

1

CHAPTER FOUR

Kingsoft Presentation 2012

Kingsoft Presentation is one of the components of Kingsoft Office 2012, the latest version of the Kingsoft Office Suite. Kingsoft Office is supported on Windows XP, Windows Vista and Windows 7 operating systems. Kingsoft Presentation 2012 includes a greater amount of animation effects, and is fully compatible with Microsoft PowerPoint animations as well. Kingsoft Presentation has also made great improvements in supporting different types of multimedia. Now featuring integrated access to Microsoft Windows Media Player, users can play audio and video files directly on their slides. Furthermore, Kingsoft Presentation 2012 provides advanced functions to help the user enhance their presentations in the most creative ways possible.

1 Basic Operation of Kingsoft Presentation

1.1 Introduction of Kingsoft Presentation

Kingsoft Presentation is a software program used to create presentations in the form of slides, These slides allow the user to organize and present information with text, picture, audio, or video files in a professional and presentable manner. As a software upgrade, Kingsoft Presentation 2012 not only inherits the advantages of the preceding version, but also provides a new and improved 2012 interface style. This new interface brings additional features aimed towards enhancing the user's experience. However, the classic interface style still remains for those users that prefer it. Now let's cover the Kingsoft Presentation functional interface and describe the main functions and basic operations of the software.

1.1.1 Kingsoft Presentation Environment

When you start Kingsoft Presentation, the main interface appears as shown in the following picture:

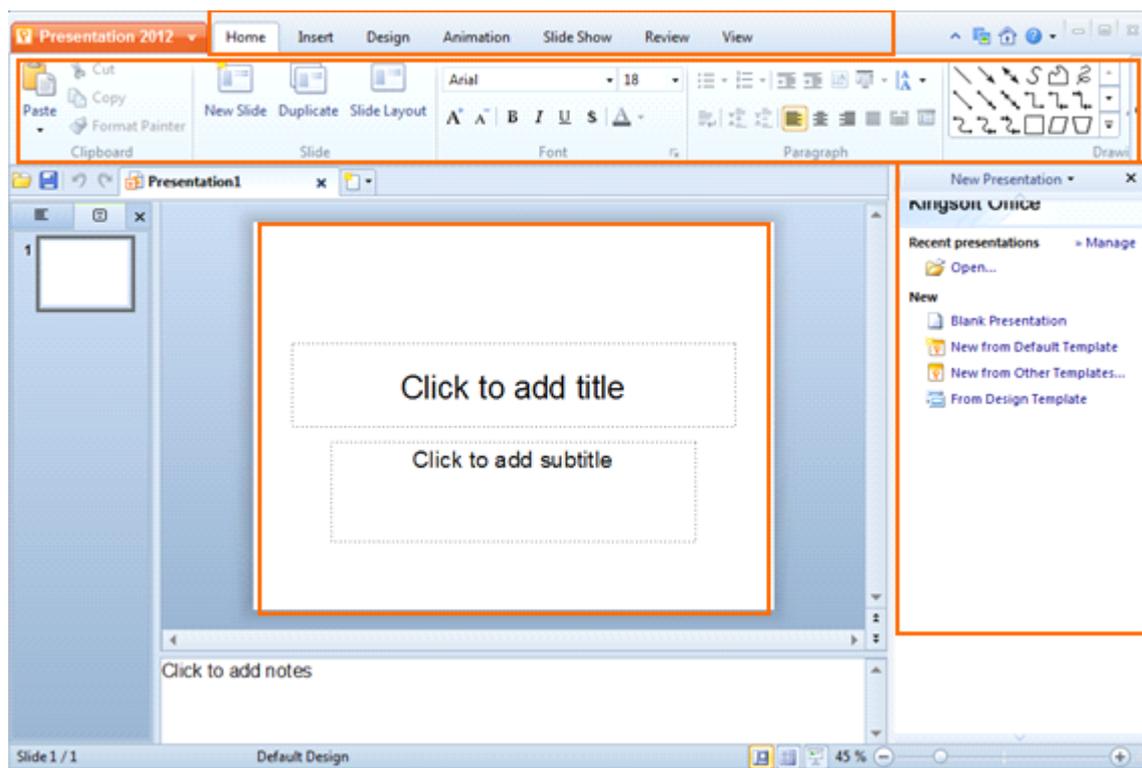


Figure 1.1—1 Kingsoft Presentation Main Interface

The window contains the **Application Program** menu, tabs, ribbon, root directory, slide editing area and task window.

- The ribbon displays the different functions of each respective tab.
- The root directory previews the thumbnails of each slide in a presentation.
- The slide editing area displays the slide that is currently being modified.
- The task window on the right side contains 11 kinds of task windows which include: **New**

Presentation, Clip Art, AutoShapes, Slide Layout, Slide Design-Design Templates, Slide Design-Color Schemes, Slide Design-Animation Schemes, Custom Animation, Slide Transition, Table Style and Backup Management.

1.1.1.1 Application Program Menu

The **Application Program** menu  is the red zone on the top left corner of the Kingsoft Presentation main interface. The Application Program menu includes the following functions: **New, Open, Close, Save, Save As, Print, Export to PDF, Send E-mail, Encrypt, Properties, Switch UI**, and so on. Next we will briefly introduce the less common features found under the Application Program menu.

1.1.1.1.1 Export to PDF

PDF has become a popular file format in network file sharing and exchange. In order to meet the users' need to save in PDF format, Kingsoft Office 2012 has made it possible to convert a Kingsoft Presentation file into a PDF file. Steps to export to PDF are as follows:

- (1) Click the **Application Program** menu  and select **Export to PDF**. An **Export Adobe PDF File** dialog box will appear.
- (2) Click **Browse** to choose the destination for the PDF you want to export.
- (3) Type the file name and choose the range of slides to export. You can choose to export all of the slides or a specific range of slides.
- (4) Click **Advanced** to configure more options such as **Export options** and **Permission settings**.
- (5) Click **OK** to begin converting your document to a PDF file.

Tip: The function Export to PDF can only be used on Windows 2000 operating systems and above.

1.1.1.1.2 Send E-mail

A presentation can be sent as an E-mail attachment directly from Kingsoft Presentation by following these steps:

- (1) Click the **Application Program** menu  and select **Send E-Mail**



. If you haven't saved the presentation, a **Save As** dialog box will pop up to prompt you to save the presentation. Enter a file name, and click **Save**.

- (2) In the **To** and **Subject** text boxes, type in the E-mail address of the recipient and the subject of your E-mail.
- (3) Click **Send**.

1.1.1.1.3 Document Encryption

If you need to protect the presentation with a password, you can encrypt your document by doing the following:

- (1) Click the **Application Program** menu  and select **Encrypt**. An **Options** dialog box will appear.
- (2) Type the password in to the **Password to open** text box.
- (3) Re-type the password in to the **Reenter password to open** text box to ensure the correct password is used.
- (4) Click **OK** to successfully to encrypt the document.

1.1.1.1.4 Properties

Click **Properties** under the **Application Program** menu . In the **Properties** dialog box, you can view the information relating to the presentation. Steps are as follows:

- (1) Click the **Application Program** menu and select **Properties**.
- (2) In the **Properties** dialog box, click the **General** tab which is shown in the following picture:

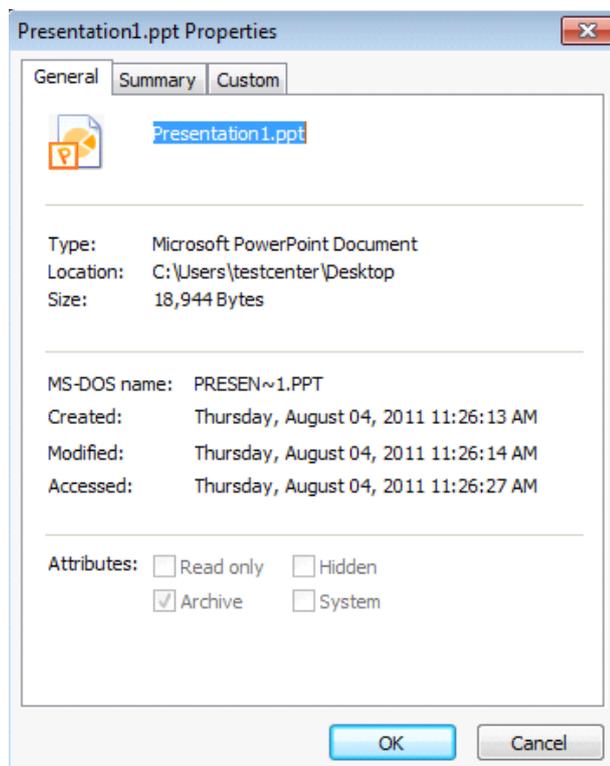


Figure 1.1—2 General Tab

- To modify or reset the properties, click the **Summary** tab.

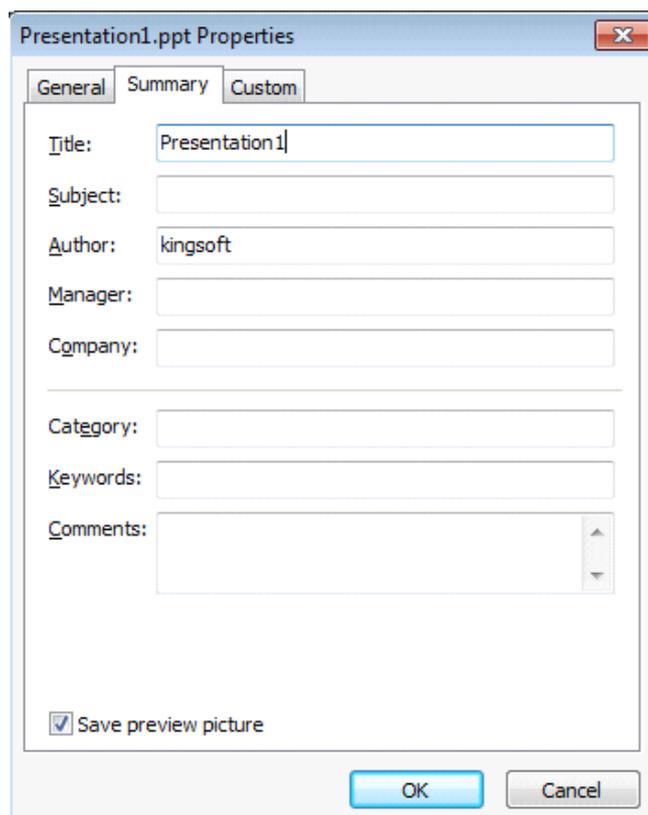


Figure 1.1—3 Summary Tab

- The **Custom** tab allows you to add more information and to further alter the properties of your presentation.

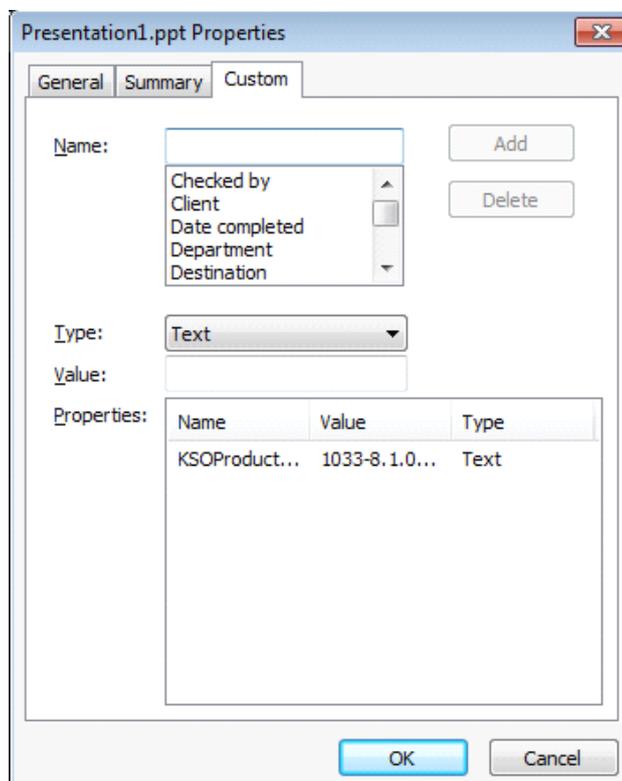


Figure 1.1—4 Custom Tab

You can also right-click the presentation icon in Windows to view the properties.

1.1.1.2 Document Switch UI

Under the **Application Program** menu  click **Switch UI** to switch the interface of Kingsoft Presentation.

1.1.2 Tabs

Kingsoft Presentation 2012 provides 13 tabs, which include 7 main tabs and 6 contextual tabs. The main tabs include: **Start, Insert, Design, Animation, Slide Show, View** and **Develop tools**. The contextual tabs include: **Table tools, Drawing tools, Picture Tools, WordArt, Print Preview** and **Master**. In Kingsoft Presentation, the contextual tabs can only be used when inserting a corresponding object.

1.1.3 Kingsoft Presentation Features

To get the most out of Kingsoft Presentation, you should better understand the features and special functions of Kingsoft Presentation. A better understanding of the program results in a better user experience as well as a more professional presentation.

1.1.3.1 Table Style

Kingsoft Presentation provides numerous table styles for all different types of presentations. Not only are the table styles customizable, but the fonts, borders, backgrounds, colors, and other aspects can be altered as well. With all of these options, Kingsoft Presentation has made it convenient for the user to create the slides they truly want. An example of this can be seen in the figure below:

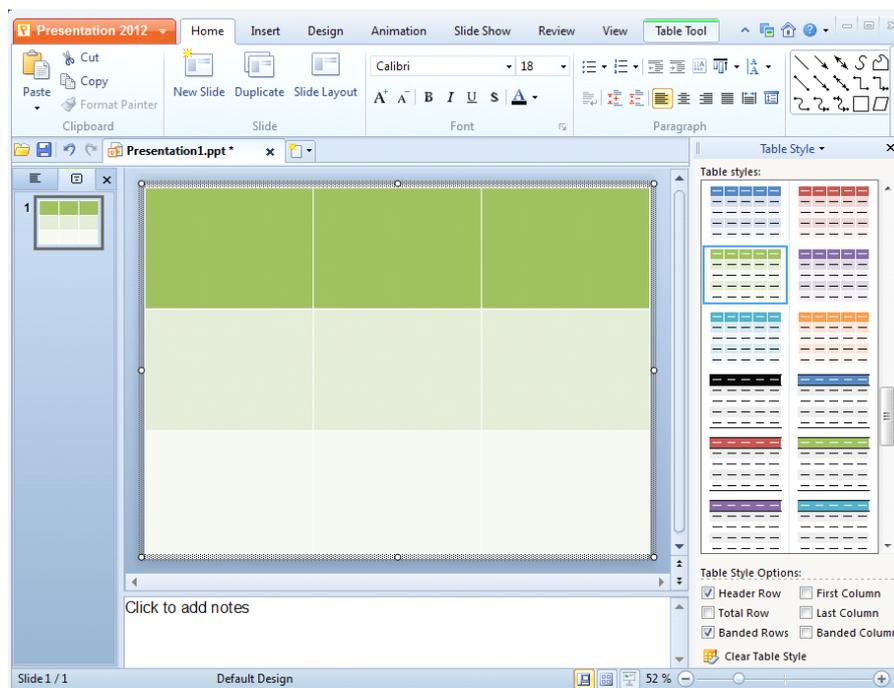


Figure 1.1—5 Table Style

1.1.3.2 Animation Sound Effect

Sound effects under the custom animation tab in Kingsoft Presentation allow the user to insert sounds such as applause, hammering, explosions, and other custom sound effects onto slides.

1.1.3.3 Highlighter

In Kingsoft Presentation, you can outline and punctuate text directly on the slide while it is being presented by using the Highlighter tool. It plays an important role in helping the speaker present his or her information more clearly. The Highlighter tool can be found in the lower left corner of the screen while a slide is being presented. This is displayed in the screen shot below.

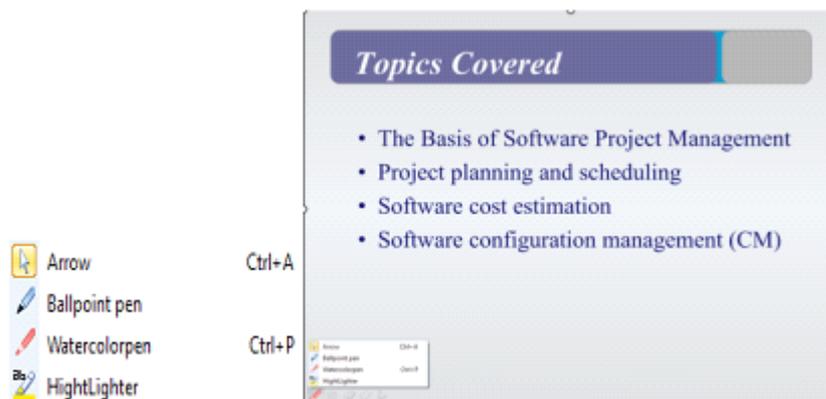


Figure 1.1—6 Highlighter Menu and its position

1.1.3.4 Double-screen Function

The double-screen function allows the user to take advantage of computer systems that support multiple monitors. An operation interface exclusive to the speaker is provided during his or her presentation, while the audience is only able to view the slide being presented. This function is most effective when using a system with two or more monitors connected. The double-screen function includes two modes:

- **Clone mode** synchronizes the display seen by the speaker and the audience.
- **Extended mode** keeps the speaker's user interface separate from what is being displayed to the audience. In this case, the audience can only view the slide being presented at the time.

