

3. Select menu “Insert” → “Field” → “Date” to insert the current date. (Fig. 14-5, Fig. 14-6)

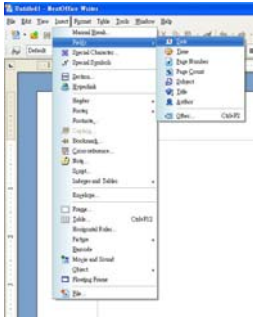


Fig. 14-5

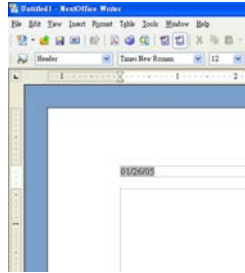


Fig. 14-6

Saving Templates

To save the current document as a template:

1. Select menu “File” → “Templates” → “Save”. (Fig. 14-7)
2. Select “Default” and in the “Save Template” dialog box, (Fig. 14-8) enter your template name and press <OK> to confirm.

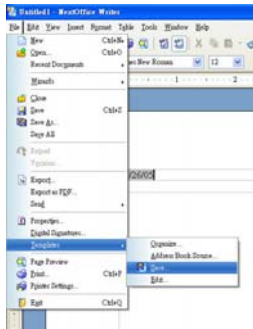


Fig. 14-7

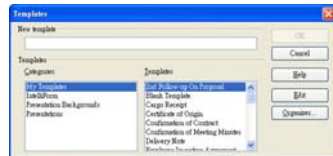


Fig. 14-8

Using Templates

If you would like to use a saved template, select menu “File” → “Open” → “Templates and Documents” (Fig. 14-9) to open the template folder. Select “Default” and in the “Template” dialog box, choose your desired template. A new document based on the chosen template with filename “Untitled” will be created for editing.

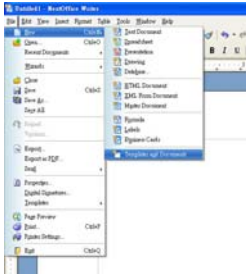


Fig. 14-9



Fig. 14-10

Editing Presentation Templates

First, create a new presentation document.

1. Select menu “View” → “Master” → “Drawing” to enter “Background” preview mode. (Fig. 14-11)

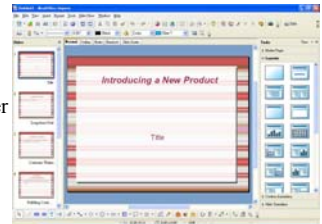


Fig. 14-11

2. Select menu “Insert” → “Graphics” (Fig. 14-12) to open the “Insert Graphics” dialog box, pick your graphics file, e.g. company logo and adjust its size according to your needs. (Fig. 14-13)

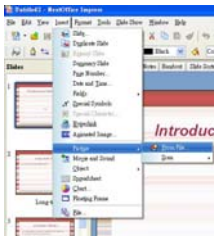


Fig. 14-12



Fig. 14-13

3. Select menu “Insert” → “Field” → “Date” to insert the current date. (Fig. 14-14)
4. Press the “Text” icon on the bottom Tool Bar to insert a text box, enter your company name in the text box. (Fig. 14-15)

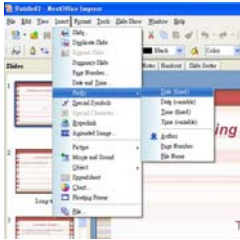


Fig. 14-14



Fig. 14-15

Presentation Background Templates

In NextOffice Professional Edition, we have included more than 40 professional presentation templates for usage as presentation background. To access the templates, select menu “File” → “New” → “Templates and Document” and then pick “Presentation Background” theme. (Fig. 14-16, 14-17)



Fig. 14-16



Fig. 14-17

A presentation can use multiple backgrounds. The steps are:

1. Select the slide which you would like to change its background.
2. Select menu “Format” → “Styles” → “Slide Design...” (Fig. 14-18)

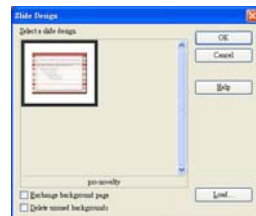


Fig. 14-18

3. Select “Load” to bring up the “Load Background” dialog box (Fig. 14-19), pick the “Presentation Background” theme and then pick your background. (Fig. 14-20)



Fig. 14-19

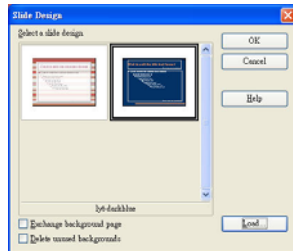


Fig. 14-20

The selected background will be loaded into your presentations and automatically selected. Finally, select <OK> to apply the background to your current slide.

Bundled Templates

NextOffice comes with many templates suitable for creating professional presentation and documents. Following is a brief description.

Presentation Skill Workshop

The presentation skill workshop provides you with some concrete tips on how to make your presentation more professional. To access the “Presentation Skill Workshop”, select menu “File” → “New” → “Templates and Document” and then pick “Skill Workshop” theme. (Fig. 14-21, 14-22)



Fig. 14-21

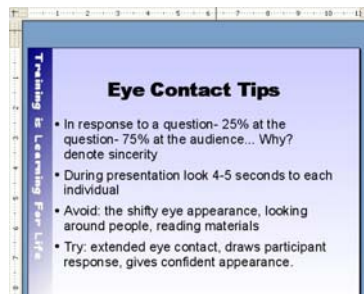


Fig. 14-22

Drawing Samples

Next Draw is very powerful. We have included more than 20 masterpieces created by a professional artist to demonstrate the capability of Draw. (Fig. 14-27, 14-28)



Fig. 14-27



Fig. 14-28