Using IBM® Lotus® Symphony™ Presentations: Power User

Student Guide

Using IBM® Lotus® Symphony™ Presentations: Power User

Part Number: 001248
Course Edition: 1.0

Notices

DISCLAIMER: You may not copy, reproduce, translate, or reduce to any electronic medium or machine-readable form, in whole or in part, any documents, software, or files provided to you without prior written consent of IBM Corporation, except in the manner described in the documentation. While every reasonable precaution has been taken in the preparation of this manual, the author and publishers assume no responsibility for errors or omissions, nor for the uses made of the material contained herein and the decisions based on such use. Neither the author nor the publishers make any representations, warranties, or guarantees of any kind, either express or implied (including, without limitation, any warranties of merchantability, fitness for a particular purpose, or title). Neither the author nor the publishers shall be liable for any indirect, special, incidental, or consequential damages arising out of the use or inability to use the contents of this book, and each of their total liability for monetary damages shall not exceed the total amount paid to such party for this book.

TRADEMARK NOTICES The following terms are trademarks or service marks of International Business Machines Corporation in the United States, other countries, or both: DB2®, Domino®, Domino® Designer, Everyplace, ibm.com®, LearningSpace®, Lotus®, Lotus Enterprise Integrator®, Lotus Notes®, Lotus Workflow, Quickr™, Rational®, Sametime®, Symphony™, Tivoli®, VisualAge®, and WebSphere®.

Java and all Java-based trademarks and logos are trademarks of Sun Microsystems, Inc., in the United States, other countries, or both.

Microsoft, Windows, Windows NT, and the Windows logo are trademarks of Microsoft Corporation in the United States, other countries, or both.

Intel, Intel Inside (logos), MMX and Pentium are trademarks of Intel Corporation in the United States, other countries, or both.

UNIX is a registered trademark of The Open Group United States and other countries.

Linux is a trademark of Linus Torvalds in the United States, other countries, or both.

Copyright © 2008 IBM Corporation.

Lotus software, IBM Software Group, One Rogers Street, Cambridge, MA 02142

Under the copyright laws, neither the documentation nor the software may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without the prior written consent of IBM, except in the manner described in the documentation or the applicable licensing agreement governing the use of the software.

All rights reserved.

Licensed Materials - Property of IBM

U.S. Government Users Restricted Rights - Use, duplication, or disclosure restricted by GSA ADP Schedule Contract with IBM Corporation.

You must purchase one copy of the appropriate kit for each student and each instructor. For all other education products you must acquire one copy for each user or you must acquire a license for each copy provided to a user.

HELP US IMPROVE OUR COURSEWARE

Your comments are important to us. Please contact us at Element K Press LLC, 1-800-478-7788, 500 Canal View Boulevard, Rochester, NY 14623, Attention: Product Planning, or through our Web site at **http://support.elementkcourseware.com.**

Table of Contents

Using IBM® Lotus® Symphony™ Presentations: Power User

Lesson 1: Customizing a Presentation

Topic A. Customizing a Presentation 2

Slide Masters 3

Modifying Slide Masters 4

Creating a Custom Screen Show 7

Installing and Using Plug-ins 7

Topic B. Working with Objects and Layers 8

Editing Bitmap Graphics 9

Converting Objects 11

Animating Graphical Objects on Pages 13

Layers 18

Inserting a Layer 19

Moving Objects to Layers 21

Hiding and Showing a Layer 23

Locking a Layer 23

Appendix A: Additional Resources

Glossary 31

Index 33

© Copyright IBM Corporation 2008.

About This Course

By designing your IBM® Lotus® Symphony™ Presentations with high-quality sound and visual enhancements, the ideas you communicate can better meet the expectations of today's media-savvy audience while effectively getting your point across. You can also make use of Lotus Symphony Presentations' security features when working in a team across diverse locations.

Course Description

Target Student

This course is designed for IBM® Lotus® Symphony™ end users who will use these materials to learn the power-user tasks associated with the Lotus Symphony Presentations editor.

Course Prerequisites

This course assumes that students have some experience with using presentation software.

How to Use This Book

As a Learning Guide

Each lesson covers one broad topic or set of related topics. Lessons are arranged in order of increasing proficiency with IBM Lotus Symphony Presentations; skills you practice in one lesson are used and developed in subsequent lessons. For this reason, you should work through the lessons in sequence.

Each lesson is organized into results-oriented topics. Topics include all the relevant and supporting information you need to master Lotus Symphony Presentations, and activities allow you to apply this information to practical hands-on examples.

As a Review Tool

Some of the information covered in class may not be relevant to your environment immediately, but it may become important later on. For this reason, we encourage you to spend some time reviewing the topics and activities after the course.

As a Reference

The organization and layout of the book make it easy to use as a learning tool and as an after-class reference. You can use this book as a first source for definitions of terms, background information on given topics, and summaries of procedures.

Course Objectives

After completing this course, you should be able to:

- Customize your presentation with slide masters and animation effects.

Course Requirements

Hardware

This course assumes users will be using their personal computer to take this course. The following are the system requirements to support an installation of IBM® Lotus® Symphony™ 1.1:

- At least 750 MB of free disk space on Linux, and at least 540 MB of free disk space on Microsoft Windows®.
- At least 512 MB of memory.

Software

The following list identifies the software requirements for installing Lotus Symphony 1.1. Please note that proper licensing for all software is required and is the responsibility of the training organization.

- Microsoft Windows® XP with SP2 or Microsoft Windows Vista®
- IBM Lotus Symphony 1.1

Class Setup

Course Files

The following table describes the course files.

Table 0-1: *Course files*

Title	File name	Description
Quarterly Report_Power User	Quarterly Report_Power User.odp	This file will be used in this courses activity.

Course Setup Tasks

Complete the tasks in the following table to set up the course prior to the start of class. Detailed procedures for each task appear on the following pages.

Table 0-2: *Course setup tasks*

Task	Procedure
1	Uninstall any previously installed version of IBM Lotus Symphony.
2	Install Lotus Symphony 1.1.
3	Install the course data files.

Task 1: Uninstall Previous Versions of IBM Lotus Symphony

If you currently have an earlier version of Lotus Symphony installed, you will need to uninstall it prior to installing Lotus Symphony 1.1. Follow these steps to uninstall any previously installed versions of Lotus Symphony.

Table 0-3: ***Uninstall previous versions of IBM Lotus Symphony***

Step	Action
1	Verify that Lotus Symphony is closed.
2	Click **Start→Control Panel→Add or Remove Programs.**
3	In the **Add or Remove Programs** dialog box, click **IBM Lotus Symphony,** and then click **Remove.** **Note:** It may take a few minutes for the program to uninstall.

Task 2: Install Lotus Symphony 1.1

If you have not yet installed Lotus Symphony 1.1, you will need to do so before taking this course. Follow these steps to install Lotus Symphony 1.1.

Table 0-4: ***Install Lotus Symphony 1.1***

Step	Action
1	In a Web browser, go to http://symphony.lotus.com/software/lotus/symphony/home.nsf/home and click **Download** to download the Lotus Symphony 1.1 installation files. A new window opens and lists the IBM Lotus Symphony installation types. Click the version for the Windows operating system. In the next window, the product information is displayed. Select a language and click **Continue.** Select **I agree** after viewing the licensing information, and then click **I confirm.**
2	In the **Download using Download Director** dialog box, select **Lotus Symphony Setup for Windows** and click **Download now.**
3	After the files have finished downloading, click **Launch** in the Download Director.
4	The **Installation Wizard for IBM Lotus Symphony** is displayed. On the **Welcome to IBM Lotus Symphony 1.1** page, click **Next.**
5.	On the **Software License Agreement** page, select **I accept the terms in the license agreement,** and click **Next.**
6.	On the next page, leave the default install location or browse to and select a custom location, and then click **Next.**
7.	On the **File Type Associations** page, verify that the **Open Document Format file types** and **OpenOffice.org 1.1 file types** are selected by default. Click **Next.**
8.	On the next page, click **Install.**
9	On the **IBM Lotus Symphony Install Complete** page, verify that **Open Lotus Symphony** is selected, and then click **Finish.**

Task 3: Install the Course Data Files

Data files for students to use during the course activities are provided and installed as part of course setup.

