

Step-by-Step Creating an AppleWorks Presentation

AppleWorks allows you to easily create multimedia slide presentations. In this Step-by-Step Card you will learn how to create an AppleWorks presentation containing text, graphics, and a QuickTime movie.

Note: This Step-by-Step Card is based on features in version 6 of AppleWorks.

Slideshows with movies and sounds can require a lot of memory. Therefore, you should increase the memory available to Appleworks before you begin. For instructions on how to increase your memory, choose AppleWorks Help from the Help menu. Search for “increase memory” and review the “increasing available memory” instructions.

Preparing for the presentation

- 1** Create a folder called “Media” and place it on the desktop.
- 2** Insert the Art Mania 12,000 Disc 2 CD into your computer’s CD-ROM drive.
- 3** Open the Vector Images (Part 2) folder, open the EPS Images folder, then open the Technology & Communication folder.
- 4** Locate the Newspaper 2 file and drag a copy to your Media folder.
- 5** Remove the Art Mania 12,000 CD from your CD-ROM drive, and insert The Archives of History CD into your computer’s CD-ROM drive.
- 6** Select two movies from the CD and drag a copy of each to your Media folder.

Opening a new presentation

- 1** Open the AppleWorks application.
- 2** Click the Presentation icon in the Starting Points window.

The Presentation window, the Controls window, the Tools window, and the Button Bar appear on your screen.

Creating a master slide

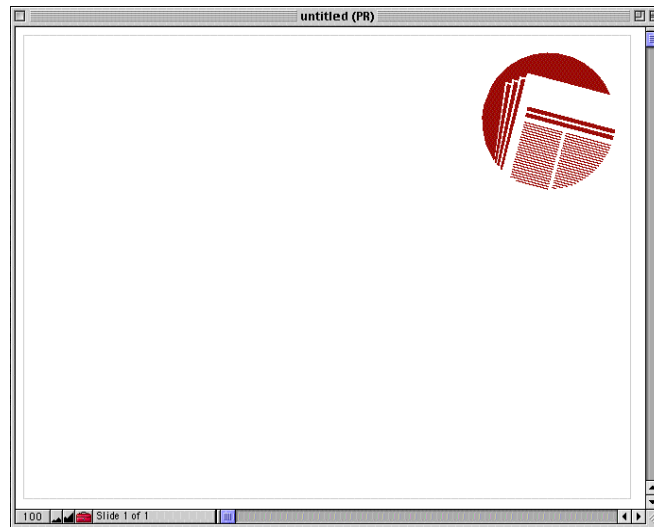
When creating a slide presentation, it is a good idea to establish a consistent format by first creating a master slide. The master slide contains several elements that appear on all slides, such as the background and text style.

Note: If the Controls window is not present, choose Show Presentation Controls from the Window menu.

- 1 Click the master slide tab in the Controls window.



- 2 Locate the Media folder on your desktop, then drag and drop the Newspaper 2 file onto the upper-right corner of the AppleWorks presentation window.



- 3 Click the Text tool in the Tools window.
- 4 Click the I-beam pointer in the presentation window.
- 5 Type "Our Electronic Newsletter."
- 6 Move the pointer away from the text and click.
Handles appear surrounding the text.
- 7 Choose Size from the Format menu, then choose 36 Point from the submenu.
The font size changes.
- 8 Drag the text to the upper-left corner of the presentation window.

- 9 Select the master slide in the master panel, then click the slide tab.



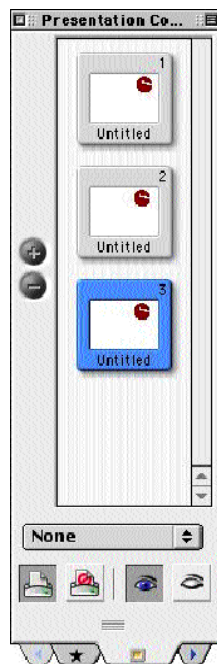
- 10 Click the plus button.



A new slide appears.

- 11 Click the plus button again.

An additional slide appears, giving the presentation a total of three slides as shown in the Controls window.



Tip: You can rearrange the order of slides by dragging the thumbnail images to different positions in the Controls window.

Adding movies to a presentation

- 1 Click the second slide in the Controls window.
- 2 Locate the Media folder on the desktop, then drag and drop one of the movies onto the second presentation slide.

Note: The movie you add is selected so that you can position it correctly. Once you click outside the object, it becomes part of the overall image, but you can select it again by clicking it when the arrow tool is selected.

- 3 Click the show tab in the Controls window.



- 4 Select “Finish before advancing to next slide” to set movies to finish playing before the next slide appears.
- 5 Click the slide tab in the Controls window.
- 6 Click the third slide in the Controls window.
- 7 Repeat steps 2–4.
- 8 Position the movie correctly on the screen.

Adding slide transitions

- 1 Click the slide tab in the Controls window.
- 2 Select the second slide.
- 3 Choose a transition from the pop-up menu in the slide panel.

The selected transition will appear between slides two and three in your presentation.

By default, all slides in a presentation document are displayed when you run the slideshow. However, you can specify which slides are shown during a slideshow.

To hide a slide during a slideshow, follow these steps:

- 1 Click the slide tab in the Controls window.



- 2 Select the thumbnail image of the slide you want to hide.
- 3 Click the hide slide button.



When a slide is hidden in a slideshow, a shade covers the slide thumbnail:



Starting and stopping a slideshow

- 1** Choose Slide Show from the Window menu or click the show tab in the Controls window and then click the play button.
- 2** Press the Escape key at any time to stop a slideshow.
- 3** Click the mouse button or press the right or down arrow on the keyboard to advance to the next slide.
- 4** Press the left or up arrow on the keyboard to return to the previous slide.
- 5** Press the Home button on the keyboard to return to the beginning of the slideshow.
- 6** Click the movie (or Option-click if the mouse is hidden) to play, stop, or resume a QuickTime movie.

Note: Keep all the media elements that will be contained in an AppleWorks presentation (clip art, pictures, sounds, and movies) in a folder on your hard disk. The presentation will not work properly without all the media elements. If you send the presentation to someone else, you must send the media elements along with the presentation file itself.