Manual

SoftMaker FreeOffice 2024

Presentations

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Welcome!

Welcome to Presentations! You have acquired a presentation graphics program that combines user-friendliness with a practical scope of features and high compatibility with common programs!

You can use Presentations to quickly create impressive and informative presentations. From two-slide presentations to dynamic multimedia slide shows, Presentations provides easy-to-use tools that enable you to produce professional presentations.

Presentations is also highly compatible with Microsoft PowerPoint. You can easily reuse existing PowerPoint presentations and can always open, edit and save presentations which you receive in PowerPoint format from colleagues, customers or friends.

> **Note:** This manual was written in order to describe how to use the program via the new **ribbon user interface**. A description of its use via **classic menus with toolbars** can only be found in older manuals.

> **Tip**: A table in the appendix shows you which ribbon command corresponds to which menu command: Ribbon commands and corresponding menu commands

> Some features have been disabled in **SoftMaker FreeOffice** (the free version of SoftMaker Office). These features are indicated by a red box like this one in the manual.

Some features of Presentations

- Available for **Windows**, **Mac**, **Linux, Android** and **iOS**

- Well-designed, ergonomic **user interface** – either with a modern "ribbon" or classic menus with toolbars

- Ability to insert **pictures**, **movies**, **sounds** and **drawings** directly into a slide

- **Animated objects** and numerous versions of attractive **slide transitions** ensure that interesting presentations can be created.

- Many attractive **design templates** are included to enable you to quickly find an appealing design for your slide show and thus save time.

- Wide range of functions for **text formatting**

- Integrated **outline view** for structuring your thoughts before and during slide shows

- The practical **mini sorter** enables you to always maintain an overview of your slides even for extensive slide shows.

- **Document scanning** – scanning via WIA is also supported in addition to TWAIN

- Save your slide shows in **PowerPoint format** or export slides as image files.

- Print **handout sheets** (a printed version of the slide show) for your audience.

  ... and much more!

Presentations is being developed continually. If, when working, you discover the need for a feature that is not yet available or if you have any other suggestions, please contact us as we want Presentations to meet the needs of users!

Additional features in SoftMaker Office Professional and NX Universal

The even more powerful **SoftMaker Office Professional** and **SoftMaker Office NX Universal** include an advanced version of Presentations which offers the following additional features:

- **Compress pictures** compresses inserted pictures to reduce the size of the file

- **QR code/Barcode** – generate your own QR codes or linear barcodes

Android version and iOS version: Unlock locked commands

Presentations is also available for Android and iOS devices and contains virtually all features of the Windows version.

Some commands are locked in the Android/iOS version (recognizable by the lock in the command icon), but they can be unlocked if necessary.

To unlock the commands, click on the command icon. The program opens a dialog box with the following options: Users of **SoftMaker Office NX Home** and **NX Universal** can use their product key to unlock commands. Users of other versions have the option of unlocking the features via Google Play/Apple App Store (subject to a fee).

Technical support

If you have any questions, our technical support team will be happy to assist you. You can reach us as follows:

Website

Our website provides the latest program updates, tips and tricks, free downloads and much more.

For more information, see: www.softmaker.com

Support forums

In our support forums, you can ask our technical support team any technical questions you may have, while also communicating with other users.

These forums can be found at: forum.softmaker.com

Inquiries to our support team

If you have any problems with our software, we will happily assist you.

You can post your questions here: www.softmaker.com/en/support/customer-support

About this manual

Presentations has a wide variety of functions – but don't worry: you don't have to master all of them! While you're getting started, just use those you need. If you would like to make use of Presentations' more advanced functions at a later stage, you can review the appropriate pages in the manual.

This manual is structured as follows:

▪ The chapter **Installation and program startup** deals with the installation of Presentations. You also learn how to start the program.

▪ The chapter **Basics** provides information on Presentations' user interface and its basic functions and concepts. It is ideal for beginners!

▪ The chapter **The Presentations Tour** deals with the subject of "Creating a simple presentation" in tutorial form and shows you how to use Presentations by means of some practical examples.

▪ The chapter **Working with selections** and the following chapters are the reference part of this manual. These chapters are organized by topic and provide a detailed description of all functions of Presentations.

System requirements

In order to run this software, you require the following hardware and software:

Windows version

▪ Windows 11, 10, 8 or 7 (32-bit or 64-bit)

Mac version

▪ macOS as of version 10.14 (Mojave)
▪ Intel or ARM-based CPU

Linux version

▪ Any x86 Linux (64-bit)

Android version

▪ Android 9.0 or higher
▪ ARM-compatible CPU (32-bit or 64-bit)

iOS version

▪ iOS 14.0 or higher

Installation and program startup

This chapter provides information on installing and starting Presentations.

It is divided by operating system into the following sections:

- [Installing on Windows](#)
- [Installing on macOS](#)
- [Installing on Linux](#)
- [Installing on Android devices](#)
- [Installing on iOS devices](#)

Please read the section for your operating system.

Installing on Windows

Download

If you obtained the software by *downloading* it from our website, you will find installation instructions in the e-mail that you automatically received after purchasing the software.

CD-ROM

If you obtained the software on a *CD-ROM*, please start the installation program provided in the root folder of the CD. Then follow the installation program's instructions to install the software.

Starting the programs

To start the installed programs, use the **Start** menu (the button with the Windows logo) in the lower left corner of the screen. You will find your SoftMaker Office applications in a sub-folder called **SoftMaker Office**.

Installing on macOS

You will find information on installing the software in the e-mail that you automatically received after purchasing it.

Is an error message displayed when you start the installation program?

Depending on your system settings, the following error message may be displayed when you try to start the installation program:
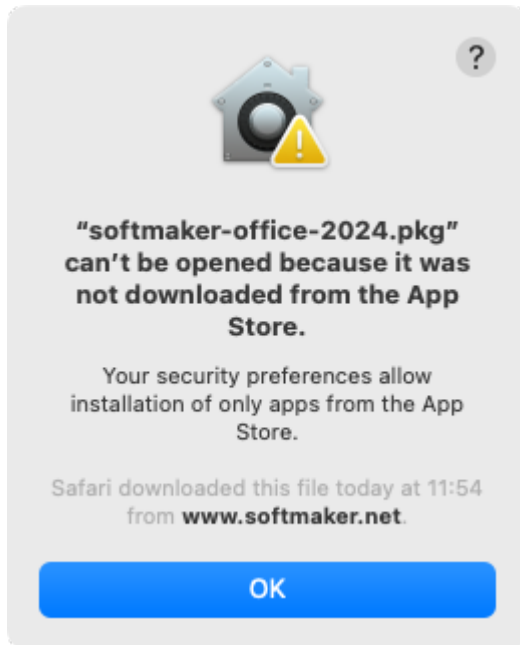
This occurs when your system's security settings specify that only programs that have been downloaded from the App Store may be run.

Clicking on the question mark in the upper right corner of the message reveals how you can still run the installation program. You then see a help window in which the following procedure is recommended:

1. Close the error message.
2. Hold down the **Ctrl** key and click on the installation program.
3. A context menu is displayed. Choose the command **Open**.
4. You then see a message which asks you if you really want to open the program. Confirm this by clicking on the **Open** button.

The installation program will now start.

Starting the programs

After the installation is complete, icons for each of the installed programs will be displayed in both the Launchpad and the Dock at the bottom of the screen. To start one of the programs, simply click on its icon.

Installing on Linux

You will find information on installing the software in the e-mail that you automatically received after purchasing it.

Starting the programs

In most Linux distributions, the installation program automatically creates shortcut icons for all SoftMaker Office applications in the menu. To start any of the applications, click on the corresponding icon.

Alternatively, the following scripts are available for starting the programs:

- **textmaker24free** starts TextMaker.
- **planmaker24free** starts PlanMaker.
- **presentations24free** starts Presentations.

You can execute these scripts in a shell, for example.

Installing on Android devices

If you download an application to your Android device via the **Google Play Store**, you don't need to do anything, as the application will be automatically installed immediately after downloading it.

Installing on iOS devices

If you download an application to your iOS device via the **Apple App Store**, you don't need to do anything, as the application will be automatically installed immediately after downloading it.

Basics

This chapter gives you a brief description of Presentations' application window and its basic functions and concepts. It is divided into the following sections:

- **Application window**

  Description of the most important elements of the Presentations user interface

- **Concepts**

  Description of Presentations' basic operating concepts, such as working with *slides*, *objects*, *slide designs*, *layouts*, *color schemes* and *text*.

- **File operations**

  Description of important file operations, such as opening, saving or printing presentations

We recommend that you also read the chapter The Presentations tour. It shows you step by step how to create and design a simple presentation.

Application window

The following pages contain an introduction to the individual components of the Presentations user interface, both for the *ribbon interface* and for the *classic menu interface*.

In all other chapters, this manual is designed for the user interface with the **ribbon**.

If you would like to continue working with the **classic menu interface**, a table in the appendix shows you which ribbon command corresponds to which menu command: Ribbon commands and corresponding menu commands.

> **Tip:** You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu). On the **Appearance** tab, click on the **User interface** button.

> **Alternatively:** Right-click on a free space in the ribbon or toolbar, and choose **User interface**.

Program window with the "Ribbon" user interface
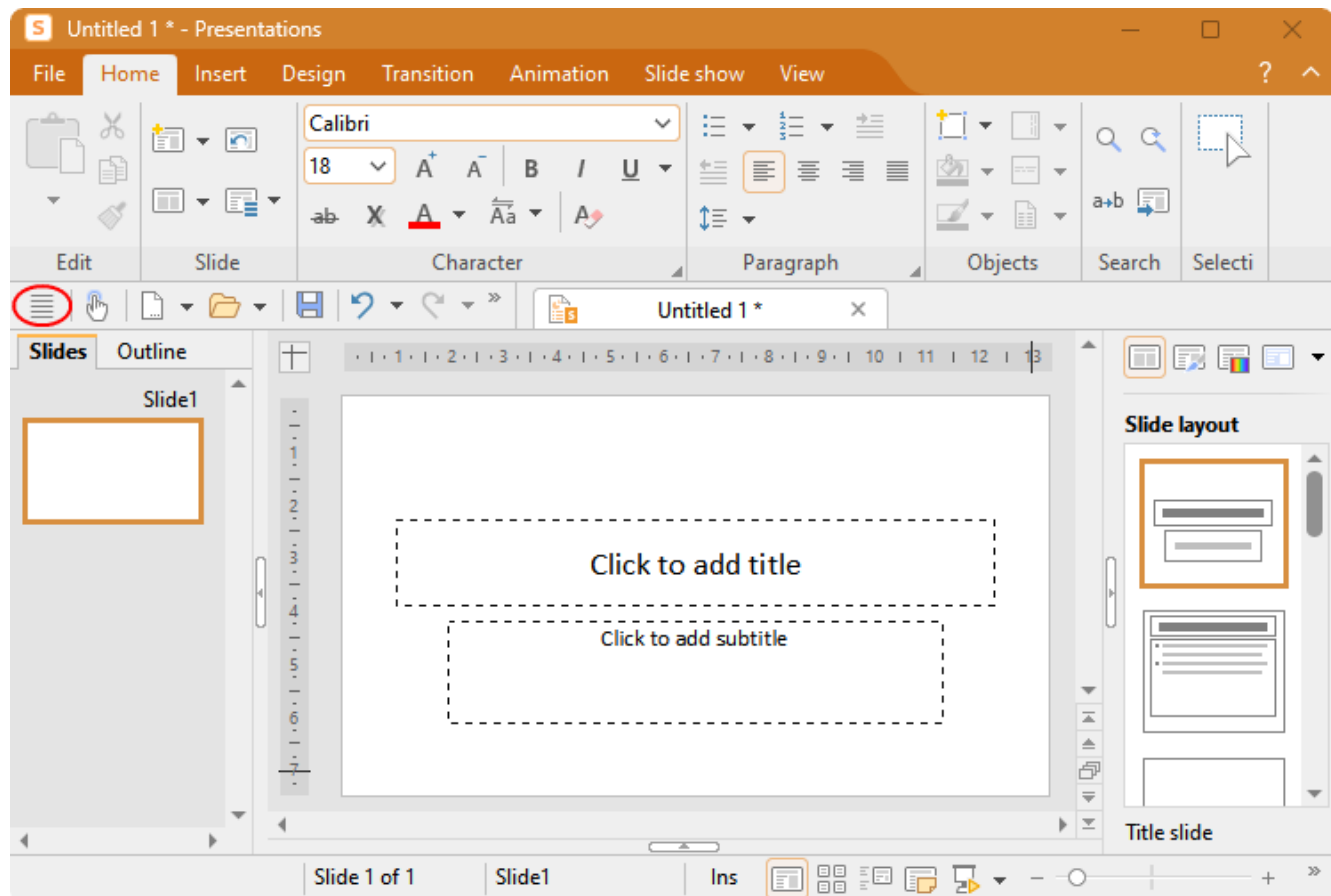
Presentations with the "Ribbon" user interface (Windows version)

Tip: Even when using the ribbon user interface, the classic menu commands are always accessible in the ribbon view. To access them, use the "hamburger menu" (the icon ☰ to the left of the Quick access toolbar, highlighted in red). There, you will find all familiar menu commands from the classic menu user interface.

Program window with the "classic menus" user interface
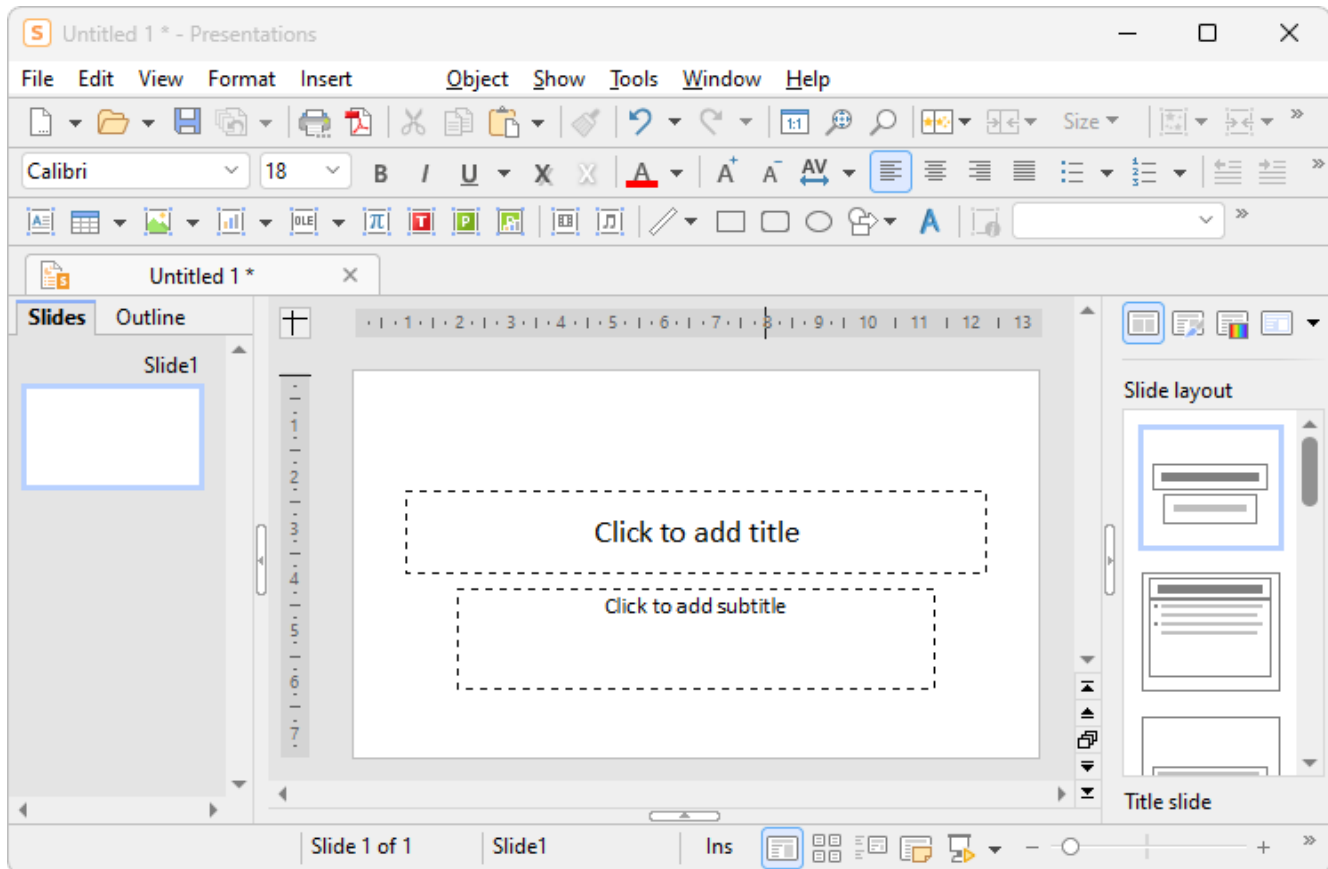
Presentations with the "classic menus" user interface (Windows version)

Note: Most of the illustrations in this manual were produced with the **Windows** version of Presentations. On other operating systems, some of the controls look slightly different, but their functionality is the same.

Title bar

In the top line of the program, you will find the *title bar*.

This displays the program name and the name of the document that you are currently editing.

If the document contains changes that have not yet been saved, an asterisk is displayed after its name.

User interface: Ribbon

If, in the settings, you have selected that you would prefer to use the *Ribbon* interface instead of *Classic menus*, the upper area of the program window will look like this on your device:
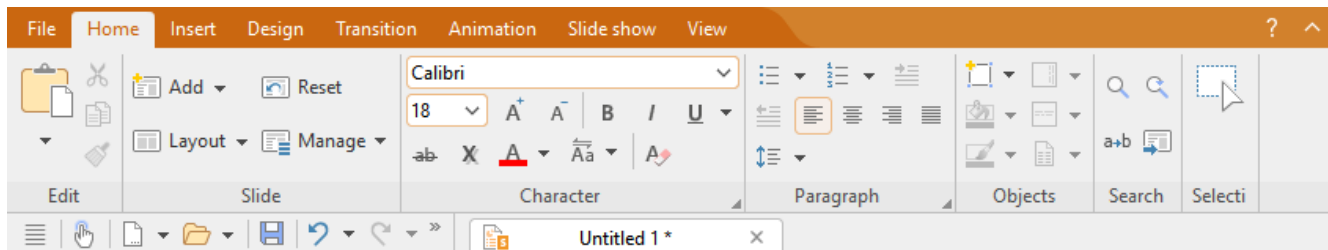
The "Ribbon" and the Quick access toolbar (below)

Ribbon

Ribbons are a modern type of user interface that combines menus and toolbars to simplify the use of the software.

As you can see, the ribbon has several tabs whose tab headers are displayed at the top: **File**, **Home**, **Insert**, etc. Each of these "ribbon tabs" contains logically combined groups (for example, on the ribbon tab **Home**: *Edit, Slide, Character*, etc.) with related commands for a certain task area.

To switch to another ribbon tab, click on its tab header.

> *Tip:* You can also switch between the ribbon tabs with a shortcut key: Use **Ctrl+F12** to switch to the next tab and **Ctrl+Shift+F12** to switch to the previous tab. You can also scroll with the middle mouse wheel while pointing to the top bar with the tabs.

Each icon represents a specific command. If you click on it, the corresponding command is chosen. In the group **Character** on the ribbon tab **Home**, for example, you will find commands for formatting texts, such as font, bold, italics, etc., which you can both read and change.

If you select a section of text beforehand, formatting changes will affect only the selected text. Otherwise, the text that you subsequently type will be affected.

To choose a different font, for example, click on the small arrow to the right of the font name to open the list, and then choose a font.

Other icons are switches that you can enable or disable by clicking on them – for example, the **B** for bold.

There are also split buttons, where you can either click on the icon to directly apply the displayed command or use the corresponding small arrow to the right of the icon to open its menu. This is the case, for example, when choosing the font color.

> *Tip:* If you hover the mouse cursor over an icon (without clicking), the program will display a text box called a "tooltip", which describes the icon's function. This requires Show tooltips to have been enabled in the settings.

The group arrows ◢ in the bottom right corner of each command group indicate that there are other options and commands available for that group. Simply click on this arrow to open the dialog box belonging to the group, where you can make further settings.

The Quick access toolbar

The *Quick access toolbar* is displayed below the ribbon. It provides a choice of frequently used commands.
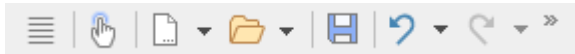
- **Touch mode**

  If you enable this button, all icons in the ribbon will be slightly enlarged. This is useful when operating the software with your finger (for example, on a tablet).

- **Create a new document**

  This button opens a new document. For more information, see Starting a new presentation.

- **Open an existing document**

  This button opens an existing document. For more information, see Opening a presentation.

- **Save the current document**

  This button saves the document that is open in the current window. For more information, see Saving a presentation.

- **Undo**

  This button undoes the last change made to the current document. You can also choose this command several times in succession to undo the last x changes. For more information, see When something goes wrong.

- **Redo**

  This button restores the last undone change(s). For more information, see When something goes wrong.

To the right of the Quick access toolbar, there is a double arrow » . You can use its menu to add/remove common buttons directly from the Quick access toolbar. You can also change the position of the Quick access toolbar here and add additional icons via the command **Customize** (for Quick access toolbar and ribbon, see below).

To the left of the Quick access toolbar, you will find the **"hamburger-menu"** ☰ . Even if you have selected the "ribbon" as the user interface, the "hamburger menu" is still available in the Quick access toolbar in case you would like to access the menu commands of the classic menu.

Creating your own ribbon and Quick access toolbar

You can change the *ribbon* and the *Quick access toolbar* at will and add additional icons. To do so, either choose **File | Customize** in the ribbon or right-click on a free space in the ribbon. In the menu that is then displayed, you will find the entries *Customize ribbon* or *Customize Quick access toolbar* to open a corresponding dialog box.

You can also hide the ribbon display completely (*Minimize ribbon*) or change the position of the Quick access toolbar.

For more information, see Customizing the ribbon.

User interface: Classic menus

If, in the settings, you have selected that you would prefer to use *Classic menus* instead of the *Ribbon* interface, the upper area of the program window will look like this on your device:
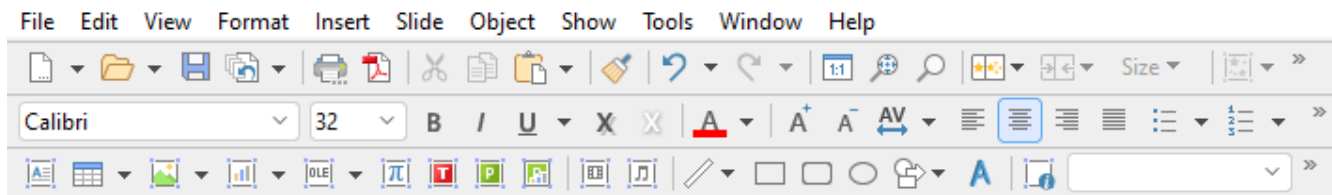
Classic menus with toolbars

Menu bar

The *Menu bar* is found directly under the title bar.
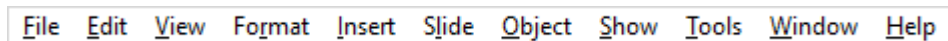
It contains all of Presentations' commands in the form of clearly arranged *menus*. Click on a menu item to open a menu and choose a command.

Standard toolbar

The *Standard toolbar* is displayed below the menu bar. It contains icons for Presentations' most frequently used commands.

Toolbars such as the Standard toolbar enable quick access to the functions of a program. Each icon represents a specific command. If you click on it, the corresponding command is chosen.

> *Tip:* If you hover the mouse cursor over an icon (without clicking), the program will display a tooltip that describes the icon's function. This requires Show tooltips to have been enabled in the settings.

Formatting toolbar

The *Formatting toolbar* can be found below the toolbar. You can use it to both read and change the most common text formatting (font, bold, italics, etc.).

If you select a section of text beforehand, formatting changes will affect only the selected text. Otherwise, the text that you subsequently type will be affected.

To choose a different font, for example, click on the small arrow to the right of the font name to open the list, and then choose a font.

Other icons in the Formatting toolbar are switches that you can enable and disable by clicking on them – for example, the **B** for bold.

There are also split buttons, where you can either click on the icon to immediately apply the displayed command or use the corresponding small arrow to the right of the icon to open its menu. This is the case, for example, when choosing the font color.

Object toolbar

The *Object toolbar* can be found below the Formatting toolbar.

This toolbar contains icons for inserting different types of objects into your presentation.

You can read more about objects and how to use them in Working with objects.

Additional toolbars

There are additional toolbars in Presentations that you can enable and disable as you choose. To do so, either choose the menu command **View > Toolbars** or *right-click* on one of the displayed toolbars. You then see a menu in which you can select toolbars that you would like to have displayed.

Customizing toolbars

You can customize the default toolbars to your liking and even create your own toolbars. For more information, see Customizing toolbars.

User interface on Android/iOS

In addition to the *ribbon* and *classic menus* user interfaces, the Android/iOS version provides another option: the *toolbars* user interface.

The **toolbars** interface is designed in a manner that makes it easier to use Presentations on smartphones and tablets. It constitutes a mixed form of the functionalities of ribbon and classic menus. On smartphones, Presentations is started by default with this **toolbars** interface the first time you open it, while it is opened by default with the **ribbon** interface on tablets.

To switch the interface, choose the command **File | Options** in the ribbon interface or choose **Tools > Options** in the classic menu interface. In the following dialog box, the **Appearance** tab contains the dropdown list **User interface**. Here, you can choose between toolbars, ribbon or classic menus with different colors.

Tip 1: In the *toolbars* interface, you reach this dialog box by opening the "hamburger menu" ≡ to the left of the toolbar and choosing the command **Tools > Options**.

Tip 2: The hamburger menu also contains all other menu commands of the classic menu interface.

Using the "toolbars" user interface

The **toolbars** user interface contains a bar with icons at the bottom of the program window, and each icon represents a group of commands. If you click on a group icon, another bar opens with the corresponding group commands.

Behind the **File** group icon 🗁, for example, you will find the commands *Open document*, *Save document*, *Print document*, etc. To hide the displayed bar with the commands, simply click on the group icon again.

By default, the toolbar contains the following groups:

Group	Commands (among others)
🗁 **File**	Open document, Save document, Print document, etc.
Edit	Undo, Format painter, Copy & Paste, Search, etc.
A **Character**	Font, Font size, Font color, Text styles (bold, italics, etc.)
Paragraph	Paragraph alignment, Bulleted lists, etc.
Insert	Objects (picture, table, text frame, AutoShape, etc.), Hyperlinks
Edit objects	Border lines, Color, Align objects
Slide	Add, Slide layout, Slide design, Page setup, etc.
★ **Animations**	Insert and edit transitions/animations
View	Start slide show, Slide navigation, Ruler, Sidebar, etc.

"Keyboard" button

In **Options** ⚙, the **System** tab contains an option **Show/hide keyboard automatically**. Once this setting is enabled, it automatically opens the on-screen keyboard when you type something into the document.

If you disable the option, this behavior is suppressed and a freely movable **Keyboard** button 🔘 is displayed instead on the document. If you click on the button, the keyboard is shown. By clicking on the button again, you hide the keyboard.

Note: This setting is possible in any user interface for smartphones and tablets. For *tablets*, the Keyboard button is only freely movable on the document in the **toolbars** interface if you disable the above option. In the **ribbon** and **classic menus** interfaces, the Keyboard button is displayed instead in a fixed manner in the upper left area of the command bar.

Changing input mode

Presentations supports the use of certain input modes of Android/iOS devices.

- **Android**

  The command **Input method** enables you to switch to a different keyboard mode on an Android device. Presentations accesses the on-screen keyboard settings of your Android device for this purpose.

  In the classic menus interface, you change the mode with the menu command **View > Input method**. In the ribbon or toolbars user interfaces, you can choose this command via the hamburger menu ☰.

- **iOS**

  If **Scribble** mode is enabled in Presentations, you can write directly in a document on an iOS tablet using the Apple Pencil. Your handwritten entries will then be converted directly into text. For other edits – for example, those of objects – you have to disable the mode again.

  In the classic menus interface, you enable or disable the mode with the menu command **View > Scribble**. In the ribbon or toolbars user interfaces, you can choose this command via the hamburger menu ☰.

  Note: The command **View > Scribble** is only available for iOS tablets, but not for smartphones. Please also ensure that you have enabled the option *Apple Pencil > Scribble* in the system settings of your iOS tablet.

Unlocking locked commands

Some commands are locked in the Android/iOS version (recognizable by the lock in the command icon), but they can be unlocked if necessary.

To unlock the commands, click on the command icon. The program opens a dialog box with the following options: Users of **SoftMaker Office NX Home** and **NX Universal** can use their product key to unlock commands. Users of other versions have the option of unlocking the features via Google Play/Apple App Store (subject to a fee).

Customizing command groups

You can customize the default groups as desired by adding/removing commands. Note: However, you cannot add or delete an entire group in the **toolbars** user interface.

In the hamburger menu ☰, choose the command **Tools > Customize**. This opens the dialog box *Customize user interface*, which is structured as follows:

- On the left side, you will find all of the commands that are available in Presentations. On the right side, the dropdown list **Customize** contains the groups that are in the toolbar. The list below it displays the commands that are currently in the selected group.

- You can add new commands to each group (or remove them, change their position or insert separators). This works in a similar manner to that described for the **classic menus with toolbars** user interface in the Customizing toolbar icons section. Difference: Instead of "*toolbar* icons", you customize "*group* icons".

Context menu

Regardless of the user interface in which you work, there is also another way to choose commands: via the **context menu**.

This menu contains different commands depending on the current situation. If, for example, you select some text and then **right-click** to open the context menu, it offers commands for cutting, copying or formatting that text.

Text

✂	Cut	Ctrl+X
📄	Copy	Ctrl+C
📋	Paste	Ctrl+V
A	Character...	
	Paragraph...	
	Tabs...	
	Bullets and numbering...	
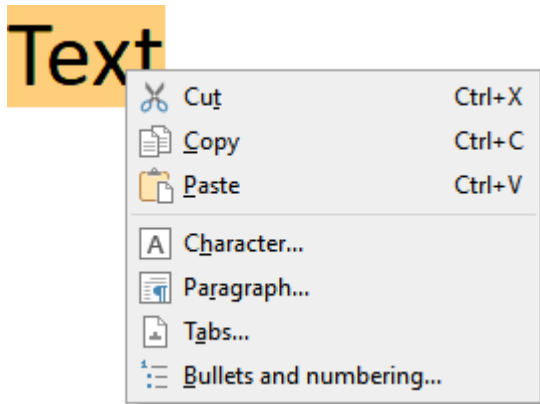
Depending on what you have previously selected (text, objects, tables, etc.), you will be offered a variable – contextual – selection of commands when opening the context menu. This makes it much easier for you to quickly navigate to situational commands without a long search.

Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

Document tabs

FreeOffice: The function for working with *document tabs* is not included in SoftMaker FreeOffice. However, you can open several documents in different program windows.

Android/iOS: This function is not available for *smartphones*. For *tablets*, actions are possible with the tabs within the same program window.

A bar with *tabs* can be seen above the document. It displays one tab for each open document.

📄 Untitled 1 * ✕	📄 Tour1.prdx ✕	📄 Tour2.prdx ✕	📄 Tour3.prdx ✕

Document tabs

The tabs can be used to perform the following actions:

- To make a document become the active document, *left-click* its tab. This enables you to rapidly switch between the open documents.

- To close a document, click on its tab with the *middle* mouse button.

    Alternatively, left-click on the **x** icon displayed on the far right of each tab.

- You can change the order of the tabs by dragging a tab to the desired position on the tab bar while holding down the left mouse button.

- To release a tab and display it in a separate program window, drag it to a position outside the current program window while holding down the left mouse button.

    Of course, this can also be done in reverse: A program window that has been opened separately can be dragged into the tab bar of an existing Presentations program window.

By the way, documents can also be started in a new program window when they are opened. For more information on working with multiple documents, see Working with multiple documents.

Document

The document itself takes up most of the program window.
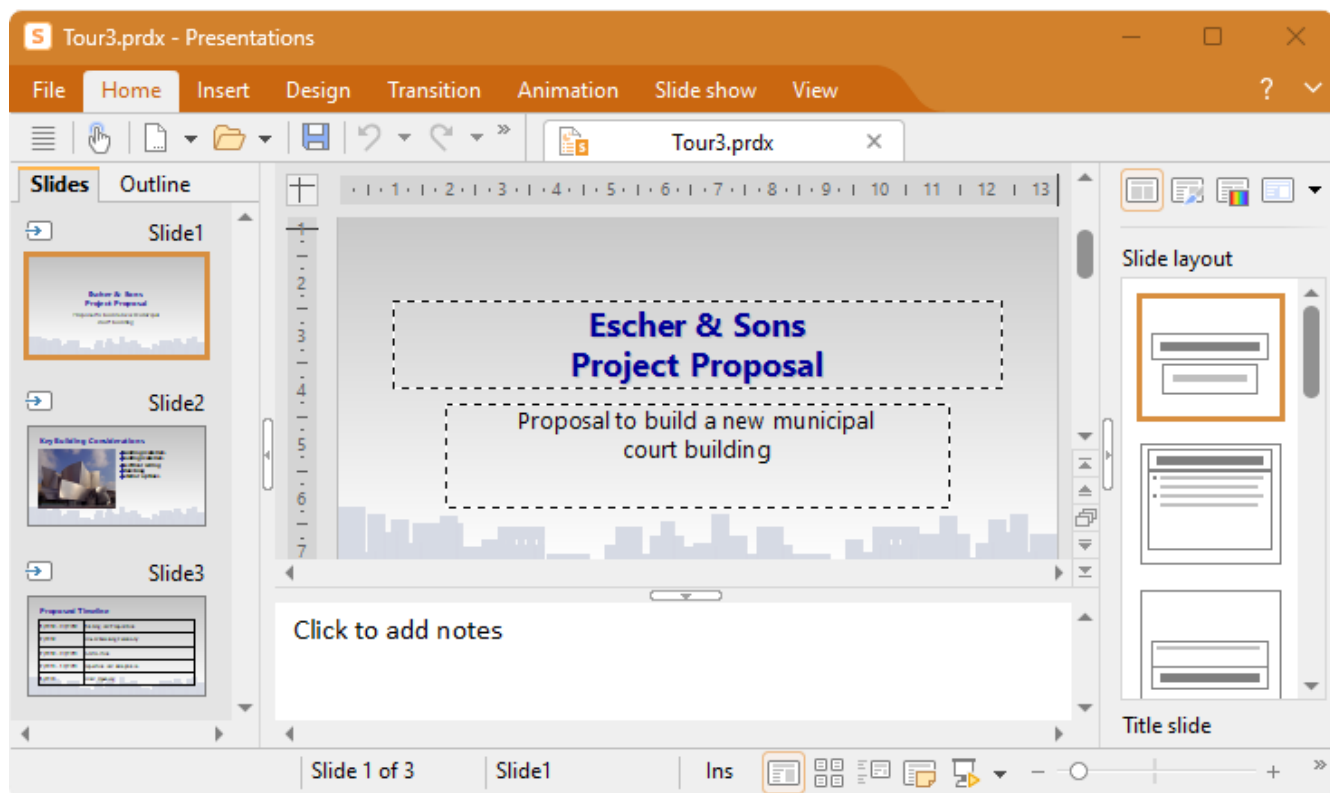
A slide with mini sorter (on the left) and sidebar (on the right)

For a better overview with a minimized ribbon, see Showing and hiding the ribbon

The workspace for editing a document consists of the following components:

Slide

The current slide is displayed in the center.

Mini sorter (or mini outliner)

To the left of the slide, there is a pane that contains small previews of all slides in the presentation. This pane is called the *mini sorter*. It enables you to quickly move, duplicate, delete or modify slides in other ways.

For more information, see Working with the mini sorter.

Instead of the mini sorter, you can display the *mini outliner* that reproduces an outline of the entire text on the slides. To do so, click on the "Outline" tab above the mini sorter. Click on the "Slides" tab to switch back to the mini sorter.

For more information, see Working with the mini outliner.

Notes area

FreeOffice: The *Notes area* below the slide is not available in SoftMaker FreeOffice.

The notes area is below the slide. You can make any comments in it.

Alternatively, use the ribbon command **View** | group **Views** | **Notes** to open the Notes view. In this view also, you can enter notes in a text box below a reduced view of the slide.

For more information, see Adding notes.

Sidebar

The pane to the right of the slide is called the *sidebar* and is a particularly useful tool.

It can be used to display, for example, a list of all available slide layouts. If you click on one of these layouts, the current slide immediately adopts the selected layout.

Use the small toolbar at the top of the sidebar to select what you want to display in the sidebar (slide layouts, color schemes, object animations, etc.)

You can enable or disable the sidebar at any time and also change the position of the sidebar in the program window. To do so, choose the ribbon command **View** | group **Windows** | **Sidebar** (**View > Sidebar** in the classic menu interface), and select whether to show the bar to the left, right or not at all.

Tip: When the sidebar is displayed, you can also click on the narrow vertical button with the small arrow at the edge of the sidebar to expand or collapse it. You can also adjust the width of the sidebar by using the mouse to drag the separator between the sidebar and the slide to the left or right.

FreeOffice: In SoftMaker FreeOffice, the sidebar occasionally opens automatically at program startup in order to display some interesting information on SoftMaker Office.

For more information on the sidebar, see Using the sidebar.

Status bar

The *Status bar* is found at the bottom of the program window.

| Picture1 selected | Slide 2 of 3 | Slide2 | Ins |
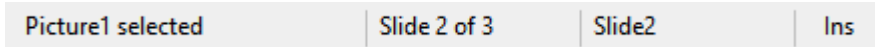
Note: If you do not see the status bar, you will have to change the settings for it as described in Settings, Appearance tab (for the ribbon interface) or as described in Showing and hiding toolbars (for the classic menu interface).

You can read the following information in the status bar:

Example	Explanation
Font color, Picture1, etc.	Different information is displayed on the far left. If you hover the mouse cursor over a command icon, the function of this command is displayed here. If you select an object, its name is displayed here. If you move or resize an object, its current position/size is displayed, etc.
Slide 2 of 3	This shows that slide 2 of a presentation with a total of 3 slides is currently displayed.
Slide2	This shows the name of the current slide.
Ins	This shows whether Insert mode (Ins) or Overwrite mode (Ovr) is enabled:
	Ins: Insert mode is enabled – newly entered text will be inserted in front of existing text.
	Ovr: Overwrite mode is enabled – newly entered text will be written over existing text.
	The default setting is Ins. You can use the **Ins** key on your keyboard to switch between these two modes (or by clicking on the Ins/Ovr display).
	The **Ins** key can also be disabled. For more information, see Settings, General tab.

Further elements of the status bar

▪ **View mode**

To the right of the status bar, there are also some buttons that enable you to rapidly switch between the available view modes.
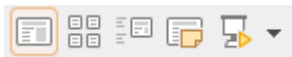
From left to right, these icons represent the following functions:

- ◆ View slide
- ◆ View slide sorter
- ◆ View outline
- ◆ View notes
- ◆ Start slide show (with the first slide or ▼ with the current slide)

▪ **Zoom level**

The status bar also contains a zoom slider that allows you to change the zoom level for the document:
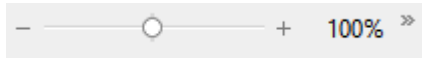
To do so, either drag the slider with your mouse or click on the plus or minus icon (see Zoom level).

Tip: Configuring the status bar

If you click on the double arrow » on the far right of the status bar, you will find the following options:

- You can use the option **Add/remove buttons** to show or hide the individual preset elements of the status bar.

- The option **Customize** opens the dialog box *Customize user interface*, where you can freely configure the status bar from all commands available in Presentations.

  In the dialog box, select the item "Status bar" in the list *Customize* (top right). You can then add or remove buttons from the status bar and change their order. For more information, see Customizing icons and groups in the ribbon.

- **Reset this toolbar** restores all changes made to the status bar back to their original state.

Concepts

This section introduces the most important components of a presentation graphics program in general and explains the underlying concepts by illustrating how Presentations is used.

A presentation contains the following basic elements:

- **Slides**: These are the "pages" of a presentation.
- **Objects**: These are slide components, such as pictures, drawings or tables, that you can insert into your presentations.
- **Slide designs**: These are predefined design templates that make it easier for you to create attractive presentations with a consistent look.
- **Slide layouts**: These are predefined layout schemes with predefined areas for texts and objects. They are suitable for both new slides and for changing the layout of existing slides.
- **Color schemes**: These are predefined sets of coordinated colors that let you change the color scheme of your entire presentation with just a few clicks.
- **Text**: The last section introduces functions for working with text.

Each of these components is described in detail in the following sections.

Slides

Do you remember those bulky "overhead projectors" from your classroom, lecture hall or from conference rooms? *Transparencies* with text and drawings were placed on the projector and projected onto the wall. The modern-day equivalent of such overhead slides are the slides in Presentations files that you can easily create on a computer and then view on its screen or show with a projector.

In Presentations, a *slide* is a page on which you create drawings, place images, enter text, etc. The purpose of slides is to organize your presentation topics and provide a visual aid to your audience to clarify and reinforce your message.

With software like Presentations, you no longer have to worry about the cumbersome task of working with transparencies. You also don't have to search at length for the right slide if someone wants to see something specific after the presentation.The software manages your presentation and always keeps all slides in the correct order. This is especially useful when someone in your audience asks a question, and you need to use a particular slide to help make a point.

Above all, Presentations minimizes the laborious aspect of creating attractive slides by providing many automatic design functions, such as predefined slide layouts, color schemes and slide transitions.

The next few pages contain some basic information on working with Presentations. You will learn how to create and edit slides and how to add and change individual elements. You can then read more detailed information on these topics in the other chapters of the manual.

Designing slides

When you start Presentations, the program displays an application screen that may look as follows:
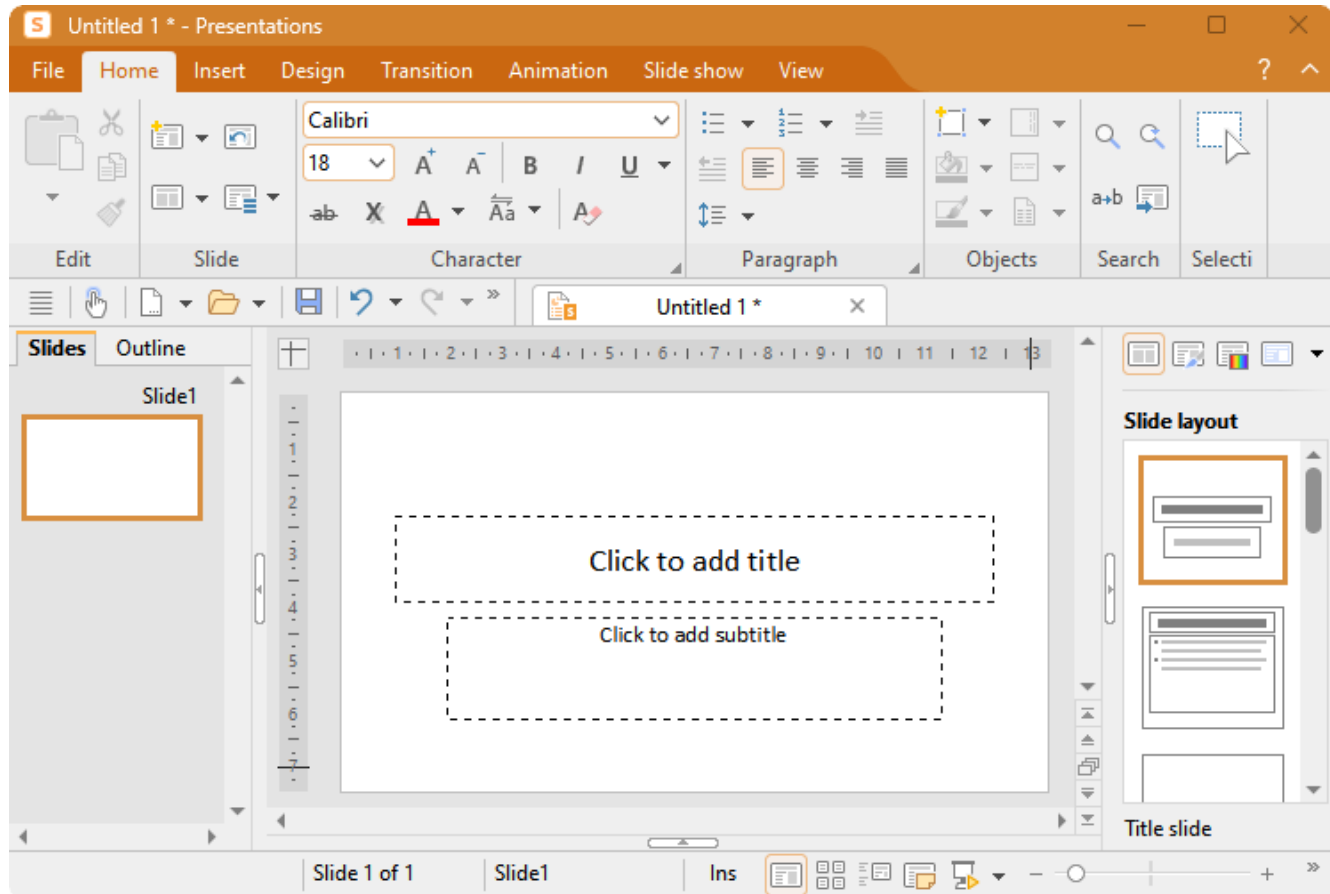
The current slide is displayed in the large area in the middle of the screen. This slide is still empty, although its predefined layout is already shown on the screen.

Slides can be assigned a different *slide layout* at any time. The slide layout defines the underlying structure of the slide, among other things,as it determines the predefined areas in which you can type text or insert an object.

These defined areas in the slide layout are called placeholders. In the above figure, the placeholders can be seen as rectangular areas with a dashed border that contain such text as "Click to add title", for example. To edit the content of one of these placeholders, simply click in it and type in the desired text. Many placeholders also have icons in the center, which you can use to insert an object into the placeholder instead of text. For more information on slide layouts, see Slide layouts.

Presentations offers many features which enable you to redesign complete presentations at the touch of a button. For example, you can use *slide designs* to give your presentation an appealing and consistent look across all slides. For more information on slide design, see Slide designs.

You can also add interesting effects to make your presentation more entertaining and visually appealing. For example, *slide transitions* ensure that moving from one slide to the next is accompanied by interesting effects. For more information, see Using slide transitions.

Objects

Each slide you create is a kind of "container" for the objects which you insert in it. A frequently used object type is the text frame, for example. Pictures and tables are also objects that you can insert into a slide. Overall, Presentations supports the following types of objects:

- Placeholders (as described in the previous section)
- Text frames
- Tables
- Pictures
- Charts
- OLE objects (only available on Windows)
- Drawings (lines, rectangles, circles, etc.)
- AutoShapes (arrows, stars, smileys, speech bubbles, etc.)
- TextArt objects (lettering with text effects, similar to Microsoft WordArt)
- Media objects (movies and sounds)

When you create a slide, you usually fill existing elements with content. Most slides already contain predefined placeholders for either entering text or inserting a picture to emphasize your point. Furthermore, you can add more objects at any time to make a presentation more varied.

Tip: Be careful not to include excessive objects in your slides and thus lose the attention of your audience.

Inserting objects

To insert an object into a presentation, choose one of the commands on the ribbon tab **Insert** | group **Objects** (alternatively: ribbon tab **Home** | group **Objects** | **New object**).

You would thus choose the ribbon command **Insert** | group **Objects** | **Picture frame** if you wanted to insert a picture, for example.

The selected object is either inserted immediately in the slide or the program opens a dialog box with further instructions – this picture, for example, contains a prompt to select a corresponding file.

Editing objects

After inserting an object, you can change its position and size at any time. To change its position, click on the object and drag it to the desired location while holding down the mouse button. To change its size, drag one of the round handles surrounding the object.

All objects have certain *properties* that you can change at any time – for example, their fill color, border lines, etc. To change them, select the object by clicking on it and switch to the contextual ribbon tab **Object** (or: ribbon tab **Picture**). This ribbon tab appears automatically as an additional tab on the far right as soon as you select an object.

Alternatively: To open the dialog box with advanced settings for Object properties, right-click on the object in the context menu to select **(Picture:) Properties**.

To delete an object, click on it to select it and press the **Del** key.

For more information on working with objects, see Working with objects.

Slide designs

Thanks to Presentations, you don't have to be a qualified graphic designer in order to create attractive presentations. Presentations offers you numerous predefined *slide designs* that you can apply with just one mouse click. A suitable design can be swiftly found for every subject – from a classically elegant to a vividly colored design.

> *FreeOffice:* SoftMaker FreeOffice includes only some of the predefined slide designs.

If you start a new presentation with the command **File | New** ⬜, simply select a design from the Design gallery and all new slides of this presentation will automatically be created with this design. For more information, see Starting a new presentation).

Of course, you can also apply a different design to your presentation afterwards, and even different designs to individual slides if desired.

To select a different slide design, choose the command **Design** 📝 on the ribbon tab **Design**. For more information, see Changing the slide design.

Here is an example of the same presentation, but with two different slide designs applied to it:
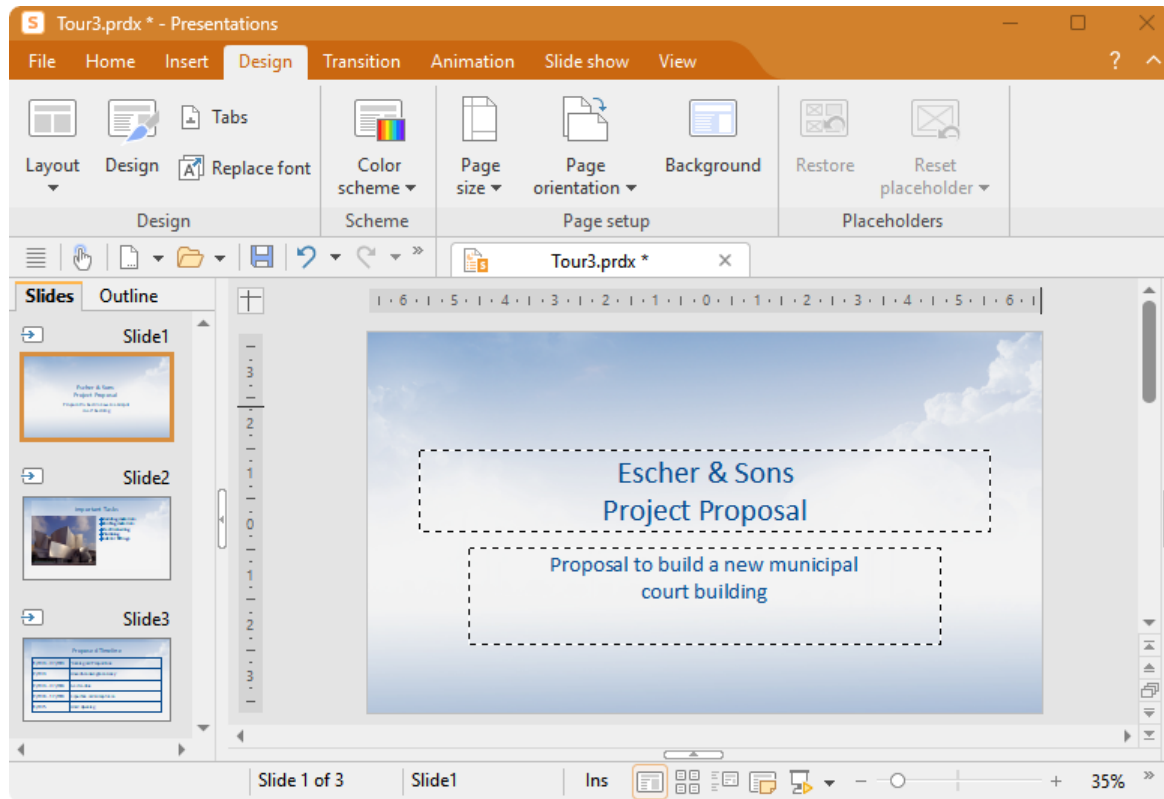
Slide design "Blue Sky"
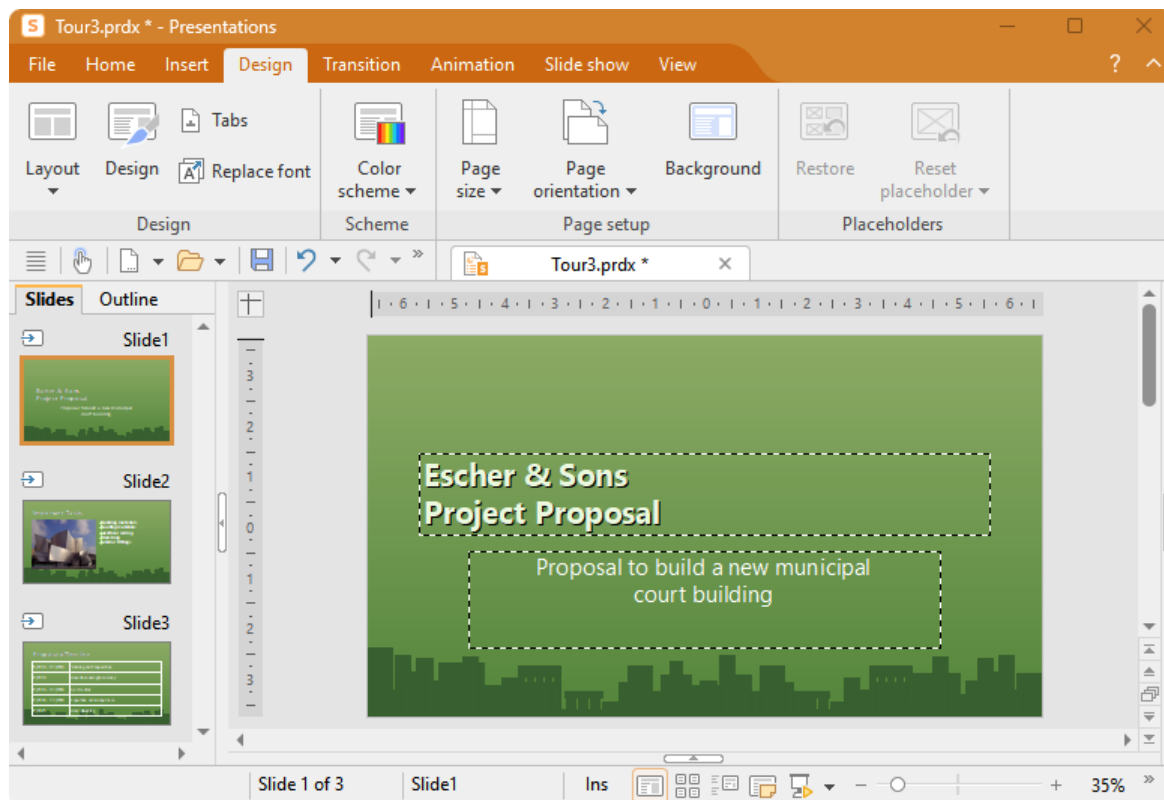
Slide design "City"

As you can see, the two slide designs give the presentation a fairly different overall look.

Slide designs determine the following properties of slides:

- The position and size of placeholders on the slide
- The colors and color schemes (color schemes are sets of coordinated colors)
- The fonts and font styles of headings and regular text
- The background (full color, gradient, picture, etc.)
- The transitions between the slides and the object animations

For more information on designs, see Changing the slide design.

Slide layouts

A *slide layout* is a template that contains certain rectangular areas with a dashed border. These areas are called *placeholders* and can be filled with text or an object.
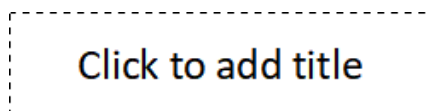
A title placeholder

More specifically, placeholders can be filled with titles, subtitles, text or objects. When empty, placeholders contain an info text that indicates what is to be done, for example, "Click to add title". Clicking anywhere in the placeholder makes the info text disappear, and you can start entering text directly.

In addition to a title placeholder in which only text can be entered, most slide layouts also contain one or more placeholders that can be filled either with text or with an object (table, picture, chart, media object or OLE object).
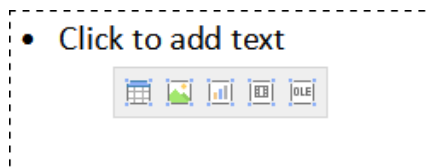
A generic placeholder

Such generic placeholders contain the info text "Click to add text" at the top and a small bar with icons in the center. To add text, simply click in the placeholder (but not on one of the icons) and you can start to enter text. To add one of the aforementioned objects instead of text, click on one of the icons in the center. Depending on the selected object type, different dialog boxes appear to enable you to select the object to insert.

For more information on placeholders, see Placeholders.

Changing the slide layout

Presentations provides various predefined slide layouts with different numbers, sizes and arrangement of placeholders, which enables you to find a layout that fulfills your needs for each slide.

To change the layout of a slide, choose the ribbon command **Design | group Design | Layout** (alternatively: **Home | group Slide | Layout**).

The program displays a dialog box that offers all available layouts. Small pictures indicate how the placeholders are arranged on the slide. Select the desired layout here and click on **Apply**.

The slide layout dialog box

For more information on slide layouts, see <u>Changing the slide layout</u>.

Color schemes

A *color scheme* is a predefined set of matching colors for different parts of your slides, such as background, title, text and lines, hyperlinks or fill areas.

These color schemes enable you to quickly and easily change all colors of a presentation without having to do so individually for each element of the presentation.

Each slide design already includes several predefined color schemes. Simply choose the ribbon command **Design** | group **Scheme** | **Color scheme** , select a suitable color scheme and apply it. The following screenshots show two examples of color schemes.
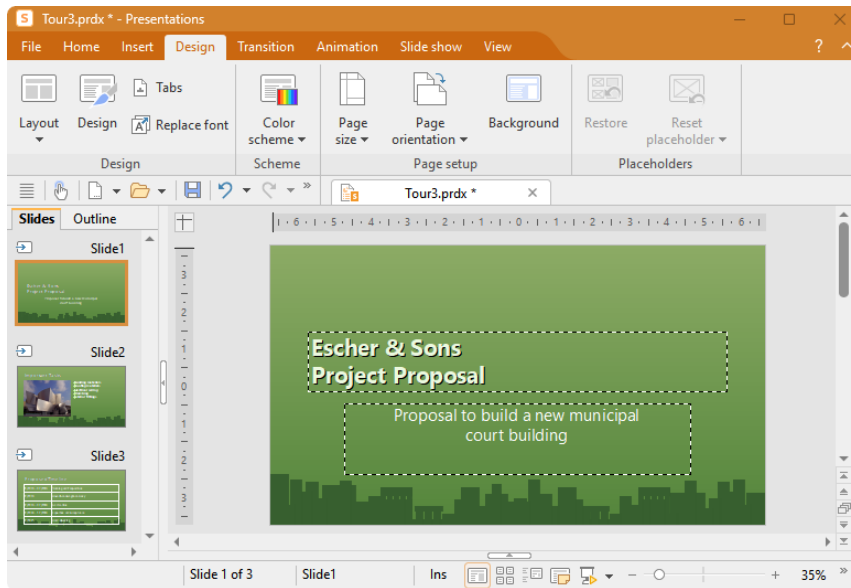
A presentation with a green color scheme
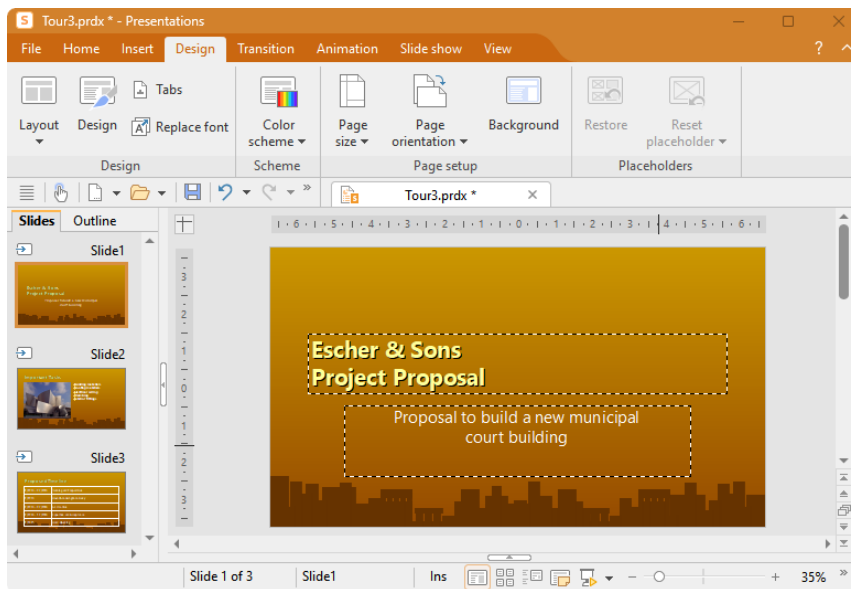
The same presentation after applying a different color scheme

For more information on color schemes, see [Changing slide color scheme and background](#).

Text

[Slide layouts](#) already described how text can be entered in a placeholder: You simply click into the placeholder and then start entering text.

Apart from the predefined placeholders, you can also enter additional text by inserting a *text frame*:

1. Choose the ribbon command **Insert** | group **Objects** | **Text frame** 🅰.

Alternatively: **Home** | group **Objects** | **New object** | **Text frame**

2. The text frame is now inserted.

You can then move or resize the text frame:

Click with the mouse on the *border* of the text frame in order to move it. While still holding the mouse button down, drag the text frame to the desired position.

To change the size, drag one of the round handles surrounding the text frame.

After inserting the text frame, you can start typing immediately.

Selecting text

For some commands, you can *select* a section of text before you execute them. The command is then applied only to the selected text.

For more information on selecting, see Working with selections.

To select text, proceed as follows:

- **Windows, Mac and Linux**

  Here, you can select text as in a word processing application: While holding down the mouse button, drag the mouse cursor over the text you want to select – or use the arrow keys while holding down the **Shift key⇧**.

- **Android/iOS**

  In the Android and iOS versions, on the other hand, proceed as follows: *Double*-click on the word that you want to use as the starting point of the selection. The word should now be selected. This is indicated by the large "handles" that appear in front of and behind the word:

  Lorem **ipsum** *dolor*

  These two handles represent the beginning and end of the selection. To extend the selection to additional text, simply drag the two handles to the desired positions.

Tip: Choose the ribbon command **Home** | **Select all** to select all text in a placeholder.

Formatting text

Text in a placeholder or in a text frame can be formatted as in a word processing application. To do so, choose the commands on the ribbon tab **Home** | group **Character** (for font, font size, bold, etc.) or **Home** | group **Paragraph** (for indents, tabs, alignment, etc.).

Character formatting options that you select will then be applied to the text that you enter afterwards. You can also change the character formatting of text that you have already entered. To do so, select the text, choose the desired command from the ribbon tab **Home** | group **Character** and make the appropriate adjustments.

Changes to paragraph formatting will be applied immediately to the paragraph in which the text cursor is positioned – or if you have selected several paragraphs, they will be applied to those selected paragraphs.

For more information on formatting text, see Working with text.

Moving, deleting and copying text

You can use the commands on the ribbon tab **Home** | group **Edit** to copy or cut selected text and paste it again in another place. For more information, see Moving, deleting and copying.

Tip: Deleting text with key combinations

All users make typos occasionally and want to delete them again. Presentations enables you to do so via several key combination options:

Deleting characters: To delete a character, use the **Backspace key**⌫. This key deletes the character to the left of the text cursor. The following text moves back automatically.

You can also delete in the opposite direction with the **Del** ("Delete") key. It deletes the character to the right rather than to the left of the text cursor.

Deleting word on the right: If you place the cursor before the first letter of a word and then press **Ctrl+Del**, the entire word is deleted. If the text cursor is positioned in the middle of the word, this key combination deletes only the letters following the cursor to the end of the word.

The key combination **Ctrl+Backspace**⌫ works analogously for words to the left of the cursor.

Deleting long sections of text: The aforementioned delete keys are well suited for removing short sections of text, but are far too laborious for deleting longer sections of text. For this reason, there is another deletion method whereby you first *select* the text and then delete it completely, for example, by pressing the **Del** key.

File operations

In this section, you will find a description of Presentations' basic file operations, such as opening, saving or printing documents.

Starting a new presentation

To enable you to start a new presentation immediately, an empty document with the default slide design is always created after the program starts.

Otherwise, choose the command **File | New** ⬚ to start a new presentation. (Click directly on the icon itself.) Incidentally, this command is also in the Quick access toolbar.

(Note: If you click on the icon's arrow instead, you'll see the slide designs you previously used. See "List of slide designs used" below.)

Tip: Use the key combination **Ctrl+N** to quickly open a new presentation with the current default slide design, while skipping the dialog box shown below.

After you click on the **File | New** icon ⬜, the following dialog box appears:
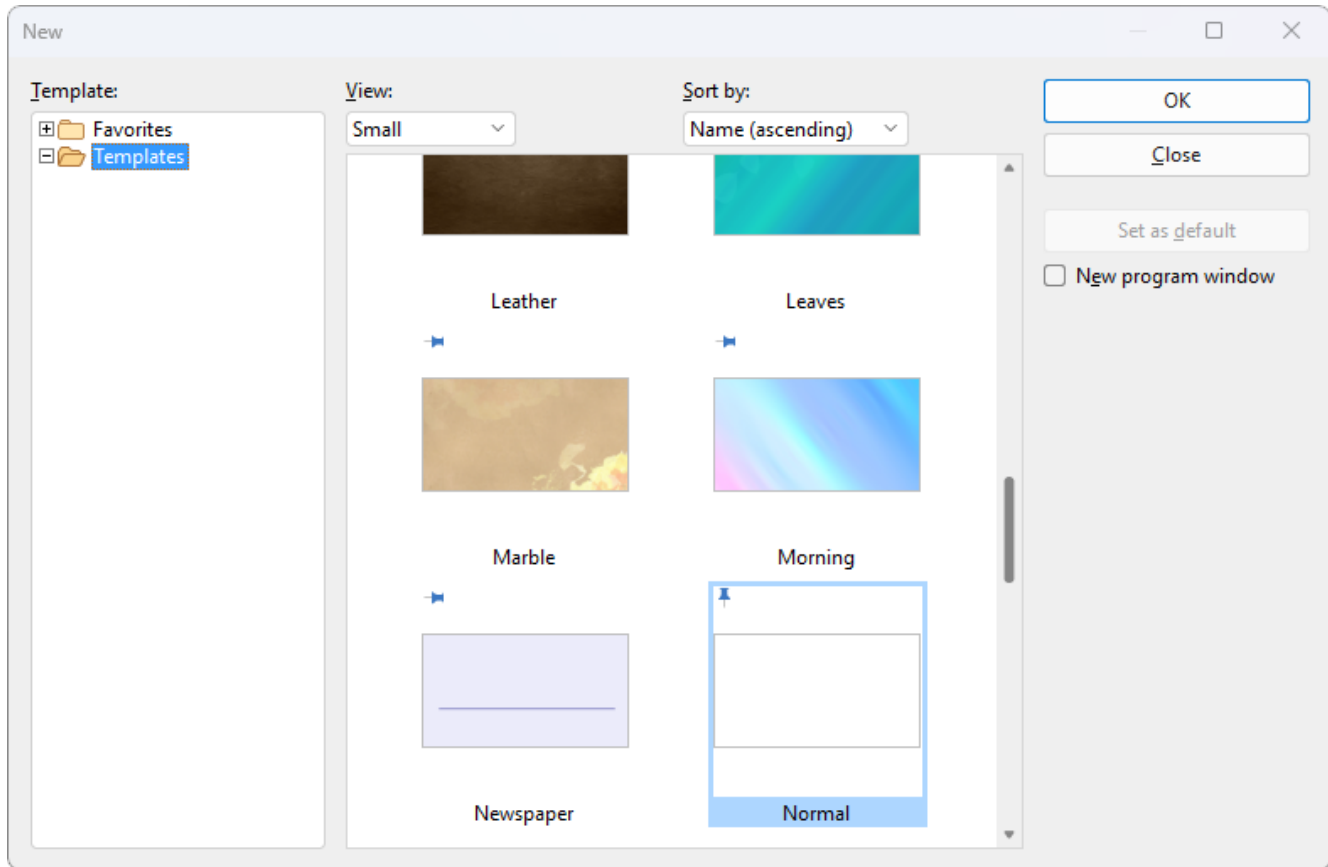
The dialog box of the command **File | New**

FreeOffice: SoftMaker FreeOffice includes only some of the predefined slide designs.

In the dialog box, select the desired *slide design* for the new presentation. Otherwise, the default slide design `Normal.prvx` is preset.

Once you confirm with **OK** or double-click on the slide design, the new presentation is created with the selected design and you can start designing your presentation.

Note: You can subsequently change the slide design at any time using the ribbon command **Design** 🖼 on the ribbon tab **Design**. For more information, see Changing the slide design.

Using slide designs

The above dialog box contains the following options:

Template: The *Templates* folder displays all available slide designs in the view window on the right.

The *Favorites* folder always contains the default slide design as well as all designs "pinned" as templates. They are permanently displayed at the top in the list of the command **File | New** ▾ for quick access. (For more information, see the paragraph below "List of slide designs used".)

Pinned templates are recognizable by the vertical pin icon 📌. By clicking on the pin icon, you can pin or unpin a template.

View: The templates can be displayed in the dialog box as small, medium or large preview images in the tile view. Alternatively, a list view in text form is also possible.

Sort by: You can view the templates sorted by name or by date.

Set as default: You can change the default slide design by clicking on a design and then pressing this button. In future, a new document will always be opened with this design.

Option "New program window"

The option **New program window** means the following: If it is enabled, the new document will be displayed in its own program window. If the option is disabled, the new document will be created with a new tab in the existing program window.

This setting is also saved and applied each time a document is opened, both when creating new presentations and opening existing presentations.

(Note: In the Android/iOS version for *smartphones* and in SoftMaker FreeOffice, a separate program window is always opened, while in the version for *tablets*, a new tab is always opened in the same program window.)

List of slide designs used

If you click on the small arrow of the **File | New** button 🗋, the program opens a list of previously used slide designs, which you can apply directly:

Default template: The current default slide design is displayed here. If you just want to select the default slide design, you can also click on it here in the list and skip the dialog box.

Unpinned templates: This is displayed if you have already used designs other than the default slide design. You can thus use these designs directly from the list for a new presentation without performing a long search.

If you click on the pin icon 🚩 of a design, the status changes to **Pinned templates**: These are permanently displayed at the top of the list (and in the *Favorites* folder of the dialog box, see above). You can unpin the design by clicking on the pin icon 📌 again.

If you click on the cross icon ❌, you remove the entry completely from the list. The command **Delete all unpinned items** deletes all entries from the list – except the pinned designs and the default slide design.

The command **More** will take you again to the dialog box described above.

Opening a presentation

To open an existing presentation, choose the command **File | Open** 📂 by clicking directly on the icon itself. Incidentally, this command is also in the Quick access toolbar.

(Note: If you click on the icon's arrow instead, you'll see a list of recently used files. For more information, see "List of recently opened files" below.)

After you have clicked directly on the **Open** icon 📂, the program will display a dialog box which may look as follows:
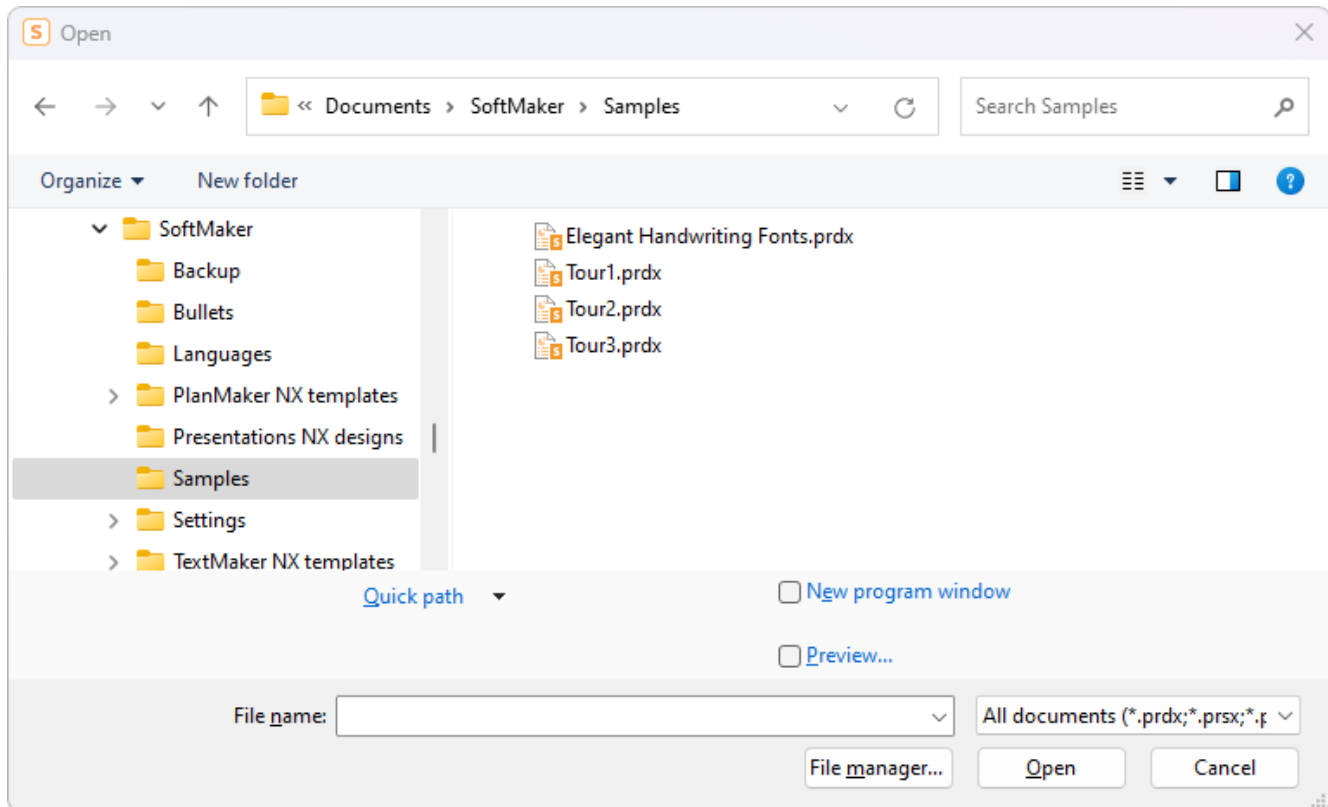
The dialog box of the command **File | Open**

This dialog box may look slightly different depending on the operating system, but its function always remains the same. Use this dialog box to tell Presentations which presentation to open.

To do so, you could simply type in the name of the file you want to open manually. However, the dropdown list with the files is more convenient because all files are listed here in the current folder and can be easily selected.

Option "New program window"

The option **New program window** means the following: If it is enabled, the new document will be displayed in its own program window. If it is disabled, the document will be opened with a new tab in the existing program window.

This setting is also saved and applied each time a document is opened, both when creating new presentations and opening existing presentations.

(Note: In the Android/iOS version for *smartphones* and in SoftMaker FreeOffice, a separate program window is always opened, while in the version for *tablets*, a new tab is always opened in the same program window.)

Previewing a document

When the option **Preview** is enabled, a little box displaying a preview of the currently selected document is displayed to the right of the dialog box.

Opening other file formats

In addition to opening its own files, Presentations can also open files created with other presentation software, such as Microsoft PowerPoint. All you have to do is select the desired format from the list of file types.

For more information, see Working with other file formats.

Using Quick paths

You can use the **Quick path** button to create and choose *quick paths* in order to quickly switch to a specified folder when opening or saving files.

For more information, see Quick paths.

File manager

> *FreeOffice:* The *File manager* is not included in SoftMaker FreeOffice.

The **File manager** button opens the integrated file manager. This displays a list of your presentations and allows you to open, print, view or delete them, as well as perform searches.

For more information, see File manager.

List of recently opened files

If you click on the small arrow below the **File | Open** button, you will see a list of recently opened files. Simply click on one of these files to open it again.

In this file list, you can also select the following options:

If you click on the pin icon of a file, it will appear in the list as a **pinned file** and will be displayed permanently at the top of the list. **Unpinned files** will eventually be removed from the list of recently opened files if the number of entries exceeds the limit that was set. For more information, see "Recently used files in the File menu" in Settings, Files tab.

Click on the pin icon again to unpin the file or click on the cross icon to remove an entry from the list. The command **Delete all unpinned items** deletes all entries from the list – except the pinned files.

The command **Browse documents** will take you again to the dialog box described above.

Saving a presentation

When you have completed a document, you should save it to retain it permanently. To do so, click on the ribbon command **File | Save**.

Tip: This command can also be found by default in the Quick access toolbar below the ribbon.

If the document does not yet have a name, Presentations automatically prompts you to assign a file name to it before saving it.

Saving under a different name or in a different location

Presentations also has a ribbon command called **File | Save as**. This also saves your presentation, but you can first assign it another name or select another folder in which to save it.

Saving in a different file format

You can use the ribbon command **File | Save as** to also save a presentation in the file format of another program. To do so, select the desired format in the list **Save as type**. For more information, see also Working with other file formats.

Saving all open presentations

If you have multiple documents open at the same time, you can use the ribbon command **File | Save all** to save all of them at once. Presentations checks whether the files have been changed since they were last saved and saves only those that have been changed.

Printing a presentation

To print the current presentation, choose the ribbon command **File | Print**.

The program will display a dialog box in which you can specify the slides and the number of copies to be printed. The default setting is the printing of one copy of the whole document.

For more information on printing and sending presentations, see Outputting presentations.

Exiting the application

To exit presentations, choose the command **File | Close** and then **File | Exit** .

Alternatively, just click on the **X** icon on the far right of the title bar or tab.

If one of the open documents has been changed since it was last saved, Presentations automatically asks you whether you want to save it before closing it.

The Presentations tour

Welcome to the Presentations tour!

On the next pages, we will introduce you to Presentations' most important functions using practical examples.

We will create a small presentation for the company "Escher & Sons". More specifically, this will include a title slide and two content slides with some presentation material as part of a proposed solution for a new courthouse building.

Our small tour of Presentations includes the following sections:

- Entering text
- When something goes wrong...
- Using another slide design
- Inserting a new slide
- Inserting a picture
- Applying a different color scheme
- Creating a bulleted list
- Inserting a table
- Applying slide transitions
- Applying object animations
- Saving a presentation
- Start running the slide show

Note: When working through the exercises, don't be afraid to experiment with new commands as you become familiar with them! Even if something goes completely wrong, it won't matter at all. The exercises are not intended to ultimately provide a complete presentation. You will just create a few sample slides that will give you a feel for working with Presentations and its functions.

Entering text

After the program starts, it always displays an empty slide with the default slide design in which you can start typing immediately.

This will be the *title slide* of your new presentation. This is the first slide of a presentation, where you usually enter the title of your presentation. To do so, click in the title placeholder that contains the text "Click to add title" and enter "Escher & Sons Project Proposal" as the title. If you want, you can insert a line break after "Escher & Sons" by pressing the **Enter key**↵.

The title slide layout also contains a placeholder for a subtitle, which contains the text "Click to add subtitle". Click inside this placeholder and enter "Proposal to build a new municipal court building". Of course, you can also enter any other text. The goal is just to familiarize you with entering text in placeholders.

If you have followed our example so far, your presentation should now look as follows:
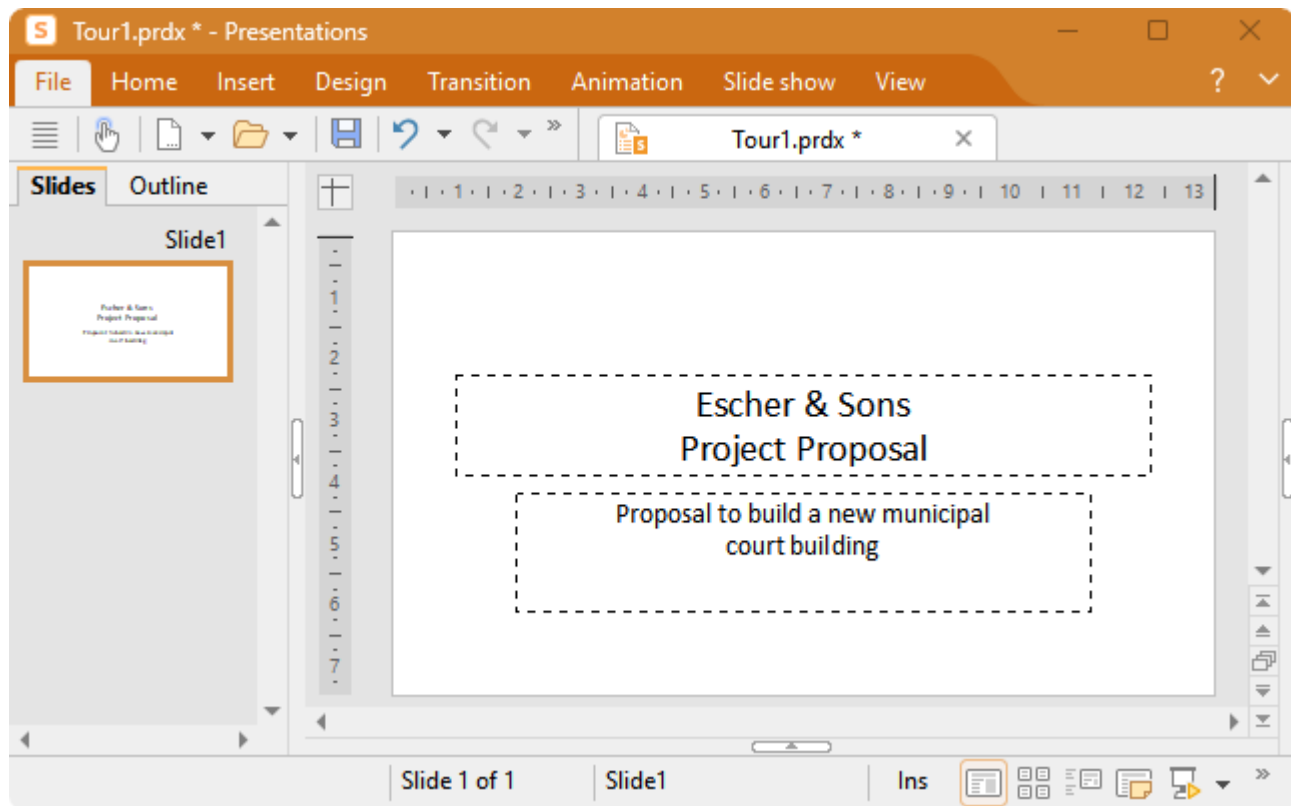
The title slide with text

Note: Most of the illustrations in this manual were produced with the **Windows** version of Presentations. On other operating systems, some of the controls look slightly different, but their functionality is the same.

When something goes wrong...

Presentations has a very practical feature: You can use the command **Undo** in the Quick access toolbar to undo the most recent changes made to a document. If, for example, you format text in a different font and then don't like it, all you have to do is choose the command **Undo** and it will be undone again.

This not only works for formatting, but for virtually all changes – for example, you can undo typing or the deletion of text.

The command **Undo** can be applied repeatedly if necessary. For example, you can choose it five times to reverse the last five changes. (Tip: You can set the maximum number of actions that can be reversed in the Settings, General tab.)

If you click on the small arrow next to the **Undo** button, you will see a list of recent changes to which you can revert. If you click on an entry in the list, several steps can be undone at the same time.

Redoing undone actions

There is also a counterpart to the command **Undo**: the **Redo** button on the Quick access toolbar. This restores the last action you undid. You can thus undo the cancellation of text changes.

This command can also be chosen several times in succession. If, for example, you choose the command **Undo** five times, the last five text changes will be undone. If you then choose the command **Redo** five times, you will restore the original text.

Again, you can use the small arrow next to the **Redo** button to select entries from the list of recent actions to restore multiple steps at the same time.

Using another slide design

The title slide you created uses the default slide design (pure white without any graphic elements) and thus looks very plain. It can be very quickly improved enormously by using a different slide design. You can change the background, color scheme and formatting of the placeholders in a single step.

To do so, choose the command **Design** [icon] on the ribbon tab **Design**, select a desired design and click on **Apply to all**. In our example, we applied the "City" slide design:
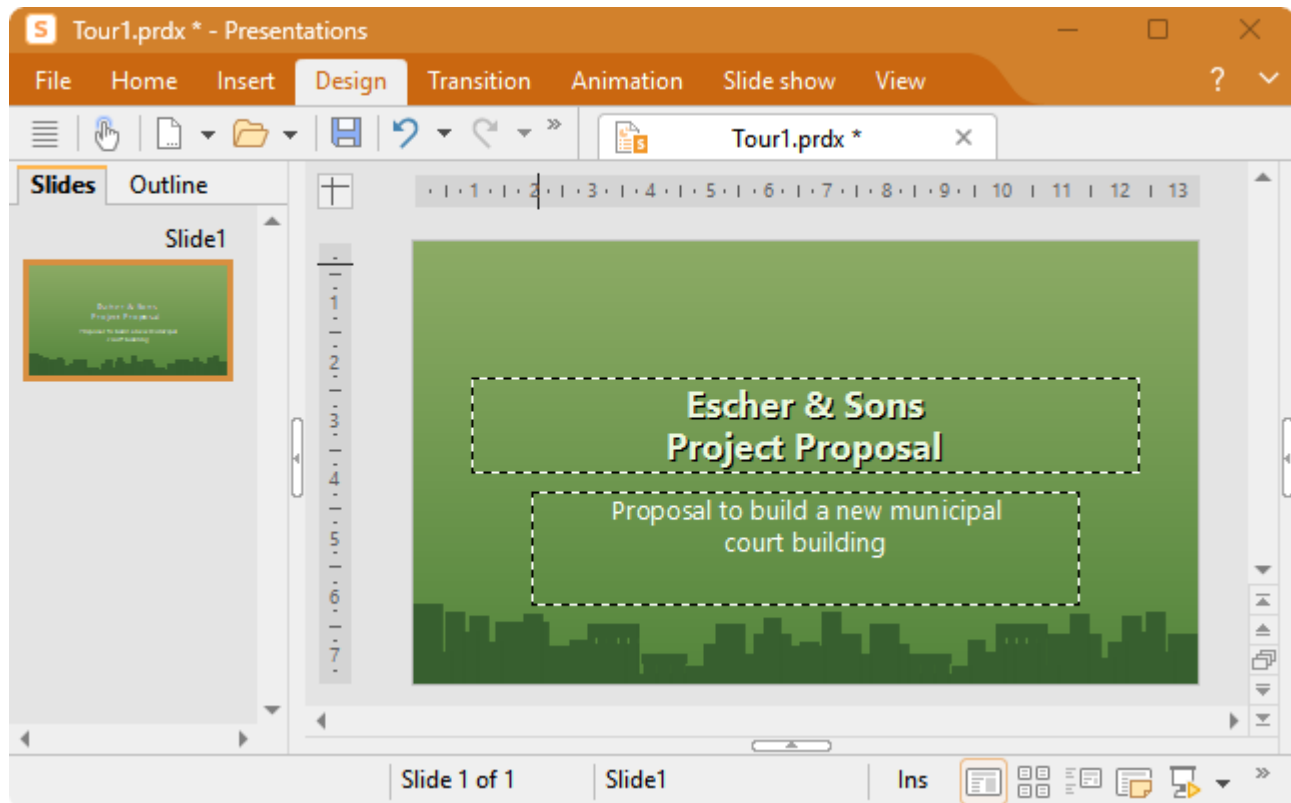
Title slide after applying the "City" design

You have now created the title slide of your first presentation. You can now add more slides that show the actual content of the presentation. You will learn about various functions that can be used to make this content appealing – for example, formatting text, slide transitions, bullet lists, pictures and much more.

Inserting a new slide

You can insert a new slide as follows:

Right-click in the mini sorter on the left side of the window and choose the command **Insert new slide** from the context menu.

Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

Alternatively, you can also use the ribbon command **Insert | Slide** .

In all cases, Presentations displays the following dialog box in which you first select the desired slide layout for the new slide:
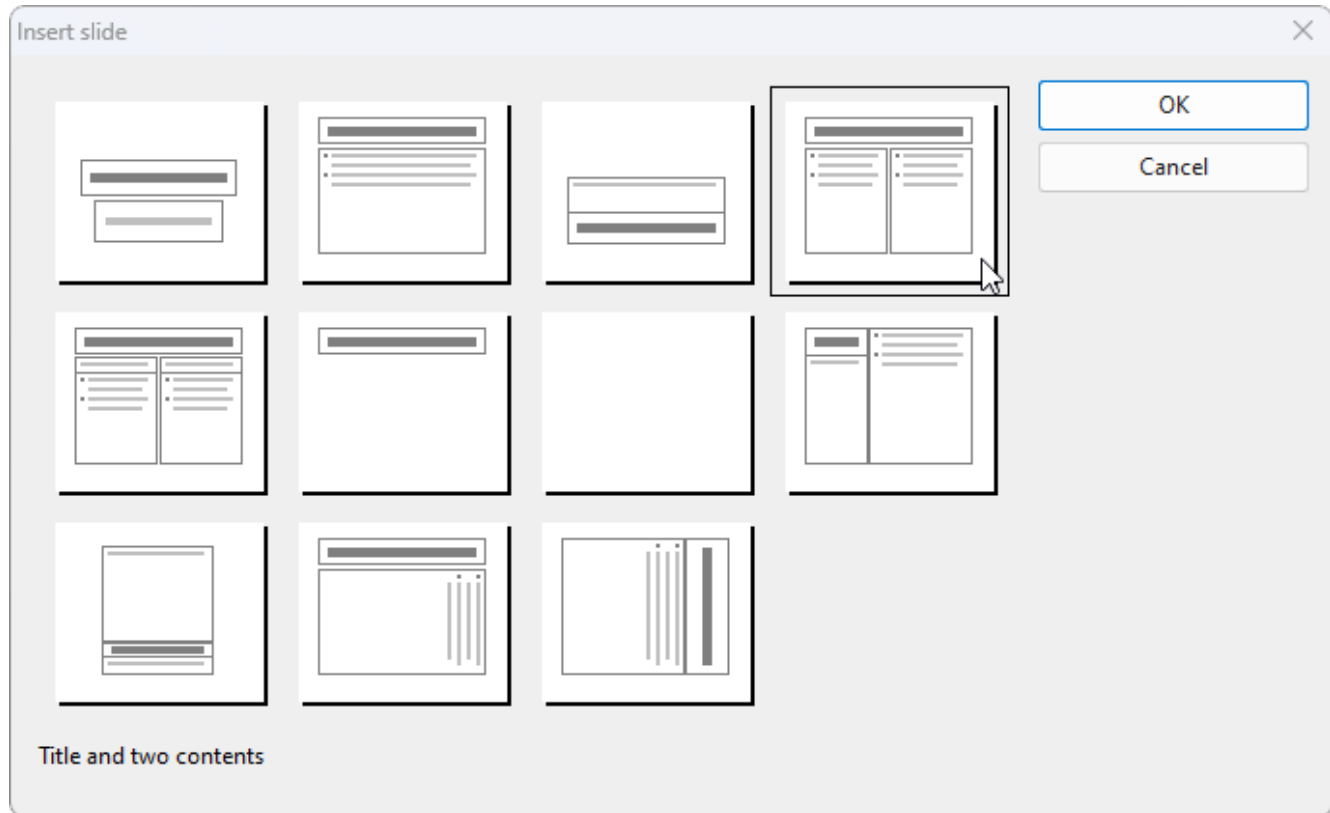
There are numerous layouts for a wide range of possible uses. In our example, you will be placing a picture next to a block of text on your slide. As a result, you will need a slide layout with a title and two placeholders for content (one for the picture and one for the text). The layout called "Title and two contents" is very suitable in this case. Thus, select this option.

As soon as you confirm, the slide is created and appears on the screen.

Incidentally, you can subsequently change the slide layout of a slide at any time by choosing the ribbon command **Design** | group **Design** | **Layout**. For more information on slide layouts, see Changing the slide layout.

Inserting a picture

Our presentation involves the design and construction of a new building, and the newly created slide should contain a list of the most important points.

Let's first give it a heading. To do so, click in the title placeholder at the top of the slide and type the title "Important Tasks".

Next, we want to insert a picture of the proposed new building:

To insert a picture, click on the picture icon 🖾 in the center of the left placeholder. The program opens a dialog box in which you can select the desired picture.

A suitable sample picture named `court_new.jpg` is included and can be found in the folder containing the sample documents for SoftMaker Office. Depending on the operating system, these can be found as follows:

- **Windows:** In the `SoftMaker\Samples` folder in your `Documents` folder.
- **macOS:** In the `SoftMaker/Samples` folder in your `Documents` folder.
- **Linux:** In the `SoftMaker/Samples` folder in your `Home` folder.
- **Android:** In the `SoftMaker/Samples` folder on your SD card.
- **iOS:** In the `SoftMaker/Samples` folder in your `App` folder

In the dialog box, select the picture `court_new.jpg`. When you confirm your choice, the picture is inserted into the slide.

The size is automatically adjusted so that it fits exactly in the designated placeholder. Of course, you can resize the picture at any time by dragging one of its borders or one of the corners.
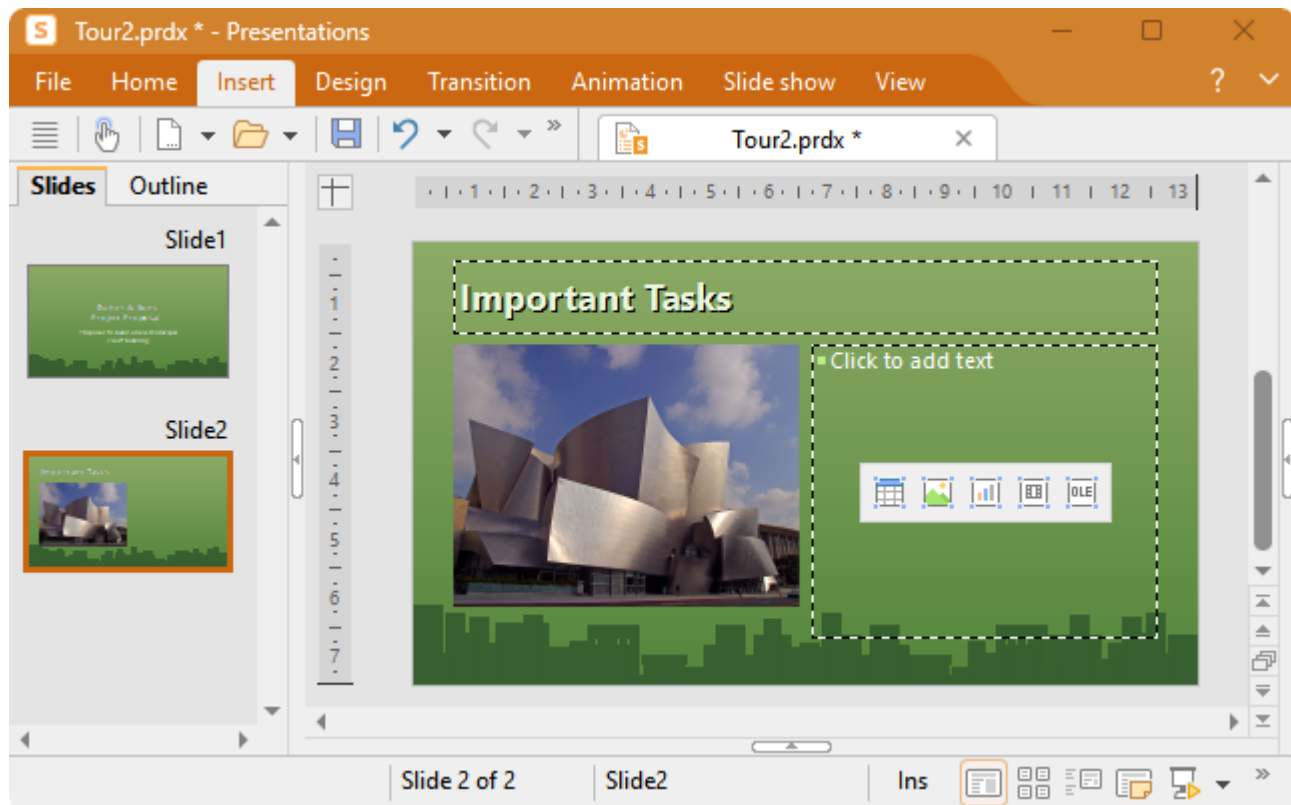
Applying a different color scheme

The slide design "City" that we applied at the start is actually very appropriate for our presentation, but its colors don't match the inserted picture. Fortunately, each slide design also includes several appropriate "color schemes" from which to choose.

Color schemes provide a simple method of instantly changing the coloring of slides (or entire presentations). You determine not only the text color, but also the colors for the background, the filling of drawing objects, etc.

To change the color scheme, proceed as follows:

1. Choose the ribbon command **Design** | group **Scheme** | **Color scheme** ▦. (Click directly on the icon itself because this opens the dialog box.)

2. If you click on one of the available color schemes, you can see a preview of it in the document. The **Preview** checkbox must be selected in this case.

3. Once you have decided on a color scheme, simply click on **Apply to all**. The colors of all slides in your presentation will now change accordingly. In our example, we select a scheme with light gray background and blue element colors.

