



## Four Quick Steps to a Finished Presentation

These steps get you a simple presentation fast. Click a button to see how to complete a step.

### Step 1 **Decide how you want to start**

- Create pages in Preview
- Type text in the Outline
- Import text from a document
- Use an existing presentation

### Step 2 **Choose a design and a color scheme**

### Step 3 **Check the spelling**

### Step 4 **Distribute the results**

For more information on creating presentations with ASAP, click **Contents** or **Index** and then choose a topic.

## Create Pages in Preview

In Preview, you develop your presentation one page at a time. ASAP's Intelligent Formatting makes it easy by arranging elements on the page so everything fits and looks balanced. Preview also lets you experiment with different page layouts to find the best way to express your ideas.

### To start in Preview:

- 1 Start ASAP.

- 2 If the Preview tab isn't on top, click



ASAP displays the first page of a new presentation.

- 3 Replace the placeholder text with your title for the presentation, and press the Enter key.

Don't worry about where lines of text end as you're typing. When you press Enter, ASAP's Intelligent Formatting adjusts the lines so the text fits in the Title region.

- 4 To add a subtitle, click 

Click **Subtitle**, type the subtitle, and press Enter.

ASAP gives the page a Bullets layout, but you'll probably want the first page to have a Title layout.

### To complete the page:

- 1 To change the page to Title layout, click



ASAP puts placeholder text on the page for elements you may want to add.

- 2 Double-click the **Author** placeholder text, type your name, and press Enter.
- 3 Replace or delete the remaining placeholder text.

To remove unneeded placeholder text, click it and press the Delete key.

Now you're ready to add the remaining pages of the presentation.

### To add a new page:

- 1 Drag the layout you want for the new page into the Preview area.

As you drag, the pointer becomes a wand with three stars attached. When you release the mouse button, ASAP creates a new page. Placeholder text describes the layout you chose.

- 2 Replace or delete placeholder text until the text on the page is complete.

Continue dragging layouts and replacing or deleting placeholder text until you've created all the pages in your presentation.

### Notes

- n In Preview, you can also add pictures to your pages and change the design and color scheme of your presentation.
- n Use placeholder text to help you choose the layout that best communicates your ideas. After you add a page, click different layouts to see how they look and read about their purpose.
- n ASAP starts in the Outline, unless it was in Preview the last time you exited. You can change the placeholder text in the Outline, if you prefer.

### Related Topics

[Understanding the Basics](#)

[Working in Preview](#)

[Working in the Outline](#)

## Type Text in the Outline

If you like to jot down and organize ideas before thinking about how your pages will look, begin your presentation in the Outline.

### To start in the Outline:

- 1 Start ASAP.
- 2 If the Outline tab isn't on top, click 
- 3 Type a title for the first page after   
Replace the **New Title placeholder text**, if it appears.
- 4 Press Enter.
- 5 Type your first point after 
- 6 Press Enter, type the next point, and press Enter.
- 7 Continue adding points and sub-points to the page.  
To change a point into a sub-point, press Tab.
- 8 To add a new page, click 

### Notes

- n ASAP starts in the Outline, unless it was in Preview the last time you exited.
- n To change a point into a page, press Shift+Tab.

ASAP gives most pages you add in the Outline a Bullets layout. You'll probably want a different layout for some pages. For example, you might change the first page to the Title layout.

### To change the layout of a page:

- 1 Go to Preview by clicking 
- 2 If you don't see the layouts, click 
- 3 Go to a page whose layout you want to change. Click the Go to Page button and click the page title in the list.
- 4 Click the layout you want. ASAP changes the current page to that layout.

### Notes

- n In Preview, you can also add pictures to your pages and change the design and color scheme of your presentation.
- n Click different layouts to find the one that best communicates your ideas. After you've added points to a page, you can see placeholder text for the new layout by clicking that layout a second time.

### Related Topics

[Understanding the Basics](#)

[Working in the Outline](#)

[Working in Preview](#)

## Import Text from a Document

You don't have to retype text to begin a presentation. ASAP can import a Microsoft Word or WordPerfect file, a text file, or a file saved in Rich Text Format (RTF).

### To import from Microsoft Word:

- 1 In Microsoft Word, open the document or outline you want to import.  
You don't need to start ASAP first.
- 2 Select the part of your document or outline you want to use in the presentation.  
To import the entire file, don't select anything.
- 3 On the Microsoft Word toolbar, click .  
ASAP opens and your text appears in the Outline or Preview, depending on which view was current when ASAP last exited.

### To import a WordPerfect, plain text, or RTF file:

- 1 Start ASAP and click **Open** on the File menu.
- 2 Click the type of file you want to import in the **Files of type** drop-down list.
- 3 Locate the file and double-click it.  
ASAP opens and your text appears in the Outline or Preview, depending on which view was current when ASAP last exited.

### Notes

- n When ASAP imports text, it uses the paragraphs, tabs, and bullets in the document to create pages, points, and sub-points in a new presentation. You can change the structure of the presentation by changing the indent of these items in the Outline.
- n The ASAP button does not appear on the Microsoft Word toolbar if you installed Microsoft Word after installing ASAP.

ASAP gives most pages you import a Bullets layout. You'll probably want a different layout for some pages. For example, you might change the first page to the Title layout.

### To change the layout of a page:

- 1 If the Preview tab isn't on top, go to Preview by clicking .
- 2 If you don't see the layouts, click .
- 3 Go to a page whose layout you want to change. Click the Go to Page button and click the page title in the list.
- 4 Click the layout you want. ASAP changes the current page to that layout.

### Notes

- n In Preview, you can also add pictures to your pages and change the design and color scheme of your presentation.
- n Click different layouts to find the one that best communicates your ideas. To see placeholder text for the new layout, click the layout a second time.

### Related Topics

[Understanding the Basics](#)

[Working in the Outline](#)

[Working in Preview](#)

[Importing Text from a Document](#)

## Use an Existing Presentation

You can use ASAP's [Intelligent Formatting](#) to polish a presentation begun in PowerPoint. You need PowerPoint version 7 on your computer to open the presentation in ASAP.

### To start with an existing presentation:

- 1 Click **Open** on the File menu.
- 2 Click **PowerPoint Files** in the **Files of type** list.
- 3 Locate the file and double-click it.

### Note

- n ASAP chooses the [design](#) and [color scheme](#) that best preserve the look of the original presentation. It picks an appropriate [layout](#) for each original slide. Once in ASAP, you can change the presentation's design and color scheme, and use a different layout for some [pages](#).

### Related Topics

[Understanding the Basics](#)

[Working in the Outline](#)

[Working in Preview](#)

[Opening a PowerPoint Presentation](#)

## Choose a Design and a Color Scheme

You can change the appearance of your entire presentation by using a different design or color scheme. The layouts in a design are arranged so all elements on a page work together. Your presentation can have any combination of design and color scheme.

### To change the design:

- 1 In Preview, click  
- 2 Click a design.  
ASAP uses that design for every page in the presentation.

### To change the color scheme:

- 1 In Preview, click  
- 2 Click a color scheme.  
ASAP uses that color scheme for every page in the presentation.

### Note

- n It doesn't matter which you choose first. You can find a design you like and try out different color schemes with it, or you can choose a color scheme and try out different designs.

### Related Topics

[Choosing Layouts, Designs, and Color Schemes](#)

[Printing Tips](#)

[More on Colors](#)

## Check the Spelling

It's always a good idea to check for spelling errors before you give a presentation.

