



SoftMaker Tutorials for the Nova5000

This document contains tutorials for the full SoftMaker software suite: TextMaker, PlanMaker and Presentations. All of these applications are bundled with the Nova5000 student data logging device from Fourier Systems.

TextMaker Tutorial

TextMaker is a full-featured word processing application developed by SoftMaker for the Nova5000. TextMaker is also compatible with Microsoft Word.

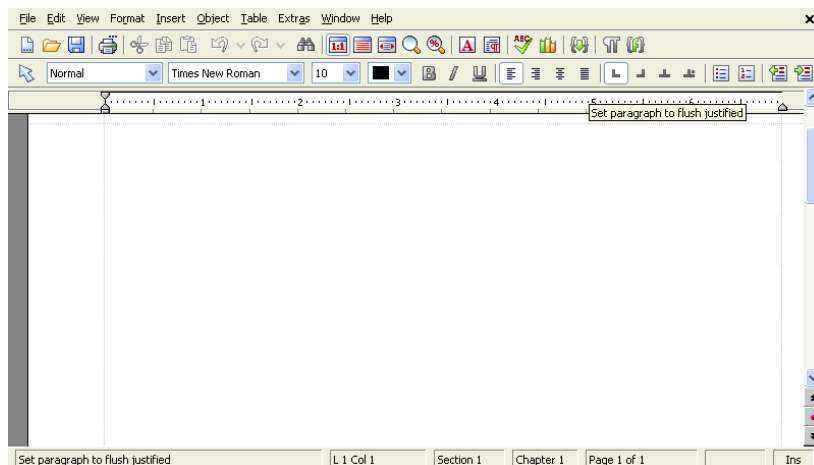
This tutorial gives you a brief description of TextMaker's most important basic functions. Beginners who don't have much experience with word processors should read these instructions all the way through.

The complete TextMaker user guide is available for download on the Nova5000 Download Center:

http://www.nova1to1.com/download_center.php

Starting TextMaker

Use the Start menu to start TextMaker. Go to **Start > Programs > SoftMaker Office > TextMaker** to open TextMaker.



The TextMaker application window



Using the Mouse

Using the mouse you move the *mouse cursor* over the screen. This cursor is normally in the form of an arrow. If you move it over text, it looks like a capital “I”.

Whenever you move the mouse cursor to a screen element – like an item on the menu bar or a filename – and press the left mouse button, you make a selection. This manual will often use the terms *click*, *double click* and *drag*:

- Click

Click refers to a single press of the left mouse button after the mouse cursor has been moved to a specific screen element.

- Double click

A *double click* is accomplished by executing two clicks of the left mouse button in quick succession. A double click on any word in the text selects this word. A double click on an object (for example, a picture) opens a dialog box to allow editing the settings for the object.

- Drag

You can move certain screen elements by *dragging* them over the screen with the mouse. This is done by moving the mouse cursor over the element, pressing the left mouse button and holding it down. Drag the screen element to the desired position with the mouse and then release the mouse button.

You execute all these actions with the *left* mouse button.

Entering Text

When you start TextMaker, an empty document window is opened automatically. Thus, you can begin entering text immediately.

You should press the Enter key ↵ only in the following cases:

- To end a paragraph
- To enter blank lines

So, while inside a paragraph, simply let TextMaker take care of making correct line breaks.

Moving the Text Cursor

While editing text you always see a blinking line. This is the so-called text cursor. When you type something, the letters always appear where this text cursor is positioned.

You can move the text cursor anywhere between the beginning and the end of the text. The direction keys are provided for this purpose. The arrow keys ← and →, for example, move the text cursor one character to the left and right respectively.

Mouse: Mouse users can click anywhere within the document to position the text cursor there.

Moving the visible part of the text

When you move the text cursor above the upper edge or below the lower edge of the screen, TextMaker scrolls the text down or up respectively on its own. It automatically shifts the visible part of the text of the document in the appropriate direction.

You can also move the visible part of the text yourself. Use the horizontal scrollbar (below the document) or the vertical scrollbar (at the right side of the document) to do this.



A horizontal scrollbar

Deleting Text

Everyone makes typing mistakes now and then and would like to delete them. There are numerous ways to do this in TextMaker.

Deleting characters: To delete a character, use the Backspace key situated above the **Enter** 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: The **Del** (Delete) key does this. It deletes the character not to the left, but to the right of the text cursor.

Deleting words: Double click on the word to select the word and then press the Delete key.

Undoing Changes

With the command **Edit > Undo** you can cancel recently completed modifications to a document. For example, if you format text in another font, you need only invoke **Edit > Undo** and the new formatting will be removed.

This works not only with formatting, but also with practically all text modifications – so you can also, for example, undo the entry or deletion of text.

The command **Undo** can be applied repeatedly as needed. For example, invoke it five times to cancel the last five text modifications.

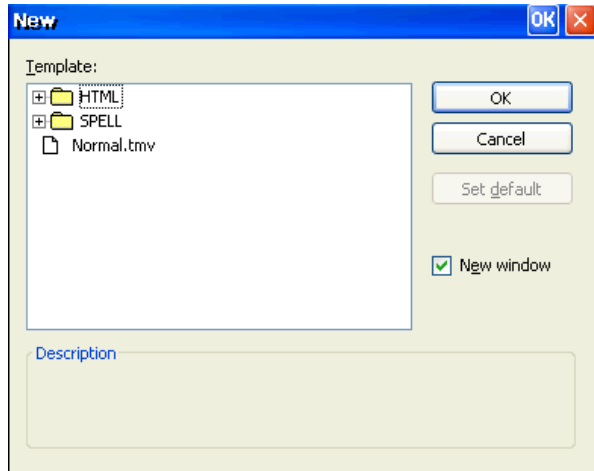
Redoing undone actions

There is also an opposite to the **Undo** command, the command **Edit > Redo**. It restores the effect of your most recently canceled action. So you can undo the cancellation of a text modification.

This command can also be invoked repeatedly. For example, if you invoke the **Undo** command five times, the last five text modifications are canceled. If you then invoke the command **Redo** five times, you get back the original text.

Beginning a New Document

If you would like to begin a new document, invoke the command **File > New** or press the key combination **Ctrl+N**.



The dialog box for File > New

A window appears, in which you can select the document template for the new document.

