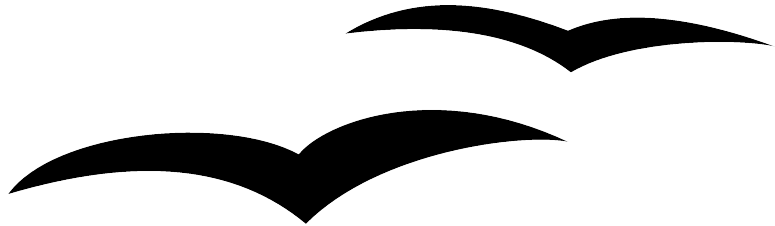


OpenOffice.org 1.1 Impress QuickStart Guide



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First edition: June 2003
First English edition: June 2003

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Overview

The purpose of this guide is to teach OpenOffice.org users how to use Impress to design professional-quality presentations. This quick-start approach provides an overview of the capabilities of Impress. It is designed to quickly give Impress users the knowledge necessary to create high-quality presentations suitable for a wide variety of contexts.

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Feedback

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Modifications and updates

Version	Date	Description of Change
0.1	06/27/03	Initial edition issued for comment
0.3	07/07/03	TIF screen shots converted to PNGs
0.4	01/27/04	Mostly re-written and re-desktop published. Many new screen shots. New sections on printing, text boxes, charts, lists, Gallery themes, transitions, and animations. Yet to come, new sections on the Navigator, the Stylist, and Slide Show Settings.

Introduction

Welcome to Impress–OpenOffice.org's slide show program. This easy-to-learn program, which features user-friendly functions and standard toolbars and menus, allows users to create a wide variety of slide layouts for visually attractive presentations. With Impress, users can create slides that contain many different elements, including: text, bulleted and numbered lists, tables, charts, clip art, and a wide array of graphic objects. It also comes with spell check, a thesaurus, pre-set text styles, attractive background styles, and a handy help menu.

This manual gives users the ability to create professional presentations in a short period of time. It features instructions, screen shots, and helpful hints that guide users through the Impress environment while designing presentations.

Prerequisites

To receive the most from this guide, users should have a good working knowledge of basic computer functions and should be familiar with standard software layouts and functions, such as open, close, save, and print.

Creating a new presentation

This section shows how to set up a new presentation.

Starting the AutoPilot presentation

After launching OpenOffice.org, choose **File > New > Presentation**, or **File > AutoPilot > Presentation**. **AutoPilot Presentation** window number 1 appears. See Figure 1: Autopilot Presentation window.

1) Select one of the following options under **Type**:

- *Empty Presentation* creates a presentation from scratch.
- *From Template* uses a template design already created as the base of a new presentation.
- *Open Existing Presentation* continues work on a previously created presentation.

Tip: Leave the **Preview** box checked to allow you to view templates, slide designs, and slide transitions as you choose them.

2) Click **Next**.

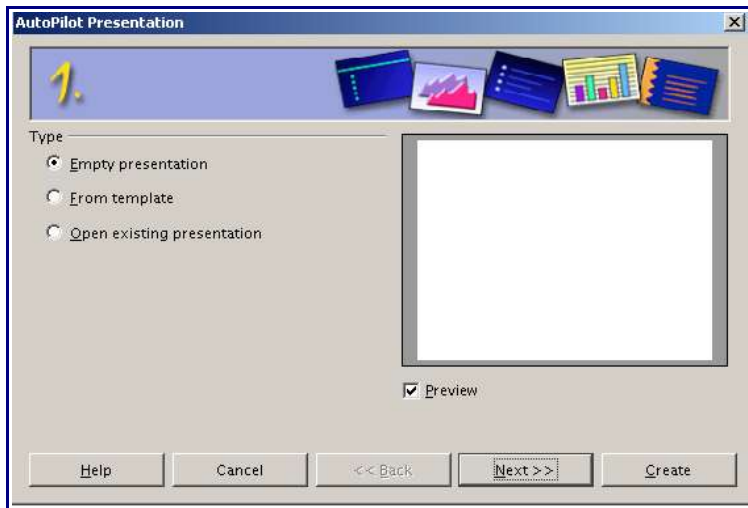


Figure 1: Autopilot Presentation window

AutoPilot Presentation window number 2 appears. See Figure 2: Autopilot Presentation window 2.

- 3) Choose a design under **Select a slide design**. Select **<Original>** for no slide design (blank).
- 4) Select how the presentation will be used under **Select an output medium**. Most often, presentations are created for screen.

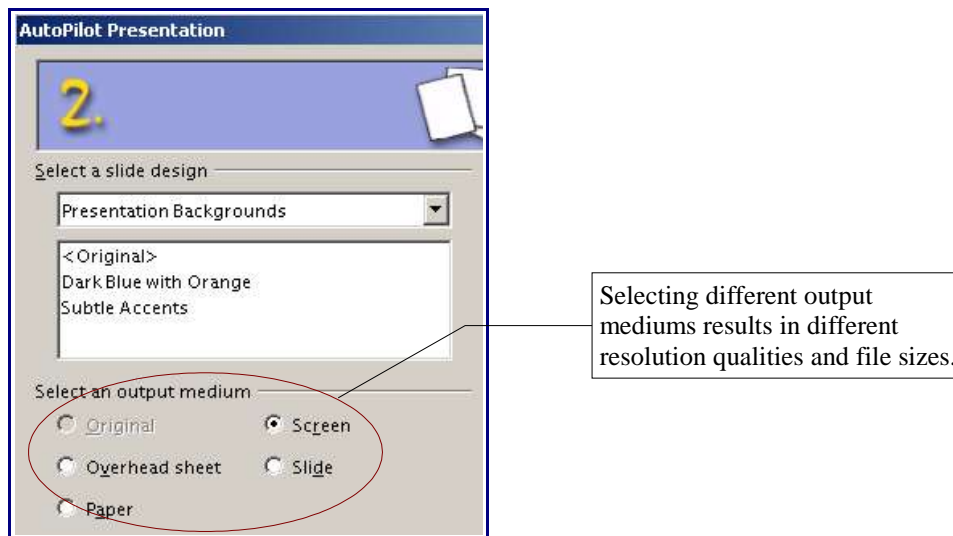


Figure 2: Autopilot Presentation window 2

- 5) Click **Next**. **AutoPilot Presentation** window number 3 appears. See Figure 3: Autopilot Presentation window 3.

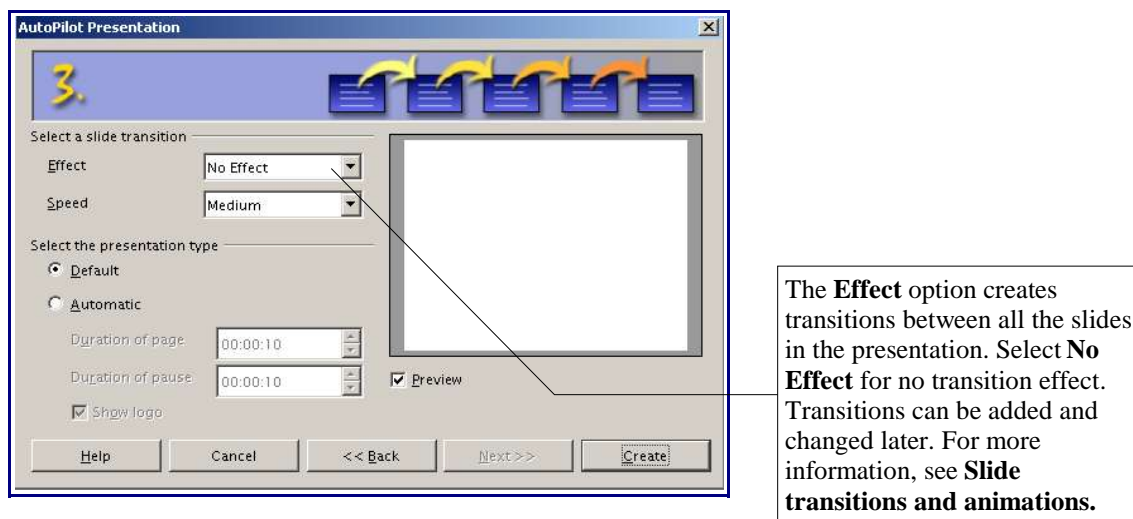


Figure 3: Autopilot Presentation window 3

- 6) Choose the desired option from the effect drop-down menu.
- 7) Select the desired speed for the transition between the different slides in the presentation from the speed drop-down menu.
- 8) Click **Create**. A new presentation is created.

Modifying a slide during AutoPilot

The **Modify Slide** window appears. See Figure 4: Modify Slide window. The **Select an AutoLayout** section contains a wide variety of thumbnail slides to help you format a presentation. Each thumbnail is a display of the visual layout of a slide. Clicking on a thumbnail slide selects that layout. Notice how the description at the bottom of the thumbnails frame changes to reflect the contents of each layout.

- 1) Type in a title for the slide in the area marked **Name**.
- 2) Click a thumbnail slide from the **Select an AutoLayout** section to select that layout.
- 3) Click **OK**.

***Tip:** It is always a good idea to save and name the presentation after it is initially created. Remember to also save frequently while working on the presentation to prevent any loss of information should something unexpected occur.*

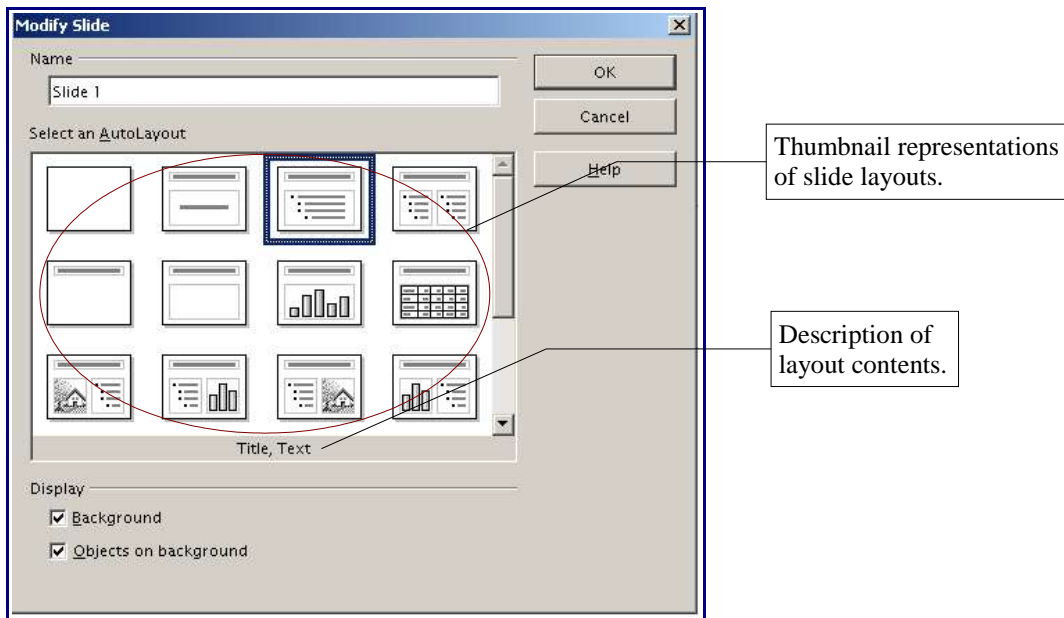


Figure 4: Modify Slide window

Inserting new slides

Inserting slides is easy, yet important—this is how you build a presentation. See Figure 5: Insert Slide dialog box and Figure 6: Full screen with slide tabs). New slides are always inserted after the active, or selected, slide. Do not worry about getting the order perfect the first time—slides can be rearranged easily (see the following section, [Rearranging slides](#)).

- 1) Choose **Insert > Slide**. The **Insert Slide** window appears.
- 2) Enter a title for the slide in the **Name** field.
- 3) Choose a slide layout from the **Select an AutoLayout** section.
- 4) Click **OK**. The slide will be visible on the screen and ready for modifying.

Tip: Another way to insert a slide is to use the floating **Presentation Palette**. It makes the general commands for slides easier to find. To access it, select **View > Toolbars > Presentation**.