### To check the entire presentation:

- 1 Start in the [Outline](#). If you're in [Preview](#), click 
- 2 Click **Spelling** on the Edit menu.  
ASAP begins checking. It displays the first questionable word in the Spelling dialog box.
- 3 Correct or accept the word.

#### To:

Skip the word

Fix the word

Use a suggestion

#### Do this:

Click **Ignore**

Type a correction in the Replacement box and click **Replace**

Double-click a word in the Suggestions box

ASAP continues checking. It displays a message when it reaches the end of the presentation.

### Note

- n If you are using a trial version of ASAP, the **Spelling** command may not be available.

### Related Topics

[Checking for Spelling Errors](#)

[Spelling Dialog Box](#)

## Distribute the Results

You can display your presentation on the computer screen, print its pages, print handouts from the pages, include pages in a report, or send the presentation to others by electronic mail.

### To present onscreen:

- 1 If you're not at the first page in the presentation, go there. Click the Go to Page button and click the first page in the list.

- 2 Click  The first page fills the screen.

- 3 Press the Enter key to display the next page.

- 4 When you've finished displaying the last page, press the Esc key to leave Present.

### Related Topics

[Distributing the Results](#)

[Printing Tips](#)

## Knowing Which View to Use

Click a tab to use an ASAP view.

Click  to:

- n Jot down your ideas using page titles, major points, and sub-points
- n See an overview of a presentation
- n Change the order of pages or points
- n Move a point
- n Spell-check the entire presentation

Click  to:

- n Create pages visually
- n Change the layout, design, and color scheme
- n Add pictures such as ClipArt, a logo, a chart, and a background
- n Add special text such as page numbers, headers, footers, picture captions, and lead-ins
- n Change the size and font of text

Click  to:

- n Display a presentation on the computer screen

## Choosing Layouts, Designs, and Color Schemes

In [Preview](#) you can select any combination of [layouts](#), [designs](#), and [color schemes](#) to give your presentation a unique look. Each [page](#) can have its own layout; all pages in the presentation have the same design and color scheme.

Click  to select:

- n A page layout that best conveys the concept or information on the page

Click  to select:

- n An overall design to add interest to the presentation

Click  to select:

- n A color scheme for the presentation

### Notes

- n Use [placeholder text](#) to help you choose an appropriate layout. Add a new page by dragging a layout to the [Preview area](#). Then, click different layouts to see how they look and read about their purpose.
- n If you're experimenting with different layouts for an existing page, click a new layout a second time to see its placeholder text. You can remove unneeded placeholder text by clicking the layout again.
- n If your computer is set up to use only 16 colors, use the first four color schemes for the best results. To see how a presentation will look when printed without color, use the Black & White color scheme.

### Related Topics

[Printing Tips](#)

[More on Colors](#)

## Understanding Intelligent Formatting

Intelligent Formatting is the name of ASAP's built-in graphic design intelligence, which arranges and scales text and pictures on the presentation page. If you make changes, Intelligent Formatting automatically adjusts the page so everything fits and looks balanced.

When you work on an ASAP page in Preview, you're really working on one of three layers:

### **Intelligent Formatting layer**

Contains text and pictures. You change the location and appearance of elements on this layer by clicking layouts and designs or by selecting a region from the Placement drop-down list. Intelligent Formatting operates on this layer.

### **Background**

Contains a picture that appears beneath the Intelligent Formatting layer.

### **Foreground**

Contains pictures that overlay text and pictures on the Intelligent Formatting layer and the Background.

## Creating a Startup Template

A startup template causes ASAP to open with your choice of layout, design, and color scheme. You can add your logo and specific text to the template so every presentation includes them automatically.

### To create a startup template:

- 1 Open ASAP and create a presentation that includes the elements you want as the basis for future presentations.
- 2 Save this presentation with the name **startup** in the folder where you installed the ASAP program.

### Notes

- n The next time you start ASAP, the program opens displaying the startup template. Use this template to create a presentation and then save the presentation with a different name.
- n A startup template can have more than one page.

## Importing Text from a Document

### To import from Microsoft Word:

1 In Microsoft Word, open the outline or document you want to import.

2 Select the part you want to use in the presentation.

To import the entire file, don't select anything.

3 On the Microsoft Word toolbar, click 

ASAP opens and your text appears in the Outline or Preview, depending on which view was current when ASAP last exited.

### To import a WordPerfect, text, or RTF file:

1 Click **Open** on ASAP's File menu.

2 Click the type of file you want to import in the **Files of type** drop-down list.

3 Locate the file and double-click it.

ASAP opens and your text appears in the Outline or Preview, depending on which view was current when ASAP last exited.

### Notes

- n The list shows all the types of files on your computer that ASAP understands. If none of these match your word processor, you can copy and paste text into ASAP.
- n When you import text from a document or file, ASAP creates a new presentation. To add text from a document to an existing presentation, copy the text and paste it into a page.
- n When ASAP imports text, it uses the tabs, bullets, paragraphs, and pages in the document to create pages, points, and sub-points. You can change the structure of the presentation by changing the indent of these items in the Outline.

### Related Topics

[Changing the Indent of a Point or Sub-point in the Outline](#)

[Moving or Copying a Page, Point, or Sub-point in the Outline](#)

[Adding a Table from a Word Processor or Spreadsheet](#)

[Using Drag and Drop](#)

## Opening a PowerPoint Presentation

If you have PowerPoint version 7 on your computer, you can open a PowerPoint presentation in ASAP.

### To open a PowerPoint presentation:

- 1 Click **Open** on ASAP's File menu.
- 2 Click **PowerPoint Files** in the **Files of type** list.
- 3 Locate the file and double-click it.

### Notes

- n ASAP uses the design and color scheme that best preserve the look of the PowerPoint presentation. It picks an appropriate layout for each PowerPoint slide. Once in ASAP, you can change the presentation's design and color scheme, and use a different layout for most pages.
- n ASAP converts many elements of a PowerPoint presentation, but PowerPoint features that are not supported in ASAP are not available. Be sure to check each PowerPoint slide in ASAP and make any necessary adjustments.
- n Graphs, organization charts, and tables on PowerPoint slides appear in ASAP as OLE objects. To edit a graph, organization chart, or table, double-click it.
- n Text on a PowerPoint slide that doesn't appear in PowerPoint's Outline View is placed as a picture in the Foreground of an ASAP page. In ASAP, you can move and resize the picture by dragging, but you can't edit the text.

### Related Topic

[Understanding Intelligent Formatting](#)

## Using Drag and Drop

Drag and drop is a convenient way to:

- n Rearrange text and pictures on an ASAP page
- n Import text and pictures into an ASAP presentation from another program that supports drag and drop

### Notes

- n Drag and drop works in both the Outline and Preview.
- n If you are moving text only a short distance in the Outline, using drag and drop may be easier than using **Cut** and **Paste**.
- n In Preview, when you drag elements on the Intelligent Formatting layer, ASAP displays drop targets. You see rectangles as targets if you're dragging a picture. Textual drop targets appear if you drag text outside the body.
- n ASAP highlights the current drop target as you move the mouse. If you drop text when no target is highlighted, the text becomes part of the body.
- n When you drop text or a picture after dragging it, ASAP adjusts the page so all elements fit and look balanced.
- n To copy instead of move, hold down the Ctrl key while you drag.

## More on Colors

If your computer uses only 16 colors, choose one of ASAP's first four color schemes for best results.

