

Color Presentation Magic!^(TM) Help

To view information, click on one of the underlined topics below. To learn how to use help, press F1.

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Color Presentation Magic!(™) comes with **QuickCheck**, a utility for viewing centralized information about your computer system. In QuickCheck, you can click buttons for:

- **Computer:** versions of DOS and Windows; type of processor; Windows operating mode; and video display under Windows
- **Printer:** default printer name; driver version; page orientation; printer time-out and retry times; use of "Print Manager"; display of printable page area and printer resolutions.
- **System:** Windows memory usage; True Type Font usage
- **File Check:** version information on .DLL, .VBX, .EXE files; runs Windows Control Panel; runs System Editor (sysedit.exe) - config.sys, autoexec.bat, win.ini and sys.ini files.
- **Help:** QuickCheck has its own on-line Help.

To run QuickCheck, double-click the QuickCheck icon in the CPMagic! Program Manager group.

For more information on troubleshooting in CPMagic!, please read the **Troubleshooting** section in the **User Manual**.

Spell Checker

Color Presentation Magic!(™) provides a **Spell Checker** tool that you can use to **check the spelling of words** in all the slides of your presentation. Spell Checker **scans** all text, trying to match each word it encounters with words contained in its dictionary. When the checker reaches a word that is not in its dictionary, a dialog box opens.

The dialog box will display a text box labeled " Not in Dictionary:", containing the first word it is unable to match. Beneath it is another text box, labeled " Change to:". This is where you may click one of the following buttons:

- **Ignore:** clicking this button makes no changes to the selected text; if the word appears again later in your text, the Spell Checker will report it again.
- **Ignore All:** clicking this button also makes no changes to the selected text, and **will not** report the word again if it appears later on in your text.
- **Change:** click this button after selecting one of the "suggested" words (from the list box of suggestions), or after typing in your own correction. The word will be changed in this one instance. If the word appears more than once in your text, you may wish to click...
- **Change All:** click this button to change **all** instances of the word to the word in the " Change to: " box.
- **Add:** Add a new word to the custom dictionary for future text scans by the Spell Checker.
- **Cancel:** Exit the Spell Checker.

When the Spell Checker has finished its job, a dialog box pops up with the message:
" The spelling check is complete."

Click the "OK" button to close the message box.

[Graph Editor: Bar Series Selection Gallery](#)

The **Bar Series Selection Gallery** displays **4 types of bar graphs** for your selection:

- **One Series:** there is **one bar for each point** on the X-Axis. The maximum is 20 bars plotted to 20 points, or 1 bar per point.
- **Two Series:** there are **two bars for each point** on the X-Axis. The maximum is 20 bars plotted to 10 points.
- **Three Series:** there are **three bars for each point** on the X-Axis. The maximum is 18 bars plotted to 6 points.
- **Four Series:** there are **four bars for each point** on the X-Axis. The maximum is 20 bars plotted to 5 points.

Double-click the type of Bar Graph you wish to edit. This action **opens the Graph Editor** with the type of bar series graph you selected. You may then **begin editing the bar graph by entering your own data.**

To exit the Bar Selection Gallery **without making a selection**, click the "**Exit Gallery**" button at the bottom right corner of the window. You will return to the Slide Editor.

[Graph Editor: Line Series Selection Gallery](#)

The **Line Series Selection Gallery** displays **4 types of line charts** for your selection: **Each chart** shown in this gallery **contains a different number of lines**.

You can **select** a Line Chart with **1, 2, 3, or 4 lines**.

Double-click the type of Line Chart you wish to edit.

This action **opens the Graph Editor** with the type of Line Chart you selected. You may then **begin editing the chart by entering your own data**.

There is a maximum of **20 X-Axis points** for any Line Chart.

To exit the Line Selection Gallery **without making a selection**, click the "**Exit Gallery**" button at the bottom right corner of the window. You will return to the Slide Editor.

For more information on editing graphs, see also:

[Graph Editor](#)

[Graph Selection Gallery](#)

The **Graph Selection Gallery** displays **four types** of graphs for editing:

- **Bar**
 - **Line**
 - **Pie**
 - **Double-Pie**

Double-click the graph of **the type** you want to edit for your current slide.

NOTE: For **bar graphs** and **line charts**, a second gallery opens, showing available styles within the particular type of graph. Double-click one of these styles.

The **Graph Editor** window **will open** with a **graph of the type** (and style) you selected, in the viewer.

You may then change the values and appearance of the graph with your own data, and add it to the current slide.

To exit the Graph Selection Gallery **without making a selection**, click the "**Exit Gallery**" button at the lower right corner of the window. You will return to the Slide Editor.

For information on editing graphs, see also:

[Graph Editor](#)

[Overview of Color Presentation Magic! \(TM\)](#)

Welcome to Color Presentation Magic! (TM)

Color Presentation Magic! (TM) is a Windows-based application for easy, fast assembly of high-impact presentations, especially designed for color printing on letter-size paper and transparency.

A presentation is a series of slides.

A **slide** is equal to **one printed page**.

You create the slides, one at a time, using the **Slide Editor**. The Slide Editor is the first window (and main screen) that opens after the application starts.

The Slide Editor gives you a "blank slide" to start working with (represented by the white rectangle on the Slide Editor screen). The blank slide represents one page from your printer.

To the right of the blank slide is a group of gray, captioned buttons. This group of buttons forms the Slide Editor control console.

You click the buttons on the console to insert Backgrounds, Text and Graphs into the blank slide. These are the basic elements of a presentation slide.

- Click the **Backgrounds** button to see a "**gallery**" of pre-designed graphic backgrounds. Point to one of the backgrounds with your mouse, double-click the left mouse button, and you will see the background inserted in the slide you were working on.
- Click the **Text** button to select the kind of text you want on the slide: Free Form, Bulleted, Titles, or a Text Table. Once you've chosen a text style, the **Text Editor** window will open. Here you can type in and format text. When the text is ready, you click a button to see the text inserted in the slide you were working on.
- Click the **Graphs** button to see a **gallery** of **graph types**: Bar, Pie, Line and Double-Pie. Point to one of the types of graphs and **double-click**. This will open the **Graph Editor** with a graph (of the type you selected) in view. The graph can then be **edited by simply entering your own data**. When the graph is ready, you click a button to see the graph inserted in the slide you were working on.

The Slide Editor control console also has buttons for:

- **Adding a title to the bottom of all slides**
 - **Adding a title to the top of individual slides**
 - **Changing a slide's orientation (Portrait or Landscape)**
 - **Erasing a slide**
 - **Creating a new slide**
 - **Navigating between slides**
 - **Printing any or all of the slides, regardless of page orientation**
 - **Managing the presentation with a visual overview**
- **Checking the spelling of your text**

When you have completed one slide, you can create a new slide, and add new elements to it.

You can return to any slide in the presentation and re-edit it.

You can print any or all of your slides at any time during the creation of a presentation. The orientation (portrait or landscape) of your slide will be retained on the printed page.

You continue this process until you have completed all the slides that make up your presentation.

You may save your work and exit the program at any time during the creation of a presentation.

For more information on using the Slide Editor control console, see also:

[Slide Editor and Control Console](#)

[Recommendations](#)

[Slide Editor and Control Console](#)

After Color Presentation Magic!(™) starts, the **main window** opens - the **Slide Editor**.

It contains:

- **A Menu Bar** - with standard Windows menus
 - **A "Blank" slide** - the white rectangle near the center of the screen
 - **A Slide Counter** - the small gray box at the lower left of the screen
 - **A Control Console** - the group of gray **buttons** to the right of the blank slide

You **click** the **control console buttons** to control what appears on the **blank slide**, much as you would use a TV remote control to operate your television screen.

The "blank" slide represents a page from your printer.

You click the buttons on the control console to insert Backgrounds, Text and Graphs into the blank slide. These are the basic elements of a presentation slide.

With the control console, you can also change the slide's orientation, insert a pre-designed graphic background, use the Text editor to add words to the slide, or start the Graph Editor to create and insert a chart.

You can also create a new slide, erase slides, and print, using the Slide Editor Control console. And you can create **master** slide default settings - **background** and **bottom title** - for **all slides** in the presentation.

The **Slide Counter** is the small rectangular box at the bottom left of the screen which shows the number of the slide you are currently viewing. Whenever you start up Color Presentation Magic!(™) the slide counter shows that you are on Slide 1, ready to begin a new presentation, or open an existing presentation you've created with **Color Presentation Magic!™**

Control Console buttons:

All Slides

Background

Bottom Title

Spell Checker

Individual Slides:

Slide Orientation

Top Title

Text

Graphs

Erase Slide

New Slide

Presentation Editor

Navigator Arrow buttons

Print

Menu Commands

Slide Editor Menus

[Background Gallery](#)

The **Background Gallery** window provides groupings of pre-designed graphic backgrounds which can be added to slides. **Double-clicking on the background** of your choice **returns** you to the Slide Editor and **inserts the background in the current slide**.

