





## 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)

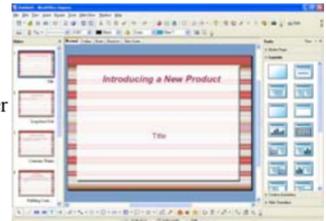


Fig. 14-11

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)

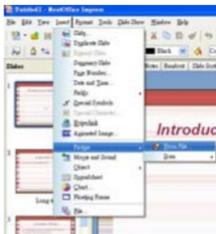


Fig. 14-12



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

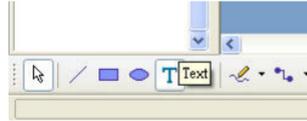


Fig. 14-15

## 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)

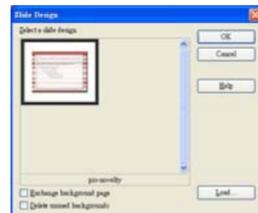


Fig. 14-18

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

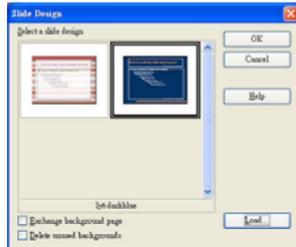


Fig. 14-20

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)

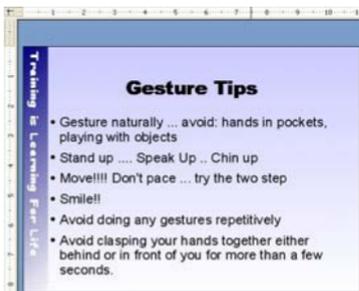


Fig. 14-21

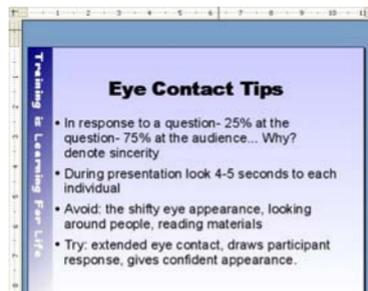


Fig. 14-22



## 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