
Reference Guide

Working with Slide Show to Go

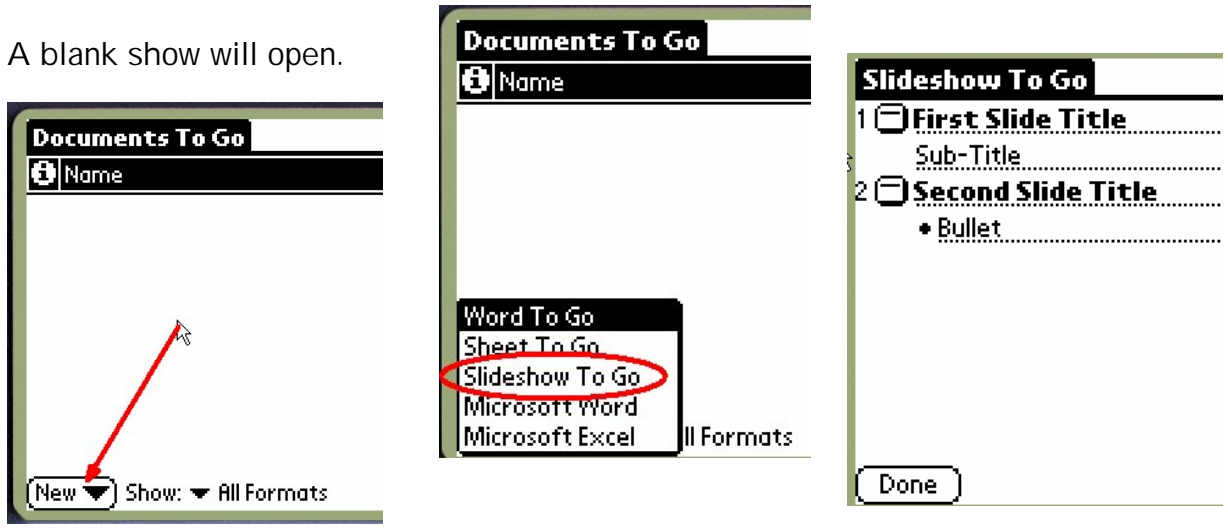
A Structured Note-Taking Tool

Slide Show to Go, one of the applications in the Documents to Go suite, is the "PowerPoint like" software for the handheld. Students can take notes and organize their ideas into slides. These "notes" can be beamed to others.

Creating a New Note-taking Document

From Docs to Go main screen select New and choose SlideShow to Go.

A blank show will open.



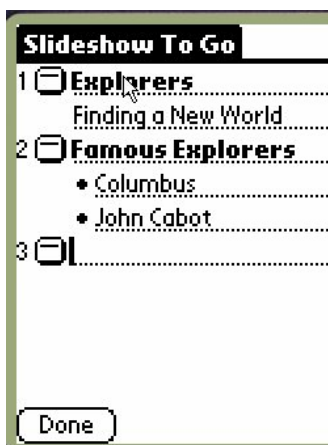
Inserting Text

Click to add text to the slide name or a bulleted list.

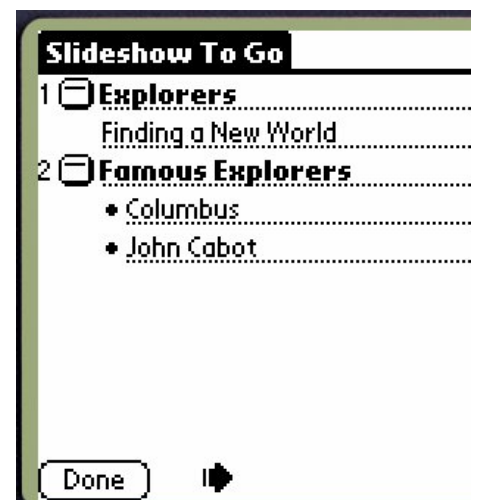


Inserting A New Slide or Bullet Item

From the Insert Menu select New Slide to add slides to the presentation. To add new bullet items from the

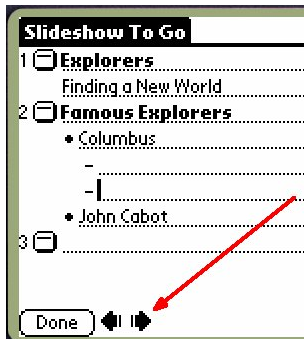


Insert Menu select New Bullet Item.



