MyOffice
Presentation

User Guide

All product names, logos, and trademarks referred to in this document shall belong to their owners.

The trademarks «МойОфис» and "MyOffice" belong to New Cloud Technologies Ltd.

Nothing in these terms shall be construed under any circumstances as direct or indirect provision of a license or right to use the trademarks, logos or service marks used herein. Any unauthorized use of these trademarks, logos, or service marks without the written permission of their owner is strictly prohibited.

MyOffice

TABLE OF CONTENTS

LIST OF ABBREVIATIONS

The abbreviations used in this document are given in Table 1.

Table 1. Abbreviations and definitions

Abbreviation	Definition
OS	Operating system
MyOffice Software	MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation Desktop applications

1 ABOUT

1.1 General information

MyOffice Presentation lets you view and display presentations on Linux and Windows operating systems.

MyOffice Presentation is included in the following suites:

– MyOffice Professional 2

– MyOffice Standard 2

– MyOffice Education

For a detailed description of the software features, refer to the Feature List of your software suite.

1.2 System requirements

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

1.3 Limitations

1.3.1 Supported file formats

MyOffice Presentation supports .ppt, .pptx and .odp file formats.

1.3.2 Supported interface languages

– English

– French

– Russian

2 BEFORE YOU BEGIN

2.1 Install the application

The installation procedure for MyOffice solutions is described in the document entitled MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation Desktop Applications. Installation Guide.

If you installed MyOffice solutions on Windows OS according to the procedure described in Section 2.2 of the above-mentioned document and you see the shortcuts shown on Figure 1 and 2 on your desktop and on the main menu of the OS, that means you've successfully installed MyOffice Presentation.
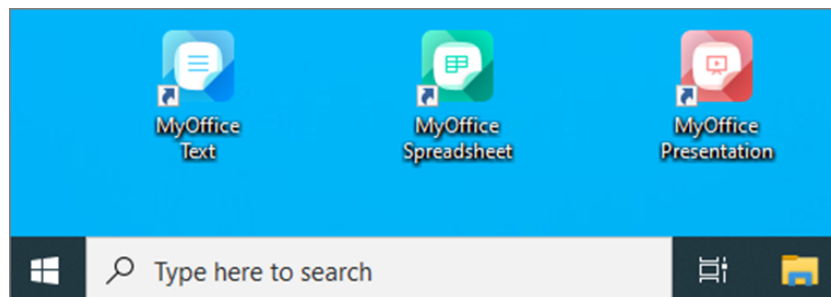

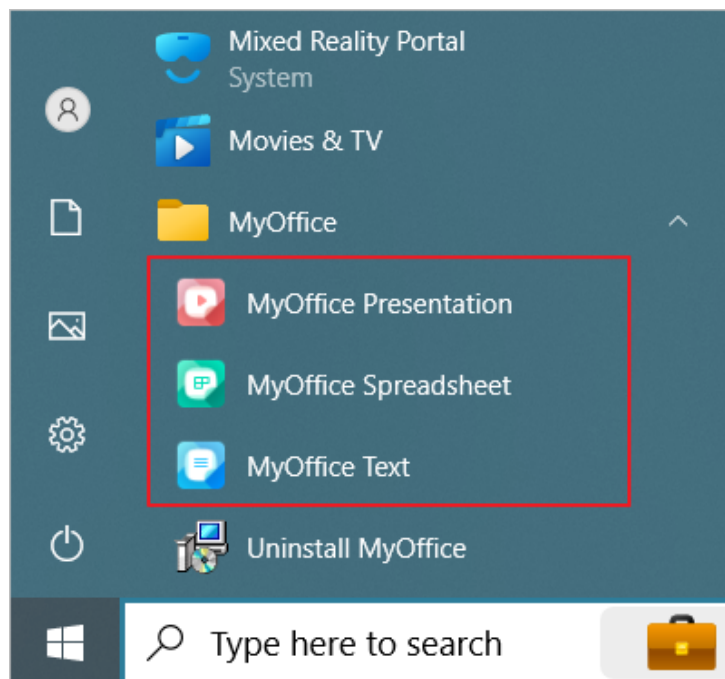Figure 1. MyOffice desktop shortcuts for Windows OS