Table 0-5: ***Install the course data files***

Step	Action
1	Open the **Y1300labfiles.zip** file and run the **Y1300labfiles.exe** self-extracting file. This executable will create the **\lotus_ed** folder and install sub-folders named **\Documents, \Spreadsheets,** and **\Presentations. Note:** These course files apply to all Lotus Symphony training modules, so you will only need to install these files once.

Course Icons

The following table explains the icons used in this course.

Table 0-6: ***Course icons***

Icon	Description
	An **activity** is a student-centered learning process that allows students to learn by performing a task. Activities can be instructor-led or completed independently.
	Scenario information is used to introduce an activity problem or goal. Scenarios use fictitious people and organizations to present details, problem statements, and parameters that are used to complete the activity or lab exercise.
	Caution statements are included in the courseware to make students aware of potential negative consequences of an action, setting, or decision, that are not easily known.
	Tips and **notes** provide additional information, guidance, or a hint about a topic or task.
	An **Instructor Note** is a special comment to the instructor regarding delivery, classroom strategy, classroom tools, exceptions, and other special considerations. The Instructor Note is included in the Instructor Guide only.
	A **Display Slide** provides a prompt to the instructor to display a specific slide. The Display Slide icon is included in the Instructor Guide only.

Customizing a Presentation

- **Topic A:** Customizing a Presentation
- **Topic B:** Working with Objects and Layers

© Copyright IBM Corporation 2008.

Introduction

Decorating a room, choosing what to wear, and creating an IBM® Lotus® Symphony™ Presentation all have something in common: You want the parts to blend well together. By creating custom design templates, you can maintain consistent and professional-looking presentations without the struggle of manually customizing and formatting properties every time you work on a new project.

After completing this lesson, you should be able to:

- Install and use optional plug-ins.
- Enhance your presentation by using graphics and layers.

© Copyright IBM Corporation 2008.

Topic A: Customizing a Presentation

Commonly used design requirements such as colors, logos, standard text, page headings, themes, backgrounds, and layouts of a slide can be used across all slides in a presentation. Customizing and formatting each and every slide in your presentation can be very time-consuming.

IBM® Lotus® Symphony™ Presentations offers a method of applying such requirements in one slide master that contains a set of formatting properties, which can then serve as the basis for creating subsequent pages.

Slide Masters

A **slide master** is essentially a design template used for the pages within your presentation. The default design template when you create a presentation is an ordinary white page. All pages in a presentation are created using the fonts, colors, and graphics that are defined within the slide master, with the exception of the title page, which is its own master slide. Each new page that you create takes on these aspects of the slide master that you create. Between the font, text, color, and graphic customizations available to you, the possibilities are limitless.

The following figure shows page master view.

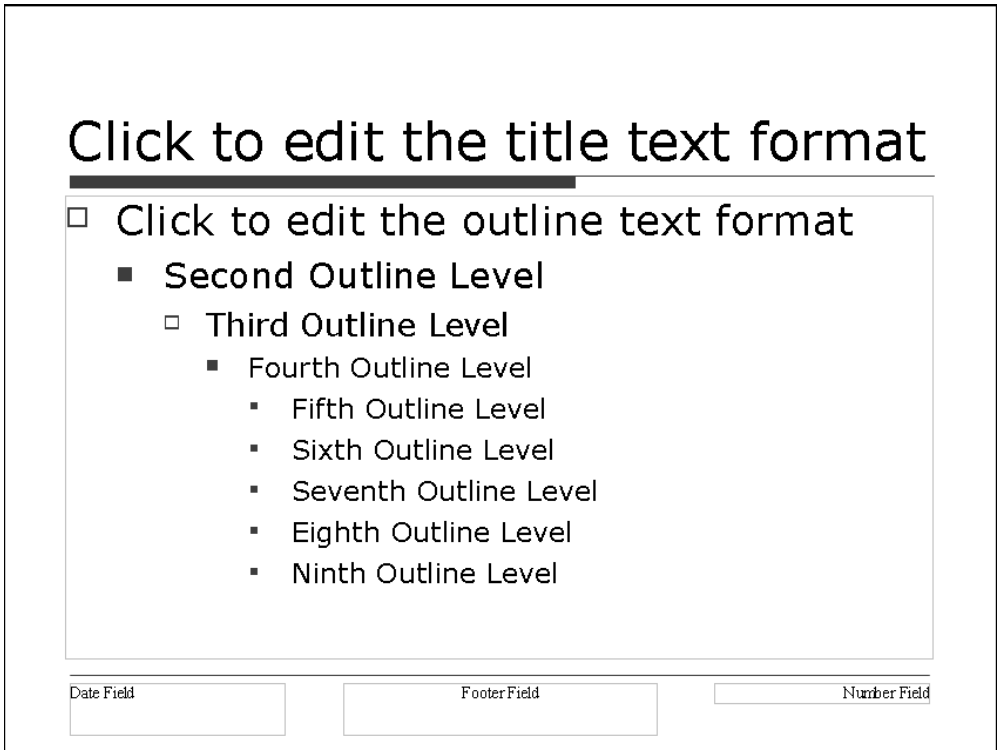


Figure 1-1: ***Page master view***

© Copyright IBM Corporation 2008.

The slide master is designed to save you time. Instead of applying customizations to each individual page, you can instead use a slide master and apply your design to all pages. There are three different slide masters:

- **Page:** Displays the page master view, where you can customize page title text format and any other elements that you want to be shown on all of the pages in your screen show.
- **Notes:** Displays the notes master view, where you can set the default formatting for page notes.
- **Handouts:** Displays the handouts master view, where you can reorder the pages for your handouts as well as add elements that appear only on handouts.

Modifying Slide Masters

There are two ways in which you can access the various master slides for your presentation. Click **View→Master** and then either the Page, Notes, or Handout slide master in order to begin customizing a master slide.

Alternatively, you can click the **Master/Page** icon in the left corner of the toolbar at the bottom of the screen. Clicking this button will toggle you between the master slide view and the normal page view of your presentation. While in master view, you can select the type of master slide that you wish to modify from the drop-down list on the right side of the toolbar at the bottom of the screen.

The following figure shows the **Master View** drop-down list.

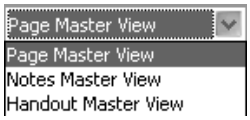


Figure 1-2: ***The Master View drop-down list.***

The page master

Since your presentation screen show will be displaying the main body content of each page, the page slide master is a very important master slide to design. Click **View→Master→Page Master View** to open the page master. Any of the attributes shown on the page can be customized to fit the theme of your presentation. The Properties sidebar is available on the right side of the slide master, and provides you with options for changing any applicable text, paragraph, page, or graphic properties as you add or modify these elements on the page.

In addition, footer fields are placed at the bottom of the page. Here, you can add information such as the company name, the screen show title, the date, the page number, or any other thematic information.

© Copyright IBM Corporation 2008.

Once your slide master is configured, any time you add a new page to your presentation, that page will inherit all characteristics defined in the page slide master.

The following figure shows a new page that inherits all the formatting attributes of the slide master.