A slide may contain only **one** background at a time.

You may **view additional backgrounds** in the gallery, or review previous ones, **by clicking** on the **navigator arrows** (left and right "arrow" buttons) on the console beneath the pictures.

Click the "**Exit Gallery**" button on the console to exit the gallery without making a selection.

To **replace** the current background of a slide at any time, just click the **Backgrounds** button again, **select the Paper** or the **Paper / Transparency** gallery, **and double-click a new background**. It will insert in place of the old one.

Caution is advised: for slides containing text, changing the slide's background may render the text unreadable if the colors mis-match. The preferred method is to select a background that you will use throughout the presentation **before** beginning to add text. This way, the Color Matcher is able to create a suitable palette (to color text) for a specific background color scheme.

To add a background to a slide:

1. **Choose** the **position** of the slide: click the **Slide Orientation** button if you wish to change the setting.
2. **Click** the **Background** button: a **pop-out panel** appears.
3. If you intend to **print** on **paper** only, click the **Paper Only** button on the panel; **or**
4. If you want to **print** your presentation on paper and / or transparency, click the **Paper / Transparency** button on the panel.
5. The **Background Gallery** window will open.
6. **View** the available backgrounds. Use the **Navigator Arrows** to view more.
7. **Select a background** for your slide by **pointing** to it with your mouse.
8. **Choose** the background by **double-clicking** it.
9. Once you've chosen a background, the **Slide Editor** window returns **and the background inserts into the current slide**.

For additional information on selecting backgrounds for paper or transparency media, see:

[Paper Only](#)

[Paper or Transparency](#)

Slide Editor and Control Console: Bottom Title button

Clicking the **Bottom Title** button opens a dialog box where you may **enter text** that will appear at the **bottom of all slides** (except Title Slides) in your presentation. The Bottom Title dialog box also gives you **Font** and **Color** controls so that you may creatively format the text you enter.

The Bottom Title dialog box is also where you may select a "**logo**" - a graphic picture - that will appear at the bottom of the slide. The graphic picture must be a **Windows Metafile** (.WMF).

You first choose the **positioning** of the logo - left or right of the bottom title, then click the "Get Logo" button to open a dialog box which lets you select the .WMF file of your choice.

Click the "**Add to Slide**" button when your bottom title and / or logo are set in the dialog box.

You have the option of hiding the bottom title / logo on any individual slide. Simply "uncheck" the check box captioned "Show Bottom Title" on the Slide Editor Control Console. The bottom title and logo will not show on screen or in print for that slide.

To add a Bottom Title / Logo to slides:

1. Click the **Bottom Title** button on the Slide Editor control console. A **dialog box** appears.
2. **Type** your **Bottom Title text** in the text box with the flashing cursor.
3. If desired, **click** the **Font** button to **change the appearance** (font, size, and style) of your Bottom Title text.
4. If desired, **click** the **Color** button to change the color of the text (the Color Matcher opens).
5. To add a **logo**, first choose the "**Left**" or "**Right**" **option** to position the logo with respect to the bottom title. Choosing the logo position enables the "Get Logo" button.
6. Click the "**Get Logo**" button. A dialog box titled "Logo" appears. Select the drive, directory and filename of the desired Windows Metafile. Click "**Ok**" on the Logo dialog.
7. When your bottom title text has been formatted, and the logo selected, **click** the "**Add to Slide**" button to **add the Bottom Title / Logo to the slide**. **Or,**
8. **Click** the **Cancel** button to **close** the Bottom Title dialog box **without** committing any **changes** to your slides.

A Bottom Title / Logo appears on **all** slides in the presentation (except Title Slides), unless you have clicked-off the "Show Bottom Title" check box for individual slides.

For more information on formatting and coloring text, see:

[Fonts](#)

[Color Matcher](#)

[Text Editor](#)

The **Text Editor** features **four** text styles:

1. **Free Form Text:** Paragraph style text, with bullet options.
2. **Bullet Charts:** Create bullet charts to add to the slide.
3. **Titles:** Lets you format Main, Middle and Bottom Titles for single slides.
4. **Text Tables:** Provides a text "grid" for putting text in columns and rows.

In all four of these editing modes, the Text Editor displays **Font** and **Color** buttons. **Click** the **Font** button **to change the font, size and style** of the text you've selected (highlighted) in the text boxes.

Click the **Color** button to open the **Color Matcher**. The Matcher lets you choose a color for your text so that it matches the slide's current background .

In most cases, the Text Editor also displays an **Underline** button. Click it to underline the selected text.

To start the Text Editor:

1. **Click** the **Text** button on the Slide Editor control console.
2. A "pop-out" panel appears with buttons for **Free Form text, Bullet Chart, Titles, and Text Tables**. (There is also a Cancel button to escape the operation.)
3. **Click one of the buttons to choose a text formatting style.**
4. The **Text Editor** opens.
5. You may **begin entering and formatting text** to insert into the current slide.

For more information on editing text, see:

[Free Form Text and Bullet Charts](#)

[Titles](#)

[Text Tables](#)

[Spell Checker](#)

[How to Select Text for Formatting](#)

[How to Select Text for Formatting](#)

When using the **Free Form Text and Bullet Chart Text Editor**, you must **select**, or **highlight the text you want to format** (change the appearance of).

MOUSE:

- **Drag** (hold down the mouse button while you move the mouse) **across the text you want selected for formatting**. This is the general rule for selecting any text.
- **Single Words:** Double-click the word.
- **Multiple Lines:** Start at the upper left of the first line of text, and drag downward to include all lines you want selected.

KEYBOARD:

Using the Arrow keys, position the insertion point where you want to start selecting.

- Use a **combination** of the Arrow keys and the **SHIFT** key to select words and smaller blocks of text.
- Use **HOME** and **END** keys to select entire lines of text.
- Use **SHIFT** and the **Up** or **Down** Arrow keys to select paragraphs and larger blocks of text.

[Fonts](#)

[Color](#)

[Text Editor: Free Form Text and Bullet Charts](#)

The Text Editor for both Free Form Text and Bullet Charts provides the same control console.

In both cases, the Text Editor opens with your background behind a text space on the current slide, and a special console of controls for spacing lines, creating bullets, and formatting and coloring text. The difference between the two editing styles is their default settings.

- **Free Form** text provides "paragraph" style text formatting capabilities combined with controls for bullet charting. **The default setting for bullet controls is "off"**.
- **Bullet Charts** also provides "paragraph" style text formatting capabilities combined with controls for bullet charting. **The default setting for bullet controls is "on"**. You start editing a bullet chart by selecting a Bullet Style.

In other words, clicking the "Text" button on the Slide Editor control console, followed by clicking the "Free Form Text" button, will open the Text Editor with the **bullet controls "off"**, or "unselected". The **insertion point** flashes in the text space on the slide.

If the "**Bullet Charts**" button was clicked instead of "Free Form Text", the editor would open with the **bullet controls "on"** or "selected". A dialog box pops up telling you that you must begin by selecting a **Bullet Style**. Select a bullet style from the three available options.

You click **Font**, **Color** or **Underline** buttons to set the text formatting style.

When you have **finished** entering and formatting your text, click the "**Add to Slide**" button.

The formatted text is inserted in the current slide.

[Text Editor Control Console: Free Form Text / Bullet Charts](#)

[Paragraph Spacing](#)

[Bullet and Sub Bullets](#)

[Bullet Style](#)

[Fonts](#)

[Underline](#)

[Color](#)

[Add to Slide](#)

[Cancel](#)

[Set as Default](#)

[Left, Right, Center, Block - Justification](#)

[How to Select Text for Formatting](#)

[Text Editor: Left, Right, Center, Block - Justification](#)

When editing Free-Form or Bulleted text, you may want to use different text **justification** (how the text is aligned on the slide). The Text Editor provides four buttons that let you control the justification of your text:

- **Left** - the default setting; justifies selected text to the left margin of the text box.
 - **Right** - justifies selected text to the right margin of the text box.
 - **Center** - justifies selected text toward the middle of the text box.
 - **Block** - justifies selected text evenly across the text box between both margins.

To justify text:

1. **Select** the text you want to re-align, by highlighting it with your mouse.
2. **Click** the Left, Right, Center, or Block button to change the text justification.

[Text Editor: Set as Default button](#)

For **Free Form Text and Bullet Charts**, the Text Editor features a **Set as Default** button. This button lets you set a default font, style and size for Free Form and Bullet chart slides within a presentation.