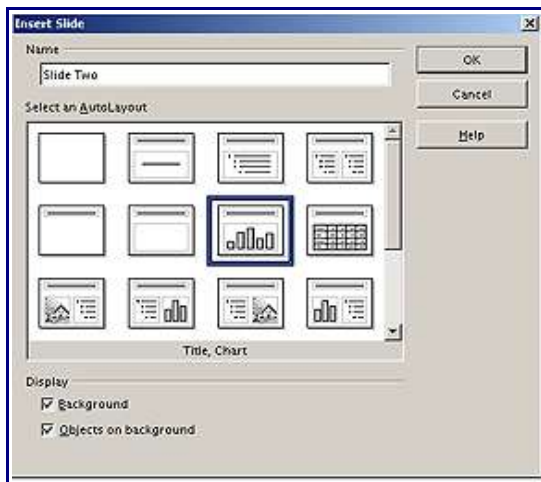


Figure 5: Insert Slide dialog box

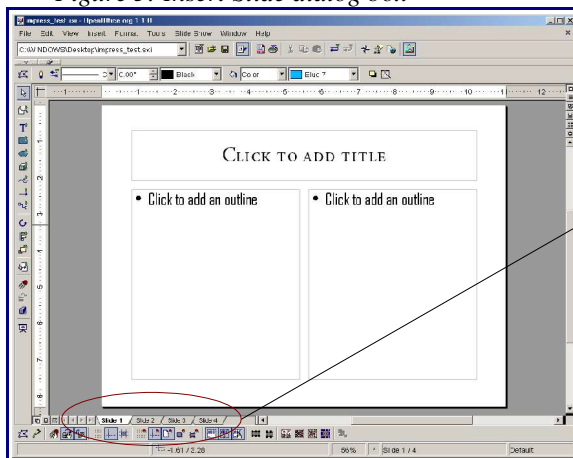
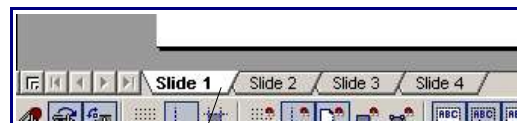


Figure 6: Full screen with slide tabs



A new slide tab appears at the bottom of the workspace for each inserted slide. Click on a slide tab to select and display that slide.

Slide tabs display the slide name. To rename a slide, see the following section, **Rename slides**.

Formatting a page

Select **Format > Page** to change the margins, size of the slides, and other settings. The Page Setup window appears. See Figure 7: Page Setup window. Click the **Page** tab for options that help create the desired layout.

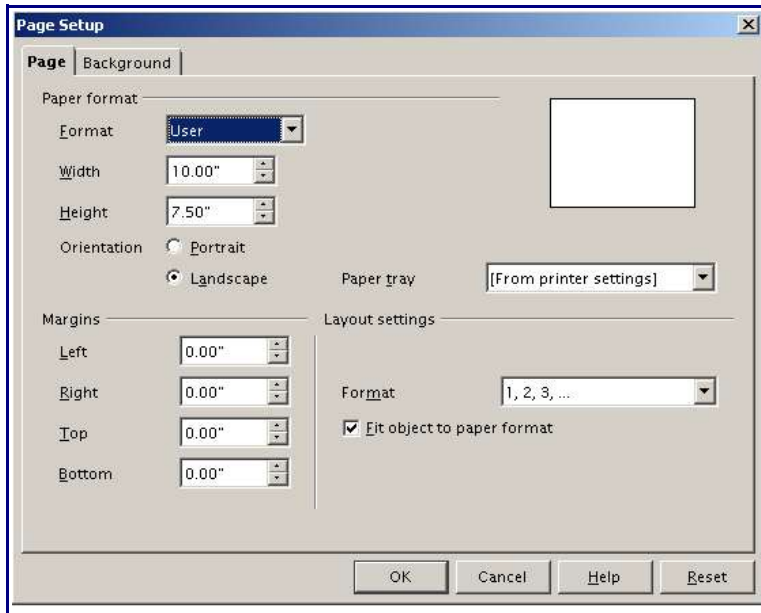


Figure 7: Page Setup window

Click the **Background** tab for slide background options. See the section [Changing the slide background](#) to learn more about this feature.

Formatting slides

Modifying slides

- 1) Select **Format > Modify Layout**. The Modify Slide window appears. See Figure 8: Modify Slide window.
- 2) Modify the layout by choosing a new layout from the **Select an AutoLayout** section.

Tip: Another way to modify a slide is to use the **Presentation Palette**. It makes the general commands for slides easier to find. To access it, select **View > Toolbars > Presentation**.

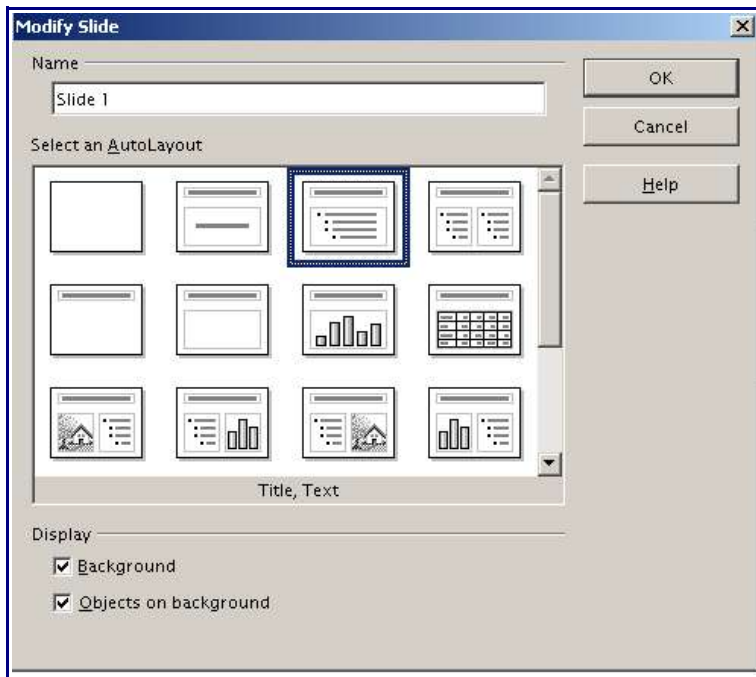


Figure 8: Modify Slide window

Deleting slides

- 1) Select the slide you want to delete.
- 2) Select **Edit > Delete Slide**. A dialog box appears asking “Are you sure you want to delete 'Slide ##’”? (“##” will be the name of your selected slide.)
- 3) Click **Yes**.

Renaming slides

- 1) Select **Format > Modify Layout**. The Modify Slide window appears.
- 2) Enter the new name of the slide in the **Name** text field and delete the old one.

Rearranging slides

Rearranging the slides is most easily done in the **Slides View**. See the following section, [Workspace views](#), for more information on the various views.

- 1) Select **View > Workspace > Slides View**. The slides appear in miniature view from left to right, in their current order. See Figure 9: Workspace view examples.

Note: In the 1.0.3 version for Mac OS X (X11), the path is **View > Master View > Slides View**.

- 2) Change the order of the slides by dragging and dropping them to the new location. A black line appears between the slides, showing where the selected slide will go.

Tip: An easy way to switch between different views is to use the **View** buttons. These are located on the right side of the border of the Impress workspace. For more information about the

different viewing options and the view buttons, see the following section, [Changing workspace views](#).

Workspace views

Impress has five different workspace views from which to choose. Each view is designed to make completing certain tasks easier. See Figure 9: Workspace view examples.

- *Drawing View* is the main view for creating individual slides. Use this view to format and design, add text, graphics, and animation effects. Many of the following sections describe how to create and edit slides in Drawing View.
- *Outline View* shows topic titles, bulleted lists, and numbered lists for each slide in outline format. This view lets you rearrange the order of slides, edit titles and headings, rearrange the order of items in a list, and add new slides.
- *Slide View* shows a small version of each slide in order. Use this view to rearrange the order of slides, produce a timed slideshow, or add transitions between slides. For more information, see [Formatting slides](#); also see [Slide transitions and animations](#).
- *Notes View* lets you add notes to each slide that are not seen when the presentation is shown. You can print these notes and refer to them while giving a presentation—a very helpful feature. Just click on the words “**Click to add notes**” and begin typing. 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.
- *Handout View* reduces several slides of the presentation and efficiently arranges them for printing. You can rearrange slides in this view by simply dragging and dropping them. See [Printing a presentation](#).

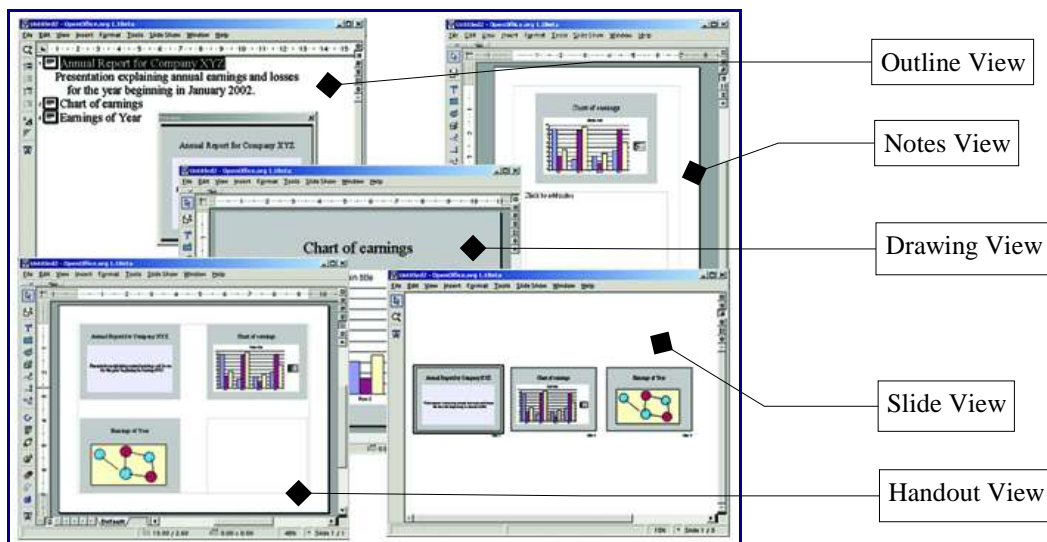


Figure 9: Workspace view examples

Changing workspace views

There are two ways to change workspace views:

- Selecting **View > Workspace** then choosing the desired view, or
- Clicking one of the **View Buttons** located at the upper-right corner of the workspace. See Figure 10: The View buttons.

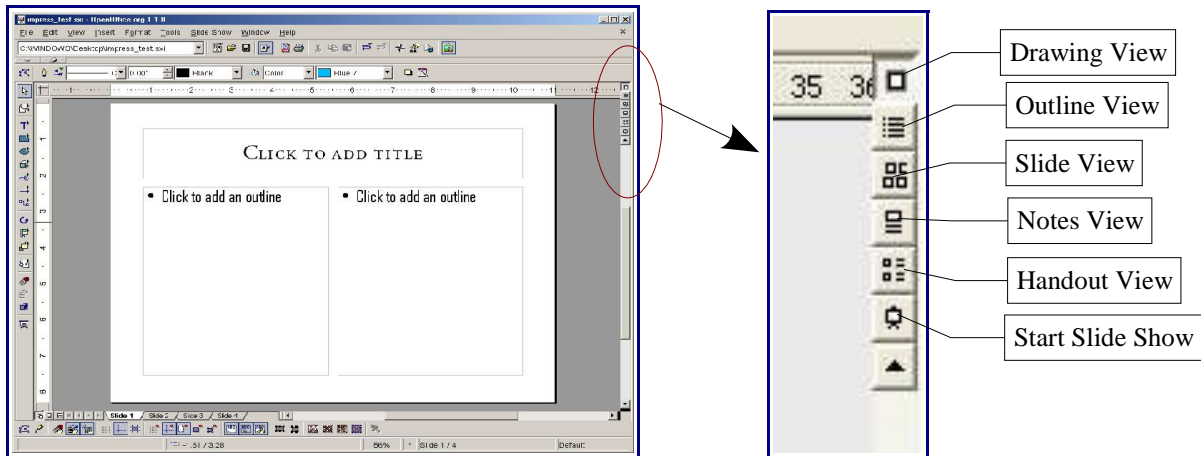


Figure 10: The View buttons

Running the slide show

- 1) Select **Slide Show > Slide Show** or click the **Start Slide Show** button to start slide show. See Figure 10: The View buttons.
- 2) Use the **arrow keys** on the keyboard to go to the next slide or to go back to the previous one. You can also click the mouse or press the **spacebar** on the keyboard to advance to the next slide.
- 3) When the last slide appears, the message “Click to exit presentation” appears. Click the mouse or press any key to exit the presentation.

