NEW CLOUD TECHNOLOGIES LTD.

MYOFFICE PRESENTATION DESKTOP APPLICATION

3.2

USER GUIDE

Version 1

On 268 sheets

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TABLE OF CONTENTS

1 General information 12
1.1 About 12
1.2 System requirements 12
1.3 Limitations 12
1.3.1 Supported file formats 12
1.3.2 Supported interface languages 13
2 Before you begin 14
2.1 Install the application 14
2.2 Launch the application 16
2.3 License agreement 16
2.4 Update MyOffice Education software 17
3 Interface 19
3.1 Screen elements 19
3.2 Command menu 20
3.3 Toolbar 21
3.3.1 Change the Toolbar display mode 21
3.3.2 Hide or display section titles 22
3.3.3 Hide or display sections content 23
3.3.4 Customize the Favorites section 24
3.3.4.1 Add an element 24
3.3.4.2 Move an element 26
3.3.4.3 Delete an element 27
3.3.4.4 Clear the section 28
3.3.5 Hide or display the Favorites section 28
3.4 Slide bar 29
3.5 Workspace 32
3.6 Sidebar 33
3.7 Status bar 34
3.8 Quick actions box 35
3.9 Application language 37
4 Work in the Presentation Editor 39
4.1 Files 39
4.1.1 New file 39
4.1.1.1 Create a file using Windows File explorer 39
4.1.1.2 Create a file upon start up 39

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4.1.1.3 Create a file while working in the application 39
4.1.2 Open a file 39
4.1.2.1 File in .ppt format 40
4.1.2.2 View-only file 40
4.1.2.3 File is being used by another application 41
4.1.2.4 File is opened by another user 42
4.1.3 Recent files 43
4.1.4 Preview and print 44
4.1.4.1 Without opening MyOffice Presentation 44
4.1.4.2 While working in the application 44
4.1.5 Password protection 48
4.1.5.1 Set a password 48
4.1.5.2 Change a password 50
4.1.5.3 Remove the password 53
4.1.5.4 Open a password-protected document 54
4.1.6 Save a file 54
4.1.6.1 Save as 54
4.1.6.2 Save 56
4.1.7 Autorecovery of documents 56
4.1.7.1 Configure autorecovery of documents 56
4.1.7.2 Document recovery 58
4.1.7.3 Recovered Files pane 59
4.1.8 Close a file 61
4.2 Slides 63
4.2.1 Zoom 63
4.2.1.1 Zoom in or zoom out on slides 63
4.2.1.2 Fit to window 64
4.2.2 Switch between slide thumbnails 64
4.2.3 Create a slide 65
4.2.3.1 Create a slide with the default layout 66
4.2.3.2 Create a slide with the selected layout 68
4.2.4 Duplicate a slide 69
4.2.5 Change the slide layout 69
4.2.6 Move a slide 72
4.2.6.1 Move to the beginning 72
4.2.6.2 Move up/down 74
4.2.6.3 Move to the end 74
4.2.7 Hide or unhide a slide 74

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4.2.8 Slide background fill 77
4.2.8.1 Fill slide with color 77
4.2.8.1.1 Choose a color from the color sets provided 78
4.2.8.1.2 Specify the color code manually 78
4.2.8.1.3 Copy the color with an eyedropper 79
4.2.8.2 Fill slide with image 79
4.2.8.3 Remove the fill color 80
4.2.9 Delete a slide 81
4.3 Text 83
4.3.1 Enter text 83
4.3.1.1 Enter text 83
4.3.1.2 Automatically replace a hyphen with an en dash 83
4.3.1.3 Automatically replace quotation marks 83
4.3.2 Non-printable characters 83
4.3.3 Font 85
4.3.4 Font size 86
4.3.5 Text formatting 88
4.3.6 Font color 90
4.3.6.1 Choose a color from the color sets provided 91
4.3.6.2 Specify the color code manually 91
4.3.6.3 Copy the color with an eyedropper 92
4.3.7 Highlight color 92
4.3.8 Alignment and spacing 94
4.3.8.1 Horizontal alignment 94
4.3.8.2 Vertical alignment 95
4.3.8.3 Line spacing 95
4.3.8.3.1 Predefined spacing 96
4.3.8.3.2 Custom spacing 97
4.3.8.4 Character spacing 98
4.3.8.5 Paragraph spacing and indents 100
4.3.9 Rotate Text 101
4.3.10 Lists 103
4.3.10.1 Create a list 103
4.3.10.2 Change list style 105
4.3.10.3 Change the nesting level 107
4.3.10.4 Convert a list to text 107
4.3.11 Links 108
4.3.11.1 Insert a link to a web page or email address 108

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4.3.11.2 Insert a link to a file ... 111
4.3.11.3 Quick link insertion ... 114
4.3.11.4 Follow the link ... 114
4.3.11.5 Copy a link ... 114
4.3.11.6 Edit a link ... 115
4.3.11.7 Delete a link ... 116
4.3.11.8 Keyboard shortcuts for moving between window elements ... 118
4.3.12 Special characters ... 118
4.3.12.1 Quick insert special characters pane ... 118
4.3.12.2 Special Characters window ... 120
4.3.13 Spelling and grammar ... 123
4.3.13.1 Check spelling ... 123
4.3.13.1.1 Correct spelling mistakes ... 123
4.3.13.1.2 Turn off the underline for spelling errors ... 124
4.3.13.2 Custom dictionary ... 125
4.3.13.2.1 Add words to the Custom Dictionary ... 125
4.3.13.2.2 Use third-party dictionaries ... 126
4.3.13.2.3 Delete words from the Custom Dictionary ... 127
4.3.13.3 Check grammar ... 128
4.3.14 Delete text ... 129
4.3.14.1 Delete text using the command menu option ... 129
4.3.14.2 Delete text using the keyboard keys ... 130
4.4 Images ... 131
4.4.1 Insert an image ... 131
4.4.1.1 Paste an image from the clipboard ... 131
4.4.1.2 Insert an image from computer ... 131
4.4.2 Image outline ... 133
4.4.2.1 Select the color of the image outline ... 133
4.4.2.1.1 Choose a color from the color sets provided ... 135
4.4.2.1.2 Specify the color code manually ... 135
4.4.2.1.3 Copy the color with an eyedropper ... 136
4.4.2.2 Select the thickness and line type of the image outline ... 136
4.4.2.3 Apply outline settings of the previous image or shape ... 137
4.4.2.4 Remove image outline ... 138
4.4.3 Resize an image ... 138
4.4.4 Change the position of the image ... 139
4.4.4.1 Bring forward ... 140
4.4.4.2 Send backward ... 141

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4.4.5 Move an image 142
4.4.6 Delete an image 142
4.5 Shapes 144
4.5.1 Insert a line 144
4.5.2 Insert a shape 147
4.5.3 Insert a text box 147
4.5.4 Fill a shape 149
4.5.4.1 Fill a shape with color 149
4.5.4.1.1 Choose a color from the color sets provided 151
4.5.4.1.2 Choose a color from the color sets provided 151
4.5.4.1.3 Copy the color with an eyedropper 152
4.5.4.2 Filling a shape with image 152
4.5.4.3 Remove the fill color 153
4.5.5 Shape outline 154
4.5.5.1 Select the color of the shape outline 154
4.5.5.1.1 Choose a color from the color sets provided 154
4.5.5.1.2 Specify the color code manually 156
4.5.5.1.3 Copy the color with an eyedropperCopy the color with an eyedropper 156
4.5.5.2 Select the thickness and line type of the shape outline 157
4.5.5.3 Apply outline settings of the previous shape or image 157
4.5.5.4 Delete shape outline 158
4.5.6 Line style 159
4.5.6.1 Select a line color 159
4.5.6.1.1 Choose a color from the color sets provided 160
4.5.6.1.2 Specify the color code manually 161
4.5.6.1.3 Copy the color with an eyedropper 161
4.5.6.2 Select the thickness and line type 162
4.5.6.3 Apply the style of the previous line 162
4.5.6.4 Remove the line style 163
4.5.7 Resize a shape 163
4.5.8 Change line length and angle 164
4.5.9 Select arrow type 165
4.5.10 Change the position of the shape 166
4.5.10.1 Bring forward 166
4.5.10.2 Send backward 167
4.5.11 Move a shape 168
4.5.12 Delete a shape 169
4.6 Tables 171

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4.6.1 Insert a table 171
4.6.2 Select a table or a table element 173
4.6.2.1 Select a table 173
4.6.2.2 Select a column or row 173
4.6.2.3 Switch to cell editing mode 174
4.6.3 Insert rows 174
4.6.4 Insert columns 176
4.6.5 Resize a column or row 176
4.6.5.1 Change the size manually 177
4.6.5.2 Specify the exact size 178
4.6.6 Specify the exact size of the cells 179
4.6.7 Change table size 180
4.6.8 Merge or split cells 181
4.6.8.1 Merge cells 181
4.6.8.2 Split cells 181
4.6.9 Cell fill color 183
4.6.9.1 Add the fill color to table cells 183
4.6.9.1.1 Choose a color from the color sets provided 184
4.6.9.1.2 Specify the color code manually 184
4.6.9.1.3 Copy the color with an eyedropper 185
4.6.9.2 Fill cells with an image 185
4.6.9.3 Remove the fill color 186
4.6.10 Cell borders 187
4.6.10.1 Change border parameters 187
4.6.10.1.1 Choose a color from the color sets provided 189
4.6.10.1.2 Specify the color code manually 189
4.6.10.1.3 Copy the color with an eyedropper 190
4.6.10.2 Apply the border style of the previous table 191
4.6.10.3 Delete borders 191
4.6.11 Move a table 192
4.6.12 Change the position of the table 193
4.6.12.1 Bring forward 193
4.6.12.2 Send backward 194
4.6.13 Delete columns or rows 195
4.6.14 Delete a table 197
4.7 Charts 199
4.7.1 Insert a chart 199
4.8 Work with several objects 200

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4.8.1 Select objects and groups of objects 200
4.8.2 Group or ungroup objects 201
4.8.2.1 Group objects 201
4.8.2.2 Ungroup objects 202
4.8.3 Manage selected objects 204
4.8.4 Manage grouped objects 205
4.8.5 Delete a group of objects 206
4.9 Alignment of objects 207
4.9.1 Rulers 207
4.10 Edit the content 208
4.10.1 Undo and redo actions 208
4.10.1.1 Undo the last action 208
4.10.1.2 Redo the result of the undone action 209
4.10.2 Clipboard 209
4.10.2.1 Cut or copy 209
4.10.2.1.1 Cut or copy a slide 209
4.10.2.1.2 Cut or copy data from a slide 210
4.10.2.2 Paste 211
4.10.2.2.1 Paste a slide 211
4.10.2.2.2 Paste data on a slide 213
4.10.2.3 Paste data from the clipboard history 214
4.10.2.3.1 Insert a slide 214
4.10.2.3.2 Paste data on a slide 215
4.10.2.3.3 Open the clipboard history window 216
4.10.2.3.4 Clear the clipboard history 217
4.10.3 Clear custom formatting 218
4.11 Demonstration of the presentation 220
4.11.1 Slide show modes 220
4.11.2 Start a slide show 221
4.11.2.1 Normal view 221
4.11.2.2 Presenter view 223
4.11.3 Switch between slide thumbnails 224
4.11.4 Advance slides automatically 224
4.11.4.1 Change the slide display time 225
4.11.4.2 Loop 225
4.11.4.3 Play or pause the slide show 226
4.11.5 Display the Slide bar 226
4.11.6 Select objects on the slide 227

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4.11.6.1 Enable or disable the focus mode 228
4.11.6.2 Select an object 229
4.11.6.3 Select another object 229
4.11.6.4 Deselect an object 229
4.11.7 Turn on the slide transition effect 229
4.11.8 Convert the cursor to a pointer 230
4.11.8.1 Enable or disable the pointer 230
4.11.8.2 Select the pointer type 231
4.11.9 Manage screens in Presenter view 231
4.11.9.1 Switch displays 232
4.11.9.2 Hide or show the presenter tools 232
4.11.10 Pause the slide show 233
4.11.11 Stop slide show 235
4.12 The Cloud 235
4.12.1 Log in to the Cloud 237
4.12.2 Open a file 238
4.12.3 Create a local copy 241
4.12.4 Create a file or folder 242
4.12.5 Upload File 245
4.12.6 Download a file or folder 246
4.12.7 Delete a file 247
4.12.8 Restore a folder or file 249
4.12.9 Shared access to files 250
4.12.9.1 Provide shared access to file 250
4.12.9.2 Change the access permission level 252
4.12.9.3 Revoke file access permission 254
4.12.10 Revoke own access 255
4.12.11 Log out 256
4.13 Links to educational resources 257
5 Keyboard shortcuts 259

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LIST OF ABBREVIATIONS AND TERMS

The abbreviations and terms used in this User Guide are specified in Table 1.

Table 1. Abbreviations and terms

Abbreviation or term	Definition
OS	Operating system
MyOffice software	MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation applications
Placeholder	A box for placing text and objects on the slide
Slide layout	Predetermines the placement of content on the slide. The layout can be empty or contain placeholders for text and slide objects
Presentation theme	Ready-made set of colors, fonts, and visual effects that can be applied to either a new or an existing presentation. This version of MyOffice Presentation contains only one theme. It is applied by default to all presentations created in MyOffice Presentation. If the presentation was created using a third-party editor, the theme selected in the third-party editor is supported in MyOffice Presentation when working in the application
Presentation template	Template created manually by the user and used to create new presentations. The template contains a presentation theme as well as ready-made slides that you can fill with your own content. For example, a template may contain a welcome slide, a slide with company contacts, and a collection of slides with placeholders designed to contain presentation materials

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1 GENERAL INFORMATION

1.1 About

MyOffice Presentation is an application for creating, designing and demonstrating presentations on Linux, Windows and macOS operating systems.

MyOffice Presentation is included in the following suites:

– MyOffice Professional 2

– MyOffice Professional 3

– MyOffice Standard 3

– MyOffice Education

For a detailed description of the features of application, please refer to your product-specific Feature list.

The application functionality may vary depending on the product and operating system.

1.2 System requirements

For a list of software and hardware requirements, refer to your product's specific *Installation Guide*.

1.3 Limitations

1.3.1 Supported file formats

The list of formats supported by the MyOffice Presentation is given in Table 2.

Table 2. Supported file formats

Action	Supported formats
Open/import files	.odp, .xodp, .ppt, .pptx, .pptm
Save/export files	.odp, .xodp, .pptx, .pdf, .pdf/a-1

You cannot open/import .ppt files when working in macOS.

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1.3.2 Supported interface languages

Supported interface languages:

– English

– French

– Russian

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2 BEFORE YOU BEGIN

2.1 Install the application

For detailed description of installation of MyOffice Standard software, please refer to MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation. Installation Guide.

MyOffice software for Windows is considered installed if, as a result of the actions described in Section 2.2 of the above-mentioned document, the shortcuts shown in Figure 1 and Figure 2 are displayed on the user's desktop and in the OS main menu.

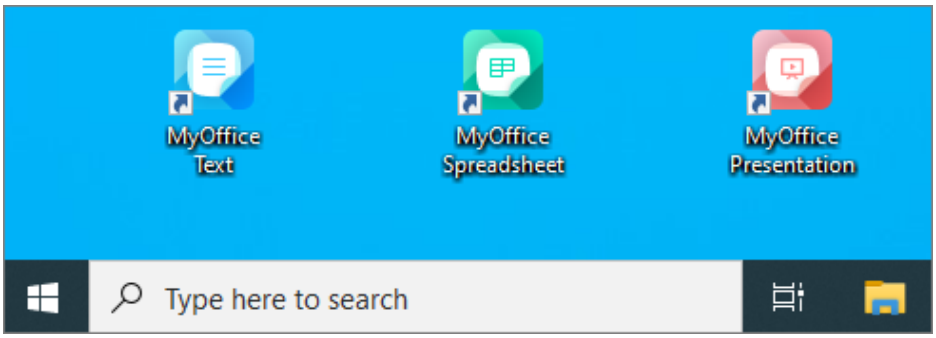

Figure 1. MyOffice applications Windows OS desktop shortcuts

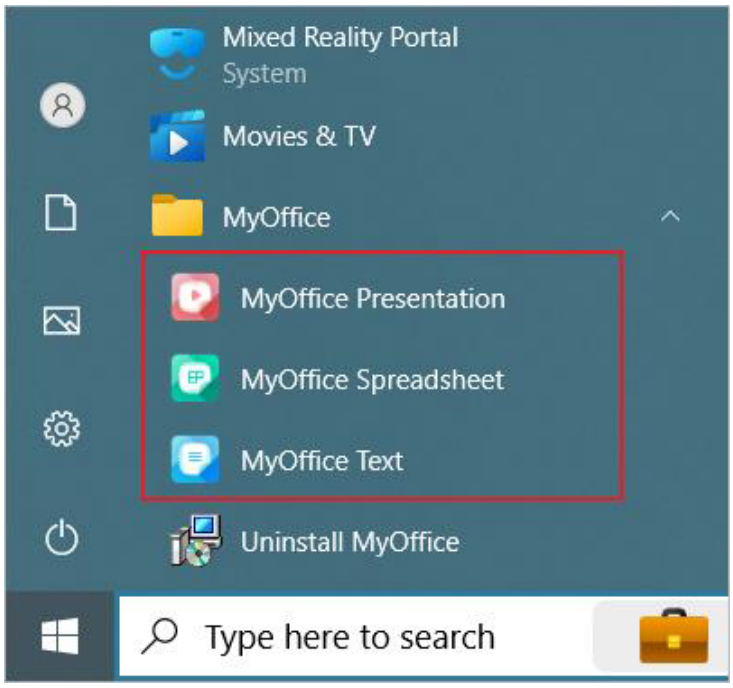

Figure 2. MyOffice application shortcuts in the Windows main menu

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MyOffice software for Linux is considered installed if, as a result of the actions described in Section 2.3 of the above-mentioned document, the OS applications menu displays the shortcuts shown in Figure 3.

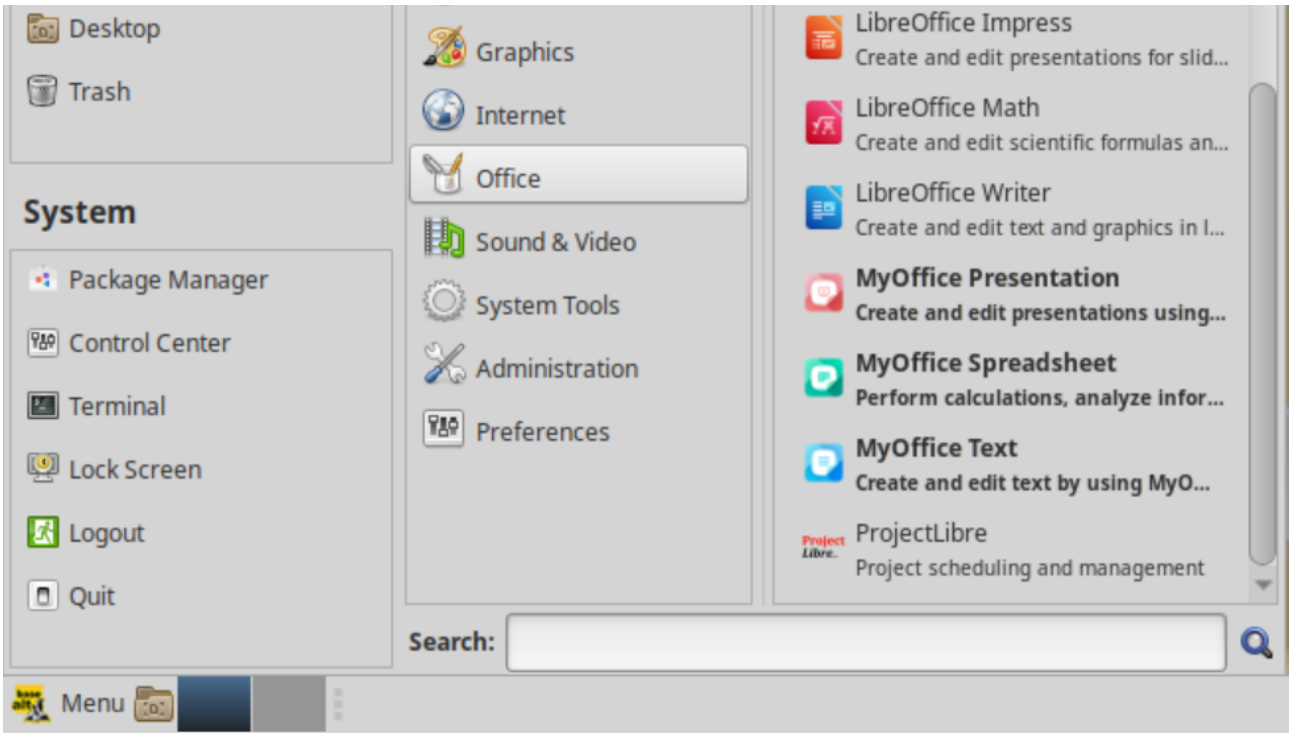

Figure 3. MyOffice applications Linux OS desktop shortcuts

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MyOffice software is considered installed on macOS if, as a result of the actions described in Section 2.4 of the above-mentioned document, Launchpad displays the icons shown in the Figure 4.

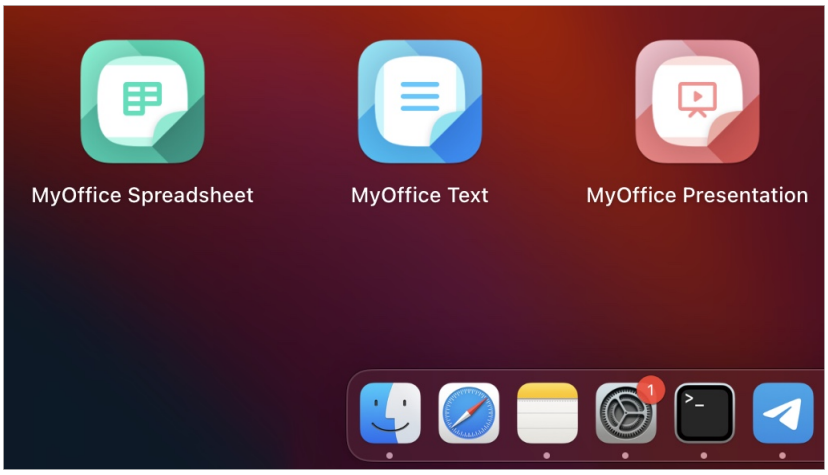

Figure 4. Application icons in Launchpad

2.2 Launch the application

Launch MyOffice Presentation with one/two mouse clicks on its icon/shortcut.

2.3 License agreement

When you run MyOffice software for the first time, carefully read the terms of the License Agreement and Privacy Policy (see Figure 5).

If you agree with the terms and conditions specified, follow these steps:

1. Select the **I accept the Terms of Use and Privacy Policy** checkbox.
2. Click **Get started**.

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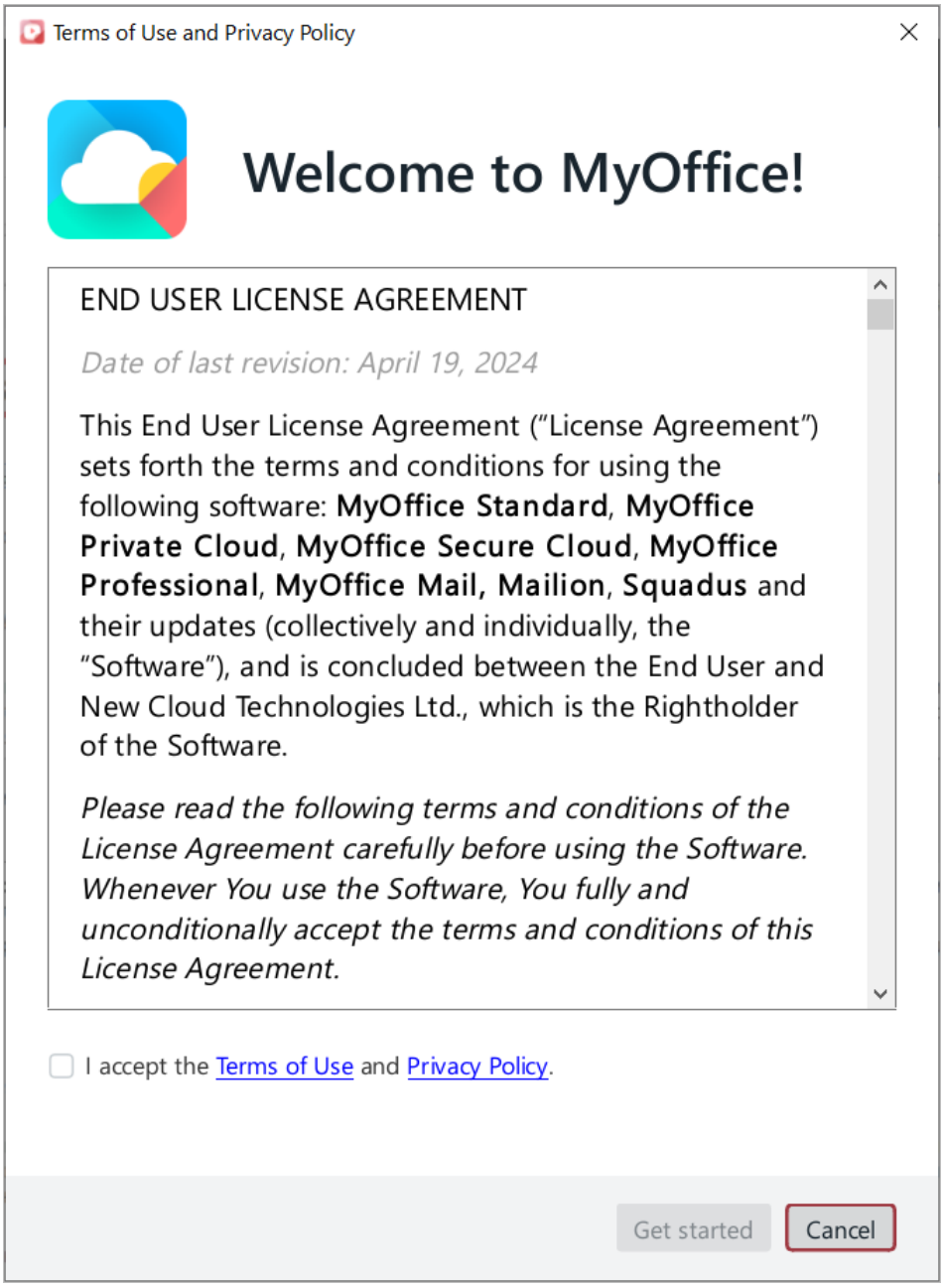

Figure 5. Terms of Use and Privacy Policy window

2.4 Update MyOffice Education software

To ensure timely update of MyOffice Education software on Windows, it is recommended to enable automatic checking for new versions.

To do this, follow these steps:

1. After the first launch of MyOffice Text, MyOffice Spreadsheet and/or MyOffice Presentation applications, close them and open any of these applications again.

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2. In the **Application Update** window (see Figure 6), click **Check automatically**.

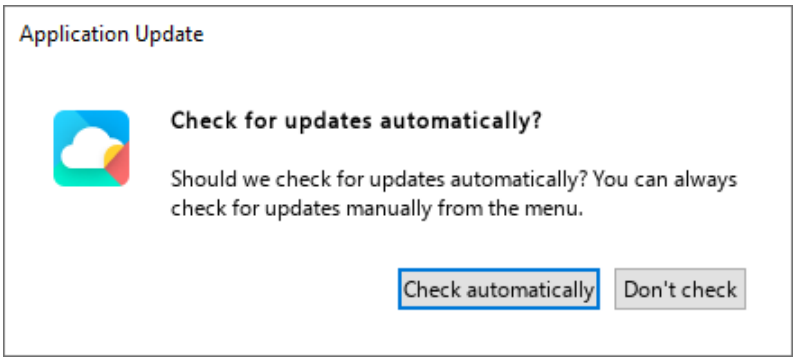

Figure 6. Application Update

If you want to disable the automatic search for new versions, click **Don't check**.

You can also check for new versions manually. To do this, select the **Help** menu and click **Check for Updates** in the Command menu (see Figure 7).

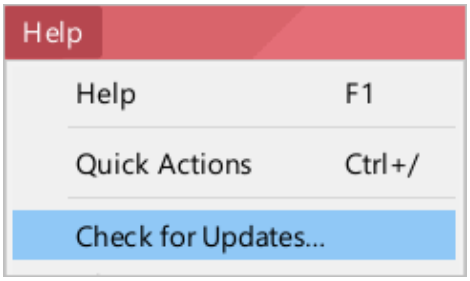

Figure 7. Check for Updates command menu option

For detailed steps to update the product, please refer to *MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation desktop applications. Installation Guide*.

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3 INTERFACE

3.1 Screen elements

MyOffice Presentation window has the following elements (see Figure 8):

1. Command menu
2. Toolbar
3. Workspace
4. Slide bar
5. Sidebar
6. Status bar

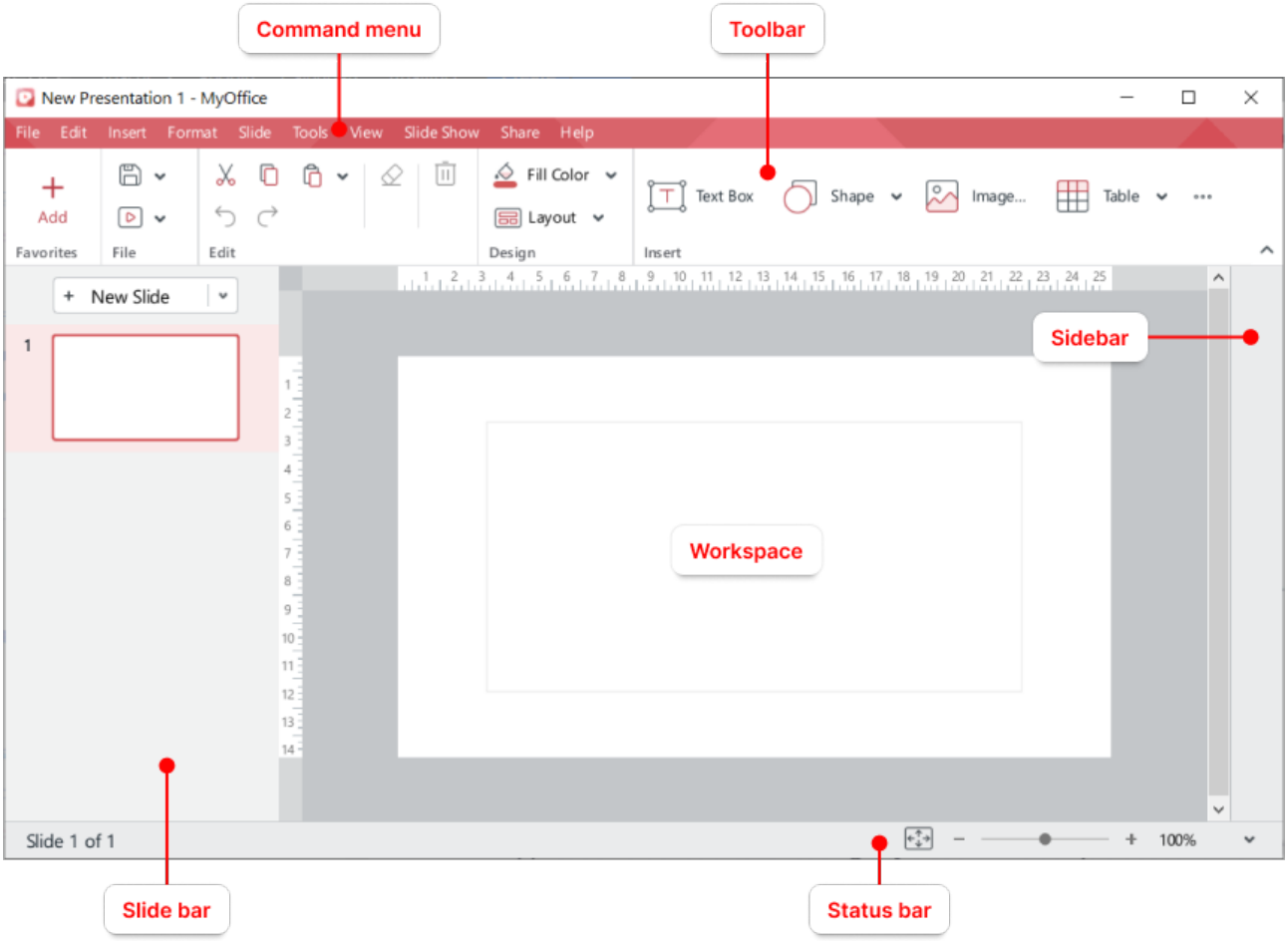

Figure 8. Main window of MyOffice Presentation

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3.2 Command menu

The Command menu (see Figure 9) contains the main commands for working with the application.

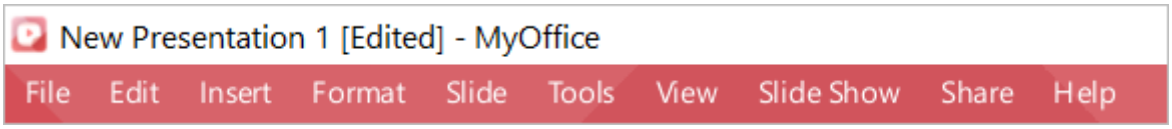

Figure 9. Command menu

To quickly run these commands, you can use:

– Keyboard shortcuts which are specified next to the commands in the Command menu.

– Quick actions box.

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3.3 Toolbar

The Toolbar (see Figure 10) contains tools for working with the document content.

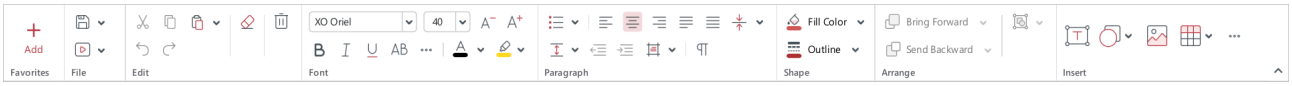

Figure 10. Toolbar

You can change the way the Toolbar is displayed:

– Select the Toolbar display mode or hide the Toolbar.

– Hide or display the Toolbar section titles and content.

– Customize the **Favorites** section.

– Hide and display the **Favorites** section.

3.3.1 Change the Toolbar display mode

To change the Toolbar display mode, do the following:

1. In the Command menu, select **View** > **Toolbar** (see Figure 11).

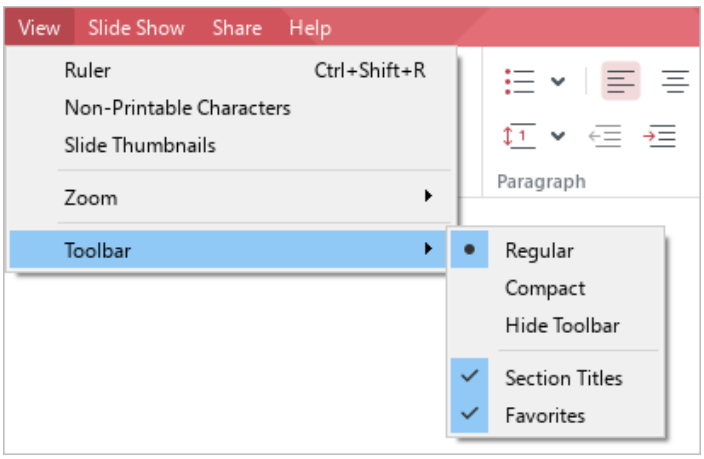

Figure 11. View menu

2. In the sub-menu that opens, select the desired display mode:
   – **Regular:** Tools are arranged in two lines; the section titles are displayed. If needed, the Toolbar section titles can be hidden.
   – **Compact:** Tools are arranged in one line; section titles are not displayed.
   – **Hide Toolbar:** The Toolbar is not displayed.

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To quickly switch between the Regular and the Compact mode, use the **Compact Toolbar** (see Figure 12) and **Regular Toolbar** buttons located in the right part of the Toolbar (see Figure 13).

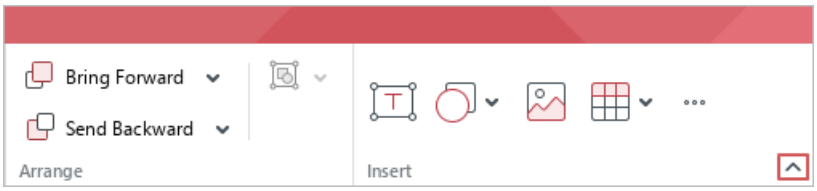

Figure 12. Compact Toolbar button

Figure 13. Regular Toolbar button

3.3.2 Hide or display section titles

The Toolbar (see Figure 10) of MyOffice Presentation consists of sections. Each section (except **Favorites**) consists of various tools designed to perform a specific task. For example, the **Shape** section contains tools for working with shapes.

The title of each section is displayed if the Toolbar display type is Regular. Toolbar titles can be hidden to optimize your workspace.

To do this, follow these steps:

1. In the Command menu, select **View** > **Toolbar** (see Figure 11).
2. In the sub-menu that opens, uncheck the **Section Titles** option.

To display the section titles, check the option again.

If the Toolbar is hidden or displayed in the compact form, the **Section Titles** option is disabled.

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3.3.3 Hide or display sections content

Toolbar sections can be collapsed automatically when reducing or increasing the size of the main application window, or manually.

To collapse a Toolbar section manually, hover the cursor over its right border and click **Collapse** (see Figure 14).

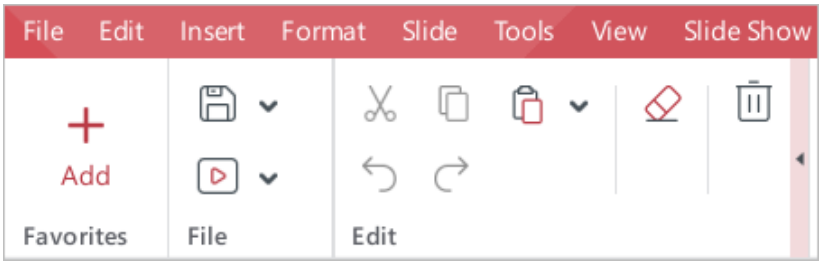

Figure 14. Collapse button

To display the tools in the hidden section, click it with the mouse (see Figure 15).

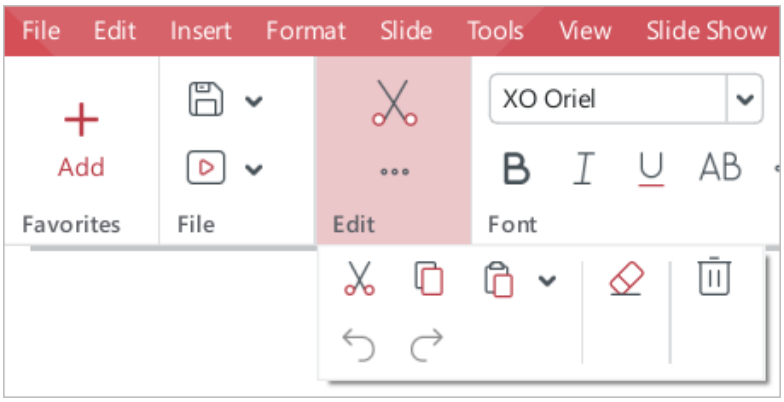

Figure 15. Section tools

To expand the section, click **Expand** (see Figure 16).

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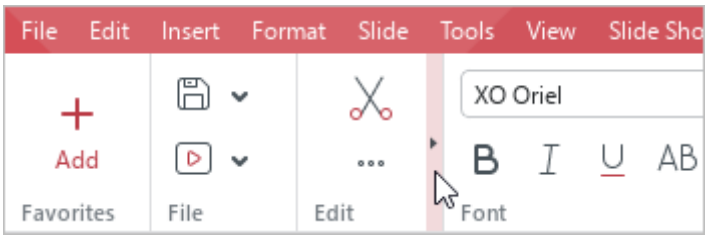

Figure 16. Expand button

3.3.4 Customize the Favorites section

As a rule, when working with an application, certain Command menu items and Toolbar buttons are used more often than others. These items can be added to the **Favorites** section of the Toolbar so that they are always at hand.

3.3.4.1 Add an element

You can add from 1 to 14 elements to the **Favorites**.

To add a Command menu option to the **Favorites**, follow these steps:

1. Run the add command in one of the following ways:

   – If the **Favorites** section is empty, click **Add** in it (see Figure 17).

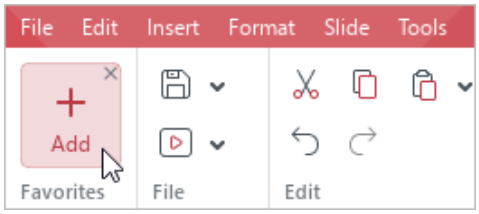

Figure 17. Add button

   – If the **Favorites** section contains the added items, right-click anywhere in the section and run the **Add Action** context menu command (see Figure 18).

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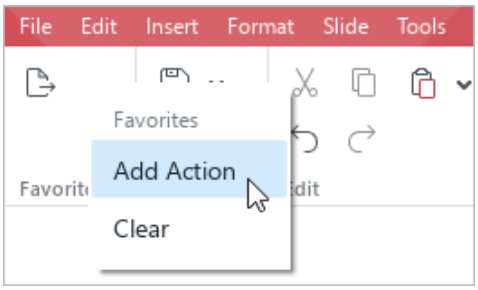

Figure 18. Add Action command

2. In the window that opens (see Figure 19), select the Command menu option that you want to add to the **Favorites**.

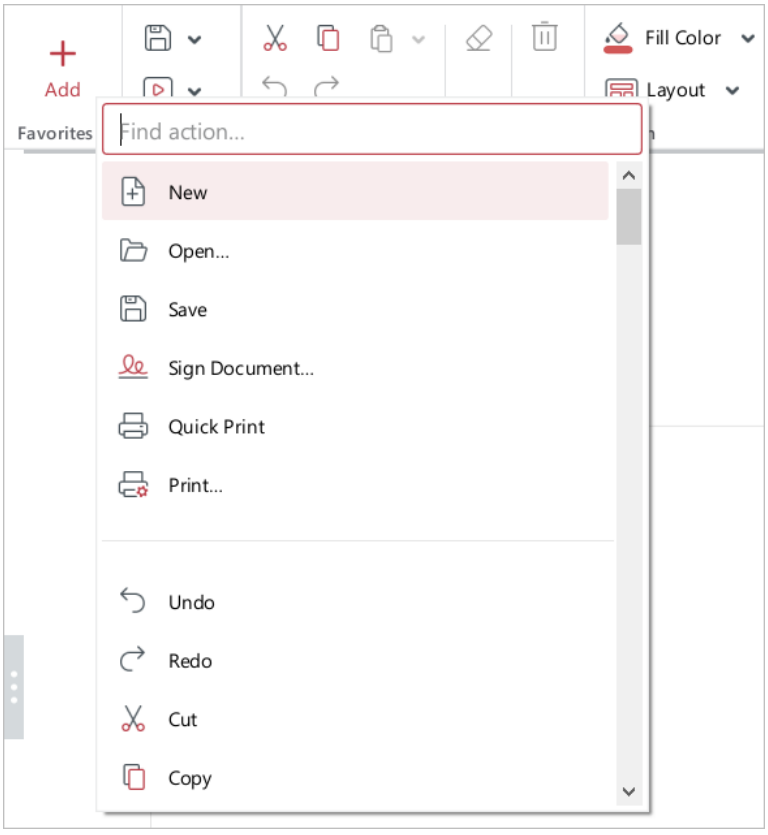

Figure 19. Window for adding Command menu items

To add a button from the Toolbar to **Favorites**, right-click on it and run the **Add to Favorites** command (see Figure 20).

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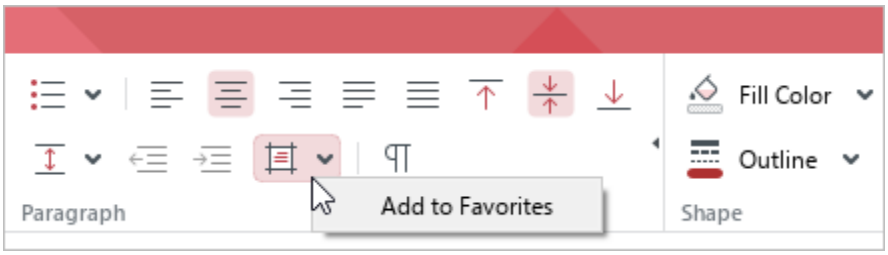

Figure 20. Add to Favorites command

Currently, it is not possible to add Toolbar buttons that are displayed after clicking the ••• button.

When you add a button to the **Favorites**, it is not deleted from the section of the Toolbar in which it is located.

3.3.4.2 Move an element

To change the position of an element in the **Favorites**, follow these steps:

1. Right-click the element to open the context menu (see Figure 21).
2. In the context menu, select the desired command:
   – **Move to Beginning:** Make the selected item the first in the section.
   – **Move Left:** Swap the selected and previous element.
   – **Move Right:** Swap the selected and subsequent element.
   – **Move to End:** Make the selected item the last in the section.

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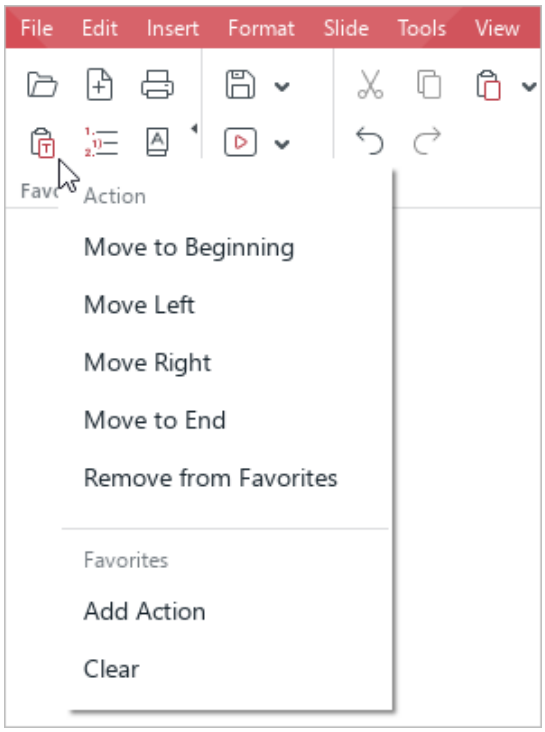

Figure 21. Context menu of the Favorites pane

3.3.4.3 Delete an element

To delete a command menu option from the **Favorites** section, right-click it and run the **Remove from Favorites** command (see Figure 21).

To delete a Toolbar button from the **Favorites** section, follow the steps below:

– Right-click it in the **Favorites** section or in the section from which it was added (see Figure 22).

– Run the **Remove from Favorites** context menu command.

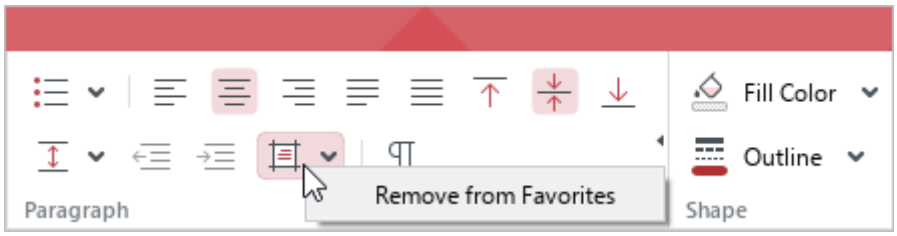

Figure 22. Delete from Favorites command

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3.3.4.4 Clear the section

To remove all items from the **Favorites** section, right-click anywhere in the section and execute the **Clear** context menu command (see Figure 21).

3.3.5 Hide or display the Favorites section

By default, the **Favorites** section is displayed on the Toolbar.

To hide the section, do one of the following:

– In the Command menu, select **View** > **Toolbar** and in the sub-menu that opens, uncheck the **Favorites** option (see Figure 23).

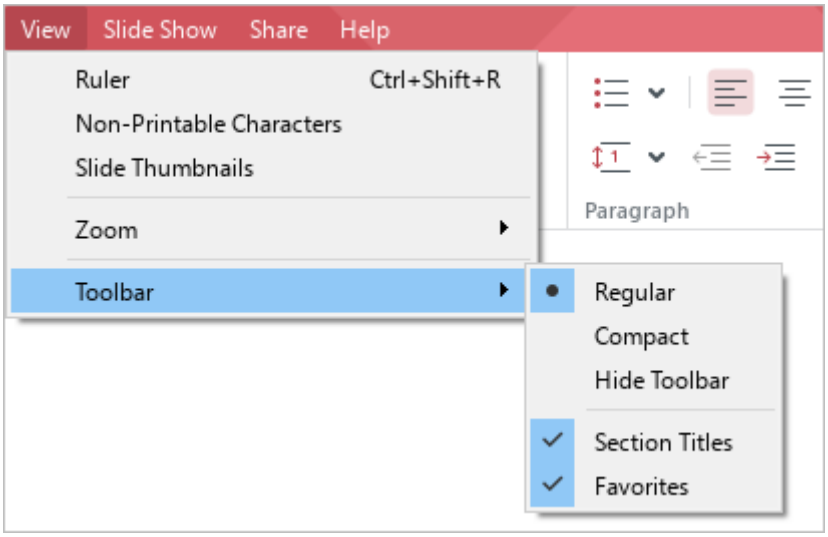

Figure 23. Toolbar sub-menu

– If the **Favorites** section is empty, hover over the **Add** button and click × in its upper right corner (see Figure 24).

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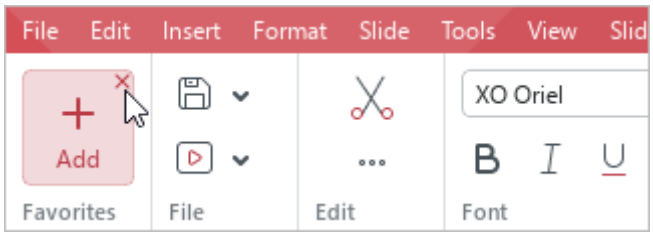

Figure 24. Favorites section

To display the section, re-check the **Favorites** option in the Command menu.

The **Favorites** checkbox is blocked if the Toolbar is hidden.

3.4 Slide bar

The Slide bar (see Figure 25) displays thumbnails of the presentation slides.

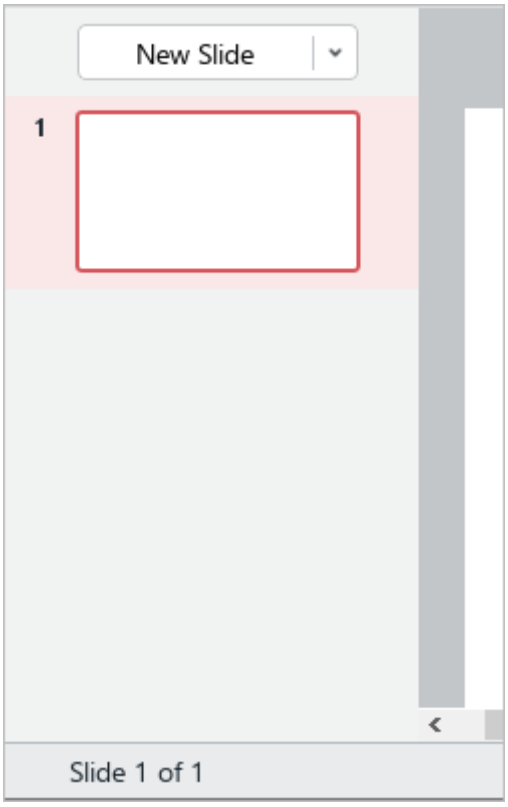

Figure 25. Slide bar

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You can manually customize the display and width of the Slide bar. You can zoom the Slide bar in or out, display or hide it from the screen.

To hide or minimize the Slide bar, do one of the following:

– In the **View** command menu, uncheck the **Slide Thumbnails** box (see Figure 26).

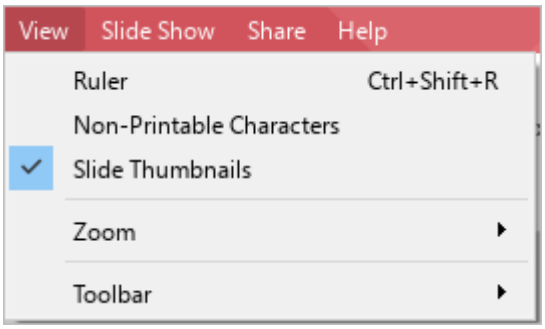

Figure 26. Slide Thumbnails checkbox

– Hover the cursor over the border between the Slide bar and the workspace and drag it to the left (see Figure 27).

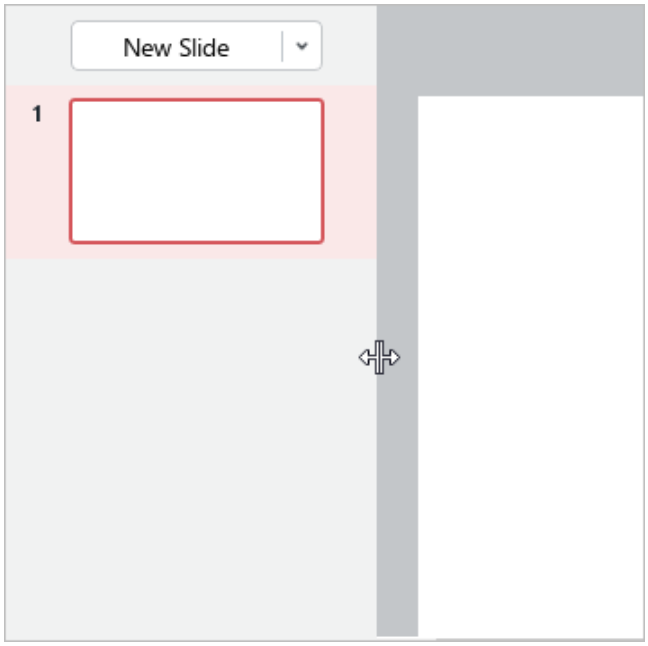

Figure 27. Moving the border

To display the Slide bar, do one of the following:

– In the **View** command menu, check the **Slide Thumbnails** box (see Figure 26).

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– Click at the left border of the main application window (see Figure 28).

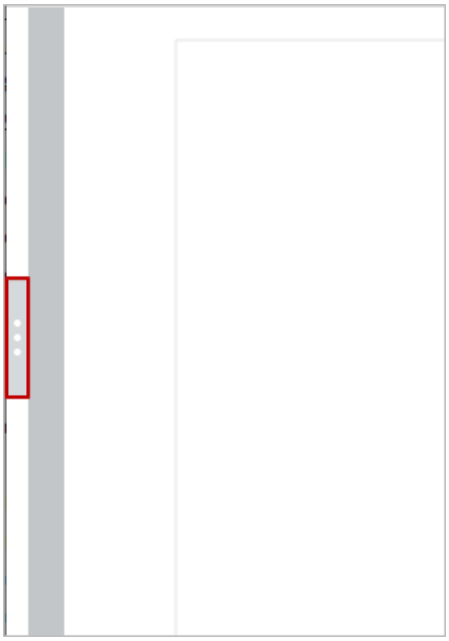

Figure 28. Slide bar display button

To expand the slide bar, hover the cursor over the border between the Slide Bar and the workspace (see Figure 27) and drag it to the right.

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3.5 Workspace

The Workspace (see Figure 29) displays the slide selected in the Slide bar.

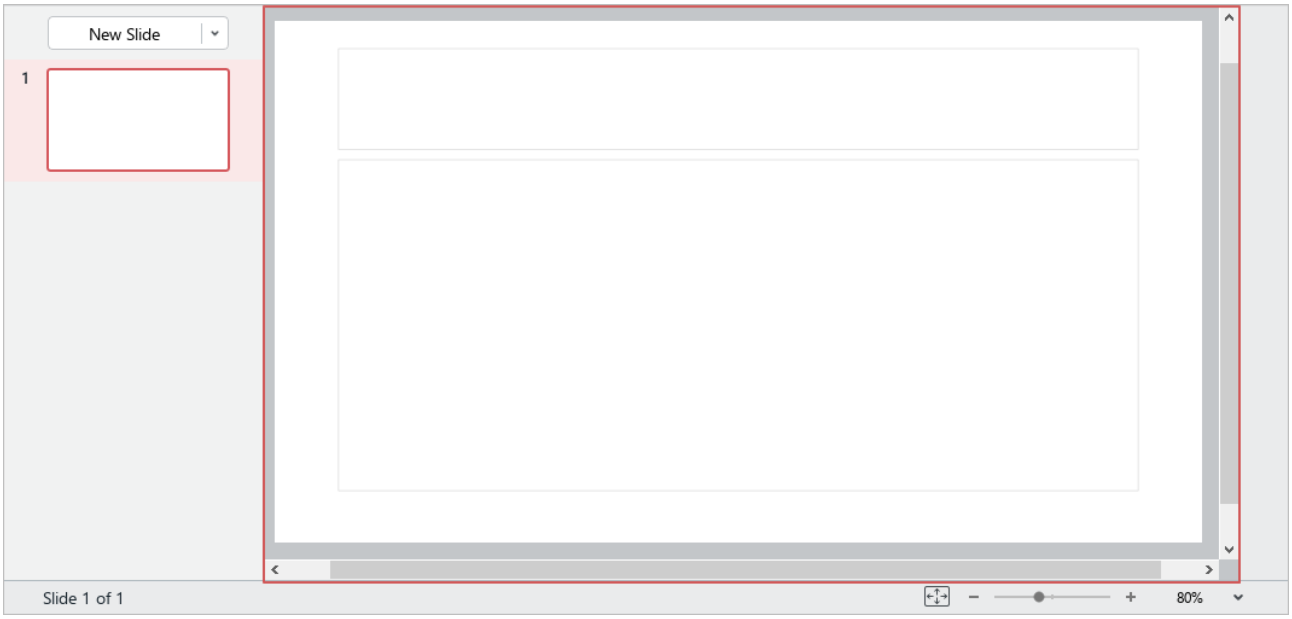

Figure 29. Workspace

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3.6 Sidebar

The Sidebar contains the following buttons (see Figure 30):

– **Education:** Open the educational resource links pane. The button is displayed when working with MyOffice Presentation application as part of the MyOffice Education suite.

– **Recovered Files:** Open the document backups pane. The button is displayed if there is at least one unsaved copy.

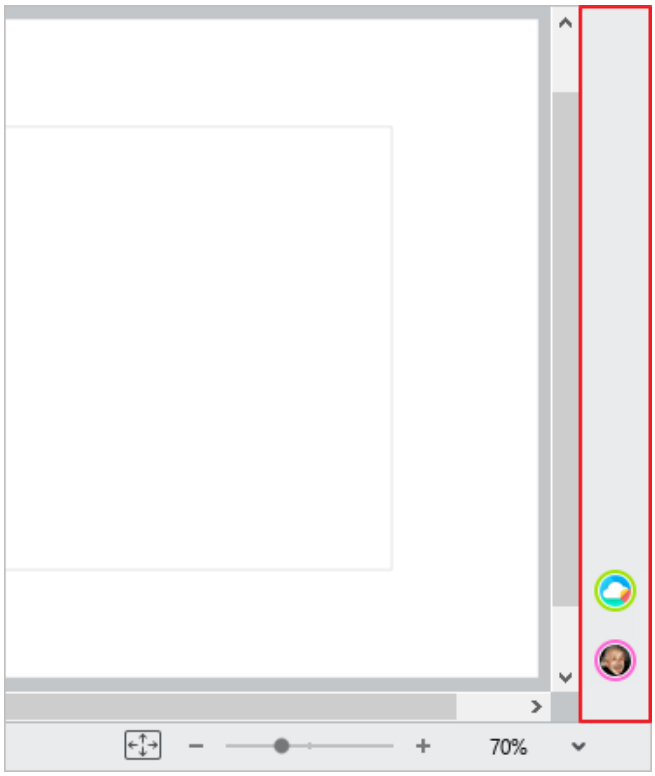

Figure 30. Sidebar

If a presentation is open in the Cloud, the Sidebar displays avatars of reviewers who are working on that presentation at the same time as the current user.

The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

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3.7 Status bar

The Status bar displays the following information (see Figure 31):

– The sequence number of the current slide and the total number of slides in the presentation.

– Server connection status indicator which is displayed when a presentation that is stored in the Cloud is open in the application.

– Document access permission level: Displayed if a presentation located in the Cloud is opened in the application and the user is not the author of this presentation.

– Tools for zooming slides.

Figure 31. Status bar

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3.8 Quick actions box

Quick actions box (see Figure 32) allows you to quickly run frequently used commands.

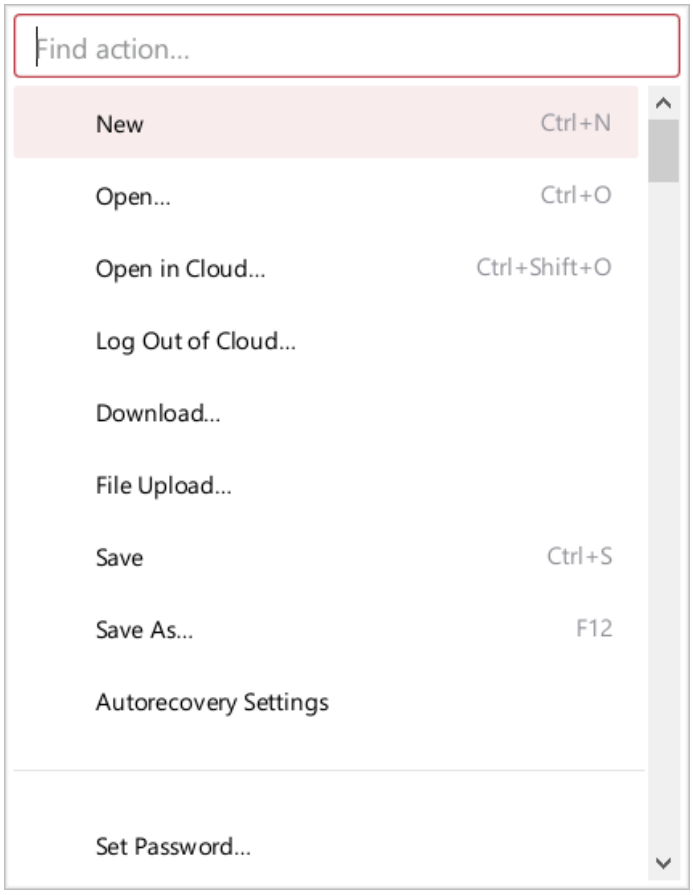

Figure 32. Quick actions box

To open this window, do one of the following:

– In the **Help** menu, select **Quick Actions** (see Figure 33).

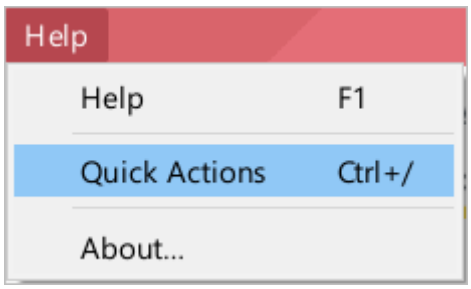

Figure 33. Quick actions box command menu option

– Press **Ctrl**+/ in Windows / Linux or ⌘ **Cmd**+/ in macOS.

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Use one of the following methods to select a command from the list:

– Scroll to the desired command using the mouse wheel or the right vertical scroll bar. Confirm the command selection with a left mouse click or by pressing **Enter**.
– Start typing the command name in the search bar. When the desired command appears in the search results, select it using the mouse or keyboard keys:
  - Left-click the command line.
  - Select the command line with the ↓ and ↑ keys and press **Enter**.

The Quick actions box closes automatically when you run a command. To close the box without selecting a command, click anywhere outside the box or press **Esc**.

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3.9 Application language

The language of MyOffice Presentation is determined by the default language of the operating system. You can change it manually if necessary.

When you change the language of MyOffice Presentation, the corresponding language is automatically selected for MyOffice Text and MyOffice Spreadsheet.

To do this, follow these steps:

1. In the **Tools** menu, select **Change Language** (see Figure 34).

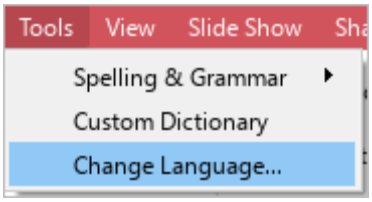

Figure 34. Change Language command menu option

2. In the window shown in the Figure 35, select the desired language from the drop-down list and click **OK**.

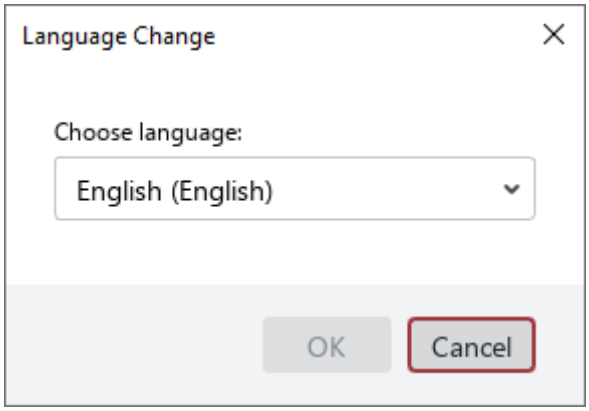

Figure 35. Language change window

3. In the window shown in the Figure 36, click **OK**.

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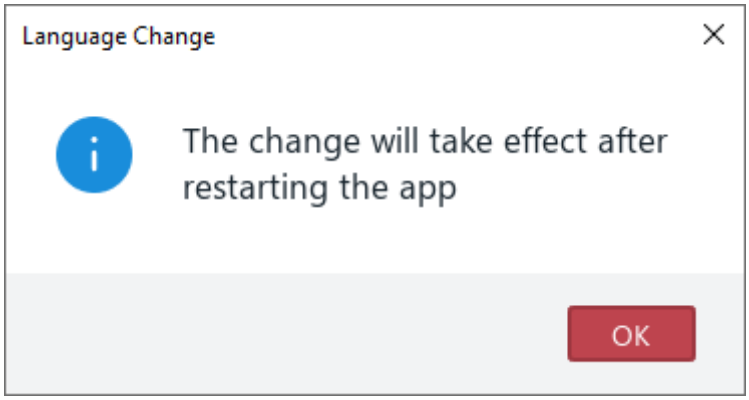

Figure 36. Notification that the application must be restarted

4. Restart the application. To do this, close all the files opened in MyOffice Presentation and open them again.

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4 WORK IN THE PRESENTATION EDITOR

4.1 Files

4.1.1 New file

4.1.1.1 Create a file using Windows File explorer

To quickly create a file in Windows explorer, follow these steps:

1. Open the context menu by right-clicking an empty area and click **New** > **MyOffice Presentation**.
2. Specify the name of the file. By default, the file is named **New MyOffice Presentation**.
3. To keep the name, click outside the file or press **Enter**.

4.1.1.2 Create a file upon start up

When you start MyOffice Presentation application, a new file is created automatically.

4.1.1.3 Create a file while working in the application

To create a new file while working in the application, do one of the following:

– In the **File** menu, select **New** (see Figure 37).

– Press **Ctrl**+**N** / ⌘ **Cmd**+**N**.

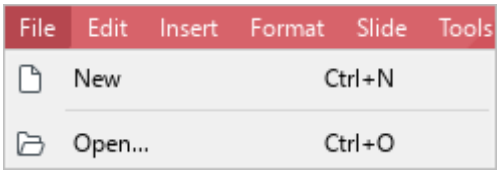

Figure 37. File menu

4.1.2 Open a file

To open a file, use one of the following methods:

– If MyOffice Presentation is the default application to open files of the appropriate format, double-click the file with the left mouse button. Some Linux operating systems require a single left-click to open a file.

– Right-click the file. When working in Linux, run **Open in MyOffice Presentation** / **Open with MyOffice Presentation** context menu option. When working in Windows or

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macOS, run **Open with** context menu option. Select MyOffice Presentation from the displayed list of applications.

– Open MyOffice Presentation and follow the steps below:

1. In the **File** menu, click **Open** (see Figure 37) or press **Ctrl**+**O** / ⌘ **Cmd**+**O**.
2. In the File manager window that appears, select the desired file and click **Open**.

– Open MyOffice Presentation and drag the document or its shortcut from the operating system file manager window to the open application window. You can open up to 32 files at a time by dragging and dropping them into the application window.

4.1.2.1 File in .ppt format

Working with .ppt files is not supported on macOS.

When you open a file in .ppt format, it is automatically converted to .pptx format. An information bar will be displayed below the Toolbar with an appropriate notification: “File was automatically converted to a newer format”. Click **OK** in this line (see Figure 38).

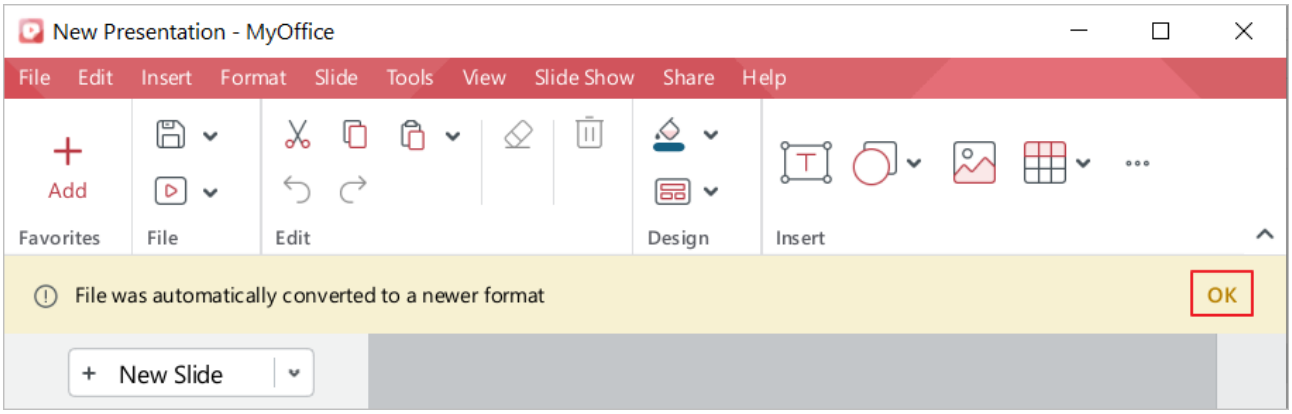

Figure 38. Close button

To save a file in .pptx format, follow the steps described in the Save a file section.

