Using Lotus Freelance Version 2.1

Course Objectives

U   Explore Freelance
U   Look at a Presentation
U   Look at Saving a Presentation
U   Look at Pages, Charts, Tables, and Text Blocks
U   Look at the use of Symbols
U   See the Page Sorter View
U   See how a Presentation slide is Printed

Your Objectives for this course:

_____

_____

_____

Overview

Freelance Graphics is the presentation program for the Lotus Suite of products. It is a stand alone presentations package but does work well with other Lotus programs, like 1-2-3.

This course is designed to give the user a very brief overview of the different parts that make up a presentation.

By today's standard, a presentation is nothing more than a slide show. Typically, once a presentation has been completed, it will be either shown to an audience via an overhead projection system (tied to the PC monitor output) or perhaps on a stand alone PC as an interactive program. When used as an interactive tool, the presentation can offer some exciting visual communications between you and the viewer.

Freelance can also be used as a drawing program, but its greatest strength lies in creating presentations.

## Three simple parts of a creating a Freelance presentation

U   Choose a look for your presentation
U   Choose a page layout for the slide
U   Fill in the blanks on the slide with your information

Note: *When you first start up Freelance, the* **QuickStart** *tutorial may begin first. If it does, go ahead and walk through it, but then when you get a chance, create your own presentation.*

After you've started Freelance

The first thing you should see is the **Welcome to Freelance Graphics** screen.
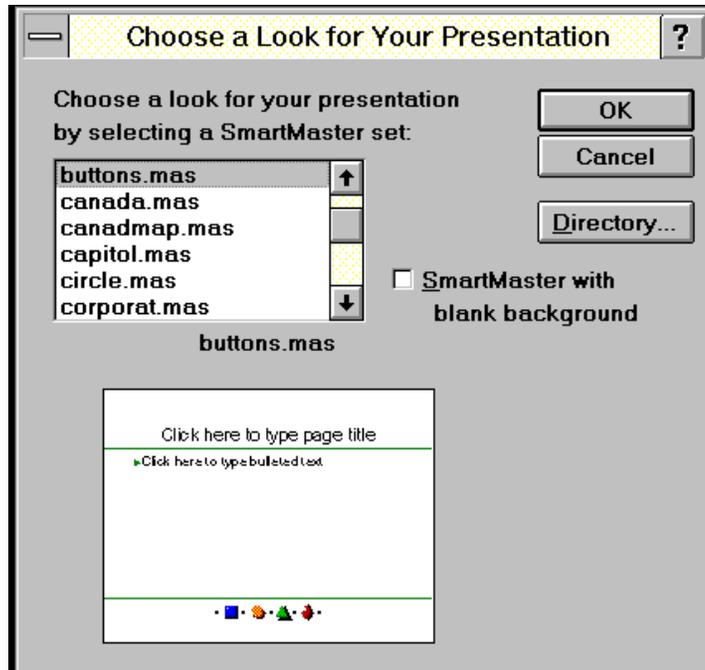
It should look something like this:
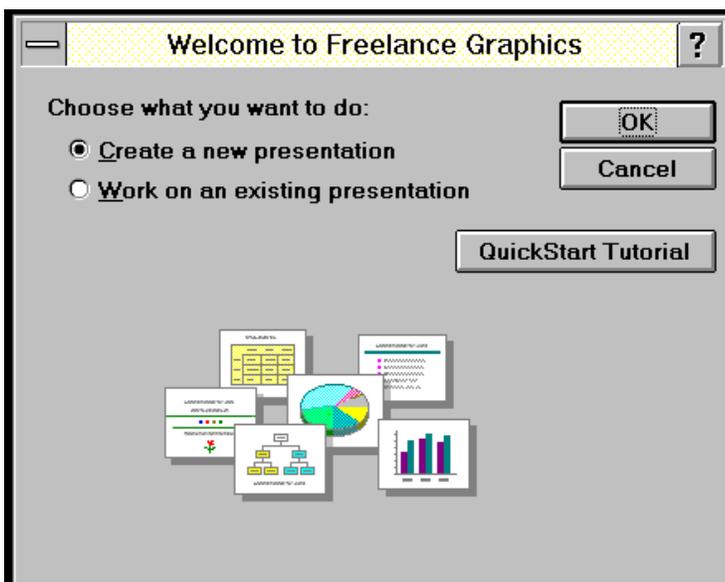
Note: *Notice that the* **Create a new presentation** *is already chosen.*

In this case we do want to create a new presentation

Step 1.   Click on the [OK] button.

