

Lotus

Freelance⁹⁶ G R A P H I C S

EDITION

Presentation Graphics For Everyday Communications

**EXPLORING
FREELANCE GRAPHICS**

WINDOWS 95

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Installing Freelance Graphics

Freelance Graphics® 96 for Windows® 95 is available both as an individual application, and as part of the Lotus® SmartSuite®. If you are installing Freelance Graphics as a standalone application, use the installation instructions in this preface. If you are installing Freelance Graphics as part of the SmartSuite, refer to *Exploring SmartSuite* for installation instructions. (The SmartSuite Install program lets you install all SmartSuite applications at once, or individual products as you need them.)

Starting the Installation

The Install program transfers the Freelance Graphics application files to your hard disk or to a network file server from disks or a CD-ROM. All installation information is available online. You can read or print the online information before you actually install Freelance Graphics. Start the installation, click the Help button the first time it appears, display and print the desired Help topics, then exit the Help window. You can proceed with the installation or exit the Install program by clicking the Exit Install button.

To get Help while running Install

While you're installing Freelance Graphics, Help is available for the options in each Install dialog box. You can

- Click the Help button to gain access to Help topics
- Print a Help topic by clicking the Print button in the Help window
- Switch between Help and the Install program by clicking the respective button on the task bar or by pressing **ALT+TAB**
- Close the Help window by clicking its Close button

To run the Install program

The Install program can be run only from Windows 95. You need approximately 45MB of hard disk space to install Freelance Graphics. The following procedure describes how to install Freelance Graphics from disks or CD-ROM. If you are installing Freelance Graphics from a network, see your network administrator for installation instructions.

1. Start Windows 95.
2. Insert Disk 1, or the CD-ROM, in the appropriate drive and close the drive door.
3. Choose Run from the Start menu.
4. Type `x:\install`, where `x` is the appropriate drive.
5. Click OK.
6. Follow the instructions in the Install windows.

To install over a previous release

If you have a release of Freelance Graphics for Windows 3.1, Install asks whether you want to remove the previous release. If you choose to remove it, Install asks if you want it to create a backup copy of your SmartMaster sets, and if you want the files in the work directory of the previous release moved to the work directory for the new release.

To use automated Install

If you are a network administrator and want to standardize the installation for all users in your organization, you can use automated install. To do this, you define the directory location and install options using a response file. For information on using and modifying a response file, see `README.TXT`, located in the root directory of Disk 1 and the CD-ROM.

To install on a network

Complete information about installing Freelance Graphics on a network is available in the *Network Administrator's Guide* file, `READNET.TXT`, and the Install Help screens. `READNET.TXT` is located in the root directory of Disk 1 and the CD-ROM.

When you are ready to begin the network installation, make sure you are logged in as the network supervisor with the correct network access rights. Then click the "Install on a file server" check box located at the bottom of the Install Welcome screen.

Uninstalling Freelance Graphics

You have the option of uninstalling Freelance Graphics from Windows 95.

1. Choose Settings - Control Panel from the Start menu.
2. Select Add/Remove Programs.
3. Choose Freelance Graphics.
4. Click the Add/Remove button.

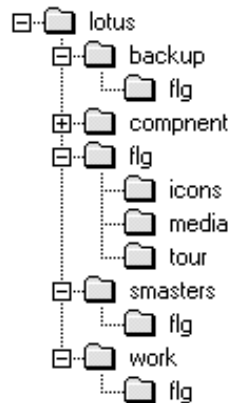
Complete information about uninstalling Freelance Graphics from a network is available in both the *Network Administrator's Guide* file, READNET.TXT, and the Install Help screens. READNET.TXT is located in the root directory of Disk 1 and the CD-ROM.

Network administrators can run an automated Uninstall by using the Uninstall command line. The name and version of the product must be exactly as it appears in the Registry location.

Note Only network administrators should view or change the Uninstall command line. Individual users should run Uninstall from the Start menu.

Freelance Graphics folder paths

Freelance Graphics uses the following folder paths for storing files.



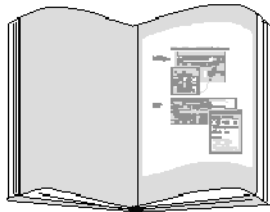
Chapter 1

The Right Help at the Right Time

What's available for help with Freelance Graphics

Lotus offers various kinds of assistance so you can learn about Freelance Graphics the way that's most comfortable for you. Here are the available options:

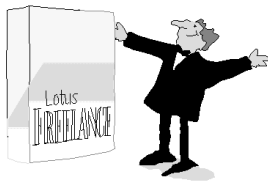
This book



For those who like to learn from books

Overview of features
Tells the benefits of using features and provides conceptual information. Refers you to online Help when you need specific how-tos

The Tour



For those who like to learn online

Overview of features
Provides an overview of the product, and tells you how to get started, make changes, create charts, and use Freelance Graphics with your coworkers

Available the first time you run Freelance Graphics and from the Help menu

Online Help

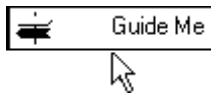


For those who like information organized by task, or want to search an index

Specific instructions
Provides overviews of features and detailed information about all the tasks you may want to perform using Freelance Graphics

Available when you click Help or from the Help menu

Guide Me

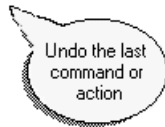


For when you want to ask a question about what you want to do

Specific instructions
Presents a list of questions related to what you are doing at the moment, so you can find the answers you need

Available from the Guide Me button or the Help menu

Bubble Help for SmartIcons

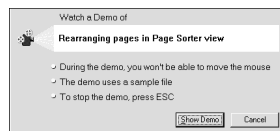


For those who want to know which icon to use

Definitions of SmartIcons®
Tells you what each icon in the SmartIcons bar does

Available by resting the mouse pointer on the icon you want to know about

Quick Demos



For those who want to see how to perform a procedure

Step-by-step demonstration of procedures
Presents procedures that are easier to understand when you see how they work

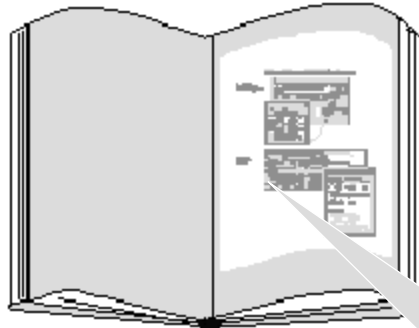
Available from certain Help topics

Using this book

This book is **not** a user's guide. It's a book of ideas about how to use Freelance Graphics efficiently. In it you'll find

- Introductions to timesaving techniques
- Advice about what is required to get your work done
- Pointers to online Help

Pointers to detailed information in online Help



This book gives you a frame of reference and tells you where to look in online Help for more information.

Finding the right Help topic

This book explains the ways a feature can be helpful. When you need more information, look for a reference to online Help:

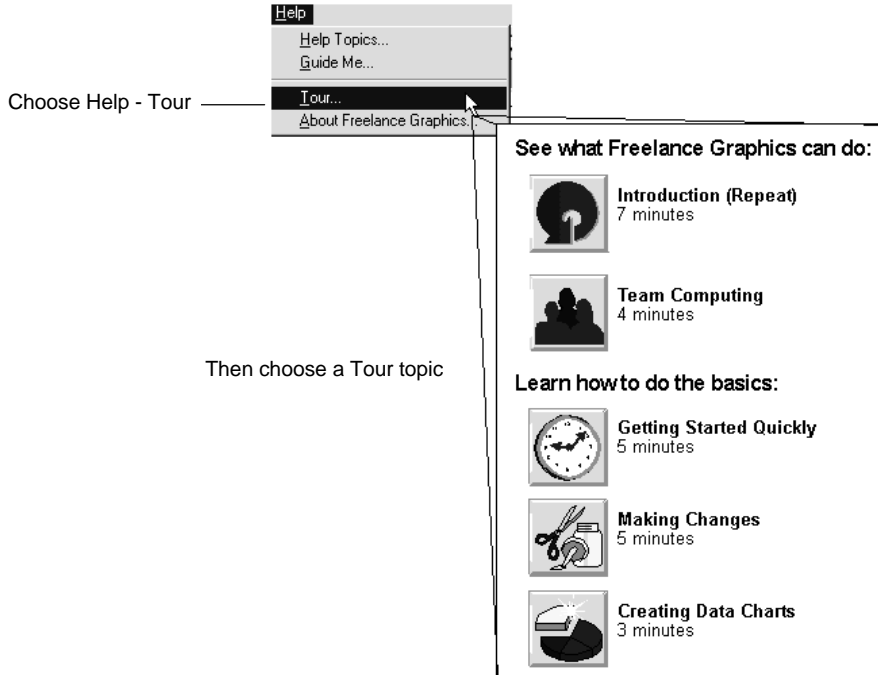
For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
SmartIcons, overview
3. Click the index entry you want, then click Display.

The Tour

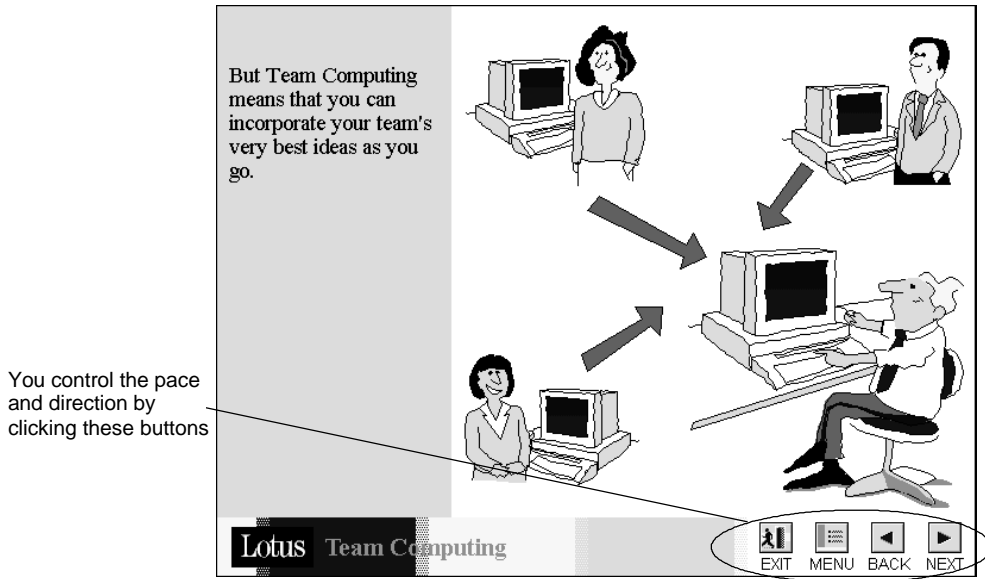
Freelance Graphics includes a Tour, an online overview of the main capabilities of Freelance Graphics. The Tour starts automatically the first time you run Freelance Graphics.

The Tour was created using Freelance Graphics. To view the Tour, use the Help menu.



Watching the Tour

You control how fast or slow you view the Tour.

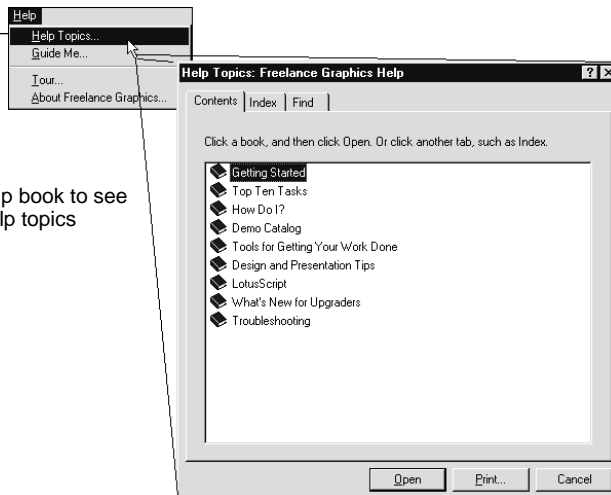


Online Help: streamlined and redesigned

Freelance Graphics Help is organized by task. It provides brief procedures rather than lengthy descriptions. Because it's concise and oriented toward helping you complete tasks, Freelance Graphics Help is a Help system you'll like using.

Choose Help - Help Topics

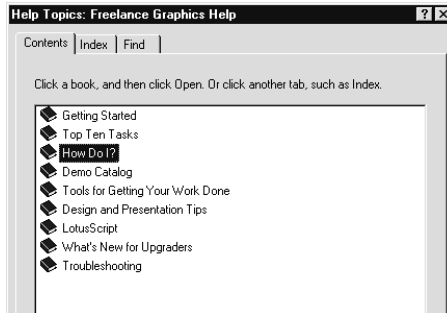
Click a Help book to see a list of Help topics



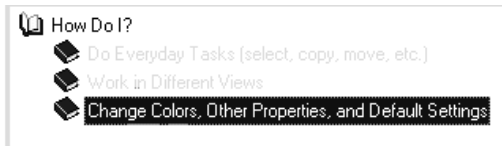
Using How Do I?

When you click the How Do I? icon, you get a list of topics. Book icons represent general topics, as in a table of contents. The ? icons represent actual Help topics.

