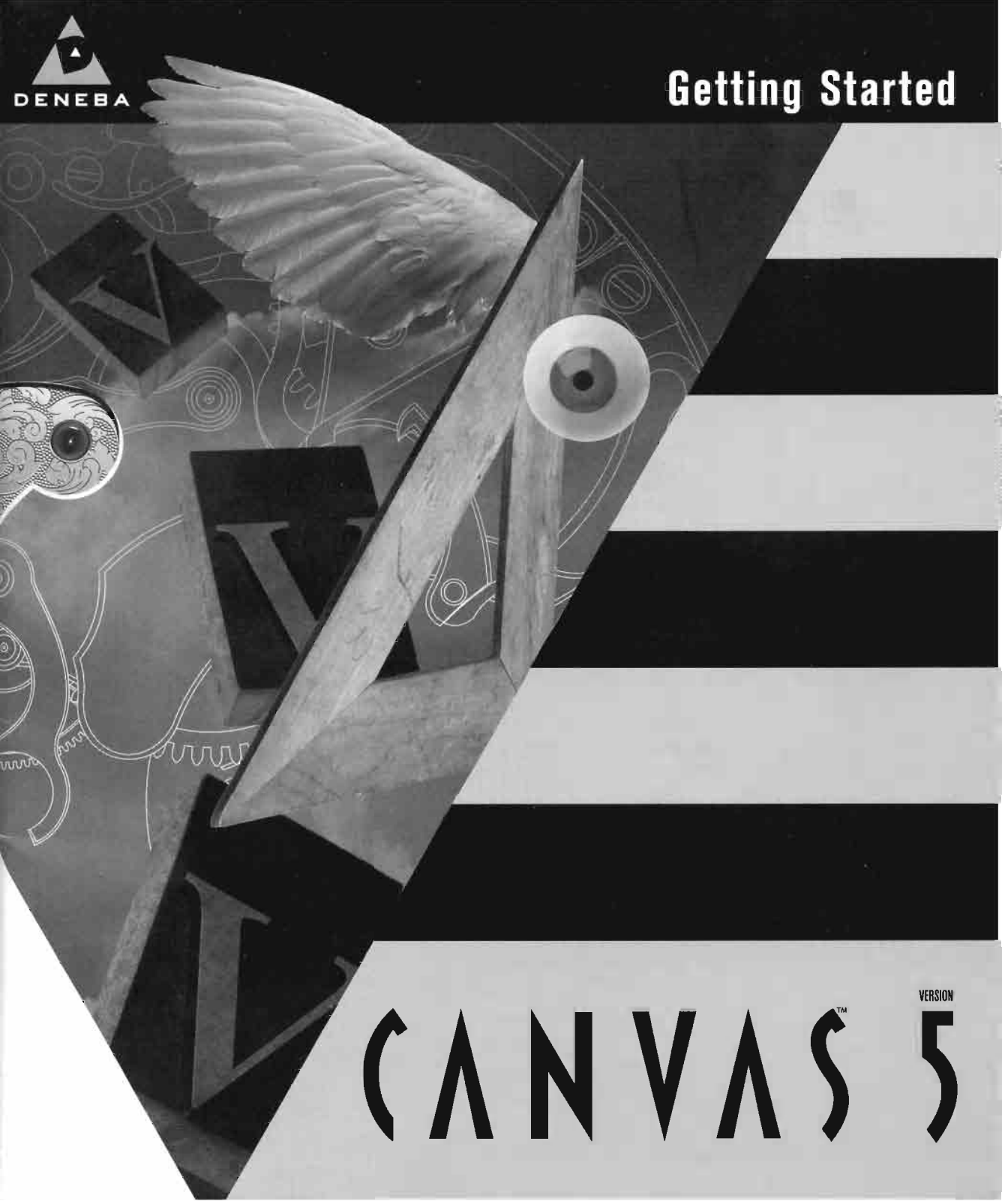




Getting Started



CANVASTM 5

VERSION

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Canvas™ 5 Getting Started

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SETTING UP AND RUNNING CANVAS

This chapter will help you get Canvas 5 installed and running on your computer. It outlines what to do before installation, how to install Canvas, and where to get help if you need it.

The second part of *Getting Started* is a tutorial with lessons to help you explore the Canvas 5 interface, set up a brochure publication, and create a presentation document and slide show.

Before you install Canvas 5

Before installing Canvas 5, check the package contents. You should receive the following:

- Canvas 5 installation diskettes and Canvas 5 CD-ROM
- Canvas 5 *User's Guide*, *Getting Started*, and *Printing Guide*
- Registration card, serial number, and License Agreement

If any of the above items are missing, or you have questions about the contents of the package, contact Deneba Software Customer Support.

Back up the install disks Make one copy of each Canvas 5 install disk, as a backup in case the original disks or CD-ROM are damaged or lost. For help, refer to your operating system documentation.

Register your copy of Canvas 5 You must be a registered user to receive product upgrades and technical support. To register your copy of Canvas, send the completed registration card by mail or fax.

Check your system configuration To install and run Canvas 5, you need a system that meets the following minimum requirements.

Windows

80486 or Pentium-compatible processor	35 MB free on hard disk for installation
Microsoft Windows 95 or Windows NT	
8 MB of RAM for Windows 95	256-color video display
16 MB for Windows NT	High-density disk drive (if installing from diskettes)

Recommended: Pentium-compatible processor; 16 MB RAM for Windows 95, 24 MB for Windows NT; 24-bit video display; CD-ROM drive.

Contacting Deneba Software

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Deneba Software
7400 S.W. 87th Avenue
Miami, FL 33173

305-596-5644
Fax: 305-273-9069
e-mail: support@deneba.com
Web: www.deneba.com

Mac OS

68020 or later, or PowerPC processor	20 MB free on hard disk for installation
Apple Mac OS System 7.0 or later	256-color video display
12 MB of RAM; 8 MB available to Canvas	High-density disk drive (if installing from diskettes)

Recommended: Power Macintosh; 12 MB or more of RAM available to Canvas 5; 24-bit video display; CD-ROM drive.

Installing Canvas 5

To cancel an installation

Click Quit (Mac) or Cancel (Windows) in an installation dialog box. If you cancel, all temporary files are deleted.

Installing on networks

Before installing multiple copies of Canvas 5, check your Software License Agreement for prerequisites and limitations.

This section describes procedures for installing Canvas 5 the first time and for reinstalling Canvas 5.

- ◆ **To install Canvas 5 for the first time on Windows:** See “Installing Canvas 5 on Windows systems,” next.
- ◆ **To install Canvas 5 for the first time on Mac OS:** See “Installing Canvas 5 on Mac OS,” page 7.
- ◆ **To reinstall Canvas 5:** See “Reinstalling Canvas 5,” page 8.

Installing Canvas 5 on Windows systems

The Canvas 5 Setup application installs Canvas 5 on your hard disk. Before running Canvas 5 Setup, disable TSR (Terminate and Stay Resident) anti-virus software, which can interfere with Canvas 5 installation. If you use both Windows NT and Windows 95 on your computer, run the Setup program once under each operating system.

- 1 Do one of the following to launch the Setup program:
 - On the Canvas 5 CD-ROM, open the Win32 folder and double-click the file Setup.exe.
 - On Disk 1, double-click the file Setup.exe.
- 2 Click Next after reading the Canvas Welcome screen.
- 3 Type your name and serial number in the User Information screen and click Next.
- 4 To install Canvas 5 with default settings, click Next in each dialog box, then click Finish when Setup is complete. If you are installing from diskettes, Setup tells you when to insert each one.

Custom installation

To change from the default installation, follow steps 1 to 3 above, then change items in the following screens.

To change the Canvas directory In the Choose Destination Location screen, click Browse to open the Choose Directory dialog box. Specify a new directory to install Canvas, then click OK to close this dialog box. Click Next to continue.

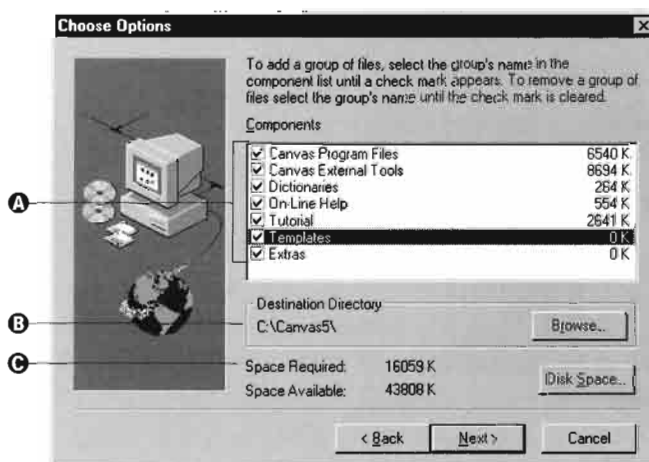
To choose an installation type In the Canvas Setup - Choose Setup Type screen, read the descriptions of Typical, Compact, and Custom installations, choose one, and then click Next.

If you choose Custom installation, the Choose Options screen appears. Select the components you want to install and click Next.

A To choose not to install a component, uncheck the corresponding box.

B The destination directory you specified earlier appears here. To change the destination, click Browse and specify a different directory.

C The amount of disk space needed to install the selected groups of files appears here. The available disk space is also displayed. To see the amount of space available on other disks, click Disk Space.