                    Next you should see the **Choose a Look for Your Presentation** dialog box.

                    It should look something like this.

Step 2.   Hit the [9] arrow key.
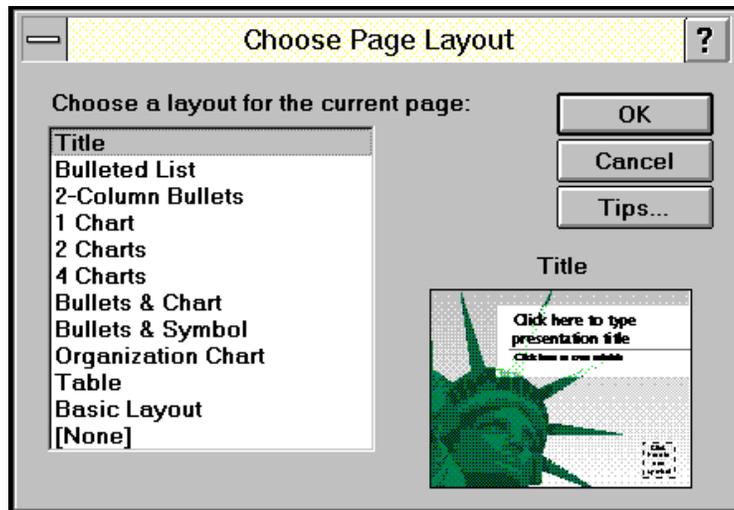
                    Watch the **WYSBYGI** screen at the bottom of the window give you samples to choose from.

Step 3.   Choose **MMLASER.MAS**

Step 4.   Click on the [OK] button.

Next, Freelance will ask you to choose a **Page Layout** for your presentation.

It should look something like this.

In this dialog box, we get to choose our **Page Layout**.

What is a Page Layout?

There are twelve total **Page Layouts** (including None) for your to choose from. A **Page Layout** is exactly what it sounds like, a layout for your page, or in this case, your slide.

When you build your presentation, you may have many slides, but each slide may need to have a different layout, depending on what kind of information you are trying to present.

Sometimes you're going to want to show your information in a **Title,** sometimes it's more appropriate to show it off in a **Chart**. Either way, with eleven main, ready made, already laid out layouts for you to choose from, there's a good chance that you won't have to choose the dreaded **[None]**.

Use **[None]** only when one of the others won't work for you.

Note: *Notice that this dialog box has a* **Tips...** *dialog button. If you're not sure of what page layout to use, click on the* **Tips...** *to get some advice*.

For our first slide, we'll choose **Title**.

Step 5.   Select **Title.**
                 Click on the [OK] button.

Freelance should now display the **SmartMaster** set and **Page Layout** you've selected.

This next screen should be close to what you have.

Now all this slide needs is for someone to type in the **Presentation Title**, **Subtitle** (if there is one) and even a **Symbol**.

The great thing about this slide, is that all you have to do is click on the different parts to allow you to type in them.

Step 6.   Click on the **Click here to type presentation title** part.

Step 7.   Type **Beautify our Local Highways Project**

Step 8.   Click on the **Click here to type subtitle** part

Step 9.   Type **1995 Campaign**

Step 10.   Click on the **Click here to add symbol**

You should see something like this:
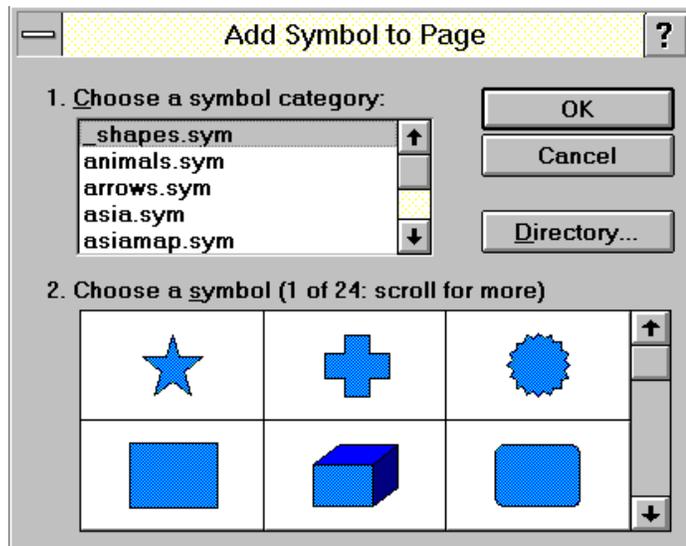
You are now looking at the **Add Symbol to Page** dialog box. As you can see, there is a scrollable list of different symbol libraries to choose from.

