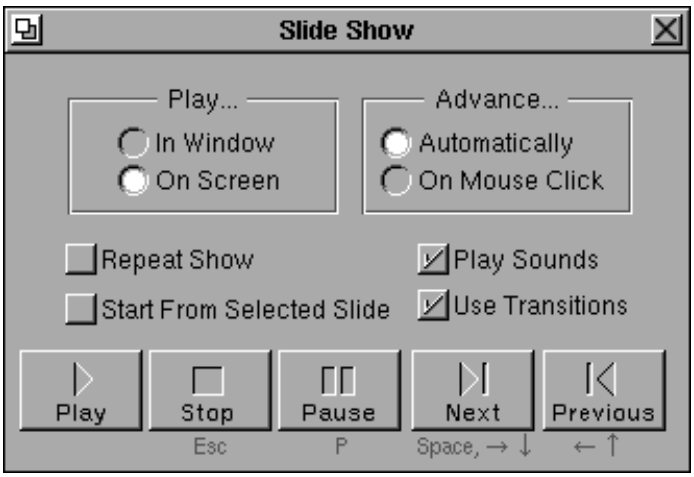
Along the way, you've learned many of the concepts of working with slides, including how to use master slides to control formats, and how to take over the screen and play a slide show.

If you need more help, or want more detail, look through the rest of this manual for a more in-depth discussion of these concepts.

You can send your document to a service bureau to have it produced on 35mm slides. Or you can use a computer as your medium, displaying your work in an on-line slide show. This last method will be described here.

1. **Click the Slide Show button** **at the bottom of the collection of slide tools on the left of the slide window.**

   This will raise the Slide Show panel, which provides the controls for on-screen slide shows. You can also select the Slide Show panel from the Slide Show sub-menu of the Tools menu.



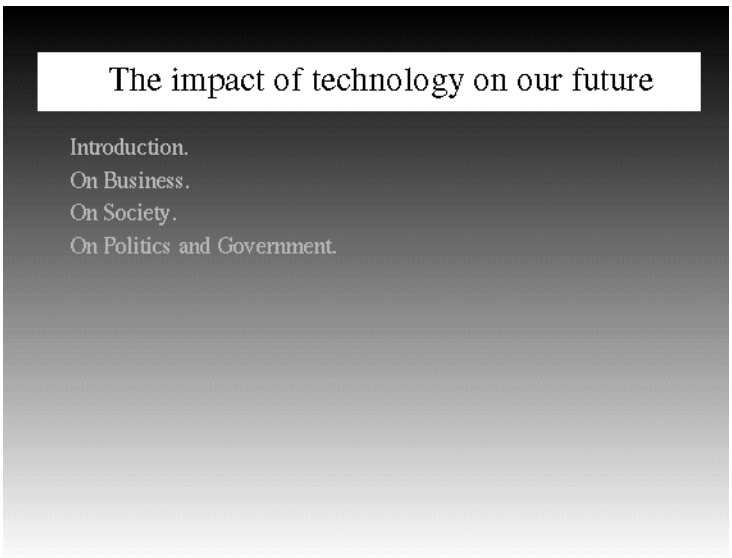
2. **Select the On Screen button in the Play section of the panel, then click the Play button, and watch what happens.**

   For more information on controlling and customizing an on-line presentation, please refer to Chapter 14, Playing a Slide Show.

Conclusion

In these two tutorial chapters, you've gotten an overview of the basics of working with Concurrence. You can make an outline, and from it design a slide show. It's important to realize that you don't have to start with an outline—it's by no means a requirement for creating a presentation, and is included more as a tool for brainstorming.

You will see that the slide in the slide sorter adopts the format of the new master.



This slide is now *tracking* our new master, rather than the original plain one. By tracking, we mean that changes made to the new master will be reflected in this slide.

You can now apply this master to as many other slides as you wish—just drag and drop it on slides you wish to track it. Whenever you subsequently change the master, the slides which track it will all be updated, automatically.

This, too, is a fundamental concept to Concurrence—master slides can save you a considerable amount of time by centralizing formatting tasks for a large collection of slides in one slide. You can, of course, add any variety of graphics, such as a company logo, to a master slide, so that it appears on each of the slides which track it.

For a more thorough discussion of master slides and tracking, please turn to Chapter 10.

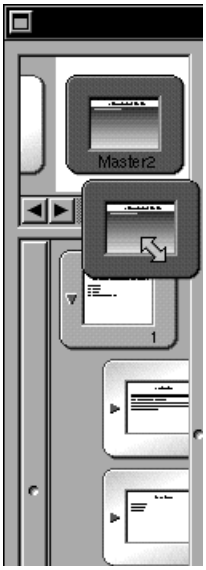
Playing A Slide Show

Finally, you've built your slides for a purpose—to show them in a presentation. You can print them to paper or to overhead transparencies.