Figure 2. MyOffice Start menu shortcuts for Windows OS

If you installed MyOffice solutions on Linux OS according to the procedure described in Section 2.3 of the above-mentioned document and you see the shortcuts shown on Figure 3 in the applications menu of the OS, that means you've successfully installed MyOffice Presentation.
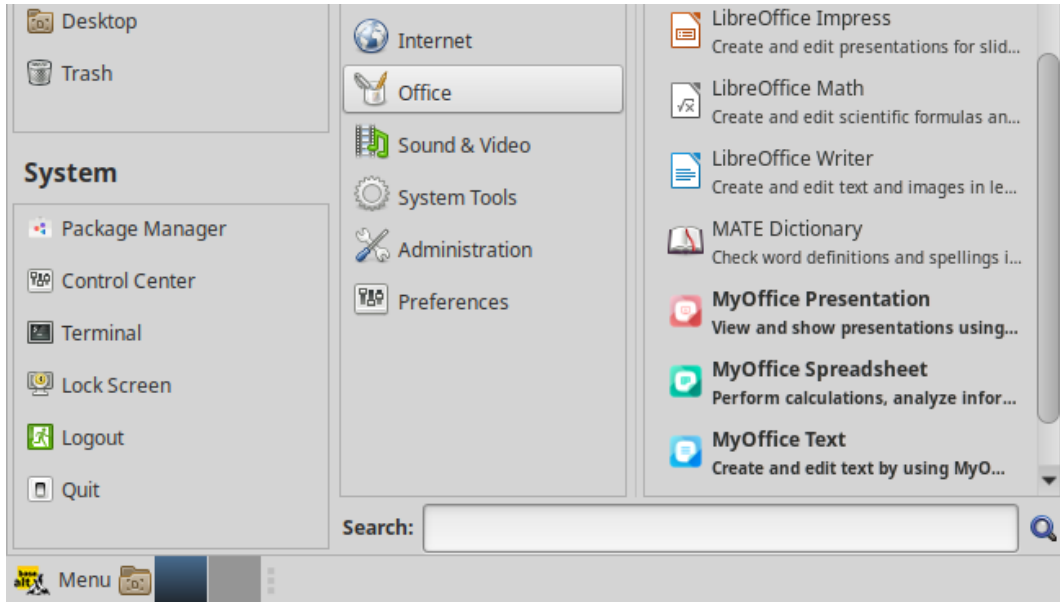

Figure 3. MyOffice desktop shortcuts for Linux OS

2.2 Launch the application

To launch MyOffice Presentation, click or double-click the icon or the shortcut of the application.

