Pocket Slides Portable Documentation

Quick Start Guide

The **first screen** shown in Pocket Slides is the **document list.** Much like Pocket Word and Pocket Excel, it **lists the presentations** residing on the device. Pocket Slides features a **Detail View** document list providing **thumbnail images** of the first slide in each presentation, along with abbreviated information about the presentation. This mode can be toggled via the "Detail View" button in the menu bar.

To open a presentation: tap an item in the list and it will open in Normal View.

To create a new presentation: tap the New button. With the "New button menu" option enabled in Start→Settings→Menus, the list of Pocket Slides presentation **templates** is also available. Tap the up arrow next to the New button to create a presentation using a template.

Normal View

Normal View features, from top to bottom: the slide number and slide count (e.g. 1/10 would be the first of ten slides), the slide itself, the Slide Navigator bar, and the Notes pane.

The Slide Navigator bar and the Notes pane can be dragged up/down to adjust their height by tapping on the icons located in the left area of the Slide Navigator bar or Notes pane, and dragging the stylus up or down. When the Slide Navigator is extended upwards, it reveals the outline of the slide. The arrows on the right areas of the Slide Navigator and the Notes pane will minimize and maximize the different components. By clicking the slide name in the Slide Navigator, a pop-up list of all the slides will appear to go to a slide directly.

The buttons along the bottom perform the following: toggle the Edit toolbar, start the Slide Show, go to previous slide, and go to next slide.

The slide view is interactive. By tapping on a shape, the text (if any) of the shape will be shown in the Notes pane. By tapping an empty area of the slide, the speaker notes for the slide will be re-displayed. By holding down the Action button while tapping on shapes, you can select multiple shapes. When the Edit toolbar is visible, shapes can be dragged around the slide for reposition.

Tapping View menu switches into a different view mode, including Slide Sorter and Slide Show.

Tap OK at the top of the screen to exit the presentation and return to the document list.

Slide Sorter

Slide Sorter displays your presentation as a collection of thumbnail images. Tapping any slide will highlight it and display its Slide Transition in the first selection box. As with Normal View, holding the Action button down and tapping different slides will select multiple slides. By dragging a slide (or slides) to a different position in the slide ordering, it will move the selected item(s) to that position.

The buttons along the bottom perform the following: toggle the Slide Sorter toolbar, switch sorter view zoom level, show/hide slide, show animation and transition preview for selected slide, change custom animation settings, and change transition settings.

The first selection box contains slide transitions, which are the animations that are displayed from slide to slide. By selecting a slide or slide range and then picking a transition, the new transition setting will be applied to the selected item(s).

The second selection box contains shape animations, which are the animations that are shown as new shapes or text animate into the slide during a slide show. By selecting a slide or slide range and then picking a new choice from the second selection box, the new animation setting will be applied to the shapes on the selected slide(s).

Tap OK at the top of the Pocket PC screen to exit the Slide Sorter and return to Normal View, which will then have the currently selected slide shown there.

The ⊞ icon indicates that a slide will not be shown in a presentation.

The ⊡ icon indicates that a slide has a transition.

The ⊟ icon indicates that a slide has one or more shapes with animations.

A time display such as :23 under a slide indicates the delay before the next slide is shown.

From either Normal View or Slide Sorter, you may start a slide show by tapping View→Slide Show. In both modes, Tools→Set Up Show is also available.

Setting up a Slide Show

Tapping Tools ▸ Set Up Show will load the interface for setting up a slide show. When Pocket Slides is in a presentation, full-screen mode is supported, and will rotate the display to the desired orientation in order to display the slide show on the device. In non-fullscreen mode, Pocket Slides will keep the Slide Navigator and Notes pane visible on-screen during the presentation. Also available is the option to display via VGA Output.

When a VGA card is present, Pocket Slides will auto-detect and output the presentation via VGA.

In the Set Up Show window, you can also specify a range of slides to be used for displaying the presentation. Note: like Microsoft PowerPoint, tapping View ▸ Slide Show in Normal View will always start on the first slide, while tapping the Slide Show icon on the Normal View menu bar will view the slide show starting with whatever slide was active in the Normal View.

