

Impress Guide

Chapter 1 ***Introducing Impress***

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What is Impress?

Impress is OpenOffice.org's presentation (slide show) component. You can create slides that contain text, bulleted and numbered lists and a wide range of OLE objects. Impress has access to the spelling checker and thesaurus and comes with pre-packaged text styles, background styles, and a handy online help.

This chapter introduces the Impress user interface and describes how to create a simple slide show using the Presentation Wizard.

The rest of this guide illustrates many other features available in Impress that can be used to create more sophisticated slide shows.

Note Drawings are created in the same way with Impress as they are with Draw. Refer to the *Draw Guide* for details on how to use the drawing facilities.

Note for Mac users

Some keystrokes and menu items on a Mac are different from those given in this book. Please see "Using Impress on a Mac" on page 25 for a list of differences.

The main Impress window

The main Impress window (Figure 1) has three parts: the *Slides pane*, the *Workspace*, and the *Tasks pane*. Additionally, several toolbars can be displayed or hidden during the creation of a presentation.

Tip You can remove the Slides pane or the Tasks pane from view by clicking the X in the upper right corner of each pane. You can also show or hide these panes using **View > Slide Pane** or **View > Task Pane**.

Slides pane

The Slides pane on the left hand side of the screen contains thumbnail pictures of the slides in your presentation, in the order they will be shown—unless you change the order, as described in Chapter 9 (Slide Shows). Clicking a slide in this pane selects it and places it in the Workspace. When a slide is in the Workspace, you can apply to it any changes desired.

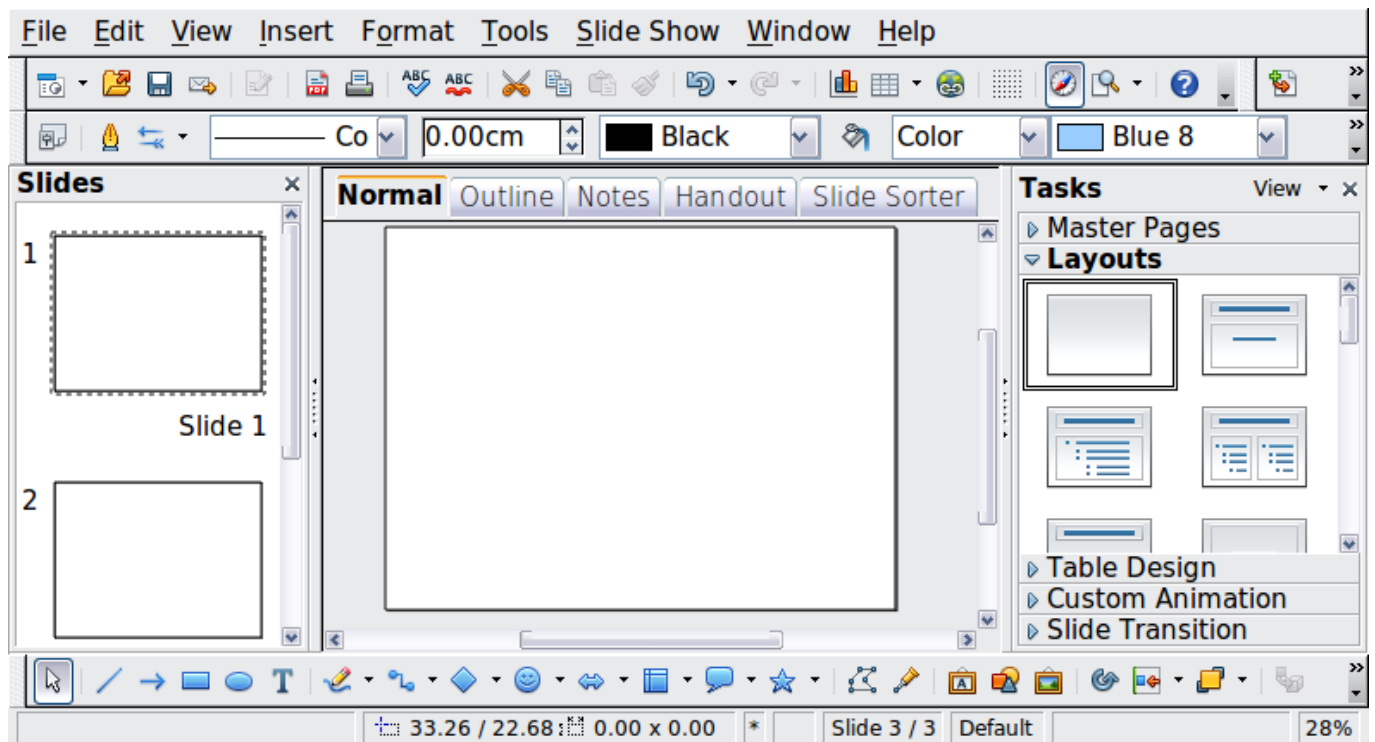


Figure 1: Main window of Impress

Several additional operations can be performed on one or more slides simultaneously in the Slides pane:

- Add new slides to the presentation.
- Mark a slide as hidden so that it will not be shown as part of the presentation.
- Delete a slide from the presentation if it is no longer needed.
- Rename a slide.
- Duplicate a slide (copy and paste) or move it to a different position in the presentation (cut and paste).

It is also possible to perform the following operations, although there are more efficient methods than using the Slides pane, as you will see in this chapter:

- Change the slide transition following the selected slide or after each slide in a group of slides.
- Change the sequence of slides in the presentation.
- Change the slide design.
- Change slide layout for a group of slides simultaneously.

Tasks pane

The Tasks pane on the right hand side of the screen has five sections: **Master Pages**, **Layouts**, **Table Design**, **Custom Animation**, and **Slide Transition**.

Master Pages

Here you define the page style for your presentation. Impress contains prepackaged Master Pages (slide masters). One of them—Default—is blank, and the rest have a background and styled text.

