linked to the animation, the button's link is maintained. If the other slide is not linked to the animation, the button's link is not pasted.

See also

Step by step
Cutting, copying, and pasting data
Cutting and copying text
Duplicating, cutting, copying, and pasting objects

Command reference
Copy
Delete
Paste
Undo

Using Compel manual
Chapter 4, "Graphics"

Delete (object)
Edit menu

Keyboard: Del

Removes the current selection without placing it on the Windows Clipboard. If nothing is selected, the command is dimmed on the menu.

To reverse deleting text or any <u>object</u>, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Clearing text</u>

Command reference
<u>Cut</u>

Delete (slide)

Slide menu

Removes the current <u>slide</u> without placing it on the Windows Clipboard.

See also

Step by step
<u>Deleting a slide</u>

Delete (bullet)

Bullets menu

Removes the current bullet without placing it on the Windows Clipboard.

See also

Step by step
Deleting bullets

Delete Column (chart view)
Worksheet menu

Tool bar:

Removes the selected column from the <u>worksheet</u> without placing it on the Windows Clipboard.

___

See also

Step by step
<u>Deleting rows or columns</u>

Command reference
<u>Clear</u>
<u>Copy</u>
<u>Cut</u>
<u>Delete Row</u>
<u>Paste</u>
<u>Undo</u>

Using Compel manual
Chapter 5, "Charts"

Delete Row (chart view)

Worksheet menu

Tool bar:

Removes the selected row from the <u>worksheet</u> without placing it on the Windows Clipboard.

See also

Step by step
<u>Deleting rows or columns</u>

Command reference
<u>Clear</u>
<u>Copy</u>
<u>Cut</u>
<u>Delete Column</u>
<u>Paste</u>
<u>Undo</u>

Using Compel manual
Chapter 5, "Charts"

Demote >>

Bullets menu

Keyboard: Ctrl+Shift+Right Arrow

Indents a selected bullet or bullets by the amount defined in the bullet Settings dialog box.

If the selected bullet is a 1st level or main bullet when you demote it, the subordinate bullet settings in the Settings and Graphics dialog boxes are applied to the bullet.

You can have up to 16 bullet indent levels.

See also

Step by step
Making bullets main or subordinate

Command reference
Promote <<

Using Compel manual
Chapter 3, "Text"

Digital Video Clip

Displays controls for creating a digital video clip.

Options

Source   Displays the digital video file's name and length in frames.

Clip   Displays the clip's current settings.

   Name.   Displays the clip's name.

   Beginning.   Displays the clip's beginning point. The plus and minus buttons increase or decrease the clip's starting position, and the Set button sets the starting position to the current setting of the Position slider.

   End.   Displays the clip's ending position. The plus and minus buttons increase or decrease the clip's ending position, and the Set button sets the ending position to the current setting of the Position slider.

   Test.   Beg plays the first second of the clip. Play plays the defined clip. End plays the last second of the clip.

Device Control   Displays controls you can use to create the clip you want.

   Position.   Shows numerically and visually whether the digital video is at the beginning or end.

   Play.   Plays the digital video clip.

   Start.   Returns the Position slider to the beginning.

   End.   Sends the Position slider to the end.

   Pause.   Pauses the digital video when it is playing.

   Stop.   Stops the digital video when it is playing.

See also

Step by step
Editing a clip
Importing a clip library
Playing a digital video clip automatically
Playing a digital video clip interactively
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Directory Settings

Sets the default directory for Compel program files, clip art, templates, graphics, color, multimedia, and charts. Compel uses the default directories to locate files. For example, if you store your templates in a different directory, you can change the directory in this dialog box so that Compel looks in the correct directory for your templates.

Clicking Set displays the Set Directory dialog box.

See also

Step by step
Changing your default directories

Using Compel manual
Appendix B, "Startup Preferences"

Draw Settings

Sets options for using the grid, drawing objects, and dragging objects. To display the grid, from the View menu, choose Grid.

Options

Snap to Grid	Specifies that when objects are created or moved, Compel pulls the object to the nearest grid dot.
Grid Spacing	Specifies the space between grid dots.
Draw Objects from Center	Specifies that objects are drawn from the object's center.
Drag Objects as Outline	Specifies that when an object is dragged, only the object's outline shows. The object itself reappears after you stop dragging.

See also

Step by step
Aligning objects
Creating new objects

Using Compel manual
Chapter 4, "Graphics"

Duplicate (object)
Edit menu

Keyboard: Ctrl+D

Tool bar:

Makes an exact duplicate of the selected <u>object</u> without using the Windows Clipboard. The duplicate object is placed on a <u>layer</u> above the current object.

See also

Step by step
<u>Duplicating, cutting, copying, and pasting objects</u>

Using Compel manual
Chapter 4, "Graphics"

Duplicate (slide style)

Slide menu
Add submenu

Makes an exact duplicate of the current <u>slide</u> without using the Windows Clipboard and places it after the original slide.

Edit Cell (chart view)

Edit menu

Keyboard: F2

Edits the data of the active cell in the worksheet.

See also

Step by step
Editing existing data

Using Compel manual
Chapter 5, "Charts"

Edit Presentation (slide show view)

Control menu

> **Keyboard:** Esc

Displays the current slide in <u>slide view</u>.

This command is only available during a <u>slide show</u>. If you are showing a full screen slide show, press Alt+Spacebar to pull down the <u>Control menu</u>.

See also

Step by step
<u>Showing your slide show</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Exit
File menu

Keyboard: Alt+F4

Ends the current Compel session. If you have not saved the <u>presentation</u>, Compel asks whether you want to save your changes. If more than one <u>instance</u> of Compel is running, Exit closes only the active instance.

See also

Step by step
<u>Quitting Compel</u>

Export submenu
File menu

Contains commands for exporting media clips, color schemes, and color palettes.

See also

Step by step
Exporting a color palette
Exporting a color scheme
Saving clips to a clip library

Command reference
Color Palette
Color Scheme
Media Clips

Export Data (chart view)
File menu

Saves the data in the <u>worksheet</u> as a text file.

Options

File Name	Type a name for the data file.
Save Files as Type	Indicates the new data file's extension is .TXT.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Exporting data from the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Export Media Clips

Exports media clips and saves them as a <u>clip library</u> (.CPF).

See also

Step by step
<u>Saving clips to a clip library</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Find & Replace
Edit menu

Keyboard: Ctrl+F

Allows you to either locate text or find and replace text within your presentation.

Options

Find	Specifies the text or special characters you want to find. Special characters can be entered using the Alt key plus a number combination. For details about special characters, see the Windows Character Map.
Replace With	Specifies the text you want to substitute for the Find text.
Apply To	Specifies to search only the current slide or all slides in the presentation.
Whole Word	Directs Compel to find the entire word only, as specified by the Find text. For example, finds "the" but ignores "these."
Match Case	Directs Compel to find only text that matches the capitalization you typed in the Find box. For example, finds "Hello World" but ignores "Hello world."
Confirm	Directs Compel to ask you to confirm before replacing. If Confirm is not checked, Compel makes replacements in the range specified with the Apply To option.
Find button	Finds the text you entered in the Find box. If text is entered in the Replace With box, this button is dimmed.
Replace button	Finds the text you entered in the Find box and replaces it with the text you entered in the Replace With box. If no text is entered in the Replace With box, this button is dimmed.

Tip: You can use wildcards in the Find text. Type an asterisk (*) to stand for a range of characters. For example, ***ent** finds both "spent" and "cement." Type a question mark (?) to stand for a single character. **?ffect** finds both "affect" and "effect."

See also

Step by step
Finding or replacing text
Using Compel manual
Chapter 3, "Text"

First (slide)

Slide menu

Keyboard: Ctrl+Up Arrow

Displays the first <u>slide</u> in the current <u>presentation</u>. Choosing First when the first slide is displayed has no effect.

See also

Step by step
<u>Moving through a presentation</u>

Command reference
<u>Last</u>
<u>Next</u>
<u>Previous</u>

Fit Slide in Window

View menu

Keyboard: F11

Scales the slide and its contents so that the complete slide displays within the current window.

See also

Step by step
Scaling slides to fit in the window

Flip & Rotate
Arrange menu

Flips or rotates a selected graphic object or objects.

Options

Flip & Rotate buttons	Specifies the direction selected objects are flipped or rotated.
Apply	Formats selected objects using the options you have chosen without closing the dialog box.

See also

Step by step
Flipping or rotating objects

Using Compel manual
Chapter 4, "Graphics"

Footer
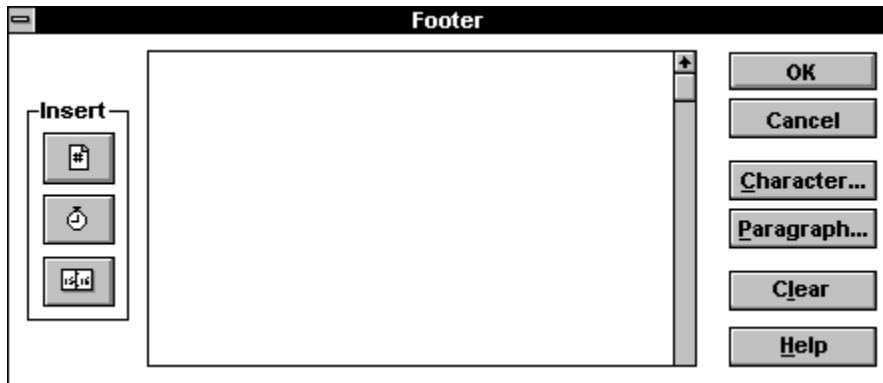
Adds a footer that appears at the bottom of a printed page.

Options

Insert	Inserts a time, date, or page number code in the footer. The time and date reflect the time and date the slides are printed.
Text box	Displays a text box in which you can type the footer text.
Character	Displays the Character dialog box.
Paragraph	Displays the Paragraph dialog box.
Clear	Removes the footer text.

Tip: If you are printing 35mm slides, it is a good idea to clear the header and footer text so that you don't end up with headers and footers on your slides.

See also

Step by step
Adding headers or footers
Removing headers or footers

Command reference
Header
Print

Using Compel manual
Chapter 11, "Printing"

From Current Slide
View menu
Slide Show submenu

Keyboard: F3

Tool bar:

Starts the slide show from the current slide of the presentation instead of from the slide specified in the Slide Show Setup dialog box.

See also

Step by step
Shortcuts for a slide show
Showing your slide show

Command reference
From First Slide

What is Compel?
Working in Compel's views
What is an onscreen presentation?

Using Compel manual
Chapter 12, "Finishing Touches"

From First Slide

View menu
Slide Show submenu

Keyboard: Ctrl+F3

Starts the slide show using the settings specified in the Slide Show Setup dialog box.

See also

Step by step
Shortcuts for a slide show
Showing your slide show

Command reference
From Current Slide

What is Compel?
Working in Compel's views
What is an onscreen presentation?

Using Compel manual
Chapter 12, "Finishing Touches"

Go to Slide
Navigation panel

When a presentation has more than twenty slides, this command displays a list of the titles and numbers of all the slides in the presentation. To display a slide, select the slide title from the list, then click OK.

See also

Step by step
Moving through a presentation

Gradient
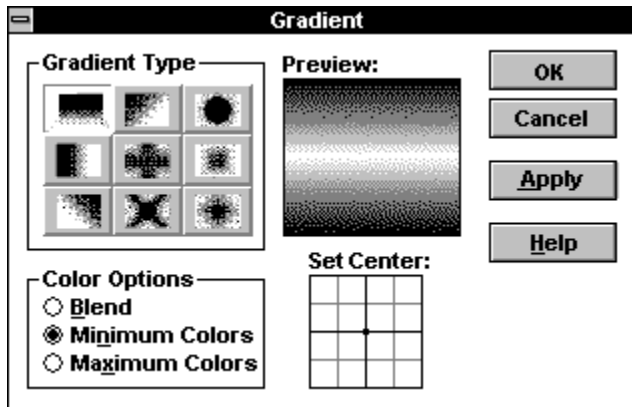
Fills the background or the selected object with a gradient using the current line and fill colors in the color palette. This command is not available when the background is displayed.

Options

Gradient Type	Sets the type of gradient.
Preview	Displays a sample of your combined choices.
Color Options	Specifies how Compel blends the line and fill colors to create the gradient.
Set Center	Sets the center of the gradient or the point where the fill color starts.
Apply	Applies the gradient using the options you have chosen without closing the dialog box.

See also

Step by step
Changing the background gradient
Filling a text object with a gradient
Filling objects with a pattern or gradient

Using Compel manual
Chapter 4, "Graphics"
Chapter 7, "Custom Presentations"

Graphic (bullet)

Bullets menu
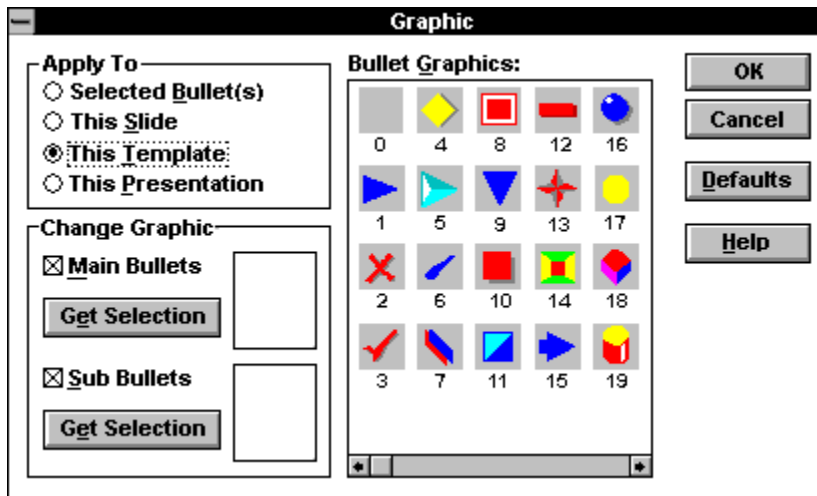
Changes the bullet graphic for both main and subordinate bullets.

Options

Apply To	Changes the bullet graphic for: only the selected bullet(s), all bullets on the current slide, all bullets in the current template, or all bullets in the presentation.
Main Bullets	Change Graphic specifies that the bullet graphic for the 1st level of bullets change. Get Selection displays the selected bullet graphic in the preview box.
Sub Bullets	Change Graphic specifies that the bullet graphic for all but the 1st level of bullets change. Get Selection displays the selected bullet graphic in the preview box.
Bullet Graphics	Displays all of the Compel bullet graphics.
Defaults	Resets this dialog box to the template defaults.

See also

Step by step
Changing the bullet graphic using Compel's graphics
Changing the bullet graphic using your own graphic

Command reference
Settings

Using Compel manual
Chapter 3, "Text"

Graphic (Import)

File menu
Import submenu

Imports graphic files as pictures or bitmaps depending on the format of the source file. The table below lists the types of graphic that Compel can import.

Extension	Source File Format	Compel Object Type
.EPS, .AI	Adobe Encapsulated Postscript/ Adobe Illustrator	Picture
.CGM	ANSI Computer Graphics Metafile	Picture
.PCT	Apple QuickDraw Picture File	Picture
.DXF	AutoCAD Drawing Interchange Format	Picture
.GIF	CompuServe Graphics Interchange Format	Bitmap
.DIB	Device Independent Bitmap	Bitmap
.CHT, .SYM	Harvard Graphics 2.3 Chart/Symbol	Picture
.CH3, .SY3	Harvard Graphics 3.0 Chart/Symbol	Picture
.PIC	Lotus 1-2-3 Picture	Picture
.DRW	Micrografx Drawing	Picture
.TIF	Tagged Image File Format	Picture
.BMP	Windows Bitmap	Bitmap
.WMF	Windows Metafile	Picture
.PCX	ZSoft PC Paintbrush	Bitmap

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension for the selected file format based on the import filters you have installed.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.
Preview	If Preview Selection is checked, displays the graphic to be imported in the Preview window.
Preview Selection	When checked, displays the selected graphic in the Preview window.

See also

Step by step
Importing graphics from other programs

Using Compel manual
Chapter 4, "Graphics"

Grid

View menu

Keyboard: Ctrl+Shift+G

Displays the grid. To set the space between grid dots, from the Tools menu, choose Draw Settings. To have the grid displayed when you start Compel, from the Tools menu, choose Startup Preferences.

See also

Step by step
Aligning objects
Displaying or hiding Compel screen elements

Command reference
Draw Settings
Startup Preferences

Using Compel manual
Chapter 4, "Graphics"
Appendix B, "Startup Preferences"

Group
Arrange menu

Keyboard: Ctrl+G

Binds two or more selected objects into a group. If only one object is selected, the command is dimmed on the menu. A group can contain any assortment of objects, including other groups. A group can be moved, selected, and sized as a single object.

When a grouped object is selected, the menu command changes to Ungroup, which separates objects in a selected group and treats the group as a multiple selection. If the selected group contains another group, the inner group is unaffected by this command. Inner groups can, however, be selected and ungrouped after the outer group is ungrouped.

Bullets and placeholders cannot be grouped.

See also

Step by step
Grouping objects
Ungrouping objects

Using Compel manual
Chapter 4, "Graphics"

Header
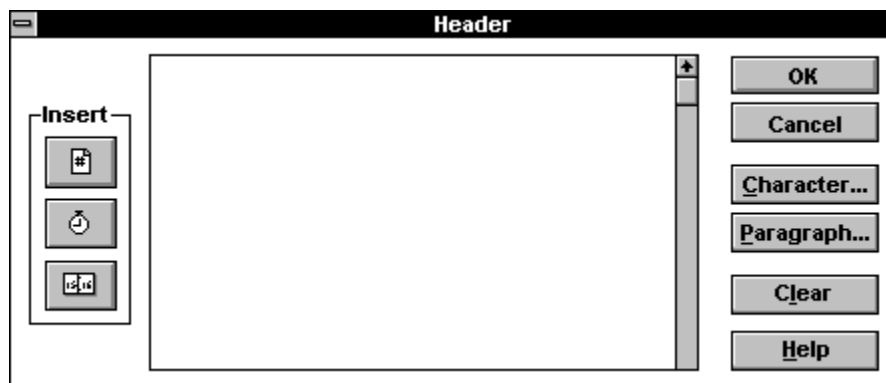
Adds a header that appears at the top of a printed page.

Options

Insert	Inserts a time, date, or page number code in the header. The time and date reflect the time and date the slides are printed.
Text box	Displays a text box in which you can type the header text.
Character	Displays the Character dialog box.
Paragraph	Displays the Paragraph dialog box.
Clear	Removes the header text.

Tip: If you are printing 35mm slides, it is a good idea to clear the header and footer text so that you don't end up with headers and footers on your slides.

See also

Step by step
Adding headers or footers
Removing headers or footers

Command reference
Footer
Print

Using Compel manual
Chapter 11, "Printing"

High-Low-Close (chart view)
Chart menu

Formats the worksheet data as a high-low-close chart.

Options

Type   Sets the chart type.

Style   Specifies the chart style: close bars and hi-lo bars; hi-lo bars only; close bars only; close bars, hi-lo bars, and y-axis grid; hi-lo bars and y-axis grid; or close bars and y-axis grid.
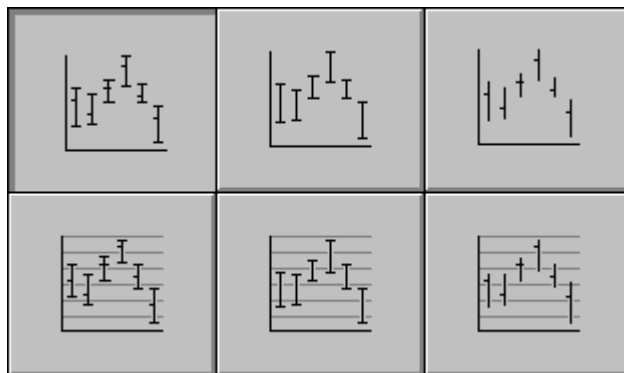
Show   Specifies whether legends or labels are displayed on the chart.
Apply   Formats the chart using the options you have chosen without closing the dialog box.
Options   Displays the following options:

Grids   Specifies that grid lines are drawn parallel to the x-axis or y-axis.

Statistics   Specifies that lines are drawn showing one or more of the following statistics: mean value, minimum and maximum values, standard deviation, or best fit linear regression. The interpretation of each number is listed alongside the statistical line.

Bars   Specifies how bars are represented in the chart:

 Close Bars.   Draws bars between close data points.

 Hi-low Bars.   Draws bars between the highest and lowest data points.

 Thick Bars.   Draws thick bars between the highest and lowest data points.

See also

Step by step
Choosing a chart type
Using Compel manual
Chapter 5, "Charts"

Hotwords

View menu

Shows hotwords in text by displaying a rectangle around each hotword on a slide.

If a slide's hotwords are the same color as the surrounding text, emphasizing the hotwords makes it much easier to work with them.

See also

Step by step
Creating a hotword
Viewing hotwords

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Hyperlink
Effects menu

Keyboard: Ctrl+H

Defines a link from one slide to: another in the same presentation, a slide in a different presentation, or another Windows application. An object must be selected to activate the link. If no object is selected, the Hyperlink command is dimmed on the menu.

An object can activate only one link. If an object already activates a hyperlink, applying a new link overrides the old link.

The following table lists all hyperlink options for all destinations. The destination you choose will use only a few of the options listed below.

Options

Destination   Specifies whether to link to another slide, another presentation, or a file in another application. Choosing None breaks an established link.

Details   Information varies depending on the selected Destination:

 Presentation File.   Specifies the presentation file to which you want to link. Clicking Select displays the Select Presentation dialog box.

 Slide Number and Title.   Specifies the title and number of the slide to which you want to link.

 Show in Separate Window.   When a link is activated during a slide show, Compel opens a separate window for the specified presentation.

 Application Name.   Specifies the application to which you want to link. Clicking Select displays the Select Application dialog box.

 Document Name.   Specifies that the application file open.

See also

Step by step
Hyperlinking to another presentation
Hyperlinking to another slide
Hyperlinking to another Windows application

Command reference
Slide Transitions

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Import submenu
File menu

Contains commands for importing graphics, media clips, color schemes, color palettes, and photo CDs.

See also

Step by step
Assigning a new color scheme to a template
Importing a clip library
Importing a color palette
Importing a color scheme
Importing graphics from other programs
Importing images from a photo CD

Command reference
Color Palette
Color Scheme
Graphic
Media Clips
Photo CD

Import Clips

Imports media clips from a clip library (.CPF) into the current presentation. To use the clips, you create a media link between an object or the slide and the media clip.

Options

Select Clips to Import	Lists all clips that can be imported from the selected clip library. Click a clip to import it.
Select All	Selects all clips in the list.
Play	Plays the selected clip.

See also

Step by step
Adding multimedia to a presentation
Editing a clip
Importing a clip library
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Import Data (chart view)
File menu

Tool bar:

Imports numeric data from a tab-delimited ASCII file (.TXT or .ASC) into the Compel <u>worksheet</u>.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension is .TXT.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Importing data from a file</u>

Using Compel manual
Chapter 5, "Charts"

Insert Column (chart view)
Worksheet menu

Tool bar:

Adds a new, empty column to the current <u>worksheet</u>. The column is inserted to the left of the currently selected column or <u>cell</u>.

See also

Step by step
<u>Adding rows or columns</u>

Using Compel manual
Chapter 5, "Charts"

Insert Object

Edit menu

Inserts graphics, data, or documents from other applications into Compel using Windows object linking and embedding (OLE) capabilities. The inserted <u>object</u> is linked to the application in which it was created. If you modify the object in its original application, Compel automatically reflects the changes that you made.

Option

Object Type	Displays the list of applications on your computer from which you can import objects into Compel. After an application is selected, the application starts up in another window.

See also

Step by step
<u>Creating an embedded object</u>

Command reference
<u>Edit Object</u>
<u>OLE Links</u>
<u>Paste Special</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Insert Row (chart view)

Worksheet menu

Tool bar:

Adds a new, empty row to the current <u>worksheet</u>. The row is inserted above the currently selected row or <u>cell</u>.

See also

Step by step
<u>Adding rows or columns</u>

Using Compel manual
Chapter 5, "Charts"

Italic

Style menu

    Keyboard: Ctrl+I

    Tool bar:

Formats the selected text, <u>text object</u>, or button as italic. If the selected text, text object, or button is already italic, the Italic command removes the italic formatting.

If nothing is selected, the italic formatting applies to text objects or buttons you subsequently create.

See also

Step by step
<u>Applying a type style</u>

Command reference
<u>Character</u>

Using Compel manual
Chapter 3, "Text"

Photo CD (Import)

File menu
Import submenu
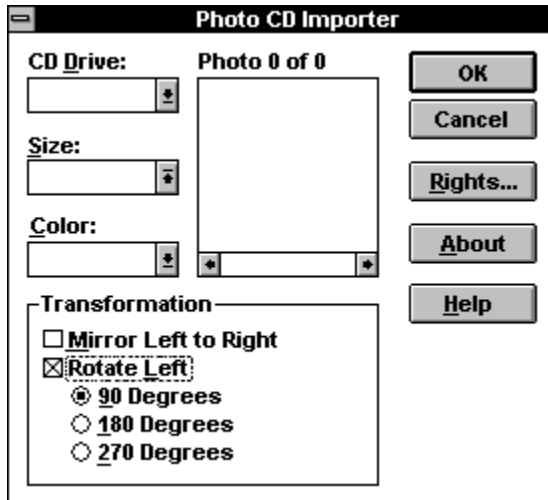
Imports a photograph from a photo CD and incorporates the photo into your presentation. The photo becomes an object in the Compel presentation file, which increases your presentation's file size. You can move the photo just like any object in Compel.

Options

CD Drives	Lists the available photo CD drives.
Size	Specifies the size, in pixels, at which Compel will import the photo into your presentation.
Color	Sets the number of colors the photo will use and whether the photo is grayscale or colored.
Photo # of #	Displays the photo. Use the scroll bar to display the photo you want.
Transformation	Mirror Left to Right. Reverses the photo, just like a mirror.
	Rotate Left. Rotates the photo 90, 180, or 270 degrees counter-clockwise.
Rights	Displays the image's copyright or patent information, if available.

See also

Step by step
Importing a color palette
Importing a color scheme
Importing images from photo CD
Moving objects

Using Compel manual
Appendix C, "Photo CD"

Label Disk

Specifies the name by which the CD or videodisc is referred to in the <u>Media Links</u>, <u>Slide Media Links</u>, or <u>Background Media Links</u> dialog box.

See also

Step by step
<u>Playing a CD audio clip automatically</u>
<u>Playing a CD audio clip interactively</u>
<u>Playing a videodisc clip automatically</u>
<u>Playing a videodisc clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Large Thumbnails (slide sorter view)

View menu

Tool bar:

Magnifies the thumbnails shown in <u>slide sorter view</u> to the largest thumbnail size.

Step by step
<u>Rearranging slides</u>

Command reference
<u>Medium Thumbnails</u>
<u>Small Thumbnails</u>

Last (slide)

Slide menu

Keyboard: Ctrl+Down Arrow

Displays the last <u>slide</u> in the current <u>presentation</u>. Choosing Last when the last slide is displayed has no effect.

See also

Step by step
<u>Moving through a presentation</u>

Command reference
<u>First</u>
<u>Next</u>
<u>Previous</u>

Learning Compel

Help menu

Starts Compel's tutorial, "Up & Running with Compel," which explains Compel's terminology and capabilities.

Line (chart view)
Chart menu

Formats the worksheet data as a line chart.

Options

Type	Sets the chart type.
Style	Specifies the chart style: area with simple connecting lines, area with simple connecting lines and marker symbols, area with marker symbols, area with simple connecting lines and log of y-axis, area with marker symbols and log of y-axis, area with marker symbols and x-grid and y-grid.

Show   Specifies whether legends or labels are displayed on the chart.
Apply   Formats the chart using the options you have chosen without closing the dialog box.
Options Displays the following options:

Grids	Specifies that grid lines are drawn parallel to the x-axis or y-axis.
Statistics	Specifies that lines are drawn showing one or more of the following statistics: mean value, minimum and maximum values, standard deviation, or best fit linear regression. The interpretation of each number is listed alongside the statistical line.
Connecting Lines	Specifies the style of line used to connect data points in the chart.

 None. Indicates no connecting lines are used.

 Simple. Draws plain, thin lines.

 Patterned. Draws dashed lines.

 Thick. Draws thick lines.

Vertical Sticks	Specifies that vertical sticks are drawn from the x-axis to each data point.
Marker Symbols	Specifies that a data series symbol is drawn at each data point.
Log Y-Axis	Specifies data is displayed on a logarithmic y-axis.

See also

Step by step
Choosing a chart type

Using Compel manual
Chapter 5, "Charts"

Line (Palette)

View menu
Palettes submenu

Tool bar:

Displays the line palette, which contains line styles you can apply to a selected graphic object.

If no graphic object is selected, the line style applies to all subsequently drawn objects.

Tip: To quickly display the line palette, double-click the line , arc

, angled line

, or curve

tool on the tool palette.

See also

Step by step
Displaying or hiding Compel screen elements
Formatting a callout

Command reference
Palettes

Using Compel manual
Chapter 2, "Presentation Basics"

Line Ends (Palette)

View menu
Palettes submenu

Tool bar:
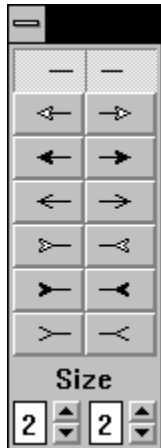
Changes the line ends of the selected line, angled line, curved line, callout, or arc to the type you select. The Line Ends palette displays a gallery of arrowheads that can be applied to the starting or ending positions of the selected lines.

If nothing is selected, any changes affect subsequently created line objects.

See also

Step by step
Displaying or hiding Compel screen elements
Formatting a callout

Command reference
Palettes

Using Compel manual
Chapter 2, "Presentation Basics"

Load Animation File

Imports an animation file. Compel can support all MCI (Media Control Interface) animation drivers.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
File Information	Lists the file's size, date, and time of last update.
List Files of Type	Indicates the default file extension.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Editing a clip
Importing a clip library
Playing an animation clip automatically
Playing an animation clip interactively
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Load Digital Video File

Imports a digital video file. Compel can support all MCI (Media Control Interface) animation drivers.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
File Information	Lists the file's size, date, and time of last update.
List Files of Type	Indicates the default file extension.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Editing a clip
Importing a clip library
Playing a digital video clip automatically
Playing a digital video clip interactively
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Load MIDI File

Imports a MIDI sound file.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
File Information	Lists the file's size, date, and time of last update.
List Files of Type	Indicates the default file extension.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Editing a clip
Importing a clip library
Playing a MIDI clip automatically
Playing a MIDI clip interactively
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Load Wave Audio File

Imports a <u>wave audio</u> sound file.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
File Information	Lists the file's size, date, and time of last update.
List Files of Type	Indicates the default file extension is .WAV.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Editing a clip</u>
<u>Importing a clip library</u>
<u>Playing a wave audio clip automatically</u>
<u>Playing a wave audio clip interactively</u>
<u>Removing a clip</u>
<u>Troubleshooting multimedia</u>

Command reference
<u>Background Media Links</u>
<u>Media Links</u>
<u>Slide Media Links</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Locate File

Locates media files that Compel cannot link to. If, for example, you move linked sounds to another directory, compel cannot automatically link to them until you identify the new location.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
File Information	Lists the file's size, date, and time of last update.
List Files of Type	Indicates the default file extension for the selected file format.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Troubleshooting multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Main Bullets (slide style)

Slide menu
Add submenu

Adds a new <u>slide</u> with a title and three <u>main bullets</u>. The new slide is added after the current slide.

The new slide is formatted with the current <u>template</u>.

See also

Step by step
<u>Adding slides to a presentation</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Main Bullets (Autobuild)

Slide menu
Autobuild submenu

Automatically creates new <u>slides</u> using only the first or main <u>bullet</u> level on the current slide.

The main bullets appear as titles on the new slides. If there are any <u>subordinate bullets</u> on the <u>source slide</u>, these appear as bullets on the appropriate new slides.

For an onscreen <u>slide show</u>, Compel creates a two way <u>link</u> between the bullets on the source slide and the titles on the new slides. For example, if you select a bullet on the main slide, you automatically move to the new slide that's based on that bullet. If you select the new slide's title, Compel returns you to the main slide.

See also

Step by step
<u>Automating slide building</u>

Command reference
<u>All Bullets</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Maximize
Control menu

Enlarges the Compel window to its largest size.

Tip: As a shortcut, press located at the right end of the title bar in the Compel window.

Media Clips (Export)

File menu
Export submenu

Exports media clips to a clip library (.CPF) that can be used in another presentation.

Options

Select Clips to Export	Lists all clips that have been imported or created in the current presentation. Click a clip to export it.
Select All	Selects all clips in the presentation for export.
Play	Plays the selected clip.

See also

Step by step
Adding multimedia to a presentation
Editing a clip
Importing a clip library
Removing a clip
Saving clips to a clip library
Troubleshooting multimedia

Command reference
Background Media Links
Media Clips (Import)
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Media Clips (Import)

File menu
Import submenu

Imports a clip library from which you can select multimedia clips to play during a slide show.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
File Information	Lists the file's size, date, and time of last update.
List Files of Type	Indicates the default file extension is .CPF.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Adding multimedia to a presentation
Editing a clip
Importing a clip library
Importing a clip library
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Clips (Export)
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Media Links
Effects menu

Keyboard: Ctrl+M

Associates a special effect with a particular <u>object</u> on a <u>slide</u> . For example, if you want a sound effect to accompany the display of a <u>bullet</u>, you define a media link between the bullet and the sound effect you want.

Options

Trigger Event Specifies what event triggers the special effect.

Action   Specifies what occurs when the special effect is triggered. Click an Action below to see the Action Details and Action Options.

 Do Nothing.   This is the default action.

 <u>Activate OLE</u>.

 <u>Play Compel Animation</u>.

 <u>Play Recording</u>.

 <u>Play Wave Audio</u>.

 <u>Play MIDI</u>.

 <u>Play CD Audio</u>.

 <u>Play Animation</u>.

 <u>Play Videodisc</u>.

 <u>Play Digital Video</u>.

 <u>Stop Recording</u>.

 <u>Stop Wave Audio</u>.

 <u>Stop MIDI</u>.

 <u>Stop CD Audio</u>.

 <u>Stop Animation</u>.

 <u>Stop Videodisc</u>.

 <u>Stop Digital Video</u>.

 <u>Stop All Media Devices</u>.

Define   Applies the current settings to the selected object without closing the dialog box. A checkmark appears next to the selected Trigger Event.

Play   Previews the special effect or plays the multimedia effect.

Options   Displays additional options for the selected Action. Click an Action above to see the Action Options.

See also

Step by step
Adding multimedia to a presentation
Editing a clip
Importing a clip library
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Slide Media Links

What is Compel?
Using special effects and multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

THE NEXT 16 TOPICS ("Activate OLE" THROUGH "Stop All Media Devices") ARE GOING TO BE USED AS POP-UPS IN THE "MEDIA LINKS," "SLIDE MEDIA LINKS," and "BACKGROUND MEDIA LINKS" dialog box DESCRIPTIONS. THEY SHOULD NOT BE ADDED TO THE SUBINDEX.

THESE 16 TOPICS ARE FORMATTED LIKE THE GLOSSARY TEXT. THEY'RE POP-UPS, NOT JUMPS.

Activate OLE

Action Details.   Lists OLE objects on the slide or current background to which you can link.

Action Options.   Lists what you can do to an OLE object.

See also

Step by step
Using linked or embedded objects in a slide show

Using Compel manual
Chapter 10, "Using Information from Another Application"

Play Compel Animation

Action Details.   Lists Compel animations that you have created on the current slide or background. The name that appears is the name you typed in the <u>Animation</u> dialog box.

See also

Step by step
<u>Playing a chain of Compel animations</u>
<u>Playing a Compel animation automatically</u>
<u>Playing a Compel animation interactively</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Play Recording

Action Details.   Displays controls similar to a cassette recorder's controls.

   Record.   Records the sound you are making through a microphone.

   Play.   Plays the sound you have recorded.

   Stop.   Stops playing or recording the sound.

   Length.   Displays the current size of the recorded file in milliseconds.

Action Options.   Allows you to specify that the sound completely finish before continuing the presentation.

See also

Step by step
Playing a recording automatically
Playing a recording interactively

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Play Wave Audio

Action Details.   Displays the clips you have imported.

New.   Displays the <u>Load Wave Audio File</u> dialog box from which you can import a new wave audio file.

Edit.   Displays the <u>Wave Audio Clip</u> dialog box from which you can fine-tune the clip.

Duplicate.   Makes a copy of the sound, then displays the Wave Audio Clip dialog box so you can name it.

Delete.   Removes the selected wave audio clip from the current presentation file. All links to the clip are broken.

Action Options. Lists the options for playing the clip.

Play.   Specifies that the clip plays once, continuously, or a specific number of times.

Finish Before Continuing.   Specifies that the clip finish before continuing the presentation. Example: Finishes clip before showing the next bullet.

If unchecked, presentation continues as clip plays. Example: Continues showing bullets as the clip plays.

See also

Step by step
<u>Playing a wave audio clip automatically</u>
<u>Playing a wave audio clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Play MIDI

Action Details.   Displays the clips you have imported.

New.   Displays the <u>Load MIDI File</u> dialog box from which you can import a new MIDI file.

Edit.   Displays the <u>MIDI Clip</u> dialog box from which you can fine-tune the sound.

Duplicate.   Makes a copy of the sound, then displays the MIDI Clip dialog box.

Delete.   Removes the selected MIDI clip from the current presentation file. All links to the clip are broken.

Action Options. Lists the options for playing the clip.

Play.   Specifies that the clip play once,   continuously, or a specific number of times.

Finish Before Continuing.   Specifies that the clip finish before continuing the presentation. Example: Finishes clip before showing the next bullet.

   If unchecked, presentation continues as clip plays. Example: Continues showing bullets as the clip plays.

See also

Step by step
<u>Playing a MIDI clip automatically</u>
<u>Playing a MIDI clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Play CD Audio

Action Details.   Displays the clips you have imported.

New.   Displays the <u>Label Disk</u> dialog box in which you type a label for the CD.

Edit.   Displays the CD Audio Clip dialog box from which you can create a clip.

Duplicate.   Makes a copy of the sound, then displays the CD Audio Clip dialog box.

Delete.   Removes the selected CD audio clip from the current presentation file. All links to the clip are broken.

Action Options. Lists the options for playing the clip.

Play.   Specifies that the clip play once,   continuously, or a specific number of times.

Finish Before Continuing.   Specifies that the clip finish before continuing the presentation. Example: Finishes clip before showing the next bullet.
If unchecked, presentation continues as clip plays. Example: Continues showing bullets as the clip plays.

See also

Step by step
<u>Playing a CD audio clip automatically</u>
<u>Playing a CD audio clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Play Animation

Action Details. Displays the clips you have imported.

New.   Displays the Load Animation File dialog box to import a file.

Edit.   Displays the Animation Clip dialog box to edit clip.

Duplicate.   Copies clip. Displays the Animation Clip dialog box.

Delete.   Removes the selected clip from the presentation file.

Viewer.   Displays any viewer objects that have been created. The Create Viewer button creates a viewer object for you.

Action Options. Lists the options for playing the clip.

Play.   Specifies that the clip play once,   continuously, or a specific number of times.

Finish Before Continuing.   Specifies that the clip finish before continuing the presentation. Example: Finishes clip before showing the next bullet.

If unchecked, presentation continues as clip plays. Example: Continues showing bullets as the clip plays.

Clip to Viewer. If checked, crops the clip to fit within the viewer object. If unchecked, plays the clip at actual size.

See also

Step by step: Playing an animation clip automatically
Playing an animation clip interactively

Using Compel: Chapter 9, "Sound, Video, and Animation"

Play Videodisc

Action Details. Displays the clips you have imported.

 New.   Displays the <u>Label Disk</u> dialog box to label the videodisc.

 Edit.   Displays the Videodisc Clip dialog box to edit clip.

 Duplicate. Copies clip. Displays the <u>Videodisc Clip</u> dialog box.

 Delete.   Removes the selected clip from the presentation.

 Viewer.   Displays any <u>viewer objects</u> that have been created. The Create Viewer button creates a viewer object for you.

Action Options. Lists the options for playing the clip.

 Play.   Specifies that the clip play once, continuously, or a specific number of times.

 Display.   Scales or centers clip in the <u>viewer object</u>.

 Finish Before Continuing.   Specifies that the clip finish before continuing the presentation. Example: Finishes clip before showing the next bullet.

   If unchecked, presentation continues as clip plays. Example: Continues showing bullets as the clip plays.

 Clip to Viewer. If checked, crops the clip to fit within the viewer object. If unchecked, plays the clip at actual size.

See also

   Step by step: <u>Playing a videodisc clip automatically</u>
               <u>Playing a videodisc clip interactively</u>

   Using Compel: Chapter 9, "Sound, Video, and Animation"

Play Digital Video

Action Details. Displays the clips you have imported.

New.   Displays the <u>Load Digital Video File</u> dialog box to import a file.

Edit.   Displays the <u>Digital Video Clip</u> dialog box to edit clip.

Duplicate.   Copies clip. Displays the Digital Video Clip dialog box.

Delete.   Removes the selected clip from the presentation file.

Viewer.   Displays any <u>viewer objects</u> that have been created. The Create Viewer button creates a viewer object for you.

Video Capture.   Displays a program for creating a digital video file. If you do not own a video capture program, you cannot create digital video files.

Action Options. Lists the options for playing the clip.

Play.   Specifies that the clip play once,   continuously, or a specific number of times.

Display.   Scales or centers clip in the <u>viewer object</u>.

Finish Before Continuing.   Specifies that the clip finish before continuing the presentation. Example: Finishes clip before showing the next bullet.

If unchecked, presentation continues as clip plays. Example: Continues showing bullets as the clip plays.

Clip to Viewer. If checked, crops the clip to fit within the viewer object. If unchecked, plays the clip at actual size.

See also

Step by step: <u>Playing a digital video clip automatically</u>
<u>Playing a digital video clip interactively</u>

Using Compel: Chapter 9, "Sound, Video, and Animation"

Stop Recording

Stops the recorded sound that is playing during a <u>slide show</u>.

Step by step
<u>Playing a recording automatically</u>
<u>Playing a recording interactively</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Stop Wave Audio

Stops the wave audio clip that is playing during a <u>slide show</u>.

See also

Step by step
<u>Playing a wave audio clip automatically</u>
<u>Playing a wave audio clip interactively</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Stop MIDI

Stops the MIDI clip that is playing during a <u>slide show</u>.

See also

Step by step
<u>Playing a MIDI clip automatically</u>
<u>Playing a MIDI clip interactively</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Stop CD Audio

Stops the CD audio clip that is playing during a <u>slide show</u>.

Stop Animation

Stops the animation clip that is playing during a <u>slide show</u>.

See also

Step by step
<u>Playing an animation clip automatically</u>
<u>Playing an animation clip interactively</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Stop Videodisc

Stops the videodisc clip that is playing during a <u>slide show</u>.

See also

Step by step
<u>Playing a videodisc clip automatically</u>
<u>Playing a videodisc clip interactively</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Stop Digital Video

Stops the digital video clip that is playing during a <u>slide show</u>.

Stop All Media Devices

Stops all media devices from playing during a <u>slide show</u>. Media devices include: wave audio clips, MIDI clips, CD audio clips, animation clips, videodisc clips, or digital video clips.

See also

Step by step
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Medium Thumbnails (slide sorter view)

View menu

Tool bar:

Displays the thumbnails shown in <u>slide sorter view</u> in the medium thumbnail size.

See also

Step by step
<u>Rearranging slides</u>

Command reference
<u>Large Thumbnails</u>
<u>Small Thumbnails</u>

MIDI Clip

Displays controls for creating a MIDI <u>clip</u>.

Options

Source   Displays the MIDI file's name and length in milliseconds.

Clip   Displays the clip's current settings.

   Name.   Displays the clip's name.

   Beginning.   Displays the clip's beginning point. The plus and minus buttons increase or decrease the clip's starting position, and the Set button sets the starting position to the current setting of the Position slider.

   End.   Displays the clip's ending position. The plus and minus buttons increase or decrease the clip's ending position, and the Set button sets the ending position to the current setting of the Position slider.

   Test.   Beg plays the first second of the clip. Play plays the defined clip. End plays the last second of the clip.

Device Control   Displays controls you can use to create the clip you want.

   Position.   Shows numerically and visually whether the sound is at the beginning or end.

   Play.   Plays the sound clip.

   Start.   Returns the Position slider to the beginning.

   End.   Sends the Position slider to the end.

   Pause.   Pauses the sound when it is playing.

      Stop.   Stops a sound when it is playing.

See also

Step by step
<u>Editing a clip</u>
<u>Importing a clip library</u>
<u>Playing a MIDI clip automatically</u>
<u>Playing a MIDI clip interactively</u>
<u>Removing a clip</u>
<u>Troubleshooting multimedia</u>

Command reference
<u>Background Media Links</u>
<u>Media Links</u>
<u>Slide Media Links</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Minimize
Control menu

Shrinks the Compel window to an icon at the bottom of the screen.

Tip: As a shortcut, press located at the right end of the title bar in the Compel window.

Move
Control menu

Displays a four-headed arrow. You can move the Compel window or the dialog box using the arrow keys. This command is not available when the Compel window is maximized.

Navigation Panel

◀   1 of 1   ▶

Displays the navigation panel, which shows the current slide number and how many slides are in the presentation. Example: 5 of 15. You can use it to display the next slide, the previous slide, or a specific slide.

Press ◀ to go to the previous <u>slide</u>. Press

▶ to go to the next slide.

Press the slide number button to go to a specific slide.

See also

Step by step
<u>Displaying or hiding Compel screen elements</u>

Using Compel manual
Chapter 2, "Presentation Basics"

New

File menu

Keyboard: Ctrl+N

Creates a new <u>presentation</u> that is formatted with the default startup template.

If another presentation is open in the active Compel window, Compel closes the open presentation before creating a new one. If the open presentation has unsaved changes, Compel asks whether the changes should be saved.

See also

Step by step
<u>Changing the default startup template</u>

Next (slide)

Slide menu

Keyboard: Ctrl+Right Arrow

Navigation panel: ▶

Displays the next <u>slide</u> in the current <u>presentation</u>. When the last slide in the presentation is displayed, choosing Next displays the first slide in the presentation.

See also

Step by step
<u>Moving through a presentation</u>

Command reference
<u>First</u>
<u>Last</u>
<u>Previous</u>

Edit Object

Edit menu

Allows editing of linked or embedded <u>objects</u> that have been created in another application by starting the object's application.

The menu command name changes to show the source of the object.

See also

Step by step
<u>Editing a linked object</u>
<u>Editing an embedded object</u>

Command reference
<u>Insert Object</u>
<u>OLE Links</u>
<u>Paste Special</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

OLE Links

Edit menu

Links				
Microsoft Excel Worksheet	Sheet1	R1C1	Auto	

Update: ● **Automatic** ○ **Manual**

[Update Now] [Cancel Link] [Change Link...]

[OK] [Cancel] [Help]
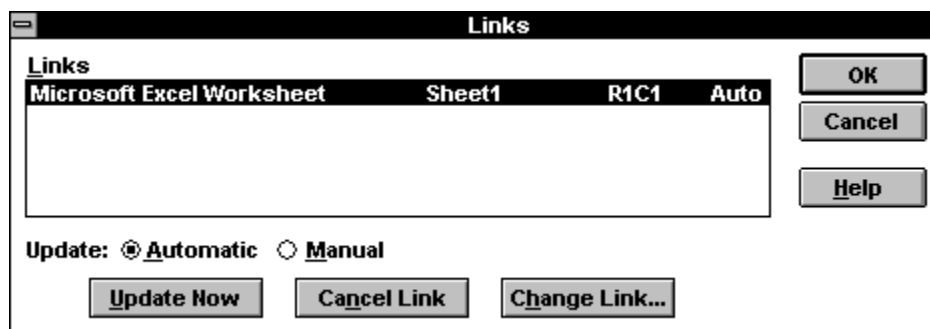
Edits the links between objects and their source applications.

Options

Links	Specifies the link to edit.
Update	Specifies whether the selected link updates automatically or manually.
Update Now	Specifies whether the selected link updates immediately.
Cancel Link	Breaks the link between the linked object within Compel and the object's original application.
Change Link	Changes the link to a link with another file, another part of a file, or another application.

See also

Step by step
Breaking a link
Reconnecting broken links
Updating links

Command reference
Edit Object
Insert Object
Paste Special

Using Compel manual
Chapter 10, "Using Information from Another Application"

OLE Style
Style menu

Keyboard: Ctrl+Y

Displays attributes for the selected linked or embedded object and is available only when a linked or embedded object is selected.

Options

OLE Name	Specifies the name by which the object is referred to in the <u>Media Links</u>, <u>Slide Media Links</u>, or <u>Background Media Links</u> dialog box.
Type	Specifies whether the object is linked, embedded, or static.
Class	Specifies the application from which the object originated.
Source	Lists the drive, directory, and file to which a linked object is connected. (Option applies only to linked objects.)
Item	Displays additional information about the linked or embedded object.
Transparent	Makes the linked or embedded object transparent. For some linked and embedded objects, this option has no effect.
Track size	Specifies that the object stay at the size at which it was originally created.
Update Option	Specifies whether the selected link updates automatically or manually.
Change Source	Displays the <u>Change Source</u> dialog box in which you can change the file, directory, or drive to which the object is linked.
Update Now	Updates the linked object with any changes that have been made to the source file. (Option applies only to linked objects.)

See also

Step by step
<u>Breaking links</u>
<u>Editing a linked object</u>
<u>Reconnecting broken links</u>
<u>Updating links</u>

Using Compel manual
Chapter 10 "Using Information from Another Application"

Open
File menu

Keyboard: Ctrl+O

Opens an existing <u>presentation</u>.

