# OpenOffice.org 3

*Impress Guide*

# Chapter 11
## Setting Up and Customizing Impress

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# Authors

Peter Hillier-Brook
Jean Hollis Weber
Michele Zarri

# Feedback

Please direct any comments or suggestions about this document to:
authors@user-faq.openoffice.org

# Publication date and software version

Published 23 January 2009. Based on OpenOffice.org 3.0.

# Contents

# Choosing options that affect all of OOo

This section covers some of the settings that apply to all the components of OpenOffice.org. Other general options are discussed in Chapter 2 (Setting Up OpenOffice.org) in the *Getting Started* guide.

1) Click **Tools > Options**. The list on the left-hand side varies depending on which component of OOo is open. The illustrations in this chapter show the list as it appears when when OpenOffice.org Impress is open.

2) Click the + sign to the left of *OpenOffice.org* on the left-hand side. A list of subsections drops down.

| Note | The **Back** button has the same effect on all pages of the Options dialog box. It resets the options to the values that were in place when you opened OpenOffice.org. |
|---|---|

## User Data options

Impress uses the first and last name stored in the User Data page to fill in the *Created* and *Modified* fields in the document properties, and the optional *Author* field often used in the footer of a presentation, so you will want to ensure that your name appears there. To do this:

1) In the Options dialog box, click **OpenOffice.org > User Data**.

2) Fill in the form on the *OpenOffice.org – User Data* page or delete any existing incorrect information.

## Print options

Set the print options to suit your default printer and your most common printing method. You can change these settings at any time, either through this dialog box or during the printing process (by clicking the **Options** button on the Print dialog box).

In the Options dialog box, click **OpenOffice.org > Print**.

See Chapter 10 (Printing, e-mailing, exporting, and saving slide shows) for more about the options on this page.

## Color options

On the OpenOffice.org – Colors page (Figure 1), you can specify colors to use in OOo documents. You can select a color from a color table, edit an existing color, or define new colors. These colors will then be available in color selection palettes in all components of OOo. You can

also define colors within Impress, but those colors will not be available to other components of OOo.
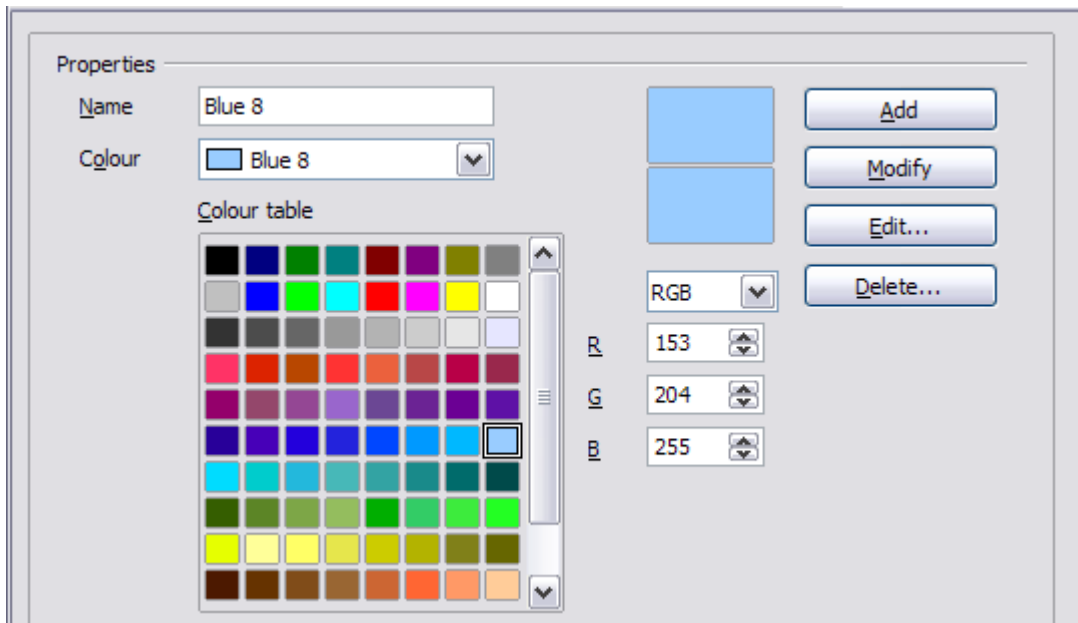


*Figure 1. Defining colors to use in color palettes in OOo*

## Appearance options

On the *OpenOffice.org – Appearance* page (Figure 2), you can specify which items are visible and the colors used to display various items.
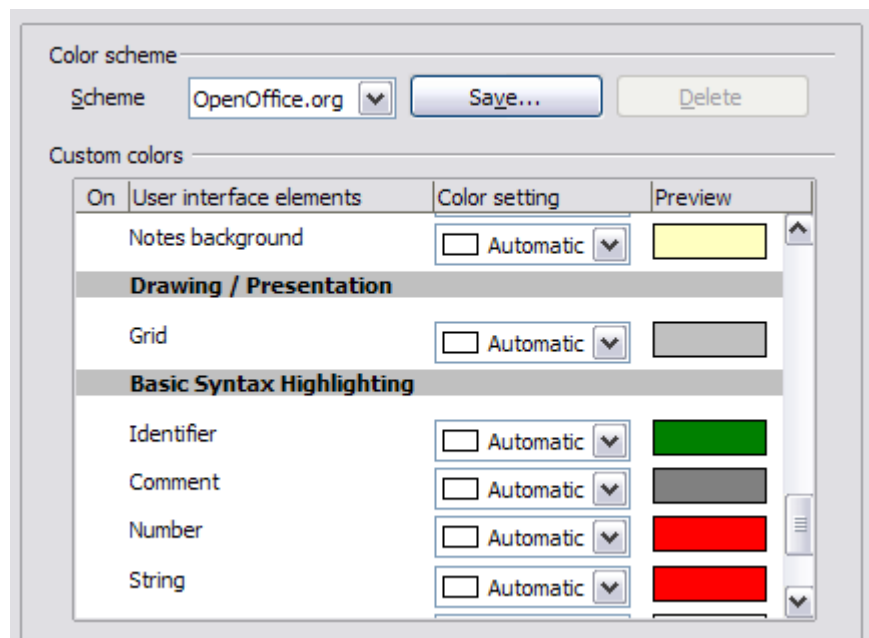


*Figure 2. Changing the color of grid points in Impress and Draw*

The only choice specific to Impress (and Draw) is the color of the grid points. Scroll down in the page until you find **Drawing/Presentation**.

To change the default color for grid points, click the down-arrow by the color and select a new color from the pop-up box.

If you wish to save your color changes as a color scheme, click **Save,** type a name in the *Scheme* box; then click **OK**.