2.3 License Agreement

When you run MyOffice software for the first time, carefully read the terms of the License Agreement and the Privacy Policy (see Figure 4). If you agree with the terms, click **Accept**.
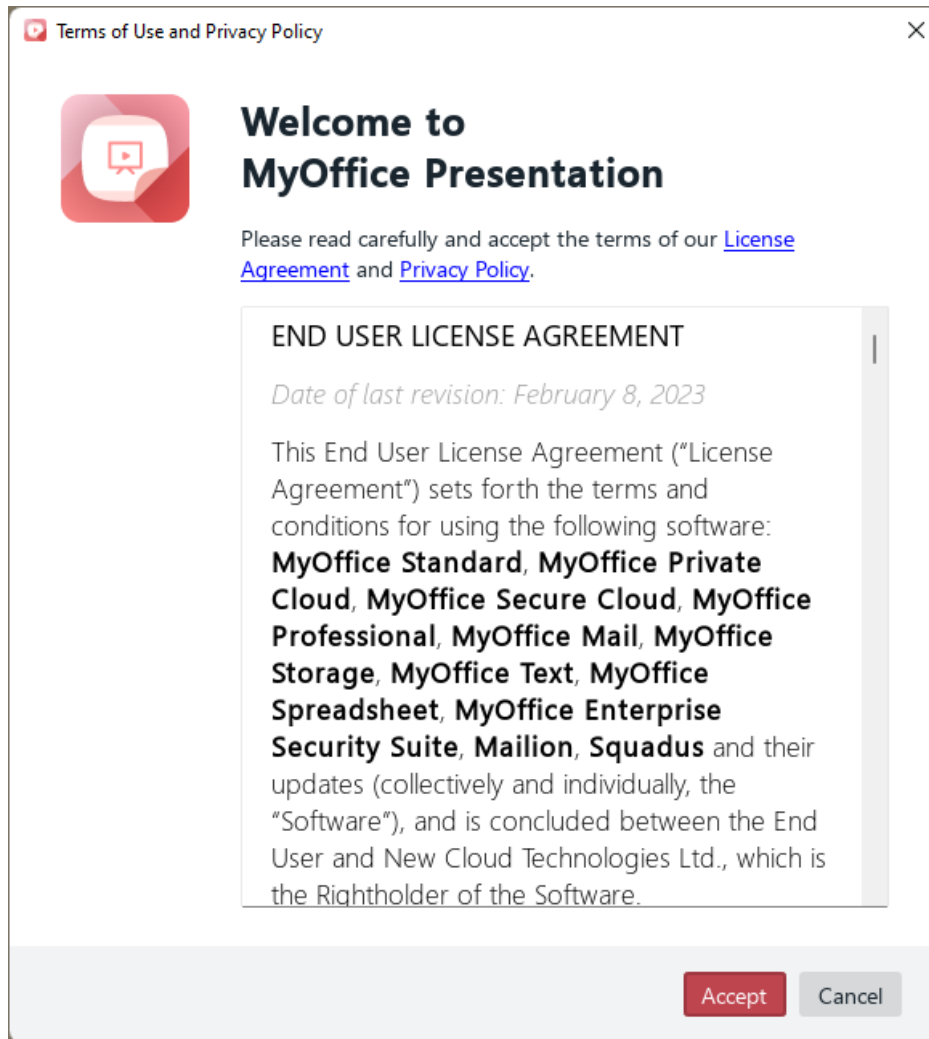
Figure 4. Terms of Use and Privacy Policy window

3 INTERFACE OVERVIEW

The MyOffice Presentation main window has the following elements:

– Slide pane (see Figure 5, 1).

– Navigation pane (see Figure 5, 2): Displayed when placing the cursor on the left border of the main window.

– Toolbar (see Figure 6): Displayed when placing the cursor on the lower border of the main application window.
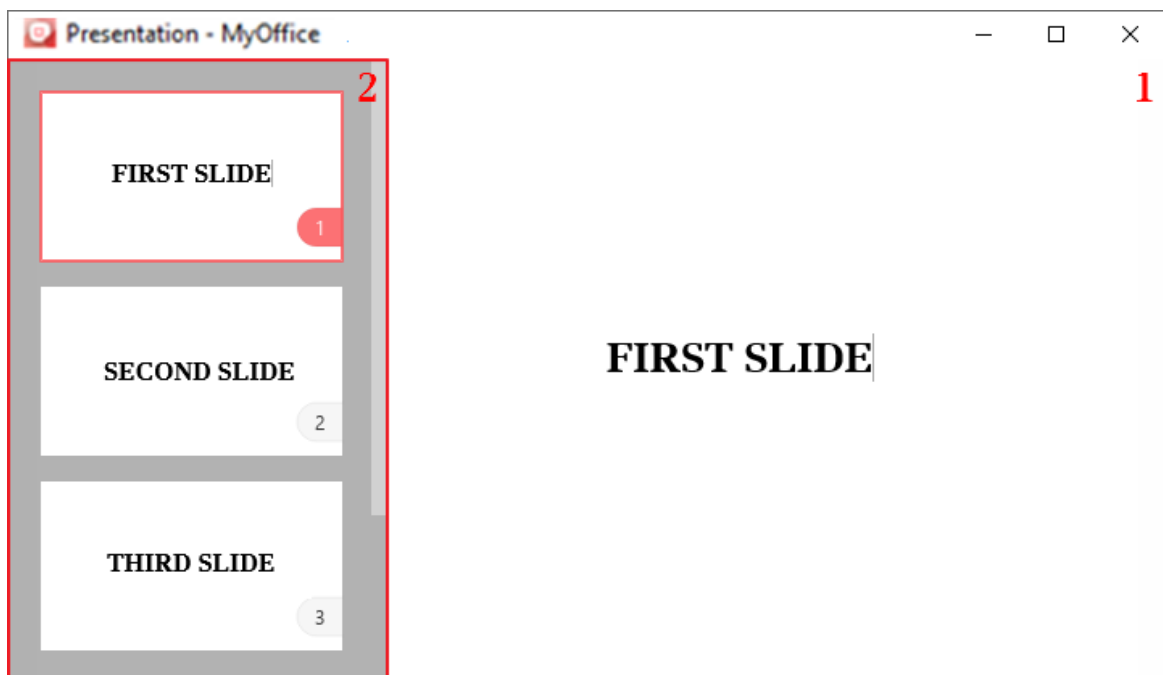