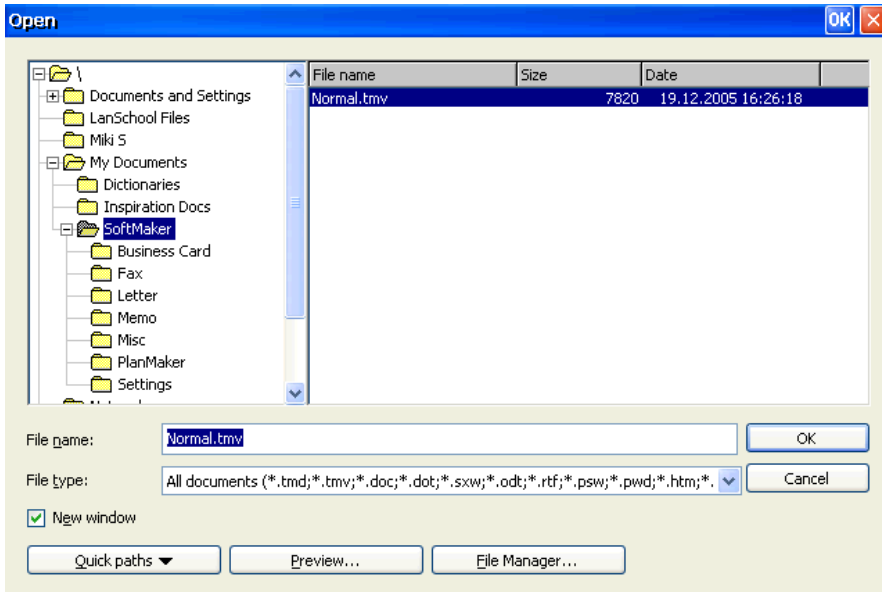
If you simply want to begin a new document and don't want to concern yourself further at the moment with document templates, just choose the standard template Normal.tmv.

As soon as you confirm with **OK** the new document will be set up.

New window: If the **New window** checkbox in this command's dialog is turned on, a new document will appear in a new document window. Otherwise, the document already in the active window will be closed and the new document will be opened in its stead.

Opening a Document

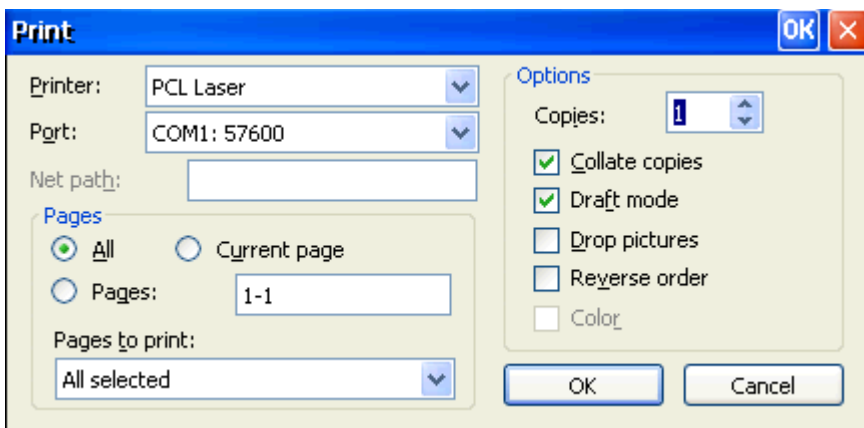
To open an existing document, invoke the command **Open** in the **File** menu. A dialog box appears that can look, for example, as follows:



Through this dialog you communicate to TextMaker what document it is to open. To do this, you can simply type in manually the name of the file to be opened. However, it can be done simply by selecting a file from the list, since all files in the current folder are listed here and can be conveniently selected.

Printing a Document

If you would like to print the active document, invoke the command **File > Print** or press **Ctrl+P**.



A dialog box appears, in which you enter the pages and the number of copies to be printed. One copy of the entire document is printed by default.

Saving a Document

When you have prepared a document you ought to save it in order to make it permanent.

You find the **Save** command in the **File** menu or press **Ctrl+S**

TextMaker also has the command **File > Save as**. This preserves your document too, but you can first give it another name or select another folder in which to save it.

Exiting the Application

When you would like to exit TextMaker, invoke **File > Exit**.

If one of the open documents has been altered since it was last saved, TextMaker automatically asks whether you would first like to save it.

Simple Formatting

Now we come to the more interesting functions – for example, to text formatting, and thus to the application of fonts, text emphasis (bold, italic, etc.), indentation, etc.

To format a section of text *after* it has been entered, you must first select it, so that TextMaker knows what area should be modified.

You can change the typeface and font size with the Formatting toolbar.



The Formatting toolbar

This is done by selecting the text you want to format, opening the dropdown list box containing typefaces or the one containing type sizes and selecting the desired format from the list with a mouse click.

Text Styles

Text styles like bold, italic, underline, etc. are formats that give emphasis to text.

TextMaker provides the following text styles:

- **Italic**: A slanted variant of the typeface.
- **Bold**: A heavier (thicker) variant of the typeface.
- **Underline**: You can give text a single or double underline. The underline can be continuous or by word only (spaces not underlined).

Text styles can be combined as desired.



Click on the icon for the format you want to apply or remove: The **B** stands for bold, the **I** for italic, and the **U** for single underline.

Inserting a Picture into the Text

To insert a picture into the text, do the following:

1. Move the text cursor to the desired position.
2. Invoke **Object > New Picture**.

3. A dialog box appears to enable you to select the picture to be inserted. Enter the picture file name or select a file from the list.
4. Confirm with **OK**.

The picture is immediately inserted into the text.

Picture is not visible? If you can't see the picture in the document after you have inserted it, invoke **File > Properties**, switch to the **View property** sheet and check the **Show pictures** option.

Drawings

TextMaker offers several tools for creating drawings. You can insert the following types of drawing objects into your document:

- Lines
- Freeforms (scribbles, as drawn by hand)
- Curves
- Connectors (for linking objects as in flowcharts)
- Rectangles and ellipses
- AutoShapes (various types of ready-to-use shapes)
- TextArt objects (fancy text effects)

Drawings always remain at the same place on the page, even when you delete or insert lines of text above them.

The normal body text is automatically formatted in such a way that it breaks at the boundaries of the objects – it *flows* around the drawing.

Inserting Drawings

To insert a drawing, first select the desired drawing tool and then produce the object.

To draw a rectangle, for example, do the following:


1. Invoke the **Object > New Drawing** command. A submenu opens. From the submenu, select a drawing tool – in this case the **Rectangle** tool.
2. If you have activated **Object** mode you have the alternative of clicking on the corresponding icon in the Object toolbar.



