


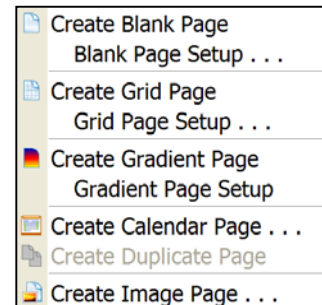


Workspace Quick Step Guide

Create and Modify Pages

Blank pages are only one option with Workspace. You can also create grid pages, calendar pages, gradient pages, and even page transitions to meet your instructional needs.

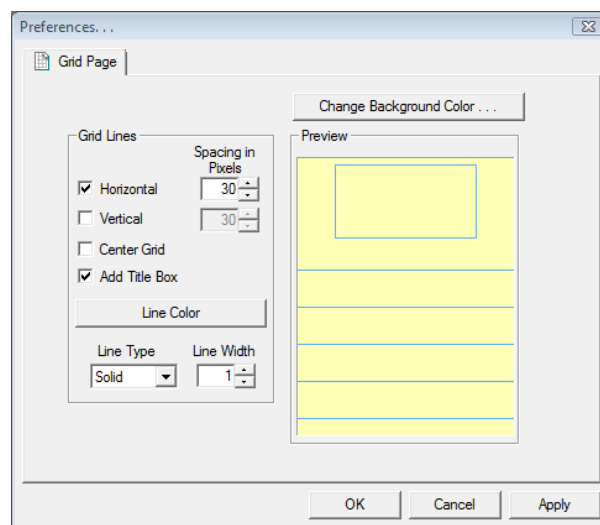
The **New Page Setup** tool  will allow you to access, create, and customize pages.



Grid Page Tool

This tool allows you to create a lined page. The page can have vertical lines, horizontal lines, or both. You can also customize your grid pages.

1. Click on the **New Page Setup** tool and select **Grid Page Setup**.
2. Select your desired options.
3. To change or create a new **Grid Page** from this screen, click on **Apply**, then select your desired option.
4. Click **OK**.