Applying a master slide

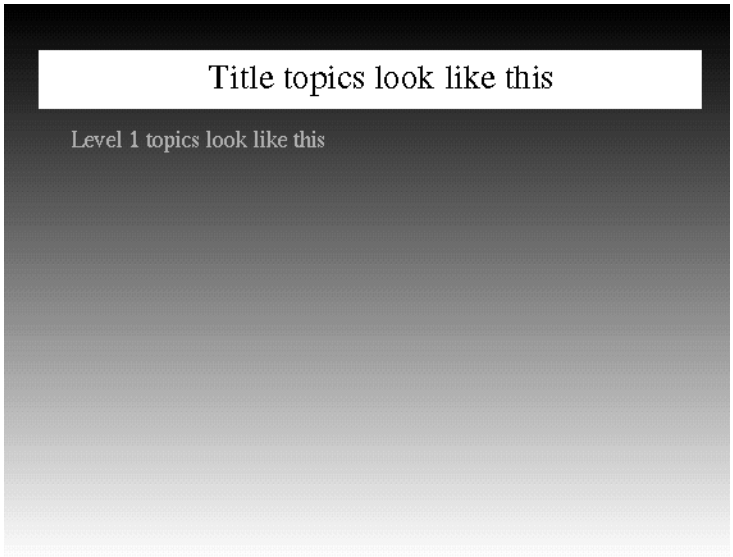
Applying a new master to a set of slides is as simple as a dragging and dropping—simply drag the new master from the master sorter over the slide or slides to which you would like it applied, and drop it.

1. Drag the new master slide from the master sorter over a slide in the slide sorter, and drop it on the first slide in your presentation.



8. **Now select the title box on the Master slide by clicking it, return to the Fill pop-up list and select Solid for its fill. In the resulting color well, feel free to place a color from the color panel.**

Your new master should look something like this:

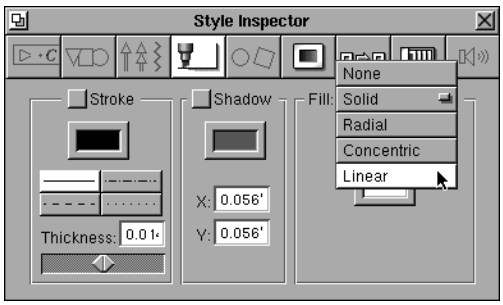


Again, feel free to experiment with the other settings on the Style Inspector, and note the resulting changes on selections in your new master.

Now that we have a new master, we'll need to apply it to a few slides.

That's all it takes to color text—just drag and drop colors onto selected topics or words, or into the text color well on the button ribbon.

3. **Using the Fill controls, at the rightmost portion of the inspector, choose Linear from the pop-up list.**



Notice that the fill, or background, of the master slide has changed to the setting you selected on the Inspector. Because no slides are currently tracking this new master, no changes will have occurred to the slides in your presentation.

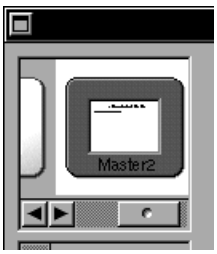
For a little variety, feel free to place a color in the color wells to create a gradient of your liking.

You can also use the style inspector to modify text color, and the appearance of the boxes which surround the body and title text.

4. **First, select the body box by clicking it, or any of the topics within it.**
5. **Then, select the first topic (which says "Level 1 topics look like this.").**
6. **Choose Colors... from the Tools menu to raise the Color Panel.**
7. **Drag and drop a bright green color (or bright white if you're on a grayscale monitor) from the Color Panel onto the selected topic.**

   Note that the topic adopts this color, and that the text color well on the button ribbon (on the upper right hand corner of the slide view) displays the current text color.

1. **Select the master slide (currently the only one for this document) by clicking it in the master sorter.**
2. **Press the Return key to create a new master.**



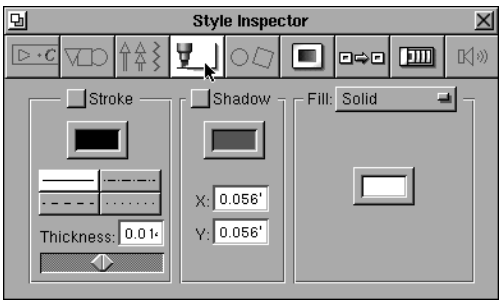
A new master appears in the master sorter. Because it's selected, its text shows up in the adjacent slide pane.

Modifying master slides

Let's experiment with this new master slide, and make a section heading page.