# Choosing options for Impress

In the Options dialog box, click the + sign to the left of *OpenOffice.org Impress* on the left-hand side. A list of subsections drops down. (See Figure 3.)
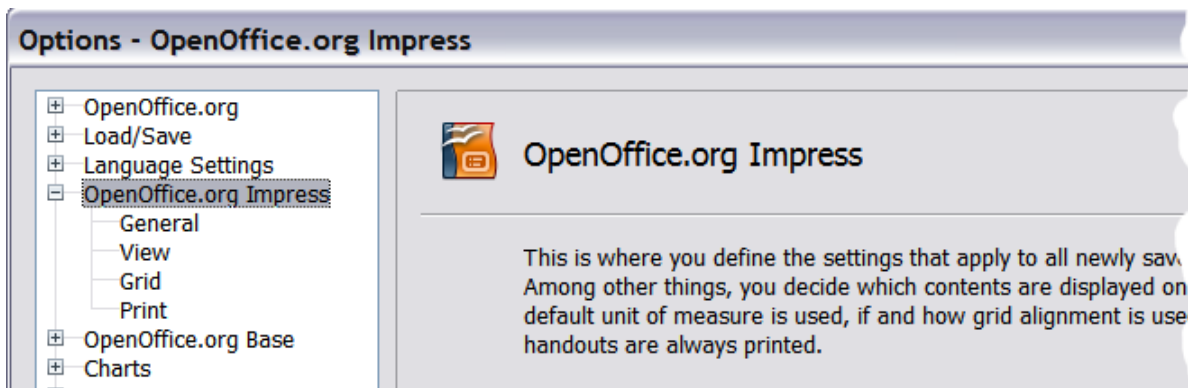


*Figure 3: Options for Impress*

# General options

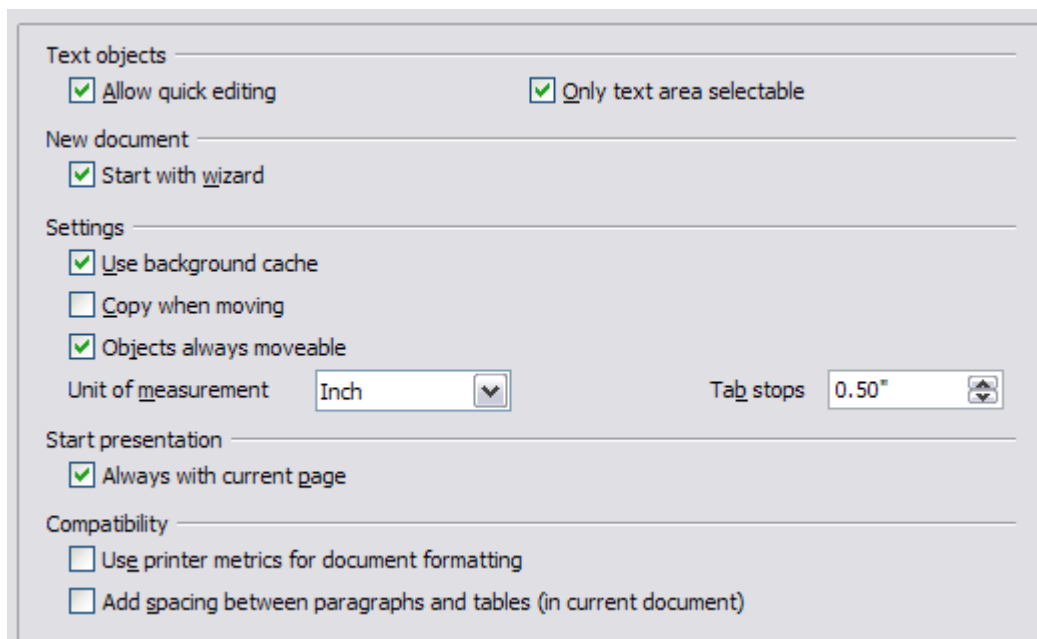In the Options dialog box, click **OpenOffice.org Impress > General**.



*Figure 4: Specifying general options for Impress*

### Text objects section

*Allow quick editing* sets Impress to immediately switch to the text editing mode when you click a text object. You can also activate text editing mode through the **Allow Quick Editing** icon  on the Options toolbar.

*Only text area selectable* sets Impress to select a text frame when you click on text. In the area of the text frame that is not filled with text, an object behind the text frame can be selected. You can also activate this mode through the **Select Text Area Only** icon  on the Options toolbar.

### New document section

*Start with Wizard* sets Impress to start with the Presentation Wizard when opening a presentation with **File > New > Presentation**.

### Settings section

*Use background cache* sets Impress to use the cache for displaying objects on the master page. This setting speeds up the display. Unmark this box if you want to display changing contents on the master page.

*Copy when moving* automatically creates a copy when you move, rotate or resize an object while holding down the *Ctrl* key. The original object will remain in its current position and size.

*Objects always movable* lets you move an object with the **Rotate** tool enabled. If this box is not marked, the **Rotate** tool can only be used to rotate an object.

*Unit of measurement* determines the unit of measurement for presentations.

*Tab stops* defines the spacing between tab stops.

### Start presentation section

*Always with current page* specifies that a presentation starts with the current slide. Unmark this box to always start a presentation with the first page.

### Compatibility section

The settings in this area are valid for the current document only.

*Use printer metrics for document formatting* applies printer metrics for printing and for formatting the display on the screen. If this box is

not checked, a printer-independent layout is used for screen display and printing.

*Add spacing between paragraphs in the current document* calculates the paragraph spacing in Impress exactly as Microsoft PowerPoint does. Microsoft PowerPoint adds the bottom spacing of a paragraph to the top spacing of the next paragraph to calculate the total spacing between both paragraphs. Impress normally uses only the larger of the two spacings.

## View options

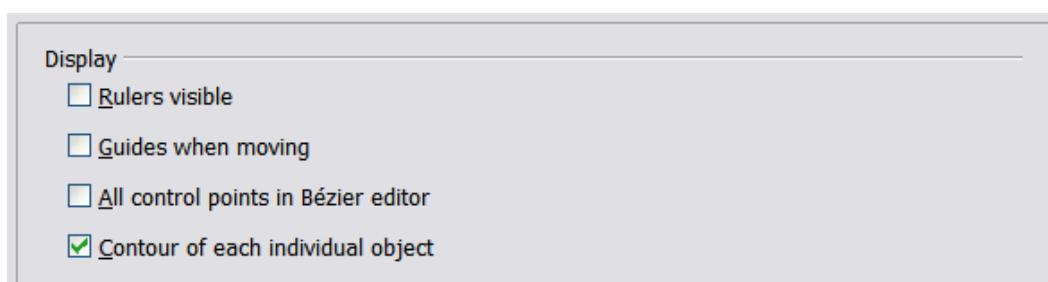In the Options dialog box, click **OpenOffice.org Impress > View**.



*Figure 5: Specifying view options for Impress*

*Rulers visible* displays the rulers at the top and the left of the work area.

