

Media Selection Tab

Floppy, Hard Disk or Local Area Network: Click to save your presentation to one of these storage areas in a distributable form.

CD-ROM: Click to create a CD-ROM version of your presentation.

E-Mail: Click to distribute your presentation via e-mail. You must have a MAPI enabled mail system (such as Microsoft Mail) installed for this option to be available.

World Wide Web: Click to create HTML Web Pages from your presentation, or to create a version of your presentation that can be placed on your web site. This option will automatically upload your presentation if you want it to.

Select Player and Name File Tab

Don't Need Player: Select this option if you know that the computer the presentation will be played from has Astound or the Astound Player installed on it.

Win95 Player that runs under Windows 95 and NT only: Select this option to include the player in distributable presentation. This player will only work under Windows 95 or Windows NT.

Win31 Player that runs under Windows 3.1, 95 or NT: Select this option to ensure that the presentation can be played under Win 3.1, Windows 95 or Windows NT.

Change Icon: Click to select an icon to use for your presentation.

Filename for Distributed File: Type an 8 character file name for the version of the presentation that will be distributed.

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Floppy Hard Drive or LAN Tab

3 1/2 Floppy: Enable to copy your presentation to floppy disk or any other removable drives. You will be prompted to change disks as necessary.

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Hard Drive/Network Drive: Enable to copy your presentation to your hard drive or a network drive, and then click Browse to select the drive and directory. The currently selected Drive and Directory is listed beside this option.

Browse: Click to select the drive and directory that you want to save your presentation to.

Split Into: Select to split the presentation into smaller files. This is useful if you are going to be copying the presentation to floppies at a later date. This option is only available if you are saving the presentation to a hard drive or network drive.

Split into Option : Type the size of files you want to split your presentation into. This option is only available when the Split Into option is selected.

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Floppy of Split File Setup Program

Filename for Setup Program: Type an 8 character filename for the setup program that will recreate the presentation on the playback computer.

Don't Reserve and Space: Click to use all of the space available on your floppy disks, or create files that are all as large as you specified in the previous panel for split files.

Reserve Space on the First Floppy: Enable this option to save a specified amount of space on the first floppy or the first file of a split presentation. This is useful if you want to include a readme file or other type of instructional file on your disk.

Reserve Space on the First Floppy: Specify the amount of space you want reserved on the first floppy or from the first file of a split presentation.

Summary Tab

Summary Tab: This tab contains a summary of the options you have selected in the Wizard and what will happen as the distributable presentation is selected.

Temporary Files Tab

Temporary Folder: Specify a folder to save the distributable presentation files to. You will then need to copy these files to your CD Writer.

Browse: Click to select a folder to save the distributable presentation files to. You will then need to copy these files to your CD Writer.

HTML and Astound Web Player Files Tab

Astound Web Player: Enable this option to distribute your presentation so that it can be played back from your Web site using the Astound Web Player plug-in. This option allows you to keep most of the functionality in your presentation, but requires the viewer to have the plug-in installed to view your presentation.

Native HTML: Enable this option to export each slide as a separate HTML document. This allows you to create Web pages right in Astound.

Temporary Folder: Specify a folder to save the web presentation files to if you are not automatically uploading the presentation with the Distribution Wizard.

Browse: Click to select a folder to save the web presentation files to.

Automatically Copy the Files to a Web Site Using FTP: Enable this option if you want the Distribution Wizard to automatically copy the files it creates to your web site. If this option is not enabled you will have to copy the files yourself at a later date.

World Wide Web Site Tab

Please Enter the URL...: Type the URL (Universal Resource Locator -- address) of the Web Site where you are going to publish the presentation. Astound needs this information to correctly reference the presentation even if you are not using the Distribution Wizard to upload the presentation to the web site.

HTML Information Page

Title: Type the title you want to use on your sample web page.

Heading: Type the heading you want to use on your sample web page.

Description: Type the text you want to use on your sample web page.

Background Color: Select the color that you want to use as the background color of the sample web page.

Text Color: Select the color that you want to use for the text on the sample web page.

FTP Information Tab

FTP Server: Type the FTP server's IP address

User Name: Type the user name you are using to access and upload the presentation to the web site. This user name must have the ability to write to the server site.

Password: Type the Password for the user name you are using to copy the presentation to your web site

Directory: Specify the directory within your web site that you are copying the presentation to. The presentation should be placed in it's own folder.

Browse: Click to select a folder to save the web presentation files to on your web site.

HTML File Options Page

First Slide: Type a name for the first page of your Web site. The first slide of your presentation will be given this name as an HTML file. If this is left as Index, many browsers will recognize it as the main page and will automatically display it.

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Other Slides: Specify the base name for the HTML files created from the rest of your slides. The files will have a sequential number added to the end of this base name.

Truncate HTML Page to Bottom of Lowest Item: Enable this option to end the HTML page after the last visible text or object. This will ensure there is not a lot of blank space on your Web page after the HTML created by the distribution Wizard.

Output All Text as Images: Enable this option to ensure that all of your text looks exactly as it does on your slides. This allows you to use fonts and text fills that are not supported by HTML but will create a larger HTML document and therefore a longer download time for the viewer.

JPEG Image Quality: Specify the quality of JPEG images you want to include in your HTML documents. Higher quality images will look better but will cause a longer download time.

HTML Slide Options Page

Automatically Load Next Page after Slide Duration: Enable this option to have the second web page automatically displayed after the slide duration of the first page is complete. The viewer's browser must support this option for this to have any effect.

Insert Navigation Buttons Above the Page: Enable to insert standard navigational buttons at the top of your page, above the information contained on your slide. A Forward, Backward, First, and Last page button will be added.

Insert Navigation Buttons Below the Page: Enable to insert standard navigational buttons at the bottom of your page, after the information contained on your slide. A Forward, Backward, First, and Last page button will be added.

Text: Enable this option to insert the navigational buttons as text. This option is only available if one of the Insert Navigational Button options is enabled. A Forward, Backward, First, and Last page button will be added.

Images: Enable this option to insert the navigational buttons as standard button images. This option is only available if one of the Insert Navigational Button options is enabled. A Forward, Backward, First, and Last page button will be added.

HTML Page Footer Information

Current Date/Time: Enable this option and type any text you want to appear before the date and time in the footer of the web page. The date and time will be set to your current system date and time.

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Author Information: Enable to include some author information. In the first field, type any text you want to appear before the author's name, and in the second field type the author's name.

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Copyright Information: Enable this option to include copyright information in the page footers. Type the copyright notice you want to use in the field.

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E-Mail Information: Enable this option to include an automatic link that will allow the user to e-mail you. In the first field type the text you want to appear before the e-mail address, and in the second field type the e-mail address.

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Insert a link to the Astound Incorporated World Wide Web Site: Enable this information to automatically create a link to Astound's web site.

Footer Text Color: Click to select the color you want to use for the text in your footer.

Animation Styles Dialog Box

Click the Tools/Animation Styles... command to display this dialog box.

Style: Select an animation style for your entire presentation.

Text Transition Pauses: Enable this option to add pauses at appropriate places when your text blocks appear on the slide.

Animate Charts: Enable this option to add animation to your charts.

Chart Segment Pauses: Enable this option to pause the chart between appearing segments.

Optimize Timelines: Enable this option to adjust each slide's timeline to make objects animate one after another during playback, and set an optimal duration time for each animation.

Bullet Dialog Box

Click the Text/Bullet... command to display this dialog box.

Use Bullet Character: Enable this option to select a bullet for the select text format.


Font: Choose a font for the bullets from the list.

Size: Choose a point size for the bullets by typing a value or selecting one from the list.

Color: Click to display a [Color Scheme pop-up window](#), from which you can select or create a color for the bullets in the format level(s).

Preview: View the characters available for bullets in the selected font, and select the character you want to use for the bullet.

Button Style Dialog Box

Double click  or on a button you have already created to display this dialog box.

Shape buttons: Click to choose a shape for your button.

Presets: Select one of the six preset button depth settings. The slide controls will be adjusted accordingly, and the button preview will reflect the preset you selected.

Button Edge: Drag the sliders to adjust the dimensions of the inside and outside edges of the button, or to adjust the button's depth.

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Preview: Displays a sample of your button style.

Select Icon Dialog Box

Distrib wiz Include player window.

Available Icons: Displays a preview of all the icons you can choose from.

Chart Panel Dialog Box, Gradient Options

Color: Displays the colors in the current color scheme for use in your gradient, as well as buttons that allow you to use the eyedropper, color mixer, and color spectrum.

Direction: Select a blend direction for the gradient by clicking on one of these buttons. The preview buttons in the Type box change to reflect the selected direction option.

Custom: Click to create your own custom gradient for the chart background.

Shading slider: Drag to control the shading of the gradient.

Type options: Click on one of these buttons to select the gradient flow type. The gradient can flow from the start color to the end color, the end color to the start color, the end color to the start color and back to the end color again, or from the start color to the end color and then back to the start color again.

Burst From Selected Object: Blends your gradient outward from the object(s) selected on your slide. This option is only available if you are creating a background and have an object selected when you display this dialog box.

Chart Panel Dialog Box, Pattern Options

Foreground Color: Displays a Color Scheme pop-up window, from which you can select a color for use in the chart panel.

Background Color: Displays a Color Scheme pop-up window, from which you can select a color for use in the chart panel.

Invert: Click to invert the foreground and background colors in the pattern you have chosen.

Patterns: Select the pattern you want to use for the chart panel.

Chart Panel Dialog Box, Picture Options

Name: Displays the name of the currently selected picture.

Load: Displays the Open Picture dialog box, from which you can choose a picture file to load into memory for use as a chart panel.

Tile: Tiles the picture, at its original size, to fill the entire chart panel.

Center: Centers the picture on the chart panel, at its original size. If the picture is smaller than the chart panel, a black border will appear around the picture.

Make Fit: Scales the picture to fit the entire chart panel.

Chart Panel Dialog Box, Solid Options

Colors: Contains the colors of the current color scheme. Select a color for the chart panel background by clicking on it, and then clicking OK.

Eyedropper: Displays the Eyedropper window and changes the cursor to an eyedropper tool. You can select any color displayed on the screen by clicking the eyedropper tool on it. The color you click on will be placed in the selected rectangle in the Colors box, from which you can select it as the chart panel background.

Color Mixer: Expands the dialog box to include the Color Mixer options. You can create a color to place in the selected rectangle in the Colors box by clicking in the color refiner box or entering values in the edit boxes.

Color Spectrum: Expands the dialog box to include the Color Spectrum options. You can select a color to place in the selected rectangle in the Colors box by clicking on it in the Color Spectrum box.

Preview: Displays a preview of the currently selected color.

Chart Panel Dialog Box, Texture Options

Name: Lists available textures.

Preview: Click to display a preview of the texture in the Name field. Since texture previews are slow to generate, you may not want to view the previews of each texture as you select it.

Custom: Click to create your own custom texture.

Randomize: Click to change the appearance of the texture by randomly altering the settings of the texture's various elements.

Symmetrical: Click to create a symmetrical appearance for the selected texture.

Title: Tiles the picture, at its original size, to fill the chart panel.

Chart Panel None

Transparent: Enable this option to transform your chart panel into a transparent chart panel.

Background Fill: Enable this option to fill the object with the same fill as the chart panel.

Chart Properties Dialog Box, Format Tab

Chart Type: Select the type of chart you want from the list.

Series Settings: Select and modify individual series from your data set here. You can select the series you want to modify by clicking on its color in the color bar. You can work on multiple series at once by holding down the [Ctrl] key and clicking on multiple colors.

Show Fill: Enable to display the fill color for the currently selected series. You can choose a different color if you wish.

Color: Click to display a [Color Scheme pop-up window](#), from which you can select or create a color for the bullets in the format level(s).

Semi-Transparent: Enable this option to create a "see-through" color fill for the series.

Show Border: Enable to display the border color for the currently selected series. You can choose a different color if you wish.

Color: Click to display a [Color Scheme pop-up window](#), from which you can select or create a color for the bullets in the format level(s).

Plot Axis: Enable either option to graph the selected series on the Y1 or Y2 axis here. By default, all series are graphed on the Y1 axis, but you can create a dual-axis chart by choosing to graph one or more of the series on Y2.

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Plot As: Select one or more series from the Series Settings color bar. After selecting the series you can choose a different chart type for them from this list. This option is only available with combination charts.

QuickFormat: Click to display the [QuickFormat Chart dialog box](#), where you can save your favorite chart formats for later use.

Show Preview: Enables you to preview your currently selected chart.

Chart Properties Dialog Box, Axes Tab

In this dialog box, you can control the placement of labels, gridlines, tick marks, and the goal range, as well as specify a displayed range for the chart values.

Axis: Choose the axis you want to modify from this list.

Show: Toggles the display of major gridlines along the chart axes. Options corresponding to grids that are unavailable for a specific chart type will be disabled.

User-defined divisions: Enable this checkbox if you want to specify the number of major grid line divisions, and then specify how many divisions in the chart are created by major gridlines. For example, if the highest data charted is 100, and you type 5 in this edit box, gridlines are placed as 0, 20, 40, 60, 80 and 100, giving you 5 major divisions.

User-defined divisions: Enable this checkbox if you want to specify the number of major grid line divisions, and then specify how many divisions in the chart are created by major gridlines. For example, if the highest data charted is 100, and you type 5 in this edit box, gridlines are placed as 0, 20, 40, 60, 80 and 100, giving you 5 major divisions.

Color: Click to display a Color Scheme pop-up, from which you can select or create a color for the major gridlines.

Width: Specify the width of major gridlines.

Show: Toggles the display of minor gridlines along the chart axes. Options corresponding to grids that are unavailable for a specific chart type will be disabled.

User-defined divisions: Enable this checkbox if you want to specify the number of minor grid line divisions, and then specify how many divisions are created between each major grid line. For example, if there is a major grid line at 20 and 40 and you type 2 in this edit box, a minor grid line is placed at 30 giving you 2 minor divisions.

User-defined divisions: Enable this checkbox if you want to specify the number of minor grid line divisions, and then specify how many divisions are created between each major grid line. For example, if there is a major grid line at 20 and 40 and you type 2 in this edit box, a minor grid line is placed at 30 giving you 2 minor divisions.

Color: Click to display a Color Scheme pop-up, from which you can select or create a color for the minor gridlines.

Width: Specify the width of minor gridlines.

Show: Enable this option to highlight a range on of your chart by changing the color of the background panel in the range.

Minimum: Set the lower limit of the range you want to emphasize in the your chart.

Maximum: Set the upper limit of the range you want to emphasize in the your chart.

Color: Specify the color of the range highlighted on your chart.

Minimum Value and Maximum Value: Enable these options if you want to specify the minimum and maximum values displayed on the axis. For example, if you are charting test scores that were marked out of 100 and the highest mark is 97, you might want to specify a maximum value of 100 to show the full range of possible scores.

Minimum Value and Maximum Value: Enable these options if you want to specify the minimum and maximum values displayed on the axis. For example, if you are charting test scores that were marked out of 100 and the highest mark is 97, you might want to specify a maximum value of 100 to show the full range of possible scores.

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Extend Gridlines: Enable to extend the gridlines across the edge of the chart's panels.

