

Creating Slide Shows

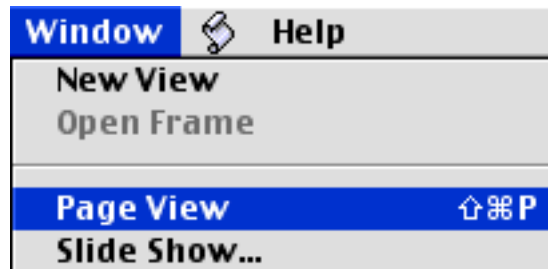
(using an AppleWorks Drawing Document)

A. Setup

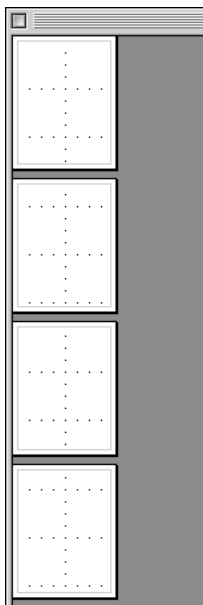
1. Open up a Drawing document in AppleWorks (or ClarisWorks).



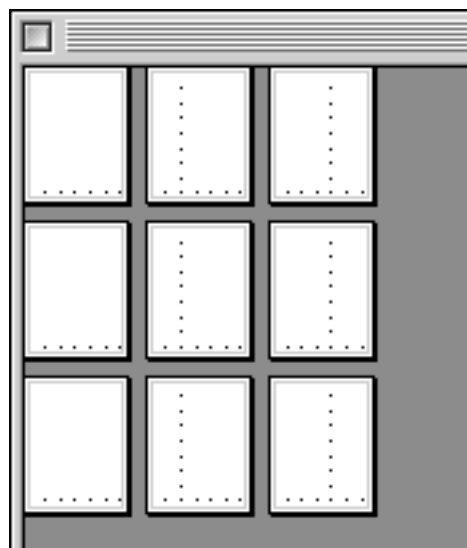
2. Click “Window” on the menu bar and choose “Page View”.



3. Click on “Format” and choose “Document”. Change “Pages Down” from 1 to however many you need for your show. Click OK. (If you are using a story board, you can have “Pages Across” and “Pages Down” to match the story board. This makes it easier for students to keep track of the slides on which they are working.)



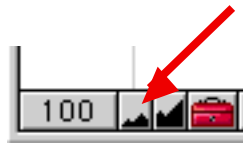
or



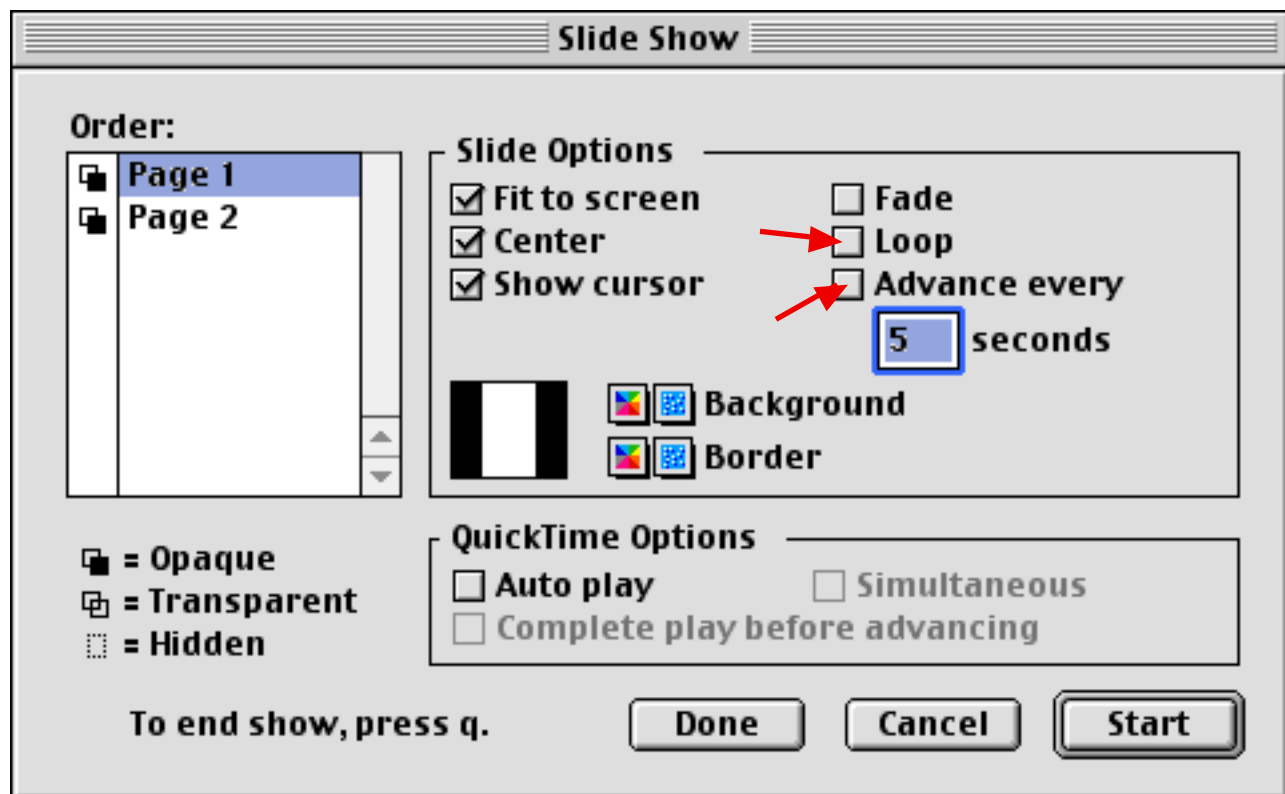
4. Prepare your slides. Remember — each page in the document is one slide.

