

Avail PointPro

Version 1.0

USER'S MANUAL

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Registration Number

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Introduction

Avail PointPro is the Newton application for composing, creating, and displaying complete slide presentations. With a TV or VGA PC Card adapter, you can use your Newton device to display your PointPro presentation on a TV or VGA monitor, or from any VGA projector. PointPro's integrated drawing, graphing, spreadsheet, and text processing tools are tailored for creating the text and visual elements most often found in presentations. Graphics images, company logos or 256 color images can be downloaded from a desktop computer and combined with elements created with Point Pro's tools, helping you to produce great looking slides.

Though created and stored on a gray scale Newton device, presentations created with PointPro can be designed and displayed with an array of colors. PointPro comes with a number of pre-designed backgrounds that automatically choose colors for the presentation, or you can define the colors yourself. Furthermore, you can independently color your text, lines, or object fills from any of 256 colors.

In addition to the ability to create slides, PointPro also includes a built-in document feature that allows you to create full page- 8 1/2 x 11 documents. The document mode uses the same diagram tools available in the presentation mode, allowing you to produce pages that include text, spreadsheet tables, drawings, or graphs for printing or faxing.

In short, Avail Point Pro makes it easy to give professional, high-quality presentations using an Apple MessagePad or eMate. With Point Pro, the design and creation of your presentation is at your fingertips. This gives you the flexibility to make changes quickly, even when away from your desktop computer. The result is that PointPro lets you project your ideas professionally, while saving you valuable time.

What is a PointPro presentation?

A PointPro presentation is made up of 640 x 480 slides, shown scaled down on your Newton device's display. PointPro slides consist of a text outline, text labels, diagrams, pictures, charts, and tables. They can also include images downloaded from the desktop, or imported from ClipArt.

There are four views that allow you to design, edit and display a PointPro presentation:

- **Slide view**- In this view, the text, diagrams, graphs, tables, and images are individual objects on a slide layout. To make changes to the slide, you make changes to the individual object. Objects can be added, moved, re-sized and aligned in this view.
- **Outline view**- This view is where the text processing for the entire slide show takes place. In this view, each item at the top level of the outline represents a new slide, and appears on the slide as the title. Items created beneath the top level appear on the slide as subpoints under the title for that slide.
- **External Presentation**- This view shows the slide as it will appear when displayed externally. From here you control the progress of the slide show while it is being displayed.
- **Full Presentation**- This view shows the slide completely filling the Newton screen. It is useful for previewing the slide show, or even for showing presentation from the Newton screen.

Installation

System requirements

- Apple MessagePad 2000, 2100 or eMate.
- Newton 2.1 operating system
- 500k free storage memory

For external presentation:

- A color monitor, Television, or projector with a VGA or TV PC card adapter

What's on the disk

- The PointPro package
- The X-Port Lite™ folder- contains a package and desktop software for color image export to the Newton device.
- The video driver package
- A sample Bitmap image for preparing color images for downloading.

To install the PointPro package on your Newton device (Apple MessagePad or eMate), use the Newton Connection Utility, or any suitable installation program. If you need more instructions on package installation, refer to the documentation that came with your Newton device.


The X-Port Lite™ package can be installed in the same way. Note that this is a limited version of X-Port Lite, the full version is distributed by LandWare. This

lite version cannot be installed simultaneously with other versions of X-Port Lite. At this time, you must delete any other copies of X-Port Lite from your Newton device before you can install this one. The developers of X-Port Lite at Innovative Computer Solutions (ICS) plan to update future versions of X-Port Lite to include this graphic export feature. An updated version that included this feature could be used in place of the lite version included with PointPro.

Getting Started

This chapter gives an overview of the basic concepts you'll need to get started with PointPro. To begin, you'll be shown how to create a new presentation, and how to view the presentation's slides. You'll also be shown how to add slides and delete slides from the presentation, and how to navigate between the slides. You'll learn how to open existing presentations, how to make and open presentation templates, and how to file or print, fax and beam presentations.

In addition to presentations, this chapter tells you how to create and open documents and document templates. For information about editing documents, see the "Creating 8 1/2 x 11 Documents" chapter on page 117.

To begin using PointPro, open the Extras Drawer and tap its icon  .

Creating a new presentation or document

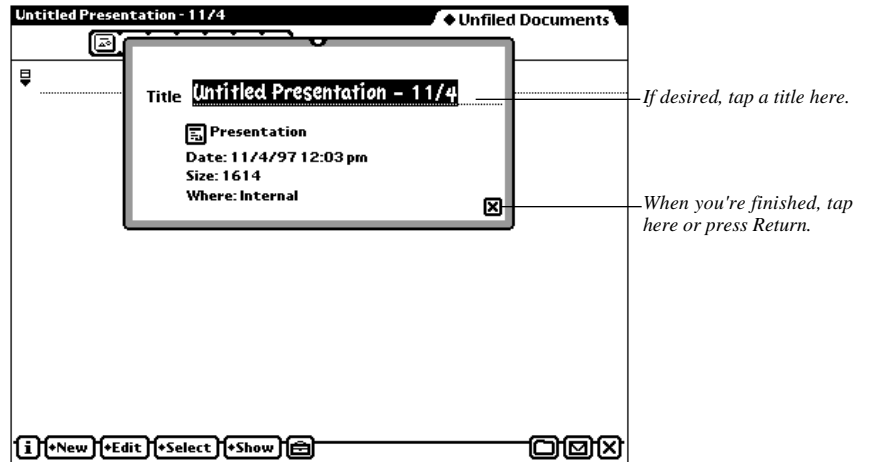
To create a new presentation or document:

- 1 Tap New or type Cmd-N.




2 In the list that appears, tap Presentation or Document.

A blank presentation or document and title slip will appear.



3 If desired, write or type in a title for the presentation or document.

4 Tap  or press Return.

Viewing presentation slides

A PointPro presentation consists of a slide or series of slides, sometimes called a slide show. Each slide is a scaled down version of the 640 x 480 image that will

appear on the video or television monitor, or project from the video projector. To create a presentation, you can add slides and give them text, images and diagrams. The slides can be displayed in different views that allow you to design, edit and display a PointPro presentation. The five ways to view a slide are:

- **Slide view**- This is where most of your slide layout work will take place. In this view, the text, diagrams, graphs, tables, and images are individual objects on a slide layout. To make changes to the slide, you make changes to the individual object. Objects can be added, moved, re-sized and aligned in this view. See Chapter 3 on page 35 for instructions on using the Slide view.
- **Outline view**- This view is where the text processing for the entire slide show takes place. In this view, each item at the top level of the outline represents a new slide, and appears on the slide as the title. Each time you create a new top level item, you create a new slide in the presentation. Items created beneath the top level appear on the same slide as the title. These items are shown on the slide as indented subpoints under the title, and are bulleted by default. See Chapter 2 on page 27 for instructions on using the Outline view.
- **Master Slide view**- This view allows you to add master elements that will apply to your entire presentation. Like the slide view, the text, diagrams, and images in this view are individual objects on a slide layout. To make changes to the Master slide, you make changes to the individual object. Objects can be added, moved, re-sized and aligned in this view. See “Creating a slide master” on page 88 for instructions on using the Master Slide view
- **Full Presentation**- This view shows the slide completely filling the Newton screen, and no control buttons are visible. It is useful for previewing the slide show, or even for showing presentation from the Newton screen. The control

menu in this view appears only when tapped.

- **External Presentation-** This view shows the slide on both the Newton device's screen and on the external monitor or projector.. From here you control the progress of the slide show while it is being displayed. Note that the control menu in this view is invisible, and only appears when tapped. See "Showing a presentation from External Presentation view" on page 106 for instructions on using the External Presentation view

Switching between views of the slide

While in the Slide and Outline views, you can switch to another view using the Show button. The External or Full Presentation views do not allow you to switch to other views directly, but allow you to exit to the Slide view.

Switching views from Slide or Outline view

- 1 Tap Show.



- 2 Tap your choice from the following:

- Outline (or type Shift-Cmd-O)
- Slide (or type Shift-Cmd-S)
- Master Slide
- Full Presentation (or type Shift-Cmd-F)
- Ext. Presentation (or type Shift-Cmd-E)

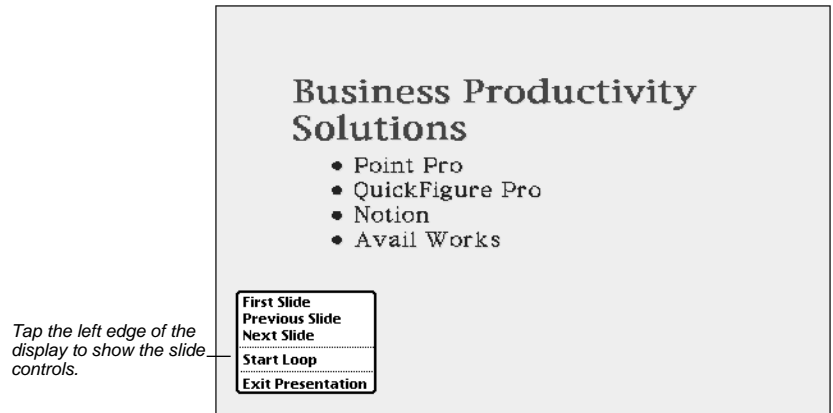
Note: The Master Slide item only appears in Slide view.

Switching views from External or Full Presentation view

In the External or Full Presentation views, you can exit to the slide view by:

- Tapping the lower right hand corner of the screen. There is a one inch square in the bottom right hand corner of the display that acts like a close button when tapped.
 - Using the slide controls.
- 1 Tap anywhere on the left hand side of the slide within a half inch of the left edge of the display.

The slide controls will appear where you tapped.



2 Tap Exit Presentation.

PointPro will switch to the Slide view.

Adding and Deleting slides

When you open a new presentation, it contains only one slide. Additional slides can be added in both the Slide and Outline views. Slides can also be deleted in both views. This section describes using the Slide view. See Chapter 2 on page 27 for instructions on using the outline view to add and delete slides.

Creating a new slide

In the Slide view, you can use the New button to add additional slides, or to insert new slides between existing slides.

To add a slide that will follow the slide you are currently viewing:

- 1 Tap New or type Cmd-N.



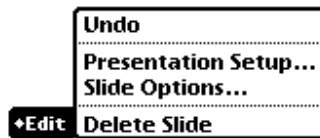
- 2 Tap Slide, or use keyboard arrows to select Slide and press Return.

A new slide will appear.

Deleting a slide

In the Slide view, you can use the Edit button to delete a slide.

- 1 Tap Edit.



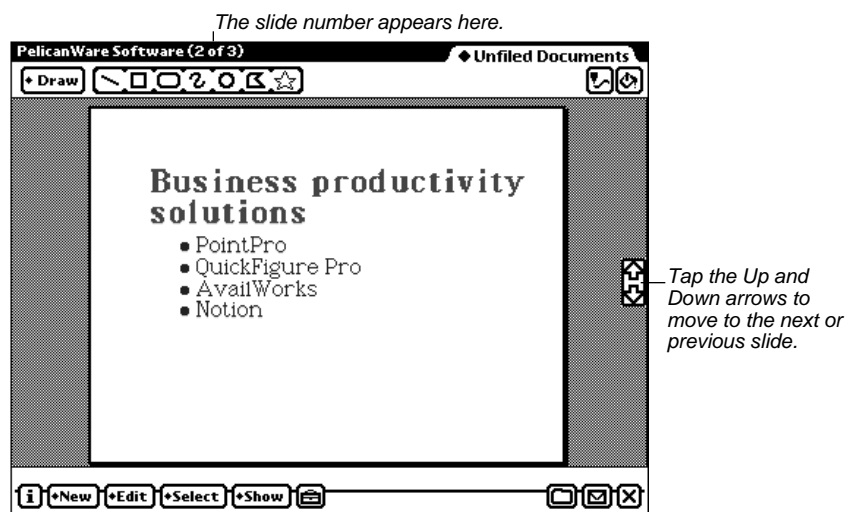
- 2 Tap Delete slide or use keyboard arrows to select Delete Slide and press Return.

Moving from slide to slide


In the Slide, Full Presentation and External Presentation views, only one slide is visible at a time. When your slide presentation has more than one slide, you can navigate through your presentation by moving to the next slide or previous slide.

Changing slides in the Slide view

The slides are numbered sequentially. The number of the slide being displayed appears at the top of the screen, next to the presentation title.



There are two ways to changes slides in the slide view:

- You can use the scroll arrows  .

Tap the up arrow to move to the previous slide, tap the down arrow to move to the next slide.

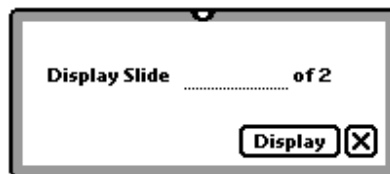
- You can use the Display slide slip.

- 1 Tap Show.



- 2 Tap Display Slide.

The display slide slip appears.



- 3 Write or type the slide number you wish to display .

4 Tap Display or press Return.


PointPro will display the slide you chose.