Tip

Press *F11* to open the Styles and Formatting window, where you can modify the styles used in any slide master to suit your purposes. This can be done at any time. See Chapter 2 for more information.

Layouts

The prepackaged layouts are shown here. You can choose the one you want, use it as it is, or modify it to your own requirements. At present it is not possible to create custom layouts.

Table Design

The standard table styles are provided in this pane. You can further modify the appearance of a table with the selections to show or hide specific rows and columns, or to apply a banded appearance to the rows and columns. Refer to Chapter 3 (Adding and Formatting Text) for details on how to work with tables.

Custom Animation

A variety of animations for selected elements of a slide are listed. See Chapter 9 (Slide Shows) for an overview of how to add and customize animations.

Slide Transition

Many transitions are available, including *No Transition*, which makes the next slide simply replace the existing one. You can select the transition speed (slow, medium, fast). You can also choose between an automatic or manual transition, and how long the selected slide should be shown (automatic transition only).

Workspace

The Workspace (normally in the center) has five tabs: **Normal**, **Outline**, **Notes**, **Handout**, and **Slide Sorter**. These five tabs are also called *View buttons*.

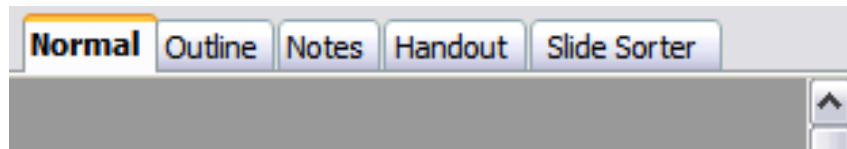


Figure 2: Workspace tabs

The Workspace below the View buttons changes depending on the chosen view. The workspace views are described in detail on page 9.

Toolbars

Many toolbars can be used during slide creation; they can be displayed or hidden by clicking **View > Toolbars** and selecting from the menu.

You can also select the icons that you wish to appear on each toolbar. For more information, refer to Chapter 11 (Setting Up and Customizing Impress).

Many of the toolbars in Impress are similar to the toolbars in Draw. Refer to the *Draw Guide* for details on the functions available and how to use them.

Status bar

The status bar, located at the bottom of the Impress window, contains information that you may find useful when working on a presentation.

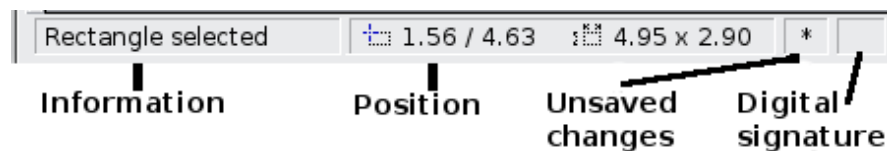


Figure 3: Left end of the Impress status bar

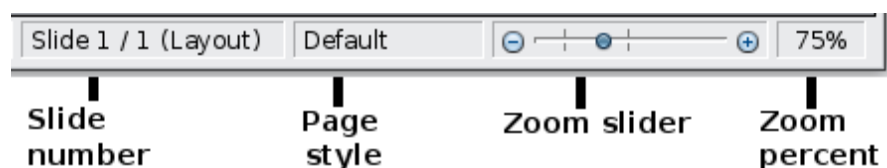


Figure 4: Right end of Impress status bar

From left to right, you will find:

- A general information area, which changes depending on the selection. For example:
 - Text area—"TextEdit: Paragraph x, Row y, Column z"
 - Charts, spreadsheets—"Embedded object (OLE) 'ObjectName' selected"
 - Graphics—"Bitmap with transparency selected"


- The position of the cursor or of the top left corner of the selection measured from the top left corner of the slide, followed by the width and height of the selection or of the text box where the cursor is located.
- A modified flag, showing a star when the file needs saving.
- A flag indicating whether the document is digitally signed.
- The slide number currently displayed in the workspace, and the total number of slides in the presentation.
- The slide master or page style associated with the slide, handout, or notes page currently in the Workspace.
- The zoom slider and zoom level (percent) of the Workspace.

Tip

By right-clicking on the slide master area of the Status bar, you can quickly apply a different slide master to the current slide.

You can hide the information in the Status Bar by selecting **View > Status Bar** from the main menu.

Navigator

The Navigator (Figure 5) displays all objects contained in a document. It provides another convenient way to move around a document and find items in it. To display the Navigator, click its icon  on the Standard toolbar, choose **View > Navigator** on the menu bar, or press *Ctrl+Shift+F5*.

The Navigator is more useful if you give your objects (pictures, spreadsheets, and so on) meaningful names, instead of leaving them as the default “Object 1” and “Shape 1” shown in the example.

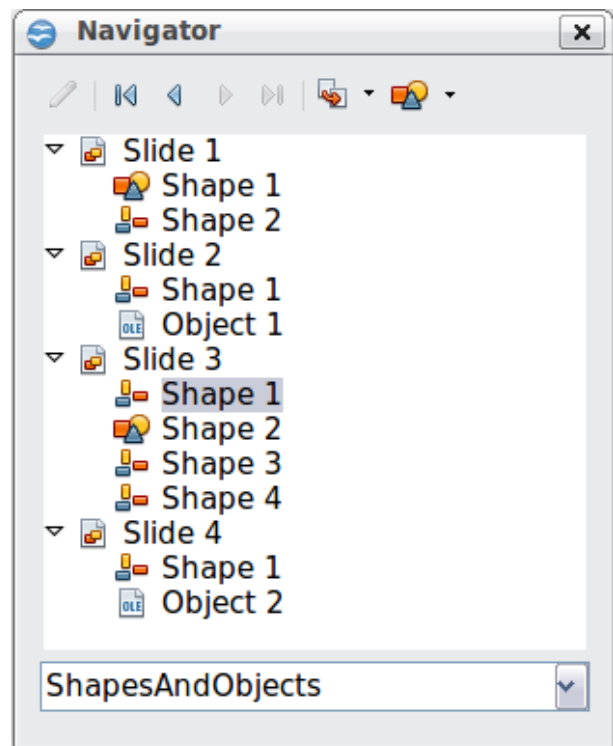


Figure 5: Navigator

Workspace views

Each of the workspace views is designed to ease the completion of certain tasks; it is therefore useful to familiarize yourself with them in order to quickly accomplish those tasks.