To use this control, **click** the "Set as Default" button **after you have chosen** a font, style and size for your Free Form or Bullet Chart text. (These will be the font settings until you change the default values again with the Font button.)

Once you've clicked the "Set as Default" button, a message box will appear, describing and confirming your default settings.

Click the "OK" button on the message box to close it.

[Text Editor: Paragraph Spacing](#)

For Free Form Text and Bullet Charts, the Text Editor control console has a "**Paragraph Spacing**" control. The control consists of **two option buttons**:

- **Single:** Choose this option if you want single-spaced lines of text.
- **Double:** Choose this option if you want double-spaced lines of text.

Spacing occurs after carriage returns (or pressing "Enter").

Paragraph spacing applies to both Free Form and Bullet Chart text.

The default Paragraph Spacing setting for **Free Form** text is **Single**.

The default Paragraph Spacing setting for **Bullet Chart** text is **Double**.

[Text Editor: Bullet and Sub Bullets](#)

For Free Form and Bullet Chart text styles, the Text Editor control console provides **Bullet** and **Sub Bullets** option buttons. Selecting one of these options controls the **placement** of the bullet within the text space.

A Sub Bullet indents farther right than a Bullet; a Sub-Sub Bullet farther right than a Sub-Bullet.

[Text Editor: Bullet Style](#)

For Free Form Text and Bullet Charts, the Text Editor control console has "**Bullet Style**" option buttons providing **three styles of bullet** that you may use:

- **Round**
- **Dash** (line)
- **Arrow** (right-pointed)

When the Text Editor for **Bullet Charts** starts, a dialog box prompts you to **first select a bullet style**. Select one of the three bullet styles from the console by clicking the appropriate option button.

For Free Form text, you may select a bullet style at any time, then press "Enter" on your keyboard to start a new line with a bullet in the selected style.

[Text Editor: Underline](#)

The Text Editor control console has an "**Underline**" button that allows selected text to be underlined.

To underline text:

- 1. Select the text** you want underlined (by highlighting with the mouse, or SHIFT + ARROW keys). Or, at the insertion point where you want the underlined text to begin:
- 2. Click** the "**Underline**" button. The selected text (or all text following the insertion point) will be underlined.

[Text Editor: Add to Slide button](#)

The Text Editor control console has an "**Add to Slide**" button that places your formatted text in the current slide.

After entering and formatting text, click the "Add to Slide" button **to insert your text in the current slide**.

[Text Editor: Cancel button](#)

The Text Editor control console has a "**Cancel**" button that lets you **exit** the editor without performing any editing operations.
Click the "Cancel" button to **exit** the editor **without** making any text **changes**.

[Text Editor: Bullet Charts](#)

[Text Editor: Titles](#)

The **Text Editor** for **Titles** displays **6, button-controlled title boxes** where you type in text for Title slides. Each option button is located above the title box(es) that it controls. Clicking the option buttons will **specify which title box is active: Top, Middle or Bottom Titles.**

To help you **see which title box is active**, **read the caption** at the top of the console. It will display the current and active title.

Select which kind of title you want - Top, Middle or Bottom - by clicking the appropriate button.

Click the mouse once within the title box to create an insertion point: a flashing caret appears.

Type in your text.

You may then highlight the text to format it for font, color and underlining.

At the right of the title boxes is **a console of controls including:**

- A "**Font**" button for changing the font, size and style of titles.
 - A "**Color**" button for changing the color of titles with the color matcher.
 - An "**Underline**" button for underlining titles.

When you have typed in and formatted your titles, click the "Add to Slide" button to add the titles to the current slide.

For more information on editing text, see:

[Fonts](#)

[Color Matcher](#)

[Text Editor: Text Table Chart](#)

A Text Table displays text in columns and rows.

The Text Editor for Text Tables features:

- A "**Grid**" composed of "cells" that you select by clicking with the mouse.
When you select a cell, the cell is highlighted.
- A **control console** with a text box for typing in text for selected cells;
- "**Spin**" buttons for choosing the number of columns and rows in the grid.
Spin buttons feature Up / Down arrows that increase/decrease numbers.
- Buttons for changing the **font and color** of all the text within the table.
- A **check box** control that you click to display gridlines.

1. To create a table, first **set up the grid** (choose how many **rows** and **columns** it should have.) If you desire **gridlines**, click the "Print Gridlines" check box.

2. Next, **choose a cell** within the grid by clicking on it or by using your keyboard TAB key, , and **type in your text** for it in the "Cell Text" box. **Repeat** this clicking / typing process **until your table is complete**.

3. **Format** your text by clicking the "**Font**" and / or "**Color**" button(s) to make changes (for all text).

4. Click the **Add to Slide** button to add the text table to the current slide.

To re-edit the table, simply click the "Text" button on the Slide Editor control console. The Text Editor will automatically re-open the table for further editing.

For more information on editing text, see also:

[Fonts](#)

[Color Matcher](#)

[Text Table Chart: Print Gridlines](#)

Click the **Print Gridlines** check box to add Gridlines to your text table.

When you click "Add to Slide", lines will appear between the columns and rows of your table.

The "Print Gridlines" control is active when an ' X ' appears in the check box.

Fonts

You use the "**Fonts**" button to open a dialog box where you change fonts, font styles and font sizes for your text. Select the text you want to change before using this control. Choosing a new font, size and / or style from the dialog box will change the currently selected text.

- **Font:** refers to the font name, such as Arial, or Times New Roman.
- **Style:** Regular, Italic, Bold, or Bold-Italic characters.
- **Size:** the point-size of the characters as they will appear when printed.

To change fonts, styles and sizes:

1. Select the text you want to change.(Highlight with mouse or Shift + arrow keys.)
2. Click the "Fonts" button. The Fonts dialog box appears.
3. From the Font list, select a font.
4. From the Style list, select a style for the font.
5. From the Size list, select a size.
6. When you have finished making selections, click the "OK" button. The dialog box closes.
7. Your selected text changes to the new format.

[Graph Editor](#)

Clicking the **Graphs** button on the Slide Editor Control console opens the **Graph Selection Gallery** window, which displays **four types of graph: Bar, Pie, Double Pie, and Line**. **Double-clicking** one of these graphs starts the **Graph Editor**.

The Graph Editor window opens, **displaying an editable chart** of the type you selected. Next to and beneath the chart are consoles **with various controls for redrawing the chart to your specifications**. These controls will vary according to the type of graph you selected (i.e. the "number of slices" control for a Pie chart will not appear on the console when you are editing a bar graph.)

When you have redrawn the graph with your data, you **click** the **Add to Slide** button on the console to return to the Slide Editor with the graph now added to your slide.

To **re-edit** the graph once it is in a slide, **click the Graphs button again**. This will return you to the Graphs Editor with the current chart and its values displayed, to begin further editing.

General procedure to add a graph to a slide:

1. **Click** the **GRAPHS** button on the Slide Editor control console.
2. **Select a type of graph** from the **Graph Selection Gallery** by double-clicking one of the charts; this opens the Graph Editor for that particular type of graph.
3. **Enter your data**.
4. **Click** the **REDRAW** button to update the chart, reflecting your changes.
5. **Click** the **Add to Slide** button to exit the Graph Editor and return to the Slide Editor with the chart inserted in the current slide.

For more information on editing graphs, see the specific charting procedures for:

[Bar](#)

[Line](#)

[Pie](#)

[Double Pie](#)

[The Presentation Editor](#)

The Presentation Editor shows all the slides that you have created, in sequence from left to right, rendered in a reduced size, or " **thumbnail** " view.

The Presentation Editor lets you :

- **Change the position of slides** in the presentation by dragging them with the mouse to a new place in the slide series, and "dropping" them.
- **Remove slides** from the presentation by dragging them to the "**Trash**".
- **Print slides** by dragging them to the printer icon.
- **Zoom**, or magnify any single "thumbnail" slide for better viewing.
- **Return** any single slide to the Slide Editor for further editing.

The console also features a Return to Slide Editor button. Click it to return to the Slide Editor, which will display the last slide you were on, or drag and drop one of the "thumbnails" on the button to return to the Slide Editor with that slide in view.

For information on individual Presentation Editor controls, see:

[Trash button](#)

[Printer button](#)

[Zoom](#)

[Return to Slide Editor](#)

[The Presentation Editor:Zoom](#)

The Presentation Editor features a **Zoom** button that **magnifies single slides for better viewing.**

To Zoom a slide:

1. **Choose** which slide you want to Zoom.
2. **Grab** the slide: place the mouse pointer over the slide, press and hold down the left mouse button.
3. **Drag** the slide down to the "Zoom" button(keeping the mouse button down).
4. **Drop** the slide (release the left mouse button) on the "Zoom" button.The slide's size increases.
5. **View** the slide in its increased size.

