E-Mailing Your Presentations

Most of the presentations you give on a daily basis are more complex than simple text and graphics. In today's day and age, you may refer to and include files from all over your network.

But chances are, your peers and colleagues don't all work in the same location, or have access to your network. So, whether you've got satellite offices in Tokyo, or an interested colleague in Texas, you still want to show them what you have via e-mail, without having to spend a fortune on overnight mail, or sit on a plane for 18 hours.

Invoke the *Prepare for Mail* command, and Concurrence will consolidate all the files you've attached to your presentation into one neat package. Send it out over NeXT Mail, and recipients can double-click, sit back, and receive the presentation just as you would deliver it.

Conclusion

Concurrence is designed to help you prepare your presentations quickly and effectively, as well as deliver them with grace and aplomb. We hope you'll agree that our newest features and enhancements in 2.0 make the whole process easier and more pleasurable.

Moreover, as you use Concurrence, please send us your thoughts and comments. As with all Lighthouse Design applications, we've provided a Suggestion panel right in the application (it's under the Info menu) for just that purpose. We hope you'll use it. It's always nice to hear from friends.

If You Need More Help

Finally, if things just aren't working for you, try calling the people from whom you purchased Concurrence. They'll frequently have trained support staff. Check your receipt for their number.

And if they can't help, call Lighthouse Design. We'd be happy to give you a hand. You can send electronic mail to concurrence@lighthouse.com. To telephone in the United States, call 1-800-366-2279 (from other countries, +1-415-570-7736). You can also fax us at 1-415-570-7787.

Thanks for using Concurrence.

both are quite capable. Of course, you can use the outliner without ever thinking about slide shows, and vice versa.

Their true value, however, becomes most apparent when you use them together—when your outline blossoms into a slide show, or when your slide show is distilled down to an outline.

Concurrence is built to handle the two primary forms of presentation, outlines (often referred to as discussion agendas, meeting notes or briefs) and slide shows (overheads, viewgraphs, briefings or presentations).

Delivering Presentations

Most tools leave you to your own devices right at the point you need them most: after you've created the presentation, and need to deliver it.

Normally, you'd be content to print your masterpiece onto plain paper, staple it together and pass it out at the meeting. Maybe you'd create a few overheads along the way. But NEXTSTEP is changing all that, and making it easier than ever to prepare and deliver your work without ever leaving your office.

On-Screen Delivery

Concurrence adds a new dimension to the presentation process by empowering you with all that makes NEXTSTEP great—built-in support for voice, sound and graphics—allowing you to get your point across without even being there. Your NEXTSTEP computer can do the talking.

Also new in 2.0 is a “digital highlighter,” which, with a simple click of the ‘m’ button during on-screen slideshows, you can use to mark up and add emphasis to your presentation. Check out the controls for this in our extended Preferences panel, too.

Because of Display PostScript, Concurrence outlines and slide shows are just as happy on a monitor as they are on a printer, or a 35mm slide imager. And because most of the well-behaved NEXTSTEP applications display their wares in the same way, you can simply copy and paste the images they've created straight into Concurrence, and send them along to the service bureau, too.

in an orderly and coherent manner. Often times, just committing these thoughts to words is half the battle.

Concurrence supports that structure, and knows how to assist you in establishing and maintaining it. It does this in two ways, through *Outlines* and *Slide Shows*.

Outlining

Outlines are inherently structured documents. Concurrence's outliner is geared to create and modify outlines.

In version 2.0, you'll find we've added a wealth of new features to the outliner, such as page breaks, more flexible custom labeling, and a more intuitive mechanism for centralizing document formats.

And while they know a lot about structure, they also know that they the world is more than just topics and sub-topics. Thus, you have the option of including pictures and even files created in other applications within your Concurrence outline. If you have a spreadsheet to back up your topic in section A.1.1 of a legal brief, just drag it over and drop it in. When you e-mail it along to a client in Zurich, she can read your comments and double-click the file to see your data.

Slide Shows

Slide Shows (or briefings, foils, presentations or overheads) are a graphical way of looking at an outline. But just because you're looking at the problem with a more visual eye doesn't mean you want to give up the control and structural integrity the outliner offers.

So Concurrence's slide shows give you all the flexibility of outlines for structuring and creating your document, with the added features necessary to start thinking about more artistic issues.

In 2.0, we've added a wealth of new features for the slide show, including page numbering, continuation ("Cont'd.") and progressive disclosure ("build" slides), vastly improved graphics tools, better support for editing white and pale text, speaker notes, drag and drop master slides, and much more!

Combining the Two

The power of Concurrence's outlines and slide shows lies in their independence as much as their interdependence. As stand-alone tools,

Chapter 1

Welcome To Concurrence

Welcome to Concurrence 2.0, the second revision to Lighthouse Design, Ltd.'s best-selling presentation program.

What Are Presentations?

Presentations come in a variety of formats. The intent behind them, however, is typically more uniform: to communicate a compelling and coherent message.

Concurrence is built to help you get your point across in two ways. It gives you powerful, flexible tools for *preparing* your presentations. And in conjunction with NEXTSTEP's sound and mail capabilities, it's a powerful tool for *delivering* your message.

Preparing Presentations

Presentations, by their very nature, tend to be structured. To build consensus, you can't just communicate conclusions: you have to communicate assumptions, and build to your conclusion point by point