Figure 5. Main window of MyOffice Presentation

The Navigation pane (see Figure 5). The Navigation pane contains numbered slide thumbnails and allows to quickly move from one slide to another.
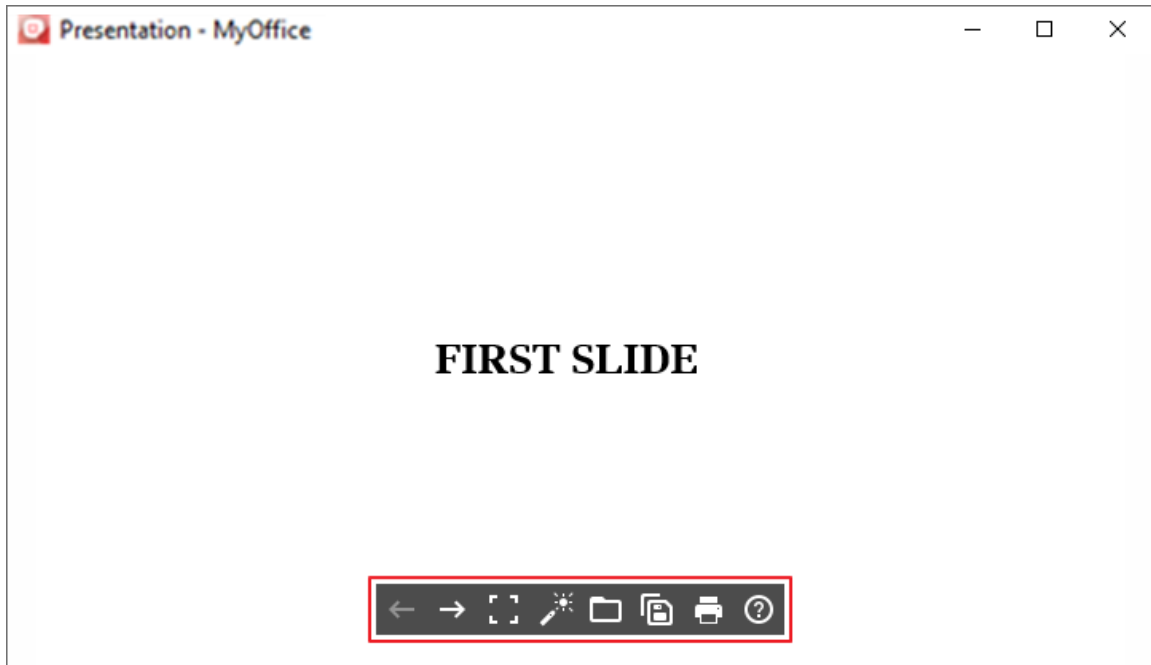

Figure 6. Toolbar

The Toolbar (see Figure 6) contains the following buttons:

Previous: Return to previous slide.

Next: Move to the next slide.

Exit Full Screen Mode / Full Screen Mode: Enter/leave the Full Screen mode.

Pointer: Enable or disable the laser pointer mode.

Open: Open a presentation.

Save As: Save a presentation.

Print: Print a presentation.

Help: Open help materials on how to work with the MyOffice Presentation application.

4 WORK WITH MYOFFICE PRESENTATION

4.1 Actions with files

4.1.1 Open a file

With MyOffice Presentation, you can open one or multiple presentations. Each presentation will be opened in a new window.

By default, a presentation is opened in the Full Screen mode.

To open a presentation file, you can use:

– File manager

– Welcome window

– Main window

4.1.1.1 Open a file in the file manager

To open a file in the file manager window, select the presentation file you want to open and double-click it.

The presentation will open in the main application window (see Figure 5).