You can set many computers to use more colors and improve the onscreen appearance of your presentations. See the Windows 95 Help for instructions on changing the number of colors your computer uses.

## Checking for Spelling Errors

- 1 Click **Spelling** on the Edit menu.
- 2 When ASAP displays a questionable word, correct or accept the word.

<b>To:</b>	<b>Do this:</b>
Skip the word	Click <b>Ignore</b>
Fix the word	Type a correction in the Replacement box and click <b>Replace</b>
Use a suggestion	Double-click a word in the Suggestions box

### Notes

- n To check the entire presentation for spelling errors, start in the Outline; to check only the current page, start in Preview.
- n To add a word to your custom dictionary so it isn't questioned again, click **Add to Dictionary**.
- n To prevent ASAP from questioning words, like acronyms, that use only capital letters, set **Ignore words in ALL CAPS**.
- n When ASAP checks spelling, it questions a word that differs only in capitalization from a word in your custom dictionary. To prevent this, add the word again with the alternative capitalization.
- n If you are using a trial version of ASAP, the **Spelling** command may not be available.

### Related Topics

[Editing the Personal Dictionary](#)

[Spelling Dialog Box](#)

## Editing the Personal Dictionary

1 Click **Personal Dictionary** on the Edit menu.

2 Indicate your changes.

**To:**

**Do this:**

Add a word

Type the word in the **Word** box and click **Add**

Change a word

Select the word in the **Personal Dictionary** list, edit it in the **Word** box, and click **Change**

Delete a word

Select the word in the **Personal Dictionary** list and click **Delete**

3 Click **OK**.

### Notes

- n ASAP uses your Microsoft Office custom dictionary file as its personal dictionary. If ASAP can't find this file, it creates a new file.
- n You can use another ASCII personal dictionary file with ASAP. Just copy the file to your ASAP folder and rename it CUSTOM.DIC.

### Related Topic

[Personal Dictionary Dialog Box](#)

## **Understanding the Basics**

Click the topic you want help on.

[Knowing Which View to Use](#)

[Choosing Layouts, Designs, and Color Schemes](#)

[Understanding Intelligent Formatting](#)

## Adding a New Page in the Outline

1 Click the page above where you want the new page.

2 Click 

### Note

n To create a page from a point or sub-point, click the point or sub-point and press Shift+Tab until the point symbol becomes a page symbol.

### Related Topic

[Moving or Copying a Page, Point, or Sub-point in the Outline](#)

## Adding a Point or Sub-point in the Outline

- 1 Click the point or sub-point above where you want to make the addition.
- 2 Press Enter.
- 3 Type the text for the new point or sub-point.

### Notes

- n ASAP adds a point or sub-point at the same level as the line at the cursor.
- n To add a sub-point to a point, click 

### Related Topics

- [Moving or Copying a Page, Point, or Sub-point in the Outline](#)
- [Changing the Indent of a Point or Sub-point in the Outline](#)

## Changing the Indent of a Point or Sub-point in the Outline

- 1 Click the point or sub-point you want to change.
- 2 To indent more, press Tab. To indent less, press Shift+Tab.

### Note

n You can also change the indent by clicking  or



## Selecting Text in the Outline

Click a symbol to select a page, point, or sub-point.

**Click:**            **To select:**



The entire page



A point and all its sub-points

### Notes

- n Click and drag the cursor on a line to select text you want to edit or delete.
- n Double-click a word to select it.

## Moving or Copying a Page, Point, or Sub-point in the Outline

- 1 Click the symbol of the page, point, or sub-point you want to move.
- 2 Drag the symbol to the new position.

### Notes

- n To copy a page, point, or sub-point, hold down the Ctrl key as you drag.
- n You can use the **Cut** or **Copy** and **Paste** commands on the Edit menu instead of dragging. Before you paste, click above the place where you want to put the page, point, or sub-point.
- n ASAP moves or copies any sub-points with a point.
- n If your presentation contains many pages, it's easier to rearrange them if you collapse the outline first.

### Related Topics

[Collapsing and Expanding the Outline](#)

[Undoing a Cut or Delete](#)

## Collapsing and Expanding the Outline

Click:            To:



**Collapse All** (Hide all points and show only page titles)



**Collapse** (Hide the points of the page at the cursor)



**Expand All** (Show the points of all pages)



**Expand** (Show the points of the page at the cursor)

### Note

n If your presentation contains many pages, it's easier to rearrange them if you collapse the outline first.

## Deleting a Page, Point, or Sub-point in the Outline

- 1 Click the symbol of the page, point, or sub-point you want to delete.
- 2 Press the Delete key.

### Note

- n If you delete a point with sub-points, the sub-points are deleted also.

### Related Topic

[Undoing a Cut or Delete](#)

## Undoing a Cut or Delete

n To undo a cut or delete, click **Undo** on the Edit menu.

### Notes

n **Undo** works only after using the **Cut**, **Clear**, or **Delete Page** command or pressing the Delete key.

n To undo a change of layout, design, or color scheme, just click the original layout, design, or color scheme.

n If you changed the size of a picture or text by clicking the Bigger, Smaller, or Shrink One Line button, you can return to the original size by clicking 

## **Working in the Outline**

Click the topic you want help on.

[Adding a New Page in the Outline](#)

[Adding a Point or Sub-point in the Outline](#)

[Changing the Indent of a Point or Sub-point in the Outline](#)

[Selecting Text in the Outline](#)

[Moving or Copying a Page, Point, or Sub-point in the Outline](#)

[Collapsing and Expanding the Outline](#)

[Deleting a Page, Point, or Sub-point in the Outline](#)



## Adding a New Page in Preview

Drag a layout onto the current page.

### Notes

- n ASAP adds a new page after the current page. Double-click placeholder text in the new page and replace it with your own text.
- n To add a blank page with a Bullets layout, click 

## Jumping to a Page

- 1 Click the Go to Page button.
- 2 Click the page you want to see.

### Notes

- n To go to the previous or next page in the presentation, click the arrow button to the left or right of the Go to Page button.
- n If you double-click a page symbol in the Outline, ASAP displays the page in Preview.
- n To jump to a page while presenting, right-click and then click a page in the list.

## Selecting an Item in Preview

Click an item to select it.

ASAP highlights the selection. You see its current placement in the [Placement drop-down list](#).

### Notes

- n To select the entire [page](#), click **Select Page** on the Edit menu.
- n To select only the [body](#), click **Select Body** on the Edit menu.

### Related Topic

[Editing Text and Replacing Placeholder Text in Preview](#)

## Copying a Page in Preview

- 1 Click **Select Page** on the Edit menu.
- 2 Choose **Copy** on the Edit menu.

### Notes

- n Use **Paste** on the Edit menu to put the copied page after the current page in an ASAP presentation.
- n To copy an ASAP page to another ASAP presentation, start ASAP again and open the other presentation.
- n To copy only the body and any remarks, click **Select Body** in step 1. You can paste the selection into an ASAP page or another program.

### Related Topics

[Including a Presentation Page in a Report](#)

[Using Drag and Drop](#)

[Creating a Page with More than One Body](#)

## Deleting a Page

- 1 Go to the page you want to delete.
- 2 Click **Delete Page** on the Edit menu.

### Related Topics

[Jumping to a Page](#)

[Undoing a Cut or Delete](#)

## Deleting Items from a Page

- 1 Click the item you want to delete.
- 2 Press the Delete key.

### **Related Topic**

[Undoing a Cut or Delete](#)

## Turning Onscreen Transitions Off and On

n In Preview, click **Turn Off Transitions** on the Format menu.

