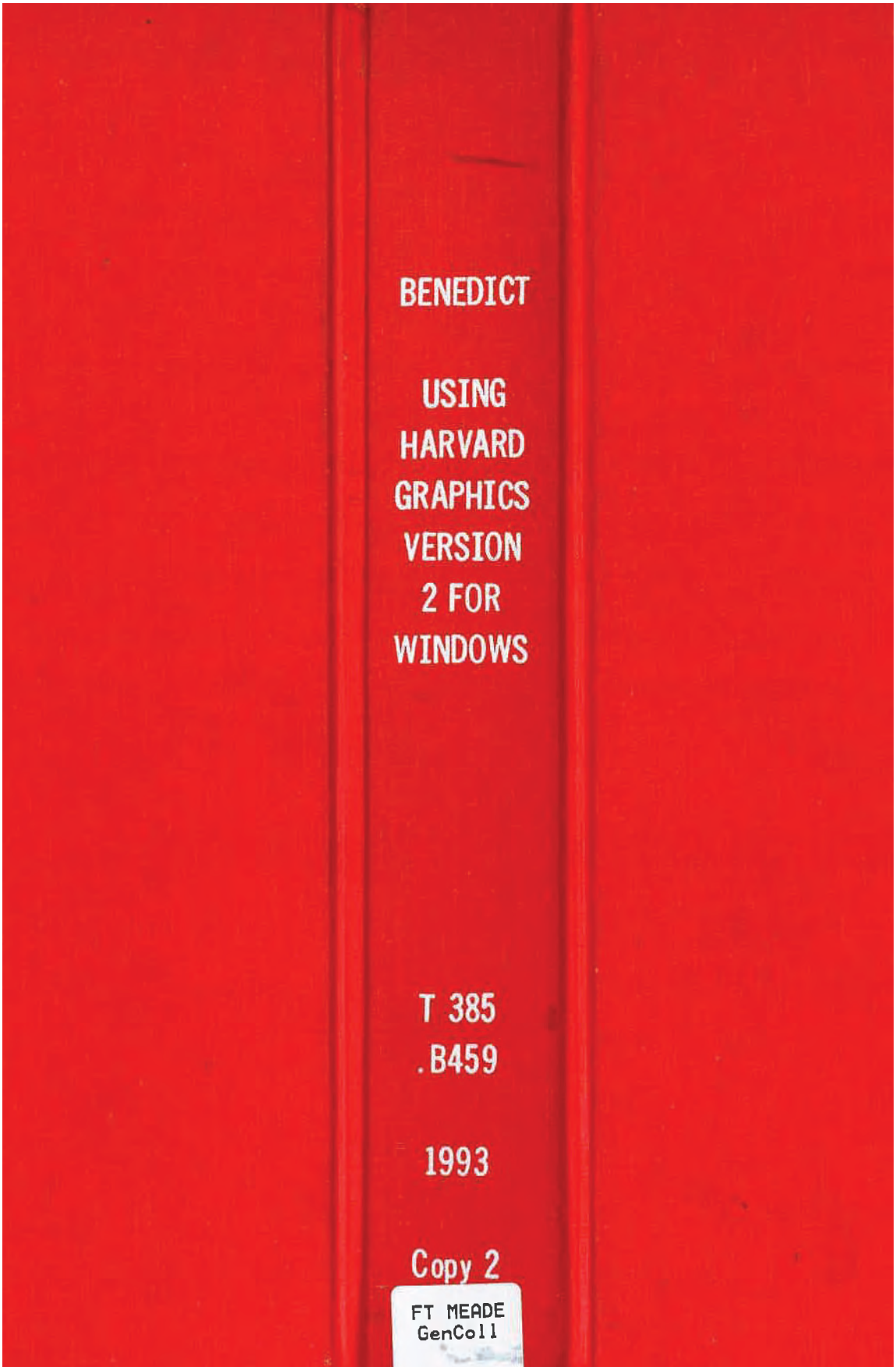
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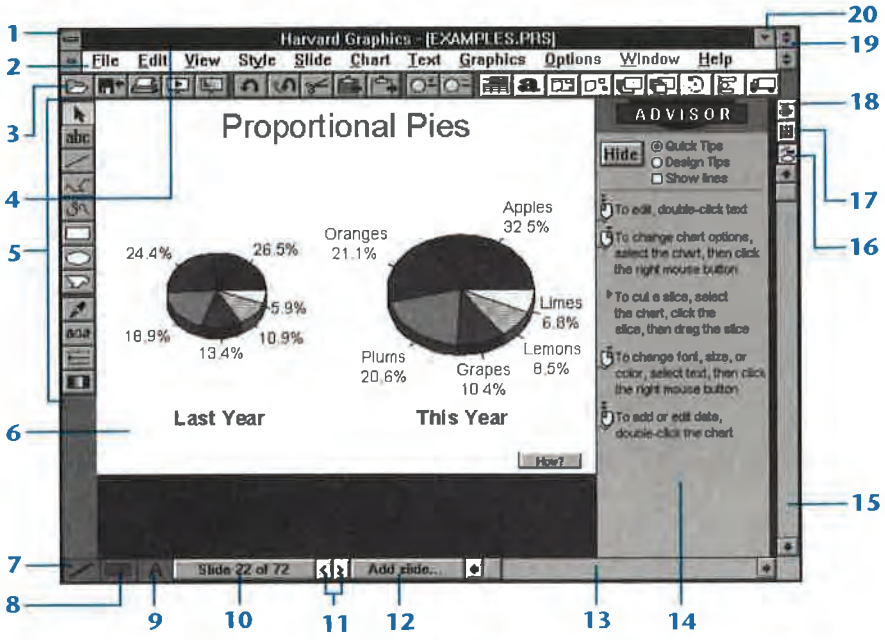


Parts of the Screen

1—Control box

2—Menu bar

3—Icon bar

4—Presentation title bar

5—Slide Editor tool bar

6—Slide to edit

7—Line Attributes button

8—Solid Color Fill button

9—Text Attributes button

10—Go to Slide button

11—Advance/Reverse Slide button

12—Add Slide button

13—Horizontal scroll bar

14—Advisor (optional)

15—Vertical scroll bar

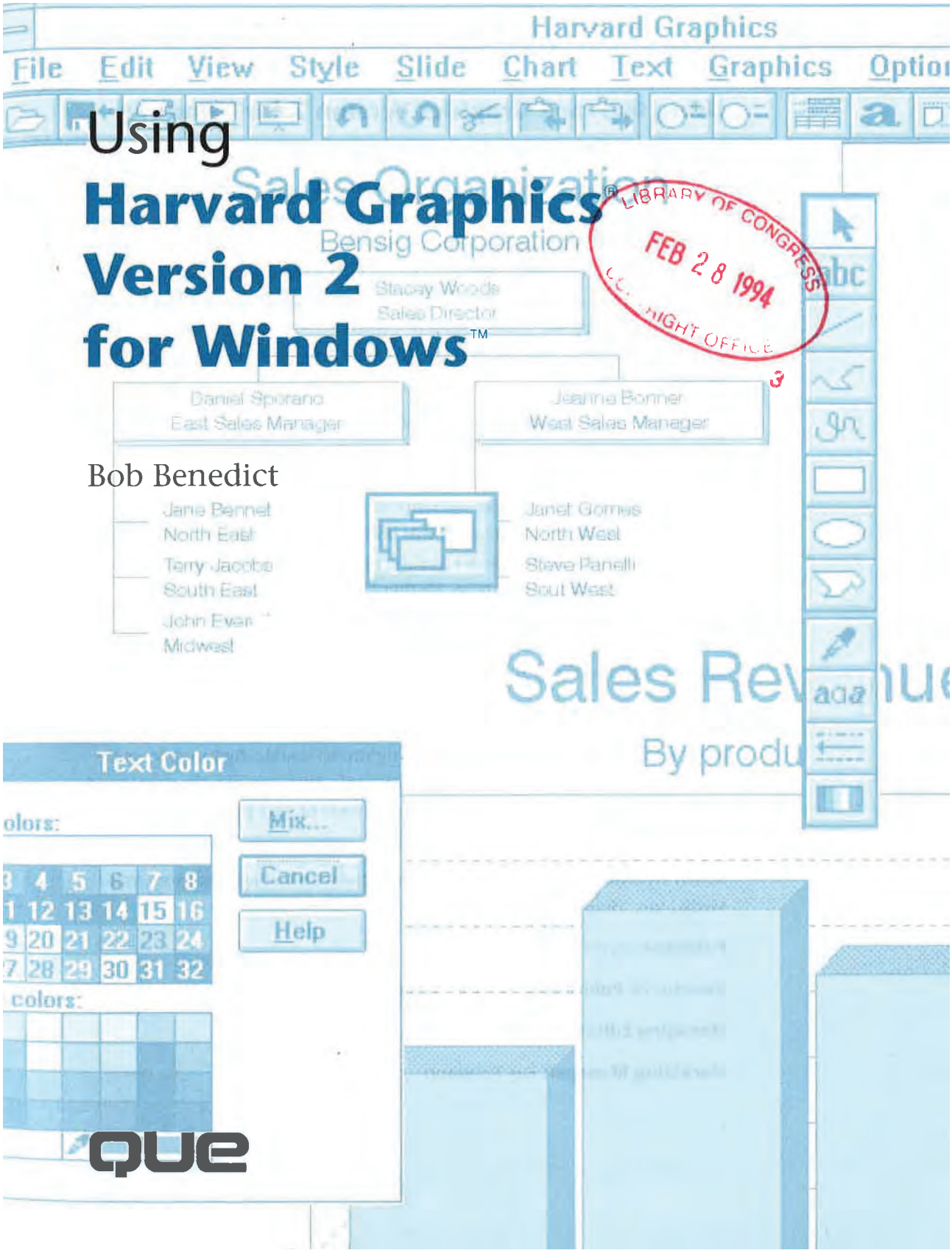
16—Slide Editor icon

17—Slide Sorter icon

18—Outliner icon

19—Maximize/Reduce button

20—Minimize button



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Introduction

Harvard Graphics for Windows is a program designed for creating business presentations. In the business environment, you typically give presentations in a conference room or lecture hall and use slides or overhead transparencies. A graphics art department sometimes produces the slides. With Harvard Graphics, you can create professional-looking slides on your desktop computer. After you have developed your presentation, you can use a projector to display the slides, or you can use Harvard Graphics to display the presentation on a computer screen.

Your ability to communicate information is directly related to your success as a business professional. Unfortunately, you don't always have the time you need to prepare for meetings and presentations. Harvard Graphics can help you increase the effectiveness of your presentations and can save you time. You don't have to be an expert user or a graphics artist to produce high-quality slides with this software. Your audience will remain focussed and attentive as you lead them through the information you have prepared.

Harvard Graphics has many features to help you create truly impressive presentations. The powerful charting capabilities of Harvard Graphics will help you reach your maximum potential as a communicator. With over a hundred different styles of charts from which to choose, you can find a style that accurately conveys your data to an audience. For each chart style, Harvard Graphics provides an assortment of options for you to enhance the appearance of your charts. You can change the colors for the different elements of a chart or add graphics objects, such as arrows or text, to draw viewers' attention to a particular area.

Beyond charting, Harvard Graphics has an extensive set of presentation enhancement tools. The Outliner helps you organize your thoughts before you begin entering data. In the Slide Sorter, you can preview work in progress and evaluate slides before presenting them to an audience. The Slide Editor is the drawing component of the product. You use the Slide Editor to add arrows

and text, for example. Combined with high-quality output, these features make Harvard Graphics the ideal vehicle to translate your ideas into information you can present to any group of people.

What's New in Harvard Graphics for Windows?

This new version of Harvard Graphics is designed to run under Microsoft Windows 3.0. The product contains features found in most Windows applications. For example, you can cut, copy, and paste graphics objects inside the Slide Editor. Fonts and output devices developed for Windows are supported in Harvard Graphics. Slides and presentations are displayed in windows, which you can move and resize. You manipulate the different components of the product by clicking icons and by selecting items with a mouse. This version also includes an Outliner for creating presentations and a Slide Sorter for graphically arranging the slides in your presentation.

If you have been using a previous version of Harvard Graphics, you will find the same familiar components of the software in this version. You can add the same chart types you used in the previous version. The Slide Editor in Harvard Graphics for Windows contains the same basic functionality as the Draw feature of Harvard Graphics for DOS, Version 3.0. Both versions produce the high-quality output that is critical in presenting information in a professional work environment. Your overall productivity should only increase after you switch to the Windows version. In fact, this version imports files created in the DOS versions to help you retain information stored in those files.

What's New in Harvard Graphics 2.0 for Windows?

Harvard Graphics 2.0 for Windows is a significant upgrade over the previous version of the product with most changes improving the ease-of-use for end users. Most of the dialog boxes now display graphics images to help you understand how your changes will affect your presentation. For example, when modifying chart options, an image of a chart is displayed. As you move your mouse over different options, the image highlights the part of the chart

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affected by the option. All dialog boxes have been updated to be compliant with Windows 3.1 user interface guidelines, making the product more familiar to Windows users.

Other improvements to Harvard Graphics have changed features to make them more intuitive and user friendly. Presentation styles and templates are easier to create and use when building your presentation. Printing and printing options are easier to understand, and you can now edit and print speaker notes. A new icon bar provides quick access to common features.

Harvard Graphics now supports TrueType fonts. You can wrap text around a circle and fill the text with different colors. A few new features help you, the presenter, deliver your information. On-Screen Chalk allows you to emphasize parts of a slide while you present by drawing with the mouse. You can add sound for multimedia presentations and even present your slides across a network with the new presentation conferencing. With Version 2.0, Harvard Graphics for Windows has become a more powerful, yet easier-to-use, presentations package.

In the evolving computer market, multimedia and computer networks are two areas improving with more capable hardware and supporting software. Multimedia can richly enhance a presentation with flowing video images and moving stereo sound. Version 2.0 of Harvard Graphics for Windows supports sound files that are played while your viewers view your presentation. You can create a memorable slide with the sound of a big band triumphing in the background. For networks, the new conferencing feature allows you to share the ideas in your presentation with many viewers at the same time. You start a conference on your network that others then join to watch as you move from slide to slide. You can receive feedback on slides and brainstorm with your coworkers with system messaging while everybody views the same slide.

What's in This Book?

Using Harvard Graphics Version 2 for Windows is a guide to the many facets of this product. Each chapter is designed to provide helpful information, whether you are reading the book cover to cover or just learning about a particular feature. The book achieves this goal with clear explanations and informative examples.

The chapters in the book are grouped into the logical stages of learning a software package. The first part, "Creating a Presentation," is composed of introductory material intended to get you familiar with Harvard Graphics. Features described in these chapters are fundamental in creating the slides of a presentation.

Chapter 1, "Quick Start: Creating a Simple Presentation," gives you a guided tour of the basic steps you follow when creating a presentation. After reading this chapter, you should be able to prepare simple presentations using the default settings of the software.

Chapter 2, "Learning Harvard Graphics for Windows Basics," describes the different components of a presentation. You learn about the ways a slide or presentation can be enhanced and about how to use the Help feature to answer questions you have about the program.

Chapter 3, "Creating Text Charts," is the first chapter about creating slides. Text charts make up a significant portion of any presentation and are critical for clarifying your topics. This chapter teaches you how to choose a text chart type and how to enhance your chart.

Chapter 4, "Creating Organization Charts," explains how to use organization charts to graphically represent the members of a business or organization. You learn about the components of an organization chart and how to modify the appearance of the chart.

Chapter 5, "Creating XY Charts," covers the many different line and bar charts available in Harvard Graphics. This chapter teaches you how to pick the most effective style of XY chart for your data.

Chapter 6, "Creating Pie Charts," explains what comprises a pie chart and how you can use pie charts to communicate information.

Chapter 7, "Working with Text," presents techniques for enhancing the text on any slide. You learn how to change the font of your text and how to change text attributes.

The second section of *Using Harvard Graphics Version 2 for Windows* builds on your working knowledge of charts with information on how to improve your chart appearance. These chapters are filled with many chart examples that appear in the color insert in this book.

Chapter 8, "Quick and Dirty Chart Examples," contains effective examples of many different charts. You flip through these examples to find a chart that best suits your data and then follow simple instructions to transform your chart into the one presented in the book.

Chapter 9, "Chart Makeovers," takes a more general approach to improving charts by providing techniques for evaluating troubled charts. You see several examples of charts that are enhanced and improved in fully explained stages.

After you understand the basics of Harvard Graphics, you're ready to learn about features that really increase your productivity. The chapters in Part III, "Enhancing a Presentation," teach you how to add graphics objects to slides and how to work with an entire presentation.

Chapter 10, "Using the Slide Sorter," explains how to arrange the slides of a presentation within the Slide Sorter. In addition to moving and deleting slides, you also learn how to copy slides to another presentation.

Chapter 11, "Using the Outliner," teaches you how to create a presentation from an outline. The Outliner is a significant new feature that many users will employ as their primary means for building presentations.

Chapter 12, "Drawing in Harvard Graphics," is the first of two chapters dedicated to the Slide Editor. This chapter introduces the different parts of the Slide Editor and the graphics objects that can be added to a slide.

Chapter 13, "Enhancing Drawings and Objects," is the second chapter on the Slide Editor and covers the more advanced features. You will read about how to enhance the objects presented in Chapter 12.

Chapter 14, "Creating Output," explains how to transfer the slides you have previewed on-screen to some other media. You learn how to print a presentation on any printer supported by Microsoft Windows 3.1.

The final part of the book, Part IV, "Using Advanced Techniques," is dedicated to the advanced features of Harvard Graphics. You may not use these features during every session with the product. After you master the information in these chapters, you will be an experienced user of this product.

Chapter 15, "Importing, Exporting, and Linking Data," helps you connect Harvard Graphics to other software packages. You learn how to get information from other sources into Harvard Graphics and how to transfer data out.

Chapter 16, "Enhancing a Presentation," combines with the next chapter to cover features that affect entire presentations. This chapter is concerned with controlling the overall appearance of your presentation.

Chapter 17, "Creating ScreenShows and HyperShows," describes how to turn your presentations into interactive and animated shows. You learn how to control the flow of a presentation by using HyperShow links. You also learn how to add multimedia sound to your presentation and how to share your presentation with other network users with a conference.

Chapter 18, "Adding Symbols," covers the Symbol Library. This library contains professional drawings that you can add to any slide. You learn how to view the symbols and how to add symbols of your own to the library.

Appendix A, "Installing Harvard Graphics 2 for Windows," is a simple guide to installing Harvard Graphics on your hard disk.

Appendix B, "Speed Keys in Harvard Graphics," is a functional listing of the speed keys available within the product.

Appendix C, "Formulas," covers the formulas that can be entered into the data form for XY and pie charts.

Appendix D, "Working with the Icon Bar", explains how to work with the icon bar and set up a custom bar. You also see a list of all the available icons and what features they invoke.

Who Should Use This Book?

Using Harvard Graphics Version 2 for Windows is a reference guide for new users of Harvard Graphics and for people who are familiar with its features. If you're a new user, you will appreciate the linear organization of the chapters. The clear instructions within the book help you explore new features without feeling overwhelmed.

If you're somewhat experienced with Harvard Graphics, this book will help keep you productive while you use the software. The clear division of chapters and sections enables you to quickly find the information you need to understand a feature or complete an action within the product.

In addition to feature explanations, the book provides information on developing effective presentations. This information should benefit anyone who creates or delivers a presentation. The Design Notes will help you understand

the issues you encounter when developing slides. The Tips present useful and efficient ways to achieve a desired result. You will also learn how to use the different features of the product to increase the effectiveness of individual slides.

While working with a feature, you may want to find out more about it or approach the task from a slightly different angle. The section titled "From Here..." at the end of each chapter provides valuable references to other sections in other chapters where you can find additional relevant information about that feature or task.

With the addition of the color inserts and charting examples, this book is helpful for people who are familiar with Harvard Graphics for Windows but still have problems creating effective charts. You simply flip through the inserts until you find the chart you need and then locate the example in one of these two chapters. Seeing the charts in full color will enable you to truly appreciate the extensive capabilites of this product.

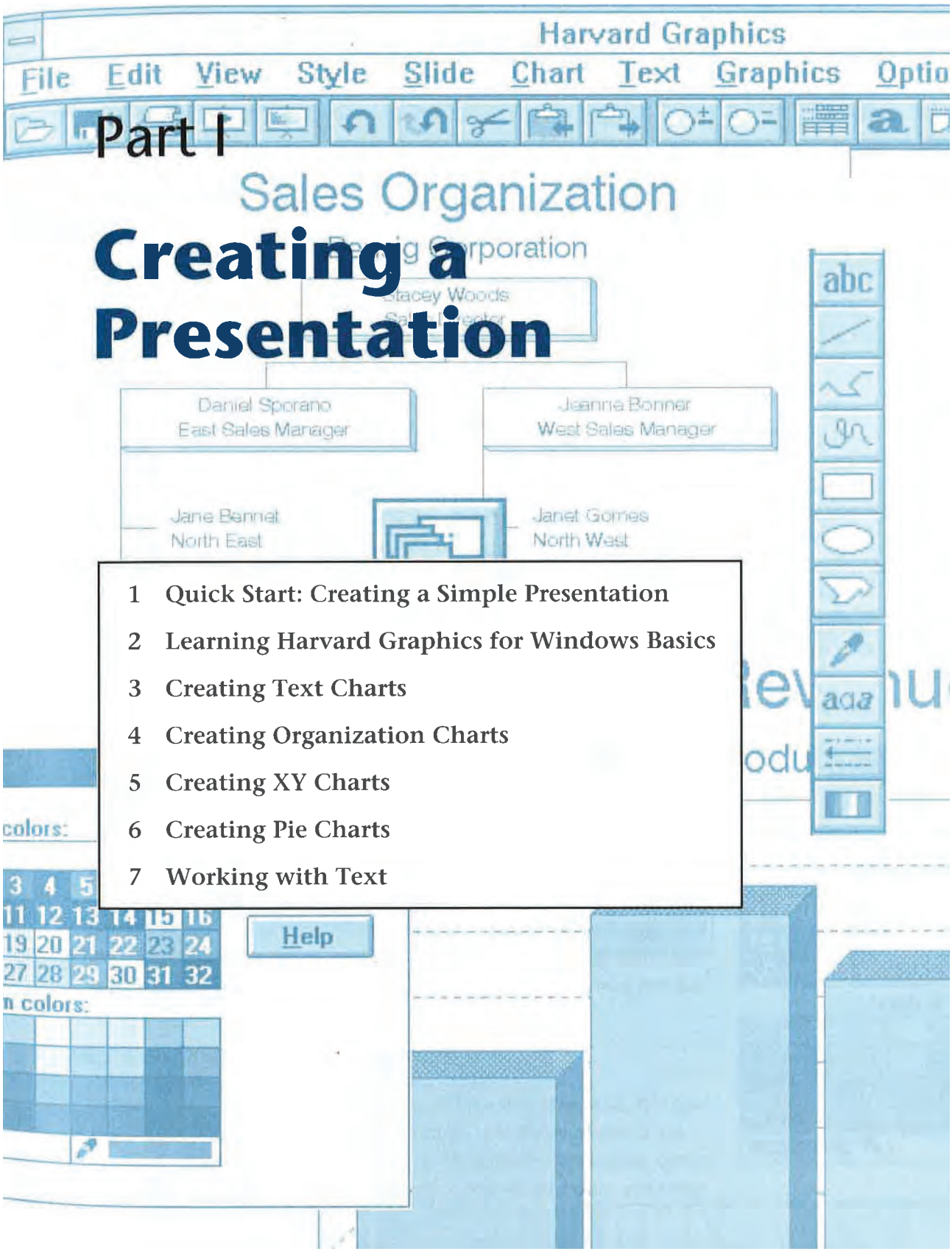
How To Use This Book

You can use this book in several ways to increase your understanding of Harvard Graphics for Windows. The early chapters provide information that is fundamental to the product. Use this information while you're familiarizing yourself with the basic components of Harvard Graphics. In particular, the sections on creating slides explain the most common operations for building a presentation.

The later chapters of the book are best used when you need to learn how to work with a specific feature. These chapters help you become an experienced user of Harvard Graphics in a short period of time.

Before learning any Windows application, you should become familiar with the Windows environment. You don't have to be a Windows expert to be proficient with Harvard Graphics for Windows. If you understand the basics of the Windows environment, however, you will be more productive with all your Windows applications. Specifically, you should know how to use a mouse, how to click and drag with the mouse, and how to select icons and buttons. You should also be familiar with the different elements of the Windows desktop. This knowledge includes activating windows and selecting items from pull-down menus. If you need information on using Windows, take a look at *Using Windows 3.1*, Special Edition, published by Que.

The best way to use this book is to start reading. If you're new to Harvard Graphics, start with the Quick Start in Chapter 1 and the basics covered in Chapter 2. After reading these chapters and working with the product for just a short time, you will be amazed at how the intuitive interface of Harvard Graphics leads you through the simple features for creating and enhancing slides. If you're somewhat familiar with the product, you will find useful and interesting information in the middle and later chapters of the book. You will read Design Notes that explore different facets of a feature. You may also learn about features you're unfamiliar with and how these features can help you create effective presentations. Regardless of your experience level, *Using Harvard Graphics Version 2 for Windows* will serve as the ultimate companion reference for this powerful presentations software.



Part I

Creating a Presentation

1 Quick Start: Creating a Simple Presentation

2 Learning Harvard Graphics for Windows Basics

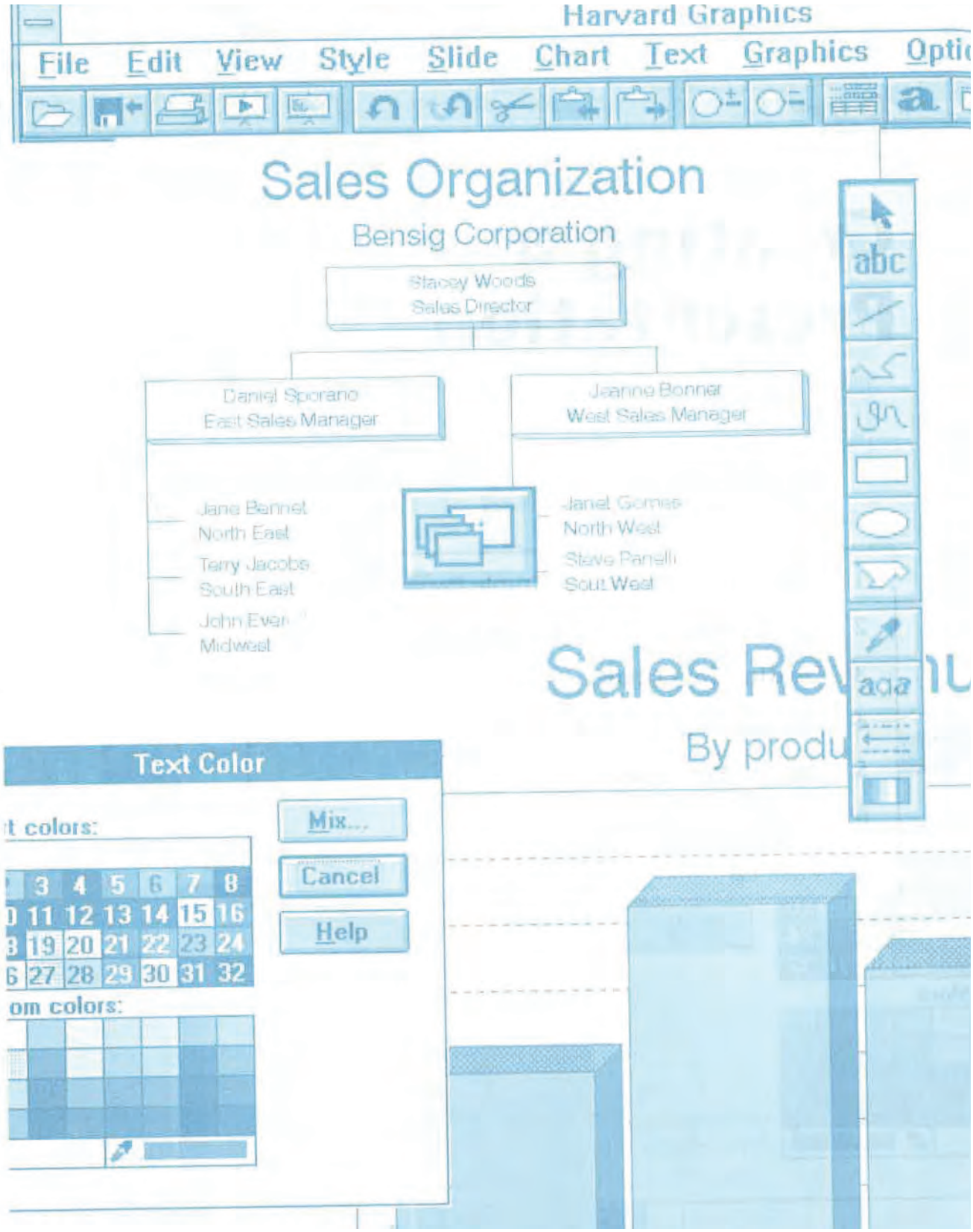
3 Creating Text Charts

4 Creating Organization Charts

5 Creating XY Charts

6 Creating Pie Charts

7 Working with Text


Harvard Graphics
File Edit View Style Slide Chart Text Graphics
Sales Organization
Bensig Corporation
Stacey Woods
Sales Director
Daniel Sporano
East Sales Manager
Jeanne Bonner
West Sales Manager
Jane Bennet
North East
Terry Jacobs
South East
John Ever
Midwest
Janet Gomes
North West
Steve Panelli
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Text Color
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om colors:

Chapter 1

Quick Start: Creating a Simple Presentation

This quick start guides you through the basic steps and the most common features used to build a presentation in Harvard Graphics for Windows. When you finish this quick start, you will be ready for Harvard Graphics' more advanced features. You will be able to do the following:

- Create a new presentation
- Create a title chart
- Create a pie chart
- View a presentation in the Slide Sorter
- Preview a presentation
- Save a presentation

In this chapter, you learn how to do the following:

- Create a simple presentation
- Create a title and pie chart
- Save a presentation

Before you create slides for a presentation, you must have a topic or objective in mind. In determining the objective, consider the information to be communicated to your audience. In this quick start, your objective is to present the sales revenues for the Bensig Shoe Corporation. Specifically, you must show how much the sales of each product contributed to the total revenue.

Creating a Title Chart

To choose a type of chart for a slide, consider the slide's function. The first slide of a presentation contains the first image your audience sees. If you introduce your objective with this slide, your audience can view the remaining slides within the context of the objective and, consequently, can better

understand the information you present and the relationship of the slides to the common theme. Title charts are ideal for introducing the topic of a presentation.

A title chart usually is divided into three regions: title, subtitle, and footnote. The title region appears at the top of the title chart and is the best place to present the topic. The subtitle, which appears below the title, provides secondary information about the topic. The footnote, which provides pertinent information about the topic, appears at the bottom of the chart. These three regions provide clear locations in which to present your topic and relevant information.

In this example, "Sales Revenue" is a good choice for your title because presenting the revenue is the main objective of the presentation. "Bensig Shoe Corporation" is a good choice for the subtitle because it informs the audience that the sales come from products of the Bensig Corporation. To indicate that the revenues are from the 1991 fiscal year, use "1991" as the footnote.

Starting the Program

Before you can create your chart, you must start Harvard Graphics and create a new presentation. Start Windows (if you haven't done so already) by typing **win** at the DOS prompt. After you start Windows, start Harvard Graphics by clicking the Harvard Graphics program icon.

Creating a New Presentation

When you start Harvard Graphics, you see the main Harvard Graphics window which provides an easy way for you to get started working on a new or previous presentation (see fig. 1.1). Follow these steps to create a new presentation and a title chart:

1. Click the Create New Presentation... button. Harvard Graphics displays the New Presentation dialog box for you to create the first slide of your presentation (see fig. 1.2).

2. To create the title chart, click the button next to Title in the Select a Slide Type: list.

3. Click the OK button.

   Harvard Graphics displays the data form in which you enter title chart information (see fig. 1.3). The data form contains three fields, one field for each of the three title chart regions (the title, subtitle, and footnote). The areas of gray text in the fields are placeholders that indicate the

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location of the text on the slide. If you create the chart without entering data into a region, the placeholder is displayed on the slide. The gray text does not show when you print your slides.