Before Setup begins installing files on your hard disk, the Canvas Setup - Review screen appears. Verify the current settings; if everything is correct, click Next to install Canvas.

Running Canvas 5 the first time

Windows 95 To launch Canvas 5, open the Start menu, select Programs, then the Canvas 5 shortcut.

Windows NT Double-click the Canvas 5 icon in the Canvas 5 program group.

User Dictionary

If you customized your spelling dictionary in a previous version of Canvas, you can still use it with Canvas 5. Replace the new user.dic file in the Canvas 5 Dictionaries folder with your older version of the user.dic file.

Selecting spelling dictionaries

The first time you choose a spell-checking command, a directory dialog box opens and Canvas 5 asks you to locate the Canvas 5 spelling dictionaries. Go to the Dictionaries folder in the Canvas 5 folder. For the Spell Checking Dictionary, select the file Canvas.dic and click OK. For the User Dictionary, select the file user.dic and click OK.

Installing Canvas 5 on Mac OS

Before running the Canvas 5 Installer, disable any anti-virus extensions, which can interfere with installation.

1 Do one of the following to start the Installer program:

- On the Canvas 5 CD-ROM, open the Mac OS folder and double-click the file Canvas™ 5 Installer.
- On Disk 1, double-click the file Canvas™ 5 Installer.

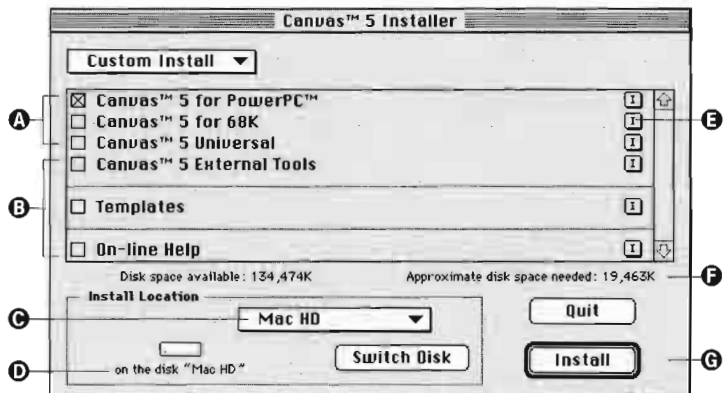
Then, click Continue in the startup screen

2 Select one of the following installation options:

- Choose Easy Install in the pop-up menu and click Install. With this option, the Installer identifies your computer as a 68K Macintosh or Power Mac and copies the appropriate files to the hard disk. Click Quit when the Installer is finished. If you are installing from disks, the Installer tells you when you need to insert the next disk in the installation.
- Choose Custom Install in the pop-up menu and click the options you want to install.

Custom Installation

- A** Select the program type.
- B** Click a check box to select a set of files to install.
- C** Choose a location.
- D** Selected installation disk.
- E** Click for information on sets of files.
- F** Disk space required for installation, based on files selected.
- G** Click to begin copying files.



Running Canvas 5 for the first time

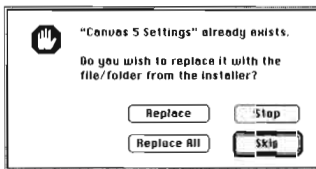
You need to personalize Canvas 5 the first time you start it.

- 1 In the Canvas 5 folder, double-click the Canvas 5 application.
- 2 In the personalization screen, type your name, organization (optional), and serial number in the text boxes. The serial number is on the registration card. Click OK when you finish.



User Dictionary

If you customized your spelling dictionary in a previous version of Canvas, you can still use it with Canvas 5. Replace the new User Dictionary file in the Canvas 5 Dictionaries folder with your older version of the User Dictionary file.



Running without QuickTime or QuickDraw 3D

Canvas alerts you at startup if QuickTime or QuickDraw 3D extensions aren't installed. Click OK to temporarily disable the QuickTime or QuickDraw 3D tools. To avoid the alert at startup, check "Don't Show Me Again" before clicking OK.

Initializing the Canvas 5 dictionaries

The first time you choose a spell-checking command, a directory dialog box opens. Go to the Dictionary folder in the Canvas 5 folder. For the Spell Checking Dictionary, select the file Canvas Dictionary and click OK. For the User Dictionary, select the file User Dictionary and click OK.

Reinstalling Canvas 5

You can reinstall Canvas 5 if the application file or external tools become damaged or deleted.

◆ **For Windows:** Remove any document files you want to keep from the Canvas 5 directory (including the user.dic file, if you have customized the spell-checking dictionary). Delete the entire Canvas5 directory and follow the installation instructions on page 5.

◆ **For Mac OS:** Remove any document files you want to keep from the Canvas 5 folder (including the User Dictionary file, if you customized it) and drag the entire folder to the Trash. Next, open the Preferences folder in the System folder and drag the Canvas 5 Settings and Canvas 5 Tool Settings files to the Trash. Follow the instructions on page 7 to reinstall the application.

If you don't delete the Canvas 5 Settings file, the Installer displays an alert box. Click Replace to install the new Canvas 5 Settings file.

Folders and files installed with Canvas 5

On both Mac OS and Windows systems, installation creates a Canvas 5 folder, which contains the following items:

Item	Function
Canvas™ 5 (Mac OS) or Canvas5.exe (Windows)	The Canvas 5 application program
Canvas Tools folder	Contains Canvas 5 external tools and plug-ins
On-line Help folder	Contains the Canvas 5 on-line Help file. For Mac OS, includes the QuickHelp™ application
Color Inks folder	Contains color sets for the Inks palette
Dictionaries folder	Contains the Canvas 5 Spell Checking Dictionary and User Dictionary
Extras folder	Contains miscellaneous items
Templates folder	Contains document templates for Canvas 5
Tutorial folder	Contains files and fonts for the tutorial

Other files for Mac OS

The Installer places files in the following locations on your disk.

Extensions folder The Installer places files that allow Canvas to interpret different file formats. The files AccuSoft and XTND Power Enabler may already be in the Extensions folder from other installation programs. On Power Macs, the Installer also places a folder named I/O Filters PPC in the Extensions folder. On non-Power Macs, this folder is named I/O Filters 68K. If you install the universal version of Canvas 5, both folders appear.

Preferences folder The Installer places a file named Canvas 5 Settings. After you run Canvas, the program creates the file Canvas 5 Tools Settings in the Preferences folder.

System Folder The Installer creates a folder named Claris, unless a previous application has already created it. In that case, the Installer copies only new translator files to the Claris folder.

Other files for Windows

The Installer places files in the following locations on your disk.

Start menu (Windows 95) Setup creates a Canvas program group with shortcuts to the Canvas 5 application and on-line Help.

System (Windows 95) or System32 (Windows NT) folders Setup creates the files Wing32.dll and Msvcr20.dll.

Removing Canvas 5 from your hard disk

To completely remove Canvas 5 (Windows) from a hard disk, delete the files listed under “Folders and files installed with Canvas 5” on page 9. On Mac OS, run the Installer as described in “Installing Canvas 5 on Mac OS” on page 7. In the pop-up menu, choose Remove and click Remove. The Installer deletes all installed Canvas files except the Accusoft extension and Claris folder.

Getting help

You can get help on Canvas 5 from printed materials like the *Canvas 5 User's Guide*, from the Canvas 5 on-line Help system, and from Deneba Software's Customer Support department.

To view Help within Canvas (Mac OS) Press the Help key on an extended keyboard or choose Contents, Shortcuts, or Find Help On in the Help menu (also known as the Balloon Help menu) under the (?) icon. You can view a list of topics and search for topics in the Help window. Press the Help key with a dialog box open to display the Help topic for the dialog box.

To view Help within Canvas (Windows) Press the F1 key to display Help or choose Contents, Shortcuts, or Find Help On in the Help menu. You can view a list of topics and search for topics in the Help window. Press F1 with a dialog box open to display the Help topic for the dialog box.

◆ **To view the Canvas release notes:** Choose Contents in the Help menu to open the Contents page of the Canvas Help system. Then click “Release Notes” to view the latest information on Canvas.

EXPLORING CANVAS

This section of Getting Started will help you begin using the many features of Canvas. This section is organized into three parts — an introduction to basic Canvas operations and two tutorial lessons: one for publications and another for presentations. After you complete the tutorial lessons, you will know how to: find your way around the Canvas interface; set up and edit a newsletter or similar type of publication; and design and play an on-screen “slide show” presentation.

How to use this tutorial

This tutorial will introduce many aspects of Canvas, and acquaint you with two new Canvas document types, *publications* and *presentations*. For tips and more information about advanced Canvas features and specifications, you can refer to the User’s Guide and on-line Help system.

Because this version of Canvas incorporates many new advanced drawing, image-editing, and typography features, both first-time users and experienced users of previous versions of Canvas will find this tutorial useful. Start by watching the slide show introduction to the Canvas interface and reading the section, “Canvas basics,” in this chapter. Then, you can complete one or both of the lessons to get some hands-on experience. The lessons are designed to be independent of each other; it isn’t necessary to do them in sequence.

Before you start

The tutorial requires that you understand some common terms and components of your operating system. For both Windows and Mac OS users, you should know how to

- use the file and folder structure of your system
- launch applications
- perform basic mouse (or other pointing device) functions and actions, such as moving, clicking, and dragging
- move, close, and resize windows
- use menu commands
- use the keyboard, including keys such as the Ctrl key

When installing fonts, if your system warns you that an installed font has the same name, you don't need to install the new font. The tutorial files can use the font currently installed on your system.