Inside Ticks : Enable to display tick marks inside the actual chart axes.

Outside Ticks: Enable to display tick marks outside the actual chart axes.

Tick Length: Enter the desired length for the tick marks on all axes. This option is disabled if you have not enabled the Inside Ticks or Outside Ticks option.

Preview: Enables you to preview your currently selected chart.

Chart Properties Dialog Box, Labels Tab

Apply to: Select which portion of text you want to set attributes for. You can specify attributes for a main title, a subtitle, a footnote, a legend, and text along each axis.

Show Title: Enable this option and type the text you want to use. If this option is disabled the text will not appear on your chart.

Show Title: Enable this option and type the text you want to use. If this option is disabled the text will not appear on your chart.

Label: Place labels parallel to the axis, perpendicular to the axis, or choose not to have labels at all by selecting the appropriate option. This option is disabled when a title, footnote or legend is selected in the Apply To list.

Font Name: Select a font for the text.

Font Size: Select a font size for the text.

Styles: Click to apply the corresponding style to the selected chart text. You can choose Bold, Italic or Underline.

Text Color: Click to display a Color Scheme pop-up window, from which you can select or create a color for the selected text.

Preview: Enables you to preview your currently selected chart.

Chart Properties Dialog Box, Data Tab

Selected: Select which axis you want to change the number specifications for.

Show Numbers As: Select a number style for the currently selected chart number element.

Leading Zero: Click to precede decimals with a zero.

Decimal Symbol: Type the symbol you want to use to denote the decimal point (e.g., the period in \$10.00).

Digit Grouping Symbol: Type the symbol you want to use to group digits in large values (e.g., the comma in \$1,000.00).

Currency Symbol: Type the symbol you want to use to represent the specific currency values you are charting. This edit box is enabled when you select Currency from the Show Number As list.

No. of Digits after Decimal: Type the number of digits you want to follow a decimal.

Negative Number Format: You can choose the display style of negative numbers in your chart.

Negative Currency Symbol: You can choose the display style of negative currency in your chart.

Position of Currency Symbol: Specify where you want the currency symbol to appear. This list is enabled when you select Currency from the Show Number As list.

Transpose Data: Enable to change the data's orientation. For example, if columns of data in your datasheet are charted along the X axis, enabling the Transpose Data option causes rows of data to be charted along the X axis.

100%: Enable to display each chart segment ranging from 0% to 100%. The sections of each segment are then plotted as a percentage of that segment's total. This allows you to compare the data ratios easily. The 100% option is only available for stacked charts.

Cumulative: Enable to display data cumulatively in each successive segment. For example, if a factory produced 1200 units the first year, and 1400 units the second year, the second year's data will be charted as 2600 units if the Cumulative option is enabled.

Datasheet: Click to display the Datasheet window, where you can enter, edit or import the data you want to use in your chart.

Preview: Enables you to preview your currently selected chart.

Chart Properties Dialog Box, Legend Tab

Show Legend: Enable to display a legend with your chart.

Position of the Legend on the Chart: Specify where the legend is placed by selecting one of these options.

Maximum Number of Rows: Specify how many rows are in the legend.

Maximum Number of Columns/Rows: Specify how many columns or rows are in the legend.

Maximum Number of Columns: Specify how many columns are in the legend.

Show Frame: Enable to display a box around the chart legend.

Corners: Click the square or rounded options to control the appearance of the legend's frame.

Corners: Click the square or rounded options to control the appearance of the legend's frame.

Fill: Click to choose a color for the legend's background.

Fill Color: Select the color you want to use as the background for the legend. The Fill option must be enabled before you can select a fill color.

Border: Click to choose a color for the legend's frame.

Border Color: Select the color you want to use as the border for the legend. The Border option must be enabled before you can select a border color.

Shadow: Enable to display a shadow around the legend frame.


Shadow Color: Select the color you want to use as the shadow for the legend. The Shadow option must be enabled before you can select a shadow color.


Offset: Type the desired horizontal and vertical offset values in the edit boxes to control the location of the legend frame's shadow. Positive numbers move the shadow to the bottom and right, and negative numbers move it to the top and left.


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Show Preview: Enables you to preview your currently selected chart.


Chart Properties Dialog Box, Panels Tab


Solid: Click  to choose a solid color for the slide background.

Pattern: Click  to choose a pattern for the slide background.

Gradient: Click  to choose a number of colors for the slide background.

Texture: Click  to choose a texture for the slide background.

Picture: Click  to choose a picture for the slide background.

None: Click  if you don't want a background on your slide.

Panel: Choose the panel you want to modify from the list.

Show: Click to preview the panel you have selected from the list.

Thickness slider: Drag to control the thickness of the panel.

Show Border: Click to show the borders surrounding the series.

Color: Click to select a color for the panel border.

Width: Type the width you want for the border.

Show Shadow: Click to show the shadows surrounding the series.

Color: Click to select a color for the shadow.

Offset: Type the vertical and horizontal offsets you want for the shadow.

Offset: Type the vertical and horizontal offsets you want for the shadow.

Show Preview: Enables you to preview your currently selected chart.

Chart Properties Dialog Box, Layout Tab

Layout options differ for each chart type. The following is an alphabetical list of the options available for the different chart types. Not all options are available for all chart types.

Amount: Drag to choose how much space appears between exploded pie segments when you enable either the Explode All Segments option or the Explode Each Segment option.

Apply: Click to apply the selected pictograph from the list to the currently selected series.

Apply All: Click to apply all group box settings to all the series in the chart.

Around Each Cell's Contents: Click to place a margin around each cell. Type the margin size in the field.

Between Cells and Border: Type a number to specify the space between the border in a table and the closest cell of the table. The border margin is measured in the units you specify in the Panels tab.

Block Size: Drag this slider to control the size of markers in scatter plots.

Bubble Size: Drag this slider to specify the size of the largest marker in the Bubble Chart.

Chart Depth: Drag to change the overall depth of a 3D chart.

Column Lines: Specify the size, color and display of major and minor column gridlines in a table.

Crop: Enable this option, which applies to stacked Pictographs, if you want the last image in the stack to display at its normal size and be cropped at the appropriate data value.

Explode: Select whether you want to explode one or all segments and then specify the series to affect (if applicable) and drag the Amount slider to separate only the pie segments you choose.

Inclination: Drag to specify the viewing angle of a 3D pie chart.

Include Values Greater than the Maximum Value in the Last Bin: Includes any data greater than the largest category in a histogram in the last bin of data. A bin contains a range of values, such as 1-5 or 6-10. Any data is sorted, by value, into its corresponding bin. The value for that bin is the number of data items in that bin. This option is only available for histograms.

Include Values less than the Minimum Axis Value in the First Bin: Includes any data less than the smallest category in a histogram in the first bin of data. This option is only available for histograms.

Inner Radius: Drag to specify the size of the hole in the center of a pie chart.

Inter Column X: Drag to specify the spacing along the X axis between bars within each series. Moving the slider to the left decreases the spacing, while moving the slider to the right increases the spacing.

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Inter Column Z: Drag to control the spacing along the Z axis between bars, lines and areas in a 3D chart. Moving the slider to the left increases the spacing, while moving the slider to the right decreases the spacing.

Interseries: Drag to control the spacing between each series as a group.

Interseries: Drag to control the spacing between each series as a group.

Line Thickness: Drag to control the thickness of plotted lines.

Load: Click to display the Load Pictograph dialog box.

Pictograph: Click to display a list of currently loaded pictograph styles.

Plot Fill: Click to specify how the area within the plotted line is filled. If you select None, Astound plots only a line. Selecting Down fills the area from the plotted line to the center of the chart. Selecting To Zero fills the area from the plotted line to the zero-value radius along the axis, creating a ring effect. Plotting is done in the color specified in the [Chart Properties Dialog Box Format tab](#). These options are only available for Spider Plots.

Plot Fill: Click to specify how the area within the plotted line is filled. If you select None, Astound plots only a line. Selecting Down fills the area from the plotted line to the center of the chart. Selecting To Zero fills the area from the plotted line to the zero-value radius along the axis, creating a ring effect. Plotting is done in the color specified in the [Chart Properties Dialog Box Format tab](#). These options are only available for Spider Plots.

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Remove: Click to remove the current pictograph style from memory.

Round Values to Nearest Bin: Click to round the values to the nearest whole number before grouping them into bins. This option is only available for histograms.

Row Lines: Specify the size, color and display of major and minor row gridlines in a table.

Row Lines: Specify the size, color and display of major and minor row gridlines in a table.

Scale: Click this option, which applies to stacked Pictographs, if you want the last object in the stack to be scaled so that the top of the object ends at the appropriate data value.

Series: Contains colored squares that represent each series of data you entered on the datasheet. The boxes are numbered beginning with 1. To change the pictograph settings for one or more series, simply select those series and change them. Hold the [Ctrl] key to select several series, or the [Shift] key to select a range of series.

Series: Select the series that you want to explode in your pie chart.

Segment Depth: Drag to change the depth of the chart segments.

Show Major Gridlines: Click to display major gridlines along columns or rows in a table. Gridlines allow you to easily identify charted values.

Show Minor Gridlines: Click to display minor gridlines along columns or rows in a table. Gridlines allow you to easily identify charted values.

Show the Gridlines on Top of the Plot Area: Click to place the Spider grid on top of your data for spider charts. NOTE: Spider charts will animate more smoothly if this option is not enabled.

Start Angle: Specify the starting angle of the first data segment in the chart.

Thickness: Drag to set the thickness or thinness of the chart floor, chart side, and chart back. Moving the slider to the left thins the displayed panels, and moving the slider to the right thickens the enabled panels. This slider also controls the thickness of 3D pie charts.

Use Stacked Images: Stacks the selected pictograph object to indicate the total data value.

Units Per Image: Specify the number of units to be represented by each image in a stacked pictograph. For example, you might have each image in the stack represent 100 units of the value.

Show Preview: Enables you to preview your currently selected chart.

Chart Properties Dialog Box, 3D Tab

Rotation Preview: Displays an outline preview of the three-dimensional chart that reflects the current 3D settings.

Trackball: Drag to rotate your chart and change the angle from which you are looking at it. Arrows on the trackball indicate the direction you are angling the chart toward. Double clicking on the trackball will return your object to its original position. You can also rotate the outer ring of the trackball to rotate your chart in two dimensions

Distance Indicator: Click in the Distance Indicator or drag the arrow to set the depth of perspective that is applied to the chart. If you drag the indicator upward, the chart acquires a more extreme perspective, as though you were viewing the chart from closer up. If you drag the indicator downward, the chart acquires a less extreme perspective, as though you were viewing it from farther away. This option is only available when the Perspective option is selected.

Perspective: Enable to draw a chart in 3D perspective. The Distance Indicator and the trackball's outer ring can be used to rotate the chart through 360 degrees. The wire frame preview and the chart preview are redrawn to reflect the amount of perspective selected in the Distance Indicator, and the degree of rotation specified in the trackball's outer ring.

Chart Properties Dialog Box, Animate Tab

Clicking on the Animate tab displays the chart animation options. These options control the timing, distribution, order and transition of your chart.

Timeline: Specify entry and/or exit transition times for your chart, as well as static time for the chart as a whole.

Timeline Distribution Entry: Select a chart segment entry distribution option. This option controls the timing of the appearance of chart segments in relation to each other.

Timeline Distribution Exit: Select a chart segment exit distribution option. This option controls the timing of the disappearance of chart segments in relation to each other.

Entry Order: Click to specify in which order you want the chart segments to enter the screen.

Exit Order: Click to specify in which order you want the chart segments to exit the screen.

Pause During Entry: Specify if you want your presentation to pause after each segment of the chart, between the appearance of each series or category, or after the entire chart has appeared.

Transition Properties: Click to display the Object Transition dialog box, from which you can select an entry and/or exit transition for the chart segments.

Preview/Stop Animation: Click to preview the specified chart animation. While the preview is playing, the button changes to the Stop Animation button, which you can click to stop the preview.

Preview: Enables you to preview your currently selected chart.

Common Animation Types: Click to choose one of several animation types commonly used in Astound presentations.

Background None

Transparent: Enable this option to transform your slide background into a transparent slide background.

Background Fill: Enable this option to fill the object with the same fill as the slide background.

Color Scheme Dialog Box

Click the Slide/Color Scheme... command to display this dialog box.

Apply: Click to apply the color scheme to the current slide only.

Apply to All: Click to apply the color scheme to the entire presentation.

Name: Displays the name of the current color scheme.

Add to Library: Displays the Save Color Scheme dialog box, which you can use to save the current color scheme.

Color Scheme Dialog Box, Custom Tab

Colors: Displays the colors for text, backgrounds, and objects in the current color scheme. You can select any color box to change its color.

Eyedropper: Displays the Eyedropper window and changes the cursor to an Eyedropper tool. You can select any color displayed on the screen by clicking on it with the Eyedropper tool. The color you select replaces the previous color displayed in the QuickSet window.

Color Mixer: Displays the Color Mixer dialog box. You can create a color to place in the selected square by clicking in the color refiner box or typing values in the edit boxes.

Color Spectrum: Displays the Color Spectrum dialog box. You can replace the selected color by clicking on another color in the Color Spectrum dialog box.


Add to Library: Displays the Save Color Scheme Dialog Box. Type a name for your color scheme and click Save to save it in the library.

Color Scheme Dialog Box, Library Tab

Name: Click to select a color scheme to apply to your presentation.

Delete Scheme: Click to delete the currently selected scheme from the list.

Color Spectrum Dialog Box

Click on  in the QuickSet window or any other dialog boxes where it appears to display this dialog box.

Color: Select a color by double clicking on its square, or by clicking it and then clicking on the OK button.

Convert To Bitmap Dialog Box

Click the Object/Convert To Bitmap... command to display this dialog box.

Opaque: Enable to convert any hollow portions of your object to white. This option is useful if you have a white drawing with an outline in another color. For example, if you have an outline-only object, the outline appears the same way you drew it, and the hollow center will be white.

Opaque: Enable to convert any hollow portions of your object to white. This option is useful if you have a white drawing with an outline in another color. For example, if you have an outline-only object, the outline appears the same way you drew it, and the hollow center will be white.

Solid: Enable to make your object appear as a white box with the object in it. If you have an outline-only object, the outline appears the same way you drew it, but the bounding box and the hollow center are white. For example, a circle looks as though it is placed on top of a white square.

Solid: Enable to make your object appear as a white box with the object in it. If you have an outline-only object, the outline appears the same way you drew it, but the bounding box and the hollow center are white. For example, a circle looks as though it is placed on top of a white square.

Transparent: Enable to specify a color in your object that will be made transparent. When the object has been made into a bitmap any objects behind the selected object will be visible. For example, you could draw a car with white windows, and convert it to a bitmap. You can use this option and the Transparent Color button to specify that the white windows be transparent, so you can see any objects that the car moves over.

Transparent: Enable to specify a color in your object that will be made transparent. When the object has been made into a bitmap any objects behind the selected object will be visible. For example, you could draw a car with white windows, and convert it to a bitmap. You can use this option and the Transparent Color button to specify that the white windows be transparent, so you can see any objects that the car moves over.