When a slide is in this larger view, the caption on the "Zoom" button displays a minus sign:

Zoom -

Click the "Zoom - " button to restore the slide to its original, "thumbnail" size. Other operations can then be performed on the slides of your presentation.

[The Presentation Editor:Return to Slide Editor](#)

The Presentation Editor provides a button captioned, "Return to Slide Editor". It has **two** purposes:

1. It lets you **exit** the Presentation Editor. You'll return to the Slide Editor. The current slide will be in view (the slide you were on when you clicked the "Presentation Editor" button).
2. It lets you **return a particular slide to the Slide Editor**. Drag the "thumbnail" slide to the "Return to Slide Editor" button. The Slide Editor will open with that slide in place.

NOTE: Slides that appear in "Zoom" or **magnified** size **cannot** be dragged. To drag a slide to Zoom, Trash, or Return to Slide Editor, be sure it is in "thumbnail" view.

[Color Matcher](#)

The **Color Matcher** is a utility that lets you **choose colors** for **text** and **graphs**.

To start the Color Matcher, **click** the **Color** button.

The Color Matcher opens showing a grid of **color swatches** (small colored boxes), representing the Windows **16-color** palette. **The appearance of the swatches will vary**, depending on the **editing** for which you are using the Matcher :

Editing Text - only colors that have been **matched to the current background colors** will be displayed on the Color Matcher.

- **Large** swatches mean that the color is **optimal** for text on the current background.
 - **Small** swatches mean that the color is still **recommended but not preferred**.

Only those colors will be displayed. Other colors will not appear

Editing Graphs - colors are **not matched** to a background (because a graph is contained within its own background, which is always white). The complete palette is available for coloring bars, lines and pie slices.

To use the Color Matcher:

1. Click the **Color button**.
2. The Color Matcher appears. **Select a new color by clicking it.**
3. The new color appears in the **Preview** box. **Click** the **OK** button. The Color Matcher closes.
4. The **selection** now appears in the **new color**.

For more information on using color, see:

[Recommendations](#)

[Step by Step Example](#)

You should **print this topic** before trying the step by step example.

To print this topic, set up your printer if you have not already done so. (**File: Printer Setup**)

When your printer is ready, click the **File** Menu and select **Print Topic**. Follow the directions, step by step.

General Procedure: These steps will result in a presentation you can save, and 4 slides that you can print.

- **Start with a blank Slide 1 and add a Background.**
- **Make it a Title Slide for the presentation by adding text.**
- **Create a Free Form text slide.**
- **Create a 3-D Pie Chart slide.**
- **Create a final text slide.**

A. SETTING UP:

1. Start Color Presentation Magic! The Slide Editor opens, with a blank "Slide: 1"

If you have already configured the printer you want to use to print this tutorial presentation, skip steps 2 and 3.

2. Click the "File" menu and select "Printer Setup". The Windows "Print Setup" dialog box opens.

3. Select and configure the printer you intend to use for printing the presentation.

4. Click once on the "File" menu; select "Save". The "File: Save" dialog box opens.

5. In the "Filename:" text box, type in: Stephelp

6. Click the "OK" button. The dialog box closes; the Slide Editor window now shows the name of this presentation "STEPHELP.CPM" at the top of the window (in the window title bar).

B. ADD A BACKGROUND:

1. Click the "Backgrounds" button on the control console.

2. A "pop-out" panel appears. Click the "Paper or Transparency" button. The Background Gallery opens.

3. Double-click the solid blue background on the top row, farthest left.

4. The Slide Editor now shows Slide 1 with the blue background.

C. CREATE A TITLE SLIDE:

1. Click the " Slide Orientation " button on the Slide Editor control console. The slide changes to Portrait position (longer than it is wide).

2. Click the " Text " button on the control console. A panel with text buttons pops-out.

3. Click the " Title Chart " button. The Title Chart editor opens.

4. Click the " Middle" option button.

5. Click once inside the " Middle " title box (to create an 'insertion point' or ' flashing caret').

6. Type in this text: CREATING PRESENTATIONS

7. Click the " Underline " button on the console. The text is now underlined.

8. Click the " Bottom " option button on the Title Chart editor.

9. Click an insertion point in the upper "Bottom" title box, then type in your name.

10. Click an insertion point in the lower "Bottom" title box, then type in the date.

11. Click the " Add to Slide" button on the console. The titles are added to Slide 1.

D. CREATE A FREE FORM TEXT SLIDE:

Top and Bottom Titles

1. Click the "New Slide" button on the Slide Editor control console. The Slide Counter shows "Slide:2"; the background stays the same; the slide orientation reverts to Landscape.

2. Click the "Slide Orientation" button to set the slide's position to Portrait.

3. Click the "Bottom Title" button. The "Bottom Title" editor opens.

4. At the flashing cursor in the text box, type: **CREATING PRESENTATIONS.**

5. Click the "Add to Slide" button. The "Bottom Title" editor closes and the text now appears at the bottom of Slide 2.

6. Click the "Top Title" button. The Top Title Editor opens.

7. In the " Slide Title" box, type in: **Presentation Slides**

8. Click the "Underline" button on the console. The "Slide Title" text is underlined.

9. Click the "Sub Title(s)" option button, then click an insertion point in the upper Sub Titles box.

10. Type in: **3 Graphic Elements:**

11. Click the "Add to Slide" button. The Slide Title and Sub Title are added to Slide 2.

Free Form Text

12. Click the "Text" button on the Slide Editor control console. A panel of buttons pops out.

13. Click the "Free Form Text" button on the pop-out panel. The Text Editor control console (labeled "Free Form Text Editor") replaces the Slide Editor controls.

14. A black text box, with a flashing insertion point, appears on top of the slide.

15. On the Text Editor control console, click the "Double" option button under "Paragraph Spacing".

16. At the insertion point, type in: **To assemble presentation slides, you'll need:**

Do NOT press ENTER yet.

17. On the Text Editor control console, click the "Bullet" check box. An ' X ' appears in the check box.

18. On the Text Editor control console, click the Rounded bullet option button for "Bullet Style".

19. Press ENTER on your keyboard.

20. Type in: **Backgrounds that print colors matched to screen colors.** Then press Enter.

21. Type in: **Formatted Text in Free Form, Tables, Bullets and Titles.** Then press Enter.

22. Type in: **Graphs - Bar Graphs, Pie, and Line Charts.**

23. Click the "Add to Slide" button on the Text Editor control console. The Slide Editor controls return, and the text is added to Slide 2.

E. ADD A PIE CHART

1. Click the "New Slide" button on the Slide Editor control console. A new slide appears and the slide counter shows that it is Slide: 3

2. Click the "Graphs" button. This opens the Graph Selection Gallery, where you'll choose a type of graph to work on.

3. Double-click the single Pie Chart. This opens the Graph Editor, where you will simply change some

of the existing, or "default", information about the Pie Chart.

4. Click the **"Title"** button on the **Graph Editor control console**. The "Graph Title" box pops up. Move your mouse to the default text - "Acme, Inc." - and the default text is highlighted.
5. In the **title text box type in: A Sample Pie Chart.** -your new text replaces the highlighted text.
6. Click the **"Add to Graph"** button. The "Graph Title" box closes and the Pie Chart now shows your new title.
7. Click the **" 3D "** option button. The Pie Chart redraws itself as a 3D Pie Chart.
8. On the control strip along the bottom of the **Graph Editor window, click the UP arrow once on the "Slice:" control button to show Slice: 2.** This type of button is called a "spin" button because it can spin numbers Up and Down. This particular spin button tells you which slice of the Pie you are on.
9. Click the **"Color"** button on the control strip. The Color Matcher appears.
10. Select a new color by clicking one of the color swatches. The color appears in the "Preview" box on the Color Matcher.
11. Click the **"OK"** button on the **Color Matcher**. The Matcher closes and the new color appears in the box next to the "Color" button.
12. Click the **"Redraw Graph"** button. The chart redraws and shows slice 2 with the new color.
13. Click the **"Add to Slide"** button. The Graph Editor closes, the Slide Editor opens and the Pie Chart is added to Slide 3.

F. FINAL SLIDE

1. Click the **"New Slide"** button.
2. Click the **"Text"** button.
3. Click the **"Title Chart"** button.
4. In the **"Top - 1"** title box, type in: **Closing Remarks**
5. Click the **"Middle"** option button. Click once in the **"Middle"** title box to make an insertion point.
6. Type in: **Presentations are easy with CPMagic!**
7. Click the **"Underline"** button.
8. Click the **"Add to Slide"** button. The text is added to Slide 4.