- *Normal view* is the main view for creating individual slides. Use this view to format and design slides and to add text, graphics, and animation effects.
- *Outline view* shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Use this view to rearrange the order of slides, edit titles and headings, rearrange the order of items in a list, and add new slides.
- *Notes view* lets you add notes to each slide; these notes are not seen when the presentation is shown.
- *Handout view* lets you print your slides for a handout. You can choose from several layouts from **Tasks pane > Layouts**. Thumbnails can be re-arranged in this view by dragging and dropping them.
- *Slide Sorter view* shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.

Normal view

To place a slide in the slide design area (Workspace) of the Normal view (Figure 1), either click the slide thumbnail in the Slides pane or double-click it in the Navigator (page 9).

Outline view

Outline view contains all of the slides of the presentation in their numbered sequence. Only the text in each slide is shown. Slide names are not included.

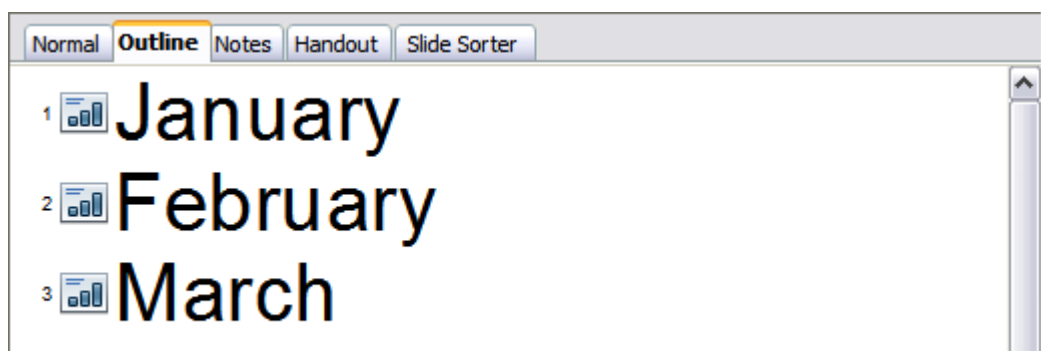


Figure 6: Outline view

Use Outline view for the following purposes.

- 1) Making changes in the text of a slide:
 - Add or delete text in a slide just as in the Normal view.

- Move the paragraphs of text in the selected slide up or down by using the up and down arrow buttons (Move Up or Move Down) on the Text Formatting toolbar.
- Change the outline level for any of the paragraphs in a slide using the left and right arrow buttons (Promote or Demote).
- Both move a paragraph and change its outline level using a combination of these four arrow buttons.



- 2) Comparing the slides with your outline (if you have prepared one in advance). If you notice from your outline that another slide is needed, you can create it directly in the Outline view, or you can return to the Normal view to create it.

Notes view

Use the Notes view to add notes to a slide:

- 1) Click the **Notes** tab in the Workspace.
- 2) Select the slide to which you want to add notes.
 - Click the slide in the Slide pane, or
 - Double-click the slide's name in the Navigator.
- 3) In the text box below the slide, click on the words *Click to add notes* and begin typing.

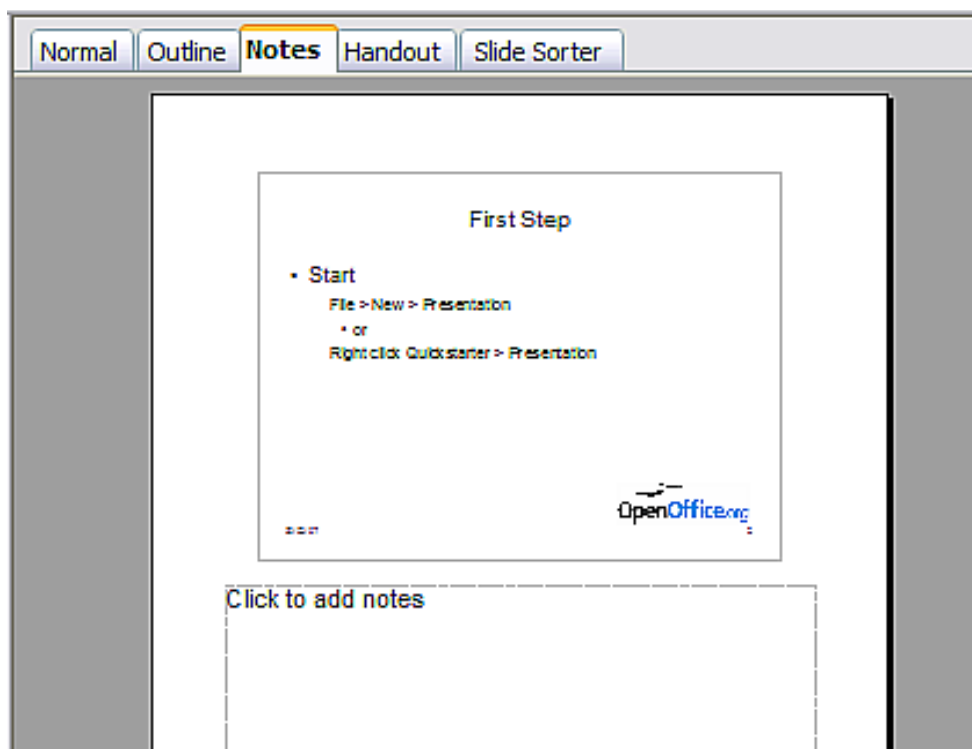


Figure 7: Adding notes in Notes view

You can resize the Notes text box using the green resizing handles and move it by placing the pointer on the border, then clicking and dragging. To make changes in the text style, press the *F11* key to open the Styles and Formatting window.