In addition, you need to install certain fonts (included with Canvas) on your system to complete the tutorial lessons.

- ◆ **Installing fonts in Mac OS:** Drag the contents of the Fonts folder (located in the Tutorial folder in the Canvas 5 folder) to the *closed* System Folder on your hard disk.
- ◆ **Installing fonts in Windows 95:** In the Start Menu, choose Help. On the Find tab of the Help dialog box, type the word *fonts*. Click the topic *Adding a new font to your computer*, and click Display. Follow the Windows Help instructions to install the fonts in the Fonts folder, located in the Tutorial folder in the Canvas5 folder.
- ◆ **Installing fonts in Windows NT:** Open the Fonts control panel. In the dialog box, click Add, and locate the */Canvas5/Tutorial/Fonts* directory. Click Select All, then click OK.

Introduction to the Canvas interface

✓ Slide shows

A Canvas slide show is a way of viewing a presentation document. Slide shows let you display a series of slides onscreen, complete with transitions and pointers, to create dynamic and interesting presentations.



The first part of the tutorial includes a slide show tour of the Canvas interface. The slide show reviews the names and locations of Canvas tools, commands, and interface elements. After you watch the slide show, you'll be familiar with the range of Canvas features.

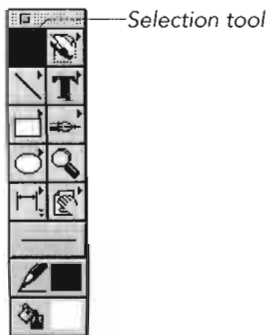
To start the slide show

The slide show is a Canvas presentation document that you will open and view (to learn how to set up your own presentation document, you can do the second lesson in this tutorial).

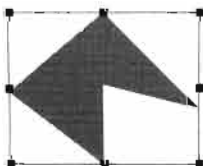
- 1 Double-click the Canvas document icon named *Welcome.cv5*, located in the Tutorial folder in the Canvas 5 folder. This starts Canvas and loads the file.
- 2 With the presentation document open, choose Slide Show in the Layout menu to open the Slide Show palette.
- 3 The first time you watch the slide show, you should probably make sure that all options in the Slide Show palette are off; no check marks should be in the boxes next to the options. If an option is on, you can turn it off by clicking that option.
- 4 To start the slide show, click Play; Canvas shows the first slide.
- 5 When you finish viewing a slide, click anywhere to continue.

After the last slide, Canvas stops the slide show and returns you to the slide layout view. You can stop the slide show before it ends by pressing Esc (Mac) or right-button clicking (Windows).

Canvas basics



Drag with the Selection tool to make a Selection box



A bounding box with handles surrounding a selected object

Before you begin the lessons in the next two chapters, you need to know how to perform a few basic operations in Canvas. This section briefly describes how to change views, select objects, place objects in edit mode, undo recent actions, and save documents. For more information, see the User's Guide.

Using the Selection tool

To select, move, and edit items in Canvas, you use the Selection tool in the toolbox. When the Selection tool is active, the pointer is arrow. To select an object, click it; to select more than one object, Shift-click each object, or drag a selection box around the objects. To move objects, drag them to a new location. When you select an object, a rectangle called a *bounding box* appears around it. You can also use the Selection tool to place objects in *edit mode*. Edit modes let you modify objects in special ways; see “Understanding edit modes,” next, and the User's Guide for more information.

◆ **To place an object in edit mode:** Double-click the object with the Selection tool.

Understanding edit modes

Canvas has an edit mode for each of the three main object types: path edit mode, for vector objects; text edit mode, for text objects; and paint edit mode, for paint objects. (Other edit modes are available for specialized objects, such as extrusions and multigons; see the User's Guide for details on specific objects' edit modes.)

Path edit mode Lets you change the shape of a vector object, or *path*, by adding, deleting, and moving anchor points.

Text edit mode Lets you type text, select specific characters to edit, and place the insertion point in text. In this mode, the pointer is an I-beam; drag this pointer over text to select it, or click in a text object to place the insertion point.

Paint edit mode Lets you edit the pixels of an image using the paint tools and Image menu commands.

Changing the viewing magnification

You can change the magnification of the viewing area to see specific objects in detail or the layout of the entire page. Although objects change size and position onscreen, the actual size and position of the objects in the document don't change.

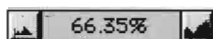
To change the area and view magnification, you can use menu commands, the Magnifying Glass tool, the Zoom bar, and the Zoom palette.

◆ **To use menu commands to change views:** In the Views submenu in the Layout menu, choose a command to change views:

This command	Does this
Zoom In	Increases screen magnification
Zoom Out	Decreases screen magnification
Fit to Window	Adjusts the magnification to make the entire layout area fit the current window size
Home View	Sets screen magnification to 100 percent, with the layout area in the upper-left corner of the window
New View	Lets you save custom view settings with a name that will appear in the menu



Magnifying Glass tool



Zoom-out

Zoom-in

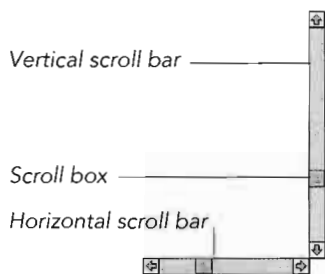
◆ **To use the Magnifying Glass tool:** Select the Magnifying Glass tool in the toolbox and click or drag over an area to increase magnification of the area. Shift-click or Shift-drag to decrease magnification.

◆ **To use the Zoom bar:** The Zoom bar is at the bottom-left of the document window, and shows the magnification. To increase magnification, click the Zoom-in button. To decrease magnification, click the Zoom-out button.

◆ **To select a magnification percentage:** Press the center of the Zoom bar to open the Zoom palette; drag the slider in the Zoom palette to the percentage you want.

You can keep the Zoom palette open while you work by dragging it away from the Zoom bar.





Hand tool

You can set the number of levels of undo using the Preferences command in the File menu.

If you choose Save in the File menu instead of Save As, Canvas replaces the original tutorial files with the new document. If this happens, you can re-install the original files from the CD-ROM.

Scrolling documents

You can use scroll bars or the Hand tool to move to areas of a document not visible in the current view.

The position of the scroll box within a scroll bar indicates the location of the current view relative to the entire document area.

◆ **To use the scroll bars:** Click an arrow to move the view in that direction. You can also drag the scroll box or click the scroll bar.

You can also use the Hand tool to “slide” the document around the screen.

◆ **To scroll with the Hand tool:** Select the Hand tool in the toolbox. The pointer becomes a hand. Drag to move the document in the direction that you drag.

Undoing recent actions

In Canvas, you can reverse actions performed in the current Canvas session by choosing the Undo command in the Edit menu. You can experiment with effects, move objects, edit text, and use other features, then restore objects if you don’t like the result.

You can undo up to 1000 actions, or as many as your system can store in available memory. The Undo command reverses actions in the opposite order you performed them.

Canvas can’t undo actions performed before the last time you saved or closed the document. Also, Canvas doesn’t undo changes to the view (such as screen magnification and scrolling).

Saving documents

As you work on the Canvas documents used in this tutorial, you can save your work without overwriting the original files by using the Save As command in the File menu. When you choose this command, a directory dialog box appears; you can type a new name and location for the document and click Save to store it.

Now you are ready to use Canvas! Begin with the two lessons in this tutorial, then try creating your own Canvas documents.

CREATING A NEWSLETTER

Canvas publication documents are useful for creating newsletters, brochures, and other types of columnar, multi-page documents. Publication documents have special alignment features and text objects to help you create professional layouts. They also have a special layout view that lets you work simultaneously on two facing pages and use two separate master pages.

What you'll learn

In this lesson, you will work with a partially-completed publication document. You'll learn how to

- navigate through a document
- set up document rulers
- create columns of text
- display facing pages
- use master pages for common page elements such as headers, footers, and page numbers
- define and apply type styles
- design a layout with text and graphics

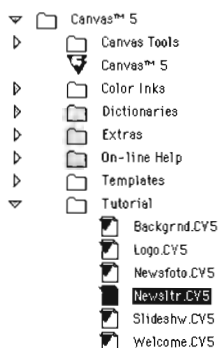
What you need

To complete this lesson and get hands-on experience with a publication document, you need the files *Newsltr.CV5* and *Newsfoto.CV5*, located in the Tutorial folder in the Canvas 5 program folder. These documents contain text and objects you will use in this lesson.

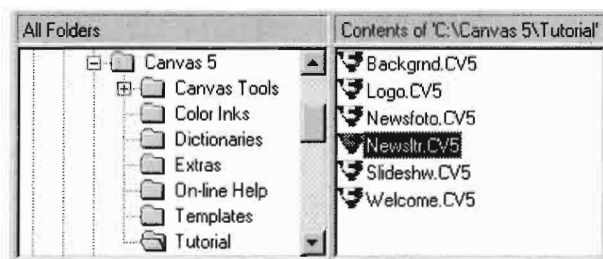
If you installed all Canvas files from the installation disks or CD-ROM, these files are on your hard disk. If you didn't install the lesson files, you can install them now; for Windows see "Custom installation" on page 6, for Mac OS see "Custom Installation" on page 7.

Starting the newsletter lesson

To begin, you need to launch Canvas (if you haven't already) and open the publication document used in this lesson. You can do this in one step; simply locate the file named *Newsltr.CV5* in the Tutorial folder in the Canvas program folder on your hard disk and double-click the file icon.



