



textease

Presenter CT

Create top-notch presentations to be proud of

Publisher Draw Spreadsheet Movies  
Database Paint **Presenter** Turtle Branch

## Getting Started Guide



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# Foreword

**Textease Studio CT** is a fully integrated set of software tools. This revolutionary principle means that all the tools have the same easy to use interface and, because they all work in a similar way, having mastered one the others are easy to pick up. Textease Studio CT has been carefully thought out to give you **NINE KEY TOOLS** in a single application making it ideal for use across the curriculum.

**Textease Publisher CT** - For all your writing and publishing needs.

**Textease Draw CT** - A revolutionary vector drawing tool.

**Textease Spreadsheet CT** - The perfect introduction to simple spreadsheets.

**Textease Movies CT** - Produce exciting movies in minutes.

**Textease Database CT** - A truly easy to use, multi-user database.

**Textease Paint CT** - A vibrant, creative painting tool.

**Textease Presenter CT** - Create top-notch presentations to be proud of.

**Textease Turtle CT** - Flexible, progressive on-screen turtle graphics.

**Textease Branch CT** - An imaginative way to sort and classify.

All of the above tools except Textease Movies CT  share a common interface and therefore the same desktop icon .

In addition to the Textease Studio CT tools, you will also be able to open Textease Timeline and Textease IdeasMap from the toolbar. These additional products are available to you for 30 days from installation so you can experiment away and get a real flavour for their classroom potential. If these additional products are not purchased, the demonstration versions will expire after 30 days.

## @Home Licence

Don't forget our @Home licence for Textease Studio CT is a great way to provide pupils and teachers with the same software they have in school for use at home.

For further information about any of our products visit [www.lightbox-ed.com](http://www.lightbox-ed.com), call sales on **+44 (0)1332 258384** or email [sales@lightbox-ed.com](mailto:sales@lightbox-ed.com).

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# Introduction

Textease Presenter CT provides an easy and straightforward way to create imaginative and versatile multimedia presentations. Designed for pupils from KS1 upwards, it can be used across the curriculum to support and develop pupils' learning and educational achievement.

Text, clipart, photos, sound and video clips can all be easily put into a Textease Presenter CT slide show. Plus, you have all the functionality of Textease available to further enhance your slides.

As Textease Presenter CT is compatible with many other Textease Studio CT programs, you can quickly produce presentations from existing work. For example, you could use it to create a rolling presentation of your class's artwork created in Textease Paint CT to show visitors during an open day.

# Getting Going

- Go to the 'Start' button on your desktop and in 'All Programs' select 'Lightbox Education' and then 'Textease Studio CT' (twice).

Alternatively double click on the shortcut on your desktop.

A Textease page will be displayed, with the 'General' Textease toolbar already open (Fig.1).

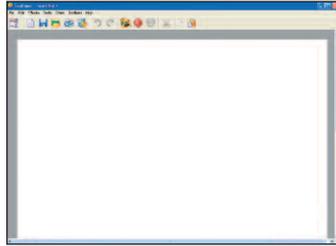


Fig.1

- Open the 'Presenter' toolbar by clicking on the 'Toolbar control' button , then click on the appropriate button (Fig.2).

The 'Presenter' menu will be added to the menu bar, and the 'Presenter' toolbar (Fig.3)



Fig.2

will open containing the 'Add slide', 'Previous slide', 'Next slide', 'Storyboard' and 'Run show' buttons.



Fig.3

- Close the 'Toolbar Control' window.
- Additional toolbars can be opened or closed at any time from within the 'Toolbar control' window. (Click on the 'Toolbar control' button to access this window.)

N.B. For information on how to configure which buttons will appear on the toolbars see the Textease Publisher CT Getting Started Guide.

Remember that you are working within Textease so all the usual functionality of Textease in terms of effects and links etc. are available to you. (See the Textease Publisher CT Getting Started Guide for further details.)

## Creating a Simple Slide Presentation

Slides in Textease Presenter CT can be created in several different ways. You may wish to create one slide at a time and build the number of slides up as you go. Or, you may prefer to create all the slides first and then add content to them, for example if you want a fixed number of slides for your presentation.