Changing slides in Full or External Presentation view

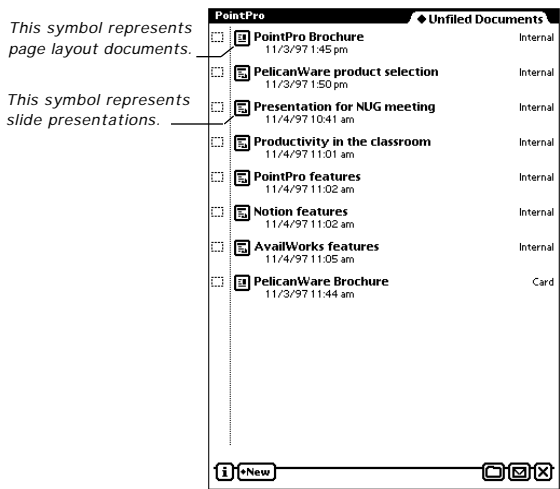
You can change slides in the Full or External Presentation views by using slide controls that appear when tapped. For instructions on using the slide controls, see Chapter 9 “Showing a presentation” on page 105.

Opening an existing presentation or document

To find a particular presentation or document, you can see a list of all of the slide presentations and documents you created.

- To see a list of presentations and documents, tap Overview button  or press Overview.

An overview appears.




- Tap the Up and Down arrows or press Scroll up or Scroll Down to move up and down the list.
- If desired, tap an item in the list to go to it.

Making and using templates

Any presentation or document you create can be used as a template. When you create a presentation or document from a template, PointPro opens an untitled copy of the template for editing. A template can also be edited after it is created.

Making a template

To make an existing presentation or document into a template:

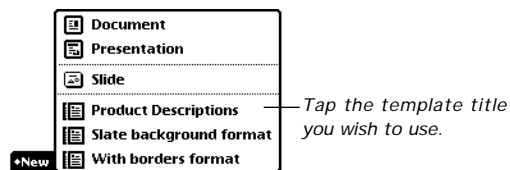
- 1 Open the presentation or document you'd like to use.
- 2 Tap the Routing button .
- 3 Choose Make Template from the menu that appears.

Opening an untitled copy of a template

To open a new presentation or document based on a template:

- 1 Tap New or type Cmd-N.

A list appears that includes any templates that you created.




- 2 Tap the desired template's title, or use the keyboard arrows to select it and press Return.

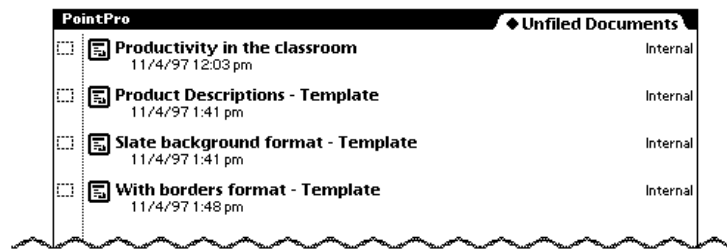
An untitled copy of the template with title slip will appear.

Opening a template for editing

To make changes to an existing template:

- 1 Tap Overview button  or press Overview.

The overview list of your existing presentations and documents appears.




- 2 Tap the desired template.

The template will open for editing.

Opening a copy of an existing presentation or document


You can make a copy of a presentation or document without using a template.

- 1 Open the presentation or document and tap the Routing button .
- 2 Tap Duplicate.

An copy of the presentation or document is created. To open it, use the overview.

Filing a presentation or document

You can file presentations and documents into folders using the Folder button. When you create a presentation or document, it is automatically stored in the current folder you are viewing. You can file presentation while in the Slide or Outline views. You can file a document at any time.

- 1 Go to the presentation or document you want to file.
- 2 Tap the Folder button .


The folder slip appears.


- 3 Tap the name of the folder you want the item to be stored in, then tap File. If you move a presentation or document to a folder you're not currently viewing, the document will disappear from your screen.

Printing, Faxing or Beaming a Presentation or Document

You can print, fax, or beam documents or presentations you create in PointPro. Connect to the appropriate device and then follow the steps below.

Printing

- 1 Do one of the following:
 - To print a single presentation or document, open it.
 - To print several items, press Overview . Tap the check box next to each item you want to print.


- 2 Tap the Routing button  and in the list that appears, tap Print.

The print slip appears.


- 3 Enter or change information in the print slip.
- 4 When you are ready to print, press Return or tap Print.

A slip appears showing the status of the print job.

Beaming presentations and documents

- 1 Do one of the following:
 - To beam a single presentation or document, open it.
 - To beam several items, press Overview . Tap the check box next to each item you want to beam.


2 Do one of the following:


- Tap the Routing button  and in the list that appears, tap Beam.
- On the eMate, press Send on the keyboard once.

A slip appears showing the status of the beam.

Faxing presentations and documents

1 Do one of the following:

- To fax a single presentation or document, open it.
- To fax several items, press Overview . Tap the check box next to each item you want to fax.

2 Tap the Routing button  and in the list that appears, tap Fax.

The fax slip appears.

3 Enter or change information in the fax slip.

4 When you are ready to fax, press Return or tap Fax.

A slip appears showing the status.

Creating the presentation outline

In a PointPro presentation, much of the slide creation and text processing will take place in the Outline view. The Outline view is an overview of the entire presentation shown in outline form.

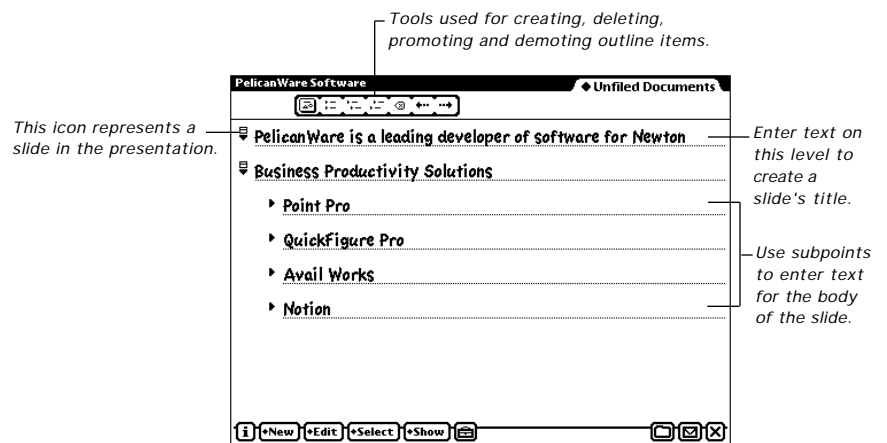
You can use the Outline to:

- Create slides
- Add text to slides
- Organize and rearrange the presentation.

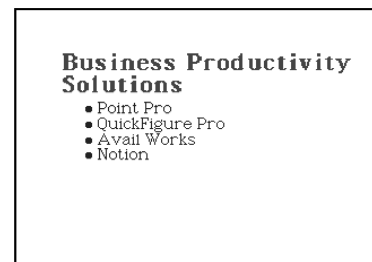
When a new presentation is created, PointPro automatically opens the Outline view. To switch to the Outline view from Slide view, tap Show and select “Outline” from the list that appears. If you are in Full or External view, exit to the Slide view and then show the Outline. See “Switching between views of the slide” on page 14 for more information.

The Outline view

The outline is organized by title items and their subpoints, with each title representing a slide in the presentation. Each time you create a new slide title in the outline, you are creating a new slide in the presentation. Under each slide title, you can create up to four levels of subpoints.



The title and it's subpoints will be displayed on the slide in the Slide view and when shown externally. When displayed on the slide, the slide title appears on the top half of the slide, and it's subpoints appear in a single body below. Here is an example of the second slide from the outline pictured above being displayed in Slide view:



The location and size of the area where the outline text appears on the slide is the same on every slide by default. However, the slide title and its subpoints are objects that can be moved and re-sized in the Slide view. See the Moving and Re-sizing Objects sections on pages 39-40 for more information.

Note: In the outline, each slide title and subpoint item appears on only one line, but may appear wrapped into more than one line when shown in the 640 x 480 format. To view how your outline will look when displayed, use the Full or External Presentation views.

Scrolling through the outline


To scroll the outline, use the scroll arrows on the MessagePad's button bar or eMate keyboard.

Creating and editing outline items

The toolbar at the top of the outline view can be used to create and delete slide titles and subpoints, or to promote or demote them to a different level in the outline.

You can write or type text directly on the line that appears when an item is created. A carat will appear on the line while it's being edited, indicating the insertion point for text. The outline supports the Newton OS's standard cut, copy and paste methods for text. See the user manual that came with your Newton device for more information.

Creating a new slide title

To create a new slide title item, tap . Write or type your title on the line that appears.

Note: You can also create new slide title item in the Outline view with the New button.

- 1 Tap New or type Cmd-N.






- 2 Tap Slide or use the keyboard arrows to select Slide and press Return.

A new slide item will appear in the outline.



Creating subpoints

The buttons on the toolbar allow you to create subpoint items in the outline. You can create new subpoints on the outline level above or below the last item where you added text. That item should have a carat ▲ on its text entry line. If not, tap to place the carat and then do one of the following:



- tap  or type Cmd = to create a subpoint on the same level as the previous item.
- tap  or type Cmd] to create a subpoint one level below the previous item.
- tap  to or type Cmd [create a subpoint one level higher than the previous item.

Promoting or demoting items to different levels

You can use the toolbar buttons to promote an outline item to the level above it's current level, or demote it to the level below. Tap to place the carat on the item you wish to change and

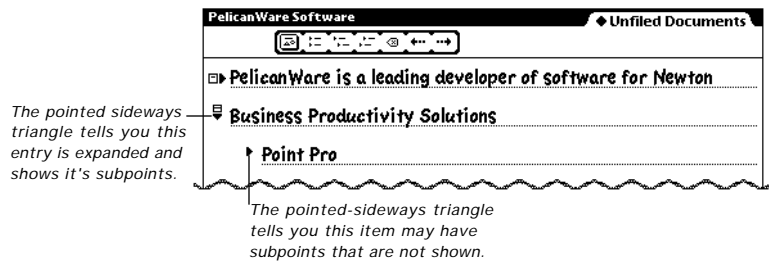
- tap  to promote the item to the level above.
- tap  to demote the item to the level below.

Deleting a title or subpoint item

Tap to place the carat  on the item you wish to delete and tap .

Collapsing and expanding items in the outline


To collapse an item and it's subpoints, tap the triangle next to the item. It then turns sideways and it's subpoints are hidden. You can also tap the triangle to expand an item and show it's subpoints.



Rearranging the slide order

The outline view can be used to rearrange order of appearance of slides in the presentation. You can do so by moving a slide title item to a different position in the outline. This will change the position of the slide in all views. All subpoints and layout information for the slide are included when it is moved.

Moving a slide title item requires you to drag the slide title you're moving onto the entry line of the title you want to appear below the item you're moving. To move a title item, follow these steps:

- 1 Tap and hold on the slide icon  for the item you wish to move until the icon darkens (highlights).
- 2 While it is highlighted, drag the icon to the front of the entry line of the slide title item you'd like to appear *below* the item you're moving.

A vertical line that looks like a cursor will appear at the front of that item's entry line.

- 3 Lift the pen. The item you moved will appear *above* the item with the cursor.

Checking spelling

PointPro includes a Spell Checker tool for text in the Outline view. The spell checker matches words it finds against words in the dictionary of your Newton device.

- 1 Tap Tools .

The Tools menu appears.



2 Tap Spell Check.


If the checker finds a misspelled word, a correction slip will appear.



Tap left or right arrows to scroll the word back and forth in the slip.

- 3 If spell check finds a misspelled or unrecognized word, do one of the following:
- To add the word to your personal word list in the dictionary, tap Add.
 - To ignore the word, tap Ignore.
 - To correct the word, enter your changes into the slip and tap Change.

A bell sounds when the spell checking is completed.

- 4 At any point you can stop the spell checking by tapping  to close the slip.

Dictionary options

The spell checker uses the Newton OS's built-in dictionaries. You can control which type of dictionaries it uses to spell check in the outline by tapping tools and selecting Dictionary options from the list that appears.

Tap to choose which dictionaries - you'd like the spell checker to use.

Dictionaries to use:

<input checked="" type="checkbox"/> User-added words	<input type="checkbox"/> Proper names
<input checked="" type="checkbox"/> Common words	<input type="checkbox"/> Local cities
<input type="checkbox"/> Country names	<input type="checkbox"/> Local companies
<input checked="" type="checkbox"/> Days and months	<input type="checkbox"/> States & provinces
<input type="checkbox"/> First names	<input type="checkbox"/> Abbr states & prov
<input type="checkbox"/> Last names	<input checked="" type="checkbox"/>

Creating and editing slides

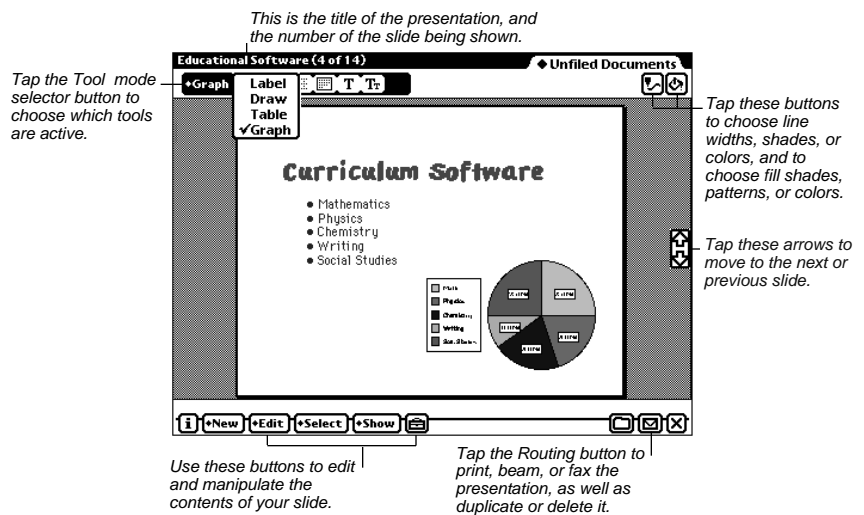
In the previous chapter you learned how to create new slides and add text to slides in the Outline view. In PointPro, you can also create and edit slides in the Slide view. The Slide view is where you can add objects like color images, tables or graphs to your slides, and where you can control how these objects will look when the slide is displayed. Use the Slide view to:

- Add text labels, spreadsheet tables, charts, graphs, and drawings to a slide.
- Add color or gray scale images imported from another computer to a slide.
- Move and re-size the area where the outline title and body appear on a slide.
- Move and re-size graphs, tables, drawing or labels on a slide.
- Control line widths, fill patterns, and fill colors for objects on a slide.

