User Guide

DataPoint

PresentationPoint

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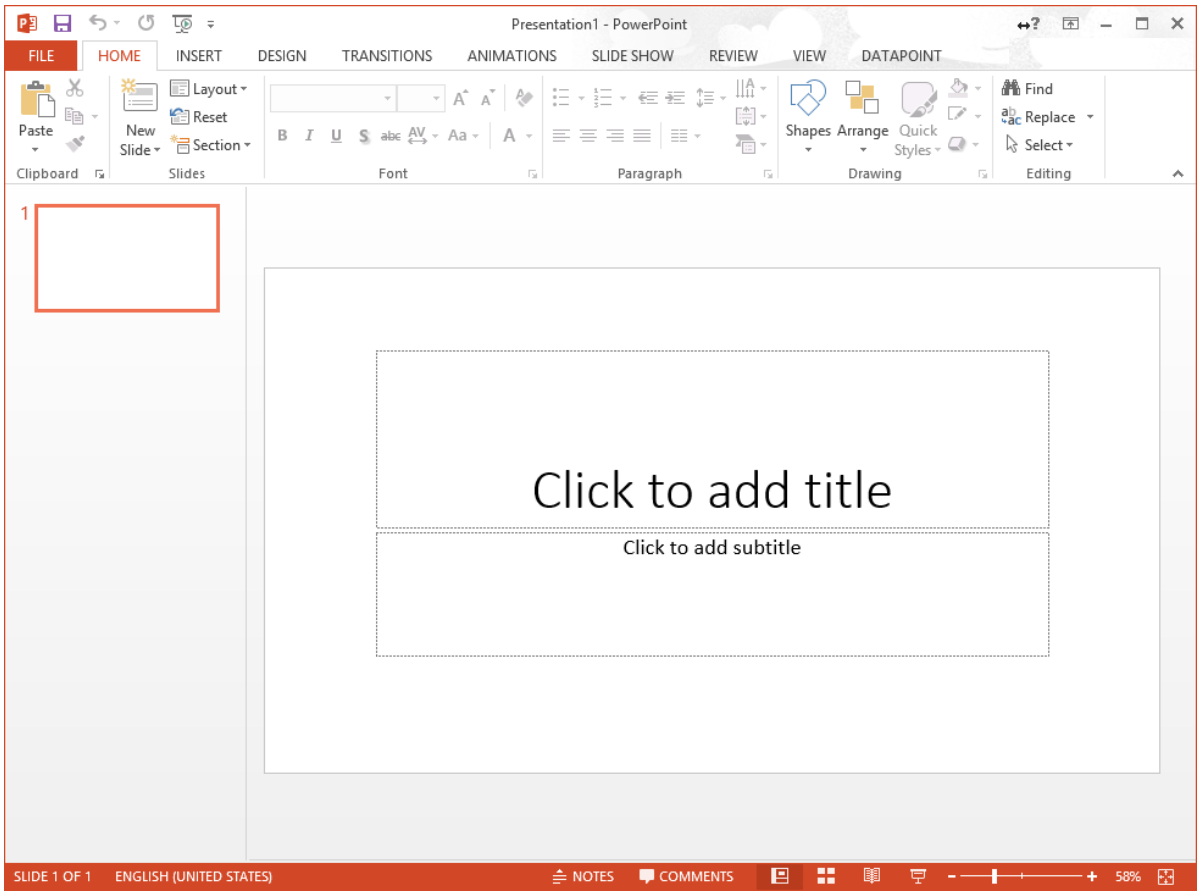
1 What's new?

- Completely new interface optimized for Microsoft PowerPoint 2010 and 2013.
- Replacement texts when data does not exist or data connection is faulting.
- Rules and conditions to e.g. color your text when a certain condition is met.
- More data providers supported. Now direct support for XML, Twitter, RSS, Oracle and MySQL.
- Data connections are now split into connections and queries, resulting in less maintenance.
- Data scrolling now with group by option to display all appointments e.g. by room name in a congress hall.
- Time zone support on clock shape.
- Meter and tachymeter support.
- Automatic increment and decrement of row numbers.
- Automatic increment and decrement of column names.
- Copy and paste of DataPoint properties like rules, formatting etc. from one shape to others.

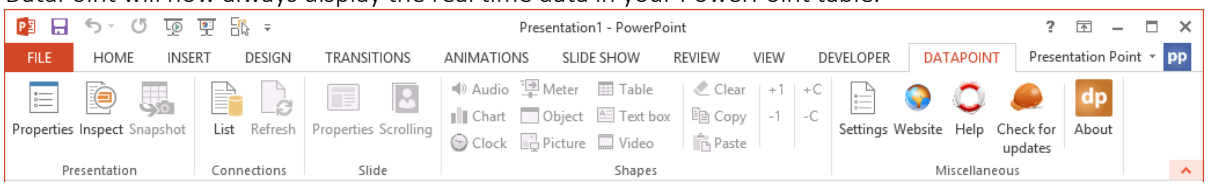
2 Quick start

DataPoint is a Microsoft PowerPoint add-in that starts automatically when Microsoft PowerPoint is started. You will find a DataPoint menu as a last entry on your normal Microsoft PowerPoint menu.



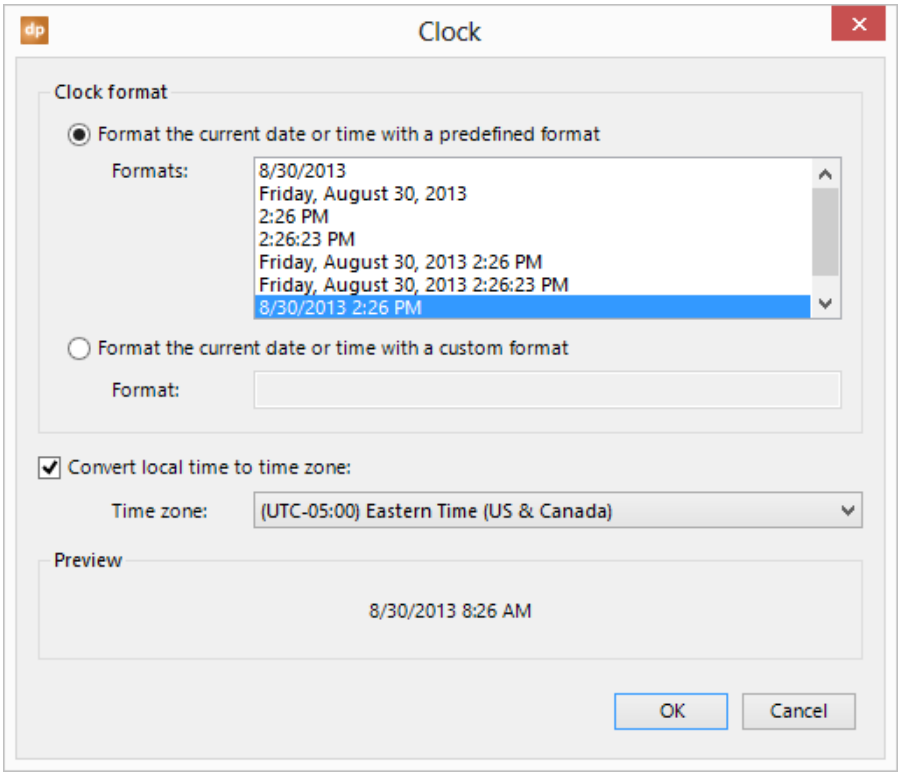
DataPoint technology is used to show data in real time in a Microsoft PowerPoint presentation or slide show, or to assist you to keep your presentation content up to date.

In short you always have to set up a connection pointing to your database, text file, RSS feed, Excel file or any other data provider. After that you add normal Microsoft PowerPoint shapes to your slide and assign a connection to it. Add a table with 5 columns and 4 rows and assign it to an existing data connection. DataPoint will now always display the real time data in your PowerPoint table.



3 Using clocks

A clock shape is the only shape in DataPoint that is not linked to data connection. It is just displaying the current date and / or time. Start with a new text box on your slide. Click **Clock** from the **Shapes** group while you have the text box selected.



Now you can select a preformatted date or time format or you can enter your own customized date and time format. A complete list of custom date and time formats can be found at http://msdn.microsoft.com/en-us/library/8kb3ddd4.aspx.

Optionally you can select a time zone to convert the current local time into the date or time of another time zone. The Preview frame is showing you how it will look on the presentation. Click **OK** to apply.

Short overview of the custom date and time formats

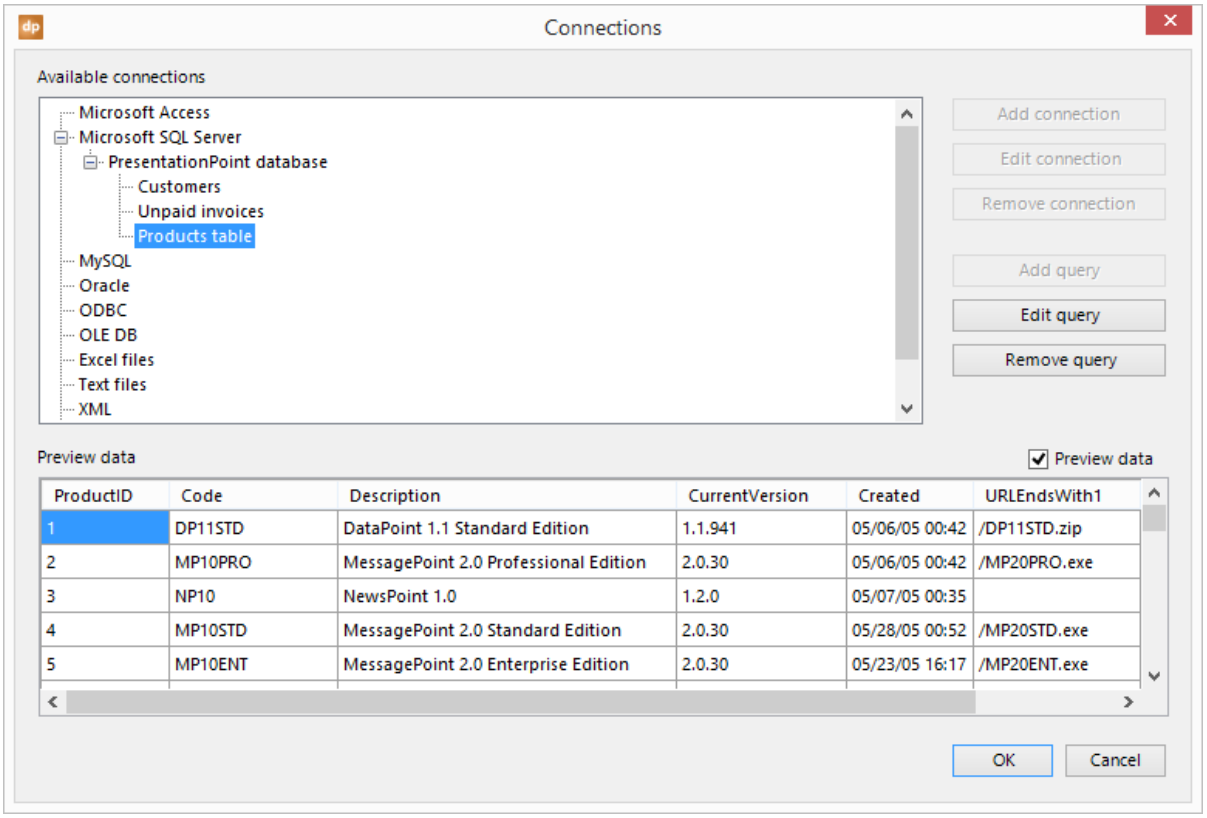
Format	Description
d	Represents the day of the month as a number from 1 through 31. A single-digit day is formatted without a leading zero.
dd	Represents the day of the month as a number from 01 through 31. A single-digit day is formatted with a leading zero.

Format	Description
dddd (plus any number of additional d specifiers)	Represents the full name of the day of the week.
g, gg (plus any number of additional g specifiers)	Represents the period or era, for example, A.D. Formatting ignores this specifier if the date to be formatted does not have an associated period or era string.
h	Represents the hour as a number from 1 through 12, that is, the hour as represented by a 12-hour clock that counts the whole hours since midnight or noon. A particular hour after midnight is indistinguishable from the same hour after noon. The hour is not rounded, and a single-digit hour is formatted without a leading zero. For example, given a time of 5:43, this custom format specifier displays "5".
hh, hh (plus any number of additional h specifiers)	Represents the hour as a number from 01 through 12, that is, the hour as represented by a 12-hour clock that counts the whole hours since midnight or noon. A particular hour after midnight is indistinguishable from the same hour after noon. The hour is not rounded, and a single-digit hour is formatted with a leading zero.
H	Represents the hour as a number from 0 through 23, that is, the hour as represented by a zero-based 24-hour clock that counts the hours since midnight. A single-digit hour is formatted without a leading zero.
HH, HH (plus any number of additional H specifiers)	Represents the hour as a number from 00 through 23, that is, the hour as represented by a zero-based 24-hour clock that counts the hours since midnight. A single-digit hour is formatted with a leading zero.
K	Represents the time zone information of a date and time value.
m	Represents the minute as a number from 0 through 59. The minute represents whole minutes that have passed since the last hour. A single-digit minute is formatted without a leading zero.
mm, mm (plus any number of additional m specifiers)	Represents the minute as a number from 00 through 59. The minute represents whole minutes that have passed since the last hour. A single-digit minute is formatted with a leading zero.
M	Represents the month as a number from 1 through 12. A single-digit month is formatted without a leading zero.
MM	Represents the month as a number from 01 through 12. A single-digit month is formatted with a leading zero.
MMM	Represents the abbreviated name of the month as e.g. JAN, FEB, MAR
MMMM	Represents the full name of the month.

Format	Description
s	Represents the seconds as a number from 0 through 59. The result represents whole seconds that have passed since the last minute. A single-digit second is formatted without a leading zero.
ss, ss (plus any number of additional s specifiers)	Represents the seconds as a number from 00 through 59. The result represents whole seconds that have passed since the last minute. A single-digit second is formatted with a leading zero.
t	Represents the first character of the AM / PM designator.
tt, tt (plus any number of additional t specifiers)	Represents the full AM / PM designator.
y	Represents the year as a one or two-digit number. If the year has more than two digits, only the two low-order digits appear in the result. If the first digit of a two-digit year begins with a zero (for example, 2008), the number is formatted without a leading zero.
yy	Represents the year as a two-digit number. If the year has more than two digits, only the two low-order digits appear in the result. If the two-digit year has fewer than two significant digits, the number is padded with leading zeros to achieve two digits.
yyy	Represents the year with a minimum of three digits. If the year has more than three significant digits, they are included in the result string. If the year has fewer than three digits, the number is padded with leading zeros to achieve three digits.
yyyy	Represents the year as a four-digit number. If the year has more than four digits, only the four low-order digits appear in the result. If the year has fewer than four digits, the number is padded with leading zeros to achieve four digits.
:	Represents the time separator as defined in your regional settings.
/	Represents the date separator as defined in your regional settings

4 Connections

A connection is getting its data from a database, file or from the internet. There are several providers available on your system in order to connect to a data source, each with its own settings. For a Microsoft SQL server connection, you will have to specify the server, database name, user name and password to connect. Once you have a connection then the next step is to indicate what information should be read from the database. This is typically called a query. So for most nodes you will have a connection and one or multiple queries.



At the available connections you will find the provider nodes and their connection info. You will see a preview of the data when a query is selected.

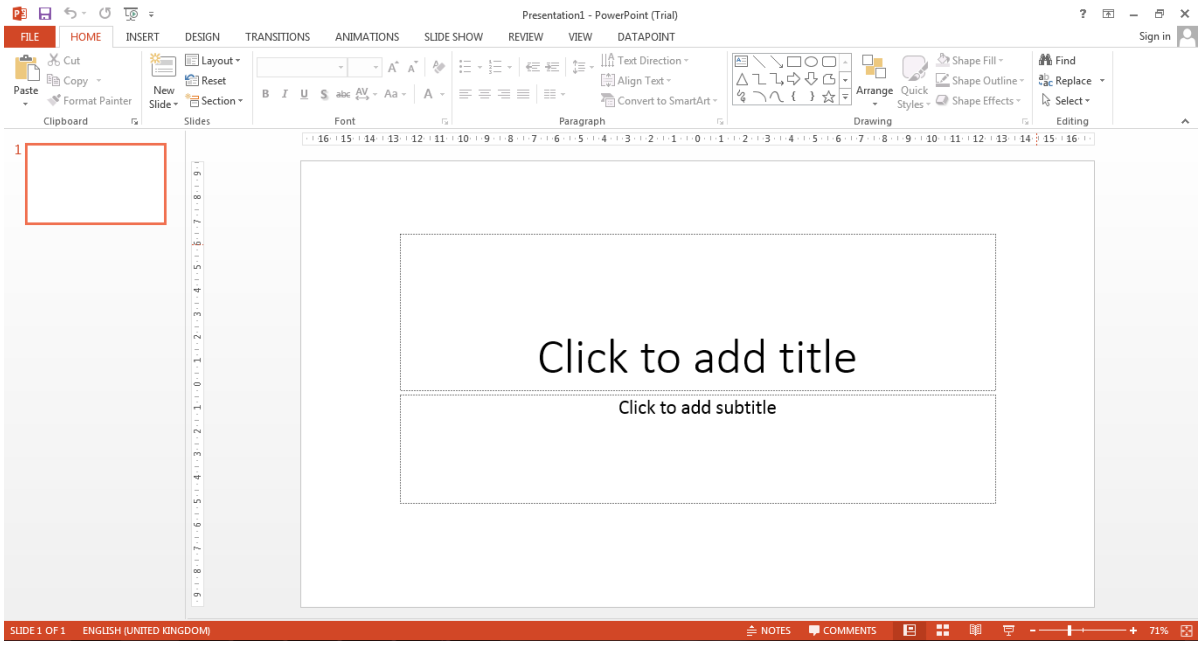
4.1 Getting started with connections

Let's start to create a new dynamic presentation that is collecting information from your favorite news channel. In this example we will use the RSS feed of CNN. You can use whatever RSS feed you like.

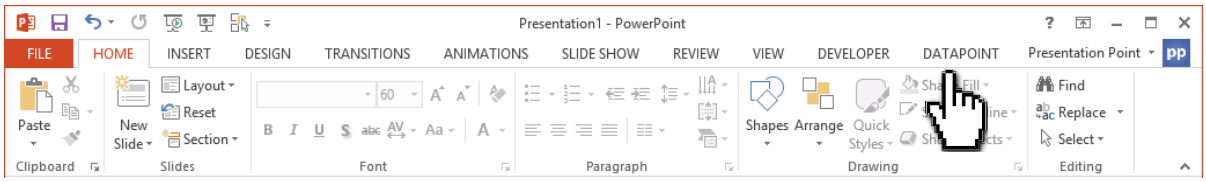
Currently the RSS feed of CNN is located at this URL: http://rss.cnn.com/rss/edition.rss

4.1.1 To Create a RSS Connection

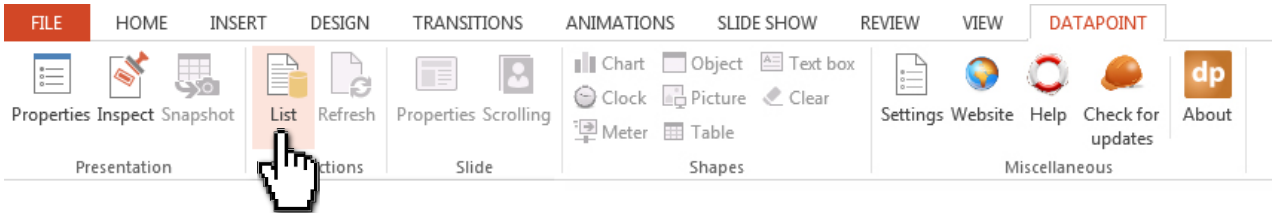
- Start your Microsoft PowerPoint and begin with a new empty presentation.



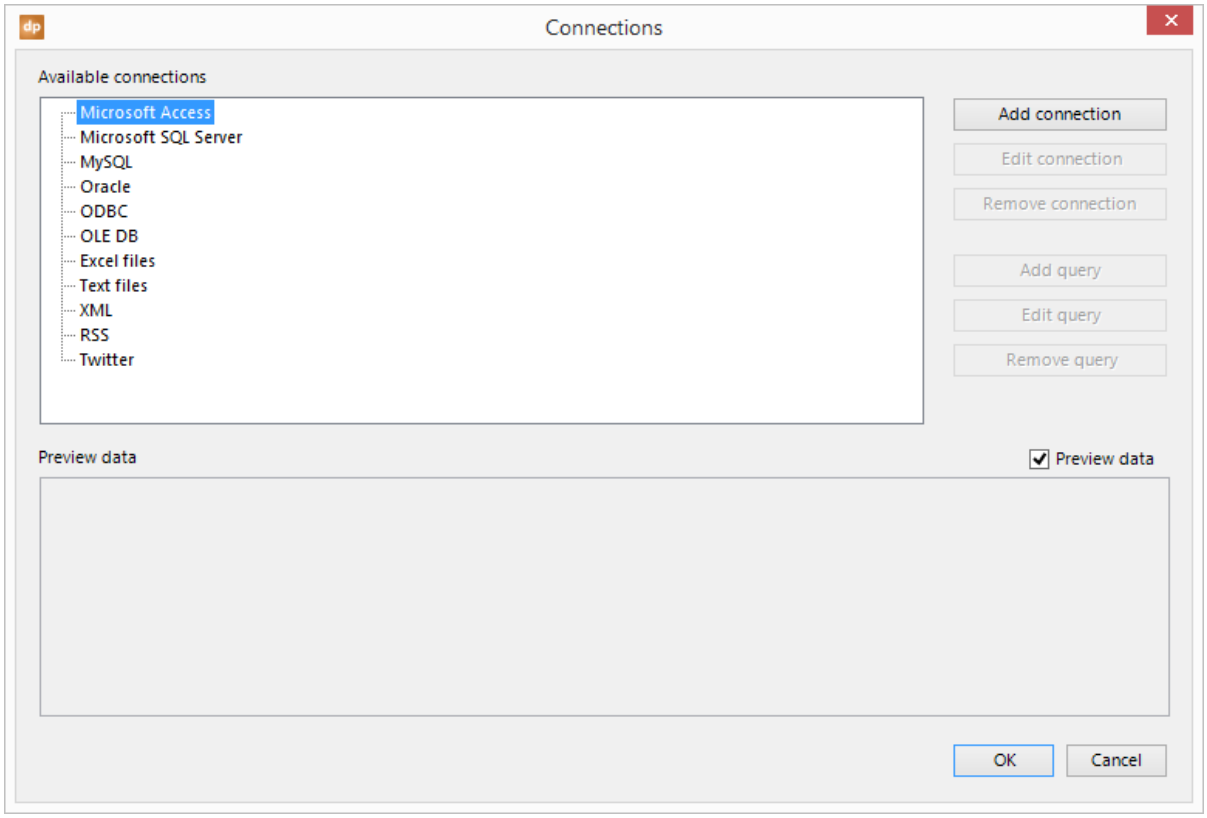
- Click **DataPoint** from the PowerPoint menu.



- Click the **List** button from the **Connections** group. This will allow the system to display the **Connections** form.

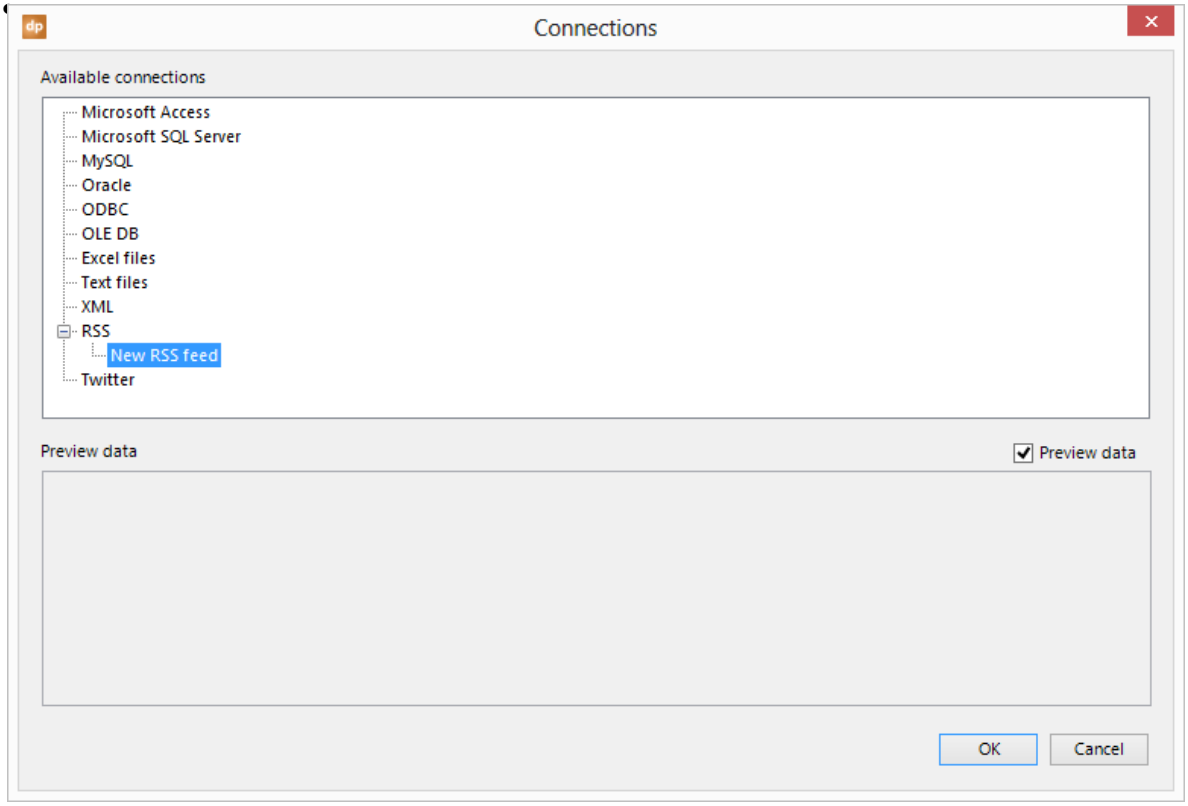


- In **Connections** form, the system displays the *Available connections.*

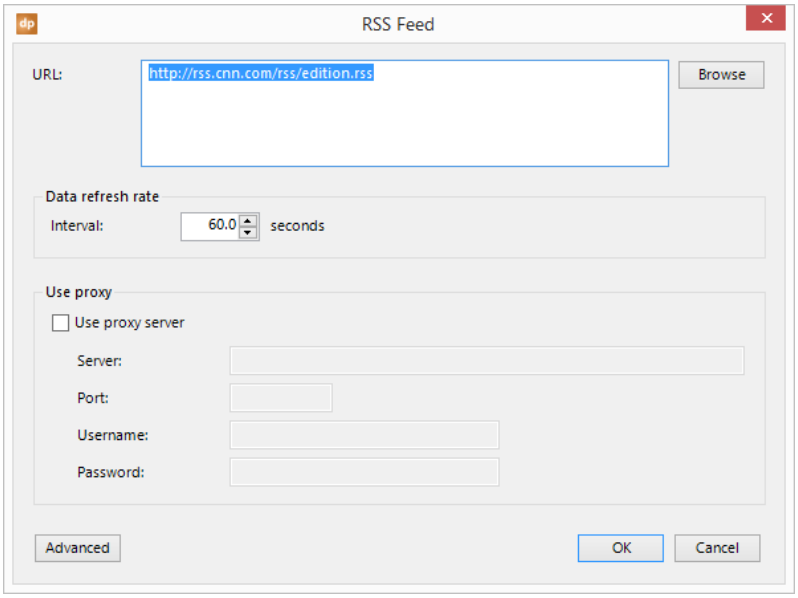


Note: Click the Preview data checkbox. This will allow the system to preview data of the selected connections.

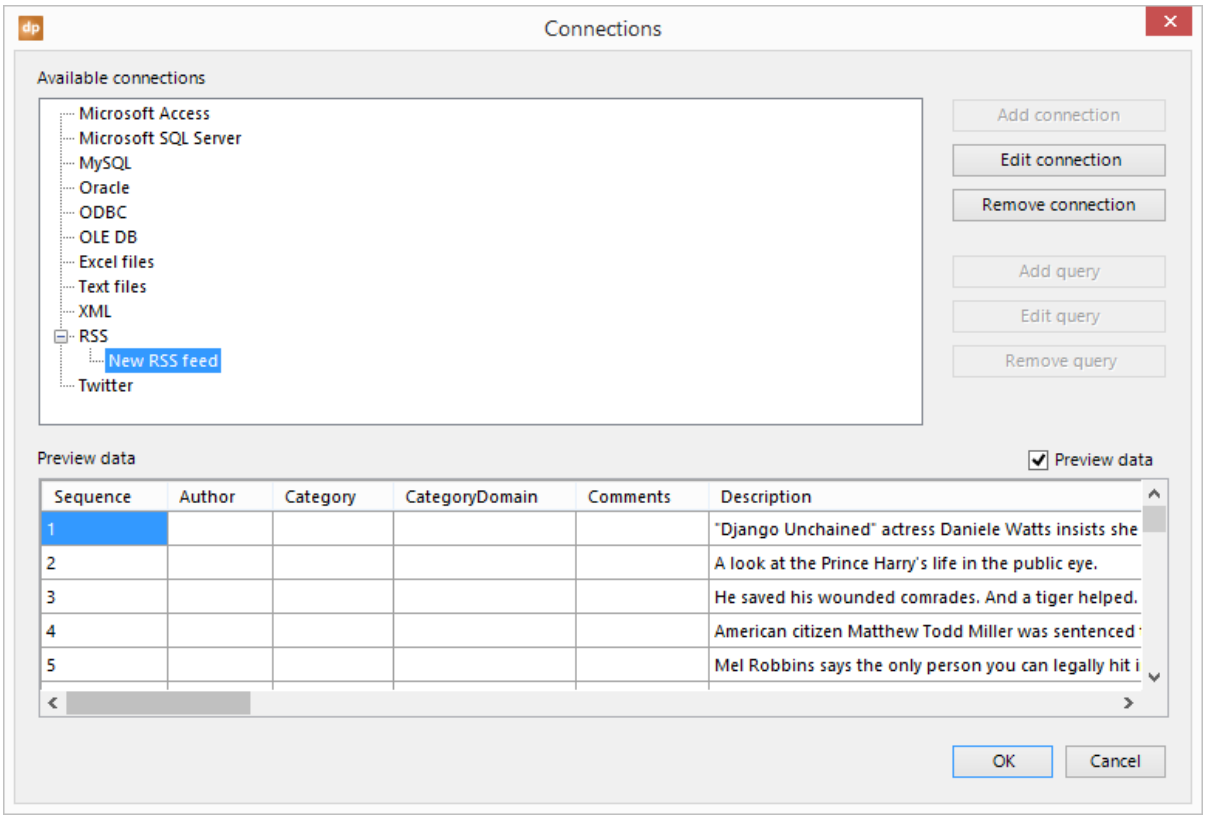
- To add a RSS feed, right click the **RSS** node from the list and choose **Add connection** from the popup menu. This will allow the system to open a new form and it will display all properties that you can set for a RSS connection.



- Enter the URL of the RSS feed in the URL text box.



- Click the OK button to close the form. This will allow the DataPoint to show the preview data of the New RSS feed connection.



Note: You can give a meaningfull name to your connections and queries. Click on the connection or query to activate it. Now click again on the text of the node. You can now rename it to e.g. CNN RSS feed.

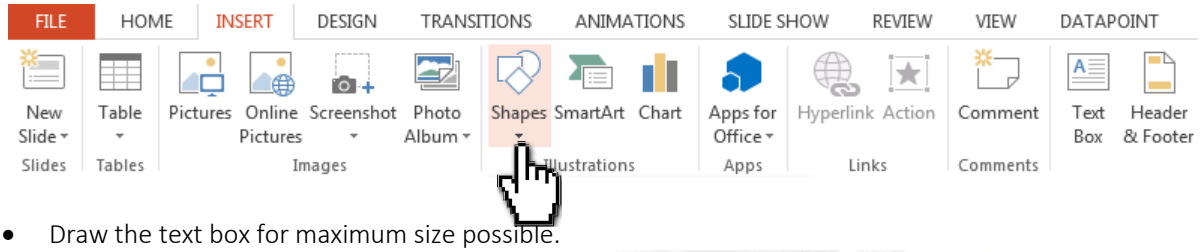
Now we have set up our first connection pointing to a news source and we only have to use this information on a shape on a slide.

The following are the two possible ways to present your news:

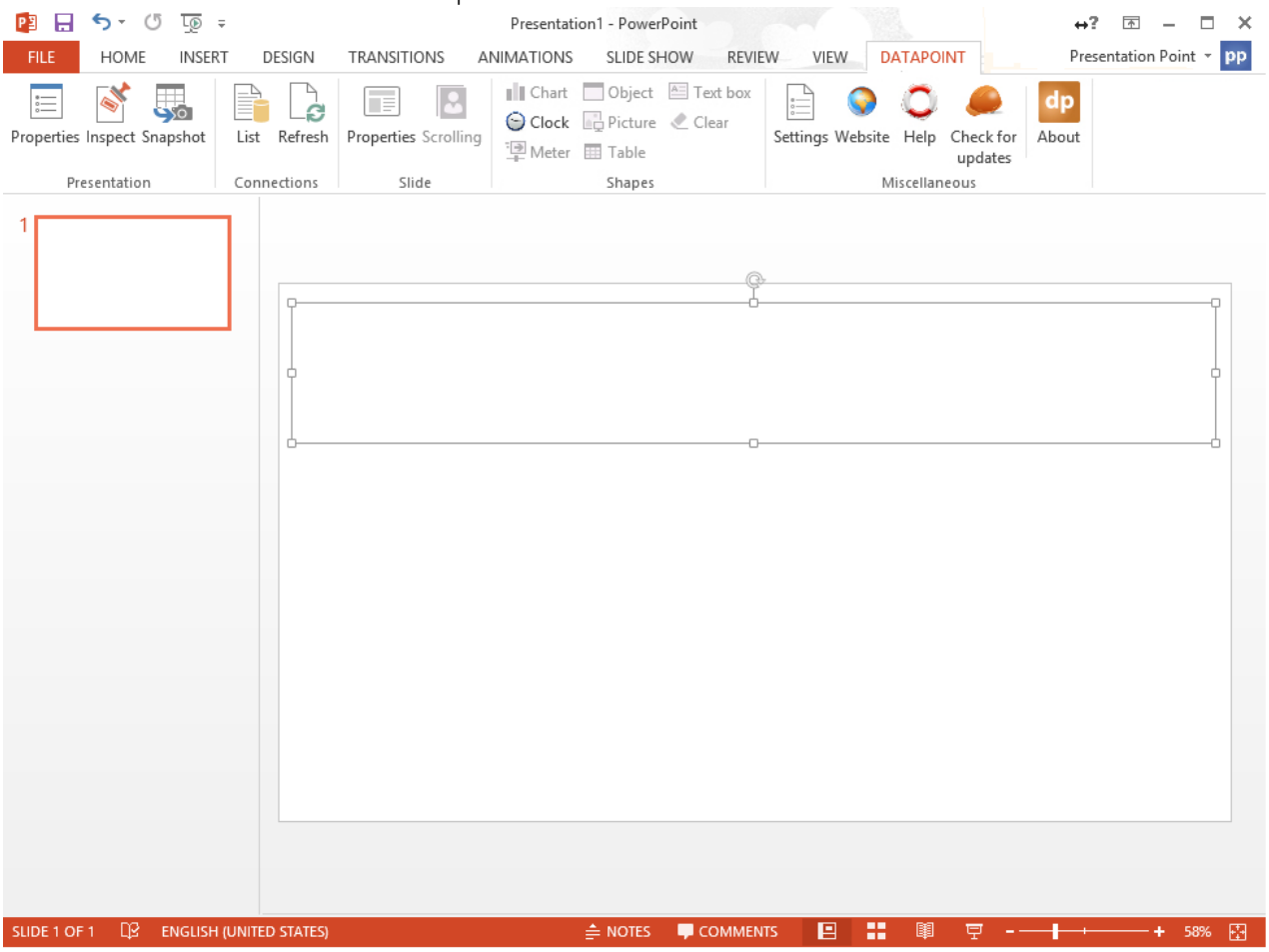
- Multiple textboxes
- Table

Let's use some text boxes on the first slide and a table on the second slide.

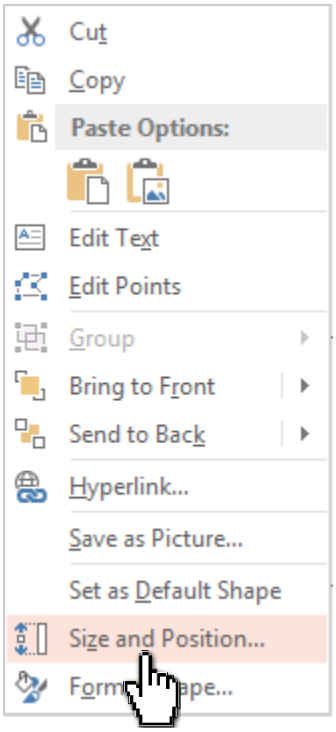
- First, add a new text shape on your slide.



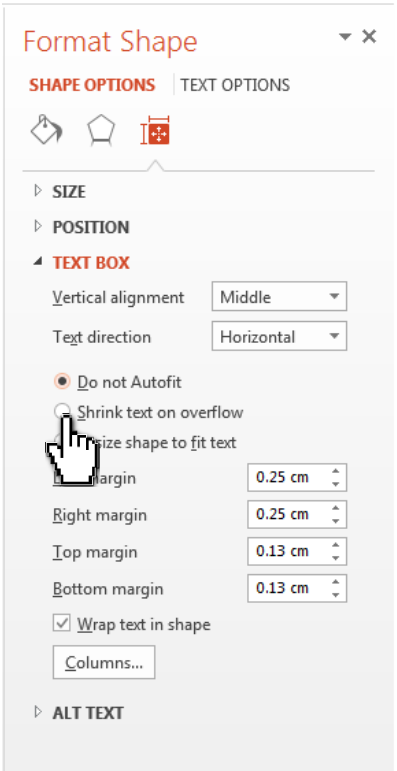
- Draw the text box for maximum size possible.



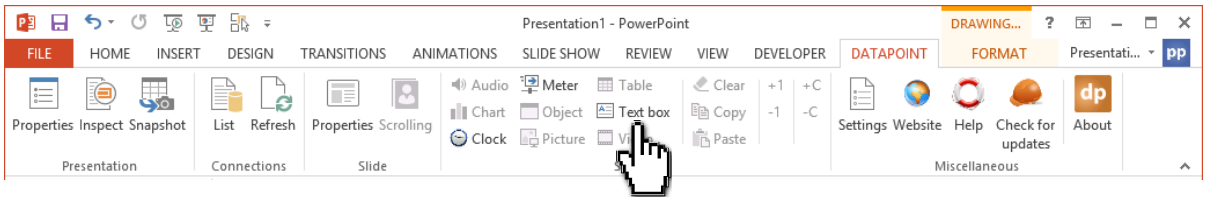
- Right click the shape and choose ‘Size and Position’ from the popup menu.



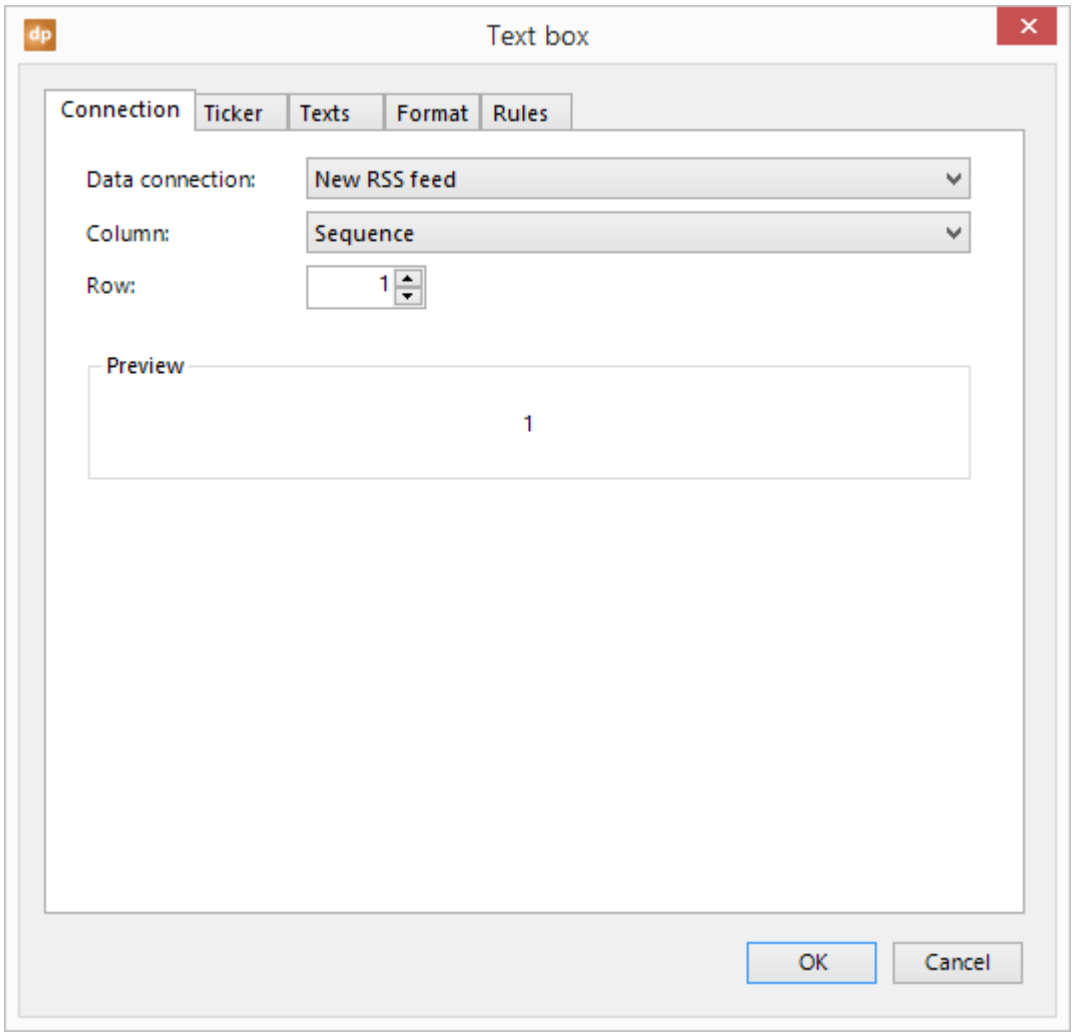
- Select **TEXT BOX** and click the option ‘Do not Autofit’ whenever the option ‘Resize shape to fit text’ is selected by default. This would be the best option for working with DataPoint as the size and content is variable.



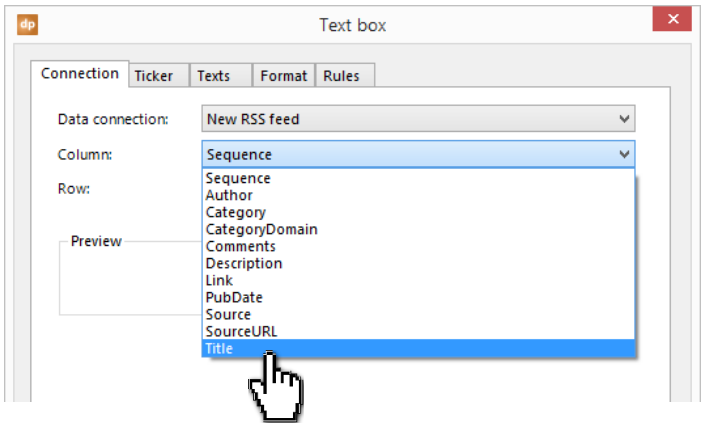
- Click **DataPoint** and then **Text box** of the **Shapes** group. This will allow the system to display the Text box form.



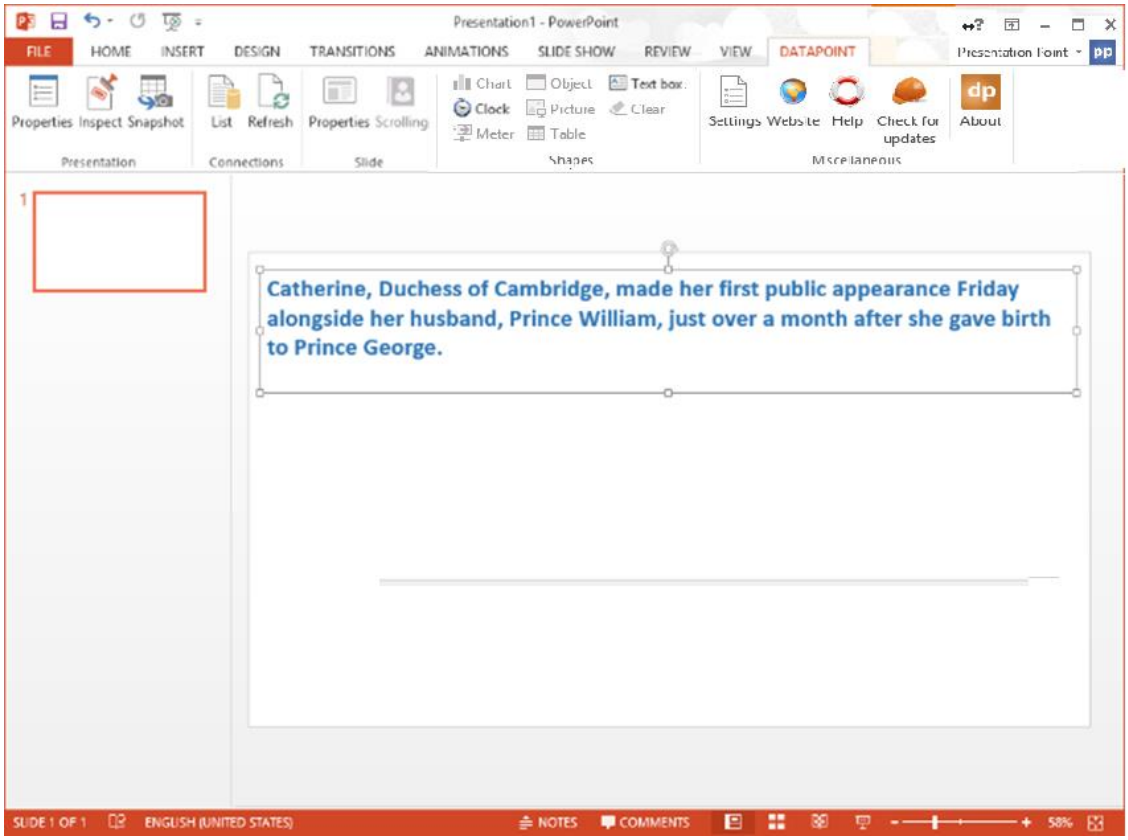
- In the **Text box** form, the data connection is set correctly to the RSS feed we are going to use because there is only one connection defined yet.