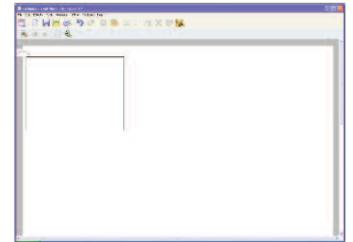


Fig.4

### Option 1: Create and Edit - Slide by Slide

- Open the 'Presenter' toolbar.
- Click on the 'Storyboard' button  (on the 'Presenter' toolbar) to place the first slide on the page (Fig.4).
- Double click on the blank slide to open it (Fig.5) then add text, graphics, sound, animation and video clips in just the same way you would in Textease. (See the Textease Publisher CT Getting Started Guide for more details.)

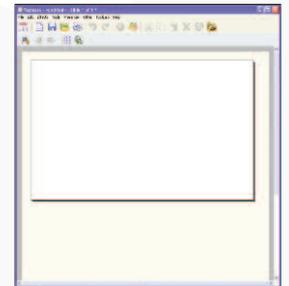


Fig.5

- When you have finished editing your first slide click on the 'Add slide' button  (on the 'Presenter' toolbar). This adds another slide to which you can add content as before.
- Continue until you have completed your presentation.
- To view all of your slides, at any stage, click on the 'Storyboard' button. Return to individual slides by double clicking on them.

## Option 2: Create All Slides First Before Editing

- Open the 'Presenter' toolbar.
- Click on the 'Storyboard' button  to place the first slide on the page.
- Insert additional slides by either:
  - clicking on 'Presenter' (on the menu bar) then 'Insert slide';
  - clicking on the 'Add slide' button  ;
  - or by clicking once on the blank slide to select it, then selecting 'Copy' and 'Paste' (Fig.6).
- When you have finished creating all your slides select the first slide to edit by double clicking on it.
- You can add text, graphics, sound, animation and video clips in just the same way you would in Textease.
- After editing your first slide click on the 'Next slide' button  to edit the next slide, adding content as before.
- Continue until you have completed your presentation.
- To view all your slides, at any stage, click on the 'Storyboard' button. Return to individual slides by double clicking on them.

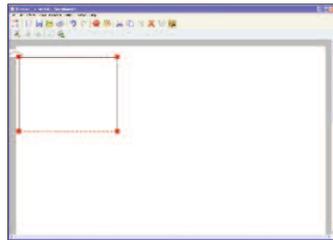


Fig.6

## Viewing a Slide Presentation

- Click on the 'Run show' button  to view your presentation.
- Click anywhere on the screen during the presentation to move onto the next slide.
- To end the show and return to your storyboard:
  - right click anywhere on the screen while the presentation is running and select 'End show' or 'Storyboard';
  - or, press the Esc key (or F5) on your keyboard.

## Creating a Presentation Using a Backdrop/Template

There are a selection of pre-designed templates/backdrops, with text boxes and animated bullet points already in place, available in the 'Resource Bank' which can be used to assist you to create a presentation.

- Open the 'Presenter' toolbar.
- Click 'Presenter' (on the menu bar) then 'Insert slide'. (The first slide and the 'Backdrops' window will automatically open on the page.)
- Select the template/backdrop you wish to use by clicking on it. (ALL your slides will show the selected backdrop.)
- Close the 'Backdrops' window.
- Insert additional slides by either:
  - clicking on 'Presenter' (on the menu bar) then 'Insert slide';
  - clicking on the 'Add slide' button .

-or, click on the 'Storyboard' button  then select the original slide (by clicking on it) then 'Copy' and 'Paste' the slide.

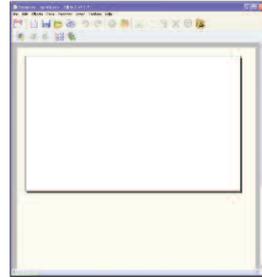


Fig.7

Now you can edit your slides:

- Select a slide by double clicking on it.
- Click on the given text (e.g. 'Add your title here') and start writing. The given text will be deleted automatically (Fig.7).
- To create additional bullet points press the return key on your keyboard once you have completed the first one.
- When you have finished editing your first slide click on the 'Next slide button' to edit the next. Or, click on the 'Storyboard' button  (to view all the slides again) then double click on the next one you wish to edit.
- Repeat this until you have edited all the slides for your presentation.