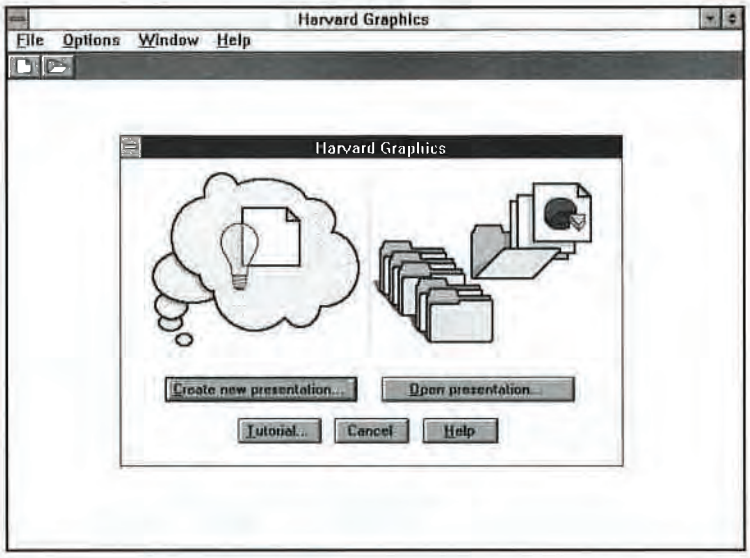

Fig. 1.1
The initial Harvard Graphics window.

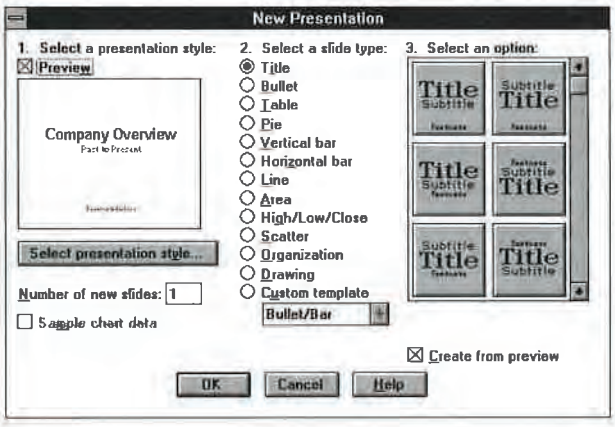

Fig. 1.2
The New Presentation dialog box.

4. Click the Title field. (You can move the pointer to a field by clicking it or by pressing the Tab key.)

5. Type **Sales Revenue** in the Title field.

6. Click the Subtitle field and type **Bensig Shoe Corporation**.

7. Click the Footnote field and type **1991**. The Title Chart data form should resemble figure 1.4.

8. Click the OK button. The slide appears in the Slide Editor (see fig. 1.5).

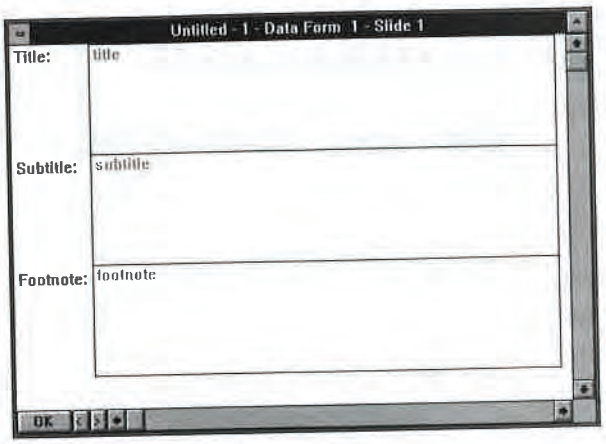

Fig. 1.3
The title chart data form.

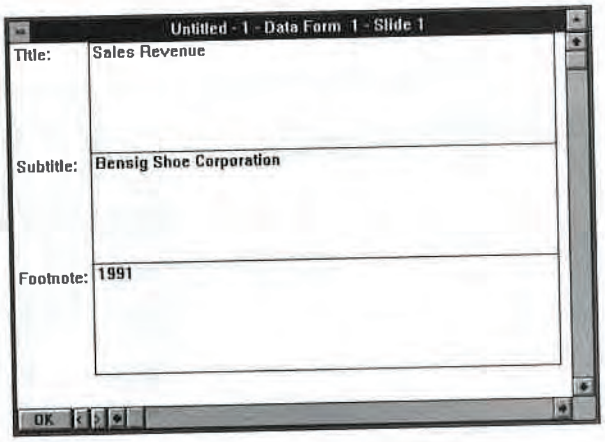

Fig. 1.4
The completed title chart data form.

You have created the first slide for your sales revenue presentation. In later chapters, you learn how to enhance slides within the Slide Editor, using arrows, text, and graphics objects.

Although you can see most of the chart in the Slide Editor, parts of the chart may be hidden beyond the window. Using the Slide Preview feature, you can view the entire chart without obstruction. You can press the F2 function key to preview a slide, or you can select Preview Slide from the View menu. Press any key to end the preview.

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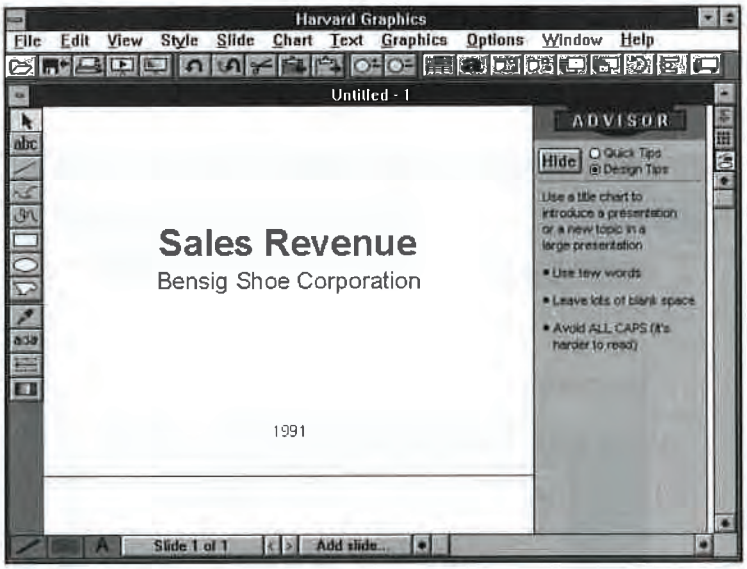

Fig. 1.5
The title chart in the Slide Editor.

Creating a Pie Chart

In this chapter, your objective is to present the product sales figures of the Bensig Shoe Corporation. You communicate your objective to the audience by using a title chart as the first slide. Following the title chart, you will display the slides that comprise the body of the presentation. These slides describe how the sales of individual products contributed to the total revenue.

In choosing the type of chart for the next slide, consider the information you must convey. In this example, the next slide contains numeric data. In addition, the individual product sales combine to form the total revenue. A *pie chart* is the most effective type of chart for this slide. Pie charts are so named because the bits of data are represented by slices of the pie. The size of a slice indicates how much the data contributed to the entire pie. Together, all the slices combine to make a complete pie.

Adding the Pie Chart

Before you add the pie chart slide to the presentation, you should view the presentation in the Slide Editor. To add the pie chart slide, follow these steps:

1. Click the Add Slide button at the bottom of the Slide Editor window.
2. In the Add Slide dialog box, click the Pie button in the Select a Slide Type: list. When you click, Harvard Graphics displays an example pie chart in the dialog box.
3. Click the OK button.

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Harvard Graphics displays the pie chart data form in which you enter data (see fig. 1.6). Click the arrow in the upper right corner of the data form window to see more of the data form.

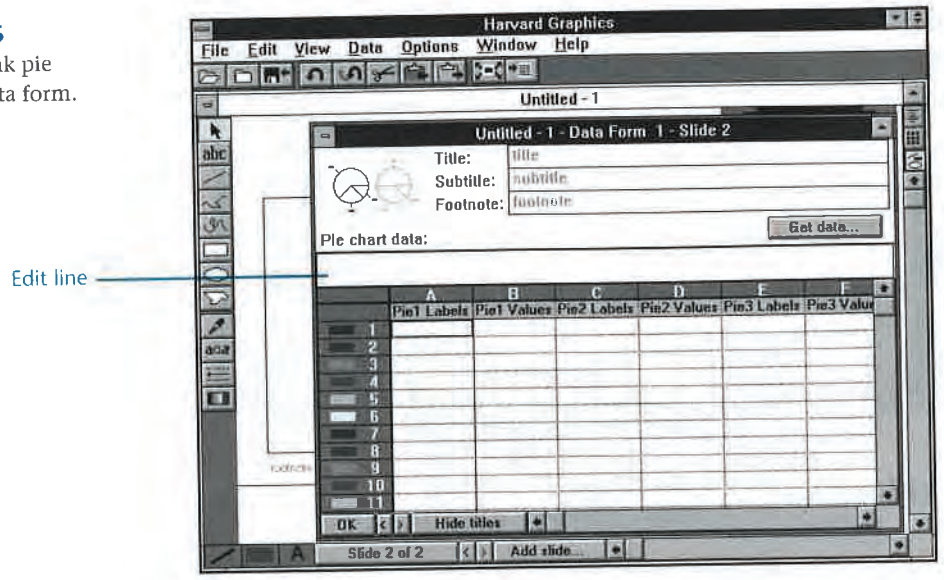

Fig. 1.6
The blank pie chart data form.

Adding Slice Labels and Values

Each slice in the pie represents one of the four products—loafers, pumps, sneakers, and hikers—of the Bensig Shoe Corporation. The text that identifies a slice is the *slice label*. The data you enter for a slice is the *slice value*. As you enter data for a pie chart, the program displays the data in the *edit line*, which is above the actual pie data (refer to fig. 1.6). When you press the Enter key or click a different field, the program adds to the pie chart the data in the edit line.

Follow these steps to define the slice labels:

1. Click row 1 in the Pie1 Labels field and type **Loafers**.
2. Click row 2 in the Pie1 Labels field and type **Pumps**.
3. Click row 3 in the Pie1 Labels field and type **Sneakers**.
4. Click row 4 in the Pie1 Labels field and type **Hikers**.

To enter the slice values, follow these steps:

1. Click row 1 in the Pie1 Values field and type **12**.

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2. Click row 2 in the Pie1 Values field and type **7**.
3. Click row 3 in the Pie1 Values field and type **9**.
4. Click row 4 in the Pie1 Values field and type **5**.

Entering the Title Information

In addition to the slice information, pie charts also have a title, a subtitle, and a footnote. The title of this pie chart is "Total Revenue." The subtitle is "By Product" to indicate to the audience that each slice represents a product. The footnote is "In millions" to inform your audience that the unit of measure for the chart's numeric data is millions.

Follow these steps to enter the title information into the pie chart:

1. Click the Title field in the pie chart data form and type **Total Revenue**.
2. Click the Subtitle field and type **By Product**.
3. Click the Footnote field and type **In millions**.
4. Click the OK button.

Figure 1.7 shows the completed Pie Chart data form in which you have defined four slices, one slice for each product. To see the entire chart, choose Preview Slide from the View menu or press F2. The slide is displayed filling the entire computer screen. Press any key to end the preview.

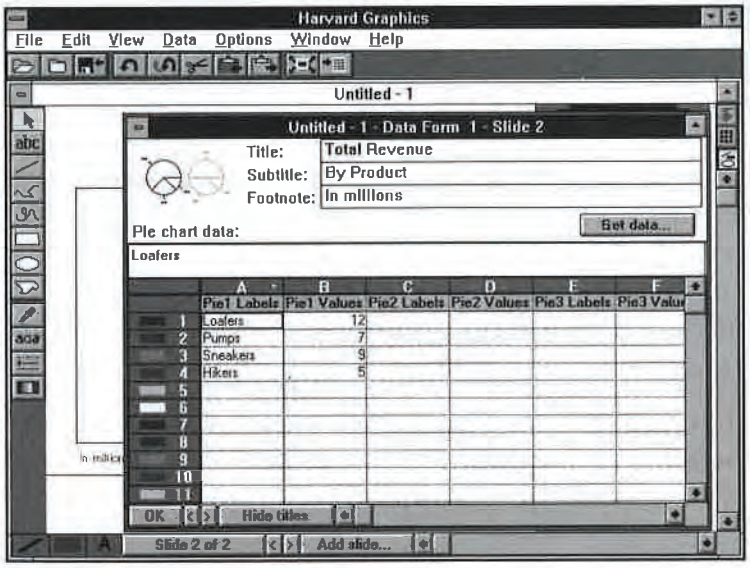

Fig. 1.7
The pie chart data form with the product sales data.

Viewing a Presentation in the Slide Sorter

Although the sales revenue presentation has two slides, you can see only one slide at a time within the Slide Editor. In the Slide Sorter, however, you can view many slides inside the same window. Observing your presentation in the Slide Sorter can give you an idea of how the slides combine to form the presentation. From the Slide Editor, you can see the presentation in the Slide Sorter by clicking the Slide Sorter icon or by selecting Slide Sorter from the View menu. Figure 1.8 shows the location of the icon in the Slide Editor.

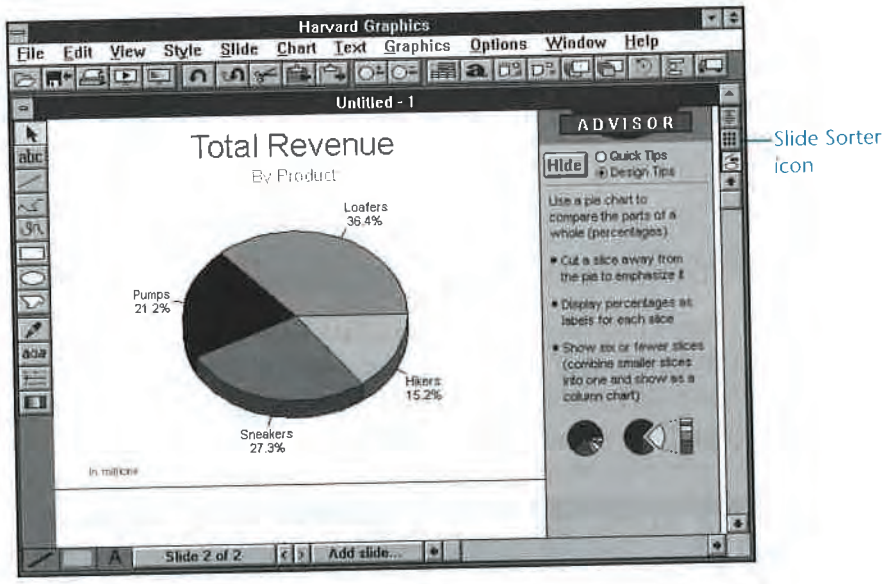

Fig. 1.8 The Slide Sorter icon beside the Slide Editor window.

In the Slide Sorter, you see the presentation slides in the order in which you created them (see fig. 1.9). Below the slide, the Slide Sorter displays the position of the slide within the presentation and the first eight letters of the slide title. The eight letters of the title and the position indicator distinguish slides that are similar in appearance. The slide highlighted with a box is the active slide in the Slide Sorter. You can perform specific editing operations—such as moving and deleting slides—on the active slide.

To return to the Slide Editor, select the Slide Editor icon, which is located below the Slide Sorter icon.

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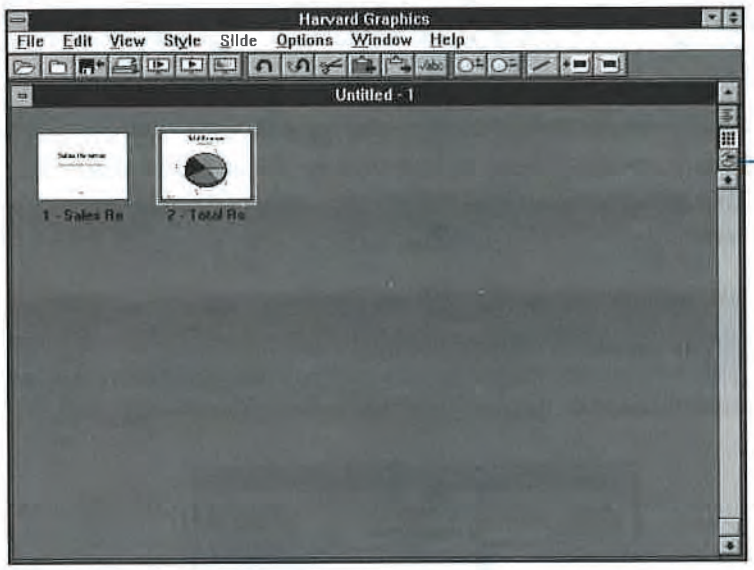

Fig. 1.9
The Slide Sorter.

Reviewing a Presentation

As you create and enhance presentations, you can use the ScreenShow feature to evaluate your work. ScreenShows are on-screen presentations in which the program displays each slide in order. As you view the slides, you can evaluate your presentation from an audience member's point of view. To review the presentation, follow these steps:

1. Choose ScreenShow from the File menu.
2. Choose From Beginning from the submenu.

   In a ScreenShow, each slide of your presentation remains on-screen until you press a key or click the right mouse button.
3. Press the space bar to display the next slide.

You can use the left-arrow key or the left mouse button to see the preceding slide. Pressing the Home key restarts the presentation from the beginning, and pressing the Esc key ends the ScreenShow.

Saving a Presentation

As you prepare slides in Harvard Graphics, your presentations exist inside the computer's memory only. To create a permanent copy of your work, you must save the presentation on your hard disk. The next time you start Harvard Graphics, you can load this file to continue working on your presentation.

To save your presentation, follow these steps:

1. Choose **S**ave from the **F**ile menu.

   Harvard Graphics displays the Save As dialog box (see fig. 1.10).

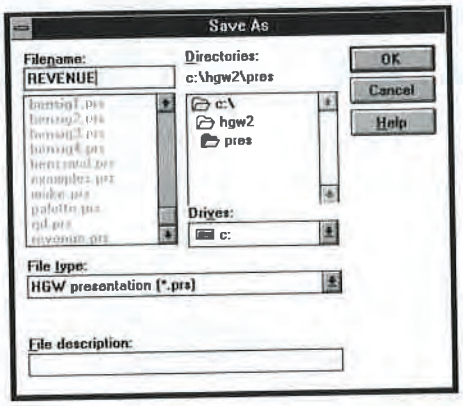

Fig. 1.10
The Save As dialog box.

2. Click the File**n**ame: text box and type **Revenue**.
3. Click the OK button.

   Harvard Graphics saves this file in the current directory (the directory displayed next to the Directory prompt). You should remember the directory name and the file name so that you can load this presentation the next time you're in Harvard Graphics.

Harvard Graphics has created a presentation file on your hard disk. Whenever you save a file, the program adds the extension PRS to the end of the file name.

After saving your presentation, you can continue to make enhancements and then save your changes to the file again. Use this technique to avoid losing data or to work with multiple copies of a presentation. You can save the presentation by using different file names to create unique copies for the slides.

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From Here...

This quick start for creating a simple presentation familiarizes you with Harvard Graphics for Windows. You have learned how to create a presentation and how to add slides, using the default settings. You know how to add title and pie charts to a presentation, and you also have learned what to consider when choosing a style for each chart type.

The information in this quick start is a preview of what is to come in later chapters of the book. This information provides a foundation for learning the additional features of Harvard Graphics and for understanding how each feature relates to the process of creating a presentation.

Chapter 2

Learning Harvard Graphics for Windows Basics

Harvard Graphics for Windows is a powerful software package that has an extensive set of features to help you create effective presentations. If you try to master all the features at one time, you undoubtedly will feel overwhelmed. If you first learn the basic components of a presentation and the common operations used to create presentations, you will be better prepared to master the many features of the product. This chapter presents the basic components and operations of the program and explains how they relate to the process of creating a presentation.

The chapter begins by explaining how to work with an entire presentation. You learn how to create a new presentation and how to save the presentation on your hard disk. You also learn how to load the saved presentation into Harvard Graphics to make further enhancements. All these tasks are fundamental parts of working with a presentation. They enable you to create and enhance Harvard Graphics presentations.

After covering the basics of working with an entire presentation, this chapter explores the components within a presentation. The fundamental building block of a presentation is the slide. This chapter explains how to add a slide to a presentation and how to enter data for the chart displayed on the slide. You then learn about features that you use to enhance the slide and the chart on the slide.

In this chapter, you learn how to do the following:

- Open an existing presentation
- Add slides to a presentation
- Edit a presentation

The later sections in this chapter provide information on features that are helpful when you're working with a presentation. You may not use these features every time you use Harvard Graphics. However, these features address specific needs for working with a presentation. For example, you learn how to use the Slide Sorter or Outliner to change the order of your slides in the presentation. You learn how to move to a specific slide within the presentation to make enhancements to that slide. This chapter ends by covering the Help system, which provides valuable information on the features of Harvard Graphics.

When you have finished this chapter, you should have enough understanding of Harvard Graphics to create a simple presentation. Beyond creating slides and saving a presentation, you will also be able to determine what features of Harvard Graphics to use to make enhancements and changes.

Other chapters expand on the basics you have learned. The chapters on specific chart types, Chapters 3 through 6, provide more information on creating slides in a presentation and enhancing the charts displayed on the slides. The chapters on the Slide Sorter and the Outliner expand on the parts of this chapter that introduce you to editing an entire presentation. This chapter provides a foundation for the remaining chapters of the book.

Working with Presentations

A *presentation* is a collection of slides stored in computer memory or in a file on your hard disk. As you begin a presentation, you create a new presentation in memory. The following section teaches you how to start a presentation and how to add slides. "Saving a Presentation" explains how to transfer the slides you create from memory to a file you can retrieve later. "Opening an Existing Presentation" explains how to load a presentation from a file into memory. After you load the presentation, you can continue enhancing slides and creating new slides.

Creating a New Presentation

You must create a new presentation before you can prepare your slides. You should have in mind a theme for your presentation. If you don't have a theme, you should have a general idea of your presentation's content. A theme helps ensure that your slides are consistent; if they are consistent with the theme, they will be consistent with each other. A theme also helps you determine the order of your slides. You can arrange them in an order that

emphasizes the theme by placing slides that lead up to the theme earlier in the presentation than slides that analyze or draw conclusions from the theme.

When you first start Harvard Graphics, it displays a start-up screen and a menu bar containing the File, Window, and Help menus along with the Main Harvard Graphics Window. The File menu contains commands—such as opening, saving, and printing—that you use to perform operations on presentations and presentation files. The Window menu contains commands you use to manipulate the windows owned by Harvard Graphics. You use the Help menu to access help information, including the index of help topics and keyboard help. You use the File menu for most of the tasks explained in this chapter. The Main Harvard Graphics window provides quick buttons to create a new presentation or open a previous one. Other menus and commands are explained as their operations are presented in the book.

To create a new presentation, do the following:

1. Start Windows if you haven't done so already.
2. Double-click the Harvard Graphics icon.
3. Click the Create New Presentation... button in the Main Harvard Graphics window.

After the program creates the presentation, Harvard Graphics displays the New Presentation dialog box, which is identical to the Add Slide dialog box, both of which allow you to add slides to a presentation (see fig. 2.1).

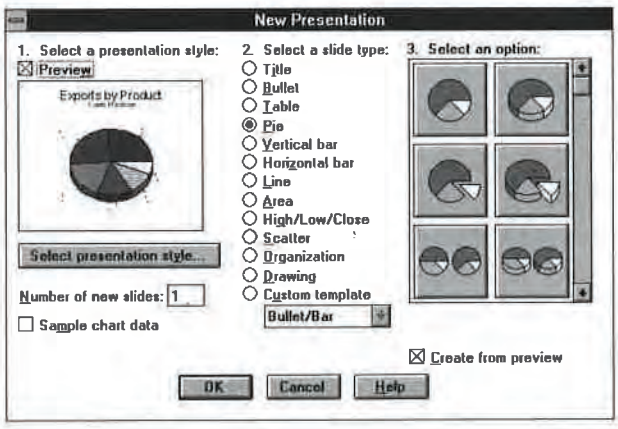

Fig. 2.1
The New Presentation dialog box.

You use this dialog box to create all the slides of a presentation. Step 1 in the dialog box is to Select a presentation style. Presentation styles control the overall appearance of a presentation. In most cases, you will create or use a style you feel is effective for the slides you typically present. The section "Working with Presentation Styles" in Chapter 16, "Enhancing a Presentation," explains how to create your own presentation style and how to use an existing one for step 1 of this dialog box. Step 2 of the dialog box is to select the type for the slide—in this case the first slide of your new presentation—that you are creating. You click the button next to the appropriate type. When you click the button, an example of the slide based on your presentation style is displayed in the Preview box on the left side of the dialog box. Click the Preview option in order not to show the preview if you are in a hurry. The Drawing button enables you to create a blank slide without a chart. The Custom Template button enables you to create a chart from a template. The available Templates are listed in the box below the option. (See the section "Working with Templates" in Chapter 16, "Enhancing a Presentation".)

Step 3 in the dialog box is to select an option or style of chart for your new slide. If the chart in the preview appears the same way you want your slide to appear, you can skip step 3 in the dialog box. The chart you create will use the same settings as the preview. To use one of the styles in the list, click the Create from Preview option to disable it, and then select the style you want to use. The Number of New Slides text box enables you to create many slides of the same type at one time. To create more than one slide, type the number in this box. You use the Sample Chart Data option to create a chart with an example data set. You can preview the chart with data before entering the actual data from your presentation.

Saving a Presentation

You use the File menu's Save and Save As commands to create presentation files on your hard disk. You must save your presentation before exiting Harvard Graphics if you want to continue working on or display the presentation later. You may also want to save the presentation periodically while you are working in order to avoid losing work if something happens to your computer or your electrical power. When you exit Harvard Graphics or close a presentation, the program removes the slides from memory; however, if you save the information in a file, you can load the presentation at any time in Harvard Graphics. If you exit Harvard Graphics or close a presentation and you do not save the information, the presentation is lost.

The Save command saves the presentation, using the current file name. The Save As command enables you to enter a new file name for the presentation. If you are saving a presentation for the first time, however, both the Save and Save As commands display the Save As dialog box, shown in figure 2.2, because you have not named the presentation. After the presentation has been saved, use the Save command to update the file with your latest changes. Use the Save As command to create a new file with a new name.

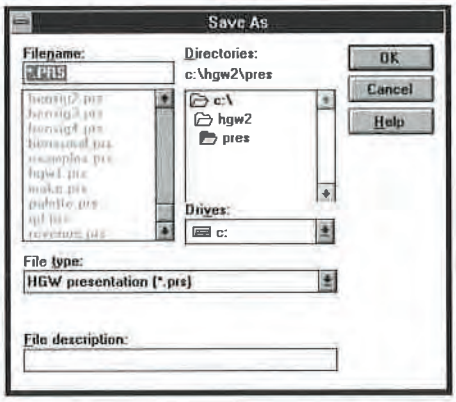

Fig. 2.2
The Save As dialog box.

The Save As dialog box contains the Filename text box, in which you type the name of your presentation. The program creates in the current directory a file with the name you enter. (The current directory name appears next to the Directory prompt.) You should remember the directory and the name of the file so that you can load this presentation the next time you are in Harvard Graphics. Other presentation files in the directory are listed in the Files list box. Other directories and drives on your hard disk are listed in the Directories/Drives list box. The setting in the File Type list box at the bottom of the dialog box determines the type of file that will be created. See "Exporting Data" in Chapter 15, "Importing, Exporting, and Linking Data," for information on the different file types. You use the File description field to enter a brief description about the presentation content. You use this description when opening an existing presentation to help you determine the correct presentation to open.

After you save the presentation, it remains in memory so that you can continue to make changes to the slides and then update the file with the Save command on the File menu.

Tip
When you choose a name for a file, use a name that in some way reveals the content of the slides.

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To save a presentation, follow these steps:

1. Choose Save As from the File menu to specify a new file name. (You can also choose Save to update a file without changing the name.)
2. Click the Filename text box and type the name of the file.

   Because the file name can contain eight letters only, you may need to abbreviate or use acronyms. The name *BensRev*, for instance, indicates that the presentation contains information concerning the revenues of the Bensig Corporation.
3. Click the File description box and type a brief description of your presentation content.
4. Click the OK button.

Harvard Graphics creates a presentation file on your hard disk. Whenever you save a file, the program adds the extension PRS to the file name.

Opening an Existing Presentation

When you start Harvard Graphics, you may not begin with a new presentation. At times, you may save your work in progress and resume the work later. As explained in the preceding section, when you save a presentation, Harvard Graphics creates on the hard disk the file with the name you specify. You use the Open dialog box to open the presentation (see fig. 2.3).

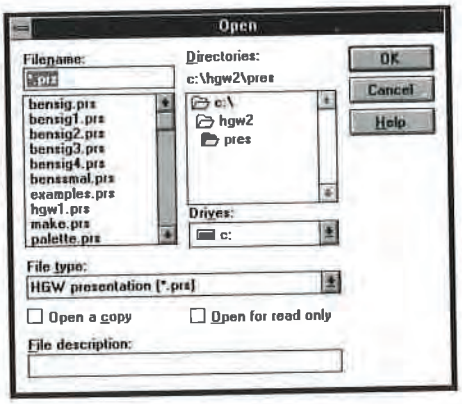

Fig. 2.3
The Open dialog box.

The Files list box in the Open dialog box lists all the files in the current directory. To load a file from the list, select the file by clicking the name, or type the name in the Filename text box. The current directory is listed next to the Directory prompt. The other available drives and directories on your system

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are listed in the Directories/Drives list box. You specify the type of file you are loading in the File Type list box. (See "Importing Data" in Chapter 15, "Importing, Exporting, and Linking Data," for information on opening files with different types.)

The Open a Copy option enables you to work with several copies of a presentation. The copy is opened as a new presentation and is completely separate from the original. In other words, changes made to one copy have no effect on the other. The Open for Read Only option is used to view presentations on a network. If another user is modifying a file on a network volume, use this option just to view the latest slides from the file.

To open an existing presentation, follow these steps:

1. Choose **O**pen from the File menu. The Open dialog box appears (refer to fig. 2.3).
2. Specify the file by typing the name of the presentation in the Filename text box of the dialog box and by clicking OK. Harvard Graphics searches the current directory for this file.

   Alternatively, you can load the file by double-clicking the file name in the Files list box. This box displays all the presentation files that the current directory contains.

The Directories/Drives list box displays the drives and directories available on your computer. If your file is saved in a directory other than the current directory, you must make the directory that contains the changed file the current directory. When you change the directory, Harvard Graphics displays the presentation files stored in that directory.

To change the current directory, you can double-click the drive or directory in the Directories/Drives list box. Alternatively, you can type the drive and directory names in the Filename field—do not type the presentation file name—and click the OK button. This step changes the directory and shows the current files in the Files list box.

If you are not sure which presentation to open, click files in the file list box to display your description of the presentation in the File description box.

Closing a Presentation

You can close the presentation on which you are working. Closing the presentation frees space on your desktop and frees the computer memory used to store the presentation.

> **Caution**
>
> Make sure that you save your slides before you close the presentation; otherwise, you lose all the changes made since you last saved the presentation.

When you exit Harvard Graphics, the program closes all presentations in memory. If you haven't saved a presentation after making changes, Harvard Graphics asks whether you want to save the presentation before closing. To close a presentation before exiting, select the File menu and choose Close.

Adding Slides to a Presentation

The basic element of every presentation is the slide. You present all your charts, text, and drawings on slides. Slides are defined by the images they present and by their location in the presentation. The first slide of a presentation usually introduces the presentation or the speaker, for example. You use the slides in the body of a presentation to communicate the most significant information to the audience, and the final slides generally present conclusions and draw the presentation to a close.

Before creating slides, you must determine the topic or theme of your presentation. To help the audience see the relationship among the slides, you must communicate your theme on one of the first slides, and each subsequent slide should relate to the theme. After you consider the theme of your presentation, you can create the slides.

Picking a Chart Type for a Slide

The primary step when you create a slide is picking a type for the chart that will be displayed on the slide. A *slide* presents data and images to the audience. A *chart* is one type of object that can be displayed on a slide to communicate the data. In most cases, each slide has one chart that is the primary focus, or reason, for the slide. You create this chart with the slide.

The following sections discuss the chart types that can be displayed on a slide. The section "Adding the Slide" explains how to create a slide and how to set the type for the chart. Every slide does not have to display a chart. One of the choices for the chart type is Drawing, which indicates that all the images on the slide will be created with the Slide Editor (see Chapter 12, "Drawing in Harvard Graphics"). You can also create many charts on a slide by using the information in the section "Adding Charts to Slides" in Chapter 12.