4.1.1.2 Open a file from the welcome window

When you launch MyOffice Presentation, a welcome window appears on your screen (see Figure 7).
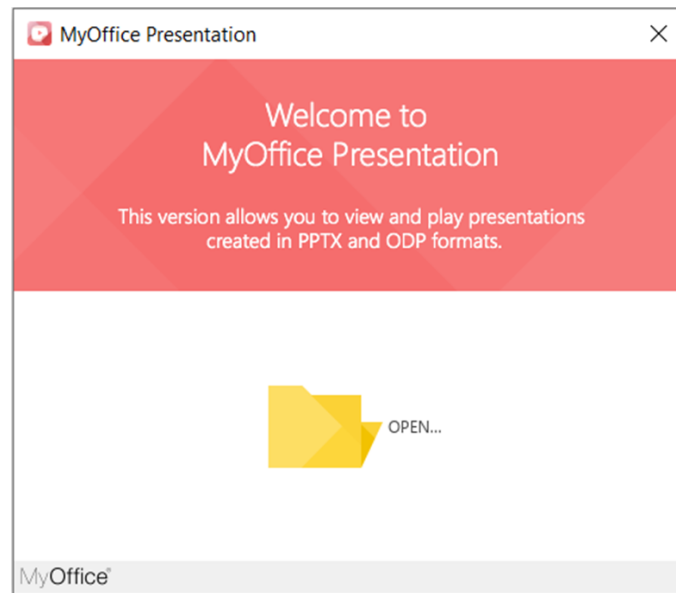
Figure 7. Welcome window

To open a presentation, do one of the following:

1. In the welcome window, click **Open**.

2. In the file manager, select the presentation you want to open and click **Open**.

Your presentation will open in the main window of MyOffice Presentation (see Figure 5).

4.1.1.3 Open a file from the main window

To open a new presentation at the same time with another presentation, follow these steps:

1. Click the 🖼 **Open** button on the **Toolbar** or press **Ctrl**+**O**.

2. In the file manager, select the file you want to open and click **Open**.

Your presentation will open in a new window.

4.1.2 Save a file

With MyOffice Presentation, you can change the name of a file or its location. Follow these steps:

1. Click the 📑 **Save As** button on the Toolbar or press **Ctrl**+**S**.

2. In the file manager window, specify the new name and/or the location and click **Save**.

MyOffice

4.1.3 Print a presentation

To print a presentation, proceed with one of the following:

– Click the ⊟ **Print** button on the Toolbar.

– Press **Ctrl**+**P**.

The opened **Print Settings** window (see Figure 8) contains the following elements:

– Print Settings pane

– Preview pane

The presentation Preview pane contains the following functions:

– ▬ and ➕ **:** Zoom in or out the preview section.

– **Fit:** Set the slide to the Preview pane.

– ◀ and ▶**:** Move to the next or previous presentation slide.