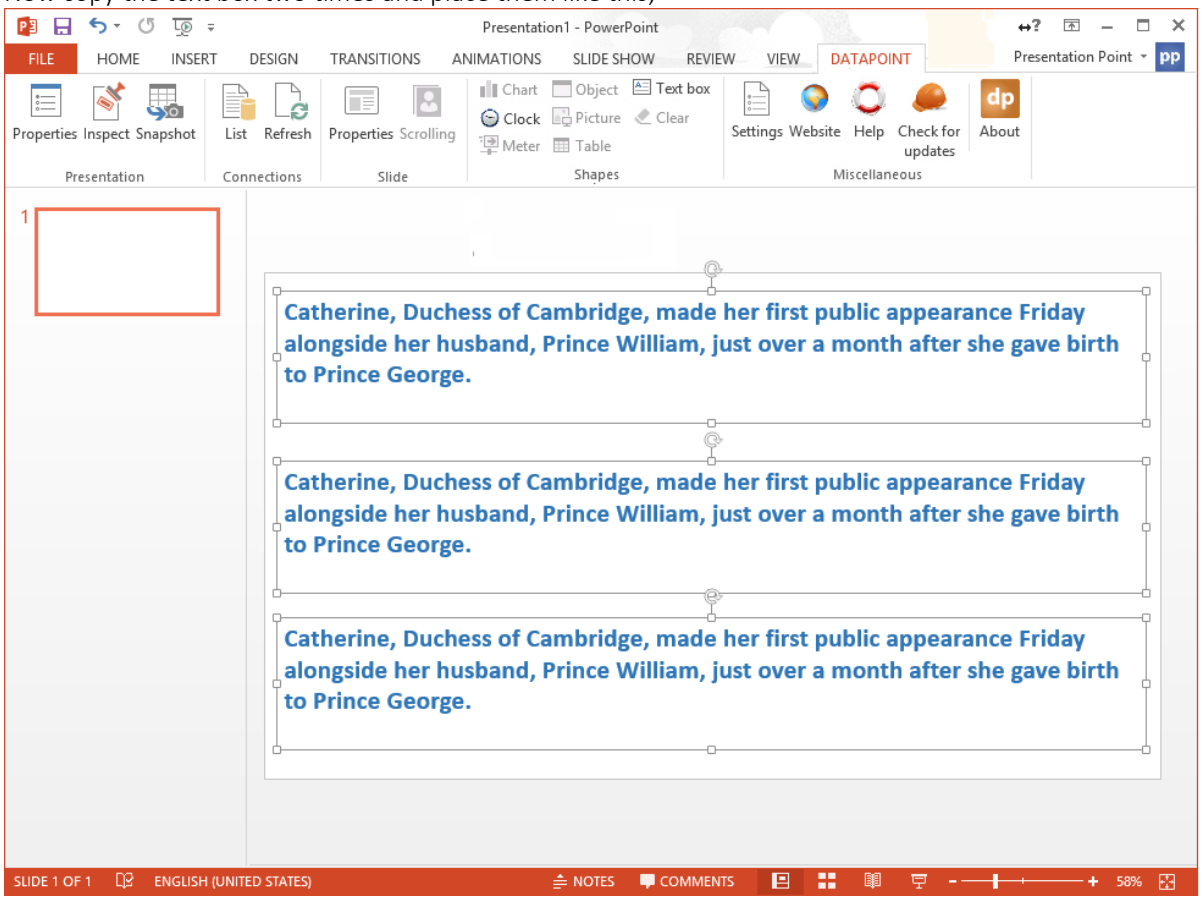
- Change the column to a more meaningful field like Title or Description. The system will display the title in the Preview section.



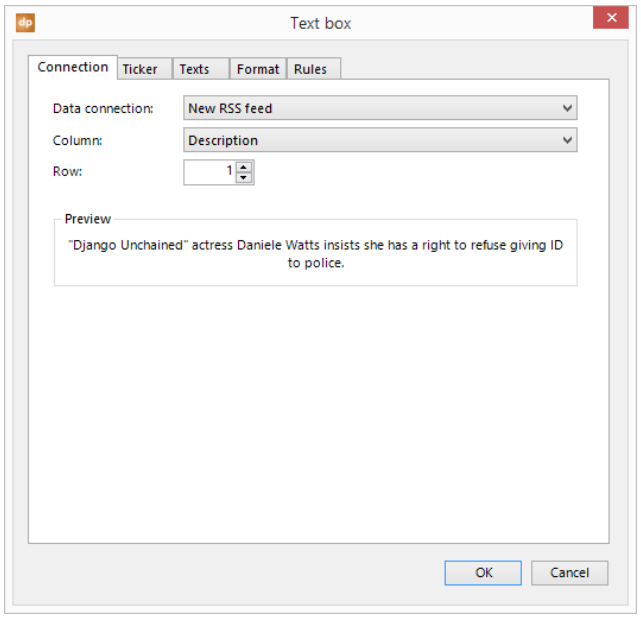
- Click OK to apply. This will allow the system to display the title in the textbox.



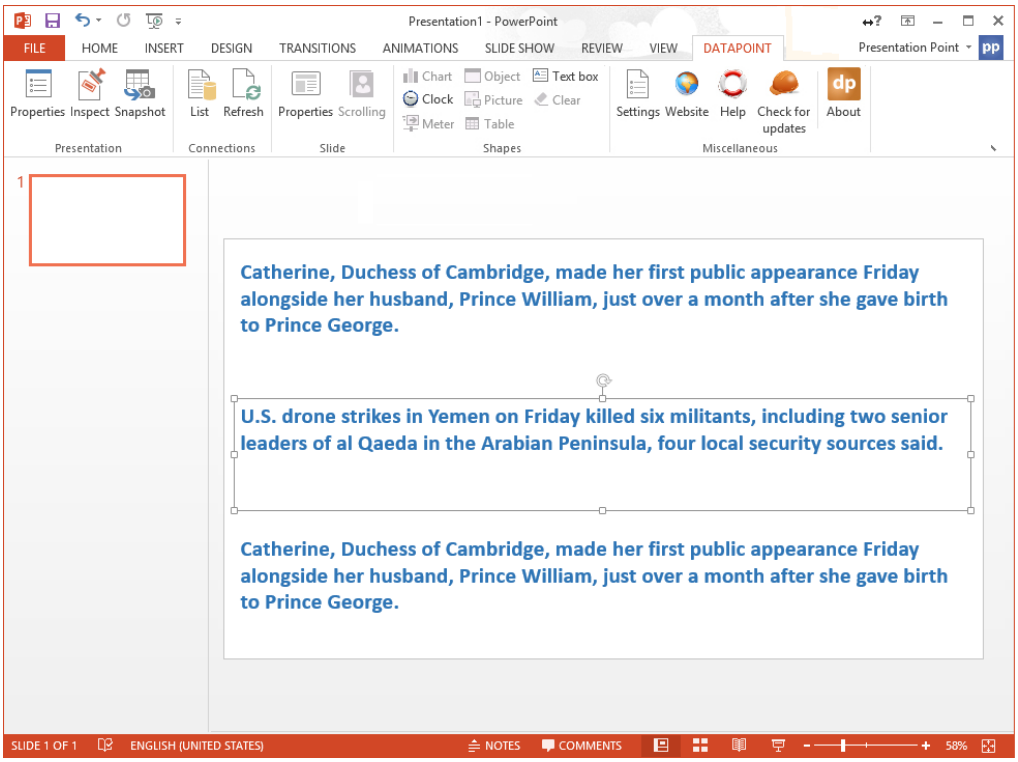
- Now copy the text box two times and place them like this;



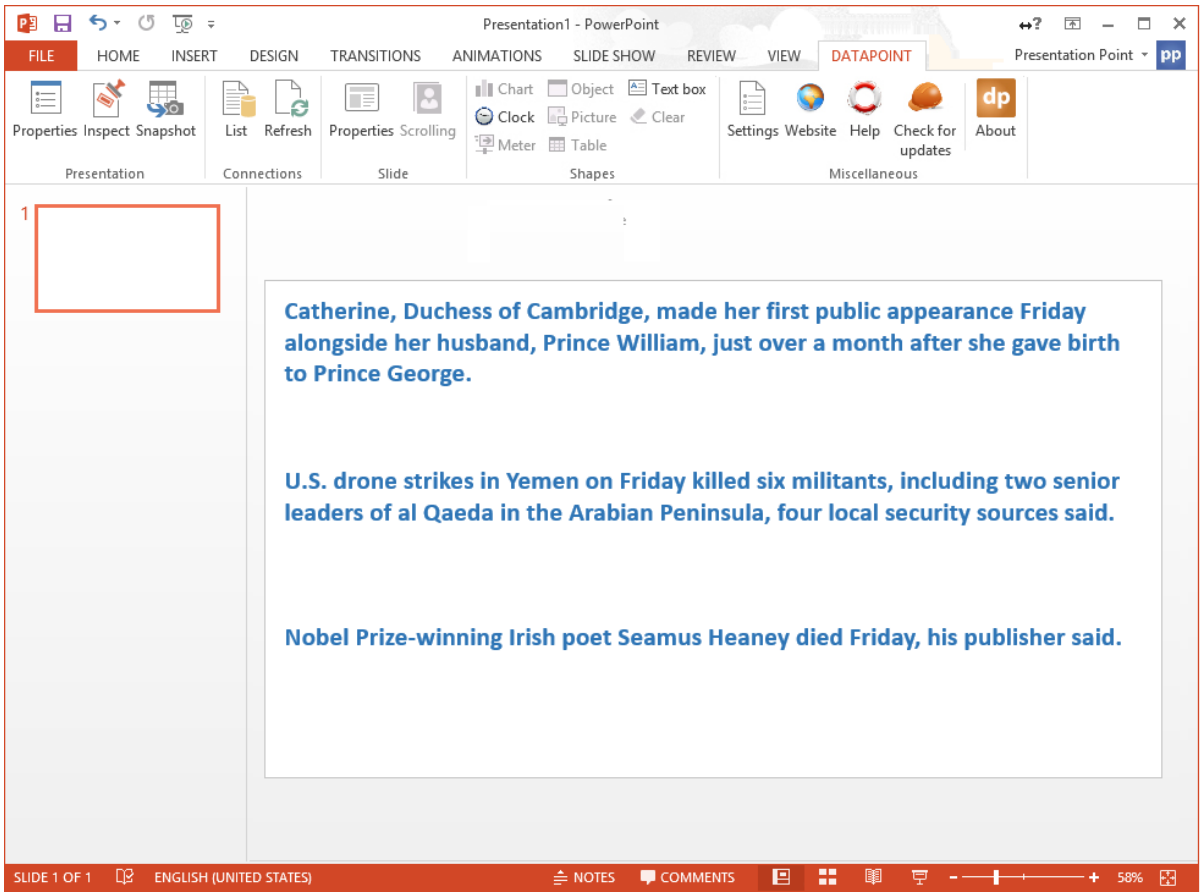
- Select the second (middle) text box only and click DataPoint, Text box. Change the row into 2 in order to retrieve the information of the second article.



- Click Ok button. This will allow the system to retrieve the information of the second article.



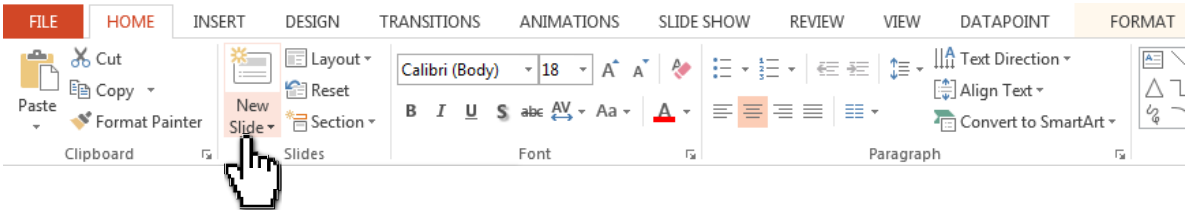
- Finally set the row to 3 for the last text box. This will allow the system to retrieve the information of the third article.



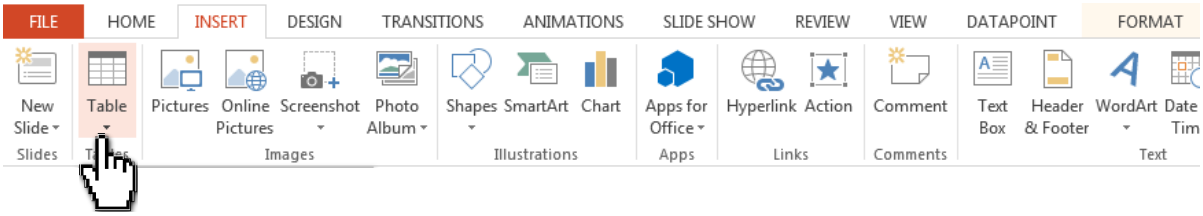
That's it!

Your first slide is now showing the three most recent news articles from your favorite news source.

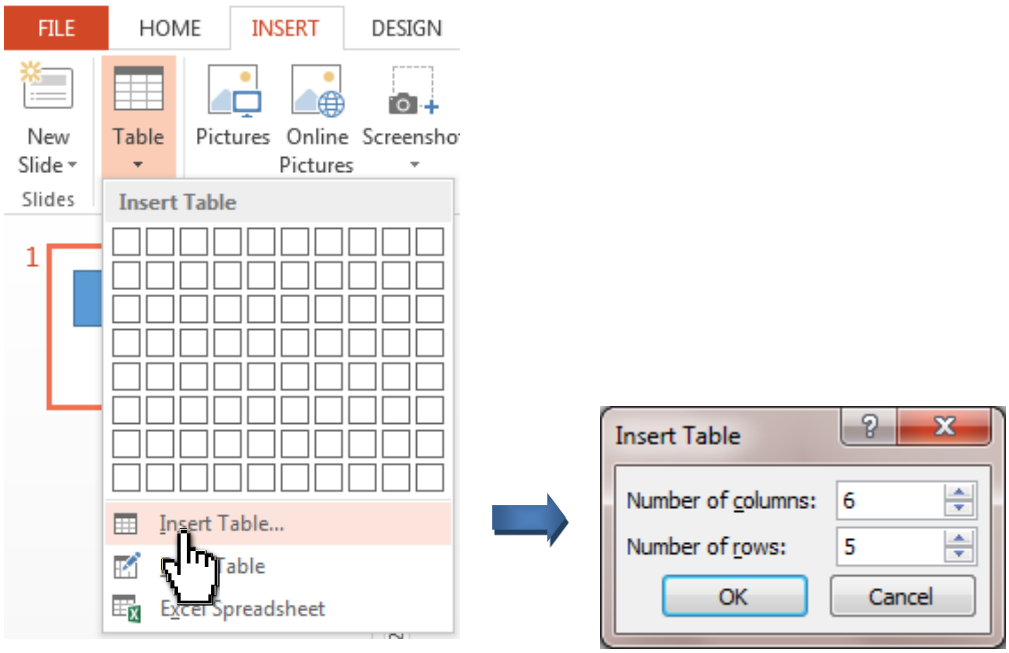
- Now, add a new table to your second slide.
- Click **New Slide** icon in the **Home** menu. This will allow the system to **Add New slide.**



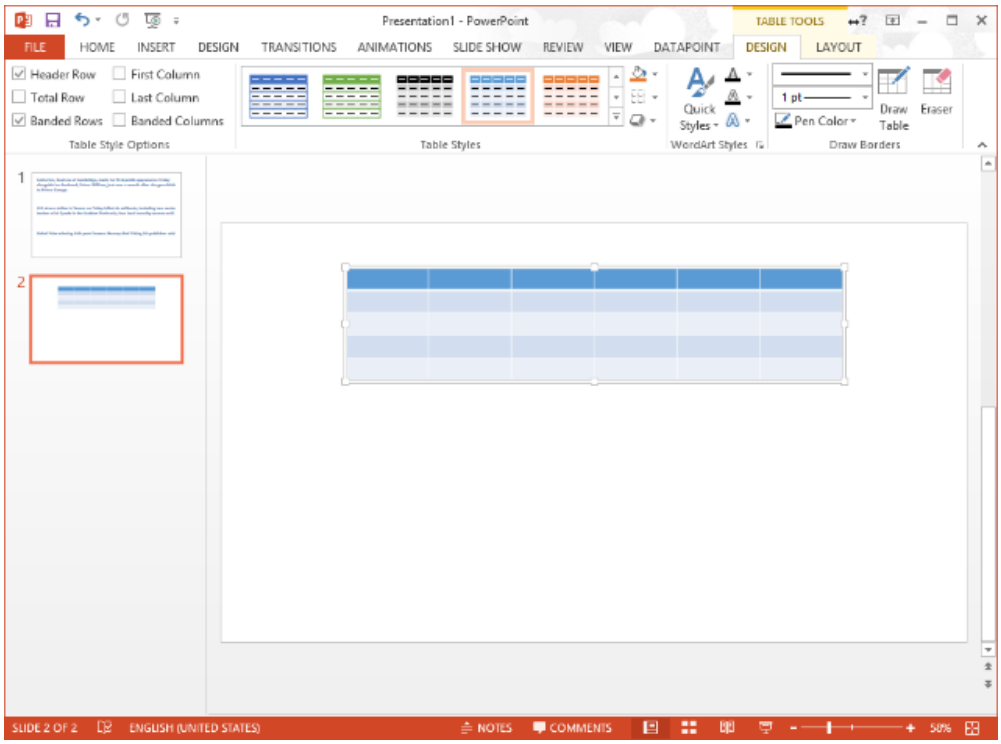
- Click the **Table** button from the PowerPoint **Insert** menu option.



- Select **Insert Table** in the list. This will allow the system to display the **Insert Table** form.

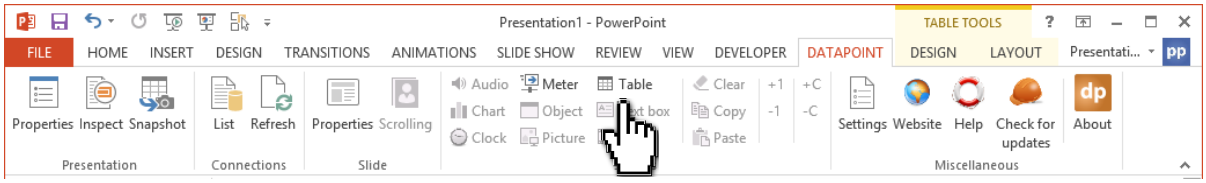


- Click **OK** button. This will allow the system to display table with 6 columns and 5 rows.

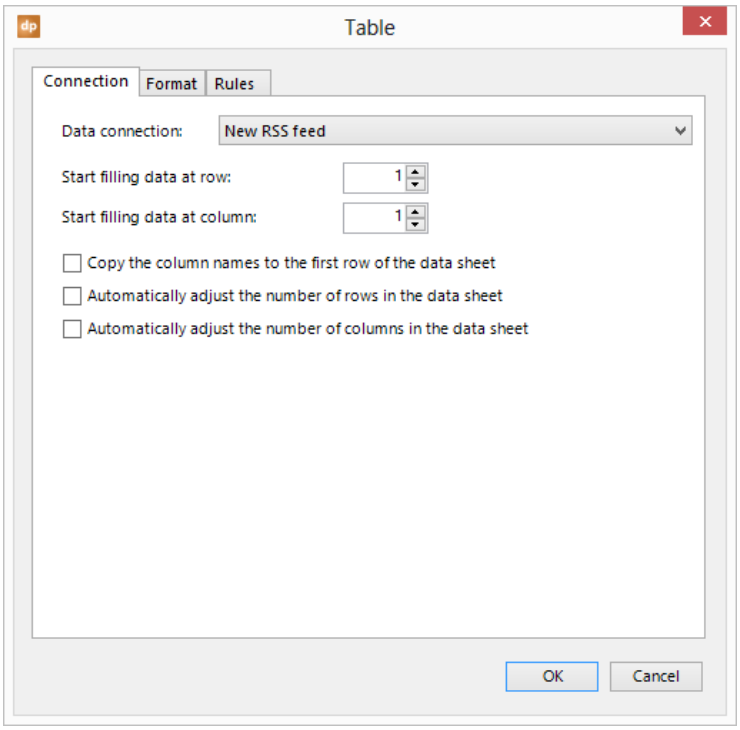


Note: You can move the table by dragging the table anywhere in the slide page.

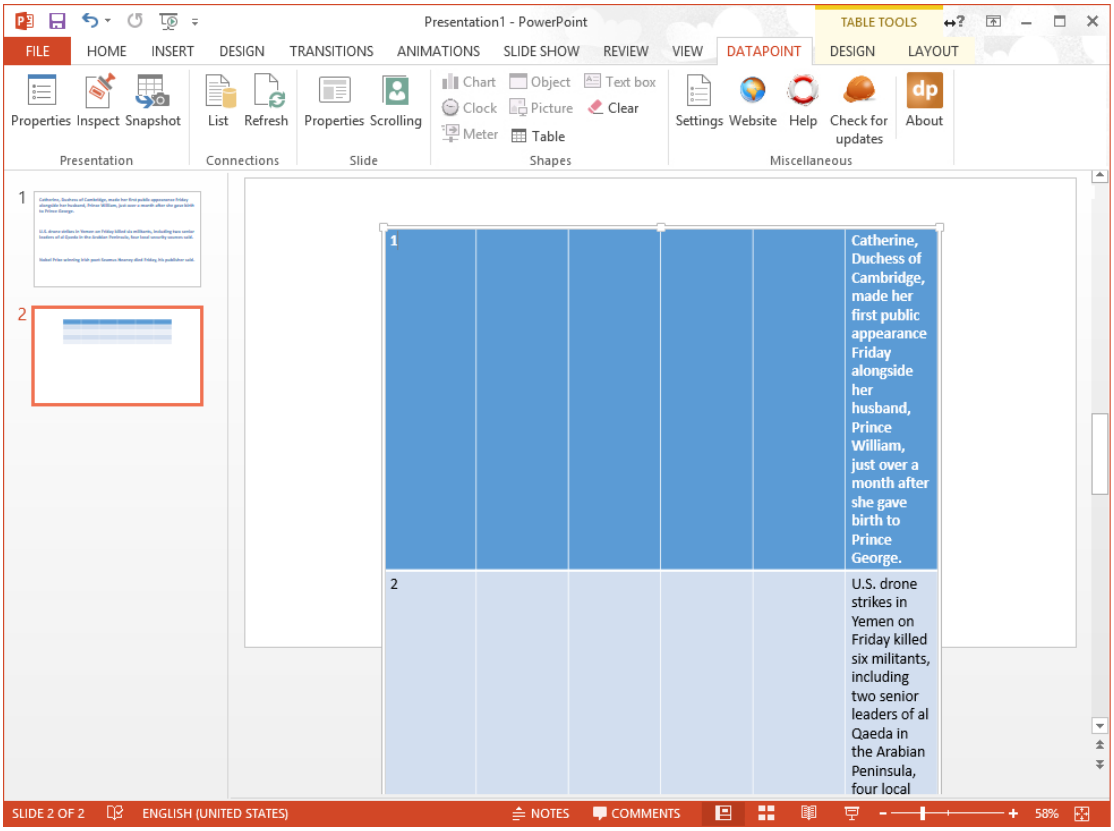
- Click **DataPoint** and click the **Table** button of the **Shapes** group. This will allow the system to display the **Table** form.



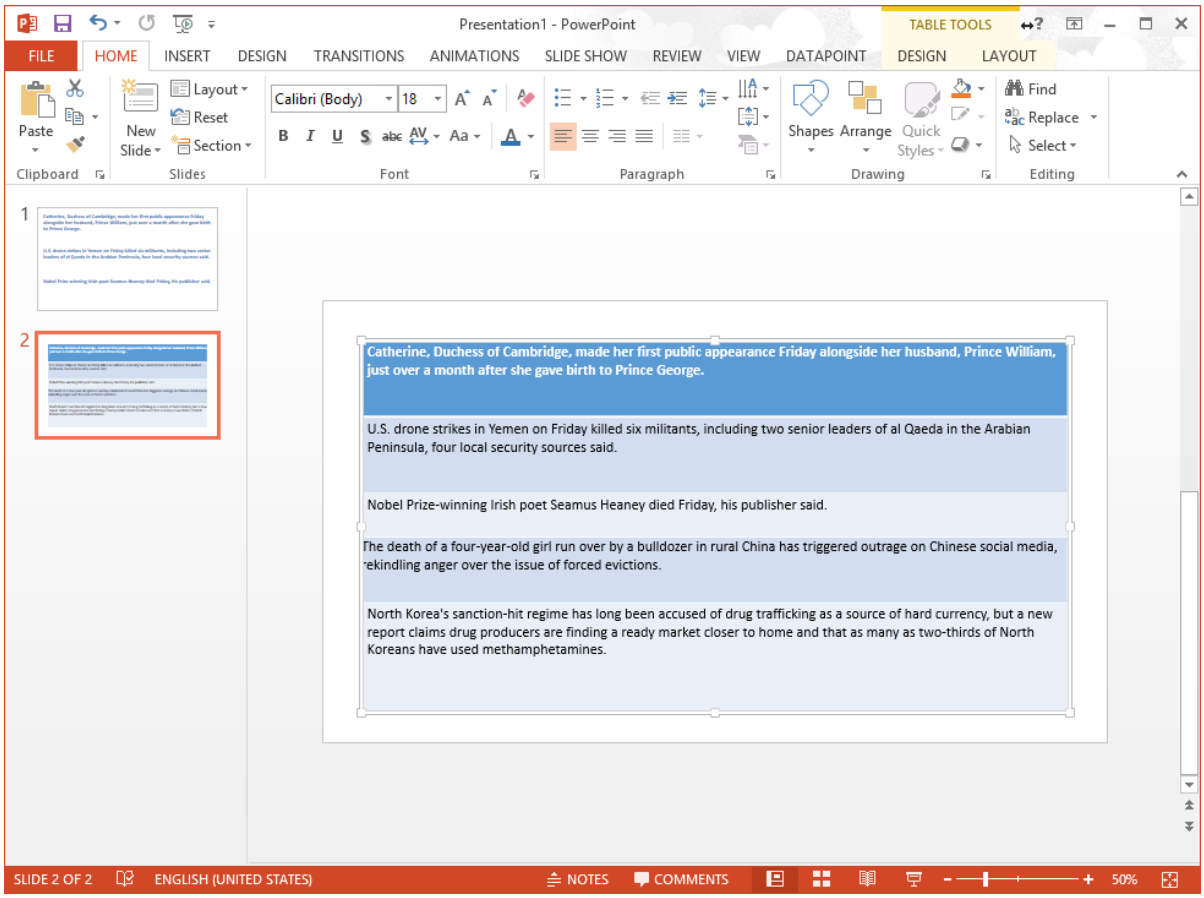
- In the **Table** form, the system will automatically displays the connection.



- Click the *OK* button to apply the settings. This will allow the system to display the content of the RSS feed in the table.



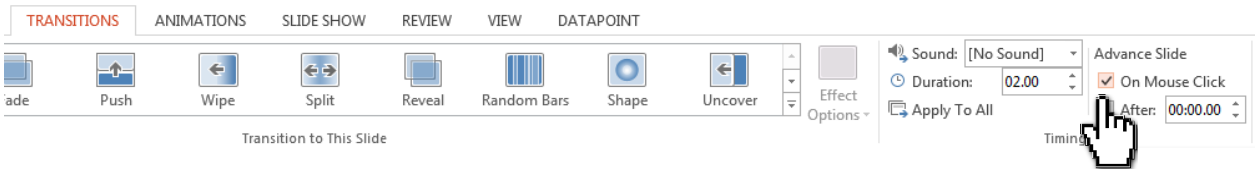
- The user can can do some clean up on the column widths by adjusting the column width size.



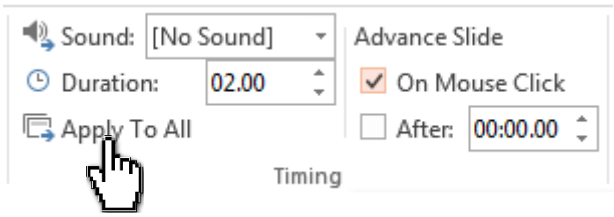
Using a table is the fastest way to display information in a table. Using multiple text boxes offers more flexibility for formatting and layout. Especially here with this RSS feed since there are empty and meaningless columns in front of the headlines.

Now, the last step is to set the slide transition times.

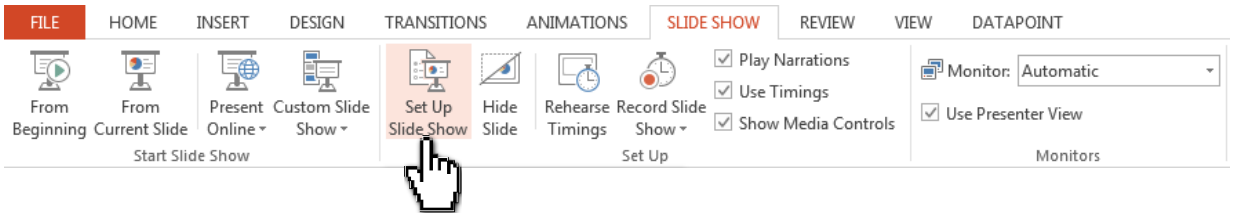
- Click Transitions and set the **After** value to for example 10 seconds. Best is to uncheck the **On Mouse Click** option.



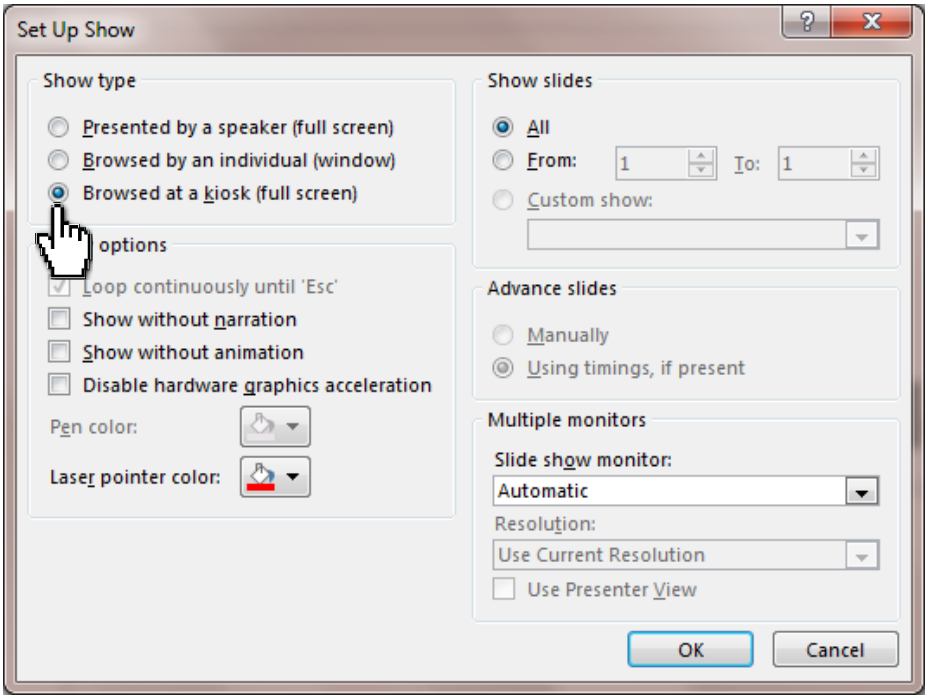
- Click **Apply to All** button for all slides, or set another value for the second slide. This will allow the system to take an effect to all slides according to the set timing.



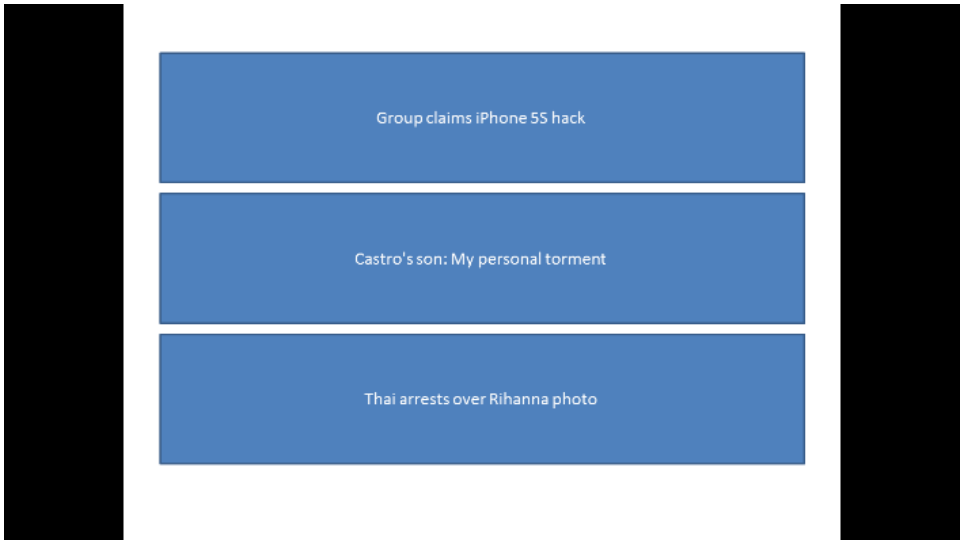
- Finally click **Slide Show** menu and click **Set Up Slide Show icon**. This will allow the system to display the **Set Up Show** form.



- In the **Set Up Show** form, set the **Show type** to **Browsed at a kiosk** for continuous playback.



- Click Ok buttton. This will allow the system to view the slide show in kiosk (full screen).
- Now, start the slide show. DataPoint will now run a data update process in background and update the content of text boxes and table when new articles were published at the RSS feed.



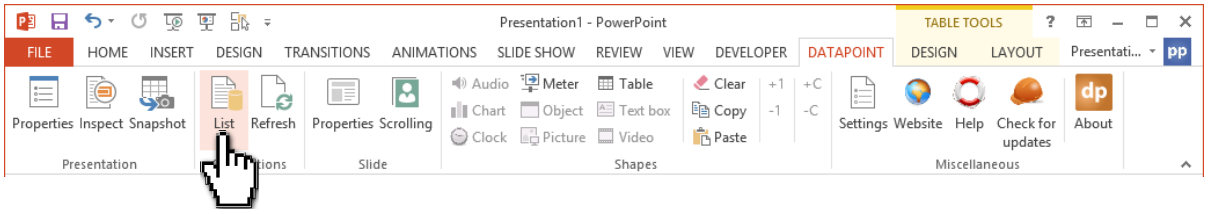
Congratulations, you have just created your first dynamic DataPoint presentation.

4.2 Microsoft Access connections

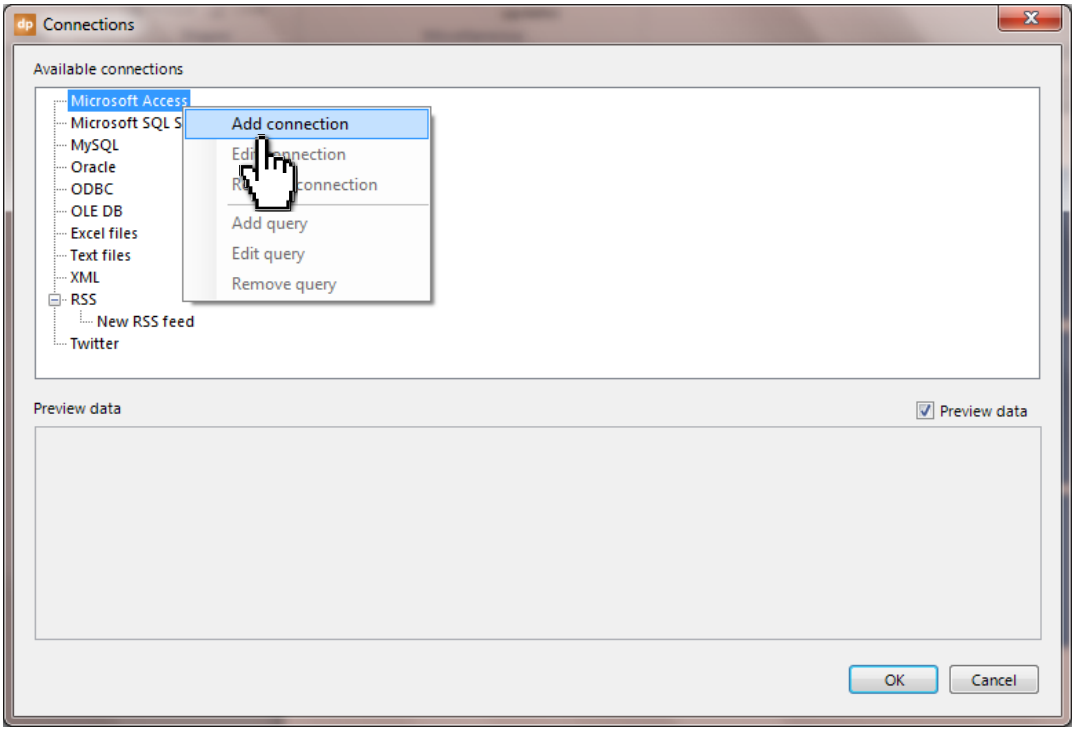
A Microsoft Access database is a database that was created by the Microsoft Access application of the Microsoft Office suite. The extension ends with .mdb or .accdb. Microsoft Access database are easy to operate and are typically used in smaller environments.

4.2.1 To Create a Microsoft Access Connection

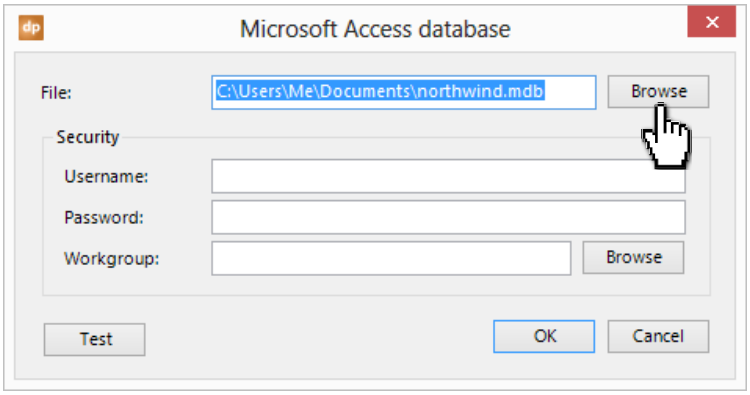
- Go to **DataPoint** menu and click the **List** button of the **Connections** group.



- Select the **Microsoft Access** node, right click it and choose **Add connection** from the popup menu. This will allow the system to display the Microsoft Access Database form.

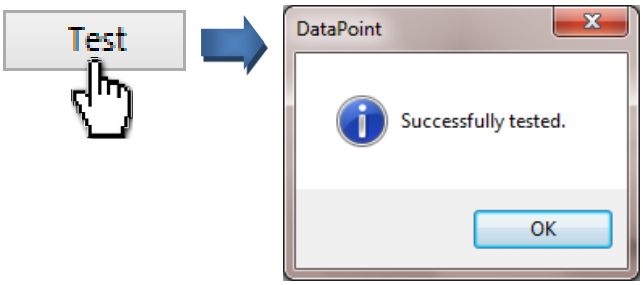


- Click **Browse** to select the Microsoft Access database and click **Open** once you have selected the file. In most cases Microsoft Access database are not protected.

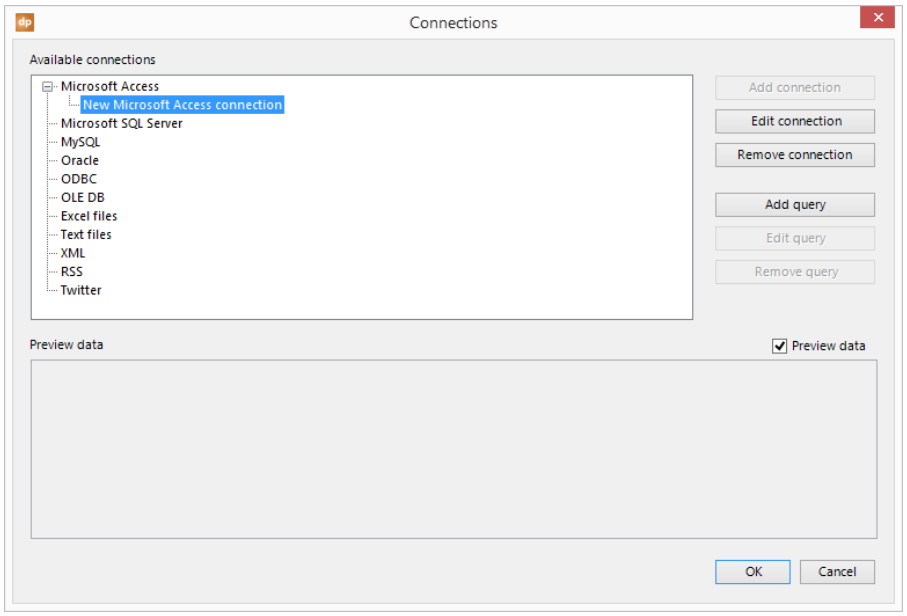


- In the event that your database is secured, the username, password and the location of the Microsoft Access workgroup file.

- Click **Test** button to verify the connection and the parameters. This will allow the system display message box "Successfully tested."

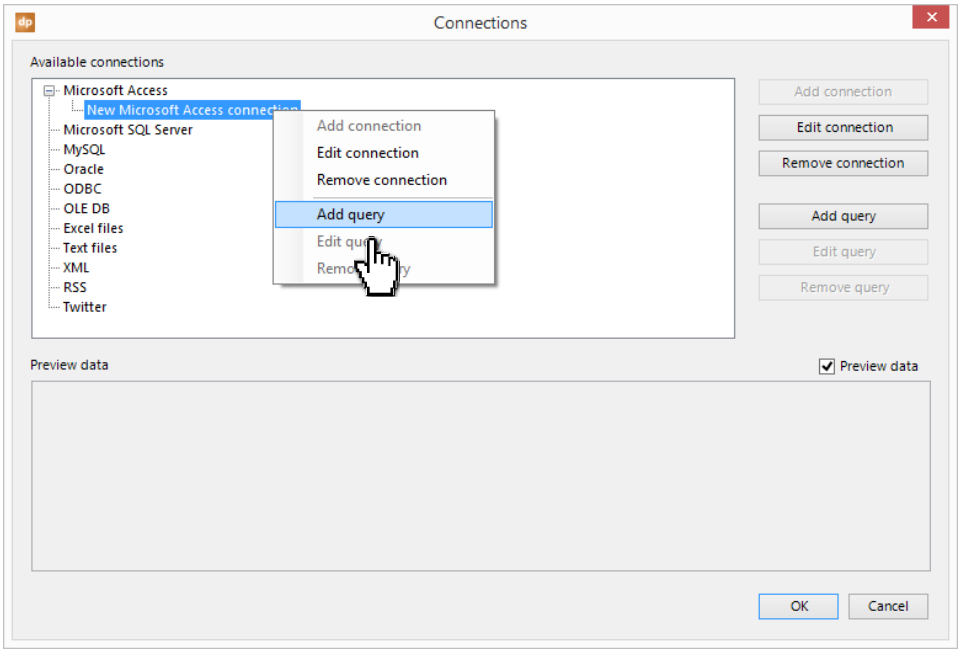


- Now, click **OK** button in the **Microsoft Access database** form to apply the changes. The new connection is now visible at the **Microsoft Access** node.

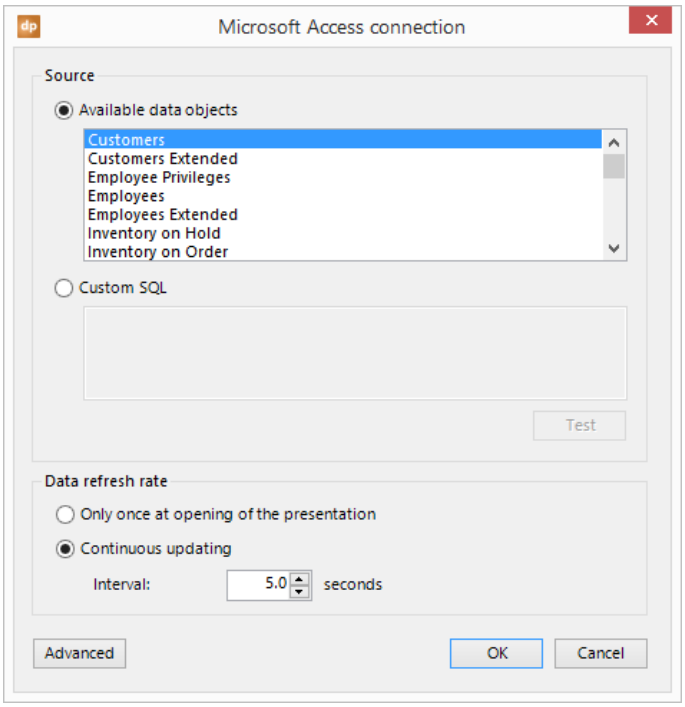


4.2.2 To Add Query

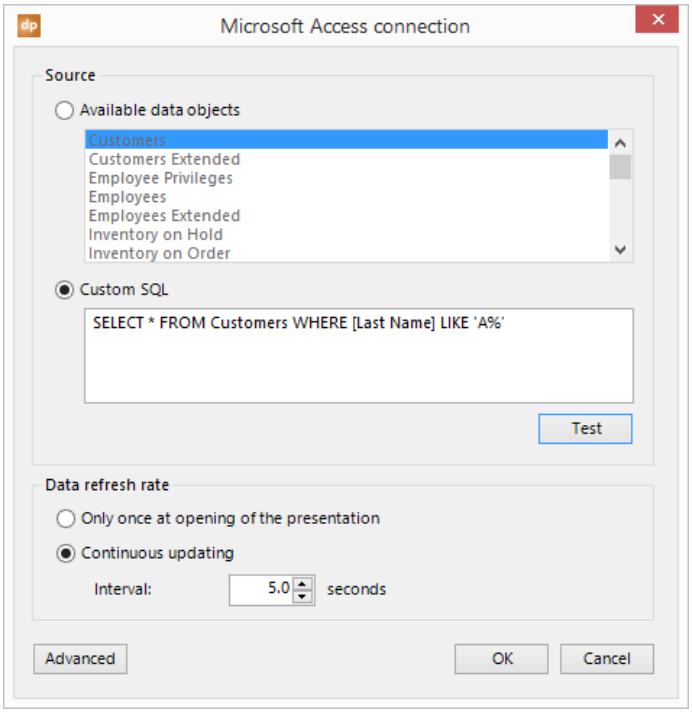
- Right click the Microsoft Access connection again and choose **Add query** from the popup menu. You will get a list of all visible tables and queries defined in your database.



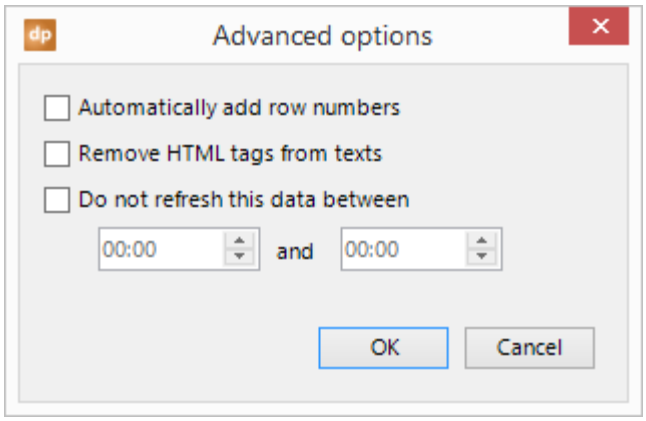
- The easiest way is to use a table or predefined query from the **Available data objects** list and click **OK**.



- In some cases, you might want to create your own custom SQL statement. Click the **Custom SQL** radio button and enter your custom SQL statement. Click the **Test** button to validate your statement.