1. **With this master slide selected, click the Inspector button on the slide pane to raise the Inspector.**

2. **Choose the Style button from the row of available buttons.**



master sorter. As we'll see in a moment, you can create as many masters as you wish.

Moreover, as you learned in the first tutorial when dealing with master topics, we can very easily break from tracking a master if, for example, we want to diverge from its format. For now, however, let's return to looking at our one master, and how to add page numbering.

Adding page numbers to a master

Let's make a simple modification to the master by adding a page number to the bottom right corner.

1. **If the Token Palette is not visible, choose Raise Palettes from the Tools menu, or press the corresponding button on the button ribbon.**
2. **Drag the Page Number token from the Token Palette, and place it on your slide in its bottom right corner.**

   Note that it now displays a '#' symbol, in an uneditable but resizable box. You can freely reposition this box, or change its font and size, as

   well as add text to either side of the token within the text box (for example, you might add "Page: " before it).

   Return to the slide sorter, and click any of the minislides shown—note that the page number we placed on the master slide now appears sequentially on every slide.

   By placing a token on the master slide, we've made a change which applies to all slides which track that master. In this case, all slides track the one and only master slide in the master sorter.

Multiple master slides

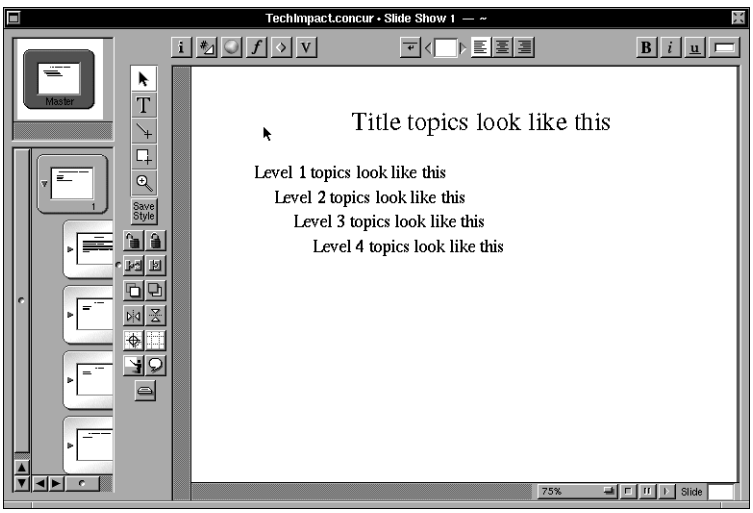
You can, of course, have more than one master slide per view. Imagine you might have one master for the flashy introductory slides with which you begin your presentations, and another master for presenting hard, cold facts and data. Let's go ahead and create a new master, different from our first, and make a few of our slides track this new master.

currently. Remember that the *master sorter* is in the top left hand corner of the slide view.

You should have one minislide in the master sorter for your slide view.

1. Select it by clicking it.

You will see its contents appear in the slide pane to the right.



Note that its attributes—a plain white background, with the title and body text shown in the Times Roman font—are the same as those used by every slide in our current presentation

Because there is only one master, every slide in our presentation tracks it. This is an important concept to understand—every slide in our presentation must track, to a certain degree, one of the masters in the

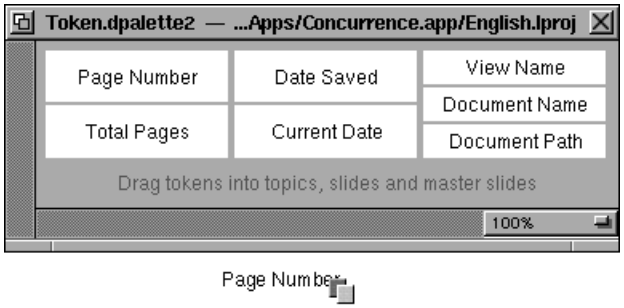
Adding page numbers

Adding page numbers is similar to adding graphics—from the Token palette, drag and drop elements you wish to use on your slides into your presentation.

1. **If the Token Palette is not visible, choose Raise Palettes from the Tools menu, or press the corresponding button** **on the button ribbon.**

As you'll see, tokens added from the Token Palette are uneditable, although you can change their formatting (font, alignment, etc.) and position.

2. **Drag the Page Number token from the token palette, and drop it on your slide.**



   Note that it now displays the current page number of the slide on which it's placed.

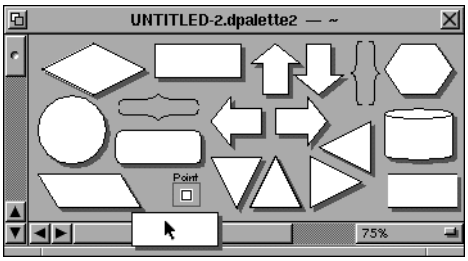
Rather than adding these tokens to every slide, however, it would be better for us to place them on just one slide, a *master slide*, and have them appear automatically throughout our presentation.

