

Best Practices for Creating Multiple Page Commentaries in Presentation Studio

With the current version of Presentation Studio, pages supporting text elements, like the commentary and disclaimer pages, span only one page and do not paginate. To include multiple page commentaries in your presentation, you must first create multiple text elements, add the appropriate pages to the presentation and then assign the text elements to the pages. This document walks you through the steps for creating multiple page commentaries in Presentation Studio.

1. Create the Text Elements

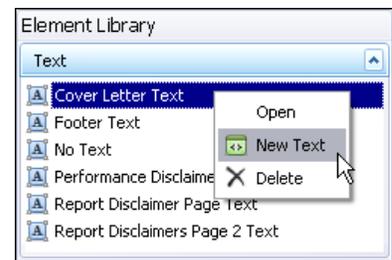
To display multiple page commentaries in a presentation, you must create the additional text elements. The following walks you through how to add a text element in Presentation Studio:

1 In the main PortfolioCenter window, click the Portfolios tab to switch to the Portfolios page.

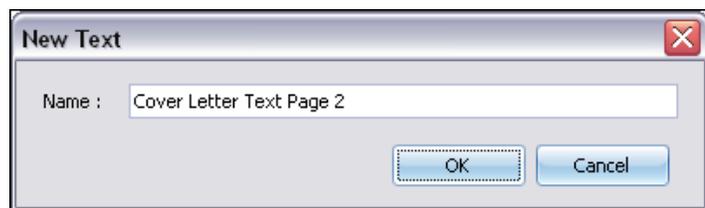
2 From the menu bar, select **Tools | Presentation Studio** to open the Presentation Studio screen.

3 Under the Navigator pane on the left side, locate the Element Library pane. Select the arrow within the Text section to view the existing text elements.

4 Right-click your mouse within the Text pane and select **New Text**.



5 Enter in the name of the new text element and click **OK**. In the example on the right, the new text element is named Cover Letter Text Page 2.



The new text element will appear in the Element Library pane and will open in the Preview pane.



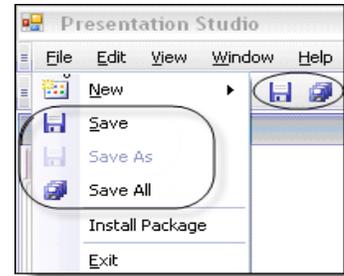
Note

You cannot name the new text element with an existing text element name so always use a unique name for a new text element. Once a text element is named, you cannot go back and rename the text element. If you want to change the name of a text element, you must delete the existing text element and create a new text element using the desired name.

6 Type in the new text or paste in the new text from an outside resource. If applicable, use the available rich-text editing tools to format and customize the appearance of the text.

7 Save your changes so they will be applied to the text element. **Save** will save any changes to the active tab and **Save All** saves changes to every open tab in Presentation Studio. There are two ways you can save in Presentation Studio.

- ◆ On the menu bar, click the **Save** or **Save All** buttons
- ◆ From the menu bar, go to **File | Save** or **File | Save All**.



8 Repeat steps 4 through 7 until all necessary text elements have been added.

2. Add Second Text Page to the Presentation

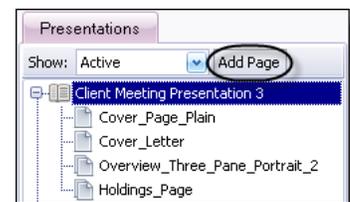
Now that you have created the text elements, you can add the appropriate number of commentary pages for each text element. The following walks you through how to add a page to a presentation in Presentation Studio:



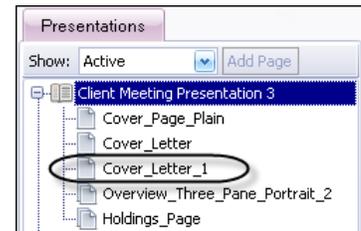
On the Web

The instructions in this section walk you through adding pages to a presentation at a high-level. For more detailed instructions on adding pages to a presentation, see [Building a Presentation in Presentation Studio](#).

- 1 Open the presentation you want to modify.
- 2 Select the name of the presentation and then click the Add Page menu option
- 3 The Page Selector window opens. Find the Cover Letter page and click the Add button.



When adding more than one page type to a presentation, the page names will display a numerical value at the end to help you differentiate between them. For example, if you have two Cover Letter pages in a presentation, the first page will be titled Cover Letter and the second page will be titled Cover Letter 1, as shown in the image to the right.

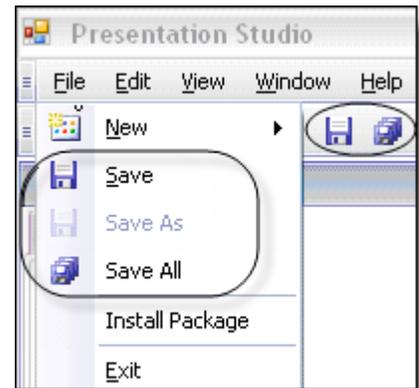


- 4 The pages added to the presentation might not be in the order you need. From the list of pages, select the new Cover Letter page and drag it to the location you want to place it. As you move the page, you will see the blue arrow indicating the location of the page. You will also see the name of the page you are moving with a lighter, ghosted appearance.
- 5 Save your changes so they will be applied to the presentation. **Save** will save any changes to the active tab and **Save All** saves changes to every open tab in Presentation Studio. There are two ways you can save in Presentation Studio.
 - ◆ On the menu bar, click the **Save** or **Save All** buttons
 - ◆ From the menu bar, go to **File | Save** or **File | Save All**.

3. Assign the Text Elements

Before you can use the text elements on a client presentation, you must assign them to a page with a text setting. The following walks you through how to assign a text element to a page in Presentation Studio:

- 1 Under the Navigator pane on the left side, click the plus sign next to the presentation name to see the list of pages within the presentation.
- 2 Select the new page you created in the previous section to open the page settings in the Properties pane.
- 3 In the Cover Letter Text setting, select the text element you created in the first section from the drop-down list.
- 4 Repeat steps 2 and 3 until all necessary text elements have been assigned.
- 5 Save your changes so they will be applied to the page. **Save** will save any changes to the active tab and **Save All** saves changes to every open tab in Presentation Studio. There are two ways you can save in Presentation Studio.
 - ◆ On the menu bar, click the **Save** or **Save All** buttons
 - ◆ From the menu bar, go to **File | Save** or **File | Save All**.



Tip

Once all text elements have been assigned to the appropriate commentary pages, generate a sample presentation to verify that the text on each page does not cut off at the end or the sides. If needed, you can always move the text from one text element to another using the Cut, Copy, and Paste tools in the rich-text editor toolbar.