The presentation now has a completely different look and the colors of the design also match the colors of the inserted picture better:
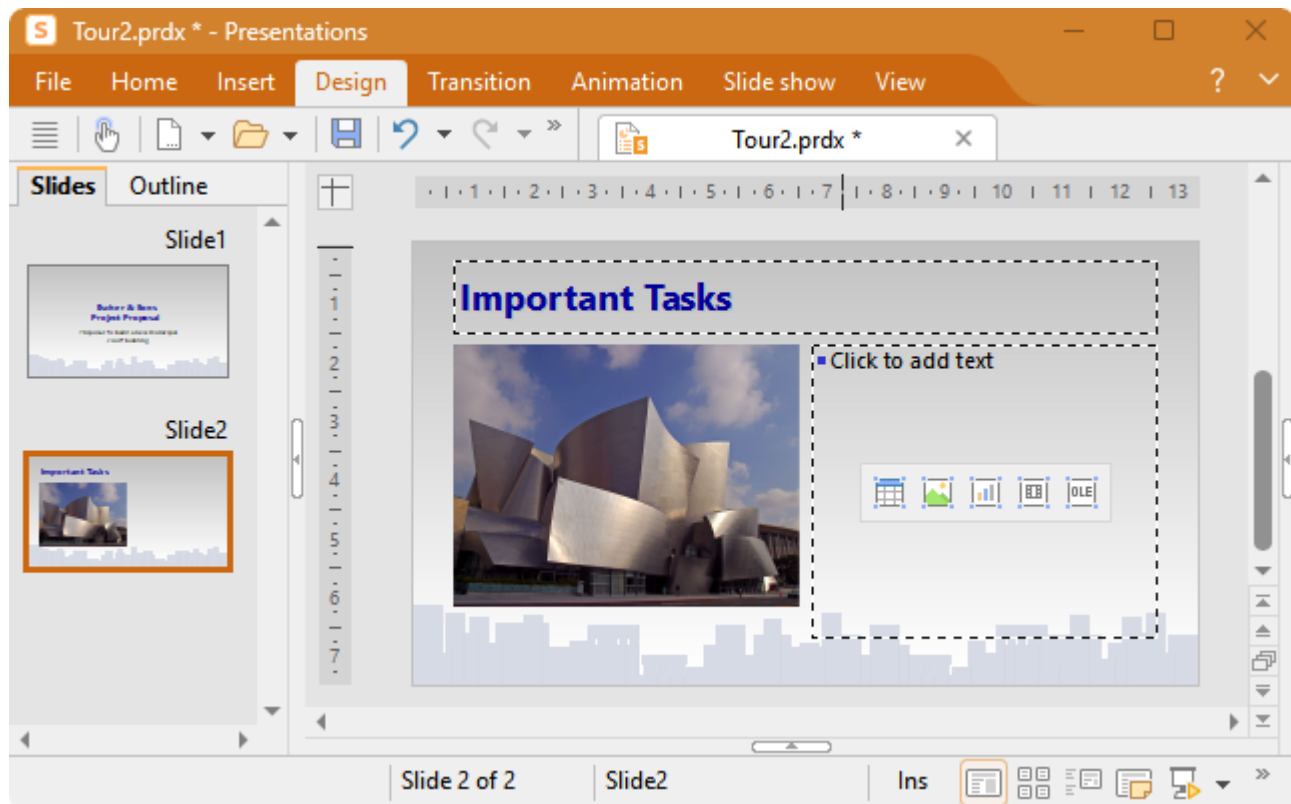
Creating a bulleted list

Lists in which each item is presented in its own paragraph preceded by a marker are particularly clear and are often used in presentations. Such markers are called *bullets* and lists with bullets are called *bulleted lists*.

In our presentation example, such a bullet listed is very suitable for listing the most important points that must be taken into account in our new building. To type them, click in the placeholder on the right (but not on the icons in the center). The info text and icons disappear and you can enter text.

The placeholder is already preformatted for bulleted lists. Simply enter the bullets in the placeholder. As soon as you start typing, you will see that there is already a bullet in front of the text. To start the next bullet point, press the **Enter key**↵ and type the second point. Enter the following list in this manner in your presentation:

- Building materials
- Roofing materials
- Electrical wiring
- Plumbing
- Interior fittings

After entering the list, you can change its formatting.

Formatting the bulleted list

We'd now like to make the list entries a little more eye-catching in our presentation example. For this purpose, we will make the font bold and change the bullets.

To change all list entries, first select the entire list by clicking on any list entry and then choose the ribbon command **Home** | group **Selection** | **Select all**. Alternatively, use the keyboard command **Ctrl+A**.

Then click on the Bold icon **B** on the ribbon tab **Home** | group **Character** to make the text bold.

Finally, let's change the bullets a little:

1. To do so, select the entire list again as described above.
2. On the ribbon tab **Home** | group **Paragraph**, select the bullets icon . Click on the icon's arrow for the dropdown menu.
3. In the menu that is then displayed, you can choose from different groups of bullet types.

    Note: You can use the entry **Format bullets** to customize the bullets. For more information, see Bulleted lists.

For our presentation, we select the filled diamond from the **Default** bullets.
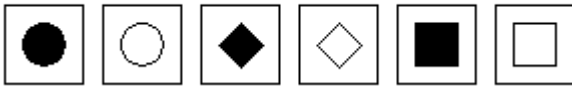
The filled diamond option is the third bullet from the left

The second slide in your presentation should now look as follows:
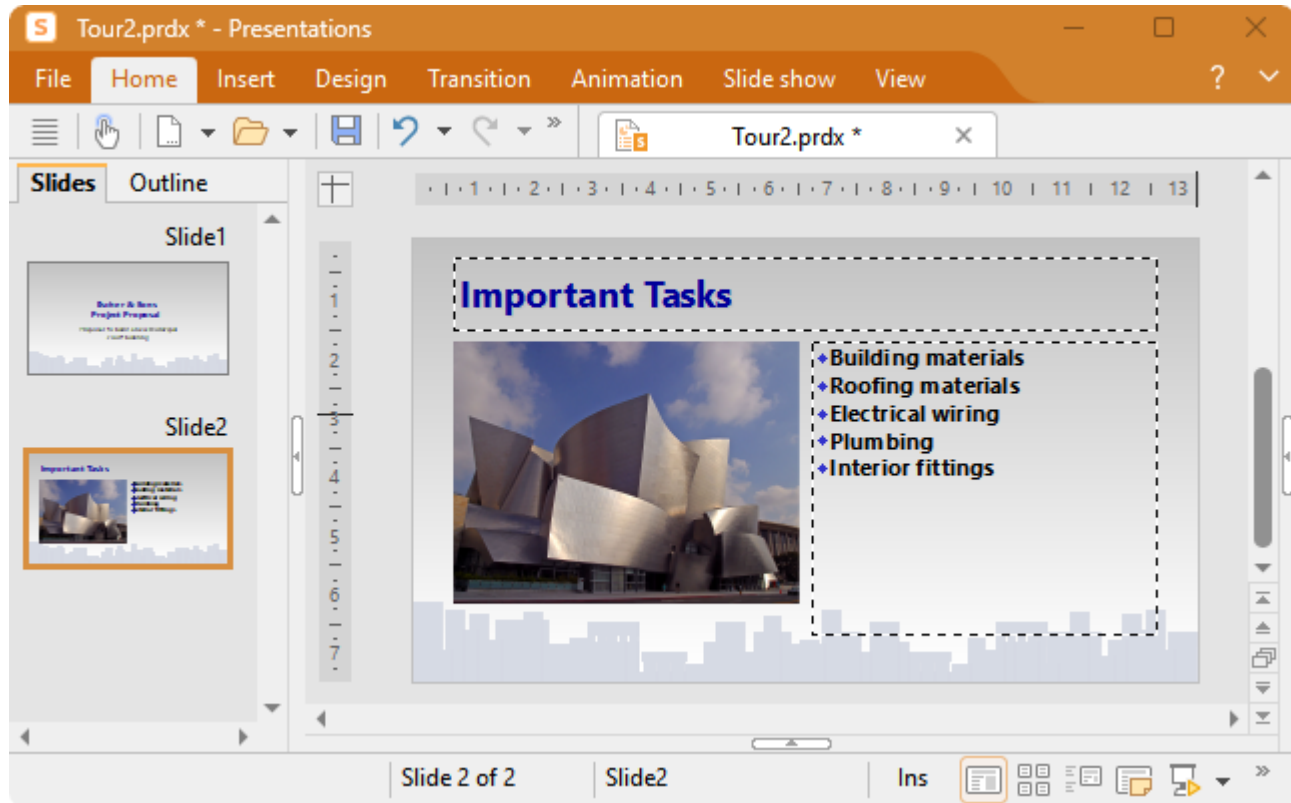
The second slide with a bulleted list of the tasks

Inserting a table

To complete the presentation, we'll add a third slide detailing the proposed project timeline as a table. To do so, we choose the ribbon command **Insert | Slide** to create a new slide for which we select the layout with a title placeholder and a single large content placeholder. It is called "Title and content".

Choose it and confirm it.

In the new slide, first enter "Proposed Timeline" in the title placeholder at the top.

Let's insert a table into the slide as the next step. It should contain five rows and two columns. To do so, proceed as follows:

1. Click on the table icon ⊞ in the center of the large placeholder.

2. Set the number of **rows** to "5" and **columns** to "2".

3. Confirm with **OK**.

The placeholder is now replaced by the desired table.

Note: An additional ribbon tab is also displayed on the far right as a tab: the contextual ribbon tab **Table**. This always appears automatically when you place the text cursor in the table and contains options for editing the table.

Now enter the following date information in the left column and the corresponding action in the right column. You can jump from one table cell to the next using the **Tab** key:

01/2023 - 07/2023	**Planning and Preparation**
07/2023	**Groundbreaking Ceremony**
07/2023 - 07/2024	**Construction**
07/2024 - 12/2024	**Inspection and Acceptance**
01/2025	**Grand Opening**

Finally, let's change the column width and align the text in a nicer manner:

Changing the column width

Since some of the texts in the right column do not fit in one row, we should widen the column. To do so, move the mouse cursor over the vertical line between the two table columns. When the cursor becomes a double arrow, click on it and hold down the left mouse button in order to drag the vertical line a little to the left.

Aligning text

The text in our table looks like it was "sticking" to the top edges of the cells. It might be a good idea to finally center the text entries vertically.

The table is already selected as a result of the previous action. If not, select the table again (for example, by choosing the command **Select** ⊞ on the contextual ribbon tab **Table**).

Then proceed as follows:

1. Choose the command **Text alignment** ▤ on the contextual ribbon tab **Table | group Format**.

2. In the following menu, click on the **Align center to left** button:
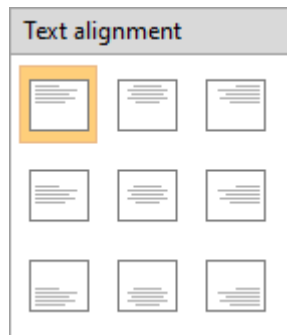
Changing the font size

If the font seems too small, select the cells and change the font size, for example, from 18 to 28, on the ribbon tab **Home** | group **Character**.

For more information on font size, see Font and font size.

Your final slide should now look similar to this:
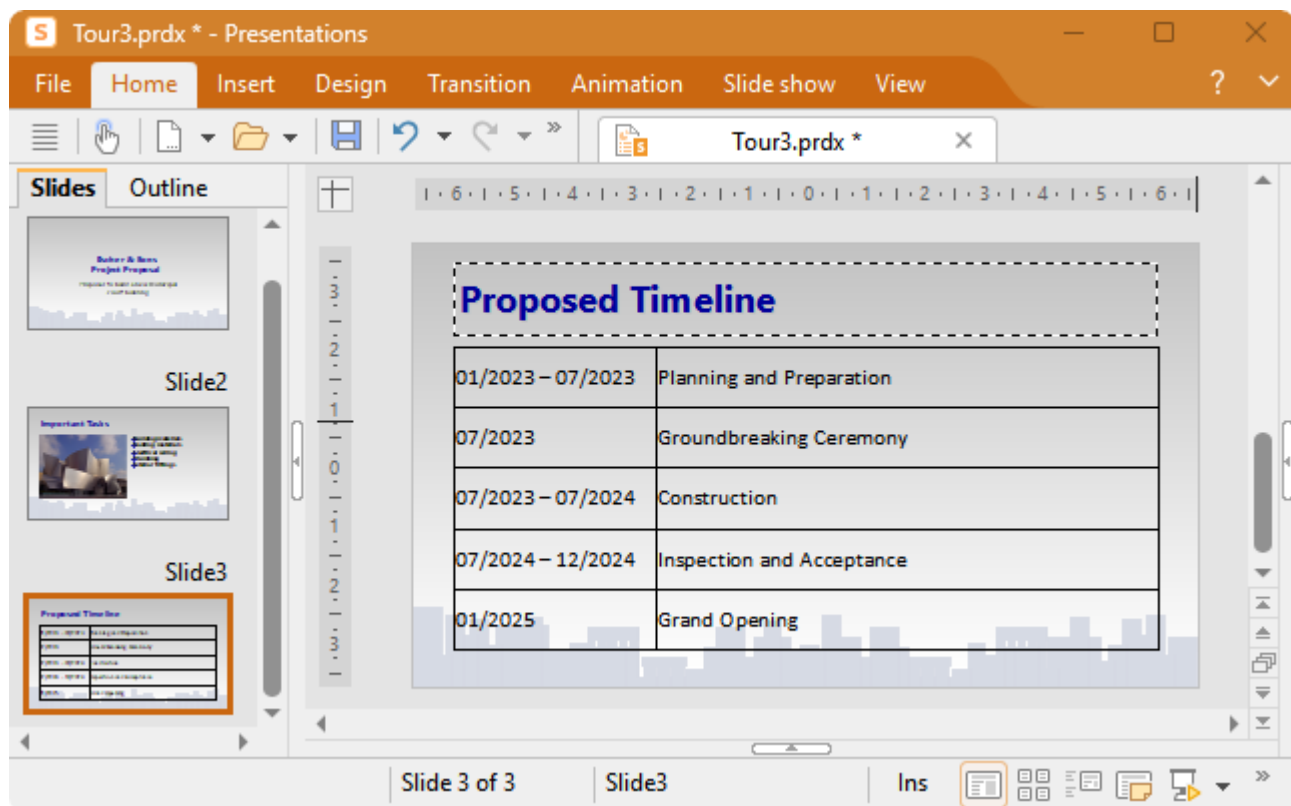
The third slide with a table for the timeline

For more information on working with tables, see Tables.

Applying slide transitions

In the previous sections, we created three simple slides and filled them with content. We are now going to jazz up the presentation a bit by applying visual effects. Let's start with slide transitions.

Slide transitions are effects that appear when you switch from one slide to the next while presenting a slide show. Presentations offers a number of different transition effects to help you create engaging presentations.

Slide transitions can be applied either to individual slides or to all slides in a presentation at once. In our example, we will apply a transition effect to the entire presentation.

Proceed as follows:

1. On the ribbon tab **Transition**, click on the group arrow ◢ of the command group **Transitions** to open the dialog box shown below.

> *Tip:* You can also use the buttons on the ribbon tab **Transition** or in the **sidebar** to apply all slide transition commands directly. For demonstration purposes only, we selected the route via the dialog box for the sake of compact clarity.
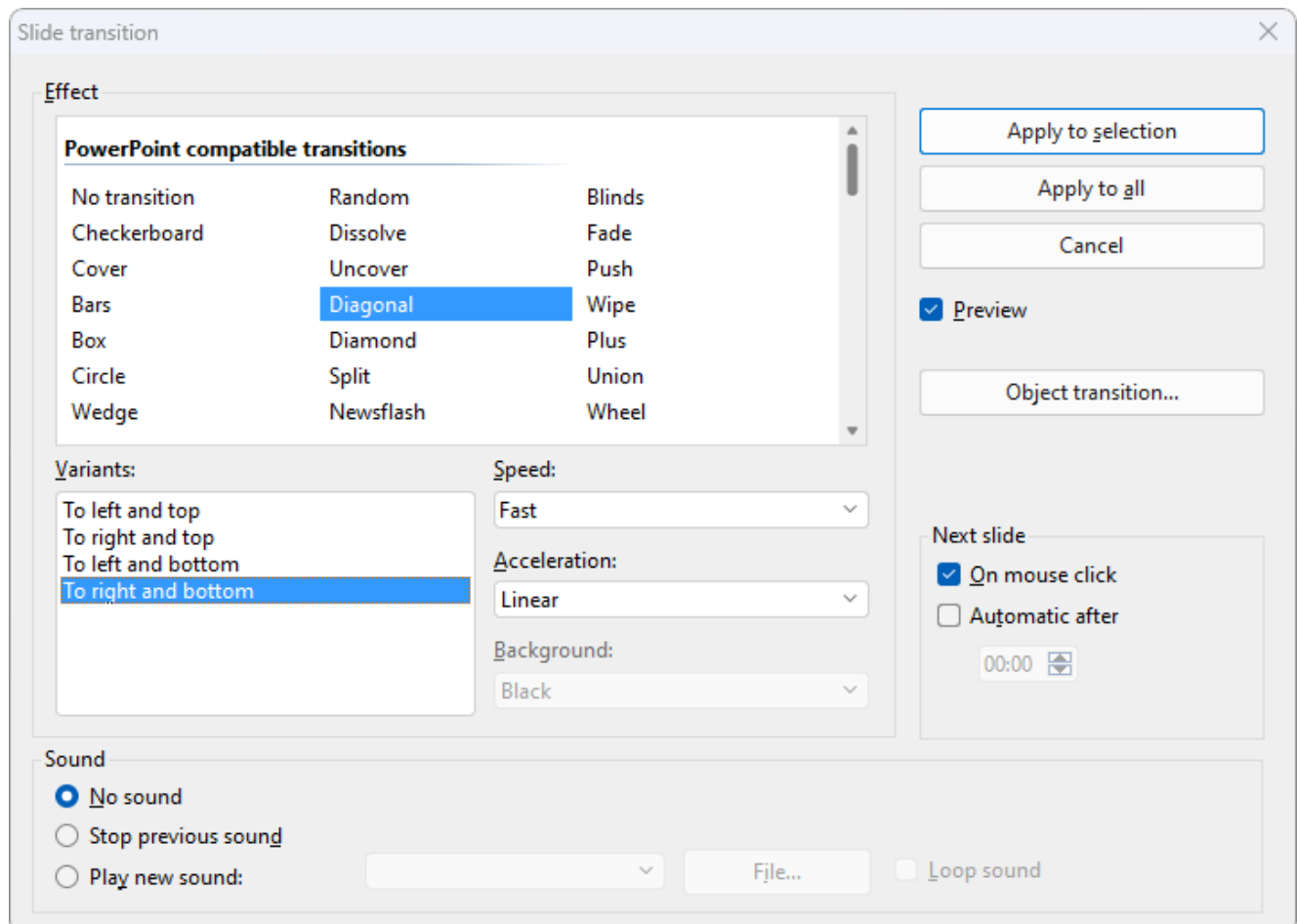
2. Select, for example, the **Diagonal** effect and **To right and bottom** variant.

3. If desired, you can also change the **Speed**. You can preview any change to the effect directly in the document window (if the **Preview** option is enabled).

4. Confirm with **Apply to all**.

The slide transition has now been applied to all slides in the presentation.

Tip: In the mini sorter, which is displayed to the left of the slide, a small icon ⬆ now appears in the top left corner of each slide. It indicates that the corresponding slide uses a slide transition. When you click on this icon, a preview of the transition effect is displayed in the thumbnails.

For more information on slide transitions, see Using slide transitions.

Applying object animations

Object animations are motion effects that can be applied to individual objects. Like slide transitions, animations can be used to make presentations more entertaining. They can also be used to highlight particularly important points.

Object animations

There are three main types of object animations: animations to make objects *appear*, to *emphasize* objects and to make objects *disappear*:

▪ An example of an *Appear* animation is to have an object "fly in" when the associated slide is displayed.

▪ An *Emphasize* animation might be used to highlight an important section of text, for example, by changing its color or font size.

▪ A *Disappear* animation involves an object disappearing when you switch to the next slide, for example, by "flying out" of the slide.

Each type is divided into several categories, and each category contains many individual effects from which to choose.

Feel free to try out various animations for this exercise. You can preview each effect before applying it. Of course, you can also follow our example described below.

> *Tip:* You can also use the buttons on the ribbon tab **Animation** or in the **sidebar** to apply all object animation commands directly. For demonstration purposes only, we selected the route via the dialog box for the sake of compact clarity.

We will now animate the picture on the second slide as an example:

1. Go to the second slide and click on the picture to select it.

2. Then right-click on the picture to open the context menu and select the entry **Animations**.

3. In the dialog box that appears, click on **Add**.

4. The program displays another dialog box which shows the animation types, the associated categories and the individual effects:
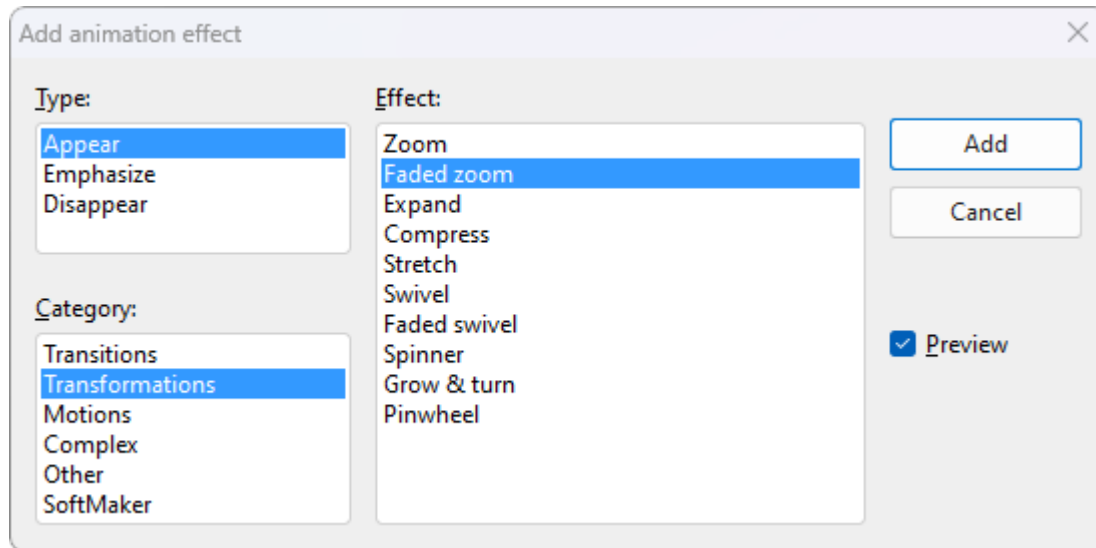
5. Enable the **Preview** checkbox and click on the various effects to see their effect on the slide.

6. First, select the **Appear** type, then the **Transformations** category and finally the **Faded zoom** effect for our example.

7. Confirm with **Add**. You will now see the selected effect with a short description in the dialog box **Animations**.

8. Click on **Close**.

If you now click on the small icon ⬜ in the top left corner of slide 2 in the mini sorter, you will first see a preview of the slide transition you applied earlier and then the animation of the image you just added.

In the Presentations tour, we intentionally chose a very simple animation example just to introduce this function. Object animations have numerous options and can be varied and combined in many ways. For more information, see Animations.

Slide animation schemes

Tip: Unlike object animations which are always applied to individual objects on a slide, the *Animation schemes* in Presentations provide an easy way to apply animations to all objects on a slide or even to the entire presentation at once. For more information, see Slide animation schemes.

Saving a presentation

To save your presentation, choose the command **File | Save** 💾.

Tip: This command can also be found in the Quick access toolbar below the ribbon.

When you choose the command **Save** for the first time in a newly created presentation, the dialog box **Save as** opens. There, type any name for the presentation in the box **File name**. You can also switch to another folder if you want to save the file somewhere else.

Let's name the presentation `Practice`. Thus, enter "Practice" in the box **File name**, and click on **Save** to confirm your entry. Presentations will save the file under the specified name and will automatically append the extension `.prdx`. Thus, the complete file name in this example is `Practice.prdx`.

The next time you choose the command **Save**, the program will no longer display this dialog box because the presentation now has a name. It will thus be saved immediately under its name.

Start running the slide show

You have now created your first small presentation. Thus, let's run your slide show! To do so, choose the command **Slide show** | group **View** | **Start**.

Your slide show will then be displayed on the full screen, slide by slide, from start to finish. You can use the space bar or the left mouse button to switch from one slide to the next. A right-click opens a context menu with some functions for interacting with the current slide show.

Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

For more information, see [Running a slide show](#).

Finished!

Our Presentations tour ends here. You were introduced to the basic functions of Presentations using simple exercises and were thus shown how to create your own presentations in future.

The rest of this manual is for reference purposes only. It has been intentionally structured so that you only need to read the sections that you really require. Thus, you can gradually familiarize yourself with the functions as you want to use them.

Have fun with Presentations!

Working with selections

For some Presentations' commands, you can *select* a section of text (or an object) before you execute them. The command is then applied only to the selected text or object.

The selection procedure differs depending on the operating system in use. Thus, this section is split into two parts:

▪ [Selecting in the Windows, Mac or Linux version](#)

▪ [Selecting in the Android/iOS version](#)

Selecting in the Windows, Mac or Linux version

In the Windows, Mac or Linux version of Presentations, you can select something as follows:

Selecting via the mouse

To select something via the mouse, proceed as follows:

▪ **Selecting text**

To select a section of text of any length, position the mouse cursor at the beginning of the section, press and hold down the left mouse button, and drag the cursor to the end of the desired section.

To select a *word*, double-click on the word.

To select a whole *line*, click on the left of the line and drag the mouse cursor over to the right of the line. You can also select multiple lines by dragging the mouse cursor down.

▪ **Selecting objects**

To select an object (for example, a picture, a drawing, etc.), simply click on it with the mouse. A frame will then appear around the object to indicate that it is now selected. For objects with text (for example, placeholders), you have to click exactly on their frame in order to select them.

To select several objects at once, use the mouse to draw a frame around the desired objects. Alternatively, you can click successively on several objects while holding down the **Shift key⇧** to select them together.

Tip: Use the ribbon command **Home | Select all** to select all text in a placeholder or all objects on a slide.

Selecting via the keyboard

Alternatively, you can use the keyboard. To do so, proceed as follows:

▪ **Selecting text**

Move the text cursor to the start of the text you want to select. Press the **Shift key⇧**, hold it down, and then move the text cursor in any direction with the arrow keys.

For example, you can select the following:

a single character with **Shift+←** or **Shift+→**

a single word with **Ctrl+Shift+←** or **Ctrl+Shift+→**
(for Mac: **Alt+Shift+←** or **Alt+Shift+→**)

To select all text in a placeholder, you can press the key combination **Ctrl+Home**, followed by the key combination **Ctrl+Shift+End**.

▪ **Selecting objects**

Objects can only be selected with the mouse or the ribbon command **Home | Select all** (see above).

Selecting in the Android/iOS version

Selecting works a little differently on Android/iOS devices. You can use either your finger or a mouse. Proceed as follows:

▪ **Selecting text**

The easiest way to select a section of text is as follows:

Double-click on the word that you want to use as the starting point of the selection. The word should now be selected. This is indicated by the large "handles" that appear in front of and behind the word:

These two handles represent the beginning and end of the selection. To extend the selection to additional text, simply drag the two handles to the desired positions.

▪ **Selecting objects**

To select an object (for example, a picture or drawing, etc.), simply click on it. A frame will then appear around the object to indicate that it is now selected.

Tip: Use the ribbon command **Home | Select all** to select all text in a placeholder or all objects on a slide.

Working with slides

Slides are a visual aid for giving a presentation. The presentation is easier to structure and the audience can also follow the information you are talking about on the screen.

Presentations provides many features that enable you to tailor the slides of a presentation to your audience and assist you in effectively conveying your message.

A slide first starts as a blank sheet. You can either design it yourself from scratch or you can avail of the many useful tools included in Presentations. You can be as creative as you like. You can also benefit from the predefined designs, layouts and color schemes that allow you to simply pick and choose without having to do all of the work.

This chapter will introduce you to all of the techniques you need in order to be able to use slides perfectly. The information covers the following topics:

- Creating a new presentation
- Inserting a new slide
- Inserting slides from other presentations
- Navigating between slides
- Working with the mini sorter
- Working with the mini outliner
- Using the slide sorter and outline
- Changing the order of slides
- Deleting slides
- Copying, cutting and pasting slides
- Duplicating slides
- Renaming slides
- Resetting slides
- Hiding slides
- Changing the slide design
- Changing the slide layout
- Slide management
- Creating headers and footers
- Changing the slide size and orientation
- Inserting a summary slide
- Changing slide color scheme and background

- Using slide transitions
- Adding object animations
- Using the sidebar
- Adding notes
- Printing handouts

Creating a new presentation

Each presentation that you create is saved as a separate file. You can open multiple presentations at the same time and work on them in parallel. For example, you can quickly copy information from one presentation to another. For more information, see Working with multiple documents.

To enable you to start a new presentation immediately, an empty document with the default slide design is always created after the program starts.

Otherwise, choose the command **File | New** to start a new presentation. (Click directly on the icon itself.) Incidentally, this command is also in the Quick access toolbar.

(Note: If you click on the icon's arrow instead, you'll see the slide designs you previously used. For more information, see Starting a new presentation.)

> **Tip:** Use the key combination **Ctrl+N** to quickly open a new presentation with the current default slide design, while skipping the dialog box shown below.

After you have clicked on the **File | New** icon, the following dialog box appears:
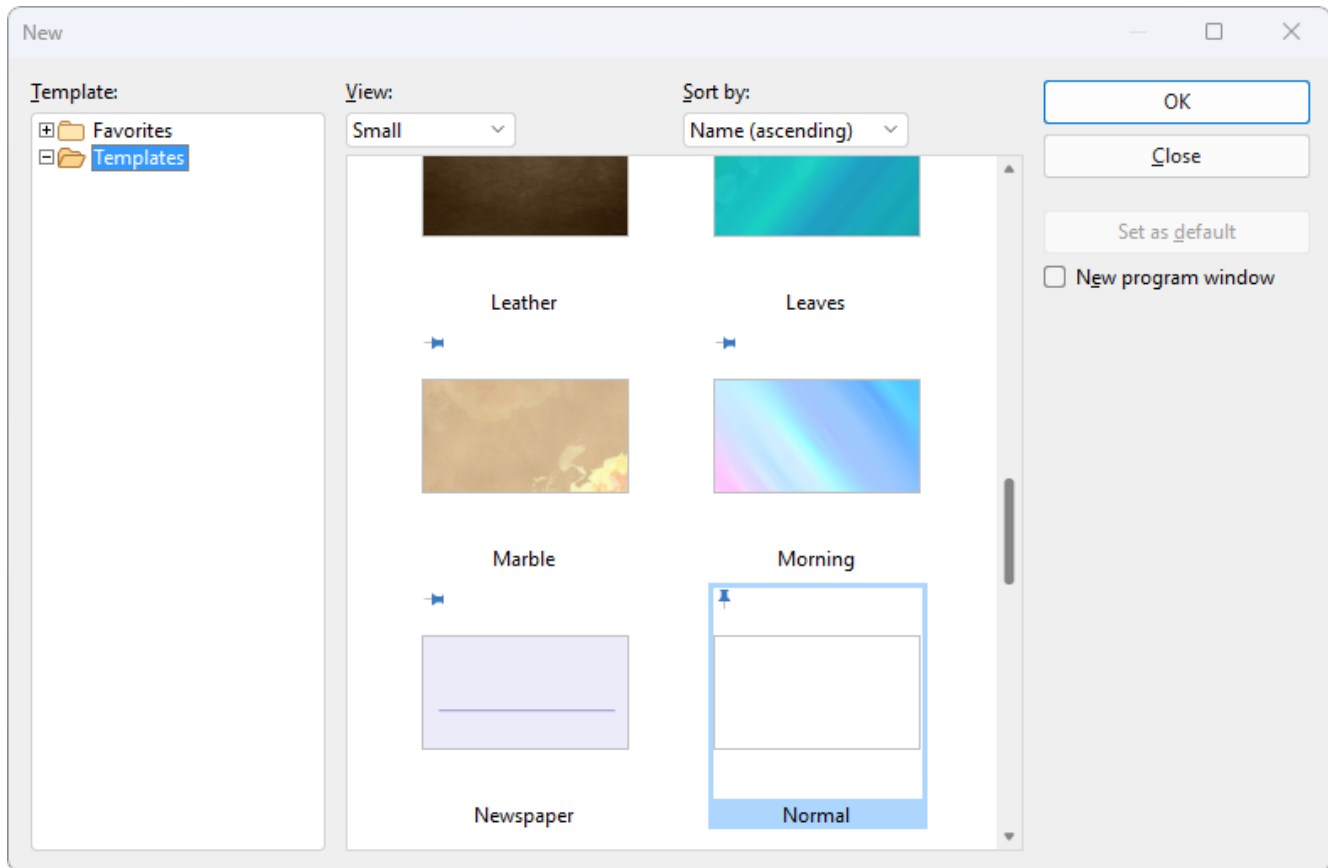
FreeOffice: SoftMaker FreeOffice includes only some of the predefined slide designs.

The dialog box shows you an overview of all slide designs that Presentations provides. Select the desired design and confirm with **OK**. Presentations will then create your new presentation.

You can subsequently change the slide design at any time using the command **Design** on the ribbon tab **Design**.

Notes:

▪ If you have external templates that you want to use instead of the predefined designs, select the **Load from file** button in the dialog box of the command **Design** on the ribbon tab **Design**. You will find this information and other information on slide designs in Changing the slide design.

▪ The meaning of the pins , the *Favorites* folder and all other features in the dialog box shown above are described in the Starting a new presentation section.

Inserting a new slide

To create a new slide in the current presentation, choose the command **Insert | Slide** (or the ribbon tab **Home | group Slide | Add**).

Alternatively: Right-click in the mini sorter on the left side of the window to open the context menu and select the entry **Insert new slide**. You can also simply use the shortcut keys: **Ctrl+M**.

The program displays a dialog box that offers all available slide layouts:

Note: You can also skip the dialog box by clicking on the arrow of the **Slide** icon [icon] instead of clicking on the icon itself. In the dropdown menu that appears, the desired layout for the new slide can be inserted directly via a mouse click.
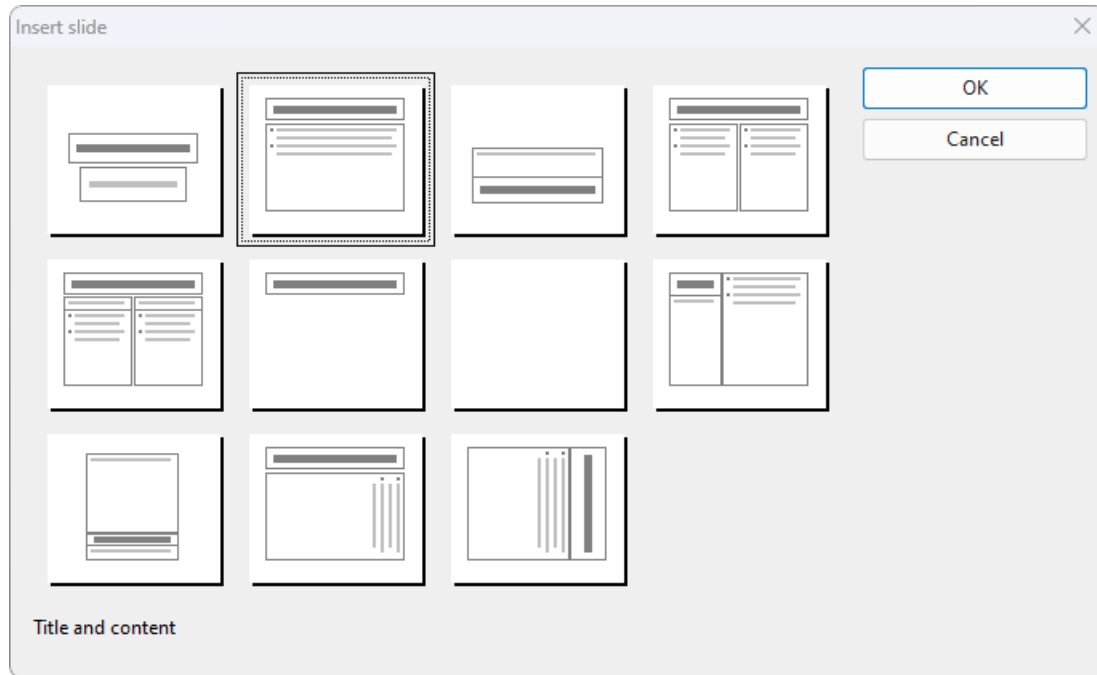
The thumbnails in the dialog box show how the placeholders will be arranged on the new slide. Select the desired slide layout and confirm with **OK**. The new slide will then be inserted behind the current slide.

For more information on slide layouts, see Changing the slide layout.

Inserting slides from other presentations

Presentations provides several options for copying slides from other presentations to the current presentation. One option is to simply open both presentations and use the copy-and-paste method. Alternatively, there are two commands that can be used to copy all slides of a presentation in one step:

In the mini sorter, select the slide behind which the slides are to be inserted.

Then click on the icon's arrow of the command **Insert | Slide** [icon] and select **Slides from presentation** or **Slides from outline** from the dropdown menu.

The difference between these two commands is that **Slides from presentation** inserts slides of a normal presentation file (Presentations or PowerPoint file) and **Slides from outline** inserts slides of presentations that have been saved as an outline in RTF format.

A file dialog appears when you choose one of these commands. Select the desired file and confirm that it has been opened. The entire content of the selected file will then be inserted into the current presentation.

Navigating between slides

To navigate between the slides of a presentation, use the following keys:

Key	Function
PageUp↑	Jump to the previous slide
PageDown↓	Jump to the next slide
Home	Jump to the first slide
End	Jump to the last slide

Using the "Go to slide" command

Furthermore, you can jump to a specific slide with the ribbon command **Home** | group **Search** | **Go to** .

If you choose this command, a dialog box appears with a list of all of the slides in the document. Select the desired slide and confirm with **OK** to jump to the selected slide.

Using the mini sorter

You can also use the *mini sorter* to jump to a specific slide. The mini sorter is usually displayed to the left of the current slide. It shows small thumbnails of all slides. To jump to one of these slides, simply click on its thumbnail.

For more information on the mini sorter, see the next section.

Working with the mini sorter

The *mini slide sorter* (short: *mini sorter*) shows small thumbnails of the slides of a presentation. It not only provides an overview of all slides, but also offers some additional functions. For example, you can use it to rearrange, add and delete slides. You can also preview slide transitions and animations in it.

By default, the mini sorter is displayed as a vertical bar on the left side of the document window and may look as follows:

The mini sorter

To choose certain functions via the mini sorter, *right-click* on one of the slides displayed in it. A context menu with all available commands then appears.

Selecting slides in the mini sorter

You can also select more than one slide in the mini sorter and then apply commands to all selected slides at once. To do so, click on the relevant slides while pressing and holding down the **Ctrl** key. Then choose the function you want to apply to the selected slides.

Alternatively, you can also select all slides between the first and last slide you clicked by pressing and holding down the **Shift key⇧**.

Another option is to choose the ribbon command **Home | Select all** in order to select *all slides* in the mini sorter.

Information displayed in the mini sorter

As shown in the above figure, each of the thumbnails displayed in the mini sorter is labeled with the corresponding slide's name (usually "Slide" followed by a consecutive number). For slides that have been hidden (see Hiding slides), the name of the slide is struck through in red.

For slides that use slide transitions or animations (see Using slide transitions and Animations), a small icon with an arrow is displayed in the top left corner of those slides in the mini sorter. If you click on this icon, you will see a small preview of the slide transition and all animations of this slide.

Changing the position of the mini sorter

You can use the ribbon command **View | group Windows | Mini sorter** to select where you want to place the mini sorter in the document window. The **Hide** option will hide the mini sorter.

Alternatively, you can find these options in the context menu (right-click in the mini sorter) via the entry **Mini sorter**.

Working with the mini outliner

The *mini outliner* shows a small outline view of the presentation. It is similar in function to the mini sorter (see the previous section), but it shows the content of the slides (title and text) in text form rather than thumbnails. This view enables you to have a better overview of the actual content of your presentation and allows you to verify that the text is organized in a fluent and logical manner.

Just like the mini sorter, the mini outliner can be placed on different sides of the document window or can be hidden completely.

To do so, choose the ribbon command **View** | group **Windows** | **Mini outliner** .

By default, both mini sorter and mini outliner are placed on the left side of the document window. To switch between these two views, their tabs are displayed at the top: click on **Slides** for the mini sorter or on **Outline** for the mini outliner.
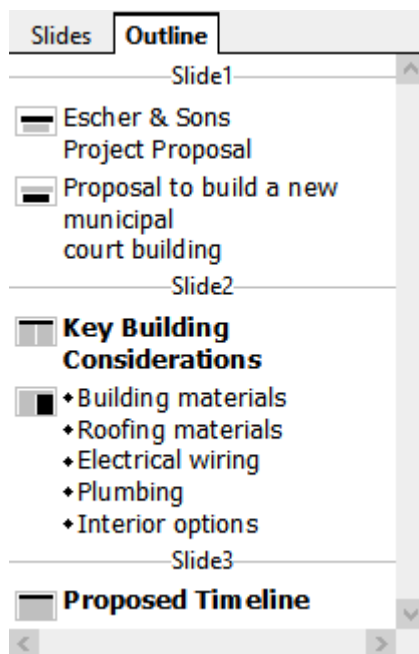
The mini outliner

Entering text in the mini outliner

You can enter text directly into the mini outliner, just as you would do so in a slide. To do so, click in the desired location to place the text cursor there and start entering text. The slide is automatically updated when you make changes to the mini outliner.

Using the slide sorter and outline

The large *slide sorter* and the large *outline* (commands **View | Slide sorter** and **View | Outline**) work just like the mini sorter and the mini outliner – with one difference: they use the entire window to display the content. This gives you a correspondingly better overview of the presentation.

For a detailed description of the functions available in these views, see Working with the mini sorter and Working with the mini outliner.

To return to the normal slide view from the slide sorter or outline view, choose the command **View | Slides**.
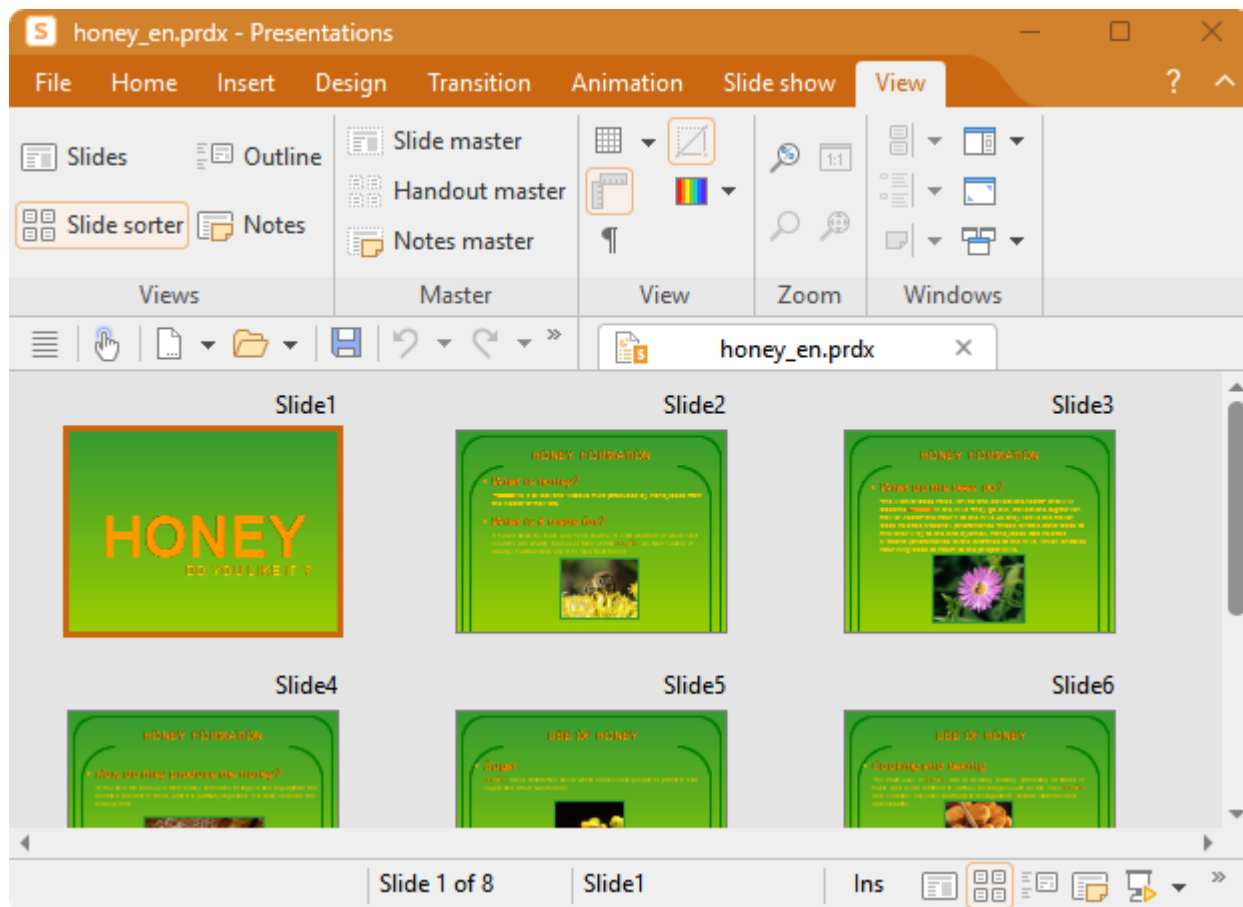
The slide sorter
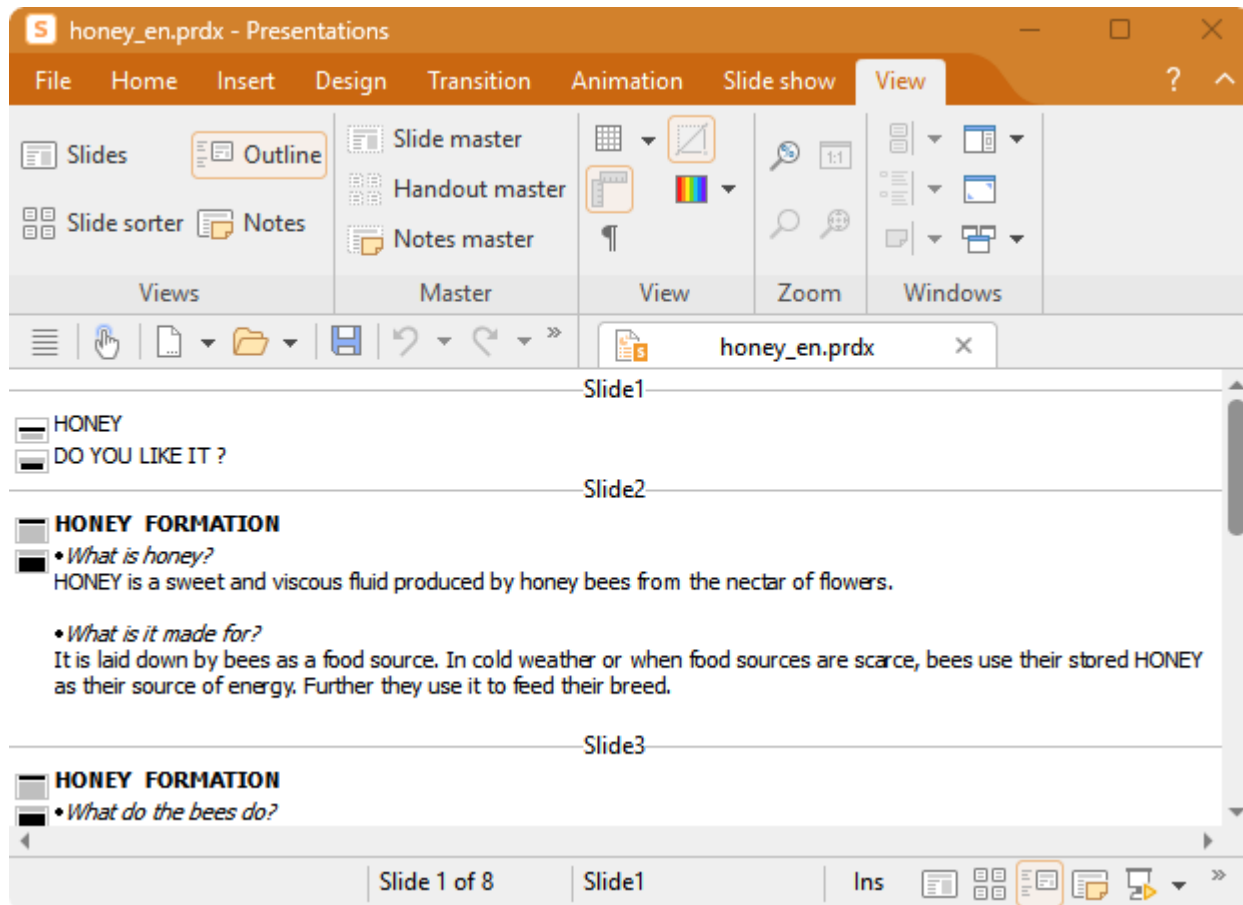
The outline view

Changing the order of slides

You can use the mini sorter or the large slide sorter (command **View | Slide sorter**) to very quickly reorder the slides of a presentation. You simply click on the desired slide and drag it anywhere else in the sorter while holding down the mouse button. A line shows you where the slide will be positioned when you release the mouse button.

Deleting slides

To delete the current slide, you can choose the ribbon command **Home** | group **Slide** | **Manage** | **Delete slide**. This will delete the current slide (after confirmation).

Even faster: Select one or more slides in the mini sorter, right-click to open the context menu and select the entry **Delete**. Alternatively, simply use the **Del** key after selecting.

Copying, cutting and pasting slides

Slides can be copied in the mini sorter (or the large slide sorter) or cut out of the presentation and pasted elsewhere.

All necessary commands can be found on the ribbon tab **Home** | group **Edit**:

Command	Explanation
Copy	The ribbon command **Home**	**Copy** copies the selected slide to the clipboard.
	If multiple slides have been selected, all of them will be copied. To select a slide, click on it in the mini sorter. To select multiple slides, click on each of them successively while holding down the **Ctrl** or **Shift** key.
	You can then choose the command **Paste** (see below) to paste the copied slides elsewhere in your presentation.
Cut	The ribbon command **Home**	**Cut** works similarly, but it deletes the slides from the document at the same time. Use this command if you want to move slides rather than copy them.
Paste	The ribbon command **Home**	**Paste** inserts the slides from the clipboard before the current slide.

Tip: You can also find all aforementioned commands in the context menu by right-clicking in the mini sorter.

Using shortcut keys

You can also use the keyboard for these commands:

Command	Windows/Linux	Mac
Copy	**Ctrl+C**	**Cmd+C**
Cut	**Ctrl+X**	**Cmd+X**
Paste	**Ctrl+V**	**Cmd+V**

Duplicating slides

To create a duplicate of the current slide, choose the ribbon command **Home** | group **Slide** | **Manage** | **Duplicate slide**. An exact copy of the current slide will be pasted before the current slide.

Alternatively: Right-click on the slide in the mini sorter to open the context menu and select the entry **Duplicate**.

If multiple slides have been selected before you execute this command, all of them will be duplicated.

Tip: In the mini sorter, you can also duplicate slides directly with the mouse: While holding down the **Ctrl** key, drag the slide to the place in the sorter where you want the duplicates to appear.

Renaming slides

By default, slides are named *Slide1* , *Slide2*, *Slide3*, etc. (with a consecutive number at the end). When you add, delete or move slides, the numbering adjusts accordingly. However, you can also give slides a specific name for identification purposes. This is especially advantageous when working with extensive slide shows.

To give a slide an individual name, select it in the mini sorter and choose the ribbon command **Home** | group **Slide | Manage | Rename slide**.

Alternatively: Right-click on the slide in the mini sorter to open the context menu and select the entry **Rename slide**.

In the following dialog box, you can enter a new name.

Resetting slides

With the ribbon command **Home | group Slide | Reset**, you can reset all placeholders on the current slide.

When you choose this command, the following two things happen:

- All settings for all placeholders in the slide are reset to their default values, including object properties, text format and position/size.

  This corresponds to choosing the ribbon command **Design | group Placeholders | Reset placeholder | Reset all properties** (for all placeholders in the slide). For more information, see <u>Resetting placeholder properties</u>.

- In addition, any placeholders that were deleted in the current slide will be restored.

  This corresponds to choosing the ribbon command **Design | group Placeholders | Restore**. For more information, see <u>Restoring deleted placeholders</u>.

Hiding slides

You will sometimes create a presentation that contains information which you do not want to show to everyone – for example, a presentation about company strategies, which also includes slides that your board should see, but not your potential new partner companies. Of course, you could create a copy of the presentation and delete the unwanted slides there. However, it is easier to simply hide the relevant slides. They will still appear in the document, but will be skipped when running the slide show.

To hide a slide, select the slide (or several slides) in the mini sorter and choose the ribbon command **Slide show | group Manage | Hide slide**.

Alternatively: Right-click in the mini sorter to open the context menu and select the entry **Hide slide**.

You can still see hidden slides and can edit them without restrictions. However, they are no longer displayed when you run the slide show.

Incidentally, you can recognize hidden slides by the fact that their name is struck through in red in the mini sorter.

Restoring hidden slides

To restore a hidden slide, use the same procedure. The option **Hide slide** appears dark when enabled for a slide. If you click on the option again, the coloring will be removed and the slide will be displayed again when running the slide show.

Changing the slide design

Of course, you can create the design of a presentation entirely by yourself, but Presentations provides you with a whole range of attractive design templates that you can use for your presentations.

FreeOffice: SoftMaker FreeOffice includes only some of the predefined slide designs.

To apply one of these designs, choose the command **Design** on the ribbon tab **Design**. The following dialog box appears:
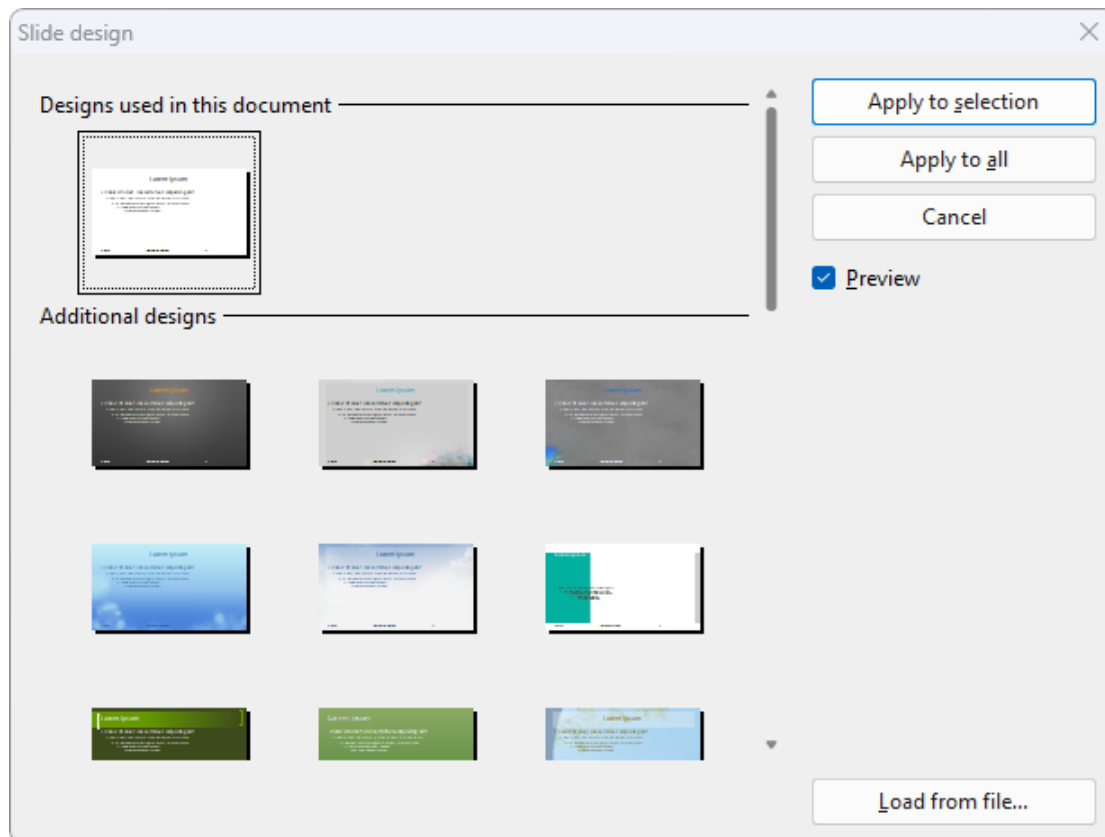
Use the scroll bar to browse through the collection for a suitable design. Then click on the desired design and press the **Apply** button to apply the design to the current slide or the **Apply to all** button to apply it to all slides.

> **Tip:** You can even create your own slide designs by saving a presentation as a template. To do so, choose the command **File | Save as** and select the **Presentations template** format as the file type.

Such self-created designs can then be applied using the **Load from file** button in the above dialog box. If you have external templates, they can also be applied here.

Tip: Using the sidebar

The slide design can be changed even faster using the *sidebar*, which is displayed to the right of the slide by default.

To do so, click on the icon in the small toolbar above the sidebar. The sidebar now displays a list of all available slide designs. Simply click on one of them, and it will be applied immediately to the current slide.

For more information on the sidebar, see Using the sidebar.

Changing the slide layout

Each slide design (see previous section) contains several "slide layouts".

A *slide layout* primarily serves as a template for the placeholders in a slide. *Placeholders* appear in slides as rectangular areas with a dashed border and contain a prompt such as "Click to add text".

Each of the available slide layouts has different combinations and arrangements of placeholders. For more information on placeholders, see Placeholders.

With the ribbon command **Design** | group **Design** | **Layout** , you can change the layout of a slide at any time – even if it is already filled with content.

Alternatively, choose the command **Home** | group **Slide** | **Layout** or simply right-click to open the context menu and select **Slide layout**.

The following dialog box appears:

From the dialog box, select the layout you want to apply to the current slide and then click on the **Apply** button. The new layout is immediately applied to the slide.

Tip: Using the sidebar

The slide layout can be changed even faster using the *sidebar*, which is displayed to the right of the slide by default.

To do so, click on the icon 🔲 in the small toolbar above the sidebar. The sidebar now displays a list of all available slide layouts. Simply click on one of them, and it will be applied immediately to the current slide.

For more information on the sidebar, see Using the Sidebar.

Editing the masters of slide layouts

Incidentally, slide layouts not only determine the position and size of placeholders, but can also contain numerous other settings – including the slide background, the color scheme, the formatting of text in placeholders, etc. They are templates for all intents and purposes for the overall appearance of slides.

If required, you can edit the predefined slide layouts by choosing the *Slide master* view. In this view, you can change the *master* of each slide layout as desired. (In other words, you can edit the slide layouts directly.)

> **Note:** Changes that you make to a slide layout in the master view affect *all* slides that use this layout in the current document.

To switch to the master view, choose the ribbon command **View** | group **Master** | **Slide master**.

For more information, see Working with masters.

Slide management

Common slide commands can be easily applied directly with the **Manage** button ⊞ on the ribbon tab **Home |** group **Slide**. These commands were already described in the previous sections, but they are sometimes controlled by different buttons there.

The following slide commands are available in a compact manner via the **Manage** button ⊞:

- **Create slide:** This option is used to insert a new slide into the presentation. For more information, see Inserting a new slide.

- **Duplicate slide:** This option is used to create a duplicate of the current slide. For more information, see Duplicating slides.

- **Delete slide:** This option is used to delete the current slide. For more information, see Deleting slides.

- **Rename slide:** This option is used to give the slide an individual name. For more information, see Renaming slides.

- **Hide slide:** This option is used to hide the selected slides when running the slide show. For more information, see Hiding slides.

Tip: The commands mentioned here and some others can also be found via the context menu by right-clicking on a slide in the mini sorter.

Creating headers and footers

Headers and footers allow you to display information such as page numbers, date, company name, copyright notices or the name of the presentation. These then appear at the top (header) or at the bottom (footer) of the page.

- *Headers* can only be used in notes and handouts. The *same* header appears on each note page or handout page.

- *Footers* can also be used on normal slides. You can either create individual footers for specific slides or assign a footer to all slides in the entire presentation.

You can specify exactly how the headers and footers should appear. You decide the content, placement, size, formatting and all other aspects of the headers and footers as follows:

- To create headers and footers and edit their content settings, choose the ribbon command **Insert |** group **Text | Header / footer**.

- To then change the formatting, position or size of headers/footers on individual slides, select the appropriate bordered areas at the top or bottom of the page. Their position and size can be changed with the mouse and

their formatting with the commands from the command groups **Character**, **Paragraph** and **Objects** on the ribbon tab **Home**.

▪ You will also find additional options for the general object properties on the contextual ribbon tab **Object** (which appears when you select a header or footer).

To insert headers and footers at a higher level, switch to the respective master view on the ribbon tab **View |** group **Master** and use the commands described above accordingly.

More information can be found on the following pages.

Footers on slides

Footers are placed in the lower part of a slide and are divided into three footer areas: on the left, a date area, in the center, a title area (or any other information), and on the right, a page number area.

To insert and fill these footer areas with content, choose the ribbon command **Insert |** group **Text | Header / footer**, which is available in both the master view and the normal slide view.

The following dialog box is displayed:

In front of each area, you will see a checkbox. Enable it for all areas that should appear on the slide. Then change the contents of the individual areas as required.

The dialog box provides the following options:

- At the top of the dialog box, you can specify whether the **Date and time** should appear on the slide. This will then be displayed in the lower left corner of the slide.

  The option **Update automatically** uses the system date and time and updates them on an ongoing basis. In the dropdown list below, you can specify the format of the date and time.

  The option **Fixed** lets you manually enter any date, such as the creation date of the presentation.

- In the **Footer** area, you can enter any text, such as the title or author of the presentation. This area is centered at the bottom of the slide.

- The last part of the footer is for displaying the **Slide number**, which appears in the lower right corner of the slide. The slides are automatically numbered for this purpose. If desired, you can also specify here the number which should be assigned to the first slide of the presentation.

- Title slides in a presentation generally do not have footers. You can achieve this by enabling the option **Hide on title slides**.

The buttons on the right side of the dialog box give you the option of either applying the settings you made to all slides in your presentation (**Apply to all** button) or applying them only to the previously selected slides (**Apply to selection** button).

> *Note:* The **Apply to selection** button is not available in the master view, but only in the normal slide view. Changes you make in the master view in the above dialog box always affect *all* slides.

You can then select the inserted areas on the slide and adjust them further if necessary. However, these changes will only affect the current slide.

The following operations are possible:

- To change the formatting of the content, use the usual commands of the command groups **Character** and **Paragraph** on the ribbon tab **Home**.

- To move an area, use your mouse to drag it to the desired position.

- To change its size, drag one of the handles surrounding its borders.

- You can edit the contents of the areas in each slide individually by clicking in a created area on the slide and typing your changes directly.

- In the command group **Objects** on the ribbon tab **Home**, you can edit the object properties (fill color, line color, etc.) of an area.

- On the contextual ribbon tab **Object** (which appears as soon as you select a header or footer), you will find additional options for the general object properties that correspond to those of text frames. For more information, see Changing text frame properties via the ribbon tab.

> *Note:* For information on changing footers for all slides or only for specific slide layouts using the master view, see Changing headers/footers in master view.

Headers and footers on notes pages and handouts

The aforementioned dialog box for the headers and footers has a second tab: **Notes and handouts**. This allows you to specify and change headers and footers on notes and handouts. The dialog box works in the same way as the one described for the **Slide** tab, except that you can also specify headers in addition to footers in notes and handouts.

As mentioned earlier, there is only *one* header or footer for notes and handouts, which is the same on *all* pages.

Changing headers/footers in master view

To change the formatting, position or size of headers and footers for slides at a higher level, you must first switch to the respective master view. This can be done with one of the following commands on the ribbon tab **View | group Master**:

- **For normal slides:** ribbon command **Slide master**

  (Then select the slide layout that you want to modify in the mini sorter. Note: Changes made to the top layout in the list affect *all* other layouts.)

- **For handouts:** ribbon command **Handout master**

- **For notes:** ribbon command **Notes master**

In these views, the areas designated for headers and footers are displayed at the top (headers) and bottom (footers). In the slide master, for example, the footer consists of the *Date area*, the *Footer area* and the *Page number area*:
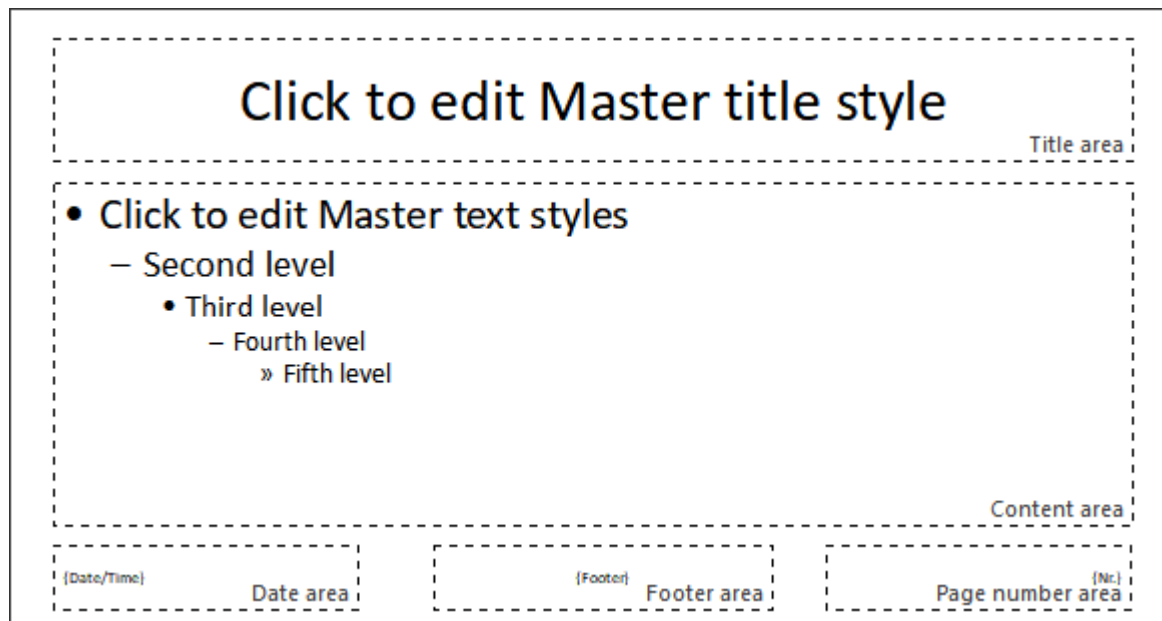
Master view for the slide master (Note: Header areas are only available in the notes and handout master.)

To create headers and footers and to edit their content, choose the ribbon command **Insert** | group **Text** | **Header / footer** as in the normal slide view. (Typing content directly into the areas of the master view does not produce any results.)

In addition, the content of these areas can be subsequently edited individually in the slide view for each slide by clicking into a created area and typing in your changes.

If you select an area in the master view (for example, by clicking on its border), you can make the following changes:

- To change the formatting of the content, use the usual commands of the command groups **Character** and **Paragraph** on the ribbon tab **Home**.

- To move an area, use your mouse to drag it to the desired position.

- To change its size, drag one of the handles surrounding its borders.

- In the command group **Objects** on the ribbon tab **Home**, you can edit the object properties (fill color, line color, etc.) of an area.

- On the contextual ribbon tab **Object** (which appears as soon as you select a header or footer), you will find additional options for the general object properties that correspond to those of text frames. For more information, see Changing text frame properties via the ribbon tab.

Note: In the *Slide master*, you can also make these changes specifically for a certain slide layout; the changes will then affect all slides with the corresponding layout. Exception: The *contents* of the footer (using the command **Insert** | group **Text** | **Header / footer** to enter it in the dialog box!) are always applied to *all* slides.

For more information on the master view, see Working with masters.

Changing the slide size and orientation

In Presentations, slides are displayed in landscape format by default, while notes and handouts are displayed in portrait format. You can change these default settings – as well as the slide size – at any time for the entire presentation.

However, the size or orientation of *individual* slides cannot be changed, as the settings always apply to all slides.

To customize the slides format, proceed as follows:

Directly via the icons of the command group "Page setup"

You can easily choose from some common formats using the buttons on the ribbon tab **Design** | group **Page setup**.

To do so, click on the small arrow of the **Page size** icon and insert the predefined slide formats directly from the dropdown menu.

> **Note:** The "screen" formats are automatically set to *Landscape* format.

For all other formats, you can use the **Page orientation** button to switch between *Landscape* and *Portrait*.

For custom slide sizes as well as for an extended selection of common paper sizes, click directly on the **Page size** icon itself to open the dialog box "Page setup". Alternatively: Click on the small black arrow of the icon and select **More** in the dropdown menu.

In this dialog box, you will also find the settings for the notes and handout format (see below).

Additional options: Via the dialog box "Page setup"

Open the dialog box "Page setup" as described above (alternatively: via the ribbon command **File** | group **Print** | **Page setup**).

The dialog box has two tabs, one for setting up the slides and the other for notes and handouts:
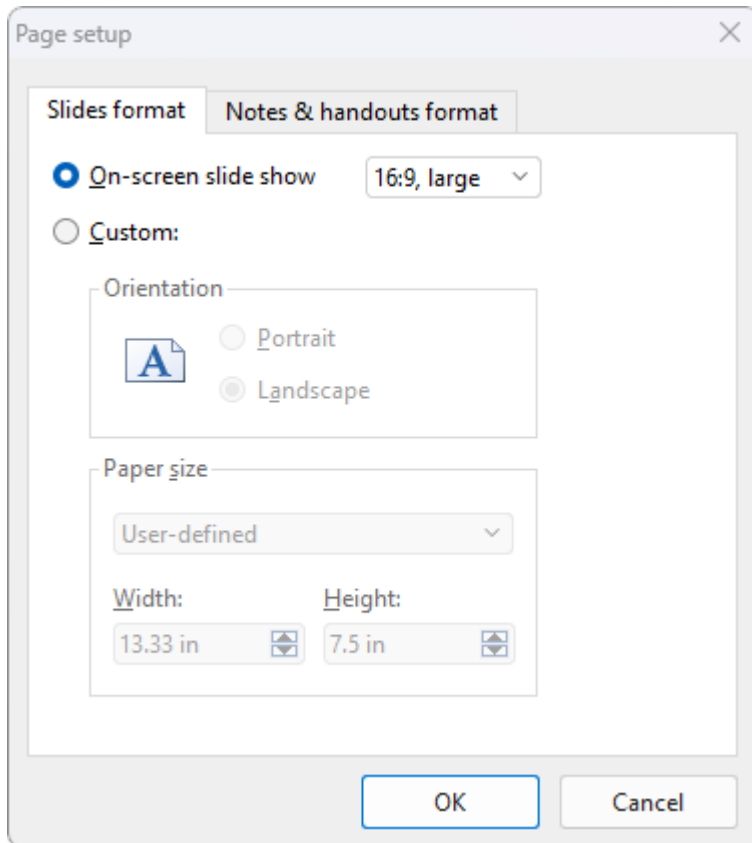
The **Slides format** tab of the dialog box has two options from which to select. If you select the option **On-screen slide show**, you can choose between a number of predefined slide formats for on-screen slide shows (4:3, 16:9, etc.) to the right of this option. The orientation of the slides is always set to **landscape**. If you would like to change the orientation, select the option **Custom**. The **Orientation** and **Paper size** sections are now enabled and you can switch between portrait and landscape.

The **Paper size** settings can be used to resize the slides or printouts. The dropdown list contains the most common paper sizes. If you need a different size, you can also specify the values for **Width** and **Height** individually.

Note: If you change the orientation or the paper size, TextMaker asks if all objects on all slides should be scaled accordingly. If you want to keep the object sizes, click "No" here.

On the **Notes & handouts format** tab, you can also set whether you want to use the printer's default paper format for Notes and Handouts or customize the values to suit your needs.

Inserting a summary slide

FreeOffice: The *Insert summary slide* function is not included in SoftMaker FreeOffice.

With the ribbon command **Insert** | group **Slide | Summary slide**, you can create a slide that lists the headings of all slides of the entire presentation. This enables you to quickly and easily place a table of contents or agenda at the start of a presentation.

Tip: Alternatively, you can choose the command by right-clicking in the mini sorter to open the context menu.

The following dialog box appears:
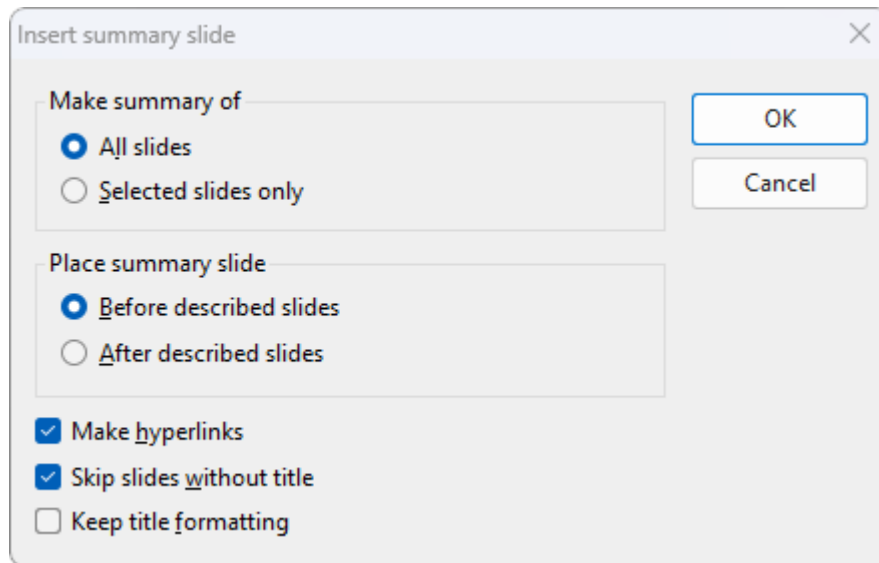
You can use the options in this dialog box to determine how the summary slide should look:

- **Make summary of:** If **All slides** is enabled, the headings of each slide in the presentation are listed on the summary slide. If **Selected slides only** is enabled, only the headings of those slides that you have currently selected in the mini sorter will be listed.

- **Place summary slide:** Here, you can determine whether the summary slide is inserted into the presentation before or after the currently selected slides (or the current slide).

- **Make hyperlinks:** If this option is enabled, a hyperlink is created to the corresponding slide for each heading listed on the summary slide. If the option is not selected, however, pure text (without links) is created.

- **Skip slides without title:** If this option is selected, slides that do not contain a title will not be included on the summary slide.

- **Keep title formatting:** If this option is selected, the formatting (font, font size, etc.) of the actual slide titles is used to generate the titles on the summary slide.

If the information that should appear on the summary slide is too extensive and thus does not fit on the slide, the following warning dialog box appears:
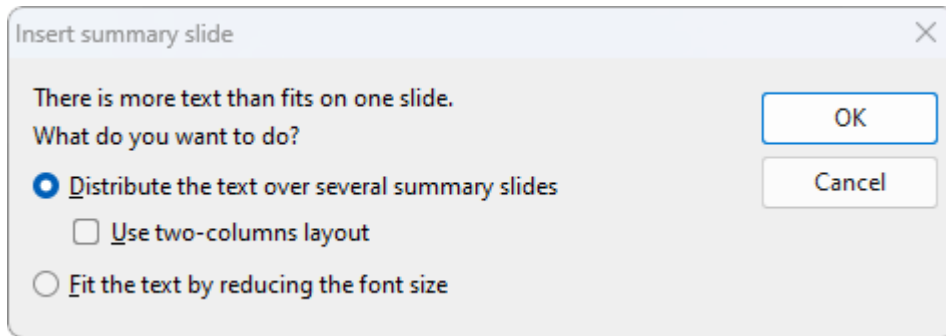
Here, you can decide whether you want to distribute the text among several summary slides or reduce the space required for the text by reducing the font size. If you use multiple summary slides, you can also select a two-column layout.

Changing slide color scheme and background

By default, Presentations uses a white background with black text for new presentations. However, you can add colors to the different elements of a presentation at any time. Well-coordinated color combinations can help to make a presentation both more pleasing to the eye and more memorable.

In Presentations, you can specify the colors for eight different types of elements:

- Text and lines
- Title text
- Filled areas (for example, in drawings)
- Accent
- Shadow
- Hyperlink
- Hyperlink used
- Background (see also Slide background)

You can view the color scheme of a presentation with the command **Design** | group **Scheme** | **Color scheme**. The dialog box displays all color schemes defined in the current slide design. Not only can you select a color scheme here in order to apply it to single slides or to the entire presentation, but you can also change existing color schemes or create new ones.

For more information, see the following pages.

Applying a color scheme

To apply a color scheme to slides, choose the ribbon command **Design** | group **Scheme** | **Color scheme** 🖼. (Click on the icon itself.)

Tip: If you want to apply a color scheme immediately without further editing, click on the icon's arrow and apply the desired color scheme directly from the dropdown menu. The entry **More color schemes** will take you to the dialog box below with additional options.

The following dialog box appears:
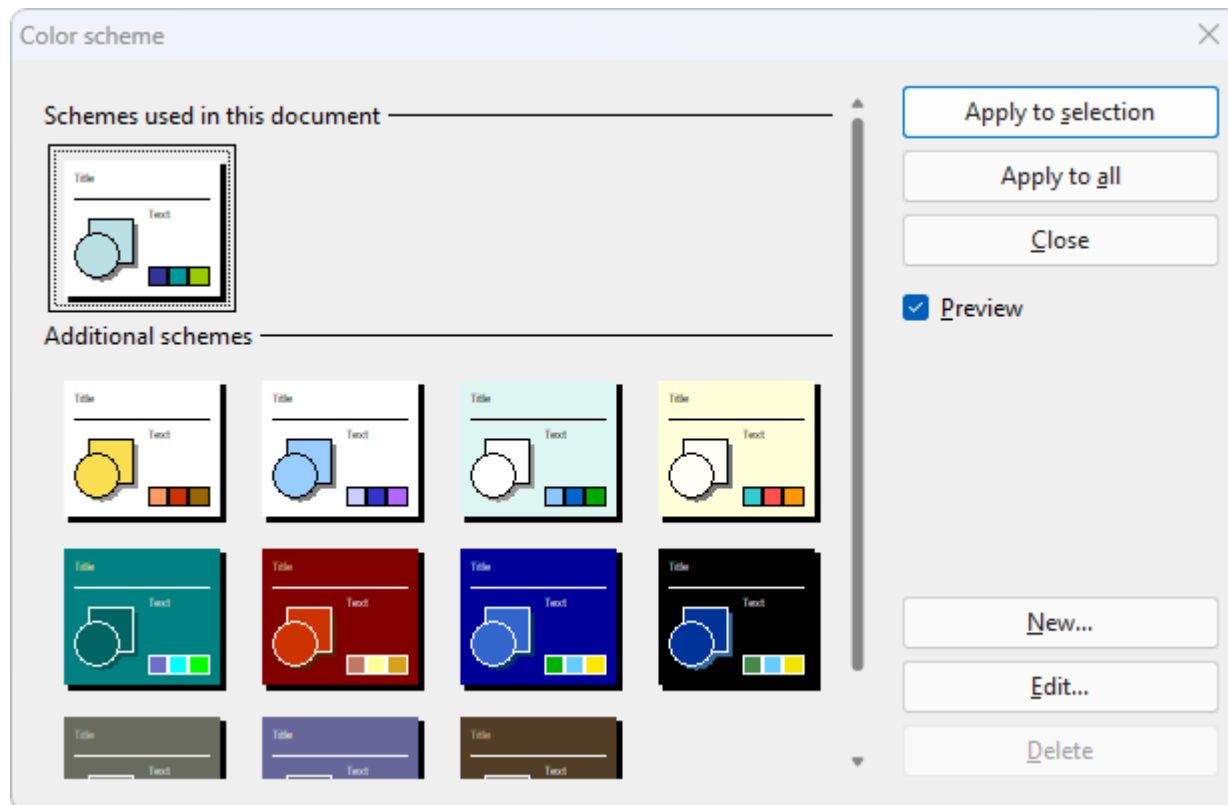
The dialog box offers all available color schemes of the slide design currently in use. If the **Preview** option is enabled, a preview of the relevant color scheme appears in the slide in the document when you click on a color scheme. This lets you judge how well a color scheme suits your presentation before you apply it.

To apply a color scheme, simply select it and click on the **Apply to selection** button. The color scheme is now applied to the current slide (or to all selected slides if you have previously selected some in the mini sorter).

Alternatively, you can assign the selected scheme to *all* slides of the presentation by clicking on the **Apply to all** button.

The description of the **New** and **Edit** buttons can be found in the next section.

Tip: Using the sidebar

The color scheme can be changed even faster using the *sidebar*, which is displayed to the right of the slide by default.

To do so, click on the icon ▦ in the small toolbar above the sidebar. The sidebar now displays a list of all available color schemes. Simply click on one of them, and it will be applied immediately to the current slide.

Below the list, you will also find buttons for creating a new color scheme or for editing or deleting the current color scheme.

For more information on the sidebar, see Using the sidebar.

Creating and editing a color scheme

You can create any number of your own color schemes for each presentation.

To create a new color scheme, choose the ribbon command **Design** | group **Scheme** | **Color scheme** (click on the icon itself) and then select the **New** button in the dialog box.

This will open another dialog box for editing the individual colors:
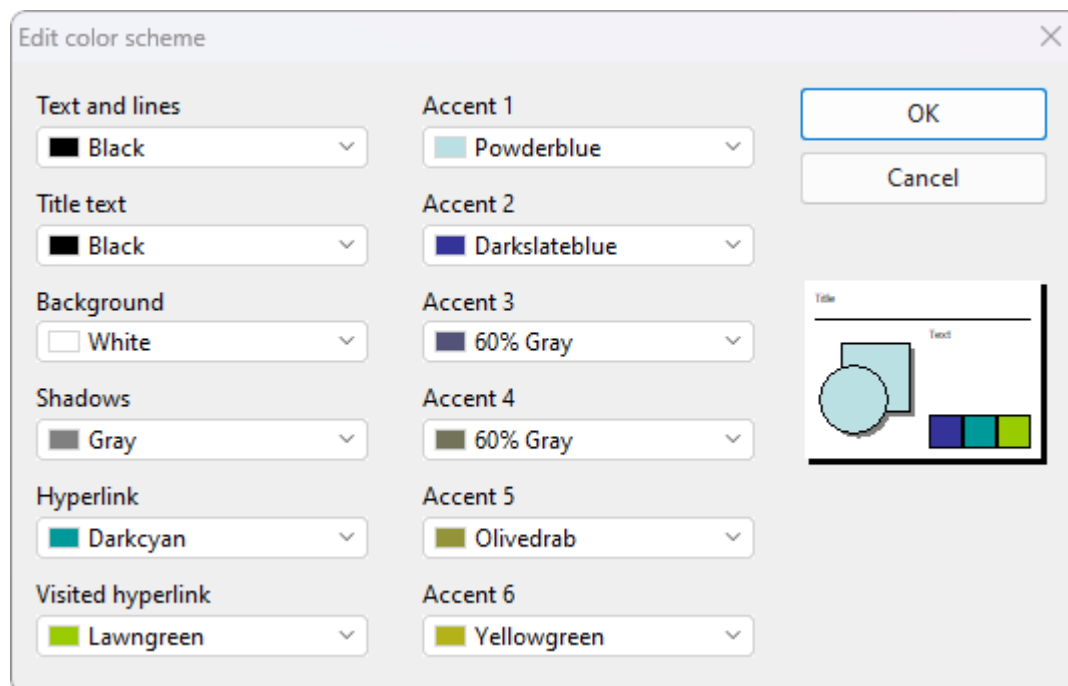
You can now change the colors of the different elements of your presentation as you like. To do so, open the corresponding dropdown list and select the desired color. The thumbnail in the bottom right corner of the dialog box shows the currently set colors.

Tip: Color lists only offer a few default colors, but you can select different colors at any time. To do so, click on **More color schemes...** at the end of the respective dropdown list.

The program displays a dialog box in which you can select any color you like. You can even save colors that you need frequently under a name of your choice. For more information on this dialog box, see Document properties, Colors tab.

Once you have selected the desired color, click on **OK**.

Of course, you can also change existing color schemes in the open dialog box of the ribbon commands **Design | group Scheme | Color scheme** (see previous section). To do so, click on the scheme to be changed and then click on the **Edit** button.

Color schemes are always saved in the presentation and are not available in other presentations.

Slide background

Each color scheme also contains a **Background** color, which you can change with the ribbon command **Design | group Scheme | Color scheme** (see previous section). The background of the slide will then change its color accordingly.

However, more sophisticated options for selecting the slide background are available via the ribbon command **Design | group Page setup | Background**.

Alternatively: Right-click in the mini sorter to open the context menu and select **Background**.

The command opens the following dialog box:
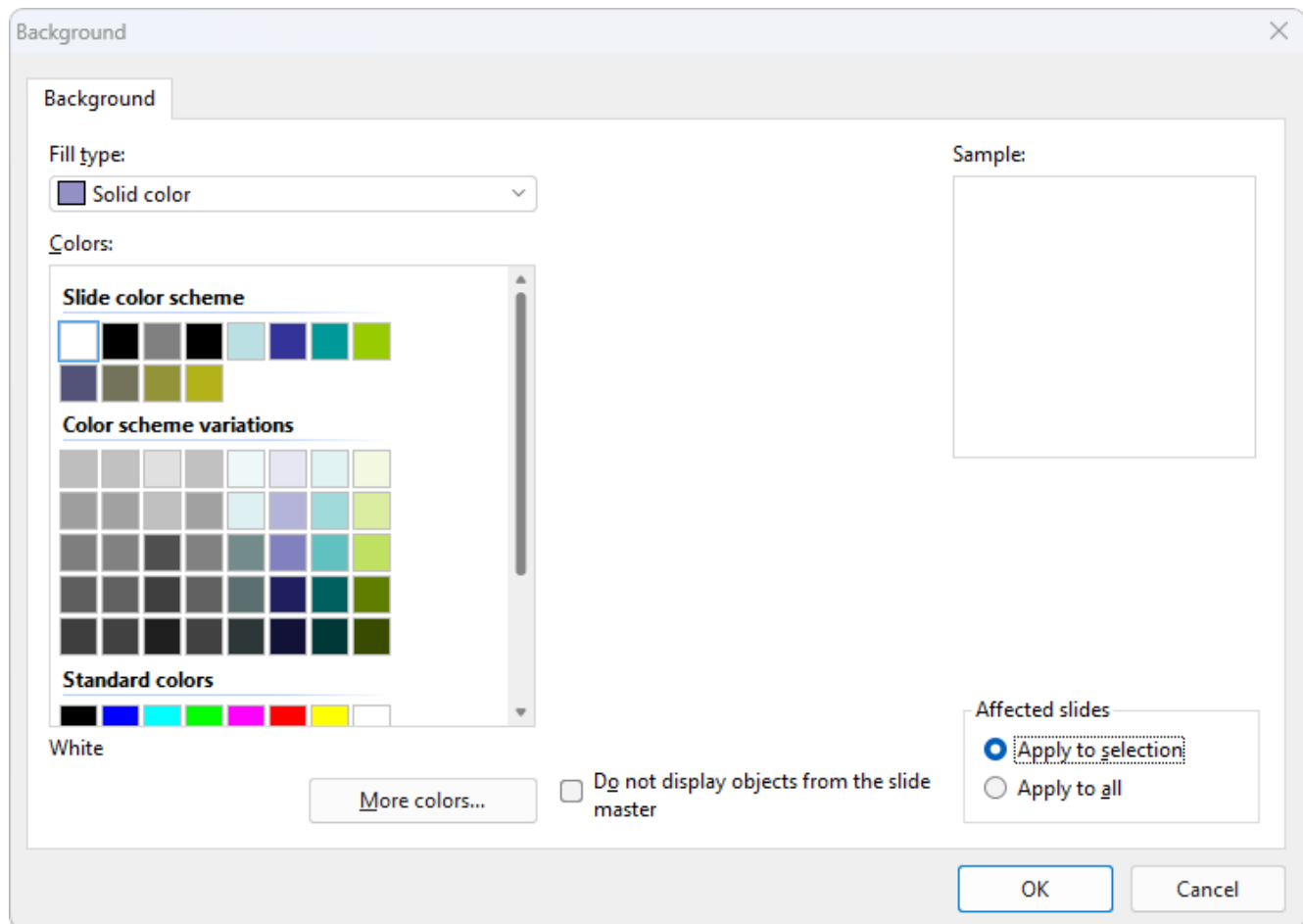
Use the dropdown list **Fill type** to determine the type of fill for the slide background. You can choose to apply a solid color, a pattern, a picture or different types of color gradients.

Depending on the **Fill type** you select, there are several options that you can use to specify the appearance of the background.

> *Note* For more information on the above dialog box, see Object properties, Fill tab. It describes the "Fill" tab for objects, which is almost identical to this dialog box.

If required, you can also use the option **Do not display objects from the slide master** to specify whether the slide should also display the objects that are on the master for the slide layout of this slide. This allows you to purposefully hide these objects, if any, for specific slides. (For general information on masters, see Working with masters.)

When all settings are made, select either **Apply to selection** to apply the changes to the selected slides or **Apply to all** to apply the changes to all slides in the presentation.

Tip: Using the sidebar

The background can be changed even faster using the *sidebar*, which is displayed to the right of the slide by default.

To do so, click on the icon in the small toolbar above the sidebar. The sidebar now displays all available options for the background. Select the desired fill type and the desired fill. The changes are immediately applied to the current slide.

For more information on the sidebar, see [Using the sidebar](#).

Using slide transitions

A *slide transition* is the manner in which one slide moves into the next slide when running a slide show. Presentations offers many different transition effects from which to choose and which you can apply to individual slides or to all slides.

Conveniently apply slide transitions directly via the buttons on the ribbon tab **Transition** (or via the sidebar). Alternatively, select the path via the dialog box for a more compact overview and with almost identical options.

Please read one of the following two sections depending on your preference:

- Applying slide transitions via the ribbon tab
- Applying slide transitions via the dialog box

Applying slide transitions via the ribbon tab

Switch to the ribbon tab **Transition** to apply transition effects directly via the ribbon buttons. You can assign the same transition effect to all slides or select a different effect for each slide.
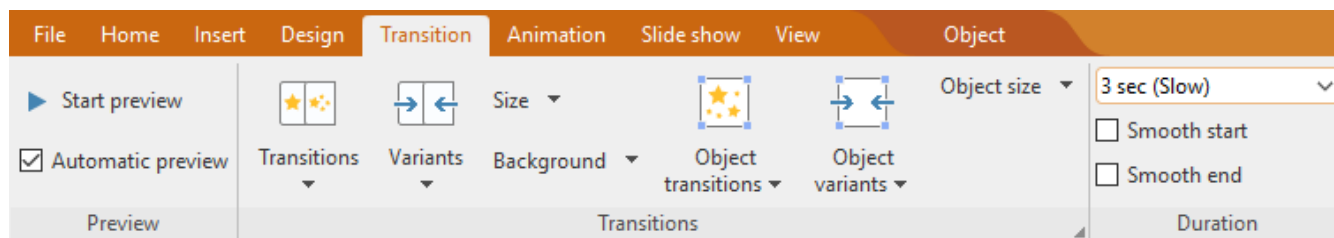
The ribbon tab "Transition", left section
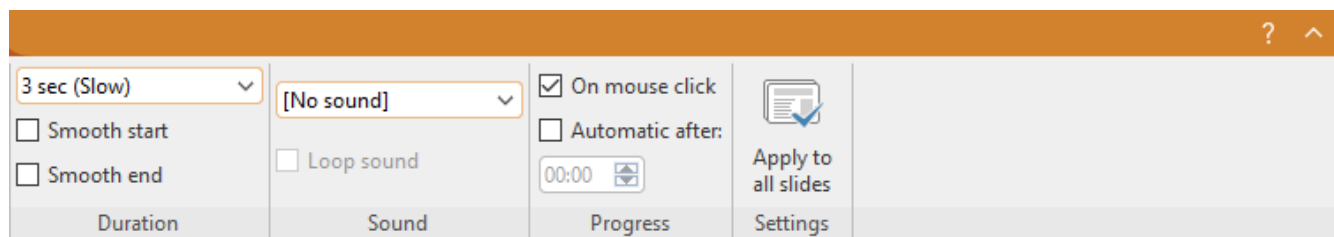
The ribbon tab "Transition", right section

The following functions are available on the ribbon tab **Transition** (from left to right):

- **Start preview:** This option lets you view the currently applied slide transition in the document window. (See below for a preview of the applied slide transition in the mini sorter.)

- **Automatic preview:** If you have enabled this option, every effect that you select here on the ribbon tab will be demonstrated immediately in the slide.

- **Transitions:** You can select the desired transition effect in this list. The effects are divided into categories for the sake of clarity.

> **Note:** The categories starting with **"SoftMaker…"** provide particularly impressive transitions. However, please read the "Notes on using the SoftMaker effects" below.

- **Variants:** Many transitions also offer several variants, which you can select here.

- **Size:** For some transitions, you can choose whether the animated elements are large, medium or small.

- **Background:** For some transitions, you can also specify the background color.

- **Object transitions:** You can also combine the selected slide transition with an object transition. Thus, if objects are inserted on the slide, they are also animated with their own effect during slide transition.

- **Object variants:** For some object transitions, different variants can be selected.

- **Object size:** For some object transitions, the animated elements can be big, medium or small.

- Dropdown list of the command group **Duration:** This option determines how fast the slide transition is played. You can either select one of the presets from the list (slow, medium, fast, etc.), or you can manually enter a number to specify the duration of the transition in seconds.

- **Smooth start / Smooth end:** Here, you can also specify whether the transition effect should be slowed down at the start/end, which looks more professional for most effects.

- **Sound:** Here, you can add a sound effect that will be played during the slide transition. Available options:

  No sound: No sound is played. This is the default setting.

  Stop previous sound: This option stops whatever sound was playing in the current slide.

  Load sound: This option plays the selected sound file. Select the sound file to be played from the list or click on the **File** button to specify a sound file on your hard drive.

- **Loop sound:** For very short sounds, this option repeats the sound for the duration of the slide transition.

- Command group **Progress:** Here, you can set whether the switch to the next slide is triggered after a mouse click (or keystroke) or whether it takes place automatically after a specified time.

- **Apply to all slides:** Click on this button to apply the selected transition to all slides in your presentation. Otherwise, the transition will only be applied to the previously selected slide(s).

Notes on using the SoftMaker effects

> *FreeOffice:* SoftMaker FreeOffice does not include all SoftMaker effects.

In the dropdown list **Transitions** , there are several categories that start with **"SoftMaker..."**. These categories contain particularly impressive slide transitions that use a graphics technology called OpenGL. The following restrictions apply when you use these effects:

- Some of the SoftMaker effects can be saved only in **Presentations documents**. When you save your presentation as a PowerPoint document, they will be replaced by simple fade effects.

- When running a slide show, these effects can only be played accordingly in **Presentations** but not in Microsoft PowerPoint.

Alternative method (1): Using the sidebar

Slide transitions can also be applied very conveniently via the *sidebar*, which is displayed to the right of the slide by default.

To do so, click on the icon ⬚ in the small toolbar above the sidebar. The sidebar now displays a list of all available slide transitions. Simply click on one of them, and it will be applied to the current slide immediately.

Below this list, you can also set some options for the transitions, just like on the ribbon tab **Transition** described above.

For more information on the sidebar, see Using the sidebar.

Alternative method (2): Using the dialog box

You can also apply transitions via the dialog box *Slide transition*, which has almost identical options for applying transitions and displays the options in a more compact overview.

For more information, see the next section Applying slide transitions via the dialog box.

Tip: Using the preview icon in the mini sorter

In the mini sorter, slides that have a transition effect are indicated with a little arrow icon in their top left corner (see image below). When you click on this icon, you will see a preview of the respective slide transition executed in the mini sorter.

Applying slide transitions via the dialog box

On the ribbon tab **Transition**, click on the group arrow ◢ of the command group **Transitions**. Alternatively, right-click on the slide to open the context menu and select **Slide transition** to open the dialog box.

The following dialog box appears...
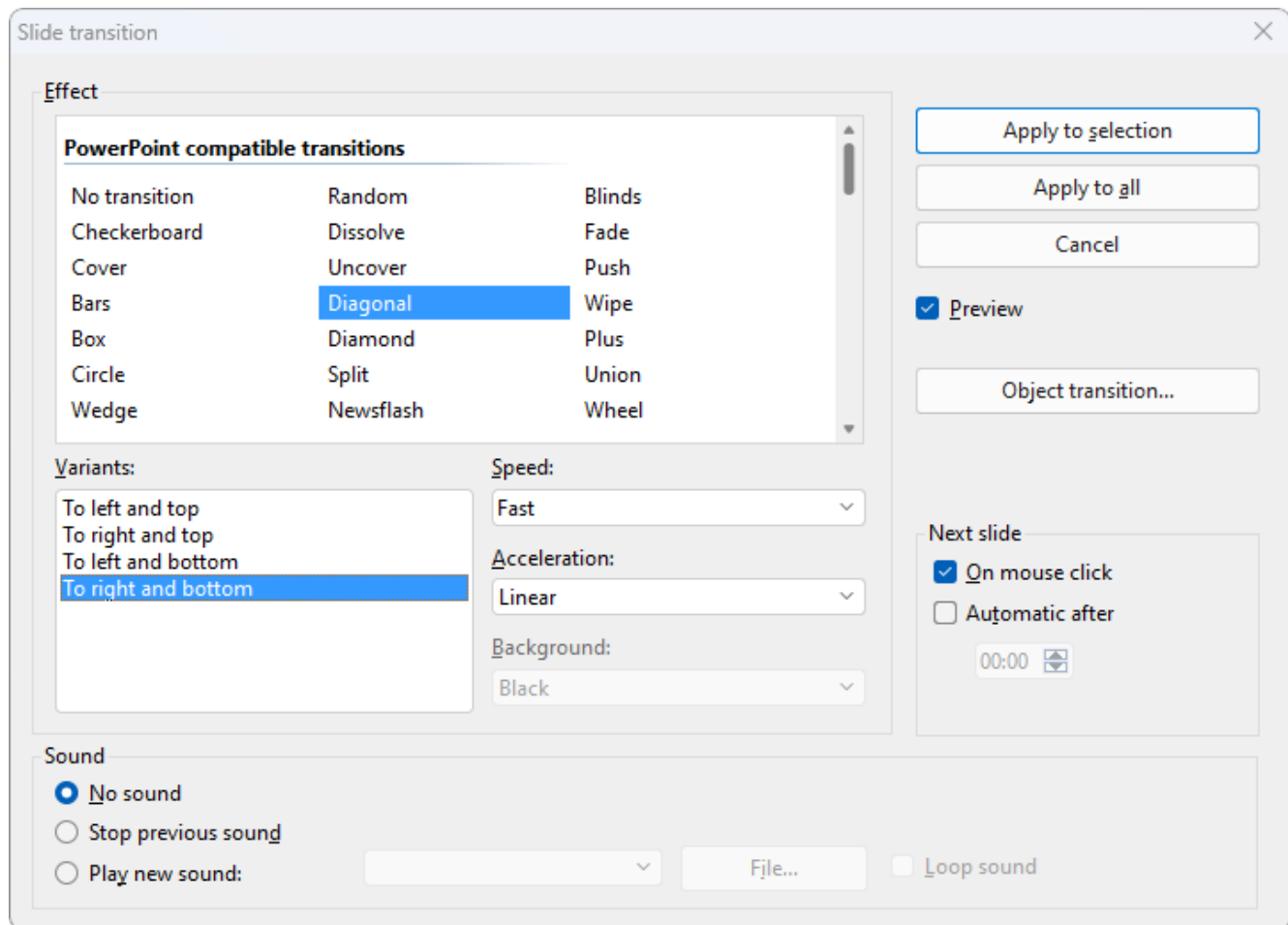
... in which you can make the following settings:

- **Effect:** You can select the desired transition effect in this list. The effects are divided into categories for the sake of clarity.