## Creating a Customised Slide Presentation

(Based on the 'Life Cycle of a Dandelion' example in the 'Resource Bank'.)

- Open the 'Presenter' toolbar.
- Click on the 'Storyboard' button  to place the first slide on the page.

## Change the Background Colour of a Slide

- Click on the 'Page Setup' button  (on the 'Additional' toolbar), then click on 'Background' followed by 'Paper Colour'.
- Select the paper colour you want by clicking on it then close the two windows (Fig.8).

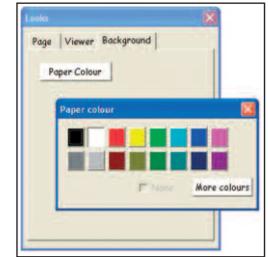


Fig.8

## Add a Text Frame

A text frame can be used to position text or images in the same place on a series of slides. The text frames are visible while you are editing slides and when viewing the storyboard but not when viewing the presentation.

- Click on 'Other' (on the menu bar) then 'Add text frame', or press F7 on your keyboard.
- The mouse pointer will change to crosshairs. Click to the side of the screen and drag the crosshairs across the screen to create the frame.
- The frame can be resized or repositioned by first selecting it with a double click. Then, hover over a corner until the sizing arrow appears, or hover inside the box so that the pointer changes to a hand allowing you to move the frame.
- Edit the text in the text frame now if you want the text to be the same size and/or colour in every slide. Do this by clicking in the text frame, to select it, then clicking on the 'Effects' button  (on the 'General' toolbar) where you can select the font style, size and colour (Fig.9).



Fig.9

- To lock the text frame in place, so that it cannot be moved when text or images are added, first select the frame then click on 'Tools' (on the menu bar), then 'Lock to page'.

## Add Identical Slides

If you have designed your own template for a slide (as above) and want all the other slides in your presentation to look the same then:

- Click on the 'Storyboard' button .
- Click on the slide to select it, then 'Copy' and 'Paste' it to create the number of slides you want.  
Alternatively, hold down the 'Ctrl' key and drag off as many slides as you want.

## Delete a Slide

- To delete an unwanted slide first select the slide, click on 'Presenter' (on the menu bar) then 'Delete Slide'.

## Edit Individual Slides

- Select the slide you wish to edit from the 'Storyboard' with a double click.
- As each slide is a Textease page you can add text, graphics, animation, sound and video clips in just the same way you would on a Textease page (Fig. 10).
- To edit another slide you can either return to the 'Storyboard' then select a new slide, or you can click on the 'Next slide' button.



Fig.10

## Change the Order of Slides

Slides can be quickly and easily reordered either when creating your presentation, or as an activity for pupils to carry out (see the 'Making Bread' example in the 'Resource Bank') (Fig.11).



Fig.11

- From the 'Storyboard' view select the slide to be moved by clicking on it, then drag and drop it into place.

## Show Slides on a Loop/Timed Run

Instead of clicking with the mouse to move through the show you can choose to have a timed run, which sets the number of seconds each slide should be displayed for before moving on to the next. You can also choose to have the show run on a loop. (This could be useful for displaying pupils' work at a PC during an open day or parents' evening.)

- Click on 'Presenter' (on the menu bar) then 'Settings'.
- Click in the box to the left of the words 'Timed Run' so that a tick appears (Fig. 12).
- Change the length of time each slide will be shown for by clicking on the arrows to the left of the 's'.
- Click in the box to the left of the words 'Loop' so that a tick appears.
- Close the window.



Fig.12

# Textease Presenter CT Special Features and Tools

## Creating the Presentation

### Use Bullet Points

Key ideas or facts can be separated with bullet points. There is a range of bullet point styles to choose from, including the option to number your text.

- Click on the page where you want to place the first bullet point.
- Click on the 'Effects' button  to open the 'Text effect' window (Fig.13), then 'Bullets'.
- Select a style for your bullet points by clicking on one of the buttons. The first bullet point will automatically be placed on the page.
- To change the colour of your bullet point you will need to open the 'Bullet styles' window.