Let's now turn our attention to master slides, and how they can save time and energy when formatting presentations.

Master Slides

Master slides can control the formatting for all slides in your presentation. The formatting of the master slide is reflected on every slide that *tracks* it. We'll show you how to reformat and create new master slides in a moment, but first, let's take a quick look at the one that exists

4. Drag a rectangle from the palette onto the slide's body.



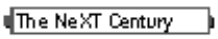
Note first that these two methods of adding graphics to your presentation, using the tools on the button ribbon or the drag and drop drawing palette, are essentially identical.

Secondly, note that when you've placed a drawing element on the slide pane, a miniaturized version of the same also appears on the corresponding minislide in the slide sorter—any modification you make to the slide will be reproduced (where possible) in miniature on the minislide in the slide sorter. These minislides offer visual cues to assist you in identifying the different slides in your presentation.

Next, let's look at adding text.

5. Click the free text icon on the button ribbon T, and click anywhere in the slide.

6. Once the blinking I-beam appears, type "The NeXT Century." and press enter to end editing.

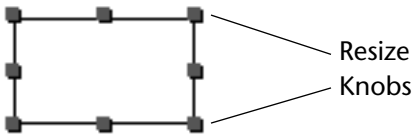


This text is now like any other text in Concurrence, in that you can select it, copy and paste it, change its font and alignment, etc. The only significant difference is that it does not appear in the outline—such "free" text will only appear where you put it on the slide—it's independent of the hierarchy of the document and won't be found in any other views. You can also drag free text anywhere on a slide—it appears independent of any constraint or structure.

Free text is often useful for adding clarification or an explanation of an idea that does not naturally fit into Concurrence's hierarchical text, or for annotating a drawing or diagram in your presentation.

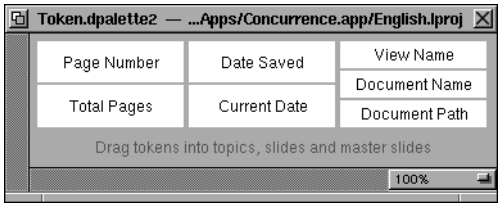
1. **Click the symbol tool on the button ribbon.**

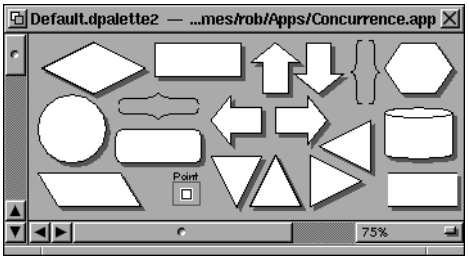
2. **Click and drag in your document to draw a rectangle. Release the mouse when you are finished drawing the shape.**



Note that the symbol's *resize knobs* are visible, and that it may be resized and repositioned freely by simple clicking and dragging.

3. **Click the Raise Palettes button** **on the button ribbon to view Concurrence's drag and drop drawing palette, or choose Raise Palettes from the Tools menu.**





Note that this raises two palettes—one containing drawing symbols (shown above right), such as squares, circles, diamonds, etc., and the other containing the standard array of tokens available for displaying page numbers, dates, etc. (shown above left).

We'll look into page numbering and using tokens in a moment. For now, let's explore graphics more fully.

bullets or topic labels. Notice how concepts of expand/collapse, drag and drop topic reordering and customizable labels are identical when dealing with topics in both the outline and slide show views of a document.

If you feel it necessary, feel free to return to the first chapter of this tutorial for a quick refresher in selecting and modifying topics before proceeding.

Editing Slides

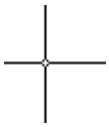
A slide doesn't have to be a stark pair of boxes and text. You can easily turn on lines around the text boxes, change the slide's background, or add a drawing of, for example, an org chart of business process. You can also copy and paste images and text from other applications into Concurrence, as well as drag and drop images from the Workspace onto your slides and master slides. First, let's take a look at using Concurrence's drawing tools.

Using Graphics and Tokens

You can add graphic symbols, lines, and free text to your slides in one of two ways: using Concurrence's drag and drop palette of drawing symbols, or by using the point and click slide tools on the button ribbon. Let's look at these one at a time.

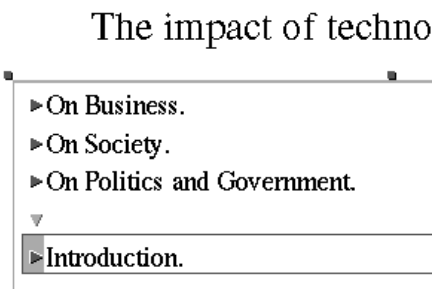
The slide tools immediately accessible to you are located on the tool bar on the top left portion of the slide view.