4.2.3 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

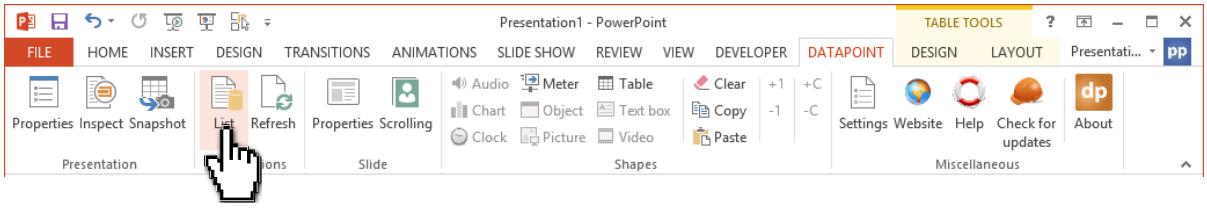
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.3 Microsoft SQL Server connections

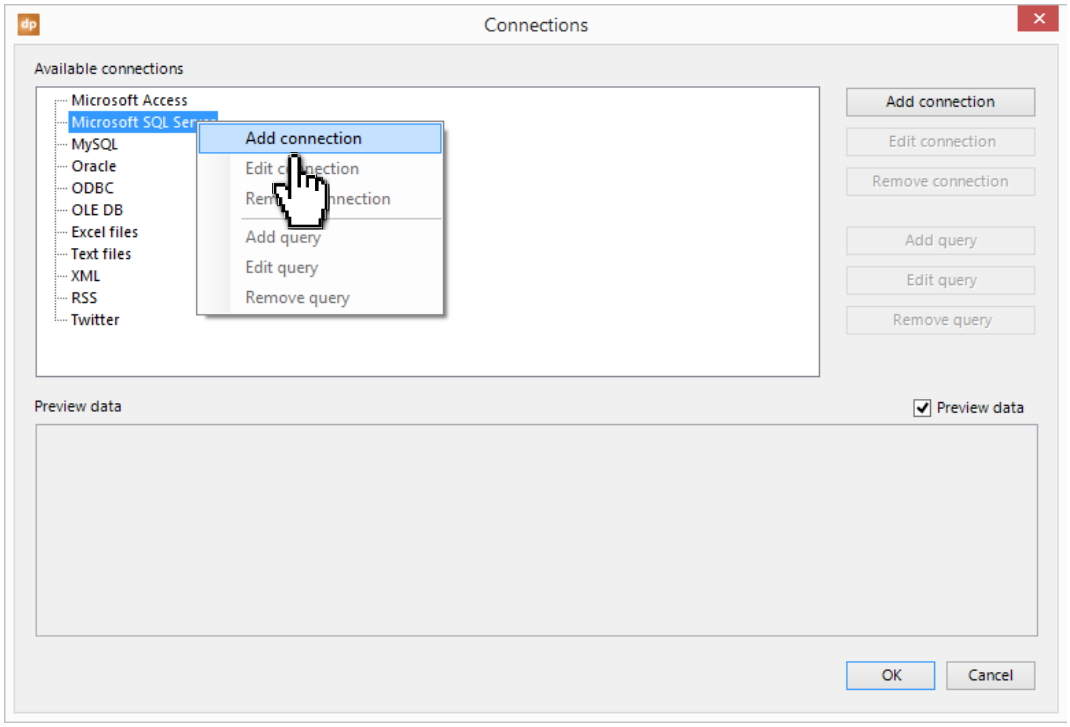
A Microsoft SQL Server database is something more robust than a Microsoft Access database and it can typical handle larger databases and volumes. The Microsoft SQL server can reside on your local computer, a server computer or even function as a server over the internet or in the cloud.

4.3.1 To Create a Microsoft SQL Server Connection

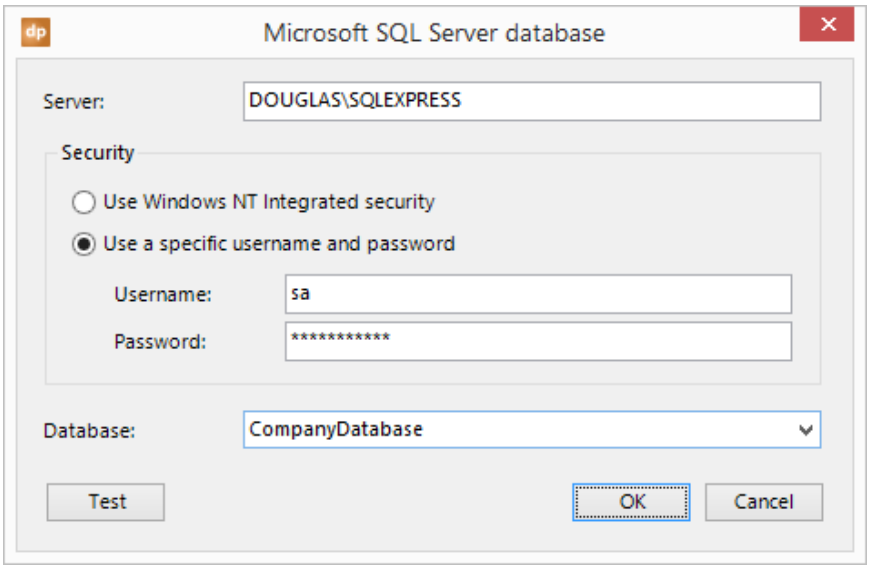
- Click the **List** button of the **Connections** group.



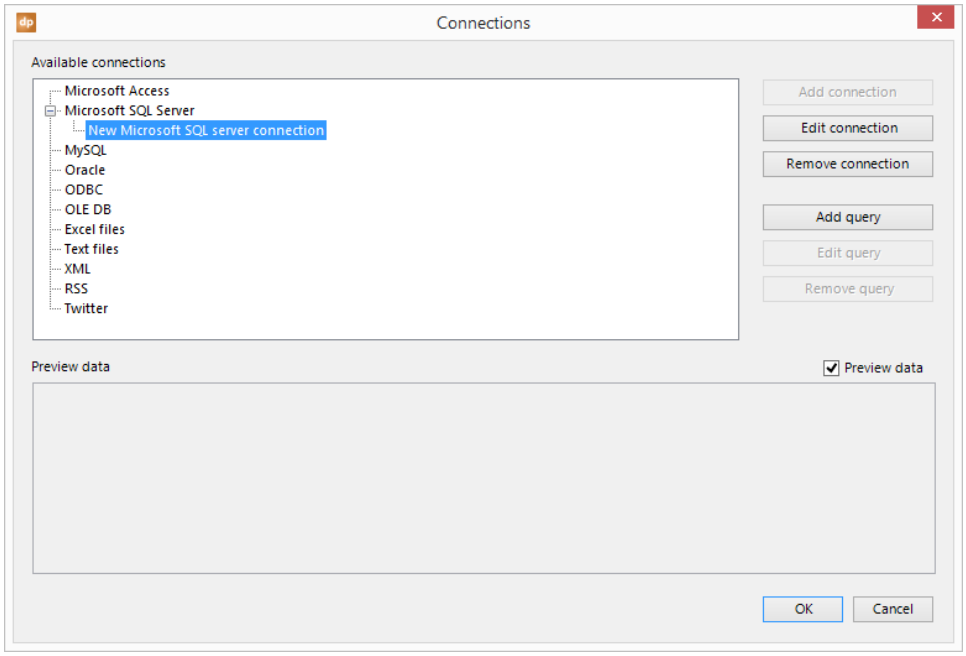
- Select the **Microsoft SQL Server** node, right click it and choose **Add connection** from the popup menu.



- First specify the name or IP address of the Microsoft SQL Server instance.

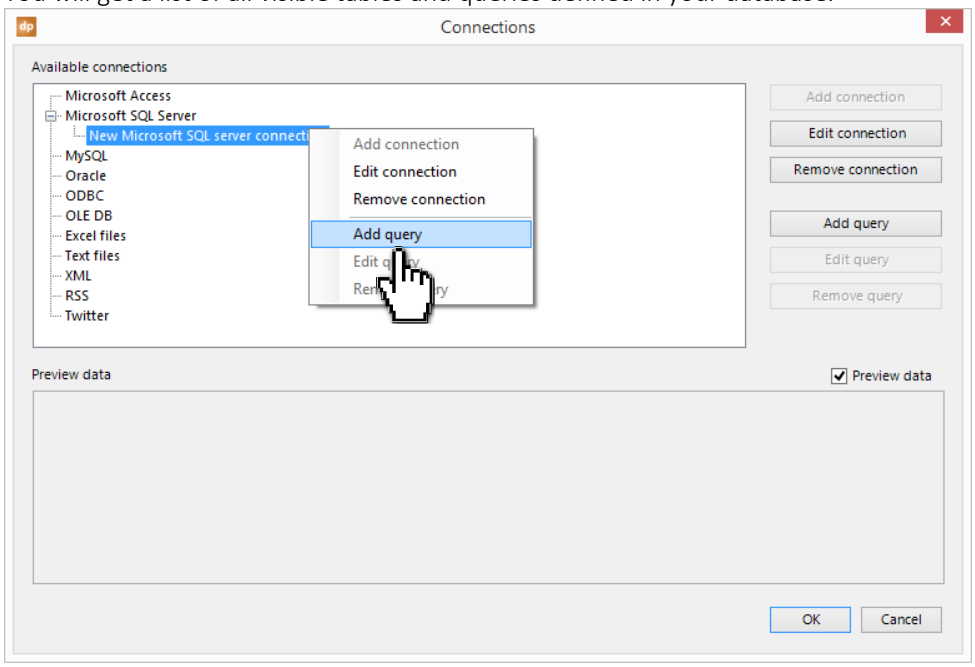


- Choose how to log on. You can log in via NT integrated security (your Windows logon) or enter a username and password.
- As a last step set the database that you are going to use. Simple select a database from the list.
- Now, click **OK** to apply the changes and your new Microsoft SQL server connection is now visible at the **Microsoft SQL server** node.

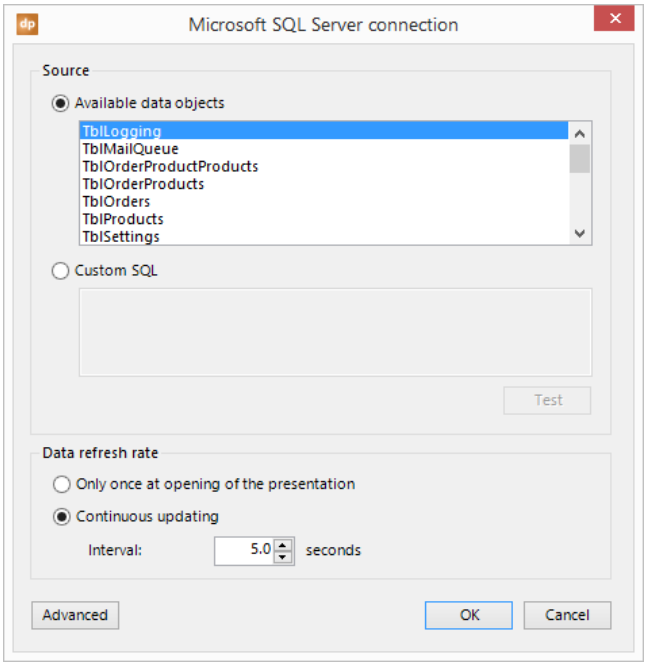


4.3.2 To Add Query

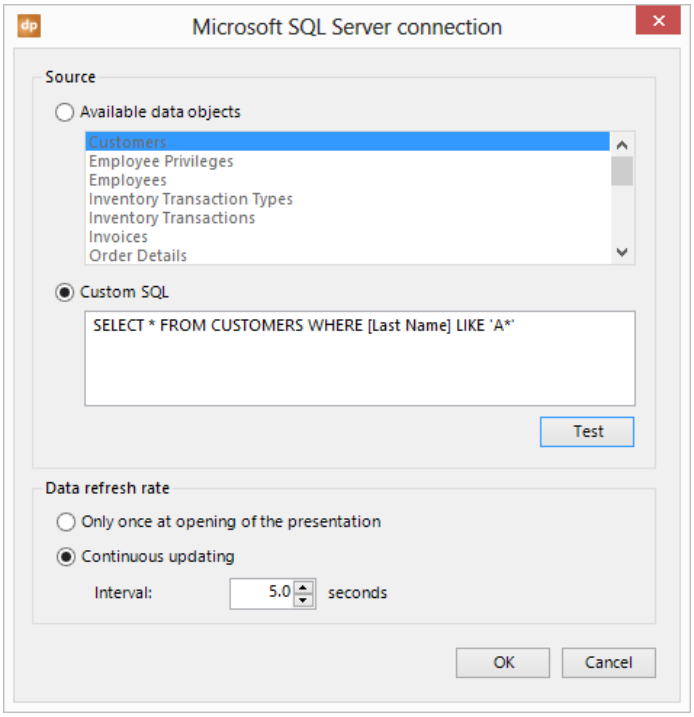
- Right click the Microsoft Access connection again and choose **Add query** from the popup menu. You will get a list of all visible tables and queries defined in your database.



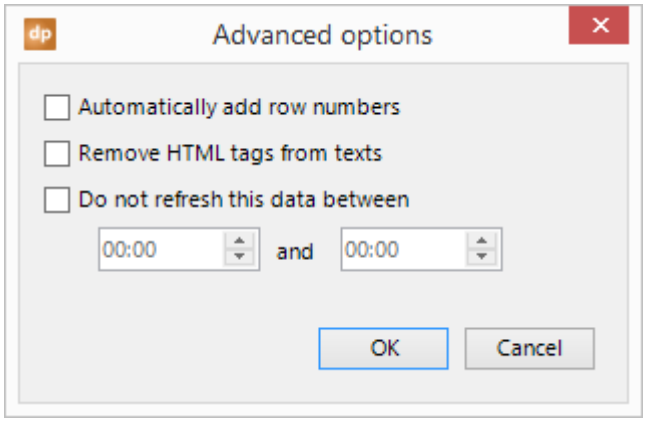
- The easiest way is to use a table or predefined query from the **Available data objects** list and click **OK**.



- In some cases, you might want to create your own custom SQL statement. Click the **Custom SQL** radio button and enter your custom SQL statement. Click the **Test** button to validate your statement.



4.3.3 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

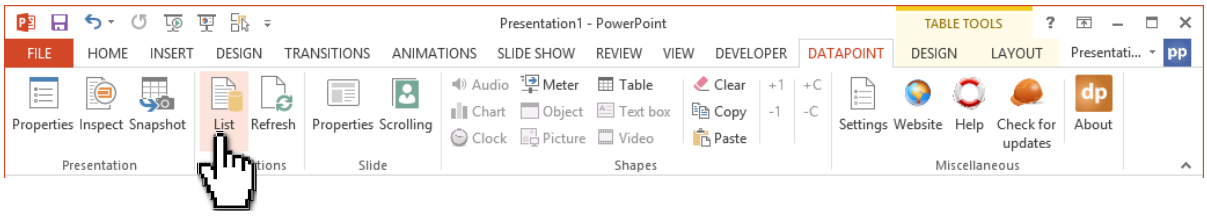
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.4 MySQL connections

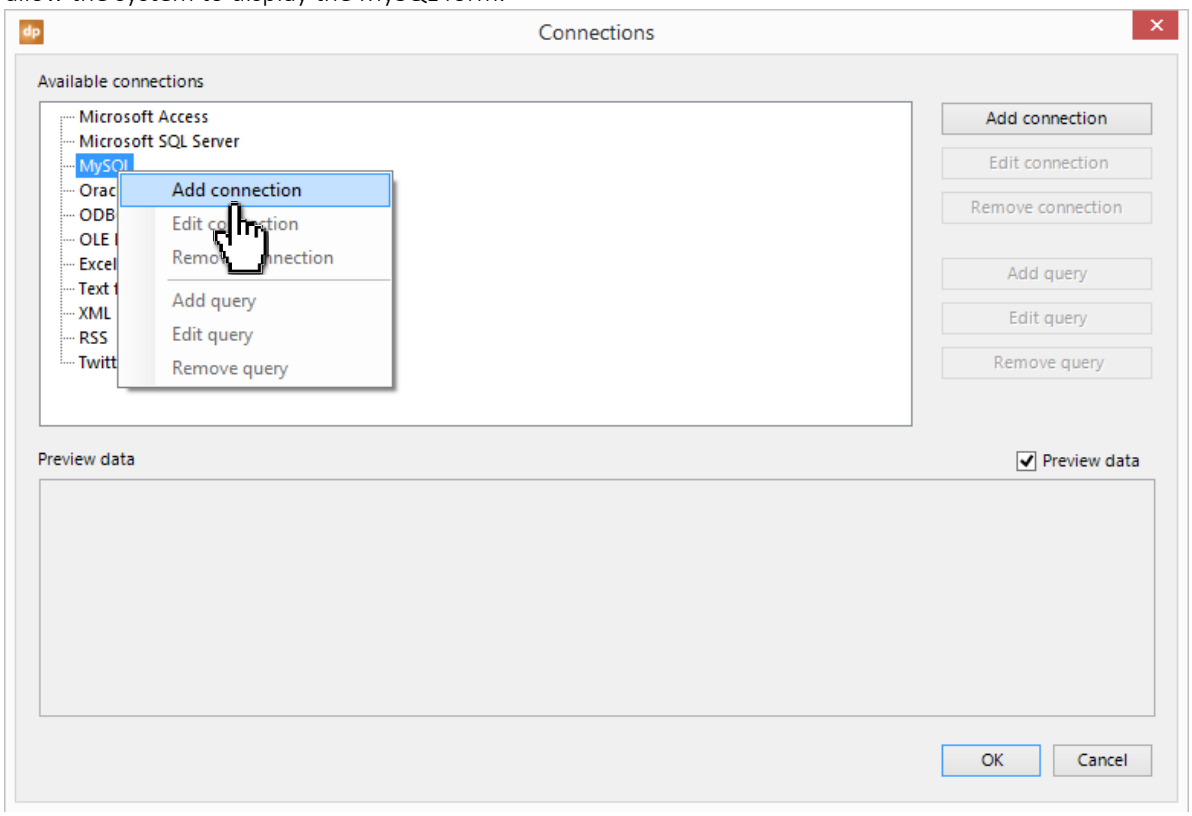
MySQL is a popular choice of database for use in web applications. With this type of databases you can easily connect DataPoint to local and internet databases.

4.4.1 To Create a MySQL Connection

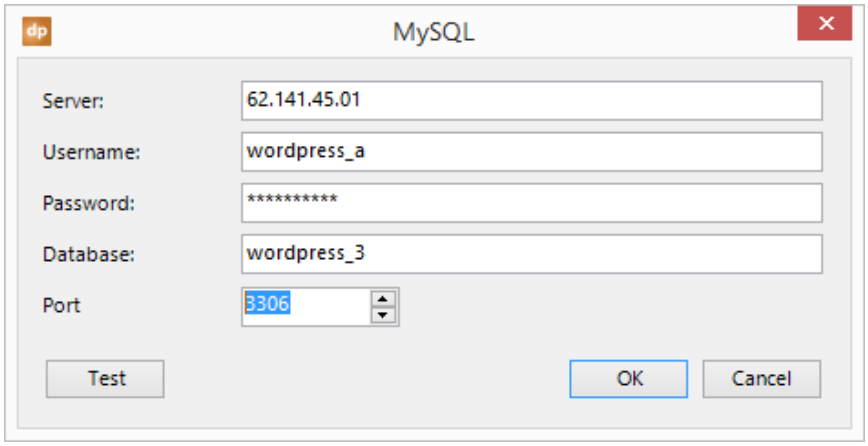
- Click the **List** button of the **Connections** group.



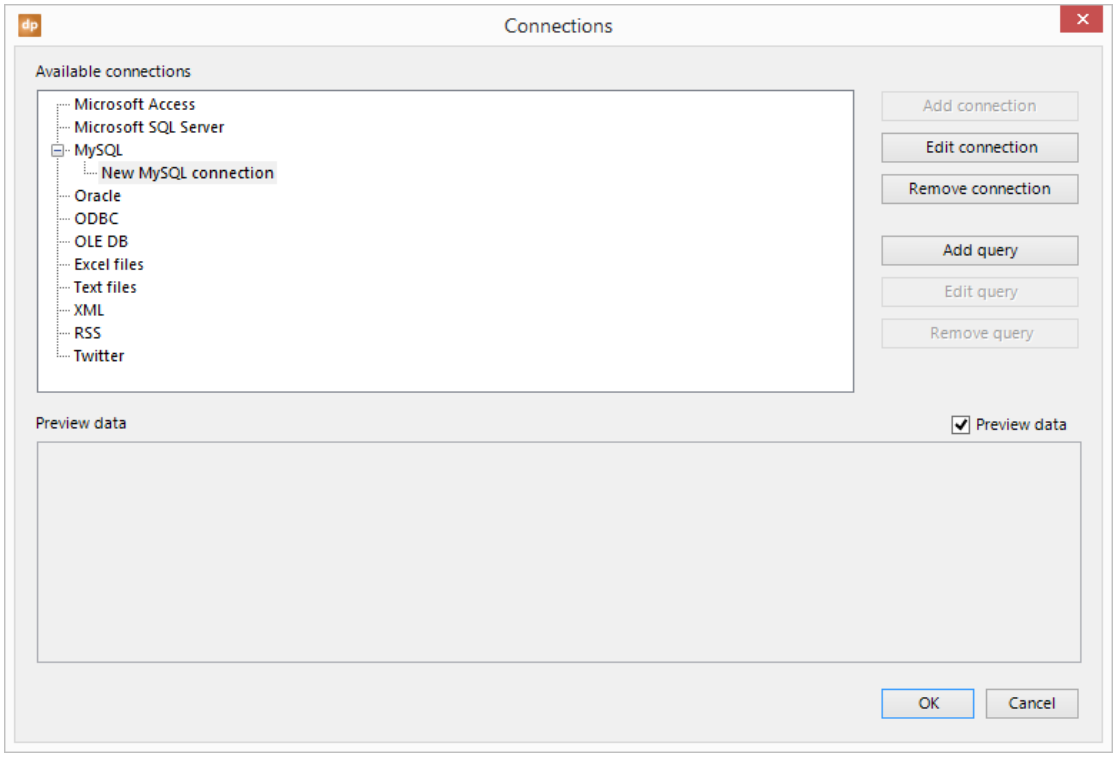
- Select the **MySQL** node, right click it and choose **Add connection** from the popup menu. This will allow the system to display the MySQL form.



- Enter the server name, username, password and name of the database. Eventually you can change the port number. The default port number of a MySQL database is 3306.

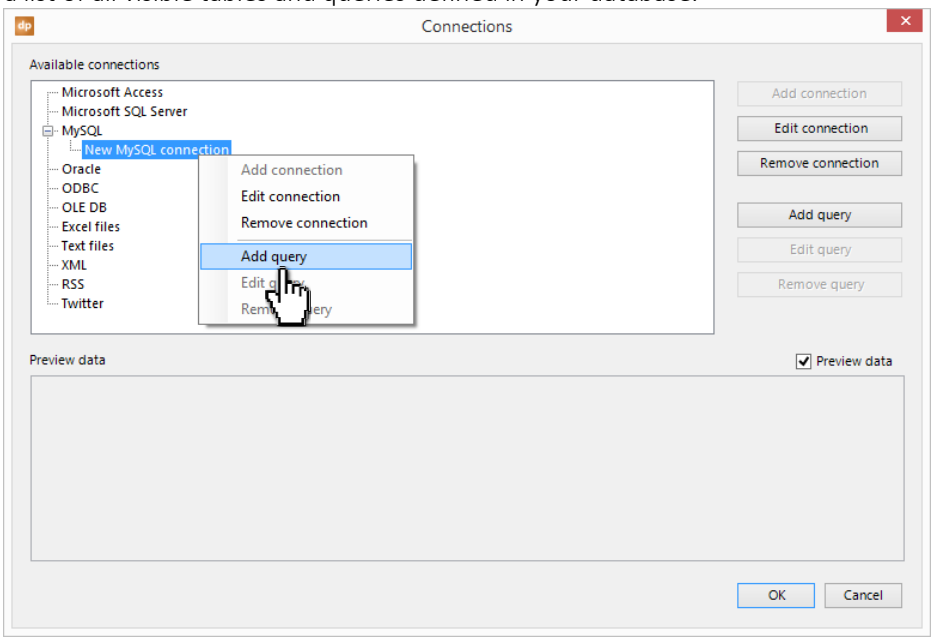


- Now, click **OK** to apply the changes. The new MySQL connection is now visible at the **MySQL** node.

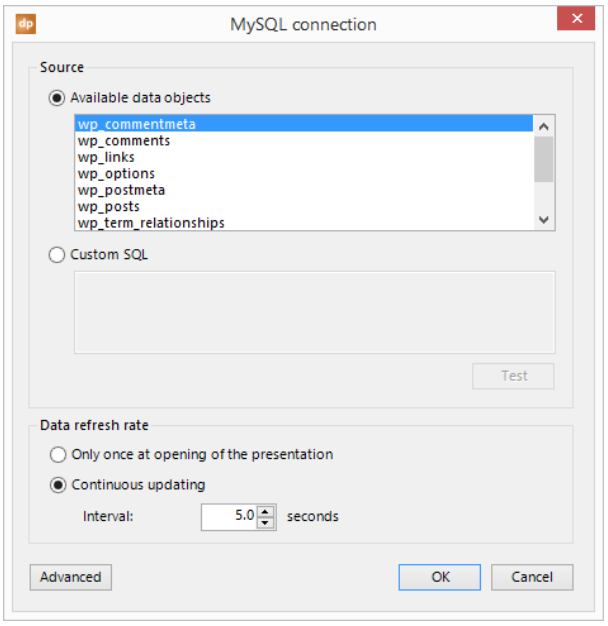


4.4.2 To Add Query

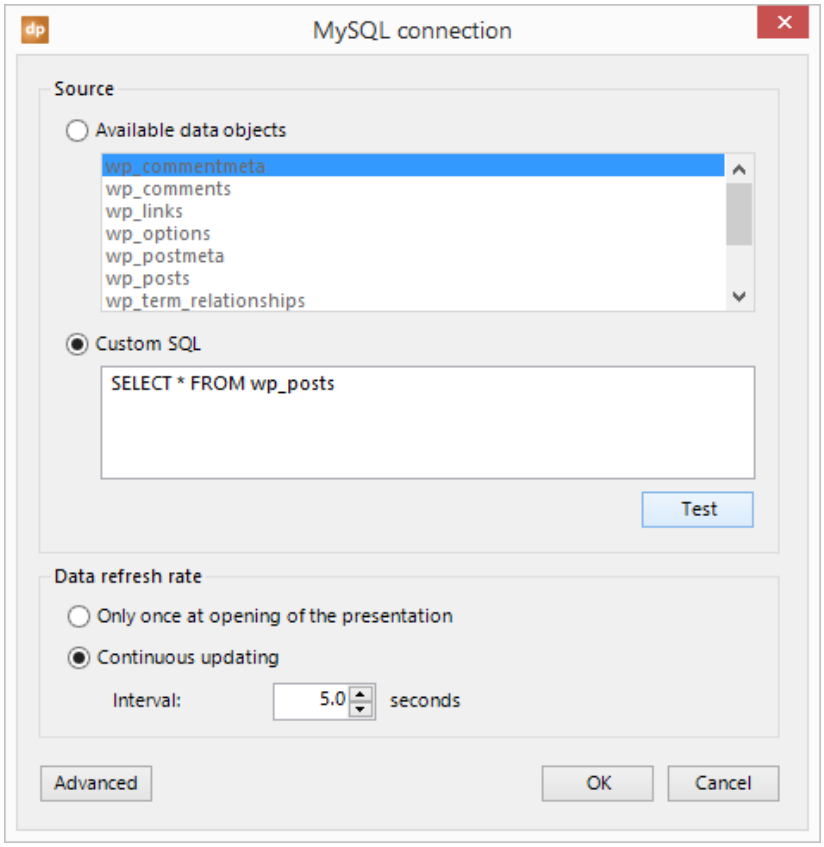
- Now, right click that connection again and choose **Add query** from the popup menu. You will get a list of all visible tables and queries defined in your database.



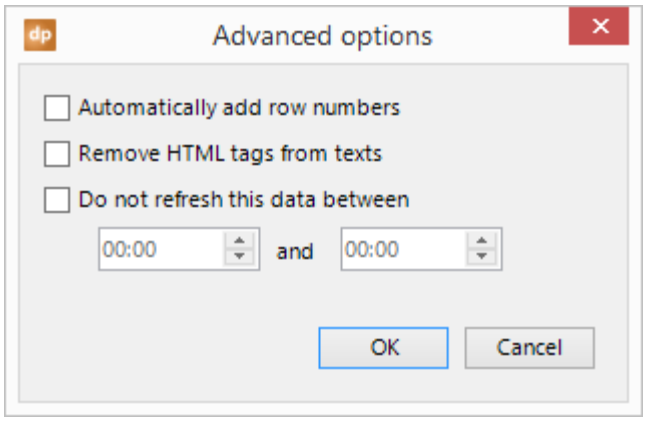
- The easiest way is to use a table or predefined query from the **Available data objects** list and click **OK**.



- In some cases you might want to create your own custom SQL statement. Click the **Custom SQL** radio button and enter your custom SQL statement. Click the **Test** button to validate your statement.



4.4.3 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row

numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

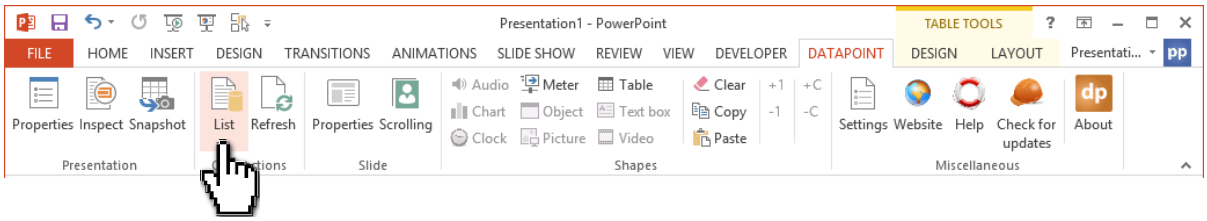
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.5 Oracle connections

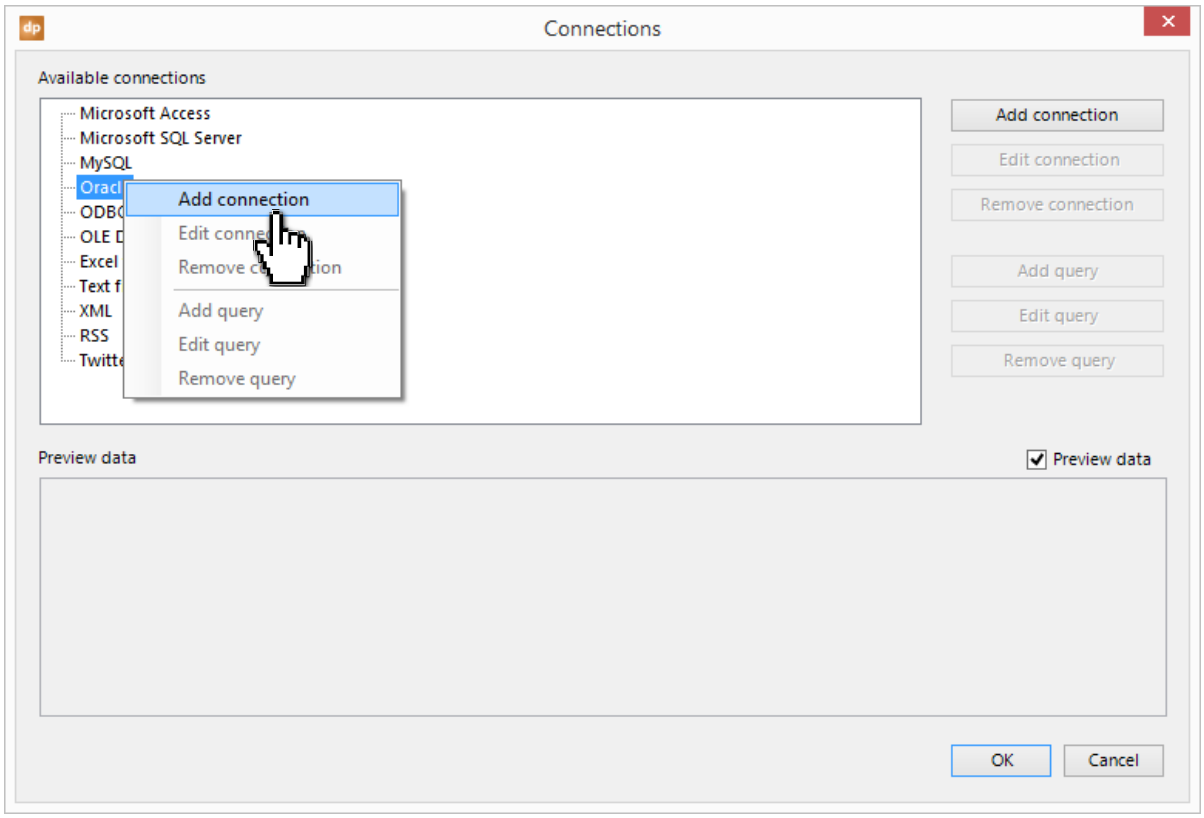
DataPoint can now connect directly to an Oracle database.

4.5.1 To Create an Oracle Connection

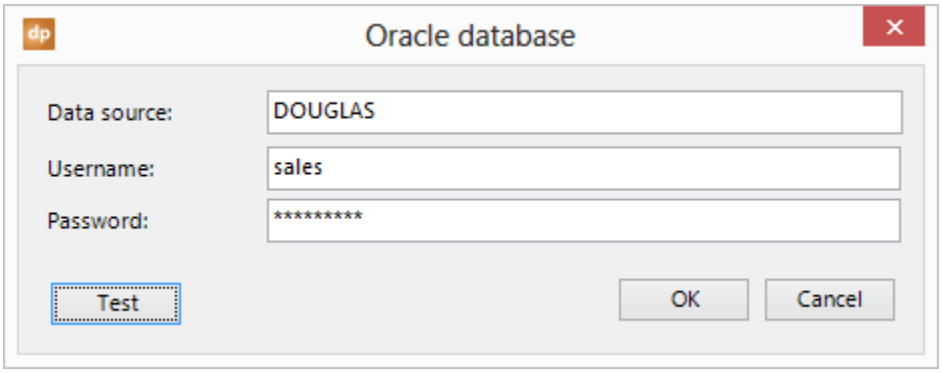
- Click the **List** button of the **Connections** group.



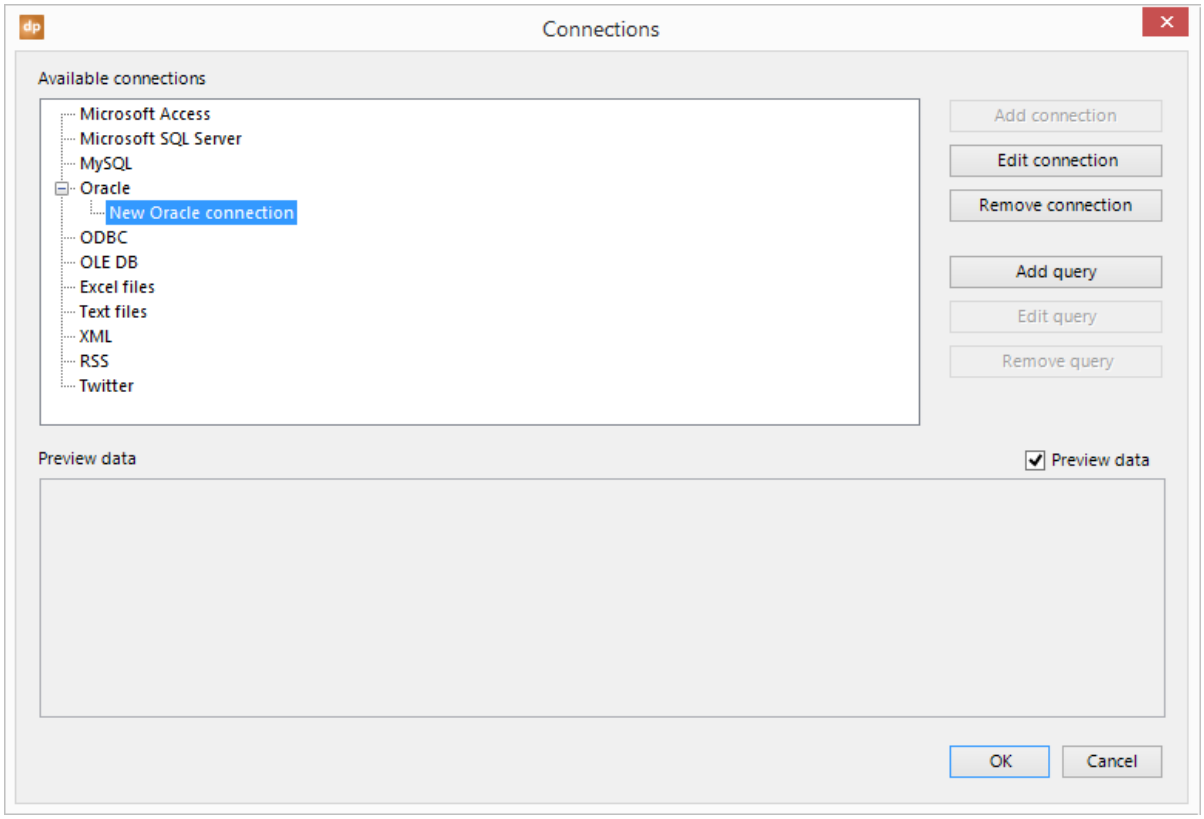
- Select the **Oracle** node, right click it and choose **Add connection** from the popup menu.



- Enter the name of the server and your log on credentials.

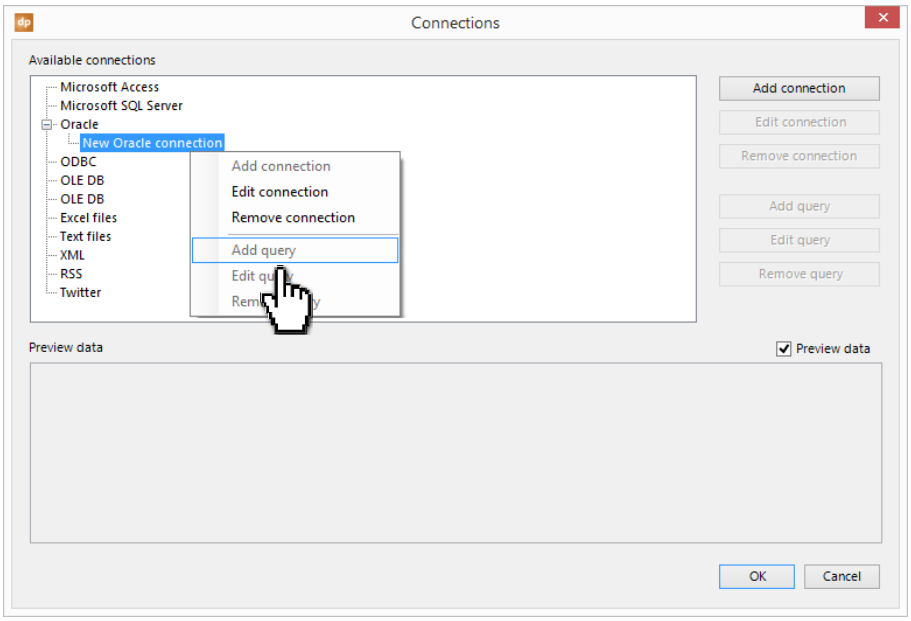


- Click **OK** to apply the changes and your new Oracle connection is now visible at the **Oracle** node.

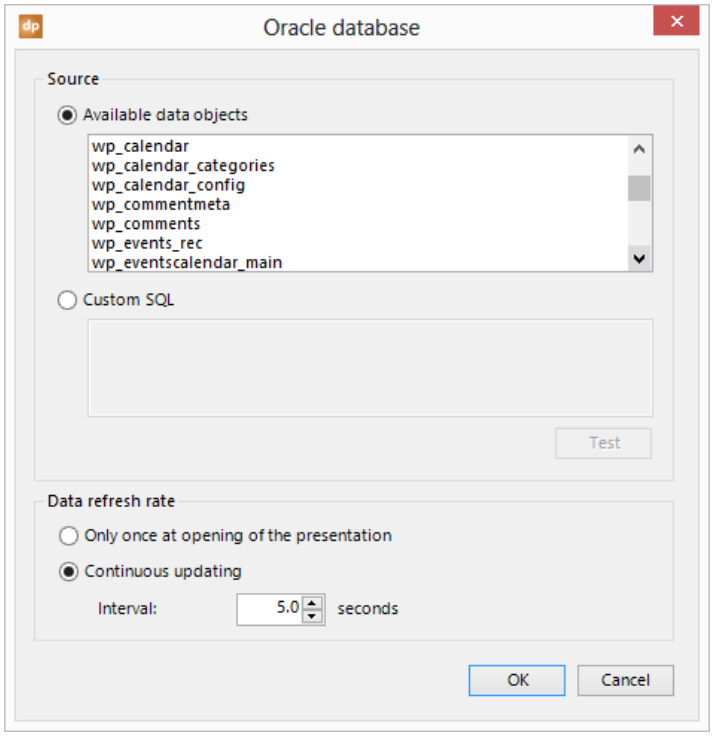


4.5.2 To Add Query

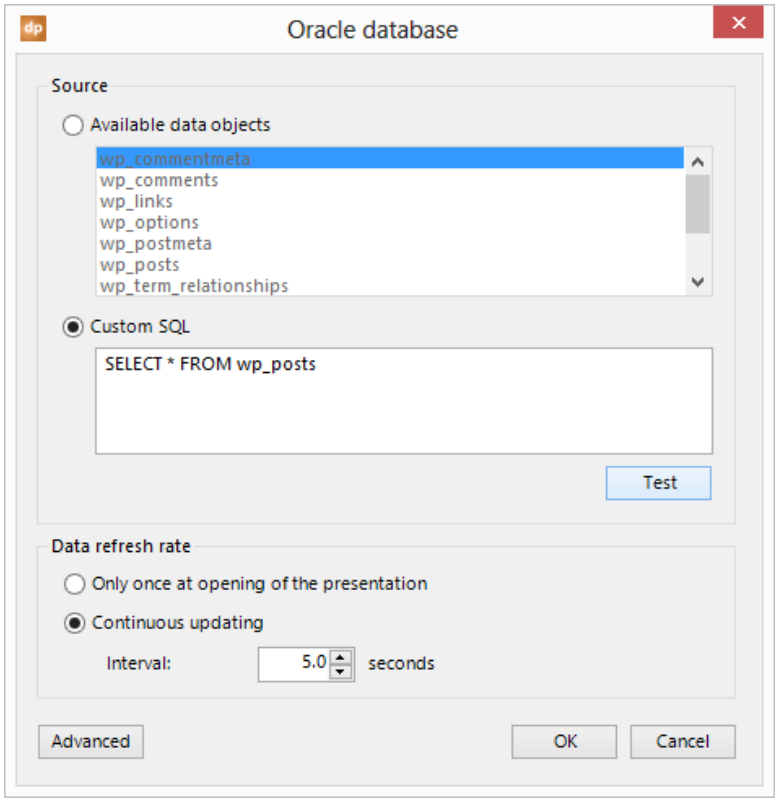
- Now, right click that connection again and choose **Add query** from the popup menu. You will get a list of all visible tables and queries defined in your database.



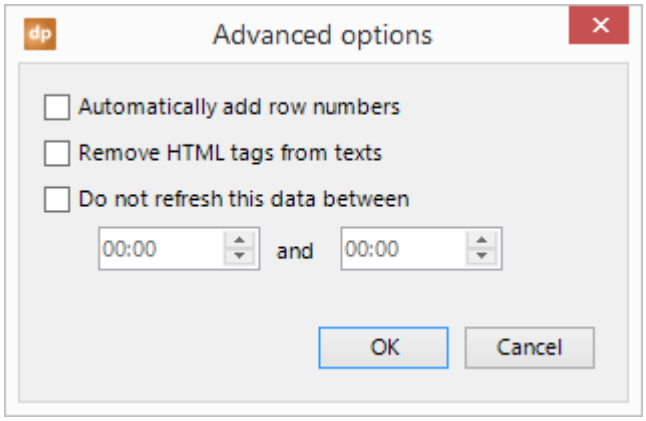
- The easiest way is to use a table or predefined query from the **Available data objects** list and click **OK**.



- In some cases you might want to create your own custom SQL statement. Click the **Custom SQL** radio button and enter your custom SQL statement. Click the **Test** button to validate your statement.



4.5.3 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

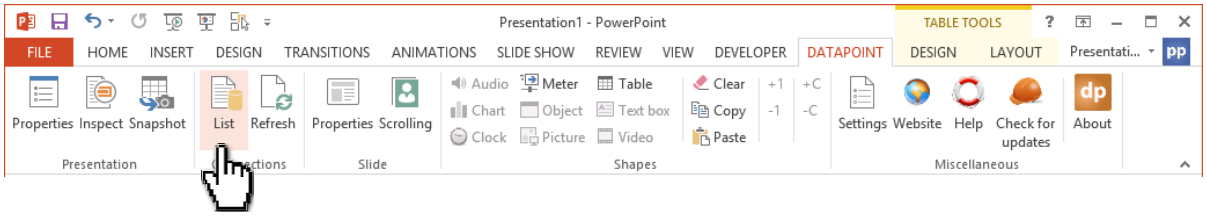
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.6 ODBC connections

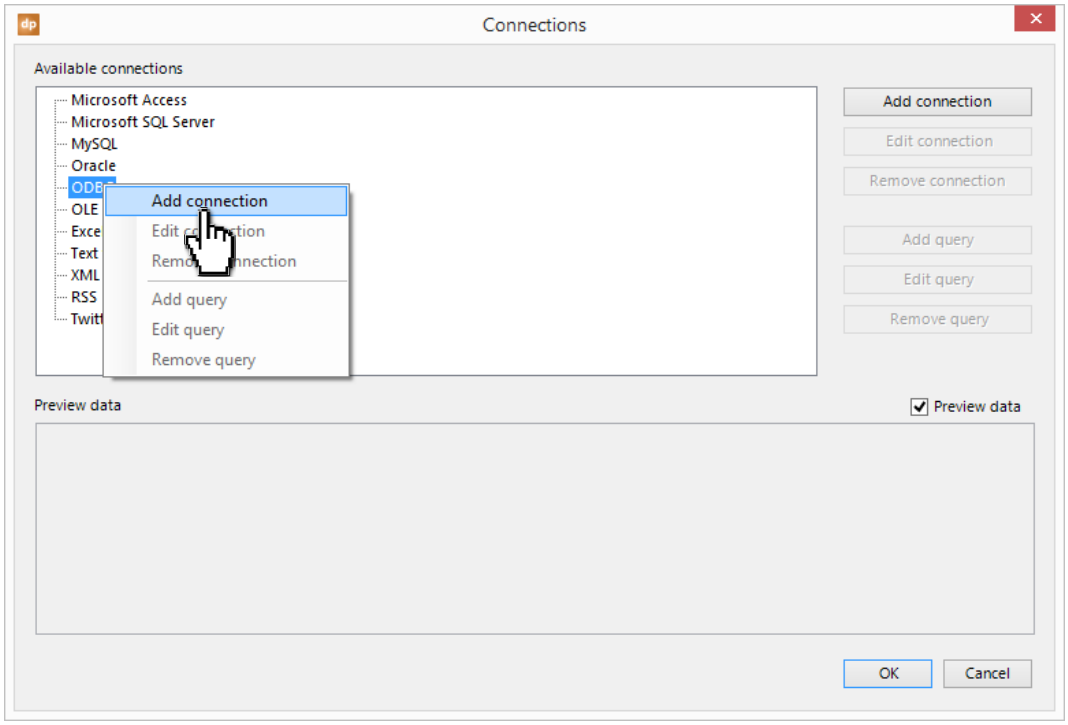
Other database connections via ODBC are possible. To use an ODBC connection, you first have to set up your ODBC connection in your control panel. Once that is done, you can start using this ODBC connection in DataPoint.

4.6.1 To Create an ODBC Connection

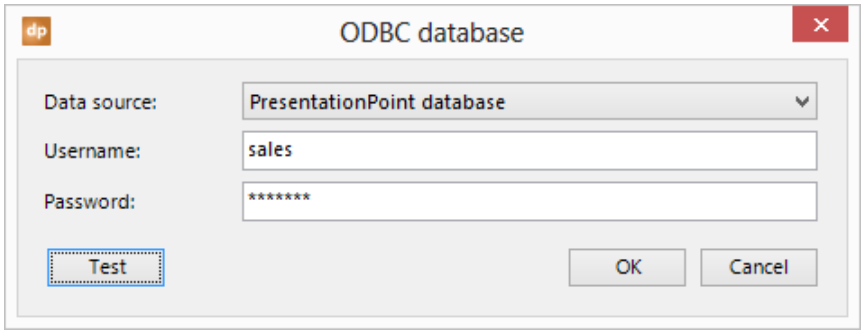
- Click the **List** button of the **Connections** group.