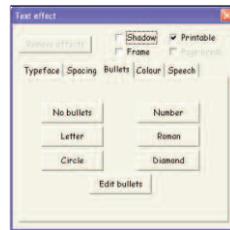


Fig.13

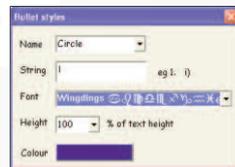


Fig.14

- Click to the right of the bullet point and enter your text. When you press 'Return' on the keyboard a new bullet point will be added automatically.

### Instant Slide Show from Photos

An instant slide show can be created in Textease Presenter CT by selecting a folder of images (clipart or photos) from the 'Resource Bank'.

- Open the 'Presenter' toolbar.
- Click on the 'Storyboard' button  to place the first slide on the page.
- Open the 'Resource Bank' by clicking on the 'Resource Bank' button  (on the 'General' toolbar).
- Navigate to find the folder containing the images to be used in the presentation.
- Click on the folder and drag and drop it onto the 'Storyboard'. Each image will automatically enlarge to appear as an individual slide.
- You can now edit the slides (adding text, sounds etc.) or simply run the presentation as it is. (See the 'My Local Area' example in the 'Resource Bank' (Fig.15).)



Fig.15

### Storyboard Slide View

To view individual slides better, or to view more thumbnails at the same time, whilst in the storyboard you can resize them.

- Select any slide.
- Hover over the bottom right corner until the sizing arrow appears.

- Click and drag the sizing arrow to alter the size of the thumbnail. This will change ALL the thumbnails within the storyboard.

### Notes on the Storyboard Page or Individual Slides

As all the pages within Textease Presenter CT are Textease pages notes and images can be added underneath the storyboard or individual slide (when editing). For example, these notes could be instructions explaining to pupils what information you want them to put on a slide. You can also place images or text on the page which can be selected and dropped into the slides. (See the “Making Bread” example in the ‘Resource Bank’ (Fig.16).) These notes/images are only visible on the page where they were created and will not be seen when running the show.



Fig.16

- Click on the page (below the slide when editing).
- Add text, pictures, sounds etc as required.

### Links between Slides

During a show you may want to pre-arrange to skip to a slide which is further on, or further back, rather than show the slides sequentially. Or, you may want to include an introduction screen or menu page enabling you to go to specific pages within your presentation. (See the ‘Aztec Gods’ example in the ‘Resource Bank’.) This can be done using the link feature.

- Select the text/image on the slide you want to use as a

button in your presentation.

- Click on the ‘Link’ button  (on the ‘Additional’ toolbar) then ‘Hyperlink’.
- Click on the arrow at the end of the ‘Go to slide’ box.
- Choose the slide you want the button on the slide to jump to from the list of all the slides in your presentation (Fig.17).
- Close the window.

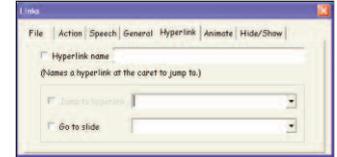


Fig.17

## Show Settings

### Bullet Point Animations

In Textease Presenter CT you can animate bulleted text within your presentation in a variety of ways. All your slides can have the same animation or you can select a different style for individual slides.

- From the storyboard click on ‘Presenter’ (on the menu bar) then click on ‘Settings’.
- Use the drop down menu (to the right of the word ‘Bullets’) to select an animation style (Fig.18).
- Close the window.
- To animate bulleted text within an individual slide follow the above procedure whilst editing the slide but this time remove the tick from the box for ‘Whole show settings’ (Fig.19 on page 18). To have the same animation style for a selection of slides, first select those slides



Fig.18

on the storyboard then follow the above procedure.

### Slide Fade

The way slides fade into each other can be adjusted to suit an individual presentation.

- From the storyboard click on 'Presenter' (on the menu bar) then click on 'Settings'.
- Use the drop down menu (to the right of the word 'Fade') to select an animation style (Fig.20).



Fig.19



Fig.20

### Sound

Sounds can be added to individual slides or the whole show within Textease Presenter CT. You can select a pre-recorded sound from the 'Resource Bank' or record one of your own.

- From the storyboard click on 'Presenter' (on the menu bar) then click on 'Settings'.
- To use a pre-recorded sound either select the sound you want from the drop down menu to the right of the word 'Sound' (Fig.21) or click on the search button .
- To record your own sound click on the red record button .
- Close the window.

