LibreOffice Impress





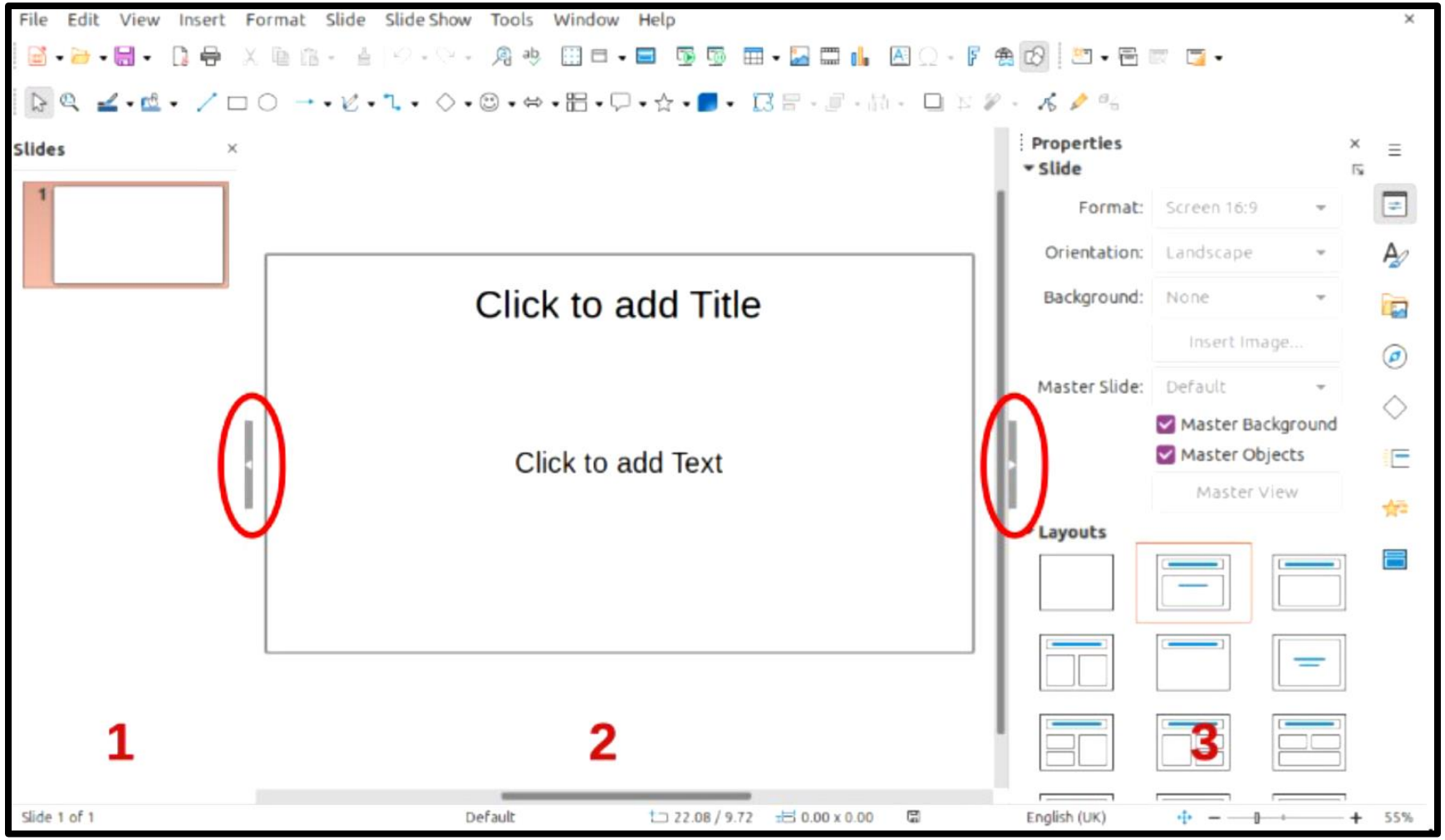
Introduction

- Impress is the **presentation (slide show) program** included in LibreOffice.
- Impress creates presentations in the **Open Document Presentation (ODP)** format, which can be opened by other presentation software or can be exported in different presentation formats.
- It is very similar to Microsoft's PowerPoint.
- You can create slides that contain many different elements including text, bulleted list, and numbered list, tables, chart and graphical objects like ClipArt, drawing etc.