G. SAVE THE PRESENTATION

1. Click **"File"** on the Slide Editor menu bar.
2. Select **"Save"**
3. If you saved this file back in the beginning steps, simply click **"OK"**. Otherwise, you must type in the filename (**STEPHELP.CPM**).

H. PRINT THE PRESENTATION

Printing from the Slide Editor

1. Click the **"Print"** button on the Slide Editor control console.
2. On the pop-out panel, click the **"Filename and Slide # "** check box. There should be an "X" in the check box.
3. Click the **"OK"** button. The Windows "Print" dialog box opens.
4. The **"Print"** dialog box shows the **"Print Range"** as **"All"** and the **"Pages"** are **"From 1 to 4"**.
5. Click the **"OK"** button on the **"Print"** dialog box. The "Print" dialog closes, the pop-out panel closes, and your presentation goes to the printer.

Printing from the Presentation Editor

- 1. Click the "Presentation Editor" button on the Slide Editor control console.** The Presentation Editor opens.
- 2. Drag one of the "thumbnail" size slides to the button with the printer on it.**
- 3. Drop the slide on the "Printer" button.** The "Print" pop-out panel appears.
- 4. On the pop-out panel, click the "Filename and Slide # " check box.** There should be an "X" in the check box.
- 5. Click the "OK" button.** The Windows "Print" dialog box opens.
- 6. The "Print" dialog box shows the "Print Range" as "All" and the "Pages" are "From 1 to 1" if you chose the first slide to drag and drop. If you dragged and dropped the second slide in the row of "thumbnails, the range would be "From 2 to 2", and so on.**
(This is a way of printing single slides. You can also print the entire range of slides by clicking the "All" option button on the Windows "Print" dialog box.)
- 7. Click the "OK" button.** The single slide you dropped on the "Printer" button now goes to print.

To Learn More about Color Presentation Magic!(™)

Keep your STEPHELP.CPM file as a place to experiment with the other features of the program:

- Create new slides and try adding Bullet Charts, Text Tables, and different types of graphs.
- Try printing different ranges of slides, and use the various printing options (handouts, notes, and so on) on paper and transparencies.
- Print out some of the backgrounds to see how they look, on paper and overhead transparency. Remember, there is on-line "Help" for most of the screen controls, and detailed information on how everything works, in the User Manual.

The Slide Editor and Control Console:

Top Title button

Clicking the **Top Title** button opens a dialog box where you may enter text that will appear at the **top of the current slide** (except Title Slides) in your presentation.

The Top Title dialog allows for creating a **main Slide title and two Subtitles**.

To create a main **Slide Title**, click the **topmost** option button, type in and format text.

To create **Subtitles**, click the **lower** option button, then type in and format text.

The Top Title dialog box gives you **Font, Underline** and **Color** controls so that you may format the text you type in.

There is also a "Set as Default" button to save your Top Title formatting choices throughout the creation of the presentation. The font, size and style of text you set as default will then be used for all subsequent Top Titles within the presentation, until you change the settings again.

To add a Top Title to a slide:

1. **Click** the **Top Title** button on the Slide Editor control console. A **dialog box** appears.
2. **Type** your **Title text** in the active title box (be sure that the correct option button is highlighted and active).
3. If desired, **click** the **Font** button to **change the appearance** (font, size, and style) of your text.
4. If desired, **click** the **Color** button to change the color of the text (the Color Matcher opens).
If you want the text underlined, **click** the **Underline** button.
5. For **Subtitles**, click the **lower** option button. The Slide Title box will be disabled.
6. Repeat steps **2, 3** and **4**.
7. If you want these settings to be the **default** for the presentation, click the "Set as Default" button. A CPMagic information message box will show the text formatting choices you've chosen as the default settings for top titles. Click "Ok" on this message box.
8. **Click** the **OK** button in the Top Title dialog box to **insert** the **Titles** in the slide.
9. **Or, Click** the **Cancel** button to **dismiss** the Top Title dialog box **without** committing any **changes** to your slides.

To **re-edit** your Top Title text, click the Top Title button again, and your current text will appear in the Top Title dialog boxes for further editing.

For more information on formatting and coloring text, see also:

Fonts

Color Matcher

The Slide Editor and Control Console:
[the SLIDE ORIENTATION button](#)

Click the **Slide Orientation** button to **change the position of the current slide** to either a **portrait** or a **landscape** (default) setting. Whenever the Slide Orientation button is clicked, **any objects** - backgrounds, text and graphs - contained in the slide **will redraw automatically** in aspect to the new setting. (It is recommended that you set the orientation of each slide **before** adding text. Resetting the slide's orientation after text has been added can result in mis-aligned text.)

When the current slide contains a **Double Pie** chart, it is **always** displayed in a **Landscape** position. If you try to change the orientation of a Double-Pie slide, you will see a message box that says you cannot change the slide's orientation.

The Slide Orientation button is active throughout the creation and editing of a slide.

The Slide Editor and Control Console: the BACKGROUND button

To add a graphic background to a slide, or to change an existing background, click the **Background** button, located at the top of the Slide Editor control console.

Clicking the **Background** button causes a **pop-out** panel to appear at the left of the console.

- **Click** the button "**Paper Only**" to view screens within the gallery that display backgrounds **better** suited for printing **on paper** than transparency;
- **Click** the "**Paper or Transparency**" button to view gallery screens with backgrounds that print equally well on **either** output media; or
- **Click** the "**Cancel**" button to close the panel without making any selection.

For further details on selecting and using backgrounds, see :

[the Background Gallery](#)

[Paper or Transparency](#)

[Paper Only](#)

[Print Media: Backgrounds for Paper Only](#)

The Background Gallery contains a selection of backgrounds better suited for printing on paper than on transparency material. These " Paper Only " backgrounds have been pre-designed and " Color Matched " especially for output printed on paper.

Backgrounds from the "Paper Only" gallery are not recommended for use with transparency prints.

[Print Media: Backgrounds for Paper or Transparency](#)

The Background Gallery provides a selection of backgrounds that print equally well on both paper and transparency media. The backgrounds have been designed and "Color Matched" for successful output on both materials.

Use backgrounds from this gallery especially when your presentation will combine printed overhead transparencies with handouts and notes printed on paper.

[The Slide Editor and Control Console: the TEXT button](#)

When you want to add Free Form text, a Bullet Chart, a Text Table or a Title Chart to a slide, click the **Text** button on the Slide Editor control console.

This will open a **pop-out panel** from the left side of the console, with four buttons labeled for selecting the kind of text you wish to use for your slide.

To start the Text Editor:

1. Click the **Text** button on the Slide Editor control console. A "**pop-out**" panel appears.

2. Select the **type of text** you want to use by clicking the appropriate button:

- **Free Form Text**
 - **Bullet Charts**
 - **Titles**
 - **Text Tables**

3. The **Text editor opens** in the selected editing mode.

There is also a button to **Cancel** the operation **without selecting a text style**.

For further details on editing and formatting text, see:

[the Text Editor](#)

[The Slide Editor and Control Console: the GRAPHS button](#)

When you want to **add a graph** to a slide, you begin by clicking the **Graphs** button on the Slide Editor Control console.

Clicking the Graphs button **opens** the **Graph Selection Gallery** window, where you **choose a graph type by double-clicking on one** of the **four pictured in this gallery**:

- **Bar**
 - **Line**
 - **Pie**
 - **Double-Pie**

When you select a graph type, the Graph Editor opens displaying the type of graph you chose, along with controls that let you plug in your own data.

You then **Redraw** the graph, and **insert it into the current slide**.

For specific instruction on editing graphs, see:

[Graph Editor](#)

The Slide Editor and Control Console:
[the ERASE SLIDE button](#)

Click the **Erase Slide** button to remove, or **erase**, the current slide from the presentation.

See also:

[The Presentation Editor: Trash](#)

The Slide Editor and Control Console:
[The NEW SLIDE button](#)

Click the **New Slide** button on the control console to **create a new slide** in the presentation. The new slide:

- **Retains** the **orientation** of the previous slide.
 - **Retains** the **background** of the previous slide.
 - **Keeps the Bottom Title** (if the presentation uses one).
 - **Does not keep any of the other text or graphs** of the previous slide.
 - **Enables** the **left Navigator Arrow** (for viewing the previous slide).
 - **Increases** the number in the Slide Counter **by one**.
- **Is now the new "last slide"** in the presentation.

[The Slide Editor and Control Console:
The PRESENTATION EDITOR button](#)

Click the **Presentation Editor** button on the Control console to open the Presentation Editor window, where you obtain an **overview** of **all** the slides in your presentation. The slides are displayed in a reduced, or "thumbnail" size. You may perform arrangement edits and printing here, and return single slides to the Slide Editor.