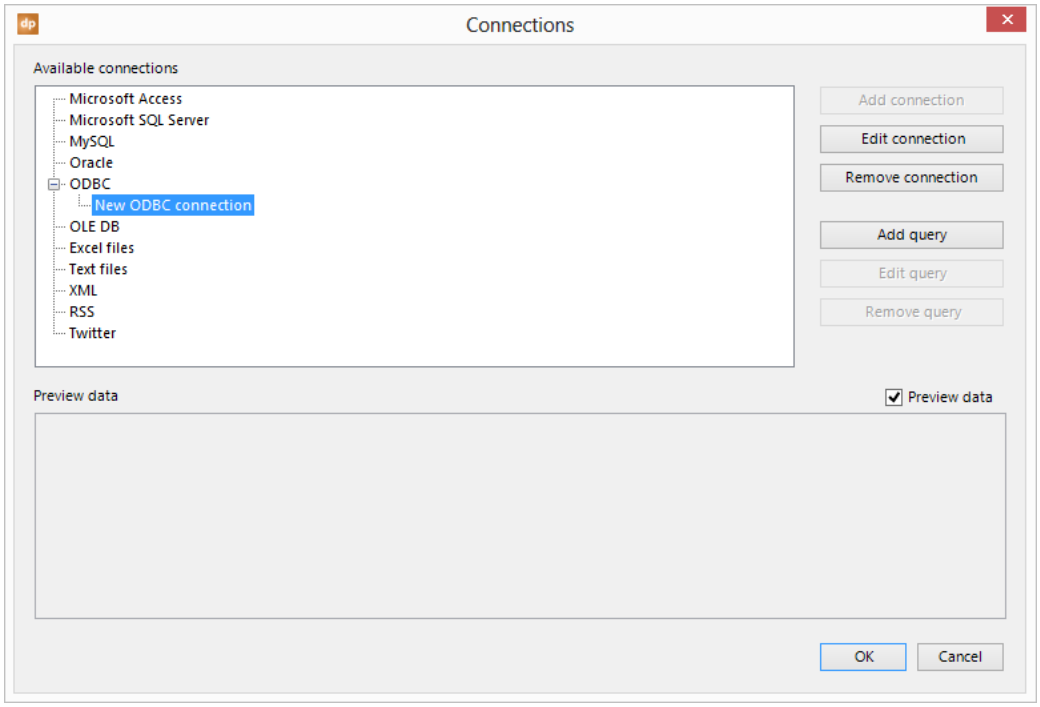
- Select the **ODBC** node, right click it and choose **Add connection** from the popup menu. This will allow the system to display the ODBC form.



- First select an existing ODBC entry from the **Data source** list and enter your log on credentials.

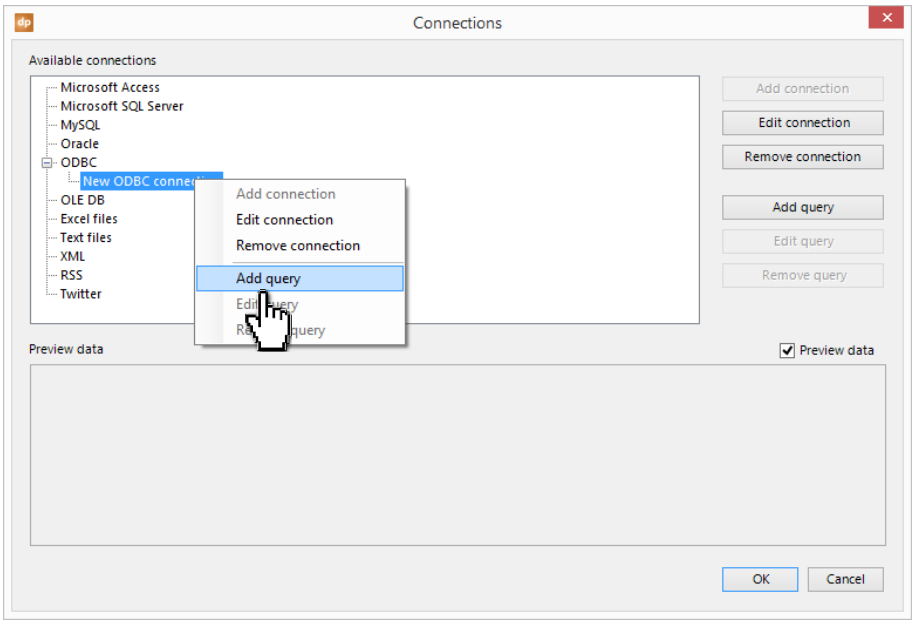


- Now, click **OK** to apply the changes and your new ODBC connection is now visible at the **ODBC** node.

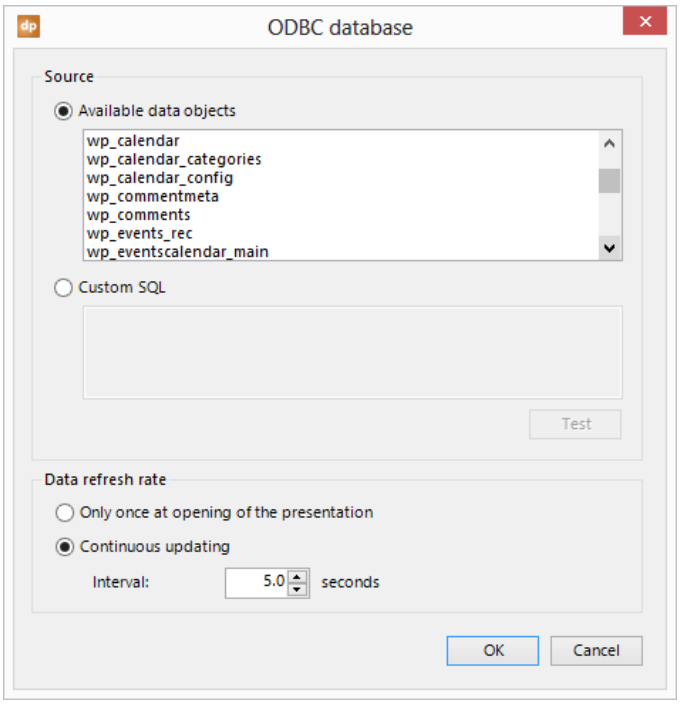


4.6.2 To Add Query

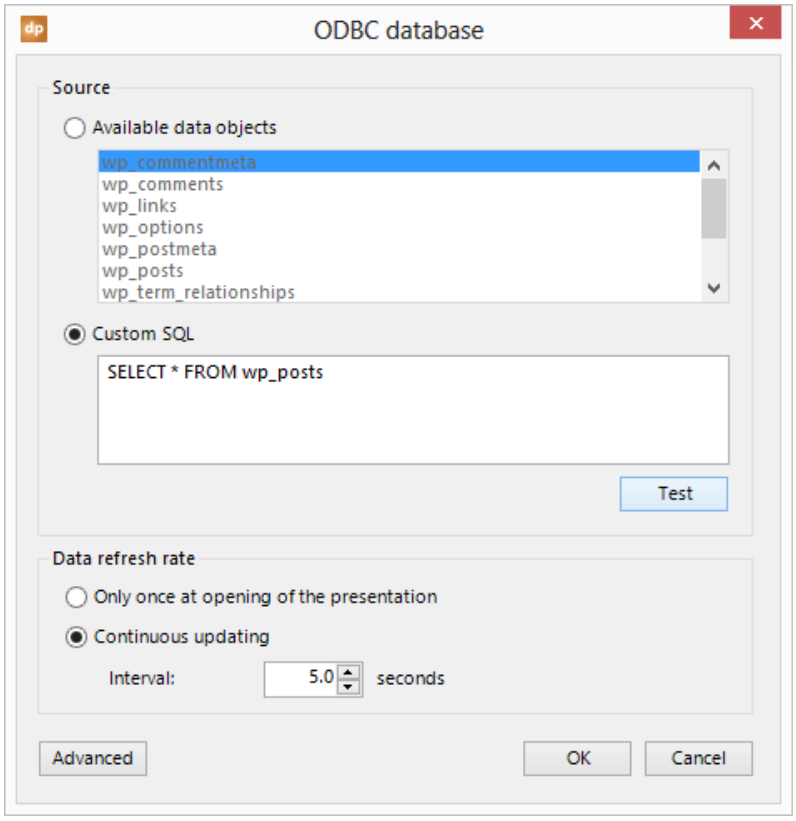
- Right click the Microsoft Access connection again and choose **Add query** from the popup menu. You will get a list of all visible tables and queries defined in your database.



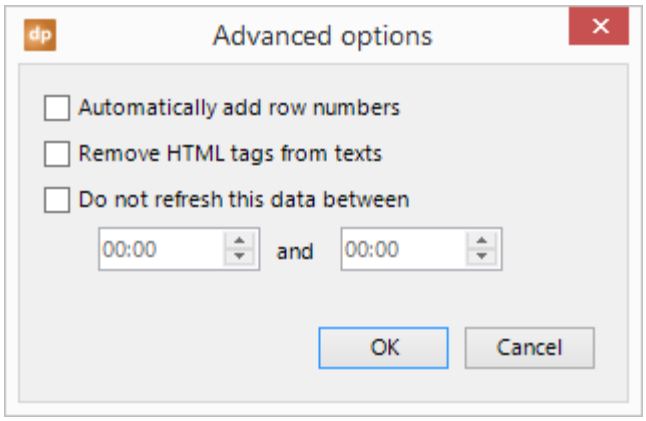
- The easiest way is to use a table or predefined query from the **Available data objects** list and click **OK**.



- In some cases, you might want to create your own custom SQL statement. Click the **Custom SQL** radio button and enter your custom SQL statement. Click the **Test** button to validate your statement.



4.6.3 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

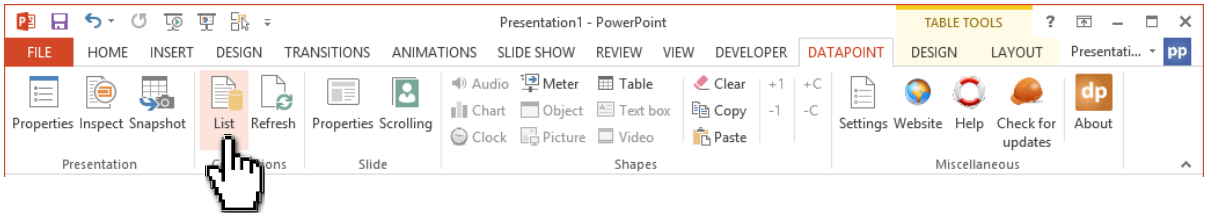
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.7 OLE DB connections

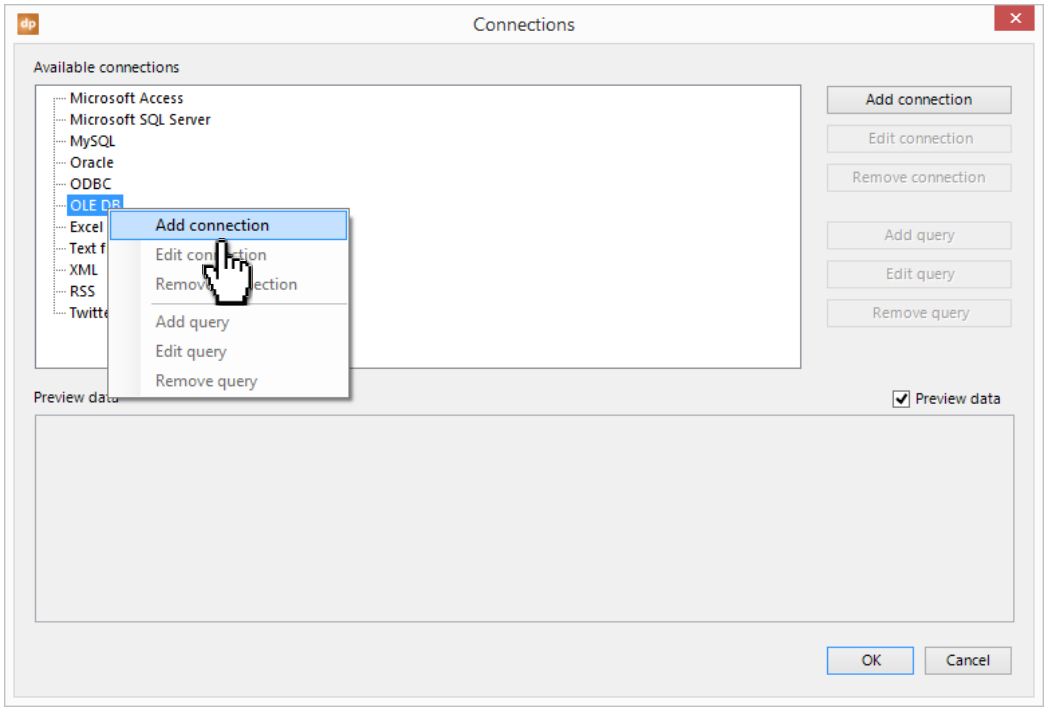
An OLE DB connection is a generic way of linking to a database, but this protocol can also be used to connect to machines and counter in a factory etc. in order to retrieve information from the device. Note that you always have to install a typical OLE DB driver from your provider in order to its communication on your computer. Consult the documentation of your driver installed for more information on how to format your connection string with its parameters and possible properties.

4.7.1 To Create an OLE DB Connection

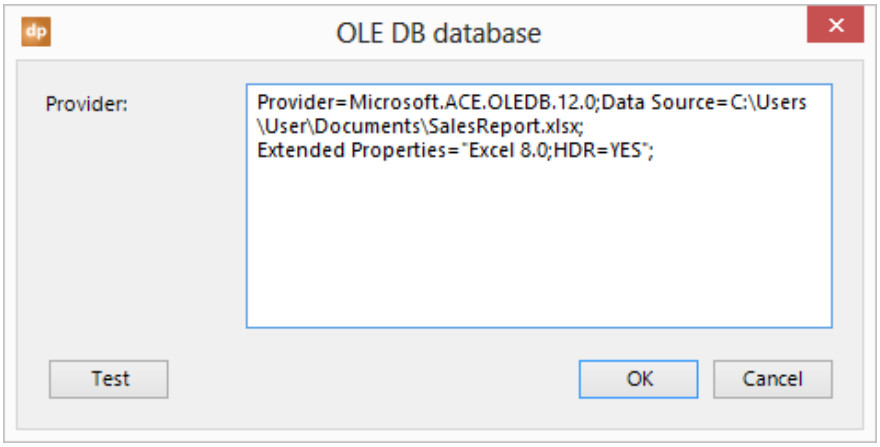
- Click the **List** button of the **Connections** group.



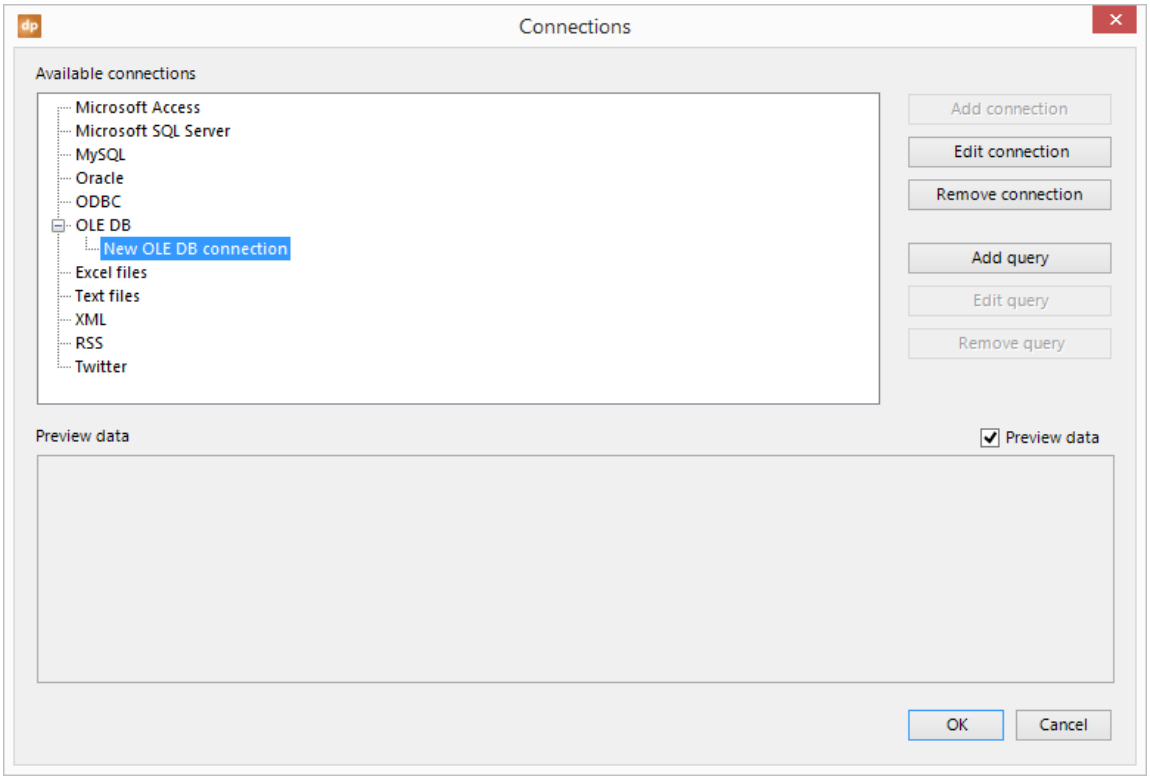
- Select the **OLE DB** node, right click it and choose **Add connection** from the popup menu.



- Enter the full connection string to connect to your database, file or device.

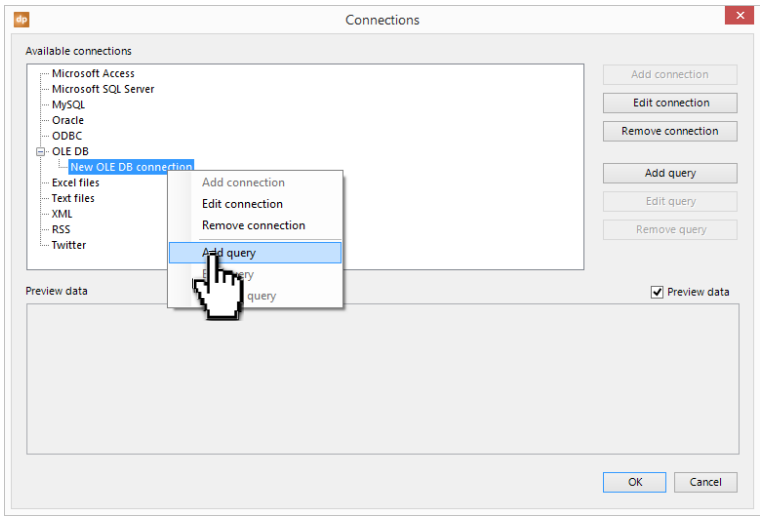


- Now click **OK** to apply the changes and your new OLE DB connection is now visible at the **OLE DB** node.

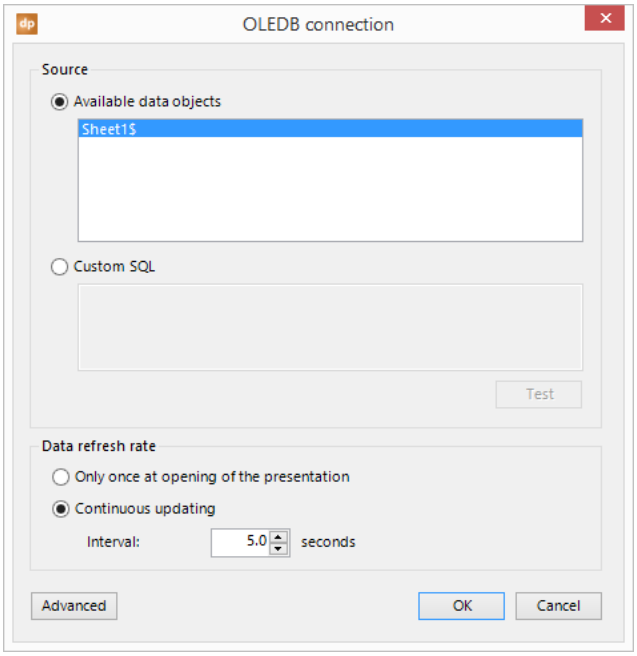


4.7.2 To Add a Query

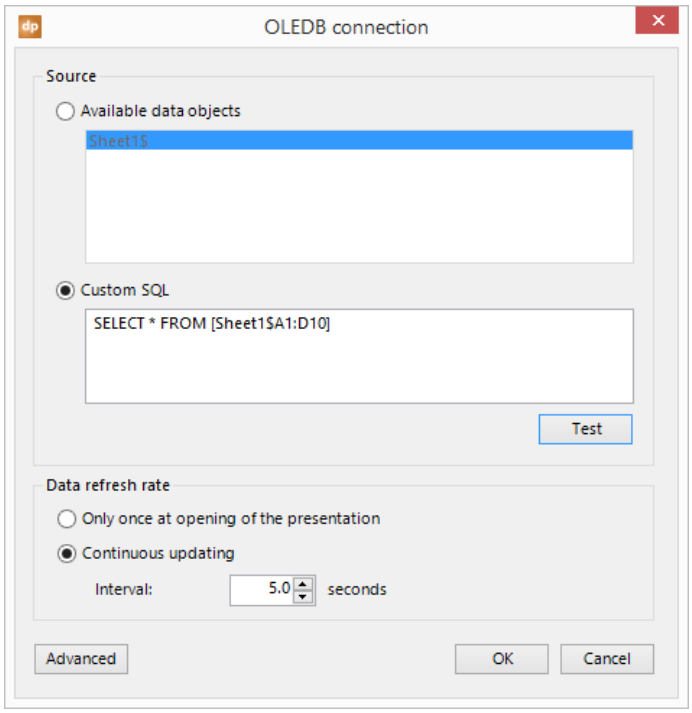
- Right click the Microsoft Access connection again and choose **Add query** from the popup menu. You will get a list of all visible tables and queries defined in your database.



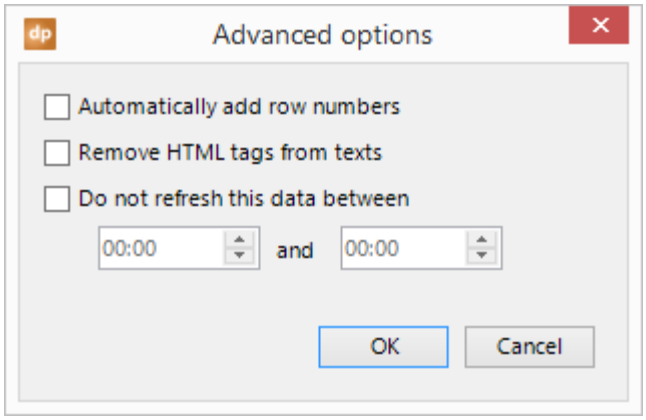
- The easiest way is to use a table or predefined query from the **Available data objects** list and click **OK**.



- In some cases, you might want to create your own custom SQL statement. Click the **Custom SQL** radio button and enter your custom SQL statement. Click the **Test** button to validate your statement.



4.7.3 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

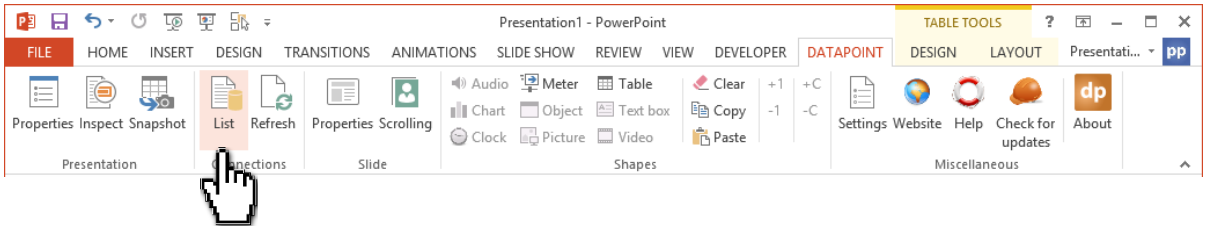
4.8 Excel file connections

Microsoft Excel is part of your Microsoft Office software package. Excel is an excellent product to store your information in rows and columns, just like a traditional database, and is ideal to quickly set up and modify information.

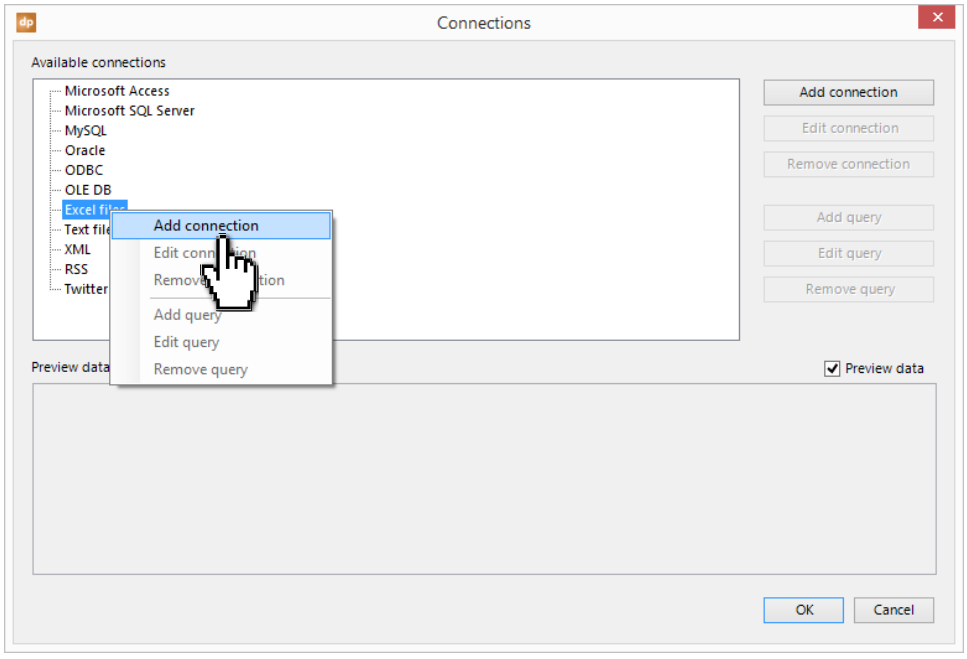
Note: We use the Microsoft technology for reading out information from Excel document by using the OLE DB provider for Excel files. A side effect of this is that only plain data is read from the document and that formatting of a number or data is lost. You can apply the formatting again on your slide via the text box or table properties in the various DataPoint menus.

4.8.1 To Create a Microsoft Excel File Connection

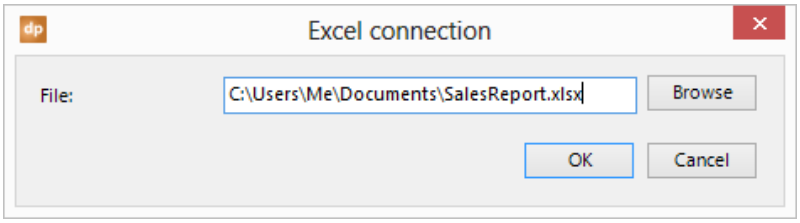
- Click the **List** button of the **Connections** group.



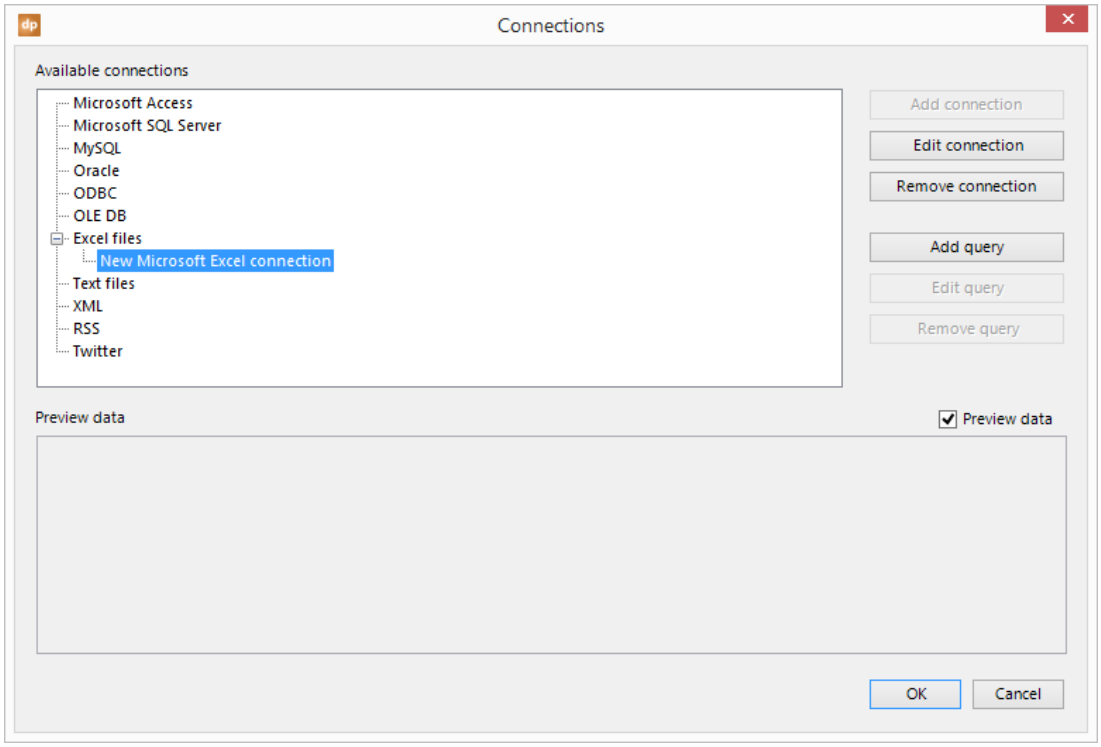
- Select the **Excel files** node, right click it and choose **Add connection** from the popup menu.



- Locate the Excel file you want to connect to. Click the **Browse** button. The typical extension of a Microsoft Excel file is .xls or .xlsx.

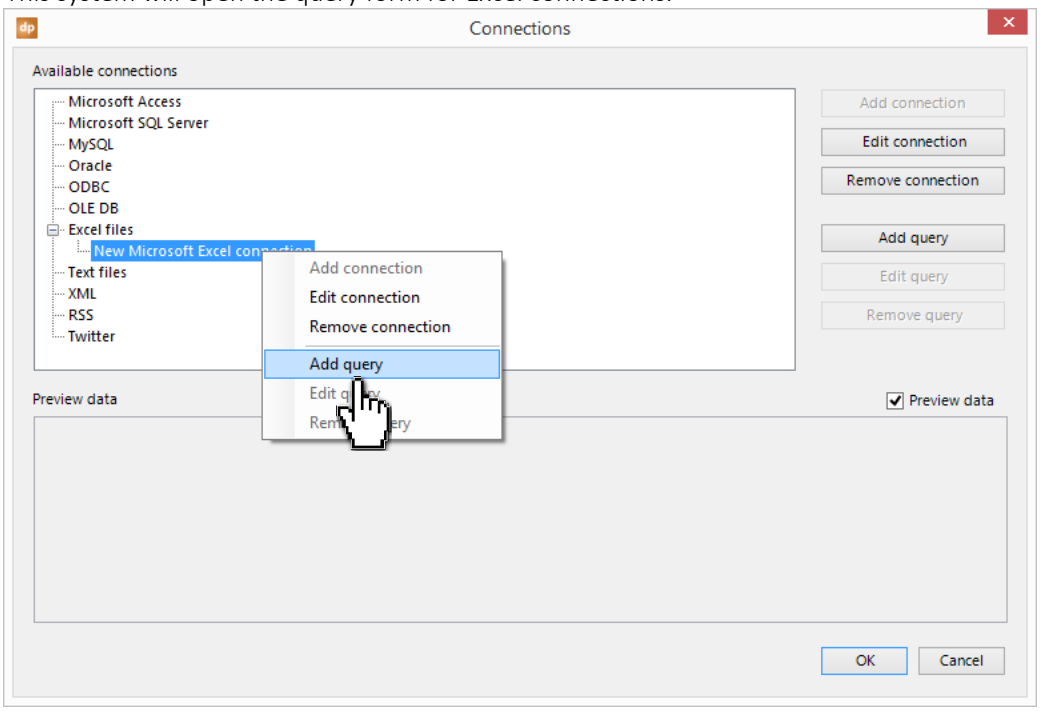


- Now, click **OK** to apply the changes and your new Excel file connection is now visible at the **Excel files** node.

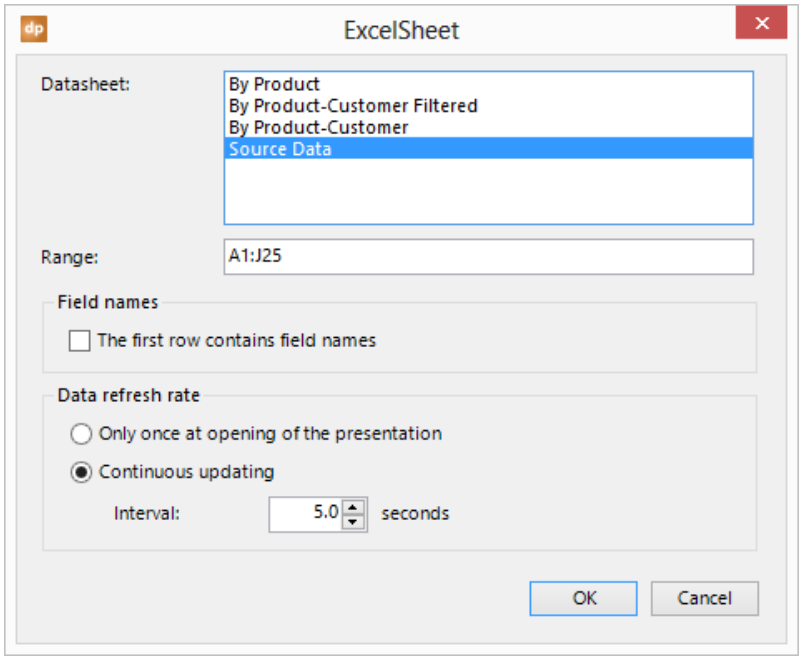


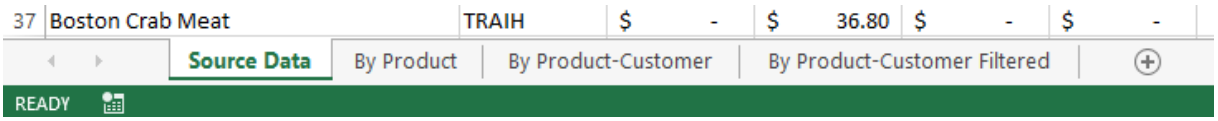
4.8.2 To Add Query

- Right click the Microsoft Access connection again and choose **Add query** from the popup menu. This system will open the query form for Excel connections.



- You will get a list of all visible sheets defined in your Excel file. These names of sheets are visible at the bottom of your Excel application when the Excel file is open.





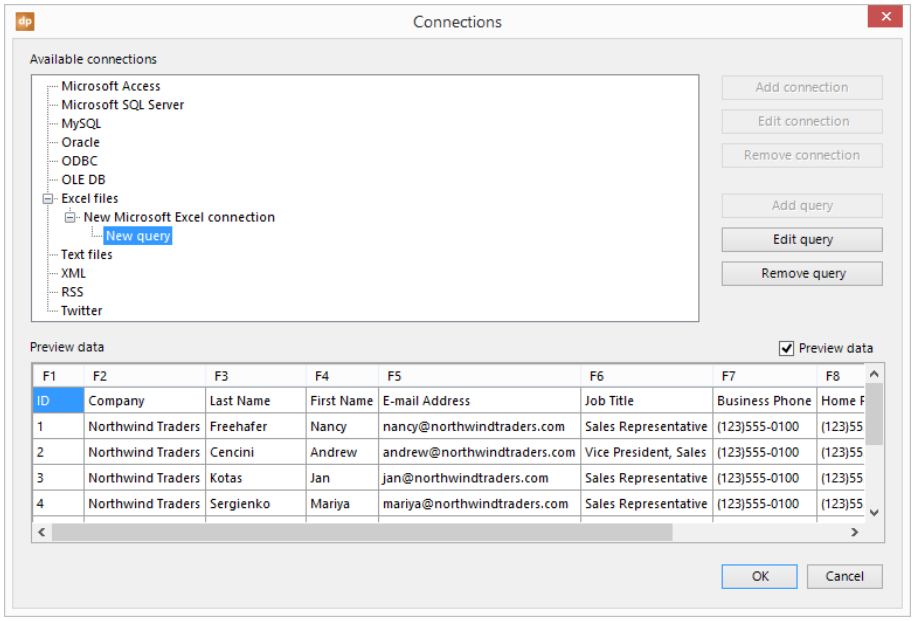
- First select the **Sheet** you want to use the data from. **Source Data** is this screenshot.

- Secondly set the **Range** of the information that you want to use from the sheet. This range is a typical Excel range notation like A1:J25. A1 stands for the upper left corner and J25 stands for the lower right corner of the range. All cells within this range of the sheet are included in the DataPoint connection. Set the range to the maximum size possible. Empty rows at the bottom of the selection rage are ignored.

- Finally indicate whether the first row of the selected range contains the unique field or column names. In the screen below you will see that there are meaningful names in the first row of the range. These names will be used for the column names in the DataPoint connection. When these names are not available in the range, DataPoint will use the Excel column names instead like F1, F2 and F3 etc.

	A	B	C	D	E	F
1	Product	Customer	Qtr 1	Qtr 2	Qtr 3	Qtr 4
2	Alice Mutton	ANTON	$ -	$ 702.00	$ -	$ -
3	Alice Mutton	BERGS	$ 312.00	$ -	$ -	$ -
4	Alice Mutton	BOLID	$ -	$ -	$ -	$ 1,170.00
5	Alice Mutton	BOTTM	$ 1,170.00	$ -	$ -	$ -
6	Alice Mutton	ERNSH	$ 1,123.20	$ -	$ -	$ 2,607.15
7	Alice Mutton	GODOS	$ -	$ 280.80	$ -	$ -
8	Alice Mutton	HUNGC	$ 62.40	$ -	$ -	$ -
9	Alice Mutton	PICCO	$ -	$ 1,560.00	$ 936.00	$ -
10	Alice Mutton	RATTC	$ -	$ 592.80	$ -	$ -
11	Alice Mutton	REGGC	$ -	$ -	$ -	$ 741.00

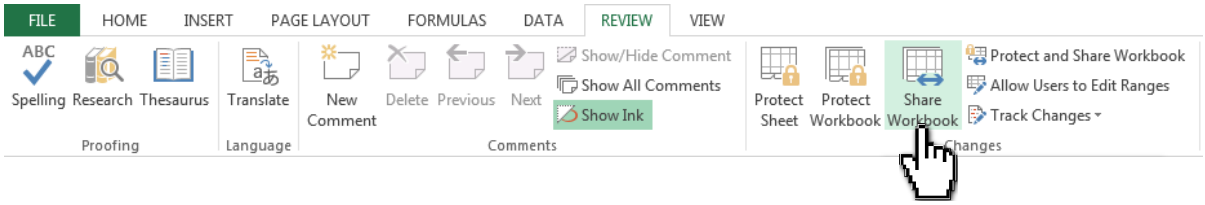
- Click **OK** to apply the changes and you will see the query in the connection list and its data in the preview pane.



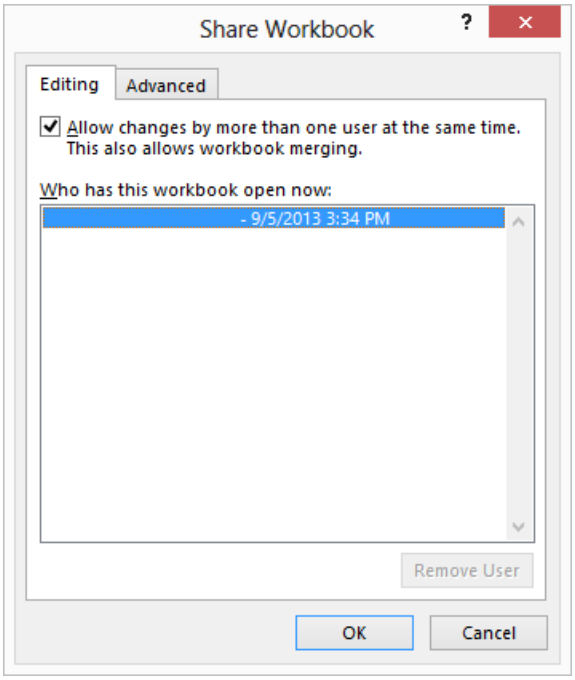
4.8.3 Share workbook

Note that in most situations multiple users will access the Excel document. You (and maybe others) will modify the content on a regular basis but DataPoint will read out the information too. Therefore, it is best to enable a specific setting for this purpose only once.

- Open your Excel document and click **Review** > **Share Workbook**.

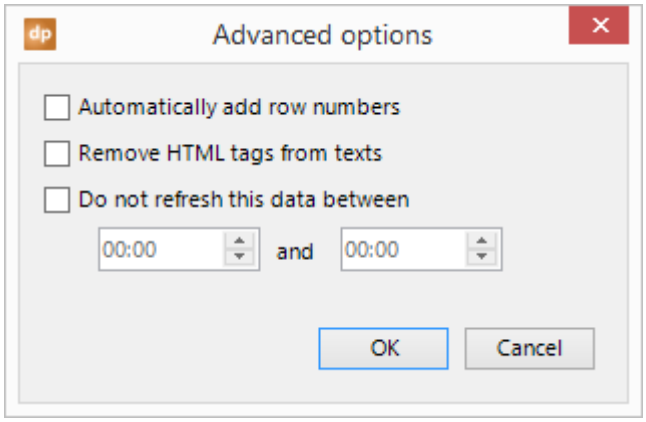


- Make sure that the option **Allow changes by more than one user at the same time** is checked.



- Now click **OK** to apply the setting to your document and finally save you document.
- Now you, your colleagues and DataPoint can work together on this document and share its content.

4.8.4 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.9 Text file connections

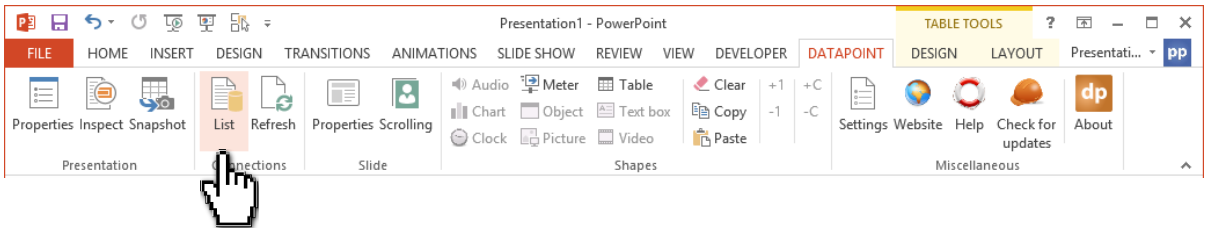
Text files can be created with simple text editors and are very easy to set up. Each line in your text file is seen as a row of information and on one row you can have multiple fields or columns. These columns are separated by a character. Often used is the TAB character or comma in CSV files (comma separated values).

Note: For text files – unlike a database or Excel file – there is only a connection and no queries definable.

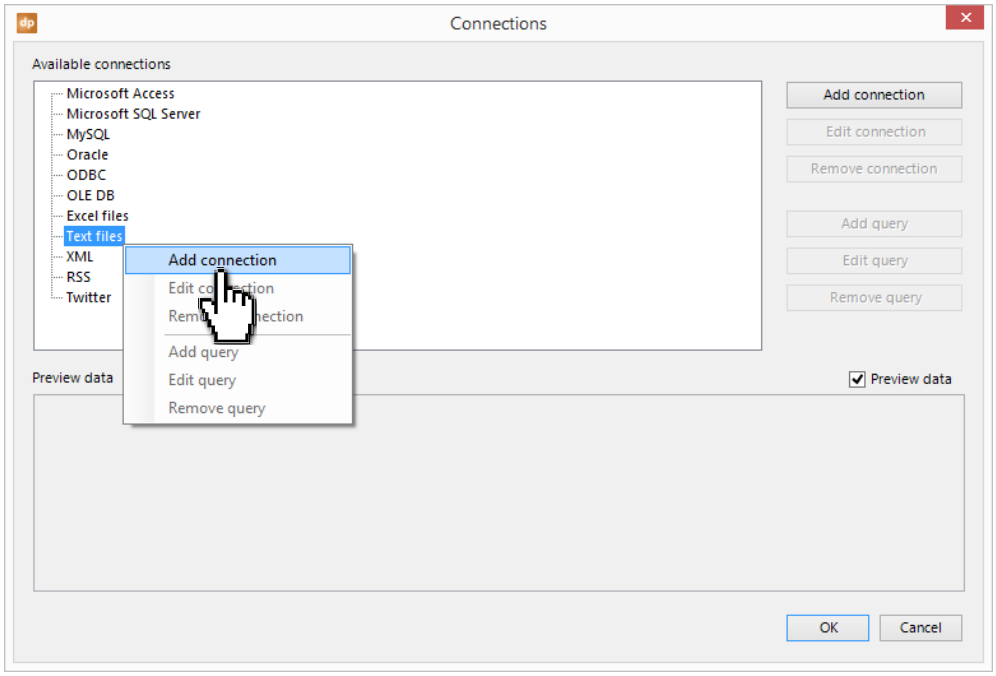
Note that for text files – unlike a database – there is only a connection and no queries.

4.9.1 To Create Connection to a Text File

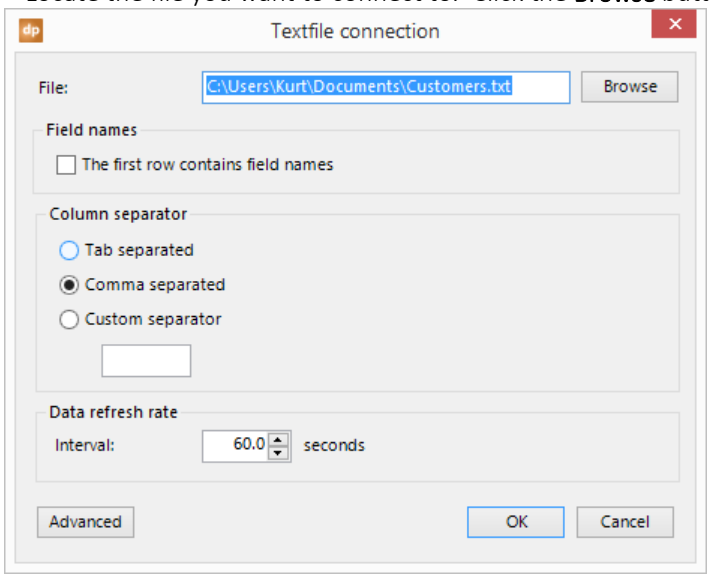
- Click the **List** button of the **Connections** group.