1 Home Tab

1.1 Slide

A blank presentation should be used when first creating a presentation. A slide layout should then be selected. You can then begin to enter basic content onto the slides. You can customize these slides through the **Home** tab in the **Slide** group.

1.1.1 Create a Presentation

1.1.1.1 Create a Blank Presentation

You can choose the colors, style and other properties of a blank presentation. This allows more room for users to be creative and flexible with their imaginations.

There are three ways to create a blank presentation:

- Under the **Application Program** menu  click **New** . In the **New Presentation** task window, under **New**, click **Blank Presentation**.
- On the **Quick Access** toolbar, click **New** .
- Right click the blank space on the document tab and click **New Blank Presentation** under the shortcut menu.

1.1.1.2 Use the Ready-made Styles to Create a Presentation

The ready-made presentation slide styles can be used to create a presentation. These styles preset the fonts and background colors and therefore save the user some time while creating a presentation. These ready-made slide styles can also be customized to the users liking.

1.1.1.3 Use the Templates to Create a Presentation

Kingsoft Presentation_2012 provides multiple templates, which is convenient for creating all types of presentations. The steps to apply templates are as follows:

- (1) In the New Presentation task window, click **New from Other Templates**, and the **Templates** dialog box pops up.
- (2) Click a template tab of your choice and select a template from the templates list. You can then preview the corresponding template in the Preview window as shown below:

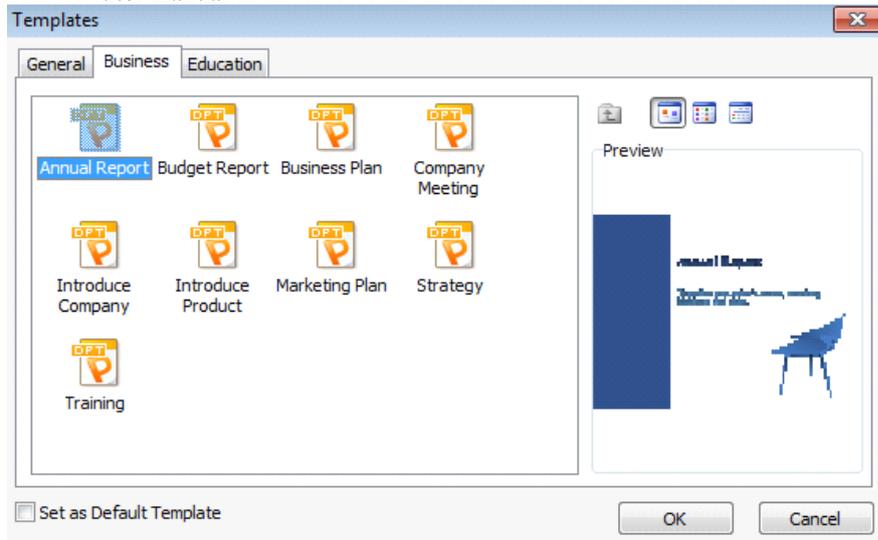


Figure 1.1-1 Templates Tab

- (3) Click **OK** to create a presentation with several slides automatically.

1.1.2 New Slide

There are two ways to insert a new slide into a presentation.

- On the **Home** tab, click **New Slide** .
- Right click the blank space in the slide thumbnails pane on the left and select **New Slide** under the shortcut menu.

1.1.3 Duplicate

You can create a duplicate slide of the selected slide. Steps are as follows:

- (1) Select the slide you want to duplicate
- (2) On the **Home** tab, in the **Slide** group, click **Duplicate**  to create a duplicate slide.

1.1.4 Slide Layout

The slide layout defines the alignment of the content on your slides. A layout contains placeholders that can hold text and other content as well. Applying slide layouts is a convenient way to get different arrangements on your slides.

1.1.4.1 Apply Slide Layout

When creating a presentation, it is important to choose an appropriate layout in order to make the slides more attractive.

Steps to apply a slide layout are as follows:

- (1) When you start Kingsoft Presentation, it will automatically create a blank presentation and

apply the **Title Layout** to the first slide, as shown in the following screenshot:

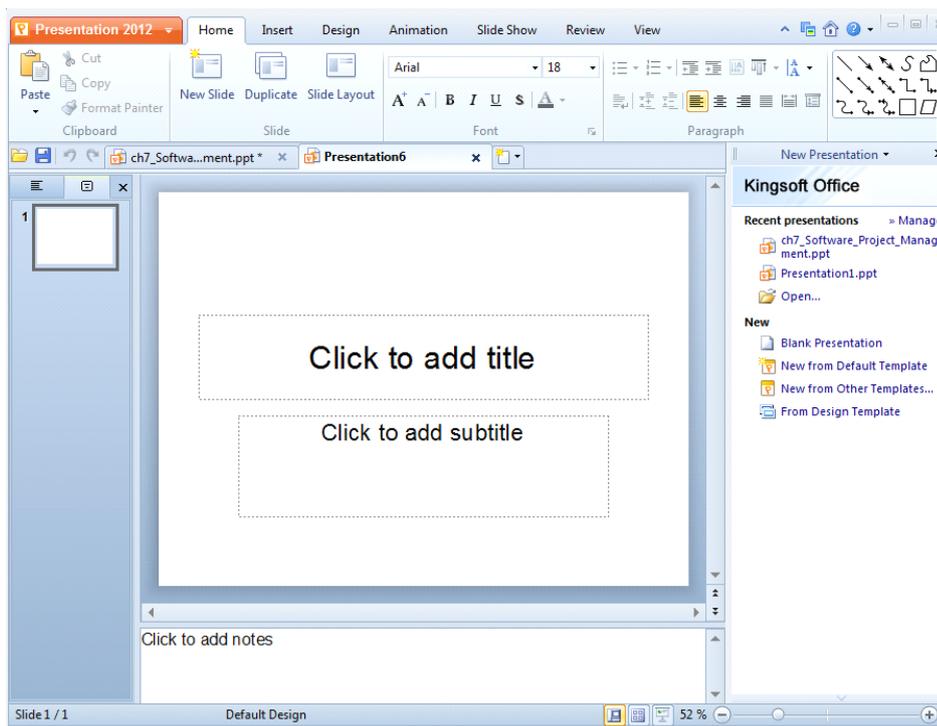


Figure 1.1-2 Blank Presentation

- (2) In this example, enter the text, "**Travel E-commerce System**" in the title placeholder (rectangular box), and "**GIS**" in the subtitle text placeholder as shown in the following screenshot:

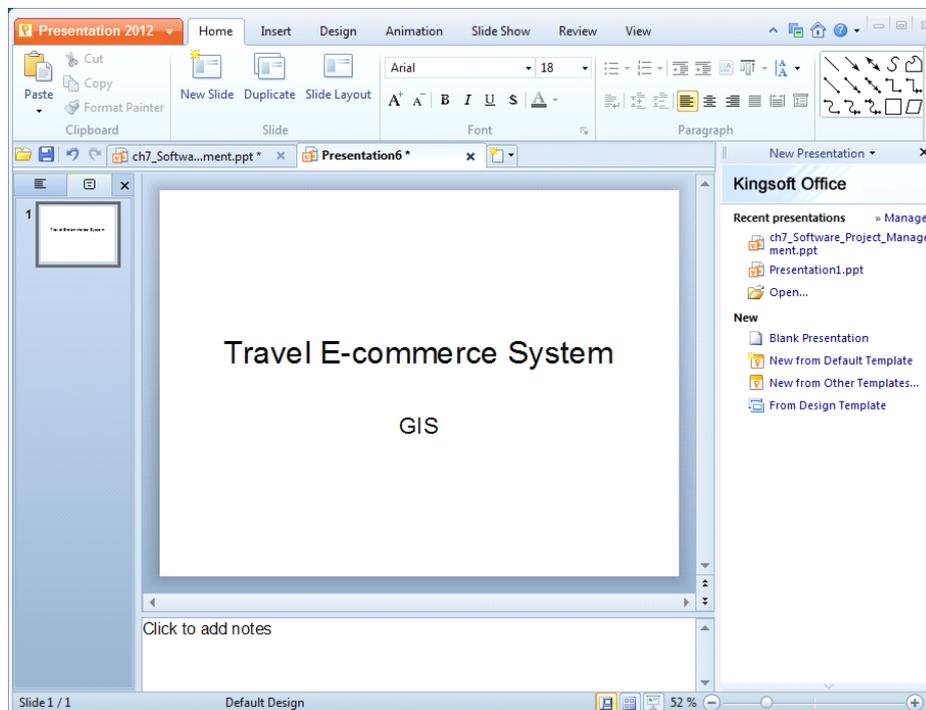


Figure 1.1-3 Type text in the Title and Subtitle

1.1.4.2 Types of Slide Layouts

Kingsoft Presentation contains four different categories of slide layouts, which provide a total of 30 automatic slide layouts to choose from. There is an appropriate layout for every type of presentation.

1. Text layouts

There are 6 types of text layouts that define the arrangement of the text.

- The **Title Slide** and **Title Only** layouts are used most often in introduction slides.
- The **Title and Text**, **Title and Vertical Text** and **Vertical Title Text** layouts are the most commonly used layouts for slides.
- The **Title and 2-Column Text** layouts are used to create a column effect.

A preview of the different text layouts is displayed in Figure 1.1-4.

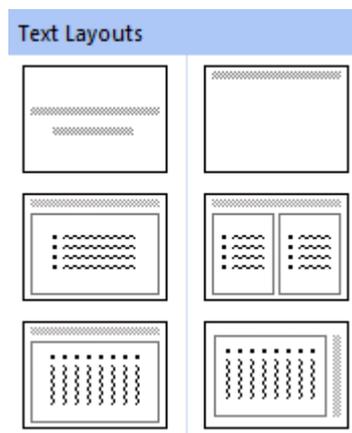


Figure 1.1-4 Text Layouts

2. Content Layouts

Kingsoft Presentation provides seven different content layouts that determine the layout of pictures, tables, graphs and other objects. You can use the **Blank** layout, which contains no placeholders for a more versatile design process. The **Content and Title** and **Content** layouts determine the layout of single objects, and the other layouts can control multiple objects. These layouts are shown in Figure 1.1-5.

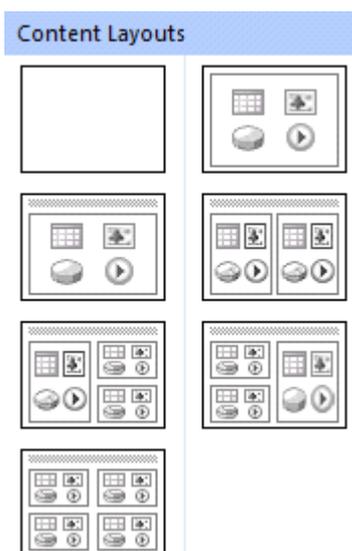


Figure 1.1-5 Content Layouts

3. Text and Content Layouts

There are seven kinds of text and content layouts. You can use them to define the layout of a combination of text and objects, as shown below in Figure 1.1-6.

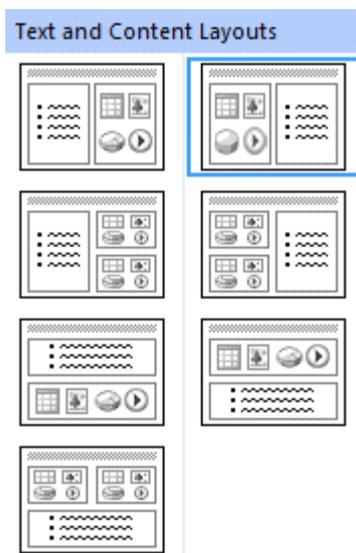


Figure 1.1-6 Text and Content Layouts

4. Other Layouts

There are 10 types of other layouts that are not included in the three categories mentioned previously. These layouts can be used to arrange animations, sounds, charts, tables, art clips and other types of content. These layouts are displayed in the following figure::



Figure 1.1-7 Other Layouts

1.2 Drawing

Kingsoft Presentation includes many types of tools that are capable of drawing linear objects such as: lines, rectangles, circles, arrows and so on. You can also adjust the arrangement and effects associated with these objects.

1.2.1 Draw Lines and Connectors

Take the following steps to draw lines and connectors:

- (1) On the **Home** tab, in the **Drawing** group, select the style of **Lines** or **Connectors** you desire from the list of AutoShapes. You can also click the drop-down arrow  next to the AutoShape list to select **Lines** or **Connectors**. This is shown in the following figure.

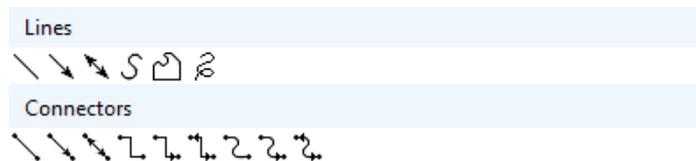


Figure 1.2—1 Lines and Connectors

- (2) Click the area where you want the shape to begin. Drag to draw and then click wherever you want the line or connector to end.

1.2.2 Draw a Comment Bubble

Comment bubbles are often used to mark or label the content, which can make your presentation more vivid and understandable. Steps to creating a comment bubble on your slide are as follows:

- (1) On the **Home** tab, and go to the **Drawing** group. select the type of comment bubble you want from the list of AutoShapes. You can also click the drop-down arrow  next to the AutoShape list to select the type of comment bubble you desire.
- (2) Click the area you want the comment bubble to appear. A blinking cursor indicates that text can be placed in the bubble. The shape of the bubble can be adjusted, and this can be seen in the figure below:

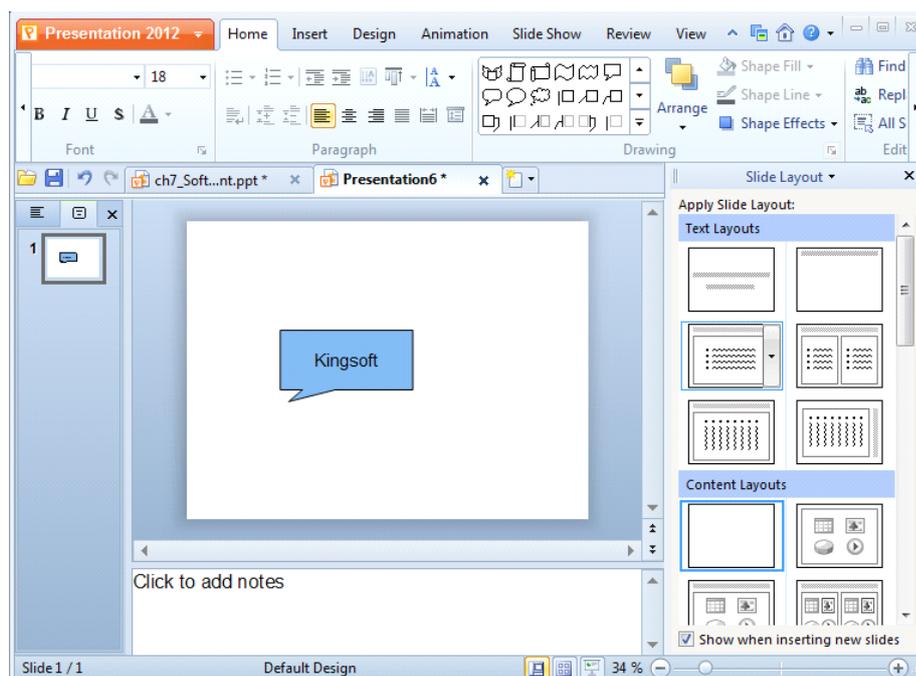


Figure 1.2—2 Draw a Comment

1.2.3 Insert an Action Button

- (1) On the **Home** tab and go to the **Drawing** group. Select the button you want from the list of autosshapes. You can also click the drop-down arrow  beside the AutoShape list to select different action buttons.
- (2) Click the slide to create an action button and an **Action Setting** dialog box will appear.

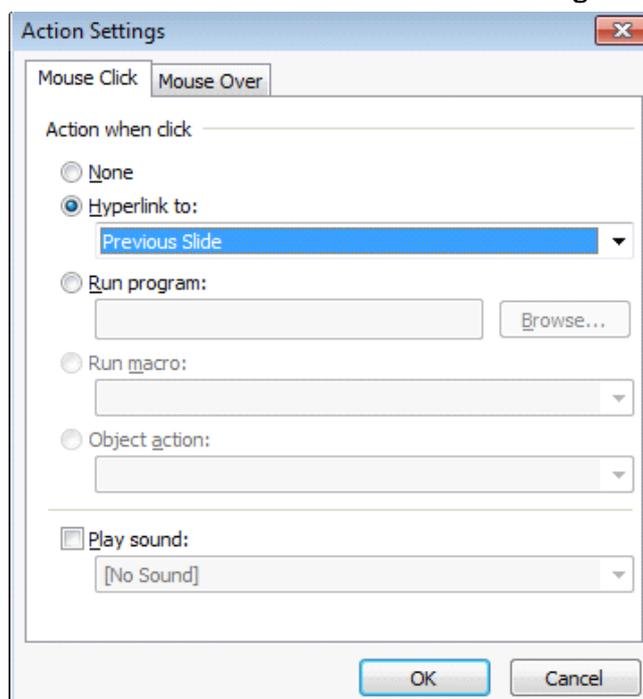


Figure 1.2—3 Action Settings dialog box

- (3) Select the **Mouse Click** or **Mouse Over** tab to determine the function of the action button..

