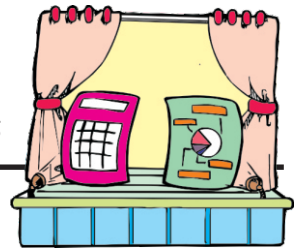


Lesson 3

Proudly Presents Working with Presentations



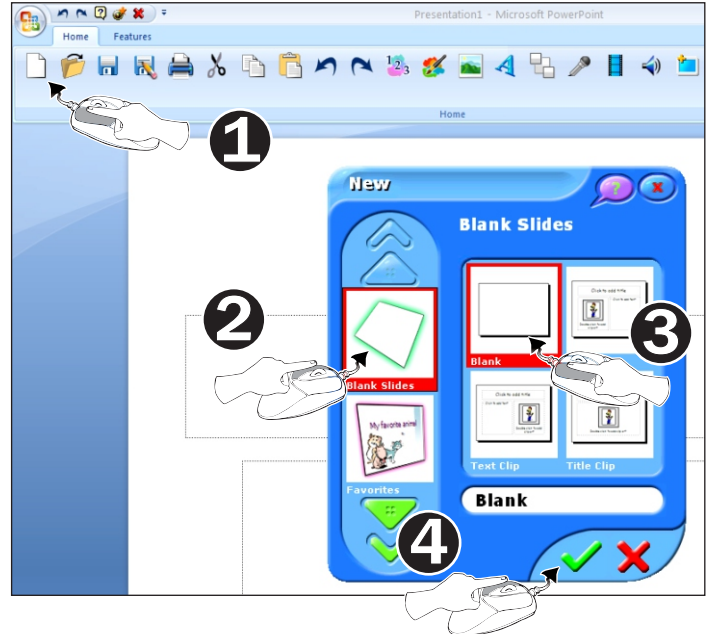
The **New** feature allows you to create a blank presentation or a presentation based on customized templates such as card, invitation, or letter.

Creating a New Presentation

1. Click the **New** button.

The New dialog box will be displayed.

2. Select a template category (such as Borders 1).
3. Select the desired template (it will appear with red border).
4. Click the **OK** button.



Opening a Presentation

The **Open** feature allows you to open existing presentations from your designated folder. You can also open presentations from a floppy disk or alternate location by using the Office "Open" button.

How to open a presentation

1. Click the **Open** button.
The Open dialog box will be displayed.
2. Select a presentation category.
3. Select the desired presentation (it will appear with red border).
4. Click the **OK** button.



How to open a presentation from a floppy disk or alternate location

1. Click the **Open** button.

The Open dialog box will be displayed.

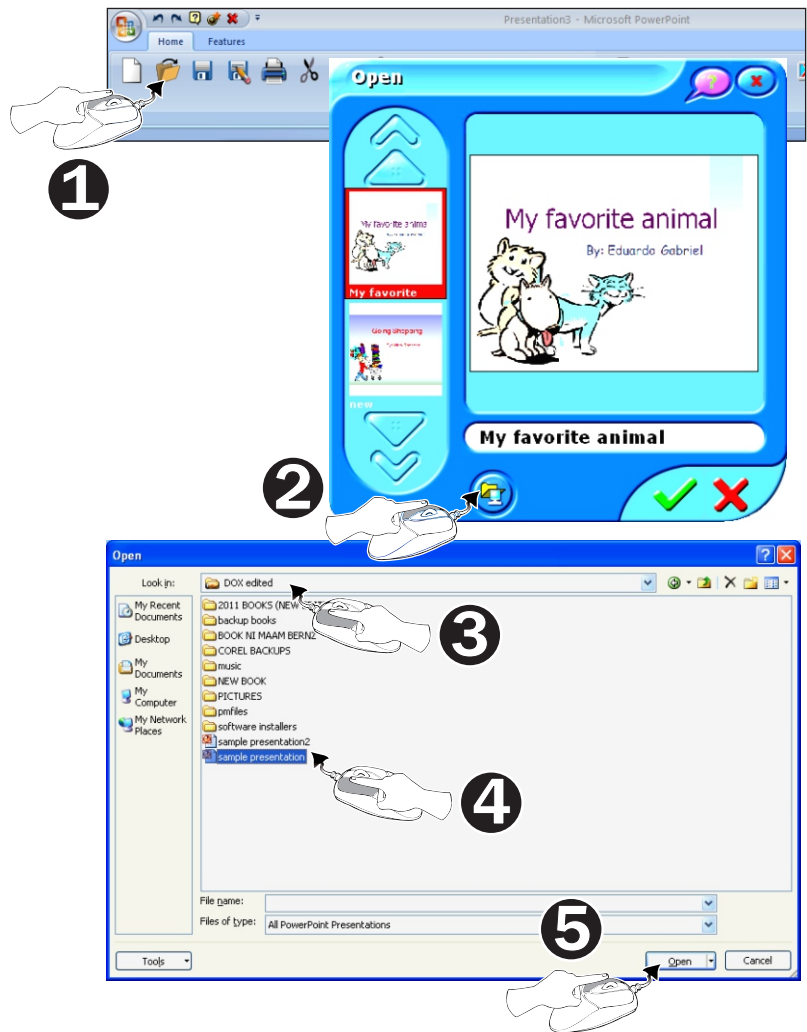
2. Click the Office "Open" button.

The Open dialog box will be displayed.