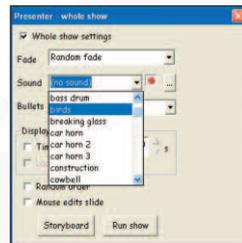


Fig.21

## During the Presentation

### Pencil Tool

The pencil tool allows you to annotate a slide during a presentation. For example, you could use it to draw attention to a specific image/word on the slide (Fig.22).



Fig.22

- While the show is running, right click on the screen and select 'Pencil' and then a colour. You can now draw on the screen using the pen.
- To stop drawing right click again. (These markings will not be saved and the next time the show is loaded the markings will have been cleared.)

### Mouse Edits Slide

Whilst running a show in Textease Presenter CT you can add, change or delete information on the slides by using the 'Mouse edits slide' function. This means you, or your pupils, can give an interactive presentation enabling the "audience" to contribute their ideas.

- While the show is running, right click on the screen. Then click on 'Settings'.
- Click in the box next to 'Mouse edits slide' (Fig.23) and close the window. You can now edit the slide using the mouse and keyboard.



Fig.23

- To move through the slides you will have to use the space bar or arrow keys on the keyboard.

## Resource Bank

There is a wide range of resources that can be accessed through the 'Resource Bank' . It is divided up into four sections (Fig.24)



Fig.24

**Resources** - which include:

- **Curriculum resources:** Clipart, digital photos, videos, sounds and word banks categorised by curriculum subjects.
- **Curriculum examples & templates:** A wide variety of examples and templates providing ideas on how 'Textease Studio CT' can be used effectively across the curriculum by pupils of all ages and abilities can also be found within the 'Resource Bank'.

**Acquire** - Enables the user to import images directly from digital imaging devices e.g. digital camera or microscope.

**Internet** - Provides a quick link to the Internet in the same way as clicking on 'Internet Explorer'.

**My Resources** - Access your own resources, such as those saved within 'My Documents' or on your network.

By default the 'Resource Bank' is displayed at the bottom of the

screen. However, if you would like to change its size or position you can do so. Click on any edge and drag the sizing arrows outwards or inwards to resize. Reposition the 'Resource Bank' by clicking on the title bar and dragging it to the desired position. The 'Resource Bank' will remember its new size and position each time it is opened.

## Locate a Resource

**Keyword search:**

- Click in the 'Search' box (next to the 'Search' button ) and type in the name of the item you are looking for, for example 'horse'.
- Click on the 'Search' button . All items containing your search word will be displayed within the 'Resource Bank' window.

NB. The search looks for all words that contain the given 'string' of letters. For example, if you search for 'cat', 'cathedral' will be included within the list of items.

**Navigate directly to a resource:**

- You can also navigate to the resources you require by typing into the address line and then clicking on the 'go' button .
- Alternatively you can choose a folder from those listed in the drop down menu.

The 'Resource Bank' will automatically open where it last browsed to, but you can return to the start position at any time by clicking on the 'Home' button .

## 'Resource Bank' Options

To make the 'Resource Bank' easier to use, several options can now be selected to match different pupils' needs or lesson requirements.

- **Reduce the number of sections displayed.**

Simplify the 'Resource Bank' by reducing the number of sections available to pupils. For example, if you do not wish pupils to access items directly from the Internet that section could be hidden.

- Click on 'Tools' (on the menu bar) and then on 'Options'.
- Select 'Resource bank'. (Fig.25)
- Enable or disable the 'Resource Bank' tabs from being displayed by clicking next to the corresponding titles.

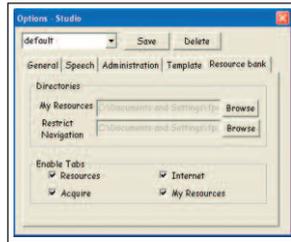


Fig.25

remembered and applied each time the 'Resource Bank' is opened. However, these options can be readjusted at any time by simply repeating the above steps.

- **Set a 'Home' location of your choice for the 'My Resources' section.**

By setting a folder or mapped drive as the 'Home' location for the 'My Resources' section pupils will be able to navigate to their own class, or individual folder much quicker.

- Click on 'Tools' (on the menu bar) and then on 'Options'.
- Select 'Resource bank'.
- Within the 'Directories' section click on the 'Browse' button next to the 'My Resources' location box.
- Navigate to the desired location then click 'OK'.