*Location of file in Mac OS folders
(viewed by Name)*



Location of file in Windows 95 folders (viewed in Explorer)

If you want to open Canvas and the document in separate steps, you can use the following procedure.

- 1 To start Canvas, double-click the Canvas 5 program icon.
- 2 After Canvas loads, choose Open in the File menu.
- 3 In the directory dialog box, locate the file *Newsltr.CV5* in the Tutorial folder in the Canvas program folder.
- 4 To open this file, double-click the file name, or select it and click Open.

Now you're ready to begin working on this newsletter.

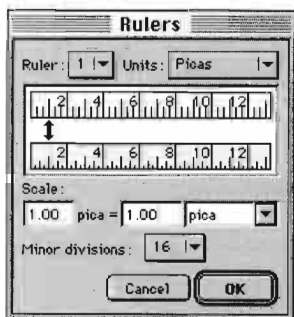
Setting up the newsletter document

In this lesson, you will be working with a newsletter designed to be printed on both sides of U.S. standard-size paper (8.5 by 11 inches). When you design your own publications, you'll need to make sure that Canvas and the document are set up correctly for the page size and layout. Before you edit a publication file, check that the following settings are configured properly.

Document rulers

Document rulers define how Canvas measures objects and movements. You can use one of the available standard units of measure or create your own units. This lesson uses picas, a common unit of measure for publishing.

◆ **To check that picas are the current units:** Choose Rulers in the Layout menu. In the Rulers dialog box, check that *Picas* is displayed in the Units pop-up menu. Also check that the scale is set to 1.00 pica = 1.00 pica. Click OK when you are finished.



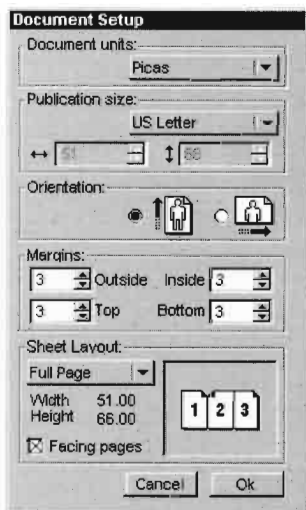
Document setup

This newsletter uses left and right pages, which are available only when the Facing Pages option is on in the Document Setup dialog box. You can also set document units, paper size, paper orientation, sheet layout, and margins in this dialog box.

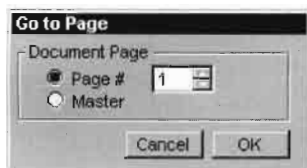
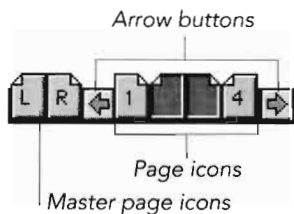
Verify these settings in the Document Setup dialog box

- 1 Choose Document Setup in the Layout menu.
- 2 Check that the Document Units pop-up menu shows *Picas*.
- 3 Check that the Publication Size is US Letter.
- 4 Make sure that Orientation is set to portrait.
- 5 Check that Margins are set to 3 picas on the outside, inside, top, and bottom of each page.
- 6 The newsletter is designed for one page to fill an entire sheet of paper. To specify this, check that Sheet Layout is set to Full Page.
- 7 Check that Facing Pages is on. This gives the newsletter separate right and left master and body pages.
- 8 Click OK when you're done.

Now the newsletter is correctly set up for this lesson.



Moving among pages in a publication



To help you navigate quickly through a document, Canvas has four ways to get from one page to another: a menu command, the Page Info palette, the page icons, and the arrow buttons. Before you begin changing the document, you might want to take some time to get used to these different methods of navigation, and in the process, see what the entire publication looks like.

◆ **Changing pages using page icons and arrow buttons:** Click the icon representing the page you want to view. To go to the previous page, click the arrow at the left of the page icons; to go to the next page, click the arrow at the right of the page icons.

◆ **Jumping to a page using the menu command:** Choose Pages>Go To Page in the Layout menu. In the dialog box that appears, click the Page # option and type the number of the page you want to view. To go to the master page(s), click the Master option. Click OK to jump to the specified page.

◆ **Switching pages using the Page Info palette:** Choose Pages>Page Info in the Layout menu. In the scroll list, click the name of a page to view it.

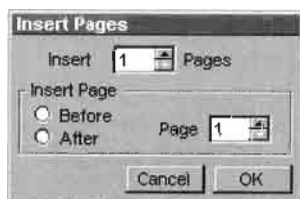
You might find that one method of navigation is easier to use for jumping to a page, and another method is better for “thumbing” through pages in sequence. For example:

- To get to a specific page that is several pages away from the current one, the Go To Page command might be the most convenient.
- To flip through a publication to see the flow of one page to the next, you might find that the arrow buttons by the page icons are best.
- To jump quickly between non-consecutive pages, or choose a page by its name rather than by number, the Page Info palette is probably the easiest method.

Adding pages to the newsletter

You can use the Page Info palette and the Insert Pages command to add pages to your document. These methods work slightly differently.

- The Page Info palette lets you add pages to the end of the document by simply clicking a button.
- The Insert Pages command lets you specify how many pages to add and where you want to place them.



Insert a page in the middle of the newsletter

In this procedure, you'll insert a page after page one using the Insert Pages command.

- 1 Choose Pages > Insert Pages in the Layout menu.
- 2 In the dialog box that appears, type 1 in the "Insert x Pages" text box.
- 3 In the Insert Page area, click the After option and type 1 in the Page text box; click OK.
- 4 Click the page two icon at the bottom of the window to see the page you just added.

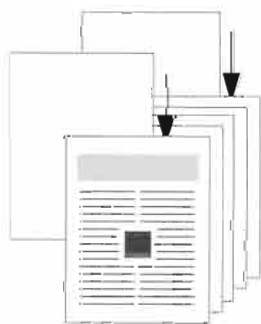
You'll use this page later in the lesson to complete the newsletter.

Add a page to the end of the newsletter

Now you'll add a page to the end of the document. You could use the Page Info palette or the Insert Pages command; we'll use the palette, because it's quicker.

- 1 If the Page Info palette isn't already open, choose Pages > Page Info in the Layout menu to open it.
- 2 In the Page Info palette, scroll the list so you can see the name of the last page (and some blank space below). Now, when you add a page, you'll be able to see it appear in the list.
- 3 Click the New button. Canvas adds Page #7 to the list. To view this page now, click the page name in the list. Page #7 is blank.

You can leave the Page Info palette open as you continue to work on this lesson.



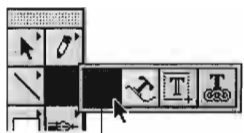
The pages you add will appear after Page #1 and at the end of the newsletter.

Using type styles to format text

In this procedure, you'll define type styles that you will use later to give headings, body paragraphs, headers, and page numbers different character and paragraph attributes. Publishers often use type styles to ensure that they format text consistently.

Canvas has two kinds of type styles: paragraph and character. Paragraph styles apply to entire paragraphs and can include character formatting, while character styles apply only to selected characters. You'll create paragraph styles that include character formatting.

You can create and apply type styles using the Type palette. The Type palette provides advanced typographic features for character attributes, paragraph spacing, indents, hyphenation, and alignment. These features are on tabs in the Type palette. You can configure these attributes, save them as styles, and then apply them.



The Text tool



Check attributes of formatted text

On page one of the newsletter, there are lines of text on the pasteboard to the right, each formatted differently. (The pasteboard is the non-printable area outside the page layout.) First, you'll use the Type palette to check the text formatting. In the next procedure, you'll save the formatting as type styles.

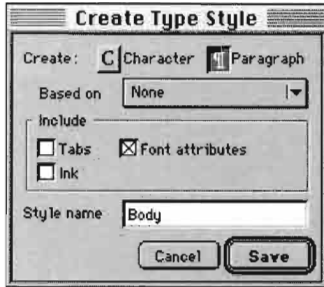
- 1 Go to page one and adjust the magnification so you can see the list of text formatting examples on the pasteboard. The page layout area shows examples of a formatted articles.
- 2 Select the Text tool in the toolbox. Click the I-beam pointer in a paragraph on the pasteboard to place the insertion point.
- 3 Choose Type in the Text menu to open the Type palette. In the Type palette, you can click each tab to see the character and paragraph attribute settings of the text at the insertion point.
- 4 Notice that the pop-up menu at the bottom of the palette displays *None*. This means the text isn't formatted with a type style.

Repeat steps 2 through 4 for each paragraph on the pasteboard to see the different formatting settings.

Create type styles that you'll use in the newsletter

Each paragraph on the pasteboard instructs you to create a type style using a specific name. Repeat the following steps for each paragraph to create the type styles for the newsletter.

- 1 Place the insertion point in a paragraph on the pasteboard.
- 2 On the Styles tab of the Type palette, click the Create button. The Create Type Style dialog box opens. In the dialog box, verify the following:



- The Paragraph button appears recessed.
- None appears in the Based On pop-up menu.
- Font Attributes is checked in the Include area.

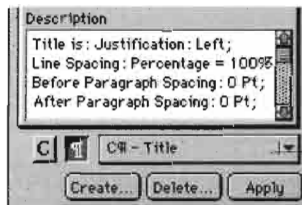
- 3 In the Style Name text box, type the name as indicated by the line of text where the insertion point is. For example, if the text reads *"Body" type style*, type *Body* in the Style Name text box.