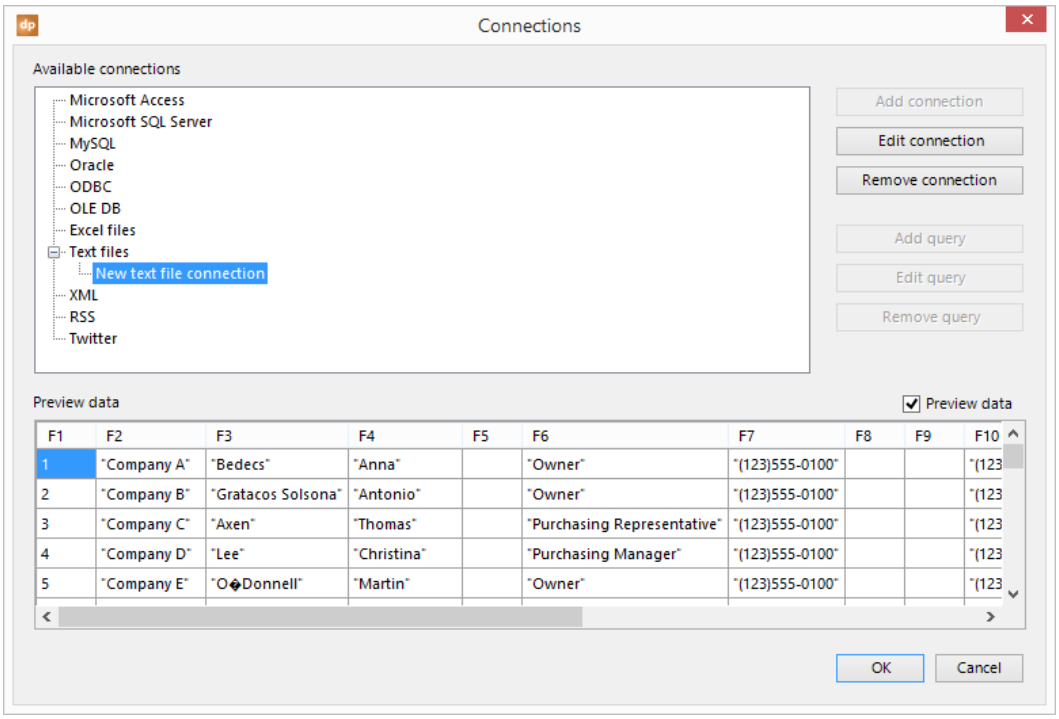
- Select the **Text files** node, right click it and choose **Add connection** from the popup menu.



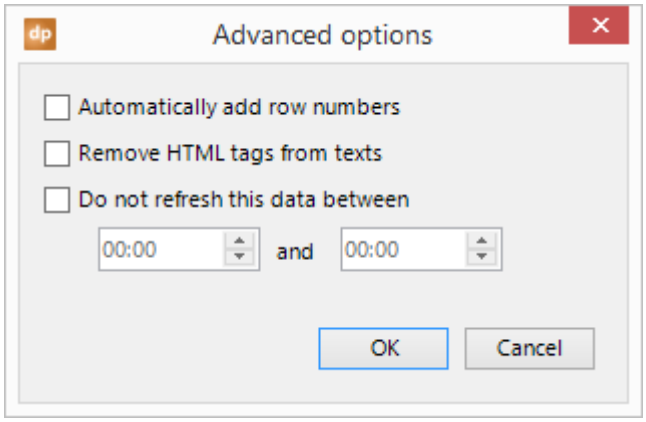
- Locate the file you want to connect to. Click the **Browse** button.



- Indicate whether the first row of the text file contains the unique field or column names. These names will be used for the column names in the DataPoint connection. When these names are not available in the range, DataPoint will use the default column names instead like F1, F2 and F3 etc.
- Verify and change the column separator when needed. You can choose to use a tab, comma or any other character (or a serie of characters) that you can specify at the **Custom separator** text box.
- Now click **OK** to apply the changes and your new text file connection is now visible at the **Text files** node.



4.9.2 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

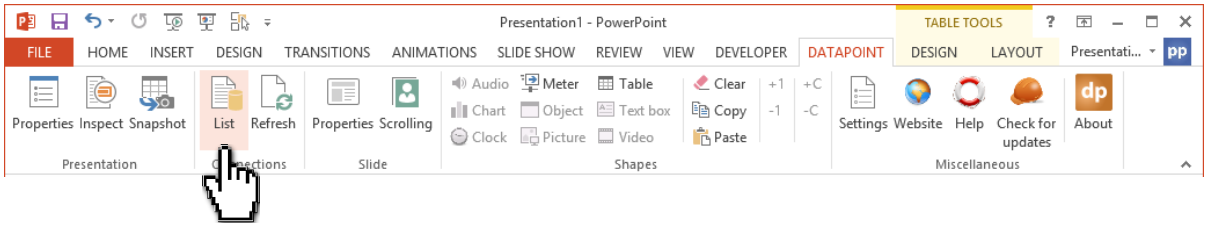
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.10 XML connections

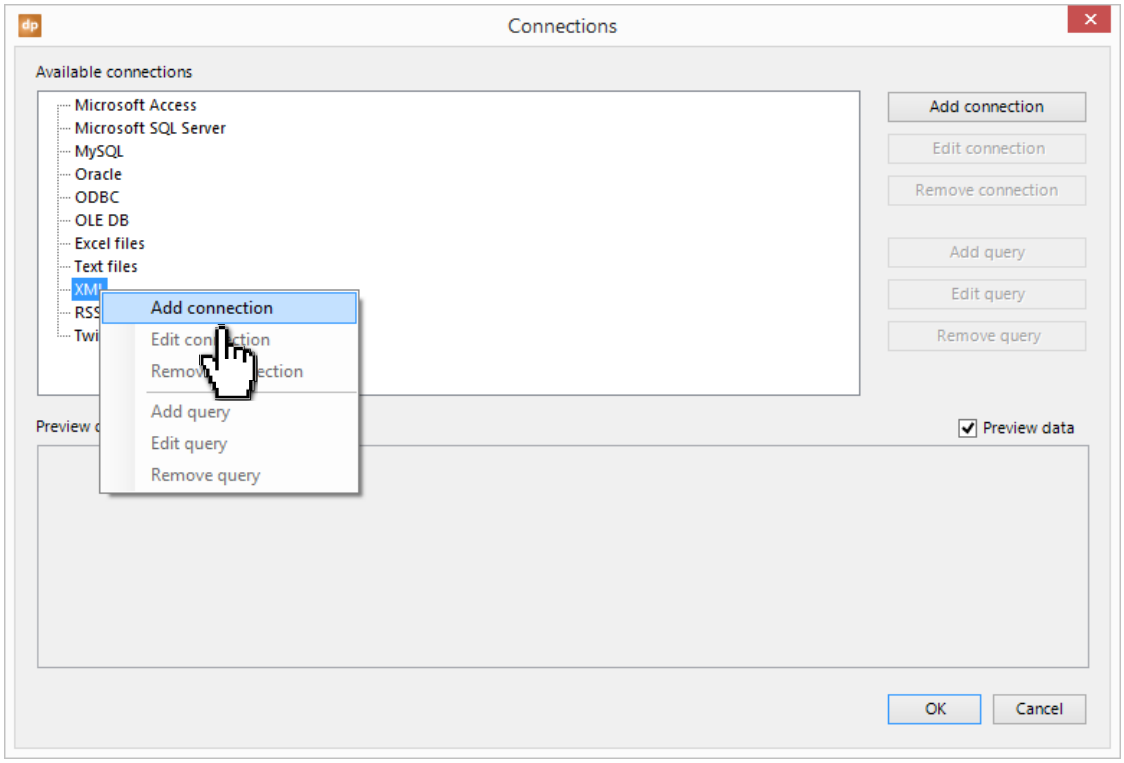
Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable. DataPoint can read out the content of a XML document on a local hard disk, network share, but also from the internet. Typically a XML document contains one or multiple table. Each table can be used to display information on your slide(s).

4.10.1 To Create XML Document Connection

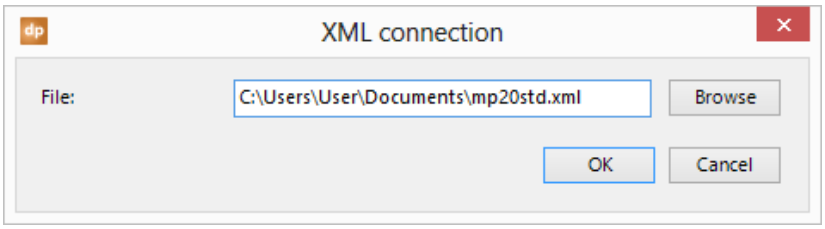
- Click the **List** button of the **Connections** group.



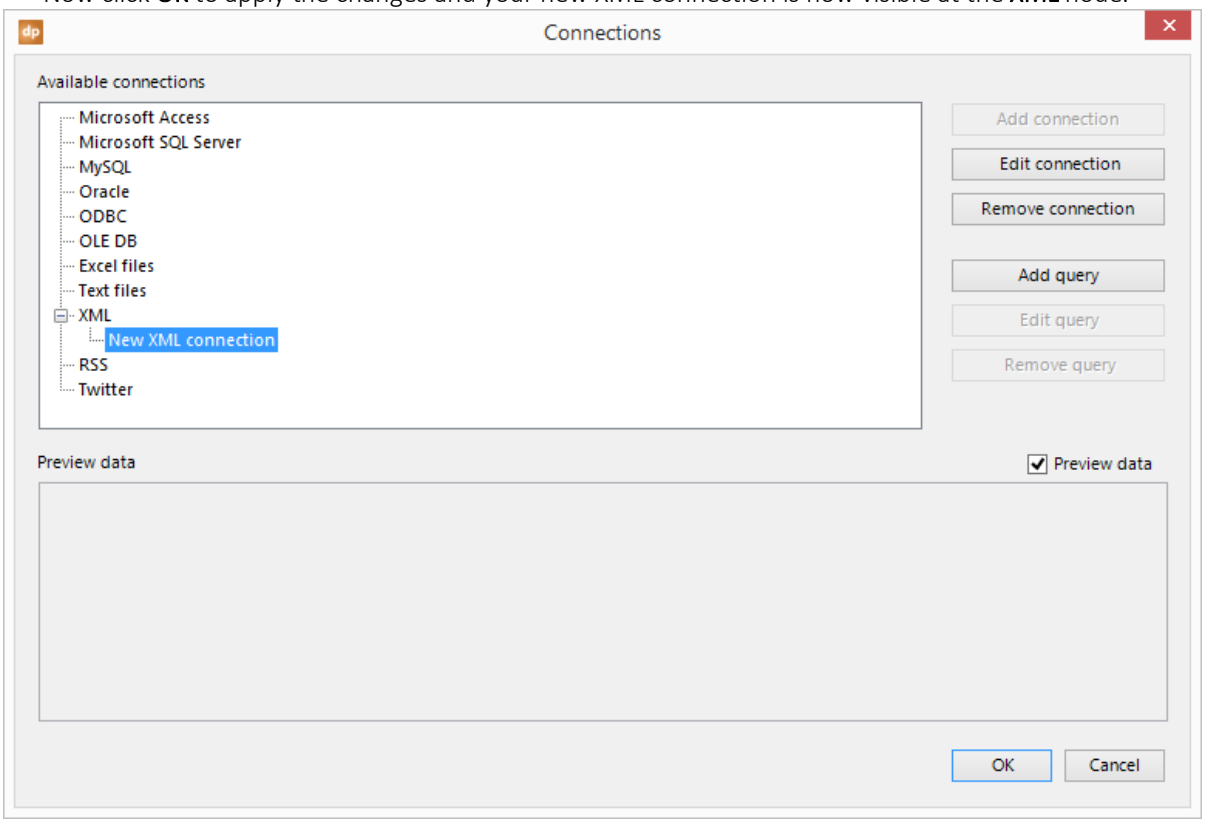
- Select the **XML** node, right click it and choose **Add connection** from the popup menu.



- Locate the XML file you want to connect by using the **Browse** button.

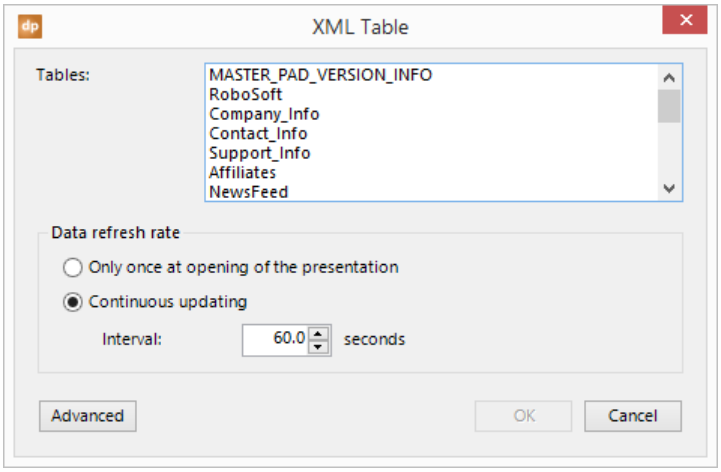


- Now click **OK** to apply the changes and your new XML connection is now visible at the **XML** node.

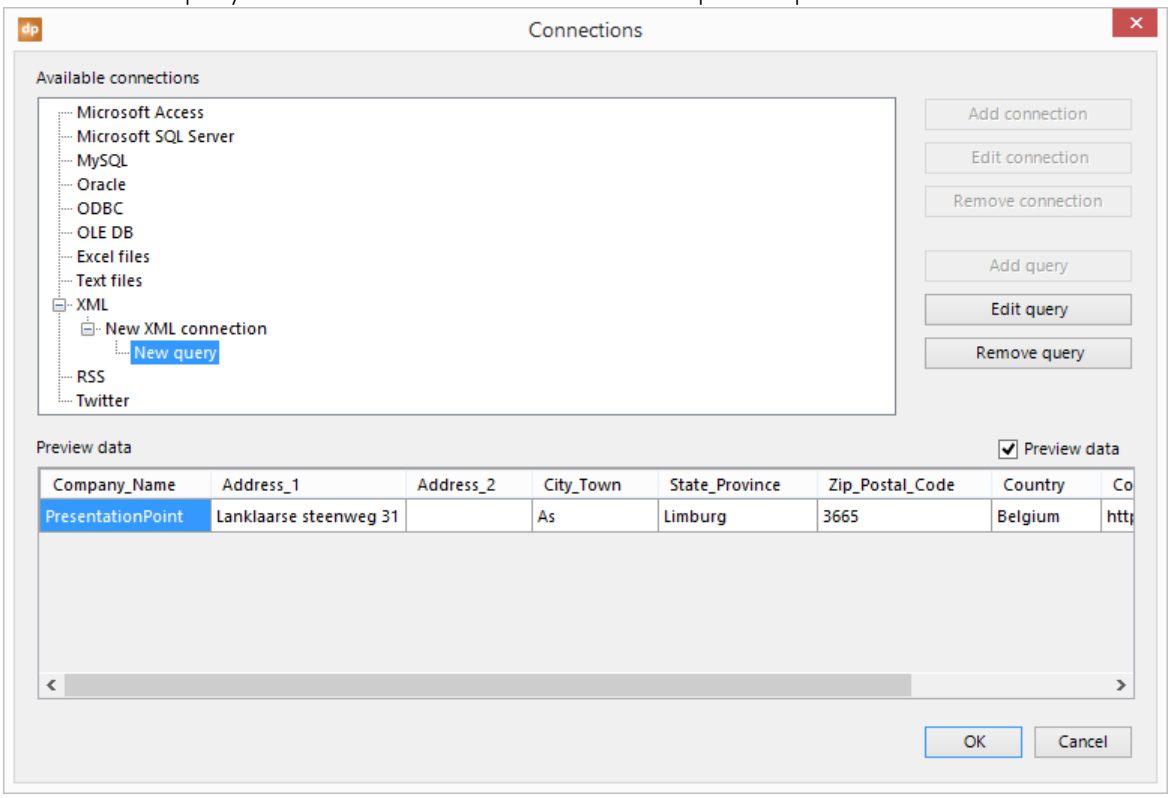


4.10.2 To Add Query

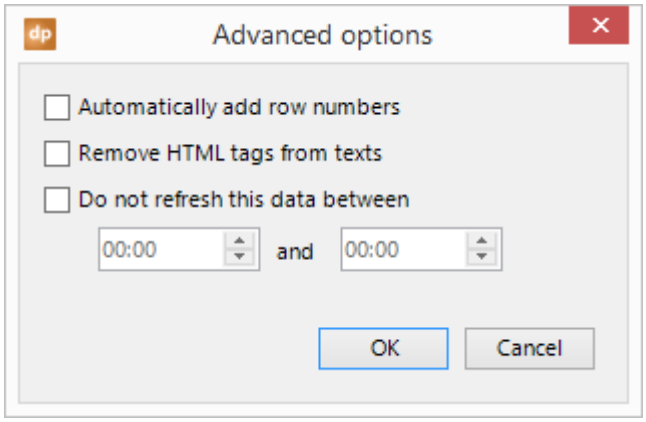
- Right click the Microsoft Access connection again and choose **Add query** from the popup menu. This will open the query form for your XML connection. It will display all the tables that could be found in the XML file.



- Select the table that contains the information that you want to display and click **OK** to save. You will see the query in the connection list and its data in the preview pane.



4.10.3 Advanced options



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- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

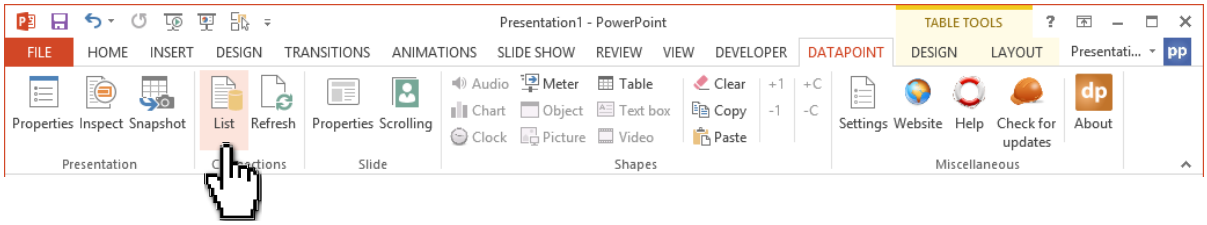
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.11 RSS connections

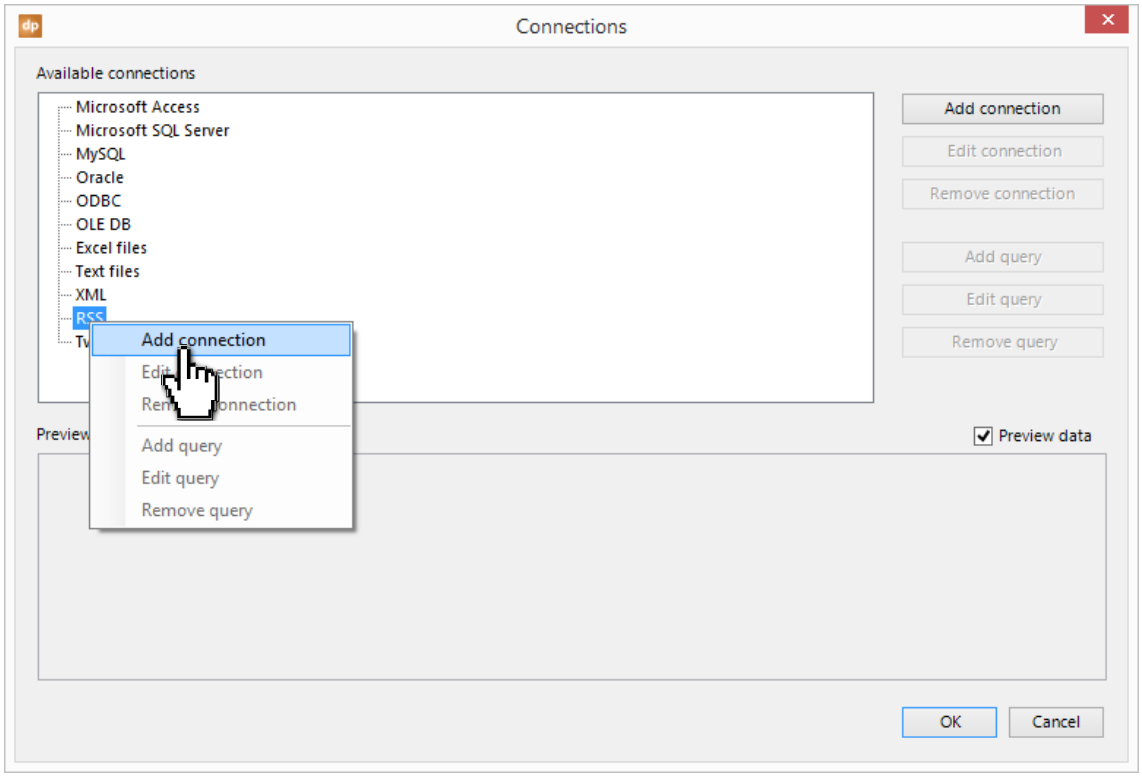
RSS feeds enable publishers to syndicate data automatically. A standard XML file format ensures compatibility with many different machines and programs. Users subscribe to RSS to get automatic updates.

4.11.1 To Establish RSS Connection

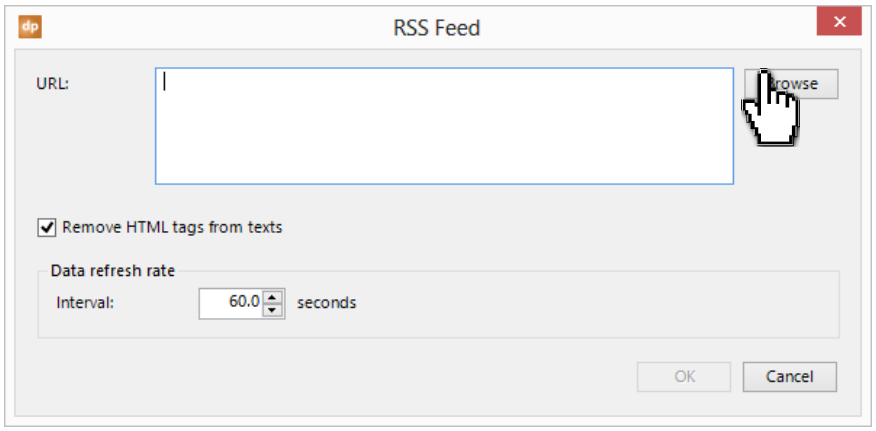
- Click the **List** button of the **Connections** group.



- Select the **RSS** node, right click it and choose **Add connection** from the popup menu.

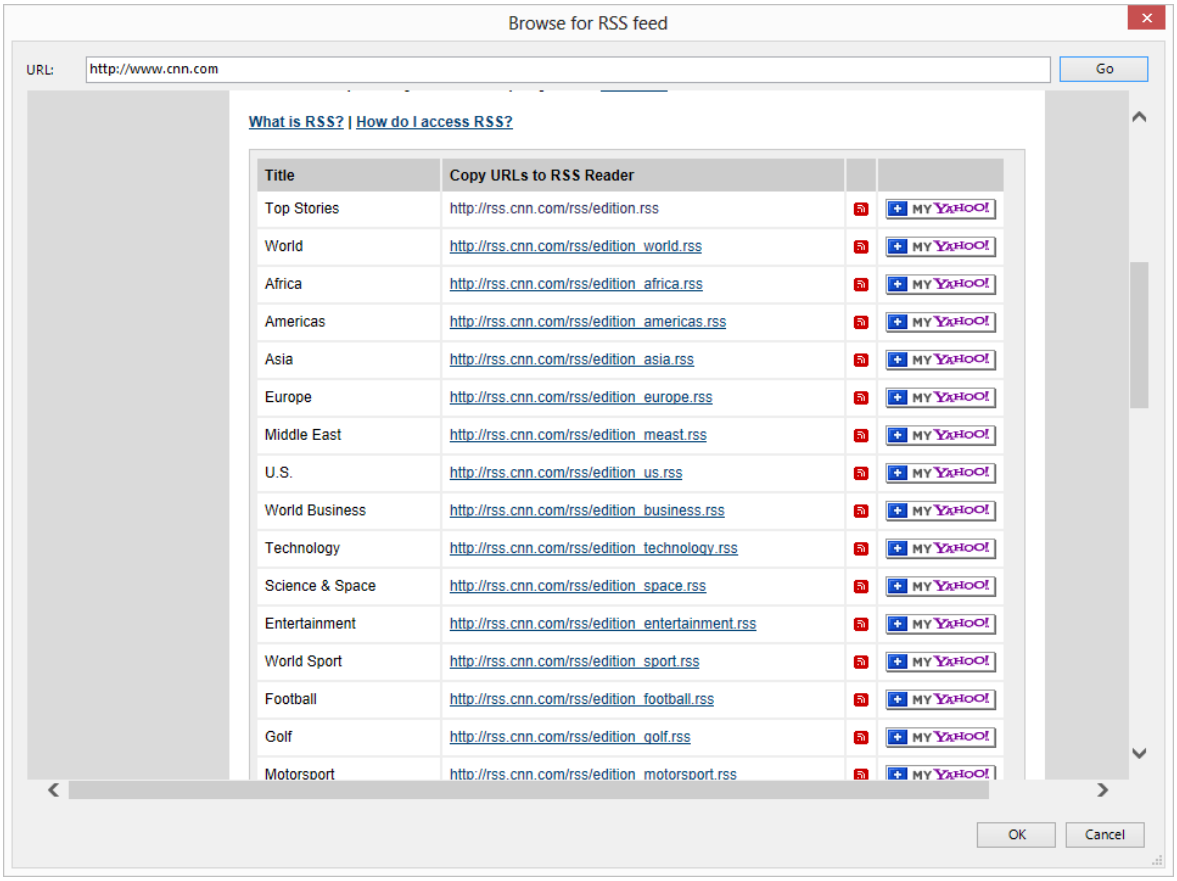


- Just enter the URL of the RSS feed if you copied it from your web browser. When not, just click **Browse** and it will open a web browser.

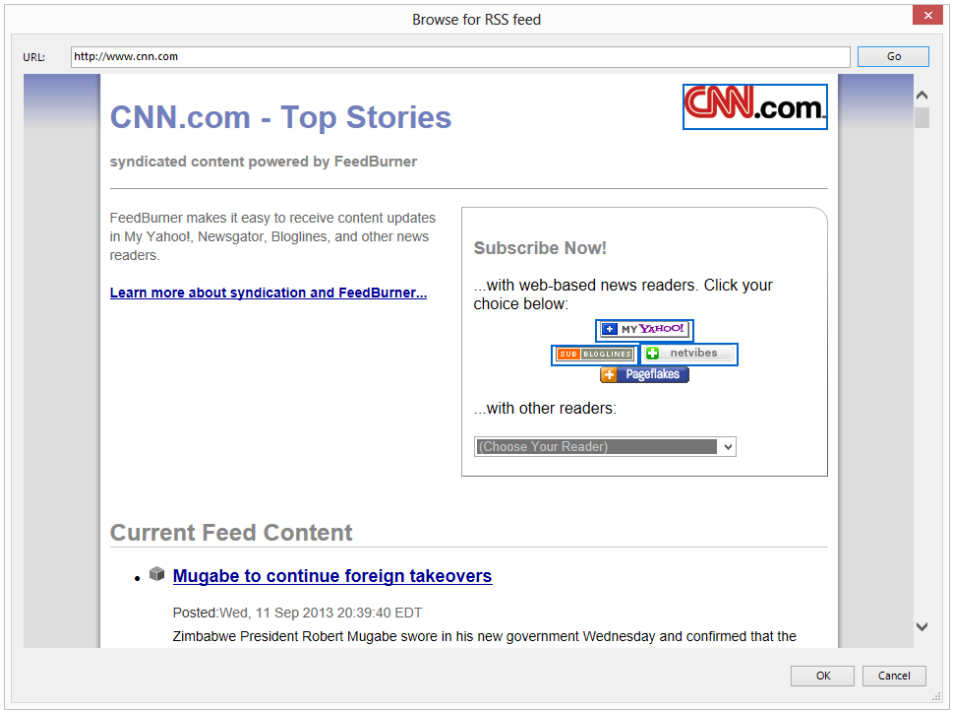


- Enter the URL of the source e.g. http://www.cnn.com.

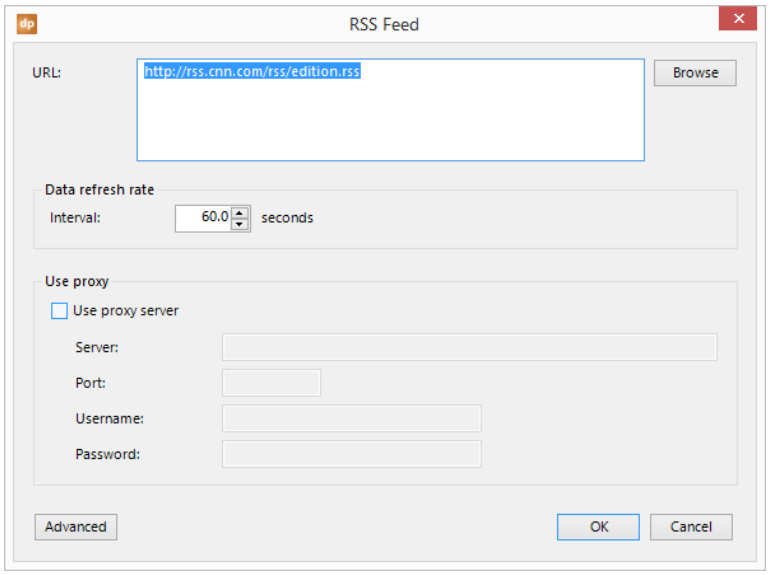
- Now navigate to the RSS link of the web site.



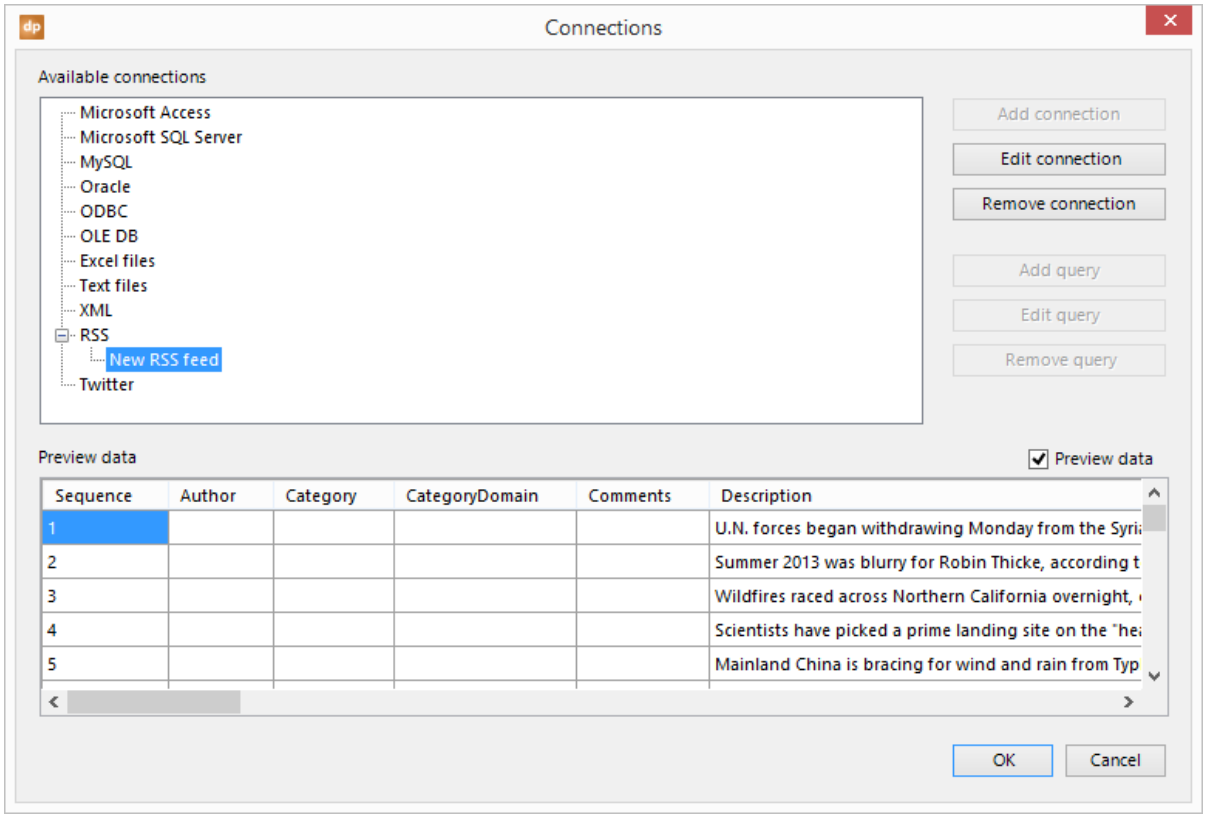
- And click the RSS feed that you want to use.



- Once you see the RSS content in your browser just click **OK** to pick up the information of this RSS feed. If your environment requires it, you can set your internet proxy server.

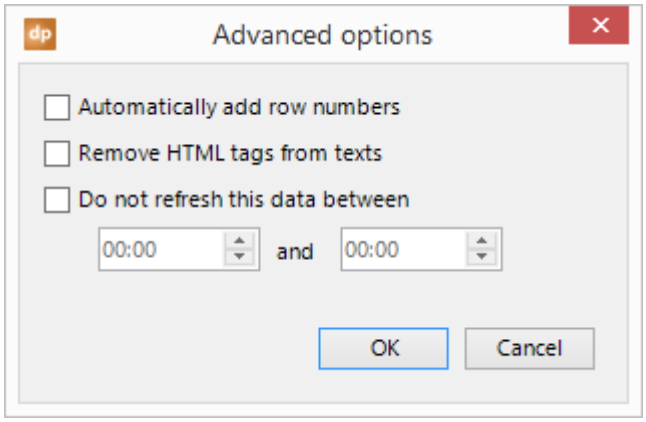


- Check the **Remove HTML tags from texts** on the options form. Click **OK** to save.



You will now see a preview of the RSS feed in the preview pane.

4.11.2 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

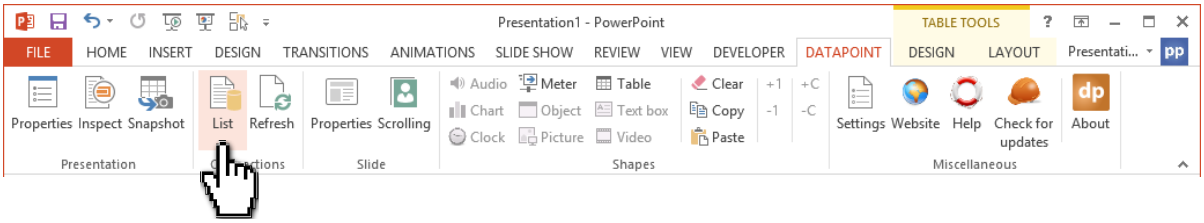
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.12 Twitter connections

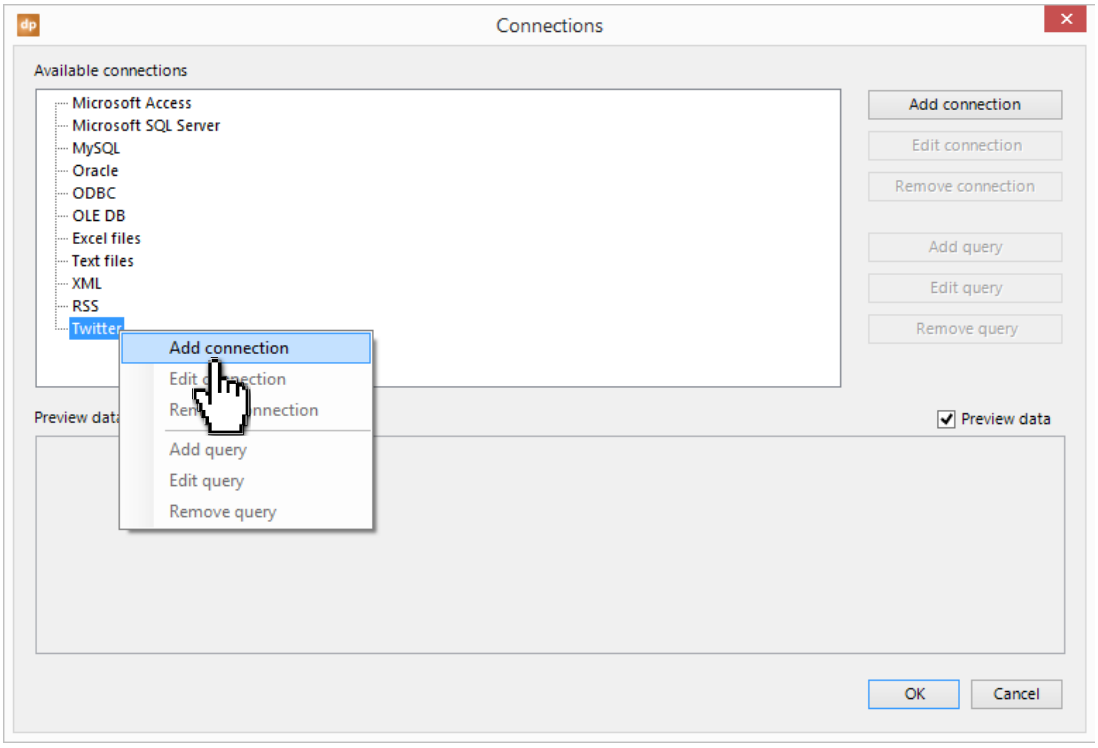
Twitter is an online social networking service and micro blogging service that enables its users to send and read text-based messages of up to 140 characters, known as "tweets". DataPoint can display tweets related to your chosen topics.

4.12.1 To Create a Twitter Connection

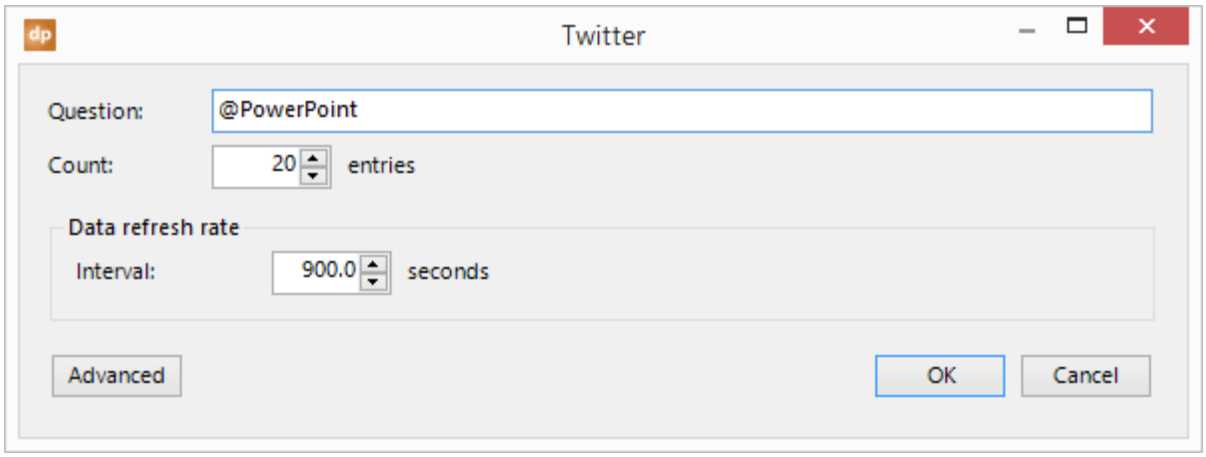
- Click the **List** button of the **Connections** group.



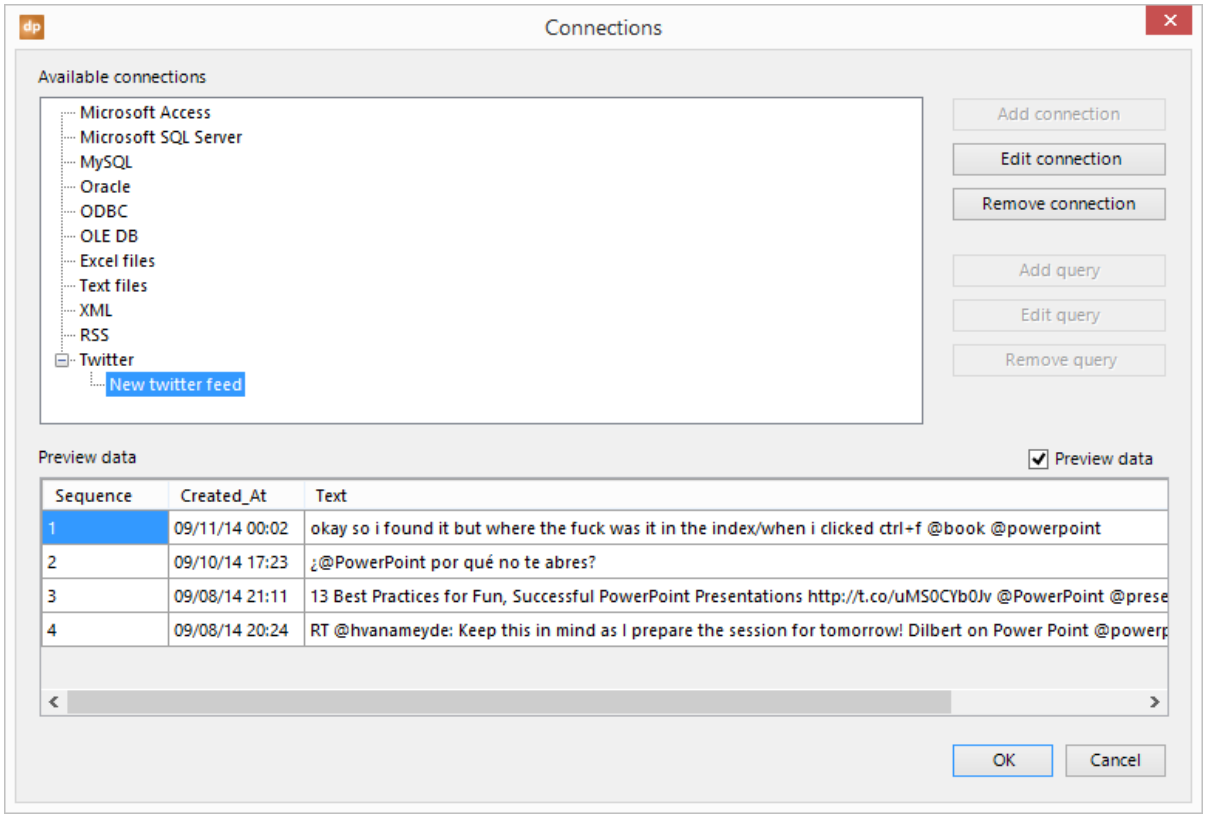
- Select the **Twitter** node, right click it and choose **Add connection** from the popup menu.



- Let's imagine that you are interested in Tweets about Microsoft PowerPoint. Enter **@PowerPoint** in the **Question** box. Consult the Twitter documentation for more specific info on the questions.

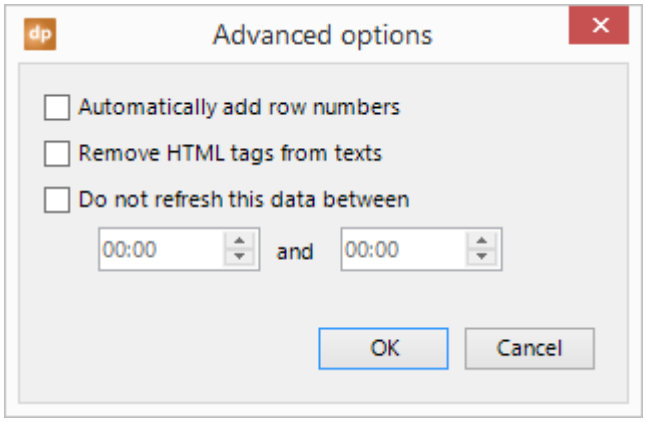


- At the Count control you can set the maximum number of Tweets that will be returned by the query.



The preview pane now shows the tweets that correspond to your question.

4.12.2 Advanced options



- You can add row numbers automatically to the data. For example when you want to display the top 5 selling products, you can list the product name and sales info, but you can use the row numbers to better rank your data. You will have a clear view of which product ranks 5th and which product ranks 1st.

- In the event you that are working with html content, then you can remove the html content automatically by checking the option **Remove HTML tags from texts**. Examples of html tags are Your text and my text.

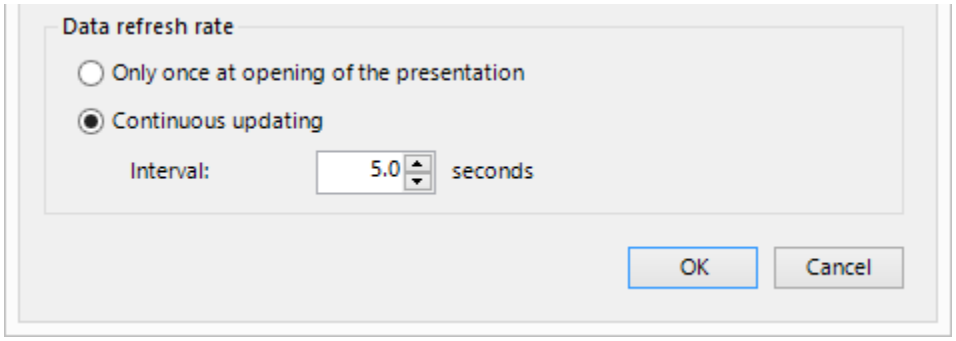
- To lower data communications and to minimize network resources, you can disable refreshing of data between e.g. the closing hours of your shop. Check the option **Do not refresh this data between** and set your desired start and end date.

4.13 Refresh connections

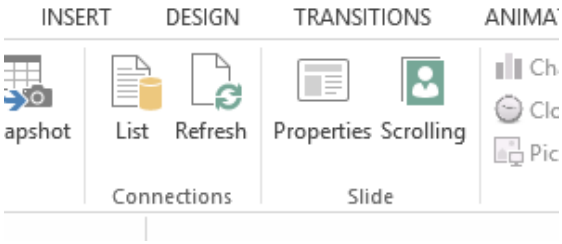
For each data connection you can specify how often the information is refreshed. Refreshing the data here means that DataPoint goes to the data source to look for new information. Only when new information was found, then it will update the linked shapes on your slides.

- Select the **Only once at opening of the presentation** radio button when you do not need that your data is refreshed continuously. In some cases, like a product catalogue, the data is more or less static and is it sufficient to refresh the connections only at opening time.

- In case of continuously updated and important data then you can choose the **Continuous updating** radio button and you specify the refresh interval in seconds. So when you specify 5.0 here, DataPoint will refresh the data every 5 seconds. It will always query the database in interval but only update the content in case of updates only.



- Note that the automatic updating of data will only take place when you open your presentation or when you start the slide show. When you are designing your presentation then only the refresh will take place when you open your presentation. If during the design you want to refresh the data, just click **Refresh** in your **Connections** group.