The Slide view screen

In the Slide view, a scaled down version of the slides in your presentation appear as an editable layout. You can use the up and down arrows to scroll from slide to slide, or you can display a specific slide in the presentation. The number of the slide you're viewing appears at the top of the screen.

Included in this view are tools for creating drawings, graphs, tables and labels on the slide. You can control which tools are available by choosing a *mode* with the mode selector button. For instance, when you want to create a drawing, use the draw mode. The toolbar at the top of the screen changes in each mode to offer various options for using the tools.



Objects on a slide

The text, graphs, tables, drawings and labels appear on the slide as *objects*. The slide title and its subpoints also appear as objects on the layout. Each object can be edited, moved and re-sized individually. You can also arrange and move objects in groups, and align objects with one another.

The text outline objects

In PointPro, the slide title and subpoint body objects appear in the same place on each slide by default, and appear even if they are empty. This allows you to position the area where text will appear before you begin adding text to your

presentation. This is useful for creating a default size, shape, and position for text elements in the presentation. See the section on “Setting default outline text position” on page 93 for more information.

The contents of the outline objects can be created and edited in the outline view. See Chapter 2 “Creating the presentation outline” on page 27 for information about using the outline view.


Creating drawing, label, graph and table objects on the slide

You can create drawing, label, graph and table objects using the Toolbar. PointPro uses different modes to control which tools are available. To choose a mode, tap the Mode selector button and choose Label, Draw, Table or Graph.

When a mode is selected, the appropriate objects can be drawn out on the slide. Detailed instructions for using the tools to create and edit drawings, labels, graphs and tables are in the chapters that follow. See the appropriate chapter for an explanation of how to use the tools for that mode.

Selecting objects

To select an object, tap it once. A dark border will appear around the selected object. Tapping on the slide outside of the object, or tapping to select another object will deselect it. To select multiple objects:

- 1 Tap the Select button .
- 2 Choose Multiple Selections from the menu that appears.

A check will appear next to the item in the menu indicating that the Multiple Selections mode is active. To deactivate it, tap to uncheck the item.


- 3 Tap once on each of the objects you wish to select.
A dark border will appear around the group of selected objects.

Note: You must deselect Multiple Selections in the Select menu to go back to selecting individual objects one at a time.

Object stacking order


Objects can appear stacked on top of each other on the slide. When an object is on top of the stack, it is *in the front*. If an object isn't in the front of a stack, it is considered to be *in the back*. New objects that you create are automatically in the front. The slide title and subpoint body objects that appear automatically on each slide are in the back by default.

Moving an object to the front or rear of a stack

- 1 Tap to select the object.
- 2 Tap the Select button .
- 3 Choose Bring to Front or Send to Back from the menu that appears.

Selecting front or rear objects only

When several objects are stacked on each other, it can be difficult to select individual objects in the stack. You'll notice this particularly when you try to select objects that are on top of the slide title or subpoint body objects, as tapping will usually select the title or body objects instead of any objects on top of them. To select only the objects you wish, you can choose to have PointPro select only objects in the front or rear (back) of the stack.

- 1 Tap the Select button .
- 2 Choose Front Selections Only or Rear Selections Only from the menu that appears. A check will appear next to the item in the menu indicating that the Front or Rear Only mode is active. To deactivate it, tap to uncheck the item.

Moving objects

Objects can be moved individually or in groups.

- 1 Tap to select the objects or group of objects you wish to move.
A dark border will appear around the object(s).
- 2 Place your pen in the center of the selected object or group of objects and drag the pen to the desired place on the slide.
- 3 Lift the pen.
The object(s) will appear where the pen was lifted.

Note: Moving large, color images imported from the desktop can require more free system and storage memory than moving other types of objects. If you're having trouble moving the object, try resetting your Newton device beforehand. Also, it requires PointPro to copy the image to the Clipboard, so make sure you have enough free storage memory to store the copy while it's moved. Large images can require several hundred kilobytes of free memory.

Re-sizing objects

You can re-size any object or drawing, including the area where the outline text appears on the slide.

- 1 Tap to select the object you wish to re-size.

A dark border will appear around the object.

- 2 Tap the dark border and drag it in the direction that you want to extend the object. If the object moves instead of re-sizing, you tapped the object instead of the border.


Note: If you make an outline text object smaller, the text inside will not appear to be “wrapped” in the Slide view. Check the Full or External Presentation views to see how the text will actually appear when displayed.

Cutting, copying, pasting, duplicating, and clearing objects

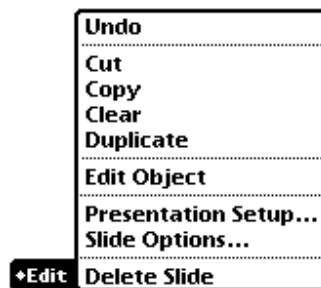
The Edit button menu can be used to edit objects on the slide.

- 1 Tap to select the object you wish to edit.

A dark border will appear around the object.

- 2 Tap the Edit button .

The Edit menu appears.



- 3 Choose one from the following:


- Cut- Removes the object from the slide and copies it to the clipboard.
- Copy- Copies the object to the clipboard.
- Clear- Removes the object from the slide.
- Duplicate- Makes a copy of the object and pastes it onto the slide automatically.

- 4 If you copied or cut the object to the clipboard, you can paste it onto the slide by tapping the Edit button **+Edit** again and choosing Paste.

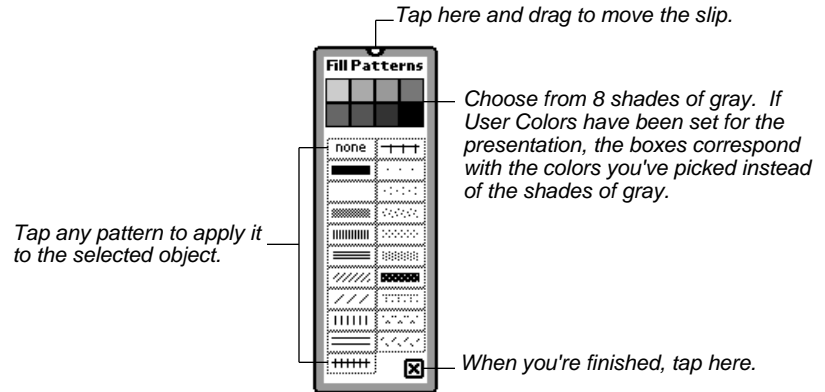
Adding a fill pattern or color to objects

- 1 Tap to select the object(s) to which you'd like to add a fill pattern.

A dark border will appear around the object(s).

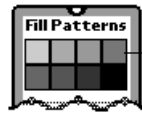
- 2 Tap the Fill button .

The Fill Patterns slip appears.



- 3 The slip displays options for choosing a fill pattern, a shade of gray, or a color if you've chosen User Colors for the presentation. Choose one of the following:

- A fill pattern. Tap one of the patterns to apply it to the selected object.
- One of eight shades of gray. Tap one of the gray colored boxes at the top of the slip to apply that shade to the selected object.

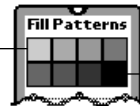


If a color is not set for one of these boxes, tapping it will apply the displayed shade of gray to the selected object.

- A color for the object if you've set "User Colors" for the presentation.


For each presentation, you can choose up to eight "User Colors" that can be used to add color to your objects and text. See the section "Choosing User Colors for a presentation" on page 96. Once the colors have been chosen, the boxes showing the shades of gray in the Fill Patterns slip will correspond with the eight colors you've chosen.

This row corresponds with User Colors 1-4



This row corresponds with User colors 5-8

For example, if you've set User Color 1 to be a nice shade of purple, then tapping the top left gray box in the slip will apply that color to the selected object. It's helpful if you note what color you've chosen for each number, so you don't have to check while editing.

- 4 When you're done, tap  to close the slip and the changes will apply automatically to the selected object(s).

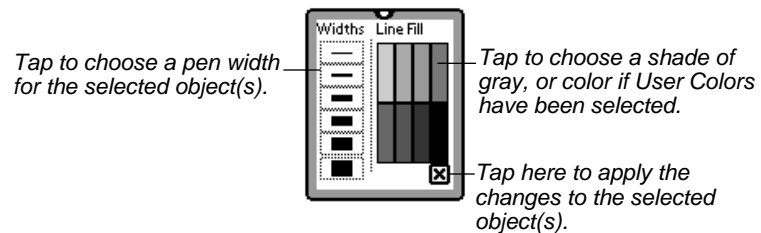
Changing the line color or width

- 1 Tap to select the objects or group of objects for which you'd like to change the line width or line color.

A dark border will appear around the object(s).

- 2 Tap the Line button .

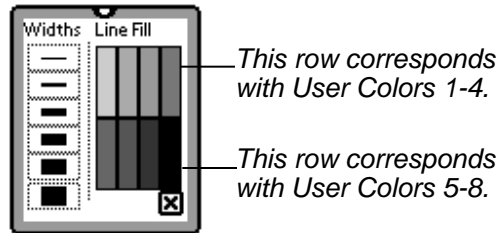
The Line Width and Color slip appears.




- 3 The slip displays options for choosing a line width, a shade of gray, or a color if you've chosen User Colors for the presentation. Choose one of the following:
- A line width. Tap one of the widths to apply it to the lines in selected object.
 - One of eight shades of gray. Tap one of the gray colored rectangles on the right hand side of the slip to apply that shade to the selected object.

- A color for the object's lines if you've set User Colors for the presentation.

For each presentation, you can choose up to eight "User Colors" that can be used to add color to your objects and text. See the section "Choosing User Colors for a presentation" on page 96 for more information. Once the colors have been chosen, the boxes showing the shades of gray in the Fill Patterns slip will correspond with the eight colors you've chosen.



For example, if you've set User Color 1 to be a royal blue, then tapping the top left gray rectangle in the slip will apply that color to the lines in the selected object. It's helpful if you note what color you've chosen for each number, so you don't have to check while editing.

- 4 When you're done, tap  to close the slip and the changes will apply automatically to the selected object(s)..

Adding images from ClipArt

You can store black and white, gray scale, or color images in the ClipArt Browser. These images can be downloaded from a Windows or Macintosh PC,

or copied from a PointPro slide. The ClipArt browser allows you to scroll through the images that it has stored, and lets you copy any image to PointPro's clipboard so that you can paste it onto a slide.

You can download or copy any size image into the ClipArt Browser. If the image is larger than 640 x 480, the Browser will automatically scale the image down to fit on the slide.

See the Chapter 9 “Importing graphics from another computer” for more information about downloading images from PCs.

Copying an object on a slide to ClipArt,

- 1 Tap to select it (in the Slide view).
- 2 Tap Tools
- 3 Tap Copy to ClipArt.

The item you copied will appear in the ClipArt Browser.

Pasting an item from the ClipArt Browser onto a slide

- 1 Tap Tools
- 2 Tap ClipArt Browser...

The ClipArt Browser appears.

- 3 Use the scroll bars to locate the item you'd like to use.

4 Tap Copy.

PointPro copies the item to its clipboard and returns to Slide view.

5 Drag the item (it appears at the left edge of the screen in a rectangle labeled “ClipArt”) onto the slide and release the pen where you want it to appear.

Note: If you get an out of memory message, you may not have enough storage memory to perform the paste. You may need to free up storage space to do it. See the section below for more information.

Memory Considerations when pasting images from ClipArt

When an image is pasted into your PointPro slide from the ClipArt Browser, it actually stores two copies of the image in PointPro, one sized for the External Monitor, and one sized to fit your Newton’s screen. (The copy for the Newton screen is only present when actually viewing image on the slide). Including the copy of the image in the ClipArt Browser, this means that you have three copies of the image being stored at once. So, be aware that it may take a lot of free storage memory when you start pasting images into slides. Typically, you should delete images in the Browser that you are not using.

Creating drawings


In the slide view, you can create lines, shapes and diagrams with the various drawing tools. To draw on the slide layout, first tap the Mode selector button and choose Draw. The tools you can use to create drawings appear in the Toolbar.

 Straight Line button

To draw a line on the slide

- 1 Tap the Straight Line button.
- 2 Place the pen on the page and drag a line in the desired direction.

To constrain the line to horizontal, vertical or 45° angles, tap Select and check the Constrain menu option before selecting the straight line tool.