If you select the Open command while another Compel presentation is open, Compel closes the active presentation before opening another one. If the active presentation has unsaved changes, Compel asks whether the changes should be saved.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension is .CPL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Naming and saving your presentation</u>
<u>Opening a most recently used file</u>
<u>Quitting Compel</u>
<u>Windows basics for Compel</u>

Open (sound file)

Sets the sound that will be played either as a startup or shutdown sound. You can use MIDI or wave audio files.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Customizing Compel

Using Compel manual
Appendix B, "Startup Preferences"

Open Presentation (slide show view)

Control menu

Keyboard: Ctrl+O

Opens an existing <u>presentation</u> directly in <u>slide show view</u>.

This command is available only during a slide show. If you are showing a full screen slide show, press Alt+Spacebar to pull down the <u>Control menu</u>.

See also

Step by step
<u>Showing your slide show</u>

Command reference
<u>Slide Show</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Other (slide styles)
Slide menu
Add submenu

Provides a list of <u>slides styles</u> that can be inserted into the <u>presentation</u> as new slides.

A new slide is formatted with the current <u>template</u>.

Options

Current   Previews the selected <u>slide style</u>.

Styles   Lists all of the available slide styles:

 Basic.   Creates a new slide with a title.

 Blank.   Creates a new, blank slide.

 Bullets and Chart.   Creates a new slide with a title, three <u>main bullets</u>, and a <u>chart</u> placeholder.

 Bullets and Graphic.   Creates a new slide with a title, three <u>main bullets</u>, and a graphic <u>placeholder</u>.

 Chart.   Creates a new slide with a title and a chart placeholder.

 Four Charts.   Creates a new slide with a title and four chart placeholders.

 Graphic.   Creates a new slide with a title and a graphic placeholder.

 Main and Sub bullets.   Creates a new slide with a title, three <u>main bullets</u>, and a <u>subordinate bullet</u> under each main bullet.

 Main Bullets.   Creates a new slide with a title and three <u>main bullets</u>.

 Title.   Creates a new slide with a main title.

 Two Charts.   Creates a new slide with a title and two chart placeholders.

Preview   Displays a small picture of the selected slide style.

See also

Step by step
<u>Adding slides to a presentation</u>

What is Compel?
<u>What is a slide style?</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Package (Save As)

Sets the drive, directory, and name for the presentation you are packaging using the Package Presentation command on the Tools menu.

Options

File Name	Specifies the name for the packaged presentation.
Save File as Type	Indicates the packaged presentation's extension is .PKG.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Copying a presentation
Sharing Compel files with others

Using Compel manual
Chapter 12, "Finishing Touches"

Package Presentation

Packages your <u>presentation</u> file and <u>media</u> to a location you specify. If you are moving a presentation from one computer to another, Package Presentation ensures that you have everything you need in one package file.

Note: This command does not copy other applications. If your presentation contains linked objects, or hyperlinks to other programs, when you move your presentation to the new location, use the <u>Check Media Links</u> command on the Tools menu to reconnect these links.

Options

Package As	One Compel Package File. Packages the files selected in Package Contents, describe below, and compress them into one Compel Package File with the extension .PKG. If you are packaging a large presentation file on several floppy disks, Compel can split the packaged file among multiple disks.
Separate Files in a New Location	Copies the files selected in Package Contents, described below, to a new location, without compressing them. The new location must be adequate in size to hold all of the separate files. Compel cannot split these files between multiple disks.
Package Destination	Specifies the drive, directory, and file name for the package file, and displays the amount of disk space available.
Package Contents	Specifies what to include in the package file, or if you have selected Separate Files in a New Location, specifies what files to copy: Compel's runtime version called Compel Show, the media files, and the Compel Unpackage File. Displays the amount of disk space required. To select the media files to be packaged, click <u>Select Media Files</u>.

See also

Step by step
<u>Copying a presentation</u>
<u>Sharing Compel files with others</u>

What is Compel?
<u>Distributing a presentation</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Palettes submenu

View menu

Displays or hides Compel's palettes.

See also

Command reference
Color
Line
Line Ends
Pattern
Polygon
Recorder
Tool

Using Compel manual
Chapter 2, "Presentation Basics"

Paragraph

Formats the selected text's justification, spacing, margins, and tabs.

Options

Justification	Specifies text alignment as either left, right, justified, or centered.
Spacing	Specifies text spacing between lines as single, one and a half, or double.
Margins	Specifies the left and right margins for text and the first line indent.
Tabs	Specifies tab alignment as either left or decimal and sets the interval between tab stops. The interval is specified as a decimal value. The unit of measure is specified in the Startup Preferences dialog box.
Apply	Formats the selected text using the options you have chosen without closing the dialog box.

See also

Command reference
Character

Using Compel manual
Chapter 11, "Printing"

Paste

Edit menu

Keyboard: Ctrl+V

Tool bar:

Pastes the contents of the Windows Clipboard into the current <u>presentation</u>. You can paste <u>objects</u> that were created in Compel or other Microsoft Windows applications with compatible formats. If the Windows Clipboard is empty or its contents cannot be pasted, the Paste command is dimmed on the menu.

Supported paste operations

Text	Anywhere in a <u>bullet</u>, title, <u>text box</u>, or <u>callout</u>. The text from the Windows Clipboard is inserted at the <u>insertion point</u> or replaces selected text. If the insertion point is not in a bullet, title, text box, or callout, Paste is dimmed.
Graphic	Anywhere except in a bullet, title, text box, or callout. For details about graphics that can be used in Compel, see <u>Graphic (Import)</u>.
Compel object	Anywhere except in a bullet, title, text box, or callout. The object is pasted in the same place it occupied on the original slide.
Compel <u>slide</u>	Anywhere in a presentation. The slide from the Windows Clipboard is inserted after the currently displayed slide.
	If the template of the pasted slide is not already in the presentation, you can add the pasted slide and its template to the presentation or reformat the slide with the presentation's template.

See also

Step by step
<u>Cutting, copying, and pasting data</u>
<u>Duplicating, cutting, copying, and pasting objects</u>
<u>Importing data using Copy and Paste</u>
<u>Pasting text</u>

Command reference
<u>Copy</u>
<u>Cut</u>
<u>Delete</u>
<u>Paste as Bullet</u>
<u>Undo</u>

Using Compel manual
Chapter 4, "Graphics"

Paste as Bullet

Edit menu

Pastes any Compel <u>object</u> or imported graphic on the Windows clipboard as a custom <u>bullet graphic</u>.

Options

Apply To	Applies the new bullet graphic to: only selected bullet(s), all bullets on the current <u>slide</u>, all bullets in the current <u>template</u>, or all bullets in the <u>presentation</u>.
Paste Graphic For	Pastes a bullet graphic for: <u>main bullets</u>, <u>subordinate bullets</u>, or both main and subordinate bullets.
Scale Graphic	When checked, Compel automatically scales the graphic to the appropriate size for the <u>template</u>. When unchecked, the bullet graphic is pasted at its actual size.

See also

Step by step
<u>Changing the bullet graphic using your own graphic</u>

Command reference
<u>Copy</u>
<u>Cut</u>
<u>Delete</u>
<u>Paste</u>
<u>Undo</u>

Using Compel manual
Chapter 3, "Text"

Paste Special
Edit menu

Allows you to insert graphics, data, or documents from other Windows applications into a Compel presentation. An object inserted using the Paste Special command is linked to the application in which it was created.

Options

Source	Specifies the application in which the object was created.
Data Type	Specifies the formats available for the selected information.
Paste	Pastes the object into Compel as a static object.
Paste Link	Pastes the object into Compel as a linked object.

See also

Step by step
Embedding an existing object
Linking an object

Command reference
Edit Object
Insert Object
OLE Links
Paste

Using Compel manual
Chapter 10, "Using Information from Another Application"

Pattern (Palette)

View menu
Palettes submenu
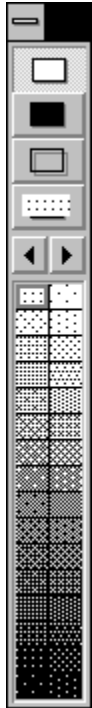
Tool bar:

Displays the pattern palette, which contains 128 patterns for filling objects drawn in Compel, such as rectangles and ellipses, or for filling the background.

Tip: The pattern palette can be displayed by double-clicking the ellipse, irregular polygon, pie, rectangle, or rounded rectangle tool on the tool palette.

See also

Step by step
Changing chart colors and patterns
Changing the background pattern
Displaying or hiding Compel screen elements
Filling objects with a pattern or gradient
Removing patterns from objects

Command reference
Palettes submenu

Using Compel manual
Chapter 2, "Presentation Basics"

Pause Slide Show (slide show view)

Control menu

Keyboard: F2

Pauses a slide show.

This command is only available during a slide show. If you are showing a full screen slide show, press Alt+Spacebar to pull down the Control menu.

See also

Step by step
Showing your slide show

Using Compel manual
Chapter 12, "Finishing Touches"

Pie (chart view)
Chart menu

Formats the <u>worksheet</u> data as a pie <u>chart</u>. Pie charts show relative proportions of the parts to the whole for a single <u>data series</u>.

<u>**Options**</u>
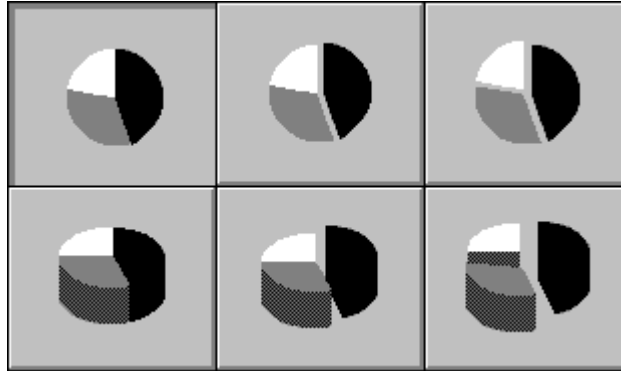
Type	Sets the chart type.
Style	Specifies the chart style:

Show Specifies whether legends or labels are displayed on the chart.
Apply Formats the chart using the options you have chosen without closing the dialog box.
Options Displays the following options:

Pie labels	Specifies how to label the pie chart. Show Labels must be checked to enable the labeling options.

 Categories.   Labels the pie slices with category labels.

 Magnitude.   Labels the pie slices with the data value.

 Percentile.   Labels the pie slices with their relative percentile value.

Exploded   Specifies how exploded pie charts are drawn:

 Explicit.   Draws the pie chart with all slices together.

 Largest.   Draws the pie with its largest slice separated from the pie.

 All.   Draws the pie with all its slices separated.

3D pie	Draws a three-dimensional data series in a pie chart.
Shade sides	Draws a three-dimensional pie chart with its sides shaded.
Connect Slices and Labels	Draws lines from the pie slices to their corresponding labels.

<u>**See also**</u>

Step by step
<u>Choosing a chart type</u>

Using Compel manual
Chapter 5, "Charts"

Point & Click

Help menu

> **Keyboard:** Shift+F1

Changes the selection arrow to a question mark. Click any <u>object</u> on the screen with the question mark to display online Help for that object.

For help about a particular object, <u>right-click</u> the object, then choose ![?] from the <u>tool bar</u>.

See also

Step by step
<u>How to use Help</u>

Polygon (Palette)

View menu
Palettes submenu

Displays the polygon palette, which specifies the number of sides for a polygon <u>object</u>. A number can be typed directly in the edit box, or the arrow buttons can be clicked to increase or decrease the number.

The number of sides of an existing polygon cannot be changed. The shape of a polygon can be changed, however, using the <u>Reshape</u> command.

Tip: To quickly display the polygon palette, double-click the polygon tool.

See also

Step by step
<u>Displaying or hiding Compel screen elements</u>
<u>Drawing regular polygons</u>

Command reference
<u>Palettes submenu</u>

Presentation Setup

File menu

Sets the target output device, orientation, and size for the presentation you are creating. Also specifies the presentation caption and whether the caption is displayed.

Options

Target Output Device	Specifies whether the presentation will be shown on a computer screen, or printed as overheads, 35mm slides, or at a custom size.
Size	Specifies the size of your slide based on the output device you have selected.
Orientation	Specifies the slide orientation as portrait or landscape.
Show Title Bar	Specifies whether the title bar shows when you show your presentation on a computer screen.
Title	Specifies the presentation caption that appears in the title bar.

See also

Step by step
Choosing the presentation format
Showing your slide show

Command reference
Print
Slide Show

Previous (slide)

Slide menu

Keyboard: Ctrl+Left Arrow

Navigation Panel:

Displays the <u>slide</u> that precedes the current slide in a <u>presentation</u>. When the first slide in a presentation is displayed, choosing Previous displays the last slide in the presentation.

See also

Step by step
<u>Moving through a presentation</u>

Command reference
<u>First</u>
<u>Last</u>
<u>Next</u>

Print
File menu

Keyboard: Ctrl+P
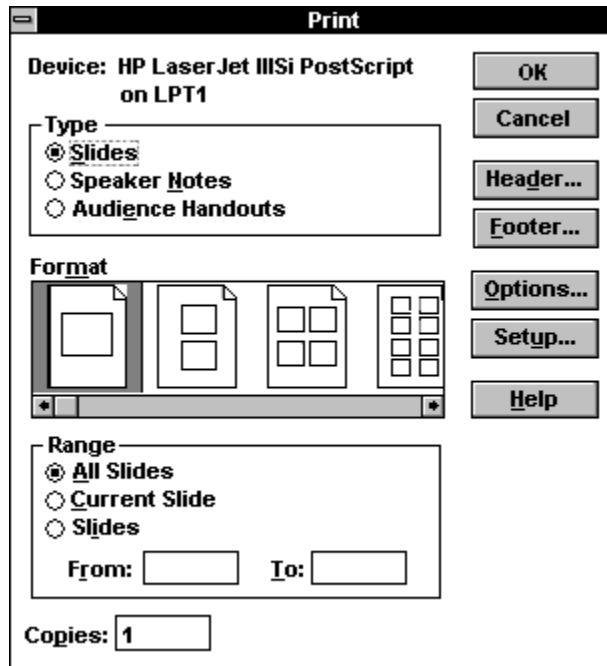
Prints slides, speaker notes, and audience handouts from the current presentation.

Options

Device	Displays the current printer or output device and the connected port.
Type	Specifies the format in which the presentation will print: slides, speaker notes, or audience handouts.
Format	Specifies how many slides are printed on a page.
Range	Specifies the portion of the slides to be printed: all, just the current slide, or a designated range.
Copies	Specifies the number of copies to print.
Header	Displays the Header dialog box.
Footer	Displays the Footer dialog box.
Options	Displays the Print Options dialog box.
Setup	Displays the Print Setup dialog box.

See also

Step by step
Printing a draft of the presentation
Printing audience handouts
Printing overhead transparencies
Printing speaker notes
Printing to a file

Using Compel manual
Chapter 11, "Printing"

Print Options

Specifies the print margins and graphic options.

Options

Margins   Specifies the margins used when you print the <u>slides</u>.

 Print Actual Size. Prints using the margins specified in the <u>Presentation Setup</u> dialog box.

 Scale To Fit Printer Margins. Prints the slide as large as the printer allows, while still keeping the slide's proportions the same.

 Scale To Fit Custom Margins. Prints using margins that you specify.

Graphic Options   Prints a draft of your <u>presentation</u>.

 Print Placeholders. Prints viewer objects, graphic placeholders, chart placeholders, and, if displayed, the bullet area.

 Print Gradients. Prints without the <u>background</u> or object gradient.

 Print Outlines Only. Prints <u>objects</u> drawn in Compel with the existing line color and white fill color.

See also

Step by step
<u>Setting the printing margins</u>

Command reference
<u>Print</u>
<u>Print Setup</u>

Using Compel manual
Chapter 11, "Printing"

Print Setup
File menu

Displays the available printers and their assigned ports.

Options

Printer   Lists the available printers and their assigned ports.

Setup   Displays the printer-specific dialog box for setting printer options.

Tip: If a printer you want to use is not displayed, or if the assigned port is incorrect, you need to change the printer information through the Windows Control Panel. For information about setting up a printer, see Microsoft Windows User's Guide.

See also

Step by step
Changing the print orientation

Using Compel manual
Chapter 11, "Printing"

Promote <<

Bullets menu

Keyboard: Ctrl+Shift+Left Arrow

Moves a selected bullet or bullets to the left by the amount specified in the bullet Settings dialog box, promoting it by one level.

You can create up to 16 bullet indent levels.

See also

Step by step
Making bullets main or subordinate

Command reference
Demote >>

Using Compel manual
Chapter 3, "Text"

Recorder (Palette)

View menu
Palettes submenu

Tool bar:

You can use a microphone to record a sound and creates a media link to the selected object. During a <u>slide show</u>, the sound plays when triggered by the action that you selected from the Recorder's box.

See also

Step by step
<u>Playing a recording automatically</u>
<u>Playing a recording interactively</u>
<u>Removing a recorded sound</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Regular

Style menu

Keyboard: Ctrl+Spacebar

Removes all formatting, such as bold, italic, or underline, from the selected text.

If nothing is selected, the regular formatting applies to text objects or buttons you subsequently create.

See also

Step by step
Applying a type style

Command reference
Character

Using Compel manual
Chapter 3, "Text"

Rename Template

When you copy a <u>slide</u> from one <u>presentation</u> to another, you can choose whether to paste the slide into the presentation using the presentation's template, or paste it with its own template, which adds a template to the presentation.

Options

Use current presentation's template	Pastes the slide so that it uses the current presentation's template.
Rename template in clipboard	After you enter a new name for the template, Compel pastes the slide exactly as it is, adding its template to the current presentation.

See also

Step by step
<u>Copying a slide from one presentation to another</u>

Reshape

Arrange menu

Displays the reshape handles for changing the shape of the selected angled line, arc, curve, irregular polygon, pie wedge, or regular polygon.

The command name includes the selected object. Example: Reshape Arc.

See also

Step by step
Resizing and reshaping objects

Using Compel manual
Chapter 4, "Graphics"

Restore

Control menu

Restores the Compel window to the size and location before the Maximize or Minimize commands were used.

Resume Slide Show (slide show view)

Control menu

   Keyboard: F2

   Resumes a slide show.

   This command is only available during a slide show. If you are showing a full screen slide show, press Alt+Spacebar to pull down the Control menu.

See also

   Step by step
   Showing your slide show

   Using Compel manual
   Chapter 12, "Finishing Touches"

Rulers
View menu

Keyboard: Ctrl+R

Displays and hides Compel's rulers. Rulers can help you precisely align <u>objects</u> on your Compel <u>slides</u>.

A cross hair on each ruler tells you where the selection arrow is on the slide.

See also

Step by step
<u>Aligning objects</u>
<u>Displaying or hiding Compel screen elements</u>

Using Compel manual
Chapter 4, "Graphics"

Save

File menu

Keyboard: Ctrl+S

Tool bar:

Saves a <u>presentation</u> under its current name.

If the presentation has not yet been saved and named, the Save command displays the <u>Save As</u> dialog box.

See also

Step by step
<u>Naming and saving your presentation</u>

Save As

File menu

Saves a <u>presentation</u> under a specified file name. An existing presentation can be saved under its current file name or under a different one.

Options

File Name	Specifies the name of the file under which the presentation will be saved. By default, Compel adds the file extension .CPL. If the presentation has already been saved and named, the name of the existing file appears in the File Name box. You can change the file name by entering a new name in the box.
Save Files as Type	Indicates the default file extension is .CPL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Naming and saving your presentation</u>

Select All Cells (chart view)
Edit menu

Keyboard: Ctrl+A

Selects all of the cells in the Compel worksheet.

To cancel the selection, move the active cell by clicking another cell or by pressing Tab or a direction key.

Tip: As a shortcut, press the button in the top, left corner of the worksheet.

See also

Step by step
Selecting a range of cells in the worksheet

Using Compel manual
Chapter 5, "Charts"

Select All Objects

Edit menu

Keyboard: Ctrl+A

Selects all objects on the current slide. If the background is the current area, then all objects on the background are selected. If the cursor is in a text box, then all text in the text box is selected.

To cancel the selection, display another slide or click anywhere away from the selection.

Tip: As a shortcut, double-click the selection arrow on the tool palette to select all objects on the current slide or background.

See also

Step by step
Selecting multiple objects

Using Compel manual
Chapter 4, "Graphics"

Select All (slides)

Edit menu

Keyboard: Ctrl+A

Selects all <u>slides</u> in the slide sorter.

To cancel the selection, click anywhere away from the selection, or press a direction key.

See also

Step by step
<u>Selecting multiple objects</u>

Select Media Files

Specifies the media files that will be packaged with a selected presentation file using the <u>Package Presentation</u> command on the Tools menu.

Options

Media Files	Lists all media files used within the presentation. Select those you want to package with the presentation.
Space Required	Displays the amount of disk space required for the selected media files.

See also

Step by step
<u>Copying a presentation</u>
<u>Sharing Compel files with others</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Set Directory

Specifies the drive and directory in which Compel looks for files.

Options

Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Changing your default directories

Select Application

Creates a <u>link</u> from the current <u>slide</u> to a file in a different application.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension is .EXE.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
<u>Hyperlinking to another Windows application</u>

Command reference
<u>Hyperlink</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Select Presentation

Creates a link from the current slide to a slide in another Compel presentation.

Options

File Name	Lists all files in the current default directory with the default file extension for the selected file format. A file selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension is .CPL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.

See also

Step by step
Hyperlinking to another presentation

Command reference
Hyperlink

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Select Slide

Edit menu

Selects the current <u>slide</u>. If the <u>background</u> is the current area, the command is dimmed on the menu.

To cancel the slide selection, display another slide or click anywhere on the current slide.

See also

Step by step
<u>Copying a slide from one presentation to another</u>

Select Template
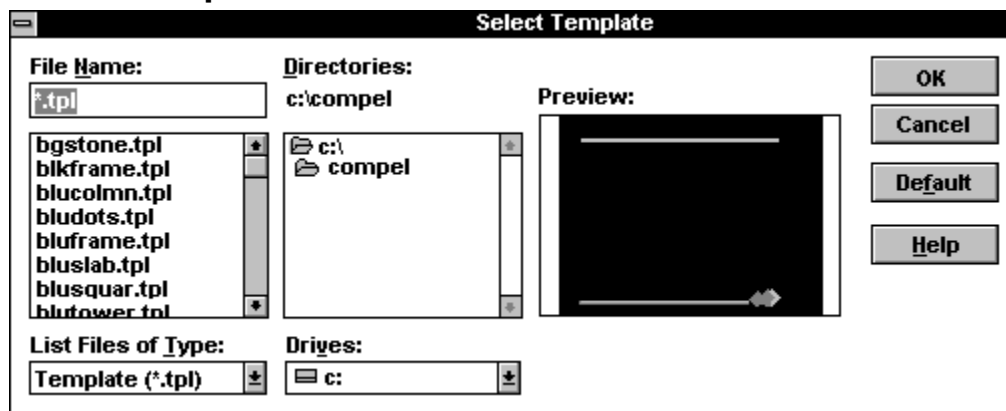
Displays the templates that are available in Compel.

If Compel cannot find the default template when it starts, this dialog box appears. Select a template, then click OK.

Options

File Name	Lists all templates in the current default directory. A template selected from this box replaces the contents of the File Name box.
List Files of Type	Indicates the default file extension is .TPL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.
Preview	Previews the selected template.
Default	Displays Compel's default template that is set through the Startup Preferences dialog box.

See also

Step by step
Adding another template to a presentation
Assigning a different template to a presentation
Changing the default startup template
Editing a background

Command reference
Change Template

Using Compel manual
Chapter 7, "Custom Presentations"

Send Farther
Arrange menu

Keyboard: Ctrl+.

Sends a selected <u>object</u> one <u>layer</u> toward the back of the current <u>slide</u> or <u>background</u>. If the selected object is already on the bottom layer, the command has no effect.

See also

Step by step
<u>Arranging objects on a slide</u>

Command reference
<u>Bring Closer</u>
<u>Bring to Front</u>
<u>Send to Back</u>

Using Compel manual
Chapter 4, "Graphics"

![Send Mail icon]

Send Mail

File menu

Sends the current presentation using Windows electronic mail.

Options

Attach As	One Compel Package File. Packages the files selected in Package Contents, describe below, and compress them into one Compel Package File with the extension .PKG. If you are packaging a large presentation file on several floppy disks, Compel can split the packaged file amoung multiple disks.
	Separate Files in a New Location. Copies the files selected in Package Contents, describe below, to a new location, without compressing them.The new location must be adequate in size to hold all of the separate files. Compel cannot split these files between multiple disks.
Attachment Contents	Specifies what to include in the package file, or if you have selected Separate Files in a New Location, specifies what files to copy: Compel's runtime version called Compel Show, the media files, and the Compel Unpackage File. Displays the amount of disk space required. To select the media files to be packaged, click Select Media Files.

See also

Step by step
Sending a presentation using electronic mail

What is Compel?
Distributing a presentation

Send to Back
Arrange menu

    Keyboard: Ctrl+Shift+.

Sends a selected <u>object</u> to the back of the current <u>slide</u> or <u>background</u>. If the selected object is already on the bottom <u>layer</u>, the command has no effect.

See also

Step by step
<u>Arranging objects on a slide</u>

Command reference
<u>Bring Closer</u>
<u>Bring to Front</u>
<u>Send Farther</u>

Using Compel manual
Chapter 4, "Graphics"

Series in Columns (chart view)

Worksheet menu

Defines a data series as column-oriented.

See also

Step by step
Changing the orientation of a chart's data series

Command reference
Series in Rows

Using Compel manual
Chapter 5, "Charts"

Series in Rows (chart view)

Worksheet menu

Defines a data series as row-oriented.

See also

Step by step
Changing the orientation of a chart's data series

Command reference
Series in Columns

Using Compel manual
Chapter 5, "Charts"

Set Animation End

Sets the ending position and size of an <u>object</u> when the animation finishes.

Options

Hide Object at End	Specifies that the object is hidden after the animation ends.
Restart Motion	Specifies a change to the object's starting position or size.

See also

Step by step
<u>Creating animation</u>

Command reference
<u>Animation</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Set Animation Start

Sets the starting position and size of an <u>object</u> when the animation begins.

Option	
Hide Object at Start	Specifies to hide the object before the animation begins.

See also

Step by step
<u>Creating animation</u>

Command reference
<u>Animation</u>
<u>Set Animation End</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Settings (bullet)

Bullets menu

Sets the font, size, style, and format for main bullets and subordinate bullets.
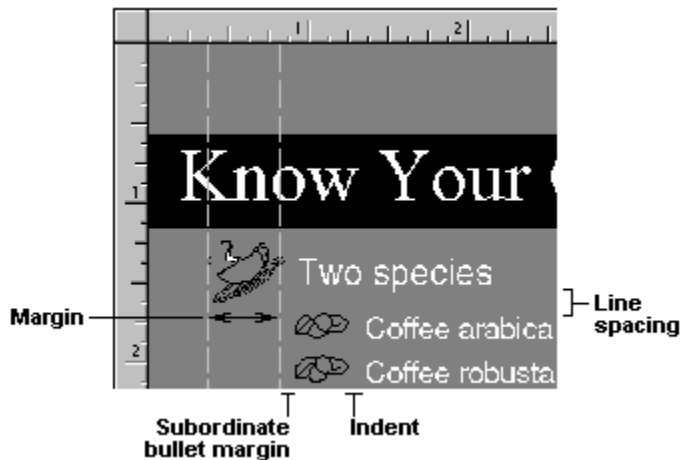
Options

Apply To	Applies new settings to: all bullets on the current slide, all bullets in the current template, or all bullets in the presentation.
Left Indent	Sets the space between the bullet graphic and the bullet text.
Left Tab	Sets the tab spacing within the bullet text.
Change Settings	Main Bullets. Specifies format of the 1st level of bullets.

 Bullet Margin.   Sets the spacing between the bullet and the bullet area.

 Line Spacing.   Sets the spacing between bullets.

 Character.   Displays the Character dialog box.

Sub Bullets.   Specifies format of all bullets except for the 1st level of bullets.

 Bullet Margin.   Sets the amount of space the subordinate bulets are indented.

 Line Spacing.   Sets the spacing between bullets.

 Character.   Displays the Character dialog box.

Apply   Formats the bullets using the options you have chosen without closing the dialog box.

Defaults   Resets the bullet settings to the template default.

See also

Step by step
Changing bullet layout
Changing the font of bullet text

Command reference
Graphic

Using Compel manual
Chapter 3, "Text"

Show Bullet Area
Bullets menu

Displays the underline bullet area, which is where Compel places bullets. You can move or resize the area. The new bullet area affects only the current slide.

See also

Step by step
Changing bullet layout

Using Compel manual
Chapter 3, "Text"

Show Titles (slide sorter view)

View menu

Tool bar: Shows titles

 Hides titles

Displays and hides the <u>slide</u> titles displayed under the thumbnails in <u>slide sorter view</u>.

See also

Step by step
<u>Rearranging slides</u>

Size

Control menu

Displays a four-headed arrow. You can size the Compel window. This command is not available when the Compel window is maximized.

Slide
View menu

Tool bar:

Displays a <u>slide</u> in <u>slide view</u>. When slide view is selected, the Slide command is checked on the menu.

In <u>slide sorter view</u>, the Slide command on the menu appears as "Slide #n", where "n" is the number of the selected slide. Double-click the slide that you want to view.

See also

Step by step
<u>Rearranging slides</u>

What is Compel?
<u>Working in Compel's views</u>

Slide Media Links
Effects menu

Associates a special effect with one <u>slide</u> in your <u>presentation</u>. For example, you can define a Compel animation that starts when your title slide is displayed.

Options

Trigger Event Specifies what event triggers the special effect.

Action Specifies what occurs when the special effect is triggered. Click an Action below to see the Action Details and Action Options.

 Do Nothing.   This is the default action.

 <u>Activate OLE</u>.

 <u>Play Compel Animation</u>.

 <u>Play Recording</u>.

 <u>Play Wave Audio</u>.

 <u>Play MIDI</u>.

 <u>Play CD Audio</u>.

 <u>Play Animation</u>.

 <u>Play Videodisc</u>.

 <u>Play Digital Video</u>.

 <u>Stop Recording</u>.

 <u>Stop Wave Audio</u>.

 <u>Stop MIDI</u>.

 <u>Stop CD Audio</u>.

 <u>Stop Animation</u>.

 <u>Stop Videodisc</u>.

 <u>Stop Digital Video</u>.

 <u>Stop All Media Devices</u>.

Define Applies the current settings to the selected object without closing the dialog box. A checkmark appears next to the selected Trigger Event.

Play Previews the special effect or plays the multimedia effect.

Options Displays additional options for the selected Action. Click an Action above to see the Action Options.

See also

Step by step
Adding multimedia to a presentation
Editing a clip
Importing a clip library
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links

What is Compel?
Using special effects and multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Slide Show submenu

View menu

Starts a <u>slide show</u> of the presentation.

See also

Step by step
<u>Choosing the presentation format</u>
<u>Shortcuts for a slide show</u>

Command reference
<u>Slide Show Setup</u>

What is Compel?
<u>Working in Compel's views</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Slide Show Setup

File menu

    Keyboard: Alt+F3

Displays and sets attributes for a slide show.

Options

Presentation   Specifies whether the slides are advanced manually or automatically.

  Interactive. Plays the presentation as an interactive show where you manually change slides. (See Shortcuts for a slide show.)

  Automatic (timed). Automatically advances the presentation slides.

  Show Slides Every. The Seconds box sets the amount of time, in seconds, to wait before showing the next slide in an automatic show.

Show	Specifies whether the slide show plays once or continuously.
Range	Specifies whether all slides are shown or a range of slides.
Size	Specifies whether the presentation displays using the entire screen or using a windowed portion of the screen.
Start	Begins the slide show.
Save	Saves your slide show settings without starting the slide show.

See also

Step by step
Choosing the presentation format
Showing your slide show

Command reference
Slide Show

What is Compel?
Working in Compel's views
What is an onscreen presentation?

Using Compel manual
Chapter 12, "Finishing Touches"

Slide Sorter

View menu

Keyboard: F5

Tool bar:

Displays the slides in <u>slide sorter view</u>.

<u>Slides</u> can be rearranged by selecting and dragging or by cutting and pasting.

To close the slide sorter view and return to <u>slide view</u>, from the View menu, choose Slide #n, or double-click a slide thumbnail.

See also

Step by step
<u>Rearranging slides</u>

What is Compel?
<u>Working in Compel's views</u>

Slide Transitions
Effects menu
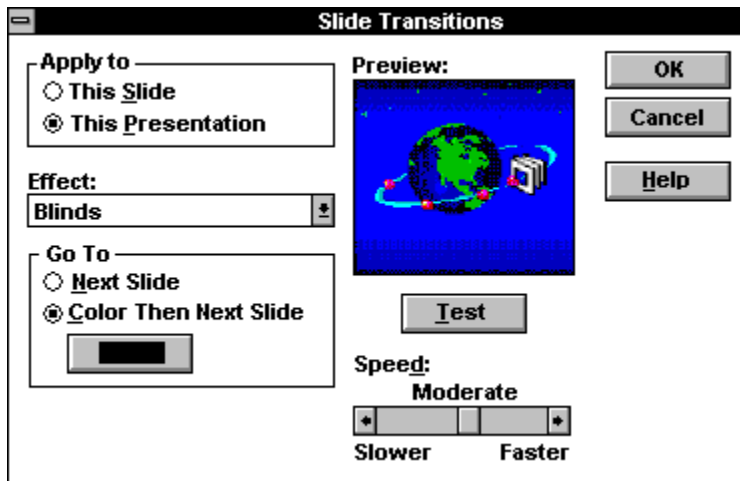
Defines a transition effect for displaying a slide or all slides in a presentation.

Options

Apply to	Specifies whether the transition effect is applied to the current slide or to the entire presentation.
Effect	Specifies the transition effect to apply.
Go To	Specifies whether the transition moves directly to the next slide or the screen becomes a solid color before the next slide is displayed. (To change the transition color, click the color button to display the color palette.)
Preview	Displays a preview of the current options.
Test	Previews the transition effect.
Speed	Sets the speed for the slide transition.

See also

Step by step
Adding slide transitions
Hyperlinking to another presentation
Hyperlinking to another slide

Command reference
Hyperlink

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Small Thumbnails (slide sorter view)
View menu

Tool bar:

Reduces the thumbnails shown in <u>slide sorter view</u> to the smallest thumbnail size.

See also

Step by step
<u>Rearranging slides</u>

Command reference
<u>Large Thumbnails</u>
<u>Medium Thumbnails</u>

Speaker Notes

Slide menu

Keyboard: F9
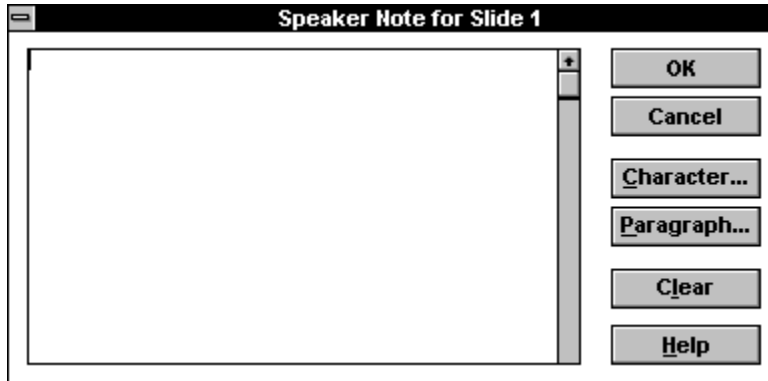
Opens a dialog box in which <u>speaker notes</u> can be entered for the current <u>slide</u>. Speaker notes can be printed with your slides.

Options

Text box	Displays a text box in which you can type speaker notes for the current slide.
Character	Displays the <u>Character</u> dialog box.
Paragraph	Displays the <u>Paragraph</u> dialog box.
Clear	Removes the speaker notes for the current slide.

See also

Step by step
<u>Entering speaker notes</u>
<u>Printing speaker notes</u>

Command reference
<u>Print</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Startup Preferences
Tools menu

Keyboard: F7

Allows you to customize your working environment by setting different options for Compel. Changes in this dialog box take affect the next time you start Compel.

The following table lists options that can be customized for Compel:

Option	Description
General	
Sound	Specifies that a sound plays when you start or exit Compel. To change the sound file or directory, click Set. You can play wave audio files or MIDI files.
Bullets	Turns on Auto Align so that bullets align automatically within the bullet area.
Presentation	
Target Output Device	Specifies whether a new presentation is formatted as an onscreen slide show, overhead, 35mm slide, or a custom size.
Size	Sets the size of the presentation.
Orientation	Specifies the default orientation for presentations: portrait or landscape.
Show Title Bar	Specifies that Compel display the presentation caption in the title bar.
Title	If Show Title Bar is selected, specifies to display this text in the title bar of the presentation window.
Print	
Margins	Specifies whether slides print at actual size, as large as the printer allows, or inside the specified margins.
Graphic Options	Specifies whether Compel prints placeholders, prints the background and object gradients, or prints Compel drawn objects with the current line color and white fill color.
View	
Show	Specifies that the tool palette, tool bar, hotwords, grid, rulers, status bar, or navigation panel display when Compel starts.
Draw	Specifies whether objects automatically align to the grid, are drawn from their centers, or speeds up the dragging of objects. Also sets the space between grid dots.
Units of Measurement	Specifies the default unit of measure used throughout Compel as either inches or centimeters (1 inch = 2.54 centimeters).
Slide View	Scales slides to fit within the current window size.
Templates	
Default Template	Sets the default template that displays when you start Compel. Click Select to display the Select

<u>Template</u> dialog box.

Directories

Compel Directory	Changes the default directories for Compel program files. Click Set to display the <u>Set Directory</u> dialog box.
Clipart Directory	Changes the default directories for importing clip art. Click Set to display the Set Directory dialog box.
Template Directory	Changes the default directories for templates. Click Set to display the Set Directory dialog box.
Graphic Directory	Changes the default directories for importing graphics. Click Set to display the Set Directory dialog box.
Color Directory	Changes the default directories for importing color schemes and color palettes. Click Set to display the Set Directory dialog box.
Media Directory	Changes the default directories for multimedia files. Click Set to display the Set Directory dialog box.
Chart Directory	Changes the default directories for importing charts. Click Set to display the Set Directory dialog box.

See also

Step by step
<u>Changing the default startup template</u>
<u>Customizing Compel</u>

Using Compel manual
Appendix B, "Startup Preferences"

Status Bar

View menu

Slide	No Selection	4:55 PM	Num	default

Displays and hides the status bar. The status bar lists the current view (slide, background, or slide sorter), the selected object's name, the time, whether Caps Lock or Num Lock is on, and the current template.

When you highlight a menu or menu command, tool bar button, tool on the tool palette, or color on the color palette, the status bar displays a brief description.

See also

Step by step
Displaying or hiding Compel screen elements

Switch To

Control menu

Keyboard: Ctrl+Esc

Displays the Task List, which lists all open applications. You can select an application to switch to, or you can close a listed application.

System Information

Displays information about your computer's configuration and the current <u>presentation</u>.

Options

Basic Configuration	Displays information about your computer's basic configuration.
Multimedia Drivers	Lists multimedia drivers that are installed on your computer or the multimedia drivers that are used within the current presentation.

See also

Step by step
<u>How to use Help</u>

Save Template

File menu

Creates a new template using the settings of the current template. You can modify a template's background, <u>color scheme</u>, title settings, bullet settings, <u>bullet graphic</u>, and <u>bullet area</u>, and then save the modified template as a new template.

Options

File Name	Type a name for the template file.
Save File as Type	Indicates the default file extension is .TPL.
Directories	Displays the default path. Change the directory by selecting a new path from the Directories box, which lists all directories available on the current drive. To change the drive, make a selection in the Drives box.
Drives	Lists the available drives. Selecting a new drive changes the contents of the Directories box.
Use Current Bullet Area	Saves the current <u>bullet area</u> as part of the new template.
Use Current Title Position	Saves the title position of the current slide as part of the new template.
Apply To Current Template	Applies the new template to the current template.

See also

Step by step
<u>Creating a template</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Text Box Style
Style menu

Keyboard: Ctrl+Y
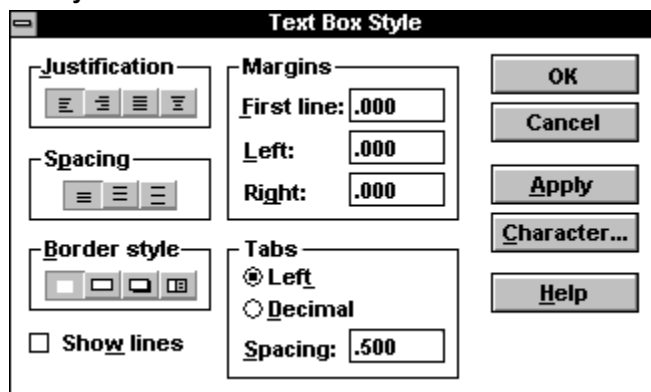
Displays and sets attributes for the selected text box. This command is available only when a text box is selected.

Options

Justification	Specifies text alignment as either left, right, justified, or centered.
Spacing	Specifies text spacing between lines as single, one and a half, or double.
Border style	Sets the border for the text box. Choose none, rectangle, shadowed, or scroll bar.
Show lines	Specifies whether the text has lines under it.
Margins	Specifies the left and right margins for text and the first line indent.
Tabs	Specifies tab alignment as either left or decimal, and sets the interval between tab stops as a decimal value. The unit of measure is specified in the Startup Preferences dialog box.
Apply	Formats the text box using the options you have chosen without closing the dialog box.
Character	Displays the Character dialog box.

See also

Step by step
Changing the border style of a text box
Formatting a text box

Using Compel manual
Chapter 3, "Text"

Title Settings

Slide menu

Formats slide titles on the current <u>slide</u>, in the current <u>template</u>, or for the entire <u>presentation</u>.

Options

Apply To	Applies the title settings to: the current slide, the current template, or the presentation.
Left Margin	Sets the space between the title and the title's <u>placeholder</u>.
Left Tab Spacing	Sets the tab spacing within the title.
Justification	Specifies the title's alignment as either left, right, justified, or centered.
Spacing	Specifies title spacing between lines as single, one and a half, or double.
Border Style	Sets the border for your title. Choose none, rectangular, shadowed, or scrolling box.
Apply	Formats the title using the options you have chosen without closing the dialog box.
Character	Displays the <u>Character</u> dialog box.

See also

Step by step
<u>Changing slide titles</u>

Using Compel manual
Chapter 3, "Text"

Titles (chart view)

Chart menu

Tool bar:

Adds a main title and titles for each <u>axis</u> of the <u>chart</u>.

Options

Main Chart Title	Specifies a description for the chart itself.
X-Axis Title	Specifies a description for the <u>x-axis</u> of the chart.
Y-Axis Title	Specifies a description for the <u>y-axis</u> of the chart.
Apply	Formats the chart using the titles you have entered without closing the dialog box.

See also

Step by step
<u>Adding titles to a chart</u>

Using Compel manual
Chapter 5, "Charts"

Tool bar

View menu

Displays and hides Compel's tool bar. Its buttons provides fast mouse access for common Compel menu commands. Compel has three <u>tool bars</u>. For details, see <u>Up close: tool bar</u>.

See also

Step by step
<u>Displaying or hiding Compel screen elements</u>

Tool (Palette)

View menu
Palettes submenu

Tool bar:
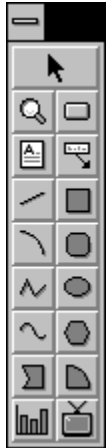
Displays the tool palette, which contains tools used to create <u>objects</u> and <u>placeholders</u>.

Tip: To quickly display the color palette, press Ctrl while double-clicking any tool in the tool palette except the zoom, <u>chart</u>, or <u>viewer object</u> tool.

See also

Step by step
<u>Displaying or hiding Compel screen elements</u>
<u>Up close: tool palette</u>

Command reference
<u>Palettes</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Transparent

Style menu

Toggles the transparency of an object.

If no object is selected, the Transparent command affects the transparency of the next object drawn.

The color and pattern of a transparent object appear to mix with the colors and patterns of any object or background behind it. Patterns may seem to disappear where the objects overlap.

See also

Step by step
Making a text box transparent
Making objects transparent

Using Compel manual
Chapter 4, "Graphics"

Underline

Style menu

Keyboard: Ctrl+U

Tool bar:

Underlines the selected text, <u>text object</u>, or button text. If the selected text, text object, or button text is already underlined, the Underline command removes the underline.

If nothing is selected, the underline formatting applies to text objects or buttons you subsequently create.

See also

Step by step
Applying a type style

Command reference
Character

Using Compel manual
Chapter 3, "Text"

Undo

Edit menu

Keyboard: Ctrl+Z

Tool bar:

Reverses the effect of your most recent action in the current instance of Compel, if that action is reversible.

Immediately after Undo is chosen, it is replaced on the menu by the Redo command. Once another action is taken, Redo is replaced by Undo.

Update & Exit (chart view)
File menu

    Keyboard: Ctrl+Shift+X

    Tool bar:

Closes the <u>chart</u> worksheet and places the chart in the chart <u>placeholder</u> on the <u>slide</u>.

See also

    Step by step
    <u>Placing a chart in your presentation</u>

    Using Compel manual
    Chapter 5, "Charts"

Update Chart (chart view)
File menu

Keyboard: Ctrl+S

Tool bar:

Updates a chart with the new changes.

See also

Step by step
Changing chart colors and patterns
Changing the orientation of a chart's data series
Changing your chart's appearance
Hiding legends or axis labels

Using Compel manual
Chapter 5, "Charts"

Videodisc Clip

Displays controls for creating a videodisc clip.

Source   Displays the videodisc's label and length. For a CAV (standard play) videodisc, the length is displayed in frames. For a CLV (extended play) videodisc, the length is displayed in milliseconds.

Clip   Displays the clip's current settings.

 Name.   Displays the clip's name.

 Beginning.   Displays the clip's beginning point. The plus and minus buttons increase or decrease the clip's starting position, and the Set button sets the starting position to the current setting of the Position slider.

 End.   Displays the clip's ending position. The plus and minus buttons increase or decrease the clip's ending position, and the Set button sets the ending position to the current setting of the Position slider.

 Test.   Beg plays the first second of the clip. Play plays the defined clip. End plays the last second of the clip.

Device Control   Displays controls you can use to create the clip you want.

 Chapter.   Shows numerically and visually what chapter the videodisc is on.

 Position.   Shows numerically and visually whether the videodisc is at the beginning or end. For a CAV (standard play) videodisc, the length is displayed in frames. For a CLV (extended play) videodisc, the length is displayed in milliseconds.

 Eject.   Ejects the videodisc.

 Play.   Plays the videodisc clip.

 Start.   Returns the Position slider to the beginning.

 End.   Sends the Position slider to the end.

 Pause.   Pauses the videodisc clip when it is playing.

 Stop.   Stops the videodisc clip when it is playing.

See also

Step by step
Editing a clip
Importing a clip library
Playing a videodisc clip automatically
Playing a videodisc clip interactively
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Viewer Style

Style menu

Keyboard: Ctrl+Y

Displays attributes for the selected viewer object and is available only when a viewer object is selected.

Options

Name | Specifies the name by which the viewer object is referred to in the <u>Media Links</u>, <u>Slide Media Links</u>, or <u>Background Media Links</u> dialog box.

See also

Step by step
<u>Adding an animation, video, or videodisc placeholder</u>
<u>Playing a digital video clip automatically</u>
<u>Playing a digital video clip interactively</u>
<u>Playing a videodisc clip automatically</u>
<u>Playing a videodisc clip interactively</u>
<u>Playing an animation clip automatically</u>
<u>Playing an animation clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Wave Audio Clip

Displays controls for creating a wave audio clip.

Options

Source   Displays the wave audio file's name and length in milliseconds.

Clip   Displays the clip's current settings.

Name.   Displays the clip's name.

Beginning.   Displays the clip's beginning point. The plus and minus buttons increase or decrease the clip's starting position, and the Set button sets the starting position to the current setting of the Position slider.

End.   Displays the clip's ending position. The plus and minus buttons increase or decrease the clip's ending position, and the Set button sets the ending position to the current setting of the Position slider.

Test.   Beg plays the first second of the clip. Play plays the defined clip. End plays the last second of the clip.

Device Control   Displays controls you can use to create the clip you want.

Position.   Shows numerically and visually whether the sound is at the beginning or end.

Play.   Plays the sound clip.

Start.   Returns the Position slider to the beginning.

End.   Sends the Position slider to the end.

Pause.   Pauses the sound when it is playing.

Stop.   Stops a sound when it is playing.

See also

Step by step
Editing a clip
Importing a clip library
Playing a wave audio clip automatically
Playing a wave audio clip interactively
Removing a clip
Troubleshooting multimedia

Command reference
Background Media Links
Media Links
Slide Media Links

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Most Recently Used File

File menu

The four most recently opened Compel presentation files are displayed at the bottom of the File menu. To open one of these files, select the one you want.

See also

Step by step
Opening a most recently used file

How to use Help

Help menu

Compel's online Help includes information about all of its menu commands and dialog boxes, a glossary of technical terms, and procedures for working in Compel.

▶ **To get help in Compel, do one of the following:**

Choose a command from the Help menu.

Press F1 anywhere in the Compel window.

Right-click the Compel object, then click

on the tool bar.

In Help, words that appear in green either jump to screens with additional information, or pop up terminolgy definitions.

A word in green with a solid underline jumps to a different topic. Click the word to learn about the topic.

A word in green with a dashed underline contains a pop-up technical term. Click the word to view the definition.

Tip: If you press F1 while a dialog box is open, you get help about the dialog box. If you press F1 at any other time, you get the Help table of contents.