### Notes

n To turn transitions back on, click **Turn On Transitions** on the Format menu.

n When transitions are turned on, ASAP uses a special effect as it displays each page during an onscreen presentation. The transition effect depends on the design of the presentation.

## Creating a Page with More than One Body

- 1 Create a page with one body.  
You add additional body elements to this page.
- 2 Create another, temporary page with the body you want to add.
- 3 In Preview at the temporary page, click **Select Body** on the Edit menu.
- 4 Click **Copy** on the Edit menu.
- 5 Go to the page you want to have more than one body element.
- 6 Click **Paste** on the Edit menu.
- 7 If you want more than two body elements on the page, repeat steps 2-6.
- 8 When you're satisfied with the page that has more than one body element, delete the temporary pages.

### Notes

- n ASAP pastes the body as a picture. You can adjust its size and position like any other picture.
- n To change a pasted body element, delete it, create a new temporary page, and repeat steps 3-6.

### Related Topics

[Adding a New Page in Preview](#)

[Jumping to a Page](#)

[Deleting a Page](#)

[Changing the Size of Pictures](#)

[Moving a Picture](#)

[Deleting Items from a Page](#)

## **Working in Preview**

Click the topic you want help on.

[Adding a New Page in Preview](#)

[Jumping to a Page](#)

[Selecting an Item in Preview](#)

[Copying a Page in Preview](#)

[Deleting a Page](#)

[Deleting Items from a Page](#)

[Turning Onscreen Transitions Off and On](#)

[Working with Text](#)

[Working with Pictures](#)



## Adding a Point or Sub-point in Preview

- 1 Click the point or sub-point above where you want to make the addition.
- 2 Press Enter.
- 3 Type the text for the new point or sub-point and press Enter.

### Notes

- n ASAP adds a point or sub-point at the same level as the point or sub-point at the cursor.
- n To add a sub-point to a point, click 

### Related Topic

[Changing the Indent of a Point or Sub-point in Preview](#)

## Changing the Indent of a Point or Sub-point in Preview

- 1 Click the point or sub-point you want to change.
- 2 To indent more, press Tab. To indent less, press Shift+Tab.

## Adding a Subtitle, Remark, or Lead-in

- 1 In Preview, go to the page where you want to add a subtitle, remark, or lead-in.
- 2 Click 
- 3 Click the item you want to add.
- 4 Type over the placeholder text and press Enter.

### Notes

- n If the page doesn't have a title, you can add one by clicking the Insert Special button.
- n You can set the pages on which the subtitle, remark, or lead-in appears. Click **Show On** on the Format menu.

### Related Topics

[Jumping to a Page](#)

[Show On Dialog Box](#)

## Adding a Header or Footer

- 1 In Preview, click .
- 2 Click **Header/Footer**.
- 3 Type text in a **Header** or **Footer** list box, or select a preformatted page number or date.
- 4 Change the setting of **Show on first page**, if you want.
5. Click **OK**.

### Notes

- n Use the **Left**, **Right**, or **Center** list box depending on where you want the text, page number, or date to appear in the header or footer.
- n Set **Show on first page** to show any header and footer on all pages of the presentation, including the first page. If you remove the setting, no header or footer appears on the first page or on any page with the Title layout.
- n If you select a page number or date to appear in the header or footer, don't type any text in the box with the item you select.

### Related Topic

[Header and Footer Dialog Box](#)

## Adding a Table from a Word Processor or Spreadsheet

- 1 Open the document or spreadsheet containing the table.
- 2 Select the table or the range of cells you want to add.
- 3 Click **Copy** on the Edit menu.
- 4 Open the ASAP presentation and display the page you want to come before the page with the table.
- 5 Click **Paste** on ASAP's Edit menu.

### Notes

- n ASAP creates a new page for the table after the current page. The new page has a Row Table layout.
- n To transpose the table in ASAP (switch its rows and columns), change to the Column Table layout.

### Related Topics

[Jumping to a Page](#)

[Using Drag and Drop](#)

## Adding a Caption to a Picture

- 1 In Preview, click the picture you want to add a caption to.
- 2 Press Enter.
- 3 Type your caption over the placeholder text and press Enter.

## Editing Text and Replacing Placeholder Text in Preview

- 1 Double-click the text you want to change, if it isn't already selected in a text box.
- 2 To replace all the text in the text box, just begin typing.
- 3 Press Enter or click outside the text box when you finish typing.

### Notes

- n To change part of the text, click inside the text box, select the text you want to edit, and type the correction.
- n Don't be concerned with where lines end when you edit text. ASAP adjusts line breaks after you press Enter.
- n Some placeholder text is selected when you insert it on the page; you see the cursor in the text box. Just begin typing to replace the placeholder text.
- n To remove unneeded placeholder text, click it and press the Delete key. After you type a point in the body, you can delete all placeholder text by clicking the current layout on the Layout tab. Placeholder text reappears if you click the layout again.

### Related Topics

[Changing the Size of Text](#)

[Numbering Items](#)

[Changing the Presentation Font](#)

## Changing the Size of Text

- 1 In Preview, click the text you want to resize.
- 2 Click a button to change the size.

**Click:**      **To:**



Make the text larger



Make the text smaller

### Notes

- n If you're changing the size of points or sub-points, click just one of them. ASAP changes all the points at the same level.
- n To make text as large as possible, hold down the Ctrl key when you click the Bigger button.
- n When you change text size, ASAP adjusts the size of other items on the Intelligent Formatting Layer.
- n To return to the original size, click 

### Related Topics

[Changing the Size of Pictures](#)

[Resizing the Intelligent Formatting Layer](#)

[Shrinking a Text Block One Line](#)

## Moving or Copying Text in Preview

- 1 Click the text you want to move to another region.
- 2 Click the new region in the Placement drop-down list.

### Notes

- n Use **Copy** and **Paste** on the Edit menu to copy text.
- n You can also move text using drag and drop.
- n When you move a picture, its caption moves with it.

### Related Topics

[Understanding Intelligent Formatting](#)

[Resizing the Intelligent Formatting Layer](#)

[Using Drag and Drop](#)

[Moving a Picture](#)

## Numbering Items

1 In Preview, click one of the points you want numbered.

2 Click 

### Notes

- n ASAP numbers points in the body that are grouped. For example, if you click a first level point, only points at that level are numbered.
- n To remove the numbers, click one of the points and click the Show/Hide Numbers button again.

## Shrinking a Text Block One Line

1 In Preview, click the text block that's one line too long.

2 Click 

### Note

- n ASAP makes the text smaller so it fits without wrapping to the last line. The size of other text items with the same placement changes too.

## Changing the Presentation Font

- 1 In Preview, click **Font** on the Format menu.
- 2 Click the new font and then click **OK**.

## Resizing the Intelligent Formatting Layer

- 1 In Preview, display the page you want to change.
- 2 Click **Select Page** on the Edit menu.
- 3 Drag a handle to change the size.

### Note

- n Text and pictures on the Intelligent Formatting layer adjust to the new size. Pictures placed in the foreground or background are not affected.

### Related Topic

[Understanding Intelligent Formatting](#)

## Working with Text

Click the topic you want help on.