 Rectangle button

To draw a rectangle or square on the slide

- 1 Tap the Rectangle button.
- 2 Place the pen on the slide and drag a rectangle of the desired size and shape.

To constrain the shape to a square, tap Select and check the Constrain menu option before selecting the rectangle tool.

Rounded Rectangle button

To draw a rectangle or square with rounded corners on the slide

- 1 Tap the Rounded Rectangle button..
- 2 Place the pen on the slide and drag a rectangle of the desired size and shape.

To constrain the shape to a square with rounded corners, tap Select and check the Constrain menu option before selecting the rounded rectangle tool.

Curve button

To draw a curved line on the slide

- 1 Tap the Curve tool button.
- 2 Place the pen on the slide and draw a line. The curve ends when the pen is raised from the screen.

To “sketch” a series of strokes using the Curve tool (writing a signature, for example), it is best to check Keep Tool and uncheck Auto-Select New Objects in the Select menu before you begin.

Oval button

To draw oval and circle shapes on the slide

- 1 Tap the Oval tool button.
- 2 Place the pen on the screen and drag a circle or oval of the desired size and shape.

To constrain the shape to a circle, tap Select and check the Constrain menu option before selecting the circle tool.

Polygon button


To draw a closed object with at least three sides on the slide

- 1 Tap the Polygon tool button.
- 2 Tap the slide to set the first corner point.
- 3 Tap again to set the next point.

A line appears connecting the points.

- 4 Repeat until the polygon is the desired size and shape.
- 5 To close the shape, do one of the following:
 - Double tap on the slide

- Tap the polygon tool button

 Shapes button

To draw an object with a specific shape

- 1 Tap the Shapes button.

The shape selection palette appears.



- 2 Tap a desired shape in the palette.
- 3 Place the pen on the screen and drag the shape to the desired size.

To “flip” the shape, drag it in a different direction. For example, to create an arrow that points left, select the shape and drag from right to left. The newly selected shape now remains as the default for the tool.

To constrain the shape symmetrically, check the Constrain menu option before selecting a shape.

Creating text labels on the slide

In the Slide view, you can create blocks of text which are treated as separate objects on the slide. They can be used as labels for your images and diagrams, and can be placed anywhere on the slide, including on top of other objects.

- 1 Tap the mode selector button




- 2 Choose Label.

The tool bar now displays the options for creating a text box, and for formatting the text contained within text boxes.

Toolbar in Label Mode



- 3 Tap the Label Text Box. 
- 4 Drag a rectangle on the slide where you'd like the box to appear.

5 Release the pen.


The Label Editor text entry window appears. Write or type the desired text and close the window. Text appears in the text box you created on the slide. (For a complete discussion of entering text in the editor, see Chapter 5).

Setting label formats and styles

Each text box you create has only one font, size, alignment, tab setting and frame setting. If, for example, you want a block of text in 10 pt. plain Geneva and a header in 14 pt bold New York, create two text boxes and assign the appropriate attributes to each. A text box can, however, have more than one style applied to all of its text. For example, you can create text in bold, underline, and italic by checking all three of those styles in the Text Style pop-up (see below).


Setting the label font

To change the font of the text within a label box

- 1 Tap to select the label box.
- 2 Tap the Font button  to pop up the list of fonts.
- 3 Select the desired font from the list that appears.


Setting the label font size

To change the size of the text within a label box

- 1 Tap to select the label box.
- 2 Tap the Size button  to pop up the list of font sizes
- 3 Select the desired size from the list that appears.

Setting label styles

To change the style of the text within a label box


- 1 Tap to select the label box.
- 2 Tap the Font button  to pop up the list of text styles
- 3 Select the desired styles from the list that appears.

Multiple styles are applied to a text box by tapping on the Style button again and adding another style. The styles currently applied in the text box are checked in the Style menu. Selecting Plain cancels all other text styles options.

If more than one text box is selected and a new style applied, the attributes are added to the existing style for each box. For example, suppose you select two text boxes to change to Underline. However, the text in one box is bold and the other is italic. You end up with one text box with bold underlined text and the other with italic underlined text.


Setting the label text alignment

To change the alignment of text within a label box

- 1 Tap to select the label box.
- 2 Tap the Style button  to pop up the list of alignment options.
- 3 Select the left, right or center alignment from the list that appears.


Choosing a label frame

To choose a frame to surround a label box

- 1 Tap to select the label box.
- 2 Tap the Frame button  to pop up the list of frame options.
- 3 Choose No frame, Rectangle, Rounded Rectangle, or Shadow.

Setting the label tab spacing

To set the number of spaces between tab settings within a label box

- 1 Tap to select the label box.
- 2 Tap the Tab button  to pop up the list of tab options.
- 3 Select the desired number of spaces from the list that appears.

Choosing wrapped or clipped text for a label

This option lets you change the way the text is displayed within the parameters of the box.

1 Tap to select the label box.

2 Tap the Text Wrap button .

3 Choose one of the following:

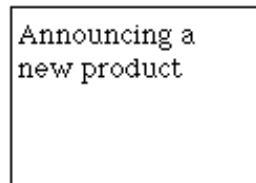
- Clip Text

The text is clipped at the border of the box and is not displayed unless the box is re-sized.

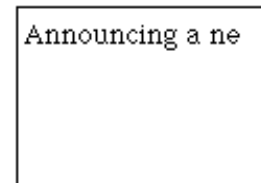
- Wrap

The Text will wrap to the next line when it reaches the border of the text box. When the box is reshaped, the text flows and wraps based on the new box size.

Here's an example of wrapped text




Here's the same line clipped




Setting line spacing for a label

The “Text Wrap” tool also allows the specification of text line spacing, which ranges from single-space to double-space.

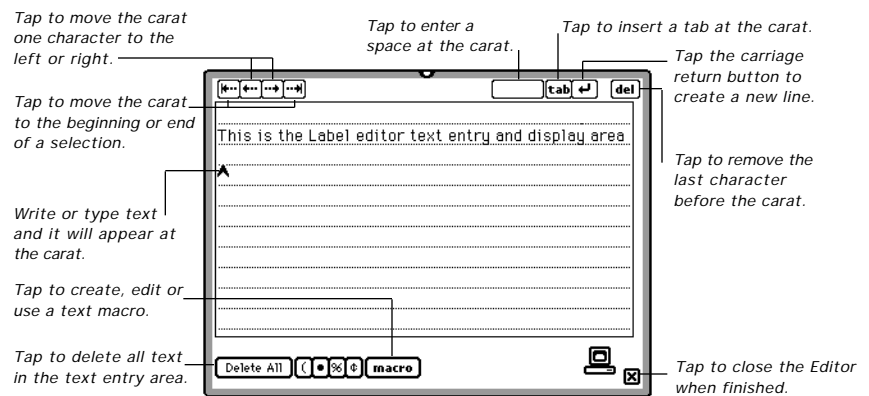
- 1 Tap to select the label box.
- 2 Tap the Text Wrap button .
- 3 Choose the desired line spacing option.

Entering and editing text in the Label Editor

Once you draw a text box, the Label Editor opens automatically to allow for text entry. To open the Label Editor for editing an existing text box:

- 1 Select the Label you wish to edit.
- 2 Tap Edit  and select Edit Object from the menu, or type Option-Cmd-E.

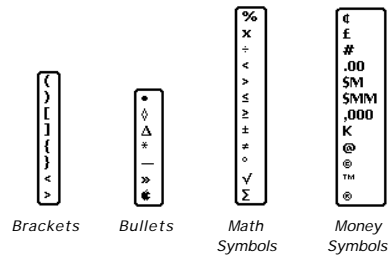
The Label Editor appears.



You can enter handwritten or typed text into the text entry area just as in the Notepad.

- To edit a word, double tap it to pop up the box with the word choices and the keyboard icon.
- To move a word or a block of text
 - 1 Place the pen until a dot appears.
 - 2 Drag the dot across the text to be moved to select it.
 - 3 Once the text is selected, place the pen on it, drag to the new location and release.

At the bottom of the window are four symbol buttons and the macro button. The four pop-up buttons are below.



Using bullets

The bullets are automatically preceded by a new line and a tab.

Meeting agenda:

- Sales goals
- July vacations
- New phone system

Sample text showing the use of bullet points. The tab indents and space after the bullets are automatic features of the bullet point options.

To create the box shown above, type “Meeting agenda:” and tap the bullet from the pop-up menu. A carriage return is automatically inserted followed by a tab. The bullet is typed followed by a space. You are ready to type “Sales goals.”

Creating Text Macros

Macros give you the option to quickly add text information that you use often without having to reenter it. For example, you may create a text block containing your company name, address and phone number and save it as a macro. The next time you need that information on a slide, simply drag out a new text box, and then select the macro containing that information from the Label Editor window. The text within the macro is then added to the text block in the Label Editor.


To create a text Macro

- 1 Write or type text into the label entry and display area.
- 2 Tap Macro **macro**.
- 3 Tap New.

The Macro window displaying the text that will be used for the Macro appears, and includes an entry line for naming the Macro.

- 4 Write or type a Macro name.
- 5 Tap Save or Cancel to save or discard the changes.

To use a text Macro

- 1 Tap to place the carat where you'd like the Macro to be inserted.
- 2 Tap Macro .
- 3 Tap Select.

The window displaying any Macros you've created appears.

- 4 Tap to select the Macro you wish to use.
- 5 Tap Apply.

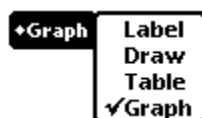
The Macro will fill in to the text entry and display area at the carat's insertion point.

Creating charts and graphs

In the Slide view, you can use the graph mode and its tools to create seven different types of graphs and charts. The graph editor will provide options for specifying ranges, patterns, number of divisions, and the legend.

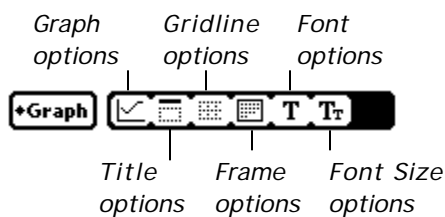
Creating a chart or graph on the slide


- 1 Tap the mode selector button



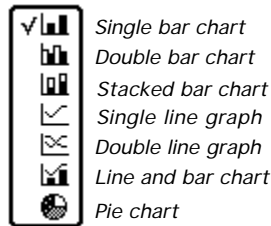
- 2 Choose Graph.

The tool bar now displays the options for creating a text box and for formatting the text contained within text boxes.



- 3 Tap the Graph options button . Note that this button changes to display the selected graph type.

A menu of the seven different graph types appears.



- 4 Tap to select the graph option you wish to use. This will be the type of graph you create when you draw it out on the slide.


A check will remain next to the option you selected, and the options button will change to display that graph option.

- 5 Drag a rectangle on the slide where you'd like the graph or chart to appear.


- 6 Release the pen.

The Graph Editor window appears. The graph editor window contains options for modifying the graph. Write or type data and choose the desired options, and then close the window. A graph reflecting the data appears on the slide. (For a complete discussion of using the graph editor, see the “Using the Graph Editor to create and edit graphs” section later in this chapter.

Showing/hiding the graph title


- 1 Tap to select the graph .
- 2 Tap the Title options button.
- 3 Select Hide or Show Title.

Changing gridline options


- 1 Tap to select the graph.
- 2 Tap the Gridline options button .
- 3 Select the desired option from the menu that appears.

Choosing a graph frame


The graph frame option offers four choices: no frame, rectangle, round rectangle, and shadow. The first table in the figure above is shown with no frame, and the other two have the shadow frame.

- 1 Tap to select the graph.
- 2 Tap the Frame options button .
- 3 Select the desired option from the menu that appears.


Choosing a graph font

- 1 Tap to select the table.
- 2 Tap the Table font button .
- 3 Select the desired font from the menu that appears.

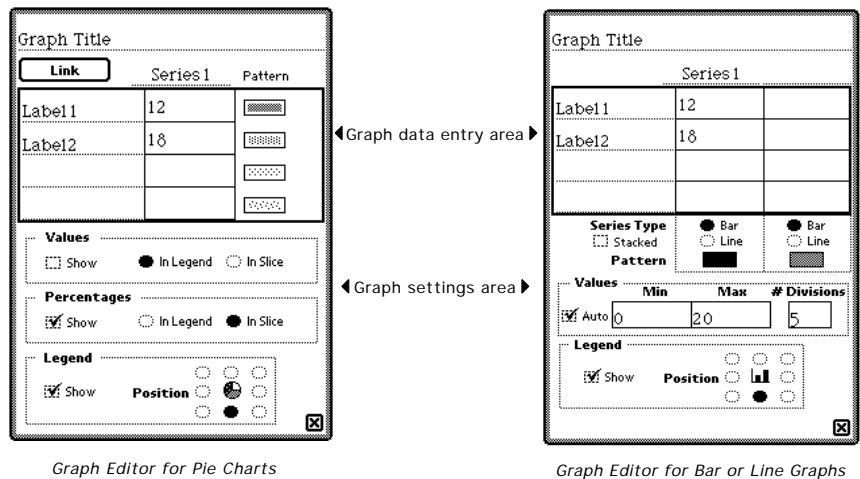
Choosing a graph font size

- 1 Tap to select the graph.
- 2 Tap the Graph font button .
- 3 Select the desired font size from the menu that appears.

Editing new or existing graphs

The options for editing a graph are in the graph editor. The graph editor opens automatically when you create a new graph. To edit an existing graph, tap to select the graph and choose “Edit Selected Object” from the Edit button  menu.