3. Change the **Look in** location to the location of the file you wish to open.

4. Select the presentation.

5. Click the **Open** button.

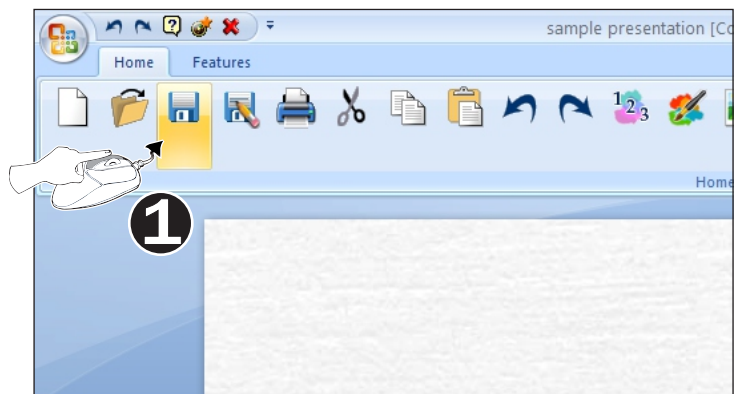


Saving a Presentation

The Save feature will save a new presentation to your designated folder. However, you can save also your presentations to a floppy disk or alternate location using the Office "Save As" button.

How to Save a newly created presentation

1. Click the **Save** button.



The Save As dialog box will be displayed.

2. If you wish to give your presentation a name, type a word in the text box, e.g., **Pet Animals**.

Giving the presentation a name is optional; if no name is given, a sequential number is given to the presentation.

By default, the file is saved to the user's designated folder, which is usually My Documents/Scholastic Keys 2007/Work.

3. Click the **OK** button.



How to save a newly created presentation to a floppy disk or alternate location

1. Click the **Save** button.

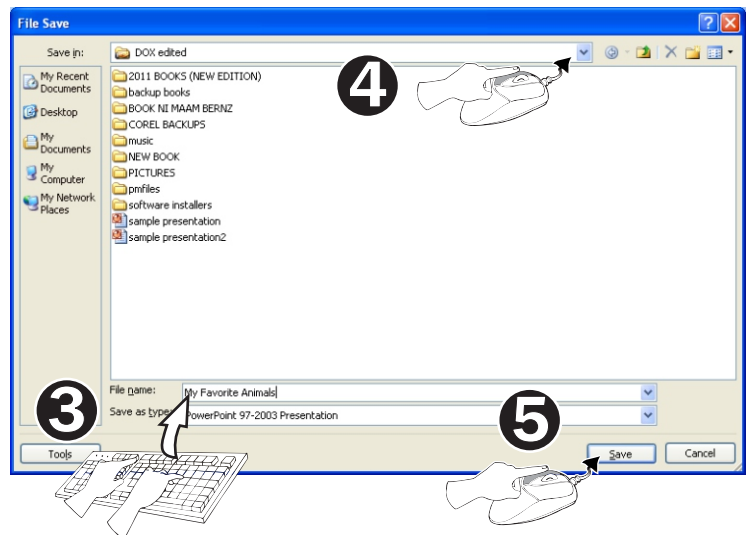
The Save As dialog box will be displayed.

2. Click the Office "**Save As**" button.



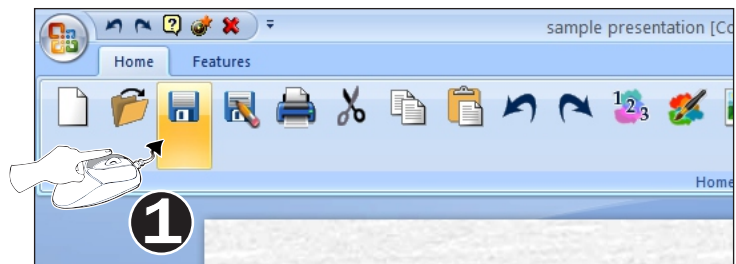
The Save As dialog box will be displayed.

3. Give your presentation a name by typing it in the File name text box.
4. Change the **Save in** location to the desired location.
5. Click **Save**.



Saving a presentation that has already been saved

1. Click the **Save** button and your changes will be automatically saved.



Saving an existing presentation with a new name

1. Click the **Save As** button.

The Save As dialog box will be displayed.

2. If you wish to give your presentation a name, type a word in the text box, e.g., **My Pet Animals**.
3. Click the **OK** button.



Opening an Activity Presentation

How to Open an Activity Presentation

1. Click the **Activities** button.

The following dialog box will be displayed.

2. Select a category of activities using the navigation buttons.
3. Select the desired activity (it will appear with red border).
4. Click the **OK** button.

You can add additional activities to the activities folder in C:\Programs Files\Scholastic Keys 2007\Content\Activities.

Each category of activities must consist of up to 4 of the same type of templates (.xlt, .pot, .dot).

Category preview images must be 99 x 99 pixels, named the same as the category folder and in bitmap format i.e., Science – Body.bmp.

Each template preview image must be 99 x 99 pixels, named the same as the template with the extension and in bitmap format i.e., Boy Level 1.dot.bmp.



Opening a SeLS Templates

This book comes with many activities made for the pupils. These activities are accessible in your desktop. Follow the steps below to open a SeLS template.

How to a SeLS Template

1. Be sure to launch first MaxShow then click the Open button.
2. Navigate to the desktop of your computer then double click SeLS Templates>CompuKids Series (Graders)> g3.
3. Choose a template from the list.
4. Click the **OK** button to open the template.