- (4) Select **None** if you do not want any actions to be performed. To insert a hyperlink, click the drop-down arrow under **Hyperlink to** for different options.
- (5) To run a program upon a mouse click or mouse over, select **Run program** and click **Browse** to choose the desired program.
- (6) To play sounds, select **Play sound** and choose a sound from the drop-down menu provided.

1.2.4 Show or Hide the Grid

The grid is used as a reference to guide the position of contents on a slide. To show or hide the grid, locate the **Drawing** group, click **Arrange**, select **Align** from the drop-down list, and click **Show/Hide Grid**. This process is shown below.

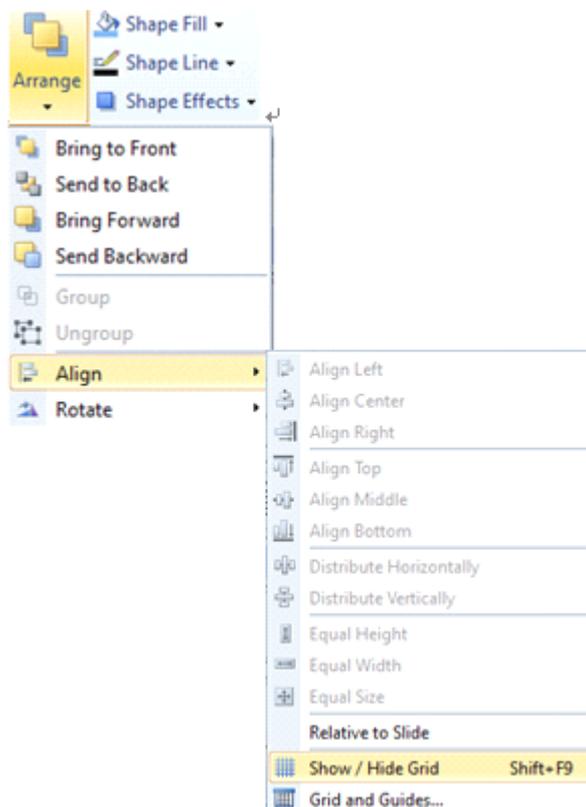


Figure 1.2—4 Show /Hide grid

Tips: The grid makes it convenient to measure and arrange objects accurately. Keep in mind that the grid does not appear when printing your slides.

1.2.5 Grid and Guides

The grid and guidelines work together to make aligning slide content quicker and more accurate. The guidelines can be moved and the grid can be adjusted so that objects will snap to it. The settings for the grid and guidelines can be reached by doing the following:

- (1) On the **Home** tab, in the **Drawing** group, click **Arrange**, **Align** and then select **grid/Guides** from the drop-down list. The **Grid/Guides** dialog box will appear.
- (2) The **Grid/Guides** dialog box will allow you to set the options for the grid and guidelines. It is shown in the following figure:.

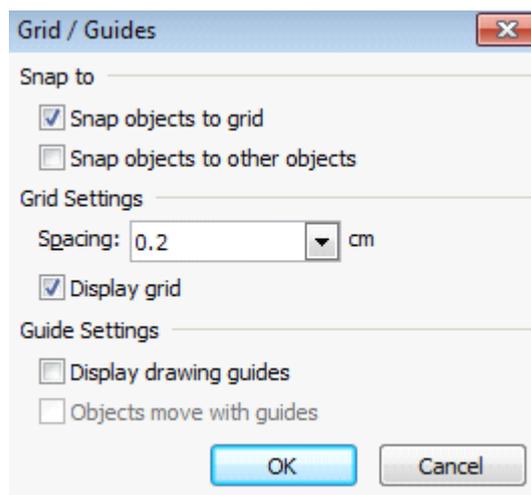


Figure 1.2—5 grid/Guides dialog box

- Move the guidelines by clicking and dragging them. The distance of the guidelines from the center of the slide will appear when they are being dragged.
- To add guidelines, click and drag a guideline to a new location. Repeat this process to add more guidelines.
- Delete guidelines by clicking and dragging them out of the slide
- To make objects snap on to the guidelines, right-click a blank area on the slide. Select **Grid and Guides** from the drop-down menu and a dialog box will appear. Under **Guide Settings**, check the option labeled as **Objects move with guides**. After enabling this option, any objects that are placed near the guidelines will automatically snap on to them. Changing the position of the guidelines will change the position of the attached objects. This is displayed in the following figure:

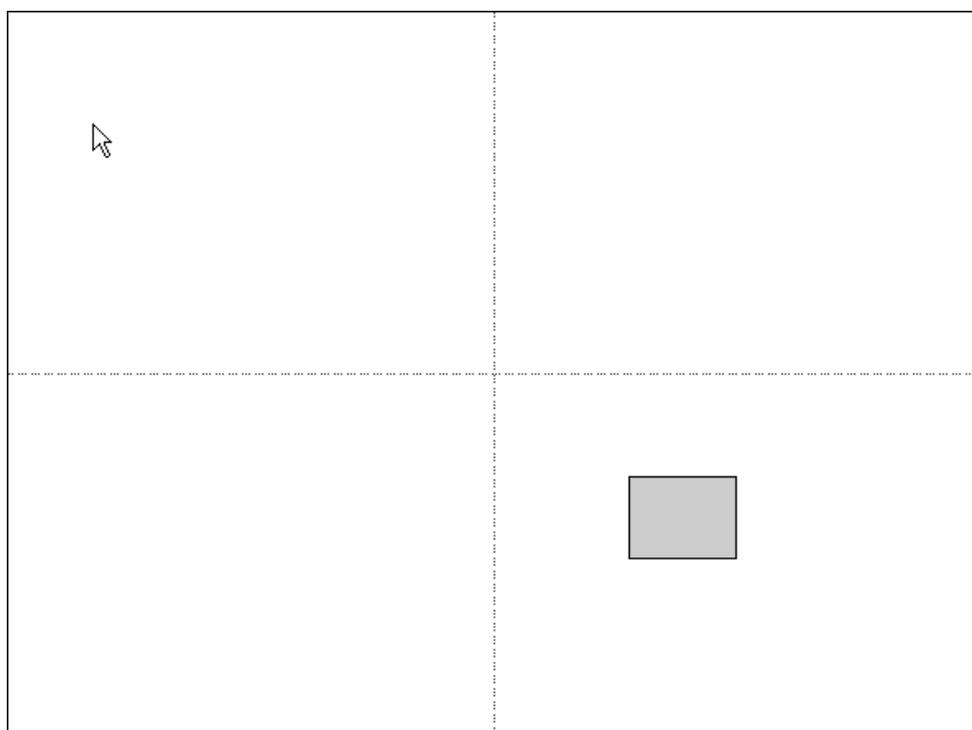


Figure 1.2—6 Objects Move with Guides

1.2.6 Markup

The speaker can use markups while they present their slides to an audience to emphasize key points. Markups can be used freely as shown by the red line pictured in figure below:

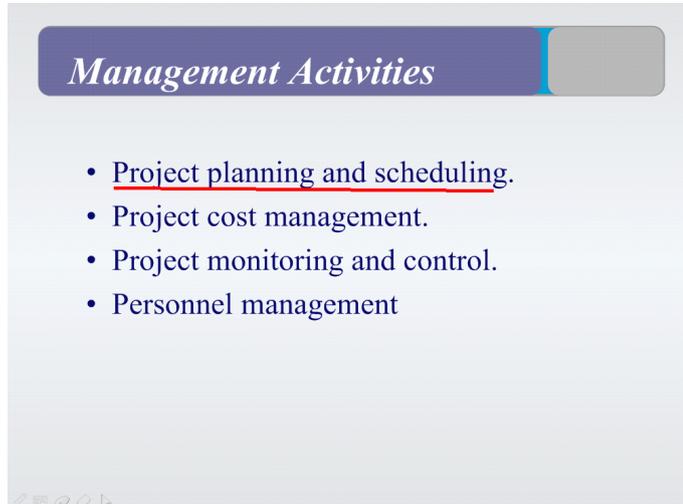


Figure 1.2—7 Markup

Markups that are used and saved while the slides are being presented cannot be deleted until the presentation is ended and the presenter edits his or her slides. Markups that are saved are categorized as special shape objects, which can be moved, copied, deleted, etc.

- To remove the markups on slides, take the following steps:
 - (1) Select the slides you want to remove the markups from.
 - (2) On the **Home** tab, in the **Edit** group, click **Markup**, and then select **Erase Markup on Slide**.
- To remove all of the markups from each slide of the presentation, do the following:
On the **Home** tab, in the **Edit** group, click **Markup**, and then select **Erase all Markups**.

2 Insert Tab

2.1 Link

In Kingsoft Presentation, hyperlinks act as objects and this enables slides to connect to web pages, emails and other files.

2.1.1 Action Settings

Actions can be added to a hyperlink after it is inserted. To do this, take the following steps:

- (1) On the **Insert** tab and go to the **Link** group, click **Action Settings** . Select it and an **Action Settings** dialog box appears as shown below:

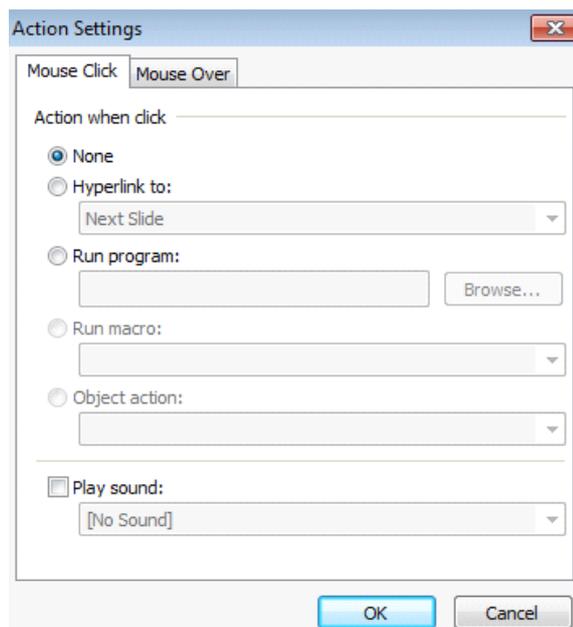


Figure 2.1—1 Action Settings dialog box

- (2) There are two tabs labeled as **Mouse Click** and **Mouse Over** in the **Action Settings** dialog box.
- To remove any actions or to use no actions, select **None**.
 - To insert a link to another slide, web page, file or presentation, select **Hyperlink to:** and choose from the options found on the drop-down list.
 - To run a program, select **Run program** and use the **Browse** button to choose the desired program.
 - To play a sound, select **Play sound** and choose from the options found on the drop-down list.

2.2 Text

2.2.1 Word Art

2.2.1.1 Insert WordArt

WordArt is a simple and convenient way to add special effects to text. Below are a few examples of the versatility provided by WordArt:



Figure 2.2—1 WordArt

Steps to insert WordArt on slides are as follows:

- (1) On the **Insert** tab, in the **Link** group, click **WordArt** .
- (2) Choose from the different WordArt styles found in the **WordArt Gallery** and click **OK**.
- (3) In the Edit WordArt Text dialog box, insert the text you want to be changed into WordArt.
- (4) You can further customize your WordArt by doing the following:
 - To change the font type, select a font type from the **Font** list.
 - To change the font size, select an appropriate size from the **Size** list.
 - To make the text bold, click the  button.
 - To make the text italic, click the  button.

2.2.1.2 Word Art Tools

The **WordArt** tab appears when the user selects any form of WordArt. This tab allows you to choose the effects, shape, alignment and other features of the selected WordArt.

1. Insert WordArt

On the **WordArt** tab, click **WordArt**  and insert a WordArt again. Steps are as follows:

- (1) Select a WordArt that has already been created.
- (2) On the **WordArt** tab, in the **WordArt** group, click **WordArt** . The **WordArt Gallery** dialog box will appear as pictured below:



Figure 2.2—2 WordArt Gallery dialog box

- (3) In the **WordArt Gallery** dialog box, select a WordArt style and click **OK**.
- (4) In the **Edit WordArt Text** dialog box, type the words to be converted into WordArt and set the font, size and font format.
- (5) Click **OK**.

2. Edit WordArt Text

Under the **WordArt** tab, select **Edit Text** to modify the text. Steps are as follows:

- (1) Select the WordArt you wish to edit.
- (2) On the **WordArt** tab, in the **WordArt** group, click **Edit Text** .
- (3) Insert the text you desire in to the **Edit WordArt Text** dialog box.
- (4) Click **OK**.

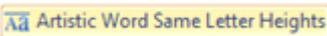
You can also double-click the selected WordArt to edit the text in the **Edit WordArt Text** dialog box.

3. WordArt Character Spacing:

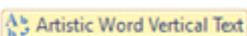
To adjust character spacing, select **WordArt Character Spacing**. Steps are as follows:

- (1) Select the WordArt you wish to modify.
- (2) On the **WordArt** tab, in the **WordArt** group, click **WordArt Character Spacing**  and choose between the five character spacing options on the drop-down list. These options include: **Very Tight**, **Tight**, **Normal**, **Loose**, and **Very Loose**.
- (3) To manually customize the character spacing, select **Custom** and enter the amount of spacing in to the prompt box.
- (4) Click **OK**.

4. Artistic Word Same Letter Heights

Click the **Artistic Word Same Letter Heights**  button to adjust the letters in the selected WordArt graphic to the same height.

5. Artistic Word Vertical Text:

Click the **Artistic Word Vertical Text**  button to change the text direction of the

selected WordArt. This feature changes horizontal text into vertical text.

6. WordArt Alignment

Select **WordArt Alignment**  and choose the alignment you desire from the drop-down list. Kingsoft Presentation provides six kinds of alignment options shown in Figure 2.2-3.

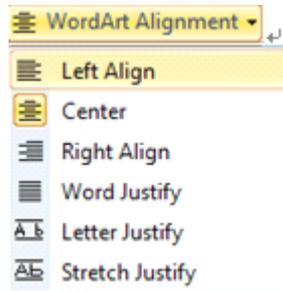


Figure 2.2—3 WordArt Alignment list

7. WordArt Styles

The functions of the **WordArt Styles** found under the **WordArt** tab are as follows:

- **WordArt Gallery:** Select this to open the WordArt Galley dialog box.
- **WordArt Fill:** Choose the color and effect of the WordArt from the drop-down list
- **WordArt Line:** Choose the color and shape of the WordArt line from the drop-down list.
- **WordArt Shape:** Choose the shape of the WordArt from the drop-down list.

2.2.2 Date and Time

Steps to add the date and time to slides are as follows:

- (1) Position the insertion point of the placeholder or text box where you want to add the date and time.
- (2) On the **Insert** tab, for the **Text** group, click **Date and Time** . **Date/Time** dialog box pictured below will appear.

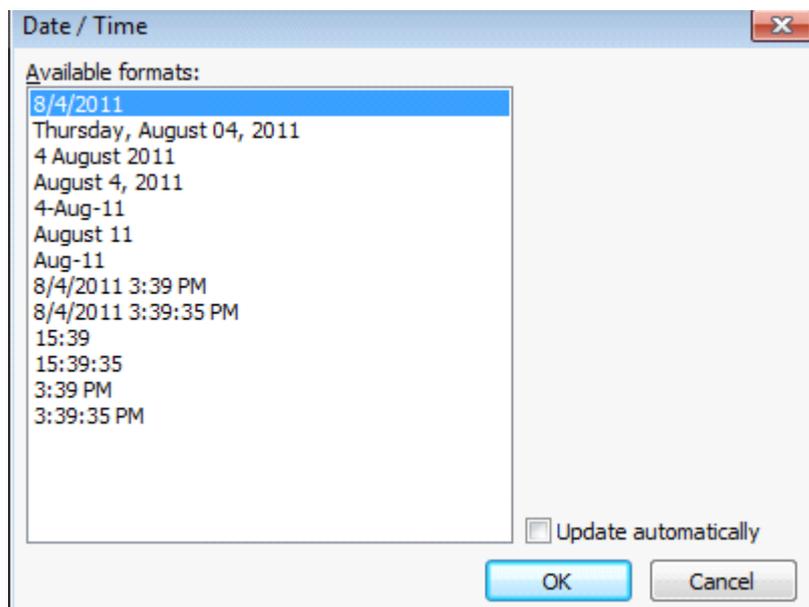


Figure 2.2—4 Insert Date and Time

- (3) Select the date and time format you desire from the **Date/Time** dialog box.
- (4) Click **OK**.

2.2.3 Slide Number

Steps to add the slide number to slides are as follows:

- (1) Position the insertion point of the placeholder or text box where you want to add [the](#) slide number.
- (2) Onfound the **Insert** tab,in the **Text** group,click **Slide Number**.

Tips: To add the slide number, date or time to each slide, go to the **Insert** tab and look in the **Text** group for the **Header and Footer**. options. The slide number, date and time are positioned at default placeholder locations on each slide. The positions of these placeholders can be altered in the slide master.

2.3 Media

In Kingsoft Presentation, the media content that can be inserted on to slides include sounds, movies, flash files, and other objects. Their playing modes can be set so that the media plays automatically or when clicked.