See also

Command reference
About Compel
Commands
Contents
Glossary
Keyboard
Learning Compel
Point & Click

Naming and saving your presentation

Basics

You can name your new presentation and save the changes you make with the Save As command. Using the Save As command does not end the Compel session. As you continue to work on your presentation, you can use the <u>Save</u> command to save your incremental changes.

▶ **To save your new presentation:**
1. From the File menu, choose <u>Save As</u>.
2. In the File Name box, type a name of up to eight characters for the presentation file.
3. To save the file in a directory other than the current one, under Directories, select a new path.
4. Click OK.

See also

Using Compel manual
Chapter 2, "Presentation Basics"

Quitting Compel

Basics

If you quit Compel before saving changes you made to the current presentation, Compel prompts you to save or discard the changes. Choose Yes to save changes, No to quit without saving changes, or Cancel to continue using Compel.

You can also quit Compel by closing the Compel window.

To quit Compel:

From the File menu, choose Exit.

To close the Compel window:

Double-click the Control-menu box. Or press Alt+F4.

See also

Using Compel manual
Chapter 2, "Presentation Basics"

Adding slides to a presentation

Step by step

When you start Compel, you automatically begin with a title slide in your chosen default template. To add a slide, you can select from a number of slide styles.

To add a slide to a presentation:

1. Do one of the following:

   From the Slide menu, choose Add, then choose one of the slide styles listed or choose Other.

   Right-click on the slide where there are no objects. Choose Add, then choose a slide style.

   Press Alt+Enter to add a slide with a title.

2. If you choose Other, under Styles, select a slide style, then click OK.

See also

Step by step
Automating slide building
Deleting a slide
Working with placeholders

Using Compel manual
Chapter 2, "Presentation Basics"

Working with placeholders

Step by step

Slide styles use placeholders so that your slides have an attractive and consistent layout.

To fill a placeholder:

Click a text placeholder, then type over it.

Double-click a chart placeholder or graphic placeholder.

Use the Media Links, Slide Media Links, or Background Media Links command to fill a viewer object.

Automating slide building

Step by step

You can automatically create several <u>slides</u> from one <u>source slide</u>. The autobuilt slides have titles whose text is taken from the <u>bullet text</u> on the source slide.

Compel builds <u>links</u> between the source slide and the autobuilt slides.

During a <u>slide show</u>, click a bullet on the source slide to go to the autobuilt slide whose title matches the bullet. Then, click the title of the autobuilt slide to return to the source slide.

To autobuild slides:

1. Create the source slide containing <u>bullets</u> and then type the text you want for each bullet.
2. From the Slide menu, choose <u>Autobuild</u>, then choose <u>Main Bullets</u> or <u>All Bullets</u>.

   Compel creates a new slide for each bullet you specified.

   The slides are created in the order that the bullets appear on the source slide.

See also

Using Compel manual
Chapter 2, "Presentation Basics"

Editing a background
Step by step

You can modify a <u>template</u> by editing the <u>background</u> of the template.

Any change you make to the template background is visible on all <u>slides</u> sharing the same template.

To modify a template:
1. From the View menu, choose <u>Background</u>. Or press F4.
2. Make the changes you want to the background.
3. To return to the slide you were working on, from the View menu, choose Slide. Or press F4.

See also

Step by step
<u>Changing the background gradient</u>
<u>Changing the background pattern</u>
<u>Changing the background to a solid color</u>
<u>Creating a template</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Choosing the presentation format
Step by step

Before you begin creating your presentation, you need to set up your presentation format.

To choose the presentation format:

1. From the File menu, choose Presentation Setup.
2. Select the options you want for your presentation.
3. Click OK.

See also

Step by step
Overview of creating a presentation
Showing your slide show

Command reference
Slide Show Setup

Using Compel manual
Chapter 2, "Presentation Basics"

Adding bullets to a slide

Step by step

You can quickly add <u>bullets</u> to a <u>slide</u>. Compel automatically formats the new bullets using the <u>template's</u> bullet style.

To add a bullet to a slide, do one of the following:

From the Bullets menu, choose <u>Add</u>.

Click

on the <u>tool bar</u>.

Press Enter while editing a bullet.

Tip: To add a bullet in the middle of a bullet list rather than at the end, select the bullet that you want to be above

the new one, then click ▨ on the tool bar.

See also

Step by step
<u>Deleting bullets</u>
<u>Making bullets main or subordinate</u>
<u>Straightening bullets</u>

Using Compel manual
Chapter 3, "Text"

Adding a slide title

Step by step

You can add a title to a <u>slide</u> that doesn't have one.

To add a slide title:

1. Display the slide to which you want to add a title.
2. From the Slide menu, choose <u>Add Title</u>.

See also

Using Compel manual
Chapter 3, "Text"

Applying a type style
Step by step

You can quickly change the look of text by changing its type style.

To format text:
1. Highlight the portion of the text or select the <u>text object</u> that you want to format.
2. From the Style menu, choose one of the following:

<u>Regular</u>, or press Ctrl+Spacebar.

<u>Bold</u>, or press Ctrl+B. Or click

on the <u>tool bar</u>.

<u>Italic</u>, or press Ctrl+I. Or click

on the tool bar.

<u>Underline</u>, or press Ctrl+U. Or click

on the tool bar.

See also

Using Compel manual
Chapter 3, "Text"

Changing bullet layout

Step by step

You can change the layout of <u>bullets</u> on a <u>slide</u> by adjusting the <u>bullet margin</u> and <u>bullet indent</u>.

You can also move or resize the area in which Compel places bullets. The new <u>bullet area</u> affects only the current slide.

The spacing for the Left Indent, Left Tab, and Bullet Margin are measured in either inches or centimeters, depending on your <u>Startup Preferences</u> setting.

To change the indent, margin, and line spacing for bullets:

1. Do one of the following:

   From the Bullets menu, choose <u>Settings</u>.

   <u>Right-click</u> a bullet. Choose Settings.

2. Under Apply To, select where you want to apply the changes.
3. In the Left Indent box, type a number for the bullet indent, which affects both <u>main</u> and <u>subordinate</u> bullets.
4. In the Left Tab box, type a number for the spacing between the bullet graphic and the first line of text, which affects both main and subordinate bullets.
5. In the Bullet Margin box, type a number for the bullet margin.
6. In the Line Spacing boxes, enter the number of lines you want before and after bullets.
7. Click OK.

To move or size the bullet area:

1. From the Bullets menu, choose <u>Show Bullet Area</u>.

   The bullet area is rectangular with a heavy border.
2. Select the bullet area.
3. To move the bullet area, drag the bullet area to the new position.
4. To change the shape of the bullet area, position the <u>selection arrow</u> over a selection handle until the selection arrow becomes a two-headed arrow. Then, drag the selection handle to change the size of the bullet area.

See also

Step by step
<u>Changing the font of bullet text</u>

Using Compel manual
Chapter 3, "Text"

Changing slide titles

Step by step

Slide titles are automatically formatted by the slide style. You can edit this format to achieve a different look.

To change slide titles:

1. Display a slide in the template whose title style you want to change.
2. Do one of the following:

   From the Slide menu, choose Title Settings.

   Right-click the title. Choose Title Settings.
3. To format the title, choose options in the Title Settings dialog box.
4. Under Apply To, select the slide titles you want to change.
5. Click OK.

See also

Using Compel manual
Chapter 3, "Text"

Changing the font of text
Step by step

You can choose a new <u>font</u> to use for a <u>text object</u> or <u>button</u> without affecting the <u>template's</u> default font format.

To change the font of selected text:

1. To format a portion of a text object, double-click the text object, then select the text within the text object that you want to format.

   To format the entire text object, select the text object so that the text object's selection handles appear.

2. Do one of the following:

   From the Style menu, choose <u>Character</u>.

   Press Ctrl+T.

3. In the Character dialog box, choose a font, style, and size for the text.

4. Click OK.

See also

Step by step
<u>Filling a text object with a gradient</u>

Using Compel manual
Chapter 3, "Text"

Changing the bullet graphic using Compel's graphics

Step by step

Each Compel <u>template</u> comes with a predefined style for the <u>bullet graphic</u>. You can change this style by choosing another Compel bullet graphic.

To change the bullet graphic using Compel's graphics:

1. Do one of the following:

   From the Bullets menu, choose <u>Graphic</u>.

   <u>Right-click</u> the <u>bullet</u>. Choose Graphic.

2. Under Apply To, select the bullets you want to change.
3. Under Bullet Graphics, choose the bullet graphic you want.
4. Click Get Selection to display the new graphic in the preview window.
5. Click OK.

When you apply a new bullet graphic to a <u>slide</u>, <u>template</u>, or <u>presentation</u>, Compel also applies the new graphic to bullets you add later to the slide, template, or presentation.

See also

Step by step
<u>Changing the bullet graphic using your own graphic</u>

Using Compel manual
Chapter 3, "Text"

Changing the bullet graphic using your own graphic
Step by step

Each Compel <u>template</u> comes with a predefined style for the <u>bullet graphic</u>. You can change this style by creating your own graphic to use as a bullet graphic.

To apply your own bullet graphic:
1. Draw or import the graphic you want to use for the bullet graphic.
2. Select the graphic.
3. To <u>cut</u> the graphic, do one of the following:

From the Edit menu, choose Cut.

Click

on the <u>tool bar</u>.

Press Ctrl+X.

<u>Right-click</u> the graphic, then click

on the tool bar.
4. If you want to apply the graphic to a specific bullet or bullets, select the bullet(s) you want.
5. From the Edit menu, choose <u>Paste as Bullet</u>.
6. In the <u>Paste as Bullet</u> dialog box, choose the options you want to apply.
7. Click OK.

When you apply a new bullet graphic to a <u>slide</u>, <u>template</u>, or <u>presentation</u>, Compel also applies the new graphic to bullets you add later to the slide, template, or presentation.

See also

Step by step
<u>Changing the bullet graphic using Compel's graphics</u>
<u>Creating new objects</u>
<u>Importing graphics from other programs</u>

Using Compel manual
Chapter 3, "Text"

Changing the font of bullet text
Step by step

You can easily change the <u>font</u> for all <u>bullet text</u> in a template or for all templates in a <u>presentation</u>.

To change the font used for bullet text:

1. If you are changing the font for only one <u>template</u> in a presentation containing more than one template, display a <u>slide</u> that uses the template you want to change.

   If you are changing the font for the entire presentation, display any slide.

2. Do one of the following:

   From the Bullets menu, choose <u>Settings</u>.

   <u>Right-click</u> a bullet. Choose Settings.

3. In the <u>Settings</u> dialog box, under Apply To, choose to change the slide, the template, or the <u>presentation</u>. Choose the bullets, <u>main</u> or <u>subordinate</u> that you want to change.

4. Click <u>Character</u>, choose the new font, size, or style, and then click OK.

5. Click OK.

See also

Step by step
<u>Filling a text object with a gradient</u>

Using Compel manual
Chapter 3, "Text"

Changing the border style of a text box
Step by step

After creating a <u>text box</u>, you can decide what border style to apply.

To change the border style:
1. Select the text box you want to format.
2. Do one of the following:

    From the Style menu, choose <u>Text Box Style</u>.

    <u>Right-click</u> the text box. Choose Border Style, then choose the style you want.

    Press Ctrl+Y.
3. In the Border style box, choose one of the following:

None	The border of a text box is invisible. Use this style for labels and anywhere you want text to blend with other <u>objects</u> in the slide design.
Rectangle	The border of a text box is a rectangle enclosing the text. Use this style to enhance the design of your slide.
Shadowed	The border of a text box has a drop shadow. This style creates a striking three-dimensional effect.
Scroll bar	The border of a text box has a scroll bar. Use this style if the text box contains more text than can fit on the slide. Scroll bars do not resize automatically and must be drawn to size.

4. Click OK.

See also

Step by step
<u>Creating a text box that appears on every slide</u>
<u>Creating a text box</u>
<u>Formatting a text box</u>
<u>Making a text box transparent</u>
<u>Setting a default character style for text boxes</u>

Using Compel manual
Chapter 3, "Text"

Setting a default character style for text boxes
Step by step

You can set the default character style that Compel uses whenever you create a text box. The next time you draw a text box, the text you type in is automatically formatted with the default character style.

To set a default character style for text boxes:

1. Verify that no object or text is selected by clicking in an empty part of the slide.
2. Do one of the following:

   From the Style menu, choose <u>Character</u>.

   Press Ctrl+T.
3. Choose the font, font style, and font size that you want.
4. Click OK.

See also

Using Compel manual
Chapter 3, "Text"

Clearing text

Step by step

You can erase text from a <u>text object</u> by clearing it.

To clear text:
1. Select the text you want to <u>delete</u>.
2. To clear the text, do one of the following:

From the Edit menu, choose Delete.

Press Del.

See also

Command reference
<u>Cut</u>

Using Compel manual
Chapter 3, "Text"

Creating a callout

Step by step

You can create a <u>callout</u> to call attention to details of a <u>chart</u> or illustration.

To create a callout:

1. <u>Display the tool palette</u>.

2. Choose the callout tool.

3. Point where you want the callout to start, hold down the left mouse button, and drag a box diagonally to the width you want and the callout arrow to the length you want.

4. Type your callout text.

See also

Step by step
<u>Formatting a callout</u>
<u>Moving and sizing a callout</u>

Using Compel manual
Chapter 3, "Text"

Creating a text box

Step by step

You can create a <u>text box</u> when you want text to appear on a specific <u>slide</u>.

To create a text box:

1. <u>Display the tool palette</u>.

2. Choose the text box tool.

3.   Point where you want the text box to start, hold down the left mouse button, and drag a box to the width you want.

4. Type your text.

See also

Step by step
<u>Changing the border style of a text box</u>
<u>Creating a text box that appears on every slide</u>
<u>Formatting a text box</u>
<u>Making a text box transparent</u>

Using Compel manual
Chapter 3, "Text"

Creating a text box that appears on every slide

Step by step

When you want the same text, such as a company slogan, to appear on every <u>slide</u>, you can create a <u>text box</u> on the <u>background</u>.

To create a text box that appears on every slide:

1. To view the background, do one of the following:

   From the View menu, choose <u>Background</u>.

   Press F4.

2. Create the text box. (See <u>Creating a text box</u>.)

3. From the View menu, choose Slide.

Although you can see the text box on every slide sharing the background, you cannot select or edit the text box unless you return to the background.

If you use more than one <u>template</u> in your <u>presentation</u>, you can copy the text box from one template background to another.

See also

Step by step
<u>Changing the border style of a text box</u>
<u>Duplicating, cutting, copying, and pasting objects</u>
<u>Formatting a text box</u>
<u>Making a text box transparent</u>

Using Compel manual
Chapter 3, "Text"

Cutting and copying text

Step by step

You can cut or copy an entire text object or selected portions of the text in the text object. When you cut or copy text, you can paste it into another text object.

 To cut or copy text, do one of the following:

 Select the text you want to cut or copy. From the Edit menu, choose Cut or Copy.

 Select the text you want to cut or copy. Press Ctrl+X to cut the text or Ctrl+C to copy the text.

See also

Using Compel manual
Chapter 3, "Text"

Deleting bullets

Step by step

Because each <u>bullet</u> is an <u>object</u>, you can remove individual bullets as easily as you can add them.

To delete a bullet on a slide:

1. Select the bullet you want to delete.
2. Press Del.

See also

Step by step
<u>Adding bullets to a slide</u>
<u>Straightening bullets</u>

Command reference
<u>Align</u>
<u>Auto Align</u>

Using Compel manual
Chapter 3, "Text"

Deleting a slide
Step by step

Because each <u>slide</u> is an <u>object</u>, you can remove individual slides as easily as you can add them.

To delete a slide:
1. Display the slide that you want to delete.
2. From the Slide menu, choose <u>Delete</u>.

See also

Step by step
<u>Adding slides to a presentation</u>

Using Compel manual
Chapter 2, "Presentation Basics"

Entering and editing text

Step by step

You can insert new text, delete or change text, or move text to another text object.

When you double-click a text object, the pointer becomes the insertion point. When the insertion point appears, you can enter or edit text.

To move the insertion point:

Click the mouse to position or move the insertion point within a text object or to another text object on the same slide.

Drag the insertion point to select text.

The following table tells how to use the keyboard instead of the mouse to move the insertion point.

To move the insertion point...	Press this...
One character right or left	Right or Left Arrow
One text line up or down	Up or Down Arrow
To the beginning of the text line	Home
To the end of the text line	End
To the beginning of the text box or bullet	Ctrl+Home
To the end of the text box or bullet	Ctrl+End
Within a portion of a large text box	PgUp or PgDn
To the next bullet or title	Tab
To the previous bullet or title	Shift+Tab

See also

Step by step
Navigating in text
Selecting text
Working with bullets

Using Compel manual
Chapter 3, "Text"

Finding or replacing text

You can search for text and replace text in Compel.

To find text:

1. Do one of the following:

From the Edit menu, choose <u>Find & Replace</u>.

Press Ctrl+F.

2. In the Find text box, enter the text you want to find.
3. To limit your search, specify additional options.
4. To begin finding text, click Find.

To replace text:

1. Do one of the following:

From the Edit menu, choose <u>Find & Replace</u>.

Press Ctrl+F.

2. In the Find text box, enter the text you want to find.
3. In the Replace With text box, enter text to replace the Find text.
4. To limit your search, specify additional options.
5. To begin replacing text, click Replace.

See also

Using Compel manual
Chapter 3, "Text"

Formatting a callout
Step by step

You can change the appearance of a callout by formatting its line, arrowhead, border, and the position of text within the border.

To format a callout:

1. Do one of the following:

   Select the callout. From the Style menu, choose Callout Style.

   Select the callout, then press Ctrl+Y.

   Right-click the callout. Choose Callout Style.

2. In the Callout Style dialog box, specify the format options you want.

3. Click OK.

See also

Step by step
Creating a callout
Moving and sizing a callout

Using Compel manual
Chapter 3, "Text"

Formatting a text box
Step by step

You can determine where text is placed in a <u>text box</u> by changing the formatting, such as the justification, line spacing, margins, and tabs.

To format a text box:

1. Do one of the following:

Select the text box. From the Style menu, choose <u>Text Box Style</u>.

Select the text box, then press Ctrl+Y.

<u>Right-click</u> the text box. Choose Text Box Style.

2. In the <u>Text Box Style</u> dialog box, specify the format options you want.

3. Click OK.

See also

Step by step
<u>Changing the border style of a text box</u>
<u>Creating a text box that appears on every slide</u>
<u>Creating a text box</u>
<u>Making a text box transparent</u>
<u>Setting a default character style for text boxes</u>

Using Compel manual
Chapter 3, "Text"

Making a text box transparent

Step by step

You can make a <u>text box</u> <u>transparent</u> so that only the text shows.

To make a text box transparent:

1. Select the text box you want to make transparent.
2. To display the <u>color</u> palette, do one of the following:

From the View menu, choose <u>Palettes</u> and then choose Color.

Click

on the <u>tool bar</u>.

3. To set the <u>fill color</u> of the text box to white, click   , then click a white color.

4.   To make the text box transparent, do one of the following:

With the text box selected, from the Style menu, choose <u>Transparent</u>.

<u>Right-click</u> the text box. Choose Transparent.

To make a transparent text box solid again:

1. Select the transparent text box you want to make solid.
2. Do one of the following:

With the text box selected, from the Style menu, choose Transparent.

Right-click the text box. Choose Transparent.

See also

Step by step
<u>Changing the border style of a text box</u>
<u>Creating a text box that appears on every slide</u>
<u>Creating a text box</u>
<u>Formatting a text box</u>

Using Compel manual
Chapter 3, "Text"

Making bullets main or subordinate
Step by step

Compel works like an outliner. When a <u>main bullet</u> is selected, all of the <u>subordinate bullet</u> are also selected. When you <u>promote</u> or <u>demote</u> a bullet, all of the subordinate bullets are also promoted or demoted.

You can have up to 16 bullet levels. All subordinate bullets have the same <u>bullet graphic</u>, character, and <u>bullet margin</u>.

To promote a bullet:
1. Select the bullet you want to make a main bullet. (See <u>Selecting bullets</u>.)
2. Do one of the following:

From the Bullets menu, choose <u>Promote <<</u>.

Press Ctrl+Shift+Left Arrow.

<u>Right-click</u> the bullet, then choose Promote <<.

Drag the bullet to the left.

To demote a bullet:
1. Select the bullet you want to make a subordinate bullet. (See <u>Selecting bullets</u>.)
2. Do one of the following:

From the Bullets menu, choose <u>Demote >></u>.

Press Ctrl+Shift+Right Arrow.

<u>Right-click</u> the bullet, then choose Demote >>.

Drag the bullet to the right.

See also

Step by step
<u>Adding bullets to a slide</u>
<u>Changing bullet layout</u>

Using Compel manual
Chapter 3, "Text"

Moving and sizing a callout

Step by step

You can move and resize either the <u>callout</u> text or the arrow to adjust the position of a callout. When you move just one end of the callout, the other end remains anchored. You can also move the entire callout.

To change the length of the callout text:

1. Select the text portion of the callout.
2. Position the <u>selection arrow</u> over the end of a callout until the selection arrow changes to a double-headed arrow.
3. Drag to lengthen or shorten the callout.

To change the length or position of the callout arrow:

1. Select the arrow portion of the callout.
2. Position the <u>selection arrow</u> over the arrow head until the selection arrow changes to a four-headed arrow.
3. Drag to move, lengthen, or shorten the arrow.

To move a callout:

1. Select the arrow portion of the callout.
2. Position the <u>selection arrow</u> over the middle of the callout arrow, then click and drag the callout.

See also

Step by step
<u>Creating a callout</u>
<u>Formatting a callout</u>
<u>Resizing and reshaping objects</u>

Using Compel manual
Chapter 3, "Text"

Pasting text
Step by step

You can paste text you have <u>cut</u> or <u>copied</u> into any <u>text object</u>.

To paste text from the Windows Clipboard:

1. Move the <u>insertion point</u> to the new slide location where you want to paste the text.

    To insert text, click where you want to paste the text.

    To replace existing text, select the text you want to replace.

2. Do one of the following:

    From the Edit menu, choose <u>Paste</u>.

    Click

    on the <u>tool bar</u>.

    Press Ctrl+V.

See also

Step by step
<u>Navigating in text</u>

Using Compel manual
Chapter 3, "Text"

Selecting text

Step by step

Before you can change the appearance of text, you must select it.

You can select text in only one <u>text object</u> at a time, and the text you select must be connected or continous.

To...	Do this...
Select an entire <u>object</u>	Click.
Show the insertion point	Double-click.
Select a character	Drag over the character.
Select a word	Double-click the word.
Select a range of text	Click at the beginning of the text you want to select, then press Shift and click at the end of the it.
Select using the keyboard	Press Shift+arrow key.

See also

Using Compel manual
Chapter 3, "Text"

Straightening bullets

You can have Compel automatically straighten <u>bullets</u> for you, or you can manually straighten them.

To automatically straighten all bullets:

From the Bullets menu, choose <u>Auto Align</u>.

To straighten bullets manually:

1. Do one of the following:

   To straighten all bullets on the slide, deselect all bullets.

   To straighten specific bullets, select the bullets you want to straighten.

2. From the Bullets menu, choose <u>Align</u>.

See also

Step by step
<u>Adding bullets to a slide</u>
<u>Deleting bullets</u>
<u>Selecting text</u>

Using Compel manual
Chapter 3, "Text"

Aligning objects
Step by step

You can use Compel's grid and rulers to help you align objects.

You can also align several objects in precise relation to each other using the Align command.

To display and set the grid:
1. From the View menu, choose Grid. Or press Ctrl+Shift+G.
2. To set the grid, from the Tools menu, choose Draw Settings.
3. In the Grid Spacing box, enter how far apart you want to space the grid dots.
4. To have objects snap to the grid when they are created or moved, check Snap to Grid.
5. Click OK.

   Snap to Grid does not affect objects already in place on a slide unless you move or resize them.

To display the ruler:

From the View menu, choose Rulers.

To align objects with each other:
1. Select the objects you want to align. (See Selecting multiple objects.)
2. From the Arrange menu, choose Align.
3. Choose an alignment option, then click OK.

Tip: Objects are aligned according to their bounds. In some cases, the bounds can extend past the visible portion of a curve, arc, or pie wedge. For some objects, it may be easier to align them manually.

See also

Using Compel manual
Chapter 4, "Graphics"

Arranging objects on a slide

Step by step

You can arrange <u>objects</u> on a <u>slide</u> by moving them down or up in <u>layers</u>.

To arrange objects on a slide:

1. Select the object that you want to move.
2. To move the object:

Up one layer, from the Arrange menu, choose <u>Bring Closer</u>. Or press Ctrl+**,**

Down one layer, from the Arrange menu, choose <u>Send Farther</u>. Or press Ctrl+**.**

To the top layer, from the Arrange menu, choose <u>Bring to Front</u>. Or press Ctrl+Shift+**,**

To the bottom layer, from the Arrange menu, choose <u>Send to Back</u>. Or press Ctrl+Shift+**.**

Or <u>right-click</u> the object you want to move. Choose Arrange, then choose one of the commands listed above.

See also

Step by step
<u>Moving objects</u>
<u>Selecting multiple objects</u>

Using Compel manual
Chapter 4, "Graphics"

Coloring objects
Step by step

You can assign a color from the template's color scheme to an object you draw on a slide, or you can apply a custom color.

To color to an object:
1. Select the object you want to color.
2. To display the color palette, do one of the following:

From the View menu, choose Palettes, then choose Color.

Click

on the tool bar.
3. To apply a scheme color to the object:

To assign a line color to the object, click

on the color palette, then click the color you want.

To assign a fill color to the object, click

on the color palette, then click the color you want.
4. To apply a custom color to the object:

If necessary, expand the color palette by clicking

to display the custom colors.

To assign a custom line color to the object, click

on the color palette, then click the color you want.

To assign a custom fill color to the object, click

on the color palette, then click the color you want.

See also

Step by step
Filling a text object with a gradient

Using Compel manual
Chapter 4, "Graphics"

Using pictures efficiently
Step by step

If your slides contain graphics that you have imported from another program, you can speed up the display of slides by converting the picture to a bitmap, which displays faster than picture objects during a slide show.

   To convert a picture to a bitmap:

1. Make sure the picture is the desired size, then select it.
2. Do one of the following:

   From the Tools menu, choose Convert to Bitmap.

   Right-click the picture, then choose Convert to Bitmap.

3. Click OK.

Tip: You cannot undo this conversion, so make a copy of the picture before converting it. If you are planning to play your presentation on more than one computer, you may want to view the new bitmap on the final display devices to be sure that it looks the same on different computers.

See also

Step by step
Importing graphics from other programs

Using Compel manual
Chapter 4, "Graphics"

Copying and pasting graphic objects using the Windows Clipboard
Step by step

You can import graphics into Compel. For details about the graphics you can import, see <u>Graphics (Import)</u>.

To create a graphic object by pasting:
1. Run the application that contains the graphic you want to use.
2. Select the graphic, or any portion of it.
3. From the application's Edit menu, choose <u>Copy</u>.
4. Run Compel and go to the slide or background where you want to place the new graphic.
5. Do one of the following:

From Compel's Edit menu, choose <u>Paste</u>.

Click

on the <u>tool bar</u>.

Press Ctrl+V.

See also

Step by step
<u>Importing graphics from other programs</u>

Using Compel manual
Chapter 4, "Graphics"

Copying and applying attributes
Step by step

You can copy an object's attributes and apply them to another object of the same type. You can copy and apply the following object attributes: gradient fill, color, pattern, line style, and line ends.

  To copy and apply object attributes:

1. Select the object from which you want to copy the attributes.
2. Do one of the following:

  From the Style menu, choose Copy Attributes.

  Click

 on the tool bar.

  Right-click the object, then choose Copy Attributes.

3. Select the object to which you want to apply the attributes.
4. Do one of the following:

  From the Style menu, choose Apply Attributes.

  Click

 on the tool bar.

  Right-click the object, then choose Apply Attributes.

See also

Step by step
Copying and pasting graphic objects using the Windows clipboard
Duplicating, cutting, copying, and pasting objects

Using Compel manual
Chapter 4, "Graphics"

Creating new objects

Step by step

You can create new objects in Compel using tools from the tool palette.

To create an object:

1. Display the tool palette.
2. Choose the tool for the kind of object you want to create.
3. Point where you want to begin a corner of the new object.
4. Hold the left mouse button down as you drag to create the new object.
5. Release the mouse button when the object is the size you want.

See also

Step by step
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects

Using Compel manual
Chapter 4, "Graphics"

Duplicating, cutting, copying, and pasting objects
Step by step

You can create new <u>objects</u> in a <u>presentation</u> from existing objects by <u>duplicating</u>, <u>cutting</u>, <u>copying</u>, and <u>pasting</u>.

 To duplicate an object:

1. Do one of the following:

 To duplicate a single object, select the object.

 To duplicate multiple objects, select the objects. See <u>Selecting multiple objects</u>.

2. Do one of the following:

 From the Edit menu, choose <u>Duplicate</u>.

 Click

 on the <u>tool bar</u>.

 Press Ctrl+D.

The duplicate object is placed on top of the original object.

 To cut an object:

1. Do one of the following:

 To cut a single object, select the object.

 To cut multiple objects, select the objects. See <u>Selecting multiple objects</u>.

 To cut a <u>slide</u>, from the Edit menu, choose <u>Select Slide</u>.

2. To cut the object, do one of the following:

 From the Edit menu, choose <u>Cut</u>.

 Click

 on the <u>tool bar</u>.

 Press Ctrl+X.

 To copy an object:

1. Do one of the following:

 To copy a single object, select the object.

 To copy multiple objects, select the objects. See <u>Selecting multiple objects</u>.

 To copy a slide, from the Edit menu choose Select Slide.

2. To copy the object, do one of the following:

 From the Edit menu, choose <u>Copy</u>.

 Click

 on the <u>tool bar</u>.

 Press Ctrl+C.

 To paste an object:

1. Go to the slide where you want to paste the object.

   If you are pasting a slide, display the slide after which you want to insert the new one.

2. Do one of the following:

 From the Edit menu, choose <u>Paste</u>.

 Click

 on the <u>tool bar</u>.

 Press Ctrl+V.

See also

Step by step
<u>Adding clip art to a presentation</u>

Using Compel manual
Chapter 4, "Graphics"

Drawing angled lines and irregular polygons
Step by step

You can create an angled line in Compel by clicking to create a series of connected lines.

You can also create an irregular polygon, which is similar to an angled line, except that Compel closes the shape and fills it with the pattern you select from the <u>pattern</u> palette.

 To create an angled line or irregular polygon:
1. <u>Display the tool palette</u>.

2. Choose the angled line tool or irregular polygon tool

.

3.   Point where you want the shape to start, then click.
4.   Move to where you want the next angle, then click.
        Press Ctrl to constrain the line to a 45° angle.
5.   Continue clicking to add as many angles as you want.
6. To end the shape, double-click or press Esc.

See also

Step by step
<u>Resizing and reshaping objects</u>

Using Compel manual
Chapter 4, "Graphics"

Adding clip art to a presentation
Step by step

You can customize your <u>presentation</u> by adding clip art.

To open a clip art file:
1. Do one of the following:

From the File menu, choose <u>Clip Art</u>.

Press F12.

Click

on the <u>tool bar</u>.
2. In the File Name box, type the name of the clip art file or select a file from the box.
   If the clip art file you want to use is not listed, do one or more of the following:

From the Drives box, select a different drive.

Under Directories, select a different directory.

Select the clip art file you want.
3. Click OK.

To add clip art to your presentation:
1. <u>Right-click</u> the object you want.
   The object is copied to the Windows Clipboard.
2. Go to the slide location where you want to paste the object.
3. Do one of the following:

From the Edit menu, choose <u>Paste</u>.

Click

on the <u>tool bar</u>.

Press Ctrl+V.

See also

Step by step
<u>Duplicating, cutting, copying, and pasting objects</u>
<u>Selecting a single object</u>
<u>Selecting multiple objects</u>

Using Compel manual
Chapter 4, "Graphics"

Drawing curves
Step by step

You can draw a curve in Compel by clicking once with the curve tool to start the curve and again to begin adjusting its curvature. You can reshape curves after you draw them.

 To draw curves:

1. Display the tool palette.

2. Choose the curve tool .

3.   Point where you want to start the curve, then click.
4.   Move to where you want the curve to begin curving, then click.
5.   Move to adjust the curve.
6.   Continue clicking to add as many curves as you want.
7. To end the curve, double-click or press Esc.

See also

Step by step
Resizing and reshaping objects

Using Compel manual
Chapter 4, "Graphics"

Drawing regular polygons
Step by step

You can draw regular polygons in Compel, which are <u>objects</u> with sides of equal length connected at equal angles, such as a rectangle. Regular polygons are always drawn from the center of the shape.

To specify the number of sides for a regular polygon:
1. To display the polygon palette, from the View menu, choose <u>Palettes</u>, then choose <u>Polygon</u>.
2. To change the number of sides, type a new number in the edit box or click the increase or decrease button.
3. To close the polygon palette, double-click the <u>Control menu</u>.

To create a regular polygon:
1. <u>Display the tool palette</u>.
2. Choose the regular polygon tool .
3. Point where you want the center of the polygon to start.
4. Drag from the center of the shape until it is the size you want.

As you draw, you can rotate the polygon around its center by dragging. Press Ctrl to constrain the rotation to a 45° angle.

See also

Step by step
<u>Drawing angled lines and irregular polygons</u>
<u>Resizing and reshaping objects</u>

Using Compel manual
Chapter 4, "Graphics"

Filling objects with a pattern or gradient
Step by step

You can change an object's pattern to another pattern on the pattern palette or to a gradient.

To fill an object with a pattern:
1. Select the graphic object you want to change.
2. To display the pattern palette, do one of the following:

    From the View menu, choose Palettes, then choose Pattern.

    Click

    on the tool bar.
3. Select a pattern.

To fill an object with a gradient:
1. Select the graphic object you want to change.
2. Do one of the following:

    From the Style menu, choose Gradient Fill.

    Right-click the object. Choose Gradient Fill.
3. Under Gradient Type, select the type of gradient you want.
4. In the Gradient dialog box, specify the options you want, then click OK.

Tip: When your presentation must be black and white, you can use patterns to differentiate areas in charts and illustrations.

See also

Step by step
Filling a text object with a gradient
Removing patterns from objects

Using Compel manual
Chapter 4, "Graphics"

Flipping or rotating objects
Step by step

You can move an <u>object</u> by flipping or rotating it. You cannot flip or rotate <u>text objects</u>.

To flip or rotate an object:
1. Select the object(s) you want to flip or rotate.
2. Do one of the following:

   From the Arrange menu, choose <u>Flip & Rotate</u>.

   <u>Right-click</u> the object. Choose Arrange, then choose Flip & Rotate.
3. Choose a flip or rotate option, then click OK.

See also

Step by step
<u>Moving objects</u>

Using Compel manual
Chapter 4, "Graphics"

Grouping objects

You can group objects in Compel. A group can have style attributes, act as a trigger object, or be animated.

Bullets cannot be grouped.

To create a group:

1. Select the objects you want to include in the group.
2. Do one of the following:

From the Arrange menu, choose Group.

Press Ctrl+G.

Tip: You can also combine other grouped objects into a group.

See also

Step by step
Selecting multiple objects
Ungrouping objects

Using Compel manual
Chapter 4, "Graphics"

Importing graphics from other programs
Step by step

You can import graphics into Compel. For details about the type of graphics that can be imported, see Graphic (Import).

To create a picture or bitmap by copying and pasting:
1. Run the application that contains the graphic you want to use.
2. Select the graphic, or any portion of it, and from the Edit menu, choose Copy.
3. Open the Compel presentation you want, then display the slide or background where you want to place the new graphic.
4. From Compel's Edit menu, choose Paste.

To import a graphic object using the Import command:
1. Do one of the following:

    Add a slide style containing a graphics placeholder, then double-click the placeholder.

    From the File menu, choose Import, then choose Graphic.
2. In the Import Graphic dialog box, choose the graphics file and the options you want.
3. Click OK to import the graphic.

See also

Step by step
Resizing and reshaping objects
Using pictures efficiently

Using Compel manual
Chapter 4, "Graphics"

Making objects transparent

You can create transparent objects, or you can make existing objects transparent. Transparent objects allow the objects on layers under them to show through. Therefore, if the transparent object is filled with a color like magenta, and an object on a layer under it is filled with another color like yellow, any overlapping areas appear as a combination of the colors, in this case yellow and magenta.

To make an object transparent:

1. Select the object you want to make transparent.
2. Do one of the following:

From the Style menu, choose Transparent.

Right-click the object. Choose Transparent.

To make a transparent object solid:

1. Select the object you want to make solid.
2. Do one of the following:

From the Style menu, choose Transparent.

Right-click the object. Choose Transparent.

Tip: You can make an object invisible by setting the object's fill color to white. If the object has a pattern, remove the pattern. For details, see Coloring objects and Removing patterns from objects.

See also

Using Compel manual
Chapter 4, "Graphics"

Moving objects

Step by step

You can drag an object to a new location, or for finer control, you can nudge it pixel by pixel.

To drag an object on a slide:

1. Do one of the following:

    To drag one object, point inside the object.

    To drag more than one object, select the objects you want. (See Selecting multiple objects.)

2. Hold down the left mouse button, then drag the object(s) to the new position.

    To constrain movement to the horizontal or vertical direction, press Ctrl while you drag.

To nudge an object:

1. Do one of the following:

    To nudge one object, point inside the object.

    To nudge more than one object, select the objects you want. (See Selecting multiple objects.)

2. Press an arrow key to nudge the object in the direction of the arrow. Hold down the arrow key to nudge the object rapidly.

Tip: When moving small objects, use the zoom tool to magnify the object so that you don't accidentally resize the object. (See Zooming the view.) If you do resize the object, from the Edit menu, choose Undo.

See also

Step by step
Arranging objects on a slide

Using Compel manual
Chapter 4, "Graphics"

Removing patterns from objects

Step by step

You can remove the pattern from an <u>object</u> by filling the object with a solid color instead.

   To remove a pattern from a graphic object:

1. Select the object you want.
2. To display the pattern palette, do one of the following:

   From the View menu, choose <u>Palettes</u>, then choose <u>Pattern</u>.

   Click

 on the <u>tool bar</u>.

3. Click the top button on the pattern palette.

See also

Step by step
<u>Filling objects with a pattern or gradient</u>

Using Compel manual
Chapter 4, "Graphics"

Resizing and reshaping objects
Step by step

You can change the size of any object drawn with tools from the tool palette.

To change the size of an object:
1. Select the object you want to size.
2. Drag a handle until the object is the size you want.

To size an object proportionally, press Ctrl while dragging a corner handle.

To change an object's width, drag a side handle.

To change an object's height, drag a top or bottom handle.

You can reshape the following objects: arc, angled line, curve, polygon, irregular polygon, and pie.

To reshape an object:
1. Do one of the following:

Select the object. From the Arrange menu, choose Reshape.

Right-click the object. Choose Arrange, then choose Reshape.
2. Drag the reshape handles to change the object to the shape you want.
   For arcs and pies, you can drag the reshape handles only along the curvature of the shape.
   For other graphic objects, you can drag the reshape handles in any direction.
3. To remove the reshape handles and restore the selection handles, click the object.
   To cancel the selection, click elsewhere on the slide.

See also

Using Compel manual
Chapter 4, "Graphics"

Selecting a single object

Step by step

You must select an <u>object</u> to change it.

To select an object:

Point to the object you want to select, then click.

To cancel a selection:

Click anywhere on the <u>slide</u> away from the object.

Tip: If you cannot select an object that appears on a slide, the object is probably on the <u>template's</u> background. Press F4 to switch to the background to select the object.

See also

Step by step
<u>Selecting multiple objects</u>

Using Compel manual
Chapter 4, "Graphics"

Selecting multiple objects

Step by step

You can select multiple objects on a slide at one time.

To select multiple objects using Shift+click:

Point to each object, hold down Shift, and then click to select it.

To select multiple objects in a net:

1. Point near one of the objects you want to select.
2. Hold down the left mouse button and drag the mouse diagonally.
3. Release the mouse button when the selection net encloses every object you want to select.

To select all objects on the slide:

1. *Optional.* To select all background objects, do one of the following:

From the View menu, choose Background.

Press F4.

2. Do one of the following:

From the Edit menu, choose Select All Objects.

Press Ctrl+A.

To select the slide:

From the Edit menu, choose Select Slide.

Tip: To cancel the selection for an individual object in a multiple selection, hold down the Shift key and click the object you want to exclude from the selection. By default, when you select objects in a net, only the objects completely enclosed by the net are selected. If you want to select objects intersected by the net, press the Shift key while dragging a net around the objects.

See also

Step by step
Selecting a single object

Using Compel manual
Chapter 4, "Graphics"

Selecting bullets

To change a bullet, you must select it.

Compel works like an outliner. If a main bullet has subordinate bullets, when you select the bullet each subordinate bullet is also selected.

To select one bullet:

If the bullet has no subordinate bullets, point to the bullet you want to select, then click.

If the bullet has subordinate bullets, point to the bullet you want to select and click. To deselect the subordinate bullets, hold down the Shift key while you click the subordinate bullets.

To cancel a selection:

Click anywhere on the slide away from the bullets.

See also

Step by step
Selecting a single object
Selecting multiple objects

Using Compel manual
Chapter 4, "Graphics"

Ungrouping objects

You must ungroup a <u>group</u> in order to change an individual <u>object</u> that is a member of the group.

To ungroup a group:
1. Select the group you want to ungroup.
2. Do one of the following:

From the Arrange menu, choose Ungroup.

Press Ctrl+G.

<u>Right-click</u> the group, then choose Ungroup.

Tip: To cancel the selection of an individual object in a group, point to the object and press Shift+click. The other objects in the group remain selected. To cancel the selection of all objects, click away from any selected objects.

See also

Step by step
<u>Grouping objects</u>
<u>Selecting a single object</u>

Using Compel manual
Chapter 4, "Graphics"

Zooming the view

You can use Compel's zoom tool to magnify the view of a <u>slide</u> while you work.

To zoom the view:

1. <u>Display the tool palette</u>.

2. Choose the zoom tool $\boxed{Q}$.

3. Click the area you want to be the center of the magnification.

To reduce the zoomed view:

Press Ctrl while clicking the zoom tool.

Tip: To quickly zoom to the highest or lowest magnification, double-click the zoom tool.

See also

Using Compel manual
Chapter 4, "Graphics"

Opening a most recently used file
Step by step

The four most recently opened Compel presentation files are displayed at the bottom of the File menu.

 To open a recently used file:

 From the File menu, select the file you want to open.

Adding a chart placeholder

Step by step

Before you create a <u>chart</u>, you need to create a <u>placeholder</u>on your <u>slide</u> to hold the finished chart.

To add a chart placeholder:

1. <u>Display the tool palette</u>.

2. Choose the chart tool .

3. Point to where you want to begin a corner of the chart.

4. Click and hold the left mouse button as you drag to create the chart placeholder. Release the mouse button when the placeholder is the size you want.

5. To begin creating the chart, double-click the chart placeholder.

See also

Step by step
<u>Adding a slide style with a chart</u>
<u>Adding legends and axis labels</u>
<u>Creating new objects</u>
<u>Entering new data</u>
<u>Resizing and reshaping objects</u>

Using Compel manual
Chapter 5, "Charts"

Adding a slide style with a chart

Before you create a <u>chart</u>, you need to add a <u>slide style</u> to your presentation that contains a chart <u>placeholder</u>.

To add a slide style with a chart placeholder:

1. From the Slide menu, choose <u>Add</u>, then choose <u>Bullets & Chart</u>, or choose <u>Other</u> to display a list of all slide styles.
2. To begin creating the chart, double-click the chart placeholder.

See also

Step by step
<u>Adding a chart placeholder</u>
<u>Adding legends and axis labels</u>

Using Compel manual
Chapter 5, "Charts"

Adding legends and axis labels
Step by step

You can enter a <u>legend</u> and <u>axis label</u> in the <u>active</u> legend or axis label cell.

To add legends to your worksheet:
1. Select the first legend cell.
2. Type the legend.
3. Use the mouse, Tab key, or arrow keys to enter all of the legend text.

To add axis labels to your worksheet:
1. Select the first axis label cell.
2. Type the axis label.
3. Use the mouse, Tab key, or arrow keys to enter all of the axis label text.

Tip: If your legends or labels do not fit in the cell, you can still enter them. However, to see the entire legend or label, you need to increase the column width. See <u>Changing column width</u>.

See also

Step by step
<u>Changing the orientation of a chart's data series</u>
<u>Editing existing data</u>
<u>Entering new data</u>
<u>Hiding legends or axis labels</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Adding rows or columns
Step by step

You can add an entire row or column to Compel's <u>worksheet</u>.

 To add a row or column:

1. Select a cell in the row where you want to insert a new, blank row, or in the column before which you want to insert a new, blank column.

2. From the Worksheet menu, choose one of the following:

 <u>Insert Row</u>. Or click

 on the <u>tool bar</u>.

 <u>Insert Column</u>. Or click

 on the tool bar.

Tip: If you want to reverse the Insert Row or Insert Column command, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Deleting rows or columns</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Adding titles to a chart
Step by step

To help explain the data in your chart, you can add a main title and titles for each axis.

To add a main title and axes titles:

1. Display the worksheet for the chart.

2. From the Chart menu, choose Titles. Or click on the tool bar.

3. Enter your main title and axis titles, then click OK.

4. When you are finished modifying your chart, do one of the following:

From the File menu, choose Update & Exit.

Press Ctrl+Shift+X.

Click

on the tool bar.

See also

Step by step
Adding legends and axis labels

Using Compel manual
Chapter 5, "Charts"

Changing the orientation of a chart's data series

Step by step

You can enter and orient your <u>data series</u> in either of two ways: down columns or across rows.

To choose a data series orientation:

To have your data series row-oriented, from the Worksheet menu, choose <u>Series in Rows</u>.

To have your data series column-oriented, from the Worksheet menu, choose <u>Series in Columns</u>.
You can change your data's orientation at any time by editing the <u>chart</u> again.

See also

Using Compel manual
Chapter 5, "Charts"

Changing chart colors and patterns

Step by step

Charts use the color scheme assigned to the template. When you change the color of a data series, you also change the scheme color assigned to the series.

To change chart colors and patterns:

1. Display the worksheet for the chart.

2. From the Chart menu, choose Colors & Patterns, or click [icon] on the tool bar.

3.   In the Colors & Patterns dialog box, choose new colors and patterns for your chart.

4.   Click OK.

5.   To see the new color assignment, click the Update Chart button on the tool bar, then click the chart window's minimize button. To expand the chart window, click the maximize button.

6.   When you are finished modifying your chart, do one of the following:

From the File menu, choose Update & Exit.

Press Ctrl+Shift+X.

Click

on the tool bar.

See also

Step by step
Changing the font or color of chart text

Using Compel manual
Chapter 5, "Charts"

Changing the font or color of chart text
Step by step

You can change the font or color of your chart's text.

To change the font or color of chart text:
1. Display the worksheet for the chart.
2. From the Chart menu, choose Character Style.
3. Under Element, select the chart element that you want to change.
4. To change the font, select settings from Font, Font Style, and Effects.
5. To change the color:

    Click the color tile in the same row as the chart element.

    From the color palette, click the color you want.

    To change all listed elements to the selected color, click Set All.
6. Click OK.

See also

Step by step
Changing chart colors and patterns

Using Compel manual
Chapter 5, "Charts"

Changing column width
Step by step

You can change the column width of the <u>worksheet's</u> columns.

To change the worksheet's column width using the mouse:
1. Position the selection arrow between the column headings.
2. Hold down the left mouse button and drag horizontally.
   A vertical line appears, representing the column width.
   The column width increases as you drag the line to the right and decreases as you drag the line to the left.
3. Release the mouse button when the column is the desired width.

To change the worksheet's column width using the menus:
1. From the Worksheet menu, choose <u>Column Width</u>.
2. Enter the new column width in number of characters, then click OK.
   A column can be up to 31 characters wide.

Tip: Changing the column width changes all columns in the worksheet. If you want to reverse the Column Width command, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Using Compel manual
Chapter 5, "Charts"

Changing your chart's appearance

Step by step

Once you place your <u>chart</u> on the <u>slide</u>, you can treat it like any other graphic <u>object</u>. You can move, stretch, resize, select, or drag a chart until it is the right size and in the desired location.

You can also add <u>callouts</u>, <u>text boxes</u> explaining the chart's source, or any other graphic object.

See also

Step by step
<u>Adding legends and axis labels</u>
<u>Adding titles to a chart</u>
<u>Changing chart colors and patterns</u>
<u>Creating a callout</u>
<u>Creating a text box</u>
<u>Creating new objects</u>
<u>Editing existing data</u>
<u>Moving objects</u>
<u>Resizing and reshaping objects</u>

Using Compel manual
Chapter 5, "Charts"

Choosing a chart type
Step by step

You can plot your <u>data series</u> as a bar, column, line, area, high-low-close, or pie <u>chart</u>.

 To assign a chart type:

1. From the Chart menu, choose a chart type. Or click on the <u>tool bar</u>.
2. Choose the type of chart that you want, then click OK.
   The chart type appears in the status bar of the chart window.

Tip: If you want to reverse the chart assignment, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Tips
<u>Tips for choosing a chart</u>
<u>Tips for formatting charts</u>

Using Compel manual
Chapter 5, "Charts"

Cutting, copying, and pasting data
Step by step

As with all <u>objects</u> in Compel, you can cut, copy, and paste data in the <u>worksheet</u>. You can also cut, copy, and paste ranges of data, for example entire rows or columns, or the entire worksheet.

To move data by cutting or copying, and then pasting:

1. Select the cell or cells that you want to move.
2. To <u>cut</u> the data, do one of the following:

From the Edit menu, choose <u>Cut</u>.

Press Ctrl+X.

Click

on the <u>tool bar</u>.