Creating and editing slides

Inserting text


There are two ways to insert text into presentation. One way is to use the AutoLayout as described in the **Format slides** section. The other way is to type text in a text box you create using the text tool.

Insert text in text boxes created by AutoLayout

- 1) Click in the text box that reads “Click here to...”
- 2) Type your text in the text box.

Creating a text box

In Drawing View:

- 1) Click on the **Text** icon  in the main toolbar. See Figure 11: Main toolbar. (If the main toolbar is not visible, choose **View > Toolbars > Main Toolbar**.) The small arrow indicates that there are other text tools that can be accessed by long-clicking (clicking and holding) on this icon.
- 2) Click and drag to draw a box for the text on the slide. Do not worry about the size and position—the text box will expand if needed as you type, and you can move the text box with its text and resize it later if you want. See the following sections, [Moving a text box](#) and [Resizing a text box](#).
- 3) Release the mouse when finished. The cursor appears in the text box which is now in edit mode (gray border with green resizing handles).
- 4) Type your text in the text box.
- 5) Click outside the text box to deselect it.

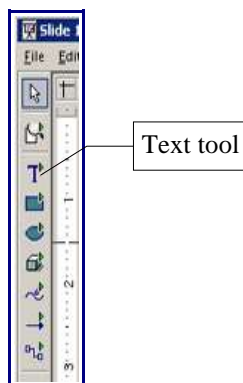


Figure 11: Main toolbar

Moving a text box

In Drawing View, notice how the pointer changes to an I-beam as you move it over the text in a text box.

- 1) Click when the pointer becomes an I-beam. The text box is now in edit mode, with a gray border and green resizing handles.
- 2) Drag the I-beam (or pointer) over the gray border. Notice how it changes to a four-headed arrow.
- 3) When the four-headed arrow appears, click and drag to move the text box. An empty, dashed-line box shows where your text box will be placed.
- 4) Release the mouse button when the text box is in the desired position.

Resizing a text box

In Drawing View, when the green resizing handles are displayed (see the instructions above), drag the I-beam (or pointer) over any handle. Notice how the pointer changes to a two-headed arrow, indicating in what direction the text box will be resized.

When the two-headed arrow is displayed, click and drag to resize the text box.

***Tip:** To maintain the proportions of a text box while resizing, press and hold **Shift**, then click and drag. Make sure to release the mouse button **before** releasing the **Shift** key.*

Deleting a text box

- 1) Click the text once to display the gray border and green resizing handles, if necessary.
- 2) Position the pointer anywhere on the gray border so that it becomes either a four-headed or two-headed arrow.
- 3) Click once. The gray border disappears, leaving only the green resizing handles.
- 4) Press **Delete**.

Formatting text

Formatting text can give a presentation a consistent look and a dynamic feel. It can even enhance the audience's understanding of your message by holding their interest.

Selecting text

The text must be selected before it can be formatted.

- To format all the text in a text box, click once on the text, then click once on the border of the text box. Only the green resizing handles will be displayed. Now any formatting changes will apply to all the text in the text box.
- To format only part of the text, click once on the text, then select the text to be formatted by clicking and dragging (highlighting) over it. Formatting changes will apply only to the selected text.

Formatting characters

To view the Character Formatting options, select **Format > Character** or click the

Character button  on the Object Bar. The Character window appears. See Figure 12: The Character window.

- The **Font** tab has options to change the font, typeface, and size of the text. You can view what the text will look like in the preview box.
- The **Font Effects** tab has other options to enhance the text, such as underlining and font color.
- The **Position** tab has advanced options that allow users to customize text spacing, position, and scaling.

***Tip:** The **Object Bar** is an efficient way to format text. The **Object Bar** changes with each object that is selected to show the options for that object. For text boxes, it shows buttons and menus for formatting the text. To view the Object bar, select **View > Toolbars > Object Bar**.*

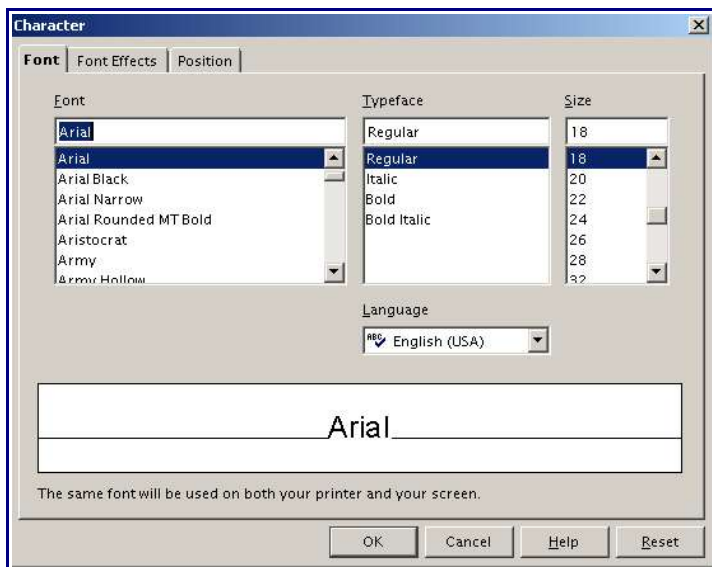



Figure 12: The Character window

Formatting a paragraph

To view the Paragraph Formatting options, select **Format > Paragraph** or click the

Paragraph button  on the Object Bar. The Paragraph window appears. See Figure 13: The Paragraph window.

- The **Indents & Spacing** tab has options to adjust the spacing of the paragraph selected, including the spacing between lines of text.

- The **Alignment** tab contains the following options: left-aligned, right-aligned, centered, or justified text. The preview shows how your text will be aligned.

***Tip:** The **Object Bar** is an efficient way to format text. The **Object Bar** changes with each object that is selected to show the options for that object. For text boxes, it shows buttons and menus for formatting the text. To view the toolbar, select **View > Toolbars > Object Bar**.*

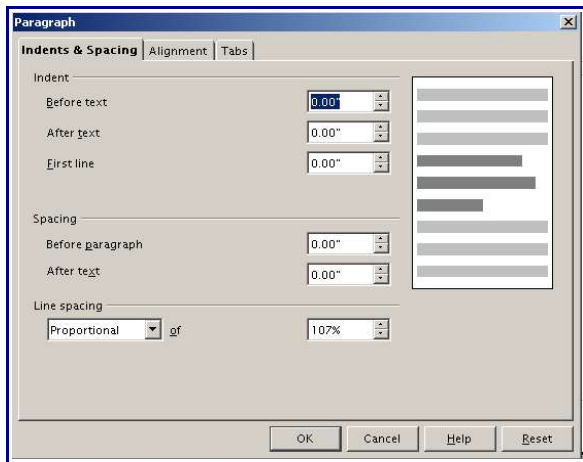


Figure 13: The Paragraph window

Creating bulleted and numbered lists

There are two ways to create bulleted or numbered lists. One way is to use the AutoLayout as described in the [Formatting slides](#) section. The other method is to create a bulleted list using the text tool.

Creating lists in AutoLayout text boxes

- 1) Choose an AutoLayout that contains a bulleted list.
- 2) Click in the textbox that reads **“Click to add an outline.”**
- 3) Type the text, then press **Enter** to start a new bulleted line or the next sequential numbered line. Press **Shift + Enter** to start a new line without creating a new bullet or number.

Creating a new outline level

- 1) If necessary, press **Enter** to begin a new line.
- 2) Press **Tab**. Each time you press **Tab** the line indents to the next outline level. Pressing **Enter** creates a new line at the same level as the previous one.

Changing the bullet type

For the entire list:

- 1) Click in the list, then click on the gray border of the text box so that just the green resizing handles are displayed.
- 2) Select **Format > Numbering/Bullets** or click on the **Numbering Symbols** button.



- 3) If necessary, click the **Bullets** tab.
- 4) Click on a bullet style to choose it.
- 5) Click **OK**.

For a single line in the list:

- 1) Click anywhere in the line to place the cursor in it.
- 2) Follow steps 2-5 of the previous instruction set.

Changing from a bulleted list > numbered list or numbered list > bulleted list

For the entire list:

- 1) Click in the list, then click on the gray border of the text box so that just the green resizing handles are displayed.
- 2) Select **Format > Numbering/Bullets** or click on the **Numbering Symbols** button.
- 3) Click the **Numbering type** tab if switching from bullets to numbers. Click the **Bullets** tab if switching from numbers to bullets.
- 4) Click on the desired design for the numbers or bullets to select it.
- 5) Click **OK**.

***Tip:** Just as you can place the cursor in a single line and change the bullet style, you can also change it to a number by choosing a numbering style instead of a different bullet style. You can also click and drag to select several contiguous lines and change from bullets to numbers or numbers to bullets, or change the styles. This is very useful if you want a numbered list under a bulleted entry or a bulleted list nested in a numbered one. See Figure 14: Nested bullet points in a numbered list.*

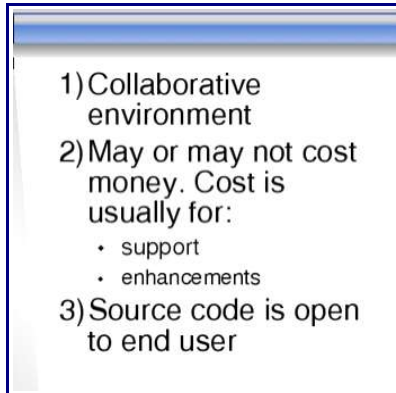


Figure 14: Nested bullet points in a numbered list

Changing the order or the outline level of bulleted or numbered lines

Click once in a line of text to place the cursor in it, then:

- Use the **Promote/Demote** buttons to increase or decrease the outline level of a line in a list. Numbering adjusts automatically. See Figure 15: Promote/Demote and Move Up/Move Down buttons
- Use the **Move up/Move down** buttons to move a line higher or lower in a list. Numbering adjusts automatically. See Figure 15: Promote/Demote and Move Up/Move Down buttons.

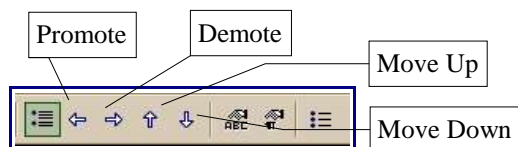


Figure 15: Promote/Demote and Move Up/Move Down buttons

Creating master slides

Master slides contain formatted text and background items that will appear on all of the slides in the presentation. They can give the presentation consistency and save time when designing the slide show. The font type in the titles and/or bulleted text passages on all of the slides can be changed at one time by using master slides.

- 1) View the master slides by selecting **View > Master > Drawing**. See Figure 16: Master View.
- 2) Make any formatting changes, such as to the background color, fonts, sizes, shapes, and images, that are intended to be on every slide.
- 3) Select **View > Slide** to return to Drawing View (Slide View) and see the design and formatting changes.