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The four major chart types in Harvard Graphics are text charts, organization charts, pie charts, and XY charts. You learn how to create these chart types in the following sections.

Text Charts. You use text charts to present textual information, such as the presentation's title. On a text chart, you use words and phrases to communicate the information. Your audience reads the content of the slide as you speak. The three text chart types are the title chart, the bullet chart, and the table chart.

The following list explains the main uses of these text charts:

- The *title chart* is used primarily to communicate general information, such as the identity of the speaker or the theme of the presentation (see fig. 2.4).

Fig. 2.4
A title chart.

- The *bullet chart* is used primarily to present a list of topics or facts that you intend to discuss in the designated order (see fig. 2.5).
- The *table chart* is used primarily to present text or numeric data that is best shown in a table or columns (see fig. 2.6).

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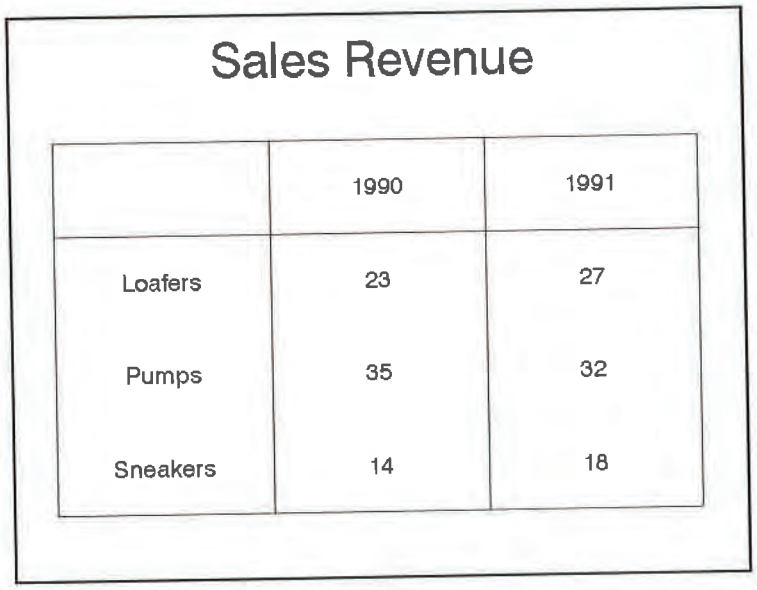
Fig. 2.5
A bullet chart.

Fig. 2.6
A table chart.



For more information on text charts, see Chapter 3, "Creating Text Charts."

Organization Charts. You use organization charts to present graphically the members of a company or organization. Each box in the chart represents a member of the organization. You can enter a name, a title, and a comment about each member. Figure 2.7 shows an example of an organization chart. In Chapter 4, "Creating Organization Charts," you learn how to add, delete, and move members to new locations on the organization chart.

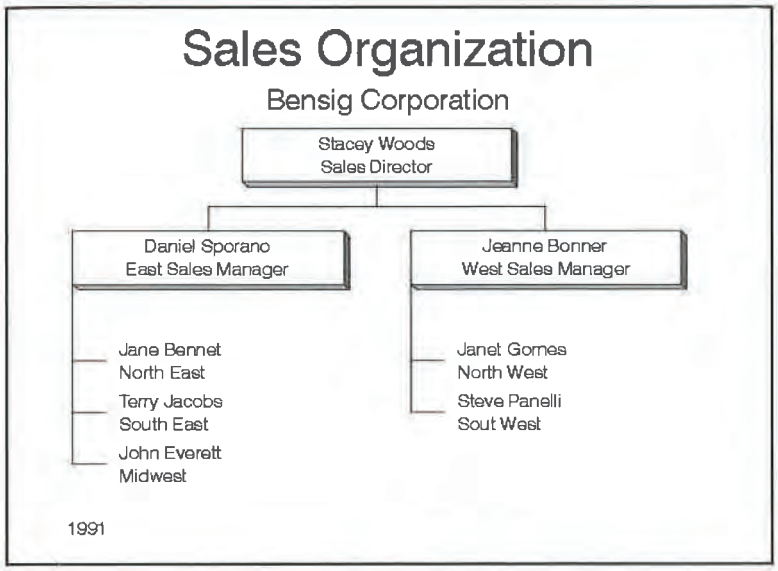


Fig. 2.7
An organizational chart.

Pie Charts. Pie charts are ideal for presenting numeric data. You determine the size of each slice of the pie chart by the corresponding data; larger values represent larger slices in the pie. Pie charts show the relationship between the parts (the slices) and the whole (the pie). With a pie chart, the audience easily can compare the information you convey in the slices. Figure 2.8 provides an example of a pie chart. Chapter 6, "Creating Pie Charts," explains the features you use to create and enhance a pie chart.

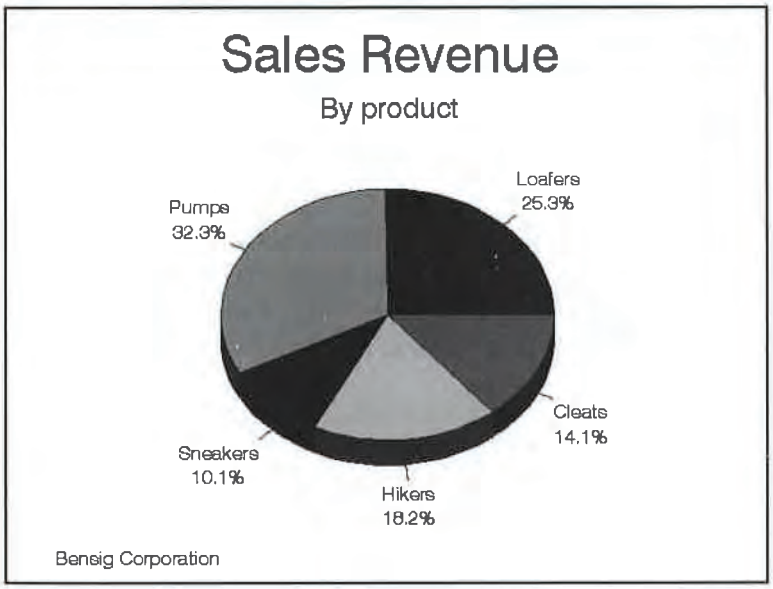


Fig. 2.8
A pie chart.

XY Charts. You also use XY charts for numeric data. This chart type graphs data on two axes, as if you were plotting coordinates on graph paper. Harvard Graphics supports several varieties of XY charts. The most common is the *bar chart*, which displays vertical or horizontal bars to represent the data. Figure 2.9 shows an example bar chart. *Line charts* draw lines from one point of data to the next. *Area charts* also connect the data with a line and then fill the area beneath the line with a color or pattern. *High/Low/Close charts* are a specialized variety of XY charts that graph stock information based on the different values for the stocks. *Scatter charts* represent each point with a single marker. For more information on the different types of XY charts, see Chapter 5, "Creating XY Charts."

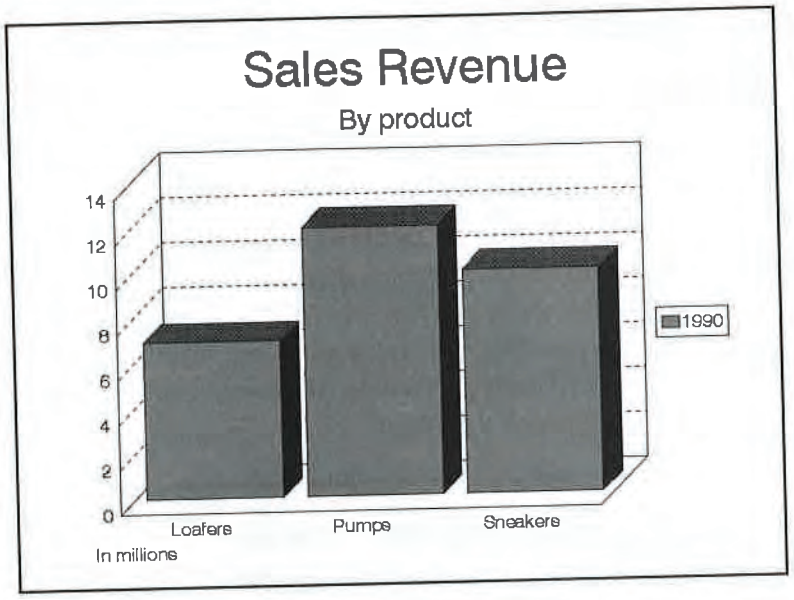


Fig. 2.9
A bar chart—the most common XY chart.

Adding the Slide

You use the Add Slide dialog box to add slides to a presentation (refer to fig. 2.1). If you create a new presentation, Harvard Graphics displays the New Presentation dialog box for you to create your first slide. Otherwise, you select Add Slide from the Slide menu in the Slide Editor or Slide Sorter to display the Add Slide dialog box.

After you determine the chart type that best represents your data, you can create the chart with the slide by choosing the appropriate button in the Add Slide dialog box. To create a slide with a vertical bar chart, for example, follow these steps:

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1. Click the Vertical Bar button in the Select a slide type: list.
2. Click the OK button in the Add Slide dialog box.

   The data form for a bar chart is displayed for you to enter the data in the chart. See the following section for more information.
3. After you have entered your data, click the OK button at the bottom of the data form.

Entering Data

Each chart type provides a chart-specific data form in which you enter data. Figure 2.10 shows the XY chart data form, which is used to enter data for bar charts. The top part of the form contains the fields for chart titles, which clarify the information in the chart. The bottom portion of the form contains rows and columns where you enter data for the chart. The first column contains text that identifies the different sets of bars in the chart. The remaining columns contain the data values that determine the heights of the bars. See Chapter 5, "Creating XY Charts," for more information.

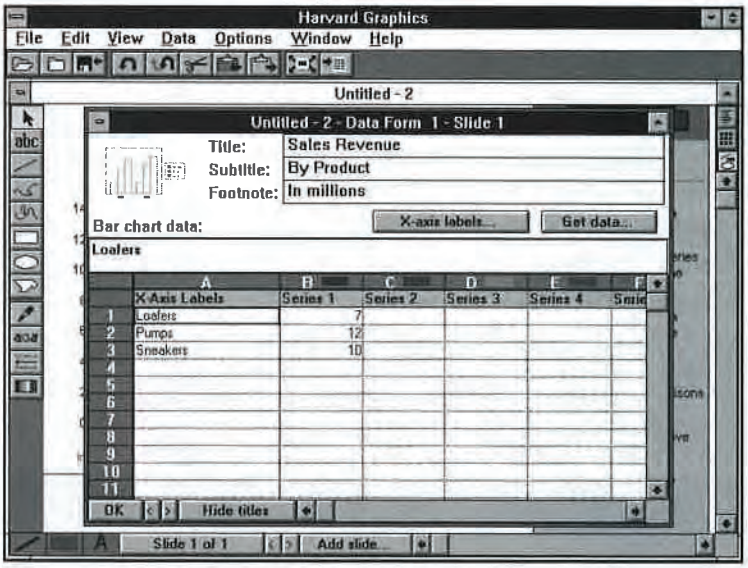

Fig. 2.10
The XY chart data form.

To enter information in a field on a data form, click the field. When you select a field, it is highlighted by a box to indicate that the field is active. As you type data, the information is entered in the active field. You can also use the Tab and Shift-Tab keys to make a field active. Follow these steps to enter data and title information to match the information in figure 2.10:

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1. Click the Title field.
2. Type the title of the chart: **Sales Revenue**.
3. Click the Subtitle field.
4. Type the subtitle of the chart: **By product**.
5. Click the Footnote field.
6. Type the footnote of the chart: **In millions**.
7. Click cell A1.
8. Type the label of the first bar: **Loafers**.
9. Click cell B1.
10. Type the numeric value for the first bar: **7**.
11. Click cell A2, and type the label of the second bar: **Pumps**.
12. Click cell B2, and type the numeric value for the second bar: **12**.
13. Click cell A3, and type **Sneakers**.
14. Click cell B3, and type **10**.
15. Click the OK button at the bottom of the data form.

Harvard Graphics creates the slide with the bar chart. You are viewing the slide in the Slide Editor, which is used to enhance slides and add graphic objects (see fig. 2.11). Note that the Slide Editor adds several menus to the menu bar. You use these menus to work with your slides and presentations. See Chapter 12, "Drawing in Harvard Graphics," for more information.

When you first create a chart, the data form is displayed automatically. After you enter the initial data, you can use the Edit Data command on the Chart menu in the Slide Editor to make updates to the data.

Design Note

When entering data into a chart, make sure that you present the information in a way that your audience can easily understand. For text charts, limit the text to relevant and significant phrases. Remember that numeric charts become crowded if you enter too much data. The slices in your pie chart are difficult to distinguish if you create too many or too small slices, for example. Your audience may become disinterested if they are spending more time reading your slides than listening to you speak. Use the charts to enhance your presentation.

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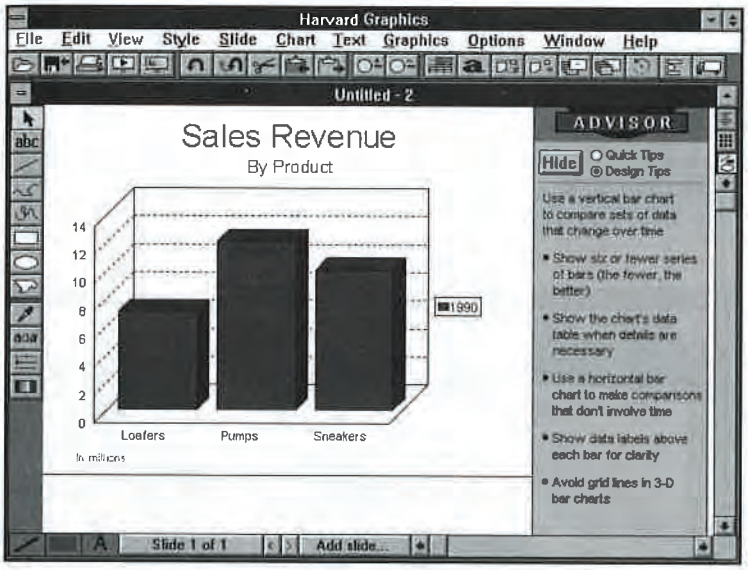

Fig. 2.11
The vertical bar chart in the Slide Editor.

Changing Chart Options

Harvard Graphics provides many features that enable you to enhance the appearance of your charts. These commands are available on the Chart menu in the Slide Editor. The Chart Options command on the Chart menu contains options that are specific to particular charts. For example, with bar charts, you can change the style and width of the bars. For more information on the options for specific chart types, see the chapters that explain how to create a chart of that type (Chapters 3 through 6).

In addition to the Chart Options command, the Chart menu contains other commands that are relevant to different chart types. For XY charts, you can modify the chart legend, grid, frame, and bars. In figure 2.12, the legend on the side of the chart points out that the values for the bars are taken from the statistics for the year 1990. The frame is displayed behind the chart and outlines the back, bottom, and left side of the chart, where the numbers are displayed. The grid is represented by the dotted lines within the frame. The frame and grid lines provide visual aids for evaluating the bars of the chart. All these options contribute to the effectiveness of the chart. For more information on these elements or on the options available for other chart types, see Chapters 3 through 6 on creating charts of each chart type.

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Design Note

Your objective when you modify chart options is to create a chart that communicates the data. The audience must be able to interpret the slide's information with little or no explanation. The legend is an example of an option that can help your audience understand the slide.

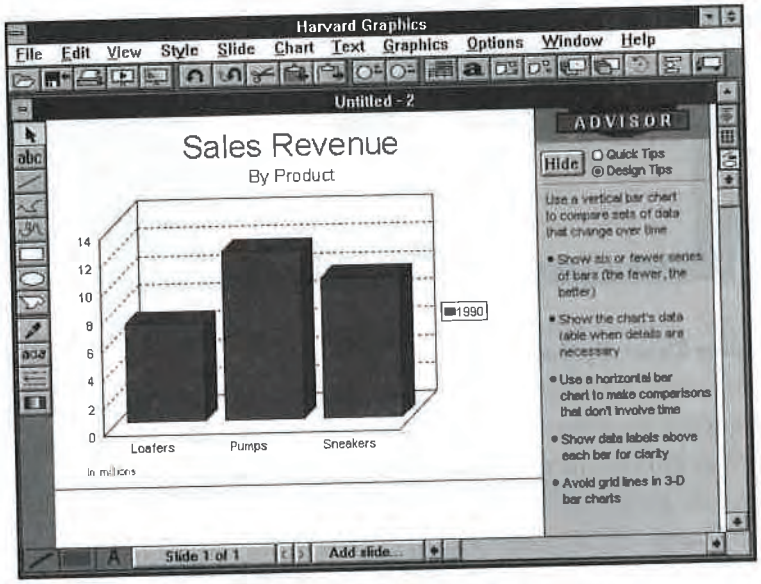

Fig. 2.12
A slide showing the grid, legend, and frame.

Design Note

The data in your chart must be easy to see from any location in the presentation room. A grid enables viewers to compare the height of the bars without reading the actual numeric values. You also can use large fonts that contrast with the background to make your slides easier to see.

You should work with the available chart options until you have created a chart that is visually appealing and clearly presents your information.

Previewing the Slide

The preview process is an important and often neglected part of creating a presentation. You can use Harvard Graphics' preview feature to evaluate the effectiveness of the changes you make to the chart. When you preview a slide, the images are shown using the entire screen without obstructions from

windows or menu bars. As you examine your slides, consider the appearance of the slide and the relationship between the slide information and the theme. The Preview Slide command on the Slide menu enables you to view a slide unobstructed by windows, menus, or icons (see fig. 2.13).

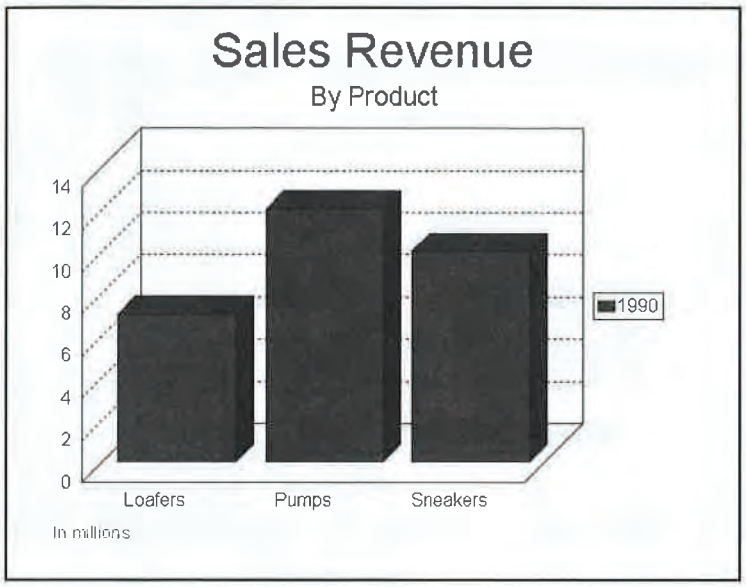

Fig. 2.13
A chart shown in Preview.

To preview a slide, choose Preview Slide from the View menu or press F2. You can press any key to end the preview.

Drawing on the Slide

In addition to changing options that control the appearance of your chart, you also can enhance slides with graphics objects. You use the Slide Editor to add graphics to a slide. To focus attention on a particular item on a slide, for example, you can add an arrow. In addition to arrows, you can add rectangles, circles, lines, polygons, text, and clip-art symbols. You add objects by clicking the icon that represents the object in the Slide Editor toolbox. Figure 2.14 shows the chart in the Slide Editor and the tool you use to add rectangles.

To add a rectangle to the bottom of the bar chart, follow these steps:

1. Click the Rectangle tool icon.
2. Click below Loafers and hold the mouse button.

3. Drag the cross-hair pointer to below Sneakers.

4. Release the mouse button. A rectangle is displayed below the chart (see to fig. 2.14).

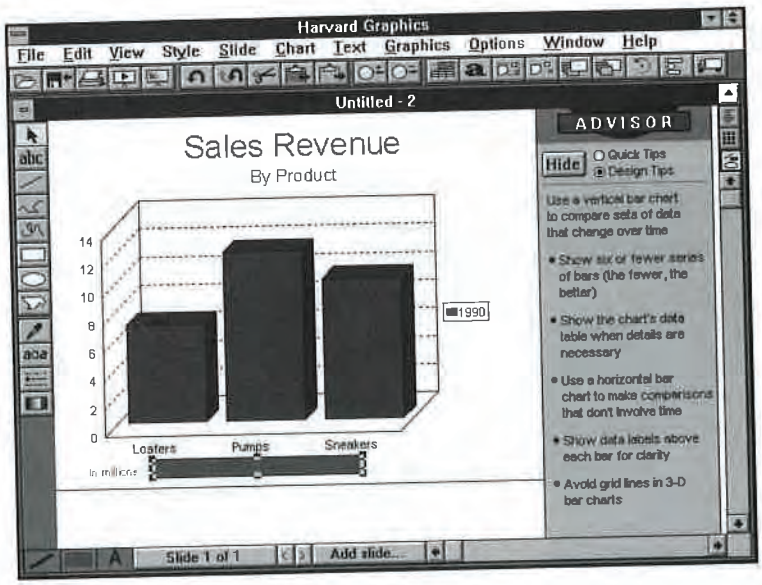

Fig. 2.14
The Slide Editor showing the bar chart and the added rectangle.

You have created an object by using the tools of the Slide Editor. You defined the rectangle by clicking one corner and dragging the pointer to the other corner. When you released the button, Harvard Graphics created the rectangle based on the two positions of the pointer. (See Chapter 12, "Drawing in Harvard Graphics," for more information.)

When you select a tool for drawing, the tool remains selected after you create an object so that you can create many objects at one time. To stop drawing, click the Selection tool icon, which is the icon with the arrow-shaped pointer, located in the top row of icons.

You also can use the Slide Editor to modify the text attributes for any text on a slide. Data from a title chart, the footnote in a pie chart, or the members of an organization chart are examples of text you can change by using the Slide Editor. Chapter 7, "Working with Text," explains how to add and modify the text of a slide; Chapter 12, "Drawing in Harvard Graphics," explains how to add graphics objects to a slide; and Chapter 13, "Enhancing Drawings and Objects," explains how to modify the appearance of the objects.

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Creating Additional Slides

When you create a presentation, Harvard Graphics displays the Add Slide dialog box in which you create the first slide. The Add Slide button in the Slide Editor, shown in figure 2.15, also displays the Add Slide dialog box, in which you create additional slides. The program adds each new slide to the presentation following the slide you currently are viewing.

To create a new slide, click the Add Slide button to display the Add Slide dialog box. You also can use the Add Slide command on the Slide menu to display the dialog box.

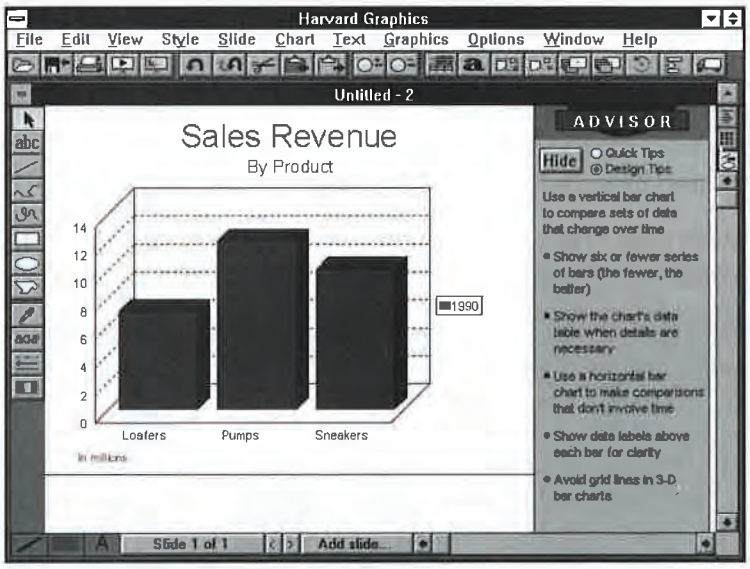

Fig. 2.15
The Slide Editor window and the Add Slide button.

Moving to Slides

In the Slide Editor, you can view only one slide in a presentation at a time. The button on the bottom left corner of the Slide Editor window indicates how many slides are in the presentation and which slide the Slide Editor is displaying. When you click this button, the program displays the Go to Slide dialog box, which enables you to view different slides of the presentation in the Slide Editor (see fig. 2.16).

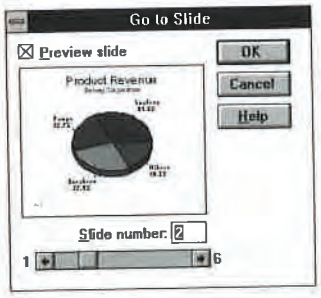

Fig. 2.16
The Go to Slide dialog box.

In the Go to Slide dialog box, the number of the current slide in the Slide Editor is displayed in the Slide Number text box. To view a different slide, type the number of the slide in this box. The scroll bar in the dialog box also enables you to move to a slide. The right and left ends of the scroll bar show, respectively, the slide numbers of the first and last slides in the presentation. To view a different slide, click the left or right arrow until the correct slide number shows in the Slide Number text box.

Follow these steps to go to a different slide in the presentation in the Slide Editor:

1. In the Slide Editor window, click the button that shows the current and total numbers of slides in the presentation. Harvard Graphics displays the Go to Slide dialog box.
2. Type the number of the slide in the Slide Number text box. You see a preview of the slide in the box in the middle of the Go to Slide dialog box. If you are in a hurry, click the Preview slide box to disable the preview.
3. Click the OK button.

Tip
If your presentation contains mostly text charts or if you develop your slides from an outline of the presentation content, you will benefit from the editing capabilities provided in the Outliner.

Editing a Presentation

As you create the slides of a presentation, you must evaluate the entire presentation for content and effectiveness. Harvard Graphics provides many features to help you with this task. You can change the order of the slides in the presentation, for example, by using the Slide Sorter and the Outliner. The Slide Sorter displays miniature images of the slides in your presentation; the Outliner shows the textual chart information, such as the body of a text chart and the title of a numeric chart.

Using the Slide Sorter

The Slide Sorter enables you to view many slides simultaneously. The Slide Sorter arranges the slides in order of creation. You can change the order of your slides by clicking and dragging a slide to a new location. You also can add, delete, and copy slides. Chapter 10, "Using the Slide Sorter," explains how to edit your presentations with this feature.

You have two ways to get to the Slide Sorter from the Slide Editor or Outliner. You can click the Slide Sorter icon on the right side of the Slide Editor window, or you can choose Slide Sorter from the View menu. Three icons are located on the right sides of the Slide Editor, Slide Sorter, and Outliner windows. The top icon resembles a simple outline and is used to switch to the Outliner. The second icon shows nine small squares that represent slides. This icon is for the Slide Sorter. The third icon, for the Slide Editor, has objects that are created in the Slide Editor, such as a circle or square. Figure 2.17 shows the icons you use to move between the Slide Sorter, the Slide Editor, and the Outliner.

Tip
The Slide Sorter provides a graphical interface for editing a presentation, especially a presentation containing several numeric charts.

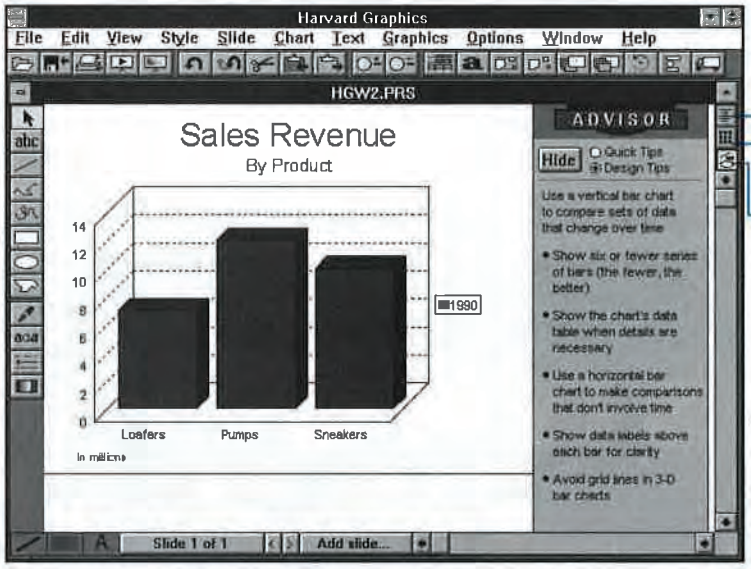

Fig. 2.17
The Outliner, Slide Sorter, and Slide Editor icons.

Figure 2.18 shows the Slide Sorter displaying five slides. The Slide Sorter represents these slides as scaled-down images. Although you cannot read the text in the slides, Harvard Graphics displays enough of the image to help you distinguish one slide from another. Harvard Graphics also displays the title of the slide below the image.

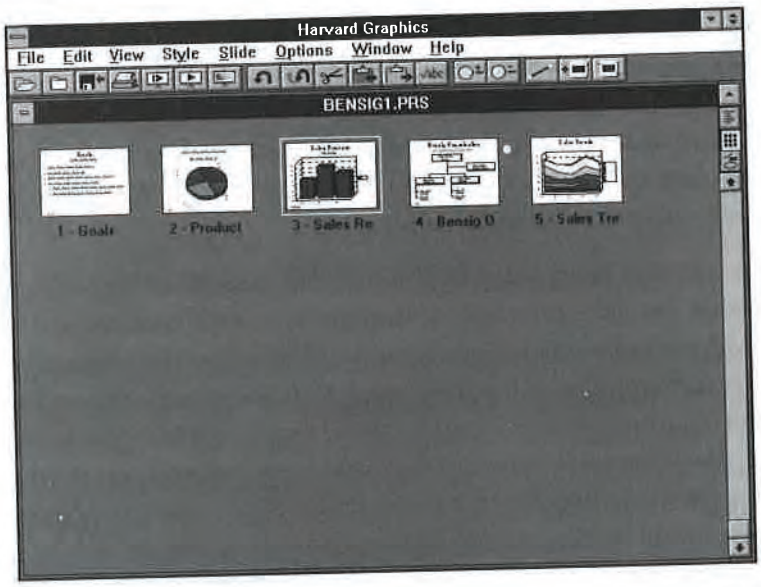

Fig. 2.18
The Slide Sorter window.

You move slides in the Slide Sorter by selecting and dragging the slide to a new position. When you select a slide, a highlight box appears around the slide, indicating that it is active. As you drag the slide, a *slide placeholder*, the image of a hand that points to the new location, appears between slides to indicate the new location of the slide (see fig. 2.19). When you release the mouse button, the slide appears in its new location, and the other slides adjust to make room for the relocated slide.

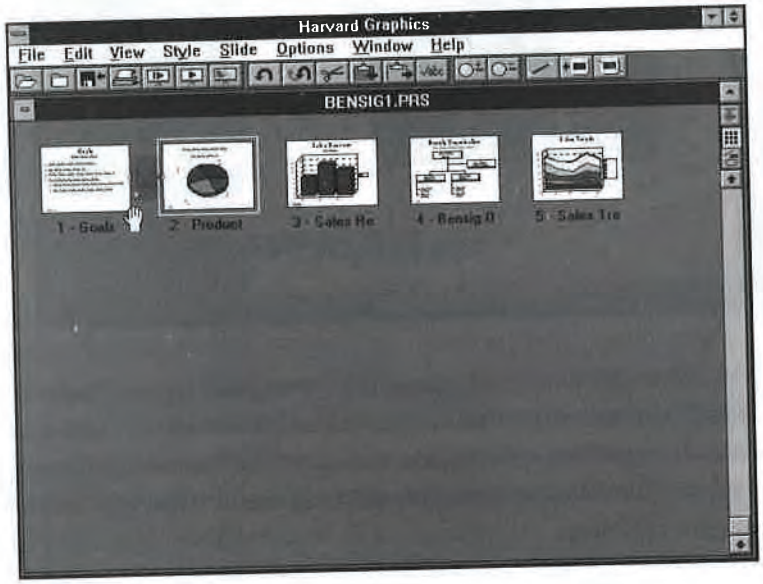

Fig. 2.19
The slide placeholder.

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Suppose that you have the presentation shown in figure 2.18. To make the bar chart the second slide in this presentation, follow these steps:

1. Click the bar chart and hold the mouse button.
2. Drag the pointer until the slide placeholder appears between the first two slides of the presentation.
3. Release the mouse button.