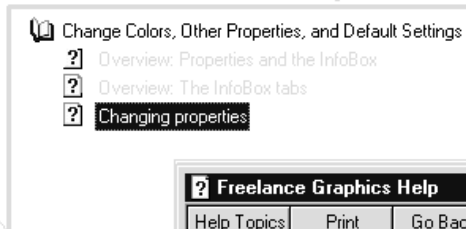
Start by double-clicking the How Do I? book



The book opens with a list of topics

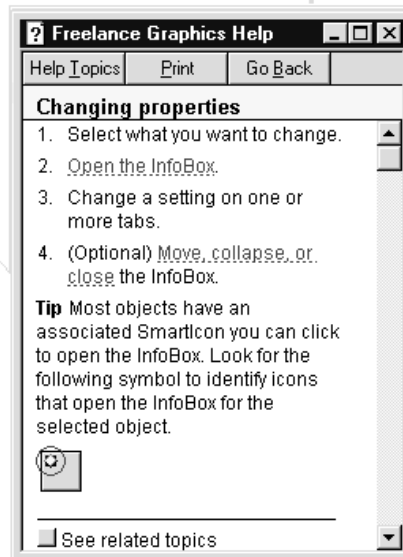


Double-click books until...



you find the Help topic you want...

Double-click the Help topic to display it...



and click green text to pop up a window with more details.

Help often includes Tips

Using the Index

When you click the Index tab, Freelance Graphics displays an Index of Help topics.

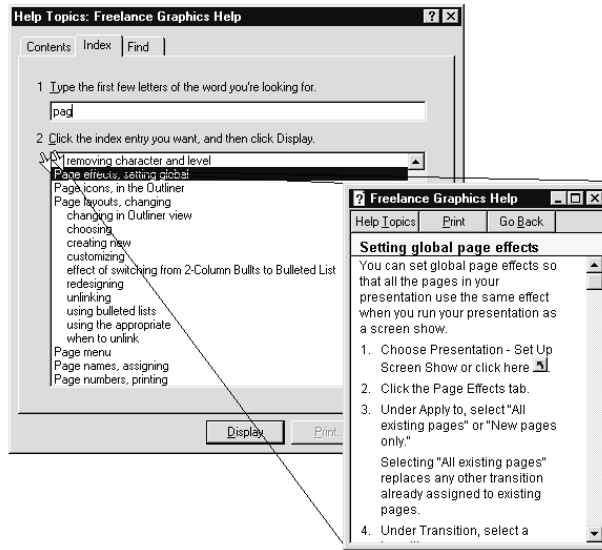
Click the Index tab



Type the topic you want

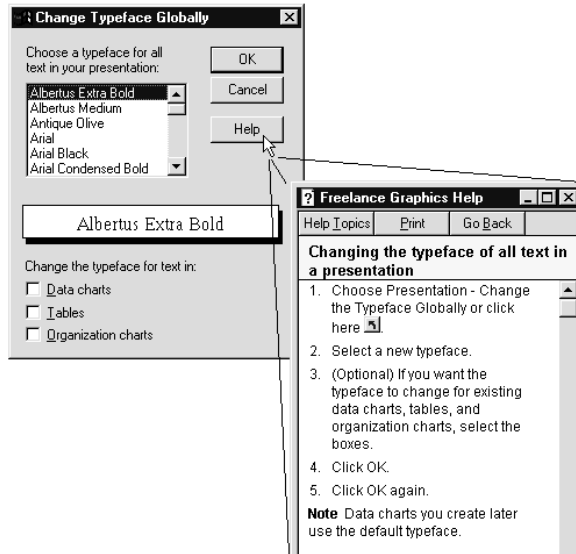
The index scrolls to the letters you are typing

Double-click the Help topic to display it

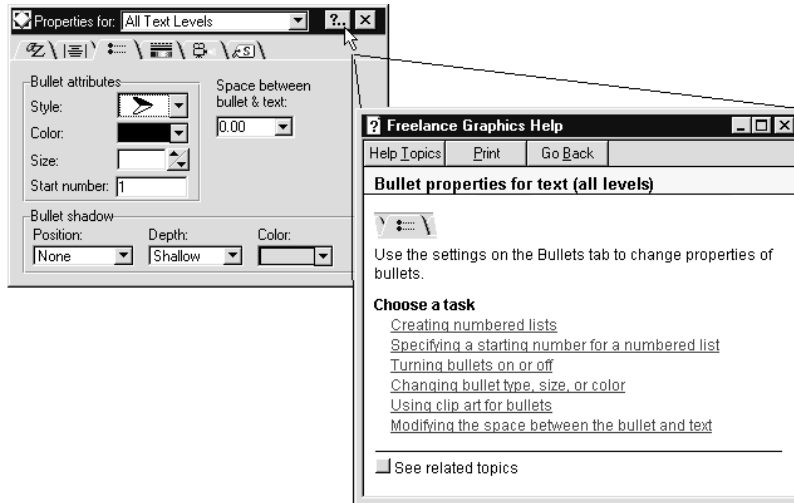


Help in a dialog box or the InfoBox

You can get help immediately on dialog box options by clicking Help.



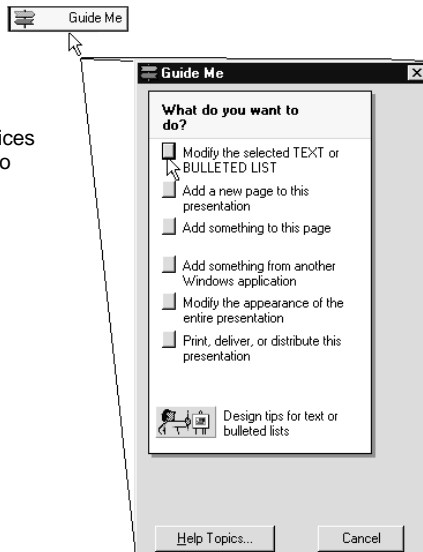
You can also get help immediately on InfoBox options by clicking the ? button.



Guide Me: help with Help

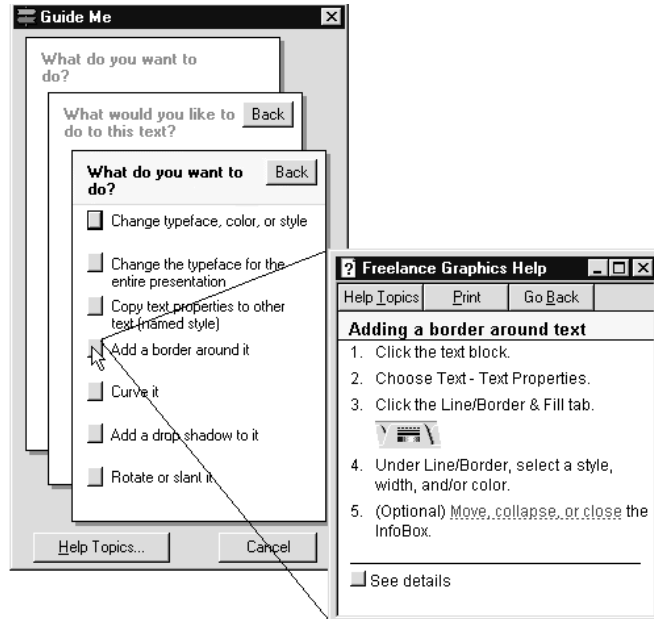
Sometimes it's hard to know where you want to go in Help. Guide Me, represented by the yellow button near the top right of your screen, provides a series of questions that direct you to the correct Help.

Click Guide Me



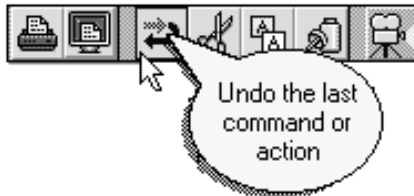
Click a button to see choices about what you want to do

Continue clicking choices until Guide Me brings you to the Help topic you want.



Bubble Help: each icon's action

All you have to do to find out what an icon does is to rest your cursor on it.



Demos: seeing is understanding

Some tasks are difficult to understand when you are reading about them, but are actually simple when you see them. Freelance Graphics Help demonstrates this kind of task in Demos.

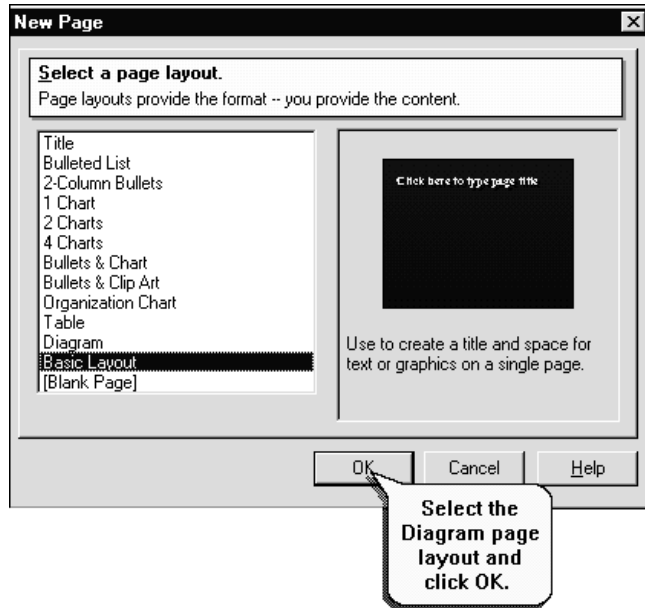
When you see this button on a Help topic, click it...



to see the procedure presented on the screen.

A sample file appears on your screen and the mouse pointer follows the procedure

Yellow boxes appear with descriptive information



Chapter 2

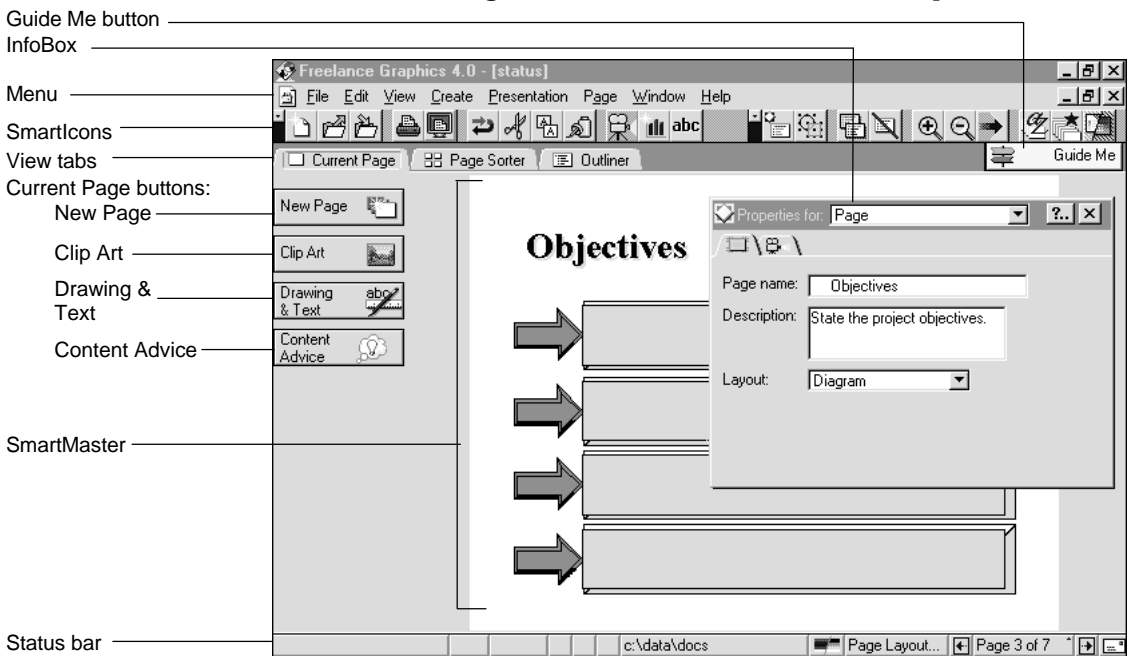
Freelance Graphics Tools

Helping you be a self-reliant user

The goal of this chapter is to show you where to find useful tools in Freelance Graphics and how to use them. Once you know where to go and what to do, you'll be a more self-reliant user.

What the tools are

Here, in a Current Page view, are most of the tools this chapter deals with:



Freelance Graphics tools are task-sensitive

Tools in Freelance Graphics appear when you need them. For example, if you are working in the Outliner View, as illustrated below, the tools on your desktop reflect what you are doing.

Compare this desktop with the one on the previous page, where the tools reflect options for the Current Page view.