Transparent Color: Click to display a color palette allowing you to choose the color you want to make transparent in the selected object. This button can only be used in conjunction with the Transparent option in this dialog box. To select the transparent color directly from the selected object, use the eyedropper tool in the color palette.

Keep Original: Click to keep a copy of the original object intact so if it is a structured object and it is resized, it won't appear jagged.

Create New Slide Dialog Box

Click  or the Slide/New... command to display this dialog box.

Choose a Master: Select the master slide you want to base the new slide on.

Slide Name: Type a name for your new slide.

Slide Name: Type a name for your new slide.

Create a Link to the Currently Selected Object: Enable this option to display this new slide when you click on an interactive object.

Custom Gradient Dialog Box

From the QuickSet window, click  and Custom... to display this dialog box.

Library: Displays a list of preset gradients. Selecting a gradient from the library updates the dialog box with that gradient's settings.

Save: Click to name the gradient and save it to the Library when you make changes to a gradient.

Delete: Click to delete the currently selected gradient from the library.

Position: Displays the percentage value of the current gradient marker. Markers appear as triangles above the gradient and indicate where new colors are added to the gradient.

Colors: Click the Color box to change the color of the current selected marker in the gradient.

Color Bar: Displays a preview of the current gradient. To add additional colors to the gradient, click the mouse button above the color bar between other markers. To change the color of an existing pointer, select the pointer and then choose a new color from the Color box. To remove a color from the gradient, drag the appropriate pointers off the color bar. To reposition a color, drag one of the existing pointers up or down to a new location. The pointer locations are marked on a scale of 1 to 100%.

Custom Texture Dialog Box

From the QuickSet window, click  and Custom... to display this dialog box.

Library: Displays a list of preset textures. Selecting a texture from the library updates the dialog box with that texture's settings.

Preview: Click to update the preview box with the specified settings.

Save: Click when you make changes to a texture to give it a name and save it to the Library.

Delete: Click to delete the currently selected texture from the library. You can only delete textures that you create.

Preview box: Displays a preview of the current texture.

Custom Texture Dialog Box, Colors Tab

Colors: Click to choose colors to add to the texture.

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Markers: Displays the percentage value of the current texture marker. Markers appear as triangles above the texture and indicate where new colors are added. You can change the location of the selected marker by typing in a number between 0 and 100 or drag the marker to a new location.

Markers: Displays the percentage value of the current texture marker. Markers appear as triangles above the texture and indicate where new colors are added. You can change the location of the selected marker by typing in a number between 0 and 100 or drag the marker to a new location.

Color Bar: Displays a preview of the current gradient. To add additional colors to the gradient, click the mouse button above the color bar between other markers. To change the color of an existing pointer, select the pointer and then choose a new color from the Color box. To remove a color from the gradient, drag the appropriate pointers off the color bar. To reposition a color, drag one of the existing pointers up or down to a new location. The pointer locations are marked on a scale of 1 to 100%.

Color Bar: Displays a preview of the current gradient. To add additional colors to the gradient, click the mouse button above the color bar between other markers. To change the color of an existing pointer, select the pointer and then choose a new color from the Color box. To remove a color from the gradient, drag the appropriate pointers off the color bar. To reposition a color, drag one of the existing pointers up or down to a new location. The pointer locations are marked on a scale of 1 to 100%.

Custom Texture Dialog Box, Settings Tab

Drops: Specify the number of raindrops you want visible in the Raindrops texture. The number can range from 1 to 8.

Amplitude: Specify how high you want the waves to appear in the Undulations textures. The higher the number, the higher the waves.

Amplitude: Specify how high you want the waves to appear in the Undulations textures. The higher the number, the higher the waves.

Angle: Specify the direction you want the fur to move in. This option is only available for the Fur texture.

Chaos: Specify how complicated you want the maze to appear. This option is only available for the Maze texture.

Density Options: Specify the density of cloud textures with these options.

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Density Options: Specify the density of grass textures with this option.

Density Options: Specify the density of crater textures with this option.

Density Options: Specify the density of pleat textures with this option.

Density Options: Specify the density of weave textures with this option.

Density Options: Specify the density of stars in the Star textures with this option.

Density Options: Specify the density of vertical filament textures with this option.

Density Options: Specify the density of horizontal filament textures with this option.

Density Options: Specify the density of textile textures with this option.

Density Options: Specify the density of fiber textures with this option.

Density Options: Specify the density of moss textures with this option.

Density Options: Specify the density of fiber textures with this option.

Density Options: Specify the density of mineral textures with this option.

Density Options: Specify the density of noise textures with this option.

Density Options: Specify the density of vertical wood textures with this option.

Density Options: Specify the density of horizontal wood textures with this option.

Density Options: Specify the density of noise textures with this option.

Density Options: Specify the density of fractal textures with this option.

Density Options: Specify the density of wheel textures with this option.

Density Options: Specify the density of pit textures with this option.

Density Options: Specify the density of amoeba textures with this option.

Detail Options: Specify the amount of detail you want for colors such as blue, red and green, and for the Terrain texture using these options

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Complexity %: Specify how complex you want the rug's pattern to appear in the Oriental Rugs texture.

Dynamics %: Specify the number of arcs there are in the Plasma Arcs texture, and how curved they appear.

Energy %: Specify how wide and blurred the arcs appear in the Plasma Arcs texture.

Fade %: Specify how blended you want the fog to appear. This option is only available for the Fog texture.

Frizziness %: This option is only available for the Strings texture. Specify how rough and frayed you want the strings to appear.

Grain %: Specify how textured and detailed you want the Stone texture to appear.

Hole Options: Specify how high and/or wide you want a hole to appear with these options.

Hole Options: Specify how high and/or wide you want a hole to appear with these options.

Horizon %: Specify where you want the horizon to appear in the Fog texture.

Iterations: Specify how "tightly" the colors fit around the shape in the Mandelbrot texture. The higher the number, the "tighter" the fit.

Length Options: Specify the length of grass in the Grass texture and fibres in the Fibre texture with these options.

Length Options: Specify the minimum length of filaments in the vertical filaments texture.

Length Options: Specify the maximum length of filaments in the vertical filaments texture.

Length Options: Specify the minimum length of filaments in the horizontal filaments texture.

Length Options: Specify the maximum length of filaments in the horizontal filaments texture.

Length Options: Specify the minimum length of filaments in the textiles texture.

Length Options: Specify the maximum length of filaments in the Textiles texture.

Length Options: Specify the minimum length of fibres in the textiles texture.

Length Options: Specify the maximum length of fibres in the textiles texture.

Length Options: Specify the minimum length of fibres in the fibres texture.

Length Options: Specify the maximum length of fibres in the fibres texture.

Length Options: Specify the length of fur in the fur texture.

Lighting: Specify how "shadowed" you want the Orange Skin texture to appear.

Lighting: Specify how "shadowed" you want the Wheel texture to appear.

Lighting: Specify how "shadowed" you want the Raindrops texture to appear.

Loops %: Specify how many strings you want to appear in the Strings texture.

Magnification: Specify how magnified you want the texture to appear. This option is only available for the Mandelbrot texture.

Minimum value %: Specify how bright you want the dots in the Noise texture to appear.

Maximum value %: Specify how bright you want the dots in the Noise texture to appear.

Pattern: Specify the pattern you want for the Crystals texture.

Perspective Options: Specify the upper perspectives for cloud textures using these options.

Perspective Options: Specify the lower perspectives for cloud textures using these options.

Perspective: Specify the perspectives for Cloud, Crater and Ocean textures using these options.

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Phase Options: Specify the moon phase you want in the Clouds with Stars and Stars textures, or the wave phase you want in the Waves-Radial texture using these options.

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Phase Options: Specify the moon phase you want in the Clouds with Stars and Stars textures, or the wave phase you want in the Waves-Radial texture using these options.

Radius %: Specify how large you want the fire to appear in the Fireball and Nebula texture. The larger the number, the larger the fireball.

Radius %: Specify how large you want the fire to appear in the Fireball and Nebula texture. The larger the number, the larger the fireball.

Ranges: Specify the number of mountain ranges you want in the Fog Scene texture.

Relief %: Specify how "flat" you want the Stone or Mandelbrot textures to appear. This option is only available for the Mandelbrot and Stone textures.

Relief %: Specify how "flat" you want the Stone or Mandelbrot textures to appear. This option is only available for the Mandelbrot and Stone textures.

Seed Options: Specify a base number for the texture to begin with. Try typing in different numbers to see the how you can change the textures.

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Shadow Direction: Specify the angle you want the shadow to take in the Craters texture.

Size Options: Specify the size of the earth using these options.

Size Options: Specify the size of the clouds using these options.

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Size Options: Specify the size of the clouds using these options.

Size Options: Specify the size of the clouds using these options.

Size Options: Specify the size of the moon using these options.

Size Options: Specify the size of the clouds using these options.

Size Options: Specify the size of the clouds using these options.

Size Options: Specify the size of the craters using these options.

Size Options: Specify the size of the moon in the star texture.

Size Options: Specify the size of the waves using these options.

Size Options: Specify the size of the maze using these options.

Softness Options: Specify how soft you want clouds to appear in the Cloud textures.

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Star Distribution %: Specify how widely distributed you want the stars to appear in the Stars and Clouds - with Stars textures. The number can range from 0.00 to 1.00 - as the number increases, there are less stars visible in the texture.

Star Distribution %: Specify how widely distributed you want the stars to appear in the Stars textures. The number can range from 0.00 to 1.00 - as the number increases, there are less stars visible in the texture.

Stretch %: Specify how high you want the flames to reach in the Flames texture. The higher the number, the higher the flames stretch.

Sway Options: Specify the direction in which you want the grass to sway.

Sway Options: Specify the direction in which you want the curtains to sway.

Texture Options: Specify options such as smoothness, roughness and texture. This option is available for Basket Weave, Capitulum, Ocean, Orange Skin, Tree Bark and Marble textures.

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Texture Options: Specify options such as smoothness, roughness and texture. This option is available for Basket Weave, Capitulum, Ocean, Orange Skin, Tree Bark and Marble textures.

Thickness %: Specify how thick you want the waves to appear in the Undulations textures.

Thickness %: Specify how thick you want the waves to appear in the Undulations textures.

Turbulence %: Specify how "violent" you want the fire to appear in the Fireball , Nebula and Flames texture.

Turbulence %: Specify how "violent" you want the fire to appear in the Fireball , Nebula and Flames texture.

Turbulence %: Specify how "violent" you want the fire to appear in the Fireball , Nebula and Flames texture.

Water %: Specify how much water you want to appear in the Earth texture.

Water %: Specify how much water you want to appear in the Earth with Clouds texture.

Wave Options: Specify the size and amount of waves you want in the Fur, Ocean, Raindrops, Undulation and Waves textures.

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Center Options: Specify how centered you want the picture to appear in the Mandelbrot Texture.

Center Options: Specify how centered you want the picture to appear in the Mandelbrot Texture.

Weave Options: Specify how thick you want the horizontal and vertical weaves to appear in the Basket Weave texture.

Weave Options: Specify how thick you want the horizontal and vertical weaves to appear in the Basket Weave texture.

Wheel Options: Specify how centered you want the wheel to appear in the wheel texture.

Wheel Options: Specify how centered you want the wheel to appear in the wheel texture.

Wave Center: Specify how centered you want the waves to appear in the radial waves texture.

Wave Center: Specify how centered you want the waves to appear in the radial waves texture.

Symmetrical: Enable to make the texture appear mirrored within the object it fills.

Symmetrical: Enable to make the texture appear mirrored within the object it fills.

Tile Pattern: Enable this option to generate the texture so it can be seamlessly tiled to fill the object.

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Texture Settings Page

Symmetrical: Enable to make the texture appear mirrored within the object it fills.

Tile Pattern: Enable this option to generate the texture so it can be seamlessly tiled to fill the object.

Define CD Track Dialog Box

From the Select Sound dialog box, click New CD Clip to display this dialog box.

Clip Name: Type a name for the CD clip you want to define for your presentation.

Current CD: Specifies which CD is currently loaded. This information is taken from whatever you have specified for the CD in Microsoft's CD Player application.

Current Track: Specifies the track currently playing. This information is taken from whatever you have specified for the CD in Microsoft's CD Player application.

Current Artist: Specifies the current artist you are listening to. This information is taken from whatever you have specified for the CD in Microsoft's CD Player application.

Position: Specifies the current position of the song playing in minutes and seconds.

Track Slider: Locates current position of track as well as enabling one to drag the position slider to adjust and determine the position of the track.

Selection mode: Toggles between Choose Single Track mode and Start/End Track mode.

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Selection mode: Toggles between Choose Single Track mode and Start/End Track mode.

Choose Single Track: Selects a single track to play on the CD.

Choose Single Track: Selects a single track to play on the CD.

Start Track: Specify the starting point of the CD clip you want to define by entering the track number, and the location within the track.

Start Track: Specify the starting point of the CD clip you want to define by entering the track number, and the location within the track.

End Track: Specify the ending point of the CD clip you want to define by entering the track number, and the location within the track.

End Track: Specify the ending point of the CD clip you want to define by entering the track number, and the location within the track.

Set Start/End buttons: Click to set the start and end times you specified using the Position slider and transport controls.

Start Time: Enter the start time to begin your current track selection..


Set Start/End buttons: Click to set the start and end times you specified using the Position slider and transport controls.

Set Start/End buttons: Click to set the start and end times you specified using the Position slider and transport controls.

End Time: Enter the time in which you want your track selection to end.

Set Start/End buttons: Click to set the start and end times you specified using the Position slider and transport controls.

Distribute Timelines Dialog Box

With multiple objects selected, click  in the Timeline window to display this dialog box.

Entry: Click to change how the selected object(s) appear on the slide.

Exit: Click to change how the selected object(s) disappear off the slide.

Distribution Options: Click on these buttons to set the order of appearance and disappearance of the selected object(s).

Timeline: Displays the total time taken for ALL selected objects to enter and exit by adjusting the timeline with the appropriate option enabled.

Edit Tab Stop Position Dialog Box

While typing text in a placeholder, double click on the tab you want to edit to display this dialog box.

Offset: Select the new position of the tab stop here.

Type: Select the type of tab stop you want.

Find Dialog Box

Click the Text/Find... command to display this dialog box.

Find What: Type the text you want to search for, or select one of the previously entered text strings from the list.

Search: Click to choose where you want to search for the text. You can search the current slide, all slides, forwards or backwards.

Match Case: Enable to search for the exact text string - including the case of the characters (upper or lower) - that is specified in the Find What box. If this option is disabled, Astound will search for the text regardless of case.

Find Whole Words Only: Enable to specify that what you are looking for is a whole word, and not part of a larger word.

Find Next: Click to find the specified text.

Font Dialog Box

Click the Text/Font... command to display this dialog box.

Font: Type a font name, or select one from the list of available fonts.

Font style: Type a font name, or select one from the list of available fonts.

Size: Type a point size for the type in the edit box, or select one from the list.

Color: Displays a Color Scheme pop-up window, from which you can select a color to apply to the text.

Underline: Enable to underline the text.

Shadow: Enable to give the text a shadow.

Strikeout: Enable to display the text with a horizontal line through the middle.

Emboss: Enable to raise the surface of the text, giving it a slightly 3D appearance.