*Guides when moving* displays dotted guides that extend beyond the box containing the selected object and which cover the entire work area, helping you position the object when moving it. You can also use the **Guides when moving** icon ⊞ on the Options toolbar.

*All control points in Bézier editor* displays the control points of all Bézier points if you have previously selected a Bézier curve. If this box is not marked, only the control points of the selected Bézier points will be visible.

*Contour of each individual object* displays the contour line of each individual object when moving the object. This enables you to see if single objects conflict with other objects in the target position. If you do not mark this box, Impress displays only a square contour that includes all selected objects.

## Grid options

The Grid page defines the grid settings for Impress. Using a grid helps you determine the exact position of your objects. You can also set this grid in line with the snap grid.

If you have activated the snap grid but wish to move or create individual objects without snap positions, you can press the *Ctrl* to deactivate the snap grid for as long as needed.

In the Options dialog box, click **OpenOffice.org Impress > Grid**.

### Grid section

*Snap to grid* activates the "snap" function.

*Visible grid* displays grid points on the screen. These points will not display or print as part of a presentation.
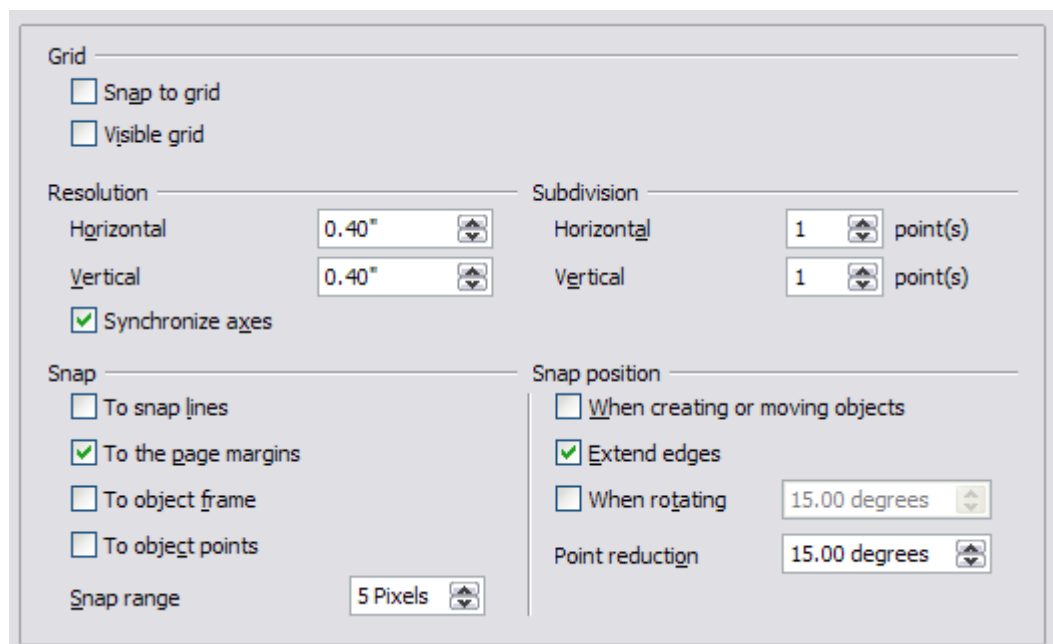


*Figure 6: Specifying grid options for Impress*

### Resolution section

Here you can set the unit of distance for the spacing between horizontal and vertical grid points and subdivisions (intermediate points) of the grid.

*Synchronize axes* changes the current grid settings symmetrically.

### Snap section

*To snap lines* snaps the edge of a dragged object to the nearest snap line when you release the mouse button. You can also use the **Snap to Guides** icon  on the Options toolbar.

*To the page margins* aligns the contour of the graphic object to the nearest page margin. The cursor or a contour line of the graphics

object must be in the snap range. You can also use the **Snap to Page Margins** icon  on the Options toolbar.

*To object frame* aligns the contour of the graphic object to the border of the nearest graphic object. The cursor or a contour line of the graphics object must be in the snap range. You can also use the **Snap to Object Border** icon  on the Options toolbar.

*To object points* aligns the contour of the graphic object to the points of the nearest graphic object. The cursor or a contour line of the graphics object must be in the snap range. You can also use the **Snap to Object Points** icon  on the Options toolbar.

*Snap range* defines the snap distance between the mouse pointer and the object contour. Impress snaps to a snap point if the mouse pointer is nearer than the distance selected in the **Snap range** box.

### Snap position section

*When creating or moving objects* restricts graphic objects vertically, horizontally or diagonally (45°) when creating or moving them. You can temporarily deactivate this setting by pressing the *Shift* key.

*Extend edges* creates a square based on the longer side of a rectangle when the *Shift* key is pressed before you release the mouse button. This also applies to an ellipse (a circle will be created based on the longest diameter of the ellipse). When the **Extend edges** box is not marked, a square or a circle will be created based on the shorter side or diameter.

*When rotating* restricts the rotation of graphic objects within the rotation angle that you selected in the **When rotating** box. If you want to rotate an object outside the defined angle, press the *Ctrl* key when rotating. Release the key when the desired rotation angle is reached.

*Point reduction* defines the angle for point reduction. When working with polygons, you might find it useful to reduce their editing points.

## Print options

In the Options dialog box, click **OpenOffice.org Impress > Print**.

See Chapter 10 (Printing, e-mailing, exporting, and saving slide shows) for more about the options on this page.
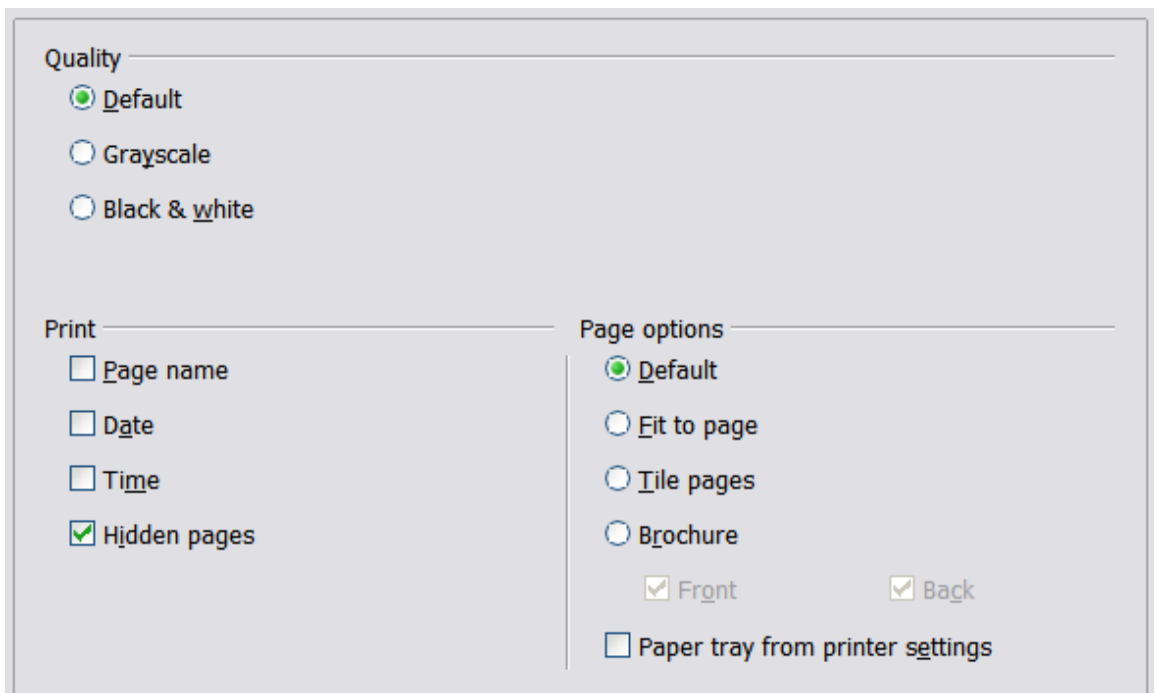
*Figure 7: Specifying print options for Impress*