B. Turning Your Slides into a Slide Show

1. Shrink your work page by clicking on the “Zoom Out” button found at the lower left hand corner of your document until you can see all of your slides.



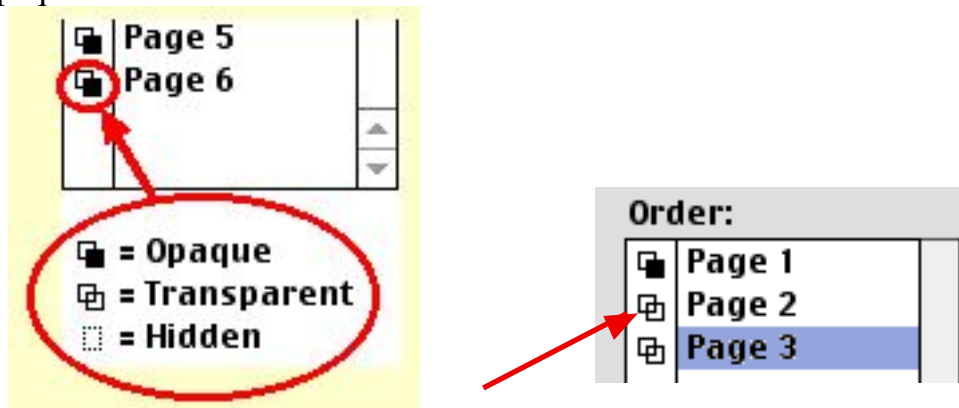
2. Click on “Window” on the menu bar and choose “Slide Show”. (See diagram under step 3 in previous section...it’s right under “Page View”.)
3. This screen is easy to use. To begin with I just tell my students to check “Loop” and “Advance every ___ seconds”. For pictures or animation, choose one second. For text, choose more. Instead of choosing the advance feature, you can advance slides by clicking your mouse or by typing on the left and right arrow keys.



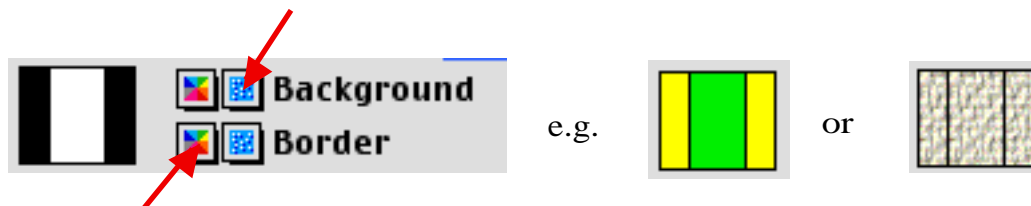
4. To hide unfinished slides, double-click on the “Opaque” icon found beside the page number of the unfinished slide.



- To make transparent slides (ones that build up on each other), just click on the “Opaque” icon found beside the pages you wish to be transparent. Leave the slide on which you want to build opaque.



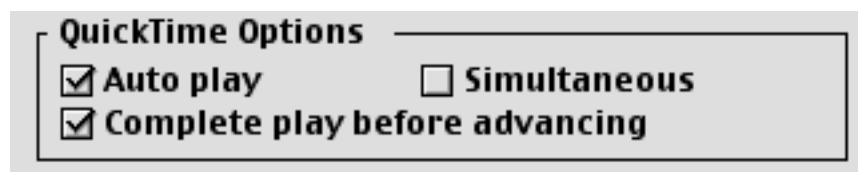
- To give your slides different background and border colours, click on the buttons shown below. The black and white striped rectangle will change to show you the colours you have chosen.



- If your slides are out of order, you can rearrange them by clicking and dragging on the page number in the “Order” box.