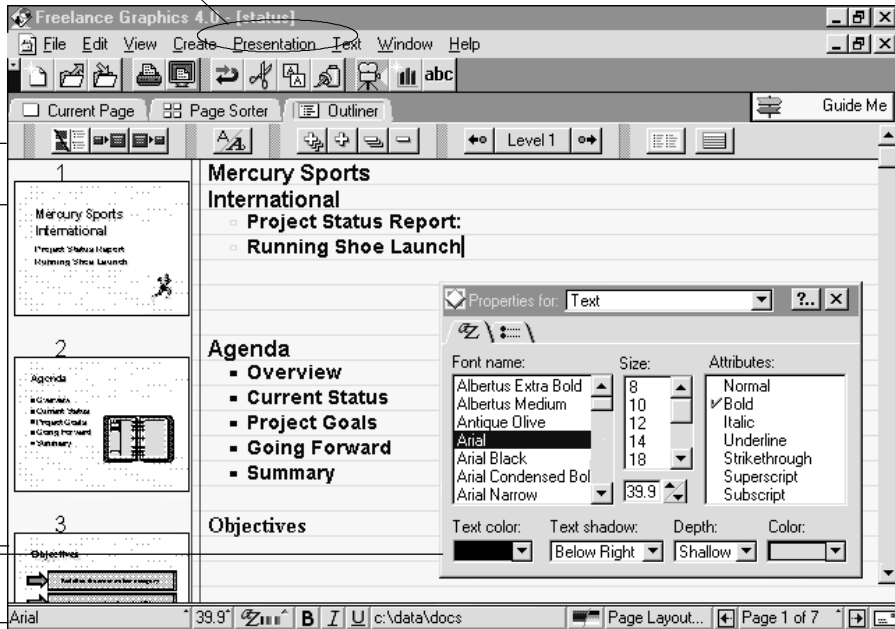
Task-specific menu items

Icons specific to the Outliner View

Thumbnail views of the way your pages look

InfoBox

Task-specific status bar

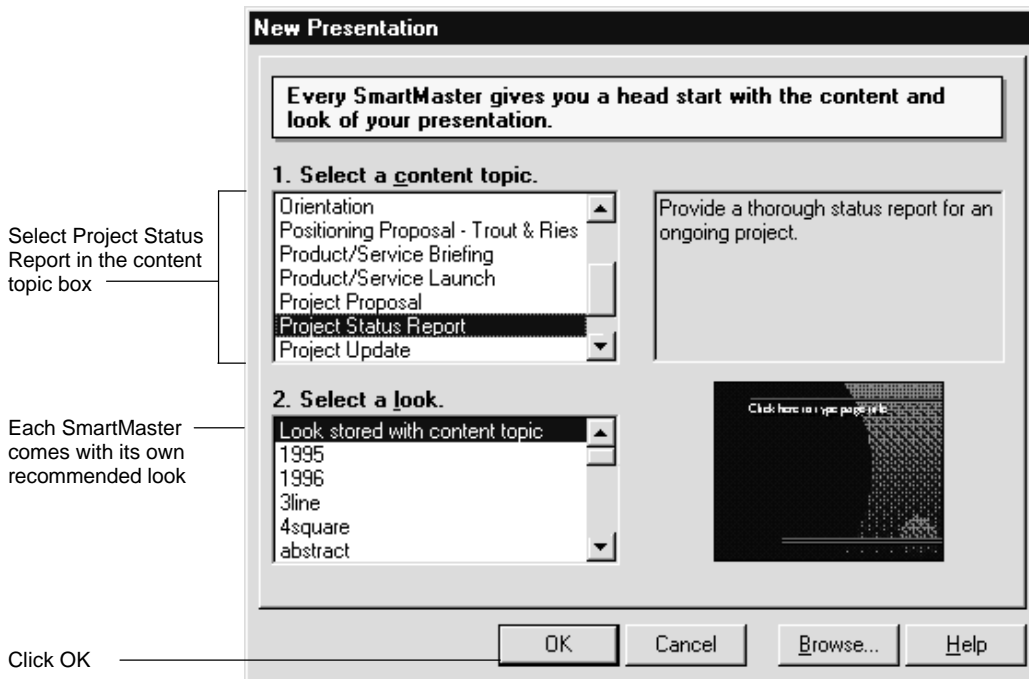


The SmartMaster: more than just a stylish format

A SmartMaster™ is a professionally designed template that lets you create presentations with minimum effort. A SmartMaster features not only a designer “look,” but a content structure for such topics as business plans, marketing plans, sales presentations, project status reports, and many others. When you choose the right SmartMaster content topic, the scope, the order, and even some of the language of your presentation is already complete.

Each time you start Freelance Graphics you are presented with a dialog box that lets you open an existing presentation or create a new presentation using a SmartMaster.

To show you how a SmartMaster works, let’s assume you want to make a presentation to your group about the current status of your project.



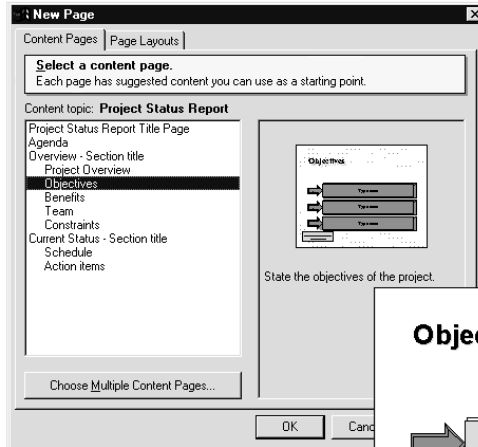
SmartMaster content: helps you with the thinking part

The SmartMaster for the Project Status Report comes with a list of suggested content pages you can choose to build your presentation.

When you choose a new page from the Current Page view...

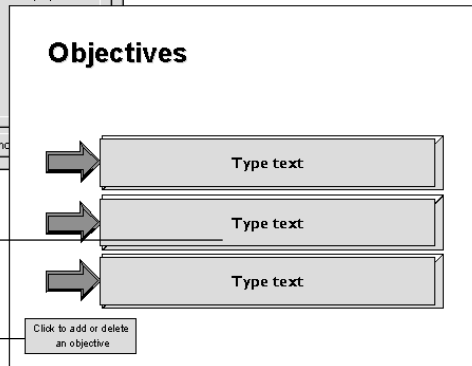


choose a content topic from the list.



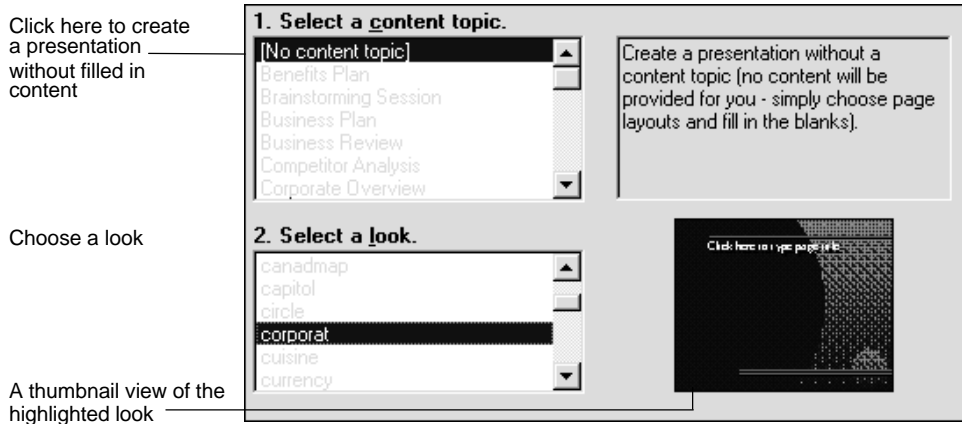
The page comes complete with suggested content, including prompts for typing in your own information...

and a button to automatically add or delete diagram sections.

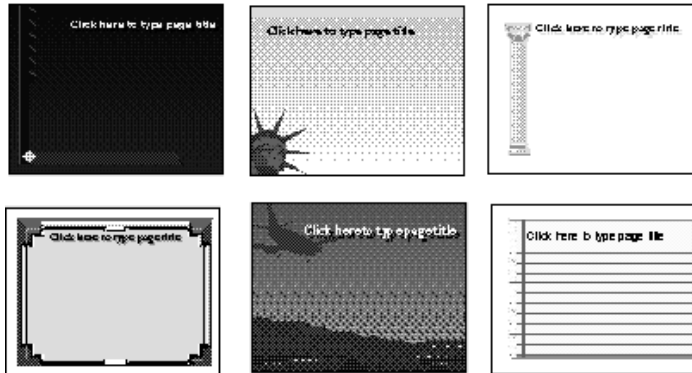


Choosing a look

A SmartMaster content topic comes complete with its own recommended look, but you can choose another look, or choose to create a presentation without content using “Click here...” blocks, which guide you in typing in your content. Freelance Graphics comes with over 120 looks, each designed by a professional graphic artist.



Six of the over 120 available looks, each with “Click here...” blocks



Choosing another SmartMaster look

If you decide you don't like the look you've chosen, choose Presentation - Choose a Different SmartMaster Look.

For more information

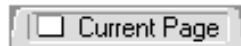
1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
SmartMaster content topics, overview
Tips
3. Click the index entry you want, then click Display.

View tabs: for a clean and organized desktop

Freelance Graphics offers you three views of your work, each with tools that make it easy to concentrate on one aspect of creating a presentation. Click a tab to see a view. (For an illustration of where to find view tabs, see the first page of this chapter.)

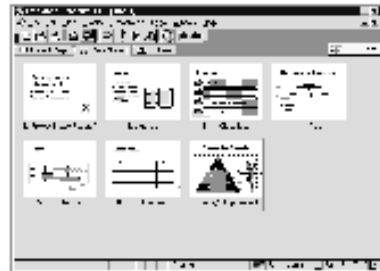
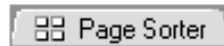
Current Page view

You see both graphics and text on one page



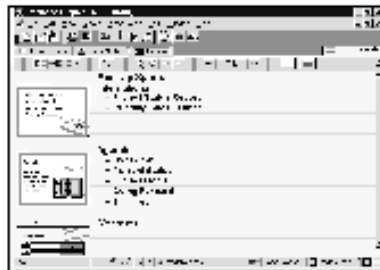
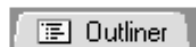
Page Sorter view

You see the scope of your whole presentation and rearrange it



Outliner view

You create and edit the text of your presentation



Current Page view buttons: easy access to frequent tasks

In Current Page view, buttons let you...

add a new page to your presentation...

add clip art to a presentation page...

draw your own pictures or diagrams and add text to them...

receive advice about organizing and creating your presentation.



The task-sensitive screen

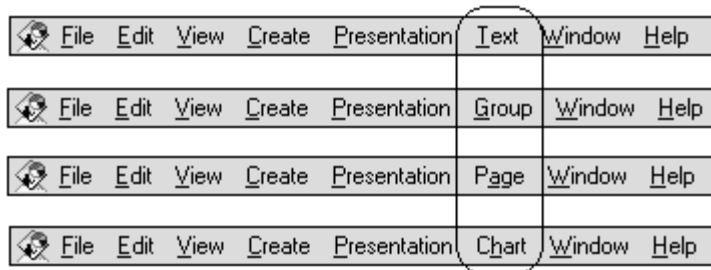
Menus, SmartIcons, and the status bar are task-sensitive parts of every Freelance Graphics screen.

The menu: predictable and task-sensitive

Here are standard Freelance Graphics menus. Whatever you are working on appears in the menu, always in the same place.

When you create a new object or work in a new view, the menu changes...

always in the same place.



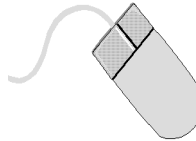
Shortcut menus

When you are working on text or an object such as a table or a drawing, click the right mouse button to see a task-sensitive menu.

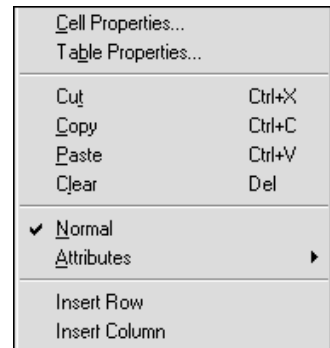
When text in the cell of a table is selected...



click the right mouse button...



to display this menu
on your screen.



SmartIcons: action at the click of a mouse

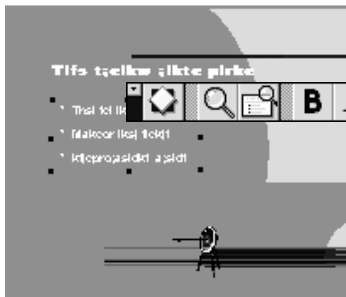
SmartIcons are the small pictures that appear in a row just beneath the menu bar when you first start Freelance Graphics, though they can be moved anywhere on your screen. Click an icon and you get an action, without going through the menus. SmartIcons provide quick access to the features you use most often.

SmartIcons: universal and task-specific

If you've used SmartIcons before, you'll notice that Freelance Graphics SmartIcons are task-sensitive. The bar below is divided into the universal icon bar, which contains SmartIcons that display no matter what task you are performing, and the task-specific icon bar, which displays SmartIcons appropriate to your task.



When you are working in text...



you get these task-specific icons.

When you are working in a table...



you get these.

Finding out what an icon does

Rest the cursor on an icon, and Bubble Help tells you what the icon does.



How to customize your icon bars

Using the dialog box for SmartIcons Setup, you can add and remove icons so that the icon bar reflects your own pattern of use. For example, you like to create speaker notes as you work on your presentation. You'd like to have the Create speaker note icon in the universal icon bar.

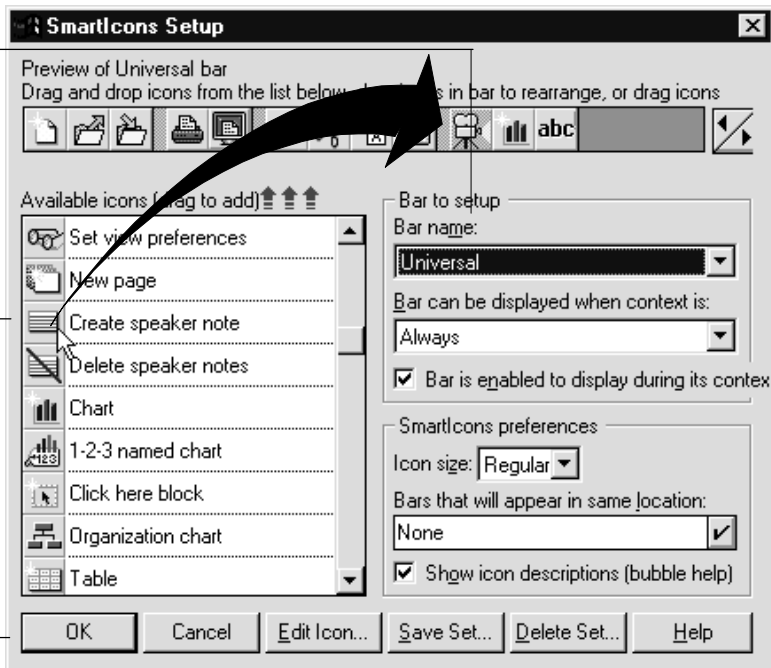
An example of adding an icon

First choose File - User Setup - SmartIcons Setup. The SmartIcons Setup dialog box appears.