Impress window

When you will open impress, a window will appear on your screen. You will find impress window in three part :

1. Slides pane
2. Workspace
3. Sidebar



Impress window Elements

Slide Pane: It display thumbnails pictures in your presentation in the order in which they will shown unless you change the slide order. Using the slide pan you can add new slides, hide any slide, copy and paste, Move any slide to another place.

Workspace: The Workspace shown in middle of the impress window with five view: 1. Normal 2. Outline 3. Notes, 4. Handout and 5. Slide Sorter.

Sidebar: Sidebar normally open by default on the right side of the impress window. You can select view > sidebar from the menu bar to display it. Sidebar contains seven sections as

1. Sidebar Setting
2. Properties
3. Side Transition
4. Master Slide
5. Style
6. Gallery
7. Navigator.

You can open only one section by clicking on the icon.

Basic Terminology

Presentation:- it is collection of individual slides that contain information on a topic. LibreOffice presentation are commonly used in business meetings and for training and educational purpose.

Slides:- It is a content page of LibreOffice impress which completes a page to be printed along with notes page. It is a place where you can type or insert the content about a presentation, colour it, assign a theme and style etc. to make the presentation attractive.

Slide Show:- The slide show is continuous display of images, text or shapes with a certain transition or animation either sequentially or at random. Slide show are created by stand alone applications or slide show function within a photo editor. The interval between images is selected by the user as well as audio file to provide background music.

Placeholder:- In Impress, a placeholder is box with dotted outline, designed for the placement content on the slide. This placeholder is most commonly used for text. You will see a prompt within a placeholder such as “**click to add text**”.

Creating a Presentation

When you start LibreOffice Impress you will find a presentation wizard on your screen. You can create empty presentation (Blank Presentation) or design templates according to your requirement.

Creating a Blank Presentation

1. Click on File Menu >New>Presentation or Press ***Ctrl + N***

2. A Template dialog box will appear on the screen, you can select template of you want otherwise cancel template window.

Creating a Presentation Using a Template

Template is predesigned formatted slide. Creation of presentation in LibreOffice involves starting with a basic design; adding new slides and content, choosing layouts; modifying slide design. You can also change colour scheme and applying different design template and creating effects such as animated slide transitions.

1. Click on File Menu >New>Template or Press (**Ctrl +Shift + N)**
2. A Template dialog box will appear on the screen, you can select one according to your choice and click on open.
3. Click suggested search or browse online template to find template online.

Opening an existing presentation

Open Existing Presentation from Local System

- Click on File Menu>Open or Press Shortcut key (Ctrl + O).
- Select location and file name then click on open button.

Open Existing Presentation from Remote location:

- Click on File Menu>Open Remote
- Select the service from which you want to open a file
- Enter the User id and password and select the desired file
- Click on open button.

Inserting & Editing Text on Slides

When you create Impress presentation, the first slide will appear. To add text, click on the slide and start entering your text. After entering text on slides you can format your text by using formatting tools.

Any slide is a collection of object. An object can be a :

- Text
- Chart
- Picture
- Audio
- Video

Inserting New Slide in presentation

There are following ways for inserting new slide in a presentation.

1. Click on New Slide on standard toolbar.
2. Click on Slide Menu → Select New Slide
3. Press **Ctrl + M** shortcut key from the keyboard.
4. Select Slide from the slide pane and press enter key.

Duplicating slides

To duplicate a slide, select a slide for duplication in the Slides pane and use one of the following methods. A duplicate slide is inserted after the selected slide in the presentation.