Handout view

Handout view is for setting up the layout for a printed handout. Click the *Handout* tab in the workspace, then choose **Layouts** in the tasks pane. You can then choose to print 1, 2, 3, 4, 6, or 9 slides per page.

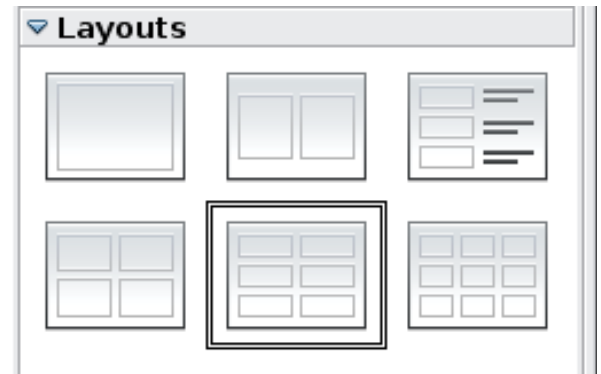


Figure 8: Handout layouts

Slide Sorter view

The Slide Sorter view contains all of the slide thumbnails. Use this view to work with a group of slides or with only one slide.

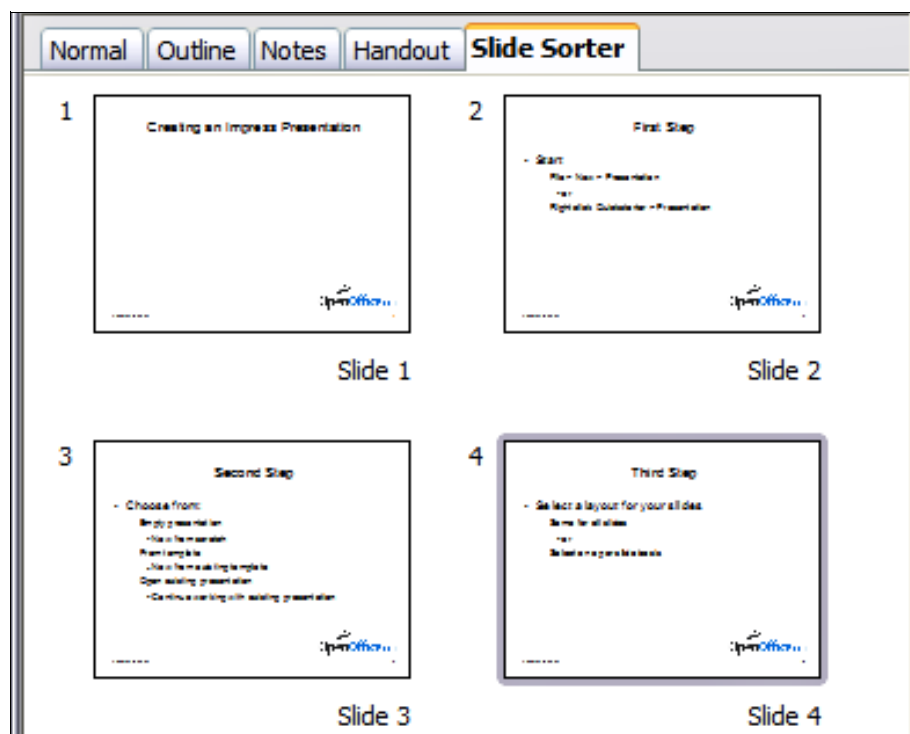


Figure 9: Slide Sorter view

Customizing Slide Sorter view

To change the number of slides per row:

- 1) Check **View > Toolbars > Slide View** to show or hide the Slide view toolbar.



Figure 10: Slide Sorter and Slide View toolbars

- 2) Adjust the number of slides (up to a maximum of 15).

Moving a slide using Slide Sorter

To move a slide in a presentation using the Slide Sorter:

- 1) Click the slide. A thick border is drawn around it.
- 2) Drag and drop it to the location you want.
 - As you move the slide, a black vertical line appears to one side of the slide.
 - Drag the slide until this black vertical line is located where you want the slide to be moved.

Selecting and moving groups of slides

To select a group of slides, use one of these methods:

- Use the *Control (Ctrl)* key: Click on the first slide and, while pressing *Control*, select the other desired slides.
- Use the *Shift* key: Click on the first slide, and while pressing the *Shift* key, select the final slide in the group. This selects all of the other slides in between the first and the last.
- Use the mouse: Click slightly to the left of the first slide to be selected. Hold down the left mouse button and drag the mouse pointer to a spot slightly to the right of the last slide to be included. (You can also do this right to left.) A dashed outline of a rectangle forms as you drag the pointer through the slide thumbnails and a thick border is drawn around the selected slides. Make sure the rectangle includes all the slides you want to select.

To move a group of slides:

- 1) Select the group.
- 2) Drag and drop the group to their new location. A vertical black line appears to show you where the group of slides will go.

Working in Slide Sorter view

You can work with slides in the Slide Sorter view just as you can in the Slide pane.

To make changes, right-click a slide and chose any of the following from the pop-up menu:

- Add a new slide after the selected slide.
- Rename or delete the selected slide.
- Change the slide layout.
- Change the slide transition.
 - For one slide, click the slide to select it. Then add the desired transition.
 - For more than one slide, select the group of slides and add the desired transition.
- Mark a slide as hidden. Hidden slides will not be shown in the slide show.
- Copy or cut and paste a slide.

Renaming slides

Right-click on a thumbnail in the Slides pane or the Slide Sorter and choose **Rename Slide** from the pop-up menu. In the *Name* field, delete the old name of the slide and type the new name. Click **OK**.

Creating a new presentation

This section shows you how to set up a new presentation using the Presentation Wizard.

Planning the presentation

The first thing to do is decide on the purpose of the presentation. Simply putting a group of digital photos together requires very little planning. However, using a presentation to teach others about your topic requires much more planning. Although you can make changes as you go, having an idea of who the audience will be, the structure, the content, and how the presentation will be delivered, will save you a lot of time from the start.