Choose the Universal icon bar from the Bar Name drop-down list

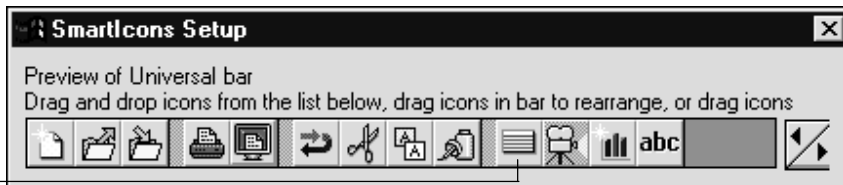
Drag the icon to the place you want it to appear in the icon bar

Click OK



Result

The Create speaker note icon on the icon bar



For more information

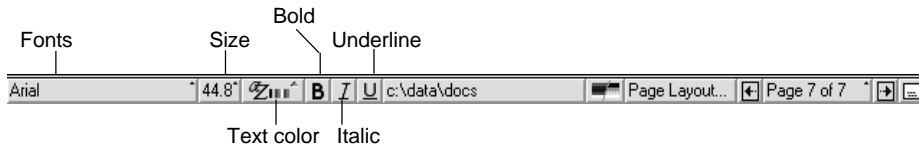
1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
SmartIcons
3. Click the index entry you want, then click Display.

The status bar: for quick changes

The status bar always appears at the bottom of your Freelance Graphics screen, providing information on your current pages and letting you change such settings as text fonts and sizes quickly.

Text style options

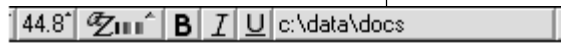
When you are working in text, you can change the following text settings by clicking buttons on the status bar:



Updates

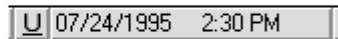
The long button in the middle of the status bar gives you current status updates:

First you see the directory structure



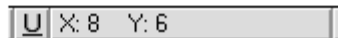
Click once...

for time and date.



Click again...

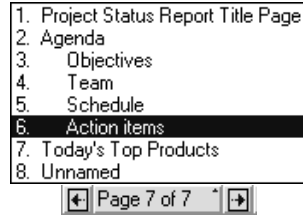
for your current cursor position.



Changing pages

Click the page number to see a pop-up list to take you to any page in the presentation

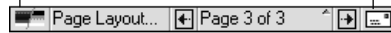
Click the arrows to go forward or back one page



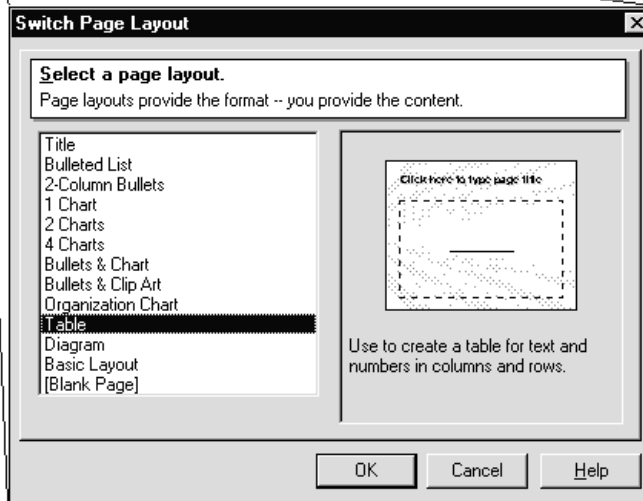
Other changes

Switch between color and black and white

Start TeamMail



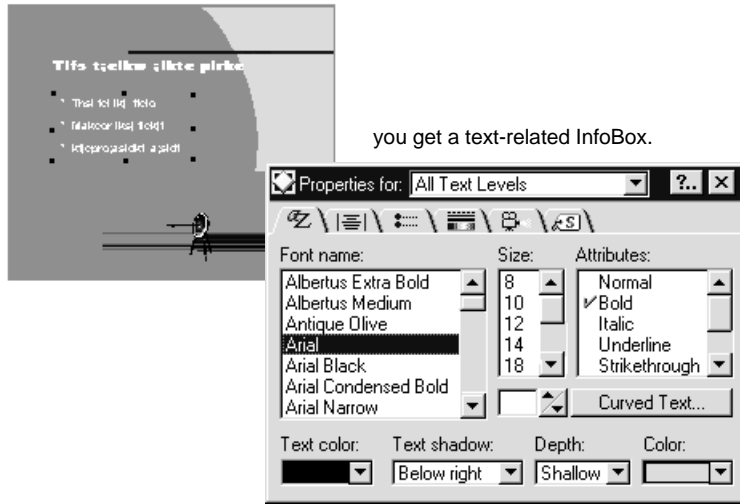
Click to change Page layout



The InfoBox: one-stop shopping for formatting

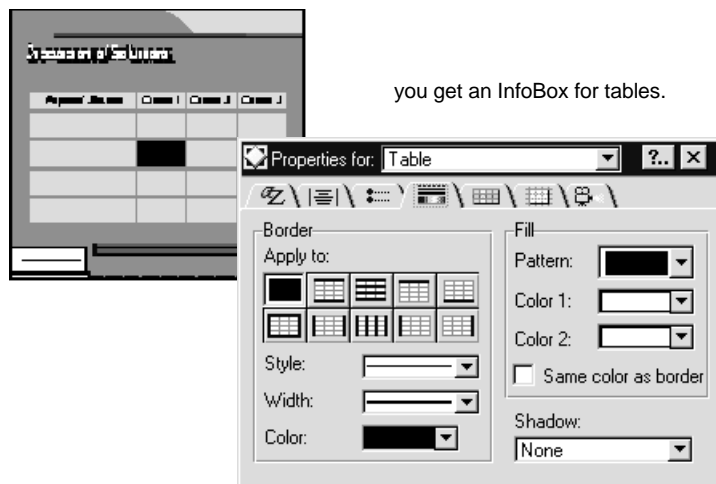
The InfoBox lets you change the look of text or an object (such as a table or clip art) by changing all the attributes from one place. Like other Freelance Graphics tools, the InfoBox is task-sensitive.

When you have a text block selected...



you get a text-related InfoBox.

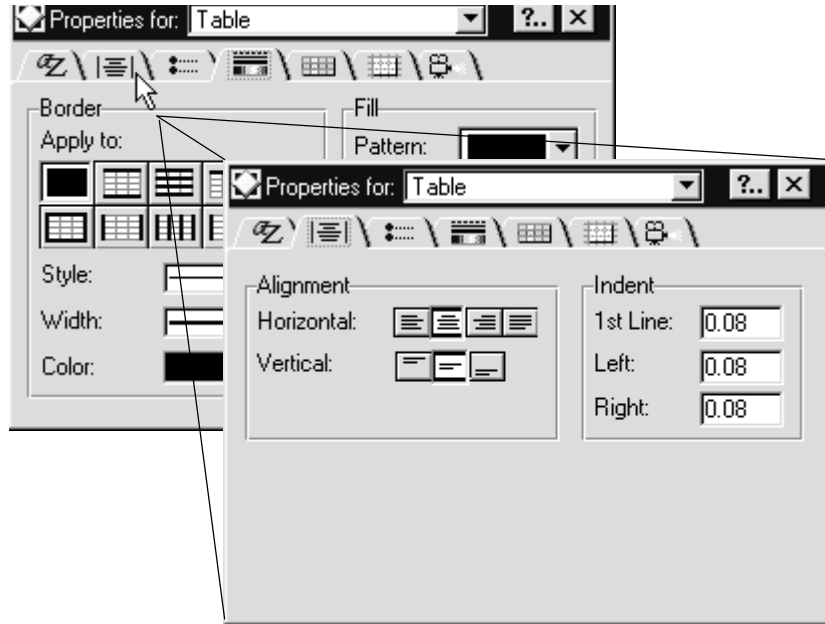
When you are working in a table...



you get an InfoBox for tables.

Tabs for a rich array of options

Clicking an InfoBox tab brings you to a new set of choices.



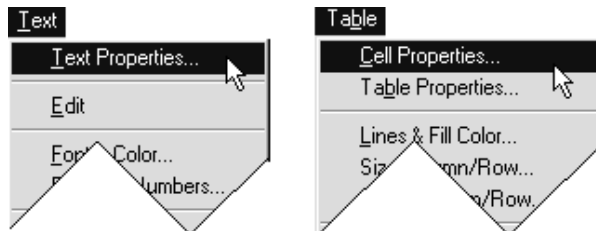
The InfoBox helps you get your work done in the following ways:

- It changes tabs and options as you change your selection.
- It's geared to multiple changes. It stays open and on top so you don't have to open and close multiple dialog boxes when you are changing the look of text or an object.
- It works the same way, no matter what you are working on.

To get the InfoBox

Select what you want to change, then choose its menu option and Properties.

Choose the menu option,
then choose Properties



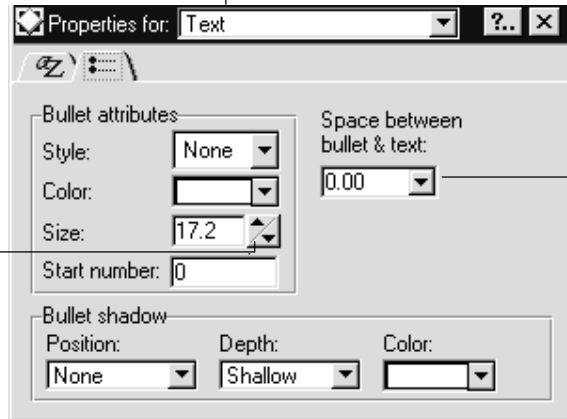
A close look at the InfoBox for text

You get the InfoBox below when your cursor is in text. Using the options on the panel of the InfoBox below, you can change the look of bullets in your presentation. Here is how the InfoBox works:

Here is what you have selected

Tabs let you see and choose any related options for text

Click an arrow to change the bullet size



Click the arrow to see spacing options

An example of using the InfoBox

Suppose you decide you don't like the style of the bullets in your presentation. You can use the InfoBox to make them larger, bolder, and more openly spaced.

Before

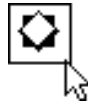


After

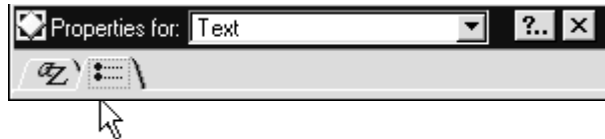


Here's how to change bullets in a presentation.

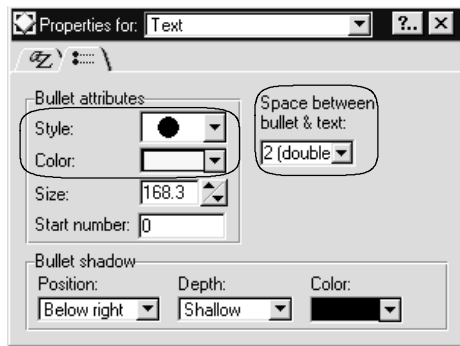
1. Select all the bulleted text.
2. Click this icon.



3. Click the bullet tab.



4. Choose the following options for larger, more brightly colored, and more widely spaced bullets.



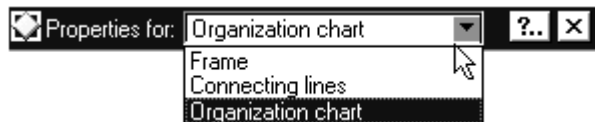
Experiment using the InfoBox

It's easy to experiment using the InfoBox. Click an option. The changes take place instantly. If you don't like the change, try another or choose Edit - Undo. In the InfoBox you don't have to click OK or Cancel to apply the options you selected.

Expanding what you can change

You can use the Properties list box to expand what you want to change. For example, if you selected an organizational chart, the Properties list box will read Organization chart. But you can click to see a list of related options.

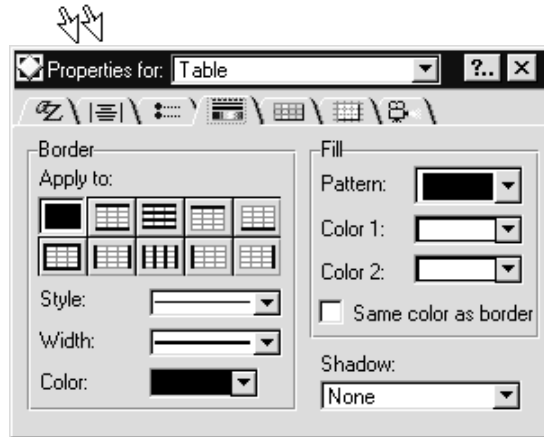
Click the arrow to see options for related objects



Collapsing the InfoBox

When you expect to make multiple changes to the look of a document, collapse the InfoBox to keep it handy without crowding your desktop.

