

Step-by-Step Making a Presentation With AppleWorks 6

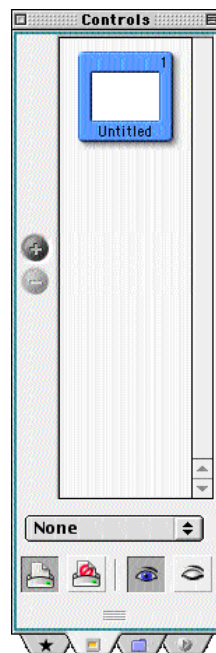
With AppleWorks 6, you can create slideshow presentations that combine text, images, and other media. In this Step-by-Step Card, you'll create a presentation using AppleWorks 6.

Creating a document

- 1** Open the AppleWorks 6 application.
- 2** In the Starting Points window, click the Basic tab, if necessary. Select Presentation.

The master slide is displayed. Anything that you put on this slide, such as your school name, class, or the subject, will appear on every slide you create.

- 3** Once you have finished creating the master slide, click the Slide tab in the Controls window if it's not already selected.



Adding an image

You can add images in different formats (such as JPEG or GIF) to illustrate your presentation.

- 1 Choose Insert from the File menu.
- 2 Locate and select the image that you want to use, then click Insert.
- 3 To change the size of the image, drag the selection handles at the corners of the image.

Adding and editing text

- 1 Select the “A” tool in the Tools window.
- 2 Click where you want the text to go and begin typing.
- 3 To change the font, size, style, and text color, select the text and make choices from the Text menu.

Tip: You can add a spreadsheet, paint, or table frame to a slide from the Tools window. Click the frame tab, then drag the selected frame from the Tools window onto the slide.

Adding a slide

- 1 Click the plus sign on the left of the Controls window to add a new slide.
- 2 Repeat the steps in “Adding an Image” and “Adding and Editing Text” to complete this slide.

Making transitions and showing your presentation

- 1 Click the first slide in the Controls window.
- 2 Choose a transition from the pop-up menu where you now see the word “None.”
- 3 Click the Show tab (the forward facing arrow) in the Controls window. (There are a series of choices for your slideshow that you can explore.)



- 4 Click the Play button to run the presentation.
- 5 Push Q, the Esc key, or Command-period when you are finished.
- 6 Save your presentation by choosing Save from the File menu. (The first time you save a document, you can choose Save or Save As from the File menu. You will be asked to name your document in the dialog box that appears and select a location for it to be saved. After that, when you choose Save, your document will be updated without the dialog box being displayed. If you want to save a copy of the file in another location, or with a different name, you can choose Save As from the File menu.)

7 Quit the AppleWorks application.

For more information about creating a slideshow presentation and about advanced features, see the AppleWorks help system.