For more help on the Presentation Editor, see:
[the Presentation Editor](#)

The Slide Editor ; Background Gallery: NAVIGATOR ARROW buttons

When you are in the Background Gallery, you click the Navigator button to move back and forth between groups of backgrounds. When the **right-arrow** button is visible, click it to see the **next** group of backgrounds; when the **left-arrow** button is visible, click it to view the **previous** set.

When in the **Slide Editor**, use the Navigator Arrow buttons to move back and forth between slides on the Slide Editor screen, one at a time.

The arrows are active and appear **when there is more than one slide**.

- Clicking the **Left** arrow will display the **preceding** slide. (If you are on slide 4 and click the left arrow button, you will view slide 3.)
- Clicking the **Right** arrow will display the **next** slide. (If you are on slide 4 and click the right arrow button, you will view slide 5.)
- The control console will not show a **right** Navigator Arrow when the **last** slide of the presentation is in view (there is no "**next**" slide).
- The control console will not show a **left** Navigator Arrow when the **first** slide of the presentation is in view (there is no "**preceding**" slide).

The Slide Editor: [the PRINT button](#)

To print any or all of the slides in your presentation, click the "**Print**" button on the Slide Editor control console. A **panel** will pop-out with the following **printing options**:

- **Output** - click one of the options to print
 - 1 full size Slide to a page
 - 1 Reduced-size Slide per page with lines beneath it for notes
 - 4 Slides to a page for Handouts
- **Print Background** - leave this box checked to print slides with backgrounds. Click this box to "uncheck" it and print only text, in black.
- **Filename and Slide Number** - click this check box if you want the filename of your presentation to print at the bottom of each slide, along with the number of each slide.

When you have chosen your printing options for the presentation, click the "OK" button.

The Windows "Print" dialog box will appear, where you can set further printing options and send the slides to print.

To Print slides:

1. Click the **Print** button on the **control console**
2. A **pop-out** panel appears.
3. Click the **option button** under "**Output**" next to the number of **slides** you want **per page**.
4. Click the **check box** under "**Filename and Slide#**" if you want the filename of your presentation to appear at the bottom of the printed, numbered slide(s).
5. Click the "**Print Background**" check box to "uncheck" the box, if you want to print only the text on slides, without backgrounds. The text will print in black.
6. The Windows "**Print**" dialog box opens. You may make selections for the range of slides and number of copies to print.
7. **Choose** from the various **options** provided by the "Print" dialog box. Be sure the correct range of pages will print.
8. Click the **OK** button.
9. **Your slides start printing.**

NOTE: Color Presentation Magic!(™) has the ability to print presentations **without** the user **making any adjustments for page orientation in the Windows Print Dialog Box.**

For more information on printing in Color Presentation Magic!, see:

[The Presentation Editor: the PRINTER button](#)

[Step by Step Example](#)

[The Presentation Editor: the PRINTER button](#)

The Presentation Editor includes a button with a small picture (icon) of a printer on it. You can drag and drop single "thumbnail" slides on this button to print the selected slide. You may also print any number of slides by changing settings in the Windows **Print** dialog box.

To Print from the Presentation Editor:

- 1. Choose** which slide you want to print.
- 2. Drag** the slide down to the "Printer" icon button (keeping the mouse button down).
- 3. Drop** the slide (release the left mouse button) on the "Printer" button.
- 4. The "Print" pop-out panel appears.** Select printing options.
- 5. Click the "OK" button.** The Windows "Print" dialog box opens.
- 6. Click "OK" on the Windows "Print" dialog box to print the current slide, OR**
- 7. Set the options to print any range of slides. Click the "OK" button to print.**

For more information on the Print pop-out panel, see also:

[Slide Editor: the Print Button](#)

[The Slide Editor: MENU COMMANDS](#)

The menu bar in the Slide Editor contains a **File** menu and a **Help** menu.

You may **click** either of these menu titles to "drop" a menu, or list, of commands.

You click one of the commands on the list to perform the following functions:

File Menu:

- **New** - Starts a new presentation with a blank " Slide 1".
 - **Open** - Opens presentations created with Color Presentation Magic!(™)
- **Save** - Saves the current presentation and prompts for a filename.
 - **Printer Setup** - Lets you select and set up a destination printer for the slides.
 - **Print** - Makes the "Print" pop-out panel open; same as clicking the **Print button** on the control console.
 - **Exit** - Ends the program. A dialog box will open asking if you want the current presentation saved.

Options Menu :

- **Auto Save** - When this menu item is checked, the Auto Save feature is "on", which means that the presentation will be saved each time "New Slide" is clicked or at five minute intervals. To turn off the Auto Save feature, simply click the menu item. A message box will inform you that "Auto Save has been turned off."

Help Menu:

- **Contents** - click to open Color Presentation Magic!(™) Help table of contents.
- **About** - click to see information about the version and copyright of the product,

See also:

[How to Get Context-Sensitive Help](#)

[The Graph Editor: Bar](#)

The Graph Editor provides controls for **changing the data** in the **default** bar graph. There is a console featuring controls for changing **general** elements of the graph, such as its **Title**, whether it is displayed as **2-D or 3-D**, whether the bars are shown **vertically or horizontally**, and whether it shows **gridlines**. When you use these controls, the graph changes to reflect the updated information instantaneously.

The control console also has buttons for **canceling** the Graph Editor without performing or saving any operations; **and for adding the graph to the current slide**.

There is also a **control strip at the bottom** of the Graph Editor window. It **has controls for** changing the **specific** charting elements - **the data** - of the graph. Use your TAB key, arrow keys or click with the mouse to access these controls. You can add new **values** and **labels** by replacing the default ones, set the **Color** of the bars, and the graph's **legend**.

For detailed information on using specific Bar Graph editing controls, see:

[Title button](#)

[2-D or 3-D option](#)

[Number of Bars or X Groups selector](#)

[Bars \(Orientation\) option](#)

[Grid option](#)

[Redraw Graph button](#)

[Add To Slide button](#)

[Cancel button](#)

[Series selector](#)

[Bar or X Group selector](#)

[Value](#)

[Label](#)

[Color button](#)

[Legend](#)

[X-Axis Title](#)

[Y-Axis Title](#)

[Print Values](#)

[Transparent Background](#)

[The Graph Editor: Transparent Background](#)

The Graph Editor has a "Transparent Background" control for setting the background style of the graph. The default setting for graphs is an opaque white background. Click the "Transparent Background" check box to make the graph background "see-through", or transparent.

The look of the graph may change while in the Graph Editor when activating the transparent background option.

For example, if you are using a dark-colored background in the current slide when this control is checked in the Graph Editor, the background of the graph will turn from white to black and the text colors will change as well. When you add the graph to the slide, the background of the slide will show through what was otherwise a white rectangle.

[The Graph Editor: X-Axis Title](#)

Click the X-Axis Title button **to add a line of text** within the graph that appears **beneath the X-Axis** (horizontal) line. Bar and Line Charts have this feature.

To add an X-Axis Title to a graph:

- 1. Click the X-Axis Title button.** A dialog box appears.
- 2. In the text box, type in the text that you wish to appear beneath the X-Axis in the graph.**
- 3. Click the "Add to Graph" button.**
- 4. The text appears under the X-Axis of the graph.**

[The Graph Editor: Y-Axis Title](#)

Click the **Y-Axis Title** button to add a line of text within the graph that appears at the left of the **Y-Axis** (vertical) line. **Bar** and **Line** Charts have this feature.

To add an **Y-Axis Title** to a graph:

1. Click the **Y-Axis Title** button. A dialog box appears.
2. In the text box, type in the text that you wish to appear left of the **Y-Axis** in the graph.
3. Click the "Add to Graph" button.
4. The text appears left of the **Y-Axis** of the graph.

[The Graph Editor: Line](#)

The Graph Editor provides controls for changing the data in the default Line graph. There is a console at the right of the graph featuring controls for changing general elements of the graph, such as its **title**, how many **points** a line contains, whether it shows **thick or normal lines**, and the **grid**, and buttons for **redrawing** the graph, and **adding it to the slide**.

The bottom control strip provides controls for inserting numeric data as **value**; a **color button** for altering the **color of the line(s)**; and a text box where **labels** (alpha / numeric) may be typed in.

When your data has been entered for the Line chart, you may click the **Redraw** button to make the chart reflect all of your changes. Click the **Add to Slide** button to return to the Slide Editor window with the graph inserted in the current slide.

If you wish to re-edit any slide in the presentation that contains a graph, simply **click** the **Graphs** button on the slide editor control console, and the Graph Editor window will open with the current graph in place, ready for re-editing.

Note: When you are editing Line Charts containing more than one line, you may make the lines of varying length by typing in the value " * * " - **double asterisks**, at the highest point, and then work backward repeating the process until the line is the desired number of points. This allows for a Line Chart with lines of different lengths.