Step 11.   Hit the **[9]** arrow key and see how the **Choose a symbol** window changes.

Step 12.   Select **environm.sym**
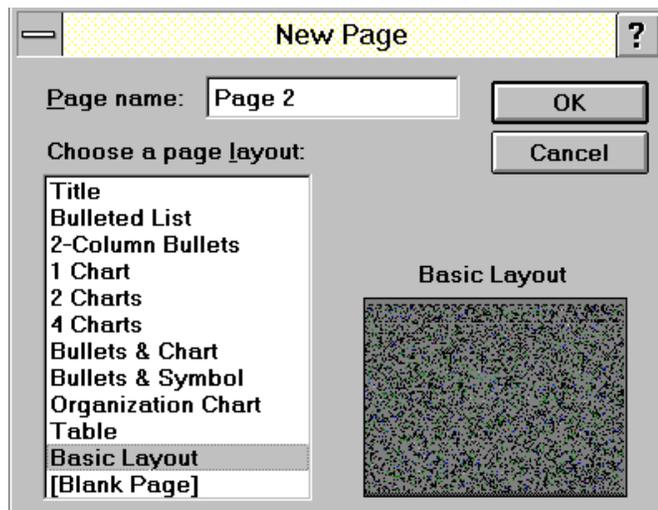Select the flowers symbol

Your first slide is done. You now have a title, a subtitle, and a symbol for your presentation.

Adding a new slide

The next slide will be mainly focused on a **Text Block**.

Step 1.   Click on **Page** pull down menu.
Click on **New...** dialog box choice.

You should see something like the following:

Step 2.   Keep the **Page name:** as **Page 2**

Step 3.   Select **Basic Layout**
Click on the [OK] button.

You should now have a basic screen.

We will now add a **Text block** to the slide.

Step 4.   Click on the
button.

Now you must go over to the basic screen, and define how big your **Text block** will be.

Step 5.   Move your mouse pointer in to the upper left hand corner of the slide.

Hold down your left mouse button, and gently drag a few inches to the right, and down.

When you have a dotted box that's a few inches by a few inches, let go of the mouse button.

This is where we will type the text block in.

Step 6.   Type the following paragraph:

This year, our 1995 campaign will be better than ever. With over 200 businesses participating, we are assured that many new local highways will be more beautiful than ever.
Let's hear it for the 1995 campaign!

Adding a Table Slide

We'll now add a slide that has a built in **Table** on it.

Step 1.   Click on **Page**
                 Click on **New...**

Step 2.   Choose **Table** from list.
                 Leave the **Page name:** as **Page 3**

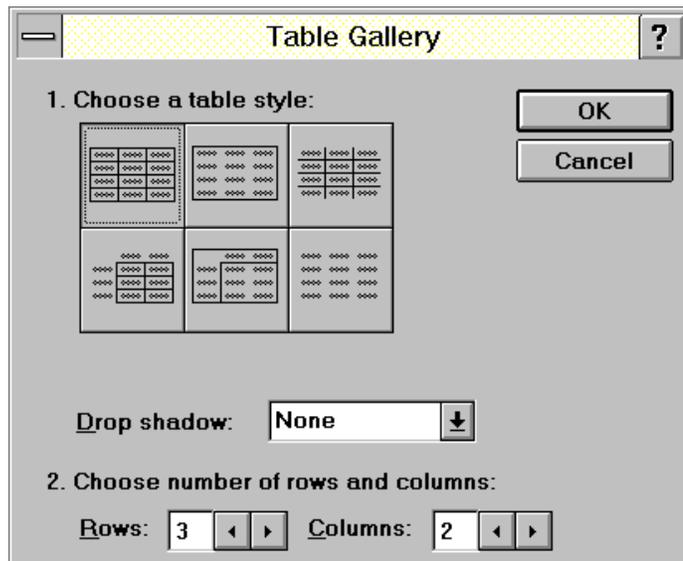   You should have a screen where you can type two things.

