



*Getting Started Guide*

## ***Chapter 9***

# ***Getting Started with Impress:***

*OpenOffice.org's Presentations*

*OpenOffice.org*

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# Contents

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Copyright.....	i
Authors.....	i
Feedback.....	i
Acknowledgments.....	i
Publication date and software version.....	i
What is Impress?.....	1
Creating a new presentation.....	1
Planning a presentation.....	1
Starting the Presentation Wizard.....	2
Formatting a presentation.....	5
Main window of Impress.....	5
Slides pane .....	6
Workspace .....	6
Task pane.....	7
Building a presentation.....	8
Choosing a Master Page .....	8
Creating the first slide.....	11
Adding elements to the Title Page.....	11
Inserting additional slides.....	12
Working with slides.....	15
Custom animations.....	15
Slide transitions.....	15
Workspace.....	16
Normal.....	16
Outline.....	16
Notes.....	18
Slide Sorter.....	18
Handouts.....	21
Running the presentation.....	22



## What is Impress?

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Impress is OpenOffice.org's slide show (presentations) program. You can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, clip art, and a wide range of graphic objects. Impress also includes a spelling checker, a thesaurus, prepackaged text styles, attractive background styles, and a handy help menu.

This chapter includes instructions, screen shots, and helpful hints to guide you through the Impress environment while designing the easier presentations. Although more difficult designs are mentioned throughout this chapter, explanations for creating them are in the *Impress Guide*. If you have a working knowledge of how to create slide shows, we recommend you use the *Impress Guide* for your source of information.

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**Note** To use Impress for more than very simple slide shows requires some knowledge of the elements which the slides contain. Slides containing text use styles to determine the appearance of that text. Slides containing objects are created the same way drawings are created in Draw. For this reason, we recommend that you study the chapters "Working with Styles" and "Getting Started with Draw" in this book.

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## Creating a new presentation

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This section shows you how to set up a new presentation. The settings selected here are general: they apply to all the slides. The section "Working with slides" on page 15 explains how to apply settings to specific slides. These explanations can also apply to some of the general settings.

### Planning a presentation

The first thing to do is to decide what you are going to do with the presentation. For example, putting a group of digital photos together in a presentation requires very little planning. However, using a presentation to increase the knowledge of others about your topic requires much more planning.

---

**Note** This chapter has been put into presentation form and is available for download from [http://oooauthors.org/en/authors/user\\_howtos/Simple\\_Presentation.odp](http://oooauthors.org/en/authors/user_howtos/Simple_Presentation.odp). It was developed by using the steps in this chapter.

---

You need to ask and answer many questions before you begin creating a presentation. If you are not acquainted with creating presentations, the answers will be more general. Those who have created a variety of presentations in the past will want to have more specific answers.

Who is to see the presentation? How will it be used? What is the subject matter? What should be in its outline? How detailed should the outline be? Will an audio file be played? Is animation desirable? How should the transition between slides be handled? These are some of the many questions that should be asked, answered, and written down before creating the presentation. Sound and animation are more advanced topics and will be explained in the *Impress Guide*.

Again, it is not always necessary at this point to have specific answers to every question. Making an outline is extremely important. You may already know exactly what some of the slides will contain. You may only have a general idea of what you want on some of the slides. That is alright. You can make some changes as you go. Change your outline to match the changes you make in your slides.

The important part is that you have a general idea of what you want and how to get it. Put that information on paper. That makes it much easier to create the presentation.

## Starting the Presentation Wizard

Start OpenOffice.org (OOo) Impress. The Presentation Wizard appears (Figure 1). You can start Impress in either of two ways:

- Click the triangle to the right of the **New** Icon and select *Presentation* from the drop-down menu.
- Choose **File > New > Presentation** from the menu bar.



Figure 1. Using the Presentation Wizard to choose the type of presentation

- 1) Select *Empty Presentation* under **Type**. It creates a presentation from scratch.

---

**TIP** Leave the **Preview** checkbox selected, so templates, slide designs, and slide transitions appear in the preview box as you choose them. If you do not want the wizard to start every time you launch Impress, select the **Do not show this wizard again** checkbox.

---

**Note** *From Template* uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates. Choose the template you want.

*Open Existing Presentation* continues work on a previously created presentation. The wizard changes to show a list of existing presentations. Choose the presentation you want. Both of these are covered in the *Impress Guide*.

---

- 2) Click **Next**. The Presentation Wizard step 2 window appears. Figure 2 shows the Wizard as it appears if you selected *Empty Presentation* on window 1. If you selected *From Template*, an example slide is shown in the Preview box.