4.1.2.2 View-only file

If the Read-only property is set for a file by the OS tools, then:

– This file is opened in the **View** mode.

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– A notification “**The file is view-only**” is displayed on the Toolbar.

The file is opened in the edit mode if you work with it using the WebDAV protocol or if it has the *.pptm, *.ppt extension.

In the **View** mode, you cannot make changes to the document or change its formatting. If necessary, you can create a copy of this document that can be edited. To do this, on the Toolbar, click **Edit a Copy** (see Figure 39).

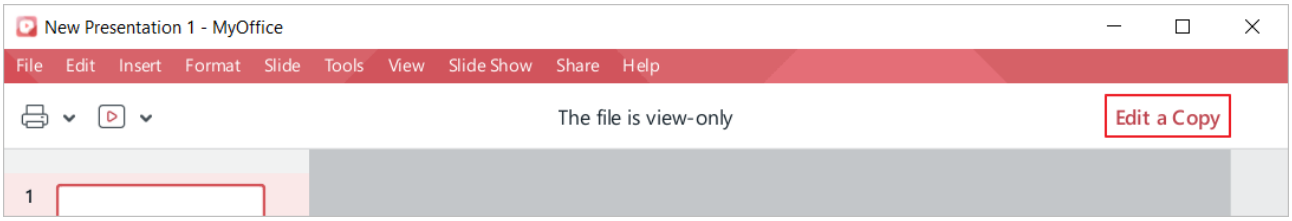

Figure 39. Edit a Copy button

A copy of the document will open in a new application window. To save the file copy, follow the steps described in the Save a file section.

4.1.2.3 File is being used by another application

If the file is opened for editing in another application, then:

– This file is opened in the **View** mode.

– The Toolbar displays a notification that the document is opened in another application (see Figure 40).

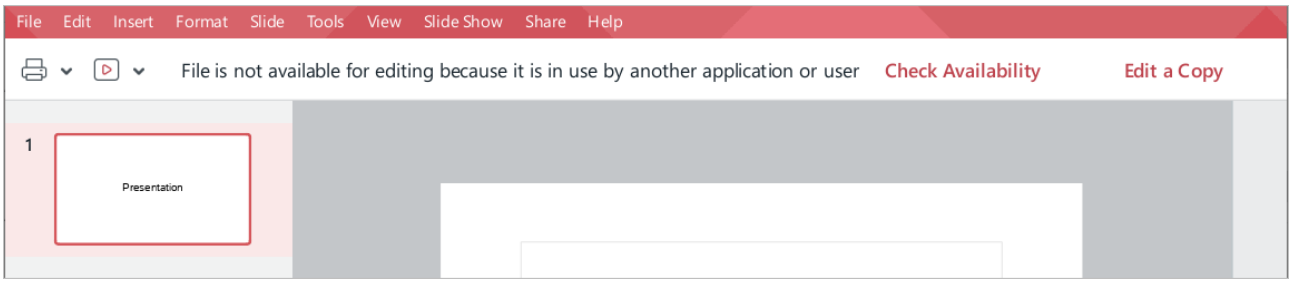

Figure 40. File is being used by another application

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A file is opened in **Edit** mode if it is open:

– In Microsoft PowerPoint when working in Linux or macOS.

– In another application, and no lock file has been created by that application.

In the **View** mode, you cannot make changes to the document or change its formatting.

To edit a document, do one of the following:

– Finish working with the document in another application. Then, in MyOffice Presentation, click **Check Availability** on the Toolbar (see Figure 41). If working with a document in another application is not completed, the pop-up message “Document still in use” will be displayed. If the work is completed, the document will switch to the **Edit** mode.

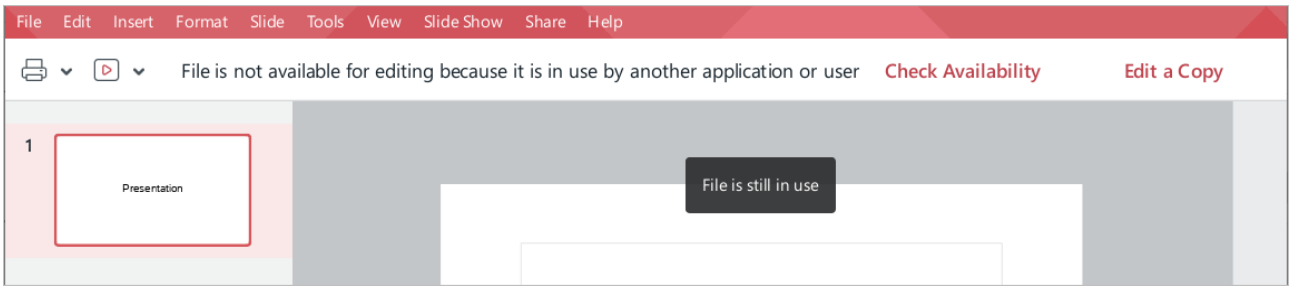

Figure 41. Tooltip message

– Create an editable copy of the document. To do this, in MyOffice Presentation, on the Toolbar, click **Edit a Copy**. A copy of the document will open in a new application window. To save the file copy, follow the steps described in the Save a file section.

4.1.2.4 File is opened by another user

When you try to open a local document opened by another user on the same computer, a dialog box (see Figure 42) is displayed that contains:

– Information about the user who is currently working with this document.

– **Open a Copy** button to create an editable copy of the document.

– **Close** button to finish working with the document.

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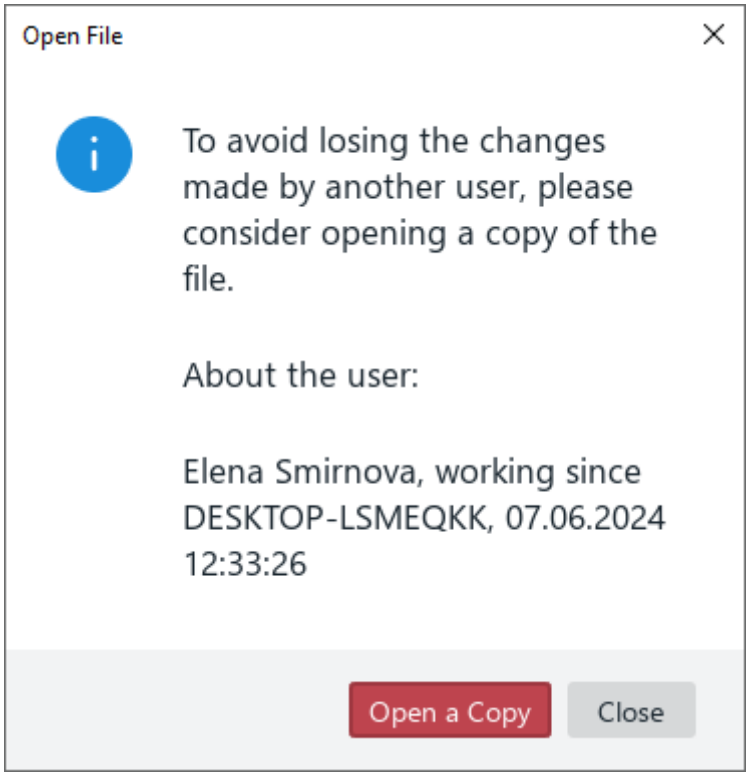

Figure 42. Dialog box

4.1.3 Recent files

MyOffice Presentation automatically keeps the list of the last files opened in the application. The Recent Files list stores both local files and files opened from the Cloud. The latter are marked with a cloud icon next to them.

The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

To open one of the recent files, do the following:

1. In the **File** menu, select **Recent Files** (see Figure 43).
2. In the sub-menu that appears, select the required file.

If the list of recent files has become irrelevant, clear it. To do this, in the **File** menu, select **Recent Files** > **Clear**.

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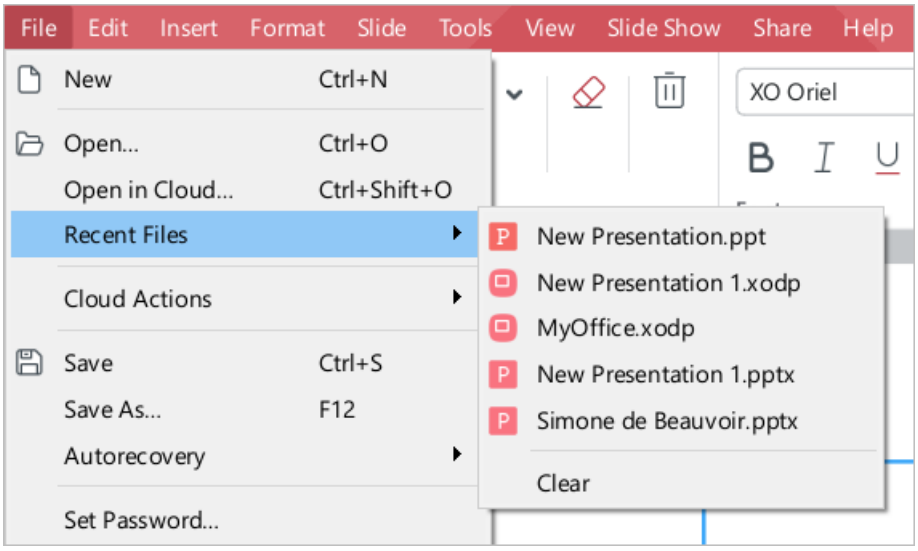

Figure 43. Recent Files command menu option

4.1.4 Preview and print

4.1.4.1 Without opening MyOffice Presentation

When working in Windows, you can print a document/group of documents without having to open them first in MyOffice Presentation.

To do this, follow these steps:

1. Select the desired document/group of documents in Windows Explorer.
2. Open the context menu by right-clicking and run the **Print** command.

Printing is performed on the last printer used in the application. If the printer is not previously selected in these applications, it is printed on the printer set in Windows OS by default.

The following dialog boxes may be displayed while printing:

– For a large-sized document or a group of documents, the window for preparing documents for printing will be displayed.

– For a document protected by a password, the password input window will be displayed.

– Notifications of damaged files and files with unsupported formats will be displayed.

4.1.4.2 While working in the application

To print a presentation, do one of the following:

– In the **File** menu, select **Print** (see Figure 44).

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– Press **Ctrl**+**P** / ⌘ **Cmd**+**P**.

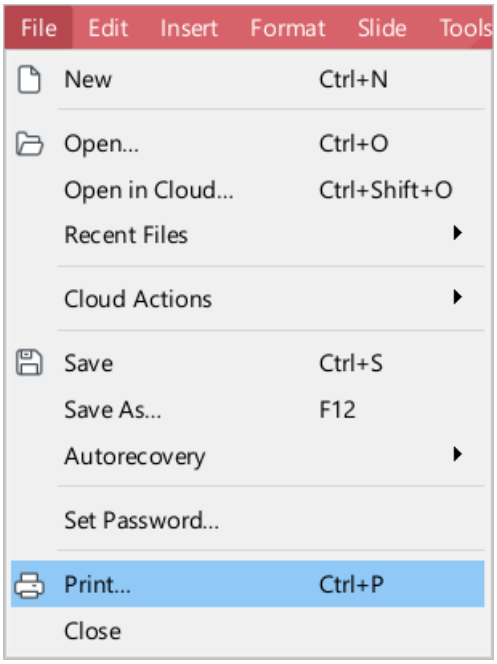

Figure 44. Print command menu option

The **Print Settings** window opens (see Figure 45) that contains:

– Preview area of the presentation before printing

– Print settings area

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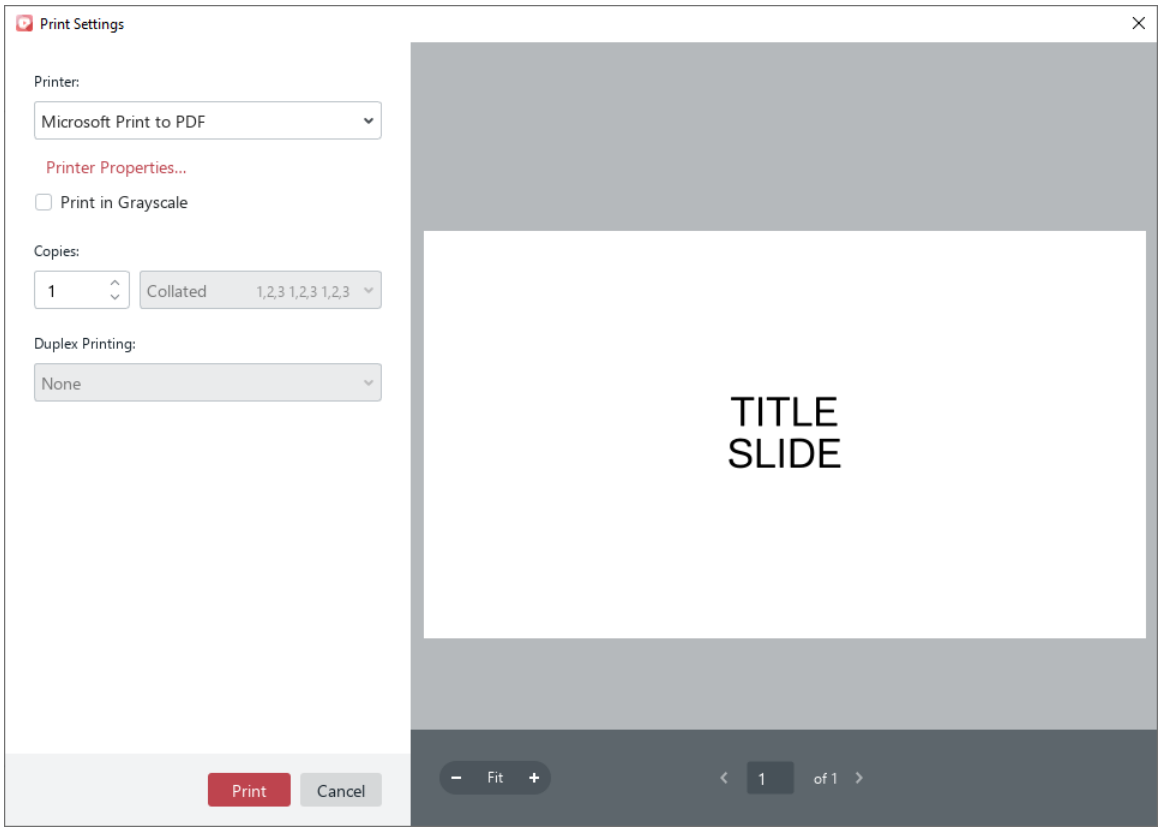

Figure 45. Print Settings dialog box

The Preview pane contains the following buttons:

– and : Zoom in/out the slide in the preview area.

– **Fit:** Fit the slide into the preview area.

– and : Switch to the next/previous slide of the presentation.

The zoom set in the preview area does not affect the print borders. The zoom tools are intended only for detailed viewing of the presentation content.

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In the print settings area, you can set the options listed in the Table 3.

Table 3. Print Settings

Option	About
Printer	Printer for printing the presentation.
Printer Properties	This option is only available in Windows OS. Clicking opens the printer properties dialog box. The type and contents of the dialog box options depend on the printer model selected in the box above. The settings specified in the Printer Properties dialog box are automatically transferred to the appropriate boxes in the **Print Settings** dialog box. Settings that are not supported by the printer are not available in the **Print Setting** dialog box.
Print in Grayscale	Print the color text and images contained in the presentation in grayscale.
Copies	The number of printed copies of the presentation.
Collated / Uncollated	The option is available when the number of copies is more than one. You can set the order of page grouping during the printing: – **Collated:** Pages are grouped by the copies (1,2,3 1,2,3 1,2,3). – **Uncollated:** Pages are grouped by the number of the pages (1,1,1 2,2,2 3,3,3).
Duplex printing	Duplex printing: – **None:** Print on only one side of the page. – **Long-Edge Binding:** Print on both sides of a sheet of paper where paper flips along the long edge. – **Short-Edge Binding:** Print on both sides of a sheet of paper where paper flips along the short edge.

To print the presentation, click **Print**.

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4.1.5 Password protection

You can password protect a document to which you want to restrict user access. Users will be asked to enter a password when opening the document.

> You cannot work with password-protected documents in the Cloud.

If the document is password-protected in a third-party application, it is handled in the same way as a password-protected document in MyOffice Presentation.

4.1.5.1 Set a password

To set a password to open a document, follow these steps:

1. Open the document you want to protect with a password.
2. In the **File** menu, select **Set Password** (see Figure 46).

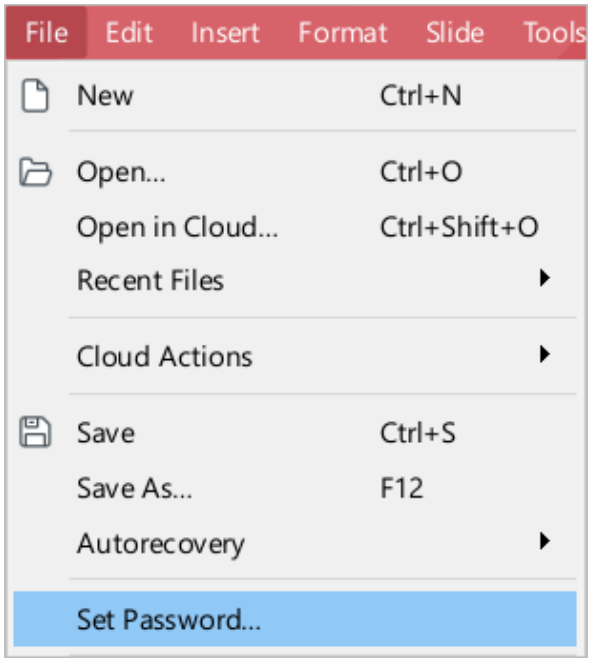

Figure 46. Set Password command menu option

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3. In the **Set Password** window that appears (see Figure 47), enter the password for the document and confirm it.

> For security reasons, the password entered is displayed as markers. To display password characters, click the button in the right end of the input box.

4. Click **OK**.

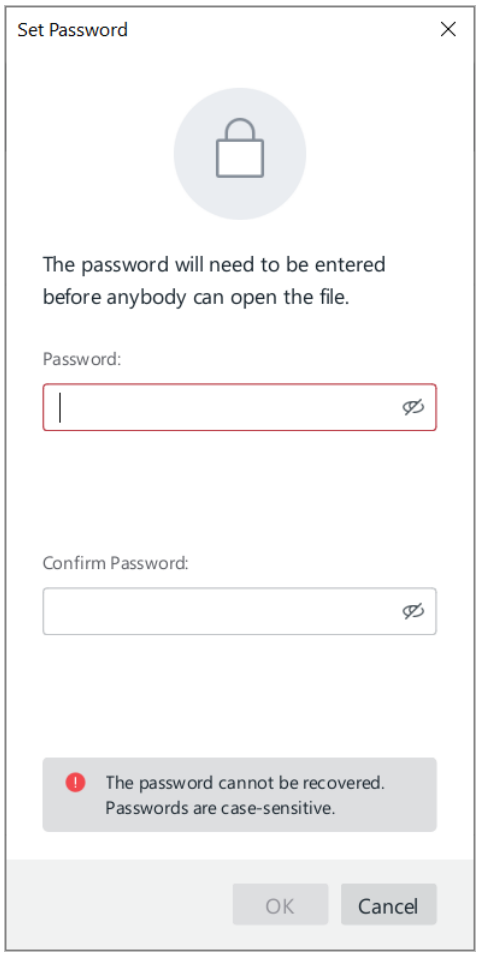

Figure 47. Set Password window

Once the data entered has been successfully verified, you will be notified correspondingly. Save the document to apply changes.

The password you set will be prompted by the application each time you reopen the document.

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4.1.5.2 Change a password

To change the password to open a document, follow the steps below:

1. Open the document that you want to change the password for.
2. In the Command menu, select **File** > **Manage Password** (see Figure 48).

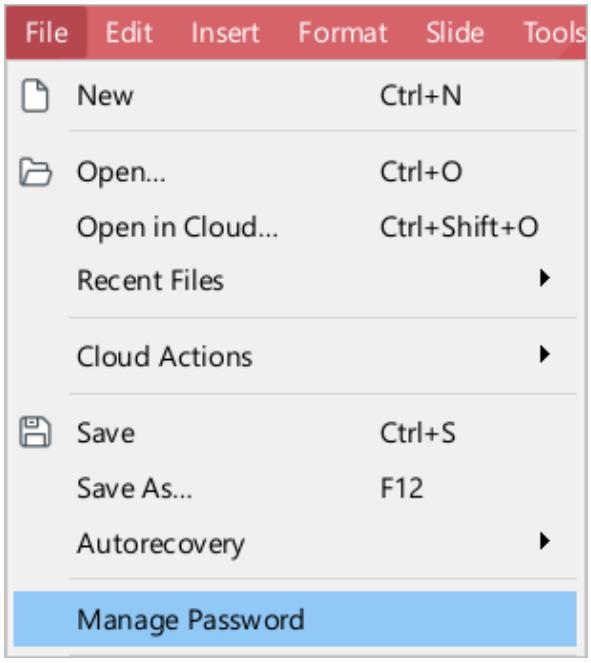

Figure 48. Manage Password command menu option

3. In the **Manage Password** pop-up window that appears, click **Change Password** (see Figure 49).

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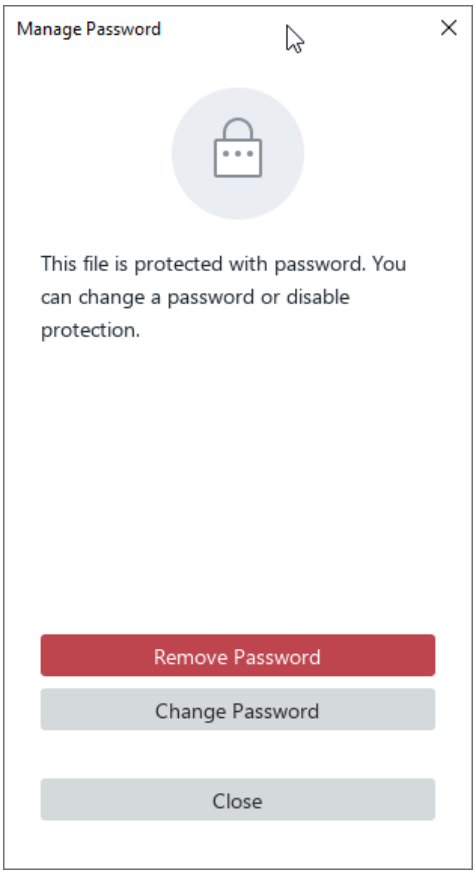

Figure 49. Manage Password window

4. In the **Change Password** pop-up window that appears (see Figure 50), enter the current password, a new password, and confirm the new password.

> For security reasons, the password entered is displayed as markers. To display password characters, click the button in the right end of the input box.

5. Click **Done**.

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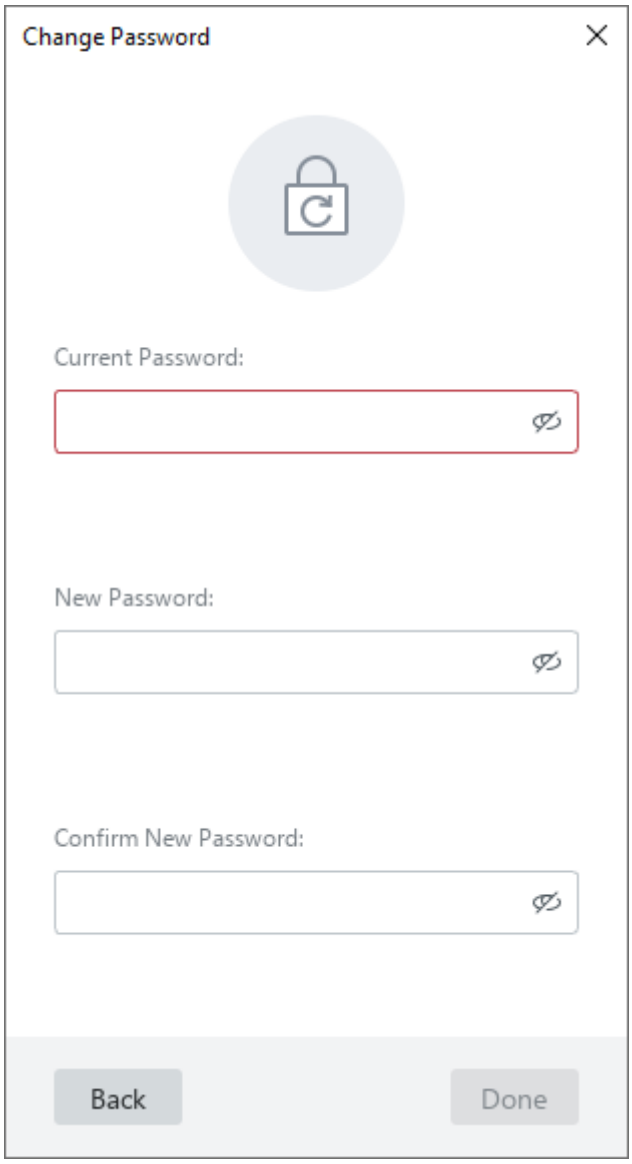

Figure 50. Change Password window

Once the data entered has been successfully verified, you will be notified correspondingly. Save the document to apply changes.

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4.1.5.3 Remove the password

To remove the password, follow the steps below:

1. Open the document where you want to remove the password.
2. In the **File** menu, select **Manage Password** (see Figure 48).
3. In the **Remove Password** pop-up window that appears, click **Remove Password** (see Figure 49).
4. In the **Remove Password** window that appears (see Figure 51), enter the current password and click **Done**.

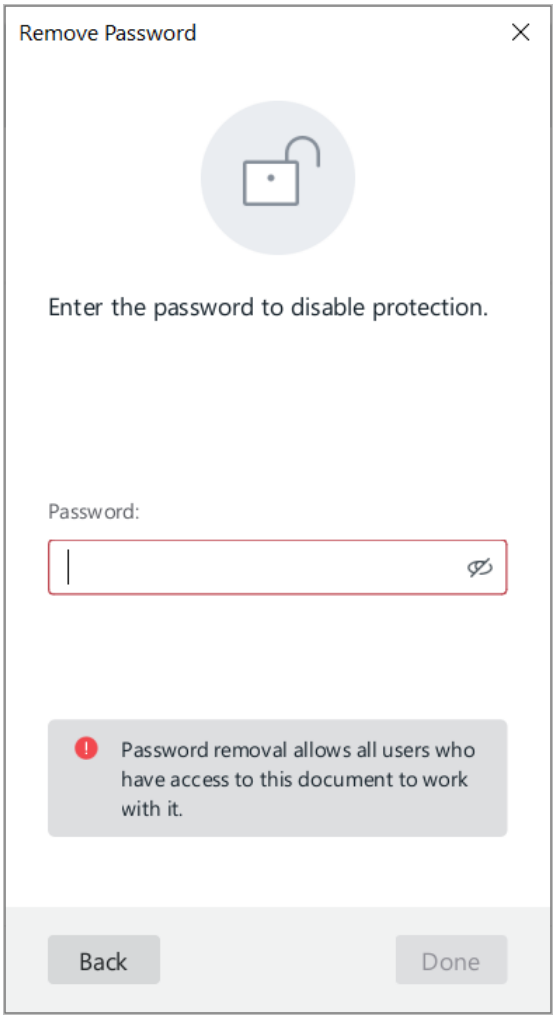

Figure 51. Remove Password window

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4.1.5.4 Open a password-protected document

When you open a password-protected document, a window for entering the password will appear on the screen (see Figure 52). Enter the password and click **OK**.

If the password is correct, the document will open in MyOffice Presentation.

If you enter a wrong password, you'll get a “The password is incorrect” notification. Click the button to display the password you've entered and check it carefully. Then enter the password again.

The number of attempts to enter a password for opening a document is not limited.

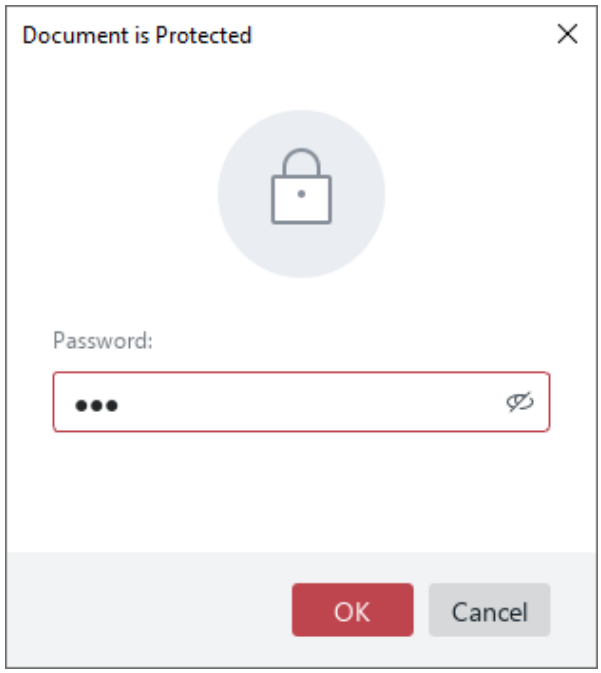

Figure 52. Password-protected document window

4.1.6 Save a file

4.1.6.1 Save as

To save a new file or create a copy of the current file, follow these steps:

1. Run the save command in one of the following ways:
   – In the **File** menu, click **Save As** (see Figure 53).

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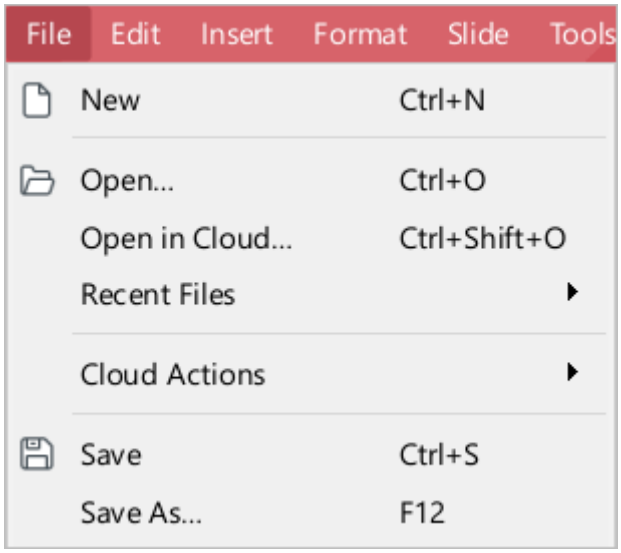

Figure 53. File menu

– On the Toolbar, select the **File** section and click the arrow to the right of the **Save** button. In the drop-down list, select **Save As** (see Figure 54).

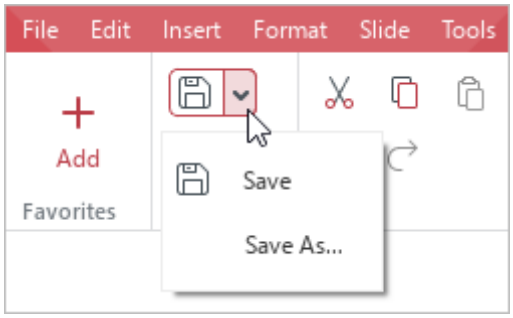

Figure 54. Save button

– When working in Windows, press **F12**. When working in Linux, press **Ctrl**+**Shift**+**S**. In macOS, press ⇧ **Shift**+⌘ **Cmd**+**S**.

2. In the file manager window, select the folder where you want to save the file, specify the file name format of the file/copy of the file and click **Save**.

When saving in .pdf and .pdf/a-1 formats:

– Links to websites remain functional.

– Links to files and email addresses are not exported.

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When you create a copy, the copy of the file becomes the document that you will be working on.

4.1.6.2 Save

It is recommended to save the changes in the document you are working on from time to time to avoid data loss in case of power loss or other system failure.

To save the changes in the document you are working on, do one of the following:

– In the Command menu, select **File** > **Save** (see Figure 53).

– On the Toolbar, in the **File** section, click **Save** (see Figure 54).

– On the Toolbar, select the **File** section and click the arrow to the right of the **Save** button. In the drop-down list, select **Save** (see Figure 54).

– Press **Ctrl**+**S** / ⌘**Cmd**+**S**.

4.1.7 Autorecovery of documents

Autorecovery is a feature that allows the user to recover documents working with which was completed incorrectly (for example, in case of power failure).

To enable recovery, MyOffice Presentation periodically saves backups of the documents being edited, including those that have never been saved by the user. If the application crashes, when the application is reopened, the user can save copies of documents as separate files or replace the original documents with copies.

Backup copies of documents are saved for one month and then automatically deleted.

Documents are not backed up when you work in the Cloud.

4.1.7.1 Configure autorecovery of documents

By default, MyOffice Presentation backs up all documents you edit every 5 minutes.

To change the settings, follow these steps:

1. In the **File** menu, select **Autorecovery** > **Autorecovery Settings** (see Figure 55).

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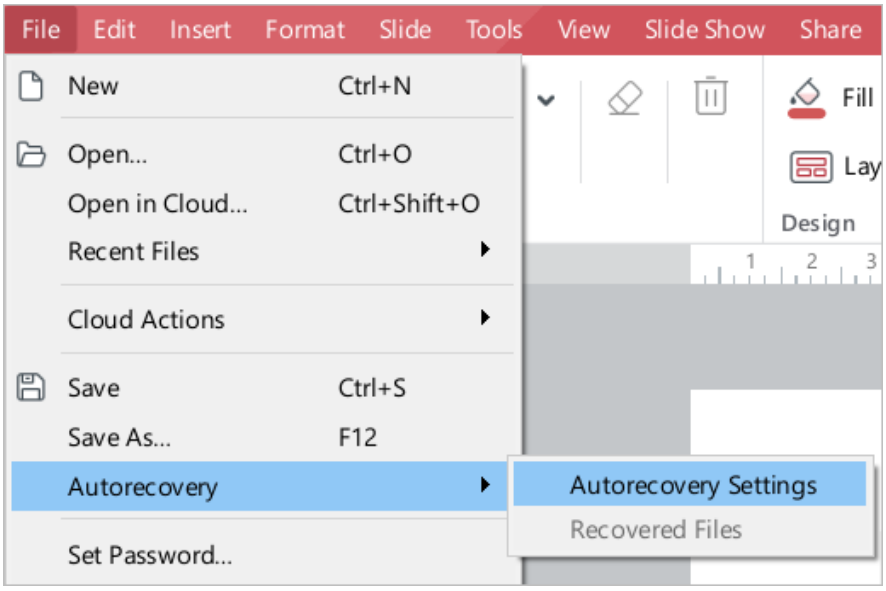

Figure 55. Autorecovery Settings command menu option

2. In the **Autorecovery Settings** window (see Figure 56):
   – To disable or enable saving document backups, clear or select the **Save backup copies every** checkbox.

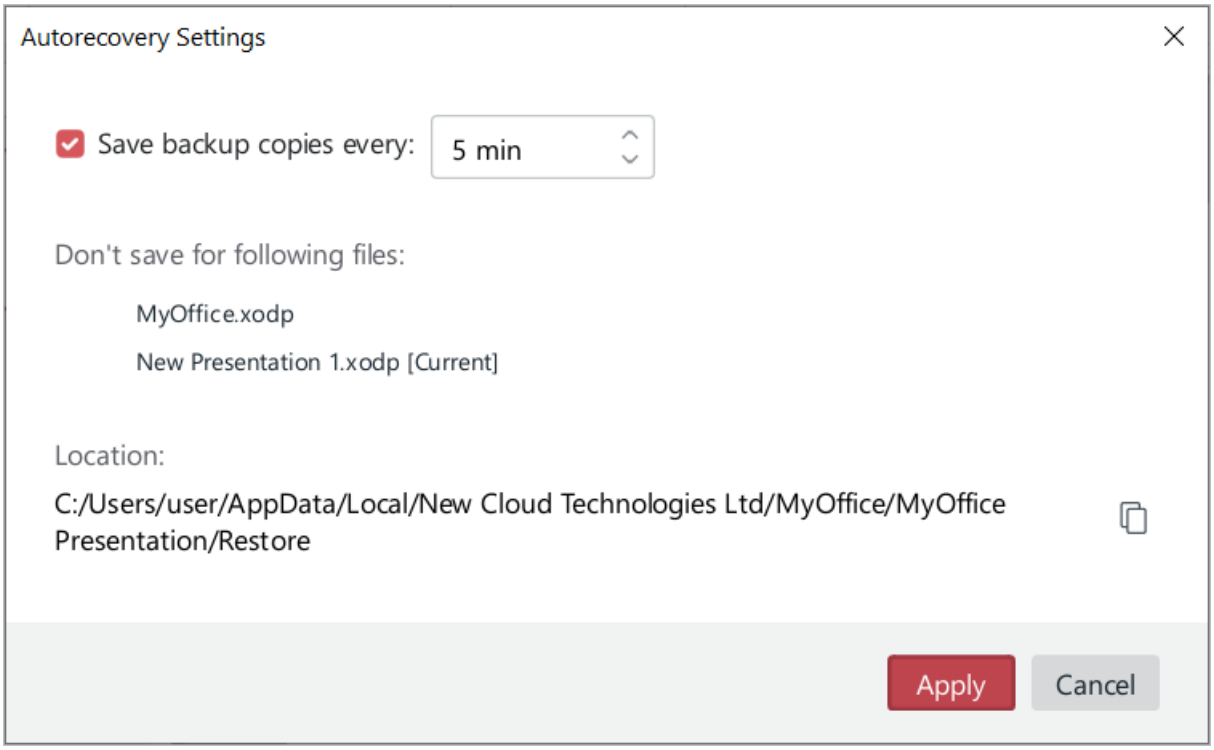

Figure 56. Autorecovery Settings window

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– To change the interval for saving document backups, specify it manually, using the switch, the ↓ and ↑ keyboard keys or the mouse wheel. The switching step is 1 minute.

– If you want to disable saving backups for one or more documents currently open, check the boxes in the **Don't save for following files** list. This list does not show documents that have never been manually saved.

– If you want to copy the path to the folder where the backed up copies of documents are stored, click the button.

3. Click **Apply**.

4.1.7.2 Document recovery

If the work with documents was finished incorrectly, then when you re-enter the application, the dialog box shown in Figure 57 appears. Click **Open** in this window.

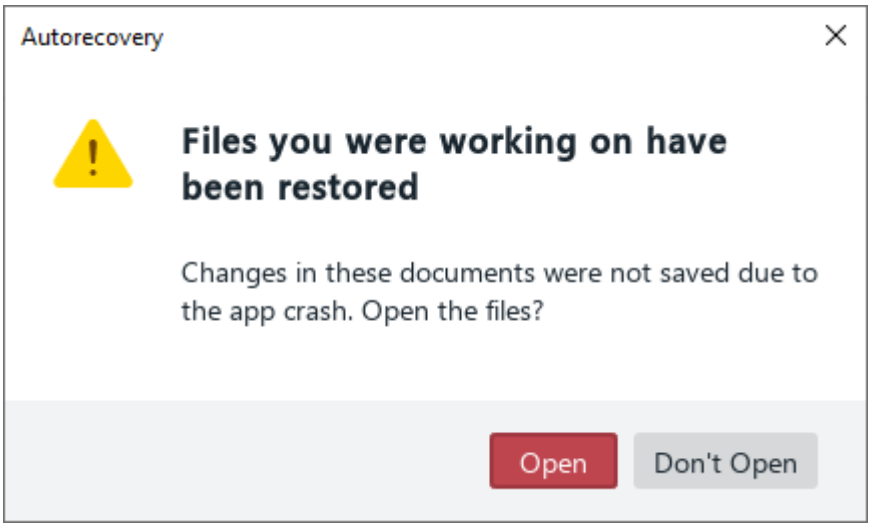

Figure 57. Dialog box

Backed up copies of documents will open in new application windows.

To save copies, follow the steps below for each copy:

1. Run the **Save As** command in one of the following ways:

– In the notification bar that appears below the Toolbar, click **Save As** (see Figure 58).

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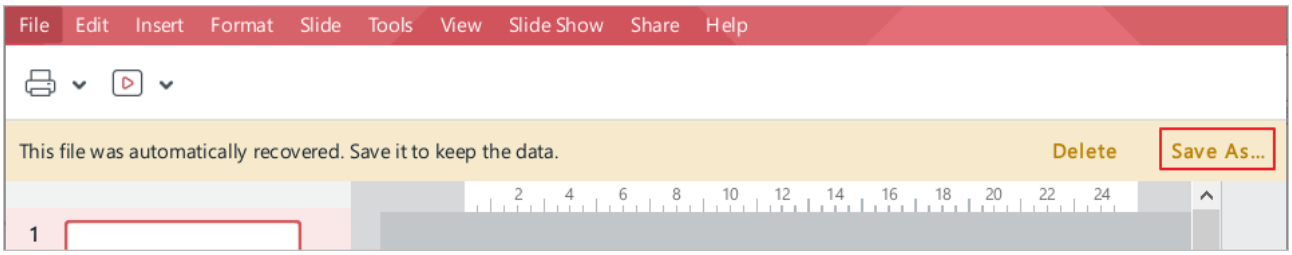

Figure 58. Save As button

– In the **File** menu, click **Save As** (see Figure 59).

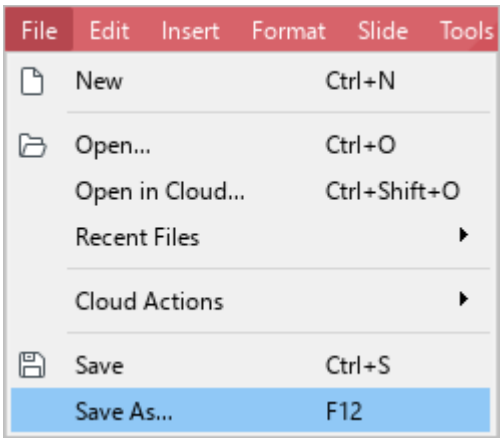

Figure 59. Save As Command menu option

2. In the **Save As** window:
   – If you want to save the copy as a separate file, select the folder where you want to save it, specify the file type and name, and click **Save**.
   – If you want to replace the original file with a copy, select the file and click **Save**.

If you want to delete a copy, click **Delete** in the notification bar below the Toolbar (see Figure 58).

4.1.7.3 Recovered Files pane

If any backed up documents were not saved or deleted as described above, open the **Recovered Files** pane.

To do this, proceed with one of the following:

– In the Command menu, select **File** > **Autorecovery** > **Recovered Files** (see Figure 60).

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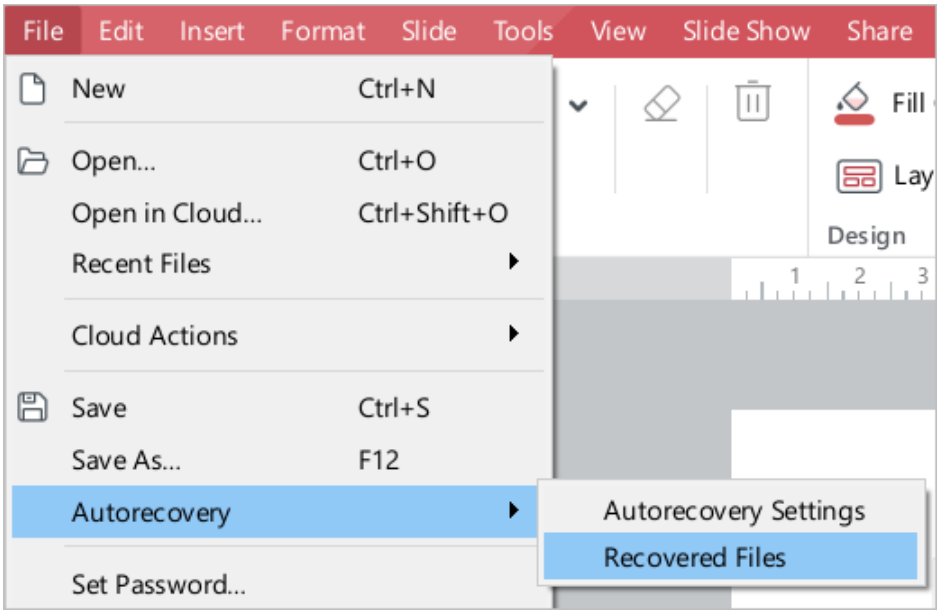

Figure 60. Recovered Files Command menu option

– On the Sidebar, click **Recovered Files** (see Figure 61).

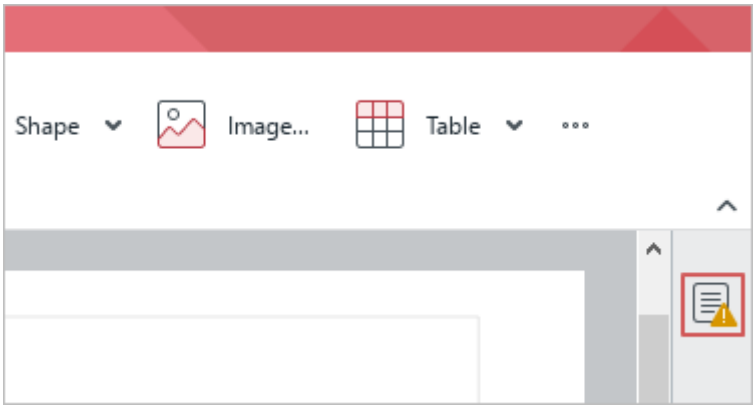

Figure 61. Recovered Files button

To open, save, or delete a document backup copy, follow the steps below:

1. Hover the cursor over the name of the copy (see 62) and click the button.
2. In the drop-down list, select the desired command.

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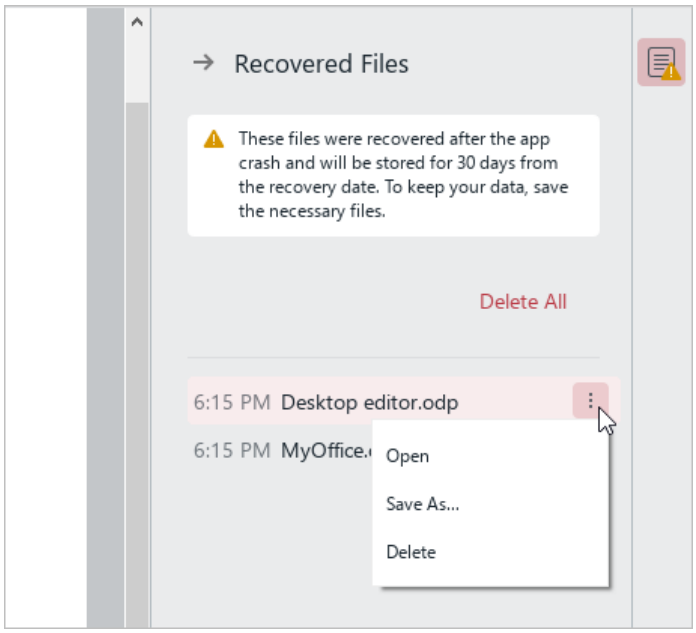

Figure 62. Copy Management Commands

You can also open a document backup copy by double-clicking its name in the list.

If you want to delete all copies of the documents, click **Delete All** (see Figure 63).

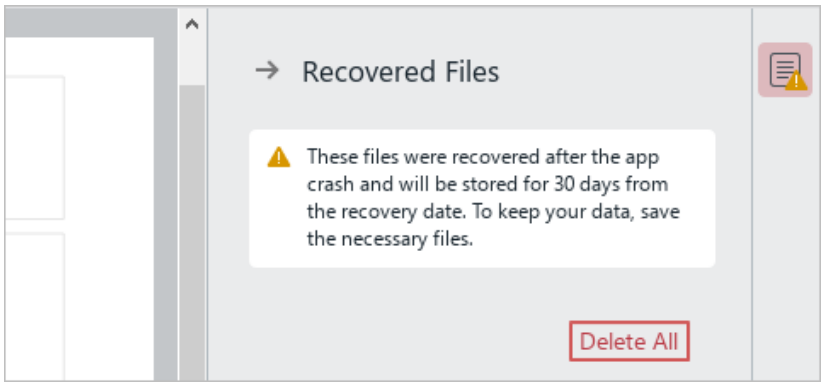

Figure 63. Recovered Files Command menu option

4.1.8 Close a file

Once you have finished working with the file, save the file and close the application window using one of the following ways:

– In the Command menu, select **File** > **Close** (see Figure 64).

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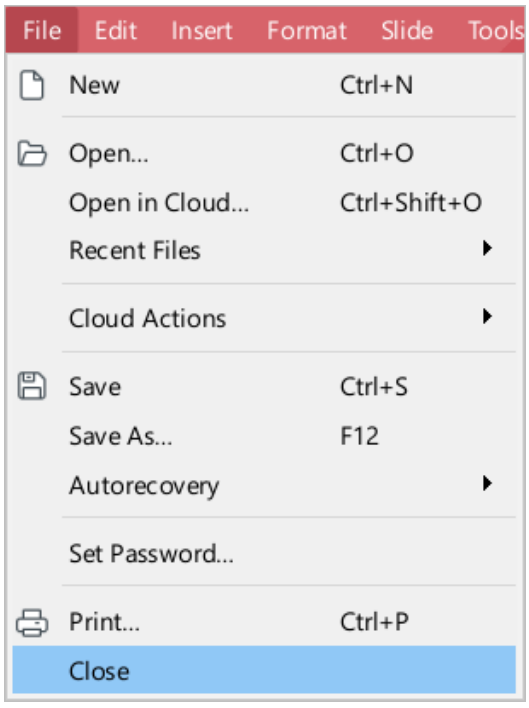

Figure 64. Close command menu option

– Click ✕ **Close** in the application window title bar.

– Press **Alt**+**F4** / ⌘ **Cmd**+**Q**.

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4.2 Slides

4.2.1 Zoom

By default, the scale of slides is adjusted to the size of the workspace in the main application window.

4.2.1.1 Zoom in or zoom out on slides

If necessary, you can zoom the slides in and out using the Command menu or the Status bar.

To change the zoom using the Command menu, follow the steps below:

1. In the **View** menu, select **Zoom** (see Figure 65).

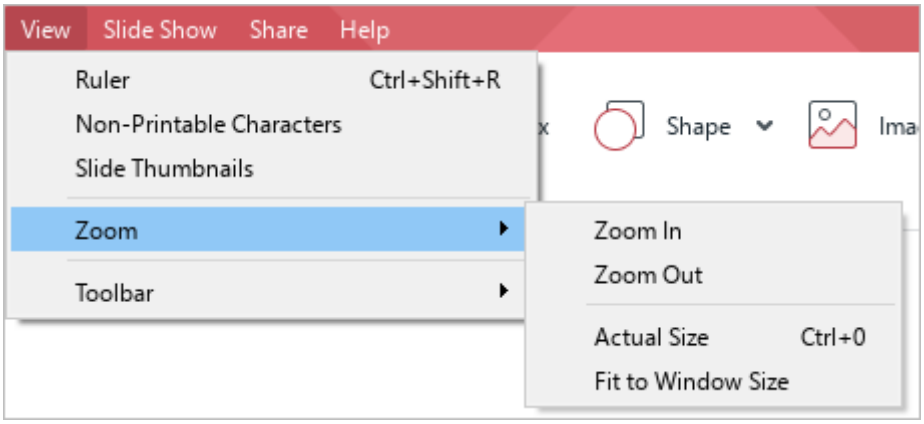

Figure 65. Zoom command menu option

2. In the sub-menu that opens, select the desired command:
   – **Zoom In:** Increase the zoom in 10% increments.
   – **Zoom Out:** Decrease the zoom in 10% increments.
   – **Actual Size:** Set the default zoom (100%).

To change the zoom using the tools on the Status bar (see Figure 66), do one of the following:

– While holding the left mouse button, move the slider to the right or left to zoom in or out, respectively.
– Click + to zoom in. Or click − to zoom out. Each step increases or decreases the zoom value in 10% increments, respectively.

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– Select the current zoom value, edit it manually, and press **Enter**.

– Click the arrow to the right of the current zoom value and select the desired zoom from the drop-down list.

Figure 66. Status bar

4.2.1.2 Fit to window

To manually adjust the slide scale to the size of the workspace, do one of the following:

– In the **View** menu, select **Zoom**> **Fit to Window Size** (see Figure 65).

– In the Status bar, click **Fit to Window Size** (see Figure 66).

4.2.2 Switch between slide thumbnails

To display a slide in the workspace, select the thumbnail of this slide in the Slide bar (see Figure 67).

Figure 67. Slide display in the Workspace

To quickly switch between slides, use the mouse wheel or keyboard keys (see Table 4).

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Table 4. Switching between slides

Action	Performance	Performance condition
Go to the previous slide	Page Up (*Windows/Linux*) Fn+Up Arrow (*macOS*)	–
	Up Arrow, Left Arrow	Objects on the slide are not selected and cannot be edited
	Scrolling the mouse wheel outward	The cursor is located in the workspace of the main window
Go to the next slide	Page Down (*Windows/Linux*) Fn+Down Arrow (*macOS*)	–
	Down Arrow, Right Arrow	Objects on the slide are not selected and cannot be edited
	Scrolling the mouse wheel toward you	The cursor is located in the workspace of the main window
Go to the first slide	Home (*Windows/Linux*) Fn+Left Arrow (*macOS*)	Objects on the slide cannot be edited
Go to the last slide	End (*Windows/Linux*) Fn+Right Arrow (*macOS*)	Objects on the slide cannot be edited

4.2.3 Create a slide

By default, a new presentation contains one slide. This slide is used to create the title of the presentation and is called the *title slide*. Other slides should be added to the presentation manually.

By default, the new slide is placed after the slide selected in the Slide bar.

The following rules apply when adding new slides to a presentation:

– If you add a slide after the title slide, the layout of this slide is **Title and Text**, unless you selected another layout type manually.

– If you add a slide after any other slide type, a slide with an identical layout will be added, unless you selected another layout type manually. For example, if you add a slide after the **Title and Text** slide, the **Title and Text** slide will be added.

– If you select the slide layout manually, the slide with the selected layout type is added to the presentation regardless of the previous slide type.

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4.2.3.1 Create a slide with the default layout

To create a slide with the default layout, follow these steps:

1. On the Slide bar, select the slide that you want your new slide to follow.
2. Add a new slide using one of the following methods:
   – In the **Insert** menu, click **Slide** (see Figure 68).

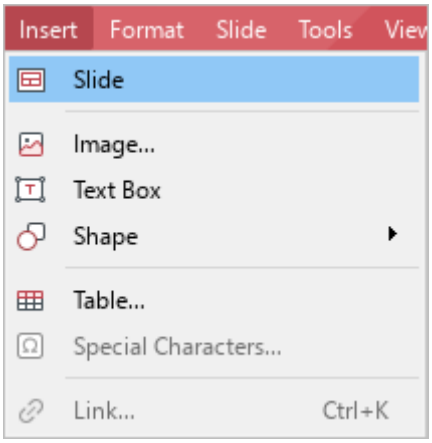

Figure 68. Slide command menu option

   – In the **Slide** menu, click **New Slide** (see Figure 69).

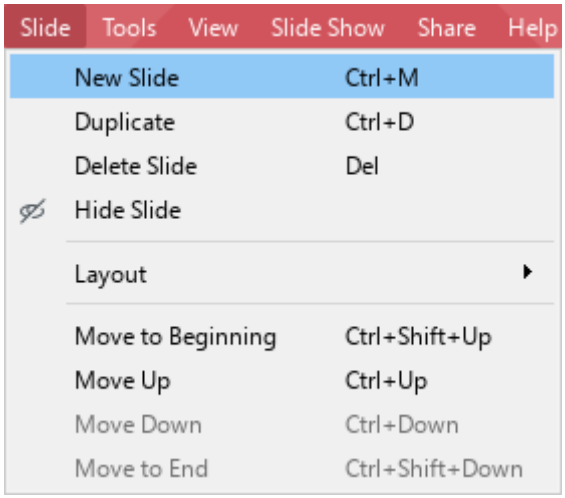

Figure 69. New Slide command menu option

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– On the Slide bar, click **New Slide** (see Figure 70).

Figure 70. New Slide button

– Right-click the selected slide to open the context menu, and then click **New Slide** (see Figure 71).

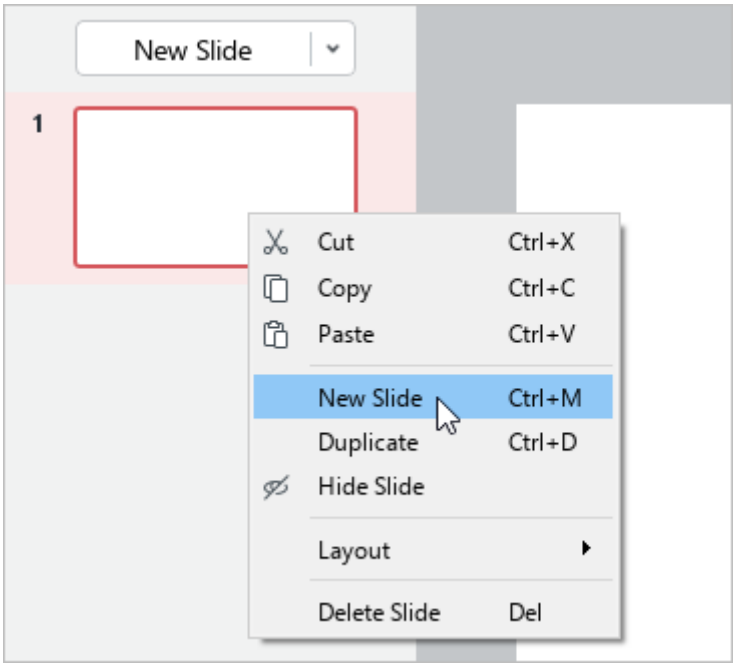

Figure 71. New Slide context menu command

– Right-click the empty space of the Slide bar to open the context menu, and then click **New Slide** (see Figure 72).

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Figure 72. New Slide context menu command

– Press **Enter** or **Ctrl**+**M** / ⇧**Shift**+⌘**Cmd**+**N**.

4.2.3.2 Create a slide with the selected layout

To create a slide with the selected layout, follow these steps:

1. On the Slide bar, select the slide that you want your new slide to follow.
2. Right-click the arrow to the right of the **New Slide** button (see Figure 73).
3. In the menu that opens, select the desired slide layout.

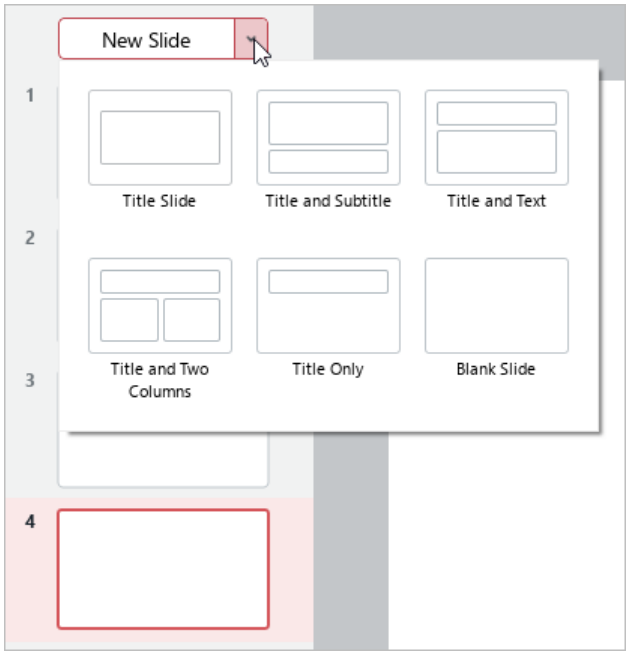

Figure 73. Slide layouts

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4.2.4 Duplicate a slide

Duplicating creates a copy of the slide with all its contents. The copy is placed after the original slide.

To duplicate a slide, follow these steps:

1. Select a slide in the Slide bar.
2. Create a copy of the slide in one of the following ways:
   – In the **Slide** menu, select **Duplicate** (see Figure 74).

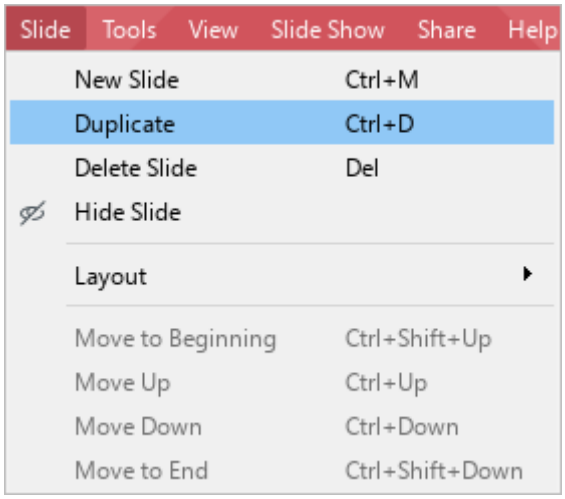

Figure 74. Duplicate command menu option

   – Right-click the slide to open the context menu and run the **Duplicate** command.
   – Press **Ctrl**+**D** / ⌘**Cmd**+**D**.

4.2.5 Change the slide layout

To change the slide layout, follow these steps:

1. Select a slide in the Slide bar.
2. Open the list of layouts in one of the following ways:

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– In the **Slide** menu, select **Layout** (see Figure 75).

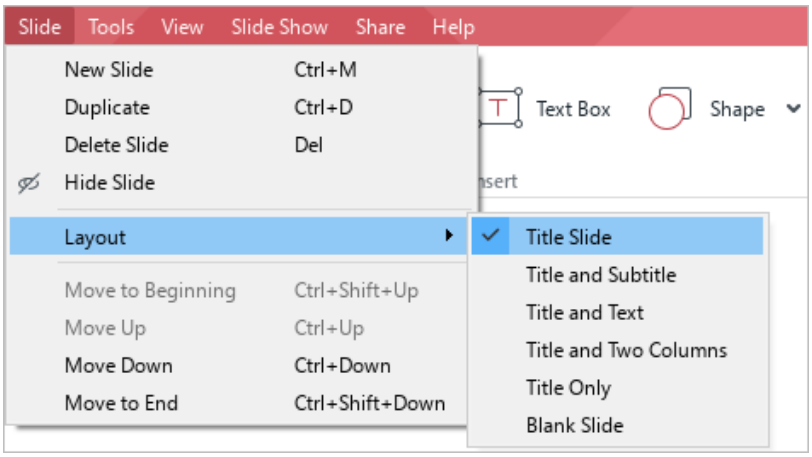

Figure 75. Layout command menu option

– On the Toolbar, in the **Design** section, click **Layout** (see Figure 76).

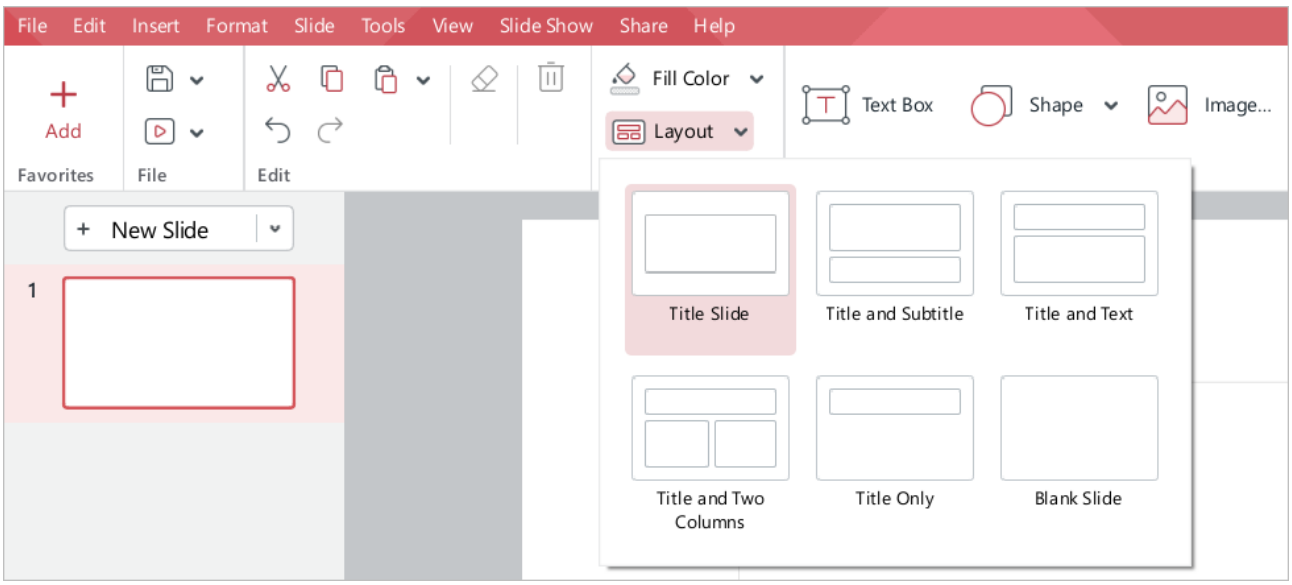

Figure 76. Layout button

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– Right-click a slide in the Slide bar. Select **Layout** in the context menu (see Figure 77).

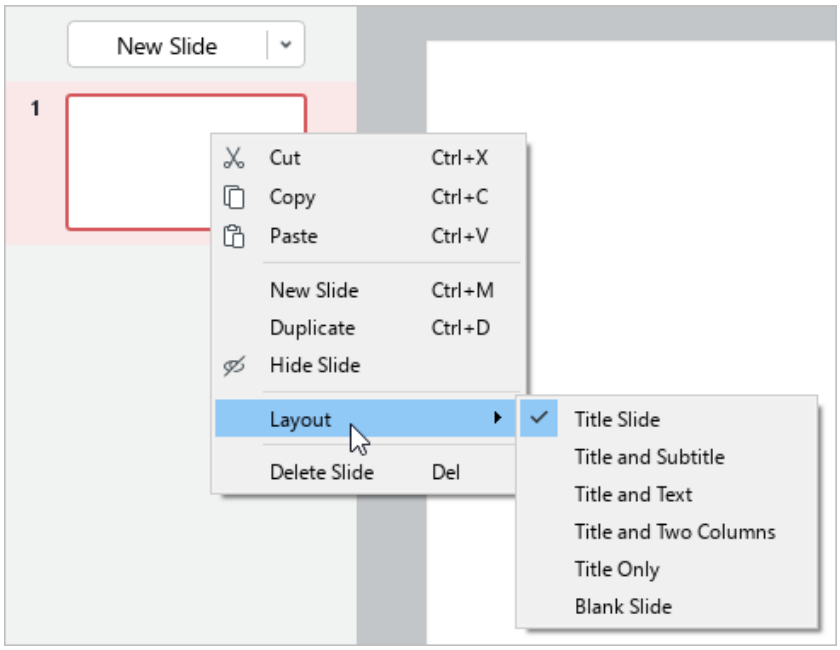

Figure 77. Layout context menu command

– Right-click an empty slide space in the workspace. Select **Layout** in the context menu (see Figure 78).

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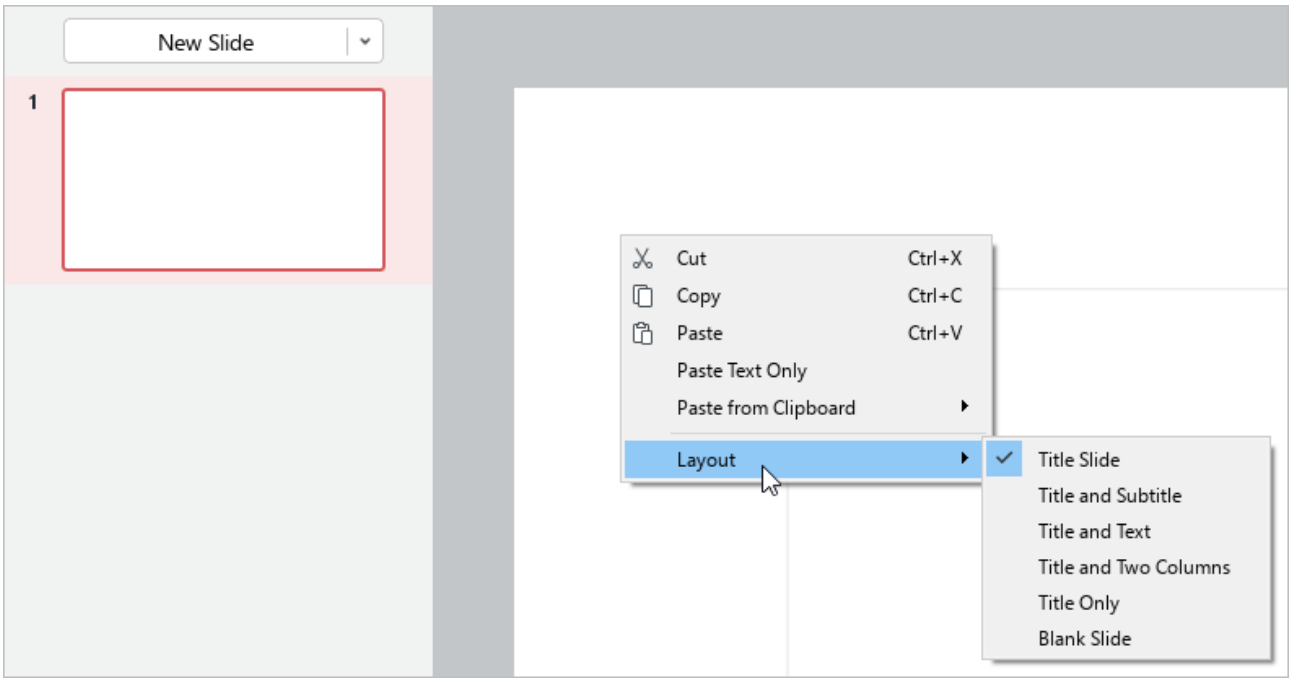

Figure 78. Layout context menu command

3. In the list that opens, select the desired slide layout.

4.2.6 Move a slide

You can change the order of slides by dragging and dropping them on the Slide bar. You can also move slides using keyboard shortcuts, command and context menus.