Slide Show

While in full-screen mode, tapping the screen will advance the slide show. Tapping and dragging the stylus in a direction will also advance or step back in the show. In addition, you may use the keypad to navigate between slides. Depending on the rotation settings, different keys and dragging actions will either advance forwards or backwards.

Tapping the slide: go forwards in the show

Tapping and dragging towards the top or left of the slide: go backwards

Tapping and dragging towards the bottom or right of the slide: go forwards

Press the direction key in the left or up direction (slide oriented): go backwards

Press the direction key in the right or down direction (slide oriented): go forwards

You may tap-and-hold on the slide (or use the ▐ button, if it is enabled in Options) to bring up a menu, which can perform certain in-show actions:

Next/Previous: go forwards or backwards in the show

Slide Navigator: slide list for this presentation

Speaker Notes: speaker notes for the current slide

Stylus Mode: enables or disables annotation mode

Black Screen: will black or un-black the presentation view

End Show: will exit the presentation and return to Normal View

VGA Output

Pocket Slides can output a presentation to VGA using supported video cards, such as the **Colorgraphic Voyager VGA** PCMCIA and **CompactFlash** cards. When video cards are inserted into the Pocket PC, and VGA Output is enabled in Set Up Show, Pocket Slides will communicate with the card and output to it in tandem with displaying the presentation on the device. What is showing on the device is independent from the display on the VGA card, so you can have speaker notes visible and they will not be shown on the VGA output. Animations and transitions will be shown on the VGA output.

To change the output characteristics of the VGA card, tap Tools→Options→VGA. On this screen you can configure the resolution, bit depth, refresh rate, and output type of the VGA signal, depending on the VGA card you are using.

Editing Your Presentation

There are many ways to edit your presentation:

Editing Speaker Notes: (Normal View) go to the desired slide, and pop up the onscreen keyboard. Pocket Slides will maximize the Notes pane and then type new notes into your presentation.

Editing Slide ordering: (Slide Sorter) Drag slides to their desired positions.

Customizing your presentation: you may hide or show certain slides in the presentation by selecting them in the Slide Sorter and tapping the Show/Hide slide button. To further customize presentation order, you can create a custom show by tapping Tools→Custom Shows. Slides can be added to a custom show in any order. Hidden slides will not show up in any presentation.

Editing Animations and Transitions

Customizing animations and transitions: enter the Slide Sorter and select the slide you wish to alter. Choose a new transition in the first selection box on the Slide Sorter toolbar, and that setting will be applied to the selected item(s). Tapping the Slide Transition button in the Slide Sorter menu bar will load an interface (below) to apply a transition to all the slides in the presentation.
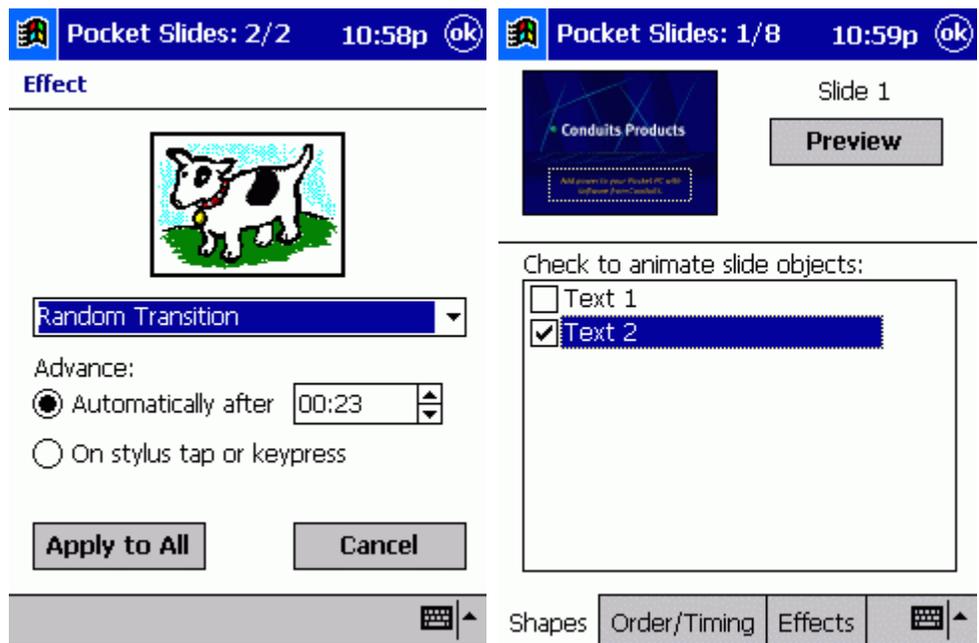
To customize the animations of a slide, pick a new entry from the second selection box, or tap the Custom Animation button in the Slide Sorter menu bar. This will introduce the Custom Animation dialog. Tap-and-hold on a slide in Normal View to load the Custom Animation dialog.