- 4 Click Save to store the style.

Applying type styles

Once you've saved all the type styles, you'll be able to use them later to format text in the newsletter. When the instructions tell you to apply a style to selected text, follow these steps.

- 1 Choose Type in the Text menu to open the Type palette, if necessary.
- 2 With text selected or the insertion point in a paragraph, choose the specified type style in the pop-up menu above the Apply button on the Styles tab.
- 3 Click the Apply button. Canvas reformats selected text with the style you chose.



Type style names appear in this pop-up menu

Using master pages in the newsletter



Left and right master pages with a header and footers



Master page icons

Master pages are non-printing pages of a publication on which you can place vector objects, images, and text that will appear on all or most body pages. This newsletter has two master pages, one for left pages and another for right pages.

Typical objects placed on master pages include headers and footers. In Canvas, headers and footers are special text objects that can contain automatically-generated page numbers, the total page count, and the current date and time. In the following steps, you'll add a header to left pages with the name of the newsletter. You'll also add page numbers to footers on both master pages.

◆ **View the master pages:** Click the master page icons at the left of the page icons. Canvas displays the left and right master pages.

Add a header to the left master page

- 1 Choose **Insert**►**Header** in the Text menu. Canvas inserts a header object and places the insertion point in the header.
- 2 Type *Going Places - Summer Issue* in the header object. Press Enter (Mac) or Esc (Windows) to end edit mode.
- 3 With the header object selected, apply the type style *Header* using the Type palette; see “Applying type styles” on page 22.

Add footers to the master pages

First you'll add a footer to the left master page. In this footer, you'll insert page numbering.

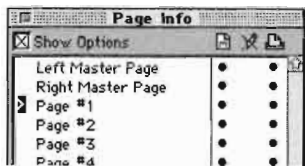
- 1 Choose **Insert**►**Footer** in the Text menu. Canvas inserts a footer object at the bottom of the page margin and places the insertion point in the footer.
- 2 Next, you'll add page numbering (using the *page 1 of 7* format). In the footer, type the word *page* and press the Spacebar.
- 3 Choose **Insert**►**Page #** in the Text menu. Canvas inserts the code *\$p*. Type a space, the word *of*, and another space.
- 4 Choose **Insert**►**Total Page #** in the Text menu. Canvas inserts the code *\$t*.
- 5 Press Enter (Mac) or Esc (Windows) to end edit mode.
- 6 With the footer object selected, apply the type style *Left footer* using the Type palette; see “Applying type styles” on page 22.

✓ Tip

As you drag the footer to the right master page, hold down the Shift key. This constrains the dragging to horizontal movement.



Master page visible icon



Make sure pages one through six have bullets in this column

◆ **Creating the right-page footer:** Once you've created the left-page footer, the right-page footer is easy. Simply repeat steps 1 through 4, above. (This creates a second footer object in front of the existing one on the left master page.) Then use the Type palette to apply the type style "Right footer." With the Selection tool, drag the new footer to the same position on the right master page.

Apply the master pages to body pages

Now that you've added a header and footers to the master pages, make sure these objects are appearing on the body pages correctly.

- 1 Choose Pages ► Page Info to open the Page Info palette.
- 2 Make sure that the Show Options box is checked and look at the column under the "Master page visible" icon to the right of the page names. A bullet in this column indicates that the master page is visible.
- 3 Make sure that pages one through six all have bullets in the "Master page visible" column; click the column next to each page that doesn't have a bullet, if necessary.
- 4 Because page seven is a back cover that doesn't need a header or footer, you need to check that it doesn't have a bullet in the "Master page visible" column; click the column to remove the bullet, if necessary.

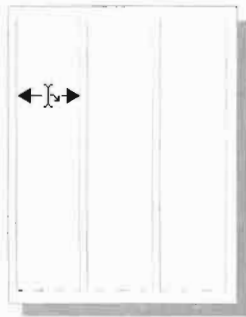
In the Page Info palette, you can see that all body pages (except the last one) now have bullets in the master page column. Flip through the newsletter to see the page numbering on each page and the header on left pages.

Creating a page layout with text columns

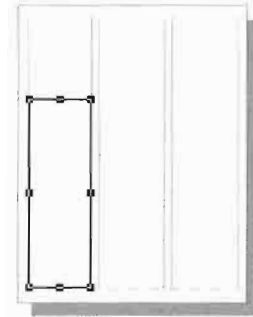
Newsletters, brochures, and other publications often divide each page into columns, with text flowing smoothly between them. In Canvas, you can use column guides and text tools to place, create, and link text objects to make multi-column layouts.

Column guides are special alignment aids available in Canvas publication documents. They help you create precise column widths, with gutters, rules, and uniform spacing. Like other guides in Canvas, you can display these lines on screen, but they do not print.

Column guides interact in a special way with the Text and Text Object tools. When you click between column guides with these tools, Canvas creates a text object the same width as the column, aligned with the closest column guide to the left.

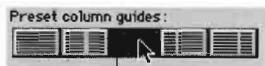


If you click between column guides with the Text Object tool...



...Canvas inserts a text object the width and remaining length of the column.

After you create columns, you can link the text objects, so that text flows from the bottom of one column to the top of another.



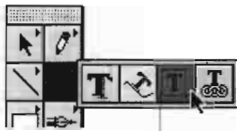
Three-column button

Set up three evenly-spaced column guides

In this section, you'll create a basic, three-column layout, similar to the one shown on page three. Later, you will add text to the layout.

- 1 Go to page two in the newsletter and choose Column Guides in the Layout menu.
- 2 In the dialog box that appears, click the three-column button under Preset Column Guides. Also check these settings:
 - *Left Page Only* appears in the Apply To pop-up menu
 - *Equal Width* is checked
- 3 Click OK to close the dialog box and apply the guides.

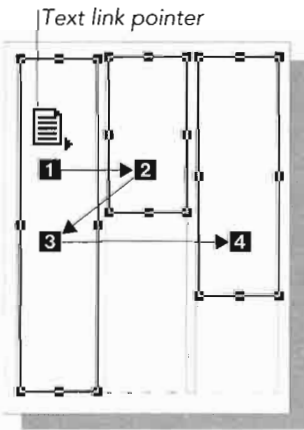
If you don't see column guides, choose Display►Show Guides in the Layout menu.



Text Object tool

✓Tip

To keep the text tools handy, you can separate the toolbar from the toolbox; press the current text tool until the toolbar appears, then drag the toolbar away from the toolbox.



This sequence of four clicks with the Text Link tool links these three columns from left to right.

✓Tip

To see arrows indicating the text flow direction, press a text object with the Text Link tool.

Add text columns to the layout

- 1 Select the Text Object tool in the toolbox. If the Text Object tool isn't visible in the toolbox, press the current text tool to open the text toolbar and drag to the Text Object tool.
- 2 With the I-beam pointer, click in the first column near the top margin. Canvas creates a text object that runs the width and length of the column. (Canvas also places the insertion point, but you aren't going to add text now.)
- 3 Click the Selection tool in the toolbox. Canvas ends text edit mode and leaves the text object selected.
- 4 Make sure the text object runs the full length of the column by dragging the top-center handle of the text object so the top is flush with the top margin.

You've now made the first column. To create the next two columns, simply repeat the above procedures in the center and right columns. Drag the top- and bottom-center handles to vary the column lengths, as shown on page three of the newsletter.

Link the text objects to each other

Now you have three text columns. Currently, they are independent text objects; when you fill one column, it "overflows" (truncates) instead of sending text to the next column. Follow these procedures to link the columns so text flows between them.

- 1 Select the Text Link tool in the text toolbar (🔗). The pointer changes to the text link pointer. Click the first text object (in the left column) to indicate you want to flow text from here. You'll see its bounding box highlight for a moment.
- 2 Click the second text object (the center column) to tell Canvas to flow text to it. Its bounding box highlights.
- 3 To link the third text object, click the first text object again...
- 4 ...then click the third text object; Canvas adds it to the end of the chain.
- 5 To complete the linking process, press Enter (Mac) or Esc (Windows).

You've completed the text layout for page two. Now you're ready to add some text to the columns and see how it all flows.

Adding text to the newsletter layout

Now you'll place an article in the columns you created in the previous procedure. The first task will be to locate the article and copy it to the Clipboard.

Use the Find palette to locate the article

You know that the text object is named "Vacation Adventures."



If Canvas doesn't locate the article, check that you are on page one and have typed the name correctly.

- 1 In the Page Info palette, click Page #1.
- 1 Choose Find in the Edit menu to open the Find palette.
- 2 Click the Object tab to bring it to the front, if necessary.
- 3 Click the Object Named checkbox to turn on this option, and type *Vacation Adventures* in the text box.
- 4 Click the Select button; Canvas locates the article on the pasteboard and selects it.

- 5 Copy the article to the Clipboard by choosing Copy in the Edit menu.

Paste the article into the columns

Go to page two (click the page two icon at the bottom of the window) where the linked text objects are.

- 1 Select the Text tool and click the first column to place it in text edit mode. A blinking insertion point appears.
- 2 Choose Paste in the Edit menu. Canvas inserts the article in the columns, and text flows from the bottom of one column to the next.

The text might not completely fill the third column; in the next procedure, you'll apply paragraph type styles and text will fill more of the last column.



When you paste the article into the first column, it flows to the other two columns.