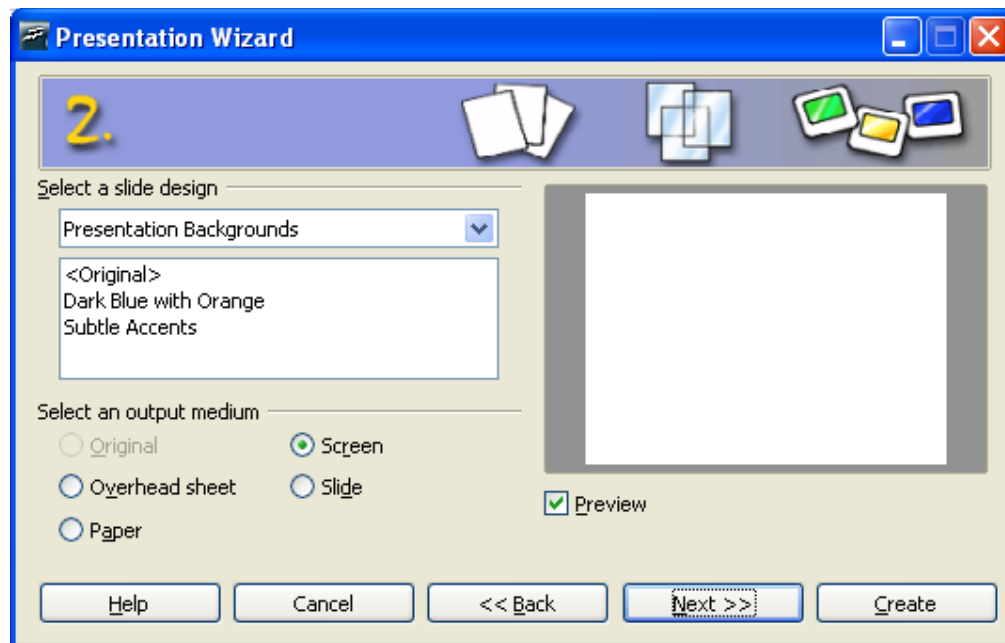


Figure 2. Selecting a slide design using the Presentation Wizard

- 3) Choose a design under **Select a slide design**. The slide design section gives you two main choices: *Presentation Backgrounds* and *Presentations*. Each one has a list of choices for slide designs. If you want to use one of these other than *<Original>*, click it to select it.
- The types of *Presentation Backgrounds* are shown in Figure 2. By clicking a choice, you will see a preview of that slide design in the Preview window. Impress contains three choices under *Presentations*: *<Original>*, *Introducing a New Product*, and *Recommendation of a Strategy*.
    - <Original>* is for a blank presentation slide design.

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

---

**Note** *Introducing a New Product* and *Recommendation of a Strategy* are prepackaged presentation templates. They can be used to create a presentation by choosing **From template** in the first window (Figure 1). See the *Impress Guide* for instructions to do this.

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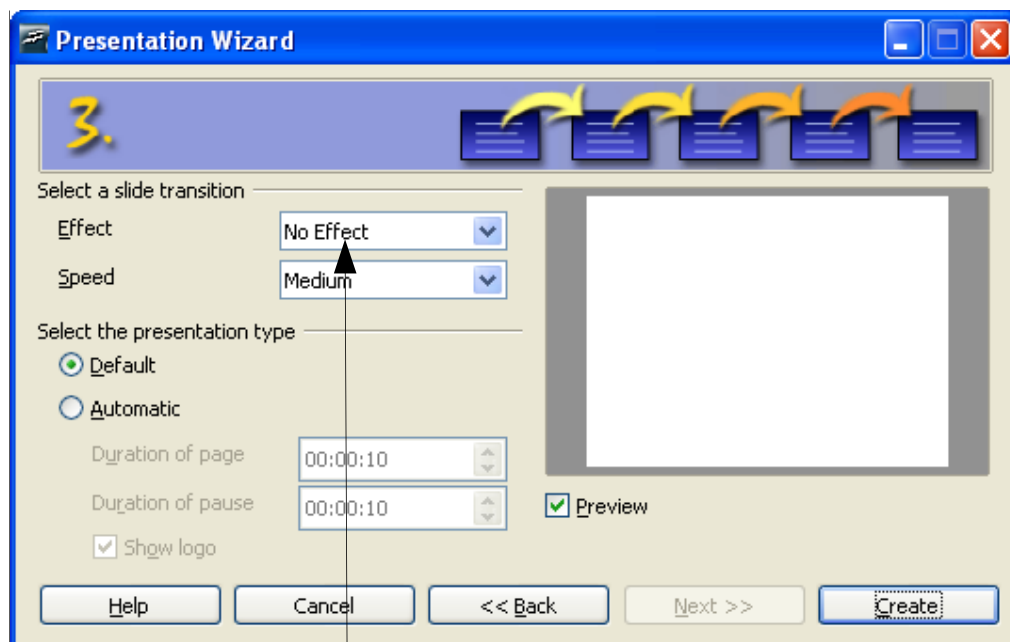
- 4) Select how the presentation will be used under **Select an output medium**. Most often, presentations are created for computer screen display. Select *Screen*.