The slides are now in the new order.

Using the Outliner

You use the Outliner to create and edit the slides of a presentation. An outline contains topics that represent the slides in the presentation. Topics also show the data in bullet, title, and organization charts. Figure 2.20 shows a presentation with four slides in the Outliner window. The icons on the left side of the outline indicate which topics are slides, as opposed to data from a chart. The top two slides are text charts, as indicated by the text chart icon. The second chart is a bullet chart. The topics indented below the slide topic are subtopics that comprise the data of the bullet chart. The bottom two charts are numeric data charts and have a small bar chart on the icon. Chapter 11, "Using the Outliner," discusses the features of the Outliner and explains how they are used to edit a presentation.

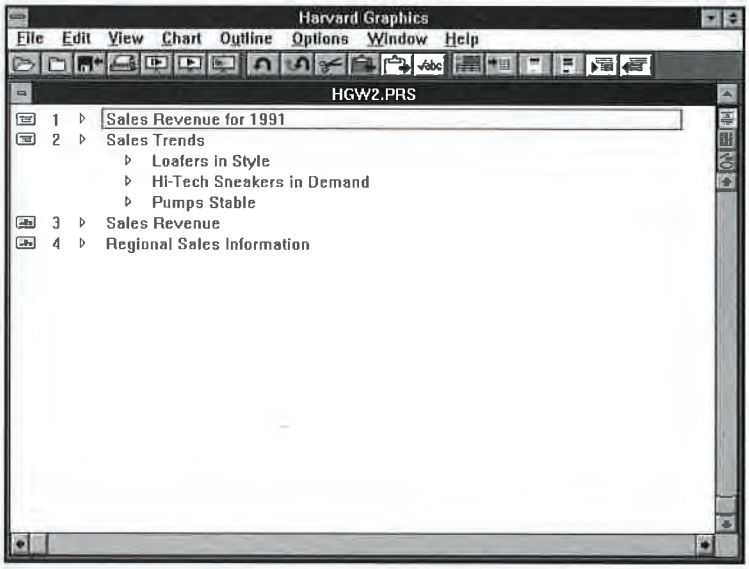

Fig. 2.20
Four slides in the Outliner.

Moving Slides in the Outliner. You can move the slides in your presentation by selecting the slide's topic and dragging it to a new location. When moving a slide, the Outliner displays the image of a hand that points to the new location. In addition to the placeholder, a red line also indicates the location of the new slide. Follow these steps to move a slide in the presentation:

1. Click the triangle next to the topic and hold the mouse button until the hand placeholder appears.
2. Drag the pointer to the location of the new topic.
3. Release the mouse button.

The new topic, and any subtopics that are indented below the topic, are now displayed in the new location.

Adding a Chart in the Outliner. You can use the Outliner to add text charts to a presentation. When you create a new topic, the program adds a new slide. The information you type under this new topic becomes the data for the chart.

Suppose that you want to add to the presentation in figure 2.20 a bullet chart on Sales Goals following the Sales Revenue slide. Follow these steps to create a new slide:

1. Click the triangle for the Sales Revenue topic.
2. Press Enter to create a new topic.

   The new topic is part of the preceding slide by default. If this slide were a bullet chart, this topic would be the first item of the chart. To make the topic a new slide, you must adjust the level of the topic to make this new topic equal to the other slides.
3. To adjust the level, press Shift-Tab to move the slide up one level. You can continue to press Shift-Tab to increase the level of a topic.

When the levels of the topics are equal, Harvard Graphics displays a chart icon next to the topic to indicate that this topic now represents a new slide. The icon indicates that the slide is a bullet chart. New slides added in the Outliner contain bullet charts. See the section "Adding a Chart to a Slide" in

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Chapter 11, "Using the Outliner," for information on creating different chart types in the Outliner. The information you type into the topic of this chart is the title of the chart. The additional topics you enter below the title comprise the body of the bullet chart.

To add data to the new slide, follow these steps:

1. Click the topic that represents the new slide.
2. Type **Sales Goals** as the topic of this slide.
3. Press the Enter key to create the first item of the chart.
4. Type **Reach 100% of Quota**.
5. Press Enter to create a second item.
6. Type **Increase Sales Regions**.

Figure 2.21 illustrates the Outliner with the completed presentation.

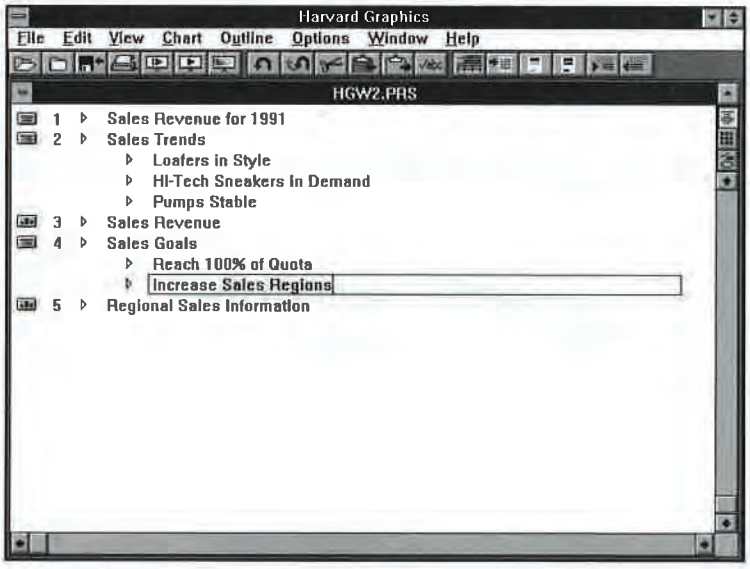

Fig. 2.21
The completed presentation in the Outliner.

To edit any of the individual slides from the Outliner, click the topic that represents the slide; then click the Slide Editor icon. To see all the slides in one window, click the Slide Sorter icon.

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Getting Help

Harvard Graphics provides a complete Help system. The program displays the Help menu on every menu bar in the program. The items on the Help menu provide information about specific tasks and keys and about the active window. The Help menu also provides a selection to access a contents of help topics. The contents can guide you to the feature for which you need help. The Help system even provides information that teaches you how to use Windows Help.

When you choose any item on the Help menu, Harvard Graphics starts the Windows Help system with information pertaining to the item you selected. The first item on the menu shows the contents of help topics for Harvard Graphics. Figure 2.22 shows the Help window with the contents . After you learn how to manipulate the items on any Help window, you can use Windows Help to get the answers you need.

The buttons at the top of the Help window are the primary tools for finding help information. The Contents button displays the contents of topics, shown in figure 2.22. You use the Back button to get back to the Help screen you previously viewed. You use the Browse buttons to flip forward and backward between the Help screens. These buttons are useful when you are looking for help in a particular area but are not sure of the information you need. You use the Search button to search Help, based on words or phrases that describe the area.

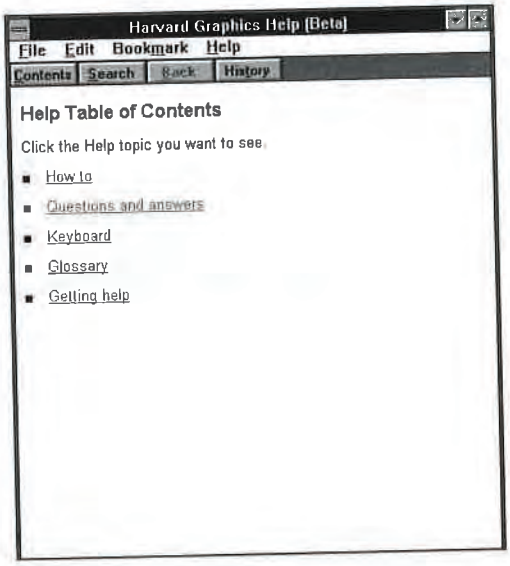

Fig. 2.22
The Help contents window.

In addition to these buttons, the Help text within the window contains topics you can choose to get information. The program displays these underlined topics in a different color within the text. When you move the pointer over a topic, the pointer changes to a hand to indicate that you can click the text. To get help on the Harvard Graphics commands, for instance, click the Commands keyword. To exit the Help system, choose Exit from the File menu in the Help window.

Using the Icon Bar

Harvard Graphics provides an Icon bar for quick access to commonly used features. When you're adding graphics in the Slide Editor, editing chart data, or working on your presentation in the many different views, the Icon bar places simple features for editing and enhancing within a simple mouse click. Figure 2.23 shows the Icon bar in the Slide Editor. Each icon represents a different feature. You use an icon simply by clicking on the icon in the bar. The first icon, for example, is used to open an existing presentation. To open the file, you could either click the icon or select Open from the File menu. To help you determine which icon you need, Harvard Graphics displays the name of each icon in the Window title when you first move the mouse over the icon. Figure 2.23 displays the name for the open presentation icon.

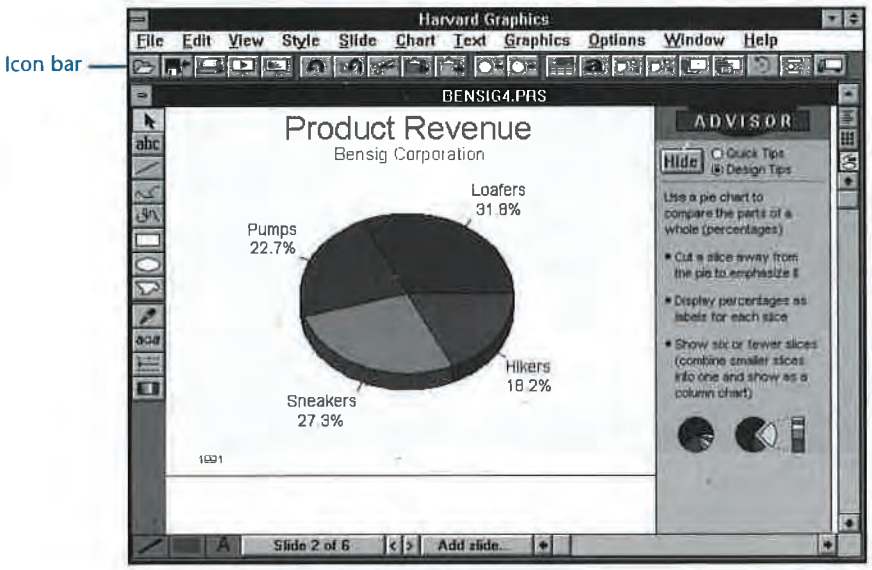

Fig. 2.23
The Slide Editor with the Icon bar.

Harvard Graphics comes with a set of default icon bars for the different parts of the product. You can use these bars as is or create a custom icon bar which displays icons for the features you use most often. Appendix D explains how to create a custom bar and also presents a list of the available icons. See individual chapters for information on the default icon bars available within Harvard Graphics.

Using the Advisor

The Harvard Graphics Advisor is displayed in the Slide Editor to provide Quick Tips that help you quickly achieve certain tasks. The Advisor also provides Design Tips that help you improve the appearance of your slide by suggesting options to modify and other changes you can make to a slide. Figure 2.24 shows the Advisor displaying Design Tips for a Pie chart. The tips explain how to emphasize an individual slice in the pie and how many slices you should display in the chart. To display Design Tips for a slide, click the Design Tips button. When viewing Design Tips, you click the Quick Tips button to display the Quick Tips again.

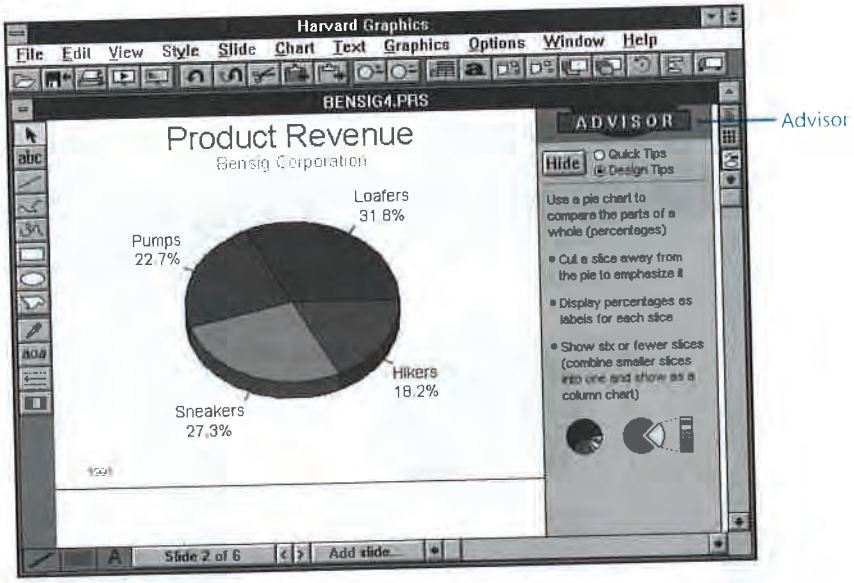

Fig. 2.24
The Advisor in the Slide Editor.

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Running the Tutorial

Harvard Graphics provides a Tutorial called the 5-Minute Coach. The tutorial is designed to get you familiar with the basics of Harvard Graphics in a few minutes. The lessons are divided into four basic areas:

- Overview of Harvard Graphics covering slides and presentations
- Creating a presentation including adding a slide
- Enhancing a presentation including adding graphics to slides and making templates
- Managing presentations including using the Slide Sorter and Outliner

You start the tutorial by choosing Tutorial from the Help menu or by clicking the Tutorial... button on the Main Harvard Graphics window. When the tutorial is started, you see the Home screen, which is displayed in figure 2.25. You use the four large buttons in the middle of the screen to start one of the four lessons. For example, to get an overview of Harvard Graphics, click the Overview button.

Fig. 2.25
The Tutorial Home screen.

Within each lesson, you click the forward button to advance to the next screen and the backward button to return to the previous screen. You click the Home button to return to the Home screen. Click the Exit button when you have finished viewing all the lessons or when you are ready to begin working with Harvard Graphics. Information and instructions are provided in yellow boxes or "cartoon" balloons. Some lessons also display animated graphics to help you understand the product. When the animation is complete, a balloon appears to inform you to click the forward button. Many lessons provide additional instructions based on the windows and dialog boxes available in Harvard Graphics. You should follow these instructions, which will help you learn the mouse clicks and key presses you must follow within Harvard Graphics

Exiting Harvard Graphics

To exit Harvard Graphics, you first must save the presentation; then choose the Exit command from the File menu. When you exit, the program removes all presentations from memory. For a presentation that you modified since you last saved it, the program displays a prompt, asking whether you want to save the presentation. This prompt ensures that you do not accidentally lose changes that you thought you had saved. Click the Yes button to save the presentation.

From Here...

To familiarize you with the basic components of a presentation and the features you use to create presentations, this chapter covers basic information on using Harvard Graphics for Windows. This chapter also builds a foundation for the remaining chapters of the book. In this chapter, you have learned how to create and save a presentation. You learned how to add slides to a presentation and how to choose the type for the chart displayed on the slide. You then learned about other features, which are used to enhance slides and edit an entire presentation.

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The remaining chapters in this book expand on the general product areas presented here. Chapters 3 through 6 cover adding slides in greater detail by explaining more about charts that are displayed on slides. Chapter 7, "Working with Text"; Chapter 12, "Drawing in Harvard Graphics"; and Chapter 13, "Enhancing Drawings and Objects," explain how to create and enhance objects on a slide. Chapter 10, "Using the Slide Sorter," covers editing an entire presentation in the Slide Sorter. Chapter 11, "Using the Outliner," explains how to create and edit a presentation in the Outliner. All these features are introduced in this chapter on the basics of Harvard Graphics.

Chapter 10

Using the Slide Sorter

The *Slide Sorter* is a graphical environment that enables you to edit a presentation as you view the presentation slides. The Slide Sorter and the Outliner, discussed briefly later in this chapter and in greater detail in Chapter 11, "Using the Outliner," are the two features of Harvard Graphics in which you can edit an entire presentation.

The Slide Sorter is analogous to the slide table you use with a slide projector. You place the slides in the projector in the order in which you want the audience to view the slides. You use a slide table to determine the order of the slides in the projector. The illuminated top of the table enables you to view many of the slides simultaneously. Harvard Graphics Slide Sorter is a computerized slide table. You can use the Slide Sorter to view many slides and to edit the order of the presentation.

Even though most text is too small to read, one advantage of using the Slide Sorter is that you can see all the information on each slide (the Slide Sorter window can contain miniature images for as many as 25 slides in a presentation) and evaluate the slide with a global view of the information. Another advantage of using the Slide Sorter is that you view all slides of your presentation, which gives you the opportunity to evaluate the effectiveness of your presentation's organization. The greatest advantage of using the Slide Sorter, however, is that it provides you with the opportunity not only to view your presentation, but also to rearrange, add, and remove slides from the presentation.

Figure 10.1 shows an example presentation in the Slide Sorter. In this figure, you easily can see the slides you create and the slide order in the presentation.

In this chapter, you learn how to do the following:

- Edit a Presentation
- Use the Icon Editor
- Change the View

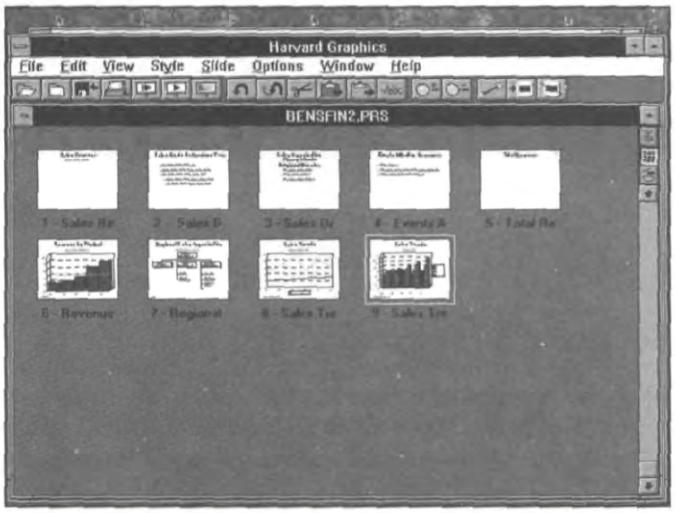

Fig. 10.1
A Slide Sorter

Understanding the Slide Sorter

In the Slide Sorter, which simplifies the process of editing your presentation, a miniature image of the slide represents each slide in a presentation. As you view the slides of your presentation, you can evaluate the organization of your presentation and change it if necessary. If you determine that a group of slides may be more effective near the beginning of the presentation, for example, you can drag those slides to the new location.

Figure 10.2 shows a typical slide presentation containing nine slides displayed in the Slide Sorter. Because of the graphical nature of the Slide Sorter, you easily can distinguish between text, organization, pie, and XY charts. Beneath each slide, Harvard Graphics displays the position number and the beginning of the slide's title. You can use the position number and the title to distinguish slides that are similar in appearance. In figure 10.2, the last slide in the figure is highlighted—surrounded by a box—indicating that this slide is the active slide.

With the Slide Sorter, you can see up to 25 slides of a presentation. If your presentation has more than 25 slides, you use the scroll bars on the right side of the window to scroll through the slides.

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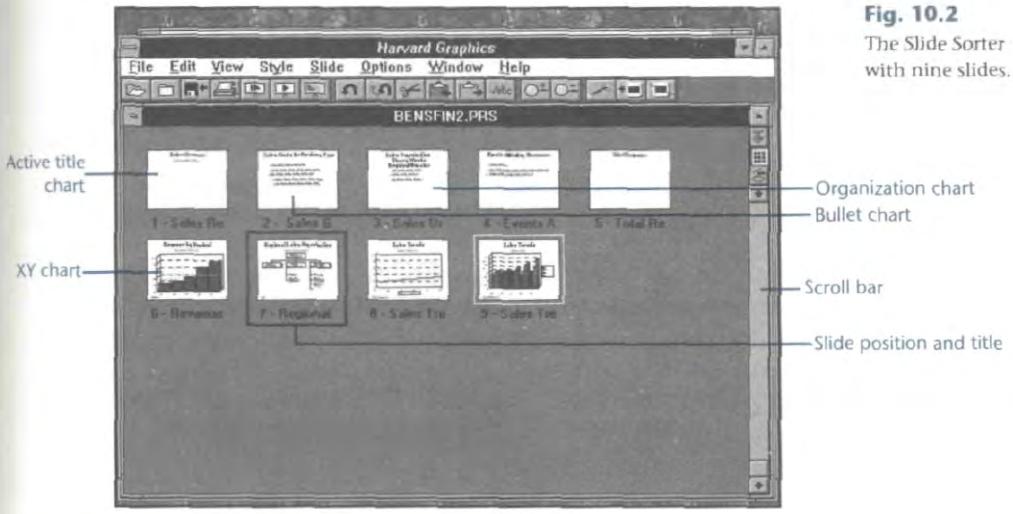

Fig. 10.2
The Slide Sorter with nine slides.

Editing a Presentation

You have several editing options in the Slide Sorter. You can edit the organization of your presentation by rearranging, relocating, or deleting selected slides. Editing in the Slide Sorter can be as simple as selecting a slide (clicking it) and moving the slide to a new location. In the Slide Sorter, you use common mouse techniques—clicking, double-clicking, and dragging—to edit your presentation.

In the Slide Sorter, you can change the arrangement and location of single or multiple slides. You can edit only active slides, however. This section explains how to make slides active and how to move, cut, copy, and paste slides in your presentation. In case you make a mistake while editing, this section also explains how you can undo your last action. (*Note:* The examples throughout this chapter make changes to the presentation shown in figure 10.2. Keep this in mind as you read the following sections.)

Selecting Slides

You can select one slide or a group of slides for editing in the Slide Sorter. To select a single slide, click the image of the slide. When you select a slide, Harvard Graphics highlights the image with a box. The slide surrounded by a box is the active slide.

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Three methods of making multiple slides active exist: choosing Select all, Shift-clicking, and dragging a marquee. If you intend to select all slides in your presentation, the easiest way is to choose Select all from the Edit menu. Times may occur, however, when you want to choose several—but not all—slides in your presentation. If the slides you want to select are not adjacent, you can use the Shift-click method. You click each slide in the presentation while you hold down the Shift key. Using this method, you can select slides throughout the presentation.

The last method for selecting a group of slides involves dragging a marquee around the slides. The *marquee* is a dashed box that encompasses a group of objects (see fig. 10.3). With the marquee, you can select only adjacent slides.

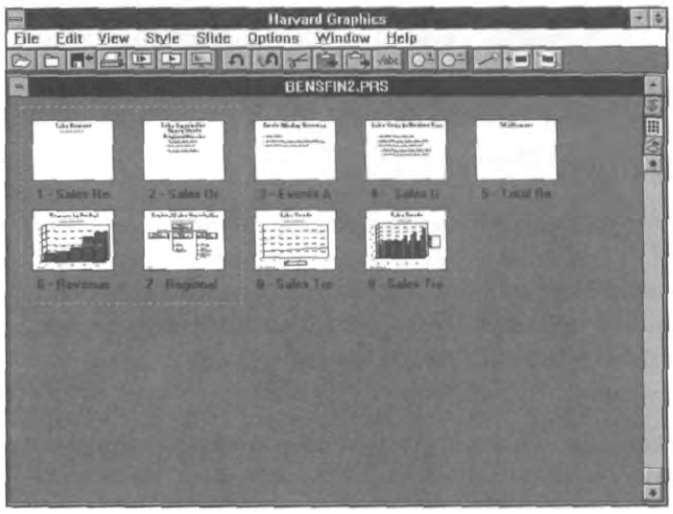

Fig. 10.3
Selecting a block of slides.

To select a block of slides by dragging a marquee around them, place the mouse pointer next to one of the slides in the group you intend to select. (Because the marquee begins at the location of the mouse pointer, you should place the mouse pointer on the outside edge of the first slide in the group.) Click and hold down the mouse button; then drag the marquee until the dashed line of the marquee touches—it does not have to encompass—all slides in the group. Release the button.

To select the slides in figure 10.3, for example, you click near the top left corner of slide 1; then drag the marquee diagonally across the other slides. Release the mouse button when slides 1, 2, 6, and 7 are within the marquee.

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To deselect a slide or group of slides, you can click an unselected slide (the slide becomes active), or you click any empty area in the Slide Sorter window.

Rearranging Slides

You can rearrange slides in the Slide Sorter by dragging the slide to the new location. When you move the slide, the mouse pointer changes to a placeholder that resembles a small slide. Harvard Graphics displays the placeholder between slides to indicate the new position of the slide (see fig. 10.4). When you release the mouse button, the slide appears in its new location. Harvard Graphics rearranges and renumbers the other slides to accommodate the relocated slide.

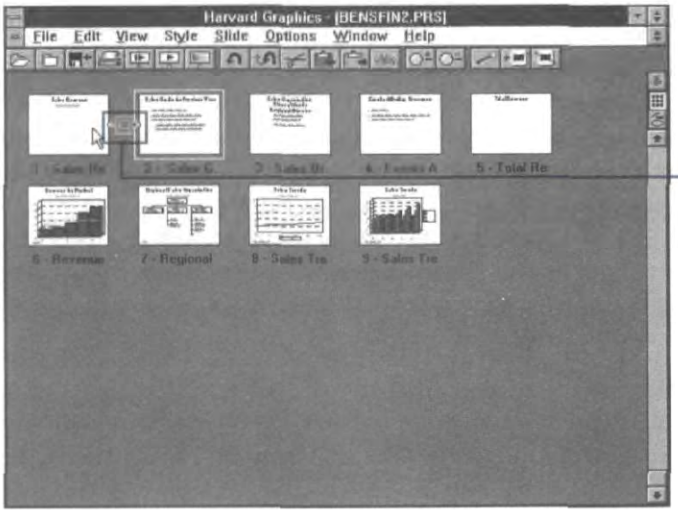

Fig. 10.4
The slide placeholder.

You can move more than one slide at a time. To move several slides, you first must select the slides. (For information on selecting a group of slides, see the preceding section, "Selecting Slides.") Although moving a group of slides is relatively easy, you can move only a group of *consecutive* slides. You cannot move the slides highlighted in figure 10.3, for example, because although they are adjacent, these slides are not consecutive. You could move the group, however, if the slides in positions 3, 4, and 5 also were selected.

To move consecutive slides, you use the same technique that you use to move a single slide. Place the mouse pointer on one of the group slides and drag the slide to the new location. The slide placeholder indicates the new

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location of the slides. When you release the mouse button, the group of slides appears in the new location.

If you want to move slides 2, 3, and 4 to follow slide 7 in the presentation, for example, follow these steps:

1. While holding down the Shift key, click slides 2, 3, and 4. As you click each slide, Harvard Graphics highlights the slide.
2. Place the mouse pointer on any of the slides and drag the mouse pointer until the placeholder appears between slides 7 and 8.
3. Release the mouse button. Slides 2, 3 and 4 appear in the new location.

Adding Slides

You can add slides to a presentation in the Slide Sorter by choosing Add slide... from the Slide menu. The Add Slide dialog box, in which you pick a slide type, appears. After you choose a slide type, click the OK button to add the slide to your presentation. Harvard Graphics places the new slide after the active slide in the Slide Sorter. Harvard Graphics creates the slide with sample data so that you can see how this type of slide works with your presentation. See the section "Adding Slides to a Presentation" in Chapter 2, "Learning Harvard Graphics for Windows Basics," for more information on this dialog box.

Deleting Slides

In the Slide Sorter, you can delete one slide or a group of slides. To delete slides, you first must select the slides. Unlike moving slides, however, the slides you delete do not have to be consecutive in the presentation. After you select the slides to be deleted, you must decide what method of deletion to use.

Two methods of deleting slides from a presentation exist: you can clear slides from the presentation, or you can cut slides to the Windows Clipboard. To clear the slides from the presentation, use the Clear command from the Edit menu or press Del; Harvard Graphics removes the selected slides from the presentation. To keep a copy of the slides in the Clipboard, however, you can use the Cut command from the Edit menu; Harvard Graphics removes the slides from the presentation and stores them in the Windows Clipboard.

Copying and Moving Slides

In the slide sorter, Harvard Graphics does not limit you to rearranging slides in a single presentation. You also can place copies of slides in the same

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presentation or transfer the slides to other presentations. To show a particular group of slides at the beginning of your presentation and again at the end of the presentation to recap the material, for example, you can copy the slides from the beginning of the presentation and paste them at the end. You also may want to copy a common set of slides between presentations to avoid creating the slides from scratch. In this section, you learn to use three commands from the Edit menu: Copy, Cut, and Paste. With these commands, you can duplicate and rearrange many slides in a presentation.

The Copy and Cut commands from the Edit menu are similar and easy to confuse. One important difference does exist, however. When you use the Copy command, Harvard Graphics stores a duplicate of the slide in the Clipboard, and the original slide remains intact. When you use the Cut command, Harvard Graphics removes (cuts) the original slide and places it in the Clipboard. Keep this important difference in mind as you read the rest of this section.

You must select the slides before you can copy or cut them. (Refer to "Selecting Slides" for instructions on selecting one or many slides.) You use the same technique to cut or copy slides. After you select the slides, choose Copy if you want the original to remain intact and a duplicate placed in the Clipboard. Choose Cut if you want to remove the slide from the presentation and store it in the Clipboard.

Caution

The contents of the Windows Clipboard remain intact only until you store something else in the Clipboard or exit Harvard Graphics, at which time all information stored in the Clipboard is lost.

After you use the Copy or Cut command to store a slide in the Clipboard, you can use the Paste command from the Edit menu to place a copy of the slide(s) in the original presentation or another presentation. When you use the Paste command, Harvard Graphics inserts the copied slides after the active slide in the presentation. If no slide is active, Harvard Graphics places the slide at the end of the presentation.

Follow these steps to paste a group of slides in the current presentation:

1. Select the appropriate slides as discussed earlier.

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2. Choose **C**opy or Cu**t** from the Edit menu. Harvard Graphics stores the selected slide in the Clipboard.

   (Remember, if you choose **C**opy, the original slide remains intact; if you choose Cu**t**, Harvard Graphics removes the original slide.)

3. In the Slide Sorter, click the slide that the pasted slide should follow.

4. Choose Paste Slide(s) from the Edit menu. Harvard Graphics places the copied slide at the specified location.

You also can paste slides into other presentations. To transfer slides, you must open both presentations—the source and target presentation—using the Open command on the File menu. (See Chapter 2, "Learning Harvard Graphics for Windows Basics," for instructions on opening a presentation.) Both presentations—the target and source—must be shown in the Slide Sorter.

The Window menu lists all open presentations (see fig. 10.5). To access another presentation, choose the presentation's name from the Window menu; if the view of the active window is not the Slide Sorter, choose Slide Sorter from the View menu. To transfer slides between presentation, cut or copy the slides in the source presentation, switch to the target presentation, and execute the Paste command.

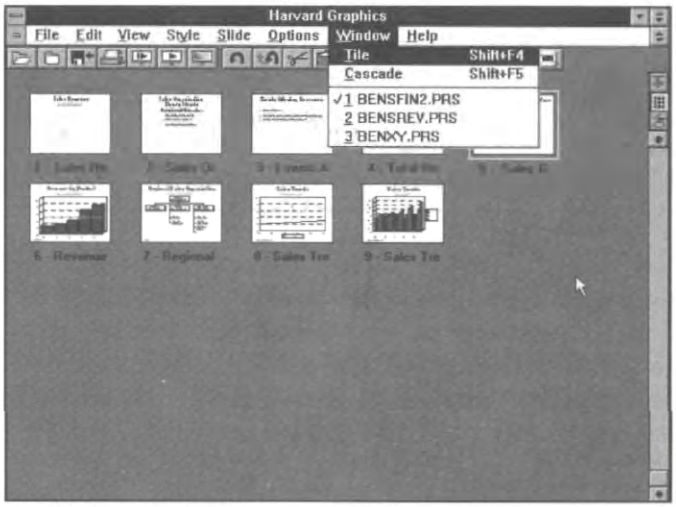

Fig. 10.5
The Window menu.

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Follow these steps to transfer a slide between presentations:

1. Use the **O**pen command from the File menu to open both presentations, if you have not done so already.
2. Select the source presentation in the Window menu. The source is the presentation *from which* you copy or cut the slide.
3. If you are not viewing the presentation in the Slide Sorter, choose Slide Sorter from the View menu.
4. In the Slide **S**orter, select the slide you want to copy or move.
5. Choose **C**opy from the Edit menu to copy the slides from the source presentation; choose Cu**t** to remove the slides from the source presentation.