3. With the mouse, draw a rectangle of the desired size and the desired position in the document.

The rectangle is immediately inserted.


Lines

The  **Line** tool allows you to draw a straight line.

To use this tool, simply press down the mouse button and draw a line in the document.

Tip: When you hold down the **Shift** key while drawing, the direction of the line is variable only in increments of 45 degrees.


Freeforms (scribbles)

The  **Freeform** tool allows you to draw irregular curves as you would be able to do by hand with a pencil.

To use this tool, move the mouse to the desired starting point, press the mouse button and begin drawing – just as you would with a pencil. You can also create a straight line in Freeform mode. To do this, press and release the left mouse button and straight line is drawn from the point on the screen at which you clicked to the current position of the mouse cursor. Clicking the left mouse button again sets the line on the page.

When you draw a curve that returns to its starting point, the drawing is automatically ended and converted into a closed curve. If you want to obtain an open curve you must end the drawing with a double click at the desired end point.




Curves

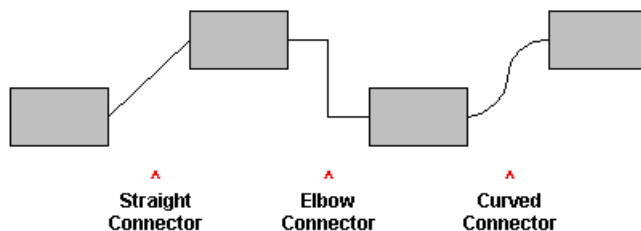
The  **Curve** tool allows you to draw Bezier curves (so-called in honor of the French engineer who developed the underlying mathematical techniques).

To use this tool, click on the starting point and then on as many additional points as you wish. The curve *follows* your clicks automatically.

When you draw a curve that returns to its starting point, the drawing is automatically ended and converted into a closed curve. If you want to obtain an open curve you must end the drawing with a double click at the desired end point.




Connectors (straight, elbow and curved)

The three    **Straight Connector**, **Elbow Connector** and **Curved Connector** tools allow you to draw connecting lines between two objects. You can see the differences among these three kinds of connector in the following illustration:



To use one of these tools, select it and then drag the mouse pointer from one object to another, holding down the mouse button.


Rectangles, rounded rectangles and ellipses/circles

The three    **Rectangle**, **Rounded Rectangle** and **Ellipse/Circle** tools allow you to draw rectangles and ellipses. To use one of these tools, draw a rectangle of the desired size with the mouse at the desired position.

Tip: When you hold down the **Shift** key while drawing, you will obtain a square or a circle.

In the case of rounded rectangles, you can change the rounding of the corners. To do this, select the rectangle. Yellow triangles will then appear at its corners. By dragging one of these triangles you can change the rounding accordingly.

AutoShapes

The  **AutoShape** tool allows you to draw AutoShapes. These are ready-to-use shapes appropriate for a wide variety of applications – standard shapes like rectangles and ellipses as well as arrows, flow chart symbols, stars, speech balloons, etc.

When you activate this tool, a dialog appears. There, select the type of AutoShape you want to draw. Then draw a rectangle with the mouse to represent the desired size and position of the shape.

Note: With some types of AutoShapes, yellow triangles appear on the object when it is selected. If you drag on one of these triangles, a parameter governing the shape of the object is changed. Such triangles are present, for example, on stars, where they can be used to change the lengths of the points.

PlanMaker Tutorial

PlanMaker is a full-featured spreadsheet application developed by SoftMaker for the Nova5000. PlanMaker is also compatible with Microsoft Excel.

This tutorial gives you a brief description of PlanMaker's most important basic functions. Beginners who don't have much experience with spreadsheet applications should read these instructions all the way through.

The complete PlanMaker user guide is available for download on the Nova5000 Download Center:

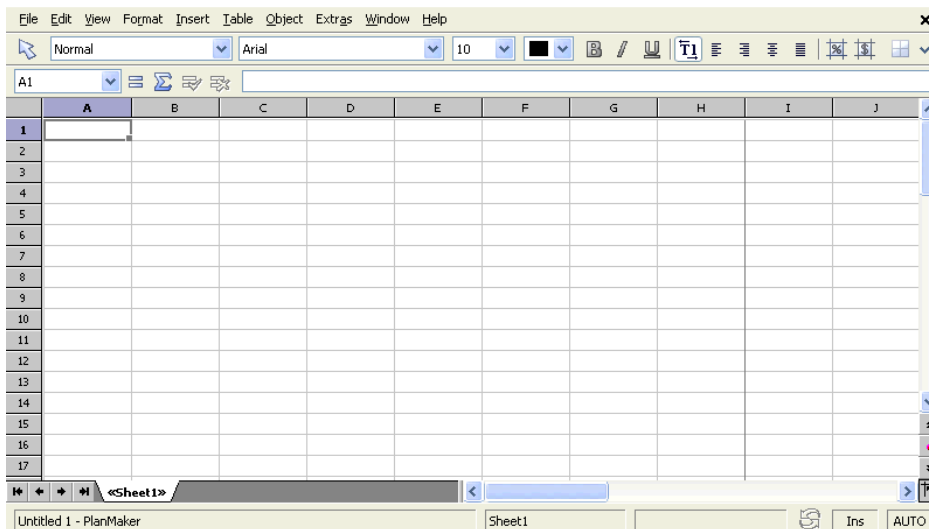
http://www.nova1to1.com/download_center.php

Starting PlanMaker

Use the Start menu to start PlanMaker. Go to **Start > Programs > SoftMaker Office > PlanMaker** to open PlanMaker.

Screen Elements

This section introduces the individual components of PlanMaker's application window.



The PlanMaker application window





Menu Bar

Below the application title bar is the *menu bar*.

File Edit View Format Insert Table Object Extras Window Help

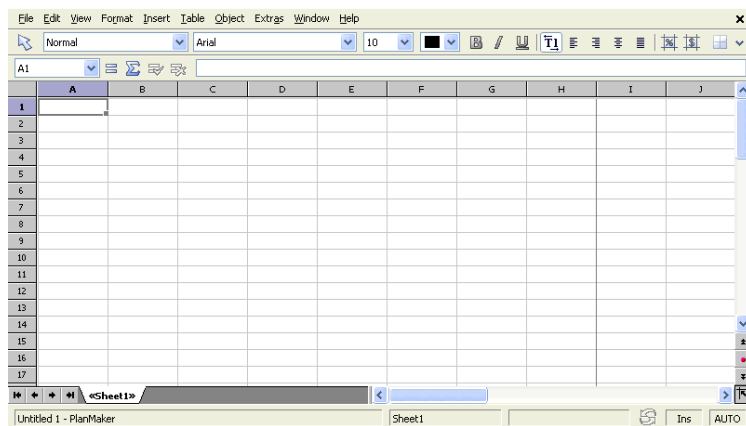
Click into the input field to edit the content of the current cell. Or, to edit the cell directly, simply click in the cell and begin typing.