---

**Note** See the *Impress Guide* for creating presentations with the other output media.

---

- 5) Click **Next**. The Presentation Wizard step 3 window appears (Figure 3).



The **Effect** option creates transitions between all the slides in the presentation. Select **No Effect** for no transition effect. Transitions can be added and changed later. For more information, see “Working with slides”.

Figure 3. Selecting a slide transition effect and speed

- 6) Choose the desired option from the **Effect** drop-down menu.

---

**Tip** You might want to accept the default values for both *Effect* and *Speed* unless you are skilled at doing this. Both of these values can be changed later while working with **Slide transitions** and **animations**. These two are explained in more detail later in this chapter.

---



- 7) Select the desired speed for the transition between the different slides in the presentation from the **Speed** drop-down menu. Medium is a good choice for now.
- 8) Click **Create**. A new presentation is created.

---

**Note** If you selected *From template* on step 1 of the Wizard, the **Next** button will be active on step 3 and other pages will be available. These pages are not described here.

---

## Formatting a presentation

Now comes the part where you put your presentation together based upon your outline. This is done using the Main window of Impress (Figure 4). We will first describe the purpose of each part of this window. Afterwards, we will describe how to use them in putting your presentation together.

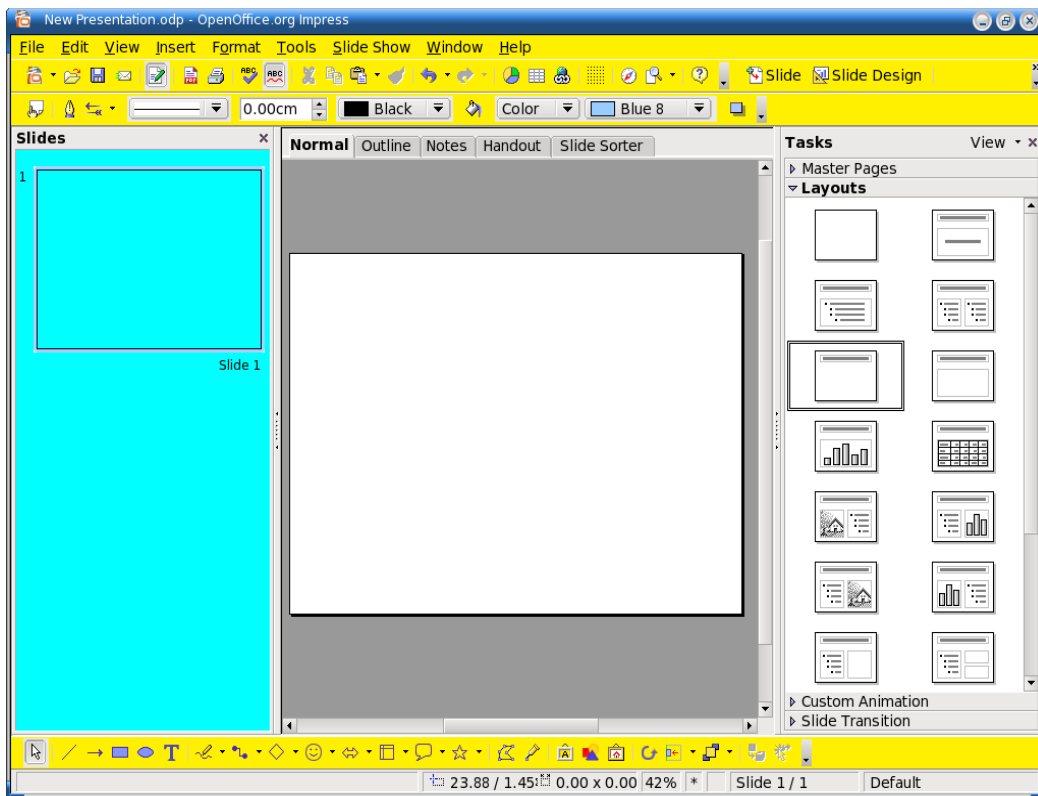


Figure 4: Main window of Impress

### Main window of Impress

The Main window has three parts: the *Slides pane*, *Workspace*, and *Tasks pane*. The *Slides pane* allows you to do specific things to individual slides. The *Workspace* is where most of the work is done to create individual slides. The *Tasks pane* contains a group of four tasks which affect styles, the layout, animation, and transitions between slides in your presentation.