To <u>copy</u> the data, do one of the following:

From the Edit menu, choose <u>Copy</u>

Press Ctrl+C.

Click

on the tool bar.

3. Select the cell that you want as the top-left corner of the data.
4. To <u>paste</u> the data, do one of the following:

From the Edit menu, choose <u>Paste</u>.

Press Ctrl+V.

Click

on the tool bar.

Tip: If you want to reverse the Cut, Copy, or Paste command, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Clearing data</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Clearing data

You can clear data from the <u>worksheet</u>. When you use the <u>Clear</u> command, the data is not placed on the Windows Clipboard.

To clear data:

1. Select the cell or cells that you want to clear.
2. From the Edit menu, choose <u>Clear</u>. Or press Del.

Tip: If you want to reverse the Clear command, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Cutting, copying, and pasting data</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Deleting rows or columns

Step by step

You can delete an entire row or column in the <u>worksheet</u>.

 To delete a row or column:

1. Select a cell in the row or column you want to remove from the worksheet.
2. From the Worksheet menu, choose one of the following:

 <u>Delete Row</u>. Or click

 on the <u>tool bar</u>.

 <u>Delete Column</u>. Or click

 on the tool bar.

Tip: If you want to reverse the Delete Row or Delete Column command, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Adding rows or columns</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Editing existing data

You can edit existing data in an <u>active cell</u> of Compel's <u>worksheet</u>.

To make a cell active, use the selection arrow to select it, or press the Tab or arrow keys.

To edit existing data:
1. <u>Display the worksheet for the chart</u>.
2. Select the cell you want to edit, making it the active cell.
3. Do one of the following:

To replace the existing data, enter the new data.

To edit the existing data, from the Edit menu, choose Edit Cell or press F2. In the <u>Edit Cell Data</u> dialog box, edit the data, then click OK.

Tip: If you want to reverse the data entry, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Changing column width</u>
<u>Entering new data</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Editing an existing chart

Step by step

You can edit a chart after you've placed it in your presentation.

To edit a chart by displaying the worksheet, do one of the following:

Double-click the chart.

Right-click the chart, then choose Edit Chart.

To edit a chart without displaying the worksheet:

Right-click the chart. Choose a chart type, add titles, change the colors and patterns, change the character style, import data, or export data.

See also
_____

Step by step
Adding titles to a chart
Changing chart colors and patterns
Changing the font and color of chart text
Choosing a chart type
Exporting data from the worksheet
Importing data from a file

Tips
Tips for choosing a chart
Tips for formatting charts

Using Compel manual
Chapter 5, "Charts"

Entering new data
Step by step

You can enter new data in an <u>active cell</u> of Compel's <u>worksheet</u>.

To make a cell active, use the selection arrow to select it, or press the Tab or arrow keys.

To enter new data:
1. <u>Display the worksheet for the chart</u>.
2. Select a cell to make it the active cell.
3. Type the new data.
   You can type up to 31 characters in a cell.
4. Move the active cell to enter all of your new data in the worksheet.

Tip: If you want to reverse the data entry, choose <u>Undo</u> from the Edit menu before you do anything else.

See also

Step by step
<u>Changing column width</u>
<u>Editing existing data</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Hiding legends or axis labels
Step by step

If your legends or axis labels are redundant, you can hide them to keep your chart uncluttered.

To hide legends or axis labels:
1. Display the worksheet for the chart.

2. From the Chart menu, choose the chart type. Or click on the tool bar.
3.   Under Show, uncheck Legend and Labels.
4.   Click OK.
5.   To see the modified chart, click the Update Chart button on the tool bar, then click the chart window's minimize button. To expand the chart window, click the maximize button.
6.   When you are finished modifying your chart, do one of the following:

From the File menu, choose Update & Exit.

Press Ctrl+Shift+X.

Click

on the tool bar.

See also

Step by step
Adding legends and axis labels
Adding titles to a chart

Using Compel manual
Chapter 5, "Charts"

Importing data using Copy and Paste
Step by step

You can import data into Compel's <u>worksheet</u>, and create a <u>chart</u> based on the data. You can import data in two ways: using the <u>Copy</u> and <u>Paste</u> commands, or using the <u>Import Data</u> command.

To import data using the Copy and Paste commands:
1. Start the application in which the source file was originally created.
2. Select the information you want to import. From the Edit menu, choose Copy.
3. Start Compel and open the presentation file into which you want to import data.
4. Insert a <u>chart</u> <u>slide style</u>. (See <u>Adding a slide style with a chart</u>.)
   Or add a chart <u>placeholder</u> on your slide. (See <u>Adding a chart placeholder</u>.)
5. Double-click the chart placeholder.
6. Select the cell that you want as the top-left corner of the data.
7. From the Edit menu, choose Paste. Or press Ctrl+V.

See also

Step by step
<u>Adding legends and axis labels</u>
<u>Adding titles to a chart</u>
<u>Importing data from a file</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Importing data from a file
Step by step

You can import data into Compel's <u>worksheet</u>, and create a <u>chart</u> based on the data. You can import data in two ways: using the <u>Copy</u> and <u>Paste</u> commands, or using the <u>Import Data</u> command.

To import data from a file using the Import Data command:

1. Start the application in which the source file was originally created, and save the source file as an ASCII or text file.
2. Start Compel and open the file into which you want to import data.
3. Insert a chart <u>slide style</u>. (See <u>Adding a slide style with a chart</u>.)
   Or add a chart <u>placeholder</u> on your slide. (See <u>Adding a chart placeholder</u>.)
4. Double-click the chart placeholder.
5. Select the cell that you want as the top-left corner of the data.
6. From the File menu, choose Import Data.
7. Choose the file and the options you want for the imported data.
8. Click OK.

See also

Step by step
<u>Adding legends and axis labels</u>
<u>Adding titles to a chart</u>
<u>Importing data using Copy and Paste</u>
<u>Moving in the worksheet</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Exporting data from the worksheet

Step by step

You can export data from Compel's <u>worksheet</u>. The data is saved as a text file that can be used in other Compel charts.

To export data:

1. <u>Display the worksheet for the chart</u>.
2. From the File menu, choose <u>Export Data</u>.
3. Enter a name for the file, and, if necessary, choose a different directory or drive.
4. Click OK.

See also

Step by step
<u>Importing data from a file</u>
<u>Importing data using Copy and Paste</u>

Using Compel manual
Chapter 5, "Charts"

Moving in the worksheet

Step by step

You can move from cell to cell within the <u>worksheet</u> using the mouse or the keyboard.

To change the active cell, do one of the following:

Click the cell you want to make active.

Use the arrow keys to move to the cell you want to make active.

See also

Step by step
<u>Editing existing data</u>
<u>Entering new data</u>
<u>Selecting a range of cells in the worksheet</u>

Using Compel manual
Chapter 5, "Charts"

Placing a chart in your presentation
Step by step

When you have finished plotting and editing the data in the <u>worksheet</u>, you're ready to place the <u>chart</u> on the <u>slide</u>.

 To place the chart on the slide, do one of the following:

 From the File menu, choose <u>Update & Exit</u>.

 Press Ctrl+Shift+X.

 Click

 on the <u>tool bar</u>.

See also

Step by step
<u>Editing existing data</u>
<u>Previewing your chart</u>

Using Compel manual
Chapter 5, "Charts"

Previewing your chart

After you have entered your data in the <u>worksheet</u>, or imported data, you can plot your data and preview your chart.

To plot your data and preview your chart:

1. Do one of the following:

   From the File menu, choose <u>Update Chart</u>.

   Click

   on the <u>tool bar</u>.

   Press Ctrl+Shift+X.

2. To see the <u>chart</u>, click the <u>Update Chart</u> button on the <u>tool bar</u>, then click the chart window's <u>minimize button</u>. To expand the chart window, click the <u>maximize button</u>.

Selecting a range of cells in the worksheet
Step by step

You can easily select a range of cells. When cells are selected, you can perform the same command or action on all of the selected cells at once.

To select a range of cells using the mouse:
1. Click the first cell you want to select, and hold down the left mouse button.
2. Drag the mouse through the cells you want to select.

To select a range of cells using the keyboard:
1. Use the arrow keys to move to the first cell you want to select.
2. Hold down the Shift key while you press the arrow keys to select a range of cells.

See also

Step by step
Editing existing data
Entering new data
Moving in the worksheet

Using Compel manual
Chapter 5, "Charts"

Adding another template to a presentation

Step by step

You can use more than one <u>template</u> in a <u>presentation</u>.

To add another template to a presentation:

1. Display the <u>slide</u> after which you want to add the new template.
2. Do one of the following

    From the Slide menu, choose <u>Change Template</u>.

    <u>Right-click</u> where there are no objects. Choose Change Template.
3. Click Select to display the <u>Select Template</u> dialog box.
4. Choose the template you want, then click OK.
5. Under Apply To, select A New Slide, and from the box choose the <u>slide style</u> that you want to add.
6. Click OK.

See also

Step by step
<u>Assigning a different template to a presentation</u>
<u>Assigning a new color scheme to a template</u>
<u>Changing the default startup template</u>
<u>Creating a template</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Assigning a different template to a presentation
Step by step

You can easily change the look of your entire <u>presentation</u> by assigning a different <u>template</u> to it.

To assign a different template to a presentation:

1. Do one of the following

   From the Slide menu, choose <u>Change Template</u>.

   <u>Right-click</u> where there are no objects. Choose Change Template.

2. Click Select to display the <u>Select Template</u> dialog box.
3. Choose the template you want, then click OK.
4. Under Apply To, select This Presentation.
5. Click OK.

Step by step
<u>Adding another template to a presentation</u>
<u>Assigning a new color scheme to a template</u>
<u>Changing the default startup template</u>
<u>Creating a template</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Changing the default startup template

Step by step

You can choose the template that appears when you start Compel. Templates are stored as files   with the file extension .TPL. When you start Compel, it looks for the template named DEFAULT.TPL and uses it as the default template.

To change the default startup template:

1. From the Tools menu, choose <u>Startup Preferences</u>. Or press F7.
2. Under Categories, click Templates to display template preferences.
3. Click Select to display the <u>Select Template</u> dialog box.
4. Select the template you want, then click OK.
5. In the Startup Preferences dialog box, click OK.

See also

Step by step
<u>Adding another template to a presentation</u>
<u>Assigning a different template to a presentation</u>
<u>Assigning a new color scheme to a template</u>
<u>Creating a template</u>

Using Compel manual
Chapter 7, "Custom Presentations"
Appendix B, "Startup Preferences"

Assigning a new color scheme to a template
Step by step

If you like the layout of a particular underline template but prefer other colors than those assigned, you can choose a new color scheme. All template objects, titles, bullets, and charts assume a new scheme color.

To assign a new color scheme to a template:
1. From the File menu, choose Import, then choose Color Schemes.
2. Choose the color scheme you want.
3. Click OK.

To use the template's default color scheme:
1. From the File menu, choose Import, then choose Color Schemes.
2. Click Default.
3. Click OK.

See also

Step by step
Adding another template to a presentation
Assigning a different template to a presentation
Changing the default startup template
Creating a template

Using Compel manual
Chapter 6, "Color"
Chapter 7, "Custom Presentations"

Importing a color scheme
Step by step

You can import a new <u>color scheme</u> to change the look of a <u>template</u>. All <u>objects</u> formatted with scheme colors (including the <u>background</u>, titles, charts, and <u>bullet text</u>) are reassigned colors from the new scheme.

To import a color scheme:

1. If your presentation is formatted with more than one template, display a slide formatted with the template whose color scheme you want to change.
2. From the File menu, choose Import, then choose <u>Color Scheme</u>.
3. Under List Files of Type, select the file format you want, Compel color scheme (.SCM), Compel palette (.PAL), or Microsoft palette (.PAL).
4. Under File Name, type the name of the palette you want or select a palette file from the list.

   To change the current directory, under Directories, select a new path.
5. Click OK.

See also

Step by step
<u>Exporting a color palette</u>
<u>Exporting a color scheme</u>
<u>Importing a color palette</u>

Using Compel manual
Chapter 6, "Color"

Exporting a color scheme

Step by step

You can use an edited <u>color scheme</u> from one Compel presentation in another Compel <u>presentation</u> by exporting the scheme. Exporting saves the 16 scheme colors and their locations in a Compel scheme file that can be imported in other Compel presentations.

To export a color scheme:
1. From the File menu, choose Export, then choose <u>Color Scheme</u>.
2. Under List Files of Type, select the file format you want: Compel color scheme (.SCM), Compel palette (.PAL), or Microsoft palette (.PAL).
3. Under File Name, type a name for your color scheme.
4. To store the color scheme file in another directory, under Directories, select the directory and drive you want.
5. Click OK.

See also

Step by step
<u>Exporting a color palette</u>
<u>Importing a color palette</u>
<u>Importing a color scheme</u>

Using Compel manual
Chapter 6, "Color"

Importing a color palette
Step by step

You can change the <u>custom colors</u> available to a <u>presentation</u> by importing a new color palette file. Compel imports palette files in Microsoft palette format or in Compel palette format.

Importing a new color palette changes only the custom colors and does not affect the <u>color scheme</u> used in your presentation.

If you import a palette file containing more than 128 colors, Compel reads only the first 128 colors and ignores the rest. If the palette file contains fewer than 128 colors, Compel replaces the custom colors in order from top to bottom, left to right.

To import a color palette:

1. From the File menu, choose Import, then choose <u>Color Palette</u>.
2. Under List Files of Type, select the file format you want: Compel color scheme (.SCM), Compel palette (.PAL), or Microsoft palette (.PAL).
3. Under File Name, type the name of the palette you want, or select a palette file from the list.
   To change the current directory, under Directories, select a new path.
4. Click OK.

See also

Step by step
<u>Exporting a color palette</u>
<u>Exporting a color scheme</u>
<u>Importing a color scheme</u>

Using Compel manual
Chapter 6, "Color"

Exporting a color palette

When you want to use an edited <u>custom colors</u> palette from one Compel presentation in another Compel <u>presentation</u>, you can save your changes by exporting the palette. Exporting creates a Compel palette file that identifies the current presentations 128 custom colors in the order they appear in Compels color palette.

To export a color palette:

1. From the File menu, choose Export, then choose <u>Color Palette</u>.
2. Under File Name, type a name for your color palette.
3. To store the palette in another directory, under Directories, select the directory and drive you want.
4. Click OK.

See also

Step by step
<u>Exporting a color scheme</u>
<u>Importing a color palette</u>
<u>Importing a color scheme</u>

Using Compel manual
Chapter 6, "Color"

Creating a template
Step by step

You can modify a template's background, title settings, and bullet area, and then save the modified template as a new template.

To create a template:

1. Do one of the following

    From the Slide menu, choose Change Template.

    Right-click where there are no objects. Choose Change Template.

2. Select the template whose appearance is closest to what you want, then click OK.

3. Modify the template:

    To change the template's background, see Changing the background to a solid color, Changing the background gradient, or Changing the background pattern.

    To change the title settings, see Changing slide titles.

    To change the bullet area, see Changing bullet layout.

4. From the File menu, choose Save Template.

5. In the File Name box, type a name for the new template.

6. To save the bullet area, check Use Current Bullet Area.

7. To save the title settings, check Use Current Title Position.

8. Click OK.

See also

Step by step
Adding another template to a presentation
Assigning a different template to a presentation
Assigning a new color scheme to a template
Changing the default startup template

Using Compel manual
Chapter 7, "Custom Presentations"

Changing the background to a solid color
Step by step

You can change the impact of a background by applying a solid color.

To change the background color:

1. Do one of the following

From the Slide menu, choose <u>Background Settings</u>.

<u>Right-click</u> where there are no objects. Choose Background Settings.

2. Click Solid Color to display the <u>color palette</u>.

3. Click a color, then click OK.

See also

Step by step
<u>Assigning a new color scheme to a template</u>
<u>Changing the background gradient</u>
<u>Changing the background pattern</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Changing the background gradient

You can use a background gradient to give a presentation visual depth and dimension.

To change the background gradient:

1. Do one of the following

    From the Slide menu, choose Background Settings.

    Right-click where there are no objects. Choose Background Settings.
2. Click Gradient.
3. To choose a different gradient, click an option under Gradient Type.
4. To set a new center, click the Set Center grid, then click OK.
5. Click OK.

See also

Step by step
Assigning a new color scheme to a template
Changing the background pattern
Changing the background to a solid color

Using Compel manual
Chapter 7, "Custom Presentations"

Changing the background pattern

Step by step

You can use a background pattern to give a <u>presentation</u> visual depth.

To change the background pattern:

1. Do one of the following

   From the Slide menu, choose <u>Background Settings</u>.

   <u>Right-click</u> where there are no objects. Choose Background Settings.
2. Click Pattern, then select a pattern from the <u>pattern</u> palette.
3. Assign a new <u>line color</u> or <u>fill color</u> for the pattern.
4. Click OK.

Step by step
<u>Assigning a new color scheme to a template</u>
<u>Changing the background gradient</u>
<u>Changing the background to a solid color</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Changing the color scheme for an object

Step by step

By editing the <u>color scheme</u> entry for an <u>object</u> like a <u>bullet</u>, you affect all the bullets in a <u>template</u>. All existing bullets and any new bullets you add use the new color.

To change the color scheme for an object:

1. To display the color palette, do one of the following:

   From the View menu, choose <u>Palettes</u>, then choose <u>Color</u>.

   Click

   on the <u>tool bar</u>.

2. Select the tile that corresponds to the object that you want to color.

   To determine what objects are assigned to a color, look at the Compel <u>status bar</u> as you move the <u>selection arrow</u> over the color tiles.

3. If necessary, expand the color palette to show the custom colors by clicking .

4. If you want to assign a color from the custom colors, click and drag the custom color to the scheme color you want to replace.

5. If you want to assign a color that is not available in the current color palette:

   Double-click the color that you want to replace.

   In the <u>Change Color</u> dialog box, select the color you want, then click OK.

See also

Step by step
<u>Assigning a new color scheme to a template</u>
<u>Creating new objects</u>

Using Compel manual
Chapter 6, "Color"

Copying a slide from one presentation to another
Step by step

You can copy a slide from one presentation to another. If the presentation uses a template with the same name as the one used by the copied slide, you can choose whether to use the copied slide with its current template applied or to apply the presentation's template to the copied slide.

To copy a slide from one presentation to another:

1. Display the slide you want to copy.
2. From the Edit menu, choose Select Slide.
3. Do one of the following:

    From the Edit menu, choose Copy.

    Click

    on the tool bar.

    Press Ctrl+C.
4. From the File menu, choose Open, then choose the presentation into which you want to copy the slide.
5. Display the slide that you want to precede the copied slide.
6. Do one of the following:

    From the Edit menu, choose Paste.

    Click

    on the tool bar.

    Press Ctrl+V.
7. If the presentation uses the same template as the slide you are pasting, the Rename Template dialog box appears.

    Choose whether to paste the slide as is or use the presentation's template.

    Click OK.

See also

Step by step
Adding slides to a presentation
Deleting a slide
Duplicating, cutting, copying, and pasting objects

Using Compel manual
Chapter 7, "Custom Presentations"

Moving through a presentation

You can quickly move from slide to slide in a presentation.

To move through a presentation:

To move to the next slide, from the Slide menu, choose Next, or press Ctrl+Right Arrow. Or click

on the navigation panel.

To move to the previous slide, from the Slide menu, choose Previous, or press Ctrl+Left Arrow. Or click

on the navigation panel.

To move to the first slide in the presentation, from the Slide menu, choose First. Or press Ctrl+Up Arrow.

To move to the last slide in the presentation, from the Slide menu, choose Last. Or press Ctrl+Down Arrow.

To move to a specific slide. Click the button in the middle of the navigation panel.

To move through a presentation during a slide show:

Press both mouse buttons at the same time to display the TwinClick palette.

See also

Step by step
Navigating in text

Rearranging slides

Step by step

In slide sorter view, you can quickly rearrange your slides.

Moving one slide

Moving multiple slides

See also

Step by step
Changing the thumbnail size
Displaying slide titles in slide sorter view
Navigating in slide sorter view

Using Compel manual
Chapter 1, "Introduction"

Moving one slide
Step by step

You can quickly move one <u>slide</u> in your <u>presentation</u>.

 To move one slide in slide view:

1. From the Edit menu, choose <u>Select Slide</u>.
2   Do one of the following:

 From the Edit menu, choose <u>Cut</u>.

 Click

 on the <u>tool bar</u>.

 Press Ctrl+X.

3. Display the slide that you want to precede the slide you are moving.
4. Do one of the following:

 From the Edit menu, choose <u>Paste</u>.

 Click

 on the tool bar.

 Press Ctrl+V.

 To move one slide in slide sorter view:

1. Do one of the following:

 From the View menu, choose <u>Slide Sorter</u>.

 Click

 on the tool bar.

 Press F5.

2. Click and drag the slide to the new location.
3. To return to slide view, do one of the following.

 Double-click the slide you want to view in <u>slide view</u>.

 From the View menu, choose <u>Slide</u>.

 Click

 on the tool bar.

See also

Step by step
<u>Changing the thumbnail size</u>
<u>Displaying slide titles in slide sorter view</u>

Using Compel manual
Chapter 1, "Introduction"

Moving multiple slides
Step by step

In slide sorter view, you can quickly move multiple <u>slides</u>.

 To move more than one slide:

1. Do one of the following:

 From the View menu, choose <u>Slide Sorter</u>.

 Click

 on the <u>tool bar</u>.

 Press F5.

2. Select the slides you want to move. (See <u>Selecting multiple objects</u>.)
3. Drag and drop the slides in the new location.
4. To return to slide view, do one of the following.

 Double-click the slide you want to view in <u>slide view</u>.

 From the View menu, choose <u>Slide</u>.

 Click

 on the tool bar.

See also

Step by step
<u>Changing the thumbnail size</u>
<u>Displaying slide titles in slide sorter view</u>
<u>Moving one slide</u>
<u>Navigating in slide sorter view</u>

Using Compel manual
Chapter 1, "Introduction"

Displaying slide titles in slide sorter view
Step by step

You can make it easy to reorganize your <u>slides</u> by displaying the slide titles in <u>slide sorter view</u>.

To display the slide titles in slide sorter view, do one of the following:

From the View menu, choose <u>Show Titles</u>.

Click

on the <u>tool bar</u>.

<u>Right-click</u> where there are no slides, then choose Show Titles.

See also

Step by step
<u>Changing the thumbnail size</u>
<u>Moving multiple slides</u>
<u>Moving one slide</u>
<u>Navigating in slide sorter view</u>

Using Compel manual
Chapter 1, "Introduction"

Changing the thumbnail size
Step by step

You can change the size of the <u>slide</u> thumbnails for easy viewing.

 To change the thumbnail size, do one of the following:

 In slide sorter view, from the View menu, choose <u>Large Thumbnails</u>, <u>Medium Thumbnails</u>, or <u>Small Thumbnails</u>.

 Click Large

, Medium

, or Small

 on the <u>tool bar</u>.

 <u>Right-click</u> where there are no slides, then choose Large Thumbnails, Medium Thumbnails, or Small Thumbnails.

See also

Step by step
<u>Displaying slide titles in slide sorter view</u>
<u>Moving multiple slides</u>
<u>Moving one slide</u>
<u>Navigating in slide sorter view</u>

Using Compel manual
Chapter 1, "Introduction"

Adding slide transitions
Step by step

When you leave one <u>slide</u> and move to another during a <u>slide show</u>, either by displaying slides sequentially or by <u>linking</u>, you can create special display effects called <u>transitions</u>.

Transitions can be defined for a single slide or for all slides in a <u>presentation</u>.

To define a transition:

1. To add a transition for a specific slide, display that slide.

   To add a transition for the entire presentation, display any slide.

2. Do one of the following:

   From the Effects menu, choose <u>Slide Transitions</u>.

   <u>Right-click</u> where there are no <u>objects</u>, then choose Slide Transitions. Choose a transition from the list or choose Other to see a list of transitions.

3. In the Slide Transitions dialog box, under Apply To, choose whether to apply the transition effect to the current slide or to the entire presentation.

4. Under Effects, choose the transition effect and the options you want.

5. Click OK.

See also

Step by step
<u>Adding slides to a presentation</u>
<u>Showing your slide show</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Creating a bullet transition
Step by step

To focus your audience's attention on a particular <u>bullet</u> in your onscreen <u>presentation</u>, you can create bullet transitions so that they are progressively revealed at the click of the mouse.

To create a bullet transition:
1. Do one of the following:

From the Effects menu, choose <u>Bullet Transitions</u>.

<u>Right-click</u> where there are no <u>objects</u>, then choose Bullet Transitions. Choose a transition from the list or choose Other to see a list of transitions.
2. In the <u>Bullet Transitions</u> dialog box, choose the type of bullet transition and the options you want.
3. Click OK.

Tip: During a <u>slide show</u>, right-click to hide the revealed bullets and move backwards through the presentation.

See also

Step by step
<u>Adding bullets to a slide</u>
<u>Deleting bullets</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Creating animation
Step by step

You can animate any graphic <u>object</u> including a <u>group</u>, imported graphic, or <u>text object</u>.

To animate a graphic object:

1. Do one of the following:

    Select the object you want to animate. Then from the Effects menu, choose <u>Animation</u>.

    <u>Right-click</u> the object you want to animate. Choose Animation.

2. Click Start to display the <u>Set Animation Start</u> dialog box.
3. Move, size, or scale the object so it looks the way you want it to when the animation begins.
4. If you want the object to be hidden before the animation begins, check Hide Object at Start. Then click OK to display the <u>Set Animation End</u> dialog box.
5. Move, size, or scale the object so it looks the way you want it to when the animation ends.
6. If you want the object to be hidden after the animation ends, check Hide Object at End. Then click OK.
7. In the <u>Animation</u> dialog box, choose any other options you want.
8. Click OK.
9. Create a media link to play the animation. For details, see <u>Playing a Compel animation automatically</u>, <u>Playing a Compel animation interactively</u>.

See also

Step by step
<u>Creating new objects</u>
<u>Playing a chain of Compel animations</u>
<u>Removing animation</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Removing animation

Step by step

You can easily remove animation from a graphic object.

To remove animation from a graphic object:

1. Do one of the following:

Select the animated object. From the Effects menu, choose Animation.

Right-click the object. Choose Animation.

2. Click Clear, then click OK.

See also

Step by step
Creating animation
Creating new objects

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Creating a hotword

Step by step

A hotword can be made of anything from a few characters of a word to an entire text object. Two or more hotwords can appear in the same sentence, but no two hotwords can overlap.

To create a hotword:

1. Select the text that you want to be a hotword.
2. Do one of the following:

From the Effects menu, choose Create Hotword.

Press Ctrl+W.

See also

Step by step
Changing the font of text
Coloring objects
Creating new objects
Removing a hotword
Showing your slide show
Viewing hotwords

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Viewing hotwords

You can have Compel display the hotword border around all hotwords on a slide so that you can identify your links.

To view hotwords:

From the View menu, choose Hotwords.

Step by step
Creating a hotword

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Coloring text

Step by step

You can color text in text objects.

To color text:

1. Select the text you want to color.

2. To display the color palette, from the View menu, choose Palettes, then choose Color. Or click [icon] on the tool bar.

3. Click the color you want.

See also

Step by step
Changing the font of text
Filling a text object with a gradient
Selecting text

Using Compel manual
Chapter 3, "Text"

Creating buttons

You can create a new <u>button</u> using the button tool. When you create a button, Compel automatically draws a Windows-style pushbutton with the label "Button."

To create a button:

1. <u>Display the tool palette</u>.

2. Choose the button tool .

3.   Point where you want to begin a corner of the new button.
4.   Drag the new button to the size you want.
   To create a a square button, press Ctrl while you drag.

Tip: As with all <u>objects</u>, you can make a button as large as a whole <u>slide</u> or as small as two pixels.

See also

Step by step
<u>Defining how buttons look</u>
<u>Labeling buttons</u>
<u>Moving objects</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Defining how buttons look
Step by step

You can determine a button's style in Compel. A new button created with the button tool is formatted as a Windows-style pushbutton with the label "Button."

 To choose a new button style:

1. Select the button.
2. Do one of the following:

 From the Style menu, choose Button Style.

 Press Ctrl+Y.

 Right-click the button. Choose Button Style or Border Style.

3. Choose the button style you want.

Option	Description
None	An invisible border surrounding a rectangular active area.
Rectangle	A rectangular border with square corners enclosing an active area.
Rounded	A rectangular border with rounded corners enclosing an active area.
Shadowed	A rectangular border with a drop shadow to the right and below, all enclosing an active area.
Checkbox	A box on the left edge of the active area that displays an "x" when the active area is clicked.
Radio	A circle on the left side of the active area that fills when the active area is clicked.
Pushbutton	A rectangular Windows-style pushbutton with square corners enclosing an active area. The pushbutton gives the impression of being pressed in when clicked.

4. Click OK.

See also

___

Step by step
Creating buttons
Labeling buttons

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Labeling buttons
Step by step

You can give a button a label that appears inside the button.

 To label a button:
1. Select the button you want to label.
2. Do one of the following:

 From the Style menu, choose Button Style.

 Press Ctrl+Y.

 Right-click the button, then choose Button Style.
3. In the Label box, type a name for the button.
4. Click OK.

 To format the button label:
1. Select the button with the label you want to format.
2. Do one of the following:

 From the Style menu, choose Button Style.

 Press Ctrl+Y.

 Right-click the button. Choose Text Style, then choose Character.
3. To change the character style, click Character.
4. Click OK.

Tip: If the button label doesn't appear, you may need to resize the button to fit the label text. You can select several buttons and format their label text all at once. However, you can specify only one font for each button's label.

See also
_____

Step by step
Creating buttons
Defining how buttons look

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Hyperlinking to another presentation
Step by step

You can define a <u>link</u> to display a <u>slide</u> from another <u>presentation</u>.

To hyperlink to a slide in another presentation:

1. Display the slide from which the hyperlink will be triggered.
2. Do one of the following:

   Select the object that you want to use to trigger the link. From the Effects menu, choose <u>Hyperlink</u>.

   <u>Right-click</u> the object that you want to use to trigger the link. Choose Hyperlink.
3. Under Destination, select Slide in Another Presentation.
4. Under Details, click Select to display the <u>Select Presentation</u> dialog box. Choose the presentation file you want to hyperlink to, then click OK.
5. In the Slide Number and Title box, select the slide you want to hyperlink to.
6. Choose any other options you want.
7. Click OK.

Tip: Test the hyperlink in <u>slide show view</u> by clicking the trigger object.

See also

Step by step
<u>Creating buttons</u>
<u>Hyperlinking to another slide</u>
<u>Hyperlinking to another Windows application</u>
<u>Showing your slide show</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Hyperlinking to another slide

Step by step

You can quickly define a link between two slides in the same presentation.

To hyperlink to another slide in the same presentation:

1. Display the slide from which the hyperlink will be triggered.
2. Do one of the following:

   Select the object that you want to use to trigger the link. From the Effects menu, choose Hyperlink.

   Right-click the object that you want to use to trigger the link. Choose Hyperlink.
3. Under Destination, select Slide in This Presentation.
4. In the Slide Number and Title box, select the slide you want to hyperlink to.
5. Choose any other options you want.
6. Click OK.

Tip: Test the hyperlink in slide show view by clicking the trigger object.

See also

Step by step
Creating buttons
Hyperlinking to another presentation
Hyperlinking to another Windows application
Showing your slide show

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Hyperlinking to another Windows application
Step by step

You can link a slide in a presentation to another Windows application. Choosing the trigger object opens the other application in a new window.

To hyperlink a slide to another Windows application:
1. Display the slide from which the hyperlink will be triggered.
2. Do one of the following:

   Select the object that you want to use to trigger the link. From the Effects menu, choose Hyperlink.

   Right-click the object that you want to use to trigger the link. Choose Hyperlink.
3. Under Destination, select Another Application.
4. Under Details, click Select to display the Select Application dialog box. Choose the application you want to hyperlink to, then click OK.
5. To have the application open with a specific document, in the Document Name box type the file's name.
6. Click OK.

Tip: Test the hyperlink in slide show view by clicking the trigger object.

See also

Step by step
Creating buttons
Hyperlinking to another presentation
Hyperlinking to another slide
Showing your slide show

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Showing your slide show
Step by step

If you are creating an onscreen presentation, you can show it at any time to test it.

 To set up your presentation for a slide show:
1. From the File menu, choose Slide Show Setup.
2. In the Slide Show Setup dialog box, choose the onscreen options you want.
3. To begin the slide show now, click Start.
    To continue editing your slides, click Save.

 To show your slide show, do one of the following:

 From the View menu, choose Slide Show, then choose From Current Slide or From First Slide.

 Click

 on the tool bar.

 Press Ctrl+F3 to begin the slide show from the first slide or press F3 to begin the slide show from the current slide.

See also

Step by step
Choosing the presentation format
Shortcuts for a slide show

Using Compel manual
Chapter 12, "Finishing Touches"

Removing a hotword

Step by step

You can quickly change a hotword back into regular text.

To change a hotword into regular text:

1. Place the insertion point in the hotword or select any part of it.
2. Do one of the following:

From the Effects menu, choose Remove Hotword.

Press Ctrl+W.

See also

Step by step
Creating a hotword

Command reference
Create Hotword

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Adding headers or footers

You can add <u>headers</u> or <u>footers</u> to every printed page of your presentation. Headers and footers only appear when you print your presentation; they don't appear on the screen.

Headers and footers are frequently used for page numbers, the current date and time, a <u>presentation</u> title, the Compel file name and file location, or for messages such as "Confidential Draft."

To add a header or footer:

1. Do one of the following:

   From the File menu, choose <u>Print</u>.

   Press Ctrl+P.

2. Click <u>Header</u> or <u>Footer</u>.

3. Enter the information you want in the header or footer:

   Type the text in the Header or Footer box.

   Insert the page number, time, or date by clicking an Insert option.

4. To change the character style, click <u>Character</u>.

5. To format your text, click <u>Paragraph</u>.

6. When you are finished creating or modifying your header or footer, click OK.

7. If you are ready to print your <u>slides</u>, <u>speaker notes</u>, or <u>audience handouts</u>, click OK.

   If you are not ready to print, choose Cancel. The text and format settings for your header or footer are retained.

See also

Step by step
<u>Printing a draft of the presentation</u>
<u>Printing audience handouts</u>
<u>Printing overhead transparencies</u>
<u>Printing speaker notes</u>
<u>Printing to a file</u>
<u>Removing headers or footers</u>

Using Compel manual
Chapter 11, "Printing"

Changing the print orientation

Step by step

You can choose to orient your printed <u>output</u> as <u>portrait</u> or <u>landscape</u>.

To change the print orientation:

1. From the File menu, choose <u>Print Setup</u>.
2. Click Setup.
3. In the Orientation box, choose Portrait or Landscape.
4. Click OK to return to the Print Setup dialog box, then click OK to accept the printer settings.

Note: The orientation in the <u>Presentation Setup</u> dialog might differ from your orientation in the Print Setup dialog box. For details about setting your presentation setup, see <u>Choosing the presentation format</u>.

See also

Step by step
<u>Printing a draft of the presentation</u>
<u>Printing audience handouts</u>
<u>Printing overhead transparencies</u>
<u>Printing speaker notes</u>
<u>Printing to a file</u>

Using Compel manual
Chapter 11, "Printing"

Printing a draft of the presentation

Step by step

You can preview your <u>presentation</u> by printing a draft first. To save time when you are printing a draft, you can specify the following time-saving options:

Print viewer objects, graphic placeholders, chart placeholders, and, if displayed, the bullet area.

Print objects drawn in Compel with the existing line color and a white fill color.

Do not print the background and object gradients.

To print a draft of your presentation:

1. Do one of the following:

   From the File menu, choose <u>Print</u>.

   Press Ctrl+P.

2. Under Type, choose Slides.

3. To specify the number of Compel <u>slides</u> you want to appear on each printed page, under Format, select an option.

4. *Optional.* To add a <u>header</u> or <u>footer</u>, click Header or Footer. See <u>Adding headers or footers</u>.

5. To set the draft options, click Options to display the <u>Print Options</u> dialog box, then under Graphic Options:

   To print viewer objects, graphic placeholders, chart placeholders, and, if displayed, the bullet area, check Print Placeholders.

   To print without the background or object gradient, uncheck Print Gradients.

   To print objects drawn in Compel with the existing line color and white fill color, check Print Outlines Only.

6. Click OK to close the dialog box, and then click OK again to print a draft of your presentation.

See also

Step by step
<u>Changing the print orientation</u>
<u>Printing audience handouts</u>
<u>Printing overhead transparencies</u>
<u>Printing speaker notes</u>
<u>Printing to a file</u>
<u>Removing headers or footers</u>
<u>Setting the print margins</u>

Using Compel manual
Chapter 11, "Printing"

Printing audience handouts
Step by step

You can print your presentation as an audience handout.

 To print audience handouts:

1. Do one of the following:

 From the File menu, choose Print.

 Press Ctrl+P.

2. Under Type, choose Audience Handouts.
3. To specify the number of Compel slides you want to appear on each printed page, under Format, select an option.
4. *Optional.* To add a header or footer, click Header or Footer. See Adding headers or footers.
5. *Optional.* To set the printed draft options, click Options to display the Print Options dialog box, then under Graphic Options:

 To print viewer objects, graphic placeholders, chart placeholders, and, if displayed, the bullet area, check Print Placeholders.

 To print without the background or object gradient, uncheck Print Gradients.

 To print objects drawn in Compel with the existing line color and white fill color, check Print Outlines Only. Click OK.

6. Click OK to print your audience handouts.

See also

Step by step
Changing the print orientation
Printing a draft of the presentation
Printing overhead transparencies
Printing speaker notes
Printing to a file
Removing headers or footers

Using Compel manual
Chapter 11, "Printing"

Printing overhead transparencies
Step by step

You can print your <u>slides</u> as high-resolution overhead transparencies.

To print overhead transparencies:

1. Do one of the following:

   From the File menu, choose <u>Print</u>.

   Press Ctrl+P.

2. Under Type, choose Slides.

3. *Optional.* To add a <u>header</u> or <u>footer</u>, click Header or Footer. See <u>Adding headers or footers</u>.

4. Click OK to print your overhead transparencies.

See also

Step by step
<u>Changing the print orientation</u>
<u>Printing a draft of the presentation</u>
<u>Printing audience handouts</u>
<u>Printing speaker notes</u>
<u>Printing to a file</u>
<u>Removing headers or footers</u>
<u>Setting the print margins</u>

Using Compel manual
Chapter 11, "Printing"

Printing speaker notes
Step by step

You can print your presentation as speaker notes.

To print speaker notes:

1. Do one of the following:

From the File menu, choose Print.

Press Ctrl+P.

2. Under Type, choose Speaker Notes.
3. To specify the number of Compel slides you want to appear on each printed page, under Format, select an option.
4. *Optional.* To add a header or footer, click Header or Footer. See Adding headers or footers.
5. *Optional.* To set the printed draft options, click Options to display the Print Options dialog box, then under Graphic Options:

To print viewer objects, graphic placeholders, chart placeholders, and, if displayed, the bullet area, check Print Placeholders.

To print without the background or object gradient, uncheck Print Gradients.

To print objects drawn in Compel with the existing line color and white fill color, check Print Outlines Only. Click OK.

6. Click OK to print your speaker notes.

Step by step
Changing the print orientation
Entering speaker notes
Printing a draft of the presentation
Printing audience handouts
Printing overhead transparencies
Printing to a file
Removing headers or footers

Using Compel manual
Chapter 11, "Printing"

Printing to a file

Step by step

If you are creating 35mm <u>slides</u>, you can print your slides to a file that you send to a slide service bureau.

For details about using a slide service bureau and installing their driver, contact the slide service bureau.

To print to a file using a slide service bureau's output device driver:

1. From the File menu, choose Presentation Setup. Make sure Slide is selected under Target Output Device, then click OK.
2. Do one of the following:

   From the File menu, choose <u>Print</u>.

   Press Ctrl+P.

3. Under Type, choose Slides.
4. Under Format, choose one slide per page.
5. If you have entered a header or footer, you should remove them before you print to a file. Click <u>Header</u> or <u>Footer</u>. Click Clear, then click OK.
6. Click Options to display the <u>Print Options</u> dialog box.

   Under Margins, choose Scale To Fit Printer Margins

   Under Graphic Options, check Print Gradients, then uncheck Print Placeholders and Print Outlines Only. Click OK.

7. To print the slides to a file, click OK.
8. Enter a name for the file, then click OK.

   After the slides have printed to the file, the file is saved in your Compel directory.

Step by step
<u>Changing the print orientation</u>
<u>Printing a draft of the presentation</u>
<u>Printing audience handouts</u>
<u>Printing overhead transparencies</u>
<u>Printing speaker notes</u>

Using Compel manual
Chapter 11, "Printing"

Removing headers or footers

Step by step

For your final printed output, you may want to remove the headers and footers you have created.

To print without headers or footers:

1. Do one of the following:

    From the File menu, choose Print.

    Press Ctrl+P.

2. Click Header or Footer.

3. Click Clear to remove the text, then click OK.

4. If you are ready to print your slides, speaker notes, or audience handouts, click OK.

    If you are not ready to print, click Cancel. The headers or footers remain cleared.

See also

Step by step
Adding headers or footers

Using Compel manual
Chapter 11, "Printing"

Setting the print margins

Step by step

You can customize your print margins. The <u>margin</u> is the area around your <u>slide</u> in which the printer does not print.

Compel provides three margin choices in the <u>Print Options</u> dialog box:

Margins

Print Actual Size	Prints your slide at actual size, using the measurements you entered in the <u>Presentation Setup</u> dialog box.
Scale To Fit Printer Margins	Proportionally enlarges or shrinks your slide to be as large as the printer allows for the page or film size.
Scale To Fit Custom Margins	Proportionally enlarges or shrinks your slide to fit between the margins you choose.

See also

Using Compel manual
Chapter 11, "Printing"

Entering speaker notes
Step by step

You can type <u>speaker notes</u> for any <u>slide</u> to help you remember all your points.

To enter speaker notes:

1. Display the slide for which you want to write a note.
2. Do one of the following:

    From the Slide menu, choose <u>Speaker Notes</u>.

    Press F9.

3. In the box, type your note.
4. To change the character style, select the text you want to format, then click <u>Character</u>.
5. To format your text, click <u>Paragraph</u>.
6. When you are finished typing and formatting the note for the slide, click OK.

See also

Step by step
<u>Printing speaker notes</u>

Using Compel manual
Chapter 11, "Printing"
Chapter 12, "Finishing Touches"

Customizing Compel

Step by step

You can customize Compel's working environment.

To customize Compel:
1. From the Tools menu, choose <u>Startup Preferences</u>. Or press F7.
2. Under Categories, click the Compel category that you want to customize.
3. Choose the options you want, then click OK.

See also

Using Compel manual
Appendix B, "Startup Preferences"

Copying a presentation
Step by step

You can quickly copy your <u>presentation</u> and all associated media files to another hard disk drive or floppy disk.

 To copy a presentation:
1. From the Tools menu, choose <u>Package Presentation</u>.
2. Under Package As, select whether you want to copy the presentation files as one compressed <u>package file</u> or as separate, uncompressed files.
3. Under Copy To, choose the drive and directory to which you want to copy the files.
4. Under Package Contents, select the files you want to include:

 Check Compel Presentation File.

 Check Compel Show Files to include Compel's runtime version.

 Check Media Files to include media files. To include only specific media files, click <u>Select Media Files</u>, select the ones you want, then click OK.

 If you selected One Compel Package File under Package As, you must check Compel Unpackage File. See <u>Unpackaging a presentation</u>.

   5. Click OK.

See also

What is Compel?
<u>Distributing a presentation</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Reducing a presentation's file size

Step by step

You can compress your <u>presentation</u> file to the smallest possible file size.

To reduce a presentation's file size:

From the Tools menu, choose <u>Compact Presentation</u>.
If you haven't saved the presentation, Compel prompts you for a name with which to save the presentation file.

See also

Using Compel manual
Chapter 12, "Finishing Touches"

Changing your default directories

Step by step

You can change the default directories for the following files: Compel files, clip art, templates, graphics, color schemes or palettes, media, or charts.

 To change the default directories for the current presentation:

1. From the Tools menu, choose Directory Settings. Or press F7.
2. Next to the directory you want to change, click Set to display the Set Directory dialog box.
3. Choose the directory and drive that you want, then click OK.
4. Click OK.

   The settings take effect immediately.

 To change the default directories for all new presentations:

1. From the Tools menu, choose Startup Preferences.
2. Under Categories, click Directories.
3. Next to the directory you want to change, click Set to display the Set Directory dialog box.
4. Choose the directory and drive that you want, then click OK.
5. Click OK.

   The settings will take affect the next time you start Compel.

See also

Using Compel manual
Appendix B, "Startup Preferences"

Adding multimedia to a presentation

Step by step

You can add the following multimedia to your slide show presentation. For details, see About multimedia in Compel.

Click a procedure to jump to step-by-step instructions about multimedia.

Sound
Playing a recording automatically
Playing a recording interactively
Removing a recorded sound
Playing a wave audio clip automatically
Playing a wave audio clip interactively
Playing a MIDI clip automatically
Playing a MIDI clip interactively
Playing a CD audio clip automatically
Playing a CD audio clip interactively

Linked objects or embedded objects
Using linked or embedded objects in a slide show

Video or animation
Playing a videodisc clip automatically
Playing a videodisc clip interactively
Playing a digital video clip automatically
Playing a digital video clip interactively
Playing a chain of Compel animations
Playing a Compel animation automatically
Playing a Compel animation interactively
Playing an animation clip automatically
Playing an animation clip interactively
Importing images from a photo CD

See also

Step by step
Using MediaBlitz with Compel

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Removing a recorded sound
Step by step

You can remove a recorded sound from a presentation.

To remove a recorded sound:

1. Do one of the following:

   If the recording is associated with an object, select the object.

   If the recording is associated with a slide, display the slide.

   If the recording is associated with the background, display the background. From the View menu, choose Background. Or press F4.

2. Display the recorder palette. From the View menu, choose Palettes, then choose Recorder. Or click ![icon] on the tool bar.

3. Click ![icon] in the tool palette to remove the recording.

See also

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a recording interactively
Step by step

You can add a recorded sound to your <u>presentation</u>. You can either play a recorded sound interactively, which means you make the sound play, or automatically. For details about playing a recorded clip automatically, see <u>Playing a recording automatically</u>.

To play a sound, you attach the recording to an <u>object</u> on the <u>slide</u>, to the slide itself, or to the <u>background</u>.

To play a recording interactively:
1. Do one of the following:

To play the sound when you click an object, select an object like a button.

Display the recorder palette: From the View menu, choose Palettes, then choose <u>Recorder</u>; or click on the tool bar.
In the box, select When Clicked.

To play the sound on just one slide by pressing a function key, display the slide you want to trigger the sound.

Display the recorder palette: From the View menu, choose Palettes, then choose Recorder; or click on the tool bar.
In the box, select the function key you want to use.

To play the sound for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.

Display the recorder palette: From the View menu, choose Palettes, then choose Recorder; or click on the tool bar.
2. Record the sound:

To start recording, click the red record button.

To stop recording, click the square stop button.

To play the recording, click the triangular play button.

See also

Step by step
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a recording automatically

Step by step

You can add a recorded sound to your <u>presentation</u>. You can either play a recorded sound interactively, which means you make the sound play, or automatically. For details about playing a recorded clip interactively, see <u>Playing a recording interactively</u>.

To play a sound, you attach the recording to an <u>object</u> on the <u>slide</u>, to the slide itself, or to the <u>background</u>.

To play a recording automatically:

1. Do one of the following:

   To play the sound automatically before or after a Compel animation finishes, select the animated object.

   Display the recorder palette: From the View menu, choose Palettes, then choose <u>Recorder</u>; or click on the tool bar.

   In the box, select Before Animated or After Animated.

   To play the sound automatically before or after a bullet is displayed, select the bullet.

   Display the recorder palette: From the View menu, choose Palettes, then choose Recorder; or click on the tool bar.

   In the box, select Before Animated or After Animated.

   To play the sound automatically when a slide enters or leaves the screen, display the slide you want to trigger the sound.

   Display the recorder palette: From the View menu, choose Palettes, then choose Recorder; or click on the tool bar.

   In the box, select Enter Slide or Leave Slide.

   To play the sound automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.

   Display the recorder palette: From the View menu, choose Palettes, then choose Recorder; or click on the tool bar.

   In the box, select Enter Background or Leave Background.

2. Record the sound:

   To start recording, click the red record button.

   To stop recording, click the square stop button.

   To play the recording, click the triangular play button.

See also

Step by step
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a Compel animation interactively
Step by step

You can play a Compel animation during your <u>presentation</u>. You can either play a Compel animation interactively, which means you make the animation play, or automatically. For details about playing a Compel animation automatically, see <u>Playing a Compel animation automatically</u>.

To play a Compel animation, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the animated object that you have defined.

To play a Compel animation interactively:
1. Animate the object. (See <u>Creating animation</u>.)
2. Do one of the following:

To play the Compel animation when you click an object, select an object like a button or the animated object itself.
> From the Effects menu, choose <u>Media Links</u>.
> Under Trigger Event, select When Clicked.

To play the Compel animation on just one slide by pressing a function key, display the slide you want to trigger the animation.
> From the Effects menu, choose <u>Slide Media Links</u>.
> Under Trigger Event, select the function key you want to use.

To play the Compel animation for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.
> From the Effects menu, choose <u>Background Media Links</u>.
> Under Trigger Event, select the function key you want to use.
3. From the Action box, select Play Compel Animation.
4. In the Compel Animations box, select the animation you want to play, and then click OK.

See also

Step by step
<u>Playing a chain of Compel animations</u>
<u>Removing animation</u>

What is Compel?
<u>Using animation in your presentation</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Playing a Compel animation automatically
Step by step

You can play a Compel animation during your <u>presentation</u>. You can either play a Compel animation interactively, which means you make the animation play, or automatically. For details about playing a Compel animation interactively, see <u>Playing a Compel animation interactively</u>.