The Edit toolbar icons have the following functions:

Icon	Function
	Calls up the Insert > Function command
	Inserts the SUM function
	Accepts the user input in the input field (identical to pressing the Enter key (↵))
	Cancel the user input in the input field (identical to pressing Esc)

The Structure of a Spreadsheet

First, let's have a look at how spreadsheets are organized.



Spreadsheets are divided into lines and columns. Each spreadsheet consists of 16384 rows and 256 columns. These are labeled as follows:

- The rows are numbered from 1 to 16384.
- The columns are labeled with alphabetic characters: A to Z, then AA to AZ, BA to BZ, etc.

The matrix of rows and columns results in a cell grid.

Every cell has exact coordinates: B5, for example, describes the cell in the fifth line of column B (the second column). A3 would be the cell in the third row of column A (the first column), etc.

These coordinates are referred to as the *address* of a cell.

The cell address is very important because calculations often refer to other cells: If, for example, you want to put twice the value of cell A1 in cell A2, you would enter in cell A2: =A1*2.

Twice the value of A1 is now displayed in A2. If you change the value in A1, the resulting calculation of cell A2 is automatically updated.

Moving around in a Worksheet

If you enter data in PlanMaker, it is always inserted into the active cell. A thin gray frame, known as the *cell frame*, indicates the active cell.



You can move the cell frame to another cell as follows:

Mouse/Stylus: Click on the desired cell, or tap on it with the stylus.

Keyboard: Use the arrow keys of the keyboard to move the cell frame.



Entering Data

In order to enter data into a cell, move to the desired cell using the arrow keys or the mouse, and begin typing.

To complete your input, press the **Enter** key ↵.

To undo an input error, press the **Esc** key. PlanMaker restores the previous cell content.

Alternatively, use the following buttons of the **Edit** toolbar:

- To accept the input, click the  button (identical to pressing ↵).
- To cancel the input, click the  button (identical to pressing Esc).

Notes about entering numbers:

- Always enter numbers using the decimal separator of the regional settings of your computer/device. In English-speaking countries, this is usually the decimal point.
- Numbers can also be entered in scientific (exponential) notation. 2E03, for example, corresponds to $2 * 10^3$, which equals 2000. Another example: 2E-03 corresponds to $2 * 10^{-3}$, which equals 0.002.
- Numbers can also be entered as fractions; for example, 2 1/2 corresponds to 2.5.
- Numbers can also be entered as percentages; for example, 70% corresponds to 0.7.

Entering Formulas

Go to cell where the value of the formula will be insert and type an = (equal sign). The equal sign shows PlanMaker that you would like to begin entering a formula.

Now enter the formula. For this purpose, you use the cell addresses as *variables*. Type in:

=B2+B3+B4

Note: Cell addresses are not case-sensitive, i.e., you can enter them in either upper or lower case.

When you press ↵, you will see the result of the formula.

If you change the numbers in the cells some other value, as soon as you press ↵, the result of the calculation is updated immediately.

Notes about entering formulas

- Formulas must always begin with an equal sign; e.g., =2+5.
- The **Insert > Function** command lets you easily compose formulas by picking PlanMaker's arithmetic functions from a list. However, you can also input formulas manually.

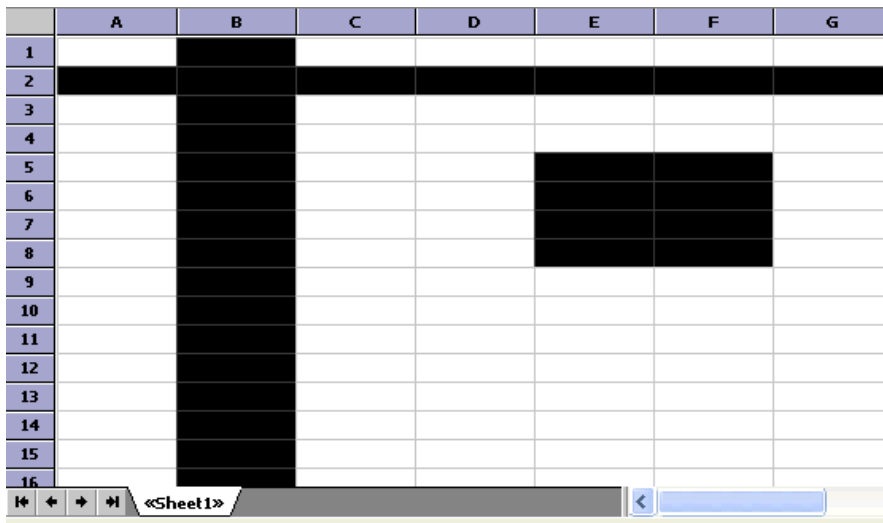
Deleting Data

There are several ways to delete data from a document:

- Deleting only parts of the cell content
In order to delete only a part of the contents of a cell, double-click it. Alternatively, move to the cell and press the **F2** key to edit it.
- Deleting the entire cell content
In order to delete the entire cell content, move to the cell and press the **Del** key, or choose **Edit > Delete**.
- Deleting the contents of multiple cells
Select the cells and press the **Del** key, or choose **Edit > Delete**.

Selecting Cells

Some PlanMaker commands expect you to first select the cells on which you want to carry out these commands.