Applying type styles to format paragraphs

The “Vacation Adventures” article is plain-looking, using only one type face, type size, and no paragraph spacing. You’ll use the type styles you defined earlier to format the article. When completed, it will look like the example on the facing page.

For these procedures, keep the Type palette open, because you’ll use it often. Choose Type in the Text menu to open the Type palette.

Format the body paragraphs

You defined two type styles for body paragraphs, *First body* and *Body*. Now you’ll apply these to the appropriate paragraphs. Because most paragraphs will use *Body*, you’ll apply it to all three columns and then change selected paragraphs to other styles.

✓Tip

The type styles you defined earlier are *paragraph styles*; to format a single paragraph, you can simply place the insertion point in that paragraph, instead of selecting the text.

- 1 With the Selection tool, select all three columns by Shift-clicking each text object.
- 2 Use the Type palette to apply the type style named *Body*; see “Applying type styles” on page 22. Canvas formats the paragraph.
- 3 Select the Text tool and click the first text object to put it in text edit mode.
- 4 Click the I-beam pointer in the first body paragraph (directly below the title, *Vacation Adventures*) to place the insertion point.
- 5 Use the Type palette to apply the type style *First body*. Canvas applies a drop cap and changes the spacing.

Format the headings of the article

In this article, there are two levels of headings — the main title and several sub-headings.

- 1 Select the Text tool and click the first line of text to place the insertion point there. This is the title, *Vacation Adventures*.
- 2 Use the Type palette to apply the type style *Title*. The type size increases, and some space is inserted below the title.
- 3 Scan the article for the next heading, *Wild Rides*. Put the insertion point there by clicking in the heading with the pointer.
- 4 Use the Type palette to apply the type style, *Subhead*. Notice how the character formatting and paragraph spacing change.

Repeat steps 3 and 4 for the sub-headings *Don’t Miss Out* and *Only for the Daring*.



Choose a type style in the pop-up menu, then click apply.

Laying out graphics and text

On page four, there are two columns of text to which you will add a scanned photo. To make the layout interesting, you can *wrap* text around the photo.

In this section, you'll use the Place command to insert a 72 ppi (pixels per inch) scanned photo in the newsletter, then arrange it in the layout. The result will look similar to the example on page five.



Place pointer



When you first place the picture, it obscures the text

Insert a picture using the Place command

First you need to get the image that you want to insert.

- 1 Choose Place in the File menu to open a directory dialog box.
- 2 In the dialog box, locate the file *Newsfoto.CV5* in the Tutorial folder in the Canvas program folder. Select it and click Place.

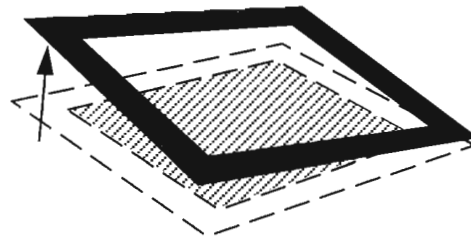
The pointer changes to the Place pointer.

- 3 Click the Place pointer in the center of page four; Canvas inserts the image in the document. Notice that the image obscures some of the text. You'll reposition the graphic and "wrap" the text later.

Trim the photo border

The image you've placed has a thick black border around the main subject of the picture. You'll remove this border before wrapping text around the photo.

- 1 Click the photo with the Selection tool.
- 2 Choose Area > Trim in the Image menu. Canvas finds all pixels around the image border that exactly match the color of the top-left pixel, and deletes them. This should remove the black border.



The Trim command automatically removes solid-color borders from images.

The image is now properly trimmed and ready to be arranged.

Wrap text around the photo

In this procedure, you'll make both text columns wrap around the photo, and insert some space between the text and the photo.

- 1 With the Selection tool, click one of the text objects, then Shift-click the photo to select both objects.
- 2 Choose **Wrap**►**Outside Shape** in the Text menu. The text wraps to one side of the photo.
- 3 Now select the other text object, and again Shift-click the photo to select it also.
- 4 Choose **Wrap**►**Outside Shape** in the Text menu again.

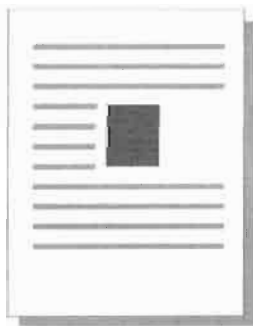
Now that the text is wrapped, you can set the amount of space between the text and the photo.

- 1 With the Selection tool, click one text object and Shift-click the other to select them.
- 2 Open the Type palette, if necessary, and click the **Indents** tab to bring it to the front. In the **Object Wraps** text box, type **18** to specify an 18-point indent around the picture.

After you wrap text around the photo, you can move it around, and text re-wraps to the new position. Drag the photo to different positions to see how this works.



Text can wrap to one side of an object at a time.



Placing an object in the center of a column might leave unwanted empty space.



To make text appear on both sides of an object, try wrapping two columns of text around the object.

Printing the publication document

If you don't have a printer, or haven't configured it properly, you won't be able to print.

After you've made these changes to the newsletter, you can print it to see the results on paper. You can also "proof" a document onscreen using the preview feature.

To preview and print the newsletter

- 1 Choose Print in the File menu.
 - 2 In the Print dialog box, click the Preview button. A window displays simulated printer output.
 - 3 You can use the Next Page button to navigate through the document; after the last page, Canvas returns to the first page.
 - 4 When you are done proofing the document, click Done to return to the Print dialog.
 - 5 Check that the "Skip blank pages" option is on. Remember that earlier, you added a blank page for the back of the newsletter. If you were printing the final copy of the newsletter, you would need this page for the back cover; however, right now there's no reason to process a blank sheet of paper.
 - 6 Click the Print button to send the document to the printer.
- ◆ **To print the newsletter without previewing:** Choose Print in the File menu. In the Print dialog box, click the Print button.

Congratulations, you've completed the first lesson! Now you can design your own newsletters, brochures, and other publications.

DESIGNING A SLIDE SHOW

In Canvas, you can use presentation documents to create professional on-screen slide shows. Slide shows let you display the slides in a presentation document at full-screen size without menu bars, windows, and toolboxes. You can control the pace of the slide show manually, or by setting a time interval. You can also apply transitions to make one slide flow smoothly into the next.

What you'll learn

In this lesson, you will work with a partially-completed presentation document. You'll learn how to

- use different navigation methods
- use master slides for common slide elements such as headings, logos, and backgrounds
- design a slide show with transitions and progressive builds
- play a slide show

What you need

To complete this lesson and get some hands-on experience with a presentation document, you need the files *Slideshw.CV5*, *Logo.CV5*, and *Backgrnd.CV5*, located in the Tutorial folder in the Canvas 5 program folder.

If you installed all Canvas files from the CD-ROM, these files are on your hard disk. If you didn't install the lesson files, you can install them now from the Canvas CD-ROM; see "Custom installation" on page 6.

Starting the presentation lesson

To begin, launch Canvas (if you haven't already) and open the presentation document used in this lesson. You can do this in one step; simply locate the file *Slideshw.CV5* in the Tutorial folder in the Canvas program folder on your hard disk and double-click the file icon.

You can also use the following procedure.

- 1 Double-click the Canvas 5 program icon to start Canvas.
- 2 After Canvas loads, choose Open in the File menu.
- 3 In the directory dialog box that appears, locate the file *Slideshw.CV5* in the Tutorial folder in the Canvas 5 program folder.
- 4 Double-click the file name to open it, or select it and click the Open button.

Now you can begin using the procedures in this lesson to work on the presentation.



Canvas 5 program icon

Viewing the slide show

Before you make changes to the presentation, you might want to play the slide show to see what it looks like. For this “advance screening,” you’ll set the slide show to play automatically.

At the end of this lesson, you’ll play the slide show again to see the improvements you’ve made.



When you're done watching the slide show, you can close this palette. You won't need it again until the end of this lesson.

Start the slide show

- 1 Choose Slide Show in the Layout menu.
- 2 In the Slide show palette, click the “Advance every x seconds” check box to turn it on. In the text box, type 5 to tell Canvas to change slides every five seconds. Also check that all the other options are off.
- 3 Click the Play button to begin the slide show. The slide show stops after the last slide. If you want to stop the slide show before the end, press Esc (Mac) or right-click (Windows).

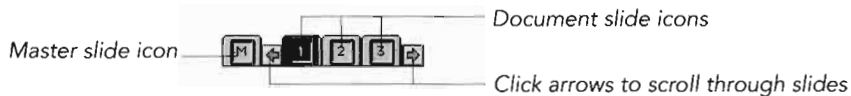
As you watch the slide show, notice that the slides switch abruptly. Also, several of the slides look plain and sparse. In this lesson, you’ll learn how to make this presentation much more interesting to watch.

You can close this palette after you watch the slide show. You don’t need it again until the end of the lesson.

Moving among slides in a presentation

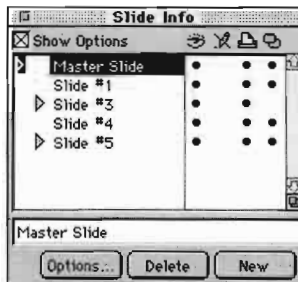
To help you navigate quickly through a presentation, Canvas has four ways to get from one slide to another: a menu command, the Slide Info palette, the slide icons, and the arrow buttons. You should familiarize yourself with these different methods of navigation before beginning to work on the presentation.