1. To collapse the InfoBox, double-click the title bar.



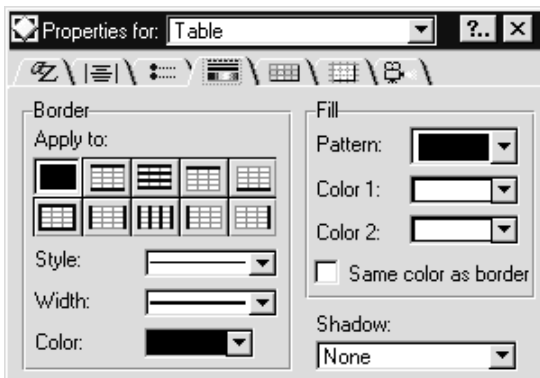
Result



2. To return the InfoBox to normal size, double-click the title bar.



Result



Closing the InfoBox

Click the X.

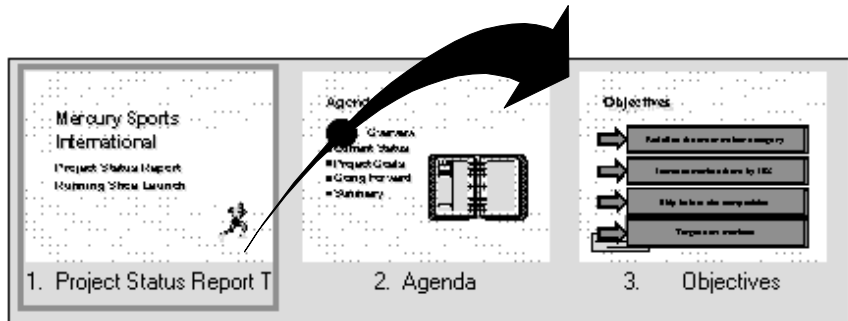


Using drag and drop

Freelance Graphics uses drag and drop to make creating presentations easier for you.

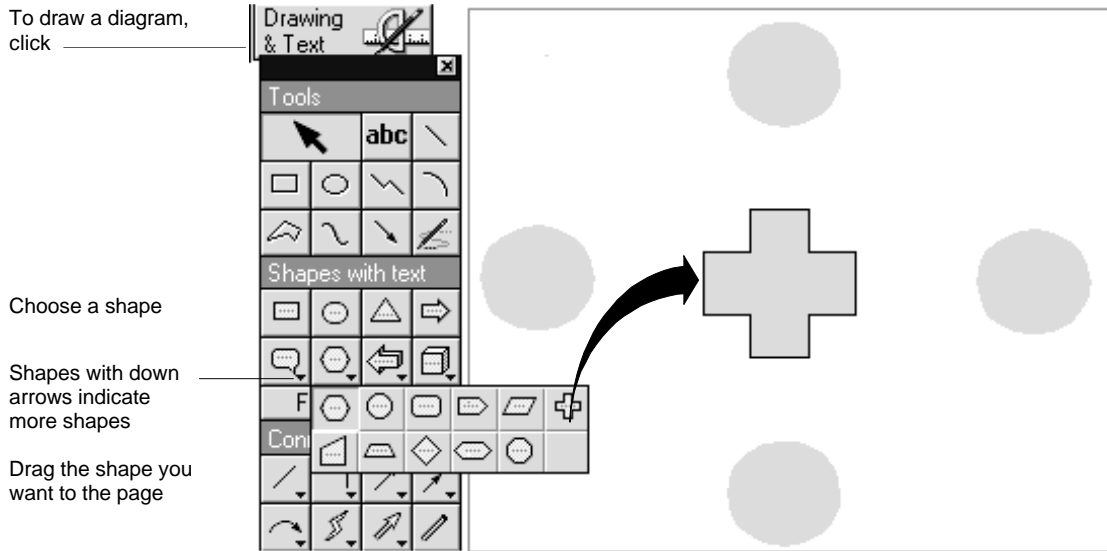
To rearrange pages in the Page Sorter view

Select the page you want to move and drag it just past the page you want to appear before it



To draw flowchart elements from the toolbox

When you drag diagram or connector objects from the toolbar, the objects are consistently sized.



To reorder bulleted lists

1. Select the bulleted list.
2. Select the text.



3. When the cursor turns to a hand, grab the bullet.



4. Move the hand until a line appears where you want to insert the bullet.



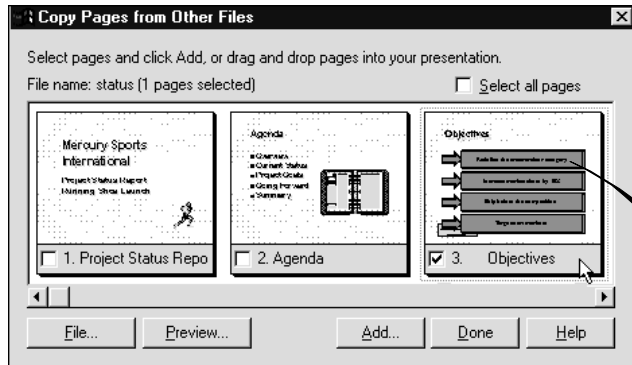
5. Drop the bullet.



To copy pages from other files

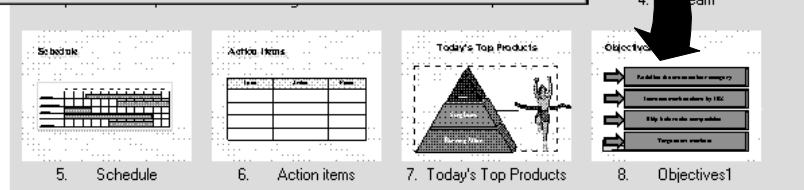
Suppose you created a presentation page about the early objectives of your project. When you give a new presentation, you can copy a page from the older file directly into your new file. In Page Sorter view, choose File - Copy Pages from Other Files. Look through the thumbnail pages to find the page you want:

From the dialog box...



choose the page you want to use...

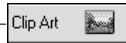
and drag to where you want the page to appear in your new presentation.



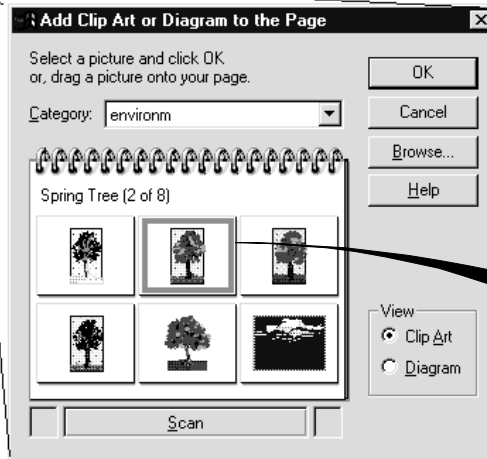
Illustrating your message

Add pizzazz to your presentation by using clip art.

Click



Select the art you want and drag it to your presentation page



title



Chapter 3

What's in Freelance Graphics?

If you're not sure where to start when creating a presentation, start with this chapter. It gives you an overview of what a presentation is, and what is in a presentation. If you're already familiar with Freelance Graphics, you may want to take a quick look at the first section, which describes the new role of a SmartMaster in creating a presentation.

For those of you who are upgrading to this release of Freelance Graphics, the last section in this chapter has highlights of new features and enhancements to existing features.

The components of a presentation

Creating a presentation can seem overwhelming, but it doesn't need to be. Once you have the big picture of what makes up a presentation, the details can fall into place. Freelance Graphics guides you from the big picture to the smaller details.

The big picture

A presentation always has a topic — the type of information you want to convey, the reason you're making the presentation. Examples of presentation topics include market research, service briefing, product launch, project proposal, project status report, strategic goals, and even a brainstorming session.

In addition to a topic, an effective presentation has a consistent “look” throughout. The look includes a common background design and color on all pages, and a collection of text formats that use complementary fonts and colors.

Freelance Graphics gives you a headstart on effective presentations by providing you with content topics, which include suggested content and a suggested look. First choose a SmartMaster content topic, then choose a look.

A content topic provides you with suggested pages and page content for the presentation. For example, if you're using the Project Status Report content topic, some of the suggested pages are Agenda, Project Overview, Objectives, Milestones, and Next Steps.

You choose which pages you want in a presentation — you can follow the content topic suggestions, or you can choose some pages and not others, the same page more than once, and pages in any order that suits your purposes.

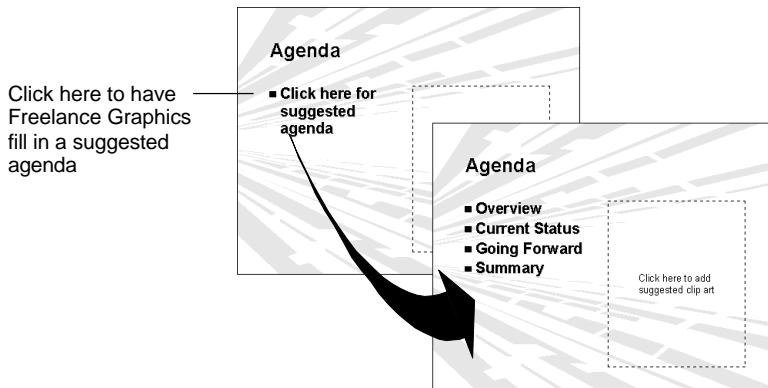
Note SmartMaster content topics are provided solely for your convenience. Lotus provides no assurances that use of the SmartMaster content topics or their suggested structure will produce an effective analysis or presentation.

The details

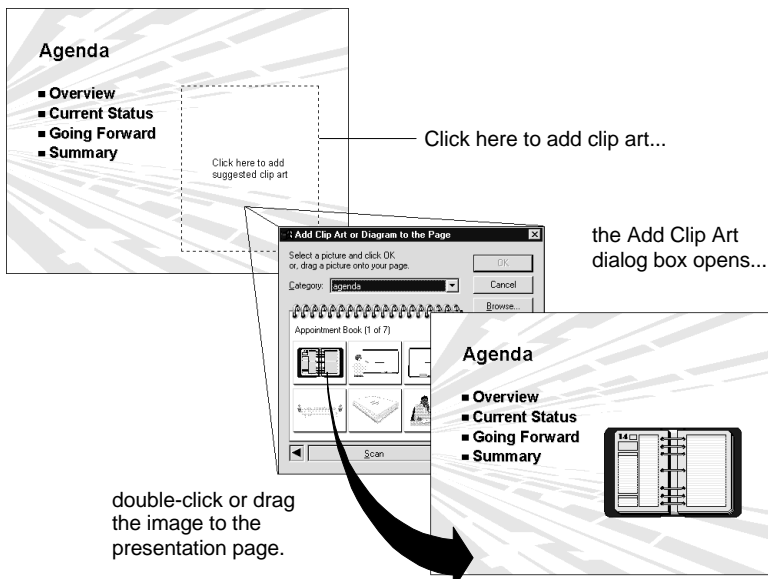
A presentation page can have a title, bulleted lists, text blocks, data charts (such as bar charts and pie charts), timeline charts, diagrams, organization charts, clip art, tables, and drawings. When you're working with a content topic, it has content pages that help you organize the details of the presentation. For example, content pages can have

- “Click here...” blocks that provide information specific to a content page (for example, “Click here for suggested agenda”)
- Specific advice regarding the content of the page you're working on
- Text and graphics already filled in — you can keep the content as is or modify it

For example, the following illustration shows the Agenda content page in the Project Status Report content topic. You can have Freelance Graphics fill in a suggested agenda, modify the suggested agenda, or enter your own agenda.

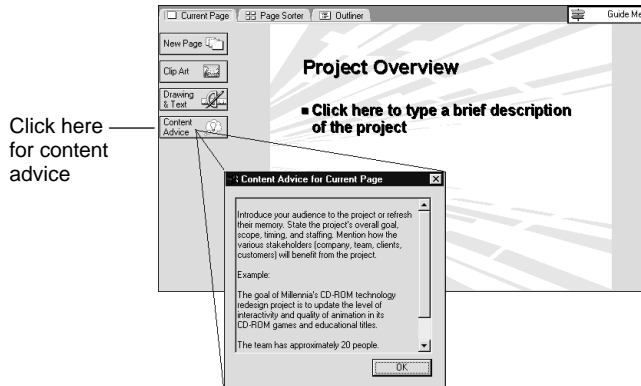


Similarly, you can easily add clip art to the page.



Note If you choose not to use a “Click here...” block, the block does appear as you work, but it won’t appear in the final presentation, a screen show, or a printed presentation.

For some content pages, Freelance Graphics offers content advice.



You always have a choice: using content topics is optional, and you decide how and when to use the suggested content pages. There are even pages without content (page layouts) that you can use instead of a content page at any point in a presentation.

For more information

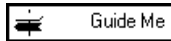
1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Click here... blocks**
 - Clip art, adding to a page**
 - Pages, adding**
 - Presentations, tips for**
 - SmartMaster content topics, overview**
 - SmartMaster looks**
3. Click the index entry you want, then click Display.



What's new

If you're upgrading to this release of Freelance Graphics, there are new features as well as enhanced features that you may want to investigate. The following sections are a partial listing of what's new in this release. For complete information, see the Help book "What's New" in the Help Contents.

Online Help

Everything you need to know to produce effective presentations is available in online Help. The Help system has a new design that provides easy access to task-oriented and how-to information. Help also has new features that provide information when you need it.



- Click the Guide Me button for fast information on the task you're working on.
-  • The shortcut icon appears in many Help procedures. As you work through the procedure, click the shortcut icon to open a dialog box rather than choose a menu command.
-  • Demos show you how to precisely perform a task. A demo uses sample data, and performs the task steps one at a time. Demos are available in many Help topics.
- Tips appear in many dialog boxes. In a dialog box, look for the text against a yellow background. When available, a tip gives you information on how to use the dialog box settings.

Also refer to Chapter 1, “The Right Help at the Right Time,” for detailed information on Help.