To play a Compel animation, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the animated object that you have defined.

To play a Compel animation automatically:
1. Animate the object. (See <u>Creating animation</u>.)
2. Do one of the following:

 To play the Compel animation automatically before or after another Compel animation finishes, select the other animated object.
     From the Effects menu, choose <u>Media Links</u>.
     Under Trigger Event, select Before Animated or After Animated.

 To play the Compel animation automatically before or after a bullet is displayed, select the bullet.
     From the Effects menu, choose <u>Media Links</u>.
     Under Trigger Event, select Before Animated or After Animated.

 To play the Compel animation automatically when a slide enters or leaves the screen, display the slide you want to trigger the animation.
     From the Effects menu, choose <u>Slide Media Links</u>.
     Under Trigger Event, select Enter Slide or Leave Slide.

 To play the Compel animation automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.
     From the Effects menu, choose <u>Background Media Links</u>.
     Under Trigger Event, select Enter Background or Leave Background.
3. From the Action box, select Play Compel Animation.
4. In the Compel Animations box, select the animation you want to play, and then click OK.

See also

Step by step
<u>Playing a chain of Compel animations</u>
<u>Removing animation</u>

What is Compel?
<u>Using animation in your presentation</u>

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Playing a chain of Compel animations
Step by step

You can play Compel animations one after another, creating a chain of animation.

To play each Compel animation, you create a media link from an object on the slide to the animated object that you have defined.

To play a chain of Compel animation:
1. Animate each object. (See Creating animation.)
   When you animate each object, name each animation in the Animation dialog box according to the order it will play in the chain. Example: Animation1, Animation2, Animation3, Animation4.
2. To set the 1st animated object's (Animation1) link in the chain, do one of the following:

   To start the chain of animations automatically before or after a bullet is displayed, select the bullet.
   From the Effects menu, choose Media Links.
   Under Trigger Event, select Before Animated or After Animated.

   To start the chain of animations automatically when a slide enters or leaves the screen, display the slide you want to trigger the animation.
   From the Effects menu, choose Slide Media Links.
   Under Trigger Event, select Enter Slide or Leave Slide.

   To start the chain of animations interactively when you click an object (such as a button) select the object.
   From the Effects menu, choose Media Links.
   Under Trigger Event, select When Clicked.

   To start the chain of animations by pressing a function key, display the slide you want to trigger the animation.
   From the Effects menu, choose Slide Media Links.
   Under Trigger Event, select the function key you want to use.
3. Under Action, select Play Compel Animation.
4. To set the 2nd animated object's (Animation2) link in the chain, do the following:

   Select the 1st Compel animated object in the chain (Animation1).

   From the Effects menu, choose Media Links.

   Under Trigger Event, select After Animated.

   Under Action, select Play Compel Animation.

   Under Compel Animations, select the 2nd animated object in the chain (Animation2).

   Click OK.
5. Repeat step 4 for each link in the chain, linking the 2nd animated object (Animation2) to the 3rd animated object (Animation3), and then the 3rd animated object (Animation3) to the 4th animated object (Animation4), until all links are set.

See also

Step by step
Playing a Compel animation automatically
Playing a Compel animation interactively
Removing animation

What is Compel?
Using animation in your presentation

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Playing a wave audio clip interactively
Step by step

You can add a clip of <u>wave audio</u> sound to your <u>presentation</u>. You can either play a wave audio clip interactively, which means you make the sound play, or automatically. For details about playing a wave audio clip automatically, see <u>Playing a wave audio clip automatically</u>.

To play a wave audio clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the wave audio <u>clip</u> that you have defined.

To play a wave audio clip interactively:
1. Do one of the following:

    To play the sound when you click an object, select an object like a button.
    From the Effects menu, choose <u>Media Links</u>.
    Under Trigger Event, select When Clicked.

    To play the sound on just one slide by pressing a function key, display the slide you want to trigger the sound.
    From the Effects menu, choose <u>Slide Media Links</u>.
    Under Trigger Event, select the function key you want to use.

    To play the sound for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.
    From the Effects menu, choose <u>Background Media Links</u>.
    Under Trigger Event, select the function key you want to use.
2. From the Action box, select Play Wave Audio.
3. Under Wave Audio Clips, click the clip you want to play.
    If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
4. To set how many times the sound plays, click Options, choose the options you want, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a wave audio clip automatically
Step by step

You can add a clip of <u>wave audio</u> sound to your <u>presentation</u>. You can either play a wave audio clip interactively, which means you make the sound play, or automatically. For details about playing a wave audio clip interactively, see <u>Playing a wave audio clip interactively</u>.

To play a wave audio clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the wave audio <u>clip</u> that you have defined.

 To play a wave audio clip automatically:

  1. Do one of the following:

 To play the sound automatically before or after a Compel animation finishes, select the animated object.
From the Effects menu, choose <u>Media Links</u>.
Under Trigger Event, select Before Animated or After Animated.

 To play the sound automatically before or after a bullet is displayed, select the bullet.
From the Effects menu, choose <u>Media Links</u>.
Under Trigger Event, select Before Animated or After Animated.

 To play the sound automatically when a slide enters or leaves the screen, display the slide you want to trigger the sound.
From the Effects menu, choose <u>Slide Media Links</u>.
Under Trigger Event, select Enter Slide or Leave Slide.

 To play the sound automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.
From the Effects menu, choose <u>Background Media Links</u>.
Under Trigger Event, select Enter Background or Leave Background.

  2. From the Action box, select Play MIDI.
  3. Under MIDI Clips, click the clip you want to play.
     If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
  4. To set how many times the sound plays, click Options, choose the options you want, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a MIDI clip interactively

Step by step

You can add a clip of <u>MIDI</u> sound to your <u>presentation</u>. You can either play a MIDI clip interactively, which means you make the sound play, or automatically. For details about playing a MIDI clip automatically, see <u>Playing a MIDI clip automatically</u>.

To play a MIDI clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the MIDI <u>clip</u> that you have defined.

To play a MIDI clip interactively:

1. Do one of the following:

   To play the sound when you click an object, select an object like a button.
   From the Effects menu, choose <u>Media Links</u>.
   Under Trigger Event, select When Clicked.

   To play the sound on just one slide by pressing a function key, display the slide you want to trigger the sound.
   From the Effects menu, choose <u>Slide Media Links</u>.
   Under Trigger Event, select the function key you want to use.

   To play the sound for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.
   From the Effects menu, choose <u>Background Media Links</u>.
   Under Trigger Event, select the function key you want to use.

2. From the Action box, select Play MIDI.

3. Under MIDI Clips, click the clip you want to play.
   If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.

4. To set how many times the sound plays, click Options, choose the options you want, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a MIDI clip automatically
Step by step

You can add a clip of <u>MIDI</u> sound to your <u>presentation</u>. You can either play a MIDI clip interactively, which means you make the sound play, or automatically. For details about playing a MIDI clip interactively, see <u>Playing a MIDI clip interactively</u>.

To play a MIDI clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the MIDI <u>clip</u> that you have defined.

To play a MIDI clip automatically:
1. Do one of the following:

   To play the sound automatically before or after a Compel animation finishes, select the animated object.
   From the Effects menu, choose <u>Media Links</u>.
   Under Trigger Event, select Before Animated or After Animated.

   To play the sound automatically before or after a bullet is displayed, select the bullet.
   From the Effects menu, choose <u>Media Links</u>.
   Under Trigger Event, select Before Animated or After Animated.

   To play the sound automatically when a slide enters or leaves the screen, display the slide you want to trigger the sound.
   From the Effects menu, choose <u>Slide Media Links</u>.
   Under Trigger Event, select Enter Slide or Leave Slide.

   To play the sound automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.
   From the Effects menu, choose <u>Background Media Links</u>.
   Under Trigger Event, select Enter Background or Leave Background.
2. From the Action box, select Play MIDI.
3. Under MIDI Clips, click the clip you want to play.
   If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
4. To set how many times the sound plays, click Options, choose the options you want, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a CD audio clip interactively
Step by step

You can add a clip of CD audio to your <u>presentation</u>. You can either play a CD audio clip interactively, which means you make the sound play, or automatically. For details about playing a CD audio clip automatically, see <u>Playing a CD audio clip automatically</u>.

To play a CD audio clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the CD audio <u>clip</u> that you have defined.

To play a CD audio clip interactively:

1. Do one of the following:

   To play the sound when you click an object, select an object like a button.
   From the Effects menu, choose <u>Media Links</u>.
   Under Trigger Event, select When Clicked.

   To play the sound on just one slide by pressing a function key, display the slide you want to trigger the sound.
   From the Effects menu, choose <u>Slide Media Links</u>.
   Under Trigger Event, select the function key you want to use.

   To play the sound for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.
   From the Effects menu, choose <u>Background Media Links</u>.
   Under Trigger Event, select the function key you want to use.

2. From the Action box, select Play CD Audio.
3. Under CD Audio Clips, click the clip you want to play.
   If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
4. To set how many times the sound plays, click Options, choose the options you want, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a CD audio clip automatically
Step by step

You can add a clip of CD audio to your <u>presentation</u>. You can either play a CD audio clip interactively, which means you make the sound play, or automatically. For details about playing a CD audio clip interactively, see <u>Playing a CD audio clip interactively</u>.

To play a CD audio clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the CD audio <u>clip</u> that you have defined.

 To play a CD audio clip automatically:

1. Do one of the following:

 To play the sound automatically before or after a Compel animation finishes, select the animated object.
From the Effects menu, choose <u>Media Links</u>.
Under Trigger Event, select Before Animated or After Animated.

 To play the sound automatically before or after a bullet is displayed, select the bullet.
From the Effects menu, choose <u>Media Links</u>.
Under Trigger Event, select Before Animated or After Animated.

 To play the sound automatically when a slide enters or leaves the screen, display the slide you want to trigger the sound.
From the Effects menu, choose <u>Slide Media Links</u>.
Under Trigger Event, select Enter Slide or Leave Slide.

 To play the sound automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.
From the Effects menu, choose <u>Background Media Links</u>.
Under Trigger Event, select Enter Background or Leave Background.

2. From the Action box, select Play CD Audio.
3. Under CD Audio Clips, click the clip you want to play.
   If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
4. To set how many times the sound plays, click Options, choose the options you want, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using sound in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing an animation clip interactively
Step by step

You can add a clip of an animation file to your <u>presentation</u>. You can either play an animation clip interactively, which means you make the animation play, or automatically. For details about playing an animation clip automatically, see <u>Playing an animation clip automatically</u>.

To play an animation clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the animation <u>clip</u> that you have defined.

To play an animation clip interactively:
1. Do one of the following:

   To play the animation when you click an object, select an object like a button.
   From the Effects menu, choose <u>Media Links</u>.
   Under Trigger Event, select When Clicked.

   To play the animation on just one slide by pressing a function key, display the slide you want to trigger the animation.
   From the Effects menu, choose <u>Slide Media Links</u>.
   Under Trigger Event, select the function key you want to use.

   To play the animation for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.
   From the Effects menu, choose <u>Background Media Links</u>.
   Under Trigger Event, select the function key you want to use.
2. From the Action box, select Play Animation.
3. Under Animation Clips, click the clip you want to play.
   If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
4. If you have already created a viewer object, select the one you want from the Viewer box.
   If you haven't created a viewer object, click Create Viewer.
5. To set how the animation is displayed in the viewer object, click Options.
   Under Display, select Scale to Viewer to scale the animation to the size of the viewer object, or click Center to Viewer to display the animation at actual size.
6. To set how many times the animation plays, click Options, choose the options you want, and then click OK.

Tip: You may have a conflict between the animation's color palette and the Compel color palette. To fix color problems, see Chapter 6, "Color," in <u>Using Compel</u>.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using animation in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing an animation clip automatically
Step by step

You can add a clip of an animation file to your <u>presentation</u>. You can either play an animation interactively, which means you make the animation play, or automatically. For details about playing an animation interactively, see <u>Playing an animation clip interactively</u>.

To play an animation clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the animation <u>clip</u> that you have defined.

To play an animation clip automatically:
   1.   Do one of the following:

To play the animation automatically before or after a Compel animation finishes, select the animated object.
From the Effects menu, choose <u>Media Links</u>.
Under Trigger Event, select Before Animated or After Animated.

To play the animation automatically before or after a bullet is displayed, select the bullet.
From the Effects menu, choose <u>Media Links</u>.
Under Trigger Event, select Before Animated or After Animated.

To play the animation automatically when a slide enters or leaves the screen, display the slide you want to trigger the animation.
From the Effects menu, choose <u>Slide Media Links</u>.
Under Trigger Event, select Enter Slide or Leave Slide.

To play the animation automatically as long as you are using the same template, display the background.
From the View menu, choose <u>Background</u>. Or press F4.
From the Effects menu, choose <u>Background Media Links</u>.
Under Trigger Event, select Enter Background or Leave Background.

   2.   From the Action box, select Play Animation.
   3.   Under Animation Clips, click the clip you want to play.
         If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
   4.   If you have already created a viewer object, select the one you want from the Viewer box.
         If you haven't created a viewer object, click Create Viewer.
   5.   To set how the animation is displayed in the viewer object, click Options.
         Under Display, select Scale to Viewer to scale the animation to the size of the viewer object, or click Center to Viewer to display the animation at actual size.
   6.   To set how many times the animation plays, click Options, choose the options you want, and then click OK.

Tip: You may have a conflict between the animation's color palette and the Compel color palette. To fix color problems, see Chapter 6, "Color," in <u>Using Compel</u>.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using animation in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a videodisc clip interactively
Step by step

You can add a videodisc clip to your presentation. You can either play a videodisc clip interactively, which means you make the videodisc clip play, or automatically. For details about playing a videodisc clip automatically, see Playing a videodisc clip automatically.

To play a videodisc clip, you create a media link from an object on the slide, the slide itself, or the background to the videodisc clip that you have defined.

To play a videodisc clip interactively:
1. Do one of the following:

    To play the videodisc clip when you click an object, select an object like a button.
    From the Effects menu, choose Media Links.
    Under Trigger Event, select When Clicked.

    To play the videodisc clip on just one slide by pressing a function key, display the slide you want to trigger the videodisc clip.
    From the Effects menu, choose Slide Media Links.
    Under Trigger Event, select the function key you want to use.

    To play the videodisc clip for a number of slides by pressing a function key, display the background. From the View menu, choose Background. Or press F4.
    From the Effects menu, choose Background Media Links.
    Under Trigger Event, select the function key you want to use.
2. From the Action box, select Play Videodisc.
3. Under Videodisc Clips, click the clip you want to play.
    If the clip you want to play isn't listed or if no clips are listed, see Creating a new clip or Importing a clip library.
4. If you have already created a viewer object, select the one you want from the Viewer box.
    If you haven't created a viewer object, click Create Viewer.
5. To set how the videodisc clip is displayed in the viewer object, click Options.
    Under Display, select Scale to Viewer to scale the videodisc clip to the size of the viewer object, or click Center to Viewer to display the videodisc clip at actual size.
6. To set how many times the videodisc clip plays, click Options, choose the options you want, and then click OK.

Tip: You may have a conflict between the videodisc clip's color palette and the Compel color palette. To fix color problems, see Chapter 6, "Color," in Using Compel.

See also

Step by step
Editing a clip
Removing a clip
Stopping a clip automatically
Stopping a clip interactively
Troubleshooting multimedia

What is Compel?
Using video in your presentation

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a videodisc clip automatically

Step by step

You can add a videodisc clip to your presentation. You can either play the videodisc clip interactively, which means you make the videodisc clip play, or automatically. For details about playing a videodisc clip interactively, see Playing a videodisc clip interactively.

To play a videodisc clip, you create a media link from an object on the slide, the slide itself, or the background to the videodisc clip that you have defined.

To play a videodisc clip automatically:

1. Do one of the following:

To play the videodisc clip automatically before or after a Compel animation finishes, select the animated object.

    From the Effects menu, choose Media Links.
    Under Trigger Event, select Before Animated or After Animated.

To play the videodisc clip automatically before or after a bullet is displayed, select the bullet.
    From the Effects menu, choose Media Links.
    Under Trigger Event, select Before Animated or After Animated.

To play the videodisc clip automatically when a slide enters or leaves the screen, display the slide you want to trigger the videodisc clip.
    From the Effects menu, choose Slide Media Links.
    Under Trigger Event, select Enter Slide or Leave Slide.

To play the videodisc clip automatically as long as you are using the same template, display the background. From the View menu, choose Background. Or press F4.
    From the Effects menu, choose Background Media Links.
    Under Trigger Event, select Enter Background or Leave Background.

2. From the Action box, select Play Videodisc.
3. Under Videodisc Clips, select the clip you want to play.
    If the clip you want to play isn't listed or if no clips are listed, see Creating a new clip or Importing a clip library.
4. If you have already created a viewer object, select the one you want from the Viewer box.
    If you haven't created a viewer object, click Create Viewer.
5. To set how the videodisc clip is displayed in the viewer object, click Options.
    Under Display, select Scale to Viewer to scale the videodisc clip to the size of the viewer object, or click Center to Viewer to display the videodisc clip at actual size.
6. To set how many times the videodisc clip plays, click Options, choose the options you want, and then click OK.

Tip: You may have a conflict between the videodisc clip's color palette and the Compel color palette. To fix color problems, see Chapter 6, "Color," in Using Compel.

See also

Step by step
Editing a clip
Removing a clip
Stopping a clip automatically
Stopping a clip interactively
Troubleshooting multimedia

What is Compel?
Using video in your presentation

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a digital video clip interactively

Step by step

You can add a clip of a digital video file to your presentation. You can either play a digital video clip interactively, which means you make the digital video clip play, or automatically. For details about playing a digital video clip automatically, see Playing a digital video clip automatically.

To play a digital video clip, you create a media link from an object on the slide, the slide itself, or the background to the digital video clip that you have defined.

To play a digital video clip interactively:

1. Do one of the following:

   To play the digital video clip when you click an object, select an object like a button.
   From the Effects menu, choose Media Links.
   Under Trigger Event, select When Clicked.

   To play the digital video clip on just one slide by pressing a function key, display the slide you want to trigger the digital video clip.
   From the Effects menu, choose Slide Media Links.
   Under Trigger Event, select the function key you want to use.

   To play the digital video clip for a number of slides by pressing a function key, display the background. From the View menu, choose Background. Or press F4.
   From the Effects menu, choose Background Media Links.
   Under Trigger Event, select the function key you want to use.

2. From the Action box, select Play Digital Video.
3. Under Digital Video Clips, select the clip you want to play.
   If the clip you want to play isn't listed or if no clips are listed, see Creating a new clip or Importing a clip library.
4. If you have already created a viewer object, select the one you want from the Viewer box.
   If you haven't created a viewer object, click Create Viewer.
5. To set how the digital video clip is displayed in the viewer object, click Options.
   Under Display, select Scale to Viewer to scale the digital video clip to the size of the viewer object, or click Center to Viewer to display the digital video clip at actual size.
6. To set how many times the digital video clip plays, click Options, choose the options you want, and then click OK.

Tip: You may have a conflict between the digital video clip's color palette and the Compel color palette. To fix color problems, see Chapter 6, "Color," in Using Compel.

See also

Step by step
Editing a clip
Removing a clip
Stopping a clip automatically
Stopping a clip interactively
Troubleshooting multimedia

What is Compel?
Using video in your presentation

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Playing a digital video clip automatically

Step by step

You can add a digital video clip to your <u>presentation</u>. You can either play the digital video clip interactively, which means you make the digital video clip play, or automatically. For details about playing a digital video clip interactively, see <u>Playing a digital video clip interactively</u>.

To play a digital video clip, you create a <u>media link</u> from an <u>object</u> on the <u>slide</u>, the slide itself, or the <u>background</u> to the digital video <u>clip</u> that you have defined.

To play a digital video clip automatically:

1. Do one of the following:

To play the digital video clip automatically before or after a Compel animation finishes, select the animated object.

    From the Effects menu, choose <u>Media Links</u>.
    Under Trigger Event, select Before Animated or After Animated.

To play the digital video clip automatically before or after a bullet is displayed, select the bullet.
    From the Effects menu, choose <u>Media Links</u>.
    Under Trigger Event, select Before Animated or After Animated.

To play the digital video clip automatically when a slide enters or leaves the screen, display the slide you want to trigger the digital video clip.
    From the Effects menu, choose <u>Slide Media Links</u>.
    Under Trigger Event, select Enter Slide or Leave Slide.

To play the digital video clip automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.
    From the Effects menu, choose <u>Background Media Links</u>.
    Under Trigger Event, select Enter Background or Leave Background.

2. From the Action box, select Play Digital Video.
3. Under Digital Video Clips, select the clip you want to play.
    If the clip you want to play isn't listed or if no clips are listed, see <u>Creating a new clip</u> or <u>Importing a clip library</u>.
4. If you have already created a viewer object, select the one you want from the Viewer box.
    If you haven't created a viewer object, click Create Viewer.
5. To set how the digital video clip is displayed in the viewer object, click Options.
    Under Display, select Scale to Viewer to scale the digital video clip to the size of the viewer object, or click Center to Viewer to display the digital video clip at actual size.
6. To set how many times the digital video clip plays, click Options, choose the options you want, and then click OK.

Tip: You may have a conflict between the digital video clip's color palette and the Compel color palette. To fix color problems, see Chapter 6, "Color," in <u>Using Compel</u>.

See also

Step by step
<u>Editing a clip</u>
<u>Removing a clip</u>
<u>Stopping a clip automatically</u>
<u>Stopping a clip interactively</u>
<u>Troubleshooting multimedia</u>

What is Compel?
<u>Using video in your presentation</u>

Using Compel manual

Chapter 9, "Sound, Video, and Animation"

Adding an animation, video, or videodisc placeholder

Step by step

When you want to add a clip of animation, videodisc, or digital video to only one slide, you create a viewer object on that slide.

If you plan to create many clips from one source, want to use the same multimedia effect in several places, or want one long clip to play across slides, create the viewer object on the background.

To create a viewer object:

1. Do one of the following:

   To create a viewer object on a specific slide, display the slide.

   To create a viewer object on the background, display the background. From the View menu, choose Background. Or press F4.

2. Display the tool palette.

3. From the tool palette, click the viewer object tool.

4. Drag to create a rectangular placeholder in the size and position you want.

5. In the Viewer Style dialog box, type a name for the viewer object.

   If you are creating a viewer object on the background, you can return to the slide you were working on by choosing Slide from the View menu.

See also

Step by step
Playing a digital video clip automatically
Playing a digital video clip interactively
Playing a videodisc clip automatically
Playing a videodisc clip interactively
Playing an animation clip automatically
Playing an animation clip interactively

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Creating a new clip

Step by step

You can add animation, CD audio, digital video, MIDI sound, videodisc, or wave audio to your presentation by creating a <u>clip</u>.

1. Under Action Details, click Duplicate.

    The device-specific clip dialog box appears.
2. In the Name box, type a name for the clip.
3. Under Device Control, use the controls to locate a beginning point for the clip. Then, under Beginning, click Set.
4. Under Device Control, use the controls to locate an ending point for the clip. Then, under End, click Set.
5. Click OK to create the new clip.

See also

Command reference
<u>Animation Clip</u>
<u>CD Audio Clip</u>
<u>Digital Video Clip</u>
<u>MIDI Clip</u>
<u>Videodisc Clip</u>
<u>Wave Audio Clip</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Importing a clip library

Step by step

You can import a clip library into your presentation. For details about creating clip libraries, see Saving clips to a clip library.

To import a clip library:

1. From the File menu, choose Import, then choose Media Clips.
2. In the Import Media Clips dialog box, choose the clip file you want, and then click OK.
3. In the Import Clips dialog box, select the clips that you want to import into your presentation, and then click OK.

See also

Step by step
Playing a digital video clip automatically
Playing a digital video clip interactively
Playing a MIDI clip automatically
Playing a MIDI clip interactively
Playing a wave audio clip automatically
Playing a wave audio clip interactively
Playing an animation clip automatically
Playing an animation clip interactively

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Editing a clip

Step by step

You can edit any clip that you have created. Any media links to a clip you edit remain intact, even if you change the name of the clip.

To edit a clip:

1. From the Effects menu, choose Slide Media Links.
2. Under Action, select the action associated with the clip.
3. Under Action Details, select the clip that you want to edit, then click Edit.
   The device-specific clip dialog box appears.
4. Edit the clip by resetting the beginning and ending points with the Beginning and End buttons.
5. When you finish editing the clip, click OK to return to the Edit Clips dialog box, and then click OK.

See also

Step by step
Removing a clip
Troubleshooting multimedia

Command reference
Animation Clip
CD Audio Clip
Digital Video Clip
MIDI Clip
Videodisc Clip
Wave Audio Clip

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Removing a clip

Step by step

You can remove any <u>clip</u> that you have created.

To remove a clip:

1. Do one of the following:

   If the clip is associated with an object, select the object. Then, from the Effects menu, choose <u>Media Links</u>.

   If the clip is associated with a slide, display the slide. Then, from the Effects menu, choose <u>Slide Media Links</u>.

   If the clip is associated with the background, display the background. From the View menu, choose <u>Background</u>. Or press F4. Then, from the Effects menu, choose <u>Background Media Links</u>.

2. Under Trigger Event, select the appropriate trigger event.

3. Under Action, select Do Nothing, and then click OK.

See also

Step by step
<u>Editing a clip</u>
<u>Troubleshooting multimedia</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Saving clips to a clip library

Step by step

You can save clips to a clip library (.CPF) so that the clips can be used in another presentation. For details about using clip libraries in a presentation, see Importing a clip library.

To save clips to a clip library:

1. From the File menu, choose Export, then choose Media Clips.
2. In the Media Clips (Export) dialog box, select the clips that you want to save to a file, and then click OK.
3. In the Export Media Clips dialog box, type a name for the file, and then click OK.

See also

Step by step
Playing a digital video clip automatically
Playing a digital video clip interactively
Playing a MIDI clip automatically
Playing a MIDI clip interactively
Playing a wave audio clip automatically
Playing a wave audio clip interactively
Playing an animation clip automatically
Playing an animation clip interactively

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Importing images from a photo CD

Step by step

You can import an image from a photo CD, such as those used with the Kodak Photo CD player, into your Compel presentation. The image becomes an object in the presentation file, increasing your presentation's file size.

To import images from a photo CD:

1. From the File menu, choose Import, then choose <u>Photo CD</u>.
2. In the CD Drives box, choose the photo CD drive you want to use.
3. Using the scroll bars in the Photo # of # preview box, display the photo you want to use.
4. In the Size box, choose the size, in pixels, at which you want to import the image. The image will be scaled to fit within the size you choose.
5. Choose any other options you want to apply, then click OK to import the image.

See also

Step by step
<u>Aligning objects</u>
<u>Arranging objects on a slide</u>
<u>Moving objects</u>

Using Compel manual
Appendix C, "Photo CD"

Stopping a clip interactively
Step by step

During a slide show, you may want a multimedia clip to stop automatically, or you may want to have the multimedia clip play until you stop it. For details about stopping a clip automatically, see Stopping a clip automatically.

To stop a clip interactively:

1. Do one of the following:

To stop the clip when you click an object, select the object.
From the Effects menu, choose Media Links.
Under Trigger Event, select When Clicked.

To stop a single-slide clip by pressing a function key, display the slide on which the clip plays.
From the Effects menu, choose Slide Media Links.
Under Trigger Event, select the function key you want to use.

To stop a multiple-slide clip by pressing a function key, display the background. From the View menu, choose Background. Or press F4.
From the Effects menu, choose Background Media Links.
Under Trigger Event, select the function key you want to use.

2. From the Action box, select the action that will stop the clip. To stop all clips, select Stop All Media Devices. Click OK.

See also

Step by step
Editing a clip
Removing a clip
Troubleshooting multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Stopping a clip automatically
Step by step

During a slide show, you may want a multimedia clip to stop automatically, or you may want to have the multimedia clip play until you stop it. For details about stopping clips interactively, see Stopping a clip interactively.

 To stop a clip automatically:

1. Do one of the following:

 To stop the clip automatically before or after a Compel animation finishes, select the animated object.
From the Effects menu, choose Media Links.
Under Trigger Event, select Before Animated or After Animated.

 To stop the clip automatically before or after a bullet is displayed, select the bullet.
From the Effects menu, choose Media Links.
Under Trigger Event, select Before Animated or After Animated.

 To stop the clip automatically when a slide enters or leaves the screen, display the slide you want to stop the clip.
From the Effects menu, choose Slide Media Links.
Under Trigger Event, select Enter Slide or Leave Slide.

 To stop a clip when you display a new template, display the background. From the View menu, choose Background. Or press F4.
From the Effects menu, choose Background Media Links.
Under Trigger Event, select Enter Background or Leave Background.

2. From the Action box, select the action that will stop the clip. To stop all clips, select Stop All Media Devices.
Click OK.

See also

Step by step
Editing a clip
Removing a clip
Troubleshooting multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Troubleshooting multimedia

Step by step

You can play only multimedia devices for which you have drivers installed in your system. If a device or its device driver is not properly installed, you will not be able to use multimedia for the device.

To check what type of multimedia your computer can play:

1. From the Help menu, choose System Info.
2. Under Multimedia Drivers, select Installed.

   The list includes all properly installed multimedia drivers.

   If a driver is missing from the list, it may not have been properly installed. See your Microsoft Windows User's Guide for details.

To check what type of multimedia the current presentation uses:

1. From the Help menu, choose System Info.
2. Under Multimedia Drivers, select Used in This Presentation.

   The list includes all multimedia drivers that your presentation uses.

   If a driver is missing from the list, it may not have been properly installed. See your Microsoft Windows User's Guide for details.

To reconnect broken media links:

1. From the Tools menu, choose Check Media Links.
2. To fix a broken link, under Media Link Status, select the broken link.
3. Click Locate File, find the file by changing the directory or the drives, and then click OK.

See also

Step by step
Editing a clip
Removing a clip

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Creating an embedded object

Step by step

You can <u>embed</u> a wide variety of objects in Compel using the Insert Object command on the Edit menu

To create an embedded object:

1. Display the slide on which you want to embed the object.
2. From the Edit menu, choose <u>Insert Object</u>.
3. Select the application from which you want to create the embedded object.
4. Create the object.
5. From the application's File menu, choose the command that returns you to Compel.

See also

Step by step
<u>Editing an embedded object</u>
<u>Embedding an existing object</u>
<u>Sizing a linked or embedded object</u>
<u>Using linked or embedded objects in a slide show</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Embedding an existing object
Step by step

If you have already created an object that you would like to embed in your Compel presentation, you use the Paste Special command on the Edit menu

To embed an existing object:

1. Switch to the object's application and open the object's file.
2. Select the information you want, then from the Edit menu, choose Copy.
3. Switch to Compel.
4. Display the slide on which you want to embed the object.
5. From the Edit menu, choose Paste Special.
6. Under Data Type, select a format which includes the word "object."
7. Click Paste.

Tip: You can quickly switch between applications in two ways: Cycle through all open applications by pressing Alt+Tab or display the Switch To dialog box by pressing Ctrl+Esc.

See also

Step by step
Creating an embedded object
Editing an embedded object
Sizing a linked or embedded object
Using linked or embedded objects in a slide show

Using Compel manual
Chapter 10, "Using Information from Another Application"

Editing an embedded object
Step by step

You can edit an embedded object without leaving Compel.

To edit an embedded object:

1. Do one of the following:

Select the embedded object, then from the Edit menu, choose <u>Object</u>.

Double-click the embedded object.

<u>Right-click</u> the embedded object, then choose Edit Object.

The embedded object's application starts.

2. Edit the object.

3. From the application's File menu, choose the command that returns you to Compel.

See also

Step by step
<u>Creating an embedded object</u>
<u>Embedding an existing object</u>
<u>Sizing a linked or embedded object</u>
<u>Using linked or embedded objects in a slide show</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Linking an object
Step by step

Linking makes it possible for you to share information about an object with more than one Compel file, while only having to go to one source document to update the information. A linked object is essentially just a reference that tells Compel where the actual information exists. Compel uses the link to get the information necessary to display and update the object.

To link an object to a presentation:
1. Switch to the object's application and open the object's file.
2. Select the information you want, then from the Edit menu, choose <u>Copy</u>.
3. Switch to Compel.
4. Display the slide to which you want to link the object.
5. From the Edit menu, choose <u>Paste Special</u>.
6. Under Data Type, select a format that includes the word "object."
7. Click Paste Link.

    If the Paste Link button is dimmed, you cannot link the object to Compel. However, you can embed the object. (See <u>Embedding an existing object</u>.)

Tip: You can quickly switch between applications in two ways: Cycle through all open applications by pressing Alt+Tab or display the Switch To dialog box by pressing Ctrl+Esc.

See also

Step by step
<u>Breaking a link</u>
<u>Editing a linked object</u>
<u>Reconnecting broken links</u>
<u>Sizing a linked or embedded object</u>
<u>Updating links</u>
<u>Using linked or embedded objects in a slide show</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Editing a linked object
Step by step

When you want to edit a linked object, make the changes you want in the object's original application; then, depending on the update option you selected in Compel, you will either see the changes immediately, or you will need to manually update the object to see the new changes. (See Updating links.)

To edit a linked object within Compel:
1. Do one of the following:

   Select the linked object, then from the Edit menu, choose Object.

   Double-click the linked object.

   Right-click the linked object, then choose Edit Object.
   The linked object's application starts.
2. Edit the object.
3. Save, then close the object's file.
4. Switch to Compel.

Tip: You can quickly switch between applications in two ways: Cycle through all open applications by pressing Alt+Tab or display the Switch To dialog box by pressing Ctrl+Esc.

See also

Step by step
Breaking a link
Linking an object
Reconnecting broken links
Sizing a linked or embedded object
Using linked or embedded objects in a slide show

Using Compel manual
Chapter 10, "Using Information from Another Application"

Updating links

Step by step

You can have Compel automatically update linked objects whenever they are changed, or you can manually update them.

To change an object's update options:

1. From the Edit menu, choose OLE Links.
2. Under Links, select the linked object whose update options you want to change.
3. For Update, select the options you want.

   Automatic updates a linked object automatically each time the original object is changed.

   Manual updates a linked object only when you choose to do so.
4. Click OK.

To update links manually:

1. From the Edit menu, choose OLE Links.
2. Under Links, select the linked object that you want to manually update.
3. Click Update Now.
4. Click OK.

   If there are other links to the same file, Compel asks if you want to update the other links to the file. Click Yes to update the other links.

See also

Step by step
Breaking a link
Editing a linked object
Linking an object
Reconnecting broken links
Using linked or embedded objects in a slide show

Using Compel manual
Chapter 10, "Using Information from Another Application"

Reconnecting broken links

Step by step

If you move, delete, or rename the file for an object that Compel is linked to, Compel won't be able to update the linked information. However, you can reconnect the broken link.

To reconnect a broken link:

1. From the Edit menu, choose OLE Links.
2. Under Links, select the link that you want to manually update.
3. Click Change Link.
4. To change the file name, under File Name, type the name of the file you want. Or select a file from the list.
   If the drive or directory is incorrect, under Drives select a new drive, or under Directories, select a new path.
5. Click OK to return to the OLE Links dialog box.
6. To update the linked object, click Update Now, and then click OK.

See also

Step by step
Breaking a link
Editing a linked object
Linking an object
Updating links
Using linked or embedded objects in a slide show

Using Compel manual
Chapter 10, "Using Information from Another Application"

Breaking a link
Step by step

You can intentionally break a link between Compel and an object. When you break a link, the linked object remains in your presentation, but you can no longer update it. After you break a link, however, you cannot reconnect it.

 To break a link:

1. From the Edit menu, choose <u>OLE Links</u>.
2. Under Links, select the link that you want to break.
3. Click Cancel Link.
4. Click OK.

See also

Step by step
<u>Editing a linked object</u>
<u>Linking an object</u>
<u>Reconnecting broken links</u>
<u>Updating links</u>
<u>Using linked or embedded objects in a slide show</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Sizing a linked or embedded object
Step by step

You can set the size of a linked or embedded object to be the size at which it was originally created or the size you scaled it within Compel.

To size a linked or embedded object:
1. Do one of the following:

Select the linked or embedded object. From the Style menu, choose <u>OLE Style</u>.

<u>Right-click</u> the linked or embedded object, then choose OLE Style.
3. Set the size of the object:

To have the object remain the size at which it was created, check Track Size.

To have the object remain the size you scaled it within Compel, uncheck Track Size.
4. Click OK.

See also

Step by step
<u>Editing a linked object</u>
<u>Linking an object</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Using linked or embedded objects in a slide show
Step by step

You can include linked or embedded objects in your <u>slide show</u> to add power to your Compel presentation.

To include linked or embedded objects in a slide show:
1. Link or embed the object on the appropriate slide. (See <u>Creating an embedded object</u>, <u>Embedding an existing object</u>, or <u>Linking an object</u>.)
2. Name the linked or embedded object:

    Select the object. From the Style menu, choose <u>OLE Style</u>.

    In the OLE Name box, type a name for the object, and then click OK.
3. Do one of the following:

    To activate a linked or embedded object interactively:

    To activate the linked or embedded object when you click an object, select the object.
    From the Effects menu, choose <u>Media Links</u>.
    Under Trigger Event, select When Clicked.

    To activate the linked or embedded object on just one slide by pressing a function key, display the slide you want to trigger the sound.
    From the Effects menu, choose <u>Slide Media Links</u>.
    Under Trigger Event, select the function key you want to use.

    To activate the linked or embedded object for a number of slides by pressing a function key, display the background. From the View menu, choose <u>Background</u>. Or press F4.
    From the Effects menu, choose <u>Background Media Links</u>.
    Under Trigger Event, select the function key you want to use.

    To activate a linked or embedded object automatically:

    To activate the linked or embedded object automatically before or after a Compel animation finishes, select the animated object.
    From the Effects menu, choose <u>Media Links</u>.
    Under Trigger Event, select Before Animated or After Animated.

    To activate the linked or embedded object automatically before or after a bullet is displayed, select the bullet.
    From the Effects menu, choose <u>Media Links</u>.
    Under Trigger Event, select Before Animated or After Animated.

    To activate the linked or embedded object automatically when a slide enters or leaves the screen, display the slide you want to trigger the sound.
    From the Effects menu, choose <u>Slide Media Links</u>.
    Under Trigger Event, select Enter Slide or Leave Slide.

    To activate the linked or embedded object automatically as long as you are using the same template, display the background. From the View menu, choose <u>Background</u>. Or press F4.
    From the Effects menu, choose <u>Background Media Links</u>.
    Under Trigger Event, select Enter Background or Leave Background.
4. Under Action, choose Activate OLE.
5. Under OLE Objects, select the object you want to use in the slide show.
6. To specify how the object will behave, click Option. Under Verb, choose an option, and then click OK.

See also

Step by step
<u>Sizing a linked or embedded object</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Sharing Compel files
Step by step

You can share your Compel presentation files with other users even if they don't have Compel, using Compel's runtime version, Compel Show. If you are a licensed user, you can distribute your Compel presentation files with Compel Show.

To copy your presentation and Compel Show:
1. From the Tools menu, choose Package Presentation.
2. Under Package As, select whether you want copy the presentation files as one compressed package file or as separate, uncompressed files.
3. Under Copy To, choose the drive and directory to which you want to copy the files.
4. Under Package Contents, select the files you want to include:

Check Compel Presentation File to include the presentation file.

Check Compel Show Files to include Compel's runtime version.

Check Media Files to include media files. To include only specific media files, click Select Media Files, select the ones you want, and then click OK.

If you selected One Compel Package File under Package As, you must check Compel Unpackage File. See Unpackaging a presentation.
5. Click OK.

See also

Step by step
Copying a presentation
Reducing a presentation's file size

What is Compel?
Distributing a presentation

Using Compel manual
Chapter 12, "Finishing Touches"

Unpackaging a presentation
Step by step

With the Compel Unpackage File, you can restore a package file, which decompresses the presentation file, media files, and Compel Show, if included, and copies them to the location you specify. You must unpackage the package file to be able to run the presentation.

To unpackage a presentation:
1. From the Windows Program Manager File menu, choose Run.
2. Click Browse, then change the current drive and directory to the location of the package file.
3. Select CPLUNPKG.EXE, click OK, then click OK again.
4. From the Compel Unpackage File menu, select Open.
5. Select the packaged presentation that you want to unpackage, and then click OK.
6. In the Unpackage dialog box, click Browse, select the package file that you want to restore, and then click OK.
7. Click OK to unpackage the presentation.
8. From the Compel Unpackage File menu, choose Exit.

See also

Step by step
Copying a presentation
Sending a presentation using electronic mail

Using Compel manual
Chapter 12, "Finishing Touches"

Sending a presentation using electronic mail

Step by step

You can send a presentation using Windows electronic mail.

To send a presentation using electronic mail:

1. From the File menu, choose <u>Send Mail</u>.
2. Under Attach As, select whether you want to package the presentation files as one compressed <u>package file</u> or as separate, uncompressed files.
3. Under Attachment Contents, select the files you want to include:

   Check Compel Presentation File to include your presentation file.

   Check Compel Show Files to include Compel's runtime version.

   Check Media Files to include media files. To include only specific media files, click <u>Select Media Files</u>, select the ones you want, and then click OK.

   If you selected One Compel Package File under Package As, you must check Compel Unpackage File. See <u>Unpackaging a presentation</u>.
4. Click OK.

See also

Step by step
<u>Copying a presentation</u>
<u>Reducing a presentation's file size</u>

What is Compel?
<u>Distributing a presentation</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Filling a text object with a gradient

Step by step

You can fill a text object with a gradient.

To fill a text object with a gradient:

1. Select the text object you want to change, so that the object's selection handles are visible.
2. From the Style menu, choose Gradient Fill.
3. Under Gradient Type, select the type of gradient you want.
4. Under Set Center, click the grid where you want the center of the gradient.
5. In the color palette, select the line and fill colors for the gradient.
6. Select any other options you want, then click OK.

See also

Step by step
Changing the background gradient
Changing the font of text
Filling objects with a pattern or gradient
Selecting text

Using Compel manual
Chapter 3, "Text"

Using MediaBlitz with Compel

Asymetrix MediaBlitz combines sound, graphics, video, and animation along a timeline to create a synchronized multimedia event, called a score. Your Compel package includes the runtime version of MediaBlitz, called ScorePlayer, and some sample MediaBlitz scores. You can add a score to your presentation to liven it up, to act as a brief intermission, or to illustrate a concept.

MediaBlitz scores are incorporated into Compel through the Insert Object command, which creates an embedded object on your slide.

To purchase the full version of MediaBlitz so that you can create your own scores, or to purchase other Asymetrix products, call Asymetrix at 1(800)448-6543.

The first time you use the ScorePlayer application, you need to register it as a Windows OLE (object linking and embedding) server application. **You only need to do this once.**

To register ScorePlayer as an OLE server application:
1. Double-click the ScorePlayer icon.
2. Choose Exit from the ScorePlayer File menu.

   ScorePlayer can now be used in Compel or another Windows application.

To add a MediaBlitz score to a Compel presentation:
1. Display the Compel slide or background on which you want to add the score.
2. From the Edit menu, choose Insert Object.
3. Under Data Type, select ScorePlayer 2.0 Show, then click OK.

   MediaBlitz ScorePlayer opens.
4. From the ScorePlayer File menu, choose Import.
5. Select a score, then click OK.
6. Click Clear All; then, under Source List, select the score you want to play, and click Include.
7. From the File menu, choose Update Client; then, from the File menu, choose Exit to Client.

   MediaBlitz ScorePlayer closes, and you are returned to Compel. A graphic symbol that represents the MediaBlitz score appears on the slide or background.

To play the MediaBlitz score in your Compel presentation, press F3 to switch to slide show view, then click the score symbol. Or, create a media link to trigger the score.

To create a media link to trigger a score:
1. Do one of the following:

   To activate a score interactively when you click an object:

   Select the object, then from the Effects menu, choose Media Links.

   Under Trigger Event, select When Clicked.

   To activate a score on just one slide by pressing a function key:

   Display the slide you want to trigger the sound, then from the Effects menu, choose Slide Media Links.

   Under Trigger Event, select the function key you want to use.

   To activate a score for a number of slides by pressing a function key:

   Display the background. From the View menu, choose Background. Or press F4.

   From the Effects menu, choose Background Media Links.

   Under Trigger Event, select the function key you want to use.

To activate a score automatically before or after a Compel animation finishes:

Select the animated object, then from the Effects menu, choose <u>Media Links</u>.

Under Trigger Event, select Before Animated or After Animated.

To activate a score automatically before or after a bullet is displayed:

Select the bullet, then from the Effects menu, choose <u>Media Links</u>.

Under Trigger Event, select Before Animated or After Animated.

To activate a score automatically when a slide enters or leaves the screen:

Display the slide you want to trigger the sound, then from the Effects menu, choose <u>Slide Media Links</u>.

Under Trigger Event, select Enter Slide or Leave Slide.

To activate a score automatically as long as you are using the same template:

Display the background. From the View menu, choose <u>Background</u>. Or press F4.

From the Effects menu, choose <u>Background Media Links</u>.

Under Trigger Event, select Enter Background or Leave Background.

2. After completing a choice above, under Action, choose Activate OLE.

3. Under OLE Objects, select the object you want to use in the slide show.

4. Click Option. Under Verb, select Play, then click OK.

Contents
Click one of the sections below.

What is Compel?

Overview of creating a presentation

Command reference

Step by step

Map of screen elements

Windows basics for Compel

Tips for Compel

Alphabetical command reference
Click a letter to display command topics.

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V

W

X

Y

Z

To view commands organized by menu, see Command reference by menu.

A

About Compel
Add (bullet)
Add submenu (slide)
Add Title
Align (bullets)
Align (objects)
All Bullets (Autobuild)
Animation
Apply Attributes
Area (chart view)
Auto Align (bullets)
Autobuild submenu

B

Background
Background Media Links
Background Settings
Bar (chart view)
Basic (slide style)
Bold
Bring Closer
Bring to Front
Bullets & Chart (slide style)
Bullets & Graphic (slide style)
Bullet Style
Bullet Transitions
Button Style

C

Callout Style
Cancel & Exit (chart view)
Change Template
Character
Character Style (chart view)
Chart Style
Check Media Links
Clear (chart view)
Clip Art
Close
Color (Palette)
Color Palette (Export)
Color Palette (Import)
Color Scheme (Export)
Color Scheme (Import)
Colors & Patterns (chart view)
Column (chart view)
Column Width (chart view)
Commands
Compact Presentation
Contents
Convert to Bitmap
Copy
Copy Attributes
Create Hotword

T-Z

See also

Command reference

Basics

Command reference by menu

To view commands organized by menu, see Alphabetical command reference.

The following is a list of all the menus available in Compel's slide view, chart view, and slide sorter view. Click a menu name to jump to a directory of commands available on that menu.

File	Worksheet (chart view)
Edit	Chart (chart view)
View	Control (slide show view)
Style	
Slide	
Bullets	
Arrange	
Effects	
Tools	
Help	

See also

Command reference
Map of screen elements

Basics
Windows basics for Compel

File menu

Reference

Contains commands for managing files, printing slides and collateral materials, and previewing presentations. Click a command to jump to a description of the command.

New
Open
Save
Save As
Save Template
Clip Art
Import submenu: Graphic (Import)
                   Photo CD (Import)
                   Media Clips (Import)
                   Color Scheme (Import)
                   Color Palette (Import)
Export submenu: Media Clips (Export)
                   Color Scheme (Export)
                   Color Palette (Export)
Presentation Setup
Slide Show Setup
Print
Print Setup
Send Mail
Exit
Import Data (chart view)
Export Data (chart view)
Update Chart (chart view)
Cancel & Exit (chart view)
Update & Exit (chart view)

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Windows basics for Compel

Edit menu
Reference

Contains commands for editing <u>text objects</u>, graphic <u>objects</u>, <u>charts</u>, and <u>slides</u>. Click a command to jump to a description of the command.

<u>Undo</u>
<u>Cut</u>
<u>Copy</u>
<u>Paste</u>
<u>Paste Special</u>
<u>Paste as Bullet</u>
<u>Delete</u>
<u>Duplicate</u>
<u>Select Slide</u>
<u>Select All Objects</u>
<u>Insert Object</u>
<u>OLE Links</u>
<u>Edit Object</u>
<u>Find & Replace</u>
<u>Clear (chart view)</u>
<u>Edit Cell (chart view)</u>
<u>Select All Cells (chart view)</u>

See also

Command reference
<u>Alphabetical command reference</u>
<u>Map of screen elements</u>

Basics
<u>Windows basics for Compel</u>

View menu

Contains commands for switching views, displaying palettes, and displaying screen elements. Click a command to jump to a description of the command.

Slide
Background
Slide Sorter
Slide Show submenu: From Current Slide
                       From First Slide
Palettes submenu: Tool
                       Color
                       Pattern
                       Line
                       Line Ends
                       Polygon
                       Recorder

Rulers
Grid
Tool Bar
Status Bar
Navigation Panel
Hotwords
Fit Slide in Window
Show Titles (slide sorter view)
Large Thumbnails (slide sorter view)
Medium Thumbnails (slide sorter view)
Small Thumbnails (slide sorter view)

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Displaying or hiding Compel screen elements
Windows basics for Compel

Style menu
Reference

Contains commands for defining styles and colors for Compel <u>objects</u>. Click a command to jump to a description of the command.

<u>Regular</u>
<u>Bold</u>
<u>Italic</u>
<u>Underline</u>
<u>Character</u>
<u>Gradient</u>
<u>Transparent</u>
<u>Copy Attributes</u>
<u>Apply Attributes</u>
<u>Bullet Style</u>
<u>Button Style</u>
<u>Callout Style</u>
<u>Chart Style</u>
<u>OLE Style</u>
<u>Text Box Style</u>
<u>Viewer Style</u>

See also

Command reference
<u>Alphabetical command reference</u>
<u>Map of screen elements</u>

Basics
<u>Windows basics for Compel</u>

Slide menu

Reference

Contains commands for modifying, adding, and moving among slides.Click a command to jump to a description of the command.