◆ **Changing slides using slide icons and arrow buttons:** Click the icon representing the slide you want to view. To go to the previous slide, click the arrow at the left of the slide icons; to go to the next slide, click the arrow to the right of the slide icons.



◆ **Jumping to a slide using the menu command:** Choose Slides>Go To Slide in the Layout menu. In the dialog box that appears, click the Slide # option and type the number of the slide you want to view. To go to the master slide, click that option. Click OK to jump to the specified slide.

◆ **Viewing slides using the Slide Info palette:** Choose Slides>Slide Info in the Layout menu to open the palette. In the list, click the name of a slide to view it.



You might find that one method is handy for jumping to a slide, and another for “thumbing” through slides. For example:

- To go to a specific slide several slides away from the current one, the Go To Slide command is the most convenient.
- To flip through a presentation to see the flow of one slide to the next, the arrow buttons by the slide icons are best.
- To jump quickly between non-consecutive slides, or choose a slide by name, the Slide Info palette is the easiest method.

Using the master slide in a presentation

You can use master slides to hold objects that you want to appear on most main slides. For example, you can put a background design and a company logo on the master slide so they appear on all slides in the same position. By placing common elements on the master slide, you eliminate redundant objects and reduce the file size of the document.

In this section, you'll add a background and logo to the master slide.

◆ **Go to the master slide:** Click the master slide icon at the left of the main slide icons. Canvas displays the master slide.

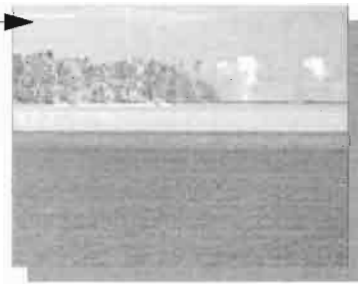
Place a background on the master slide

The background for the presentation is a 72 ppi (pixels per inch) scanned photo located in the Tutorial folder in the Canvas program folder. To get this image into the current document, use the Place command.

- 1 Choose Place in the File menu to open a directory dialog box.
- 2 Find the file *Backgrnd.CV5* in the Tutorial folder in the Canvas 5 program folder. Click the file name to select it, and click the Place button. The pointer changes to the Place pointer.
- 3 On the master slide, click the upper-left corner of the slide layout area. Canvas places the background on the master page.



Click Place pointer here to insert the background image



- 4 Position the background image by dragging it so the top-left corner is flush with the top-left corner of the slide layout area.

Drag-and-drop a logo on the master slide

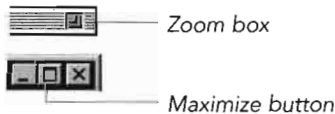
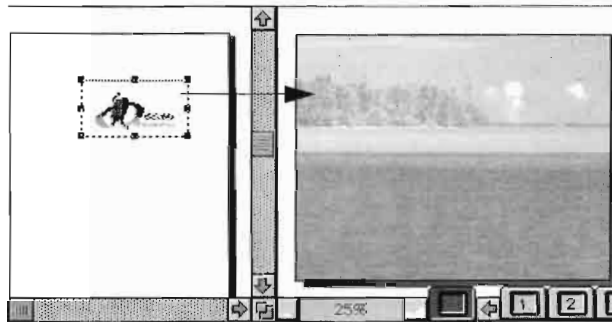
To copy an object from one document to another, you can copy and paste using the Clipboard, or use a technique called *drag-and-drop*.

Drag-and-drop lets you use the mouse to move objects across document windows and copy them to another document.

To place a logo on the master slide, you'll use drag-and-drop. The logo is a vector drawing in a Canvas illustration document.

- 1 Choose **Open** in the **File** menu to open a directory dialog box.
- 2 Locate and select the file name *Logo.CV5*, and click **Open**. Canvas opens the file in a new window.
- 3 Choose **Tile Across** in the **Window** menu to arrange the document windows side-by-side on-screen.
- 4 Make sure the logo and the upper-left corner of the master slide are visible in their respective windows. Use the **Hand** tool or the scroll bars to move the view, if necessary.
- 5 Drag the logo from one window to the other. Drop the logo (release the mouse button) at the top-left corner of the master slide.

Drag the logo from the illustration document window to the presentation document window



- 6 Close *Logo.CV5* by choosing **Close** in the **File** menu. Return the presentation document window to full size by clicking the zoom box (Mac) or the maximize button (Windows) at top-right corner of the document window.

- 7 Drag the logo so the top-left corner of its bounding box is flush with the top-left corner of the background object.

After you complete this procedure, flip through the slides to see these graphic elements on each slide.

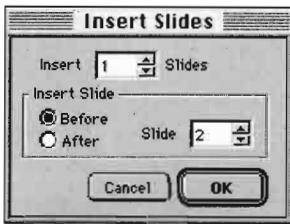
Adding slides to the presentation

You can use the Slide Info palette and the Insert Slides command in the Layout menu to add slides to the presentation. The Slide Info palette lets you quickly add slides to the end of the document by simply clicking a button. The Insert Slides command lets you specify how many slides to add and where in the presentation you want them.

Insert a slide between existing slides

In this procedure, you'll add another slide using the Insert Slides command.

- 1 Choose Slides>Insert Slides in the Layout menu.
- 2 In the Insert Slides dialog box, type 1 in the "Insert x Slides" text box.
- 3 In the Insert Slide area, click the Before option, and type 2 in the Slide text box.
- 4 Click OK to insert the slide.
- 5 Click the slide two icon at the bottom of the window to view the new slide. Notice that the master slide items are visible, but the slide is otherwise blank.



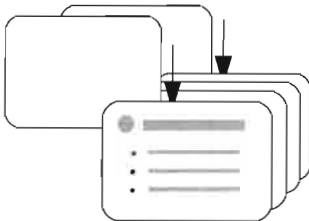
You'll add objects to this slide later in this lesson.

Add a slide to the end of the presentation

Now you'll add a slide to the end of the document. You could use the Slide Info palette or Insert Slides command; we'll use the palette here, because it's quicker.

- 1 In the Slide Info palette, make sure you can see Slide #5 (and some blank space under it) by scrolling the list. This way, when you add the new page, you'll be able to see it appear in the list.
- 2 Click the New button to add Slide #6 to the end of the list. Click Slide #6 to see the new slide; it's blank except for the master page items.

After you complete the lesson, you can use this slide to experiment with the concepts demonstrated in the tutorial.



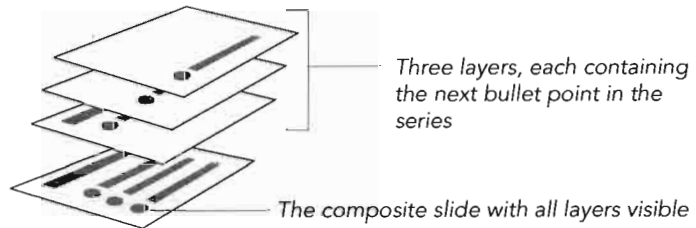
Slides you add will appear after Slide #1 and at the end of the presentation document.

Using layers to create progressive build slide shows

In Canvas presentation documents, each slide can have several layers. Layers are like transparent overlays that each hold components of the entire slide; you can peel away and add layers to hide or show the objects on those layers.

Layers help you organize objects on a slide and are the basis for progressive build slide shows. For example, you might want to display an slide with three bulleted text lines, or “bullet points.” When you give this presentation, you don’t want all three bullet points to appear at once; you want them to appear one-by-one as you talk about them. To do this, you can create layers, divide the bullet points among the layers, then use the progressive build option when playing the slide show.

When you set up a progressive build, you place elements of a slide on different layers. Layers display one at a time until the slide is complete.

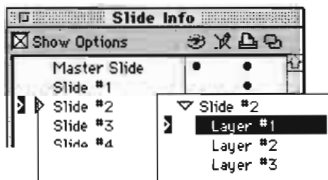
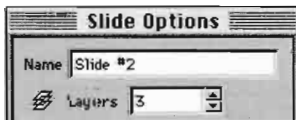


In the following procedures, you’ll add layers to a slide, copy some bullet points from another slide, and set up a progressive build.

Add layers to a slide

To add layers to a slide, use the Slide Info palette. In this procedure, you’ll add layers to *Slide #2*, which you created earlier.

- 1 In the Slide Info palette, click *Slide #2* in the list to select and display it.
- 2 Click the Options button in the Slide Info palette.
- 3 In the Options dialog box, type 3 in the Layers text box and click OK. (You’ll get to use some of the other options in this dialog box later.)
- 4 In the Slide Info palette, notice that *Slide #2* now has an arrow to its left. Click this arrow to display a list of the three layers you just created.



Click this arrow to list layers



If you click Layer #1's "Visible" bullet, but Canvas doesn't hide it, check that Layer #1 is not selected. You can't hide a layer that you are currently viewing.

✓Tip

You can change the sequence of slides in the same way you move layers; simply drag the slide name to a new place in the list in the Slide Info palette.

Copy objects from another slide

You'll copy text and objects from the fourth slide to the first layer of Slide #2. Then you can send objects to the other layers.

- 1 Go to *Slide #4* and choose **Select All** in the **Edit** menu. Canvas selects all objects on the slide (but not the items on the master slide).
- 2 Choose **Arrange**►**Copy To Slides** in the **Object** menu.
- 3 In the **Copy To Slides** dialog box, click *Slide #2* in the list and click **OK**.