- If you drag quick-time movies into your slide show, click “auto play” and “complete before advancing” in order to show your movie before advancing to the next slide.



Click on “Simultaneous” if you want to play both a movie and a sound file at the same time.

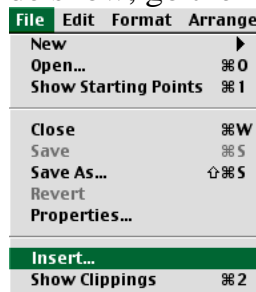
- Click on “Done” to save your slide show and return to your slide creating pages.
- Click on “Start” to play your show.
- Press the escape key or the letter Q to stop your show and go back to the Slide Show window.

C. Hints for Inserting Movies into Slide Shows

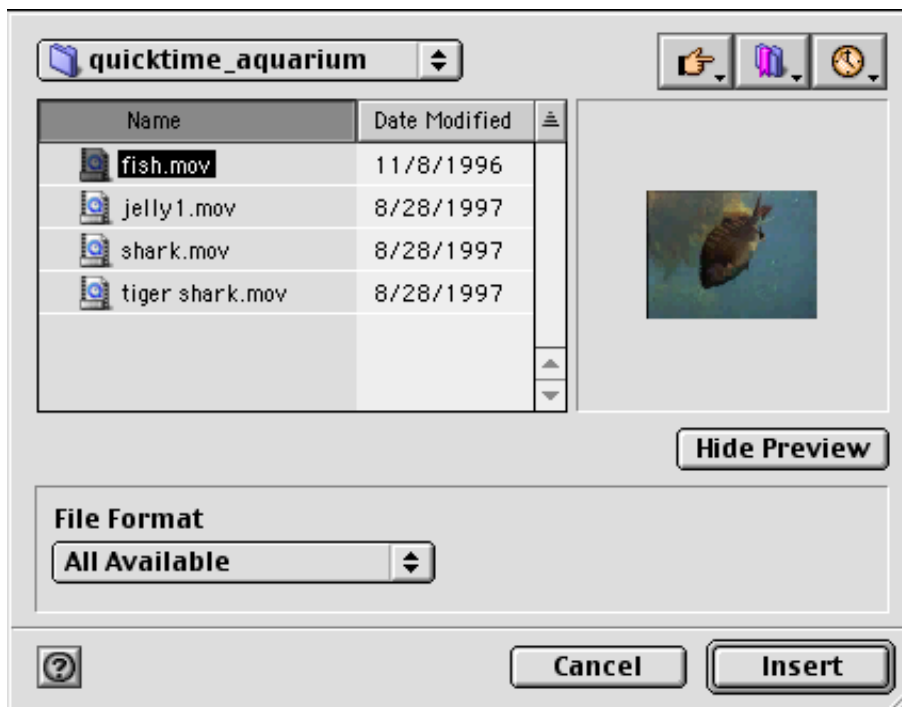
1. Create a folder to contain all the movie and/or sound files you need for your slide show. Name it whatever you like. Put the slide show document and all the movie/sound shows you need in this folder. (Photos become part of the slide show but movies and sound files are not. They are just “referenced” from an external file. Therefore the movie or sound file must stay with the slide show to be “found” and played.)
2. All movie and sound files must be in “QuickTime” format. They should have a one word name followed by a .mov



3. To put the movie or sound in the slide show, go the “File” menu and “Insert...”



4. Navigate to the folder in which your file is kept and click on “Insert”.



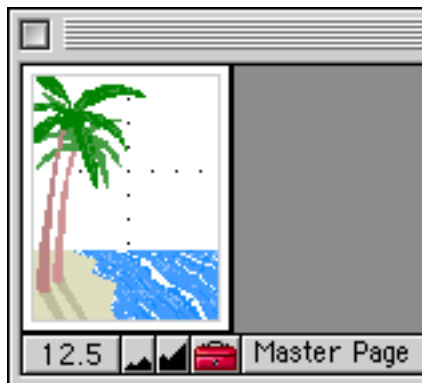
D. Creating a Master Page

A master page is one that will appear on every slide — sort of like making your own fancy stationary paper where every page has the same picture in the background.

1. Click on “Options” and choose “Edit Master Page”.



2. The drawing document that comes up is your Master Page. This page can only be edited by accessing it through the Options>Edit Master Page menu. That is, when you finish the master page and return to your slide show, you will not be able to make changes via the slide show document. Getting back to your slide show is done the same way as getting the master page. Just click on “Options” and then highlight or choose “Edit Master Page”. It will have a check mark beside the words and then disappear after you choose it again.



4. If your slide show is not in the “Page View” mode, the master page will not show up on each slide. If in “Page View”, you would get something that looks like this (I have added text and graphics to each slide and am ready for viewing... but, if you notice, the background is all unalterable duplicates of the master page):