Using the Presentation Wizard

You can start Impress in several ways:

- If no component of OOo is open, from the Start Center: click on the Presentation icon.

- From the system menu or the OpenOffice.org Quickstarter. Details vary with your operating system; see Chapter 1 in the *Getting Started* guide if you need more information.
- From any open component of OOO, click the triangle to the right of the **New** icon on the main toolbar and select *Presentation* from the drop-down menu.

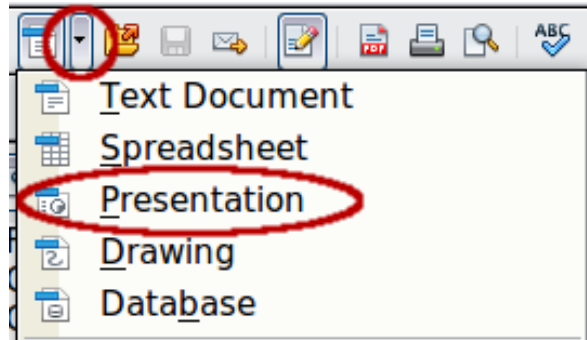


Figure 11: Opening the presentation wizard

- From any open component of OOO, choose **File > New > Presentation** on the menu bar.

When you start Impress, the Presentation Wizard appears.

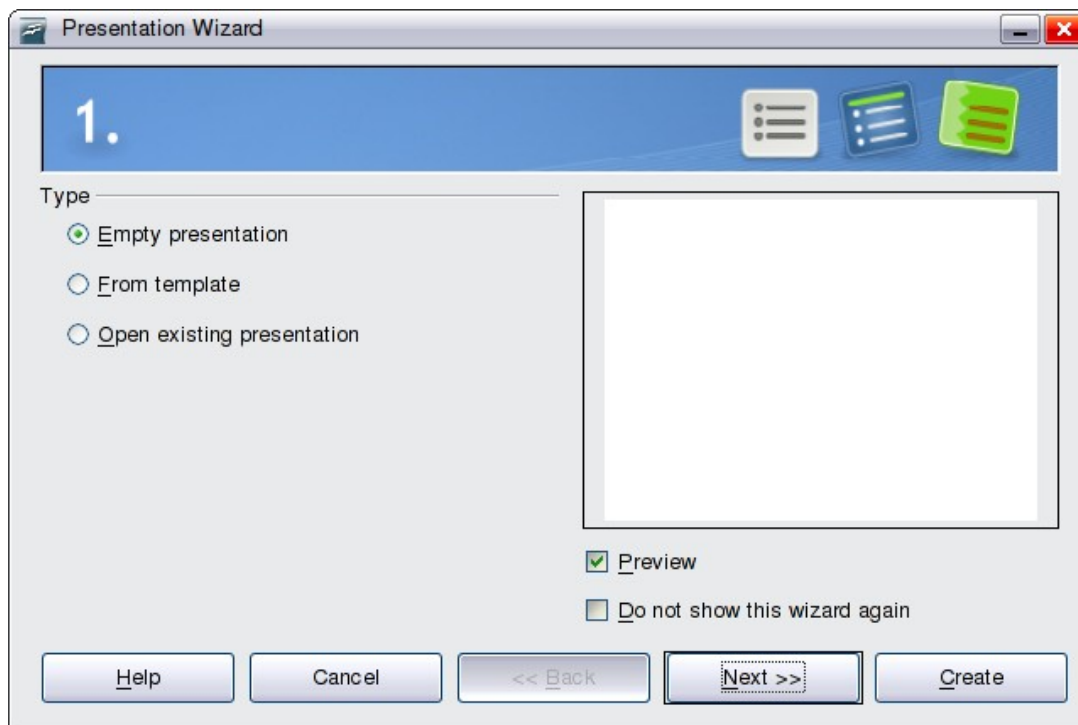


Figure 12. Choosing the type of presentation

Tips

If you do not want the wizard to start every time you start Impress, select the **Do not show this wizard again** option. You can enable the wizard again later under **Tools > Options > OpenOffice.org Impress > General > Wizard**, and select the **Start with wizard** option.

Leave the **Preview** option selected, so templates, slide designs, and slide transitions appear in the preview box as you choose them.

- 1) Select *Empty presentation* under **Type**. This creates a presentation from scratch.
 - *From template* uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates. Choose the template you want. More details can be found in Chapter 2.
 - *Open existing presentation* continues work on a previously created presentation. The wizard changes to show a list of existing presentations. Choose the one you want.
- 2) Click **Next**. Figure 13 shows the Presentation Wizard step 2 as it appears if you selected *Empty presentation* at step 1. If you selected *From template*, an example slide is shown in the Preview box.
- 3) Choose a design under **Select a slide design**. The slide design section gives you two main choices: *Presentation Backgrounds* and *Presentations*. Each one has a list of choices for slide designs. If you want to use one of these other than <Original>, click it to select it.

The types of *Presentation Backgrounds* are shown in Figure 13. When you click an item, a preview of the slide design appears in the Preview window. <Original> is an empty background.

Impress contains three choices under *Presentations*:

- <Original> is for a blank presentation slide design.
- Both *Introducing a New Product* and *Recommendation of a Strategy* have their own prepackaged slide designs. Each design appears in the Preview window when its name is clicked.