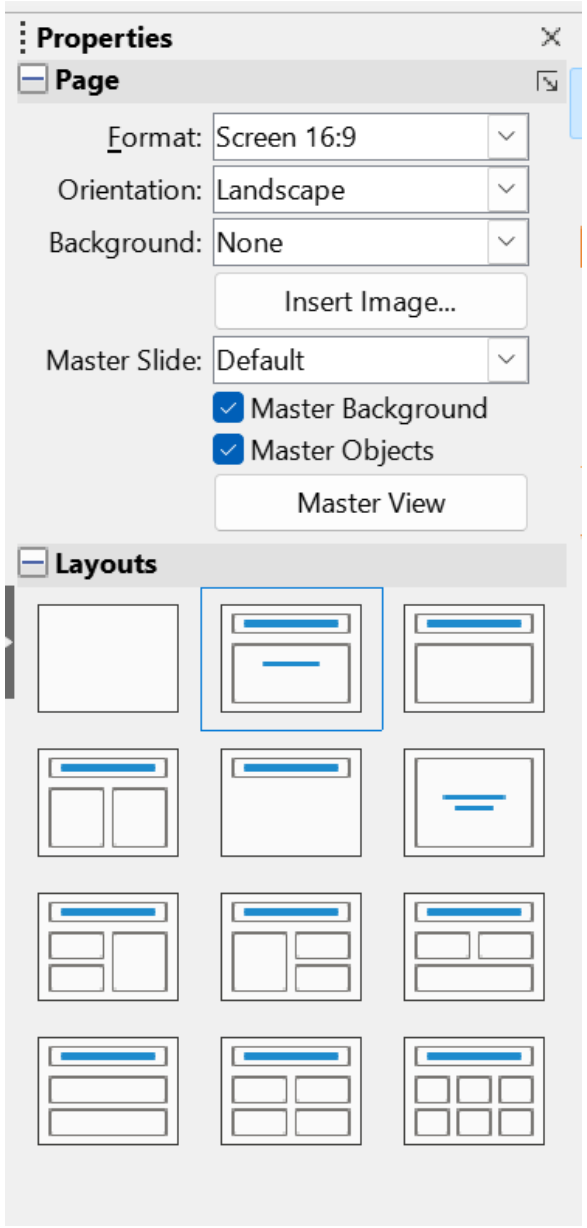
- Right-click on a slide in the Slides pane and select Duplicate Slide from the context menu.
- Go to Slide Sorter view in the Workspace, right-click on a slide and select Duplicate Slide from the context menu.
- Go to Slide > Duplicate Slide on the Menu bar.
- Click on Duplicate Slide on the Presentation toolbar.

Selecting slide layout

The available layouts are shown in the Layouts panel on the Properties deck on the Sidebar.

After selecting a slide, select the slide layout using one of the following methods:

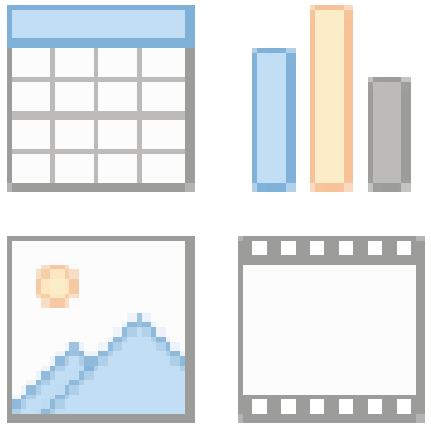
- Go to the Properties deck on the Sidebar to open the Layouts panel.
- Click on Slide Layout on the Presentation toolbar to open the Layouts panel on the Properties deck on the Sidebar.
- Click on Slide > Layout on the Menu bar to open a drop-down list showing the layouts by name.
- Right-click on the selected slide and select Layouts in the context menu.



Object Type in Placeholder

Types of Text and Object based placeholders that you can add to built your custom layout include:-

1. Content
2. Text
3. Pictures
4. SmartArt graphics
5. Screenshots
6. Charts
7. Tables
8. Diagrams
9. Clip Arts
10. Movies
11. Media
12. Sound



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Saving a Presentation

Save Presentation in Local System

1. Click on File Menu> Save or Click on Save button on toolbar or press **Ctrl+S**.
2. A save as dialog box will appear on your screen. If you are saving the presentation for first time.
3. Choose your location i.e. Where you want to save the file and give the File Name.
4. Click on Save Button.

Save Presentation in Remote Location:

1. Click on File Menu> Save Remote
2. Select the service in which you want to store
3. Enter the user login id and password
4. Enter the file name and click on save button.

Inserting other object

There are number of object which we can insert in the slide to make it more clear. We can insert some more graphics not even composed by LibreOffice applications but also by some other graphical application. Follow these steps to insert other objects.

1. Click on Insert Menu--> Images/Audio or Video/Chart/Object/ Shape/Hyperlink etc.
2. Insert Images/Audio or Video/Chart/Object/ Shape/Hyperlink dialog box will appear on the screen
3. Select the object that you want to insert.
4. Click on open button.

Note:- Whenever you select a shape from Insert Menu then any dialog box will not appear. So you can select shape & drag and drop into the presentation.