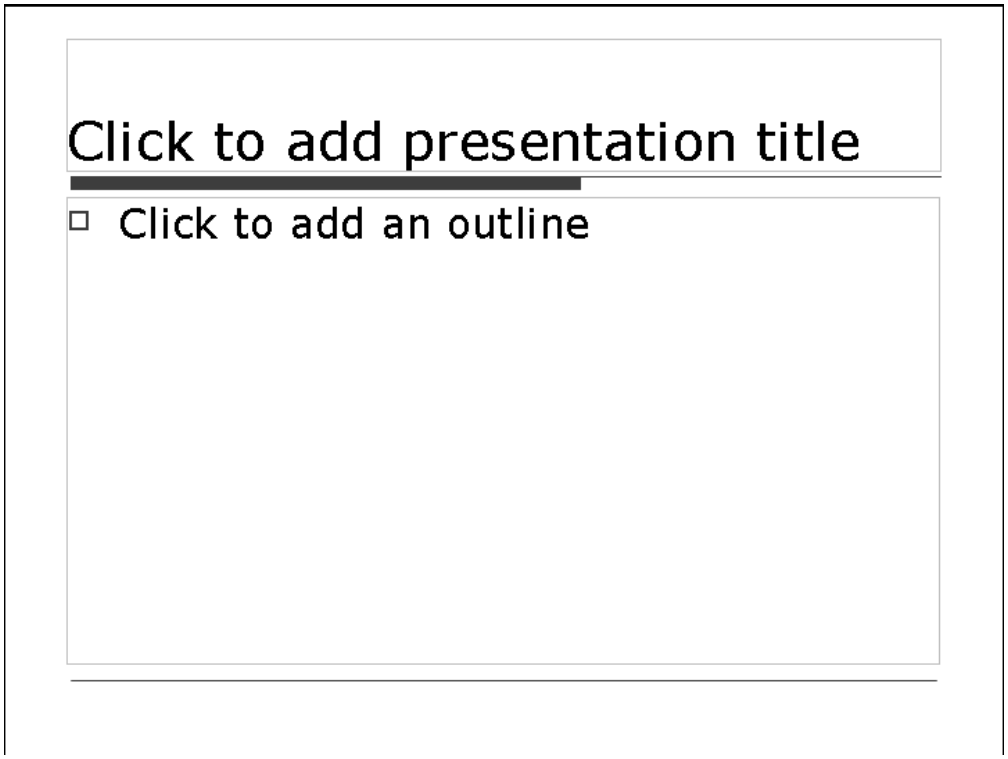


Figure 1-3: ***A new page inherits all formatting attributes of the slide master***

The notes and handout masters

While you are in master view, click either **Notes Master View** or **Handout Master View** from the drop-down list to configure each of these respective masters. You can edit the notes master to change how the text in the notes field of your presentation will display. Editing the handout master will change the way in which your handout pages will look when printed out for audience members.

Creating a Custom Screen Show

Your presentation may sometimes include pages that are not of interest to specific audiences. When you are giving your presentation to an audience, you may want to omit specific pages that you do not wish to discuss. Lotus Symphony Presentations allows you to create a custom screen show.

© Copyright IBM Corporation 2008.

Click **Presentation→Custom Screen Shows** to create a customized screen show. In the **Custom Screen Shows** dialog box, a number of buttons are provided to assist you in customizing a screen show. You may create a new custom screen show, edit an existing screen show, delete or copy a screen show, or start a screen show.

The following figure shows the **Custom Screen Shows** dialog box.

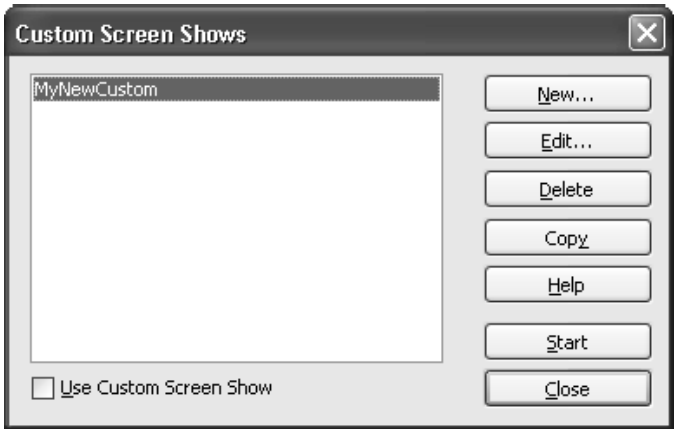


Figure 1-4: ***The Custom Screen Shows dialog box***

Click **New** to begin creating a custom screen show. In the **Define Custom Screen Show** dialog box, you can provide a name for your new screen show. In the **Existing pages** list below, select the pages you would like to include, and then click the **Add** >> button to add it to the **Selected pages** list. Pages in this list can be removed by clicking the **Remove** << button, or may be reordered by clicking and dragging to a new position in the list.

The following figure shows the **Define Custom Screen Show** dialog box.

Figure 1-5: ***The Define Custom Screen Show dialog box***

Note: You can press and hold CTRL to select multiple individual pages and add them all at once, or press and hold SHIFT to select a range of pages.

© Copyright IBM Corporation 2008.

Preservation of page animation effects

When you create a custom screen show, you are selecting only which pages to present, and in what order. No other elements of your presentation are customized by using this feature. Any page animation effects that are created in the main presentation will be preserved when presenting a custom screen show; a custom screen show has no impact on any animation effects within the pages.

Playing a custom screen show

When you are ready to present a custom screen show, click **Presentation→ Custom Screen Shows,** and then select the name of the screen show you would like to play. You must also select the **Use Custom Screen Show** check box at the bottom of the dialog box, or the presentation will be displayed in its entirety. Click **Start** to begin the screen show.

Installing and Using Plug-ins

Plug-ins are optional add-ons that are created by IBM, partners, and developers. Plug-ins extend the value of Lotus Symphony by providing additional functions that are not included with the basic Lotus Symphony installation. The process of installing a plug-in is described below:

1. Ensure that Lotus Symphony version 1.1 is installed on your machine, and upgrade if necessary.
2. Start Lotus Symphony.
3. From the main menu, click **File→Application→Install**. The Install wizard is displayed.
4. On the **Feature Updates** page, select **Search for new features to install,** and click **Next.**
5. On the **Application Locations** page, click **Add Zip/Jar Location.**
6. Navigate to the location of the update (a zipped file, which contains features, plugins folders, and one site.xml file), click **Open,** and then click **Finish**.
7. On the **Search Results** page, select the feature, and click **Next.**
8. On the **Feature License** page, select **I accept the terms in the license agreements,** and click **Next.**
9. Click **Finish** to begin the installation.
10. After the installation is finished, close Lotus Symphony and then restart it.

There are many plug-ins available for IBM Lotus Symphony. Please visit http://symphony.lotus.com/software/lotus/symphony/plugin.nsf/home to see a comprehensive list of available plug-ins. The following plug-ins is recommended for Lotus Symphony Presentations.

© Copyright IBM Corporation 2008.

Exporting Presentation to Flash plug-in

The **Exporting Presentation to Flash** plug-in adds the capability of converting a Lotus Symphony Presentation file to a Macromedia Flash (swf) or a GIF file. Users can select either the current file or a different local file on the disk for conversion. After installation of the plug-in, the **Convert to swf** submenu is added to the menu bar.

For more information, refer to the guidance file (converttoswf-readme.odt) embedded in the zip file. Also, please note that the Exporting Presentation to Flash plug-in is currently only supported in the Windows environment.

© Copyright IBM Corporation 2008.

Topic B: Working with Objects and Layers

Imagine a page in which the objects are placed in inappropriate places and are of unequal sizes. This would clutter the page and not convey information clearly to the audience. By modifying the size of the objects and placing them in separate layers, you can convey information clearly and accurately. You can also use the object layering technique to display only the particular objects within your presentation that are relevant to your audience.

Editing Bitmap Graphics

A **bitmap graphic,** sometimes also referred to as a raster graphic, is a single image that is composed of hundreds of thousands of individual pixels. Bitmap graphics are the most common graphic format in use on both the Web and the computer. You can add any bitmap graphic to a page in your presentation, and then modify it in any number of ways.

The Graphic Properties sidebar

When you click a graphic on a particular page, the **Graphic Properties** sidebar is displayed to the right. Here, the position and size of the graphic can be modified. If you select the **Keep ratio** check box, the proportion of width to height is unchanged when you change either dimension. At the bottom of the **Graphic Properties** sidebar, you can click the **More Graphic Properties** button to view the full assortment of graphical attributes that you can configure.