4.2.6.1 Move to the beginning

To make a slide the first slide of a presentation, follow these steps:

1. Select a slide in the Slide bar.
2. Move a slide in one of the following ways:
   – In the **Slide** menu, select **Move to Beginning** (see Figure 79).

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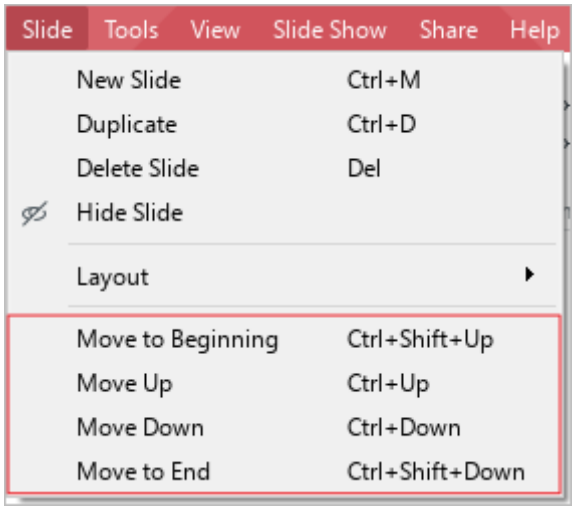

Figure 79. Slide movement commands in the command menu

– Right-click to open the slide context menu and click **Move to Beginning** (see Figure 80).

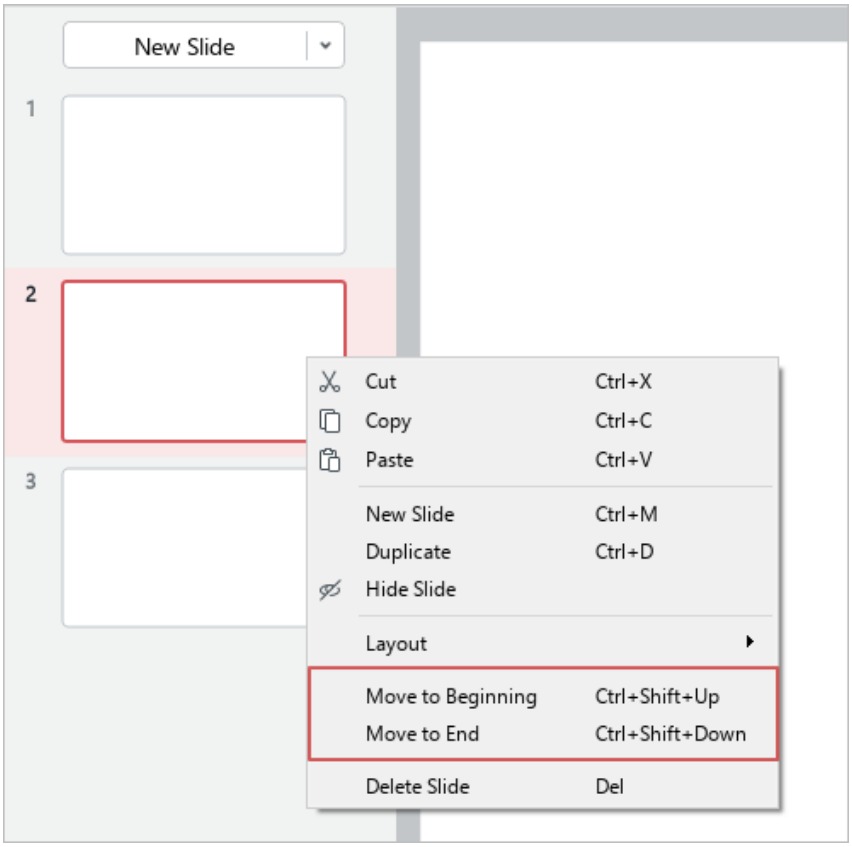

Figure 80. Slide movement commands in the context menu

– Press **Ctrl+Shift+Up Arrow** / **⇧Shift+⌘Cmd+Up Arrow**.

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4.2.6.2 Move up/down

If you want to move the slide relative to the previous/subsequent slide, use the following commands:

– **Move Up:** Swap the selected and previous slide.

– **Move Down:** Swap the selected and subsequent slide.

To move the slide up/down, follow these steps:

1. Select a slide in the Slide bar.
2. Move a slide in one of the following ways:
   – In the **Slide** menu, select **Move Up** / **Move Down** (see Figure 79).
   – When working on Windows or Linux, press **Ctrl**+**Up Arrow** / **Ctrl**+**Down Arrow**. When working on macOS, press ⌘**Cmd**+**Up Arrow** / ⌘**Cmd**+**Down Arrow**.

4.2.6.3 Move to the end

To make a slide the last slide of a presentation, follow these steps:

1. Select a slide in the Slide bar.
2. Move a slide in one of the following ways:
   – In the **Slide** menu, select **Move to End** (see Figure 79).
   – Right-click to open the slide context menu and click **Move to End** (see Figure 80).
   – Press **Ctrl**+**Shift**+**Down Arrow** / ⇧**Shift**+⌘**Cmd**+**Down Arrow**.

4.2.7 Hide or unhide a slide

In a presentation, you can hide some slides so that they are not displayed during the slide show. This can be useful when the presentation contains draft slides along with the finished slides, or the presentation is to be shown to different audiences.

> If you want to hide or display multiple slides in a presentation, hide or display them one at a time.

To hide a slide, follow the steps below:

1. Select a slide in the Slide bar.
2. Hide the slide in one of the following ways:

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– In the Command menu, select **Slide** > **Hide Slide** (see Figure 81).

Figure 81. Hide Slide command menu option

– Right-click to open the context menu of the slide and run the **Hide Slide** command (see Figure 82).

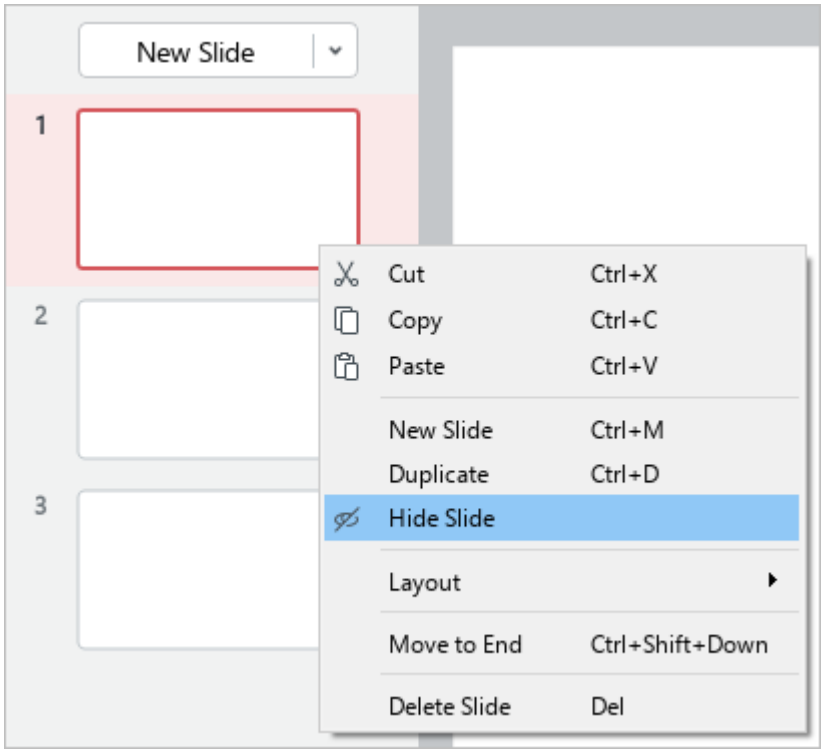

Figure 82. Hide Slide command

To display a previously hidden slide, follow the steps below:

1. Select a slide in the Slide bar.
2. Display the slide in one of the following ways:
   – In the Command menu, select **Slide** > **Unhide Slide** (see Figure 83).

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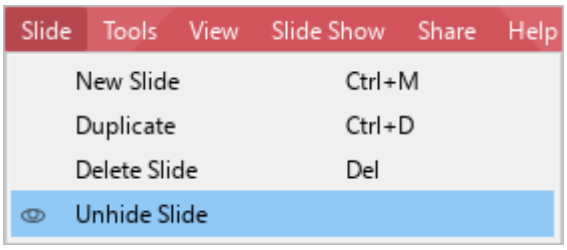

Figure 83. Unhide Slide command menu option

– Right-click to open the context menu of the slide and run the **Unhide Slide** command (see Figure 84).

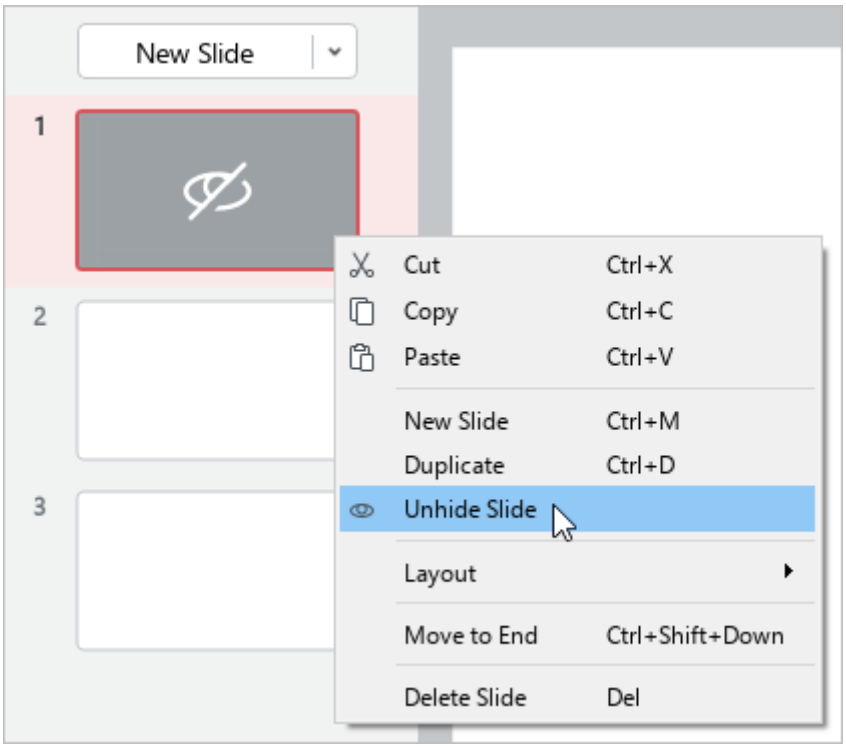

Figure 84. Unhide Slide command

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4.2.8 Slide background fill

You can color the slide background with any color or fill it with an image.

4.2.8.1 Fill slide with color

To fill a slide with a color, follow the steps below:

1. Select this slide on the Slide bar.
2. To color the slide with the last color used to fill objects earlier, on the Toolbar, in the **Design** section, click **Fill Color** (see Figure 85).
3. To fill the slide with a different color, click the arrow to the right of the **Fill Color** button.

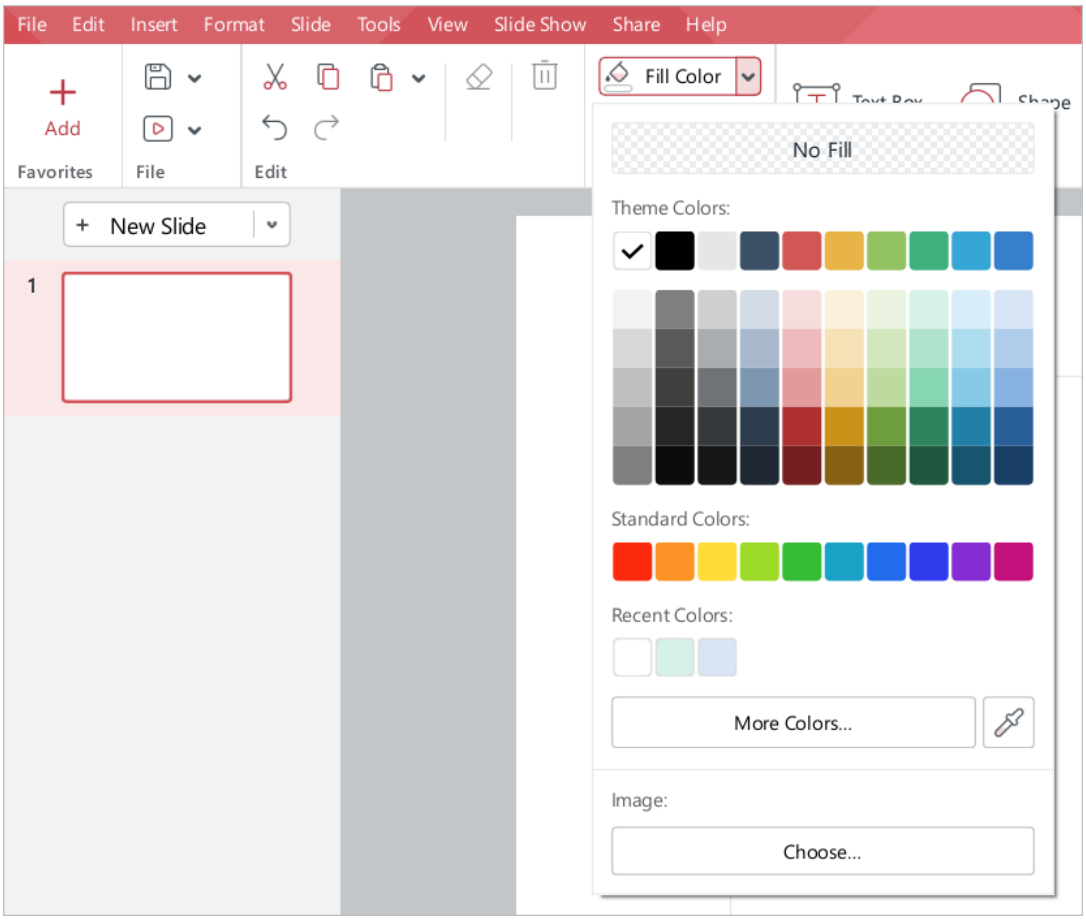

Figure 85. Fill Color button and color selection pane

4. In the color selection pane that opens, specify the slide fill color in one of the following ways:

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– Choose a color from one of the color sets provided.
– Specify the color code manually.
– Copy the color with an eyedropper.

4.2.8.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 85):

– **Theme Colors:** This block contains the color palette of the current document's theme.
– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.
– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The slide will be colored in the selected color.

4.2.8.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 85).
2. In the **Select Color** window (see Figure 86) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

The manually specified color will be added to the **Recent Colors** set (see 85) and checked. The color selection pane will close. The slide will be colored in the selected color.

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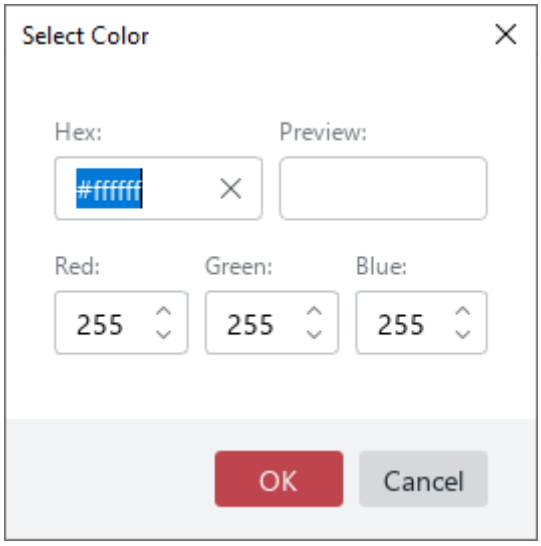

Figure 86. Select Color window

4.2.8.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from text or an object on a slide and apply that color to the slide.

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 85). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to color the slide. For more precise color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The slide is colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 85) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.2.8.2 Fill slide with image

To fill a slide with an image, follow these steps:

1. Select this slide on the Slide bar.

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2. On the Toolbar, select the **Design** section and click the arrow to the right of the **Fill Color** button (see Figure 87).
3. In the color selection pane, in the **Image** block, click **Choose**.

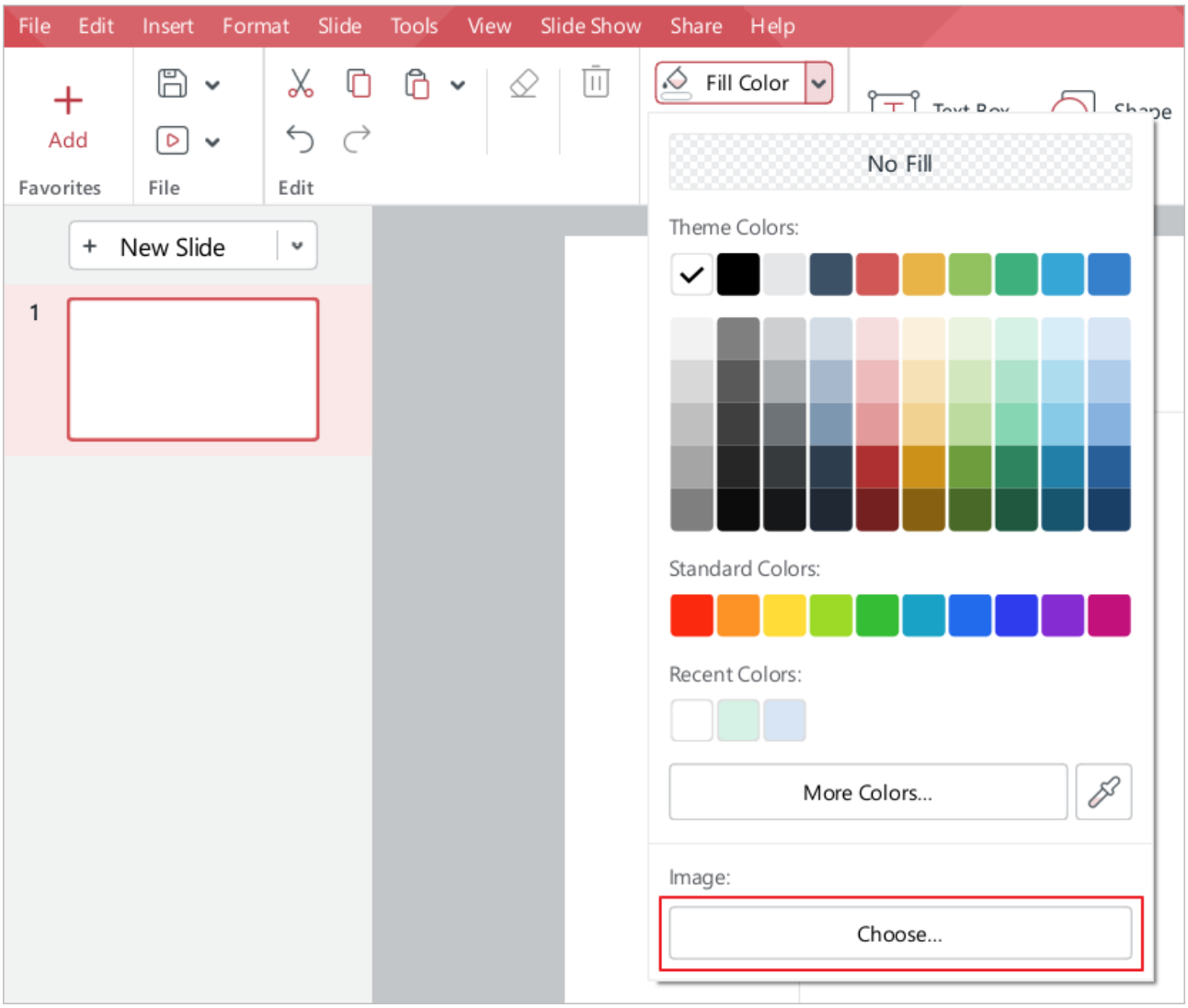

Figure 87. Choose button

4. In the File manager window, select the desired image and click **Open**.

4.2.8.3 Remove the fill color

To remove the slide fill, follow the steps below:

1. Select this slide on the Slide bar.

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2. On the Toolbar, select the **Design** section and click the arrow to the right of the **Fill Color** button (see Figure 88).
3. In the color selection pane, click **No Fill**.

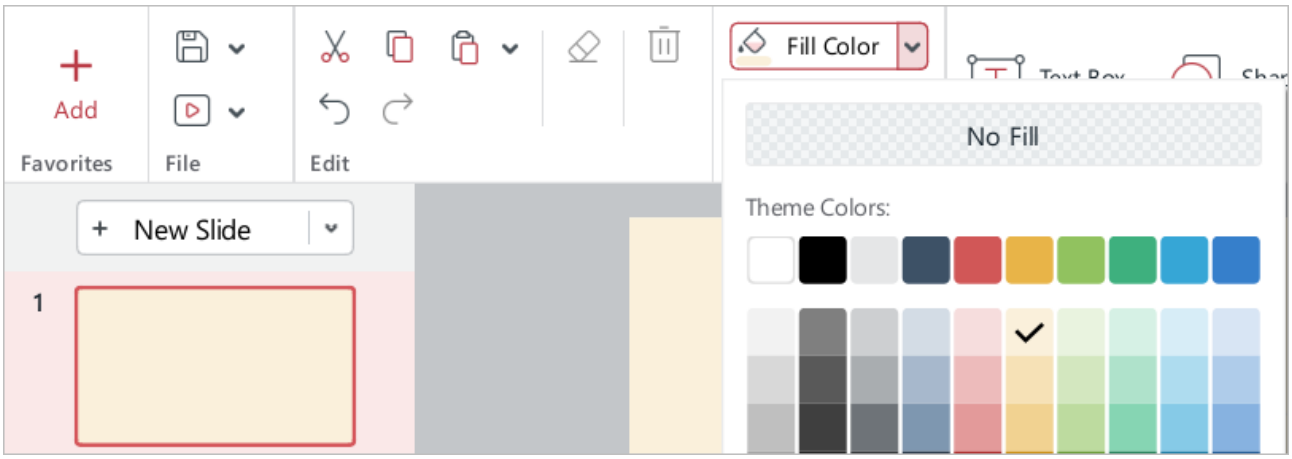

Figure 88. No Fill button

4.2.9 Delete a slide

To delete a slide, follow these steps:

1. Select a slide in the Slide bar.
2. Delete a slide in one of the following ways:
   – In the **Slide** menu, click **Delete Slide** (see Figure 89).

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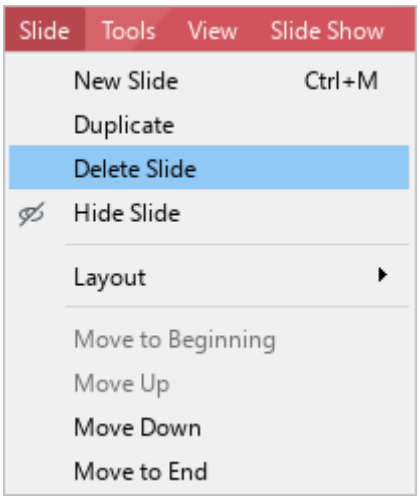

Figure 89. Delete Slide command menu option

– Right-click to open the context menu of the slide and run the **Delete Slide** command (see Figure 90).

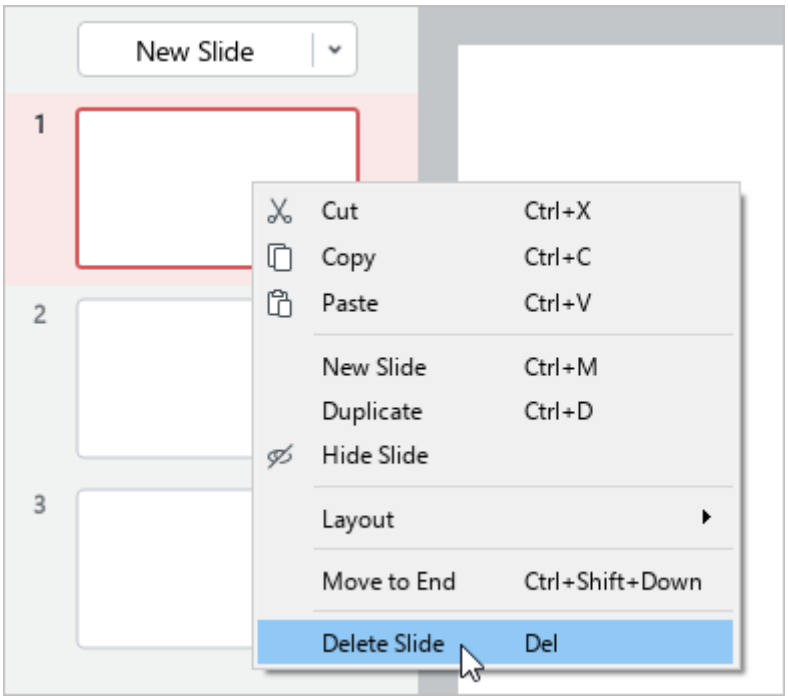

Figure 90. Delete Slide command

– When working in Windows / Linux OS, press **Delete** or **Backspace**, when working in macOS, press **Delete** or use **Fn**+**Delete** shortcut.

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4.3 Text

4.3.1 Enter text

4.3.1.1 Enter text

To enter text in a placeholder, shape, or image, do one of the following:

– Select the object with a single click and start typing the desired text. If the object already contains text, the new text is entered after the existing text by default.
– Select the object by double-clicking and place the cursor where you want to add the text. Enter the required text.

To enter text into a table cell, switch to the table editing mode.

If necessary, format the entered text.

To exit object editing mode, click anywhere outside of the object on the slide or press **Esc**.

4.3.1.2 Automatically replace a hyphen with an en dash

When typing text, a hyphen sign is usually used in those places where the rules of the English language require a dash, the dash sign being absent on the keyboard. Therefore, the application automatically replaces the hyphen (-) with an en dash (–) if you consecutively enter **text_Space_hyphen_Space_text_Space/Enter/Tab** in the document.

If you need to cancel this change, run the Undo command.

4.3.1.3 Automatically replace quotation marks

If the text is entered in Russian or French, straight quotation marks ("") are automatically replaced with chevrons («»).

To cancel the automatic replacement of the left or right quotations mark, run the Undo command after you enter it.

4.3.2 Non-printable characters

Non-printable characters are conditional formatting characters that are used to organize slide content but are not displayed when printing the presentation and slide show. Non-printable characters are useful to display when editing slides, for example to avoid double spaces in text.

To display non-printable characters, follow the steps below:

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1. Select any element of the slide or place the cursor in it.
2. Run the display command in one of the following ways:
   – In the **View** menu, check the **Non-Printable Characters** box (see Figure 91).

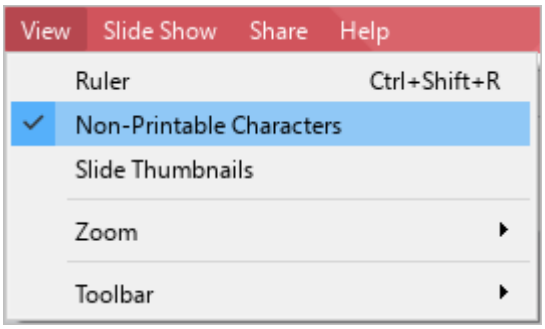

Figure 91. View menu

   – On the Toolbar, in the **Paragraph** section, click ¶ **Non-Printable Characters** (see Figure 92).

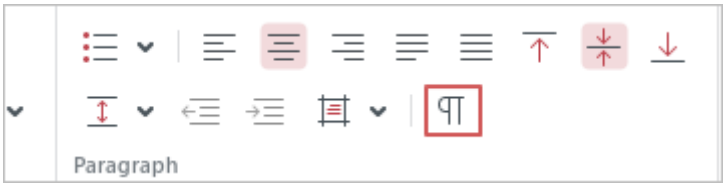

Figure 92. Non-Printable Characters button

To hide non-printable characters, repeat the actions.

Non-printable characters that are used in MyOffice Presentation are shown in the Table 5.

Table 5. Non-printable characters

Example of character in text	Action
MyOffice·Presentation	Space
MyOffice¶ Presentation¶	Paragraph break
MyOffice → Presentation	Tab
MyOffice ↵ Presentation ↵	Line break

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4.3.3 Font

By default, when creating a document in MyOffice Presentation, the **XO Oriel** font is used.

To quickly change the font, follow these steps:

1. Select the text for which you want to change the font:
   – To change the font in a single word, place the cursor in the word or select the entire word.
   – To change the font in a piece of text, select it in its entirety.
   – To change the font for all text within an object, select the object or select all text within the object.
2. On the Toolbar, in the **Font** section, click the field with the name of the current font (see Figure 93).
3. Start typing the name of the desired font. The drop-down list will display a list of fonts that match the search criteria.

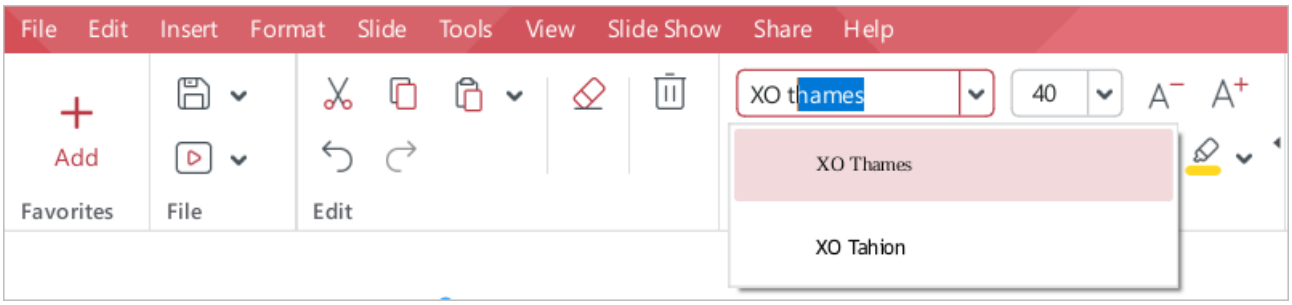

Figure 93. Font search

4. Select the desired font using the mouse or keyboard keys:
   – Left-click the font name.
   – Select the font name using the keyboard keys ↓ and ↑ and press **Enter**.

To select a font from the full list of fonts, follow these steps:

1. Specify the text for which you want to change the font as described above.
2. On the Toolbar, in the **Font** section, click the ⌄ button to the right of the name of the current font (see Figure 94).
3. In the drop-down list, select the desired font using the mouse or keyboard keys:
   – Left-click the font name.

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– Select the font name using the keyboard keys ↓ and ↑ and press **Enter**.

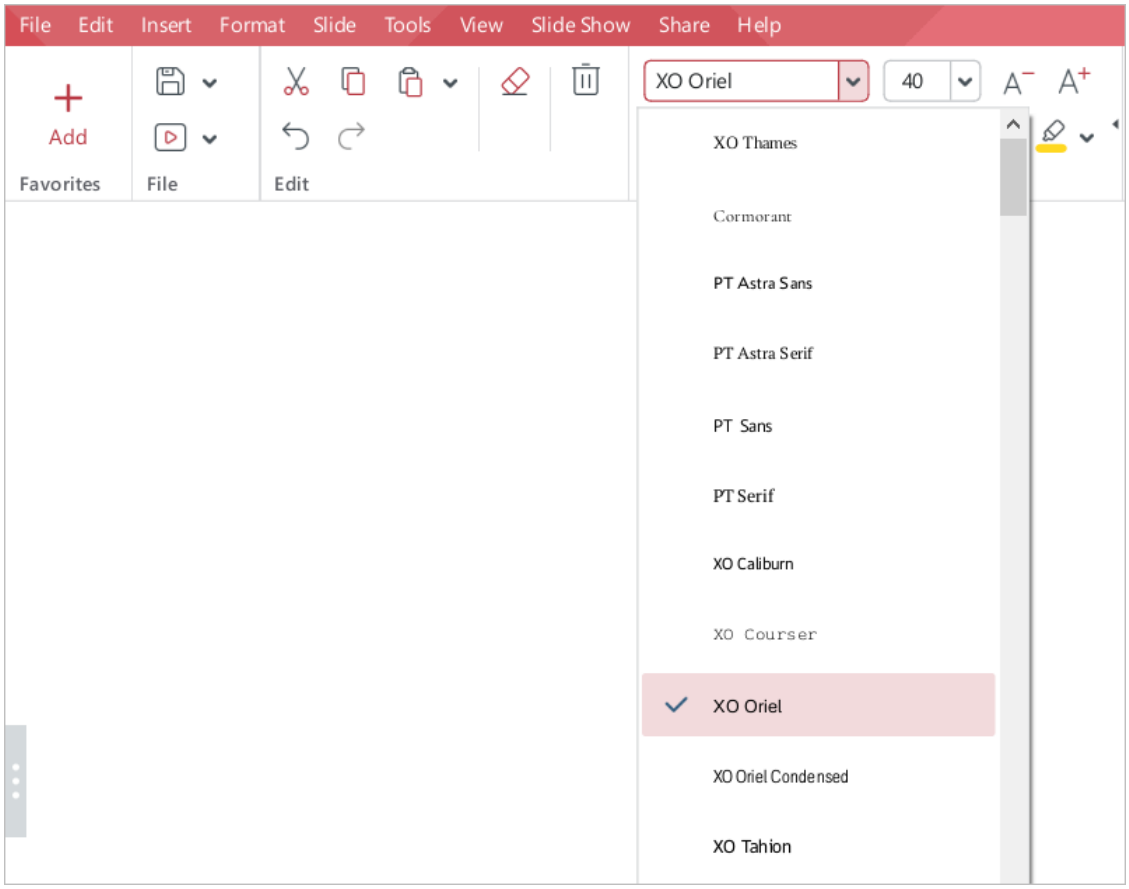

Figure 94. Full list of fonts

It is recommended to use the fonts of the XO family in order to preserve the formatting of the document when it is opened in other operating systems.

4.3.4 Font size

To change the font size, follow these steps:

1. Select the text for which you want to change the font size:
   – To change the font size in a single word, place the cursor in the word or select the entire word.
   – To change the font size in a piece of text, select it in its entirety.
   – To change the font size for all text within an object, select the object or select all text within the object.

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2. On the Toolbar, in the **Font** section, click the arrow to the right of the size of the current font (see Figure 95).
3. In the drop-down list, select the font size to apply to the specified text or word.

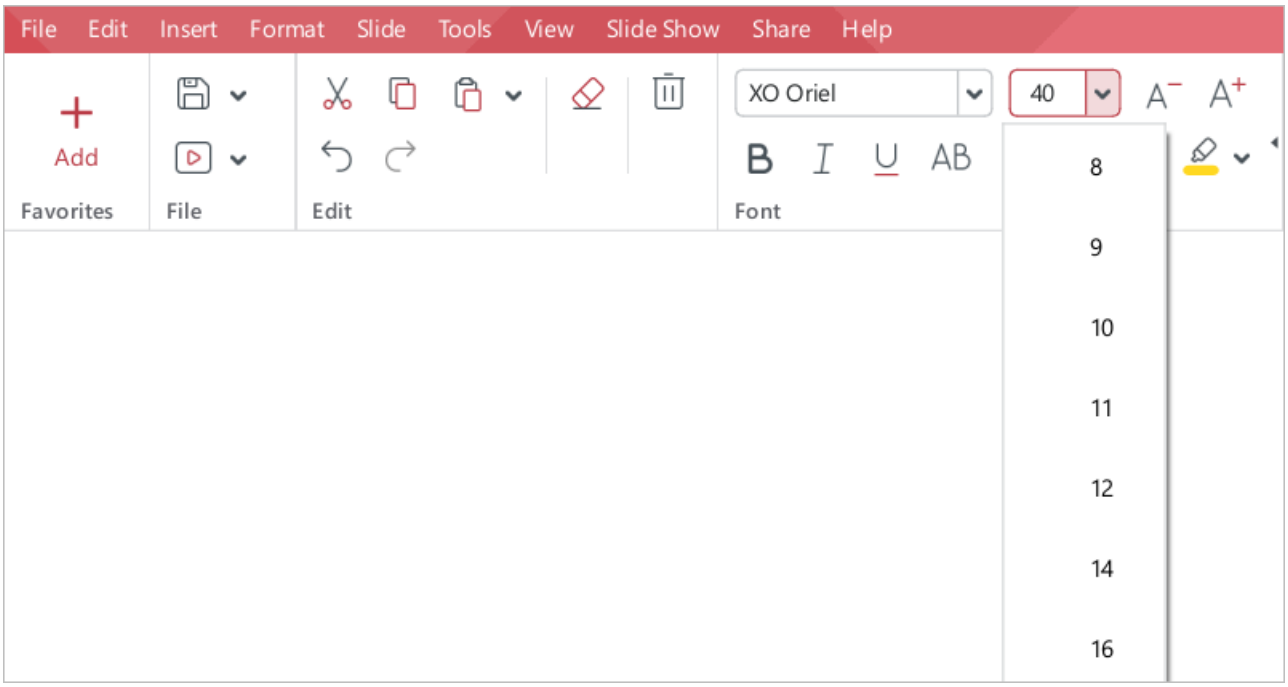

Figure 95. Font size

If the required font size is not on the list, you can set it manually. To do this, proceed as follows:

1. On the Toolbar, in the **Font** section, select the current font size value.
2. Enter the required value. Use a dot (.) as a delimiter for fractional values. For example, 21.5.
3. Press **Enter**.

To increase the font size by one point, follow one of the steps below:

– In the **Format** menu, select **Font** > **Increase Font Size** (see Figure 96).

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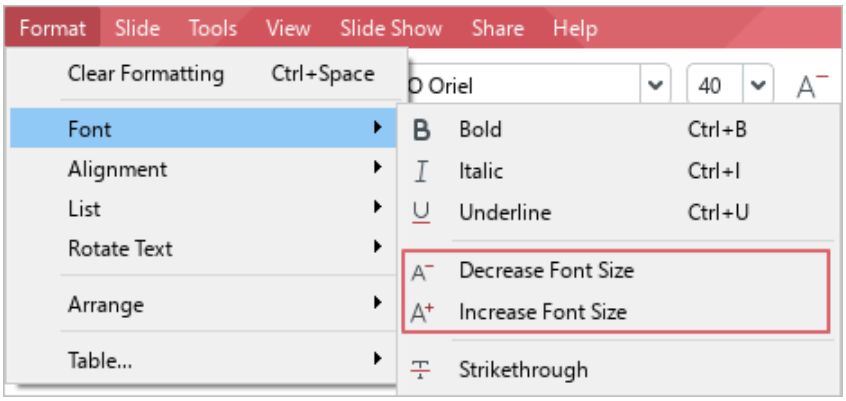

Figure 96. Increase and Decrease Font Size commands

– On the Toolbar, in the **Font** section, click A+ **Increase Font Size** (see Figure 97).

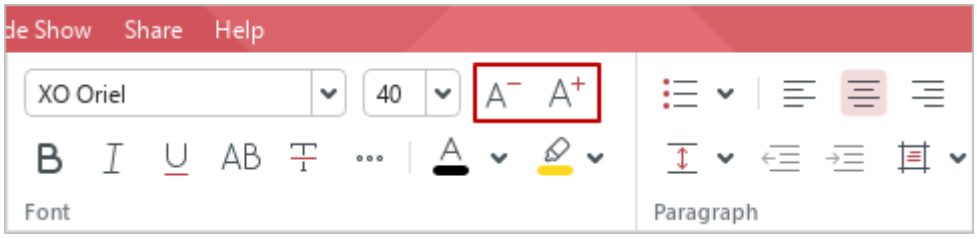

Figure 97. Increase and Decrease Font Size buttons

To decrease the font size by one point, follow one of the steps below:

– In the **Format** menu, select **Font** > **Decrease Font Size** (see Figure 96).

– On the Toolbar, in the **Font** section, click A− **Decrease Font Size** (see Figure 97).

4.3.5 Text formatting

MyOffice Presentation allows you to format text fragments in various ways to emphasize and distinguish them from the rest of the presentation content.

To change the text formatting, follow these steps:

1. Select the text for which you want to change the formatting:
   – To change the formatting of a single word, place the cursor in the word or select the entire word.
   – To change the formatting of a text fragment, select it in its entirety.
   – To change the formatting for all text within an object, select the object or select all text within the object.

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2. Run one of the commands shown in the Table 6.

Table 6. Text formatting

Text formatting	Command menu item	Button in Font section of Toolbar	Windows / Linux keyboard shortcuts	macOS keyboard shortcuts
Bold	Format > Font > Bold		Ctrl+B	⌘Cmd+B
Italic	Format > Font > Italic		Ctrl+I	⌘Cmd+I
Underline	Format > Font > Underline		Ctrl+U	⌘Cmd+U
ALL CAPS	Format > Font > All Caps		Ctrl+Shift+A	⇧Shift+⌘Cmd+A
~~Strikethrough~~	Format > Font > Strikethrough		–	–
Subscript character	Format > Font > Subscript		Ctrl+=	⌘Cmd+=
Superscript character	Format > Font > Superscript		Ctrl+Shift+=	⇧Shift+⌘Cmd+=

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4.3.6 Font color

To change the font color of text, follow these steps:

1. Select the text for which you want to change the font color:
   – To change the font color in a single word, place the cursor in the word or select the entire word.
   – To change the font color in a piece of text, select it in its entirety.
   – To change the font color for text located in one cell of a table, select that cell or select all text in that cell.
   – To change the font color for text located in multiple cells, columns, or rows, select those table elements.
   – To change the font color for all text within an object, select the object or select all text within the object.
2. To select the last color that was applied to the font, on the Toolbar, select the **Font** section and click **Text Color** (see Figure 98).

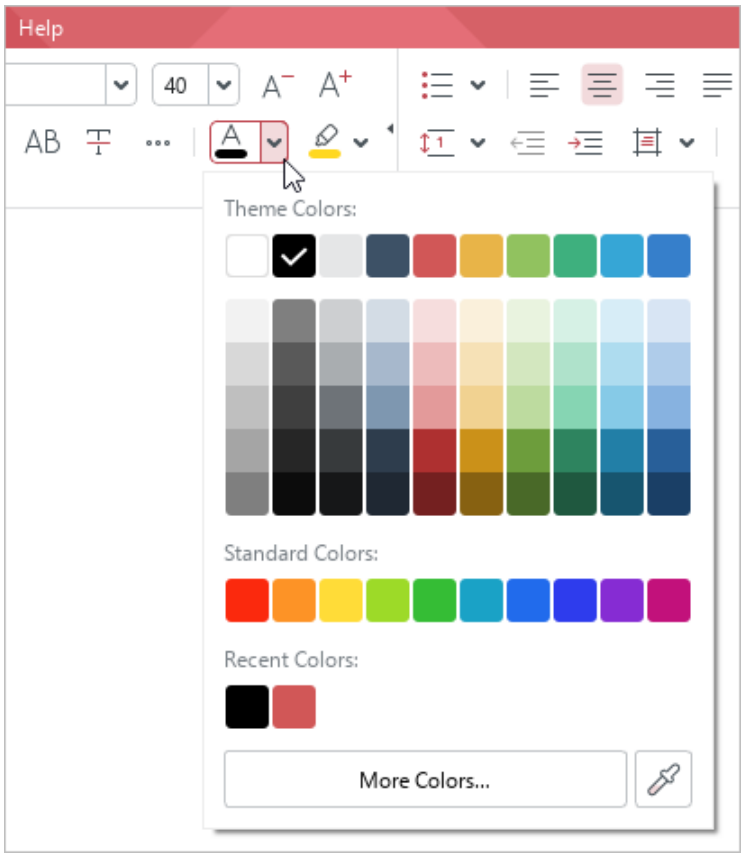

Figure 98. Text Color button and color selection pane

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3. To select a different font color, click the arrow to the right of the **Text Color** button.
4. In the color selection pane that opens, specify the font color in one of the following ways:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

4.3.6.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 98):

– **Theme Colors:** This block contains the color palette of the current document's theme.
– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.
– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The font of the text will be colored in the selected color.

4.3.6.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 98).
2. In the **Select Color** window (see Figure 99) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

The manually specified color will be added to the **Recent Colors** set (see 98) and checked. The color selection pane will close. The font of the text will be colored in the selected color.

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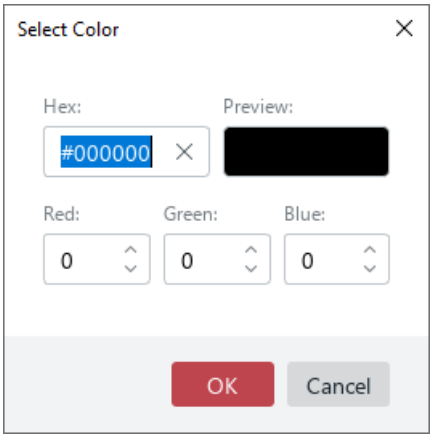

Figure 99. Select Color window

4.3.6.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and apply that color to the font of the selected text.

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 98). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to apply to the selected text. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The font of the selected text is colored in the specified color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 98) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.3.7 Highlight color

When working on a presentation, you can highlight certain words and text fragments in different colors (marker style) to make them more visible against the background of the rest of the slide content.

To highlight the text, follow these steps:

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1. Select the text that you want to highlight in color:
   – To highlight a single word in color, place the cursor in the word or select the entire word.
   – To highlight a piece of text in color, select the entire text.
   – To highlight all text within an object in color, select the object or select all text within the object.
2. To select the last color you used to highlight text earlier, on the Toolbar, in the **Font** section, click the **Highlight Color** button (see Figure 100).
3. To select a different color for text highlighting, on the Toolbar, in the **Font** section, click the arrow to the right of the **Highlight Color** button.
4. Select the desired color in the provided palette or in the **Recent Colors** set. This colors set is displayed if at least one color from the palette was previously used to highlight text. The **Recent Colors** set can display a total of one to eight of the most recently used colors.

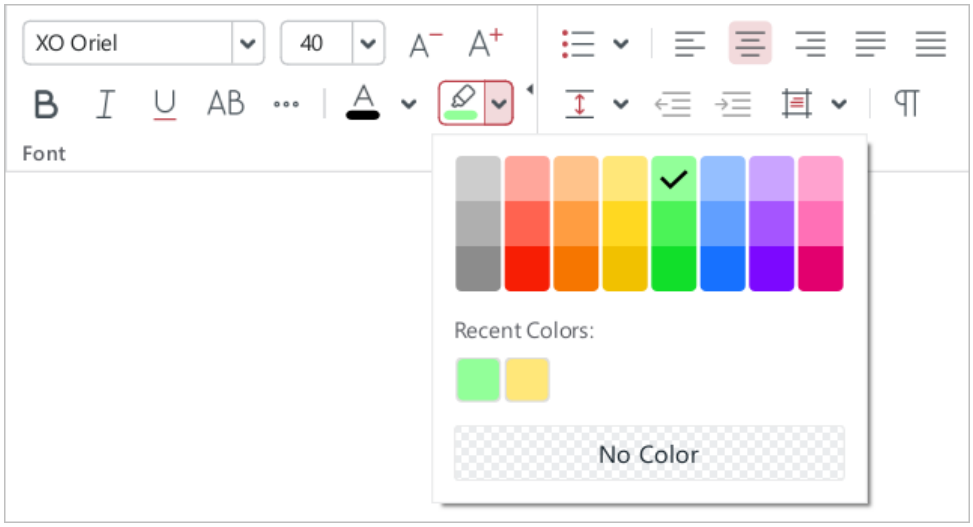

Figure 100. Highlight Color button

To remove highlighting from a text, do the following:

1. Select the desired text as described above.
2. On the Toolbar, in the **Font** section, click the arrow to the right of the **Highlight Color** button.
3. In the window that opens, click **No Color**.

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4.3.8 Alignment and spacing

4.3.8.1 Horizontal alignment

You can align text within an object horizontally in the following ways:

– To the left edge of the object

– To the center of the object

– To the right edge of the object

– Justify: Along the left and right edges of the object

– Evenly horizontally distributed within the object

To align text horizontally, follow the steps below:

1. Select the text for which you want to adjust the alignment:
   – To align a single paragraph, select that paragraph/part of that paragraph or place the cursor in it.
   – To align multiple paragraphs, select them in their entirety.
   – To align all text within an object in color, select the object or select all text within the object.
2. Run one of the commands shown in the Table 7.

Table 7. Horizontal Alignment

Text alignment	Command menu item	Button in Paragraph section of Toolbar	Windows / Linux keyboard shortcuts	macOS keyboard shortcuts
Align Left	Format > Alignment > Left		Ctrl+L	⌘Cmd+L
Center	Format > Alignment > Center		Ctrl+E	⌘Cmd+E
Align Right	Format > Alignment > Right		Ctrl+R	⌘Cmd+R
Justify	Format > Alignment > Justify		Ctrl+J	⌘Cmd+J
Distribute Horizontally	Format > Alignment > Distribute Horizontally		–	–

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Horizontal alignment takes place within the indents specified for the paragraph being edited.

If the text in a cell is rotated, horizontal alignment is carried out according to its position in space: the text is moved relative to the upper and lower cell borders.

4.3.8.2 Vertical alignment

The text inside the object can be vertically aligned: along the top, middle, or bottom margin.

To do this, follow these steps:

1. Select the object where you want to align the text:
   – To align text within any object other than a table, select the object with a single or double click.
   – To align text in a table, select it with a single click.
   – To align text in one or more cells in a table, select those cells.
2. Run one of the commands shown in the Table 8.

Table 8. Vertical Alignment

Text alignment	Command menu item	Button in Paragraph section of Toolbar
Align to Top	Format > Alignment > Top	
Align to Middle	Format > Alignment > Middle	
Align to Bottom	Format > Alignment > Bottom	

If the text in a cell is rotated, vertical alignment is carried out according to its position in space: the text is moved relative to the left and right cell borders.

4.3.8.3 Line spacing

Line spacing is the space between each line in a paragraph. The default line spacing multiplier for all text is 0.90.

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If necessary, you can change the line spacing. You can select a line spacing value from predefined values or specify your own.

4.3.8.3.1 Predefined spacing

When you select a predefined value, the line spacing is equal to the product of the font size by the specified value. For example, if you use 12 pt font and double line spacing for the paragraph, the line spacing in the paragraph is 24 pt (12 pt x 2).

To set a predefined line spacing, do the following:

1. Select the text fragment you want to format.
   – To set a predefined spacing for a single paragraph, select that paragraph/part of that paragraph or place the cursor in it.
   – To set a predefined spacing for multiple paragraphs, select the entire paragraph.
   – To set a predefined spacing for all text within an object, select the object or select all text within the object.
2. On the Toolbar, in the **Paragraph** section, click the button that displays the current spacing value. For example, (see Figure 101).
3. In the list that opens, select the desired predefined value.

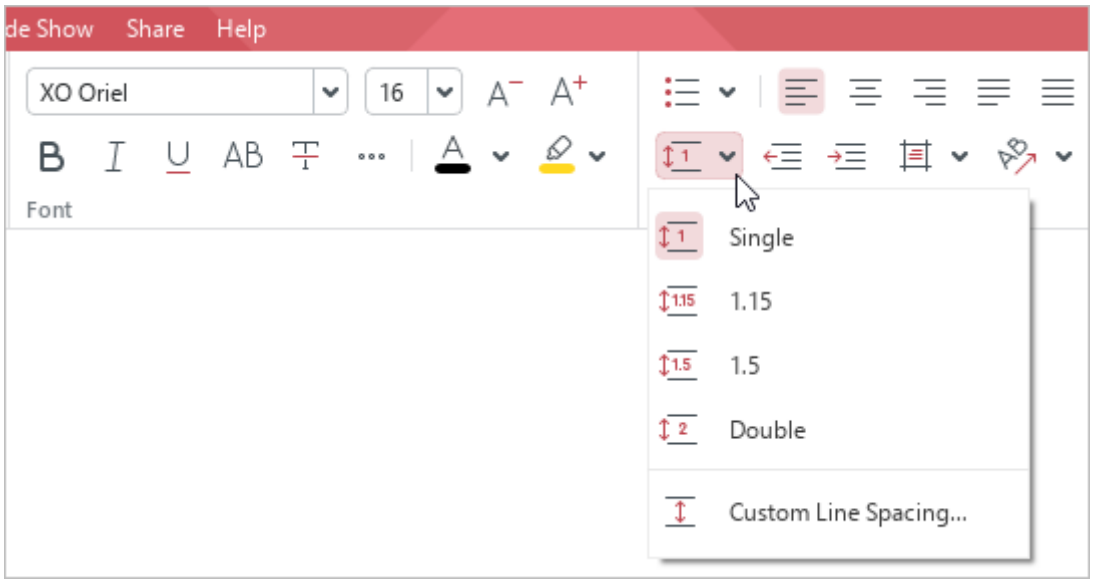

Figure 101. Line spacing selection

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4.3.8.3.2 Custom spacing

To set a custom line spacing, do the following:

1. Select the text for which you want to set a custom spacing:
   – To set a custom spacing for a single paragraph, select that paragraph/part of that paragraph or place the cursor in it.
   – To set a custom spacing for multiple paragraphs, select the entire paragraph.
   – To set a custom spacing for all text within an object, select the object or select all text within the object.
2. On the Toolbar, in the **Paragraph** section, click the button that displays the current spacing value. For example, (see Figure 101).
3. In the list that expands, click **Custom Line Spacing**.
4. In the **Custom Line Spacing** window (see Figure 102), in the drop-down list on the left, specify the method of spacing calculation:

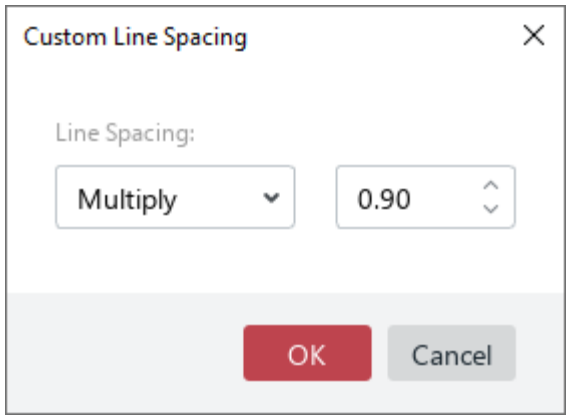

Figure 102. Custom spacing

   – **Multiply:** Sets the line spacing which is increased or decreased according to the specified multiplier. A multiplier of 1.00 corresponds to a single line spacing. Select the multiplier greater than 1.00 to increase the spacing. For example, setting a multiplier to 1.2 will increase the space by 20%. Select the multiplier of less than 1.00 to reduce the spacing. For example, setting a multiplier to 0.7 will reduce the spacing by 30%.

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– **Exact:** Sets a fixed spacing equal to the value specified in the field on the right. The value is measured in points (pt). Unlike the predefined spacing, the fixed spacing is not changed when the font is reduced/increased.
– **At Least:** Sets the minimum allowed spacing, equal to the value specified in the field on the right. The value is measured in points (pt). When you increase the font size or add characters to a line whose height differs from the main font (for example, superscript and subscript characters), the line spacing value is calculated automatically.

4. In the field on the right, enter the numeric value for the selected calculation method.
5. Click **OK**.

4.3.8.4 Character spacing

The character spacing allows you to set the spacing between the characters being entered into the text. You can choose between the following options: Condensed, Normal, and Expanded character spacing. By default, the Normal character spacing style is applied.

You can select the character spacing type using the Command menu or the Toolbar.

To change the character spacing type using the Command menu, follow these steps:

1. Select the text you want to customize the character spacing:
   – To set the character spacing in a single word, place the cursor in the word or select the entire word.
   – To set the character spacing in a piece of text, select the entire text.
   – To set the character spacing for all text within an object, select the object or select all text within the object.
2. In the **Format** menu, select **Font** > **Character Spacing** (see Figure 103).
3. In the sub-menu that opens, select the desired spacing type.

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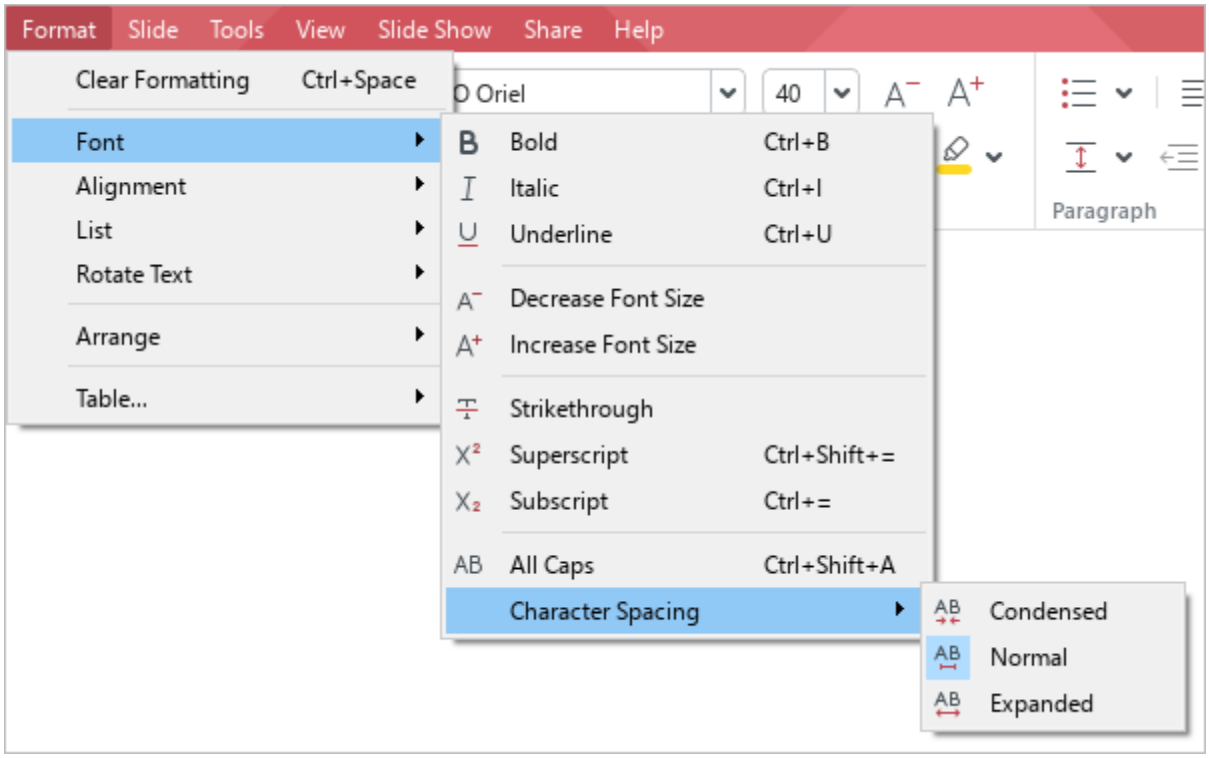

Figure 103. Format menu

To change the character spacing using the Toolbar, follow the steps below:

1. Select the text where you want to set the character spacing as described above.
2. On the Toolbar, in the **Font** section, click ••• (see Figure 104).
3. Select the desired character spacing type:

   Condensed

   Normal

   Expanded

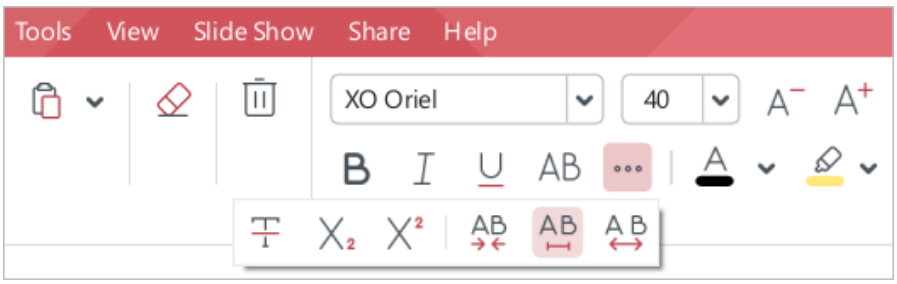

Figure 104. Character spacing selection

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4.3.8.5 Paragraph spacing and indents

To customize spacing and indentation for paragraphs, follow the steps below:

1. Select the required text:
   – To change the settings of a single paragraph, select that paragraph/part of that paragraph or place the cursor in it.
   – To change the settings of multiple paragraphs, select these paragraphs entirely.
   – To change the settings for all text within an object, select the object or select all text within the object.
2. On the Toolbar, in the **Paragraph** section, click **Paragraph Settings** (see Figure 105).

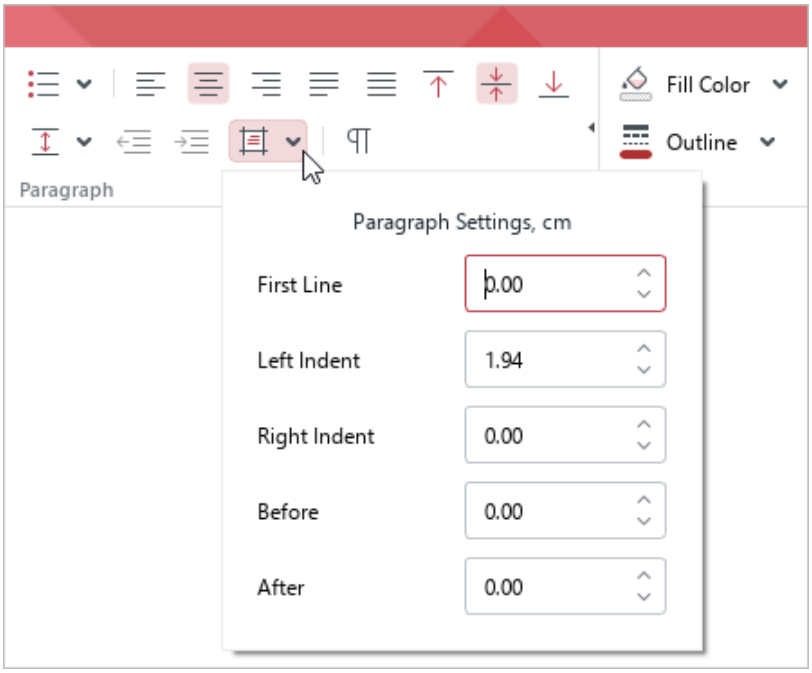

Figure 105. Paragraph Settings button

3. In the window that appears, enter the required numeric values for the following parameters:
   – **First Line:** The distance from the left border of the object to the first line in the paragraph.
   – **Left Indent:** The distance from the left border of the object to the paragraph.
   – **Right Indent:** The distance from the right border of the object to the paragraph.
   – **Before:** The spacing between the current paragraph and the previous paragraph.

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– **After:** The spacing between the current paragraph and the next paragraph.

To quickly increase the paragraph indent by 1.25 cm, do one of the following:

– In the **Format** menu, select **Alignment** > **Increase Indent** (see Figure 106).

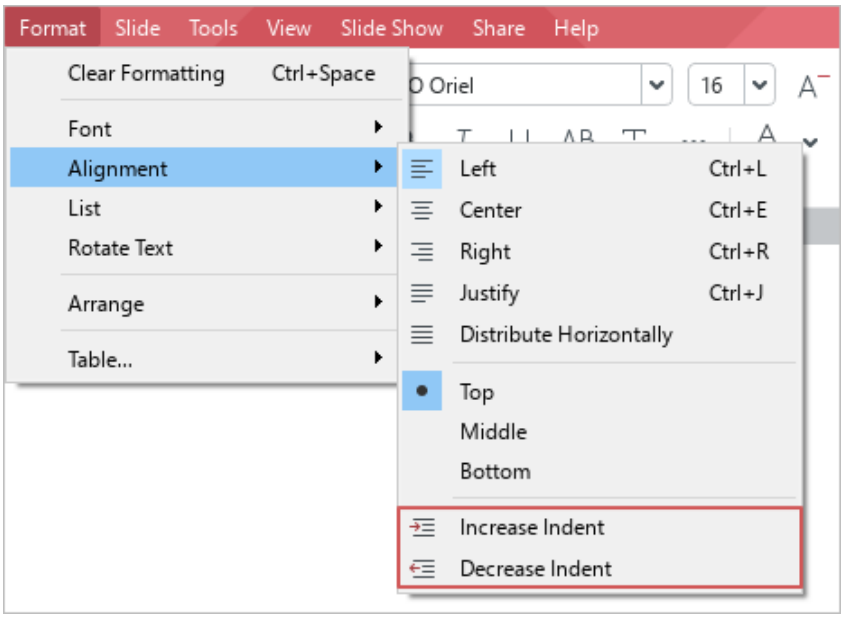

Figure 106. Format menu

– On the Toolbar, in the **Paragraph** section, click **Increase Indent** (see Figure 107).

To quickly decrease a paragraph indent by 1.25 inch, follow one of the steps below:

– In the **Format** menu, select **Alignment** > **Decrease Indent** (see Figure 106).

– On the Toolbar, in the **Paragraph** section, click **Decrease Indent** (see Figure 107).

Figure 107. Increase and Decrease Indent buttons

4.3.9 Rotate Text

The text located in the table cells can be rotated 90 degrees to the left/right or positioned vertically.

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To do this, follow these steps:

1. Specify the required cells:
   – To rotate text or change the orientation of text in a single cell, select the cell, a piece of text in the cell, the entire text in the cell, or place the cursor in the cell.
   – To rotate text or change the orientation of text in multiple cells, columns, or rows, select these table elements.
   – To rotate text or change the orientation of text in the entire table, select the entire table.
2. Open the list of commands in one of the following ways:
   – In the Command menu, select **Format** > **Rotate Text** (see Figure 108).

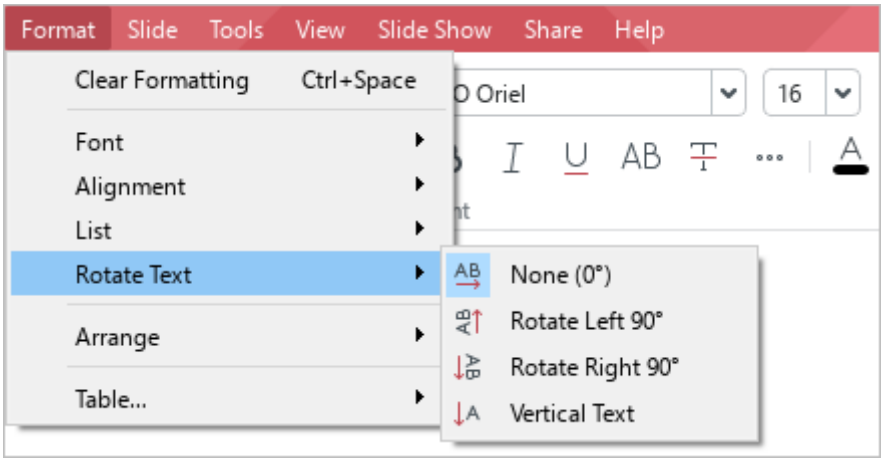

Figure 108. Rotate Text command menu option

   – On the Toolbar, in the **Paragraph** section, click **Rotate Text** (see Figure 109).
3. Run the required command:
   – To rotate the text, run the **Rotate Left 90°** or **Rotate Right 90°** command.
   – To arrange the text vertically, use the **Vertical Text** command.

The rotation or orientation angle is applied to all text in the cell. You cannot have multiple pieces of text with different rotation angles or orientations in the same cell.

To return to the default display of text in cells (horizontal, 0°), follow these steps:

1. Specify the cells as described above.
2. Run the command in one of the following ways:

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– In the Command menu, select **Format** > **Rotate Text** > **None (0°)** (see Figure 108).

– On the Toolbar, in the **Paragraph** section, click **Rotate Text**. In the opened sub-menu, select **None (0°)** (see Figure 109).

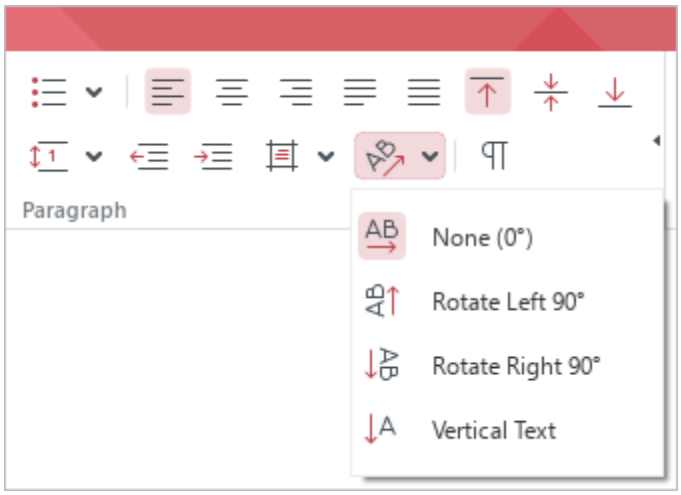

Figure 109. Rotate Text button

4.3.10 Lists

You can arrange the text of the presentation as a bulleted, numbered, or mixed list. Each new item in bulleted lists is marked with a bullet. In numbered lists, it is marked with a number or letter. In mixed lists, both bullets, numbers, and letters may be used.

4.3.10.1 Create a list

The slides designed to show text information contain blocks of the "Text" type (text placeholders). Since text in presentations is most often formatted as lists, the default list style is applied to text placeholders. Thus, the text in the placeholder is entered immediately as a list. If necessary, the list in the placeholder can be changed or converted to text.