# Customizing the user interface

## Customizing the menu font

If you want to change the menu font from that supplied by OOo to the system font for your operating system, do this:

1) Choose **Tools > Options > OpenOffice.org > View**.
2) Check **Use system font for user interface** and click **OK**.

## Customizing menu content

You can customize menus in OpenOffice.org.

1) Choose **Tools > Customize.**
2) On the **Customize** dialog box, pick the **Menus** page (Figure 8).
3) In the **Save In** drop-down list, choose whether to save this changed menu for Impress or for a selected document.
4) In **OpenOffice.org Impress Menus**, select the menu you want to customize in the **Menu** drop-down list.
5) To customize the selected menu, click on the **Menu** or **Modify** buttons. You can also add commands to a menu by clicking on the **Add** button. These actions are described in the following sections. Use the up and down arrows next to the Entries list to move the selected menu item to a different position.

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6) When you are done customizing menus, click **OK** to save your changes.
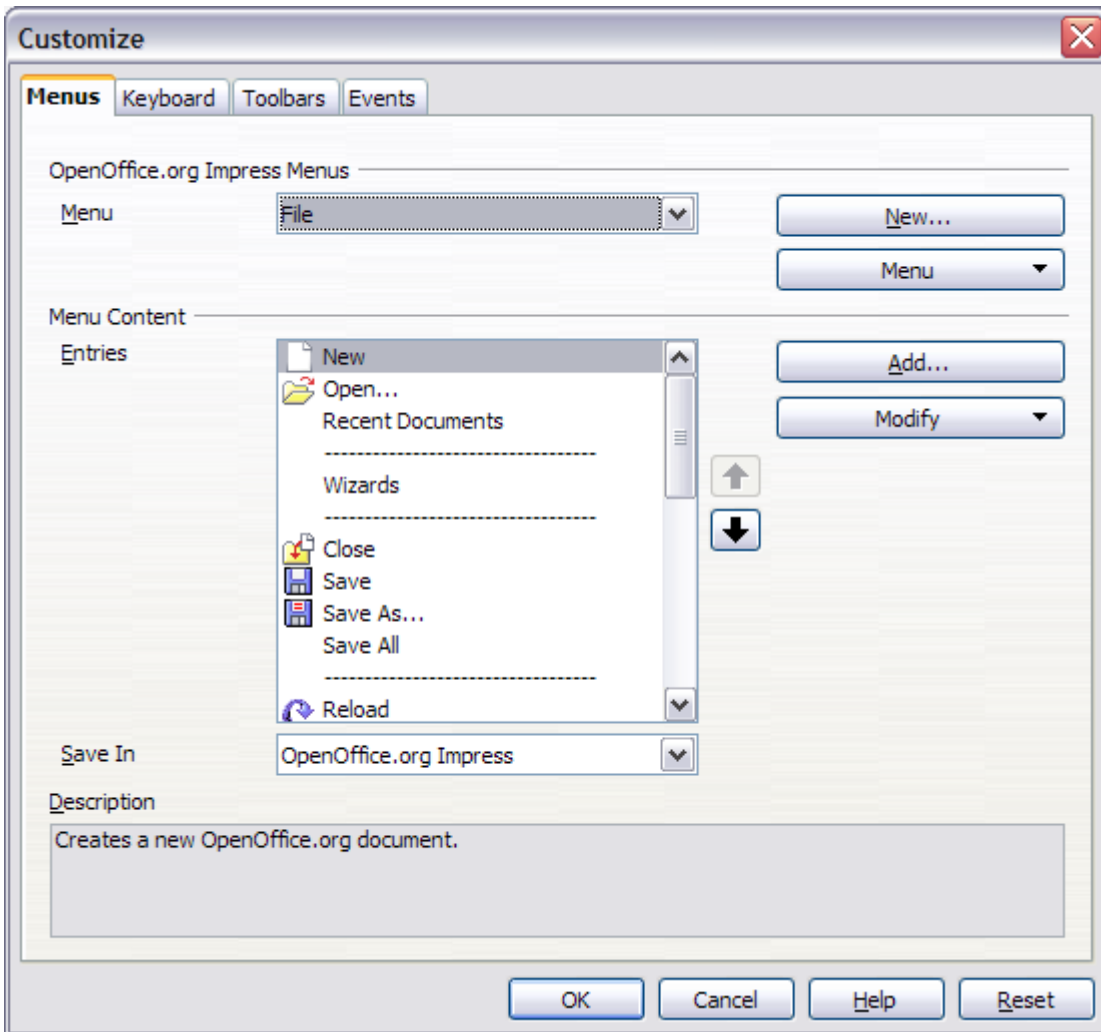


*Figure 8. The Menus page of the Customize dialog box*

## *Creating a new menu*

In the Customize dialog, click **New** to display the dialog shown in Figure 9.

1) Type a name for your new menu in the **Menu name** box.
2) Use the up and down arrow buttons to move the new menu into the required position on the menu bar.
3) Click **OK** to save.

The new menu now appears on the list of menus in the Customize dialog. (It will appear on the menu bar itself after you save your customizations.)