Preview: Displays a preview of the text, reflecting the selected options.

Format Levels Dialog Box

Click the Text/Format Levels... command to display this dialog box.

Style list: Click to select a style to edit.

Preview: Displays a preview of the text, reflecting the selected options.

Format Levels Dialog Box, Font Tab

Font: Select one from the list of available fonts.

Font style: Select one from the list of available fonts.

Size: Type a point size for the type in the edit box, or select one from the list.

Color: Displays a Color Scheme pop-up window, from which you can select a color to apply to the text.

Underline: Enable to underline the text.

Shadow: Enable to give the text a shadow.

Strikeout: Enable to display the text with a horizontal line through the middle.

Emboss: Enable to raise the surface of the text, giving it a slightly 3D appearance.

Format Levels Dialog Box, Paragraph Tab

Alignment: Choose the justification option for the format level(s) from the list. You can make the text Left, Right, Center, or Fully Justified.

Character Spacing: Specify the space between characters. 100% is the normal character space. Numbers above 100 increase the spacing, and numbers below 100 decrease the spacing.

Line Spacing: Specify the space between lines. Line spacing is measured as a percentage of the point size you have selected for your font.

Paragraph Spacing: Specify the spacing before and after the paragraph . Paragraph spacing is measured as a percentage of the point size you have selected for the text in the paragraph. 0% is the height of the tallest character for the font and point size you have selected.

Paragraph Spacing: Specify the spacing before and after the paragraph . Paragraph spacing is measured as a percentage of the point size you have selected for the text in the paragraph. 0% is the height of the tallest character for the font and point size you have selected.

Left Margin: Specify how far from the left side of the text box the text starts.

Right Margin: Specify how far from the right side of the text box the text ends.

Indent: Causes the first line of a paragraph to begin at the left margin, and subsequent lines of the same paragraph to appear indented by the amount you specified in the corresponding field. Negative numbers will cause the first line to be indented, positive numbers will create a hanging indent with all but the first line indented.

Insert Time Dialog Box

Click  in the Timeline Window.

Insert: Type the amount of time in seconds that you want to add to the timeline.

Insert At: Type the position in the timeline where you want to add the time.

Internet Component dialog

Component Type: Select the type of Internet component (such as a Java applet or script, a Visual Basic Script or a plug in) you want to add to the slide.

Source Directory: Specify where the component can be found.

Browse: Click to find the source directory of the component you want to add to the slide.

Destination Subdirectory: Specify the destination directory within your web site where the Internet component will reside.

Attributes: Select the type of attribute you would like to add to your component (parameters, applet classes, alternate text etc.)

Attribute Value: Type the value you want to specify for the component.

Add: Click to add a parameter to the Parameters list then type the parameter.

Edit: Click to edit the selected parameter in the Parameter list.

Remove: Click to remove the selected parameter in the Parameter list.

Parameters: Lists all of the parameters that you have added. You can select the parameter you want to edit or remove from this list.

Magnification Dialog Box

Click the View/Magnification... command to display this dialog box.

Zoom Level: Click a value for the magnification of the display.

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
Zoom Level: Click a value for the magnification of the display.

Custom: Specify a custom magnification level.

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MCI Script Dialog Box

From the Resources window, click MCI Script and  to open this dialog box.

Script Name: Type a name for a new MCI Script. You can choose any descriptive name up to 30 characters long that will help you remember what the MCI script does.

It's especially important to enter a script name when you use MCI templates because Astound gives your MCI script an alias based on this name. An alias is a key word that you use to refer to which device and/or file you are using throughout your MCI Script.

If you do not enter a script name, you will have to replace every instance of the {alias} field in each MCI command with a proper {alias} name manually. Alternatively, you can fill in a script name at any time, and choose the Fill Existing Script template. Astound will then fill the {Alias} fields in your current MCI Script sections for you.

Beginning, Entry, Exit and Ending: Clicking on one of these options will allow you to view or edit the corresponding portion of the MCI Script. The listed MCI command(s) will be executed at the beginning, entry, exit or ending handles of an MCI object's timeline.

Beginning, Entry, Exit and Ending: Clicking on one of these options will allow you to view or edit the corresponding portion of the MCI Script. The listed MCI command(s) will be executed at the beginning, entry, exit or ending handles of an MCI object's timeline.

Beginning, Entry, Exit and Ending: Clicking on one of these options will allow you to view or edit the corresponding portion of the MCI Script. The listed MCI command(s) will be executed at the beginning, entry, exit or ending handles of an MCI object's timeline.

Beginning, Entry, Exit and Ending: Clicking on one of these options will allow you to view or edit the corresponding portion of the MCI Script. The listed MCI command(s) will be executed at the beginning, entry, exit or ending handles of an MCI object's timeline.

Text Entry box: Displays the text of your MCI Script. You can view and edit the portion of your script associated with the selected beginning, entry, exit and ending options

Execute: Tests the current script section.

Step: Tests your script line by line. Each command will be executed when you press the [Enter] key to enter the current MCI command. The output and error messages will be shown in the MCI Output and Error fields at the bottom of the dialog box. Testing your script line by line allows you to debug the commands one by one.

Device: Displays a list of available MCI devices you can initiate.

Device: Displays a list of available MCI devices you can initiate.

File: Enables the Select... button. When you click on this button, the Select Media File dialog box appears, from which you can search for a specific MCI file.

File: Enables the Select... button. When you click on this button, the Select Media File dialog box appears, from which you can search for a specific MCI file.

Select...: Displays the Open File dialog box from which you can choose the file you want to use.

Template: Contains a list of MCI templates that correspond to your file or device selection.

Template: Contains a list of MCI templates that correspond to your file or device selection.

Apply: Displays the template commands for the selected template in the text entry box. Clicking on the beginning, entry, exit and ending options will display the portion of the script associated with that portion of the timeline.

MCI Output: Displays the status of the current line of script you are testing.

Error: Displays any error messages as they occur during the testing of your script.

New Presentation dialog box

Media Manager: Click to display the Media Manager where you can select a presentation that you have saved in a Media Manager library.

Number of Sides Dialog Box

Number of Sides/Corners: Specify the number of sides you want on your polygon, or corners (points) you want on your star.

Object Interaction Dialog Box

Click the Object/Interaction... command to display this dialog box.

When Object Appears, Pause Slide: Enable to pause the slide whenever the selected object appears.

Until Any Interactive Object is Triggered: Enable to pause the slide's playback at the point on the timeline where the object is fully displayed and finished any entry transition. Playback resumes when the user clicks the mouse button on an interactive object, or strikes the specified key. When the Object Appears, Pause Slide must be enabled in order to enable this option.

Until Any Input Occurs: Enable to pause the slide's playback at the point on the timeline where the object is fully displayed and finished any entry transition. Playback resumes when the user clicks the mouse button or presses the specified key. When Object Appears, Pause Slide must be enabled in order to enable this option.

Mouse: Enable this option, and select which mouse action you want to use to trigger the interactivity with the mouse.

When Over Object: Choose what action you want to occur when the pointer pauses over an object.

Show Object: Select how you want the object to appear when the pointer pauses over it.

Alternate Image: Select an image you want to display when the pointer pauses over the interactive object.

Select Image...: Click to select an alternate image to display when the pointer pauses over the interactive object.

Show Tooltip: Type a Tooltip you want to display when the pointer pauses over the interactive object, such as "Click Me".

Change Cursor to Pointing Finger: Enable to change the cursor to a pointing finger when the pointer pauses over the interactive object.

Key: Displays the keystroke that triggers the interactive response. If you enter a keystroke in this field, it will be used as the interactive trigger. If you do not, the edit box will display "None", and the trigger in the list box will be used. You cannot use cursor keys to trigger interaction, and there are some other reserved keys such as 0-4, and the spacebar.

Object Interaction Dialog Box, Sound Tab

None: Click if you do not want a sound associated with the selected object.

Play: Click if you want the sound event to play when the pointer pauses over the selected object.

Select Sound: Select a sound to play when the object is clicked on.

Sound Action: Click to load another sound to play when the pointer pauses over the object.

Play: Click to preview the current sound.

Volume: Drag to adjust the volume of the currently playing sound.

Volume: Drag to adjust the volume of the currently playing sound.

Object Interaction Dialog Box, Visual Response Tab

Depress, Highlight, Shade, Normal: Click if you want the selected interactive trigger object to appear depressed, highlighted, shaded or normal when it is clicked on.

Object Interaction Dialog Box, Action Tab

None: Enable if you do not want any program or object control event to be associated with the selected object.

Control Object: Enable if you want to associate an object with a specific action.

Action: Select the action you want to take place when the user triggers the interactive object.

Action: Select the action you want to take place when the user triggers the interactive object.

Object: Select the object you want to control through interaction.

Hide Object Until Interaction: Enable if you want to hide the playback of the selected object on the slide. Disabling this option causes the selected object to be displayed.

Run Application: Enable if you want to run a program when the user triggers the interactive object.

Start Presentation: Enables you to choose your options to start your presentation.

Run Application: Type the name of the program to run.

Browse: Click to display a dialog that allows you to search through your folders for a program to run.

Default Directory: Type the name of the directory you want to be the applications default directory

Visit Web Site: Enable if you want to visit a web site when the user triggers the interactive object.

URL: Type the URL of a web site to visit when the user triggers the interactive object.

Get Active URL from Netscape: Click to use a URL you have already used in Netscape for your presentation.

Play Presentation: Select the name for your current interactive presentation.

Browse: Allows you to browse through different directories to locate other presentations.

Exit Current: Enables you to exit current presentations.

Object Interaction Dialog Box, Flow Tab

The Flow Controls tab displays the interactive flow control response you have chosen. This type of response involves directing the order of slide playback in the presentation. You can go to a specific slide, the next slide, previous slide, first slide, last slide step back one slide, or play a range of slides. You can also restart the current slide or stop the slideshow playback.

None: Enable if you want to keep the normal order of slide playback that you have set.

Specific Slide: Enable to jump to a particular slide when the user clicks this interactive object.

Specific Slide: Enable to jump to a particular slide when the user clicks this interactive object.

Select Slide to Display: Select the slide you want to jump to from this list.

Relative Slide: Enable to jump to a slide relative to the current one when the user clicks this interactive object.

Marker: Enable to jump to a previously defined slide marker when the user clicks the selected interactive object. In the Options box, you will be able to select the marker that you wish to begin playing from. This option jumps directly to the point in the slide's timeline specified by the marker. Markers are set in the Timeline window of the associated slide.

Marker: Enable to jump to a previously defined slide marker when the user clicks the selected interactive object. In the Options box, you will be able to select the marker that you wish to begin playing from. This option jumps directly to the point in the slide's timeline specified by the marker. Markers are set in the Timeline window of the associated slide.

Other: Enable to choose another interactive flow control response when the user clicks this interactive object.

From: Select the first slide to play in the range when the user clicks the interactive object. This option is only available when you select Play Range from the Action list.

From: Select the first slide to play in the range when the user clicks the interactive object. This option is only available when you select Play Range from the Action list.

To: Select the last slide in the range to play when the user clicks the interactive object. This option is only available when you select Play Range from the Action list.

To: Select the last slide in the range to play when the user clicks the interactive object. This option is only available when you select Play Range from the Action list.

Finish Current Slide Before Flow Control: Enable to finish playing the current slide before the flow control options you have selected take place.

Object Properties Dialog Box

Click the Object/Properties... command to display this dialog box.

Object Properties Dialog Box, General Tab

Name: Specifies the name of the selected object. This box is editable so you can give the object whatever name you like.

Name: Specifies the name of the selected object. This box is editable so you can give the object whatever name you like.

Type: Specifies the type of object that is selected.

Fill: Specifies if the selected object has a fill.

Border: Specifies if the selected object has a border.

Shadow: Specifies if the selected object has a shadow.

Attributes: Specifies the selected object's attributes. For example, you can find out if it is locked, omitted from playback, omitted from printing or if it is scrollable. This is only available for text.

Attributes: Specifies the selected object's attributes. For example, you can find out if it is locked, omitted from playback, omitted from printing or if it is scrollable. This is only available for text.

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Attributes: Specifies the selected object's attributes. For example, you can find out if it is locked, omitted from playback, omitted from printing or if it is scrollable. This is only available for text.

Show Border: Enable to show a border around the selected text object if scrollable is enabled.

Object Properties Dialog Box, Position and Size Tab

Current Position: The object's current position on the slide.

Current Position: The object's current position on the slide.

Specific Position: Enable if you want to change the object's current position on the slide.

Specific Position: Enable if you want to change the object's current position on the slide.

Specific Position: Enable if you want to change the object's current position on the slide.

Current Size: The object's current size.

Current Size: The object's current size.

Best: Enable if you want to use the object's recommended size.

Best: Enable if you want to use the object's recommended size.

Percent: Enable if you want to size the object according to a percentage of its full size (100%).

Percent: Enable if you want to size the object according to a percentage of its full size (100%).

Percent: Enable if you want to size the object according to a percentage of its full size (100%).

Specific Size: Enable if you want to change the object's specific size.

Specific Size: Enable if you want to change the object's specific size.

Specific Size: Enable if you want to change the object's specific size.

Maintain Aspect Ratio: Enable if you want your object's width and height to stay proportional.

Object Properties Dialog Box, Resource Tab

Origin: Specifies the type of resource file selected.

Usage Count: Specifies how many times the resource file is used in your presentation.

Associated File: Specifies the path of the resource file.

Used on Slides: Specifies on which slides the resource file is used.

Object Transition Dialog Box

Click the Object/Transition... command to display this dialog box.

Timeline: Specify entry and/or exit transition times for your object, as well as static time for the object as a whole.

Preview: Displays an animated preview of the object, showing the selected transition(s) and specified entry/exit times.

Speed slider: Drag to control the speed of the transition.

Speed slider: Drag to control the speed of the slide transition.

Speed slider: Drag to control the speed of the slide transition.

Speed slider: Drag to control the speed of the slide transition.

Direction: Click to select the direction you want the transition to take across the slide.

Transition Block Dialog

Block Size slider: Drag to control the size of the blocks in the Block transition.

Randomness slider: Drag to control how random the appearance of the pixels.

Transition Blinds Dialog

Number of Blinds slider: Drag to control the number of blinds in the Blinds transitions.

Object Transition Dialog Box, Entry/Exit Tab

Transition list: Click to select the transition you want to apply to the current object by clicking on its name in the list. Any options associated with the selected transition appear in the Transition Options box.

Direction: Click to select the direction you want the transition to take across the slide.

Transition Options: Select the options you want for your transition. You can use these options to further define the transition you have selected. The options can include list boxes, direction button palettes and slide controls.

Separation: Specify how you want the text's transition to be broken up. By word, line etc.

Effect: Select an effect for the text as it appears. For example you can have the text bounce or rebound into place.

Pause in Between: Enable this option if you want the transition to pause in between segments appearing.

Dim: Enable this option if you want the text to be dim during its transition. You can select the dim color from the Color pop-up.

Highlight: Enable this option if you want the text to be highlighted during its transition. You can select the highlight color from the Color pop-up.

None: Enable this option if you don't want the text to change color as it transitions .

