

# Create, edit, communicate with ClarisImpact.

## Communicating your message has never been easier.

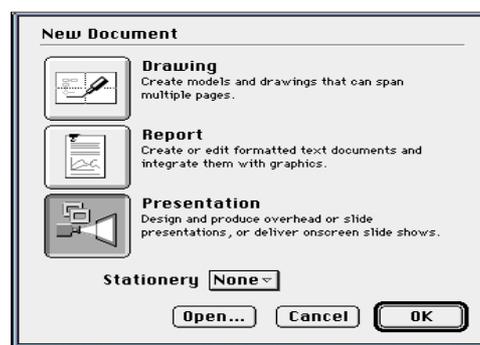
ClarisImpact gives you the same easy to use facilities in three different environments - drawing, report and presentation - making it easier than ever before to communicate effectively. Follow our hands-on tour to see just how easy it is to transform your ideas into a desktop presentation or a printed report.

Imagine that you are the product director for a small but expanding tour operator. You have been asked at short notice to attend the pre-board meeting to brief top executives. They want to know about specific plans for a new line of exclusive vacations. Time is short and you have a number of topics to cover - the answer is a desktop presentation backed up by a factual report.

1

### Create your presentation

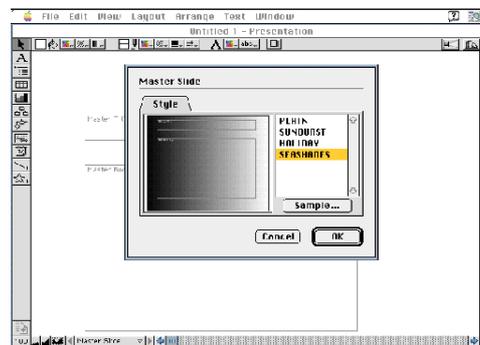
Start by designing the desktop slide show by choosing the **Final** option from ClarisImpact's opening menu. Click on **OK** to confirm your choice.



2

### Choose your own style

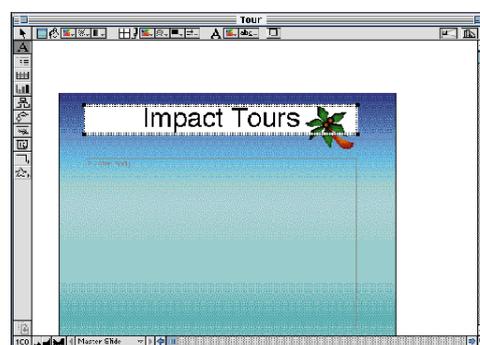
The choice of a "Master Style" means that all your slides will share a consistent background. You had already defined some suitable options and for this task you choose "Seashades" from the list.



3

### Utilise a master slide

Any elements you want to appear on every slide should be added to the "Master Slide" before you go any further. In this case a Palm Tree motif was selected from the clip art library and the title "Impact Tours" was typed in.



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### Add a bullet chart

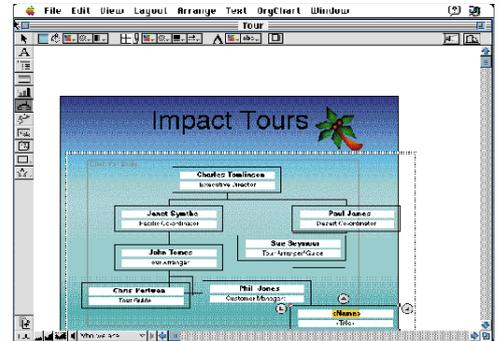
To create a bullet chart select the appropriate tool (the second in the list), place the chart on the slide and then type in the text you require. Pressing **Tab** indents a level and the style automatically changes accordingly.



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### Create an organisation chart

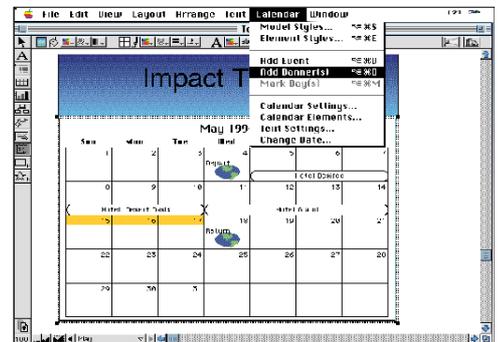
Lots of information - not just company structures - can usefully be represented using ClarisImpact's organisational chart tool. There are a number of layout models to choose between, but in all cases you then just fill in the blanks.



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### Create a calendar or timeline

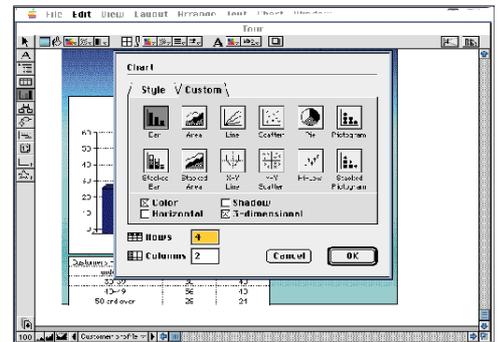
When dates are at issue ClarisImpact can offer either a timeline chart or a calendar. Choose the calendar when you want to indicate when events occur. As well as text, you can add symbols and use banners for events that span a number of days.



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### Choose a chart type

The chart tool gives you a wealth of options for chart types. Choose the one you want and also specify how many rows and columns of data you want to work with. Then just type your labels and figures into the grid in place of the sample data.



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### Edit your presentation

Having put in half an hour's work, you realise that this material would be equally suitable for the printed document. No problem - just use **File - New**, select the **Report** option and then use **Place File** to transfer information from the presentation.



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### Communicate your presentation

The "Slide Manager" is the starting point for every new slide. Just click **Create Slide** and then type in a meaningful name in place of the default label. Use the "Slide Manager" to re-order your slides if required. To start the show click on the **Projector** icon at the right of the top toolbar.