  > **Note:** The categories starting with **"SoftMaker…"** provide particularly impressive transitions. However, please read the "Notes on using the SoftMaker effects" below.

  Tip: When you select an effect and the option **Preview** is enabled, Presentations shows you the a preview of this effect directly in the document window. This lets you determine whether the effect is what you want before you apply it.

- **Variants:** Many transitions also offer several variants that you can select from the list **Variants**.

- **Object transition** button: After you select a slide transition from the **Effect** list, this button is available and opens a dialog box. Here, it is possible to combine the selected slide transition with an object transition. Thus, if objects are inserted on the slide, they are also animated with their own effect during slide transition.

- **Speed:** This option determines how fast the slide transition is played. You can either select one of the presets from the list (slow, medium, fast, etc.), or you can manually enter a number to specify the duration of the transition in seconds.

- **Acceleration:** Here, you can also specify whether the transition effect should be displayed at a constant speed, or slowed down at the start/end, which looks more professional for most effects.

- **Background:** For some effects, you can also specify the background color.

- **Next slide:** Here, you can set whether the switch to the next slide is triggered by a mouse click (or keystroke) or whether it takes place automatically after a specified time.

- **Sound:** Here, you can add a sound effect that will be played during the slide transition. Available options:

  No sound: No sound is played. This is the default setting.

  Stop previous sound: This option stops whatever sound was playing in the current slide.

  Play new sound: This option plays the selected sound file. Select the sound file to be played from the list or click on the **File** button to specify a sound file on your hard drive.

- **Loop sound:** For very short sounds, this option repeats the sound for the duration of the slide transition.

To apply the selected transition to all slides of your presentation, click on the **Apply to all** button. If, on the other hand, you click on the **Apply to selection** button, the transition effect will only be applied to the previously selected slide(s).

Notes on using the SoftMaker effects

FreeOffice: SoftMaker FreeOffice does not include all SoftMaker effects.

In the list of available effects, there are several categories that start with **"SoftMaker..."**. These categories contain particularly impressive slide transitions that use a graphics technology called OpenGL. The following restrictions apply when you use these effects:

- The SoftMaker effects can be saved only in **Presentations documents**. When you save your presentation as a PowerPoint document, they will be replaced by simple fade effects.

- When running a slide show, these effects can only be played accordingly in **Presentations** but not in Microsoft PowerPoint.

Alternative method: Using the sidebar

In addition to the directly usable buttons of the ribbon tab **Transition** (see previous section), slide transitions can also be applied quickly and conveniently via the *sidebar*, which is displayed to the right of the slide by default.

To do so, click on the icon ⬜ in the small toolbar above the sidebar. The sidebar now displays a list of all available slide transitions. Simply click on one of them, and it will be applied to the current slide immediately.

Below this list, you can also set some options for the transitions, just like in the above dialog box.

For more information on the sidebar, see Using the sidebar.

## Tip: Using the preview icon in the mini sorter

In the mini sorter, slides that have a transition effect are indicated with a little arrow icon in their top left corner (see image below). When you click on this icon, you will see a preview of the respective slide transition.

Adding object animations

In addition to slide transitions (optionally in combination with object transitions), you can also apply animations separately to the objects on a slide. *Object animations* are visual effects that, unlike slide transitions, are applied to individual objects to emphasize them or make the presentation more visually appealing. For example, you can show the individual objects of a slide successively in the slide or let them fly into the slide from different directions.

You can apply animations either to individual objects, to all objects on a slide, or to all objects in the entire presentation (via predefined "slide animation schemes").

With the commands on the ribbon tab **Animation** or in the sidebar, Presentations provides a wide range of different animations from which to choose.

For more information on animations and slide animation schemes, see Animations.

Using the sidebar

In the previous sections, you learned how to change the layout of slides, apply a different color scheme, etc. In this section, you will learn about a tool that will help you do all of these tasks much faster and more effectively: the *sidebar*.

The sidebar is the small pane that is displayed by default on the far right of the document window.

> **Tip 1:** You can enable or disable the sidebar at any time. To do so, choose the ribbon command **View | group Windows | Sidebar** and select whether the bar should be displayed on the left, right or not at all (hidden).
>
> **Tip 2:** When the sidebar is enabled, it can also be collapsed or expanded by clicking on the narrow vertical button at the edge of the sidebar. To adjust the width of the sidebar, drag the separator between the sidebar and the slide to the left or right with the mouse.
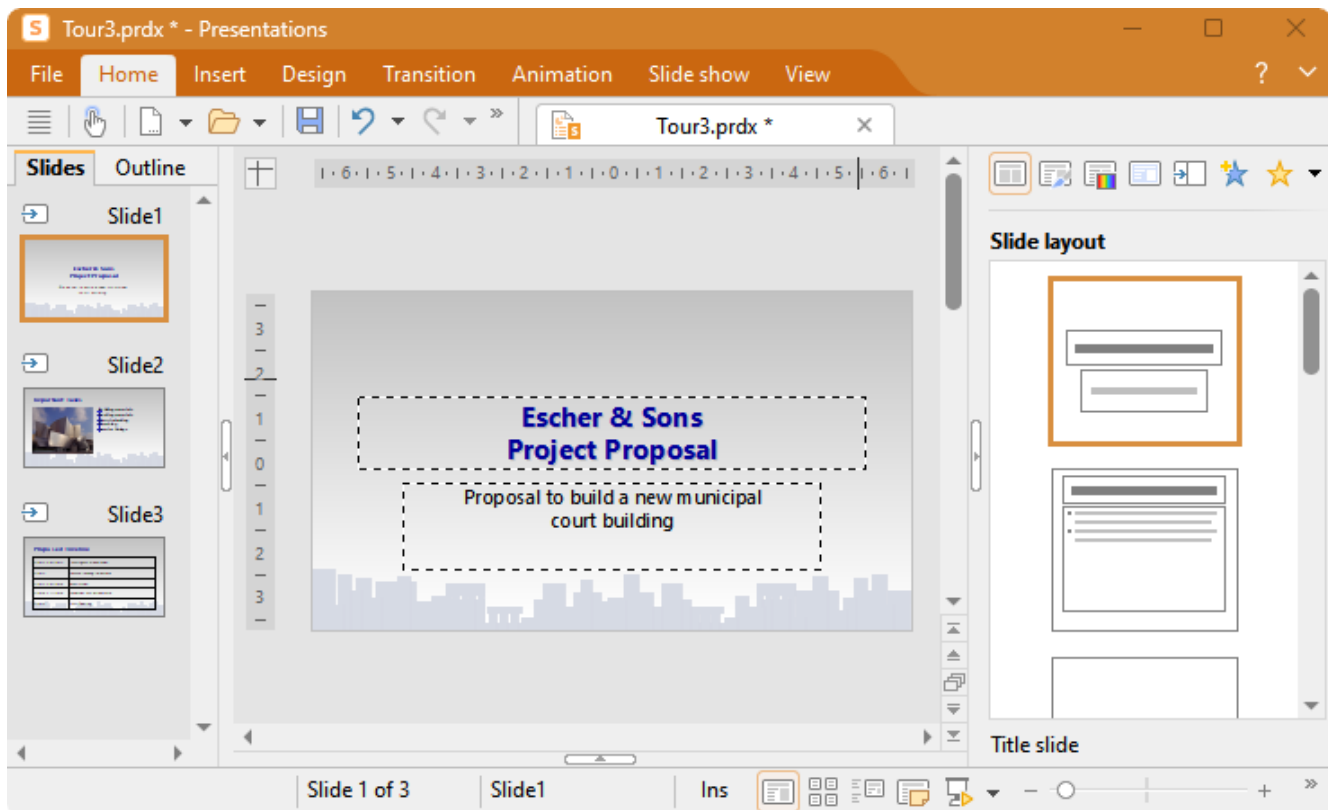
A document window with mini sorter (on the left) and sidebar (on the right)

The sidebar can be used to display, for example, all available slide layouts. To change the layout of the current slide, all you have to do is click on one of the layouts listed in the sidebar. The change will be then be applied immediately to the slide.

Thus, the sidebar allows you to change the layout of a slide (and many other settings) with *a single mouse-click*.

> **Note:** Unlike dialog boxes, the sidebar does not have **OK** and **Cancel** buttons. Instead, changes are applied *immediately*. However, you can undo inadvertent changes at any time via the command **Undo** ↶ in the Quick access toolbar.

Functions of the sidebar

You can use the small toolbar at the top of the sidebar to choose which function the sidebar should currently have. The following icons are available (from left to right):

Icon	Function
	Change slide layout. For more information, see [Changing the slide layout](#).
	Change slide design. For more information, see [Changing slide design](#).
	Change color scheme. For more information, see [Applying a color scheme](#).
	Change background. For more information, see [Slide background](#).
	Apply slide transition. For more information, see [Using slide transitions](#).
	Apply object animations. For more information, see [Object animations](#).
	Apply slide animation scheme, see [Slide animation schemes](#).

By clicking on one of these icons, you can change the sidebar function at any time, depending on what you need at the time.

The toolbar also has a menu that you can expand by clicking on the black arrow to the right of the toolbar. The menu contains two options that can be used to change the appearance of the toolbar as follows:

- If you select the option **Display as icons**, all of the aforementioned functions are displayed side by side as icons in the toolbar.

- If, on the other hand, you select the option **Display as list**, only the currently selected function is displayed at the top instead, but all other functions can be accessed via the dropdown menu.

Adding notes

A useful tool for preparing and giving a lecture are the *notes* that you can add to your presentations. There is a separate note page for each slide. You can make any annotations you want – or type in all the text you want to present. The notes pages can then be printed and used as a "script" for your presentation.

> **Tip:** If you use the Presenter view when showing your presentation, you will be able to see the notes on your computer, but they will be invisible to your audience.

Normal slide view: Entering notes in the notes area

> **FreeOffice:** The *Notes area* below the slide is not available in SoftMaker FreeOffice.

In the normal slide view, you can enter and format your comments in the notes area directly below the slide. Each slide has its own notes area.
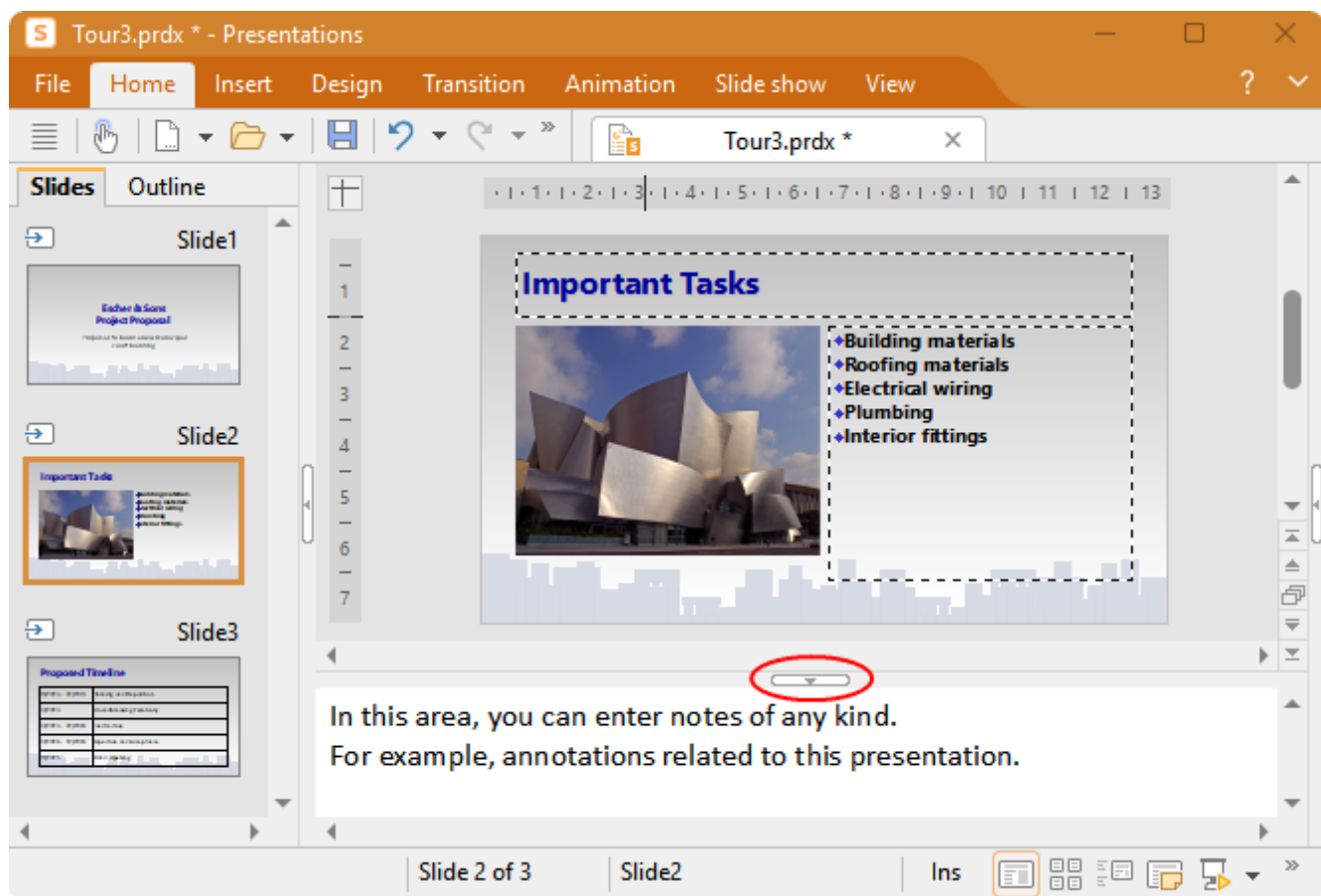
By default, the notes area is located at the bottom of the document window. It can be collapsed or expanded by clicking on the narrow horizontal button with the arrow (highlighted in red).

Alternatively, you can completely hide the notes area or show it somewhere else:

Use the ribbon command **View** | group **Windows** | **Notes area** ⬚ to select where you want to place the notes area in the document window. The option **Hide notes area** hides the notes area completely.

> **Note:** The notes area does not appear in the printout. For information on how to print note pages, see below.

Notes view: Editing and printing note pages

To switch to the notes view, choose the command **View** | group **Views** | **Notes** ⬚. As shown below, you will now see a page with a reduced view of the slide and a text box below it.

The notes that you entered in the notes area of the normal slide view (see above) are displayed in a synchronized manner in this text box. Thus, you can also enter and edit your notes for the current slide here in the notes view. There is a separate note page for each slide.
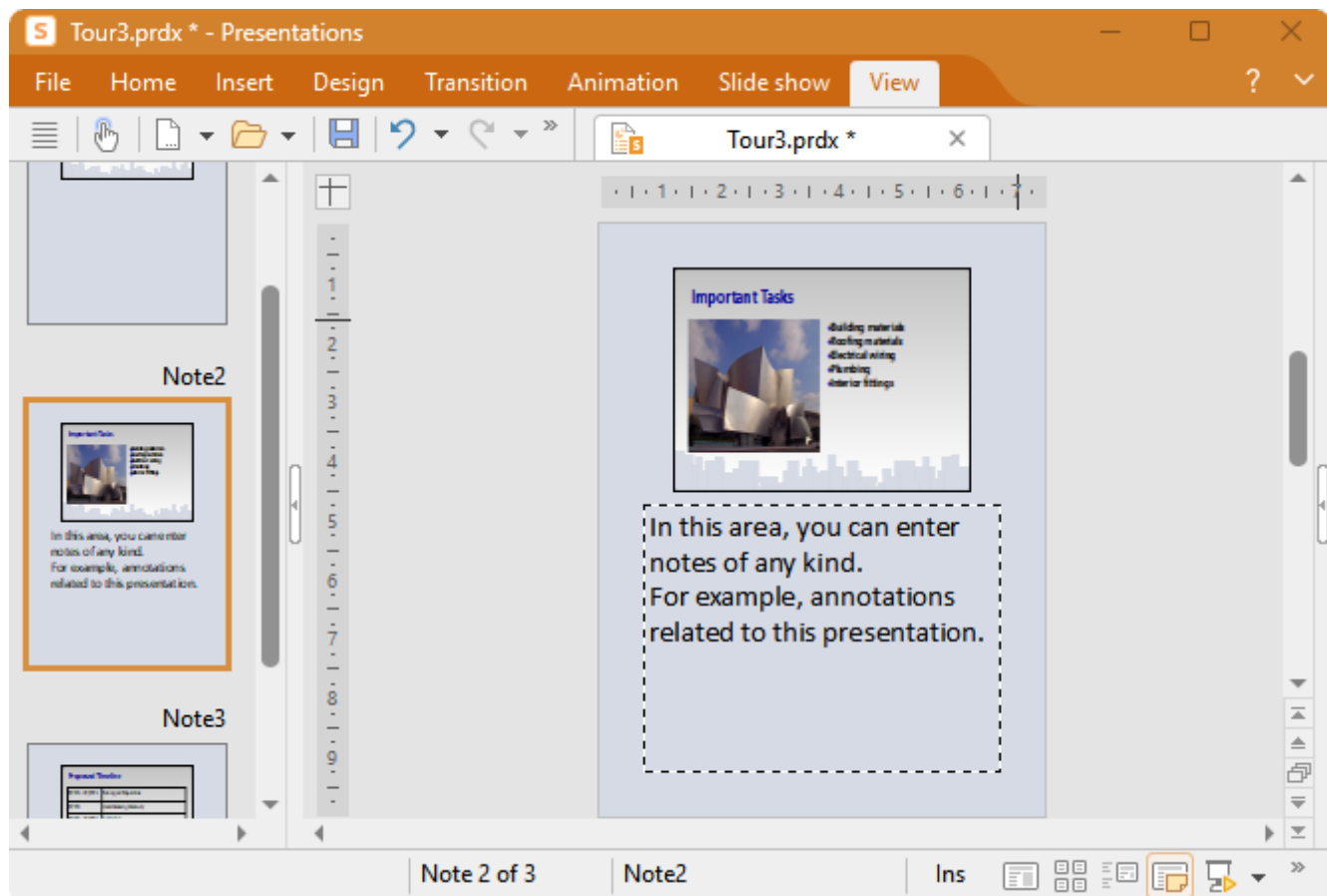
To print the notes pages (including a reduced view of the slides), choose the command **File** | **Print** and select **Notes** under **Type** in the section **Print content**.

For information on all other options in the dialog box **Print**, see [Printing a presentation](#).

> **Tip:** If desired, you can choose a design for your note pages that is different from the current slide design. For more information, see [Notes and handout master](#).

Printing handouts

You can print *handouts* of your presentation and distribute them to your audience. Each page may contain one, two, three, four, six or nine slides of the presentation in printed form.

In order to print handouts, choose the command **File | Print** and select **Handouts** under **Type** in the section **Print content**.

For information on all other options in the dialog box **Print**, see Printing a presentation.

Note: Handouts are for printing only. There is no corresponding screen view of them. However, you can change the layout and formatting of handouts at any time via the command **View |** group **Master | Handout master**. For more information, see Notes and handout master.

Working with masters

As mentioned in the section <u>Changing the slide design</u>, the appearance of a presentation largely depends on the slide design used in it.

Each slide design consists of several slide layouts, which primarily serve as a "template" for the arrangement of the placeholders on a slide. (For more information, see also <u>Changing the slide layout</u>.)

If required, you can edit the predefined slide layouts by choosing the *Slide master* view. In this view, you can change the *master* of each slide layout as desired. (In other words, you can edit the slide layouts directly.)

> **Note:** Changes that you make to a slide layout in the master view affect *all* slides that use this layout in the current document.

To switch to the master view, choose the command **View** | group **Master** | **Slide master**.
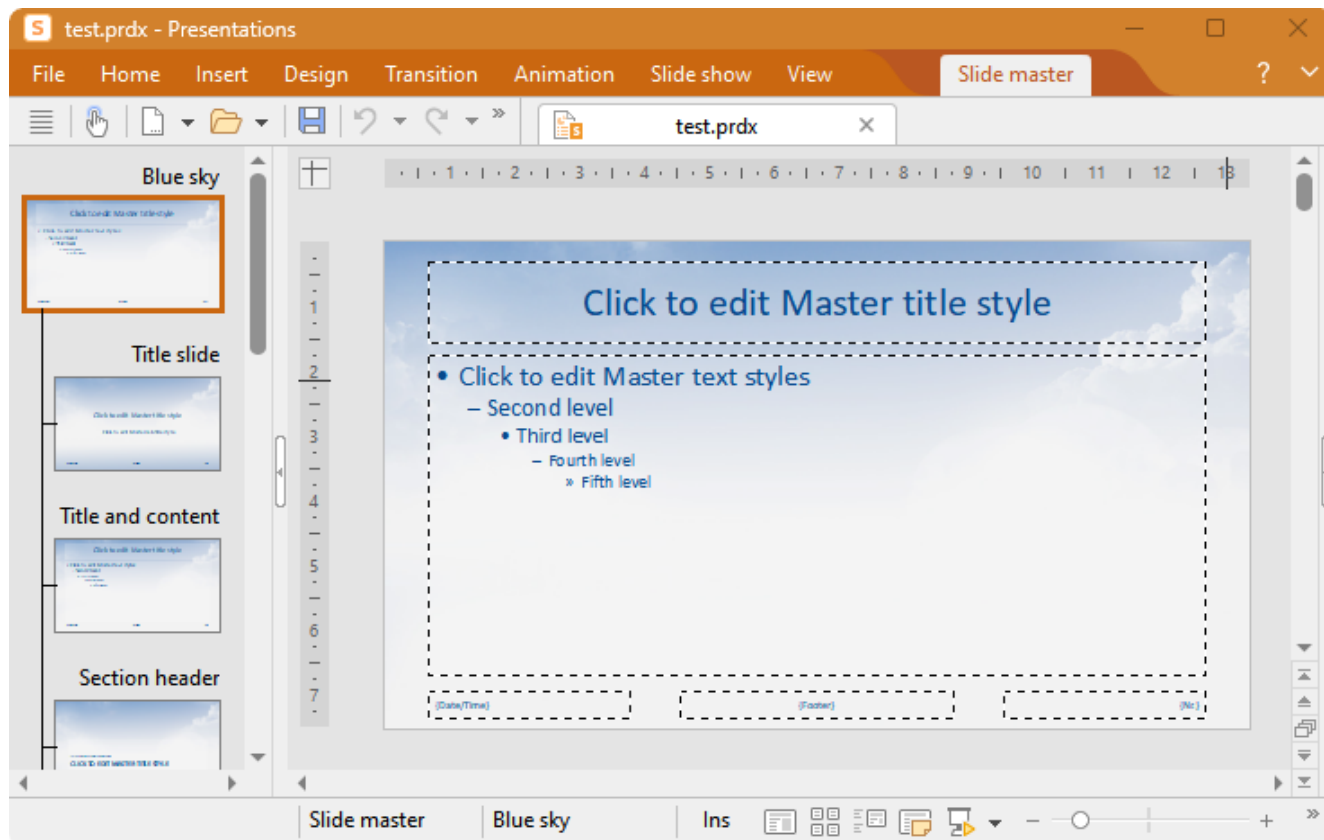
The master view of each slide layout in a slide design

A change is immediately noticeable in this view:

The mini sorter on the left side of the screen no longer displays a list of all slides, but a list of all slide *layouts* contained in the current slide design. You can select which slide layout you want to edit by clicking on it in the list.

The higher-level entry in the list (for example, *Default design* or *Blue sky* here, depending on the slide design) has a special meaning in that it represents the entire slide design. If you change something in this layout, for example, set a different slide background, *all* subordinate slide layouts in the design will inherit this change.

Editing slide layouts

As shown in the figure above, each master for a slide layout usually has the following parts:

- One or more placeholders
- The individual areas of the footer (date area, footer area, etc.)

You can modify these in the slide master as desired, for example, change their position and size.

However, slide layouts not only determine the position and size of the placeholders, but can also contain numerous other settings – including the slide background, coloring, text formatting, etc. They are practically templates for the overall appearance of slides.

Thus, there is much more that you can change in the master view than just the arrangement of the placeholders. In the master view, you can make the following changes:

- Change the position, size and type of any placeholder/area
- Change the character formatting, paragraph formatting and formatting of bulleted lists in a placeholder (For more information, see section Changing the text formatting in masters.)
- Adding/removing placeholders
- Adding/removing other types of objects
- Changing background, color scheme and slide transition
- Managing layouts (adding, deleting, renaming, etc.)
- More commands are available on the ribbon tab **Slide master**, which is covered in the next section The ribbon tab "Slide master".

> *Note:* Changes that you make to a slide layout in the master view affect *all* slides that use this layout in the current document.
>
> *Note, however,* that changes you make in the normal slide view always take *precedence* over changes made in the master view. If, for example, you set a different background for a certain slide, it will remain the same even if you subsequently select a different background in the master view.

The ribbon tab "Slide master"

If you switch to the master view with the ribbon command **View | group Master | Slide master**, an additional ribbon tab **Slide master** will automatically appear on the far right. This contains commands that are specifically responsible for working with the masters for slide layouts.

Before choosing one of its commands, select the slide layout to which you want to apply the command. To do so, click on the desired layout in the mini sorter (the pane on the left side of the window).

Note: The higher-level entry (for example, *Default design, Blue sky, etc.*) in the thumbnail overview represents the *entire* design. If you select this entry, some of the commands on the ribbon tab **Slide master** change: For example, the command **Delete layout** will be replaced by the command **Delete design** – which accordingly deletes the entire design, and not just a single slide layout.

The following commands are available on the ribbon tab **Slide master**:
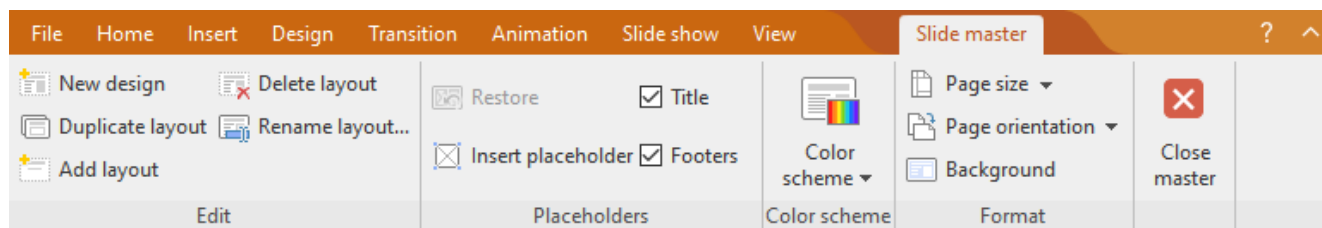
Ribbon tab "Slide master" (with "Title slide" selected in the master view)

- **New design:** With this command, you can create a *completely* new design – and not just a new slide layout as with the command **Add layout**. You can also use multiple designs within a presentation and apply different designs to different slides.

  Tip: Although it is possible to use several designs within a single presentation, this is not recommended. Simple, concise presentations are usually more appealing than those with a number of inconsistent designs.

- **Duplicate layout** (or **Duplicate design** if the higher-level *design* is selected in the thumbnail overview): This command creates a copy of the currently selected slide layout/design.

- **Add layout:** Use this command to add a new slide layout to the current design.

- **Delete layout** (or **Delete design** if the higher-level *design* is selected in the thumbnail overview): This command deletes the currently selected slide layout/design from the master view.

  Note: A final layout/design must always remain and cannot be deleted.

- **Rename layout** (or **Rename design** if the higher-level *design* is selected in the thumbnail overview): This command allows you to change the name of the selected slide layout/design.

- **Restore:** This command restores parts of the slide layout that you previously deleted (for example, placeholders).

- **Insert placeholder:** This command inserts a new placeholder into the slide layout. (You can change its position and size by moving the placeholder or by dragging one of its round handles with the mouse).

- **Title** and **Footers:** These commands switch the title placeholder or footers on/off on the current slide layout.

- **Color scheme, Background:** These commands enable you to specify the color scheme and background for the selected slide layout. The changes affect *all* slides in the presentation that use the corresponding slide layout.

  For more information on how to change these properties, see Changing slide color scheme and background.

  Note about the command **Background**: If an object is added to the higher-level design (for example, *Default design*, *Blue sky*, etc.) in the *Master view*, you can enable the option **Do not display objects from the slide master** of the command **Background** separately for each subordinate slide layout. The display of objects will then be suppressed on all slides with this slide layout. If an object has also been added to a single slide layout in the *Master view*, the display of this object can be suppressed in the normal *Slide view* via the command **Background**.

▪ **Page size** and **Page orientation:** These commands allow you to adjust the slide format. The "screen formats" are automatically set to *Landscape* format. For all other formats, you can switch the page orientation between *Landscape* and *Portrait*. For more information, see <u>Changing the slide size and orientation</u>.

▪ **Slide transition** (only accessible via the *context menu* or *sidebar*): This command allows you to specify the slide transition for the selected slide layout, if required. The changes affect *all* slides in the presentation that use the corresponding slide layout.

For information on how to change these properties, see <u>Using slide transitions</u>.

To exit the slide master, click on the **Close master** ❌ button.

Changing the text formatting in masters

In the master view, the placeholders in the individual slide layouts are usually filled with sample text. This is to illustrate how text in the corresponding placeholder will look later in the slides of your presentation. You can change the character format and paragraph format separately in each placeholder. The same applies to the footer areas, if available. This specified text formatting will then be used on *all* slides in your presentation that use the corresponding slide layout.

In order to change the text formatting of a placeholder or footer area, you do not have to select the text it contains. Simply click in the placeholder/area so that the blinking text cursor appears in it.

Then use the command groups from the ribbon tab **Home** | group **Character** (for font, font size, etc.) or **Home** | group **Paragraph** (for indents, tabs, alignment, etc.) to change the format of all text in the area. For more information on these two commands, see <u>Character formatting</u> and <u>Paragraph formatting</u>.

Changing the formatting of bulleted lists in placeholders

Some placeholders contain a bulleted list, as shown in the picture below. Additional formatting options are available here.

The bulleted lists in such placeholders are *hierarchical*. The list thus consists of different list levels, which can be used to structure the text. Each list level can have a different character formatting and indentation, so that the individual levels are more distinct:
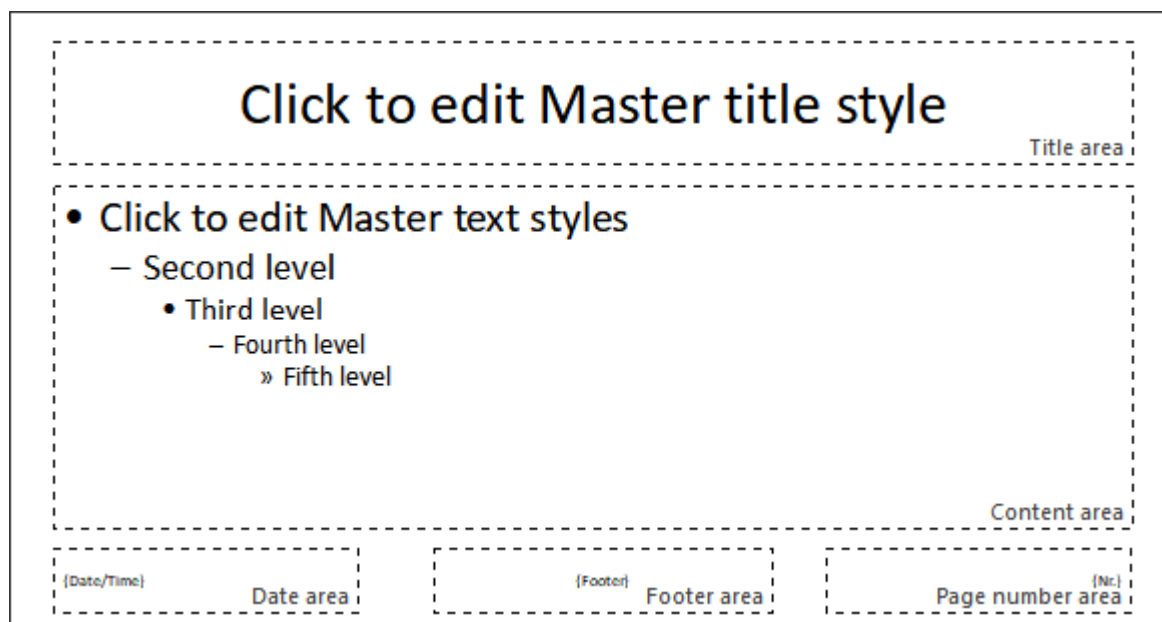
In the center: a placeholder with a hierarchical bulleted list

If you enter text for a list entry in the normal slide view and increase or decrease the level of the entry, the font size and the bullet size change according to the format that you set here in the master view. You can even set the bullet type and its color for each list level to your liking.

To change the formatting of this bulleted list, first switch to the master view with the ribbon command **View** | group **Master** | **Slide master** and click in the desired placeholder. You can now change the formatting of each list layer as follows:

▪ **Change character formatting:** To change the character formatting of a list level, click anywhere within the text for that level. Then switch to the ribbon tab **Home** | group **Character** and change the formatting as desired.

Alternatively: Right-click to open the context menu and select the entry **Character**.

For more information on this dialog box, see Character formatting.

▪ **Change paragraph formatting:** The different list levels are indented differently. You can change these indents with paragraph formatting. To do so, click again with the mouse button in the respective list level, then switch to the ribbon tab **Home** | group **Paragraph** and make the desired changes. You can change all other paragraph properties in addition to the indents, of course.

Alternatively: Right-click to open the context menu and select the entry **Paragraph**.

For more information on this dialog box, see Paragraph formatting.

▪ **Change bullets:** You can also change the bullets displayed in the list. Right-click in the desired list level, select the entry **Bullets and numberings** from the context menu to open the dialog box and make the desired changes.

Alternatively: On the ribbon tab **Home** | group **Paragraph** | **Bullets** ☰ ▾ or **Numbering** ☰ ▾, you can directly apply predefined bullets or numbering. (Click on the icon's arrow for the respective dropdown menu.) The entries *Format bullets* or *Format numbering* in these dropdown menus will take you again to the aforementioned dialog box with additional options.

Note: By default, the color and size of the bullets are set to **Auto** in the dialog box. This means that they automatically adjust to the color and size of the text to the right. However, you can choose a different color or size at any time, which then cancels this automatic link.

For more information on formatting bullets and numbering, see <u>Bulleted and numbered lists</u>.

Notes and handout master

In the previous sections, you learned about the command **View | group Master | Slide master**, which enables you to edit the masters for slide layouts.

Furthermore, there are two additional masters for special tasks:

▪ The *Notes master* determines the appearance of the notes pages in a presentation.

▪ The *Handouts master* determines the appearance of the handouts for a presentation.

These two masters function in a similar manner to the masters for slide layouts. A master view is available for each of them. In this view, you can change the placement and formatting of all parts of notes pages or handouts. These changes will then affect all notes/handouts for the current presentation.

In this section, you will learn everything you need to know about these two types of masters.

Notes master

The master view for notes can be opened with the command **View | group Master | Notes master**. An additional ribbon tab **Notes master** will then automatically appear on the far right. Here, you can specify the color scheme, background, and page formatting for notes pages (regardless of the slide design).

You can also use the mouse to change the size, position, and formatting of the areas displayed on the notes master, which include the following areas:

▪ **Slide area**: This is the large area in the top half where a reduced view of the slide appears on notes pages.

▪ **Notes area**: The area for notes is located below. This area also contains a hierarchical bulleted list as described in <u>Changing the text formatting in masters</u>.

▪ There are also areas for *header* and *date* (at the top) and *footer* and *page number* (at the bottom). For general information on headers and footers, see <u>Creating headers and footers</u>.

To edit these areas, use the usual procedures: You can use the mouse to change the position and size, or you can use the commands of the ribbon tab **Home | group Character** and group **Paragraph**, for example, to change the formatting.

To exit the notes master, click on the **Close master** ❌ button.

For more information on adding notes to your presentations, see <u>Adding notes</u>.

Handout master

The master view for handouts can be opened with the command **View | group Master | Handout master**. An additional ribbon tab **Handout master** will then automatically appear on the far right. Here, you can specify the appearance (color scheme, background and page format) of the "handouts" that you can print for your audience. Their layout and formatting can be specified in a completely different manner to the design of the slides in your presentation.

Furthermore, you can use the command **Number of pages** in the **Handout master** to specify how many slides should appear on the handouts, or whether you would prefer to print the outline (title and text content – without graphic elements) instead of the slides on the handouts.

You can also change the size, position, and formatting of the header and footer areas, as described above for the Notes Master.

Note: However, the size and position of the slide areas in handouts is predetermined and *cannot* be changed.

To exit the handout master, click on the **Close master** ❎ button.

For more information on printing handouts for your presentations, see [Printing handouts](#).

Working with objects

You can insert different types of *objects* into your documents – such as pictures, text frames, drawings, etc.

In the following chapter, you will learn everything you need to know about the general use of objects:

- **Objects – basic procedures**

  Here, you will learn about basic functions such as inserting, selecting and editing objects. You will also learn about more unusual options, such as how to hide objects, group them, etc. The other settings that you will find in the dialog box *Object properties* will also be explained in a separate section.

There will then be a detailed presentation of the individual types of objects:

- Text frames
- Placeholders
- Pictures
- Charts
- OLE objects
- Tables
- Media objects
- Drawings
- QR codes/Barcodes

Objects – basic procedures

In these sections, you will find basic functions for working with objects:

- Inserting objects
- Selecting objects
- Changing position and size of objects
- Rotating and flipping objects
- Changing the order of objects
- Creating columns for inner text of objects
- Duplicating objects

- Changing the names of objects

Other less frequently used features for working with objects will be covered in the following sections:

- Aligning and distributing objects
- Grouping objects
- Hiding objects
- Changing the AutoShape of objects
- Combining shapes
- Editing shapes retroactively
- Adding object actions

The options of the dialog box *Object properties* will then be explained:

- Changing object properties via the dialog box

Inserting objects

In order to insert an object (e.g., a picture) into a slide, proceed as follows:

1. Choose the ribbon command **Insert** | group **Objects** | **Picture frame** .
   (To do so, click directly on the icon itself or use the icon's arrow and select the entry **From file**.)

2. A dialog box appears. Select the desired picture file in it and confirm it.

3. The picture frame is now inserted.

   You can then move or resize the frame:

   To move it, click on the frame with the mouse, and then drag it to the desired position (while still holding down the mouse button).

   To adjust its size, drag one of the round handles surrounding the frame.

The process for inserting other types of objects is similar.

> *Note:* As soon as you have inserted an object, an additional contextual ribbon tab **Object** (or picture, chart, etc.) will appear on the far right and will enable you to conveniently edit the object properties via the corresponding buttons.

For more information on the different types of objects and how to adjust their properties, see Text frames, etc.

Selecting objects

If you want to edit an object, you must first *select* it. For most types of objects, it is sufficient to simply click on the desired object. A frame will then appear around the object to indicate that it is now selected.

Note: This does not work for objects that are filled with text (for example, text frames) and other objects with transparent fills. To select such an object, you must click on its *border*.

To select *several* objects at once, use the mouse to draw a frame around the desired objects. Alternatively, you can click successively on several objects while holding down the **Shift key⇧** to select them together.

Tip: Use the ribbon command **Home | Select all** to select *all objects*.

Jumping from object to object

If you have selected an object, you can jump between all objects on the slide using the following keys:

Key	Result
Tab	Selects the next object
Shift+Tab	Selects the previous object

Changing position and size of objects

In this section, you will learn how to change the position and size of objects:

Changing the position of objects

To change the position of an object, click on it to select it. You can now either drag it with the mouse to the desired position or move it with the arrow keys on the keyboard.

You will also find such a handle ✛ on all objects for moving the object with the mouse. This makes it easier for you to handle small objects.

Alternatively via the dialog box: Right-click on the object to open the context menu and select the last entry **Properties**. In the dialog box, switch to the **Format** tab. You can specify the exact position there.

Tip: To enable or disable positioning guides for the accurate placement of objects, see also Using the grid and Using guides.

Changing the size of objects

The **size** of an object can be changed as follows:

- **Dragging the handles on the selection frame**

  Click on the object to select it. The object will then be surrounded by a blue selection frame which also contains some round "handles". When you drag one of these handles with the mouse, the size of the object is changed accordingly.

- **Via the dialog box**

  You can also resize objects via the dialog box. Right-click on the object to open the context menu and select the last entry **Properties**. On the **Format** tab, these settings can be specified exactly in numeric values. For more information on this dialog box, see Object properties, Format tab.

- **Via the ribbon tab**

  If you have selected an object, you will also find input fields for the **Width** and **Height** in the group **Resize** on the far right of the object-specific ribbon tab. Type the desired values here or increase/reduce the values with the small arrow keys next to the input field.

  If the option **Keep aspect ratio** is enabled, changes in height automatically have a proportional effect on width (and vice versa).

  For OLE objects, an additional option named **Keep scaling** is available. If it is enabled, any changes made to the object's size *inside its source application* will automatically affect the object in Presentations. If it is disabled, the object will always remain the same size in Presentations. (Note: Not all OLE source applications support this feature.)

Using rulers

The document window displays two rulers: a horizontal ruler (at the top) and a vertical ruler (on the left).

Tip: With the ribbon command **View | Ruler** 📏, you can show or hide the rulers.

When you edit text, these rulers display margins, indents, and tabs. Otherwise, the rulers extend to the total size of your slide and help you determine positions and sizes when you move or resize objects.

The units of measure used by the rulers are inches or centimeters, depending on your computer's regional settings.
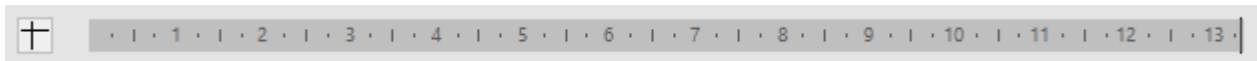
The "origin" of the rulers (the location where the horizontal and vertical rulers intersect) is in the top left corner of the slide by default. However, you can move the origin anywhere, which can be useful when positioning objects:

To move the origin, click on the icon ⊞ in the top left corner where the rulers intersect, and drag the mouse cursor to the desired location in the slide while still holding down the mouse button. If you simply click on the icon, you can switch the origin back and forth between the top left corner and the center of the slide.

> **Note:** The values for the position of objects that you can view and change in the Object properties dialog box (on the **Format** tab) are always calculated from the origin of the rulers. If you move the origin, Presentations changes these values accordingly. (You open the dialog box by right-clicking on the object and selecting the last entry **Properties** in the context menu.)

Preventing changes to the position and size of objects

By *locking* an object, you can prevent it from being moved or resized with the mouse or the arrow keys on the keyboard.

Select the object, right-click on it to access the context menu and then select the last entry **Properties** to open the dialog box. On the **Properties** tab, enable the option **Locked**.

Now the object can no longer be moved with the mouse, and it cannot be resized by dragging its boundary lines. The object also cannot be moved with the arrow keys of the keyboard. The position and size can only be changed by entering values in the dialog box.

If you disable the option **Locked** again, the position and size of the object can also be changed with the mouse.

Rotating and flipping objects

Note: Only *text frames*, *placeholders*, *drawings* and *pictures* can be rotated and flipped; this is not possible for other types of objects.

When you select an object that can be rotated, an additional *green* handle will appear on one of its boundary lines. If you drag this handle with the mouse, the object will rotate.

Tip: If you hold down the **Shift key⇧**, the rotation occurs at exactly 22.5° angles.
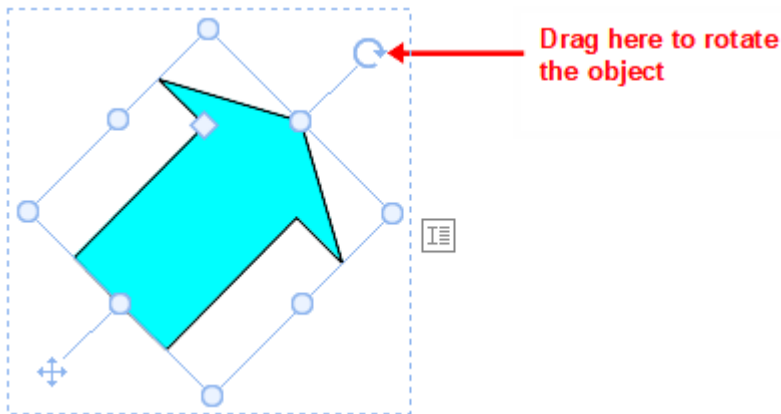
Furthermore, there are the following ways in which you can also flip (mirror) drawings and pictures in addition to rotating them:

- You can use the **Rotate object** button on the object-specific ribbon tab.

  Note: An object-specific ribbon tab appears on the far right as an additional tab when you select an object.

- You can do so via the context menu (right-click on the object) by selecting the entry **Rotate or flip**.

- You can also set the desired rotation angle manually in the dialog box. Right-click on the object to open the context menu and select the last entry **Properties**. In the dialog box, switch to the **Format** tab and enter the angle in the **Rotation** section. In the **Flip** section, you can flip the object vertically or horizontally.

Changing the order of objects

If several objects overlap, you can determine the display order of these objects (which object is in the foreground, which is in the background, etc.).

To do so, proceed as follows:

1. Right-click on the desired object.

2. Choose the command **Order** from the context menu. The program opens a submenu with the following commands:

   Bring to front: This option brings the object in front of all other objects.

   Send to back: This option sends the object behind all other objects.

   Bring forward one level: This option brings the object forward by one level.

   Send backward one level: This option sends the object back by one level.

> *Tip:* You can also execute these commands on the object-specific ribbon tab on the far right via the **Bring to front** and **Send to back** buttons (in the group **Position**).

Creating columns for inner text of objects

> *Note:* You can split the inner text into columns only for *AutoShape* drawings, *Text frames* and *Placeholders*.

If you not only want to arrange your text in an object in sequence, but also side by side, you can split the *inner text* into several columns.
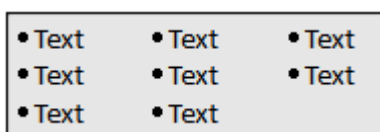
Use the ribbon command **Columns** on the contextual ribbon tab **Object** | group **Inner text** to determine the number of columns. If you click on the icon's arrow, you can select up to three columns directly from the dropdown menu.

If you need more than three columns, select the entry **More**. This takes you to the dialog box **Object properties**, **Inner text** tab. In the **Columns** section, you can set both the desired number of columns as well as the spacing between them.

Alternatively, you can access this dialog box by clicking directly on the icon itself.

Duplicating objects

To obtain a duplicate of an object, you can copy it to the clipboard in the usual way and then paste it back from there.

Alternatively, you can also use the **Duplicate** button on the object-specific ribbon tab. This command immediately creates a copy of the selected object.

Note: An object-specific ribbon tab appears on the far right as an additional tab when you select an object.

> **Tip:** Duplicating an object is even faster with the mouse: If you drag an object while holding down the **Ctrl** key, you immediately obtain a duplicate of that object.

Changing the names of objects

Every object in a document must have a unique name.

Normally, you do not have to worry about these names as they are automatically assigned by Presentations: If you insert a rectangle into an empty document, it is automatically called "Rectangle1". If you insert a picture, it is called "Picture1", the next picture is called "Picture2", etc.

> *Tip:* The name of the currently selected object is displayed on the left in the status bar.

However, you can change the names of objects at any time. To do so, right-click on the object to access the context menu and select the last entry **Properties** to open the dialog box. Switch to the **Properties** tab and change the entry in the **Name** field.

Remember that names must be unique. If you attempt to assign a name to an object that is already in use for another object, Presentations will reject it and display an error message.

Aligning and distributing objects

To align or evenly distribute objects, select them and click on the **Align objects** button ⬚ on the object-specific ribbon tab.

Note: An object-specific ribbon tab appears on the far right as an additional tab when you select an object.

If only *one* object is selected, you can use the command **Align Objects** to place the object left-aligned, right-aligned, at the top, bottom or centered on the slide.

If *multiple* objects are selected, the command **Align objects** will align or distribute them as follows:

- **Align left:** This option aligns objects to the left edge of the object placed furthest left.
- **Align center:** This option aligns the objects horizontally centered to each other.
- **Align right:** This option aligns the objects to the right edge of the object placed furthest right.
- **Align top:** This option aligns the objects to the top edge of the top object.
- **Align middle:** This option aligns the objects vertically centered to each other.
- **Align bottom:** This option aligns the objects to the bottom edge of the bottom object.
- **Distribute horizontally:** This option distributes objects evenly between the left edge of the object furthest left and the right edge of the object furthest right.?
- **Distribute vertically:** This option distributes objects evenly between the top edge of the top object and the bottom edge of the bottom object.

The last two commands only work if at least *three* objects are selected.

> **Tip:** You will also find the commands for aligning and distributing objects in the context menu by right-clicking on the selected objects and selecting the entry **Align or distribute**.

Grouping objects

When you *group* several objects, you combine them into a unit that can be selected and manipulated like a single object.

In practice, this means the following:

If you click on an object that belongs to a group, the entire group is selected. You can then move the group, and all objects of the group will also be moved.

Once the group is selected, clicking subsequently on a single object of the group will enable you to edit that object separately. It can then be moved, rotated, enlarged/reduced, provided with text or even deleted within the grouping.

To group objects, proceed as follows:

1. Select the objects to be grouped. To do so, click on the objects successively while holding down the **Shift key⇧**.

    Alternatively: Drag a rectangle around all objects to be selected (*without* placeholders) while holding down the mouse button.

2. Click on the **Group** icon ▣ (in the **Objects** group) on the object-specific ribbon tab. Alternatively: Right-click on the selected objects and choose **Group** in the context menu.

Ungrouping objects

To ungroup objects, proceed as follows:

1. Select the group by clicking (once) on one of the objects in it.

2. Click on the **Group** icon ▣ again or choose the command **Ungroup** via the context menu.

Hiding objects

If necessary, you can *hide* an object so that it will not appear on the screen and/or on a printout.

To do so, select the desired object and right-click to open the context menu. Select the last entry **Properties** to open the dialog box, switch to the **Properties** tab and proceed as follows:

- If you disable the option **Visible**, the object will no longer be displayed on the screen.
- If you disable the option **Printable**, the object will no longer appear in the printout.

Tip: Show hidden objects anyway

Tip: If you have inadvertently made an object invisible, you can always choose the ribbon command **File | Properties** and enable the option **Show invisible objects** on the **View** tab. Now all hidden objects are displayed again. Thus, you can now select the object and enable the option **Visible** to make it visible again.

Changing the AutoShape of objects

Objects can be replaced afterwards with another shape using the ribbon command **Change AutoShape** ▱, while retaining the existing formatting.

> **Tip:** For more options for changing the shape of objects, see [Combining shapes](#) and [Editing shapes retroactively](#).

Replacing the shape of drawings and text frames

To replace the shape of drawings (AutoShapes, lines, curves, TextArt objects) or text frames with another shape, proceed as follows:

1. Select the desired object.

2. Click on the **Change AutoShape** button (not available in SoftMaker FreeOffice) on the contextual ribbon tab **Object** | group **Edit**.

   Alternatively via the dialog box: Right-click on the object to open the context menu and select the last entry **Properties**. In the dialog box, switch to the "AutoShapes" tab.

3. Select the desired new shape in the list.

The contours of the object will then change to the selected shape.

Replacing the shape of pictures

To replace the shape of pictures with another shape, proceed as follows:

1. Select the desired object.

2. Click on the small arrow of the **Cropping** icon on the contextual ribbon tab **Picture** | group **Size** and select the entry **Change shape** in the menu that appears.

   Alternatively via the dialog box: Right-click on the object to open the context menu and select the entry **Change shape** there.

3. Select the desired new shape from the list.

The contours of the picture frame will then change to the selected shape.

Tip: The command **Photo frame** (not available in SoftMaker FreeOffice) on the contextual ribbon tab **Picture** | group **Format** provides another method of changing the shape of pictures. Here, you can choose from different variants. Some of these variants display handles ◇ that enable you to further adjust certain parameters of the shape by dragging them. You can also use the small square ☐ in the center to display the shadow with a varying offset.

Combining shapes

FreeOffice: The *Combine objects* function is not included in SoftMaker FreeOffice.

Note: This function is only available for *drawings* and *text frames*; it is not possible for other types of objects.

In Presentations, you can combine two or more shapes into one overall shape using the command **Combine objects**, and different variants of the merge can be selected. This allows you to quickly create individual drawing objects.

Important: The new overall shape always assumes the formatting of the *first selected object*.

Proceed as follows:

1. Select two or more objects (drawings/text frames) that you want to combine.

   To do so, click on the objects successively while holding down the **Shift key⇧**.

2. Choose the command **Combine objects** ⊡ (in the group **Edit**) on the contextual ribbon tab **Object**.

   Alternatively, you will find the command in the context menu after right-clicking on the selected objects.

3. In the command's menu, select the desired variant for combining the objects (see below).

Variants of the command "Combine objects"

As mentioned at the start, the *first selected object* is the reference object whose formatting will be applied to the new overall shape when each variant of the command **Combine objects** is chosen. This is the fill color, for example, in the following illustrations.

The following variants are available:

- **Union**

  This option creates a new common shape with a consistent outer contour of all selected shapes:
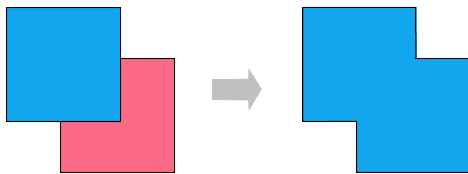
- **Combine**

  The non-overlapping parts of the shapes are preserved, while the overlapping areas become transparent:
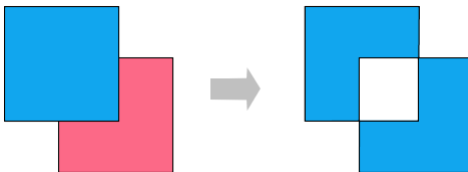
- **Fragment**

  New separate shapes are formed along the intersecting lines of overlapping shapes. These can then be moved individually – as shown on the far right in the following figure:
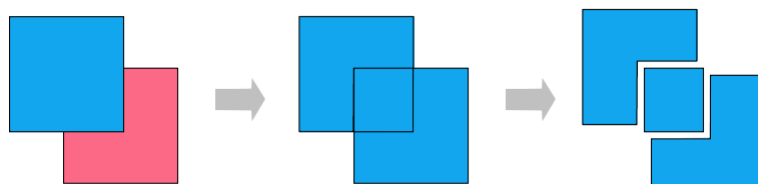
- **Intersect**

  This is the counterpart to **Combine**. Only the overlapping area is preserved, and the non-overlapping areas disappear:
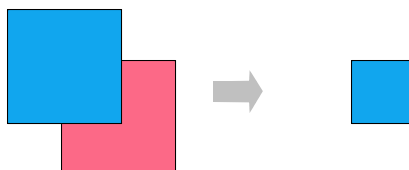
- **Subtract**

  The overlapping areas are removed from the first selected shape, and the following selected shapes themselves disappear:
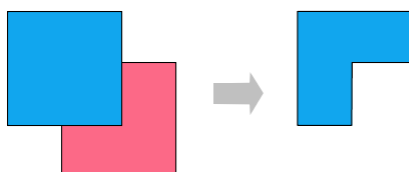
You can move the new shape like a "normal" object, resize it, add text to it, etc. There are also black corners or vertices that allow you to customize the contours of the shape. For more information, see the next section Editing shapes retroactively).

Editing shapes retroactively

There are several methods of retroactively adjusting the shape of objects:

- Drawings/text frames can be given a different AutoShape via the ribbon command **Change AutoShape** (in the group **Edit**). For more information, see Changing the AutoShape of objects.

- You can also use the command **Combine objects** (in the group **Edit**) to combine two or more shapes into one overall shape. For more information, see Combining shapes.

- Additional handles ◇ are displayed for some types of AutoShapes. If you drag one of these handles, a parameter controlling the shape of the object is changed. For stars, for example, the length of the points can be changed, and for rounded rectangles, the rounding of the corners can be changed.

  For pictures whose shape has been changed via the ribbon command **Photo frame** (in the group **Format**), these handles also appear for some variants.

In this section, the command **Edit points** is used to describe a very individual method of customizing certain objects (drawings, text frames or pictures) to your liking – by editing points of the object via the "Bezier tools". Technically, you use this command to convert an AutoShape into a curve.

FreeOffice: The *Edit points* function is not included in SoftMaker FreeOffice.

To do so, proceed as follows:

1. Select the object and choose the command **Edit points** ⬚ on the contextual ribbon tab **Object** | group **Edit**.

   Tip: For pictures, you will find the command only via the context menu. (Right-click on the object.)

   After switching to "Bezier Mode" via the command **Edit points**, you will see small black corners or vertices on the object's contour line (Note: Bezier mode remains constantly for the object once enabled).

2. Drag the black points via the mouse to change the shape.

3. Optional: For shapes with curves, a blue line (tangent) with a small square (handle) also appears when you left-click on one of the black points. Use the mouse to take hold of the blue square in order to change the angle of inclination and length of the curve. See also the next section "Other options via the context menu".

> **Note:** If you ensure that you are positioned exactly on the points (or the line segments, see below) with the mouse, the mouse cursor will then change to crosshairs ⊕.

Other options via the context menu

You will find additional editing options in the context menu by right-clicking on one of the small black points or on a line segment of the object.

For *points*, you can choose between the following options in the context menu:

▪ **Auto point**

   The angle and length of the tangent are set to a default value for automatic smoothing. No tangent for adjusting the angle and length appears accordingly for this option.

▪ **Straight point**

   A blue tangent appears. Both tangent halves are firmly connected, by angle and length. If one handle is moved, the other handle changes analogously in terms of angle and length.

▪ **Smooth point**

   A blue tangent appears. Only the angle of the two tangent halves is connected but not the length. If one handle is moved, the other handle changes analogously in terms of angle. The length (and thus the gradient of the curve) can be set independently.

▪ **Corner point**

   A blue tangent appears. Both tangent halves can be moved independently, both by angle and length.

▪ **Delete point**

   This option removes the selected point from the contour line.

For *line segments*, the context menu provides the following options:

▪ **Straight segment**

   The selected line segment between two points is straightened.

▪ **Curved segment**

The selected line segment between two points becomes a curved line.

▪ **Add point**

This option adds another editing point to the selected line segment.

▪ **Open curve/Close curve**

You use **Open curve** to remove the line segment between two points. The option **Close curve** closes an open shape and inserts a new line segment between the open ends.

The entry **Curve properties** opens a dialog box where you can edit the properties of the created shape (fill, line color, etc.) as with any other object. For more information, see Changing object properties via the dialog box. Many of these options can also be found directly on the contextual ribbon tab **Object** (or **Picture**).

Adding object actions

You can assign an **action** to an object. This is executed when <u>Running a slide show</u> – either when clicking on this object or when the mouse is positioned over it.

To assign an action to an object, select the desired object.

Then choose the ribbon command **Insert** | group **Links** | **Actions** ⊡ (alternatively via the ribbon tab **Animation** | **Actions** or via the context menu).

The following dialog box appears:
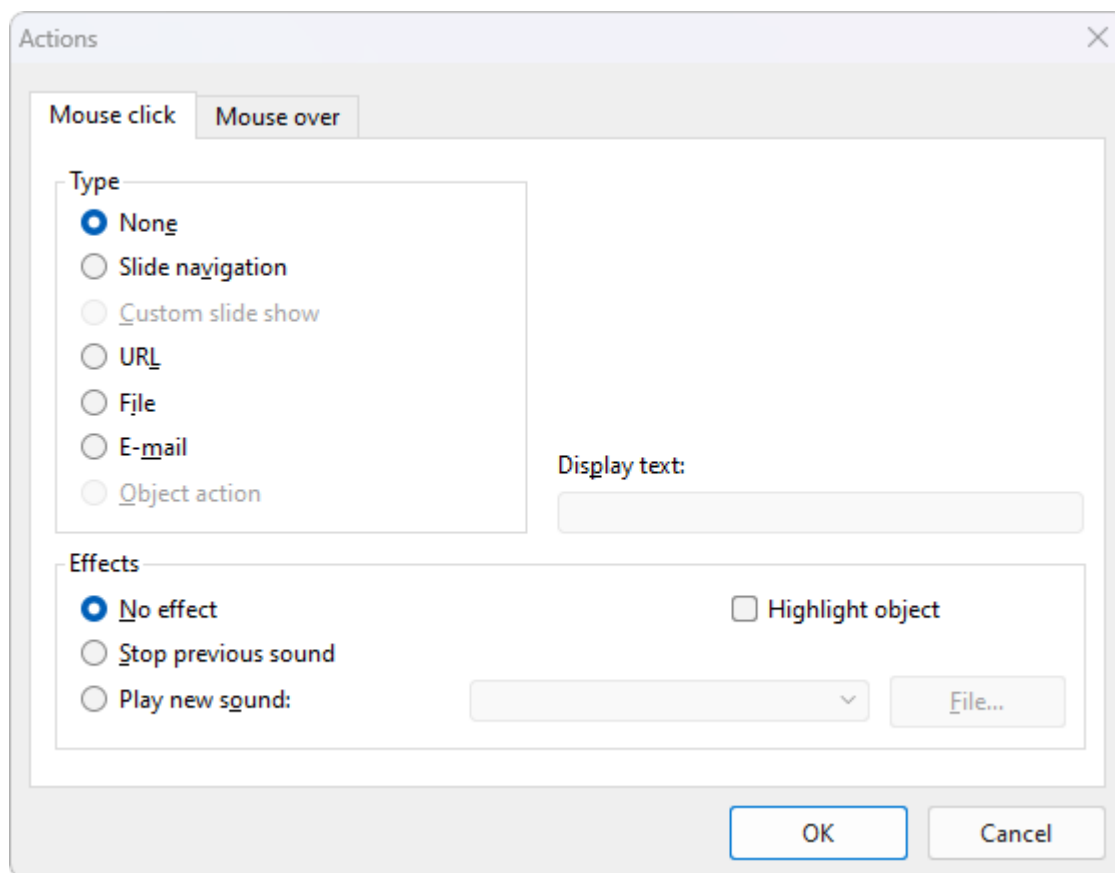
The dialog box has two tabs. The tab **Mouse click** determines what happens when the object is clicked on with the mouse. The tab **Mouse over** determines the desired action when the mouse cursor is moved over the object. Both tabs have exactly the same options.

> *Tip:* You do not have to select something on both tabs. If, for example, you only want to specify an action for clicking, then select options only on the **Mouse click** tab and leave the other tab empty.

In the **Type** section, you can specify the desired action:

- **None:** Do not perform any action. This is the default setting. (The settings in the **Effects** section will still work independently.)

- **Slide navigation:** Jump to another slide. To do so, select the desired slide from the list.

- **Custom slide show:** Start a custom slide show. To do this, select the desired slide show from the list. For information on creating custom slide shows, see [Custom slide shows](#).

- **URL:** Display the specified URL (Internet address or path to a locally stored HTML file). For web pages, your web browser is automatically started. For this purpose, you must enter "http://" in front of the address of the page, for example, "http://www.example.com".

  In the **Bookmark** field, you can also enter a bookmark if you want to jump to a specific target position on the specified website.

- **File:** Display or run the specified file. Here, you can enter either an executable file or a document. Specify the path and name of the file, and the associated application will then start automatically.

- **E-mail:** Send an e-mail. To do so, enter the recipient's e-mail address and (optionally) the subject.

- **Object action:** This option allows you to perform special actions for certain types of objects (for example, starting the playback of a media object).

The **Effects** section can be used to add a sound effect and specify whether the object should be highlighted during the action:

- **No effect:** If this option is enabled, no sound is played when you click on the object while running the slide show. This is the default setting.

- **Stop previous sound:** If this option is enabled, the playback of all currently playing sounds will be stopped whenever you click on the object while running the slide show.

- **Play new sound:** This option plays the selected sound file whenever you click on the object while running the slide show. Select the sound file to be played from the list or click on the **File** button to specify a sound file on your hard drive.

- **Highlight object:** If this option is enabled, the object is highlighted in a different color when you click on it while running the slide show.

> **Note:** The actions on the **Mouse over** tab work in the same way, but they are triggered as soon as the mouse cursor is moved over the object (without clicking on it) and not only when you click on the object.

Changing object properties via the dialog box

The *properties* of an object include, for example, its size, fill color, borders, etc. These properties can be edited centrally using the dialog box **Object properties**.

Note: Many object properties can also be conveniently edited directly via the icons of the contextual ribbon tab **Object** (or **Picture**, **Chart**, etc.). Information about these ribbon tabs can be found in the respective section of the corresponding object. However, some other options can only be set via the dialog box.

To change the properties of an object via the dialog box, right-click on the object frame to open the context menu and select the last entry **Properties**. A corresponding dialog box appears.

> **Tip:** For most types of objects, you can also open this dialog box quickly by double-clicking on the object (or its border).

The dialog box has several tabs that you can switch between by clicking on one of the tabs at the top.

You will find detailed information on each tab and the options it contains on the following pages.

Object properties, Format tab

You can use the **Format** tab to make settings with respect to the format of the object, such as resizing it.

Available options:

- **Size** and **Scaling** sections

  You can resize the object here. To do so, enter the desired **Width** and **Height**. Alternatively, you can change an object's size by specifying the width as a percentage of the original width in **Horz. scaling** and the height as a percentage of the original height in **Vert. scaling**.

  If the option **Keep aspect ratio** is enabled, changes in height automatically have a proportional effect on width (and vice versa).

  There is an additional option named **Keep scaling** for OLE objects. If this option is enabled, any changes made to the OLE object's size *within its source application* automatically affect the object in Presentations. If it is disabled, the object will always remain the same size in Presentations. (Note: Not all OLE source applications support this feature.)

- **Position** section

  Here, you can set where the object should be placed on the slide. To do so, enter the horizontal and vertical start point (upper left corner of the object).

  Note: The values depend on the origin of the rulers (see Changing position and size of objects).

- **Rotation** section

  Here, you can rotate the object. To do so, enter the angle at which you want to rotate the object clockwise. (This option is not available for tables, OLE objects and media objects.)

- **Flip** section

  Here, you can flip the object horizontally or vertically. (This option is not available for tables, OLE objects and media objects.)

Object properties, Fill tab

Note: This tab is only available for certain types of objects. For pictures, changes to the fill affect only the transparent parts of the picture.

You can use the **Fill** tab to specify with what the object should be filled.

First, select the desired type of fill in the dropdown list **Fill type**. You can then make various settings for each fill type.

The following fill types and settings are available:

> **Tip:** You can also apply some of these options directly on the object-specific ribbon tab via the command **Fill color** in the group **Format**.

- **No fill**

  If you select the first fill type in the list, the object is not filled and thus remains transparent.

- **Solid color**

  This fill type fills the object with a uniform color shade. Select the desired color in the list **Colors**.

  Tip: Color lists only offer a few standard colors, but you can always compose your own colors. To do so, click on **More colors** and then proceed as described in <u>Document properties, Colors tab</u>.

  If desired, you can also use the option **Transparency** to change the transparency of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency). If, for example, you set the transparency value to 25, the fill will have 25% transparency.

- **Pattern**

  This fill type fills the object with a pattern. In the list **Patterns**, select the type of pattern and then set the desired color for the foreground and background.

  If desired, you can also use the option **Transparency** to change the transparency of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency).

- **Picture**

  This fill type fills the object with a picture file. You can use the **Open** button to determine the picture file which you want to use for the fill. The most recently used picture files are displayed in the list **Pictures** and can be selected there by clicking on them with the mouse.

Additional options:

Rotate with object: If you enable this option, the picture will also be rotated whenever you rotate the object to be filled.

Mirror type: This option allows you to mirror the picture horizontally or vertically.

Transparency: If desired, you can use this option to change the transparency of the fill. You can enter any value between 0% (no transparency) and 100% (full transparency).

Tile as texture: If this option is enabled, the picture is repeated in the object like a tile pattern.

You can then use the settings in the **Tile options** section to change the size and position of the tiles: **X scale** and **Y scale** change the size (in percent), while **X offset** and **Y offset** change the position. The option **Alignment** can be used to determine to which edge of the object the tiles should be aligned.

If the option **Tile as texture** is disabled, only **Offsets** (relative to the edges of the object) can be set for the picture.

Save: You can use this button to export the currently selected picture, thus save a copy of it under any name on your hard disk.

- **Linear gradient, Rectangular gradient, etc.**

The bottom five fill types are different types of color gradients. First, select the desired type of gradient in the dropdown list **Fill type** and then select one of the subtypes in the list **Variants**.

In the **Options** section, you can specify the appearance of the gradient even more precisely:

X offset and **Y offset** enable you to move the center of the gradient. The **Angle** option allows you to set the angle of rotation.

> **Tip:** You can also change these settings by using the mouse to move or rotate the cross-hair displayed in the **Sample** field.

If you enable the option **Double gradient**, for example, a black-white gradient will become a black-white-black gradient.

In the **Colors** section, you can change the colors for the gradient as follows:

To change a color, first click on one of the small triangles below the bar representing the gradient. The left triangle stands for the initial color, while the right triangle stands for the final color:

Then select the desired color from the dropdown list **Color** below.

You can use the option **Transparency** to change the transparency of the selected color if desired. You can enter any value between 0% (no transparency) and 100% (full transparency).

Additional colors can be added to the gradient by double-clicking on the desired position in the bar and selecting a color. In the same way, namely by double-clicking on the triangle, additional colors can also be deleted from the gradient.

Object properties, Lines tab

Note: This tab is only available for certain types of objects.

Use the **Lines** tab to specify the type of lines to use for the object. For drawings, this applies to the lines used to draw the object; for all other objects, it applies to the lines that border the object.

Available options:

> **Tip:** Many of these options can also be found directly on the object-specific ribbon tab in the command group **Format**.

- **Variants**

  Here, you can select the desired line style.

  The entries in this list are merely default variants. If required, you can specify the appearance of the lines more precisely via the options of the dialog box.

- **Color**

  This option lets you specify the color of the lines.

- **Dashed**

  Here, you can specify whether solid or dashed lines should be used.

- **Thickness**

  Here, you can specify the exact thickness of the lines (in points).

- **Transparency**

  If desired, you can use the option **Transparency** to change the transparency of the lines. You can enter any value between 0% (no transparency) and 100% (full transparency).

- **Start point** and **End point** (only available for lines, curves and connectors)

  Here, you can specify whether an icon should be drawn at the start point or end point of the line. If, for example, you select an arrow icon for the end point, the line will look like an arrow. If necessary, you can also change the **Width** and the **Height** of the icon.

Object properties, Shadow tab

Note: This tab is only available for certain types of objects.

Use the **Shadow** tab to add a shadow to the object.

Available options:

> **Tip:** You can also apply many of these options directly on the object-specific ribbon tab via the command **AutoShape effects** in the group **Format**.

- **Variants**

  Here, you can select the desired type of shadow.

  The entries in this list are only default variants; the other options in the dialog box allow you to specify the appearance of the shadow even more precisely if necessary.

- **Scaling**

  Here, you can change the size of the shadow (relative to the size of the object).

- **Offset**

  Here, you can change the position of the shadow (relative to the object).

- **Perspective**

  Here, you can change the **Skew angle** of the shadow.

  For certain variants of the "Perspective shadows" type, the **Horizon** can also be changed, which distorts the shadow in terms of perspective. If **Horizon** is a positive value, the shadow is in front of the object; if it is negative, the shadow is behind the object.

- **Color**

  Here, you can change the color of the shadow.

- **Blur**

  If you enter a value greater than zero here, a blur effect is added to the shadow. The larger the value, the softer the edges of the shadow are drawn.

- **Transparency**

  Here, you can change the transparency of the shadow. You can enter any value between 0% (no transparency) and 100% (full transparency). If, for example, you set the transparency value to 25, the shadow will have 25% transparency.

Object properties, 3D tab

Note: This tab is only available for text frames and drawings.

Use the **3D** tab to add a three-dimensional effect to the object.

Select the desired type of 3D effect in the **Variants** section. The entries in this list are only default variants; the other options on the **3D** tab allow you to specify the appearance of the effect even more precisely if required.

In the preview field **Sample**, you can follow the result of your adjustments and finally confirm with **OK** if you want to apply the settings.

Object properties, Effects tab

Note: This tab is only available for certain types of objects.

On the **Effects** tab, you can add various effects to the object.

The following effects and options are available:

▪ **Reflection**

   If you enable the option **Use reflection effect**, the object is displayed as if it was located on a reflective surface. The following variations are possible:

   Visible part of object: This option specifies how much of the object should be visible in the reflection (in percent).

   Starting transparency: The reflection is softly faded out downwards. This value determines how transparent the reflection should be at the top (in percent).

   Y offset: This option moves the reflection upwards or downwards.

▪ **Soft edges**

   If you enable the option **Use soft edges effect**, the borders of the object will be given a blur effect. The following variations are possible:

   Width: This option specifies the width of the blur effect.

▪ **Glow**

   If you enable the option **Use glow effect**, the borders of the object will be surrounded by a glow effect. The following variations are possible:

   Width: This option specifies the width of the glow effect.

   Color: This option specifies the color of the glow effect.

Object properties, Properties tab

On the **Properties** tab, you can change the general settings for an object.

Available options:

▪ **Name**

   Presentations automatically assigns a unique name to every object in a document. For example, rectangles are called rectangle1, ...2, ...3, etc. If desired, you can enter another name here.

   Tip: The name of the currently selected object is displayed on the left in the status bar.

   For more information on using names for objects, see Changing the names of objects.

- **Visible**

  This option is enabled by default. It causes the object to be displayed on the screen. If you disable this option, the object becomes invisible (even when running the slide show). For more information, see also Hiding objects.

- **Printable**

  This option is enabled by default. If you disable this option, the object will not be printed. For more information, see also Hiding objects.

- **Locked**

  If you enable this option, the size of the object and its position cannot be changed with the mouse or keyboard. Position and size can then only be changed by entering values in this dialog box (**Object properties**, **Format** tab).

In the case of pictures, the **File name** of the picture is displayed on this tab, while some information about the picture that was used (resolution, color depth, etc.) is displayed at the top right.

Object properties, AutoShapes tab

Note: This tab is only available for text frames, placeholders, pictures and AutoShape drawings.

On the **AutoShapes** tab, you can assign an AutoShape to the object. Thus, you can turn a rectangle into a speech balloon or any other shape you like, for example.

To change the shape, simply click on the desired AutoShape in the list.

> **Tip:** You will also find this option as the command **Change AutoShape** directly on the contextual ribbon tab **Object**. For more information, see Changing the AutoShape of objects.

For more information on AutoShapes, see Inserting drawings.

Additional tabs

There are additional tabs with more options for some object types. For information on these tabs, see the section on the relevant object.

Changing the default settings for objects

You can change the default settings for objects (drawings, pictures, etc.) at any time. This is particularly relevant for drawings (AutoShapes and lines). For certain other objects, there are restrictions on applying the default settings.

If, for example, you don't like the default line thickness for drawings, simply set it to a different value. You can also alter other default settings – for example, the default fill for drawings as well as the settings for shadows and 3D effects.

> **Note:** Changes to the default settings for objects only affect objects that you insert *afterwards*. Existing objects remain untouched.

To change the default settings for objects, use the **Set as default** button in the dialog box **Object properties**.

For example, the default line thickness for drawings can be changed as follows:

1. Insert a new drawing (or click on an existing drawing).

2. Right-click on the object to access the context menu and select the last entry **Properties** to open the dialog box.

3. Make the desired settings. To change the default setting for the line thickness, for example, switch to the **Lines** tab and simply set the desired line thickness.

4. Important: Click on the **Set as default** button and not on **OK**.

5. The program displays another dialog box in which you can also limit which default settings should be changed if necessary. As a rule, there is no need to change anything in this dialog box.

6. If you confirm with **OK**, the settings currently made in the dialog box will be set as the default settings for new drawings.

7. Confirm again with **OK** to exit the dialog box completely.

All drawings that you insert from now on will use the line thickness set in this way by default.

> **Note:** The default settings for objects can be set separately for each document.

This concludes the general description of objects. The following sections present the various types of objects in detail:

- [Text frames](#)
- [Placeholders](#)
- [Pictures](#)
- [Charts](#)
- [OLE objects](#)
- [Tables](#)
- [Media objects](#)
- [Drawings](#)

Text frames

You can use *text frames* to insert additional text boxes into a slide. You can enter, edit and format text as desired in a text frame.

> **Note:** Text frames, by the way, are just AutoShapes (in this case, simple rectangles) to which text has been added.

In this section, you will learn everything you need to know about working with text frames. The information covers the following topics:

- Inserting text frames
- Changing text frame properties via the ribbon tab
- Changing text frame properties via the dialog box
- Changing the text area

See the following pages for more information.

Inserting text frames

To insert a text frame, proceed as follows:

1. Choose the ribbon command **Insert** | group **Objects** | **Text frame** .

2. The text frame is now inserted.

   You can then move or resize the text frame:

   Important: Click with the mouse on the *border* of the text frame in order to move it. While still holding the mouse button down, drag the text frame to the desired position.

   To adjust its size, drag one of the round handles surrounding the frame.

The text frame is now created, and you can start entering text in it immediately.

Changing text frame properties via the ribbon tab

Numerous properties of text frames can be changed directly via the buttons of the contextual ribbon tab **Object**.
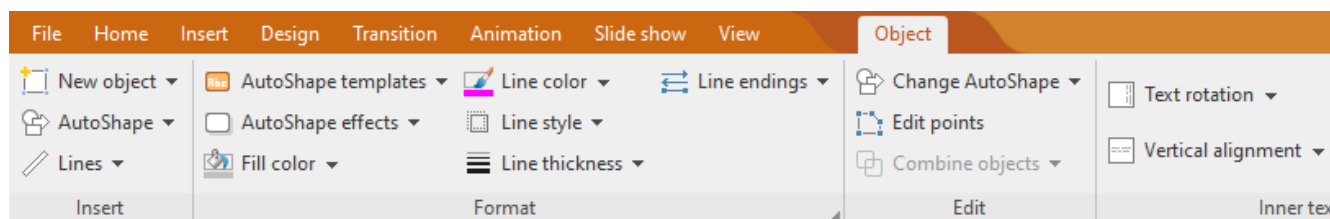
The contextual ribbon tab "Object", left section

The contextual ribbon tab "Object", right section

This ribbon tab appears automatically when you select a text frame by clicking on its border. It contains the following buttons (from left to right):
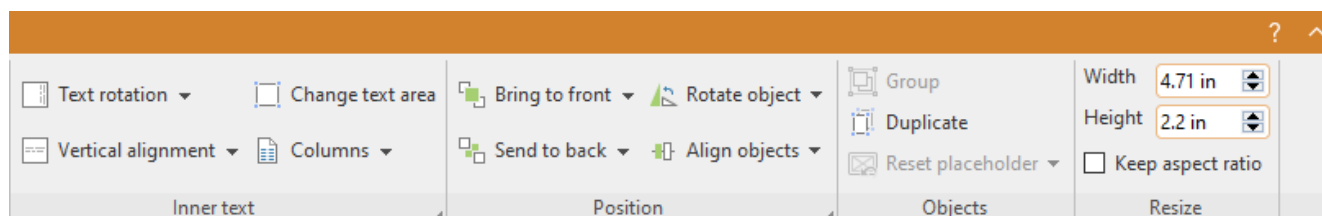
- **New object:** This option allows you to insert a new object into the document and different object types are available.

- **AutoShape:** This option allows you to insert a new AutoShape into the document.

- **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.

- **AutoShape templates** (not included in SoftMaker FreeOffice)**:** This option allows you to apply various predefined color formats to the text field.

- **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see the next section.

- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab.

- **Line color, Line style, Line thickness, Line endings:** These options allow you to edit borders for the text field or the inserted lines. For more information, see Object properties, Lines tab.

- **Change AutoShape** (not included in SoftMaker FreeOffice)**:** This option allows you to assign a different AutoShape to the text frame (formatting is retained). For more information, see Changing the AutoShape of objects.

- **Edit points** (not included in SoftMaker FreeOffice)**:** This option allows you to give the text frame an individual shape with the "Bezier tools". For more information, see Editing shapes retroactively.

- **Combine objects** (not included in SoftMaker FreeOffice)**:** This option allows you to combine two or more shapes from different variants into one overall shape. For more information, see Combining shapes.

- **Text rotation:** This option allows you to rotate the inner text by the specified angle.

- **Vertical alignment:** This option determines how the inner text should be aligned between the top and bottom edges of the frame.

- **Change text area** (not included in SoftMaker FreeOffice)**:** This option allows you to adjust the size of the inner text area. For more information, see Changing the text area.

- **Columns:** This option allows you to split the inner text into several columns. For more information, see Creating columns for inner text of objects.

- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of objects.

- **Rotate object:** This option allows you to rotate the text frame in 90° increments or flip it vertically/horizontally. For more information, see Rotating and flipping objects.

- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing objects.

- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping objects.

- **Duplicate:** This option creates an immediate copy of the selected object.

- **Reset placeholder:** This option allows you to restore the original properties of a placeholder after you have selected it. For more information, see Resetting placeholder properties.

- **Width, Height**: These options change the size of the object. For more information, see Changing position and size of objects.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*, which you can access, for example, via the context menu. For more information, see the next section.

Changing text frame properties via the dialog box

To edit the properties of a text frame via the dialog box, first select it. To do so, click on the border surrounding the text frame. Then right-click to open the context menu and select the entry **Properties**, whereupon a corresponding dialog box appears.

Also possible: Click on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Object**.

> **Tip:** You can also open this dialog box by double-clicking on the text frame.

The following settings can be made in the dialog box:

Format, Fill, Lines tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Format:** On this tab, you can change the size and positioning of the text frame. For more information, see Object properties, Format tab.

- **Fill:** This option allows you to change the fill. For more information, see Object properties, Fill tab.

- **Lines:** This option allows you to apply border lines. For more information, see <u>Object properties, Lines tab</u>.

- **Shadow:** This option allows you to apply a shadow. For more information, see <u>Object properties, Shadow tab</u>.

- **3D:** This option allows you to apply a 3D effect. For more information, see <u>Object properties, 3D tab</u>.

- **Effects:** This option allows you to apply different effects. For more information, see <u>Object properties, Effects tab</u>.

- **Properties:** This option allows you to change general settings. For more information, see <u>Object properties, Properties tab</u>.

In the case of text frames, there are two additional tabs with further options:

Inner text tab

You can use this tab to change settings for the text in the text frame.

> **Note:** An AutoShape must contain text in order to be treated as a text frame. Thus, select the AutoShape and type something in it, and then the **Inner text** tab will also be available.

Available options:

- **Inner margins** section

  Here, you can change the margins between the text frame and the text it contains. If you enable the option **Automatic**, Presentations will automatically determine suitable margins.

- **Columns** section

  You can split the text within the text frame into several columns. Enter the **Number** of columns and the **Spacing** between the columns.

- **Rotate by...** section

  Here, you can rotate the text by the specified angle.

- **Vertical alignment** section

  This setting determines how the inner text should be aligned between the top and bottom edges of the frame:

Option	Explanation
Top	The text is aligned to the top edge of the frame. (This is the default setting.)
Centered	The text is centered between the top and bottom edges of the frame.
Bottom	The text is aligned to the bottom edge of the frame.

- **Autofit options** section

  The following settings can be made here:

  Resize shape to fit text: When this option is enabled, the size of the text frame automatically adapts to the amount of text it contains. If, for example, you enter more text than the text frame can hold, the text frame will expand automatically.

Wrap text in shape: This option determines whether the text in the text frame should be wrapped automatically. When you disable this option, the text will always be displayed in one single line, regardless of its length.

AutoShapes tab

A text frame is actually an *AutoShape* that has been filled with text. AutoShapes are predefined shapes (such as rectangles, ellipses, arrows, speech bubbles, etc.).

By default, a simple rectangle is used as an AutoShape for text frames. However, you can assign a different AutoShape to the text frame at any time. Simply select the desired shape from the **AutoShapes** tab.

For more information on AutoShapes, see Drawings.

Changing the text area

FreeOffice: The *Change text area* function is not included in SoftMaker FreeOffice.

For Text frames and also for AutoShapes to which text has been added, you can resize the text area for the inner text in Presentations.

To do so, proceed as follows:

1. Click on the frame of the object to select it.

2. Choose the command **Change text area** ⬚ on the contextual ribbon tab **Object |** group **Inner text** (or via the context menu by right-clicking on the text frame).

   Note: For drawings (AutoShapes, curves, etc.), you must first add text to the shape so that you can use the commands for the inner text.

3. The frame of the inner text is now selected and some round navy "handles" appear. Drag one of these handles via the mouse to resize the text area.

When your adjustments are complete, choose the command **Change text area** again or simply click anywhere in the document.

Placeholders

When you create a new presentation, the first slide displays two areas containing dashed borders for entering text. These areas are called *placeholders*.

Every time you add another slide to your presentation, the program displays a dialog box in which you can select the desired slide layout. These layouts differ in the type, number and arrangement of the placeholders used.

The following types of placeholders are available in Presentations' slide layouts:

- **Title placeholders**

  Title placeholders are used to enter a title for the slide. They can be filled with text only. Most slide layouts contain a title placeholder at the top of the slide.

- **Generic placeholders**

  Generic placeholders are provided for the actual content of the slide. They can *either* be filled with text *or* with an object (table, picture, chart, media object or OLE object). Virtually all slide layouts contain one or more generic placeholders of different sizes and arrangements.

- **Special placeholders**

  Special placeholders are a special case: They are not used in Presentations' slide layouts but are found in older PowerPoint files. Special placeholders can only be filled with *one specific* object type. There are, for example, picture placeholders (for pictures only), table placeholders (for tables only), etc.

See the following pages for more detailed information on working with placeholders. The information covers the following topics:

- [Inserting placeholders](#)
- [Editing placeholders](#)
- [Changing placeholder properties](#)
- [Resetting placeholder properties](#)
- [Restoring deleted placeholders](#)

Inserting placeholders

Unlike all other object types (picture frames, text frames, etc.), placeholders *cannot* be inserted directly into a slide.

Placeholders are provided only via Presentations' predefined slide layouts that you can apply to a slide. Each slide layout contains a different number and arrangement of placeholders.

To change the layout of a slide, choose the ribbon command **Design** | group **Design** | **Layout** and select the desired layout.
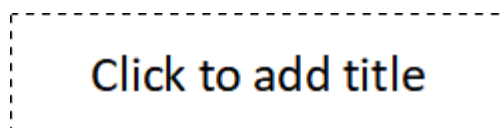
For more information, see [Changing the slide layout](#).

Editing placeholders

In this section, you will learn how to insert content into the different types of placeholders and how to edit them.

Title placeholders

Title placeholders can be filled with text only. Almost all slide layouts contain a title placeholder for the slide title at the top of the slide.


A title placeholder

A title placeholder is an area marked by a dashed border that contains the text "Click to add title". To enter text, simply click in the predefined text. This will then disappear and you can start typing immediately.

> **Tip:** When entering text into placeholders, you can use the key combination **Ctrl+↵** to move the text cursor to the next placeholder and **Ctrl+Shift+↵** to move it to the previous placeholder.

Generic placeholders

Generic placeholders can be filled with *either* text *or* an object (table, picture, chart, media object or OLE object). They are thus the most versatile type of placeholders. Virtually every slide layout contains one or more generic placeholders in different arrangements.
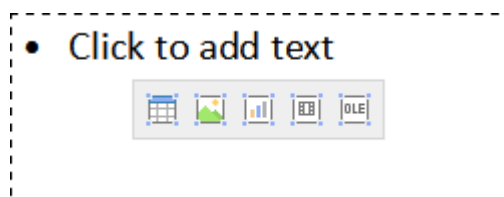
A generic placeholder

To add content to a generic placeholder, proceed as follows:

- In order to add *text* to a generic placeholder, click on the "Click to add text" prompt displayed in it and just start typing.

  > **Note:** Unlike text frames, text in placeholders is formatted as a bulleted list by default. You can simply type in text and press **Enter.↵** for each new entry, whereupon each paragraph you enter is automatically provided with a bullet. For more information on working with bulleted lists, see Bulleted and numbered lists.

- To fill the placeholder with an *object* instead of text, click on one of the icons in the center of the placeholder. The icons can be used to insert the following types of objects (from left to right):

  Table: Use this icon to insert a table. After clicking on this icon, you will be prompted to enter the number of rows and columns for the table.

  Picture: Use this icon to insert a picture. After clicking on the icon, the program displays a dialog box in which you can select the desired picture file.

  Chart: Use this icon to insert a chart. After clicking on the icon, the program displays a dialog box in which you can set up the chart. For more information, see Charts.

Media object: Use this icon to insert a movie clip or a sound. After clicking on the icon, the program displays a dialog box in which you can select the desired movie or sound file.

OLE object: Use this icon to insert an OLE object (available on Windows only). After clicking on the icon, the program displays a dialog box prompting you to either create a new OLE object or to insert an existing file.

Special placeholders

In Presentations and in PowerPoint 2007 and later, most content placeholders are *generic* placeholders with the aforementioned properties.

In older PowerPoint versions (2003 and older), however, there were no generic placeholders but only placeholders that could only be filled with *one* object type – which are known as *special placeholders*.

For compatibility reasons, Presentations also supports this type of placeholder, of course. You can thus easily open, edit and save older PowerPoint files that contain such placeholders. However, the slide layouts included with Presentations do not use special placeholders.

Double-click to add picture

A picture placeholder

To add content to special placeholders, follow the instructions given inside the placeholder. For example, the text "Double-click to add picture" is displayed in a picture placeholder. When you do so, the program opens a dialog box in which you can select a picture file.

Changing placeholder properties

To change the properties of a placeholder, select it by clicking on its border.

Then select your preferred path (ribbon commands or dialog box) from the following options for editing it:

Changing placeholder properties via the ribbon tab

If you want to edit the placeholder directly via the ribbon buttons, switch to the contextual ribbon tab that appears as a tab on the far right as soon as a placeholder is selected. You will find numerous commands intuitively arranged here, but some additional options can only be accessed via the dialog box (see below).

The options of the displayed ribbon tab depend on the content of the placeholder. For more information on each option, see the following sections:

Content	See section...

Text	[Changing text frame properties via the ribbon tab](#)
Table	[Ribbon tab "Table"](#)
Picture	[Changing picture properties via the ribbon tab](#)
Chart	[Editing charts](#)
Media object	[Changing the properties of media objects](#)
OLE object	[Changing OLE object properties via the ribbon tab](#)

Changing placeholder properties via the dialog box

If you would prefer to edit the placeholder via the dialog box, right-click to open the context menu and select the last entry **Properties**.

The options of the displayed ribbon tab depend on the content of the placeholder. For more information on each option, see the following sections:

Content	See section...
Text	[Changing text frame properties via the dialog box](#)
Table	[Formatting tables](#)
Picture	[Changing picture properties via the dialog box](#)
Chart	[Changing chart properties via the dialog box](#)
Media object	[Changing the properties of media objects](#)
OLE object	[Changing OLE object properties via the dialog box](#)

Resetting placeholder properties

Since each slide layout has predefined placeholders, the original properties of a placeholder can be restored at any time. To do so, select the placeholder.

Then choose the ribbon command **Design | group Placeholders | Reset placeholder** .

Tip: Alternatively, you will also find the command in the context menu or on the contextual ribbon tab **Object**, which appears as a tab on the far right.

Then select one of the following options:

- **Reset object properties:** This option resets the object properties of the placeholder to the original state (except text formatting, size and position).

- **Reset text properties:** This option resets all character and paragraph formatting for the placeholder.

- **Reset size and position:** This option resets the size and the position of the placeholder.

- **Reset all properties:** This option resets all three of the aforementioned properties (object properties, text properties, size and position). For more information, see also Resetting slides.

Deleting and restoring placeholders

You can delete a placeholder like any other object by selecting it and then pressing the **Del** key. Alternatively, you can right-click on the placeholder to open the context menu and select **Delete** here.

If you choose the ribbon command **Design** | group **Placeholders** | **Restore** , all placeholders that you have deleted in the current slide will be restored with their original properties (size, position, formatting).

This command is available only if placeholders were actually deleted from the slide.

For more information, see also Resetting slides.

Pictures

Presentations allows you to easily insert pictures into your slides.

In this section, you will learn everything you need to know about working with pictures. The information covers the following topics:

- Inserting pictures
- Inserting a photo album
- Scanning pictures
- Inserting pictures from the gallery/camera (Android and iOS)
- Compressing pictures
- Changing picture properties via the ribbon tab
- Changing picture properties via the dialog box

See the following pages for more information.

Inserting pictures

To insert a picture into a slide, proceed as follows:

1. Choose the ribbon command **Insert** | group **Objects** | **Picture frame** ![icon].

   (To do so, click directly on the icon itself or use the icon's arrow and select the entry **From file**.)

2. A dialog box appears. Select the desired picture file in it and confirm it.

3. The picture is now inserted.

If you want, you can then move or resize the picture:

To move it, click on the picture with the mouse, and then drag it to the desired position (while still holding down the mouse button).

To adjust its size, drag one of the round handles surrounding the picture.

Options of the dialog box

The options in the above dialog box mean the following:

- **Save within document**

  If the option is enabled, Presentations saves a copy of the picture in the document and uses this copy instead of the original.

  Note: If this option is enabled, the file size of the document may increase significantly.

If it is disabled, however, Presentations saves only a reference to the original picture file in the document. Changes to the original picture file are thus always available in an updated form in Presentations.

Tip: You can see the location of the original picture file in the picture properties. Right-click on the picture to open the context menu, and select **Picture: Properties**. In the dialog box, switch to the **Properties** tab and take a look under **File name**.

Note: If the file path of the picture file changes, however, it will no longer be displayed in the document.

▪ **Copy to document's folder**

If the option is enabled, Presentations creates a copy of the picture file in the folder in which the document is located and saves a reference to this copy instead of to the original.

This option is available only if the document has already been saved.

Inserting a photo album

FreeOffice: The *Insert photo album* function is not included in SoftMaker FreeOffice.

With the ribbon command **Insert** | group **Slide** | **Photo album** , you can insert several picture files into your presentation at once.

A new slide will be created for each picture file. If desired, borders and captions can be added to the pictures. This allows you to create an attractive slide show from a collection of pictures with minimal effort.

Proceed as follows:

1. Go to the slide where you want to start inserting the pictures.

2. Choose the ribbon command **Insert** | group **Slide** | **Photo album** . A corresponding dialog box then appears.

3. First, specify which pictures are to be inserted.

   To do so, click on the **Add** button. A file dialog appears. Use it to switch to the folder that contains the pictures, and select all the pictures which you want to insert.

   Tip: You can select an entire range of files in the file dialog by clicking on the first file and then clicking on the last file while holding down the **Shift key⇧**. You can add or remove individual files by clicking on them while holding down the **Ctrl** key.

4. When the desired picture files are selected, confirm with **Open**.

5. Specify the appearance of the slides to be inserted by setting the other options in the dialog box as desired (see below).

6. Confirm with **OK**.

The selected pictures are now inserted accordingly.

Options of the dialog box

The options in the dialog box for this command have the following functions:

▪ List **Pictures**

Here, you specify which picture files are to be inserted.

To add more pictures to the list at any time, click on the **Add** button and proceed as described above. To remove pictures from the list, select them and click on the **Remove** button.

You can use the arrow buttons (to the right of the list) to change the order of the pictures. If, for example, you select a picture in the list and click on the down arrow, the picture will be moved down by one position.

▪ **Layout**

Use this option to specify the layout of the slides that will be created for each picture:

Fit to slide: This option scales the picture exactly to the height (or width) of the slide.

Picture only: This option scales the picture so that it covers a large part of the slide, but still leaves margins.

Title and picture: This option is like the previous option except an empty title placeholder is inserted above the picture (where you can subsequently enter text).

▪ **Decoration**

Use this option to specify whether the pictures are to be decorated with a border or shading.

▪ **Caption**

Use this option to specify whether the pictures are to be labeled with their file name. This is then inserted as a text frame below the picture.

▪ **Save pictures in document**

If this option is enabled, Presentations saves copies of all the pictures used in the document and uses the copies instead of the originals. If it is disabled, Presentations only saves references to the original picture files in the document.

▪ Buttons below the **Preview**

You can use the buttons below the preview of the current picture file to perform various types of manipulations on the pictures that are to be inserted. Your changes will be applied only to the current presentation; they will not be saved in the original picture files.

First, select the desired picture in the list **Pictures**. You can also select several pictures at once (using the **Ctrl** or **Shift⇧** keys).

From left to right, these buttons have the following functions:

Rotate 90 degrees clockwise
Rotate 90 degrees counter-clockwise

Increase brightness
Decrease brightness

Increase contrast
Decrease contrast

Reduce colors to grayscale
Use the original colors of the picture

Discard any changes made with the above buttons

Scanning pictures

FreeOffice: Scanning pictures directly into a document is not included in SoftMaker FreeOffice.

Note: *Scanning pictures* directly into a document is possible only with the **Windows** version of Presentations.

With Presentations for Windows, you can scan originals directly into a document. You must have connected a scanner to your computer and installed the corresponding software.

To scan something into the current document, proceed as follows:

1. Turn on the scanner and insert the original that is to be scanned.

2. On the ribbon tab **Insert** | group **Objects** | **Picture frame** ⬚, click on the arrow of the icon and select the entry **From scanner** from the dropdown menu.

Presentations now enables your scanner's software. Make the desired settings (see scanner manual) and start the scanning process. When this is complete, the scanned result will appear as a picture in the Presentations document.

Selecting another source

If several scanners are connected to your PC, you can use the command **Insert** | **Picture frame** ▼ | **Select source** to decide from which of these sources you want to scan when you use the command **Insert** | **Picture frame** ▼ | **From scanner**.

Inserting pictures from the gallery/camera (Android and iOS)

Note: This function is available only in the **Android** and **iOS** version.

In the Android/iOS version, you can also insert pictures via the *Gallery* or *Camera* application on your device.