ⓘ Zooming in the Preview pane does not affect the presentation print area. The tool is intended for a detailed preview of the presentation content before printing.
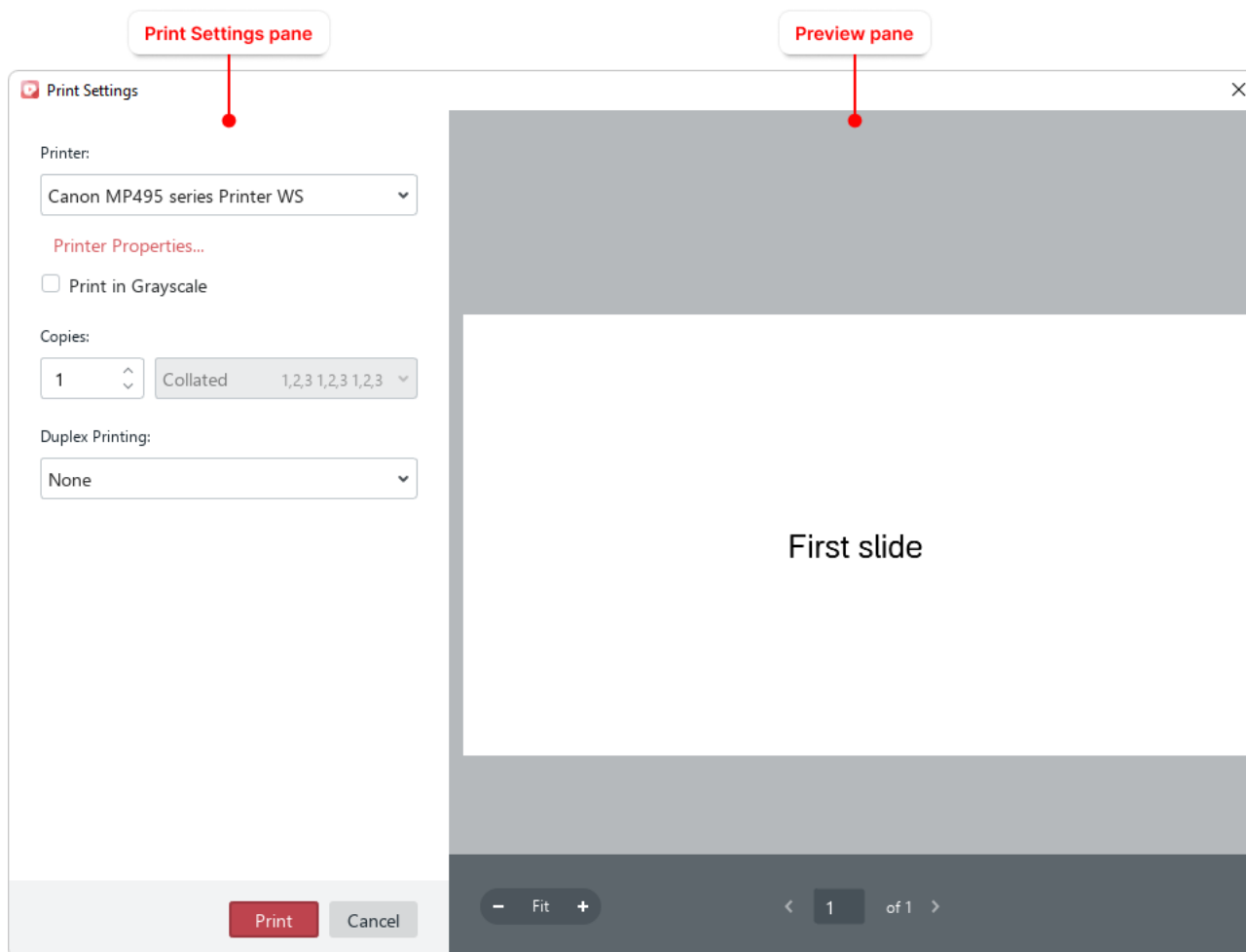
Figure 8. Page Setup and Print window

In the Print Settings pane you can specify the settings described in Table 2.

<div align="right">**Table 2. Print settings**</div>

Option	Action
Printer	Select a printer.
Printer properties (Windows only)	Open the printer settings window. The type and composition of the window parameters depend on the printer model selected in the Printer field. The settings specified in the printer settings window are automatically transferred to the corresponding fields of the **Page Settings** window. Settings that are not supported by the printer are not available in the **Page Settings** window.
Print in Grayscale	Print the color text and images contained in the document in grayscale.
Copies	Set the number of copies you want to print.

Option	Action
Collated/Uncollated	The field is available if the number of printed copies exceeds 1. Set the order in which pages are grouped during printing: – **Collated:** Print all pages grouped by copies (1,2,3 1,2,3 1,2,3); – **Uncollated:** Print pages grouped by page numbers (1,1,1 2,2,2 3,3,3).
Duplex Printing	– **None:** Print on one side of the page only. – **Long-Edge Binding:** Print two sides of the page and flip the paper along the long edge. – **Short-Edge Binding:** Print two sides of the page and flip the paper along the short edge.

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

4.1.4 Close a file

Each new presentation opens in a new MyOffice Presentation window.

To close a presentation window, do one of the following:

– Click the **Close** button on the window title bar.

– Press **Alt**+**F4**.

4.2 Work with presentations

4.2.1 Move in between slides

The Navigation pane contains slide thumbnails (see Figure 9). To display this pane, place the cursor on the left border of the main application window.

To select a slide that you want to display, click its thumbnail.

The slide will be displayed in the Slide pane. The thumbnail of the selected slide will be highlighted in red in the Navigation pane.

Slide thumbnails are consequently numbered to facilitate navigation.

