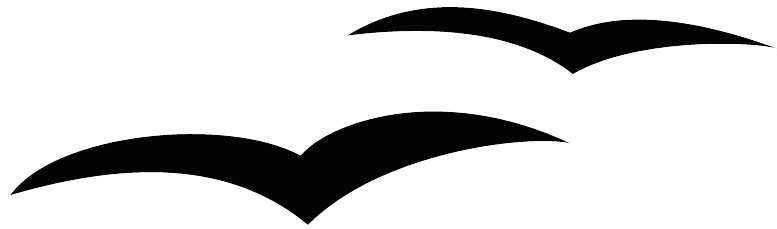


How to Insert Notes In an Impress Presentation



[How to Insert Notes in an Impress Presentation]
[0.1]
First edition: [2005-06-14]
First English edition: [2005-06-14]

Contents

Contents	1
Overview	2
Copyright and trademark information	2
Feedback	2
Acknowledgments	2
Modifications and updates	2
Inserting notes in an Impress presentation	1
Public Documentation License, Version 1.0	2

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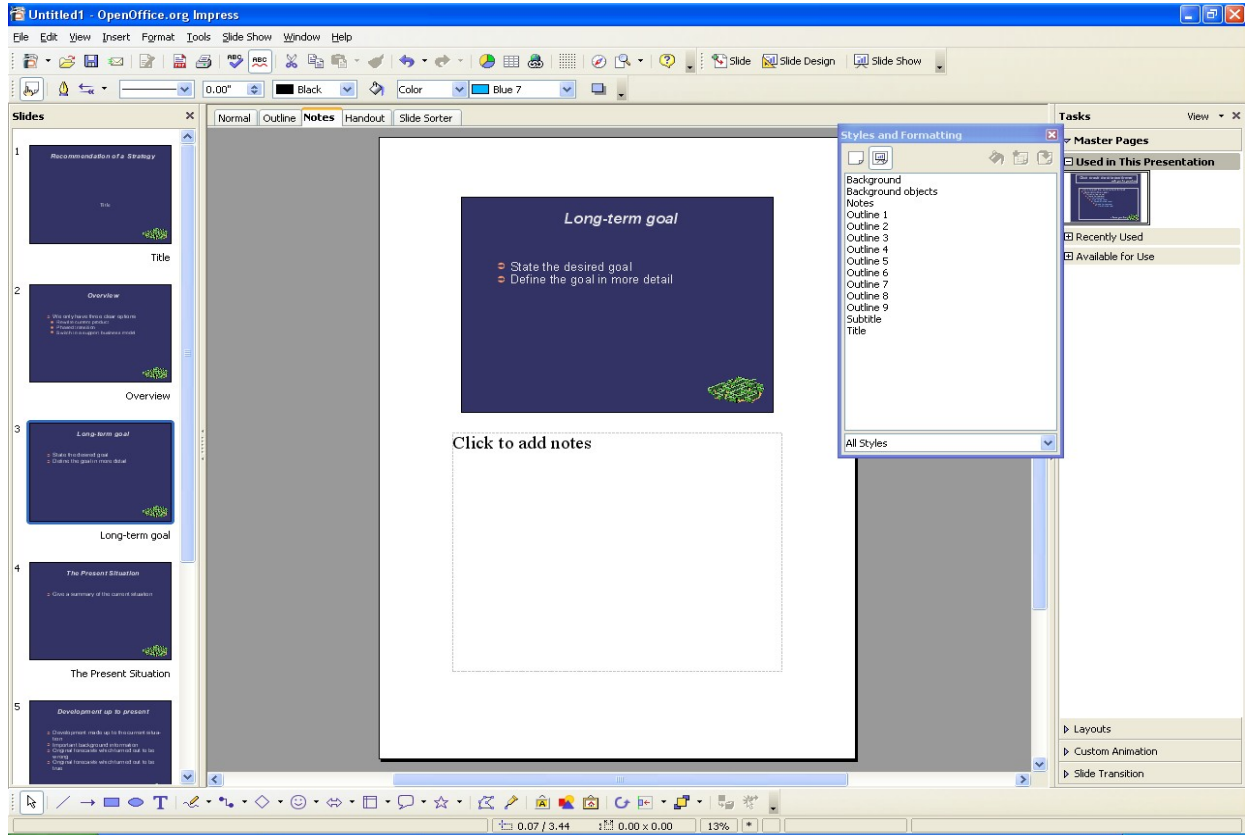
Acknowledgments

Modifications and updates

<i>Version</i>	<i>Date</i>	<i>Description of Change</i>
[0.1]	[061405]	First release version.

Inserting notes in an Impress presentation

1. If you have not already done so, start OpenOffice and load your Impress presentation.
2. From the View menu select Notes Page.



You now have a screen that looks similar to the one above. Selecting a slide from the Slides sidebar will show that slide and its note page.

3. To add a note, left click on the text "Click to add notes". This will clear the previous text and provide you with a cursor indicating that you may now add your note. Once a note has been added you may click anywhere within the note area to modify the text. To add notes to an additional slide, select the slide from the Slides sidebar and follow the same steps.

If you are planning on printing the presentation then don't forget to select Notes in the print options window!

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