   Harvard Graphics stores the slide temporarily in the Clipboard. (Remember, the slide remains in the Clipboard until you store *something else there or until you exit the program.*)
6. Choose the target presentation in the Window menu. The target is the presentation *to which* you want to move the slide.
7. If you are not viewing the target presentation in the Slide Sorter, choose Slide **S**orter from the View menu.
8. Click the slide that the pasted slide should follow.
9. Choose Paste Slide(s) from the Edit menu. Harvard Graphics inserts the slide into the specified location in the target presentation.

When you copy a slide from one presentation to another, Harvard Graphics copies the background from the slide as well When you copy the slide, Harvard Graphics checks the target presentation to see whether a background with the same name as the slide's background exists. If Harvard Graphics finds a background with the same name, the Paste Background dialog box appears (see fig. 10.6). Using this dialog box, you change the slide's background or rename the background.

To rename the background, click the Rename button and type the name in the text box. To change the slide background to that of the presentation, click the use current presentation's background button. Then click OK to paste the slide.

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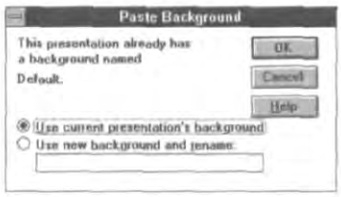

Fig. 10.6
The Paste Background dialog box.

Undoing a Change

As you work with a presentation, you may find that a change you made was not what you wanted. The Undo command on the Edit menu reverses the most recent change you made to a presentation. If you select a large group of slides and mistakenly clear them from the presentation, for example, you simply choose Undo from the Edit menu; the deleted slides reappear. Keep in mind, however, that the Undo command can reverse the *most recent* change only. All other changes are permanent.

Using the Slide Sorter Icon Bar

As presented in previous chapters, the icon bar is also available for use in the Slide Sorter. For example, to cut a slide and have it copied to the clipboard using the Cut icon:

1. Select the slide you want to copy to the clipboard.
2. Click the Cut icon (scissors). Please keep in mind that the slide you just selected will be removed from the current slide sorter display and placed in the clipboard, available for pasting in the current or another presentation.

Tip
To help you determine which icon you need, Harvard Graphics displays the name of each icon in the Window title when you first move the mouse over the icon.

Changing the View

Although you can perform many editing functions in the Slide Sorter, occasions may occur in which the Slide Sorter does not meet your editing needs. Other views—the Outliner and Slide Editor—are available.

You can use the Outliner to edit the slides of a presentation. The Outliner is like the Slide Sorter in that it enables you to see all the slides in your presentation; however, unlike the Slide Sorter, in the Outliner, you can only see

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textual information, such as the data in a bullet chart or the title of a pie chart. Chapter 11, "Using the Outliner," teaches you how to add slides and edit the data for text charts in the Outliner.

If the slides in your presentation are mostly text charts, you may prefer to use the Outliner to edit the presentation. If your presentations contain numeric charts, the Slide Sorter is more useful for editing the presentation.

The Slide Editor enables you to edit and add graphical objects to individual slides of a presentation. Unlike the Slide Sorter or the Outliner, in the Slide Editor, you can work with a single slide only. You access the Slide Editor from the Slide Sorter window by double-clicking the slide you intend to edit.

The View menu lists each view (Slide Sorter, Slide Editor, and Outliner). To change the view of a presentation, select the appropriate view from the menu. You also can change the view by using the view icons displayed on the right side of the Slide Sorter window. The Outliner and Slide Editor windows also display these icons, shown in figure 10.7. To change the view by using the icons, click the appropriate icon: to view the presentation in the Outliner, click the Outliner; to view the active slide in the Slide Editor, click the Slide Editor icon.

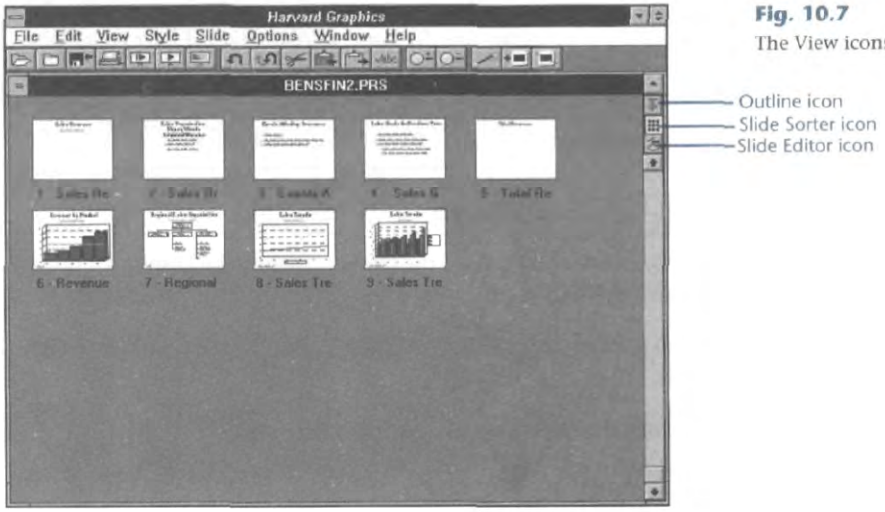

Fig. 10.7
The View icons.

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Showing Slide Jackets

For slides shown in a projector, each slide is a photograph enclosed in a white jacket. You also can display jackets around the slides in the Slide Sorter. Figure 10.8 shows the Slide Sorter slides with jackets. One advantage of showing the jackets is that each slide has more space. The extra space is helpful for selecting and moving slides, and the jackets also emphasize the active slide, which is white in the figure. One disadvantage of displaying slide jackets, however, is that the Slide Sorter can display fewer slides.

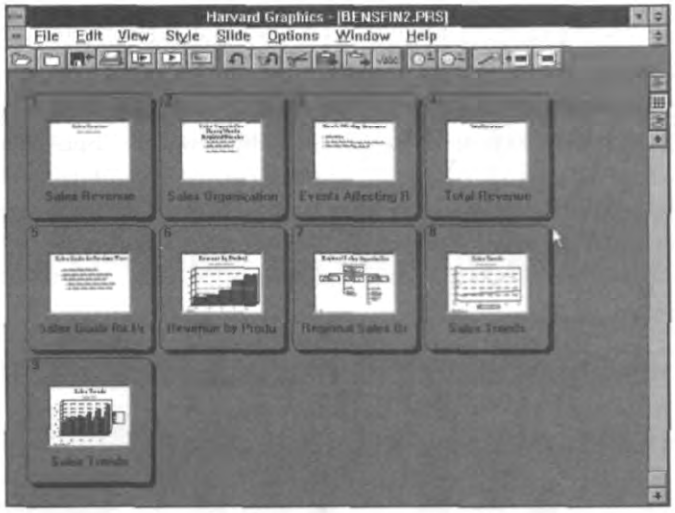

Fig. 10.8
The Slide Sorter showing slide jackets.

To view the jackets in the Slide Sorter, follow these steps:

1. Choose **D**isplay... from the Options menu. The Display Options dialog box appears.
2. In the Display Options dialog box, click the Show jackets in Slide Sorter box so that an X appears.
3. Click the OK button to accept the changes.

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From Here...

This chapter covers the Slide Sorter, which you use to edit the organization of a presentation. In this chapter, you learned how to change the order of your slides and how to delete slides from a presentation. You also learned how to copy slides and how to move slides to a different presentation. The chapter ends with an explanation of how to change the view of a presentation and how to show slide jackets in the Slide Sorter.

The next chapter, Chapter 11, "Using the Outliner," explains how to create and edit a presentation in the Outliner, which is another view in which you can edit your entire presentation.

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Chapter 15

Importing, Exporting, and Linking Data

When you build a presentation, you create slides that communicate ideas and information in graphics images. Because slides generally combine information from various applications—such as spreadsheets, word processors, and graphics—the capability to transfer images between applications is essential in detailed slide creation. To bridge the gap between programs, Harvard Graphics enables you to import a variety of data and images from other Windows and DOS applications to your slides. When you *import*, you transfer data and images *into* your Harvard Graphics presentation from other programs or applications. For example, you can calculate financial data in a spreadsheet and import the data to a chart or table.

Similarly, you can *export* information *from* the Harvard Graphics presentation to other programs or applications. You can export charts you create in Harvard Graphics to a document you produce in a word processor, for example. Because Harvard Graphics uses a variety of export formats, you can export data to other programs easily.

A *link* is a connection between two files or data items that enables a change in the original file to occur in the other file. When you import or export data, the link to the original program is not maintained. If you do not link the files, the data in the original file may change, but the file that received the original data remains unaltered. Harvard Graphics enables you to create links, which resolve this problem.

In this chapter, you learn how to do the following:

- Import data and graphics
- Export data and graphics
- Link together multiple documents using DDE and OLE

This chapter explains how to import and export data from various applications and programs to and from Harvard Graphics. You also learn how to use the Windows Clipboard to transfer data and images between Harvard Graphics and other Windows applications. Finally, you learn how to establish a link from another Windows application directly to Harvard Graphics.

Importing Data

To import data and images from other applications into your presentation, you use the **Import** command on the **File** menu. You can import charts and presentations from the DOS versions of Harvard Graphics, as well as images created in other Windows applications.

The information you can import depends on the current view—Outliner, Slide Sorter, Slide Editor, or chart data form—of the presentation. In the Slide Sorter, for example, you can import presentations and charts from Harvard Graphics for DOS. In the Slide Editor, on the other hand, you can import Harvard Graphics DOS files plus bit maps and drawings from other programs. Table 15.1 lists the files you can import into the different views.

Table 15.1 Files Harvard Graphics Imports

View	Files
Slide Editor	Harvard Graphics Chart 2.x
	Harvard Graphics Show 2.x
	Harvard Graphics Template 2.x
	Harvard Graphics Chart 3.x
	Harvard Graphics Show 3.x
	Harvard Graphics Template 3.x
	Adobe Illustrator
	Windows bit-mapped
	Computer Graphics Metafile
	Micrografx Drawing
	GIF Bitmap

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View	Files
	Macintosh PICT
	PC Paintbrush bit-mapped (PCX)
	PC Paintbrush bit-mapped (PCC)
	SPC Interchange
	TIFF bit-mapped
	Windows Metafile
	WordPerfect Graphics
Slide Sorter	Harvard Graphics Chart 2.x
	Harvard Graphics Show 2.x
	Harvard Graphics Template 2.x
	Harvard Graphics Chart 3.x
	Harvard Graphics Show 3.x
	Harvard Graphics Template 3.x
Outliner	ASCII
Chart data form	Excel
	Lotus
	Delimited ASCII

When you choose **I**mport from the **F**ile menu, the Import dialog box appears (see fig. 15.1). You use the Import dialog box to indicate what data you intend to import. The dialog box contains the following options:

- *File* ***t****ype:.* This list box determines the type of file you are importing. The data you can import depends on the file. For example, only numeric data can come from a spreadsheet, but both data and images come from Harvard Graphics DOS 3.x charts. In figure 15.1, the File **t**ype: box indicates that you can import Harvard Graphics 2.x charts. To see the other formats available for import, click the down arrow next to the list box. To import a different type of file, select a file format from the list that appears.

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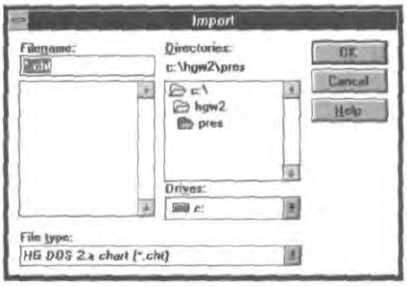

Fig. 15.1
The *Import* dialog box.

- *Filename:*. This text box contains the name of the file you are importing. To import a file, type the file name in the Filename text box or double-click the name in the Filename: list box. The list box contains the names of files that match the extension for the current import file format. If the file you intend to import is in a directory other than the directory identified at the Directories prompt, you can change directories by typing the drive and directory—not the file name—in the Filename text box.

- *Directories:*. This prompt shows the current directory. To view files in different directories, you can change the current directory by double-clicking the directory in the list box. As mentioned, you also can type the directory in the Filename text box. When you change the directory, Harvard Graphics displays the files of the specified type that are contained in the new directory.

- *Drives:*. This field shows the current drive. To view files on different drives, you can change the current drive by clicking the down arrow next to the field and then clicking a new drive.

Importing a Harvard Graphics for DOS Chart

You can import files from the DOS versions of Harvard Graphics to use previously created charts or to share files created with these versions. When you import a chart from a DOS version, you import the data from the chart along with the chart option settings. See Chapters 3 through 6 for information about chart options.

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Follow these steps to import a Harvard Graphics 3.x chart from the C:\HG3\DATA directory (the directory that contains the chart may be different on your system):

1. If you are not viewing the current slide in the Slide Sorter, choose Slide **S**orter from the **V**iew menu.
2. Choose **I**mport... from the **F**ile menu. The Import dialog box appears.
3. Click the down arrow next to the File **t**ype: list box to see the available formats.
4. Choose Harvard Graphics Chart 3.x from the list that appears. If this format is not visible, click the scroll arrows until the Harvard Graphics 3.x format appears; then select it.
5. Click the File**n**ame: text box. If the text box is not empty, press the End key to move to the end of the box; then press the Backspace key until the text box is clear.
6. To change the directory, type **C:\HG3\DATA** in the File**n**ame: text box and click OK. The **D**irectories: prompt indicates that the current directory is C:\HG3\DATA.
7. *In the File**n**ame: text box, type the name of the file you want to import.*
8. Click OK to import the file.

Harvard Graphics creates a new slide with the data and images from the imported file.

Importing a Harvard Graphics for DOS Presentation

You can import Harvard Graphics for DOS presentation files in the Slide Sorter or the Slide Editor. In the DOS version, the slides in a presentation are stored in individual chart files. When you import, each chart file becomes a slide in your Harvard Graphics for Windows presentation.

To import Harvard Graphics for DOS files, you must view your presentation in the Slide Editor or Slide Sorter. In the Import dialog box, which appears when you choose **I**mport from the **F**ile menu, select the version and file type in the File **t**ype: list. See "Importing Data" earlier in this chapter to learn how to import files from different directories.

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Follow these steps to import a Harvard Graphics 3.x presentation from the C:\HG3\DATA directory (your directory may be different):

1. The current view of your presentation must be the Slide Sorter or the Slide Editor. If you are not in one of these views, choose Slide **S**orter or Slide **E**ditor from the **V**iew menu.
2. Choose **I**mport... from the **F**ile menu. The Import dialog box appears (refer to fig. 15.1).
3. Click the down arrow next to the File **t**ype: list box. A list of available formats appears.
4. Select Harvard Graphics Show 3.x from the list. If this format is not visible, click the scroll arrows until the Harvard Graphics 3.x format appears; then select it.
5. Click the File**n**ame: text box. If the text box is not empty, press the End key to move to the end of the box; then press the Backspace key until the text box is clear.
6. To change the directory, type **C:\HG3\DATA** in the File**n**ame: text box and click OK. The **D**irectories: prompt indicates that the current directory is C:\HG3\DATA.
7. In the File**n**ame: list box, double-click the name of the file you want to import.

When you import files from Harvard Graphics for DOS, the data from the original file remains intact although the appearance of the slide may change. For example, some of the colors may be different in the Windows version. With templates, you can modify the appearance of your imported files to make them more consistent with the slides in your presentation. See the section "Applying Templates" in Chapter 14, "Creating Output," for more information on working with templates.

Tip
Most chart types, except for title, bullet, and organization charts, accept data from spreadsheets. The Import... option on the File menu is not enabled for chart types that cannot accept imported spreadsheet data.

Importing Spreadsheet Data

You can import data from spreadsheets into the chart data form. With this feature, you can avoid retyping the data that has already been entered or calculated in your spreadsheet. You can import the entire spreadsheet or a range of cells on the spreadsheet. Harvard Graphics imports data from Lotus 1-2-3 and Microsoft Excel.

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To import data from a spreadsheet, choose Edit **d**ata from the **C**hart menu to display the chart data form. Because Harvard Graphics enters the imported data into the data form from the active cell's location, you must activate a cell in the data form before you import the spreadsheet information. Open the Import dialog box by choosing **I**mport... from the **F**ile menu (see fig. 15.2).

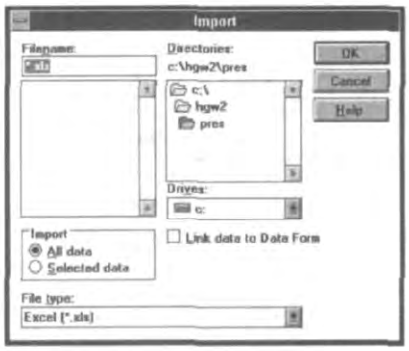

Fig. 15.2
The Import dialog box for importing spreadsheet data.

This dialog box is only slightly different from the dialog box discussed in the section "Importing Data." The dialog box in figure 15.2 contains buttons for specifying the type of spreadsheet import. You indicate whether you are importing the entire spreadsheet or a range of specified cells by clicking the appropriate button—**A**ll data or **S**elected data.

Tip
You can import data by clicking the Get data... button on the data form.

Importing the Entire Spreadsheet. You can import an entire spreadsheet into the chart data form so you save the time needed to enter the spreadsheet data cell by cell. Only data values—no formulas—import from the spreadsheet. The value of the formula from the last calculation of the spreadsheet is the value imported. The next section, "Importing a Range from a Spreadsheet," explains how to import specific parts of the spreadsheet.

Suppose that you are importing the Microsoft Excel spreadsheet REVENUE.XLS from the C:\EXCEL directory into cell A1 of the data form. Follow these steps:

1. If you are not viewing the presentation in the Slide Editor, choose Slide **E**ditor from the **V**iew menu.

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2. Choose **A**dd slide... from the **S**lide menu. The Add Slide dialog box opens for you to create a new slide. (See the section "Adding Slides to a Presentation" in Chapter 2, "Learning Harvard Graphics for Windows Basics.")
3. Click the type of slide you want to import *into*. Remember, you cannot import spreadsheet data into title, bullet, or organization charts.
4. Click OK in the Add Slide dialog box to create the slide and display the data form for the chart.
5. Click cell A1 to make this cell active.
6. Choose **I**mport from the **F**ile menu. The Import dialog box appears.
7. If Excel is not the current file format, click the down arrow next to the File **t**ype: list box and choose Excel from the list.
8. Type the directory **C:\EXCEL** in the File**n**ame text box and click OK. The directory changes to C:\EXCEL, as shown at the **D**irectories prompt.
9. Click the **A**ll data button to import the entire spreadsheet.
10. Type the name of the spreadsheet in the File**n**ame: text box. For this example, type **revenue.xls**.
11. Click OK. Harvard Graphics imports the spreadsheet into the chart data form at cell A1, the active cell.

After data is imported, you can edit it on the data form without affecting the original spreadsheet. You can make changes to the data or chart just as if you had typed the data directly into the data form.

Importing a Range from a Spreadsheet. The **S**elected data button in the Import dialog box enables you to import a range of cells or a named range from any spreadsheet. That is, you can import a section of the spreadsheet without importing an entire sheet. *Named ranges* define by name a range of cells in the spreadsheet. For example, you can specify the name *Revenue* for cells A1 through D1 on the spreadsheet. With the **S**elected data button, you can import a named range, like *Revenue*, or a specific range, such as A1 through D1.

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Before importing the range into the data form, Harvard Graphics opens the Select Data dialog box (see fig. 15.3). In this dialog box, you use the **F**rom cell: and **T**o cell: text boxes to specify the range of cells to import. Type the first cell from the range in the **F**rom cell: text box; then type the last cell in the **T**o cell: text box.

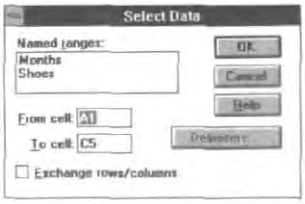

Fig. 15.3
The Select Data dialog box.

You use the **E**xchange rows/columns option to transpose the information in the rows and columns of the spreadsheet. The swap is made when the data is imported. If you do not set this option, the spreadsheet data appears with the same rows and columns in the data form. If you set the option, the rows and columns switch.

In the Select Data dialog box, named ranges from your spreadsheet appear in the Named **r**anges: list box. To import the range, select the name of the range from the Named **r**anges: list box. When you select the range name, Harvard Graphics displays the starting and ending cells, which define the range, in the **F**rom cell: and **T**o cell: text boxes, respectively. This display helps you determine what part of the sheet is importing.

Follow these steps to import a named range of cells from a spreadsheet into the data form starting at cell A1:

1. If you are not viewing the presentation in the Slide Editor, choose Slide **E**ditor from the **V**iew menu.
2. Choose **A**dd slide... from the **S**lide menu. The Add Slide dialog box opens for you to create a new slide. (See the section "Adding Slides to a Presentation" in Chapter 2, "Learning Harvard Graphics for Windows Basics.")
3. Click the type of slide you want to import *into*. Remember, you cannot import spreadsheet data into title, bullet, or organization charts.
4. Click OK in the Add Slide dialog box to create the slide and display the data form for the chart.

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5. Click cell A1 to make this cell active.
6. Choose **I**mport... from the **F**ile menu. The Import dialog box appears.
7. Choose the import format in the File **t**ype: list box. For example, to import from Lotus 1-2-3, choose Lotus from the list.
8. Click the **S**elected data button to indicate that you are importing a *range* from the spreadsheet, not the entire spreadsheet.
9. In the File**n**ame: text box, type the name of the file.
10. Click OK.

    Before Harvard Graphics imports the data, the Select Data dialog box appears.
11. Select the range in the Named **r**anges: list box. The beginning and ending cells of the range appear in the **F**rom cell: and **T**o cell: text boxes, *respectively*.
12. Click OK. Harvard Graphics imports the specified range to cell A1 of the data form.
13. Click OK to create the chart with the data.

You can modify the data and chart directly without affecting the original spreadsheet.

Importing Delimited ASCII

Delimited ASCII files are text files in which delimiting characters, such as commas or double quotation marks, separate the labels and data items in the file. Delimited ASCII files are text files you generate with programs like Microsoft Excel or dBASE. When you create the file, you specify a *delimiter*, or character, to separate the items in the file. When you import these files into Harvard Graphics, you must specify the correct delimiter character. You import delimited files into the chart data form.

To import a delimited ASCII file, choose **I**mport... from the **F**ile menu while you are viewing the chart data form. In the Import dialog box, choose Delimited ASCII as the file type.

Before Harvard Graphics imports the data, the Delimiters dialog box appears (see fig. 15.4). You use this dialog box to indicate what delimiter separates the

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labels and data in the file. You can use a comma, tab, or custom character as the delimiter. You click the appropriate Field separator button to set the delimiting character.

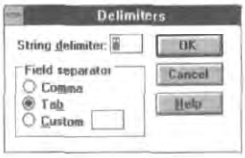

Fig. 15.4 The Delimiters dialog box.

Commas and tabs are the two most common delimiters. If your delimited ASCII file was not created with comma or tab delimiters, choose the **C**ustom button and specify the character in the text box next to the button. Figure 15.5 shows a sample ASCII file delimited with commas.

Fig. 15.5 An ASCII file delimited with commas.

If commas delimit your file and you use a comma in a number (such as 1,507), Harvard Graphics imports the number as two separate values (1 and 507). Strings in a delimited ASCII file, however, override the delimiter. A *string* is a group of characters that are specially marked to indicate that they belong together (as with the number 1,507). If you place string characters around the number, Harvard Graphics imports the number correctly. You use the String **d**elimiter: text box to define the string character. As with the delimiter, you must use the same string character that was used to create the

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file. A common string character is the double quotation mark. For the number 1,507, the file contains the string with quotation marks around the number: "1,507".

To import a delimited ASCII file, beginning at cell A1 in the chart data form, follow these steps:

1. If you are not viewing the presentation in the Slide Editor, choose Slide **E**ditor from the **V**iew menu.
2. Choose **A**dd slide... from the **S**lide menu. The Add Slide dialog box opens for you to create a new slide. (See the section "Adding Slides to a Presentation" in Chapter 2, "Learning Harvard Graphics for Windows Basics.")
3. *Click the type of slide you want to import into. Remember, you cannot import spreadsheet data into title, bullet, or organization charts.*
4. Click OK in the Add Slide dialog box to create the slide and display the data form for the chart.
5. Click cell A1 to make this cell active.
6. Choose **I**mport... from the **F**ile menu. The Import dialog box appears.
7. Click the down arrow next to the File **t**ype: list box and select Delimited ASCII from the list. The Delimited ASCII format appears in the File **t**ype: list box.
8. Type the name of the file you are importing in the File**n**ame: text box. To select a file from another directory, refer to "Importing Data" earlier in the chapter.
9. Click OK. The Delimiters dialog box appears.
10. *Click the Co**m**ma button in the Field separator section of the dialog box. If your delimited ASCII file was created with string separators, type the separator in the String **d**elimiter text box.*
11. Click OK. Harvard Graphics imports the data, beginning at the active cell.

Figure 15.6 shows data from figure 15.5 after importing in the data form.

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Fig. 15.6
Data imported from an ASCII delimited file.

Maintaining Links To Import Files

When you import data into the chart data form, Harvard Graphics copies the data from the import file to the chart and saves the data in the presentation. Although the data from the original file may change between the time you import the file and the time you open it again, the imported file does not reflect the change. You can solve this problem by creating a link between the original and imported files. As explained in a previous section, a link enables a change in the original file to occur in the other file. You can create a link from an Excel, Lotus 1-2-3, or Delimited ASCII file to the data in a chart.

If you activate the **L**ink data to Data Form button in the Import dialog box before you import the data, you can maintain the most up-to-date information from the import file. To create a link when you import a file, click the **L**ink data to Data Form button before you click OK in the Import dialog box. When you open a presentation with linked data, Harvard Graphics opens the dialog box shown in figure 15.7. Choose **Y**es or **N**o to indicate whether to update the links by retrieving the most recent data from the file.

Follow these steps to create a link between a slide and an imported file:

1. Choose Edit **d**ata from the **C**hart menu. The chart data form appears.
2. Choose **I**mport... from the **F**ile menu. The Import dialog box appears.

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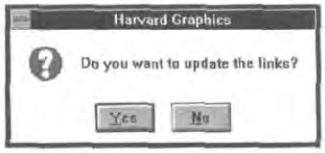

Fig. 15.7
The Update Links dialog box.

3. Set the file type in the Import dialog box.
4. Type the name of the file you are importing in the File**n**ame: text box.
5. Click the **L**ink data to Data Form button so that an X appears.
6. Click OK.

Importing ASCII Files

You can import ASCII files into the Outliner only. An *ASCII* file is a text file that contains nothing but characters and numbers. ASCII files are similar to just the text from a word processing file without any special character or page formats. In fact, most word processors, including Microsoft Word, can save a file as an ASCII or text file. Importing the ASCII file saves you the time and effort of retyping the information in the Outliner. With an ASCII file, as opposed to a Delimited ASCII file, special characters do not separate individual items in the file. Figure 15.8 shows a sample ASCII file. When imported, each line in the ASCII file becomes a new slide in the Outliner. Harvard Graphics inserts the slides after the active topic in the presentation.

Fig. 15.8
A sample ASCII file.

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Follow these steps to import an ASCII file:

1. If you are not viewing the presentation in the Outliner, choose **O**utliner from the **V**iew menu.
2. Activate the topic after which you want to insert the imported ASCII file.
3. Choose **I**mport... from the **F**ile menu. The Import dialog box appears.
4. Type the name of the file you are importing in the File**n**ame: text box.
5. Click OK. Harvard Graphics imports the ASCII file below the active topic in the Outliner.

Figure 15.9 shows an outline after importing the file shown in figure 15.8.

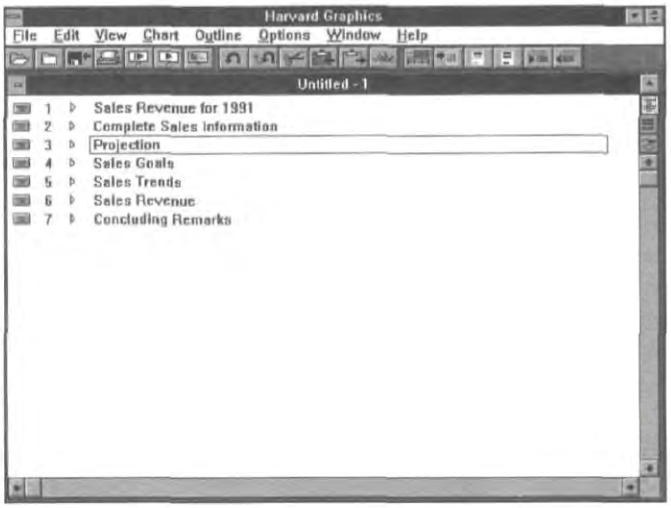

Fig. 15.9
An example of an imported ASCII file in the Outliner.

Importing Bit-Mapped Files and Graphics Images

You can import bit maps and images in a variety of graphics formats into a slide in the Slide Editor. A *bit-mapped file* is a picture stored in a file, much the same way a photograph is stored on film. An *image file* is a set of instructions that tell the program how to draw a picture. When you import a bit-mapped file, the image appears directly on the slide. When you import an image file, Harvard Graphics follows the instructions in the file to display the image on the slide. For bit-mapped files, you can import Windows bit-mapped (BMP),

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GIF Bitmap (GIF), PC Paintbrush bit-mapped (PCC or PCX), and TIFF bit-mapped (TIF) files. For image file formats, you can import Computer Graphics Metafiles (CGM) and Windows Metafiles (WMF). The imported bit-mapped or image file appears directly on the slide.

Follow these steps to import a Windows bit-mapped file to the Slide Editor from the C:\WINDOWS directory:

1. If you are not viewing the presentation in the Slide Editor, choose Slide **E**ditor from the **V**iew menu.
2. Choose **I**mport... from the **F**ile menu. The Import dialog box appears.
3. Click the down arrow next to the File **t**ype: list box and select the Windows bit-mapped format.
4. To change the directory, type **C:\WINDOWS** in the File**n**ame: text box and click OK.
5. Select the file you want to import in the files list box. If the file name is not visible, click the scroll bars beside the list box until the file appears.
6. Click OK. Harvard Graphics imports the bit-mapped file to the slide.

After Harvard Graphics imports the bit-mapped or image file, you can manipulate the object the same way you manipulate other objects, using the tools on the toolbox. For more information on working with objects in the Slide Editor, refer to Chapter 12, "Drawing in Harvard Graphics," and Chapter 13, "Enhancing Drawings and Objects."

Exporting Data

The **E**xport... command on the **F**ile menu enables you to transfer data and images *from* Harvard Graphics *to* other programs. You can export the images on a slide to another type of graphics file that other applications can read. For example, you can export your chart to a common graphics file format and then read the file from your word processor. You also can export slides and presentations to Harvard Graphics DOS files to use with the DOS version. The type of file you can export depends on your current view of the presentation. From the Slide Editor, you can export a single slide or a Harvard Graphics presentation file; from the Slide Sorter, you can export a presentation,

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which may contain several slides and export to several files. You also can export your presentation outline to an ASCII file in the Outliner. Table 15.2 lists the views and the files that can export from each view.

Table 15.2 Files Harvard Graphics Exports

View	Files
Slide Editor	HGW runtime presentation
	Harvard Graphics Chart 3.x
	Harvard Graphics Show 3.x
	Windows bit-mapped
	Computer Graphics Metafile
	CGM Harvard Graphics
	CGM Lotus Freelance Plus
	GIF Bitmap
	Macintosh PICT
	PC Paintbrush bit-mapped (PCX)
	SPC Interchange
	TIFF bit-mapped
	Windows Metafile
	WordPerfect Graphics
Slide Sorter	HGW runtime presentation
	Harvard Graphics Chart 3.x
	Harvard Graphics Show 3.x
	Windows bit-mapped
	Computer Graphics Metafile
	CGM Harvard Graphics
	CGM Lotus Freelance Plus
	GIF Bitmap

(continues)

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Table 15.2 Continued

View	Files
	Macintosh PICT
	PC Paintbrush bit-mapped (PCX)
	SPC Interchange
	TIFF bit-mapped
	Windows Metafile
	WordPerfect Graphics
Outliner	HGW runtime presentation
	ASCII

If you export from Harvard Graphics, the program creates a new file using the export file format. If you export a presentation, Harvard Graphics appends a number to the name of each slide in the presentation. If you type **Bensig** as the file name, for example, Harvard Graphics exports the first slide to the file BENSI001, the second file to BENSI002, and so on.