                 One should be a **Click here to type a page title**

                 And the other, **Click here to create a table**

Step 3.   Type **New Ideas** for the page title

Step 4.   Click on the blank table.
                 You should see something like the following:

Step 5.   Choose **3 Rows:** and **2**
Columns:

                 Leave the default as is (upper left hand corner table chosen).

Step 6.   Click on the [OK] button.

You should now have a blank **Table**.

Step 7.   Type the following in the blank table.

Idea	Description
Side of Road Design	Wildflowers
Median Design	Small shrubbery

You'll have to click in the proper table cell to enter the data.

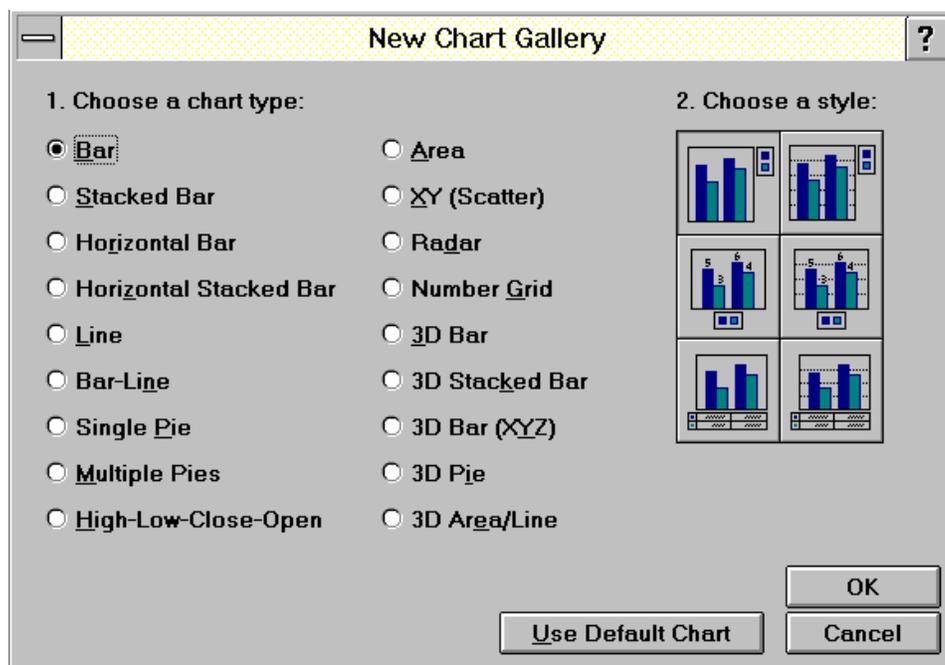## Adding a new slide with a chart

Step 1.   Click on **Page**
Click on **New...**

Step 2.   Select **1 Chart**
Leave the slide name as is.
Click on the [OK] button.

You should now have a blank slide, with two parts to it.

One part should be **Click here to type page title**
And one with **Click here to create chart**

Step 3.   Click on the **Click here to create chart**
You should see something like this.