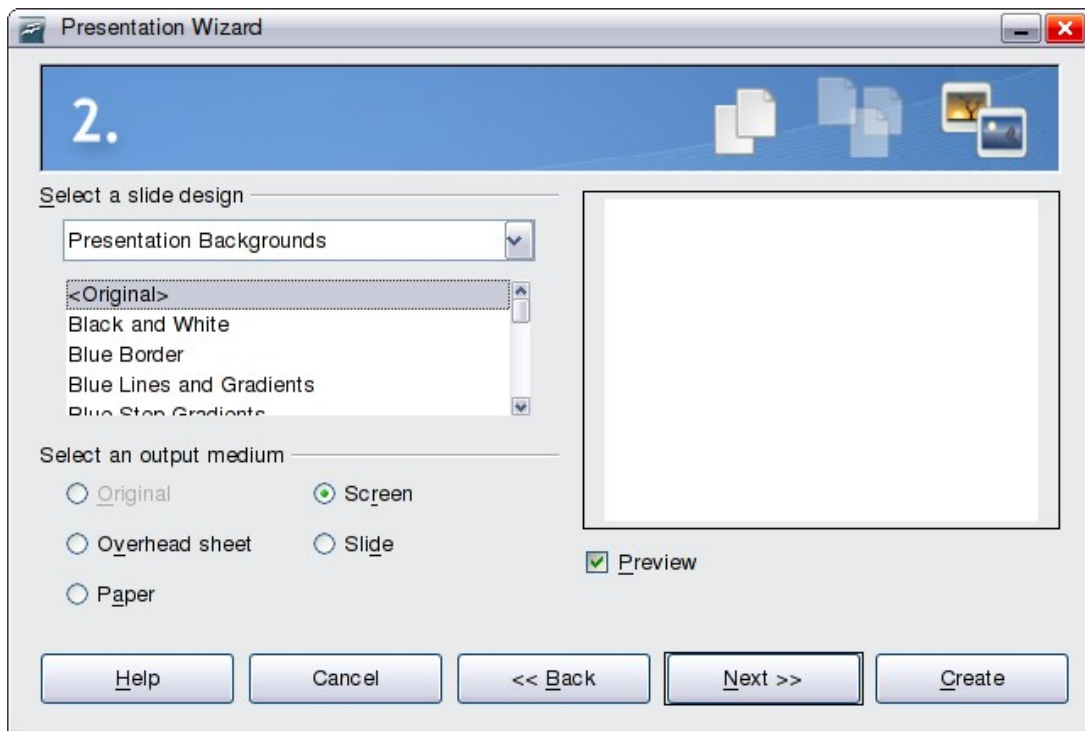


Figure 13. Selecting a slide design

To start with a blank presentation, select <Original>. Click an item to see a preview of the slide design in the Preview window.

Note

Introducing a New Product and *Recommendation of a Strategy* are pre-packaged presentation templates. They can be used to create a presentation by choosing **From template** in the first step (Figure 12).

-
- 4) Select how the presentation will be used under **Select an output medium**. Most often, presentations are created for computer screen display, so you would select **Screen**. You can change the page format at any time
 - 5) Click **Next**. The Presentation Wizard step 3 appears.
In this step you can choose the desired slide transition from the *Effect* drop-down menu. Select the desired speed for the transition between the different slides in the presentation from the *Speed* drop-down menu. **Medium** is a good choice for now.

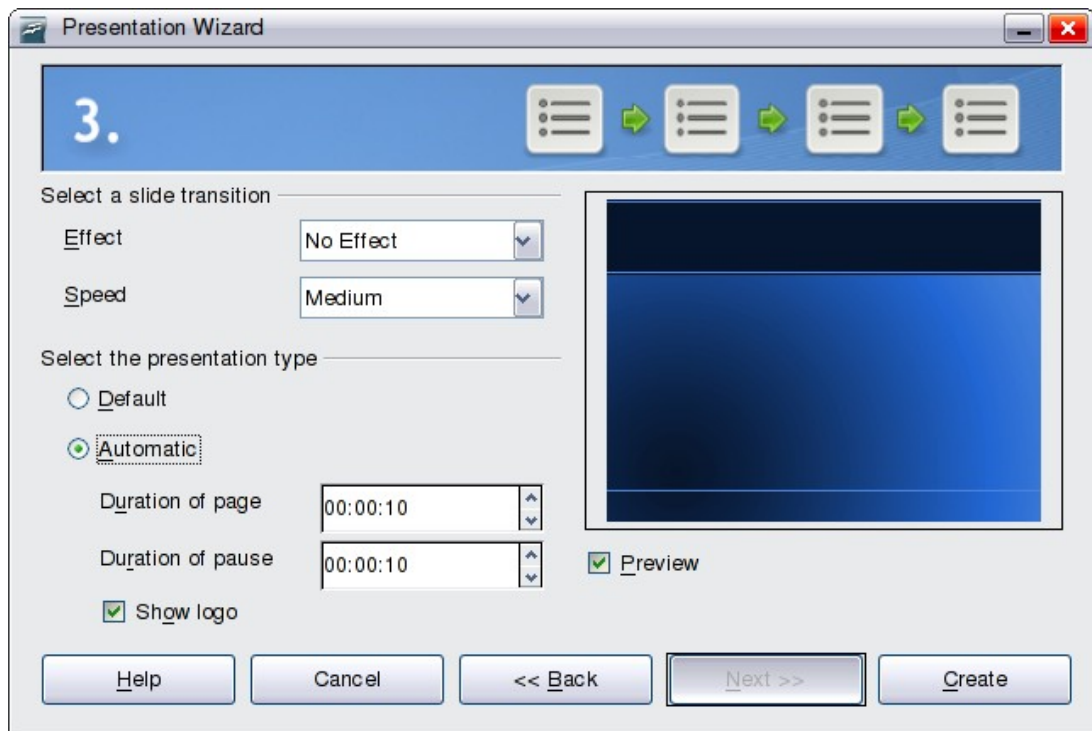


Figure 14: Selecting a slide transition effect

6) Click **Create**. A new presentation is created.

Tip

You might want to accept the default values for both *Effect* and *Speed* unless you are skilled at creating presentations. Both of these values can be changed later while working with slide transitions and animations. These two are explained in more detail in Chapter 9 (Slide Shows).

Note

If you selected *From template* on step 1 of the Wizard, the **Next** button will be active on step 3 and other pages will be available.

Caution



Remember to save frequently while working on the presentation, to prevent any loss of information should something unexpected occur. You might also want to activate the AutoRecovery function (**Tools > Options > Load/Save > General**). Make sure **Save AutoRecovery information every** is selected and that you have entered a recovery frequency.