© Copyright IBM Corporation 2008.

The following figure shows the **Graphic Properties** dialog box.

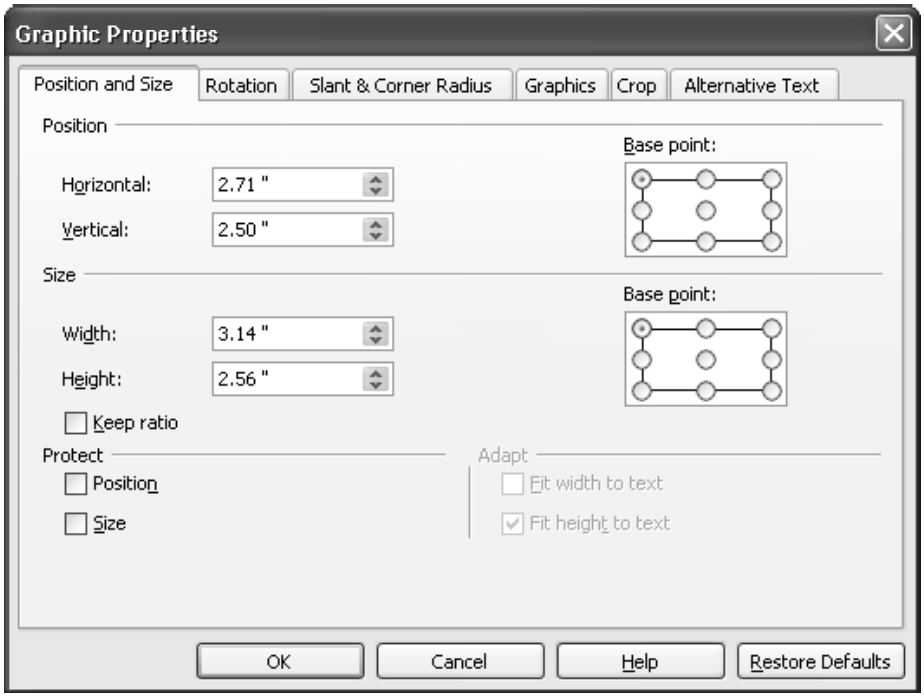


Figure 1-6: ***The Graphic Properties dialog box***

The following table describes the tabs of the **Graphic Properties** dialog box.

Graphic Properties tab	Properties to customize
Position and Size	Horizontal and vertical position, base point, width and height, protection.
Rotation	Rotation angle, pivot point.
Slant & Corner Radius	Slant angle, corner radius.
Graphics	Color correction, graphic luminance, graphics mode, image filter.
Crop	Image cropping scale and size.
Alternative Text	Text to display in a web browser when the selected object is unavailable. Used to assist people with disabilities and is for graphics and objects only.

© Copyright IBM Corporation 2008.

The right-click menu

Many of the attributes provided in the **Graphic Properties** dialog box can be accessed by selecting the bitmap and then right-clicking to display the context menu. This pop-up menu provides access to the same set of graphic properties, and serves as a quick alternative to the most commonly used graphic manipulation features. For example, you can use this menu to change the image size, color resolution, alignment, or caption. This menu is illustrated in the following figure.

Figure 1-7: ***The graphic right-click menu***

Converting Objects

IBM® Lotus® Symphony™ Presentations enables you to perform conversion operations on any type of graphical object within your presentation. Some options are available only for specific graphic types, while others are available for all images. For example, the option to convert an object to a curve would be available for a line drawn in the page, but would not be available for a photograph inserted into the page.

To view the selection of conversion operations for a particular graphic, select the graphic and then right-click. In the context menu, click **Convert,** and then click the operation you would like to perform. The following table describes the possible graphical conversions.

© Copyright IBM Corporation 2008.

Conversion	Result
To curve	Converts the selected object to a Bezier curve.
To polygon	Converts the selected object to a polygon (a closed object bounded by straight lines). The appearance of the object does not change.
To contour	Converts the selected object to a polygon or a group of polygons. If the conversion creates a group of polygons (for example, when you convert a text object), then press F3 to enter the group before you can select an individual polygon.
To 3D	Converts the selected object to a three-dimensional (3D) object.
To 3D rotation object	Creates a three-dimensional shape by rotating the selected object around its vertical axis.
To bitmap	Converts the selected object to a bitmap (a grid of pixels that represents an image).
To metafile	Converts the selected object to Windows Metafile Format (WMF), containing both bitmap and vector graphic data.

Creating vector graphics from bitmaps

A vector graphic can be resized without affecting the quality of the graphic. In Lotus Symphony Presentations, you can convert a bitmap image into a vector graphic. Right-click a bitmap image, and click **Convert→To Polygon.** In the **Convert to Polygon** dialog box, set the conversion options for your image. If you want to experiment with different settings, click the **Preview** button to view their effect on the converted image.

© Copyright IBM Corporation 2008.

The following figure shows the **Convert to Polygon** dialog box.

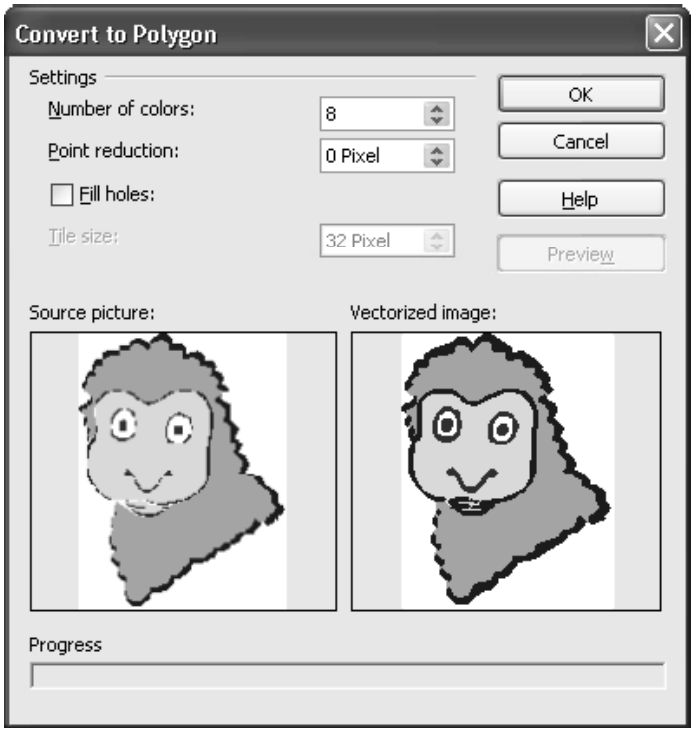


Figure 1-8: ***The Convert to Polygon dialog box***

Animating Graphical Objects on Pages

Lotus Symphony Presentations enables you to apply supplied animation effects to graphical objects on your pages. These are the same effects that you can use to animate page transitions.

First, select the object you want to animate, and then click **Presentation**→ **Animation Effects** to open the **Order of Animation Effects** dialog box. With this dialog box open, select the particular graphic on your page that you would like to add an animation effect to, and then click **New** to create a new effect.

© Copyright IBM Corporation 2008.

On the **Effects** tab, there are a number of options to configure for your animation effect:

- **Type:** The purpose of the animation effect. Options are Emphasis, Entrance, Exit, and Motion Path.
- **Effect:** The specific visual effect to perform on the graphic. These options will depend on what is selected in the drop-down list above.
- **Property:** An additional context-sensitive attribute for the animation effect, which depends entirely on the effect chosen above. For example, if **Stretch** is selected as the effect, then the **Property** drop-down list will change to **Direction,** and then allow you to specify the direction to stretch the animation from.
- **Speed:** The speed at which the effect will occur. Options are **Very Slow, Slow, Medium, Fast,** and **Very Fast.** The check boxes below allow you to add an acceleration or deceleration effect to the beginning and end.