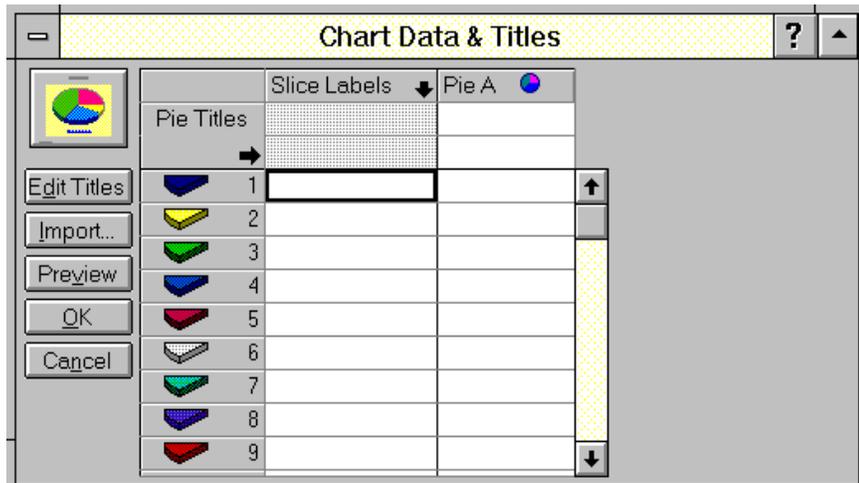**Step 4.**   Select **3D**

Pie

Accept the default **3D Pie** chart type.

Step 5.   Click on the [OK] button.

You should see something like this.

Step 6.   Type the following information:

1	Member	200
2	Private	600
3	Corporate	1000

Step 7.   Click on the [OK] button.

You should now have a three dimensional pie on your screen.

Step 8.   Click on **Click here to type page title**

Step 9.   Type **1994 Total Contributions**

Now you have a presentation with four slides.

The Page Sorter View

The **Page Sorter View** shows small pictures of all the pages in your presentation. From this view, you can move, copy, add or delete pages (slides) or even combine pages from other presentations into one.

Usually you use the Page Sorter View to manage your slides, and to make sure that you have created all the slides you meant to create.

Step 1. Click on **View**
Click on **Page Sorter**

You should see all your slides as small views.

To go back to normal view, do the following:

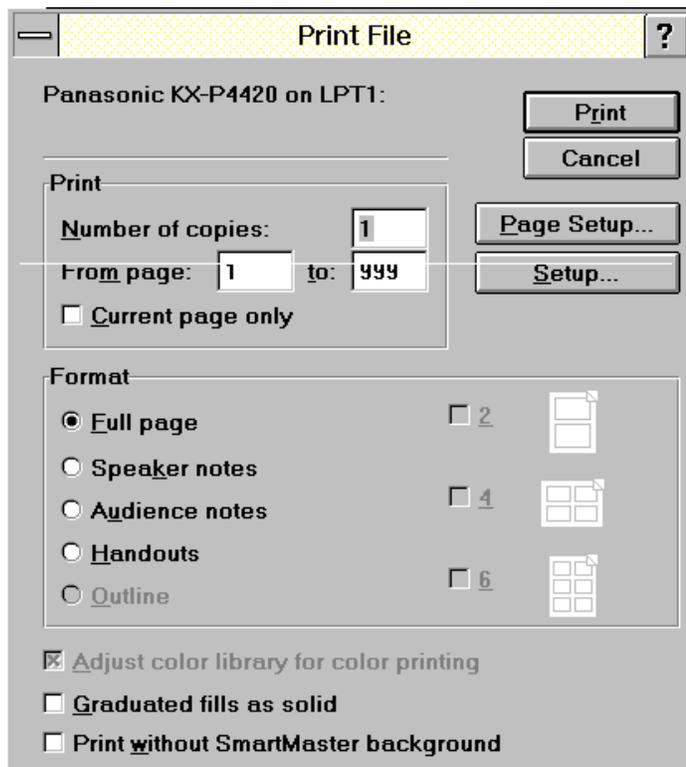**Step 1.** Click on **View**
Click on **Current Page**

You should be back to normal view mode.

Printing a slide

Sometimes you'll want to print your slides. Often times, you may want to take your print out, and transfer it to overhead transparency.

Printing is very straightforward.

Step 1. Click on **File**
Click on **Print**

Step 2.   Choose which page (slide)
Click on the [OK] button when you're ready.

The slide should come out on whichever printer you had selected.

Note: ***Because slides typically incorporate many different types of graphic objects, printing out a slide can be slow, especially to older laser or dot-matrix printers. Give them some time to print.***

Note: ***Many older laser printers do not have enough on-board*** RAM *(memory) to be able to handle today's graphics. If you get "out of memory" or "not enough memory" errors on your printer, try to select another, newer printer, or talk to your System Administrator about upgrading your printer.***

Saving your presentation

Step 1.   Click on **File**
Click on **Save**

Type in the name you want.

Note: ***Freelance will add an automatic file extension of* .PRE**