Add submenu: Duplicate
                Basic
                Main Bullets
                Bullets & Chart
                Bullets & Graphic
                Other
Autobuild submenu: Main Bullets
                All Bullets

Delete
Next
Previous
First
Last
Speaker Notes
Title Settings
Add Title
Background Settings
Change Template

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Windows basics for Compel

Bullets menu

Reference

Contains commands for working with <u>bullets</u>. Click a command to jump to a description of the command.

<u>Add</u>
<u>Delete</u>
<u>Promote <<</u>
<u>Demote >></u>
<u>Align</u>
<u>Auto Align</u>
<u>Settings</u>
<u>Graphic</u>
<u>Show Bullet Area</u>

See also

Step by step
<u>Working with bullets</u>

Command reference
<u>Alphabetical command reference</u>
<u>Map of screen elements</u>

Basics
<u>Windows basics for Compel</u>

Arrange menu

Reference

Contains commands for working with graphics. Click a command to jump to a description of the command.

Align
Flip & Rotate
Reshape
Group
Bring to Front
Send to Back
Bring Closer
Send Farther

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Windows basics for Compel

Effects menu

Reference

Contains commands for defining special effects for <u>slide show</u> <u>presentations</u>. Click a command to jump to a description of the command.

<u>Slide Transitions</u>
<u>Bullet Transitions</u>
<u>Animation</u>
<u>Hyperlink</u>
<u>Media Links</u>
<u>Slide Media Links</u>
<u>Background Media Links</u>
<u>Create Hotword</u>

See also

Command reference
<u>Alphabetical command reference</u>
<u>Map of screen elements</u>

Basics
<u>Windows basics for Compel</u>

Tools menu

Contains commands for working with graphics, maintaining links, and managing your files and work environment . Click a command to jump to a description of the command.

Draw Settings
Convert to Bitmap
Check Media Links
Package Presentation
Compact Presentation
Directory Settings
Startup Preferences

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Windows basics for Compel

Help menu

Reference

Contains commands that display information about using Compel. Click a command to jump to a description of the command.

Contents
Point & Click
Learning Compel
Keyboard
Commands
Glossary
How to Use Help
Product Support
System Info
About Compel

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Windows basics for Compel

Worksheet menu (chart view)

Reference

In chart view, displays commands for working with and modifying the <u>worksheet</u>. Click a command to jump to a description of the command.

<u>Column Width</u>
<u>Insert Row</u>
<u>Insert Column</u>
<u>Delete Row</u>
<u>Delete Column</u>
<u>Series in Rows</u>
<u>Series in Columns</u>

See also

Command reference
<u>Alphabetical command reference</u>
<u>Map of screen elements</u>

Basics
<u>Windows basics for Compel</u>

Chart menu (chart view)

Reference

In chart view, contains commands that format your data into a <u>chart</u> and define characteristics of a chart. Click a command to jump to a description of the command.

<u>Area</u>
<u>Bar</u>
<u>Column</u>
<u>High-Low-Close</u>
<u>Line</u>
<u>Pie</u>
<u>Colors & Patterns</u>
<u>Titles</u>
<u>Character Style</u>

See also

Command reference
<u>Alphabetical command reference</u>
<u>Map of screen elements</u>

Basics
<u>Windows basics for Compel</u>

Control menu (slide show view)

Reference

In slide show view, the Control menu contains commands for controlling a slide show presentation. Click a command to jump to a description of the command.

Restore
Move
Size
Minimize
Maximize
Close
Switch To
Open Presentation
Edit Presentation
Slide Show Setup
Check Media Links
Pause Slide Show
System Info
About Compel

See also

Command reference
Alphabetical command reference
Map of screen elements

Basics
Windows basics for Compel

Step by step topics

Step by step

Click a topic to view a directory of step-by-step instructions on the topics below.

Animation (Compel)	Information from another application
Animation files	Multimedia
Audience handouts	Objects
Background	Printing
Bullets	Slide show
Buttons	Slides
Callouts	Sound
Charts	Speaker notes
Color schemes	Templates
Distribution of a presentation	Text boxes
Hotwords	Text
Hyperlinked slides	Video

See also

What is Compel?
What is Compel?

Tips
Tips for Compel

Overview
Overview of creating a presentation

Animation files

Click a procedure to jump to step-by-step instructions about animation.

[Adding an animation, video, or videodisc placeholder](#)
[Editing a clip](#)
[Importing a clip library](#)
[Playing an animation clip automatically](#)
[Playing an animation clip interactively](#)
[Removing a clip](#)
[Troubleshooting multimedia](#)

See also

What is Compel?
[Using animation in your presentation](#)

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Animation (Compel)

Click a procedure to jump to step-by-step instructions about animation within Compel.

Creating animation
Playing a chain of Compel animations
Playing a Compel animation automatically
Playing a Compel animation interactively
Removing animation

See also

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Audience handouts

Click <u>Printing audience handouts</u> to jump to step-by-step instructions about <u>audience handouts</u>.

See also

Using Compel manual
Chapter 11, "Printing"

Bullets

Click a procedure to jump to step-by-step instructions about <u>bullets</u>.

<u>Adding bullets to a slide</u>
<u>Changing bullet layout</u>
<u>Changing the bullet graphic using Compel's graphics</u>
<u>Changing the bullet graphic using your own graphic</u>
<u>Changing the font of bullet text</u>
<u>Creating a bullet transition</u>
<u>Deleting bullets</u>
<u>Filling a text object with a gradient</u>
<u>Making bullets main or subordinate</u>
<u>Straightening bullets</u>
<u>Working with bullets</u>

See also

Tips
<u>Tips for professional-looking text</u>
<u>Tips for creating onscreen effects</u>

Using Compel manual
Chapter 3, "Text"

Buttons

Click a procedure to jump to step-by-step instructions about <u>buttons</u>.

<u>Creating buttons</u>
<u>Defining how buttons look</u>
<u>Labeling buttons</u>

See also

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Callouts

Click a procedure to jump to step-by-step instructions about <u>callouts</u>.

<u>Creating a callout</u>
<u>Entering and editing text</u>
<u>Formatting a callout</u>
<u>Moving and sizing a callout</u>

See also

Using Compel manual
Chapter 3, "Text"

Charts

Click a procedure to jump to step-by-step instructions about <u>charts</u>. This directory is organized in an order in which you might complete the procedures.

To create a chart:

1. Add a chart slide style to your presentation. See <u>Adding a slide style with a chart</u>.

2. Choose a chart type. See <u>Choosing a chart type</u>

3. Enter your data in the worksheet.
   <u>Entering new data</u>, <u>Editing existing data</u>
   <u>Moving in the worksheet</u>, <u>Selecting a range of cells in the worksheet</u>
   <u>Adding rows or columns</u>, <u>Deleting rows or columns</u>, <u>Changing column width</u>
   Or, import your data. See <u>Importing data from a file</u>, <u>Importing data using Copy and Paste</u>

4. Label your chart. See <u>Adding legends and axis labels</u> or <u>Adding titles to a chart</u>

5. Place your chart in the presentation. See <u>Placing a chart in your presentation</u>

6. Refine the chart. See <u>Editing an existing chart</u>, <u>Changing chart colors and patterns</u>, <u>Changing the font and color of chart text</u>, <u>Changing the orientation of a chart's data series</u>

See also

Tips
<u>Tips for choosing a chart</u>
<u>Tips for formatting charts</u>

Using Compel manual: Chapter 5, "Charts"

Color schemes

Click a procedure to jump to step-by-step instructions about <u>color schemes</u>.

<u>Assigning a new color scheme to a template</u>
<u>Changing chart colors and patterns</u>
<u>Changing the color scheme for an object</u>
<u>Coloring objects</u>

See also

Tips
<u>Tips for using color</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Hotwords

Click a procedure to jump to step-by-step instructions about <u>hotwords</u>.

<u>Creating a hotword</u>
<u>Removing a hotword</u>
<u>Viewing hotwords</u>

See also

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Hyperlinked slides

Click a procedure to jump to step-by-step instructions about <u>hyperlinking</u> slides.

<u>Hyperlinking to another presentation</u>
<u>Hyperlinking to another slide</u>
<u>Hyperlinking to another Windows application</u>

See also

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Distribution of a presentation

Click a procedure to jump to step-by-step instructions about copying and distributing your <u>presentation</u>.

<u>Copying a presentation</u>
<u>Sharing Compel files</u>

See also

What is Compel?
<u>Distributing a presentation</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Background

Click a procedure to jump to step-by-step instructions about the underline background.

Changing the background to a solid color
Changing the background gradient
Changing the background pattern
Creating a text box that appears on every slide

See also

Using Compel manual
Chapter 7, "Custom Presentations"

Information from another application

Click a procedure to jump to step-by-step instructions about using information from another application.

Embedding objects
Creating an embedded object
Editing an embedded object
Embedding an existing object

Linking objects
Breaking links
Editing a linked object
Linking an object
Reconnecting broken links
Updating links

Using in a slide show
Using linked or embedded objects in a slide show

See also

Tips
Tips for using OLE in a slide show

Using Compel manual
Chapter 10 "Using Information from Another Application"

Multimedia

Click a procedure to jump to step-by-step instructions about multimedia.

Playing a CD audio clip automatically
Playing a CD audio clip interactively
Playing a chain of Compel animations
Playing a Compel animation automatically
Playing a Compel animation interactively
Playing a digital video clip automatically
Playing a digital video clip interactively
Playing a MIDI clip automatically
Playing a MIDI clip interactively
Playing a recording automatically
Playing a recording interactively
Playing a videodisc clip automatically
Playing a videodisc clip interactively
Playing a wave audio clip automatically
Playing a wave audio clip interactively
Playing an animation clip automatically
Playing an animation clip interactively
Using MediaBlitz with Compel

See also

What is Compel?
About multimedia in Compel

Tips
Tips for using multimedia

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Objects

Click a procedure to jump to step-by-step instructions about working with <u>objects</u>.

Creating objects
<u>Adding clip art to a presentation</u>
<u>Creating new objects</u>
<u>Drawing angled lines and irregular polygons</u>
<u>Drawing curves</u>
<u>Drawing regular polygons</u>
<u>Importing graphics from other programs</u>
<u>Importing images from a photo CD</u>

Arranging objects
<u>Arranging objects on a slide</u>
<u>Flipping or rotating objects</u>
<u>Grouping objects</u>
<u>Moving objects</u>
<u>Resizing and reshaping objects</u>
<u>Selecting a single object</u>
<u>Selecting multiple objects</u>
<u>Zooming the view</u>

Formatting objects
<u>Coloring objects</u>
<u>Copying and applying attributes</u>
<u>Duplicating, cutting, copying, and pasting objects</u>
<u>Filling objects with a pattern or gradient</u>

See also

Tips
<u>Tips for professional-looking graphics</u>

Using Compel manual
Chapter 4, "Graphics"

Slide show

Click a procedure to jump to step-by-step instructions about <u>slide shows</u>.

<u>Adding slide transitions</u>
<u>Choosing the presentation format</u>
<u>Creating a bullet transition</u>
<u>Shortcuts for a slide show</u>
<u>Showing your slide show</u>

See also

<u>Animation</u>
<u>Animation (Compel)</u>
<u>Multimedia</u>
<u>Sound</u>
<u>Video</u>

Tips
<u>Tips for creating onscreen effects</u>
<u>Tips for putting on a good show</u>

Using Compel manual
Chapter 12, "Finishing Touches"

Printing

Click a procedure to jump to step-by-step instructions about printing your <u>presentation</u>.

<u>Adding headers or footers</u>
<u>Changing the print orientation</u>
<u>Printing a draft of the presentation</u>
<u>Printing audience handouts</u>
<u>Printing overhead transparencies</u>
<u>Printing speaker notes</u>
<u>Printing to a file</u>
<u>Removing headers or footers</u>
<u>Setting the print margins</u>

See also

Tips
<u>Tips for printing</u>
<u>Tips for solving printing problems</u>

Using Compel manual
Chapter 11, "Printing"

Slides

Click a procedure to jump to step-by-step instructions about working with <u>slides</u>.

<u>Adding slide transitions</u>
<u>Adding slides to a presentation</u>
<u>Automating slide building</u>
<u>Changing slide titles</u>
<u>Choosing the presentation format</u>
<u>Copying a slide from one presentation to another</u>
<u>Deleting a slide</u>
<u>Editing a background</u>
<u>Moving through a presentation</u>
<u>Rearranging slides</u>

See also

Tips
<u>Tips for creating onscreen effects</u>

Using Compel manual
Chapter 1, "Introduction"

Sound

Click a procedure to jump to step-by-step instructions about using sound.

See also

What is Compel?
Using sound in your presentation

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Speaker notes

Click a procedure to jump to step-by-step instructions about <u>speaker notes</u>.

<u>Entering speaker notes</u>
<u>Printing speaker notes</u>

See also

Using Compel manual
Chapter 11, "Printing"
Chapter 12, "Finishing Touches"

Templates

Click a procedure to jump to step-by-step instructions about working with <u>templates</u>.

<u>Adding another template to a presentation</u>
<u>Assigning a different template to a presentation</u>
<u>Assigning a new color scheme to a template</u>
<u>Changing the background gradient</u>
<u>Changing the background pattern</u>
<u>Changing the background to a solid color</u>
<u>Changing the default startup template</u>
<u>Creating a template</u>

See also

Tips
<u>Tips for customizing your presentation</u>

Using Compel manual
Chapter 7, "Custom Presentations"

Text

Click a procedure to jump to step-by-step instructions about text.

See also

Tips
Tips for professional-looking text

Using Compel manual
Chapter 3, "Text"

Text boxes

Click a procedure to jump to step-by-step instructions about <u>text boxes</u>.

<u>Changing the border style of a text box</u>
<u>Coloring text</u>
<u>Creating a text box that appears on every slide</u>
<u>Creating a text box</u>
<u>Entering and editing text</u>
<u>Filling a text object with a gradient</u>
<u>Formatting a text box</u>
<u>Making a text box transparent</u>
<u>Setting a default character style for text boxes</u>

See also

Tips
<u>Tips for professional-looking text</u>

Using Compel manual
Chapter 3, "Text"

Video

Click a procedure to jump to step-by-step instructions about using video in a Compel <u>presentation</u>.

<u>Adding an animation, video, or videodisc placeholder</u>
<u>Editing a clip</u>
<u>Importing a clip library</u>
<u>Playing a digital video clip automatically</u>
<u>Playing a digital video clip interactively</u>
<u>Playing a videodisc clip automatically</u>
<u>Playing a videodisc clip interactively</u>
<u>Removing a clip</u>
<u>Troubleshooting multimedia</u>

See also

What is Compel?
<u>Using video in your presentation</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Overview of creating a presentation

Overview

The following procedure outlines the basic steps for creating a <u>presentation</u> in Compel. Click a topic to jump to step-by-step instructions.

To create a presentation:

1. Choose where you want to show your presentation.
   <u>Choosing the presentation format</u>

2. Choose how you want your presentation to look.
   <u>Assigning a different template to a presentation</u>

3. Add slides.
   <u>Adding slides to a presentation</u>
   See also: <u>Slides</u>

4. Enter text.
   <u>Entering and editing text</u>
   <u>Deleting bullets</u>
   <u>Making bullets main or subordinate</u>
   <u>Navigating in text</u>
   <u>Selecting text</u>
   <u>Working with bullets</u>
   See also: <u>Text</u>, <u>Bullets</u>

5. *Optional.* Add graphic <u>objects</u> to your presentation.
   <u>Creating new objects</u>
   <u>Importing graphics from other programs</u>
   See also: <u>Objects</u>

6. *Optional.* Rearrange your presentation.
   <u>Rearranging slides</u>

7. *Optional.* Add special onscreen multimedia effects to your presentation, such as a recording, wave audio, MIDI, CD audio, videodisc, digital video, Compel animation, or animation file.
   See also: <u>Multimedia</u>

8. *Optional.* Print your presentation.
   <u>Printing a draft of the presentation</u>
   <u>Printing audience handouts</u>
   <u>Printing overhead transparencies</u>
   <u>Printing speaker notes</u>
   <u>Printing to a file</u>
   See also: <u>Printing</u>

9. *Optional.* Show your presentation on the screen.
   <u>Shortcuts for a slide show</u>
   <u>Showing your slide show</u>
   See also: <u>Slide show</u>

Tip: If you want to view this procedure as you complete the Compel tasks, from the Help menu in this window, choose Always on Top.

See also

What is Compel?
<u>What is Compel?</u>

Tips
<u>Tips for Compel</u>

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Glossary

Click a letter to display glossary entries.

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

A

Active area
Active cell
Align
Alignment
Angled line
Animation
Attributes
Audience handouts
Autobuild
Automatic
Axis
Axis labels
Axis title

B

Background
Background media link
Bitmap
Border
Bullet

J-L

M

N-O

P

Q-R

S

Active area

In slide show view, the highlighted area on a button that can be clicked.

Active cell

The cell with a heavy border in the worksheet in which data can be entered or edited.

Align

A command on the Arrange menu that aligns objects in precise relation to each other.

Alignment

The way text within a text object is positioned: left (flush left, ragged right); right (flush right, ragged left); centered (each line centered within the text object); or justified (flush right and flush left).

Angled line

A series of connected straight lines, drawn with the angled line tool from the tool palette.

Animation

Simulation of movement produced by displaying a series of successive images on the screen. Animation files created in animation programs can be used within a Compel presentation if the files use the MCI (Media Control Interface) standard.

Attributes

Properties of an object that can be viewed and changed in the object's Style dialog box, such as character, indent, tab spacing, line spacing, border style, or label.

Audience handouts

A printed reference for the audience, containing the presentation slides and lines for taking notes during the presentation.

Autobuild

The command on the Slide menu that automatically creates several slides from one source slide. The new slides' title text is taken from the bullets of the source slide. For onscreen presentations, links are created between the source slide and the new slides.

Automatic

A self-running onscreen presentation that automatically displays slides, bullets, or special effects.

Axis labels

Descriptive text for the data series along an axis.

Axis title

A descriptive name for either the x-axis or the y-axis.

Axis

A line along which data is plotted. All chart types except pie charts have an x-axis and y-axis.

Background

A design shared by all slides in a template. Objects on the template background appear in the same position, style, and size on every slide sharing that template.

Background media link

A link between the background and a media element, which includes multimedia files, Compel animation, or linked or embedded objects. During a slide show, the background or a function key starts the multimedia.

Border

The perimeter of a text box.

Bullet

An object made up of a graphic and text that is intended to be formatted as part of a list.

Bullet area

The area on a slide in which Compel places bullets.

Bullet graphic

The graphic that introduces bullet text.

Bullet indent

The spacing or distance between a bullet graphic and the bullet text.

Bullet margin

For a main bullet, the distance between the main bullet and the left edge of the bullet area. For a subordinate bullet, the distance between the subordinate bullet and the left edge of the main bullet.

Bullet text

The text portion of a bullet.

Bullet transition

The method of revealing bullets progressively during a slide show. Bullets can move onto the screen from the top, bottom, left, or right, and can be highlighted and then dimmed as they are displayed.

Button

(1) A graphic on the tool bar that can be clicked as a shortcut for using a menu command.

(2) An object created using the button tool from the tool palette.

Callout

A caption with an arrow attached used to point out information.

CD audio

Compact disc audio. CD audio contains sounds that can be added to a presentation as clips.

Cell

A single rectangle, the intersection of a row and a column in the worksheet, where one piece of data can be entered.

Chart

A graphic depiction of numeric data entered in the worksheet.

Chart view

Compel view that displays a worksheet used to create the following charts: area, bar, column, high-low-close, line, or pie.

Clear

A command on the chart worksheet Edit menu that removes a selected object, erases text from a selected text object, or erases data from a selected cell or cells.

Clip

A reference to a segment of any media source or file. Only the reference is stored in Compel. Defining a clip sets the starting and ending points to play in a multimedia file or device. Any number of clips can be created from a media source.

Clip file

A file that contains clips of multimedia files. Clip files (extention .CPF) do not duplicate information stored in the multimedia files.

Color scheme

A set of harmonious colors and accents that can be chosen for a template. All objects in a template, from titles to chart bars, are assigned a scheme color. A template's color scheme can be reassigned, and all objects with a scheme color will reassigned using the new scheme color.

Color palette

The set of all scheme colors and custom colors from which a color can be assigned to a Compel object.

Column heading

The horizontal numbered button in the worksheet that identifies a column.

Copy

A command on the Edit menu that copies a selected objects, data, or text and places the copy on the Windows Clipboard.

Custom color

A color chosen from the extended color palette. A custom color is not part of a template's color scheme and remains unchanged even if the template's color scheme is reassigned.

Cut

A command on the Edit menu that removes selected objects, data, or text from the current location and places the selection on the Windows Clipboard.

Data series

A set of related data that plots one line, one pie section, or a set of columns or bars. Also called: series.

Default

A setting that Compel automatically uses for commands and dialog boxes. Many Compel defaults can be changed using the Startup Preferences command on the Tools menu.

Delimiter

A single character, such as a tab, that separates each piece of data in a source file.

Demote

A command on the Bullets menu that changes a main bullet to a subordinate bullet.

Device driver

A program that allows Windows 3.1 to communicate with a specific piece of multimedia hardware.

Displaying the worksheet

To display the Compel worksheet, do one of the following:

If you are creating a new chart, double-click the chart placeholder.

If you are editing an existing chart, double-click the chart.

Displaying the tool palette

To display the tool palette, do one of the following:

Click

on the tool bar.

From the View menu, choose Palettes, then choose Tool.

Digital video

Video that has been converted from analog to digital format and that can be incorporated into a Compel presentation. The digital file must use the MCI (Media Control Interface) standard.

Dithering

A Windows process of blending colors to approximate a color.

Duplicate

A command on the Edit menu that duplicates a selected object or slide and pastes the copy into the current presentation, bypassing the Windows Clipboard.

Embedded object

An object on a slide that was created in another application and that can still be updated in the source application. Compel possesses all of the object's source information.

Exporting

From information within a Compel presentation, the process of creating a new file such as a media file, color scheme file, or color palette file.

Fill color

The color applied to the interior of an object or the part of an object that the assigned line color surrounds.

Font

The complete set of characters for one typeface, style, and size, such as Courier 12-point italic.

Footer

Text specified to print at the bottom of every slide.

Gradient

The gradual blending of two or more colors. Gradients can be used to fill objects or enhance the background.

Grid

A set of dots used to precisely align objects on a slide. The grid does not print on the slide.

Group

A command on the Arrange menu that binds multiple objects together so that they can be manipulated as one object.

Hard return

A line break created by pressing the Enter key.

Header

Text specified to print at the top of every slide.

Hotword

Any text from a few characters to an entire text object that can be used to trigger an event, such as animation, sound, or video.

Hyperlink

A link from one slide to another in the current presentation, to a slide in a different presentation, or to another Windows application.

Hypertext

Text that can be used to trigger an event, such as animation, sound, or video.

Import

A command on the File menu that imports graphics, color palettes, and color schemes.

Import filter

Filters installed that allow Compel to import graphics.

Indent

The amount text is inset from the left margin.

Insertion point

The I-beam that appears when a text object is double-clicked that indicates where typing can begin.

Instance

A running copy of Compel, appearing as a Window or an icon. You can run multiple instances of Compel to work with two or more presentations at the same time.

Interactive

An onscreen presentation in which the presenter controls when the slides, bullets, or special effects are displayed.

Irregular polygon

An enclosed object with unequal angles and varying numbers of lengths.

Label

Text that appears on a button.

Landscape

Horizontal orientation of a slide or printed page; landcape orientation is wider than it is tall.

Layer

Stacking area of a slide on which objects are created. If one object appears to be on top of another, the top object is on a layer closer to the front of the slide.

Legends

The descriptive names of the data series.

Line color

The color applied to object borders, patterns, text, and button labels.

Line ends palette

In slide view, a collection of arrows that can be applied to Compel line ends.

Line palette

In slide view, a collection of line styles that can be applied to Compel objects.

Line spacing

The vertical distance between bullets.

Line style

The appearance and width of a line, which is set using the Line palette.

Link

A connection that can be defined to allow navigation between any two slides in the same or in different presentations or between a Compel slide and another application.

Linked object

An object on a slide that was created in an application other than Compel that remains linked to the source application. Compel contains only a reference to where the object is stored.

Main title

A descriptive title for the entire chart.

Main bullet

The first bullet level in Compel. A main bullet can be used for the main topic or points, while a subordinate bullet can be used for information that explains or supports the main bullet.

Up to 16 bullet levels can be created in Compel. When a main bullet is selected, all subordinate bullets are also selected.

Print margin

The area around a slide in which the printer does not print.

Clip library

A file that contains clips, or references to media files, that can be used in a presentation.

Media device

Hardware that plays a source of multimedia. For example a CD-ROM can play CD audio.

Media file

Any multimedia file that can be used within Compel: wave audio, MIDI, animation, digital video.   The files must use the MCI (Media Control Interface) standard.

Media link

A link between an object and a media element, which includes multimedia files, Compel animation, or linked or embedded objects. During a slide show, the object starts the multimedia.

MIDI

Stands for Musical Instrument Digital Interface, a type of sound file. MIDI files that you want to incorporate in Compel must use the MCI (Media Control Interface) standard.

Multimedia

Media files and effects that can be incorporated into a Compel presentation, including sound, animation, and video.

TwinClick palette

The palette that appears during a slide show when you twin-click, which can be used to display a different slide.

Navigation panel

The button at the bottom of the Compel window that shows the current slide number, background, or other information. Click to display a list of all slide titles, then choose one to display.

Object

Anything on a slide that can be selected, moved, or resized. If an object can't be selected, it may be located on the template background.

Online Help

Information and step-by-step instructions accessed from Compel by pressing F1, by choosing a command from the Help menu, or by pressing Shift+F1 to use Point & Click Help.

Onscreen presentation

A Compel presentation that is shown interactively or automatically on the computer screen.

Output

A Compel end product: overheads, 35mm slides, or an onscreen presentation.

Output device

The machine that creates the output or printed presentation.

Output device driver

The file that interacts with Compel and the output device.

Bitmap

A stored set of bits in computer memory that defines each pixel in an image. See also <u>Picture</u>.

Package file

A compressed file that can contain a presentation file, media files, and Compel Show. When presentations are packaged, they are easy to transport or distribute. Package files are created using the Package Presentation command on the Tools menu.

Palette

The set of all scheme colors and custom colors from which a color can be assigned to a Compel object.

Palette conflict

A conflict of colors that can occur when an animation or video's color palette contains enough colors that are different from Compel's color palette. During a video or animation, the Compel slide cannot be displayed with the correct colors.

Palette file

A file containing the table of color values associated with an image.

Paste

A command on the Edit menu that places the contents of the Windows Clipboard onto the current slide. Compel pastes a new slide after the current slide.

Pattern

Designs on the pattern palette used to fill an enclosed Compel object or the background.

Pattern palette

In slide view, a collection of patterns that can be applied to Compel objects or the background.

Picture

A graphic object that Compel creates from any imported graphic except a bitmap (.BMP) or Device Independent Bitmap (.DIB). See also Bitmap.

Pixel

Short for picture element. The smallest element that display or print hardware and software can manipulate in creating letters, numbers, or graphics. Resolution of text and graphics depends on the number of pixels a screen can display.

Placeholder

A region in a slide style that reserves an area for a specific object. Text placeholders show where to type bullets or titles; chart, graphic, and media placeholders show where these objects are placed.

Point

A typographical unit of measure for font size. One point is equal to 1/72 inch.

Point & Click Help

Information about a specific object, menu command, or dialog box accessed by pressing Shift+F1 and then clicking on an object, menu command, or dialog box.

Polygon palette

A palette where the number of sides for a regular polygon, which have sides of equal length and equal angles, can be specified.

Portrait

Vertical orientation of a slide or printed page; portrait orientation is taller than it is wide.

Presentation

All the slides that make up the slide show. A presentation can be formatted using one or more templates.

Promote

A command on the Bullets menu used to change a subordinate bullet to a main bullet.

Recorder palette

In slide view, a palette used to record and attach a sound to a Compel object.

Regular polygon

An enclosed object with equal angles and a varying number of sides of equal lengths.

Reshape handles

Handles displayed around a selected object when the Reshape command is chosen from the Arrange menu. Used to change the shape of an irregular polygon, curve, arc, or pie wedge.

Resolution

The clarity or fineness of detail attained by a monitor or a printer in producing an image. For the computer monitor, the number of pixels per inch. For a printer, the number of dots per inch (dpi).

Right-click

The action of positioning the selection arrow over an object, then pressing the right mouse button to display a menu and tool bar for that object.

Row heading

The vertical numbered button in the worksheet that identifies a row.

Rulers

A horizontal and vertical ruler that can be used to align objects on a slide. The unit of measure for rulers is set using the Startup Preferences command on the Tools menu.

Compel Show

The runtime version of Compel that will only play a Compel file in slide show view. The runtime version can be distributed to someone to allow them to play a presentation.

Scheme color

A color chosen from the abbreviated color palette, which shows only the colors in the current template color scheme. When a new color scheme is chosen for the template, all objects with a scheme color are reassigned the new scheme color.

Select

The action of clicking an object with the selection arrow to display the object's selection handles. An object must be selected before it can be edited.

Selection arrow

The arrow located at the top of the tool palette, used to select objects on a slide.

Selection handles

Handles that appear around a selected object.

Series

A set of related data that plots one line, one pie chart, or a set of columns or bars. Also called: data series.

Size

(1) The act of changing the shape of an object. (2) The point size assigned to text.

Slide

The basic unit of a Compel presentation, similar to a page, and what is seen when a presentation is displayed in a Compel window.

Slide media link

A link between a slide and a media element, which includes multimedia files, Compel animation, or linked or embedded objects.

Slide show view

The Compel view that shows the presentation interactively or automatically on the computer screen.

Slide style

A slide that contains preformatted text placeholders and other object placeholders. To use the slide style, enter text and fill in the placeholders.

Slide sorter view

The Compel view that shows thumbnails of all slides. The slides can be reorganized in slide sorter view.

Slide transition

A special effect, such as a screen wipe, that occurs during an onscreen presentation when moving from one slide to the next.

Slide view

Compel's editing view that provides tools and commands for creating and modifying objects, slides, templates, and presentations.

Source slide

The slide from which autobuild slides originate.

Speaker notes

Reference notes entered for each slide that can be used by a presenter. Printed speaker notes contain the slides and entered notes.

Status bar

The bar at the bottom of the Compel window that displays quick help for menus and commands.

Style

Formatting applied to a font, such as bold or italic.

Subordinate bullet

A bullet level that is indented under a main bullet. A subordinate bullet can be used to explain, detail, or support the information in the main bullet.

Up to 16 bullet levels can be created in Compel.

Template

A consistent design for a set of slides that use the same background and design elements. A presentation can have more than one template.

Text box

A Compel object that holds text, created using the text tool from the tool palette.

Text object

Any Compel objects that holds text and that can be treated similarly: title, bullet, text box, or callout.

Thumbnails

Miniature slide representations.

Tool bar

The bar at the top of the Compel window containing buttons that are shortcuts for frequently used menu commands.

Tool palette

The collection of tool icons that Compel displays in slide view that can be used to create and work with objects.

Transition

A special effect, such as a bullet transition or slide transition, that occurs during an onscreen show.

Transparent

An attribute assigned to a Compel object that allows objects on layers behind the transparent object to show through.

Trigger

During an onscreen slide show, a link that activates a special effect.

Twin-click

The action of pressing both mouse buttons at once. During an interactive slide show, twin-click displays the TwinClick palette.

Videodisc

An optical disc used to store analog video, images, and associated audio information, which can be incorporated into a Compel presentation.

Viewer object

A placeholder for animation, digital video clips, or videodisc clips that reserves a location onscreen in which they can be shown. A viewer object is drawn with the viewer object tool from the tool palette.

Views

The three ways of displaying a presentation in Compel: slide view, slide sorter view, and slide show view.

Wave audio

Stands for waveform audio, a type of sound file (extension .WAV).

White space

Area on a slide kept blank or empty to enhance the readability of a slide.

Worksheet

The Compel view in which data can be entered to create a chart.

X-axis

A chart's horizontal axis, along which data from the worksheet is plotted.

Y-axis

A chart's vertical axis, along which data from the worksheet is plotted.

Z-axis

The third axis in a three-dimensional chart that appears to add depth to the chart. If data is clusterd in the z-axis, it is plotted with each series behind the next along the z-axis.

Zoom tool

The magnifying glass on the tool palette that magnifies or reduces the view.

Frame animation

Created by designing a separate frame for each screen view, much like a separate frame of a filmstrip or videotape.

Cast-based animation

Created by individually designing the moving objects to be used in a frame, assigning each object its own character traits (such as position, pattern, size, and ink), then composing a complete frame containing the objects.

MCI-compatible

Stands for Media Control Interface compatible. Windows 3.1 standard control interface for multimedia.

Angled line

Click a topic to jump to step-by-step instructions about angled lines.

Creating
Drawing angled lines and irregular polygons

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Duplicating, cutting, copying, or pasting
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects

Arc

Click a topic to jump to step-by-step instructions about arcs.

Creating
Creating new objects

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Duplicating, cutting, copying, or pasting
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects

Curve

Click a topic to jump to step-by-step instructions about curves.

Creating
Drawing curves

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Duplicating, cutting, copying, or pasting
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects

Ellipse

Click a topic to jump to step-by-step instructions about ellipses.

Creating
Creating new objects

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects
Changing the color scheme for an object
Coloring objects
Filling objects with a pattern or gradient
Removing patterns from objects

Irregular polygon

Click a topic to jump to step-by-step instructions about irregular polygons.

Creating
Drawing angled lines and irregular polygons

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects
Changing the color scheme for an object
Coloring objects
Filling objects with a pattern or gradient
Removing patterns from objects

Line

Click a topic to jump to step-by-step instructions about lines.

Creating
Creating new objects

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Cutting, copying, or pasting
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects

Pie

Click a topic to jump to step-by-step instructions about pie wedges.

Creating
Creating new objects

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Changing the color scheme for an object
Coloring objects
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects
Filling objects with a pattern or gradient
Removing patterns from objects

Placeholder

For details about using placeholders, see <u>Working with placeholders</u>.

Polygon

Click a topic to jump to step-by-step instructions about polygons.

Creating
Drawing regular polygons

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Changing the color scheme for an object
Coloring objects
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects
Filling objects with a pattern or gradient
Removing patterns from objects

Rectangle

Click a topic to jump to step-by-step instructions about rectangles.

Creating
Creating new objects

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Changing the color scheme for an object
Coloring objects
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects
Filling objects with a pattern or gradient
Removing patterns from objects

Round rectangle

Click a topic to jump to step-by-step instructions about round rectangles.

Creating
Creating new objects

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Changing the color scheme for an object
Coloring objects
Copying and pasting graphic objects using the Windows Clipboard
Duplicating, cutting, copying, and pasting objects
Filling objects with a pattern or gradient
Removing patterns from objects

Title

Click a topic to jump to step-by-step instructions about titles.

Adding
[Adding a slide title](#)

Entering text
[Entering and editing text](#)
[Navigating in text](#)
[Selecting text](#)
[Entering and editing text](#)

Modifying
[Applying a type style](#)
[Changing slide titles](#)
[Changing the font of text](#)
[Clearing text](#)
[Cutting and copying text](#)
[Finding or replacing text](#)
[Pasting text](#)

Bitmap

Click a topic to jump to step-by-step instructions about bitmaps.

Creating
Copying and pasting graphic objects using the Windows Clipboard
Importing graphics from other programs

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Duplicating, cutting, copying, and pasting
Duplicating, cutting, copying, and pasting objects

Chart placeholder

Click a topic to jump to step-by-step instructions about chart placeholders.

Charts
Working with placeholders

Graphic placeholder

Click a topic to jump to step-by-step instructions about graphic placeholders.

<u>Importing graphics from other programs</u>
<u>Working with placeholders</u>

OLE object

Click a topic to jump to step-by-step instructions about OLE objects.

Creating an embedded object
Editing a linked object
Sizing a linked or embedded object

Picture

Click a topic to jump to step-by-step instructions about picture objects.

Creating
Copying and pasting graphic objects using the Windows Clipboard
Importing graphics from other programs

Arranging
Aligning objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Selecting a single object
Selecting multiple objects
Ungrouping objects
Zooming the view

Formatting
Duplicating, cutting, copying, and pasting objects
Using pictures efficiently

Viewer object

Click a topic to jump to step-by-step instructions about viewer objects.

<u>Adding an animation, video, or videodisc placeholder</u>
<u>Working with placeholders</u>

Slide sorter layout

For details about the slide sorter layout, see <u>Rearranging slides</u>.

Slide thumbnail

For details about changing slide thumbnails, see <u>Changing the thumbnail size</u>.

These are Right-click menu commands.

None

Right-click menu

Removes the slide transition effect for the current <u>slide</u>.

Blinds

Right-click menu

Applies a Blinds slide transition effect for the current <u>slide</u>. During a <u>slide show</u>, the current slide disappears using a blinds effect, which seem like louvered blinds close over one slide to reveal the next.

Dissolve

Right-click menu

Applies a Dissolve slide transition effect for the current <u>slide</u>. During a <u>slide show</u>, the current slide is dissolved.

Wipe to Left

Right-click menu

Applies a Wipe to Left slide transition effect for the current <u>slide</u>. During a <u>slide show</u>, the current slide is wiped away to the left.

Wipe to Right

Right-click menu

Applies a Wipe to Right slide transition effect for the current slide. During a slide show, the current slide is wiped away to the right.

Zoom out Center

Right-click menu

Applies a Zoom out Center slide transition effect for the current <u>slide</u>. During a <u>slide show</u>, the current slide disappears using a zoom effect.

Other

Right-click menu

Displays the <u>Slide Transitions</u> dialog box in which you can apply a slide transition effect for a <u>slide show</u>.

None

Right-click menu

Removes the bullet transition effect for the <u>presentation</u>.

Appear in Place

Right-click menu

Applies the Appear in Place bullet transition effect for the <u>presentation</u>. During a <u>slide show</u>, bullets display in place without movement.

Enter from Left

Right-click menu

Applies the Enter from Left bullet transition effect for the <u>presentation</u>. During a <u>slide show</u>, bullets enter each slide from the left.

Enter from Right

Right-click menu

Applies the Enter from Right bullet transition effect for the <u>presentation</u>. During a <u>slide show</u>, bullets enter each slide from the right.

Enter from Top

Right-click menu

Applies the Enter from Top bullet transition effect for the <u>presentation</u>. During a <u>slide show</u>, bullets enter each slide from the top.

Enter from Bottom

Applies the Enter from Bottom bullet transition effect for the <u>presentation</u>. During a <u>slide show</u>, bullets enter each slide from the bottom.

Enter from Random

Right-click menu

Applies the Enter from Random bullet transition effect for the <u>presentation</u>. During a <u>slide show</u>, bullets enter each slide from random directions.

Other

Right-click menu

Displays the <u>Bullet Transitions</u> dialog box in which you can apply a bullet transition effect for a <u>slide show</u>.

Left
Right-click menu

Formats text as left justified: flush left and ragged right.

Center

Right-click menu

Centers text within the text object.

Right
Right-click menu

Formats text as right justified: flush right and ragged left.

Justified

Right-click menu

Formats text as justified: flush right and flush left.

No Border

Right-click menu

Removes the border from the selected <u>button</u>.

Rectangle

Right-click menu

Formats the selected button as a rectangle.

Round Rectangle

Right-click menu

Formats the selected <u>button</u> as a rounded rectangle.

Shadow
Right-click menu

Formats the selected button with a shadow.

Check Box

Right-click menu

Formats the selected button as a check box.

Pushbutton

Right-click menu

Formats the selected <u>button</u> as a pushbutton.

Radio

Right-click menu

Formats the selected <u>button</u> as a radio button.

No Border

Right-click menu

Removes the border from the selected <u>text object</u>.

Plain

Right-click menu

Formats the selected <u>text object</u> with a plain border.

Scrollbars
Right-click menu

Formats the selected <u>text object</u> with scrollbars.

Shadow

Right-click menu

Formats the selected <u>text object</u> with a shadow.

Ungroup

Right-click menu

Separates objects in a selected group and treats the group as a multiple selection. If the selected group contains another group, the inner group is unaffected by this command. Inner groups can, however, be selected and ungrouped once the outer group is ungrouped.

Main & Sub Bullets (slide style)

Right-click menu

Adds a new <u>slide</u> with a title, three <u>main bullets</u>, and three <u>subordinate bullets</u>. The new slide is added after the current slide.

The new slide is formatted with the current <u>template</u>.

See also

Step by step
<u>Adding slides to a presentation</u>

Edit Chart

Right-click menu

Displays the <u>worksheet</u> for the <u>chart</u> in which you can edit the chart's data, chart type, colors, patterns, or text.

See also

Step by step
<u>Adding legends and axis labels</u>
<u>Adding titles to a chart</u>
<u>Changing chart colors and patterns</u>
<u>Changing the orientation of a chart's data series</u>
<u>Changing your chart's appearance</u>
<u>Choosing a chart type</u>
<u>Editing existing data</u>
<u>Hiding legends or axis labels</u>

Bullets

Click a topic to jump to step-by-step instructions about <u>bullets</u>.

<u>Adding bullets to a slide</u>
<u>Changing bullet layout</u>
<u>Changing the bullet graphic using Compel's graphics</u>
<u>Changing the bullet graphic using your own graphic</u>
<u>Changing the font of bullet text</u>
<u>Creating a bullet transition</u>
<u>Deleting bullets</u>
<u>Making bullets main or subordinate</u>
<u>Straightening bullets</u>
<u>Working with bullets</u>

See also

Using Compel manual
Chapter 3, "Text"

Buttons

Click a topic to jump to step-by-step instructions about <u>buttons</u>.

<u>Creating buttons</u>
<u>Defining how buttons look</u>
<u>Labeling buttons</u>

See also

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Callouts

Click a topic to jump to step-by-step instructions about <u>callouts</u>.

<u>Creating a callout</u>
<u>Entering and editing text</u>
<u>Formatting a callout</u>
<u>Moving and sizing a callout</u>

See also

Using Compel manual
Chapter 3, "Text"

Charts

Click a topic to jump to step-by-step instructions about underline charts. This directory is organized in an order in which you might complete the procedures.

To create a chart:

1. Add a chart slide style to your presentation. See Adding a slide style with a chart.
2. Choose a chart type. See Choosing a chart type
3. Enter your data in the worksheet.
   Entering new data, Editing existing data
   Moving in the worksheet, Selecting a range of cells in the worksheet
   Adding rows or columns, Deleting rows or columns, Changing column width
   Or, import your data. See Importing data from a file, Importing data using Copy and Paste
4. Label your chart. See Adding legends and axis labels or Adding titles to a chart
5. Place your chart in the presentation. See Placing a chart in your presentation
6. Refine the chart. See Editing an existing chart, Changing chart colors and patterns, Changing the font and color of chart text, Changing the orientation of a chart's data series

See also

Using Compel manual: Chapter 5, "Charts"

Text boxes

Click a topic to jump to step-by-step instructions about <u>text boxes</u>.

<u>Changing the border style of a text box</u>
<u>Coloring text</u>
<u>Creating a text box that appears on every slide</u>
<u>Creating a text box</u>
<u>Entering and editing text</u>
<u>Formatting a text box</u>
<u>Making a text box transparent</u>
<u>Setting a default character style for text boxes</u>

See also

Using Compel manual
Chapter 3, "Text"

Objects

Click a topic to jump to step-by-step instructions about working with objects.

Creating objects
Adding clip art to a presentation
Creating new objects
Drawing angled lines and irregular polygons
Drawing curves
Drawing regular polygons
Importing graphics from other programs

Arranging objects
Arranging objects on a slide
Flipping or rotating objects
Grouping objects
Moving objects
Resizing and reshaping objects
Selecting a single object
Selecting multiple objects
Zooming the view

Formatting objects
Coloring objects
Copying and applying attributes
Duplicating, cutting, copying, and pasting objects
Filling objects with a pattern or gradient

See also

Using Compel manual: Chapter 4, "Graphics"

Information from another application

Click a topic to jump to step-by-step instructions about using information from another application.

Embedding objects
Creating an embedded object
Editing an embedded object
Embedding an existing object

Linking objects
Breaking links
Editing a linked object
Linking an object
Reconnecting broken links
Updating links

Using in a slide show
Using linked or embedded objects in a slide show

See also

Using Compel manual
Chapter 10 "Using Information from Another Application"

Slides

Click a topic to jump to step-by-step instructions about working with <u>slides</u>.

<u>Adding slide transitions</u>
<u>Adding slides to a presentation</u>
<u>Automating slide building</u>
<u>Changing slide titles</u>
<u>Choosing the presentation format</u>
<u>Copying a slide from one presentation to another</u>
<u>Deleting a slide</u>
<u>Editing a background</u>
<u>Moving through a presentation</u>
<u>Rearranging slides</u>

See also

Using Compel manual
Chapter 1, "Introduction"

Background

Click a topic to jump to step-by-step instructions about the <u>background</u>.

<u>Changing the background to a solid color</u>
<u>Changing the background gradient</u>
<u>Changing the background pattern</u>
<u>Creating a text box that appears on every slide</u>

See also

Using Compel manual
Chapter 7, "Custom Presentations"

Hotwords

Click a topic to jump to step-by-step instructions about <u>hotwords</u>.

<u>Creating a hotword</u>
<u>Removing a hotword</u>
<u>Viewing hotwords</u>

See also

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Map of screen elements

Click the Compel screen below to display descriptions of screen elements.
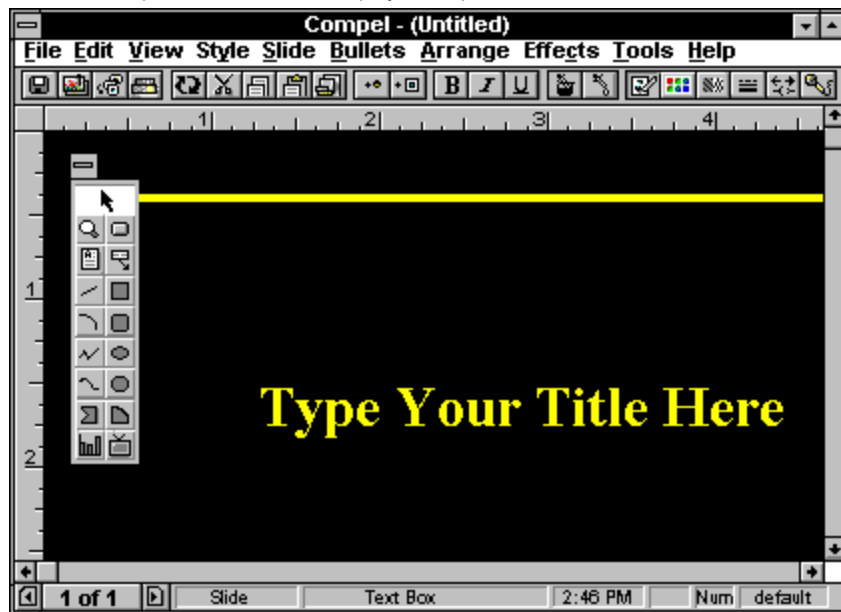
See also

Step by step
Displaying or hiding Compel screen elements

Slide

The basic unit of a presentation, similar to a page, and what is seen when a presentation is displayed in a Compel window.

Control menu

Keyboard: Alt+Spacebar

Located at the left end of the title bar in the Compel window. Contains commands that control the size and position of the Compel window. Double-clicking the Control menu closes the current window.

Maximize button

Located at the right end of the title bar in the Compel window.

Click the maximize button to enlarge the Compel window to its largest size.

Menu bar

| File | Edit | View | Style | Slide | Bullets | Arrange | Effects | Tools | Help |

Located below the title bar, along the top of the Compel window. The menu bar contains all Compel commands.

To view the contents of a menu, do one of the following:

Within Compel, click the menu name with the mouse.

Within Compel, press Alt+*n*, where *n* is the underlined letter in the menu name.

See also

Command reference
Command reference by menu

Minimize button

Located at the right end of the title bar in the Compel window.

Click the minimize button to shrink the Compel window to an icon at the bottom of the screen.

Navigation panel

Shows the current slide number and how many slides are in the presentation.

Press to go to the previous slide. Press

 to go to the next slide.

Press the slide number button to go to a specific slide.

Rulers

Helps you precisely align <u>objects</u> on your Compel <u>slides</u>.

Scroll bars

← | | →

Located at the right and bottom edges of the Compel window. The sliding boxes on the scroll bars tell you where you are on the slide vertically and horizontally.

To move around the slide:

To move a small amount, click the arrows on the scroll bars.

To move a large amount, drag the sliding box on the scroll bars.

To move to the far right or far left side of the slide, click the bottom scroll bar.

To move to the top or bottom of the slide, click the right scroll bar.

Status bar

Lists the current view (slide, background, or slide sorter), the selected object's name, the time, whether Caps Lock or Num Lock is on, and the current template.

Tip: When your cursor is on top of a menu command, the tool palette, or the color palette, the status bar displays additional information.

Title bar
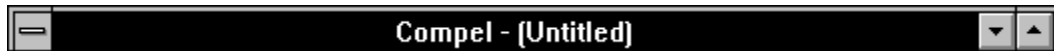
Compel - (Untitled)

Located at the very top of the Compel window.

The title bar contains the name "Compel" and the name of the open file or "Compel - (Untitled)" if the file has not been saved. Or, if you have entered a title in <u>Presentation Setup</u> and checked Show Title Bar, the title bar contains the title you entered.

Tool palette

Contains tools used to create <u>objects</u> and <u>placeholders</u>.