[Adding a Point or Sub-point in Preview](#)

[Changing the Indent of a Point or Sub-point in Preview](#)

[Adding a Subtitle, Remark, or Lead-in](#)

[Adding a Header or Footer](#)

[Adding a Table from a Word Processor or Spreadsheet](#)

[Adding a Caption to a Picture](#)

[Editing Text and Replacing Placeholder Text in Preview](#)

[Changing the Size of Text](#)

[Moving or Copying Text in Preview](#)

[Numbering Items](#)

[Shrinking a Text Block One Line](#)

[Changing the Presentation Font](#)



## Adding a Logo

- 1 In Preview, click 
- 2 Click **Logo**.
- 3 Select your logo file and click **Open**.

### Notes

- n ASAP puts the logo to the left of the title. It appears on every page in the presentation, unless you change the pages on which it appears.
- n Your logo file can be in one of these formats:
  - Windows Metafile
  - Windows Bitmap
  - Tagged Image Format
  - CompuServe Picture
  - PC Paintbrush

### Related Topic

[Moving or Changing Pictures](#)

## Adding a Picture

- 1 In Preview, display the page where the picture will go.
- 2 Click **Picture** on the Insert menu.
- 3 Select the picture file and click **Open**.

### Notes

- n When ASAP adds the picture, it adjusts other items to preserve the balance of the page.
- n Your picture file can be in one of these formats:

- Windows Metafile
- Windows Bitmap
- Tagged Image Format
- CompuServe Picture
- PC Paintbrush

### Related Topics

[Moving or Changing Pictures](#)  
[Adding a Caption to a Picture](#)

## Adding ClipArt or WordArt

- 1 In Preview, display the page where the art will go.
- 2 Click 
- 3 Click the type of art you want to add.
- 4 Select a ClipArt file, or type text in WordArt and select any special effects.
- 5 Click **Insert** or **OK**.

### Notes

- n **ClipArt** and **WordArt** appear on ASAP's Insert Special menu if the programs are installed on your computer.
- n For help on ClipArt or WordArt options, click the **Help** button in the ClipArt or WordArt dialog box.
- n In WordArt, leave **Size** set at **Best Fit**. You don't need to specify a point size because ASAP scales the words for you.

### Related Topics

[Moving or Changing Pictures](#)

[Adding a Picture](#)

[Adding a Caption to a Picture](#)

## Adding an OLE Object

1 In Preview, display the page where the OLE object will go.

2 Click **Object** on the Insert menu.

3 Set a create button.

<b>Set:</b>	<b>To:</b>
<b>Create New</b>	Create a new object
<b>Create from File</b>	Insert an existing object file

4 Set options in the dialog box.

<b>If you set:</b>	<b>Do this:</b>
<b>Create New</b>	Click the program you'll use to create the object
<b>Create from File</b>	Select an existing file. (Click <b>Browse</b> to locate the file.) To create a <u>link</u> between the object in ASAP and the object file, set <b>Link</b>

5 Click **OK**.

### Notes

- n To edit an OLE object, double-click the object in the presentation.
- n If you don't set **Link**, you put a copy of the object file in the presentation. Changes you make in this copy don't appear in the original file, and changes in the original file don't appear in the copy. Don't set **Link** if you plan to distribute the presentation or display it on a different computer.
- n You can also add an OLE object by copying it in the source program and clicking **Paste Special** on ASAP's Edit menu.

### Related Topics

[Moving or Changing Pictures](#)

[Insert Object Dialog Box](#)

[Paste Special Dialog Box](#)

## Adding a New Chart

- 1 In Preview, display the page where the chart will go.
- 2 Click 
- 3 Click **Chart**.  
ASAP opens your charting program. You see a sample chart.
- 4 Replace the data in the sample chart's spreadsheet with your data.
- 5 Exit the charting program to return to ASAP.

### Notes

- n **Chart** appears on ASAP's Insert Special menu if you installed Harvard ChartXL, Microsoft Excel, Lotus 1-2-3, or Microsoft Graph on your computer.
- n A chart you add this way is contained in the presentation. To change the chart, double-click it to start the charting program. If you send the presentation to someone who doesn't have the charting program, they can see but not change the chart.
- n To use an existing chart, click **Open** on the charting program's File menu in step 4 rather than replacing sample data.
- n You can also add a chart as an OLE object.

### Related Topics

[Adding an Existing Chart](#)

[Moving or Changing Pictures](#)

[Adding an OLE Object](#)

## Adding an Existing Chart

- 1 Start the charting program and open the chart.
- 2 Select the chart and copy it to the clipboard.
- 3 In Preview, display the page in your ASAP presentation where you want the chart.
- 4 Click **Paste** on the Edit menu.

### Notes

- n You can also add a chart as an OLE object.
- n If you want to be able to use your charting program to edit the chart in ASAP, click **Paste Special** in step 4 instead of **Paste**.

### Related Topics

[Adding a New Chart](#)

[Moving or Changing Pictures](#)

[Adding an OLE Object](#)

[Paste Special Dialog Box](#)

## Changing the Size of Pictures

- 1 In Preview, click the picture you want to change.
- 2 Click a button to change the size.

**Click:**      **To:**



Make the picture larger



Make the picture smaller

### Notes

- n To make the picture as large as possible, hold down the Ctrl key when you click the Bigger button.
- n To return to the original size, click 
- n When you change the size of a picture, ASAP adjusts the size of other items on the Intelligent Formatting Layer.
- n If you change the placement of a picture to **Foreground** or **Background**, you can resize the picture by dragging one of its handles.

### Related Topics

[Moving a Picture](#)

[Understanding Intelligent Formatting](#)

## Moving a Picture

- 1 In [Preview](#), click the [picture](#) you want to move.
- 2 Click the new placement in the [Placement drop-down list](#).

### Notes

- n You can also change the placement of a picture on the [Intelligent Formatting layer](#) using drag and drop.
- n When you change the placement of a picture, ASAP adjusts the picture's size and the size of other items on the [page](#).
- n If you change the placement of a picture to **Foreground** or **Background**, you can drag the picture anywhere on that layer.
- n If two or more pictures share the same [region](#) on the [Intelligent Formatting layer](#), you can change their alignment in relation to one another.
- n If you move a picture, its caption moves with it.

### Related Topics

[Understanding Intelligent Formatting](#)

[Using Drag and Drop](#)

[Aligning Pictures in a Region](#)

## Changing a Picture into a Background

- 1 In [Preview](#), click the [picture](#).
- 2 Click **Background** in the [Placement drop-down list](#).

### Notes

- n When you place a picture on the Background layer, handles appear so you can resize it.
- n A picture on the Background layer appears on the current [page](#), but you can set it to appear on other pages.
- n ASAP scales a picture on the Background layer to fill the page. Set **Normal** scaling if the picture appears distorted.
- n When a picture on the Background layer fills the page, text on the [Intelligent Formatting layer](#) appears on top of the picture and might be difficult to read. To make text more visible, choose a picture that is predominantly light or dark and choose a [color scheme](#) with a dark or light background.
- n If changing the color scheme doesn't make the text readable, you can resize the picture to cover only part of the page and resize the Intelligent Formatting layer to cover the other part.

### Related Topics

[Adding Pictures](#)

[Changing the Pages on which a Picture Appears](#)

[Changing Scale Options](#)

[Resizing the Intelligent Formatting Layer](#)

[Changing the Size of Pictures](#)

[Understanding Intelligent Formatting](#)

## Aligning Pictures in a Region

- 1 In Preview, click one of the pictures in a region.
- 2 Click **Picture** on the Format menu.
- 3 Set the alignment.

<b>Set:</b>	<b>To align the pictures:</b>
<b>Vertical</b>	From top to bottom
<b>Horizontal</b>	Side by side
<b>Stack</b>	In a stack so only the top one shows completely

- 4 Click **OK**.