NB. Changes made to the 'Resource Bank' options will be

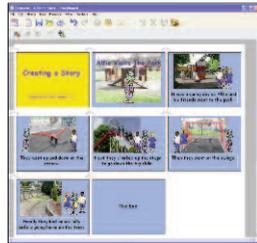
# Curriculum Examples

A number of curriculum examples using Textease Presenter CT can be found in the 'Resource Bank'  (on the 'General' toolbar).

## Use Textease Presenter CT in...

### Literacy

to write and illustrate stories, recounts and reports which incorporate images, video clips and sound.



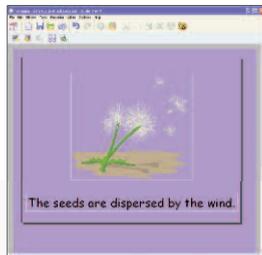
### Design and Technology

to create a storyboard that retells events from the initial design phase through to the finished product.



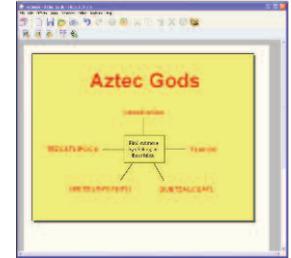
### Science

to clearly explain scientific processes using text and images.



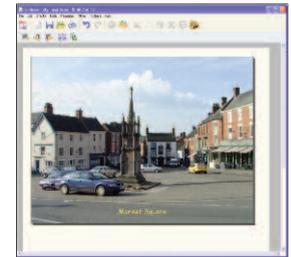
### History

to create a multimedia presentation outlining important past events or historical figures.



### Geography

to illustrate and describe physical or human environments.



...use across the curriculum.

## Further Help

Over 70 **cross-curricular examples** for all year groups in KS1&2 are included in the Textease Studio CT 'Resource Bank'. A series of short '**Getting Started**' **video demonstrations** can also be found on our website (from within the product select 'Help' on the menu bar, then 'On the website' and 'Getting Started videos'). For further examples and ideas on how to use these software tools effectively in the classroom, including a regularly updated 'Top Tips' section, visit our website at **www.textease.com**.

For further information about how Textease can be used to support and extend pupils of all abilities visit **www.textease.com/resources** where you can download '**Using Textease to Promote Inclusion and Accessibility**'.

## Technical Support

Our products are designed to be easy to use, but from time to time everyone needs some help. You can access online support at **www.textease.com** where you will find a list of frequently asked questions, the answers to which we hope will solve your problem. If you still need help call our Technical Support team between 9am – 5pm, Monday to Friday. Outside of office hours you can email **support@lightbox-ed.com** and our support team will reply as soon as possible.

To contact the Technical Support team:

Tel: **+44 (0)1332 258386**

Email: **support@lightbox-ed.com**

Visit: **www.textease.com**

## Stay Up to Date

Don't forget to sign up for our regular email updates which give details of the latest product releases, twilight seminars in your area, new Top Tips, and lots more. Visit [www.lightbox-ed.com/register](http://www.lightbox-ed.com/register) to submit your contact details.

## Online Updates

Your software includes a new feature to make installation of future updates quicker and easier than ever before. The software now comes with an online update button  that automatically appears on the toolbar when there is a new version available. This button can only be accessed by administrators, otherwise it will appear greyed out. The online update is downloaded via the internet, and will automatically update any previous version 6 releases installed. See the 'Installation Instructions' for further details.

## Credits

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Certain Digital Video samples included are taken from the Digital Video Clips collections published by Sherston. These files are copyright Sherston Software Ltd and Croft Douglas

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Oxford Reading Tree Clip Art Story Characters, © Sherston Software Limited and Oxford University Press 1997.

## Development Team

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Graphic Design: Paul Gowdrige

Educational Consultants: Doug Dickinson, Fiona Panni

Project Manager: Heather Hann

## Minimum System Requirements

Windows 98SE, 300 MHZ, 64 MB (128 MB recommended), 300 MB HDD space (600 MB recommended), resolution of 800 x 600.

## Textease Resources

700 MB HDD space.



# textease Studio CT

A suite of nine Textease tools

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