2.3.1 Movie

Unlike pictures and shapes, movies are linked to the presentation slides rather than embedded. This means a link to the location of the movie will be created when it is inserted on to the slide. Therefore, if the location of the movie is changed, the slide will not be able to find or play the movie. Moving or copying the movie file into the same folder as the presentation itself can avoid this problem.

A trigger effect will be added when inserting a movie. This effect allows the presenter to play and pause the movie with a click of the mouse button while the slide is being presented.

2.3.1.1 Insert movie

The following steps will guide you in inserting a movie on to your slides:

- (1) Select the slide that you want to insert a movie on to.
- (2) On the **Insert** tab for the **Media** group,click **Movie** . An **Insert Movie** browsing box will appear as shown below. Select the movie you wish to insert and click **Open**.

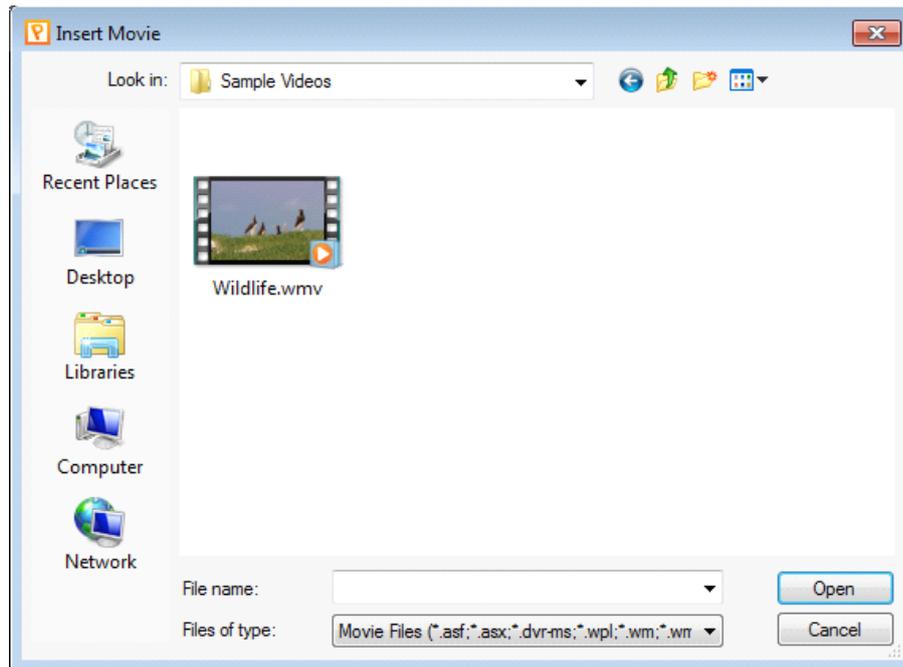


Figure 2.3—1 Insert Movie dialog box

- (3) A dialog box pops up which offers two ways for you to start the movie, **Automatically** or **When Click**, as shown below.

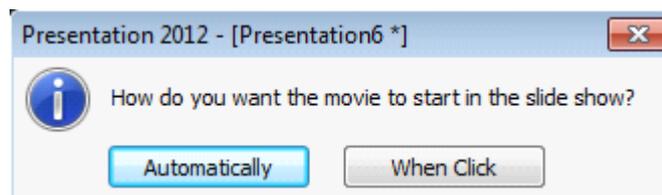


Figure 2.3—2 Prompt for how the movie will be played

2.3.1.2 Play movie

Right click the movie you have inserted and select **Play Movie** on the quick access menu.

2.3.1.3 Edit movie

Right click the movie, select **Edit Movie Object** on the shortcut menu and a **Movie Options** dialog box will appear as shown below:

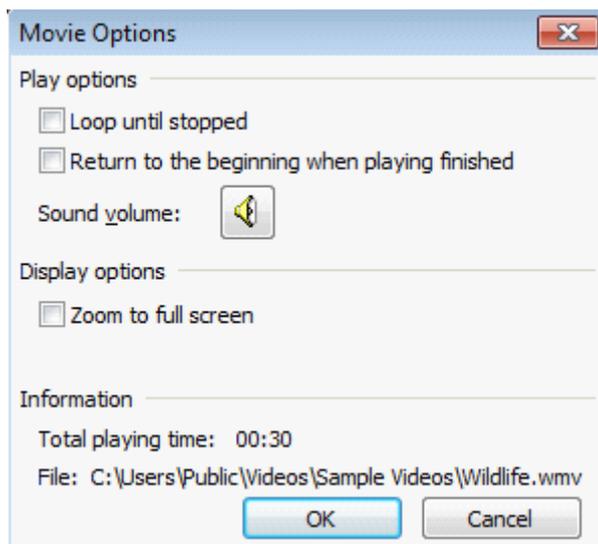


Figure 2.3—3 Movie Options dialog box

- Select **Loop until stopped** to play the movie in a continuous loop.
- Click the **Sound volume**  button and slide the bar to adjust the volume of the movie.
- Select **Zoom to full screen** to play the movie in full screen.

2.3.2 Sound

2.3.2.1 Insert Sound

- (1) Select the slide you want to insert sound on to.
- (2) On the **Insert** tab, in the **Media** group, click **Sound** .
- (3) In the **Insert Sound** browsing box, select the sound you want and click **Open**.

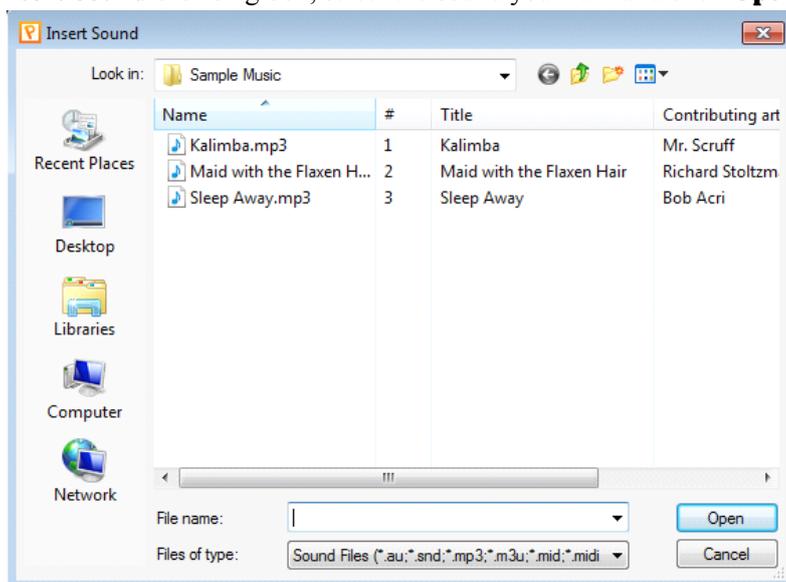


Figure 2.3—4 Insert Sound dialog box

- (4) A dialog box pops up which offers two ways to play the sound, **Automatically** or **When Click**. Figure 2.3-5 displays this dialog box.

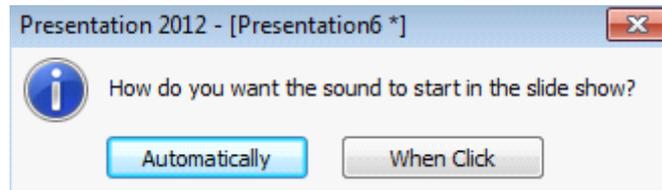


Figure 2.3—5 Prompt on method of playing the sound

- (5) When sound is added to a slide, an audio icon  appears on the slide.

2.3.2.2 Play Sound

Right-click the sound and select **Play Sound** on the quick access menu.

2.3.2.3 Edit the Sound

- (1) Right-click the sound, select **Edit Sound Object** on the quick access menu and a **Sound Options** dialog box appears.

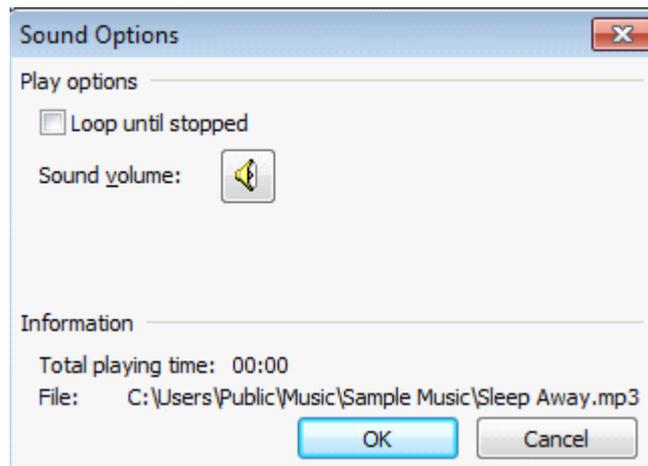


Figure 2.3—6 Sound Options dialog box

- (2) Select **Loop until stopped** to loop the sound continuously.
- (3) Click the Sound volume  button and slide the bar to adjust the volume.
- (4) Click **OK**.

2.3.3 Flash

Insert flash files on to slides by following these steps:

- (1) Select the slide you wish to insert flash on to.
- (2) On the **Insert** tab, for the **Media** group, click **Flash** .
- (3) In the **Insert Flash Animation** dialog box, select the desired flash file and click **Open**.

Tips: You can copy, cut, paste and group flash animations as objects.

2.3.4 Background Music

To play music when presenting your slide show, insert background music by following the steps below:

- (1) On the **Insert** tab, for the **Media** group, click **Background Music** .
- (2) In the **Insert background music for the current slide** dialog box, select the music file you wish to use and click **Open**.
 - If the slide you have currently selected is your first slide, inserting background music will apply it accordingly
 - If the slide you have currently selected is not your first slide, inserting background music will also apply it to the selected slide. However, a prompt will appear and it will tell you that the slides preceding the selected slide are without background music. It gives you the option to add background music to the preceding slide. This is shown in the figure below:

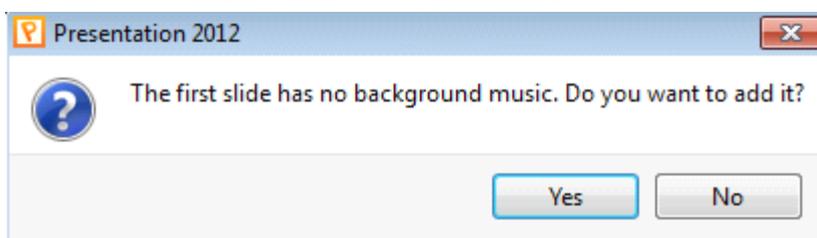


Figure 2.3—7 Add the background music to the first slide

- (3) Click **Yes** to add background music to the preceding slide.

An audio icon will appear on the slide after inserting background music.

Different types of background music can be used in a presentation, but only one type of background music can be used per slide.

Background music plays only when the slides are being presented.

2.3.4.1 Preview the Background Music

Right-click the music icon  and select **Play Sound** on the shortcut menu to preview background music. Double-clicking the icon to preview the background music works as well.

2.3.4.2 Edit the Background Music

Right-click the music icon  and select **Edit Sound Object** on the shortcut menu. The Sound Options dialog box should appear as shown below:

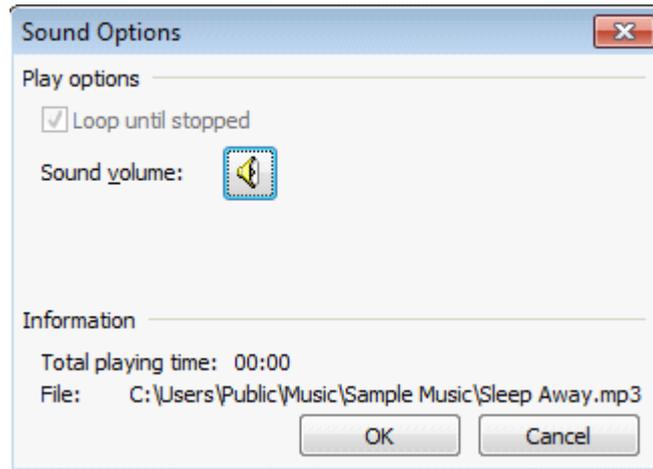


Figure 2.3—8 Sound Options dialog box

Click the **Sound volume**  button and slide the bar to adjust the volume of the background music.

2.3.4.3 Delete Background Music,

To delete the background music, simply delete the audio icon from your slide. You can insert new background music to replace it or overwrite it.

3 Design

3.1 Page Setup

On the **Design** tab, click **Page Setup**  to configure page settings. Figure 3.1-1 features the Page Setup dialog box.

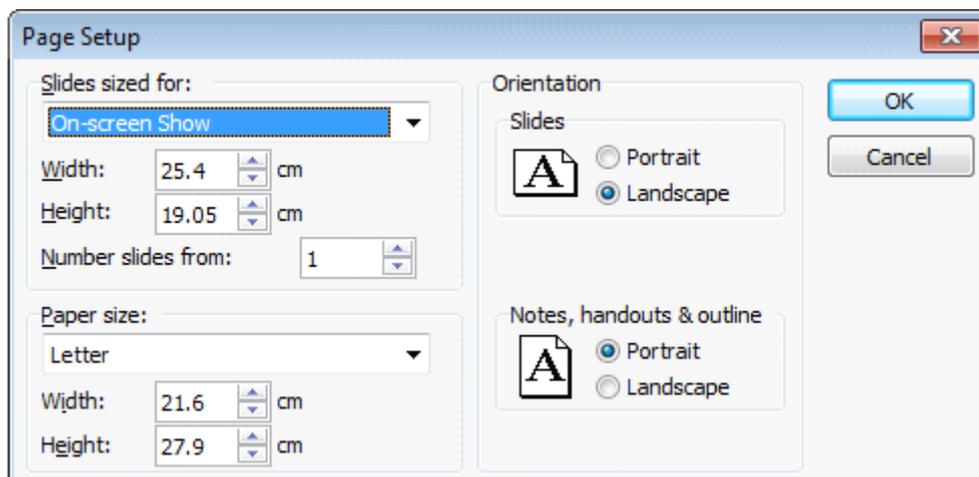


Figure 3.1—1 Page Setup dialog box

3.2 Design Templates

Design templates change the entire look of your presentation by implementing different background graphics, color schemes, fonts, bullet points, place holders, and more.

Kingsoft Presentation provides several different design templates for the user to choose from.

3.2.1 Apply Design Templates

Look under the **Design** tab within the **Design Templates** group to select a template for your presentation. Figure 3.2-1 below shows some of the available templates in Kingsoft Presentation.



Figure 3.2—1 The Design Templates group

To select design templates in the task window, follow these steps:

- (1) On the **Design** tab, in the **Design Templates** group, Click **Design Templates** . (If the Slide Design task window is open, click **Slide Design-Design Templates**)
- (2) To apply a design template to all of the slides, click the template you want to apply. An alternative is to click the drop-down arrow in the task window and select **Apply to All Slides** as shown below:

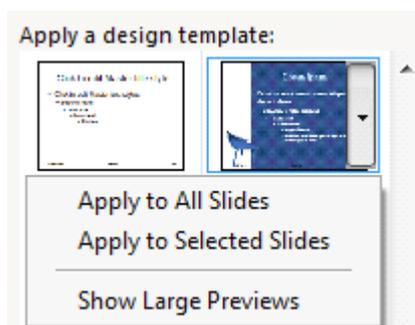


Figure 3.2—2 Apply to All Slides

- (3) To apply a design template to a single slide, select the slide and locate the template in the task window. Click the arrow to select **Apply to Selected Slides**.

Tips:

- To view a larger preview of a design template, select a template and click the arrow to select **Show Large Previews**.
- To view the design templates that are not shown in the task window, click **Browse** at the bottom of the task window.
- To apply a **Blank** design template, go to the task window and click the first template named **Default Design** under **Available For Use**.

3.3 Color Scheme

Color schemes can be applied to one or all slides in a presentation. They set specific colors for different aspects of your presentation to create a streamlined look and feel for your presentation.

Color schemes control the colors of eight different features of each slide in the presentation. These features include, but are not limited to the **Background, Text and Lines, Shadows, Title Text, Fills, Hyperlinks,** and **Accents**. The colors of each of these features will automatically be set when a specific color scheme is chosen. A brief description of the features controlled by Color schemes is as follows:

- **Background:** The background is the canvas for each and every slide. It is a critical feature in slide design.
- **Text and Lines:** All objects created with the text tool and drawing tools are included in this category. It is important to choose a color that contrasts with the background.
- **Shadows:** Shadows enhance the display of objects on slides. It is better to have a darker shadow color compared to the background in order to highlight the shadow effect.
- **Title Text:** Like text and lines, the title text color should contrast with the background in order to be noticeable.
- **Fills:** Fills set the color of basic shapes and other objects created with the drawing tool.
- **Accent:** Accents are used to highlight important text and can be used to emphasize key points.
- **Accent and hyperlink:** These accents control the colors of hyperlinks.
- **Accent and followed hyperlink:** These accents control the colors of hyperlinks that have already been clicked.

3.3.1 Apply Color Schemes

Take the following steps to apply color schemes:

- (1) On the **Design** tab, in the **Design Templates** group, Click **Color Scheme**  and the **Color Schemes** task window will appear as shown below.