Within the Graph Editor, you assign the series names, the graph title, the series values and the legend settings. The Graph Editor for pie charts differs slightly from the one for line and bar graphs. See the on the following page for illustrations of both types of Editors.



The Graph Editor dialog for pie charts contains settings that are unique to them. You can assign a pattern to each pie slice, and display the values as numbers or percentages on each slice or in the legend. The illustration on the following page shows the dialog box for editing a pie chart.

Entering graph data

At the very top of the Graph Editor is a line for entering a title. Double tap the existing title to pop up the keyboard for editing. Delete a title or a word in the title by scrubbing over it. A title may also be handwritten.

Below the right side of the title is the space for writing in the series names. Bar and line charts are allowed one or two series, and pie charts have one. They are edited in the same way as the title.

In the cells directly below the series name are the values for that series. To enter values, handwrite them in or double tap to get a numeric keypad. Delete values by scrubbing them, or use the delete key in the keypad. Use the up/down arrow key on your Newton to scroll the list of values.

The labels for the graph appear in the left column. These are also edited in the same manner as the title. Use the up/down arrow keys on your Newton to scroll the list of labels.

When creating pie charts, tap on each pattern palette to the right of the value to select the desired pattern for that slice.

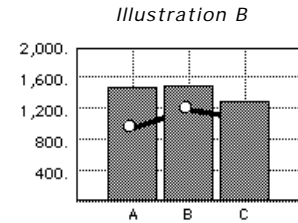
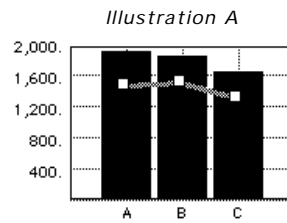
Note: The Link button below the title is described in detail in the section called

Changing settings for Bar and Line Graphs

Use the features in the Graph settings area to control the look of the graph. It is here that you change the patterns, the range of values, the number of divisions and the legend display.

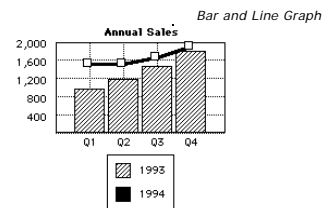
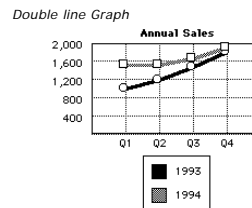
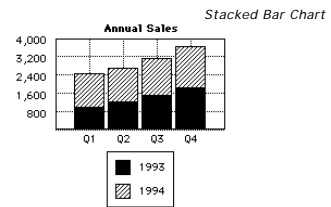
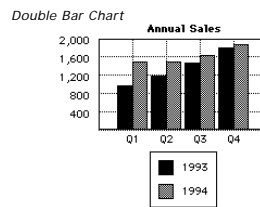
The four buttons next to Series Type indicate what type of graph is currently set. By changing the button settings, you change the graph. Suppose, for example, you drew a bar chart. You later decide to display the same data as a line graph. Simply change the buttons to the Line setting and it redraws as a line graph. (You cannot change a line or bar graph into a pie chart, or a pie chart into a line or bar graph.)

When creating a bar and line graph, it is best to make series 1 the bar and series 2 the line. It draws as in Illustration A below. If you set it up in reverse, the graph may draw as in Illustration B, depending on the nature of your data.



The check box for Stacked is available only when both buttons are set on the Bar option. When the box is checked, the bars draw one above the other. When it is not checked, they appear side by side.

The pop-up pattern palettes control the pattern for the bar or the line in the graph. Tap on the palette under the series that you want to change. Select a pattern from the palette.



Entering values

The items in the value box control the number of gridlines and the minimum and maximum value displayed.

If Auto is checked, PointPro automatically decides on an appropriate range of data, determining the minimum and maximum values. The values are determined by the nature of your data. For example, a data range with the highest value of 47 returns a maximum value of 50. If the range has the highest value of 4.75, the maximum value is 5. If the stacked bar chart is used, Auto adjusts to a maximum value large enough to encompass the sum of the two variables making up the tallest stack.

To override the automatic settings, tap on the box to remove the check mark. This is especially useful for creating two graphs with the same minimum and maximum values for comparison purposes when the source data has different high and low numbers.

To edit the default values, double tap in the box containing the value. This pops up a numeric keypad for entering the new numbers. Values are also edited by scrubbing out the existing number and handwriting in the new one.

Positioning Bar and Line Graph legend

The legend contains two boxes filled with the patterns of the bars or lines. The series name appears beside the appropriate box.

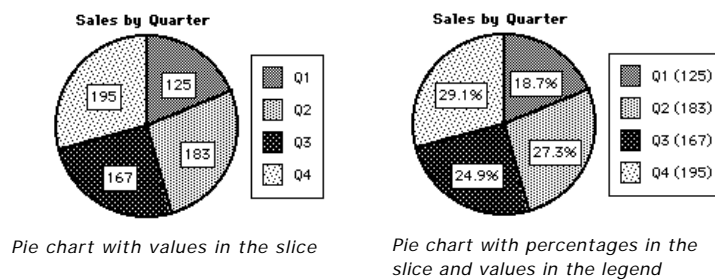
The legend position buttons determine the placing of the legend in relation to the graph. Tap on the desired button to change the legend position.

If you do not wish to have a legend show, tap on the Show box to remove the check.

Graph Settings for Pie Charts

The Graph Editor for pie charts contains the options to show the variables on the pie or in a legend. The numbers may be shown as actual values or percentages.

To display the values, tap in the Show box (in the Editor window) to check it, and tap the button to specify whether you want them displayed in the legend or in the slice. To display the percentages, tap the Show box and specify whether you want them in the legend or in the slice. Both the values and the percentages may be displayed simultaneously if desired.



Pie Chart legend

The legend contains boxes filled with the patterns to correspond with each slice of the pie. The labels appear next to each slice.

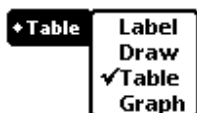
The legend positioning operates the same for pie charts as for bar and line graphs. You can hide the legend entirely by tapping the Show button (in the Editor window) to remove the check.

Creating spreadsheet tables

In the Slide view, you can create tables that include text, numbers, formulas and functions. The number of rows and columns a table will contain is determined by the size of the area you draw out for the table object. Additional rows and columns can be added by Re-sizing the object. The maximum width of a table is 52 columns. The number of rows is limited by available memory. For optimal performance, create your table with as few columns and rows as possible, and add them as necessary.

To create a spreadsheet table on a slide

- 1 Tap the mode selector button



- 2 Choose Table.

The tool bar now displays the options for creating and formatting a table.



3 Tap the Table tool  .


4 Drag a rectangle on the slide where you'd like the table to appear.

5 Release the pen.

The Table Editor window appears. Write or type the desired input and close the window. The table with the information you entered will appear on the slide. (For a complete discussion of entering numbers, formulas and functions in the editor, see Chapter 7 on page 71).

Showing/hiding the table title

1 Tap to select the table.


2 Tap the Title options button  .

3 Select Hide or Show Title.

Choosing gridline options

Tables in PointPro can be displayed with or without gridlines. The gridlines are shown in a normal grid by default, but can also be shown only horizontally or vertically. The lines are dashed and gray by default, but they can be changed to solid black.

1 Tap to select the table.

2 Tap the Gridline options button  .

3 Select the desired option from the menu that appears.

First Quarter Sales

	1998	1999
Jan	\$25,789	\$20,550
Feb	\$32,145	\$28,745
Mar	\$27,862	\$28,947
Total	\$87,790	\$80,235

Here's an example of a table with no gridlines or frame displayed.

Here's an example of a table with horizontal black gridlines.

	1998	1999
Jan	\$25,789	\$20,550
Feb	\$32,145	\$28,745
Mar	\$27,862	\$28,947
Total	\$87,790	\$80,235


First Quarter Sales

	1998	1999
Jan	\$25,789	\$20,550
Feb	\$32,145	\$28,745
Mar	\$27,862	\$28,947
Total	\$87,790	\$80,235


Here's an example of a table with vertical gray gridlines.

Choosing a table frame


The table frame option offers four choices: no frame, rectangle, round rectangle, and shadow. The first table in the figure above is shown with no frame, and the other two have the shadow frame.

- 1 Tap to select the table.
- 2 Tap the Frame options button  .
- 3 Select the desired option from the menu that appears.

Choosing a table font


- 1 Tap to select the table.
- 2 Tap the Table font button  .
- 3 Select the desired font from the menu that appears.

Choosing a table font size

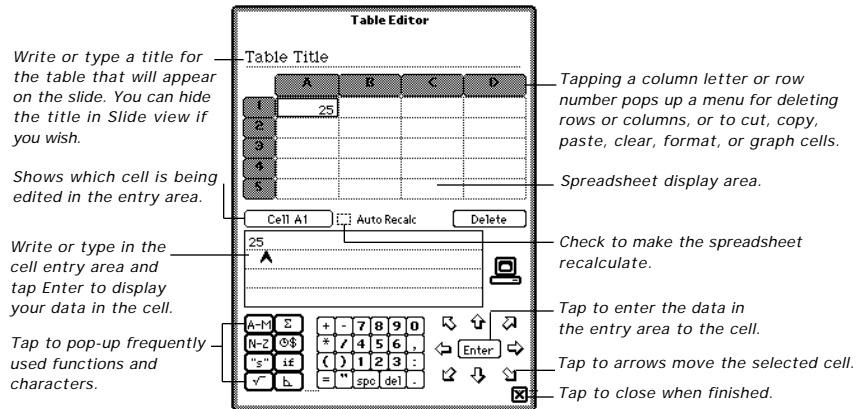
- 1 Tap to select the table.
- 2 Tap the Table font button  .
- 3 Select the desired font size from the menu that appears.

Entering and editing numbers and formulas in the Table Editor

Once you draw out an area for a table, the Table Editor opens automatically to allow you to enter values and formulas. To open the Table Editor for editing an existing table,

- 1 Select the Table you wish to edit.
- 2 Tap Edit  and select Edit Object from the menu, or type Option-Cmd-E.

The Table editor appears.



To enter data in a cell

- 1 Tap to select it in the spreadsheet display area.
- 2 Write or type your data in the cell entry area.

The Cancel button  will appear above the cell entry area.

- 3 Do one of the following:

- To enter the data to the cell, tap Enter.
- Tap Cancel if you wish to return the cell to it's original state.
- Tap Delete to remove all contents from the cell.

- Tap one of the eight directional arrows to enter the information into the cell and move you to another cell.
- Tap the close button in the bottom right corner of the screen to enter the information and recalculate the spreadsheet before returning you to the slide view.

Recalculating the spreadsheet

The default setting for Auto Recalculate is for it to be off (no check mark). This speeds up the entry of data because the Editor does not have to calculate the whole spreadsheet every time a cell is changed. To activate recalculate and recompute all values, tap to check the Auto-Recalc box.

Tapping the close button in the bottom right corner of the screen enters information in the cell entry area and also recalculates the spreadsheet if necessary, before returning you to the slide view.

Using the Go To Button

Below the Spreadsheet Display Area is a button that shows the address of the currently selected cell. Tap on this button to pop up the Go To menu.

The Go To menu appears



The first four options take you to each of the four corners of the spreadsheet. The cell reference for each of these corners is displayed in parenthesis. For example, if your spreadsheet is six columns by 10 rows, selecting Bottom Right moves you to cell F10.

The last option, Go To Cell..., gives you a box to enter a specific cell designation and moves you to that cell. Type in the column letter and the row number and tap Go.

Using the Table Editor keypads

- The Numeric Keypad.

The numeric key pad is set up in a nine-key format of the numbers surrounded by the most commonly used spreadsheet characters. Tapping on any number or character enters it in the cell entry area.

The delete key on this keypad allows you to delete single characters, or individual words from the cell entry area. To delete a character or characters, tap to the right of the character to establish the insertion point and tap delete. To delete a word, first select the word, then tap delete.

- The Function Keypad.

This keypad contains eight separate pop-up buttons. The A-M and N-Z buttons contain the letters of the alphabet to facilitate entry of cell addresses. The A-M also contains the \$ for use in creating absolute cell references.

For example, to enter the sum of cell A2 and B6 (=A2 + B6) into cell D8, tap

on cell D8 to select it. From the numeric keypad, tap the = sign. Tap the A-M function key and select A. Tap 2 followed by the + sign from the numeric keypad. Tap the A-M button again and select B. Tap 6 in the numeric keypad followed by enter. If Auto Recalculate is checked, the sum of cells A2 and B6 appears in cell D8.

The other six function keys pop up menus for strings, general math, statistics, time & money, conditionals, and trigonometry. Each pop-up menu has the category name of the functions as a header. To view brief, on-line descriptions of each function within the category, tap on the header name.

Formatting in the Table Editor

You can edit and format the cells in the table by tapping either a column heading letter or a row number to pop up the format/edit menu. The functions on this menu act on both columns and rows to insert or delete, cut, copy, paste and clear the contents, and to fill, format and link a graph to cells (Note that unlinked, or “stand-alone” graphs may also be created directly using the Graph tools described later).

Note: When working with these features, it is recommended that you turn Auto Recalculate off. This speeds up any changes you are making. Once you are done making changes, check Auto Recalculate and your whole spreadsheet updates.