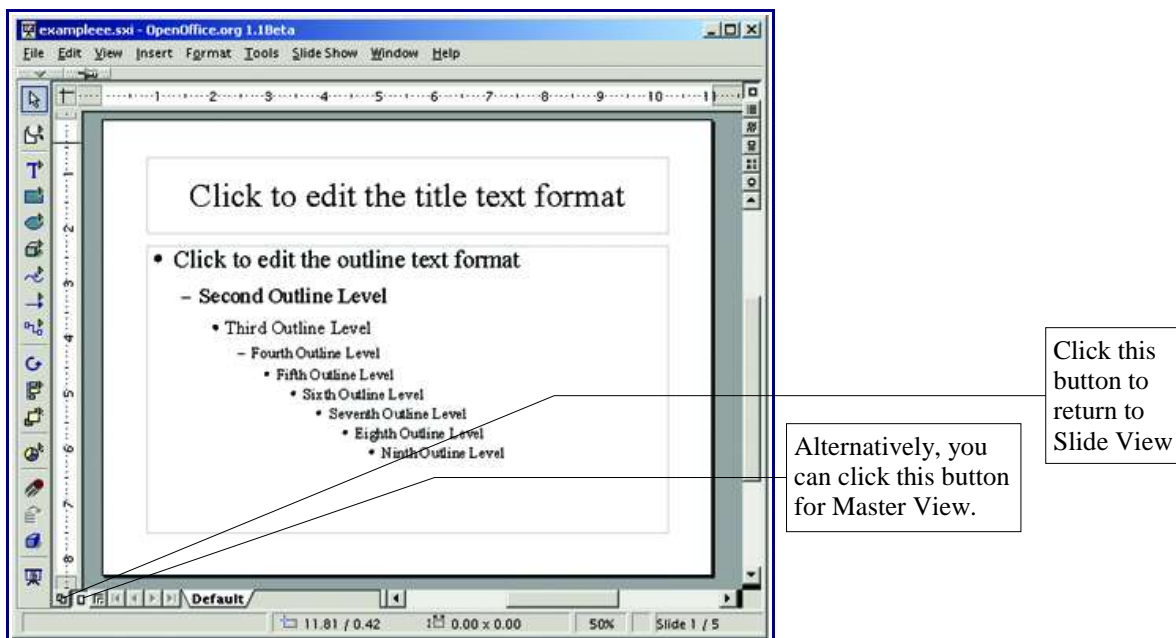



Figure 16: Master View

Changing the slide background

To change a slide background:

- 1) Select **Format > Page**. The **Page Setup** window appears. See Figure 17: Background tab in the Page Setup window.
- 2) Click the **Background** tab.
- 3) Choose the type and style of background desired.
- 4) Click **OK**.
- 5) A message box appears asking “**Background settings for all pages?**” Click **Yes** if you would like the background to appear on all the pages, or **No** if you would like the background to only appear on the selected slide.

Using the Stylist to change slide backgrounds

Slide backgrounds can also be changed using the Stylist. If the Stylist is not open, click the Stylist icon  on the **Function Bar**. Using the Stylist changes the background on all slides except those modified by the **Format > Page** method described above. A combination of both methods can be useful if you want to change most slides to a common background, but you have some individual slides that require different backgrounds.

To set individual backgrounds:

- 1) Select each slide in turn.
- 2) Use the **Format > Page** method to change the background.
- 3) Click **No** when prompted for background settings for all pages.

To set a common background using the Stylist:

- 1) Right-click on **Background** in the Stylist.
- 2) Select **Modify**.
- 3) Choose the type and style of background desired. This background will be applied to all slide backgrounds not formatted by the **Format > Page** method.

Once a background has been set by the **Format > Page** method, it cannot be changed by the Stylist method. To allow one of the backgrounds set by the **Format > Page** method to be modified by the Stylist method:

- 1) Select the slide.
- 2) Follow the **Format > Page** instructions above.
- 3) Under **Fill**, choose **None**.

4) Click **OK**.

This slide is now included with those changed by the Stylist method.

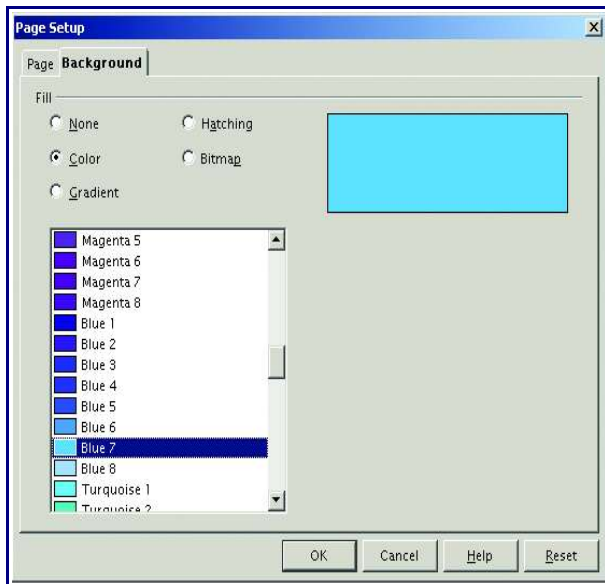


Figure 17: Background tab in the Page Setup window.

Changing the background of an area

To change the background of an area, such as a text box or a shape:

- 1) Click the desired area to select it. Green resizing handles appear.
- 2) Select **Format > Area**. The **Area** window appears. See Figure 18: Area window.
- 3) Choose the desired settings.
- 4) Click **OK**.

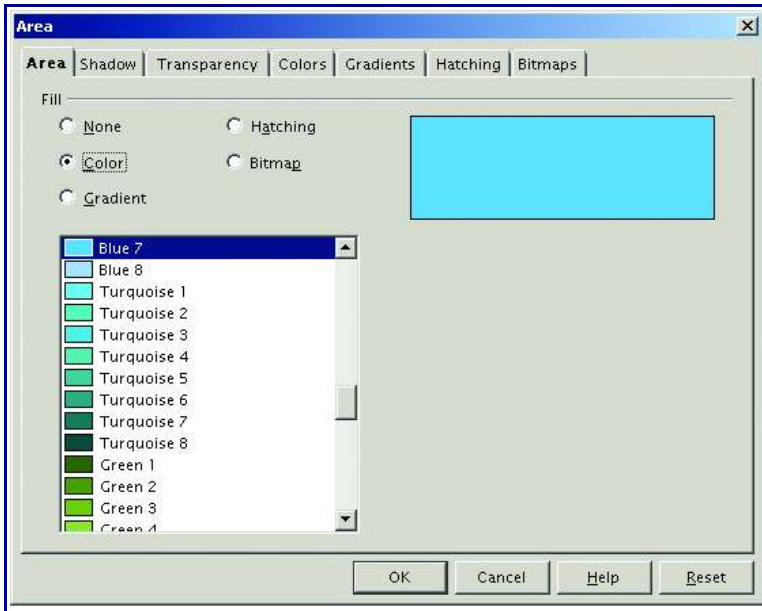


Figure 18: Area window

Creating charts

Inserting a chart

There are two ways to insert a chart into a slide. One way is to use the AutoLayout as described in the **Format slides** section. The other method is to create a chart using the **Insert Chart** feature.

Creating a chart in AutoLayout

- 1) Select **Format > Modify Layout**.
- 2) Choose a layout in the **Select an AutoLayout** section that contains a chart (look for the vertical bars). See Figure 19: Examples of AutoLayout templates with charts.

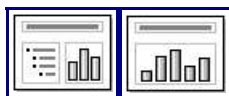


Figure 19: Examples of AutoLayout templates with charts

- 3) Click **OK**. A warning window may appear telling you that this action deletes the list of actions that can be undone. In other words, after you apply the new slide layout, you cannot use **Control + Z** or **Edit > Undo** to undo a previous change to your presentation. You do not lose your changes—you just cannot *simply* undo them. Click **Yes**.
- 4) Double-click the chart icon in the center of the chart area to reveal the full-sized chart. A chart appears which has been created using sample data. See Figure 20: Chart made with sample data.
- 5) To enter your own data in the chart, see the following section, [Entering chart data](#).

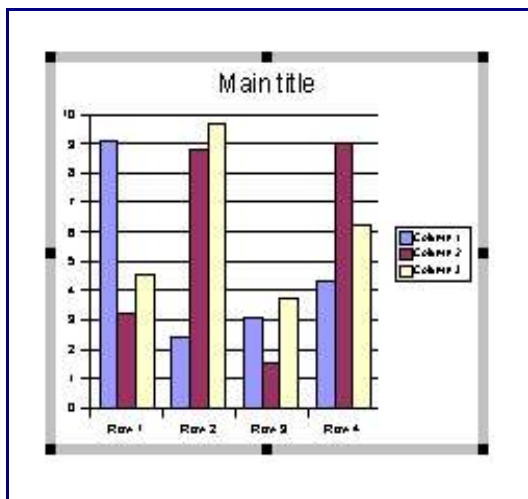




Figure 20: Chart made with sample data

Creating a chart using the *Insert chart* feature

- 1) Select **Insert > Chart**, or click the **Insert Chart** icon  on the Main toolbar. A chart appears which has been created using sample data. See Figure 20: Chart made with sample data.
- 2) To enter your own data in the chart, see the [Entering chart data](#) section following.

Choosing a chart type

- 1) Double-click the chart. It should now have a gray border. The main toolbar has now changed to show tools specifically for charts. (If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**.)
- 2) Click the **Edit Chart Type** tool  or select **Format > Chart Type**. The **Chart Type** window appears. See Figure 21: Chart Type dialog box.
- 3) In the section **Chart Category**, select either **2D** or **3D** to see the different types of charts.
- 4) In the section **Chart type**, click one of the icons to select it and see the different variants of the selected chart type in the **Variants** section.
- 5) Choose a chart variant.
- 6) Click **OK**. The chart in the presentation reflects the new type selected.

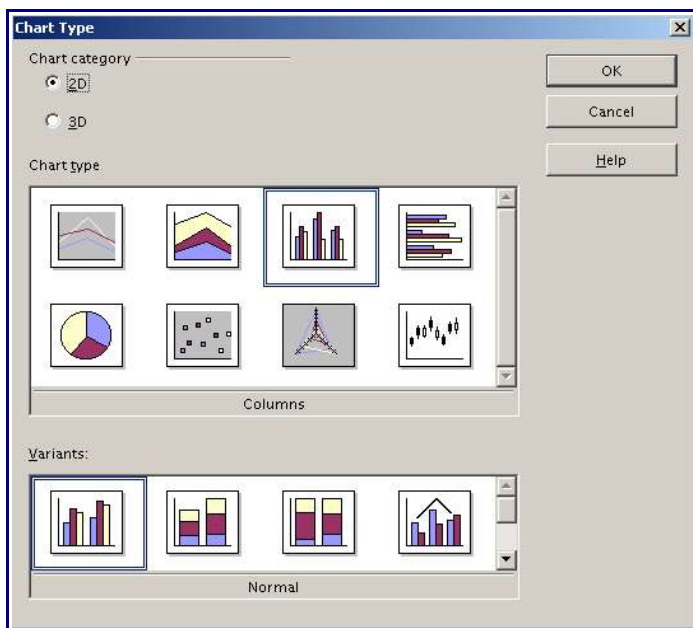



Figure 21: Chart Type dialog box

Entering chart data

Opening a chart data window

1) Double-click the chart. It should now have a gray border. The main toolbar has now changed to show tools specifically for charts.

2) Click the **Chart Data** icon  or select **Edit > Chart Data**. The **Chart Data** window appears. (If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**.)

Entering data

Enter data in the Chart Data window. See Figure 22: Chart Data area.

- *Insert* buttons insert a row or column.
- *Delete* buttons remove the information from a selected row or column.
- *Switch* buttons exchange the contents of the selected row with the contents of the row below it, or the contents of a column with those of the column to the right.
- *Sort* buttons organize the content in ascending order. You can sort data within a selected row or column, or sort the rows or columns themselves.
- *Apply to Chart* transfers the data from the table to the chart.
- *Input fields* are where you insert data. Enter information in the boxes within the desired rows and columns.

Tip: By dragging the Chart Data window so that your chart is visible, you can immediately see the results after clicking the Apply to Chart button.

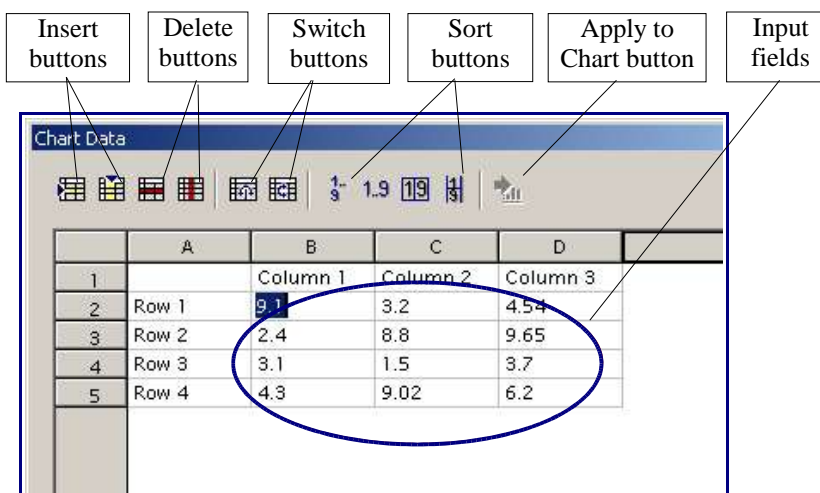


Figure 22: Chart Data area

Formatting the chart

Format menu

The format menu has many options for formatting and fine tuning the look of your charts.