The following figure illustrates the animation effect configuration options on the **Effects** tab.

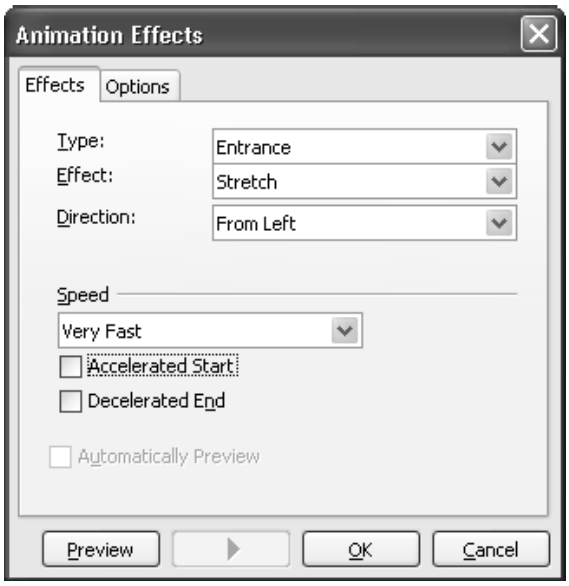


Figure 1-9: ***The Effects tab of the Animation Effects dialog box***

© Copyright IBM Corporation 2008.

Once you have defined the effect you want, you then need to configure the following behavior settings on the **Options** tab:

- **Begin Effect:** Sets the trigger event of the specified animation effect. Options are:
  - **On Mouse Click:** Triggers the specified effect when you left-click the mouse.
  - **With Previous:** Triggers the specified effect together with the previous effect.
  - **After Previous:**Triggers the specified effect after the previous effect is over.
- **Delay:** Sets the delay time when the specified effect will begin after its trigger event occurs.
- **Repeat:** Specifies how many times to repeat the animation effect, if so desired.
- **After Effect:** Sets an additional effect after the main animation effect is done. Options are:
  - **Rewind Animation:** The specified effect will rewind to the beginning state automatically when it is done.
  - **Fade to:** Fades the graphic to the color specified in the drop-down list below.
  - **Hide Object:** Hides the target object after the animation effect is over.
  - **Hide Object on next Mouse Click:** Hides the target object on the next mouse click.
- **Trigger From:** Specifies how to trigger this animation effect.

© Copyright IBM Corporation 2008.

The following figure illustrates the animation effect configuration options on the **Options** tab.

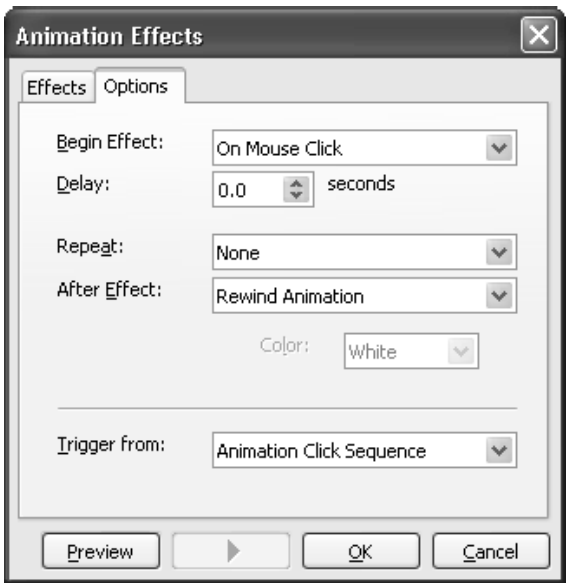


Figure 1-10: ***The Options tab of the Animation Effects dialog box***

Ordering animation effects

You will sometimes need to add multiple animation effects to a single graphic, or add an animation effect to several graphics on the same page. When this occurs, you will need to specify the order in which they occur so that Lotus Symphony Presentations knows how to appropriate animate the objects on the page. Click **Presentation→Animation Effects** to open the **Order of Animation Effects** dialog box. Here, the order of all effects is displayed. You can create new effects, edit existing effects, or remove an effect. On the right side of the dialog box, the up and down arrows are used to change the order in which the effects will occur.

© Copyright IBM Corporation 2008.

The following figure shows the **Order of Animation Effects** dialog box.

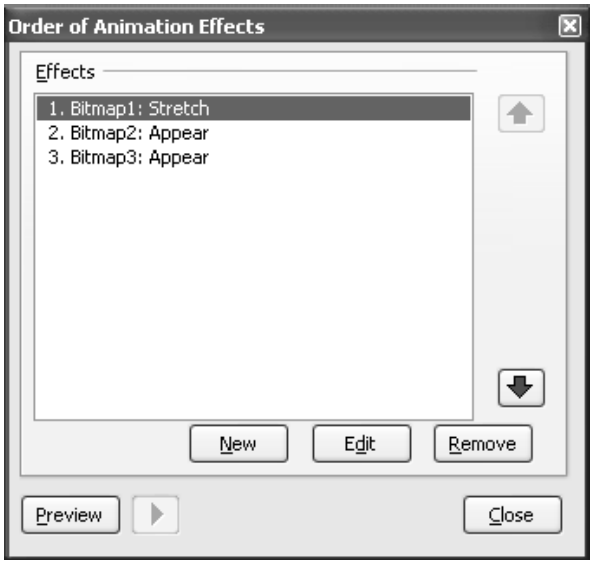


Figure 1-11: ***The Order of Animation Effects dialog box***

Creating an animated GIF

You can animate drawing objects, text objects, and graphic objects on your pages to make your presentation more interesting. Lotus Symphony Presentations provides you with a simple animation editor where you can create animation images, known as **frames,** by assembling objects from your page. The animation effect is achieved by rotating through the static frames that you create.

First, select an object or group of objects that you want to include in your animation, and click **Create→Image Animation.** Then, do one of the following:

- Click the **Apply Object** icon to add a single object to the current animation frame.
- Click the **Apply Objects Individually** icon to create a separate animation frame for each of the selected objects.
- Click the **Delete Current Image** icon to delete an image.

© Copyright IBM Corporation 2008.

Once you have placed each of your images into their static frames, you will want to adjust the timing of the animation loop in the animation playback controls. If the controls are not yet active, click the **Bitmap object** radio button. In the animation controls, you can configure the timing of the images in your animated GIF. There are three fields in the animation controls:

- **Image Number:** Specifies the position of the image within the sequence.
- **Duration:** Specifies how long this image should be shown before proceeding to the next.
- **Loop Count:** Specifies how many times to loop the animation. Setting this to **Max** will cause the animation to continue looping as long as the program allows.

The following figure shows these animation controls.

Figure 1-12: ***The animation playback controls***

You will need to enter the duration for each static graphic within the series. When all individual images have been configured, click **Create** to generate the animated GIF. This is treated as a single graphical object which then can be resized or copied to a new location. When you click the animated GIF, the animation will pause, allowing you to make any adjustments to it. Click away from the animated object to resume the animation.

Layers

Layers enable you to assemble elements on a page that are related to each other. Some diagrams may be complex and difficult to understand when all elements of the page are shown at once, especially if the page features a combination of overlapping images, hand-drawn objects, text, or other objects. In such cases, it may be helpful to show only certain layers of a page, while hiding others. Think of layers as individual workspaces that you can hide, lock, or show in sequence.

Lotus Symphony Presentations layers do not determine the stacking order of objects on your page. The stacking order of objects on your page is determined by the sequence in which you add the objects. The areas on a layer that do not contain objects are transparent.

© Copyright IBM Corporation 2008.

Lotus Symphony Presentations provides three default layers, which you cannot delete or rename:

- **Layout:** The workspace that you see in Page View . Layout layers determine the location of title, text, and object placeholders on your page. You can change the layout by selecting a different Instant Formatting for the page.
- **Controls:** Buttons that have been assigned a specific action.
- **Dimension Lines:** Contains drawn dimension lines that automatically calculate and display linear dimensions.