You can scroll through the slides in the Navigation pane using the vertical scroll bar or the mouse wheel.
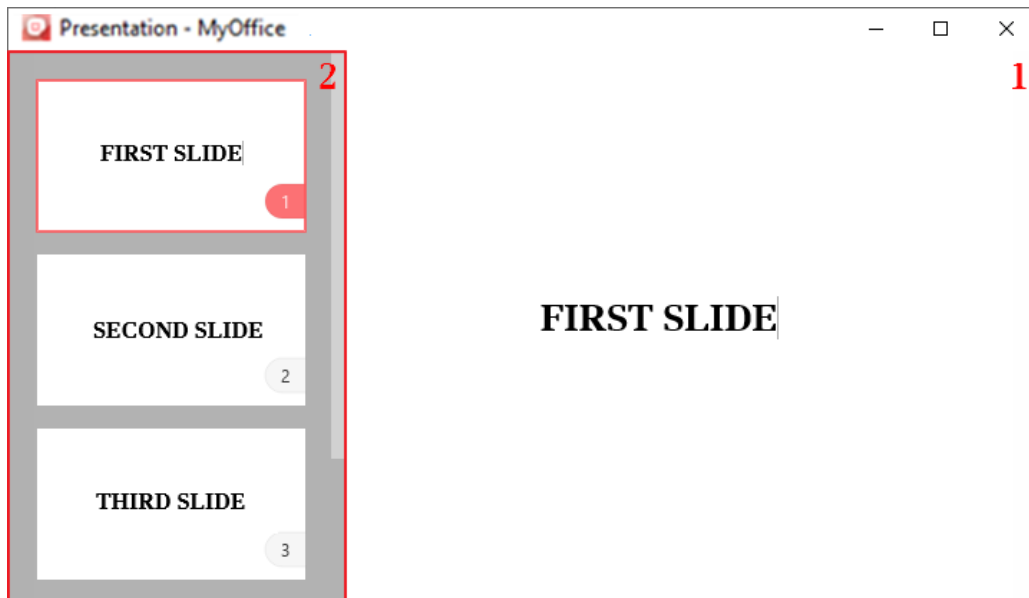

Figure 9. Navigation pane

You can move in between slides using the mouse, keyboard keys, or the Toolbar.

4.2.1.1 Go to the next slide

To go to the next slide, do one of the following:

– Click the **Next** button on the Toolbar.

– Press **Space**, **Right Arrow** or **Page Down**.

– Left click the Slide pane.

– Click the slide thumbnail on the Navigation pane.

4.2.1.2 Go to the previous slide

To go to the previous slide, do one of the following:

– Click the ⬅ **Previous** button on the Toolbar.

– Press **Backspace**, **Left Arrow** or **Page Up**.

– Click the slide thumbnail on the Navigation pane.

4.2.1.3 Go to the first slide

To quickly move to the first slide, do one of the following:

– Press **Home**.

– Hold the left mouse button pressed on the visible area of the presentation until you move to the first slide.

– Click the thumbnail of the first slide on the Navigation pane.

To hide the Navigation pane, place the cursor outside the pane.

4.2.2 Full Screen mode

By default, a presentation opens in the Full Screen mode. The Full Screen mode allows you to display slides using the maximum screen size.

To exit the Full Screen mode, do one of the following:

– On the Toolbar, click the ⊡ **Exit Full Screen Mode** button.

– Press **Esc**.

To return to the Full Screen mode, click the ⤢ **Full Screen Mode** button on the Toolbar.

4.2.3 Pointer

If you want to draw the attention of your audience to something on a slide, you can transform your mouse pointer into a virtual laser pointer.

To do so, click the 🖋 **Pointer** button on the Toolbar.

To exit the laser pointer mode, click the 🖋 **Pointer** button one more time.

5 KEYBOARD SHORTCUTS

Table 3 lists the keyboard shortcuts used when working with the MyOffice Presentation application.

Table 3. Keyboard shortcuts

Keyboard shortcut	If you want to...
Ctrl+O	Open a file
Ctrl+S	Save as
Space Right Arrow Page Down	Go to the next slide
Backspace Left Arrow Page Up	Go to the previous slide
Home	Go to the first slide
Esc	Exit the Full Screen mode
Ctrl+P	Open Print Settings window
Alt+F	Close the active application window