To format or edit a column or row

- 1 Tap the column or row heading for the column or row you wish to edit.

A menu appears.



2 Do one of the following:

- **Insert-** Columns and rows are inserted in the spreadsheet using the Insert command. New columns are inserted to the left of the selected column. New rows are inserted above the selected row.

For example, to insert a new column between columns C & D, tap on the header for column D to pop up the menu. Tap on Insert. The new column is inserted to the left of D. The maximum number of columns is 52.

- **Delete-** Delete removes the selected column or row from the spreadsheet and renumbers the remaining rows or columns.
- **Cut-** This option allows you to cut the contents of specified cells. Only the contents of one row or one column may be cut at a time. The specified range may go forward or backward from the beginning cell. The information that has been cut is saved in memory and may be placed into another cell or spreadsheet using the Paste feature. The cell references for formulas and functions are adjusted appropriately when the information is pasted into the new location.

To cut the contents of just one cell, tap on the cell and select Cut from either the row or column pop-up menu. In the resulting dialog box, tap the Cut button without entering a To Row or To Column number. To cut the contents of the entire row or column, tap the All button.

- Copy- Copy works the same way as Cut except that it does not remove the contents of the cells. This command copies formulas and functions as well as numbers and text. Information that has been copied may be pasted into another cell in the same spreadsheet or in another spreadsheet.

- Paste- This command pastes any information that has been copied or cut from one cell group into another. To paste cell contents in a new location, first perform the Cut or Copy command. Select the cell where the information is to be pasted.

Tap on the column header and select Paste for a vertical entry. Tap on the row number and Paste for a horizontal entry.

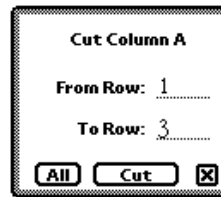
Information is easily changed from horizontal to vertical by cutting the cells from a row and pasting them into a column. To change from vertical to horizontal, cut the cells from a column and paste into a row. The following illustration shows the affect of this.

- Clear- This command removes the contents of the cell but does not retain the information in memory. Undo reverses the operation.

- Fill- The Fill option allows you to repeat the contents of one cell into a range of cells, either horizontally or vertically. The fill command works with text, numbers, formulas and functions.

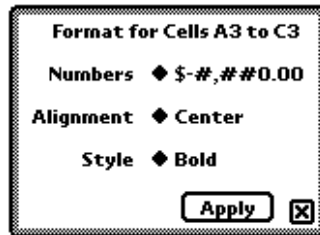
When fill is used with formulas or functions, the cell references are adjusted for each new column or row. For example, you have 10 columns of numbers starting in column A and you want a sum at the end of each column. Rather than enter the SumAbove function 10 times, you enter it once and use the Fill option to fill the other 9 cells in the row where you want the totals. Each gives the sum of the cells above it. References to cells also changes. For example, the formula =A1+A2 in row 3 becomes =B1+B2 and =C1+C2 when Fill is used to fill across row 3.

- **Format-** The format options allows you to select a range of cells and format the numbers, the alignment and the style. Formats are applied to horizontal columns or vertical rows of cells. When you tap format, the address entry slip appears.



The image shows a small, rectangular dialog box with a black border. At the top, it is titled "Cut Column A". Below the title, there are two rows of text. The first row is "From Row: 1" followed by a dotted line. The second row is "To Row: 3" followed by a dotted line. At the bottom of the dialog box, there are three buttons: "All", "Cut", and a button with an "X" icon.

Tap on the cell where the formatting is to begin. Tap on the column letter if the format change is to be applied to a column. In the dialog box illustrated above, type in the row number to identify the last cell affected by the format change and tap Format. If no To Column is entered, the formatting applies only to the single cell. Tap All to apply the format to all the cells in the column or row. When you've chosen your selection, the format dialog box appears.



Use the format dialog box to make your formatting changes. Once all settings are made, tap Apply to close the box and apply the formatting to the cells.

Formatting in the Slide View

Many of the options affecting the overall appearance of a table are changed in the slide view. While in Table mode, the tool bar contains options for changing the title display, the grid lines, the table frame, as well as the font and font size. If any of these options are changed when no spreadsheet is selected, the settings become the default for future tables. See the information earlier in this chapter for details on these options.)

The column width is changed in the slide view. To change the width of a column, place the pen within the column of an unselected table. Drag right to make the column wider and left to make it narrower. Release the stylus to lock in the change.

The pen width, pen patterns and fill patterns all apply to tables in the same way they are used for objects created with the drawing tools. See the section “Changing the line color or width” on page 44 for more information.

Creating linked Tables and Graphs

One, or more, graphs can be linked to any spreadsheet for “live” graph updates. Graphs can also be unlinked at any time to produce a “static” graph with a copy of the data from the formerly linked table. An existing graph can be linked to any existing table. A new linked graph can also be created completely from within the table editor.

Creating A Linked Graph From The Table Editor - One Data Series

- 1 Tap to Select the Table you’d like to graph.

The Table Editor appears.

- 2 Tap the header of the row or column to be graphed.

The format/edit menu appears.


- 3 Tap Graph.

A linked graph dialog appears.

Table Editor
Graph Row 7...

My Table

	A	B	C	
3	Q1	100	200	
4	Q2	225	565	
5	Q3	325	485	
6	Q4	125.8	270	
7	Total	\$2,769.	\$3,315.	

 From Column: To Column:

Data Labels Across Row:

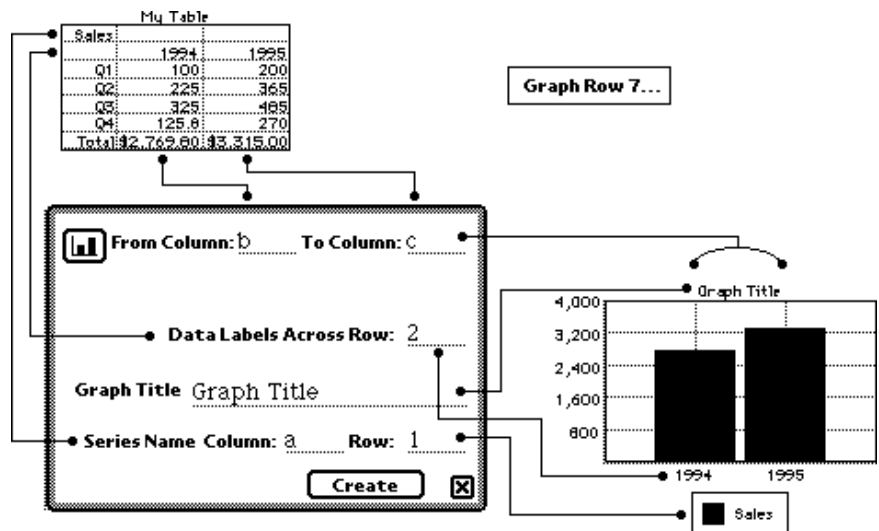
Graph Title

Series Name Column: Row:

This dialog allows specification of the cells to be graphed, and of the cells containing the data labels, titles, etc. There is also a pop-up button for selecting the type of graph to create.

The example above shows how the dialog would appear after selecting “Graph...” from row 7, and entering column B and C as the data to be graphed (i.e., cells B7 to C7).

The other items allow the specification of cells containing labels and titles, if desired. Note that any of these titles or data values may also be entered manually later in the graph editor. The relationship between the specified cells and the final graph are demonstrated below.



Once a linked graph is created, you can select it and choose Edit Object to make changes. The Graph Editor for the linked graph created above would appear.

Automatic Unlinking of Graphs

Graphs are automatically detached from a linked spreadsheet in two cases. First, if the graph is Cut or Copied and then Pasted back on any slide, the Pasted graph will be a static copy of the original linked graph. Second, if a spreadsheet is Cut or deleted from the slide, any linked graphs will automatically be converted to static copies of the spreadsheet data before the spreadsheet is removed from the slide.

Creating A Linked Graph From The Table Editor - Two Data Series

The process is similar for creating linked graphs with two data series. Once the linked graph dialog is opened, select the graph-types pop-up, and then choose any of the two-series graph types. In this Column B graph example, a double bar graph is selected, and the linked graph dialog is filled-in as shown below.

Table Editor

Graph Column B...

My Table

	A	B	C	
2		1994	1995	
3	Q1	100	200	
4	Q2	225	365	
5	Q3	325	485	
6	Q4	125.8	270	

From Row: 3To Row: 6

Second Series in Column: C

Data Labels Down Column: A

Graph Title Quarterly Sales by Year

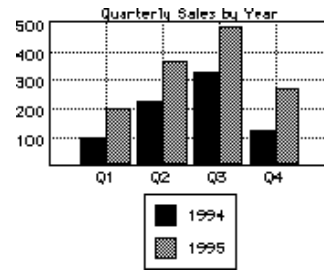
Series Name Column: bRow: 2

Create

Note that a “Second Series” column (or row) entry area appears whenever the graph type accommodates two data sets. The second data series is assumed to be in the same rows as the first series (if this is not the case, the values for the second series can always be edited later in the Graph Editor). Likewise the second series name is assumed to be in the same row as the first series, but in the column specified for the second series.

These specifications would produce the graph below:

.....



If you tap “Unlink” in the Graph Editor, a static copy of the table data would be placed into the graph specifications.

Creating A Linked Graph From The Graph Editor

Linked graphs can also be created from the Graph Editor, by tapping the “Link” button and selecting a spreadsheet to which to link. Cell references, such as “A1” or “c3” (capitalization does not matter) may be entered for any of the editor fields in a linked graph.

Not all of the fields, however, must contain cell references. Each field may contain either an actual value (e.g., “125.73”) or a linked spreadsheet cell reference (e.g., “B5”).

Designing a Slide Format

In PointPro, you can set formats, colors, and defaults that will apply to all of the slides in your presentation. When you choose a color or format for the slide title text, for instance, it will apply all of the slides in your presentation. You can also create a Slide Master that contains objects you'd like to appear on every slide, or you can hide the Master elements on certain slides.

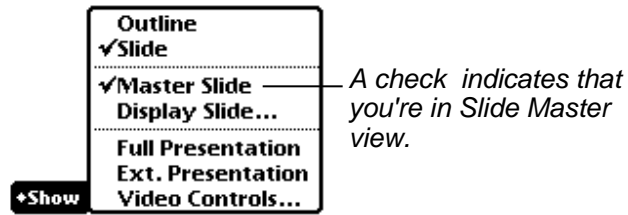
Creating a slide master

The Slide Master is where you create the visual format that you want on each slide. The Slide Master view is identical to the slide layout view explained in Chapter 3, except that elements that you create on it's layout will be applied to all of the slides in your presentation. You can also hide the slide master elements on individual slides, see the next section "Omitting the Slide Master format" for instructions.

- 1 Show the Slide view.
- 2 Tap . Choose Master Slide from the menu that appears.

The Slide Master item will remain checked in this menu to indicate that you're editing in the Slide Master view. To return to the normal slide layout view, uncheck the Slide Master item.

3 The Slide Master view appears.



This view has the same object creation, editing and layout tools available in Slide view. The only differences between the two views are:


- Anything you put on the Slide Master layout automatically appears on each slide in the presentation. This is nice for adding objects like a title or a company logo that you'd like to appear in the same place on each slide.
- You can't edit the outline objects in the Slide Master.

4 Add the desired objects to the Slide Master. See the Creating and editing slides Chapter on page 35 for instructions on creating and editing the elements you'd like to add to the Slide Master. For instructions on using the Drawing, Label, Graph, or Table tools specifically, see the appropriate chapters.

Note: Though your Slide Master elements will appear in the Slide view, you won't be able to edit or move them. Return to the Slide Master view to do so.

Omitting the slide master format

You can Hide the elements on the Slide Master for any of the slides in a presentation.

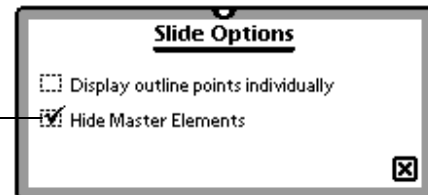
- 1 Show the Slide view.
- 2 Tap the Edit button .


The Edit menu appears.

- 3 Tap Slide Options...

A slip appears.

Check to Hide the Master Elements on the slide you're viewing.




- 4 Check the box for hiding the Master Elements. This will only apply to the slide you're editing.
- 5 When you're done, tap  to close the slip.

Formatting how outline points will be displayed in the presentation

In PointPro, you can control how the slide will show your outline items while you're displaying a presentation. Instead of showing all of the outline subpoints at once, you can format the slide so that it will first show the slide with the Slide Title only, and then you can tap the Slide to make it display each subpoint one at a time. Use the move forward one slide techniques to make PointPro display one subpoint at a time while you present. See Chapter 9 on page 105 for more information on controlling the progress of a slide show.

1 Show the Slide view.

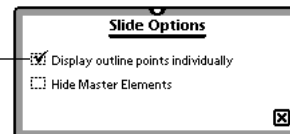
2 Tap the Edit button .

The Edit menu appears.


3 Tap Slide Options...

A slip appears.

Check to format the slide to display the outline points individually.




4 Check the box. This will only apply to the slide you're editing.

5 When you're done, tap  to close the slip.

Hiding outline subpoints

In PointPro, you don't have to display all of the text you have stored in the outline view on your presentation's slide. You can choose to hide any level of the outline's subpoints. This will apply throughout the presentation.