Move items to separate layers

So far, you've just duplicated *Slide #4* on *Slide #2*. Now you are going to prepare this slide for a progressive build slide show by sending the second and third bulleted lines of text to other layers.

- 1 Click *Slide #2* in the **Slide Info** palette, and then select the second line of bulleted text.
- 2 While pressing the **Shift** key, choose **Arrange**►**Send To Layers** in the **Object** menu.
- 3 In the dialog box that appears, click *Layer #2* in the list and click **OK**. Canvas moves the second bullet point to the *Layer #2*.

To see that the second bullet point is on a different layer from the first bullet point, you can hide *Layer #1*. With *Layer #2* selected, click the first layer's "Visible" bullet in the **Slide Info** palette (the first column to the right of *Layer #1*); all objects disappear, except the second bullet point and the master slide elements. Click again in the same column to make *Layer #1* visible again.

◆ **To move the last bullet point to the third layer:** Use the same process you just learned: select the third bullet point on *Layer #1* and use the **Send to Layers** command to move it to *Layer #3*.

Change the order of layers

Now suppose the presentation has changed, and you want the third bullet point to appear after the first one. In the **Slide Info** palette, drag *Layer #3* up to *Layer #1*; Canvas inserts *Layer #3* after *Layer #1*.

Although the bullet points don't appear to be any different on screen, the third bullet will appear before the second one in a progressive build slide show. You need to switch the placement of the bullet points to make them appear correctly.

If you have trouble selecting a bullet point, you are probably on the wrong layer. Switch to the correct layer and then try selecting it.

Using the Preferences command in the File menu, you can change a setting that lets you select objects on other layers; see the User's Guide.

Switch the position of these two bulleted lines of text

- 1 Click *Layer #3* in the Slide Info palette. Now you can select objects on *Layer #3*.
- 2 Press the Shift key and drag the third bulleted line of text up so it covers the second bullet point. (Shift-dragging constrains movement to 45-degree intervals; this helps keep the alignment the same when you drag objects.)
- 3 Click *Layer #2* in the Slide Info palette. Now you can select objects on *Layer #2*.
- 4 Click the second bulleted line of text; notice that, although the second and third bullet points are arranged in the same position, you can select only objects on *Layer #2*. Press the Shift key and drag the second bullet point down so it's third in the sequence.

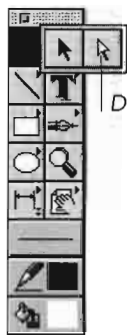


The next time you play the slide show using the progressive build option, you'll see the bullet points appear one at a time.

Editing a group object with the Direct Selection tool

Each of the bullet points on *Slide #3* is a group object, consisting of a drawing of a sailboat and a text object. When objects are grouped, they behave as one object; you can move, resize, and apply effects to them as one object. However, to edit objects in a group individually, you need to ungroup the objects first or use the Direct Selection tool.

The Direct Selection tool lets you select individual objects within a group and edit them without changing other objects in the group.



Direct Selection tool

Edit the text of a bullet point

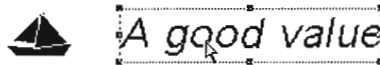
To see how the Direct Selection tool works, try changing the text of a bullet point while it's still grouped to a vector object.

- 1 In the Slide Info palette, click *Layer #1* of *Slide #3* to select it.
- 2 Select the Direct Selection tool in the toolbox.
- 3 Click the text of the first bullet point, *A good value*, to select the text object. Text you type replaces the text in the text object.
- 4 Type *More fun for your money!* As you type, notice that Canvas puts the text object in edit mode and replaces the existing text with the words you type.
- 5 To end edit mode, press Enter (Mac) or Esc (Windows).

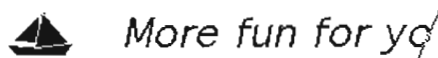
Clicking the group object with the Selection tool selects the entire group



But clicking the text with the Direct Selection tool lets you select just the text object...



...and type over the old text, without ungrouping first



You can use this technique to edit any component of a group object individually.

Using transition effects in the slide show

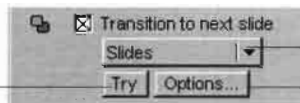
Now that you've made all the changes to the slides in the presentation, you're ready to add some effects to the slide show. When you watched the slide show at the beginning of this lesson, you saw how slides switched abruptly. Now, you'll learn how to apply transition effects to make slides change smoothly.

Try some transition effects

To configure transitions, you use the Slide Info palette. Before specifying transitions for all the slides, you can try them out on one slide.

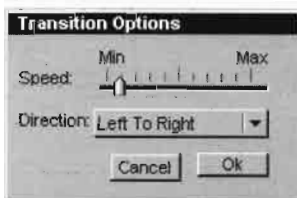
- 1 In the Slide Info palette, click *Slide #1* and click the Options button to open the Slide Options dialog box.
- 2 Check to make sure that the "Transition to next slide" option is on; if not, click the check box to turn it on.
- 3 In the pop-up menu, choose a transition.
- 4 Click the Try button; Canvas enters slide show mode and displays the first slide.
- 5 Click to advance to the next slide and start the transition.
- 6 When the transition is complete, click again to end the slide show.

Click to preview a transition



Select transitions from this menu

Click to configure a transition



- 7 You can also click the Options button in the Slide Options dialog box to change transition settings. Depending on the transition type, you can set the speed and the direction of the transition. When you are done, click OK to close the Transition Options dialog box.

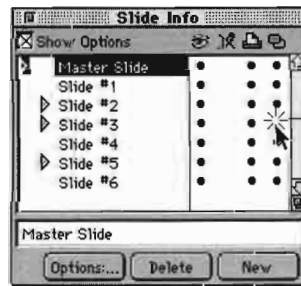
You can repeat steps 3 through 7 until you find a transition that you like, then click OK to close the Slide Options dialog box.

Apply transitions to all slides

Now that you've found a transition effect you like, you can specify transitions for the rest of the slides. For this presentation, you will use one transition for the remaining slides, but you can make each slide use a different transition, if you like.

- 1 In the Slide Info palette, click *Slide #2* to select it, then Shift-click the last slide to select all slides in between. (You already specified a transition for *Slide #1* in the previous procedure.)
- 2 Click the Options button to open the Slide Options dialog box.
- 3 Click "Transition to next slide" to turn this option on.
- 4 Choose a transition effect in the pop-up menu.
- 5 If you want to tweak the transition effect, click the Options button. Configure the settings in the Transition Options dialog box, and then click OK to close this dialog box.
- 6 Click OK. Canvas applies the transition effects to the selected slide and closes the dialog box.

If you like, you can also turn off and on transitions for specific slides using the options columns in the Slide Info palette. Click in the column under the transition icon to add or remove transitions.



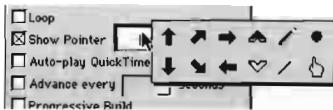
Click in this column to turn transition effects on and off. A bullet indicates the transition effect is on.

Playing the new slide show

You've completed the presentation document, set up a progressive build, and specified transitions; now you're ready to play the slide show again and see the results of your work.

This time, however, you'll use more options in the Slide Show palette, and control the pace of the slide show manually.

- 1 Choose Slide Show in the Layout menu.
- 2 In the Slide Show palette, make sure the Progressive Build and Show Pointer options are on. Click these options to turn them on, if necessary.



Available pointers in the pop-up menu

The last slide of the presentation is blank, with only master slide items visible. You can use this slide to experiment on your own with the concepts and features demonstrated in this lesson. Then you can play the slide show again to see your original work in the context of a complete slide show.

- 3 The icon to the right of the Show Pointer option shows the slide show pointer. To choose a different pointer, press the Show Pointer icon and choose a new pointer in the pop-up menu.
- 4 If "Advance every x seconds" is on, click it to turn it off.
- 5 Click the Play button to start the slide show. The pointer you selected appears; you can use it to direct your audience's attention to specific items.
- 6 Click to advance to the next slide. Continue clicking to watch the entire slide show. After the last slide, Canvas ends the slide show. You can end the slide show before the last slide by pressing Esc (Mac) or right-clicking (Windows).

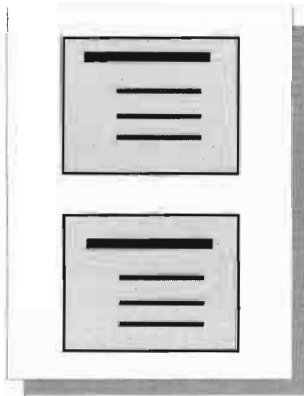
Printing handouts of a presentation

Canvas lets you print slides or handouts so you can use an overhead projector or distribute paper copies of your presentations. In addition, you can print more than one slide on a page for more compact handouts. You can also “proof” the printed document on-screen using the Preview feature.

Try printing handouts, two slides on each page, to see how this looks.

- 1** Choose Print in the File menu to open the Print dialog box.
- 2** In the Print What pop-up menu, choose *Handouts 2/page*. This will print two slides on a page. On U.S. standard letter size (8.5 by 11 inch) paper, the slides will print one above the other.
- 3** To see what the printed handouts will look like before printing them, you can click the Preview button. In the preview window, you can click Next Page and Previous Page to navigate through the slides. When you’re finished previewing the handouts, click Done.
- 4** Click Print to begin printing.

To make handouts, you can choose to print two or more slides on each page by selecting an option in the Print dialog box.



Congratulations! You’ve completed the Canvas presentation document lesson, and you’re ready to create your own slide shows.

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