The Export dialog box, shown in figure 15.10, appears when you choose **E**xport... from the **F**ile menu. In the File**n**ame: text box, type the name of the file you want to create when you export. The File **t**ype: list box lists the export formats. To change the format, click the down arrow next to the File **t**ype: list box and select the correct format.

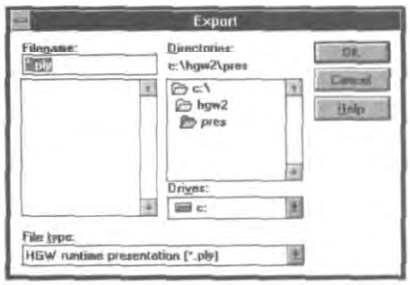

Fig. 15.10
The Export dialog box.

You can use the Export dialog box to export files into different directories. The current directory appears in the **D**irectories: prompt. The other available directories appear in the list box below the prompt. To change the current

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directory, double-click the directory in the box. You also can change the directory by typing the name of the directory—not the file name—in the Filename: text box and clicking OK. If you change the directory, the files matching the export format appear in the list box below the Filename: text box. The current drive appears in the Drives field. To select a different drive, click the down arrow next to the field and select a new drive from the list that appears.

Follow these steps to export the slides of a presentation to Harvard Graphics 3.x charts:

1. If you are not viewing the presentation in the Slide Sorter, choose Slide Sorter from the View menu.
2. Choose Export... from the File menu. The Export dialog box appears.
3. Click the down arrow next to the File type: list box and select Harvard Graphics Show 3.x from the list of formats. The selected format appears in the File type: list box.
4. In the Filename: text box, type the file name for the file that you want to create when you export. When the slides export, Harvard Graphics appends a slide number to the end of the file name created for each slide in the presentation.
5. Click OK. Harvard Graphics exports the file.

During an export, Harvard Graphics displays a status box to indicate the process of the export (see fig. 15.11). In the status box, you can see the current slide and the total number of slides exporting. You also can see the percentage of the processing completed with the current slide. Click the Cancel button in the status box to cancel the export operation. You may want to cancel the export if you accidentally export the wrong presentation or choose to export to the wrong file format. The files you created before choosing Cancel remain on your hard disk.

Exporting Harvard Graphics 3.x for DOS Files

You can export Harvard Graphics 3.x files from the Slide Editor. Harvard Graphics 3.x presentations or shows consist of individual chart files. The chart files are equivalent to the slides of a Harvard Graphics for Windows presentation. If you export to a Harvard Graphics 3.x chart, the program creates a chart file from the data and images on the slide. From the Slide

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Sorter, Harvard Graphics creates a chart file for each slide in the presentation. If you export a Harvard Graphics 3.x show in the Slide Editor or Slide Sorter, the program creates a chart file for every slide in the presentation.

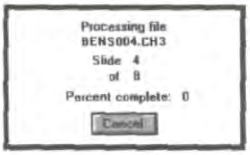

Fig. 15.11
The Export status box.

In addition to the chart files, the program creates a Harvard Graphics 3.x show file. This file contains the names of all the chart files along with information on how these charts are used in the presentation. For example, the chart file created from the first slide in the Harvard Graphics for Windows presentation is the first chart file listed in the Harvard Graphics 3.x show file.

Follow these steps to export your presentation to a Harvard Graphics 3.x show in the C:\HG3\DATA directory:

1. If you are not viewing the presentation in the Slide Sorter or Slide Editor, choose the Slide **E**ditor from the **V**iew menu to export a slide to a single chart file, or choose the Slide **E**ditor to export the presentation to a show file.
2. Choose **E**xport... from the **F**ile menu. The Export dialog box appears.
3. Click the down arrow next to the File **t**ype: list box and select Harvard Graphics 3.x Show or Harvard Graphics 3.x Chart from the list. The format you choose is listed in the File **t**ype: list box.
4. Type **C:\HG3\DATA** in the File**n**ame: text box and click OK to change the directory.
5. Type the name of the chart or show file in the File**n**ame text box. If you are exporting using the show file format, this file names all the charts. Each chart has the first five letters from the show file name, followed by the number of the slide position in the presentation.
6. Click OK to start exporting.

The Export status box, discussed in the section "Exporting Data," indicates the progress of the export.

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Exporting Graphics Images

With the Export command, you can export slides and presentations using graphics image file formats. You then can import the files you create into other programs, such as a word processor or spreadsheet. The list of supported formats includes Computer Graphics Metafile (CGM), CGM Harvard Graphics (CGM), CGM Lotus Freelance Plus (CGM), Macintosh PICT (PCT), Windows Metafile (WMF), and WordPerfect Graphics (WPG).

To export a graphics image, make sure you are viewing the presentation in the Slide Sorter or Slide Editor and choose **E**xport from the **F**ile menu. If you export from the Slide Editor, Harvard Graphics exports only the current slide with the specified file format. (This slide is visible in the Slide Editor.) From the Slide Sorter, Harvard Graphics exports the entire presentation, and each slide becomes a separate file.

Follow these steps to export a slide from the Slide Editor to a Windows Metafile:

1. If you are not viewing the presentation in the Slide Editor, choose Slide **E**ditor from the **V**iew menu.
2. Choose **E**xport... from the **F**ile menu. The Export dialog box appears.
3. Click the down arrow next to the File **t**ype: list box and select Windows Metafile from the list of file formats.
4. In the File**n**ame: text box, type the name of the file you want to create when you export.
5. Click OK to export the slide to the file.

Exporting PCX Files

The *PCX* bit-mapped file format represents bit-mapped images in black and white or color, using a variety of resolutions and sizes. You can export a slide into a bit-mapped file and read the bit-mapped file into a paint program, such as PC Paintbrush. From there, you can make further enhancements to the file using the features of the paint program. To export a PCX bit-mapped file from Harvard Graphics, choose **E**xport from the **F**ile menu while you are viewing the presentation in the Slide Editor or the Slide Sorter. Before you export PCX files, Harvard Graphics opens the PCX File Export dialog box in which you set the color, resolution, and size for the bit-mapped file (see fig. 15.12).

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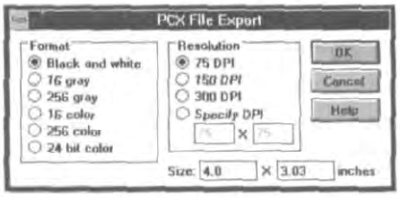

Fig. 15.12
The PCX File Export dialog box.

The color scheme of the bit map determines the basic format of the export file. Bit-mapped files change depending on the color scheme. The color scheme determines the colors that are stored in the file. These colors determine how the bit map appears when viewed in other programs. You can export black-and-white files, files that use between 16 and 256 colors or shades of gray, or files with 24 bits of color. The 16 color button creates a 16-color bit map compatible with the default color palette of PC Paintbrush.

The bit-map resolution is determined by how many dots per inch (dpi) represent the bit map. More dots provide better resolution in the file. In the dialog box, you can specify 75, 150, or 300 dpi, as well as a custom resolution. For bit maps displayed on-screen, 75 dpi is sufficient to produce a clear image; the other settings suit printers that support higher resolutions than a computer screen. The Size: text boxes enable you to control the height and width of the bit map.

Follow these steps to export a PCX file for use with PC Paintbrush:

1. If you are not viewing the presentation in the Slide Editor or Slide Sorter, choose one of these views from the **V**iew menu.
2. Choose **E**xport... from the **F**ile menu. The Export dialog box appears.
3. Click the down arrow next to the File **t**ype: list box and select PC Paintbrush (PCX) from the list of file formats.
4. Type the name of the file you want to export in the File**n**ame: text box.
5. Click OK. The PCX File Export dialog box appears.
6. Click the 16 color button in the dialog box.
7. Click OK to export the file.

Exporting TIFF Files

As with PCX bit-mapped files, the TIFF bit-mapped file format can create bit-mapped files in black and white or color, using different resolutions and sizes.

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As with PCX files, you can import a TIFF bit map into other programs to make further enhancements. You also can create a compressed file to control the size of the bit-mapped file. Compressed files store the image in a more compact format without affecting the appearance of the image.

To export a TIFF bit-mapped file, make sure you are viewing the presentation in the Slide Editor or Slide Sorter and choose **E**xport... from the **F**ile menu. Click the down arrow next to the File **t**ype: list box, and select TIFF Bitmap from the list of formats. Before exporting the file, Harvard Graphics opens the TIFF File Export dialog box, in which you set the color, resolution, size, and compression used to create the bit-mapped file (see fig. 15.13).

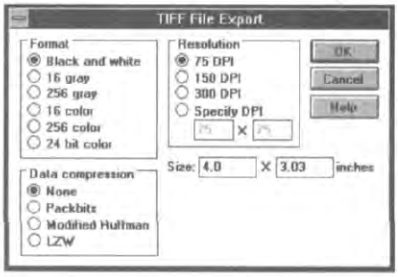

Fig. 15.13
The TIFF File Export dialog box.

The color scheme of the bit map determines the bit-map format. You can export black-and-white TIFF files, files that use between 16 and 256 colors or shades of gray, or files with 24 bits of color.

The bit-map resolution is determined by how many dots per inch (dpi) represent the image. More dots provide finer control over the image and better resolution in the file. In the dialog box, you can specify 75, 150, or 300 dpi, as well as a custom resolution. For bit maps displayed on-screen, 75 dpi is sufficient, although many printers can support higher resolutions than a computer screen. The Size: text boxes control the height and width of the bit map. The Data Compression buttons create smaller bit-mapped files without affecting the clarity of the image.

Follow these steps to export a TIFF file for use with a high-resolution black-and-white printer:

1. If you are not viewing the presentation in the Slide Editor or Slide Sorter, choose one of these views from the **V**iew menu.
2. Choose **E**xport... from the **F**ile menu. The Export dialog box appears.

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3. Click the down arrow next to the File **t**ype: list box and select TIFF Bitmap from the list of file formats.
4. Type the name of the file in the File**n**ame: text box and click OK. The TIFF File Export dialog box appears.
5. Click the 256 gray button in the TIFF File Export dialog box.
6. Click the 300 DPI button.
7. Click OK in the Export dialog box to clear the dialog box and begin exporting the file.

Exporting an ASCII Outline

From the Outliner, you can export the topics and subtopics of your outline to an ASCII file. This capability enables you to view and edit the outline in another program, such as Windows Write.

To export the outline, make sure you are viewing your presentation in the Outliner and choose **E**xport... from the **F**ile menu. The Export dialog box, in which you enter the name of the ASCII file, appears.

Follow these steps to export the outline to an ASCII file:

1. If you are not viewing the presentation in the Outliner, choose **O**utliner from the **V**iew menu.
2. Choose **E**xport... from the **F**ile menu. The Export dialog box appears.
3. Type the name of the ASCII file in the File**n**ame text box.
4. Click OK to export the outline.

Using the Clipboard

The Windows Clipboard provides one of the easiest methods for transferring information between Windows applications. Windows' capability to switch between applications enables you to copy the information without creating an export or import file. You don't need to start one program to perform the export and then exit that program so that you can import into another program. Using the Clipboard, you can copy cells from a spreadsheet and paste them directly into the chart data form, and you can copy topics in the Outliner and paste them into a word processor, such as Windows Write. Most Windows applications can communicate directly with the Clipboard.

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The applications of each combination work together to produce the best result when you transfer information. If you select a range of cells in the chart data form and paste them into a spreadsheet, for example, each cell in the data form becomes a cell in the spreadsheet. If you paste the same information into a word processor, each row of chart data becomes a line in the document. In this section, you learn how to copy the contents of the Clipboard into Harvard Graphics and how to transfer information from Harvard Graphics to the Clipboard. For more information on the Windows Clipboard, consult the Windows documentation.

Importing from Windows Applications

You use the **P**aste command on the **E**dit menu to transfer the contents of the Clipboard to a Harvard Graphics slide or chart. The result of the **P**aste command depends on the current view of the presentation. In the Slide Editor, the **P**aste command creates objects on the slide. In the Outliner, text from the Clipboard becomes topics in the outline. The Slide Sorter can accept only slides from the Clipboard. If the contents of the Clipboard are incompatible with the current view, the **P**aste command is disabled on the **E**dit menu.

To copy an object from another application to the Slide Editor using the Clipboard, follow these steps:

1. Copy the objects from another Windows application to the Clipboard by selecting the object and choosing **C**opy from the **E**dit menu.
2. Activate Harvard Graphics within Windows by clicking in the Harvard Graphics window or double-clicking the Harvard Graphics icon. (For more information on working with multiple applications in Windows, consult the Windows documentation.)
3. If you are not viewing the presentation in the Slide Editor, choose Slide **E**ditor from the **V**iew menu.
4. Choose **P**aste from the **E**dit menu. Harvard Graphics pastes the object from the Clipboard into the Slide Editor window.

Design Note

With the Paste special... command on the **E**dit menu, you can paste different parts of items you copy. The items you paste depend on what you copy and from which application. For example, if you copy a slide, you can paste the slide as a picture of objects or as a graphic bit map on another slide.

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Exporting to Windows Applications

You use the Cut and Copy commands on the Edit menu to transfer data and images from Harvard Graphics to the Windows Clipboard. The Copy command copies the information from Harvard Graphics and leaves the original presentation intact. The Cut command, on the other hand, removes the information from the presentation before placing the data in the Clipboard. After you issue the Cut or Copy command, you can paste the contents of the Clipboard into other Windows applications.

Harvard Graphics transfers the information in the manner most appropriate for the other application. If you select cells in the pie chart data form, for example, you can paste the data into the cells of a spreadsheet.

Follow these steps to copy information to the Windows Clipboard:

1. Select the objects or data in Harvard Graphics.
2. Choose Cut or Copy from the Edit menu.
3. Activate the other application by clicking its window or double-clicking its icon.
4. Choose Paste from the Edit menu.

Using DDE Links

Dynamic Data Exchange (DDE) enables Windows applications to communicate information directly. With DDE, changes made to one application appear automatically in the linked application. You can create a DDE link between the cells in a spreadsheet and the bars of a chart in Harvard Graphics, for example. As the data in the spreadsheet changes, the bars of the chart grow and shrink accordingly. As opposed to the links discussed in an earlier section, "Maintaining Links to Import Files," DDE links require both applications to be running in Windows.

You use the Paste special... command on the Edit menu to create a DDE link between Harvard Graphics and another Windows application. You can create a DDE link from the data form for any chart type except title, bullet, and organization charts; you can link only to another program that supports DDE, such as Microsoft Excel. To start the link, select the data in the Windows application and choose Copy from the Edit menu. In the data form for

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the Harvard Graphics chart, choose Paste special... from the Edit menu. The Paste Special dialog box opens (see fig. 15.14). In this dialog box, you see a list of different ways you can paste the items you copied. In the figure, the copied items can be pasted as text or as a DDE Link. To create the link, click the Link item in the dialog box. Then click the Paste link button to paste the link.

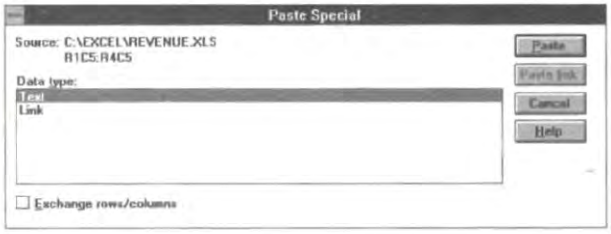

Fig. 15.14
The Paste Special dialog box.

Figure 15.15 shows a Pie chart data form with a DDE link. The edit line shows the syntax for a DDE link in a cell that was created using the Paste special... command. The information in the data form comes from cells R1C5:R4C5 in the REVENUE.XLS Excel spreadsheet.

Fig. 15.15
A DDE link in an XY chart data form.

Suppose that you want to create a link between Harvard Graphics and Microsoft Excel. To create the link, Harvard Graphics and Microsoft Excel must be running in Windows, the Excel spreadsheet must be open, and a slide with a vertical bar chart should have been created in Harvard Graphics.

Follow these steps to create a DDE link between Microsoft Excel and Harvard Graphics:

1. In the spreadsheet, select the cells you want to link.
2. Choose **C**opy from the **E**dit menu.
3. Press Ctrl-Esc to show the Task List. The task list enables you to switch between Windows applications.
4. Select Harvard Graphics from the list of tasks. You also can click the Harvard Graphics window or double-click the Harvard Graphics icon.
5. Choose Edit **d**ata from the **C**hart menu in the Slide Editor to display the data form for the chart.
6. Click the cell where you want to create the link. For the example, click A1.
7. Choose Paste **s**pecial... from the **E**dit menu. The Paste Special dialog box opens.
8. Click Link in the dialog box. The Paste **l**ink button is activated.
9. Click the Paste **l**ink button to set up the link and remove the dialog box.

The DDE link is created between Excel and Harvard Graphics. The data from the spreadsheet appears in the chart data form.

To clear the link, select the affected cells in the data form and choose Cl**e**ar from the **E**dit menu.

Using Object Linking and Embedding

Files created with various Windows applications are becoming more complex and powerful. Using the Windows Clipboard covered earlier, you can create charts in Harvard Graphics and then paste those charts in Microsoft Excel or another Windows application. The files you create can have many objects

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created with several different applications. *Object Linking and Embedding* (OLE) is a feature that Windows supplies to help ease the creation and maintenance of these compound files while ensuring that the different parts are up-to-date and look sharp.

Similar to DDE, OLE supports a link between an object created in one application and pasted into another. The difference is that when you double-click an OLE object, the creating application is launched and the object is loaded into the application. The application then determines the behavior based on its own OLE settings. For example, if you embed an object from PC Paintbrush, double-clicking the bit map allows you to quickly edit the bit map in PC Paintbrush. Likewise, you can embed Harvard Graphics presentations into other applications that support OLE. Based on the OLE settings discussed in the next section, double-clicking the object in the other application either displays the presentation as a ScreenShow or loads the presentation into Harvard Graphics for editing.

Figure 15.16 shows the Bensig company logo in the bottom right corner of the slide. This logo is actually a bit map embedded from PC Paintbrush. Because Harvard Graphics does not enable you to edit bit maps, embedding the bit-map object allows you seemless access to bit maps. You can double-click the object to edit just like you would double-click other objects on a slide. All objects appear on the slide whether or not they were created with Harvard Graphics. In fact, you can even resize the object by clicking the object handles and dragging the marquee to a new size.

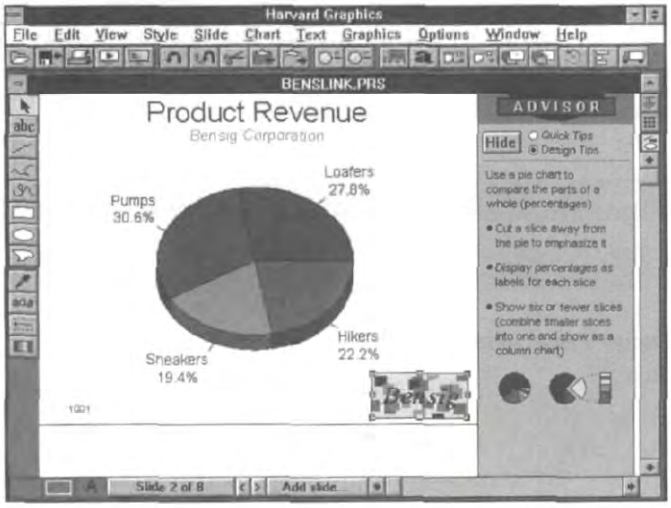

Fig. 15.16
The Bensig logo as an OLE object.

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Follow these steps to embed an object in Harvard Graphics:

1. In the creating application, select the object you want to embed.
2. Choose **C**opy from the **E**dit menu.
3. Press Ctrl-Esc to show the Task List. The task list enables you to switch between Windows applications.
4. Select Harvard Graphics from the list of tasks. You also can click the Harvard Graphics window or double-click the Harvard Graphics icon.

   The **E**dit menu's **P**aste command changes to display the name of the application followed by the word *object* (see fig. 15.17). This command informs you that when you **P**aste the object, you create an OLE link.

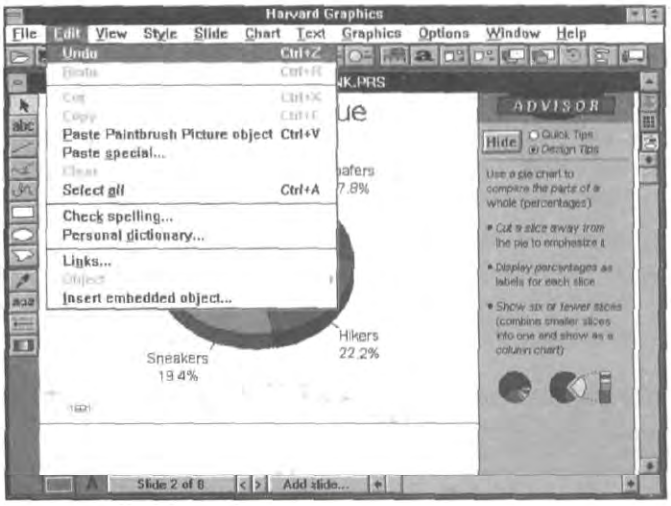

Fig. 15.17
The Edit menu with the Paste object command.

Note

To avoid OLE links, use the Paste special... command.

5. Choose **P**aste object from the **E**dit menu. The object is pasted onto the slide.

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To embed Harvard Graphics objects in other applications, select the objects you want to embed and choose **C**opy from the **E**dit menu. Then make the other application active and follow the steps necessary for that application to embed OLE objects (generally, you use a Paste command on the Edit menu).

Setting DDE/OLE Options

The DDE/**O**LE... command on the **O**ptions menu enables you to control the behavior of Harvard Graphics when creating OLE and DDE links. This dialog box is shown in figure 15.18. If you want Harvard Graphics to prompt you before updating links in a presentation, check the box labeled **P**rompt to update links when opening a presentation. If you don't mark the box, the links are automatically updated.

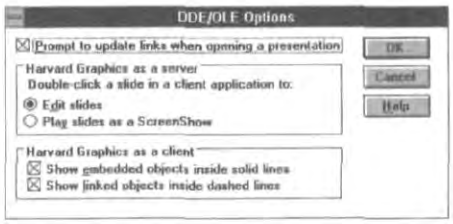

Fig. 15.18
The DDE/OLE Options dialog box.

The box labeled Harvard Graphics as a server determines the behavior of Harvard Graphics when you click a Harvard Graphics object that is embedded in another application. If the E**d**it slides button is marked, double-clicking the object loads the presentation for editing. The Pla**y** slides as a ScreenShow button displays the presentation on-screen. The Harvard Graphics as a client box determines how embedded and linked objects appear within Harvard Graphics. You can choose to Show **e**mbedded objects inside solid lines and Show **l**inked (DDE) objects inside dashed lines. Follow these steps to set DDE/OLE options:

1. Choose DDE/**O**LE... from the **O**ptions menu. The DDE/OLE Options dialog box opens.
2. Set the options you want to use in the dialog box.
3. Click OK to remove the dialog box and save the settings.

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From Here...

This chapter explains how to transfer data and images to other applications. The chapter also covers Harvard Graphics import capabilities, which enable you to import files from other programs, including the DOS versions of Harvard Graphics. The sections on exporting explain how to save slides and presentations in files that use a variety of formats. At the end of the chapter, you learned how to create DDE links to other Windows applications for automatic updating of information and how to work with OLE objects.

The next two chapters cover the presentation features of Harvard Graphics, which you use to modify the appearance of the entire presentation or to display presentations on your computer screen.

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Chapter 17

Creating ScreenShows and HyperShows

Harvard Graphics provides all the features you need to build powerful slides that communicate data effectively. The extensive charting capabilities enable you to present data in a wide variety of charts and graphs. The print feature of Harvard Graphics enables you to produce output of your slides to use with a slide or overhead projector. You don't have to be content with these features, however. By using the Harvard Graphics ScreenShow and HyperShow features, you can turn your computer into a projector and show high-resolution images directly on-screen.

ScreenShow enables you to do more than present one slide after another on your computer screen, however; you also can enhance your presentation by adding special effects that make the transition from one slide to another more interesting. With transition effects, you can scroll a slide showing increased revenue off the top of your display, for example. If the focus of a slide is the flood of sales, for instance, you can create a transition effect in which falling rain forms the slide image. The ScreenShow provides several transition effects that enable you to assign a different *draw effect* (placing the slide on the screen) and *erase effect* (removing the slide from the screen) for each slide in your presentation.

HyperShow goes beyond the special effects of ScreenShow in presenting information. HyperShow keys and buttons enable you to control the flow of your presentation spontaneously, without editing the original slide order. With HyperShow links, you can jump back to a previous slide to reinforce a point, for instance, or you can skip ahead to slides that are more relevant to an idea or question from the audience. The capability of viewing slides in any

In this chapter, you learn how to do the following:

- Create a ScreenShow with transition effects
- Create a HyperShow with keys and buttons

sequence turns an order-driven presentation into a presentation driven by information. Best of all, you can tailor the information to accommodate the interests and focus of the members of your audience.

When you complete this chapter, you will be able to display and manipulate a ScreenShow, add ScreenShow effects, create and manipulate HyperShow links, and create self-running presentations.

Displaying a ScreenShow

When you use the Harvard Graphics ScreenShow feature, you have the capability to maneuver through your presentation, begin the presentation with a slide other than the first slide, and add special effects that enhance the appearance and quality of your presentation. You also can determine the length of time that a slide remains visible. This section explains how to use the ScreenShow to produce a professional and visually interesting presentation.

To display the ScreenShow from the beginning, you first must open your presentation file. If your presentation is not in memory, choose Open... from the File menu; then follow these steps:

1. Choose ScreenShow from the File menu. The pop-up menu containing ScreenShow commands appears.
2. Choose From beginning from the pop-up menu. The first slide in your presentation appears.
3. You press the space bar or Enter key to proceed through the slides, one slide at a time, until the presentation is finished.

Tip
You can also click the Display ScreenShow from beginning icon in the icon bar.

After all the slides have been displayed, you return to Harvard Graphics.

You also can display the show from the current slide, which is the slide in the Slide Editor window. In the Outliner, the first active topic indicates the current slide. In the Slide Sorter, the first active or highlighted slide is the current slide.

To display the presentation from the current slide, choose ScreenShow from the File menu; then choose From Current Slide from the pop-up menu that appears. You can also click the Display ScreenShow from current slide icon in

the Icon bar within the Slide Sorter or Outliner. Harvard Graphics displays the current slide and all subsequent slides.

Moving Around in a ScreenShow

Harvard Graphics provides default keys that give you extra control when you display a ScreenShow. You can return to a previous slide to reiterate a point, for example, or you can restart the presentation from the beginning.

The keys you use to move around in a ScreenShow are *default keys*. Default keys enable you to jump to a slide other than the next slide in the presentation. When you press a key that is not a default, the next slide in the presentation appears.

Using the default keys, you can move back and forth between the slides in your presentation. You can move backward in the presentation by pressing the left-arrow key, for example, or you can return to the first slide and begin the presentation again by pressing the Home key. You also can use the left and right mouse buttons to move forward or backward in the presentation. Table 17.1 lists the functions of the default keys and the mouse buttons. For an explanation of how to change the default keys, see "Setting Default HyperShow Links" later in this chapter.

Table 17.1 Default Keys for Displaying a ScreenShow

Default Key	Function
Home	Go to the first slide
End	Go to the last slide
Left arrow or Left mouse button	Go to the preceding slide. If you show slide 4 and then slide 7, for example, pressing the left arrow or left mouse button returns you to slide 6.
Esc or Break	Stop the ScreenShow
Backspace	Go to the last slide *shown*. If you show slide 4 and then slide 7, for example, pressing Backspace returns you to slide 4.
F2	Redraw slide to remove lines drawn with On-Screen Chalk (see the next section).
All other keys and Right mouse button	Go to the next slide

Using On-Screen Chalk

On-Screen Chalk enables you to highlight certain parts of the slide during your ScreenShow. You can circle a significant bar in a chart or draw an arrow to the largest slice in a pie chart while the slide is displayed on your computer screen. You draw on the slide similar to the way you draw lines in the Slide Editor by clicking the mouse down and moving the mouse. As you move, Harvard Graphics displays the lines you draw.

Adding ScreenShow Effects

You can add flair to your ScreenShow presentation by using special ScreenShow effects. One ScreenShow effect in particular—the transition effect—can enhance your presentation greatly. The various transition effects for drawing (*draw effect*) and erasing (*erase effect*) slides provide interesting and eye-catching ways of getting slides on and off the screen. If you use the scroll effect, for instance, you can scroll a slide across the screen until it is entirely visible; then, as an erase effect, you can continue to scroll the slide off the opposite side of the screen.

Harvard Graphics provides many ScreenShow transition effects from which you can choose. You can add different transition effects for each slide, or, by using default effects, you can ensure that Harvard Graphics uses the same transition effects to draw and erase the slides of your presentation.

Setting Transition Effects

All presentations you create have transition effects. The default draw transition effect is the Replace effect. With Replace, the current slide completely replaces the preceding slide in one smooth action. The default erase transition is None. Harvard Graphics does not remove the slides; the current slide appears on top of the preceding slide.

To set transition effects, follow these steps:

1. Choose ScreenShow from the File menu. A pop-up menu appears.
2. Choose Edit ScreenShow Effects from the pop-up menu. The Edit ScreenShow Effects dialog box, in which you set ScreenShow effects, appears (see fig. 17.1). You can also click the Edit ScreenShow effects icon in the icon bar.

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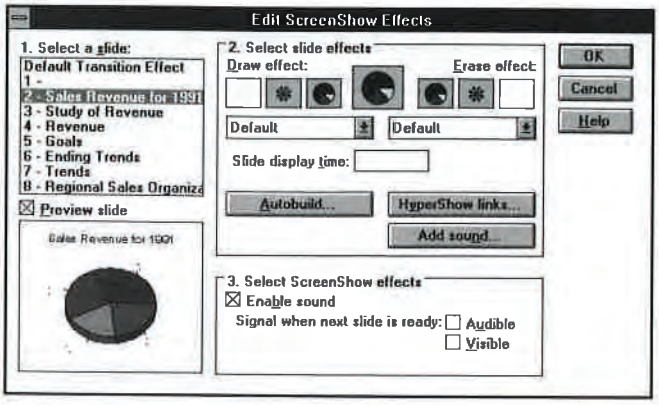

Fig. 17.1
The Edit ScreenShow Effects dialog box.

The slides in the presentation appear in the Select a slide: list box. Harvard Graphics reserves the first entry in the Slide List box for the Default Transition Effect. The section "Setting Default Effects" explains how to use the Default Transition Effect to set effect defaults for a ScreenShow.

3. To see the effects for a particular slide, select the slide from the Select a slide: list box. The current transition effects of the selected slide are highlighted in the Draw effect: and Erase effect: fields. In figure 17.1, for example, slide 2 (Sales Revenue for 1991) uses the default draw effect and the default erase effect. The Preview slide box displays the slide you selected. If you are in a hurry, click the Preview slide option to disable the preview.

4. To change an effect, choose a new transition in the Draw Effect or Erase Effect scroll boxes. Table 17.2 lists and defines the transition effects. When you select a transition, the images above the setting display a representation of the transition to help you see how the transition will appear in your ScreenShow.

5. Choose OK to accept the effects and exit the dialog box.

Design Note

When selecting draw and erase transitions, try to select effects that work well together. If you use a scroll right effect to draw a slide, for example, you can use a scroll right effect to erase the slide so that the image scrolls onto the screen from the left edge and scrolls off the right edge of the screen.

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Design Note

Use transitions to emphasize your message. To make the point that your sales department will be flooded with orders, for instance, you may want to use the rain effect.

Setting a Display Time

In addition to draw and erase effects, you also can use the Edit ScreenShow Effects dialog box to set a display time for a slide. The display time determines how long a slide remains on-screen if you do not press a key to move to the next slide. When you select a slide in the Select a slide: list box, the current display time for the slide appears in the Slide display time: text box.

The default for the time is blank because Harvard Graphics continues to display the slide until you press a key. You can set a display time, however, by typing a time in the Slide display time: text box. You can enter the time in seconds or in minutes and seconds separated by a colon. Entering *23*, for example, sets the display time to 23 seconds; entering *1:30* sets the display time to 1 minute and 30 seconds.