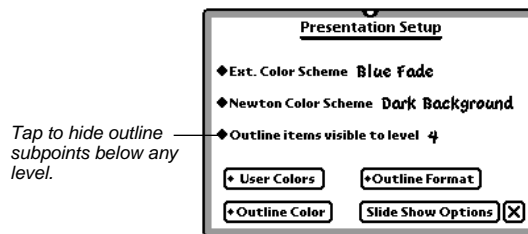
This feature is useful for allowing you to see additional information while you're giving a presentation from Outline view, without allowing the audience to see it as well. See the section "Viewing your outline while displaying a presentation on page 110 for more information about displaying a presentation from the Outline view.


- 1 Show the Slide view.
- 2 Tap the Edit button .

The Edit menu appears.

- 3 Tap Presentation Setup... .

A slip appears.



- 4 When you're done, tap  to close the slip.

Setting the default outline text position

You can control where the outline title and subpoints will appear on all of the slides in your presentation by setting the default positions before you begin adding new slides. This applies to creating new slides in outline view as well, so try to set your default's before you begin editing the contents of your presentation.

- 1 Show the Slide view.
- 2 Select and drag to move or re-size the slide title or subpoint body objects on the layout. See the Moving or Re-sizing objects sections on pages 39-40 for more information.

When you have the objects placed where you want them, go to the next step.

- 3 Tap the Toolbox button .

The Toolbox menu appears.



Tap to make the position of the objects on this slide the default slides in this presentation.

Tap to return the outline objects to their original shape and size.


- 4 Tap to set a new default outline position, or to reset to the default for PointPro.

Tip: Begin creating your presentation by choosing a background, then set a default position for your outline text objects. With certain backgrounds, you may want the text to show up centered on a frame, etc.. It is much easier if the title and subpoints are positioned before new slides are created, so that they don't have to be repositioned on each slide.

Formatting outline text

In PointPro, you can set formatting for the outline points at each level in the outline. The format will be applied to all titles or subpoints at that level throughout the presentation.

1 Show the Slide view.

2 Tap the Edit button .

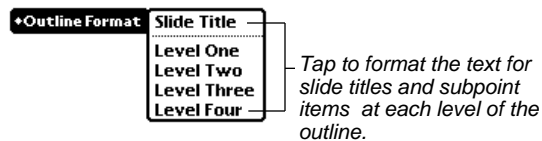
The Edit menu appears.

3 Tap Presentation Setup... .

The Presentation Setup slip appears.

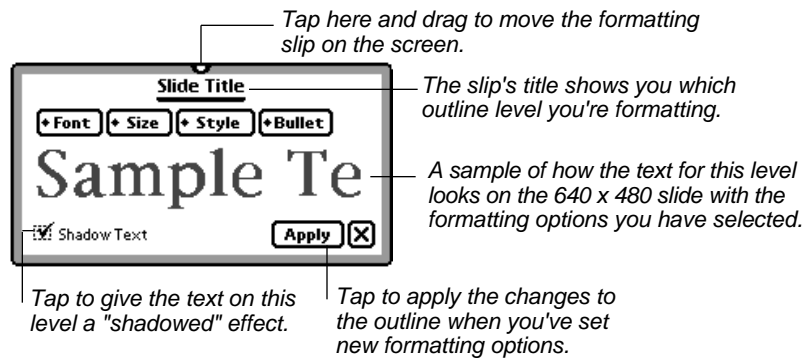
4 Tap the Outline Format button

A menu appears.



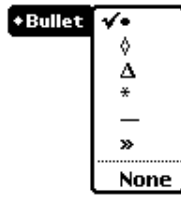
5 Select the outline level you'd like to format from the menu.


The Text formatting slip appears for the level you chose. In the example below, this is the formatting slip for the Slide Titles.



6 Use the buttons in the slip to set the formatting for the text. The formatting will be applied to all text on this outline level throughout the presentation.

- Font- Includes any fonts you have installed. The system defaults are Casual, Fancy, and Simple.
- Size- font sizes from 9 to 72 points .
- Style- Choose from Plain, Bold, Italic, Underline, or Outline.
- Bullet- Choose from the following bullet types:




7 Tap Apply if you'd like to save your changes, or tap  to cancel them.

Choosing User Colors for a Presentation

In PointPro, you can choose from 256 colors for the elements in your presentation. In order to work with those colors on the gray scale Newton display, you can use the Video card to make up to eight of those colors "User Colors" for an individual presentation. The User Colors are numbered one through eight, and each number can have a color assigned. The User Colors can then be used to define colors for text and objects on the slides. You can assign as few as one User Color for a presentation, and you can change the User Colors at any time. It is helpful to note which color you assign to each number, as you'll be picking the colors for formatting by their number.

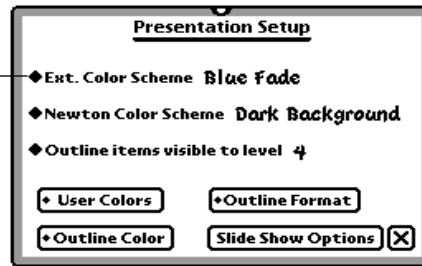
To choose the User Colors for the presentation, you can use the Presentation Setup slip. You must first connect your Newton device to a monitor, projector, or television with a PC Card VGA or TV adapter. See the section called "Using a VGA or TV PC Card with PointPro" on page 105.

1 Tap the Edit button .

2 Tap Presentation Setup... .

The Presentation Setup slip appears.

Tap to change the color scheme for the external display.



3 Tap User Colors

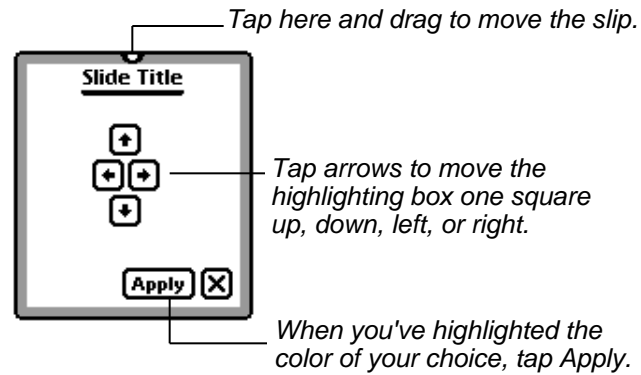
A menu appears.



4 Tap to choose the User Color to which you'd like to assign a color.

PointPro will turn on the external display. A palette of 256 colors for you to choose from will appear on the external display. The top left box in the palette is highlighted. You can move the highlighted area up or down, left or right to choose the color you wish. The highlighted area can be moved one box at a time with the slip explained below.

A slip also appears on the Newton display, providing navigation arrows that let you pick colors on the color palette.



5 Tap the arrows to move the highlighted box around the color palette being displayed externally.

6 When you have the color of your choice highlighted, tap Apply.

The User Color you're defining now represents the color you chose. If you later choose that User Color for an object or the text, it will appear in the color you chose on the external display.

Choosing backdrops and the slide color scheme

To choose a background pattern and color scheme for the presentation, you can use the Presentation Setup slip. The background and colors you pick will *not* be

displayed on the Newton device's screen, but can be viewed when you connect your Newton device to a monitor, projector, or television with a PC Card VGA or TV adapter. See the section called "Using a VGA or TV PC Card with PointPro" on page 105 for more information.

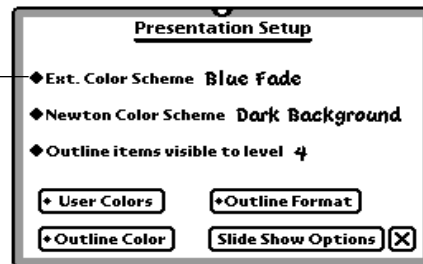
PointPro offers over thirty background designs with pre-chosen color schemes for objects and text. When you choose a background, its default color scheme will be used unless changed. See the next section in this chapter called "Defining colors for Outline Text" for more information. To change the color of individual graph, table, diagram or label objects, see Chapter 3 "Creating and Editing objects on a slide" on page 35.

To choose the background and color scheme for the presentation:

- 1 Tap the Edit button **+Edit**.
- 2 Tap Presentation Setup...

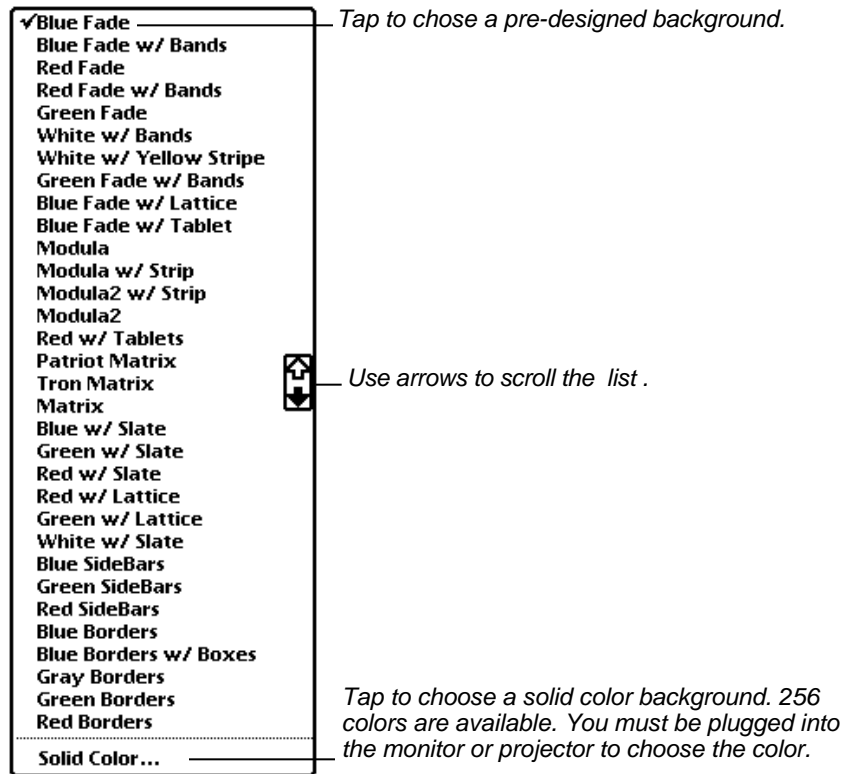
The Presentation Setup slip appears.

Tap to change the color scheme for the external display.



- 3 Tap **◆** Ext. Color Scheme.

A menu of the different background options appears.



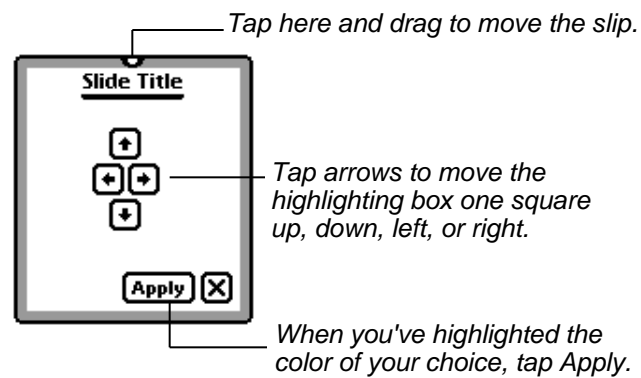
- 4 Choose the background design you wish. PointPro will use the background you chose when it displays the slides in the presentation externally.

To view the design you've chosen, plug into a monitor or projector with a PC Card adapter and show the External Presentation . See the "Showing a presentation" Chapter on page105 for more information.

- 5 To choose a solid color, first plug into a monitor or projector with a PC Card adapter. Then tap "Solid Color" on the Ext. Color scheme menu.

PointPro will turn on the external display. A palette of 256 colors for you to choose from will appear on the external display. The top left box in the palette is highlighted. You can move the highlighted area up or down, left or right to choose the color you wish. The highlighted area can be moved one box at a time with the slip explained below.

A slip also appears on the Newton display, providing navigation arrows that let you pick colors on the color palette.



- 6 Tap the arrows to move the highlight window around the color palette being

displayed externally.

7 When you have the color of your choice highlighted, tap Apply.

Choosing a light or dark color for the Newton device's display

The slide can be displayed on your Newton device with light text and objects on a dark background, or dark text and objects on a light background. This does not affect how the slide will appear on the external display

To choose a color scheme

- 1 Tap the Edit button **+Edit**.
- 2 Tap Presentation Setup...

The Presentation Setup slip appears.

Tap to change the color scheme.




- 3 Tap Newton Color Scheme. Choose Light Background or Dark background from the menu that appears.

The slide will appear with the light or dark color scheme in the Slide, Full or External Presentation views.

Defining colors for outline text

To define the colors for your slide title and subpoint body text, you must connect your Newton device to a monitor, projector, or television with a PC Card VGA or TV adapter. See the section called “Using a VGA or TV PC Card with PointPro” on page 105. Once you’re plugged into an external display, you’re ready to pick colors.

- 1 Show the Slide view.
- 2 Tap the Edit button .

The Edit menu appears.

- 3 Tap Presentation Setup... .