Double-click the chart so that it is enclosed by a gray border. Click **Format** in the main menu list. See Figure 23: Chart format menu.

- *Title* formats the titles of the chart, the x axis and y axis.
- *Legend* formats the location, borders, background, and type of the legend.
- *Axis* formats the lines that create the chart as well as the font of the text that appears on both the X and Y axes.
- *Grid* formats the lines that create a grid for the chart.
- *Chart Wall*, *Chart Floor*, and *Chart Area* are described in the following sections.
- *Chart Type* changes what kind of chart is displayed and whether it is two- or three-dimensional.
- *Auto Format* takes you through the AutoLayout feature.
- *3D Effects* formats various elements of a 3D chart.
- *3D View* formats the various viewing angles of 3D chart.

Note: *Chart Floor*, *3D Effects*, and *3D View* options are only available for a 3D chart. These options are unavailable (grayed out) if a two-dimensional chart is selected.

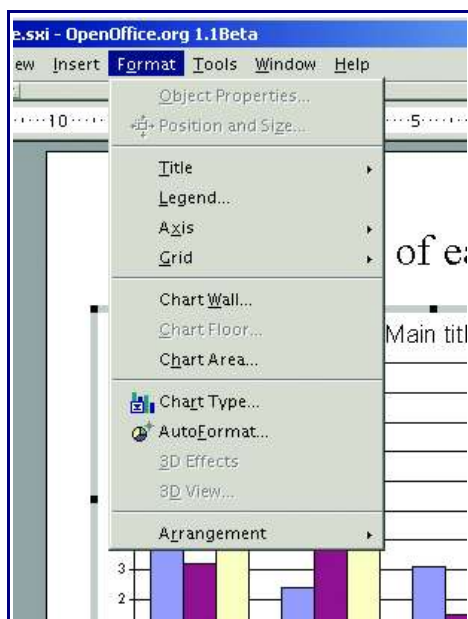


Figure 23: Chart format menu

There are two main areas of the chart. These areas control different settings and attributes for the chart. See Figure 24: The Chart wall and Chart area.

- *Chart wall* contains the graphic of the chart displaying the data.
- *Chart area* is the area surrounding the chart graphic. The main title and the key are in the chart area.

Note: *Chart Floor* from the **Format** menu is only available for 3D charts and has the same formatting options as **Chart Area** and **Chart Wall**.

Knowing the difference between the chart wall and chart area is helpful when formatting a chart.

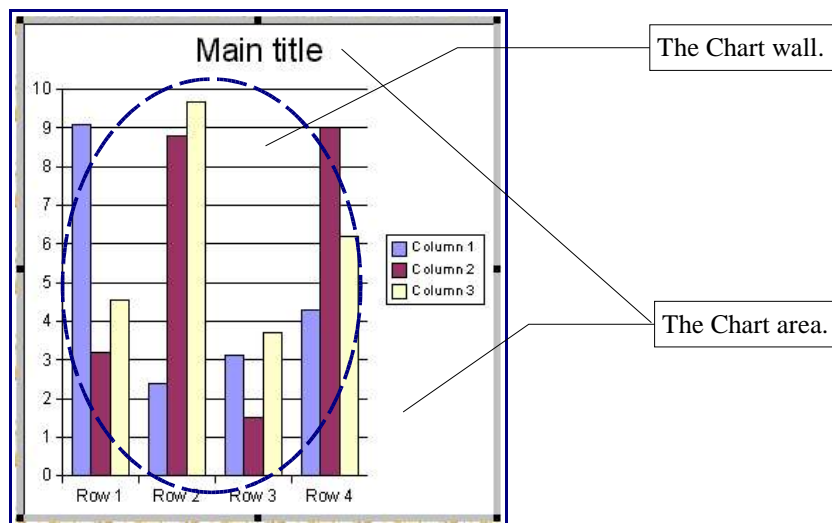


Figure 24: The Chart wall and Chart area

Resizing the chart

- 1) Click on the chart.
- 2) Green sizing handles appear around the chart. To increase or decrease the size of the chart, click and drag one of the markers in one of the four corners of the chart. To maintain the correct ratio of the sides, hold the shift key down while you click and drag.

Moving chart elements

- 1) Double-click the chart so that it is enclosed by a gray border.
- 2) Click any of the elements—the title, the key, or the chart graphic—to select it. Green resizing handles appear.

Note: If your graphic is 3D, round red handles appear which control the three-dimensional angle of the graphic. You cannot resize or reposition the graphic while the round red handles

are showing. With the round red handles showing, **shift+click** to get the green resizing handles. You can now resize and reposition your 3D chart graphic. See the following tip.

- 3) Move the pointer over the selected element. When it becomes a four-headed arrow, click and drag to move the element.
- 4) Release the mouse button when the element is in the desired position.

Tip: You can resize the chart graphic using its green resizing handles (**shift+click**, then drag a corner handle to maintain the proportions). However, you cannot resize the title or the key.

Changing the chart area background

The chart area is the area surrounding the chart graphic, including the main title and key.

- 1) Double-click the chart so that it is enclosed by a gray border.
- 2) Select **Format > Chart Area**. The **Chart Area** window appears. See Figure 25: Chart Area window.
- 3) Choose the desired format settings.

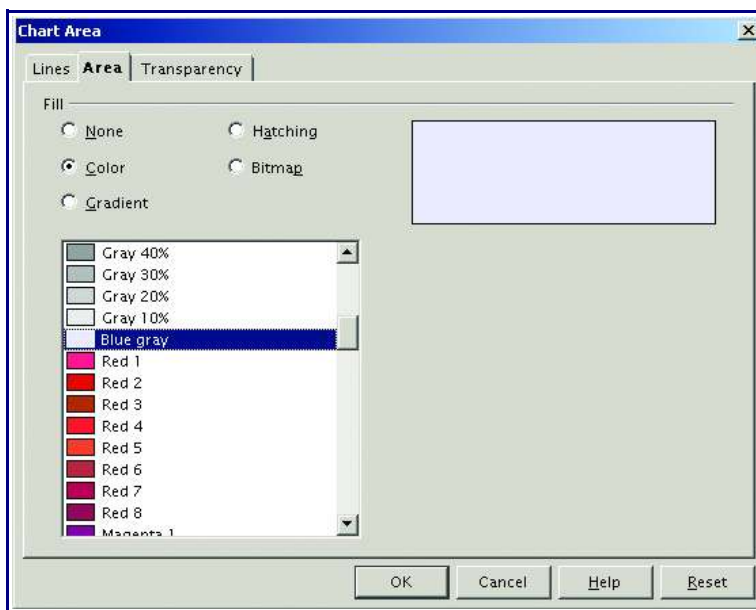


Figure 25: Chart Area window

Lines—place a border around the chart area.

Area—choose from a variety of background fill options.

Transparency—set the opacity of the background fill and give it a gradient, if desired.

Changing the chart graphic background

The chart wall is the area that contains the chart graphic.

- 1) Double-click the chart so that it is enclosed by a gray border.
- 2) Select **Format > Chart Wall**. The **Chart Wall** window appears. It has the same formatting options as described in the previous section, [Changing the chart area](#)

background.

3) Choose your settings and click **OK**.

Importing graphics

There are many different types of graphics that can be placed in presentations. You can import your own graphic files or choose ready-made graphics from the Impress **Gallery**.

Importing graphics from a file

- 1) Select **Insert > Graphics**. The **Insert Graphics** window appears. See Figure 26: Insert Graphics window.
- 2) Browse to the file containing the desired graphic.
- 3) Select the file.
- 4) Click **Open** to place the graphic on the current (selected) slide. The graphic object appears with green sizing handle.

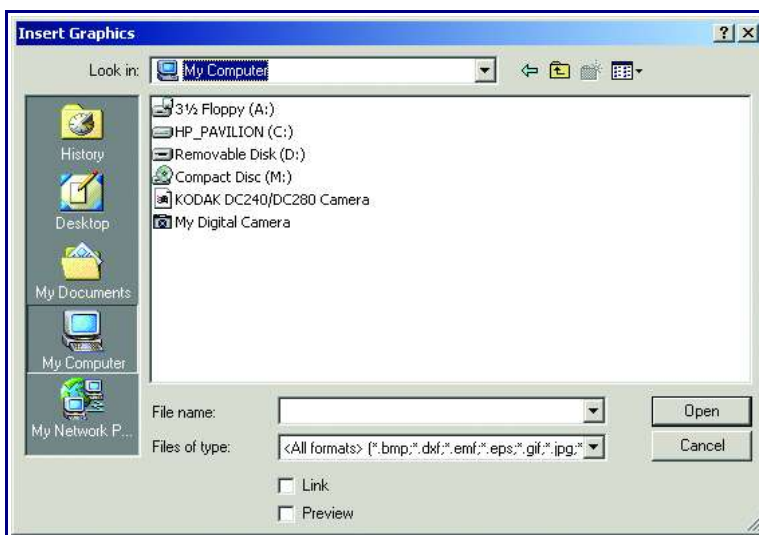



Figure 26: Insert Graphics window

Importing graphics from the Gallery

The Gallery contains a collection of images that you can use in a presentation.

Select **Tools > Gallery** or click the Gallery icon  on the Function Bar. The Gallery palette appears. See Figure 27: The Gallery palette.

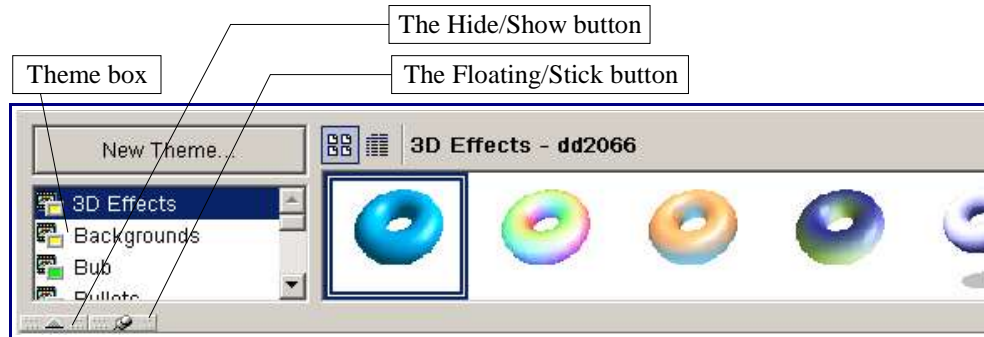


Figure 27: The Gallery palette

To expand the Gallery palette, position the pointer over the line at the bottom of the palette that divides it from the Object Bar. When the pointer changes to parallel lines with arrows, click and drag downward. The Impress workspace will resize in response.

To expand the Gallery palette and not resize the Impress workspace, click on the Floating/Stick button. See Figure 27: The Gallery palette. The palette will now cover the Object Bar and the top portion of the Impress workspace.

To view the full Impress workspace and access the Object Bar, click the Hide/Show button. The Gallery palette collapses to a thin bar with only the Hide/Show and Stick/Floating buttons visible. Click either one to view the Gallery palette again. The Hide/Show button is very handy. It lets you keep the Gallery open for quick access while you create your slide show, yet out of the way when you need it to be.

Gallery themes

Graphics in the Gallery are grouped by themes, such as Bullets, Rulers, and 3D Effects. The scroll box to the left of the gallery window contains the list of themes. Click on a theme to see its graphics displayed in the Gallery window. See Figure 27: The Gallery palette.

Adding graphics to the Gallery themes

You can add new graphic files to the existing themes.

To add a file to an existing theme:

- 1) Right-click on the theme name in the theme scroll box.
- 2) Choose **Properties** from the context menu.
- 3) Click the **Files** tab, if necessary.

- 4) Click **Add**.
- 5) Select a file.
- 6) Click **Open**. The file is added to the theme.

To delete a file from a theme:

- 1) Right-click on the graphic in the Gallery window.
- 2) Choose **Delete** from the context menu. A warning appears asking if you want to delete this object.
- 3) Click **Yes**. The graphic is deleted from the theme.

Note: The graphic is deleted from the Gallery only. The original graphic file is not deleted.

Adding a new theme to the Gallery

- 1) Click the **New Theme** button above the themes scroll box. See Figure 27: The Gallery palette.
- 2) Click the **General** tab, if necessary.
- 3) Type a name for your new theme.
- 4) Click the **Files** tab.
- 5) Click **Add**.
- 6) Select a file to add to the new theme.
- 7) Click **Open**.
- 8) Repeat steps 5-7 for each file you want to add to the new theme.
- 9) Click **OK** when finished.