Color: Click to select a color for the highlight or dimmed text. This option is only available if you have selected highlight or dim from the list beside it.

Timeline mode: Click to switch between a timeline and a speed slider that can be used to specify the length of the transition.

Open File Dialog Box

Click the File/Open... command to display this dialog box.

Preview: Displays a single-frame preview of the file in the selected file, if a preview is available. The preview box only appears when you are in Properties or Preview mode.

Properties: Click to view the file's attributes.

Media Manager: Click to display the Media Manager, where you can select any of the clip media that comes with Asotund through a library, or any object that you have saved in a Media Manager library.

Play Sound: Click to preview the selected sound.

Options Dialog Box

Click the Tools/Options... command to display this dialog box.

Options Dialog Box, General Tab

Update Links on Open: Enable this option to update your links every time you open your presentation.

Converted to Astound Objects Where Possible: Enable to convert objects you have added to your presentation by pasting or dragging and dropping into Astound objects.

Always Embedded as OLE Objects: Enable to ensure that objects you have added by pasting or dragging and dropping are always embedded as OLE Objects.

Main Dictionary: Lists the current dictionary being used to check spelling in your presentation. Select the dictionary you want to use.

User Dictionaries...: Click to display the User Dictionaries dialog box from which you can choose another dictionary.

Default Master for New Slides: Select the default master for any new slides you create.

Use Headings Only: Click to show only visible text in the Outline View when you import another outline into your current presentation. Collapsed text is not shown.

Use All Text: Click to show all format levels when you import another outline into your current presentation.

Options Dialog Box, Notation Pens Tab

Pen: Click to select which of the four pens you would like to change the attributes of.

Color: Choose a color for the notation pen by clicking on the color in this bar.

Normal: Enable to make the notation pen's marks opaque over objects and backgrounds.

Highlighter: Enable to make the notation pen a highlighter.

Pen Size: Specifies the size at which the selected notation pen will appear on the screen during playback.

Size Preview: Click in the Size Preview box or drag to specify a pen size.

Options Dialog Box, Print Tab

Reverse Print Order: Reverses the order of the slides included in the printed output.

Expand Outline Before Printing: Expands the format levels in the Outline View before printing.

It Appears on Slide: Astound attempts to print text in its actual color. Choose this setting for true output on color printers. Many black-and-white printers, including PostScript and HP LaserJet models, will also print a black-and-white representation of the color. If text disappears on your black-and-white printer, use one of the other settings instead.

Always Black: All text prints in black. If the text appears on a very dark background, it may not be visible in the output.

Always White: All text prints in white. If the text appears on a very light background or no background, it may not be visible.

Backgrounds: Prints the slides without the background you see on the monitor.

Buttons: Prints the slides without printing any buttons.

Interactive Objects: Prints the slides without printing any interactive objects.

Gradients: Astound will not print any gradients in your presentation. Gradients take longer to print and may not print satisfactorily with some objects on certain printers.

Textures: Astound will not print any textures in your presentation. Textures take longer to print and may not print well with some objects on certain printers.

Options Dialog Box, Save Tab

Backup Previous Version: Backs up the existing saved file before it saves any changes. This file will be saved with the extension .bak.

Prompt For File Properties: Displays the File Properties window when you click the File/Save... command.

Resources: Saves all resources (actors, pictures, movies etc.) with your presentation. This allows you to create self-contained presentations for distribution.

Fonts: Includes embeddable fonts used in the presentation as part of the saved file.

Texture Bitmap: Displays textures more quickly, and increases file size.

Text as Bitmaps: Displays the text on the slide as a bitmap, that is used if the presentation is played or edited on a computer that does not have the fonts used in the presentation

Compress: Compresses files when they are saved. Compressed files will be smaller than non-compressed files.

Purge Unused Before Saving: Removes unused resources from system memory when you save a file.

None: Doesn't save a preview with the file.

Current Slide Only: Saves a preview of the current slide only with the file.

All Slides: Saves a preview of all of the slides in your presentation with the file.

Save Presentation Every: Automatically saves your presentation at a specified interval. In the edit field beside the option you can specify how often presentations are automatically saved.

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Save Presentation Every: Automatically saves your presentation at a specified interval. In the edit field beside the option you can specify how often presentations are automatically saved.

Options Dialog Box, Slideshow Tab

Display Control Panel: Enable to display the Control Panel during the playback of your presentation.

Show OLE Icons: Enable to display all OLE objects as icons during the playback of your presentation.

Fit to Screen Size: Enable to play the presentation over the full screen no matter what size or resolution your monitor is. When this option is disabled, the presentation plays at its authored size.

Play Continuously: Enable to play your presentation repeatedly on playback.

Show Notation Pens: Enable to activate the notation pens during playback.

Custom Slide Duration: Enable to specify the length of time each slide is displayed, and type a time in the Seconds edit box. This will override any other slide duration settings. The entire slide will be displayed fast enough to finish within the allotted time, rather than being cut off.

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Always: Enable to ensure that the cursor will always be visible while you are playing your slides.

Never: Enable to ensure that the cursor will never be visible while you are playing your slides.

During Mouse Movement: Enable to ensure that the cursor will only appear when you move the mouse during playback.

During Possible Interaction: Enable to ensure that during playback, the cursor will only be displayed on slides that contain interactivity, so you can perform the appropriate mouse clicks.

When Mouse Is Clicked: Enable to advance the presentation to the next slide when the current slide has been shown for its full duration or when you click the mouse button during playback.

When [Enter] Is pressed: Enable to advance the presentation to the next slide when the current slide has been shown for its full duration or when you press the [Enter] key during playback.

Wait For Above: Enable to pause the presentation at the end of each slide duration until either the mouse button is clicked or the [Enter] key is pressed, depending upon which of the above options are enabled during playback.

Play Presentation: Enable to preview the current presentation.

Narration Format: Specify whether narration is recorded in mono or stereo sound and what resolution it is recorded at.

Options Dialog Box, Display Tab

Show Startup Screen: Enable to show the Startup screen whenever you open Astound.

Show Tip of the Day: Enable to show a Tip of the Day whenever you open Astound.

Outline View Style: Select the style you want for the Outline View. You can choose several kinds of paper, such as Lined, Classic and Blank.

Show slide content icons: Enable to show icons representing what is on the slide in Outline View. For example, if you have a sound on a slide, there will be a sound icon representing it in Outline View.

Custom: Enable to create your own grid size.

Custom: Enable to create your own grid size.

Horizontal: Type the size of your horizontal grid.

Horizontal: Type the size of your horizontal grid.

Vertical: Type the size of your vertical grid.

Vertical: Type the size of your vertical grid.

Preset for Web Pages: This will use the grid dimensions set in any templates designed for the Web.

Show Grid: Enable to display the grid across your slides, allowing you to more accurately place objects on your slide.

Snap to Grid: Enable to cause your drawing and editing actions to be snapped to the grid lines on your page.

Default Measurement Units: Select the default measurement units you want for your presentation.

Hyperlinks Always Use Color: Enable to always display color in hyperlinks text.

Hyperlinks Underlined: Enable to underline links in hyperlinks text.

Hyperlinks Color: Displays selected color in hyperlinks text.

Always Uses Color: Enable to choose a color for your interactive text links.

Always Uses Color: Enable to choose a color for your interactive text links.

Links Are Underlined: Enable to ensure that all links that you add to Astound are underlined.

Paragraph Dialog Box

Click the Text/Paragraph... command to display this dialog box.

Alignment: Choose the justification option for the format level(s) from the list. You can make the text Left, Right, Center, or Fully Justified within the text block.

Character Spacing: Specify the space between characters. 100% is the normal character space, numbers above 100 increase the spacing and numbers below 100 decrease the spacing.

Line Spacing: Specify the space between lines. Line spacing is measured as a percentage of the point size you have selected for your font.

Paragraph Spacing: Specify the spacing before and after text. Paragraph spacing is measured as a percentage of the point size you have selected for the text. 100% is the height of the tallest character for the font and point size you have selected.

Paragraph Spacing: Specify the spacing before and after text. Paragraph spacing is measured as a percentage of the point size you have selected for the text. 100% is the height of the tallest character for the font and point size you have selected.

Margins: Type the margins you want for your presentation's text. The margin is the space between the text and the text block boundary.

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Pictograph Dialog Box

Currently Loaded: In this drop-down list box you can select a pictograph object to use in your chart from the drop-down list of objects that are already defined as pictographs and loaded into memory.

Import...: Clicking on this button displays the Import Pictograph dialog box, from which you can select a pictograph object to load into memory. The object will then be included in the Currently Loaded drop-down list.

Export...: Clicking on this button displays the Export Pictograph dialog box, which you can use to save the current pictograph object.

Remove: Clicking on this button removes the current pictograph object from the Currently Loaded drop-down list.

Rename: Click this button to specify a new name for the pictograph object.

Vertical: Enable this radio button to specify that the pictograph object is oriented vertically in the chart.

Vertical: Enable this radio button to specify that the pictograph object is oriented vertically in the chart.

Horizontal: Enable this option to specify that the pictograph object is oriented horizontally in the chart.

Horizontal: Enable this option to specify that the pictograph object is oriented horizontally in the chart.

0% Display Level: This box displays a representation of what the object will look like at zero percent on the chart. You can move, resize, and stretch the objects in the box to define the appearance, and then move the slider bar to indicate which point on the object should indicate the data value.

100% Display Level: This box displays a representation of what the object will look like at one hundred percent on the chart. You can move, resize, and stretch the objects in the box to define the appearance, and then move the slider bar to indicate which point on the object should indicate the data value.

Print Dialog Box

Click the File/Print... command to display this dialog box.

All Slides: Prints all of the slides in the presentation.

Current Slide: Prints only the current slide.

Selected Slides: Prints only the selected slide(s) in the presentation. This option is only available in Outline View or Slide Sorter View.

List: Prints single slides or a range of slides as specified in the edit box. Use hyphens (-) to specify ranges, and commas(,) to specify single slides.

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List: Prints single slides or a range of slides as specified in the edit box. Use hyphens (-) to specify ranges, and commas(,) to specify single slides.

Print: Select whether you want to print slides, an outline, handouts or speaker notes.

Use Print Master: Prints the presentation according to the template's print master. A print master is a layout for how the presentation is printed. This option is only available for speaker notes and handouts.

Slides per Page: Select the number of slides, speaker note pages or miniatures for handouts that are printed per page.

Print: Click to print your presentation according to the specified options.

Options...: Click to display the Options dialog box with the Print tab selected, so you can specify print options.

Properties Dialog Box, General Tab

Type: Specifies the type of file that is currently open.

Location: Specifies where the current file can be found.

Size: Specifies how much space the current file occupies.

MS-DOS Name: Specifies the 8-character DOS name for the current file.

Created: Specifies the date the current file was created.

Modified: Specifies the date the current file was last changed.

Accessed: Specifies the date the current file was last opened.

Attributes: Specifies whether the file is Read-only, Hidden, System or Archive. These options are not editable.

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Frame Rate: Specify how many cels to play per second for the selected actor.

Loop Cels: Enable this option to cause the actor to play over and over for the duration of its timeline.

Volume: Drag this slider to increase or decrease the volume of the selected object.

Loop: Enable this option to cause the sound to play over and over for the duration of its timeline.

Execute Verb: Select an action associated with the selected OLE object. Some OLE objects will allow you to open, edit or play them.

OLE Properties: Click this button to display the standard OLE Properties dialog box for the selected OLE object.

Properties Dialog Box, Summary Tab

Title: Type the title of your presentation here.

Subject: Type a short description of what the presentation is about.

Author: Type the name of who created the presentation.

Keywords: Type a few words associated with your presentation, so you can do keyword searches through your presentations later.

Comments: Type any notes about the presentation that you may need later, such as ideas you want to add to the presentation later on.

Template: Indicates the name of any templates associated with this presentation.

Purge Unused Resources Dialog Box

Click the Tools/Purge Unused Resources... command to display this dialog box.

Pictures: Removes all pictures that are loaded into memory but not currently in use.

Sounds: Removes all sounds that are loaded into memory but not currently in use.

Actors: Removes all actors that are loaded into memory but not currently in use.

Movies: Removes all movies that are loaded into memory but not currently in use.

MCI Scripts: Removes all MCI Scripts that are loaded into memory but not currently in use.

Pictographs: Removes all pictographs that are loaded into memory but not currently in use.

Datasheets: Removes all datasheets that are loaded into memory but not currently in use.

Master Slides: Removes all master slides that are loaded into memory but not currently in use.

QuickFormat Chart Dialog Box

From the Format tab in the [Chart Properties dialog box](#), click QuickFormat... to display this dialog box.

Currently Loaded Formats: Lists all of the currently loaded chart formats.

Formatting Style: Enable this option to apply the selected chart format's style to the current chart.

Animation Settings: Enable this option to apply the selected chart format's animation settings to the current chart.

Color Settings: Enable this option to apply the selected chart format's color settings to the current chart.

Apply to Current Chart: Click to apply the chosen settings to the current chart.

Create from Current Chart: Click to create a chart format from the currently selected chart.

Add to Gallery: Click to add the current chart format to the Chart gallery so that you can access it quickly in other presentations.

Import from File...: Click to import another chart format into your presentation.

Export to File...: Click to save your chart format as a file so that it can be used in other presentations.

Remove: Click to remove the chart format from memory.

Remove Style Overrides Dialog Box

Click the Text/Remove Style Overrides... command to display this dialog box. The options in this dialog box allow you to remove text attributes which you have applied to selected text.

Type Specs: Removes the font, size, styles and/or color attributes that you have applied to the selected text by enabling the appropriate options. The text will assume the attributes that are defined for its format level.

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Spacing: Removes the character, line or paragraph spacing that you have applied to the selected text by enabling the appropriate options. The text will assume the attributes that are defined for its format level.


Spacing: Removes the character, line or paragraph spacing that you have applied to the selected text by enabling the appropriate options. The text will assume the attributes that are defined for its format level.

Spacing: Removes the character, line or paragraph spacing that you have applied to the selected text by enabling the appropriate options. The text will assume the attributes that are defined for its format level.

Layout: Removes the alignment or margin settings that you have applied to the selected text. The text will assume the attributes that are defined for its format level.

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Remove Time Dialog Box

In the Timeline window, click  and then on the timeline ruler where you want to remove time to display this dialog box.

Remove: Type the amount of time in seconds that you want to remove from the timeline.

Remove At: Type the position in the timeline where you want to remove the time.

Replace Dialog Box

Click the Text/Replace... command to display this dialog box. The options in this dialog box allow you to search for and replace selected text.

Find What: Type the text string you want to replace, or select one of the previously used strings from the list.

Find Next: Type the text string you want to replace, or select one of the previously used strings from the list.

Replace With: Type the text string you wish to use to replace the search text, or select one of the previously entered strings from the list.

Replace: Type the text string you wish to use to replace the search text, or select one of the previously entered strings from the list.

Replace All: Type the text string you wish to use to replace the search text, or select one of the previously entered strings from the list.

Search: Select where you want Astound to search for the text. For example, you can search the selected object(s) or the current slide.

Match Case: Enable to search for the exact text string - including the case of the characters (upper or lower) - that is specified in the Find What box. If this option is disabled, Astound will search for the text regardless of case.