SmartMaster content topics and SmartMaster looks

The SmartMaster templates now have actual content for your presentations. These templates are called SmartMaster content topics. Content topics contain pages that guide you through the process of creating specific types of presentations, such as business plans or project updates. Content pages use a fill-in-the-blanks approach by suggesting appropriate text and graphics.

When you work with a SmartMaster content topic, it provides you with

- Pages with task-specific prompts (for example, “Click here to add organization chart”)
- Content advice to help you complete a content page
- Pages with actual text and graphics already filled in — you can keep the content as is or modify it
- Charts that provide an appropriate chart type and style — all you need to do is enter the data
- Automated tasks such as adding a new block to a pyramid diagram or adding data from one page to other pages in a presentation

Current Page, Page Sorter, and Outliner views

There are changes in the views as well as a new way of displaying the views. In this release of Freelance Graphics, you can quickly and easily switch from one view to another by clicking a tab at the top of the presentation window.

You'll also notice changes in the views themselves; for example,

- Current Page view offers a cleaner, less-cluttered look at the current page.
- Outliner view now has an option that displays the page images in the left margin, so you can see the page design and layout without returning to Current Page view. You can turn the display of page images on and off. Outliner view also has an improved toolbar that makes it easier to manipulate the outline.
- Page Sorter view has a zoom feature so you can zoom out to view more pages, or zoom in for a closer look.

An improved task-sensitive interface

As you're working on a presentation, Freelance Graphics senses your current task and automatically modifies the interface to provide the appropriate menus, SmartIcons, and InfoBox.

For more information, see Chapter 2, "Freelance Graphics Tools."

Improved "Click here..." blocks

You no longer need to click a "Click here..." text block before adding text to a page — just start typing. Freelance Graphics automatically opens the first "Click here..." text block on the page.

Improved and new text features

Handling text is now faster and more powerful.

- You can save collections of text properties as named styles, then reuse these styles as often as you need.
- The space between bullets and text can now be adjusted.
- The Reset to Style command removes all local character formatting.
- The Text - Fast Format commands copy the format from one text object and apply it to another text object.
- You can globally change the text font for an entire presentation.

- There are new features for building bulleted lists in screen shows, including,
 - Easier ways to set up a page that “builds” a bulleted list without having to add extra pages to a presentation
 - More control over the appearance of a bullet build, including the ability to assign a visual or sound effect to each bulleted item as it appears
 - Automatic detection of when the text will run to the next page
- New text effects — such as shadowed text, superscripts, and subscripts — are now available.

Team Computing

Team Computing comprises several features designed to enhance the productivity of teams,

- TeamReview™ lets you distribute a presentation electronically to team members for review comments, then returns the comments to you for consolidation. With TeamReview you can distribute a presentation using e-mail, a Lotus Notes® database, a network, or a floppy disk. The reviewers can use the Freelance Graphics reviewer tools to mark up the presentation with comments on yellow stickies, and to create lines, arrows, circles, and freehand drawings.
- TeamMail™ lets you send a message using your e-mail system from within Freelance Graphics. You can attach selected pages or an entire presentation to an e-mail message, which can be routed to members of your workgroup for team review. You can route the e-mail to all recipients at once, or sequentially, one after another.
- TeamShow™ lets you display and run a screen show on a computer in a remote location.
- The ability to post a presentation to the World Wide Web means that any team member with access to the Web can review a presentation.

Copying pages from other presentations

You can now easily copy pages from one presentation to another. Freelance Graphics opens the second presentation, and you select the pages you want to copy. If you're in Page Sorter or Outliner view, you can also specify where Freelance Graphics is to place the copied pages. The copied pages automatically take on the look of the current presentation.

Ready-made diagrams

There are over 100 ready-made diagrams — just choose the diagram you want and type the text. You can also use a ready-made diagram as the starting point for creating customized diagrams.

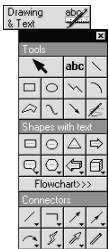
Screen show

Screen show includes a number of new features, including,

- Rehearsal mode for screen show
In rehearsal mode, Freelance Graphics tracks the elapsed time for both the whole presentation and individual pages. When you finish the rehearsal, you can display a summary report of total presentation time. As you rehearse, you can view, edit, and create speaker notes onscreen.
- Mobile Screen Show Player
With the Mobile Screen Show Player, you can run a Freelance Graphics presentation on any Windows 95-based computer, or give a copy of your presentation to anyone to view, even if they do not have a copy of Freelance Graphics.
- Built-in animation and multimedia effects (with multimedia SmartMaster looks)
- The option of omitting specific pages from a screen show
- Transition effects for individual objects or entire pages
- The ability to set the sequence and time the appearance of objects

Making global changes

You can now make global changes to all selected objects with the InfoBox, change the typeface for all text in a presentation, and create named text styles. A named text style is a collection of text properties that you can group together, save with a name, then easily reuse. Changing a named style automatically changes all text objects using that style. You can also modify the presentation backdrop, thus changing the look of all presentation pages.



New Drawing & Text palette

The Drawing & Text palette in Current Page view has a new look and new functionality. When you click the Drawing & Text button, the new palette appears. The palette now includes ready-made shapes with text, a selection of flowcharts, and connectors. The shapes with text and connectors are particularly useful for making your own diagrams. (Connectors “connect” any two objects. When you move one object, Freelance Graphics automatically repositions the connector, stretching and shrinking it as needed.)

Printing enhancements

New printing features include the ability to preview a presentation before printing it. Also, you can now easily change the font of headers and footers, and add page numbers, dates and times, and the presentation file name to headers and footers.

LotusScript

LotusScript™ is a scripting language used by a number of Lotus products. With LotusScript you can increase user productivity by creating “scripts” that automate redundant tasks and integrate data from other applications. As a developer of your own SmartMaster content topics, you can also use LotusScript to enhance and customize content topics and content pages. Freelance Graphics also provides ready-made scripts that you can tailor to fit your customized applications.

Note In addition to the online Help for LotusScript, the *LotusScript 3.0 Programmer’s Guide* and *LotusScript 3.0 Language Reference* are available. To obtain these manuals, use the order form enclosed in your package.

Notes/FX

Freelance Graphics and Lotus Notes can exchange field data through Notes/FX™. With Notes/FX you can

- Display the value of any standard Freelance Graphics presentation properties field in a Notes form
- Exchange the values of up to eight custom-defined presentation properties fields between Freelance Graphics and Notes™, and update the information from either Freelance Graphics or Notes
- Use a Notes template to create Notes applications that let multiple users create and store presentations in a Notes database

For more information

1. Choose Help - Help Topics and click the Contents tab.
2. Double-click the What’s New book.
3. Double-click the book next to the category that interests you.
4. Select a topic, then click Display to view the topic.

Chapter 4

Starting Smart with a SmartMaster

SmartMaster content topics and SmartMaster looks provide an easy and quick way to create presentations. This chapter presents a series of procedures that show you how to create a presentation quickly and fill in content pages with information such as text, bulleted lists, diagrams, charts, clip art, and organization charts.

Getting to work: creating a presentation

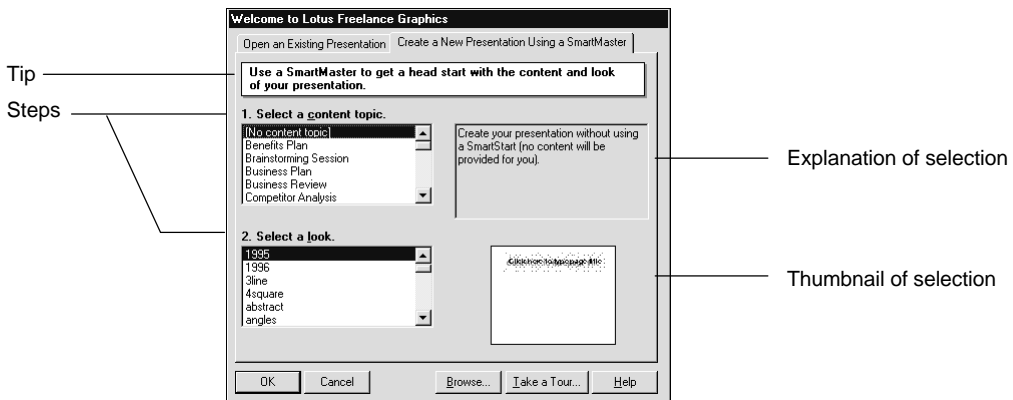
This section walks you through selecting a SmartMaster content topic and look, and creating the first page of a presentation.

1. Start Freelance Graphics.

The Welcome to Lotus Freelance Graphics dialog box is displayed.

2. If necessary, click the Create a New Presentation Using a SmartMaster tab.

Take a moment to notice the information now provided in dialog boxes in Freelance Graphics.



The yellow bar contains an in-line tip that explains why you are using the dialog box. The steps you can perform are listed in the dialog box. As you move the highlight through the Select a content topic list box, an explanation of that content topic appears to the right of the list box.

Similarly, for the choices in the Select a look list box, Freelance Graphics displays a thumbnail of the look design.

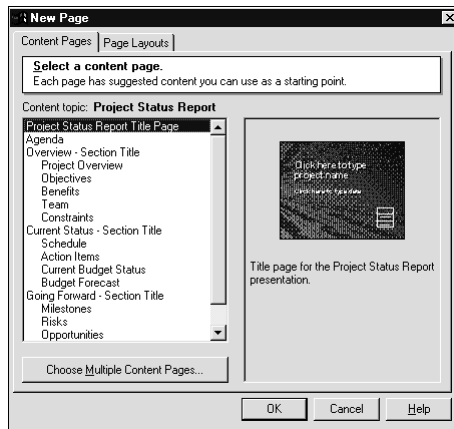
3. Select a content topic.

4. Select a look.

The “Look stored with content topic” is the recommended look for the selected topic; however, you can select whichever look you prefer. For example, the illustrations in this book use the motion look.

5. Click OK.

You’re ready to create the first page, and Freelance Graphics displays the New Page dialog box.



The listed content pages are pages you would typically find in a presentation with the content topic you selected. The pages are listed in the order in which they are typically used, but you can use the pages in any order you choose. As you move the highlight through the list, a thumbnail of that page’s design and an explanation of its content appear to the right.

6. Select the content page you want and click OK.

Freelance Graphics displays the new page. The following illustration shows the title page for a Project Status Report.



7. Start typing the title of the presentation.

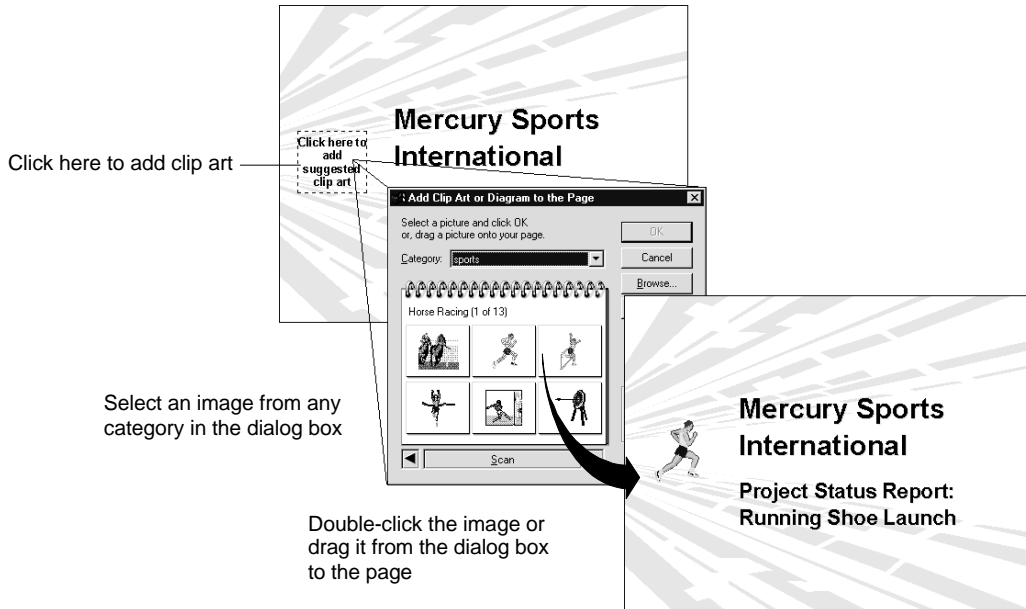
If you start typing on a new page with a “Click here...” block, Freelance Graphics automatically places the text in the first text block.



8. Click the next “Click here...” block and type the text for that block.

Regardless of the suggested content, you can always edit the content of a “Click here...” text block to the text you want. For example, the second block tells you to “Click here to type date.” Typing the date is a suggestion — the text you type is up to you.

9. Click the “Click here...” block to add clip art to the title page.



That's it — the page is finished.

This procedure showed you the basic tasks you need to create a presentation. You select a SmartMaster content topic and a SmartMaster look, then add content pages and fill in the blocks. Some pages have content already filled in; you can keep or modify this content as you need. The next section gives you more practice with content pages.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Click here... blocks**
 - Clip art, adding to a page**
 - Creating, new presentations**
 - SmartMaster content topics, overview**
 - SmartMaster looks**
3. Click the index entry you want, then click Display.

Building a presentation with content pages

Content pages are just that — the contents of a presentation. When you choose a SmartMaster content topic, it provides you with a selection of content pages that are typically used in that type of presentation. These pages are also listed in the order in which they usually appear in a presentation, but you can choose any page you want in any order that you want them.

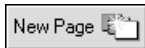
Content pages use “Click here...” blocks to help you place text, clip art, charts, diagrams, and other objects on a presentation page. A “Click here...” block also provides the properties for the text or chart that will be placed in the block. These properties are set to give a consistent look to charts, text, and diagrams throughout a presentation.