Custom Animation Dialog: (below) helps configure animation settings for each shape. The interface includes a preview of the slide at the top, three tabs on the bottom that target different characteristics of the animations, and a Preview button for testing the animation settings.

Shapes: lists all the shapes on the slide. Check a shape to animate, or uncheck to de-animate.

Order/Timing: lists the animated shapes and animation order. To change the ordering of the animation, use the Move Up and Move Down arrows. You can specify whether to have the shape animate via tapping on the screen, or to automatically animate the shape after a timed delay.

Effects: lists all animation types. By selecting "No Effect," the animation for the selected shape will be removed. Grouping by paragraphs is a common way to introduce a bulleted list on a slide. You may group by different levels of paragraphs, which will all animate as a collection.

Transition Effects interface   Custom Animation interface
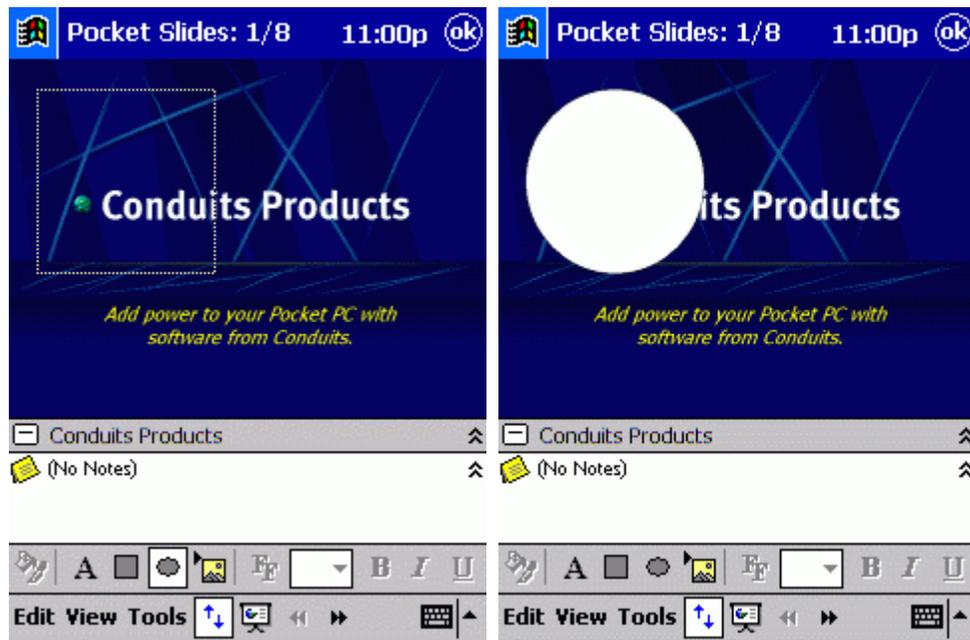
Adding Shapes, Text, and Images

Pocket Slides has the ability to insert new shapes (including text and custom images).

Adding shapes: tap the Edit toolbar button in Normal View to bring up the editing toolbar functions. The second through fifth buttons are used to insert a new shape onto a slide. Simply tap the type of object you wish to insert, then either tap or drag a rectangle onto the slide. The new shape will be inserted into the slide at that position.