	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							



To select cells, use the mouse, the stylus, or the keyboard:

Using the mouse to select cells

With the mouse, cell ranges can be selected as follows:

- Selecting arbitrary cell ranges
Cell ranges can be selected by left-clicking, then dragging the mouse over contiguous cells.
- Selecting complete rows and columns
A complete column can be selected by clicking on its column header. Column headers are buttons above the table, labeled A, B, C, and so on.
There is also a row header for each row. It is located at the left of the table and is labeled 1, 2, 3, etc. If you click on a row header, the complete row is selected.
If you left-click and drag the mouse over several column or row headers, you can conveniently select multiple columns or rows at the same time.
- Selecting the entire worksheet
The command button in the top left of the worksheet window (above the "1" and left of the "A") will select the entire worksheet, as will the **Edit > Select All** command.
- Selecting a single cell
Sometimes, it is necessary to select a single cell. There are two ways to do this: Either click on the cell, and drag the mouse to a neighboring cell and back again, while keeping the left mouse button pressed. Or just click on the cell and keep the mouse button down for a second. In either case, the cell will be selected.
- Selecting non-contiguous cell ranges
You can also select non-contiguous (not connected) ranges of cells. For this purpose, hold down the **Ctrl** key and use the mouse to select a range of cells as described above.
- Canceling a selection
To cancel any selection, just click on an arbitrary cell.

Using the keyboard to select cells

With the keyboard, ranges of cells can be selected as follows:

- Selecting arbitrary ranges
To select multiple connected cells, hold down the Shift key and select the cells by navigating with the arrow keys.
- Selecting an individual cell
To select an individual cell, navigate to that cell, hold down the Shift key, use the arrow keys to select a neighboring cell, and then go back (for example, press **Shift+→** and **Shift+←**).
- Selecting non-contiguous cell ranges
Non-contiguous cell ranges can only be selected with the mouse (see above).

- Canceling a selection

Press any navigation key (without holding Shift or Ctrl down) to cancel an existing selection.

Charts

Before we end this tour, let's have a quick look at *charts*.

In spreadsheets consisting of nothing but long columns of numbers, it is often hard to interpret their meaning. PlanMaker provides easy ways to turn raw numbers into charts that get the point across.


To insert a chart in a worksheet, select the values you want to base your chart on and choose **Object > New Chart Frame**. Use the mouse to draw a rectangle on your screen. This rectangle determines the position and size of the chart. After drawing the rectangle, a dialog box will open that lets you define the type (pie chart, column chart, etc.) and the graphical options (colors, headline, legend, etc.) of the chart.

Inserting Charts

To insert a chart into the current worksheet:

1. Select the cells containing the values to be displayed in a chart.

Hint: If the selection contains row and/or column headings, these headings can be used to automatically label the axes and the legend.

2. Choose **Object > New Chart Frame** or click the  icon in the Object toolbar (available only in Object mode).
3. With the mouse, draw a frame with the desired position and size.
4. In the resulting dialog box, click the desired **Chart type** and **Subtype** to specify how the chart will look.
5. Click **OK** to confirm.

The chart will now be inserted.

Editing Charts

This section provides information on editing charts.

A toolbar named *Chart* will automatically appear when you select a chart.



The Chart toolbar

This toolbar provides icons for working with charts. From left to right:

- Choose chart type
- Choose chart subtype
- Drop-down list of all chart elements (open it and click an element to select it for editing)
- Edit properties of the current chart element
- Edit common chart properties
- Data series are in columns
- Data series are in rows
- Add trend line
- Legend on/off
- Vertical gridlines on/off
- Horizontal gridlines on/off

Hint: Move the mouse pointer over any of these icons, and a short explanation of its function is displayed.

For detailed information on each icon, read the following pages.

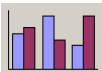
Chart Type

The *chart type* determines how data will be displayed in charts; for example, as columns, as bars, as lines, etc.

To change the type of a chart:

1. Select the chart by clicking it.
2. Choose **Object > Properties**.
3. Switch to the **Chart Type** property sheet.
4. Choose the desired chart type and chart subtype.

Chart types available:

- Column chart 

Column charts display values as columns. The higher the value, the taller the corresponding column. Column charts are often used to compare values.

- Bar chart 

Bar charts are horizontally oriented versions of Column charts. The data is displayed as horizontal bars instead of vertical columns.

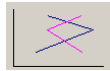
- Line chart 

Line charts display values as points and/or connecting lines.



- Area chart

Area charts are identical to Line charts, except that the area below the 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 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 along spokes that radiate from the center point.



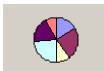
- Surface chart

Surface charts display values as a three-dimensional shape. Areas plotted in the same color indicate 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 display values as pie slices. Pie charts are often used to conceptualize how values contribute to a whole.

Hint: You can highlight values by selecting them with the mouse and dragging them out of the pie.



- Doughnut chart



Doughnut charts display values as ring segments. They are similar to Pie charts, except that they are able to display multiple data series (= rings).



- Cylinder, Cone, and Pyramid chart

Cylinder, Cone, and Pyramid charts are identical to Column and Bar charts, except that they display values as cylinders, cones, or pyramids.

Arrangement of Data Series

The two   icons in the Chart toolbar determine how the selected data will be arranged in the chart: *by columns* or *by rows*:

- By columns

By default, the first icon is selected, meaning that the data is evaluated column by column: The values in the first column will be the first data series, the values in the second column will be the second data series, etc.

- By rows

If you click the second icon, the data will be evaluated row by row: The values in the first row will be the first data series, the values in the second row will be the second data series, etc.

Alternatively, this setting can be switched by choosing **Object > Chart > Data in Columns** or Data in Rows, respectively.

Undoing Changes

The **Edit > Undo** command reverses changes made to a document, one by one, in reverse order. The Undo command can be used repeatedly, if desired.

Reversing the undo command

There is a counterpart for the Undo command: **Edit > Redo**. This command restores the action last undone and can also be used repeatedly.

Starting a New Document

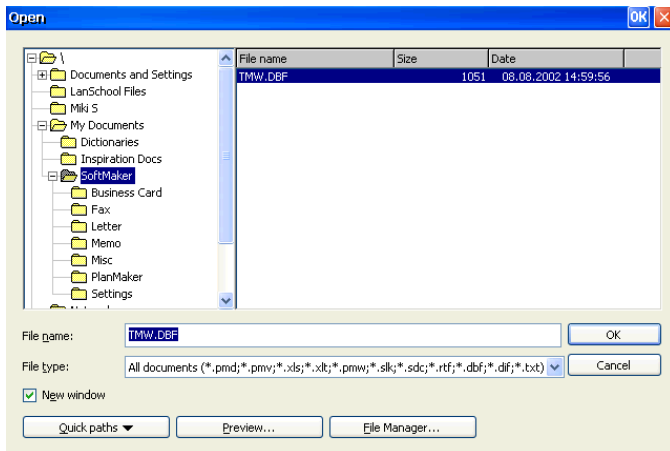
To create a new document, choose **File > New**, or use the **Ctrl+N** keystroke.