After creating a new menu, you need to add some commands to it, as described in "Adding a command to a menu" on page 15.
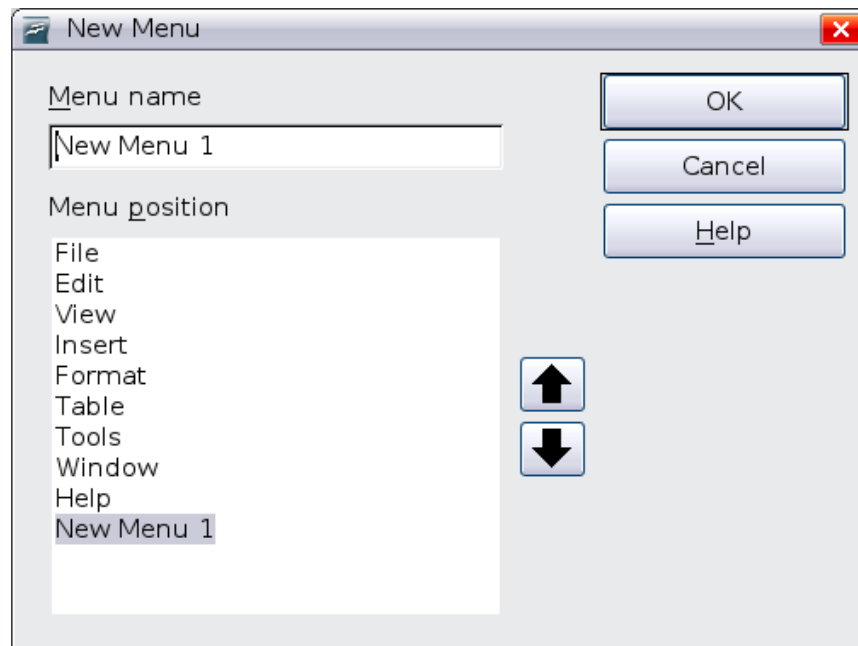
*Figure 9: Adding a new menu*

## Modifying existing menus

To modify an existing menu, select it in the Menu list and click the **Menu** button to drop down a list of modifications: **Move**, **Rename**, **Delete**. Not all of these modifications can be applied to all the entries in the Menu list. For example, **Rename** and **Delete** are not available for the supplied menus.

To move a menu (such as *File*), choose **Menu > Move**. A dialog similar to the one shown in Figure 9 (but without the **Menu name** box) opens. Use the up and down arrow buttons to move the menu into the required position.

To move submenus (such as *File | Send*), select the main menu (File) in the Menu list and then, in the Menu Content section of the dialog, select the submenu (Send) in the Entries list and use the arrow keys to move it up or down in the sequence. Submenus are easily identified in the Entries list by a small black triangle on the right hand side of the name.

In addition to renaming, you can specify a keyboard shortcut that allows you to select a menu command when you press *Alt+* an underlined letter in a menu command.

1) Select a menu or menu entry.
2) Click the **Menu** button and select **Rename**.
3) Add a tilde (~) in front of the letter that you want to use as an accelerator. For example, to select the Save All command by pressing *Alt+V*, enter `Sa~ve All`.

## Adding a command to a menu

You can add commands to the supplied menus and to menus you have created. On the Customize dialog, select the menu in the Menu list and click the **Add** button in the Menu Content section of the dialog.

On the Add Commands dialog, select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.
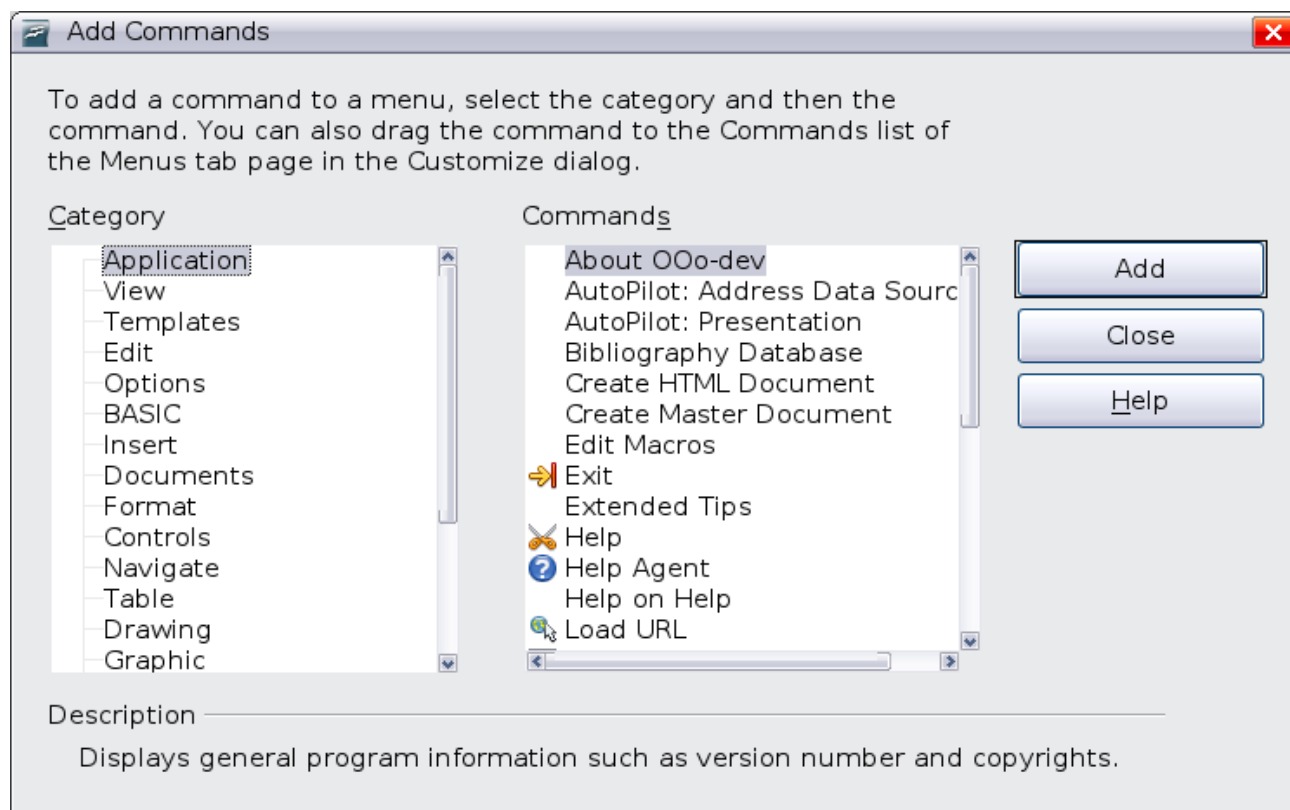


*Figure 10: Adding a command to a menu*

## Modifying menu entries

In addition to changing the sequence of entries on a menu or submenu, you can add submenus, rename or delete the entries, and add group separators.

To begin, select the menu or submenu in the Menu list near the top of the Customize page, then select the entry in the Entries list under Menu Content. Click the **Modify** button and choose the required action from the drop-down list of actions.

Most of the actions should be self-explanatory. **Begin a group** adds a separator line after the highlighted entry.

# Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar, as described in Chapter 1 (Introducing OpenOffice.org) of the Getting Started guide. This section describes how to create new toolbars and add other icons (commands) to the list of those available on a toolbar.