To do so, proceed as follows:

Inserting a picture from the gallery

1. Choose the command **Insert** | group **Objects** | **Picture frame** ▼ | **From gallery**.

2. Your Android/iOS device automatically opens its *Gallery* app. Select the desired picture by tapping on it.

The picture is now inserted.

Inserting a picture from the camera

1. Choose the command **Insert | group Objects | Picture frame ▾ | From camera**.

2. Your Android device/iOS automatically opens its *Camera* app. Take a picture.

The picture is now inserted.

Compressing pictures

> This feature is only included in **SoftMaker Office Professional** and **NX Universal**.
> In the Android/iOS version, the command is locked. (To unlock the command, see Welcome.)

You can use the command **Compress pictures** 🖼 to reduce the memory size of images in Presentations. In this way, you reduce the file size of the document and save capacity on your device or when sharing the document.

You can use the command effectively if your document contains pictures that were embedded in the document when you inserted them using the option **Save within document** (see Inserting pictures).

Note: Pictures that were instead saved in the document as a reference to an external picture file are not affected by compression. However, when executing the command, you have the option of subsequently embedding these pictures in the document and compressing them here at the same time.

Proceed as follows:

1. In your document, select one or more pictures that you want to compress. An additional ribbon tab **Picture** appears at the top right of the ribbon.

   > **Tip:** If you want to compress *all* pictures of the document, just choose the ribbon command **File | group File management | Compress all pictures** and continue with step **2.a**.

2. Choose the ribbon command **Picture | group Adjust | Compress pictures** 🖼.

   2.a If your selection contains only pictures that have been saved in the document, the dialog box "Compress pictures" opens immediately.

   2.b If your selection contains pictures that have *not* been saved in the document, a message appears before the dialog box opens, asking whether you want to embed these pictures now (see description below).

3. In the **Resolution** section of the dialog box, choose between the predefined qualities or enter a custom resolution.

   In the **Options** section, you will find two more settings (see description below).

4. Confirm with **OK**.

After saving the document, you will notice a change in the file size.

Other options

▪ **Delete cropped areas of the pictures**

If you have cropped an image in your document using the command **Pictures | Cropping** and you do not need the truncated remainder, enable this option. Once you press **OK**, the cropped image area will be deleted and only the crop will be retained.

▪ **Embed and compress external pictures**

This option allows you to embed and compress pictures in the document that you did not insert using the option **Save in document**, but which are only saved in the document as a reference to the original external file.

To explain this option, the following cases may occur:

a. You have selected only pictures that were not saved in the document. After choosing the command **Compress pictures**, a message appears asking if you want to subsequently embed the pictures. If you click on **Yes**, this option is already preselected in the following dialog box.

b. If pictures are selected that have already been saved in the document, this message also appears. If you click on **Yes** (or also **No**), this option is freely selectable in the following dialog box.

c. If you have selected only pictures that have already been saved in the document, this message does not appear. This option is not selectable in the dialog box.

Changing picture properties via the ribbon tab

Numerous properties of pictures can be changed directly via the buttons of the contextual ribbon tab **Picture**.
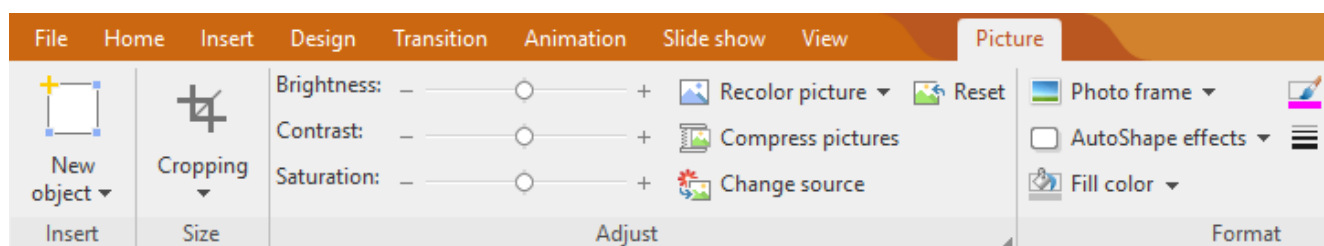
The contextual ribbon tab "Picture", left section
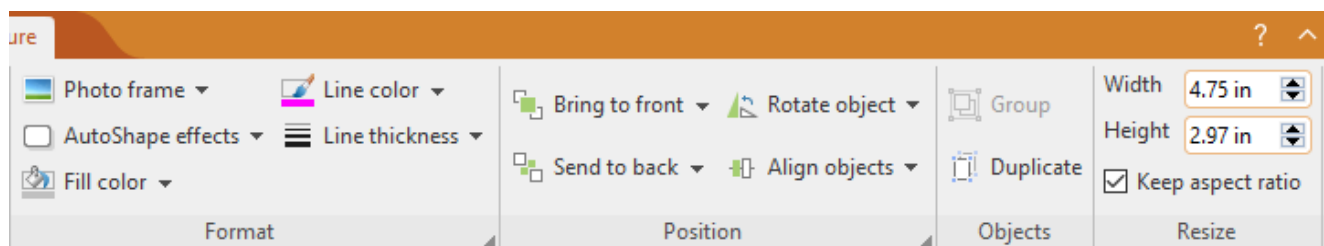
The contextual ribbon tab "Picture", right section

This ribbon tab appears automatically when you select a picture. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.

- **Cropping:** You can enable/disable *crop mode* via this button. In this mode, additional handles appear on the borders of the picture. Drag these handles with the mouse to crop the picture accordingly. To exit the mode, click on the button again. You can also use the button's small arrow to select a cropping from different shapes or to remove the cropping.

  For more information, see also the next section ("Picture tab" in the dialog box).

- **Brightness, Contrast, Saturation:** Drag the slider or click on ➕ and ➖ to change the respective values for the picture. For more information, see also the next section ("Picture tab").

- **Recolor picture:** This option provides a list of predefined variations of the picture – for example, other color modes (grayscale, black/white, etc.) and variations where the image was colored. For more information, see also the next section ("Picture tab").

- **Compress pictures (not available in SoftMaker FreeOffice):** Reduce the memory size of images in your document. For more information, see also Compressing pictures.

- **Change source:** Replace the picture with another one (formatting is retained). This corresponds to the **File** button in the dialog box. For more information, see next section ("Picture tab").?

- **Reset:** Reset the *image-specific* changes made to the picture, such as brightness, shading, rotate object, etc., to their default values. The *non-image-specific* settings are not reset, for example, line thickness and photo frames.

- **Photo frame** (not available in SoftMaker FreeOffice)**:** This option allows you to apply a photo frame effect to a picture.

- **AutoShape effects** (not available in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see the next section.

- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab.

- **Line color, Line thickness:** These options allow you to apply border lines. For more information, see Object properties, Lines tab.

- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of objects.

- **Rotate object:** This option allows you to rotate a picture in 90° increments or flip it vertically/horizontally. For more information, see Rotating and flipping objects.

- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing objects.

- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping objects.

- **Duplicate:** This option allows you to create an immediate copy of the selected picture.

- **Width, Height**: These options change the size of the picture. For more information, see Changing position and size of objects.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*. You open the dialog box by double-clicking on the picture. For more information, see the next section.

Changing picture properties via the dialog box

The properties of an object can be edited centrally using the dialog box **Object properties**. An object's properties include, for example, its size, margins and numerous other settings options.

To edit the properties of a picture, right-click on the picture to open the context menu and select the entry **Picture: Properties**, which opens the corresponding dialog box.

Also possible: Click on the group arrow ◢ in the bottom right corner of any command group on the contextual ribbon tab **Picture**.

> **Tip:** You can also open this dialog box by double-clicking on the picture.

The following settings can be made in the dialog box:

Format, Fill, Lines tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Format:** On this tab, you can change the size and positioning of the picture and rotate it. For more information, see Object properties, Format tab.

- **Fill:** This option allows you to change the fill. It is only visible for pictures with transparent areas. For more information, see Object properties, Fill tab.

- **Lines:** This option allows you to apply border lines. For more information, see Object properties, Lines tab.

- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.

- **3D:** This option allows you to apply 3D effects. For more information, see Object properties, 3D tab.

- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.

- **Properties:** This option allows you to change general settings. It also displays information about the picture you are using. For more information, see Object properties, Properties tab.

- **AutoShapes:** Here, you can assign a different shape from AutoShapes to the picture. For more information, see Object properties, AutoShapes tab.

For pictures, there is an additional tab with further options:

Picture tab

On the **Picture** tab, you can make settings that are specific to pictures:

> **Tip:** Some of these options can also be found directly as commands on the contextual ribbon tab **Picture |** group **Adjust**.

- **Variants**

  This list offers some predefined variations of the picture – for example, different color modes (grayscale, black & white, etc.) as well as colored variants of the image.

  Simply click on the desired variant. The options in the dialog box are then automatically set to the corresponding settings.

  Tip: You will also find these variants via the command **Recolor picture** directly on the contextual ribbon tab **Picture**.

- **Options** section

  Here, you can change brightness, contrast, saturation and gamma value (an alternative way to change brightness).

- **More** button

  This button opens a dialog box with the following additional options:

  If you enable the option **Mix with color** and select a color below, the picture will be colored accordingly.

  The options in the **Cropping** section can be used to crop the picture. This is useful if you only need part of the picture. If, for example, the upper quarter of the picture is to be truncated, first select **Use relative values** and enter the number "25" (percent) for **Top**.

  If you select **Use absolute values**, the entries will be truncated in absolute units of length rather than as a percentage. If you enter negative values, the areas of the picture will not be truncated, but will be extended with a frame.

  Tip: You will also find a corresponding command **Cropping** directly on the contextual ribbon tab **Picture**. For more information, see the previous section Changing picture properties via the ribbon tab.

- **Transparency** section

  Here, you can make settings for the transparency of the picture:

  Use picture settings: Presentations reads from the picture file which parts of the picture have been marked as transparent and displays the picture accordingly. Note: Only files in GIF or PNG format contain such transparency information.

  No transparency: The picture will not be displayed transparently, even if it is a picture file with transparency information.

  Color: This option lets you select the color to be displayed transparently. If, for example, you select white, all white areas of the picture will become transparent.

- **Sample**

  In the small toolbar below the sample, you will find the option **Pick transparent color** (the pipette icon). You can use it to make certain colored parts of the picture transparent, for example, to remove a distracting background from the picture. To do so, use the pipette icon to click on an area of the thumbnail that you want to make transparent.

The other toolbar buttons help you to fine-tune the picture (**Zoom in**, **Zoom out**, **Pan picture**), but do not affect the appearance of the picture in the document.

Note: You must first select a tool in the toolbar by clicking on it with the mouse. You can then work on the thumbnail with the enabled tool.

▪ **File** button

You can use this button to replace the picture with another one and the formatting will be retained.

Tip: This corresponds to the command **Change source** on the contextual ribbon tab **Picture**.

▪ **Export** button

This option is available only for pictures that are saved in the document. You can use this button to export the picture file, that is, to save a copy of it on your hard disk under any name. The dialog box "Save as" appears for this purpose.

If you enable the option **Create a link to file** here, Presentations also replaces the picture saved in the document with a reference to the destination file. Thus, the picture is no longer saved within the document.

▪ **Compress picture** button (not available in SoftMaker FreeOffice)

This button allows you to reduce the memory size of pictures in your document.

Tip: This corresponds to the command **Compress pictures** on the contextual ribbon tab **Picture**. For more information on this command, see Compressing pictures.

Charts

FreeOffice: SoftMaker FreeOffice does not support the creation of new charts. However, they are displayed if you open a document that contains charts.

You can use *charts* to graphically display numeric values.

In this chapter, you will learn everything you need to know about charts. It is divided into the following sections:

- **Inserting charts**

   First, you will learn how to create a chart. The most convenient way is to take a small "detour" via the *PlanMaker* spreadsheet application. You can also simply insert an empty chart and manually type in the values to be displayed.

- **Editing charts**

   This section contains all the information you need to edit charts. You will learn how to enter/edit the numeric values to be displayed in a chart, how to work with the individual chart elements (data series, axes, legend, etc.) and how to change the general properties of charts.

- **Saving charts as pictures**

   The command **Save as picture**, which you can access via the context menu by right-clicking on the chart, allows you to save a picture of a chart in a picture file.

Inserting charts

FreeOffice: You cannot create charts in SoftMaker FreeOffice.

There are two ways to insert a chart into the current slide:

- **Inserting charts via PlanMaker**

   The most convenient way: Create or open a chart in the spreadsheet application *PlanMaker* and copy it to the clipboard. Then switch to Presentations and paste it there.

- **Inserting charts manually**

   Alternatively, you can simply create a new empty chart using the ribbon command **Insert | Chart frame** in Presentations. You then enter the numeric values to be displayed in a dialog box, which you can open with the **Edit data** button.

More information can be found on the following pages.

Inserting charts via PlanMaker

The most convenient way to insert a chart is to take a little "detour" and use the spreadsheet application *PlanMaker* to create the chart. Then copy the chart to the clipboard, switch to Presentations and paste it there.

The advantage of this method is that PlanMaker is simply the most suitable option for entering data and also for creating charts. It has many features that you can only find in a spreadsheet application. (Of course, this method only works if you have PlanMaker installed.)

Proceed as follows:

1. In **PlanMaker** (not in Presentations!), enter the numeric values to be displayed in table cells.

   Alternatively, you can simply open a file that already contains this data.

2. Select the cells with this data and choose the ribbon command **Insert | Chart frame** to create a chart. (For more information, see the "Charts" chapter in the PlanMaker manual.)

   Alternatively, you can simply open a file that already contains the desired chart.

3. If the chart is not already selected, click on it to select it.

4. Use the ribbon command **Home | Copy** to copy the chart to the clipboard.

5. Switch to **Presentations**.

6. Use the ribbon command **Home | Paste** to insert the chart.

The chart is now inserted in the current slide.

Note: The chart is *not* converted into a picture when it is inserted, but remains a chart. Thus, you can subsequently change its chart type or edit its data and settings at any time, for example.

Inserting as an OLE object

A chart copied and pasted as described above has *no* connection to the original chart in PlanMaker. Thus, if you subsequently change the original in PlanMaker, this will have *no* effect on its copy in Presentations.

If you want to insert a chart that maintains a connection to the original chart in PlanMaker, you must insert it as an *OLE object*. To do so, use the ribbon command **Insert | OLE object frame** and select **PlanMaker Chart** as the object type.

For more information on handling OLE objects, see OLE objects.

Inserting charts manually

The previous section described how to create charts using PlanMaker and then copy them to your Presentations document. Alternatively, you can simply insert an *empty* chart into the Presentations document and then manually fill it with data.

To do so, proceed as follows:

Step 1: Insert an empty chart

First, insert an empty chart as follows:

1. Move to the desired slide in your Presentations document.

2. Choose the ribbon command **Insert** | group **Objects** | **Chart frame** to open the dialog box. (Click on the icon itself.)

   Alternatively, you can click on the small arrow of the icon to list a dropdown menu with various chart types that you can insert directly by clicking on them. If you choose **More** here, the dialog box will be shown again.

3. In the dialog box, you can specify which type of chart you want to insert. To do so, select the required **Chart type** and **Subtype**.

   For more information about chart types, see Changing the chart type.

4. Confirm with **OK**.

5. The chart is now inserted.

   You can then move or resize the chart:

   To move the chart, click on it and (with the left mouse button still held down) drag it to the desired position.

   To resize it, drag one of the round handles surrounding the chart.

Step 2: Enter the data to be displayed

When you create a new chart, it is filled with the values 1, 2, 3, 4 by default. These values are just sample values to ensure that the chart is not completely empty when displayed. You should enter your own values here, of course.

To do so, proceed as follows:

1. If the chart is no longer selected, click on it to select it.

   The contextual ribbon tab **Chart** appears as soon as a chart has been selected.

2. Choose the ribbon command **Chart** | **Edit data** .

3. A dialog box appears. In the **Y values** column, enter the values to be displayed in the chart.

   Don't worry about the other columns and options; they are irrelevant for most chart types. (For more information on this dialog box, see Entering/editing the data of a chart.)

4. When you have finished entering the values, confirm with **OK**.

The chart now updates and displays the values that you have entered.

If you want to change the values again later, select the chart and choose the ribbon command **Chart** | **Edit data** again.

Editing charts

FreeOffice: You cannot create charts in SoftMaker FreeOffice.

You will learn how to edit existing charts in the next sections. The information covers the following topics:

- **Changing the chart type**

  Use the ribbon command **Chart | Chart type** to determine the form in which the data will be represented in the chart – for example, as bars, lines or in the form of a pie chart, etc.

- **Entering/editing the data of a chart**

  You can use the ribbon command **Chart | Edit data** to edit the data of a chart – thus enter or change the numeric values to be displayed.

- **Showing/hiding chart elements**

  A chart contains various elements, such as data series, axes, a legend, etc. You can use the ribbon command **Chart | Add chart element** to show or hide certain elements of the chart if necessary.

- **Editing chart elements**

  You can select the elements of a chart by clicking on them and then edit them. You will learn how to do so in this section.

- **Changing chart properties via the dialog box**

  In addition to the properties of individual chart elements, there are also *common* chart properties that you can change. These include various layout options, the chart type, settings for the data series, etc. You can change these options on the contextual ribbon tab **Chart** (see below) or in the **Properties** dialog box (accessible via the context menu).

For basic information on working with objects, see Objects.

Using the ribbon tab "Chart"

When you select a chart, the contextual ribbon tab **Chart** appears automatically.
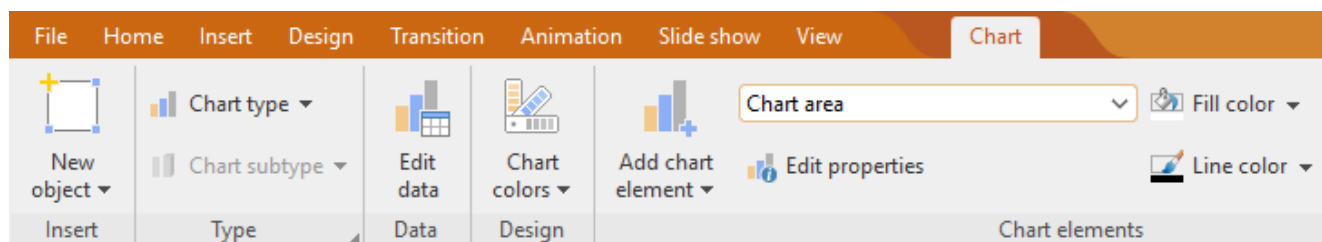
The contextual ribbon tab "Chart", left section
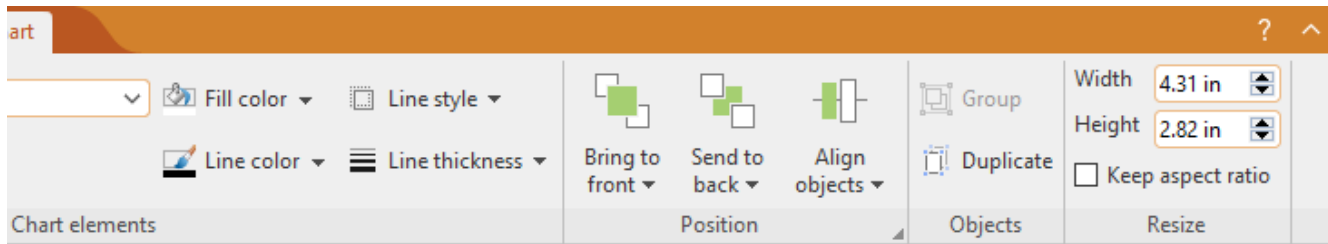
The contextual ribbon tab "Chart", right section

This ribbon tab contains icons for the most important functions for editing charts:

- **New object:** This option allows you to insert a new object into the document, and different object types are available.

- **Chart type/Chart subtype:** This option allows you to select a chart type. (A subtype is only available for some chart types.) For more information, see Changing the chart type.

- **Edit data:** This option allows you to enter and change numeric values for the chart. For more information, see Entering/editing the data of a chart.

- **Chart colors:** This option allows you to change the color scheme of the chart.

- **Add element:** This option allows you to show or hide chart elements such as axis titles, gridlines, legends, etc. For more information, see Showing/hiding chart elements.

- **List of all chart elements** contained in the chart. If you click on an element in the list, it will be selected in the chart – if you select an element in the chart, it will be displayed in the list.

- **Edit properties:** You click on this option to edit the selected chart element and the corresponding dialog box opens. For more information, see Editing chart elements.

- **Fill color, Line color, Line style, Line thickness:** You can use these options to change the fill and border lines of the selected chart elements. For more information, see Editing chart elements.

- **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of objects.

- **Align objects:** This option allows you to align or evenly distribute two or more objects. For more information, see Aligning and distributing objects.

- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping objects.

- **Duplicate:** This option allows you to create an immediate copy of the selected chart.

- **Width, Height**: These options change the size of the chart. For more information, see Changing position and size of objects.

Using the dialog box

Many (but not all) of these functions and some additional options can be found in the *Object properties* dialog box that you open via the context menu (entry **Chart: Properties**).

Alternatively, you can open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Chart**.

All options of the dialog box are explained in Changing chart properties via the dialog box.

Changing the chart type

The *chart type* determines how data will be displayed in a chart – for example, as columns, bars, lines, etc.

To change the chart type, proceed as follows:

Directly via the icons of the command group "Type"

Many chart types can be used directly via the icons of the command group **Type** on the contextual ribbon tab **Chart**:

1. Select the chart by clicking on it.

2. Click on the **Chart type** icon ▮▮ on the ribbon tab **Chart** | group **Type**.

3. Select the desired **Chart type** from the dropdown menu (see below for explanations of the different chart types). You may use the icon below it to select a **Chart subtype** (only available for certain chart types).

Additional options via the dialog box of the command group "Type"

You will find some more options via the dialog box of the command group **Type** on the contextual ribbon tab **Chart**. Here, you can also survey the possible appearance of the chart in a preview.

1. Select the chart by clicking on it.

2. On the ribbon tab **Chart** | group **Type**, click on the group arrow ◢ in the bottom right corner.

3. In the dialog box, switch to the ribbon tab **Chart type**.

4. Select the desired **Chart type** and **Subtype**.

   Tip: A small preview of the currently selected chart will be shown in the right half of the dialog box. You can enable or disable this preview at any time using the **>>** button or the **<<** button.

The following chart types are available:
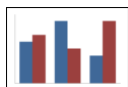
 Column chart

Column charts are a good way to compare values. Each value is represented by a correspondingly high column.
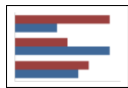
 Bar chart

Bar charts correspond to column charts; however, the values are displayed horizontally rather than vertically.
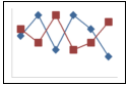
Line chart

Line charts display values as points and/or connecting lines.
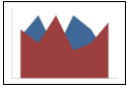
Area chart

Area charts are line charts where the space between the X axis and the individual lines is filled with color.

XY scatter chart

XY scatter charts display values as points and/or lines. Unlike line charts, the data area must contain both the X and Y coordinates of the data points.
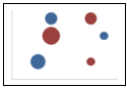
Bubble chart

Bubble charts display values as filled circles ("bubbles"). Bubble charts are usually based on data series containing three values: X coordinate, Y coordinate, and bubble size.
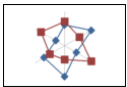
Radar chart

Radar charts display values in a web. The zero point is in the center of the web.
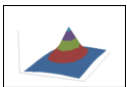
Surface chart

Surface charts display values as a three-dimensional shape. Areas plotted in the same color indicate that they contain similar values.

The values to be displayed should have the following structure:

	y_1	y_2	y_3	...
x_1	z_{11}	z_{12}	z_{13}	...
x_2	z_{21}	z_{22}	z_{23}	...
x_3	z_{31}	z_{32}	z_{33}	...
...	...	...	...	...

(Z values determine the height.)

 Pie chart

Pie charts are well suited to displaying the percentage of individual values of the total value. The size of each "pie slice" shows the ratio of the value to the total and to the other values.

Tip: You can highlight values by extracting the related slice of the pie from the pie. Select the slice of the pie and extract it via the mouse.

 Doughnut chart

Doughnut charts, like pie charts, show the percentage of individual values of the total value. Unlike pie charts, however, they can display any number of data series (rings) and not just a single series.
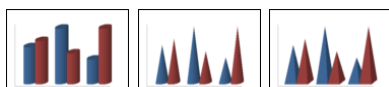
 Cylinder, Cone and Pyramid charts

Cylinder, **Cone** and **Pyramid charts** correspond to column and bar charts. However, they use cylinders, cones or pyramids instead of columns/bars to display the values.

 Stock chart

Stock charts (also known as general **high-low charts**) are suitable for displaying the development of stock prices, among other things. They enable the highest price, lowest price and closing price to be seen at a glance, for example.

The following subtypes are available:

- **Stock chart (High, Low, Close)**

  This type of chart displays the following values: *highest price, lowest price, closing price*.

  It requires 3 data series in the above order.

  An example of the possible structure of the data (with the date added in column A):

- **Stock chart (Open, High, Low, Close)**

  This type of chart displays the following values: *opening price, highest price, lowest price, closing price*.

  It requires 4 data series in the above order.

- **Stock chart (Volume, High, Low, Close)**

  This type of chart displays the following values: *trading volume, highest price, lowest price, closing price*.

  It requires 4 data series in the above order.

  The *trading volume* is displayed as an additional column with its own value axis.

- **Stock chart (Volume, Open, High, Low, Close)**

  This type of chart displays the following values: *trading volume, opening price, highest price, lowest price, closing price*.

  It requires 5 data series in the above order.

  The *trading volume* is displayed as an additional column with its own value axis.

 Box plot chart

Box plots (or **box and whisker plots**) are useful for data analysis in statistics. Detailed explanations relating to the application of box plots would go beyond the scope of this manual. You can find further information on them via your preferred Internet search engine.

There are two subtypes: **Horizontal** and **Vertical**.

Depending on the number of data series passed to the chart, different variants of box plots will be rendered:

Note: You can display any type of value in a box plot. The following lists show examples only.

- **3-point box plot**

  This box plot displays, for example, the following values:

  Lower quartile (lower border of the box)
  Median (position of the line within the box)
  Upper quartile (upper border of the box)

  This box plot requires exactly **3** data series in the above order.

- **5-point box plot**

  This box plot displays, for example, the following values:

  Lower whisker (line below the box)
  Lower quartile (lower border of the box)
  Median (position of the line within the box)
  Upper quartile (upper border of the box)
  Upper whisker (line above the box)

  This box plot requires exactly **5** data series in the above order.

- **7-point box plot**

  This box plot displays, for example, the following values:

  Minimum (as a single marker)
  Lower whisker (line below the box)

Lower quartile (lower border of the box)
Median (position of the line within the box)
Upper quartile (upper border of the box)
Upper whisker (line above the box)
Maximum (as a single marker)

This box plot requires exactly **7** data series in the above order.

Entering/editing the data of a chart

When you create a new chart, the values 1, 2, 3, and 4 are entered in it by default. These values are just sample values to ensure that the chart is not completely empty when displayed.

You can use the ribbon command **Chart | Edit data** to edit these values at any time and enter your own values.

Proceed as follows:

1. Click to select the relevant chart and the contextual ribbon tab **Chart** will appear.

2. Choose the command **Chart | Edit data** here.

3. The dialog box "Data source" opens. In the **Y values** column, enter the values to be displayed in the chart. Don't worry about the other columns and options; they are irrelevant for most chart types.
(For more information on all options in this dialog box, see below.)

4. Confirm with **OK**.

The chart now updates and displays the values that you have entered.

Alternatively, you can open this dialog box by right-clicking on the chart and selecting **Chart: Properties** from the context menu.

In the following dialog box "Object properties", switch to the **Series** tab, and click on the **Edit** button there to open the dialog box "Data source".

Options of the dialog box

The aforementioned dialog box "Data source" has the following options:

▪ **Series**

Here, you can select which series to display in the dialog box in the case of charts with multiple data series.

Tip: To manage the data series of a chart, right-click on the chart and choose the command **Chart: Properties** from the context menu. Switch to the **Series** tab. You can add, delete and edit data series, among other things, on this tab.

▪ **Rename** button

This button allows you to rename the data series that is currently selected in the **Series** list. Tip: This name is also displayed in the legend of a chart.

The largest part of the dialog box is occupied by a table where you can enter the values:

- **X values**

  The left column represents the X values. These values are required only by a few special chart types (for example, XY scatter charts). For all other chart types, this column is set to **Automatic** by default (via the appropriate checkbox above this column).

- **Y values**

  The middle column represents the Y values. *Here*, you usually enter the values to be displayed in the chart.

- **Bubble sizes**

  The right column is only to be filled for bubble charts and determines the size of the bubbles.

- **Insert row** button: This button allows you to insert an additional row above the current row.

- **Append row** button: This button allows you to append an additional row below the last row.

- **Delete row** button: This button allows you to delete the current row.

- **Paste** button: This option overwrites the values in the current data series with the values that are currently on the clipboard.

  Copy the desired Y values to the clipboard beforehand. Use a new line for each value.

  See also the following notes.

Some notes on the "Paste" button:

- The **Paste** button can fill only *one* data series with data at a time. This means that you cannot copy, for example, a whole table to the clipboard and then paste it as *multiple* data series.

  Tip: However, you can achieve this at any time via a small "detour": Paste the contents of the table into the spreadsheet application *PlanMaker* (as table cells), create the chart from them, copy it to the clipboard, and then paste it into Presentations. For more information, see also Inserting charts via PlanMaker.

- If you want to insert X *and* Y values using the **Paste** button, first disable the **Automatic** checkbox above the **X values** column. The clipboard must, of course, contain *two* values in each row (X and Y). Separate them with a tab, a semicolon or the list separator set in your system.

- The same applies to bubble charts. Here, the clipboard can contain up to three values per row: X, Y and the bubble size.

- Text strings on the clipboard normally return the value 0 (zero). If a text string also contains numbers, however, the *first* number is extracted from it.

  Some examples:

  "Euro" returns the value 0.

  "50 Euro" returns the value 50.

  "Euro 50" returns the value 50.

  "50 Euro, 20 Cent" also returns the value 50. (Only the *first* number is always taken into account.)

Adding/deleting data series

If you want to add a new data series to the chart or remove an existing data series, right-click on the chart and choose the command **Chart: Properties** in the context menu. In the following dialog box "Object properties", switch to the **Series** tab.

Click on the **Add** button here to add a data series. The new data series then appears in the list on the upper left of this dialog box. Then press the **Edit** button, and enter the values to be displayed in the following dialog box "Data source", as described above.

To remove a data series, select it in the list on the upper left of the dialog box "Object Properties", and click on the **Delete** button.

Showing/hiding chart elements

Certain elements of the chart can be shown or hidden if necessary. Some of them are shown automatically when you create the chart, for example, the axes and the legend.

Tip: See Editing chart elements for an illustration of the most important chart elements.

The following elements can be shown/hidden:

- Axes and axis titles
- Chart title
- Data_labels
- Error bars
- Gridlines
- Legend
- Lines
- Trendline
- Up/down bars

For more information, see the following sections.

Showing/hiding axes and axis titles

The horizontal X axis of a chart is also known as the *category axis*.

The vertical Y axis of a chart is also known as the *value axis*.

The Z axis of a chart is also known as the *series axis*. It is only available for certain three-dimensional chart types.

> **Note:** The X axis and Y axis are shown automatically when the chart is created.

To show or hide an axis, proceed as follows:

Via the "Add chart element" icon

You can use the **Add chart element** icon ▮▮ on the contextual ribbon tab **Chart** to show or hide the X axis and/or Y axis (the Z axis only in the dialog box, see below).

To do so, select the chart and use the ribbon command **Add chart element** ▮▮ to select the entry **Axis**. In the following submenu, you can use the entry *Primary horizontal* to show or hide the X axis and *Primary vertical* to show or hide the Y axis.

The entry **More** takes you to a dialog box with additional options (see below).

Axis title: To add, change or remove axis titles, proceed as follows:

▪ **Adding axis title**

If you want to add an axis title to the axis, choose the ribbon command **Add chart element** and then select the entry **Axis title**. *Primary horizontal* shows an axis title for the X axis, while *Primary vertical* shows it for the Y axis.

The entry **More** also takes you to the dialog box here (see below).

▪ **Changing an axis title**

To rename an axis, double-click on the axis title and switch to the **Text** tab in the following dialog box. Enter the desired text here.

▪ **Removing an axis title**

To remove an axis title, hide it again via the command **Add chart element** or select it directly in the chart and press the **Del** key.

Via the dialog box

For additional axis options (for example, the Z axis or secondary axes), choose the path via the dialog box:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** ▮▮ to choose the entry **Axis** (or **Axis title**) and select **More** in the following submenu to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Chart: Properties**.

3. Switch to the **Elements** tab.

   Axes: The checkbox in front of each axis can be used to enable/disable the display of the relevant axis.

   Axis title: To the right of the axis, you can give it a name. This will then be displayed below/next to the axis.

   For more information on the options of the "Elements" tab, see <u>Chart properties, Elements tab</u>.

Editing axes and axis titles

For more information on editing the properties of *axes*, see Category axis (X axis), Value axis (Y axis) and Series axis (Z axis).

For information on editing the properties of the *axis title*, see Axis title.

Showing/hiding chart titles

You can show or hide a *chart title* for the chart. The title will then be displayed above the chart.

To do so, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Chart title**. In the following submenu, select **Above chart** to add a chart title. If you select **None**, the chart title will be removed.

If you select **More**, you will be taken to the dialog box (see below) where you can rename the chart title.

Alternatively: Double-click on the chart title and you can then rename the title on the **Text** tab.

To remove a chart title, select it and press the **Del** key.

Via the dialog box

To show or hide the chart title via the dialog box, proceed as follows:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** to choose the entry **Chart title** and select **More** in the following submenu to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Chart: Properties**.

3. On the **Elements** tab, you will find an input field for the *Chart title* at the top. Type the desired title here.

   To delete the chart title, simply remove the text from this input field.

   For more information on the options of the "Elements" tab, see Chart properties, Elements tab.

For information on editing the properties of the chart title, see Chart title.

Showing/hiding data labels

The data points of a chart can be labeled. This allows you to display the exact value of the data points in the chart.

To show or hide data labels, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Data labels**. In the following submenu, you can choose between different options for positioning the data label (left, centered, above, etc.). A check mark in front of it indicates the setting which is currently enabled.

If you choose the entry **None**, the data labels will be removed.

> **Tip:** To remove a single label, select it and press the **Del** key.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options for data labeling, choose the path via the dialog box:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** to choose the entry **Data labels** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Series: Properties**.

3. Switch to the **Data labels** tab and make the desired settings here.

For more information on the options of the dialog box, see Data series and data points, "Data labels" tab.

Showing/hiding error bars

> **Note:** This chart element is only available for certain two-dimensional chart types, such as column, bar and line charts.

You can draw *error bars* for the data points of a data series. Error bars display the possible/tolerable error of the values in the form of a line with a short dash at the end.

To show or hide error bars, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** 📊 to choose the entry **Error bars**. In the following submenu, you can choose from a predefined selection for displaying the values. A check mark in front of it indicates the setting which is currently enabled.

If you choose the entry **None**, the data labels will be removed.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

Additional options for error bars can be found via the dialog box:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** 📊 to choose the entry **Error bars** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Series: Properties**.

3. Switch to the **Error bar** tab and select the desired settings here.

For more information on the options of the dialog box, see Data series and data points, "Error bar" tab.

Showing/hiding gridlines

Showing *gridlines* in a chart can improve the legibility of its values. Gridlines are a network of lines that extend across the plot area, starting from one of the axes of the chart.

The following types of gridlines are available:

▪ *Major gridlines* are indicated at every major tick mark on the axis.

▪ *Minor gridlines* subdivide the major grid into an even finer grid if necessary.

You can enable gridlines separately for each axis.

To show or hide gridlines, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** 📊 to choose the entry **Gridlines**. In the following submenu, you can enable or disable horizontal (for the Y axis) and vertical (for the X axis) major gridlines and minor gridlines for the primary axis. A check mark in front of them indicates the gridlines which are currently enabled.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options (for example, gridlines for secondary axes), choose the path via the dialog box:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** to choose the entry **Gridlines** and select **More** in the following submenu to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Chart: Properties**.

3. Switch to the **Elements** tab and enable the option **Major grid** and/or **Minor grid** for the desired axes.

For more information on editing gridlines, see Gridlines.

Showing/hiding the legend

If desired, you can show (or hide) a *legend* in the chart. A legend is a small box that shows which data series are displayed in which color/pattern.

To do so, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Legend**. In the following submenu, you can specify where to position the legend. A check mark in front of it indicates the option which is currently enabled.

You can hide the legend by selecting the entry **None**.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options, choose the path via the dialog box:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** to choose the entry **Legend** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the legend and right-click to open the context menu and select the entry **Legend: Properties**.

3. On the **Legend** tab, specify where the legend should be positioned. If you select the option **Custom**, the legend can be moved to any position (using the mouse). If you select the option **None**, the legend will not be displayed.

   Tip: If you choose the entry **Chart: Properties** via the context menu, the main dialog box for charts opens. You will find the option **Legend** here also on the **Elements** tab.

For more information on editing the properties of a legend, see [Legend](#).

Showing/hiding lines

> **Note:** This option can only be used for line charts and area charts.

You can use the options for *lines*, for example, to illustrate the spacing between the individual data series in a line chart.

The following types of lines are available:

- *Drop lines* are lines displayed from the data points to the horizontal axis.
- *High-low lines* are lines displayed between the highest and lowest data points (for two or more data series).

To show/hide drop lines or high-low lines, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Lines**. In the following submenu, you can choose between *Drop lines* and *High-low lines*. A check mark in front of it indicates the option which is currently enabled.

You can hide the lines by selecting the entry **None**.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

For additional options, choose the path via the dialog box:

1. Select the chart by clicking on it.
2. Use the ribbon command **Chart | Add chart element** to choose the entry **Lines** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Series: Properties**.
3. Switch to the **Options** tab and enable the desired settings.

For more information on the options of the dialog box, see [Data series and data points](#), "Options" tab.

Showing/hiding the trendline

> **Note:** Trendlines are available only for certain chart types (including two-dimensional column, bar, and line charts). Other limitation: They are not available for stacked chart types.

If desired, you can add *trendlines* to the data series of a chart.

Trendlines can be used to graphically display the *trend* of a data series (i.e., to what extent the data series rises/falls on average). Trendlines can also be extended beyond the given data points, so that they display a forecast for future values.

A statistical technique called *regression analysis* is used to calculate trendlines.

To show/hide trendlines, proceed as follows:

Via the "Add chart element" icon

Select the desired data series to which you want to add a trendline.

Use the ribbon command **Chart | Add chart element** to choose the entry **Add trendline**. In the following submenu, select one of the predefined trendline types.

The entry **Remove all** removes all trendlines. (Select the chart for this purpose.) To remove individual trendlines, select the desired trendline and then choose **Remove all** or simply press the **Del** key.

The entry **More** takes you to the dialog box with additional options (see below).

Via the dialog box

You will find more trendline types and additional options via the dialog box:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** to choose the entry **Add trendline** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select the desired data series and right-click to open the context menu and select the entry **Add trendline**.

3. Switch to the **Trend** tab and enable the desired settings.

For more information on the options of the dialog box, see Trendlines.

Showing/hiding up/down bars

> **Note:** This option can only be used for line charts.

You can use the option *Up/down bars* to display bars between the first and last data series, for example, in a line chart with two or more data series.

To do so, proceed as follows:

Via the "Add chart element" icon

Select the chart and use the ribbon command **Chart | Add chart element** to choose the entry **Up/down bars**. In the following submenu, select the same entry.

You can use the entry **None** to remove the up/down bars.

The entry **More** takes you to the dialog box (see below) where you can also set the spacing between the bars.

Via the dialog box

Choose the path via the dialog box to make further settings:

1. Select the chart by clicking on it.

2. Use the ribbon command **Chart | Add chart element** to choose the entry **Up/down bars** and select **More** in the following submenu to open the dialog box.

   Alternatively: Select any data series and right-click to open the context menu and select the entry **Series: Properties**.

3. Switch to the **Options** tab and enable the checkbox in front of **Show up/down bars with gap**. In the input field below, you can set the gap between the bars.

For more information on the options of the dialog box, see <u>Data series and data points</u>, "Options" tab.

Editing chart elements

Charts consist of several components. In addition to the data series themselves, for example, there are axes, a legend, etc. These individual components of a chart are called the *chart elements*.

The following figure shows the most important chart elements:
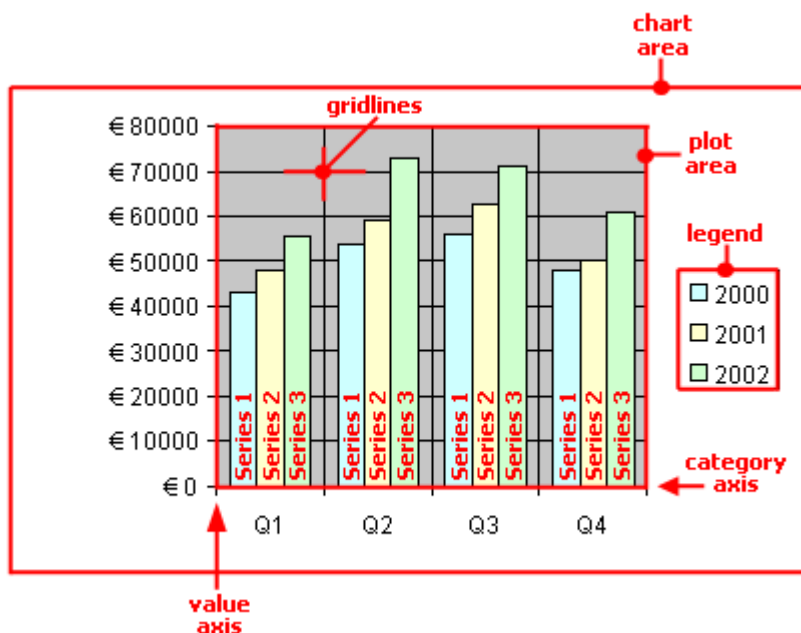
Series 1, Series 2, etc., represent the chart's *data series*.

Three-dimensional charts types contain some additional chart elements (floor, walls, etc.), which will also be described on the following pages.

Each of these chart elements can be selected at the click of a mouse and then edited.

Selecting chart elements

To select a chart element, first click on the chart itself to select it and then click on the desired chart element. To select a data series, for example, click on any value within this series.

Note: To select a *single* value within a data series, first click on the data series and then click on the desired single value.

> **Tip:** Alternatively, you can select chart elements by expanding the list of elements on the ribbon tab **Chart | group Chart elements** and selecting the desired element from it. Here, you can always see which chart element is currently selected.
>
>
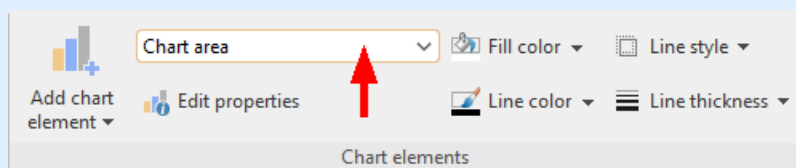
Changing the position and size of chart elements

The position and size of some chart elements (for example, the legend) can be changed. To move an element, select it and and then drag it to the desired position. To change its size, drag one of the round handles surrounding the element.

Changing the fill and borders of chart elements

The fill color and border lines of chart elements can be applied directly with the buttons of the command group **Chart elements** on the ribbon tab **Chart**. To do so, select a chart element and make the desired adjustments using the buttons **Fill color**, **Line color**, **Line style** and **Line thickness**.
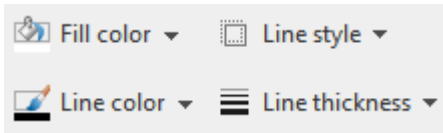
Note: In the case of the buttons *Fill color* and *Line color*, the last color that you used will be applied again when you click directly on the icon itself. By clicking on the icon's arrow, you open the color palette.

Only for the *Fill color* button: If you click on the icon's arrow, you can use the entry **More Fills** to also apply more complex fills. For more information, see Object properties, Fill tab. By clicking on the entry **More colors**, you reach a dialog box with color definitions, which you use according to the descriptions of the section Document properties, Colors tab.

You will also find fill and border settings via the dialog box of the chart elements (see next paragraph). You can also change other properties here, depending on the type of chart element.

Changing properties of chart elements

In addition to changing the properties of the chart itself, as described later in Changing chart properties via the dialog box, you can also edit the properties of individual chart elements.

To change the properties of a chart's **legend**, for example, proceed as follows:

1. Select the chart by clicking on it.

2. Right-click on the legend to open its context menu.

   Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

3. In the context menu, choose the command **Legend**: **Properties** (*not* the command **Chart: Properties**).

A dialog box will now appear in which you can make the desired settings.

> **Tip:** Alternatively, you open the dialog box via the ribbon command **Edit properties** .
> **Even faster:** Open the dialog box by double-clicking on the desired element.

The properties that you can change in this dialog box depend on the type of chart element for which you opened it. The following sections provide more information about all available chart elements and their respective properties:

▪ Chart area

Chart area

The *chart area* is the entire area of a chart frame.

Edit properties: To change the properties of the chart area, select it, right-click to open the context menu and choose the command **Chart area: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon 📊 on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to simply double-click on the chart area.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the entire chart. **Auto** gives the chart a thin gray standard line as a border. **None** removes the border. The option **Custom** lets you customize the line style.

  If you enable the option **Shadow**, the chart frame will also be highlighted with a shadow. The **Adjust** button opens additional settings for the appearance of the shadow effect.

- **Fill** section

  Here, you can change the fill of the chart area. **Auto** gives the chart area a white fill area. The fill will be transparent if you use the option **None**. You can use the option **Color** to customize the color for the fill.

If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Font tab

Here, you can change the text formatting for *all* chart elements.

To do so, select the desired font, font size, alignment, etc.

> **Important:** Changes will affect *all* chart elements, even if they were previously formatted in a different font.

Plot area

The *plot area* of a chart is the area where the data series, axes and gridlines are drawn.

Edit properties: To change the properties of the plot area, select it, right-click to open the context menu and choose the command **Plot area: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the plot area.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the plot area. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

- **Fill** section

  Here, you can change the fill of the plot area. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Walls (three-dimensional charts only)

Walls are the back walls of charts that use a three-dimensional chart type.

Edit properties: To change the properties of the walls, select one of the walls, right-click to open the context menu and choose the command **Walls: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the walls.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the walls. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

- **Fill** section

  Here, you can change the fill of the walls. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

3D view tab

Here, you can set the 3D effect for the entire chart. For more information, see Chart properties, 3D view tab.

Floor (three-dimensional charts only)

Floors are only present in three-dimensional chart types.

Edit properties: To change the properties of the floor, select it, right-click to open the context menu and choose the command **Floor: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the floor.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can add a border to the floor. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

- **Fill** section

  Here, you can change the fill of the floor. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

3D view tab

Here, you can set the 3D effect for the entire chart. For more information, see Chart properties, 3D view tab.

Corners (three-dimensional charts only)

Corners are only present in three-dimensional chart types.

Edit properties: To change the properties of the corners, select one of them, right-click to open the context menu and choose the command **Corners: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon 📊 on the ribbon tab **Chart |** group **Chart elements**.

You can make the following settings:

3D view tab

Here, you can set the 3D effect for the entire chart. For more information, see Chart properties, 3D view tab.

Data series and data points

Data series are the most important chart elements. They represent the data to be evaluated – in the form of columns, bars, lines, pie segments, etc., depending on the chart type selected.

A **data series** is the graphical representation of a *column* or *row* of cell values on which the chart is based. Each data series, in turn, consists of multiple **data points**, thus the individual cell values.

Edit properties: To change the properties of data series or single data points, proceed as follows:

▪ If you click on any of the data points of a data series, the *entire* data series will be selected. You can now edit the properties of this data series by right-clicking on it to open the context menu and then choosing the command **Series: Properties**.

▪ If you click on the same data point once again, only this *single* data point will be selected. The command in the context menu is then called **Point: Properties**.

Tip: Alternatively, you can choose these commands via the **Edit properties** icon on the ribbon tab **Chart** | group **Chart elements** after you have selected the data series (or the data point).

You can make the following settings:

Format tab

Tip: Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart** | group **Chart elements**. For more information, see Editing chart elements.

▪ **Border** section (or **Line** section)

Here, you can change the line style used to draw the graph. To do so, use the option **Custom** to select the desired line style. The option **None** removes the line.

If you enable the option **Shadow**, the graph will also be highlighted with a shadow. You can use the **Adjust** button to make other settings for the appearance of the shadow effect. (For some chart types, the option **Smooth line** appears here instead, which enables you to give the graph a smoother gradient.)

▪ **Fill** section

Here, you can change the fill of the data series/data points. **Auto** gives the fill area a standard color. The fill will be transparent if you use the option **None**. You can use the option **Color** to customize the color for the fill. The **color for negative values** can be assigned a different color for certain chart types.

If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

▪ **Marker** section (available only for certain chart types)

Some chart types (for example, certain types of line charts) draw *markers* for each data point. Here, you can customize the appearance of such markers.

3D format tab

Note: The options on this tab are available only for certain chart types.

Use this tab to add a light effect or bevels to the data points to be displayed.

▪ **Material**

Here, you can select the material that should be simulated to display the data points.

- **Light**

  Here, you can select the type of light that should be simulated.

- **Angle**

  Here, you can change the angle of the light source.

  > **Tip:** The above effects usually look better if you also use the following option to add bevels to the data points.

- **Bevels** section

  Here, you can add a bevel effect to the graphical representation of the data points. If you apply these options to a bar chart, for example, the edges of the bars will be rounded. The larger the value, the rounder the edges will be displayed.

Data labels tab

Use this tab to add labels to the selected data points. This is useful, for example, if you want to have the exact values displayed for each data point.

- **Display** section

  Here, you can specify the type of label to be displayed. The default option is **Don't show**, thus no label is displayed. If, for example, you select the option **Show value**, the value of the relevant data point will be displayed, while the option **Show data point** will display its name, etc.

- **Display legend key in label**

  If you enable this option, the legend keys of the relevant data points will be displayed before the labels. The legend key is a small square in the same color as the data point.

- **Placement** section

  Here, you specify where the label should be placed (relative to the respective data point).

Note: If you label data points, you can also click on these labels in the chart. Thus, you can change their properties by selecting a different font or changing the text you want to display, for example.

The following program response also applies here: Clicking once selects *all* labels of a data series, while clicking again selects a *single* label.

Error bar Y tab

> **Note:** This tab is available only for certain two-dimensional chart types (including column, bar and line charts).

You can use this tab to add *error bars* to the data points of the selected data series. Error bars display the possible/tolerable error of the values in the form of a line with a short dash at the end.
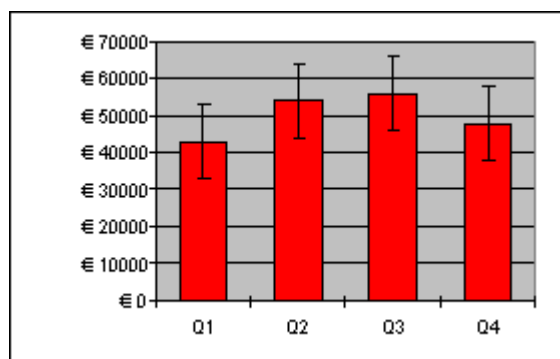
Chart with "Plus" and "Minus" error bars

To add error bars, select the desired type of error bar in the **Display** section: **Plus only** displays a positive error bar, **Minus only** displays a negative error bar, **Plus and minus** displays both error bars.

The option **Show as** lets you determine the appearance of the error bars: with or without short dashes at the ends.

In the **Value** section, you can change the length of the indicator line. If, for example, you select the option **Fixed**, the line will always have the specified length, while if you select the option **Percent**, the length will correspond to the specified percentage of the respective Y value, etc.

Error bar X tab

> **Note:** This tab is only available for XY scatter charts and bubble charts.

This tab is identical to the Error bar Y tab (see above), except that it displays error bars for the X values instead of the Y values.

Helper lines tab

> **Note:** This tab is available only for certain two-dimensional chart types (including column, bar and line charts).

You can use this tab to display various guides in the chart. If, for example, you enable the option **Average**, a dashed line indicating the average value of the selected data series will be displayed in the chart.

You can enable guides for **Average**, **Minimum/maximum**, **Standard deviation**, and **Linear approximation** (linear trend).

Tip: You can use the ribbon command **Chart | Add chart element** ![icon] **| Add trendline** to show other types of trendlines in the chart if necessary. For more information, see Trendlines.

Options tab

This tab shows different settings for displaying the data series/data points, depending on the chart type, for greater clarification of the results.

For a line chart, for example, you will find the following settings:

> **Note:** For other chart types, you will find different settings on the **Options** tab.

- **Displaying drop lines**

  If you enable this option, lines will be drawn from the data points to the horizontal axis.

- **Displaying high-low lines**

  If you enable this option, lines will be displayed between the highest and lowest data points (for two or more data series).

- **Up/down bars with gap**

  You can use this option to display bars between the first and last data series, for example, in a line chart with two or more data series. In the input field below, you can also set the gap between the bars.

For the above options, you can choose between different settings of the display in the section **Empty cells are ...** in case individual data points are missing.

If you select the option **Vary color for each data point**, the data points will be automatically colored with different colors (not available if there are multiple data series).

> **Tip:** You can also format these chart elements, if enabled, by selecting them and right-clicking to open the context menu where you choose the relevant entry (**Drop lines**, **High-low lines**, **Up/down bars**): **Properties**.

Trendlines

> **Note:** Trendlines are available only for certain chart types (including two-dimensional column, bar, and line charts). Furthermore, they should not be stacked.

If desired, you can have a *trendline* shown for each data series of the chart. For more information, see Showing/hiding the trendline.

Trendlines can be used to graphically display the *trend* of a data series (i.e., to what extent the data series rises/falls on average). Trendlines can also be extended beyond the given data points, so that they display a forecast for future values.

A statistical technique called *regression analysis* is used to calculate trendlines.

Edit properties: To change the properties of a trendline, select it, right-click it to open the context menu and choose the command **Trendline: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart | group Chart elements**. The other alternative is to simply double-click on the trendline.

You can make the following settings:

Format tab

▪ **Line** section

Here, you can change the appearance of the trendline. **Auto** uses a thick black standard line. **None** removes the line. The option **Custom** lets you customize the line style.

Trendline tab

▪ **Type** section

Here, you can select the type of trendline to be displayed. In addition to linear trendlines (i.e., simple best-fit lines), trendlines such as exponential or polynomial trendlines can also be displayed.

The available types of trendlines are based on the following formulas:

Linear:	$y = ax + b$
Polynomial:	$y = b + c_1x + c_2x^2 + c_3x^3 + ... + c_6x^6$
Exponential:	$y = ce^{bx}$ (e = Euler's number)
Logarithmic:	$y = c \ln(x) + b$
Potential:	$y = cx^b$
Moving average:	$f(x_i) = (x_i + x_{i-1} + x_{i-2} + ... + x_{i-n+1}) / n$

▪ **Based on series**

Here, you can specify the data series for which the trendline is to be displayed.

▪ **Forecast** section

Here, you can extend the trendline beyond the existing data points.

If, for example, there are 3 data points (for example, the sales results for the 1st, 2nd and 3rd year), you can enter a 1 for **Forward**. The line is then extended by an additional period (1 data point), thus displaying a forecast for sales in the 4th year.

▪ **Crossing point**

Here, you can force the trendline to intersect the Y axis at a specific Y coordinate. This option is available only for certain types of trendlines.

▪ **Show formula in chart**

If this option is enabled, the formula used to calculate the trendline will be displayed in the chart.

▪ **Show correlation in chart**

If this option is enabled, the correlation coefficient R^2 of the data series will be displayed in the chart.

▪ **Name** section

Here, you can change the name of the trendline if desired. This name is displayed in the legend. To do so, select the option **Custom** and enter the desired name.

Category axis (X axis)

The X axis of a chart is also called the *category axis*.

Tip: For more information on showing or hiding axes, see Showing/hiding axes and axis titles.

Edit properties: To change the properties of the category axis, select it, right-click it to open the context menu and choose the command **Category axis: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to simply double-click on the axis.

You can make the following settings:

Format tab

Tip: Lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

▪ **Line** section

Here, you can change the line style used to draw the axis. **Auto** uses a thin gray standard line. **None** removes the line. The option **Custom** lets you customize the line style.

▪ **Major ticks** and **Minor ticks** sections

Here, you can determine whether small tick marks should be displayed to divide the axis and specify their appearance.

▪ **Tick labels** section

Here, you can determine whether labels should be displayed for the tick marks and where to place them.

Scale tab

You can use this tab to change the scale of the axis.

Note: If the category axis contains date values, other settings appear here that are similar to the scaling options of the value axis (Y axis). For more information, see the descriptions in the next section Value axis (Y axis), "Scale tab".

▪ **Axis ends...** section

This option allows you to determine where to end the visible part of the axis: **In categories** or **Between categories**.

Explanation: The first, second, third, etc., data point of all data series is called the category of a chart.

- **Number of categories between...** section

  By default, Presentations makes a tick mark on the axis for *each* category and labels it. You can change these intervals via the following options:

  The option **Tick marks** determines which categories are marked with a tick mark. Enter 1, and a tick mark is set for every category. Enter 2, and a tick mark is set for every second category, etc.

  The option **Tick labels** determines which tick marks to label. Enter 1, and each tick mark is labeled. Enter 2, and every second tick mark is labeled, etc.

- **Intersection between X and Y axis** section

  You can use this option to determine where the X axis (category axis) should intersect the Y axis (value axis): **At low end** (where the category axis begins), **At high end** (where the category axis ends) or at the specified category number.

- **Invert axis direction**

  If this option is enabled, the direction of the axis is reversed. The order of the categories is also reversed accordingly; the chart thus starts with the last category and ends with the first category.

Font tab

Use this tab to change the formatting of the axis labels.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Value axis (Y axis)

The Y axis of a chart is also called the *value axis*.

Tip: For more information on showing or hiding axes, see Showing/hiding axes and axis titles.

Edit properties: To change the properties of the value axis, select it, right-click it to open the context menu and choose the command **Value axis: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the axis.

You can make the following settings:

Format tab

Tip: Lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Line** section

  Here, you can change the line style used to draw the axis. **Auto** uses a thin gray standard line. **None** removes the line. The option **Custom** lets you customize the line style.

- **Major ticks** and **Minor ticks** sections

  Here, you can determine whether small tick marks should be displayed to divide the axis and specify their appearance.

- **Tick labels** section

  Here, you can determine whether axis labels should be displayed and where to place them.

Scale tab

You can use this tab to change the scale of the axis.

- **Lowest value** and **Highest value** sections

  These options determine where the visible part of the axis should begin and where it should end. Select either the option **Auto**, which results in Presentations automatically determining the most appropriate values, or select **Custom** and enter the desired value yourself.

- **Intersection between X and Y axis** section

  You can use this option to determine where the X axis (category axis) should intersect the Y axis (value axis):

  If **Auto** is selected, Presentations automatically determines the most appropriate value, and if **Maximum value** is selected, the X axis is positioned at the end of the Y axis. You specify your own Y value if you select **Custom value**.

- **Major step value** section

  Here, you can set the interval for the tick marks and labels on the axis. If you select the option **Auto**, Presentations automatically determines the most appropriate values.

- **Minor step value** section

  Here, you can set the interval between minor tick marks on the axis. If you select the option **Auto**, Presentations automatically determines the most appropriate values.

- **Invert axis direction**

  If this option is enabled, the direction of the axis is reversed. In a column chart, for example, the columns are no longer drawn from bottom to top, but from top to bottom.

- **Logarithmic scale**

  If this option is enabled, the axis will use a logarithmic scale (for example, 10, 100, 1000, etc.) rather than a linear scale.

Font tab

You can use this tab to change the formatting of the axis labels.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Series axis (Z axis)

The Z axis of a chart is also called the *series axis*. It is only available for certain three-dimensional chart types.

Tip: For more information on showing or hiding axes, see Showing/hiding axes and axis titles.

Edit properties: To change the properties of the series axis, select it, right-click it to open the context menu and choose the command **Series Axis: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the axis.

You can make the following settings:

Format tab

> **Tip:** Lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Line** section

  Here, you can change the line style used to draw the axis. **Auto** uses a thin gray standard line. **None** removes the line. The option **Custom** lets you customize the line style.

- **Major ticks** and **Minor ticks** sections

  Here, you can determine whether small tick marks should be displayed to divide the axis and specify their appearance.

- **Tick labels** section

  Here, you can determine whether labels should be displayed for the tick marks and where to place them.

Scale tab

You can use this tab to change the scale of the axis.

- **Number of series between...** section

  By default, Presentations makes a tick mark on the axis for *each* data series and labels it. You can change these intervals via the following options:

  The option **Tick marks** determines which data series are marked with a tick mark. Enter 1, and a tick mark will be set for every data series. Enter 2, and a tick mark will be set for every second data series, etc.

  The option **Tick labels** determines which tick marks to label. Enter 1, and each tick mark will be labeled. Enter 2, and every second tick mark will be labeled, etc.

- **Invert axis direction**

  If this option is enabled, the direction of the axis will be reversed. The order of the data series will also be reversed accordingly; the chart will thus start with the last series and end with the first series.

Font tab

You can use this tab to change the formatting of the axis labels.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Axis title

You can name each axis. This will then be displayed below/next to the axis. For more information, see Showing/hiding axes and axis titles.

Edit properties: To change the properties of the axis title, select it and right-click to open the context menu and choose the command **(Category/Value) axis title: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon ![icon] on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the axis title.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

- **Border** section

  Here, you can change the line style for the border of the axis title. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

  If you enable the option **Shadow**, the axis title will also be highlighted with a shadow.

- **Fill** section

  Here, you can change the fill of the axis title. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

  If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Text tab

Here, enter the desired axis title. If you delete the text completely from the input field, the axis title, as a chart element, will be removed.

Font tab

On this tab, you can change the formatting of the axis title.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Chart title

Here, you can enter a title for the chart. This is then displayed above the chart. For more information, see Showing/hiding chart titles.

Edit properties: To change the properties of the chart title, select it and right-click to open the context menu and choose the command **Chart title: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the chart title.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

▪ **Border** section

Here, you can change the line style for the border of the chart title. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

If you enable the option **Shadow**, you can also highlight the chart title with a shadow.

▪ **Fill** section

Here, you can change the fill of the chart title. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Text tab

Here, enter the desired title of the chart. If you delete the text completely from the input field, the chart title, as a chart element, will be removed.

Font tab

On this tab, you can change the formatting of the chart title.

In addition to font, font size, and text styles, you can also set the alignment, rotate the labels and change the numeric format.

Gridlines

You can show *gridlines* to make the values in a chart easier to read. (For more information, see Showing/hiding gridlines.)

Gridlines are a network of lines that extend across the plot area, starting from one of the axes of the chart.

The following types of gridlines are available:

▪ *Major gridlines* are indicated at every major tick mark on the axis.

▪ *Minor gridlines* subdivide the major grid into an even finer grid if necessary.

Edit properties: To change the properties of the major gridlines of the value axis, for example, select one of its gridlines, right-click on it to open the context menu and choose the command **Value axis major gridlines: Properties**.

> **Tip:** Alternatively, you can chose this command via the **Edit properties** icon on the ribbon tab **Chart**.

You can make the following settings:

Format tab

> **Tip:** The appearance of the lines can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart | group Chart elements**. For more information, see Editing chart elements.

▪ **Line** section

Here, you can change the line style used to draw the gridlines. **Auto** uses thin gray standard lines. **None** removes the lines. The option **Custom** lets you customize the line style.

Changing the scale of gridlines

To change the distances between the gridlines, select the corresponding axis, choose its properties and make the desired changes on the **Scale** tab.

Legend

If desired, you can show a *legend* in the chart. For more information, see Showing/hiding the legend.

A legend is a small box that shows which data series are displayed in which color/pattern.

Edit properties: To change the properties of the legend, select it, right-click it to open the context menu and choose the command **Legend: Properties**.

Tip: Alternatively, you can choose this command via the **Edit properties** icon on the ribbon tab **Chart |** group **Chart elements**. The other alternative is to double-click on the legend.

Note: If you only want to edit a single *legend entry* (you can also apply a formatting to it that differs from that of the legend as a whole), then click again in the area of the desired legend entry after selecting the legend. You can now choose the command **Legend entry: Properties** via the context menu.

You can make the following settings:

Format tab

> **Tip:** Borders and fill can also be conveniently adjusted directly via the buttons of the ribbon tab **Chart |** group **Chart elements**. For more information, see Editing chart elements.

▪ **Border** section

Here, you can change the line style of the legend's border. To do so, use the option **Custom** to select the desired line style. The option **None** removes the border.

If you enable the option **Shadow**, the legend will also be highlighted with a shadow.

▪ **Fill** section

Here, you can change the fill of the legend. To do so, use the option **Color** to select the desired fill color. The fill will be transparent if you use the option **None**.

If you select the fill type **Effects** and click on the **Customize** button, the program will display a dialog box that will allow you to also apply more complex fills (such as a color gradient). The use of this dialog box is described in Object properties, Fill tab.

Font tab

You can use this tab to change the character format (font, font size, text styles, etc.) of the legend.

Legend tab

Here, you can specify where the legend should be displayed.

If you select the option **Custom**, the legend can be moved to any position (using the mouse).

If you select **None**, the legend will be hidden.

Changing chart properties via the dialog box

The previous sections discussed how to edit the properties of specific chart *elements*. This section discusses the properties of the chart *itself*.

To change the properties of a chart, click to select the chart and right-click to open the context menu. Select the entry **Chart: Properties**.

Tip: Alternatively, you can open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Chart**.

The following settings can be made in this dialog box:

Format tab

On the **Format** tab, you can change the size and positioning of the chart.

For more information, see Object properties, Format tab.

Properties tab

Here, you can change the general settings of the chart.

For more information, see Object properties, Properties tab.

Chart type tab

Here, you can change the chart type:

First, select the desired **Chart type** on the left and then the desired **Subtype** on the right. For more information on the available chart types, see Changing the chart type.

Color palette: You can change the color scheme of the chart here.

Reset all settings in chart: This option restores any changes you made to the properties of the chart back to their original state.

On the right side of the dialog box, a **Preview** shows the result of your customizations. If necessary, use the button >> to open the preview.

Series tab

Data series are the most important chart elements. They represent the data to be evaluated – in the form of columns, bars, lines, etc., depending on the chart type selected.

The **Series** tab allows you to make settings for each data series of a chart. Here, you can also enter and change the numeric values that you want to display in the chart (via the **Edit** button).

In the **Series** list, select the series you want to change. Then make the desired settings:

▪ **Series**

The list **Series** contains a list of all data series currently included in the chart.

You can use the arrow buttons to the right of the list to change the order of the data series.

Use the **Add** and **Delete** buttons to add or remove data series.

The **Edit** button can be used to edit the numeric values contained in the selected data series. For more information, see also <u>Entering/editing the data of a chart</u>.

▪ **Data sources** section

Here, you can specify which data should represent the selected data series.

The fields in this section are filled in automatically, and there is usually no need to change them.

> **Note:** Do not manually edit the fields in this section. Use the **Edit** button instead (located below the **Series** list). It opens a dialog box where you can enter/edit these values in a more convenient manner. For more information on this dialog box, see <u>Entering/editing the data of a chart</u>.

The following fields can be found here:

Name: The name of the data series. This field can also be left empty, whereupon the data series receives an automatically generated name (for example, "Series 1", "Series 2", etc.).

Y values: The Y values for each data point of the data series. To edit these values, it is best to use the **Edit** button (located below the **Series** list).

> Explanation: For most chart types, the Y values are the values that should be displayed in the chart. For example, the Y values determine the height of the columns in a column chart.

X values: The X values of the data series. To edit these values, also use the **Edit** button (located below the **Series** list).

> Explanation: For most chart types, the X values are irrelevant and are set to "Auto" (i.e., automatic) because they are only used to label the category axis (X axis). XY scatter charts and bubble charts are the exception, however, as the X and Y values determine the coordinates of the data points in these charts.

Bubble sizes: For bubble charts, there is a third parameter in addition to X and Y values: the size of the bubbles for each data point. You should use the **Edit** button to edit the values here also.

▪ **Display this series as** section

Here, you can specify how the selected data series is displayed in the chart. If, for example, you have selected a column chart as the chart type, but want a particular series to appear as a line chart, you select the option **Lines** for this data series.

▪ **Use secondary axis for this series**

If you enable this option, a secondary value axis (Y axis) will be added to the chart for this data series. Secondary value axes can have a different scale to primary value axes.

> Explanation: It is useful to represent specific data series on a secondary axis if these data series require an axis with a completely different scale because they contain significantly larger values than the other data series.

Elements tab

On the **Elements** tab, you can show/hide and label the various chart elements:

▪ **Chart title**

Here, you can enter a title for the chart. The title will then be displayed above the chart.

- **Primary axes** section

  Here, you can make settings for the primary axes:

  You can use the checkbox in front of each axis to enable/disable the display of this axis.

  To the right of the checkbox, you can give the axis a name. This will then be displayed below/next to the axis as an *axis title*.

  The options **Major grid** and **Minor grid** determine whether gridlines should be displayed in the background of the chart. These grids make it easier to read the values.

- **Secondary axes** section

  If the chart has secondary axes, you can configure them here, similar to the primary axes (see above).

- **Legend**

  Here, you can specify the position of the legend. A legend is a small box that shows which data series are displayed in which color/pattern.

3D view tab

Note: This tab is only available for three-dimensional chart types.

On the **3D view** tab, you can change the 3D effect for the chart (for three-dimensional chart types).

- **Rotation angle** and **Elevation angle**

  Here, you can set the viewing angle (in degrees) from which the viewer sees the chart. **Rotation angle** rotates the chart around the vertical axis, while **Elevation angle** rotates the chart around the horizontal axis.

- **Perspective**

  If this option is enabled, the chart will be distorted in terms of perspective. You can also specify the amount of distortion (from 0 to 100%).

- **Height** and **Depth**

  Here, you can change the height and depth of the chart (as a percentage of its original size).

Radar tab

Note: This tab is only available for radar charts.

On the **Radar** tab, you can make additional settings for displaying the chart (for radar charts).

- **Starting angle**

  This option allows you to rotate the chart by the specified angle.

- **Orientation**

  This option specifies whether the values should be arranged clockwise or counterclockwise.

- ▪ **Round radar chart**

  If this option is enabled, pie segments are drawn between the axes instead of lines.

- ▪ **Polar coordinates**

  If this option is enabled, polar coordinates are used instead of Cartesian coordinates. The polar coordinates are only available if **Round radar chart** is enabled.

  If **Angle between axes** is set to *x*, an axis will be plotted every *x* degrees.

  If **Angle between axis descriptions** is set to *x*, an axis label will be plotted every *x* degrees.

- ▪ **Limit plot area to radar**

  If this option is enabled, only the area *inside* the radar will be filled. If it is disabled, the entire rectangle surrounding the radar will also be filled.

Saving charts as pictures

You can save an image of a chart as a picture file at any time. This makes it easier to share the chart with others or to insert it into a web page or any other document.

To do so, proceed as follows:

1. Select the desired chart by clicking on it.

2. Right-click on the chart and choose the command **Save as picture** from the context menu.

3. In the **Save as type** list, select the desired picture format.

   Tip: The *PNG format* is always a good choice here since it offers good and completely lossless compression.

4. Enter the file name under which you want to save the picture and confirm with **OK**.

5. Another dialog box appears. Select the desired resolution for the picture or manually enter your own values for the width and height. Then confirm with **OK**.

Presentations now creates a corresponding picture file with an image of the chart.

OLE objects

Note: The use of OLE objects is only possible with the **Windows** version of Presentations.

With Presentations for Windows, you can embed objects created with other applications (drawings, pictures, etc.) in your document.

Example: You can use the ribbon command **Insert | OLE object frame** (click directly on the icon itself) to start the Windows *Paint* program from Presentations and draw something in it. If you exit Paint, the drawing will appear in the Presentations document. It is now embedded in the document.

Advantage: You only have to double-click the drawing in the Presentations document and Paint will then be restarted automatically. If you now edit the drawing in it and exit Paint again, your changes will be imported by Presentations.

For this to work, the application that you choose must support *OLE*. OLE stands for Object Linking and Embedding. The object that is imported from the other application into Presentations is called an *OLE object*.

Depending on your preference, you can either *embed* an OLE object in a document or insert it in the form of a *link* to a file.

- When **embedding** an OLE object, the object is *newly created* by another program and then *permanently* integrated into the Presentations document. Thus, it exists only in the Presentations document.

- **Linking** works in a similar way, except that the OLE object (the drawing, picture, etc.) exists as a separate file in this case. You only insert a *link* to this file in the Presentations document. If you subsequently use another program to change something about the original file and then open the Presentations document, the changes will also be visible there. Thus, the OLE object itself is not embedded in the Presentations document but only a *copy* of the object.

All further information on working with OLE objects can be found on the following pages. The information covers the following topics:

- Embedding OLE objects
- Editing OLE objects
- Editing links to OLE objects
- Changing OLE object properties via the ribbon tab
- Changing OLE object properties via the dialog box
- Using the SoftMaker Equation Editor

Embedding OLE objects

By choosing the ribbon command **Insert | OLE object frame** [OLE] (click directly on the icon itself), you can embed an object that you have created with another application into a Presentations document. After embedding such an object, you can still edit it with the application that you originally used to create it.

The command opens a dialog box with a list of all applications that can provide OLE objects. The entries which are displayed here depend on the OLE-enabled programs that are installed on your system.

If you select "Paintbrush Picture", for example, a window from Window's *Paint* program (called *Paintbrush* in some versions of Windows) will open. Create a picture in it and then exit Paint. The picture is now embedded in the slide. It can be edited again at any time – simply double-click on the picture in the slide.

To embed an OLE object, proceed as follows:

1. Choose the ribbon command **Insert | group Objects | OLE object frame** [OLE]. To do so, click directly on the icon itself.

2. A dialog box appears. From the list **Object Type**, select the source application from which you want Presentations to receive the OLE object.

3. When you confirm with **OK**, Presentations will start the application that corresponds to the selected object type.

4. Create the object in the application.

5. Exit the application.

6. The application may now ask if you want to update the object in the Presentations document. Confirm this with "Yes".

7. The OLE object created in the other application is now embedded in the Presentations document.

   You can then move or resize the object:

   To move it, click on the object and then drag it to the desired position (while still holding the mouse button down).

   To adjust its size, drag one of the round handles surrounding the object.

Tip: If you click on the icon's arrow under **Insert | OLE object frame** instead of on the icon itself, you will find a small selection of useful applications for quick access: *PlanMaker worksheet object, PlanMaker chart object, TextMaker object*. For other applications, select **More** to access the dialog box described above.

Creating an OLE object from a file

If you don't want to create a new OLE object, but want to embed an existing file from another application as an OLE object, you still choose the ribbon command **Insert | OLE object frame**, but you select the option **Create from File** in this case.

The appearance of the dialog box changes: Instead of the list **Object Type**, the **File** input field is displayed. Here, enter the full file name or click on the **Browse** button to open a dialog box that will enable you to search your hard disk for the file.

If you specify a file and confirm with **OK**, the file will be inserted as an OLE object.

In doing so, Windows checks the file name extension to see if it is associated with a program that can be started and it responds accordingly. If the file name extension is not registered, only an icon will appear for the embedded file. If, on the other hand, Windows can associate the name extension with an OLE-enabled program, the content of the embedded file will be displayed.

Creating a link to the original file

For the option **Create from File** in the aforementioned dialog box, you can also select whether the file to be inserted should be *embedded* or *linked*. If you leave the option **Link** disabled, Presentations will insert a copy of the file into the document as an OLE object and save this copy in the document – the object will thus be *embedded* in the usual way.

If, on the other hand, you enable the option **Link**, Presentations will insert the OLE object in the form of a link to the original file. This does not change anything in terms of use. If you subsequently change the original file of the OLE object with another program and reopen the Presentations document, however, the OLE object will have also changed accordingly – the OLE object will thus be *linked* to the original file.

Editing OLE objects

Existing OLE objects can be edited as follows:

Select the OLE object and click on the **OLE object** icon on the contextual ribbon tab **OLE object**. In the menu that appears, select the entry **Edit**.

> *Tip:* Alternatively, simply double-click on the OLE object to edit it. The object will be opened immediately in the associated application, where it can be edited.

Another alternative: You can also use the context menu to edit an OLE object. Proceed as follows:

1. Click on the OLE object to select it.

2. Right-click on the OLE object to open the context menu and select the menu item with the object name (for example, **Bitmap object**). Selecting this menu item opens a submenu containing all OLE commands that are available for this object. There is a command **Edit** for editing the object. Choose this command.

3. The source application associated with the OLE object will now start. Make the desired changes.

To return to Presentations, simply exit the object's source application. When exiting some applications, you will be asked if you want to update the object in the Presentations document. Answer "Yes" – your changes will be discarded otherwise.

Editing links to OLE objects

If you have created an OLE object from a file and enabled the option **Link**, you can edit this link to the source file. To do so, right-click on the OLE object to open the context menu and choose the command **Link**.

Alternatively, simply click on the **Edit link** icon on the contextual ribbon tab **OLE object**.

The program will display a dialog box which lists all links in the current document. When you select a link, the file name and type of the associated source file are displayed in the lower part of the dialog box.

The buttons of the dialog box allow you to perform the following actions:

Button	Function
Update now	This button updates the OLE object. Use this button if the source file has been changed by another program and the changes are not visible in the Presentations document.
Open source	This button starts the application associated with the OLE object and lets you edit the object in it. *Tip:* Double-clicking on the object has the same effect.
Change source	This button lets you select a different file as the source for the OLE object.
Break link/ Remove	This severs the link to the source file. The object is then embedded permanently in the Presentations document. Changes to the source file no longer have any effect on the document. However, the object can still be edited by double-clicking on it.
Update: **Automatic** or **Manual**	If you have selected the option **Automatic**, changes that you make to the source file using the **Open Source** button are always updated automatically for the OLE object. If **Manual** is selected, changes to the source file are not updated for the OLE object until you click on the **Update Now** button.

Changing OLE object properties via the ribbon tab

Numerous properties of OLE objects can be changed directly via the buttons of the contextual ribbon tab **OLE object**.
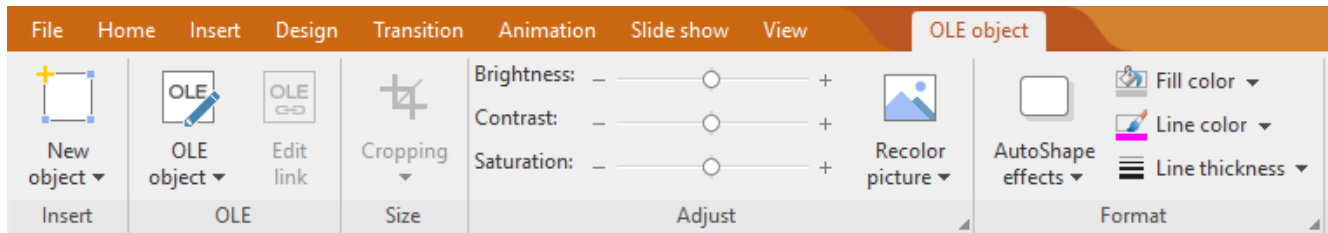
The contextual ribbon tab "OLE object", left section
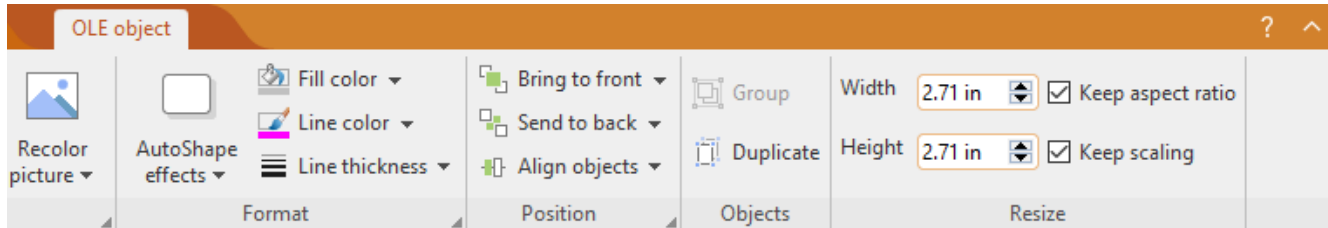
The contextual ribbon tab "OLE object", right section

This ribbon tab appears automatically when you select an OLE object. It contains the following buttons (from left to right):

- **New object:** This option allows you to insert a new object into the document and different object types are available.

- **OLE object:** You can *Edit*, *Open* or permanently *Convert* the selected object here.

- **Edit link:** If you have created an OLE object from a file and enabled the option **Link**, you can edit this link to the source file. For more information, see Editing links to OLE objects.

- **Cropping:** You can enable/disable *crop mode* via this button. In this mode, additional handles appear on the borders of the object. Drag these handles with the mouse to crop the object accordingly. To exit the mode, click on the button again. You can also use the button's small arrow to select a cropping from different shapes or to remove the cropping.

  See also the next section ("Picture tab" in the dialog box).

- **Brightness, Contrast, Saturation:** Drag the slider or click on ➕ and ➖ to change the respective values for the object. For more information, see also the next section ("Picture tab").

- **Recolor picture:** This option provides a list of predefined variations of the object – for example, other color modes (grayscale, black/white, etc.) and variations where the object was colored. For more information, see also the next section ("Picture tab").

- **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see next section.

- **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab. However, this function is not supported by all OLE applications.

- **Line color, Line thickness:** These options allow you to apply border lines. For more information, see Object properties, Lines tab.

- **Bring to front, Send to back:** These options arrange the order of overlapping objects. For more information, see Changing the order of objects.

- **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see <u>Aligning and distributing objects</u>.

- **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see <u>Grouping objects</u>.

- **Duplicate:** This option creates an immediate copy of the selected object.

- **Width, Height**: These options change the size of the object. For more information, see <u>Changing position and size of objects</u>.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*, which you can access, for example, via the context menu. For more information, see the next section.

Changing OLE object properties via the dialog box

The properties of an object can be edited centrally using the **Object properties** dialog box. An object's properties include, for example, its size, margins and numerous other settings options.

To edit the properties of an OLE object, first click on it to select it. Then open the dialog box by clicking on the group arrow ◢ in the bottom right corner of any command group on the contextual ribbon tab **OLE object**.

Alternatively: Right-click on the OLE object to open the context menu and select the entry **OLE object properties**.

The following settings can be made in this dialog box:

Format, Fill, Lines tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Format:** On this tab, you can change the size and positioning of the OLE object. For more information, see <u>Object properties, Format tab</u>.

- **Fill:** This option allows you to change the fill. This function is not supported by all OLE applications. For more information, see <u>Object properties, Fill tab</u>.

- **Lines:** This option allows you to apply border lines. For more information, see <u>Object properties, Lines tab</u>.

- **Shadow:** This option allows you to apply a shadow. For more information, see <u>Object properties, Shadow tab</u>.

- **Effects:** This option allows you to apply different effects. For more information, see <u>Object properties, Effects tab</u>.

- **Properties:** This option allows you to change general settings. For more information, see <u>Object properties, Properties tab</u>.

- **AutoShapes:** Here, you can assign a different shape from AutoShapes to the object. For more information, see <u>Object properties, AutoShapes tab</u>.

In the case of OLE objects, there is an additional tab with further options:

Picture tab

On the **Picture** tab, you can make settings that affect the graphical representation of the OLE object.

Note: Depending on the type of OLE object, some of these options may not work.

Available options:

- **Variants**

  This list offers some predefined variations – for example, different color modes (grayscale, black & white, etc.) as well as colored variants of the object.

  Simply click on the desired variant. The options in the dialog box are then automatically set to the corresponding settings.

- **Options** section

  Here, you can change brightness, contrast, saturation and gamma value (an alternative way to change brightness).

- **More** button

  This button opens a dialog box with additional settings:

  If you enable the option **Mix with color** and select a color below it, the object will be colored accordingly.

  The options in the **Cropping** section can be used to crop the object. This is useful if you only need a section of the object. If, for example, you want the upper quarter of the object to be truncated, first select **Use relative values** and enter "25" (percent) for **Top**.

  If you select **Use absolute values**, the entries will be truncated in absolute units of length rather than as a percentage. If you enter negative values, the areas of the object will not be truncated, but will be extended with a frame instead.

Using the SoftMaker Equation Editor

FreeOffice: The *SoftMaker Equation Editor* is not included in SoftMaker FreeOffice.

Note: The SoftMaker Equation Editor is available only on **Windows** and is not included in all versions of Presentations.

The *SoftMaker Equation Editor* allows you to graphically display mathematical and technical equations.

Presentations communicates with the Equation Editor via *OLE*, as described in the previous sections. In order to add a graphical representation of an equation to your document, insert an OLE object that uses the Equation Editor as the source application.

To do so, proceed as follows:

1. In Presentations, choose the ribbon command **Insert | OLE object frame**. To do so, click directly on the icon itself.

2. In the list **Object Type** of the dialog box, select **SoftMaker Equation Editor**.

3. Confirm with **OK** to start the Equation Editor.

> **Tip:** You can insert an equation even faster via the ribbon command **Insert | Equation Editor object** $\boxed{\pi}$.

4. Create the desired equation.

5. When the equation is complete, simply exit the Equation Editor.

The equation is now embedded in the Presentations document as an OLE object.

You can subsequently edit such Equation Editor objects at any time by double-clicking on them. The Equation Editor is then restarted and opens the equation. Make the desired changes and then simply exit the Equation Editor again.

You can also change the properties of the Equation Editor object by right-clicking on the Equation Editor object, opening the context menu, and choosing the command **OLE object properties**.

Information from the creators of the Equation Editor

The SoftMaker Equation Editor is a special version of the *MathType* program from Design Science. If you frequently use equations in your documents, you might find that MathType itself is even better suited to your needs than the SoftMaker Equation Editor. While just as easy to use as the Equation Editor, MathType has a number of additional functions that can help you to become more productive and create more complex equations.

MathType is available in English, German and other languages. For information about how to purchase MathType, contact your software vendor or Design Science directly.

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Tables

Would you like to arrange text or figures in a presentation in a clear tabular form? Then use the practical table function of Presentations.

This is an example of a table.	As you can see, the text within a "table cell" is wrapped automatically.	The columns in a table can be of different widths.
Each cell can have its own border.	Each cell can be shaded individually.	TextMaker automatically determines the optimum height for each row of cells.

In this section, you will learn everything you need to know about working with tables. The information covers the following topics:

- Inserting tables
- Ribbon tab "Table"
- Moving in tables
- Selecting table cells and cell contents
- Deleting, copying, moving cell contents
- Deleting and inserting table cells
- Splitting and merging table cells
- Formatting tables

See the following pages for more information.

Inserting tables

To insert a table into a slide, use one of the following methods:

Inserting quickly via the grid

Tables with a limited number of rows/columns and without further adjustments can be inserted directly via the grid (the table can also be further adjusted at any time afterwards):

Click on the small arrow of the icon ⊞ on the ribbon tab **Insert** | group **Table** and move the mouse over the expanded grid. Above the grid, you will see how many rows and columns you are currently selecting.
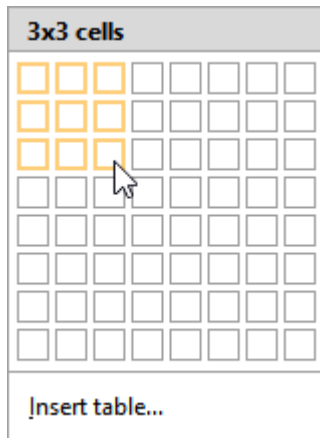
As soon as the table has the desired dimensions, click with the mouse into the grid and Presentations will insert the table into the document.

Inserting via the dialog box with additional options

If you want to insert a table with any number of rows/columns and also adjust the inner margins, select the method via the dialog box:

1. Click on the icon itself ⊞ on the ribbon tab **Insert | group Table**. Alternatively, click on the icon's small arrow and select the entry **Insert table** below the grid.

2. The program displays a dialog box in which you can specify the number of rows and columns the table should contain.
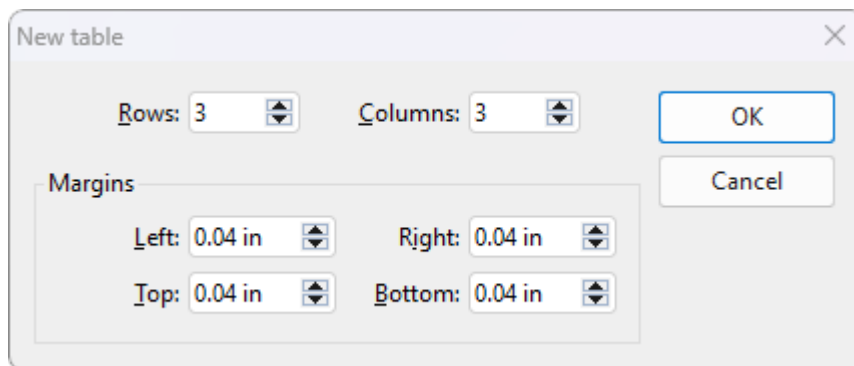
   In the section below, you can also specify the inner margins for the table cells if necessary.

3. As soon as you confirm with **OK**, Presentations inserts the table into the document.

   You can then move or resize the table frame:

   Important: Click with the mouse on the *border* of the table frame in order to move it. While still holding the mouse button down, drag the text frame to the desired position.

   To resize it, drag one of the handles surrounding the table frame.

Of course, you can also subsequently move and resize tables at any time. However, remember that you must first select the table by clicking on its *border*.

Ribbon tab "Table"

Once you have created a table, you can switch to the contextual ribbon tab **Table** for editing. This always appears automatically on the far right as an additional tab if you have set the text cursor in a table.
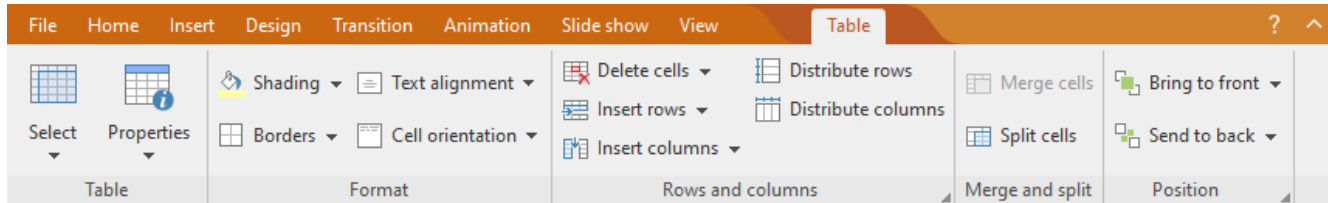
The contextual ribbon tab "Table"

The ribbon tab has the following buttons (from left to right):

- **Select:** Select the whole table or current rows/columns.
  For more information, see Selecting table cells and cell contents.

- **Properties:** Format tables and change other properties of the table.
  For more information, see Changing general table properties.

- **Shading** of the selected cells can be changed with this option. For more information, see Changing cell properties.

- **Borders** of the selected cells can be changed with this option. For more information, see Changing cell properties.

- **Text alignment** of the selected cells can be changed with this option. For more information, see Changing cell properties.

- **Cell orientation:** Rotates the content of the selected cells. For more information, see Changing cell properties.

- **Delete cells:** Delete individual cells, delete rows/columns or delete the entire table.
  For more information, see Deleting and inserting table cells.

- **Insert rows:** Insert rows or individual cells above/below.
  For more information, see Deleting and inserting table cells.

- **Insert columns:** Insert columns or individual cells on the left/right.
  For more information, see Deleting and inserting table cells.

- **Distribute rows, columns:** This option ensures the equal spacing of selected rows/columns of a table.
  For more information, see Distributing rows and columns evenly.

- **Merge cells:** Connect adjacent table cells to form a single cell.
  For more information, see Merging table cells.

- **Split cells:** Divide a table cell into several cells. For more information, see Splitting table cells.

- **Bring to front, Send to back:** These options arrange the order of overlapping objects.
  For more information, see Changing the order of objects.

For more information on the commands, see the specified sections.

Moving in tables

You can enter, edit and format text within tables in the usual manner. After inserting a new table, Presentations automatically places the text cursor in the first table cell so that you can start typing immediately.

You can also type multiple lines of text within a cell – the breaking of lines and the adjustment of row height occur automatically. Alternatively, you can press the **Enter key**↵ to start a new paragraph within the cell.

To move the text cursor from one table cell to another, you can press the **Tab** key to move to the next cell, or **Shift+Tab** to move to the previous cell. To move the text cursor from row to row, use the arrow keys ↓ and ↑.

You can also click in the desired cell using the mouse.

> *Note:* As you can see, the **Tab** key *cannot* be used to insert tabs within table cells. You must use the key combination **Ctrl+Tab** in tables for this purpose.

Selecting table cells and cell contents

Selecting text *within a cell* works in the same way as selecting normal text with the mouse. For more information, see Working with selections.

To select *complete table cells* and their contents, proceed as follows:

Selecting via the mouse

- **Select the entire table or table area:** Click in the first cell to be selected and then drag the mouse with the mouse button pressed to the last desired cell.

- **Select a single cell:** In rare cases, you only need to select a *single cell*. This is done via the following "trick": Drag the mouse cursor from the cell you want to select to an adjacent cell and back again.

Alternatively, click in the table cell with the mouse and then press **Shift+→** to select the entire cell. To select additional cells, continue pressing **Shift+→** or **Shift+↓**.

Selecting with the commands of the ribbon tab "Table"

On the contextual ribbon tab **Table**, choose the command **Select** ▦ (in the group **Table**), and click on the arrow of the icon. This opens a submenu in which you can select whether the entire table, the current row or the current column should be selected.

Deleting, copying, moving cell contents

To delete, copy or move the contents of table cells, select them and then use the familiar commands:

Command	Explanation
Delete	Press the **Del** key on the keyboard to delete the contents of all currently selected cells – *without* them ending up in the clipboard.
Cut	The command **Home | Cut** cuts the contents of the selected cells and puts them in the clipboard.
Copy	The command **Home | Copy** copies the contents of the selected cells to the clipboard.
Paste	**Home | Paste** pastes the contents of the clipboard. (Click directly on the icon itself.) Before using this command, position the text cursor in the desired table cell.
Paste special	If you click on the small arrow below the icon rather than directly on it at **Home | Paste**, a dropdown menu opens with additional options for pasting the contents. For more information, see Paste special.

Note: Bear in mind that these commands apply only to the *contents* of the cells. Thus, if you select some cells and press the **Del** key, for example, only the contents of the cells are removed; the cells themselves remain unchanged. For more information on deleting/inserting *complete table cells* (including their contents), see the next section.

Deleting and inserting table cells

In the previous section, you learned how to delete, copy or move the *contents* of table cells.

In contrast, this section describes how you can *completely* delete cells from a table and insert additional cells in a table.

- Deleting cells from a table
- Inserting cells in a table

Deleting cells from a table

To completely delete cells (including their contents) from a table, proceed as follows:

1. Select the cells to be deleted.

   Tip: To do so, don't just press the **Del** key because this only deletes the *contents* of the table cells, and not the table cells themselves.

2. Choose the ribbon command **Table | Delete cells** ▦ (click on the icon itself). The selected cells are deleted.

Alternatively, click on the icon's arrow and select exactly what you want to delete from the submenu:

Delete rows: deletes all rows within the selection

Delete columns: deletes all columns within the selection

Delete cells: deletes only the currently selected cells

Delete table: deletes the entire table

The table cells are now removed.

Inserting cells in a table

To add additional cells to a table, proceed as follows:

Inserting rows

1. Position the text cursor in the cell before or after which the new cells are to be inserted.

2. Choose the ribbon command **Table | Insert rows** ▦ (click on the icon itself). A row is inserted below the current cell.

Alternatively, click on the icon's arrow and select exactly what you want to insert from the submenu:

Insert row above: inserts a row above the current cell

Insert row below: inserts a row below the current cell

Insert cells: displays a dialog box with additional options (see below)

The rows or cells are now added to the table.

> **Note:** If you have selected several rows, the following applies to the commands described above: The program will add as many rows as you selected previously. Furthermore, if you select several rows, the option **Insert cells** does not open a dialog box. Instead, the program inserts the selected number of rows directly below those selected.

Inserting columns

1. Position the text cursor in the cell before or after which the new cells are to be inserted.

2. Choose the ribbon command **Table | Insert columns** ▦ (click on the icon itself). A column is inserted to the right of the current cell.

Alternatively, click on the icon's arrow and select exactly what you want to insert from the submenu:

Insert column left: inserts a column to the left of the current cell

Insert column right: inserts a column to the right of the current cell

Insert cells: displays a dialog box with additional options (see below)

The rows or cells are now added to the table.

> **Note:** If you have selected several columns, the following applies to the commands described above: The program will add as many columns as you selected previously. Furthermore, if more than one column is selected, the option **Insert cells** does not open a dialog box. Instead, the program inserts the selected number of columns directly to the right of those selected.

Options

If you select the option **Insert cells** when using the above procedure for rows or columns, the program displays a dialog box. Here, you can specify how the new cells are to be inserted.
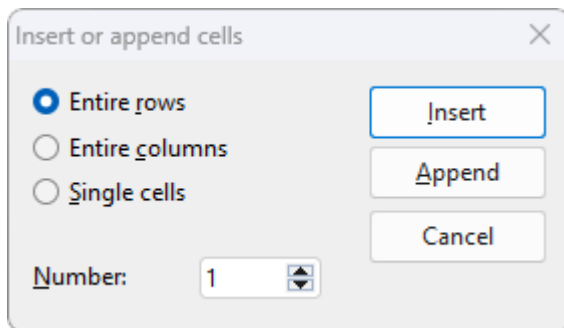
The dialog box provides the following options:

Option	Explanation
Entire rows	Complete rows of cells are inserted.
Entire columns	Complete columns of cells are inserted.
Single cells	Individual cells are inserted. If, for example, you selected 4x4 cells before choosing the command, 4x4 cells will be inserted.

In addition, the option **Number** allows you to specify the number of cells to be inserted. If, for example, you select the option **Entire rows** and then set the **Number** to 10, ten rows will be inserted instead of only one row.

Finally, click on **Insert** to insert the new cells before the current cell – or on **Append** to insert them after the current cell.

Tip: Appending an additional row quickly to the end of a table

You can also append an additional row to the end of a table by simply pressing the **Tab** key when the text cursor is in the *last* cell of the table. Presentations then automatically extends the table by adding a new row.