For example, to insert a circle: tap the Ellipse button and then tap the slide in the upper-left and drag the stylus to the middle of the slide and release. This will create a circle in the upper-left quadrant of the slide (see below)

Adding images: adding custom images to your presentation follows the same process as adding shapes. Clicking the fifth button on the edit toolbar ![icon] and either tapping or taping-and-dragging an area on the slide will prompt for an image file to insert into that location. The image's original proportions will be retained when displayed on the slide (to disable see Changing shape properties).

Adding text: adding custom text is the same process as adding shapes. Clicking the second button on the Edit toolbar A will insert text into your slide.

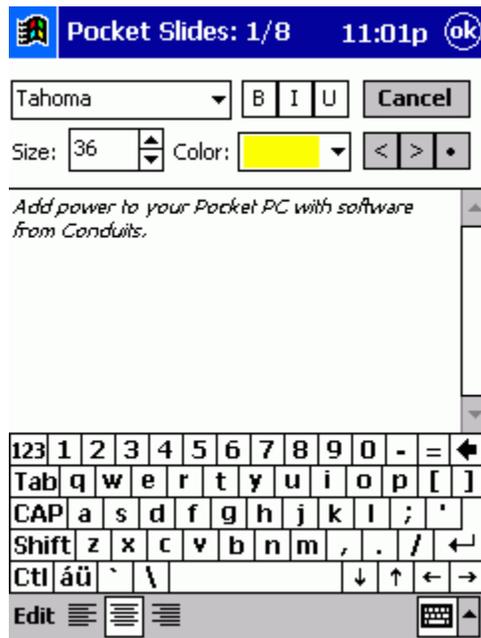Dragging an area   After ellipse insertion

Editing Text

Text objects on your slides are implemented in two ways in a presentation.

Custom text objects are those that you have inserted via the A button in the Edit toolbar. Converted text objects were converted when a presentation was copied to the device.

Editing custom text objects: to edit text you have inserted, tap the FF button when that shape is selected, or tap-and-hold on a text object, and tap "Edit Text" on the pop-up menu that appears.

Editing converted text objects: when Pocket Slides converts text objects from a PowerPoint presentation, they are internally stored to retain the original formatting, color, bullets, and font information they originally contained. When editing these objects, Pocket Slides must then change this internal format into a custom text object. In some cases this changes the formatting of the text, as the number of fonts available on the Pocket PC is limited.

Edit Text interface:

The main interface for editing text offers several ways to change the look of the text. The standard choices for font selection, size, color, bolding, italics, and underlining are available.

The ⟨ ⟩ • buttons control Paragraph formatting.

The • button inserts or removes a bullet on the current paragraph or selected paragraph(s).

The ⟩ button indents a paragraph, while the ⟨ reverse-indents a paragraph.

Changing size and other aspects of the font: to change the size of the font of a shape, select a new size from the selection box on the Edit toolbar Ff 36 ▼ B I U , or tap the Ff button and change the font size on that screen. Also available on the Edit toolbar are facilities for toggling bold, italic, and underlined attributes.
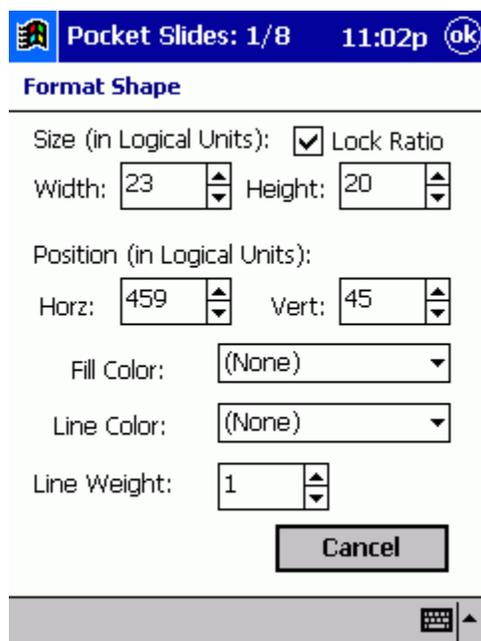
Other Editing Features

To change the position of a shape, drag a shape to a new location while the Edit toolbar is visible.