2. Notice the insertion marker jumping from point to point.



This insertion marker indicates where your slide will be placed if you release the mouse. When you release the mouse, notice that slide #2 has now become slide #6, and the other slides have also been reordered.

3. Click the first minislide to view it in the slide pane.



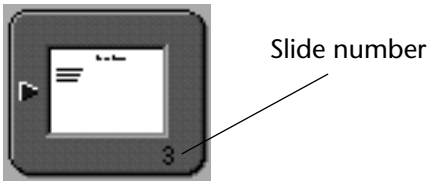
Just as the slide you moved is last in the sorter, “Introduction” is now the last topic in this slide's body box, appearing after the blank topic we added previously. When you move a slide in the sorter, you move its topic in the document's hierarchy. Every other view of this document, whether a slide view or an outline view, will reflect this change.

That’s all it takes to reorder the slides in your presentation—just click drag to rearrange them in the slide sorter.

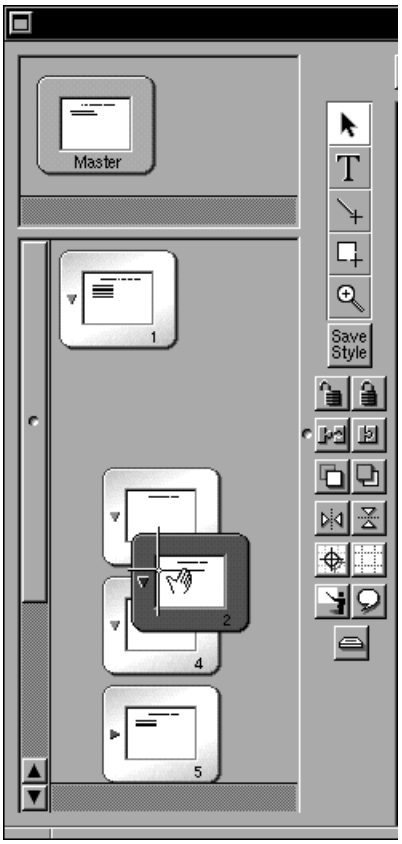
Topic Styles and Labels

The skills you learned in the first chapter of this tutorial, in applying styles and labels to a Concurrence outline and the topics within it, are reusable in Concurrence’s slide shows. Rather than spend a lot of time repeating these lessons, try selecting topics or the text within them to make style changes, and using the Inspector panel to add or modify

You can reorder the slides in your presentation by simply dragging and dropping these minislides, much like you reordered the topics in your outline by dragging and dropping them.

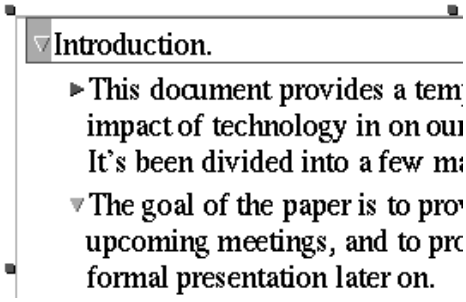


1. Drag the minislide 2 (titled “Introduction”) to the bottom of the slide sorter. .



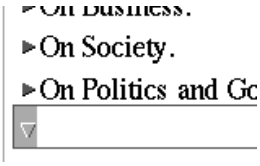
Notice that you can click-drag any part of the minislide to reorder the slides in the slide sorter.

3. **Expand the first topic, "Introduction," by double-clicking its handle.**



You'll see that it has two children, "This document provides…," and "The goal of the paper…" The behavior of these topics and the text within them should be familiar to you from the first tutorial.

4. **Now select the last topic, "On Politics and Government," and press the Return key to create a new topic.**



Notice that as soon as you created the new topic, a new minislide appeared in the slide sorter. Again, remember that a slide's children can appear both as the topics in its body box, and as child minislides in the sorter.

Sorting slides in the slide sorter

Each minislide displays a *slide number*, shown on its lower right corner. Note: child slides might be partially obscured by the vertical splitter in the slide show window—to move the splitter, click the dimple to the right of the slide sorter, and drag to the right

positioning is analogous to the indentation in an outline—the slides indented beneath and to the right of the original slide are its children.

Notice that the top minislide's handle points down now. Just as with a topic in an outline, this type of handle indicates that the slide is expanded and its children are visible.