Find Whole Words Only: Enable to specify that what you are looking for is a whole word, and not part of a larger word.

Maintain Case: Searches for the exact text string - including the case of the characters (upper or lower) - that is specified in the Find What box, and maintains this case in the replacement text. If this option is disabled, Astound will search for the text regardless of case.

Save As Dialog Box

Click the File/Save As... command to display this dialog box.

Options...: Click to display the Options dialog box where you can set slide show, notation pens, print and save options.


Save for Astound 2.0/3.0: Enable this option to save the presentation so that it can be edited in Astound 2.0 or 3.0.

Save Color Scheme Dialog Box

This dialog box is displayed by clicking the Add to Library button in the [Color Scheme dialog box](#).

Save Color Scheme Name: Type the name that you want to save your color scheme under.

Select Actor Dialog Box

Click  to display this dialog box. If you have not already loaded an actor into your presentation, the [Open File Dialog Box](#) appears.

Available Actors: Displays the names of all actors currently available in this presentation.

Preview: Displays a single-frame preview of the actor in the selected file in the Preview box.

Done: Click to close the dialog box without placing the currently selected actor. The Available Actors list will still reflect the changes you have made. Any actor files opened, replaced, or removed will still be opened, replaced, or removed.

Media Manager: Click to open the Media Manager so you can access your actor files with ease.

Load...: Displays an Open File dialog box from where you can choose an actor file to open.

New Actor: Opens Astound Actor so you can create a new actor if you have the Astound Studio installed.

Edit Actor: Opens Astound Actor so you can edit the selected actor if you have the Astound Studio installed.


Transform...: Displays the Transform Actor dialog box.

Play/Pause/Stop buttons: Click these buttons to play, pause or stop the current actor from playing. You can drag the slider to select what cel to display

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Select Movie Dialog Box

Click  to display this dialog box. If you have not already loaded a movie into your presentation, the Open File dialog box appears.

Available Movies: Displays the names of all movies currently available in this presentation.

Preview: Displays a single-frame preview of the movie.

Done: Click to close the dialog box without placing the currently selected movie. The Available Movies list will still reflect the changes you have made. Any movie files opened, replaced, or removed will still be opened, replaced, or removed.

Load...: Displays an Open File dialog box from where you can choose a movie file to open.

Media Manager: Click to open Media Manager where you can organize and find your files with ease.

New Video: Click to open Astound Video where you can create your own video file if you have the Astound Studio installed.

New Animation: Click to open Astound Animator where you can create or edit an animation file if you have the Astound Studio installed.


Edit Movie: Opens Astound Video where you can edit your video file.

Play/Pause/Stop buttons: Click these buttons to play, pause or stop the current movie from playing. The slider moves across as the movie plays. You can use the slider to adjust the volume of the movie.

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Play/Pause/Stop buttons: Click these buttons to play, pause or stop the current movie from playing. The slider moves across as the movie plays. You can use the slider to adjust the volume of the movie.

Select Picture Dialog Box

Click  to display this dialog box. If you have not already loaded a picture into your presentation, the Open File dialog box appears.

Available Pictures: Displays the names of all pictures currently available in the presentation.

Preview: Displays a preview of the picture.

Done: Click to close the dialog box without placing the currently selected picture. The Available Pictures list will still reflect the changes you have made. Any picture files opened, replaced or removed will still be opened, replaced or removed.

Load...: Click to display the Open File dialog box where you can choose a picture to use in your presentation.

Media Manager: Click to open the Media Manager where you can select a picture to use in your presentation.

Scan...: Click to display the Scan dialog box scan a new image to use in your presentation.


New Drawing: Click to open Astound Draw where you can draw a new image to use in your presentation if you have the Astound Studio installed.

New Image: Click to open Astound Image where you can create a new image to use in your presentation if you have the Astound Studio installed.

Edit Picture: Click to open Astound Image where you can edit an image.

Use URL...: Click to type in the image's URL. Use this option if you plan to export your presentation to the World Wide Web and you already have an image, such as a company logo, on the World Wide Web that you want to use.

Select Sound Dialog Box

Click  to display this dialog box. You can use this dialog box to load a sound into your presentation.

Available Sounds: Displays the names of all sounds currently available in this presentation.

Preview: Displays a preview of the currently selected sound.

Done: Click to close the dialog box without placing the currently selected sound. The Available Sounds list will still reflect the changes you have made. Any sound files opened, replaced, or removed will still be opened, replaced, or removed.

Load...: Displays an Open File dialog box from where you can choose a sound file to open.

Media Manager: Click to display the Media Manager, where you can organize and access your sound files with ease.

New Narration: Click to record a new sound.

New CD Clip: Click to display the Define CD Track dialog boxDef, where you can define a CD clip for your presentation.

New Wave: Click to open Astound Sound where you can create a new sound for your presentation if you have the Astound Studio installed.

Edit Sound: Click to open Astound Sound where you can edit a sound if you have the Astound Studio installed.

Use URL...: Click to type in the image's URL. Use this option if you plan to export your presentation to the World Wide Web and you already have an image, such as a company logo, on the World Wide Web that you want to use.


Play/Pause/Stop buttons: Click these buttons to play, pause or stop the current sound from playing. You can use the slider to set the volume for the sound


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Play/Pause/Stop buttons: Click these buttons to play, pause or stop the current sound from playing. You can use the slider to set the volume for the sound.


Slide Background Dialog Box


Click the Slide/Background... command to display this dialog box. You can also click the right mouse button on any part of the slide and select Backgrounds... to display the dialog box.


Solid: Click  to choose a solid color for the slide background.

Pattern: Click  to choose a pattern for the slide background.

Gradient: Click  to choose a number of colors for the slide background.

Texture: Click  to choose a texture for the slide background.

Picture: Click  to choose a picture for the slide background.

None: Click  if you don't want a background on your slide.

Slide Background Dialog Box, Gradient Options

Color: Displays the colors in the current color scheme for use in your [gradient](#), as well as buttons that allow you to use the [eyedropper](#), [color mixer](#), and [color spectrum](#).

Direction: Select a blend direction for the gradient by clicking on one of these buttons. The preview buttons in the Type box change to reflect the selected direction option.

Custom: Click to create your own custom gradient for the slide's background.

Shading slider: Drag to control the shading of the gradient.

Type options: Click on one of these buttons to select the gradient flow type. The gradient can flow from: the start color to the end color, the end color to the start color, the end color to the start color and back to the end color again, or from the start color to the end color and then back to the start color again.

Burst From Selected Object: Blends your gradient outward from the object(s) selected on your slide. To enable this option you must first have an object selected on your slide, then you must select a burst direction, and finally you must select a square burst (third or fourth square).

Slide Background Dialog Box, Pattern Options

Foreground Color: Displays a Color Scheme pop-up window, from which you can select a color for use in the slide foreground.

Background Color: Displays a Color Scheme pop-up window, from which you can select a color for use in the slide background.

Patterns: Click to choose a pattern for the slide background.

Invert: Click to invert the foreground and background colors in the pattern you have chosen.

Slide Background Dialog Box, Picture Options

Name: Displays the name of the currently selected picture.

Load...: Displays the Open Picture dialog box, from which you can choose a picture file to load into memory for use as a slide background.

Title: Tiles the picture, at its original size, to fill the entire slide.

Center: Centers the picture on the slide, at its original size. If the picture is smaller than the slide, a black border will appear around the picture.

Make Fit: Scales the picture to fit the entire slide.

Picture: Shows selected picture for the slide background.

Slide Background Dialog Box, Solid Options

Colors: Contains the colors of the current color scheme. Select a color for the slide background by clicking on it, and then clicking OK.

Eyedropper: Displays the Eyedropper window and changes the cursor to an eyedropper tool. You can select any color displayed on the screen by clicking the eyedropper tool on it. The color you click on will be placed in the selected rectangle in the Colors box, from which you can select it as the slide background.

Color Mixer: Expands the dialog box to include the Color Mixer options. You can create a color to place in the selected rectangle in the Colors box by clicking in the color refiner box or entering values in the edit boxes.

Color Spectrum: Expands the dialog box to include the Color Spectrum options. You can select a color to place in the selected rectangle in the Colors box by clicking on it in the Color Spectrum box.

Preview: Displays a preview of the currently selected color.

Slide Background Dialog Box, Texture Options

Name: Lists available textures.

Preview: Click to display a preview of the texture in the Name field. Since texture previews are slow to generate, you may not want to view the previews of each texture as you select it.


Custom...: Click to create your own custom texture.

Randomize: Click to change the appearance of the texture by randomly altering the settings of the texture's various elements.

Symmetrical: Click to create a symmetrical appearance for the selected texture.

Title: Tiles the picture, at its original size, to fill the entire slide.

Slide Marker Dialog Box

In the Timeline Window click  and then on the timeline ruler where you want to add the marker.

Name: Type a name for the marker so you can identify it easily.

At: Type a position for the marker in seconds.

Pause Slide: Enable to pause the slide at the marker.

Pause Slide: Enable to pause the slide at the marker.

Pause Slide: Enable to pause the slide at the marker.

Indefinitely: Enable to stop the slide indefinitely.

For: Type how long you want the slide to pause for at the marker.

Continue on Mouse Click: Enable if you want the slide to continue playing after the mouse is clicked.

Slide Properties Dialog Box, General Tab

Name: Displays the current slide's name.

Name: Displays the current slide's name.

Duration: Displays the length of the current slide. Type in a new value, or click the arrow up or arrow down buttons to increase or decrease the slide's timeline.

Dimensions: Displays the dimensions of the current slide.

Slide Master: Displays the name of the currently selected master.

Color Scheme: Displays the color scheme used on the current slide.

Background: Displays the background used on the current slide.

Transition: Displays the transitions used on the current slide.

Play Next: Displays the name of the slide played after the current slide.

Slide Properties Dialog Box, Internet Tab

Insert HTML File Before: Type the name of the HTML file you want to appear above your presentation in the browser.

Browse...: Click to display a dialog that allows you to search through your folders for an HTML file to insert above your presentation.

Insert HTML File After: Type the name of the HTML file you want to appear below your presentation in the browser.

Browse...: Click to display a dialog that allows you to search through your folders for an HTML file to insert below your presentation.

Slide Setup Dialog Box

Click the File/Slide Setup... command to display this dialog box. All of these options apply to how things are printed, not how they appear on the screen.

Slides, Handouts and Speaker Notes, Outlines Tab: Click to alter the setup of your slides, Handouts and Speaker Notes, and your Outlines Tabs.

Size: Select the size of the page. If you want to specify a custom size, click Custom.

Width/Height fields: Type the dimensions of your slide here when you choose a custom size.

Width/Height fields: Type the dimensions of your slide here when you choose a custom size.

Portrait: Click to choose a page that is taller than it is wide.

Landscape: Click to choose a page that is wider than it is tall.

Margins: Type the amount of white space you want around the printed area on your page in these boxes.

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Header: Click to choose a header style or type your own custom header. You can also choose a header style and add text to it. For example, you can choose Slide # of # and insert your own slide numbers.

Footer: Click to choose a footer style or type your own custom footer. You can also choose a footer style and add text to it. For example, you can choose Slide # and insert your own slide number.

Slide to Play Next Dialog Box

Click the Slide/Slide to Play Next... command to display this dialog box.

Default: Plays the next slide in the natural playback order after the current slide finishes playing.

Stop Slideshow: Stops the playback of your presentation after the current slide finishes playing.

Goto Another Slide: Contains a list of options for redefining the playback order of the presentation. You can designate any slide in the presentation as the slide that plays after the currently selected slide, or you can have the presentation stop after the currently selected slide.

Slide: Selecting any of the slide names in the presentation causes the corresponding slide to play after the current slide has finished playing.

Goto Marker: Selecting any of the markers in your presentation causes the corresponding slide to play after the current slide has finished playing, starting at the point in the timeline specified by the marker.

Reset All: Resets the playback order of the slides so they follow their natural order.

Slide Transition Dialog Box

Click the Slide/Transition... command to display this dialog box.

Transition list: Click to select the transition you want to apply to the current slide by clicking on its name in the list. Any options associated with the selected transition appear in the Transition Options box.

Direction: Click to select the direction you want the transition to take across the slide.

Direction: Click to select the direction you want the transition to take across the slide.

Speed slider: Drag to control the speed of the slide transition.

Speed slider: Drag to control the speed of the slide transition.

Speed slider: Drag to control the speed of the slide transition.

Speed slider: Drag to control the speed of the slide transition.

Fade Color: Click to select the color you want the slide to fade into. This option is only available for the Fade transition.

Sound: Select any loaded sound that you want to play during the slide transition.

Loop: Click if you want the sound to repeat itself until the transition finishes.

Volume slider: Drag to control the volume of the sound.

Action: Click to load a new sound file, a new wave, a new midi, or a new CD clip.

Play: Click to play the current sound.

Preview: Displays an animated preview of the slide's entry, reflecting the currently selected transition and options.

Sound Across Slides Dialog Box

Click the Slide/Sound Across Slides... command to display this dialog box.

Sound Info: Displays the slide name, sound and loop status of the currently selected sound.

Sound Info: Displays the slide name, sound and loop status of the currently selected sound.

Currently on Slide: Select the sound you want to play across slides from the list of sounds already loaded.

Loop Continuously: Plays the sound over the entire length of its specified timeline, regardless of its length. If this option is not enabled, the sound will play through once.

Play/Stop: Plays the currently selected sound. When the sound is playing, the button becomes the Stop button which you can click to end playback.

New Sound: Click to load a new sound.

Spelling Dialog Box

Click one of the Tools/Check Spelling commands to display this dialog box.

Not in Dictionary: Displays the word or text that Astound has identified as incorrectly spelled.

Change To: Displays the first suggestion that Astound finds to correct the misspelled word. If Astound has no suggestions, the misspelled word is displayed here, and you can type in the correct spelling.

Suggestions: Displays any suggestions that Astound finds to correct the misspelled word. You can click on the suggestion you want to place it in the Replace With edit box.

Suggestions: Displays any suggestions that Astound finds to correct the misspelled word. You can click on the suggestion you want to place it in the Replace With edit box.

Change All: Clicking on this button replaces all occurrences of the currently flagged word with the current selection in the Change to box.

Maintain Case: Maintains the current capitalization in any words that you add to the dictionary.

Custom: Displays the User Dictionaries dialog box where you can select a new dictionary to add words to.

Ignore All: Skips all occurrences of the currently flagged word.

Add Words To: Displays the name of the dictionary that words will be added to when you click Add.

Switch Master Dialog Box

From this dialog box, you can select the new master slide you want to base the slide on.

Select: Applies the master slide selected in the Master list box to the selected slide.

Toolbars Dialog Box

Click the *View/Toolbars...* command to display this dialog box.

Toolbars list: Enable the toolbars you want visible while you create your presentation. Note that the Outliner and Sorter toolbars only appear while you are in the Outliner and Sorter Views, respectively.

Show ToolTips: Enable this option to display on-screen descriptions of each toolbar button when the pointer pauses on them.

Transform Actor Dialog Box

From the Select Actor dialog box, click Transform... to display this dialog box.

Create New Actor: Click if you want to keep the original actor intact and make the transformed actor a new actor, keeping the original intact and in memory.