*Note: The files do not show in the large box under the **File Type** scroll box, and under the **General** tab, the **Contents** will display as “0 Objects,” but the chosen files will be inserted into the new theme. Remember, you can always add or delete graphic files later.*

Formatting graphic images

Moving graphics

- 1) Click the graphic, if necessary, to show the green resizing handles.
- 2) Move the pointer over the graphic until the pointer becomes a four-headed arrow.
- 3) Click and drag the graphic to the desired position.
- 4) Release the mouse button.

Resizing graphics

- 1) Click the graphic, if necessary, to show the green resizing handles.

- 2) Position the pointer over one of the green resizing handles until the pointer becomes a two-headed arrow.
- 3) Click and drag to resize the graphic.

Tip: The corner handles resize the graphic both vertically and horizontally. To retain the original proportions of the graphic, **shift + click** one of the corner handles, then drag. Be sure to release the mouse button **before** the shift key.

Deleting graphics

- 1) Click the graphic, if necessary, to show the green resizing handles.
- 2) Press **Delete**.

Tip: Select **Format > Position and Size** for advanced graphic formatting options.

Creating lines and shapes

The main toolbar contains the tools used to create rectangles, circles, and other lines and shapes to enhance the design of the presentation. If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**. For the different tools that can be used to edit lines and shapes, see Figure 28: Line and shape tools..

A floating toolbar with additional tool choices appears after long-clicking (click and hold) on an icon with a small triangle. This floating toolbar can be dragged to a convenient position. It remains on the screen (if dragged away from the Main Toolbar) for easy access.

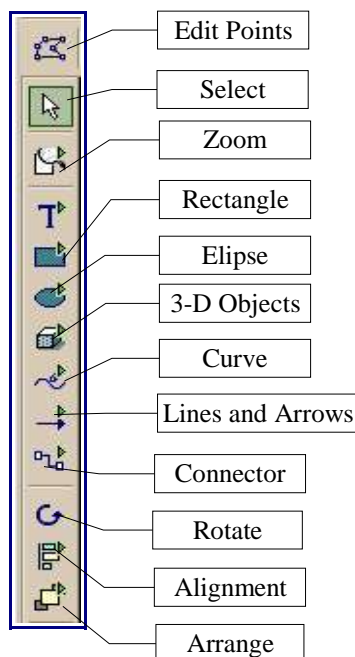


Figure 28: Line and shape tools.

Inserting lines and shapes

To create shapes and lines:

- 1) Select the desired line or shape tool.
- 2) Click and drag to create the object on the slide. See Figure 29: Creating a shape.

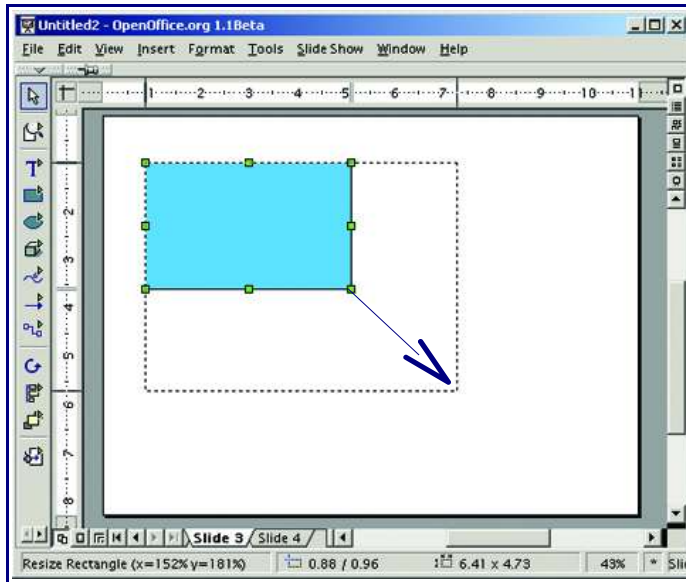


Figure 29: Creating a shape

Formatting lines and shapes

Use the **Format** menu to modify lines and shapes. See Figure 30: Shape format menu.

To format lines and shapes:

- 1) Click on the shape or line to select it.
- 2) Click **Format** in the main menu list. Some of the options may not be available (grayed out) because of the type of object selected. For example, if the object is a simple line, the **Area** choice will be unavailable because a line does not have an area to fill.
- 3) Select one of the formatting options.
 - *Line* has options such as line style, line color, and width.
 - *Area* allows users to format the fill, or interior, of an object. This includes color, transparency, and pattern.
 - *Position and Size* allows an object to be moved, rotated, and manipulated according to specified measurements.

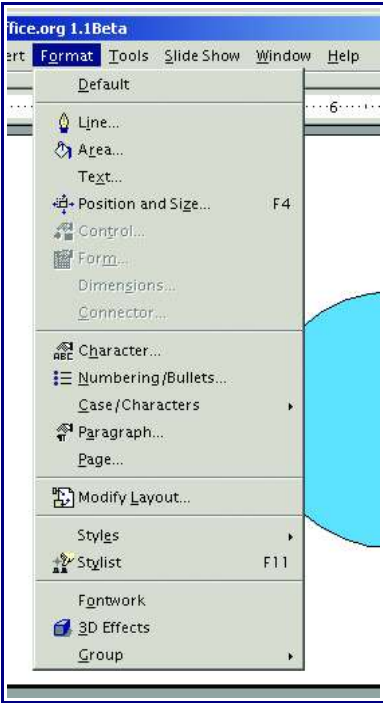


Figure 30: Shape format menu

Slide transitions and animations

Slide transitions are the effects that take place when one slide gives way to the next one in the presentation, like “Roll down from top” or “Fly in from left.” They add dynamic flair to a slideshow, smoothing the transition between slides. You can apply a single type of transition to all slides in the presentation or apply a different transition to any single slide, even having a different transition for every slide in the slideshow. While using many different transitions may be fun to do, it may not give your show a professional appearance, if that is your goal.

Animations are similar effects, but they are applied to individual elements within a single slide, like a chart or graphic, or to individual bullet points. Animations can make a presentation more lively and memorable. Just as with transitions, heavy use of animations can be fun, but distracting and even annoying for an audience expecting a professional presentation.

Slide transitions

It is easiest to add transitions from Slide View. Choose **View > Workspace > Slide View** or click the Slide View icon at the top right corner of the workspace (see [Changing workspace views](#) for more information). All of your slides appear in the workspace; you may need to scroll to see them all.

Whichever slide is displayed when you switch to Slide View will now be selected. It will have a heavier black border around it.

Notice that the Object Bar has many options for choosing and controlling slide effects. See Figure 31: Object Bar in Slide View. Once you are familiar with transitions, the Object Bar options allow easy and fast application of transitions.



Figure 31: Object Bar in Slide View

For a better understanding of transitions, and more options, choose **Slide Show > Slide Transition**. The **Slide Transition** window appears. See Figure 32: Slide Transition window.

- The *Effects* button displays the various transitions.
- The *Extras* button displays the options for timing transitions and making them automatic, semi-automatic, or manual.
- The *Update* button displays the transition settings for the selected slide.
- The *Assign* button applies the chosen effect to the selected slide.
- The *Preview* button opens a handy window for viewing an applied transition.

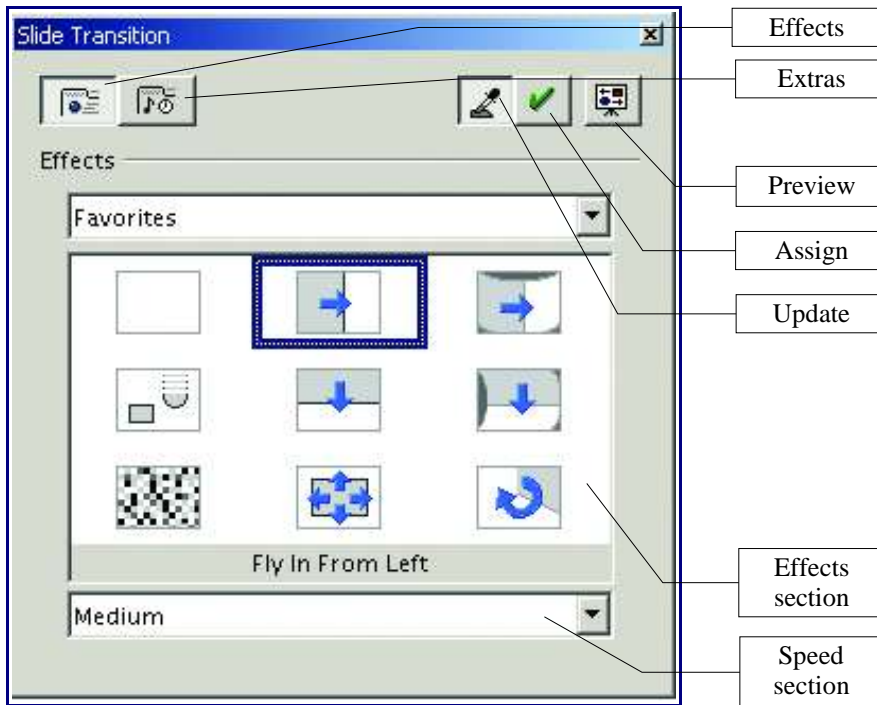


Figure 32: Slide Transition window

Applying a slide transition effect

- 1) From Slide View, click on a slide to select it. The transition you apply to this slide will occur as the slide comes into view in the slide show.
- 2) Choose **Slide Show > Slide Transition**.
- 3) Choose an **Effects** category from the pop-up menu above the main **Effects** window. Notice how the thumbnail images change with each category.
- 4) Click on a thumbnail image to select that transition. Notice that by moving the pointer over a thumbnail image the transition name appears in a tooltip (if tooltips are activated; to turn on tooltips, choose **Help > Tips** so that a check mark appears next to **Tips**).
- 5) Choose a transition speed from the pop-up window below the main **Effects** window.
- 6) Click the **Assign** button.
- 7) Click the **Preview** button. The **Preview** window appears.
- 8) Click in the **Preview** window to view the transition effect. Repeat these steps as needed for all slides.
- 9) Click the close button on the **Preview** window, or click the **Preview** button again to close the Preview window.

Applying a slide transition to multiple slides

From slide View, **Shift + click** all the slides you want the transition applied to. Follow steps 2-9 above. Only the first selected slide will show in the **Preview** window.

Removing a transition

- 1) Select the desired slide(s).
- 2) Choose **No Effect** from the **Effect** box in the Object Bar. See Figure 31: Object Bar in Slide View.

Transition Extras

Use transition **Extras** to control how the transition effects between slides occur. Some options are: on mouse click or spacebar press; at specified time intervals; or, with sound effects.

Choose **Slide > Slide Transition** to open the **Slide Transition** window. Click the **Extras** button. The **Extras** options appear in the **Slide Transition** window. See Figure 33: Slide Transition window.

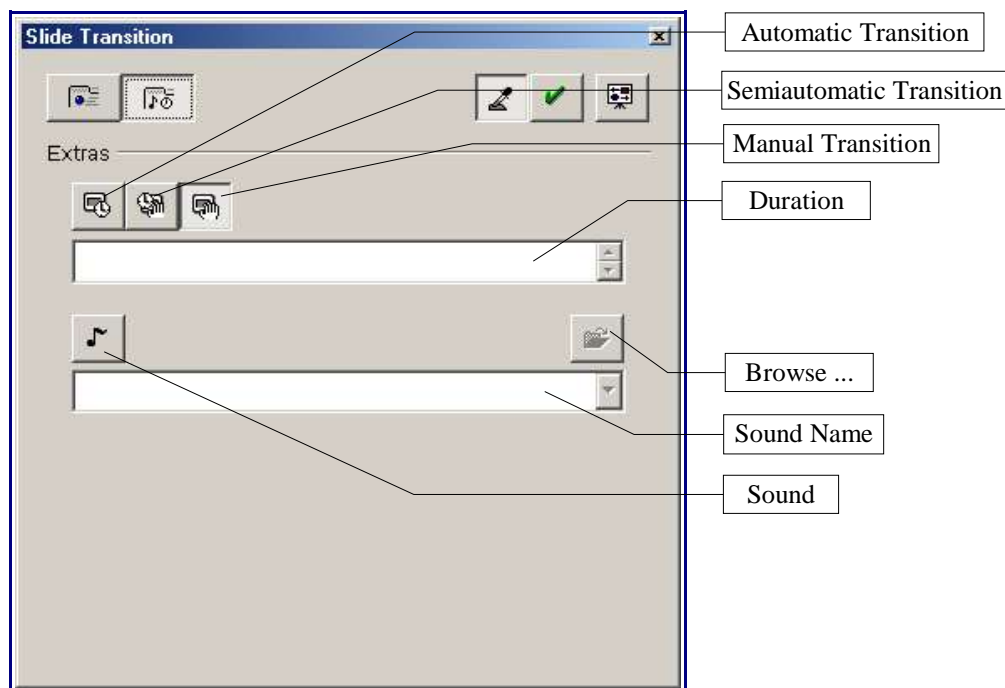


Figure 33: Slide Transition window

- Choosing *Automatic Transition* will activate the *Duration* box. Use the arrows to designate the amount of time the transition should take to complete. You can designate a different time between each slide, if desired. To apply the same time to multiple slides, **Shift + click** the desired slides first. When the slideshow is run, the transitions will occur automatically with no mouse-clicking or key-pressing necessary.