Promoting or Demoting Text on Slide

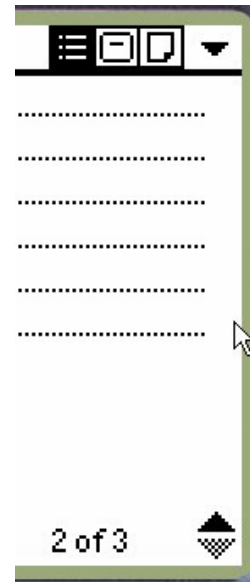
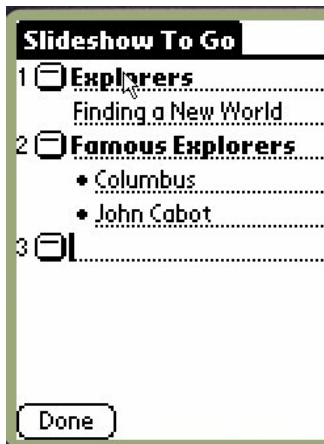
Bulleted items can be promoted or demoted by using the arrows at the bottom of the screen when in List View.



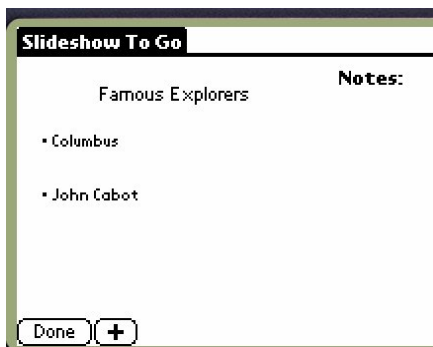
Navigating Views

The presentation can be viewed in three different ways, List View, Slide View and Notes View.

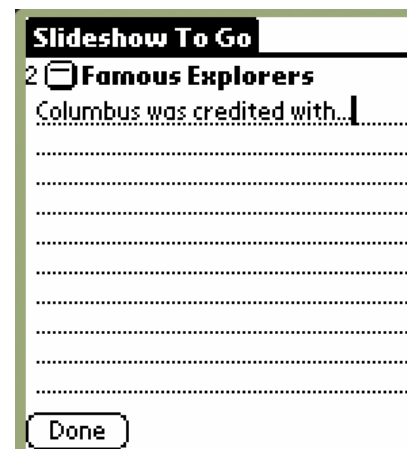
List View



Slide View



Notes view



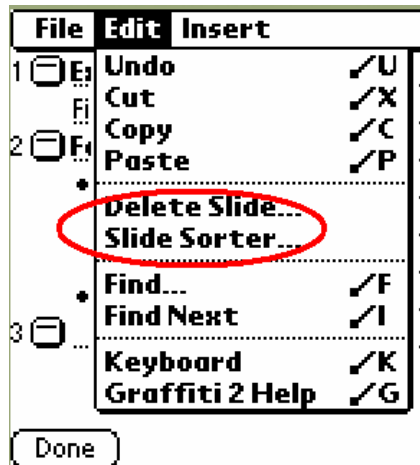
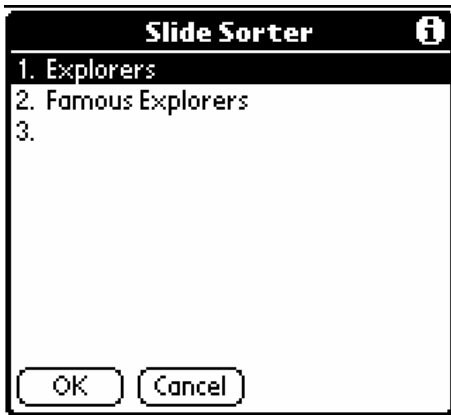
Navigating and Moving Slides

Move between slides using the drop down arrow next to the View icons or with the arrows at the lower right of the screen



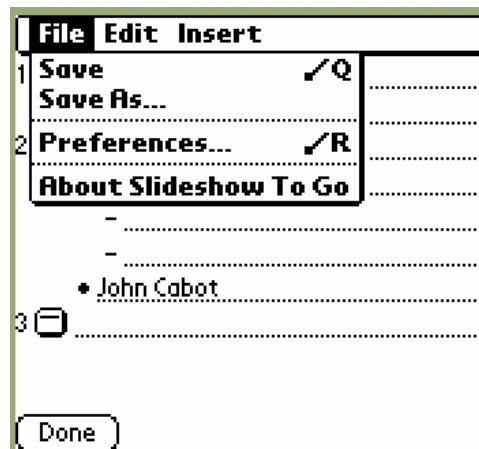
Changing Slide Order

To change the Slide Order, in List View from the Edit Menu select Slide Sorter. Drag the slides to reorder them.