Table 17.2 ScreenShow Transition Effects

Effect	Appearance of the Effect
Blinds	Draws or erases the slide vertically or horizontally with strips that resemble Venetian blinds
Close	Draws or erases the slide from the vertical or horizontal edges of the screen
Fade	Draws or erases the slide in small, random squares
Iris	Draws or erases the slide with a square that starts in the center of the screen and moves out or starts at the outside edge of the screen and moves in
Open	Draws or erases the slide as a vertical or horizontal line that expands from the center of the screen to the edges of the screen
Overlay	Draws a slide by overlaying the current slide on the preceding slide while leaving visible the unobstructed parts of the preceding slide
Rain	Draws or erases the slide in random vertical lines that resemble raindrops
Replace	Draws or erases the entire slide in one quick action (This is the default draw effect.)

Effect	Appearance of the Effect
Scroll	Draws or erases a slide by scrolling the current slide on or off the screen from one of the four sides
Wipe	The slide is moved on- or off-screen from one of the four edges while the previous image remains in the same position
Default	Draws or erases the slide, using the current default

Signalling for the Next Slide. Depending on the power and speed of your computer, Harvard Graphics may need time to prepare the next slide in the presentation before displaying it. The Signal when next slide is ready: options in the Edit ScreenShow Effects dialog box enable you to activate an audible signal (a beep) and visual signal (a small arrow in the bottom right corner of your screen) to indicate when the next slide is ready. To enable either of these signals, follow these steps:

1. If you are not in the Edit ScreenShow Effects dialog box, access it by choosing ScreenShow from the File menu; then choose Edit ScreenShow Effects from the pop-up menu that appears.
2. Click the Audible button so that an X appears, indicating that Harvard Graphics will signal you with a beep when the slide is ready.
3. Click the Visible button so that an X appears, indicating that Harvard Graphics will signal you with an arrow when the slide is ready.
4. Click the OK button to accept the changes and return to Harvard Graphics.

Setting Default Effects. Although you can use any transition effect to draw or erase the slide in your presentation, using a default transition effect provides consistency for your ScreenShow presentation. When you set a default transition, Harvard Graphics uses the same effect to draw and erase all slides.

In the Edit ScreenShow Effects dialog box, you set the transition and time display defaults and indicate which slides use the default effects. The Default Transition Effect is the first item in the Select a slide: list in the dialog box. If you are not in the Edit ScreenShow Effects dialog box, access it by choosing

ScreenShow from the File menu; then choose Edit ScreenShow Effects from the pop-up menu. When the dialog box appears, follow these steps to change the default effects and time display:

1. Select Default Transition Effect in the Select a slide: list box.
2. Select a new draw effect from the Draw effect: scroll box.
3. Select a new erase effect from the Erase effect: scroll box.
4. Click the Set display time: text box and type the default display time. If you do not set a time, the slides remain on-screen until you press a key. Refer to the section "Setting a Display Time" for more information.
5. Click the OK button to accept the default and return to Harvard Graphics.

To use the default display effects you just set, you must set the slide's effect to default. For more information on changing the effect for an individual slide, refer to "Setting Transition Effects."

Creating HyperShows

A HyperShow is a ScreenShow that you control with keys and buttons. The features of a HyperShow are similar to the default keys of a ScreenShow. Beyond default keys, HyperShows enable you to *define* (create) buttons that the viewer clicks on a slide.

HyperShows are more interactive than ScreenShows because viewers control what slide appears next. You use HyperShow keys and buttons to go to any slide in the presentation. The relationship between the key or button and a slide is the *HyperShow link*. You can set up *absolute links*, which branch to specific slides in the presentation, and *relative links*, which move to relative positions in the presentation—such as back one slide or forward one slide. You even can link a key or button to another Windows application, such as a spreadsheet, for quick viewing of the original information and formulas during the HyperShow.

Setting HyperShow Links

You can create a HyperShow link between a key or button and a presentation slide or destination. The link between a key and a slide is probably the most familiar. You can link the letter A to the first slide in the presentation and the

letter B to the second slide, for example. When you press A, the first slide appears; when you press B, the second slide appears. Harvard Graphics also enables you to use objects on your slides as links. Any slide object—for example, a rectangle or text annotation—can be a button. In addition to keys and buttons, you can define a link that determines the length of the slide display time.

Two components are required to create a HyperShow link: the key or button and the slide or destination. You can use any letter or number, all function keys, and many other common keys as keys in a link. You can link a key or button to a specific slide. If you change the order of the slides, Harvard Graphics updates the links automatically. You also can link a key or button to one of the destinations listed in table 17.3.

Some of the destinations in the list indicate relative positions in the presentation. Previous Slide, for example, returns you to the preceding slide in the presentation order. Others, such as the First slide or Last slide, take you to absolute positions in the presentation—the first or last slide—even though you may change the slide order.

Table 17.3 HyperShow Destinations

Destination	Result
Next slide	Moves to the next slide in the presentation
Previous slide	Moves to the previous slide in the presentation
First slide	Moves to the first slide in the presentation
Last slide	Moves to the last slide in the presentation
Back up	Moves to the last slide shown on-screen
Ignore	Ignores the key so that nothing happens when you press a key
Launch application	Starts a Windows application from within the ScreenShow
Play sound file	Plays a sound file within the ScreenShow
Stop sound files	Stops sound files which were started from a previous HyperShow link

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Table 17.3 Continued

Destination	Result
Start OLE action	Sends information to another Windows application along with a file to perform some action (see the section "Using OLE" in Chapter 15, "Importing, Exporting, and Linking Data")
Redraw slide	Redisplays the current slide to remove any lines drawn with On-Screen Chalk (see the section "Using On-Screen Chalk," earlier in this chapter)
Stop	Stops the ScreenShow

Creating HyperShow Links with Keys. To define a link, you must select a key and an associated destination by doing the following:

1. Choose ScreenShow from the File menu; then choose Edit ScreenShow Effects from the pop-up menu. The Edit ScreenShow Effects dialog box appears.
2. Select the slide in the Select a slide: list box to define a link for this slide. To use the link, the viewer must view this slide.
3. Click the HyperShow links... button in the Edit ScreenShow Effects dialog box. The Slide HyperShow Links dialog box, in which you create and edit HyperShow links, appears (see fig. 17.2).

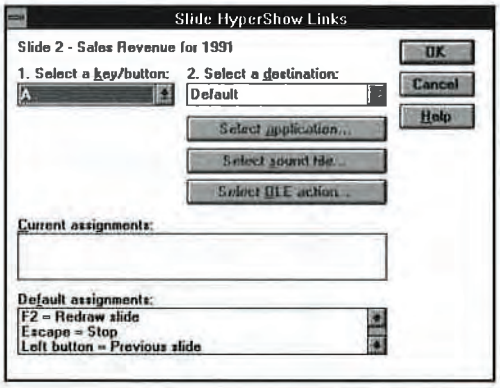

Fig. 17.2
The Slide HyperShow Links dialog box.

The name of the selected slide appears at the top of the dialog box. You use the Select a key/button: list box to indicate what key or button to use in the link.

4. To see the available keys and buttons, click the down arrow next to the Select a key/button: list box; then select a key or button. (The section "Creating a HyperShow Link with Buttons" explains how to create a button in the Slide Editor.)

5. You use the Destination: list box to select a destination to be associated with the key you just selected. To see the choices for the destination, click the down arrow next to the Destination list box.

   All the slides in the presentation appear at the end of the list. You can choose a destination or a slide. Refer to table 17.3 for an explanation of the destinations in this list.

6. Select a slide or destination from the list.

   When you define a link, the key or button and the destination appear in the Current assignments: list box.

You can use HyperShow links to create slide menus that link menu options to presentation slides. Figure 17.3 shows a sample slide menu. The instructions on the slide tell you to press a key or click a button to see the linked slide. If you press A, for example, you access the revenue slide; if you press B, you access the profits slide; and so on.

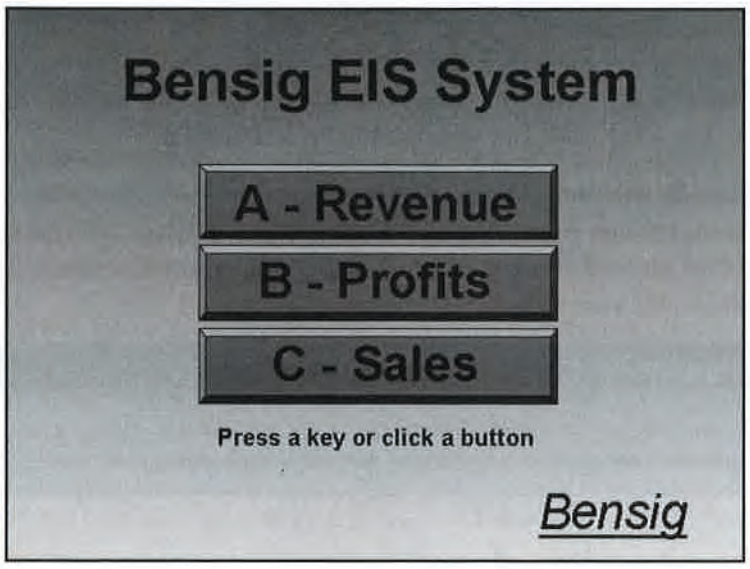

Fig. 17.3
An example HyperShow slide menu.

Follow these steps to create a link between the first menu option and the Revenues slide, using a key:

1. Choose ScreenShow from the File menu; then choose Edit ScreenShow Effects from the pop-up menu. The Edit ScreenShow Effects dialog box appears.
2. To define HyperShow links for the slide, select the slide in the Select a slide: box. The viewer will be viewing this slide as he or she presses a key or clicks a button.
3. Click the HyperShow Links button. The Slide HyperShow Links dialog box appears.
4. Click the down arrow next to the Select a key/button: list box; then select a key or button from the list. For the example, select the A key.
5. Click the down arrow next to the Select a destination: list box, and select a slide from the list. For the example, select the Revenue slide.

   The link appears in the Current Assignments list box.
6. Click the OK button on the Slide HyperShow Links dialog box to accept the link and return to the Edit ScreenShow Effects dialog box.
7. Click the OK button on the Edit ScreenShow Effects dialog box to return to Harvard Graphics.

Using the link you created in these steps, you can access the Revenue slide by pressing the A key while you view the slide you selected in step 2.

Creating HyperShow Links with Buttons. You create HyperShow buttons in the Slide Editor. Any object on a slide—a graphics object, a text annotation, and a chart—can be a button. To jump to another slide in the HyperShow, the viewer clicks this object.

Design Note

Make sure that the user is able to recognize the object as a button. Provide a hint or instructions, if necessary, to help the user distinguish buttons on a slide.

To create a button from an object, do the following:

1. Select an object from a slide in the Slide Editor.
2. Choose Button attributes... from the Graphics menu. The Button Attributes dialog box, in which you name the button and set a destination, appears (see fig. 17.4).

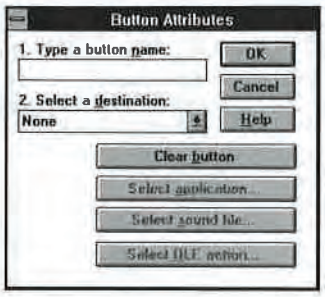

Fig. 17.4
The Button Attributes dialog box.

3. Type the button's name in the Type a button name: text box. You should use a name that reveals something about the purpose of the button. You can use the name *RevButton* for a button that jumps to the Revenue slide, for example.
4. To set the destination, click the down arrow next to the Select a destination: list box, and choose a destination from the list. See the section "Setting HyperShow Links" for more information on the elements of a link and the Slide HyperShow Links dialog box.

The slide in figure 17.5 is an example of a menu slide in a HyperShow. The instructions on the slide tell you to press a key or click a button to see information on the corresponding slide. To see the Sales slide, for example, you press C or click the appropriate button.

You saw this figure in the preceding section when you created a link between a key and a slide. In this section, you create a button from an object on this slide; then you link this button to a slide so that you can access a slide by clicking a button.

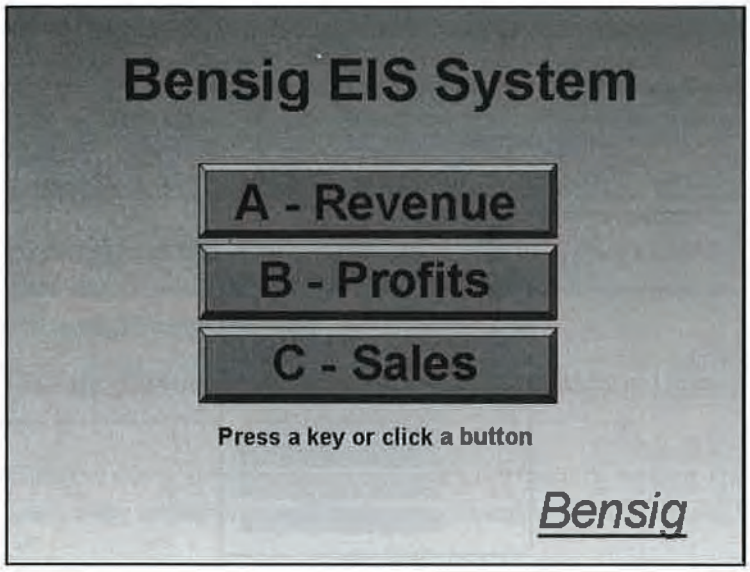

Fig. 17.5
A HyperShow menu slide.

Follow these steps to create and link a button from an object on the menu slide to a slide in your presentation so that, by clicking the A-Revenue button, you access the Revenue slide:

1. In the Slide Editor, click the object you intend to use as a button. From figure 17.5, for example, you can select the rectangle containing the words A-Revenue.
2. Choose Button attributes... from the Graphics menu. The Button Attributes dialog box appears.
3. Type the name of the button in the Type a button name: text box. For the example, type **Revenue**.
4. Click the down arrow next to the Select a destination: list box; then select the destination for the button from the list that appears. For the example, select the Revenue slide.
5. Click the OK button to accept the button and link and return to the Slide Editor window.

You use HyperShow buttons just as you use other buttons—you click them.

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Changing a HyperShow Link

The Current Assignments list box in the Slide HyperShow Links dialog box displays the links defined for a slide. After you define a link, you can change the link's destination or remove the link. To change a link, follow these steps:

1. Choose ScreenShow from the File menu; then choose Edit ScreenShow Effects from the pop-up menu that appears. The Edit ScreenShow Effects dialog box appears.
2. Select the slide in the Select a slide: list box to define HyperShow links for the slide. This is the slide the user views when he presses the key or clicks a button.
3. Click the HyperShow links... button. The Slide HyperShow Links dialog box appears.
4. In the Current assignments: list box, click the link you want to change. The Select a key/button: and Select a destination: list boxes show the information about the selected link.
5. Click the down arrow next to the Select a destination: list box, and select a new destination from the list.
6. Click the OK button to accept the change and return to the Edit ScreenShow Effects dialog box.
7. Click the OK button in the Edit ScreenShow Effects dialog box to return to Harvard Graphics.

Setting Default HyperShow Links

The Default assignments: list box of the Slide HyperShow Links dialog box lists the presentation's default links. Harvard Graphics uses default links when you press a key or button that is not defined for a link on the slide. If a slide has a link for the letter B only and you press the letter A, for example, Harvard Graphics uses the default link for the letter A to determine the new slide.

The difference between links and default links is that you define links for an individual slide; default links are defined for an entire presentation. You should use default links for keys that cause the presentation to jump to a specific slide, regardless of which slide is visible on-screen. From the earlier

example, the link for letter A exists for all slides. Pressing A accesses the default link unless you have defined a link between an individual slide and the letter A.

To set a default link, access the Edit ScreenShow dialog box, and then do the following:

1. Choose Default Transition Effect from the Select a slide: list box in the Edit ScreenShow effects dialog box.
2. Click the HyperShow Links button. The Default HyperShow links dialog box, in which you define default links, appears (see fig. 17.6).

   Keys for a default link appear in the Select a key: list box.

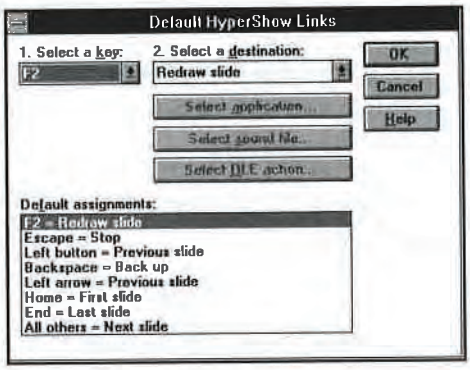

Fig. 17.6
The Default HyperShow Links dialog box.

3. To set a link for a key, click the down arrow next to the list box and choose a new key.
4. To set the destination, click the down arrow next to the Select a destination: list box, and choose a new destination. The link appears in the Default assignments list: box.

   (Refer to table 17.3 for a list of destinations. See also the section "Setting HyperShow Links" for more information on the types of links.)

Clearing a HyperShow Button

You use the Button Attributes dialog box to define, modify, and remove HyperShow buttons. In an earlier exercise, you defined a button. To modify or remove a button, you must select the button in the Slide Editor; then choose Button attributes... from the Graphics menu. The Button Attributes dialog box appears with the name and destination of the button.

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To remove the button, click the Clear button option; Harvard Graphics removes the name of the selected button and sets the link to None. To modify the button, type a new name in the Type a button name: text box and specify a new destination in the Select a destination: list box. Click OK to accept the removal or modification and close the dialog box.

Launching Applications

HyperShow links turn a normal presentation into a dynamic collection of information. These links connect slides in unique ways that enable you to change your presentation in front of an audience. You also can use HyperShow links to connect your presentation to other Windows applications. With a link, you can launch an application, for example, to modify the data in a spreadsheet or view dates in a scheduler. A link to other applications or slides can make all the data that you present readily available.

You set links to applications the same way that you set other HyperShow links. Suppose, for example, that you want to be able to launch Microsoft Excel with the REVENUE.XLS spreadsheet from the C:\EXCEL directory by pressing the E key. To establish a link so that you can launch this program, do the following:

1. Choose ScreenShow from the File menu; then choose Edit ScreenShow effects. The Edit ScreenShow Effects dialog box appears.
2. In the Select a slide: list, select the slide for the link. This slide is the one from which you launch an application.
3. Click the HyperShow Links button. The Slide HyperShow Links dialog box appears.

   The Select a key/button: list box defines the key or button of the link, and the Select a destination: sets the action for the key or button.
4. To link a key or button to an application, click the down arrow next to the Select a key/button: list box; then choose a key or button from the list. For the example, choose E.
5. Click the down arrow next to the Select a destination: list box and select Launch Application from the list. Harvard Graphics enables the Select application... button.
6. Click the Select application... button to select the application to be launched. The Application to Launch dialog box appears (see fig. 17.7).

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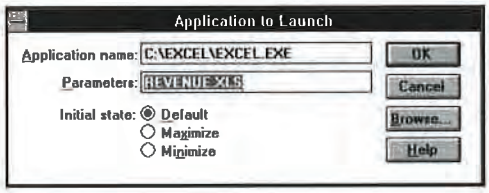
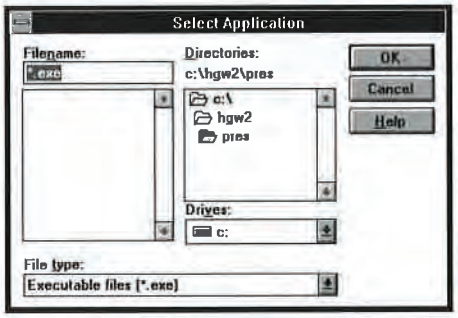
Fig. 17.7
The Application to Launch dialog box.



7. Type the name of the application in the Application name: text box. If the application does not exist in a directory in your path, you must type the full directory in addition to the application's name. For the example, type **c:\excel\excel.exe**.

   If you cannot remember the name or directory of the application, you can click the Browse... button in the Application to Launch dialog box. The Select Application dialog box, containing the applications from the current directory, appears (see fig. 17.8).

Fig. 17.8
The Select Application dialog box.



- *File type:*. This list box determines the type of application you are launching. You can launch executable files, com files, or batch files.
- *Filename:*. This text box contains the name of the application. Type the file name in the Filename text box or double-click the name in the Filename: list box. The list box contains the names of files that match the extension for the current application file format. If the program you intend to launch is in a directory other than the directory identified at the Directories prompt, you can change directories by typing the drive and directory—not the file name—in the Filename text box.
- *Directories:*. This prompt shows the current directory. To view files in different directories, you can change the current directory by

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double-clicking the directory in the list box. As mentioned, you also can type the directory in the File**n**ame text box. When you change the directory, Harvard Graphics displays the files of the specified type that are contained in the new directory.

- *Drives:*. This field shows the current drive. To view files on different drives, you can change the current drive by clicking the down arrow next to the field and then clicking a new drive.

8. Type any parameters or command line arguments in the Parameters text box. The name of a spreadsheet is an example of a parameter. For the example, type **revenue.xls**.

9. Click an Initial state: button.

   You use the Initial State buttons to set the state of the window in which the application is launched. The Default button launches the application, using the application's settings. The Maximize button launches the application in a maximized window. The Minimize button minimizes the launched application.

10. Click the OK button in the Application to Launch dialog box to accept the link and return to the Slide HyperShow Links dialog box.

11. Click the OK button in the Slide HyperShow Links dialog box to return to the Edit ScreenShow Effects dialog box.

12. Click the OK button in the Edit ScreenShow Effects dialog box to return to Harvard Graphics.

Creating Self-Running Presentations

Self-running presentations automate your ScreenShow by displaying the slides for a specified length of time before the next slide appears—pressing a key is not necessary. At the end of the presentation, a HyperShow link causes the ScreenShow to start over from the beginning. The presentation continues until you press the Escape key.

To create a self-running presentation, you must set the display time for the slides and create the link that begins the presentation again. You set links and display times in the Edit ScreenShow Effects dialog box.

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To show the dialog box, choose ScreenShow from the File menu; then choose Edit ScreenShow effects from the pop-up menu that appears. You enter a slide's display time in the Slide display time: text box. You can set a different time for each slide or a default time for the entire presentation. To set a default time, click Default Transition Effect in the Select a slide: list box; then type the time in the Time text box. For more information on default effects, see "Setting Default Effects" earlier in this chapter.

You must set the link that restarts the presentation on the last slide, use the Time-out key for the link, and specify the first slide as the destination of the link. The Time-out key is a special key that defines the destination when the display time for a slide is finished. When time runs out, the presentation jumps back to the first slide.

To create a self-running presentation, access the Edit ScreenShow Effects dialog box, and then follow these steps:

1. In the Edit ScreenShow dialog box, select Default Transition Effect in the Slide List box.
2. Click the Slide display time: text box.
3. Type the display time for all the slides. For the example, type **20** to display each slide for 20 seconds.
4. In the Select a slide: list box, select the last slide in the presentation. You set the link that restarts the presentation on this slide.
5. Click the HyperShow Links button. The Slide HyperShow Links dialog box appears.
6. Click the down arrow next to the Select a key/button: list box, and select Time-out from the list of keys.
7. Click the down arrow next to the Select a destination: list box; then select First Slide from the list.
8. Click the OK button in the Default HyperShow Links dialog box to accept the link and return to the Edit ScreenShow Effects dialog box.
9. Click the OK button in the Edit ScreenShow Effects dialog box to return to Harvard Graphics.

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When you display the ScreenShow, each slide remains on-screen for 20 seconds before the next slide appears. When time runs out for the last slide, the first slide reappears, and the ScreenShow begins again.

Controlling HyperShows

Before presenting your HyperShow, you may want to create links that keep people who use the HyperShow on track. If you press an *unexpected key* (a key that is not linked), the presentation may become less effective because you view too many slides in an unexpected order.

Because you define a destination for a button when you create the button, buttons are less likely to cause problems. With keys, however, you may not have defined a link for every key available. You can use a special key—the *All Others* key from the Slide HyperShow Links dialog box—to control unexpected key presses. Setting a link with the All Others key determines the destination when you press a key that does not have an explicit assignment. The All Others key controls the HyperShow by ensuring that every key the viewer presses uses a specific link in the HyperShow. You can control the show by setting a destination for this key.

All slides in the presentation appear in the Select a destination: list of the HyperShow Links dialog box. If you define a link with the All Others key for the Default Transition Effect, you can set an action for unexpected keys throughout the presentation. If you set the Destination for the All Others key to Ignore, unexpected keys have no effect on the HyperShow.

Follow these steps to create a default link for the All Others key:

1. Choose ScreenShow from the File menu; then choose Edit ScreenShow effects from the pop-up menu. The Edit ScreenShow Effects dialog box appears.
2. Select Default Transition Effect in the Select a slide: list box.
3. Click the HyperShow Links button. The Default HyperShow Links dialog box appears.
4. Click the down arrow next to the Select a key: list box; then select All Others from the list.

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5. Click the down arrow next to the Select a destination: list box; then select Ignore from the list.
6. Click the OK button on the Default HyperShow Links dialog box to accept the link and return to the Edit ScreenShow Effects dialog box.
7. Click the OK button on the Edit ScreenShow Effects dialog box to return to Harvard Graphics.

When the viewer presses a key that does not have an explicit link, Harvard Graphics uses the destination of the All Others key. Because the destination of this key is Ignore (as determined by the preceding steps), pressing an unlinked key has no effect on the show.

Adding Sound to Presentations

When computers were first created, programmers and users were excited over monochrome displays and the ability to display very basic graphics. Over time, we have seen how high resolution graphics, the mouse, and other technological advancements enhance your ability to create, store and present information. The latest advances are found on the promising new frontier of multimedia, which is loosely defined as the combination of the computer with other media such as video and sound on the desktop.

Sound files in a presentation can have a variety of uses. For example, a self-running presentation enhanced with sound can provide verbal information about the data or provide instructions that are easier to explain than to write. A presentation distributed to your coworkers might be returned with voice annotations which provide more accurate feedback of the effectiveness of the presentation.

In Harvard Graphics, each slide in a presentation can have an associated sound (.wav voice or .mid Musical Instrument Digital Interface MIDI file). When the slide is displayed in a ScreenShow, Harvard Graphics plays the sound file for the viewers to listen to. You can create your own sound files or use existing prerecorded files of various sounds. You add sound to a presentation with the Edit ScreenShow effects dialog box where you add other special effects to a ScreenShow as well. Follow these steps:

1. Select ScreenShow from the File menu to display the ScreenShow pop-up menu.

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2. Select Edit ScreenShow effects... from the pop-up menu. The Edit ScreenShow Effects dialog box is displayed.

3. Click the Enable sound box in the Select ScreenShow effects box until an X appears in the Enable sound box. This enables sounds to be played while viewing your ScreenShow.

4. Click the slide in the Select a slide: list that you wish to add sound to. The slide you click is highlighted and the image of the slide is displayed in the Preview slide box. Make sure you preview the slide before you add sound to the slide to insure you add the correct sound to the correct slide.

5. Click the Add sound... button to create a new sound file or add an existing one. The Add Sound dialog box is displayed with the slide number in the title. Figure 17.9 shows the dialog box for slide 2 of the current presentation.

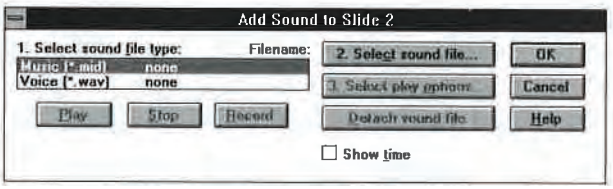

Fig. 17.9
The Add Sound dialog box for adding sound to slide 2.

In the Add Sound dialog box, you can create new sound files or select files you have already created for the current slide. For a new file, see the section Creating a Sound File. If you already have a sound file you wish to use, see the section "Selecting an Existing Sound File."

Creating a Sound File

The simplest way to add sound to your presentation is to record the sound from within Harvard Graphics. You can only record .wav files. Follow these steps to record a sound file from the Add Sound dialog box:

1. Click the Record button.

2. If you have previously added a sound file to the slide, Harvard Graphics displays a warning to ask if you wish to record over the file. If you do, click Yes and skip to step 4. Otherwise, click Cancel and read the section "Removing a Sound File," later in this chapter.

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3. If you have not previously added a sound file to the slide, you see the Select Sound File dialog box which is a standard Windows dialog box. Type the name of the sound file you wish to create and click the OK button.

4. Speak into your microphone or follow the instructions of your sound hardware to record the sound. Harvard Graphics displays the time of your recording in the Add Sound dialog box.

5. When you have finished recording, click the Stop button in the Add Sound dialog box. The name of your new sound file is displayed in the dialog box. In figure 17.10, you see the recorded file PIE.WAV for slide 2.

6. Click the OK button to remove the Add Sound dialog box.

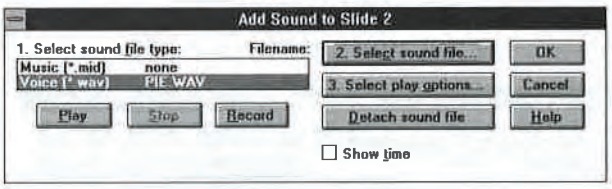

Fig. 17.10
The file PIE.WAV has been added to slide 2.

If you make a mistake recording your sound file, you can repeat the steps in this section to record over your previous file.

Design Note

You can create sound files for a slide while viewing the slide in the Slide Editor. You select Add sound... from the Slide menu to display the Add Sound dialog box.

Selecting an Existing Sound File

In addition to recording new files, you can also add existing sound files to a slide. These files can be ones you previously recorded or even professional recordings made by someone else. From the Add Sound dialog box, follow these steps:

1. Click the Select sound file... button. You see the Select Sound File dialog box which is a standard Windows dialog box.

2. Type the name of the sound file you wish to add and click the OK button. The name of the file is displayed in the Add Sound dialog box.

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3. Click the OK button to remove the Add Sound dialog box.

Design Note

You can select sound files for a slide while viewing the slide in the Slide Editor. You select Add sound... from the Slide menu to display the Add Sound dialog box.

Setting Play Options

When you add a sound file to a presentation, the sound is played while the slide is displayed on your screen. In fact, the slide remains on-screen until the sound has finished. With the Play Options for sound, you cause the sound to stop playing when the slide is erased or even keep the sound playing until a later slide of your presentation is erased. To set play options for a slide from the Add Sound dialog box, follow these steps:

1. Click the Select play options... button in the Add Sound dialog box. The Play Options dialog box is displayed (see figure 17.11).

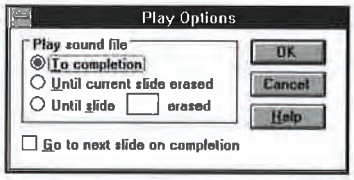

Fig. 17.11
The Play Options dialog box.

In the Play sound file box, you have three choices which determine how long the sound file is played. The To completion choice plays the entire sound file. The Until current slide erased option will play the sound until some other event, such as a keypress or time running out, causes the slide to be erased. The option allows you to better synchronize your presentation with these events. The Until slide option allows you to play a single sound file during the display of many slides. The sound plays until the slide you specify in the erase box is removed from your screen. The Go to next slide on completion option allows you to coordinate the display of your slides with your sound files. If this option is set, the slide is erased when the sound finishes playing. Follow these steps:

2. Click the Play sound file option you wish to use. If you clicked the Until slide option, type the slide number in the erased box.

3. Click the Go to next slide on completion option to erase the slide when the sound finishes playing.
4. Click the OK button when you finish setting these options to remove the Play Options dialog box.
5. When you finished adding sound files and setting play options for all of your slides, click the OK button in the Edit ScreenShow effects dialog box to return to your presentation.

Removing Sound Files

After adding sounds to a presentation, you may need to remove sound files to display the presentation without sound. For example, some of the sounds may be feedback from others reviewing your work. Once you listen to the feedback, you can remove the sounds with the Detach sound file button on the Add Sound dialog box. Follow these steps:

1. If you are not viewing the Edit ScreenShow Effects dialog box, select ScreenShow from the File menu and select Edit ScreenShow effects... from the pop-up menu.
2. Click the slide you need to modify in the Select a slide list box.
3. Click the Add sound... button to display the Add Sound dialog box.
4. Click the Detach sound file button to remove the sound file. The name of the file is removed from the dialog box and the sound will no longer be played.
5. Click the OK button to remove the Add Sound dialog box.
6. Click the OK button to remove the Edit ScreenShow Effects dialog box.