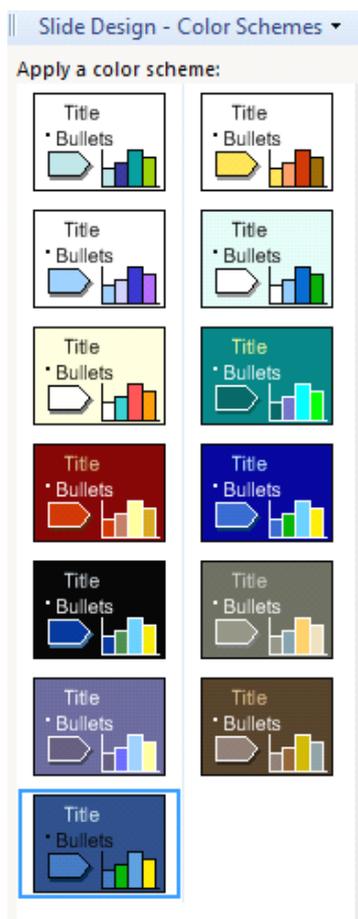


Figure 3.3—1 Color Schemes

(2) Choose a color scheme from the **Apply a color scheme** list box.

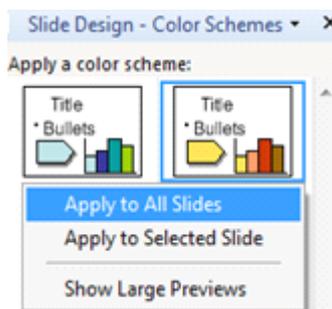


Figure 3.3—2 Apply Color Scheme

- To apply a color scheme to all of the slides, select the color scheme or click the arrow next to the color scheme and select **Apply to All Slides**
- To apply a color scheme to a single slide, click the arrow next to the color scheme and select **Apply to Selected Slide**.
- To apply a color scheme to multiple selected slides, select the slides and click the arrow next to the color scheme and select **Apply to Selected Slide**.

3.3.2 Custom Color Scheme

Color schemes can be customized to fit the needs of every user. If the default color schemes do not suffice, users have the option to create their own.

Steps to creating a custom color scheme are as follows:

- (1) On the **Design** tab, in the **Design Templates** group, click **Color Scheme**, and then click **Slide Design-Color Schemes** to make the task window appear.
- (2) Select a color scheme to edit in the task window.
- (3) Click **Edit Color Schemes** at the bottom of the task window.

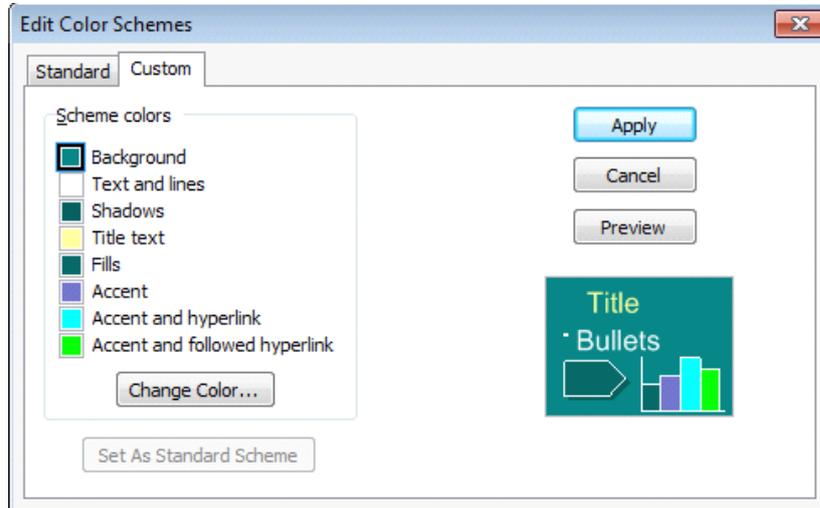


Figure 3.3—3 Custom Color Schemes

- (4) Click the **Custom** tab in the **Color Schemes** dialog box.

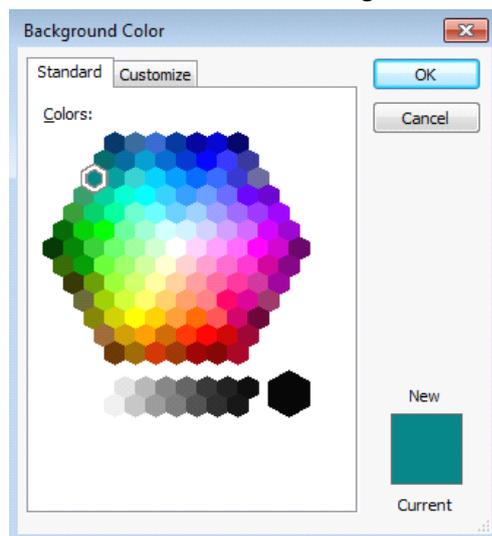


Figure 3.3—4 Change the Color of Color Schemes

- (5) Choose the colors for the **Background, Text and Lines, Shadows, etc.** You can customize the colors for eight different aspects of the color scheme
- (6) Click OK to save the changes.
 - The custom scheme can be added to the standard color schemes tab for future use by selecting **Set as Standard Scheme**.
 - Selecting **Apply** will place the color scheme on all of the slides in the current presentation.

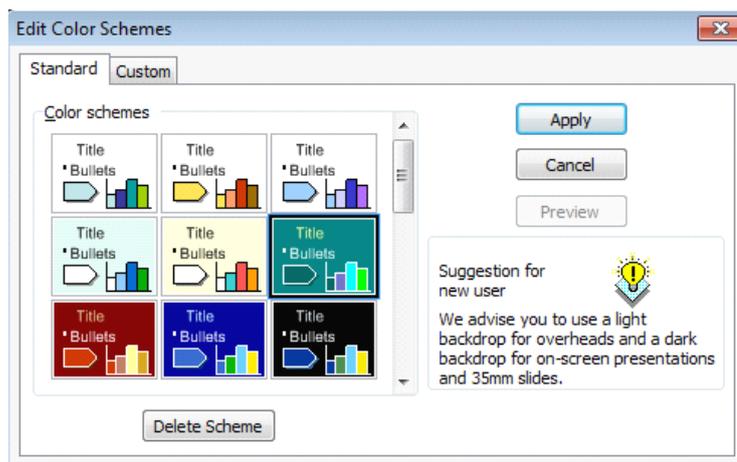


Figure 3.3—5 Manage the Color Schemes

3.4 Background

The background color and design can be changed on every slide. These background changes can be applied to every slide for your convenience.

3.4.1 Change the Slide Backdrop

- (1) On the **Design** tab, in the **Background** group, click the **Backdrop**  button and the **Backdrop** dialog box will appear.

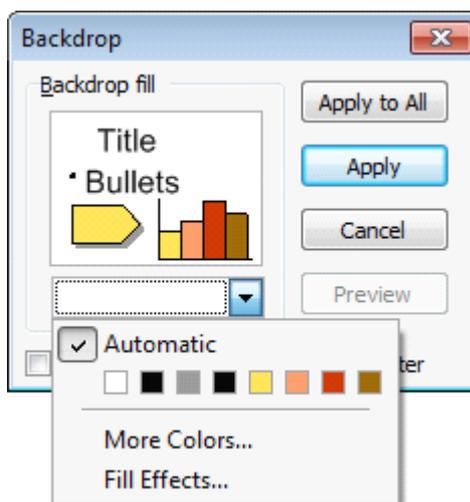


Figure 3.4—1 Backdrop Design

- (2) In the **Backdrop** dialog box, click the arrow under **Backdrop fill** and you will be presented with the following options:
 - To select a color from the color scheme, choose one of the eight colors displayed.
 - To select a color outside of the color scheme, click **More Colors**. Choose a color from either the **Standard** tab or the **Customize** tab and click **OK**.

- To change the gradient, texture, pattern or picture, click **Fill Effects**. The following menu should appear:

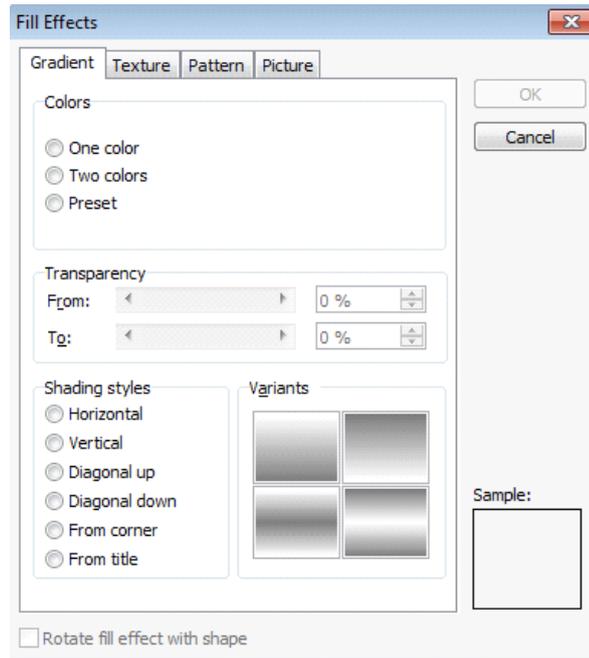


Figure 3.4—2 Fill Effects

- To apply a gradient to the backdrop, go to the **Gradient** tab and select a color style, transparency, and shading style. Click OK to apply the changes.
- To apply a texture to the backdrop, go to the **Texture** tab and select a texture. Custom textures can be applied by selecting a file with the **Other Texture** button. Click OK to apply the changes.
- To apply a pattern to the backdrop, go to the **Pattern** tab and select a pattern, foreground and background color. Click OK to apply the changes.
- To use a picture for the backdrop, go to the **Picture** tab and select a picture file through the **Select Picture** button. Click OK to apply the changes.

4 Animation

4.1 Custom Animation Effects

Kingsoft Presentation offers several animation effects that can be placed on text, pictures and other content. These animation effects are easy to add to the presentation and allow the presenter to make each and every slide unique.

The settings of each animation effect can be adjusted to fit all types of needs. These settings allow the presenter to customize the motion path, speed and duration of each animation effect.

If there are animation effects on a slide, they will appear in order and can be rearranged within the **Custom Animation** task window.

Tip: Animation schemes can be used to simplify and hasten the designing process of animation effects.

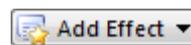
4.1.1 Types of Custom Animation

There are three general categories for custom animation effects in Kingsoft Presentation.

- There are 52 different **Entrance Effects** which control how objects initially appear on the slides.
- There are 31 different **Emphasis Effects** which control the actions that objects perform on the slides.
- There are 52 different **Exit Effects** which control how objects leave the slides.

4.1.2 Add Animation to Text or Objects

Steps to inserting an animation effect are as follows:

- (1) Choose a slide containing text or other objects. Select the text or objects you wish to add animations to.
- (2) On the **Animation** tab, in the **Animation** group, click **Custom Animation**  and the **Custom Animation** task window will appear.
- (3) In the **Custom Animation** task window, click the **Add Effect**  button and the following options will become available from a drop-down list:
 - Choose **Entrance** from the drop-down list to make an object enter the slide with an animation effect.
 - Choose **Emphasis** from the drop-down list to make an object perform a special effect.
 - Choose **Exit** from the drop-down list to make an object exit the slide with an animation effect.
 - Choose **Motion Paths** to designate a specific path for an object to follow on the slide.

Tips

- After applying animation effects to objects, number markers appear on the objects. These markers indicate the order that the animations occur and the ordered list can be found in the task window. These markers will not be shown when the presentation is in Slide Show mode.
- Selecting **Play** in the **Custom Animation** task window will show a preview of the animations.
- Click the **Slide Show button** to preview the slide in Slide Show mode with all of the animation effects included.

4.1.3 Modify Animation of Text or Objects

On the **Animation** tab, in the **Animation** group, click the **Custom Animation**  button. The **Custom Animation** task window will appear on the right. Another method of doing this is to select the object to be modified, right-click it and choose the **Custom Animation** from the drop-down list. Modifications can be made from the **Custom Animation** task window.

- Modify when animation effects are triggered by choosing between the three **Start** options: **When Click**, **With Previous** and **After Previous**. **When Click** will trigger the animation effect when the presenter clicks the mouse. **With Previous** will trigger the animation effect to occur at the same time as the animation effect preceding it. **After Previous** will trigger the animation effect to occur after the

animation effect preceding it has finished.

- Modify the direction objects enter or exit the slide from with the **Direction** option. Some animation effects do not have this option available due to the nature of the animation effect.
- Modify the time necessary for an animation effect to occur with the **Speed** option. The available options are: **Very Slow, Slow, Medium, Fast and Very Fast**. Figure 4.1-1 displays these options.

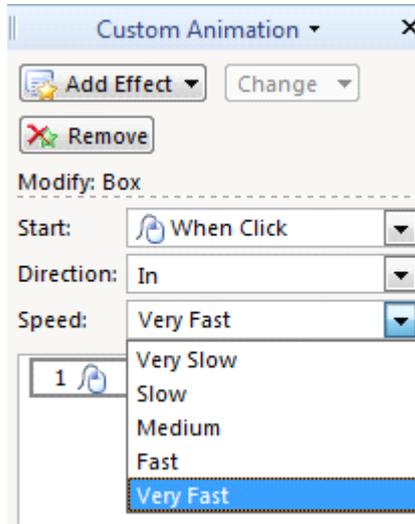


Figure 4.1—1 Custom Animation

The following steps describe another method of modifying the **Speed**:

- (1) On the **Animation** tab, in the **Animation** group, click **Custom Animation** .
- (2) Select the animation effect to be modified in the **Custom Animation** task window and click the drop-down arrow.
- (3) Click **Show Advanced Time Line** from the drop-down list and the result should resemble Figure 4.1-2.

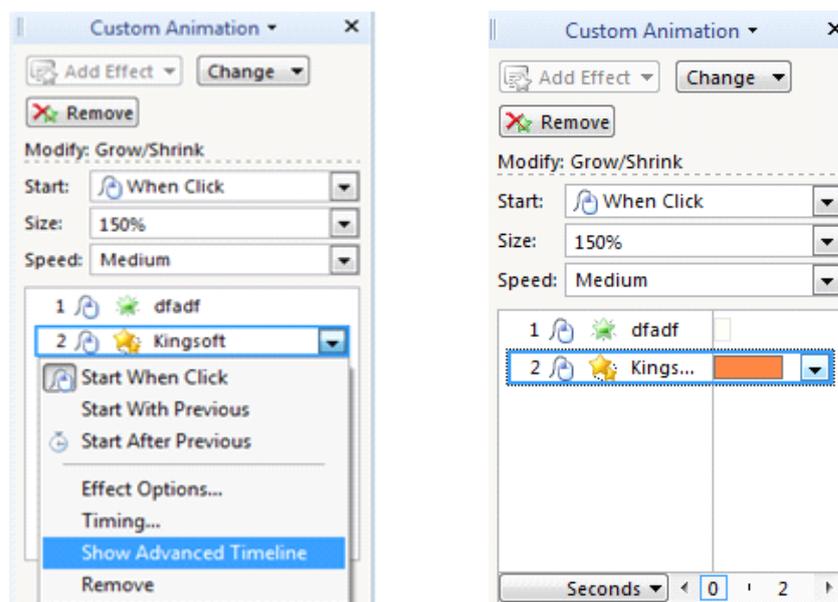


Figure 4.1—2 Show Advanced Timeline

- (4) Upon mousing over a time block, the cursor will change to a resizing arrow that allows you to click and drag the time blocks.

- (5) Drag the time blocks to modify the duration of the animation effects.

4.1.4 Change

To change the animation effects of one or more objects, select them in the **Custom Animation** task window and click **Change**, as shown below:

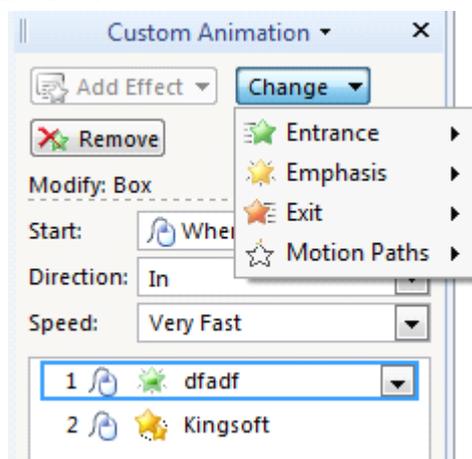


Figure 4.1—3 Change the Animation Type

4.1.5 Rearrange the order of Animation Effects

To rearrange the order of animation effects, take the following steps:

- (1) Select the slide with the animation effects that require rearranging.
- (2) On the **Animation** tab, in the **Animation** group, click **Custom Animation** .
- (3) Select the animation effect that needs to be moved in the **Custom Animation** task window and drag it to the desired location.

4.1.6 Remove Animation Effects

To remove animation effects, take the following steps:

- (1) Select the animation effect to be deleted in the **Custom Animation** window under the **Custom Animation** list.
- (2) Click **Remove**  or right-click and select **Remove** on the drop-down list shown in Figure 4.1-4.