Some “Click here...” blocks also have suggested content. When you click the block, Freelance Graphics “writes” the suggested content on the presentation page. You can edit, rewrite, delete, or keep the suggested content.

The following procedures show you how to select and fill in content pages to create a presentation using the Project Status Report SmartMaster content topic.

Filling in the Project Overview content page

This procedure shows you how to complete the Project Overview content page by filling in a bulleted list.



1. Click the New Page button to open the New Page dialog box.

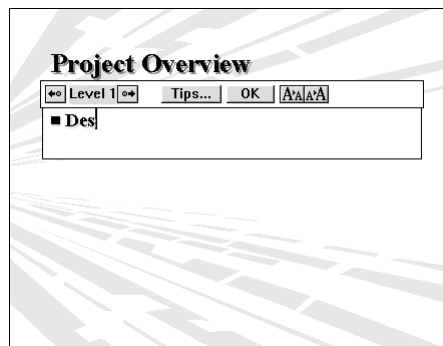
2. Select the Project Overview content page and click OK.



3. Click the "Click here..." block for the bulleted list.

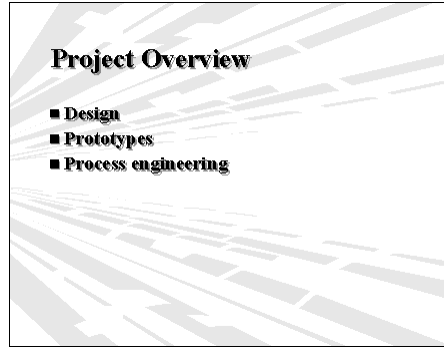
Tip You can recognize a bulleted list by the bullet character in the left margin.

4. Start typing the first bullet item.



5. Press ENTER to add a second bulleted item to the list.

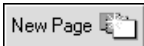
6. Click OK (in the text block) when the bulleted list is complete.



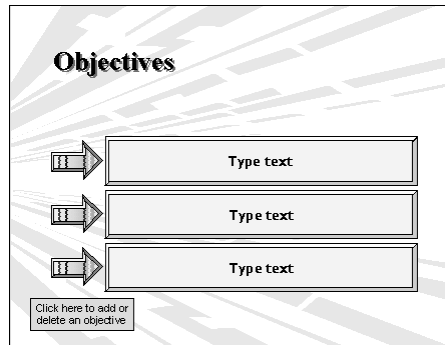
Filling in the Objectives content page

Objectives are a topic frequently found in a presentation. With the Objectives content page, all you need to do is type the objectives — the graphic format is already in place. When you want to add or remove objectives, you tell Freelance Graphics where to place the new ones or which ones to remove.

The following procedure uses the Objectives content page from the Project Status Report content topic.

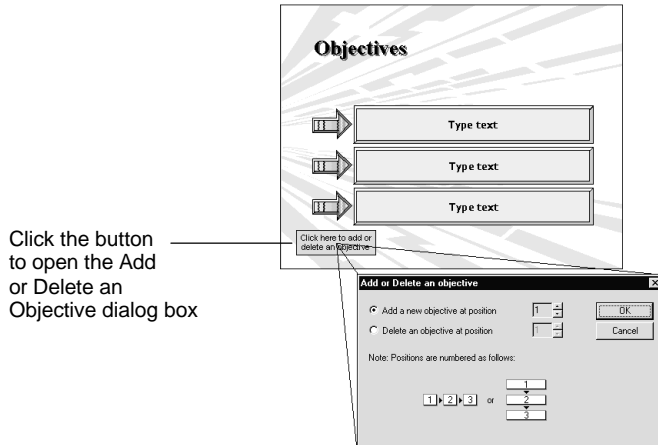


1. Click the New Page button to open the New Page dialog box.
2. Select the Objectives content page and click OK.



In order to show how simply you can add and remove objectives, assume that you already know that there will be four objectives.

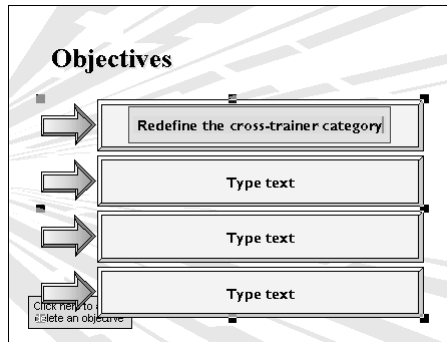
3. Click the “Click here...” button to add another objective.



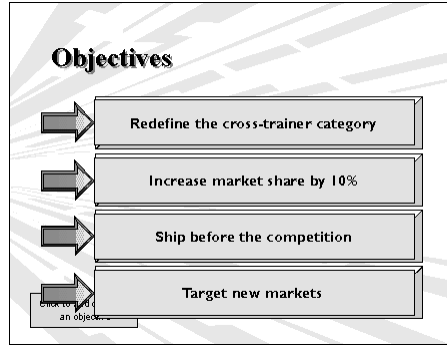
Click the button to open the Add or Delete an Objective dialog box

You use this dialog box to add or remove objectives from a new list or an existing list. You can specify where you want a new objective inserted, or an existing objective you want removed.

4. Click OK to add an objective.
5. Click the objectives list on the presentation page.
6. Click the “Type text” phrase to type an objective.



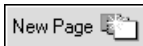
7. Repeat step 6 to add the remaining objectives.



Filling in the Team content page

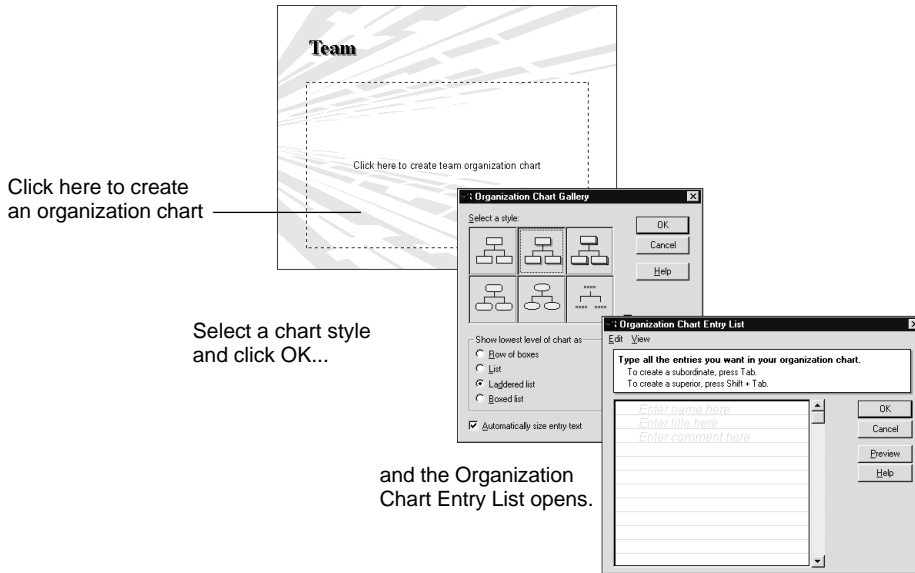
The Team content page has an organization chart to show the team members. All you need to do is choose a chart style, then type the entries. The number of blocks and levels are adjusted to match your entries.

The following procedure uses the Team page from the Project Status Report content topic.

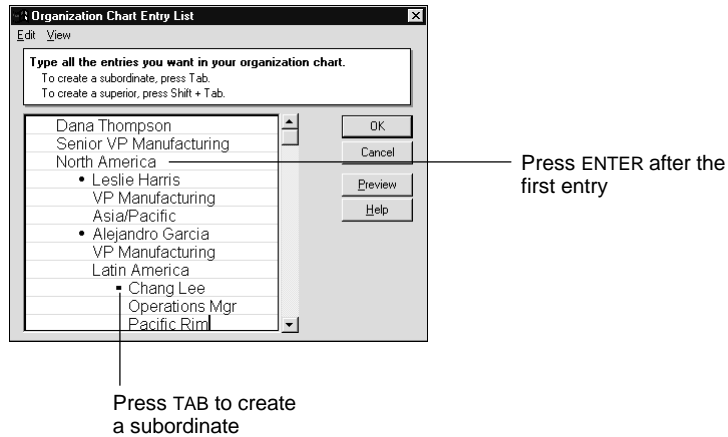


1. Click the New Page button.
2. Select the Team content page.

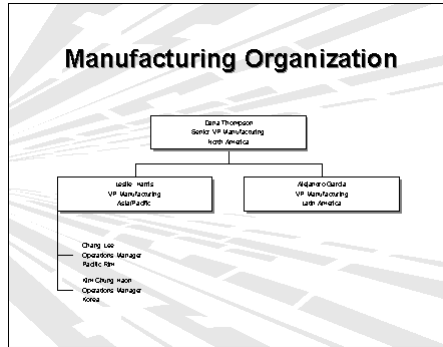
3. Click the “Click here...” block to create the organization chart.
First you select the style of organization chart you want.



4. Type the entries for the organization chart.



5. Click OK to add the chart to the page.
6. If you want, double-click the Team text block to change the title to one of your choosing.



For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Click here... blocks
Content pages
Diagrams
Organization charts
3. Click the index entry you want, then click Display.

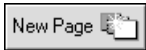
Mix and match content pages with page layouts

In addition to the content pages in a SmartMaster content topic, you can choose a page layout or a blank page. Page layouts provide a design — you provide the content. For example, there are page layouts for a chart, a bulleted list and a chart, two charts, and a table. Page layouts automatically use the same look as the rest of the presentation pages.

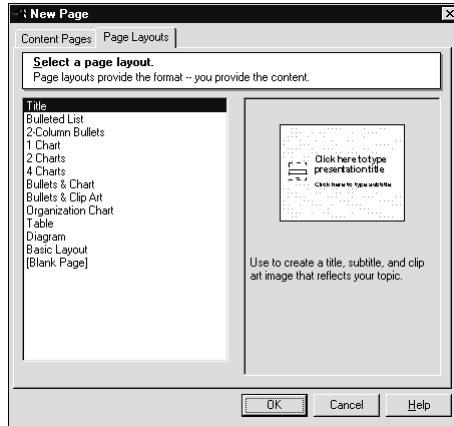
The following two sections show how to create a bar chart and a diagram using page layouts.

Filling in a bar chart page layout

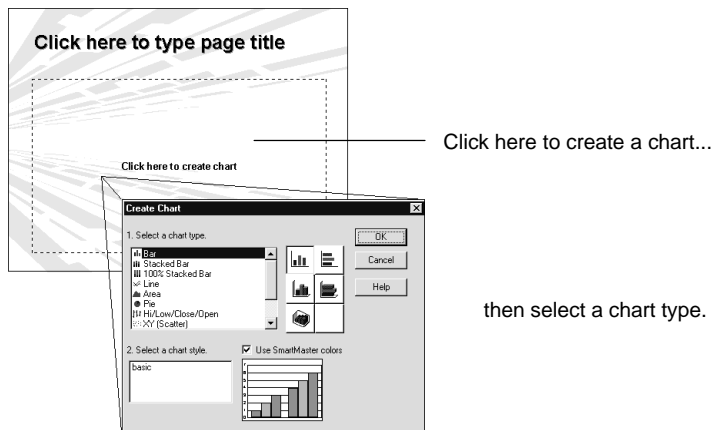
Bar charts provide a visual comparison of individual values over a period of time. The following procedure uses the 1 Chart page layout to create a bar chart.



1. Click the New Page button to display the New Page dialog box.
2. Click the Page Layouts tab.



3. Select the 1 Chart page layout and click OK.
4. Click the "Click here..." block to open the Create Chart dialog box.



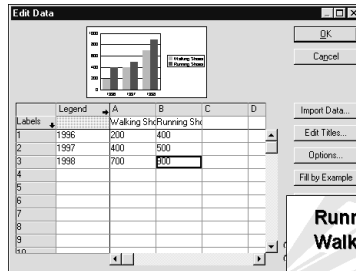
then select a chart type.

5. Select the Bar chart type and click OK.

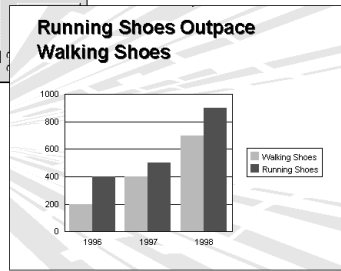
The Edit Data dialog box appears.

6. Enter the data for the bar chart, then click OK.

As you add the data, the thumbnail sketch at the top of the dialog box shows the chart in progress. When you click OK, the chart is added to the presentation page.



Enter the chart data, then click OK...

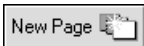


to place the chart on the page.

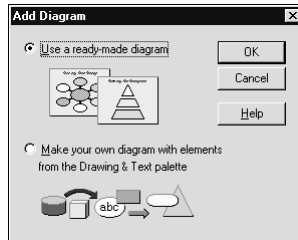
Filling in a diagram page layout

Freelance Graphics has a variety of diagrams of different designs and structures. You can use a ready-made diagram as is, or customize and rearrange the diagram components to suit your needs.