To get to the toolbar customization dialog, do any of the following:

- On the toolbar, click the arrow at the end of the toolbar and choose **Customize Toolbar**.
- Choose **View > Toolbars > Customize** from the menu bar.
- Choose **Tools > Customize > Toolbars tab** from the menu bar.



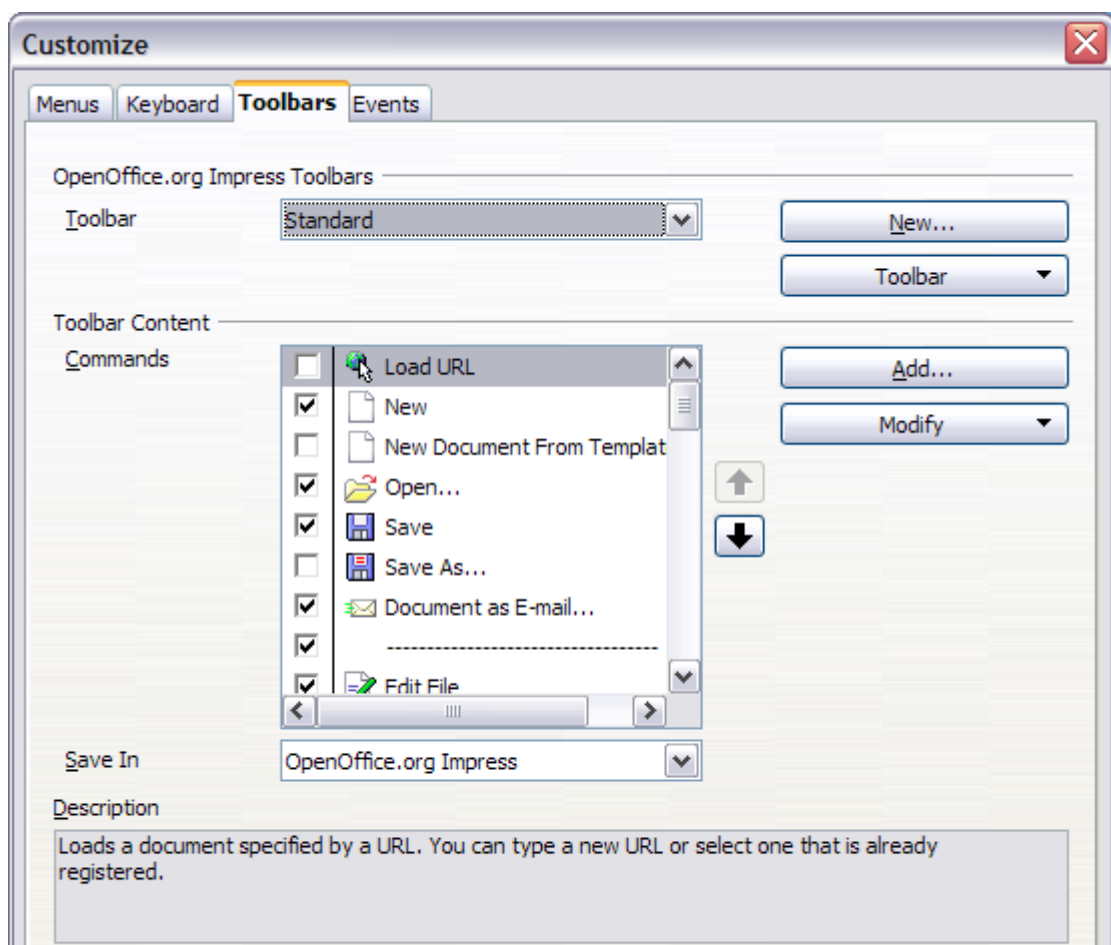*Figure 11. The Toolbars page of the Customize window*

To customize toolbars:

1) In the **Save In** drop-down list, choose whether to save this changed toolbar for Impress or for a selected document.
2) In the **OpenOffice.org Impress Toolbars** section, select from the **Toolbar** drop-down list the toolbar that you want to customize.

3) Click the **Toolbar** button on the right to display a drop-down list of choices.
4) To display or hide commands, select or deselect the checkboxes in the **Toolbar Content – Commands** section.
5) To change the position of commands on a toolbar, select a command and click the big up and down arrows to the right of the lists.
6) You can create a new toolbar by clicking on the **New** button, or customize existing toolbars by clicking on the **Toolbar** or **Modify** buttons, and add commands to a toolbar by clicking on the **Add** button. These actions are described below.
7) When you are done customizing toolbars, click **OK** to save your changes.

## Creating a new toolbar

To create a new toolbar:

1) Choose **Tools > Customize > Toolbars** from the menu bar.
2) Click **New**. On the Name dialog, type the new toolbar's name and choose from the Save In drop-down list where to save this changed menu: for the application (for example, Writer) or for a selected document.
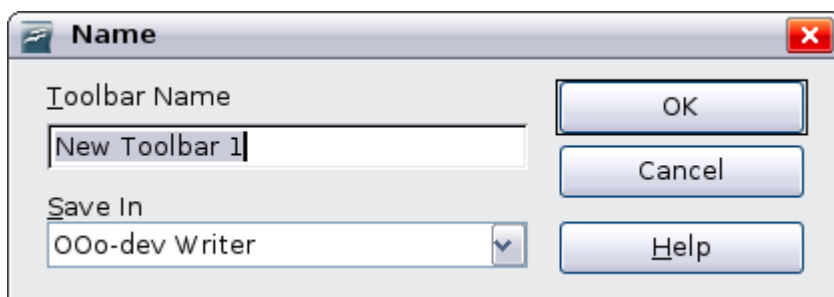


The new toolbar now appears on the list of toolbars in the Customize dialog. After creating a new toolbar, you need to add some commands to it, as described below.

## Adding a command to a toolbar

If the list of available buttons for a toolbar does not include all the commands you want on that toolbar, you can add commands. When you create a new toolbar, you need to add commands to it.

1) On the Toolbars page of the Customize dialog, select the toolbar in the Toolbar list and click the **Add** button in the Toolbar Content section of the dialog.

2) The Add Commands dialog is the same as for adding commands to menus. Select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. If you insert an item which does not have an associated icon, the toolbar will display the full name of the item: the next section describes how to choose an icon for a toolbar command.

3) Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.

4) When you are done making changes, click **OK** to save.

## *Choosing icons for toolbar commands*

Toolbar buttons usually have icons, not words, on them, but not all of the commands have associated icons.