Topics and Slides

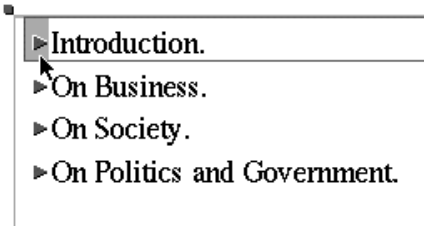
There are four lines of text in the large box on the currently displayed slide, and four newly-exposed child minislides. This is no coincidence—each line of text in the slide's body box is a topic, and a child of the slide's title topic. The four child slides you exposed by expanding the first minislide correspond to the body topics you're looking at now.

1. **Browse through the slides in the slide sorter by clicking the minislides one after the other.**

   Each time you select a minislide in the sorter, the full slide appears in the slide pane to the right. Notice that a selected minislide appears dark blue—or dark gray on a black and white monitor.

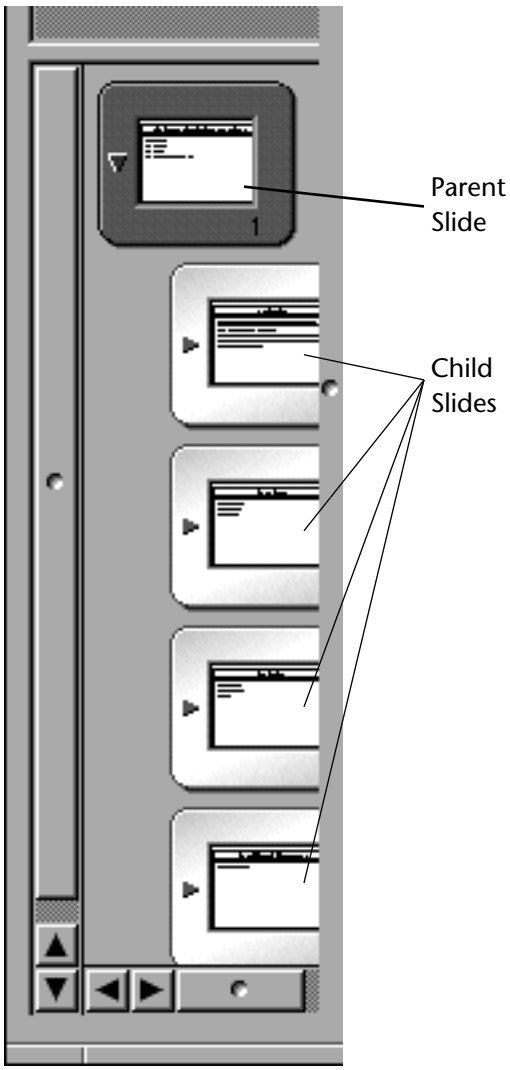
The sorter isn't the only aspect of the slide view that works like an outline:

1. **Select the first slide in the slide sorter by clicking its minislide.**
2. **Click the first topic in the slide pane ("Introduction").**



Notice that handles appear in front of all the topics in the box. You can now edit these topics just as in an outline window, and apply formatting and labels through the Inspector, as described in the previous chapter.

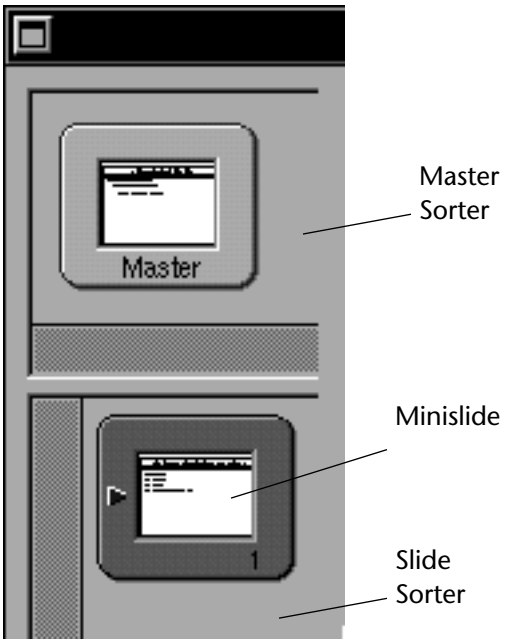
1. **Select the minislide by clicking it and choose the Expand command from the Slides menu (or double-click the minislide).**



Four minislides—all children of the first minislide—appear below and indented to the right of the slide you expanded. This hierarchical

Expanding Minislides

As noted above, there are two gray panes on the left of a slide view window. The lower, taller one is the slide sorter, which contains miniature depictions, or *minislides*, of the slides in your presentation.



There should be one minislide in the slide sorter of the view you're working with. Looking at it, you'll see a familiar triangular symbol: minislides, like topics, have *handles* that indicate whether they are expanded or collapsed. The handle in this minislide is pointing to the right, indicating that it is collapsed.