Splitting and merging table cells

You can divide a table cell into several cells at any time – or merge several table cells into a single cell.

You will learn how to do so in this section:

- Splitting table cells
- Merging table cells

Splitting table cells

You can split a table cell at any time, thus dividing it into several cells.

To do so, proceed as follows:

1. Position the text cursor in the cell that you want to split.

2. Choose the ribbon command **Table** | group **Merge and split** | **Split cells** ⊞ .

3. A dialog box appears. In this dialog box, enter the number of rows and columns into which the cell should be split.

4. Confirm with **OK**.

The cell is now split accordingly.

Splitting several cells at once

You can also select several adjacent cells before choosing the command **Split cells**. In this case, these cells are all split.

Note the option **Join selected cells before splitting?** in the dialog box of this command:

- If you select the option **Treat the selection as one cell and split it**, the selected cells will be merged into a single cell before splitting.
- If you select the option **Each selected cell will be split individually**, however, *each* of the selected cells will be split into the specified number of rows and columns.

Merging table cells

You can merge several adjacent table cells at any time. They are then merged into a single cell.

To do so, proceed as follows:

1. Select the cells to be merged.

2. Choose the ribbon command **Table** | group **Merge and split** | **Merge cells** ⊞ .

The cells are now merged into one cell.

In this process, the contents of the original cells are not lost; they are combined in the resulting cell. The content of each original cell is placed in a separate paragraph.

Formatting tables

Several commands are available for formatting tables. These commands are presented in the following sections:

▪ **Distributing rows and columns evenly**

You can use the ribbon commands **Table | Distribute rows** or **Table | Distribute columns** to adjust selected rows/columns to a uniform height or width.

▪ **Changing row properties**

Choose the ribbon command **Table | Properties | Row** to change the formatting of the *rows* in a table – for example, the row height.

▪ **Changing cell properties**

Choose the ribbon command **Table | Properties | Cell** to format individual table *cells*. You can use it to change the width, alignment and margins of cells, and to add borders or shading to cells.

▪ **Changing general table properties**

Choose the ribbon command **Table | Properties | Table** to change the formatting of *entire tables*. For example, you can use this command to change the border and shading of all table cells at once.

See the following pages for more information.

Distributing rows and columns evenly

By default, rows and columns are distributed evenly, which means that all cells are the same size. However, you can change both row height and column width as desired by dragging and dropping any of the inner or outer borders of the table.

> **Note:** To specify the exact row height in the *dialog box*, see Changing row properties, or for the column width, see Changing cell properties.

There is also the option of distributing rows and columns evenly across the table again: You can use the ribbon commands **Table | Distribute rows** and **Table | Distribute columns** to evenly distribute the selected rows or columns of a table.

If you want **rows** of a table to have the same height, proceed as follows:

1. Select the desired rows (all or only some) of a table.

2. Choose the ribbon command **Table | group Rows and columns | Distribute rows** .

3. As a result, the selected rows have the same height.

If you want the **columns** of a table to have the same width, proceed as follows:

1. Select the desired columns (all or only some) of a table.

2. Choose the ribbon command **Table | group Rows and columns | Distribute columns** .

3. As a result, the selected columns have the same width.

Changing row properties

The ribbon command **Table | Properties** ▼ **| Row** opens a dialog box in which you can change the formatting of the rows in a table.

Before choosing this command, select the rows whose format is to be changed. If you do not select any rows, the changes will be applied only to the row in which the text cursor is positioned.

The dialog box for this command provides the following options:

Height

Here, you can change the height of the table row. The following options are available:

- **Auto**

  This is the default setting. If it is selected, Presentations determines the optimum height for the rows automatically (by adjusting it to the actual space requirement of the cell contents).

- **Exact**

  If you select this option, you can specify the desired row height exactly in inches. However, the row will then always assume this height, even if it is not enough to fully display the contents of the cells.

- **At least**

  This option represents a combination of the two options above. If you enter "1 in" here, for example, the height of the rows will be set to exactly 1 inch, provided that this height is sufficient for the contents of the cells. If you enter more text in a cell than can be accommodated within 1 inch, however, Presentations will automatically increase the row height.

Changing cell properties

The contextual ribbon tab **Table** contains several commands (or a dialog box) with which the appearance of the current table cell can be changed. Of course, you can select several cells (or complete rows and columns) before choosing the commands described below to change their properties together.

Common options: Via the icons of the ribbon tab "Table"

For the quick application of selected cell properties, you can use the following icons of the ribbon tab **Table** directly:

- **Text alignment** ▤ (in the group **Format**): Here, you can specify how the cell content is to be aligned within the cell. Different combinations of left, right, top, bottom, centered are possible.

- **Cell orientation** ▢ (in the group **Format**): Here, you can rotate the cell content by a specific angle so that the text is displayed vertically, for example.

- **Shading** 🖌️ (in the group **Format**): Here, you can apply shading to the selected cells. To do so, select the desired cells and then click on the icon's arrow instead of the icon itself. The program opens a dropdown menu in which you can click to select the desired type of shading.

  If you then want to apply the exact same type of shading to other cells, simply select them and click on the icon itself (not the arrow). Presentations will then reapply the last selected type of shading.

  For individual adjustments, select the entry **More** via the icon's arrow. The program opens a dialog box in which you can select grids and patterns in addition to colors. For more information, see "Shading tab" below.

- **Borders** ⊞ (in the group **Format**): Here, you can provide selected cells with a complete border or individual border lines at the top, bottom, left or right.

  This option provides the same functionality as above for shading.

  For individual adjustments, select the entry **Borders** via the icon's arrow. The program opens a dialog box in which you can specify different types of borders. For more information, see "Borders tab" below.

Advanced options can be found via the dialog box below:

Additional options: Via the dialog box

You open the dialog box with the ribbon command **Table | Properties** ▼ **| Cell**.

Cell properties   ✕

Format   Borders   Shading

Size

Width: 2.96 in   ⬍

Vertical alignment
- ● Top
- ○ Centered
- ○ Bottom
- ○ Justified

Margins
- Left: 0.04 in   ⬍
- Right: 0.04 in   ⬍
- Top: 0.04 in   ⬍
- Bottom: 0.04 in   ⬍

Rotate by...
- ● 0°
- ○ 90°
- ○ 180°
- ○ 270°

OK   Cancel
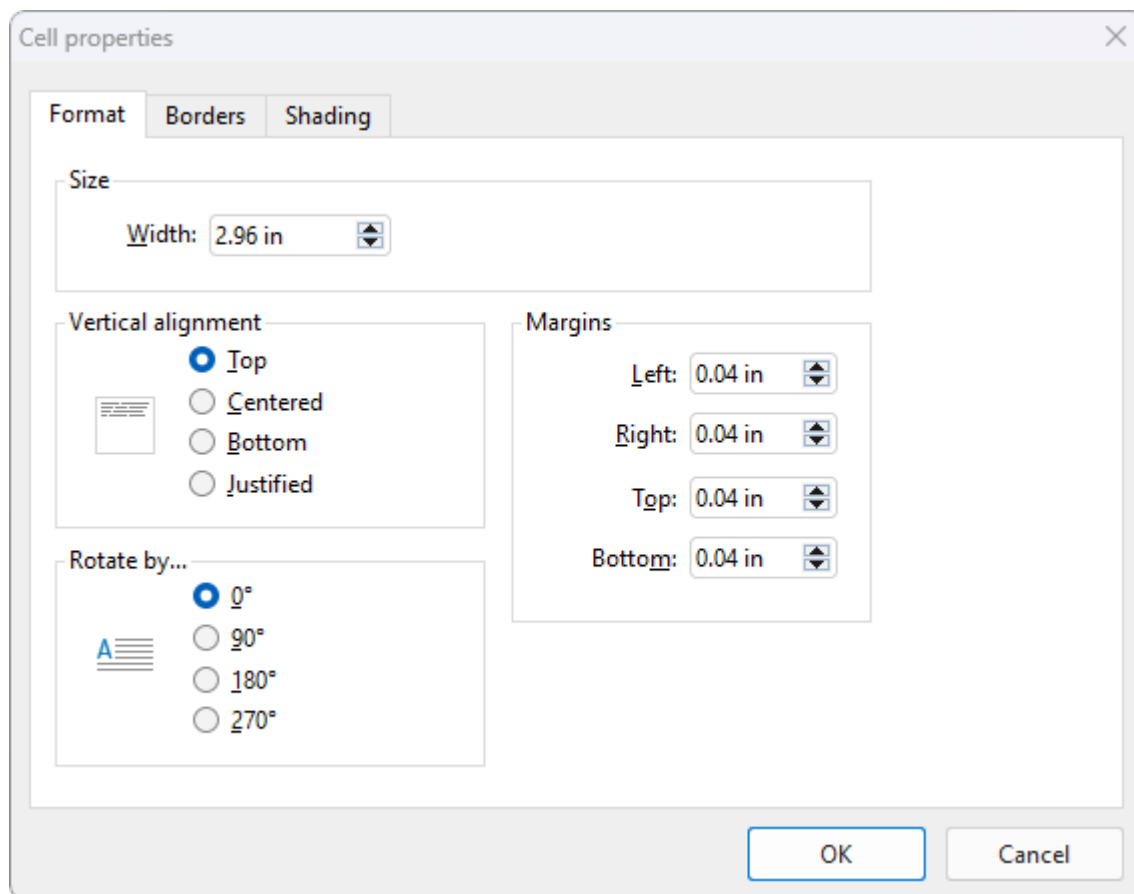
The dialog box contains the following options:

Format tab

This tab provides the following settings options:

▪ **Size**

Here, you can change the **Width** of the selected cells.

Note: The width of the entire column always changes. You cannot set the width separately for individual cells in a column.

> **Tip:** You can also change the width with the mouse. To do so, drag the side border of the cell with the mouse. This always adjusts the width of the entire column also.

▪ **Vertical alignment**

This setting determines how the cell contents should be aligned within the cell:

Top: The cell content will be aligned to the top edge of the cell. (This is the default setting.)

Centered: The cell content will be centered between the top and bottom edges of the cell.

Bottom: The cell content will be aligned to the bottom edge of the cell.

Justified: The lines of text within the cell will be equally spaced in such a way that the top line will be flush against the top edge of the cell and the bottom line flush against the bottom edge.

▪ **Rotate by...**

Here, you can specify the angle of rotation for the cell content.

▪ **Margins**

Here, you can change the inner margins of the selected cells.

Borders tab

On this tab, you can apply border lines and gridlines to the selected cells (or change the existing lines).

Proceed as follows:

1. First, specify *what* type of border line you want to apply. You have the following options:

   Line style (single, double or dashed lines)

   Thickness of the line

   Color of the line

2. Then specify *where* you want to apply this type of border line (top, bottom, left, right, etc.).

   For this purpose, a preview box surrounded by a set of buttons is available in the right half of the dialog box. Use it as follows:

   A. In the preview in the right half of the dialog box, simply click directly on all lines to which the set border line is to be applied.

B. Alternatively, you can use the buttons that are displayed to the left and below the preview for this purpose. Each button represents a specific line (see icon on the button).

C. The buttons above the preview are useful shortcuts:

The **Outline** button applies the currently set border line to all outer borders.

The **Inside** button does the same for all inner lines (the "gridlines" between the table cells).

The **None** button removes all lines at once.

3. If required, you can add/change additional lines by simply repeating step **2**.

Of course, you can always change the line style, thickness or color (step **1**) before applying it (step **2**).

The table cells are then provided with the relevant lines.

Shading tab

On this tab, you can highlight selected cells with colored shading or a pattern:

▪ **Adding a shade**

A shade is a color shading that is mixed from the selected foreground color and background color.

To add a shade, set the **Type** to **Shading** and then make the desired settings:

First, set the desired **Foreground** and **Background** colors.

In the section **Shades**, different mixtures of these two colors are now offered. Select one of these suggestions. Alternatively, you can enter an exact percentage for the shade in the input field under **Shading**. Values between 0 (100% background color) and 100 (100% foreground color) are allowed.

▪ **Adding a pattern**

To add a pattern, click on one of the patterns in the section **Patterns**.

You can also select a different **Foreground** and **Background** color for the pattern.

▪ **Adding an effect**

Click on the **Customize** button to apply effects such as gradients or pictures. This will open another dialog box "Shading: Effects". In the **Fill type** section, you can choose between options as described in Object properties, Fill tab.

After you exit the dialog box with OK, the option you selected in the **Type** section on the "Shading" tab is selected as either **Effects**, **Shading** or **None**.

▪ **Removing shading, pattern or effect**

To remove a shading, pattern or effect, select the option **None** for **Type**.

Changing general table properties

You can make general settings for tables via the dialog box of the ribbon command **Table | Properties**. These always apply to the *entire table*. For example, this command allows you to change the borders and shading of *all* table cells at once.

To open this dialog box, position the text cursor in any table cell and then choose the ribbon command **Table | Properties** 🔳. (Click directly on the icon itself.)

Alternatively, open the dialog box by clicking on the small arrow of the icon and selecting **Table** from the dropdown menu.

> **Note:** You can also open this dialog box by double-clicking on one of the borders of the table.

The following settings can be made in this dialog box:

Format tab

On this tab, you can change the size and positioning of the table.

Borders tab

Here, you can change the borders and gridlines (the lines between the cells) for the entire table.

The options on this tab correspond to those described in Changing cell properties ("Borders tab").

Cell shading tab

Here, you can change the shading of all cells in the table.

The options on this tab correspond to those described in Changing cell properties ("Shading tab").

Cell format tab

Here, you can change the format (alignment, margins, etc.) of all cells in the table.

The options on this tab correspond to those described in Changing cell properties ("Format tab").

Table fill tab

Here, you can change the fill of the table as a whole.

The result is basically identical to changing the shading of all cells in the table (for example, using the aforementioned **Cell shading** tab). The **Table fill** tab contains the fill options, which can be applied as effects via the **Customize** button on the **Cell shading** tab. These options include, for example, gradients or pictures.

The options on this tab correspond to those described in Object properties, Fill tab.

Properties tab

Here, you can change some general settings of the table.

The options on this tab correspond to those described in Object properties, Properties tab.

Media objects

You can embed *media objects*, either movie clips or sounds, into your presentation and play them during the slide show.

In this section, you will learn everything you need to know about working with media objects. The information covers the following topics:

▪ Inserting media objects

▪ Ribbon tab "Media object"

▪ Changing the properties of media objects

See the following pages for more information.

Inserting media objects

To insert a media object into a slide, proceed as follows:

1. On the ribbon tab **Insert | group** **Media object**, select whether you want to insert a **Sound** ⏯ file (audio) or a **Movie** ⊞ file (video).

2. The program will display a dialog box in which you can select the desired sound/movie file. Select the desired file and click on **OK**.

3. The program displays another dialog box in which you can make settings for playing the sound or movie when running the slide show:
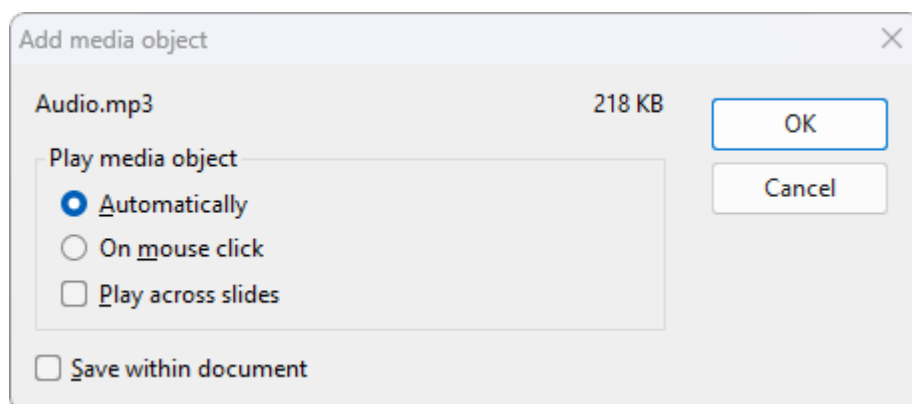
If you select the option **Automatically**, the media object will play automatically as soon as the slide appears during your slide show. If, on the other hand, you select **On mouse click**, the media object will only play when you click on it with the mouse.

Enable the option **Play across slides** (only available for sounds) if you want the sound to continue playing after the show has advanced to the next slide. This is useful, for example, for background music.

If you enable the option **Save within document**, a copy of the media file will be saved in the document. If it is disabled, Presentations saves only a reference to the original file in the document. (This option is available only for certain types of media files.)

5. Click on **OK** to insert the object.

> **Tip:** For *movies*, we recommend that you insert via the movie icon in the small bar of the placeholder (available for slide layouts with *generic* placeholders. For more information, see section Slide layouts). This automatically places the movie – adjusted to the size of the placeholder – in the intended grid.

Playing media objects in the document window

Not only can you hear a sound/view a movie when you run the slide show, you can also do so in the normal document window (for example, for test purposes). Click on the object and choose the command **Play media clip** on the ribbon tab **Media object**. (For more information, see next section.)

Alternatively, you will find this command in the context menu by right-clicking on the object.

Ribbon tab "Media object"

When you select a media object, the contextual ribbon tab **Media object** appears automatically. Here, you can specify the behavior of the media object.

On the far right, the program also displays the ribbon tab **Picture** on which you can customize the general properties of the media object (size, fill, border, etc.). For more information, see the next section Changing the properties of media objects.

After you have inserted a media object (as described in the previous section) and selected it ...
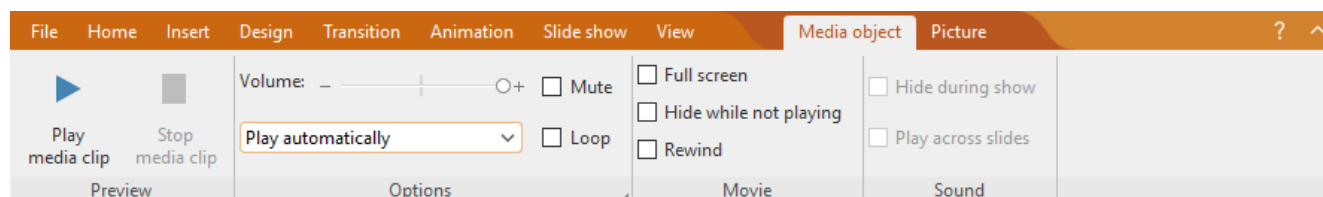
... you can make the following settings on the ribbon tab **Media object**:

- **Play media clip**

  Preview the movie or sound directly in the document window (for example, for test purposes). To stop it, click on the **Stop media clip** button. Tip: You will also find these two commands via the context menu by right-clicking on the media object.

- **Volume**

  Set the desired volume here with the slider.

▪ **Mute**

Enable the checkbox to switch off the sound completely.

▪ **Loop**

If you enable this option, the media object will start to play continuously after its initial playback during the slide show.

▪ **Play** list

In the dropdown list, choose one of the following options:

Play automatically: The media object is automatically played directly when the slide containing this media object appears during the slide show.

Play in click sequence: The media object is played when you *click in the slide* containing the media object while running the slide show. Note the sequence of other Object animations if necessary.

Play on mouse click: The media object is only played when you *click on the media object itself* while running the slide show. Note the sequence of other Object animations if necessary.

Play user-defined sequence: If you have made specific settings for the media object (see Object animations) that do not correspond to any of the aforementioned three options, this entry will automatically appear in the list.

Only for *movie clips*:

▪ **Full screen**

This option starts the movie in the full screen view when running the slide show.

▪ **Hide while not playing**

This option hides the movie when running the slide show until the point is reached where the movie is to be shown. Depending on the option you set to start the movie, you may need to link the movie to an **action**; otherwise, you will not be able to start the movie during the slide show. For more information, see Adding object actions.

▪ **Rewind**

This option rewinds the movie to the first frame after it has been played during the slide show.

Only for *sound clips*:

▪ **Hide during show**

The media object is visually hidden during the slide show, but it is still played.

▪ **Play across slides**

This option enables the sound to continue playing after the show has advanced to the next slide. This is useful, for example, for background music.

> **Tip:** Some commands of this ribbon tab can also be found in the dialog box *Object properties* on the Media object tab. For more information, see next section.

Changing the properties of media objects

When you insert a media object into a slide, Presentations displays an icon (representing a sound file) or an image (representing a movie file).

Using the ribbon tab "Picture"

If you have selected a media object, the contextual ribbon tab **Picture** will appear automatically on the far right as an additional tab. Here, you can change numerous properties of the icon/image directly via the buttons. The options on this ribbon tab correspond to those of an inserted picture file. For more information, see section Changing picture properties via the ribbon tab.

Additional options can be found via the dialog box *Object properties*. For more information, see below.

Additional options: Via the dialog box

If you choose the path via the dialog box, you will find the usual object properties (for displaying the icon/image). In addition, you will find options for the behavior of the media object itself here (on the "Media object" tab), which correspond mainly to the commands on the Ribbon tab "Media object".

To open the dialog box, select the media object and right-click on it to open the context menu. Select the entry **Media object properties**.

> **Tip:** You can also open this dialog box by double-clicking on the object.

The following settings can be made in this dialog box:

Format, Fill, Lines tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Format:** Here, you can change the size and positioning of the object and rotate it. For more information, see Object properties, Format tab.
- **Fill:** This option allows you to change the fill. For more information, see Object properties, Fill tab.
- **Lines:** This option allows you to apply border lines. For more information, see Object properties, Lines tab.
- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.
- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.
- **Properties:** This option allows you to change general settings. It also displays information about the media object you are using. For more information, see Object properties, Properties tab.

Furthermore, these two additional tabs appear for media objects:

Picture tab

This tab contains settings for the graphical representation of the displayed picture/icon.

Available options:

▪ **Variants**

  This list offers some predefined color variations of the picture/icon – for example, different color modes (grayscale, black & white, etc.) as well as colored variants of the picture/icon.

  Simply click on the desired variant. The options in the dialog box are then automatically set to the corresponding settings.

▪ **Options** section

  Here, you can change brightness, contrast, saturation and gamma value (an alternative way to change brightness).

▪ **More** button

  This button opens a dialog box with additional settings:

  If you enable the option **Mix with color** and select a color below it, the picture/icon will be colored accordingly.

  The options in the **Cropping** section can be used to crop the picture/icon. This is useful if you only need a section of the picture/icon. If, for example, you want the upper quarter of the object to be truncated, first select **Use relative values** and enter "25" (percent) for **Top**.

  If you select **Use absolute values**, the entries will be truncated in absolute units of length rather than as a percentage. If you enter negative values, the areas of the picture/icon will not be truncated, but will be extended with a frame.

▪ **Transparency** section

  Here, you can make settings for the transparency of the picture/icon:

  Use picture settings: The transparency is read from the picture file.

  No transparency: This option ignores transparency, even if it is a picture with transparent areas.

  Color: This option lets you select the color to be displayed transparently. If, for example, you select white, all white areas of the picture will become transparent.

▪ **Sample**

  In the small toolbar below the sample, you will find the option **Pick transparent color** (the pipette icon). You can use it to make certain colored parts of the picture transparent, for example, to remove a distracting background from the picture. To do so, use the pipette icon to click on an area of the thumbnail that you want to make transparent.

  The other toolbar buttons help you to fine-tune the picture (**Zoom in**, **Zoom out**, **Pan picture**), but do not affect the appearance of the picture in the document.

  Note: You must first select a tool in the toolbar by clicking on it with the mouse. You can then work on the thumbnail with the enabled tool.

Media object tab

This tab contains options that affect the media object itself.

> **Tip:** Most of these options can also be found via the direct commands on the contextual ribbon tab **Media object**.

Available options:

▪ **Type**

The type of media object is displayed here. This is just information and is not a setting that can be changed.

▪ **File**

Here, you can see the path and file name of the media object (if inserted as a link). This is also information which you cannot change.

▪ **File** button

You can use this button to replace the file with another one and the formatting will be retained.

▪ **Export** button

This option is available only for media objects that are saved in the document. You can use this button to export the media object, that is, to save a copy of the media object on your hard disk under any name.

▪ **Loop**

If you enable the option **Loop**, the media object will start to play continuously after its initial playback during the slide show.

Only for *movie clips*:

▪ **Rewind**

This option rewinds the movie to the first frame after it has been played.

▪ **Full screen**

This option starts the movie in the full screen view when running the slide show.

▪ **Hide while not playing**

This option hides the movie when running the slide show until the point is reached where the movie is to be shown. Depending on the option you set to start the movie, you may need to link the movie to an **action**; otherwise, you will not be able to start the movie during the slide show. For more information, see Adding object actions.

Only for *sound clips*:

▪ **Hide during show**

The media object is visually hidden during the slide show, but it is still played.

▪ **Play across slides**

This option enables the sound to continue playing after the show has advanced to the next slide. This is useful, for example, for background music.

Drawings

Presentations provides several tools for creating drawings. You can insert the following types of drawing objects into your documents:

▪ Lines and curves (lines, arrows, connectors, curves)
▪ AutoShapes (various types of predefined shapes)
▪ TextArt objects (lettering with effects)

In this section, you will learn everything you need to know about working with drawings. The information covers the following topics:

▪ Inserting drawings
▪ Adding text to AutoShapes
▪ Changing drawing properties via the ribbon tab
▪ Changing drawing properties via the dialog box

See the following pages for more information.

Inserting drawings

To insert a drawing, for example, a rectangle, proceed as follows:

1. Choose the ribbon command **Insert** | group **Objects** | **AutoShape** ⬚. Select the desired AutoShape – a **rectangle** in this case.

2. Hold down the left mouse button and draw a frame of the desired size in the document.

3. The rectangle is now inserted.

   You can then move or resize the rectangle:

   To move the rectangle, click on it and (while still holding the mouse button down) drag it to the desired position.

   To adjust its size, drag one of the round handles surrounding the rectangle.

The application of drawings differs somewhat depending on the drawing tool used. The following is a list of all available drawing objects and information on how to handle them:

> **Note:** You can adjust the shape of drawings retroactively at any time. For more information, see Editing shapes retroactively.

AutoShape

You can insert *AutoShapes* using the **AutoShape** ⬚ tool. These are predefined shapes for various purposes – standard shapes such as rectangles, as well as symbols for flowcharts, stars, speech bubbles and many more.

As soon as you have selected an AutoShape, simply drag a frame of the desired size in the document while holding down the left mouse button. If you want, you can then move the AutoShape with the mouse or resize it by dragging one of the round handles at its corners.

Note: Additional handles ◇ are displayed in some types of AutoShapes when they are selected. If you drag one of these handles, a parameter controlling the shape of the object is changed. For stars, for example, the length of the points can be changed, and for rounded rectangles, the rounding of the corners can be changed.

Tip: You can even enter text in an AutoShape – just like you can in a text frame. For more information, see Adding text to AutoShapes.

Lines and curves

Use the **Lines** tool ✎ on the ribbon tab **Insert** to draw lines and curves.

When you click on this icon, a list of available line and curve tools opens. Select the desired tool and then use it as follows:

- **Lines**

  You can use the tools at the top of the list to draw simple lines and arrows. After clicking on the desired tool, simply draw a line in the document while holding down the mouse button.

  Tip: If you hold down the **Shift key⇧**, the line is limited to 45° angles.

  Note: Arrows are nothing more than ordinary lines for which an arrowhead was selected in the object properties (**Lines** tab) by selecting the option **Start point** and/or **End point**.

- **Connectors (straight, elbow and curved)**

  You can use these tools to drag connectors between two objects. The difference between the three types of connectors can be seen in the following figure:

Straight Connector   Elbow Connector   Curved Connector
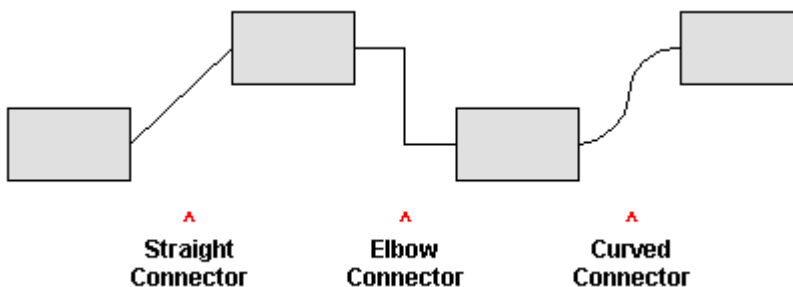
  To do so, select one of these tools, and then drag the mouse cursor from one object to another while holding down the mouse button. When you move the mouse cursor over an object, small blue rectangles will appear at various points on the object. These show where the line can "dock" to the object. You can influence the course of curved and angled connectors by dragging the diamond handle ◇ via the mouse.

Tip: You can change the type of connectors retroactively at any time. Right-click on the line to open the context menu and choose between a *straight*, *elbow* or *curved* connector. Also available in the context menu: The option *Create new connector* causes the shortest connection between two objects.

▪ **Curves**

The tools at the bottom of the list are used to draw curves:

You can use the **Curve** tool to draw Bezier curves.

> To do so, click on the starting point and then on any number of other positions. The curve "follows" your mouse clicks automatically.

> If you let the curve end at its starting point, the drawing automatically becomes a *closed* curve. If, on the other hand, you want to obtain an *open* curve, you must end the drawing by double-clicking on it.

You can use the **Freehand form** tool to draw curves in the same manner as if you were using a pencil.

> To draw freehand, move the mouse to the desired starting point, press and hold the left mouse button and then start drawing as if using a pencil. Alternatively, you can release the mouse button and click on another location where a straight line will be drawn.

> If you let the curve end at its starting point, the drawing automatically becomes a *closed* curve. If, on the other hand, you want to obtain an *open* curve, you must end the drawing by double-clicking on it.

Note: The small black points on the contour line of curves enable you to further adjust the shape. Use the mouse to drag such a point to another position. Further options can be found in the context menu by right-clicking on the curve. For more information, see Editing shapes retroactively.

TextArt

You can insert *TextArt* objects using the **TextArt object** tool on the ribbon tab **Insert**. TextArt objects are used to create text effects.

If you enable this tool, a dialog box appears. Enter your text in the dialog box and then click on **Variants** to select one of the predefined effects to be applied to the text. Then confirm with **OK**.

For information on the other options for TextArt objects, see Text tab.

Adding text to AutoShapes

You can add text to an AutoShape if desired. This text is then displayed within the AutoShape – exactly as it would be in a text frame.

To do so, proceed as follows:

1. Select the desired AutoShape.

2. Right-click on it to open its context menu.

3. Choose the command **Add text**.

The cursor flashes in the AutoShape. Thus, you can now type text inside the AutoShape.

> **Tip:** There is another faster way to add text to an AutoShape: Select the AutoShape and just start typing.

You can use the commands of the ribbon tab **Home** | group **Character** and group **Paragraph** to format the text according to your needs.

When you have finished adding text, click anywhere outside the object. If you want to edit the text again later, select the AutoShape again and choose the command **Edit text** from the context menu.

Note: By the way, the *text frames* presented at the beginning of this chapter are nothing more than AutoShapes (simple rectangles in this case) to which text has been added. Thus, all information in Text frames applies equally to AutoShapes to which text has been added.

Changing drawing properties via the ribbon tab

Numerous properties of drawings can be changed directly via the buttons of the contextual ribbon tab **Object**.
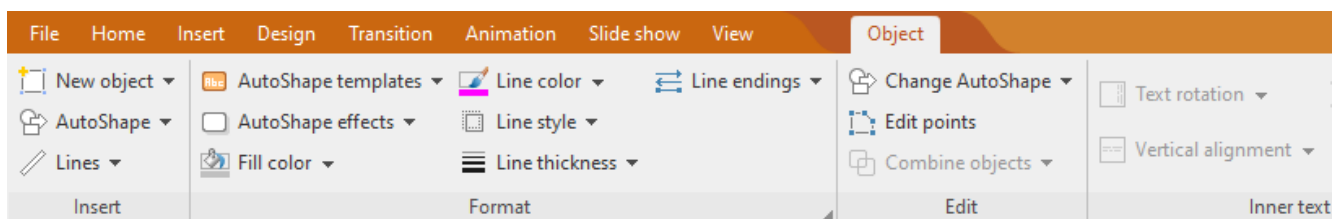
The contextual ribbon tab "Object", left section
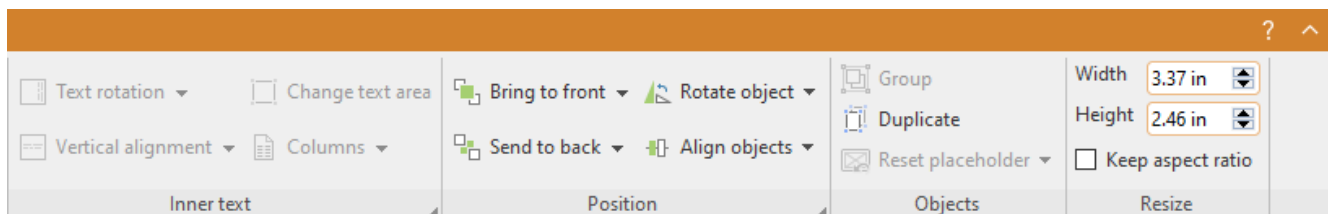
The contextual ribbon tab "Object", right section

This ribbon tab appears automatically when you select a drawing. It contains the following buttons (from left to right):

▪ **New object:** This option allows you to insert a new object into the document and different object types are available.

▪ **AutoShape:** This option allows you to insert a new AutoShape into the document.

▪ **Lines:** This option allows you to insert simple lines, curves and also connectors (which you can "dock" to the text frame) into the document.

▪ **AutoShape templates** (not included in SoftMaker FreeOffice)**:** This option allows you to apply various predefined color formats to the drawing.

▪ **AutoShape effects** (not included in SoftMaker FreeOffice)**:** Here, you can apply effects such as shadows, reflections, etc. This option largely corresponds to the options of the tabs *Shadow*, *3D* and *Effects* of the dialog box "Object properties". For more information, see next section.

▪ **Fill color:** The fill can be changed here. For more information, see Object properties, Fill tab.

▪ **Line color, Line style, Line thickness, Line endings:** These options allow you to edit border lines for the drawing or the inserted lines. For more information, see Object properties, Lines tab.

▪ **Change AutoShape** (not included in SoftMaker FreeOffice)**:** This option allows you to assign a different AutoShape to the drawing (formatting is retained). For more information, see Changing the AutoShape of objects.

▪ **Edit points** (not included in SoftMaker FreeOffice)**:** This option allows you to give the drawing an individual shape with the "Bezier tools". For more information, see Editing shapes retroactively.

▪ **Combine objects** (not included in SoftMaker FreeOffice)**:** This option allows you to combine two or more shapes from different variants into one overall shape. For more information, see Combining shapes.

▪ Command group **Inner text:** The commands of this group are only possible for shapes to which text has been added. For more information, see Adding text to AutoShapes.

> **Text rotation:** This option allows you to rotate the inner text by the specified angle.

> **Vertical alignment:** This option enables you to determine how the inner text should be aligned between the top and bottom edges of the frame.

> **Change text area** (not included in SoftMaker FreeOffice)**:** This option allows you to adjust the size of the inner text area. For more information, see Changing the text area.

> **Columns:** This option allows you to split the inner text into several columns. For more information, see Creating columns for inner text of objects.

▪ **Bring to front, Send to back:** These options allow you to arrange the order of overlapping object frames. For more information, see Changing the order of objects.

▪ **Rotate object:** This option allows you to rotate a drawing in 90° increments or flip it vertically/horizontally. For more information, see Rotating and flipping objects.

▪ **Align objects:** This option allows you to align or evenly distribute two or more object frames. For more information, see Aligning and distributing objects.

▪ **Group:** This option allows you to combine several selected objects into one unit, which can then be treated like a single object. For more information, see Grouping objects.

▪ **Duplicate:** This option creates an immediate copy of the selected object.

▪ **Reset placeholder:** This option allows you to restore the original properties of a placeholder after you have selected it. For more information, see Resetting placeholder properties.

▪ **Width, Height**: These options change the size of the object. For more information, see Changing position and size of objects.

Many (but not all) of these functions and some additional options can be found in the dialog box *Object properties*, which you can access, for example, via the context menu. For more information, see the next section.

Changing drawing properties via the dialog box

To edit the properties of a drawing via the dialog box, first select it by clicking on it. Then right-click to open the context menu and select the last entry **Properties**, whereupon a corresponding dialog box appears.

Also possible: Click on the group arrow ◢ in the bottom right corner of any command group of the ribbon tab **Object**.

> **Tip:** This dialog box can also be opened by double-clicking on the drawing.

The following settings can be made in the dialog box:

Format, Fill, Lines tabs, etc.

These tabs are available for almost all object types. They allow you to change the following settings:

- **Format:** On this tab, you can change the size and positioning of the drawing. For more information, see Object properties, Format tab.

- **Fill:** This option allows you to change the fill. For more information, see Object properties, Fill tab.

- **Lines:** Here, you can change the line style of the lines used to draw the object. For more information, see Object properties, Lines tab.

- **Shadow:** This option allows you to apply a shadow. For more information, see Object properties, Shadow tab.

- **3D:** This option allows you to apply a 3D effect. For more information, see Object properties, 3D tab.

- **Effects:** This option allows you to apply different effects. For more information, see Object properties, Effects tab.

- **Properties:** This option allows you to change general settings. For more information, see Object properties, Properties tab.

Furthermore, some types of drawings have additional tabs with additional options. (For more information, see the following pages.)

AutoShapes tab (available only for AutoShapes)

This tab appears for drawing objects only for AutoShapes.

On the **AutoShapes** tab, you can assign a different AutoShape to the object. Thus you can turn a rectangle into a speech balloon or any other shape you like, for example.

To change the shape, simply click on the desired AutoShape in the list.

> **Tip:** You will also find this option as the command **Change AutoShape** directly on the contextual ribbon tab **Object**. For more information, see Changing the AutoShape of objects.

For more information on AutoShapes, see Inserting drawings.

Inner text tab (available only for AutoShapes with text)

This tab appears only for AutoShapes to which text has been added (see Adding text to AutoShapes), as well as for Text frames and Placeholders.

You can use this tab to change settings for the text in the text frame.

> **Tip:** Some of these options can also be found directly as commands on the contextual ribbon tab **Object** | group **Inner text**.

Available options:

▪ **Inner margins** section

Here, you can change the inner margins for the text. If you enable the option **Automatic**, Presentations will automatically determine suitable margins.

▪ **Columns** section

You can split the text within the AutoShape into several columns. Enter the **Number** of columns and the **Spacing** between the columns.

▪ **Rotate by...** section

Here, you can rotate the text by the specified angle.

▪ **Vertical alignment** section

This setting determines how the inner text should be aligned between the top and bottom edges of the drawing:

Option	Explanation
Top	The text is aligned to the top edge of the object. (This is the default setting.)
Centered	The text is centered between the top and bottom edges.
Bottom	The text is aligned to the bottom edge of the object.

▪ **Autofit options** section

The following settings can be made here:

Resize shape to fit text: When this option is enabled, the size of the AutoShape automatically adapts to the amount of text it contains. If, for example, you enter more text than the AutoShape can hold, the AutoShape will expand automatically.

Wrap text in shape: This option determines whether the text in the AutoShape should be wrapped automatically (word by word). When you disable this option, the text will always be displayed in one single line, regardless of its length.

Text tab (available only for TextArt objects)

This tab appears only for TextArt objects. You can use this tab to select the desired TextArt effect as well as to enter and format the text to be displayed.

Available options:

▪ **Text**

Here, you can type the text to be displayed.

▪ **Variants**

In this list, you can select the effect with which the text should be displayed.

▪ **Font** section

Here, you can change the font and enable/disable the text styles **Bold** and **Italic**.

If you enable the option **Same height**, all letters (including lowercase letters) will be stretched to a uniform height.

▪ **Spacing** section

The **Characters** option changes the spacing between characters. If values are less than 100%, the characters are closer together. For values greater than 100%, the characters are further apart.

The option **Lines** changes the line spacing. This setting only affects text that consists of multiple lines.

▪ **Alignment** section

Here, you can change the alignment of the text. This setting only affects text that consists of multiple lines.

▪ **Vertical text**

If you enable this option, the letters of the text will be rotated by 90 degrees.

Transformation tab (available only for TextArt objects)

This tab appears only for TextArt objects.

You can use this tab to specify the type of shaping effect to be applied to the text. To do so, select the desired type of transformation from the list.

QR codes/Barcodes

This feature is only included in **SoftMaker Office Professional** and **NX Universal**.
In the Android/iOS version, the command is locked. (To unlock the command, see Welcome.)

You can use the ribbon command **Insert | QR code/barcode frame** ▣ in Presentations to generate your own QR barcodes or some common types of linear barcodes and insert them into the current document. The resulting object corresponds to a picture frame.

Linear barcodes contain a series of lines with different widths, which you know from everyday items (food, books, tickets, etc.).

QR codes, on the other hand, are primarily used to encode URLs that can be accessed by scanning them. In practice, you can use this format, for example, to issue invoices including a QR code to your customers. After scanning the code, the customer will be taken directly to the web page you have defined.

All types of codes that you create in Presentations can be scanned with a standard scanner app directly from the screen or from the printout of the document. Use the scanner that is integrated into your smartphone, for example.

To create and insert a QR code/barcode, proceed as follows:

1. Choose the ribbon command **Insert | group Objects | QR code/Barcode frame** ▣.

2. This will then open a dialog box in which you can select under **Type** whether you want to generate a QR code or one of the available linear barcodes. For explanations of the different types, see "Options of the dialog box" below.

3. Enter the desired URL, text, or number in the field below.

   Note: For the types *Barcode EAN-13* and *Barcode EAN-8*, you can only enter numbers.

4. Click on **Insert**. The QR code or barcode is now inserted as a picture frame.

   You can then move or resize the picture frame:

   To move it, click on the picture frame with the mouse, and then drag it (while still holding down the mouse button) to the desired position.

   To adjust its size, drag one of the round handles surrounding the picture frame.

Options of the dialog box

After choosing the ribbon command **QR code/barcode frame** ▣, you can select from the following types of codes in the dialog box:

▪ **QR code**

   A QR code is a two-dimensional code that can accommodate large amounts of data. You can enter all numbers and characters here, and there is no limit on the length of the entry.

▪ **Barcode128**

Code128 is an alphanumeric bar code with high data density. You can use numbers and characters of the ASCII code here, and there is no limit on the length of the entry.

The option **Text** can only be selected for this type. If it is enabled, the entered text is displayed below the barcode. If the option is disabled, the display of the text is suppressed.

- **Barcode EAN-13**

  An EAN-13 code is a numeric barcode. 12 digits must be entered, while the 13th digit is a check digit that is automatically generated and added at the end.

- **Barcode EAN-8**

  An EAN-8 code is a numeric barcode. 7 digits must be entered, while the 8th digit is a check digit that is automatically generated and added at the end.

Changing properties of QR code/barcode objects

An inserted QR code/barcode is actually nothing more than a picture frame. To change the properties, right-click on the object and select **Picture: Properties** in the context menu. In the dialog box that appears, switch to the **QR code/Barcode** tab, where you can change the type of barcode and the data for a URL, text or number.

You can use the **Export** button to save a copy of the barcode picture in PNG format on the hard disk. The dialog box "Save as" appears for this purpose.

All other options of the dialog box (or on the contextual ribbon tab **Picture**) correspond to a large extent to the properties of picture frames as described in the Pictures section.

Animations

In the section Using slide transitions, we introduced the *slide transitions* that enable you to apply transition effects when one slide moves to the next. In addition, *object animations* can be added to animate individual objects of a slide.

In this way, you can emphasize certain slide content, and thus attract increased attention from your audience or simply make the presentation appear more entertaining. However, you should ensure that these effects are not overused.

You can apply animations either to certain objects individually – or to all objects on a slide and even an entire presentation. You can achieve the latter using a *slide animation scheme*. Many of these animation schemes also contain matching slide transitions.

This chapter provides detailed information on working with object animations:

- **Object animations**

  In the first section, you will learn how to add, edit and manage animations for individual objects.

- **Slide animation schemes**

  The animation schemes will then be described. Thus, you can assign slide transitions *and* matching object animations to a slide or even an entire presentation at once.

Object animations

Object animations are motion effects that can be applied to individual objects. They enable you to visually highlight important points and make your presentation more appealing.

Conveniently apply object animations directly via the buttons on the ribbon tab **Animation** (or via the sidebar). Alternatively, you can choose the path via the dialog box by right-clicking on an object to open the context menu and selecting the command **Animations**.

Both methods enable you to add new animations and edit or delete existing ones. Choose your preferred method from one of the following two sections:

- Applying object animations via the ribbon tab "Animation"

  This section explains how to add an animation to an object directly via the ribbon buttons (or via the sidebar), and how to edit and manage animations.

- Applying object animations via the dialog box

  In this section, you will learn how to add animations to an object and then edit and manage them via the dialog box.

This is followed by a detailed description of how you can adjust the properties of object animations, regardless of whether you have added animations via the ribbon tab or via the dialog box.

▪ [Animation properties in detail](#)

Applying object animations via the ribbon tab "Animation"

You can add an animation effect to objects by applying it directly via the commands on the ribbon tab **Animation** (also possible: via the sidebar with an additional selection of animation effects). You can then change and manage the applied effects at any time using the sidebar.

Adding an object animation

To add an animation to an object, select the object (also possible for placeholders).

Then choose the command **Animations** ⭐ on the ribbon tab **Animation**.
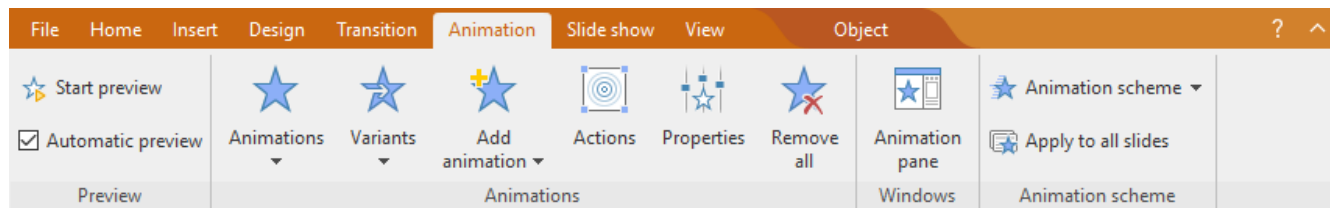
In the dropdown menu of the command **Animations**, you can choose from various types of effects:

▪ **Appear** effects make an object fade onto the slide.
Example: The object "flies" into the slide.

▪ **Emphasize** effects change the appearance of the object in order to emphasize it.
Example: The object flashes briefly in a different color or size.

▪ **Disappear** effects make the object disappear from the slide.
Example: The object "flies" out of the slide.

To remove an effect from the selected object, choose **None** from the dropdown menu. The entry **More animations** opens the dialog box with additional categories of animation effects. For more information, see [Applying object animations via the dialog box](#). (Note: These additional categories can also be found via the *sidebar*. For more information, see the description below.)

Some animations also have different available **variants** ⭐, which you can select via this button if necessary. In this case, the icon appears colored.

What is the difference between the buttons **Animations** ⭐ and **Add animation** ⭐?

The command **Animations** is usually used to initially apply an animation effect to an object. When you use this command again, you can replace the existing effect with another effect for this object. However, you use the command **Add animation** to add an additional effect to this object. Thus, a sequence of different effects is possible for the same object.

Further commands on the ribbon tab "Animations":

- **Automatic preview:** If this option is enabled, the effect is demonstrated immediately on the slide when you hover over it in the dropdown menu of the ribbon commands **Animations** or **Add animation**. This makes it easy to find a suitable effect.

- **Start preview:** With this command directly above it, you can check the animation for the selected object by starting it at any time after applying an effect.

  Note: If you select multiple objects, all animations for those objects will be played in succession. If no object is selected (click on the slide), all animations of the slide will be played in succession.

  > **Tip:** In the mini sorter, slides that have an effect are indicated with a little arrow icon ⬚ in their top left corner. If you click on this icon, you can also preview all effects in the thumbnails.

- **Actions**: Use this command to assign an *action* to an object. This is executed when running the slide show – either when clicking on this object or when the mouse is positioned over it. For more information, see Adding object actions.

- **Properties**: This allows you to subsequently edit the properties of the animation effect used, for example, options for starting an animation or its timing. For more information, see Animation properties in detail.

- **Remove all**: This command removes all animation effects from the current slide.

- **Animation pane**: This option enables (or disables) the *sidebar* with additional options for animation effects. To use the *sidebar* for object animations, see the description below.

- The command group **Animation scheme**: Animation schemes allow you to apply slide transitions *and* matching object animations. For more information, see Slide animation schemes.

Using the sidebar ("Animation pane")

Object animations can also be applied very conveniently via the *sidebar*, which is displayed to the right of the slide. Not only can you select from additional categories of animation effects here, but you can also edit the effects directly.

> **Tip:** Use the ribbon command **Animation | Animation pane** ⬚ to show/hide the sidebar.

Select the desired object and click on the icon ⭐ in the small toolbar above the sidebar. The sidebar then displays options for adding and editing object animations directly.

To add an object animation, proceed as follows:

1. In the sidebar, click on the **Add effect** button and select the type of effect you want to apply. (Click on **Appear, Emphasize** or **Disappear**.)

2. Then select the desired effect from the dropdown list that appears. If you click with the mouse on an effect, you can immediately see how the effect will affect the object on the slide (if the option **Preview** is enabled).

   Important: Finally, click **Add** to apply the effect.

3. In the sidebar, the applied animation effect then appears in a timeline (with the name of the related object). If necessary, select another **Variant** of the effect, but this option only appears for certain effects below the timeline.

   Tip: Above the **Add effect** button, you can see the type of effect used when you select an animation in the timeline.

To change and manage object animations, the sidebar provides the following options:

▪ To edit an animation, select it in the timeline and click on the **Edit** button. For more information, see Animation properties in detail.

▪ The buttons with the up ⬆ and down ⬇ arrows change the position of the animation that is currently selected in the timeline.

▪ The button ✖ deletes the selected animation.

▪ In addition, the sidebar displays a timeline with bars that represent the duration and delay with respect to the appearance of each animation. To change the timing of an animation, you can simply make the corresponding bar larger/smaller with the mouse (for duration) or move it (for delay).

▪ At the bottom of the sidebar, you will find the options for the **Preview** (which correspond to the aforementioned buttons on the ribbon tab **Animation | group Preview**) as well as settings for the start and duration of the selected animation.

To adjust additional settings of the selected animation, click on the **Edit** button in the sidebar (corresponds to the ribbon command **Animation | Properties**). For more information, see Animation properties in detail.

Notes on using the SoftMaker effects: In the dropdown list **Add effect** in the sidebar), you will find a category named "SoftMaker". This category contains particularly impressive animations that use a graphics technology called OpenGL. The following restrictions apply when you use these effects:

▪ The SoftMaker effects can be saved only in **Presentations documents**. When you save your presentation as a PowerPoint document, they will be replaced by simple fade effects.

▪ When running a slide show, these effects can only be played accordingly in **Presentations** but not in Microsoft PowerPoint.

Meaning of the icons in the timeline

For your information, the name of the object to which the animation is applied is displayed in the timeline for each animation. Tip: If you hover over it with the mouse here, you will also see an info text about the animation effect used and its duration.

The icons on the left indicate when the animation starts during the slide show:

🖰   The animation starts after a mouse click.

🕑   The animation starts after the previous animation.

(No icon)   The animation starts with the previous animation.

Note: You can customize these start options at the bottom of the sidebar (dropdown list "Start"). Further settings can be found via the **Edit button**. For more information, see Animation properties in detail.

The icons to the right of the start icons show the animation type:

⭐   *Appear* effect

⭐   *Emphasize* effect

Disappear effect

For media objects, the following icons are also displayed:

Play media object

Pause media object

Stop media object

Applying object animations via the dialog box

If you want to use the method via the dialog box to add an animation to an object, select the object and right-click on it to open the context menu and choose the command **Animations**.

Click on the **Add** button here...
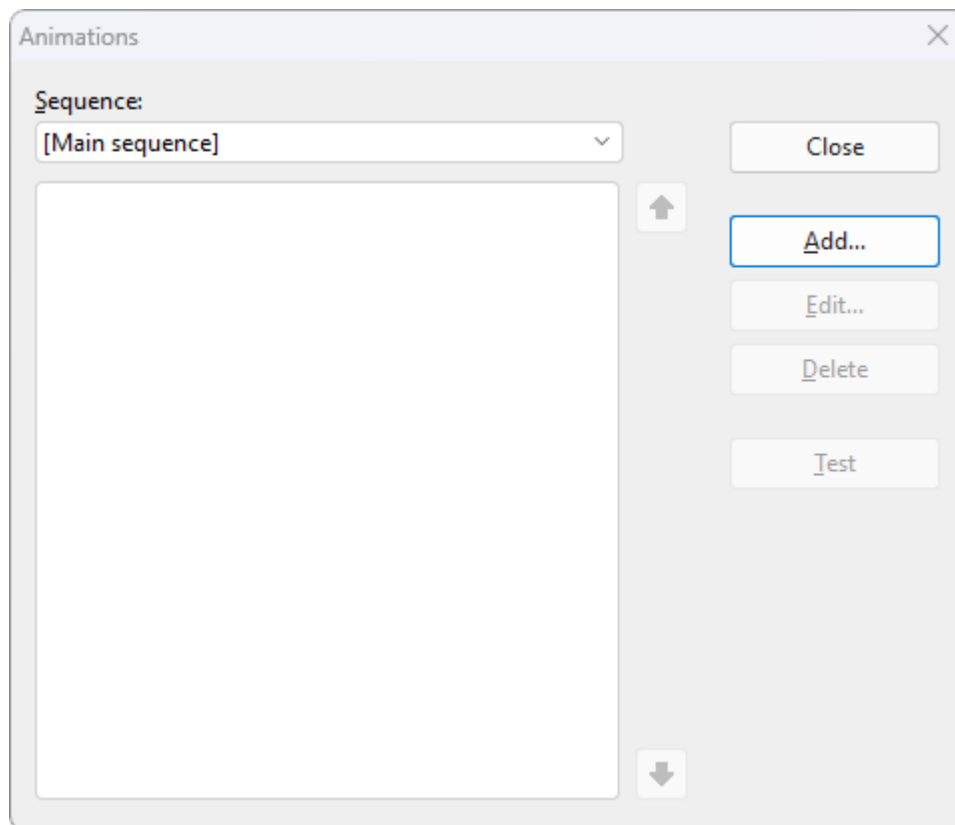
...whereupon another dialog box appears with all available animations:
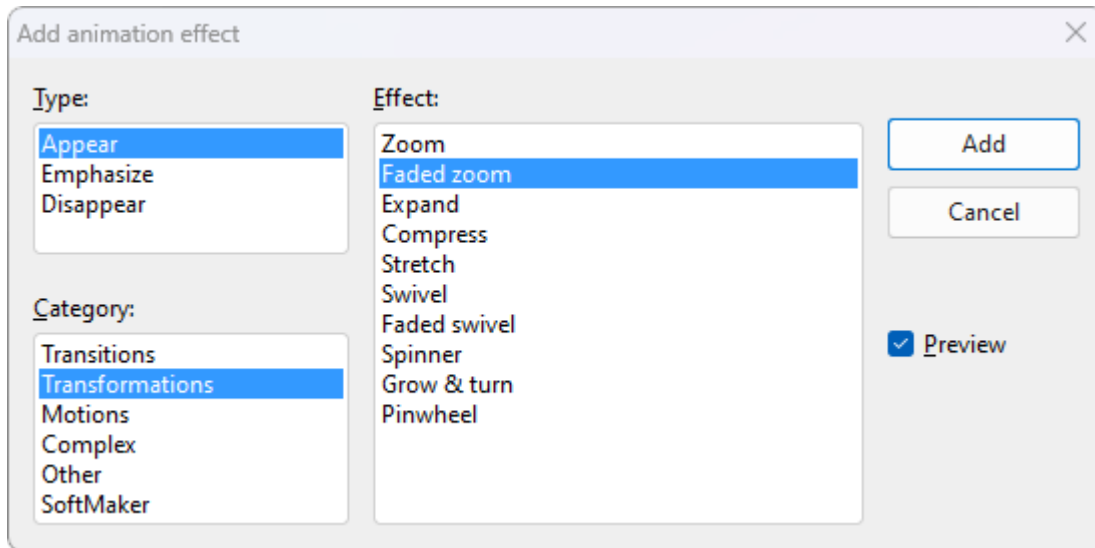
In the list **Type**, you can select the type of effect as follows:

- **Appear** effects make an object fade onto the slide.

  Example: The object "flies" into the slide.

- **Emphasize** effects change the appearance of the object to emphasize it.

  Example: The object flashes briefly in a different color or size.

- **Disappear** effects make the object disappear from the slide.

  Example: The object "flies" out of the slide.

For media objects (movies or sounds), one additional type named **Media commands** also appears with commands for playing, pausing or stopping the movie or sound.

Each of the effect types has a number of categories which are listed in the list **Category**. Each category, in turn, contains many effects that are listed in the list **Effect**.

To choose an effect, first select the **Type**, then the **Category** and finally the specific **Effect**.

If you have enabled the option **Preview**, you can view the animations directly in the slide while clicking on an effect in the dialog box. This enables you to quickly find a suitable effect.

Use the **Add** button to apply your selection.

Notes on using the SoftMaker effects

In the list of available effects, you will find a category named "SoftMaker". This category contains particularly impressive animations that use a graphics technology called OpenGL. The following restrictions apply when you use these effects:

- The SoftMaker effects can be saved only in **Presentations documents**. When you save your presentation as a PowerPoint document, they will be replaced by simple fade effects.

- When running a slide show, these effects can only be played accordingly in **Presentations** but not in Microsoft PowerPoint.

Changing and managing existing object animations

Once you have added animations to objects, you can subsequently edit them at any time.

Right-click on any object to open the context menu and choose the command **Animations**. The following dialog box shows *all* animations that are used on the current slide (see figure below).

Select the desired animation in the list, and then click on the **Edit** button. The program will display a dialog box in which numerous other settings can be made to "fine tune" the effect. For information on the individual options, see Animation properties in detail.

To remove an animation, select it in the list and click on the **Delete** button.

You can use the arrows to the right of the list to move animations up 🔼 and down 🔽 in the list to change the order in which they appear on the slide.

To see what an animation looks like in the slide, simply select it and click on the **Test** button.

The dropdown list **Sequence** provides access to various animation sequences if you have defined any of them. (You can always create additional animation sequences, which are only accessed when you click on a specific object in the presentation. For more information, see Animation properties in detail.)

Meaning of the icons in the dialog box

For your information, the list of animations for each animation displays the name of the animated object, the animation effect used and its duration.
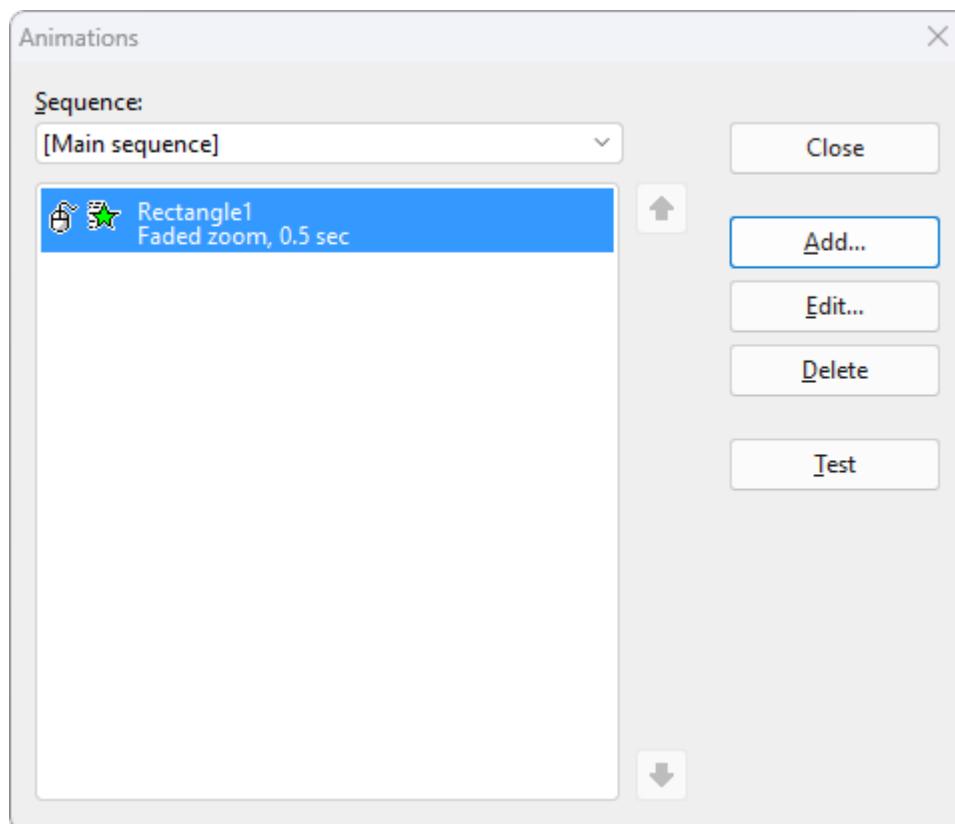
The icons to the left of them indicate when the animation starts during the slide show (see also the animation properties in the next section):

🖱️   The animation starts after a mouse click.

⏲️   The animation starts after the previous animation.

(No icon)   The animation starts with the previous animation.

The icons to the right of the start icons show the animation type:

⭐   *Appear* effect

⭐   *Emphasize* effect

⭐   *Disappear* effect

For media objects, the following icons are also displayed:

▶️   Play media object

⏸️   Pause media object

⏹️   Stop media object

Tip: Using the sidebar

Object animations can be applied even faster via the *sidebar*, which is displayed to the right of the slide.

To do so, click on the icon ⭐ in the small toolbar above the sidebar. The sidebar then displays options for adding and editing object animations directly. Its use is basically similar to the dialog box described above.

- To add an animation to an object, select the object, click on the **Add effect** button in the sidebar and choose which type of effect to apply. Then choose the desired effect and click on the **Add** button.

- To edit an existing animation, select it in the timeline and click on the **Edit** button.

- The buttons with the up ⬆️ and down ⬇️ arrows change the position of the animation that is currently selected in the timeline.

- The button ❌ deletes the selected animation.

- In addition, the sidebar displays a timeline with bars that represent the duration and delay with respect to each animation. To change the timing of an animation, you can simply make the corresponding bar larger/smaller with the mouse or move it.

For more information on using the sidebar, see the previous section <u>Applying object animations via the ribbon tab "Animation"</u>.

Animation properties in detail

You can subsequently edit the animations for objects on the current slide in detail at any time.

To do so, select the object whose animation effect you want to adjust and choose one of the following methods to open the dialog box *Animation properties*:

▪ On the ribbon tab **Animation**, choose the command **Properties** (not possible for multiple effects on the same object).

▪ Alternatively, click on the **Edit** button in the sidebar (**Animation pane**).

 Even faster: Simply double-click on the animation effect in the side bar.

▪ Alternatively, right-click on the object to open the context menu and choose the command **Animations**. Select the **Edit** button in the following dialog box.

Note: For the latter two methods, make sure that you have selected the desired animation from the respective list before clicking on the **Edit** button. You can also select multiple animations and apply the same settings to all of them.

The program displays a dialog box with the following options:

Start tab

Here, you determine when to start the animation.

▪ **Start animation** section:

 On next mouse click: The animation starts after a mouse click.

 After previous animation: The animation starts as soon as the previous animation is finished (if a previous animation exists, see note below).

 Together with previous animation: The animation starts at the same time as the previous animation.

> *Note:* If you want an animation to start automatically during the slide show, but it is the *first* one of a slide, just select the option **After previous animation** for this purpose also. Presentations then recognizes that no previous animation exists and will start with it immediately.

▪ **Sequence** section:

 Here, you specify whether the animation should be started as part of the main sequence – or part of an additional sequence that is triggered only when you click on a specific object.

 Start animation as part of the main sequence: The animation is part of the "main sequence" for this slide, which means that the animation will be executed *every time* this slide is displayed during the slide show (depending on the start settings described above).

 Start animation after click on the following object: The animation starts *only* when you click on the specified object. You can select the desired object in the dropdown list.

> **Note:** Choosing the latter option will create another animation sequence *in addition* to the main sequence. It will only be executed when you click on the selected object during the slide show.
>
> If you have defined several sequences for a slide, you can access them by opening the dropdown list **Sequence** in the dialog box of the context menu command **Animations**. In this list, you can select the sequence that you want to edit.

Timing tab

Here, you set how long the selected animation takes, whether it has a delayed start, and whether it should be repeated.

- **Duration:** This option lets you specify how long the animation should take to complete (the shorter the time you set, the faster the animation runs).

- **Delay:** Here, you can enter a time that should elapse before the animation starts after it is triggered. If, for example, you set the start to "On next mouse click" and enter 5 here, it will take 5 seconds for the animation to start after you click on it with the mouse.

- **Repeat:** Here, you can set whether and how often the animation should be repeated. To do so, select an entry from the list or enter a number. An animation only runs once by default.

- **Play across slides:** For sounds only: By default, sounds in a slide show are stopped when switching to the next slide. If you want a sound to continue playing across a number of slides (for example, for background music), enter the number of slides here.

- **Smooth start:** This option slows down the speed a little when the animation starts.

- **Smooth end:** This option slows down the speed a little when the animation ends.

Effect tab

Here, you can change the originally selected animation effect again.

- **Animation type:** There are three basic types of animations: Appear, Emphasize and Disappear (as described in the previous section). Each type contains a number of different effects.

- **Animation effect:** This option lists the effects available for each type.

- **Variants** (only available for certain effects)**:** This option lists the available variants for each effect, for example, the direction from which the animated object should fly into the slide.

Sound tab

Here, you can assign a sound to the animation also.

- **Keep previous sound:** This option continues playing the sound that you set for the previous animation.

- **Stop previous sound:** This option stops the sound that you assigned to the previous animation.

- **Play new sound:** This option plays a new sound as soon as the animation is triggered. To choose the sound file to play, select it from the list or click on the **File** button to select a new sound file.

End tab

Here, you specify what happens at the end of the animation. For example, you can have the object dimmed when the animation is finished.

> *Note:* Instead of using the limited options provided on this tab, you can alternatively assign a *Disappear* effect to the object, which offers far more setting options from which to choose.

The following settings are available:

- **Don't dim:** The object does not change after the end of the animation.

- **Dim with color:** The object is dimmed to the selected color after the animation ends.

- **Hide:** This option hides the object when its animation ends.

- **Hide after next mouse click:** This option hides the object at the first mouse click after the object animation ends.

  > *Note:* Of course, the effect can only be seen if the associated animation is not the last animation of this slide because then a mouse click usually switches to the next slide.

- **Rewind emphasis effect:** For some *Emphasize* effects, for example, the object changes color and remains in the new color at the end. If you enable this option, the object will return to its original color at the end of such an animation.

  If the object automatically changes back to its original color in the selected effect, this option is grayed out.

Text tab

> *Note:* This tab is available only for objects that contain text.

Here, you can specify how the text contained in the object should be animated.

- **Animate paragraphs:** In this dropdown list, you can specify whether the whole text should be animated at once or just parts of the text (all paragraphs or different list levels for hierarchical bulleted lists).

- **Automatically animate grouped paragraphs with delay:** Here, you define the delay to wait between each paragraph group.

  This option is available only if you have grouped by levels for the option **Animate paragraphs**.

- **Reverse animation order:** This option reverses the order of the individual animated text parts.

  This option is available only if you have grouped by levels for the option **Animate paragraphs**.

- **Animate text:** Here, you can specify whether the text is animated as a whole, word for word or letter by letter.

- **Delay between words/letters:** This option sets additional delay times between words or letters (depending on what you set for **Animate text**).

- **Animate attached shape:** If this option is enabled, the selected animation effect also applies to the object. Otherwise, only the text is animated.

Slide animation schemes

Slide animation schemes are sets of predefined special effects that enable you to easily add some motion to your presentation. Most of the available slide animation schemes include slide transitions *and* matching object animations.

> **Note:** The object animations contained in the slide animation schemes are applied only to placeholders that contain text. Other objects (for example, pictures) are not animated. Of course, you can manually add animations to these objects at any time. For more information, see Object animations.

Slide animation schemes can be applied in various ways:

- Via the ribbon tab **Animation**
- Or via the sidebar
- Or via the dialog box

All of the methods listed have identical options, thus depending on your preference, follow one of the explanations below:

Applying slide animation schemes via the ribbon tab

To apply an animation scheme directly to the current slide using the ribbon commands, proceed as follows:

1. Choose the ribbon command **Animation | Animation scheme** ⭐.

2. In the dropdown menu of the command, you can preview the available effects on the slide by hovering over them with the mouse. For this purpose, the option **Automatic preview** must be enabled on the ribbon tab **Animation**.

   Tip: In the status bar, a short description of the included slide transition and animation effects is displayed on the left.

3. Then click on the desired effect to finally apply it to the current slide.

You can remove the effect using the option **None** in the dropdown menu.

The option **More animation schemes** in the dropdown menu opens the dialog box (see below), which contains almost identical options.

Choose the command **Apply to all slides** 📇 on the ribbon tab **Animation |** group **Animation scheme** to apply the animation scheme to all slides in your presentation.

> **Tip:** The command **Start preview** on the ribbon tab **Animation |** group **Preview** allows you to play the selected effect for review at any time after applying an animation scheme. Alternatively: In the mini sorter, click on the small icon with the arrow ↪ above a slide to view the effect in the mini sorter.

Applying slide animation schemes via the sidebar

Just as quickly as using the ribbon commands, animation schemes can be applied using the *sidebar* that is displayed to the right of the slide.

> **Tip:** Use the ribbon command **Animation | Animation pane** ⊡ to show/hide the sidebar.

Click on the icon ★ in the small toolbar above the sidebar. The sidebar now displays a list of all available slide animation schemes. Simply click on one of them, and it will be applied to the current slide immediately.

Tip: When you hover over an effect with the mouse, an info text appears with a brief description of the included slide transition and animation effects.

If the option **Preview** is enabled in the sidebar, you can review the effect on the slide directly when you select it.

The **Apply to all slides** button assigns the selected animation scheme to all slides in your presentation.

You can remove the effect via the entry **No animation** at the top of the dropdown list.

For more information on the sidebar, see Using the sidebar.

Applying slide animation schemes via the dialog box

To apply a slide animation scheme via the dialog box, right-click on a free space in the slide to open the context menu and select **Animation scheme**.
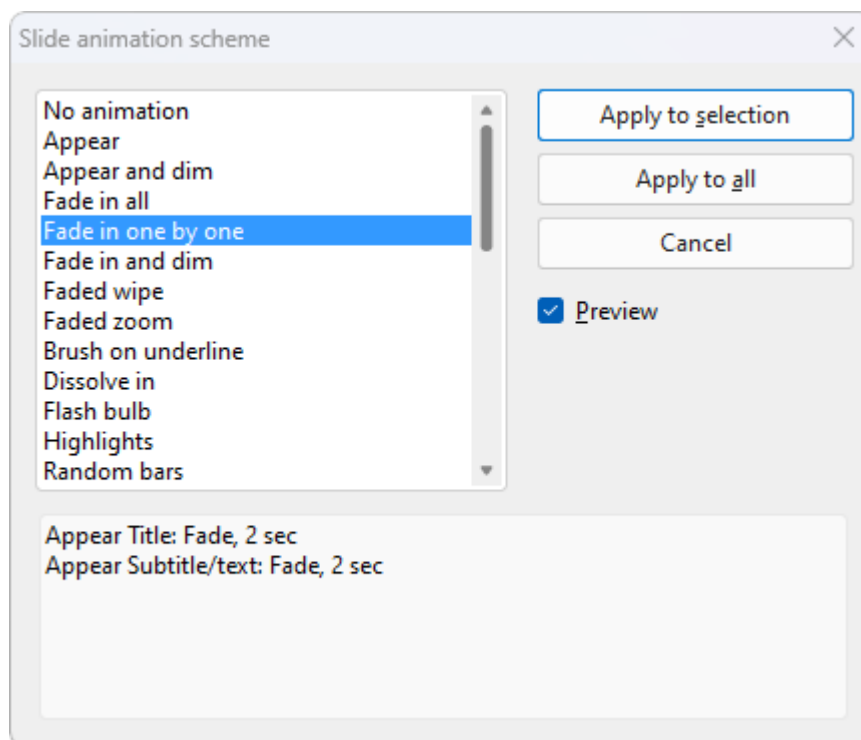
A dialog box appears with a dropdown list of all available slide animation schemes.

If the option **Preview** is enabled, you will see a preview of the effects included in the scheme directly on the slide. This lets you click through the dropdown list and review the effects before applying the most appropriate one. The text box at the bottom of the dialog box contains brief descriptions of the included slide transition and animation effects.

To apply the selected animation scheme to all slides in your presentation, click on the **Apply to all** button. If you want to apply it only to the slides that are currently selected, click on **Apply to selection**.

You can remove the effect by selecting the entry **No animation** in the dropdown list.

Working with text

On slides with placeholders, you can enter text by simply clicking in the placeholder and starting to type. In addition, you can always add text frames and AutoShapes to your slides and enter text inside them.

Editing and formatting text with Presentations is similar to using a word processing program. In this chapter, you will learn everything you need to know about working with other file formats. It is divided into the following sections:

- Character formatting
- Paragraph formatting
- Bulleted and numbered lists
- Searching and replacing
- Moving, deleting and copying
- Paste (special)
- Inserting special characters

Character formatting

On the ribbon tab **Home** | group **Character**, you will find the most frequently used commands to change the appearance of single or multiple characters in the text.

> **Tip:** You can also change the character formatting of an entire placeholder by selecting it first.

Common commands: Via the icons of the command group "Character"
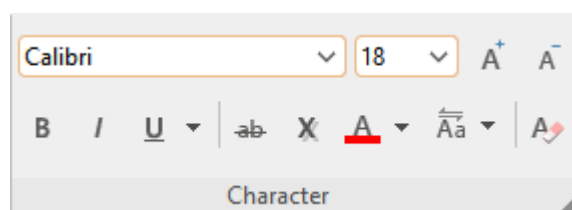
You can use the group icons to directly make the following settings:

- Font and font size
- Text styles (for example, bold, italics, underlined)
- Colors

- Resetting the character formatting

Additional options: In the dialog box of the command group "Character"

If you click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home | group **Character**, the program opens a dialog box in which you will find additional options for character formatting.
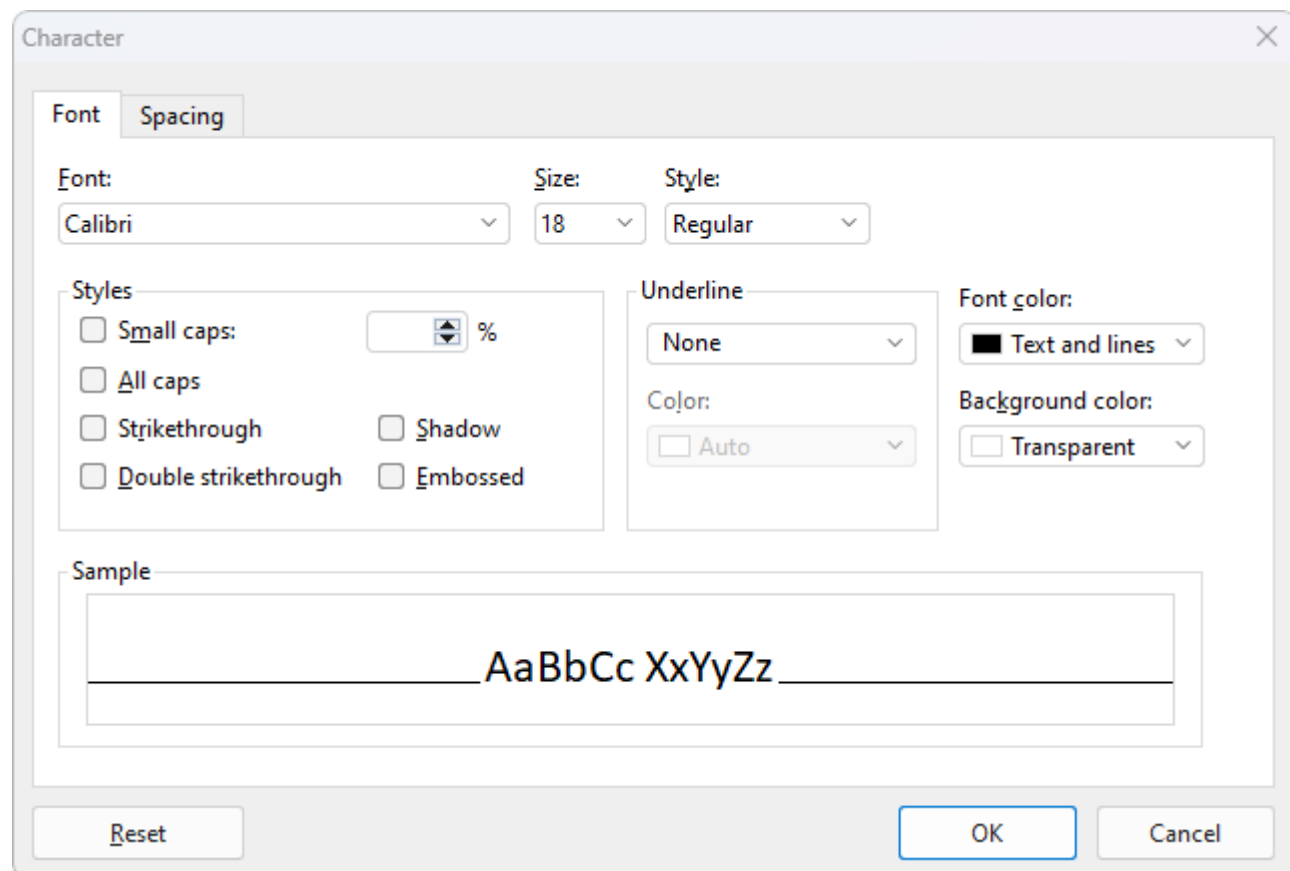
The displayed dialog box has several tabs that you can switch between by clicking on one of the tabs with the mouse:

- **Font** tab

  For selecting Font and font size, other Text styles and Colors

- **Spacing** tab

  For changing properties like Superscripts and subscripts, Letter spacing and character pitch, and enabling/disabling Kerning

- **Hyperlink** tab

  For inserting and editing Hyperlinks (for example, to web pages)

Changing character formatting

There are two ways to change character formatting:

- To *subsequently* change the character formatting, select the desired text and apply the appropriate formatting (font, font size, etc.) via the icons or via the dialog box.

  Android/iOS: If you are using these versions, please note that selecting text works slightly differently there. For more information, see Working with selections.

- To change the character formatting *as you type* new text, select a different font and then simply continue typing. From that point on, all text that you enter will appear in the new font – until you select a different font again.

See the following pages for more detailed information on character formatting.

Font and font size

To change the font or font size of text, see the commands on the ribbon tab **Home** | group **Character**. Proceed as follows:

Via the buttons of the command group "Character"
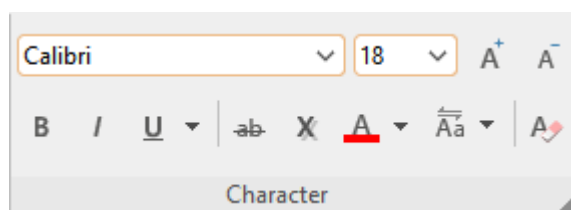
1. First, select the desired text.

2. Click on the small arrow to the right of **Font** or **Font size**.

3. Set the desired font and font size:

   Font: Select the desired font from the dropdown list via a mouse click.

   Font size: The dropdown list offers the most common font sizes, which you can select via a mouse click. However, you can enter a different size manually at any time. Font sizes can be entered with a precision of a tenth of a point – thus font sizes such as 12.7 are also allowed.

   Tip: The icons A^+ A^- in the group **Character** can be used to increase or decrease the font size by one level.

In the dialog box of the command group "Character"

If you only want to change the font and font size, these options in the dialog box are exactly the same as the buttons described above. Thus, it is only advisable to use the dialog box if you also want to apply other character formatting options that are unavailable as buttons.

On the ribbon tab **Home** | group **Character**, you open the dialog box via the group arrow ◢ in the lower right corner and select the **Font** tab in the dialog box.

You can now set the desired font and font size in the dialog box:

- To change the *font*, open the dropdown list **Font** by clicking on the little arrow to its right and selecting the desired font.

- The dropdown list **Size** offers the most common *font sizes*. However, you can always enter a different size manually. Font sizes can be entered with a precision of a tenth of a point – thus font sizes such as 12.7 are also allowed.

Text styles

Text styles are character formatting options such as bold, italics, underlining, etc.

Presentations offers the following text styles:

- *Italic***:** A slanted variant of the font.

- **Bold:** A stronger ("more pronounced") variant of the font.

- <u>**Underline**</u>**:** The text is underlined (with various options for line styles and line colors).

- **Small Caps*:** Smaller uppercase letters are used instead of lowercase letters.

- **All caps*:** All characters are output as uppercase letters.

- **ALL UPPERCASE**:** All characters are converted into (real) capital letters.

- **all lowercase**:** All characters are converted into (real) lowercase letters.

- **First Character Uppercase**:** Each word begins with a (real) capital letter.

- ~~**Strikethrough**~~**:** The text is struck through.

- **Shadow:** The text is given a shadow effect.

- **Embossed:** The text looks like it is embossed.

- **Font color, Background color*:** You can also change the color of text. (For more information, see Font color).

- **Superscripts** and **subscripts*:** for example, r^2 and H_2O. For more information, see Superscripts and subscripts.

  * This option is only available via the dialog box of the command group "Character"
  This option is only available via the icons of the command group "Character"

Common commands: Via the icons of the command group "Character"

The most common text styles can be applied on the ribbon tab **Home** | group **Character** directly via the icons of the group.
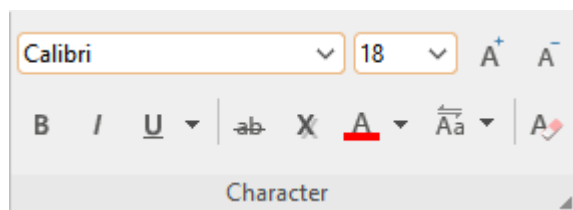
To apply text styles, proceed as follows:

1. Select the desired text.

2. Click on the icon for the text style you would like to enable or disable.

The **B** stands for bold, the *I* for italics and the U for simple underlining. Click on the small arrow next to the U to open a dropdown menu with further options for underlining (for line style and line color).

The ab stands for struckthrough and the X for shadowed.

If you click directly on the Aa icon or also on the small arrow next to it, the program opens a dropdown menu which allows you to apply **Change capitalization** to the text.

Note: Using the options for **Change capitalization** is an actual spelling change that is also perceived as such by the spell check. In contrast, the option **All caps** in the dialog box (see below) is only an effect for display (such as italics).

Text styles can be combined (almost) as desired.

Additional options: Via the dialog box of the command group "Character"

For additional text styles that you cannot find via the buttons (for example, Sᴍᴀʟʟ Cᴀᴘs), open the dialog box.

On the ribbon tab **Home** | group **Character**, click on the group arrow ◢ in the bottom right corner and switch to the **Font** tab in the dialog box.

▪ In the area **Styles** you will find small caps, all caps, strikethroughs, shadow and embossed. These can be enabled or disabled there via a simple mouse click.

Note: The **All caps** option in the Styles area is only a display effect and not an actual spelling change like the **Change capitalization** button described above.

▪ In the area **Underline**, you can use the dropdown lists to select different line styles and colors for underlined text.

▪ To enable bold and/or italics, open the dropdown list **Style** (to the right of font size) and select the desired entry: Regular, *Italic*, **Bold** or ***Bold Italic***.

Shortcut keys

There are also shortcut keys for some text styles:

Command	Windows/Linux	Mac
Bold	**Ctrl+B**	**Cmd+B**
Italic	**Ctrl+I**	**Cmd+I**
Underline	**Ctrl+U**	**Cmd+U**
Superscript	**Ctrl+Shift+(Num+)**	**Cmd+Shift+(Num+)**
Subscript	**Ctrl+Shift+(Num-)**	**Cmd+Shift+(Num-)**
Remove superscript or subscript	**Ctrl+Shift+(Num*)**	**Cmd+Shift+(Num*)**
Change uppercase/lowercase of text (from "test" to "Test" to "TEST")	**Shift+F3**	**Shift+F3**

Note: (Num+) (Num-) (Num) represent the keys on the numeric keypad, usually located on the right side of the keyboard.*

Font color

You can change the color of the text itself and its background. The commands for this purpose can be accessed via the ribbon tab **Home** | group **Character**.

Applying via the icons of the command group "Character"
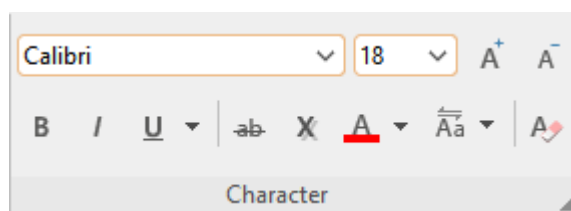
For the **Font color** , proceed as follows:

1. Select the desired text and click on the small arrow to the right of the icon (i.e., *not* on the icon itself).

2. Select the desired color from the dropdown menu. In addition to the *Standard colors*, you can also select colors from the *Slide color scheme*, which are defined for the slide design. For more information see Creating and editing a color scheme.

   Tip: To format more text in the same color, select the text and then click on the icon itself because the last color used will be applied again.

If you also want to highlight the text background with a **background color**, switch to the dialog box of the command group "Character"(see below).

Background color: In the dialog box of the command group "Character"

Insofar as only the font color is concerned, the options in the dialog box correspond exactly to the button described above. However, you can also change the **background color** in addition to the font color in the dialog box.

Proceed as follows:

1. Select the text and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Font** tab.

2. Open the dropdown list **Background color** and select the desired color.

Notes

Color lists only offer a few standard colors, but you can always compose your own colors. To do so, click on the entry **Define color...** at the end of the dropdown list. (For more information, see also Document properties, Colors tab.)

Superscripts and subscripts

You can add a superscript (for example, r^2) or a subscript (for example, H_2O) to text.

Select the text and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Spacing** tab and enable **Superscript** or **Subscript**.

If required, also enter the percentage of the superscript or subscript text in the field **Position**. You can also use a percentage in the field **Size** to determine how much the font size should be reduced. For example, enter 100 percent if you do not want the font to be reduced.

Shortcut keys

You can apply superscript/subscript even faster via the following shortcut keys:

Command	Windows/Linux	Mac
Superscript	**Ctrl+Shift+(Num+)**	**Cmd+Shift+(Num+)**
Subscript	**Ctrl+Shift+(Num-)**	**Cmd+Shift+(Num-)**
Remove superscript or subscript	**Ctrl+Shift+(Num*)**	**Cmd+Shift+(Num*)**

Note: (Num+) (Num-) (Num) represent the keys on the numeric keypad, usually located on the right side of the keyboard.*

Tip for Windows users: If you simply want to insert a superscript square number (m^2) or cubic number (m^3) directly, the key combination **AltGr+2** or **AltGr+3** is also available. Use the number bar above the letters rather than the numbers on the numeric keypad.

Letter spacing and character pitch

Presentations also allows you to change the letter spacing and character pitch of text if necessary.

Letter spacing is the horizontal distance between characters. If values are less than 100%, the characters are closer together. For values greater than 100%, the characters are further apart.

Changing the **character pitch** changes the width of the characters themselves rather than the distance between them, thus the characters are distorted.

To change these settings, click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Spacing** tab and enter the required values for **Letter spacing** or **Character pitch**.

Note: Some printers do not support changing the character pitch for internal printer fonts. The font then appears wider or narrower on the screen but not in the printout.

Kerning

Certain pairs of letters look better when the spacing between these letters is reduced or increased a bit. Such adjusting is known as *kerning*.

The following figure illustrates what is meant by kerning:

Above: without kerning. Below: with kerning

The upper text (without kerning) shows that the letters "V" and "A" are usually too far apart. This was corrected for the lower text (with kerning).

This adjusting occurs fully automatically. All you have to do is enable kerning:

Select the desired text, and click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Character**. In the dialog box, switch to the **Spacing** tab and enable the option **Use kerning**.

Presentations now automatically adjusts the spacing between all letters where this would improve the text appearance.

Note: Not all fonts provide *kerning information* in their font data. This information is required to determine which letter pairs to adjust and how. Almost all font collections published by **SoftMaker** include extensive kerning information.

Hyperlinks

On the **Hyperlink** tab in the dialog box of the command group **Home** | group **Character** ◢, you can add a *hyperlink* to text.

For example, a hyperlink to a web page can be inserted into a slide. If you click on this link text during the slide show, the web browser starts and displays the specified page.

Creating a hyperlink

To insert a hyperlink, select the text into which you want to include a hyperlink. Then open the dialog box by clicking on the group arrow ◢ on the ribbon tab **Home** | group **Character** and switch to the **Hyperlink** tab.

Even faster: Choose the ribbon command **Insert** | group **Links** | **Hyperlink** 🔗.

In the dialog box, use the **Type** section to specify which action should happen when you click on the link:

- **None:** Do not perform any action. This is the default setting. (The settings in the **Effects** section will still work independently.)

- **Slide navigation:** Jump to another slide. To do so, select the desired slide from the list.

- **Custom slide show:** Start a custom slide show. To do so, select the desired slide show from the list. For information on creating custom slide shows, see Custom slide shows.

- **URL:** Access the specified URL (web address or path to a locally stored HTML file). For web pages, your web browser is automatically started. For this purpose, you must enter "http://" in front of the address of the page, for example, "http://www.example.com".

  In the **Bookmark** field, you can also enter a bookmark if you want to jump to a specific target position on the specified website.

- **File:** Open the specified file. Here, you can enter either an executable file or a document. Specify the path and name of the file, and the associated application will then start automatically.

- **E-mail:** Send an e-mail. To do so, enter the recipient's e-mail address and (optionally) the subject.

- **Object action:** This option is not available for text. (For more information, see Adding object actions)

Tip: Links to URLs and e-mail addresses can be created faster and easier if the option **Format URLs as hyperlinks** is enabled in the dialog box of the ribbon command **Review** | **Auto correction**. You can then type the destination address (for example, "www.example.com" or "mailto:xy@example.com") directly into the slide text and press the space bar. Presentations recognizes that you have entered a web address or e-mail address and automatically formats it as a link.

This setting is global and not document-specific. If, in some cases, you do not want the conversion to a link at certain points, right-click on the link to open the context menu and select **Remove hyperlink**. Alternatively, use the **Undo** command directly after the conversion to a link.

The **Effects** section can be used to add sound effects that are played when you click on the hyperlink:

- **No effect:** No sound is played when you click on the link during the slide show. This is the default setting.

- **Stop previous sound:** This option stops whatever sound was playing in the current slide.

- **Play new sound:** This option plays the selected sound file. Select the sound file to be played from the list or click on the **File** button to specify a sound file on your hard drive.

The **Reset** button allows you to undo all changes made *in the open dialog box* provided that you have not yet confirmed them with OK.

Opening hyperlinks

To open a hyperlink when running a slide show, simply click on the text that contains the hyperlink. Presentations then opens the linked document.

In the normal slide view, however, click on the link text with the key combination **Ctrl + left mouse button** (alternatively or for Android/iOS: in the context menu with the command **Go to link**).

Editing or removing a hyperlink

Existing hyperlinks can be edited as follows:

- **Changing destination**

  To change the destination of a hyperlink, select the complete link text and then choose the ribbon command again **Insert | group Links | Hyperlink** (alternatively via the context menu: **Edit link**). The program again displays the dialog box in which you can edit the destination for the link.

To remove a hyperlink, proceed as follows:

- **Removing a hyperlink by deleting the link text**

  If you delete text that contains a hyperlink, the link is also removed.

- **Removing only the hyperlink**

  If you only want to remove the hyperlink but retain the associated section of text, select it and then right-click to select the entry **Remove hyperlink** in the context menu.

Format painter

You can use the command **Home | Format painter** to instantly transfer the character formatting (font and font size, text styles, etc.) from one character to other characters.

To do so, proceed as follows:

1. First, select the character whose format you want to transfer. You can also select multiple characters; however, they should all have the same character format.

2. Click on the **Format painter** icon ✏️ on the ribbon tab **Home|** group **Edit**.

   The mouse cursor then changes into a brush: ᴵ✏️

3. Drag the mouse (with the mouse button held down) over the characters to which the format is to be transferred.

   > *Tip:* If you press and hold the **Ctrl** key while you do this, both the character formatting and paragraph formatting will be transferred.

4. If you want to transfer the format to other sections of text, repeat step **3**.

5. When you are finished, click on the **Format painter** icon again or simply press the **Esc** key.

Shortcut keys

You can also use the keyboard to perform the **Format painter** function:

Command	Windows/Linux	Mac
Format painter (copying step)	**Ctrl+Shift+C**	**Cmd+Shift+C**
Format painter (pasting step)	**Ctrl+Shift+V**	**Cmd+Shift+V**

Resetting the character formatting

Presentations allows you to remove character formatting at any time. You will find the commands for this process on the ribbon tab **Home** | group **Character**.

Applying via the icon in the command group "Character"

1. Select the relevant section of text.

2. Click on the **Reset character formatting** icon 🅰️.

Presentations now removes any character formatting that you have manually applied to this section of text. However, the program retains paragraph formatting.

Shortcut key

You can also use the keyboard to choose the command **Reset character formatting**:

Command	Windows/Linux	Mac
Resetting the character formatting	**Ctrl+Space**	**Cmd+Space**

Resetting in the dialog box of the command group "Character"

In the dialog box of the ribbon tab **Home** | group **Character** ◢, you will also find a **Reset** button on each tab. However, the use of this button differs from the above function: You can only use it to undo all changes made *in the open dialog box* provided that you have not yet confirmed them with OK.

If the changes have already been confirmed with OK, they can only be undone via the **Reset character formatting** icon described above.

Replacing fonts

You can completely replace a font with a different font in your presentation. You might do so for design purposes (because one font looks better than another) or due to a font being unavailable on your system.

To replace the font of the entire presentation, proceed as follows:

1. Choose the ribbon command **Design** | group **Design** | **Replace font** ⬚.

2. Presentations opens the following dialog box with two dropdown lists:
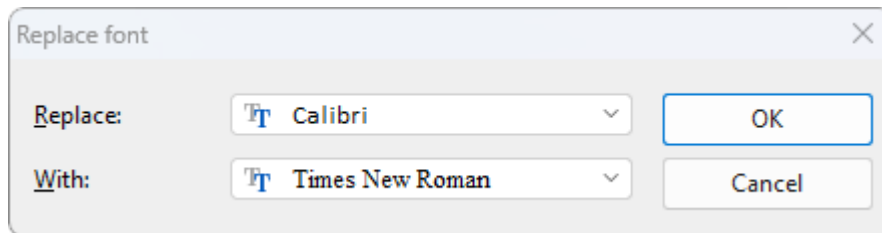
3. In the upper dropdown list **Replace**, you will find the font(s) that are included in the presentation. Here, select the font that you want to replace.

4. Then, in the lower dropdown list **With**, select the new font that you want to use instead.

As soon as you confirm with **OK**, Presentations replaces all instances of this font throughout the presentation.

Paragraph formatting

On the ribbon tab **Home** | group **Paragraph**, you will find the most frequently used commands for determining the formatting of text paragraphs.
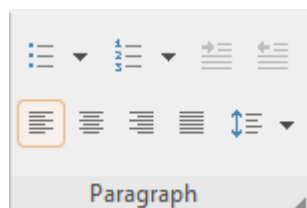
You can use the group icons to directly make the following settings:

- Line spacing
- Paragraph alignment
- Bulleted lists (or numbering)

Additional options: In the dialog box of the command group "Paragraph"

If you click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**, a dialog box opens with additional options for paragraph formatting:

- Indents
- Spacing above/below a paragraph
- Changing the_character format for whole paragraphs
- Tabs
- Hyphenation frequency (see Hyphenation)

More information can be found on the following pages.

Paragraph formatting always applies to *complete paragraphs*. Changes to paragraph formatting always affect the *whole* paragraph in which the text cursor is positioned. If you select multiple paragraphs, all selected paragraphs will be affected.

Changing the paragraph formatting

You can change the paragraph formatting in two different ways:

- To *subsequently* change the paragraph formatting, select the relevant paragraphs and make the required changes via the icons or via the dialog box.

- To change the paragraph formatting *as you type* new text, use the icons or the dialog box to set the desired formatting without first selecting anything. The current paragraph is now reformatted accordingly. Furthermore, any new paragraph that you start with the **Enter key**↵ will be formatted in the same way until you change the paragraph formatting again.

Tip: To change the paragraph formatting of an entire placeholder, select it first.

Units of measure: In Presentations, dialog boxes not only accept values specified in the default unit of measure inches*, but they also accept them in other units of measure. To enter a value in specific units, simply add one of the following units of measure after the number:

Unit	Explanation
cm	Centimeter
in	Inch – 1 in equals 2.54 cm.
pt	Point – 72 pt equal 1 in.
pi	Pica (character) – 1 pi equals 12 pt

* The default unit of measure depends on your computer's regional settings (on Windows). For information on other operating systems, see Settings, Appearance tab.

If, for example, you type "7.62 cm" as the position for a tab, Presentations puts it at 3 inches (7.62 cm).

Indents

You can use *indents* to temporarily change the left and right margins of paragraphs to move text in or out. The indent for the first line of a paragraph can be specified separately.