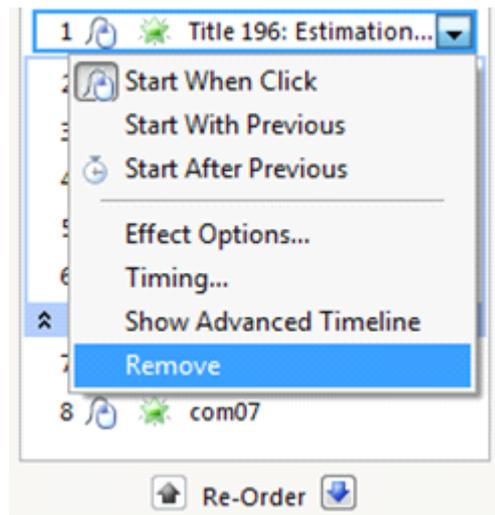


Figure 4.1—4 Remove Custom Animation

4.2 Set Motion Path Animations

The **Motion Path** function creates an animation effect path for text and other objects to follow. Users can use the default paths, edit the default paths or create their own custom motion paths.

4.2.1 Apply Default Path

The Motion Path function assigns a path for text and objects to follow. To create a path animation effect, follow these steps:

- (1) Choose a slide with text or other objects you wish to assign a path to and select the text or object
- (2) On the **Animation** tab, in the **Animation** group, click **Custom Animation** , to bring up the **Custom Animation** task window.
- (3) In the **Custom Animation** task window, click **Add Effects**, select **Motion Paths**, and choose a path for the text or object.

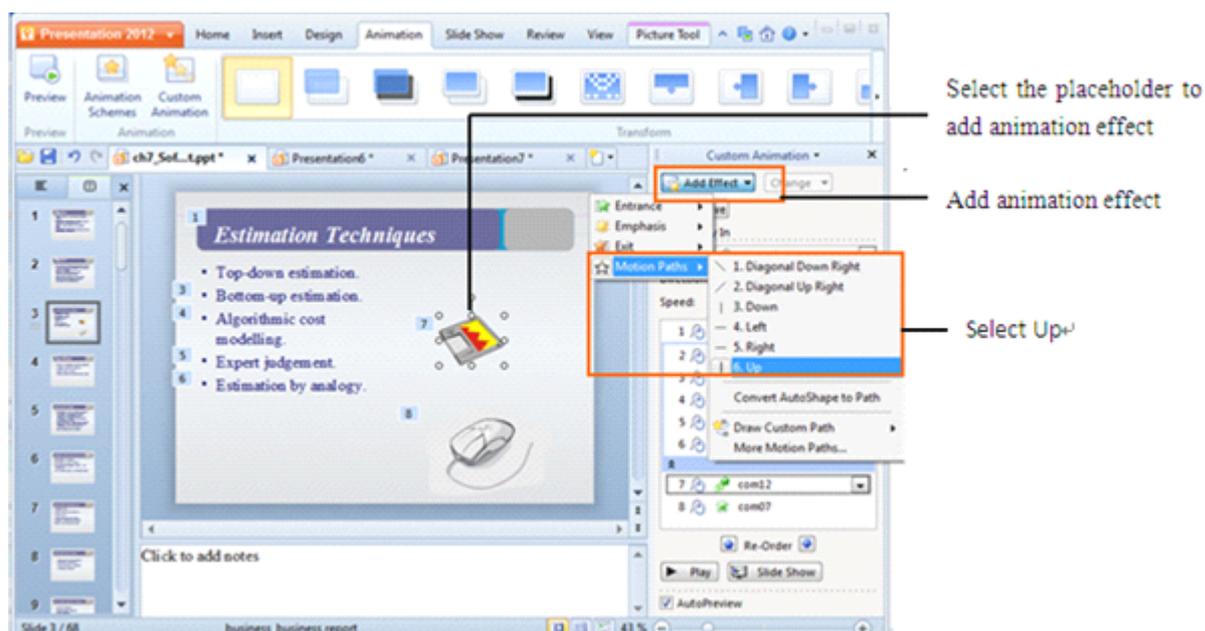


Figure 4.2—1 Applying A Path

4.2.2 Modify Paths

Motion paths are considered as objects in Kingsoft Presentation and have eight control points when they are selected. As a result, the size, position and rotation of motion paths are adjustable.

4.2.3 Adjust Size of Path

The sizing of both default and custom paths can be adjusted by following these steps:

- (1) Select the path to be edited.
- (2) On the **Animation** tab, in the **Animation** group, click **Custom Animation**  to bring up the **Custom Animation** task window.
- (3) In the **Custom Animation** task window, click **Add Effects**, select **Motion Paths**, click **More Motion Paths** and select a path. The **S Curve** path is chosen in the following example:

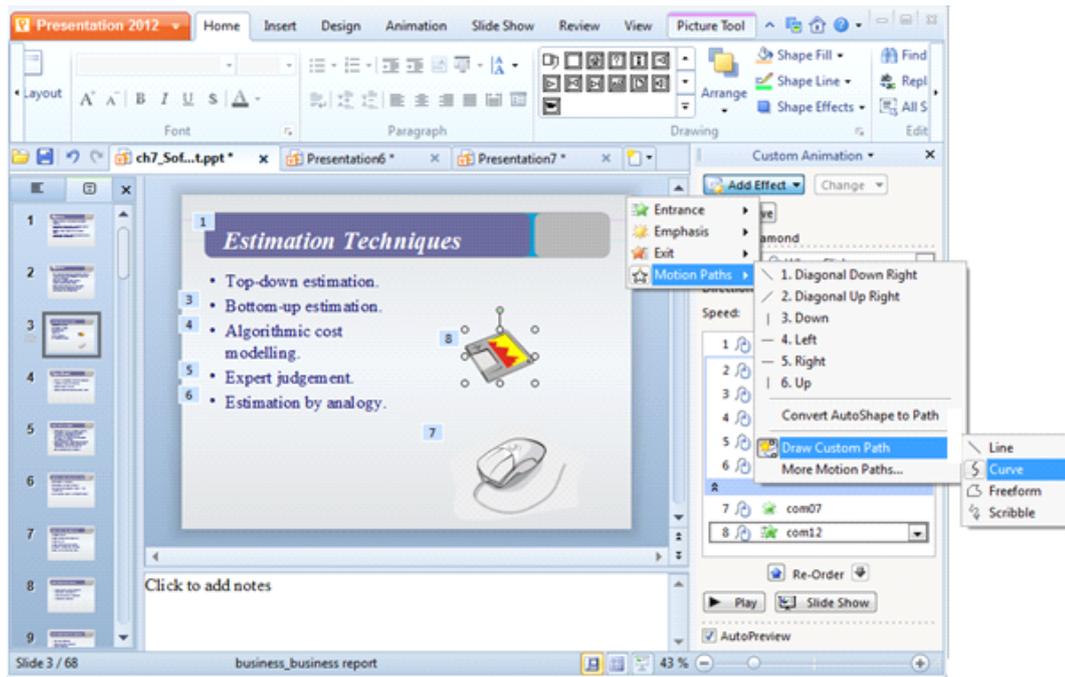


Figure 4.2—2 S Curve Motion Path

(4) Click the path and eight control points appear as shown in figure 4.2-3.

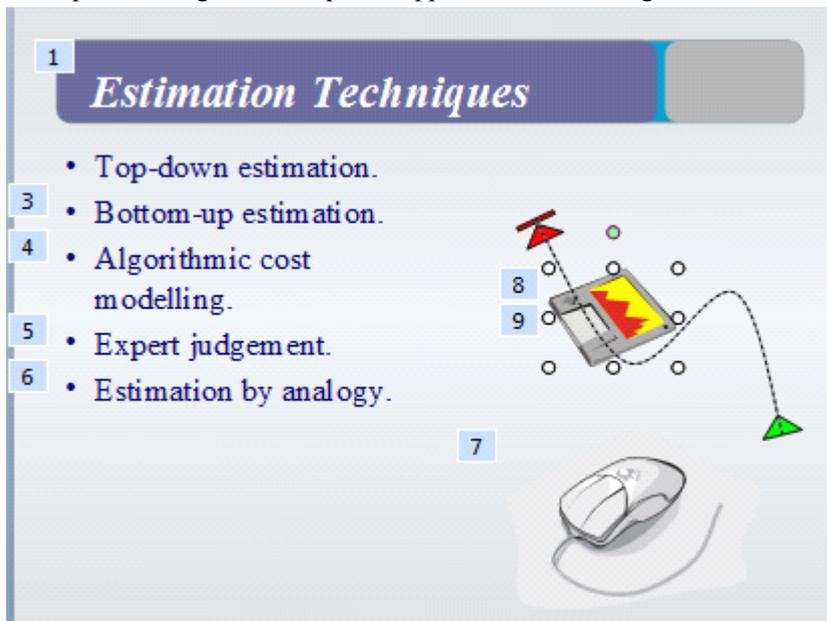


Figure 4.2—3 Adjust the path size

(5) Select one of the control points and drag it to adjust the size of path.

4.2.4 Adjust the Position of a Path

After selecting a motion path, the cursor becomes a  when you hover your mouse over it. Left-click and drag the mouse button to relocate the path. However, the text or object associated with the path will not move. When the animation plays, the corresponding object will start from the path head and move

along the path.

The text or object will move according to the path if the motion path is unlocked. Accordingly, the text or object will not move when the motion path is locked. To lock the motion path, follow these steps:

- (1) Select the path.
- (2) In the **Custom Animation** task window, select **Lock** in the **Path** drop-down list box shown as follow.

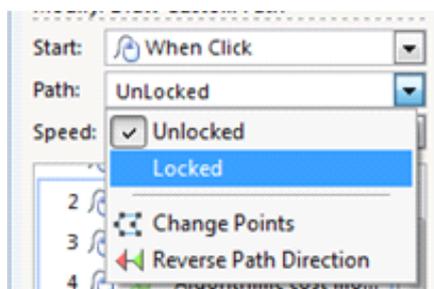


Figure 4.2—4 Lock the path

- (3) Click the **Slide Show** button or press F5 to view the animation. You will notice that the text or object will jump to the starting point of the motion path on queue.

4.3 Transition effect

Transition effects are special effects that occur between slides during slide show mode. Kingsoft Presentation 2012 provides 60 different transition effects for almost all of your presentation needs. The **Slide Sorter View** serves as a convenient way to view all of the slides in your presentation for inserting transition effects.

4.3.1 Set the Transition Effect

The **Transform** group under the **Animation** tab contains previews of the different kinds of transition effects available. This is displayed in figure 4.3-1.



Figure 4.3—1 Transition Effect showcase

The **Slide Transition** task window offers additional options for transition effects, which include transition type, speed and sound.

4.3.1.1 Apply Transition Effect to a Slide

Each slide can have a unique transition effect in Kingsoft Presentation. In the following example, the **Wedge** transition effect will be applied to a new slide. The steps are as follows:

- (1) On the **View** tab, click **Slide Shorter**  . Another option is to click the **Slide Shorter View**  button, which is located right below the window to switch to the Slide Shorter

View.

- (2) Find the **Animation** tab and click **Transition Effect** . The **Slide Transition** task window appears on the right.

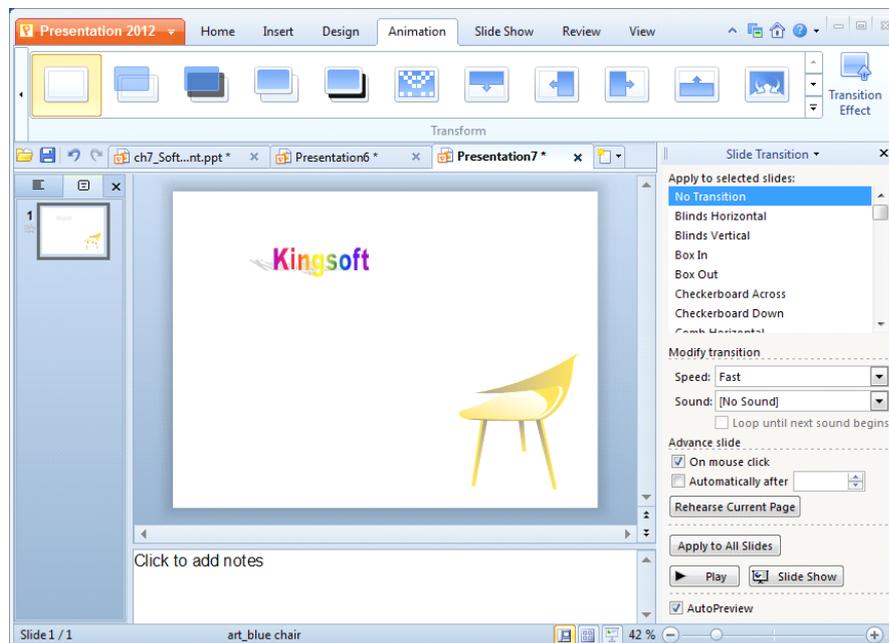


Figure 4.3—2 Select the Transition Effect

- (3) Choose the slide and select **Wedge** from the **Animation Transition** List in the **Slide Transition** task window.
- (4) Under **Modify transition**, select **Medium** from the **Speed** drop-down list, and **Applause** from the **Sound** drop-down list. Select the **Loop until next sound begins** check box shown in the following figure:

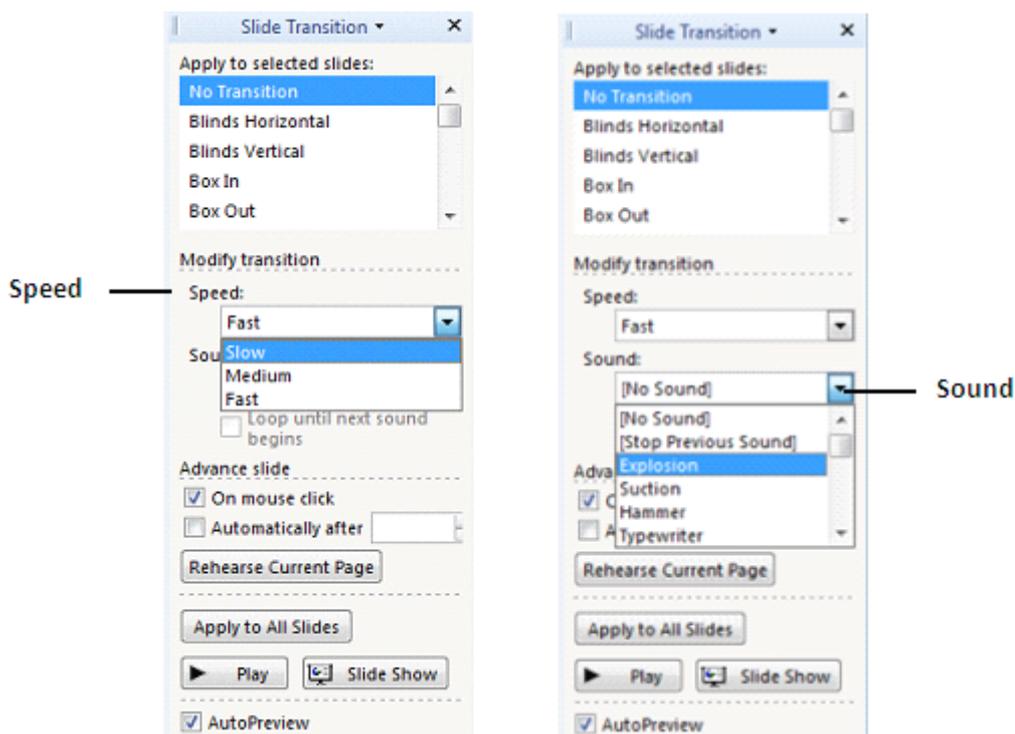


Figure 4.3—3 Set the speed and sound for transition effect

(5) Select the **On mouse click** check box under **Advance slide**.

After finalizing the settings, an animation icon  will appear on the top left of the slide.

4.3.1.2 Apply Transition Effect to Multiple Slides

Kingsoft Presentation provides different ways to apply transition effects to multiple slides at a time.

1. Apply transition effects to multiple slides

To apply a transition effect to multiple slides at a time, do the following:

- (1) On the **Animation** tab, in the **Transform** group, click **Transition Effect** . The **Slide Transition** task window will appear on the right.
- (2) Hold **Ctrl** and select the first and third slide.
- (3) Select **Wedge** from the **Animation Transition** List in the **Slide Transition** task window. Under **Modify transition**, select **Medium** from the **Speed** drop-down list and **Applause** from the **Sound** drop-down list. Click the **On mouse click** check box under **Advance slide**.

After finishing the settings, an animation icon appears on the bottom left of the selected slides.

2. Apply transition effects to all slides

- (1) Look under the **Animation** tab for the **Transform** group and click **Transition Effect** . The **Slide Transition** task window will appear on the right.
- (2) Select a slide.
- (3) Select **Wedge** from the **Animation Transition** List in the **Slide Transition** task window. Under **Modify transition**, select **Medium** from the **Speed** drop-down list and **Applause** from the **Sound** drop-down list. Click the **On mouse click** check box under **Advance slide**.
- (4) Click **Apply to All Slides**.

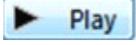
After finishing the settings, an animation icon appears on the bottom left of all the slides.

Tips: When a presentation contains multiple masters, the **Apply to Master** button will appear in the **Slide Transition** task window. Click the button to apply the transition effects to the corresponding master.

4.4 Slide Preview

To preview transition effects directly look under the **Animation** tab for the **Transform** group and select a slide transition effect.

Go to the **Animation** tab and click **Preview**  after adding the transition effect.

After adding a transition effect, go to the **Slide Transition** task window and click **Play** .

To preview as a slide show, click **Slide Show**  in the **Slide Transition** task window.