To view the layers in your presentation, you must first collapse the **Page Thumbnails** view, if it is currently open. You can click the collapse arrow on the right edge of the pane, or you can click **View→Page Thumbnails** to hide this pane. Now, click **View→Layer** to view all of the layers associated with the currently selected page. All layers that apply to this page appear as separate tabs at the bottom of the page. In the following figure, the page currently displayed has the three default layers, along with two layers created by the user.

Figure 1-13: ***Layers associated with a particular page***

Inserting a Layer

When you add a new layer to a page, the layer is added to all of the pages in your presentation. However, when you add an object to a layer, it is added only to the layer of the current page. If you want the object to appear on all of the pages, the object should be added to the layer in slide master view.

To add a new layer, you must first be in the appropriate view. Click **View→Page→Page View**, and then navigate to the page you want to affect. Click **Edit→Layer→Insert** to open the **Insert Layer** dialog box.

© Copyright IBM Corporation 2008.

The following figure shows the **Insert Layer** dialog box.

Figure 1-14: ***The Insert Layer dialog box***

In this dialog box, you can specify a name for the layer and provide optional alternative text or a description. By default, the check boxes on the right will configure the new layer to be visible, printable, and unlocked. These can be changed at any time. When you click **OK,** the new layer is added to your presentation. Remember, this does not add a layer to a specific page; it adds a layer to the entire presentation. Moving objects to specific layers is then performed on a page-by-page basis.

Selecting a layer

When you insert a new layer, that layer is selected by default. The active layer appears as the highlighted tab in the lower-left corner of the workspace. If these layer tabs are not yet visible, return to normal page view and click **View→Layer** to display the layers below. A layer is selected by clicking the name tab of that layer at the bottom.

Deleting a layer

Any layer that you have added to the presentation can be removed at any time; this, of course, excludes the three layers that appear in the presentation by default. However, you must take caution when doing this. Deleting a layer will also delete all objects that you have moved to that layer. With the layer tabs shown, right-click the name of the layer you want to delete, and click **Delete Layer.** A message box will warn you about deleting objects in this layer, and prompt you to confirm this action. The following figure shows the message box.

Figure 1-15: ***Message box displayed when deleting a layer***

© Copyright IBM Corporation 2008.

Moving Objects to Layers

In order to understand the purpose and functionality of layers, you first must designate specific elements on a page to different layers. For example, assume that your page has a graph in the center, with text and arrows pointing to specific locations on the graph. Your goal is to have the graph itself on one layer, with the text and arrows on a second layer.

The first step is to create two separate layers, as previously described. Assigning an object to a layer is a very simple process, although it can be tricky. To move an object to a layer, click the object and hold down the mouse button until the dotted border of the object appears and then quickly disappears. While continuing to hold the mouse button, drag the object to the name tab of the layer to which you want it added. In the following figure, a graph is being added to Layer 1.

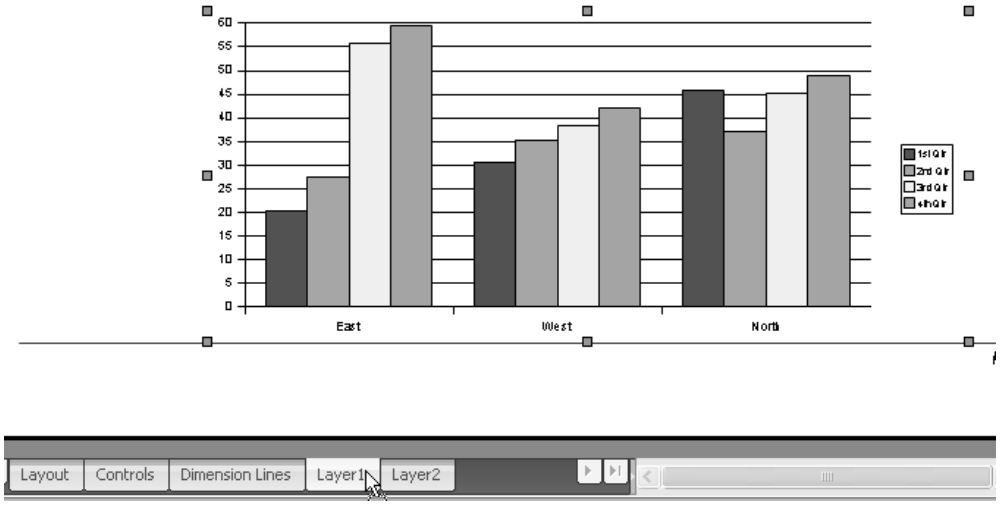


Figure 1-16: ***A graph is being associated with Layer 1***

Caution: If you have successfully assigned an object to a layer, the position of that object on the page will be completely unchanged. If you notice that the object has moved to a different place on the page, this indicates that the object has not been successfully moved to a layer. Press CTRL+Z to bring the object back to its original position, and then try once again to assign the object to the layer.

With the graph now moved to Layer 1, you can repeat this process for all items that you want associated with Layer 2. Continue doing so until you are satisfied that all objects have been designated to their appropriate layers.

© Copyright IBM Corporation 2008.

Moving objects to a different layer

To move an object to a different layer, simply click and hold the object until the dotted border appears and disappears, and then drag it to the new tab. Please note, however, that the new tab must not be locked or be invisible. Otherwise, the null symbol will appear, indicating that the object cannot yet be added to this layer.

If you have previously assigned an object to a layer and no longer want it associated with any of the layers you have added, then you may add the object to the **Layout** layer in the workspace, which is one of the layers that are created by default.

Hiding and Showing a Layer

The benefit of using layers is to be able to show one or more layers, while hiding others. Therefore, in order to put layers to practical use, it is essential to understand how layer visibility works.

The first thing to understand about layer visibility is that by default, all layers are visible. Continuing with previous example, assume that the graph has been placed on Layer 1, while all text and arrows are on Layer 2. Provided that both layers have the **Visible** check box selected, it will make not make any difference which layer is currently selected in your workspace; all objects on the page will be shown. Therefore, in order to make a particular layer invisible, you must hide at least one of the layers from view.

Follow these steps to hide a layer:

1. In layer view, right-click the tab of the layer to hide, and then click **Modify→Layer.**
2. In the **Properties** section, clear the **Visible** check box, and then click **OK.**
3. Verify that all objects assigned to this layer are now hidden from view on this page.

Follow these steps to show a layer:

1. In layer view, right-click the tab of the layer to show, and then click **Modify→Layer.**
2. In the **Properties** section, select the **Visible** check box, and then click **OK.**
3. Verify that all objects assigned to this layer are now displayed on this page.

Hiding and showing layers is a very useful procedure for confirming that you have correctly assigned objects on a page to the correct layer. When it is time to present your screen show, all objects assigned to layers that have the **Visible** option disabled will not be displayed for that particular page.

© Copyright IBM Corporation 2008.

Locking a Layer

When you have positioned all objects perfectly on a page and have all layer assignments correct, you may want to prevent all users, yourself included, from making any changes to these objects. This is known as **locking** a layer. Locking a layer not only prevents objects assigned to that layer from being modified, but these objects cannot even be selected by clicking them. In addition, locking a layer prevents users from adding more objects to this layer. Nothing can be added; nothing can be removed.

Follow these steps to lock a layer:

1. In layer view, right-click the tab of the layer to hide, and then click **Modify→Layer.**
2. In the **Properties** section, select the **Locked** check box, and then click **OK.**
3. Verify that all objects assigned to this layer cannot be selected on this page.

Follow these steps to unlock a layer:

1. In layer view, right-click the tab of the layer to show, and then click **Modify→Layer.**
2. In the **Properties** section, clear the **Locked** check box, and then click **OK.**
3. Verify that all objects assigned to this layer may be selected or modified.

© Copyright IBM Corporation 2008.

Activity 1-1: Customize a Presentation

Scenario

You have been asked to make several changes to the annual Executive Report of Worldwide Corporation. You need to open the document in its current state, make changes to the page master, edit bitmap graphics, animate objects, and work with the layers.