LibreOffice Impress - Workspace Views

Each of the Workspace views is designed to make the completion of certain tasks easily; it is therefore useful to familiarize with them to quickly complete those tasks.

- Normal view
- Outline view
- Notes View
- Handout View
- Slide Sorter view

Normal view

- Normal view is the **main view** for creating individual slides.
- Use this view to format and design slides and to add text, graphics, and animation effects.
- To place a slide in the slide design area of the Normal view, either click the slide thumbnail in the Slides pane or double-click it in the Navigator.

Outline view

- Outline view contains all of the slides of the presentation in their **numbered sequence**.
- It shows topic titles, bulleted lists, and numbered lists for each slide in outline format.
- Only the text contained in the default text boxes in each slide is shown.
- If user have added text boxes or graphic objects to the slides, then these objects are not displayed. Slide names are not included.
- **Use Outline view for the following purposes:**
  - Quickly inserting text for fast content creation or editing, when formatting and adding graphic objects is postponed until the final stages of creating the presentation.
  - Moving a paragraph and changing its outline level at the same time using a combination of these four arrow buttons.

Notes View

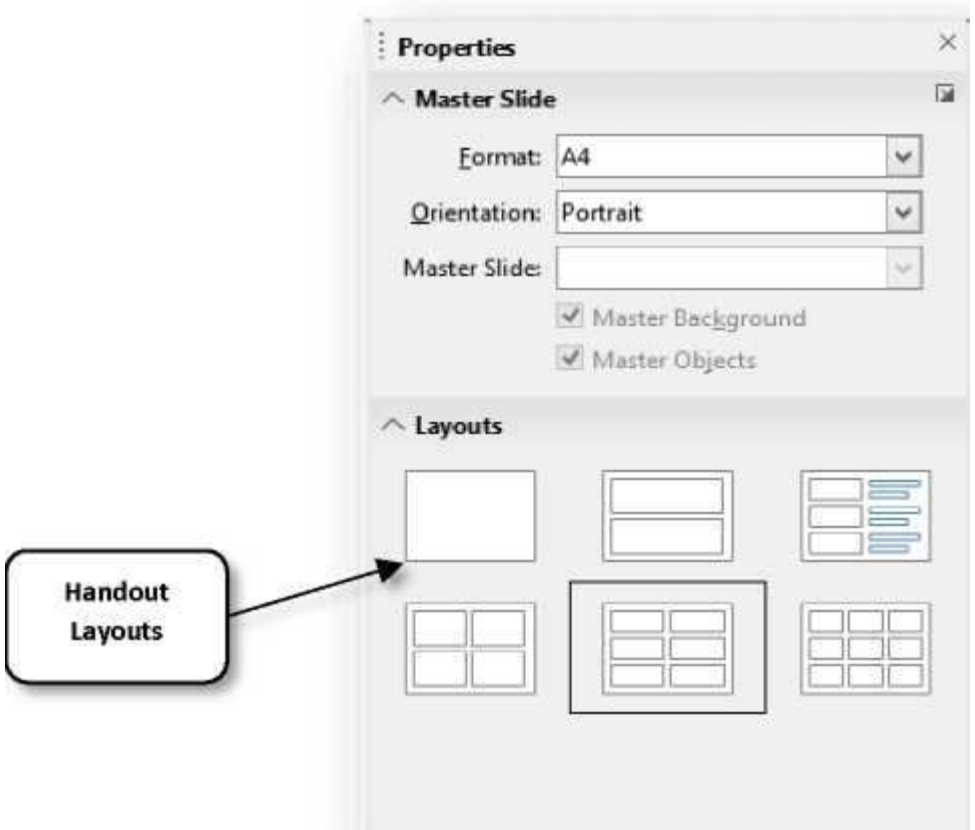
Use the Notes view to add notes to a slide. These notes are not seen when the presentation is shown to an audience on an extra display monitor connected to the computer.

Steps:

- Click the Notes tab in the Workspace.
- Select the slide to add notes: click the slide in the Slides pane, or double-click the slide name in the Navigator.
- In the text box below the slide, click on the words Click to add notes and begin typing.