In the **Slide Transition** task window, select the **AutoPreview** check box on the bottom and select a transition from the Transition list.

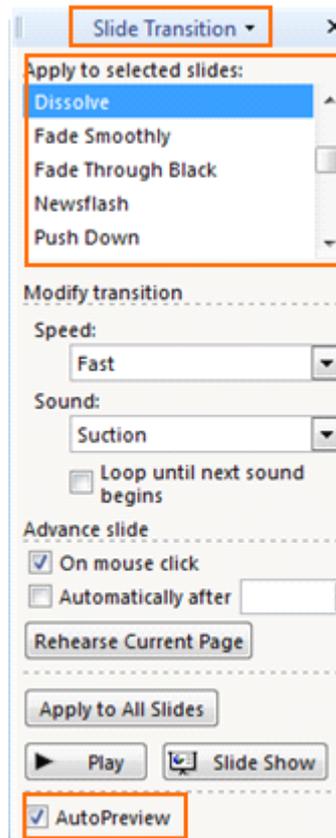


Figure 4.4—1 Slide Transition Window

Tips: To remove the Animation Scheme, on the Slide Show tab, in the Set Up group, click **Animation Scheme** and select **No Animation** under Apply to selected slides in the task window.

5 Slide Show

5.1 Start Slide Show

The purpose of Kingsoft Presentation is to allow users to create presentations that are presented as slide shows. When the slide show is started, the slides are resized to full screen.

The beginning location of your slide show can be chosen in Kingsoft Presentation. These options allow you to start your slide show from the beginning, from the current slide, or a custom slide show can be created.

5.1.1 From the Beginning

To begin the slide show from the beginning, do the following:

- On the **Slide Show** tab ,in the **Start Slide Show** group, click **Slide Show From Begin** .
- Click **Slide Show**  on the right bottom of the window.

5.1.2 From the Current Slide

To begin the slide show from the current slide, do the following:

- (1) On the **Slide Show** tab ,in the **Start Slide Show** group,click **From Current Slide** .
- (2) Click **Slide Show**  on the right bottom of the window.

5.2 Custom Slide Shows

5.2.1 Define Custom Slide Show

To customize the slide show to only display selected slides instead of the entire presentation, do the following:

- (1) On the **Slide Show** tab, in the **Start Slide Show** group, click **Custom Slide Show** . The **Custom Slide Shows** dialog box will appear.
- (2) In the **Custom Slide Shows** dialog box, click **New** .
- (3) The **Define Custom Slide Show** dialog box appears and you will be able to select the slides you want to add to the custom slide show. Click **Add** to confirm the choices.

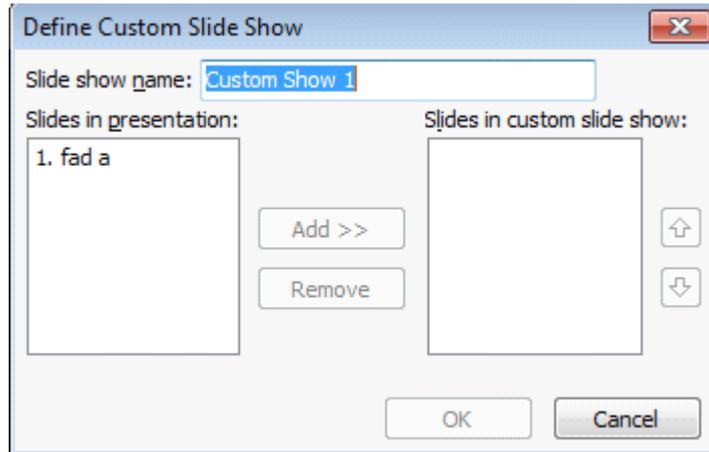


Figure 5.2—1 Custom Slide Show

- To select multiple slides, click a slide, and then press and hold CTRL while you click the other slides.
 - To reorder the slides, select a slide from the **Slides in custom slide show** list. Click the arrow buttons to move the selected slides up and down the list.
- (4) In the **Slide show name** box, enter a name and click **OK**
 - (5) Return to the **Custom Slide Show** dialog box and click **Show** to preview the custom slide show.

5.2.2 Remove custom Slide show

To remove a custom slide show, take the following steps:

- (1) On the **Slide Show** tab, in the **Start Slide Show** group, select **Custom Slide Show** .
- (2) In the **Custom Slide Shows** dialog box, select the custom slide show you need to remove and click **Remove**.  Click **Close** when finished.

Tips: When removing a custom slide show, slides will remain in the corresponding presentation, but will no longer be marked as being part of a custom slide show.

5.3 Slide Show Settings

5.3.1 Set the Show Type

Kingsoft Presentation allows the user to create presentations in the form of slide shows for both speakers and for kiosks. These different show types meet the needs of different situations. Steps to set the show type are as follows:

- (1) On the **Slide Show** tab, in the **Set Up** group, select **Slide Show Setting** . The **Slide Show Settings** dialog box appears as shown in Figure 5.3-1.
- (2) Under the **Show Type**, choose the type of slide show you need.

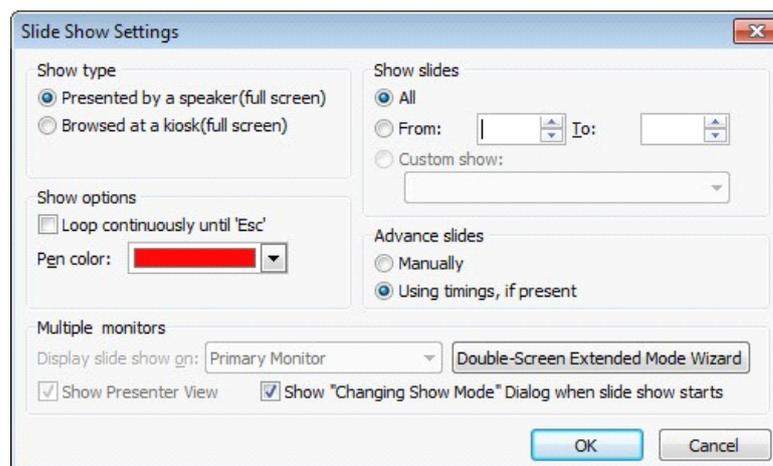


Figure 5.3—1 Slide Show Settings

5.3.2 Presented by a Speaker

A slide show presented by a speaker is the most common and default show type. The flow of the presentation is controlled this way and the speaker can choose to use the autoplay function. This function allows the speaker to stop, add details, record narration, use the pen tool and to exit the show by pressing Esc. The show type can be changed by taking the following steps:

- (1) On the **Slide Show** tab, in the **Set Up** group, click **Slide Show Setting** . The **Slide Show Settings** dialog box pops up as shown in Figure 5.3-2.
- (2) Under the **Show Type**, select **Presented by a Speaker**.
- (3) Under **Show slides**, set the page range to be presented. **All** is the default option and is shown as follows

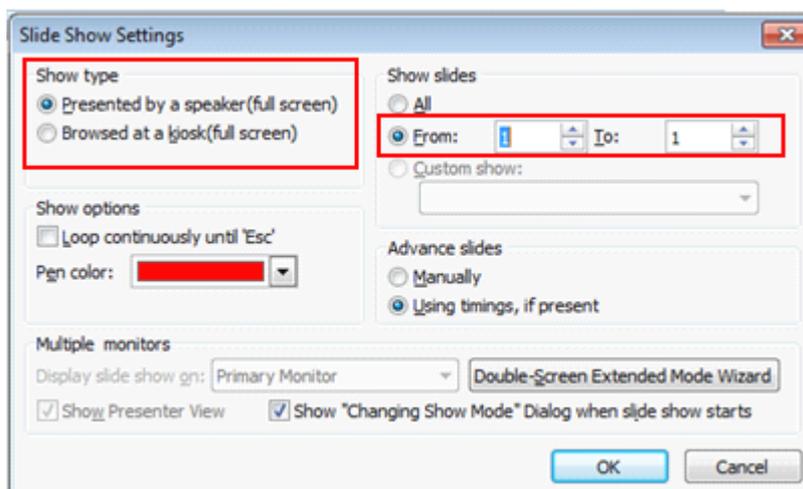


Figure 5.3—2 Show all the slides

- (4) To loop the slide show continuously, go to **Show option** and check **Loop continuously until 'Esc'**.
- (5) Click **OK** to finish the settings.

There are three ways to start a slide show:

- Click **Slide Show**  on the bottom right of the window.

- On the **Slide Show** tab, in the **Start Slide Show** group, select **From Current Slide** .
- Press F5 to start showing from current slide.

If the animations in the presentation are set to start when clicked, they will be unable to show. If the animations are set to start with the previous, then the next animations will start automatically.

5.3.3 Browsed at a Kiosk

The presentation will play automatically when the slide show type is set to Browsed at kiosk. This type of slide show is appropriate for shows in an exhibition or conference where a speaker or presenter cannot control the slide show. This type of show is similar to Presented by speaker, but the flow of the presentation cannot be controlled with a mouse. To set the show type to Browsed at kiosk, take the following steps:

- (1) On the **Slide Show** tab, in the **Set Up** group and click **Slide Show Settings** . The **Slide Show Settings** dialog box appears as shown in Figure 5.3-3.
- (2) Under the **Show Type**, select **Browsed at a kiosk**.
- (3) Under **Show slides**, set the page range to be presented. **All** is the default option and is shown as follows:

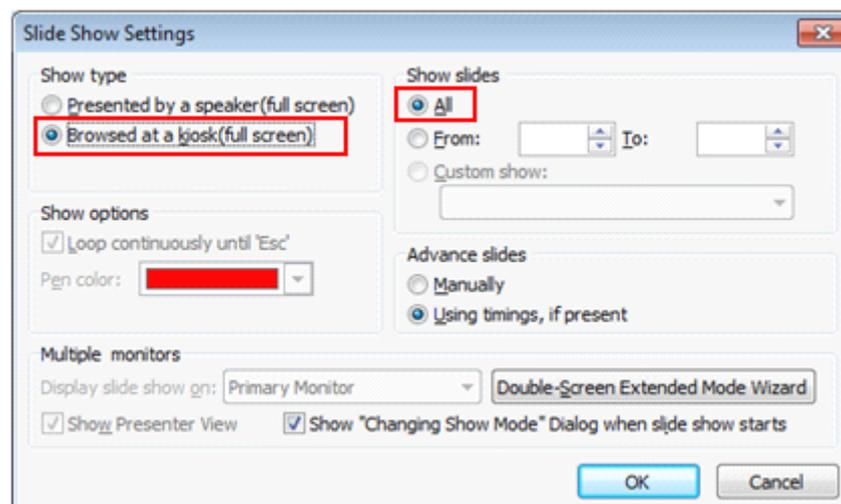


Figure 5.3—3 Browsed at a kiosk

- (4) Click **OK** to finish the settings.

The browsed at a kiosk show type is similar to the presented by speaker show type. If the animations in the presentation are set to start when clicked, they will be unable to show. If the animations are set to start with the previous, then the next animations will start automatically.

Browsed at a Kiosk show types will loop continuously by default. To exit the show, press **Esc**.

5.4 Skip Slide

To skip certain slides during a slide show without deleting them, follow these steps:

- (1) Select the slide you want to skip.
- (2) Look under the **Slide Show** tab in the **Set Up** group and select **Skip Slide**  to skip the selected slide during the slide show.
- (3) Next to the slide you have skipped, the hidden slide icon  appears with the slide number inside.

Tips: To remove a skip, select the slide, and click **Skip Slide**.

5.5 Rehearse Timings

Rehearse Timing is used to control the time of the presentation accurately. Steps to doing this are as follows:

- (1) On the **Slide Show** tab, in the **Set Up** group, select **Rehearse Timings**  to rehearse the show.
- (2) A **Rehearsal** toolbar appears on the top left and the time in the middle of the toolbar represents the timing for the current slide. The time on the right represents timing for the entire presentation. Figure 5.5-1 depicts this toolbar.

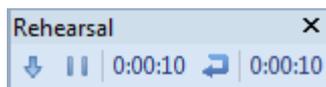


Figure 5.5—1 Rehearsal Timings

- Click the down arrow button  to complete the rehearsal time for the current slide and to begin the timing for the next slide. You can also implement this feature by clicking the slide.
 - Click the Pause button  to pause the timing of the current slide.
 - Click the Back button  to reset the current slide timings.
- (3) When the slide show is over, the system will prompt you on whether to keep the rehearsal timing or not. Click **Yes** to set the slides to switch at the rehearsed times.

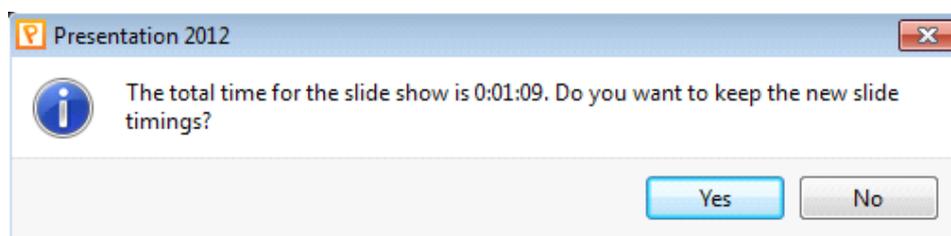


Figure 5.5—2 Rehearsal time prompt

6 View Tab

6.1 Types of views

Kingsoft Presentation provides multiple types of views to make it easier for the user to view and edit the slides in his or her presentation. The types of views available are normal view, slide sorter view, slide show view and slide master view. Each type of view has different features and is better suited towards the user under different circumstances.

6.2 Normal View

Normal view is the default view in Kingsoft Presentation; there are three panes in this view. The **Outline** and **Slides** tabs are on the left, where you can switch outlines and slides through the thumbnails.

The normal view combines the slide, outline and notes ribbons into one view. The **Outline** is used to view the outline. The **Slides** are used to preview the effects and to edit a single slide. The **Notes** pane is used to type notes.

To switch to the normal view, On the **View** tab, in the **Presentation View** group, click **Normal View**



6.3 Slide Sorter View

To organize, review, rearrange or set timing or transitions for your slides, you can use slide sorter view. It is an exclusive view where slides are shown as thumbnails.

Steps to switch to the Slide Sorter View are as follows:

- On the **View** tab, in the **Presentation View** group, click **Slide Sorter** 
- The Slide Sorter View appears as shown in Figure 6.3-1.

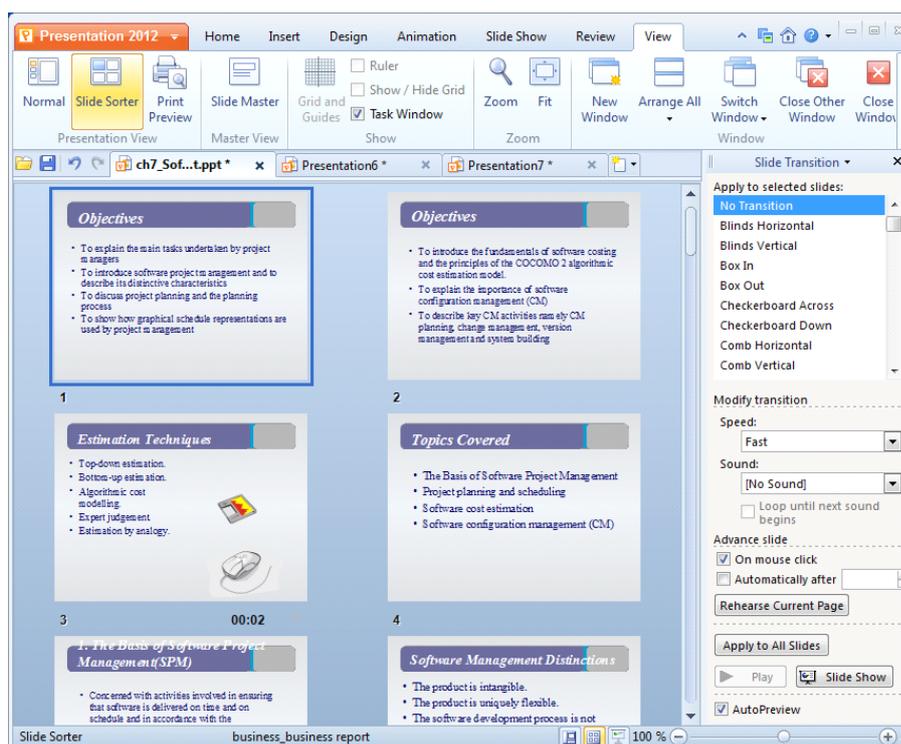
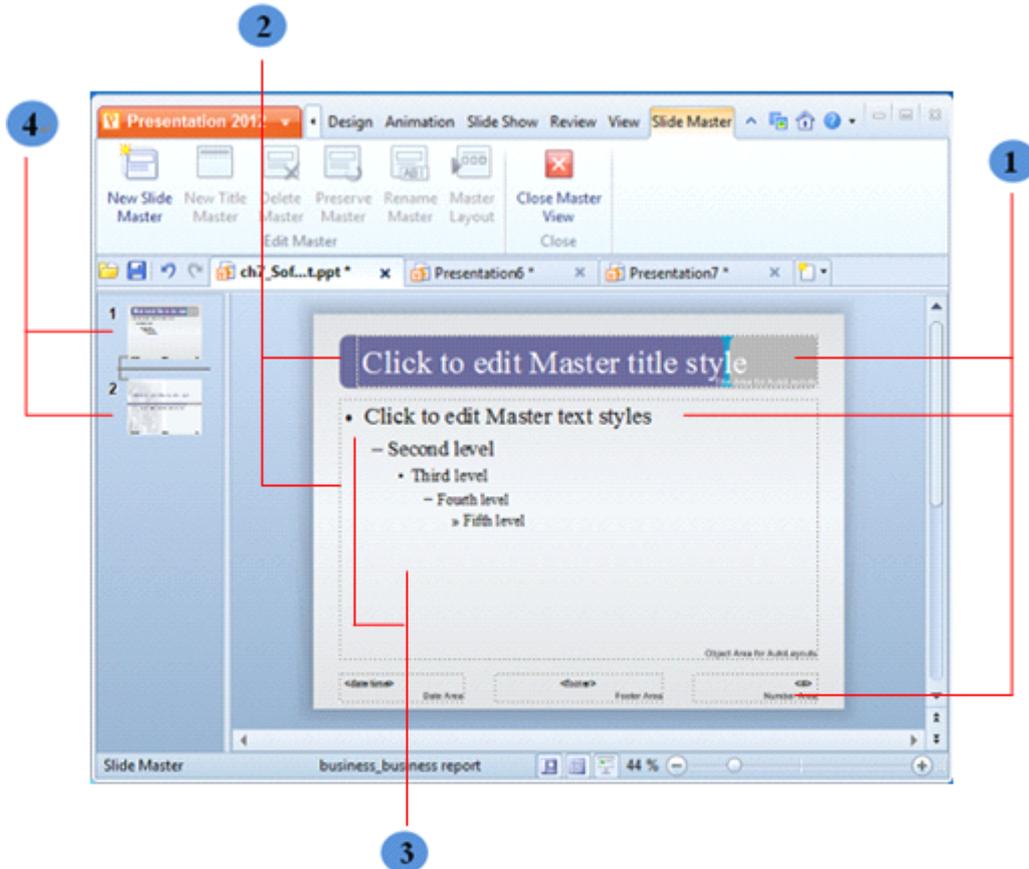