In the resulting dialog box, select a document template for the new document. To create a document without any additional formatting, select the standard document template, normal.pmv. Press Enter ↵ or click **OK** to create the new document.

New window: If you have checked the **New window** checkbox in this dialog box, the new document will appear in a new document window. Otherwise, the current document is closed and the new document will be created in the same window.

Opening a Document

To open an existing document, choose **File > Open**, or use the **Ctrl+O** keystroke.



In the resulting dialog box, navigate to the document you want to open and click **OK**.

Saving a Document

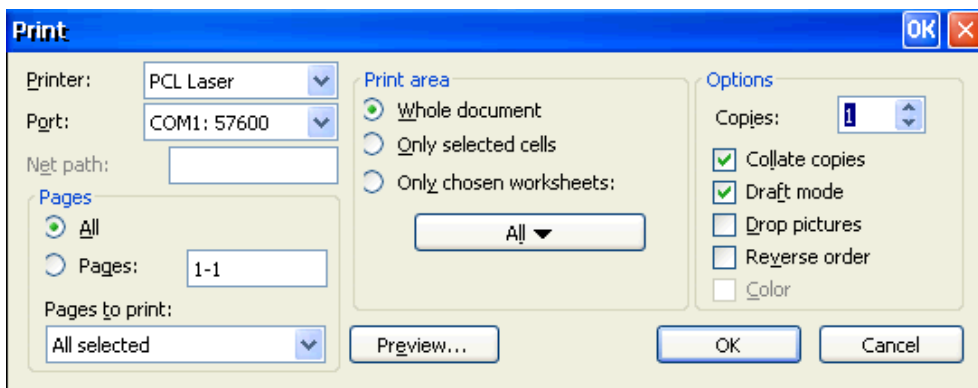
To save a document, choose **File > Save**, or use the **Ctrl+S** keystroke. If the document has not been saved before, PlanMaker will request a document name before saving.

Saving under a different name or in a different folder

PlanMaker also provides the **File > Save as** command. This command saves your document as well, but gives you the opportunity to assign a different file name or save it to a different folder.

Printing a Document

To print the current document, choose **File > Print**, or use the **Ctrl+P** keystroke.



In the resulting dialog box, select the number of copies, and which pages to print. The dialog box defaults to printing one copy of all pages of the document.

Presentations Tutorial

Presentations is a full-featured presentations graphics application developed by SoftMaker for the Nova5000. Presentation is also compatible with Microsoft PowerPoint.

This tutorial gives you a brief description of Presentations' most important basic functions. Beginners who don't have much experience with presentations graphics software should read these instructions all the way through.

The complete Presentations user guide is available for download on the Nova5000 Download Center:

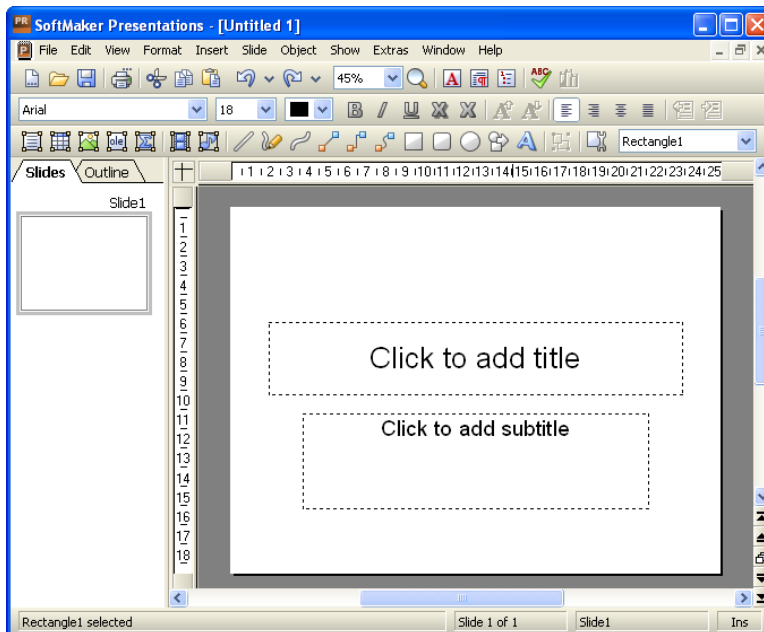
http://www.nova1to1.com/download_center.php

Starting Presentations

Use the Start menu to start Presentations. Go to **Start > Programs > SoftMaker Office > Presentations** to open Presentations.

The Application Screen

The individual components of SoftMaker Presentations' user interface are described in detail in the sections below.



Title Bar

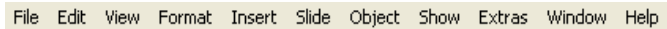
At the top of the application window, you will find the *title bar*.



The title bar shows the name of the application. Once a document is opened, its name will be shown after the program name.

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 invoke a command.

Standard Toolbar

The *Standard toolbar* is shown underneath the menu bar. It contains icons for the most commonly used Presentations commands.



Toolbars, such as the Standard toolbar, allow fast access to a program's functions. Each icon represents a specific command. If you click on it, the corresponding command is invoked.

There are additional toolbars in Presentations that you can turn on and off as you choose. To do this, either invoke the menu command **View > Toolbars** or click with the *right* mouse button on one of the displayed toolbars. A menu appears, from which you can select toolbars that you would like displayed.

Formatting Toolbar

The *Formatting toolbar*, which appears beneath the Standard toolbar, allows you to format text by choosing the desired font and style, such as bold, italics, underline, etc.



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

For example, to choose a different font, click on the little arrow to the right of the font name to open a list, and then select a font.

Other icons in the Formatting toolbar are switches that you can turn on and off by clicking, for example, the **B** for bold.

Object Toolbar

The *Object toolbar* is located underneath the Formatting toolbar.



This toolbar contains icons for inserting objects in your presentation.

Document Window

The *document window*, used for editing your presentations, occupies the largest part of the screen.



Every presentation that you open or create is displayed in its own document window. This feature provides you with the capability to edit several presentations at the same time and move data back and forth between them.

The document itself takes up the largest area of the window, and it is where you will do your work. There are two depictions of your document which you will see within the presentation window, as follows:

- On the right, the current slide is displayed.
- On the left, a pane that shows small previews of all slides in the presentation is shown. This pane is called the *mini sorter*. It allows you to move, duplicate, delete, and otherwise manipulate the slides of your presentation.