[**Up close...**]

Click to view details about the tools on the tool palette.

Up close: tool palette

Click the tool palette to display details about each tool.
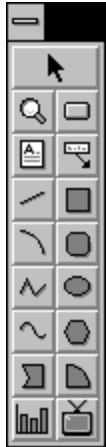
See also

Command reference
Color
Line
Line Ends
Pattern
Polygon
Recorder

Use the selection arrow to select an object or group of objects on a slide. An object must be selected before you can edit it.

Tip: Double-click the selection arrow to select all objects on the current slide or background.

See also

Step by step
Selecting a range of cells in the worksheet
Selecting a single object
Selecting multiple objects

Use the zoom tool to see an enlarged view of an area on the slide. Clicking an area magnifies the view each time you click.

Tip: Double-click to magnify to highest view or reduce to normal view.
Ctrl+click to reduce magnification by one step.

See also

Zooming the view

Use the text box tool to add text to your slide.

Tip: Double-click to display <u>Character</u> dialog box.
Ctrl+double-click to display the color palette.

See also

<u>Creating a text box</u>

Use the line tool to draw straight lines.

Tip: Double-click to display <u>line</u> palette.
Ctrl+click to constrain line angles to multiples of 45°.
Ctrl+double-click to display the color palette.

See also

<u>Creating new objects</u>

Use the arc tool to draw arcs.

Tip: Double-click to display <u>line</u> palette.
Ctrl+click to constrain arc to quarter of a circle.
Ctrl+double-click to display the color palette.

See also

<u>Creating new objects</u>

Use the angled line tool to draw a series of connected straight lines.

Tip: Double-click to display <u>line</u> palette.
Ctrl+click to constrain line angles to multiples of 45°.
Ctrl+double-click to display the color palette.

See also

<u>Drawing angled lines and irregular polygons</u>

Use the curve tool to draw a series of curves.

Tip: Double-click to display <u>line</u> palette.
Ctrl+click to constrain curve angles to multiples of 45°.
Ctrl+double-click to display the color palette.

See also

<u>Drawing curves</u>

Use the irregular polygon tool to draw a polygon whose sides have varying lengths.

Tip: Double-click to display <u>pattern</u> palette.
Ctrl+click to constrain polygon angles to multiples of 45°.
Ctrl+double-click to display the color palette.

See also

<u>Drawing angled lines and irregular polygons</u>

Use the chart tool to create a chart placeholder on a slide.

Tip: Ctrl+click to constrain chart placeholder to a square.

See also

Adding a chart placeholder

Use the button tool to create a Windows style pushbutton on a slide.

Tip: Double-click to display <u>Character</u> dialog box.
Ctrl+click to constrain button to a square.
Ctrl+double-click to display the color palette.

See also

<u>Creating buttons</u>

Use the callout tool to create a small caption with an arrow attached to point out selected items on a slide.

Tip: Double-click to display <u>Character</u> dialog box.
Ctrl+click to make <u>text box</u> and arrow the same length.
Ctrl+double-click to display the color palette.

See also

<u>Creating a callout</u>

Use the rectangle tool to create rectangles and squares.

Tip: Double-click to display pattern palette.
Ctrl+click to constrain rectangle to a square.
Ctrl+double-click to display the color palette.

See also

Creating new objects

Use the rounded rectangle tool to draw rectangles with rounded corners.

Tip: Double-click to display pattern palette.
Ctrl+click to constrain rounded rectangle to a square.
Ctrl+double-click to display the color palette.

See also

Creating new objects

Use the ellipse tool to draw ellipses and circles.

Tip: Double-click to display <u>pattern</u> palette.
Ctrl+click to constrain ellipse to a circle.
Ctrl+double-click to display the color palette.

See also

<u>Creating new objects</u>

Use the polygon tool to draw an equilateral polygon.

Tip: Double-click to display polygon palette.
Ctrl+click to constrain polygon rotation to multiples of 45°.
Ctrl+double-click to display the color palette.

See also

Drawing regular polygons

Use the pie wedge tool to draw a an enclosed "pie" shape (two straight lines connected by an arc).

Tip: Double-click to display <u>pattern</u> palette.
Ctrl+click to constrain pie wedge to quarter of a circle.
Ctrl+double-click to display the color palette.

See also
<u>Creating new objects</u>

Use the viewer tool to create a placeholder for animation, digital video, or videodisc clips.

Tip: Ctrl+click to constrain viewer object to a square.

<u>**See also**</u>

Adding an animation, video, or videodisc placeholder

Tool bar

Displayed across the top of the Compel window, below the menu bar. Provides fast mouse access to Compel menu commands. You can display and hide the tool bar by choosing Tool Bar from the View menu.

Up close...

Click to view details about each button on the tool bar.

Up close: tool bar

Compel has three tool bars. Click a tool bar button to display details about the tool.

Tool bar in slide view:

Tool bar in slide sorter view:

Tool bar in chart view:

Saves the current Compel presentation file under its current name. If you have not previously saved the file, Compel displays the Save As dialog box.

Adds clip art to your presentation. Displays the <u>Clip Art</u> dialog box.

Displays slides in <u>slide sorter view</u> where you can rearrange them.

Starts the <u>slide show</u> mode where you can view your presentation.

Reverses the effect of the most recent action in the current instance of Compel, if that action is reversible.

Removes the selection and places it on the Windows Clipboard, replacing the previous contents of the Windows Clipboard.

Places a <u>copy</u> of the selection on the Windows Clipboard, replacing the previous contents of the Windows Clipboard.

<u>Pastes</u> the contents of the Windows Clipboard into the current presentation.

Copies and pastes the selected object.

Inserts a new <u>bullet</u> on the current slide below the selected bullet.

Adds a new basic slide style after the current slide, using the same format as the current slide.

Formats selected text as bold.

Formats selected text as italic.

Underlines selected text.

Copies the selection's gradient fill, color, pattern, line style, and line ends.

Applies the copied attributes to the selection.

Displays the <u>tool</u> palette, which contains tools used to draw graphic <u>objects</u> and <u>placeholders</u>.

Displays the <u>color</u> palette, showing the colors in the current <u>color scheme</u>. Pushing the extend button displays available <u>custom colors</u>.

Displays the pattern palette, which contains 128 patterns for filling enclosed objects or the background.

Displays the <u>line</u> palette, which contains line styles you can apply to a selected graphic object.

Displays the <u>line ends</u> palette, which changes the end of a selected line, angled line, or curved line to an arrowhead.

Displays the <u>recorder</u> palette. You can record a sound using a microphone.

Displays slide view.

Magnifies the thumbnails shown in <u>slide sorter view</u> to the largest size.

Changes the thumbnails shown in <u>slide sorter view</u> to the medium size.

Shrinks the thumbnails shown in <u>slide sorter view</u> to the smallest size.

Displays slide titles under the slide thumbnails.

Hides slide titles.

Imports data from a tab-delimited ASCII file.

Plots your chart without closing the <u>worksheet</u> so that you can preview the results.

Plots your chart and closes the <u>worksheet</u>.

Inserts a row above the current row.

Inserts a column before the current column.

Removes the selected row.

Removes the selected column.

Displays the <u>Chart Type and Style</u> dialog box where you can choose a <u>chart</u> and its options.

Displays the Colors and Patterns dialog box where you can change the colors and patterns of each data series.

Displays the <u>Chart Titles</u> dialog box where you can add a main title and a title for each <u>axis</u>.

Displays the <u>Character Style</u> dialog box, in which the color and font of text can be changed.

Keyboard and mouse shortcuts

Help menu

Click a specific topic to jump to related mouse and keyboard shortcuts for working in Compel.

Working in Compel
Function keys
Getting Help
Shortcuts for a slide show
Shortcuts for working with presentation files
Up close: tool palette
Working with bullets
Working with objects
Working with placeholders

Working with text
Applying type styles to text
Editing

Navigating
Navigating in slide sorter view
Navigating in slide view
Navigating in text
Navigating in the worksheet

Selecting
Selecting in the worksheet
Selecting objects
Selecting text

Getting Help
Keyboard and mouse

The following table summarizes the methods for getting help using the keyboard and the mouse.

For this type of help...	Do this...
Help Contents	Press F1.
Point & Click help	Press Shift+F1.
Help on a specific object	Right-click the object, then click on the tool bar.

See also

Step by Step
How to use Help

Function keys
Keyboard and mouse

The following table summarizes the function keys in Compel.

To...	Press this...
Display the Help contents	F1
View Point & Click Help	Shift+F1
Pause a <u>slide show</u>	F2
View slide show from current slide	F3
View slide show from first slide	Ctrl+F3
Setup slide show	Alt+F3
Display the slide in <u>slide sorter view</u>	F5
View the <u>background</u>	F4
Exit Compel	Alt+F4
Set startup preferences	F7
View the <u>speaker notes</u>	F9
Reach the menu bar	F10
Fit the <u>slide</u> in the window	F11
<u>Add clip art to a slide</u>	F12

Shortcuts for working with presentation files

Keyboard and mouse

The following table summarizes methods for working with <u>presentation</u> files using the keyboard.

To...	Press this...
Create a new presentation	Ctrl+N
Open an existing presentation	Ctrl+O
Save a file	Ctrl+S
View a presentation file as a <u>slide show</u> from the current slide	F3
View a presentation file as a <u>slide show</u> from the first slide	Ctrl+F3
Print a presentation	Ctrl+P
Exit Compel	Alt+F4

Navigating in slide view
Keyboard and mouse

The following table summarizes how to navigate in <u>slide view</u> using the keyboard and the mouse.

To...	Press this...	Or click this...
Go to slide view	-----	on the <u>tool bar</u>
View the <u>background</u>	F4	
View <u>speaker notes</u> for the current <u>slide</u>	F9	
Go to <u>slide sorter</u> view	F5	on the tool bar
View the next slide	Ctrl+Right Arrow	on the <u>navigation panel</u>
View the previous slide	Ctrl+Left Arrow	on the navigation panel
View the first slide	Ctrl+Up Arrow	-----
View the last slide	Ctrl+Down Arrow	-----
View a specific slide	-----	Click the navigation panel, then choose a slide.
Go to <u>slide show view</u>	F3	on the tool bar
Go to another window	-----	Click the window to make it active.
Fit the slide in the window	F11	-----

Navigating in text
Keyboard and mouse

When you double-click a <u>text object</u>, the pointer becomes an <u>insertion point</u>. To navigate within text, you move the insertion point as follows.

Click with the mouse to position or move the insertion point within a text object.

Drag the insertion point to select text.

The following table summarizes how to navigate in text using the keyboard and the mouse.

To...	Do this...
Display insertion point	If another text object is highlighted, click the <u>bullet</u> or <u>text box</u> you want to edit.
	If selection handles appear around a text object, double-click the bullet or text box you want to edit.
Move up, down, right, or left one character	Press the Up, Down, Right, or Left Arrow.
Go to a specific word	Press Ctrl+F.
Go to the beginning of a text line	Press Home.
Go to the end of a text line	Press End.
Move one page up or down	Press PgUp or PgDn.
Move to the beginning of the text	Press Ctrl+Home.
Move to the end of the text	Press Ctrl+End.
Move forward through text objects on a slide	Press Tab.
Move backward through text objects on a slide	Press Shift+Tab.

See also

Step by Step
<u>Selecting text</u>

Using Compel manual
Chapter 3, "Text"

Selecting text

Keyboard and mouse

The following table summarizes how to select text using the keyboard and the mouse.

To...	Do this...
Display insertion point	If another text object is highlighted, click the text object you want to edit.
	If selection handles appear around a text object, double-click the text object you want to edit.
Select a character	Display the insertion point, then drag over the character.
Select a word	Display the insertion point, then double-click the word.
Extend text selection	Use the Shift key with the procedures in the table, Navigating in text.
Select a range of text	Click at the beginning of the text, then press Shift and click at the end of the text you want to select.
Move insertion point within a text object	Display the insertion point, press Shift, then press an arrow key.

See also

Step by Step
Navigating in text

Using Compel manual
Chapter 3, "Text"

Applying type styles to text
Keyboard and mouse

The following table summarizes how to apply type styles to selected text using the keyboard and the mouse.

To make text...	Press this...
Regular	Ctrl+Spacebar
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U

See also

Step by Step
Applying a type style

Using Compel manual
Chapter 3, "Text"

Working with bullets
Keyboard and mouse

You can insert new bullet text, delete or change text, or move text to another bullet.

When you double-click a bullet, the pointer becomes the insertion point.

The following table summarizes how to work with selected bullets using the keyboard and the mouse.

To...	Press this...	Or click this...	See also...
Add a bullet	Enter	on the tool bar	Adding bullets to a slide
Delete a bullet	Del		Deleting bullets
Promote a bullet	Ctrl+Shift+ Left Arrow	Drag the bullet to the left.	Making bullets main or subordinate
Demote a bullet	Ctrl+Shift+ Right Arrow	Drag the bullet to the right.	Making bullets main or subordinate
Start a new line in a bullet (soft return)	Shift+Enter		
Start a new paragraph in a bullet (hard return)	Ctrl+Enter		
Add a tab within a bullet	Ctrl+Tab		
Move to the next bullet, text box, or callout	Tab		
Move to the previous bullet, text box, or callout	Shift+Tab		

See also

Step by Step
Entering and editing text
Navigating in text

Using Compel manual
Chapter 3, "Text"

Selecting objects
Keyboard and mouse

The following table summarizes how to select objects using the keyboard and the mouse.

To...	Do this...
Select a single object	Click.
Select multiple objects	Drag a selection box around the objects.
	Or press Shift while clicking each object.
Add or remove objects from a selection	Press Shift while clicking each object.
Select all objects on a slide	Press Ctrl+A.
	Or double-click the selection arrow on the tool palette.

See also

Using Compel manual
Chapter 4, "Graphics"

Working with objects

Keyboard and mouse

The following table summarizes how to work with <u>objects</u> using the keyboard and the mouse.

To...	Do this...
Resize an object	Drag a corner selection handle
Proportionally resize an object	Press Shift while dragging a corner selection handle
Group/ungroup objects	Press Ctrl+G
Bring to Front	Press Ctrl+Shift+**,**
Send to Back	Press Ctrl+Shift+**.**
Bring Closer	Press Ctrl+**,**
Send Farther	Press Ctrl+**.**

See also

Using Compel manual
Chapter 4, "Graphics"

Working with placeholders
Keyboard and mouse

The following table summarizes how to work with <u>placeholders</u> using the keyboard and the mouse.

Placeholder...	To fill or edit a placeholder...
Chart	Double-click the placeholder to display the chart worksheet.
Graphic	Double-click the placeholder to import a graphic.
Viewer object	Use the <u>Media Links</u>, <u>Slide Media Links</u>, or <u>Background Media Links</u> command to fill a viewer object.

See also

Step by Step
<u>Adding multimedia to a presentation</u>
<u>Charts</u>
<u>Importing graphics from other programs</u>

Using Compel manual
Chapter 4, "Graphics"
Chapter 5, "Charts"
Chapter 9, "Video, Sound, and Animation"

Editing

Keyboard and mouse

The following table summarizes how to edit using the keyboard and the mouse.

To...	Press this...	Or click this on the tool bar...
Undo	Ctrl+Z	
Cut	Ctrl+X	
Copy	Ctrl+C	
Paste	Ctrl+V	
Duplicate	Ctrl+D	
Delete	Del	

See also

Step by Step
Clearing data
Clearing text
Copying a slide from one presentation to another
Copying and pasting graphic objects using the Windows Clipboard
Cutting, copying, and pasting data
Cutting and copying text
Duplicating, cutting, copying, and pasting objects
Pasting text

Navigating in the worksheet

Keyboard and mouse

The following table summarizes how to navigate in the <u>worksheet</u> using the keyboard and the mouse.

To...	Press this...
Move to next <u>cell</u>	Tab or Right Arrow
Move to previous cell	Shift+Tab or Left Arrow
Go to beginning of row	Home
Go to end of row	End
Go up one row	Shift+Enter or Up Arrow
Go down one row	Enter or Down Arrow
Go up one page	PgUp
Go down one page	PgDn
Go to first cell in worksheet	Ctrl+Home
Go to last cell in worksheet	Ctrl+End

See also

Using Compel manual
Chapter 5, "Charts"

Selecting in the worksheet

Keyboard and mouse

The following table summarizes how to select in the <u>worksheet</u> using the keyboard and the mouse.

To select...	Do this...
Range of <u>cells</u>	Press Shift+arrow keys.
Column	Press Ctrl+Spacebar.
Row	Press Shift+Spacebar.
Worksheet	Press Ctrl+Shift+Spacebar.
	Or click the top-left corner button in the worksheet.

See also

Using Compel manual
Chapter 5, "Charts"

Navigating in slide sorter view

Keyboard and mouse

The following table summarizes how to navigate in <u>slide sorter view</u> using the keyboard and the mouse.

To go to...	Press this...	Or click this...
<u>Slide sorter view</u>	F5	on the <u>tool bar</u>
<u>Slide view</u>		on the tool bar
Next slide	Right Arrow	on the navigation panel
Previous slide	Left Arrow	on the navigation panel
First slide	Home	
Last slide	End	
Up one row	Up Arrow	
Down one row	Down Arrow	
Up one page	PgUp	
Down one page	PgDn	
View slide sorter cursor	Spacebar	

See also

Step by Step
<u>Rearranging slides</u>

Using Compel manual
Chapter 1, "Introduction"

Shortcuts for a slide show

Keyboard and mouse

The following table summarizes how to view your presentation as a slide show using the keyboard and the mouse.

To display...	Press this...	Or click this...
TwinClick Palette	Ctrl+T	Twin-click
Next bullet	Right or Down Arrow	Left mouse button
Previous bullet	Left or Up Arrow	Right mouse button
Next slide	Ctrl+Right Arrow	Ctrl+Left mouse button
Previous slide	Ctrl+Left Arrow	Ctrl+Right mouse button
First slide	Ctrl+Up Arrow	
Last slide	Ctrl+Down Arrow	

To do this...	Press this...	Or click this...
Hide all bullets	Home	
Show all bullets	End	
Pause/resume	F2	Twin-click, then click
Exit the slide show	Esc or F3	Twin-click, then click
Hide/show selection arrow	Ctrl+C	Twin-click, then click
Black/Unblack screen	Ctrl+B	Twin-click, then click
Next or previous button	Tab or Shift+Tab	
Activate current button	Spacebar	Button
Activate a hotword		Hotword
Pull down the Control menu	Alt+Spacebar	Control menu
Stop animation and multimedia	Ctrl+S	

See also

Step by Step
Showing your slide show

Using Compel manual
Chapter 12, "Finishing Touches"

Windows basics for Compel

Basics

Click a topic for details about working with windows, palettes, or dialog boxes.

Displaying or hiding Compel screen elements
Naming and saving your presentation
Quitting Compel
Scaling slides to fit in the window
Working with dialog boxes
Working with palettes
Working with windows

See also

Microsoft Windows User's Guide

Working with windows
Basics

You can move a window anywhere on your screen and make the window any size.

To move a window using the mouse:

1. If the document has been enlarged to its maximum size, from the <u>Control menu</u>, choose Restore, or click ⬍.
2. Place the selection arrow over the window's title bar, and drag the window to the new location.

To move a window using the menus:

1. If the document has been enlarged to its maximum size, from the <u>Control menu</u>, choose Restore, or click ⬍.
2. From the Control menu, choose Move.
   The selection arrow changes to a four-headed arrow.
3. Press the arrow keys to move the window.
4. When the window is in the location you want, press Enter.

To size a window using the mouse:

1. If the document has been enlarged to its maximum size, from the <u>Control menu</u>, choose Restore, or click ⬍.
2. Place the selection arrow over a corner of the window until the selection arrow becomes a two-headed arrow.
3. Drag the window edge until the window is the size you want.

To size a window using the menus:

1. If the document has been enlarged to its maximum size, from the <u>Control menu</u>, choose Restore, or click ⬍.
2. From the Control menu, choose Size.
   The selection arrow changes to a four-headed arrow.
3. Press the arrow keys to choose the window edge you want to size.
4. When the selection arrow becomes a two-headed arrow, use the arrow keys to move the window edge. When the window is the size you want, press Enter.

See also

<u>Microsoft Windows User's Guide</u>

Working with palettes

Basics

You can use Compel's palettes to create an object, and change its color, pattern, line width, or line ends. Compel palettes are movable.

To move a palette using the mouse:

Place the selection arrow over the palette's title bar and drag it to a new location.

To move a palette using the menus:

1. From the Control menu, choose Move.

   The selection arrow changes to a four-headed arrow.

2. Press the arrow keys to move the palette.

3. When the palette is in the location you want, press Enter.

To dismiss a palette, do one of the following:

Double-click the palette's Control menu.

From the palette's Control menu, choose Close.

Click the palette's tool bar button. (See the table below.)

Palette	Tool bar button
Tool	
Color	
Pattern	
Line	
Line Ends	
Recorder	

Working with dialog boxes

Basics

You can move a window anywhere on your screen and make the window any size.

To move a dialog box using the mouse:

Place the selection arrow over the title bar in the dialog box and drag it to a new location.

To move a dialog box using the menus:
1. From the Control menu, choose Move.
   The selection arrow changes to a four-headed arrow.
2. Press the arrow keys to move the dialog box.
3. When the dialog box is in the location you want, press Enter.

To dismiss a dialog box, do one of the following:

If you don't want to save any changes you made in the dialog box, click Cancel. If you want to accept the changes you made, click OK.

Double-click the dialog box Control menu.

From the dialog box Control menu, choose Close.

Press Esc.

See also

Microsoft Windows User's Guide

Displaying or hiding Compel screen elements
Basics

You can quickly display or hide Compel tools.

To display or hide...	From the View menu, choose...	Or click this on the tool bar...
Tool palette	Palettes, then choose Tool.	
Color palette	Palettes, then choose Color.	
Pattern palette	Palettes, then choose Pattern.	
Line palette	Palettes, then choose Line.	
Line Ends palette	Palettes, then choose Line Ends.	
Recorder palette	Palettes, then choose Recorder.	
Polygon palette	Palettes, then choose Polygon.	
Rulers	Rulers	
Grid	Grid	
Tool bar	Tool Bar	
Status bar	Status Bar	
Navigation panel	Navigation Panel	

See also

Map of screen elements

Scaling slides to fit in the window

Basics

If your slide is too large to fit in the window, you can scale the slide to fit in the window.

 To scale a slide to fit in the window:

 From the View menu, choose Fit Slide in Window, or press F11.

Asymetrix Technical Support

Help menu

You can receive Asymetrix Technical Support in a variety of ways. Click a procedure to jump to step-by-step instructions about Technical Support.

Calling Technical Support
Using America Online
Using America Online for the hearing-impaired
Using Byte Information Exchange (BIX)
Using CompuServe
Using Internet
Using the Asymetrix Bulletin Board System (BBS)

See also

Step by Step
Overview of creating a presentation

Calling Technical Support
Step by step

You can reach Asymetrix Technical Support from 6 a.m. to 6 p.m. Pacific time Monday through Friday. Call Technical Support at (206) 637-1600. Or use our FAX number, (206) 454-0672.

When you call Technical Support, please be at your computer with your Using Compel manual, and have the following information:

 Your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box.

 Your system configuration information. To locate this information, choose System Info from the Compel Help menu. You can find additional information in Windows Setup, located in the Program Manager in the Main group.

 The exact wording of any error message you have encountered.

 What happened and what you were doing when the problem occurred.

 How you tried to solve the problem.

See also

Step by Step
Overview of creating a presentation
Using America Online for the hearing-impaired
Using America Online
Using Byte Information Exchange (BIX)
Using CompuServe
Using Internet
Using the Asymetrix Bulletin Board System (BBS)

Using the Asymetrix Bulletin Board System (BBS)

Step by step

You can receive online technical support on the Asymetrix Bulletin Board System (BBS) by leaving a message for the Asymetrix System Operator. The System Operator checks the BBS daily for new messages and answers them within 48 hours. To help the System Operator answer your question, gather information about your system.

The data configuration is: No parity, 8 data bits, 1 stop bit.

To gather system configuration information for the System Operator:
1. From the Compel Help menu, choose System Info.
2. Copy down all the information listed in the System Information dialog box.
3. In the Program Manager, open the Main group, then open Windows Setup.
4. Copy down all the information listed in the Windows Setup dialog box.

To connect to the Asymetrix Bulletin Board System:
1. Call the Asymetrix Bulletin Board System (BBS) number:

   If you have a 1200-2400 baud modem, call (206) 451-1173.

   If you have a 9600 or 14400 baud modem, call (206) 451-8290.
2. Enter your first and last names at the prompts.

   If you are a new BBS user and you see a welcome message, there is probably another user with the same name. Hang up the phone, redial, and use a different name, such as "Jim" instead of "James," or include your middle initial.
3. Enter your password, then retype your password to confirm its spelling.
4. If you are a new user, complete the new user questionnaire.

   Make sure you have your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box. You will be asked about your software and hardware. Where applicable, it is recommended that you accept the defaults.
5. To leave a message for the System Operator, type C for "Comments to the sysop," then leave a message containing the following information:

   All the information gathered about your system configuration.

   The version of DOS you are running.

   The version of Windows you are running.

   The exact wording of any error message you have encountered.

   What happened and what you were doing when the problem occurred.

   How you tried to solve the problem.
6. To log off the BBS, type G for "Goodbye," then type Y to confirm.

Tip: At any time, you can type "?" to get online command help. If you have any problems or difficulties with the Asymetrix BBS, leave a message for the BBS System Operator or call the Asymetrix Technical Support line at (206) 637-1600.

See also

Step by Step
Calling Technical Support

Using CompuServe
Step by step

If you are a CompuServe member, you can receive online technical support by leaving a message for the Asymetrix Forum Moderator. The Forum Moderator checks CompuServe daily for new messages and answers them within 48 hours. To help the Forum Moderator answer your question, gather information about your system.

To gather system configuration information for the Forum Moderator:
1. From the Compel Help menu, choose System Info.
2. Copy down all the information listed in the System Information dialog box.
3. In the Program Manager, open the Main group, then open Windows Setup.
4. Copy down all the information listed in the Windows Setup dialog box.

Refer to your CompuServe documentation for step-by-step instructions for logging onto CompuServe, leaving messages for the Forum Moderator, and logging off CompuServe.

To connect to CompuServe:
1. Log on to CompuServe.
2. Type `Go WINAPA` at the prompt.
3. In the Asymetrix section (section #1), leave a message for the Forum Moderator containing the following information:

All the information gathered about your system configuration.

Your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box.

The version of DOS you are running.

The version of Windows you are running.

The exact wording of any error message you have encountered.

What happened and what you were doing when the problem occurred.

How you tried to solve the problem.
4. Log off CompuServe.

See also

Step by Step
Calling Technical Support
Overview of creating a presentation
Using America Online for the hearing-impaired
Using America Online
Using Byte Information Exchange (BIX)
Using Internet
Using the Asymetrix Bulletin Board System (BBS)

Using America Online
Step by step

If you are an America Online member, you can receive online technical support by leaving a message for the Asymetrix Forum Moderator. The Forum Moderator checks America Online daily for new messages and answers them within 48 hours. To help the Forum Moderator answer your question, gather information about your system.

To gather system configuration information for the Forum Moderator:
1. From the Compel Help menu, choose System Info.
2. Copy down all the information listed in the System Information dialog box.
3. In the Program Manager, open the Main group, then open Windows Setup.
4. Copy down all the information listed in the Windows Setup dialog box.

Refer to your America Online documentation for step-by-step instructions for logging onto America Online, leaving messages for the Forum Moderator, and logging off America Online.

To connect to America Online:
1. Log on to America Online.
2. Do one of the following:

   From the Go To menu, select Keyword, and then type `Asymetrix`.

   Go to the Computing and Software area, select Industry Connection, then select Asymetrix.
3. Leave a message for the Forum Moderator containing the following information:

   All the information gathered about your system configuration.

   Your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box.

   The version of DOS you are running.

   The version of Windows you are running.

   The exact wording of any error message you have encountered.

   What happened and what you were doing when the problem occurred.

   How you tried to solve the problem.
4. Log off America Online.

Tip: You can receive the software required to use America Online at no cost, plus 5 free hours of online time. For details about America Online, call 1-800-827-6364 or (703) 893-6288.

See also

Step by Step
Calling Technical Support
Overview of creating a presentation
Using America Online for the hearing-impaired
Using Byte Information Exchange (BIX)
Using CompuServe
Using Internet
Using the Asymetrix Bulletin Board System (BBS)

Using America Online for the hearing-impaired
Step by step

America Online operates a text telephone for the deaf or hearing-impaired (TDD). If you are an America Online member, you can receive online technical support by leaving a message for the Asymetrix Forum Moderator. The Forum Moderator checks America Online daily for new messages and answers them within 48 hours. To help the Forum Moderator answer your question, gather information about your system.

To gather system configuration information for the Forum Moderator:
1. From the Compel Help menu, choose <u>System Info</u>.
2. Copy down all the information listed in the System Information dialog box.
3. In the Program Manager, open the Main group, then open Windows Setup.
4. Copy down all the information listed in the Windows Setup dialog box.

Refer to your America Online documentation for step-by-step instructions for logging onto America Online, leaving messages for the Forum Moderator, and logging off America Online.

To connect to America Online:
1. Log on to America Online.
2. Do one of the following:

From the Go To menu, select Keyword, and then type `Asymetrix`.

Go to the Computing and Software area, select Industry Connection, then select Asymetrix.
3. Leave a message for the Forum Moderator containing the following information:

All the information gathered about your system configuration.

Your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box.

The version of DOS you are running.

The version of Windows you are running.

The exact wording of any error message you have encountered.

What happened and what you were doing when the problem occurred.

How you tried to solve the problem.
4. Log off America Online.

Tip: You can receive the software required to use America Online at no cost, plus 5 free hours of online time. For details about America Online, call 1-800-827-6364 or (703) 893-6288.

See also

Step by Step
<u>Calling Technical Support</u>
<u>Overview of creating a presentation</u>
<u>Using America Online</u>
<u>Using Byte Information Exchange (BIX)</u>
<u>Using CompuServe</u>
<u>Using Internet</u>
<u>Using the Asymetrix Bulletin Board System (BBS)</u>

Using Byte Information Exchange (BIX)
Step by step

If you are a Byte Information Exchange (BIX) member, you can receive online technical support by leaving a message for the Asymetrix Forum Moderator. The Forum Moderator checks BIX daily for new messages and answers them within 48 hours. To help the Forum Moderator answer your question, gather information about your system.

To gather system configuration information for the Forum Moderator:
1. From the Compel Help menu, choose System Info.
2. Copy down all the information listed in the System Information dialog box.
3. In the Program Manager, open the Main group, then open Windows Setup.
4. Copy down all the information listed in the Windows Setup dialog box.

Refer to your BIX documentation for step-by-step instructions for logging onto BIX, leaving messages for the Forum Moderator, and logging off BIX.

To connect to BIX:
1. Log on to BIX.
2. At the prompt, type `JOIN ASYMETRIX`.
3. Select Compel from the list of topics.
4. Leave a message for the Forum Moderator containing the following information:

   All the information gathered about your system configuration.

   Your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box.

   The version of DOS you are running.

   The version of Windows you are running.

   The exact wording of any error message you have encountered.

   What happened and what you were doing when the problem occurred.

   How you tried to solve the problem.
5. Log off BIX.

See also

Step by Step
Calling Technical Support
Overview of creating a presentation
Using America Online for the hearing-impaired
Using America Online
Using CompuServe
Using Internet
Using the Asymetrix Bulletin Board System (BBS)

Using Internet
Step by step

If you have access to Internet mail, you can receive online technical support by leaving a message for the Asymetrix Forum Moderator. The Forum Moderator checks Internet daily for new messages and answers them within 48 hours. To help the Forum Moderator answer your question, gather information about your system.

To gather system configuration information for the Forum Moderator:
1. From the Compel Help menu, choose <u>System Info</u>.
2. Copy down all the information listed in the System Information dialog box.
3. In the Program Manager, open the Main group, then open Windows Setup.
4. Copy down all the information listed in the Windows Setup dialog box.

Refer to your electronic mail documentation for step-by-step instructions about starting mail and sending messages on Internet.

To access Internet:
1. Start your electronic mail application.
2. In the box where you enter the receiver's address, type `support@asymetrix.com`.
3. Leave a message for the Forum Moderator containing the following information:

All the information gathered about your system configuration.

Your Compel serial number, found on the first installation disk, your license agreement envelope, or your Compel product box.

The version of DOS you are running.

The version of Windows you are running.

The exact wording of any error message you have encountered.

What happened and what you were doing when the problem occurred.

How you tried to solve the problem.
4. Send your message.

See also

Step by Step
<u>Calling Technical Support</u>
<u>Overview of creating a presentation</u>
<u>Using America Online for the hearing-impaired</u>
<u>Using America Online</u>
<u>Using Byte Information Exchange (BIX)</u>
<u>Using CompuServe</u>
<u>Using the Asymetrix Bulletin Board System (BBS)</u>

◄ ►

What is Compel?

Print Topic

For a complete overview of Compel, Compel's tools, and presentation basics, choose Learning Compel from the Compel Help menu to start the Up and Running tour.

Using this documentation

You can move through topics by clicking the previous or next buttons above. To jump to a specific topic, scroll to the bottom of this topic, then select the topic you want.

If you would like to purchase a copy of the Using Compel manual, call 1(800)448-6543 or send in the order form.

About Compel

Compel is a presentation graphics program you can use with Windows 3.1 or higher to bring slide shows to your computer. In Compel, you design and create a presentation, a set of slides you show to an audience.

Each Compel slide represents one screen of presentation information and can contain text, graphics, and charts that deliver your message. When you add a slide to a presentation, you choose from Compel's slide styles, which are pre-formatted slides with placeholders.

To change your presentation's layout and design, you change the presentation's template, which changes the colors, fonts, and background of your presentation without losing information.

You can deliver a presentation on the computer screen or using a slide or overhead projector. If you deliver an onscreen presentation, you can add multimedia effects (sound, animation, video) as well as special effects like transitions between slides and Compel animation. You can also distribute your Compel presentation as a standalone show using Compel Show, the runtime version of Compel, so that someone without Compel can play it.

See also

What is Compel?	Topic number
Working with Compel objects	2
What is a template?	3
What is a slide style?	4
Working in Compel's views	5
What is an onscreen presentation?	6
Using special effects and multimedia	7
About multimedia in Compel	8
Using sound in your presentation	9
Using video in your presentation	10
Using animation in your presentation	11
Distributing a presentation	12

Tips
Tips for Compel

Step by step
Overview of creating a presentation

Command reference
Map of screen elements

◀ ▶

Working with Compel objects

Print Topic

In Compel, everything you can create on a slide is an <u>object</u>. <u>Bullets</u>, <u>text boxes</u>, titles, graphics, <u>buttons</u>, <u>charts</u>, and <u>placeholders</u> are objects that have appearance and behavior you determine by assigning attributes. Object attributes can include color, line style, pattern, animation, and <u>media links</u> to multimedia. Text objects, such as bullets or text boxes, have additional attributes such as character style and paragraph format.

Moving and sizing objects

Objects are easy to move and change. You can change an object's size and move it without affecting the other objects on the slide, and you can group objects together to move them as a single unit. (See <u>Moving objects</u>.)

Selecting objects

Before you work with an object, you must <u>select</u> it to tell Compel that you want to do something with or to the object. For example, to change the color of a rectangle, you first select the rectangle, then choose a new color. (See <u>Selecting a single object</u> or <u>Selecting multiple objects</u>.)

Using right-click

To see specific commands that you can use with a particular object, click the object with the right mouse button. This action, called <u>right-click</u>, displays the object's right-click menu.

See also

What is Compel?	Topic number
<u>What is Compel?</u>	1
<u>What is a template?</u>	3
<u>What is a slide style?</u>	4
<u>Working in Compel's views</u>	5
<u>What is an onscreen presentation?</u>	6
<u>Using special effects and multimedia</u>	7
<u>About multimedia in Compel</u>	8
<u>Using sound in your presentation</u>	9
<u>Using video in your presentation</u>	10
<u>Using animation in your presentation</u>	11
<u>Distributing a presentation</u>	12

Step by step
<u>Overview of creating a presentation</u>

Command reference
<u>Map of screen elements</u>

◄ ►

What is a template?

Print Topic

A template creates a consistent design for your slides, formats your presentation's text, and determines the overall color scheme, layout, and background design.
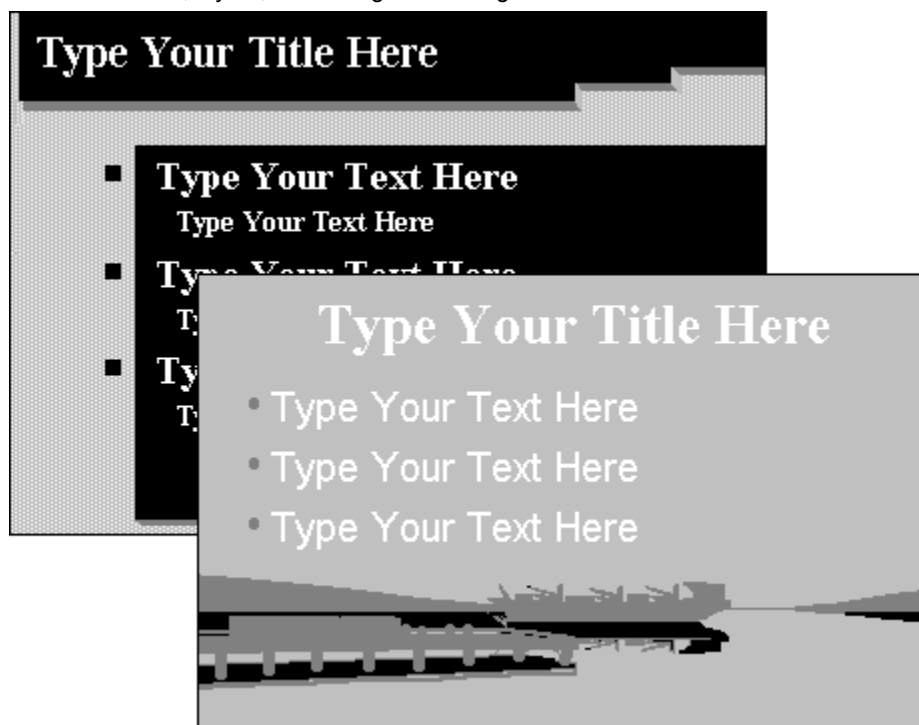
You can modify an existing template by choosing a different color or font to apply or by adding your company's logo. Then, you can save the customized template as a new template. (See Creating a template.)

You can apply a different template to a presentation at any time, without losing your information. (See Assigning a different template to a presentation.)

See also

What is Compel?	**Topic number**
What is Compel?	1
Working with Compel objects	2
What is a slide style?	4
Working in Compel's views	5
What is an onscreen presentation?	6
Using special effects and multimedia	7
About multimedia in Compel	8
Using sound in your presentation	9
Using video in your presentation	10
Using animation in your presentation	11
Distributing a presentation	12

Step by step
Overview of creating a presentation

Command reference
Map of screen elements

◀ ▶

What is a slide style?

A slide style is a specific layout preformatted with <u>placeholders</u>, areas on the slide that are reserved for particular types of objects, such as text or graphics. You add slides to a presentation by choosing from Compel's 11 slide styles for your slide information. (See <u>Adding slides to a presentation</u>.)

Main and Sub Bullet slide style

Bullets and Chart slide style
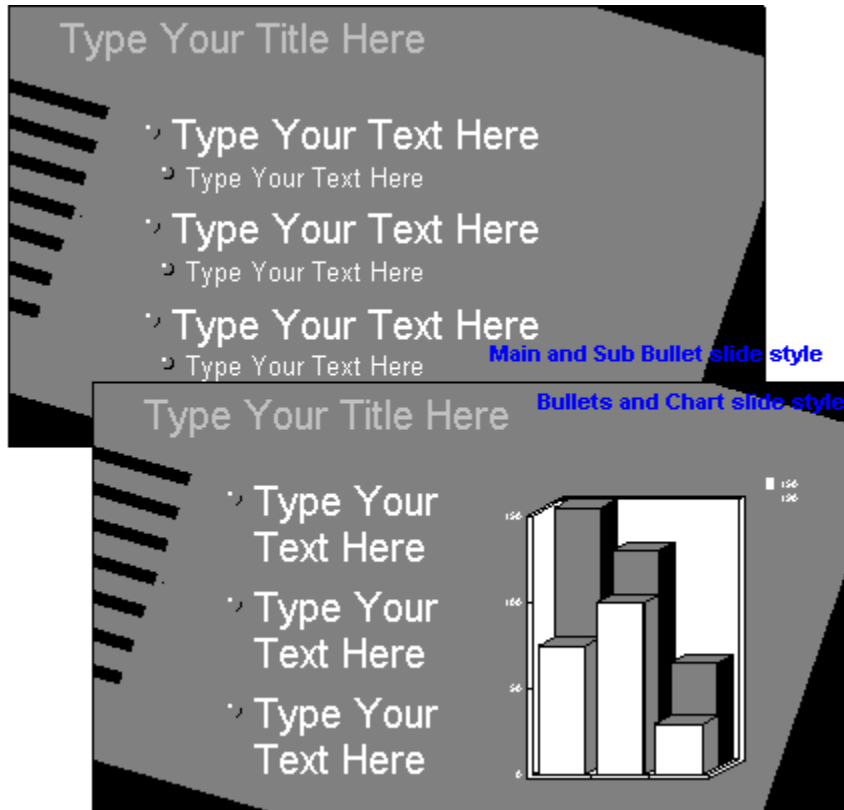
To fill a placeholder:

Double-click a text placeholder, then type to enter text.

Double-click a graphic placeholder to import a graphic.

Double-click a chart placeholder to create a chart.

Placeholders preserve the template design. However, you can move or delete a placeholder to suit a slide's layout.

See also

What is Compel?	Topic number
<u>What is Compel?</u>	1
<u>Working with Compel objects</u>	2
<u>What is a template?</u>	3
<u>Working in Compel's views</u>	5
<u>What is an onscreen presentation?</u>	6
<u>Using special effects and multimedia</u>	7
<u>About multimedia in Compel</u>	8
<u>Using sound in your presentation</u>	9
<u>Using video in your presentation</u>	10

Step by step

Command reference

◀ ▶

Working in Compel's views

You can work with your presentation in three different Compel views: slide view, slide sorter view, or slide show view. The Compel window changes for the view you choose to display.

You can move between views using the commands on the View menu, or you can click the view buttons on the tool bar.

Slide view

Compel automatically opens a presentation in slide view, where you have access to all of Compel's tools for creating and editing slides. Most of your work occurs in slide view: adding new slides, typing presentation text, adding graphics and charts, and defining special effects and multimedia.
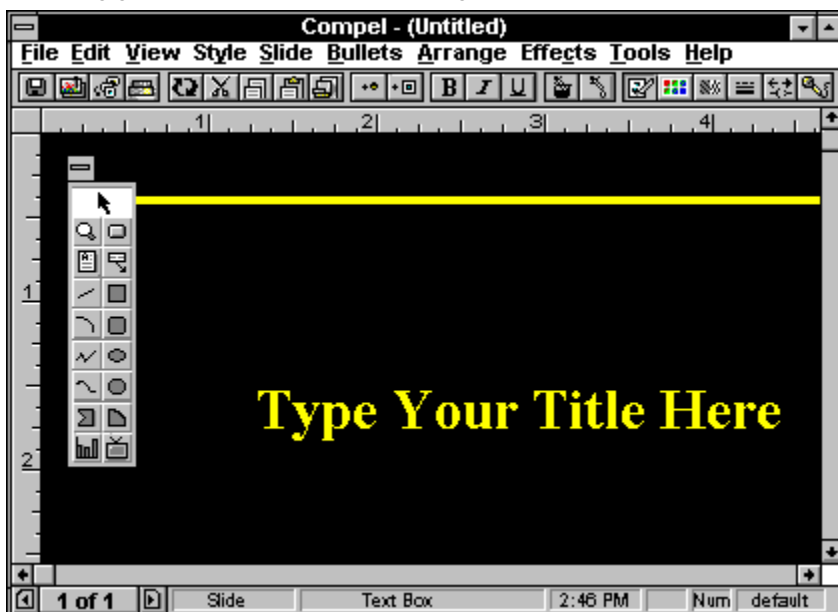
Slide sorter view

You can look at all of your slides at once and change their overall organization in slide sorter view. You can reorder your slides and ideas in slide sorter view by dragging, cutting, copying, and pasting the slide thumbnails, which are miniature representations of your slides. (See Rearranging slides.)

Compel - COFFEE4.CPL

File   Edit   View   Help

1: An Introduction to tl   2: All About Coffee   3: History

6: Plant   7: Growing Coffee   8: Coffee Species

Slide show view

Compel's slide show view runs your slide show right from your computer monitor. Slide show view lets you play multimedia and other onscreen effects that are not possible with static presentations, such as overheads.

In slide show view, you can show an interactive presentation that you control using the mouse or keyboard, or you can set up an automatic presentation that Compel controls, showing every slide at a timed interval. (See Showing your slide show.)

See also

What is Compel?	Topic number
What is Compel?	1
Working with Compel objects	2
What is a template?	3
What is a slide style?	4
What is an onscreen presentation?	6
Using special effects and multimedia	7
About multimedia in Compel	8
Using sound in your presentation	9
Using video in your presentation	10
Using animation in your presentation	11
Distributing a presentation	12

Step by step
Overview of creating a presentation

Command reference
Map of screen elements

◄ ►

What is an onscreen presentation?

A Compel onscreen presentation is a slide show you run on a personal computer. You can create and show multimedia and special effects onscreen that are not possible in a static format, such as overheads. (See Showing your slide show.)

What is a multimedia presentation?

When you combine a slide show with sound effects, video, or animation, you have a multimedia presentation. Traditionally, a multimedia presentation involved synchronizing stereo and other media equipment with a slide projector. With Compel, you can now accomplish multimedia slide shows from your personal computer.

Compel has the built-in ability to play MCI-compatible sound, video, and animation. If your computer supports these capabilities, you can play:

Sound effects from wave audio, MIDI, and CD audio.

Video in digital formats, and video overlay format from videodiscs.

Animation created in Compel or in other applications.

What are Compel special effects?

Compel special effects are effects you can add to an onscreen show that don't require additional hardware or software to play:

Bullet transitions. Visual effects for bullets, such as dimming the previous bullet to focus on the current one, displaying bullets one at a time, and animating bullets. (See Creating a bullet transition.) This figure shows bullets appearing one at a time as the previous bullet dims.
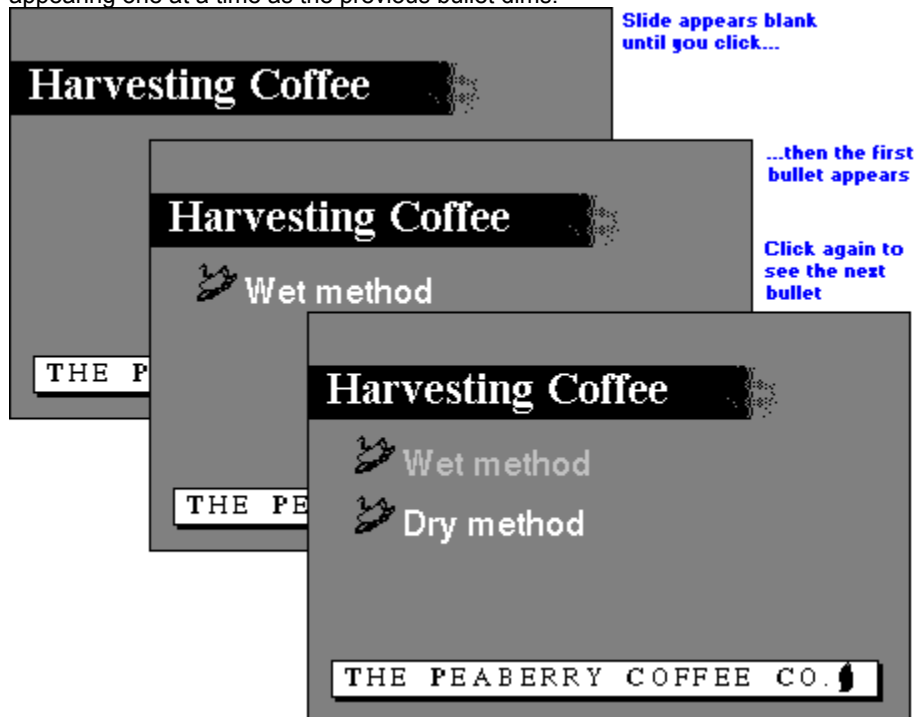
Slide transitions. Visual effects that occur when you display a slide, such as fade and dissolve. (See Adding slide transitions.)