### Note

n The Alignment buttons set the position of a picture in relation to other pictures with the same placement.

### Related Topic

[Changing Scale Options](#)

## Changing Scale Options

- 1 In Preview, click the picture you want to change.
- 2 Click **Picture** on the Format menu.
- 3 Set the scaling.

<b>Set:</b>	<b>To:</b>
<b>Normal</b>	Maintain the original picture's proportions
<b>Stretch</b>	Fill the <u>region</u> with the picture
<b>None</b>	Remove any scaling from a bitmap

- 4 Click **OK**.

### Notes

- n Set **Normal** scaling to allow ASAP to control the size of the picture. Depending on its placement, the size of the picture might change, but its proportions remain the same.
- n Set **None** for a bitmap file, like a logo, that you don't want ASAP to scale. The picture's size is determined by the number of pixels in its height and width. The size might change depending on the resolution of the output device (printer or screen), but does not vary with placement.
- n If you set **Stretch**, you can change the proportions of a picture placed in the foreground or background by dragging the handle on a side of the picture.

### Related Topics

[Aligning Pictures in a Region](#)  
[Changing the Size of Pictures](#)

## Changing the Pages on which a Picture Appears

- 1 In Preview, click the picture to select it.
- 2 Click **Show On** on the Format menu.
- 3 Set the pages the picture appears on.

<b>Set:</b>	<b>To show the picture on:</b>
<b>This page only</b>	The current page
<b>All pages</b>	Each page in the presentation
<b>All pages except title</b>	Every page except those with the Title <u>layout</u>

### Note

- n To display a picture on some but not all pages, copy the picture and paste it on the pages where you want it to appear.

## Working with Pictures

Click the topic you want help on.

[Adding a Logo](#)

[Adding a Picture](#)

[Adding ClipArt or WordArt](#)

[Adding an OLE Object](#)

[Adding a New Chart](#)

[Adding an Existing Chart](#)

[Changing the Size of Pictures](#)

[Moving a Picture](#)

[Changing a Picture into a Background](#)

[Aligning Pictures in a Region](#)

[Changing Scale Options](#)

[Changing the Pages on which a Picture Appears](#)

## **Adding Pictures**

Click the topic you want help on.

[Adding a Logo](#)

[Adding a Picture](#)

[Adding ClipArt or WordArt](#)

[Adding an OLE Object](#)

[Adding a New Chart](#)

[Adding an Existing Chart](#)

## **Moving or Changing Pictures**

Click the topic you want help on.

[Changing the Size of Pictures](#)

[Moving a Picture](#)

[Changing a Picture into a Background](#)

[Aligning Pictures in a Region](#)

[Changing Scale Options](#)

[Changing the Pages on which a Picture Appears](#)



## Presenting Onscreen

- 1 Open the presentation.
- 2 Click the **Present** tab. The current page fills the screen.
- 3 Show other pages.

### To show:

The next page

The previous page

A particular page

The first page

The last page

### You can:

- n Click the left mouse button
- n Press Enter
- n Press the Spacebar
- n Press the Right or Down Arrow key
- n Press PgDn

- n Double-click
- n Press the Left or Up Arrow key
- n Press PgUp

- n Click the right mouse button or press Tab and then click the page

- n Press Home

- n Press End

- 4 Press Esc to leave Present.

### Notes

- n To move from page to page more quickly when presenting onscreen, close all other programs and turn transitions off.
- n If you want to present on a computer that doesn't have ASAP installed, use the ASAP WordPower Player. For more information, see Software Publishing Corporation's home page on the World Wide Web at <http://www.spc.com/>

### Related Topic

[Turning Onscreen Transitions Off and On](#)

## Printing Full Pages or Handouts

- 1 Open the presentation you want to print.
- 2 Click **Print** on the File menu.
- 3 In the Print list box

<b>Select:</b>	<b>To print:</b>
<b>Full Page</b>	Each <u>page</u> of the presentation on a separate sheet of paper
A <b>Handouts</b> option	The specified number of presentation pages on a sheet of paper
- 4 Select whether to print in black and white or color.
- 5 Set the range of pages to print.
- 6 Click **OK** to begin printing or click **Printer** to change printers or print settings.

### Notes

- n To see how a presentation appears printed without color, select the Black & White color scheme.
- n Full pages print in landscape orientation by default. To print them in portrait orientation, change the page setup before printing.
- n The orientation for handouts (either portrait or landscape) is preset depending on how many presentation pages you choose to print on each sheet of paper.

### Related Topics

[Printing the Outline](#)

[Printing Tips](#)

## Printing the Outline

- 1 Open the presentation with the outline you want to print.
- 2 Click **Save As** on the File menu.
- 3 Type a new name for the file.
- 4 Select **Text** in the **Save as type** list box.
- 5 Choose another location for the file, if you want.
- 6 Click **Save**.
- 7 Open and print the new file with a word processing program.

## Including a Presentation Page in a Report

- 1 Open the report file in its program.
- 2 Open the presentation in ASAP.
- 3 Go to the presentation page in Preview.
- 4 Click **Select Page** on the Edit menu.
- 5 Click **Copy** on the Edit menu.
- 6 Go to the place in the report where you want to insert the presentation page.
- 7 Click **Paste Special** on the Edit menu.
- 8 Select a format (either **Picture** or **Device Independent Bitmap**) and click **OK**.

### Notes

- n To help you choose a format, use the information in the **Result** box.
- n If you want the ASAP page to appear in portrait orientation in the report, change the page setup in ASAP before copying the ASAP page.
- n To include only the body and any remarks on an ASAP page in a report, choose **Select Body** in step 4. Before copying and pasting, check the color of the text. If it won't show up properly in the report (for example, if the text is white in ASAP and the report page is also white), change the color scheme in ASAP before copying the body.

## **Publishing on the Internet**

You can embed an ASAP presentation in a World Wide Web page.

With ASAP WebShow and Netscape Navigator version 2.0, others can view, download, and print the presentation from the Internet.

For more information, see Software Publishing Corporation's home page at <http://www.spco.com/>

## **Sending a Presentation by Electronic Mail**

- 1** Open the presentation you want to send.
- 2** Click **Send** on the File menu.
- 3** Complete the dialog boxes from your electronic mail program to address and send the message.

### **Notes**

- n The **Send** command is available if you have Microsoft Mail installed on your computer.
- n The current presentation is automatically attached to the message.
- n If you want to send the presentation to someone who doesn't have ASAP installed on his or her computer, use the ASAP WordPower Player. For more information, see Software Publishing Corporation's home page on the World Wide Web at <http://www.spco.com/>

## Saving in PowerPoint Format

- 1 Click **Save As** on the File menu.
- 2 Select **PowerPoint File** in the **Save as type** list box.
- 3 Choose another name and location for the file, if you want.
- 4 Click **Save**.

### Notes

- n ASAP saves the entire presentation in PowerPoint format. If you need only one page or just the body of a page, you can copy just that part.
- n When PowerPoint opens an ASAP presentation saved in PowerPoint format, you see a slide for each page. All the elements on the pages appear, except background elements that are part of an ASAP design. The presentation has an appropriate PowerPoint design template.
- n ASAP and PowerPoint work differently in many areas, so your ASAP presentation may not appear in PowerPoint exactly as you expect. Check each slide in PowerPoint and make any necessary adjustments.  
Keep these points in mind if you use PowerPoint to change an ASAP presentation saved in PowerPoint format.
- n You can edit the title and subtitle of ASAP slides in PowerPoint the same way you edit any PowerPoint presentation.
- n Some elements set in ASAP to show on all pages and all pages except those with a Title layout appear on PowerPoint's masters. If necessary, you can move or resize one of these global elements on the master.
- n Return to ASAP to change other elements on the slide. Then save the ASAP presentation again in PowerPoint format.