You can also create lists manually in any other objects in the presentation. For example, in shapes or tables.

To create a list, do the following:

1. Specify the location/text/element to create the list:
   – To start the list on an empty line, place the cursor in this line.
   – To start a list inside an object without text (except for tables), select the object.

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- To create a list from a single paragraph, place the cursor in the paragraph or select the entire paragraph.
- To create a list of multiple paragraphs, select them in their entirety.
- To create a list of text within an object, select the object.

2. Open the list style menu in one of the following ways:
   - In the **Format** menu, select **List** (see Figure 110).
   - On the Toolbar, select the **Paragraph** section and click the arrow to the right of the **List** button (see Figure 111).
   - Right-click to open the context menu and select the **List** command.
3. In the opened menu, select the list style.

The application saves the last list style selected using the **List** button on the Toolbar.

To quickly create a new list in the same style as the previous one, follow these steps:

1. Specify the location/text/object as described above.
2. On the Toolbar, in the **Paragraph** section, click **List**.

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4.3.10.2 Change list style

To change the list style, follow these steps:

1. Specify the text/object for which you want to change the style of the list:
   – To change the list style for a single paragraph, place the cursor in it or select the whole paragraph.
   – To change the list style for multiple paragraphs, select them in their entirety.
   – To change the list style within an object, select that object.
2. Open the list style menu in one of the following ways:
   – In the **Format** menu, select **List** (see Figure 110).

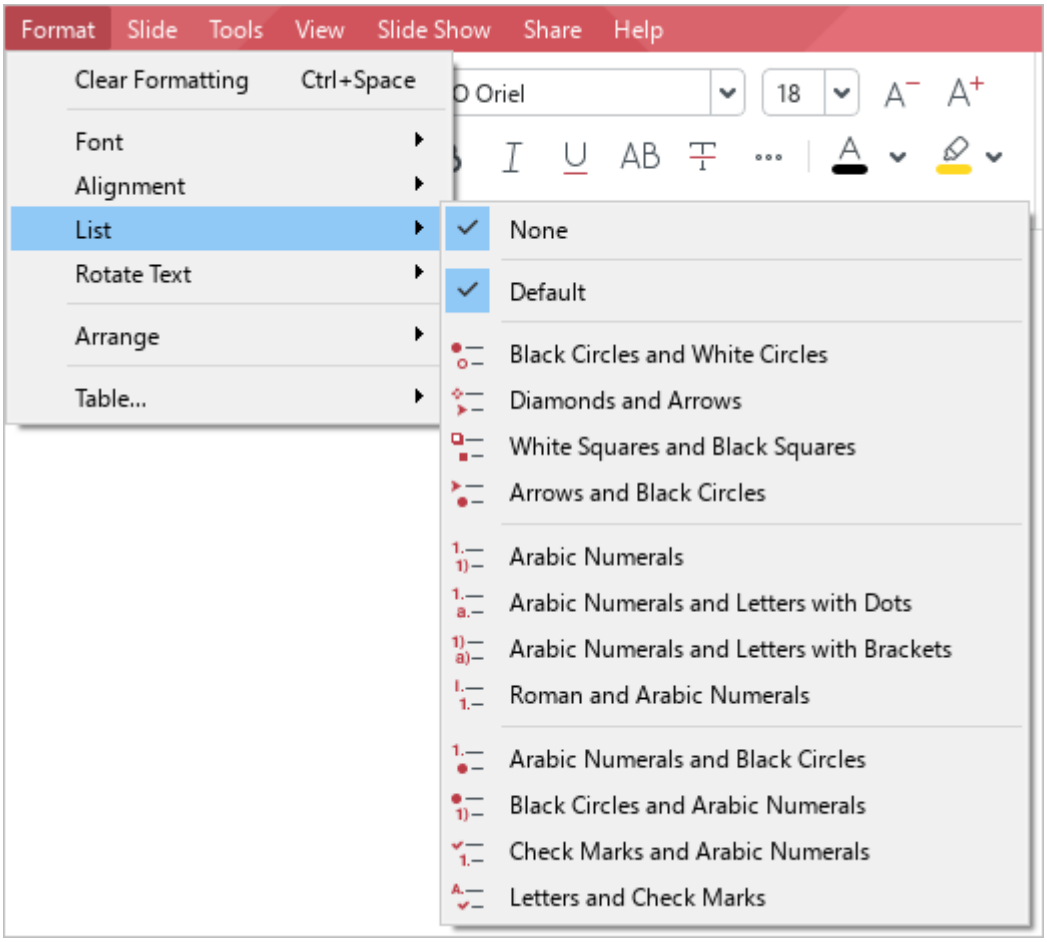

Figure 110. Format menu

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– On the Toolbar, select the **Paragraph** section and click the arrow to the right of the **List** button (see Figure 111).

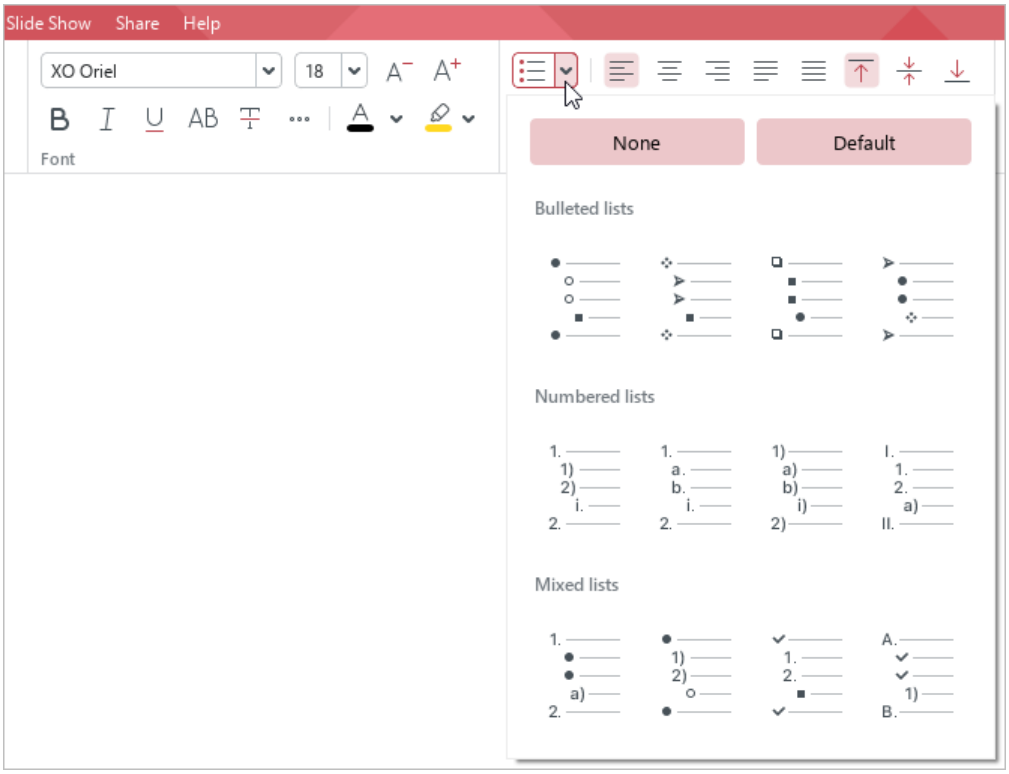

Figure 111. List button

– Right-click to open the context menu and select the **List** command.

3. In the opened menu, select the list style.

To change the list style in the text placeholder to the default list style, follow these steps:

1. Select the text placeholder with a single left mouse click.
2. Open the list style menu in one of the following ways:
   – In the **Format** menu, select **List** (see Figure 110).
   – On the Toolbar, select the **Paragraph** section and click the arrow to the right of the **List** button (see Figure 111).
   – Right-click to open the context menu and select the **List** command.
3. In the opened menu, click **Default**.

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4.3.10.3 Change the nesting level

To change the nesting level of a list item, follow these steps:

1. Place the cursor anywhere in the paragraph to be changed or select the whole paragraph.
2. Change the nesting level as follows:
   – To increase the nesting level, in the **Format** menu, select **Alignment** > **Increase Indent** (see Figure 112). Or, on the Toolbar, select the **Paragraph** section and click **Increase Indent** (see Figure 113).
   – To decrease the nesting level, in the **Format** menu, select **Alignment** > **Decrease Indent** (see Figure 112). Or, on the Toolbar, select the **Paragraph** section and click **Decrease Indent** (see Figure 113).

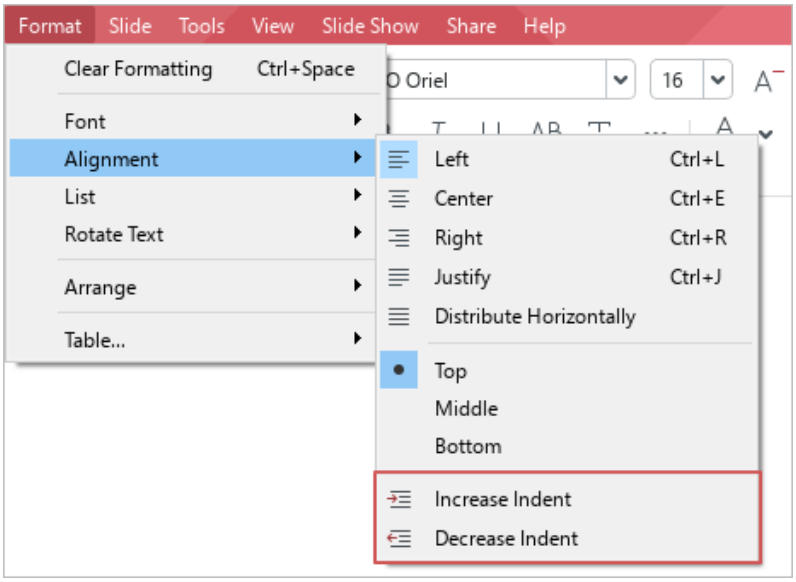

Figure 112. Format menu

Figure 113. Increase and Decrease Indent buttons

4.3.10.4 Convert a list to text

To convert a list to text, follow the steps below:

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1. Select the paragraphs of the list/list to be converted to text:
   – To convert a single paragraph in the list to text, place the cursor in the paragraph or select the entire paragraph.
   – To convert multiple paragraphs into text, select them in their entirety.
   – To convert a list within an object to text, select the object.
2. Open the list style menu in one of the following ways:
   – In the **Format** menu, select **List** (see Figure 110).
   – On the Toolbar, select the **Paragraph** section and click the arrow to the right of the **List** button (see Figure 111).
   – Right-click to open the context menu and select the **List** command.
3. In the menu that opens, click **None**.

4.3.11 Links

You can add a link to a web page, email address, or file in the text of a presentation.

4.3.11.1 Insert a link to a web page or email address

MyOffice Presentation recognizes and makes active links that start with www, http, https, and email addresses.

Examples of the links:

– www.website.ru
– https://website.com
– http://website.ru
– mailto:user@domain.ru
– user.name@domain.com

A link such as **mailto:user@domain.ru** may also contain a subject line, the text of the email, and email addresses for sending copy and blind copy. For example, **mailto:user@domain.ru?subject=This%20is%20the%20subject&cc=user2@domain.ru&body=This%20is%20the%20body**.

To avoid errors when you click links, it is recommended to specify the protocol in the URL. For example, http://website.ru.

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The link can be displayed in the presentation as follows:

– URL: For example, http://www.website.ru.

– Text: For example, link.

To add a link to your presentation as a URL, do one of the following:

– Enter the link manually and press **Space** or **Enter**.

– Copy the link from the source, paste it into the desired location in the presentation and press **Space** or **Enter**.

– Copy the link from the source, place the cursor at the desired location in the presentation and press **Ctrl**+**Shift**+**V** / ⇧**Shift**+⌘**Cmd**+**V**.

To add a link to your presentation as a text, follow these steps:

1. Copy the link from the source.
2. Specify the place to insert the link in one of the following ways:
   – To format a typed word as a link, place the cursor in the word or select the entire word. To format a typed text fragment as a link, select the whole text fragment.
   – To insert a word or text fragment with a link to a presentation that has not yet been typed, place the cursor at the desired location in the presentation. If you want to insert a word or a text fragment with a link into an empty table cell, select the cell or place the cursor in it.
3. Insert the link in one of the following ways:
   – In the **Insert** menu, click **Link** (see Figure 114).

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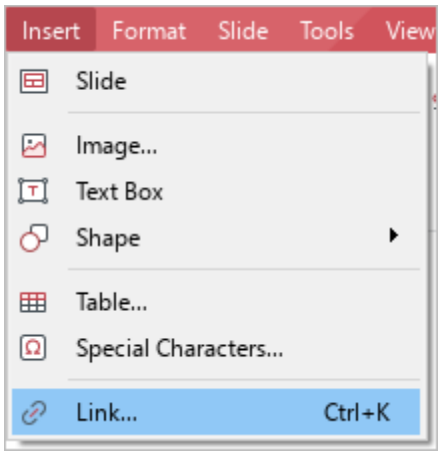

Figure 114. Link Command menu option

– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, click **Link** (see Figure 115).

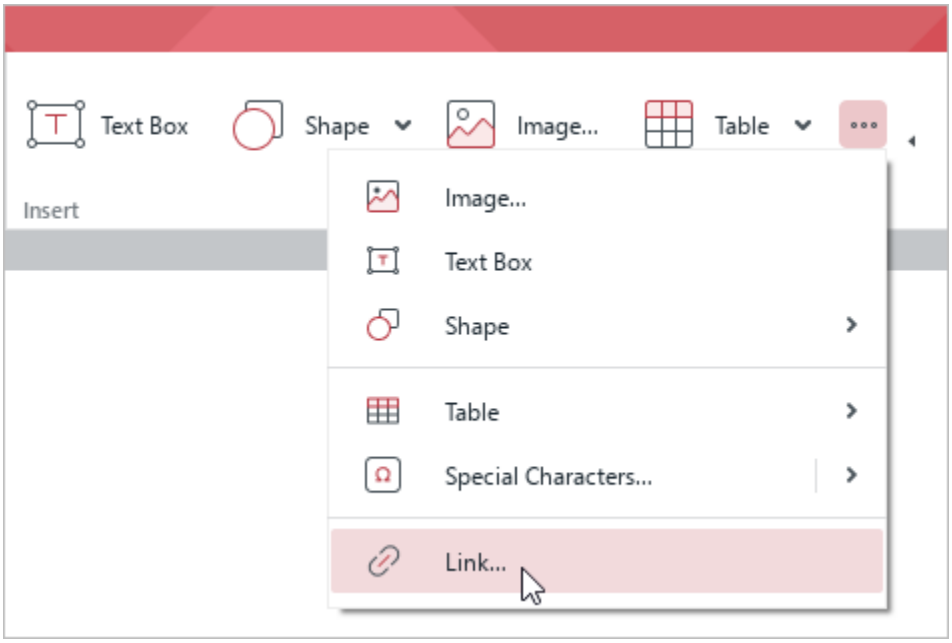

Figure 115. Insert pane

– Right-click to open the context menu and select the **Insert Link** command.

– Press **Ctrl**+**K** / ⌘**Cmd**+**K**.

4. In the **Insert Link** window (see Figure 116):

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– If the **Address** field is blank, paste a link into it. By default, the link copied from the source in the first step is automatically inserted into the **Address** field.
– If the **Text** field is not filled in, enter the text that will be displayed instead of the link. By default, the **Text** field is automatically filled with the word on which the cursor is placed, the selected word, or the selected text fragment.
– Click **OK**.

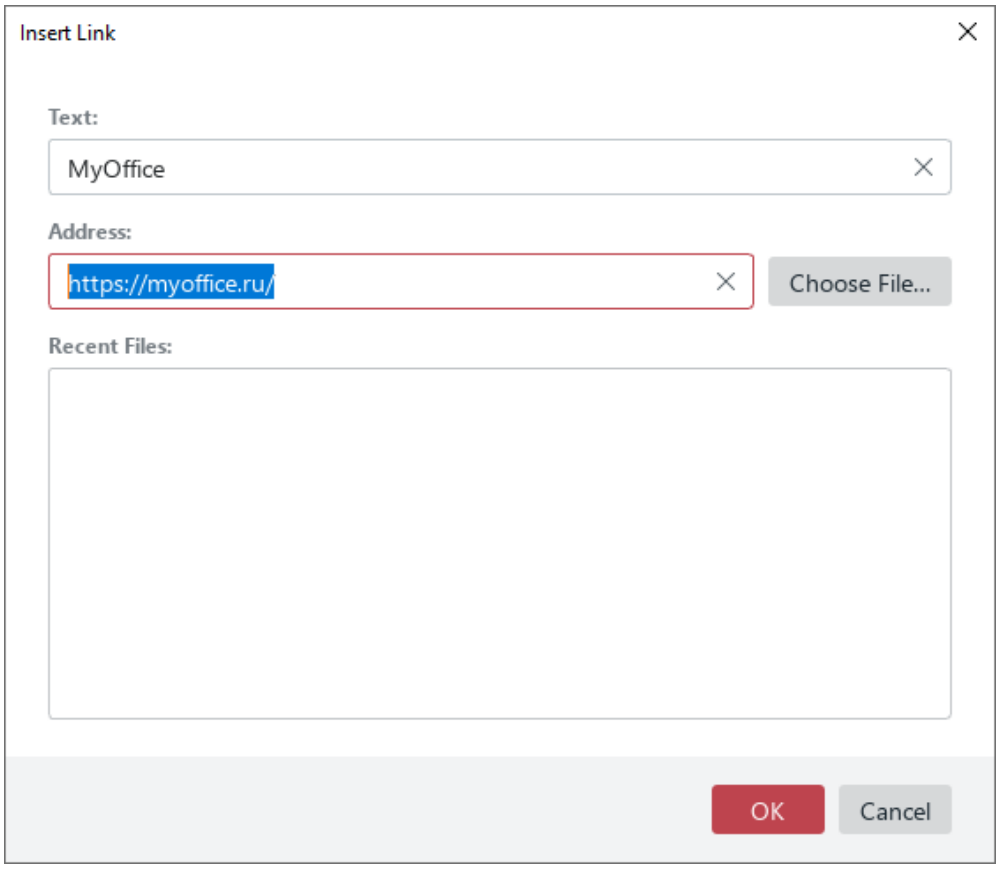

Figure 116. Insert Link window

4.3.11.2 Insert a link to a file

You can insert a link to a file that is located on the current computer or in a network folder into your presentation. The link can reference a file of any format.

The link can be displayed in the presentation as follows:

– Paths to the file. For example, C:\Users\User\Documents\File.pptx (Windows) or /Users/User/Downloads/File.pptx (Linux or macOS).

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– Text: For example, link to the file. You can specify the text of the link either on the slide or in the link insertion window.

To add a link to a file in your presentation, follow these steps:

1. Specify the place to insert the link in one of the following ways:
   – To format a typed word as a link, place the cursor in the word or select the entire word. To format a typed text fragment as a link, select the whole text fragment.
   – To add a word or text fragment with a link to a presentation that has not yet been typed, place the cursor at the desired location in the presentation. If you want to insert a word or a text fragment with a link into an empty table cell, select the cell or place the cursor in it.
2. Insert the link in one of the following ways:
   – In the Command menu, select **Insert** > **Link** (see Figure 114).
   – On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, click **Link** (see Figure 115).
   – Right-click to open the context menu and select the **Insert Link** command.
   – Press **Ctrl**+**K** / ⌘**Cmd**+**K**.
3. In the **Insert Link** window (see Figure 117), select the file you want to insert a link to in one of the following ways:

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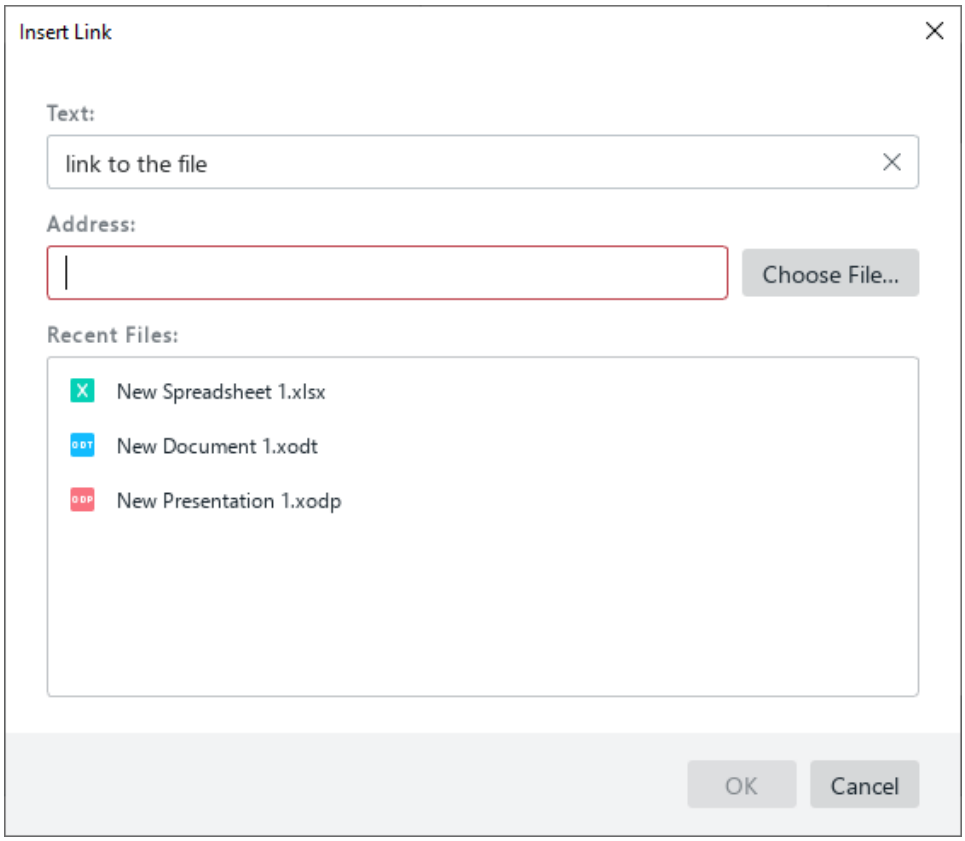

Figure 117. Insert Link window

– Select a file from the **Recent Files** list. This list displays the 50 most recent files that were opened in the MyOffice Text, MyOffice Spreadsheet, and MyOffice Presentation applications.

The **Recent Files** list does not include files that have been opened from the Cloud. To insert a link to a file from the Cloud, copy the link address of the file in your browser and paste it into your presentation as a link to a web page.

– Select the file using the File manager. To do this, click **Choose File** button.

4. If you want the link to be displayed as text and the **Text** field is not filled in, enter the required text. By default, the **Text** field is automatically filled with the word on which the cursor is placed, the selected word, or the selected text fragment.
5. Click **OK**.

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4.3.11.3 Quick link insertion

You can quickly add a link to a web page, email address, or file to the typed text.

For quick insertion, the following types of links to local and network files are supported:

– file:///C:/Users/User/Documents/File.pptx

– smb://192.168.1.1/Files/File.pptx

– ftp://Guest@127.0.0.1/share/FTP/File.pptx

– sftp://Guest@127.0.0.1/share/FTP/File.pptx

The supported types of web page links and email addresses are described in the section above.

To quickly add a link to typed text, follow these steps:

1. Copy the link.
2. To format a typed word as a link, place the cursor in the word or select the entire word. To format a typed text fragment as a link, select the whole text fragment.
3. Press **Ctrl**+**Shift**+**V** /⇧**Shift**+⌘**Cmd**+**V**.

4.3.11.4 Follow the link

To follow the link, proceed with one of the steps below:

– Click the link while holding **Ctrl** / ⌘**Cmd** down.

– Place the cursor on the link and press **Enter**.

Web links are opened in the default browser used in the OS.

Files are opened in MyOffice Text, MyOffice Table and MyOffice Presentation applications. If the file format is not supported, the file is opened in the application that is used by default in the OS to work with files of the corresponding format.

When you click on the link to the email address, the mail program opens, which is used by default in your operating system. This software automatically creates a new email, into which the data specified in the link is copied.

4.3.11.5 Copy a link

To copy a link, right-click it and in the Context menu, select **Copy Link URL**.

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4.3.11.6 Edit a link

To edit a link, follow the steps below:

1. Place the cursor on the link or select a part of the link/the entire link.
2. Open the link editing window in one of the following ways:
   – In the Command menu, select **Insert** > **Link** (see Figure 118).

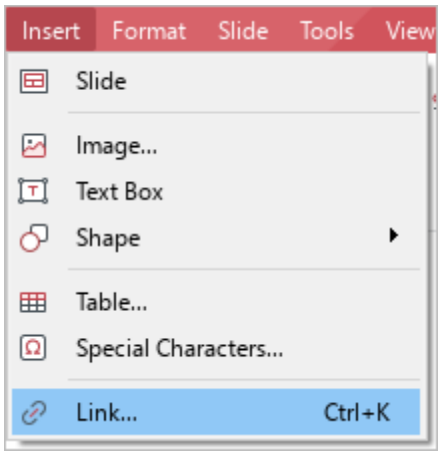

Figure 118. Link command menu option

   – On the Toolbar, in the **Insert** section, click ···. In the insert pane that appears, click **Link** (see Figure 119).

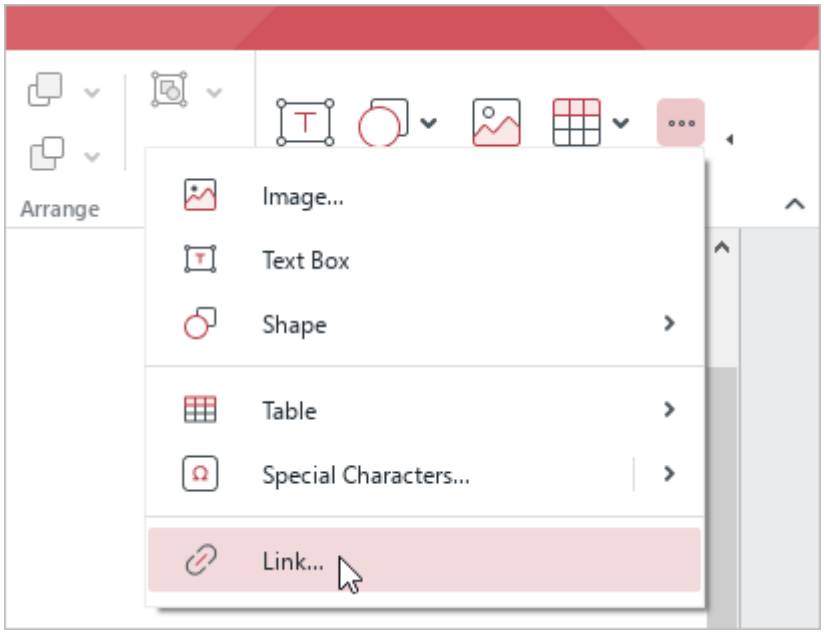

Figure 119. Insert pane

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– Right-click to open the context menu and select the **Edit Link** command.

– Press **Ctrl**+**K** / ⌘ **Cmd**+**K**.

3. In the **Edit Link** window (see Figure 120), make the required changes to the link text and address.
4. Click **OK**.

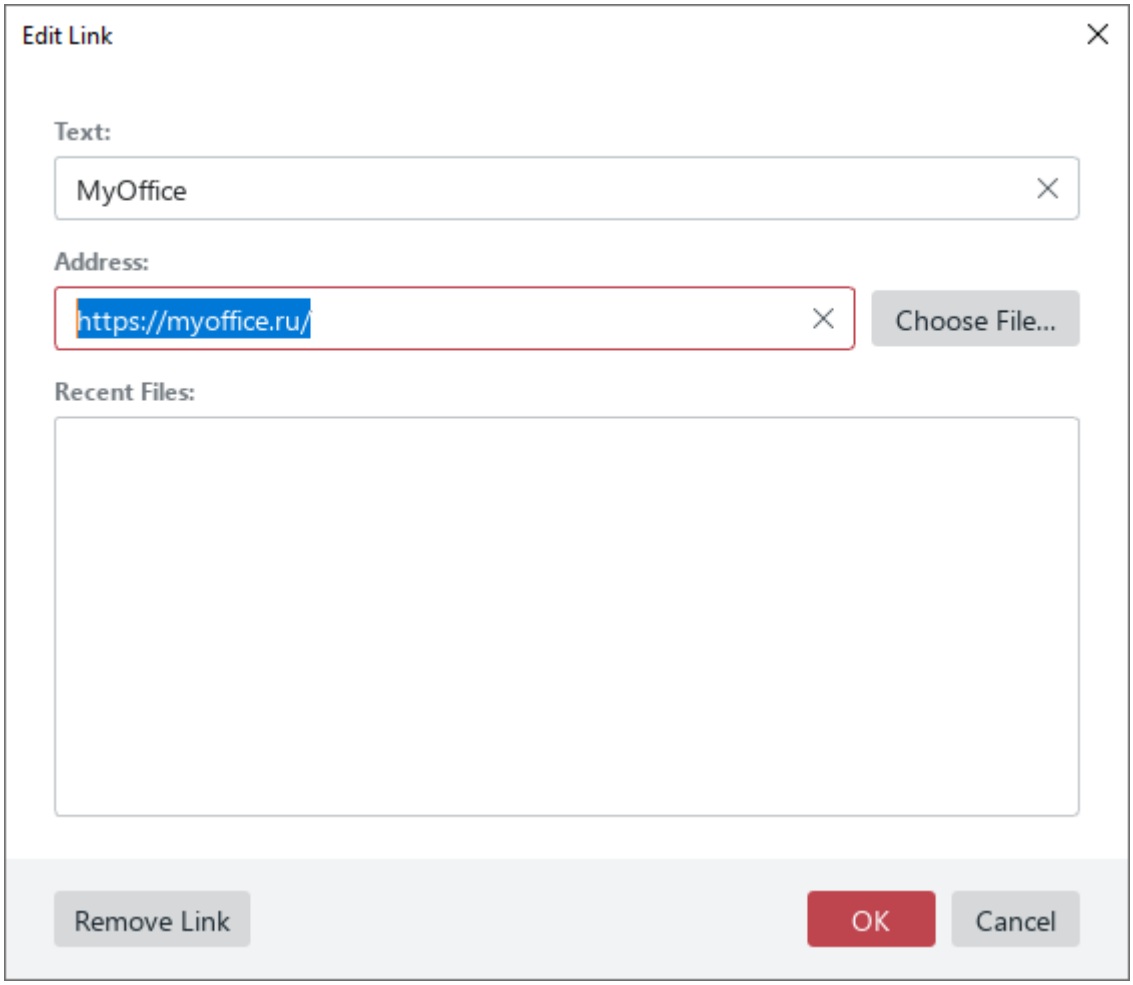

Figure 120. Edit Link window

4.3.11.7 Delete a link

The link can be deleted using the edit window or the context menu. The link is deleted without the text that contains it.

To delete a link using the edit window, follow these steps:

1. Place the cursor on the link or select a part of the link/the entire link.
2. Open the link editing window in one of the following ways:

– In the Command menu, select **Insert** > **Link** (see Figure 118).

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– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, click **Link** (see Figure 119).

– Right-click to open the context menu and select the **Edit Link** command.

– Press **Ctrl**+**K** / ⌘**Cmd**+**K**.

3. In the **Edit Link** window that appears, click **Remove Link** (see Figure 121).

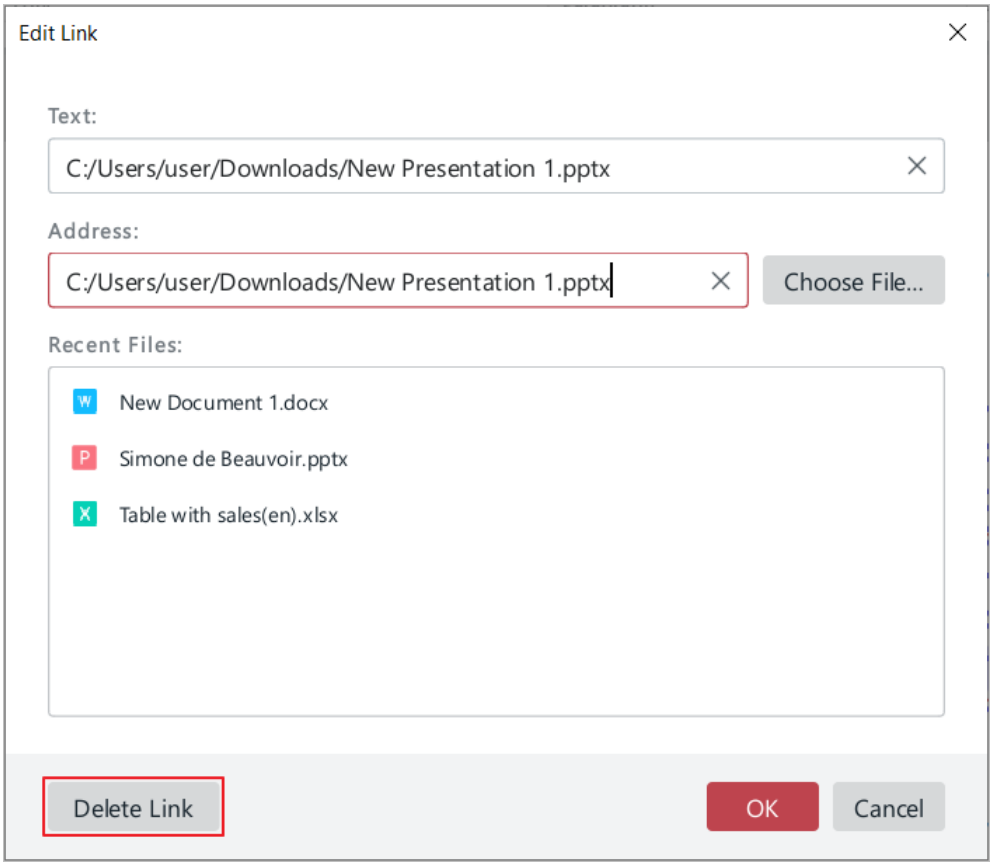

Figure 121. Edit Link window

To delete a link using the context menu, follow these steps:

1. Place the cursor on the link or select a part of the link/the entire link.
2. Right-click to open the context menu and select the **Remove Link** command.

To delete multiple links at the same time, follow these steps:

1. Select the text fragment containing these links.
2. Right-click to open the context menu and select the **Remove Links** command.

If you want to delete a link along with the text that contains it, delete it as plain text.

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4.3.11.8 Keyboard shortcuts for moving between window elements

The Table 9 shows the keyboard shortcuts you can use to quickly move between elements in the Insert/Edit Link window.

Table 9. Keyboard shortcuts

Action	Windows / Linux keyboard shortcuts	macOS keyboard shortcuts
Open the window	Ctrl+K	⌘Cmd+K
Go to the next window element	Tab	Tab
Go to the previous window element	Shift+Tab	⇧Shift+Tab
Click **Select File** or **OK**	Space	Space
Click **OK** regardless of which window element is currently selected	Enter	Enter
Go to the next/previous file in the **Recent Files** list	↓ and ↑	↓ and ↑
Go to the first file in the **Recent files** list	Home	Fn+←
Go to the last file in the **Recent files** list	End	Fn+→
Select a file in the **Recent files** list	Space	Space
Close the window	Esc	Esc

4.3.12 Special characters

4.3.12.1 Quick insert special characters pane

To open the quick insert special characters pane, follow the steps below:

1. Place the cursor at the location on the slide where you want to insert the special character.
2. On the Toolbar, select the **Insert** section and click ••• (see Figure 122).
3. In the pane that appears, hover the mouse cursor over the arrow to the right of the Ω **Special Characters** button.

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To insert a special character, do one of the following:

– Select a character from the set of preset characters. As you work with the application, the preset characters change to characters added by the user to the document using the Special Characters window. When the mouse cursor hovers over a character, the name of the font selected for it is displayed.

When inserting, the font of the document text is applied to the character. However, if the font of the text does not support this character, then the font selected by the user is used.

– Select **Non-breaking Space**, **Non-Breaking Hyphen**, or **En Dash** if you want to insert the appropriate character.

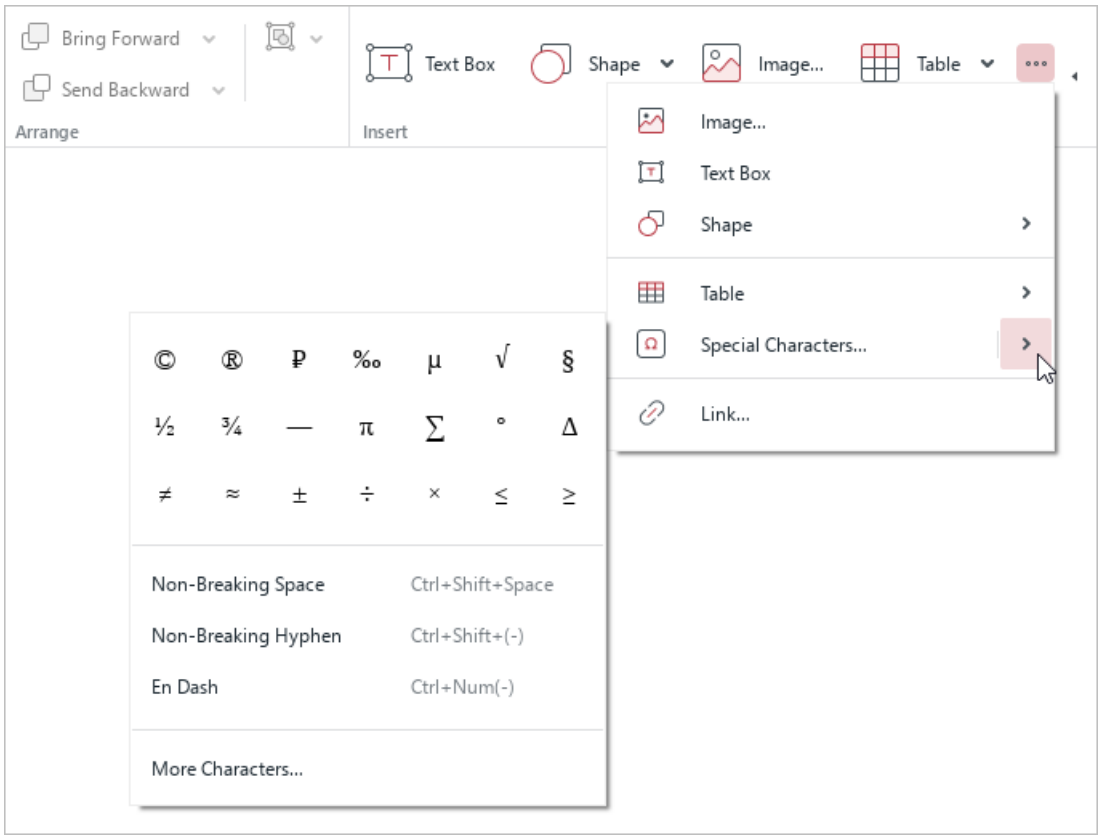

Figure 122. Special characters quick insert pane

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4.3.12.2 Special Characters window

To open the **Special Characters** window, follow these steps:

1. Place the cursor at the location on the slide where you want to insert the special character.
2. Do one of the following:
   – In the Command menu, select **Insert** > **Special Characters** (see Figure 123).

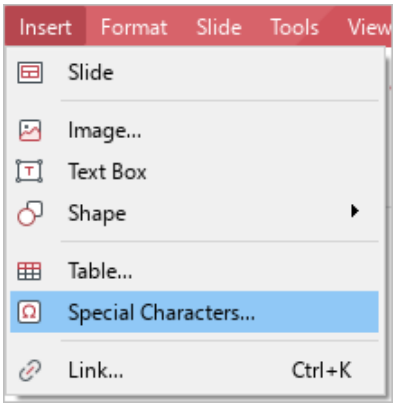

Figure 123. Special Characters command menu option

– On the Toolbar, in the **Insert** section, click •••. In the pane that appears, click Ω **Special Characters** (see Figure 124).

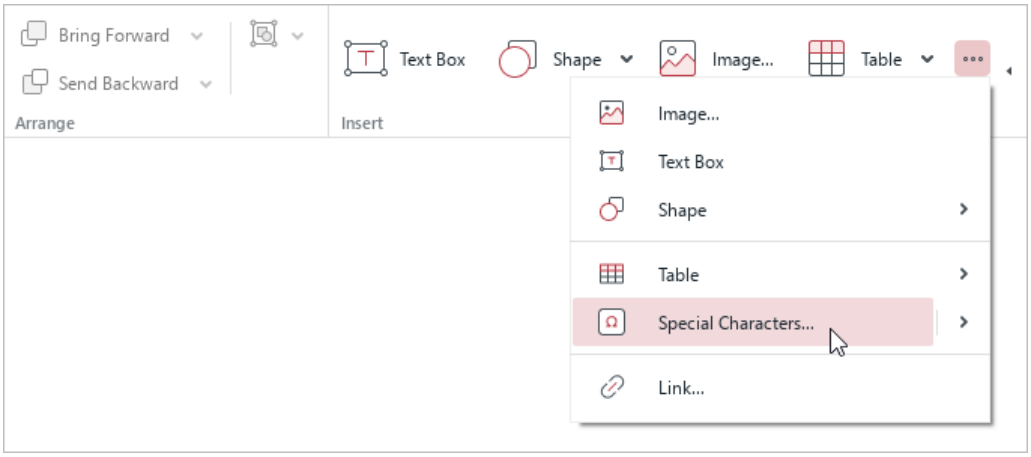

Figure 124. Special Characters button

– On the Toolbar, in the **Insert** section, click ••• (see Figure 125). In the pane that appears, hover the mouse cursor over the arrow to the right of the Ω **Special**

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Characters button. In the special characters quick insert pane, select **More Characters**.

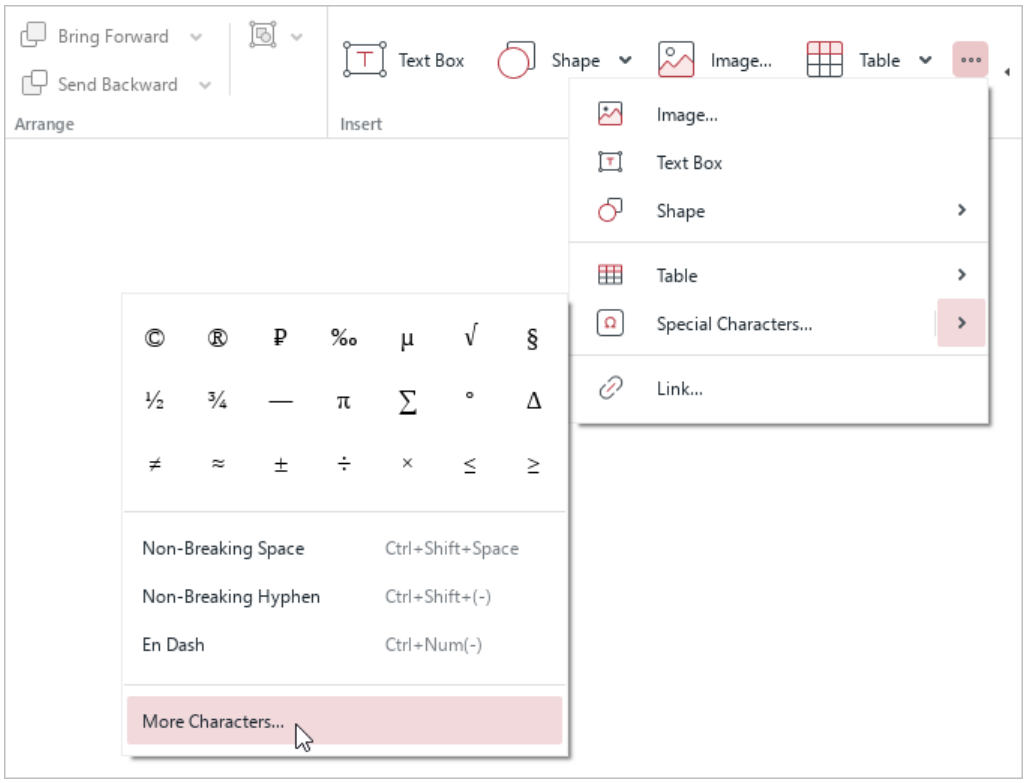

Figure 125. More characters option

The **Special Characters** window (see Figure 126) contains the following tools:

– Drop-down list for selecting the font of the special character.

– Drop-down list for selecting the group and category of the character. If the font does not support the characters of a group or category, it is not displayed in the list.

– Characters. By default, the first character of the selected category is highlighted. Categories are separated from each other by a line.

– The name of the highlighted character.

– The code of the selected character in the Unicode system.

– The typeface of the selected character.

– The font of the selected character.

– Other typefaces of the selected character.

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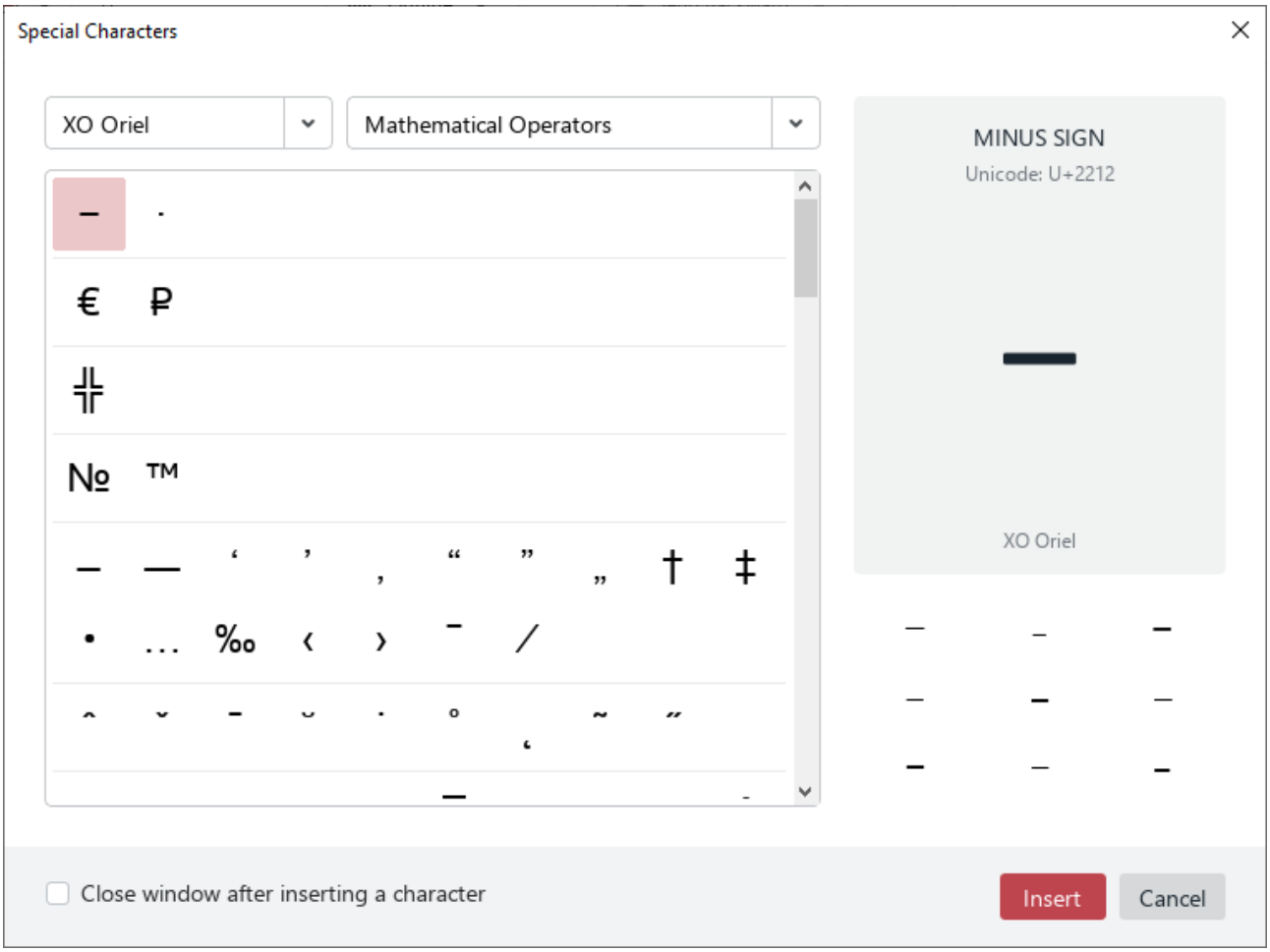

Figure 126. Special Characters window

To insert a character from the **Special Characters** window, follow these steps:

1. Select the font of the special character. The selection is similar to the font selection in the main application window.
2. Select a character category. You can select it in the same way as selecting a special character font.
3. Insert the character in one of the following ways:
   – Select the character by double-clicking.
   – Select the character with a single click and click **Insert**.
   – Select a character with one mouse click and press **Enter** or **Space** on the keyboard.

If you want the window to close automatically, check the **Close window after inserting a character** box.

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To close the **Special Characters** window manually, click **Cancel** or the ✕ button in the window header.

4.3.13 Spelling and grammar

MyOffice Presentation can automatically check your texts in English and Russian for spelling and grammatical errors.

4.3.13.1 Check spelling

To disable or enable spell checking, in the Command menu, select **Tools** > **Spelling & Grammar** > **Check Spelling** (see Figure 127).

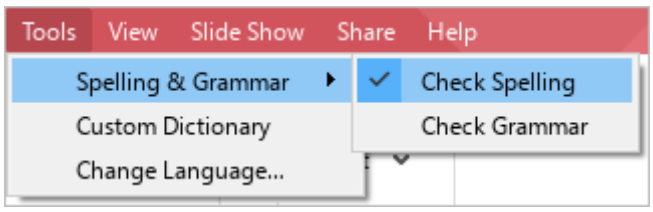

Figure 127. Check Spelling command menu option

Check spelling basics

– The spell check dictionary is selected automatically by the language of the first word in the paragraph.
– The red wavy line is used to underline:
  ▪ Words absent in the selected dictionary.
  ▪ Words with spelling mistakes.
– The spell checker runs every time you make changes to the text of the presentation.

4.3.13.1.1 Correct spelling mistakes

If a spelling mistake is detected, a correction is suggested. To do this, follow these steps:

1. Place the cursor over a word or select a word that is underlined with a red wavy line.
2. Right-click to open the context menu.
3. In the context menu, select the correct spelling of this word (see Figure 128).

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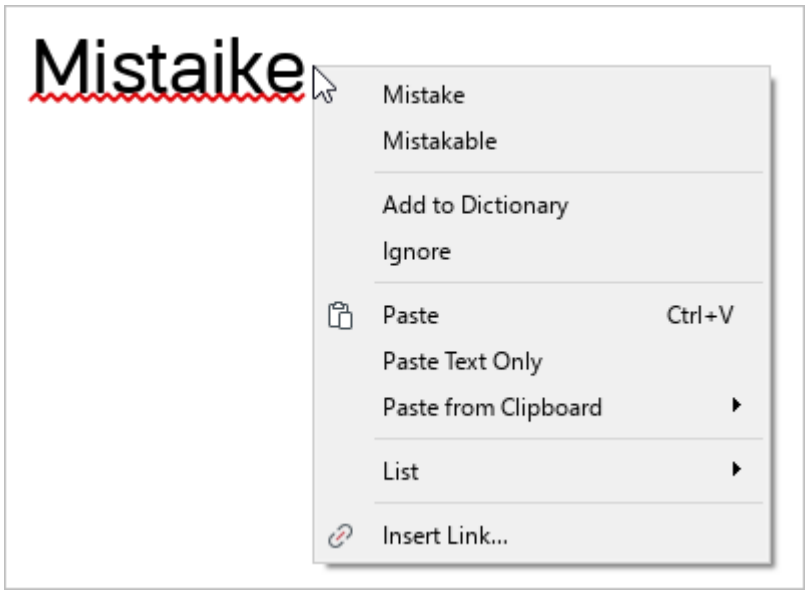

Figure 128. Spell check

If there are no correct spelling variants for the selected word, the context menu displays **No suggestions** notification.

4.3.13.1.2 Turn off the underline for spelling errors

To avoid underlining words recognized by the application as misspelled ones, add these words to the custom dictionary or to the list of ignored words.

To add a word to the ignore list, follow the steps below:

1. Place the cursor over a word or select a word that is underlined with a red wavy line.
2. Right-click it and run the **Ignore** option from the context menu (see Figure 128).

Once finished, the red wavy underline disappears. If a word appears multiple times in the presentation, the changes are applied to all repetitions in a case-sensitive manner. Such changes are saved within a single session of the presentation. When you reopen the presentation, the spell checker runs again.

If the command was applied incorrectly, return to the previous state using the **Check Spelling** command. To do this, follow these steps:

1. Place the mouse cursor on a word or select the entire word.
2. Right-click it and run the **Check Spelling** option from the context menu.

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4.3.13.2 Custom dictionary

To exclude words such as proper names, abbreviations, or technical terms in a text from being considered misspelled, you can add them to the Custom Dictionary.

Before you start, make sure that the Check Spelling is on.

4.3.13.2.1 Add words to the Custom Dictionary

You can only add individual words to the Custom Dictionary. Phrases and word combinations cannot be added.

The words in the dictionary are case-sensitive. If a word is spelled with both lowercase and uppercase letters, it is recommended to add both spellings of the word to the dictionary.

To add a word to the Custom Dictionary directly from the text, right-click the word and run the **Add to Dictionary** context menu command.

To add a new word directly to the Custom Dictionary, follow the steps below:

1. In the **Tools** menu, select **Custom Dictionary** (see Figure 129).

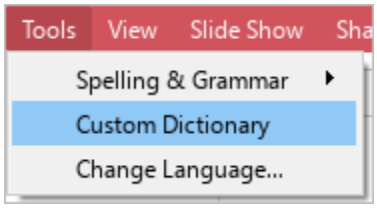

Figure 129. Custom Dictionary command menu option

2. In the **Custom Dictionary** dialog box, enter the word you want to add (see Figure 130).

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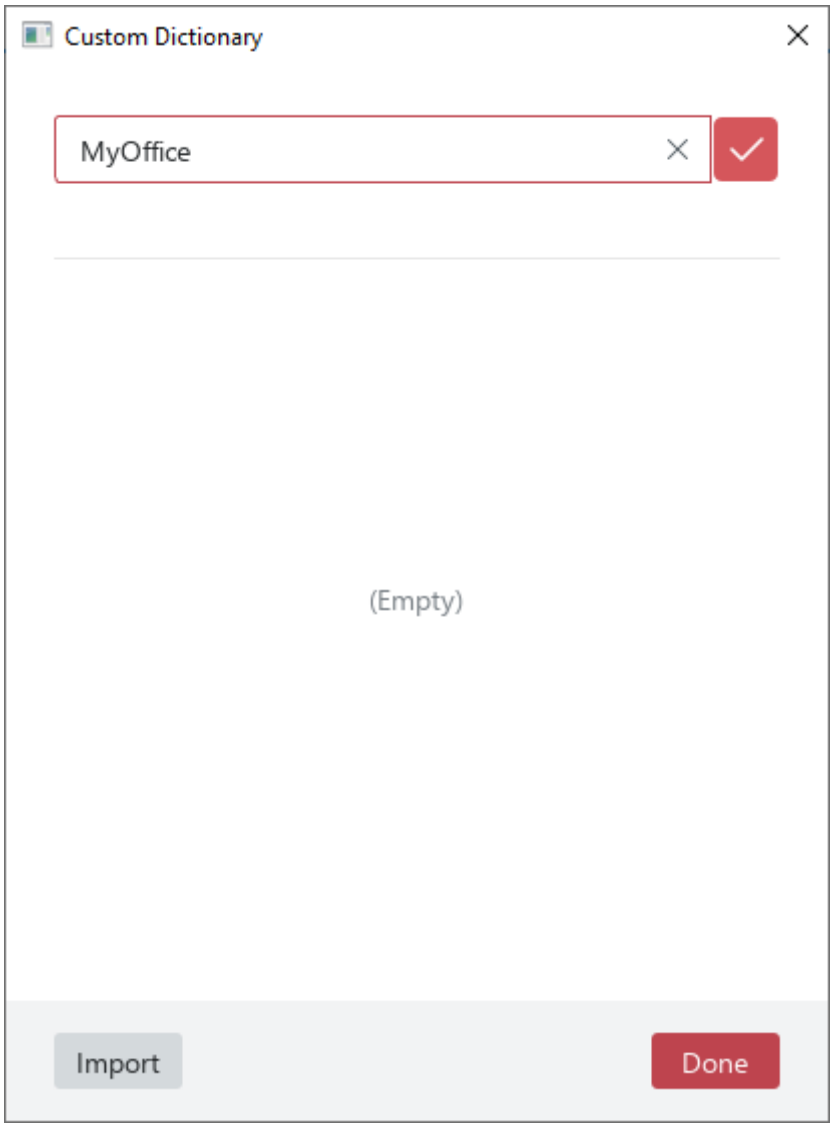

Figure 130. Custom Dictionary window

3. Click the button or press **Enter**.
4. Click **Done** to finish editing and close the window.

4.3.13.2.2 Use third-party dictionaries

To extend the vocabulary available in MyOffice Text, you can use third-party dictionaries in .dic format. To do this, proceed as follows:

1. In the **Custom Dictionary** dialog box, click **Import** (see Figure 130).
2. In the opened file manager window, select a .dic file and click **Open**.

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When finished, the content of the dictionary will appear in your dictionary.

4.3.13.2.3 Delete words from the Custom Dictionary

If necessary, you can delete words previously added to the Custom Dictionary.

To delete a word using the **Custom Dictionary** window tools, follow the steps below:

1. In the **Tools** menu, select **Custom Dictionary** (see Figure 131).

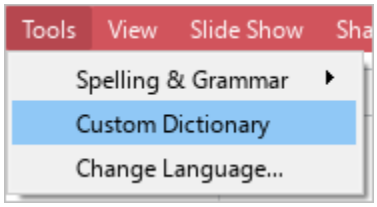

Figure 131. Custom Dictionary command menu option

2. In the **Custom Dictionary** dialog box, place the cursor on the word you want to remove from the dictionary and click **Remove**(see Figure 132).
3. Click **Done** to finish editing and close the window.

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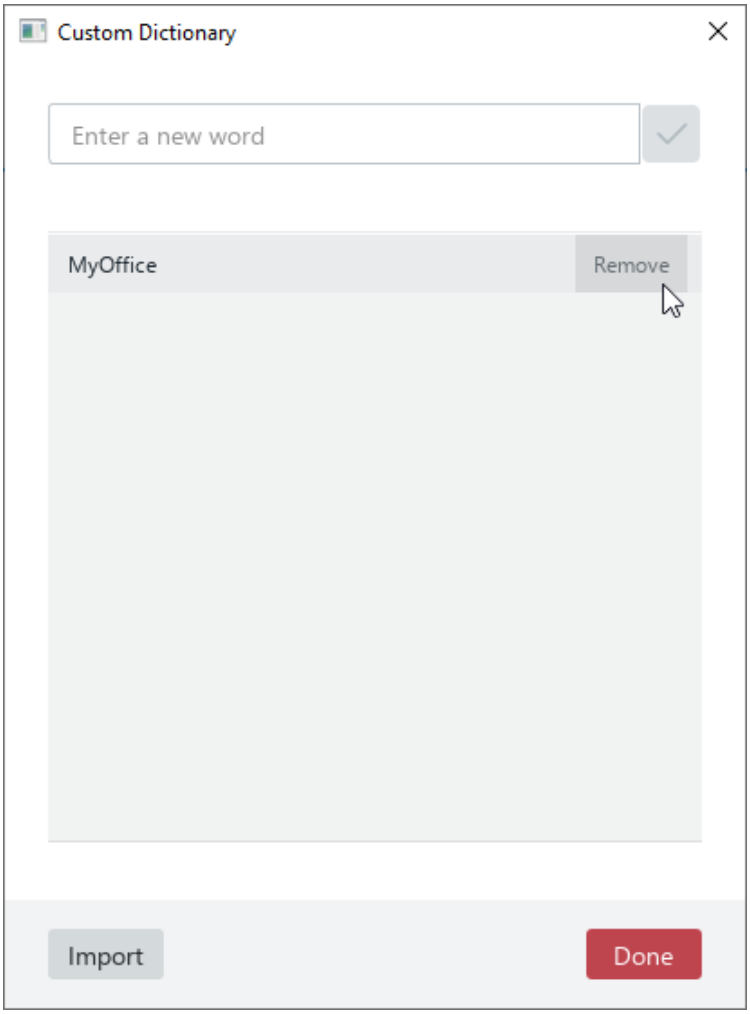

Figure 132. Remove a word from the dictionary

To delete a word directly from the text, right-click it and click **Remove from Dictionary** in the shortcut menu.

4.3.13.3 Check grammar

To enable or disable Check Grammar option, in the **Tools** menu, select **Spelling & Grammar** and then check or uncheck the **Check Grammar** box (see Figure 133).

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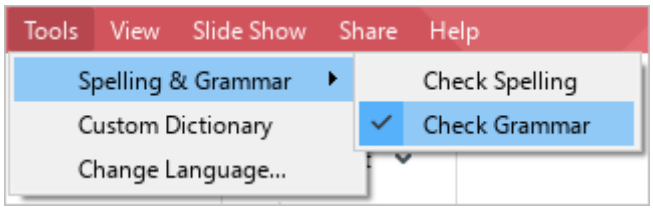

Figure 133. Check Grammar command menu option

Grammar check basics:

– The grammar checking language is selected automatically depending on the first letter of the paragraph.

– The grammar checking is launched once you press **Space** or **Enter**, provided that the sentence is complete.

– A sentence with a grammatical error is underlined with a blue wavy line.

4.3.14 Delete text

4.3.14.1 Delete text using the command menu option

To delete text, follow the steps below:

1. Select the desired part of the text to be deleted.
2. Delete it in one of the following ways:
   – In the **Edit** menu, click **Delete** (see Figure 134).

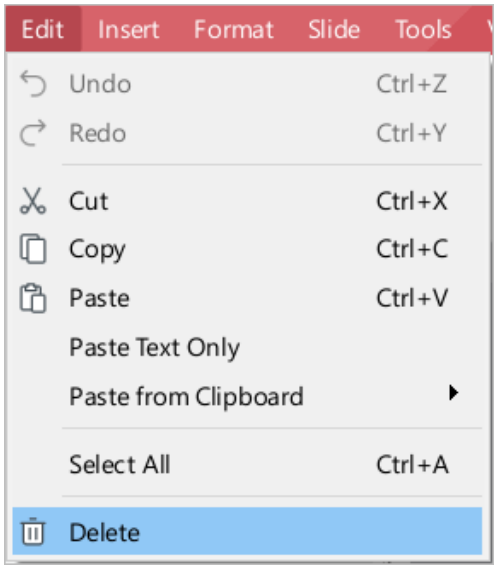

Figure 134. Delete command menu option

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– On the Toolbar, in the **Edit** section, click **Delete** (see Figure 135).

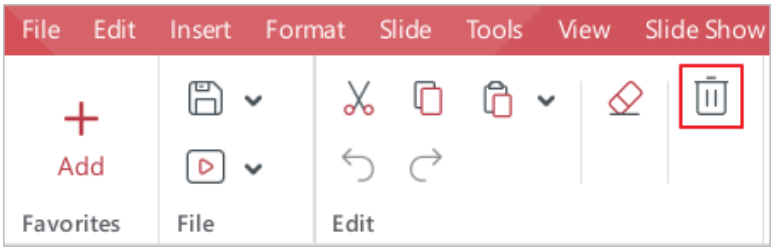

Figure 135. Delete button

4.3.14.2 Delete text using the keyboard keys

To remove one or more characters from the text, use one of the following methods:

– Place the cursor after the characters you want to delete. If you are working in Windows / Linux, delete characters by pressing **Backspace** as many time as needed, if you are working in macOS, delete them by pressing **Delete**.

– Place the cursor before the characters you want to delete. If you are working in Windows / Linux, delete characters by pressing **Delete** as many time as needed, if you are working in macOS, delete them by successively pressing **Fn**+**Delete** keys.

To delete a part of a word or a word, use one of the following methods:

– Place the cursor after a word or word part that you want to delete. When working in Windows / Linux, press **Ctrl**+**Backspace**, when working in macOS, use ⌘ **Cmd**+**Delete** or ⌥ **Option**+**Delete**.

– Place the cursor before a word or word part that you want to delete. When working in Windows / Linux, press **Ctrl**+**Delete**, when working in macOS, use ⌘ **Cmd**+**Fn**+**Delete** or ⌥ **Option**+**Fn**+**Delete**.

To delete a text fragment, follow these steps:

1. Select the required fragment.
2. When working in Windows / Linux OS, press **Delete** or **Backspace**. When working in macOS, press **Delete** or use **Fn**+**Delete** shortcut.

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4.4 Images

4.4.1 Insert an image

You can add an image to a slide from the clipboard or from any folder on your computer.

By default, the image is inserted in the center of the slide. Once inserted, you can move it manually to the desired location on the slide.

If necessary, you can overlay text on the image.

4.4.1.1 Paste an image from the clipboard

You can paste the following elements from the clipboard onto a slide:

– A screenshot taken using standard keyboard shortcuts.

– An image copied from a browser.

– An image copied or cut from an editor included in a third-party office suite.

You can insert an image using standard methods.

4.4.1.2 Insert an image from computer

To insert an image from your computer onto a slide, follow the steps below:

1. Select a slide in the Slide bar.
2. Insert the image in one of the following ways:
   – In the **Insert** menu, click **Image** (see Figure 136).

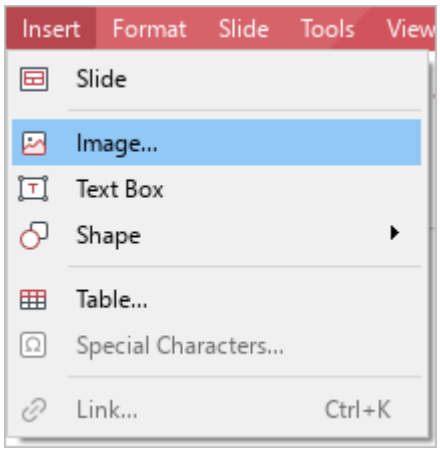

Figure 136. Image command menu option

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– On the Toolbar, in the **Insert** section, click **Image** (see Figure 137).

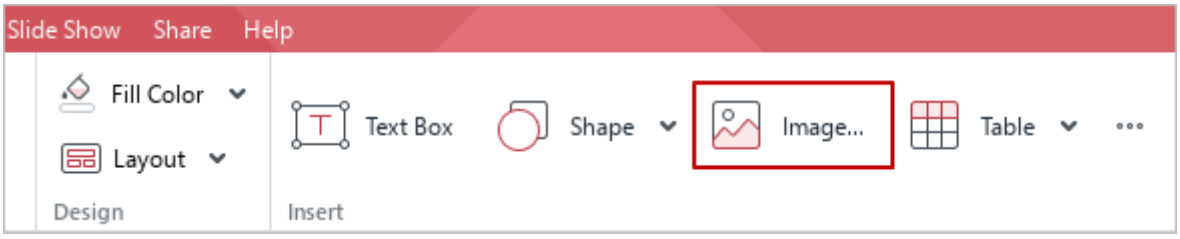

Figure 137. Image button

– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, click **Image** (see Figure 138).

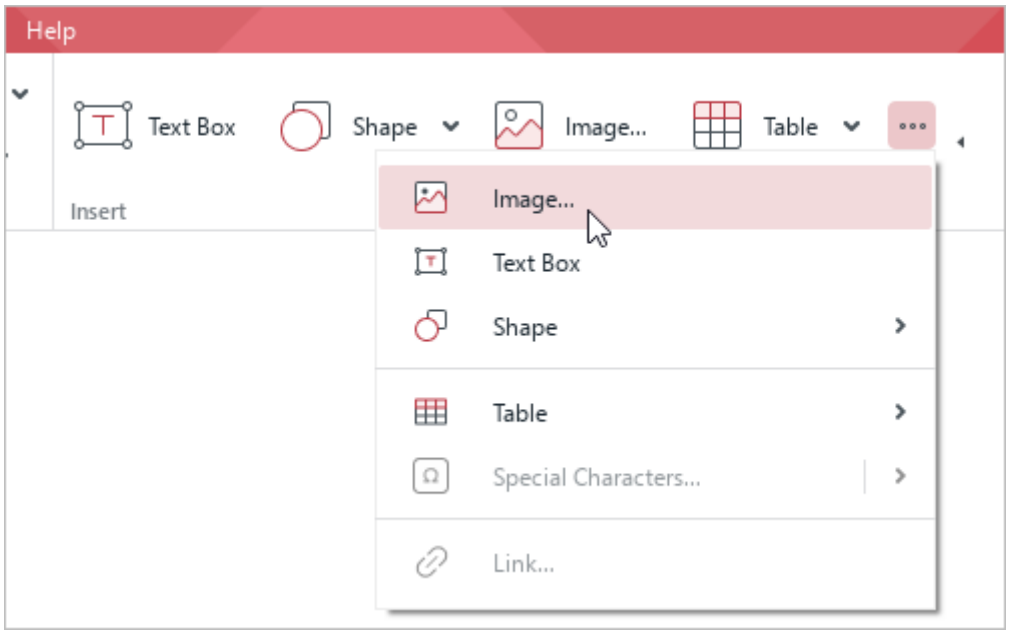

Figure 138. Insert pane

3. In the file manager window, select the image you want to add to the slide and click **Open**.

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4.4.2 Image outline

You can set the outline display for an image.