To use indents, place the text cursor in the desired paragraph or select multiple paragraphs. Then click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph** to open the dialog box of the **Paragraph** tab.
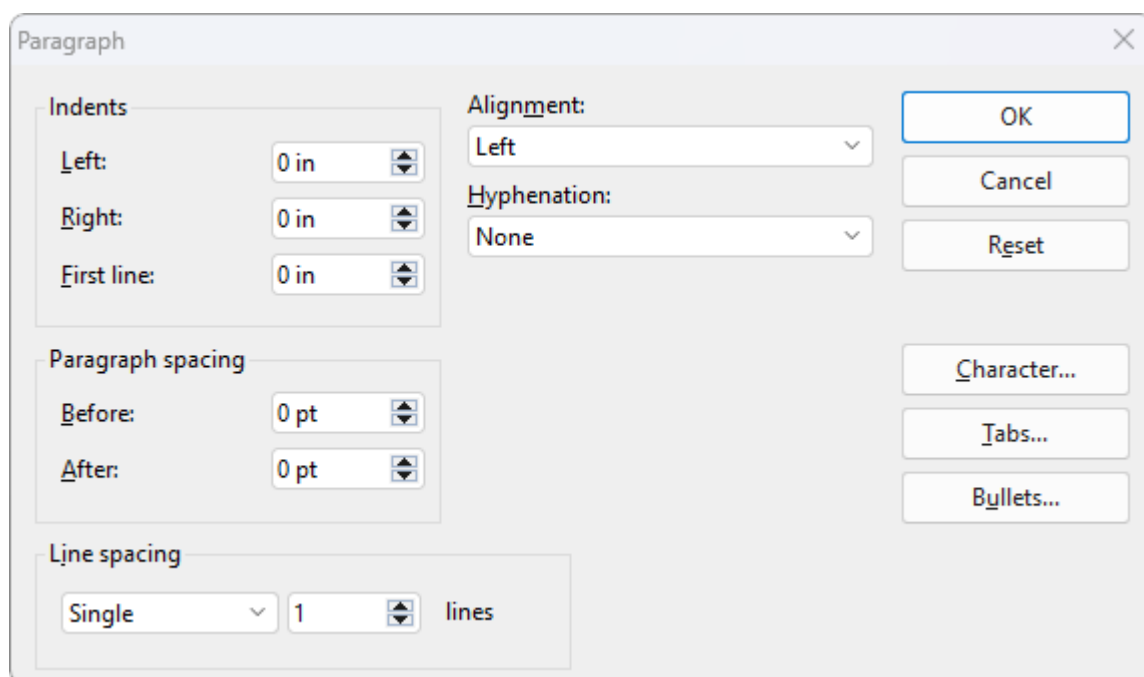
In the **Indents** section, you can set the **Left** indent, the **Right** indent and the **First line** indent of a paragraph. Enter the desired values here.

The other options on this tab are explained in the following sections.

Using the horizontal ruler

You can also use the mouse to change indents directly in the *horizontal ruler* that is displayed above the document (unless it has been hidden with the ribbon command **View | Ruler**).

To do so, place the text cursor in the desired paragraph or select several paragraphs. The indents are now shown as small handles in the ruler:
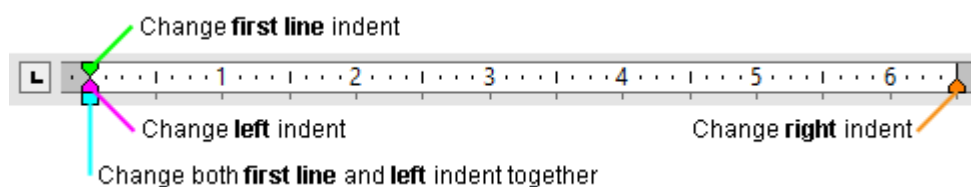
The horizontal ruler (with colored indent handles)

To change an indent, click with the mouse on the corresponding handle (see figure), hold the mouse button down and drag the handle to the desired position.

Note: When changing the **Left** indent, be careful to catch hold of the correct handle because only the *lower* triangle will affect this indent. Likewise, the upper triangle will affect only the **First line** indent. On the other hand, the rectangular handle under both triangles changes both the **Left** and **First line** indents together.

Line spacing

Line spacing determines the spacing between the individual lines of a paragraph.

You will find the commands for this on the ribbon tab **Home** | group **Paragraph**.

Applying via the icon of the command group "Paragraph"

You can use the icon to quickly and easily apply common line spacing.

Proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. Click on the small black arrow of the icon to open its dropdown menu.

3. Select the desired line spacing from the proposed values in the menu.

> *Tip:* In the dialog box (see below), set a customized value in order to apply this value at any time via the command **Last** in the dropdown menu of the icon.

To customize the line spacing, go to the dropdown menu of the icon and select the option **More** or click directly on the icon itself. This opens a dialog box in which you will find further options for line spacing on the **Paragraph** tab (see below).

Additional line spacing via the dialog box of the command group "Paragraph"

In the dialog box of the group, you can customize the values for the line spacing.

To do so, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. Click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph** to open the dialog box.

   You will find the options for changing the line spacing in the section **Line spacing**:

3. First, use the dropdown list to select the method you want to use to specify the line spacing (see below).

4. Then enter the spacing in the edit box to its right.

When you confirm with **OK**, the line spacing will be changed according to your settings.

Methods of specifying the line spacing

In the dialog box, you can choose which method to use to define line spacing in the dropdown list **Line spacing**.

The list has the following entries:

- **Single**

  Automatic single line spacing.

  Here, the optimum line spacing is determined *automatically*:

  If you increase the font size in the paragraph, the line spacing will be increased accordingly.

  If you decrease the font size, however, the line spacing will be decreased automatically.

- **Multiple**

  Multiple automatic line spacing.

  This corresponds to the option **Single** and thus also provides automatic line spacing. You can increase or decrease this spacing by specifying the desired number of lines in the input field to the right of this option.

  Some examples:

  Enter "1.5" for **lines** to obtain one and a half times the automatic line spacing.

  Enter "2" to get twice the automatic line spacing.

  Enter "1" to get automatic single line spacing (corresponds to selecting the option **Single**).

- **Exactly**

  Exact line spacing.

  Here, you can set the line spacing to an *exact* value in points. Here, the line spacing will *not* be automatically adjusted to the font size.

- **At least**

  Automatic line spacing with a given minimum.

  This setting corresponds to the option **Single**, but prevents any reduction below the specified minimum value.

  Thus if you enter 12 points as the minimum value, the program uses automatic single line spacing by default. If the automatic line spacing is less than 12 points (because you are using a very small font size), an exact line spacing of 12 points is used instead.

Spacing above/below a paragraph

In addition to line spacing, you can also define how much space should be kept above the first line and below the last line of a paragraph.

To change this setting, open the dialog box of the ribbon tab **Home** | group **Paragraph** with the group arrow ◢ in the bottom right corner, and switch to the **Paragraph** tab.

The section **Paragraph spacing** contains the following options:

Option	Explanation
Before	Here, specify how much spacing should be maintained from the end of the previous paragraph.

After Here, you can specify the spacing that Presentations should maintain up to the start of the next paragraph.

Paragraph alignment

Text paragraphs can be aligned in the following ways:

Left align

Center

Right align

Justify (here, the words are distributed evenly over the available space)

Applying via the buttons of the command group "Paragraph"

To change the paragraph alignment via the ribbon buttons, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. Choose the desired paragraph alignment on the ribbon tab **Home** | group **Paragraph**.

Shortcut keys

You can also use the following shortcut keys to change the paragraph alignment:

Command	Windows/Linux	Mac
Left align	**Ctrl+L**	**Cmd+L**
Center	**Ctrl+E**	**Cmd+E**
Right align	**Ctrl+R**	**Cmd+R**
Justify	**Ctrl+J**	**Cmd+J**

In the dialog box of the command group "Paragraph"

If you only want to change the paragraph alignment, the options in the dialog box are exactly the same as the buttons described above. Thus, it is only advisable to use the dialog box if you also want to use other paragraph formatting options that are not available as buttons.

You open the dialog box for paragraph alignment by clicking on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**. There, you will find the paragraph alignment in the dropdown list **Alignment**.

Non-breaking space

In certain cases, two words separated by a space must remain on the same line. Presentations is unaware of this and may put the words on separate lines when it automatically inserts line breaks.

An example: You want the price "USD 29.80" to be written as one unbroken unit. You can ensure this by inserting a *protected* (*non-breaking)* space between "USD" and "29.80". To insert such a space, press the key combination **Ctrl+Shift+Space** instead of just the space bar.

When printed, the non-breaking space looks exactly like a normal space. It differs only in directing Presentations to ensure that the designated words are not spread over two lines.

Changing the character format for whole paragraphs

If you click on the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**, you will also find a button labeled **Character** in the open dialog box. You can use this button to change the character formatting (font, text styles, etc.) *for whole paragraphs*.

To change the character formatting of whole paragraphs, select the desired paragraphs and click on the **Character** button in the dialog box. The program will display another dialog box, which resembles that of the ribbon tab **Home** | group **Character**. For more information, see Character formatting.

Tabs

A tab is a kind of "jump target" that you can use to position the text cursor at a specific point within a line. Tabs are very useful for tables, for example.

You open the dialog box with the tab settings via the group arrow ◢ in the bottom right corner of the ribbon tab **Home** | group **Paragraph**. In the dialog box, click on the **Tabs** button.

To work with tabs, two steps are required:

1. First, set the "tab stops" in the **Tabs** tab. You thus specify where tabs should be located.

2. Once this is done, you can use the **Tab** key to insert tabs in the text at any time – that is, to make the text cursor jump to the next tab stop.

Using tabs

By default, tab stops are preset at 0.5 inch intervals. However, these preset tab stops are merely relics from the era of the typewriter, and you should take the opportunity to set your own tab stops.

Since tabs count as part of paragraph formatting, you can define different tab stops for each paragraph of the document.

To set tab stops, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. On the ribbon tab **Home | group Paragraph**, use the group arrow ◢ to open the dialog box and click on the **Tabs** button.

   Alternatively, you will find the command **Tabs** ⊟ directly on the ribbon tab **Design | group Design** or in the context menu by right-clicking on the desired paragraph.

   The following dialog box appears:
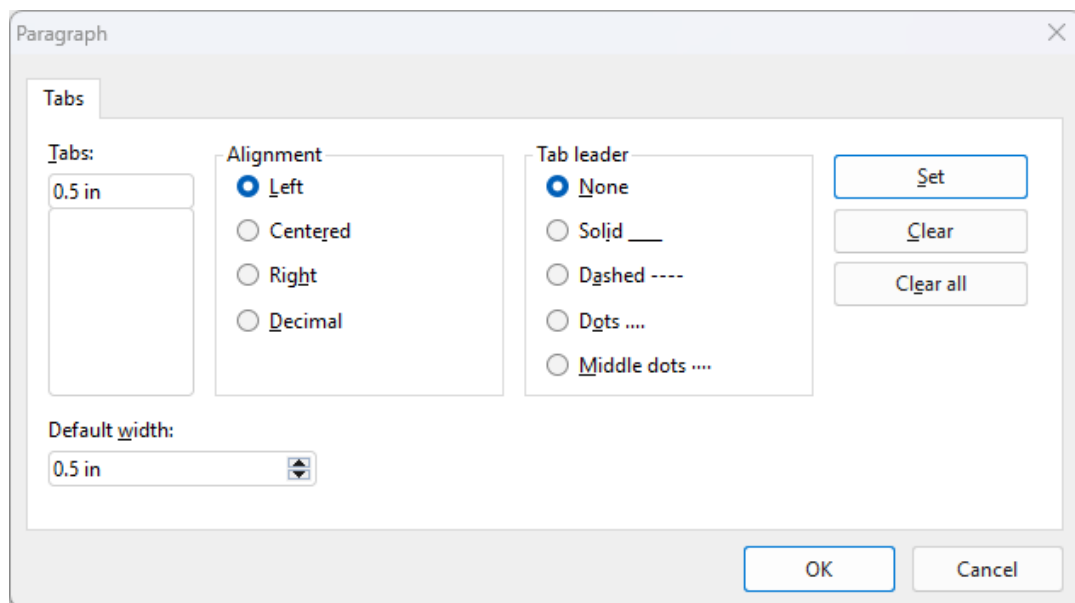
3. Enter the desired position under **Tabs**.

4. If desired, select another **Alignment** and another **Tab leader** for the tab (see below).

5. Don't forget: Click on the **Set** button.

6. If necessary, set up additional tab stops in the same way before you exit the dialog box with **OK**.

Once tab stops have been set, you can use the **Tab** key to insert tabs in the text to move from one tab stop to the next.

Note: You can also use this dialog box to enter the **Default width** for the predefined tab stops mentioned earlier (0.5 inch by default). If you define your own tabs in a paragraph, however, the predefined tabs are overridden.

Tab alignment

You use the option **Alignment** in the above dialog box to specify the alignment of a tab stop.

Available options:

Alignment	Explanation
Left	This is a normal "left-aligned" tab stop. This tab stop determines where the following text *begins*.
Centered	The text after the tab is centered on the tab position. This tab stop determines where the *middle* of the text falls.
Right	Here, the text after the tab is right-aligned. This tab stop determines where the text *ends*.
Decimal	This option is used for formatting columns of numbers. The numbers are positioned in such a way that their *decimal points* are vertically aligned.

Tab leader

You can also use the option **Tab leader** to specify a tab leader for a tab stop. This is then used to fill the space that the tab skips.

Available options:

None   A tab without a leader

Solid _____   A tab with underscores as leaders

Dashed ---------------   A tab with dashes as leaders

Dots .... A tab with dots as leaders (used frequently in tables of contents and indexes)

Middle dots ········   A tab with middle dots as leaders

Tip: To add leaders to existing tab stops, choose the command **Tab** (for example, via the context menu). In the dialog box, select one of the set tab stops, choose the desired character from the list **Tab leader**, and click on **Set**.

Deleting and moving tab stops

Once a tab stop has been created, it can be changed at any time:

To do so, select the paragraphs whose tab stops you want to edit and choose the command **Tabs** (for example, via the context menu).

In the open dialog box, select one of the set tab stops in the list **Tabs**. The **Clear** button allows you to remove it. The **Clear all** button removes all tab stops in the selected paragraphs.

You cannot move a tab stop to a new position via this method. However, you can clear the tab stop and then set a new tab at the desired position. However, it is easier to move tabs via the ruler.

Using the horizontal ruler

All tab stops set for the current paragraph are displayed in the horizontal ruler:
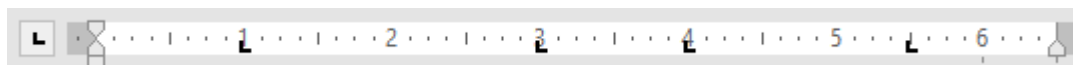
The horizontal ruler (after setting some left-aligned tabs)

Tab stops can also be easily set, moved and deleted via this ruler.

To set a tab, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. Select the desired tab type.

   To do so, click on the icon to the left of the ruler. Each mouse click on the icon changes the tab type:

       Left-aligned tab

       Centered tab (the text is *centered* at the tab position)

       Right-aligned tab (the text *ends* at the tab position)

       Decimal tab (numbers are aligned to the *decimal point*)

3. Then simply click on the position on the ruler where you want to set the tab stop. Of course, you can also set multiple tab stops directly by clicking on additional positions.

To move a tab stop, click on it on the ruler with the mouse and drag it to another position while still holding down the mouse button.

To clear a tab stop, drag it downward outside the ruler.

Bulleted and numbered lists

Lists in which each item is presented in its own paragraph preceded by a marker are usually much easier to read than lists that are separated by commas. Such markers (usually little boxes, circles, arrows, etc.) are called *bullets.*

Working with bulleted lists is an easy task for Presentations users. The placeholders in the content area of most slide layouts are already preformatted for bulleted lists. Any text you enter in it will be automatically provided with bullets.

Alternatively, you can create lists with numbers instead of bullets. The paragraphs are then automatically numbered as 1st, 2nd, 3rd, etc.

Bullets can be enabled and disabled for each paragraph at will, and the formatting of bullets can be changed at any time:

To do so, use the icon ⊞ ▾ on the ribbon tab **Home** | group **Paragraph** to directly insert predefined bullets or choose the path via the dialog box to apply individually created bullets. You can also use this option to remove bullets or to convert a bulleted list into a numbered list.

For more information on working with bulleted and numbered lists, see the following sections.

Bulleted lists

As previously mentioned, the placeholders in the content area of most slide layouts are already preformatted for the use of bullets. Thus, you can simply type your text next to the initial bullet. If you then press the **Enter key**↵, a new bullet is automatically created for the next line.

If you want to add or delete bullets or change existing bullets, select the relevant paragraphs and proceed as follows:

Adding bullets

You can find the commands for bullets via the icon ⊞ ▾ on the ribbon tab **Home** | group **Paragraph**.

Bullets can be added in different ways:

A. If you just want to add a bullet without any further selection, just click directly on the icon (not on the arrow next to it). The default bullet or the last bullet you selected will be inserted.

B. For a manageable selection of predefined bullets, click on the arrow next to the icon. A dropdown menu appears with *Default* bullets, *Custom bullets, Picture bullets*, and any previously used *In the document* bullets. Click on the desired bullet to insert it directly.

C. If you want to customize bullets via the dialog box with all additional options, click on the arrow next to the icon also, but select **Format bullets**. For the next steps in the dialog box, see the paragraph "Other options: Via the dialog box *Bullets and numbering*" below.

Now type the text into the document. At the end of the paragraph, press the **Enter key**↵ to start a new paragraph. Presentations automatically indents the paragraph and adds a bullet.

Alternatively, you can also select existing text, of course, choose the command via one of the methods described above, and thus add a bullet to this text.

Ending a list or removing bullets

To end a list or remove existing bullets, proceed as follows:

First, position the text cursor at the end of the last numbered paragraph and press the **Enter key**↵ to start a new paragraph.

Alternatively: Select all paragraphs of the bulleted list if you want to completely remove the bullets for these paragraphs.

As with the addition of bullets, there are now also different ways here:

A. Simply click again directly on the icon itself ⠿ ▼ to remove bullets.

B. Alternatively, click on the arrow next to the icon and select **None** in the dropdown menu.

C. To navigate via the dialog box, click on the arrow next to the icon, but select **Format bullets**. In the following dialog box, you will find the option **None** under **Type**.

> **Tip:** If you want to wrap a new line in a list with bullets without creating a new bullet, simply insert a manual line break with the shortcut key **Shift**+↵. The next line will then appear as body text.

Promoting and demoting bullets

You can promote and demote the levels of bulleted list items by using the following icons on the ribbon tab **Home** | group **Paragraph**:

The demote and promote icons

The left icon demotes the list item to the level below its current level, while the right icon promotes the relevant item to the next higher list level.

Other options: Via the dialog box "Bullets and numbering"

To insert custom bullets, you will find additional options in the dialog box.

To do so, click on the arrow next to the icon ⠿ ▼ on the ribbon tab **Home** | group **Paragraph**. In the dropdown menu, select **Format bullets**.

The following dialog box is displayed...
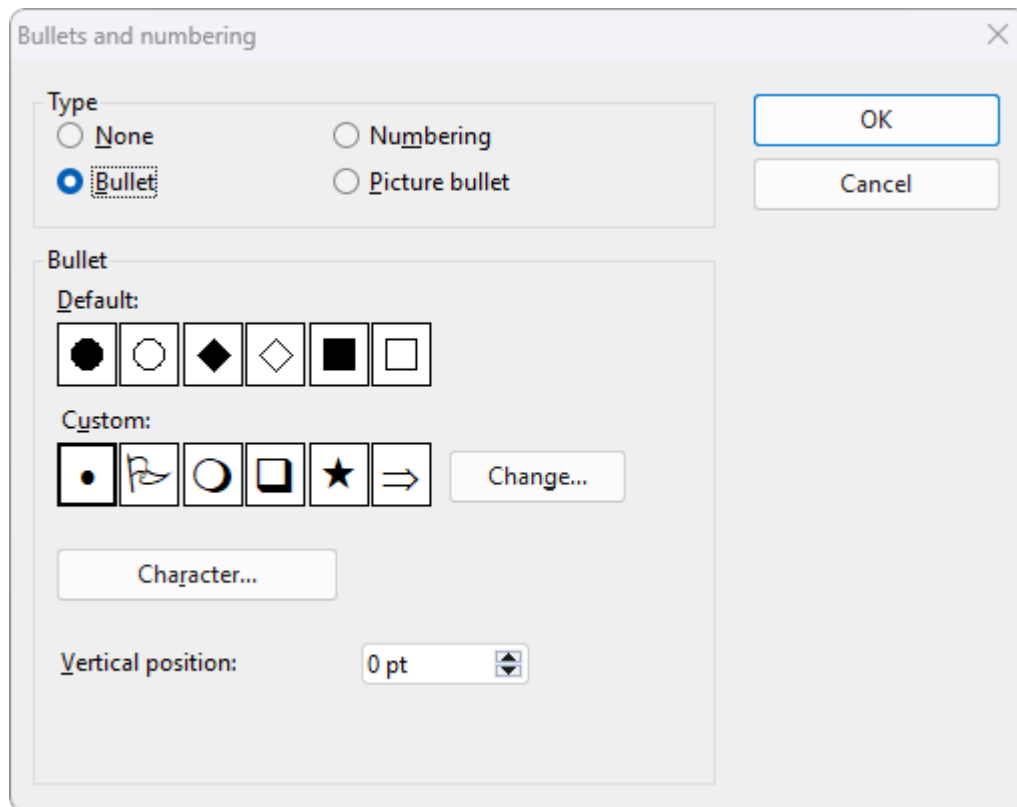
... in which you can make the following settings for bullets:

▪ **Type**

Here, you can specify whether the paragraphs should be given a **Bullet**, **Picture bullet** or **Numbering**. (For more information about the option **Numbering**, see Numbered lists below.)

Note: You can always convert a bulleted list into a numbered list by simply changing the "Type" to **Numbering**. You can also do it the other way round, of course.

When you set the type to **None**, existing bullets or numbers are removed.

▪ **Default** and **Custom**

Here, you can select the bullet to be used. The **Default** row contains predefined bullets from which you can choose, and you can create your custom bullets in the **Custom** row (see below).

▪ **Color** (only for default bullets)

You can select a different color for the bullet in the dropdown list **Color**. In addition to the colors offered here, you can define new colors at any time. For more information, see Document properties, Colors tab.

> **Tip:** If you set the color to "Auto", Presentations automatically uses the font color of the paragraph to the right of the bullet.

▪ **Size** (only for default bullets)

Here, you can change the size of the bullet (in points) if required.

> **Tip:** If you select the option "Auto" here, Presentations automatically uses the font size of the paragraph to the right of the bullet.

▪ **Character** button (only for custom bullets)

For custom bullets, the **Character** button appears instead of the two options above. Click on this button if you want to change the character format (font size, color, text styles, etc.) of the bullet.

> **Tip:** If you do not change these settings, the bullet automatically uses the character format of the paragraph to the right of the bullet (except for the font).

▪ **Vertical position**

This option allows you to specify the vertical position of the bullet on the line. If the value is negative, the bullet is positioned lower. It is positioned higher if the value is positive.

Custom bullets

If you do not like any of the bullets offered in the above dialog box, you can use any other character as a bullet at any time.

In the middle of the dialog box, you will find two rows of bullets. The bullets in the **Default** row cannot be changed. However, the bullets in the **Custom** row can be changed at will.

To do so, proceed as follows:

1. In the **Custom** row, click on the icon that you want to change.

2. Click on the **Change** button to the right of the row.

3. Presentations' character table is now displayed. First, set the desired font if necessary.

   Tip for Windows users: Numerous characters suitable for bullets are included in the icon fonts *Symbol* and *Wingdings*.

4. Double-click on the desired character.

5. The selected character is now displayed in the list of available bullets. Click on **OK** to apply it.

> **Note:** The dialog box has a total of six buttons for custom bullets. Thus, you are not limited to six different types of bullets. The custom bullets can be redefined as often as you like – even within the same document.

Picture bullets

You can use picture bullets as an attractive alternative to traditional bullets. You can generally use any picture as a bullet, but Presentations already comes with a wide range of picture bullets in different shapes and colors.

To use picture bullets, select the option **Picture bullet** in the above dialog box. A preview of all available bullets will then appear. To select a bullet, click on it.
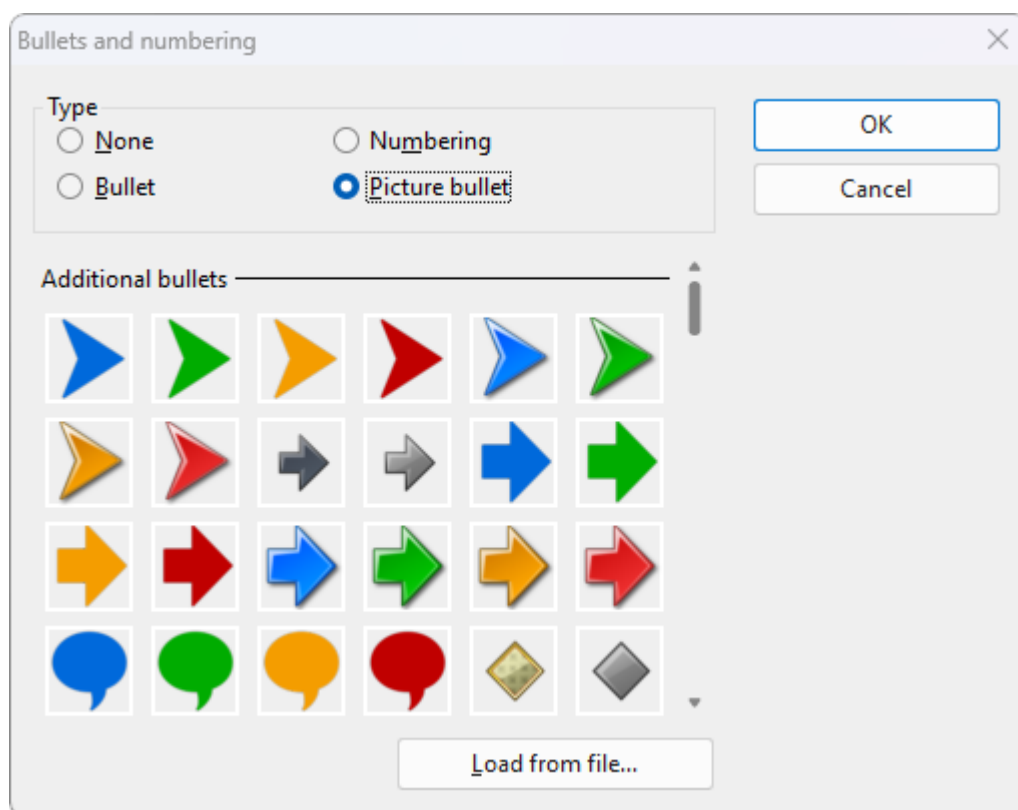
Alternatively, you can use any picture file from your hard disk as a bullet. To do so, click on the **Load from file** button.

Numbered lists

You can create numbered lists in Presentations just as easily as bulleted lists. Presentations automatically indents the paragraphs at the left to make room for the numbers and assigns a consecutive number to the paragraphs.

To number paragraphs, select the relevant paragraphs and proceed as follows:

Applying numbering

You will find the commands for numbering via the **Numbering** icon on the ribbon tab **Home** | group **Paragraph**.

Numbering can be applied in different ways after you have selected the relevant paragraphs:

A. If you only want to apply a numbering without any further changes, simply click directly on the icon itself (not on the arrow next to it). The default numbering or the last numbering you selected will then be used.

B. For a selection of predefined numbering options, click on the arrow next to the icon. A dropdown menu appears with *default* numbering and any numbering previously used *in the document*. Click on the desired numbering to insert it directly.

C. If you want to adjust numbering via the dialog box with all additional options, however, click on the arrow next to the icon, and select **Format numbering**. For further steps in the dialog box, see "Other options: Via the dialog box *Bullets and numbering*" below.

The selected paragraphs are now numbered.

> **Note:** You can use as many numbered lists as you want within a document. The numbering automatically starts again for each group of contiguous paragraphs. More specifically: If there is an unnumbered paragraph in front of a numbered paragraph, the numbered paragraph's number is automatically reset to "1".

Skipping numbering

You can pause the numbering for a paragraph and then resume it for a subsequent paragraph.

To do so, place the text cursor in the relevant paragraph and choose one of the following paths:

A. Click on the arrow next to the icon and select the entry **Skip numbering** from the dropdown menu.

B. To navigate via the dialog box, click on the arrow next to the icon, but now select **Format numbering**. In the following dialog box, enable the option **Skip numbering**.

The selected paragraph's number has now been removed, and only its indentation is retained. The numbering resumes for the following paragraph.

Discontinuing or removing numbering

To discontinue numbering paragraphs or to remove a previously applied numbering, proceed as follows:

First, position the text cursor at the end of the last numbered paragraph and press **Enter↵** to start a new paragraph. Alternatively: Select the numbered paragraphs if you want to completely remove the numbering of these paragraphs.

In this case also – as when applying numbering – different paths are possible:

A. Simply click again directly on the icon itself to remove the numbering.

B. Alternatively, click on the arrow next to the icon and select **None** in the dropdown menu.

C. To navigate via the dialog box, click on the arrow next to the icon, but now select the entry **Format numbering**. In the open dialog box, you will find the option **None** under **Type**.

Other options: Via the dialog box "Bullets and numbering"

To insert custom numbering, you will find additional options in the dialog box.

Proceed as follows:

1. Select the relevant paragraphs.

2. Click on the arrow next to the icon on the ribbon tab **Home** | group **Paragraph**. In the dropdown menu, select the entry **Format numbering**.

3. In the following dialog box, select the option **Numbering** under **Type**.

4. Make the desired settings for numbering if required. (For more information, see the "Options of the dialog box" section below.)

5. Confirm with **OK**.

The selected paragraphs are now numbered.

Options of the dialog box

In the above dialog box, you can make the following settings for numbering:

▪ **Type**

Here, you can specify either numbering or bullets for the selected paragraphs. Select the **Numbering** option for numbering.

Note: You can always convert a numbered list into a bulleted list simply by changing the "Type" to **Bullet**. You can also do it the other way round, of course.

If you set the type to **None**, existing bullets or numbers are removed.

▪ **Before** and **After**

If required, you can specify text to be added before and/or after the number assigned to the paragraph. If, for example, you want the numbers to be surrounded by dashes (-1-, -2-, -3- etc.), select the **Format** "1, 2, 3, ..." and enter "-" in the **Before** and **After** fields.

- **Format**

  Here, you specify the format for the numbering. In addition to the usual "1., 2., 3., ...", you can select letters (A, B, C, ...) or Roman numerals (I, II, III, ...).

- **Numbering starts with ...**

  Presentations starts every numbered list at "1" by default. If you want to use a different start value, enter "5" here, for example, and the numbering will start at "5".

  Tip: Furthermore, you can also do the following: If, for example, you have set the numbering a, b, c, etc., for the above option **Format** and have entered the start value "aa", you create numbering like aa, bb, cc, etc.

- **Skip numbering**

  Within a numbered list, you often require one or more paragraphs for which the numbering is to be temporarily suspended but then resumed for the following paragraph. To do so, position the text cursor in the numbered paragraphs that you want to exclude from the numbering, and select the option **Skip numbering**.

- **Character** button

  You can click on this button to change the character formatting (font and font size, text styles, etc.) for the numbers.

- **Vertical position**

  This option allows you to specify the vertical position of the numbers. If the value is negative, the number is positioned lower. It is positioned higher if the value is positive.

Searching and replacing

This section explains the functions for searching and replacing text:

- Search

- Replace

- Repeating a search/replace

You can *search* for terms in the text and *replace* them with other terms if desired. If, for example, a text contained several occurrences of the name "Smith" misspelled as "Smyth", you could direct Presentations to replace all occurrences of "Smyth" with "Smith".

Search

You can search a document for a specific term using the ribbon command **Home | Search** 🔍.
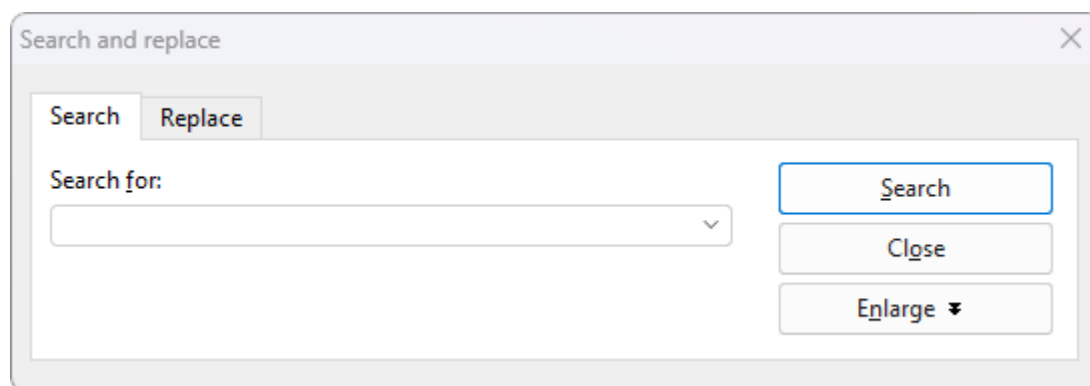
To perform a text search from this dialog box, enter the text for which you want to search in **Search for** and then click on the **Search** button.

When Presentations finds the search text, it scrolls to its first occurrence in the document and selects it. To find more occurrences of the text, click on the **Search** button again to go to the next occurrence.

Advanced search options

If you click on the **Enlarge** button in the dialog box of the ribbon command **Home | Search** 🔍, the dialog box expands to offer additional options.

Clicking on **Reduce** makes the dialog box smaller again.

Search and replace ✕

Search | Replace

Search for:

[   ] ⌄

Search

Close

Reduce ▲

Options
☐ Case-sensitive
☐ Whole words only

Search in
☐ Selected slides only
☐ Search from top
☐ Search backwards
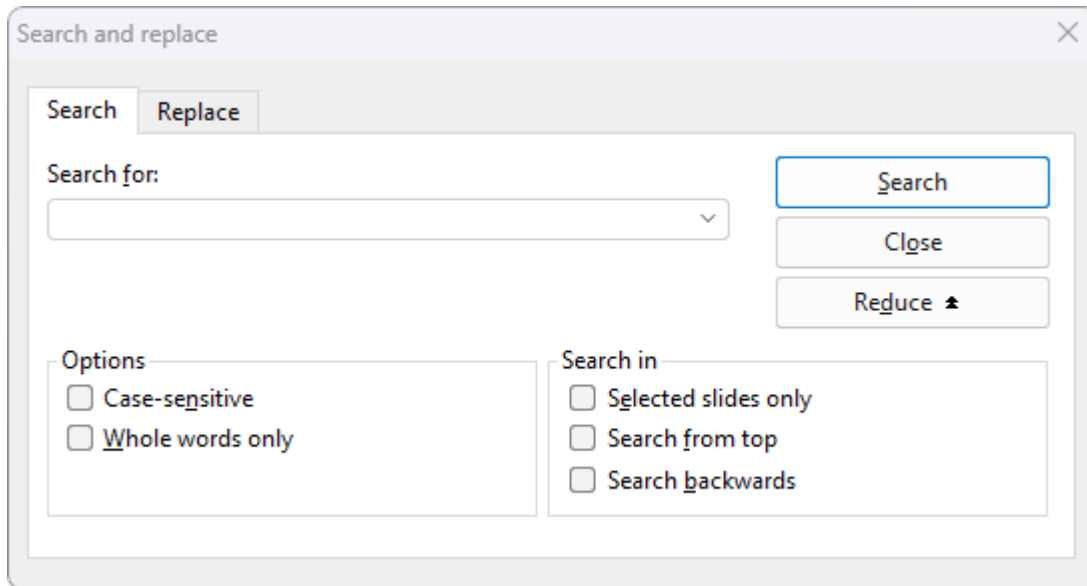
The enlarged *Search and replace* dialog box offers the following additional options:

▪ **Case-sensitive**

The case of letters in the search term is ignored by default. Thus, if you search for "house", not only "house", but also "House", "HOUSE", "HouSe", etc., will be found.

If you enable this option, however, the program will only find those occurrences of the search term where the cases of the letters correspond exactly to the cases of the letters in the search term. Thus, if you search for "house", only "house" will be found.

▪ **Whole words only**

If you enable this option, the search term will only be found if it occurs as a separate word.

Thus, if you search for "test", it will be found only when it occurs as a separate word and not when it forms part of another word like "<u>test</u>ament" or "pro<u>test</u>".

▪ **Search in ...**

In the **Search in** section, you can restrict the search to **Selected slides only**. Otherwise, Presentations will search in all slides.

Presentations usually starts a search at the current position of the text cursor. If you enable the option **Search from top**, however, Presentations starts at the beginning of the document.

If the option **Search backwards** is enabled, the search is performed backwards, that is, from the current position of the cursor back to the beginning of the text.

Replace

Sometimes, you want to do more than just find a term in the text. You also want an easy way of replacing it with another term.

To do so, choose the ribbon command **Home** | group **Search** | **Replace** a→b .
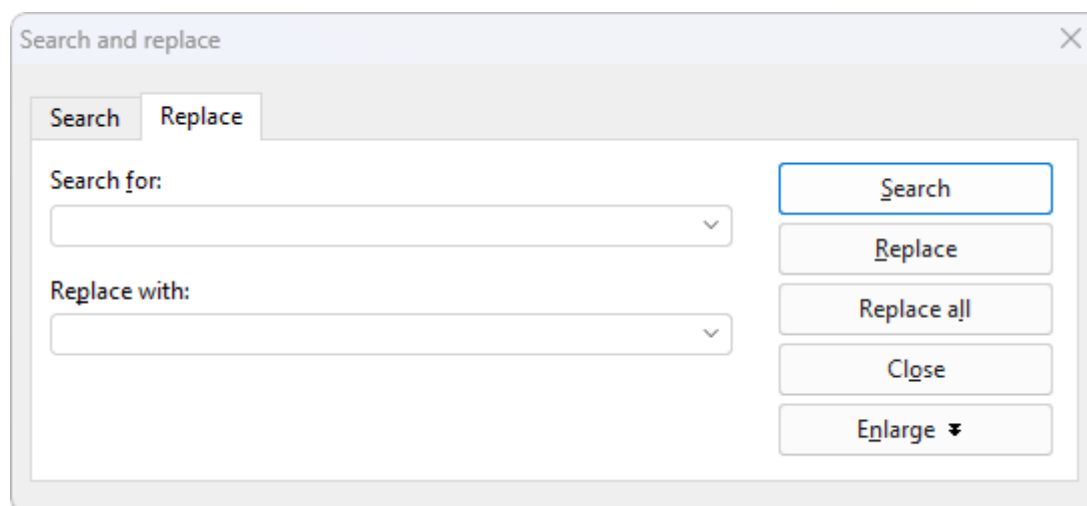
Enter the text for which you want to search under **Search for**, and enter the text you want to replace it with under **Replace with**. Then click on the **Search** button to start the search, and Presentations will jump to the first occurrence of the search term in the document and select it. If you want to replace that text, click on the **Replace** button to replace it with the specified text. If you click on **Search** again, Presentations will jump to the next occurrence of the search term, and you can replace it again, and so on.

Alternatively, you can click on **Replace all** to replace *all* occurrences of the search term in your presentation at once.

Additional search options

The Search and replace dialog box also has additional options that enable you to restrict the search. You can show these options by clicking on the **Enlarge** button or hide them again using the **Reduce** button. The individual options were described in the previous section Search.

Repeating a search/replace

To repeat a search or replace operation or to continue it after canceling, choose the ribbon command **Home** | **Search again** or simply press the **F3** key.

Presentations will continue the search and display the next occurrence of the search term.

Moving, deleting and copying

All operating systems that Presentations supports have an extremely useful feature: the *clipboard*.

The clipboard works as follows: You select something in the document and then cut or copy the selected text *to the clipboard*. You can then reinsert the selected text elsewhere in the document. The clipboard thus facilitates the deletion, copying and moving of sections of text (as well as objects).

All necessary commands (except *Delete*) can be found on the ribbon tab **Home** | group **Edit**:

Command	Explanation
Delete	If you select a section of text (or object) and press the **Del** key, the text or object will be deleted *without* being moved into the clipboard.
Cut	The ribbon command **Home**	**Cut** also deletes the content of a selection – but not permanently. This content is moved instead to the clipboard, where it remains available for subsequent insertion anywhere in the document.
Copy	The ribbon command **Home**	**Copy** copies the content of the selection to the clipboard.
Paste	To paste the content of the clipboard into the text, place the cursor at the desired text position and use the ribbon command **Home**	**Paste** (click directly on the icon). You can also insert the content of the clipboard multiple times in this manner.
Paste special	If you click on the small arrow below the icon rather than directly on it at **Home**	**Paste**, a dropdown menu opens with additional options for pasting the contents. For more information, see the next section Paste special.

These commands work in the same way for objects such as pictures or drawings.

Moving and copying text with the mouse ("drag and drop")

Android/iOS: This function is not available in the Android or iOS version.

You can select a section of text with the mouse, drag it to another position in the slide and drop it there. With this technique, known as drag and drop, you can move or copy text very quickly.

To do so, proceed as follows:

1. Select the section of text.

2. Position the mouse cursor on the selection.

3. Press the left mouse button and hold it down.

4. With the mouse button held down, drag the selection to the desired position on the same slide.

5. When you release the mouse button, the content of the selection is *moved* to the new position. When you release the mouse button while pressing the **Ctrl** key, the text is *copied* to the new position, rather than moved.

Paste (special)

There is a more powerful variant for the ribbon command **Home** | group **Edit** | **Paste** 📋.

If, for example, you have copied text and click on the small arrow below the **Paste** icon, you can use the dropdown menu to specify in which form the text from the clipboard should be pasted:

> **Note:** Formatting of web pages (HTML formats) is not recognized in Presentations.

- **Paste:** The formatting of the target document is retained, but "hard" formatting of the source document is applied (manual adjustments of font size, bold print, etc.).

- **Keep source formatting:** The original formatting of the copied text is applied. Font size and other text styles, including hyperlinks, appear like the formatting in the source document.

- **Merge formatting:** This is a combination of the aforementioned two options: Basically, the original formatting of the copied text is adapted to the target document, but certain formatting is retained from the source document (for example, hyperlinks or text highlighted with the text marker).

- **Paste unformatted text:** The original formatting of the copied text is removed, and it adopts the formatting of the text passage where it is pasted.

- Further entries (for example, **Paste picture**) appear in this dropdown menu depending on what you have copied to the clipboard.

- **Paste special:** Here, you can specify exactly how the content from the clipboard is to be pasted.

  In detail:

  When you use the commands **Cut** or **Copy** to save information to the clipboard, it is saved in multiple formats simultaneously. If you have selected text, it appears in the clipboard in both formatted and unformatted form.

  When you choose the command **Paste special**, the program will display a dialog box with a list of all formats in which the information currently stored in the clipboard is stored (a slide was copied in this example).

  If you select a format and then confirm with **OK**, the content of the clipboard will be pasted in the selected format.
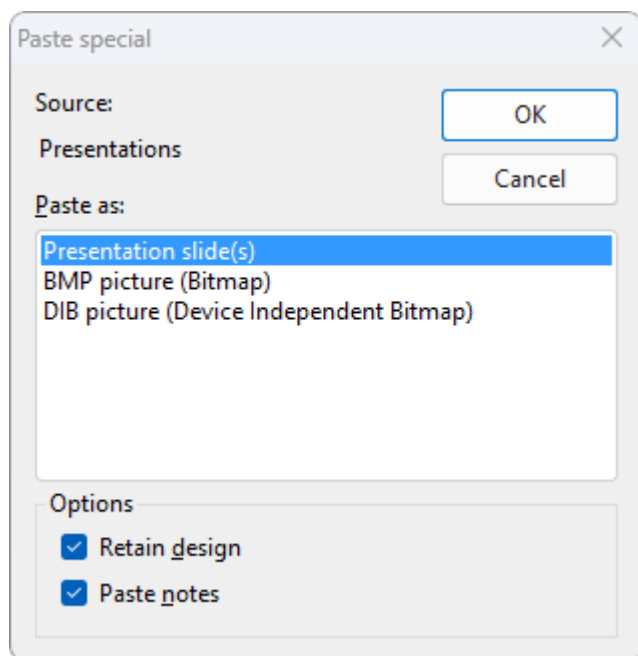
The following settings are available:

- **Source:** Here, the program displays the application from which you copied or cut the data.

- **Paste as:** Here, you can choose the format in which to paste the data.

  Note: The formats offered in this list depend on the source from which you copied the data.

- **Retain design:** If this option is enabled, slides are pasted together with their associated slide design (only available if you have copied or cut entire slides).

- **Paste notes:** If this option is enabled, slides are pasted together with their associated notes (only available if you have copied or cut entire slides).

For copied objects and tables, you get different entries than for copied text. Here, the dialog box **Paste special** also displays a list of all formats stored in the clipboard from which you can choose.

Inserting special characters

Some characters, such as the copyright sign, the degree sign and the accented characters used in some languages, cannot be entered into text directly with the keyboard. With Presentations, you can easily insert these *special characters* into the text via the built-in character table.

To do so, proceed as follows:

1. Open the dialog box via the ribbon command **Insert | Symbol** λ (in the group **Text**) by clicking directly on the icon.

   Tip: If you click on the icon's arrow rather than directly on the icon itself, a small selection of the last used special characters will open for quick use. If you click on **More** here, you will open the dialog box again.

2. The dialog box displays all characters available in the currently selected font. You can select a different font from the dropdown list **Font** if necessary.

3. You can use the dropdown list **Set** to jump to a specific section of the character set. For example, you can select **Cyrillic** to view the Cyrillic characters (provided the selected font contains such characters).

   Note: Many fonts contain only a few of the available character sets. A particularly large reservoir of characters is available in the standard fonts supplied with your operating system. In Windows, for example, these include such fonts as Arial, Tahoma and Times New Roman.

4. Select the character to insert with the arrow keys and press the **Enter key**↵ or double-click on the character to insert it into the text.

   Tip: If you know the Unicode of the character you want to insert (for example, 20AC for the Euro sign €), you can enter it in the **Code** field. The program will then jump directly to the corresponding character.

5. You can now insert more characters in the same way or exit the dialog box with the **Close** button.

> Tip for Windows users: Most versions of Windows include two icon fonts named *Symbol* and *Wingdings*. These fonts contain numerous useful symbols (phone symbols, bullets, etc.).

Using shortcut keys

If you need to insert a special character frequently, you can always give it a shortcut key. The advantage of doing so is that you can then apply the character very quickly with one press of a key.

To assign a shortcut key to a special character, proceed as follows:

1. Choose the ribbon command **Insert | Symbol** λ to open the dialog box.

2. Select the special character to which you want to assign a shortcut key.

3. Click on the **Change** button next to the option **Shortcut key**.

4. Another dialog box appears. In the **Press new shortcut key** input field, press the desired key combination (starting with **Ctrl** or **Alt**).

   We recommend that you always use key combinations that include the keys **Ctrl** *and* **Shift** since they are not usually assigned. If you press a key combination that is already assigned, its current assignment will be displayed just below the **Press new shortcut key** input field. You should then press the **Backspace key**⌫ to delete your shortcut key and use a different key combination. Otherwise, you will overwrite the key combination of another Presentations command.

5. **Don't forget:** Click on **Add** to assign this shortcut to the character.

6. Confirm with **OK** and exit the main dialog box with **Close**.

From now on, you can insert this special character into the text by pressing the relevant key combination.

> **Note:** The shortcut key only remembers the selected character but not the selected font.

Inserting special characters via their character code

There is another method for inserting special characters: by typing in its hexadecimal character code (Unicode) and then pressing the key combination **Ctrl+Alt+Shift+X**.

If, for example, you type 20AC and then press this key combination, you will get a euro sign € because it has the character code 20AC in the Unicode character table.

Tip: The Unicode value will be displayed in the aforementioned dialog box when you click on a special character.

Inserting special characters via Alt + numeric keypad

Here is yet another method for inserting a special character, via its ASCII code: Press and hold down the **Alt** key and enter the respective sequence of numbers (only possible via the numeric keypad!). Please also ensure that the numeric keypad is enabled by pressing the **Num** key.

If, for example, you type Alt+0128, you will obtain a euro sign € as soon as you release the Alt key.

Tip: You can display the ASCII code of a special character in Windows via the search term "Character map".

Mac/Linux: On some systems (including macOS and several Linux distributions), these shortcut keys do not work.

Applying selected formatting and special characters via the "Character" icon

The ribbon command **Insert | Character** ⊡ (in the group **Text**) opens a dropdown menu with some special formatting and special characters, such as:

- Soft hyphen / non-breaking hyphen: see [Hyphenation](#)
- Non-breaking space: see [Non-breaking space](#)
- Dashes and spaces of different widths
- Ellipsis and some other useful special characters.

Tip: If you click on the icon ⌨ on the far right of the character in this dropdown menu, you can assign your own shortcut key to the character if required.

For more information on changing the keyboard mapping, see [Customizing shortcut keys](#). You can edit the shortcut keys for special characters described in this section by selecting the "Characters" entry in the upper left list *Categories* in the dialog box.

Comments

Presentations allows you to add *comments* to a slide. A comment is like a sticky note that can be "stuck" anywhere on the slide.

Comments are useful, for example, if you receive a presentation from an employee for proofreading purposes. Instead of having to explain to the employee at length where specific corrections should be made, simply insert comments at the relevant places and write your suggested changes there.
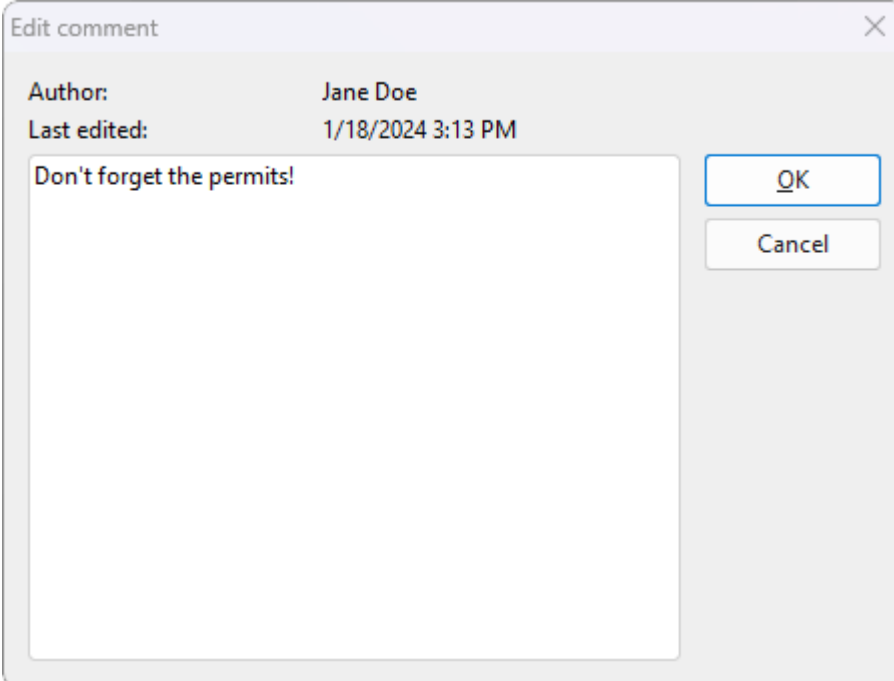
Comments are not printed when the presentation is printed, and they are not displayed when you run the slide show.

To insert a comment, choose the ribbon command **Insert | Comment** 💬.

Alternatively: Choose the ribbon command **Slide show | Insert comment**.

> **Note:** If you have not yet entered your name and initials (see also **User info** in the section Settings, General tab), Presentations will ask you for them now. Comments have to be marked with the name of the author so that it is clear who wrote them.

The following dialog box then appears:

At the top, the dialog box displays the author's name and the date/time. Below this, you will find an input field in which you can enter your comment. Then click on **OK**.

The comment now appears as a yellow box with your initials on the slide. If desired, you can move it to any position on the slide using your mouse.

When you hover over the box, the complete comment is displayed:
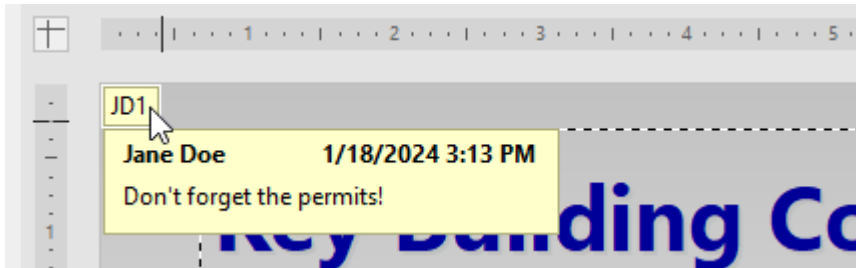
Editing comments

When you right-click on a comment, the program displays a context menu with which you can edit the comment.
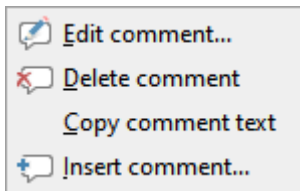
You can use the command **Edit comment** to change the comment. If you choose the command **Delete comment**, the comment is removed. The command **Copy comment text** enables you to copy the content of the comment and paste it elsewhere. The command **Insert comment** lets you insert another comment.

Running a slide show

Presentations provides various options for preparing and running a slide show. This chapter provides all the relevant details:

▪ The section **Starting a slide show** describes the different ways to start running a slide show.

▪ The **Slide show setup** section explains all options for setting up a slide show.

▪ In the **Custom slide shows** section, you will learn how to use a single presentation file as the basis for multiple slide shows in which certain slides are omitted or displayed in a different order.

▪ The **Slide show interaction** section shows you how to interact during your slide show. In addition to the navigation buttons, there are useful tools such as a highlighter feature that you can use to highlight text or elements in a slide.

▪ In the **Using the presenter view** section, you will become familiar with the "Presenter view". This is a useful tool when running a slide show on a second display, for example, a projector: If it is enabled, the audience sees the normal slide show, while the presenter himself sees useful additional information on his own display – such as his notes on each slide.

The following pages provide detailed information on these functions.

Starting a slide show

To start a slide show, you can use the following commands of the **Slide show | Start** icon (in the group **View**):

▪ Start the slide show from the *first* slide:

Choose the ribbon command **Slide show | Start** (click directly on the icon itself). Alternatively, simply press the **F5** key.

▪ Start the slide show from the *current* slide:

Choose **Slide show | Start**, click on the small arrow of the icon and select **Start from current slide** . Alternatively, simply press **Shift+F5**.

In the displayed slide show, you can use the space bar or the left mouse button to switch to the next slide. Right-clicking opens a context menu with several functions for interacting with the current slide show. (For more information, see Slide show interaction.)

Have you two displays connected? Use the presenter view!

Tip: If two displays are connected to your device and you start a slide show, it is displayed by default in the "Presenter view".

The *Presenter view* is a useful tool when running a slide show on a second display, for example, a projector: If it is enabled, the audience sees the normal slide show, while the presenter himself sees useful additional information on his own display – such as his notes on each slide.

You will find this option on the ribbon tab **Slide show** | group **Display** | **Presenter view**.

For more information on this view, see Using the presenter view.

Creating presentations that start automatically ("slide show")

An alternative method for starting a slide show is to double-click on a file in the *Presentations slide show* file format. Open it directly in Windows Explorer, for example. Even if Presentations is not already running, it then starts automatically, opens the file, plays the slide show immediately, and then ends again.

To create such a file that starts automatically, simply open any Presentations document and save it in the "Presentations slide show" file format. To do so, choose the command **File** | **Save as** and select **Presentations slide show** (*.prsx) under **Save as type**.

For more information on all supported file formats, see Working with other file formats.

Slide show setup

With the ribbon command **Slide show** | group **Manage** | **Set up show** , you can customize some options for presenting a slide show according to your needs.

A dialog box appears:
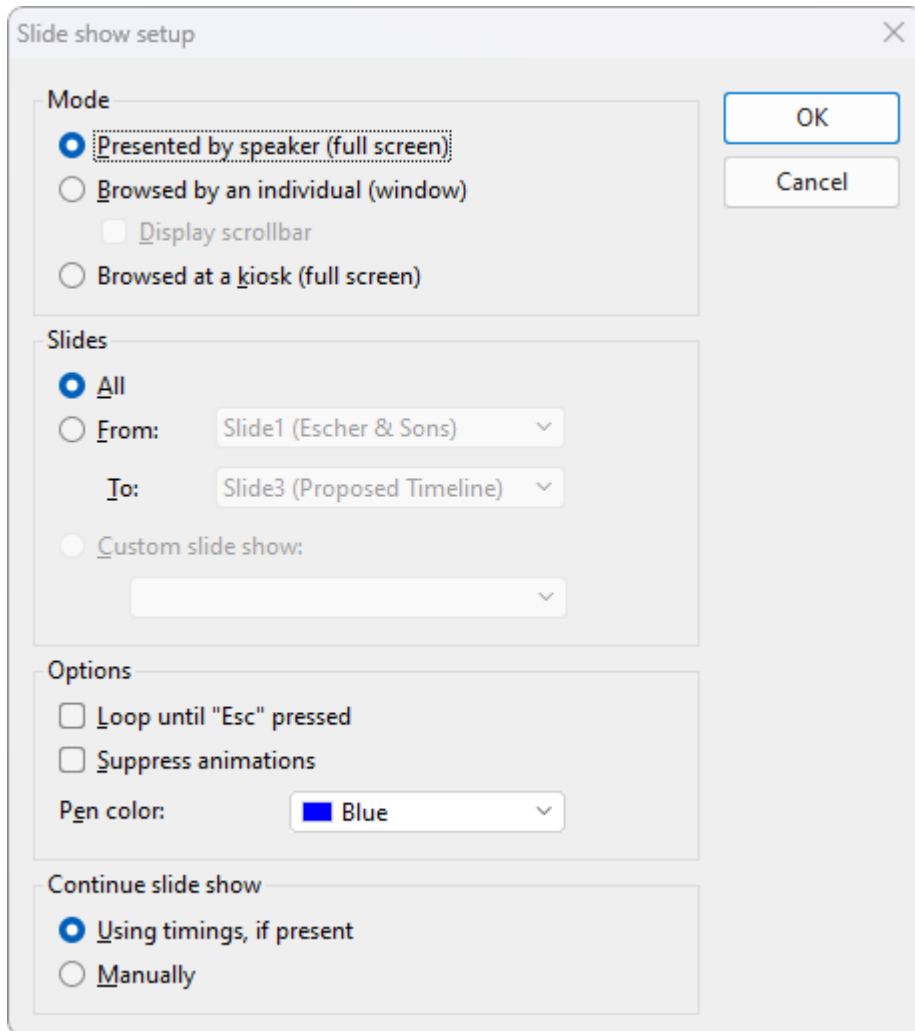
The following options are available here:

- **Mode**

  This option determines how the slide show is displayed.

  The option **Presented by speaker (full screen)** shows the slide show in full-screen mode. This is the default setting.

  The option **Browsed by an individual (window)** is used to show the slide show in a window. This allows you to perform a test run of your slide show while still having access to other windows on your screen.

  The option **Browsed at a kiosk (full screen)** can be used to show your slide show in full-screen mode, but in a loop that is repeated over and over again, and with severely limited interaction options. This mode is ideal for slide shows that are intended to run automatically without a speaker (for example, at an information stand).

  Note: In this mode, the entire keyboard is disabled (with the exception of the **Esc** key). Furthermore, left-clicking in order to advance to the next slide and right-clicking to open the context menu no longer work. However, users can still click on objects that have assigned *actions* (such as "Go to [Next slide]"). For more information, see Adding object actions.

▪ **Slides**

Here, you can specify whether you want to show the entire slide show, only a range of slides, or a custom slide show. (For information on creating custom slide shows, see Custom slide shows below)

▪ **Options**

If the option **Loop until 'Esc' pressed** is enabled, the slide show will be repeated in an infinite loop until the **Esc** key is pressed. This is useful for unsupervised slide shows.

If the option **Suppress animations** is enabled, all object animations and slide transitions included in the presentation are suppressed.

The option **Pen color** lets you set the color of the pen that you use for drawing on a slide while the slide show is running. For more information on the pen and other interaction options, see Slide show interaction).

▪ **Continue slide show**

If a timing was set for the Slide transitions in the slide show (via the options on the ribbon tab **Transition | group Progress** or the options for **Next slide** in the dialog box), you can specify here whether to use or ignore it when running the slide show.

Available options:

Using timings, if present: This is the default setting: If the slide transition has been set to automatically switch to the next slide after *x* seconds, this will be done accordingly. (Alternatively, you can use the space bar or a mouse click to continue to the next slide before this time elapses.)

Manually: If you select this option instead, any timings defined in the slide transitions are ignored. You can then *only* manually continue to the next slide (for example, by pressing a key or by a mouse click).

Note: If you select the option **Manually** and also enable the option **Browsed at a kiosk**, all slides in your presentation should include your user-defined buttons for navigating to the previous/next slide. To add such buttons, simply insert any objects and assign the object action "Slide navigation" to them. (For more information, see Adding object actions).

Custom slide shows

Presentations always runs slide shows from the first slide to the last slide by default. However, you can also create *custom slide shows*, which can skip any desired slides and play the slides in a completely different order.

Custom slide shows allow you to customize the same slide show for different audiences instead of having to create a separate document for each audience.

Choose the ribbon command **Slide show | group Manage | Custom slide shows** . The following dialog box appears:
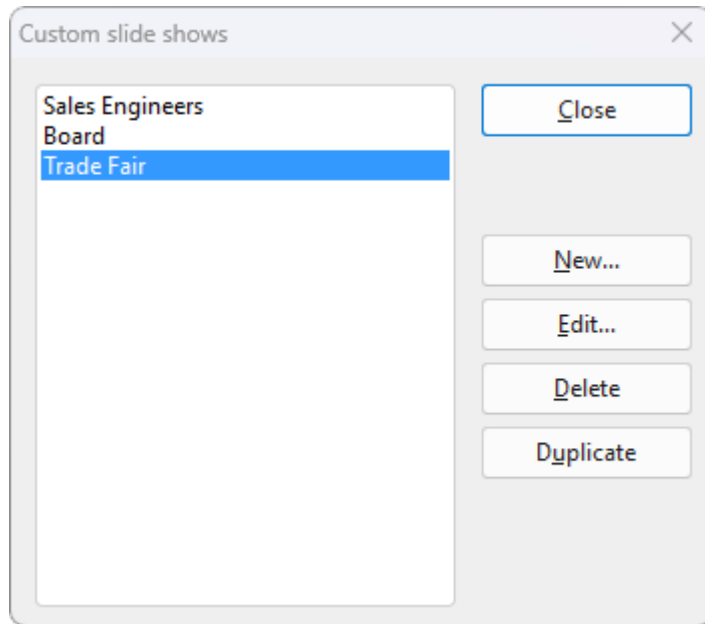
The dialog box lists all custom slide shows that you have created so far for the current document. If no custom slide shows exist, you can use the **New** button to create one.

The **Edit**, **Delete** and **Duplicate** buttons let you change, delete or make copies of existing custom slide shows.

Creating custom slide shows

To create a new custom slide show, click on the **New** button in the above dialog box. Another dialog box appears:
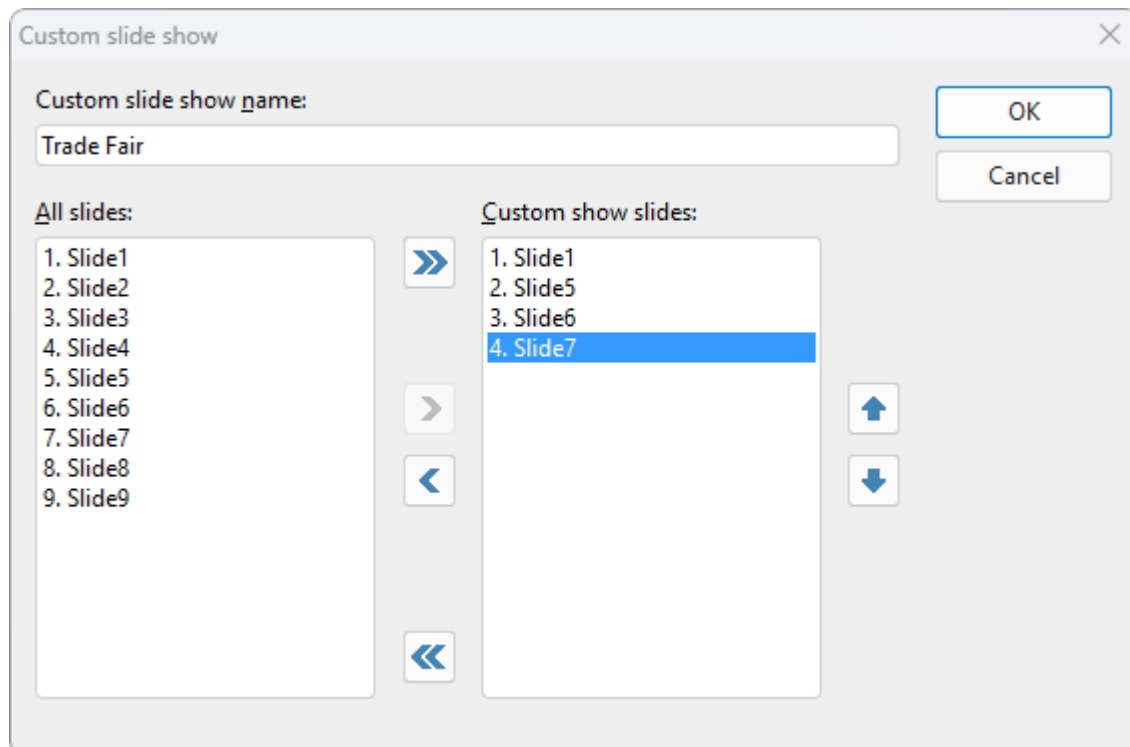
You can enter a descriptive name for the slide show in the **Custom slide show name** field.

The list **All slides** contains all slides in the current slide show. To add slides to the custom slide show, select them in the list **All slides** and click on the right arrow button. The slides are then moved to the list **Custom show slides**. This lists all slides that you want to subsequently display in the custom slide show.

You can use the left arrow button to remove individual slides.

The double arrow buttons enable you to move all slides to the other field.

In the **Custom show slides** field, you can also change the order in which slides are shown by selecting one or more slides and using the up and down arrows.

> *Tip:* By default, Presentations names slides according to their consecutive number (Slide1, Slide2, Slide3, etc.). However, creating custom slide shows is a lot easier if you give each slide a descriptive name. You can always rename slides via the context menu in the mini sorter by choosing the command **Rename slide**.

When you're satisfied with your choice and order of the slides, click on **OK** to create the new custom slide show.

Playing a custom slide show

To play a custom slide show, go to the ribbon tab **Slide show** | group **View** | **Start** and click on the small arrow ▼ of the icon. In the dropdown menu that appears, you will now find a new entry **Start custom slide show** and select the desired slide show from this list.

Alternatively, choose the ribbon command **Slide show** | group **Manage** | **Set up show** to open the dialog box and set the desired custom slide show in a *fixed* manner in the "Slides" section. (For more information, see Slide show setup.) This custom slide show is then always started immediately by choosing the usual command **Slide show** | group **View** | **Start** or by pressing the **F5** key.

Slide show interaction

When you run a slide show in full-screen mode, you have several ways to interact during the show. To do so, *right-click* anywhere during the slide show.

Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

The context menu for running slide shows appears:
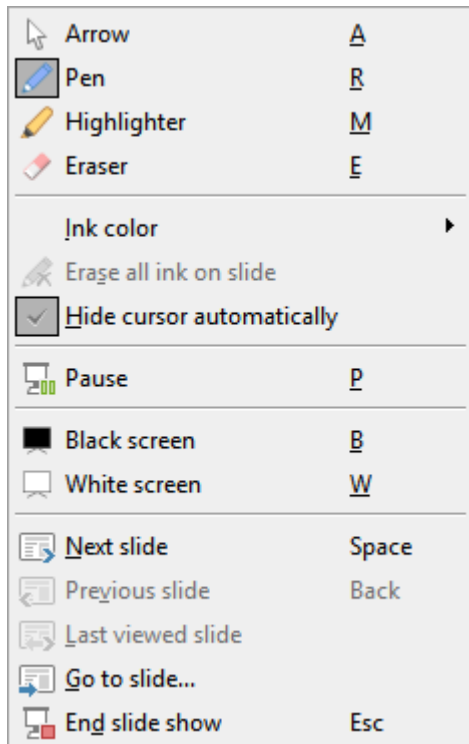
The following commands and options are available (the corresponding shortcut keys are given in parentheses):

- **Arrow (A):** The arrow is nothing more than an ordinary mouse cursor that you can use to point to specific elements in the current slide if required.

- **Pen (R):** You can use the pen to draw directly in the current slide. To do so, hold down the left mouse button and then use the mouse like a pen.

- **Highlighter (M):** Use the highlighter to emphasize text or other elements like you would with a highlighter on paper. Hold down the left mouse button to draw in this case also.

- **Eraser (E):** The eraser allows you to remove individual pen or highlighter marks by clicking on them.

- **Pen color:** Here, you can change the color of the active drawing tool (pen or highlighter). This option appears only if one of the two drawing tools is enabled.

- **Erase all ink on slide:** This command deletes all marks made in the slide with the pen or highlighter.

- **Hide cursor automatically:** If this option is enabled, the mouse cursor is hidden automatically whenever the mouse is not moved for a few seconds.

- **Pause (P):** This option pauses the slide show until you press a key.

- **Black screen (B):** This option displays a black screen and pauses the slide show until you press a key.

- **White screen (W):** This option displays a white screen and pauses the slide show until you press a key.

The bottom part of the context menu contains commands for navigating during your slide show: **Next slide**, **Previous slide**, **Last viewed slide**, **Go to slide…** and **End slide show**.

Tip: You can also use the following keys for navigating between slides:

Function	Key
Next slide:	→ or
	↓ or
	PageDown↓ or
	Space
Previous slide:	← or
	↑ or
	PageUp↑ or
	Backspace
First slide:	**Home**
Last slide:	**End**
End slide show:	**Esc**

Menu commands for slide shows with the option "Browsed by an individual (window)"

If you have selected the option **Browsed by an individual (window)** in the configuration for Set up show 🖥,
the slide show will be run in a window. The top bar contains only one entry called **Navigation** and only
provides a simple menu for navigation.

It contains the following commands:
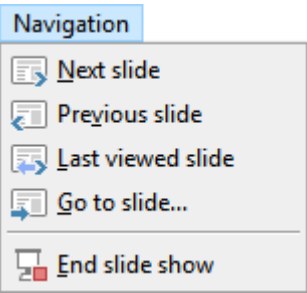
This menu lets you jump back and forth between different slides. Alternatively, you can use the aforementioned
shortcut keys to navigate. However, the context menu containing tools like pen and highlighter is not available
in this mode.

Using the presenter view

FreeOffice: The *Presenter view* is not included in SoftMaker FreeOffice.

In this section, you will become familiar with the "Presenter view". This is a useful tool when running a slide show on a second display, for example, a projector: If it is enabled, the audience sees the normal slide show, while the presenter himself sees useful additional information on his own display – such as his notes on each slide.

Prerequisites for using the Presenter view

The Presenter view can only be used if the following prerequisites are met:

▪ A **second display** must be connected to the device used.

▪ The slide show must be played in normal **full-screen mode** and not in window or kiosk mode. (For more information, see Slide show set up.)

▪ The Presenter view must be **enabled** (see next item).

For help with problems related to using the Presenter view – for example, the settings for displaying the screens – see Troubleshooting at the end of this section.

Enabling/disabling the Presenter view

The Presenter view can be enabled and disabled as follows:

▪ Ribbon tab **Slide show:** In the command group **Display**, you will see an option called **Presenter view**, which allows you to enable or disable the Presenter view. If there is a check mark in front of the entry, the Presenter view is currently enabled.

▪ **Options:** Alternatively, the Presenter view can also be enabled and disabled in the options. To do so, choose the ribbon command **File | Options** ⚙, switch to the **View** tab and enable or disable the option **Use presenter view**.

Enabling the Presenter view has the following effect:

If you now start a slide show (for example, with the command **Slide show | Start** 🖳), the two displays of the device used show the following views:

▪ **Second display:** The slide show itself is played here.

▪ **Primary display:** The Presenter view with advanced functions and information for the presenter/speaker is displayed here. The next section will reveal what additional content you can find here.

Elements of the Presenter view

In the Presenter view, the primary display shows the following content:

▪ **Timer**

In the upper left corner, you will see a timer that starts as soon as you start the slide show. It displays the current runtime in hours, minutes and seconds.

You can use the pause button to its right to pause or resume the timer at any time.

▪ **Current slide**

The large area in the left half of the screen shows the current slide in the slide show that is running.

In this area, you can also interact with the slide show – just like during the "normal" running of a slide show. For example, a left click in this area (or pressing the space bar) advances the slide show to the next slide, and a right click opens the context menu with further options for interaction and navigation. (For more information, see Slide show interaction.)

- **Toolbar**

  Directly below the current slide, some tools for operating the Presenter view are displayed.

  From left to right, these individual icons have the following functions:

  Drawing tools: When you click on this icon, you can choose between different drawing tools (pen, highlighter, etc.) and draw with them in the slide. This allows you, for example, to highlight certain components of a slide during the slide show.

  Alternatively, you can also right-click on the current slide to open the context menu for the slide show and select a drawing tool there. (For more information, see also Slide show interaction.)

  Swap monitors: This option swaps the display on the primary monitor with that on the secondary monitor. This action is undone by clicking on the icon again.

  Show slide sorter on/off: This option switches the slide sorter (shown at the bottom of the screen) on/off.

  Show next slide on/off: This option switches the preview of the next slide (shown in the top right corner of the screen) on/off.

  Black screen and pause: This option displays a black screen on the second display and pauses the timer. This function is intended for pausing. Clicking on the icon again ends the pause.

  End show: This option ends the slide show.

- **Slide *x* of *y***

  Below the current slide, the Presenter view shows which slide is currently displayed and the total number of slides in the slide show.

  By clicking on one of the arrows, you can switch to the previous/next slide.

- **Next slide**

  A preview of the next slide is displayed in the upper right corner.

- **Notes**

  The large area in the right half of the screen displays your notes for each slide.

  Note: Notes *cannot* be edited in the Presenter view. For information on adding and editing notes, see Adding notes.

  The two icons below can be used to change their font size.

- **Slide sorter**

  At the bottom of the screen, you can see an overview of all slides of the slide show.

  If you click on one of the slides displayed there, the slide show jumps directly to this slide.

To exit the Presenter view (and thus also end the slide show), click on the **End slide show** icon on the toolbar or press the **Esc** key.

Troubleshooting

As mentioned at the start, some prerequisites must be met to use the Presenter view. If the Presenter view does not work on your system, please check whether you successfully performed the following steps:

1. **Connect a second display**

   The Presenter view only works with (at least) two monitors. Thus, if you have not already done so, connect an additional output device to the second graphics port of your system.

   Your device should automatically detect and use the second display by default. You can check this in the display settings of your system.

   > **Note for Windows users:** In the display settings of Windows, make sure that the option **Extend these displays** is selected for **Multiple displays**.

2. **Configure Presentations to use two displays**

   Whenever you connect a second display, Presentations detects this automatically and displays slide shows on the second display by default.

   If this doesn't work: Go to the ribbon tab **Slide show** | group **Display** and make sure that the dropdown menu **Display** contains one of the following set values: **Auto** (recommended), **Display 2** or **Display 3**.

   You will also find this setting under **File | Options** ⚙, **View** tab, option **Display**.

   Note: If the entry **Display 2** does not appear in this list, then the second display was either not recognized by your system or your system was not correctly set to use multiple monitors. Open the display settings of your operating system to correct this issue. (For more information, see also the previous point.)

3. **Play the presentation in normal full-screen mode**

   The Presenter view is only available if the slide show is played in normal full-screen mode (that is, neither in window mode nor in kiosk mode).

   Thus, choose the ribbon command **Slide show** | group **Manage | Set up show** and ensure that **Presented by speaker (full screen)** is selected for the option **Mode** in the dialog box.

4. **Enable the Presenter view**

   If all of the above prerequisites are met, but the slide show is still not started in Presenter view, you should check whether the Presenter view is enabled at all. You can do so by choosing the ribbon tab **Slide show** | group **Display** and ensuring the option **Presenter view** is selected. This allows you to enable and disable the Presenter view. A check mark in front of the entry indicates whether or not the function is currently enabled.

Outputting presentations

This chapter provides all the information you need on how to print, export, send and pack documents with Presentations. The chapter contains the following sections:

- **Printing a presentation**

  To print the current document, use the command **File | Print**.

- **Exporting a presentation as a PDF file**

  You can also export a document to a PDF file by using the command **File | Export as** ▾ | **PDF**.

  PDF files can be viewed on virtually any computer, provided that a suitable PDF viewer is installed there. All formatting and objects of the document are retained exactly as in the original file. However, slide transitions and animations are not displayed.

- **Sending a presentation by e-mail** (not included in SoftMaker FreeOffice)

  Documents can also be sent by e-mail. The command **File | Send** is responsible for this process.

- **Exporting a presentation as HTML files** (not included in SoftMaker FreeOffice)

  If you choose the command **File | Export as** ▾ | **HTML**, you can export the slides of a presentation to a series of HTML files that can be viewed with any web browser (without slide transitions and animations).

- **Exporting a presentation as picture files**

  If you choose the command **File | Export as** ▾ | **Pictures**, the slides of a presentation can be exported as picture files. One picture file is created for each slide.

- **Exporting a presentation as a movie file** (available on Windows only, not included in SoftMaker FreeOffice)

  The command **File | Export as** ▾ | **Movie** exports a presentation (more precisely: its slide show) as a movie file.

- **Portable slide show** (not included in SoftMaker FreeOffice)

  In addition, you can package Presentations as a file package with all associated files so that it can also be played on other computers which do not have SoftMaker Office installed. A free Presentations viewer is included in the file package. You create such a file package with the command **File | Export as** ▾ | **Portable slide show**.

See the following pages for more detailed information on these functions.

Printing a presentation

To print the current document, choose the ribbon command **File | Print** 🖨.
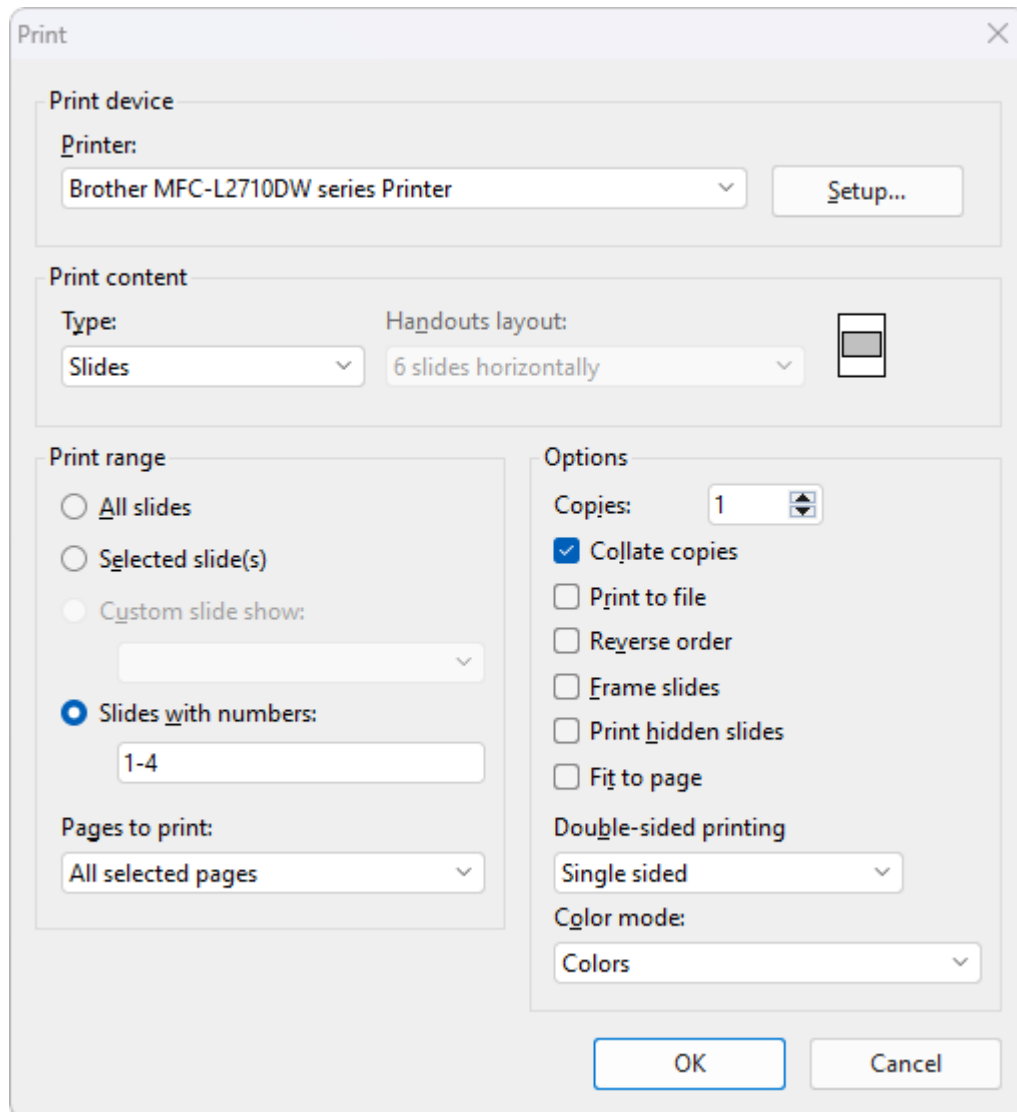
The program will display a dialog box in which the following settings can be made:

Printer

Here, select which of the installed printers should print the printout.

The **Setup** button opens a window for setting up and configuring printers. For more information, see your printer manual.

Linux users can also specify here the command to be used to initiate the printing process.

MacOS and iOS users select the printer including its setup via the **Print** button.

Print content

Select what to print here: the slides themselves, the notes, an outline of your presentation or handouts.

If you select "Handouts" here, the option **Handouts layout** is also enabled and lets you choose how many slides to print on each page.

Print range

Here, you can specify which slides to print:

▪ **All slides**

Print the entire document.

▪ **Selected slide(s)**

Print only the slides currently selected in the mini sorter or in the slide sorter.

▪ **Custom slide show**

Print only the slides in the custom slide show selected here. (For more information, see also Custom shows.)

▪ **Slides with numbers**

Print only the slides with the specified numbers. To use this option, enter the desired slide numbers. Some examples:

12   Print slide 12 only

12-15   Print slides 12 to 15

12-   Print slide 12 and all of the following slides

-12   Print slides 1 to 12

You can also enter multiple slide numbers or ranges by separating them with commas:

2-5, 12   Print slides 2 to 5 and slide 12

etc.

▪ You can also use the option **Pages to print** to specify whether all selected pages or only the pages with a even or odd page number should be printed.

Options

This section of the dialog box contains additional printing options:

▪ **Copies**

Here, you can specify the number of copies of the document to be printed.

▪ **Collate copies**

This option specifies whether to sort the print output by page number when printing multiple copies of a document.

If you enable this option and print multiple copies of a document with, for example, three pages, the pages will be output in the following order: 1-2-3, 1-2-3, 1-2-3, and so on.

If it is not enabled, the order will be: 1-1-1..., 2-2-2..., 3-3-3...

Note: Some printers do not support this function.

▪ **Print to file**

This option redirects the print output to a file instead of a physical printer.

▪ **Reverse order**

This option prints the pages from last to first.

▪ **Frame slides**

This option prints a border around the content of each slide.

▪ **Print hidden slides**

This option allows you to also print those slides that were marked as hidden with the ribbon command **Slide show | Hide slide**.

▪ **Fit to page**

This option resizes the content of each slide if necessary to ensure it fits on the printed page.

▪ **Double-sided printing** (Windows and Linux only)

Instead of **Single-sided** printing only on the front of a page, you can set here for printing to also be performed on the back of a page ("duplex printing"):

Double sided, long edge means that you can turn the pages like a book.

Double sided, short edge means that you scroll the pages upwards like a clipboard.

Note: Your printer must support duplex printing in order to be able to use this feature.

▪ **Color mode**

Here, you can select whether to print the presentation in its original colors, in grayscale or in black and white.

To start printing, click on **OK**.

Exporting a presentation as a PDF file

You can also export documents as a PDF file.

PDF files can be viewed on virtually any computer, provided that a suitable PDF viewer is installed there (for example, Adobe Reader). All formatting and objects (pictures, drawings, etc.) of the document are retained exactly as in the original file. However, slide transitions and animations are not displayed.

To export a document to a PDF file, proceed as follows:

1. Choose the ribbon command **File** | group **Document** | **Export as** ▼ | **PDF**.

2. A dialog box appears. Make the desired settings there (see below) and confirm with **OK**.

3. Another dialog box now appears. Enter a file name under which you want to save the PDF file and confirm with **OK**.

The PDF file will then be created. To view it, open the PDF file in a PDF viewer of your choice.

> **Tip:** If no viewer application for PDF documents is installed on your device, simply search for "PDF viewer" using your web browser. You will find numerous suitable programs, many of which are free.

In the dialog box of the above command, you can make the following settings for the PDF export:

General tab

On this tab, you can specify whether to output only parts of the document and make other settings. The options are similar to the ribbon command **File** | **Print** described in [Printing a presentation](#).

In addition, the following options are also available:

▪ **Create a bookmark for each slide**

If this option is enabled, Presentations automatically creates a bookmark in the PDF file for each slide that your document contains.

Your PDF viewer will then display these bookmarks in a pane to the left of the document. You can use this pane like an interactive table of contents: Just click on one of the bookmarks to instantly jump to the corresponding slide in the PDF file.

Tip: If your PDF viewer does not display this pane, search for a command for displaying bookmarks in it and enable it.

▪ **Create tagged PDF**

If this option is enabled, information about the logical structure of the document will also be saved in the PDF file.

This information ensures that your PDF files are accessible for the disabled and can also be used, for example, with PDF viewers that reproduce or read aloud the document content in Braille.

▪ **Reset** (see "Reset" button at the end of this section)

Preferences tab

On this tab, you can make settings for the output quality:

▪ **AutoShape options**

Here, you can set the resolution (i.e., number of pixels) in which AutoShapes and all other types of drawings are exported. The higher the resolution, the larger the generated PDF file will be.

▪ **Picture options**

The option **Compress to** (not included in SoftMaker FreeOffice) sets the upper limit for the resolution of the images (number of pixels) in the current PDF export. The value set here is the maximum value for all images in the document, regardless of whether they have a higher or lower resolution. If the resolution of the images in your document is lower than the set value anyway, their resolution will not change.

Note: The images in your Presentations document itself will not be compressed in the process, but you can achieve this with the command Compress pictures.

With the options below, you can specify whether to save images with **lossless compression** or with lossy **JPEG compression**. If you opt for JPEG compression, you can set the quality level of the compression.

> **Tip:** Normally, you should choose lossless compression here because it ensures perfect image quality. If your document contains a large number of images (especially photographs), however, the resulting PDF file may be very large. In this case, we recommend that you use JPEG compression, which provides a much higher compression ratio for photographs.

The option **Use alpha channel for transparencies** determines whether an alpha channel should be used to represent transparency in pictures and drawings. Usually, they look best when this option is enabled. However, some PDF viewers represent alpha channels incorrectly, thus you can also disable this option.

▪ **Other options**

Include Presentations document: This option saves a copy of your Presentations document within the PDF file. You can then open this PDF file directly in Presentations, whereupon the program will extract the original Presentations document from the PDF file and display it.

Open the file in a PDF viewer after exporting: This option launches your PDF viewer automatically and displays the PDF file after it has been created (provided that you have a PDF viewer installed on your computer).

Use relative paths for file links: This option automatically converts the file path from hyperlinks (links) to files into a relative path (rather than an absolute path). If, for example, you have inserted a link to the file `C:\Documents\Lists\Test.txt` and export the PDF document to the folder `C:\Documents`, this link will be automatically converted into "Lists\Test.txt".

▪ **Font options**

The option **Font embedding** allows you to specify whether the fonts used in the document should be embedded in the PDF file.

If font embedding is enabled, the resulting PDF file can be viewed in its original fonts on *any* computer – even if the relevant computer does not have the fonts installed. If, on the other hand, the option is disabled, the PDF file will be displayed with automatically selected replacement fonts.

The option **Embed only used characters** determines whether all characters of a font or only the characters actually present in the document should be embedded when embedding fonts. The advantage of enabling this option is that the resulting PDF file is smaller in size.

- **Archiving** (not included in SoftMaker FreeOffice)

  This option enables you to select from various variants in the standard **PDF/A** to create standard-compliant PDF files. This standardized format allows the long-term archiving of documents and is considered a prerequisite when documents must be stored in a non-editable manner and in an identical format to the original documents.

- **Reset** (see "Reset" button at the end of this section)

View tab

This tab contains advanced options for displaying the PDF file in a PDF viewer:

- **Navigation pane**

  Use this option to specify what should be displayed in the navigation pane of the PDF viewer. (The navigation pane is a bar displayed to the left of the PDF document.)

  Available options:

  Default: Use the PDF viewer's default setting.

  Empty: Do not display anything in the navigation pane.

  Bookmarks: Display the document's bookmarks in the navigation pane.

  Page thumbnails: Display thumbnails of the document's pages in the navigation pane.

- **Zoom**

  This option specifies the zoom level at which the PDF file should be displayed:

  Default: Use the PDF viewer's default setting.

  Full page: Select the zoom level at which the entire page fits in the window.

  Fit width: Select the zoom level at which the page width fits in the window.

  Fit height: Select the zoom level at which the page height fits in the window.

  Custom: Set the zoom level to a custom value (in percent).

- **Page layout**

  This option specifies the layout with which the pages should be displayed:

  Default: Use the PDF viewer's default setting.

  Single pages: Display as single pages.

  Two pages - odd pages left: Display as two facing pages (odd pages on the left).

  Two pages - odd pages right: Display as two facing pages (odd pages on the right).

- **Additional options**

  This section provides the following additional options:

  Display document title: Display the document's title in the title bar of the PDF viewer (instead of its file name). Tip: You can enter the title of a document on the **Summary** tab in the dialog box of the command **File | Properties**.

Center viewer on screen: This option automatically centers the program window of the PDF viewer on the screen when the PDF file is opened.

Full-screen mode: This option automatically switches the PDF viewer to full-screen mode when the PDF file is opened.

Hide menu bar: This option hides the menu bar of the PDF viewer.

Hide toolbars: This option hides all toolbars of the PDF viewer.

Hide navigation pane controls: This option hides all controls of the navigation pane.

- **Reset** (see "Reset" button at the end of this section)

Protection tab

This tab provides options that enable you to encrypt the resulting PDF file and to use passwords to protect the file from being opened or changed.

- **Encryption type**

  Here, you can specify whether the PDF file should be encrypted. You can choose between **40 bit encryption** (low level of security) and **128 bit encryption** (high level of security).

  Note: The other options in this dialog box are not available until you have selected an encryption type.

- **Password to open the document**

  If you enter a password here, the PDF viewer will ask for this password when users try to open the PDF file. If an incorrect password is entered, the user cannot open the file.

  If you leave this field empty, any user can open the file without having to enter a password.

- **Password to set permissions**

  You can also restrict the permissions for the PDF file. To do so, enter a password to change the permissions. Then use the options in the **Permissions** section of the dialog box to specify which permissions should be granted to users.

  Background information: Some PDF viewers have a command for changing the permissions. If a user chooses this command, they can only continue if they enter the password that you have set here.

- **Permissions**

  Here, you can specify which permissions users should have with respect to the PDF file when they open it in a PDF viewer. (This is only available if you have entered a password above for setting permissions.)

- **Reset** ("Reset" button below)

"Reset" button

All changes to the PDF export options are retained as global settings in Presentations and are thus applied to the next export of a PDF document. You can restore the original default settings by clicking on the **Reset** button in the lower left corner of the dialog box.

You can click on this button on any tab of the dialog box *PDF Export*, thereby resetting the options of all tabs at once.

Sending a presentation by e-mail

FreeOffice: Sending by e-mail or *Share* is not included in SoftMaker FreeOffice.

If you have a suitable e-mail program installed on your device, you can send Presentations documents by e-mail directly from Presentations.

To do so, proceed as follows:

1. Create or open the presentation that is to be e-mailed.

2. In Presentations, choose the ribbon command **File** group | **Document** | **Send** ✉.

   Note for users of **Android/iOS** and **Windows 10** or higher: Here you can use the command **Share**, which enables sharing via different channels.

3. Select the format in which the document is to be sent.

   Note: If you select the **Presentations document** format here, the recipient will receive an e-mail with the Presentations file as an attachment. In order to open this attachment, the recipient must also have Presentations installed.

Presentations now generates an e-mail with the file as an attachment and passes it to your e-mail program.

Exporting a presentation as HTML files

FreeOffice: Export as HTML is not included in SoftMaker FreeOffice.

You can choose the ribbon command **File** | group **Document** | **Export as** ▾ | **HTML** to export a presentation to a series of HTML files. The program will then create a HTML file for each slide, which contains an image of the slide as a picture.

Note: Slide transitions and animations are not displayed in it.

Proceed as follows:

1. Create or open the desired presentation.

2. Choose the ribbon command **File** | group **Document** | **Export as** ▾ | **HTML**.

3. A dialog box appears. Make the desired settings there (see below) and confirm with **OK**.

Presentations will now create the relevant HTML files and pictures.

To view the result, open the main HTML file (see below) in your web browser. If desired, the main file also includes a table of contents and buttons for navigating between slides.

Options of the dialog box

In the dialog box for this command, you can make the following settings:

▪ **Main HTML file**

Enter the path and file name of the main file here. The main HTML file is the file that has to be opened in the web browser in order to view the presentation.

All other HTML files and picture files will be stored in the same folder (or a subfolder of it).

▪ **HTML title**

Here, you can enter a title for the main HTML file. It will be displayed in the title bar of the web browser.

▪ **Store supporting files in a subfolder**

In addition to the main HTML file, Presentations must create some additional files that are required to view the presentation. For example, one HTML file and one picture file are generated for each individual slide.

If this option is enabled, these supporting files will be stored in a subfolder of the folder containing the main HTML file. If it is disabled, the files will end up in the same folder as the main HTML file.

▪ **Add HTML frame with table of contents**

If this option is enabled, a frame containing a table of contents of all slides will be added to the left of the main HTML file. Each entry contains a link to the corresponding slide. This makes navigation easier.

▪ **Slide range**

Here, you can specify which slides to export:

All slides: Export all slides of the presentation.

Selected slides: Export only the slides currently selected in the mini sorter or in the slide sorter.

Custom slide show: Export only the slides in the custom slide show that is selected here. (For more information, see also Custom shows.)

Slides with numbers: Export only the slides with the specified numbers. To use this option, enter the desired slide numbers as demonstrated in these examples:

12	Export slide 12 only
12-15	Export slides 12 to 15
12-	Export slide 12 and all of the following slides
-12	Export slides 1 to 12

You can also enter multiple slide numbers or ranges by separating them with commas:

2-5, 12	Export slides 2 to 5 and slide 12

The option **Export hidden slides** determines whether the slides that were marked as hidden with the ribbon command **Slide show** | **Hide slide** should also be exported.

▪ **Slide pictures**

Here, you can make settings for the pictures that are displayed in the HTML files to represent the slides:

Format: This option determines the format of the pictures. For maximum quality, we recommend the **PNG** format, as it compresses completely losslessly. If your slides contain a large number of photographs, you also have the option of using the **JPEG** format. It provides much higher compression for such pictures, but it is not lossless.

Width and **Height**: This option allows you to specify the width/height of the pictures. Note: If you change the width, the height adjusts automatically (according to the aspect ratio of the slides) – and vice versa.

Add borders: This option adds border lines to each picture.

▪ **Options**

Here, you can set the following options:

Add navigation controls: This option displays buttons for navigating to the previous and next slide below each slide picture.

Use graphical navigation buttons: This option uses graphical buttons for navigation (instead of buttons labeled with text).

The **More...** button opens a dialog box with the following additional options:

Colors: This option specifies the colors in which the background and links to the HTML pages will be displayed.

Fonts: This option specifies the font in which links to the HTML pages will be displayed.

▪ **Show result in browser**

This option launches your web browser and displays the main HTML file once the export is complete.

Exporting a presentation as picture files

If you choose the ribbon command **File** | group **Document** | **Export as** ▾ | **Pictures**, the slides of a presentation can be exported as picture files. One individual picture file will be created for each slide.

Note: Slide transitions and animations are not displayed in it.

Proceed as follows:

1. Create or open the desired presentation.

2. Choose the ribbon command **File** | group **Document** | **Export as** ▾ | **Pictures**.

3. A dialog box appears. Make the desired settings there (see below) and confirm with **OK**.

Presentations will now create the picture file(s). You will find them in the folder that you specified in the **File name** field of the dialog box.

Options of the dialog box

In the dialog box of this command, you can make the following settings:

▪ **File name**

Here, enter the path and file name of the picture file to be created.

When you export multiple slides, Presentations creates an individual picture file for each slide. Presentations automatically adds a consecutive number to each of these files – for example, Test0001.png, Test0002.png, Test0003.png, etc.

▪ **Picture type**

This option enables you to specify the format of the picture file(s). For maximum quality, we recommend the **PNG** format, as it compresses completely losslessly. If your slides contain a large number of photographs, you also have the option of using the **JPEG** format. It provides much higher compression for such pictures, but it is not lossless.

▪ **JPEG quality**

If the **Picture type** is set to **JPEG** format, you can specify the desired quality level for the picture file(s) here. You can enter values between 1 and 100 (percent). The default value is 90.

Low values deliver highly compressed files but poor picture quality. High values result in less compressed files with better picture quality.

▪ **Selection**

This option lets you choose which slides to export: only the current slide, only the selected slides or all slides.

▪ **Size**

Here, you can set the desired **Width** or **Height** of the resulting picture file(s).

Note: If you change the width, the height adjusts automatically (according to the aspect ratio of the slides) – and vice versa.

Exporting a presentation as a movie file

FreeOffice: Export as movie is not included in SoftMaker FreeOffice.

Note: This function is not available for Linux, macOS or the Android/iOS version.

The ribbon command **File** | group **Document** | **Export as** ▼ | **Movie** exports your presentation (more precisely: its slide show) to a movie file.

Proceed as follows:

1. Create or open the desired presentation.

2. Choose the ribbon command **File** | group **Document** | **Export as** ▼ | **Movie**.

3. A dialog box appears. Make the desired settings there (see below) and confirm with **OK**.

4. The slide show is now played in a window. At the same time, it is recorded as a video file.

   If your presentation contains transitions or animations that have to be advanced manually, use the space bar or press the left mouse button to continue at the desired speed. The resulting movie file will then use the same timing.

5. When the slide show has finished, Presentations stops recording and saves the movie file.

To view the resulting video, open the movie file in a video player of your choice.

Notes

▪ If you want to temporarily pause the video recording while it is running, you can always click on the button with the pause icon.

▪ If you want to stop the recording before the slide show ends, click on the button with the stop icon.

Options of the dialog box

In the dialog box of this command, you can make the following settings:

Note: If you are unsure what to set for **Movie format**, **Codec** and **Video options**, you can simply apply the default settings.

▪ **Movie format**

   Here, you can set the file format in which you want to record the video.

▪ **Codec**

   Here, you can choose a different video encoder to create the video.