To change other properties, such as the line or fill colors, tap the ✎ button while the shape is selected. From this screen, you can also decide to retain the aspect ratio of custom images you have inserted into the presentation (below). With the option turned off, Pocket Slides will stretch the image to fit the width and height of the shape.

Inserting slides: tap Edit→New Slide while in Normal View. You will have the option to base the new slide off of the Title Master, which is normally the background for slide 1, and the Slide Master, which is normally the background for other slides.

Deleting slides: simply tap Edit→Delete Slide while on the desired slide. Note that presentations must contain at least one slide.

Duplicating slides: tap Edit→Duplicate Slide while on the desired slide.

Format Shape interface

How-To's

How do I use Pocket Slides to give a presentation using a monitor, TV or projector?
Pocket Slides **supports** the **Colorgraphics Voyager VGA** cards, which come in PCMCIA and CompactFlash versions. By outputting to these cards at their native resolutions (640x480 up through 1024x768), Pocket Slides can be used to replace a laptop for serving presentations. Increasing the output resolution decreases the speed of the presentation.

To have Pocket Slides output to VGA and optimize for speed:
Convert an existing presentation at the same resolution the card will display at (set in Tools→Options→VGA). Make sure this resolution and refresh rate is compatible with your projector or monitor. Open the presentation in Pocket Slides, and tap Tools→Set Up Show and enable VGA Output. For speed optimizations, set the following in Tools→Options→VGA Output: check "Disable animations on device," check "Disable smoothing." Pocket Slides contains optimized code to allow for transitions and animations output to the VGA device. If performance is unacceptable, check "Disable animations on VGA" which will simply output the presentation without any effects, but will retain ordering and paragraph grouping.

How do I give a person-to-person presentation?
When VGA output is not desired, Pocket Slides can present using the Pocket PC display. Using just the device is much faster than VGA output, and all animations and transitions are supported on the device.

To optimize for onscreen display:

Tap Tools→Set Up Show and display fullscreen and rotated in either direction. This will fill the screen with the presentation when in Slide Show mode.

In Tools→Options→Display, check "Smooth slide display when in presentation mode."

When converting presentations, do so at a resolution of 640x480 or higher. Pocket Slides will scale the slides down to 320x240 and smooth the display in the process, resulting in a higher quality image. For the fastest performance, however, export slides at 320x240.

How do I edit images on my presentation to tailor it to my audience?
A common request is for a presenter to include the logo of the presentee company. To do this, copy the image(s) of the logos to the device, and simply insert them onto a slide in the presentation, or create new slides with the image(s).

Frequently Asked Questions

How can I optimize for speed?
Under Tools→Options->Display, disable all smoothing functions
When exporting your presentation, export your presentations to 320x240.

How can I use presentations that have been emailed to me?
If the email attachment has been synchronized to your device via ActiveSync, the presentation will already be converted and ready-to-open inside of Pocket Slides. If the email was received directly to the device, you will need to instruct the person who sent the email to convert the presentation to Pocket Slides format by downloading the standalone conversion utility from the download page.

What VGA cards are currently supported by Pocket Slides and what are their capabilities?
The **Voyager VGA** cards made by **Colorgraphic Communications** are compatible with Pocket Slides. The Voyager VGA for PCMCIA card can output at 640x480 and 800x600. The Voyager VGA for CompactFlash can output at many resolutions from 640x480 through 1024x768, and supports S-Video and Composite output.

What versions of PowerPoint are supported?
PowerPoint 97, 2000, and 2002 (XP) are supported by the conversion filter. For best results, use PowerPoint 2000 or higher.

What PowerPoint features are not supported by conversion?
Sound effects, embedded videos, chart effects, and flash animations are unsupported. We hope to be addressing these items with future versions of Pocket Slides.

I have a question not covered here. Where can I contact Pocket Slides support?
Email support@conduits.com for Pocket Slides support and questions. See the main Conduits support information page for more details.