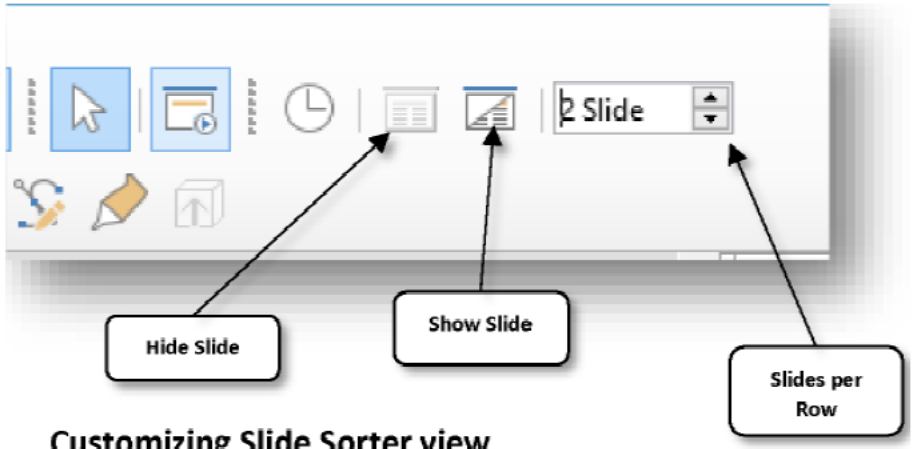
Handout View

- Handout view is for setting up the layout of the slide for a printed handout.
- Click the Handout tab in the Workspace, then select Layouts in the Tasks pane.
- User can then choose to print 1, 2, 3, 4, 6, or 9 slides per page. User can also use this view to customize the information printed on the handout.
- Select from the main menu Insert > Page Number or Insert > Date and Time and the Header and Footer dialog opens.
- Click on the Notes and Handouts tab and use this dialog to select the elements to appear on each handout page and their contents.



Slide Sorter view

- The Slide Sorter view contains all of the slide thumbnails. Use this view to work with a group of slides or with only one slide. To change the number of slides per row:
- Check View > Toolbars > Slide Sorter and Slide View
- to show or hide the slide sorter and view toolbars.
- Adjust the number of slides (**up to a maximum of 15).**



Customizing Slide Sorter view

To change the number of slides per row:

Linking in Slide

Hyperlink is way to link another file. It is valuable tool in the presentation. It help you to connect multiple content from multiple location. But if you would like to hyperlink to another presentation, you might not want to link to the first slide. Suppose you want to start with slide 3.

1. Select the object on slide that you want to use for the hyperlink.
2. Click on Insert Menu >Hyperlink or Press Ctrl + K, a hyperlink dialog box will appear.
3. In the hyperlink dialog box, do the following work.
   - Internet:- To select or type URL of a web address, normally starting with http:// & Click on ok button.
   - Mail and News:- To select email address & Click on ok button for linking.
   - Document:- To select document with path & click on ok button.
   - New Document:- To select any file & file type & click on ok button. The hyperlink creates a new document click on ok buttton.
4.

Set up of Presentation

Set up of presentation is subject matter of setting the nature of running and behaving of slides in the Presentation. To set up of presentation follow these steps:-

1. Click on Slide show >Slide show setting, A slide show dialog box will appear.
2. Select the Range Presentation mode, Option and Multiple Display.
3. To advance slides automatically, you will need to customise the slide timing through slide transition on task pane.

Running a Slide Show

Presentation of slides is subject matter of composing and making run the presentation to demonstrate a certain subject of conference hall or an institution to teach a lesson or to demonstrate an agenda for particular business.

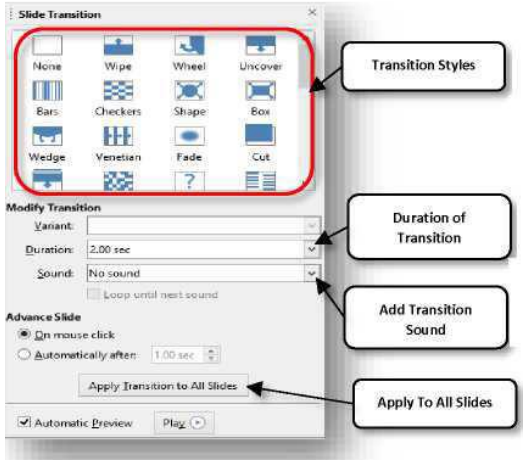
LibreOffice Impress gives you the choice of running a slide show automatically or manually.