For detailed information on using specific Graph Editor - Line controls, see:

[Title button](#)

[Number of Points selector](#)

[Grid option](#)

[Thick Lines option](#)

[Redraw Graph button](#)

[Add To Slide button](#)

[Cancel button](#)

[Line selector](#)

[Point selector](#)

[Value](#)

[Label](#)

[Color button](#)

[Legend](#)

[X-Axis Title](#)

[Y-Axis Title](#)

[Print Values](#)

[Transparent Background](#)

[The Graph Editor: Print Values check box](#)

The Graph Editor for Line Charts and Bar Graphs provides a **Print Values** check box. **Click** this control to place **a table of all charted values** beneath the graph **after** adding the graph to the current slide (the table is not visible within the Graph Editor itself). The table of values will appear in the current slide, and in your printed output.

The Print Values check box control is **active** when an ' **X** ' appears in the check box on the Graph Editor screen.

[The Graph Editor: Pie](#)

The Graph Editor provides controls for changing the data in the default Pie Chart. There is a console featuring controls for changing **general** elements of the pie, such as its **Title**, how many **slices** it contains, and whether it is displayed in **2-D or 3-D view**. The graph changes to reflect the updated information instantaneously.

Below the Pie chart are controls that let you change the data charted by the pie.

Start by selecting one of the pie slices. You then can change the value, label, color and legend of the slice. You may also "explode" the slice - separate it from the rest of the pie - for added visual emphasis.

Click the **Redraw Graph** button, and the graph changes to reflect the updated information instantaneously. Click the **Add to Slide** button to return the graph to the current slide.

The control console has a **Cancel** button so that you may exit the Graph Editor without performing or saving any operations.

There is also a **control strip** at the bottom of the Graph Editor window. It has controls for changing the **specific** charting elements - the **data** - of the graph. You add new values and labels by replacing the default ones, set the Color of the slices, and the pie's legend.

For detailed information on using specific Pie Chart editing controls, see:

[Title button](#)

[Number of Slices selector](#)

[2-D or 3-D option](#)

[Redraw Graph button](#)

[Add to Slide button](#)

[Cancel button](#)

[Slice selector](#)

[Value](#)

[Label](#)

[Color button](#)

[Legend](#)

[Explode Slice button](#)

[Transparent Background](#)

[The Graph Editor: Double Pie](#)

The Graph Editor lets you insert two pie charts in a slide, side-by-side in a landscape setting. You double-click the **Double Pie** icon in the **Graph Selection Gallery** to open the Graph Editor. Here, you edit one pie chart and add it to the slide, then click the **Graphs** button on the Slide Editor control console to return to the Graph Editor. Next, you click the upper right pie icon on the console to start editing the second graph. Click the **Add to Slide** button to open the Slide Editor window again, and **add** the second pie chart to the slide.

To add a Double Pie chart to a slide:

1. **Click** the **Graphs** button on the Slide Editor control console. This opens the Graph Selection Gallery.
2. **Double-click** the **Double Pie** icon. This opens the Graph Editor with a pie displayed, and the **left pie icon** at the upper left of the control console is **highlighted**.
3. **Edit** the pie chart (this will be the **first** pie) then **Redraw** it to see the updated data.
4. **Click** the **Add to Slide** button. This opens the Slide Editor window and inserts the pie chart in the current slide.
5. **Click** the **Graphs** button on the Slide Editor control console. This returns you to the Graph Editor with the first pie chart still displayed.
6. **Click** the **right pie icon** at the upper right of the control console.
7. **Edit** the pie chart (this will be the **second** pie) then **Redraw** it to see the updated data.
8. **Click** the **Add to Slide** button. This opens the Slide Editor window and inserts the pie chart in the current slide **next to the first pie**.

For information on Graph Editor controls for Pie Charts, see also:

[The Graphs Editor: Pie](#)

[How To Get Context-Sensitive Help:](#)

Color Presentation Magic!(TM) provides Context-Sensitive help for most controls - buttons and text boxes. (There is no context help for Spin - up and down arrow - buttons.)

When you want help on using a particular control, you first **highlight** the control by tabbing to it.

Push buttons and option buttons are highlighted when a dotted line surrounds the button caption. Push buttons also display a dark border around the button.

A text box is active and able to receive context help when it contains the flashing caret.

When the desired control is active and highlighted **press** the **F1** key on your keyboard.

The Color Presentation Magic!(TM) **Help** topic related to the control will open.

To get context-sensitive help:

- 1. Press** the **Tab** key until the control you want help on is **highlighted** (buttons) or **active** (text boxes).
- 2. Press F1** on your keyboard.
- 3. Help opens** to the **topic** for that control.

For more information on how to use Help, return to **Contents** and press **F1**.

Recommendations:

- **Read the User's Manual and Quick Reference Guide.**
- **Consider adding memory** if the program runs slowly on your machine. Four megabytes of ram is the **minimum** amount necessary; more is better for graphics-intensive applications such as Color Presentation Magic!(™)
- **Outline your Presentation** before designing it in Color Presentation Magic!(™)
- **Set up your printer** in Color Presentation Magic!(™) before creating the first slide.
- **Select a background** before adding text and graphs. This determines the palette for the Color Matcher tool. Use the appropriate gallery - Paper Only or Paper / Transparency backgrounds for the medium you will be printing on.
- **Choose an orientation** for each slide **before** adding text or a graph.
- **Use the Color Matcher recommendations** for optimal color (the larger color boxes).
- **Proof some draft slides** by printing 4 on a page to see how they look.
- **Use the Spell Checker** before printing slides to proof spelling.
- **Print out the "Step by Step"** example and perform the steps as a tutorial.
- **Keep it simple:**
 - **Make one main point per slide**
 - **Don't use more than 4 bullets per slide**
 - **Stick with one font (Times New Roman, Arial, etc.)**
 - **Use Color sparingly**

System Requirements:

System Requirements

Minimum Requirements:

Color Presentation Magic!(™) can be run on systems with the following minimum configuration:

- An IBM or 100% compatible PC with a 80386 SX / 25 processor or higher.
- MS-DOS 5.0 or higher
- Microsoft Windows 3.1 or higher
- A hard disk drive with at least 5 megabytes free space.
- 4 megabytes extended memory (Ram). More is recommended.
- Microsoft or compatible mouse or pointing device.
- VGA display and monitor.

Recommended system:

- 486DX - 33 or higher processor
- 8 MB or more extended memory
- VGA palette of 256 colors; or graphics board with 640 x 480 / 256 colors or more
- A color thermal transfer printer to output your CPMagic slides

[Presentation Design Guidelines](#)

[Printing Presentations](#)

[GRAPH EDITOR:Title button](#)

All graphs may contain a title, which you insert in a graph by clicking the **Title** button on the control console. A dialog box appears with a text box where you may **enter the title** of your chart. Clicking the **Add to Graph** button closes the dialog box and adds the title to the graph.

To **exit** the dialog box **without** committing any **changes**, **click Cancel**.

[GRAPH EDITOR:2-D or 3-D option](#)

For Bar graphs and Pie charts, the Graph Editor displays a set of option buttons on the control console which lets you apply a **3-D**, or dimensional visual effect by adding the appearance of **depth and perspective** to bars or slices.

To make a 3-D Pie chart or Bar graph, click the **3-D option** button.

To return to a 2-D, or " flat ", view, click the **2-D option** button.

The **default** setting is **2-D**.

[GRAPH EDITOR: Number of Bars or X Groups selector](#)

When editing **1-series** Bar graphs, the Graph Editor displays a **Number of Bars** selector on the control console. This selector lets you determine how many bars there will be for the '**X**' axis - the horizontal line **at the base** of the graph.

When editing **multiple-series** Bar graphs, this control changes its name to **Number of X Groups**. The control lets you determine how many **groups** of bars will appear on the '**X**' axis.

A "**One Series**" graph may have up to **20** points. (One bar for each point.)

A "**Two Series**" graph may have up to **10** points. (Two bars for each point.)

A "**Three Series**" graph may have up to **6** points. (Three bars for each point.)

A "**Four Series**" graph may have up to **5** points. (Four bars for each point.)

The minimum number of points for all graphs is **2**.

Clicking the **up** or **down** arrows **increases** or **decreases**, respectively, the number of bars or X Groups. You may also highlight the current number and directly type in the desired number of bars or groups.

[GRAPH EDITOR\(BAR\):Bars\(orientation\) option](#)

The Graph Editor has an option for changing the orientation of the bars to display either **vertically** - up and down (the default setting), or **horizontally** - from left to right.

To make the bars run horizontally, click the **Horizontal** option button.