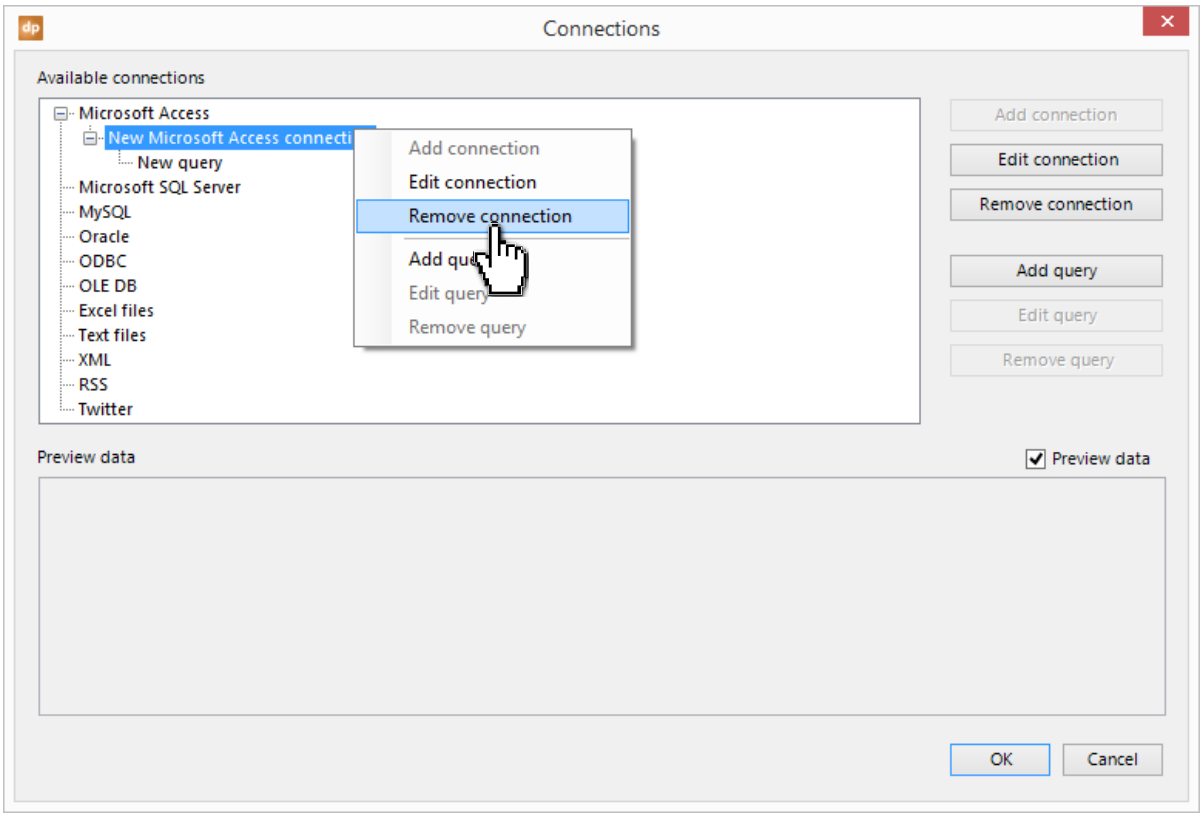


4.14 Delete a connection or query

Of course you can drop a connection or query. When you drop a connection, all of its queries will be dropped too.

- Just right click the node that you want to drop and choose **Remove connection** or **Remove query** from the popup menu.

  When a connection or qeury is dropped, it will also erase the DataPoint settings from the shapes associated with this connection or query. The shape itself will still remain and can optionally be linked again to another query.



5 Making shapes dynamic

In the previous chapter we explained how to connect to various sources of information. Now that we have collected the information we will learn on how to link and display the information on your slides.

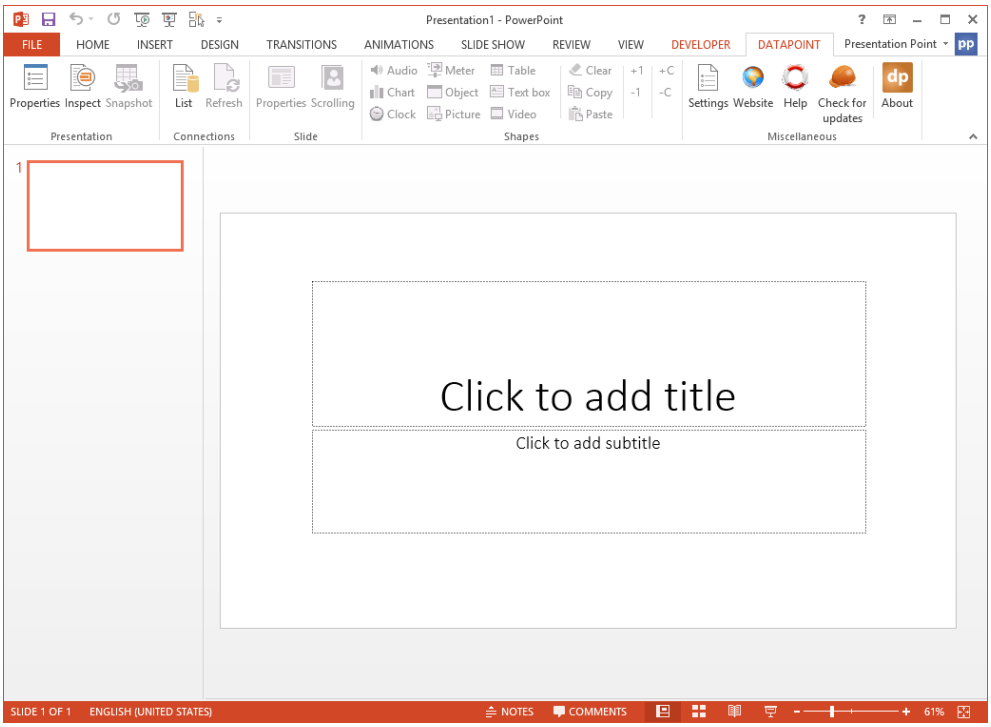
Remember that any connection in DataPoint now contains a kind of data table with multiple rows and multiple columns. The columns represent a data field like product name, quantity etc. The rows of the data table represents a number of occurrences e.g. row 1 represents the information (all fields) of product A, row 2 represents the information of product B etc.

People can now modify the information at the various data sources and DataPoint will automatically collect the updated information.

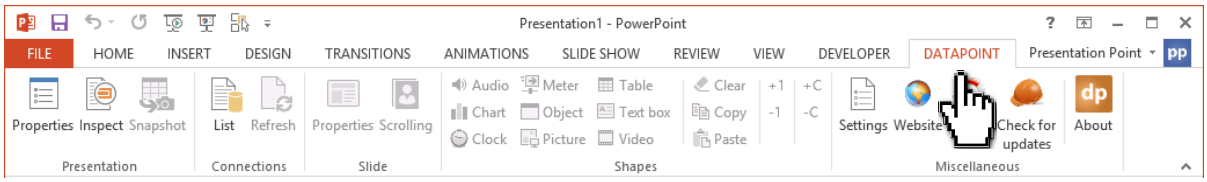
Now in the next topics we will learn how to use the information of the connections or data tables on your slides by using standard Microsoft PowerPoint shapes.

5.1 Using text boxes

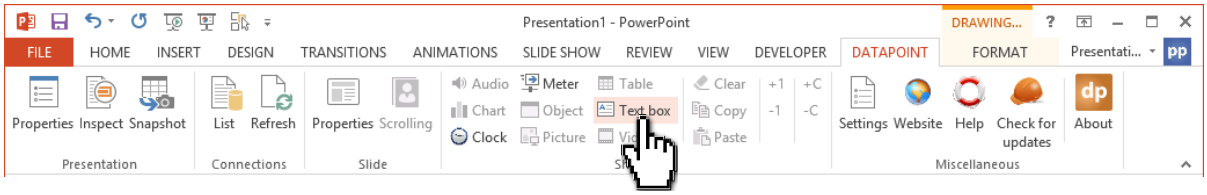
A text box is actually the simplest Microsoft PowerPoint shape that you can use to display database information with the maximum formatting capabilities. A text box can perfectly display one cell of your data table; 1 row, 1 column or field.



- In Microsoft PowerPoint select an existing text box shape or insert a new text box on your slide. While this text box is selected, open the **DataPoint** menu.

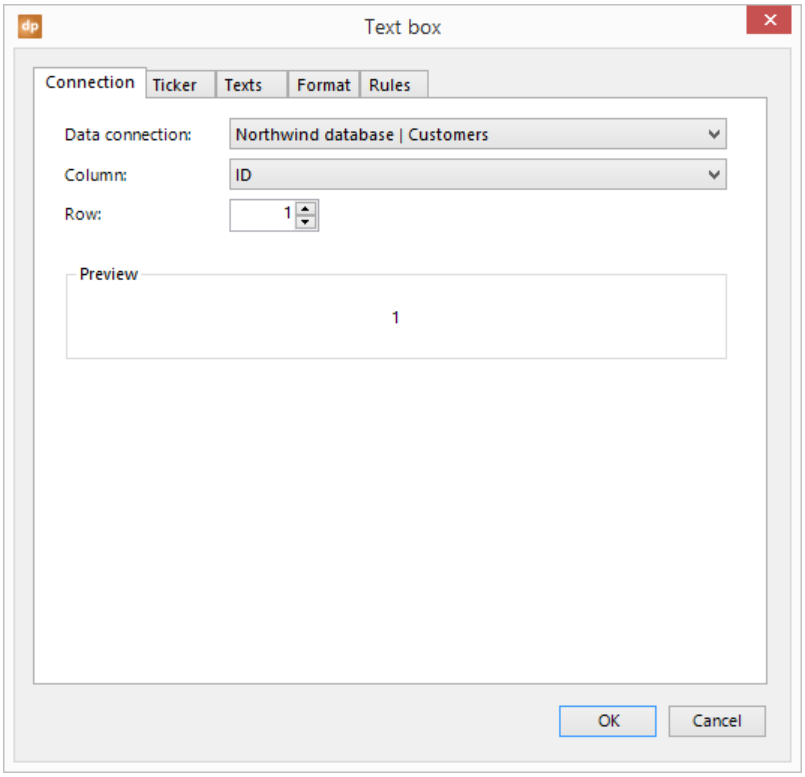


- Now click the **Text box** menu option in the **Shapes** group.

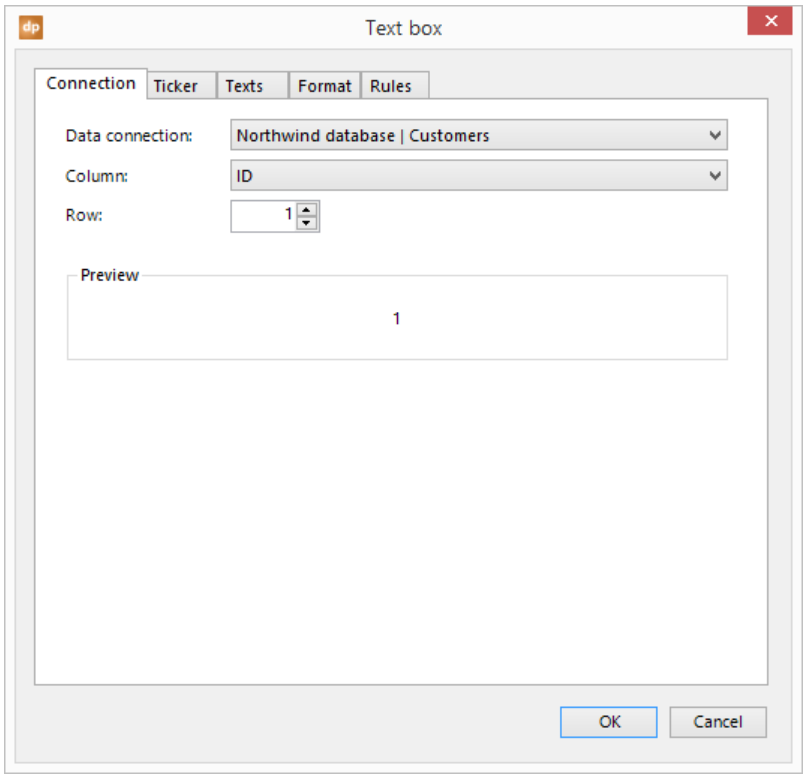


Note: The option Text box will only be enabled when there are connections defines in your current presentation and of course you need to have a text box selected on your slide. When no data connections are defined, you will only be able to set Clock properties on a text box shape.

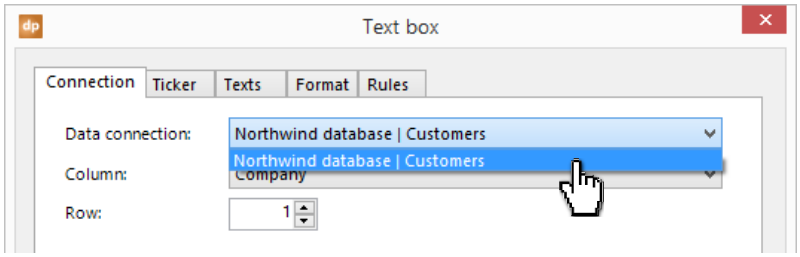
5.1.1 General linking



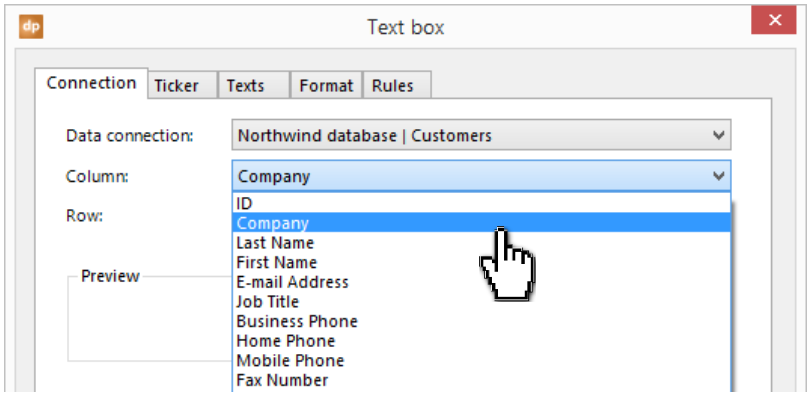
- At the first tab of the text box properties you can link the content of the text box to a field of your data table.



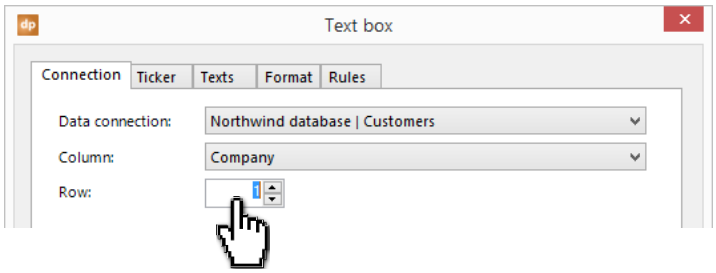
- First select a Data connection from the list.



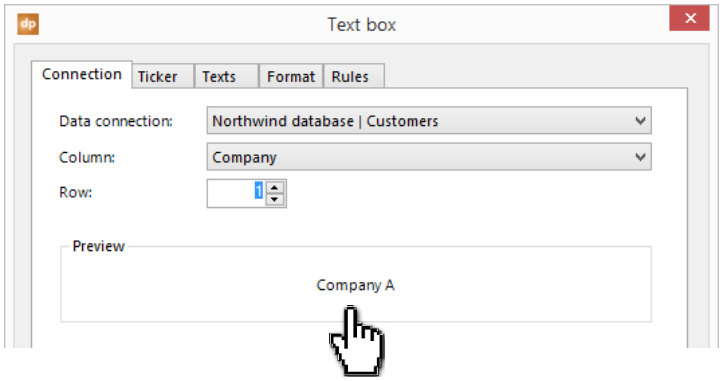
- Next choose a column of the chosen data connection.



- Set the row number.



- The Preview pane will always display what piece of information will be displayed in the linked text box.



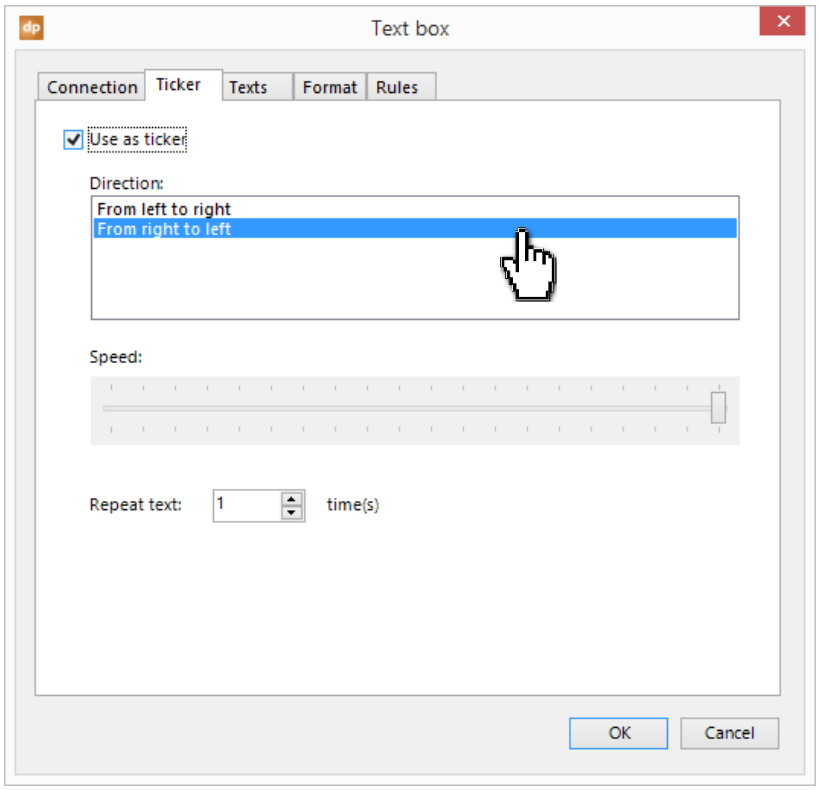
- Click **OK** to apply the settings.

When you would now copy a shape as a new shape then the shape itself but also its DataPoint settings will be copied to the new shape. So in case that you want to display the next piece of information, you probably have to open the text box properties here again and just increment the row number to the value of 2.

5.1.2 Use as ticker

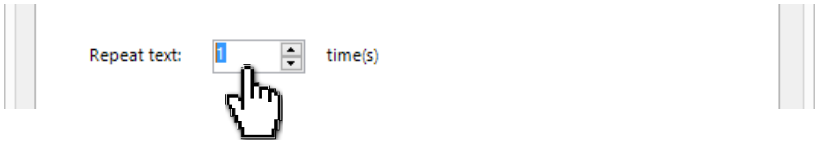
A normal text box is displaying the dynamic text in the text box with no animation. A dynamic text box with DataPoint – thus with a variable length – can be used as a ticker on a slide.

- At the **Ticker** tab of the text box properties you can enable a ticker. First choose the direction of the ticker animation.



- Then choose the animation speed. When you choose a value to the right on the slide, then the text will animate fast. A value on the left on the scale will animate the text slowly.

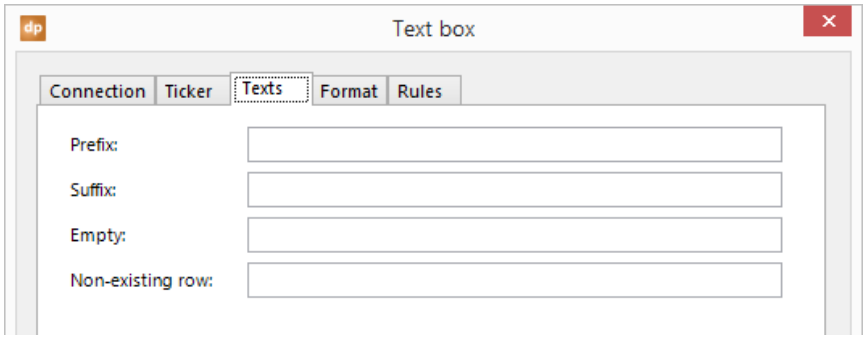
- By default a text is shown only once. You can set a text to display multiple times after each other by incrementing the **Repeat text** value.



5.1.3 Replacement texts

By default the content of the linked cell is displayed in the text box. But we can enhance the content.

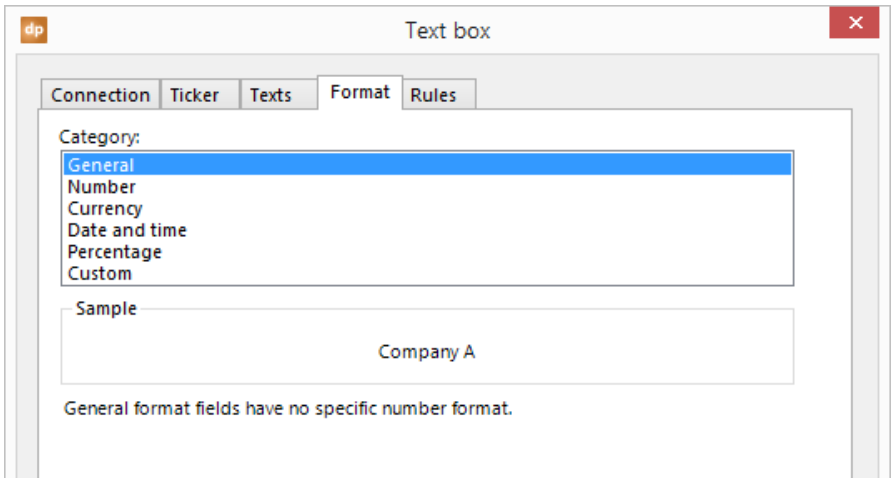
- At the **Texts** tab of the text box properties you can set 4 text options.



Option	Description
Prefix	The linked cell content is prefixed with this text. A good example to illustrate this purpose is this; 'Seats available: '. When the cell is empty, no prefix text will be shown.
Suffix	This text will be appended to the cell content. Samples are '25 ^{o}C' and '77 ^{o}F'.
Empty	This replacement text will be shown when no or empty information is returned by the connection. Can be used to display e.g. 'Sorry, no information yet'. In the connection, the linked row to this text box exists but, the column linked is empty. To catch the situation that the row itself does not exist in the data table, use the **Non-existing row** text replacement option.
Non-existing row	Show this replacement text when the row linked to this text box is not available in the data table. In other words, the number of rows returned by the data table is less than the row number linked here to this text box. Example use is 'No absences today'.

5.1.4 Formatting a text box

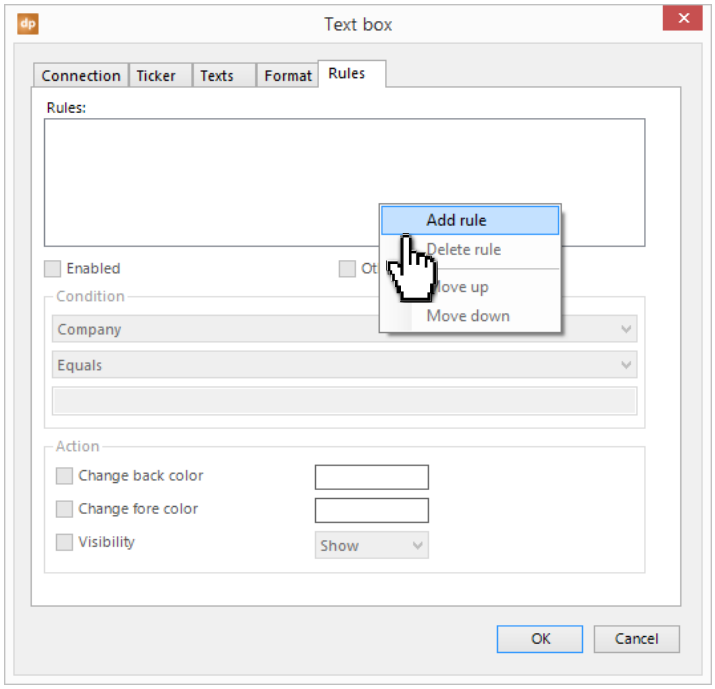
Use the **Format** tab to set a given format on a number, percentage or date. For example add a currency sign to your figures, or add a thousand separator, or set the number of decimal places.



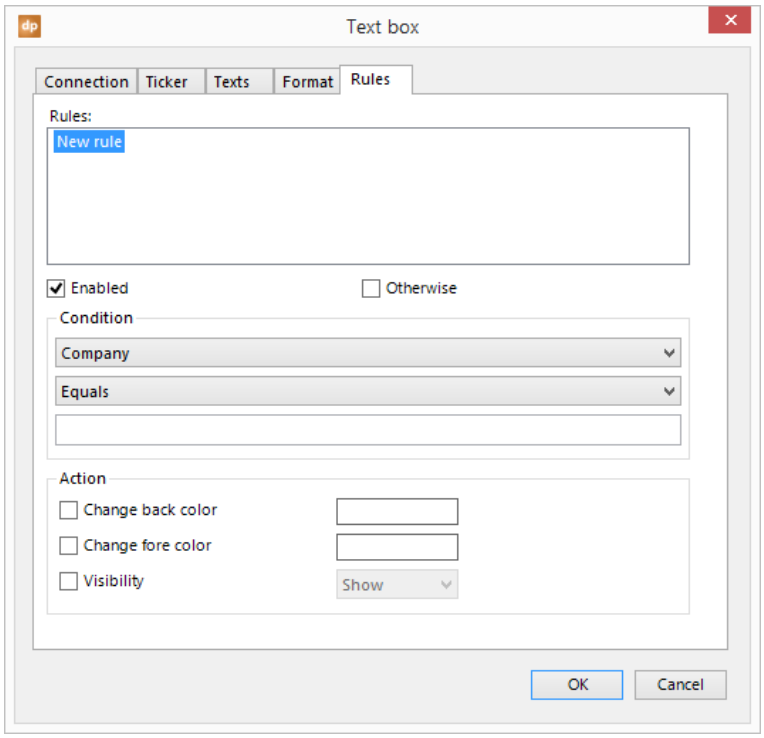
5.1.5 Defining rules on a text box

Sometimes you want to emphasize some information e.g. when a certain values falls below a given value or when a certain threshold is passed. You might want to display something in green when the value is lower than 100 but display that same text in red when the content is higher than 100. All of this can be done by putting rules on your text box.

- To add a rule, right click in the **Rules** pane and choose **Add rule** from the popup menu. A new rule is added to the list.

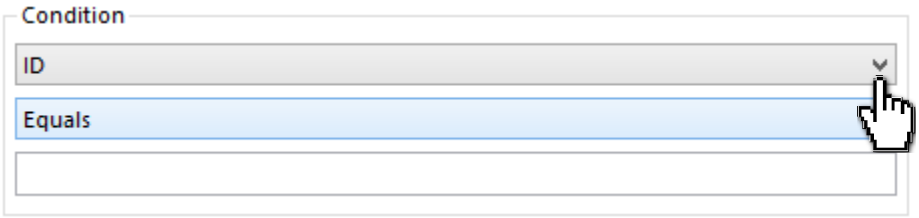


- To give the rule a meaningful name just click on the text of the rule and you will be able to enter a name.

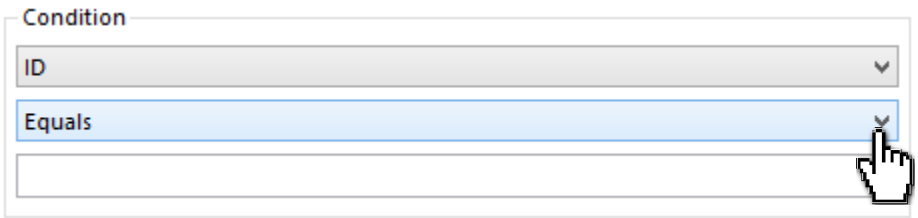


For a rule you have a condition and an action.

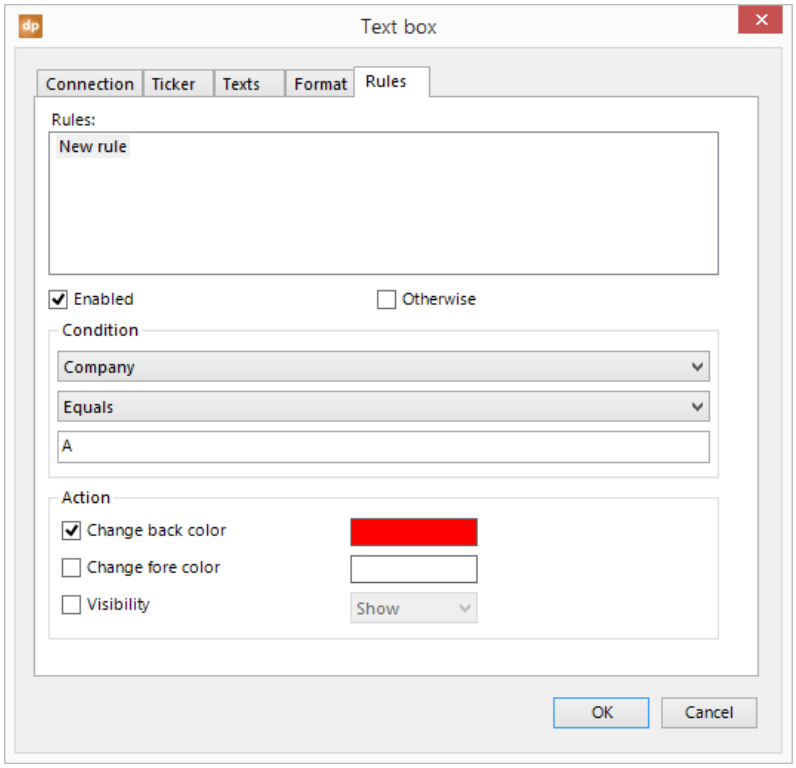
- First (ID in this screenshot) select the column name from the list that is used as a basis for the comparison.



- Next step (Equals in this screenshot) is to choose an operator from the list. The possible values for an operator are based on the type of the chosen column. So you get different operator for numeric and for alphabetic values. Finally in the third column of the Condition pane will contain the comparison value.



- The second pane is showing what to do when a certain condition is met. You can change the back and fore color of the text in a text box, or you can choose the show or hide a text box. To change the back color when a condition is met, check the **Change back color** option and click on the color selector to the right of it. Then choose a color from the palette.



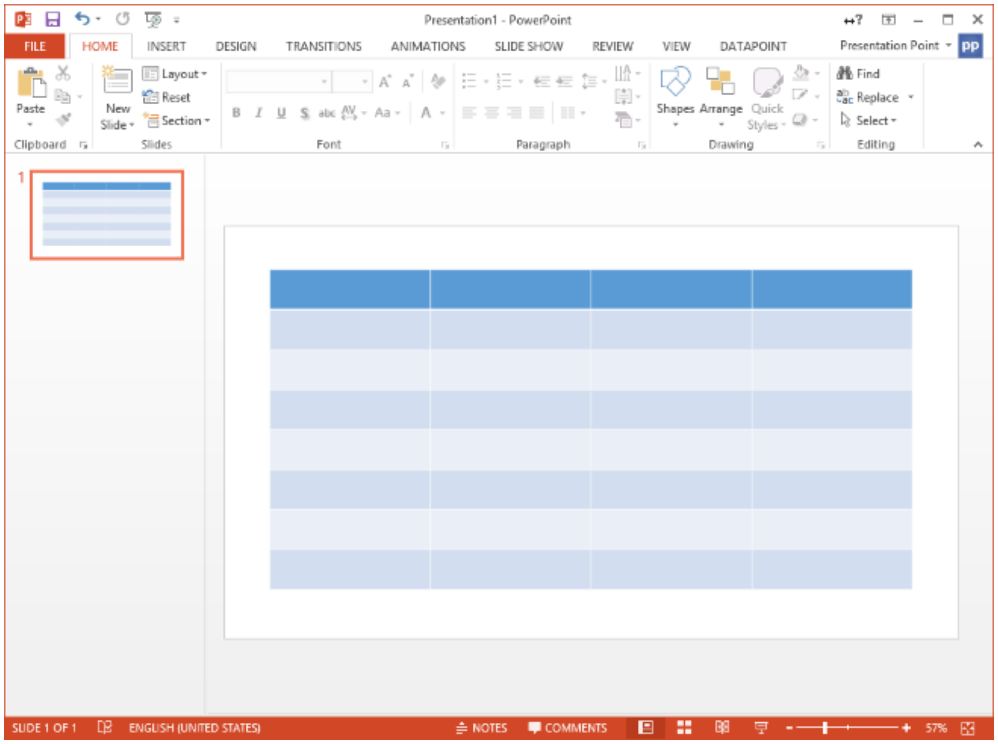
This screenshot shows a rule where we look for all company names starting with an A. When this condition is met then, text boxes back color will be set to red.

Now you could add more rules to catch other values. But at the end, you will have to specify a final rule as the **Otherwise** rule to reset the text box to its default color and setting. You cannot specify the condition of an otherwise rule, only the action settings. You can have a many rules as you want but there can be only one otherwise rule in the list. You can change the sequence or importance or the rules by right-clicking the rule and choose **Move up** or **Move down** from the menu.

Eventually you can temporarily disable a rule by unchecking the **Enabled** option.

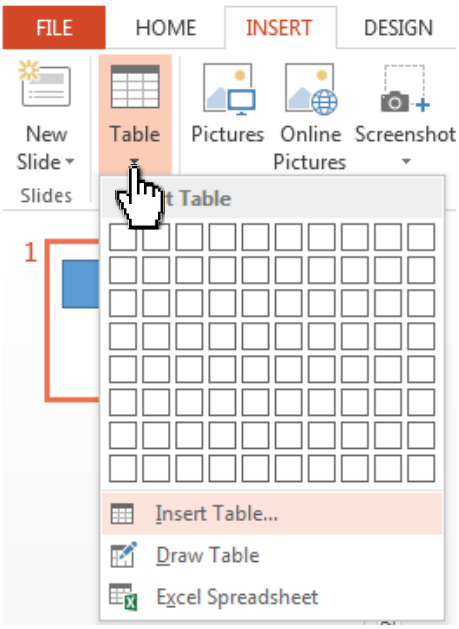
At runtime when a given new value is found for the text box, DataPoint will scan the rules and whenever the first rule from the list is met then, it will apply the action attributes to the text box. When this action is set on the text box, it will stop processing the rules list. Only when no condition was met, the otherwise rule will be applied when available.

5.2 Using tables

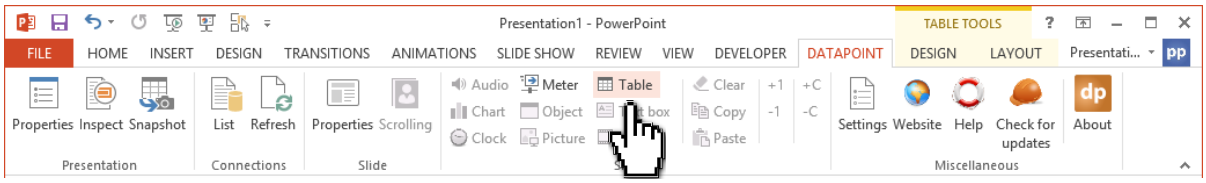


A table can be seen as a collection of text boxes and are easy to assign to a connection.

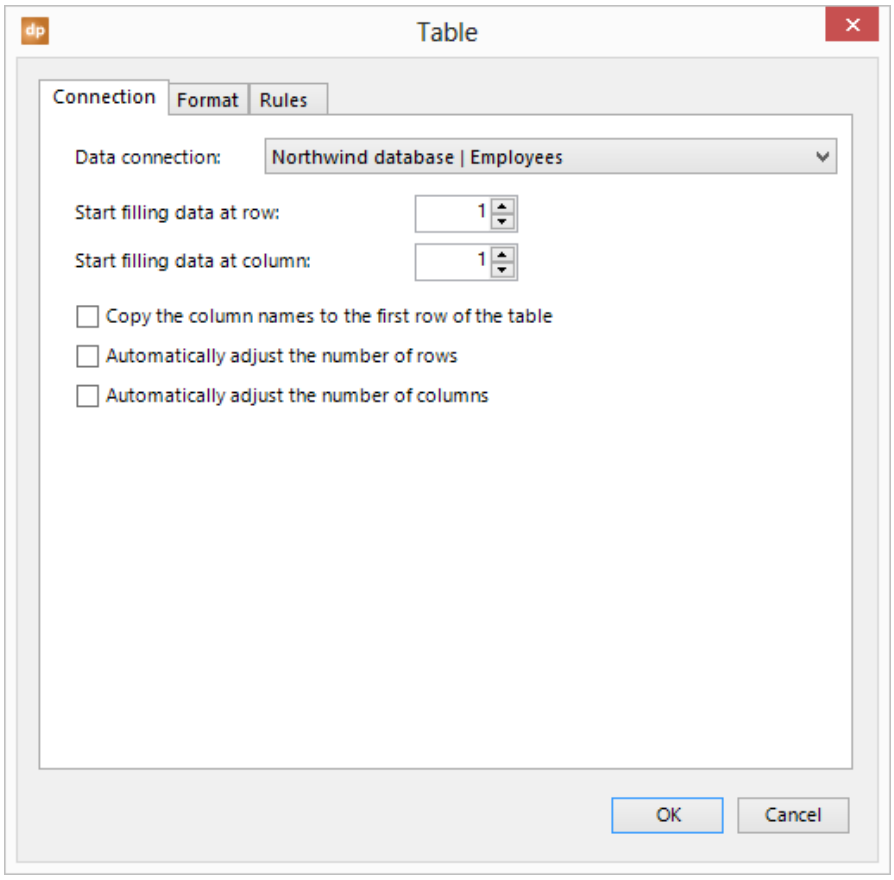
- In Microsoft PowerPoint, select an existing table or insert a new table on your slide. While this table is selected, open the **DataPoint** menu.



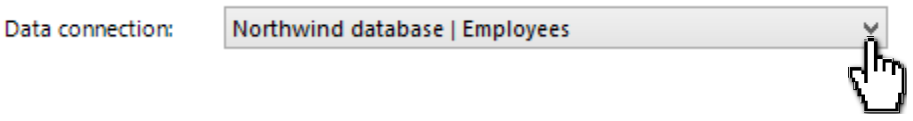
- Now click the **Table** menu option in the **Shapes** group.



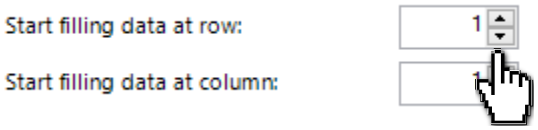
5.2.1 General linking



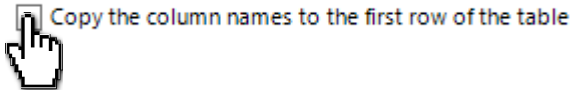
- First select which **Data connection** you want to linked to your table.



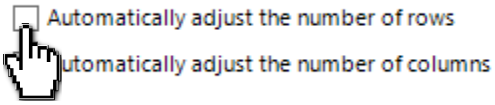
- Normally you would start filling your rows and columns from position one. You can change this behavior by changing the **Start filling data at row** and **Start filling data at column** values.



- When you set the **Start filling data at row** to the value 2 then you can type in your column headers yourself in row 1 of the table. Or you can check **Copy the column names to the first row of the table** in order to use the column names of the connection automatically.



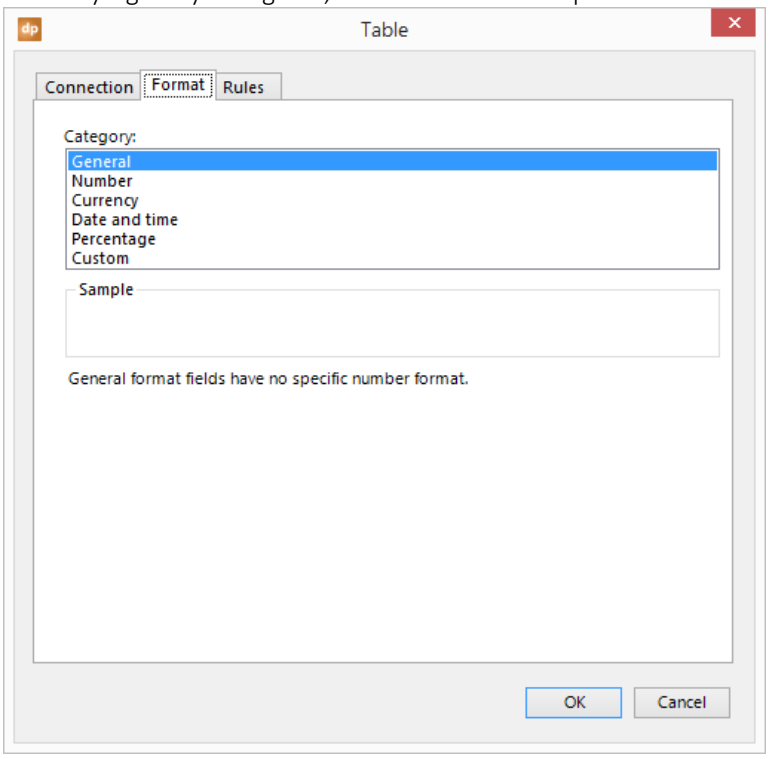
- By default DataPoint will not add rows or columns to your table. When you have a table of 7 rows and your data connection is returning 10 rows, then it will only display the first 7 rows of your data table. Now when you want to make this dynamical, then enable **Automatically adjust the number of rows** or **Automatically adjust the number of columns**.



You can add a many rows and columns as you want but look out for too many rows or columns. It might because unreadable. If you have many times more information to show that can fit in one table then, try to use our data scrolling feature.

5.2.2 Formatting a table

- Use the **Format** tab to set a given format on a number, percentage or date. For example add a currency sign to your figures, or add a thousand separator or set the number of decimal places.

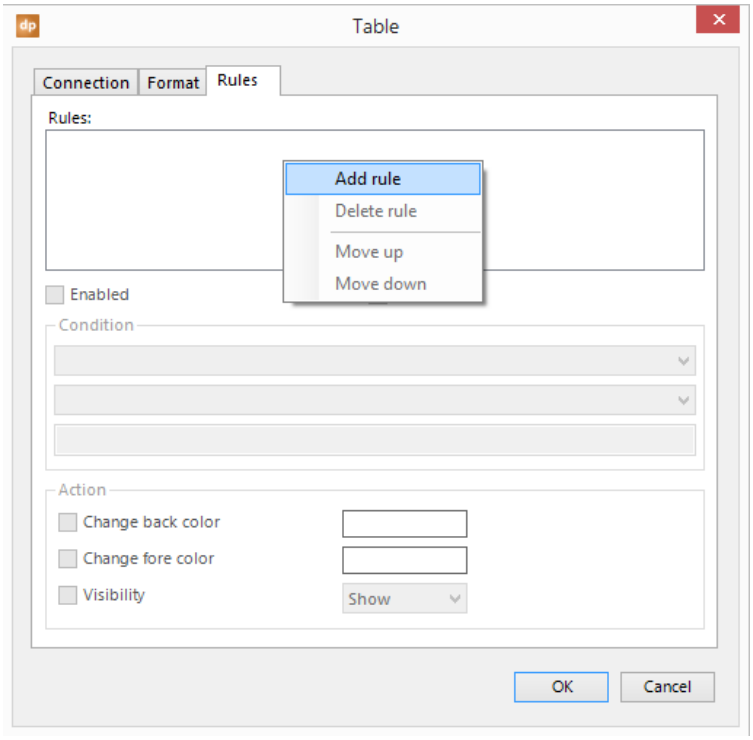


- The formatting settings are valid only for the range of cells that you have selected. So when you want to use a currency sign $ and you have only column selected, then the formatting setting will be applied to the selected column only!

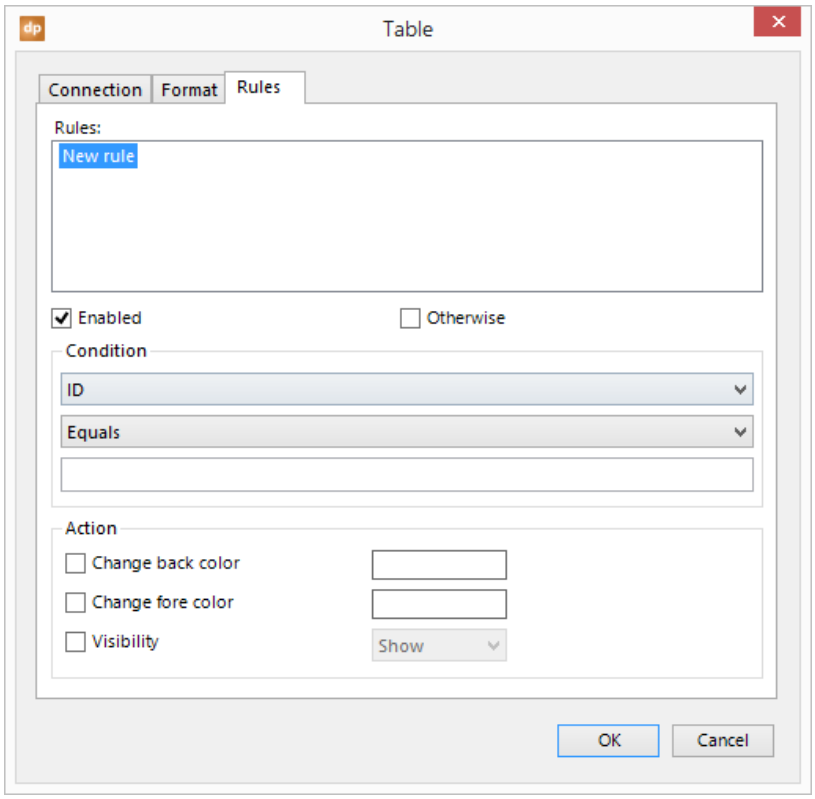
5.2.3 Defining rules on a table

Sometimes you want to emphasize some information e.g. when a certain values falls below a given value or when a certain threshold is passed. You might want to display something in green when the value is lower than 100 but display that same text in red when the content is higher than 100. All of this can be done by putting rules on your table.

- To add a rule just right click in the **Rules** pane and choose **Add rule** from the popup menu. A new rule is added to the list.



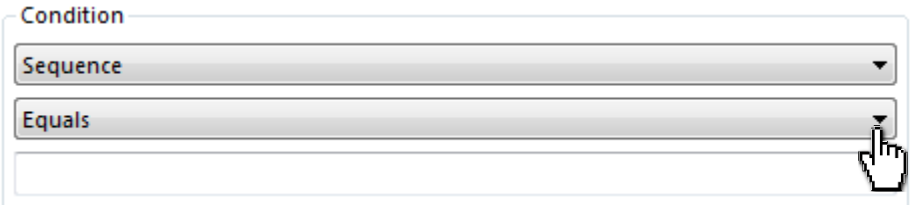
- To give the rule a meaningful name just click on the text of the rule and you will be able to enter a name.



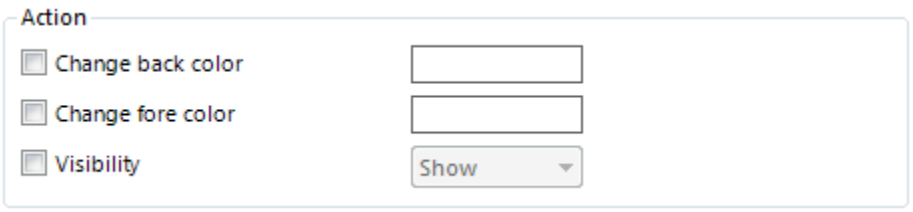
For a rule you have a condition and an action.

- First (Sequence in this screenshot) select the column name from the list that is used as a basis for the comparison.

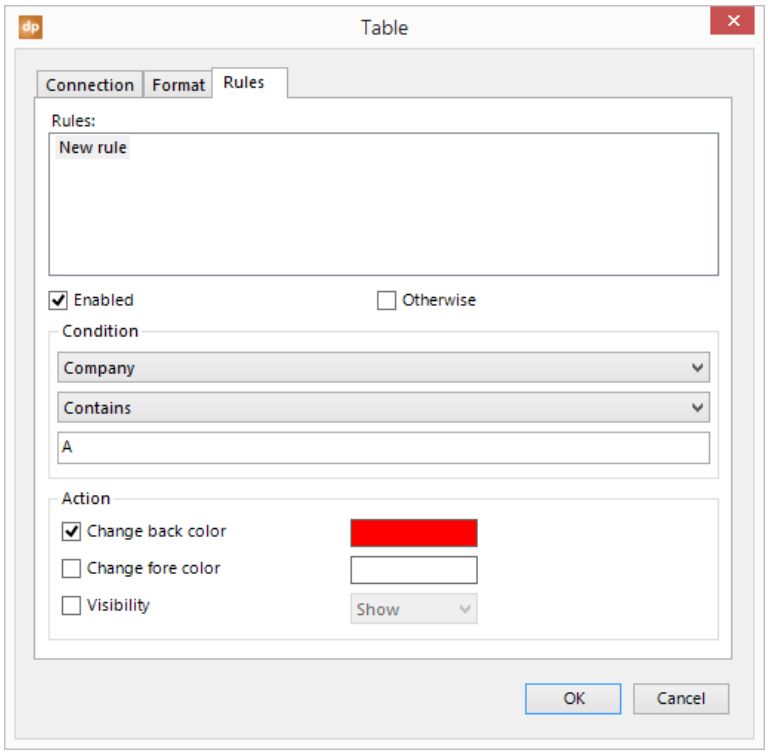
- Next step (Equals in this screenshot) is to choose an operator from the list. The possible values for an operator are based on the type of the chosen column. So you get different operator for numeric and for alphabetic values. Finally in the third column of the Condition pane will contain the comparison value.