Hyperlinks. A way to define a connection between two slides in the same or in different presentations, or to display another Windows application during your presentation. (See Hyperlinking to another presentation, Hyperlinking to another slide, or Hyperlinking to another Windows application.) This figure shows a hotword linking one slide to another in the presentation.
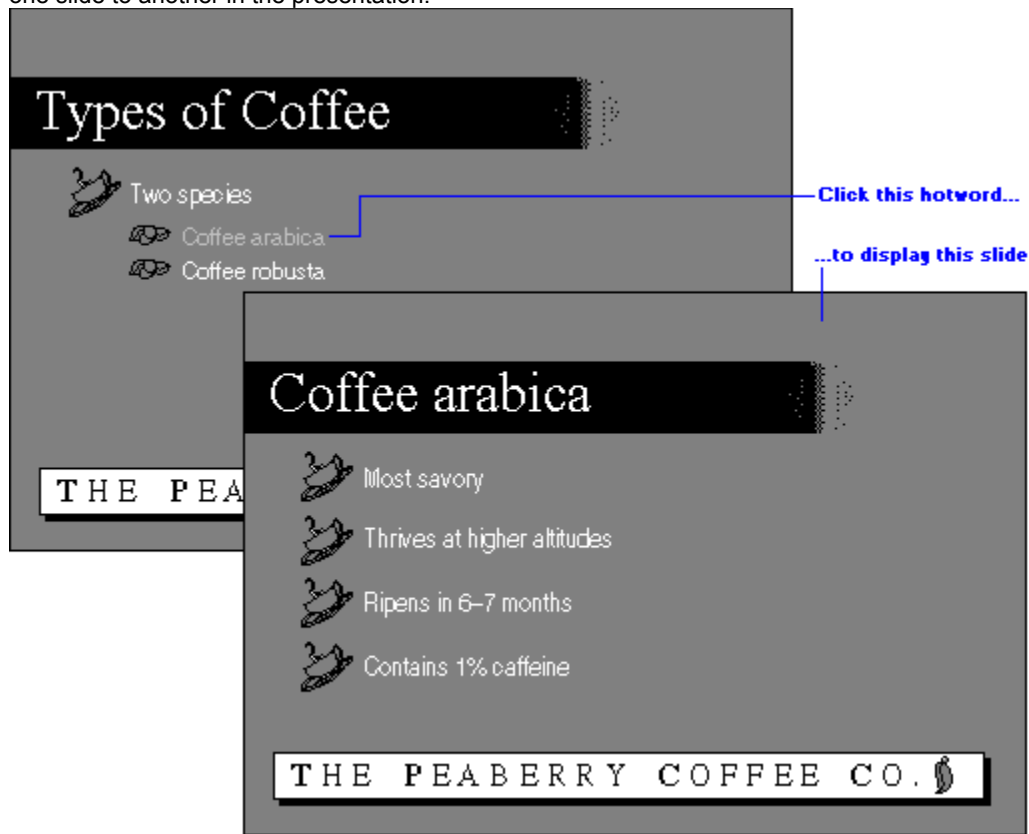
What is Compel Show?

Compel Show is the runtime version of Compel (CPLSHOW.EXE) that you can distribute with your onscreen presentation. Using Compel Show, anyone can play your presentation without installing the complete Compel program. (See Sharing Compel files.)

See also

What is Compel?	Topic number
What is Compel?	1
Working with Compel objects	2
What is a template?	3
What is a slide style?	4
Working in Compel's views	5
Using special effects and multimedia	7
About multimedia in Compel	8
Using sound in your presentation	9
Using video in your presentation	10
Using animation in your presentation	11
Distributing a presentation	12

Step by step
Overview of creating a presentation

Command reference
Map of screen elements

Using special effects and multimedia

To use any Compel special effect, including multimedia effects, you create a special type of link that triggers the effect. For example, if you define an animation for an object, you must create a link between the animated object and the means of triggering the animation, such as a button that you click.

Slide linked to trigger a Compel animation. When slide appears, rolling chords from Beethoven's Moonlight Sonata play.

Brewing a Rich Cup

- Use about 2 Tbl. coffee to 6 oz. water
- Heat water to 195–205° F
- Never reuse grinds
- Serve fresh!

Steam

T H E   P E A B E R R Y   C O F F E E   C O.
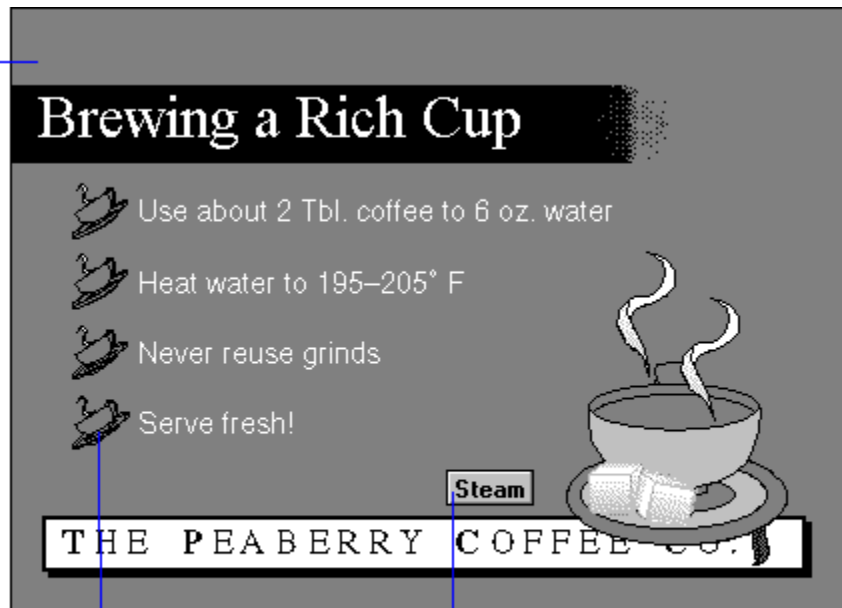
Bullet linked to trigger a wave audio clip. When bullet appears, sound of applause plays.

Button linked to trigger a Compel animation. When clicked, steam rises from the cup.

Compel has three types of media link that you create to trigger special effects:

Media link

Slide media link

Background media link

You can use any of Compels three types of media link to link to a Compel animation, sound effect, video, or animation file. You can trigger a link automatically or interactively.

The following table describes how to automatically trigger a link to multimedia or a special effect.

To play the effect automatically...	From the View menu, choose...	From the Effects menu, choose...	Under Action, select an effect to play	Under Trigger Event, select...	To play a multimedia file...
Before a bullet with a transition appears	--	Media Link	--	Before Animated	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
After a bullet with a transition appears	--	Media Link	--	After Animated	Click New, select the file, then click OK. Click Edit to fine-tune the clip.

Before a Compel animation starts	--	Media Link	--	Before Animated	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
After a Compel animation finishes	--	Media Link	--	After Animated	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
As a slide is displayed	--	Slide Media Link	--	Enter Slide	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
As a slide leaves screen to display next	--	Slide Media Link	--	Leave Slide	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
When a slide formatted with the background is displayed	Background	Background Media Link	--	Enter Background	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
When a background leaves screen to display a new one	Background	Background Media Link	--	Leave Background	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
Just before a slide formatted with the background is displayed	Background	Background Media Link	--	Enter Slide	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
Just before a slide formatted with the background leaves the screen	Background	Background Media Link	--	Leave Slide	Click New, select the file, then click OK. Click Edit to fine-tune the clip.

The following table describes how to interactively or manually trigger a link to multimedia or a special effect.

To play the effect interactively...	Do this...	From the Effects menu, choose...	Under Action, select an effect to play	Under Trigger Event, select...	To play a multimedia file...
When you click an object	Select the object you want to trigger the effect.	Media Link	--	When Clicked	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
For one slide, when you press a function key	--	Slide Media Link	--	F4 through F12	Click New, select the file, then click OK. Click Edit to fine-tune the clip.
For multiple slides, when you press a function key	From the View menu, choose Background	Background Media Link	--	F4 through F12	Click New, select the file, then click OK. Click Edit to fine-tune the clip.

See also

What is Compel?	**Topic number**
What is Compel?	1

◀ ▶

About multimedia in Compel

Using Compel, you can add a broad range of special effects (including sound, video, and animation) to your presentation. A Compel multimedia presentation can use music, voiceovers, vivid images, and motion, in addition to text and graphics.

About multimedia

You can use multimedia in your Compel presentation to combine text and graphics with sound, video, or animation that an audience views and listens to from a computer. You work with two sources of multimedia in Compel:

The first source is stored as digital data in a media file on your computer's hard disk, CD-ROM, or floppy disk. For example, with appropriate hardware, you can use Compel to play sounds stored in a wave audio (.WAV) file.

The second source is not stored in files, but on separate hardware called a media device. For example, CD audio and videodiscs are media devices with stored sound and video you can play in Compel.

What are clips?

A clip is a reference to a segment of a media file or device, such as the third song on a CD, or the first 5 seconds of a digital video file. The actual digital data remains stored in the original media file or device. When you create new clips or edit existing clips, only the reference that Compel plays changes, not the original media file or device.

Clip 1: 1AreYouSleeping

Clip 2: 2BrotherJohn

Clip 3: 3Morning Bells

When you specify a media file or device to play during your presentation, Compel always plays a clip of your selection.

You can either import or create a clip as follows:

Import a Compel clip library, then import one or more clips contained in the clip library, and create a media link to play them.

Create a clip by defining a media link to a type of media, such as CD audio, then select the clip you want from your hard disk or other media device.

Whether you import or create the clip, it becomes a resource that can be used one or more times in a presentation, and the clip remains available to the presentation until you remove it.

To play a clip, you link the clip to an object that triggers the clip in the Media Links, Slide Media Links, or Background Media Links dialog boxes.

The trigger object can be any object on your slide, the slide itself, or the background. A clip does not play until you define a media link for it.

See also

What is Compel?	Topic number
What is Compel?	1

Step by step

Command reference

◄ ►

Using sound in your presentation

To use wave audio or MIDI in Compel, you need to install an MCI-compatible sound card. To incorporate CD audio into Compel, you need to have a CD-ROM drive.

You can use sound effectively to communicate a complex idea, enhance onscreen graphics, or incorporate audible responses into an interactive presentation. On a computer, digital sound is either created using a synthesizer or recorded in a digital format. In Compel, you can create a media link to digital sound stored in wave audio or MIDI format, or as CD audio.

Wave audio

Use wave audio for voiceovers and sound effects.

A digitized sample of an entire waveform of audio is referred to as wave audio, wave, or digital audio. These wave audio files are recorded sounds that are converted into a digital format and stored on a hard disk, CD-ROM, or floppy disk. Wave files are recorded and played through a sound card. You can create clips of wave audio files.

MIDI

Use MIDI when you want to create a soundtrack of music only and memory is limited, or when you need to store more than one minute of music on a hard disk.

The standard way to connect synthesizers, keyboards, and other musical instruments to computers to create synthesized sound is through a MIDI device. MIDI devices communicate with each other by sending messages through a dedicated MIDI port. MIDI is not actual sound but commands sent to the synthesizer.

MIDI is analogous to a player piano; MIDI is like the music with holes punched out telling the piano what notes to play, and the wood and strings that physically make up the piano are like the computer hardware that plays the sound.

MIDI has these advantages over digitized audio:

It requires only 1 percent of the storage size of digitized audio for memory, creating smaller file sizes than other types of sound devices.

It is easy to edit.

CD audio

Use CD audio when you want high-quality sound.

CD audio, or Redbook audio, is stored digitally on a CD, converted to analog audio within the CD-ROM drive, then played back via the audio cable. Since the CD-ROM drive, and not your computer, converts the data from digital to analog audio, it does not limit what other actions your computer can simultaneously perform.

See also

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

◄ ►

Using video in your presentation

You can use a digital video clip from a Compel <u>clip library</u>, or digitize a video with a video capture application and store the video as a file on your hard disk or other storage device. With a videodisc player, you can create video clips of your favorite videodiscs. In Compel, you create a <u>media link</u> to your digital video file or videodisc and draw a <u>viewer object</u> in which to show the video. In <u>slide show view</u>, your video plays when you trigger the media link.

Note: To play digital video files in Compel, you must install an <u>MCI-compatible</u> video-playback <u>device driver</u>. To play videodiscs, you must connect a videodisc player to your computer and install the appropriate videodisc driver and, if necessary, a video overlay card and device driver.

Digital video

Digital video is a file stored on your computer containing the video's images and sounds in a digitized format. Compel can play digital video files in any MCI-compatible format, including Microsoft Video for Windows Audio/Video Interleaved format (.AVI). AVI is a software-only playback format that provides a software playback engine and driver, so you can watch motion video sequences from your computer monitor.

In Compel, you create a clip from a digital video file, then create a <u>media link</u> to trigger the clip.

Video overlay from a videodisc

You can include video in your Compel presentation by connecting a videodisc player to your computer. Like a CD-ROM drive, a programmable videodisc player is an external media device that communicates with a computer through drivers.

In Compel, you can create a <u>media link</u> to a <u>clip</u> that references your favorite videodisc. When you show your slides, your computer must be connected to the videodisc player, the proper drivers must be installed, and you must insert the appropriate videodisc so Compel can play your clips. In addition, most videodisc players require a video overlay card to display on a computer monitor.

The video is stored on a videodisc (an external device). A special analog video card displays the video, which overlays the video on the installed graphics adapter (for example, VGA).

See also

What is Compel?	Topic number
<u>What is Compel?</u>	1
<u>Working with Compel objects</u>	2
<u>What is a template?</u>	3
<u>What is a slide style?</u>	4
<u>Working in Compel's views</u>	5
<u>What is an onscreen presentation?</u>	6
<u>Using special effects and multimedia</u>	7
<u>About multimedia in Compel</u>	8
<u>Using sound in your presentation</u>	9
<u>Using animation in your presentation</u>	11
<u>Distributing a presentation</u>	12

Step by step
<u>Playing a videodisc clip automatically</u>
<u>Playing a videodisc clip interactively</u>
<u>Playing a digital video clip automatically</u>
<u>Playing a digital video clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Using animation in your presentation

Compel can play computer animation files that are created in <u>MCI-compatible</u> animation programs, such as Autodesk Animator (.FLC files) and Autodesk 3-D Studio (.FLI files). You can create your own animation or import .FLC or .FLI files from a Compel <u>clip library</u>. You must create a <u>media link</u> to trigger the animation clip.

Compel can show both <u>frame</u> and <u>cast-based animation</u> created in MCI-compatible animation programs.

See also

What is Compel?	Topic number
<u>What is Compel?</u>	1
<u>Working with Compel objects</u>	2
<u>What is a template?</u>	3
<u>What is a slide style?</u>	4
<u>Working in Compel's views</u>	5
<u>What is an onscreen presentation?</u>	6
<u>Using special effects and multimedia</u>	7
<u>About multimedia in Compel</u>	8
<u>Using sound in your presentation</u>	9
<u>Using video in your presentation</u>	10
<u>Distributing a presentation</u>	12

Step by step
<u>Playing a chain of Compel animations</u>
<u>Playing a Compel animation automatically</u>
<u>Playing a Compel animation interactively</u>
<u>Playing an animation clip automatically</u>
<u>Playing an animation clip interactively</u>

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Distributing a presentation

You can package your Compel presentation for distribution, copying all the files needed to run a presentation, including Compel Show, the runtime version of Compel, to a selected destination, such as a floppy disk or network drive. Using the <u>Package Presentation</u> or <u>Send Mail</u> command, you can package your presentation in two ways:

Compress your presentation and media files into a single <u>package file</u> and include the Compel Unpackager file. The recipient can decompress the presentation in the location they choose.

Copy your presentation and media files as separate, non-compressed files to a location you specify. When you copy a presentation as separate files, they must all fit on the desired floppy disk or network drive.

Note: You cannot use the Package Presentation command to copy other applications that are linked to or embedded within your Compel presentation file.

Compressing your presentation as a package file can conserve disk space, an important consideration when you are working with media files or copying over a network. Compel copies the Unpackager file without compressing, however, even if you compress the rest of your presentation into a package file.

Packaging media files

When you copy a presentation, you must also copy each media file referenced by a media link if you want the effect to play. You can choose not to include large media files when you copy the presentation. When Compel cannot locate the specified media file on the system or if the recipient lacks the hardware or driver to play the media file, Compel ignores it and does not play the media link.

Running the presentation with Compel Show

If the full version of Compel is not available, the recipient can run the presentation using Compel Show, which you can include.

If you can, verify the receiving system's setup with the <u>System Info</u> command on the Tools menu. If the receiving system has Compel Show, this command is on the Control menu. The System Info command indicates what types of multimedia a system can play based on the installed device drivers.

Your recipient can temporarily disable certain media links. For example, if the receiving system doesn't have a CD-ROM drive, the recipient can disable the media link to a CD audio clip using the <u>Check Media Links</u> command on the Tools menu, or, in Compel Show, on the Control menu. (See <u>Troubleshooting multimedia</u>.)

See also

Hyperlink details

In an onscreen Compel presentation, you can display a slide out of sequence and even display a different application altogether. You can use a <u>hyperlink</u> to connect ideas, information, or topics that you do not need to present sequentially in your slides but that you may want to display when you need to answer a question.

Button activates hyperlink to Help slide

Bullet activates hyperlink to a slide with detail (not shown)
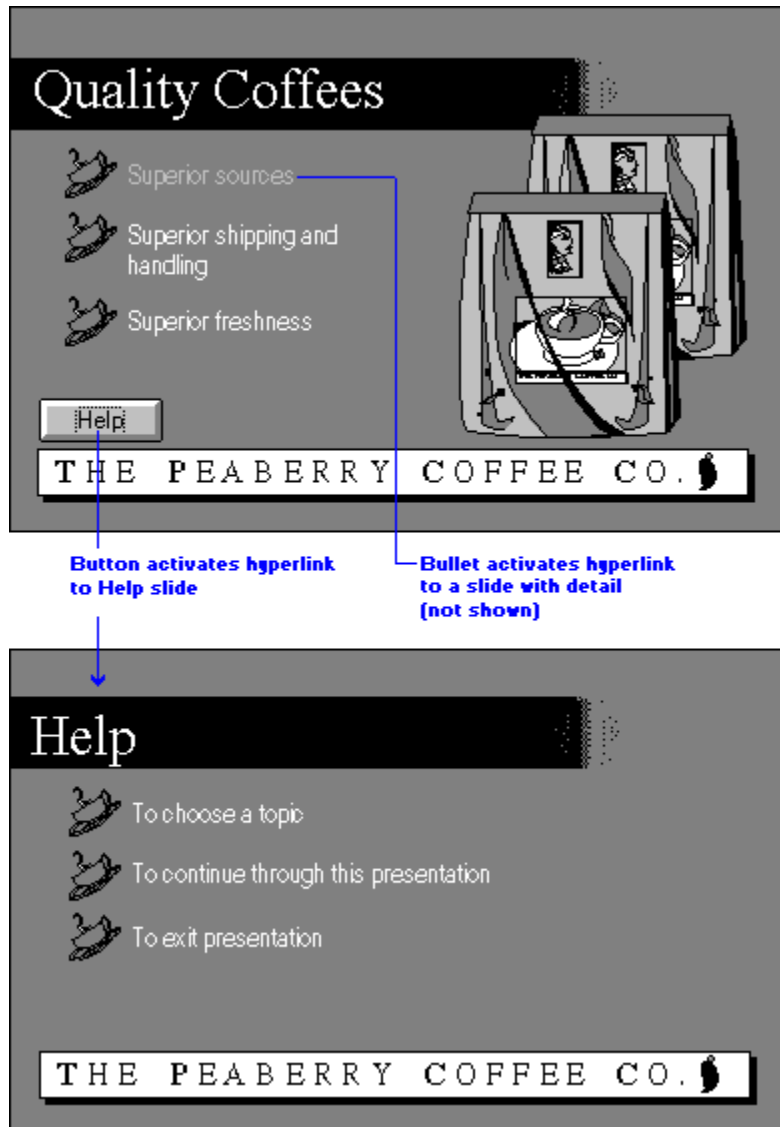
A hyperlink is always interactive. You must click an object on a slide to trigger a hyperlink. In slide show view, when you pass the selection arrow over an object with a hyperlink, the selection arrow changes to show you can click to trigger the hyperlink.

Autobuild details

In Compel, you can write an outline of topics for your presentation on one source slide, then automatically create or autobuild a new slide for each topic using the Autobuild command. Autobuilding simplifies creating a presentation because:

The autobuild slides are organized according to your source slide outline.

The source slide is linked to each autobuild slide, so that in slide show view you can jump from the source slide to a specific autobuild slide and back.

Autobuilding your slides ensures that your message is well organized and consistent. You type your topics on the source slide using up to 16 levels of bullets. Compel can then create a new slide from each bullet, or from only the main bullets.

When you autobuild slides, the navigation panel changes to show the increased number of slides in your presentation.

Two coffee species

- Coffee arabica — Coffee arabica
- Coffee robusta — Coffee robusta

THE PEABERRY COF

Source slide

Autobuild slides

THE PEABERRY COFFEE CO.
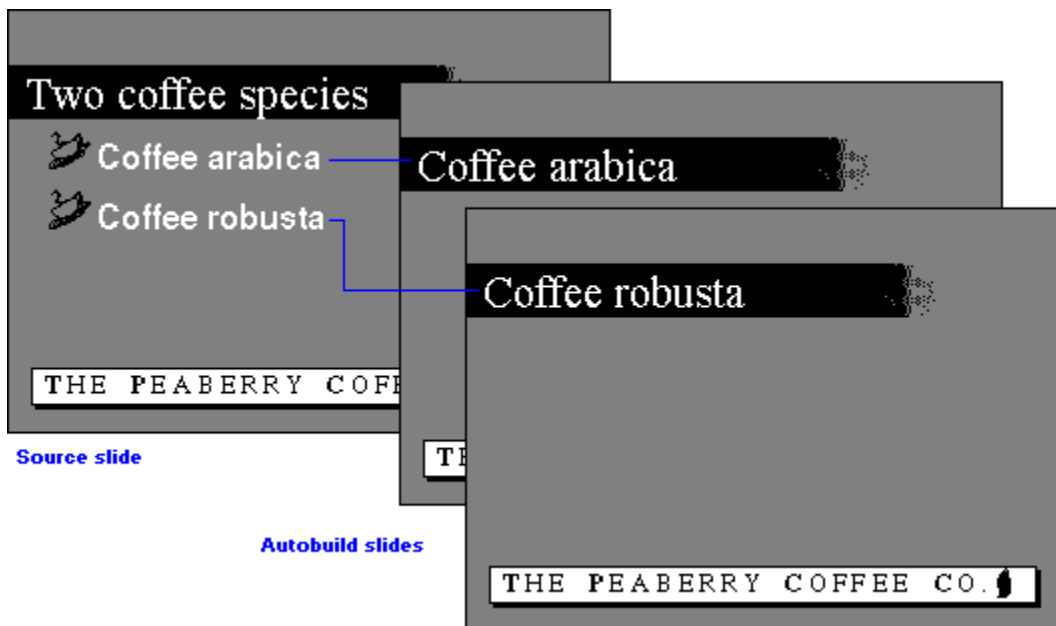
If you autobuild most of your slides, your presentation automatically contains a network of navigational links. When showing your presentation onscreen, you can click a bullet in the source slide to display the matching autobuild slide. Then you can click the title of the autobuild slide to return to the source slide.

Check Media Links details

During an onscreen presentation, if Compel cannot find a media file or device, it ignores the respective media link and your media clip will not play. Compel conducts its search for a media file or device in the following locations and order:

The path where this media file was last found during this presentation

The explicit path for the file as defined in the media link

The default directory for media files as set in the Startup Preferences or Check Media Links dialog box

The current working directory

The directory in which Windows is installed

The directory in which the Windows system files are installed (usually C:\WINDOWS\SYSTEM)

The directory in which the COMPEL.EXE file (or CPLSHOW.EXE file) is installed

All directories in the PATH statement of the system's AUTOEXEC.BAT file

Any CD-ROM drive using the explicit path

Use the information in the Check Media Links dialog box to modify media links for a target computer that does not have the same media drivers or devices as the computer on which the presentation was created.

Tips for Compel

You can move through topics by clicking the previous or next buttons above. To jump to a specific topic, scroll to the bottom of this topic, then select the topic you want.

You can move through the tips by clicking the previous or next or tip buttons. To jump to a specific tip, click the Tips button, then choose the tip you want.

Tips	Topic number
Tips for planning a presentation	2
Tips for preparing a presentation	3
Tips for professional-looking text	4
Tips for professional-looking graphics	5
Tips for choosing a chart	6
Tips for formatting charts	7
Tips for using color	8
Tips for customizing your presentation	9
Tips for creating onscreen effects	10
Tips for using multimedia	11
Tips for using OLE in a slide show	12
Tips for printing	13
Tips for solving printing problems	14
Tips for putting on a good show	15

See also

What is Compel?
What is Compel?OVERVIEW_Overview

Tips for planning a presentation

Planning a successful <u>presentation</u> begins with knowing about your audience. To help you plan a presentation that meets your audience's needs as well as your own, try to answer the following questions.

Who will be watching?

How much do you know about your audience? What do they already know about your topic, your company, or you? What do they expect to learn from your presentation?

Why are you giving this presentation?

Be clear about your purpose in giving the presentation. Do you want to inform, motivate, or persuade? After the presentation, what do you want your audience to do? Buy your product? Support your cause? Better understand your subject?

How much time do you have?

Adjust your plans to the time you'll have to create and show your presentation. Will you present in an office, conference room, or auditorium? What equipment will you need? What is available?

What type of slide show do you want to present?

Will the presentation be formal or informal? Try a number of Compel <u>templates</u> to find one that fits the tone. What delivery format best suits your presentation? Compel provides templates that automatically set the <u>slide</u> size and font size for the final output you choose:

Onscreen shows can grab audience attention with video, sound, and animation. You can also make changes up until the last minute. However, onscreen shows require computer hardware you may not have at your presentation site.

Overhead transparencies are inexpensive, portable, quick to produce or change, and easy to handle. However, their visual impact is limited and they're also easily disorganized if dropped.

35mm slides produce vivid colors, gradients, and high-resolution graphics, and are portable and widely used. Your presentation site probably has a slide projector. However, you must dim the lights to show them, so your audience can't see you or take notes. 35mm slides also require more time and special equipment to produce.

See also

Tips	Topic number
<u>Tips for preparing a presentation</u>	3
<u>Tips for professional-looking text</u>	4
<u>Tips for professional-looking graphics</u>	5
<u>Tips for choosing a chart</u>	6
<u>Tips for formatting charts</u>	7
<u>Tips for using color</u>	8
<u>Tips for customizing your presentation</u>	9
<u>Tips for creating onscreen effects</u>	10
<u>Tips for using multimedia</u>	11
<u>Tips for using OLE in a slide show</u>	12
<u>Tips for printing</u>	13
<u>Tips for solving printing problems</u>	14
<u>Tips for putting on a good show</u>	15

Step by step
<u>Assigning a different template to a presentation</u>PROC_Assigning_a_different_
<u>Choosing the presentation format</u>PROC_Choose_present_format
<u>Overview of creating a presentation</u>SUBINDEX_How_to_create_a_pr
<u>Printing overhead transparencies</u>

Using Compel manual

Tips for preparing a presentation

A good presentation is well planned, organized, and precisely timed. Experiment with organizing the information in your presentations. These structuring methods may help:

Find an organization for your information

Deductive.   Start with general information, then draw specific conclusions.

Inductive.   Begin with specific details, then draw conclusions from them.

Chronological.   Organize your information based on a timeline.

Comparison/Contrast.   Show similarities and differences between ideas or products.

Process.   Present your information according to a process or system.

Problem/Solution.   Start with the problem, then move toward the solution.

Organize your ideas

Outline your main topics to assure that you cover all the points of your message. Use these general rules to organize your ideas:

In the introduction, tell them what you're going to tell them. Use the first slide or series of slides to give an overview of your presentation.

In the body of your presentation, tell them. Use any number of slides to support your message. The information you present should follow the same order you list on your introductory slide.

In the conclusion, tell them what you told them. Use this slide to contain the last impression and to summarize and close your presentation.

Review your outline carefully to make every idea count. As a courtesy and a reference, consider creating audience handouts to accompany your presentation. (See Printing audience handouts.)

Time your presentation

Plan to spend about 30 seconds to 1 minute per slide, and leave time at the end for audience questions. To evenly pace your presentation, use the following guidelines:

Time in presentation	Pace
Beginning of presentation	Start fast and provide general information
1/4 into presentation	Discuss your key points
1/2 into presentation	Get down to the small details
3/4 into presentation	Pick up the pace and start wrapping up

See also

Step by step
Overview of creating a presentationSUBINDEX_How_to_create_a_pr

Using Compel manual
Chapter 2, "Presentation Basics"

Tips for professional-looking text

After you write your presentation, refine the content and format of your text. Compel makes changing your text simple.

Review your text

Make presentation text concise. Reserve your slides for main points, and use Compel's speaker notes for additional information you want to remember. (See Entering speaker notes and Printing speaker notes.)

Remember that you are the focus of your presentation, not your text. To keep the text on your slides effective:

Use 3-5 bullets per slide, and keep bullets to one line of text. Break longer information into multiple slides or bullets by grouping similar ideas.

Use active, meaningful verbs to strengthen points and shorten text. For example, rewrite "There are three ways you can change your life" as "Change your life in three ways."

Use "you" to personalize your message and shorten your sentences.

Use graphics to make your point more efficiently.

Always have someone proofread your presentation.

Work with the layouts and fonts

Compel provides many powerful text formatting and style options. However, use unusual formatting or styles to reinforce, not obscure your message.

Use formatting with care. Text that is emphasized interrupts readability, so reserve colors, bold, italic, or all caps for important information. Reserve italic for technical terms and titles of books or magazines; reserve bold for emphasis; and in general, avoid underlining.

Left-justify text. Text that is justified on the left and ragged on the right is easier to read than justified or even margins.

Compel's templates are designed with appropriate font sizes for most viewing distances. If you choose a smaller font size, make sure that your text is readable from a distance. In general, a sans serif font works well for titles, and a serif font works well for bullet text.

If you plan to show your presentation on a computer that you are unfamiliar with, limit fonts to those provided with Windows 3.1 or higher: Arial, Times New Roman, Courier New, Symbol, Wing Dings, MS Serif, and MS Sans Serif.

See also

Step by step

<u>Using Compel manual</u>

Tips for professional-looking graphics

Effective graphics draw attention to and enhance your message. Most people learn more from images and text in combination than from simple text alone. On average, people retain 10 percent of information presented just with text, 40 percent of information from context, and 50 percent of information that combines text and visuals.

Make your graphics work

Graphics should do more than decorate your slides. The following ideas can help you effectively incorporate graphics:

Use simple, strong graphics. Keep your slides visually balanced by centering the elements of a graphic in relation to the edges of the slide.

Use graphics at a size that complements slides. Often, a small object displayed in a large space draws more attention than a large object in a small space. Use Compel's Align command on the Arrange menu, and Grid and Ruler commands on the View menu to precisely align graphics.

Use lines or rules to create information "zones" on a slide. For example, some templates use a line under the title to divide the slide into logical reading sections. Use Compel's line tool on the tool palette to add lines.

Keep the slide background simple so it doesn't detract from your graphics.

Preview your graphics

Remember to view your presentation before you show it to others to ensure that your graphics enhance your message.

See also

Tips	Topic number
Tips for planning a presentation	2
Tips for preparing a presentation	3
Tips for professional-looking text	4
Tips for choosing a chart	6
Tips for formatting charts	7
Tips for using color	8
Tips for customizing your presentation	9
Tips for creating onscreen effects	10
Tips for using multimedia	11
Tips for using OLE in a slide show	12
Tips for printing	13
Tips for solving printing problems	14
Tips for putting on a good show	15

Step by step
Creating new objectsPROC_Creating_new_objects
Importing graphics from other programsPROC_Importing_graphics_fro
Overview of creating a presentationSUBINDEX_How_to_create_a_pr

Using Compel manual
Chapter 4, "Graphics"

Tips for choosing a chart

As you create your chart, decide how you want to display your data and what you want your data to convey. Each Compel chart type can illustrate a particular relationship.

To show...	Use this...	Tips...
Proportion and cumulative totals	Area	Displays more data than stacked column chart. (See Area.)
Comparison of items	Clustered Bar	Horizontal orientation displays more data than clustered column chart. Displays long labels well.
	Clustered Column	Vertical orientation shows variation over time better than clustered bar chart. Note: More than four data series can crowd the x-axis.
Comparison of relative totals	Percentile Bar	Horizontal orientation displays more data than percentile column chart. Displays long labels well.
	Percentile Column	Vertical orientation shows comparisons over time better than percentile bar chart. Note: More than four data series can crowd the x-axis.
Comparison of totals between labels	Stacked Bar	Horizontal orientation displays more data than stacked column chart. Displays long labels well.
	Stacked Column	Vertical orientation shows totals over time better than stacked bar chart. Note: More than four data series can crowd the x-axis.
Maximum and minimum values	High-Low-Close	Shows change for specific time period (day or week). Used to track high, low, and closing stock prices.
Change over time and trends	Line	Shows a large data set well. Emphasizes rate of change.
Proportion of each part to the whole	Pie	Data can be values or percentages. Note: Best used for 5-6 data points; more than 6 data points blurs distinctions among pie segments. Shows only one data series per chart.

See also

Using Compel manual
Chapter 5, "Charts"

Tips for formatting charts

Charts can cleanly convey data and increase the viewer's curiosity about your information. A cluttered chart, however, only increases confusion.

Using text

Keep text concise and relevant; use both uppercase and lowercase text to enhance readability. Avoid acronyms or abbreviations your audience may not know. Use legends and labels that contribute meaning to your data.

Using color

When you arrange chart colors, follow these guidelines:

Chart	Color guidelines
Area	Apply darkest color on bottom (along the *x*-axis) of chart and progressively lighter colors moving upward.
Bar	Apply darkest color on bottom and progressively lighter colors moving upward. For stacked bar charts, apply darkest color closest to left and progressively lighter colors moving right.
Column	Apply darkest color on column farthest to left and progressively lighter colors moving right. For stacked column charts, apply darkest color on bottom and progressively lighter colors moving upward.
Pie	Imagine a pie chart is a clock, then apply darkest color at 12 o'clock and progressively lighter colors in a clockwise direction.

However, you may not want to follow the above guidelines if:

    You are showing several charts that use the same data series or information. Instead, for easy interpretation, use the same color for the same information displayed across several charts.

    A large area of information uses a bright color. Instead, use a different color order or assignment to ensure that the large area of information isn't overwhelming.

Using patterns

Carefully choose chart patterns that don't conflict when displayed together. Reserve three-dimensional chart styles for pie charts; for other charts three-dimensional chart styles make data series values difficult to interpret.

See also

Tips	Topic number
Tips for planning a presentation	2
Tips for preparing a presentation	3
Tips for professional-looking text	4
Tips for professional-looking graphics	5
Tips for choosing a chart	6
Tips for using color	8
Tips for customizing your presentation	9
Tips for creating onscreen effects	10
Tips for using multimedia	11
Tips for using OLE in a slide show	12
Tips for printing	13
Tips for solving printing problems	14
Tips for putting on a good show	15

Step by step
Adding legends and axis labelsPROC_Adding_legends_and_axi
Adding titles to a chartPROC_Adding_titles

Using Compel manual

Tips for using color

A Compel template's color scheme is designed to create harmony among all presentation elements. Change the colors in a color scheme carefully to complement your presentation.

Cautions for red, green, and blue

Be aware that 5-10 percent of your audience may be colorblind, with red and green the hardest colors to distinguish. Avoid using red and green to differentiate important points.

Also, everyone is blue-deficient in the center of their field of vision, so blue text is very difficult to see clearly. Don't use blue as a hotword color because the hotword will be hard to distinguish from surrounding text. Reserve blue for a background color.

Use colors strategically

Color is frequently linked to emotion; use this to your advantage. In the United States, the colors below can have special meaning when combined with your ideas.

Color	Meanings
White	Pure, peaceful, clean, honest
Gray	Mature, sophisticated, cool
Black	Serious, deadly
Red	Negative, dangerous, excited, financially unstable
Orange	Emotional, positive
Yellow	Emotional, positive, cautious
Brown	Wholesome, organic, down-to-earth
Green	Positive, organic, comforting
Blue	Trustworthy, stable, serene
Purple	Royalty, youthful, contemporary
Pastels	Youthful, soft, sensitive

See also

Step by step
Assigning a new color scheme to a template
Changing chart colors and patterns
Changing the color scheme for an object
Coloring objects

Overview of creating a presentationSUBINDEX_How_to_create_a_pr

Using Compel manual

Chapter 6, "Color"

Tips for customizing your presentation

With Compel's comprehensive template capabilities, you can customize a template to fit your particular needs.

Making a template choice

The template you choose sets the tone for your presentation. Experiment to find the right template for your message. You can easily apply one template, then apply a different template.
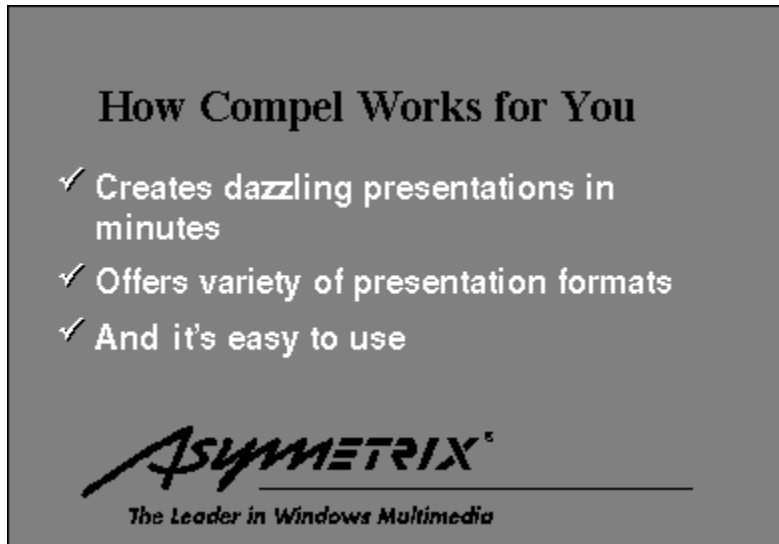
Each template's layout varies; for example, one template can accommodate a lot of text, while another has a graphic emphasis. Also, the template's color scheme can impact the way your audience interprets your message. (See Tips for using color.)

Changing a template's layout

If you decide to change your template's layout, make sure you keep the elements in your template balanced. Graphics draw the eye, so place them where you want to focus the audience's attention. Use blank or empty space to enhance readability. For example, increase the line space between your bullets to help the viewer's eyes follow your text.

Tailoring your presentation

Compel makes it easy to tailor a presentation to a specific audience. For example, if you are using your presentation to pitch a product to a company, use their logo on your title slide for impact. You could also customize your presentation's background gradient using the company's colors.

How Compel Works for You

✓ Creates dazzling presentations in minutes

✓ Offers variety of presentation formats

✓ And it's easy to use

ASYMETRIX

The Leader in Windows Multimedia

Match the template to your audience. Use a graphic-oriented template for a design-oriented audience. For a financial audience, convey a complex data series using a Compel chart. If you are presenting an onscreen show, illustrate how something works using Compel animation or an animation file.

See also

Tips	Topic number
Tips for planning a presentation	2
Tips for preparing a presentation	3
Tips for professional-looking text	4
Tips for professional-looking graphics	5
Tips for choosing a chart	6
Tips for formatting charts	7
Tips for using color	8
Tips for creating onscreen effects	10
Tips for using multimedia	11

Step by step

Using Compel manual

Tips for creating onscreen effects

You can create movement and emphasis in your presentation using Compel's slide transitions, bullet transitions, and animation. The following transition effect directions have special meaning for Western culture audiences.

Use this direction...	To imply this...
Left to right	Forward movement: text is read from left to right
Right to left	Backward movement: the opposite direction text is read
Top to bottom	Movement toward basic information: "get down to basics"
Bottom to top	Movement toward abstract information: expand a topic

You can also use transition effects that include a particular movement.

Use this transition...	To imply this...
Zoom in	Movement from a main topic to smaller details
Zoom out	Movement from a topic to an overview
Dissolve quickly	Movement to closely related information
Dissolve slowly	Movement to distantly related information
Fade to black	Movement to another subject
Wipe from right to left	Movement forward
Wipe from left to right	Movement backward

In Compel, you can incorporate animation into your presentation to illustrate concepts or ideas. Use an animated arrow that is hidden before animation and then appears and lengthens to draw attention to important information. Or, use the Hide Object at Start option to display a chart or graphic at the right moment. (See Creating animation.)

See also

Tips	Topic number
Tips for planning a presentation	2
Tips for preparing a presentation	3
Tips for professional-looking text	4
Tips for professional-looking graphics	5
Tips for choosing a chart	6
Tips for formatting charts	7
Tips for using color	8
Tips for customizing your presentation	9
Tips for using multimedia	11
Tips for using OLE in a slide show	12
Tips for printing	13
Tips for solving printing problems	14
Tips for putting on a good show	15

Step by step
Adding slide transitions
Creating a bullet transition
Overview of creating a presentationSUBINDEX_How_to_create_a_pr

Using Compel manual
Chapter 8, "Special Effects for Onscreen Presentations"

Tips for using multimedia

A multimedia presentation can vividly show audiences information that is better seen or heard than described. However, be selective about the types of multimedia you use, and keep your presentation focused on your message, not on the special effects.

Develop your presentation on the destination computer

If you can, develop your multimedia presentation on the computer you intend to use for the presentation. Differences between computer setups--such as the amount of memory, the directory paths for supporting or linked files, the type and speed of the computer processor, the type of monitor and monitor card, and the device drivers-- can cause unexpected problems.

Check the target computer's setup using Compel's System Info command on the Help menu, then design the presentation for that setup. If you don't have access to the target computer, get information about the computer's setup in advance.

Anticipate hardware difficulties

For an onscreen presentation, always have a backup plan in case you aren't provided with the necessary computer hardware. Create a set of overhead transparencies that you can use to continue your presentation if there is a problem.

Design for the computer screen

Remember that the screen is very different from a printed page. When you design an onscreen presentation, think of your monitor as a television: avoid too much text on your slides, and add meaningful graphics, shapes, tables, Compel charts, or Compel clip art.

Because text isn't easy to read on a monitor, try to avoid covering more than 60 percent of the screen with text. Use Compel's bullet transitions to gradually fill the screen with small amounts of text with enough space between bullets for easy reading. In an onscreen presentation, additional slides won't cost extra to produce, so use as many slides as you need.

See also

Tips	Topic number
Tips for planning a presentation	2
Tips for preparing a presentation	3
Tips for professional-looking text	4
Tips for professional-looking graphics	5
Tips for choosing a chart	6
Tips for formatting charts	7
Tips for using color	8
Tips for customizing your presentation	9
Tips for creating onscreen effects	10
Tips for using OLE in a slide show	12
Tips for printing	13
Tips for solving printing problems	14
Tips for putting on a good show	15

Step by step
Overview of creating a presentationSUBINDEX_How_to_create_a_pr
Creating a bullet transition
Adding multimedia to a presentation

Using Compel manual
Chapter 9, "Sound, Video, and Animation"

Tips for using OLE in a slide show

You can include <u>linked</u> or <u>embedded objects</u> in your Compel <u>slide show</u> to add flexibility to your <u>presentation</u>.

For example, if you were giving a presentation on the Peaberry Coffee Company's coffee roasting times, you could link a <u>button</u> in your presentation file to a spreadsheet containing the latest roasting times. Within your presentation you might only display the summary data. But if you were asked about roasting time details, you could click the button and the spreadsheet would appear.

See also

Tips	Topic number
<u>Tips for planning a presentation</u>	2
<u>Tips for preparing a presentation</u>	3
<u>Tips for professional-looking text</u>	4
<u>Tips for professional-looking graphics</u>	5
<u>Tips for choosing a chart</u>	6
<u>Tips for formatting charts</u>	7
<u>Tips for using color</u>	8
<u>Tips for customizing your presentation</u>	9
<u>Tips for creating onscreen effects</u>	10
<u>Tips for using multimedia</u>	11
<u>Tips for printing</u>	13
<u>Tips for solving printing problems</u>	14
<u>Tips for putting on a good show</u>	15

Step by step
<u>Creating an embedded object</u>
<u>Embedding an existing object</u>
<u>Linking an object</u>
<u>Overview of creating a presentation</u>
<u>Using linked or embedded objects in a slide show</u>

Using Compel manual
Chapter 10, "Using Information from Another Application"

Tips for printing

You can create attractive monochrome output for Compel <u>slides</u>, <u>speaker notes</u>, or <u>audience handouts</u>. In addition, when printing drafts, speaker notes, or audience handouts with more than one slide to a page, maximize the printed size of slides by choosing a Print Setup orientation that differs from the Presentation Setup orientation.

For example, if you want the paper in <u>portrait</u> orientation, choose portrait in Print Setup, and <u>landscape</u> in Presentation Setup. If you want the paper in landscape orientation, choose landscape in Print Setup and portrait in Presentation Setup.

When printing color slides to a monochrome printer, have the printer automatically map colors to its own shades of gray. High-intensity colors are mapped to black or dark gray; low-intensity colors are mapped to white or light gray. If you used colors of the same intensity throughout a <u>presentation</u>, it may be hard to distinguish between objects when they print.

Or, apply one of Compel's grayscale <u>color schemes</u>, which assigns compatible shades of gray to the <u>objects</u> that are part of the <u>template</u> color scheme. However, grayscale color schemes override the previously assigned color scheme, which you may have customized.

To create high-quality grayscale output and retain a customized color scheme, make a copy of your presentation, then apply the grayscale color scheme to the copy. (See <u>Assigning a new color scheme to a template</u>.)

See also

Tips	Topic number
<u>Tips for planning a presentation</u>	2
<u>Tips for preparing a presentation</u>	3
<u>Tips for professional-looking text</u>	4
<u>Tips for professional-looking graphics</u>	5
<u>Tips for choosing a chart</u>	6
<u>Tips for formatting charts</u>	7
<u>Tips for using color</u>	8
<u>Tips for customizing your presentation</u>	9
<u>Tips for creating onscreen effects</u>	10
<u>Tips for using multimedia</u>	11
<u>Tips for using OLE in a slide show</u>	12
<u>Tips for solving printing problems</u>	14
<u>Tips for putting on a good show</u>	15

Step by step
<u>Overview of creating a presentation</u>
<u>Changing the print orientation</u>
<u>Printing a draft of the presentation</u>

Using Compel manual
Chapter 11, "Printing"

Tips for solving printing problems

The following tables list common problems you may encounter when you try to print a Compel presentation and suggest solutions. The list is not exhaustive, however, since many printing problems are device-specific. For additional help with your specific printer or output device, refer to your printer's documentation. Also, check with your printer's company to ensure you have their latest printer driver.

Click a word below to display possible problems and solutions.

Printer

Text

Color

Graphics

See also

Printer

Problem	Explanations	Solution
Nothing prints.	Printer not selected.	From the File menu, choose Print Setup.
	Printer not connected to port.	Verify port connection using Windows Control Panel. (See Microsoft Windows User's Guide.)
	Printer set to print to a file.	From the File menu, choose Print Setup, then verify printer's settings.
		Assure printer is on, online, and filled with paper.
Printer name not in Printer Setup dialog box.	Printer not installed.	Install printer using Windows Control Panel. (See Microsoft Windows User's Guide.)

Text

Problem	Explanations	Solution
Text prints differently than appears onscreen.	Windows substitutes fonts for those printer doesn't have.	Format text with fonts printer has, or if your printer uses cartridges, try a different cartridge.
	Some printers have a font substitution table.	Verify font substitution table using Windows Control Panel. (See <u>Microsoft Windows User's Guide</u>.)
Text is truncated.		Resize text box, bullet, title, or <u>callout</u>.
Headers and footers are cut off.		For speaker notes or audience handouts, reduce number of slide thumbnails printed on each page.
		Reduce font size or amount of text.
		Decrease print margins; (See <u>Setting the print margins</u>.)

Color

Problem	Explanations	Solution
Unexpected colors appear in output.	Printer substitutes colors for those it doesn't support.	Change colors to those supported by your printer. Or, try a different color scheme (See <u>Assigning a new color scheme to a template</u>.)
	Some printers' colors can be adjusted.	Check printer's manual to see if printer's colors can be adjusted.
	Plotter colors are limited by ink colors of pens.	Check pen color assignment to be sure it matches plotter's inks.
	When layered objects print on a color plotter or dot matrix printer, wet ink blends.	Don't layer objects.
Colors & objects appear onscreen, but don't print.	If colors are too similar, printer prints them as the same color.	Use higher contrast colors.

Graphics

Problem	Explanations	Solution
Lines don't print as they appear onscreen.	Some printers print lines differently than they appear onscreen.	Modify the line to get desired printed effect.
Gradients print as bars of color.	If colors are too similar, printer prints them as same color.	Use higher contrast colors.
Background doesn't print.	Plotters can't print gradient or pattern.	Don't use gradients or patterns with a plotter.
	Print option set incorrectly.	From the File menu, choose Print. Click Options. Under Graphic Options, check Print Gradients.
Patterns print as a solid color.	If line and fill colors are too similar, printer prints them as same color.	Use higher contrast colors.
	Plotters can't print patterns.	Don't use patterns with a plotter.
Graphics print as outlines only.	Plotters can't print some graphics.	Use graphics that a plotter can print.
	Print option set incorrectly.	From the File menu, choose Print. Click Options. Under Graphic Options, uncheck Print Outlines Only.
Objects disappear on monochrome printer.	Printer maps colors to gray levels, substituting similar colors with same level of gray.	Use higher contrast colors or apply a grayscale color scheme. (See Tips for printing.)

Tips for putting on a good show

Delivering any presentation well requires practice and timing, and an onscreen presentation is no exception.

Prepare for your audience

Onscreen presentations can be clever and imaginative. But if an audience is unfamiliar with computers, your special effects may keep them from listening to your message. For this type of audience, keep your onscreen presentation conservative, and reserve special effects for the end of your show as a memorable grand finale to your message.

Practice your presentation

Practice can make the difference between a successful presentation and a failure. Onscreen presentations are more exciting than traditional presentations, but require more hands-on practice for delivery.

Try to lessen the nervousness that delivering a presentation can bring by:

Practicing your presentation in front of a mirror to help you become comfortable.

Practicing hand gestures, walking away from the podium or monitor, and pointing to information on the screen. Try not to grip the podium.

Arriving early, if you can, to have enough time to set up your presentation, especially if you're giving it onscreen.

Talking more slowly than you think you should; you'll end up talking at normal speed.

Looking at your slides and speaker notes to refresh your memory as you proceed.

Talking about what you know and are prepared for. If you're asked a question you can't answer, ask the audience to help. You may find an expert.

Most of all, relax. If you're prepared and have practiced, Compel will help you deliver the impression you want.

See also

Using Compel manual
Chapter 12, "Finishing Touches"