- Choosing *Semiautomatic Transition* means that you must advance each slide by clicking the mouse or pressing the spacebar. However, any animation effects within individual slides will play automatically (see the following section, [Animation effects](#)).
- Choosing *Manual Transition* means that you must click the mouse or press the spacebar to advance each slide. You must also do this to play each animation effect within each slide.


Inserting a sound in a transition

- 1) Click the *Sound* button. The *Browse* button becomes active. See Figure 33: Slide Transition window.
- 2) Click the *Browse* button.
- 3) Choose a sound file.
- 4) Click **Open**. The sound file's name appears in the *Sound Name* box.
- 5) Click the *Assign* button.

Animation effects

With animation effects you can apply actions to specific objects within a slide. The objects can be titles, bullet points, graphs, images, and so on.

Animation effects need to be applied from Drawing View so that you can select individual objects on a single slide.

- 1) Choose View > Workspace > Drawing View, or click the Drawing View button. (See [Changing workspace views](#).)
- 2) Choose Slide Show > Effects, or click the **Animation Effects** icon  on the Main toolbar. The Animation Effects window appears. See Figure 34: Animation Effects window.

The *Animation Effects* window looks similar to the *Slide Transition* window (see Figure 32: Slide Transition window) but it has some very different options.

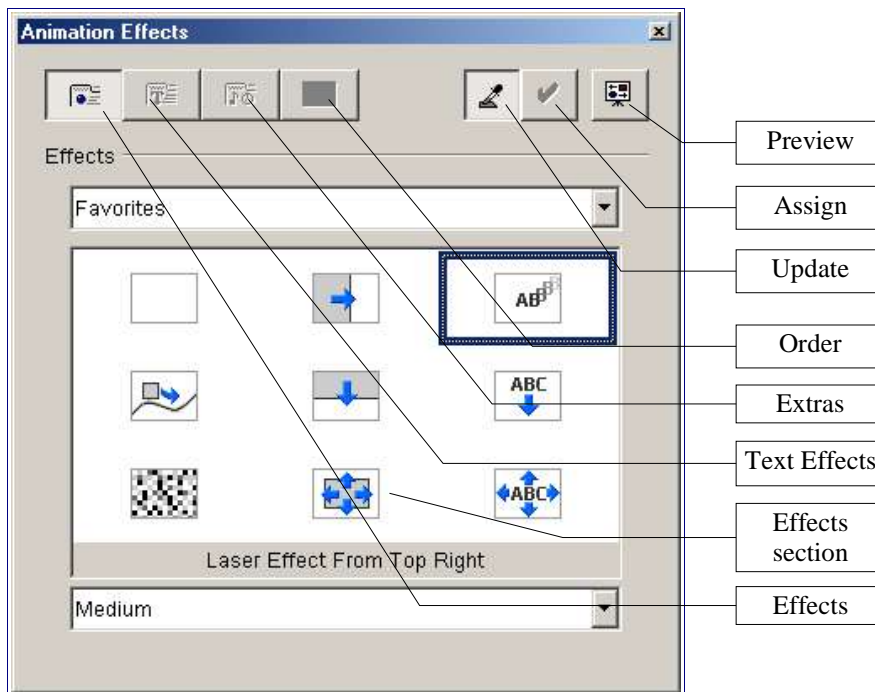


Figure 34: Animation Effects window

- The *Effects* button is the same as in the *Slide Transition* window—it displays the various animations. The *Update*, *Assign*, and *Preview* buttons are also the same.
- The *Text Effects* button is only active when a text box containing text is selected. It displays the various animation effects that you can apply to text objects.
- The *Extra* button displays additional options for text and sound.
- The *Order* button displays an outline of objects that are on the selected slide in the order effects will play. You can rearrange the order by selecting an object's name and dragging it up or down the list.

Applying an animation effect

- 1) From Drawing View, select the desired slide by clicking its tab at the bottom left corner of the workspace. (See Figure 6: Full screen with slide tabs.)
- 2) Choose **Slide Show > Effects**, or click the **Animations Effects** icon on the Main toolbar.
- 3) Choose an **Effects** category from the pop-up menu above the main **Effects** window. Notice how the thumbnail images change with each category.
- 4) Click on a thumbnail image to select that animation. Notice that by moving the pointer over a thumbnail image the animation name appears in a tooltip (if tooltips are activated).
- 5) Choose an animation speed from the pop-up window below the main **Effects** window.

- 6) Click the **Assign** button.
- 7) Click the **Preview** button. The **Preview** window appears.
- 8) Click in the **Preview** window to view the animation effect.
- 9) Click the close button on the **Preview** window, or click the **Preview** button again to close the Preview window.

Tip: To apply separate animation effects to a bulleted or numbered list, each line of text must be in its own text box. Select each text box and apply each animation effect separately. Do not worry about doing this in order because you can change the order later. It takes some work, but the overall effect of having each bullet point slide into view on your click, for example, is quite a nice one.

Removing animation effects

- 1) With the **Animation Effects** window open, select the desired object.
- 2) Click the *Effects* button, if necessary.
- 3) Choose **Favorites** from the *Effects* categories box.
- 4) Click the *No Effect* thumbnail (the empty rectangle) to select it.
- 5) Click the *Assign* button.

Printing a presentation

OpenOffice.org provides many options for printing a presentation: with multiple slides on one page, with a single slide per page, with notes, as an outline, with date and time, with page name, and more.

To print a presentation:

- 1) Choose **File > Print**.
- 2) Click **Options**. The **Printer Options** window appears. See Figure 35: The Printer Options window.
- 3) Choose the desired settings.
- 4) Click **OK**.

Under **Contents**:

- *Drawing* prints one slide per page, full page, in landscape.
- *Notes* prints a single slide per page with any notes entered for that slide in *Notes View*.
- *Handouts* prints the slides in reduced size on the page, from a single slide up to six slides per page. To choose how many slides print on each page, first switch to Handout View, then choose **Format > Modify Layout**. See Figure 36: The Modify Slide window. Click the thumbnail image showing how many slide per page you want to print, then click **OK**. Now follow the print instructions above and choose *Handouts*.
- *Outline* prints the title and headings of each slide in outline format.

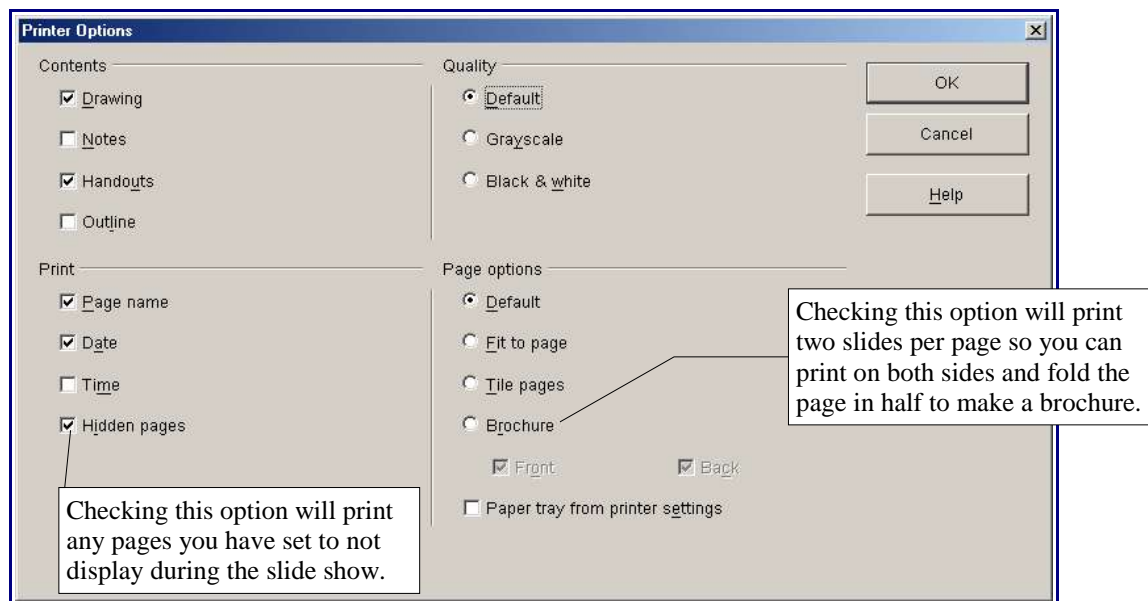


Figure 35: The Printer Options window

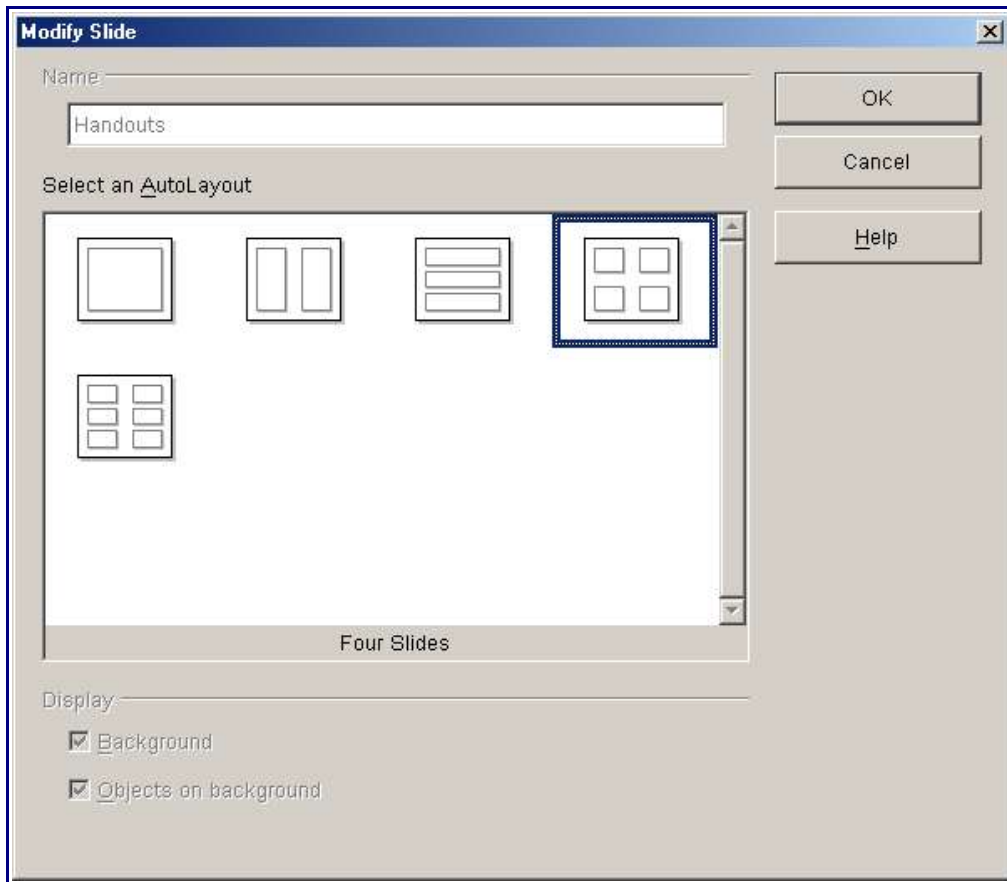


Figure 36: The Modify Slide window

Exporting to or saving in other formats

Exporting as a PDF file


Portable Document Format files (PDFs) are compatible with most platforms. Impress has the ability to save files as PDF (the extension is .pdf) which can be viewed by anyone who has a freely available PDF viewer. Most computers now come with a PDF viewer already installed, usually Adobe's Acrobat Reader. However, if you do not have a PDF viewer or if you have a Unix operating system, visit this link to get a free viewer:

<http://www.opengroup.org/public/acrobat.htm>

Caution: Saving in PDF format does not retain animation and slide transitions.