Figure 6.3—1 Slide Shorter View

6.4 Slide Master View

The slide master view stores the information about design templates. This information includes font style, sizes or positions of placeholders, background design and color schemes. Every slide includes at least one slide master. The main advantage of using the slide master view is being able to view all the modifications made to each and every slide. Therefore, when new slides are added, the same information can be taken from existing slides and placed on to the new slides instead of inputting the information all over again. The slide master view is well suited for large presentations that require every slide to be uniform. To use the slide master view, On the **View** tab, click **Slide Master** . The Slide master view is shown in Figure 6.4-1.



1. The font of title ,body and footer.
2. The placeholder position of text and objects.
3. Bullet style and background.
4. Slide and title master.

Figure 6.4—1 Slide Master

6.4.1 Slide Master Tab

On the **View** tab, click **Slide Master** to make the **Slide Master** tab appear. Under the **Slide Master** tab, in the **Edit Master** group, you can edit the slide master.

6.4.1.1 Add a Slide Master

On the **Slide Master** tab, in the **Edit Master** group, click **New Slide Master** to add a slide master.

6.4.1.2 Insert a New Title Master

Title master is an element of the design template, which stores information about title styles of slides. This information includes sizes or positions of placeholders, backdrop design, and color schemes.

To create a new presentation in the design template by default, click **New Slide Master** on the **Slide**

Master tab to insert a new slide master. If you cannot find the New Slide Master, then on the **Slide Master** tab, in the **Edit Master** group, click **New Title Master**  to insert a master.

If the **New Title Master** button  is grey, that means your presentation already has a slide master. Generally speaking, when applying design templates, the presentation will be inserted a slide master. Besides, most of the design templates contain a title master.

A slide master and a title master compose the slide-title master pair. They can show together in the Master View. However, one slide master cannot exist with more than one title master.

Tips: It is preferable to create a slide master before you edit the slides. If you have inserted a slide master, then all slides in the presentation will be applied the associated slide master and layout. Therefore, if you want to modify the slides, be sure to operate on the slide master.

If the slide master is created after editing the slides, some items on slides may not correspond with the slide master. You can use background and text formatting features in slides to cover some custom content on slide master, but the other content can be modified only in the **Slide Master View**.

6.4.1.3 Delete a Slide Master

Delete a slide master by following these steps:

- (1) Select the slide master to be deleted in the Slide Master View.

- (2) On the **Slide Master** tab, in the **Edit Master** group, click **Delete Master** .

Tips: If you delete the slide master, the corresponding title master will be deleted as well.

6.4.1.4 Preserve Master

Sometimes, if you delete all of the slides with a certain master, or apply a design template to them, the slide master will be deleted in Kingsoft Presentation. To preserve a master in these cases, please do the following:

- (1) Click the slide master you want to preserve in the Slide Master View.
- (2) On the Slide Master tab, in the Edit Master group, click Preserve Master.
- (3) If you don't want to preserve the slide master, just click the button again.

Tips: Though you have preserved the master, you can delete it manually.

In the slide-title master pair, if you preserve one master, the other will be preserved also.

When you insert, copy or paste and drag the slide master, or insert design templates in Master View, slide masters will be preserved by default.

6.4.1.5 Rename Master

To rename the master, On the **Slide Master** tab, in the **Edit Master** group, click **Rename Master** . In the **Rename Master** dialog box, in the **Master Name**, enter the new name and click Rename. This is shown in Figure 6.4-2.

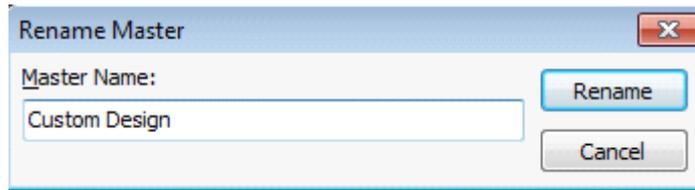


Figure 6.4—2 Rename Master

6.4.1.6 Master Layout

In the **Edit Master** group, click **Master Layout** . In the **Master Layout** dialog box you can adjust the layout of the master.

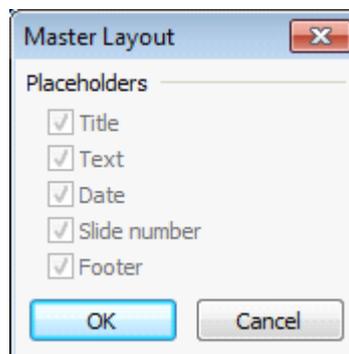


Figure 6.4—3 Master Layout dialog box

6.4.1.7 Close Master View

To close the master view look under the **Slide Master** tab and click **Close Master View** .

6.5 Show

6.5.1 Grid and Guides

The grid is used to regulate the location of an object. Guidelines are two lines that can move horizontally and vertically, and you can align objects quickly and accurately by using the guidelines. The objects automatically align to the invisible guides by default,

On the **View** tab, in the **Show** group, click **Grid and Guides** , The settings for the grid and guidelines are shown in Figure 6.5-1.

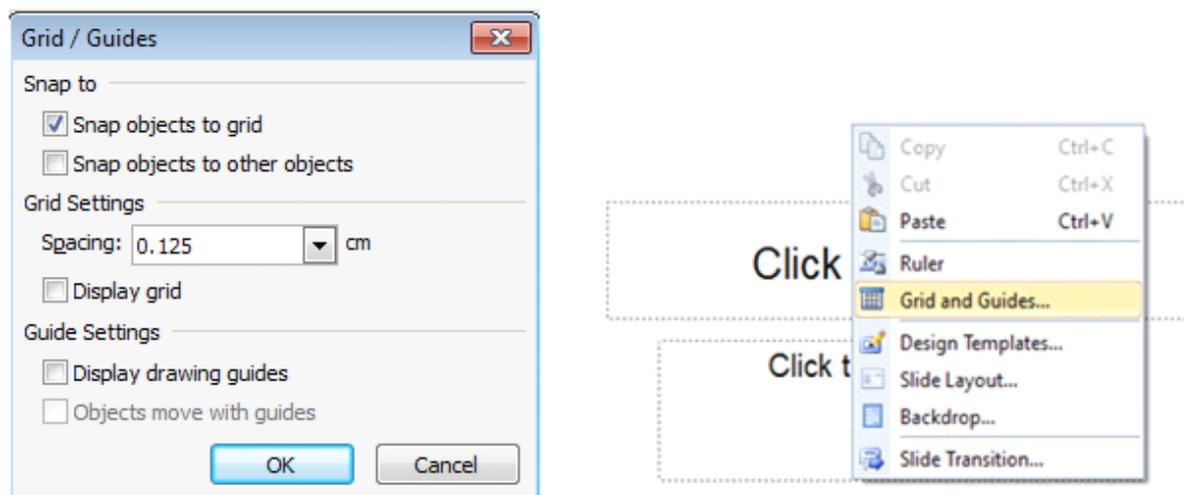


Figure 6.5—1 Set the grid and guides

There are another two ways to open the **Grid/Guides** dialog box,

- On the **Home** tab, in the **Drawing** group, click **Arrange** and select **Align**. Then select **Grid and Guides** in drop-down list.
- On the **Picture Tools, Drawing tools** and **WordArt** tab, in the **Arrange** group, click **Align** and select **Grid and Guides** in drop-down list.
- Right-click the blank in slide, select **Grid and Guides** from the shortcut menu.

6.5.2 Task Window

Under the **View** tab, in the **Show** group, you can check to open or cancel to close the Task Window.

Kingsoft Presentation provides 11 kinds of task windows, including **New Presentation, Clip Art, AutoShapes, Slide Layout, Slide Design-Design Templates, Slide Design-Color Schemes, Slide Design - Animation Schemes** and **Backup Management**.

6.6 Window

Under the **View** tab, in the **Window** group, you can select the options you need such as: **New Window, Arrange All, Switch Window, Close Other Window, Close Window**.

6.6.1 New window

You can create a new window by following these steps:

- On the **View** tab, in the **Window** group, click **New Window**  to create a new presentation window
- On the **Application Program** menu , click **New** and a **Templates** dialog box appears. Select the template you desire and click **OK** to create new presentation.

- Keyboard shortcut Ctrl +N
- On the **Quick Access toolbar**, click **New** .
- On the **Quick Access toolbar**, right-click and select **New Blank Presentation**.

6.6.2 Arrange All

In Kingsoft Presentation, you can arrange the windows, which is convenient for editing multiple presentations at one time. Steps to do so are as follows

- (1) On the **View** tab, in the **Window** group, click **Arrange All** .
- (2) Select an option from the drop-down list, such as **Horizontal Title**, **Vertical Title** or **Cascade**.

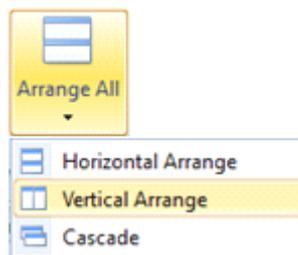


Figure 6.6—1 Arrange windows

Based on your needs and presentation, you can adjust the size and position of the window manually.

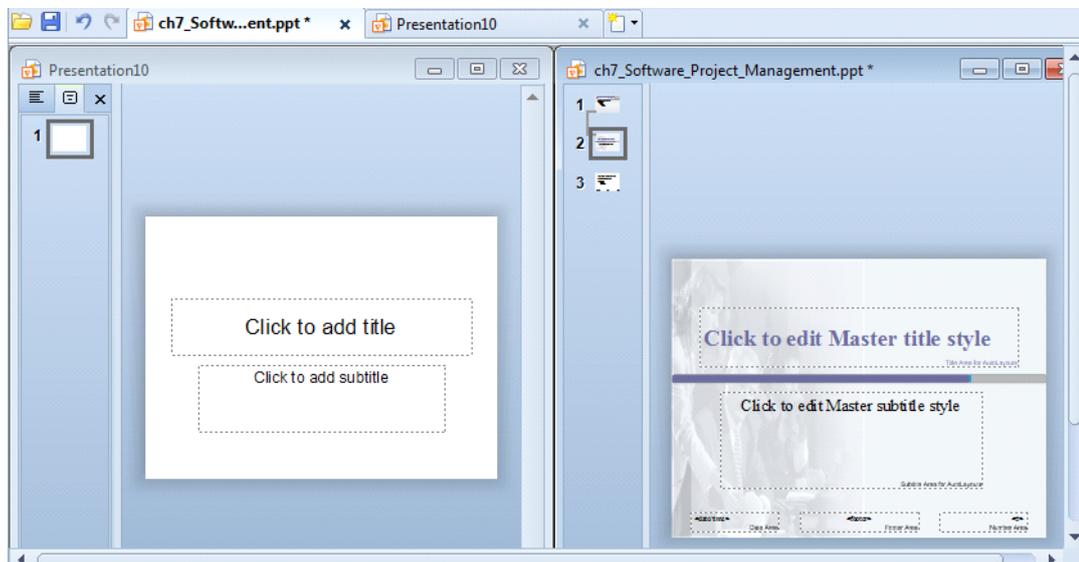


Figure 6.6—2 Adjust the size and position of the window manually

Switch windows

You can quickly switch between multiple documents in Kingsoft Presentation 2012. On the View tab, in

the **Window** group, click **Switch Window**  to switch windows.

6.6.3 Close window

On the **View** tab, in the **Window** group, click **Close Window**  to exit.

You can also select the document tab you need to close in the **Quick Access** toolbar and click on the right side.

6.6.4 Close other window

If you need to close multiple windows quickly, select the window you want to remain open. On the **View**

tab, in the **Window** group, click **Close Other Window**. 

6.7 Print Preview Tab

To preview before printing, look under the **View** tab for the **Presentation View** group and click **Print**

Preview . The **Print Preview** tab appears and you can preview the presentation and set for printing in this tab.

In addition, on the **Application Program** menu , click **Print Preview** and the **Print Preview** tab appears.

6.7.1 Contents to be Printed

On the **View** tab, in the **Presentation View** group, click the down arrow under **WpPrintWhat_Slides** .

In the drop-down list, you can preview slides, outline and notes. You can also select the number of slide pages to be printed on one page. The names of the different contents that can be printed include: **WpPrintWhat_1**, **WpPrintWhat_2**, **WpPrintWhat_3**, **WpPrintWhat_4**, **WpPrintWhat_5**, **WpPrintWhat_6**, **WpPrintWhat_7**, **WpPrintWhat_8**, **WpPrintWhat_9**, **WpPrintWhat_1Notes**, **WpPrintWhat_3Notes** and **WpPrintWhat_OutlineView**.

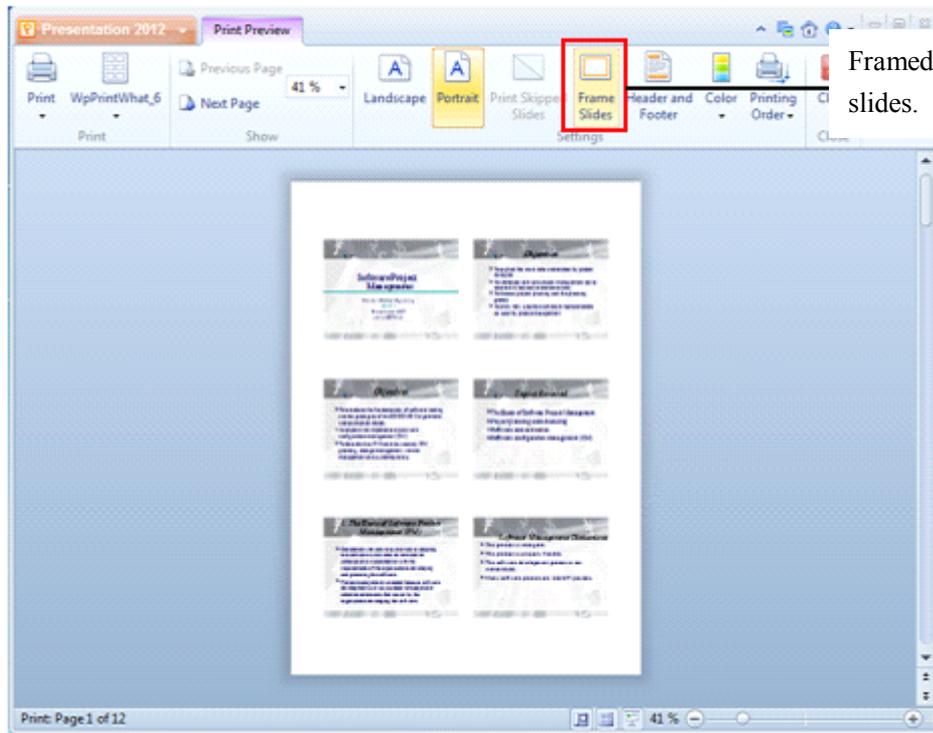
6.7.2 Print Skipped Slides

On the **Print Preview** tab, in the **Settings** group, click **Print Skipped Slides**  to print hidden slides. To turn off Print Skipped Slides, click it again.

6.7.3 Framed Slides

On the **Print Preview** tab, in the **Settings** group, click **Frame Slides**  to choose whether or not to

print the frame slides. This is depicted in Figure 6.7-1.



Framed the printing slides.

Figure 6.7—1 Framed slides to print

6.7.4 Close

To close the Print Preview window, click **Close**  on the **Print Preview** tab to exit.