4.4.2.1 Select the color of the image outline

To select the outline color of an image, follow the steps below:

1. Select the image.
2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Outline** button (see Figure 139).

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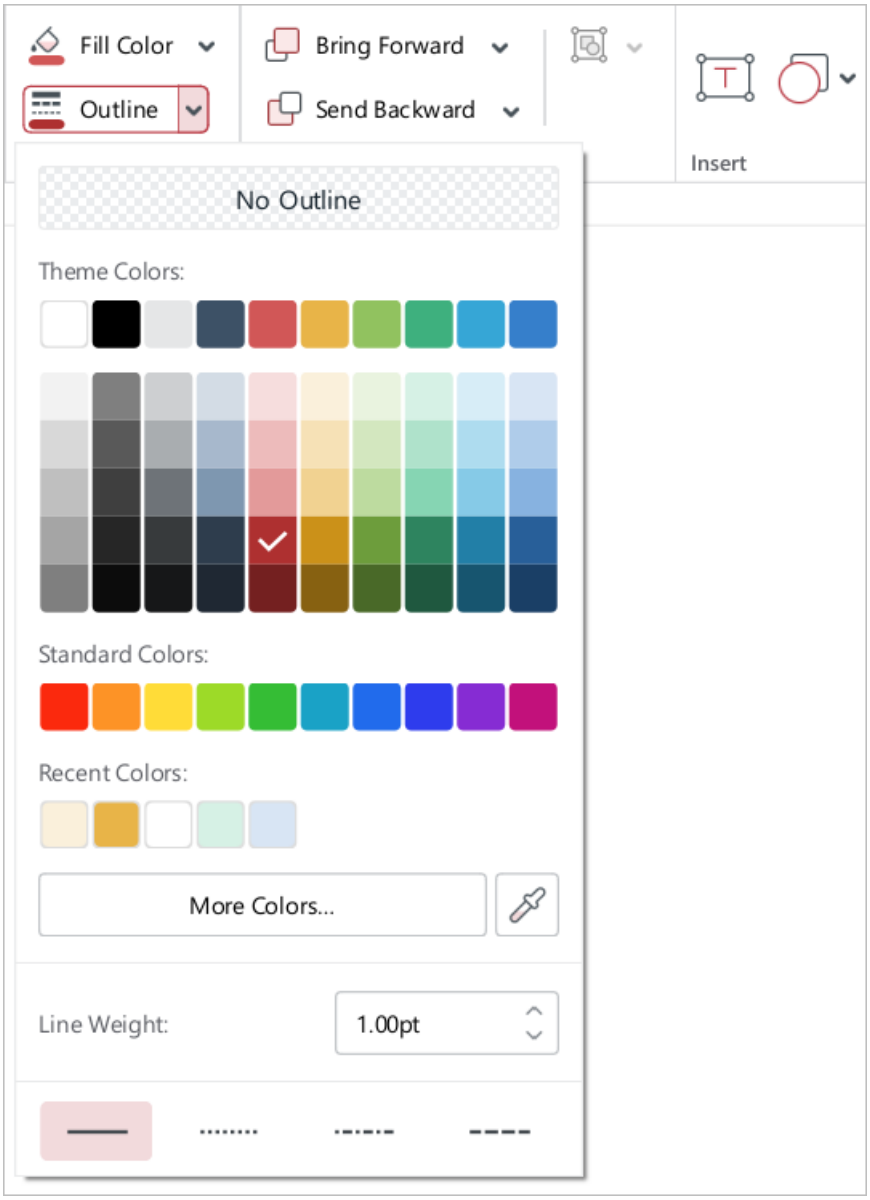

Figure 139. Outline button and color selection pane

3. In the color selection pane that opens, specify the color of the image outline in one of the following ways:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

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4.4.2.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 139):

– **Theme Colors:** This block contains the color palette of the current document's theme.

– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The image outline will be colored in the selected color.

4.4.2.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 139).
2. In the **Select Color** window (see Figure 140) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

The manually specified color will be added to the **Recent Colors** set (see 139) and checked. The color selection pane will close. The image outline will be colored in the selected color.

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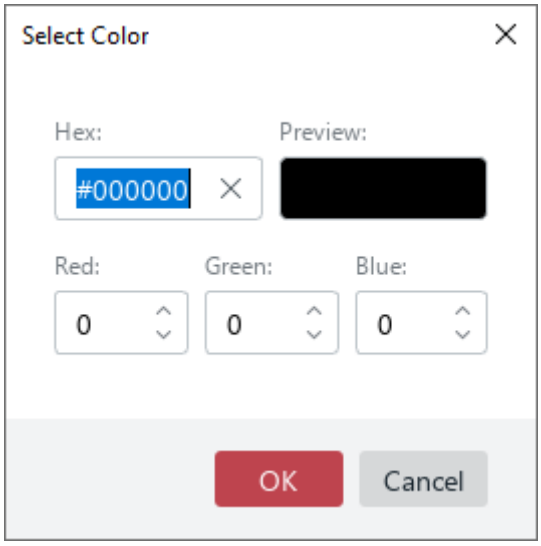

Figure 140. Select Color window

4.4.2.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and apply that color to the image outline.

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 139). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to color the image outline. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The image outline is colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 139) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.4.2.2 Select the thickness and line type of the image outline

To specify the thickness and type of a line for an image outline, follow the steps below:

1. Select the image.

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2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Outline** button (see Figure 141).
3. In the **Line Weight** box, select the desired outline thickness manually or using the buttons.
4. Select the outline line type from the preset values.

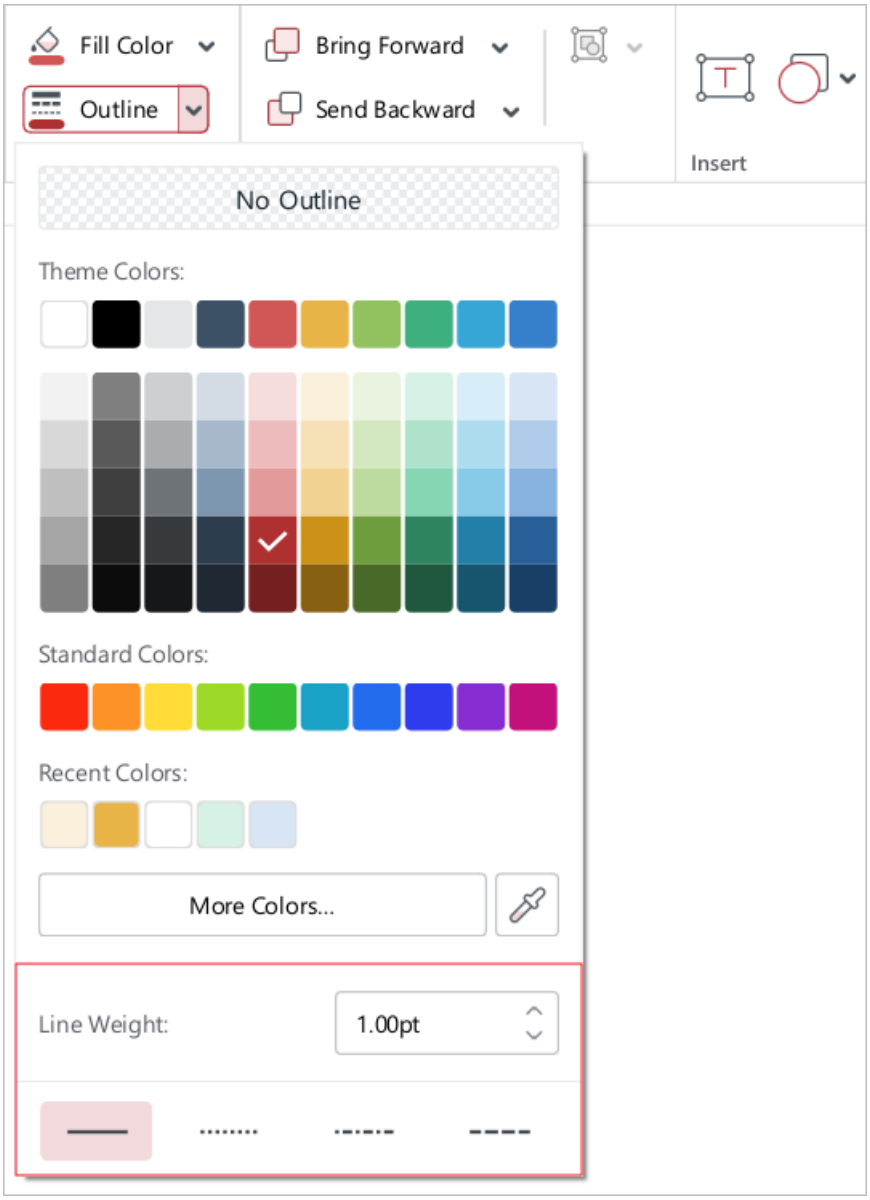

Figure 141. Outline button and color selection pane

4.4.2.3 Apply outline settings of the previous image or shape

To quickly apply the outline settings of a previous image or shape to an image, follow these steps:

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1. Select the image.
2. On the Toolbar, in the **Shape** section, click **Outline** (see Figure 142).

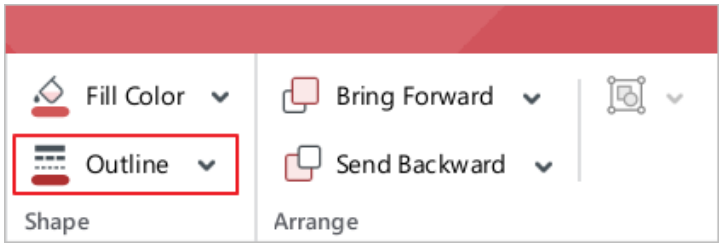

Figure 142. Outline button

4.4.2.4 Remove image outline

To remove the outline of an image, follow the steps below:

1. Select the image.
2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Outline** button (see Figure 143).
3. In the color selection pane, click **No Outline**.

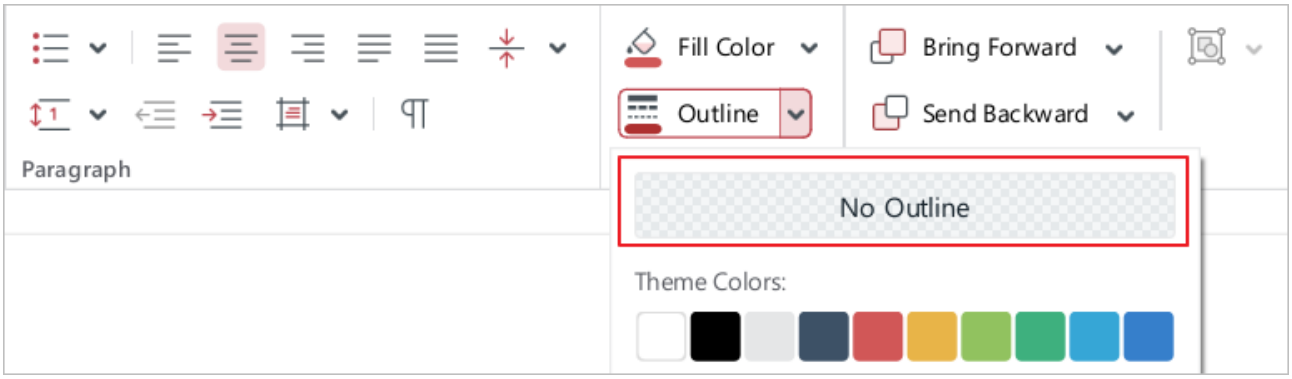

Figure 143. No Outline button

4.4.3 Resize an image

You can resize the image with or without preserving the aspect ratio.

To resize the image while keeping the aspect ratio, follow the steps below:

1. Select the image you want to resize.

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2. Hold the left mouse button down and drag any of the corner handles of the frame until the image takes the desired size (see Figure 144).
3. Release the left mouse button to set the new image size.

Figure 144. Resize image proportionally

To resize an image without preserving the aspect ratio, follow the steps below:

1. Select the image you want to resize.
2. Hold the left mouse button down and move one of the image frame handles (see Figure 145):
   – To change the height of the image, move the top or bottom frame handle.
   – To change the width of the image, move the left or right frame handle.
3. Release the left mouse button to set the new image size.

Figure 145. Resize image without keeping its proportions

4.4.4 Change the position of the image

It may happen that you need to have several objects on a slide to overlap or partially overlap each other. In this case, each object should have a certain position in space: it should be placed in the foreground or background or be between other objects.

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4.4.4.1 Bring forward

To move the image by one level forward relative to the other element, select it and do one of the following:

– In the **Format** menu, select **Alignment** > **Bring Forward** (see Figure 146).

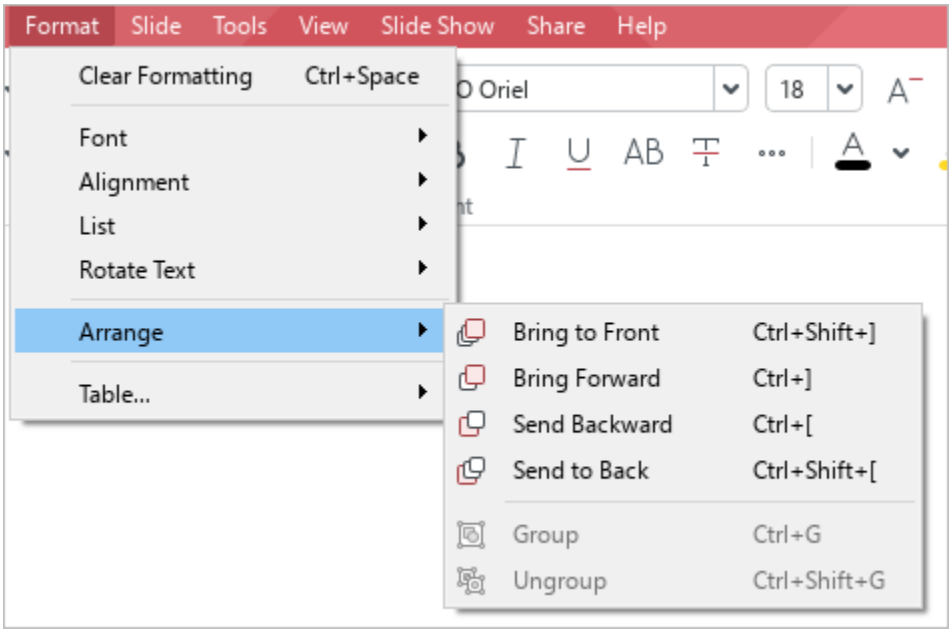

Figure 146. Format menu

– On the Toolbar, in the **Alignment** section, click **Bring Forward** (see Figure 147).

– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Bring Forward** button. In the drop-down list, select **Bring Forward**.

– Right-click the image to open the context menu and run the **Bring Forward** command.

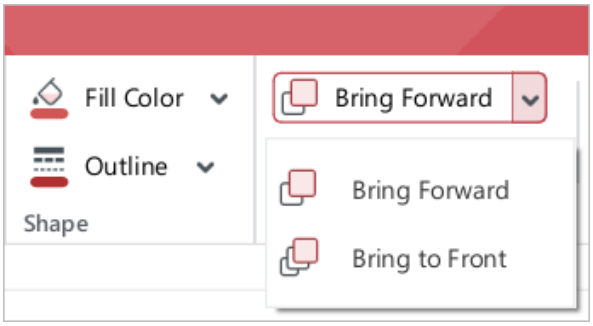

Figure 147. Bring Forward button

– When working on Windows / Linux, press **Ctrl+]** in the English keyboard layout. When working on macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**F**.

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To place the image in front of other elements, select it and do one of the following:

– In the **Format** menu, select **Arrange** > **Bring to Front** (see Figure 146).

– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Bring Forward** button. In the drop-down list, select **Bring to Front** (see Figure 147).

– Right-click the image to open the context menu and run the **Bring to Front** command.

– When working on Windows / Linux, press **Ctrl**+**Shift**+**]** in the English keyboard layout. When working on macOS, press ⇧ **Shift**+⌘ **Cmd**+**F**.

4.4.4.2 Send backward

To move the image by one level back relative to the other element, select it and do one of the following:

– In the **Format** menu, select **Arrange** > **Send Backward** (see Figure 146).

– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Send Backward** button. In the drop-down list, select **Send Backward** (see Figure 148).

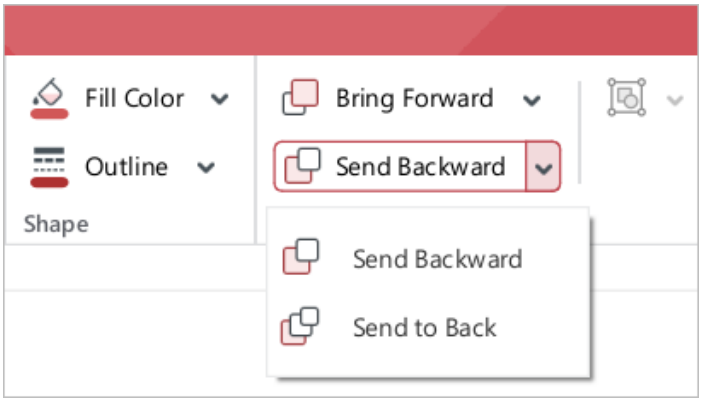

Figure 148. Send Backward button

– Right-click the image to open the context menu and run the **Send Backward** command.

– When working on Windows / Linux, press **Ctrl**+**[** in the English keyboard layout. When working on macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**B.**

To place the image behind other elements, select it and do one of the following:

– In the **Format** menu, select **Arrange** > **Send to Back** (see Figure 146).

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– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Send Backward** button. In the drop-down list, select **Send to Back** (see Figure 148).

– Right-click the image to open the context menu and run the **Send to Back** command.

– When working on Windows / Linux, press **Ctrl**+**Shift**+**[** in the English keyboard layout. When working on macOS, press ⇧**Shift**+⌘**Cmd**+**B**.

4.4.5 Move an image

You can move an image in the following ways:

– Drag and drop while holding down the left mouse button.

– Move strictly vertically or horizontally using ←, ↑, ↓, → keys on the keyboard.

When you move the image using the ←, ↑, ↓, → keys, the move step depends on the zoom of the slide:

– If the zoom ≤ 200%, the step = 4 mm.

– If zoom > 200%, the step = 1 mm.

To increase the step, move the image with the ←, ↑, ↓, → keys while holding **Shift** down. In this case, the move step will be equal to:

– If zoom ≤ 200%, the step = 4 cm.

– If zoom > 200%, the step = 1 cm.

4.4.6 Delete an image

To delete an image, follow these steps:

1. Select the image.
2. Delete it in one of the following ways:
   – In the **Edit** menu, click **Delete** (see Figure 149).

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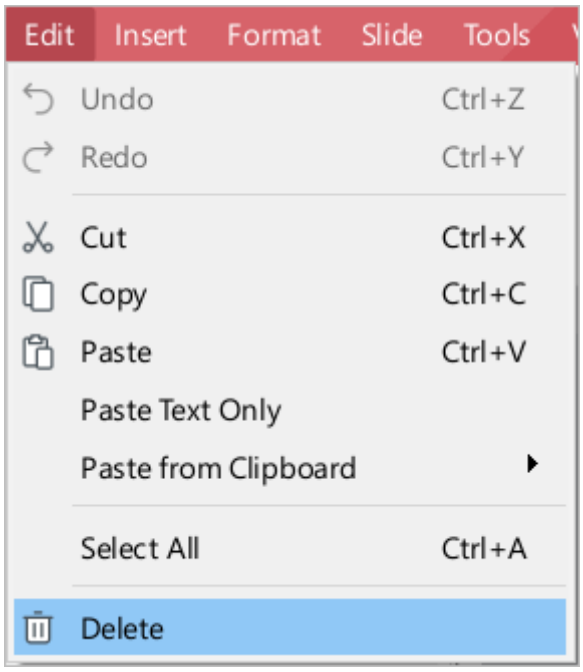

Figure 149. Delete command menu option

– On the Toolbar, in the **Edit** section, click **Delete** (see Figure 150).

– Right-click the selected image and select **Delete** from the context menu.

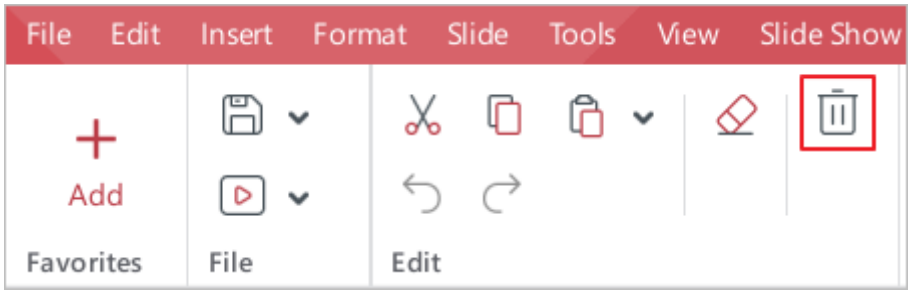

Figure 150. Delete button

– Press **Delete** or **Backspace**.

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4.5 Shapes

You can add the following types of shapes to slides: line, rectangle, ellipse, triangle, diamond, folded corner, star, heart, brackets, arrows, callouts, and text box.

4.5.1 Insert a line

To add a line to a slide, follow the steps below:

1. Open the Insert sub-menu using one of the following methods:
   – In the Command menu, select **Insert** > **Shape** > **Lines** (see Figure 151).

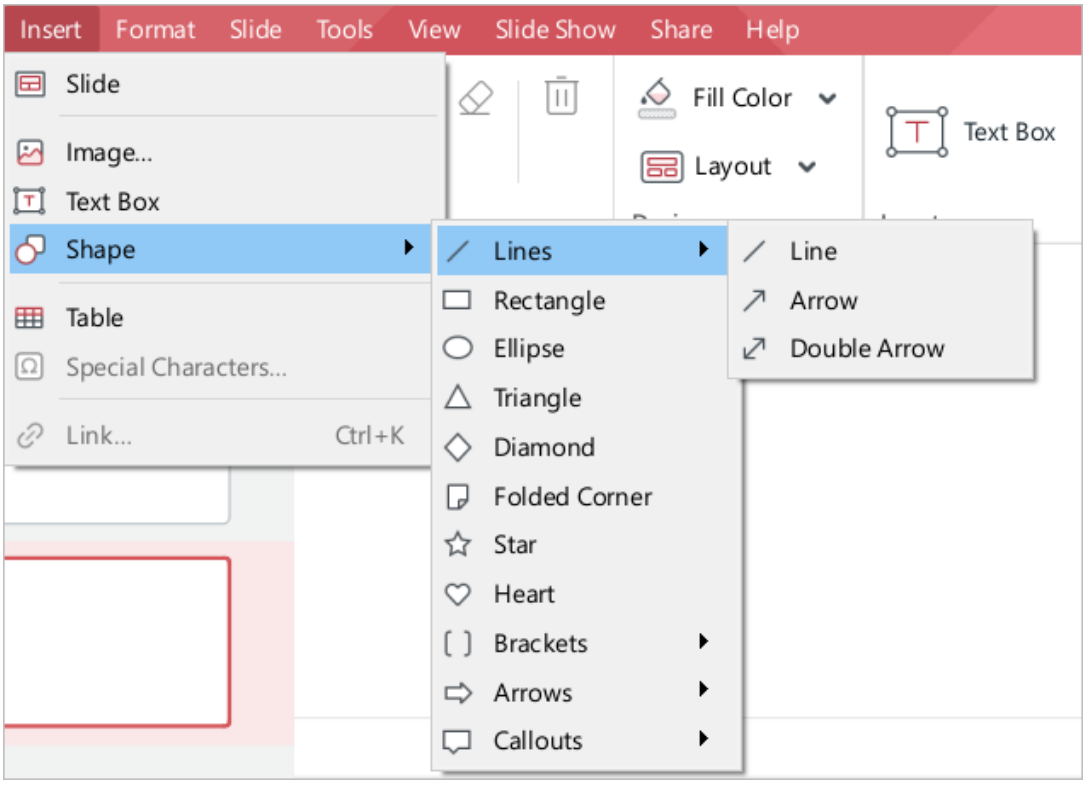

Figure 151. Shape command menu option

   – On the Toolbar, in the **Insert** section, click **Shape** (see Figure 152).

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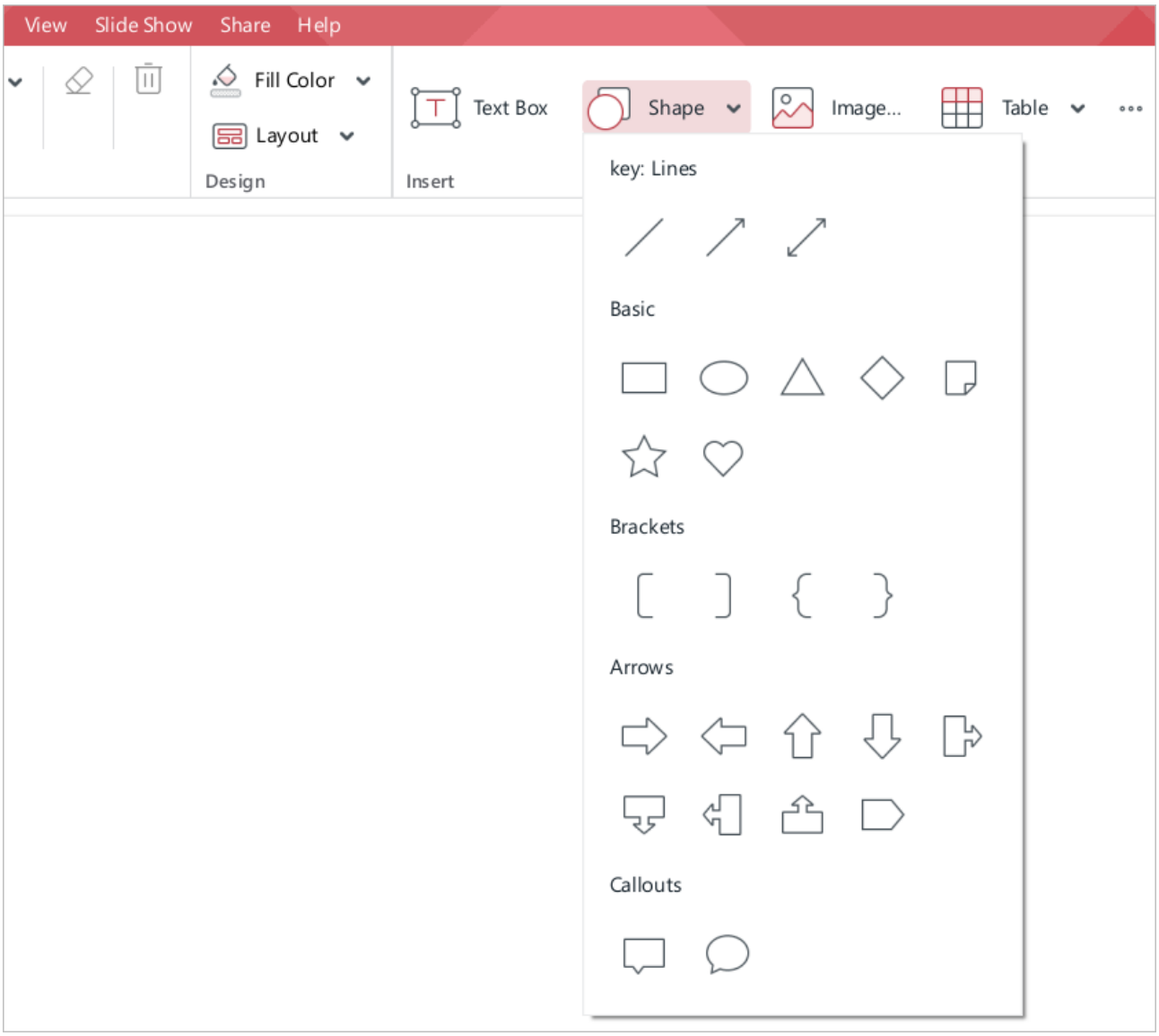

Figure 152. Shape button

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– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, hover the mouse cursor over the **Shape** button (see Figure 153).

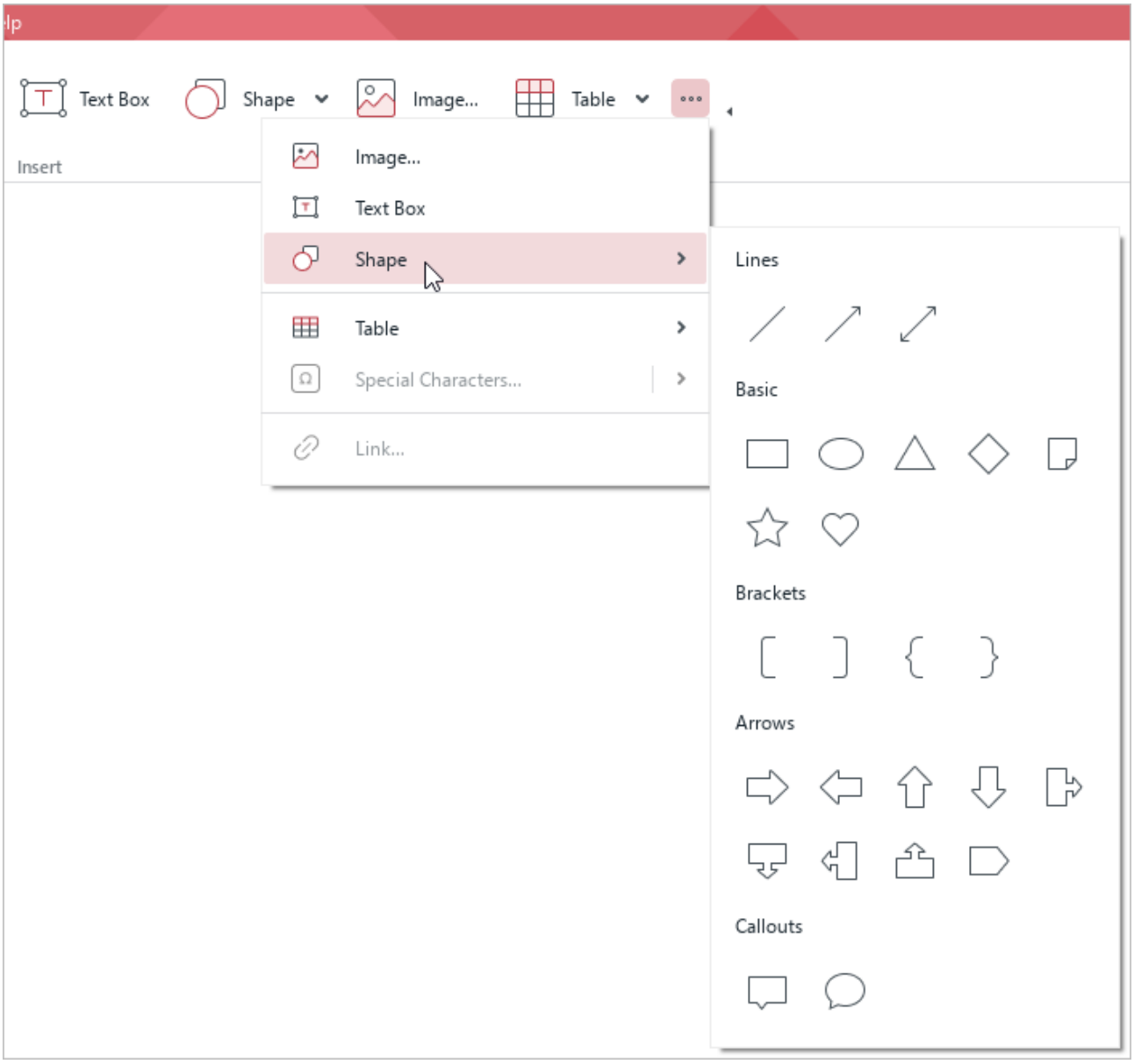

Figure 153. Insert pane

2. In the sub-menu that opens, select the type of line to insert: line, arrow, double-sided arrow. The cursor will look like a crosshair +.
3. If needed, select the arrow type.
4. Add a line in one of the following ways:
   – Click the left mouse button on the place where the line start point should be located. A line with a length of 4.24 cm and an angle of 45° will be added to the slide.

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– Hold down the left mouse button and draw a line in the desired location of the slide. To finish drawing, release the left mouse button.

5. If needed, edit the length and the angle of the line.

4.5.2 Insert a shape

To add a shape to a slide, follow these steps:

1. Select a slide in the Slide bar.
2. Display the list of shapes in one of the following ways:
   – In the **Insert** menu, click **Shape** (see Figure 151).
   – On the Toolbar, in the **Insert** section, click **Shape** (see Figure 152).
   – On the Toolbar, in the **Insert** section, click ••••. In the insert pane that appears, hover the mouse cursor over the **Shape** button (see Figure 153).
3. In the sub-menu that opens, select the desired shape:

By default, the shape is inserted in the center of the slide. The fill and outline of the shape are selected automatically according to the theme of the current slide. Once inserted, you can move the shape to the desired location on the slide and edit its parameters.

If necessary, you can add text to the shape.

4.5.3 Insert a text box

A *text box* is a framed text which can be easily moved and positioned anywhere on the slide.

To add a text box to a slide, follow these steps:

1. Select a slide in the Slide bar.
2. Insert the image in one of the following ways:
   – In the **Insert** menu, click **Text Box** (see Figure 154).

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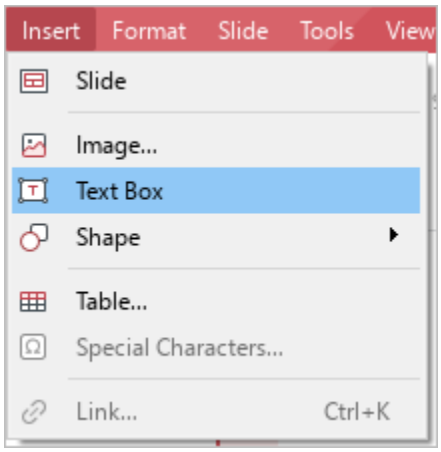

Figure 154. Text Box command menu option

– On the Toolbar, in the **Insert** section, click **Text Box** (see Figure 155).

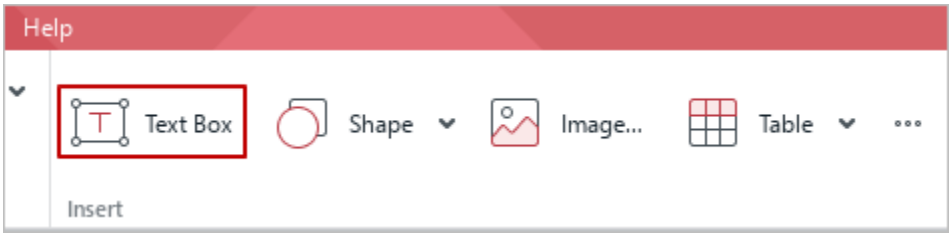

Figure 155. Text Box button

– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, click **Text Box** (see Figure 156).

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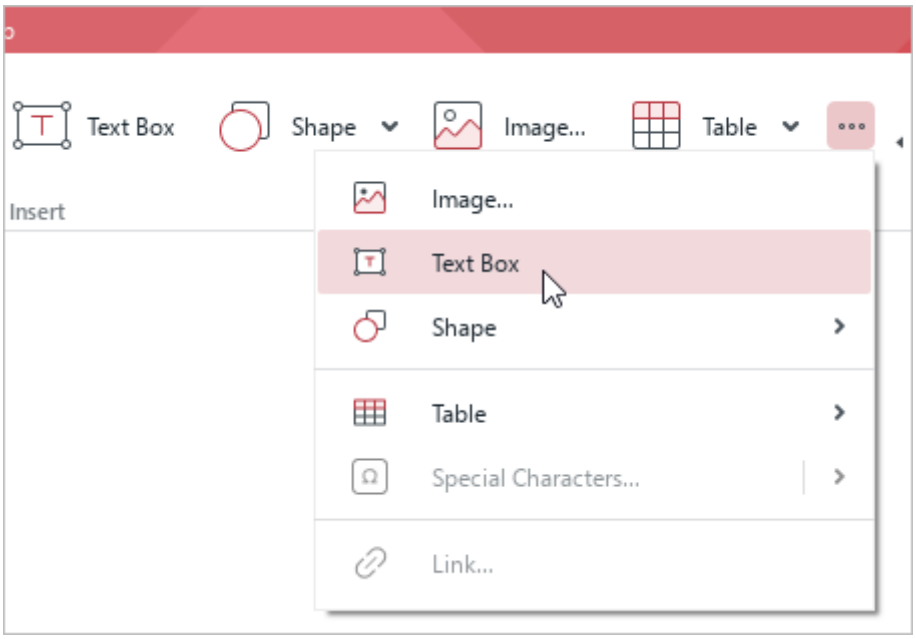

Figure 156. Insert pane

3. Enter the desired text in the text box.
4. To exit text box editing mode, click anywhere outside of the text box on the slide or press **Esc**.

By default, the text box is inserted in the center of the slide. Once inserted, you can move it manually to the desired location on the slide.

4.5.4 Fill a shape

You can fill the inner area of a shape, except lines, with colors or images.

4.5.4.1 Fill a shape with color

To fill a shape with color, follow these steps:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.
2. To fill the shape with the last color used to fill objects earlier, on the Toolbar, in the **Shape** section, click **Fill Color** (see Figure 157).

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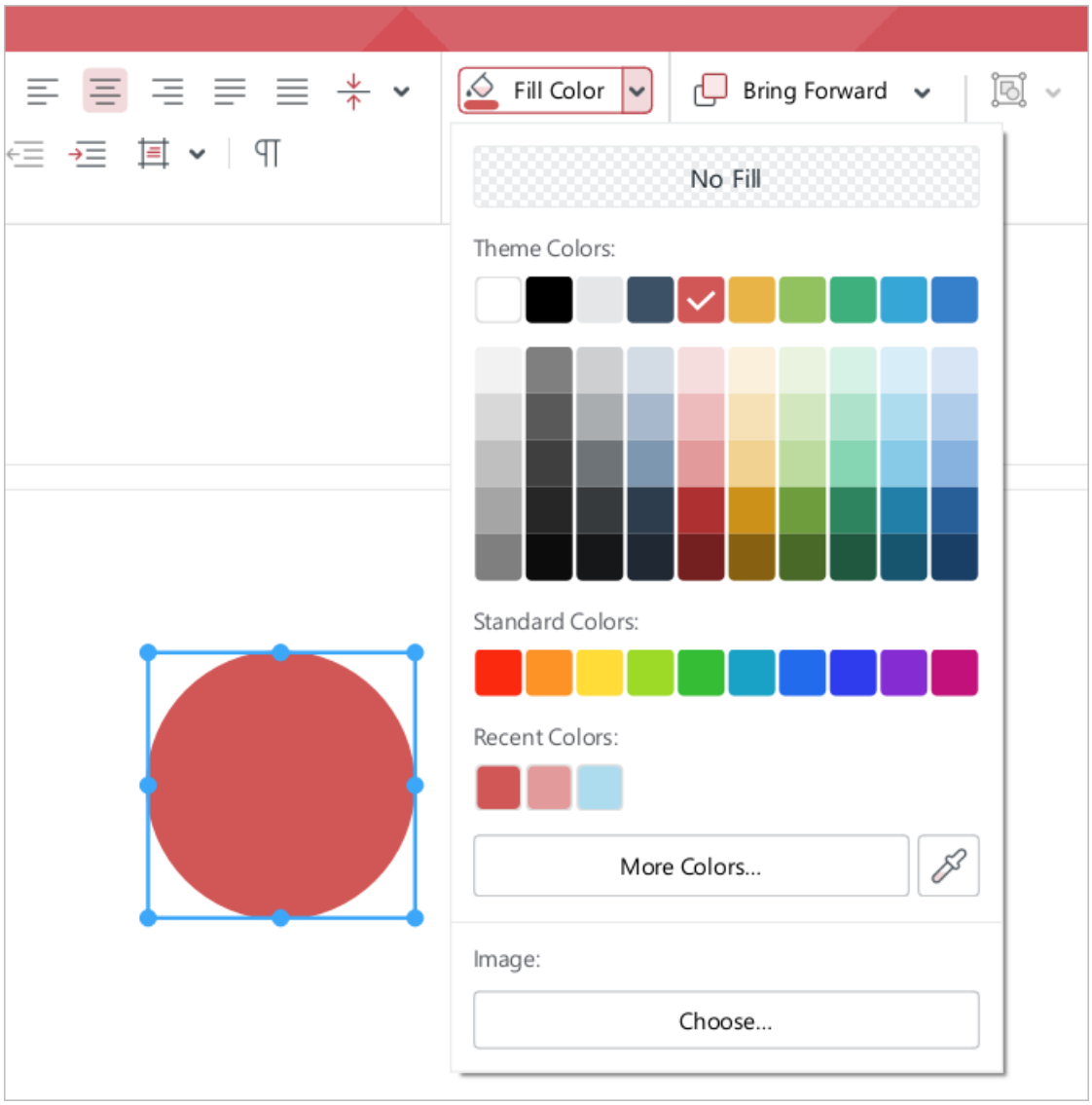

Figure 157. Fill Color button and color selection pane

3. To fill the shape with a different color, click the arrow to the right of the **Fill Color** button.
4. In the color selection pane that opens, specify the fill color of the shape in one of the following ways:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

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4.5.4.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 157):

– **Theme Colors:** This block contains the color palette of the current document's theme.

– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The shape will be filled with the selected color.

4.5.4.1.2 Choose a color from the color sets provided

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 157).
2. In the **Select Color** window (see Figure 158) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

The manually specified color will be added to the **Recent Colors** set (see 157) and checked. The color selection pane will close. The shape will be filled with the selected color.

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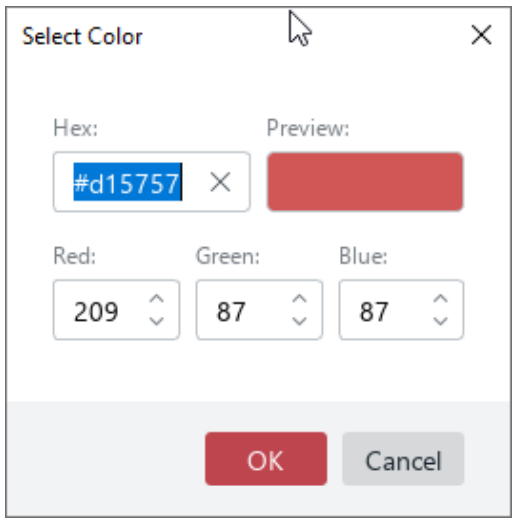

Figure 158. Select Color window

4.5.4.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and filling the shape with this color.

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 157). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to fill the shape with. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The shape will be filled with the specified color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 157) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.5.4.2 Filling a shape with image

To fill a shape with an image, follow these steps:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.

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2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Fill Color** button (see Figure 159).
3. In the color selection pane, in the **Image** block, click **Choose**.

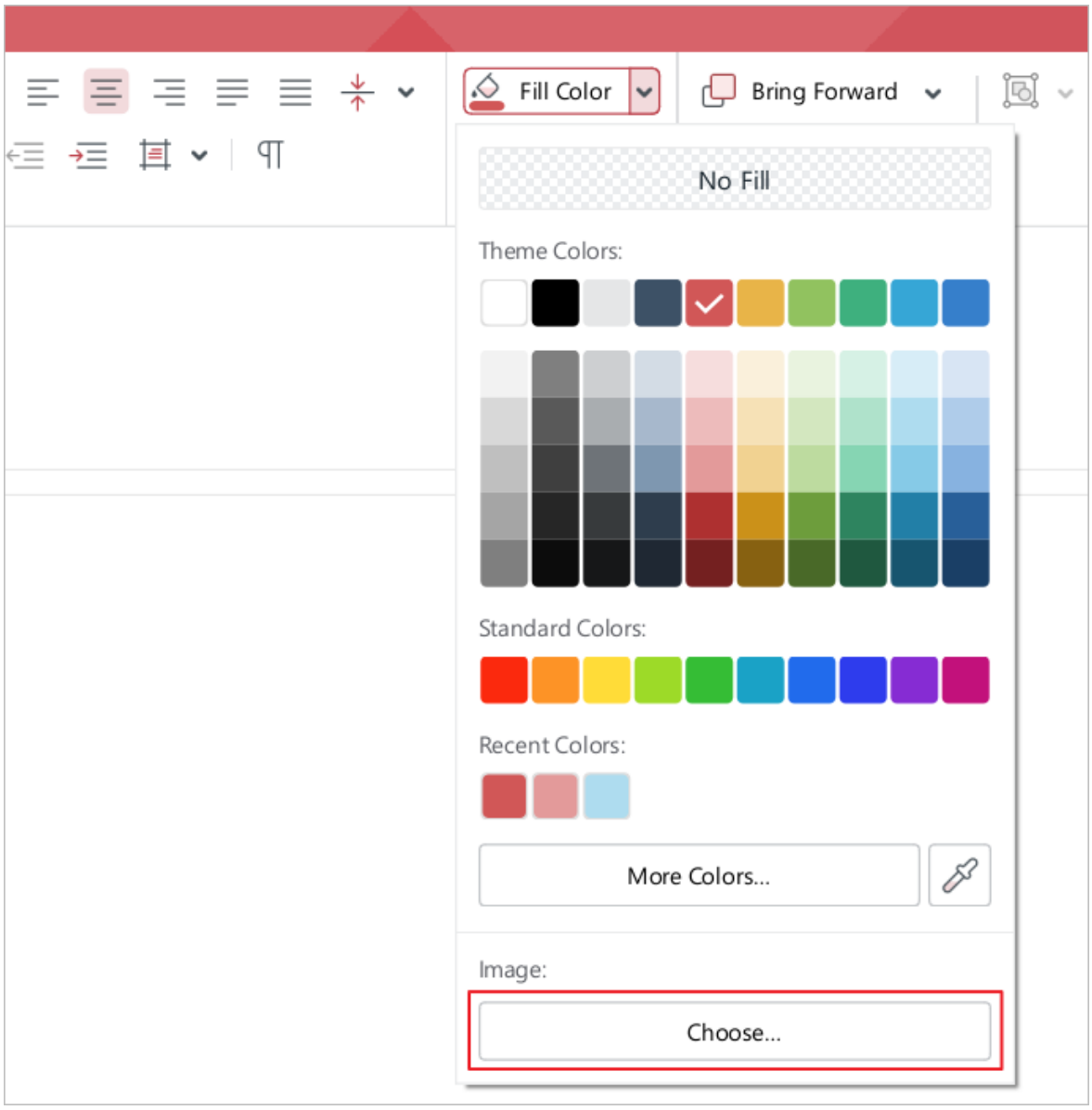

Figure 159. Choose button

4. In the File manager window, select the desired image and click **Open**.

4.5.4.3 Remove the fill color

To remove the shape fill, follow the steps below:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.

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2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Fill Color** button (see Figure 160).
3. In the color selection pane, click **No Fill**.

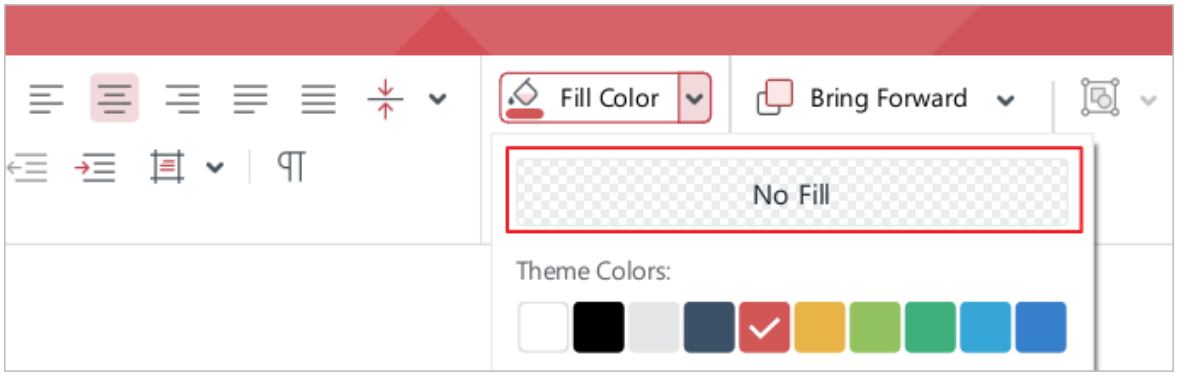

Figure 160. No Fill button

4.5.5 Shape outline

You can define the color, thickness, and outline type for the shape.

4.5.5.1 Select the color of the shape outline

To select the color of the shape outline, follow the steps below:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.
2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Outline** button (see Figure 161).
3. In the color selection pane that opens, specify the color of the shape outline in one of the following ways:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

4.5.5.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 161):

– **Theme Colors:** This block contains the color palette of the current document's theme.

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– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

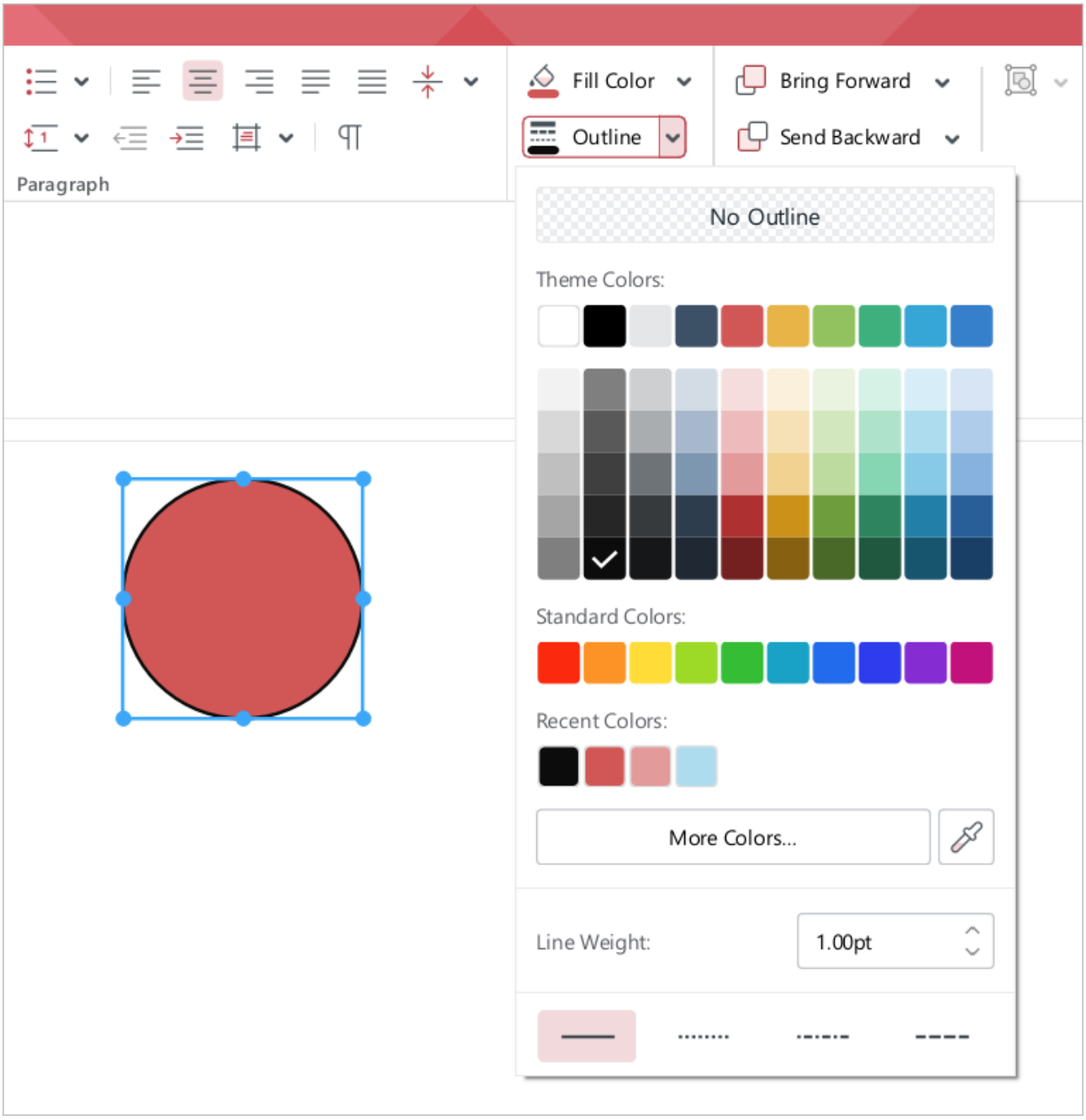

Figure 161. Outline button and color selection pane

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Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The shape outline will be colored in the selected color.

4.5.5.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 161).
2. In the **Select Color** window (see Figure 162) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

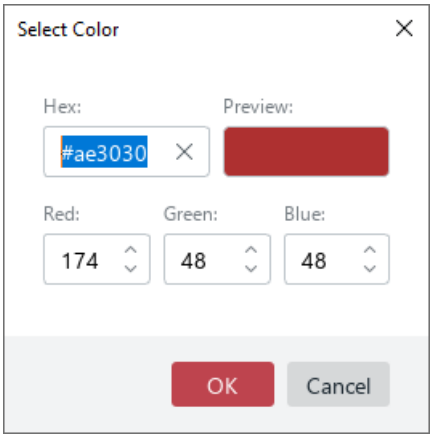

Figure 162. Select Color window

The manually specified color will be added to the **Recent Colors** set (see 161) and checked. The color selection pane will close. The shape outline will be colored in the selected color.

4.5.5.1.3 Copy the color with an eyedropperCopy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and apply that color to the shape outline.

To copy a color using the eyedropper, follow these steps:

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1. Click **Eyedropper** (see Figure 161). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to color the shape outline. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The shape outline is colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 161) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.5.5.2 Select the thickness and line type of the shape outline

To specify the thickness and type of a line for a shape outline, follow the steps below:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.
2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Outline** button (see Figure 161).
3. In the **Line Weight** box, select the desired outline thickness manually or using the buttons.
4. Select the outline line type from the preset values.

4.5.5.3 Apply outline settings of the previous shape or image

To quickly apply the settings of a previous shape or image outline to a shape, follow these steps:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.
2. On the Toolbar, in the **Shape** section, click **Outline** (see Figure 163).

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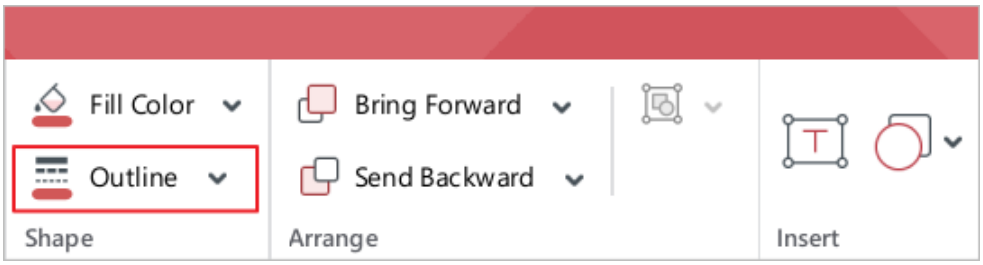

Figure 163. Outline button

4.5.5.4 Delete shape outline

To delete the outline of a shape, follow the steps below:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.
2. On the Toolbar, select the **Shape** section and click the arrow to the right of the **Outline** button (see Figure 164).
3. In the color selection pane, click **No Outline**.

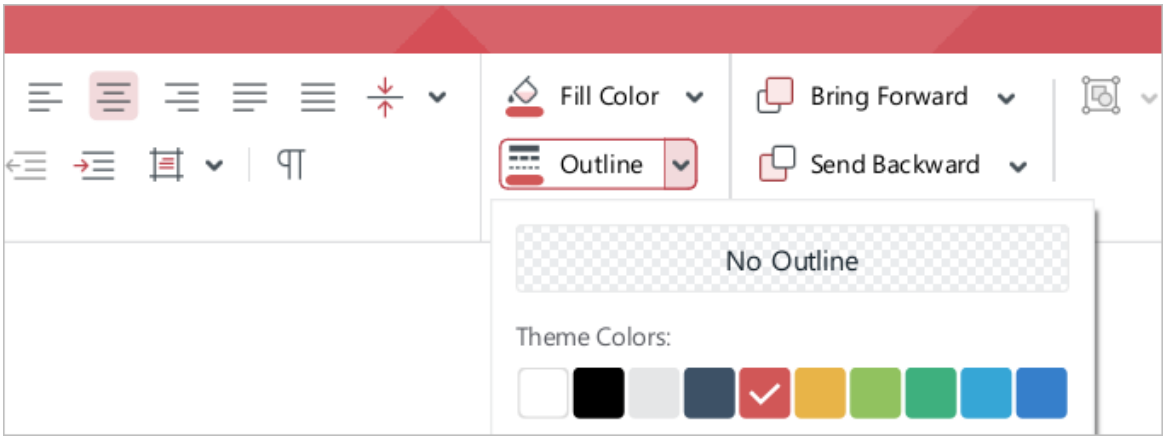

Figure 164. No Outline button

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4.5.6 Line style

You can define the color, thickness, and outline type for the line.

4.5.6.1 Select a line color

To select a line color, follow these steps:

1. Select the line.
2. On the Toolbar, select the **Line** section and click the arrow to the right of the **Line Style** button (see Figure 165).
3. In the color selection pane that opens, specify the line color in one of the following ways:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

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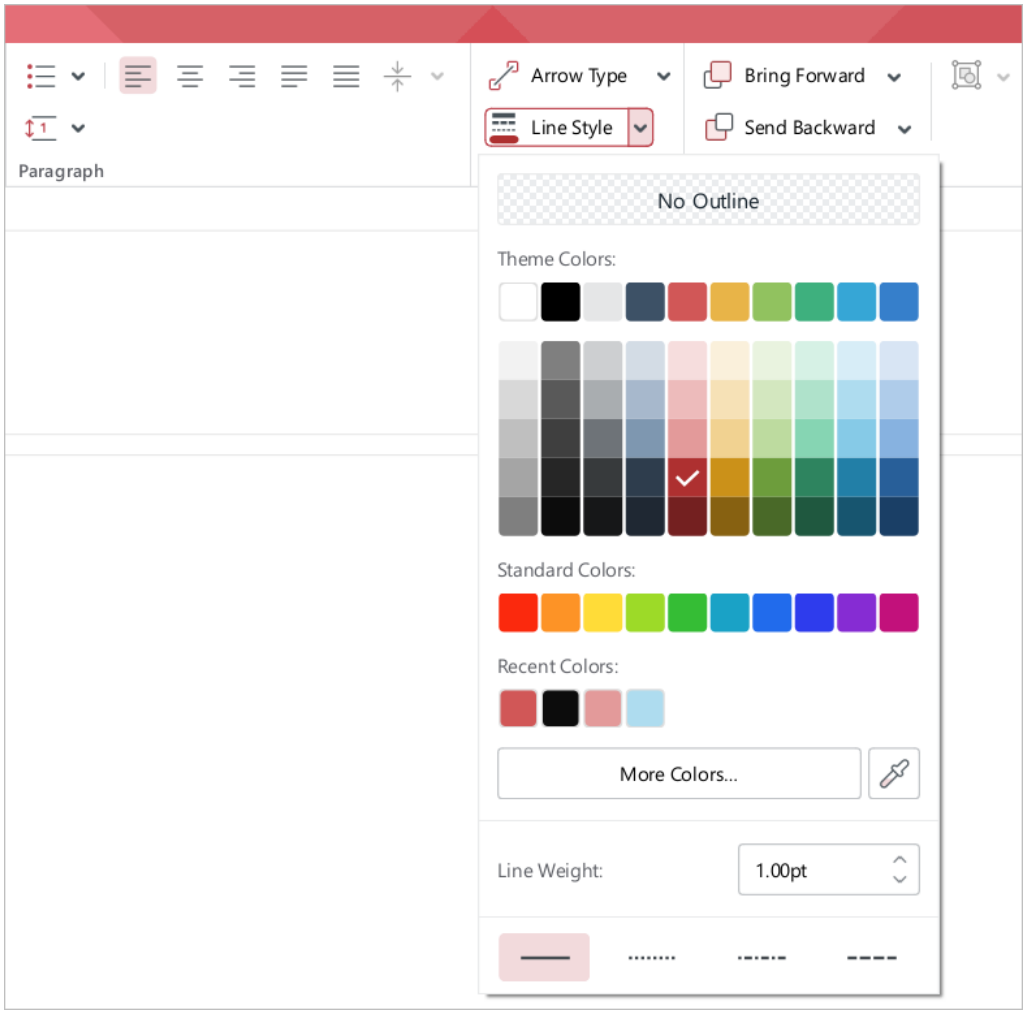

Figure 165. Line Style button and color selection pane

4.5.6.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 165):

– **Theme Colors:** This block contains the color palette of the current document's theme.

– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

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Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The line will be colored in the selected color.

4.5.6.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 165).
2. In the **Select Color** window (see Figure 166) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

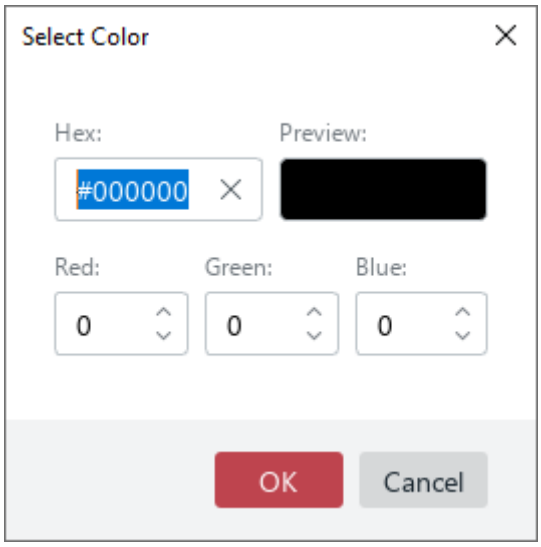

Figure 166. Select Color window

The manually specified color will be added to the **Recent Colors** set (see 165) and checked. The color selection pane will close. The line will be colored in the selected color.

4.5.6.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and apply that color to the line.

To copy a color using the eyedropper, follow these steps:

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1. Click **Eyedropper** (see Figure 165). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to color the line. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The line is colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 165) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.5.6.2 Select the thickness and line type

To select the line thickness and type, follow these steps:

1. Select the line.
2. On the Toolbar, select the **Line** section and click the arrow to the right of the **Line Style** button (see Figure 165).
3. In the **Line Weight** field, select the desired line thickness manually or using the buttons.
4. Select the line type from the preset values.

4.5.6.3 Apply the style of the previous line

To quickly apply a previous line style to a line, follow these steps:

1. Select the line.
2. On the Toolbar, in the **Line** section, click **Line Style** (see Figure 167).

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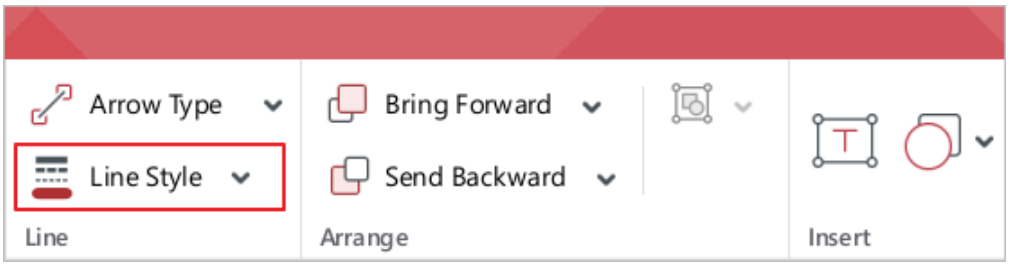

Figure 167. Line Style button

4.5.6.4 Remove the line style

If necessary, you can remove the line style settings. To do this, follow these steps:

1. Select the line.
2. On the Toolbar, select the **Line** section and click the arrow to the right of the **Line Style** button (see Figure 168).
3. In the color selection pane, click **No Outline**.

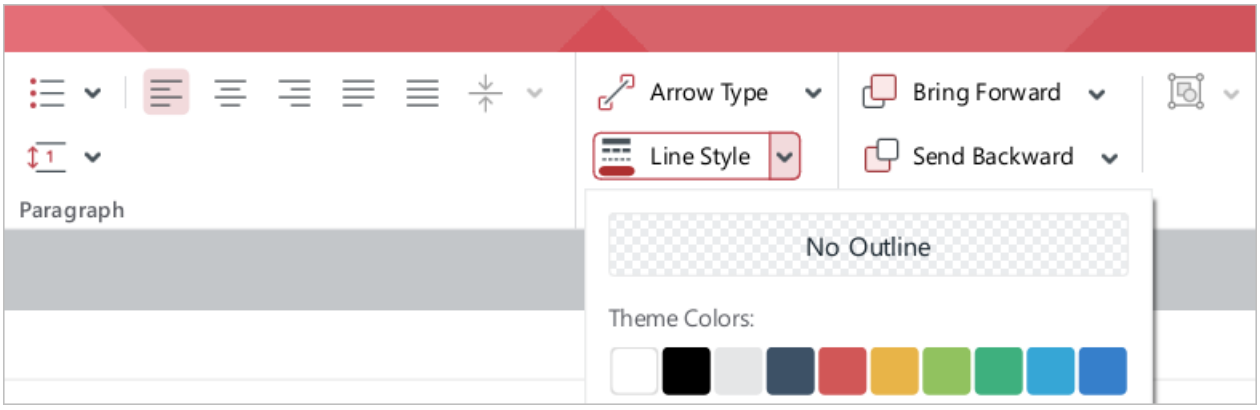

Figure 168. No Outline button

4.5.7 Resize a shape

You can change the height and width of the shape either with or without preserving the proportions.

To resize the shape while keeping the aspect ratio, follow the steps below:

1. Select the shape you want to resize.

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2. Hold the left mouse button down and drag any of the corner handles of the frame until the shape takes the desired size (see Figure 169).

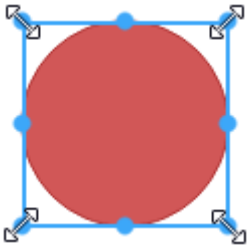

Figure 169. Resize shape proportionally

3. Release the left mouse button to set the new shape size.

To resize a shape without preserving the aspect ratio, follow the steps below:

1. Select the shape you want to resize.
2. Hold the left mouse button down and move one of the shape frame handles (see Figure 170):
   – To change the height of the shape, move the top or bottom frame handle.
   – To change the width of the shape, move the left or right frame handle.
3. Release the left mouse button to set the new shape size.

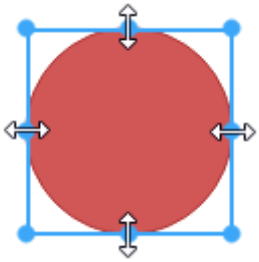

Figure 170. Resize shape without keeping its proportions

4.5.8 Change line length and angle

To change the length or angle of a line, follow these steps:

1. Select the line.
2. Move the cursor over a line start or end marker so that the cursor appears as follows ✣.

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3. Hold down the left mouse button and drag the marker to the desired location.
4. Release the left mouse button.

If necessary, you can stop moving the marker by pressing **Esc**. The marker will return to its original position.

4.5.9 Select arrow type

You can select the tip type for the beginning and end of the line. The selection can be made either before drawing the line or when editing the drawn line.

To select the arrow type, do the following:

1. On the Toolbar, in the **Line** section, click **Arrow Type** (see Figure 171).
2. Select the left and/or right tip type from the drop-down list. If you want to remove previously selected tips, select the left and/or right tip type — **None** in the first line of the drop-down list.
3. Click **Arrow Type** once again to close the drop-down list.

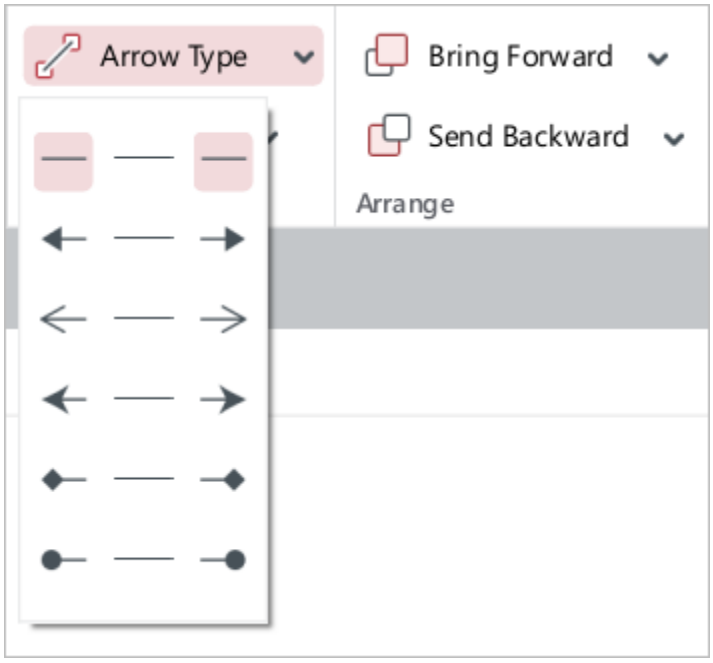

Figure 171. Arrow Type button

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4.5.10 Change the position of the shape

It may happen that you need to have several objects on a slide to overlap or partially overlap each other. In this case, each object should have a certain position in space: it should be placed in the foreground or background or be between other objects.

4.5.10.1 Bring forward

To move the shape by one level forward relative to the other element, select it and do one of the following:

– In the **Format** menu, select **Alignment** > **Bring Forward** (see Figure 172).