You can also display the *mini outliner* in place of the mini sorter, by clicking on the tab titled “Outline” on the top of the mini sorter. Clicking on the **Slides** tab switches back to the mini sorter.

Status Bar

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



When you move the mouse cursor over the buttons of a toolbar or over the commands on a menu, a short explanation of the object is given in the status bar.

Presentations Concepts

This section provides detailed information about presentation graphics software, in general, as well as basic concepts regarding SoftMaker Presentations.

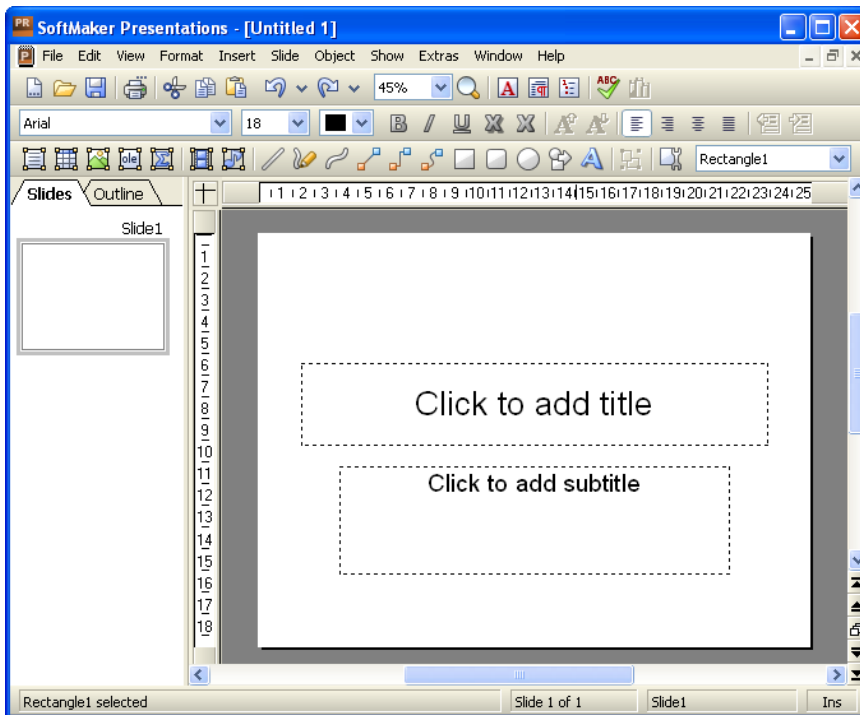
There are essential elements of each presentation, listed as follows:

- **Slides:** The “pages” of a presentation. A *slide* in SoftMaker Presentations is a page on which you create drawings, place images, enter text, etc. The purpose of the slides is to organize your presentation topics and provide a visual aid to your audience to help them understand your message.
- **Objects:** Items, such as images or tables that you add to your presentation.
- **Slide designs:** Reusable, pre-defined designs that provide colorful, organized templates to simplify creating attractive, consistent looking slides.
- **Slide layouts:** Reusable slide layout schemes that have pre-defined areas for text and other objects. You can easily apply these layouts to the slides of your presentation as well as new slides, allowing you to concentrate on content.
- **Color schemes:** Reusable, pre-defined sets of matching colors that instantly change the colors to your presentation by simply selecting a scheme.
- **Text:** Working with text will be our topic in the last section.

Slides

Building slides

The image below depicts an empty slide which is displayed when you launch SoftMaker Presentations.



When you open or create a presentation, you can add new slides or edit any existing slides within the presentation in the document window shown above.

By default, all slides follow a basic *slide layout*. The slide layout defines the underlying structure for the slide, offering distinct areas for you to fill with text or images.

These areas, called *placeholders*, are enclosed by dashed lines and display a text like “Click to add title” in the center. To edit the contents of such placeholders, click inside them and type just as you would if you were using a word processing application – or click on one of the object icons in the center to fill the placeholder with an object instead of text.

Slide masters

Each slide is connected to a *slide master*. Slide masters operate like “stencils” by controlling the position and size of the slide’s placeholders, background, and formatting.

A slide master is used to ensure that all slides in a presentation are similar in format. Of course, you can override the slide master’s formatting by applying individual formatting to single slides. In such a case, the individual slide’s formatting will take precedence over what the slide master would have dictated.

If you change a formatting property directly on the *slide master*, this change will be reflected on *all* slides that are based on this slide master, with the exception of any slides that you have individually overridden with formatting properties, as described in the previous paragraph.

Slide masters are quite powerful: in addition to streamlining the formatting of your slides, they can also be used to repeat common objects across all slides within a presentation,



such as a company logo. Instead of inserting the logo on each individual slide, you can let Presentations take care of maintaining it in a consistent location on each slide.

Objects

Every slide you create is a “container” for the *objects* you place on them. Though they may sound abstract, objects are simply Presentations’ way of keeping track of the information you add to your presentation. A commonly used object is a text frame. Images and tables are also objects that you may add to your presentation. Specifically, the types of objects that SoftMaker Presentations supports include:

- Placeholders (a special type of object used for containing either text or an object).
- Text frames
- Tables
- Pictures
- OLE objects
- Drawings (lines, rectangles, and circles, for example)
- AutoShapes (complex shapes such as arrows, “smileys”, banners, and buttons)
- TextArt objects (fancy text effects similar and compatible to Microsoft WordArt)
- Media objects (audio and video)

When creating a slide, you simply fill out objects or add new objects that you need to convey information to your audience.

Adding objects

In order to add objects to your presentation, you can go to the **Object** menu in the menu bar and select the desired object, or you can click on the desired object in the object toolbar displayed above the document window.

For example, to add a picture, choose the **Object > New Picture Frame** command. Your mouse cursor changes to a crosshair, indicating that you need to drag your cursor over the area on the slide where you want the object to be placed.

Upon releasing the mouse button, either the object will be inserted immediately or a dialog appears that asks you for more information. For example, when you insert a picture object, you will be prompted to choose the picture file to use.

Editing objects

Once the object is in place, you can change its size and position. To change its size, click on the object and select one of the handles that appear around the frame. Drag one of the handles to resize the object to the desired proportions. In addition to resizing an object, you can also change the location of the object by dragging it to the desired position.

There are certain characteristics that can be changed for objects, including border lines, fill color, etc. These attributes can be accessed by either right-clicking on the object and selecting **Properties** in the context menu, or highlighting the object by clicking on it and selecting **Object > Properties** from the menu bar. You will then see the properties window for that object.