To make the bars run vertically, click the **Vertical** option button.

[GRAPH EDITOR\(Bar and Line\):Grid option](#)

The **Grid** option inserts intersecting **gridlines** from the ' **X** ' and ' **Y** ' axes across the graph area. Gridlines are used to help make the plotted data values easier to see.

Click the **Grid: On** option to **insert** a grid.

click the **Grid: Off** option to **remove** a grid.

This option is active for **all** graphs.

[GRAPH EDITOR: Redraw graph button](#)

The Graph Editor has a **Redraw Graph** button on the console so that you may **update** the graph **with new data** you have entered. **Values, labels, colors** and **legends must be redrawn** in order to be displayed in the Graph.

All other data - titles, grids, number of data points, etc. - update instantaneously in the graph.

[GRAPH EDITOR: Add to Slide button](#)

The Graph Editor has an **Add to Slide** button on the control console that **adds the graph** to the **current slide**.

When you have finished creating your graph, **click** the **Add to Slide** button.

The Slide Editor window opens, showing the current slide with the graph now inserted in it.

[GRAPH EDITOR: Cancel button](#)

The Graph Editor has a **Cancel** button on the control console that lets you **exit** the editor without performing or saving any operations.

Click the **Cancel** button to return to the **Slide Editor** without inserting or updating a graph.

GRAPH EDITOR(BAR):Series selector

When editing a bar graph with **multiple series** of data (more than one bar per ' X ' axis point) the Graph Editor provides a **Series selector**.

The Series selector lets you move within an ' X ' group so that you can change values for individual bars. It also lets you change the color and legend for the entire series.

For example, if you chose a 4-Series bar graph to edit, there would be 4 bars within each ' X ' group. The first bar in the first ' X ' group is series 1.

Each bar has its own numeric value, but also represents its series (Color and Legend).

This control lets you move back and forth, bar by bar, along the ' X ' axis, one data point at a time. The **number** of the series appears in the box next to the selector. The **color** box next to the Color button **also indicates the series**.

Clicking the up arrow on the selector moves you from left to right along the axis; the down arrow returns the other way. You may also change the series number by highlighting it, then typing in the desired number.

[GRAPH EDITOR: Bar or X Group selector](#)

For **1-Series** Bar graphs, the Graph Editor's bottom console features a **"Bar"** selector that let you choose individual bars along the X axis of the graph. The "Bar" selector displays the number of the **current** - or ' active' bar. Click the Up or Down arrow (or highlight the current bar number and type in the desired bar number) to move between bars. Editing may then be performed - changing the value, label and color - on this bar.

For **multiple data series** bar graphs, this control becomes an **' X ' Group** selector that lets you select **groups** of bars on the **' X ' axis**.

The **' X ' Group** selector shows the **number** of the group that is **active**. The active group is also indicated by its **label**, which appears beneath the **' X ' Axis** line (AA, BB, CC, etc.)
Using the **' X ' Group** selector lets you choose groups of bars so that you may edit values for individual bars within the group.

[GRAPH EDITOR: Value \(text box \)](#)

The Graph Editor has a **Value** text box where you **enter the numbers** you want represented in individual slices, bars or lines (depending on the type of graph you chose to edit.)

The Value field accepts **only numeric data**.

Pie and **Double Pie** charts accept **only positive numbers**.

Bar graphs and Line charts accept **both positive** and **negative** numbers.

[GRAPH EDITOR: Label \(text box \)](#)

The Graph Editor has a **Label** text box on the bottom console where you enter alphanumeric data (text and / or numbers) to be represented on the graph.

There can be a label for **each data point** beneath the ' **X** ' Axis for **Bar** graphs and **Line** charts.

There can be a label for **each slice** of a Pie Chart.

You type the Label in the Label box, then click the **Redraw Graph** button to update the graph with the new label.

[GRAPH EDITOR: Color button](#)

The Graph Editor has a **Color** button so that you may **change the color** of **pie slices, bars,** and **lines**, depending on the type of graph you've chosen to edit.

Clicking the Color button calls up the **Color Matcher**, allowing you to select one of the colors on the palette.

Choose a color by clicking on it, then click the **OK** button to accept the color.

The new color will appear in the box next to the Color button, and when the **Redraw Graph** button is **clicked, the new color appears** in the active slice, bar or line within the graph.

If you wish to exit the Color Matcher without effecting any changes, **click Cancel**.

[GRAPH EDITOR\(PIE\):Number of Slices selector](#)

The Graph Editor displays a **Number of Slices** selector on the control console when editing Pie charts. This selector lets you determine how many slices the pie contains. (You may also change the number by highlighting it, then typing in the desired number.)

The **maximum** number of slices for any pie is **20**. The **minimum** is **2** slices.

Clicking the "**Up**" **arrow increases** the number of slices; the "**Down**" **arrow decreases** the number. You may also highlight the current number and directly type in the desired number of slices for the pie.

The number of slices the pie contains is displayed in the box next to the selector.

[GRAPH EDITOR\(PIE\):Slice selector](#)

The Graph Editor displays a **Slice selector** control on the bottom console when editing Pie charts. This selector lets you enter data for individual slices of the pie. You move from slice to slice, counterclockwise around the pie, by clicking the "Up" or "Down" arrow. The **number of the active slice** appears in the box **next to the selector**.

[GRAPH EDITOR\(PIE\):Explode Slice button](#)

The Graph Editor displays an **Explode Slice** button when editing Pie charts, that lets you "explode", or **separate one or more slices** from the pie.

To explode a pie slice, first select the slice on the pie chart using the **Slice** selector, then click the **Explode Slice** button (the button with the pie icon) on the bottom control console. The slice explodes **instantaneously, without** using the **Redraw Graph** button.

To "unexplode", or restore an exploded slice to the Pie:

1. Select the exploded slice with the Slice selector.
2. Click the "Explode Slice" button.

The slice is back in the Pie.

[GRAPH EDITOR:Legend \(text box \)](#)

A **legend** is a visual **key** that **defines** the charted data by **color** and by **text**.

The charted data refers to a pie slice, or a bar or a line in a series.

To add **Legend** text, first select the slice, line or bar series and its color, then enter the legend (definition; description) in the Legend text box. Legend text should be brief: if the text is too long, it will not appear on the graph at all.

When you click the **Redraw Graph** button, the **legend appears at the right side of the graph**, displaying a small **color swatch**, and your **legend text**.

GRAPH EDITOR (Line):Number of Points selector

When editing Line Charts, the Graph Editor displays a **Number of Points** selector on the control console. This selector lets you determine how many points there will be for the **' X ' axis** - the **horizontal line** at the base of the graph.

The minimum number of points for all graphs is **2**.

Clicking the **up** or **down** arrows **increases** or **decreases**, respectively, the number of points.

You may also change the number by highlighting the current number, then typing in the desired number of points (no more than 20).

[GRAPH EDITOR \(Line \):Thick Lines option](#)

You have the option of displaying **Thick Lines** for Line charts. You use this option by clicking the **On** or **Off** buttons. **All lines** in the chart **are included** in this option.

[GRAPH EDITOR \(Line \):Line selector](#)

When editing Line charts with **multiple** lines, the Graph Editor displays a **Line selector** control on the bottom console. The Line selector shows the **number of the line** you are on.

Clicking either the "**Up**" or "**Down**" arrow moves you from **Line to Line**.

You may also change the number by highlighting it, then typing in the desired line number.

You may change data (a numeric value and a label) for **each point** on the selected Line. You may also change the Line **color** and its **legend**.

Click the **Redraw** button to update **the chart with your new data**.

[GRAPH EDITOR \(Line \):Point selector](#)

When editing **Line** charts, the Graph Editor features a **Point selector** control on the bottom console that lets you **select single points** along the line for entering data. Each point **must** have a **numeric value**, and may **optionally** have a **label**.

The Point selector allows you to move back and forth along the Line. Use the Up arrow on the control to move from left to right along the X - axis, and the downward pointing arrow to move from right to left.

When editing a Line chart with multiple lines, you must first select the Line you wish to edit, by using the Line selector.

As you move to **each point** on the Line, you enter a **number** in the **Value** field to the right of the Point selector.

You may optionally enter alphanumeric **text** in the **Label** field for points on the Line.

Click the **Redraw** button on the control console to see your data update.

[Presentation Editor : Trash](#)

Unwanted slides may be deleted by dragging them to the **Trash**, the button with the trashcan on the Presentation Editor console. Position the mouse pointer over the slide you want to delete, then press and continue to hold down the left mouse button - this action "grabs" the slide. Next, move your mouse until the slide is positioned over the trash control, then release the left mouse button. A dialog box will ask you to confirm the action. Click the "YES" button to delete the slide.