To start the slide show you have to follow these steps:-

1. Press **F5** function key or click on Slide Show Menu>Start from First Slide / Current Slide.
2. You can customise your slide show presentation by using Custom Slide show.
3. In custom Slide shows dialog box click on New > Set your slide number.
4. If you want start the presentation from any slide, Click on Slide show menu > Select start from current slide or Press **Shift + F5** key.

Transition and Slide Timing

Slide transition is the animation that is played when a slide is changed for the next slide in the presentation. User can configure the slide transition from the Slide Transition section in the Tasks Pane.



1. Go to Slide > Slide Transition on the Menu bar or click on the Slide Transition icon on the Sidebar to open the options available for slide transitions.
2. Select the desired transition, the speed of the animation, and whether the transition should happen when user click the mouse (preferred) or automatically after a certain number of seconds.
3. Click Apply to All Slides to apply the transition for all of the presentation or continue selecting transitions to place between each slide in the presentation.

Animation Effect

Slide animations are similar to transitions, but they are applied to individual elements in the single slide: text, chart, shape, or individual bullet point.

Animation effects are applied from normal view so that you can select individual objects on single slide.

Steps:

1. Select the slide and the object (text, images) you want to apply the animation effect to.
2. In the sidebar, select Custom animation icon (→)to open the custom animation section.
3. Click add (+) button to open custom animation dialog box.
4. Select animation effect types from one of the tabbed page on the Custom Animation. More than one types of animation can be applied to an object.
5. As you add animation to the object they appear on the custom animation list in the Sidebar.

Creating & Using Master Slide

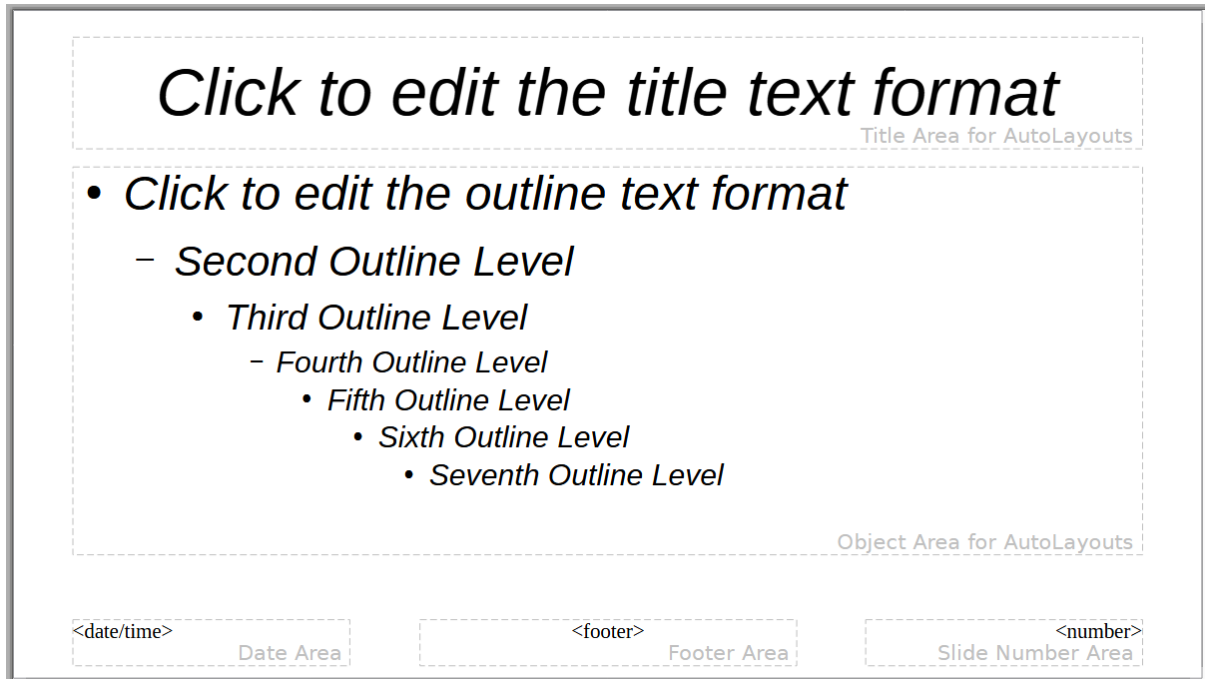
Master view is special feature in LibreOffice Impress that allow you to quickly modify the slide and slide layouts in your presentation.

A master slide determines the text formatting style for the title and outline and the background design for all slides that use this master slide.