### Related Topic

[Copying a Page in Preview](#)

## Printing Tips

- 1 It's usually a good idea to print a single test page before printing your entire presentation.
- 2 Keep these points in mind when you choose a color scheme:
  - n **Black and white printing:** ASAP prints in black and white unless you set **True colors** in the Print dialog box. If you're printing in black and white, use the Black & White, Gray, or Mist color schemes. If your printer can convert color to gray scale, try Aqua or USA.
  - n **Faster printing:** Color schemes that don't have bitmap backgrounds print faster. To reduce the time it takes to get your output, choose one of these color schemes: Black & White, Gray, Blue, Aqua, USA, Midnight, Stainless Steel, City Nights, Cabernet, Billiards, or Mist.
  - n **Avoiding curl and bleed:** Some printers jam from curled paper; others use ink that bleeds through the paper. If your pages curl or bleed, avoid printing dark backgrounds. Use one of these color schemes with a light background: Black & White, Gray, Aqua, USA, Mist, and Dollars.
  - n **Recording on film:** If you're creating slides, remember that text on a light background is harder to read when projected. Use one of these color schemes with a dark background: Blue, Midnight, Stainless Steel, City Nights, Cabernet, Billiards, Felt, Stream, and HiTech.

## **Distributing the Results**

Click the topic you want help on.

[Presenting Onscreen](#)

[Printing Full Pages or Handouts](#)

[Printing the Outline](#)

[Including a Presentation Page in a Report](#)

[Publishing on the Internet](#)

[Sending a Presentation by Electronic Mail](#)

[Saving in PowerPoint Format](#)



## Contacting Technical Support

If you have a technical problem and you can't find the solution in online Help

- 1 Note the sequence of events that led to the problem, and any program messages you see.
- 2 Contact Technical Support. Have ASAP running on your computer if you call.

### Contacting Technical Support

United States      Call (970) 522-9064 (phone)  
                            Call (970) 522-9074 (fax)

Europe              To receive support, you must first register your copy of ASAP. After you register, you will be granted 30 days of free installation support

Other Countries    Contact your local distributor

Australia            Call +61 2 561 5999

**Ready Reference**      Call (800) 735-2228 in the United States and Canada

**Fax-On-Demand** lets you order faxes of product fact sheets, technical bulletins, program notes, upgrade forms, and other materials.

**Auto-Expert** is an automated troubleshooting system that can help you solve technical problems. You can request a fax transcript of your interactive session.

### CompuServe

Go Word: GO SPCONLINE. Click SPC Support Forum.

## **Choose Font Dialog Box**

Select the font family to use in your presentation.

## Format Picture Dialog Box

Adjust the scaling of a selected picture and change the alignment of pictures in the same region using these options:

### Scale buttons

Click a button to change a picture's scaling.

#### **Normal** button

Set to maintain the original picture's proportions.

#### **Stretch** button

Set to fill the region with the picture.

#### **None** button

Set for a bitmap file to remove any scaling.

### Alignment buttons

Click a button to change the location of pictures in the same region.

#### **Vertical** button

Set to line up the pictures from top to bottom.

#### **Horizontal** button

Set to line up the pictures side by side.

#### **Stack** button

Set to put the pictures in a stack so only the top one shows completely.

### Notes

- n Set **Normal** scaling to allow ASAP to control the size of the picture. Depending on its placement, the picture may appear larger or smaller, but its proportions remain the same.
- n Set **None** for a bitmap file, like a logo, that you don't want ASAP to scale. The picture's size is determined by the number of pixels in its length and width. The size may change depending on the resolution of the output device (printer or screen), but does not vary with placement.
- n If you set **Stretch**, you can change the proportions of a picture placed in the foreground or background by dragging the handle on a side of the picture.

## Header and Footer Dialog Box

Add a header or footer to the presentation using these options:

### Header and Footer list boxes

Type text, or select a preformatted page number or date. Use the **Left**, **Right**, or **Center** list box depending on where you want the text, page number, or date to appear in the header or footer.

### Show on first page check box

Set to show any header and footer on all pages of the presentation, including the first page.

### Notes

- n If you do not set **Show on first page**, no header or footer appears on the first page of the presentation or on any page with the Title layout.
- n If you select a page number or date to appear in the header or footer, don't type any text in the box with the item you select.

## Insert Object Dialog Box

Add an OLE object using these options:

### **Create** buttons

Set whether the object is new or is based on an existing file.

### **Object Type** list

Select the type of object you want to add. This list appears when **Create New** is set.

### **File** box

Type the name and location of the object's file. This box appears when **Create from File** is set. You can click the **Browse** button to select the file.

### **Browse** button

Click to select a file. This button appears when **Create from File** is set.

### **Link** check box

Set to link the object's file to the object in ASAP. With a link, changes in the file are reflected in the object. This box appears when **Create from File** is set.

### **Display As Icon** check box

Set to use the server program's icon to represent the object. When set, the icon appears below this check box.

### **Change Icon** button

Click to select a different server icon. This button appears when **Display As Icon** is set.

### **Result** box

Describes the effect of current settings.

## Insert Picture Dialog Box

Add a picture from another program to an ASAP presentation using these options:

**Look in** list box

Select the location that contains the picture file you want to add. The contents of that location appear in the large list.

**Up One Level** button

Click to display the contents of the location above the location shown in **Look In**.

**Create New Folder** button

Click to create a new folder.

**List/Details** buttons

Click to change the amount of detail shown in the large list.

**Contents** list

Select the picture file you want to add.

**File name** box

Type the name of the picture file.

**Files of type** list box

Select the type of picture file you want to appear in the large list.

## Open Dialog Box

Open an ASAP presentation or another file using these options:

**Look in** list box

Select the location that contains the file you want to open. The contents of that location appear in the large list.

**Up One Level** button

Click to display the contents of the location above the location shown in **Look In**.

**Create New Folder** button

Click to create a new folder.

**List/Details** buttons

Click to change the amount of detail shown in the large list.

**Contents** list

Select the file you want to open.

**File name** box

Type the name of the file you want to open.

**Files of type** list box

Select the type of file you want to appear in the large list.

## Page Setup Dialog Box

Set the page size and orientation for the presentation using these options:

**Size** list box

Select a size for displaying and printing the presentation.

**Orientation** buttons

Set an orientation for displaying and printing the presentation.

**Note**

- n If the settings don't match, the orientation set here takes precedence over any orientation setting made through the Print dialog box.

## Paste Special Dialog Box

Indicate how to paste text or pictures using these options:

**Source** field

Shows the location of the text or picture.

**Paste** button

Set to embed a copy of the text or picture.

**Paste Link** button

Set to link a copy of the text or picture.

**As** list

Select a format for the pasted text or picture in the presentation.

**Result** box

Describes the operation that will occur.

**Display As Icon** check box

Set to use the server program's icon to represent the pasted text or picture. When set, the icon appears below this check box.

**Change Icon** button

Click to select a different server icon. This button appears when **Display As Icon** is set.

**Note**

- n In order to create a link, be sure to save the text or picture in a file before copying the text or picture to the clipboard.