To choose an icon for a command, select the command and click **Modify > Change icon**. On the Change Icon dialog, you can scroll through the available icons, select one, and click **OK** to assign it to the command.
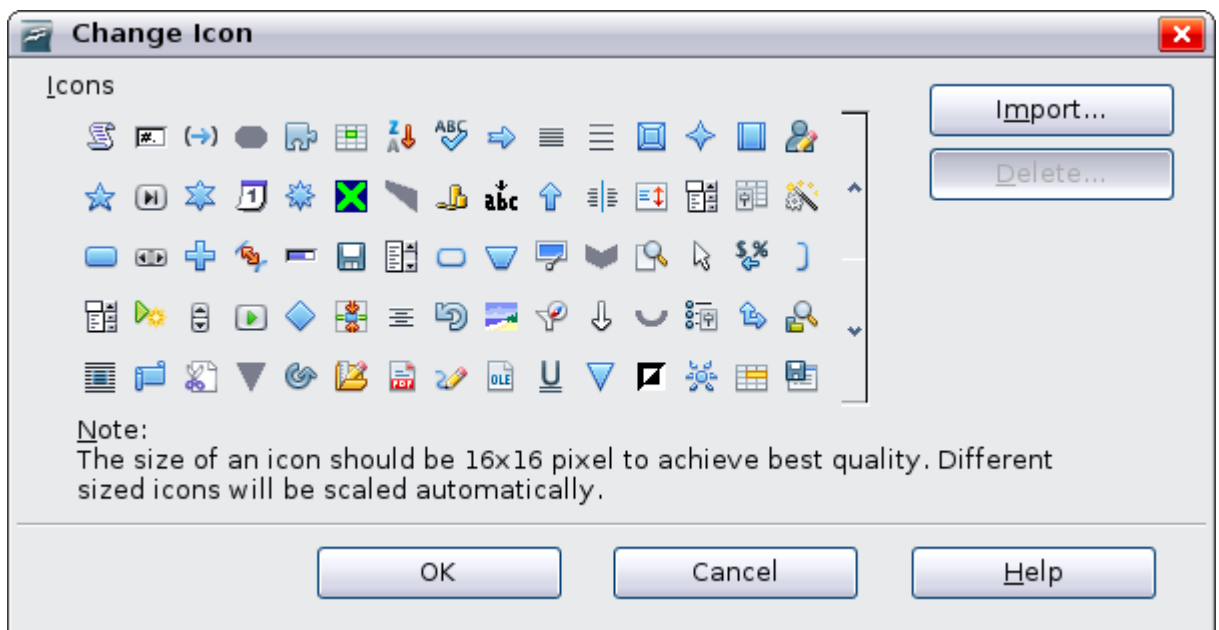


*Figure 12: Change Icon dialog*

To use a custom icon, create it in a graphics program and import it into OOo by clicking the **Import** button on the Change Icon dialog. Custom icons must be 16 x 16 or 26 x 26 pixels in size and cannot contain more than 256 colors.

# Customizing keyboard shortcuts

The Appendix to this book lists the default keyboard shortcuts supplied with Impress. You can change these defaults or add new shortcuts. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the entire OpenOffice.org suite.

| **Caution** | Be careful when reassigning your operating system's or OOo's predefined shortcut keys. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to the OOo defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer. |
|---|---|

As an example, suppose you wish to assign a shortcut key to easily insert a duplicate slide in your presentation. You could assign the *Insert* key as a logical shortcut for this purpose, as described below:

1) Choose **Tools > Customize.**
2) On the **Customize** dialog box, pick the Keyboard page (Figure 13).
3) As the shortcut key assignment is only relevant with Impress, and not OpenOffice.org in general, select the **Impress** button (at the upper right corner of the **Keyboard** tab).
4) Next select **Insert** in the *Category* list and **Duplicate Slide** in the *Function* list.
5) Now select the shortcut key *Insert* in the *Shortcut keys* list and click the **Modify** button at the upper right.
6) Click **OK** to accept the change. Now the *Insert* shortcut key will insert a duplicate slide immediately after the currently selected slide.

| **Note** | 1) All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. Since there was no currently assigned shortcut for the **Insert > Duplicate Slide** function the *Keys* list was empty. If it had not been, and you wished to reassign a shortcut key combination that was already in use, you would first have had to **Delete** the existing *Key*.<br>2) Shortcut keys that are greyed-out in the listing on the Customize dialog box, such as *F1* and *F10,* are not available for reassignment. |
|---|---|
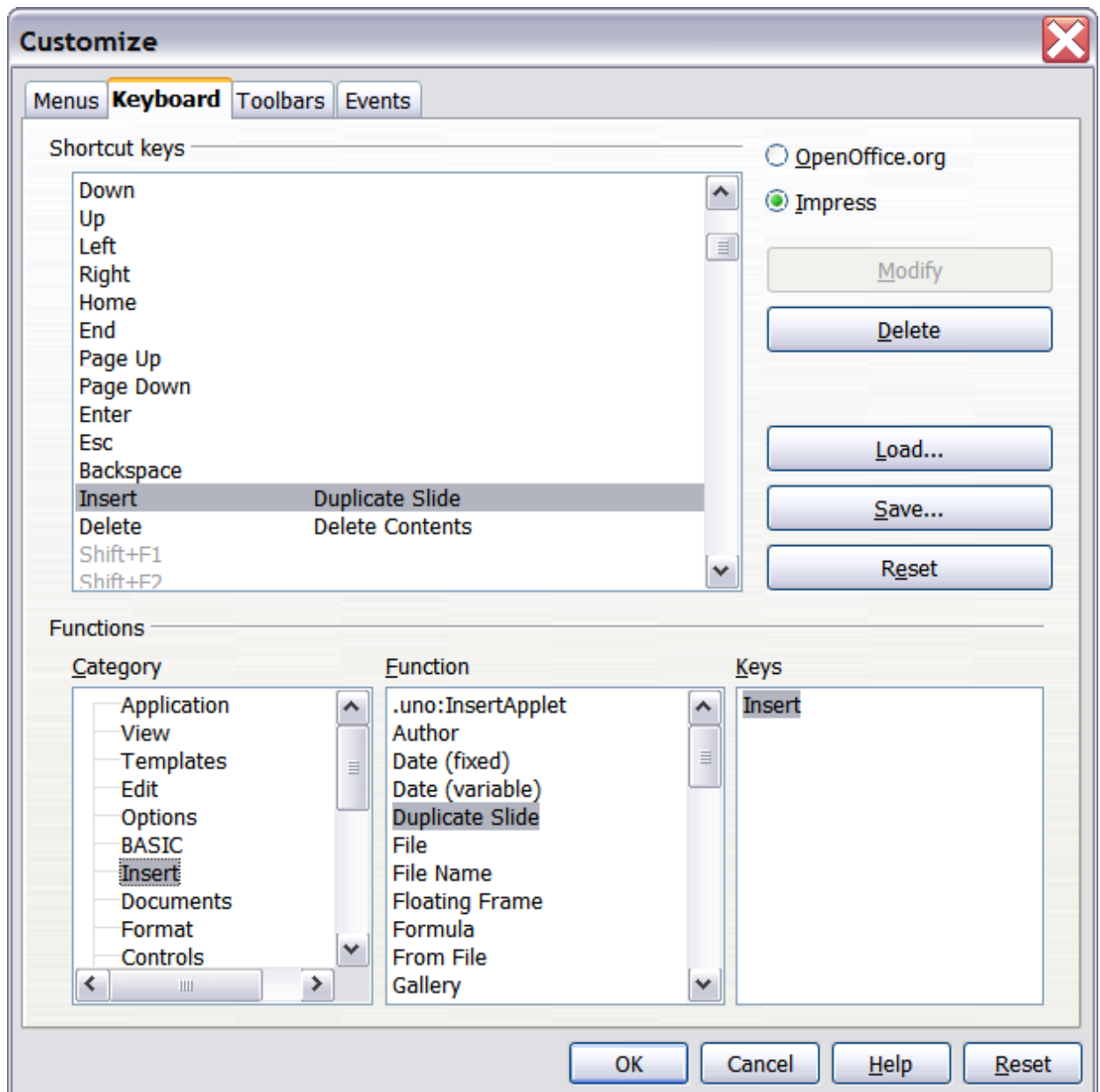
*Figure 13: Customizing keyboard shortcuts*