Formatting a presentation

A new presentation only contains one empty slide. In this section we will start adding new slides and preparing them for the intended contents.

Creating the first slide

The first slide is normally a title slide. Decide which of the layouts will be best for this first slide. You can use the pre-packaged layouts available in the Layout section of the Tasks pane. Suitable layouts are *Title Slide* (which also contains a section for a subtitle) or *Title Only*; however, all but one layout (the blank one) contain a title section, so you are not restricted to the two layouts described here.

If you do not know the names for the pre-packaged layouts, you can use the tooltip feature. Position the cursor on an icon in the Layout section (or on any toolbar icon) and its name will be displayed in a small rectangle.

Tip

If the tooltips are not enabled, you can enable them from the main menu: choose **Tools > Options > OpenOffice.org > General > Help** and select the **Tips** option. If the **Extended tips** option is also selected, you will get more detailed tooltip information, but the tooltip names themselves will not be provided.

Select a layout in the Layouts section of the Tasks pane by clicking on it; the slide in the Workspace is updated to show the chosen layout elements. To create the title, click on *Click to add title* (assuming the *Blank Slide* layout was not used) and then type the title text. To adjust the formatting of the title, modify the *Title* presentation style; see Chapter 2 (Using Slide Masters, Styles, and Templates) for instructions.

If you are using the *Title Slide* layout, click on *Click to add text* to add a subtitle. Proceed as above to make adjustments to the formatting if required modifying the *Subtitle* presentation style instead.

Inserting additional slides

The steps for inserting additional slides are the same as for selecting the title page. You need to repeat the process for each slide. Unless you are using more than one slide master, your only concern is the Layouts section of the Tasks pane.

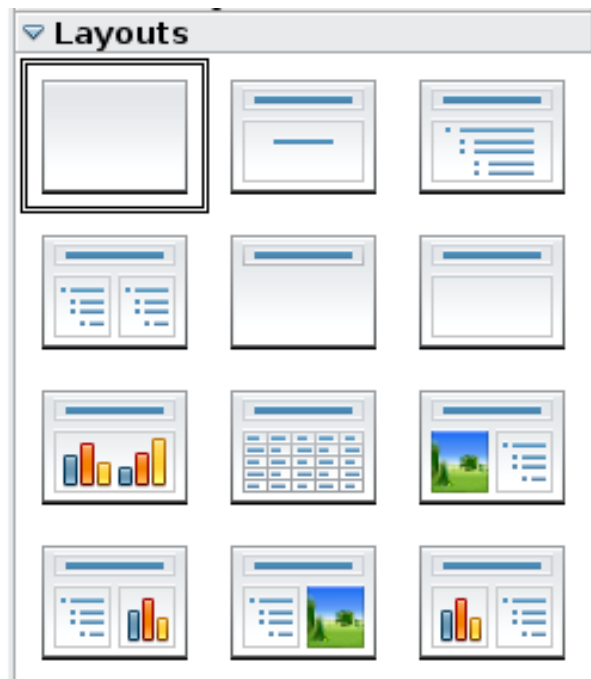


Figure 15: Choosing a slide layout

First, insert all the slides your outline indicates you will need. After this you can begin adding special effects such as custom animation and slide transitions.

- 1) Insert a new slide. This can be done in a variety of ways—take your pick.
 - **Insert > Slide.**
 - Right-click on the present slide, and select **Slide > New Slide** from the pop-up menu.
 - Click the **Slide** icon in the Presentation toolbar.



Figure 16: Presentation toolbar

- 2) Select the layout slide that best fits your needs.
- 3) Modify the elements of the slide. At this stage, the slide consists of everything contained in the slide master, as well as in the chosen layout slide; you may want to remove unneeded elements and add objects (such as pictures), as well as insert text.

Caution



Changes to any of the pre-packaged layouts should only be made using **View > Normal**. Attempting to make changes by modifying a slide master may result in unpredictable results and requires extra care.

Modifying slides

- 1) To remove any element on the slide that is not required, click the element to highlight it. The green squares show it is highlighted; press the *Delete* key to remove it.

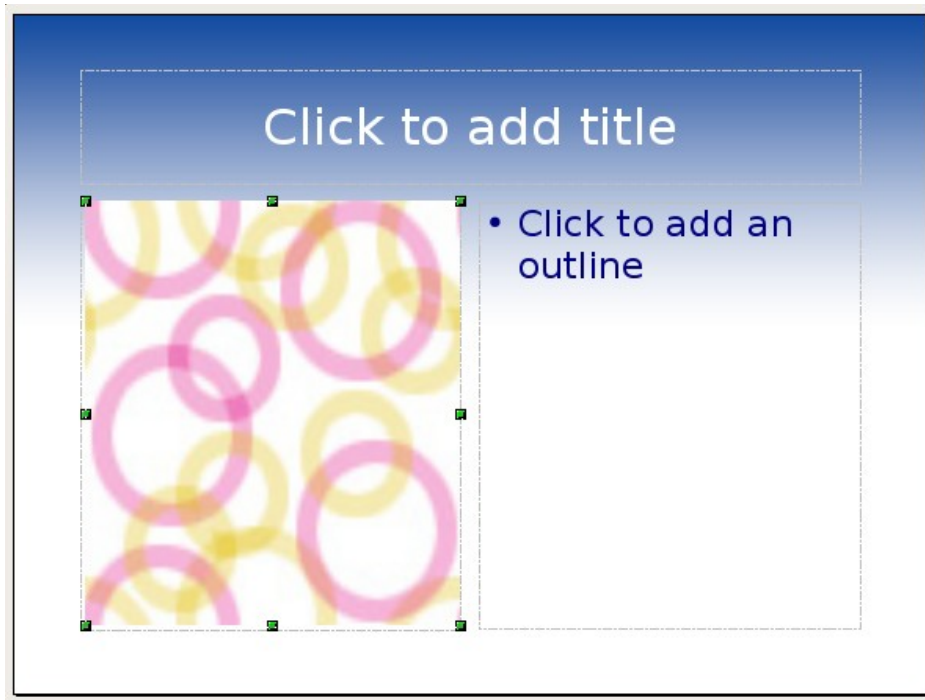


Figure 17: Deleting an element of a slide

Tip

Sometimes you will accidentally select the wrong layout slide or decide to change the layout. This may change the appearance of the slide, but it does not cause loss of the contents already on the slide.