Deleting an object is similar to deleting text. Simply highlight the object you want to delete, and hit the delete key.

Slide Designs

Thanks to SoftMaker Presentations, you do not need to have a graphics design degree to create attractive presentations. Instead, many pre-created *slide designs* are provided, alleviating the tedious task of creating presentations from scratch.

When you want to begin a new presentation, you can simply choose a slide design from Presentations' design gallery, and the software automatically sets up the design of the slides for you.

If you later decide that you want to switch to a different design, you can select another slide design from the design gallery, and the entire set of slides will automatically change to the new design.

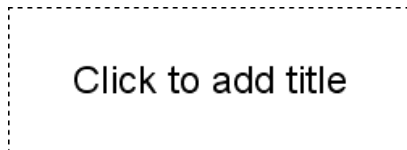
Slide designs define the following elements of your slides:

- The placement of placeholders on the slide
- The colors and color schemes (color schemes are sets of matching colors)
- The typefaces and text styles of headings and regular text
- The background (color, gradient fill, a picture, etc.)
- The transitions between slides and the animation of objects

Slide designs can be accessed by using the **Slide > Slide Design** command.

Slide Layouts

A *slide layout* is a template that contains certain rectangular areas displayed with dashed borders. These areas are called *placeholders*. Placeholders are supposed to contain either titles, subtitles, text or objects.



When empty, placeholders contain text that tells you what to do: title placeholders, for example, ask you to "Click to add title". When you click inside the placeholder, this request disappears and a text cursor appears so you can immediately begin to enter text.

Apart from a title placeholder, which can be used to enter text only, most layouts also contain one or more placeholders that are generic and that can contain *either* text *or* an object such as a table, a picture, a media object, or an OLE object.

- Click to add text

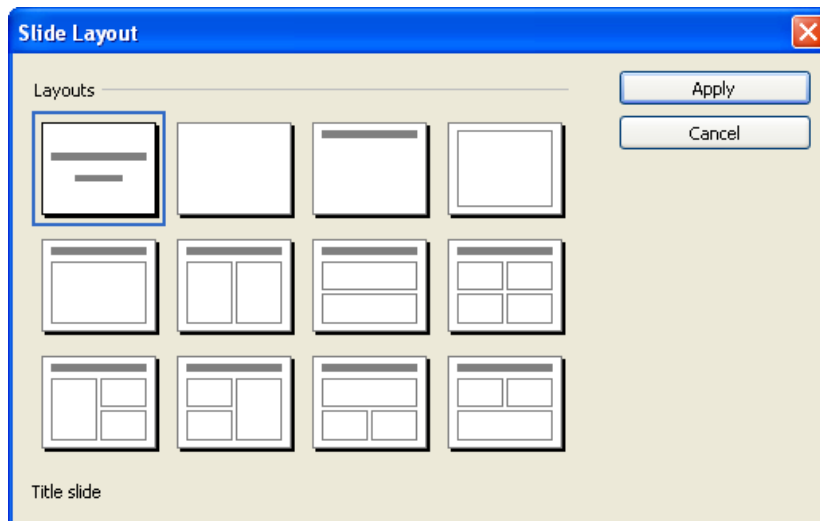


Such generic placeholders contain the request “Click to add text” at the top and four icons in the center. To add text, simply click inside the placeholder (outside the central icons). The icons and the request disappear and you can begin to enter text. To add one of the mentioned objects instead of text, click on one of the icons in the center. Depending on the chosen object type, different dialogs appear telling you how to proceed.

Changing the slide layout

SoftMaker Presentations provides various pre-defined slide layouts with different numbers, sizes, and arrangement of placeholders, so you will certainly find one for each slide that fulfills your needs.

To change the layout of a slide, use the **Slide > Slide Layout** menu command. The following dialog displays the layout repertory with schematic pictures that indicate how the placeholders will be arranged on the slide. Simply choose the desired layout and click **Apply**.



Color Schemes

A *color scheme* is a pre-defined set of matching colors for different parts of your presentation, such as background, title, text and lines, hyperlinks, or fill regions.

The color scheme concept lets you easily switch the whole color set of a presentation, without the need to individually change the color of any component of the presentation.

Each slide design that comes with Presentations provides several pre-defined color schemes. Simply invoke **Slide > Color Scheme**, choose the one to your liking, and



apply it with just one mouse click. Two examples of color schemes are provided in the screen images that follow.

Text

To enter text in a placeholder simply click inside the placeholder and start typing.

You can also add more text in addition to the pre-defined placeholders. To do this, you need to insert a *text frame*, by selecting **Object > New Text Frame**.

The text frame is created, and you can immediately begin entering text in it.

Formatting text

As with word processing software, text in a placeholder or in a text frame can be formatted. To do so, select the desired formatting using the **Format > Character** command (for typeface, font size, boldface, etc.) or the **Format > Paragraph** command (for indents, tabs, etc.).

Character formatting options that you select will then be applied to the text that you enter afterwards. You can also modify character formatting of text that has previously been entered by selecting the desired text, invoking the **Format > Character** command and making the desired changes.

Paragraph formatting options that you select will be applied immediately to the paragraph that contains the text cursor or, if you have selected some paragraphs of text, to the selected paragraphs.

Beginning a New Presentation

To begin a new presentation, use the command **File > New**.

A dialog appears in which you can select the *slide design* for the new presentation.

Opening a Presentation

To open an existing presentation, use the **File > Open** command.

The most recently accessed folder will display with all existing presentation documents listed (based on the listed file types), if any. To choose the file to be opened, type in its name manually or simply select it from the list.

Opening files with other formats

In addition to opening files created in SoftMaker Presentations' default file format, you can also open files created within other presentation software, such as Microsoft's Powerpoint. To open a file from another application, choose the format of the file you want to open from the **Files of type** list. This will display all matches to that software's file extensions in the dialog.

Saving a Presentation

When you are working on a presentation, it is good practice to save it frequently.

You can use the **Save** command in the **File** menu to save the file or use the shortcut in the toolbar.





To save your presentation, click on the diskette icon in the Standard toolbar.

If the active presentation does not yet have a name, Presentations automatically asks you to supply a name by opening the **Save as** dialog box.

Saving under another name or in another place

To save a presentation under a new name or location on the Nova5000 device, use the command **File > Save as**. This saves your document too, but you can first give it another name or select another folder in which to save it.

Saving in another file format

With **File > Save as** you can also save a presentation in another file format. To do so, simply choose the desired format from the **Save as type** list before clicking the **Save** button.