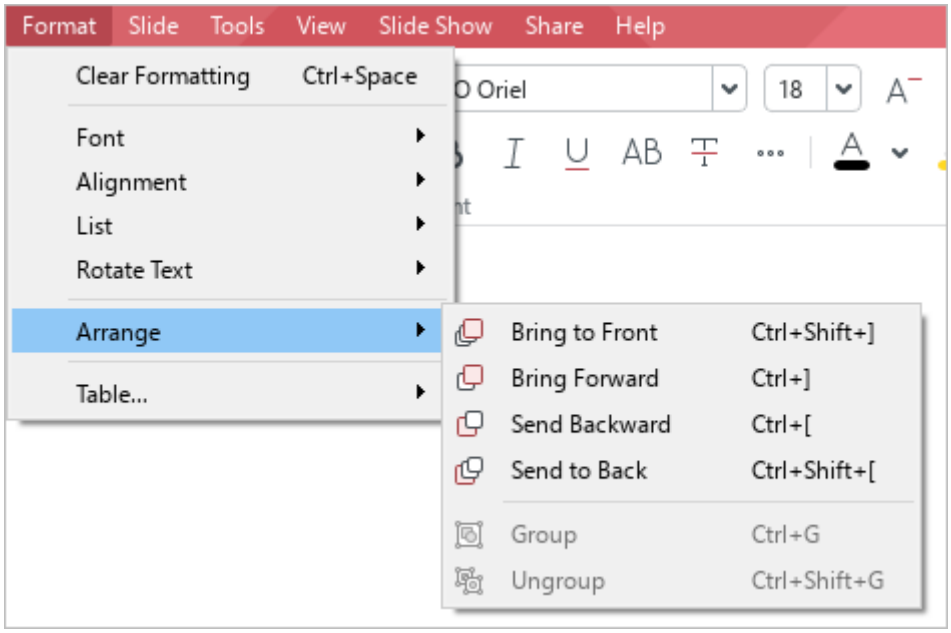

Figure 172. Format menu

– On the Toolbar, in the **Alignment** section, click **Bring Forward** (see Figure 173).

– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Bring Forward** button. In the drop-down list, select **Bring Forward**.

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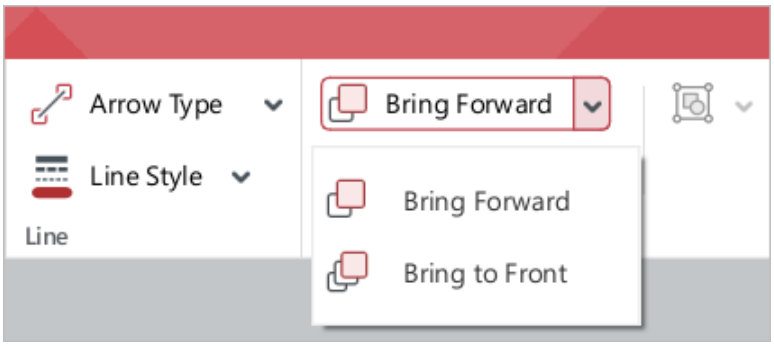

Figure 173. Bring Forward button

– Right-click the shape to open the context menu and run the **Bring Forward** command.
– When working on Windows / Linux, press **Ctrl+]** in the English keyboard layout. When working on macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**F**.

To place the shape in front of other elements, select it and do one of the following:

– In the **Format** menu, select **Arrange** > **Bring to Front** (see Figure 172).
– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Bring Forward** button. In the drop-down list, select **Bring to Front** (see Figure 173).
– Right-click the shape to open the context menu and run the **Bring to Front** command.
– When working on Windows / Linux, press **Ctrl**+**Shift**+**]** in the English keyboard layout. When working on macOS, press ⇧**Shift**+⌘**Cmd**+**F**.

4.5.10.2 Send backward

To move the shape by one level back relative to the other element, select it and do one of the following:

– In the **Format** menu, select **Arrange** > **Send Backward** (see Figure 172).
– On the Toolbar, in the **Arrange** section, click **Send Backward** (see Figure 174).
– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Send Backward** button. In the drop-down list, select **Send Backward**.

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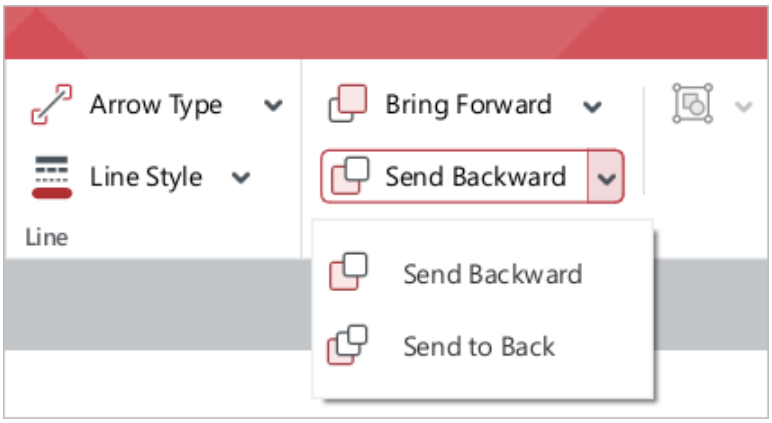

Figure 174. Send Backward button

– Right-click the shape to open the context menu and run the **Send Backward** command.
– When working on Windows / Linux, press **Ctrl+[** in the English keyboard layout. When working on macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**B.**

To place the shape behind other elements, select it and do one of the following:
– In the **Format** menu, select **Arrange** > **Send to Back** (see Figure 172).
– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Send Backward** button. In the drop-down list, select **Send to Back** (see Figure 174).
– Right-click the shape to open the context menu and run the **Send to Back** command.
– When working on Windows / Linux, press **Ctrl+Shift+[** in the English keyboard layout. When working on macOS, press ⇧**Shift**+⌘**Cmd**+**B**.

4.5.11 Move a shape

You can move a shape in the following ways:
– Drag and drop while holding down the left mouse button.
– Move strictly vertically or horizontally using ←, ↑, ↓, → keys on the keyboard.

When you move the shape using the ←, ↑, ↓, → keys, the move step depends on the zoom of the slide:
– If the zoom ≤ 200%, the step = 4 mm.
– If zoom > 200%, the step = 1 mm.

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To increase the step, move the shape with the ←, ↑, ↓, → keys while holding **Shift** down. In this case, the move step will be equal to:

– If zoom ≤ 200%, the step = 4 cm.

– If zoom > 200%, the step = 1 cm.

4.5.12 Delete a shape

To delete a shape, follow these steps:

1. Select the shape.
2. Delete it in one of the following ways:

– In the **Edit** menu, click **Delete** (see Figure 175).

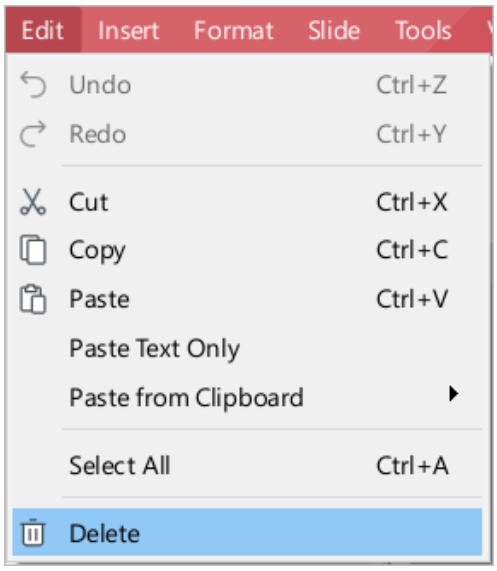

Figure 175. Delete command menu option

– On the Toolbar, in the **Edit** section, click **Delete** (see Figure 176).

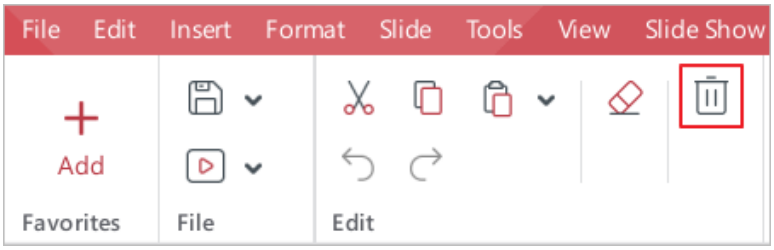

Figure 176. Delete button

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– Right-click the selected shape and select **Delete** from the context menu.

– Press **Delete** or **Backspace**.

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4.6 Tables

4.6.1 Insert a table

You can insert a table using the Command menu or the Toolbar.

To insert a table using the Command menu, follow these steps:

1. Select a slide in the Slide bar.
2. In the **Insert** menu, click **Table** (see Figure 177).

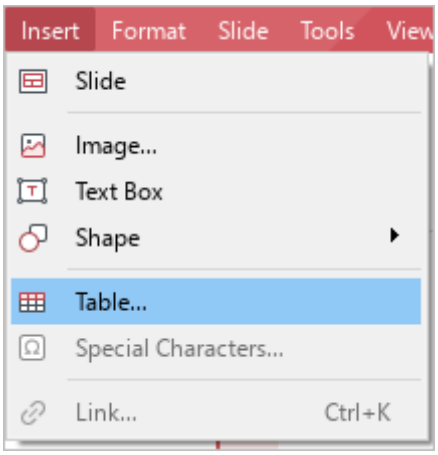

Figure 177. Table command menu option

3. In the **Insert Table** window, specify the number of columns and rows the table should contain and click **OK** (see Figure 178).

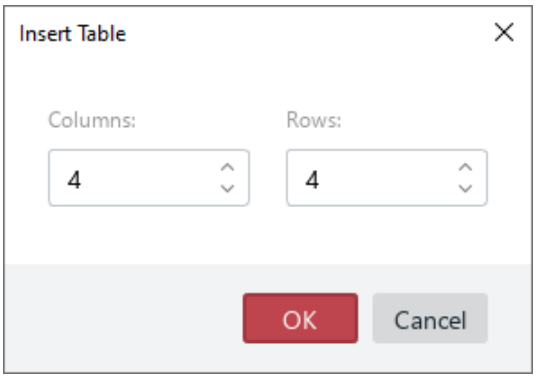

Figure 178. Insert Table window

To insert a table using the Toolbar, follow these steps:

1. Select a slide in the Slide bar.

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2. Insert the table in one of the following ways:

– On the Toolbar, in the **Insert** section, click **Table** (see Figure 179).

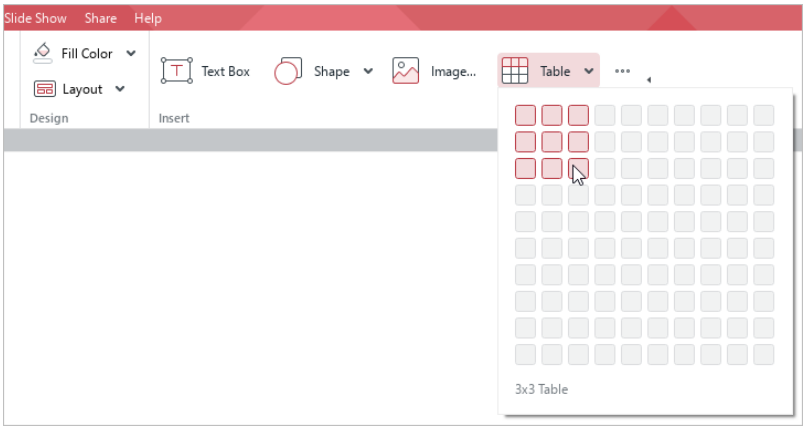

Figure 179. Table button

– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, hover the mouse cursor over the **Table** button (see Figure 180).

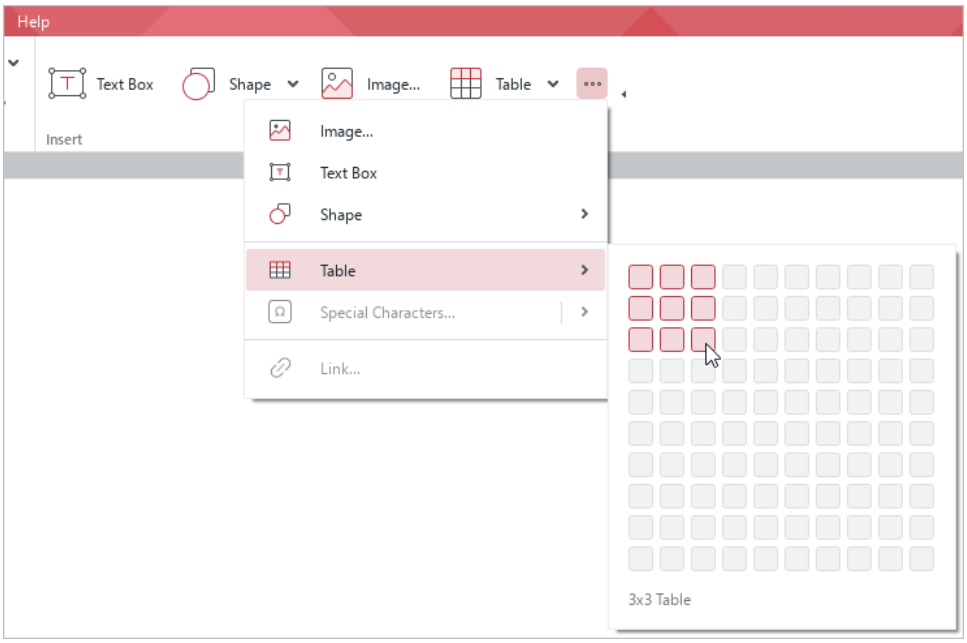

Figure 180. Insert pane

3. Use the cursor to select the number of columns and rows that the table should contain and left-click.

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By default, the table is inserted in the center of the slide. Once inserted, you can move it manually to the desired location on the slide.

4.6.2 Select a table or a table element

4.6.2.1 Select a table

To select a table, left-click it.

To deselect the table, press **Esc** or click anywhere outside the table.

4.6.2.2 Select a column or row

To select a single column or row, follow the steps below:

1. Hover the cursor over the top border of a column or the left border of a row so that the cursor looks like ↓ or →.
2. Left-click.

To select multiple columns or rows, use one of the following methods:

– Hover the cursor over the first column or row of the desired range as described above. Hold the left mouse button down and drag the cursor to the last column or row of the range. Release the left mouse button.

– Select the first column or row from the desired range as described above. Then, while holding **Shift** down, select the last column or row of the range.

To select all columns/rows in a table, follow the steps below:

1. Select any element of the table or switch to the edit mode of any cell.
2. Run the selection command in one of the following ways:
   – In the Command menu, select **Edit** > **Select All** (see Figure 181).
   – Press **Ctrl**+**A** / ⌘**Cmd**+**A**.

The **Select All** command is not run if you select the entire table.

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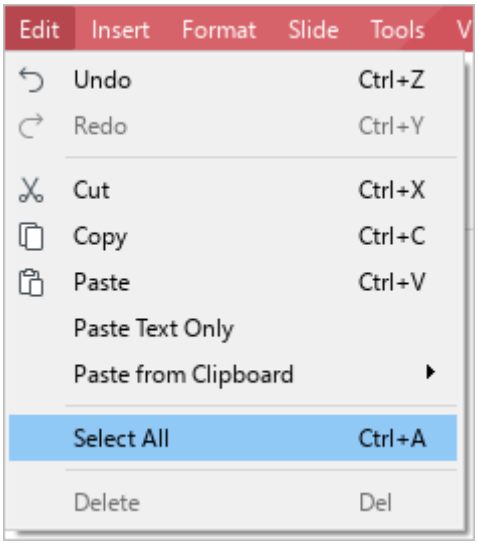

Figure 181. Select All command menu option

To deselect columns/rows, press **Esc**.

4.6.2.3 Switch to cell editing mode

To switch to the cell editing mode, select it with a double click.

You can move between table cells using ←, ↑, ↓, → keys on the keyboard.

To exit the cell editing mode, press **Esc**.

4.6.3 Insert rows

New rows are inserted above or below the specified row.

To add new rows, follow the steps below:

1. Select the row above or below which you want to insert a new row. If you want to insert multiple rows, select as many rows as you want to insert into the table. For example, if you want to insert two rows, select the two rows. To run the command, you can select entire rows, as well as individual cells or cell ranges.
2. Insert rows in one of the following ways:
   – In the **Format** menu, select **Table** > **Insert Row Above** or **Insert Row Below** (see Figure 182).

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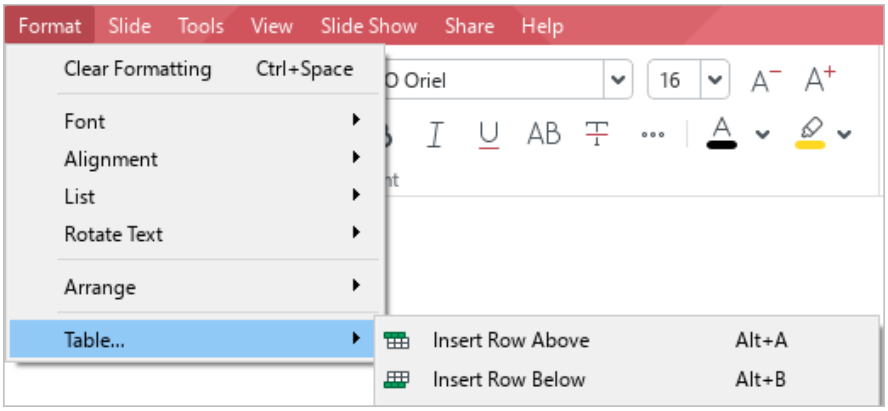

Figure 182. Format menu

– On the Toolbar, in the **Table** section, click the arrow to the right of **Insert Cell, Column, or Row** button and select **Insert Row Above** or **Insert Row Below** (see Figure 183).

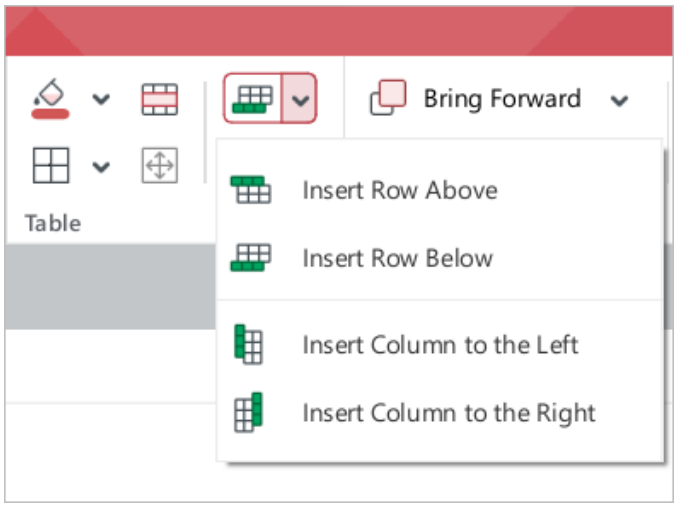

Figure 183. Insert rows and columns commands

– Right-click anywhere in the selected range and run **Insert Row Above** or **Insert Row Below** command from the context menu.
– Press **Alt**+**A** / ⌥ **Option**+**A** to insert a row above or **Alt**+**B** / ⌥ **Option**+**B** to insert a row below.

To quickly add a single row to the beginning or end of a table, follow these steps:

1. Select the table.

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2. To add a row to the beginning of the table, run the **Insert Row Above** command using one of the methods described above. To add a row to the end of the table, run the **Insert Row Below** command using one of the methods described above.

4.6.4 Insert columns

New columns can be inserted to the left or to the right of the selected column.

To add new columns, follow the steps below:

1. Select the column to the right or left of which you want to insert a new column. If you want to insert multiple columns, select as many columns as you want to insert into the table. For example, if you want to insert two columns, select two columns. To run the command, you can select entire columns, as well as individual cells or cell ranges.
2. Insert columns in one of the following ways:
   – In the **Format** menu, select **Table** > **Insert Column to the Left** or **Insert Column to the Right** (see Figure 182).
   – On the Toolbar, in the **Table** section, click the arrow to the right of **Insert Cell, Column, or Row** button and select **Insert Column to the Left** or **Insert Column to the Right** (see Figure 183).
   – Right-click anywhere in the selected range and run **Insert Column to the Left** or **Insert Column to the Right** command from the context menu.
   – Press **Alt**+**L** / ⌥ **Option**+**L** to insert a column to the left, or **Alt**+**R** / ⌥ **Option**+**R** to insert the column to the right.

To quickly add a single column to the beginning or end of a table, follow these steps:

1. Select the table.
2. To add a column to the beginning of the table, run the **Insert Column to the Left** command using one of the methods described above. To add a column to the end of the table, run the **Insert Column to the Right** command using one of the methods described above.

4.6.5 Resize a column or row

You can change the size of a column or row in one of the following ways:

– Move column or row border manually.

– Specify the exact column width/row height.

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4.6.5.1 Change the size manually

To change the size of a single column or row, follow these steps:

1. Hover the cursor over the border of the column or row whose size you want to change. The cursor will take the form of a two-sided arrow.
2. Hold down the left mouse button and drag the cursor so that the column/row border takes the desired position.
3. Release the left mouse button to lock the position.

To set the same size for multiple columns/rows of a table, follow these steps:

1. Select the columns/rows.
2. Set the size for one column/row that you want to apply to all selected columns/rows of the table. To do this, proceed as follows:
   – Hover the cursor over the border of any column/row so that it takes the form of a two-sided arrow.
   – Hold down the left mouse button and drag the cursor so that the column/row border takes the desired position.
   – Release the left mouse button to lock the position.

For the selected columns/rows of the table, the size specified for this column/row will be automatically set.

To set the same size for all columns/rows in a table, select the table and follow the same steps.

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4.6.5.2 Specify the exact size

To specify the exact width for one/more columns or height for one/more rows, follow these steps:

1. Specify the data for columns/rows:
   – To change the width of one column or the height of one row, select this column/row or select any cell that is in this column/row.
   – To change the width of several columns or the height of several rows, select these columns/rows or select any range of cells that are in these columns/rows.
2. Open the **Cell Size** window in one of the following ways:
   – In the Command menu, select **Format** > **Table** > **Cell Size** (see Figure 184).

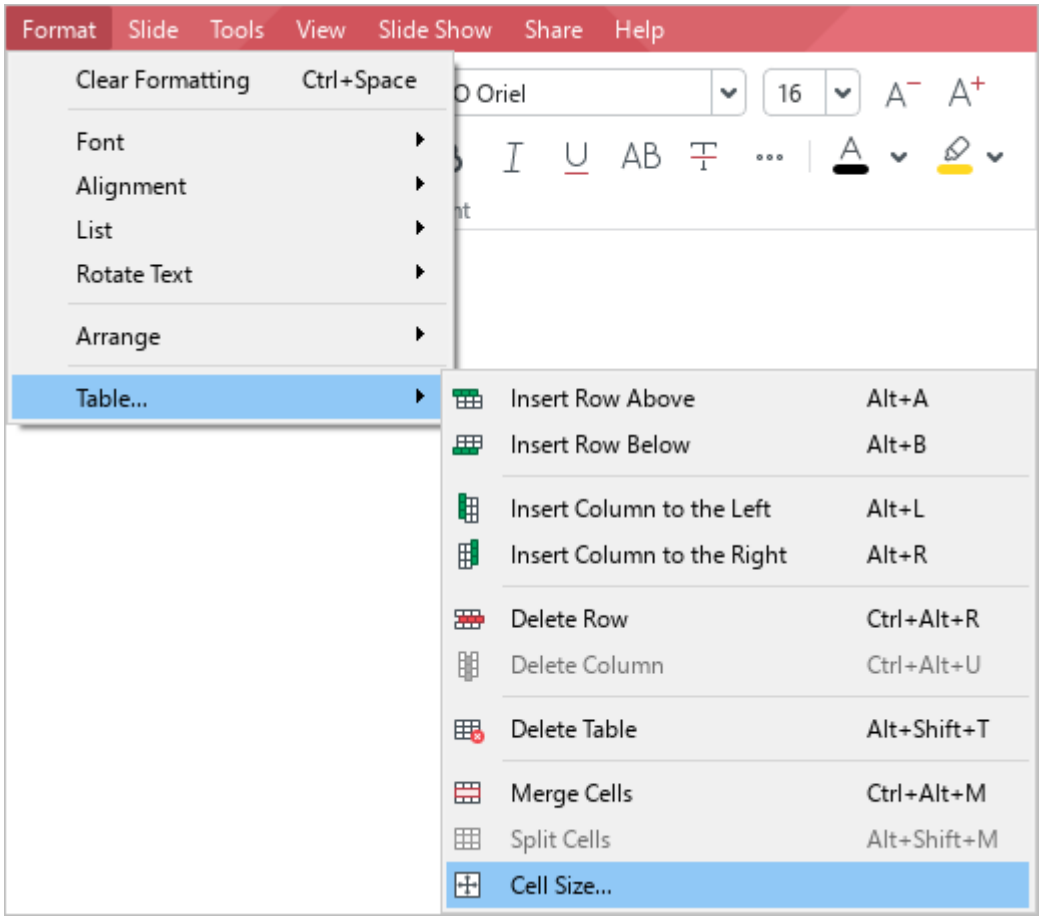

Figure 184. Cell size command menu option

– On the Toolbar, in the **Table** section, click **Cell Size** (see Figure 185).

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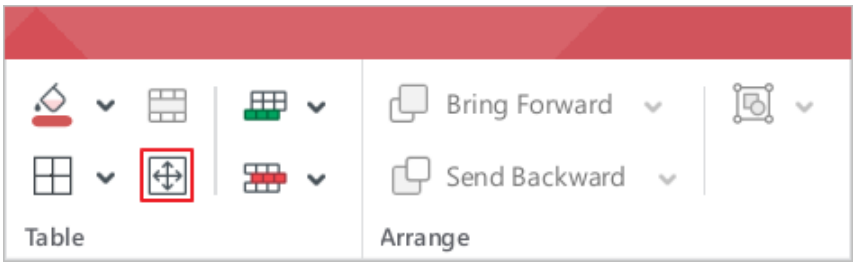

Figure 185. Cell Size button

– Right-click the selected columns/rows and select **Cell Size** command from the context menu.

3. In the **Cell Size** window, specify the desired **Width** of columns or **Height** of rows (see Figure 186).
4. Click **OK**.

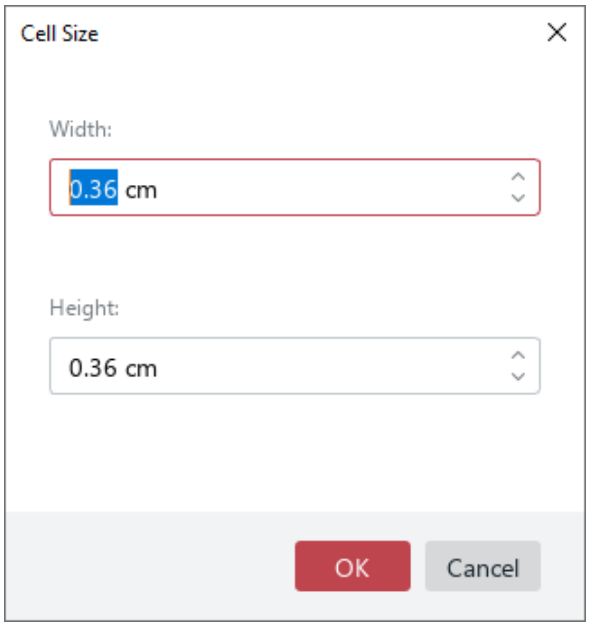

Figure 186. Cell Size window

4.6.6 Specify the exact size of the cells

To specify the exact size of one or more cells, follow these steps:

1. Select these cells.
2. Open the **Cell Size** window in one of the following ways:

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– In the Command menu, select **Format** > **Table** > **Cell Size** (see Figure 184).

– On the Toolbar, in the **Table** section, click **Cell Size** (see Figure 185).

– Right-click the selected cells and choose **Cell Size** command from the context menu.

3. In the **Cell Size** window, specify the required **Width** and **Height** of the cells and click **OK** (see Figure 186).

4.6.7 Change table size

You can resize the table with or without preserving the aspect ratio.

To resize the table while keeping the aspect ratio, follow the steps below:

1. Select the table.
2. Hold the left mouse button down and drag any of the corner handles of the frame until the table takes the desired size (see Figure 187).
3. Release the left mouse button to set the new table size.

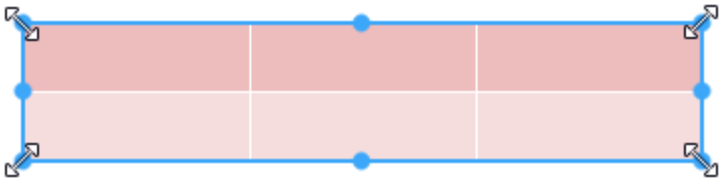

Figure 187. Resize table proportionally

To resize a table without preserving the aspect ratio, follow the steps below:

1. Select the table.
2. Hold the left mouse button down and move one of the table frame handles (see Figure 188):

– To change the height of the table, move the top or bottom frame handle.

– To change the width of the table, move the left or right frame handle.

3. Release the left mouse button to set the new table size.

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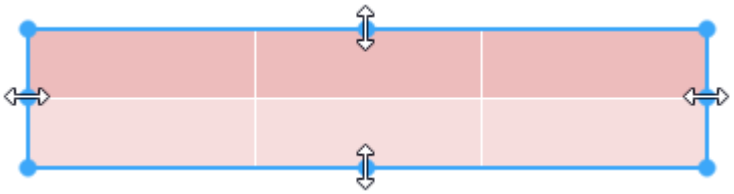

Figure 188. Resize table without keeping its proportions

4.6.8 Merge or split cells

4.6.8.1 Merge cells

You can merge any number of cells in the table.

When merging cells:

– The selected range becomes a single cell.

– Only the data from the upper-left cell of the range is saved.

– The formatting of the upper-left cell of the range is applied to the merged cell.

To merge cells, select them and do one of the following:

– In the **Format** menu, select **Table** > **Merge Cells** (see Figure 190).

– On the Toolbar, in the **Table** section, click **Merge Cells** (see Figure 189).

– Right-click the range and select **Merge Cells** from the context menu.

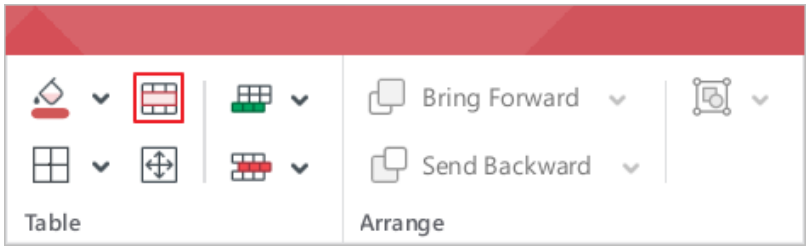

Figure 189. Table Toolbar section

– Press **Ctrl**+**Alt**+**M** / ⌥**Option**+⌘**Cmd**+**M**.

4.6.8.2 Split cells

You can only split those cells that have previously been merged.

To split cells, select the merged cell and do one of the following:

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– In the **Format** menu, select **Table** > **Split Cells** (see Figure 190).

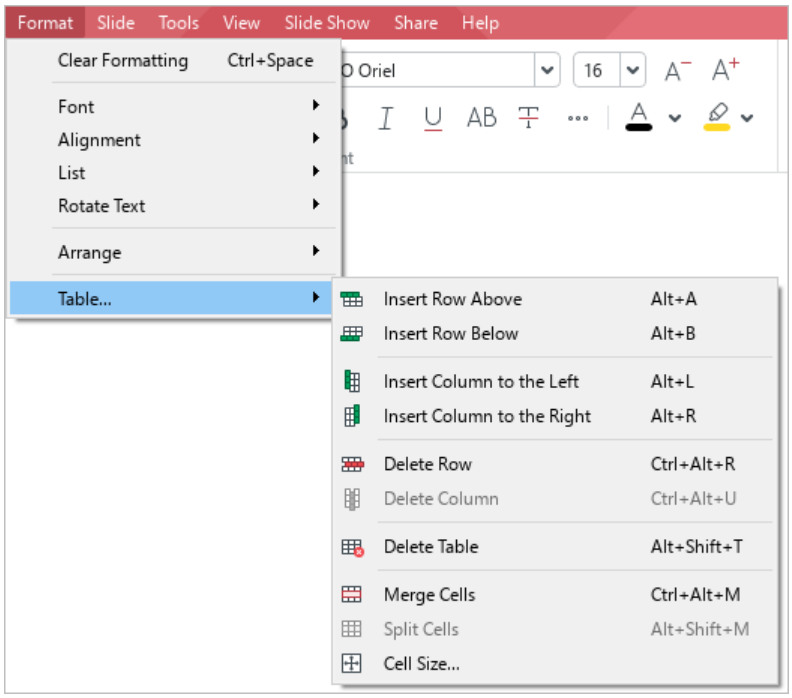

Figure 190. Format menu

– On the Toolbar, in the **Table** section, click **Split Cells** (see Figure 191).

– Right-click the range and select **Split Cells** from the context menu.

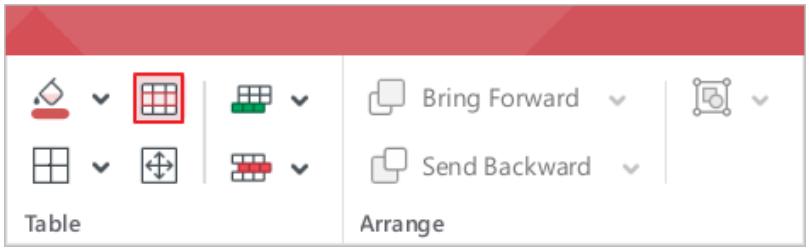

Figure 191. Table Toolbar section

– Press **Alt**+**Shift**+**M** / ⌥**Option**+⇧ **Shift**+**M**.

The data that is contained in the merged cell is placed in the upper-left cell of the resulting range. Cells in the range will retain the formatting of the merged cell.

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4.6.9 Cell fill color

You can fill the cells of the table with any color or image.

4.6.9.1 Add the fill color to table cells

To fill cells with color, follow these steps:

1. Select the table or cell/range of cells you want to change the color of.
2. To color cells with the last color used for the cells fill earlier, on the Toolbar, in the **Table** section, click **Fill Color** (see Figure 192).

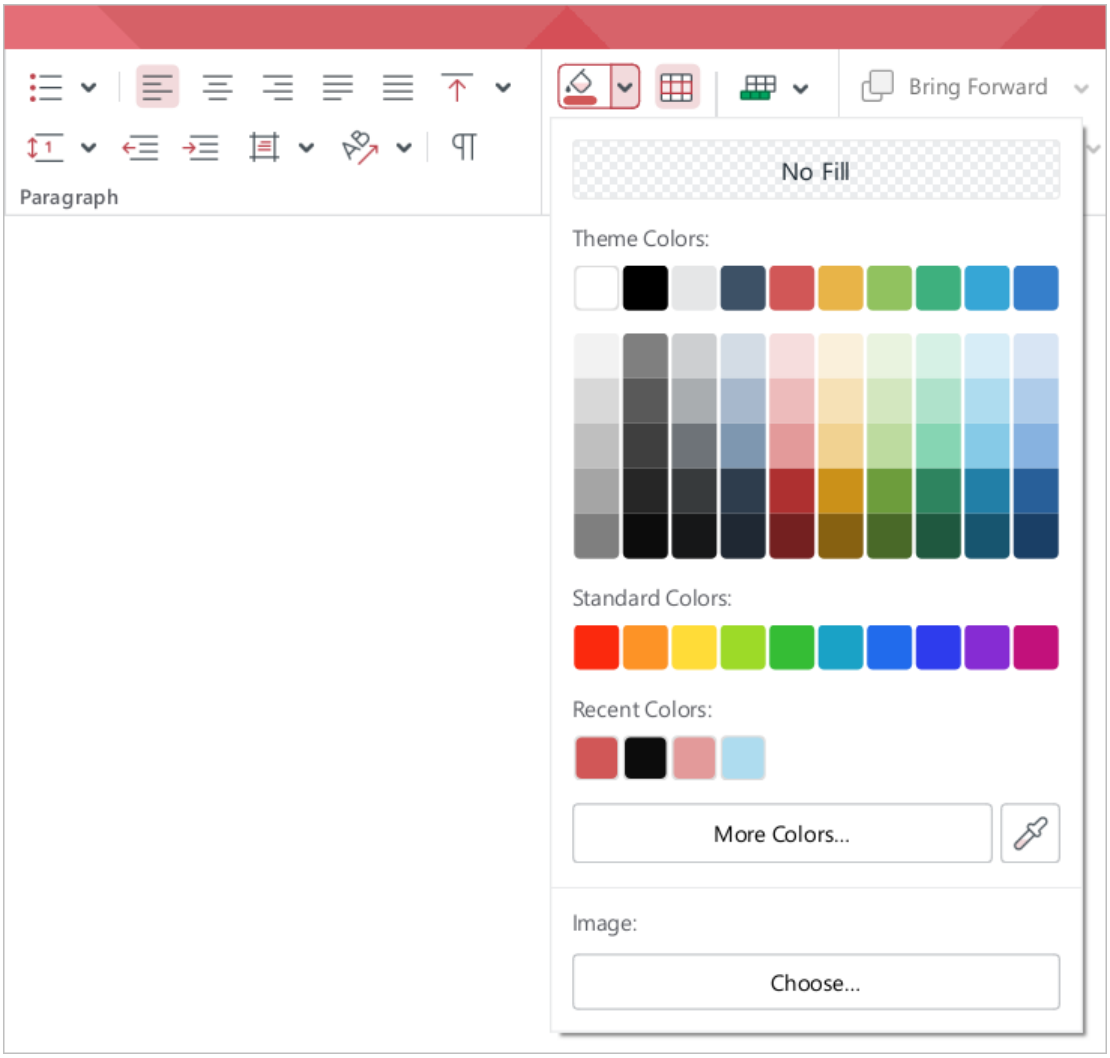

Figure 192. Fill Color button and color selection pane

3. To fill the cells with a different color, click the arrow to the right of the **Fill Color** button.

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4. In the color selection pane that opens, specify the cells fill color in one of the following ways:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

4.6.9.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 192):

– **Theme Colors:** This block contains the color palette of the current document's theme.
– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.
– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The cells will be colored in the selected color.

4.6.9.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 192).
2. In the **Select Color** window (see Figure 193) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

The manually specified color will be added to the **Recent Colors** set (see 192) and checked. The color selection pane will close. The cells will be colored in the selected color.

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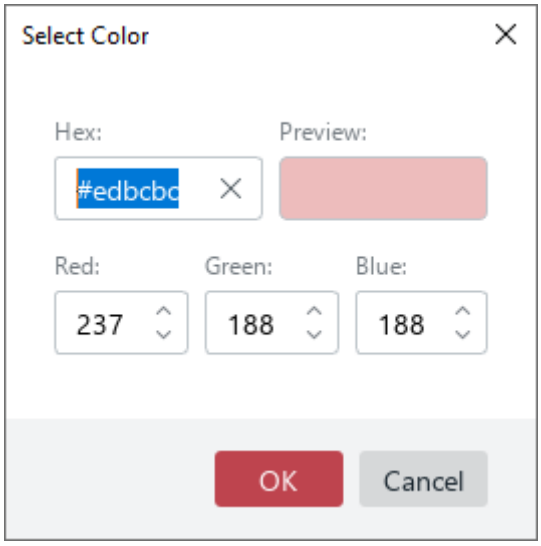

Figure 193. Select Color window

4.6.9.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and filling the cells with this color.

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 192). The color selection pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color in which you want to color the cells. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The cells are colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 192) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

4.6.9.2 Fill cells with an image

To fill cells with an image, follow these steps:

1. Select the desired cell or range of cells.

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2. On the Toolbar, select the **Table** section and click the arrow to the right of the **Fill Color** button (see Figure 194).
3. In the color selection pane, in the **Image** block, click **Choose**.

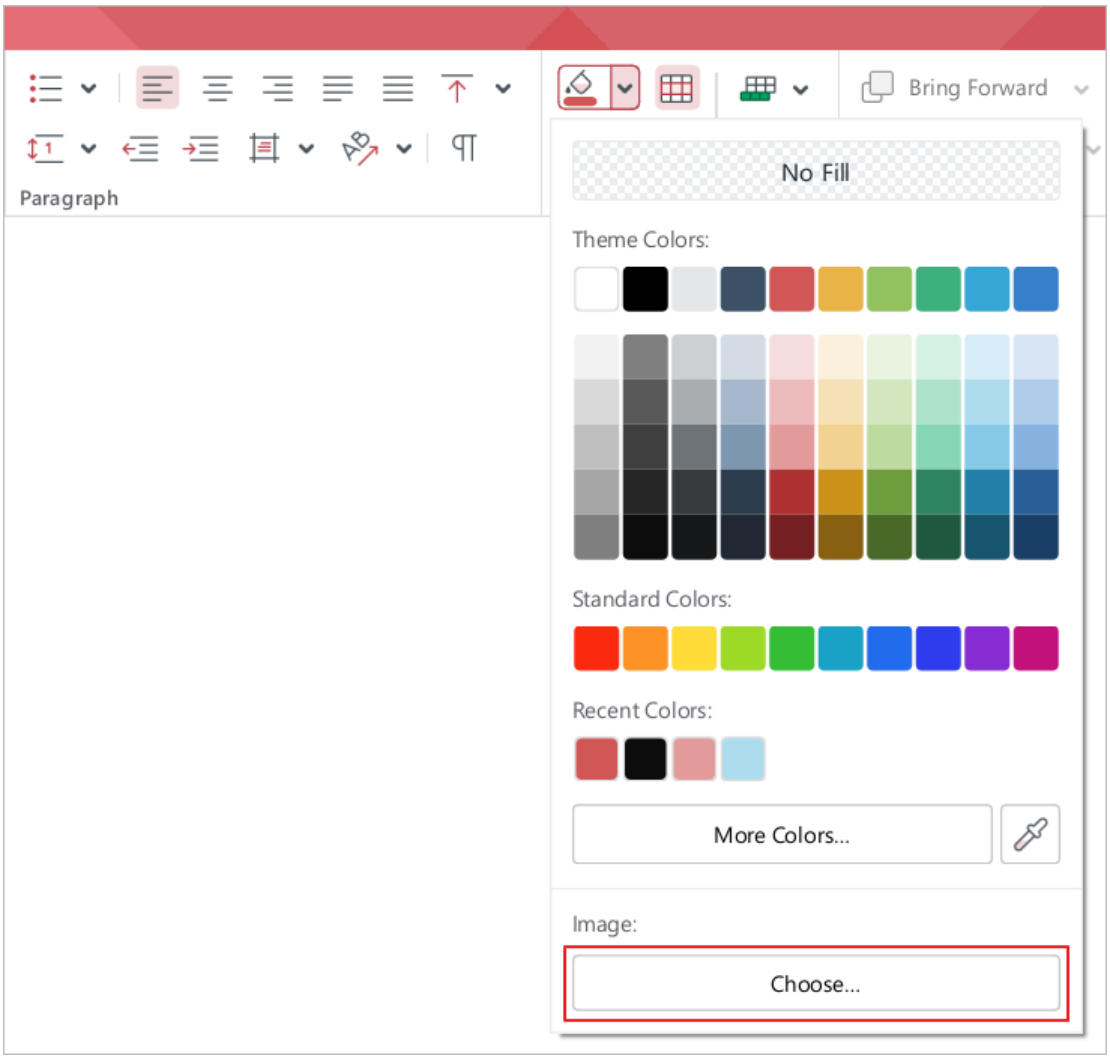

Figure 194. Choose button

4. In the File manager window, select the desired image and click **Open**.

4.6.9.3 Remove the fill color

To remove the cell fill, follow the steps below:

1. Select the table or cell/cell range you want to cancel the fill.
2. On the Toolbar, in the **Table** section, click the arrow to the right of the **Fill Color** button (see Figure 195).

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3. In the color selection pane, click **No Fill**.

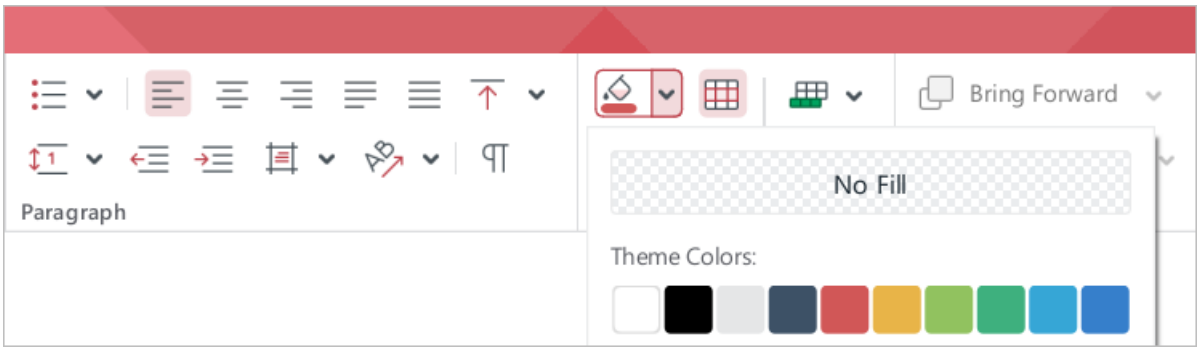

Figure 195. No Fill button

4.6.10 Cell borders

4.6.10.1 Change border parameters

To change the border parameters for a cell/range of cells/table, follow these steps:

1. Select the table or cell/cell range whose borders need to be changed.
2. On the Toolbar, select the **Table** section and click the arrow to the right of the button (see Figure 196).
3. In the border settings pane that opens, in the first settings block, specify the position of the borders for which you want to change the parameters.
4. In the second block of settings, select the type of line to be applied to the specified borders.
5. In the third block of settings, specify the line color using one of the following methods:
   – Choose a color from one of the color sets provided.
   – Specify the color code manually.
   – Copy the color with an eyedropper.

If **No Borders** is selected in the first or second block of settings (see Fugure 196), cell borders are displayed as lines of light gray color. These lines conditionally divide cells and simplify work with the table. Conditional cell borders are not displayed in presentations in .pdf and .pdf/a-1 format and in printed presentations.

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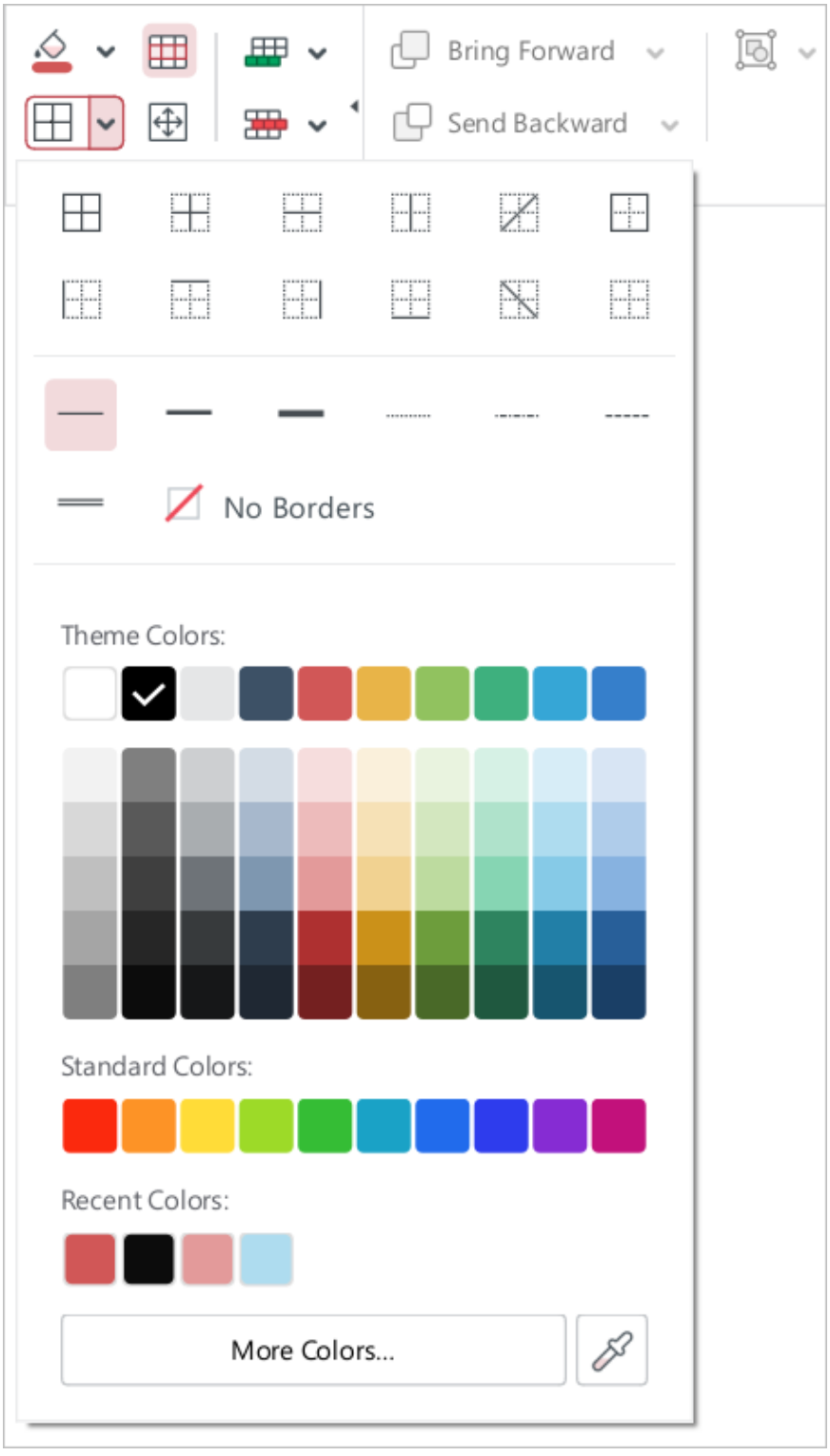

Figure 196. Border settings pane

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4.6.10.1.1 Choose a color from the color sets provided

In the border settings pane, you will find the following sets of colors in the third settings block (see Figure 196):

– **Theme Colors:** This block contains the color palette of the current document's theme.

– **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The cell borders will be colored in the selected color.

To close the border parameters pane, do one of the following:

– On the Toolbar, select the **Table** section and click the arrow to the right of the button (see Figure 196).

– Click a blank area of the document outside the border settings pane.

4.6.10.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 196).
2. In the **Select Color** window (see Figure 197) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

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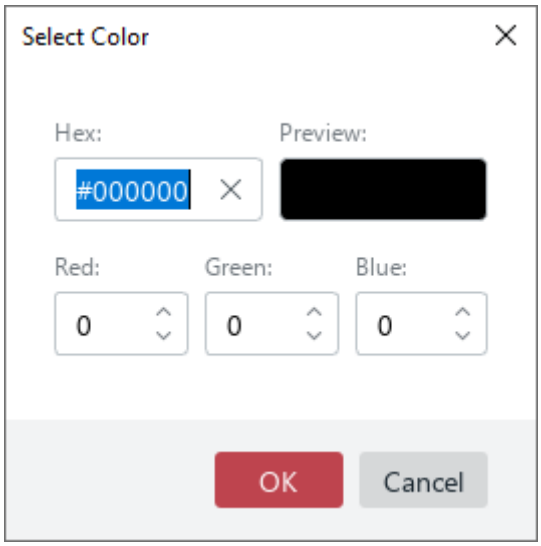

Figure 197. Select Color window

The manually specified color will be added to the **Recent Colors** set (see 196) and checked. The border settings pane will close. The cell borders will be colored in the selected color.

4.6.10.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace and apply that color to cell borders.

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 196). The border settings pane will close and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color in which you want to color the cell borders. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The cell borders are colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 196) and checked in the border settings pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

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4.6.10.2 Apply the border style of the previous table

To quickly apply the border style of the previous table to a cell/range of cells/table, follow the steps below:

1. Select the desired table or cell/range of cells.
2. On the Toolbar, in the **Table** section, click (see Figure 198).

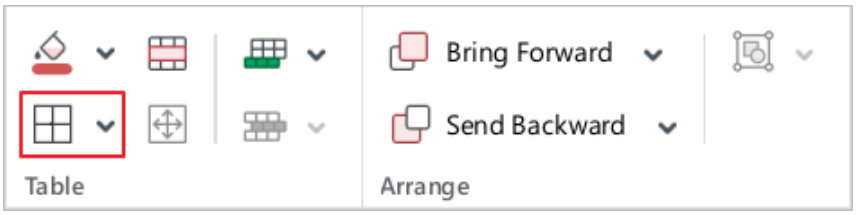

Figure 198. Button to apply previous table border style

4.6.10.3 Delete borders

To delete the specified borders of a cell/range of cells/table, follow the steps below:

1. Select the desired table or cell/range of cells.
2. On the Toolbar, select the **Table** section and click the arrow to the right of the button (see Figure 199).
3. In the border settings pane that opens:
   – In the first block of settings, specify where you want the borders to be deleted.
   – In the second block of settings, select **No Borders**.

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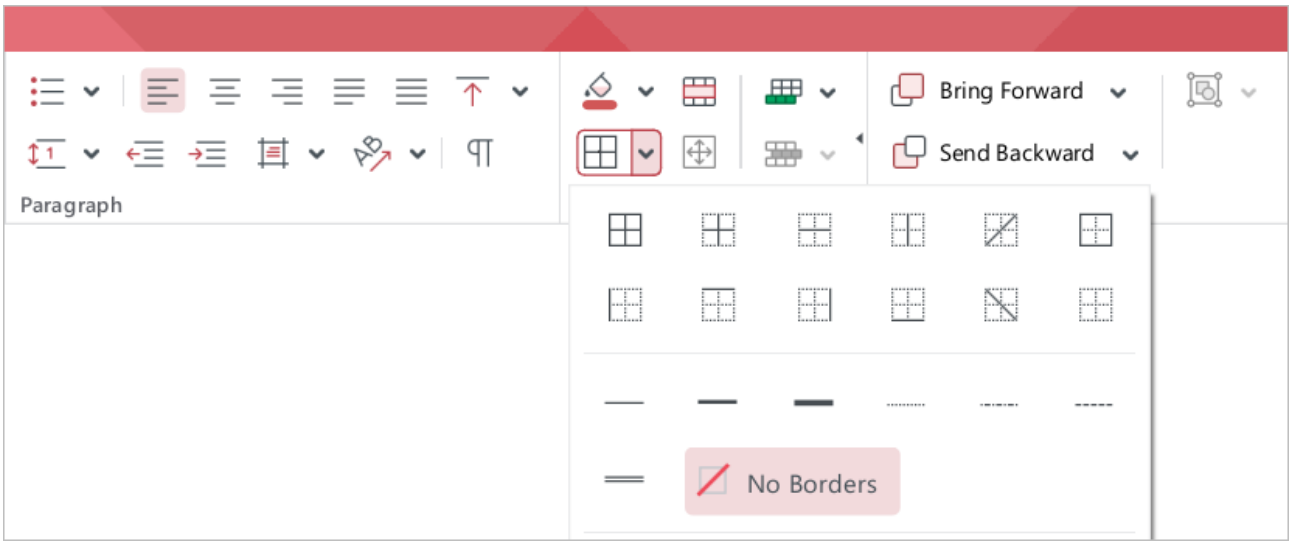

Figure 199. Remove borders

4. To close the border parameters pane, do one of the following:
   – On the Toolbar, select the **Table** section and click the arrow to the right of the button (see Figure 199).
   – Click a blank area of the document outside the border settings pane.

4.6.11 Move a table

You can move a table in the following ways:

– Drag and drop while holding down the left mouse button.

– Move strictly vertically or horizontally using ←, ↑, ↓, → keys on the keyboard.

When you move the table using the ←, ↑, ↓, → keys, the move step depends on the zoom of the slide:

– If the zoom ≤ 200%, the step = 4 mm.

– If zoom > 200%, the step = 1 mm.

To increase the step, move the table with the ←, ↑, ↓, → keys while holding **Shift** down. In this case, the move step will be equal to:

– If zoom ≤ 200%, the step = 4 cm.

– If zoom > 200%, the step = 1 cm.

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4.6.12 Change the position of the table

It may happen that you need to have several objects on a slide to overlap or partially overlap each other. In this case, each object should have a certain position in space: it should be placed in the foreground or background or be between other objects.

4.6.12.1 Bring forward

To move the table by one level forward relative to the other element, select it and do one of the following:

– In the **Format** menu, select **Alignment** > **Bring Forward** (see Figure 200).

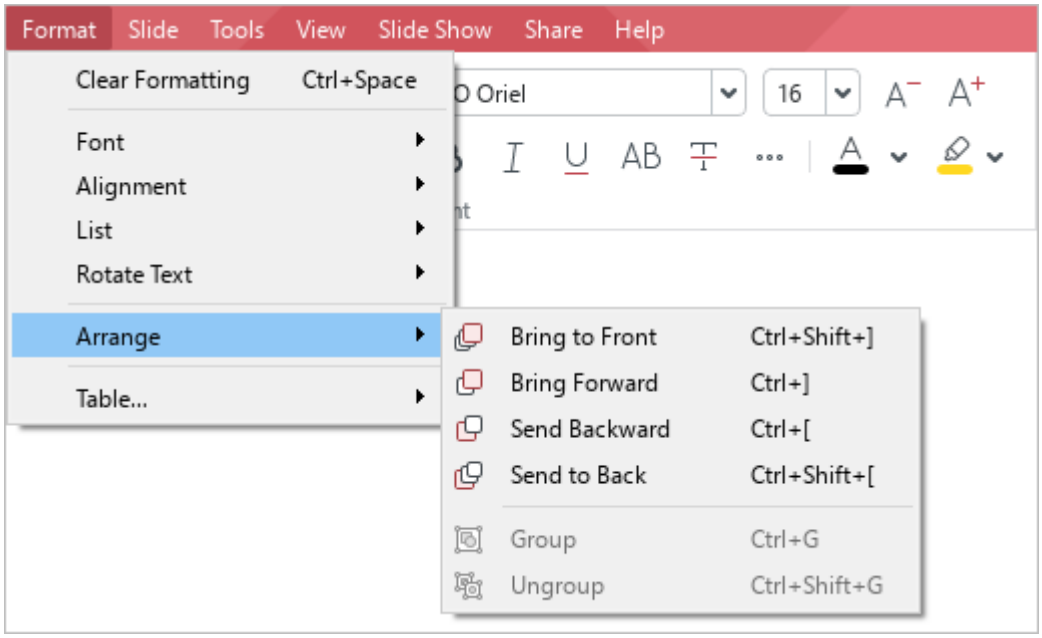

Figure 200. Format menu

– On the Toolbar, in the **Alignment** section, click **Bring Forward** (see Figure 201).

– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Bring Forward** button. In the drop-down list, select **Bring Forward**.

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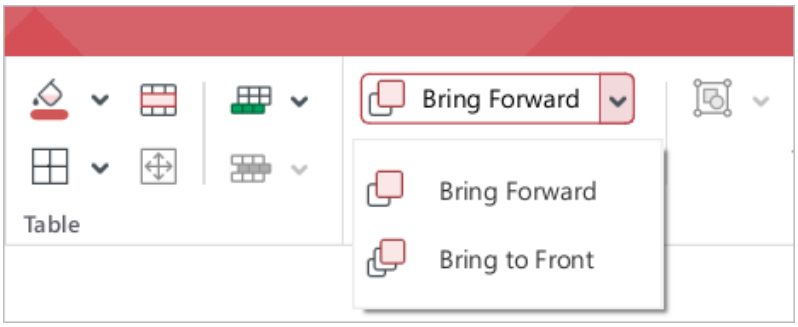

Figure 201. Bring Forward button

– Right-click the table to open the context menu and run the **Bring Forward** command.
– When working on Windows / Linux, press **Ctrl+]** in the English keyboard layout. When working on macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**F**.

To place the table in front of other elements, select it and do one of the following:
– In the **Format** menu, select **Arrange** > **Bring to Front** (see Figure 200).
– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Bring Forward** button. In the drop-down list, select **Bring to Front** (see Figure 201).
– Right-click the table to open the context menu and run the **Bring to Front** command.
– When working on Windows / Linux, press **Ctrl+Shift+]** in the English keyboard layout. When working on macOS, press ⇧ **Shift**+⌘ **Cmd**+**F**.

4.6.12.2 Send backward

To move the table by one level back relative to the other element, select it and do one of the following:
– In the **Format** menu, select **Arrange** > **Send Backward** (see Figure 200).
– On the Toolbar, in the **Arrange** section, click **Send Backward** (see Figure 202).
– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Send Backward** button. In the drop-down list, select **Send Backward**.
– Right-click the table to open the context menu and run the **Send Backward** command.
– When working on Windows / Linux, press **Ctrl+[** in the English keyboard layout. When working on macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**B.**

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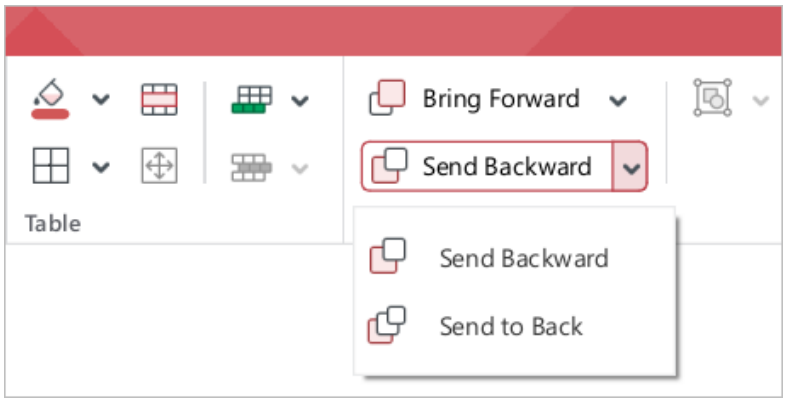

Figure 202. Send Backward button

To place the table behind other elements, select it and do one of the following:

– In the **Format** menu, select **Arrange** > **Send to Back** (see Figure 200).

– On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Send Backward** button. In the drop-down list, select **Send to Back** (see Figure 202).

– Right-click the table to open the context menu and run the **Send to Back** command.

– When working on Windows / Linux, press **Ctrl**+**Shift**+**[** in the English keyboard layout. When working on macOS, press ⇧ **Shift**+⌘ **Cmd**+**B**.

4.6.13 Delete columns or rows

To delete one or more columns or rows, use one of the following methods:

1. Select the rows or columns or cells located in them. Then do one of the following:
   – In the **Format** menu, select **Table** > **Delete Column** / **Delete Row** (see Figure 203).

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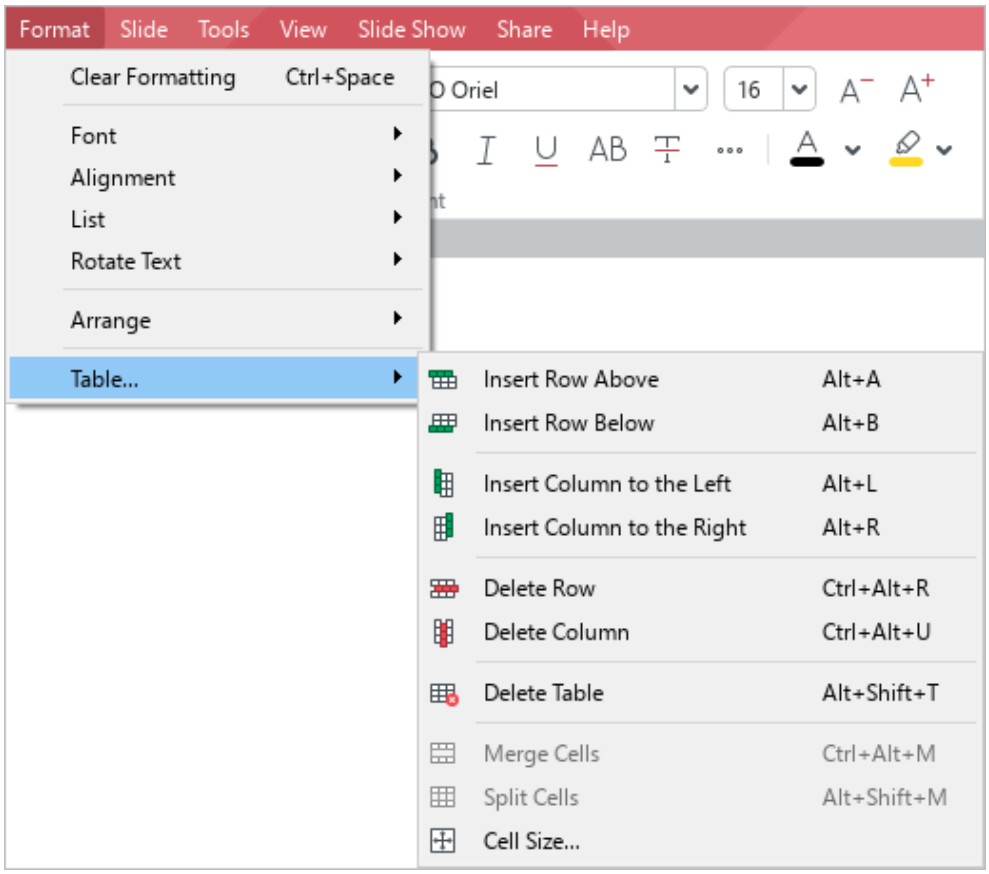

Figure 203. Format menu

– On the Toolbar, in the **Table** section, click the arrow to the right of **Delete Cell, Column, or Row** button and select **Delete Column** or **Delete Row** (see Figure 204).
– Right-click anywhere in the selected range and run **Delete Row** / **Delete Column** command from the context menu.

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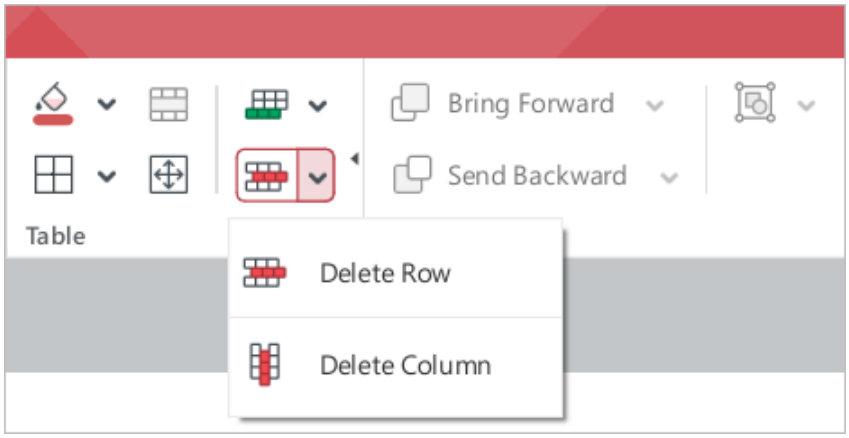

Figure 204 Table toolbar section

– Press **Ctrl**+**Alt**+**U** / ⌥ **Option**+⌘ **Cmd**+**U** to delete one or more columns, or press **Ctrl**+**Alt**+**R** / ⌥ **Option**+⌘ **Cmd**+**R** to delete one or more rows.

2. Select these columns/rows in their entirety and press **Ctrl**+**—** / ⌘ **Cmd**+**—**.

4.6.14 Delete a table

To delete a table, use one of the following methods:

1. Select any element of the table or the entire table. Then do one of the following:
   – In the **Format** menu, select **Table** > **Delete Table** (see Figure 206).
   – In the **Edit** menu, click **Delete** (see Figure 205).

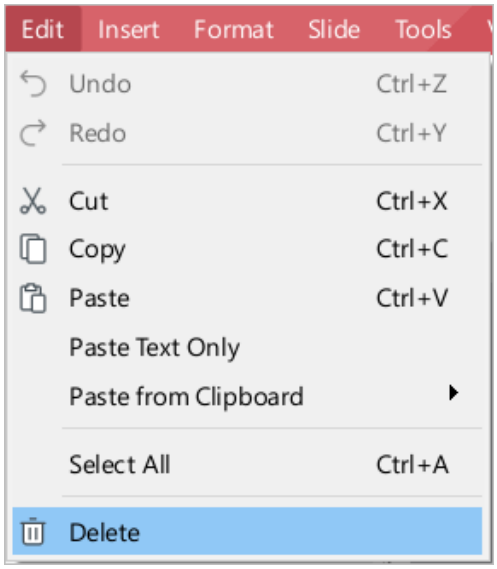

Figure 205. Delete command menu option

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– On the Toolbar, in the **Edit** section, click **Delete** (see Figure 206).

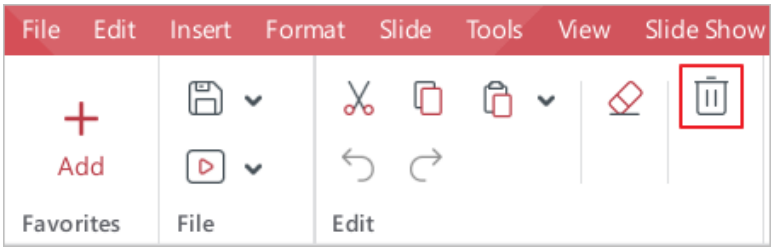

Figure 206. Delete button

– Right-click anywhere in the table and run the **Delete** command from the context menu.

– Press **Alt**+**Shift**+**T** / ⌥ **Option**+⇧ **Shift**+**T**.

2. Select the entire table and press **Delete** or **Backspace**.

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4.7 Charts

4.7.1 Insert a chart

To add a chart to a slide, create a chart in MyOffice Spreadsheet application, and then copy and paste it to the desired location on the slide.

The chart is inserted as an image.

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4.8 Work with several objects

4.8.1 Select objects and groups of objects

You can select several objects and/or groups of objects simultaneously on a slide. The objects you select can be of the same type (for example, multiple shapes) or of different types (for example, a shape and an image).

To select multiple objects and/or groups of objects, do one of the following:

– While holding the left mouse button down, drag the cursor over all desired objects/groups.

– While holding **Ctrl** / ⌘**Cmd** down, click each object/group you want to select.

To select all objects and groups of objects on a slide, do one of the following:

– In the Command menu, select **Edit** > **Select All** (see Figure 207).

– Press **Ctrl**+**A** / ⌘**Cmd**+**A**.