- 2) To add any pictures or objects to the slide. follow these steps:
 - a) To add a picture to the clipart frame:
 - i. Double-click the picture within the frame. The Insert picture dialog box opens.
 - ii. Browse to the location of the picture you want to include. To see a preview of the picture, check **Preview** at the bottom of the Insert picture dialog box.
 - iii. Select the picture and click **Open**.
 - iv. Resize the picture as necessary. Follow the directions in the Caution note below.
 - b) To add pictures from graphic files to places other than the clipart frame:
 - i. **Insert > Picture > From File**. The Insert picture dialog box opens.

- ii. Browse to the graphic file. To see a preview of the picture, check **Preview** at the bottom of the Insert picture dialog box. Select a picture and click **Open**.
 - iii. Move the picture to its location.
 - iv. Resize the picture, if necessary.
- c) To add OLE Objects, refer to Chapter 7 (Inserting Spreadsheets, Charts, and Other Objects) where this advanced technique is described.

Caution

When resizing a graphic, right-click the picture. Select **Position and Size** from the context menu and make sure that **Keep ratio** is selected. Then adjust the height or width to the size you need. (As you adjust one dimension both dimensions will change.) Failure to do so will cause the picture to become distorted.

Remember also that resizing a bitmap image will reduce its quality on screen, even though the original image is unchanged (Impress stores the original file). A better approach is to create an image of the desired size outside of Impress and then import it into the presentation.

- 3) If you need to add text to a slide that contains a text frame, click on *Click to add an outline* in the text frame and then type your text. The Outline styles are automatically applied to the text as you insert it. You can change the outline level of each paragraph as well as its position within the text by using the arrow buttons on the *Text Formatting* toolbar (see “Outline view” on page 10).
- 4) To create additional slides, repeat steps 1–3.

Modifying the appearance of slides

To change the background and other characteristics of all slides in the presentation, you need to modify the slide master or choose a different slide master.

A *Slide Master* is a slide with a specified set of characteristics that acts as a template and is used as the beginning point for creating other slides. These characteristics include the background, objects in the background, formatting of any text used, and any background graphics.

Note

OoO uses three interchangeable terms for this one concept. *Master slide*, *slide master*, and *master page* all refer to a slide that is used to create other slides. This book, however, will use only the term *slide master*, except when describing the user interface.

Impress has a range of pre-packaged slide masters, found in the Master Pages section of the Tasks pane (Figure Error: Reference source not found). You can also create and save additional slide masters or add more from other sources. See Chapter 2 for information on creating and modifying slide masters.

Modifying the slide show

Now review the entire presentation and answer some questions. Run the slide show at least once (see “Running the slide show” on page 24) before answering them. You might want to add some questions of your own.

- 1) Are the slides in the correct order? If not, some of them will need to be moved.
- 2) Is the information well spaced and visible to members of an audience at the back of a large room? They may not be able to see information at the bottom of a slide, so you may need to design your presentation to fit the top three-quarters of the screen.
- 3) Would an additional slide make a particular point clearer? If so, another slide needs to be created.
- 4) Do some of the slides seem unnecessary? Hide or delete them.
- 5) Would custom animations help some of the slides? (Advanced technique.)
- 6) Should some of the slides have a different slide transition than others? The transition of those slides should be changed.

Caution

If one or more slides seem to be unnecessary, hide the slide or slides, and view the slide show a few more times to make sure they aren't needed. To hide a slide, right-click the slide in the Slides pane and select **Hide Slide** in the pop-up menu. Do not delete a slide until you have done this; otherwise you may have to create that slide again.

Once you have answered these and your own questions, make the necessary changes. This is done most easily in the Slide Sorter view (see page 12). If you need one or more new slides, create them using the steps listed in “Inserting additional slides” on page 19.

Custom animations

If you wish to add a custom animation to a slide, do it now. Custom animations are found on the Tasks pane. This is an advanced technique and is explained in Chapter 9 (Slide shows).

Slide transitions

Your first slide show should probably have the same slide transition for all slides. Setting *Advance slide* to **On mouse click** is the default. If you want each slide to be shown for a specific amount of time, click **Automatically after** and enter the number of seconds. Click **Apply to all slides**.

Transition choices are found on the Tasks pane. For more information about slide transitions, see Chapter 9 (Slide Shows).

Tip

The Slide transition section has a very useful option: *Automatic preview*. With this option selected, when you make any changes in a slide transition, the new slide is previewed in the Slide Design area, including its transition effect.

Running the slide show

To run the slide show, do one of the following:

- Click **Slide Show > Slide Show** on the main menu bar.
- Click the **Slide Show** button on the Presentation toolbar (Figure 16) or the Slide Sorter toolbar (Figure 10).
- Press *F5* or *F9*. (*F5* only on a Mac.)

If the slide transition is *Automatically after x seconds*, let the slide show run by itself.

If the slide transition is *On mouse click*, do one of the following to move from one slide to the next.

- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- Click the mouse button to advance to the next slide.
- Press the *Spacebar* on the keyboard to advance to the next slide.

When you advance past the last slide, the message *Click to exit presentation...* appears. Click the mouse or press any key to exit the presentation.

To exit the slide show at any time, including at the end, press the *Esc* key.

Using Impress on a Mac

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

<i>Windows/Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
Tools > Options menu selection	OpenOffice.org > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Open context menu
<i>Ctrl (Control)</i>	<i>⌘ (Command)</i>	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	<i>⌘+T</i>	Open the Styles and Formatting window