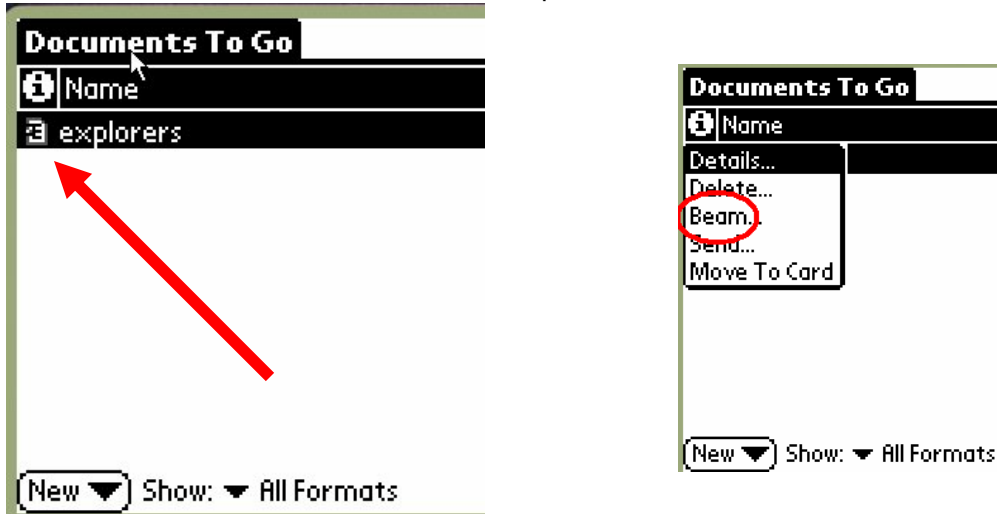
Saving Documents

From the List View select Save from the File Menu.



Beaming a Note-Taking Document

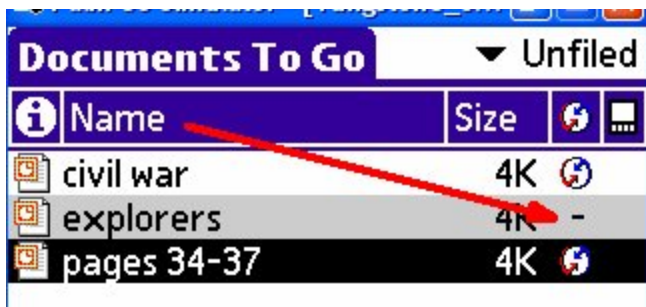
From Documents to Go main screen click on the information icon next to the filename. Select Beam to share the presentation with other handhelds.



Instructional Management Tips

Combining Files

Students can beam files to the teacher handheld and during the next hotsync operation the files will be moved to the computer. They can be opened in PowerPoint to print, combine into a larger presentation or continue with development by adding pictures and other graphic effects. At this time solutions for combining slides from two presentations does not exist on the handheld.



All Docs to Go files do not need to be transferred to the computer during a hotsync operation. From the Docs to Go file list change the icon from a Hotsync icon to a "dash" to not transfer the document during the next hotsync operation.

Hotsyncing Docs to Go to the Computer

Docs to Go can be customized to place files transferred between the handheld and computer in user-defined folders. A teacher could have one folder where all student work goes (Naming structure for file names identifies the author), or a separate folder can be created for each student handheld and the work from Docs to Go apps can be moved to that folder during the Hotsync Operation. Each User defines the folder location for files.

Setting the Exchange Folder

From the Menu select Preferences. On the Exchange tab select the folder location for the documents.

Modifying the Hotsync Operation

From the Hotsync tab customize the Hotsync operation for your use. One time saver is to uncheck the box for showing Docs to Go dialog box during hotsyncing.