The Connection Between Slides And Outlines

Much of what you learned in the last chapter about outline views is true of slide views as well. Because a slide show view is just another view of a document, changes that you make to a slide show are immediately reflected in all other views of your document. Techniques for expanding, collapsing, and rearranging topics are the same with slides as in outlines.

A slide is available for each topic in an outline document. The topic that corresponds to a slide is displayed as its title. The slide you're looking at has the title “The impact of technology on our future.” You should notice that this is the same as the first topic of the outline you opened.

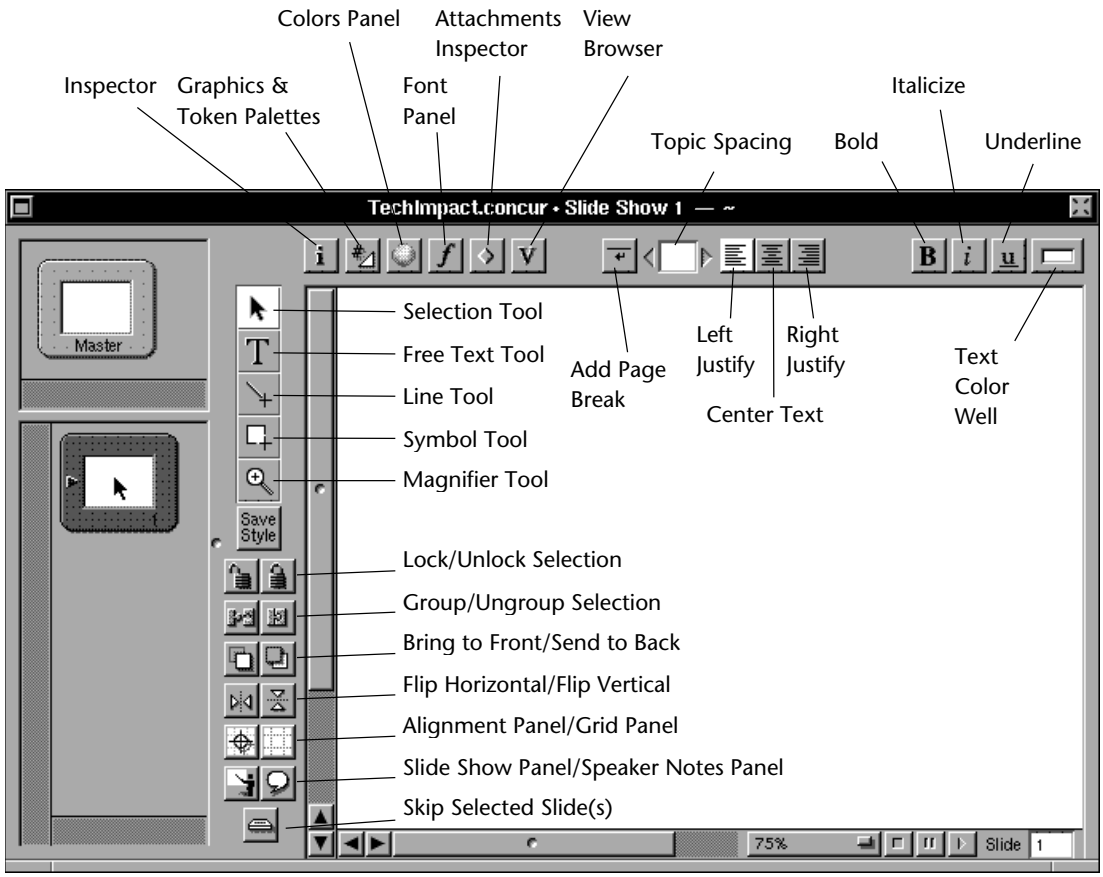
1. **Select the word “technology” by double-clicking it and type “wizardry.”**

   Now look back at the outline view window. You should see that the word “wizardry” appeared in the outline's first topic, letter by letter, as you typed it into the slide view.

2. **Now, back in the slide view, select the word “future” by double-clicking it, and choose Italic from the Font submenu of the Format menu (or type Command-i).**

   “Future” is now italicized in your slide view, but it hasn't changed in the outline view—cosmetic formatting changes, like italicizing text, only apply to the view you’re working with. Structural changes (like typing text, or moving a topic) apply to all of a document's views.