To complete this activity:

- Open the **Quarterly Report_Power User.odp** file.
- Modify the page master.
- Create a custom screen show.
- Edit bitmap graphics.
- Animate objects.
- Work with layers.

Follow these steps to customize your presentation.

Step	Action
1.	Double-click the **IBM Lotus Symphony** icon on the desktop.
2.	On the **Home – IBM Lotus Symphony** page, click **File→Open→File.**
3.	In the **Open** dialog box, navigate to C:\lotus_ed\Presentations and double-click the **Quarterly Report_Power User.odp** file to open it.
4.	Navigate to page 2, and click **View→Master→Page Master View.** In the **Properties** sidebar, click the **More Page Properties** button. Click the **Background** tab and click **Color.** Change the color of the master page to **Gray 10%.** Click **OK.** Click **View→Page→Page View** to exit the master page.
5.	Click **Presentation→Custom Screen Shows.** Click **New.** Name the screen show `Quarterly Presentation` and include only the odd pages. Then, click the double arrows to add the pages. Click **OK** and then click **Close.**
6.	Navigate to page 7. Click the graphic once to select it. Right-click the graphic and then click **Graphic Properties.** On the **Position and Size** tab, change the width to **2″** and the height to **3″.** Also, change the horizontal position to **6.62″** and the vertical position to **2.49″.** Click the **Graphics** tab, and change the graphic mode to **Black/White.** Click **OK.**
7.	On page 7, verify that the graphic is selected, and click **Presentation→Animation Effects.** Click **New,** and then for **Type,** select **Entrance,** for **Effect,** select **Diagonal Squares,** and for **Direction,** select **To Top Right.** Specify the speed as **Medium,** and then click **OK.** In the **Order of Animations Effect** dialog box, click **Close.**
8.	Navigate to page 8, and click **View→Layer.** Click **Edit→Layer→Insert.** Name the new layer `Graphic` and click **OK.**

© Copyright IBM Corporation 2008.

Step	Action
9.	If you are not on the **View Page Tabs** screen, select this option by clicking the **View Page Tabs** icon in the bottom-left corner of your screen. On the View Page Tabs screen, click and hold the graphic until its edges flash. Drag the graphic to the **Graphic** tab on the bottom of your screen.
10.	To lock and hide the Graphic layer, right-click the tab and then click **Modify→Layer.** In the **Properties** section, clear the **Visable** check box, select the **Locked** check box, and then click **OK.**
11.	Click **File→Save,** and then close the presentation.

© Copyright IBM Corporation 2008.

Lesson Summary

Customizing all of your slides to fit in with a particular color or style scheme can be a time-consuming task. Lotus Symphony Presentations allows you to format a slide master once, which eliminates the need to re-apply your page formatting styles every time you insert a new page

This lesson also exposed you to a handful of techniques for adding, manipulating, converting, and animating graphical objects in your presentations. These effects can make your presentation attractive and memorable.

© Copyright IBM Corporation 2008.

Follow-up

In this course, you created and modified a slide master. You also put together a custom screen show that will show your audience only the information they need to see. Additionally, you enhanced graphics by editing and animating them. When you combine all of these components, your presentation becomes vivid and alive and will be a presentation your audience will find captivating and informative.

What's Next?

After completing the *Using IBM® Lotus® Symphony™ Presentations: Power User* course, you may want to continue with any of the following courses:

- *Using IBM® Lotus® Symphony™ Spreadsheets: Basics*
- *Using IBM® Lotus® Symphony™ Spreadsheets: Beyond Basics*
- *Using IBM® Lotus® Symphony™ Spreadsheets: Power User*
- *Using IBM® Lotus® Symphony™ Documents: Basics*
- *Using IBM® Lotus® Symphony™ Documents: Beyond Basics*
- *Using IBM® Lotus® Symphony™ Documents: Power User*

Also available are the following courses:

- *Using IBM® Lotus® Symphony™ Presentations: Basics*
- *Using IBM® Lotus® Symphony™ Presentations: Beyond Basics*

Finally, information about the Lotus Symphony product is available at the Lotus Symphony Web site, which is at http://symphony.lotus.com/software/lotus/symphony/home.nsf/home.

Appendix A

Additional Resources

The following additional resources are available for more information on Lotus Symphony Presentations:

- Tour: http://symphony.lotus.com/idcontents/pdf/N8T50/start_n8t50.htm
- Demo: http://symphony.lotus.com/software/lotus/symphony/help.nsf/DemoForPresentations
- Tutorial: http://symphony.lotus.com/idcontents/tutorial/en/presentations_tutorial/start_presentations.htm
- Toolbar Reference Card: http://symphony.lotus.com/idcontents/refcard/en/n8r50_refcarddita-pdf-minimal.pdf
- Keyboard Reference Card: http://symphony.lotus.com/idcontents/refcard/en/n8r50_shortcutdita-pdf-minimal.pdf

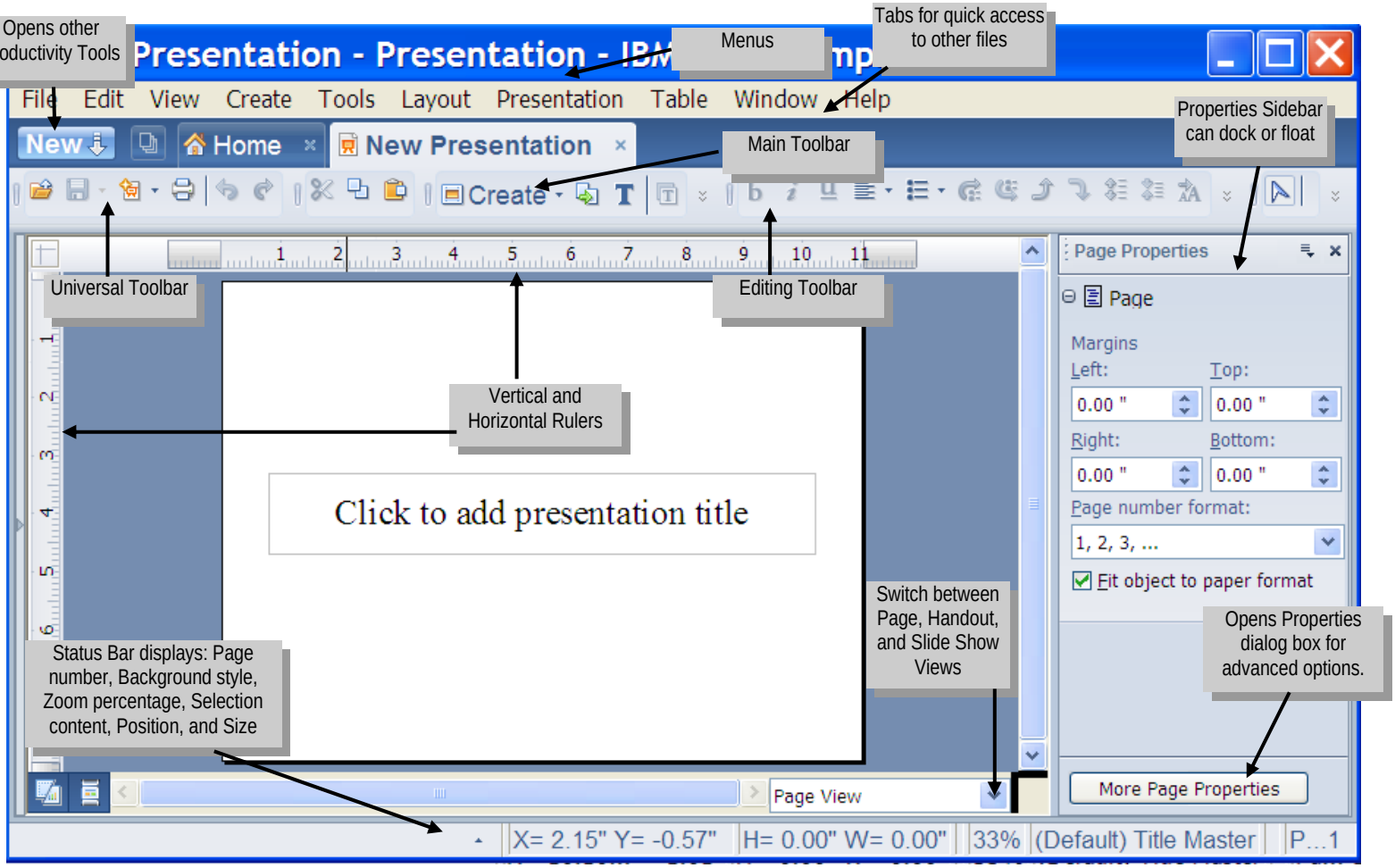
As they are developed, other resources may be added to this location: http://symphony.lotus.com/software/lotus/symphony/help.nsf/home.

