

Starting and Creating a New Slide Show

To Start and Create a New Slide Show:

1. Double-click the **Presentations** icon in the *SIGAPPS (Common)* group.
2. Select the **Create a New Slide Show** option in the *File Options* field and click on the **OK** button in the *Document Selection* dialogue box. The *New Slide Show* dialogue box appears.
3. Click on the **Gallery...** button in the *Step 1 - Select a Master from the Gallery* field. The default background is shown and select a master gallery.
4. Click on the **Title** drop-down list box in the *Step 2 - Select a Template* field and click on the **OK** button. Normally the first slide should be a Title slide.
5. Double-click within the indicated boxes and add the title and subtitle.

Adding new slides

To Add New Slides:

1. Select **Slide, Add Slides** from the menu bar in the *Presentation 3.0* window. The *Add Slides* dialogue box appears.
2. Click on the **Titles** drop-down list box in the *Template* field, choose **Bullet Chart** and click on the **OK** button.
3. Double-click in the indicated boxes and add the title, subtitle and bullet text. Notice that new bullets are created when you press **ENTER** and sub-bullets are created if you press **TAB** after **ENTER**.
4. Select **Slide, Add Slides** from the menu bar in the *Presentation 3.0* window. The *Add Slides* dialogue box appears.
5. Click on the **Bullet Chart** drop-down list box in the *Template* field and choose **Text** and click on the **OK** button.
6. Double-click in the indicated boxes and add the title, subtitle and bullet text. Notice that text word wraps within the box and no bullets are created when you press **ENTER**.

Adding Slide Transitions

You may wish to use a special effects to bring in slides that you are trying to emphasize.