▪ **Movie file**

   Here, you can specify the path and file name of the movie file to be created.

▪ **File size limit**

   Here, you can specify the maximum size of the movie file. If the limit is exceeded, Presentations stops the video recording and issues an error message.

▪ **Slides**

   Here, you can specify which slides to display in the video recording:

   All: Use all slides of the presentation.

   From ... To: Use only the range of slides between the first slide and the last slide selected here.

   Custom slide show: Use only the slides in the custom slide show that is selected here. (For more information, see also Custom shows.)

▪ **Video options**

Here, you can make changes to the quality settings of the resulting movie file.

Width: This option specifies the width of the movie (in pixels).

Height: This option specifies the height of the movie (in pixels).

Frame rate: This option specifies the frame rate – that is, how many pictures are recorded per second.

Bit rate: This option specifies the bit rate – that is, how many kilobytes are stored per second.

▪ **Play movie after creation**

If you enable this option, the resulting movie will automatically open in your video player when the recording is complete.

Portable slide show

FreeOffice: The *Portable slide show* function is not included in SoftMaker FreeOffice.

For various reasons, it is sometimes desirable to share an entire presentation with all associated files so that it can be played on another computer where SoftMaker Office is not installed. A free Presentations viewer can also be included in the resulting file package.

With the command **Portable slide show**, you can create all files required for the slide show as a file package in a folder on your computer and copy them to a CD/DVD from there. If you have a USB stick available as a storage medium, you can save the file package directly on the USB stick.

Note: A newly started presentation must first be saved.

To create a *Portable slide show*, proceed as follows:

1. Open Presentations and choose the command **File** | group **Document** | **Export as** ▼ | **Portable slide show**.

2. A dialog box appears.

3. In the **Files to copy** section, select the files or complete folders that you want to copy for your file package. Furthermore, you can also include any other file formats that you would like to share.

   The arrow keys on the left side can be used to change the order of entries in the list. You can use the **Remove** button to remove files or folders from the list.

4. Make the desired settings in the **Options** section (see below).

5. Specify the **Output folder** in which the created file package should be saved.

6. Finally, confirm with the **Copy to folder** button. The file package is now created in the selected folder.

To start the slide show, double-click on the batch file **play.bat** in the output folder.

Setting options for the output files

The following settings are available in the **Options** section of the **Portable slide show** dialog box:

- **Add Presentations viewer**

  If this option is enabled, Presentations adds a viewing software (a simplified free version of Presentations) to the file package, which can be used to start the presentation even on computers where SoftMaker Office is not installed.

  If the option is disabled, the slide show cannot be run on a computer that does not have the relevant software.

  > **Mac version:** The viewing software cannot be added here. Thus, the computer on which you start the slide show must have the relevant software.

- **Include media files**

  If you have inserted media objects (picture, sound or movie) into the presentation only as a link and have not saved them in the document (see Inserting media objects), media objects are copied along with the presentation if the option is enabled.

- **Change all documents into slide shows**

  Option enabled: The document is saved as a slide show so that the presentation starts as a "slide show" when it is opened. For more information, see Starting a slide show.

  Option not enabled: The document is saved unchanged.

- **Copy used fonts**

  This option enables you to specify whether the fonts used in the document should be embedded for output.

  If this option is enabled, the created slide show will be displayed on *every* computer in the fonts that were originally used, even if those fonts are not installed there. If it is disabled, the slide show will be displayed with automatically selected replacement fonts.

- **Create a playlist**

  Option enabled: The files **play.bat** and **playlist.prl** are created for the file package. As a result, you can start the slide show from the batch file (play.bat). The order of the documents is stored in the playlist (playlist.prl).

  Option disabled: Playlist and batch file are not created. In this case, the slide show can then only be played by bypassing the standard procedures described above.

Language tools

Presentations contains sophisticated language tools consisting of a spell check, hyphenation and a thesaurus. (Depending on your chosen language, you may have only the hyphenation feature, or the hyphenation and spell check features.)

This chapter provides a comprehensive introduction to all available language tools. It consists of the following sections:

- **Setting the language**

  The *language* for spell check, hyphenation and thesaurus can be set via the ribbon command **File** | **Options** (**Language** tab).

- **Spell check**

  The *spell check* checks a document's text for typos and suggests corrections in the event of errors.

- **Hyphenation**

  When you enable it, the *hyphenation* feature automatically hyphenates long words (according to their spoken syllables) at the ends of lines.

- **Auto correction**

  With *Auto correction*, you can have Presentations automatically correct typical careless mistakes when entering text – for example, if you often type "yuo" instead of "you". In addition, you will find many other useful auto correct functions here.

- **SmartText**

  You can use *SmartText* to define abbreviations for frequently used phrases – for example, "sd" for "sales department".

- **Thesaurus**

  The large *thesaurus* integrated into Presentations shows you synonyms (words of the same or related meaning) for a word. Thesauri are also available for many foreign languages.

- **Research**

  Only available in **SoftMaker Office Professional** and **NX Universal**: Look up terms on research platforms on the Internet (Wikipedia, Oxford dictionary, Cambridge dictionary, etc.) directly from the document.

Setting the language

If you have installed more than one language, you can change the language for the spell check, hyphenation and thesaurus at any time.

To do so, proceed as follows:

1. Choose the ribbon command **File | Options** ⚙ to open the dialog box.

   Alternatively: Choose the ribbon command **Slide show | Spell check** ▼ **| Settings**.

2. Switch to the **Language** tab.

3. Select the desired language from the list "Default language".

Note: Please note that there are *two* entries in this list for German:

- **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006).

- **"German (Germany, <u>old</u>)"**, on the other hand, stands for the *old* spelling.

The same applies to "German (Austria)" and "German (Switzerland)".

Spell check

> *FreeOffice:* SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

The *spell check* checks a document's text for typos and suggests corrections in the event of errors.

This section describes the different spell check tools in detail. The information covers the following topics:

- **Manual spell check**

  The *manual spell check* lets you check and correct possible spelling errors in an entire document.

- **Checking the spelling as you type**

  The option *Check spelling as you type* constantly checks all text in the document for spelling errors. Misspelled words have red wavy underlines. They can be corrected manually or via a context menu with suggested words.

- **Conversion to the new German spelling**

  If you compose documents in German, the option "Check spelling as you type" can also help you to apply the reformed German spelling rules.

- **Editing user dictionaries**

  When you teach the spell check new words, they are added to your *user dictionary*. You can edit this dictionary at any time, for example, to delete incorrect entries.

For more information on these topics in the above order, see the following pages.

> **Note:** The spell check relies on the dictionaries having been installed and enabled. For more information, see Installing dictionaries.

Manual spell check

FreeOffice: SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

Choose the ribbon command **Slide show** | group **Review** | **Spell check** to start the subsequent spell check. (Tip: You can also choose this command with the **F7** key.)

This checks the text word for word for spelling errors. If the spell check encounters an unfamiliar word, it stops and displays the word in a dialog box.
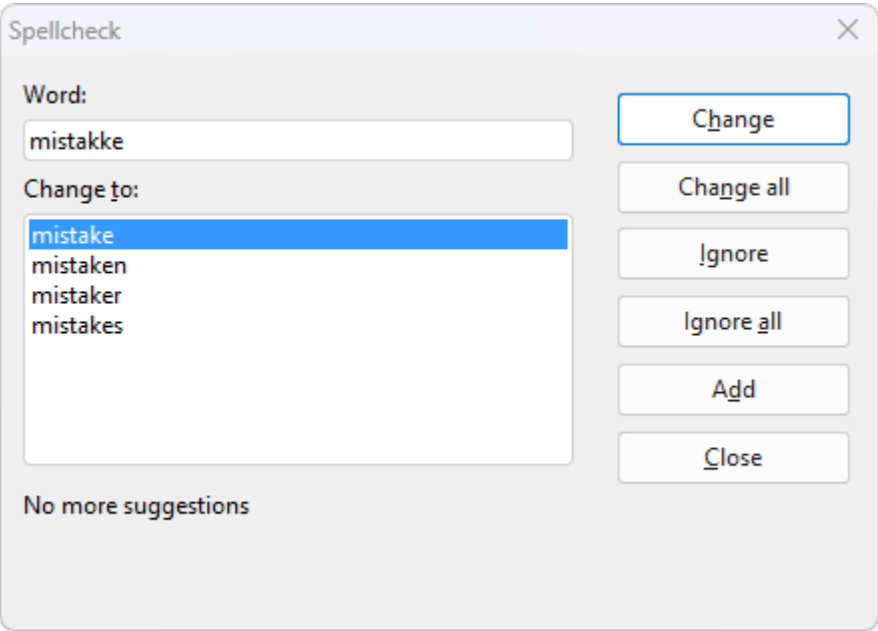
You can then choose to correct the word, add it to the dictionary or simply ignore the supposed error. The list under **Change to** will also contain some suggestions for the correct spelling of the word (if any are found).

Use the buttons in the dialog box to specify what to do with the unfamiliar word:

Button	Function
Change	This option lets you correct the misspelled word. Before you use this button, type the correct spelling in the **Change to** input field or select one of the suggested words from the list.
Change all	This option works like the **Change** button, but changes *all* further instances of the word (from here to the end of the document).
Ignore	This option instructs Presentations to ignore this spelling error and continue with the spell check.
Ignore all	This option instructs Presentations to ignore *all* further instances of this word.
	Note: Presentations only remembers the list of ignored words *temporarily*. When you exit Presentations, it forgets it. If you want Presentations to learn words *permanently*, use the command

Add instead.

Add	This option instructs Presentations to add the word to the user dictionary and thus increase its vocabulary.

Use this option for correctly spelled words that Presentations does not yet know. Presentations remembers these words permanently, even after a restart.

If you want to exit the spell check before it reaches the end of the document, click on **Close**.

Checking the spelling as you type

FreeOffice: SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

The option **Check spelling as you type** constantly checks the whole text for spelling errors. All misspelled words are marked with a red underline.

Enabling the option "Check spelling as you type"

To enable the function *Check spelling as you type*, choose the ribbon command **File | Options**, switch to the **Language** tab in the dialog box and enable the option **Check spelling as you type** there.

Tip: You can also enable this setting directly on the ribbon tab **Slide show** | group **Review | Spell check** without going via the dialog box. Click on the small arrow of the icon and select the entry **Check spelling as you type**.

Presentations will now continuously check the entire document for spelling errors in the background. It will not only recognize existing spelling errors in the document, but will also immediately examine changes and additions to the text for correct spelling.

Correcting misspelled words

Misspelled words are highlighted with red wavy underlines on the screen. This allows you to see all misspelled words at a glance so that you can either correct them immediately or at a later time.

To correct one of these words underlined in red, either just change its spelling manually or *right-click* on the word to open the spell check's context menu:

Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

The context menu contains the following items:

Item	Function

List of suggestions	The upper part of the context menu offers suggestions for the correct spelling of the word if any are found by Presentations. If you click on one of them, it will replace the word in the text.
	If Presentations finds a large number of suggestions, an additional menu item called **More suggestions...** appears. If you click on this item, a dialog box will appear with all suggestions that were found. For more information, see Manual spell check.
Ignore word	This option ignores the spelling error (for all instances of this word) and removes the red underline.
	Use this option for words that are spelled correctly but should not be learned. When you exit Presentations, it "forgets" the ignored words.
Add word	This option instructs Presentations to add the word to the user dictionary and thus increase its vocabulary.
	Use this option for correctly spelled words that Presentations does not yet know. Presentations remembers these words permanently.
Create SmartText entry	This option creates a *SmartText* entry from the word. For more information on this function, see SmartText.

As soon as you correct the spelling or allow Presentations to ignore or add the word, the red underline disappears.

Blue underlined words: If you have also enabled the option **Underline old German spellings in blue** in the dialog box **File | Options**, you may also see blue underlined words in addition to red underlined words. These are words that correspond to the *old* German spelling but have to be written differently since the *new* spelling was introduced. For more information, see the next section.

Conversion to the new German spelling

As you may have already noticed, Presentations offers *two* entries for German in lists for selecting the language:

- **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006).

- **"German (Germany, <u>old</u>)"**, on the other hand, stands for the *old* spelling.

The same applies to "German (Austria)" and "German (Switzerland)".

Thus, you can decide for yourself whether you would prefer to use the old or the new German spelling:

Using the old spelling

If you select the language "German (Germany, <u>old</u>)", the spell check, hyphenation and thesaurus will continue to follow the *old* spelling rules.

Using the new spelling

If you want to write your documents in the *new* German spelling, on the other hand, select the language "German (Germany)". In this case, the aforementioned function **Check spelling as you type** will provide you with a useful tool if desired:

If you use the dialog box to enable the option **Underline old German spellings in blue**, a blue underline is added to all words that correspond to the *old* German spelling but should be written differently according to the *new* spelling.

If you right-click on such a word, you will be offered the permitted spellings. You can also find out *why* this word should be spelled differently – and thus refresh your knowledge of the new spelling rules.

For more information on this topic, see the following pages.

Enabling conversion to the new German spelling

To enable checking and converting to the new spelling in texts composed in German, you must proceed as follows:

1. Choose the ribbon command **File | Options** ⚙ to open the dialog box.

   Alternatively: **Slide show | Spell check ▼ | Settings**.

2. Switch to the **Language** tab.

3. Enable the option **Check spelling as you type**.

4. Also enable the option **Underline old German spellings in blue**.

5. Confirm with **OK**.

> **Note:** The option **Underline old German spellings in blue** only works for text in the language "German (Germany)", "German (Austria)" or "German (Switzerland)". It is irrelevant for all other languages.

Presentations now continuously checks the document in the background for words that should be written differently since the 1996 spelling reform. Such words are underlined in blue. On the following pages, you will learn how Presentations can help you to convert these words into the new German spellings.

Correcting words with old German spellings

If, as described in the previous section, you have selected the option **Underline old German spellings in blue**, German words whose spelling was changed during the spelling reform are indicated with a blue underscore.

To correct one of these underlined words, just change its spelling manually or *right-click* on the word to open the spell check's context menu.

Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

The context menu contains the following items:

Item	Function
List of suggestions	All spellings that are correct (according to the reformed German spelling rules) are displayed in the upper part of the menu. If you click on one of them, Presentations will replace the word in the text with it.
Info	This option opens a dialog box with additional options and information. For more information, see Info command of the spell check.
Ignore word	The option ignores the supposed spelling error and removes the blue underline.
	Use this option for words that are spelled correctly but should not be learned. When you exit Presentations, it "forgets" the ignored words.
Add word	This option instructs Presentations to add the word to the user dictionary.
	Presentations remembers such words permanently; they will no longer be underlined in blue. (See note!)

Note: Use the command **Add word** only for those German words underlined in blue that are in fact correctly spelled according to the *new* German spelling rules. If you allow the addition of words with old spellings, rather than new spellings, you will be supplying Presentations with incorrectly spelled words.

Info command of the spell check

If you open the context menu of the spell check, as described in the last section, an additional entry appears for German words spelled in the *old* way: the **Info** command. This command contains additional options and shows information about the rule governing the change in the word's spelling under the German spelling reform.

This command's dialog box provides the following functions:

Item	Function
List of suggestions	All spellings that are correct according to the spelling reform are displayed here. If you click on one and then click on the **Change** button, Presentations will replace the word in the text with it.
Change	This option lets you correct the word after you have chosen the correct spelling from the list of suggestions.
	If Presentations ever makes an incorrect suggestion, you can enter the correct spelling in the **Change to** field manually.
SmartText	This option lets you define a SmartText entry. For more information, see SmartText.
Ignore	This option instructs Presentations to ignore this spelling error.

Ignore all	This option instructs Presentations to ignore *all* further instances of this word.
	Note: Presentations only remembers the list of ignored words *temporarily*. When you exit Presentations, it forgets it. If you want Presentations to learn words *permanently*, use the command **Add** instead.
Add	This option instructs Presentations to add the word to the user dictionary.
	Presentations remembers such words permanently; they will no longer be underlined in blue. *(See note!)*
Close	This option closes the dialog box without applying a change.

> **Note:** Use the command **Add** only for those German words underlined in blue that are actually spelled correctly according to the *new* German spelling rules. If, on the other hand, you allow the addition of words with old spellings, rather than new spellings, you will be supplying Presentations with incorrectly spelled words!

Editing user dictionaries

When you teach the spell check new words, they are added to your *user dictionary*. You can edit this dictionary at any time, for example, to delete incorrect entries.

To do so, click on the small arrow of the icon **Spell check** ABC✓ on the ribbon tab **Slide show** | group **Review** and select **Edit user dictionaries** from the dropdown menu. The program displays a dialog box with the following buttons and options:

- **Language**

  There is a separate user dictionary for each language. You can select the user dictionary to be edited from the dropdown list **Language**.

  > **Note:** Note that there are *two* entries for each German in this list: "German (Germany)" stands for the *new* spelling and "German (Germany, <u>old</u>)" for the *old* spelling. The same applies to "German (Austria)" and "German (Switzerland)".

- **Entries**

  This list contains all words that have been added to your user dictionary (for the selected language).

- **"Close" button**

  This option closes the dialog box.

- **"Add" button**

  This button enables you to manually add a word to your user dictionary. To do so, type the desired word into the dialog box that appears after you press this button.

  Words added in this way are treated exactly the same as words that were added using the **Add** button in the spell check.

- **"Change" button**

  Use this button to edit the word that is currently selected in the list. This is useful for misspelled words that you have added to your user dictionary accidentally. By clicking on the button, you open a dialog box where you can correct the spelling of the word.

- **"Delete" button**

  This button deletes the word currently selected in the list from your user dictionary.

  The spell check will therefore regard this word as misspelled again in the future.

Hyphenation

If you want long words to be automatically hyphenated at the end of a line, you can always enable *automatic hyphenation*.

The hyphenation can be enabled or disabled separately for each paragraph of your document.

Note: Note that hyphenation is *disabled* by default for all paragraphs in a document. You must thus explicitly enable them if required.

Hyphenation works completely automatically in the background as you type.

Important: Of course, hyphenation only provides correct results if you have set the correct language in the program settings. To set the language, choose the command **File | Options** ⚙, switch to the **Language** tab and select the language from the dropdown list "Default language".

Enabling hyphenation and setting the hyphenation frequency

By default, hyphenation is *disabled* for all paragraphs of the document. To enable it, proceed as follows:

1. Place the text cursor in the desired paragraph (or select several paragraphs).

2. On the ribbon tab **Home | group Paragraph**, use the group arrow ◢ in the bottom right corner to open the dialog box.

   Alternatively: Right-click to open the context menu and select the entry **Paragraph**.

3. Select the desired option in the dropdown list **Hyphenation**.

The following options are available:

Option	Explanation
None	Hyphenation is not performed in this paragraph. This is the default setting.
Always	Any amount of consecutive hyphenation is attempted.
Every 2 lines	Hyphenation is attempted only in every second line.
Every 3 lines	Hyphenation is attempted only in every third line.

If you select **None**, you completely disable hyphenation for the selected paragraphs, whereas if you select **Always**, the program tries to hyphenate any line of a paragraph.

When do you use the other two options? It is not always a good idea to hyphenate at every point possible. For text in narrow columns, for example, this may lead to words being split at the end of almost every line and thus to a reduction in the document's legibility. Thus, you may want to use the option **Every 2 lines** or **Every 3 lines** to instruct Presentations to attempt hyphenation only in every second or third line.

Inserting "soft hyphens"

Presentations has a very sophisticated hyphenation module that only very rarely makes mistakes. If the program does not hyphenate a word in the desired place, you can always correct it by inserting a *soft hyphen* (also known as an *optional hyphen*).

To do so, place the text cursor at the point where you want the word to be hyphenated and press the key combination **Ctrl+Hyphen**. From now on, Presentations will only hyphenate the word at this point.

If a word contains multiple syllables, you can also insert several soft hyphens (for example, one after each syllable).

Inserting "non-breaking" hyphens

If a word (or a number) that contains a hyphen is located at the end of a line, Presentations may use this hyphen to hyphenate the word. In certain cases, this is not desirable.

In the case of a phone number like 936386-0, for example, you do not want the zero to be separated from the rest of the phone number by hyphenation. The number is ultimately easier to read if it is moved *completely* to the next line rather than distributed over two lines.

If you want to prevent Presentations from performing hyphenation at a hyphen that a word contains, insert a *non-breaking hyphen* instead of a regular hyphen. You can insert this by pressing the key combination **Ctrl+Shift+Hyphen**.

You could also call this character a "non-separating hyphen" because it looks like a normal hyphen but prevents hyphenation from being performed at this point.

Auto correction

FreeOffice: Some auto correct functions are not included in SoftMaker FreeOffice.

You're bound to be familiar with making the same typos over and over again when writing. For example, you want to write "you", but the text ends up as "yuo", which was not your intention.. In such cases, Presentations intervenes via **Auto correction** and corrects such common typos automatically.

The ribbon command **Slide show** | group **Review** | **Auto correction** opens a dialog box in which you can specify the settings for automatic correction.

Apart from the ability to avoid these accidental typos as in the example above, there are other useful auto correction functions in the dialog box:

- Capitalize first letter of sentences
- Correct capitalization of first TWo LEtters
- Special replacements: For example, automatically create a smiley from the combination :-)
- Automatically convert quotation marks to the typographically correct characters when typing
- Format URLs as hyperlinks
- Add superscript to ordinal numbers

Tip 1: Automatic correction is triggered as soon as a term is terminated with the space bar, the Enter key ↵ or with a punctuation mark.

Tip 2: If you want to undo an unwanted auto correction in your document, use the **Undo** command or press the key combination **Ctrl+Z** immediately after the auto correction.

The following pages contain detailed explanations about all auto correction functions.

Options tab

You can adjust the auto correction settings according to your needs.

Note: Auto correction is a global setting. Changes you make here will thus be applied to every document.

To do so, choose the ribbon command **Slide show** | group **Review** | **Auto correction** , and the following dialog box will appear:
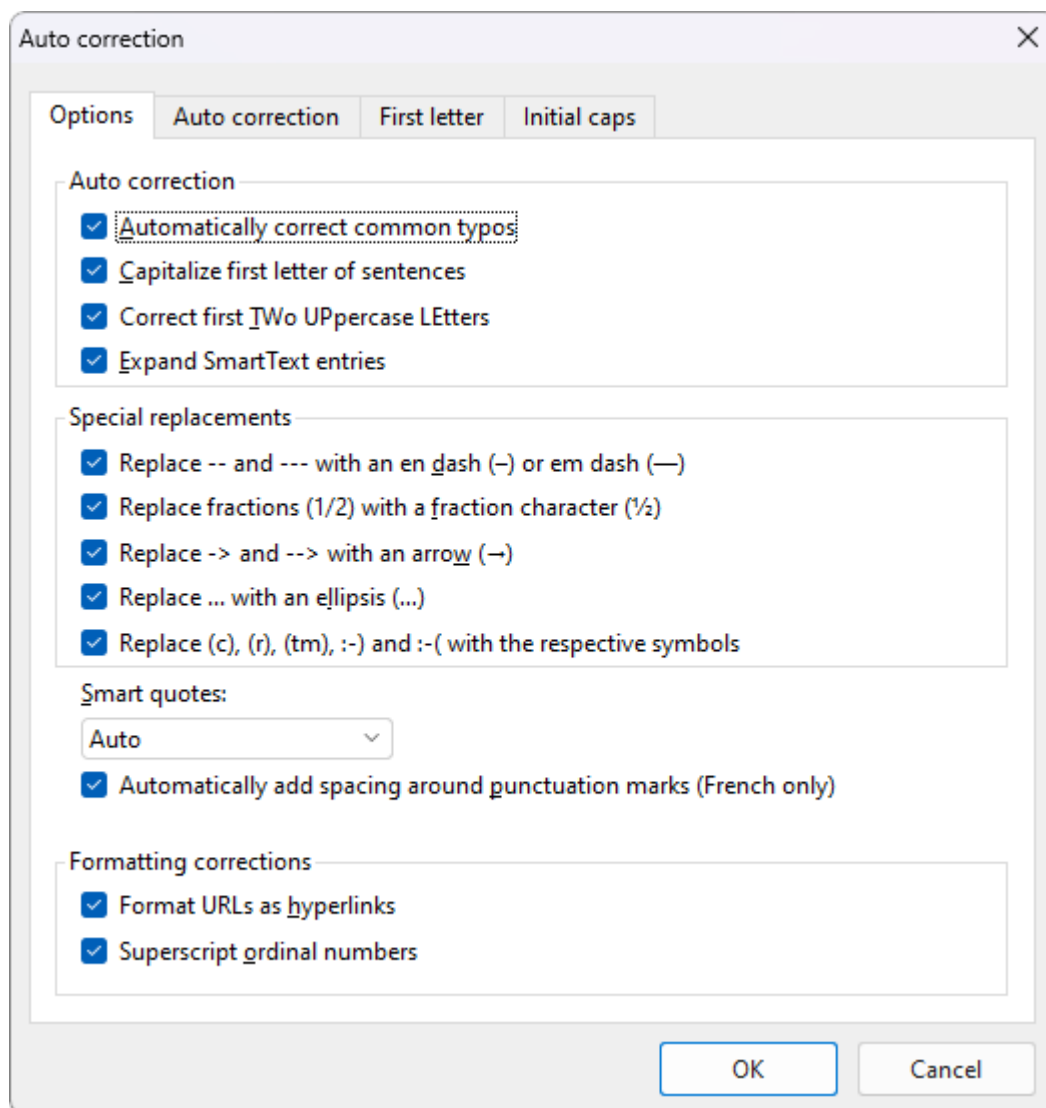
On the **Options** tab, you will find the following auto correction functions:

"Auto correction" section

- **Automatically correct common typos** (not included in SoftMaker FreeOffice)

  This option ensures that typical typing errors are corrected. If, for example, you type "thier", Presentations automatically corrects this word to "their".

  A list containing common typos is pre-installed for some languages. You will find this list on the **Auto correction** tab, where you can delete existing pairs of terms or add new ones. For more information, see Auto correction tab.

- **Capitalize first letter of sentences**

  If this option is enabled, Presentations automatically capitalizes the first letter of every sentence you type – even if you accidentally enter a lowercase letter.

If, for example, you typed the sentence "this is a new sentence.", it would be corrected automatically to "This is a new sentence.".

Exception list: For certain terms, however, it may be undesirable for this automatic correction to occur (for example, after an abbreviation such as "max."). Switch to the **First letter** tab, where you can add terms that should be excluded from this correction. For more information, see First letter tab.

▪ **Correct first TWo UPpercase LEtters**

If this option is enabled, Presentations automatically corrects the case of words whose first two letters have been capitalized inadvertently.

If, for example, you typed the word "HEnry", it would be corrected automatically to "Henry".

Exception list: If, however, you want to exclude certain expressions from this correction (for example, "BSc"), then switch to the **Initial caps** tab. Here, you can add terms where two capital letters at the beginning should not be corrected. For more information, see Initial Caps tab.

▪ **Expand SmartText entries** (not included in SoftMaker FreeOffice)

As described in SmartText, you can use Presentations to create SmartText entries (for example, "sd" for "sales department").

If this option is enabled, your SmartText entries can be directly expanded as the text is entered. To do so, you simply have to type the abbreviation for the SmartText entry (for example, "sd") and then a space, Enter↵ or a punctuation mark, and Presentations will automatically replace the abbreviation with the SmartText content.

If this option is disabled, however, SmartText entries can only be inserted via the dialog box of the ribbon command **Insert** | group **Text** | **SmartText**.

Tip: The option "Expand SmartText entries" can also be enabled or disabled in this dialog box.

"Special replacements" section

Presentations can trigger some special characters automatically as soon as you type a certain combination of characters in your text. For example, three dots in a row ("...") are converted to ellipsis points. Enable or disable the desired options in this section.

Tip: On the ribbon tab **Insert** | group **Text** you can use the commands **Character** and **Symbol** to find other common characters and symbols that you can insert manually into your text.

Smart quotes

Presentations can automatically convert double quotes (") and single quotes (') as they are typed to ensure that they are typographically correct for the selected language. Here, set the desired language or select "None" if you want Presentations to leave your quotes unchanged.

If, for example, you type "Text" or 'Text', the relevant setting will produce the following results:

Setting	"Text"	'Text'
Auto*		
None (no change)	"Text"	'Text'

German	„Text"	‚Text'
Swiss German	»Text«	›Text‹
English	"Text"	'Text'
French**	«Text»	‹Text›
Swedish	"Text"	'Text'
Polish	„Text"	‚Text'

* A special position is assumed by the option **Auto**: If you select this option, Presentations automatically determines the language and converts the quotes accordingly.

** For the *single quote* in the *French* setting, please note the following: the closing quote is first executed as an apostrophe ('). If you press the single quote on the keyboard once again, it will be converted into the single guillemet (›).

> **Tip:** You can use the command **Undo** 🔄 (or the key combination **Ctrl+Z**) to convert smart quotes into "neutral" quotes immediately after typing. The simple smart quote then becomes an apostrophe, while the double smart quote becomes a normal double quote.

Automatically add spacing around punctuation marks (French only)

Enable the option to automatically add spaces both before punctuation marks : ; ! ? as well as between quotes « text » ‹ text ›. This option is only effective if *French* is the assigned language in the following settings:

- In the dialog box of the command **File | Options**, **Language** tab: *French*

"Formatting corrections" section

- **Format URLs as hyperlinks**

  If this option is enabled, URLs (web page addresses) are automatically formatted as hyperlinks immediately after entering them.

  If, for example, you type "www.softmaker.de" in the text, it will automatically be converted into a clickable hyperlink and displayed accordingly (usually blue and underlined).

- **Superscript ordinal numbers**

  This option only supports the following languages: English, French, Italian, Portuguese and Spanish.

  In these languages, superscripts are usually added to abbreviated *ordinal numbers* – for example 1st, 2nd, 3rd in the English language.

  If this option is enabled, superscripts are added automatically whenever you enter such a number. If, for example, you type "2nd" in an English text and then press the space bar, it will be automatically reformatted as "2nd" – the "nd" will be converted into a superscript.

> **Note:** This only works if one of the supported languages is set (thus English in our example). For information on how to change this setting, see Setting the language.

Auto correction tab

> ***FreeOffice:*** This auto correct function is not included in SoftMaker FreeOffice.

If the **Automatically correct common typos** function is enabled on the Options tab, common typos can be corrected automatically by Presentations.

On the **Auto correction** tab, you will find a list where you can enter typical typos and their corresponding correct spelling. An extensive list is already provided for many languages.

You can add new word pairs to this list, or edit or delete existing word pairs.

> **Note:** The list is automatically linked to the language that is set as the default language (see Setting the language). However, you can also edit the lists for other languages independently at the top of the **Auto correction** tab.

Add new word pairs to auto correction

1. On the **Auto correction** tab, click in the **Replace:** field and enter the term here as you typically misspell it.

2. Then click in the **With:** field and enter the correct spelling for this term here.

3. Click on the **Add** button.

   Add further word pairs to this list in this way.

The newly added terms are now included in the auto correction list and the incorrect spelling will be automatically corrected with the right spelling in future.

Edit existing word pairs

1. On the **Auto correction** tab, click on the word pair that you want to change in the lower list.

2. In the **Replace:** and **With:** fields, adjust the incorrect and correct spelling to your liking:

   If you change something in the **Replace:** field (left side, for the wrong spelling), pressing the **Add** button will add the new word pair to the auto correction list. The original word pair also remains in the list.

   If you change something in the **With:** field (right side, for the correct spelling), pressing the **Replace** button will overwrite the original word pair in the auto correction list.

Delete word pairs

1. In the lower list on the **Auto correction** tab, click on the term that should no longer trigger an automatic correction.

2. Click on the **Delete** button.

The term is deleted and will not be detected by auto correction in future.

First letter tab

If the Auto correction function **Capitalize first letter of sentences** is enabled on the Options tab, Presentations automatically capitalizes the first letter at the beginning of a sentence – even if you have accidentally typed a lowercase letter.

Here, on the **First letter** tab, you can set exceptions to this rule:

This applies, for example, to abbreviations such as "amt.", "fig.", "p.m.", which end with a period and thus indicate the end of a sentence without actually being one. Thus, there is no desire here for Presentations to automatically capitalize the next word.

Enter the appropriate abbreviations in the exception list on the **First letter** tab. An extensive list is already provided for many languages.

You can add new entries to this list or delete existing entries.

Note: The list is automatically linked to the language that is set as the default language (see Setting the language). However, you can also edit the lists for other languages independently at the top of the **Auto correction** tab.

Initial Caps tab

If the auto correction function **Correct first Two UPpercase LEtters** is enabled on the Options tab, Presentations automatically corrects the case of words whose first two letters have been capitalized inadvertently.

Here, on the **Initial caps** tab, you can set exceptions to this rule:

This applies, for example, to terms such as "BSc", "DAdmin", "CDs", where it is not at all desirable for the combination of two capital letters at the beginning of the word to be corrected.

Enter the appropriate terms in the exception list on the **Initial caps** tab. An extensive list is already provided for many languages.

You can add new entries to this list or delete existing entries.

Note: The list is automatically linked to the language that is set as the default language (see Setting the language). However, you can also edit the lists for other languages independently at the top of the **Auto correction** tab.

SmartText

FreeOffice: The *SmartText* function is not included in SoftMaker FreeOffice.

The *SmartText* function in Presentations can save you a lot of work: You can create SmartText entries for frequently used phrases and then insert them instantly in the text.

For example, create a SmartText entry called "sd" with the content "sales department". You can now retrieve this SmartText entry at any time: To do so, simply type "sd" in the text and then press the space bar, the **Enter key⏎** or a punctuation mark. "Sales department" immediately replaces "sd".

In this way, you can create your personal "computer steno" with Presentations and save a lot of time when typing.

In this section, you will learn about working with SmartText entries:

- **Creating SmartText entries**

  New SmartText entries can be created in a dialog-box-controlled manner with the ribbon command **Insert |** group **Text | SmartText** or via the spell check. A name (for example, "sd") and the desired content must be specified (for example, "sales department") for each text module.

- **Inserting SmartText entries**

  If the option **Expand SmartText entries** is enabled in the program settings, SmartText entries can be inserted very easily: To do so, type the name of the SmartText entry and then press the space bar, **Enter key⏎** or a punctuation mark. The name will be immediately replaced by the content of the SmartText entry.

  Alternatively, entries can be inserted manually with the ribbon command **Insert |** group **Text | SmartText**.?

- **Editing SmartText entries**

  Not only can you create new SmartText entries with the ribbon command **Insert |** group **Text | SmartText**, but you can also edit, rename or delete existing ones.

For more information, see the following pages.

Creating SmartText entries

You can choose to create SmartText entries a) in a dialog-box-controlled manner or b) using *Check spelling as you type*:

A) With the command Insert | SmartText

To create a SmartText entry with the name "sd" and the content "sales department", for example, proceed as follows:

1. Choose the ribbon command **Insert |** group **Text | SmartText** .

2. Click on the **New** button to create a new SmartText entry.

3. Give the SmartText entry a name ("sd" in our example).

   The SmartText entry can be retrieved later by its name.

4. Confirm with **OK**. You now return to the main dialog box.

5. Now, type the text for the SmartText entry in the large input field on the right (in our example: "sales department").

6. Click on **Save** to save your new SmartText entry.

7. Exit the dialog box with **Close**.

The SmartText entry has now been created. You will find out how to insert it in the next section (Inserting SmartText entries).

B) Via the option "Check spelling as you type"

If you have enabled *Check spelling as you type*, you can also create SmartText entries as follows:

1. In the dialog box of the ribbon command **File | Options** ⚙ (on the **Language** tab), make sure that the option **Check spelling as you type** is enabled.

2. Type the two letters "sd" and press the space bar.

3. Presentations underlines "sd" in red because it does not know this word. *Right-click* on this word to open the context menu.

   Android/iOS: In these versions, you can also open the context menu with your finger: Just tap on the screen and hold your finger there for about a second.

4. Choose the command **Create SmartText entry** from the context menu.

5. In the open dialog box, type "sales department" into the large input field on the right.

6. Confirm with **OK**.

The result is the same: The SmartText entry "sd" has now been created.

For more information on the option *Check spelling as you type*, see Checking the spelling as you type.

Inserting SmartText entries

You can now insert the SmartText entry created in the previous section at any time.

This is very simple: Type the name of the SmartText entry in the text – "sd" in our example – and then a space, a punctuation mark or the **Enter key** ↵. Presentations will immediately replace "sd" with the content of the SmartText entry: "sales department".

> **Note:** If this does not work, the option **Expand SmartText entries** is disabled. Choose the ribbon command **Slide show | Auto correction** and enable this option again in the dialog box (or in the dialog box of the command **Insert | group Text | SmartText**).

Alternatively, you can access the defined SmartText entries via the dialog box by choosing the ribbon command **Insert | group Text | SmartText**, selecting the desired SmartText entry on the left side of the dialog box, and then pressing the **Insert** button.

Tip: Do not expand SmartText entries

If you do not want a defined SmartText entry to be inserted when you type in the text, then use the key combination **Alt+.** (period) in the place directly behind the SmartText entry. In this case, the specified addition is then suppressed.

Editing SmartText entries

By choosing the ribbon command **Insert | group Text | SmartText** ✒A, you can still edit the already created SmartText entries via the dialog box:

▪ **Creating a new SmartText entry**

Click on the **New** button to create a new SmartText entry in the dialog box. For more information, see Creating SmartText entries.

▪ **Deleting a SmartText entry**

To delete a SmartText entry, select it in the list **SmartText entries** on the left of the dialog box and then click on the **Delete** button.

▪ **Renaming a SmartText entry**

To change the name of a SmartText entry, select it in the list on the left, and click on the **Rename** button. The program displays a dialog box in which you can enter the new name.

▪ **Editing a SmartText entry**

To edit an entry, select it in the list on the left and then click in the large input field on the right of the dialog box. You can now change the content of the SmartText entry.

When you have made the desired changes, click on the **Save** button.

▪ **Inserting a SmartText entry**

To insert a SmartText entry into the text, select it in the list on the left of the dialog box and click on the **Insert** button. For more information, see also Inserting SmartText entries).

You can finally exit the dialog box with the **Close** button. If the enabled SmartText entry has been changed but not yet saved, Presentations will ask automatically if it should save the changes.

Thesaurus

FreeOffice: The *Thesaurus* is not included in SoftMaker FreeOffice.

You can use the ribbon command **Slide show** | group **Review** | **Thesaurus** to instruct Presentations to search for *synonyms* (terms with the same or similar meaning) for a word.

This function can help you express yourself precisely and avoid repetition. Even if you have a large vocabulary, the thesaurus may still find alternative words. This function is particularly useful for foreign languages.

A particularly large thesaurus is available for German. It was created under the guidance of a renowned German linguist over many years and contains no less than **400,000 synonyms**. You will hardly find a more comprehensive thesaurus currently in any other presentation graphics program.

Thesaurus dictionaries are also available and pre-installed for many other common languages.

Note for **Android/iOS**: In these versions, the thesaurus dictionaries are not pre-installed. As soon as you access thesaurus, the program will ask you if you want to install the dictionary for the current language.

Using the thesaurus

To open the thesaurus, type a word or move the text cursor to an existing word.

Then choose the ribbon command **Slide show** | group **Review** | **Thesaurus** .
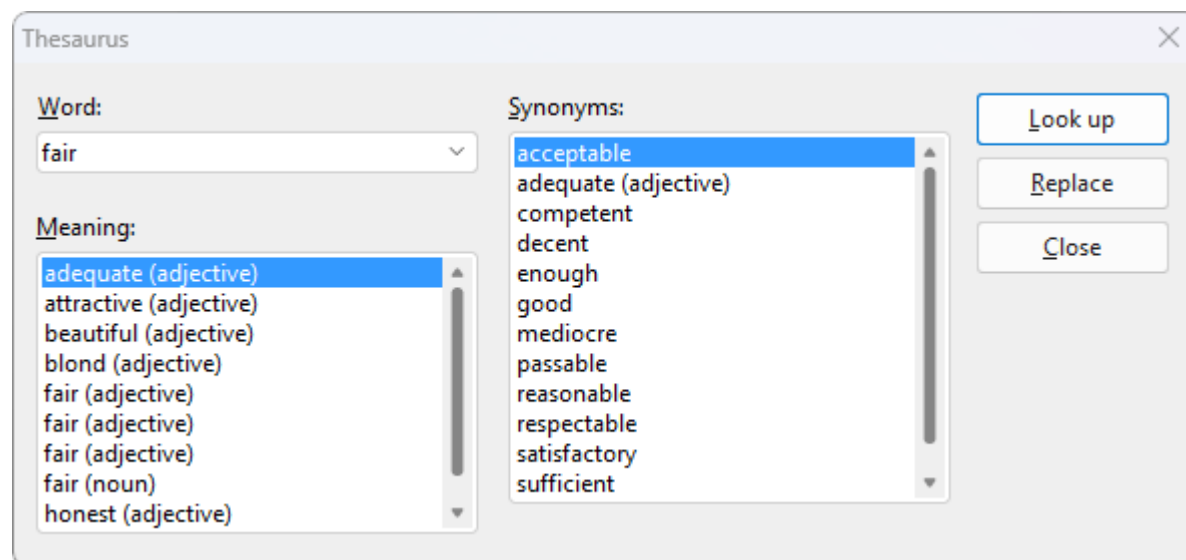
Presentations now searches for the word in the thesaurus. If the word is not found, words with similar spellings are displayed for selection. Otherwise, synonyms for the word are displayed.

> **Note:** If a word has several meanings, several entries are displayed in the list **Meaning**. First, select the desired meaning and then view the corresponding synonyms that appear in the list **Synonyms** as a result.

You can now click to select a word from the list **Synonyms** and then choose one of the following functions via the buttons:

Button	Function
Look up	This option looks for alternatives to the selected synonym.
Replace	This option replaces the word in the text with the selected synonym.
Close	This option exits the thesaurus.

Changing language for the thesaurus

Thesaurus dictionaries are available and are pre-installed in Presentations for several common languages. The thesaurus opens in the language you have set as the Default language. If you change the default language, you can use the thesaurus in another language.

Research

> This feature is only included in **SoftMaker Office Professional** and **NX Universal**.
> In the Android/iOS version, the command is locked. (To unlock the command, see Welcome.)

You can use the *Research function* to look up the meaning of the terms you selected in Presentations directly in online dictionaries and encyclopedias. Presentations suggests various online research platforms (Wikipedia, Oxford dictionary, Cambridge dictionary, etc.) that you can open interactively for your search.

To do so, proceed as follows:

1. Select one or more terms in your document.

2. Choose the ribbon command **Slide show** | group **Review** | **Research** .

3. In the dropdown menu, click on the desired platform on which you want to look up your research term.

The selected online platform will then be opened directly with the results for your selected term.

Available categories

In the open menu of the **Research** icon , you can choose from the following categories:

- **Recently used**

  The platforms most recently used by the research function are displayed here for quick access again (the last 3 searches).

- **English** (depending on the selected language)

  General reference contents are displayed here in the language you selected in the settings (see "More" below).

- **German - English** (depending on the selected languages)

  If you have selected multiple languages in the settings (see "More" below), this category will appear with translation platforms corresponding to the selected languages.

- **More**

  You use the entry **More** to open a dialog box with the settings. Here, you specify the languages for which Presentations should suggest research platforms to you. Enable the desired language(s) by clicking on the respective checkbox.

  This results in the menu of the **Research** icon displaying the general reference books and translation platforms for all languages you selected, insofar as they are available in these languages.

Document management

Presentations has functions that make it easier for you to manage and access your documents faster:

▪ **Quick paths**

You can create *quick paths* in Presentations in order to quickly switch to frequently used folders when opening or saving files.

▪ **Document summary**

Every document can have some additional info that you can display and edit using the **Summary** tab in the dialog box of the ribbon command **File | Properties**. You can enter the title, subject and author of the document, specify keywords for the file manager's search function and write a brief summary of the content.

▪ **File manager**

> *FreeOffice:* The *File manager* is not included in SoftMaker FreeOffice.

You can use the integrated file manager to easily access your documents. It allows you to see the names and the document infos on the **Summary** tab for all documents at a glance. You can view, open, print or delete documents at the touch of a button.

The **Search function** of the file manager not only lets you search for your documents by file name, but it also allows you to search by topic, title, author, etc.

▪ **Backup copies (file versions)**

If desired, Presentations creates a *backup copy* of the document each time the document is saved. You can even instruct the program to automatically take "snapshots" of the document at regular intervals while you're working on it.

The following pages provide detailed information on these functions.

Quick paths

Presentations allows you to create up to twenty *quick paths* via which you can quickly switch to a specific folder when opening or saving files.

A quick path is a symbolic specification, such as "Documentation of the court building", which represents a specific folder on the hard disk (for example, the folder `C:\Court\New Building`).

If you want to open a presentation from this folder, you must first choose the ribbon command **File | Open** and then simply click on the **Quick path** button in the dialog box to select the created quick path. The dialog box then switches immediately to the `C:\Court\New Building` folder.

Quick paths are not only available in the dialog box of the command **Open**, but they are also in all other dialog boxes that are used to open or save files.

Creating quick paths

To create a new quick path, proceed as follows:

1. Open any file dialog box, for example, with the ribbon command **File | Open**. (Click directly on the icon itself to open the file dialog box.)

2. Click on the **Quick path** button in the file dialog box.

3. A menu opens below the button. Choose the command **Create new quick path** from it.

4. Enter any name for the quick path in **Name of quick path** – for example, "Documentation of the court building".

5. Enter the desired folder under **Path**, – for example, "C:\Court\New Building".

   > **Tip:** Alternatively, click on the button with the three dots next to this input field. This opens a file dialog box in which you can easily select the desired folder.

6. Confirm with **OK**.

Presentations now knows that the quick path "Documentation of the court building" should switch to the `C:\Court\New Building` folder.

Opening quick paths

Quick paths are available in all file dialog boxes – for example, in those of the ribbon commands **File | Open** or **Insert | Picture**. (Click on the icon itself to open the file dialog boxes.)

To use a quick path, proceed as follows:

1. Click on the **Quick path** button in a file dialog box.

2. A menu of all the previously created quick paths opens. Select the desired quick path.

Presentations now switches to the folder specified for the quick path.

Editing and deleting quick paths
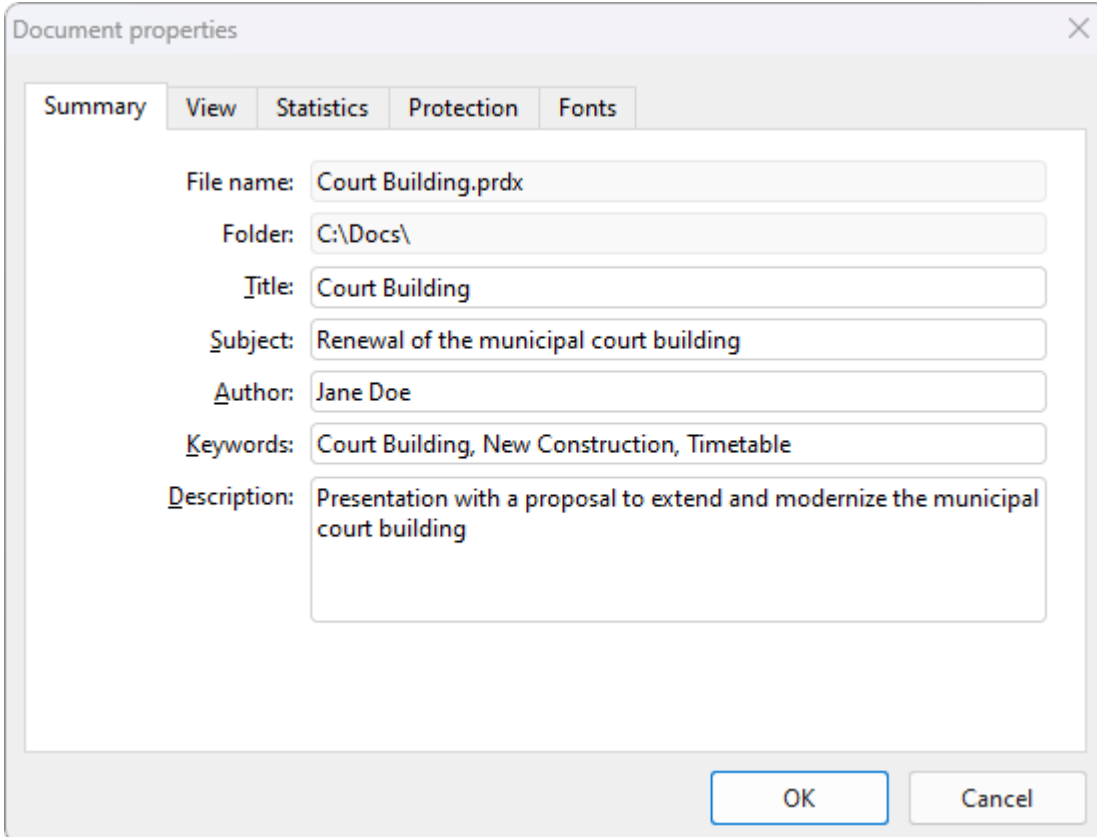
To edit or delete an existing quick path, proceed as follows:

1. Click on the **Quick path** button in a file dialog box.

2. A menu opens. Choose the command **Change quick paths** in it.

3. A dialog box appears. Select the desired quick path in it.

4. Click on **Change** to edit the name or path, or click on **Delete** to remove the quick path.

Document summary

The ribbon command **File** | group **File management** | **Properties** 🔵 not only enables you to make document-specific settings but also to enter some document info on the *Summary* tab.

You can enter additional information (such as subject, author, keywords, etc.) about a document here. To view or edit this information, choose the command **File** | **Properties** and switch to the **Summary** tab:

Document properties	✕

Summary View Statistics Protection Fonts

File name:	Court Building.prdx
Folder:	C:\Docs\
Title:	Court Building
Subject:	Renewal of the municipal court building
Author:	Jane Doe
Keywords:	Court Building, New Construction, Timetable
Description:	Presentation with a proposal to extend and modernize the municipal court building

OK   Cancel

Make the desired changes and confirm with **OK**.

> **Tip:** You can use the file manager (see next section) to search for documents by their document info, for example, to find all documents on a specific topic.

Automatic prompt for summary information when saving: You can have Presentations prompt you to fill in the document info on the summary tab whenever you save a new document.

To do so, choose the ribbon command **File** | **Options** ⚙, switch to the **Files** tab and enable the option **Prompt for summary information when saving**. The dialog box for entering the document info on the summary tab will now appear every time you save a new document for the first time.

File manager

> *FreeOffice:* The *File manager* is not included in SoftMaker FreeOffice.

The file manager displays a list of documents from one or more folders and lets you open, print, delete or view any document by clicking on it.

You start the file manager with the ribbon command **File | File manager** 📁.
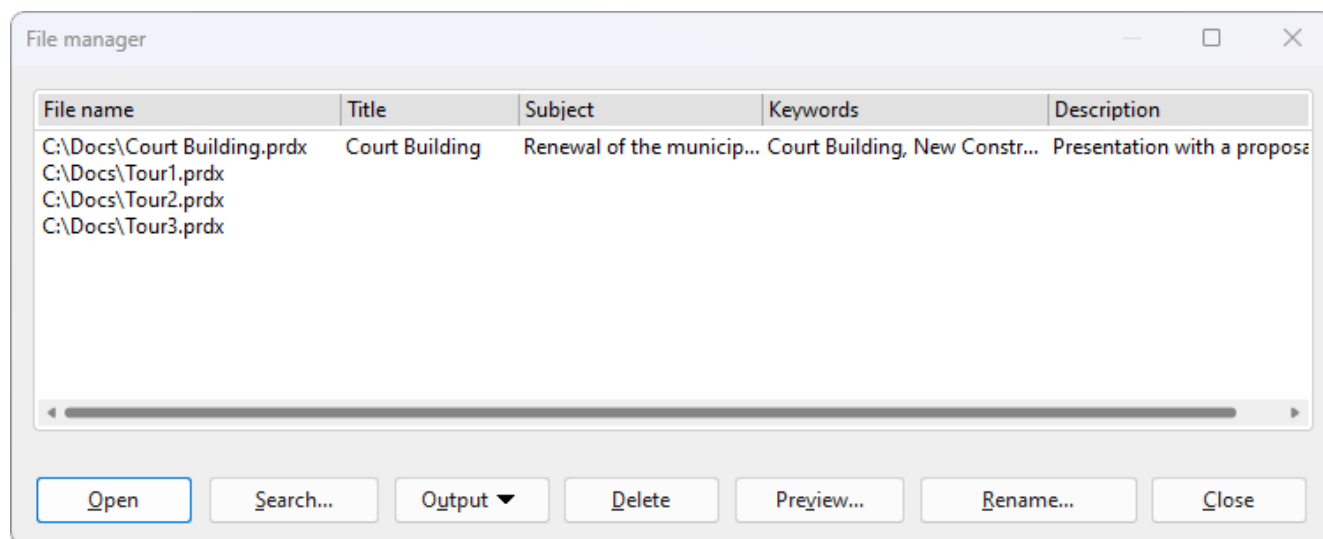
You can use the mouse to move or resize the file manager window at any time. You can also change the column widths by dragging the separator lines between the column headings.

By clicking on one of the column headings, you can specify the column according to which the files are to be sorted.

You can use the **Search** button to select a different folder and also use the Search function to start searching for files. Furthermore, you can search for a specific title, subject, author, keyword, etc., within the Document summary located on the **Summary** tab.

To perform an action with a file, select it and then click on one of the buttons. The individual buttons have the following functions:

- **Open**

  If you click on this button, Presentations opens the selected file.

  > **Tip:** You can also double-click on a file name to open the file.

- **Search**

  Click on this button to search for specific files or simply to select the folder you want to display in the file manager. For more information on Searching with the file manager, see the next section.

▪ **Output**

Use this button to output the selected file. When you click on the button, a menu opens with the following functions (depending on the operating system):

E-mail: Send the document by e-mail

Print: Print the document

▪ **Delete**

If you click on this button, the selected file will be deleted (after confirmation).

▪ **Preview**

Click on this button to open a preview window where you can view the selected document without having to open it.

To actually open this document, click on the **Open** button in the preview. To exit the preview window, click on the **Cancel** button.

▪ **Rename**

If you click on this button, you can rename the selected file.

▪ **Close**

Clicking on this button will close the file manager.

Searching with the file manager

FreeOffice: The *File manager* is not included in SoftMaker FreeOffice.

You can use the **Search** button in the file manager to have Presentations search for specific files or simply choose the folder to be displayed in the file manager.
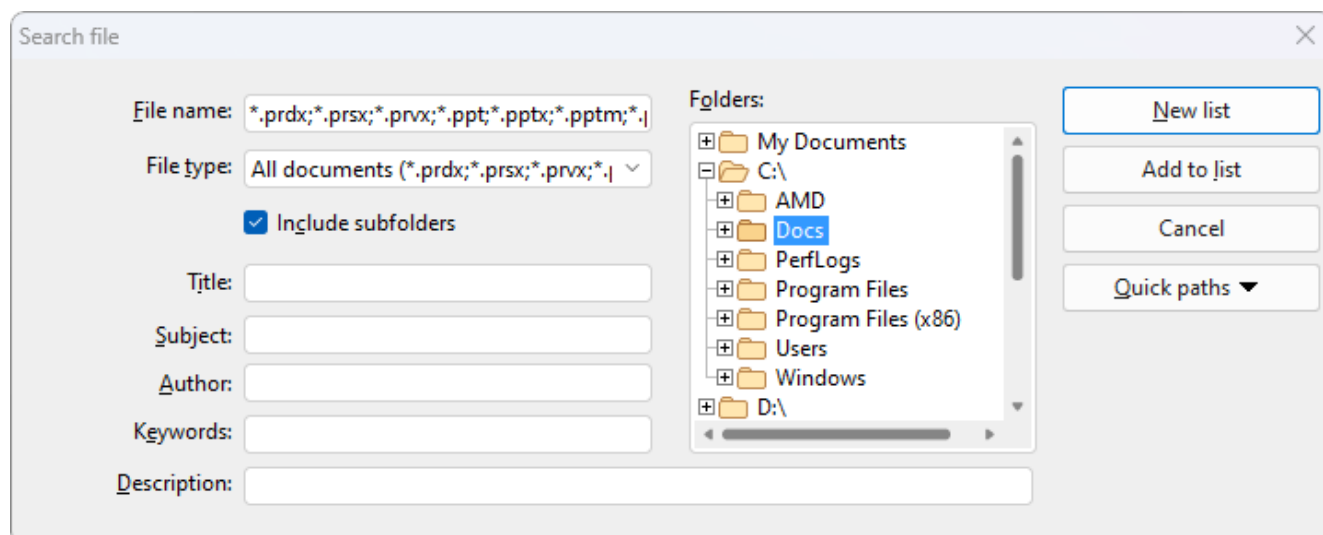
You can search for files that meet the following criteria: file name, folder, file type and the document info (title, subject, author, keywords) on the Summary tab.

Several search criteria can also be combined. If, for example, you specify a specific folder in the dialog box, Presentations will display *all* documents in this folder. If you also enter a search term in the **Title** field, however, Presentations will find only those documents that are both in the selected folder and contain the specified search term in the **Title** field on the summary tab.

With the dialog box shown above, you control the search function:

- **File name**

  You can use this input field to search for specific files.

  If you do not enter anything here (thus accept the default setting), the search function will find *all* documents of the selected file type in the selected folder.

  If you specify a unique file name like `Sales.prdx`, only documents with the exact same name will be found.

  If you specify an ambiguous file name like `Sal*.prdx`, the search will find all Presentations documents whose file name begins with "Sal".

- **File type**

  You can use this list to select the type of files to be targeted in the search. If, for example, you want to search for files in Rich Text Format, select this format from the list **File type**.

- **Title, Subject, Author, etc.**

  By entering content in these fields, the file manager will search the document info of your documents (see Document summary).

  If you fill in several fields, Presentations will search for documents that meet *all* of your specified conditions. If, for example, you enter "court" in the **Keywords** field and "Smith" in the **Author** field, only documents whose document info contain corresponding entries for both fields will be found.

  You can also specify only part of the term for which you are searching. If, for example, you entered "court" as the search term in the **Keywords** field, your search would return all documents that contained the word "court" – thus terms like "courthouse", and "district court" would be found.

  Case is of no significance in search terms. If the search term is entered as "court", the search will also find documents whose keywords contain "Court".

- **Folders**

  Here, you can select the folder in which Presentations should perform the search.

- **Include subfolders**

  If this option is enabled, Presentations not only searches the selected folder but also all folders that are subordinate to it.

- **New list** button

  If you click on this button, you start a new search with the current settings.

- **Add to list** button

  Clicking on this button also starts a new search; however, any previous search results remain in the list instead of being cleared from the list.

Backup copies (file versions)

FreeOffice: These functions are not available in this form in SoftMaker FreeOffice. Only *simple* backups can be made here, and this setting can be found on the Files tab.

If desired, Presentations creates a backup copy of the previous version of the document each time the document is saved. You can even instruct the program to automatically take "snapshots" of the document at regular intervals while you're working on it (similar to the common Auto-Recover function). You can also access these snapshot versions later even if you have not saved the document manually using the command **File | Save**.

The settings for this can be found on the **Backup** tab in the dialog box of the command **File | Options** ⚙. Select here whether and how file backups are to be created:

▪ **Keep older versions of the document** (if you save a file manually)

Several generations of file backups are created for each document. All of these copies are stored in a special **Backup** folder.

Tip: If this option is selected, the command **File | Versions** 🗗 (in the group **File management**) is also available and can be used to easily return to a previous file version of the document that is currently open (see below).

Use the **Number of versions to keep** field to specify the maximum number of versions of backups (generations) to be kept per document.

▪ **Automatically created file versions** ("snapshots")

If you want automatic "snapshots" to be created as an additional backup while the document is being edited, enable the checkbox here. In the dropdown field to the right, you specify the interval at which the snapshots are to be taken regularly.

In the dropdown field below, enter the maximum number of snapshots you want to save.

▪ **Folder for file versions**

Here, you can change the path for the **Backup** folder in which all backups are stored.

▪ **"Clean up" button**

This button provides two options for deleting file backups from the backup folder:

Delete orphaned file versions removes all Presentations backups for which the corresponding original document no longer exists.

Delete file versions of all documents removes *all* Presentations backups.

How do I use the command "File | Versions"?

If you enable the creation of file backups (see above), all backups end up in a special **Backup** folder. This folder is managed automatically by the program. We do *not* recommend that you manually move or rename the files in this folder.

To return to a previous version of a document, you don't need to be interested in this folder at all – as there is a separate command for it: **File | Versions**.

You can use this command to revert to a previous version of a document as follows:

1. Open the desired document (if it is not already open).

2. Choose the ribbon command **File** | group **File management** | **Versions** . (Click directly on the icon itself to open the version manager.)

> **Tip:** You can proceed even faster by clicking on the icon's arrow for the dropdown menu instead of on the icon itself. The available backups are listed here. Restore the desired version by clicking on the version entry – this will open the version in a *new* document window.
> However, the icon ↻ to the right of it will open the version in the *current* document window. (***Warning:*** This will overwrite the currently open document with an older version.)

If you click on the small black arrow of the **Versions** icon and select the entry **File versions** in the dropdown menu, you will also reach the version manager which will provide you with additional details for a better overview. For more information, see the following steps 3. and 4.

3. Version manager: The program displays a dialog box that lists all available backups for the current document. Use the dates and times to find and select the version that you want to restore. You can use the **Preview** button to display a preview of the selected version.

   The version manager list shows that a backup for the file `Test.prdx` might be called `Test.prdx.135.prbak`, for example. Thus, a consecutive number and the extension `.prbak` are always appended to the file name (and an "s" is also inserted into the consecutive number for snapshots).

4. If you click on the **Restore** button, the selected previous version of the document will be restored in the current window.

> **Warning:** The currently open document is now replaced by the selected previous version. So if you save it now, you're overwriting the current version with an older version!

Alternatively, you can also click on the **Open as copy** button. This opens the selected file version in a *new* document window (instead of replacing the document in the current window). This is useful if you want to compare the current version with an older version.

What should I do if I lose the original file?

The aforementioned procedure only works if the original document is still available. What should you do if the original file has been lost, for example, because it was accidentally deleted?

Even in this case, you can still access the backup copies of this document (unless they have also been deleted). Simply open the backup copy itself.

You can see where the backups are in the dialog box of **File | Options** . On the **Backup** tab, the file path is displayed below in the **Folder for file versions** field. By default, this is a folder called **Backup** within the **SoftMaker** folder.

When you choose a backup from this folder in your file browser, Presentations immediately starts to open the file. The procedure is as follows:

1. In your file browser (for example, Windows Explorer), navigate to the **Backup** folder.

2. In this folder, search for files whose name starts with the name of the original file. A backup for the file `Test.prdx` might be called `Test.prdx.135.prbak`, for example. Thus, a consecutive number and the extension `.prbak` are always appended to the file name (and an "s" is also inserted into the consecutive number for snapshots).

   Tip: The higher the consecutive number in the file name, the more recent the file version.

3. In the file browser, double-click on the file version that you want to open.

4. Presentations detects that you are trying to open a backup and asks you what you would like to do now. It displays a dialog box with the following options:

   Open the backup file: This option opens the selected file version.

   Invoke the version manager: This option opens the version manager like the command **File | group File management | Versions**. This then offers *all* available earlier versions of the original document for selection. For more information on using this command, see above.

   Open the original file: This option opens the original file for this file backup. (Of course, this only works if the original file still exists.)

5. Make your choice, and then click on **OK**.

Once again, please note that Presentations *automatically* creates and manages the files in the **Backup** folder. Thus, you should not make any manual changes to these files, such as renaming or moving the files.

If you need more space on the disk, you can delete all files in this folder at any time, but then you will lose all file backups as a result.

Document protection

You can protect your documents from being read or saved by unauthorized persons by applying *document protection* – or more specifically, read and/or write protection. For example, you can require the entry of a password to open or save a protected document.

To protect a document, choose the ribbon command **File | Properties**, switch to the **Protection** tab in the dialog box and select the type of document protection. Also enter the desired read and/or write password.

The following types of protection are available:

▪ **No protection** (this is the default setting whereby the document is not protected)

▪ **Write protection** (the document can be opened, but saving is only possible with the password)

▪ **Read protection** (the document can be opened only with the password)

▪ **Protection depending on password** (a combination of read and write protection)

For more information on enabling and disabling document protection, see the following pages.

Enabling document protection

You can protect your documents from being read or saved by unauthorized persons by applying *document protection* – or more specifically, read and/or write protection. For example, you can require the entry of a password to open or save a protected document.

Read protection also encrypts the document so that it cannot be viewed with programs other than Presentations.

To protect a document, proceed as follows:

1. Choose the ribbon command **File | group File management | Properties** .

2. Switch to the **Protection** tab.

3. Select the desired type of document protection (see below).

4. Enter the read and/or write password (between 4 and 15 characters).

> *Important:* If you forget a password, you can no longer open or save the document. It is thus advisable to make a note of the password. Pay close attention to uppercase/lowercase!

5. Confirm with **OK**.

6. The program displays a dialog box in which you are required to verify the read and/or write password by re-entering it.

7. Confirm with **OK**.

8. Exit the dialog box with **OK**.

9. Save the document in order for the changes to take effect.

From now on, anyone who attempts to open this document will be asked automatically for the password. If the correct password is entered, the protection is temporarily overridden.

Types of document protection

You can choose between the following types of document protection in the above dialog box:

- **No protection**

  The document is not protected. This is the default setting.

- **Write protection**

  When the document is opened, the user is prompted to enter the write password. The document can only be saved if the correct write password has been entered here.

  However, it is still possible to open the document as *read-only*, even if the user does not have the password. However, it cannot be saved – not even under a different name.

- **Read protection**

  If you try to open the document, you are prompted to enter the read password. If you enter an incorrect password, you will not be able to open the document.

  The document is saved in an encrypted form so that it cannot be viewed with programs other than Presentations.

- **Protection depending on password**

  Here, two dialog boxes prompting for a password appear in succession when the document is opened. The first dialog box asks for the read password, while the second one asks for the write password.

  If the user enters the *read password*, he is permitted to open the document but not to save it.

  If he also enters the *write password*, he has full access and can thus save the document.

  If you enter an *incorrect password* or nothing at all, access to the document is completely denied.

Encryption method: "Most compatible" or "Most secure"?

For documents with **Read protection** or **Protection depending on password**, you can also select the desired **Encryption method**.

> *Note:* This setting primarily affects newly created documents. When you open an *existing* encrypted document, the encryption method used in it is automatically determined and this option is set accordingly.

Choosing an encryption method is especially important for documents in Microsoft PowerPoint file format (.ppt and .pptx). Some old versions of Microsoft Office may not be able to open documents encrypted with the new "Most secure" encryption method.

Available options:

- **Most compatible**

  When you save the document, an old encryption method is used that can be read by *all* versions of Microsoft Office. However, this method is less secure than the other method.

- **Most secure**

  Here, a more modern and more secure encryption method is used. However, some old versions of Microsoft Office may *not* be able to read documents encrypted with this method.

Detailed information about the currently selected encryption method is displayed at the bottom of the dialog box.

Disabling document protection

When you succeed in opening a read-protected or write-protected document by entering the correct password, protection is disabled – but only *temporarily*. If you close this document, the protection will be enabled again; the next time you open it, the password prompt will appear again.

To *permanently* remove the protection on a document, proceed as follows:

1. Open the document.

2. Choose ribbon command **File** | group **File management** | **Properties** .

3. Switch to the **Protection** tab.

4. Select the option **No protection**.

5. Confirm with **OK**.

6. Save the document in order for the change to take effect.

Document protection is now permanently disabled.

The next time someone opens the document, no password prompt will appear. All users can now open and save it.

Working with other file formats

Presentations normally saves documents in its "in-house" file format called *Presentations document*. Presentations documents can be recognized easily by the name extension `.prdx`. If, for example, you save a document under the name "Company Profile", its complete file name will be `Company Profile.prdx`.

You can also instruct Presentations to save files in another file format. This is necessary, for example, if you want to edit a Presentations document with another program. You can also open documents in Presentations, which have been created with other programs.

> **Note:** In addition, you can export presentations as PDF files, HTML files, picture files or as a movie. For more information, see Outputting presentations.

This section provides information on saving and opening documents in another file format.

Saving a document in another file format

To save the current document in another file format, choose the ribbon command **File | Save as** and open the dropdown list **Save as type**. Select the desired format, enter a different file name if required and confirm saving.

Opening a document in another file format

To open a document in another file format, use the ribbon command **File | Open** (click directly on the icon itself) to open the file dialog box, open the dropdown list of file types and select the format in which the file is available. Then select the file you want to open and confirm that it is open.

Supported file formats

In the dialog boxes for opening and saving documents, the list of file types includes the following file formats:

- **Presentations document**

  The in-house format for Presentations documents in which you usually save documents (name extension: .prdx).

- **Presentations slide show**

  This is generally the same as a Presentations document (name extension: .prsx).

  The difference: When you double-click such a file in Windows Explorer, Presentations opens the file, starts running it automatically, and then closes the document again. (Also see notes below.)

- **Presentations template**

  Document template for Presentations documents (name extension:.prvx). For more information, see also Changing the slide design.

▪ **PowerPoint document**

You can also open and save documents in Microsoft PowerPoint file format. The program supports .ppt files (PowerPoint 97 to 2003) as well as .pptx files (PowerPoint 2007 or higher).

▪ **PowerPoint template**

The document template for Microsoft PowerPoint documents.

▪ **PowerPoint slide show**

This is generally the same as a PowerPoint document. If you double-click on such a file in Windows Explorer, however, Microsoft PowerPoint will open the file (or Presentations, depending on the setting), automatically start running the slide show, and then close the document again.

▪ **Presentations 2016 document**

Documents are saved in the file format of Presentations 2016, an older version of Presentations (name extension: .prd).

▪ **Rich Text Format**

Outline of a presentation in Rich Text Format (RTF). This format can be used to export the outline of a presentation to a document in RTF format or to import the outline from such a document.

Notes on the "Presentations slide show" file format

As mentioned above, the *Presentations slide show* format is identical to the *Presentations document* format – except for the following special feature:

▪ If you open a *Presentations slide show* (.prsx) in Presentations with the command **File | Open**, it behaves like a normal document.

▪ If you double-click on such a file in Windows Explorer, however, Presentations will open this file, automatically start running the slide show, and then close the document again.

If Presentations is not already running at this time, it will start automatically, run the slide show, and then end again.

To create such a file that starts automatically, simply open any Presentations document and save it in the *Presentations slide show* file format. To do so, choose the command **File | Save as** and select the entry **Presentations slide show** from the list of file types.

Working with multiple documents

Android/iOS: This function is not available for *smartphones*. For *tablets*, multiple documents can be opened in the same program window.

You can have multiple documents open at any time – to compare them, edit them at the same time, exchange data between them, etc.

You work with multiple documents as follows:

▪ **Opening multiple documents in the same program window**

You can open any number of documents at the same time in the current program window.

There are many ways to switch between these documents, including a bar that contains *tabs* for each currently open document (displayed above the current document):

| Untitled 1 * × | Tour1.prdx × | Tour2.prdx × | Tour3.prdx × |

FreeOffice: The functions for working with *document tabs* are not included in SoftMaker FreeOffice. However, you can open documents in different program windows.

▪ **Opening files in a new program window**

You can also open documents in a new program window.

To do so, select the option **New program window** in the dialog box of the command **File | New** or of the command **File | Open** when you create/open the document.

Note: To open the dialog box of the commands **File | New** or **File | Open**, click directly on their actual icons and not on their small arrow.

The methods can be combined as desired. You can open as many program windows as you like and open any number of documents as tabs in each of these windows. You can also open all documents in just one program window. Alternatively, you can ensure that each document appears in its own program window. It is entirely your choice.

In this chapter, you will learn everything you need to know about working with multiple documents at the same time. For more information, see the following pages.

Creating or opening a document

To create a new document or to open a document, proceed as follows:

▪ To create a new document, choose the ribbon command **File | New** ▯.

Note: The option "New program window" (see below) can only be accessed via the dialog box: To do so, click on the icon itself. If you click on the small arrow of the icon, however, the slide designs used so far are displayed for quick access.

▪ To open an existing document, use the ribbon command **File | Open** 📂.

Note: The option "New program window" (see below) can only be accessed via the dialog box: To do so, click on the icon itself. If you click on the small arrow of the icon, however, you can choose from the most recently opened files.

These two commands **New** and **Open** are described in detail in File operations.

Option "New program window"

The option **New program window** in the dialog box of these two commands has the following significance: When it is enabled, the document appears in a new program window. If it is disabled, the document will be opened with a new tab in the existing program window.

This setting is also saved and is applied each time a document is opened, both when new documents are created and when existing documents are opened.

(Note: In the Android/iOS version for *smartphones* and in SoftMaker FreeOffice, a separate program window is always opened, while in the version for *tablets*, a new tab is always opened in the same program window.)

Switching between open documents

Android/iOS: This function is not available for *smartphones*. For *tablets*, you can switch between document tabs within the same program window.

If you have multiple documents open at the same time, you can switch to a specific document and thus make it the active document:

▪ **Ribbon interface: "Windows" icon**

In the ribbon, you will find an icon called **Windows** ▱ on the ribbon tab **View**. If you click on it, a list of all open documents appears. Click on the desired document.

▪ **Classic menu interface: "Window" menu item**

For classic menus, you will find a list of all currently open documents in the **Window** menu. Select the entry for the document to which you want to switch.

- **Toolbars interface (Android/iOS only): "Window" menu item**

  You will find a list of all currently open documents for *tablets* via the hamburger menu ☰ in the **Window** menu. Select the entry for the document to which you want to switch.

- **Mouse: Clicking on a document tab**

  Above the document, you will find a bar with *document tabs* for all currently open documents. Click on the tab for the document to which you want to switch.

  | Untitled 1 * ✕ | Tour1.prdx ✕ | Tour2.prdx ✕ | Tour3.prdx ✕ |

  FreeOffice: The functions for working with *document tabs* are not included in SoftMaker FreeOffice. However, you can open documents in different program windows.

- **Mouse: Clicking into the program window containing the document**

  Of course, if you have documents open in multiple program windows (see previous section), you can also simply click into the program window with the desired document to make this document the active document.

- **Keyboard: Ctrl+F6**

  You can also use the keyboard to switch between the currently open documents: **Ctrl+F6** switches to the next document and **Ctrl+Shift+F6** switches to the previous one.

  Mac: On a Mac, you have to use the key combinations **Cmd+F6** or **Cmd+Shift+F6** to switch between documents.

Arranging documents on the screen

FreeOffice: The functions for working with *document tabs* are not included in SoftMaker FreeOffice. However, you can open documents in different program windows.

Android/iOS: This function is not available for *smartphones*. For *tablets*, document tabs can be moved within the program window.

If you have multiple documents open, you can arrange them as follows:

- The document tabs (the *tabs* in the bar above the document) can be moved within the bar and thus arranged in any order.

  You can even drag a document tab out of the program window with the mouse in order to have a separate program window for this document.

  Alternatively, you can drag a document tab from one program window to another. The document will then be integrated into the tab bar of the other program window.

- If documents are open in different program windows, you can move the individual windows manually and resize them, of course – just as you can with all types of program windows.

- If you choose the ribbon command **View | Windows** | **View side by side** (in the classic menus interface: **Window > View side by side**), you can display the current document side by side with another open document on the screen. If more than two documents are currently open, the program first asks which of them is to be used in the other window.

Closing a document

Android/iOS: Not all of the listed methods are available in these versions.

If you want to stop working on a document, you can close it at any time. If the document has been modified since it was last saved, the program automatically asks you if you want to save the document first.

To close a file, you have the following options:

In the ribbon interface

The ribbon tab **File** contains a **Close** icon which closes the current document.

Tip: Use the ribbon command **View | Windows** | **Close all** to close all currently open documents at once.

In the classic menu interface

Choose the menu command **File > Close** to close the current document.

Tip: Use the menu command **Window > Close all** to close all currently open documents at once.

In the toolbars interface (Android/iOS only)

In the group **File** , choose the command **Close** .

Tip: For *tablets*, you can close all currently open documents at once via the hamburger menu ≡ by choosing the menu command **Window > Close all**.

Tabs for documents

FreeOffice: Document tabs are not included in SoftMaker FreeOffice.

Above the document, you will find a bar with *tabs* for all currently open documents. If you click on one of these tabs with the *middle* mouse button, the corresponding document is closed.

| Untitled 1 * ✕ | Tour1.prdx ✕ | Tour2.prdx ✕ | Tour3.prdx ✕ |

Alternatively, left-click on the **x** icon displayed on the far right of each tab to close it.

Furthermore: If you *right-click* on a tab, a small menu appears with commands for closing the current document **(Close tab)** or all other open documents **(Close all other tabs)**.

Via the keyboard

You can also use the shortcut key **Ctrl+F4** or alternatively **Ctrl+W** to close the current document.

Mac: On a Mac, you have to use the key combination **Cmd+F4** or **Cmd+W** for this purpose.

Customizing Presentations

Presentations lets you determine a variety of program settings so that you can customize the program to suit your personal work style.

In this chapter, you will learn everything you need to know about it. It is divided into the following sections:

- **Changing Presentations settings**

  You can use the ribbon command **File | Options** to change the *program settings*. These settings apply to the program as a whole and thus to *all* documents.

- **Changing document properties**

  The *document properties*, on the other hand, are settings that *only* affect the current document and are also saved in this document. They can be changed with the command **File | Properties**.

- **Customizing the document display**

  This section describes how to customize the appearance of the document on the screen. Most of the required commands can be found on the ribbon tab **View**.

- **Customizing the ribbon**

  Only for "Ribbon": This section is relevant only for users who have selected in the settings that they want to operate the program with the "ribbon".

  Here, you will learn how to configure and customize the *ribbon*.

- **Customizing toolbars**

  Only for "Classic menus with toolbars": This section is relevant only for users who have selected in the settings that they would prefer to operate the program with "Classic menus with toolbars".

  Here, you will learn how to configure the *toolbars* (Standard toolbar, Formatting toolbar, etc.) with the menu command **View > Toolbars** and how to customize them to your liking with **Tools > Customize**.

- **Creating user-defined icons**

  You can create *user-defined icons* at any time and add them to the ribbon or to a toolbar. Such icons can be used to start any program.

- **Customizing shortcut keys**

  You can also customize the shortcut keys for choosing frequently used commands. The ribbon command **File | Customize** is responsible for this purpose.

- **Using the grid** and **Using guides**

  Grid and guides are positioning aids for moving objects with your mouse. They can be enabled and configured with the ribbon command **View | Grid and guides**.

- **Installing dictionaries**

  In this section, you will learn how to install dictionaries for the spell check.

For more information on the above topics, see the following pages.

Changing Presentations settings

General settings can be changed with the ribbon command **File | Options** ⚙. These settings apply to *all* documents.

The options in the dialog box of this command are distributed by topic across multiple tabs. If you click on the **Files** tab, for example, you can make settings for opening and saving files.

The following pages contain detailed information on all available settings.

Settings, View tab

On the **View** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make settings for the appearance of documents on the screen:

"Editing mode" section

Here, you can specify how slides should be displayed when you edit them.

▪ **Show scrollbars**

Here, you can select whether to display a horizontal and vertical scrollbar for slides.

▪ **Show rulers**

Presentations displays two rulers (one vertical and one horizontal) for slides by default. If you want to hide the rulers, disable this option.

Note: This option can also be found directly on the ribbon tab **View | Ruler** 📏

▪ **Show object boundaries**

By default, Presentations displays dashed lines around objects on a slide (for example, when inserting text frames) if the objects are not already sufficiently highlighted by their own border lines or fill colors. These dashed lines are only intended to reflect the position and size of the object on the screen; they will not be printed. If you want to hide these lines, disable this option.

Note: This option can also be found directly on the ribbon tab **View | Object boundaries** ◹

▪ **Show unprintable characters**

If this option is enabled, tabs and manual line breaks will be indicated as symbols on the slides. These are only displayed on the screen; they will be neither printed nor displayed during the slide show.

Note: This option can also be found directly on the ribbon tab **View | Unprintable characters** ¶

▪ **Show formatted text in outline view**

If this option is enabled, Presentations displays text with its actual formatting (font and font size) in the outline view and the mini outliner.

▪ **Color mode**

Here, you can specify how colors are displayed in slides on the screen. The original colors are displayed with the default option "Colors". If you select "Grayscale" or "Black and white", the colors are reduced to shades of gray or just black and white.

Note: This option can also be found directly on the ribbon tab **View | Color mode** 🌈

"Full-screen show mode" section

Here, you can specify on which display and in which resolution slide shows should be displayed when they are run in full-screen mode:

▪ **Display**

If you have two displays connected to your device, you can specify here on which of them full-screen slide shows are to be displayed.

This is useful, for example, if you have connected a projector to the secondary port of your graphics card and want the slide show to be run on this projector rather than on the primary display.

Note: This option can also be found directly on the ribbon tab **Slide show | Display**.

> **Tip:** We recommend that you select the setting **Auto** (which is also the default setting) here. This uses the primary display by default when playing a slide show – as long as no second display is available. As soon as you connect a second display and start the slide show again, Presentations automatically plays it on the second display.

▪ **Use presenter view**

Here, you can enable or disable the *Presenter view*.

If two displays are connected to your device and you start a slide show, it is displayed by default in the "Presenter view". This is a useful tool when running a slide show on a second display, for example, a projector: If it is enabled, the audience sees the normal slide show, while the presenter himself sees useful additional information on his own display – such as his notes on each slide.

For more information, see [Using the presenter view](#).

▪ **Screen resolution**

Windows only: This option allows you to change the resolution in which slide shows are displayed when run in full-screen mode.

You should usually select the default setting **Use current resolution** here. The resolution currently set in your Windows system is then used for the output device.

If you want to use a different resolution for your slide shows, select it from the list.

Settings, General tab

On the **General** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make general settings:

Maximum number of undo steps

Here, you can set how many actions can be undone with the command **Undo** ↺ (in the Quick access toolbar). You can increase this number up to a maximum of 999 undo operations.

> **Note:** On devices with little main memory, it is not recommended to increase this value.

User info

Here, you can enter your name and initials. This information will then appear, for example, in all comments that you insert.

Enable dictation support

Mac only: If you enable this option, you can make better use of the macOS dictation feature in Presentations. However, you must expect the program to run more slowly as a result.

Select whole words when selecting

Windows, Mac and Linux only: If this option is enabled, Presentations automatically extends any selection that you make with the mouse to whole words. If it is not enabled, the selection is extended on a character-by-character basis.

Add or remove spaces when pasting

If this option is enabled, spaces before and after words are automatically added or removed when you delete, cut, or paste words from the clipboard.

If, for example, you select the word "is" in the sentence "This is a test" and cut it with the command **Cut**, Presentations automatically deletes the space behind "is" that is now superfluous.

If you now insert the word "is" before another word using the command **Paste**, Presentations automatically inserts a space after "is".

Middle mouse button

Mac and Linux only: Here, you can specify what should happen when you click somewhere using the *middle* mouse button. Available options:

▪ **No function:** The middle mouse button doesn't have any function.

▪ **Paste selected content:** If you click in the document with the middle mouse button, a copy of the currently selected content is inserted at this point (for example, the currently selected text).

Apply character formatting to entire words

Enabling this option has the following effect:

If the text cursor is inside a word and you change the character formatting (for example, select a different font or enable bold), this will affect the entire word.

This allows you to quickly change the formatting of a single word without first having to select it.

Use the Insert key to toggle overwrite mode

This option is enabled by default and allows you to use the **Ins** key on your keyboard to switch between insert mode and overwrite mode (see also Status bar).

If you remove the check mark in front of the option, this typical function of the **Ins** key will be disabled when working in Presentations. This prevents accidental switching to overwrite mode.

Insert frames and drawings immediately

This option determines what should happen if you insert a frame or a drawing into a document (text frame, picture frame, AutoShape, etc.) – for example, with the ribbon command **Insert | Text frame**:

- **Always:** The corresponding object is inserted immediately. Its position and size are fixed without further action.

  (Of course, you can always change the object's position after insertion by simply dragging it to the desired location with the mouse. You can also resize it by dragging one of the round handles that surround the object.)

- **Never:** Before the object is actually inserted, the mouse cursor changes to a crosshair. In order to proceed, drag a rectangle in the document to specify the desired position and size. The object will then be inserted exactly according to your specifications.

- **Auto:** This is a smart combination of the two aforementioned options that is already preset in Presentations for each specific object type. Objects such as charts or tables are inserted directly (as with **Always**), for example, while objects such as AutoShapes or text frames are inserted via the mouse cursor (as with **Never**).

"Auto correction" button

Presentations can automatically correct common typos and also provides other useful auto correction functions. If you click on the **Auto correction** button, the program opens an additional dialog box in which you can make the appropriate settings.

Tip: The ribbon command **Slide show** | group **Review** | **Auto correction** can also be used to open the auto correction dialog box.

For more information on this topic, see Auto correction.

Use left Alt for shortcut keys

Mac only: This option determines which function the left **Alt** key on your keyboard should have:

- **Off:** The left **Alt** key does the same as the right **Alt** key: It inserts icons into the text.

  Alt+E, for example, returns a euro sign €.

- **On:** The left **Alt** key can be used to open menus in the classic menu.
  Note: This only works if you use the program with the classic menu interface instead of the ribbon interface.

  Here, **Alt+E** no longer returns a euro sign, but opens the **Edit** menu instead.

Show warning when loading OLE objects

For Mac, Linux and Android/iOS: If this option is enabled, the program displays a warning that OLE objects cannot be displayed when you open a document containing such objects. (OLE objects can only be displayed on *Windows*.)

Settings, Appearance tab

On the **Appearance** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make settings that affect the appearance of the Presentations user interface:

Dialog language

Here, you can select the language in which the user interface (ribbon, menus, dialog boxes, etc.) is to be displayed.

"User interface" button

If you click on the **User interface** button, the program displays a dialog box in which you can select the type of user interface that the SoftMaker Office applications should use:

- **Ribbon** (top row)

  If you select one of the styles from the top row, the programs use a "ribbon" as the user interface. The only difference between the individual styles is in the color scheme used: colorful, light grey or dark.

- **Classic menus with toolbars** (bottom row)

  If you select one of the styles from the bottom row, the programs will use classic menus with toolbars. You can also choose between different color schemes here.

> **Android/iOS:** If you are using these versions, select the **user interface** via the dropdown list. Here, you have an additional option: **Toolbars**. For more information, see User interface on Android/iOS. The options *Quick access toolbar* and *Touch mode* can be found separately elsewhere on this **Appearance** tab and work as described below.

Furthermore, the following settings can also be made for the user interface:

▪ **Quick access toolbar** (only in the ribbon interface)

Use this option to determine where the *Quick access toolbar*, which contains icons for some of the most frequently used commands, should be displayed: to the left of the tabs for the currently open documents or in a separate toolbar directly below the ribbon.

▪ **Touch mode**

If you enable this option, all icons in the ribbon user interface or menu interface and toolbars will be slightly enlarged. This is useful when operating the software with your finger (for example, on a tablet).

Tip: Alternatively, you can also enable/disable touch mode with the following commands:

Ribbon user interface: Here, you choose the command **Touch mode** 🖑 in the Quick access toolbar.

Classic menu interface: Here, you choose the command **View > Touch mode**.

▪ **Update dark and light design automatically from the system**

If you enable this option, the style of the user interface (light or dark) will be based on the color settings of your operating system. Thus, if you operate your device in dark mode, the SoftMaker Office applications will automatically switch to this mode also.

(This option is not available in the Linux version.)

"User interface size" button

This button opens a dialog box that allows you to reduce or enlarge the user interface (menu, toolbars, dialog boxes, etc.).

If you select a lower setting here, all user interface elements will be reduced, which will allow you to see more elements at a time. A higher setting, on the other hand, increases legibility.

Use the mouse (or your finger) to drag the **Size of dialog elements** slider to gradually change the size of the user interface.

The **Sample** field acts as a small tool to help you find a suitable setting: It gives you a preview of how a checkbox in a dialog box or even in the Quick access bar will look after you have applied your changes.

> **Note:** Inappropriate settings may cause the user interface to be far too small or too large, especially on devices with a relatively low resolution. If this happens, you can always click on the **Reset to default** button in the lower left of this dialog box to return to the default settings.

The option **Touch mode** only enlarges the icons (see also description above). Incidentally, you will also find this function directly in the Quick access bar.

Document scaling (DPI)

You can scale the document higher or lower for a larger/smaller view. To do so, select *Custom* and enter the desired value.

Show full path in title bar

Enable this option if you want the title bar to display not only the name of the document but also its file path. (Not available in the Android/iOS version.)

Show status bar in ribbon mode

This applies only to the *ribbon interface*: You can enable/disable the display of the status bar here. To change this for the *classic menu interface*, see [Showing and hiding toolbars](#).

Show fonts in font list

If this option is enabled, Presentations displays all font names in the respective font in font lists (for example, in the font list of the command group **Home | Character** in the ribbon or in the Formatting toolbar in the classic menu interface). This lets you see the actual appearance of each font at a glance.

Show tooltips

This option lets you specify whether or not *tooltips* should be displayed. These are short info texts that are displayed next to the mouse cursor when you hover over a screen element (for example, a button in the ribbon or in the Standard toolbar for the classic menu interface).

Beep on errors

If this option is enabled, Presentations emits a beep for error or warning messages.

Use system file dialogs

This option controls the type of dialog boxes that appear when you use commands for opening and saving files. The options are:

- **Disabled:** Presentations uses its own file dialogs.
- **Enabled:** The default file dialogs of the operating system appear, which you know from the majority of applications.

The former are easier to use; the latter offer more options.

Note for users of the **iOS** version: The system file dialogs are always used automatically here.

Note for users of **Linux**: You must be running the **Gnome** desktop environment so that this function is available. (This automatically means you have the Gtk libraries installed).

Live preview

> **FreeOffice:** The *live preview* is not included in SoftMaker FreeOffice.

Here, you can enable/disable a live preview for the dropdown lists that are located, for example, in the command group **Home | Character**.

If this is enabled, for example, you can select text, open the font list in the command group **Home | Character** and then hover over the fonts in it. The document immediately shows how the selected text would look "live" in the corresponding font.

To actually apply the font, simply click on it. To discard the change, click anywhere outside the font list or press the **Esc** key.

Smooth edges of screen fonts

If this option is enabled, Presentations uses a technology called "anti-aliasing" to smooth the edges of fonts and thus improve their appearance on the screen.

Different options are available depending on the operating system.

Workspace color

This option allows you to change the background color of document windows.

Measurement

Mac, Linux, Android/iOS only: Here, you can specify the units of measure which Presentations should use by default: **Metric** (centimeter) or **U.S.** (inch).

(On Windows, this option is not required because the program automatically uses the setting that was selected in the options "Region and Language" of the Windows Control Panel.)

Tip: You can always override this setting and enter a value into dialog boxes in another unit of measure by typing one of the following unit of measures after the value:

Unit	Explanation
cm	Centimeter
in	Inch – 1 in equals 2.54 cm.
pt	Point – 72 pt equal 1 in.
pi	Pica (character) – 1 pi equals 12 pt

If, for example, you type "5.08 cm" for the left margin, Presentations sets it to 2 inches (5.08 cm).

Desktop mode

Android/iOS only: If you are using a tablet, you should enable this option so that Presentations is displayed in an optimized manner on tablet devices. If you are using the application on your smartphone, leave this option disabled.

Settings, Language tab

On the **Language** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make settings for Presentations' language tools:

Default language

Here, you can select the language to be used for spell check, hyphenation and the thesaurus. To do so, open the dropdown list and select the desired language from the available options.

Note: Please note that there are *two* entries in this list for German:

- **"German (Germany)"** stands for the *new* spelling (according to the 1996 German spelling reform in its last revision in 2006).

- **"German (Germany, <u>old</u>)"**, on the other hand, stands for the *old* spelling.

The same applies to "German (Austria)" and "German (Switzerland)".

Spell check

Here, you can specify whether Presentations should automatically check the spelling of text. The following settings are available:

- **Check spelling as you type**

  If you enable this option, the spelling of the entire document will be *continuously* checked in the background. Incorrectly spelled words are indicated with wavy red underlines and can be corrected at any time. For more information, see Checking the spelling as you type.

  Note: If this option is disabled, you don't have to do without a spell check – you can always start it *manually* with the ribbon command **Slide show | Spell check**. For more information, see Manual spell check.

- **Color**

  Here, you can change the color of the red underlines used by the function "Check spelling as you type" to indicate misspelled words.

- **Underline old German spellings in blue**

  If this option is enabled, the function **Check spelling as you type** also underlines with a blue wavy line all words that correspond to the *old* German spelling but should be spelled differently according to the *new* spelling of the spelling reform of 1996. For more information, see also Conversion to the new German spelling.

  Note: This option only works for text in the language "German (Germany)", "German (Austria)" or "German (Switzerland)".

- **Ignore words that start with a number**

  If you enable this option, the spell check ignores all words that start with a number (for example, "1980s").

- **Manage dictionaries**

  FreeOffice: SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

  As an alternative to its own dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. They are available free of charge for installation. Most of them were created by private users or non-profit organizations.

The **Manage dictionaries** button allows you to install dictionaries and also specify which of these dictionaries should be used for a language. For more information, see Installing dictionaries.

Settings, Files tab

On the **Files** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make settings for opening and saving files:

Template folder

Here, you can specify the folder in which the templates for new Presentations documents are stored.

The dialog box that appears when you choose the ribbon command **File | New** to let you select a Presentations template displays all templates that are in this folder.

> **Note:** Normally, this setting should not be changed. Change it only in the event that you have actually moved the template folder to another place.

Bullets folder

Here, you can specify the folder in which the bullets for Presentations are stored.

> **Note:** Normally, this setting should not be changed. Change it only in the event that you have actually moved the bullets folder to another place.

Default file format

Here, you can select the file format in which Presentations should save newly created documents by default.

If you create a new document with the ribbon command **File | New** and then save it for the first time, the Save dialog box always suggests the file format set here as default.

You can choose between the Presentations format, several versions of the Microsoft PowerPoint format and the RTF format.

> **Important:** Note that the other formats offered here do not know all of Presentations' functions. If, for example, you save a Presentations document in Powerpoint format, certain formatting options or functions could be lost. We thus recommend that you use the default setting "Presentations" here.

Saving section

In the **Saving** section, you can make settings for saving documents:

- **Prompt for summary information when saving**

  If you enable this option, a dialog box will appear automatically the first time you save a new document to enable you to enter some additional information about it. For more information, see Document summary.

Opening section

In the **Opening** section, you can make settings for opening documents:

▪ **Recently used files in File menu**

If you click on the small arrow on the ribbon command **File | Open** ▾ , Presentations displays a list of the most recently opened files. If you select one of these entries, the corresponding file will be opened immediately. Here, you can specify the number of files to be displayed in the list.

SoftMaker FreeOffice only: Backup section

SoftMaker FreeOffice does not contain a "Backup" tab and its settings, which are described in the next section. Instead, you have to choose either *No backup* or *Simple backup* in the dropdown list on the "Files" tab.

▪ **No backup**

If you select this option, *no* backups will be created when documents are saved. (This option is not recommended.)

▪ **Simple backup**

This makes *one* backup per document. It contains the previous version of the document. It has the name extension `.bak` and is in the same folder as the document itself.

SoftMaker FreeOffice has also the following option for the **Opening** section above.

▪ **Auto recovery: Save state every ... minutes**

If this option is enabled, Presentations automatically makes a temporary backup copy of every opendocument on a periodic basis. You can enter a period of 1 to 100 minutes.

> **Note:** These temporary backup copies work completely independently of the *Simple backup/No backup* option described above.

When you exit Presentations in the normal manner, these temporary backup copies are automatically deleted. However, if it is not terminated correctly (for example, due to a crash), Presentations will detect this the next time the program is started. It then opens (after prompting) the temporary backup copies of all documents that were open when the crash occurred and contained unsaved changes.

You can then check each of the restored documents to determine if any of the most recently made changeshave actually been lost, and then save them.

Settings, Backup tab

> *FreeOffice:* This tab is not included in SoftMaker FreeOffice. However, *simple* backups can be made here. This setting can be found on the Files tab.

On the **Backup** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make settings for creating backup copies:

"When you save a file manually..." section

- **Keep older versions of the document** (if you save a file manually)

  Several generations of file backups are created for each document. All of these copies are stored in a special **Backup** folder.

  Tip: If this option is enabled, the command **File | Versions** 🔄 (in the group **File management**) is also available, which allows you to easily return to a previous file version of the currently open document.

- **Number of versions to keep**

  Here, you specify the maximum number of backups (generations) to be kept per document.

"Automatically created file versions (snapshots)" section

- **Save unsaved changes every ... minutes**

  If you want automatic "snapshots" to be created as an additional backup while the document is being edited, enable the checkbox here. In the dropdown field to the right, you specify the interval at which the snapshots are to be taken regularly.

- **Number of snapshots to keep**

  In this dropdown field, you specify the maximum number of snapshots you want to keep.

Folder for file versions

Here, you can change the path for the **Backup** folder in which all backups are stored.

"Clean up" button

This button provides two options for deleting file backups from the backup folder:

- **Delete orphaned file versions**

  This option removes all Presentations backups for which the corresponding original document no longer exists.

- **Delete file versions of all documents**

  This option removes *all* backups from Presentations.

For more information on using file backups, see [Backup copies (file versions)](#).

Settings, System tab

On the **System** tab in the dialog box of the ribbon command **File | Options** ⚙, you can make the following system settings:

Smooth edges of pictures

If this option is enabled, Presentations uses anti-aliasing to smooth edges and lines in pictures. Advantage: The display quality of scaled pictures is improved. Disadvantage: This procedure consumes some CPU time when displaying pictures, of course.

Enable OpenGL AutoShapes

If this option is enabled, Presentations uses the OpenGL graphics engine to display AutoShapes optimally. If you disable this option, 3D effects used for AutoShapes may no longer be displayed correctly. Thus, you should usually leave this option enabled.

Enable OpenGL animations and transitions

If this option is enabled, the program uses the OpenGL graphics engine in order to speed up the display of animations and slide transitions. Apart from that, it allows Presentations to offer some additional, particularly impressive animations and transitions (which can be found in the "SoftMaker…" category in the relevant dialog boxes).

Note: On systems with a very outdated or faulty OpenGL installation, display errors may occur when playing animations and slide transitions. This depends on your individual system configuration and especially on the graphics driver you are using. In this case, disable this option and restart the application.