## Saving changes to a file

Changes to the shortcut key assignments (and other configurations) can be saved in a keyboard configuration file for use at a later time, thus permitting you to create and apply different configurations as the need arises. To save keyboard shortcuts to a file:

1) After making your keyboard shortcut assignments, click the **Save** button near the bottom right of the Customize dialog box.

2) In the Save Keyboard Configuration dialog box, select *All files* from the **Save as Type** list.

3) Next enter a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. If you need to, browse to find a file from another location.
4) Click **Save**. A confirmation dialog box will appear if you are about to overwrite an existing file, otherwise there will be no feedback and the file will be saved.

### Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button near the bottom right of the Customize dialog box, and then select the configuration file from the Load Keyboard Configuration dialog box.

### Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button near the bottom right of the Customize dialog box. Use this feature with care as no confirmation dialog box will be displayed; the defaults will be set without any further notice or user input.

### Running macros from key combinations

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. For information on macros, see Chapter 13 (Getting started with macros) in the *Getting Started* guide.

# Adding functionality with extensions

An extension is a package that can be installed into OpenOffice.org to add new functionality.

Although individual extensions can be found in different places, the official OpenOffice.org extension repository is at http://extensions.services.openoffice.org/. Some extensions are free of charge; others are available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

## Installing extensions

To install an extension, follow these steps:
1) Download an extension and save it anywhere on your computer.

2) In OOo, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog box (Figure 14), click **Add**.

3) A file browser window opens. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.

4) When the installation is complete, the extension is listed in the Extension Manager dialog.

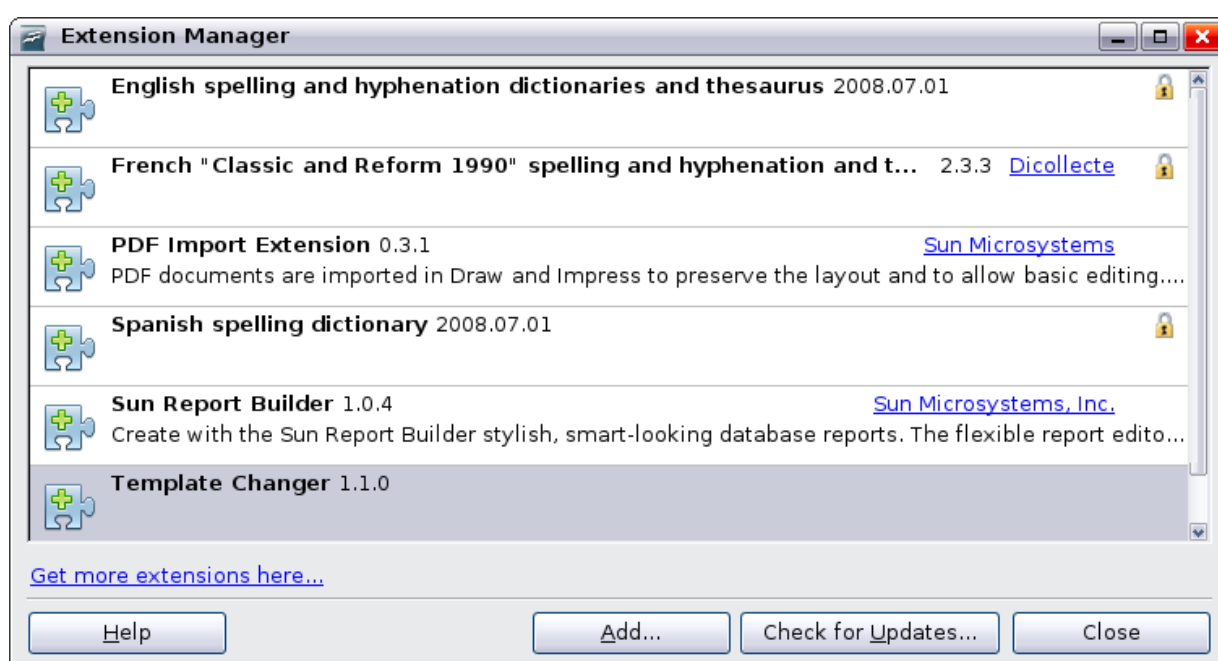| **Tip** | To get extensions that are listed in the repository, you can open the Extension Manager and click the **Get more extensions here** link. You do not need to download them separately as in step 1 above. |
|---|---|



*Figure 14: Installing an extension*

| **Note** | To install a *shared* extension, you need write access to the OpenOffice.org installation directory. |
|---|---|

## Using extensions

This section describes some of the more important and popular extensions to Impress. In each case, you need to first install the extension as described in the previous section.

### *Sun Presenter Console*

Provides extra control over slide shows (presentations); for example, the presenter has ability to see the upcoming slide, the slide notes, and

a presentation timer—while the audience sees only the current slide. The Presenter Console displays the elements in three easily changeable views:

- The first view displays the current slide, including the effects, and the upcoming slide.
- The second view shows the speaker's notes in large, clear, and scalable type, plus the current and upcoming slide.
- The third view is a slide sorter view with the slide thumbnails.

From Sun Microsystems. Open source.

| **Note** | The Presenter Console works only on an operating system that supports multiple displays. |
|----------|------------------------------------------------------------------------------------------|

## *Professional Template Pack II*

Provides more than 120 templates for Writer, Calc, and Impress. Available in several languages. After you have installed this extension, you will find the templates under **File > New > Templates and Documents**. From Sun Microsystems. Freeware.

## *Sun Presentation Minimizer*

Reduces the file size of the current presentation. Images are compressed, and data that is no longer needed is removed. Can optimize the image quality size. Presentations designed for screen or projector do not require the same high quality as presentations designed for print. From Sun Microsystems. Open source.

## *Template Changer*

Adds two new items to the **File > Templates** menu that allow you to assign a new template to the current document or to a folder of documents. All styles and formatting will be loaded from that template and the document will behave as it was created using that template. Open source.