- The second pane is showing what to do when a certain condition is met. You can change the back and fore color of the text in a cell, or you can choose the show or hide the content. To change the back color when a condition is met, check the **Change back color** option and click on the color selector to the right of it. Then choose a color from the palette.

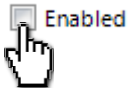


- This screenshot shows a rule where we look for all company names starting with an A. When this condition is met, then cell's back color will be set to red.



- Now you could add more rules to catch other values. But at the end, you will have to specify a final rule as the **Otherwise** rule to reset the cell to its default color and setting. You cannot specify the condition of an otherwise rule, only the action settings. You can have a many rules as you want but there can be only one otherwise rule in the list. You can change the sequence or importance or the rules by right-clicking the rule and choose **Move up** or **Move down** from the menu.

- Eventually you can temporarily disable a rule by unchecking the **Enabled** option.

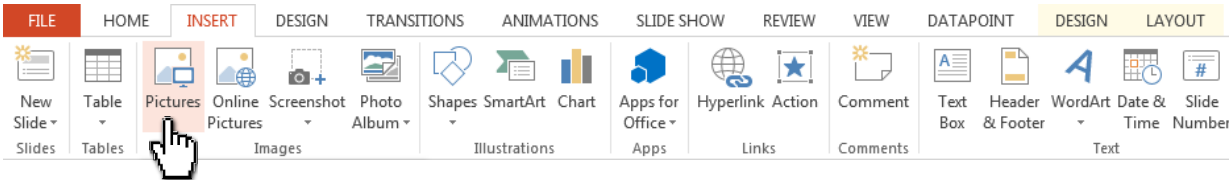


At runtime when a given new value is found for the cell, DataPoint will scan the rules and whenever the first rule from the list is met then, it will apply the action attributes to the cell. When this action is set on the cell, it will stop processing the rules list. Only when no condition was met, the otherwise rule will be applied when available.

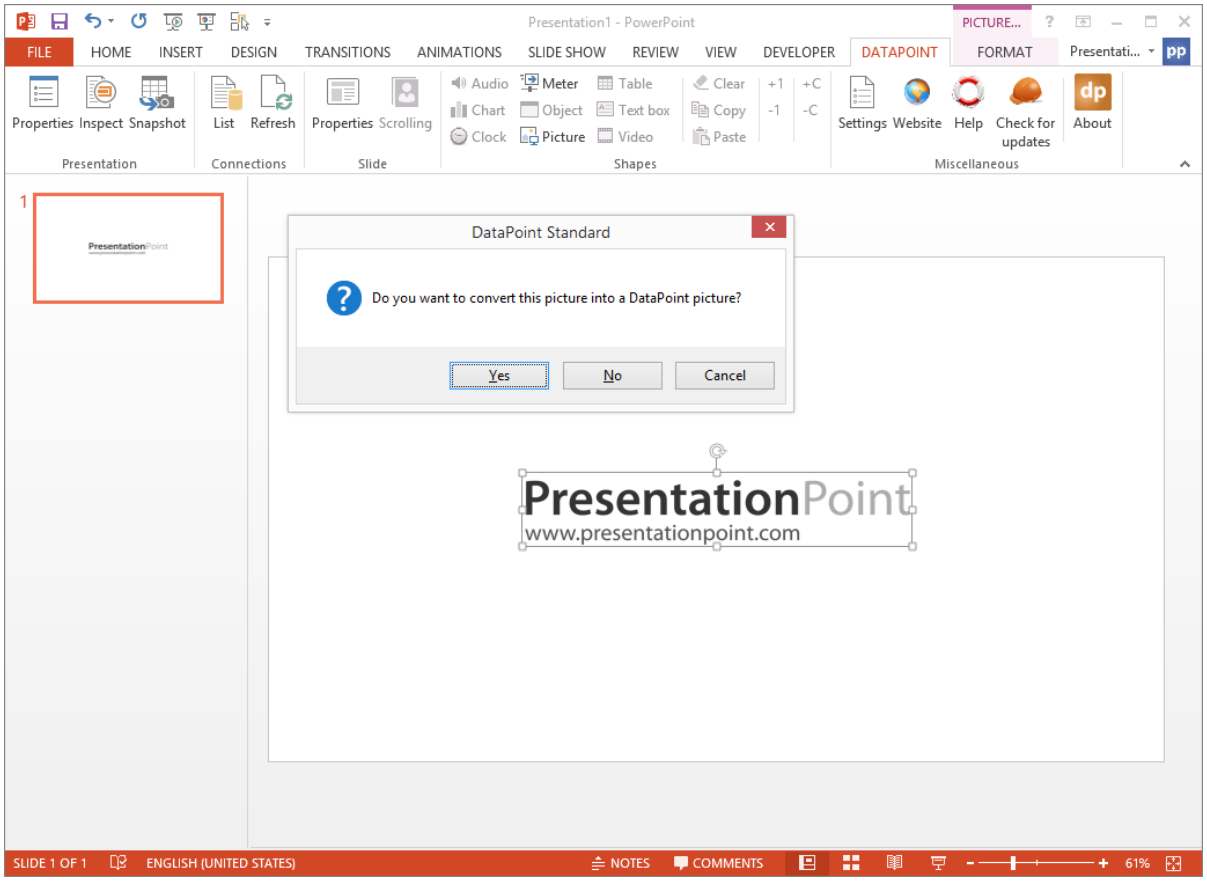
5.3 Using pictures

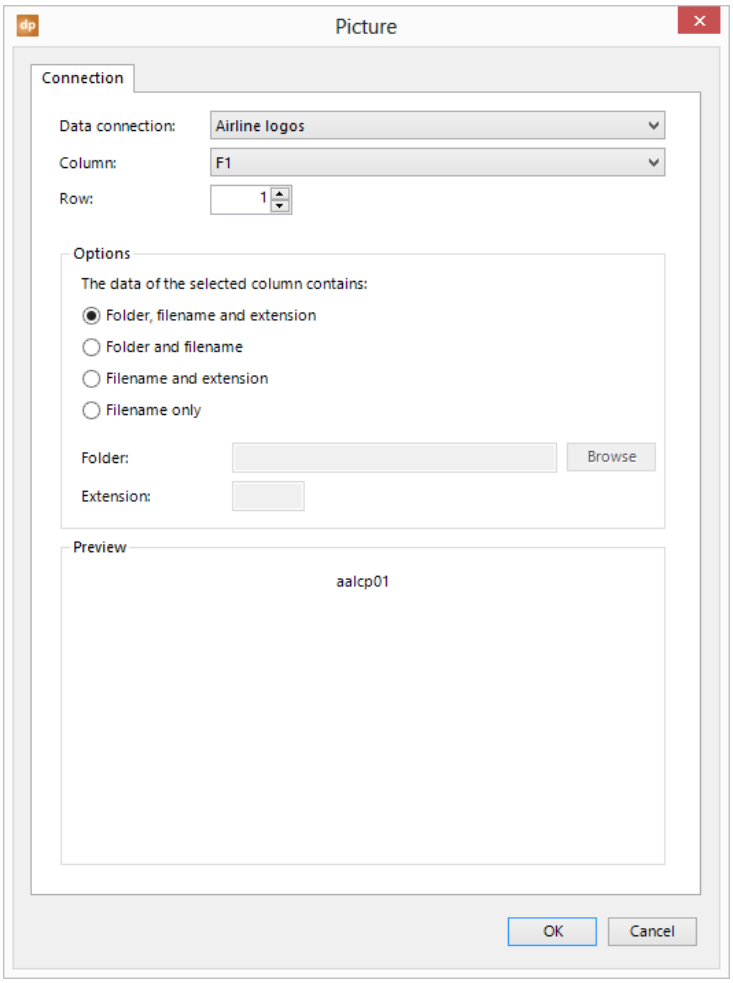
A picture says so much more than text. Display an image of products, a colleagues, real-estate properties or weather icons.

- In Microsoft PowerPoint select an existing picture shape or insert a picture box on your slide.



- While this picture is selected, open the **DataPoint** menu. Now click **Picture** of the **Shapes** group. The first time that you do this on this image, DataPoint will ask you to convert the picture into a dynamic DataPoint picture. Needless to say that if you want to end up with a dynamic picture on your slide, you will have to accept this. This will allow the system to display the Picture form.





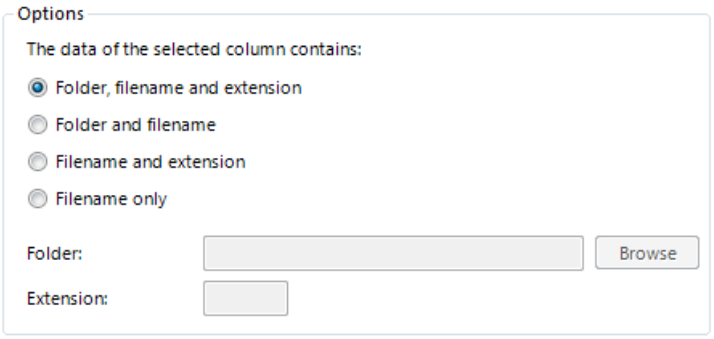
In this sample we have a linked to a file that holds airline logos with a full path pointing to the full image.

- First select the **Data connection** that is returning the picture list.

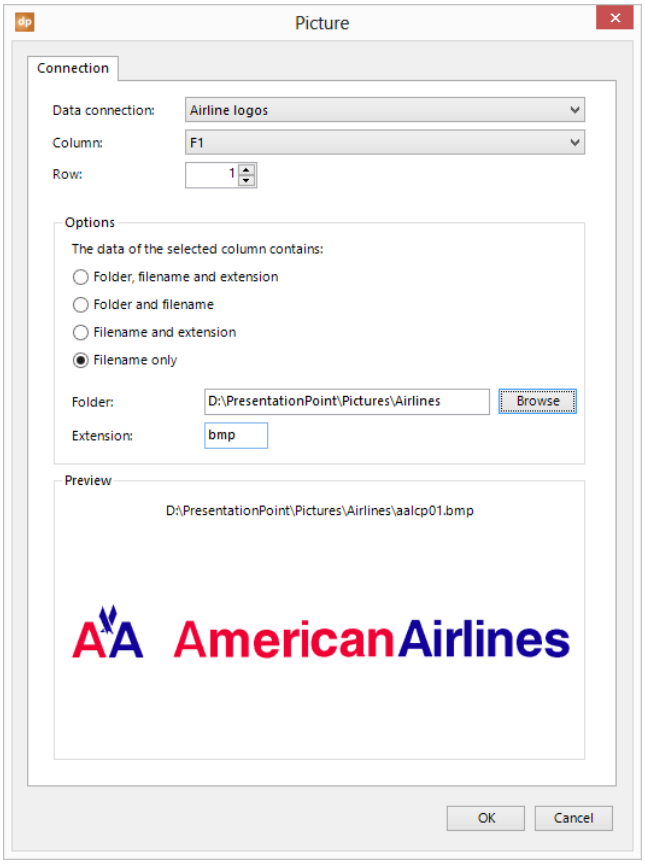
- Select the **Column** containing the path of the image and set the **Row** to 1.

There are several options on what kind of information will be available in the column returned by the data sheet. This path to the image could be the full path and filename like it is stored on your hard disk. But it could also be just the filename without a notion of the folder. Is it with or without file extension?

- Pick the appropriate option from the **The data of the selected column contains** possibilities. Depending on the chosen value, you have to specify the folder and / or the extension.



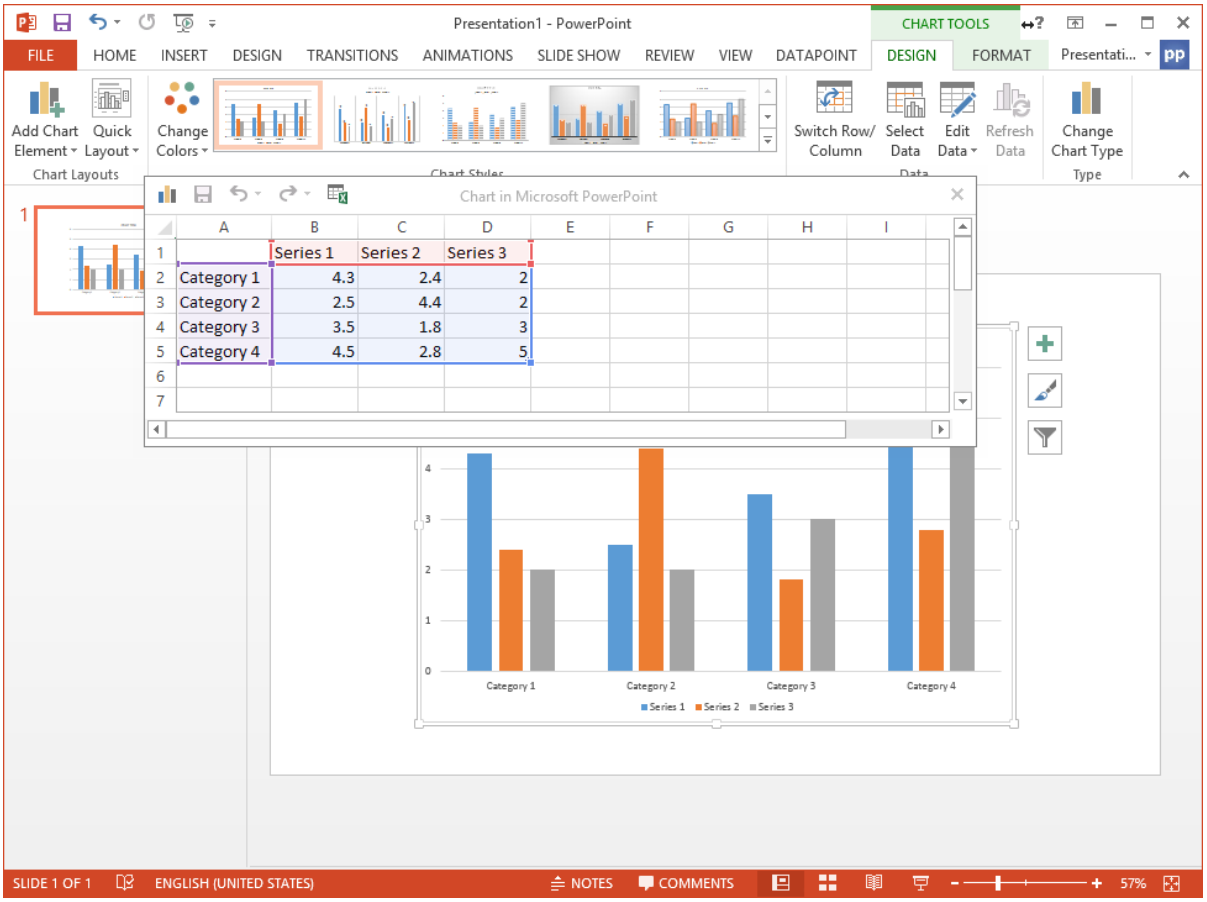
- In this screenshot we see that the column is returning the filename without extension only. So will have to set the **The data of the selected column contains** to **filename only**, and set a value for the **Folder** and **Extension**.



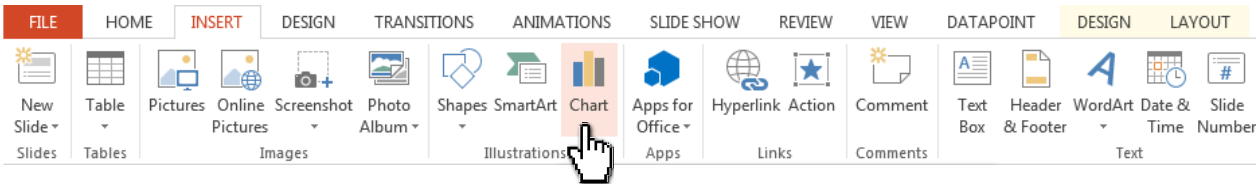
- Now we click **OK** to apply these settings and the picture will from now on always display the logo of our first image of the file.

5.4 Using charts

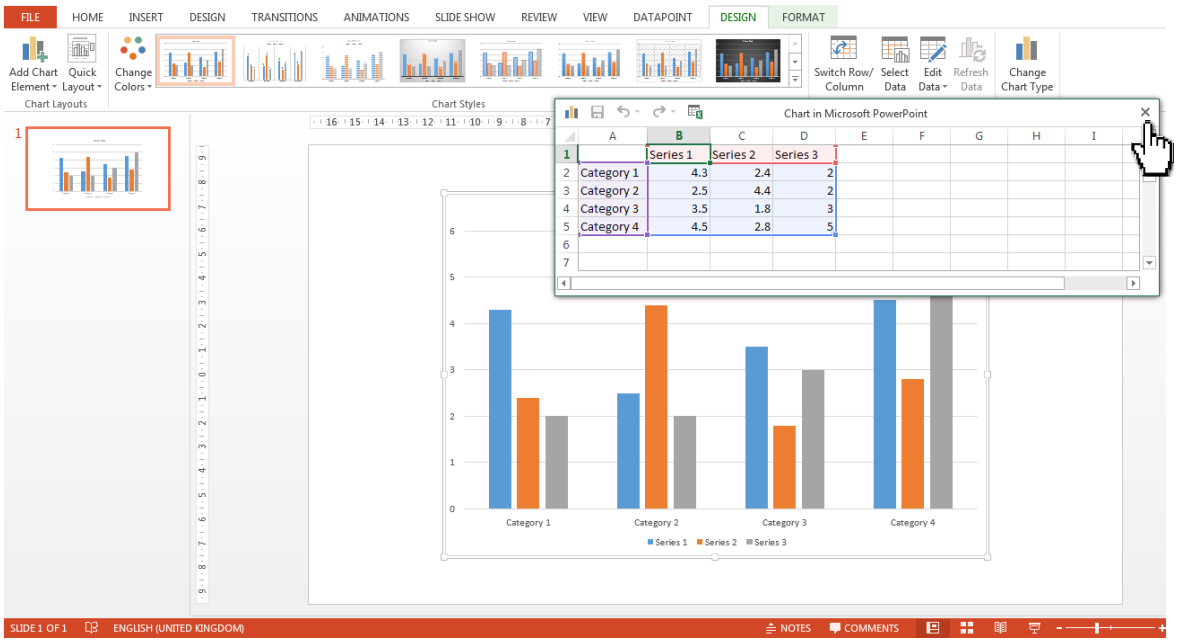
Charts are ideal to display a lot of information on a graphical overview and are meant to make information easier. In Microsoft PowerPoint you have the chart itself to display the information. Behind that chart you always have a data sheet that contains your raw values. DataPoint will update the values of that data sheet continuously.



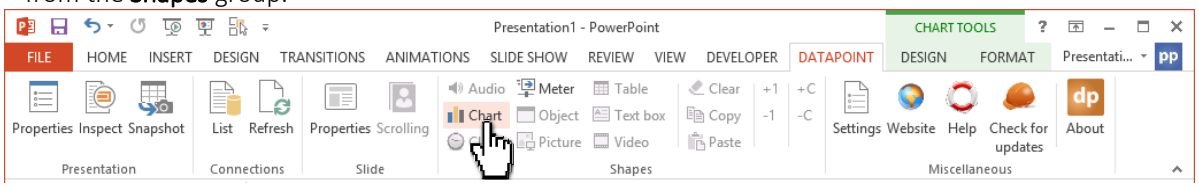
- Start with an existing chart or insert a new chart on your slide.



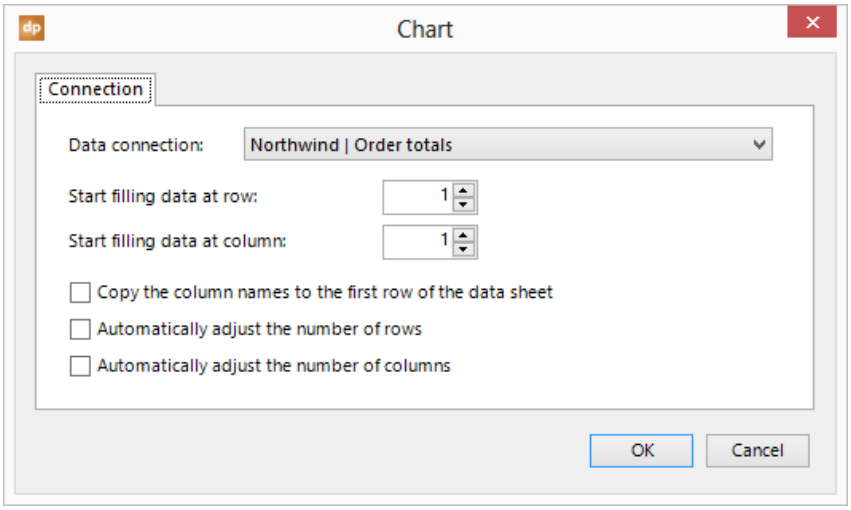
- When the chart's datasheet is opened, close it again because DataPoint will fill in this information in real time.



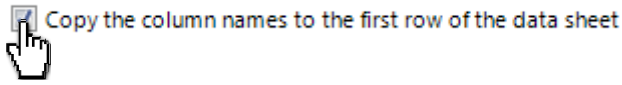
- Now with the chart selected, click **DataPoint** in the Microsoft PowerPoint menu, and choose **Chart** from the **Shapes** group.



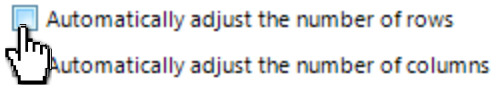
- Choose the **Data connection** from the list that you want to use. By default the **Start filling data at row** and **Start filling data at column** are set to 1 but you can change this to another value.



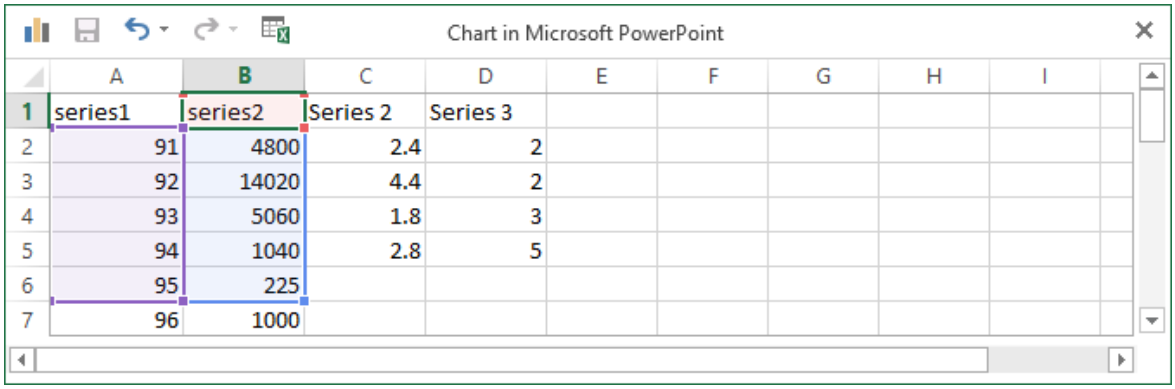
- Check **Copy the column names to the first row of the data sheet** if you want to use the column names returned by the data table.



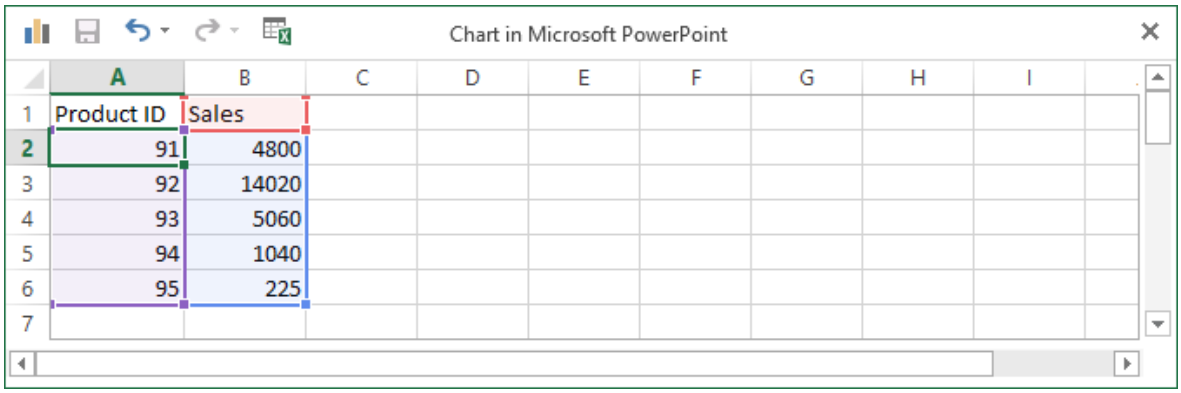
- Normally the number of rows and columns copied to the data sheet, are limited to the size of the range of the data sheet itself. But in some situations you want to dynamically add more rows or columns to your chart. You can enable this feature via **Automatically adjust the number of rows** and **Automatically adjust the number of columns** respectively.



- Now click OK to apply these settings. The data from the data sheet is now copied onto the chart's datasheet. Right-click the chart and choose Edit data... from the popup menu. You will now see you data in the data sheet.

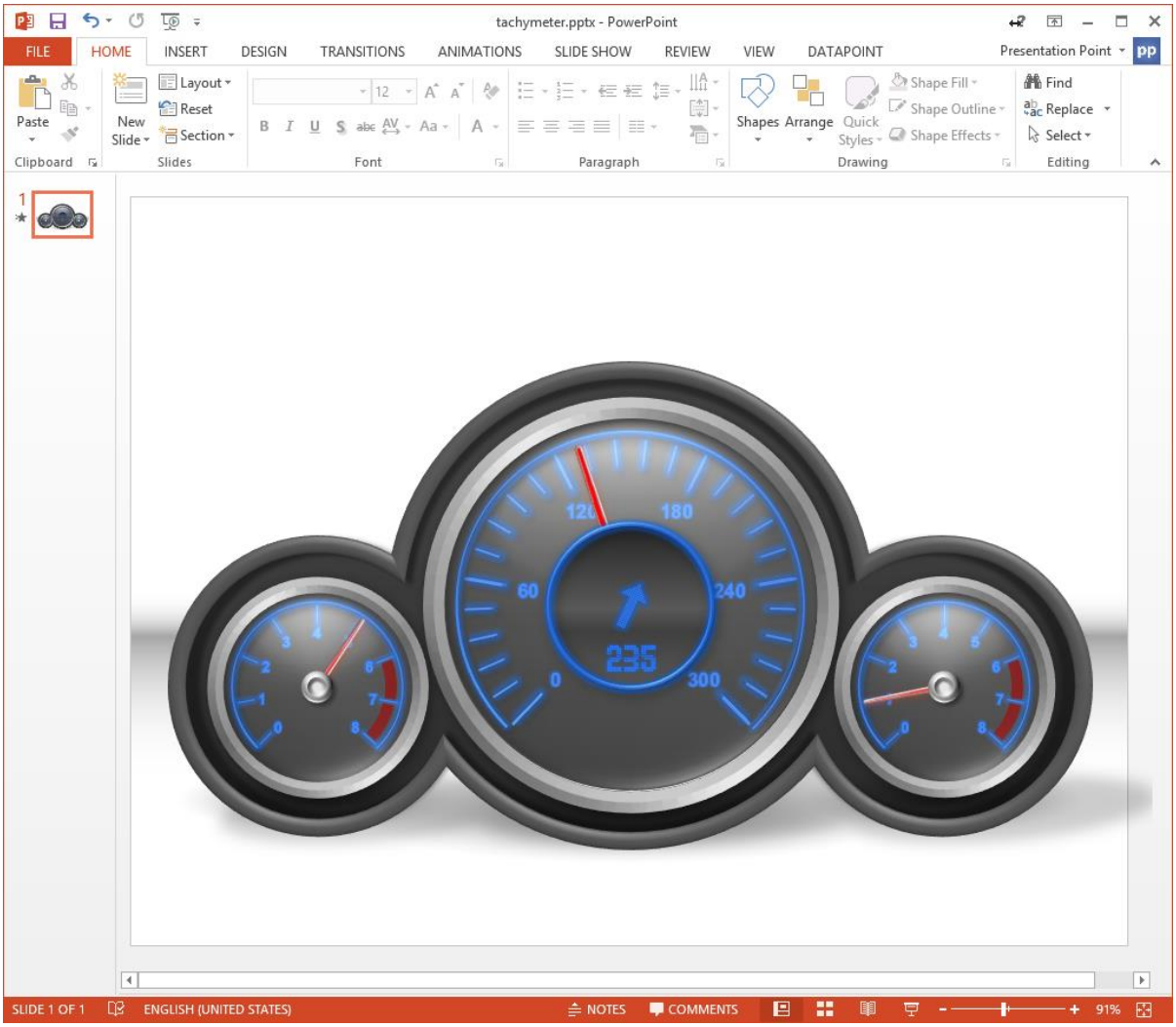


- Before you assigned your data connection the the chart, the chart will filled with sample data. Now after the data connection assignment via DataPoint, you will have to clean up the unwanted values on the data sheet. Remove the rows and columns from the data sheet that we were fed by your connection. Now reset the range of this data sheet to the desired values. The range is seen by the rectangles around your data. Click the X to close the data sheet.

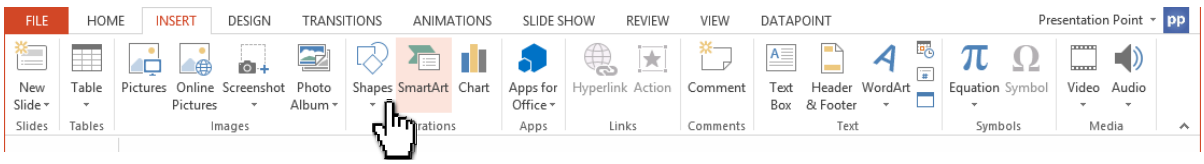


5.5 Using meters

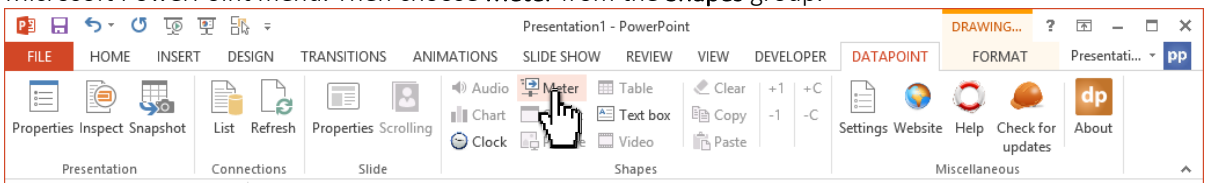
Meters or gauges or tachymeters are perfect to indicate a given value. Insert or draw a meter type image where you can rotate the needle of the meter. Or size an object dynamical in height or width based on the database value found.



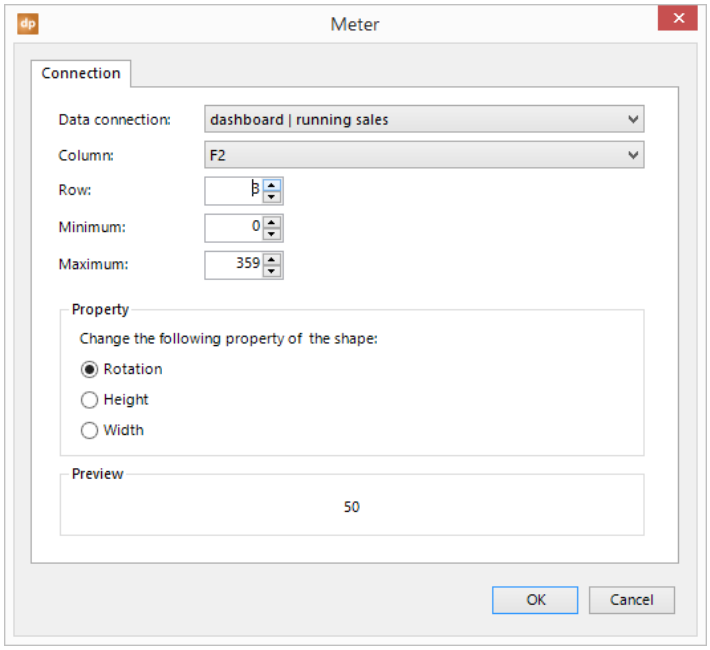
- Start with an existing meter or create a new meter by adding shapes.



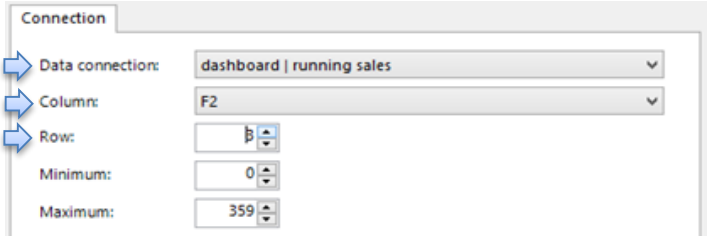
- Now select the part of the object (the needle when using a meter) and click **DataPoint** in the Microsoft PowerPoint menu. Then choose **Meter** from the **Shapes** group.



- After clicking **Meter** button from the **Shapes** group, the **Meter** form displays.

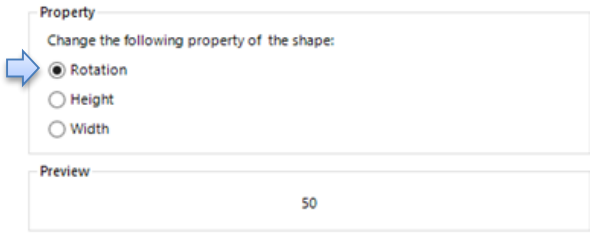


- In the **Meter** form, select **Data Connection**, **Column** and **Row** in the drop-down list. This will allow the system to setup data connection, column and row of an image or normal textbox.



Note: **Min** and **Max**. - For rotation the user can put value between 0-359. For **Height** and **Width** settings, the user can set (-999999 <> 999999). For **Height** the min = 0 and max = 100 then where a value of 125 is read out from the database, it will limit the value display to the maximum value only (100 in this sample).

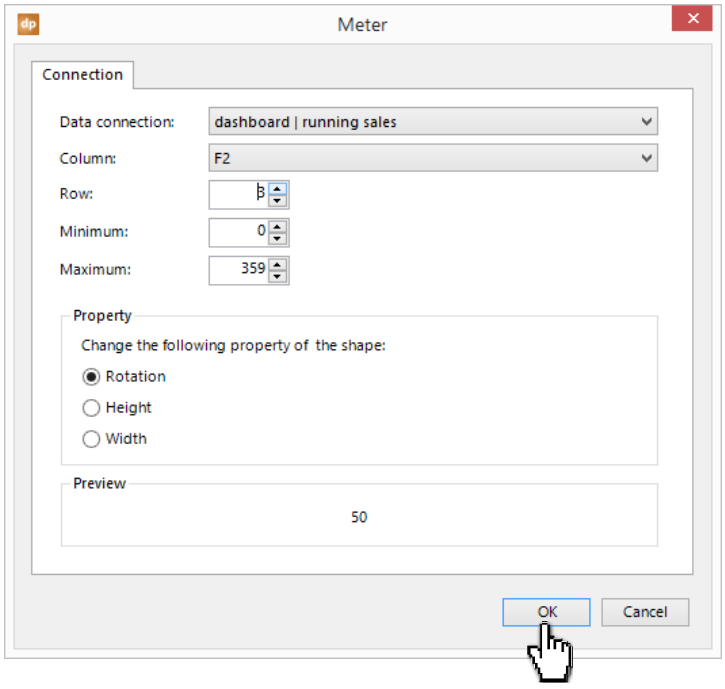
- In the **Property** section,the user can update **Rotation**, **Height** and **Width.**



Rotation - it is done for a needle or the rotation of any object.
Height and **Width** – This allows the user to set height and width of a shape where the user dynamically change the value on a scale by setting the width (or height).

Note: In the normal text boxes value updates etc, the new content is placed at once on the slide. Here, when dealing with meters, the user will see an animated rotation (or growth) when another value is detected.

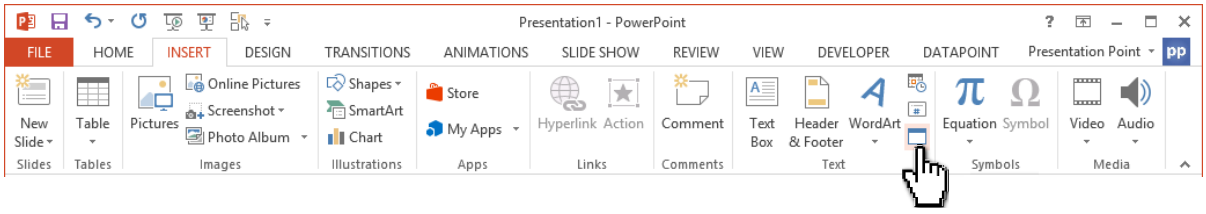
- Click **OK** button to save **Meter** settings.



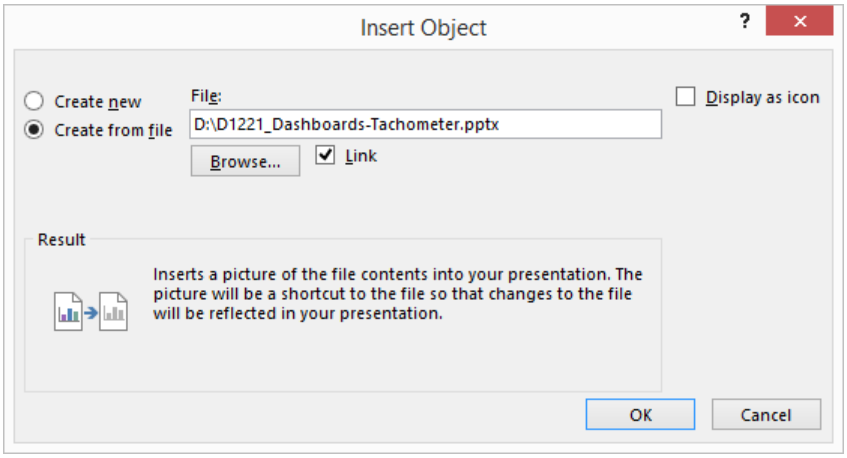
5.6 Using objects

An object is a link to whatever file. A good example is a Microsoft PowerPoint presentation linked inside your presentation. This is typically used when creating manuals with links to other presentations for manual clicking. But other applications are possible.

- Insert a new object on your slide.

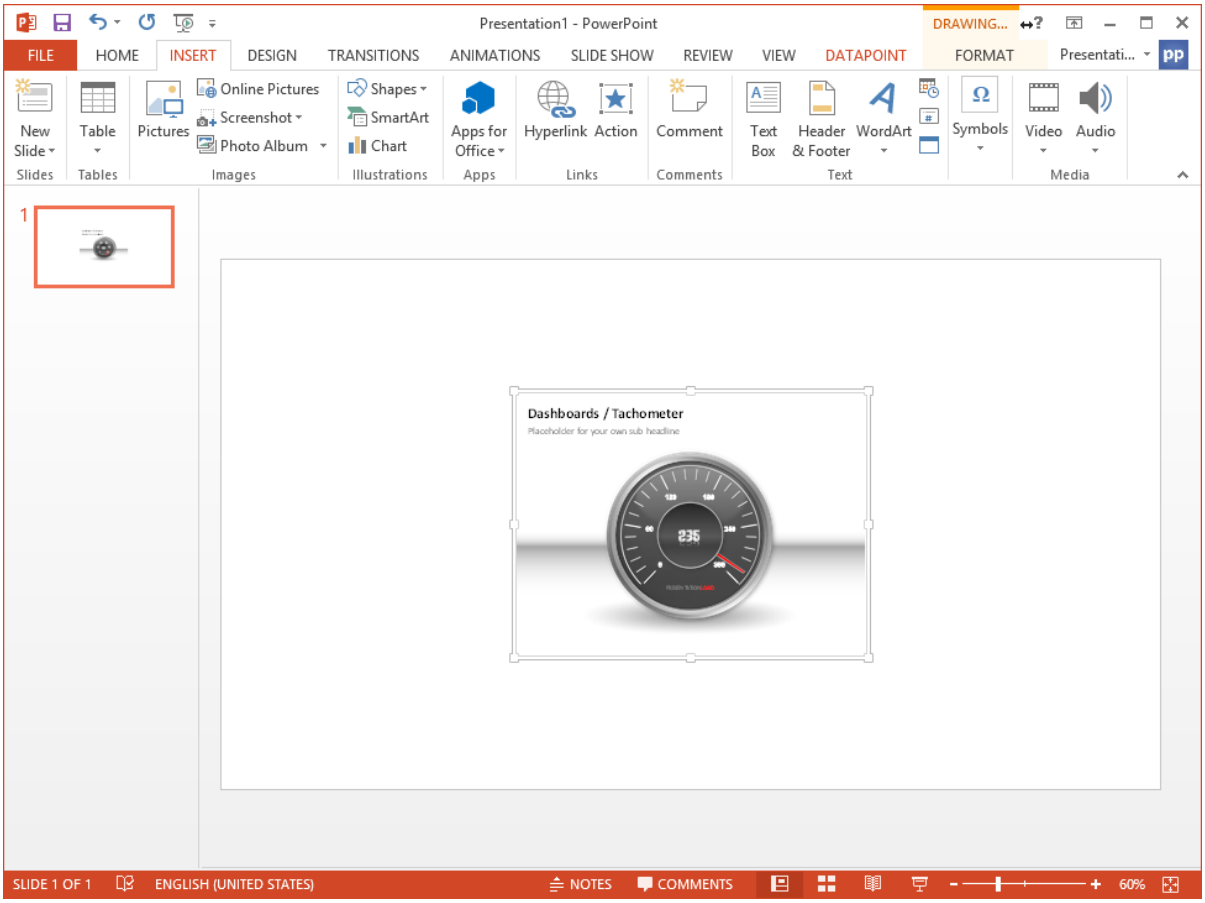


- Select the create from file option and select your initial file.

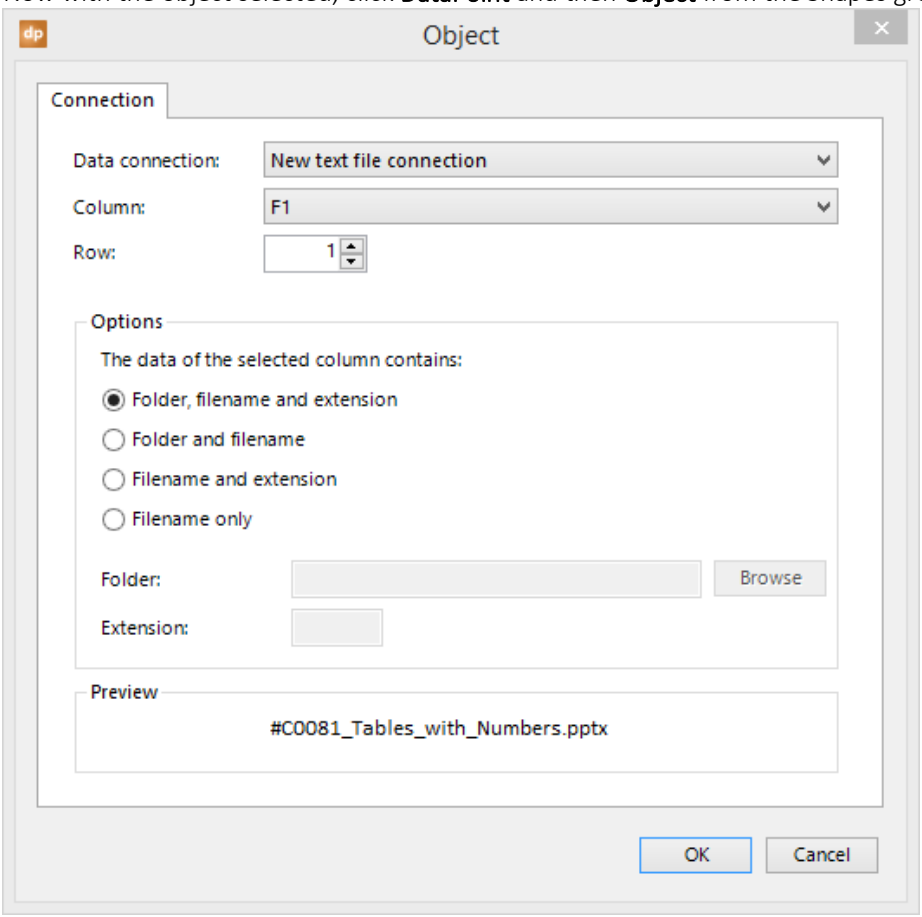


Note: Make sure that the Link option is checked otherwise DataPoint will not be able to update the object automatically.

- Click **OK** to insert the object or file.



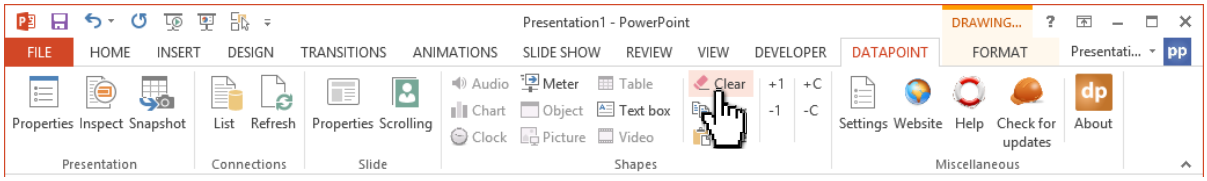
- Now with the object selected, click **DataPoint** and then **Object** from the Shapes group.



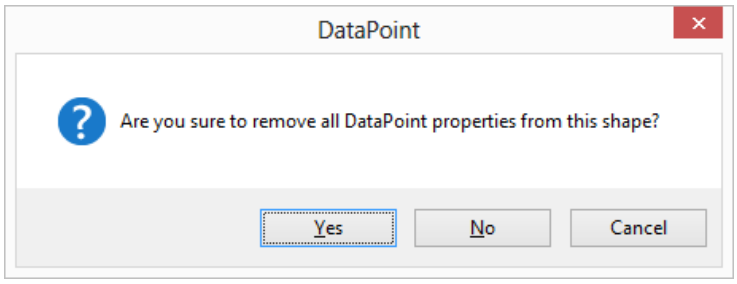
- Now click **OK** and the source of the object is dynamical linked to your database.

5.7 Remove DataPoint settings from a shape

- When you want to drop the DataPoint functionality from a shape, select the shape and click **Clear** from the **Shapes** group on your **DataPoint** menu.



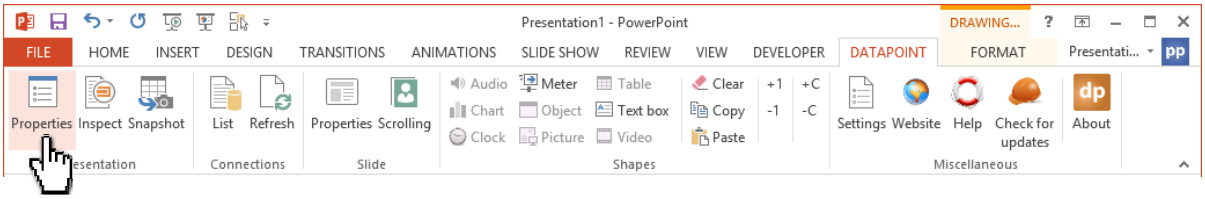
- This action will ask for your acknowledgment and when you click Yes, all DataPoint settings associated with this shape are removed. The shape (text box, table, chart, etc.) will return back to a normal Microsoft PowerPoint shape as it was before.