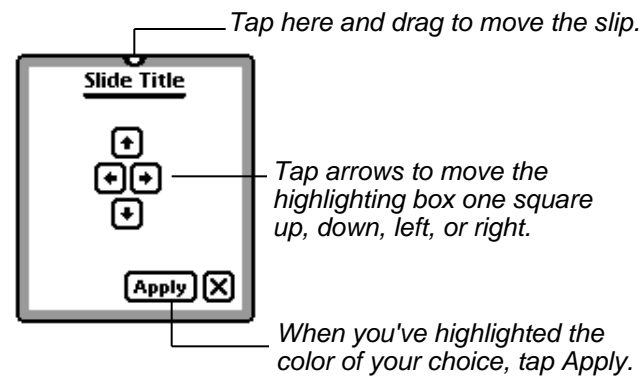
The Presentation Setup slip appears.

- 4 Tap Outline Color and do one of the following:

- Choose Slide Title to pick a new color for the presentation’s titles.
- Choose Slide Body to pick a new color for the presentation’s text subpoints.

PointPro will turn on the external display. A palette of 256 colors for you to choose from will appear on the external display. The top left box in the palette is highlighted. You can move the highlighted area up or down, left or right to choose the color you wish. The highlighted area can be moved one box at a time with the slip explained below.

A slip also appears on the Newton display, providing navigation arrows for you to use with the color palette to choose colors.



- 5 Tap the arrows to move the highlight window around the color picker being displayed externally.
- 6 When you have the color of your choice highlighted, tap Apply.

Showing a presentation

PointPro gives you several options for using your Apple MessagePad or eMate to display the slide shows you create. You can choose to display the presentation while in the External Presentation or Outline views.

The External Presentation view shows the slides on both your Newton device's display, and on the external monitor or projector. The progress of the slide show can be controlled with a single tap to the screen, or by using the slide controls. The slide show can also be set to loop automatically, which automatically changes the slide shown on the Newton display as well as the external.

If you wish to view your text outline and any hidden subpoints it may have while you give your presentation, you can use the Video Controls while in Outline view.

Using a VGA or TV PC Card with PointPro

To display an external presentation, PointPro requires a TV or VGA PC Card adapter with a video driver compatible with the Newton operating system. If you don't have the proper card, contact PelicanWare for information. See the section "Technical Support" on page 119 for our contact details.


To begin using a TV or VGA PC Card adapter (Video card), first make sure you have installed the video driver included with the card. PelicanWare also provides the driver package for the EZ Show brand of cards in the PointPro folder. Once installed, the driver appears in the Extras Extensions drawer.

If the driver is installed, you can insert the Video card into one of your Type II PC Card slots. On some versions of the newton operating system, a message will appear stating an unrecognized card has been inserted. If that happens, close the alert slip and ignore the message. If the video driver is installed, the card will work properly with your Newton device.

Showing a slide show from External Presentation view

1 Follow the above instructions for inserting a TV or PC card adapter.

2 Do one of the following:

- Tap Show , then tap Ext. Presentation in the menu that appears.
- Type Shift-Cmd-E.

PointPro will activate the external display and show the current slide on the monitor or projector. A reduced version of the slide as it appears on the External display will also appear on the Newton devices's screen. It will completely fill the screen, and no controls are visible.

Moving to the next or previous slide

You have two options for controlling the progress of a slide show while displaying it from the External presentation view.

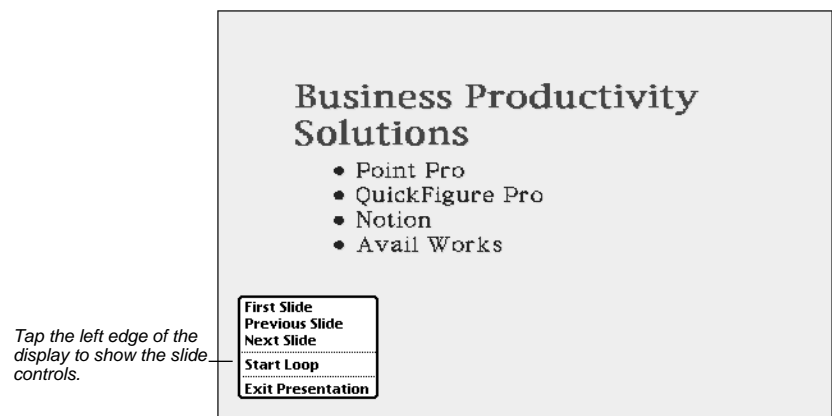
- Tap the Newton device's screen.

PointPro will advance to the next slide in the presentation and will display it on the External display. If there are no more slides in the presentation, a bell will sound when the screen is tapped.

- Use the slide controls.

- 1 Tap anywhere on the left hand side of the slide within a half inch of the left edge of the display.

The slide controls will appear where you tapped.




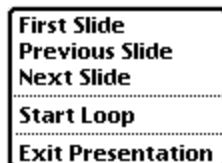
- 2 Tap to move to the Next Slide, Previous Slide, or First slide in the presentation.

Showing a slide show automatically

You can choose to have PointPro display the slide show for you in a loop automatically. It will begin on the slide where you tell it to start the loop, and will continue looping through the slides in your presentation until you stop it. The delay between slides while looping can be controlled with Slide show options.

Starting and stopping the slide show loop

- 1 Tap Show  and choose Ext. Presentation.
- 2 Tap to make the slide controls appear (see the “Moving to the next or previous slide” section above for instructions).



- 3 Tap Start Loop.

PointPro will display each slide in the presentation sequentially, beginning with the slide being displayed when you chose “Start Loop”.

- 4 To stop the loop, tap anywhere on the left-hand side of the Newton screen within a half inch of the left edge of the display.

The Stop Loop button appears.




- 5 Tap Stop Loop.

Note: PointPro will continue to display the presentation externally when the loop is stopped.

Choosing the delay between slides when looping

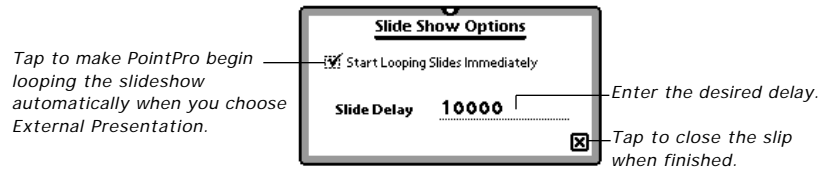
You can set the time it takes for PointPro to advance to the next slide while it's looping by using the Slide show options.


- 1 Go to the Slide view.
- 2 Tap the Edit button .
- 3 Tap Presentation Setup... .

The Presentation Setup slip appears.

- 4 Tap Slide show options.



The Slide show options slip appears.



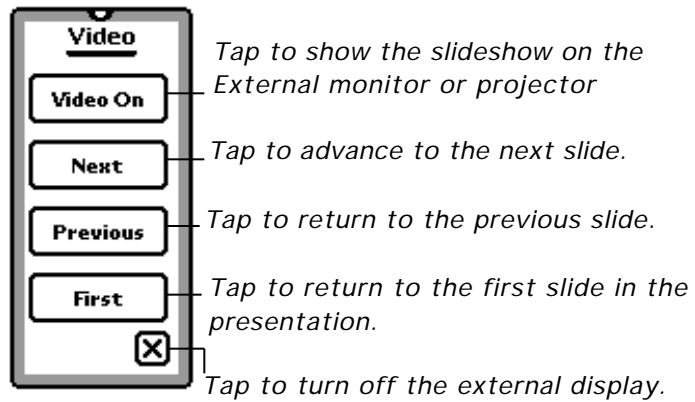
- 5 Enter your changes and tap  to close the slip.

Viewing your outline while displaying a presentation

You can display the slide show externally and control it's progress while in Outline view.

- 1 Follow the instructions in this chapter for inserting a TV or PC card adapter.
- 2 Tap Show  and choose Outline.
- 3 Tap Show  again and choose Video Controls... .

The Video Controls Slip appears.



- 4 Use the controls to turn on the External display and change slides in the slide show.
- 5 Tap **X** to turn off the External display and close the slip.

Importing graphics from another computer

You can import color or black and white images from a Windows or Macintosh PC using the included X-Port Lite™ software. When downloaded with X-Port Lite™ images are stored in the ClipArt Browser.

Any image can be used, but it must be saved in the same 256 color palette used by PointPro, or it will not look right when displayed. Instructions for using typical desktop imaging applications to save the images in the proper 256 color palette are included for both Macintosh and Windows PCs below.

Preparing images for downloading from a Windows PC

!!IMPORTANT!! Make a copy of the provided “palette.bmp” image to use for this process, and save it for future use. Although the image is empty, it contains the palette information that PointPro will expect the images to use. Failure to use this palette information may result in color distortions when viewed on both the Newton screen and on the external monitor.

Microsoft Paint, which comes with Windows, can be used for this process that follows. The instructions are written for Paint, but the logic can be followed for more advanced imaging tools as well.

Preparing the image for downloading on your Windows PC

- 1 Make a copy of the “palette.bmp” file. This copy bitmap will hereafter be referred to as “paletteCopy.bmp”.
- 2 Open the bitmap file that you want to import to the Newton.
- 3 Select “Image:Attributes” from the menu bar. Make careful note of the image size.
- 4 Select “Edit:Select All” from the menu bar.
- 5 Select “Edit:Copy” from the menu bar.
- 6 Open “paletteCopy.bmp”.
- 7 Select “Image:Attributes” from the menu bar. Alter the image size to match that of the size of the first bitmap.
- 8 Select “Edit:Paste” from the menu bar.
- 9 Select “File:Save As” from the menubar. Choose an appropriate name and location for the bitmap. This bitmap is now ready to move to your Newton using Xport Lite.

Preparing images for downloading from a Macintosh

This process for Macintosh was tested with the Graphic Converter version 2.9.1 or later, and we recommend it as an appropriate tool for the job. Graphics Converter is a shareware program written by Thorsten Lemke (thorsten_lemke@pe.maus.de) and is available for download from: <www.lemkesoft.de>. Graphic Converter supports most, if not all, graphics formats.

You can use other imaging software, like Adobe Photoshop, if it uses the same palette for 256 colors. The instructions below are written for Graphic Converter, but the logic can be followed for more advanced imaging tools.

- 1 Open the image file that you want to import to the Newton, using Graphic Converter.
- 2 Select "Picture: Pixmap Information" from the menu bar. Make careful note of the image size.
- 3 Select "Edit:Select All" from the menu bar.
- 4 Select "Edit:Copy" from the menu bar.
- 5 Select "New:Image" from the menu bar.
- 6 In the dialog box that appears, set Depth to "256 Colors", Color Table to "System Color Table", and make the image size match that of the size of the first bitmap.
- 7 Select "Edit:Paste" from the menu Bar.

- 8 Select “File:Save As” from the menubar. Choose an appropriate name and location for the bitmap. The bitmap **MUST** be saved as “BMP-Windows OS/2 image file”. This bitmap is now ready to move to your Newton using Xport Lite.

Downloading images with X-Port Lite™

If you wish to download color images to your Newton device, find the included X-Port Lite™ folder and install the X-Port Lite package. See the instructions on page XXX for more instructions about installing X-Port Lite. The provided X-Port Lite software for your desktop PC does not require an “installation”. It can be run from the floppy disk, or from wherever you’d like to copy it onto your desktop PC.

Note for Windows users: Sometimes the serial connection can be tricky. If you are sure that you have selected the proper Com Port from X-Port Lite’s prefs and the Newton still fails to connect, try initiating the Newton side of X-Port Lite first, and then send from the desktop.

- 1 Open X-Port Lite.
- 2 Select “Send Export”.
- 3 In the dialog that appears, locate the bitmap that you want to use.
- 4 When the “Waiting for Newton....” dialog comes up, open X-Port Lite on the Newton.
- 5 Tap the Routing button, and select “Receive X-Port(s)”.

6 In the “Connect via:” slip that comes up, choose the appropriate connection type.


After the image information is transferred to the Newton, X-Port Lite will do some color translation and then store the image in the PointPro ClipArt browser.

Images imported to the Newton in this manner will be available for your use in PointPro via the ClipArt Browser, which is launched from the Tools icon. See the section “Adding images from ClipArt” on page XX for more information about pasting images from ClipArt onto a slide.

Creating 8 1/2 x 11 Documents

PointPro allows you to create 8 1/2 x 11 pages for printing or faxing. The same layout, table, graph, label and drawing tools for creating slides are available in the Document Mode. The page is displayed as an editable layout, just as in the Slide view of a presentation. The only differences between the page layout and slide layout areas are:

- The document does not have an outline feature, so no outline text objects appear on the page layout.
- You can view and edit the document page in a Fit to screen or Actual size view. To change views:

1 Tap Show .

2 Tap Actual Size or Fit to Screen.

PointPro will switch to the view you choose.

Creating or opening new or existing documents

For instructions on creating new documents, opening existing ones, or making and using document templates, see the appropriate sections in the “Getting Started” chapter beginning on page 11.

Using the tools to create and edit objects on the page

For instructions on using the tools to create objects on the page, see the “Creating and editing slides” chapter beginning on page 35. Simply substitute “page” for “slide” in the instructions. Detailed information about using each of the tools individually is included in Chapters 4-7.

Technical support

You can view our Web site for a list of solutions to common problems at **<http://www.pelicanware.com>**.

If you have a question and are unable to answer it using the manual or Website, or if you see a Newton error message, please let us know. We are available at the following E-Mail addresses and phone numbers:

Internet: support@pelicanware.com

VOX: (503) 221-1148

Fax: (503) 224-0582

Our US Mail address is:

PelicanWare, Inc.
550 S.W. Park Avenue, Suite 270
Portland, OR 97205

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