

1. How do you move or reposition consecutive slides in a presentation?

First highlight the thumbnail slides in the slide tray you wish to move. Then press the COMMAND key while clicking and dragging the mouse in the direction of the move. A single slide will appear representing the group of slides and this can be dropped in the new location.

2. How do copy an entire slide to another application; for example, email?

Go up to the thumbnail slide tray and highlight the slide you want copied. Press the ALT key while clicking and dragging the slide to the receiving application.

3. I noticed that there is a button on the Presentation Options panel for Video. How do I use it?

If you have a NeXTdimension board in a NeXTcube, presenting out a video channel is an option for you. By selecting video, you can present your slides on a television monitor and then record the presentation on VCR! This option will be activated for the Intel workstations when a video out solution is available on the market.

4. How do I add speaker notes to my slides?

At the very bottom of the Slide Editor window is a dimple. Click and drag the dimple upwards to expose another text editing window. You can type anything you want in this section to help keep your thoughts in order as

you present. These notes can be printed separately with or without the slide itself or can be seen on screen in a small window during your on-line presentation.

5. How do I use the network presentation option?

Simply click on the Network Presentation button in the Presentation Options panel. A cursor will appear in the text field below. Type in the names of the workstations to which you want to send your presentation and press "Add" or just hit return after each name. After you have listed all the receiving workstations, press "OK" at the bottom of the panel and @image will send your presentation slides to these locations. Users at the receiving workstations will have the option of accepting or denying the transmission.

6. Is there an easier way to align a group of objects of objects vertically or horizontally other than by hand?

Yes, first highlight all the objects you wish to align and then press COMMAND, SHIFT, R (meaning "row") to arrange horizontally or COMMAND, SHIFT, C (column) to arrange vertically.

7. How do I deselect a Master slide so that I can create some additional slides that do not point to a master template at all?

This is simply done by first opening the Master Slide tray and pressing the CTRL key while clicking on the master slide labeled "Default". This will allow you to create additional slides in your document that do not default to any template you may have created in the Master Slide tray.

8. How do I include sound in my presentation?

To be able to use this option, be sure you have a sound card in your Intel workstation (all NeXT computers come with sound built in). To attach sound to any slide in an @image document, first bring up the page you want in the Slide Editor. Next, bring up the Slide Inspector panel and toggle the top button to select the sound option. You may either record your own sound by clicking on the "Record" button or you can simply drag a sound file from the Workspace Manager and drop it onto the slide in the slide editor. When you present the document, be sure that "Play Sounds" is checked.

9. How do I take a Master template that I created in one presentation and use it in another?

Creating templates from any master page to use in other documents is easily done in @image. First, bring up the Master Slide tray and double click on the master slide you wish to save as a separate template. Then in the app. menu, select "Slide" and then "Save To". A Save To panel will appear asking you for the slide name and directory under which it will be filed. Your slide may be saved in a number of formats, but in this example, click on the "Template" button and your Master Slide will be saved as an @image template. To use it in another @image document, select the "Load From" option under "Slide" in the app. menu., select the template you want to use from the file viewer and press OK. The template will load into the slide tray you have open.

10. How do you pronounce @image?

@image is pronounced "AT image". The @ is a UNIX command that is

used in locating another system over a network.