Transform Actor Dialog Box, Size Actor Tab

None: Click if you do not want to size the actor.

Actor: Click if you want to resize the entire actor.

Cels: Click if you want to size the cels of an actor creating an actor that grows or shrinks.

Starting Size: Specify the starting horizontal and vertical scaling as a percentage of the original size.

Starting Size: Specify the starting horizontal and vertical scaling as a percentage of the original size.

Ending Size: Specify the ending horizontal and vertical scaling as a percentage of the original size.

Ending Size: Specify the ending horizontal and vertical scaling as a percentage of the original size.

Destination Number of Cels: Specify the total number of cels you want in the modified actor. If the number of destination cels is greater than the number of source cels, new cels are automatically generated.

Generate Intermediate Cels: Click to add new cels throughout the original cels.

Cycle Through Cels: Click to add the new cels to the end of the actor, starting at cel 1 again. This is useful if you want to size the actor over several cycles of its animation.

Transform Actor Dialog Box, Rotate Actor Tab

None: Click if you do not want to rotate your actor.

Actor: Click if you want to rotate the entire actor.

Cels: Click if you want to rotate the cels of your actor to create a spinning actor.

Starting/Ending Angles: Type the starting and ending angles of the rotation you want for your actor.

Starting/Ending Angles: Type the starting and ending angles of the rotation you want for your actor.

Direction: Select the direction you want the actor's rotation to take.

Direction: Select the direction you want the actor's rotation to take.

Destination Number of Cels: Specify the total number of cels you want in the modified actor. If the number of destination cels is greater than the number of source cels, new cels are automatically generated.

Generate Intermediate Cels: Click to add new cels throughout the original cels.

Cycle Through Cels: Click to add the new cels to the end of the actor, starting at cel 1 again. This is useful if you want to rotate the actor over several cycles of its animation.

End Rotation One Step Early (Cyclic): Click to end the cycle one cel early so the first and last cels aren't in the same position. Without this option, the actor would appear to stutter in one position. Use this option if your first and last cels are the same and you are rotating cels through 360 degrees.

Transform Actor Dialog Box, Flip Actor Tab

Horizontal: Click if you want to flip your actor horizontally.

Vertical: Click if you want to flip your actor vertically.


User Dictionaries Dialog Box

In the General Tab of the Options dialog box, click User Dictionaries... to display this dialog box.

Currently Loaded Dictionaries: Specifies the main dictionary and the User dictionary being used.

 **File/New...**

Click to create a new presentation or template. You can create a presentation from a template, create a blank presentation or choose a Headstart template to base your presentation on.

 **File/Open...**

Click to open an existing presentation or template file.

 **File/Save**

Click to save a presentation or template that has previously been saved. If the presentation or template has not been saved before, the Save As dialog box or appears.

File/Save As...

Click to save your presentation or template under a new name and/or in the folder of your choice. If you are in Template mode, this command changes to Save Template As, and allows you to save the template only.

File/Revert to Saved

Click to undo all editing and return to the file the way it was when you last saved it.

File/Distribution Wizard...

Click to package your presentation to move it to another computer, or to create a self-running presentation that you can distribute on floppy disk, CD-ROM, E-Mail or over the Internet.

File/Properties

Click to view and change information associated with your presentation or template. For example, You can view the size, location and creation or modification dates in the General tab, and you can change the title, subject or keywords associated with the presentation or template in the Summary tab.

File/Templates...

Click to switch to another template, or apply a template to your presentation. This command is disabled if you are creating or editing a template.

File/Import/Presentation...

Click to import a Presentation into the current presentation.

File/Import/Print Master...

Click to import a Print Master.

File/Import/Slide...

Click to import a slide -- including punctuation and ice breaker slides.

File/Import/Master Slide...

Click to import a master slide.

File/Import/Object...

Click to import a previously exported astound object.

File/Import/Text...

Click to import ASCII or RTF text.

File/Import/Datasheet...

Click to import a datasheet to use in creating a chart.

File/Import/Resource...

Click to import a picture, movie, actor or sound.

File/Export/Entire Presentation as Bitmaps...

Click to export the current presentation as a series of bitmaps.

File/Export/Current Slide(s)...

Click to export the current slide.

File/Export/Current Slide(s) as Bitmaps...

Click to export the current slide as bitmap(s).

File/Export/Current Object(s)...

Click to export the selected object(s).

File/Export/Current Object(s) as bitmaps...

Click to export the selected object(s) as bitmap objects that can be used in other applications.

File/Media Manager

Click to open the Media Manager, or to make it active if it is already running. Use the Media Manager to store and retrieve presentations, sounds, animations, drawings, pictures and any other media objects you use in your presentations.

File/Send

Click to send your presentation via e-mail.

File/Slide Setup...

Click to specify the layout, orientation and size of printed slides, outlines, handouts, and speaker notes.

 **File/Print...**

Click to print slides, speaker notes, handouts and text outlines.


File/Exit

Click to quit your Astound session. If you haven't saved your presentation or template, Astound asks you if you want to save it.


 **Edit/Undo**

 **Edit/Redo**


Click to undo or redo your most recent action (if possible). The Undo and Redo commands change to reflect the last editing function performed.

 **Edit/Cut**

Click to remove the selected object from the presentation and place it on the Clipboard. You can then paste the object somewhere else in your presentation.

 **Edit/Copy**

Click to place the selected object on the Clipboard while leaving the original in position. You can then paste the object somewhere else in your presentation

 **Edit/Paste**

Click to place the contents of the Clipboard on the current slide.

Edit/Paste Special...

Click to link or embed OLE objects from other applications or the clipboard.

Edit/Clear

Click to delete the selected object without placing it on the Clipboard. It cannot be pasted elsewhere.

Edit/Duplicate

Click to copy the selected object(s) and place the duplicate beside the original on the slide.

Edit/Select All


Click to select all objects on the current slide.

Edit/Insert OLE Object...


Click to add an OLE object to your presentation. You can either link the object or embed it.

Edit/Links...


Click to edit, update or cancel links to OLE objects.

 **View/Slide**

Click to display your presentation in Slide View.

 **View/Outline**

Click to display your presentation in Outline View.

 **View/Sorter**

Click to display your presentation in the Slide Sorter.

View/Presentation


Click to edit the presentation slides.

View/Template


Click to switch to Template mode where you can create and edit the master slides used in your presentations.

View/Print Masters

Click to switch to Print Master mode where you can choose to edit print masters for handouts and speaker notes, or create new masters.

 **View/QuickSet**

Click to display the QuickSet window where you can change general attributes, timeline, transition or sound and action attributes associated with the object.

 **View/Resources**

Click to display the floating Resources window from which you can create and edit resources or drag and drop objects onto the side.

 **View/Timeline**

Click to display the floating Timeline window where you can adjust when objects appear and disappear from the slide as well as insert and delete time, add markers and distribute timelines.

View/Speaker Notes

Click to view the Speaker Notes associated with the current slide.

View/Toolbars...

Click to toggle the tool tips on and off and choose which toolbars you want to display.

View/Ruler

Click to toggle the horizontal and vertical rulers on and off. The white portion of the ruler indicates the slide boundaries.

View/Magnification...

Click to choose a preset magnification or specify a custom magnification to see a portion of the slide in detail, or look at the entire slide.

Slide/Properties

Click to view an edit the slide's name and duration, dimensions, transitions associated color palette etc. You can also specify options for HTML output.

Slide/Transition...

Click to preview and select the entry and exit transitions for the slide.

Slide/Background...


Click to choose a solid color, pattern, gradient, texture or picture background for your slide.

Slide/Color Scheme...


Click to choose, create or change a color scheme for your slide or presentation.

Slide/Slide to Play Next...


Click this option to specify which slide you want to follow the current one during presentation playback.

 **Slide/Sound Across Slides...**

Click to see a list of slides in your presentation and the sounds that play in the background of those slides. You can also set sound options. The tool button is available in the Sorter View.

 **Slide/Hide During Slideshow**

Click to toggle the display of the current slide on and off. If the current slide is hidden, it will not appear during slideshow playback. The tool button is available in the Sorter View.

 **Slide/New...**

Click to add new slides to your presentation or new masters to your template.

Slide/Duplicate

Click to make a copy of the current slide or master slide.

Slide/Delete

Click to remove the current slide from your presentation.

Slide/Add Placeholder/Title Text

Click to add a title placeholder to your slide or master slide.

Slide/Add Placeholder/Subtitle Text

Click to add a subtitle placeholder to your slide or master slide.

Slide/Add Placeholder/Body Text

Click to add a bullet or body text placeholder to your slide or master slide.

Slide/Add Placeholder/Actor

Click to add an actor placeholder to your slide or master slide.

Slide/Add Placeholder/Chart

Click to add a chart placeholder to your slide or master slide.

Slide/Add Placeholder/Movie

Click to add a movie (animation or video) placeholder to your slide or master slide.

Slide/Add Placeholder/Picture

Click to add a picture placeholder to your slide or master slide.

Slide/Add Placeholder/Sound

Click to add a sound placeholder to your slide or master slide.

Slide/Add Placeholder/Slide

Click to add a slide thumbnail placeholder to your print master.

Slide/Add Placeholder/Handout Rule

Click to add a set of ruled lines to your print master.

Slide/Add Placeholder/Speaker Notes

Click to add a speaker notes placeholder to your slide or master slide.

{ bmc swchmstr} Slide/Switch Master...

Click to change the master used with the current slide. This command is only available if the current slide is linked to a master slide. The tool button is available in the Sorter View.

Slide/Unlink Master

Click this command to unlink the master so you can keep the master slide objects on your presentation slide. This command is only available when the current slide is linked to a master slide.

Slide/Insert Internet Component...

Click to add Java, ActiveX or plug-in powered Internet components to your slide.

Object/Properties

Click to view and change information, such as size, and type, associated with the currently selected object etc.

Object/Transition...

Click to set the selected object's entry and exit transitions and times.

Object/Interaction...

Click to choose what will happen when the user clicks on a selected object during presentation playback. You can choose to have another slide displayed, replay the current slide, play a sound etc.

Object/Rotate/90° Clockwise

Click to rotate the selected object(s) clockwise 90 degrees.

Object/Rotate/90° Counter-Clockwise

Click to rotate the selected object(s) counterclockwise 90 degrees.

Object/Flip/Horizontal

Click to flip the currently selected object(s) horizontally.

Object/Flip/Vertical

Click to flip the currently selected object(s) vertically.

Object/Layer/Send To Back

Click to move the select object(s) to the bottom layer(s) of the drawing order.

Object/Layer/Bring To Front

Click to move the select object(s) to the top layer(s) of the drawing order.

Object/Layer/Down One Layer

Click to move the select object(s) down one layer.

Object/Layer/Up One Layer

Click to move the select object(s) up one layer.

Object/Align/Left Edge

Click to align two or more selected objects by their left edges.

Object/Align/Right Edge

Click to align two or more selected objects by their right edges.

Object/Align/Top Edge

Click to align two or more selected objects by their top edges.

Object/Align/Bottom Edge

Click to align two or more selected objects by their bottom edges.

Object/Align/Vertical Axis

Click to align two or more selected objects by their vertical axes.

Object/Align/Horizontal Axis

Click to align two or more selected objects by their horizontal axes.

Object/Align/Both Axes

Click to align two or more selected objects by both of their axes.

Object/Center On Slide/Horizontally

Click to center selected object(s) horizontally on the slide.

Object/Center On Slide/Vertically

Click to center selected object(s) vertically on the slide.

Object/Center On Slide/All Directions

Click to center selected object(s) horizontally and vertically on the slide.

Object/Group

Click to combine selected objects so they can be moved or altered as one object.

Object/Ungroup

Click to return a selected group to its individual components.

Object/Matte...

Click to matte the currently selected picture to the currently selected draw object. A picture and a draw object must be selected for this option to be available.

Object/Convert To Bitmap...

Click to convert selected objects to a bitmap image format. Bitmap images redraw much faster than complex images that contain elements like graduated fills. Objects converted to bitmaps cannot be altered except for size and placement. Bitmaps can be created with transparent colors

Object/Convert to Image Map

Click to create an image map from the selected interactive object and the image it is on top of. The interactive object will disappear and the area it covered on the other selected object will have its interactivity attached.

Object/Ungroup Image Map


Click to turn the selected image map back into individual objects.

Text/Font...

Click to change the general font attributes of the currently selected text, including font, size, color and style.

Text/ Paragraph...

Click to change the paragraph attributes of the currently selected text, including line and character spacing and margins.

 **Text/Bullet...**

Click to change currently selected bullet text attributes including bullet font, size and color.

Text/Anchor/Top

Click to anchor the text in the selected text block to the top of its text block.

Text/Anchor/Bottom

Click to anchor the text in the selected text block to the bottom of its text block.

Text/Anchor/Middle

Click to anchor the text in the selected text block to the middle of its text block.

Text/Anchor/Top Center

Click to anchor the text in the selected text block to the top center of its text block.

Text/Anchor/Middle Center

Click to anchor the text in the selected text block to the middle center of its text block.

Text/Anchor/Bottom Center

Click to anchor the text in the selected text block to the bottom center of its text block.

 **Text/Format...**

Click to choose a format level to apply to the currently selected text, or customize the format level's font, paragraph and bullet attributes. Changes made in the Format Level dialog box affect the entire presentation.

Text/Remove Format Overrides...

Click to remove any type specifications that have been added to the currently selected text on top of its original format level.

Text/Find...

Click to locate specific text in your presentation.

Text/Replace...

Click to find and replace specific text in your presentation.

Chart Properties...

Click to display the [Chart Properties dialog box](#) where you can customize the appearance of the selected chart.

Chart/New...

Click to display a datasheet where you can enter data to create a new chart. If you type numbers in the datasheet and click the File/Create Chart command, the Create Chart Wizard appears and guides you through the steps of creating a chart.

Chart/Datasheets

Click to create a new datasheet or edit an existing one. Any loaded datasheets appear in the [Select Datasheet dialog box](#) so you can quickly open them.

Chart/Gallery...

Click to select a different chart type for the selected chart.

Chart/Create Pictograph...

Click to display the Pictograph Wizard that will guide you through the steps of creating a new pictograph.

Chart/Edit Pictograph...

Click to display a wizard that will guide you through the steps of changing the attributes of your pictograph.

Tools/Check Spelling/Selected Objects(s)

This command lets you spell check selected text object(s).

Tools/Check Spelling/Slide

This command lets you spell check the current slide.


Tools/Check Spelling/Presentation

This command lets you spell check selected the entire presentation.

 **Tools/Play Presentation**
Click to play the entire presentation.

Tools/Play From Current Slide

Click to play your presentation from the current slide to the end.

 **Tools/Play Current Slide**
Click to play the current slide only.

Tools/Animation Wizard...

Click to add a predefined set of transitions and animation options to the presentation.

Tools/Presentation Optimizer...

Click to display a wizard that analyzes your presentation and makes appropriate suggestions to improve the slideshow.

Tools/Purge Unused Resources...

Click to delete any resources (pictures, sounds, actors etc.) loaded into memory but not used in the presentation. Be sure to purge unused resources before saving your presentation, or your files will become much larger than necessary.