## Personal Dictionary Dialog Box

Maintain your custom dictionary using these options:

### **Word** box

Type a word to add to the custom dictionary. Select a word from the list to delete or change.

### **Personal Dictionary** list

Select a word in your custom dictionary to delete or change.

### **Add** button

Click to add a word typed in the **Word** box to your custom dictionary.

### **Delete** button

Click to delete the word in the **Word** box from your custom dictionary.

### **Change** button

Select a word in the **Personal Dictionary** list, edit it in the **Word** box, and click this button to change that word in the dictionary.

### **Note**

n If you are using a trial version of ASAP, the **Personal Dictionary** dialog box may not be available.

## Print Dialog Box

Set how you want the presentation pages printed using these options:

### Print list box

Select **Full Page** to print each presentation page on a single sheet of paper. For handouts, select the number of presentation pages you want printed per sheet.

### Color list box

Select whether to print in black and white or color.

### Range buttons

Set to print all pages in the presentation or just a range of pages. When printing only part of the presentation, type the first and last page numbers in the range in the **From** and **To** boxes.

### Printer button

Click to change printers or print settings.

## Print Setup Dialog Box

Change printers or printer properties using these options:

**Printer** buttons

Set to print on the default or another printer.

**Specific Printer** list box

Select a different printer to use.

**Options** button

Click to change print settings.

**Note**

- n If the settings don't match, the orientation set in the Page Setup dialog box takes precedence over any orientation set here.

## Save As Dialog Box

Save an ASAP presentation with a different name or in a different location using these options. Save the outline of a presentation as a text file.

### Save in list box

Select the location where you want to save the file. The contents of that location appear in the large list.

### Up One Level button

Click to display the contents of the location above the location shown in **Save in**.

### Create New Folder button

Click to create a new folder.

### List/Details buttons

Click to change the amount of detail shown in the large list.

### Contents list

Double-click a folder to see its contents.

### File name box

Type a new name for the file.

### Save as type list box

Select the type of file you want to save.

### Notes

- n Based on the type of file you choose, ASAP adds the appropriate extension to the file's name. ASAP files have the extension .ASP.
- n Choose **ASAP 1.0 Presentation** in the **Save as type** list box only if the file will be opened by ASAP version 1.0. Choose **ASAP WordPower Presentation** to use the file with ASAP WordPower versions.

## Show On Dialog Box

Set to display the selected picture, subtitle, remark, lead-in, or OLE object on the current page, all pages, or all pages except those with the Title layout.

### Notes

- n The exact title of this dialog box depends on what is selected.
- n To display a picture on some but not all pages, copy the picture and paste it on the pages where you want it to appear.

## Spelling Dialog Box

Correct possible spelling errors using these options:

### Questionable word in page box

Displays a word that is not included in any spelling dictionary ASAP uses.

### Replacement box

Accept the suggested correction for the questionable word or type a different word.

### Suggestions list

Select a replacement for the questionable word.

### Ignore words in ALL CAPS check box

Set to prevent ASAP from questioning words, like acronyms, that use only capital letters.

### Ignore button

Click to accept the questionable word and continue checking.

### Replace button

Click to change the questionable word to the word in the **Replacement** box.

### Add to Dictionary button

Click to add the questionable word to your custom dictionary so it is not questioned again.

### Notes

- n If you choose **Spelling** in the Outline, ASAP checks all pages of the presentation. In Preview, it checks only the current page.
- n If you are using a trial version of ASAP, the **Spelling** dialog box may not be available.



## Definitions

Click a word to see its definition.

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**body**

The main region on a page in Preview that contains points and sub-points.

**caption**

Text you can add to a picture in Preview. A caption appears below the picture; if you move the picture, the caption moves with it.

## **Color Scheme**



A feature of Intelligent Formatting that selects the colors used in a presentation.

## **Design**



A feature of Intelligent Formatting for the overall look of a presentation. Each Design ensures that all elements on a page are positioned to look balanced and proportional.

**embed**

To add text or a picture created by another program to an ASAP presentation. When you embed, you can use the original program to edit the text or picture within ASAP. Embedded text or pictures are not linked to the other file.

**footer**

Text you can add in Preview to the bottom of all pages (or all pages except the first and those pages with Title layout). A footer can contain text you type, or the current page number and the date the presentation was last saved.

### **Go to Page button**

**1 of 11**

A button indicating the current page number and the number of pages in the presentation. Click the button when you want to go to a different page in the presentation.

**handout**

A printed copy of a presentation intended to be given to the presentation audience. A handout can contain from one to eight presentation pages on a sheet of paper, with room for notes.

**header**

Text you can add in Preview to the top of all pages (or all pages except the first and those pages with Title layout). A header can contain text you type, or the current page number and the date the presentation was last saved.

**Intelligent Formatting**

ASAP's built-in graphic design intelligence, which arranges and scales text and pictures on the presentation page. Regardless of changes, the page always looks balanced and proportional.

**Intelligent Formatting layer**

A “transparent” layer on an ASAP page, where the page Layout and Design determine the size and placement of pictures and text.

## **Layout**



A feature of Intelligent Formatting that arranges text and pictures according to the type of information or concept being conveyed.

**lead-in**

Text you can add in Preview to the current page. A lead-in is generally displayed at the bottom of the page and is used to introduce the next slide in a presentation.

**link**

To add text or a picture from another program to an ASAP presentation. You can use the original program to edit the text or picture within ASAP. When you link, a connection is created between the original file and the presentation; changes made in one are reflected in the other.

**logo**

A distinctive symbol or graphic representing a company, product, or the like. In ASAP a logo is a picture that you can add in Preview to the left of the title.

**OLE object**

Text or a picture that is created with another program and added to a page in an ASAP presentation. You can embed or link the object when you add it.

**Outline**

An ASAP view for jotting down ideas quickly, rearranging text and pages, and spell checking an entire presentation.

**page**

The basic unit of an ASAP presentation that is displayed as a single screen in Present.

**picture**

A graphic image such as a logo, ClipArt, WordArt, chart, or graph that can be added to a page in Preview. A picture can be in any of the following formats: Windows Metafile, Windows Bitmap, Tagged Image File Format, CompuServe Picture, or PC Paintbrush.

**pixel**

Picture element. The smallest element of a computer screen that can be assigned color. The greater the number of pixels, the better the clarity of a picture.

**placeholder text**

Built-in, helpful text supplied by ASAP that you replace with the actual text for the page.

### Placement drop-down list



In Preview, a list that you use to select the region for text or pictures on the page.

**point**

A text item covering a detail about the main idea on a page. In the Org Chart layout, a point is a position in the organization chart.

**Present**

An ASAP view for displaying a presentation on a computer screen.

**Preview**

An ASAP view for creating pages visually; changing the Layout, Design, and Color Scheme; and adding, moving, and resizing text and pictures.

**Preview area**

The area in Preview where the current page is displayed.

**region**

An area of the Intelligent Formatting layer. Text regions include title, subtitle, top remark, bottom remark, body, and lead-in. Picture regions include relative locations on the page, such as top, bottom, upper left, and lower left.

**remark**

Text you can add to the top or bottom of a page in Preview.

**server**

In OLE, the program that is the source of the data or object that is being linked or embedded.

**sub-point**

Text that is a lower level than the point above it.

**subtitle**

A secondary title on a page that generally appears beneath the title.

**transition**

A visual effect displayed when going from one page to another during an onscreen presentation.