However, the slide transitions and object animations from the "SoftMaker..." category can then no longer be displayed. A simple fade effect is shown instead.

Check for updates

Windows, Mac and Linux only: Here, you can specify how often you want the software to check whether there are updates for SoftMaker Office. Updates provide bug fixes and feature improvements.

Note: Checking for updates only works if your device can access the Internet.

You can also disable the automatic update check (not recommended) by selecting **Never** from the dropdown list. Checking for updates can then only be done manually – by clicking on the **Check now** button.

> **Tip:** Subscribe to our free **newsletter** at www.softmaker.com to automatically receive an e-mail whenever updates are available. The newsletter will also provide you with other useful information and special offers with respect to SoftMaker Office on a regular basis.

Android/iOS: For applications installed from the Google Play/Apple App Store, your device will automatically notify you of updates (unless disabled in the settings of the respective store).

Associate file types

Windows only: This button opens a dialog box where you can associate certain file types with Presentations. This will make Presentations the *default application* for the corresponding file types.

If, for example, you associate the file type "Microsoft PowerPoint documents" with Presentations, files of this type will always be opened in Presentations when you double-click on such a file in Windows Explorer.

Show a message during program launch when Presentations is not the default program

Windows only: The aforementioned button enables you to set Presentations as the default program for opening certain file types. Over time, another application may assume the role as the default program for opening such file types.

If this option is enabled, a message will then appear the next time you open this file type in Presentations asking whether you want to set Presentations as the default program again. If this option is disabled, the message will no longer be displayed.

Show/hide keyboard automatically

Android/iOS only: If this option is enabled, the on-screen keyboard opens automatically when you can type something (for example, if you tap into a placeholder or tap into an input field in a dialog box).

Change keyboard layout automatically

Android/iOS only: If this option is enabled, the layout of the on-screen keyboard will automatically adapt to the current situation. If, for example, you type into an input field in a dialog box which only accepts numbers, the keyboard will automatically be switched to numeric mode.

Enable OpenGL engine

Linux only: If this option is enabled, the program uses the OpenGL graphics engine. This speeds up the screen display. Thus, this option should usually be enabled.

Note: On systems with a very outdated or faulty OpenGL installation, display errors may occur within the application. This depends on your individual system configuration and especially on the graphics driver you are using. In this case, disable this option and restart the application.

Furthermore: If the program detects problems with the installed OpenGL engine at startup, it will automatically disable this option.

Enable OpenGL video acceleration

Linux only: If this option is enabled, the program uses the OpenGL graphics engine to accelerate the display of movies. Thus, this option should usually be enabled.

Note: On systems with a very outdated or faulty OpenGL installation, errors may occur when playing movies. This depends on your individual system configuration and especially on the graphics driver you are using. In this case, disable this option and restart the application.

Furthermore: If the program detects problems with the installed OpenGL engine at startup, it will automatically disable this option.

Use SHM extensions

Linux only: This option is only available if the option **Use OpenGL engine** is *dis*abled (not recommended).

If the SHM extensions are enabled, the program uses shared memory (if available), which can speed up the responsiveness of the display.

Use XIM

Linux only: If this option is enabled, Presentations supports the composition of accented characters (à, ô, é, etc.) using "XIM".

On a German keyboard, for example, the character "ô" can be created by first pressing the ^ key and then the **O** key.

If you disable this option, you can no longer compose characters in this way.

Note: On some systems, disabling this option improves the responsiveness of the display when you are typing text quickly.

Show hidden files and folders

Mac, Linux only: If this option is enabled, hidden files and folders are also displayed in file dialogs (for example, those of the ribbon command **File | Open**).

Lock files for exclusive write access

Mac, Linux only: If this option is enabled, some distributions of macOS and Linux can prevent a Presentations file from being changed by different programs at the same time. If the option is disabled, different programs can access a file at the same time.

User-defined font paths

Mac, Linux, Android/iOS only: Here, you can specify paths for additional fonts that Presentations should use. To do so, enter the subdirectory in which the font files are located. If you want to enter multiple directories, separate them with a colon.

Presentations can then use these fonts in addition to the fonts available in your system.

Note: Changes to this setting only become effective after the program is restarted.

Mouse wheel

Mac, Linux only: If your mouse has a mouse wheel, you can set the scrolling increment for a turn of the wheel either by page (one complete page) or by a certain number of lines.

External applications

Mac, Linux only: This button opens a dialog box where you can specify the external programs that start automatically for specific events. When a PDF file is created, for example, the application specified in the **PDF viewer** field will be launched to display the result.

Note: You don't *have to* fill in these fields. For all fields that you leave empty, your system's default application will be automatically used for this action. Make changes to this dialog box only if you want an application *other* than the default application to be used. To do so, simply enter the file name of the corresponding executable file (including the entire file path, if necessary).

Settings, Fonts tab

On the **Fonts** tab in the dialog box of the ribbon command **File | Options** ⚙, you can specify which fonts are to be displayed in font lists (for example, the font list on the ribbon command **Home** | group **Character**).

The tab presents a list of all fonts installed on your system. To enable or disable a font in the list, click on the checkbox in front of its name. All fonts for which you have removed the check mark are no longer displayed in font lists.

Background information: The fonts installed on your system by default include several fonts that you will probably never need – for example, fonts that only contain scripts for foreign languages that you don't use. If you like, you can hide such fonts as described above.

Windows: Use font filtering of the operating system

Windows users will also find the option **Use font filtering of the operating system** on this tab. If this option is enabled, Windows will automatically hide in font lists *all* fonts that only contain scripts for foreign languages (for example, Asian/Arabic fonts).

Mac: Load only fonts relevant for installed keyboard layouts

MacOS users will also find an option on this tab called **Load only fonts relevant for installed keyboard layouts**.

Explanation:

On macOS, there are numerous fonts installed on the system with foreign language characters that you usually do not need (for example, Asian/Arabic fonts).

If this option is enabled, such fonts are automatically hidden in the font lists. These fonts will continue to appear in the font lists only if you use appropriate keyboards for Asian/Arabic fonts.

If you disable this option, all system fonts are always available in the font lists.

"Manage" button

In the dialog box of the ribbon command **File | Options** ⚙, you will find the **Manage** button on each tab. You can use it to save the settings of the program and, for example, transfer them to a new version.

For more information, see the following pages.

Exporting/importing settings

You can save your individual settings that you have configured in the SoftMaker Office applications. In the first step, export the settings data – for example, before you install a new version. Then, in the second step, import this data into the newly installed version.

For both steps, use the **Manage** button in the dialog box of the command **File | Options** ⚙.

For information on which settings you can export/import exactly, see below.

> **Note:** Export and import of settings data is only possible as of version 2021.

What reasons could there be to export/import settings?

The following reasons could be considered for exporting/importing your settings:

- You want to apply the settings of the old version to a new version of SoftMaker Office that you are installing on the same computer.

- You have also installed the current version of SoftMaker Office on another computer and want to use the same settings there.

- You want to apply the settings of an old version of SoftMaker Office to another computer on which you have installed the new version of SoftMaker Office.

Which files are backed up?

For the export, Presentations accesses the settings files (...config.ini, ...tools.dat, etc.) that are stored on your device in the `SoftMaker > Settings` folder. Depending on the operating system, these files are located in the following directory:

- **Windows:** In the `SoftMaker\Settings` folder in your `Documents` folder.

- **macOS:** In the `SoftMaker/Settings` folder in your `Documents` folder.

- **Linux:** In the `SoftMaker/Settings` folder in your `Home` folder.

- **Android:** In the `SoftMaker/Settings` folder on your SD card.

- **iOS:** In the `SoftMaker/Settings` folder in your `App` folder.

> **Note:** The above information is for illustrative purposes only and you usually do not need to do anything here. Presentations will automatically replace these files for you if you perform the steps described below for exporting/importing the settings.

Step 1: Export the settings

To export settings, choose the command **File | Options** ⚙, and the "Options" dialog box will open. Here, click on the **Manage** button located at the bottom left of each tab of this dialog box.

This will open another dialog box "Manage settings for Office". Here, select which settings you want to save from the following options:

> **Tip:** You can also just export all of them, but you will have to ensure when subsequently importing that you only select the options you really want.

- **Configuration files**

  This option saves all the settings you have made in the dialog box of the command **File | Options**. Some of these settings are also located directly on the ribbon tabs (or in the toolbars).

- **Customized ribbon/toolbars**

  If you have changed the arrangement on the ribbon, in the Quick access toolbar or in toolbars (see section Customizing the ribbon), you can save your individual arrangement with this option.

  Please note for the import of the settings from an old to a new version of SoftMaker Office: If this option is enabled, command icons that have been newly added in the more recent version will not be displayed there. Thus, if you would prefer the new icons to be displayed instead of keeping your old arrangement, you should disable this option. Alternatively, you can import your old arrangement anyway and look for the new symbols relevant to you afterwards using the command **File | Customize** (see section Customizing icons and groups in the ribbon).

- **Keyboard shortcuts**

  This option allows you to apply shortcut keys that you have assigned yourself (see Customizing shortcut keys).

- **User dictionaries**

  This option allows you to save the words that you have added to your user dictionaries (see section Editing user dictionaries).

- **Other (SmartText, Labels, ...)**

  Enable this option if you want to apply all other settings that can be saved in SoftMaker Office (for example, SmartText).

When you finally click on the **Export** button, a zip file will be created with the options selected above. Save this file to any location that you can easily access for subsequent import.

> **Note:** The settings of all SoftMaker Office applications are exported (TextMaker, PlanMaker, Presentations, BasicMaker). The same applies to the import in the following step. In the **iOS** version, the export/import must be performed separately for each application.

Step 2: Import the settings

To transfer the settings to another installation of the program, choose the command **File | Options** there. In the dialog box "Options", click on the **Manage** button.

In the following dialog box "Manage settings for Office", insert a check mark in front of the settings you want to import. (Details of the options are described above in step 1.)

Now click on the **Import** button, and select the zip file that you created in step 1. The imported settings will take effect in the current Presentations application when you restart the program.

"Reset" button

The **Reset** button resets all program settings back to their delivery state.

Note: This action resets the settings for all SoftMaker Office applications (TextMaker, PlanMaker, Presentations, BasicMaker) of this version. For **iOS** users, the reset applies to each application separately.

Changing document properties

You can use the ribbon command **File** | group **File management** | **Properties** to change settings that only affect the current document and are saved with it. These settings are called *document properties*.

The available document properties are distributed by topic across multiple tabs. If you click on the **Summary** tab, for example, you can edit the document info.

The following pages provide detailed explanations of all available document properties.

Document properties, Summary tab

On the **Summary** tab in the dialog box of the ribbon command **File** | **Properties** , you can enter some additional info for the current document.

This can include explanatory information about the current document (subject, author, keywords, etc.) that the file manager can use in searches.

For more information, see Document summary.

Document properties, View tab

On the **View** tab in the dialog box of the ribbon command **File** | **Properties** , you can make settings for the appearance of the document on the screen.

Objects section

As described in Hiding objects, you can make inserted objects invisible on the screen and/or on the printed page.

You can still make such objects visible again by means of these two options:

- **Show invisible objects:** If you enable this option, any object whose **Visible** property is disabled becomes visible on the screen.
- **Print unprintable objects:** If you enable this option, any object whose **Printable** property was disabled will also be printed again.

Both options are disabled by default.

Document properties, Colors tab

On the **Colors** tab in the dialog box of the ribbon command **File | Properties** , you can edit the color palette of the current document.

When you open a color list – for example, the color list for the font color – you see only a small selection of the up to 16 million colors available. This selection is called the *color palette* of the document.

You can modify this color palette at any time. You can add new colors and change colors that you have added. However, the first 24 colors in the palette are default colors that cannot be changed.

> **Important:** Changes to the color palette are saved *in the document*. This means that you can create a separate color palette for each document.

Adding a color

To add a color to the palette of the current document, proceed as follows:

1. Choose the command **File | Properties** and switch to the **Colors** tab.

> **Tip:** Alternatively, this color palette can be accessed via any button that contains a color list (for example, font color). To do so, select the entry **Define color...** in the color list (the last entry).

2. Set the desired color. For more information, see "Working with the color controls" section below.

3. Click on the **New** button.

4. Give the new color whatever name you like and confirm with **OK**.

5. Exit the dialog box with **OK**.

Presentations now adds the new color to the document's color palette. From now on, the color will be available in all dialog boxes where a color can be selected.

Changing a color

> **Note:** You can only change colors that you have added. The first 24 colors in the color palette are default colors that cannot be changed.

To change a color, proceed as follows:

1. Choose the command **File | Properties** and switch to the **Colors** tab.

    Alternatively: You can also select the entry **Define color...** in any color list (for example, font color) to open this dialog box.

2. Select the color to be changed from the **Color palette** list.

3. Make the desired changes. For more information, see "Working with the color controls" section below.

4. Click on **Change**.

The color has now been changed for the current document.

Renaming a color

You can change the name of self-defined colors at any time. To do so, open the color dialog, select a color from the dropdown list **Color palette** and click on the **Rename** button.

Working with the color controls

The controls in the above dialog box let you set colors in many ways. All these ways lead to the same result – just select your preferred method:

▪ **Using the color field and luminance slider**

The easiest way to set colors is to use the large color field and the luminance slider to its right. The color field presents all available hues in all available saturations, while the luminance slider next to it provides a means of varying the luminance.

To set a color, first click on the desired color in the large color field. Then click on the desired luminance in the luminance slider.

▪ **Using the hue, saturation and luminance controls**

Alternatively, you can set colors with the controls labeled **Hue**, **Sat** (saturation) and **Lum** (luminance). Values between 0 and 240 are allowed.

▪ **Using the Red, Green and Blue controls**

Colors can also be set via their red, green and blue components. The controls labeled **Red**, **Green** and **Blue** are provided for this purpose. Values between 0 and 255 are allowed.

▪ **Typing the hex code for a color**

You can also specify a color by typing its *hex code* in the input field with the hash (pound) sign **#**.

Such hex codes are common in the HTML code of web pages, for example. The hex code consists of 3 two-digit hexadecimal values for the colors red, green and blue (RRGGBB). For example, 00FF00 represents pure green.

Document properties, Statistics tab

On the **Statistics** tab in the dialog box of the ribbon command **File | Properties** , you can retrieve statistical information about the current document (number of slides, words and objects, creation date, etc.).

Document properties, Protection tab

On the **Protection** tab in the dialog box of the ribbon command **File | Properties** , you can provide *document protection* to the current document.

You can ensure that opening or saving a protected document is only possible after entering the correct password. Documents with read protection are also encrypted so that they cannot be viewed with programs other than Presentations.

For more information, see [Document protection](#).

Document properties, Fonts tab

FreeOffice: Embedding fonts is not included in SoftMaker FreeOffice.

On the **Fonts** tab in the dialog box of the ribbon command **File | Properties** , you can embed the fonts that you used in a document into the document file.

Embedding fonts into a document file is useful when you are sharing a presentation file with others. To ensure that the fonts used in your presentation look exactly the same on your computer as on other devices, we recommend that you embed all fonts in the file.

If a file with embedded fonts is opened on another computer, Presentations will install all embedded fonts temporarily. After you exit Presentations, they are automatically removed.

To embed fonts into a presentation, proceed as follows:

1. Create or open the desired presentation.

2. Choose the command **File | Properties** and switch to the **Fonts** tab.

3. The dialog box presents a list of all fonts that were used in the document. A checkbox is displayed in front of each font. Click to place a check mark in front of all fonts that you want to embed in the document.

   Tip: You can use the **Select all** and **Deselect all** buttons to select or deselect all embeddable fonts at once.

4. Confirm with **OK**.

5. Save the file.

The selected fonts are now embedded into the document file.

Notes

- Embedding fonts works with Microsoft PowerPoint documents in addition to Presentations documents.

- Some fonts generally do not allow users to embed them into documents. For such fonts, the checkbox for embedding is unavailable.

- Many commercial fonts allow embedding, but not editing documents in these fonts. When you embed such fonts, a message will appear when the document is opened on a different computer. The user can then decide whether he wants to edit the document, print it or just view the slide show. If he chooses "Edit", the embedded fonts will *not* be available.

- When sharing documents (for example, by e-mail), keep in mind that embedding fonts can significantly increase file size, especially when using fonts with large character sets (for example, Asian fonts).

- System fonts like Arial, Courier New, Times New Roman or Symbol cannot be embedded. These fonts are available on every Windows system anyway.

Customizing the document display

In this section, you will learn how to customize the appearance of the document on the screen. Most of the required commands can be found on the ribbon tab **View**.
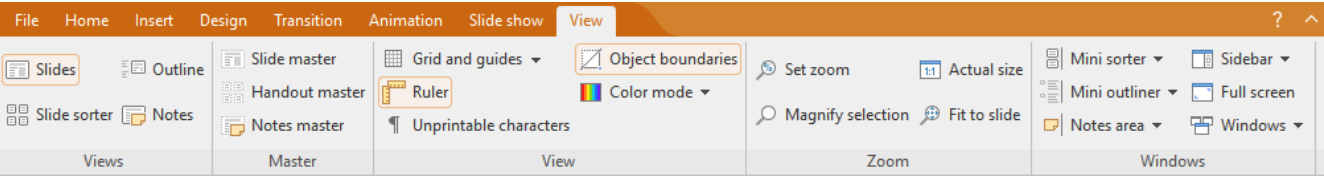
The ribbon tab **View** contains the following commands for displaying the screen:

Command	Function
Slides	This command switches to the slide view. This is the view that you normally use when working with Presentations. You can use this command to return to the normal slide view from another view at any time.
Slide sorter	This command switches to the Slide sorter view. It displays small thumbnails of all slides. For more information, see Using the slide sorter and outline.
Outline	This command switches to the Outline view. This only shows the text in the slides; all graphic elements are hidden. For more information, see Using the slide sorter and outline.
Notes	This command switches to the Notes view. For more information, see Adding notes.
Group **Master**	Here, you can switch to one of the different "master views". You can edit the masters for slide layouts, notes and handouts in these views. For more information, see Working with masters.
Group **View**	Here, you can enable various display elements – for example, the display of rulers (see Settings, View tab) – or change the settings for grids and guides (see Using the grid / Using guides).
Group **Zoom**	You can use these commands to specify the zoom level at which the slides are displayed. For more information, see Zoom level.
Mini sorter	The mini sorter is a narrow strip at the edge of the document window with small thumbnails of all slides. (For more information, see Working with the mini sorter.) Here, you can select where you want the mini sorter to be displayed in the document window or you can hide it completely.
Mini outliner	This is similar to the mini sorter, but instead of small thumbnails, the mini outliner shows an outline view of the text in the slides. (For more information, see Working with the mini outliner.) Select here whether and where the mini outliner should be displayed.
Notes area	In the notes area, you can enter your comments directly in the normal slide view (see Adding notes). By default, it is located at the bottom of the document window. Here, select whether and where you want the notes area to be displayed. (The *Notes area* is not included in **SoftMaker FreeOffice**.)

Sidebar	Here, you can enable/disable the sidebar. The sidebar allows extra quick access to numerous slide formatting options. For more information, see Using the sidebar.
Full screen	This command allows you to switch to *full screen view*, where the program uses the entire screen to display the document. For more information, see Full screen view. (*Full screen view* is not included in **SoftMaker FreeOffice**.)
Windows	With this command, you can place documents *side by side*, *close all* documents or select from the list of all currently open documents. For more information, see Working with multiple documents.

Further settings for displaying the screen can be made via the ribbon command **File | Options** 🔧. (For more information, see Settings, View tab.)

Zoom level

Presentations offers you many options for determining the zoom level at which a document should be displayed on the screen.
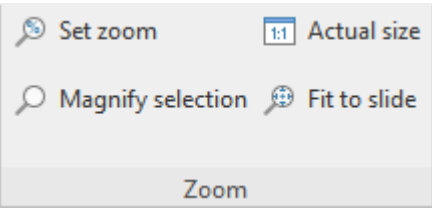
The command group "Zoom" on the ribbon tab **View**

Use the following commands of the ribbon tab **View | group Zoom** for this purpose:

Command	Function
Set zoom	This option allows you to select the zoom level from a list. You can also enter a value (between 25% and 400%) manually.
Magnify selection	This command enables the magnifying glass. Then use the mouse to drag a frame around any section of the document to enlarge it.
Actual size	This command sets the zoom level to 100%.
Fit to slide	This command automatically selects the zoom level at which a slide fits exactly in the window. This is the default setting.

Using the zoom slider

You can also use the zoom slider in the bottom right corner of the screen to change the zoom level:
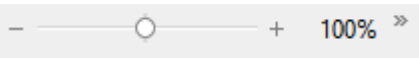
To change the zoom level, either drag the slider with your mouse or click on the plus or minus icon.

If you click on the percentage to the right of the zoom slider, you open the dialog box of the aforementioned command **View | group Zoom | Set zoom**.

Full screen view

FreeOffice: The *full screen view* is not included in SoftMaker FreeOffice.

With the ribbon command **View | group Windows | Full screen** , you can switch to the *full screen view* in which the program uses the entire screen to display the document. Presentations enlarges its program window to the full screen size. (All other toolbars are hidden in the *classic menu interface*.)

To exit this view mode, press the **Esc** key or choose the ribbon command **View | Full screen** again.

Using the toolbar of the full screen view

When you enable full screen mode, an additional mini toolbar appears on the screen.

The mini toolbar "Full screen mode"

The icons in this toolbar have the following functions (from left to right):

- Show/hide ribbon

- Show/hide sidebar

- Enable/disable "Drag sheet" mode

  If you enable "Drag sheet" mode, you can scroll your document using the mouse. Simply click into the document and drag the mouse cursor in the desired direction (with the mouse button still held down).

  Note: Clicking on text to set the text cursor or selecting text or objects is no longer possible in this mode.

  To exit "Drag sheet" mode, click on this icon again.

- Show/hide rulers

- Clicking on the **Close** button exits full screen mode.

Customizing the ribbon

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

Tip: You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu interface). In the dialog box, switch to the **Appearance** tab and click on the **User interface** button. The program will display a dialog box in which you can choose the desired user interface.

In this section you will learn how to configure the *ribbon* and add additional icons.
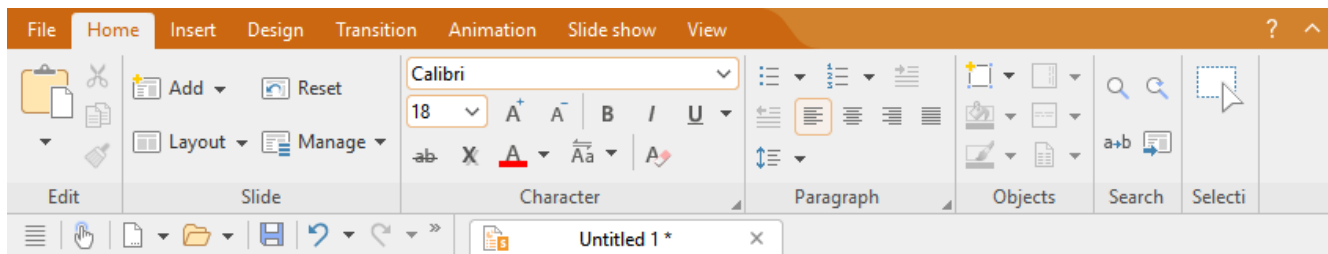
The "Ribbon" and the Quick access toolbar (below)

The information covers the following topics:

- Showing and hiding the ribbon
- Customizing icons and groups in the ribbon
- Changing the position of the Quick access toolbar
- Customizing icons on the Quick access toolbar

For more information, see the following pages.

Showing and hiding the ribbon

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The ribbon is usually fully visible:
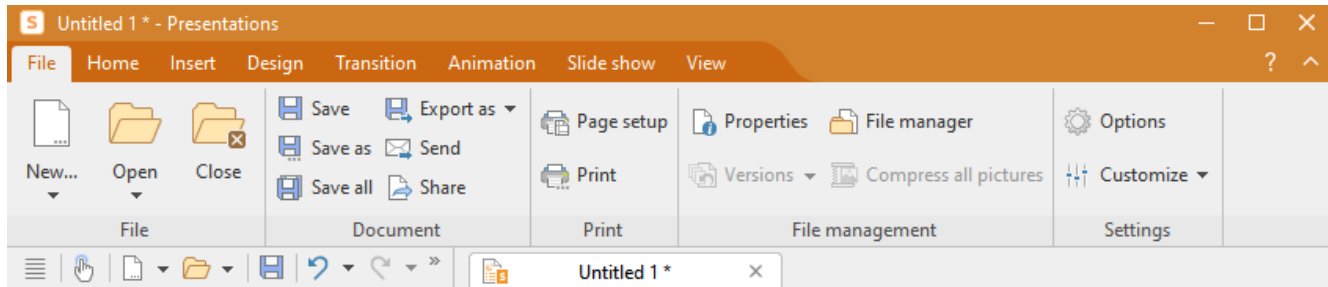
The "Ribbon" and the Quick access toolbar (below)

However, you can hide the ribbon at any time by *minimizing* it. This is useful if you want to have as much screen space as possible to display the document.

Proceed as follows:

1. Choose the ribbon command **File** | group **Settings** | **Customize** .

   Also possible: Right-click anywhere on the ribbon.

2. A menu opens. There, you will find the option **Minimized ribbon**, which can be enabled or disabled by clicking on it (a check mark appears in front of the option if it is currently enabled).

After you enable this option, the ribbon will be minimized. Only the ribbon tabs and the quick access toolbar can then be seen.

Tip: Alternatively, you can use the icon ⌃ in the upper right corner of the program window next to the **?** icon to minimize the ribbon. If you click on the icon again, the ribbon is restored to its full size.

In addition, you can use the key combination **Ctrl+F1** (Mac: **Cmd+F1**) to enable/disable minimization of the ribbon.

Working with a minimized ribbon

You work with a minimized ribbon as follows:

▪ When you click on one of the ribbon tabs of the minimized ribbon, the ribbon becomes completely visible again *temporarily* and displays the corresponding ribbon tab. As soon as you trigger a command (for example, click on the icon for a command), however, the ribbon will be automatically minimized again.

▪ If you *double*-click on one of the ribbon tabs, the ribbon will be *permanently* visible again, thus removing the minimization.

▪ As mentioned above as a tip, you can also use the icon ∧ in the upper right corner of the program window to enable/disable the minimization of the ribbon.

Customizing icons and groups in the ribbon

FreeOffice: These *Customize* options are not included in SoftMaker FreeOffice.

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The command **Customize ribbon** ⛛ allows you to customize the ribbon to a certain extent. The main purpose of this command is to add *additional* icons, command groups or even complete ribbon tabs to the ribbon.

Important: The icons in the predefined command groups on the ribbon cannot be changed. This means that you cannot add, remove, or change the order of icons in the existing command groups. Additional icons can only be inserted in new command groups at the end of a ribbon tab (or optionally in a completely new ribbon tab).

To customize the ribbon, proceed as follows:

1. Choose the command **Customize ribbon** under **File** | group **Settings** | **Customize** ⛛ to open the dialog box. Alternatively: Right-click anywhere on the ribbon with the mouse button.

   Tip: The dialog box can be opened even faster by double-clicking on any empty area of the ribbon.

2. Use one of the procedures described below to edit the ribbon tabs.

Basic structure of the dialog box

The dialog box of the command **Customize ribbon** contains two lists:

▪ **Left list: all available commands**

   The *left* list shows all commands available in the program.

   Tip: You can use the option **Categories** (above the left list) to filter the list by a specific category (for example, all commands of the "File" category).

   You can also search the list by typing something in the **Quick search** field.

▪ **Right list: icons of the currently selected ribbon tab**

   The *right* list displays the icons contained in the currently selected ribbon tab.

   You define the ribbon tab to be displayed here via the dropdown list **Customize** (top right).

In this dialog box, you can perform the following actions:

Adding an icon

Note: You can only add icons to command groups that you have added yourself (or to completely new ribbon tabs). You cannot insert an icon into the predefined groups.

To add an icon to a specific ribbon tab, perform the following steps in the dialog box of the command **File | group Settings | Customize | Customize ribbon**:

1. In the dropdown list **Customize** (top right), select the ribbon tab to which you want to add an icon.

   The right list now displays all icons that are currently on the selected ribbon tab.

2. In the *left* list, select the icon that you want to add.

3. Click on the button >> .

   Even faster: Simply double-click on the icon in the left list.

The icon is now added to the ribbon tab. If you have not yet created a new group here, the program automatically creates a new command group for the icon at the end of the ribbon tab.

Removing an icon

Note: You can only remove icons that you added to the ribbon yourself. You cannot delete any of the predefined icons.

To remove one of the icons you added from a ribbon tab, perform the following steps in the dialog box:

1. In the dropdown list **Customize**, select the ribbon tab on which the icon is located.

2. In the right list below it, select the icon to be removed.

3. Click on the button << .

The icon is now removed from the ribbon tab.

Moving an icon

Note: You can only move icons that you added to the ribbon yourself. You cannot change the position of any of the predefined icons.

To move an icon in a ribbon tab, perform the following steps in the dialog box:

1. In the dropdown list **Customize**, select the ribbon tab on which the icon is located.

2. In the right list below it, select the icon to be moved.

3. Use the up ⬆ and down ⬇ arrow buttons to move the icon within the ribbon tab.

   Note: If you want to move an icon to a *different* ribbon tab, you must first remove it from its current ribbon tab and then add it to the other ribbon tab.

Adding a new command group

Note: New command groups can only be added *after* the default command groups. You cannot insert a user-defined group between the predefined command groups.

To add a new command group (a new section) to a ribbon tab, perform the following steps in the dialog box:

1. Select the desired ribbon tab from the dropdown list **Customize**.
2. Click on the **New group** button (displayed below the right list).

The new command group is now created (at the end of the ribbon tab).

Renaming a command group

Note: Only user-defined command groups can be renamed. You cannot rename any of the predefined command groups.

To rename a user-defined command group in a ribbon tab, perform the following steps in the dialog box:

1. Select the desired ribbon tab from the dropdown list **Customize**.
2. Select the desired command group from the right list below it.
3. Click on the **Rename** button (displayed below the right list).
4. Type in the new name and confirm it.

The command group will now be renamed accordingly.

Removing a command group

Note: Only user-defined command groups can be removed. You cannot delete any of the predefined command groups.

To remove a user-defined command group from a ribbon tab, follow these steps in the dialog box:

1. Select the desired ribbon tab from the dropdown list **Customize**.
2. Select the desired command group from the right list below it.
3. Click on the button << . (Any icons must have been removed from the group.)
   Even faster: Simply double-click on the command group in the right list.

The command group is now removed from the ribbon tab.

Assigning shortcut keys

If you click on the **Shortcut keys** button in the dialog box, the dialog box will expand to include an additional area called **Shortcut keys**, which can be used to edit shortcut keys for commands.

Summary: You can assign a shortcut key of your choice to any command here: Select the command in either of the two lists, click on the **Press new shortcut key** field and then press the key combination with which you want to choose this command in future.

For more information, see Customizing shortcut keys.

"Edit" button

The **Edit** button is only enabled if you have selected a user-defined icon in the list on the left side of the dialog box. For more information see Creating user-defined icons.

Buttons for managing the ribbon tabs (right side)

Above and below the list on the right side of the dialog box, there are buttons for managing the ribbon tabs. Some of these buttons have already been mentioned in this section. To ensure that users understand them better, all buttons and their functions are clearly listed again below.

Above the list on the right:

- **New**

  This button creates a new empty ribbon tab. You can then customize this ribbon tab by adding icons and command groups.

- **Rename**

  Use this button to rename the ribbon tab selected in the dropdown list **Customize** (only available for user-defined ribbon tabs).

- **Reset**

  This button resets the ribbon tab selected in the dropdown list **Customize** back to its delivery state.

- **Delete**

  This button deletes the ribbon tab selected in the dropdown list **Customize** (only available for user-defined ribbon tabs).

Below the list on the right:

- **New group**

  This button adds a new command group to the ribbon tab selected in the dropdown list **Customize**.

- **Rename**

  Use this button to rename a command group (only available for user-defined command groups). First, select the desired command group in the list on the right of the dialog box.

- **Reset all**

  This button resets all ribbon tabs back to their delivery state.

The **Close** button closes the dialog box and all changes are applied.

Changing the position of the Quick access toolbar

FreeOffice: *Customizing the Quick access toolbar* is not included in SoftMaker FreeOffice.

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The *Quick access toolbar* is displayed below the ribbon. It provides a selection of frequently used commands.
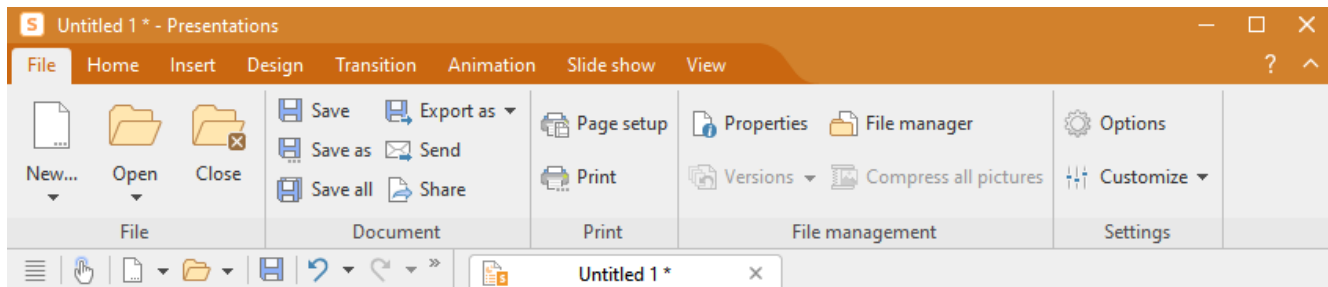
The "Ribbon" and the Quick access toolbar (below)

The Quick access toolbar can either share the space with the document tabs – or it is located in its own toolbar. To change this, proceed as follows:

1. Choose the ribbon command **File** | group **Settings** | **Customize** ⯯.

   Alternatively, right-click anywhere on the ribbon.

2. The program opens a menu that contains one of the following two commands:

   Show Quick access toolbar as separate toolbar: By default, the Quick access toolbar is displayed in the toolbar that also contains the document tabs. When you choose this command, the Quick access toolbar moves to its own toolbar instead.

   Show Quick access toolbar beside the document tabs: This command does exactly the opposite: If the Quick access toolbar is currently displayed as a separate toolbar, choosing this command will cause the Quick access toolbar to be moved back to the toolbar that also contains the document tabs.

Tip: You can also click on the double arrow button » directly in the Quick access toolbar itself. There, you can use the entry **Position** to find the corresponding options for displaying the Quick access toolbar: *Beside the document tabs* or *Below the ribbon*.

Customizing icons on the Quick access toolbar

FreeOffice: *Customizing the Quick access toolbar* is not included in SoftMaker FreeOffice.

"Ribbon" only: This section is relevant only for users who have configured the program to use the **ribbon** interface. (For information on customizing the **classic menu interface**, see Customizing toolbars.)

The *Quick access toolbar* is displayed below the ribbon. It provides a selection of frequently used commands.
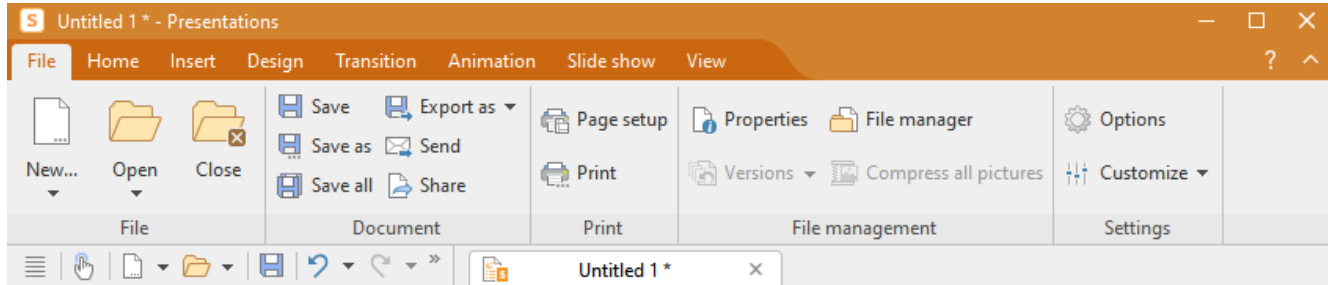
The "Ribbon" and the Quick access toolbar (below)

If desired, you can customize the icons on the Quick access toolbar at any time, for example, you can add, remove and reposition icons.

To do so, choose **File** | group **Settings** | **Customize** | **Customize Quick access toolbar** (or click on the icon » in the Quick access toolbar and select *Customize* there). In the following dialog box, you can edit the Quick access toolbar according to the descriptions in Customizing toolbar icons – except for the passage "Managing toolbars".

Tip: Alternatively, you can simply drag a command from the dialog box into the Quick access toolbar with the mouse. Even quicker (without opening the dialog box): Hold down the **Alt** key and drag a command icon directly from the ribbon to the Quick access toolbar. To remove it, drag the icon back into the ribbon while holding down the **Alt** key.

Customizing toolbars

> **Only for "classic menus with toolbars":** This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.
>
> *Tip:* You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu interface). In the dialog box, switch to the **Appearance** tab and click on the **User interface** button. The program will display a dialog box in which you can choose the desired user interface.

In this section, you will learn how to configure the *toolbars* (Standard toolbar, Formatting toolbar, etc.) with the menu command **View > Toolbars** and how to customize them with **Tools > Customize**.
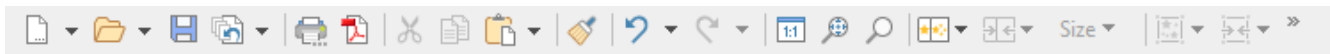
A toolbar (here: the Standard toolbar)

The following topics are covered:

- Showing and hiding toolbars
- Positioning toolbars on the screen
- Managing toolbars (creating, deleting, renaming, resetting toolbars)
- Customizing toolbar icons (adding, removing, moving icons)
- Using the toolbar menu (for extra quick access to the above functions)

For more information, see the following pages.

Showing and hiding toolbars

> **Only for "classic menus with toolbars":** This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

You can enable or disable the available toolbars at any time to make them visible or to hide them.

To do so, proceed as follows:

1. Choose the menu command **View > Toolbars**.

   Alternatively, click on the double arrow » at the end of a toolbar and select **Toolbars**.

2. Click on the checkbox in front of the desired toolbar to enable or disable it. When the toolbar is enabled, a check mark appears in the box.

3. Exit the dialog box with **Close**.

The corresponding toolbar has now been enabled or disabled.

> *Tip:* There is a faster way to do this: If you *right-click* on any toolbar, a list of all available toolbars is displayed. If you click on one of these menu items, the corresponding bar will be enabled or disabled.

Visible in mode...

Some toolbars are visible only in particular situations. The Picture toolbar, for example, appears only when you select a picture.

This is due to the option **Visible in mode**, which determines when a toolbar should be visible. Some examples:

Option	Explanation
All modes	The selected toolbar is *always* visible (unless it has been disabled). Example: the Standard toolbar
Sorter	The bar is only visible in the Slide sorter view. (For more information, see also <u>Using the slide sorter and outline</u>.)
Outline	The bar is only visible in the Outline view. (For more information, see also <u>Using the slide sorter and outline</u>.)
Normal	The bar is visible in all view modes except Slide sorter and Outline.
Normal + Outline	The bar is visible in all view modes except the Slide sorter.
Picture	The bar only appears if a picture is selected in the document. Example: the Picture toolbar
Table	The bar only appears if the text cursor is in a table. Example: the Table toolbar
Chart	The bar only appears if a chart is selected in the document. Example: the Chart toolbar
AutoShape	The bar only appears if a drawing or text frame is selected in the document.

To change this setting for one of the toolbars, choose the menu command **View > Toolbars**, select the toolbar in the list **Toolbars** and select the desired option for **Visible in mode**.

> *Note:* Changing this setting in the default toolbars (Standard toolbar, Formatting toolbar, etc.) is usually not recommended. This option is primarily intended for user-defined toolbars.

Positioning toolbars on the screen

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

You can position each toolbar as desired on the screen. To do so, use one of the following procedures:

Changing the position with the command View > Toolbars

You can change the position of a toolbar at any time with the menu command **View > Toolbars**. To do so, proceed as follows:

1. Choose the menu command **View > Toolbars**.

2. Select the desired toolbar by clicking on it in the list.

3. Select the desired position for the toolbar in the list **Position**.

Note: If you select the option **Floating**, the toolbar icons are displayed in a window that can be freely moved or resized just like an application window.

Changing the position with the toolbar menu

Each toolbar has a button with a double arrow » at its right edge. Select the entry **Position** for the desired toolbar. The following submenu provides a dropdown list of possible positions for the toolbar.

Note: If you have selected the option **Floating**, you can also use this button » to integrate the toolbar back into a desired fixed position via the entry **Position** entry.

For more information on the toolbar menu options, see Using the toolbar menu.

Changing the position with the mouse

Some toolbars can also be repositioned with the mouse. To do so, proceed as follows:

1. Position the mouse cursor over an *empty* area of the toolbar.

2. Press the left mouse button and hold it down.

3. While still holding the mouse button down, drag the toolbar to the desired position.

4. Release the mouse button to place the toolbar in the new position.

Note: By default, most toolbars are *locked* to prevent unintentional movement with the mouse. However, you can release this lock at any time: To do so, choose the menu command **View > Toolbars**, select the toolbar and disable the option **Locked**. From now on, this bar can also be moved with the mouse.

By the way, a positioning aid is enabled while dragging a toolbar: If you drag the toolbar near one of the edges of the program window, it automatically jumps to the corresponding edge. If, for example, you release the bar at the top edge, this corresponds to selecting the **Top** position in the dialog box of the menu command **View > Toolbars**.

Managing toolbars

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

You can create new toolbars at any time and delete or rename existing toolbars, etc. To do so, use the buttons in the dialog box of the menu command **View > Toolbars**.

Creating new toolbars

The program lets you create your own toolbars at any time.

If, for example, you frequently need to use commands of the **Window** menu that are not present in the Standard toolbar, it might be worth your while to create your own toolbar for them.

You create a new toolbar as follows:

1. Click on the **New** button (in the dialog box of the menu command **View > Toolbars**).

2. The program displays a dialog box in which you enter a name for the new toolbar – for example, "My toolbar". Then confirm with **OK**.

3. The new toolbar has been created. Close the dialog box or click on the **Customize** button to add icons to the toolbar. For more information, see Customizing toolbar icons.

Customizing toolbar icons

You can edit the icons on toolbars with the **Customize** button. For more information, see the next section.

Deleting toolbars

The **Delete** button allows you to delete a user-defined toolbar as follows:

1. Select the toolbar to be deleted from the list.

2. Click on the **Delete** button.

Note: You can only delete user-defined toolbars. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be removed.

However, you can disable a Standard toolbar at any time if you don't need it by removing the check mark in front of it. For more information, see Showing and hiding toolbars.

Renaming toolbars

The **Rename** button can be used to rename a user-defined toolbar as follows:

1. Select the desired toolbar from the list.

2. Click on the **Rename** button.

3. Type in the new name and confirm it with **OK**.

Note: You can only rename user-defined toolbars. The default toolbars (Standard toolbar, Formatting toolbar, etc.) cannot be renamed.

Resetting toolbars

You can undo any changes you have made to one of the default toolbars by clicking on the **Reset** button:

1. Select the desired toolbar from the list.

2. Click on the **Reset** button.

The toolbar now contains the default icons again. In addition, the default settings for the options **Visible in mode** and **Position** are restored.

Note: This command only applies to the default toolbars (Standard toolbar, Formatting toolbar, etc.) but not to user-defined toolbars.

Resetting all toolbars

To reset *all* toolbars at once, click on the **Reset all** button.

Note: This command only resets the default toolbars. User-defined toolbars remain unchanged.

Customizing toolbar icons

FreeOffice: These *Customize* options are not included in SoftMaker FreeOffice.

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

The menu command **Tools > Customize** allows you to customize the icons as desired on a toolbar. You can add icons and remove or reposition existing icons, among other things.

Proceed as follows:

1. Choose the menu command **Tools > Customize** to open the dialog box. Alternatively: Click on the button » at the end of a toolbar and select the entry **Customize** here.

> **Even faster:** Double-click on an empty area in any toolbar.

2. Use one of the procedures described below to add, remove or reposition icons.

Basic structure of the dialog box

The dialog box of the menu command **Tools > Customize** contains two lists:

▪ **Left list: all available commands**

The *left* list shows all commands available in the program.

Tip: You can use the option **Categories** (above the left list) to filter the list by a specific category (for example, all commands of the "File" category).

You can also search the list by typing something in the **Quick search** field.

▪ **Right list: icons of the currently selected toolbar**

The *right* list displays the icons contained in the currently selected toolbar.

You define the toolbar to be displayed here via the dropdown list **Customize** (top right).

In this dialog box, you can perform the following actions:

Adding an icon

To add an icon to a specific toolbar, perform the following steps in the dialog box of the command **Tools > Customize**:

1. In the dropdown list **Customize** (top right), select the toolbar to which you want to add an icon.

   The right list now displays all icons that are currently in the selected toolbar.

   Optional: In the *right* list, select the icon behind which the new icon is to be inserted.

2. In the *left* list, select the icon that you want to add.

3. Click on the button >> .

   Even faster: Simply double-click on the icon in the left list.

The icon is now added to the toolbar.

> **Tip:** Alternatively, you can add an icon to any toolbar as follows: Choose the command **Tools > Customize**. Then simply drag the icon out of the dialog box with the mouse and drop it at the desired position in the toolbar. (Do this in the toolbar itself and not in the dialog box!) Of course, this procedure only works when the toolbar is currently visible on the screen.

Removing an icon

To remove an icon from a toolbar, perform the following steps in the dialog box:

1. Select the desired toolbar from the dropdown list **Customize** (top right).

2. In the right list below it, select the icon to be removed.

3. Click on the button << .

   Even faster: Simply double-click on the icon in the right list.

The icon is now removed from the toolbar.

> **Tip:** Alternatively, you can remove an icon from a toolbar as follows: Choose the command **Tools > Customize**. Then simply drag the icon out of the toolbar with your mouse and drop it somewhere outside the toolbar, for example, in the document. (Do this in the toolbar itself and not in the dialog box!)

Moving an icon

To move a toolbar icon to a different position, perform the following steps in the dialog box:

1. Select the desired toolbar from the dropdown list **Customize**.

2. In the right list below it, select the icon to be moved.

3. Use the up ⬆ and down ⬇ arrow buttons to move the icon within the toolbar.

   Note: If you want to move an icon to a *different* toolbar, you must first remove it from its current toolbar and then add it to the other toolbar.

> **Tip 1:** Alternatively, you can also move an icon as follows: Choose the command **Tools > Customize**. Then drag the icon directly in the toolbar to the desired position (in the toolbar itself and not in the dialog box!). This method also allows you to move an icon directly from one toolbar to another.

> **Tip 2:** Moving icons works even if this dialog box is not open: When you hold down the **Alt** key, you can move a toolbar icon by clicking on it and then dragging it to the desired position (while still holding down the mouse button).

Inserting a separator

To insert a separator in front of an icon in a toolbar, perform the following steps in the dialog box:

1. Select the desired toolbar from the dropdown list **Customize**.

2. In the *right* list, select the icon in front of which the separator is to be inserted.

3. Click on the **New separator** button (displayed below the right list).

The separator is now inserted.

> **Tip:** Alternatively, you can proceed as follows: Choose the command **Tools > Customize**. To insert a separator to the left of an icon in any toolbar, simply drag the icon slightly to the right (in the toolbar itself and not in the dialog box!).

Removing a separator

To remove a separator from a toolbar, perform the following steps in the dialog box:

1. Select the desired toolbar in the dropdown list **Customize**.

2. In the right list below it, select the separator to be removed.

3. Click on the button <kbd><<</kbd> .

   Even faster: Simply double-click on the separator.

The separator is now removed from the toolbar.

> **Tip:** Alternatively, you can also use the following procedure: Choose the command **Tools > Customize**. If you now drag the icon that is to the immediate right of the separator a little bit to the left, the separator will be removed. (Do this in the toolbar itself and not in the dialog box!)

Assigning shortcut keys

If you click on the **Shortcut keys** button in the dialog box, the dialog box will expand to include an additional area called **Shortcut keys**, which can be used to edit shortcut keys for commands.

Summary: You can assign a shortcut key of your choice to any command here: Select the command in either of the two lists, click on the **Press new shortcut key** field and then press the key combination with which you want to choose this command in future.

For more information, see [Customizing shortcut keys](#).

"Edit" button

The **Edit** button is only enabled if you have selected a user-defined icon in the list on the left side of the dialog box. For more information see [Creating user-defined icons](#).

Buttons for managing the toolbars

The dialog box of the command **Tools > Customize** also has buttons for managing toolbars:

▪ **New**

   This button creates a new empty toolbar.

▪ **Rename**

   Use this button to rename the toolbar selected in the dropdown list **Customize** (only available for user-defined toolbars).

▪ **Reset**

   This button resets the toolbar selected in the dropdown list **Customize** back to its delivery state.

▪ **Delete**

   This button deletes the toolbar selected in the dropdown list **Customize** (only available for user-defined toolbars).

▪ **Reset all** (displayed below the right list)

   This button resets all default toolbars back to their delivery state.

Further options for managing and configuring toolbars are available in the dialog box of the menu command **View > Toolbars**. For more information, see Managing toolbars.

Using the toolbar menu

Only for "classic menus with toolbars": This section is relevant only for users who have configured the program to use the **classic menus interface**. For information on customizing the **ribbon**, see Customizing the ribbon.

Some toolbars end on the right with a double arrow » as shown in the following figure:

If you click on this double arrow, the *toolbar menu* will open for this toolbar.

This menu gives you quick access to all toolbar-related commands described in the previous sections. The toolbar menu contains the following commands:

▪ **Add/remove buttons**

This command displays a list of all icons available for a toolbar. If you click on one of the entries, the corresponding icon in the bar will immediately be enabled or disabled.

(Note: This command is only meant for quickly enabling or disabling icons. For information on customizing the icons in a toolbar, see Customizing toolbar icons.)

▪ **Position**

You can use this command to change the position of a toolbar. The available options include top, bottom, left, right or floating (in a little window that can be moved and resized with the mouse).

▪ **Toolbars**

This option chooses the menu command **View > Toolbars** that allows you to enable or disable, configure and manage toolbars.

For more information, see Customizing toolbars.

▪ **Customize**

This option chooses the menu command **Tools > Customize** that allows you to edit the icons on a toolbar (add, remove, reposition icons).

For more information, see Customizing toolbar icons.

▪ **Reset this toolbar**

This option resets the toolbar. The bar then displays its default icons again. In addition, all settings made for the bar are discarded.

Creating user-defined icons

FreeOffice: These *Customize* options are not included in SoftMaker FreeOffice.

You can create *user-defined icons* at any time and then add them to the ribbon or a toolbar. Such icons can be used to start other desired programs.

To create a user-defined icon – for example, an icon to start the Windows Editor – proceed as follows:

1. Choose the following command in the ribbon or menu:

   Ribbon: **File** | group **Settings** | **Customize** | **Customize ribbon**

   Menu: **Tools > Customize**

2. In the dropdown list **Categories**, select the **User** category.

3. Select one of the icons from the list **Commands**.

   The first three icons are pre-assigned (as examples) to the Windows Calculator, the Windows Character Map and the Windows Control Panel. Select the fourth icon, for example.

4. Click on the **Edit** button displayed below the list. Another dialog box appears.

5. Enter a short description of the program to be started in the **Description** field – for example, "Notepad".

6. Enter the complete path and file name for the program to be started in the **Command line** field, for example, `C:\Windows\notepad.exe`.

7. *Optional:* If you want the program to display an icon other than its default icon, enter the path and file name of the desired icon file in the **Icon file** field.

   Note that icons in toolbars are slightly smaller than the usual Windows icons.

As soon as you confirm with **OK**, the user-defined icon is created.

If you now want to add the user-defined icon to the ribbon or toolbar, proceed as described in the following sections:

▪ Ribbon: Customizing icons and groups in the ribbon

▪ Toolbars: Customizing toolbar icons

Customizing shortcut keys

FreeOffice: The *Customize shortcut keys* function is not included in SoftMaker FreeOffice.

Commands that are frequently used in a program can also be chosen via *shortcut keys*. For example, the command for saving the current document can be chosen very quickly by pressing the key combination **Ctrl+S**.

The predefined shortcut keys can be customized at any time in the dialog box of the ribbon command **File | Customize | Customize ribbon**. You can assign a shortcut key to any command and change or remove existing shortcut keys.

To do so, proceed as follows:

Adding shortcut keys

To assign a shortcut key to a command, perform the following steps:

1. Choose the following command in the ribbon or in the classic menu interface:

   Ribbon: **File | group Settings | Customize** | **Customize ribbon**
   Classic menus: **Tools > Customize**

2. In the dialog box that appears, click on the **Shortcut keys** button.

   The dialog box now expands to include an additional section called **Shortcut keys**, which can be used to edit the shortcut keys for commands.

3. In the left or right list, select the command to which you want to assign a shortcut key.

   The *left* list shows *all* commands available in the program. (You can use the option **Categories** to filter this list by a specific category and perform a search using the **Quick search** field.)

   The *right* list displays only the icons that are in the currently selected ribbon tab or toolbar.

4. Once you have selected the desired command, click into the **Press new shortcut key** field and press the intended key combination (starting with **Ctrl** or **Alt**).

   Tip: If you make a typing mistake, you can always press the **Backspace key**⌫ to delete the shortcut key you entered.

5. *Do not forget:* Click on **Add** to assign this shortcut to the command now.

6. Exit the dialog box with **Close**.

From now on, you can execute the selected command with the specified shortcut key.

Editing shortcut keys (removing, changing, etc.)

You can also edit existing shortcut keys for commands (for example, delete or change them) at any time. Proceed as follows:

1. Choose the following command in the ribbon or in the classic menu interface:

   Ribbon: **File | group Settings | Customize** | **Customize ribbon**
   Classic menus: **Tools > Customize**

2. In the dialog box that appears, click on the **Shortcut keys** button.

   The dialog box now expands to include an additional section called **Shortcut keys**, which can be used to edit the shortcut keys for commands.

3. In the left or right list, select the command whose shortcut keys you want to edit.

4. In the **Shortcut keys** section, perform one of the following actions:

Remove shortcut keys: The list **Current shortcut keys** displays all shortcut keys currently assigned to the selected command. To remove a shortcut key, select it from the list and click on **Remove**.

Change shortcut keys: To change the shortcut key for a command, first remove it (as described above) and then assign it a new shortcut key (as described at the beginning of this section).

Reset shortcut keys: To reset *all* shortcut keys for the entire program to their default values, click on the **Reset all shortcut keys** button and confirm the confirmation prompt. Any changes you have made to shortcut keys will then be discarded.

Display a list of all shortcut keys: When you click on the **Export** button, a table listing all currently assigned shortcut keys is displayed. The buttons next to the table allow you to copy it to the clipboard, for example.

5. Exit the dialog box with **Close**.

Available shortcut keys

Note that some of the key combinations that are possible on your keyboard are not allowed for shortcut keys.

As a rule, you should use **alphabetic keys**, **numeric keys** or **function keys** for shortcut keys. You can combine them with **Ctrl**, **Alt** and/or the **Shift key⇧**.

You can easily check whether the desired key combination is allowed. Click in the **Press new shortcut key** field in the dialog box described above, and then enter the key combination. If it does not appear in the field, it is not allowed.

Some examples of valid shortcut keys include:

▪ **Ctrl+A**

▪ **Alt+A** (However, key combinations with the Alt key are *not* recommended – **Alt+A**, for example, is responsible for opening the **View** menu!)

▪ **Ctrl+Alt+A**

▪ **Ctrl+Shift+A**

▪ **Ctrl+Alt+Shift+A**

▪ **Ctrl+F2**

▪ etc.

Note: Letters on their own are not allowed, of course. Thus, you can't use **A** or **Shift+A** as shortcut keys.

Shortcut key already assigned: If you press a shortcut key that is already assigned, the current assignment will be shown just below the input field. You should then press the **Backspace key⌫** to delete your shortcut key and try a different shortcut key. Otherwise, you will overwrite the existing assignment of this shortcut key.

Two-part shortcut keys: You can also use two-part shortcut keys (according to the WordStar standard) – for example, **Ctrl+K+X**. However, only shortcut keys according to the scheme "Ctrl + letter + letter" are allowed here.

Using the grid

The *grid* is a positioning aid for objects (placeholders, picture frames, text frames, etc.). When the "Snap to grid" function is enabled, such objects can no longer be moved freely with the mouse because they snap from one grid point to the next instead. Something similar happens when you resize an object with your mouse.

Enabling the "Snap to grid" function

To enable or disable the "Snap to grid" function, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon ▦ itself.

2. In the dialog box, switch to the **Grid** tab.

3. Enable or disable the option **Snap to grid**.

Alternatively: Choose the ribbon command **View | Grid and guides** ▦ by clicking on the arrow of the icon and selecting the entry **Snap to grid** directly in the dropdown menu. A check mark in front of it indicates that the option is enabled.

If the option is enabled and you move a picture frame by dragging it with the mouse, for example, it can no longer move freely. It snaps from grid point to grid point instead.

If you disable this option again, however, objects can be moved completely freely with the mouse.

Temporarily disabling this function: If the option **Snap to grid** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Changing the grid distance

You can set the distance between two grid points to any value.

To do so, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon ▦ itself.

2. In the dialog box, switch to the **Grid** tab.

3. Enter the desired values in the **Grid distance** section.

Showing the grid on the screen

By default, the grid is not shown on the screen. If you want it to appear on the screen, enable the option **Show grid** in the above dialog box.

Alternatively: Click on the arrow of the icon ▦ and select **Show grid** in the dropdown menu.

Note: The grid appears only on the screen. It does not appear during a slide show or in printouts.

Using guides

In addition to the grid discussed in the previous section, there is another positioning aid for objects: *guides*.

You can add horizontal and vertical guides (see below for more information) and enable the "Snap to guides" function. As soon as you move an object near a guide with the mouse, the object automatically snaps to it – as if the guide were magnetic. Something similar happens when you resize an object with your mouse.

Enabling the function "Snap to guides"

To enable or disable the "Snap to guides" function, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon ▦ itself.

2. In the dialog box, switch to the **Guides** tab.

3. Enable or disable the option **Snap to guides**.

Alternatively: Choose the ribbon command **View | Grid and guides** ▦ by clicking on the arrow of the icon and selecting the entry **Snap to guides** directly in the dropdown menu. A check mark in front of it indicates that the option is enabled.

Note: Even if this option is disabled, the guides can still be displayed and changed, but they will not have any effect on the repositioning of objects.

Temporarily disabling this function: If the option **Snap to guides** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Showing guides

The option **Show guides** in the above dialog box allows you to specify whether guides should be displayed on the screen.

Alternatively: Click on the arrow of the icon and select **Show guides** in the dropdown menu.

By default, this option is enabled.

Tip: If the option **Show guides** is disabled, but the option **Snap to guides** is enabled, the guides become invisible, but they still retain their function.

Note: Guides appear only on the screen. They do not appear during a slide show or in printouts.

Adding guides in a dialog-box-controlled manner

To set up a new guide, proceed as follows:

1. Choose the ribbon command **View | Grid and guides** by clicking directly on the icon ▦ itself.

2. In the dialog box, switch to the **Guides** tab.

3. Under **Horizontal** or **Vertical**, enter where the guide should be set.

4. Click on the **Add** button.

Note: Guides can only be seen on the screen if the option **Show guides** (see above) is enabled.

Adding guides with the mouse

Alternatively, guides can also be added with the mouse: You can drag vertical guides from the vertical ruler and horizontal guides from the horizontal ruler.

To do so, click with the mouse on one of the rulers and drag the mouse cursor into the text area while holding down the mouse button. Release the mouse button at the point where you want to set the guide.

Tip: If the required rulers are not displayed, enable the option **Ruler** on the ribbon tab **View**.

Repositioning and deleting guides

To reposition or delete a guide, proceed as follows:

Dialog box: Choose the ribbon command **View | Grid and guides** to open the dialog box and switch to the **Guides** tab. To remove a guide, select it in the list and click on the **Delete** button. To reposition a guide, delete it and then set a new guide at the desired position.

Mouse: Guides can simply be grabbed with the mouse and dragged to another position. Furthermore: If you slide a guide into the horizontal or vertical ruler, it will be deleted.

Locking guides

To prevent guides from being inadvertently moved with the mouse, they can be "locked".

To do so, choose the ribbon command **View | Grid and guides** and enable the option **Lock guides** in the dialog box.

Guides can no longer be moved with the mouse. Their position can only be changed via the dialog box of the ribbon command **View | Grid and guides**.

Using the "Snap to slide borders" function

If you choose the ribbon command **View | Grid and guides** and enable the option **Snap to slide borders**, the four outer edges of slides will behave like guides. Thus, if you drag an object near one of these outer edges, the object will snap to it.

Temporarily disabling this function: If the option **Snap to slide borders** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Using the "Snap to other objects" function

FreeOffice: The *Snap to other objects* function is not included in SoftMaker FreeOffice.

If you choose the ribbon command **View | Grid and guides** and enable the option **Snap to other objects**, the program automatically creates "magic" guides for the edges of *each* object on the current slide. These guides make it a lot easier to position objects perfectly aligned and evenly distributed.

These "magic" guides are usually invisible. They only become visible when you drag an object near such a guide with the mouse. As soon as the guide appears, the object automatically snaps to it. Something similar happens when you resize an object with your mouse.

Some examples of such guides:

- If you drag an object to a position where it is *roughly* left-aligned with another object, a guide will automatically appear representing the left edge of the other object. If you let your object snap to it, it will be *exactly* left-aligned with the existing object.

- The same applies to the right edge of objects.

- If you drag an object to a position where it is *roughly* centered with another object, a guide will automatically appear representing the center of the object. If you let your object snap to it, it will be aligned *exactly* centered with the other object.

- If you drag an object to a position below two other objects, you will also see a horizontal guide at the position where this third object would have exactly the same relative distance as the other two objects. (The three objects would then be distributed evenly.)

All of this works in both directions (horizontally and vertically) – for example, an automatic guide is generated for the top and bottom edges of each object.

Temporarily disabling this function: If the option **Snap to other objects** is enabled, you can temporarily disable it at any time by holding down the **Alt** key while moving an object with the mouse.

Changing the tolerance of guides

When moving objects, the mouse cursor snaps automatically to a guide by default when it is moved to within 8 pixels of the guide. However, you can change this tolerance at any time. If, for example, you increase the tolerance to "20", the mouse cursor will already snap to the guide if it is within 20 pixels of the guide.

To change the tolerance, use the ribbon command **View | Grid and guides** (click directly on the icon itself) to open the dialog box and enter the desired value in pixels in the option **Tolerance** on the **Guides** tab.

Installing dictionaries

FreeOffice: SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

As an alternative to its own dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. They are available free of charge for installation.

You can install dictionaries for the spell check and also specify which of these dictionaries should be used for a language. For information on how to install these dictionaries, see the following sections:

- **Installing additional dictionaries**

  In this section, you will learn how to add more dictionaries that are not currently installed.

  Note: This is particularly important for the **Android** and **iOS** versions, since most dictionaries are already pre-installed in SoftMaker Office for **Windows**, **Mac** and **Linux**.

- **Choosing a different dictionary for a language**

  If you have multiple dictionaries installed for a language (for example, one from SoftMaker *and* one from Hunspell), you can also specify which of these dictionaries to use. Read this section for details.

For more information on these topics, see the following pages.

Installing additional dictionaries

FreeOffice: SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

SoftMaker Office comes with premium dictionaries for numerous languages. In addition to *SoftMaker* dictionaries, SoftMaker Office also supports the use of *Hunspell* dictionaries. These dictionaries are available as free downloads. Most of them were created by private users or non-profit organizations.

Hunspell dictionaries are available for numerous languages. If there is no SoftMaker dictionary for a language, you will certainly find a Hunspell dictionary for it.

In this section, you will learn how to install dictionaries that are not currently installed:

Windows, Mac and Linux

When you install SoftMaker Office for **Windows**, **Mac** or **Linux**, all relevant dictionaries are already integrated automatically – so there is usually no need to subsequently install additional dictionaries.

Note, however, that you can choose between different dictionaries here (Hunspell, SoftMaker) by clicking on **Switch** for the respective dictionary. For more information, see the next section Choosing a different dictionary for a language.

Android and iOS

The situation is different with SoftMaker Office for **Android** and **iOS:** Here, dictionaries are not automatically integrated and must be subsequently installed for a language as needed.

Proceed as follows:

1. Launch any of the apps (TextMaker, PlanMaker or Presentations) on your Android/iOS device.

2. Choose the ribbon command **File | Options** ⚙ for the dialog box and switch to the **Language** tab.

3. Click on the **Manage dictionaries** button.

4. The program displays the dialog box "Dictionaries" with a list of all available languages. To download a dictionary for a language, select it from the list and press the **Install** button.

The dictionary is now installed and will be available from now on in any SoftMaker Office application.

> **Note:** In addition to Hunspell dictionaries (with *Hunspell* added at the end), the above list also includes in-house SoftMaker dictionaries *(nothing added* to the end) for many languages. If both dictionaries are installed for a language, you can select which dictionary to use by clicking on the **Switch** button. For more information, see the next section.

Ask to install dictionaries when necessary

This option in the dialog box "Dictionaries" is also particularly important for the **Android** and **iOS** versions, as dictionaries are not pre-installed in these versions.

When enabled, the option has the following effect: If you enter text in your document in a language for which a dictionary is not yet installed, the program will automatically ask you whether you want to install the dictionary now.

> **Note:** Of course, the automatic prompting by the program only occurs if the Spell check is enabled.

Choosing a different dictionary for a language

> *FreeOffice:* SoftMaker FreeOffice does not have the premium *SoftMaker* dictionaries normally included in SoftMaker Office. Only *Hunspell* dictionaries can be used here.

If you have *multiple* dictionaries installed for a language (for example, a SoftMaker dictionary and a Hunspell dictionary), you can always choose which of these dictionaries to use for the language. Proceed as follows:

1. Choose the ribbon command **File | Options** ⚙ for the dialog box and switch to the **Language** tab.

2. Click on the **Manage dictionaries** button.

The program displays the dialog box "Dictionaries" with a list of all installed languages/dictionaries.

3. Navigate to the desired **Language** in this list. The dictionaries of a language can appear in the list with the following additions:

> **No addition:** SoftMaker Office's in-house dictionary for this language.

> **Hunspell:** Free Hunspell dictionary for this language.

4. Now specify which of these dictionaries should be used for the desired language. Here, the icons to the left of a dictionary have the following meaning:

> **Blue icon:** The dictionary is already installed and switched on.

> **Gray icon:** The dictionary is already installed and is *not* switched on.

> **No icon:** The dictionary is not yet installed.

> A blue icon thus indicates the currently active dictionary for the respective language. If you want to change the active dictionary, select another dictionary for this language from the list and click on the **Switch** button.

> (If the dictionary is not installed yet, click on the **Install** button beforehand.)

5. Confirm your changes by pressing **OK**.

From now on, the spell check will use the selected dictionary for the specified language.

Show only installed dictionaries

Enable this option if only the installed dictionaries should be displayed in the list.

Ask to install dictionaries when necessary

For more information on this option, see the descriptions in the previous section Installing additional dictionaries.

Appendix

The appendix of the manual contains the following information:

- **Ribbon commands and corresponding menu commands**

  In this section, you will find a table of all commands in the ribbon interface and the respective corresponding menu command in the classic menu interface.

- **Shortcut keys**

  This section contains tables with the most important shortcut keys that you can use in the program.

- **Command-line parameters**

  Here, you will find an overview of parameters that can be used to directly trigger a specified program option when you start Presentations.

Ribbon commands and corresponding menu commands

In this section, you will find a table of all commands in the ribbon interface and the respective corresponding menu command in the classic menu interface.

> *Tip 1:* You can switch the user interface between *ribbon* and *classic menus* at any time. To do so, choose the command **File | Options** in the ribbon (or choose **Tools > Options** in the classic menu interface). In the dialog box, switch to the **Appearance** tab and click on the **User interface** button. The program will display a dialog box in which you can choose the desired user interface.

> *Tip 2:* Use the "hamburger menu" (the icon ≡ on the left in the Quick access toolbar) if you still want to access the classic menu commands from the ribbon interface.

The subsequent table contains the following columns:

- **Left column:** The left column lists all **ribbon commands** in the program, listed according to the order of ribbon tabs and in the following format: **Ribbon tab | Command group | Command**

- **Right column:** The right column lists all corresponding **classic menu commands** in the program in the following format: **Menu > Command**

  Example: The ribbon command **File | Document | Save** can be found under **File > Save** in the classic menu interface.

  Another entry **>>** is also added for some commands if the command can only be found in the submenu of an icon or in a dialog box.

Thus, here is the aforementioned table:

	Ribbon	Menu
	File | File | New	File > New
	File | File | Open	File > Open
	File | File | Close	File > Close
	File | Document | Save	File > Save
	File | Document | Save as	File > Save as
	File | Document | Save all	File > Save all
	File | Document | Export as >>	File > Export as >
	File | Document | Export as >> PDF	File > Export as > PDF
	File | Document | Export as >> HTML	File > Export as > HTML
	File | Document | Export as >> Pictures	File > Export as > Pictures
	File | Document | Export as >> Movie	File > Export as > Movie
	File | Document | Export as >> Portable slide show	File > Export as > Portable slide show
	File | Document | Send	File > Send
	File | Print | Page setup	File > Page setup
	File | Print | Print	File > Print
	File | File management | Properties	File > Properties
	File | File management | Versions	File > File versions
	File | File management | File manager	File > File manager
	File | File Management | Compress all pictures	Object > Compress all pictures
	File | Settings | Options	Tools > Options
	File | Settings | Customize >> Customize ribbon	Tools > Customize

	Ribbon	Menu
	File	File	Close (if no document is open)	File > Exit
	in the Quick access toolbar	Edit > Undo
	in the Quick access toolbar	Edit > Redo
	in the Quick access toolbar	View > Touch mode
	Home	Edit	Paste	Edit > Paste
	Home	Edit	Paste >> Paste special	Edit > Paste special
	Home	Edit	Cut	Edit > Cut
	Home	Edit	Copy	Edit > Copy
	Home	Edit	Format painter	Format > Transfer formatting
	Home	Slide	Add	Slide > Insert new slide
	Home	Slide	Add >> Slides from presentation	Insert > Slides from presentation
	Home	Slide	Add >> Slides from outline	Insert > Slides from outline
	Home	Slide	Layout	Slide > Slide layout
	Home	Slide	Reset	Slide > Reset
	Home	Slide	Manage	
	Home	Slide	Manage >> Duplicate slide	Slide > Duplicate
	Home	Slide	Manage >> Delete slide	Slide > Delete
	Home	Slide	Manage >> Rename slide	Slide > Rename
	Home	Slide	Manage >> Hide slide	Slide > Hide slide
	Home	Character	Increase font size	*Toolbar: Formatting*
	Home	Character	Decrease font size	*Toolbar: Formatting*
	Home	Character	Bold	*Toolbar: Formatting*

	Ribbon	**Menu**
_I_	Home | Character | Italic	_Toolbar: Formatting_
U	Home | Character | Underline	_Toolbar: Formatting_
ab	Home | Character | Strike out	
X	Home | Character | Shading	_Toolbar: Formatting_
A	Home | Character | Font color	_Toolbar: Formatting_
Aa	Home | Character | Change capitalization	
A	Home | Character | Reset character formatting	Format > Standard
≔	Home | Paragraph | Toggle bullets	_Toolbar: Formatting_
≔	Home | Paragraph | Toggle numbering	_Toolbar: Formatting_
≔	Home | Paragraph | Demote list level	_Toolbar: Formatting_
≔	Home | Paragraph | Promote list level	_Toolbar: Formatting_
≡	Home | Paragraph | Alignment	_Toolbar: Formatting_
↕≡	Home | Paragraph | Set line spacing	
	Home | Objects | New object	_Toolbar: Standard_
	Home | Objects | New object >> Picture	Object > New picture frame
	Home | Objects | New object >> Text frame	Object > New text frame
	Home | Objects | New object >> Chart frame	Object > New chart frame
	Home | Objects | New object >> AutoShape	Object > New drawing > AutoShape
	Home | Objects | New object >> Line	Object > New drawing > Line
π	Home | Objects | New object >> Equation	Object > New OLE object frame >> SoftMaker Equation Editor
A	Home | Objects | New object >> TextArt object	Object > New drawing > TextArt
	Home | Objects | Fill color	_Toolbar of the respective object_

Ribbon	Menu
Home | Objects | Line color	*Toolbar of the respective object*
Home | Objects | Text rotation	*Toolbar: AutoShape*
Home | Objects | Vertical alignment	*Toolbar: AutoShape*
Home | Objects | Columns	Object > Columns > More
Home | Objects | Columns >> One	Object > Columns > One column
Home | Objects | Columns >> Two	Object > Columns > Two columns
Home | Objects | Columns >> Three	Object > Columns > Three columns
Home | Search | Search	Edit > Search
Home | Search | Replace	Edit > Replace
Home | Search | Search again	Edit > Search again
Home | Search | Go to	Edit > Go to slide
Home | Selection | Select all	Edit > Select all
Insert | Slide | Slide	Slide > Insert new slide
Insert | Slide | Photo album	Insert > Photo album
Insert | Slide | Summary slide	Insert > Summary slide
Insert | Table | Table	Object > New table frame
Insert | Objects | Picture frame	Object > New picture frame
Insert | Objects | Picture frame >> From scanner	File > Acquire
Insert | Objects | Picture frame >> Select source	File > Select source
Insert | Objects | Text frame	Object > New text frame
Insert | Objects | Chart frame	Object > New chart frame
Insert | Objects | AutoShape	Object > New drawing > AutoShape

	Ribbon	Menu
	Insert | Objects | Lines	Object > New drawing > Line
	Insert | Objects | TextArt object	Object > New drawing > TextArt
	Insert | Objects | QR code/Barcode frame	Object > New QR code/Barcode frame
	Insert | Objects | Equation Editor object	Object > New OLE object frame >> SoftMaker Equation Editor
	Insert | Objects | OLE object frame	Object > New OLE object frame
	Insert | Objects | OLE object frame >> TextMaker object	Object > New OLE object frame >> TextMaker Document
	Insert | Objects | OLE object frame >> PlanMaker worksheet object	Object > New OLE object frame >> PlanMaker Spreadsheet
	Insert | Objects | OLE object frame >> PlanMaker chart object	Object > New OLE object frame >> PlanMaker Chart
	Insert | Media | Movie	Object > New media object > Movie
	Insert | Media | Sound	Object > New media object > Sound
	Insert | Links | Hyperlink	Format > Link
	Insert | Links | Actions	Object > Actions
	Insert | Comments | Comment	Insert > Comment
	Insert | Text | Header / footer	Insert > Header and footer
	Insert | Text | SmartText	Insert > SmartText
	Insert | Text | Symbol	Insert > Symbol
	Insert | Text | Character	
	Design | Design | Layout	Slide > Slide layout
	Design | Design | Design	Slide > Slide design
	Design | Design | Tabs	Format > Tabs
	Design | Design | Replace font	Format > Replace font

	Ribbon	Menu
	Design | Scheme | Color scheme	Slide > Color scheme
	Design | Page setup | Page size	File > Page setup
	Design | Page setup | Page orientation	File > Page setup
	Design | Page setup | Background	Slide > Background
	Design | Placeholders | Restore	Slide > Recreate missing placeholders
	Design | Placeholders | Reset placeholder >>	Object > Placeholder >
	Transition | Preview | Start preview	
	Transition | Transitions | Transitions	*Toolbar: Standard*
	Transition | Transitions | Variants	*Toolbar: Standard*
	Transition | Transitions | Object transitions	Slide > Slide transition >> Object transition
	Transition | Transitions | Object variants	Slide > Slide transition >> Object transition
	Transition | Settings | Apply to all slides	*in the sidebar*
	Animation | Preview | Start preview	*in the sidebar*
	Animation | Animations | Animations	
	Animation | Animations | Variants	
	Animation | Animations | Add animation	*in the sidebar*
	Animation | Animations | Properties	
	Animation | Animations | Remove all	
	Animation | Windows | Animation pane	(View > Sidebar)
	Animation | Animation scheme | Animation scheme	*in the sidebar*
	Animation | Animation scheme | Apply to all slides	*in the sidebar*
	Slide show | Review | Spell check	Tools > Check spelling

	Ribbon	Menu
	Slide show | Review | Spell check >> Edit user dictionaries	Tools > Edit user dictionaries
	Slide show | Review | Thesaurus	Tools > Thesaurus
	Slide show | Review | Research	*Toolbar: Standard*
	Slide show | Review | Auto correction	Tools > Auto correction
	Slide show | Review | Insert comment	Insert > Comment
	Slide show | Manage | Set up show	Show > Set up slide show
	Slide show | Manage | Custom slide shows	Show > Custom slide shows
	Slide show | Manage | Hide slide	Slide > Hide slide
	Slide show | Display | Presenter view	Show > Presenter view
	Slide show | View | Start	*Toolbars: Status bar*
	Slide show | View | Start >> Start from first slide	Show > Start slide show
	Slide show | View | Start >> Start from current slide	Show > Start slide show from current slide
	Slide show | View | End	Show > End slide show
	View | Views | Slides	View > Slide
	View | Views | Slide sorter	View > Slide sorter
	View | Views | Outline	View > Outliner
	View | Views | Notes	View > Notes
	View | Master | Slide master	View > Master > Slide master
	View | Master | Handout master	View > Master > Handout master
	View | Master | Notes master	View > Master > Notes master
	View | View | Grid and guides	Object > Grid and guides
	View | View | Grid and guides >> Show grid	View > Options > Grid

	Ribbon	**Menu**
	View | View | Grid and guides >> Show guides	View > Options > Guides
	View | View | Ruler	View > Options > Ruler
	View | View | Unprintable characters	View > Options > Unprintable characters
	View | View | Object boundaries	View > Options > Object boundaries
	View | View | Color mode >> Color	View > Options > Color
	View | View | Color mode >> Grayscale	View > Options > Grayscale
	View | View | Color mode >> Black and white	View > Options > Black and white
	View | Zoom | Set zoom	View > Zoom level
	View | Zoom | Magnify selection	View > Magnifying glass
	View | Zoom | Actual size	View > Actual size
	View | Zoom | Fit to slide	View > Zoom to slide
	View | Windows | Mini sorter	View > Mini sorter
	View | Windows | Mini outliner	View > Mini outliner
	View | Windows | Notes area	View > Notes area
	View | Windows | Sidebar	View > Sidebar
	View | Windows | Full screen	View > Full screen
	View | Windows | Windows >>	Window >
	View | Windows | Windows >> View side by side	Window > View side by side
	View | Windows | Windows >> Close all	Window > Close all
	Table | Table | Select	Object > Table > Select table
	Table | Table | Select >> Row	Object > Table > Select row
	Table | Table | Select >> Column	Object > Table > Select column

	Ribbon	Menu
	Table | Table | Properties	Object > Table > Table properties
	Table | Table | Properties >> Row	Object > Table > Row properties
	Table | Table | Properties >> Cell	Object > Table > Cell properties
	Table | Format | Shading	*Toolbar: Table*
	Table | Format | Borders	*Toolbar: Table*
	Table | Format | Text alignment	*Toolbar: Table*
	Table | Rows and columns | Delete cells	*Toolbar: Table*
	Table | Rows and columns | Delete cells >> Delete rows	Object > Table > Delete rows
	Table | Rows and columns | Delete cells >> Delete columns	Object > Table > Delete columns
	Table | Rows and columns | Delete cells >> Delete table	Object > Table > Delete table
	Table | Rows and columns | Insert rows	*Toolbar: Table*
	Table | Rows and columns | Insert rows >> Insert row above	Object > Table > Insert rows above
	Table | Rows and columns | Insert rows >> Insert row below	Object > Table > Insert rows below
	Table | Rows and columns | Insert columns	*Toolbar: Table*
	Table | Rows and columns | Insert columns >> Insert column left	Object > Table > Insert columns to the left
	Table | Rows and columns | Insert columns >> Insert column right	Object > Table > Insert columns to the right
	Table | Rows and columns | Distribute rows	Object > Table > Distribute rows evenly
	Table | Rows and columns | Distribute columns	Object > Table > Distribute columns evenly
	Table | Merge and split | Merge cells	Object > Table > Merge cells
	Table | Merge and split | Split cells	Object > Table > Split cells
	Table | Position | Bring to front	Object > Order > Bring to front

Ribbon	Menu
Table | Position | Bring to front >> Bring forward one level	Object > Order > Bring forward one level
Table | Position | Send to back	Object > Order > Send to back
Table | Position | Send to back >> Send backward one level	Object > Order > Send backward one level
Slide master | Edit | New design	Master > New design
Slide master | Edit | Duplicate layout/design	Master > Duplicate layout/design
Slide master | Edit | Add layout	Master > Add layout to design
Slide master | Edit | Delete layout/design	Master > Delete layout/design
Slide master | Edit | Rename layout/design	Master > Rename layout/design
Slide master | Placeholders | Restore	Master > Recreate missing placeholder areas
Slide master | Placeholders | Insert placeholder	Master > Insert placeholder
Slide master | Placeholders | Title	Master > Title
Slide master | Placeholders | Footers	Master > Footers
Slide master | Color scheme | Color scheme	Master > Color scheme
Slide master | Format | Page size	File > Page setup
Slide master | Format | Page orientation	File > Page setup
Slide master | Format | Background	Master > Background
Slide master | Close master	
Handout master | Format | Number of pages >> (x-per-page) handouts	Handout > (x-per-page) handouts
Handout master | Format | Number of pages >> Outline	Handout > Outline
Media object | Preview | Play media clip	*Via the context menu*
Media object | Preview | Stop media clip	*Via the context menu*
Object | Format | AutoShape templates	*Toolbar: AutoShape*

Ribbon	**Menu**
Object | Format | AutoShape templates >> More	Object > Properties
Object | Format | AutoShape effects	*Toolbar of the respective object*
Object | Format | Fill color	*Toolbar of the respective object*
Object | Format | Line color	*Toolbar of the respective object*
Object | Format | Line style	*Toolbar of the respective object*
Object | Format | Line thickness	*Toolbar of the respective object*
Object | Format | Line endings	*Toolbar: AutoShape*
Object | Edit | Change AutoShape	*Toolbar: AutoShape*
Object | Edit | Edit points	*Via the context menu*
Object | Edit | Combine objects	*Via the context menu*
Object | Inner text | Change text area	*Toolbar: AutoShape*
Object | Position | Rotate object	Object > Rotate or flip
Object | Position | Align objects	Object > Align or distribute
Object | Objects | Group	Object > Group
Object | Objects | Duplicate	Edit > Duplicate
OLE object | OLE | OLE object	Edit > OLE object
OLE object | OLE | Edit link	Edit > Link
OLE object | Size | Cropping	*Toolbar: Picture*
OLE object | Adjust | Recolor picture	*Toolbar: Picture*
Picture | Adjust | Compress pictures	Object > Compress selected pictures
Picture | Adjust | Change source	Object > Properties: Picture tab >> File...
Picture | Adjust | Reset	*Toolbar: Picture*

Ribbon	**Menu**
Picture | Format | Photo frame	*Toolbar: Picture*
Chart | Type | Chart type	*Toolbar: Chart*
Chart | Type | Chart subtype	*Toolbar: Chart*
Chart | Data | Edit data	Object > Chart > Edit data
Chart | Design | Chart colors	*Toolbar: Chart*
Chart | Chart elements | Add chart element	*Toolbar: Chart*
Chart | Chart elements | Select chart element	*Toolbar: Chart*
Chart | Chart elements | Edit properties	Object > Chart > xy element: Properties
Chart | Chart elements | Fill color	
Chart | Chart elements | Line color	
Chart | Chart elements | Line style	
Chart | Chart elements | Line thickness	
not available	Edit > Delete
Home | Character >> group arrow ◢	Format > Character
Home | Paragraph >> group arrow ◢	Format > Paragraph
Via the context menu	Object > Chart > Save as picture

Shortcut keys

The following pages contain tables with Presentations' most important shortcut keys:

- Shortcut keys in Windows and Linux versions

- Shortcut keys in Mac version

Tip: If you choose the ribbon command **File | Customize** , you can customize the default shortcut keys and create new shortcut keys. For more information, see Customizing shortcut keys.

Shortcut keys in Windows and Linux versions

In the **Windows** and the **Linux** version, the following shortcut keys are available:

Shortcut keys for commands

Command	Shortcut key
Quick access toolbar: Undo last command	Ctrl+Z
Quick access toolbar: Redo	Ctrl+Y
File | New	Ctrl+N
File | Open	Ctrl+O
File | Close	Ctrl+F4 or Ctrl+W
File | Save	Ctrl+S
File | Print	Ctrl+P
File | File manager	F12
File | Exit	Alt+F4 or Ctrl+Q
Home | Paste	Ctrl+V
Home | Paste Special	Ctrl+Alt+V
Home | Cut	Ctrl+X
Home | Copy	Ctrl+C

Command	Shortcut key
**Home	Format painter** (copying step)	**Ctrl+Shift+C**
**Home	Format painter** (pasting step)	**Ctrl+Shift+V**
**Home	Add new slide**	**Ctrl+M**
**Home	group Character:**	
Select font from the list	**Ctrl+D**
Bold on/off	**Ctrl+B**
Italics on/off	**Ctrl+I**
Underline on/off	**Ctrl+U**
Superscript	**Ctrl+Shift+Plus key** (numeric keypad)
Subscript	**Ctrl+Shift+Minus key** (numeric keypad)
Remove superscript or subscript	**Ctrl+Shift+Multiply key** (numeric keypad)
Change uppercase/lowercase of selected text (from "test" to "Test" to "TEST")	**Shift+F3**
Reset character formatting	**Ctrl+Space**
**Home	group Paragraph:**	
Alignment: Left	**Ctrl+L**
Alignment: Centered	**Ctrl+E**
Alignment: Right	**Ctrl+R**
Alignment: Justified	**Ctrl+J**
**Home	Search**	**Ctrl+F**
**Home	Replace**	**Ctrl+H**
**Home	Search again** (or **Replace again**)	**F3**
**Home	Go to slide...**	**Ctrl+G**
Home| Select all	**Ctrl+A**
**Insert	Hyperlink**	**Ctrl+K**
**Insert	Character**	
Insert a soft hyphen (optional hyphen)	**Ctrl+Hyphen**

Command	Shortcut key
Insert a non-breaking hyphen	**Ctrl+Shift+Hyphen**
Insert an en dash (–)	**Ctrl+Minus key** (numeric keypad)
Insert an em dash (—)	**Ctrl+Alt+Minus key** (numeric keypad)
Insert a non-breaking space	**Ctrl+Shift+Space**
Slide show | Spell check	**F7**
Slide show | Thesaurus	**Shift+F7**
Slide show | Start from first slide	**F5**
Slide show | Start from current slide	**Shift+F5**
View | Full screen	**F6**

Shortcut keys for selecting text

Command	Shortcut key
Select single characters (forward)	**Shift+→**
Select single characters (backward)	**Shift+←**
Select single words (forward)	**Ctrl+Shift+→**
Select single words (backward)	**Ctrl+Shift+←**
Select up to the end of the line	**Shift+End**
Select up to the beginning of the line	**Shift+Home**
Select paragraph (down)	**Ctrl+Shift+↓**
Select paragraph (up)	**Ctrl+Shift+↑**
Select up to the end of the placeholder	**Ctrl+Shift+End**
Select up to the beginning of the placeholder	**Ctrl+Shift+Home**
Select all	**Ctrl+A**

Shortcut keys in current slide shows

Command	Shortcut key
Arrow tool (cursor)	**A**
Pen tool	**R**
Highlighter tool	**M**
Eraser tool	**E**
Pause	**P**
Black screen	**B**
White screen	**W**
Previous slide	**PageUp↑** or **Backspace**
Next slide	**PageDown↓** or **Space**
First slide	**Home**
Last slide	**End**
End slide show	**Esc**

Other useful shortcut keys

Command	Shortcut key
Display help content	**F1**
To the next open document	**Ctrl+F6**
To the previous open document	**Ctrl+Shift+F6**
Show/hide ribbon	**Ctrl+F1**
Switch to the next ribbon tab	**Ctrl+F12**
Switch to the previous ribbon tab	**Ctrl+Shift+F12**
For open dialog boxes: switch to the next tab	**Ctrl+Tab**
For open dialog boxes: switch to the previous tab	**Ctrl+Shift+Tab**
Switch to the next slide	**PageDown↓**

Command	Shortcut key
Switch to the previous slide	**PageUp↑**
Switch to the first slide	**Home**
Switch to the last slide	**End**
Switch to the next placeholder	**Tab**
Switch to the previous placeholder	**Shift+Tab**
If the cursor is in the placeholder:	
Switch to the next placeholder	**Ctrl+↵**
Switch to the previous placeholder	**Ctrl+Shift+↵**
Switch to the beginning of the placeholder	**Ctrl+Home**
Switch to the end of the placeholder	**Ctrl+End**
Insert current date	**Ctrl+.** (period)
Insert current time	**Ctrl+Shift+.** (period)
Convert a hexadecimal character code into Unicode characters*	**Ctrl+Alt+Shift+X**

* If, for example, you type 20AC and then press this shortcut key, a euro sign € will appear (since this character has the code 20AC in the Unicode character set).

Shortcut keys in Mac version

Note: For most shortcut keys with the **Cmd** key, you can also use the **Ctrl** key instead of the **Cmd** key. For the shortcut key **Cmd+S**, for example, you can also press **Ctrl+S**.

In the **Mac** version, the following shortcut keys are available:

Shortcut keys for commands

Command	Shortcut key
Quick access toolbar: Undo last command	**Cmd+Z**
Quick access toolbar: Redo	**Cmd+Y**
**File	New**	**Cmd+N**

Command	Shortcut key
**File	Open**	**Cmd+O**
**File	Close**	**Cmd+F4** or **Cmd+W**
**File	Save**	**Cmd+S**
**File	Print**	**Cmd+P**
**File	File manager**	**F12**
**File	Exit**	**Alt+F4** or **Cmd+Q**
**Home	Paste**	**Cmd+V**
**Home	Paste Special**	**Cmd+Alt+V**
**Home	Cut**	**Cmd+X**
**Home	Copy**	**Cmd+C**
**Home	Format painter** (copying step)	**Cmd+Shift+C**
**Home	Format painter** (pasting step)	**Cmd+Shift+V**
**Home	Add new slide**	**Cmd+M**
Home | group **Character:**	
Select font from the list	**Cmd+D**
Bold on/off	**Cmd+B**
Italics on/off	**Cmd+I**
Underline on/off	**Cmd+U**
Superscript	**Cmd+Shift+Plus key** (numeric keypad)
Subscript	**Cmd+Shift+Minus key** (numeric keypad)
Remove superscript or subscript	**Cmd+Shift+Multiply key** (numeric keypad)
Change uppercase/lowercase of selected text (from "test" to "Test" to "TEST")	**Shift+F3**
Reset character formatting	**Cmd+Space**
Home | group **Paragraph:**	
Alignment: Left	**Cmd+L**
Alignment: Centered	**Cmd+E**

Command	Shortcut key
Alignment: Right	**Cmd+R**
Alignment: Justified	**Cmd+J**
**Home	Search**	**Cmd+F**
**Home	Replace**	**Cmd+H**
**Home	Search again** (or **Replace again**)	**F3**
**Home	Go to slide...**	**Cmd+G**
Home| Select all	**Ctrl+A**
**Insert	Hyperlink**	**Cmd+K**
**Insert	Character**	
Insert a soft hyphen (optional hyphen)	**Cmd+Hyphen**
Insert a non-breaking hyphen	**Cmd+Shift+Hyphen**
Insert an en dash (–)	**Cmd+Minus key** (numeric keypad)
Insert an em dash (—)	**Cmd+Alt+Minus key** (numeric keypad)
Insert a non-breaking space	**Cmd+Shift+Space**
**Slide show	Spell check**	**F7**
**Slide show	Thesaurus**	**Shift+F7**
**Slide show	Start from first slide**	**F5**
**Slide show	Start from current slide**	**Shift+F5**
**View	Full screen**	**F6**

Shortcut keys for selecting text

Command	Shortcut key
Select single characters (forward)	**Shift+→**
Select single characters (backward)	**Shift+←**
Select single words (forward)	**Alt+Shift+→**
Select single words (backward)	**Alt+Shift+←**

Command	Shortcut key
Select up to the end of the line	**Shift+End**
Select up to the beginning of the line	**Shift+Home**
Select paragraph (down)	**Alt+Shift+↓**
Select paragraph (up)	**Alt+Shift+↑**
Select up to the end of the placeholder	**Cmd+Shift+End**
Select up to the beginning of the placeholder	**Cmd+Shift+Home**
Select all	**Ctrl+A**

Shortcut keys in current slide shows

Command	Shortcut key
Arrow tool (cursor)	**A**
Pen tool	**R**
Highlighter tool	**M**
Eraser tool	**E**
Pause	**P**
Black screen	**B**
White screen	**W**
Previous slide	**PageUp↑** or **Backspace**
Next slide	**PageDown↓** or **Space**
First slide	**Home**
Last slide	**End**
End slide show	**Esc**

Other useful shortcut keys

Command	Shortcut key
Display help content	**F1**

Command	Shortcut key
To the next open document	**Cmd+F6**
To the previous open document	**Cmd+Shift+F6**
Expand or collapse the ribbon	**Cmd+F1**
Switch to the next ribbon tab	**Ctrl+F12**
Switch to the previous ribbon tab	**Ctrl+Shift+F12**
For open dialog boxes: switch to the next tab	**Ctrl+Tab**
For open dialog boxes: switch to the previous tab	**Ctrl+Shift+Tab**
Switch to the next slide	**PageDown↓**
Switch to the previous slide	**PageUp↑**
Switch to the first slide	**Home**
Switch to the last slide	**End**
Switch to the next placeholder	**Tab**
Switch to the previous placeholder	**Shift+Tab**
If the text cursor is in the placeholder:	
Switch to the next placeholder	**Cmd+↵**
Switch to the previous placeholder	**Cmd+Shift+↵**
Switch to the beginning of the placeholder	**Cmd+Home**
Switch to the end of the placeholder	**Cmd+End**
Insert current date	**Ctrl+.** (period)
Insert current time	**Ctrl+Shift+.** (period)
Convert a hexadecimal character code into Unicode characters*	**Cmd+Alt+Shift+X**

* If, for example, you type 20AC and then press this shortcut key, a euro sign € will appear (since this character has the code 20AC in the Unicode character set).

Command-line parameters

> **Note:** The *command-line parameters* described here only work on Windows.

Command-line parameters allow you to specify that Presentations is started immediately with a specific program option rather than with the usual default behavior. Example: You would like Presentations to switch to the dialog box for selecting a presentation template directly upon startup.

To insert a command-line parameter, proceed as follows:

1. Create a new shortcut to Presentations on the desktop. Ideally, give the link a distinctive name in order to distinguish it more clearly.

2. Choose the properties of the shortcut: Right-click on the link for the context menu and select the entry **Properties**.

3. The following dialog box with the **Shortcut** tab will then appear:
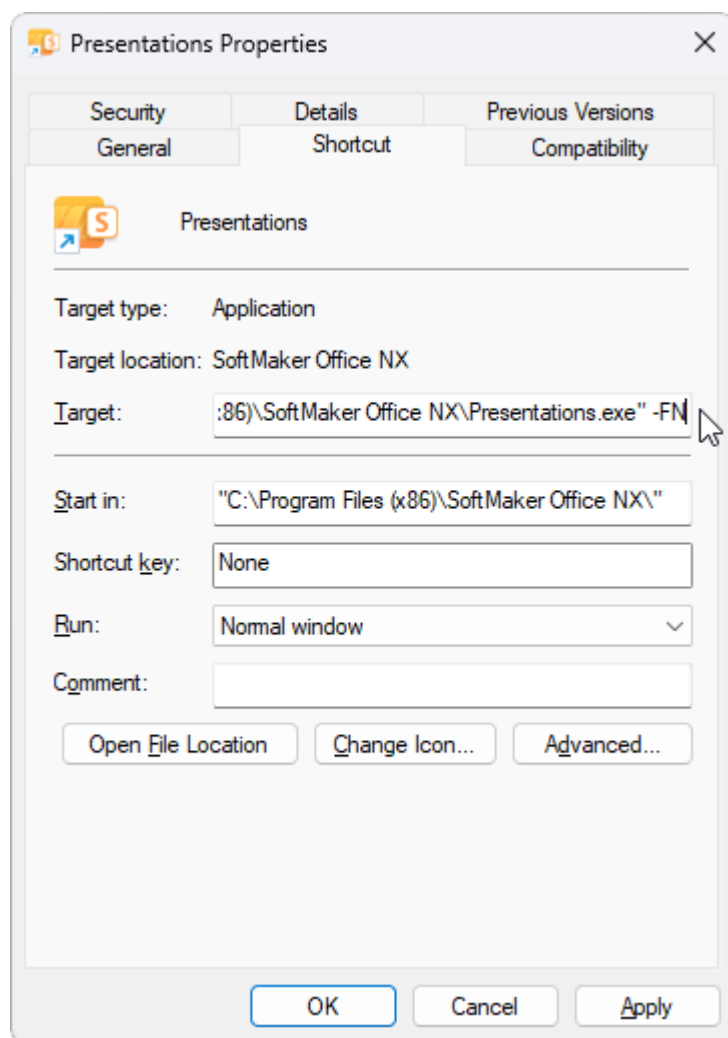
4. In the input field **Target** after the file path `"...\Presentations.exe"`, enter the desired parameter from the table below. In the figure, for example, this is the parameter **-FN**.

> **Important:** There must be a **space** in front of the parameter and the parameter starts with a hyphen.

5. Confirm with **OK**.

When you open Presentations via this newly created link (double-click on the link), the program will start directly with the behavior of the parameter that was used.

Command-line parameters

Parameter	Description
-N	Presentations starts without opening a new default document
-FO	Presentations starts with an open dialog box for selecting a file.
-FN	Presentations starts with an open dialog box for selecting a presentation template.
-P"Path\FileName"	Presentations starts and prints the specified file directly on the *default printer*.
-Q"PrinterName","Path\FileName" Note: *No* space is inserted within the parameter.	Presentations starts and prints the specified file directly on the *specified printer*.
-S"Path\FileName" Note: *No* space is inserted within the parameter.	Presentations starts directly in slide show mode.