Tools/Options...

This command lets you adjust slideshow, notation pen, print, save, and other general options.

Help/Astound Help Topics...

Click to display the Astound on-line help.

Help/Common Questions

Click to display a list of troubleshooting questions commonly asked by Astound users, and the best way to correct the problem.

Help/Technical Support

Click to display information about how to obtain technical support world-wide, including Astound's World Wide Web site and CompuServe Forum.

Help/Tip of the Day...

Click to display the Tip of the Day dialog box containing useful tips about Astound features.


Help/About Astound...

Click to see who this copy of Astound is licensed to, the serial number, and the version number.

QuickSet Window Fill Tab


This tab is contained in the [QuickSet window](#).


Depending on what tab you have selected some of the following buttons will be available:


Solid Color Fill: Click  to fill the selected objects with a solid color or set default options.


Pattern: Click  to fill the selected objects with a pattern or set default options.


Gradient: Click  to fill the selected objects with a mix of colors or set default options.


Texture: Click  to fill the selected objects with a texture or set default options.

Picture: Click  to fill the selected objects with a picture or set default options.

None: Click  to fill the selected objects with the same fill used for the background or to remove the fill from the objects.

Shadow Offset: Click  to specify how far the shadow extends beyond objects, and in what direction it lies.


Line Weight: Click  to set line width options for selected lines, and the borders of selected objects, or to set the default line width.


Arrow: Click to  add arrows to selected lines and to customize the appearance of these arrows. You cannot add arrows to object borders.


Semi-Transparent: Enable to make the color partially see-through.


Solid Color Fill Options

These options are located in the Fill tab of the QuickSet window.

Color Samples: Click  to select a color. All of the colors in the current color scheme are displayed and grouped according to text, background and object colors.

Eyedropper: Click  to display the Eyedropper window. The cursor changes to an eyedropper, which you can click to select any color currently displayed on your screen for the fill color.

Color Mixer: Click  to display the Color Mixer dialog box, from which you can create a color for the fill color.

Color Spectrum: Click  to display the Color Spectrum dialog box, from which you can choose a color for the fill color.

Pattern Fill Options

These options are located in the Fill tab of the QuickSet window.

Colors buttons: Click to display the color scheme pop-up so you can select the 2 colors used in the pattern. The Pattern previews will change to reflect your choices.

Colors buttons: Click to display the color scheme pop-up so you can select the 2 colors used in the pattern. The Pattern previews will change to reflect your choices.


Patterns: Click on the pattern you want to fill the selected object with. You can scroll through the patterns to find the one you want.

Invert: Click to reverse the colors.

Gradient Fill Options

These options are located in the Fill tab of the QuickSet window.

Start Color: Click to display the color scheme pop-up so you can select the primary color in your gradient fill.

Direction: Click  to select a blend direction from the resulting menu. This button changes to reflect your selection.

Custom...: Click to display the Custom Gradient dialog box, where you can create multi-color gradients.

ShadingColor: Drag the slider to select the secondary color in your gradient. The secondary color ranges from black, through shades of the Start Color, to white.

Type: Select a blend type for the gradient by clicking on one of the preview buttons. You can choose gradients that are blended from primary color to secondary color, back and forth through the colors etc. The buttons change to reflect the look of the gradient you are creating.

Texture Fill Options

These options are located in the Fill tab of the QuickSet window.

Texture list: Select the texture you want to use from this list.

Texture: Displays a preview of the selected texture.

Custom: Displays the Custom Texture dialog box where you can modify the texture's attributes.

Randomize: Changes the appearance of the texture by randomly altering the texture's attributes.

Symmetric: This option is available for a few of the textures. Enabling this option creates symmetrical geometric patterns in the texture. Disabling this option creates random patterns.

Tile: This option is available for most textures. It generates the texture in such a way that it can be seamlessly tiled to fill the object instead of being stretched to fill it.

Quickset fill Attributes

Background Fill: Enable this option to fill the object with the same fill as the slide background.

None: Enable this option to fill the object to create a hollow object with no fill.

Picture Fill Options

These options are located in the Fill tab of the QuickSet window.

Loaded Pictures: Choose a picture that is already loaded into memory from this list.

Load: Click to load a new picture.

Tile: Tiles the picture, at its original size, to fill the entire object.

Center: Centers the picture in the object, at its original size.

Make Fit: Scales the picture to fit the object.

Picture: Displays a preview of the selected picture.

Line Options

These options are located in the Border tab of the QuickSet window.

Line Weight options: Select the line weight you want to use for selected lines and object borders.

Custom: Select this option and type any line width (in points) in the edit box.

Arrowhead Options

These options are available when a line is selected, or no object is selected (so you can set defaults). The options are located in the Border tab of the QuickSet window.

Start and End option boxes: Click the option box to the left of the preview to add an arrowhead to the start of the line, and the option box on the right to add an arrow to the end of the line.

Start and End option boxes: Click the option box to the left of the preview to add an arrowhead to the start of the line, and the option box on the right to add an arrow to the end of the line.

Preview: Displays a preview of the arrowhead reflecting the currently specified settings.

Length: Drag the slider to specify the front-to-back length of the arrowhead.

Span: Drag the slider to specify the side-to-side width of the arrowhead.

Inset: Drag the slider to specify the angle of the arrow between the line and the outer points.

Shadow Offset Options

These options are located in the Shadow tab of the QuickSet window.

Horizontal: Specify, in pixels, how far you want the shadow to be offset from the object. Negative numbers will move the shadow to the left of the object and positive numbers will place the shadow on the right of the object.

Vertical: Specify, in pixels, how far you want the shadow to be offset from the object. Negative numbers will move the shadow above the object and positive numbers will place the shadow below the object.

Preview: Displays the effect of the current shadow offset. You can click in the preview or drag the shadow in the preview to specify the positioning of the shadow.

Misc Tab

This tab is located in the Quickset window.

Name: Displays the name of the current object. Type in a new name to rename the object. This is useful when you need a more descriptive name to describe similar objects -- in the Interaction dialog box for example.

Locked: Enabling this option prevents the selected objects from being moved around the slide.

Scrollable: When you have a text object selected, you can enable this option to add a scroll bar to the text so that you can scroll through large amounts of text in a small area.

Border: Enabling this option displays a rectangle around a scrollable text block to tie the scroll bar in with the text.

Don't Play: Enabling this option causes the selected objects not to be displayed during playback.

Don't Print: Enabling this option causes the currently selected object not to print .

Resize: Clicking this button allows you to resize the selected objects as a percentage of their current size, or to return them to their original size by clicking Best Size.

Advanced: Displays the Object Properties dialog box. So you can set other object properties.

Interaction Tab

This tab is located in the [Quickset window](#).

Sound: Select the sound you want to have played when the selected object is clicked. You can select any sound currently in the presentation.

Volume: Drag the slider to adjust the volume of the sound.

Play: Plays the current sound so you can hear it before you use it in your presentation.

Flow: Select the appropriate option to cause a specific slide to be played or repeated or the presentation to be stopped or paused when the selected object is clicked.

Advanced: Displays the Object Interaction dialog box so you can set other interaction properties.

Transition Tab

This tab is located in the Quickset window.

Entry: Select the transitions you want to use when the selected objects appear.

Direction: If the transitions you selected have a direction, you can select the direction from the pop-up that appears when you click this button.

Speed: Specify how long the transitions take by dragging the sliders. Slow is 5 seconds, medium is 2.5 seconds and fast is 1 second.

Advanced: Displays the Object Transition dialog box so you can set other interaction properties.

QuickSet Text Transitions

Separation: Specify how you want the text's transition to be broken up. By word, line etc.

Animation Direction: Specify where you want the text to appear from.

Effect: Select an effect for the text as it appears. For example you can have the text bounce or rebound into place.


Pause in Between: Enable this option if you want the transition to pause in between appearing segments.


Highlight/Dim: Specify whether you want the color to be highlighted dimmed or left normal while it is appearing.


Color: Click to select a color for the highlight or dimmed text. This option is only available if you have selected highlight or dim from the list beside it.


Advanced: Click to display the Object Transition dialog box where you can specify more transition options.

Resources Window


This window is displayed by clicking  or View/Resources.


New: Clicking  displays the appropriate editor for the type of resource you have selected in the Resource Tree so that you can create a new object. For example, if you have bitmap selected, the Image Editor will be displayed.


Open: Clicking  displays the Open File dialog box so that you can load a resource of the type selected in the Resource Tree.


Edit: Clicking  displays the appropriate editor for the object selected in the Preview area. The object will be displayed in the editor so that you can modify it.

Replace: Clicking {replcibt.bmp} displays the Open File dialog box so that you can load a resource to replace the object selected in the Preview area. All instances of the object will be replaced in the presentation.

Delete: Clicking  deletes the objects selected in the Preview list from the list and from the presentation.

Large Icon: Click  to display the resources in the Preview area as large icons.

Details: Click  to display the resources in the Preview area as a list containing information about the resource type and the file size and location.

Preview List: Click  to display the resources as a small icon and name along with a preview area where the selected object is displayed. Playable objects (like sounds, actors and movies) have a




in the toolbar. You can drag the bar between the list and the preview to alter the size of the 2 areas.


Play: Clicking this button will preview the selected object. The button is only available for playable objects.


Stop: Clicking this button will stop the preview of the selected object.


Speaker Notes Window


This window is displayed by clicking  or View/Speaker Notes. In this window you can type any notes you want to make about the current slide. These notes are only available within Astound and are intended for the author or presenters use.


Timeline Window


This window is displayed by clicking  or View/Timeline.


Insert Time: Click , then click on the timeline ruler where you want to insert the time to display the [Insert Time dialog box](#).

Remove Time: Click , then click on the timeline ruler where you want to delete the time from to display the Remove Time dialog box.

Slide Marker: Click , then click on the timeline ruler where you want to insert a marker or pause to display the Slide Marker dialog box where you can set markers to align object timeline's and set pauses.

Distribute Timelines: Clicking  displays the Distribute Timeline dialog box where you can cause the selected objects' timelines to be adjusted so that the objects appear or disappear at regular intervals. You must have multiple object timelines selected for this option to be available.

Zoom In: Click , then click on the timeline ruler where you want to zoom in to enlarge a section of time in the Timeline window so that you can make more accurate settings.

Zoom Out: Click  to display more of the timelines within the Timeline window.

Scale list: Select how much of the timelines you want to see in the Timeline window. For example, if you select 2 sec., 2 seconds of the timelines will be displayed within the window no matter how large or small you make the window.

Ruler Toggle: Clicking this button switches the Timeline Ruler between measuring in seconds and in percentage of the slide's duration.

Timeline Ruler: Measures the duration of the timelines in seconds or a percentage of the slide's duration.

Presentation Optimizer

Entire Presentation: Enable this option to apply any changes made by the Optimizer to the entire presentation.

Current Slide Only: Enable this option to apply any changes made by the Optimizer to the current slide.

Optimize options: Enable this option if you want to apply the current optimization to your presentation.

CONTROL PANEL

Play Previous Slide: Click to replay the previous slide.

Play Next Slide: Click to advance to the next slide without finishing the current slide.

Restart Slide: Click to replay the current slide.

Pause Presentations: Click to pause the presentation with the current slide displayed.

Pause Presentation and Blank Screen: Click to pause the presentation and remove the slide from the screen.

Stop Presentation: Click to stop the presentation

Speed: Drag the slider to increase or decrease the playback speed of the presentation.

Volume: Drag to slider to increase or decrease the volume of the presentation.

Text Tool Bar


All of these buttons affect the selected text, the entire text block or set the attributes for the next text you add if there is nothing selected.

Text Format list: From this list you can select a text format level.


Font: From this list you can select a font style.

Font Size: From this list you can select a size for your text.

Bold : Clicking **B** bolds the text.


Italicize : Clicking  italicizes the text.

Underline : Clicking  underlines the text.


Shadow : Clicking  adds a shadow to the text. Text can not have a shadow and emboss at the same time.


Emboss : Clicking **E** adds an emboss look to the text. Text cannot have a shadow and emboss at the same time


Left Justify : Clicking  aligns text to the left margin.


Center : Clicking  centers text between both margins.

Right Justify : Clicking  aligns text to the right margin.


Justify : Clicking  aligns text to both margins, adding spaces between the words as necessary.

Bullet : Clicking  adds a bullet to or deletes the bullet from the selected lines of text.


Promote : Clicking  promotes the selected lines of text by one text format.


Demote : Clicking  demotes the selected lines of text by one text format.


Slide list: Clicking allows you to select the slide you want to work on.

Magnification list: Clicking  allows you to select the magnification of your slide.

Tool Palette

Pointer tool: Clicking  allows you to select objects on a slide. You can also use this tool to move, resize and crop objects.

Path tool: Clicking  and holding this tool displays a palette of path tools. You can create a straight line or Bezier curved path for any object to follow.

Text tool: Clicking  allows you to create and edit text on a slide. Double clicking this tool displays the Font dialog box.

Bezier tool: Clicking on this tool allows you to create Bezier curves and shapes.

Drawing tools: Clicking and holding this tool displays a palette of tools that allow you to draw objects such as lines, rectangles, rounded rectangles, parallelograms, oblongs, ellipses, arcs, freehand objects, polygons, regular polygons, speech balloons, stars, and arrows. This button displays the last used tool.






Button tool: Clicking  allows you to quickly draw several styles of buttons to which you can easily add interactivity. Double clicking this button displays the Button Style dialog box.


Chart tool: Clicking  allows you to create charts.

Actor tool: Clicking  allows you to place or edit animated actors on your slide.


Movie tool: Clicking  allows you to place digital video on your slide. Overlay video can be added from the [Resource window](#).

Picture tool: Clicking  allows you to place or edit pictures on your slide.


Sound tool: Clicking  allows you to add or edit sounds for each slide in your presentation.


Print Master tool: Pressing and holding  displays a palette of buttons representing the standard print master layouts so you can select the one you want to use. This tool is only available in [Print Master mode](#).


Outline View Tool Bar


Promote : Clicking  allows you to move the selected lines of text one format level higher.


Demote : Clicking  moves the selected lines of text one format level lower.


Move Line Up : Clicking  moves the selected lines of text up one line.


Move Line Down : Clicking  moves the selected lines of text down one line.

Expand Current : Clicking  expands the currently selected line to show all of its sub-points.

Expand All : Clicking  expands all the text so that all the format levels are displayed.



Collapse Current : Clicking  collapses the currently selected text so that only the highest level is displayed, and all sub-points below it are hidden.

Collapse All : Clicking  collapses all the text so that only the slide titles are displayed.


Slide Preview: Clicking  displays a small window that previews the current slide so that you can see how the slide looks with the text you are adding.

Sorter View Tool Bar

QuickSet Slide Transition list: Select a transition to apply to the selected slides.

QuickSet Transition Direction : Clicking and holding   displays a palette of transition directions that can be applied to the selected slides if the selected slide transition allows directions.

Next Slide Played list: Select the slide to be played after the selected slide(s). By default, the next slide played is the next slide in the presentation.

Show or Hide Slide Info: Clicking  when the information is hidden, displays any attributes or information about the selected slide. If the information is already displayed, clicking on this button will hide it so that only the slide preview is showing.