To export the presentation as a PDF:

- 1) Select **File > Export as PDF**. The **Export** window appears.

*Note: You can also click the **Export Directly as PDF** icon  to create a PDF. However, clicking the **Export Directly as PDF** icon will not give you the option to set compression settings, described below. A PDF is immediately generated and saved to your desktop.*

- 2) Select the location where you want the PDF file saved and type a name for the file.
- 3) Click **Save**. The **PDF Options** window appears. See Figure 37: PDF Options window.
- 4) In the **Pages** section, select which pages (slides) are to be included in the PDF. Define a range of pages with a hyphen (example: 2-5).
- 5) In the **Compression** section, select the format most suitable for how the document will be used. The compression choice affects both the quality of the PDF and its file size.

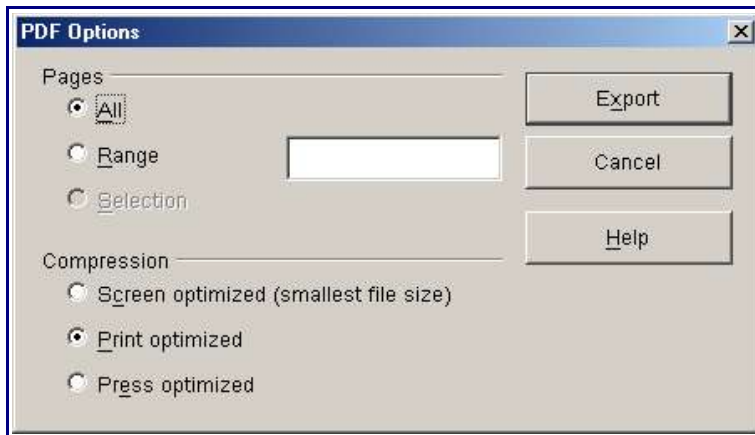


Figure 37: PDF Options window

- *Screen optimized* will produce the smallest file size (best for emailing to people on a slow internet connection) with the lowest quality (not very suitable for printing).
 - *Print optimized* will produce a somewhat larger file size but with greatly increased print quality.
 - *Press optimized* will produce the largest file size with the highest quality (suitable for professional printing).
- 6) Click **Export**. The PDF file is generated.

Exporting as a Flash file

Macromedia Flash (SWF) file format (.swf) was created to store “Flash movies,” animation for the World Wide Web. Because almost all browsers play Flash movies (the Flash Player is available as a free download for those without Flash-capable browsers), these files can be viewed by just about anyone. With OpenOffice.org, you can export your Impress slide show as a SWF file. To download the latest Flash Player for your operating system, go to:

<http://www.macromedia.com/downloads/>

Caution: saving in Flash format does not retain animation and slide transitions.

To export the presentation as a SWF file:

- 1) Choose **File > Export**.
- 2) Select the location where you want the SWF file saved and type a name for the file.
- 3) Under **File Format**, choose **Macromedia Flash (.swf)**.
- 4) Click **Save**.

Exporting as an HTML file

HTML, or Hyper Text Markup Language, is language in which Web pages are written. Saving Impress presentations in this format allows users to make a presentation part of a Web site. Your presentation can be viewed by anyone with a web browser, regardless of what operating system they use or what software they have.

Caution: saving in HTML format does not retain animation and slide transitions.

To export the presentation as an HTML file:

- 1) Create and name a new folder (for example, “mypresentation”) where you would like to save the final HTML output. The name of the folder will also be the name of the HTML file itself. If you are not sure where you would like the folder, use your desktop temporarily and move the folder later.

Important: Depending on the size of your presentation and the amount of graphics it contains, the HTML export function creates dozens of HTML, JPG, and GIF files. If you simply save to your desktop (**not** in a specific folder) you will get dozens of separate HTML and graphics files

all over your desktop.

- 2) Select **File > Export**.
- 3) Select the location where you want the HTML file saved (the location where your newly-created folder is) and type your new folder's name for the file name (for example, “mypresentation”). Make sure that the file's name matches the folder's name.
- 4) Under **File Format**, choose **HTML Document(OpenOffice.org Impress)(.htm)**.
- 5) Click **Save**. Your new folder is automatically chosen as the location. If your file name does not match your folder name, at this point you will get the **HTML Export** window. See Figure 38: HTML Export window. If you see this window at this point, click **Cancel**, start again, and make sure that your file name matches your folder name.
- 6) Click **Save** again. The **HTML Export** window appears (see Figure 38). This is an AutoPilot (guide) that helps set up the HTML document.
- 7) Follow the AutoPilot. You can repeat these instructions and experiment with the various settings. Remember to first create a new folder for each output.
- 8) Click **Create** at the end of the AutoPilot. A dialog box opens allowing you to save the new file as an HTML design that you can use again later. After experimenting with the various settings, save the designs you like. Remember to give them meaningful names (for example “black & gray buttons” or “text only”) so you will remember later which one is which. Now when you get the **HTML Export** window, you can choose **Existing Designs** under **Assign Designs** and see a list of all the designs you have saved. Click one to select it. When selected, click **Delete Selected Design** to delete it. See Figure 39: HTML export designs.
- 9) Finally, to view you HTML presentation, navigate to the folder you created, open it, then double-click the .html file with the name you chose (for example, “mypresentation.html”). The presentation will open in your default browser.

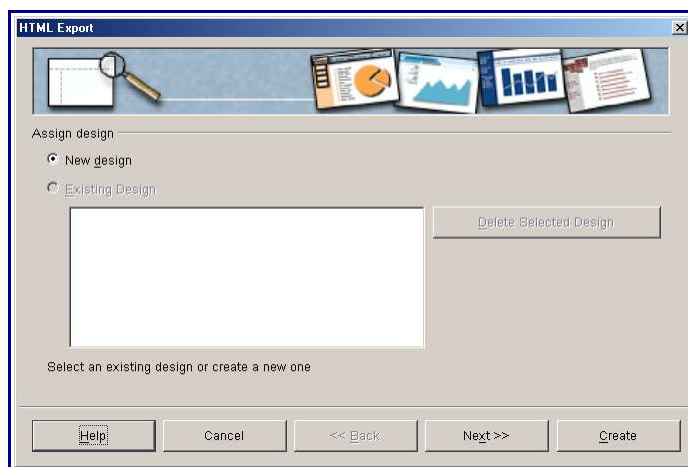


Figure 38: HTML Export window

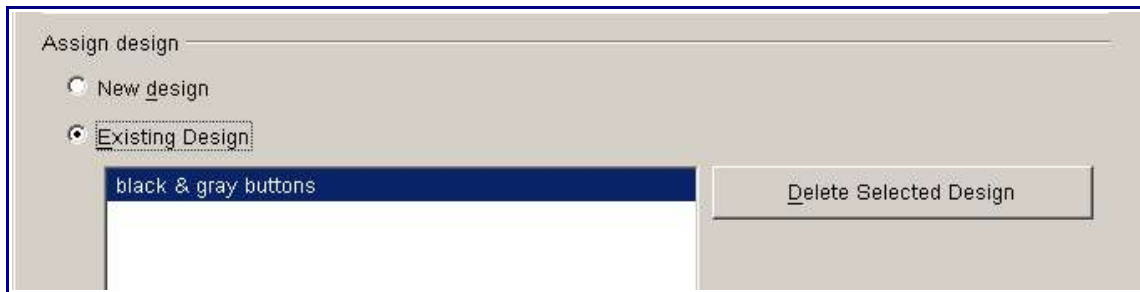


Figure 39: HTML export designs

Opening and saving a PowerPoint file

OpenOffice.org's Impress file format is highly compatible with Microsoft's PowerPoint format. You can open a PowerPoint presentation in Impress, edit it, then save it in its original PowerPoint format or in Impress format. You can also create a new presentation in Impress and save it as a PowerPoint file, for sharing your presentation with those who have yet to discover the free OpenOffice.org office suite. What you cannot do is open an Impress file in PowerPoint; Microsoft is just not playing nice—yet.

Saving an Impress file as a PowerPoint file

- 1) Choose **File > Save As**.
- 2) Select the location where you want the PowerPoint file saved and type a name for the file.
- 3) Under **Save As Type** choose **Microsoft PowerPoint 97/2000/XP (.ppt; pps)**.
- 4) Click **Save**.

Opening a PowerPoint file in Impress

- 1) Launch Impress.
- 2) Choose **File > Open**. Under **Files of Type** make sure that **All files (*.*)** is displayed. If it is not, choose it from the drop-down menu.
- 3) Navigate to the PowerPoint file.
- 4) Select the file.
- 5) Click **Open**.

The PowerPoint file can now be edited and saved as an Impress or PowerPoint file. To save the file as an OpenOffice.org file, follow the previous instructions in [Saving an Impress file as a PowerPoint file](#), but in Step 3, choose **OpenOffice.org 1.0 Presentation (.sxi)** as the **Save as Type**.

Note: Sometimes there are inconsistencies that occur when a Microsoft document is translated

into Impress. However, these are usually easy to fix. Most often, the document is blurred or displays inconsistent fonts. To fix these problems, highlight the type that needs to be corrected and reformat the text to the desired format. These steps also work for most of the other problems that occur. Select the item that needs to be corrected and then implement the correct settings.

Appendix A: Shortcut keys

Shortcut keys	Effect
Enter key	Activate the focused button in a dialog box.
Esc	Terminate the action or dialog box.
Spacebar	Toggle the focused check box in a dialog box.
Cursor keys	Change the active control field in an option section of a dialog box.
Tab	Advance focus to the next section or element in a dialog box.
Shift + Tab	Move the focus to the previous section or element in a dialog box.
Alt+Down Arrow	Open the list of the control field currently selected in a dialog. These shortcut keys apply not only to combo boxes, but also to icon buttons with pop-up menus. Close an opened list by pressing the Escape key.
Del	Delete the selected item(s) into the recycle bin.
Shift+Del	Deletes the selected item(s) without putting them in the recycle bin.
Backspace	Go up one level (go back) when a folder is shown.
Control + Tab	Go to the next document that is open (except when positioned at the start of a header – instead a tab is inserted).
Shift + Control + Tab	Go to the previous document that is open.
Control + O	Open a document.
Control + S	Save the current document.
Control + N	Create a new document.
Shift+Control+N	Open Templates and Documents dialog box.
Control + P	Print a document.
Control + Q	Exit the application.
Control + X	Cut the selected element(s).
Control + C	Copy the selected item(s).
Control + V	Paste from the clipboard.
Control + A	Select all.
Control + Z	Undo the last action.
Control + F	Open the Find & Replace dialog box.
Control + Shift + F	Search for the least entered search term.
Control + Shift + J	Toggle the view between Full screen mode/normal mode.
Control + Shift + R	Re-create the document window.
Control + I	Apply the italic attribute to the selected area. If the cursor is positioned in a word, this word is also marked in italic.
Control + B	Apply the bold attribute to the selected area. If the cursor is positioned in a word, this word is also marked in bold.
Control + U	Apply the underline attribute to the selected area. If the cursor is positioned in a word, this word is also underlined.
Control+Shift+O	Set the cursor on the Load URL field on the Function bar.
Alt + O	Transfer the word that was originally marked as unknown/incorrect (original) to the input row (word).

Appendix B: Function keys

<i>Function keys</i>	<i>Effect</i>
F1	Open the OpenOffice.org Help menu.
Shift + F1	Access Context Help.
Control+F4 or Alt+F4	Close the current document (close OpenOffice.org when the last open document is closed).
F6	Set focus in next subwindow (e.g. document/data source view).
Shift+F6	Set focus in previous subwindow.
Control + F7	Access the Thesaurus.
F8	Edit Points.
Shift+F10	Open the context menu.
Control + F12	Reveal Drawing View.