Steps:

1. Select View > Master Slide, A slide design dialog box will appear right side on the screen.

2. Select the slide from the master slides.



Adding Headers and Footers

Headers are the information that will display at top of every slide and footers are the information that will display at bottom of every slide. Follow these steps to add Headers and Footers:-

1. Open presentation on which you want to add any header and footer.
2. Click on Insert Menu → Select Headers and Footers, a Header and footer dialog box will appear.
3. Select the Notes and handouts where you want to insert text data according to your requirement.
4. You will see that date and time check box is enabled. To enable footer check box you can also insert footer.
5. Notes and Handouts tab within Header and Footer dialog box. You can insert header and footer text in text box.

6.. Select the checkbox to make the date appear on the handouts and note pages.

7. You should click on check box to enable page number to be visible on you notes and handouts pages.

8. Select the check box to make Header visible on the Notes and Handouts page in your presentation. When this check box is selected, the box below gets activated where you can enter the content of header.

9. Select the check box to make Footer visible on the Notes and Handouts page in your presentation. When this check box is selected, the box below gets activated where you can enter the content of Footer.

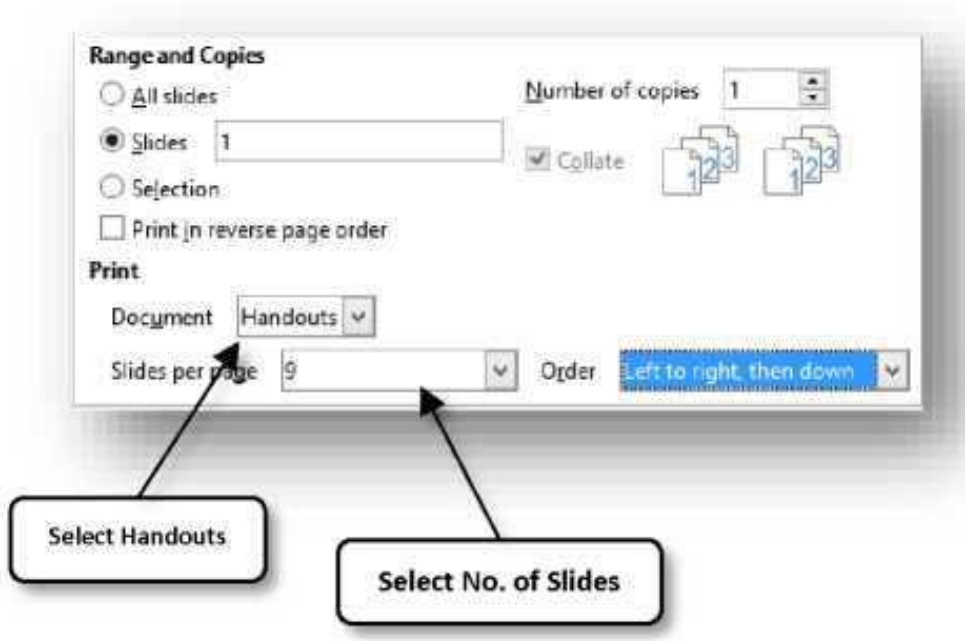
10. You can similarly add and edit Headers and Footers in your slides.

11. You should click on Apply to All button to insert Header, Footers and Notes in your presentation.

Printing Slides and Handouts

Handouts of slides can be printed using one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page. To print handouts:

1. Open the Print dialog and select the General page.
2. In the Print section of the Print dialog, select Handouts from the Document drop-down list.
3. Select how many slides to print per page and the order in which they are printed.
4. Click OK to print the slides and close the dialog..



Impress Shortcut Keys

Shortcut keys	Effects
F1	LibreOffice Impress Help
F2	Select text tool and edit text
Ctrl+F2	Start a Slide Show
F7	Start Spelling Checker
F5	To run Presentation from beginning
Shift+F5	To Run Presentation from Current Slide
Esc or Minus	End Presentation
Down arrow or Right arrow or Page down	Go to next Slide
Up arrow or Left arrow or Page up	Go to Previous Slide
Alt+Page Down	Go to next Slide without Playing effects
Alt+Page Up	Go to the Previous Slide without Playing effects
Ctrl+N	To create a new Presentation
Ctrl+Shift+N	To create a new Presentation using Template
Ctrl+M	To Insert a New Slide in Presentation

THANK YOU

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