

Frequently asked questions

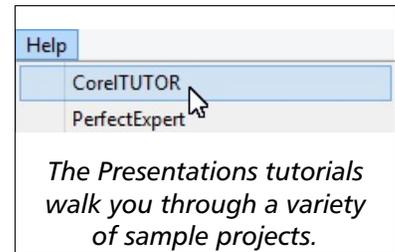
On with the show—the slide show, that is! The following “FAQs” shine the spotlight on valuable insights that’ll get you ready for your close-up with Corel® Presentations™ in no time!

FAQ 1: “When should I use Presentations?”

Answer: Consider using Presentations whenever the clearest way to deliver your message is through *multimedia*—the strategic interplay of text, graphics, audio, and video.

Presentations is most commonly used to create slide shows for important events, such as business meetings, product demonstrations, or training sessions. However, you can also use Presentations to create a wide variety of visually rich documents: certificates, charts, banners, flyers, and much more.

TIP: For inspiring sample projects, click **Help ▶ CorelTUTOR™**.



FAQ 2: “How do I get started?”

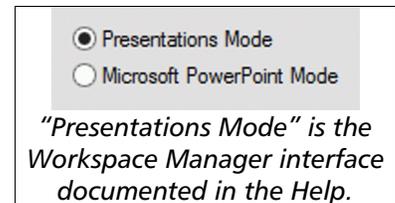
Answer: Get to know the Presentations interface and terminology.

First, click **Tools ▶ Workspace Manager** to check which *workspace* mode you’re using. Although you can simulate the Microsoft® PowerPoint® interface, **Presentations Mode** offers easier access to all tools and features.

Next, choose how you prefer to work:

- To start from a *master*, a professionally designed slide-show template that contains backgrounds and layouts, click **File ▶ New**.
- To have the PerfectExpert™ walk you through a specific type of *project*, click **File ▶ New from Project**.

TIP: To choose a different master, click **Format ▶ Master Gallery**; to change the default (**File ▶ New**) master, select that master in the Master Gallery and click **Save as Default**. You can also mix & match—or even customize—backgrounds (**Format ▶ Background Gallery**) and layouts (**Format ▶ Layout Gallery**).



“Presentations Mode” is the Workspace Manager interface documented in the Help.

FAQ 3: “How do I create a slide show?”

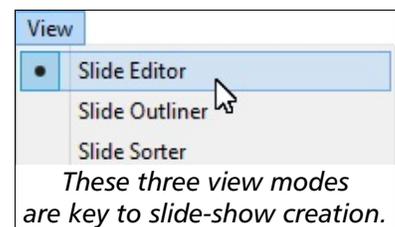
Answer: Use the Slide Outliner, the Slide Editor, and the Slide Sorter.

The *Slide Outliner* (**View ▶ Slide Outliner**) lets you focus on the text for your slide show. You can insert each slide (**Insert ▶ New Slide**) and type its text, or you can import text from a WordPerfect file (**Insert ▶ File**).

The *Slide Editor* (**View ▶ Slide Editor**) lets you modify slide contents.

The *Slide Sorter* (**View ▶ Slide Sorter**) lets you rearrange slides and edit their multimedia settings (appearance, transition, sound, sequence, and more).

TIP: For advice on various types of slide-show projects, see the Presentations PerfectExpert and its Help file.



These three view modes are key to slide-show creation.

FAQ 4: "How do I share my slide show?"

Answer: Presentations lets you save your slide shows to multiple formats. For best results, choose the format that best meets your needs.

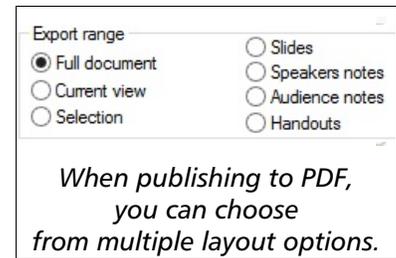
If you want to present your slide show in person:

- On a computer that has Presentations installed, you can play a slide show from directly within Presentations. Click **View ▶ Play Slide Show**.
- On a computer that does not have Presentations installed, you can play from a specially created Show On The Go™ project. To create such a project, click **File ▶ Show on the Go**.

If you want to distribute your slide show by email, or on the Web:

- Click **File ▶ Publish to PDF** to create a PDF version. Click **Settings** to access a wide variety of layout options.
- Click **File ▶ Publish to**, and choose **Internet Publisher** (for an HTML-based project) or **XML**.

TIP: When playing a slide show within Presentations, you can drag to apply highlighting to the current slide.



FAQ 5: "What can I do with macros?"

Answer: You can use macros to automate repetitive or complex tasks.

For straightforward tasks contained within Presentations, or even for more robust macro-programming solutions, you can use the following:

- *PerfectScript™* – for interaction with WordPerfect® or Quattro Pro®
- *Microsoft® Visual Basic® for Applications (VBA) 6.3* – for interaction with other VBA-compatible programs

Macros are powerful tools, so they have a dedicated section of Help resources in the Reference Center. To access these resources from WordPerfect, click **Help ▶ Reference Center**, and then click the **Macros** tab.

TIP: Click **Tools ▶ Macro ▶ Play** to run an existing macro, or click **Tools ▶ Macro ▶ Record** to create your own by recording the actions you perform.



In closing

We hope these FAQs have been insightful!

For even more information, please see the following topics in the main Quattro Pro Help file.

- **Understanding Presentations (FAQ 1):** "Welcome to Presentations"
- **Getting started (FAQ 2):** "Exploring the Presentations work area"
- **Creating slide shows (FAQ 3):** "Creating and accessing slide shows"
- **Sharing slide shows (FAQ 4):** "Playing and controlling slide shows" & "Sharing slide shows and drawings"
- **Using macros (FAQ 5):** "Automating tasks"

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This Quick Reference Card was created with WordPerfect.