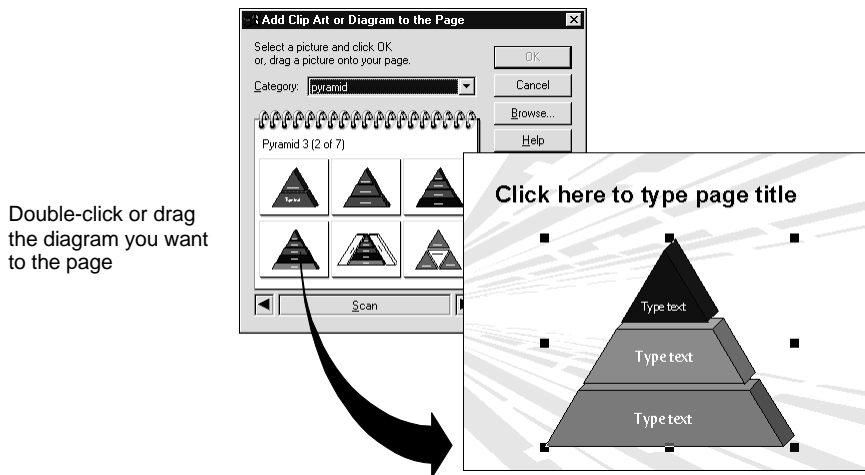
The following procedure uses the Diagram page layout.



1. Click the New Page button to display the New Page dialog box.
2. Click the Page Layouts tab.
3. Select the Diagram page layout and click OK.
4. Click the "Click here..." block to open the Add Diagram dialog box.



5. Select “Use a ready-made diagram” and click OK.
The Add Clip Art or Diagram to the Page dialog box is displayed.
6. Select the diagram you want.



7. Click the “Type text” prompts in the diagram to type the label for each tier.
8. If you want, click the page title block and type a title.

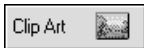


For more information

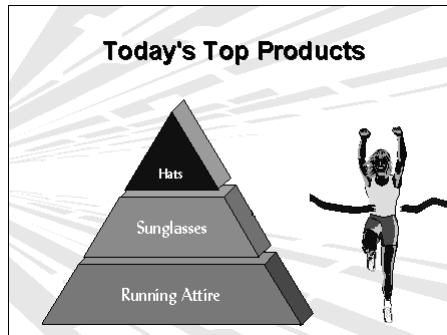
1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Bar charts
Click here... blocks
Diagrams
Page layouts
3. Click the index entry you want, then click Display.

Adding objects without a “Click here...” block

You can add any type of object to a page, even without a designated “Click here...” block. As an example, the following procedure shows how to add clip art to a page that does not have a “Click here...” block for clip art.



1. Click the Clip Art button.
2. Select an image from the dialog box.
3. Either double-click the image to place it on the page, or drag it into position, adjusting its size as needed.



Tip You can also use the Create menu to add pages, speaker notes, drawings, clip art, and any other object to a presentation page.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Click here... blocks
Creating

Drawings

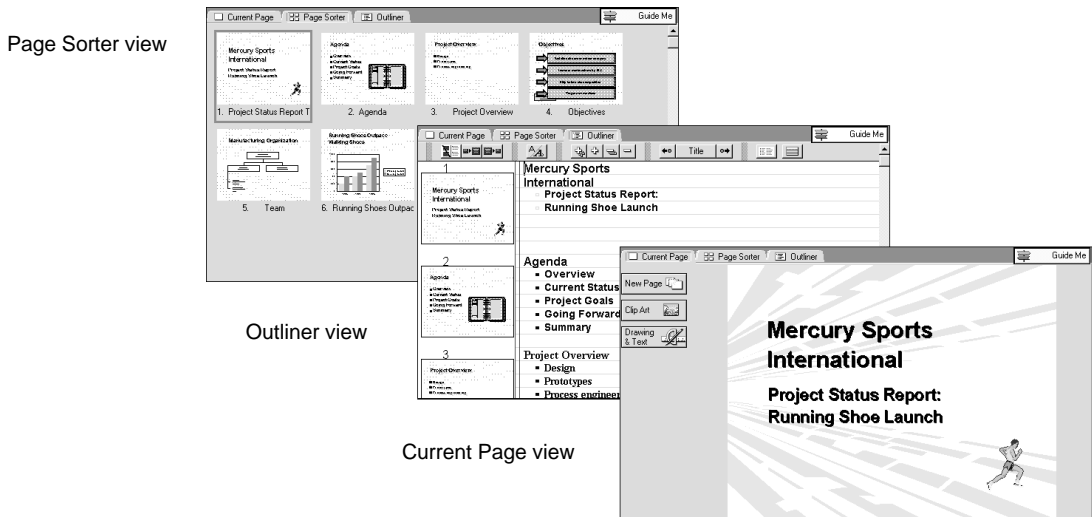
Objects

3. Click the index entry you want, then click Display.

Getting a new perspective from another view

The Current Page view gives you the up-close working view of each page in a presentation. The Page Sorter and Outliner views give you a global view of a presentation, which makes it easier to organize. You use the tabs at the top of the presentation window to move from view to view.

- Page Sorter view is an overall view of the presentation. Each page appears as a thumbnail sketch. You can rearrange, copy, delete, and add pages in this view.
- Outliner view shows the presentation as an outline, with thumbnail sketches of each page in the left margin. In this view you can add, edit, move, and format text; add, move and delete pages; and expand and collapse the outline.
- Current Page view is where you work with text and graphics on the pages of a presentation.



For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Tips
Views
3. Click the index entry you want, then click Display.

Tips for creating a presentation

The online Help for Freelance Graphics is the definitive source of information on how to create a presentation, as well as a source of guidelines and tips for creating effective presentations. Help has the topics you would expect to find, such as procedures on how to perform basic tasks, as well as complex and advanced tasks. Yet Freelance Graphics Help also includes design tips, such as suggestions on how to use color and text, recommendations for illustrating a presentation, advice on body language for a presenter, and techniques for answering audience questions.

The few minutes you take to acquaint yourself with the scope of information in Help will be well invested. Help is your “at hand” guide and reference for creating presentations.

When you’re creating a presentation, remember to use Guide Me, Content Advice, and the demos in Help. These three features provide immediate information for the task you’re currently working on.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Tips
3. Click the index entry you want, then click Display.

Also refer to Chapter 1, “The Right Help at the Right Time,” for information on using Help.

Designing your own SmartMaster content topics

You can customize an existing SmartMaster content topic or create your own to serve as a standard format for your workgroup. For example, if all your presentations include a similar agenda or quarterly sales figures depicted in charts, you can include these in a content topic so you don't need to create the pages from scratch for every presentation. Or you may want to convert an existing presentation into a content topic to be used as the basis for similar presentations.

By creating a custom content topic you ensure that every presentation that uses that content topic will have the same basic format, the same core content, and a consistent look.

Keep in mind, though, that you need to have advanced knowledge of Freelance Graphics, and a thorough understanding of SmartMaster content topics, SmartMaster looks, and "Click here..." blocks in order to design your own SmartMaster content topic.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Click here... blocks, creating**
 - Content topics, designing, overview**
 - Page layouts, creating**
3. Click the index entry you want, then click Display.

Chapter 5

Share, Review, and Deliver

Once a presentation is created, it usually goes out for review. After you've heard back from the reviewers and incorporated comments, it's time to start rehearsing for the final delivery.

If you show the presentation as a screen show, you can add visual and sound effects for individual pages and for objects on a page. You can also add speaker notes as prompts for what to say for a presentation page.

The following sections give you an introduction to the review and rehearsal phases for a presentation, delivering a presentation as a screen show, and printing a presentation.

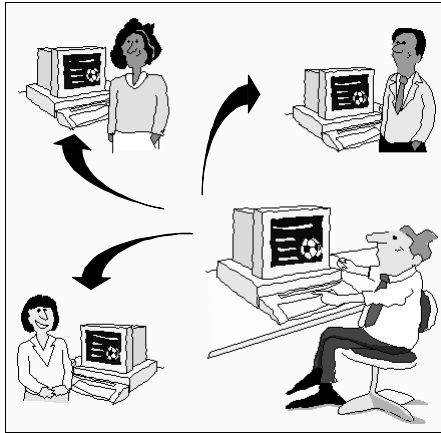
Team collaboration and review

Team Computing improves decision-making because it's easier for team members to communicate and collaborate on a presentation. The Team Computing features of TeamReview and TeamMail make it easy to send out a presentation for review and to collect comments and suggestions from team members. Regardless of how widespread team members are or how conflicting their schedules, TeamComputing brings a team together electronically.

TeamReview collects team members' ideas

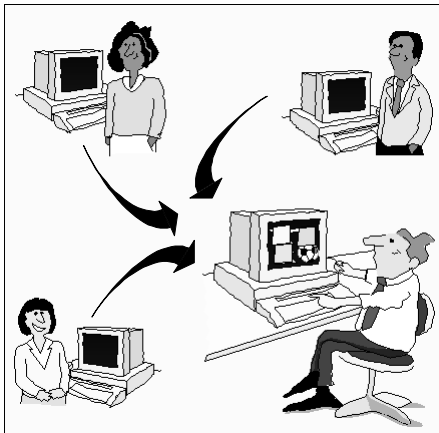
With TeamReview, you can easily distribute and collect comments from your team members. TeamReview has three steps: distribute the presentation to team members, let team members input their comments, and consolidate and return the comments to the author.

For the first step, you decide how to distribute the presentation: e-mail, a Lotus Notes database, a network, or floppy disks. You can also send an e-mail message to the team members to alert them to a team review.



For the second step, the team reviewers add their comments to the presentation, using the TeamReview tools. Reviewers can add yellow stickies with comments, and create lines, circles, arrows, and freehand drawings to highlight comments and sections of the presentation.

For the third step, TeamReview consolidates all reviewer comments into one presentation, and returns that presentation to you electronically. You can view the comments from all reviewers at once, or individually — you decide which comments to incorporate into the presentation.



TeamMail routes a presentation to team members

TeamMail is another method for distributing a presentation to team members. With TeamMail you distribute a presentation to a mailing list. Freelance Graphics can e-mail the presentation to all recipients at once, or sequentially, along a routing list. Each recipient reviews the presentation in Freelance Graphics, then sends you an e-mail with any comments or suggestions.

Post a presentation to the Web for review

For World Wide Web surfers, you can save a Freelance Graphics presentation so that it can be posted on the Web. This approach is best if your viewer's computer (a Macintosh® or UNIX® system, for example) cannot run Freelance Graphics or the Mobile Screen Show Player. Before posting the presentation, however, you must create a link from your home page to the Web presentation. (If you do not have a home page, you must create one, then add the file references to it.)

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - TeamMail**
 - TeamReview**
 - World Wide Web**
3. Click the index entry you want, then click Display.

Practice, practice: rehearsing a presentation

Rehearsing a presentation helps assure you of success. As you rehearse you can refine your delivery, create or modify speaker notes, and have Freelance Graphics track the elapsed time. You'll know how much time you're spending on each page, and the total amount of time for the entire presentation.

If you're interrupted while rehearsing, you can "pause" the timer, then restart when you're ready to continue.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Rehearsing, presentations
Tips
3. Click the index entry you want, then click Display.

Speaker notes

A speaker note is a note that is associated with a presentation page. Speaker notes serve as prompts while you are giving a presentation, as storage places for supporting facts or data sources, or as messages to colleagues who might deliver your presentation. Speaker notes can also be used for handouts. Enter the narrative or background information in speaker notes, then print the presentation with the notes alongside or below your graphics.

The text of a speaker note is visible only when you open the Speaker Note window or when you choose to print speaker notes with a presentation.

You can create speaker notes at any time while you are working on a presentation. Speaker notes can be created in the Current Page, Outliner, and Page Sorter views, and when you are rehearsing.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type this phrase:
Speaker notes
3. Click the index entry you want, then click Display.

Screen shows

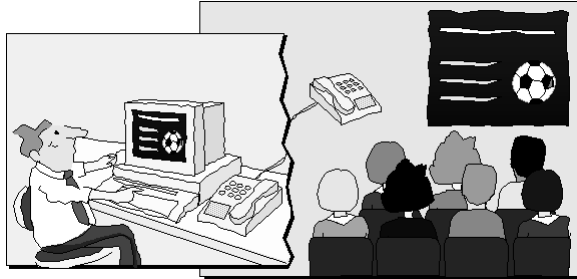
When you deliver a presentation as a screen show, the presentation becomes more like a movie than like a book: animated colored images flow from one page to the next. To get an animated effect, you apply visual effects to pages and to objects and text.

During a screen show, you can play movies and sounds to add cinematic flair to a presentation. Movies can be interleaved with other events on a page, and sounds can be attached to objects, page transitions, and bulleted points; you can even activate sounds by clicking an object.

For remote screens shows, you can use TeamShow or the Mobile Screen Show Player.

TeamShow runs a screen show from any location

With TeamShow you can run a screen show from your computer in one location while others watch it on another computer in a remote location. You can talk by telephone or video conference as you deliver the presentation, and any speaker notes are displayed only on your computer.



Mobile Screen Show Player makes any screen show portable

With the Mobile Screen Show Player, you can run a Freelance Graphics presentation on any Windows 95-based computer, or give a copy of a presentation to anyone to view, even if they do not have a copy of Freelance Graphics. You can also distribute the Mobile Screen Show Player via TeamMail or the Internet® to non-Freelance Graphics users who need to view a presentation.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
Screen shows
TeamShow
3. Click the index entry you want, then click Display.

Printing a presentation

Depending on how you plan to use a printed presentation, there are several different ways in which you can print it. You can print an outline, one presentation page per printed page, or two or more presentation pages on each printed page.

Two, four, or six presentation pages per printed page...



with speaker notes...



or as audience handouts.



You can also preview the presentation first, to make sure it will print the way you want.

For more information

1. Choose Help - Help Topics and click the Index tab.
2. Type one of these phrases:
 - Previewing**
 - Printing**
3. Click the index entry you want, then click Display.

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