Finally, the buttons surrounding the slide pane provide push-button equivalents to menu items also accessible through Concurrence's menus. These buttons are labeled below:



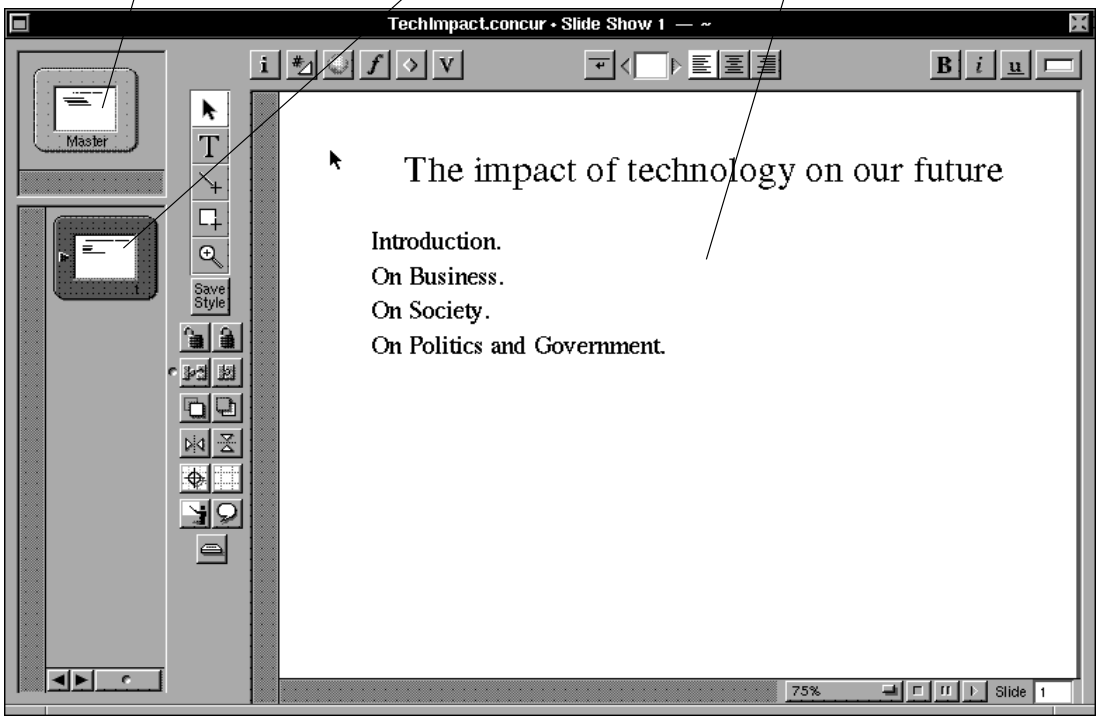
5. When the View Browser appears, click the New Slide Show button.

A Slide Show window appears. Let's look around the window to see what's available.

Master Sorter
Create master slides here, to centralize the formatting of the slides in your presentation.

Slide Sorter
Navigate through and rearrange the order of your slides here.

Slide Pane
Edit slides here.



The large white region on the right is the slide view's *slide pane*, where you view and edit the slides in a presentation. The slide pane is broken down into a *title box*, where the title of the slide is displayed, and a *body box*, where the body of the slide is displayed

On its left are two gray panes, the *Master Sorter*, where master slides are stored, and a *Slide Sorter*, where your slides are stored. These sorters display miniature versions of the slides and master slides in your presentation. More on these in a moment.

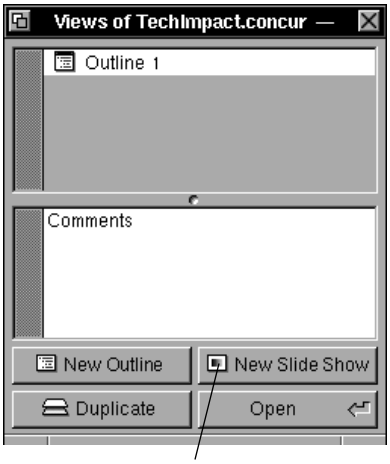
2. **Choose the Samples command from Concurrence's Info menu.**

   This will open a window in your Workspace showing all of Concurrence's sample documents. One of the documents visible in this window is named "TechImpact.concur."

3. **Select this document and choose Open from the Workspace's File menu, or double-click to open it.**

   You should see the "Impact of Technology" outline.

4. **To see the list of views for this document, look at the View Browser. If it's not open, choose View Browser from the Views menu, or click the V button on the button ribbon.**



Click here to create a new slide view.

Note that this document has only one view, an outline, entitled "Outline 1."

Chapter 3

Building A Slide Show

The lessons in this chapter build on the skills you learned in Chapter 2, and focus on the basics of creating a slide presentation. Please make sure you've read Chapter 2 before proceeding.

Creating A Slide View

You can, if you wish, create a slide presentation from an existing outline. Often, you'll use outlines as a way to "brainstorm" ideas. Here you'll use the "Impact of Technology" sample outline from the previous chapter. As we'll see, you don't have to retype a thing—outlines and slides are linked.

1. If Concurrence isn't already running, find its icon and double-click it.