Conferencing

If your company has computers, chances are your company also uses a network to share files and other resources among those computers. You may currently use *e-mail* (electronic mail) and other network services to increase group productivity. Sharing information across a network, in the form of a presentation, is made easy with the conferencing feature of Harvard Graphics. Once you create a presentation, you can present your slides in a ScreenShow across a network as a conference for other users to view.

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You control the flow of your ScreenShow so that everyone sees the same slides as you and can then provide feedback through messages.

As the person who created the presentation, you are the moderator of the conference. You determine the name of the conference and start the conference from your computer. See the section "Setting Up a Conference" for more information on how you prepare your system for conferences and the section "Starting a Conference" for information on how to begin the conference. Once you start your conference, others can join in by simply knowing the name of the conference. As you advance the ScreenShow on your computer screen, their screen displays the same slides.

Setting Up a Conference

Before starting a conference, you must create and save your presentation, and you must set the conference setup options that determine where on your network the conference information is stored. Harvard Graphics needs a common network drive which others can access to save the conference information. Each system which joins the conference uses this information to display the slides and keep the conference running smoothly. If you are not familiar with networks, you should confirm with your network administrator that the location of the conference information is generally available to users of the network and that you have read/write/create access to the network at this location.

Figure 17.12 shows the Conference Setup dialog box which is displayed when you select Conference setup... from the Options menu. You enter the common network path in the Network path: field. This is where the conference information is stored. The Current drive connections: list box displays network drives currently available for you to use for your conference in case you cannot remember the path. You can select a drive in the list instead of typing the path in the field. You type your password for your network in the Network password: field. You only need to enter a password if you normally enter one when you connect to your network. You click the Require users to type password box if you wish other members of the conference to enter their network passwords when joining the conference. If this option is not checked, others can join the conference without entering a network password.

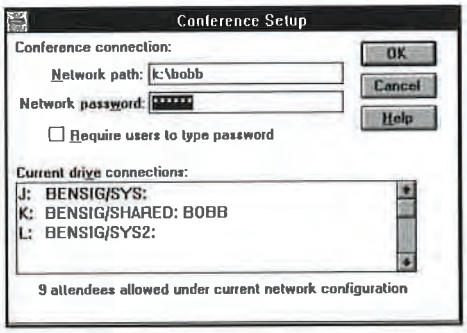

Fig. 17.12
The Conference Setup dialog box.

The bottom of the Conference Setup dialog box shows how many viewers may join your conference. In figure 17.12, you see that only nine viewers or attendees can join the conference. Follow these steps to set up a conference:

1. Select Conference setup... from the Options menu. The Conference Setup dialog box is displayed.
2. Type your network path or select a path from the Current drive connections: list box.
3. If your network requires a password, type the password in the Network password: box. As you type, Harvard Graphics displays an asterisk to prevent others from seeing your password.
4. Click the Require users to type password if you wish others who join the conference to enter their network passwords before joining.
5. Click the OK button to remove the dialog box and save your changes.

Starting a Conference

Before you start a conference, you must create and save your presentation, and the presentation must be the one you are viewing in Harvard Graphics. You must also set your conference setup options. When you are ready to start, select Conference from the File menu and select Start... from the pop-up menu to display the Start Conference dialog box (see fig. 17.13). In this dialog box, you enter your user name, which identifies you to others in the conference. You enter a name for the conference and an optional phone number which others who join the conference must enter before they join. In the figure, user bobb is starting the conference Bensig with the phone number 123456.

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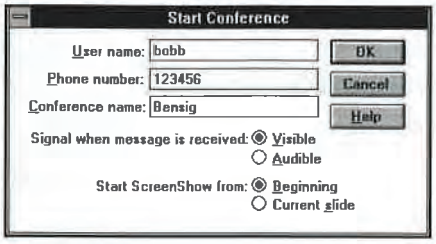

Fig. 17.13
The Start Conference dialog box.

The Audible and Visible buttons determine how attendees are notified of messages sent during the conference. See the section Sending Messages later in the chapter for more information. The Start ScreenShow from: buttons determine where the ScreenShow begins either at the current slide you are viewing or from the very beginning. Follow these steps to start a conference:

1. Select Conference from the File menu and select Start... from the pop-up menu. The Start Conference dialog box is displayed.
2. Click the User name: field and type the name by which other attendees will identify you.
3. Click the Conference name: field and type the name of your conference. Try to use a name that is easy to remember such as the name of your group, company, or a keyword which identifies the content of the presentation.
4. Click the OK button to start the conference.

   When you first start a conference, you see the Conference Moderator Commands dialog box as shown in figure 17.14 for the Bensig conference. You use this dialog box to control the conference, to send and receive messages, and to stop the conference. See the next section, "Moderating a Conference," for more information. When you click the OK button, you are returned to the conference where you use the same keystrokes as for a ScreenShow to advance the slides. After removing the initial dialog box which is displayed when a conference is started, you display Conference Moderator Commands dialog box by pressing the Escape key. To continue with your conference, follow these steps:

5. Click the OK button to remove the dialog box and continue the conference.
6. Press the Enter key to advance each slide of the conference.

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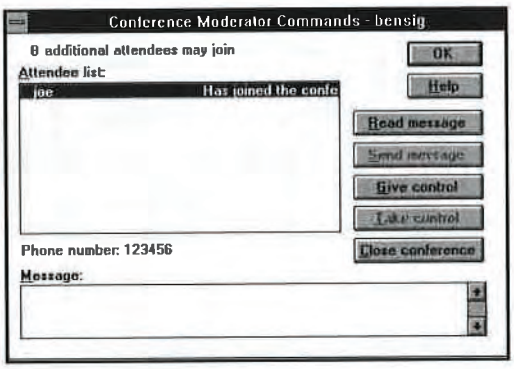

Fig. 17.14
The Conference Moderator Commands dialog box for the Bensig conference.

As others join the conference, a message is displayed on your screen to let you know they have joined.

Design Note

If you use On Screen Chalk during a conference, the chalk is displayed on the screen of all other attendees. With chalk, you can emphasize different elements of a slide or respond to messages. See the section "Using On-Screen Chalk," earlier in the chapter.

Moderating a Conference

The main functions of the Conference Moderator Commands dialog box are to control the conference and to handle messages. You display this dialog box by pressing the Escape key. In the dialog box, the OK button returns you to the conference. The Close conference button ends the conference and returns all attendees to editing a presentation. The Attendee list: box lists all users currently participating in the conference. At the top of the dialog box, you see how many attendees can join—which in the figure is 8.

The Give control button allows you to relinquish control of the presentation to any other attendee. That attendee determines when slides are advanced. To give control, you select an attendee in the list and click the Give control button. You can regain control at any time by clicking the Take control button. You use the Read message and Send message buttons, and the Message: box to communicate with other attendees. See the section "Sending Messages," later in this chapter.

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Joining a Conference

Any user with access to your network can join an existing conference by selecting Conference from the File menu and then selecting Join... The Join dialog box is displayed for you to enter your user name which identifies you to others in the conference (see fig. 17.15). You must know the conference name and optional phone number to then join the conference. The Visible and Audible buttons determine how you will be notified when messages arrive. Once you enter this information and click the OK button, the current slide of the conference is displayed on your screen. From this point, the moderator has control of the ScreenShow until you leave the conference.

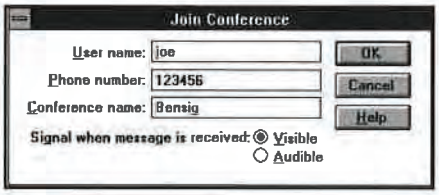

Fig. 17.15
The Join Conference dialog box.

Follow these steps to join a conference:

1. Select Conference from the File menu and select Join... from the pop-up menu. The Join dialog box is displayed.
2. Click the User name: field and type the name by which other attendees will identify you.
3. Click the Conference name: field and type the name of your conference.
4. Click the OK button to join the conference.

While participating in a conference, pressing the Escape key displays the Conference Commands dialog box, which you use to exit the conference and to send messages. Figure 17.16 shows the dialog box for the Bensig conference. You click the OK button to return to the conference. You click the Leave conference button to regain control of your system and return to making changes on your local presentation. The Attendee list: box displays other conference attendees. In the figure, you see one other attendee bobb. The text displayed after the attendee name is the beginning of the last message sent from the attendee to yourself. See the next section, "Sending Messages," for more information.

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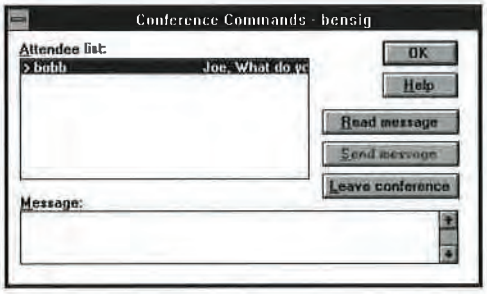

Fig. 17.16 The Conference Commands dialog box for the Bensig conference.

Sending Messages

In a conference, you can send messages to any other attendee to communicate your thoughts on the slide you are both viewing or to provide feedback to the presentation creator. Both the Conference Moderator Commands dialog box and the Conference Commands dialog box contain a Send button to send messages, a Receive button to get messages, and a Message: box to enter and view messages. You send a message by selecting an attendee in the Attendee, typing your message in the Message: box, and clicking the Send message button. Figure 17.17 shows the Conference Commands dialog box with a message from the user bobb.

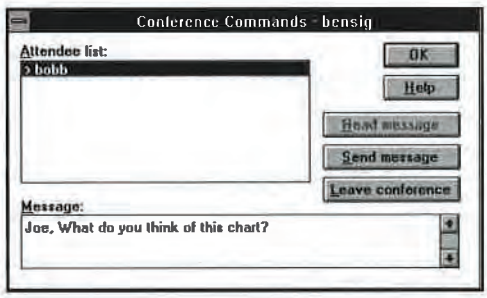

Fig. 17.17 The Conference Commands dialog box displaying a message from bobb.

When the message arrives, the attendee is notified with either a visible or audible cue depending on the option chosen when joining the conference. An arrow is displayed next to the name of the attendee to alert you that there is a message. To read the message, you click the name in the Attendee list and click the Read button. The message is displayed in the Message: box.

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From Here...

This chapter explains the facets of Harvard Graphics ScreenShow and HyperShow features. You learned how to display a ScreenShow from any slide in the presentation and how to add special effects to the transitions from one slide to the next. You learned how to create links to your presentation slides from a key on the keyboard or an object on a slide. The chapter also provides special tips for creating HyperShows.

The next chapter, "Adding Symbols," explains how to add and manipulate symbols in your slides.

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Appendix A

Installing Harvard Graphics 2 for Windows

The Harvard Graphics for Windows files are compressed so that the entire program can fit on ten disks. Because the files are compressed, you cannot copy the files to your hard disk. To install Harvard Graphics on your hard disk, you must use the INSTALL.EXE program, which is on the first disk. This program decompresses and copies the program files to a directory you specify.

Besides copying and decompressing files, the install program sets up a directory structure for the different file types that come with Harvard Graphics: program files, fonts, styles, palettes, filters, symbols, quick-start files, and other program files.

The install program copies each file into a different directory on your hard disk, except for styles and palettes, which share a directory. The installation program also creates the configuration file that indicates to Harvard Graphics where the files are installed.

Understanding System Requirements

To operate and install Harvard Graphics for Windows, you must have the following hardware and operating system software:

- An IBM or 100 percent compatible computer with an 80286, 80386, or 80486 processor
- A graphics card—listed on the Harvard Graphics package—with a minimum of 256K

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- A hard disk with 21M free (or 8M for the minimum installations)
- A Microsoft-compatible mouse
- DOS 3.0 or later
- Microsoft Windows Version 3.1 running in Standard or 386 Enhanced mode

Installing All or Minimum Files

The first step in the installation process is starting INSTALL.EXE. Make sure that you have all the disks available before starting the program. Follow these steps to start installation:

1. Place disk 1 in drive A or B.
2. If you have not done so already, start Windows.
3. Choose Run from the Windows File menu to run applications within Windows.

   The Run dialog box appears.
4. In the Windows Run dialog box, type **a:install** if you insert the disk into drive A; type **b:install** if you insert the disk into drive B.
5. Click OK to start the installation.

   The main Harvard Graphics Installation dialog box appears (see fig. A.1). The Install To text box shows the default directory to which you copy the program files. To install Harvard Graphics in a different directory, type the new directory in the text box.
6. Choose an appropriate installation option—Install All Files, Install Minimum File Set, or Install Selected Files—from this dialog box. *Note:* If you choose Install Selected Files, go to the section "Installing Selected Files" for instructions on completing these steps.

   - *Install All Files.* You click this button to install all the files.
   - *Install Minimum File Set.* If you have a limited amount of hard disk space, you may choose to install a subset of the files required to run the program. This option requires 8M, rather than 21M, which you need to install all the files.

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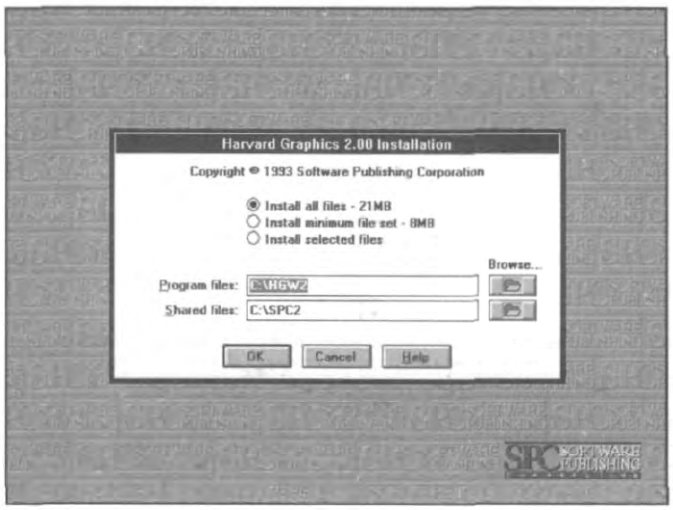

Fig. A.1
The Harvard Graphics Installation dialog box.

- *Install Selected Files*. You can use this option to recover erased or damaged files. See the section "Installing Selected Files" for more details about the files you can install.

7. Click OK. The installation program copies and decompresses the files, and the Harvard Graphics Installation status box, shown in figure A.2, informs you of the progress of the installation. To abort the installation procedure, you can click Cancel.

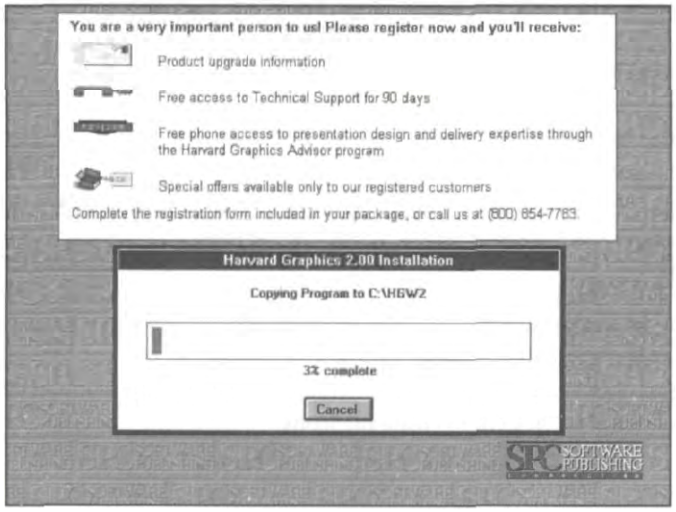

Fig. A.2
The Harvard Graphics Installation status box.

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8. After Harvard Graphics installs all the files on a disk, the message box shown in figure A.3 appears and prompts you for the next disk. Insert the specified disk and click OK.

   If you stop the installation process by choosing Cancel, the files that were copied remain on your hard disk.

After you install the last disk, you add the Harvard Graphics icon to a Windows program group. The following section explains how to add a Harvard Graphics icon.

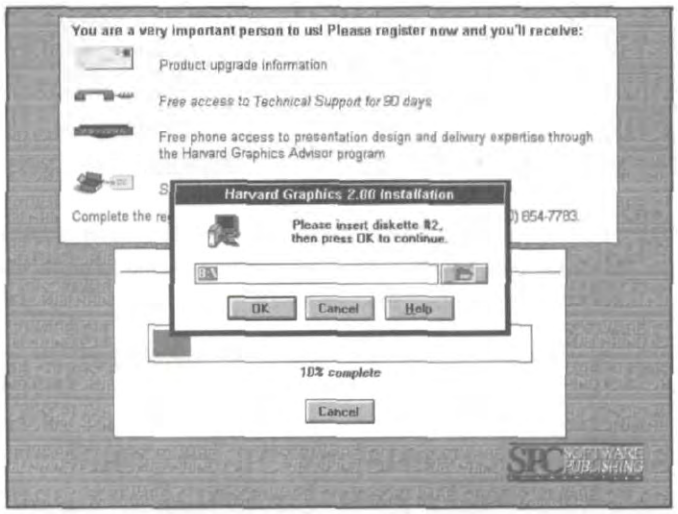

Fig. A.3
The message box prompting you to *insert another* disk.

Adding Harvard Graphics Icons

If you install all or the minimum Harvard Graphics files, the final installation step involves setting up the Harvard Graphics icons and other icons. You add these icons to the Windows Program Manager so that you easily can start Harvard Graphics. Figure A.4 shows the dialog box for setting up the icons; *this dialog box appears after the last disk is installed.*

Type the name of the new icon in the Icon text box for each icon. The installation shows the default name that identifies the program. Select a program group for the location of the icon from the Program groups: list box. The list box shows the names of all program groups available in the Windows Program Manager. Click OK to create the icons.

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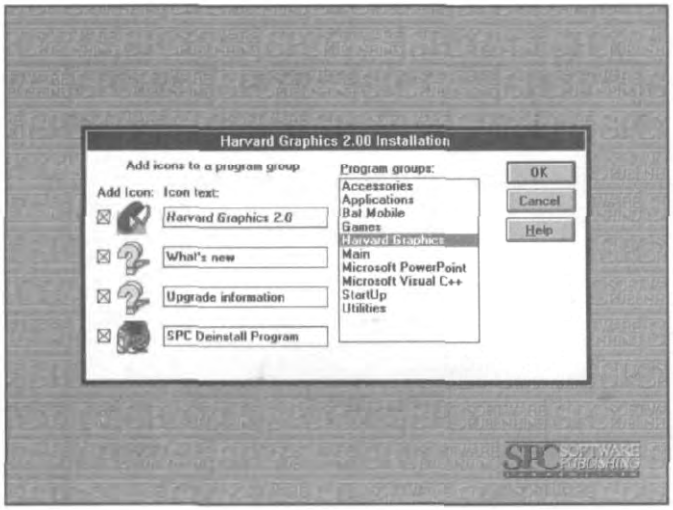

Fig. A.4
Setting the program icons.

Follow these steps to create the icons in the Windows Applications program group:

1. Choose the appropriate group in the Program Group list box for the Harvard Graphics icon. For example, choose Windows Apps to add the Harvard Graphics icon to the group containing Windows applications programs in the Windows Program Manager.
2. Click OK.

Finishing the Installation

After the installation is complete, the install program displays the Installation Completed message box, which shows the directory in which Harvard Graphics was installed (see fig. A.5). To complete installation, click OK.

Installing Selected Files

If you choose the Install Selected Files option in the Harvard Graphics Installation dialog box, you can install individual Harvard Graphics files without installing the entire program. Using this option is especially useful if a program file becomes damaged on your hard disk. By installing selected files only, you can replace the damaged file from the install disk without repeating the full installation.

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Fig. A.5
The Installation Completed message box.

For each file group, the install program enables you to pick the files you want to copy. After you choose Install Selected Files and click OK, the program displays the Install Selected Files dialog box, from which you choose the file groups to install (see fig. A.6). Common files are placed into groups—font files, symbol files, and so on—so that you can choose easily the files to install.

In this dialog box, specify whether you want to install none, all, or some of the files in a file group. If you don't want to install any program files, for example, you click None. To install only some Symbols group files, click Some for this file group.

To install selected files, follow these steps:

1. Choose the appropriate radio button next to the group whose files you want to install.

   To install files of an entire group, click the All button next to the group name.

   The Some radio button, which appears next to the Styles and Palettes..., Filters..., Symbols..., and Utilities... groups only, enables you to choose individual files from these groups. When you click the Some button, a corresponding dialog box appears. Refer to the following sections for instructions on installing individual files from a file group.

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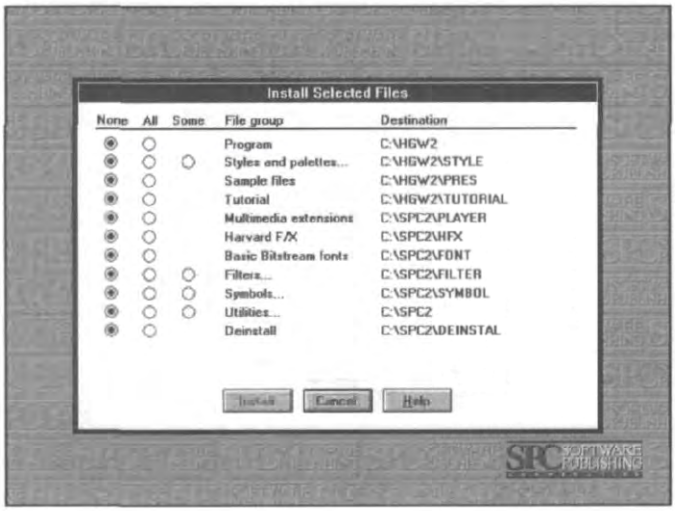

Fig. A.6
The Install Selected Files dialog box.

2. Click the Install button.

   The Harvard Graphics Installation status box informs you of the progress of the installation. To abort the installation procedure, click Cancel.

3. After Harvard Graphics installs all the files on a disk, the message box prompting you for the next disk appears. Insert the specified disk and click OK.

4. When the installation is complete, the install program displays the Installation Completed message box. To complete installation, click OK.

Choosing Style and Palette Files

Harvard Graphics treats Style and Palette files as one file group during installation. You can install all palette and style files or a selected subset of the files.

When you click the Some button next to the Styles and Palettes... group, the Styles and Palettes dialog box appears (see fig. A.7). To choose a file, click the file in the Styles and Palette list box. To deselect the file, click the file again. To select a group of files, drag the mouse pointer over the group.

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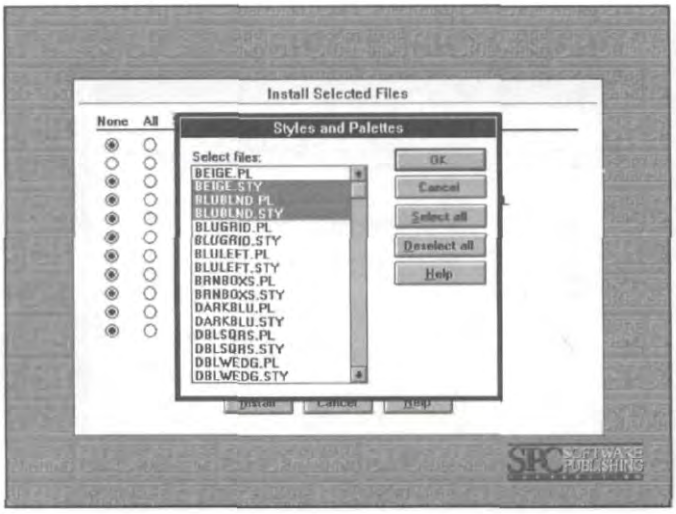

Fig. A.7
Choosing palettes and styles for installation.

Choosing Filter Files

Filters determine what types of files you can import and export with Harvard Graphics. You can install a filter to import Excel spreadsheets or TIFF bit-mapped files, for example.

When you click the Some button next to the Filters file group, the Filters dialog box appears (see fig. A.8). Separate options exist for Adobe Illustrator files, MicroGrafx Draw files, PICT files, and WPG files. The Basic Filters file group includes Harvard Graphics DOS files, Windows bitmapped files, and Windows metafiles.

To install selected filters, click the All button for the filters you want to install; then click OK to accept the filters. You cannot change the destination of filters.

Choosing Symbol Files

You can install a selected subset of the symbol files to save room on your hard disk. When you click the Some button next to the Symbols prompt, the Symbols dialog box appears (see fig. A.9). To choose a file, click the file in the Symbols list box. To deselect the file, click the file again. You can select a group of files by dragging the mouse pointer across them.

To install selected symbol files in the Symbols dialog box, click the files you want to install in the list box; then click OK.

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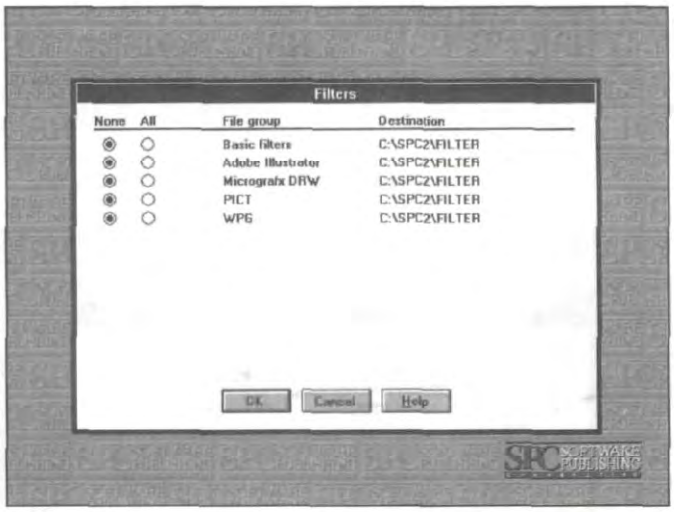

Fig. A.8
Choosing filters for installation.

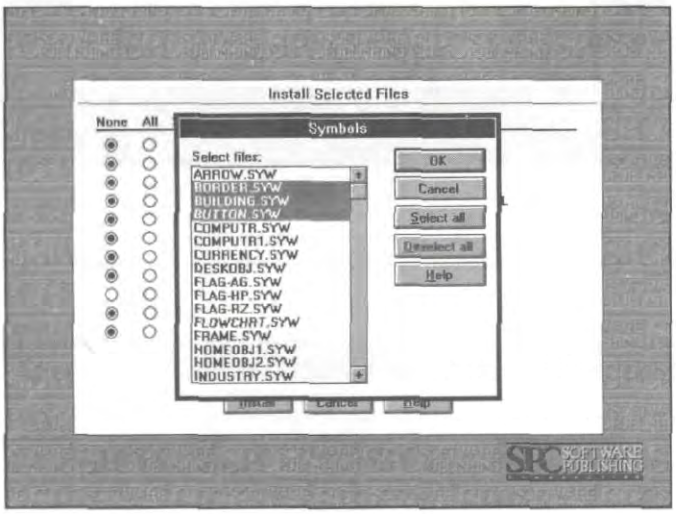

Fig. A.9
Symbol files for installation.

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Choosing Utilities

You can install each of three separate utilities that come with Harvard Graphics. When you click the Some button next to the Utilities... button, the Utilities dialog box appears (see fig. A.10). Click the button next to each utility you want to install and then click the OK button.

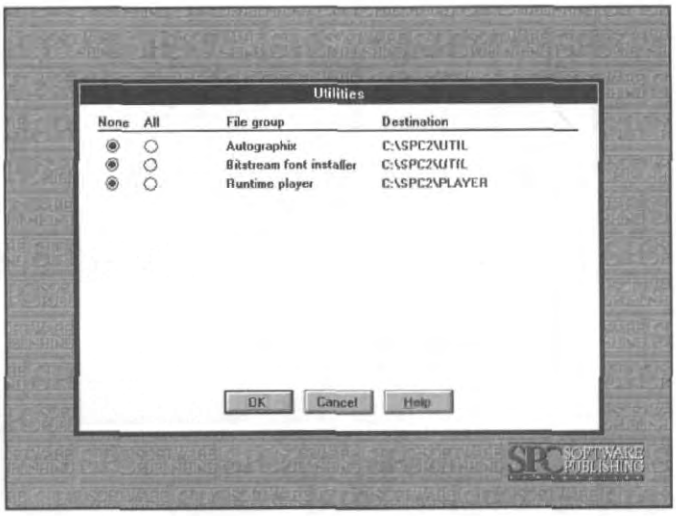

Fig. A.10
Utilities for Installation.

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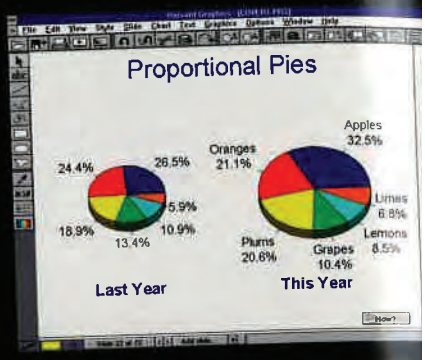

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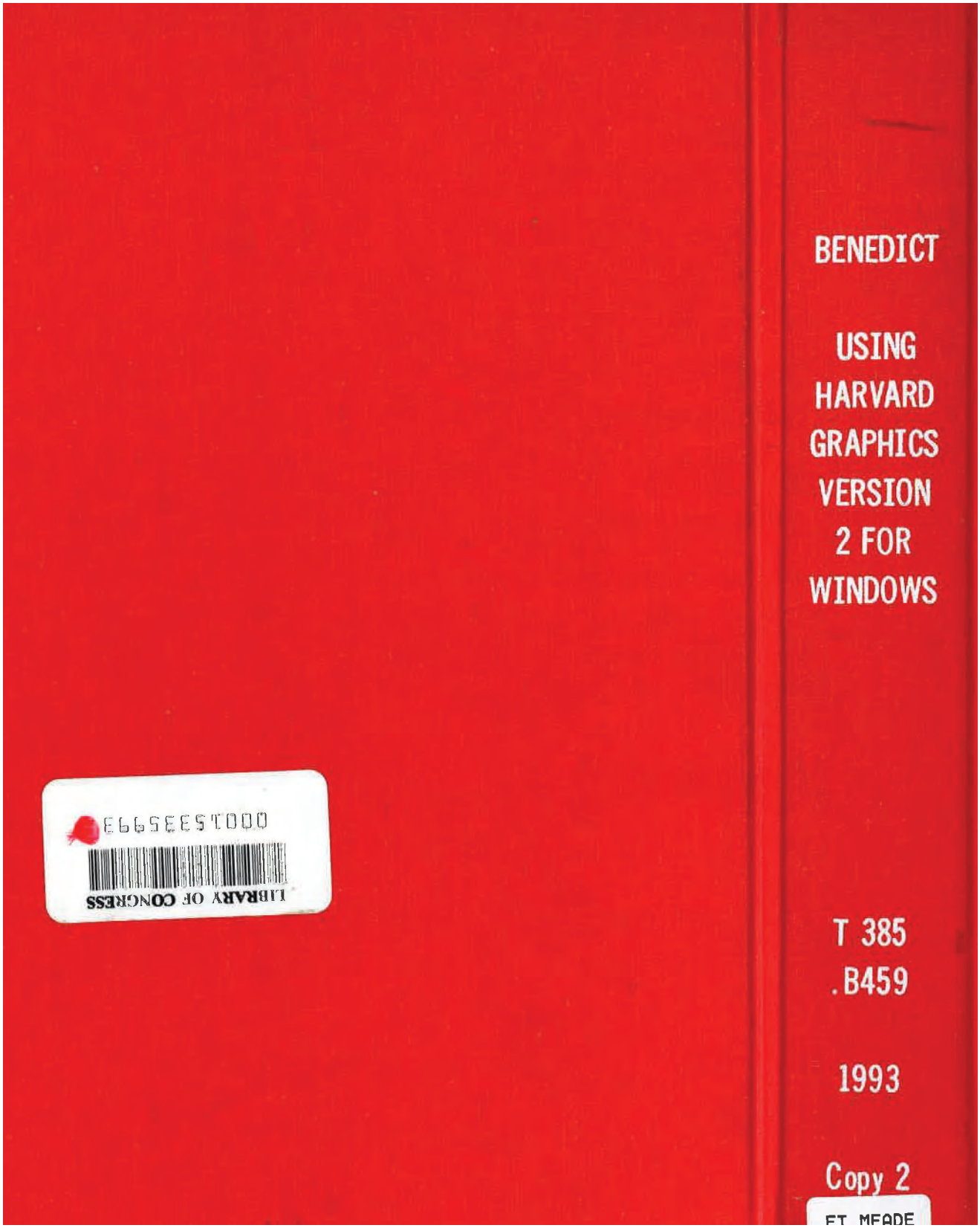
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