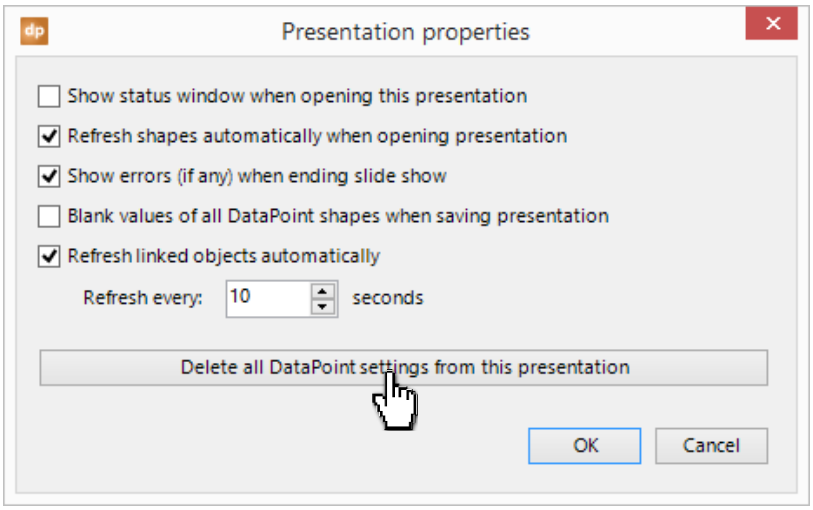
5.8 Remove all DataPoint settings from presentation

In the event that you want to remove all DataPoint settings from your presentation;

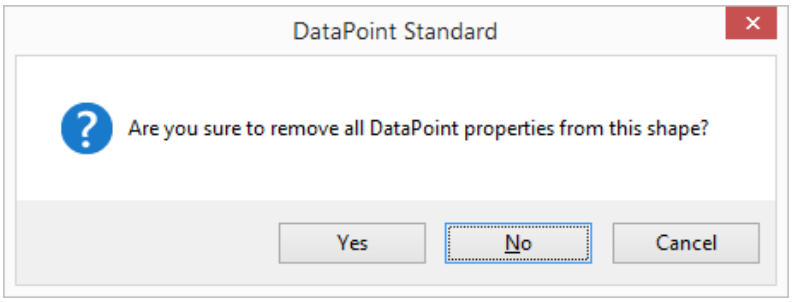
- Click the **Properties** button of your **Presentation** group in the **DataPoint** menu.



- Now click the **Delete all DataPoint settings from this presentation** button. This action will remove all data connections, data queries, slides and shape properties from your presentation. In other words, your presentation becomes static again as before DataPoint.



- Answer **Yes** to confirm.

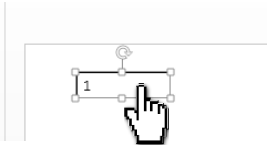


5.9 Copy and Paste DataPoint properties

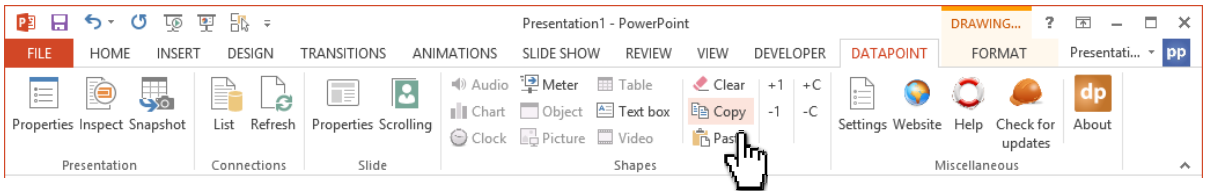
Sometimes you put quiet some effort on formatting a text box or table with specific formatting and a complex set of rules. Now you can copy DataPoint properties from one shape to another.

The DataPoint properties that you can copy and dependent on the type of the shape. Table shapes will have other DataPoint properties then chart shapes. Specific DataPoint properties of a table can only be copied over to another table shape.

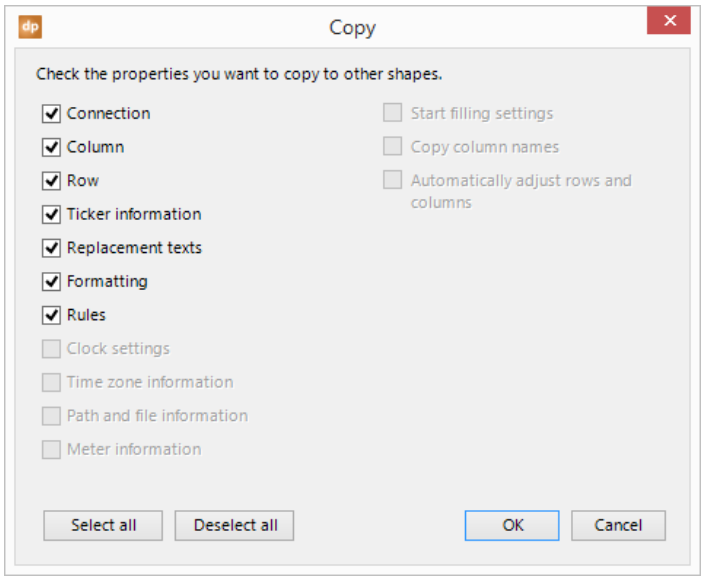
- When you want to copy DataPoint properties then you start by selecting the shape that you want to copy over to others.



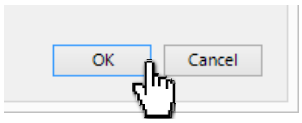
- Click the **Copy** button of your **Shapes** group in the **DataPoint** menu.



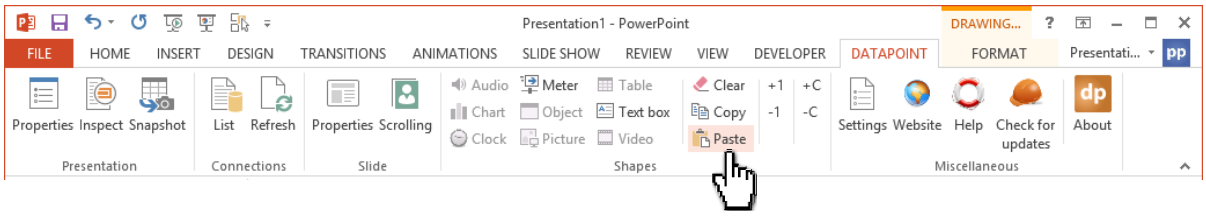
- Now you get a list of properties that you can choose to copy. Unselect the DataPoint properties that you don't want to copy over. Select **Row** if you only want to copy the row number to other shapes.



- Click OK to copy the chosen properties to your clipboard.



- Now select the shape or shapes that you want the properties applied to. Then click the **Paste** button of your **Shapes** group in the **DataPoint** menu.

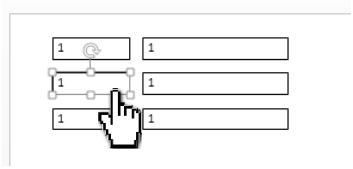


- Now the DataPoint properties that you have copied before from the base shape, are now copied and applied to the shape(s) selected.

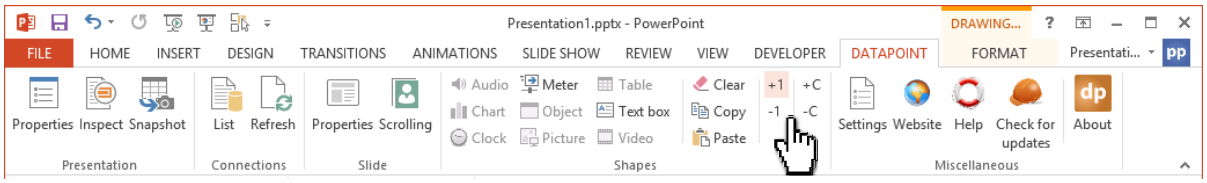
5.10 Increment and decrement rows and columns

Sometimes you are working a text boxes that are repetitive. Mostly you are displaying the same information but for multiple rows, e.g. information of row number 1, then information of row number 2 and so on. Or you have a text box bound to a specific column but you want to shift it to the next or previous column.

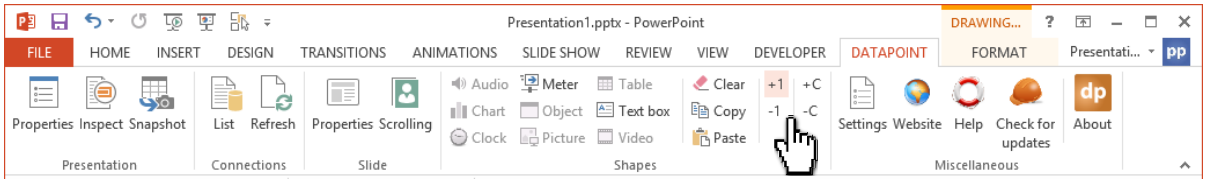
- Select a DataPoint enabled shape.



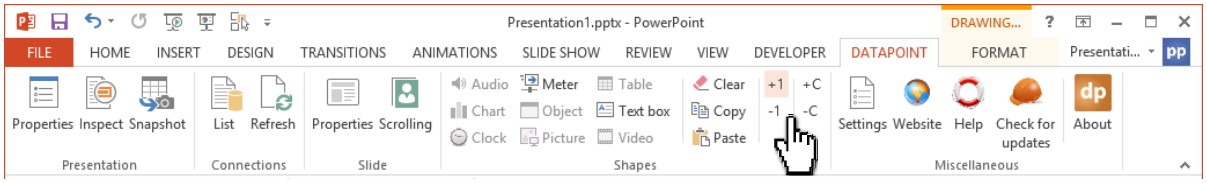
- Click the **+1** button to increment the row number of the selected shape.



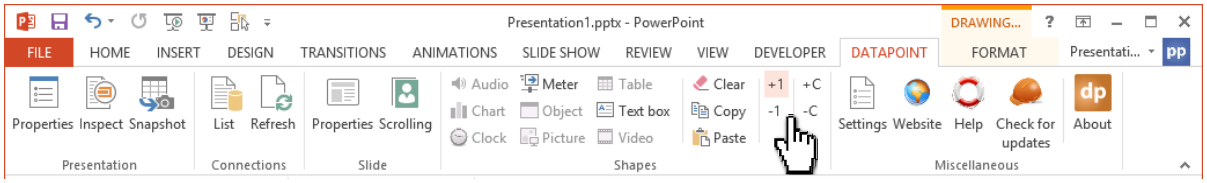
- Or click the **-1** button to decrement the row number of the selected shape.



- Or click the **+C** button to assign the next column to the selected shape.



- Or click the **-C** button to assign the previous column to the selected shape.



6 Snapshot presentations

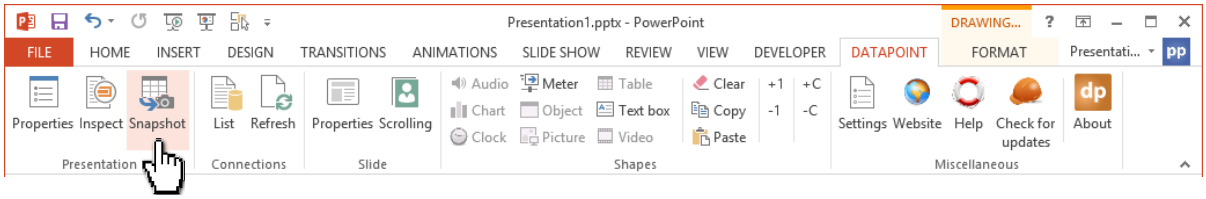
6.1 Snapshot generation from within PowerPoint

Snapshots presentations are stand still presentations at a certain moment. Normally DataPoint will always try to display up-to-date information, but sometimes you will encounter situations where you want to have a frozen presentation or an up-to-date presentation but disconnected from your data sources.

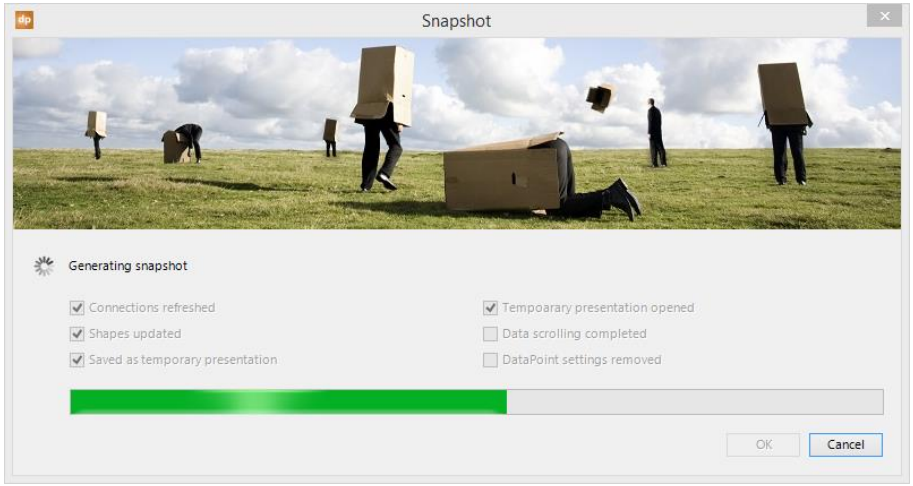
A snapshot presentation is actually holding the latest up-to-date information from your data sources, but after its generation it drops the DataPoint settings and thus your connections to the databases, Excel files, and other sensitive stuff that might be confidential.

A typical example of a snapshot presentation is a weekly production figures presentation for your management. You generate the presentation on a weekly basis, and then you send out this snapshot presentation by email. Another example is a product catalogue that you generate with pricing and stock information. Your readers will have accurate information without having access to your data sources.

- To generate snapshot presentation, based on your dynamic presentation, click the **Snapshot** button of the **Presentation** group in your **DataPoint** menu.



- A progress window will be shown like this.

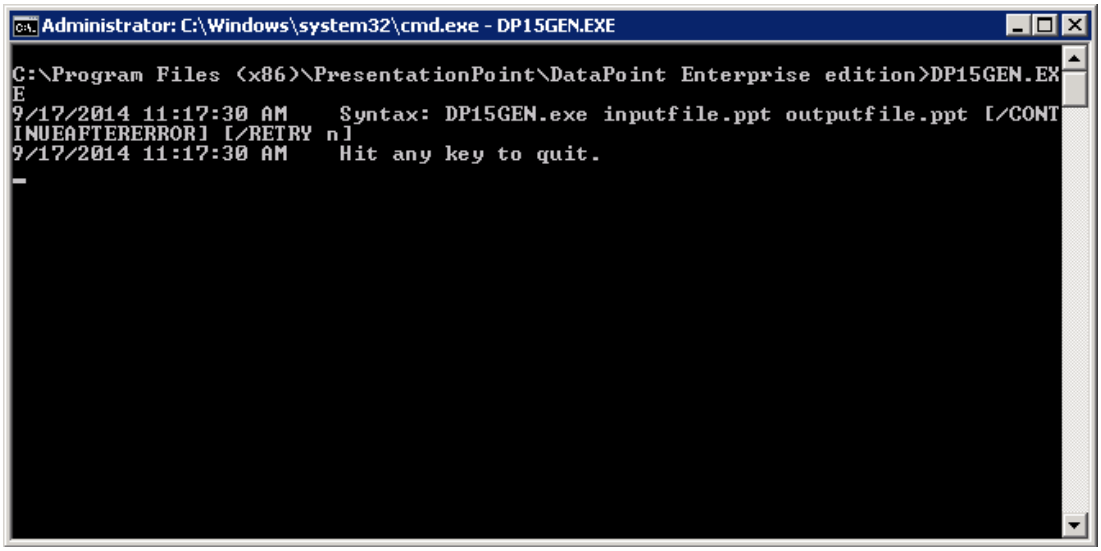


This generation process will end with the updated snapshot presentation that is then available for distribution or archiving and it does not need access to your databases or data files. You can easily distribute this snapshot presentation to your colleagues or customers that do not have DataPoint installed.

6.2 Snapshot generation with a command line tool

DataPoint Enterprise edition has a tool to generate snapshot presentation automatically. This is ideal when you need to have your reporting automatically done every morning at 08:00.

DataPoint Generator is a command line tool that can be called from within a script or command tool.



You can use this DataPoint Generator manually, in a batch file (.BAT) or as a task in your Scheduled tasks.

Syntax:

For PowerPoint 2010:

DP14GEN.EXE [inputfile.ppt] [outputfile.ppt] [/CONTINUEAFTERERROR] [/RETRY n]

For PowerPoint 2013:

DP15GEN.EXE [inputfile.ppt] [outputfile.ppt] [/CONTINUEAFTERERROR] [/RETRY n]

where

[inputfile.ppt] - Mandatory - Indicates the file to be opened for generation. This presentation is DataPoint enabled by DataPoint Standard or Enterprise edition.

[outputfile.ppt] - Mandatory - Sets the file as which the generated offline presentation is to be saved.

[/CONTINUEAFTERERROR] - Optional - Normally the processing if halted in case of an error. When you include this option then the processing of a batch file (containing multiple dpgen commands) can continue to run. Typically you redirect the output of the batch file to a log file for verification afterwards.

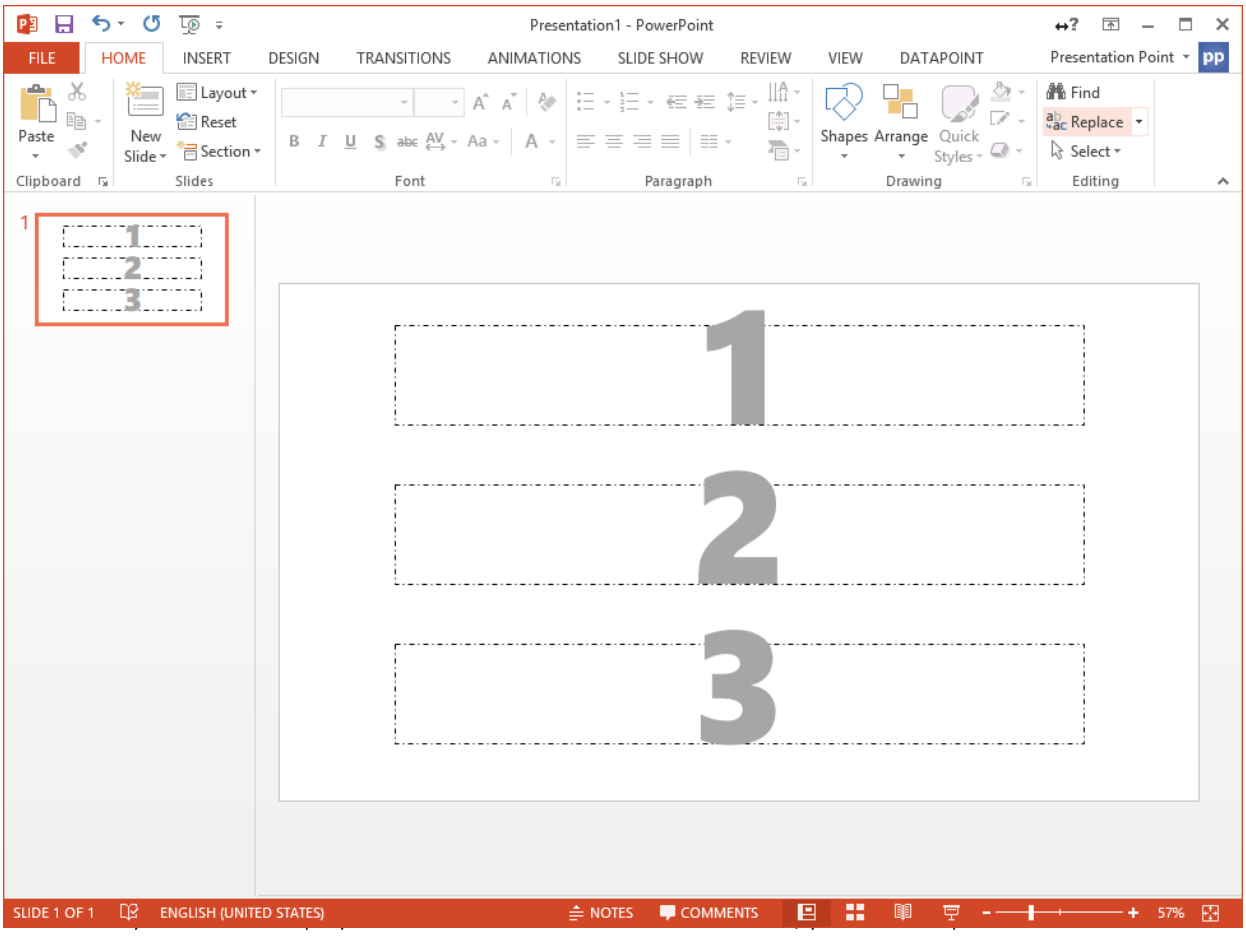
[/RETRY n] - Optional - If case of an error in the generation process, it will retry the processing for maximum n times.

7 Advanced features

Learn more about our advanced features like an important mechanism in DataPoint to display more data that fits on one page and a technique to hide slides based on its linked data.

7.1 Data scrolling

Image this presentation where you have three text boxes linked to the same data connection, the same column, but different rows. The 3 text boxes display the information of row 1, row 2 and row 3 respectively.



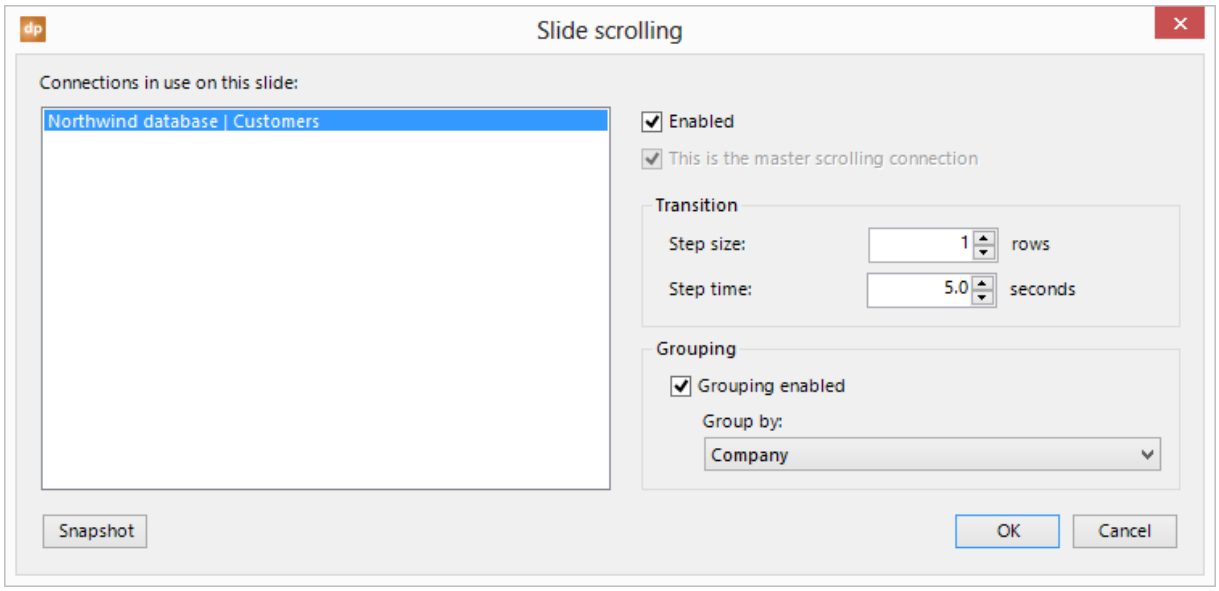
- You use a smaller font and add more rows to host row numbers 4 and 5.
- You duplicate the slide and on the duplicated (second slide) you change the row number into 4, 5 and 6.

This will all work. But what would happen when someone decides to display even more information on one slide? The information would become smaller again and people will start complaining about the readability of the page. DataPoint has another solution for this called data scrolling.

With data scrolling you still have one slide linked to your data connection, but when data scrolling is enabled then, it will display all the data by using 'virtual slides'. So for people watching the slide show, they would see it as there were pages 2, 3, 4, 5 and so on.

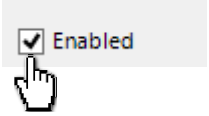
The data scrolling option can be set for an active slide that has linked shapes to a data connection.

- Go to the **DataPoint** menu and choose **Scrolling** from the **Slide** group.

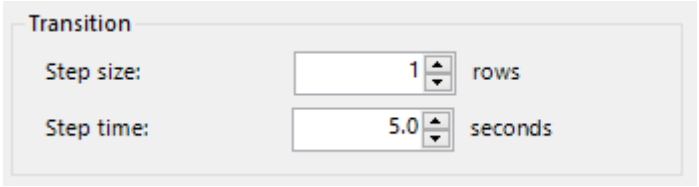


Left you find a list of used connections on the current slide. You can set the scrolling properties for each connection.

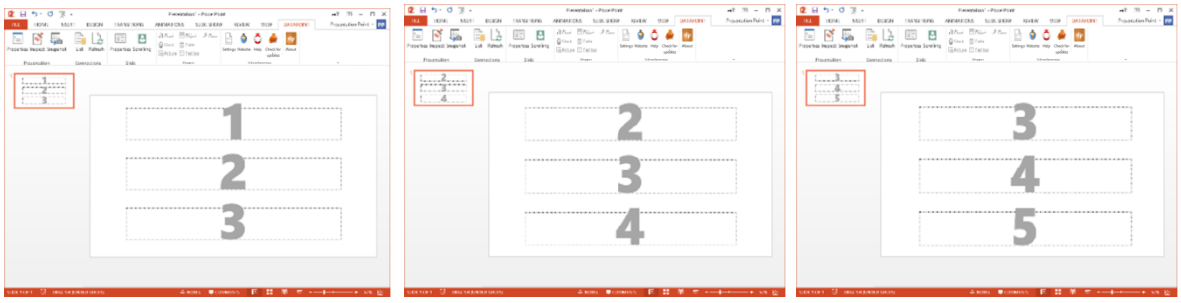
- Check the **Enabled** indicator if you want to activate the scrolling for the selected connection.



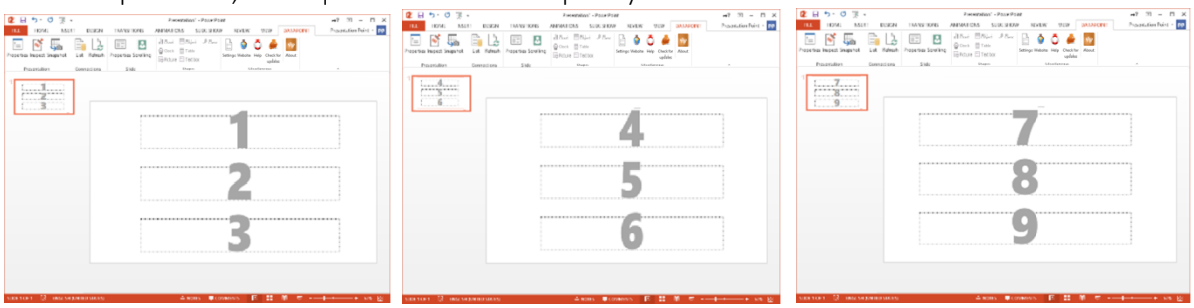
- The transition settings are the most important to control the data scrolling. The **Step time** is the wait interval between 2 transitions. The **Step size** sets how many rows are 'skipped' in the next sequence.



With a step size of 1, your slide would look like in the images below. So first the slide starts with rows 1, 2 and 3. Then it waits n seconds as specified in the step time. The next virtual page would show the information of rows 2, 3 and 4, etc.



With a step size of 3, the sequence would be completely different.



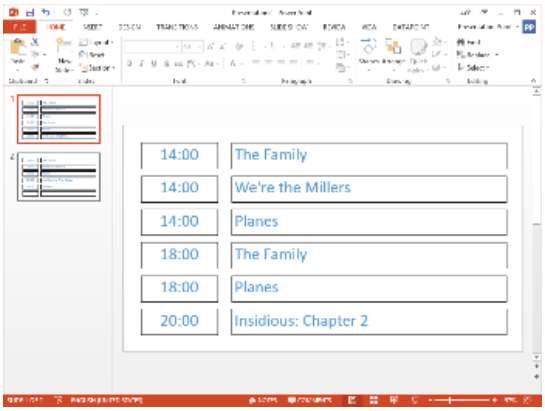
There can only be one master connection. When you only have 1 data connection in use on your slide, then this option is irrelevant. But when you have 2 or more connections in use on that same slide, then you have to indicate the master scrolling connection. To set this connection, first select the connection at the connection list at the left and check the **This is the master scrolling connection** option.

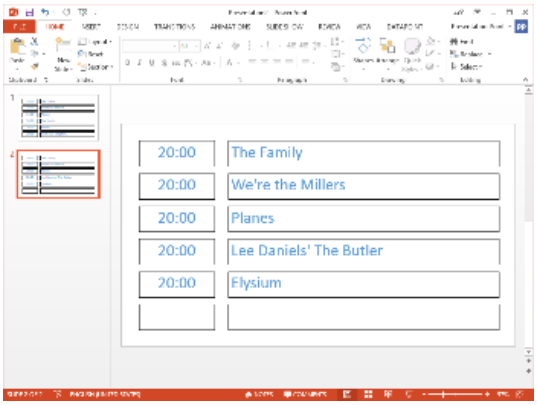
The data scrolling will take place until the last row of the linked data connection is shown. In case that you have multiple scrolling connections, then the data scrolling will stop and the slide will physically advance to the next slide in the presentation, when the last record of the master scrolling connection was shown.

Grouping can be used when you want to 'break' the data when the value of a repetitive column changes. This sounds complex but it is not. Let us explain this by an example. A movie theater wants to display what movies are played at different hours. In Excel they have the following information.

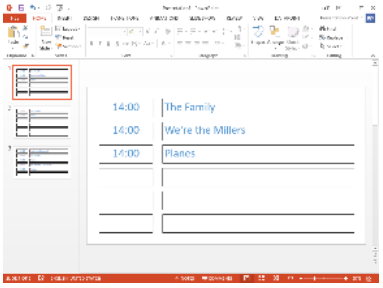
	A	B	C	D
1	**Hour**	**Movie**		
2	14:00	The Family		
3	14:00	We're the Millers		
4	14:00	Planes		
5	18:00	The Family		
6	18:00	Planes		
7	20:00	Insidious: Chapter 2		
8	20:00	The Family		
9	20:00	We're the Millers		
10	20:00	Planes		
11	20:00	Lee Daniels' The Butler		
12	20:00	Elysium		
13				
14				

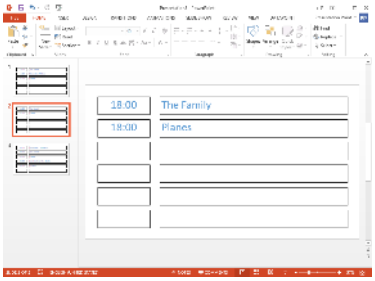
So when they display this information on a slide then it looks like the images below. It will display all movies after eachother and it will not take into account the times.

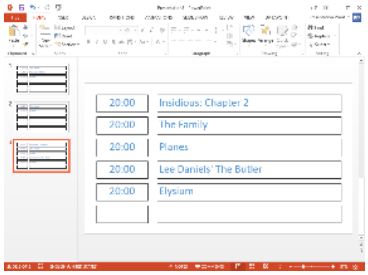




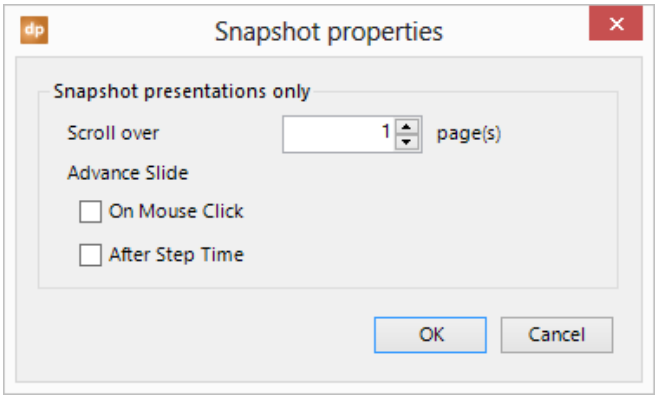
Now when you want to enable grouping, you check the **Grouping by** option and you select the column to group on at the **Group by** column list. In this example we set the group by to the first Time field. When you now run the slide show, it will break the page whenever in new value in the Time column is detected. In other words we first display the movies of 14:00, then on the next virtual page we will display the movies of 18:00 and finally all the other movies of 20:00.







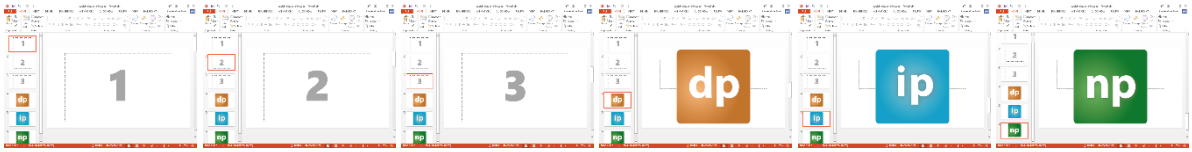
For snapshot presentations you can set a few more specific options. On the scrolling form, click the **Snapshot** button to open the snapshot scrolling options.



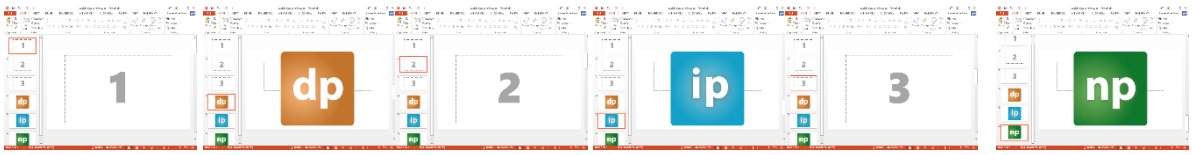
Normally with data scrolling you will see new virtual pages for each block of data set by the step size property. In the slide show it will display all similar data on the same physical slide untill all data is shown.

Then it jumps to the next physical slide. With snapshot presentations you have the option display an iteration on the slides too while scrolling.

So image a presentation with 2 slides where you use data scrolling on both slides. With a normal slideshow or a snapshot presentation now you would first see the iteration of your first slides and then the iteration of your second slides.

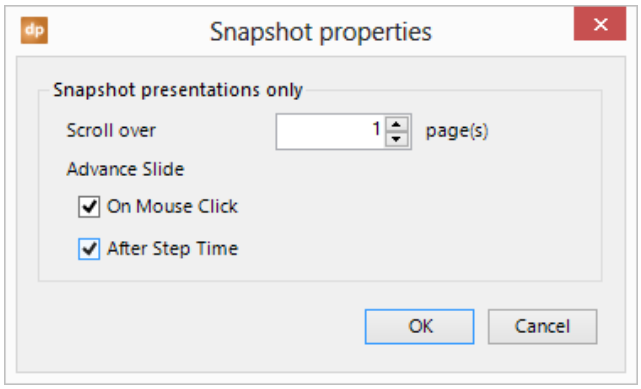


When you activate the **Scroll over** option and set its value to 1 in this case, then the generated snapshot presentation would combine a number of slides in the scrolling process like this.



This functionality can be helpful when you generate for example a product catelogue where on the first slide you display some product information and pricing and an image on the second page.

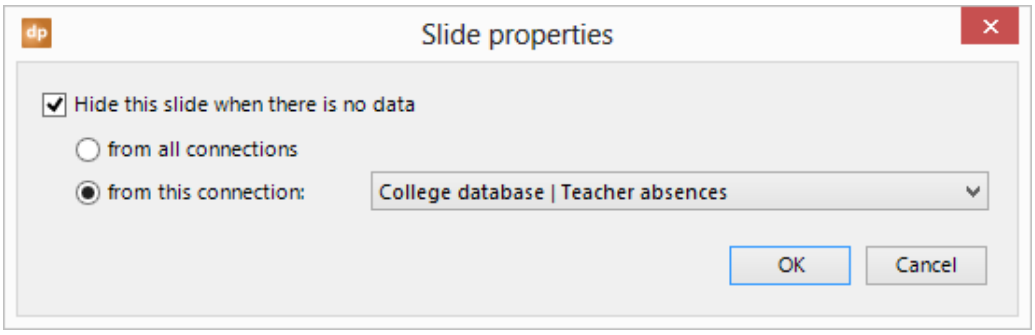
- With the options **On Mouse Click** and **After Step Time** in the **Advance Slide** group you can set the transition options for the generated slides. This is the same functionality as the transitions settings on a normal non-scrolling slide in Microsoft PowerPoint.



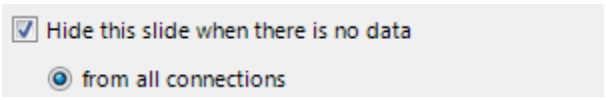
7.2 Hiding slides

You can hide a slide automatically when there is no related information available at the data source. In a school presentation you can display real-time teacher absences. But when no teachers are absent, this page would be displayed without relevant information.

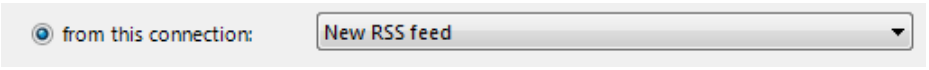
In that case it would be wise to hide the slide in the slide show. Whenever new information is detected, the slide will become visible again automatically.



- You have the two options to hide a slide. The first option **From all connections** will hide the slide when none of the data connections used on this slide are returning information. So in the event that you display information about teacher absences and also you display some general messages at the bottom of the screen, then only when there are no absences and no messages in the data table, then the slide is hidden.



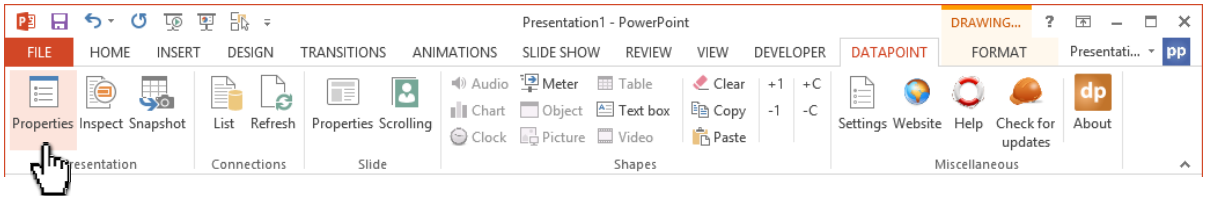
- However you might want to consider to use the **From this connection** option and choose the data connection of the teacher absences to be evaluated. So when no absences are reported and you have general announcements in your database, then this slide is slide hidden in the slide show.

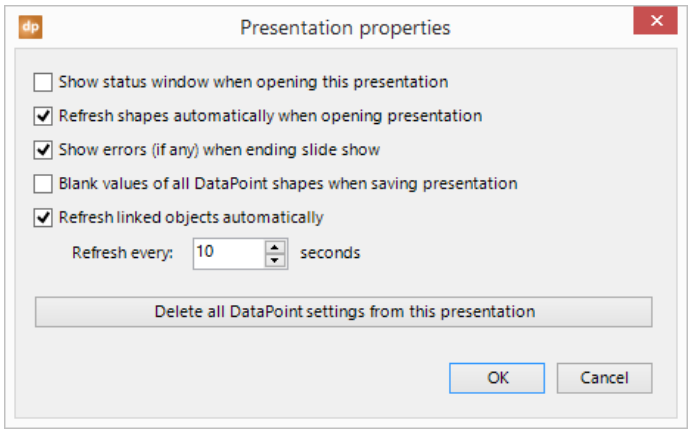


Note: You can only hide a slide when there is at least 1 slide visible in the slide show. You cannot run a slide show with no visible slides at all.

7.3 Presentation properties

There are a few handy properties for each presentation. Click **Properties** of the **Presentation** group. This will allow the system to display the **Presentation properties** form.





Show status window open opening this presentation (default off): This option is showing the connections form at opening of the presentation, with its connections and status as you would click the Refresh connections button.

Refresh shapes automatically when opening presentation (default on): The content of all dynamic shapes is refreshed with the latest information.

Show errors (if any) when ending slide show (default on): During the slide show it can happen that a network error occurs and then temporarily the connections gives an error. During the slide show DataPoint will of course not put an error message on the screen. It will collect all the errors and when the slide show is ended it will present to you the errors. If you are not interested in the errors and you want to have a minimum of interactive messages, then turn this option off.

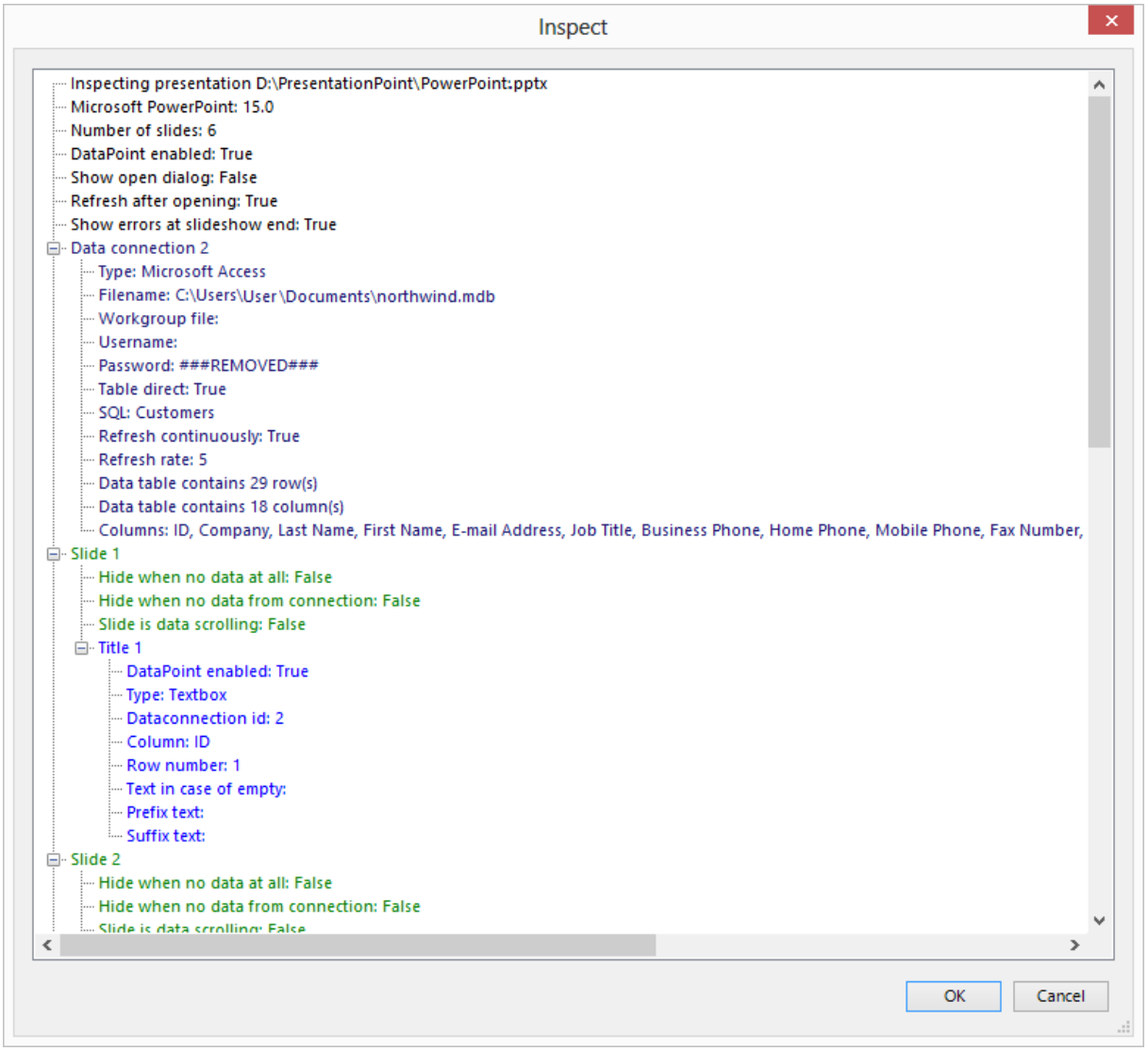
Blank values of all DataPoint shapes when saving presentation erases all DataPoint values from the shapes but we keep the DataPoint connection information. By doing this you prevent that people might see old data at the time that you saved the presentation.

Refresh linked objects automatically (default on): This option has nothing to do with your data connections. This only applies to other linked objects like linked images or embedded Excel files. When this option is active, DataPoint will try to update its linked content every n seconds.

Delete all DataPoint settings from this presentation: In case that you want to remove all DataPoint settings of a presentation, click this button. It will remove all data connections and all DataPoint information of every slide and shape.

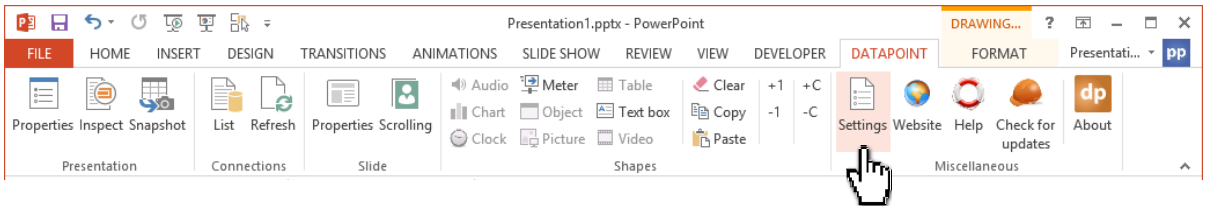
7.4 Presentation inspection

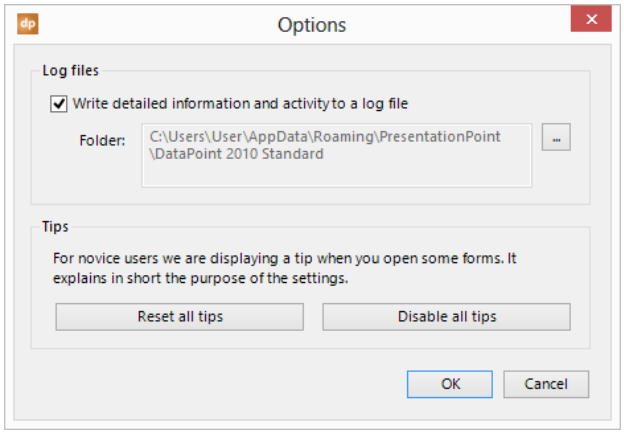
The **Inspect** button of the **Presentation** group will analyze your presentation for DataPoint information. All info will be listed per slide and shape. With this you have an easy overview of all DataPoint properties and you can e.g. easily find which text box is linked to a specific data connection without opening the shape properties by hand.



7.5 General DataPoint options

- Click **Settings** in the **Miscellaneous** group to view global DataPoint settings.





By default DataPoint will generate a log file of what everything that is happening regarding DataPoint functionality. So it will log that a data connection is opened and also when a text box is updated etc. The logging system will create a log file per day in a given folder. There is an archive functionality active of 15 days. So you will always find log files of the last 15 days in your logging folder. DataPoint will automatically delete older files. Turn off the logging functionality if you don't need this logging.

Click the button to open the containing folder from here.

In most cases when you open a DataPoint form, you will see a screen tip that explains what you can do with the form. On that form you can choose to not display this tip anymore. With these buttons you can reset all the tips or disable them all at once. Resetting the tips might be handy when a new user is going to use the computer with DataPoint on it.

7.6 DataPoint editions

DataPoint Standard edition is the most common edition of DataPoint. It allows you to design and link dynamic presentations, run dynamic slide shows and generate snapshot presentations. If someone else wants to work with the dynamic presentations (not the snapshot presentations) then they need a copy of DataPoint Standard edition too to use the DataPoint functionality. A side effect of this is also that they can change and modify the connection information.

With the DataPoint Enterprise edition you are able to create presentations – just like the DataPoint Standard edition – but when a presentation is created with the Enterprise editions, others can use the DataPoint Viewer edition is open the dynamic presentation. The Viewer edition will also refresh its content at opening time in order to see the latest information but it can never run real-time slide shows. All DataPoint information stored in the presentation cannot be modified by a user.