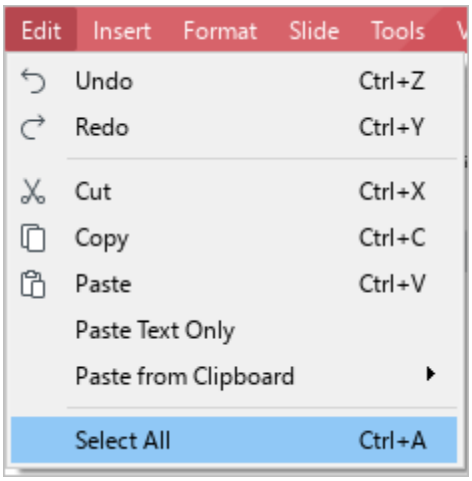

Figure 207. Select All command menu option

To deselect one object/group or to select another object/group, follow the steps below:

1. Press **Ctrl** / ⌘**Cmd**.
2. Click an object/group with the mouse or move the cursor over it while holding down the left mouse button.

To deselect all objects and groups, press **Esc** or click an empty space on the slide.

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4.8.2 Group or ungroup objects

You can group objects on a slide and manage them as a whole. Unlike multiple selection, grouping objects remains in place until the user runs the Ungroup command.

On the slide, you can group:

– Individual objects

– Individual objects and groups of objects

– Several groups of objects

You cannot group placeholders and tables.

4.8.2.1 Group objects

To group objects and/or groups, follow the steps below:

1. Select the objects and/or groups.
2. Run the **Group** command in one of the following ways:
   – In the **Format** menu, select **Arrange** > **Group** (see Figure 208).

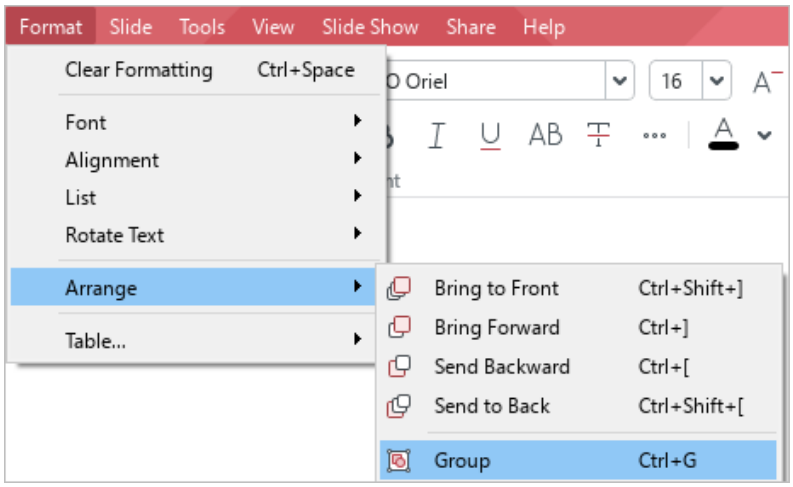

Figure 208. Group command menu option

   – On the Toolbar, in the **Arrange** (see Figure 209) section, click **Group**.

   – On the Toolbar, select the **Arrange** section and click the arrow to the right of the **Group** button. In the drop-down list, select **Group**.

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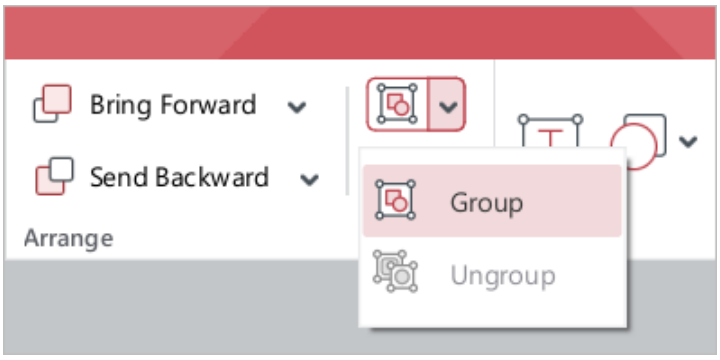

Figure 209. Group command

– Right-click any of the selected objects and run the **Group** command from the context menu.
– Press **Ctrl**+**G** / ⌘ **Cmd**+**G**.

Grouped objects/groups of objects will have a common frame (see Figure 210).

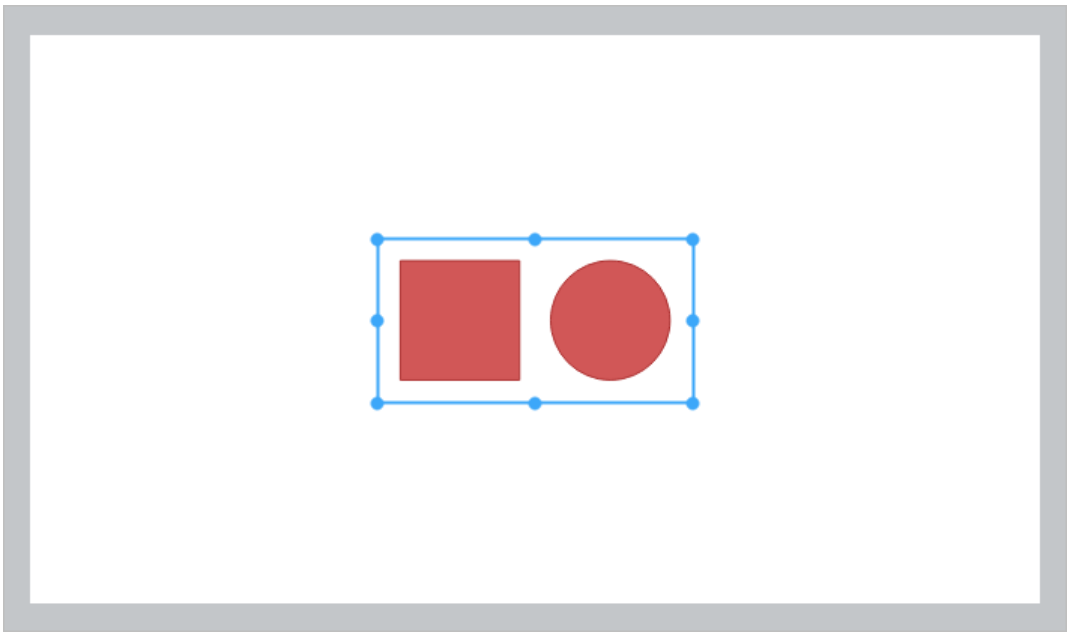

Figure 210. Grouped objects

4.8.2.2 Ungroup objects

To ungroup one or more groups of objects, follow the steps below:

1. Select the required groups.

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2. Run the **Ungroup** command in one of the following ways:
   – In the **Format** menu, select **Arrange** > **Ungroup** (see Figure 211).

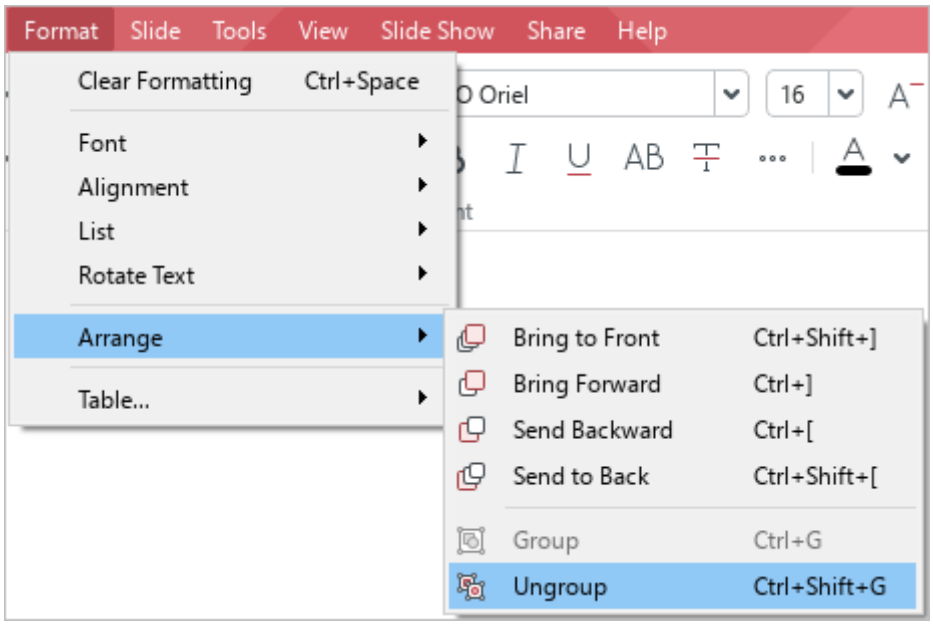

Figure 211. Ungroup command menu option

   – On the Toolbar, select the **Arrange** section (see Figure 212) and click the arrow to the right of the **Group** button. In the drop-down list, select **Ungroup**.

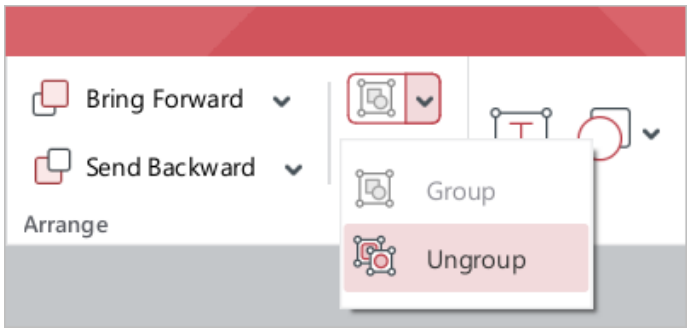

Figure 212. Ungroup command

   – Right-click the selected objects to open the context menu and run the **Ungroup** command.
   – Press **Ctrl**+**Shift**+**G** / ⇧ **Shift**+⌘ **Cmd**+**G**.

The frame that unites the objects will be deleted.

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4.8.3 Manage selected objects

If several objects are selected on the slide, the commands you run are applied:

– To all selected objects: If the command is applicable to the properties of each object from the selected ones. For example, if a shape, an image, and a table are selected on the slide, clicking **Fill Color** will apply the fill settings to each selected object.

– To one object among the selected objects: If the command is applicable to the properties of one object. For example, if a line, a shape and a table are selected on the slide, then when you run the **Insert Row Above** command, the row will be added only to the selected table.

The following restrictions apply in this version of the application:

– When you select several objects that include a table, you cannot specify the exact size of cells in the table, merge cells, or delete individual columns or rows.

– You cannot enter text from the keyboard into multiple selected objects at the same time.

You can find common tools for working with multiple selected objects in the Toolbar, in the **Objects** section (see Figure 213):

– **Fill Color:** Fill a shape, table cells, image with color or image.

– **Shape Outline:** Set the line style; specify the color, type and thickness of the outer borders of the table, outline of the shape and image.

– **Arrow type:** The button is displayed if there is a line among the selected shapes. It is designed to select the type of line tips.

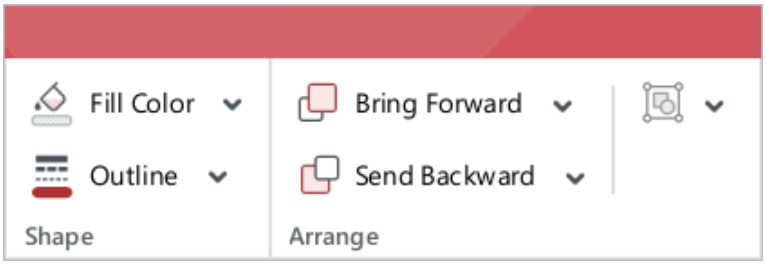

Figure 213. Objects section of the Toolbar

You can do the following actions with all selected objects at the same time:

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– Move.
– Resize.
– Change the position.
– Copy, cut and paste.
– Delete.

To do this, follow the corresponding steps for any object from the selected ones.

To sequentially edit and format the content of each object in the selection, move between objects using ←, →, ↑, and ↓ keys while holding **Ctrl** / ⌘**Cmd** down. You can move between objects from left to right, from top to bottom. The overall selection of objects is automatically cleared.

4.8.4 Manage grouped objects

The following restrictions apply in this version of the application:
– A shape or group of objects that has been expanded using a third-party editor may not be displayed correctly as part of the group.
– You cannot resize expanded shapes and groups of objects. But if this shape or group is part of another group, its size changes proportionally to other objects in this group.
– Pasting copied or cut object groups into MyOffice Text and MyOffice Spreadsheet applications is not supported.
– In the Cloud, the Undo and Redo commands may not work properly.

To select a group of objects, click any object in the group. When you select a group, its common borders are highlighted (see Figure 210). The borders of individual objects are not highlighted.

You can do the following actions with a group of objects:
– Format: For example, change the fill color and outline of objects or change the parameters of text located inside shapes.
– Move: Moving a group of objects is done similarly to moving objects (for example, shapes).
– Resize: Similar to resizing objects.
– Change position: Similar to changing the position of objects.

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– Copy, cut and paste.

You can select any of the objects in a group and change its parameters or delete it.

To select an object in a group, select the group and then click to select the desired object in the group. To switch to the edit mode of an object, select it with a double click.

To move sequentially between objects in a group, press **Tab**.

To sequentially edit and format the content of each object in the group, move between objects using ←, →, ↑, and ↓ keys while holding **Ctrl** / ⌘**Cmd** down.

You can cut and copy objects within a group. When pasting, these objects are pasted outside the group.

Moving and zooming objects within a group is not supported.

To clear the selection from an object within a group and select the entire group of objects, click the group frame.

4.8.5 Delete a group of objects

To delete a group of objects, select the group and do one of the following:

– In the **Edit** menu, select **Delete** (see Figure 214).

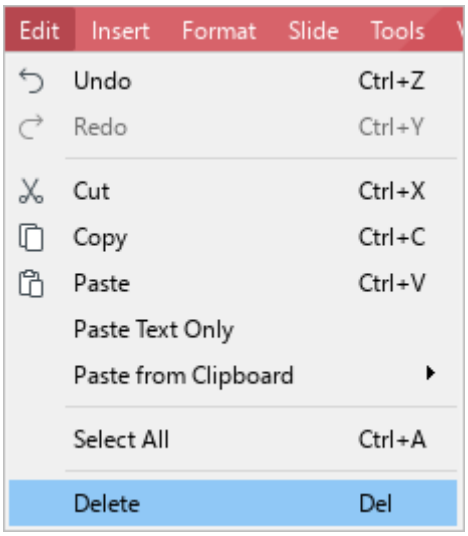

Figure 214. Delete command menu option

– On the Toolbar, in the **Edit** section, click **Delete** (see Figure 215).

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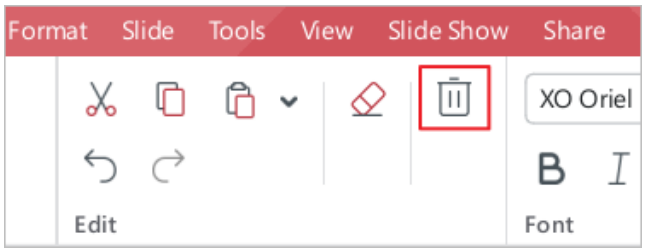

Figure 215. Delete button

– Right-click any object in the group and run the **Delete** command from the context menu.

– Press **Delete** or **Backspace**.

Also, to delete a group, you can simultaneously or alternately delete all objects included in this group.

4.9 Alignment of objects

4.9.1 Rulers

Use rulers to align objects on the slide both horizontally and vertically.

The horizontal ruler is above the slide, and the vertical ruler is to the left of the slide (see Figure 216). By default, both rulers are displayed.

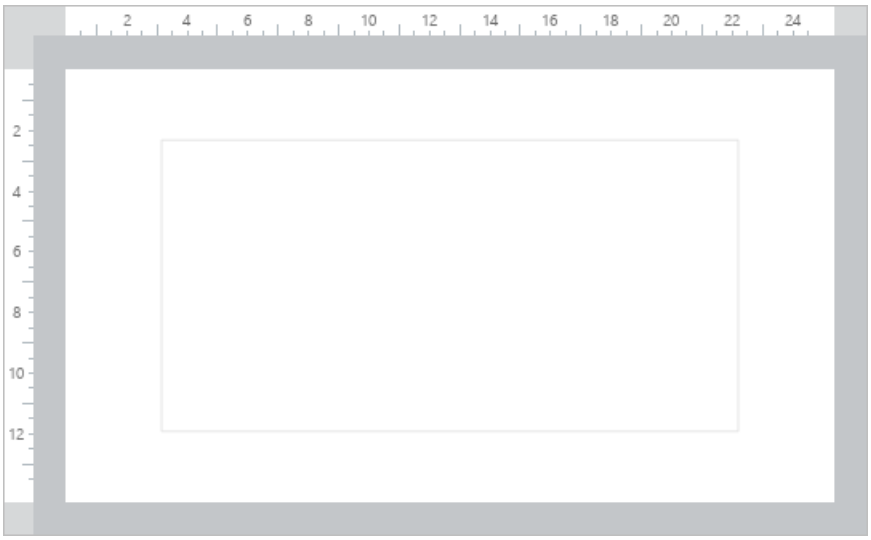

Figure 216. Rulers

If you want to hide the rulers or display previously hidden rulers, do one of the following:

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– In the **View** menu, select or clear the **Ruler** box (see Figure 217).

– Press **Ctrl**+**Shift**+**R** / ⇧ **Shift**+⌘ **Cmd**+**R**.

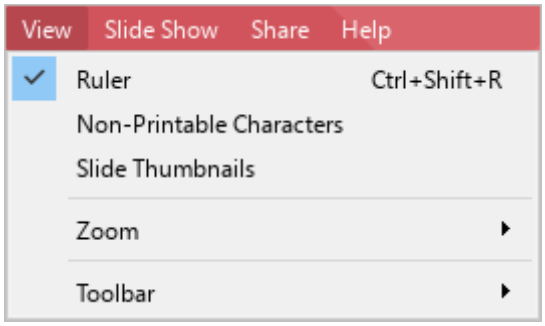

Figure 217. Ruler checkbox

4.10 Edit the content

4.10.1 Undo and redo actions

4.10.1.1 Undo the last action

You can undo the last action performed on the content of a document.

To do this, use one of the following methods:

– In the **Edit** menu, select **Undo** (see Figure 218).

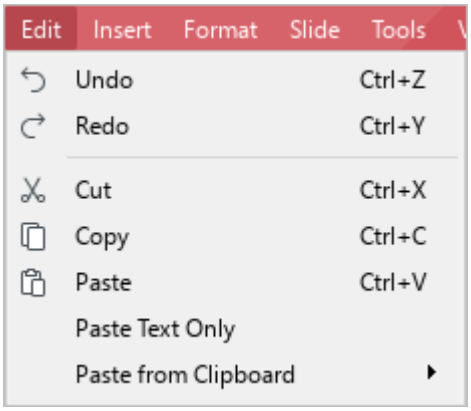

Figure 218. Edit menu

– On the Toolbar, in the **Edit** section, click **Undo** (see Figure 219).

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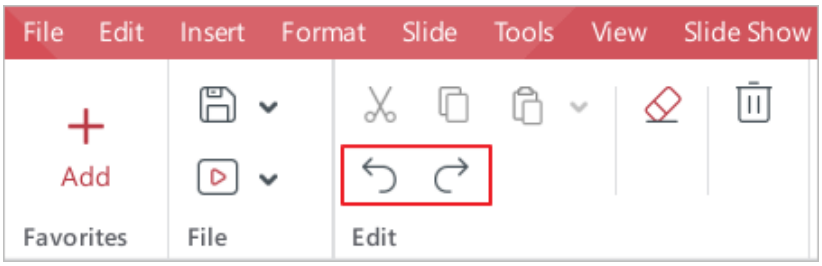

Figure 219. Undo and Redo buttons

– When working on Windows / Linux, press **Ctrl**+**Z** or **Alt**+**Backspace**, when working on macOS, press ⌘ **Cmd**+**Z**.

To undo several recent actions, run the undo command several times.

4.10.1.2 Redo the result of the undone action

The undone action can be redone if necessary.

To do this, use one of the following methods:

– In the **Edit** menu, select **Redo** (see Figure 218).

– On the Toolbar, in the **Edit** section, click **Redo** (see Figure 219).

– When working on Windows / Linux, press **Ctrl**+**Y** / **Ctrl**+**Shift**+**Z** / **Shift**+**Alt**+**Backspace**. When working on macOS, press ⌘**Cmd**+**Y**.

To redo the last few undone actions, run the redo command several times.

4.10.2 Clipboard

4.10.2.1 Cut or copy

4.10.2.1.1 Cut or copy a slide

When you use the Cut command, the selected slide is removed from the presentation and placed on the clipboard. When you use the Copy command, the selected slide is not changed in the presentation, but a copy of the slide is placed on the clipboard.

To cut a slide, follow the steps below:

1. Select a slide on the Slide bar.
2. Run the Cut command in one of the following ways:
   – In the **Edit** menu, select **Cut** (see Figure 218).

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– On the Toolbar, in the **Edit** section, click **Cut** (see Figure 220).
– On the Slide bar, right-click the selected slide and run the **Cut** command from the context menu.

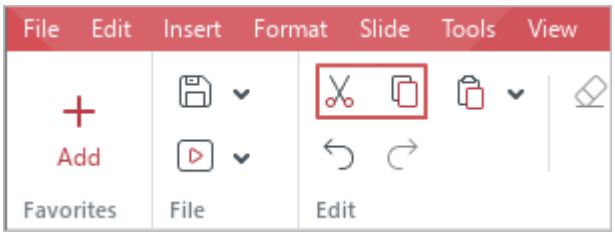

Figure 220. Cut and Copy buttons

– In the workspace, right-click an empty space on the slide and run the **Cut** command from the context menu.
– Press **Ctrl**+**X** or **Shift**+**Delete** in Windows / Linux or ⌘**Cmd**+**X** in macOS.

To copy a slide, follow these steps:

1. Select a slide in the Slide bar.
2. Run the copy command in one of the following ways:
   – In the **Edit** menu, select **Copy** (see Figure 218).
   – On the Toolbar, in the **Edit** section, click **Copy** (see Figure 220).
   – On the Slide bar, right-click the selected slide and run the **Copy** command from the context menu.
   – In the workspace, right-click an empty space on the slide and run the **Copy** command from the context menu.
   – Press **Ctrl**+**C** or **Ctrl**+**Insert** in Windows / Linux or ⌘**Cmd**+**C** in macOS.

4.10.2.1.2 Cut or copy data from a slide

When you use the Cut command, the data is removed from the slide and placed on the clipboard. When you use the Copy command, the data is not changed on the slide, but a copy of it is placed on the clipboard.

The data is cut and copied from the slide while maintaining formatting.

To cut the data, follow these steps:

1. Select the data you want to cut.

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2. Run the Cut command in one of the following ways:
   – In the **Edit** menu, select **Cut** (see Figure 218).
   – On the Toolbar, in the **Edit** section, click **Cut** (see Figure 220).
   – Right-click the selected content and run the **Cut** command from the context menu.
   – Press **Ctrl**+**X** or **Shift**+**Delete** in Windows / Linux or ⌘ **Cmd**+**X** in macOS.

To copy the data, follow these steps:

1. Select the data you want to copy.
2. Run the copy command in one of the following ways:
   – In the **Edit** menu, select **Copy** (see Figure 218).
   – On the Toolbar, in the **Edit** section, click **Copy** (see Figure 220).
   – Right-click the selected content and run the **Copy** command from the context menu.
   – Press **Ctrl**+**C** or **Ctrl**+**Insert** in Windows / Linux or ⌘ **Cmd**+**C** in macOS.

4.10.2.2 Paste

4.10.2.2.1 Paste a slide

You can copy, cut and paste slides:

– Within the current presentation.

– Between presentations, provided that both presentations are created in MyOffice Presentation application.

To paste a cut or copied slide that is on the clipboard, follow these steps:

1. On the Slide bar, select the slide after which you want to paste a slide from the clipboard.
2. Run the Paste command in one of the following ways:
   – In the **Edit** menu, select **Paste** (see Figure 221).

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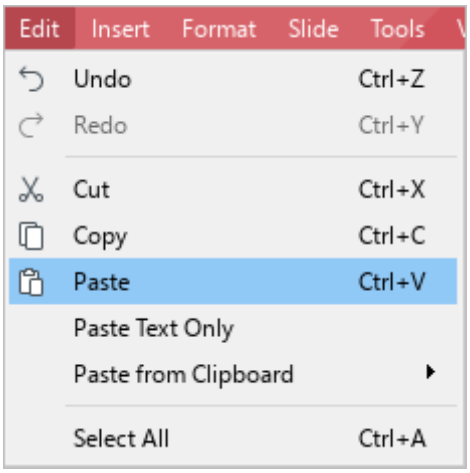

Figure 221. Paste command menu option

– On the Toolbar, in the **Edit** section, click **Paste** (see Figure 222).

– On the Toolbar, select the **Edit** section and click the arrow to the right of the **Paste** button. In the drop-down list, select **Paste**.

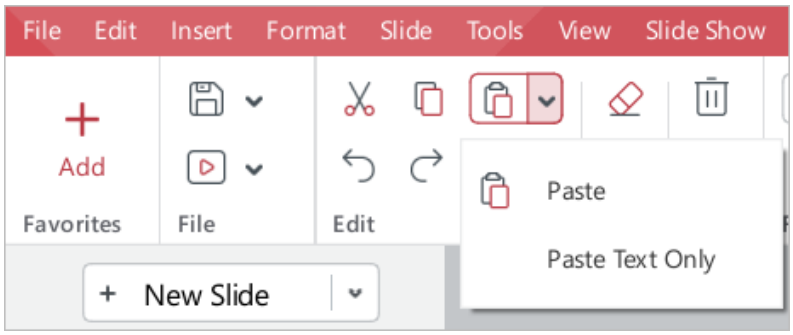

Figure 222. Paste button

– On the Slide bar, right-click the selected slide and run the **Paste** command from the context menu.

– In the workspace, right-click any space on the slide and run the **Paste** command from the context menu.

– Press **Ctrl**+**V** or **Shift**+**Insert** in Windows / Linux or ⌘ **Cmd**+**V** in macOS.

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4.10.2.2.2 Paste data on a slide

You can paste previously copied or cut data from the clipboard onto a slide. You can paste data from the clipboard with or without preserving the original formatting.

To paste data while maintaining the original formatting, follow the steps below:

1. Specify a place to paste the data:
   – To paste text from the clipboard, place the cursor at the desired location on the slide.
   – To replace text or an object with data from the clipboard, select that text or object on the slide.
   – To paste an object from the clipboard, on the Slide bar, select the slide to paste the object.
2. Run the Paste command in one of the following ways:
   – In the **Edit** menu, select **Paste** (see Figure 221).
   – On the Toolbar, in the **Edit** section, click **Paste** (see Figure 222).
   – On the Toolbar, select the **Edit** section and click the arrow to the right of the **Paste** button. In the drop-down list, select **Paste** (see Figure 222).
   – Right-click to open the context menu and select the **Paste** command. To insert an object, you can call the context menu by right-clicking a slide on the Slide panel or anywhere on the slide in the workspace.
   – Press **Ctrl**+**V** or **Shift**+**Insert** in Windows / Linux or ⌘ **Cmd**+**V** in macOS.

When you paste data without preserving the original formatting, only text is pasted from the clipboard. For example, when you paste a table or a shape with text, only the text that these objects contain is pasted onto the slide.

To paste data without the original formatting, follow the steps below:

1. Place the cursor where you want to paste the data or select the text (object) you want to replace with data from the clipboard.
2. Run the Paste command in one of the following ways:
   – In the **Edit** menu, select **Paste Text Only** (see Figure 221).

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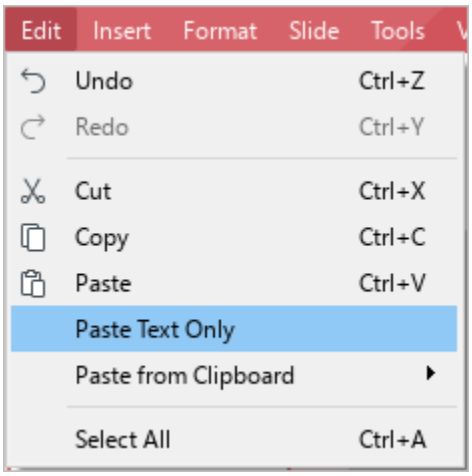

Figure 223. Paste Text Only command menu option

– On the Toolbar, select the **Edit** section and click the arrow to the right of the **Paste** button. In the drop-down list, select **Paste Text Only** (see Figure 224).

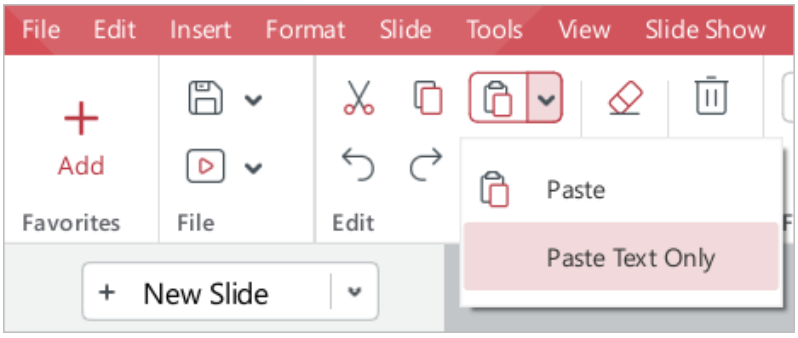

Figure 224. Paste Text Only command

– Right-click to open the context menu and select the **Paste Text Only** command.

4.10.2.3 Paste data from the clipboard history

The clipboard history is available in MyOffice Presentation. It can simultaneously store up to ten copied or cut entries. Each further entry overwrites the oldest existing entry.

4.10.2.3.1 Insert a slide

You can copy, cut and paste slides:

– Within the current presentation.

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– Between presentations, provided that both presentations are created in MyOffice Presentation application.

To insert a slide, follow the steps below:

1. On the Slide bar, select the slide after which you want to paste a slide from the clipboard history.
2. Open the content of the clipboard history in one of the following ways:
   – In the Command menu, select **Edit** > **Paste from Clipboard** (see Figure 225).

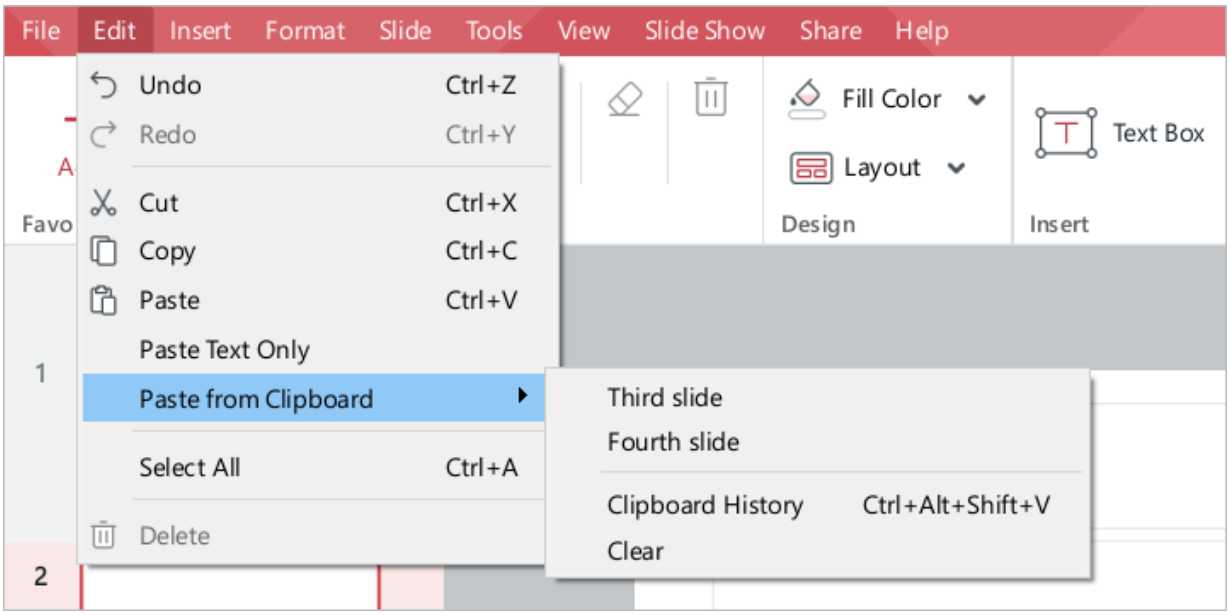

Figure 225. Paste from Clipboard command menu option

   – In the workspace, right-click anywhere on the slide and select the **Paste from Clipboard** command from the context menu.
3. In the sub-menu that opens, select the slide to be inserted.

4.10.2.3.2 Paste data on a slide

The data from the clipboard history is pasted with the original formatting preserved.

To paste data onto a slide, follow the steps below:

1. Specify a place to paste the data:
   – To paste text from the clipboard history, place the cursor at the desired location on the slide.

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– To replace text or an object with data from the clipboard history, select that text or object on the slide.

– To paste an object from the clipboard history, on the Slide bar, select the slide to paste the object.

2. Open the content of the clipboard history in one of the following ways:

– In the Command menu, select **Edit** > **Paste from Clipboard** (see Figure 226).

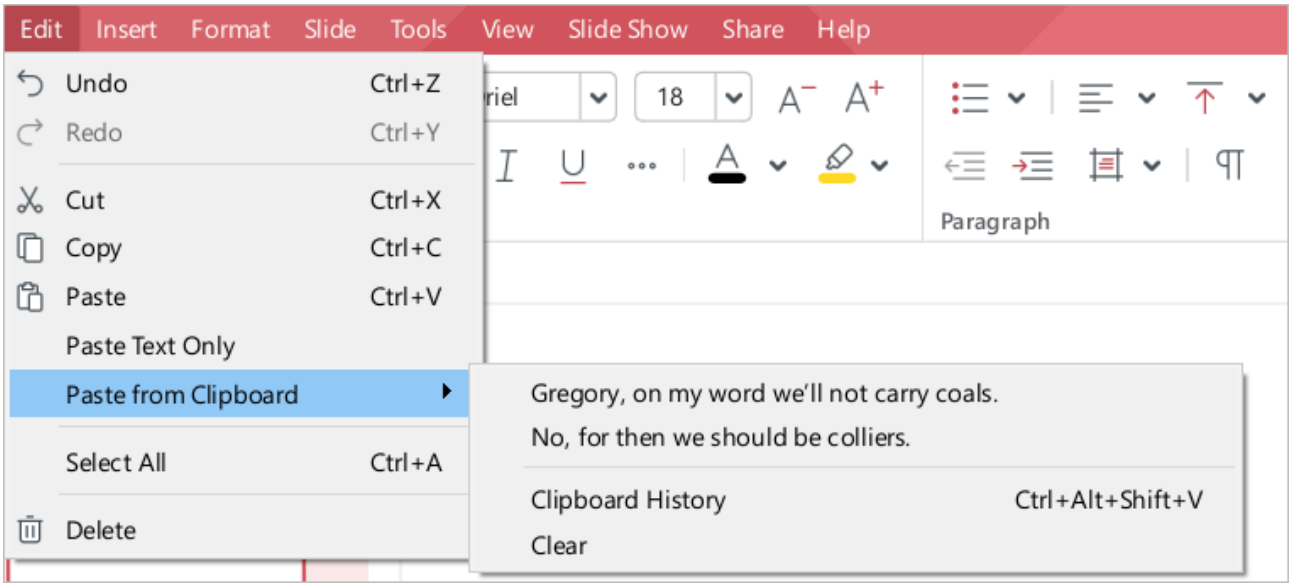

Figure 226. Paste from Clipboard command menu option

– Right-click to open the context menu and select **Paste from Clipboard**. To insert an object, you can call the context menu by right-clicking anywhere on the slide in the workspace.

3. In the sub-menu that opens, select the data to be inserted.

4.10.2.3.3 Open the clipboard history window

You can open the content of the clipboard history in a separate window for convenience. To do this, proceed with one of the following:

– In the **Edit** menu, select **Paste from Clipboard** > **Clipboard History** (see Figure 226).

– Open the context menu by right-clicking anywhere on the slide and select **Paste from Clipboard** > **Clipboard History**.

– Press **Ctrl**+**Alt**+**Shift**+**V** (Windows) or **Win**+**V** (Linux). When working in macOS, press ⌥ **Option**+⇧ **Shift**+⌘ **Cmd**+**V**.

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The clipboard history window (see Figure 227) can be moved to any area of the working window. To do this, drag it by the title bar while holding down the left mouse button.

When working with the clipboard history:

– You can navigate through the slots of the clipboard by pressing the ↓ and ↑ keys.

– You can paste the desired slot from the clipboard by clicking the left mouse button or by pressing **Enter**.

– To switch between the document editing area and the clipboard window, press **Tab**.

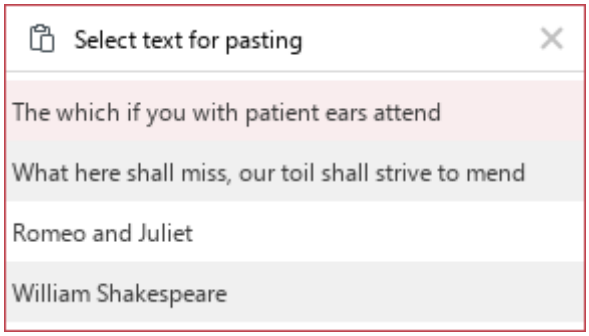

Figure 227. Clipboard History

To close the clipboard history window, click ✕ in the window title bar.

4.10.2.3.4 Clear the clipboard history

To clear the clipboard history, follow these steps:

1. Open the clipboard history sub-menu in one of the following ways:
   – In the **Edit** menu, select **Paste from Clipboard** (see Figure 226).
   – Open the context menu by right-clicking anywhere on the slide and select **Paste from Clipboard**.
2. In the sub-menu that appears, select **Clear**.

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4.10.3 Clear custom formatting

You can quickly revert custom formatting of text or an object back to the formatting options of the presentation theme. For this purpose, you can use the **Clear Formatting** command.

This version of the application supports clearing formatting for the following elements:

– Text
– List
– Table

The following rules apply when clearing formatting:

– If you select any object other than a table, the Clear Formatting command applies only to the text inside the object. If you select a table, Clear Formatting command will be applied to the outline and fill of the table, as well as to the text within it.
– Clearing the list formatting does not change the type of selected bullets.
– When multiple objects are selected, you can clear the formatting of text within a shape, table, text box, and placeholder.

To clear custom formatting, follow these steps:

1. Select the desired text or object:
   – To clear the formatting of a text fragment or list, select the fragment.
   – To clear the formatting of one or more items in the list, select the items.
   – To clear the formatting of a paragraph, select that paragraph or place the cursor in it.
   – To clear the formatting of all text within any object other than a table, select the object or select all text within the object.
   – To clear the formatting of text in a table cell, select that text.
   – To clear the formatting of the text, fill, and outline of a cell, column, row, or the entire table, select the appropriate table element or the entire table.
2. Run the **Clear Formatting** command in one of the following ways:
   – In the **Format** menu, select **Clear Formatting** (see Figure 228).

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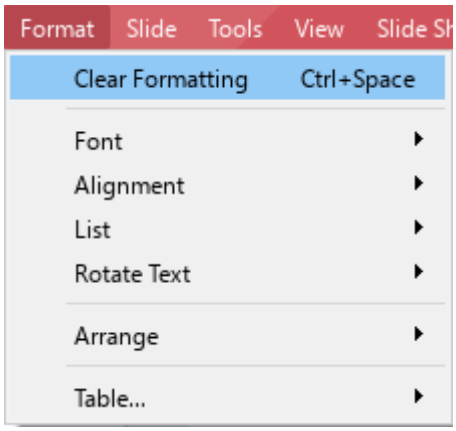

Figure 228. Clear Formatting command menu option

– On the Toolbar, in the **Edit** section, click **Clear Formatting** (see Figure 229).

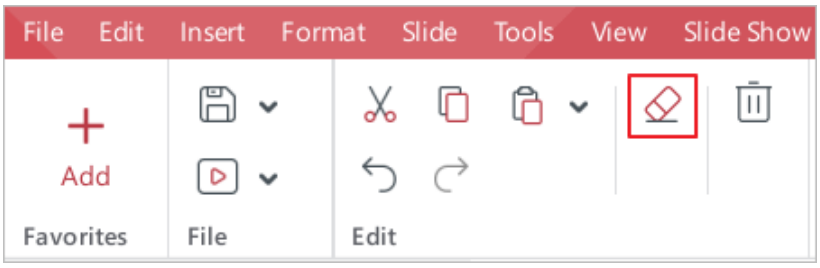

Figure 229. Clear Formatting button

– Press **Ctrl**+**Space** in Windows / Linux or ^**Ctrl**+\ in macOS.

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4.11 Demonstration of the presentation

4.11.1 Slide show modes

You can show your presentation in the normal view and in the presenter view.

In the normal view, slides are displayed in the full-screen mode (see Figure 230).

Figure 230. Normal slide show mode

The *Presenter View* is used on a computer with two monitors: a primary monitor and a secondary monitor.

The secondary monitor is intended for the audience. On this secondary monitor, the presentation slides are displayed in full screen (see Figure 230).

The main monitor is intended for the presenter. The screen of this monitor is divided into two areas: the area on the left displays the current slide in the presentation that the audience is currently seeing, and the area on the right displays the next slide to help the presenter navigate through the presentation content (see Figure 231).

The size of the left and right areas can be adjusted. To do this, hover the mouse cursor over the border between the areas and move it to the left or right.

The position of the border set manually will remain unchanged for the next time when you want to display your presentation.

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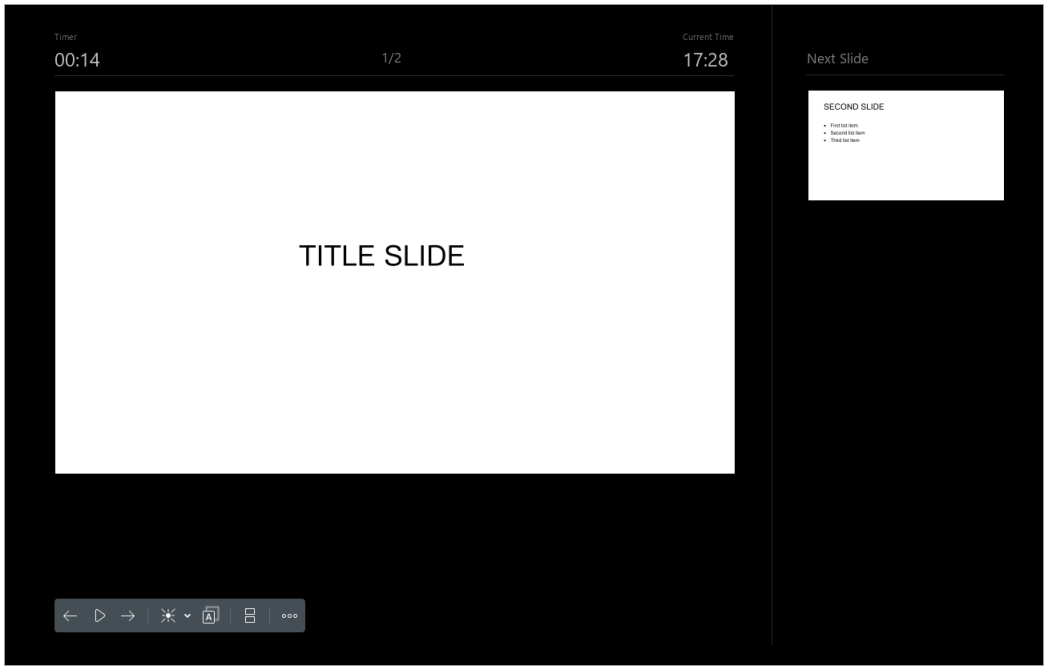

Figure 231. Primary monitor in Presenter View mode

4.11.2 Start a slide show

You can demonstrate a presentation stored on the computer and in the Cloud.

4.11.2.1 Normal view

You can start the slide show from the first slide or from the current slide, provided that this slide is not hidden.

To start the slide show from the first slide, do one of the following:

– In the **Slide Show** menu, click **From Beginning** (see Figure 232).

Figure 232. Slide Show menu

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– On the Toolbar, in the **File** section, click **Play from Beginning** (see Figure 232).
– On the Toolbar, in the **File** section, click the arrow to the right of the **From Beginning** button and select **From Beginning** from the drop-down list.

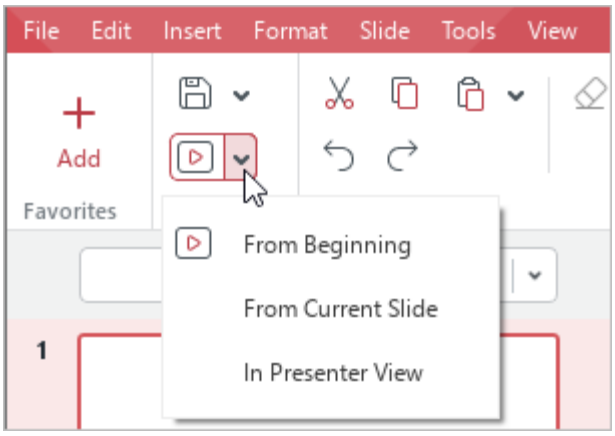

Figure 233. Play from Beginning button

– Select the first slide in the Slide bar by double-clicking.
– When working on Windows / Linux, press **F5**, when working on macOS, press ⇧ **Shift**+⌘ **Cmd**+⏎ **Enter**.

If the first slide is hidden, the slide show starts with the first unhidden slide.

To start the presentation from the current slide, do one of the following:
– In the **Slide Show** menu, click **From Current Slide** (see Figure 232).
– On the Toolbar, in the **File** section, click the arrow to the right of the **From Beginning** button and select **From Current Slide** from the drop-down list (see Figure 233).
– Select the current slide in the Slide bar by double-clicking.
– When working on Windows / Linux, press **Shift**+**F5**, when working on macOS, press ⌘ **Cmd**+⏎ **Enter**.

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4.11.2.2 Presenter view

To start a demonstration on a single-monitor computer (for example, when preparing for a presentation), do one of the following:

– In the **Slide Show** menu, click **In Presenter View** (see Figure 232).

– On the Toolbar, in the **File** section, click the arrow to the right of the **From Beginning** button and select In Presenter View **from the drop-down list** (see Figure 233).

– Start the presentation demonstration as usual in any way convenient for you. On the Control bar, click **More**. In the drop-down list, select **In Presenter View** (see Figure 234).

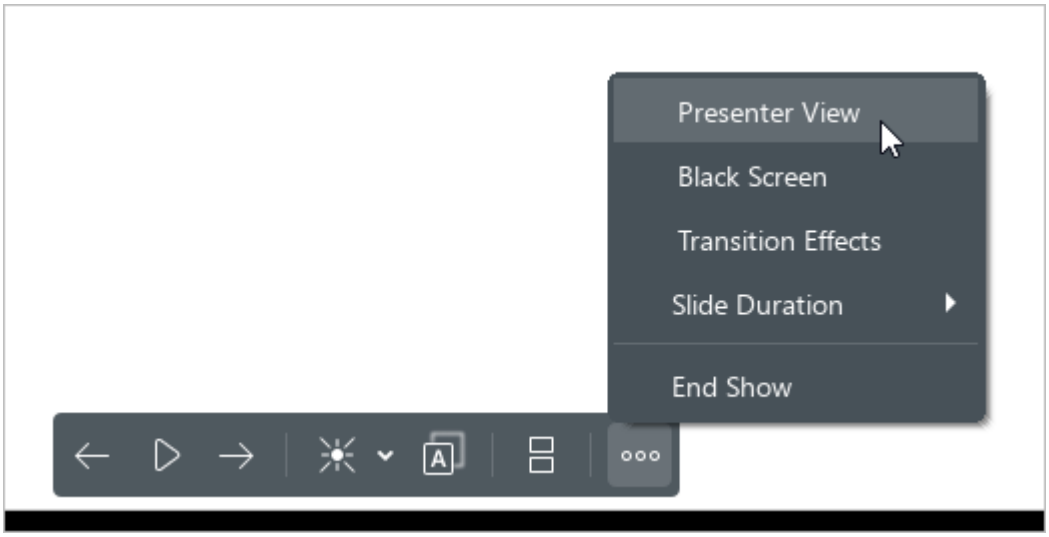

Figure 234. Presenter View option

To start a demonstration on a computer with two monitors, do one of the following:

– In the **Slide Show** menu, click **In Presenter View** (see Figure 232).

– On the Toolbar, in the **File** section, click the arrow to the right of the **From Beginning** button and select In Presenter View **from the drop-down list** (see Figure 233).

– Start the presentation demonstration as usual in any way convenient for you. The Presenter view will be enabled automatically.

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4.11.3 Switch between slide thumbnails

To switch between slides, you can use the buttons of the Control bar located at the bottom of the screen (see Figure 235), mouse and keyboard keys.

Figure 235. Control bar

To proceed to the next slide, do one of the following:

– On the Control bar, click **Forward** (see Figure 235).
– Scroll the mouse wheel toward you.
– Press **Space**, **Enter**, **Right Arrow**, **Down Arrow** or **Page Down** (Windows / Linux) / **Fn**+**Down Arrow** (macOS).
– Left-click the slide.
– If the presentation is being shown in Presenter View, left-click the next slide (the slide in the area to the right).

To switch to the previous slide, do one of the following:

– On the Control bar, click **Back** (see Figure 235).
– Scroll the mouse wheel outward.
– On the keyboard, press:
  ▪ **Backspace**, **Left Arrow**, **Up Arrow** or **Page Up** when working on Windows / Linux.
  ▪ **Delete**, **Left Arrow**, **Up Arrow** or **Fn**+**Up Arrow** when working in macOS.

When navigating between slides, hidden slides are skipped.

4.11.4 Advance slides automatically

When automatic slide advance is enabled, hidden slides are skipped.

During a presentation, slides can be advanced manually or automatically.

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In *automatic mode*, slides are advanced at a preset time interval. If the Loop option is enabled, the presentation restarts from the beginning (from the first slide) once the last slide is displayed.

The default settings for automatic presentation mode are the following:

– The slide is shown for 5 seconds before advancing to the next slide.

– The Loop option is disabled.

You can change the default settings. The automatic mode settings are saved and used for subsequent presentations, including after application restart.

4.11.4.1 Change the slide display time

To change the slide display time, follow the steps below:

1. On the Control bar, click **More**. In the drop-down list, select **Slide Duration** (see Figure 236).
2. In the sub-menu that appears, check the desired slide display duration option in the checkbox.

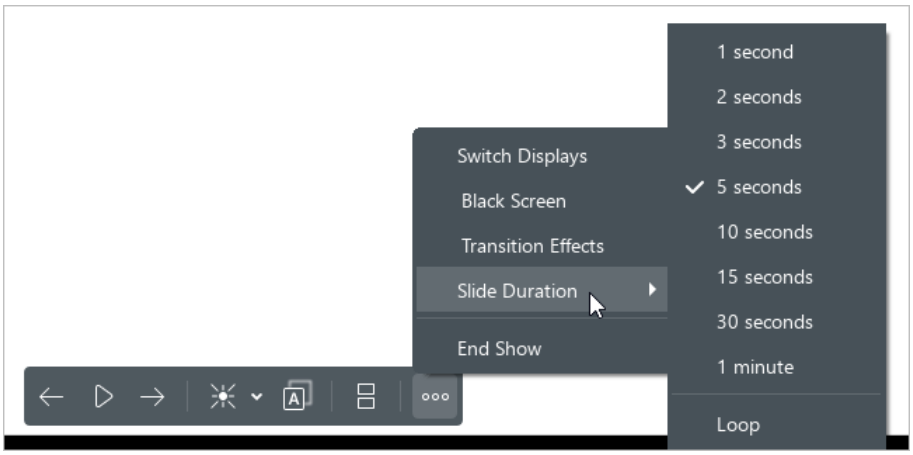

Figure 236. Slide Duration option

You can change the slide display time directly during the presentation in automatic mode.

4.11.4.2 Loop

To enable presentation looping, follow these steps:

1. On the Control bar, click **More**. In the drop-down list, select **Slide Duration** (see Figure 236).

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2. In the sub-menu that appears, check the **Loop** box.

To disable presentation looping, uncheck this box.

4.11.4.3 Play or pause the slide show

To start the slide show in automatic mode, on the Control bar, click **Play** (see Figure 236).

To pause the slide show, click **Pause** (see Figure 237).

Figure 237. Pause button

4.11.5 Display the Slide bar

If you want to quickly jump to a slide during the slide show, select it in the Slide bar.
To do this, follow these steps:

1. To open the Slide bar, in the Control pane, click **Slide Thumbnails** (see Figure 238).

Figure 238. Slide Thumbnails button

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2. Click the desired slide in the Slide bar (see Figure 239).

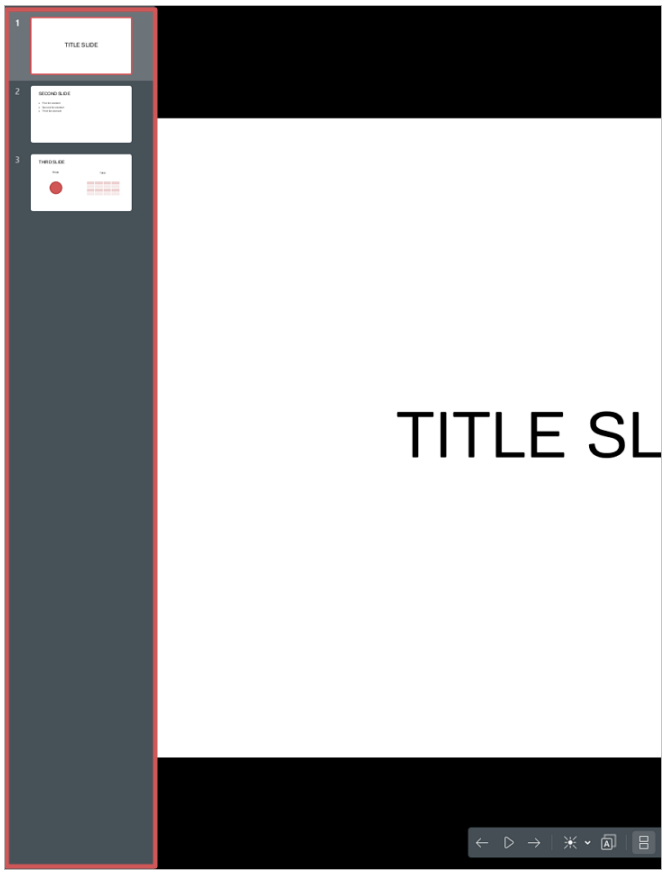

Figure 239. Slide bar

The Slide bar is automatically hidden from the screen when a slide is selected.

To hide the Slide bar without selecting a slide, do one of the following:

– Click anywhere on the slide outside the Slide bar.

– Press **Esc**.

4.11.6 Select objects on the slide

MyOffice Presentation allows you to sequentially select different objects on a slide. When an object is selected, it is highlighted by a frame and stays well-defined, while the rest of the slide is blurred (see Figure 240). This mode allows you to easily focus the audience's attention on individual objects on a slide without spending time preparing a presentation with animated objects.

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Figure 240. Selected object

4.11.6.1 Enable or disable the focus mode

Objects on a slide can be selected in focus mode or with **Shift**.

To turn focus mode on or off, click **Focus Mode** on the Control bar (see Figure 241).

Figure 241. Focus Mode button

The focus mode is automatically disabled once you enable the pointer.

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4.11.6.2 Select an object

To select an object on a slide, do one of the following:

– If the focus mode is on, hover the mouse cursor over the object and click it with the mouse.
– If the focus mode is off, hover the mouse cursor over the object and click it with the mouse while holding **Shift** down.

The object will appear in a frame and the object background will become blurred (see Figure 240).

4.11.6.3 Select another object

To select another object, do one of the following:

– If the focus mode is on, move the mouse cursor over the blurred object. Once the blurred object will become clearly defined, click it with the mouse.
– If the focus mode is off, hover the mouse cursor over the blurred object, while holding **Shift** down. Once the blurred object will become clearly defined, click it with the mouse.

The previously selected object will become blurred.

4.11.6.4 Deselect an object

To deselect an object, do one of the following:

– If the focus mode is on, click the selected object. If the focus mode is off, click the selected object while holding **Shift** down.
– Click the slide with the left or right mouse button outside the object.

The selection will be removed from the object, and the slide will become clear.

4.11.7 Turn on the slide transition effect

To attract the audience's attention, you can use the transition effect, that is a visual effect that occurs when you move from one slide to another. The transition effect is applied both when slides are switched manually and advanced automatically in the slide show.

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To turn the transition effect on, in the Control pane, click the **More** button and check **Transition effects** box in the drop-down list (see Figure 242).

To turn off the transition effect, uncheck this box.

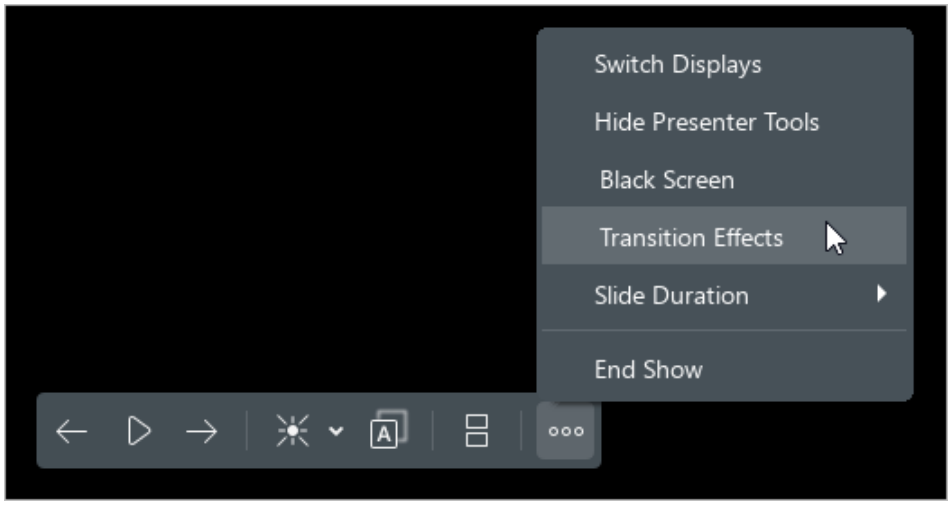

Figure 242. Transition effects command

4.11.8 Convert the cursor to a pointer

During a slide show, the mouse cursor can be transformed into a virtual laser pointer or other attention-grabbing element.

4.11.8.1 Enable or disable the pointer

To enable or disable the pointer, do one of the following:

– On the Control bar, click **Pointer** (see Figure 243).

– Press **Ctrl**+**L** / ⌘**Cmd**+**L**.

Figure 243. Pointer button

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When the focus mode is enabled, the pointer is disabled automatically.

4.11.8.2 Select the pointer type

By default, the pointer in the presentation looks like red laser pointer.

To change the pointer type, do the following:

1. On the Control bar, click the arrow to the right of the **Pointer** button (see Figure 244).
2. In the displayed pane, select the pointer type by left-clicking.

Figure 244. Pointer type selection

4.11.9 Manage screens in Presenter view

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4.11.9.1 Switch displays

In Presenter View, you can swap the demonstration on the primary and secondary monitors. To do this, on the presentation Control bar, click **More**. In the drop-down list, select **Switch Displays** (see Figure 245).

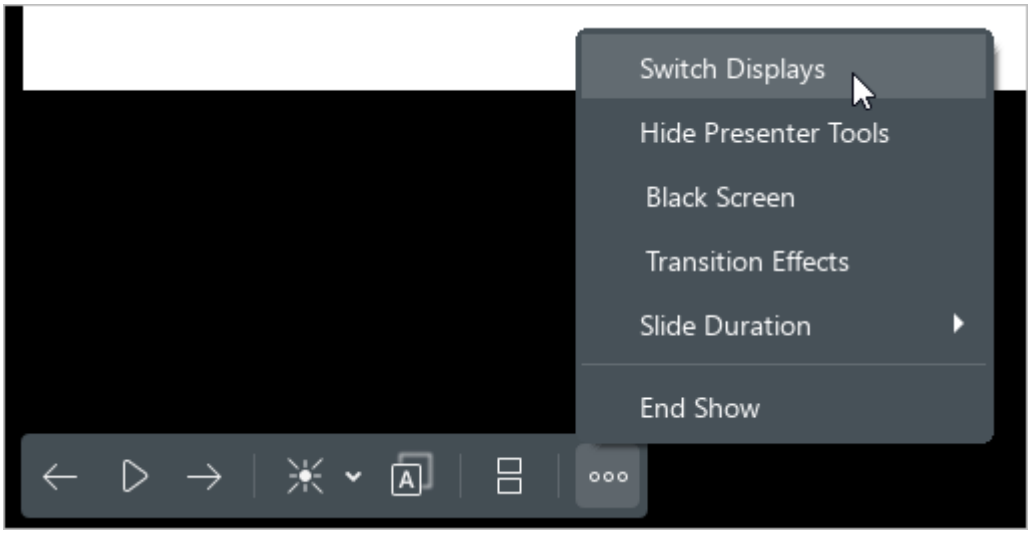

Figure 245. Switch displays command

The **Switch Displays** command is displayed only when a secondary monitor is available.

4.11.9.2 Hide or show the presenter tools

When showing a presentation, you can change the presenter's screen interface to the normal presentation mode interface. To do this, on the presentation Control bar, click **More**. In the drop-down list, select **Hide Presenter Tools** (see Figure 246).

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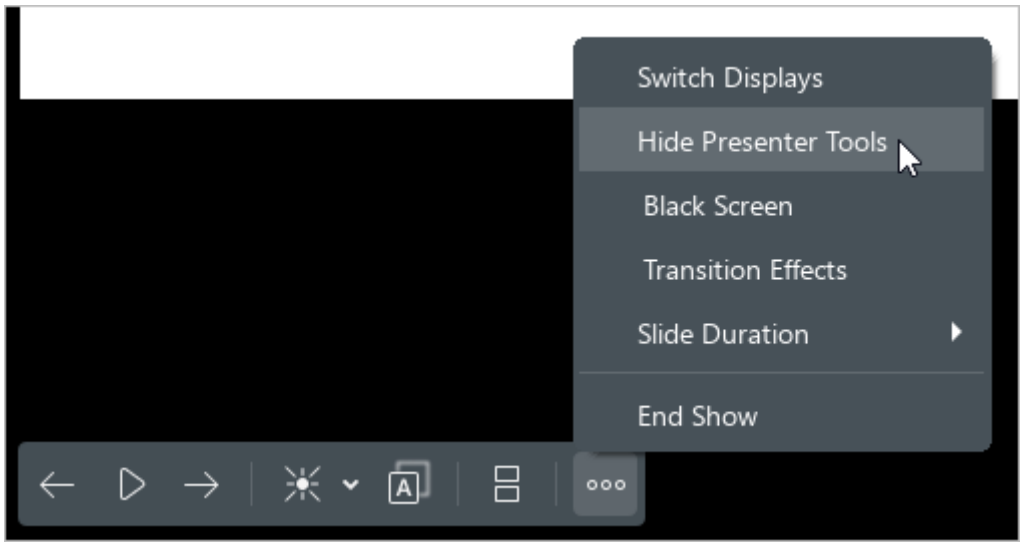

Figure 246. Hide Presenter Tools command

To return to the Presenter View, on the Control bar, click **More**. In the drop-down list, select **Show Presenter Tools** (see Figure 247).

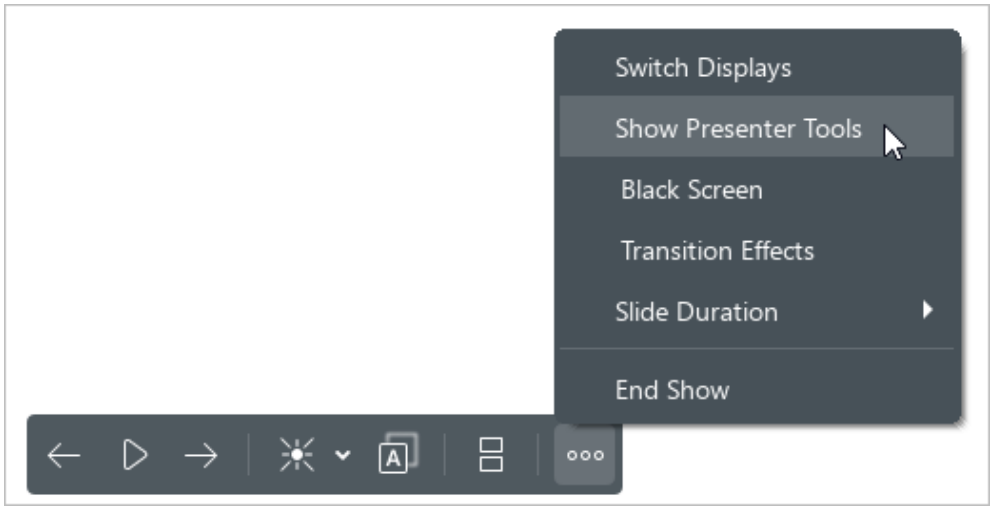

Figure 247. Show Presenter Tools command

4.11.10 Pause the slide show

You can pause the slide show if necessary. Hide the current slide of the presentation and display a black screen instead.

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To do this, on the Control bar, click **More**. In the drop-down list, check the **Black Screen** box (see Figure 248).

If the slides in the presentation were advanced automatically, the slide show stops and the **Pause** button turns into the **Play** button.

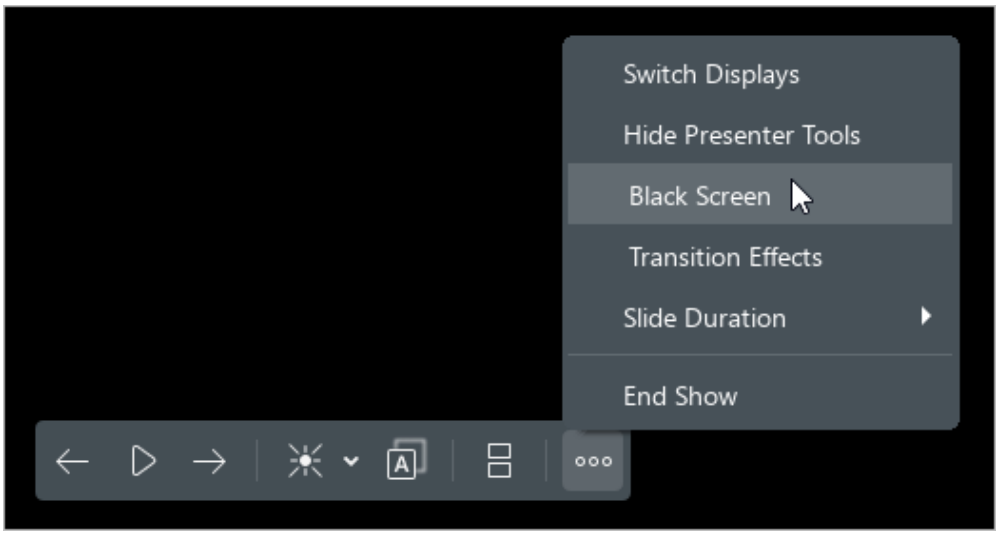

Figure 248. Black Screen option

To display the current slide again, do one of the following:

– On the Control bar, click **More**. In the drop-down list, uncheck the **Black Screen** box (see Figure 248).

– Perform any action to move to the previous/next slide.

– On the Toolbar, click **Play**.

When you click **Play**, the slide show resumes automatically.

– If you want to continue the presentation from a slide other than the current one, click **Slide Thumbnails** on the Toolbar and select the desired slide on the Slide bar.

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4.11.11 Stop slide show

To stop the slide show, do one of the following:

– On the Control bar, click **More**. In the drop-down list, click **End Show** (see Figure 249).

– Press **Esc**.

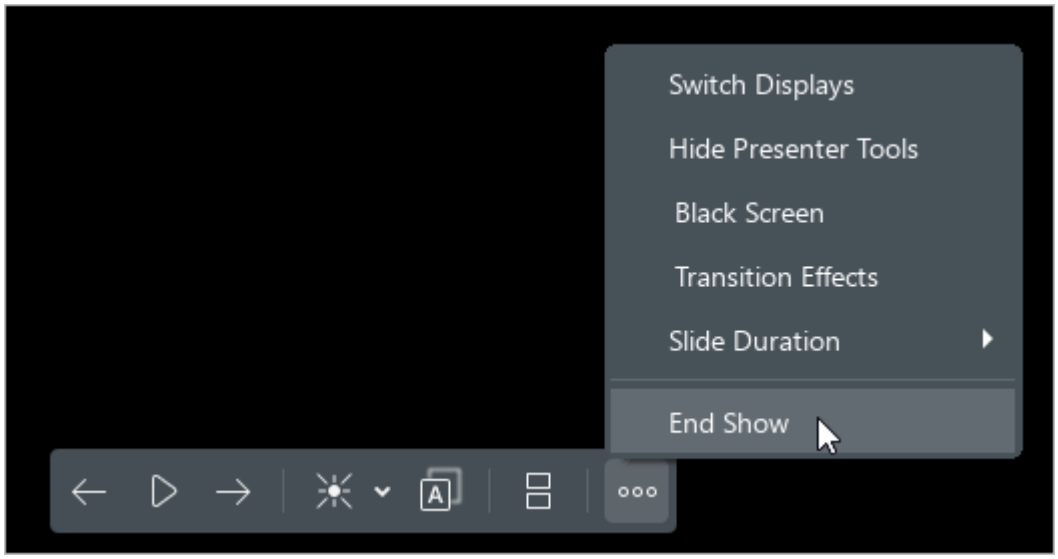

Figure 249. End Show command

4.12 The Cloud

The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

Working in the Cloud provides the following opportunities:

– Create and collaboratively edit .xodp files simultaneously with other users.

– Uploading, store and download the following types of files:

- Archives
- Text files
- Spreadsheets
- Presentations
- Templates
- PDFs

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- Images
- Audio and video files

To start working in the Cloud, you need to log in.

