Scheda Predefinite

This Tab is not available in the Essentials Edition.

The "Defaults" tab with its 2 sections is shown below:

The first section "Text comments for new slides" provides a facility to insert text into slides and control the text formatting. The normal practice is to click on the "Insert template" button and choose the text required to be inserted. The code for this text will then appear in the box below the "Customize font" button. Additional text items can be added if required. When all the text items have been added, clicking the "Customize font" button will reveal the dialog box shown below and the added text can be formatted as required. A comment is required regarding the point in time at which this setting is applied. If applied BEFORE any slide have been added to the Slide list, then the text additions will apply to all slide subsequently added. If however this setting is selected AFTER slides have been added, then the "Apply to all slides" button must be clicked to ensure that the change is applied to all the currently added slides. Note also that if the user wishes to remove the added text, it is necessary to go into the dialog box, deleted the text and then click the "Apply to all slides" button to remove the text from all added slides.

The second section is "Main image for new slides". If "Display shadow behind slide image" is selected, the "Customize" button will allow the parameters of the shadow to be selected, e.g. color/size/shape etc. The next control affects the size of the slide; obviously if the slide size is 100% then no shadow will be seen. Note also that this control can be used in conjunction with the "Screen/Background" tab to control the background color on which the slide appears. The "Apply to all slides" button should be used as described previously to apply the changes to all slides already inserted into the Slide line.

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