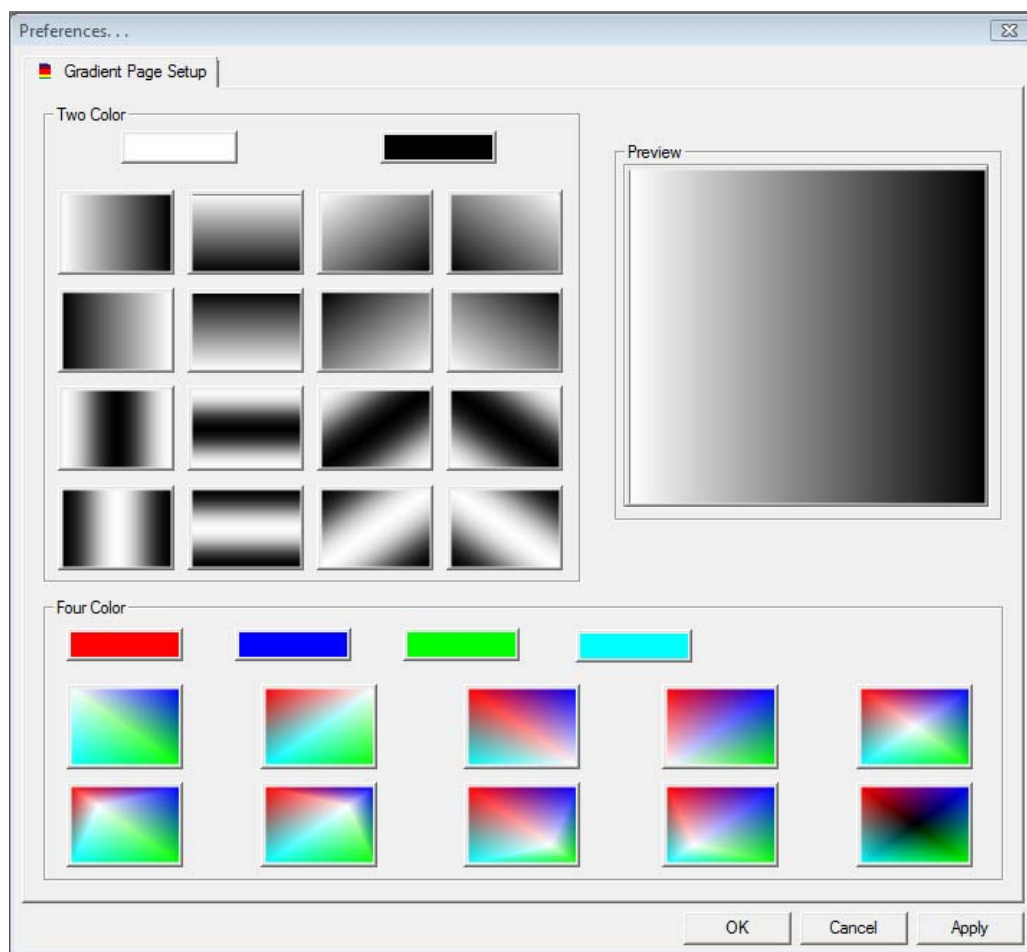


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Gradient Page

The gradient page allows you to create a colorful page that can grab students' attention.

1. Click on the **New Page Setup** tool and select **Gradient Page Setup**.
2. Select your desired options.
3. To change or create a new **Gradient Page** from this screen, click on **Apply**, then select your desired option.
4. Click **OK**.



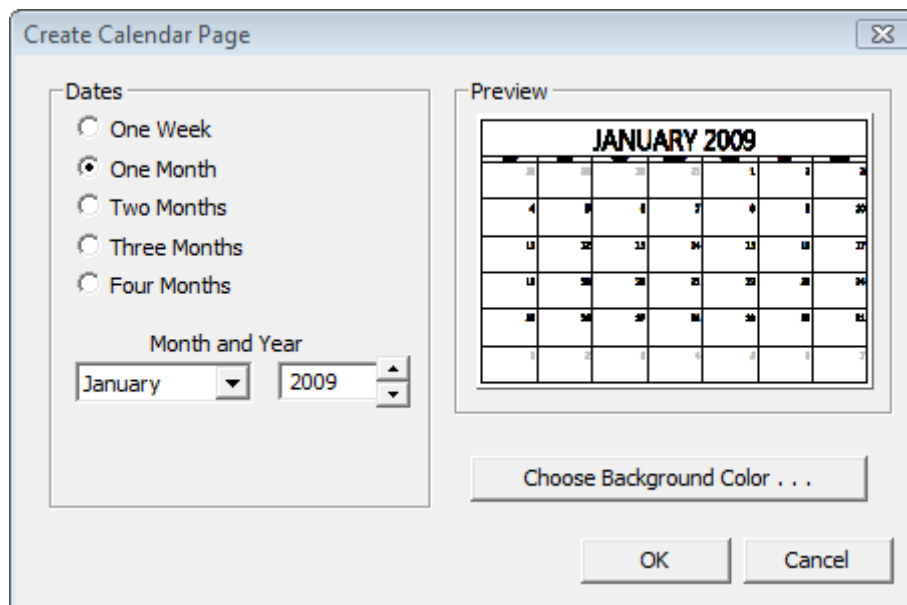


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Calendar Page

This will create a background page that looks like a calendar. You can choose to display one week, or one to four months, on a single page.

1. Click on the **New Page Setup** tool and select **Create Calendar Page**.
2. Select your desired options.
3. Click **OK**.



Page Transitions

Slide transitions are the animation-like effects that occur when you move from one page to the next during an on-screen presentation. You can control the speed of each slide transition effect. There are more than 40 transitions from which to select.

Creating Transitions in a Workspace Document

1. While in **Lesson Mode**, open a page.
2. Make sure Page Properties are displayed at the bottom of the page.
3. Click **Page Transitions**. 
The *Page Transitions Properties* window opens.





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4. Select the transition you want from the *Effect* drop-down list.

As you select each transition, an example of the transition displays in the window.

5. Select the speed needed for the transition in the *Speed* drop-down list.
6. Select **Apply to All** if you want the same transition for all pages.
7. Click **OK**.

The transition is applied to the page.