In the Cloud, you can access the following folders (see Figure 250):

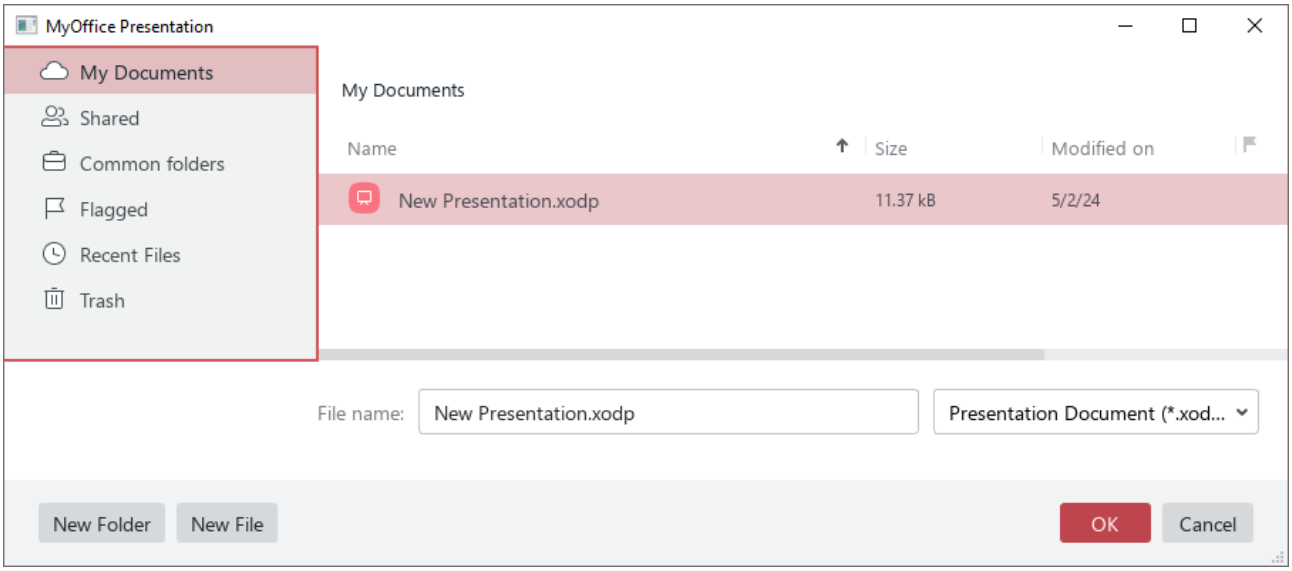

Figure 250. The Cloud

– **My Documents:** The folders and files created or uploaded by the user.
– **Shared:** The folders and the files created by other users and shared with you.
– **Common folders:** The folders and files shared by one or several groups or all employees of the company.
– **Flagged:** The folders and files flagged as important by the user.

> You can only flag the folder or file as important by using the MyOffice Documents web application.

– **Recent Files:** List of recent documents that the user has opened from the Cloud.
– **Trash:** The files deleted by the user.

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If several users simultaneously open for editing a .xodp file in the Cloud, the avatars of collaborators will be displayed on the Sidebar (see Figure 251). You can display a tooltip with the user's full name by hovering a cursor over the user's avatar.

Changes made to the presentation are displayed in real time.

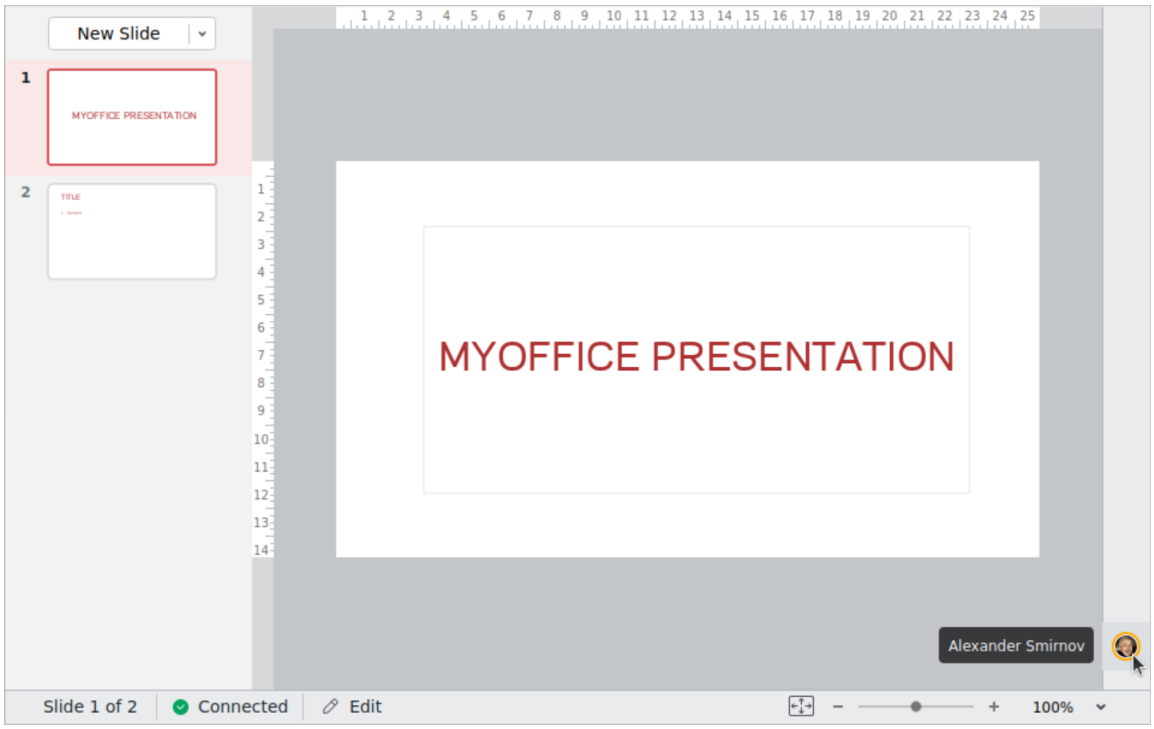

Figure 251. Collaboration

4.12.1 Log in to the Cloud

To log in to the Cloud, follow these steps:

1. In the **File** menu, select **Cloud Actions** and then **Log in** (see Figure 251).

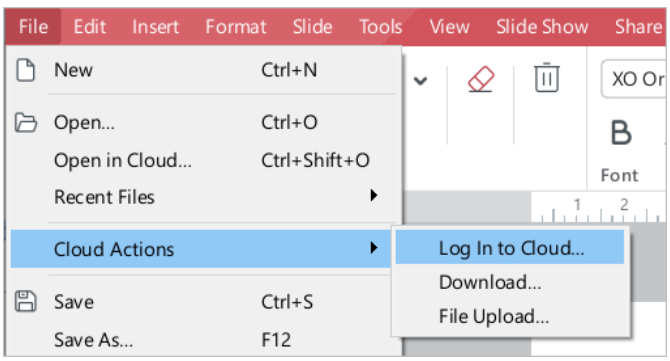

Figure 251. Log in option

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2. In the opened **Log In to Cloud** window (see Figure 252), enter your login credentials:

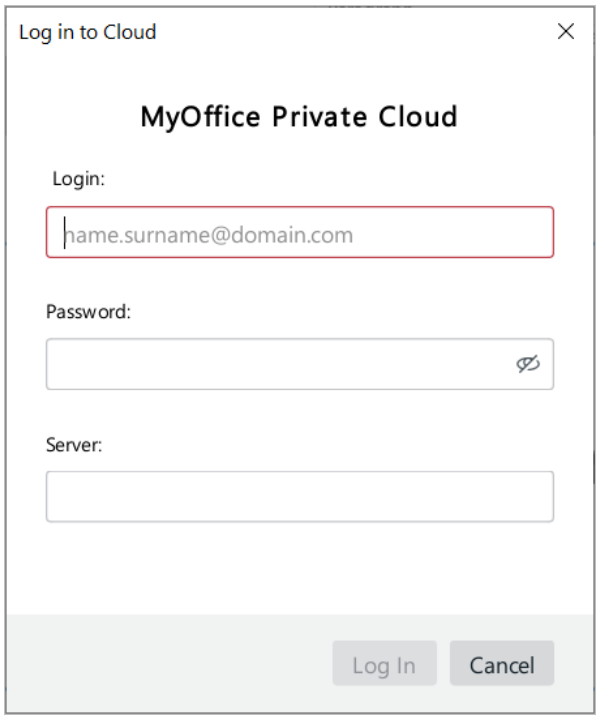

Figure 252. Log In to Cloud window

– **Login:** The email address that you used when registering in MyOffice software.
– **Password:** The password that you used when registering with MyOffice software.
– **Server:** The server address of your organization. This box is filled automatically.

3. Click **Log In**.

When you reopen the application, authorization in the Cloud is automatic, provided that the credentials are valid and the authentication server is reachable.

4.12.2 Open a file

Once logged in, you can open .xodp files stored in the Cloud of your organization and work on these files.

To open a file from the Cloud, follow these steps:

1. In the **File** menu, select **Open in Cloud** (see Figure 253) or press **Ctrl**+**Shift**+**O** / ⇧**Shift**+⌘**Cmd**+**O**.

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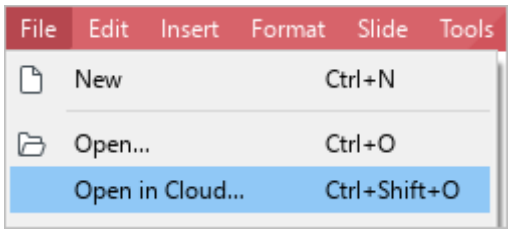

Figure 253. Open in Cloud option

2. On the left side of the window that opens (see Figure 254), select the section containing the file you want to open.
3. Select the file.

> If the **Author** or **Owner** of the selected file is deleted from the system by the administrator, a mark **(inactive)** is displayed to the right of his/her name. Deleting a user does not affect the levels of access to the document that he/she has previously granted to other users.

4. Click **OK**.

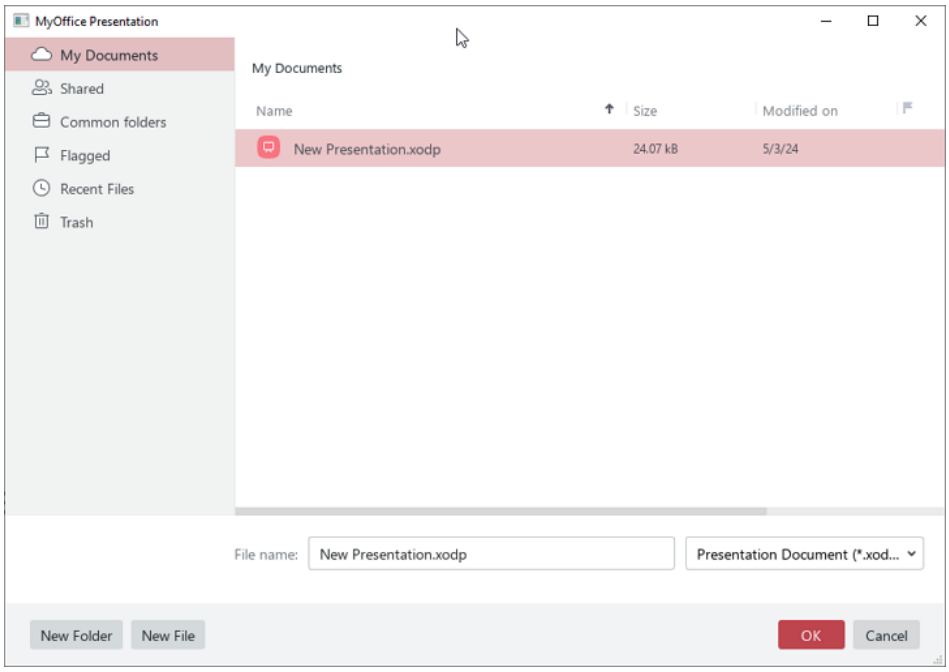

Figure 254. Cloud storage explorer

The file will open in a new window.

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If you select a file created by other users, the Status bar will display View, Edit or Manage sharing settings set by the author (see Figure 255).

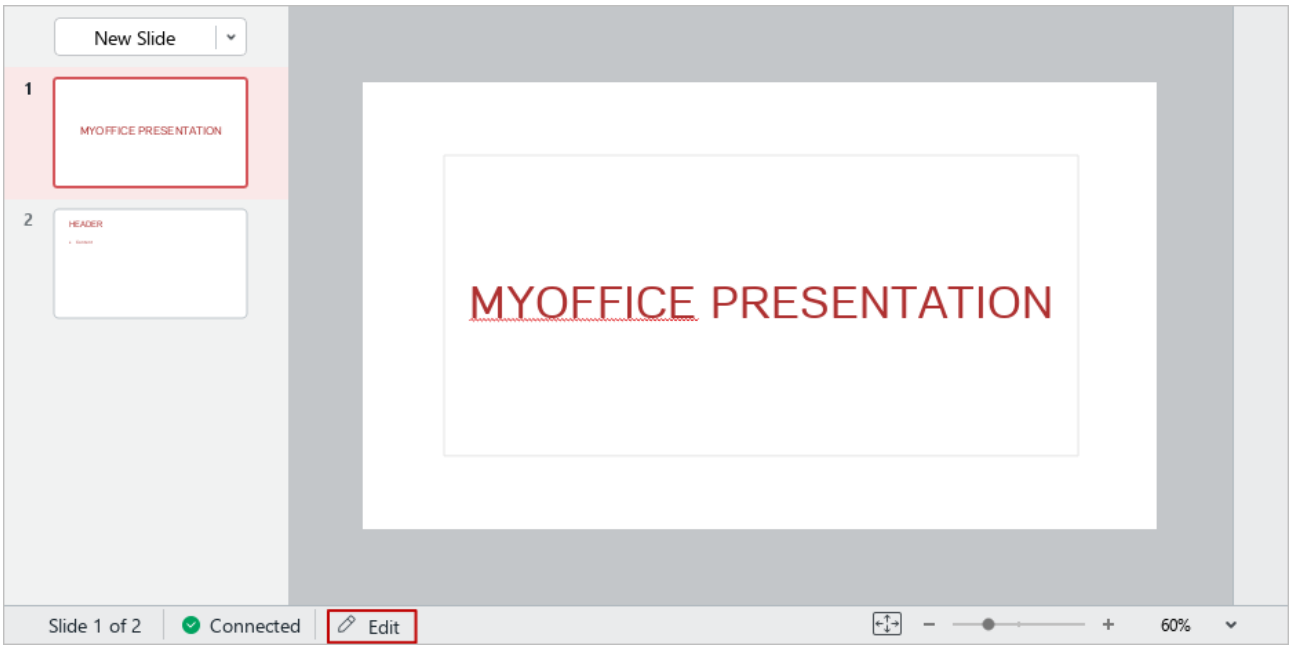

Figure 255. Sharing settings

In the **View** mode, you cannot make changes to the document or change its formatting. If necessary, you can create a copy of this document that can be edited. To do this, click **Edit a Cloud Copy** on the Toolbar (see Figure 256).

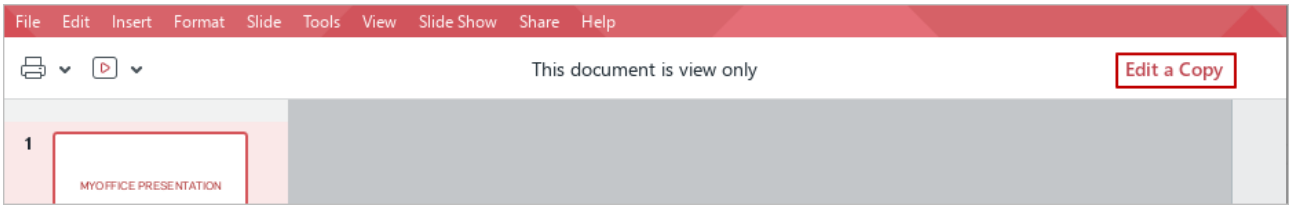

Figure 256. Edit a Cloud Copy button

A copy of the document is created in the **My documents** cloud storage folder. It is automatically named **Copy - <original name (n)>**, where **(n)** is the copy number. When you create a copy, the original document is automatically closed and a copy of the document is opened.

In the View and Manage mode, you can access the document without restrictions. All changes will be automatically saved to the Cloud. There is no need to additionally save edits.

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If you do not perform any actions on a document for a long time, the session is automatically terminated. A dialog box appears on the screen (see Figure 257), which you can use to start a new session with this document or select another document to work with. If you want to close the document, click the ✕ button in the dialog box.

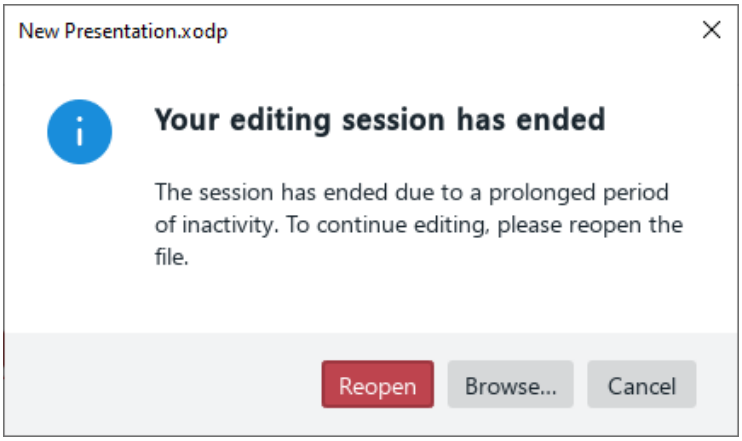

Figure 257. Dialog box

4.12.3 Create a local copy

To avoid losing data when working in the Cloud in MyOffice Presentation, you can create a local copy of your file.

If an error occurs while working with a file located in the Cloud (for example, the connection to the server is interrupted), a dialog box is displayed, which allows you to save a local copy of the file (for an example, see Figure 258).

Click **Create Local Copy** in this dialog box.

In the file manager window that opens, specify the folder in which to save the file, file name and type, and click **Save**.

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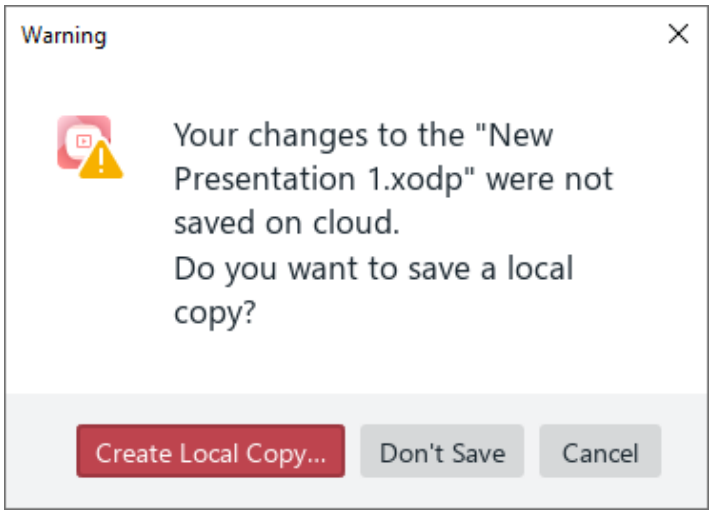

Figure 258. Dialog box

A local copy of the file can also be created manually at any time. To do this, follow these steps:

1. In the **File** menu, select **Create Local Copy** (see Figure 259).
2. In the file manager window, specify the folder where you want to save the file, file name and type.
3. Click **Save**.

4.12.4 Create a file or folder

You can create files or folders in the Cloud directly from MyOffice Presentation.

To create a folder or file, follow these steps:

1. In the **File** menu, select **Open in Cloud** (see Figure 259) or press **Ctrl**+**Shift**+**O** / ⇧**Shift**+⌘**Cmd**+**O**.

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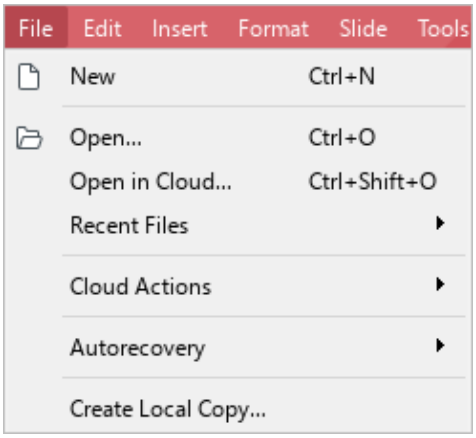

Figure 259. File menu

2. In the file manager of the Cloud, select the section where you want to create a file or folder (see Figure 260).

> You can create files or folders in the **My documents** or in the shared folders available for editing.

3. To create a folder, click **New Folder**. To create a file, click **New File**.

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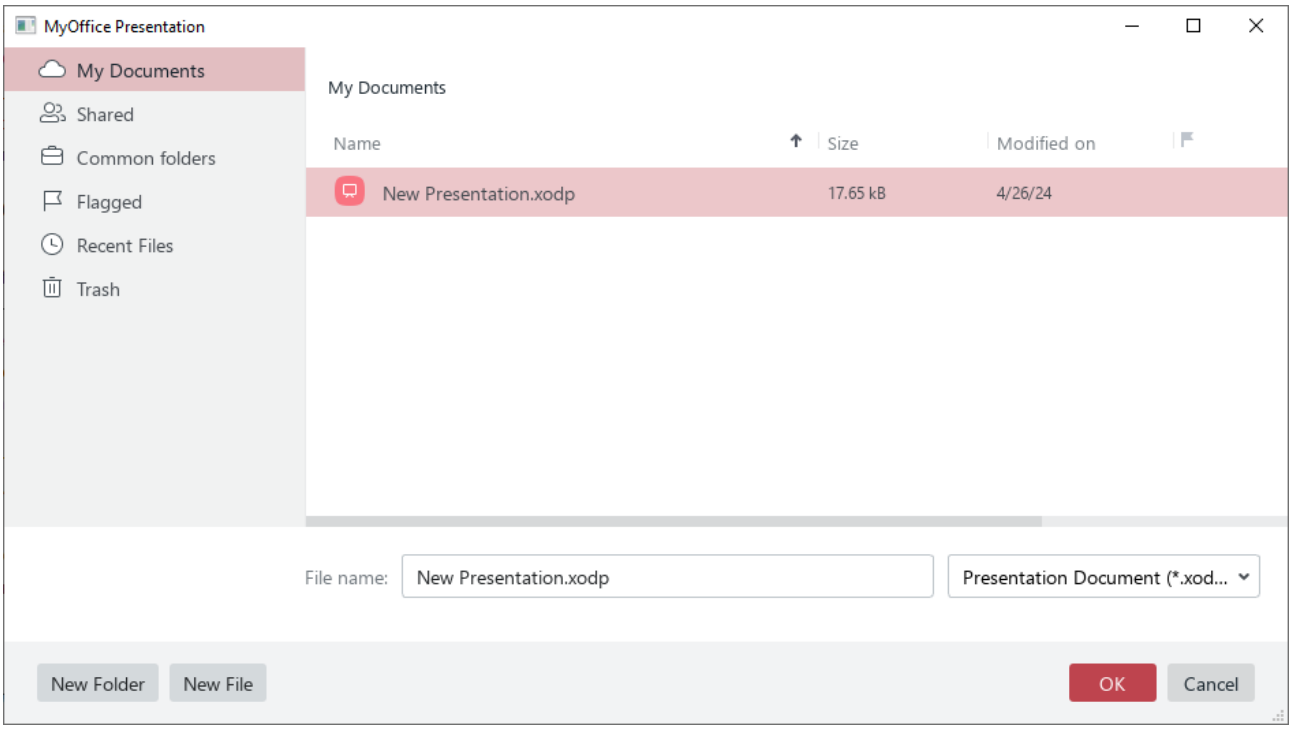

Figure 260. Cloud storage explorer

4. In the opened window, enter the name of a file or folder and click **OK** (see Figure 261).

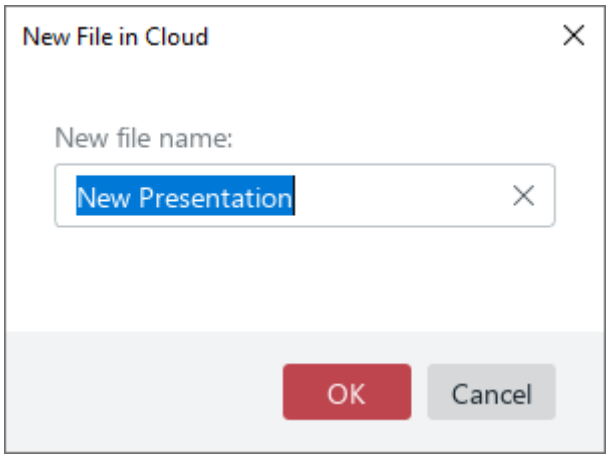

Figure 261. New file in Cloud window

File or folder name should meet the following requirements:

– Up to 255 characters.

– Can contain (~), (`), (!), (@), (#), ($), (%), (^), (&), (,), (_), (+), (-), (=), ({», «}), ([]), (;), ('), (,), (.).

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– Cannot begin with a dot (.).

The new file or folder will be displayed in the selected folder. The new files are always created in the .xodp format.

To exit the explorer window (see Figure 260), click **OK**.

4.12.5 Upload File

You can upload presentations, text, audio, video and other file types to the Cloud. When uploading, you can only select individual files; you cannot upload folders containing files.

> The maximum allowable file download size is configured on the server. If an error occurs due to a file size being exceeded, contact your system administrator.

To upload one or multiple files to the Cloud, follow the steps below:

1. In the **File** menu, select **Cloud Actions** and then **File Upload** (see Figure 262).

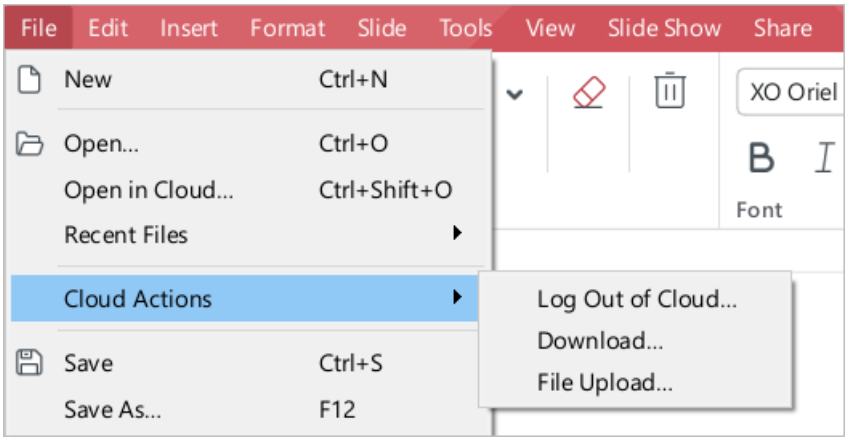

Figure 262. File menu

2. In the opened file manager window, select the files you want to add to the Cloud.
3. Click **Upload**.

You can continue working in the application while uploading the files. The window where the loading progress bar is displayed (see Figure 263) can be minimized so that it does not hinder further work.

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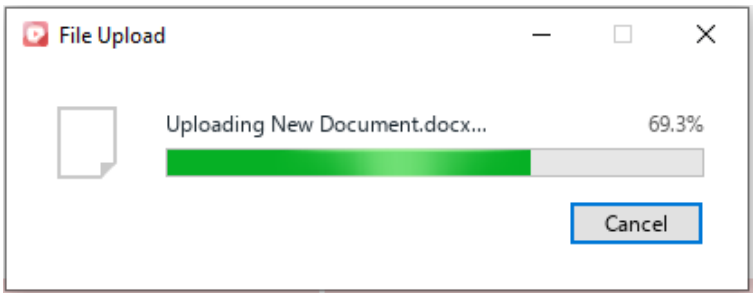

Figure 263. File Upload window

By default, the files are uploaded to the root folder of **My Documents** cloud storage.

To see all files stored in the Cloud, use the download function.

4.12.6 Download a file or folder

You can download files and folders from the Cloud to your computer.

To download a folder or file, follow these steps:

1. In the **File** menu, select **Cloud Actions** and then **Download** (see Figure 262).
2. In the file manager window (see Figure 264), select the section to the left containing the file or folder you want to download. The content of the section will be displayed on the right side.

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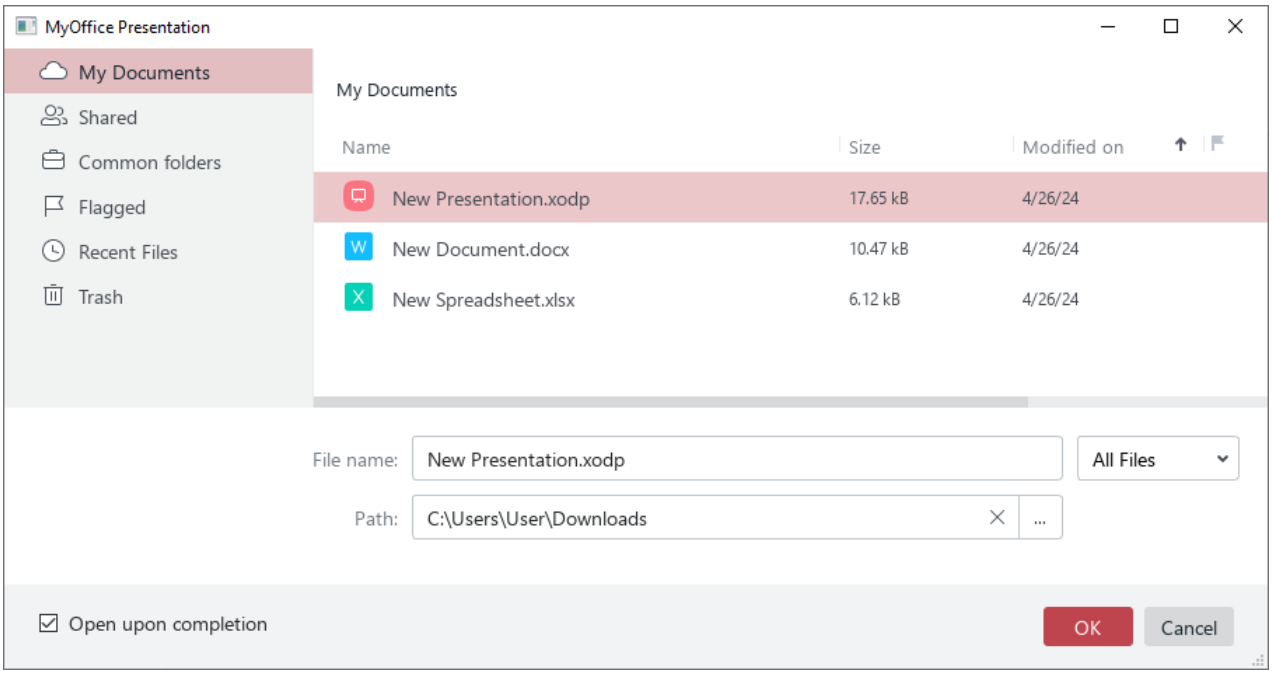

Figure 264. Cloud storage explorer

3. You can filter file types. Expand the **All Files** drop-down list and select the file type you want to display in the section.
4. Select a file or folder that you want to download from the Cloud.
5. In the **Path** box, specify the folder in which you want to save the selected file or folder.
6. If you want to open the file upon download, check the **Open upon completion** box.
7. Click **OK**.

If the folder path entered in the **Path** box is incorrect, the **OK** button will be inactive.

If you select a folder, it will be downloaded as a .zip archive. Unzip the archive using an archiving software installed.

4.12.7 Delete a file

Files in the Cloud can be deleted by their authors or owners.

Author: The user who created the file. Owner: The author of the folder containing the file.

If the author created the file in his folder, he is also the owner of the file. If an author created a file in a folder that was created by another user, the author is only the author and is not

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the owner of the file. In the latter case, the owner of the file is the author of the folder where the created file is located.

To delete a file from the Cloud, follow these steps:

1. In the **File** menu, select **Open in Cloud**. Alternatively, in the **File** menu, select **Cloud Actions** and then **Download** (see Figure 262).
2. In Cloud storage explorer, right-click the file and run the **Delete** command from the context menu (see Figure 265).

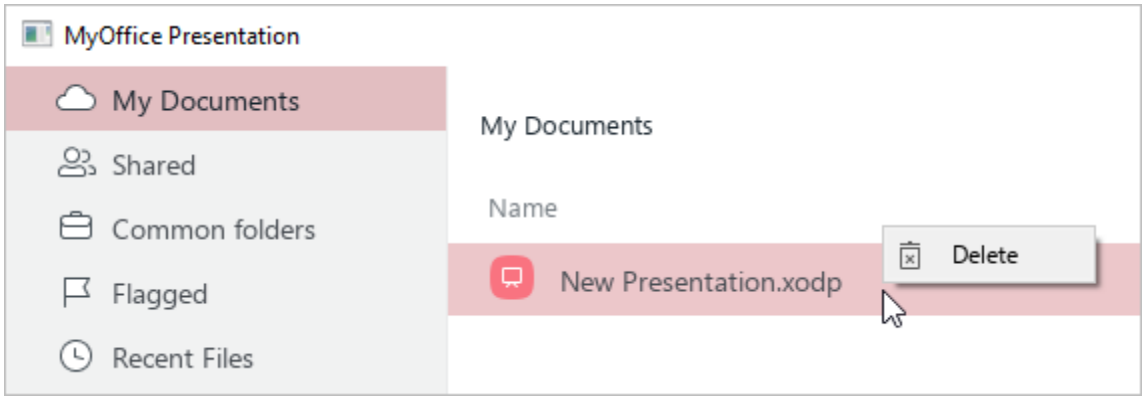

Figure 265. Delete command

Once deleted, the file will be moved to the **Trash** folder.

If the file is stored in a folder created by another user, it will be moved to the **Trash** folder of the folder's owner and will not be displayed in the **Trash** folder of the file author.

If needed, you can restore files from the **Trash** folder or delete them permanently.

To permanently delete a file from the Cloud, do the following:

1. In the file manager of the Cloud, select the **Trash** folder (see Figure 266).

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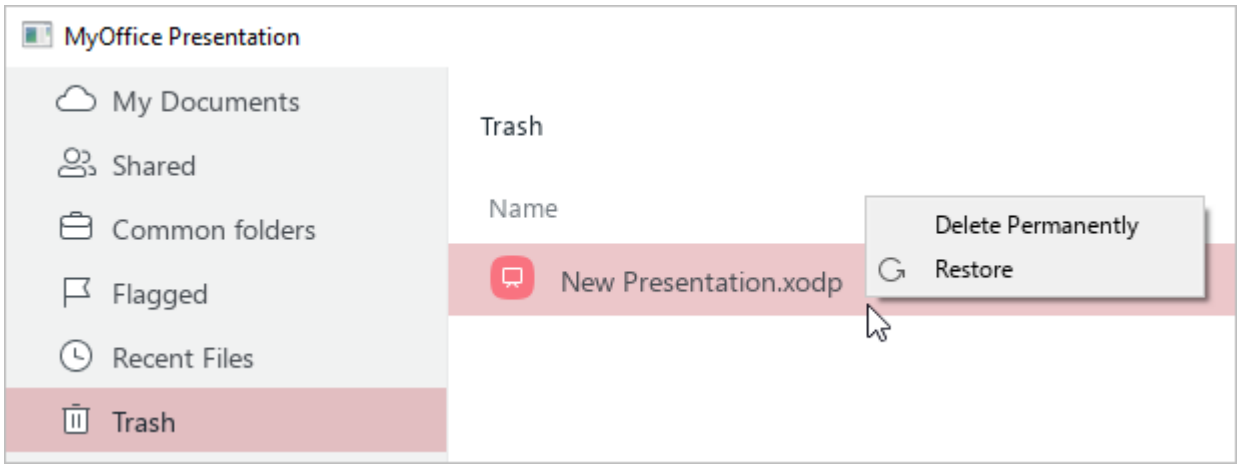

Figure 266. Delete a file from the Trash

2. Right-click the file you want to delete and run the **Delete Permanently** command.

4.12.8 Restore a folder or file

To restore a folder or file from the **Trash** folder, follow the steps below:

1. Open the **Trash folder** (see Figure 266).
2. Right-click the folder or file and click **Restore**.

If the **Trash** folder contains a folder, you can recover both the entire folder with files and individual files that are contained in this folder. In both cases, the restore is performed to the original directory.

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4.12.9 Shared access to files

4.12.9.1 Provide shared access to file

You can collaborate on .xodp files created in the Cloud. The access is provided for collaborative viewing, editing and/or managing file access rights.

To share access to a file, do the following:

1. Open the file in the Cloud.
2. In the **Share** menu, select **Sharing Settings** (see Figure 267).

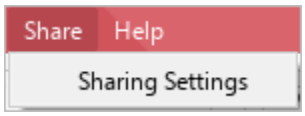

Figure 267. Sharing Settings command menu option

3. In the opened window (see Figure 268), specify the users you want to share the file with in one of the following methods:
   – Enter the name and email address of each user manually.
   – Click **Choose contacts** and select the users one by one.

Figure 268. User search

4. To the right of the address book, specify the access level for the selected users (see Figure 269):
   – **View:** Users can view the document, the comments to the document, and download the document.
   – **Edit:** Users are entitled to **View** the document and have the possibility to edit the document.

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– **Manage:** Users are entitled to **View** and **Edit** the document and to manage the access right settings, such as providing the access rights to the new users and change the access rights of the existing users.
– **Access Denied:** Block the user access the document.

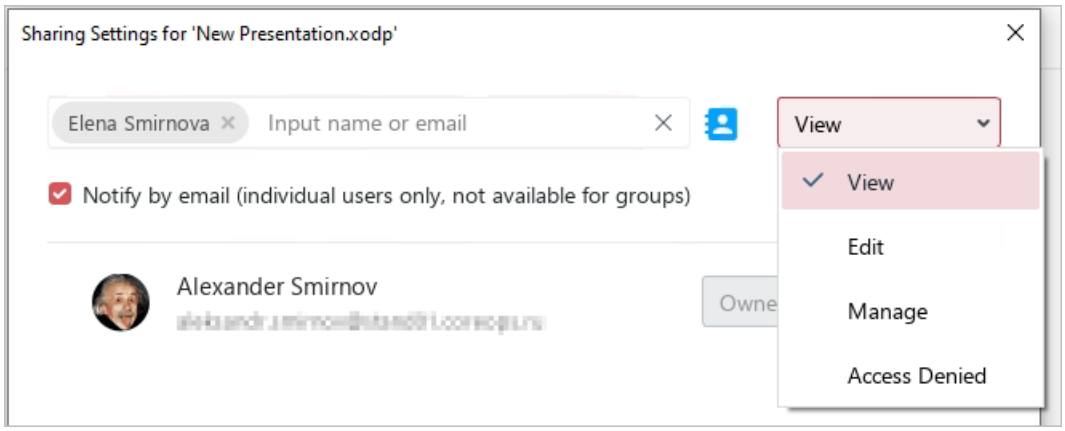

Figure 269. Select access permission level

5. If you want to notify all users about changes in the file sharing settings, check the **Notify by email** box.

You can't use the **Notify by email** option if:
– The email address is invalid.
– File sharing settings have been changed.
– Access to file is denied.
– Access rights are provided to a group but not to individual users.

6. Click **Add** (see Figure 270) to add the selected contacts to the list of users who have access to the file.

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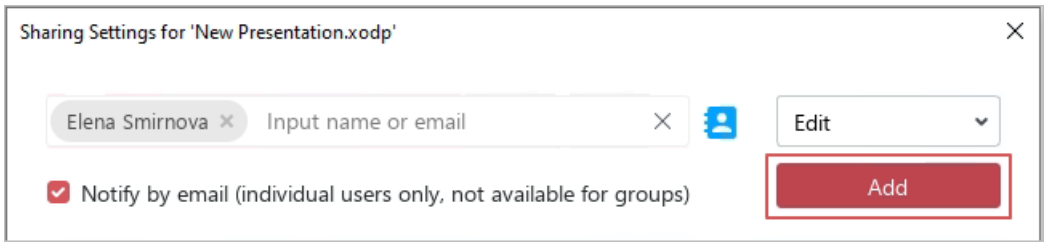

Figure 270. Add button

7. Click **Done** to close the sharing settings window (see Figure 271).

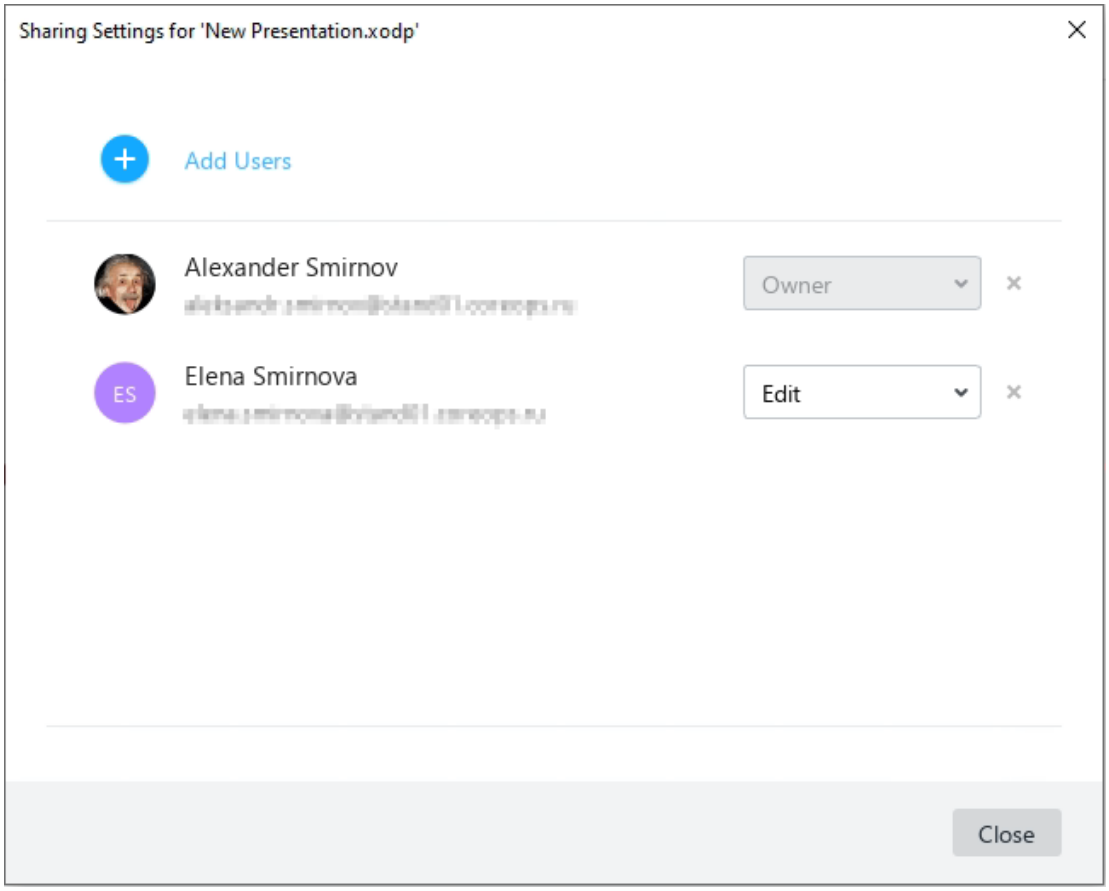

Figure 271. List of users

4.12.9.2 Change the access permission level

A user with the **Can Manage** access permission can change access levels for users other than the **Owner**.

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If the **Owner** of the selected file is deleted from the system by the administrator, a mark **(inactive)** is displayed to the right of his/her name.

To do this, follow these steps:

1. Open the file in the Cloud.
2. In the **Share** menu, select **Sharing Settings** (see Figure 272).

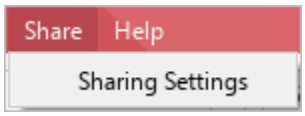

Figure 272. Sharing Settings command menu option

3. In the window that opens (see Figure 273), specify the required access level for individual users. The access level is specified using the drop-down lists next to their names.
4. Click **Close**.

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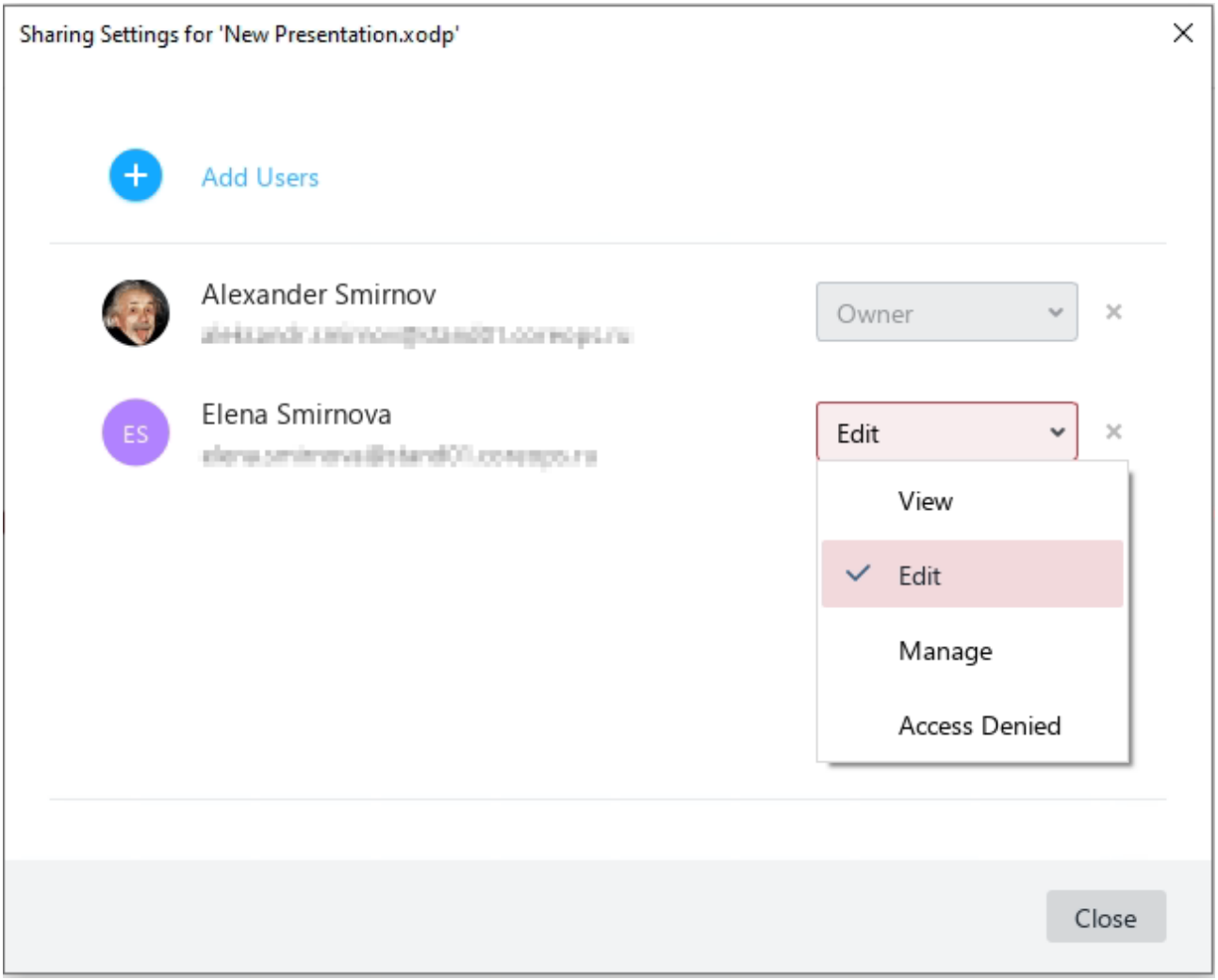

Figure 273. Change access permission level

4.12.9.3 Revoke file access permission

A user with the **Can Manage** access permission can revoke access levels from users other than the **Owner**.

If the **Owner** of the selected file is deleted from the system by the administrator, a mark **(inactive)** is displayed to the right of his/her name.

To do this, follow these steps:

1. Open the file in the Cloud.
2. In the **Share** menu, select **Sharing Settings** (see Figure 272).

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3. In the opened window, click **Revoke Permission** next to the names of the users you want to revoke the permissions from.
4. Click **Close**.

4.12.10 Revoke own access

Users of the Cloud can share files with other users.

Once the access to a file is provided, it will be displayed under the **Shared** section of the Cloud. If you don't want to have access to a file, the file will be deleted from the list.

To revoke your own access to a file, follow these steps:

1. In the **File** menu, select **Open in Cloud** (see Figure 274).

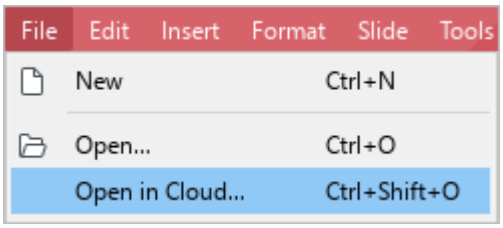

Figure 274. Open in Cloud option

2. In the file manager of the Cloud, select the **Shared** section (see Figure 275).

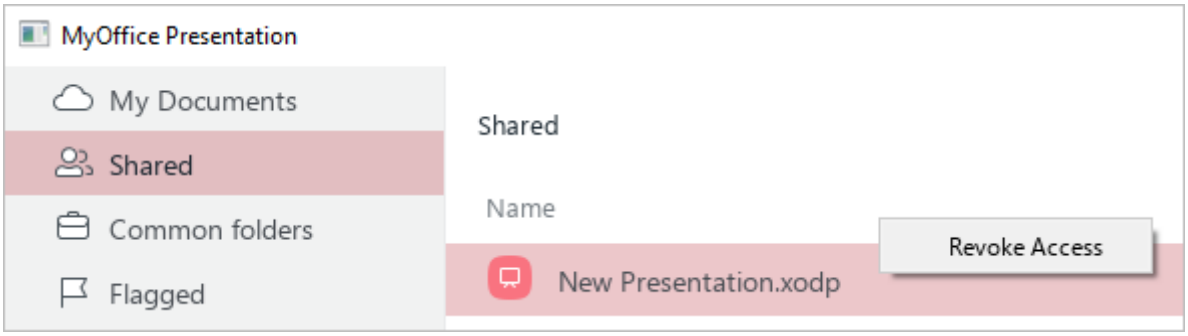

Figure 275. Revoke access command

3. To revoke your own access to a file, follow these steps:
   – Right-click to select the file and click **Revoke Access**.
   – Left-click to select the file and press **Delete**.
4. In the **Revoke Access** dialog box, click **OK** (see Figure 276).

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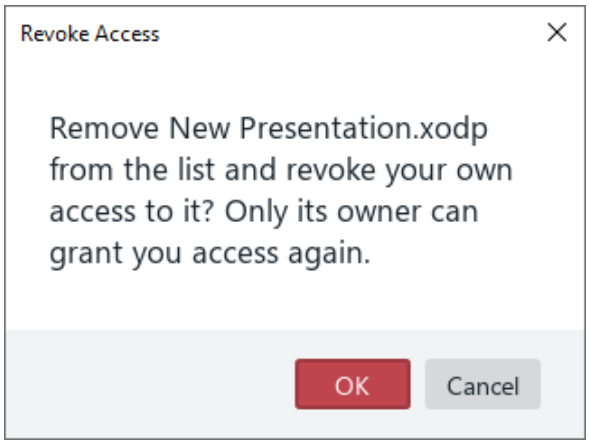

Figure 276. Revoke access window

4.12.11 Log out

Do not forget to close all the files opened in the Cloud before leaving the Cloud.

To log out of the Cloud, follow these steps:

1. In the **File** menu, select **Cloud Actions** and then **Log Out of Cloud** (see Figure 277).

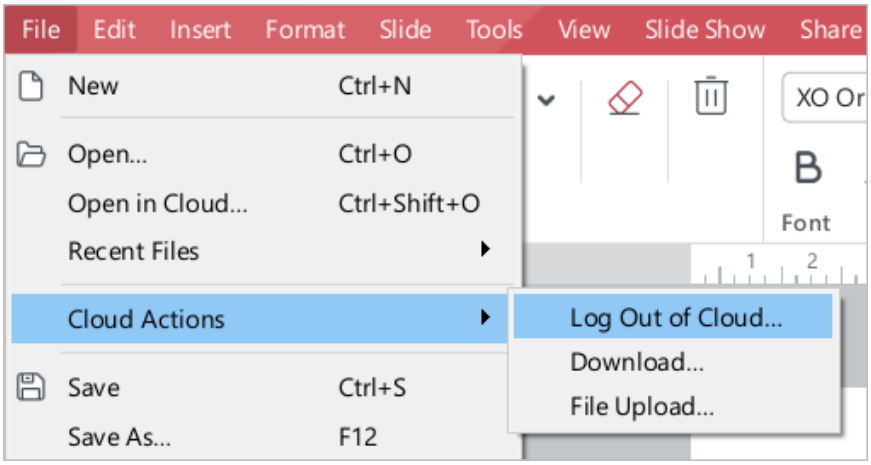

Figure 277. Log Out of Cloud option

2. In the **Log Out of Cloud** window, click **Log Out** (see Figure 278).

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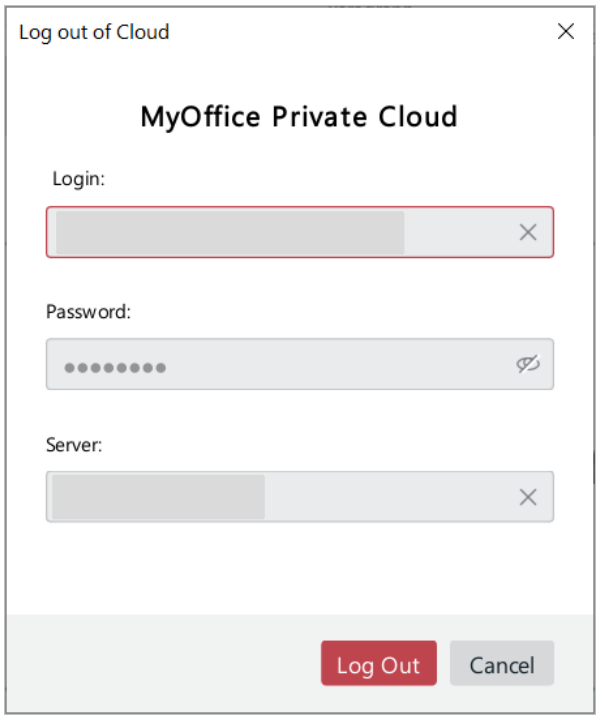

Figure 278. Log Out of Cloud window

4.13 Links to educational resources

MyOffice Presentation as part of the MyOffice Education package contains a link pane for quickly navigating to various educational resources (see Figure 279). The list of links in the **Education** pane is editable and configurable by the system administrator.

To open the **Education** pane, click **Education** on the Sidebar.

To follow a link from the list, click it with your mouse. The link will open in the default OS browser.

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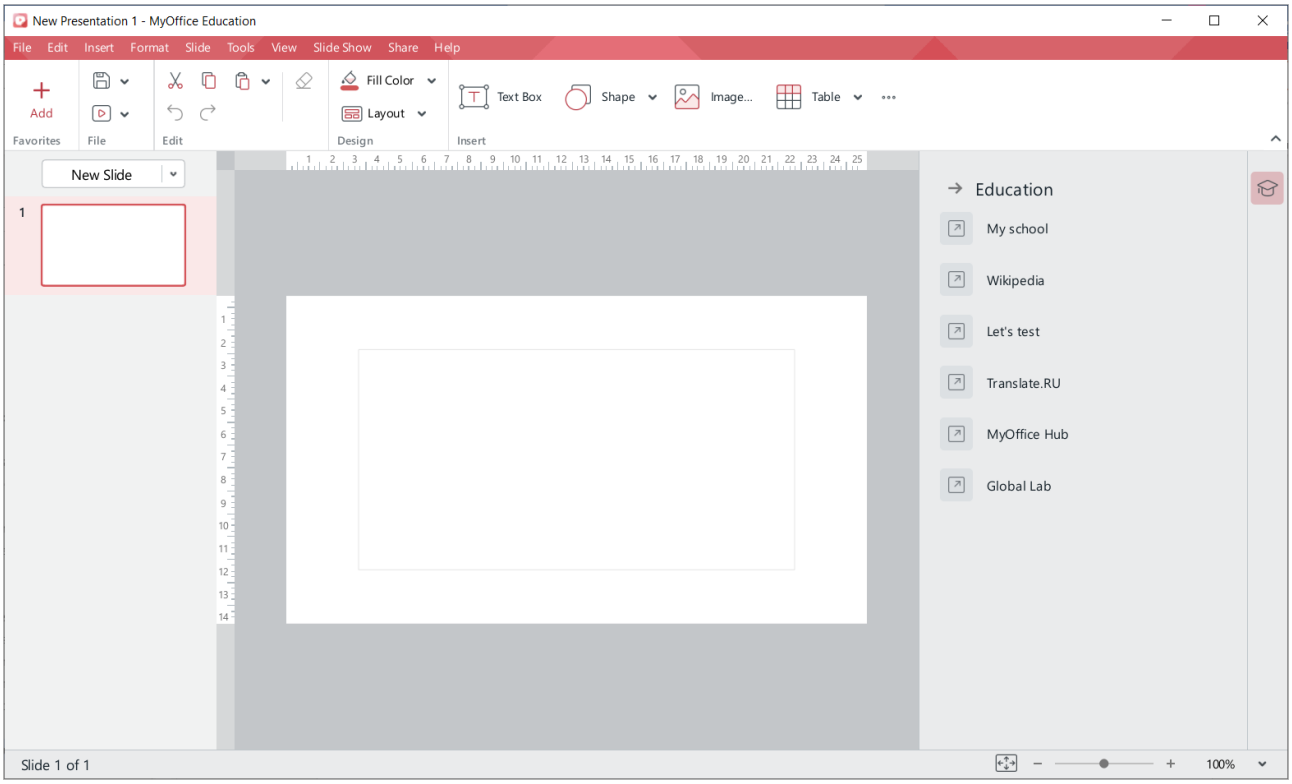

Figure 279. Education pane

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5 KEYBOARD SHORTCUTS

This section contains keyboard shortcuts used in Windows OS, Linux OS (see Table 10) and macOS (see Table 11).

Table 10. Windows and Linux shortcuts

Keyboard shortcut	Command or action
Work with slides	
Ctrl+M Enter	Insert a slide
Ctrl+D	Duplicate a slide
Ctrl+Shift+Up Arrow	Move the slide to the beginning
Ctrl+Up Arrow	Move the slide up
Ctrl+Down Arrow	Move the slide down
Ctrl+Shift+Down Arrow	Move the slide to the end
Page Up Up Arrow Left Arrow	Go to the previous slide
Page Down Down Arrow Right Arrow	Go to the next slide
Home	Go to the first slide
End	Go to the last slide
Ctrl+0 (zero)	Set the actual slide size (100%)
Working with objects on the slide	
Ctrl+Shift+]	Bring to front
Ctrl+]	Bring forward
Ctrl+[	Send backward
Ctrl+Shift+[	Send to back
Ctrl+G	Group objects on a slide
Ctrl+Shift+G	Ungroup objects on a slide

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Keyboard shortcut	Command or action
Tables	
F2	Switch to cell editing mode
Tab Right Arrow	Select the next table cell
Shift+Tab Left Arrow	Select the previous cell in the table
Up Arrow	Select a cell above
Enter Down Arrow	Select a cell below
Home	Select the cell in the beginning of the row
End	Select the cell at the end of the row
Shift+Up/Down/Left/Right Arrow	Select a range of cells
Alt+A	Insert a row above
Alt+B	Insert a row below
Alt+L	Insert a column to the left
Alt+R	Insert a column to the right
Ctrl+Alt+M	Merge cells
Alt+Shift+M	Split cells
Ctrl+Alt+R Ctrl+ —	Delete a row
Ctrl+Alt+U Ctrl+ —	Delete a column
Alt+Shift+T	Delete a table
Edit the content	
Ctrl+X Shift+Delete	Cut
Ctrl+C Ctrl+Insert	Copy
Ctrl+V Shift+Insert	Paste
Ctrl+S	Save

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Keyboard shortcut	Command or action
F12 *(Microsoft Windows)* Ctrl+Shift+S (*Linux*)	Save as
Ctrl+Z Alt+Backspace	Undo the last action
Ctrl+Y Ctrl+Shift+Z Shift+Alt+Backspace	Redo the result of the undone action
Ctrl+Alt+Shift+V *(Microsoft Windows)* Win+V *(Linux)*	Open the clipboard history
Backspace	Delete one character to the left of the cursor
Delete	Delete one character to the right of the cursor
Ctrl+Backspace	Delete part of a word or the entire word to the left of the cursor
Ctrl+Delete	Delete part of a word or the entire word to the right of the cursor
Enter	Begin a new paragraph
Ctrl+Shift+Space	Insert a non-breaking space
Ctrl+Shift+–	Insert a non-breaking hyphen
Ctrl+Num–	Insert an en dash
Ctrl+Alt+Num–	Insert an em dash
Shift+Enter	Insert a line break
Format content	
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+Shift+=	Superscript
Ctrl+=	Subscript
Ctrl+Shift+A	All caps
Ctrl+L	Align text to the left
Ctrl+E	Center the text
Ctrl+R	Align text to the right
Ctrl+J	Justify the text

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Keyboard shortcut	Command or action
Ctrl+Space	Clear custom formatting
Select text	
Ctrl+A	Select all
Shift+Left Arrow	Select one character to the left of the cursor
Shift+Right Arrow	Select one character to the right of the cursor
Ctrl+Shift+Left Arrow	Select one word to the left of the cursor
Ctrl+Shift+Right Arrow	Select one word to the right of the cursor
Shift+Home	Select the content from the cursor to the beginning of the line
Shift+End	Select the content from the cursor to the end of the line
Ctrl+Shift+Up Arrow	Expand the selection till the beginning of the paragraph
Ctrl+Shift+Down Arrow	Extend the selection to the end of the paragraph
Shift+Up Arrow	Expand the selection by one line upwards
Shift+Down Arrow	Expand the selection by one line downwards
Left double-click	Select a word
Left triple-click	Select a paragraph
Left-click and move the cursor up	Select the text located above the cursor
Left-click and move the cursor down	Select the text located below the cursor
Move through a text	
Left Arrow	Move one character to the left
Right Arrow	Move one character to the right
Ctrl+Left Arrow	Move one word to the left
Ctrl+Right Arrow	Move one word to the right
Up Arrow	Move one line up
Down Arrow	Move one line down
Ctrl+Up Arrow	Move to the beginning of the previous paragraph
Ctrl+Down Arrow	Move to the beginning of the next paragraph
Demonstration of the presentation	
F5	From the beginning
Shift+F5	From the current slide

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Keyboard shortcut	Command or action
Ctrl+L	Turn on the pointer
Space Enter Right Arrow Down Arrow Page Down	Go to the next slide
Backspace Left Arrow Up Arrow Page Up	Go to the previous slide
Other keyboard shortcuts	
Ctrl+N	Create a file
Ctrl+O	Open a file
Ctrl+Shift+O	Open a file in the Cloud
Ctrl+P	Open the Print Settings window
Ctrl+Shift+R	Hide or display rulers
Ctrl+K	Insert a link
Ctrl+Shift+V	Insert a link from the clipboard
Ctrl+/	Open the Quick actions box
F1	Open the Help
Right-click	Open the context menu of the selected element
Alt+Space	Open the context menu of the active window of the application
Alt+F4	Close the active window of the application

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Table 11. Keyboard shortcuts in macOS

Keyboard shortcut	Command or action
Work with slides	
⇧ Shift+⌘ Cmd+N ⍐ Enter	Insert a slide
⌘ Cmd+D	Duplicate a slide
⇧ Shift+⌘ Cmd+Up Arrow	Move the slide to the beginning
⌘ Cmd+Up Arrow	Move the slide up
⌘ Cmd+Down arrow	Move the slide down
⇧ Shift+⌘ Cmd+Down Arrow	Move the slide to the end
Fn+Up Arrow Up Arrow Left Arrow	Go to the previous slide
Fn+Down Arrow Down Arrow Right Arrow	Go to the next slide
Fn+Left Arrow	Go to the first slide
Fn+Right Arrow	Go to the last slide
⌘ Cmd+0 (zero)	Set the actual slide size (100%)
Working with objects on the slide	
⇧ Shift+⌘ Cmd+F	Bring to front
⌥ Option+⇧ Shift+⌘ Cmd+F	Bring forward
⌥ Option+⇧ Shift+⌘ Cmd+B	Send backward
⇧ Shift+⌘ Cmd+B	Send to back
⌘ Cmd+G	Group objects on a slide
⇧ Shift+⌘ Cmd+G	Ungroup objects on a slide
Tables	
Fn+F2	Switch to cell editing mode
Tab Right Arrow	Select the next table cell
⇧ Shift+Tab	Select the previous cell in the table

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Keyboard shortcut	Command or action
Left Arrow	
Up Arrow	Select a cell above
⌅ Enter Down Arrow	Select a cell below
Fn+Left Arrow	Select the cell in the beginning of the row
Fn+Right Arrow	Select the cell at the end of the row
⇧ Shift+Up/Down/Left/Right Arrow	Select a range of cells
⌥ Option+A	Insert a row above
⌥ Option+B	Insert a row below
⌥ Option+L	Insert a column to the left
⌥ Option+R	Insert a column to the right
⌥ Option+⌘ Cmd+M	Merge cells
⌥ Option+⇧ Shift+M	Split cells
⌥ Option+⌘ Cmd+R ⌘ Cmd+—	Delete a row
⌥ Option+⌘ Cmd+U ⌘ Cmd+—	Delete a column
⌥ Option+⇧ Shift+T	Delete a table
Edit the content	
⌘ Cmd+X	Cut
⌘ Cmd+C	Copy
⌘ Cmd+V	Paste
⌘ Cmd+S	Save
⇧ Shift+⌘ Cmd+S	Save as
⌘ Cmd+Z	Undo the last action
⌘ Cmd+Y	Redo the result of the undone action
⌥ Option+⇧ Shift+⌘ Cmd+V	Open the clipboard history
Delete	Delete one character to the left of the cursor
Fn+Delete	Delete one character to the right of the cursor

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Keyboard shortcut	Command or action
⌘ Cmd+Delete ⌥ Option+Delete	Delete part of a word or the entire word to the left of the cursor
⌘ Cmd+Fn+Delete ⌥ Option+Fn+Delete	Delete part of a word or the entire word to the right of the cursor
⍐ Enter	Begin a new paragraph
⌥ Option+⇧ Shift+Space	Insert a non-breaking space
⌘ Cmd+⇧ Shift+ –	Insert a non-breaking hyphen
⌥ Option+ –	Insert an en dash
⌥ Option+⇧ Shift+ –	Insert an em dash
⇧ Shift+⍐ Enter	Insert a line break
Format content	
⌘ Cmd+B	Bold
⌘ Cmd+I	Italic
⌘ Cmd+U	Underline
⇧ Shift+⌘ Cmd+=	Superscript
⌘ Cmd+=	Subscript
⇧ Shift+⌘ Cmd+A	All caps
⌘ Cmd+L	Align text to the left
⌘ Cmd+E	Center the text
⌘ Cmd+R	Align text to the right
⌘ Cmd+J	Justify the text
^ Ctrl+\	Clear custom formatting
Select text	
⌘ Cmd+A	Select all
⇧ Shift+Left Arrow	Select one character to the left of the cursor
⇧ Shift+Right Arrow	Select one character to the right of the cursor
⇧ Shift+⌘ Cmd+Left Arrow	Select one word to the left of the cursor
⇧ Shift+⌘ Cmd+Right Arrow	Select one word to the right of the cursor

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Keyboard shortcut	Command or action
Fn+⇧ Shift+Left Arrow	Select the content from the cursor to the beginning of the line
Fn+⇧ Shift+Right Arrow	Select the content from the cursor to the end of the line
⇧ Shift+^ Ctrl+⌘ Cmd+Up Arrow	Expand the selection till the beginning of the paragraph
⇧ Shift+^ Ctrl+⌘ Cmd+Down Arrow	Extend the selection to the end of the paragraph
⇧ Shift+Up Arrow	Expand the selection by one line upwards
⇧ Shift+Down Arrow	Expand the selection by one line downwards
Left double-click	Select a word
Left triple-click	Select a paragraph
Left-click and move the cursor up	Select the text located above the cursor
Left-click and move the cursor down	Select the text located below the cursor
Move through a text	
Left Arrow	Move one character to the left
Right Arrow	Move one character to the right
⌘ Cmd+Left Arrow	Move one word to the left
⌘ Cmd+Right Arrow	Move one word to the right
Up Arrow	Move one line up
Down Arrow	Move one line down
⌘ Cmd+Up Arrow	Move to the beginning of the previous paragraph
⌘ Cmd+Down arrow	Move to the beginning of the next paragraph
Demonstration of the presentation	
⇧ Shift+⌘ Cmd+⍐ Enter	From the beginning
⌘ Cmd+⍐ Enter	From the current slide
⌘ Cmd+L	Turn on the pointer
Space Enter Right Arrow Down Arrow Fn+Down Arrow	Go to the next slide

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Keyboard shortcut	Command or action
Delete Left Arrow Up Arrow Fn+Up Arrow	Go to the previous slide
Other keyboard shortcuts	
⌘ Cmd+N	Create a file
⌘ Cmd+O	Open a file
⇧ Shift+⌘ Cmd+O	Open a file in the Cloud
⌘ Cmd+P	Open the Print Settings window
⇧ Shift+⌘ Cmd+R	Hide or display rulers
⌘ Cmd+K	Insert a link
⇧ Shift+⌘ Cmd+V	Insert a link from the clipboard
⌘ Cmd+/	Open the Quick actions box
Fn+F1	Open the Help
Right-click	Open the context menu of the selected element
⌘ Cmd+Q	Close the active window of the application

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