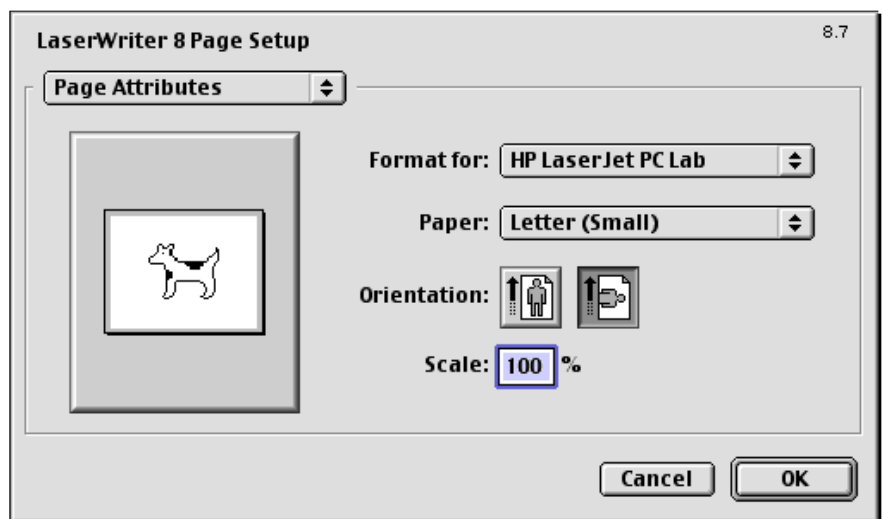
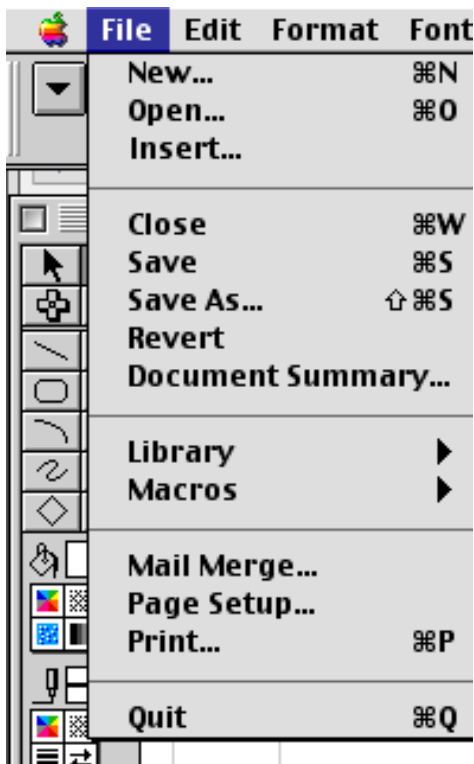


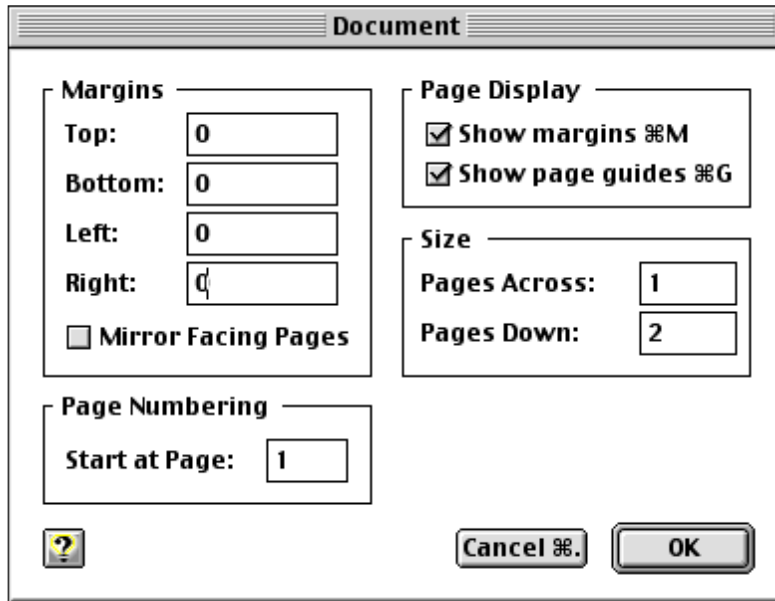
Making a Presentation in AppleWorks

You can use and module in AppleWorks to make a presentation. A presentation is a series of pages or slides designed to be shown on a TV screen or projected for a large audience. The “drawing” module of AppleWorks is best suited for making a presentation.

1. Open a new drawing document.
2. Make the page longer than it is wide by selecting the “Landscape” mode from the “page setup” option in the “File” menu.

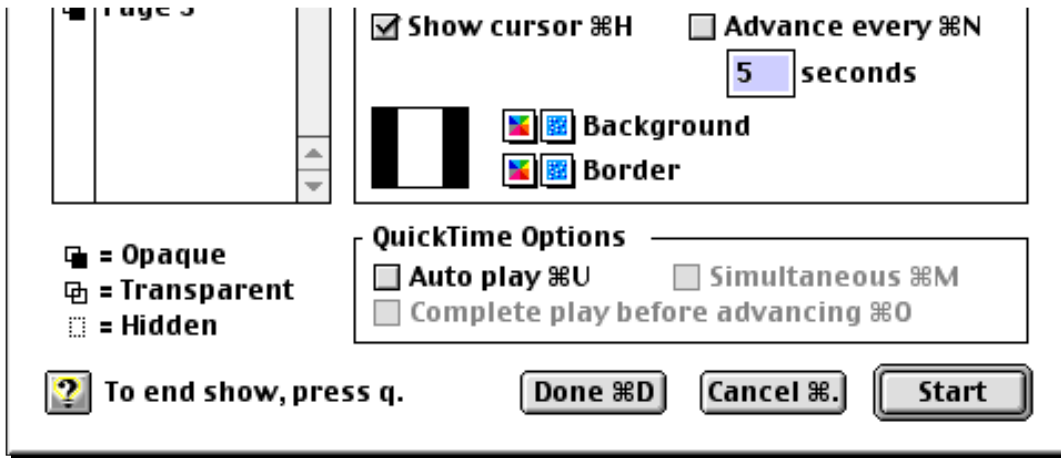


3. Next, you need to set the page margins to 0". Goto the “Format” document and select “document.” Set the margins by clicking in the “Margins” box and setting them to 0.



4. You should also set the number of slides that you want your presentation to be. Change the number of “Pages Down” in the “Size” box of the “Document” window. You can add or delete pages at any time.
5. Next, you can design a background for all of your slides by selecting “Edit Master Page” from the “Options” menu. You can now draw a rectangle over the entire page and fill it with color using the draw tools. Your design on the Master Page will appear on every slide. When you are done designing the Master Page remember to uncheck the “Edit Master Page” selection in the “Options” Menu.
6. Select “Page View” from the “Window” menu to see every slide.
7. Use the draw tools to write on the slides, add pictures, and add Quicktime clips.
8. When you are done with your presentation and are ready to present select “Slide Show” from the “Window” menu.





9. Now select the options that you want to use during your presentation. You should usually keep “Fit to Screen,” “Center,” and “Show Cursor” options checked. Push “Start” to begin your presentation.