Available Plug-Ins

Extend the value of Lotus Symphony with plug-ins from IBM, partners, and developers. A complete list of all available plug-ins can be found here: http://symphony.lotus.com/software/lotus/symphony/plugin.nsf/home

© Copyright IBM Corporation 2008

Moving from Microsoft® PowerPoint® 2003 to IBM® Lotus® Presentations®



Creating presentations

Microsoft PowerPoint	Lotus Presentations
To open a presentation, click .	Click .
To create a new presentation, click .	Click .
To create a presentation from a template, click **File→New** and click **Design Templates.**	Click **File→New→From Template→Presentation.**
To show or hide the task pane, click **View→Task Pane.**	Click in the Sidebar and choose **Float** or **Close**, or click **View→Properties Sidebar.**
To insert a new slide, click New Slide.	Click Create.
To duplicate a slide, click **Edit→Duplicate.**	Click .
To delete a slide, click **Edit→Delete Slide.**	Click **Edit→Delete Page.**
To change views, click , , or .	Click Page View (Page View, Outline View, Page Sorter View, Notes View).

Formatting text

Microsoft PowerPoint	Lotus Presentations
To insert a text box, click .	Click .
To create a bulleted list, click .	Click .
To create a numbered list, click .	Click , and then click Numbering.
To change the font appearance, click **B**, *I*, U, or S.	Click b, i, u, or .
To change the indent level, click or .	Click or .
To change the font size, click or .	Click or .
To change the font color, click .	Click Font color: Default in the Text Properties sidebar.
To change the font, click Arial.	Click Times New Roman in the Text Properties sidebar.

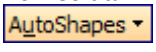
© Copyright IBM Corporation 2007

Moving from Microsoft® PowerPoint® 2003 to IBM® Lotus® Presentations®

Formatting slides

Microsoft PowerPoint	Lotus Presentations
To change a slide layout, click **Format→Slide Layout.**	Click **Layout→Page→Modify Page.**
To format a slide background, click **Format→Background.**	Click **Layout→Page→Background Fill.**
To add a header or footer to a slide, handout, or note page, click **View→Header and Footer.**	Click **Create→Header and Footer.**

Formatting graphics

Microsoft PowerPoint	Lotus Presentations
To insert WordArt, click .	Click .
To format WordArt, right-click the object and then click **Format→WordArt.**	Click **Layout→Properties→Shape Properties.**
To insert ClipArt, click .	Click **Tools→Gallery.**
To insert a picture, click .	Click **Create→Graphic from File.**
To format ClipArt or Pictures, click **Format→Picture.**	Click **Layout→Properties→Graphic Properties.**
To insert an AutoShape, click  and choose a shape.	Click or any other shape on the Drawing toolbar.
To change the color of a shape, click .	Click **Layout→Properties→Shape Properties→Area.**
To format lines, arrows, or the outline of a shape, click **Format→AutoShape→Colors and Lines.**	Click **Layout→Properties→Shape Properties→Line.**
To change the size of a shape, click **Format→AutoShape→Size.**	Click **Layout→Properties→Shape Properties→Position and Size.**
To group or ungroup graphics, **right-click and choose Grouping.**	**Right-click** and choose **Group.**
To move a graphic backwards and forwards, **right-click the graphic and choose Order.**	**Right-click** and choose **Arrange.**
To turn the rulers on or off, click **View→Ruler.**	Click **View→Rulers.**
To turn the grid on or off, click .	Click **View→Guideline Grid.**

Formatting charts

Microsoft PowerPoint	Lotus Presentations
To insert a chart, click **Insert→Chart.**	Click **Create→Chart.**
To change the chart data, click **View→Datasheet.**	Click **Edit→Chart Data.**

Formatting charts, cont.'d

Microsoft PowerPoint	Lotus Presentations
To change the chart type, click **Chart→Chart Type.**	Click **Layout→Chart Type.**
To format a chart object (legend, axis, series, etc.), click **Format→Selected [object name].**	Click **Layout→***object name***.**

Formatting tables

Microsoft PowerPoint	Lotus Presentations
To insert a table, click **Insert→Table.**	Click **Create→Table.**
To format a table, click **Format→Table.**	Click **Table→Table Properties.**
To insert or delete a row in a table, right-click and choose **Insert Row** or **Delete Row.**	Click **Table→Insert Row.** Click **Table→Delete Row.**
To insert or delete a column, select a column, right-click, and choose **Insert Column** or **Delete column.**	Click **Table→Delete Row.** Click **Table→Delete Column.**
To merge cells, select the cells, **right-click and choose Merge Cells.**	Right-click and choose **Merge Cells.**
To unmerge cells, on the Tables and Borders toolbar, click .	Right-click and choose **Split Cell Horizontally** or **Split Cell Vertically.**

Creating and viewing a slide show

Microsoft PowerPoint	Lotus Presentations
To begin a slide show, click **Slide Show→View Show.**	Click **Presentation→Play Screen Show.**
To add transitions between slides, click **Slide Show→Slide Transition.**	Click **Presentation→Page Transition.**
To add animation effects to slide elements, click **Slide Show→Custom Animation.**	Click **Presentation→Animation Effects.**
To customize a slide show, click **Slide Show→Set Up Show.**	Click **Presentation→Screen Show Settings.**
To end a slide show, **press Esc**.	**Press Esc.**

Shortcuts

To…	Do this…
Draw a text box	Press F2.
Move to any part of the presentation by object name	Press F5 to open Navigator.
Spell check a presentation	Press F7.
Run a screen show	Press F9.
Display the Style List	Press F11.
Open Print Preview	Press Ctrl+Alt+P.
Close a document	Click on the document tab.

© Copyright IBM Corporation 2007

Glossary

animated GIF
A string of static objects shown in succession to give the appearance of a single, animated object.

bitmap graphic
A single image that is composed of hundreds of thousands of individual pixels. They may experience a loss in quality when resized several times.

layering
A digital imaging technique of separating different elements of an image. Typically used for image editing or for showing some pieces of an image while hiding others.

slide master
A template that applies all of its own text and layout formatting to each page in a presentation.

vector graphic
A graphic in which geometric patterns such as lines, points, curves, and polygons are all based upon mathematical equations. They can be resized without any loss in quality.

© Copyright IBM Corporation 2008.

Index

A

animated GIFs, 17
animation effects
  ordering, 16

B

bitmap graphics, 9

F

flash plug-ins, 8

G

graphic objects
  adding animation effects to, 13
  converting, 11
Graphic Properties dialog box, 10
Graphic Properties sidebar, 9

H

handout master, 5

L

layers, 18
  deleting, 20
  hiding and showing, 22
  inserting, 19
  moving objects to, 21
  selecting, 20

N

notes master, 5

O

objects
  moving to different layers, 22

P

page master, 4
plug-ins
  installing, 7

R

right-click menu, 11

S

screen shows
  creating, 5
  playing, 7
slide masters, 3
  modifying, 4

© Copyright IBM Corporation 2008.

V

vector graphics, 12

© Copyright IBM Corporation 2008.