---

**Tip** You can remove either the *Slides pane* or *Task pane* from view by clicking the *x* to close it like any other window. This can also be done by **View > Slide Pane** or **View > Task Pane**. To view the Slide or Task panes, **View > Slide Pane** or **View > Task Pane**.

---

## Slides pane

The *Slides pane* contains the thumbnail pictures of the slides in your presentation. They are in the order they will be shown. Clicking a slide selects it and places it in the *Workspace*. While it is there, you can apply any changes desired to that particular slide.

---

**Note** The order of the slides can be changed in the *Workspace*. Changing the order of the slides in *Workspace* changes the order of the slides in the *Slide pane* also.

---

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

- Add new slides at any place within the presentation after the first slide.
- Hide a slide so that it will not be shown as part of the slide show.
- Delete a slide from the presentation if it is no longer needed.
- Rename a slide.
- Copy or move the contents of one slide to another. (Copy and paste, or cut and paste respectively.)
- Change the slide transition following the selected slide or after each slide in a group of slides.
- Change the slide design. (A window opens allowing you to load your own design.)
- Change slide layout. (This requires using the *Layouts* section of the *Tasks pane*.)

## Workspace

The *Workspace* has five tabs: **Normal**, **Outline**, **Notes**, **Handout**, and **Slide Sorter**. These five tabs are called **View Buttons** (Figure 5). There are also many toolbars which can be used to create a slide. **View > Toolbars** shows a list of what is available. The *Slide Design* section is below the **View Buttons**. This is where you put the various parts of your selected slide together.

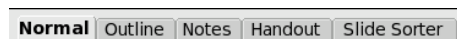


Figure 5: View Buttons

Each view is designed to make completing certain tasks easier.

- *Normal view* is the main view for creating individual slides. Use this view to format and design and to add text, graphics, and animation effects. Many of the other sections in this chapter describe how to create and edit slides in Normal view. Additional information is available in the *Impress Guide*.
- *Outline view* shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Use this view to rearrange the order of slides, edit titles and headings, rearrange the order of items in a list, and add new slides.
- *Notes view* lets you add notes to each slide that are not seen when the presentation is shown. 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. Changes can also be made in the text style using the *F11* key.
- *Slide Sorter view* shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.
- *Handout view* lets you print your slides for a handout. You may choose one, two, three, four, or six slides per page from **Task pane > Layouts**. This choice determines how many thumbnails are visible. You can rearrange the thumbnails in this view by simply dragging and dropping them.

## Task pane

The Task pane has four sections:

- *Master Pages*: Here you define the Page Style you will be using for your presentation. OOo Impress contains five prepackaged Master Pages. One of them is blank, and the rest have a background. Help refers to Master Pages as *Slide Masters*.

---

**Tip**      *F11* can be used to open the *Styles and Formatting* Window. The styles of any *Master Page* can be modified to suit your purpose. This can be done at any time.

---

- *Layout*: 20 prepackage layouts are shown. You can choose the one you want, or you can choose the first one (the blank one) and modify it as you see fit.
- *Custom Animation*: A variety of animations for selected elements of a slide are listed. Animation can be added to a slide, and it can also be changed or removed later.
- *Slide Transition*: 56 different transitions are available including *None*. You can select the transition speed (slow, medium, fast). You can choose between an automatic transition or manual, and how long you want the selected slide to be shown (automatic transition only).

## Building a presentation

This process begins with the decision as to what basic characteristics you want all the slides to have. These characteristics determine which Master Page you will use for your slides and what modifications if any you will make to it.

### Choosing a Master Page

**Tip** OOo defines *Master Page* as the slide master for a presentation. For a given presentation, there is normally only one slide master or Master Page. All slides are created by adding elements to the slide master. Another slide master can be used for some of the slides if you want to do so. If you decide later that the master slide you chose does not meet your needs, you can still choose a different master slide. Or you can change parts of your master slide. All the slides created with this master slide will be changed the same way.

As you are developing your Master Page (slide master) and then succeeding slides, use *F5* or *F9* regularly to see what the slide you are working on looks like full screen. Then use the *Esc* key to return to your work of creating your slide show. You can spot problems sooner and easier this way.

You should first determine the styles you want to use for your presentation. There are five prepackage *Master Pages* from which to choose (Figure 6). Pick the one that comes closest to what you want. We look at how to make changes in the *Master Page* later.

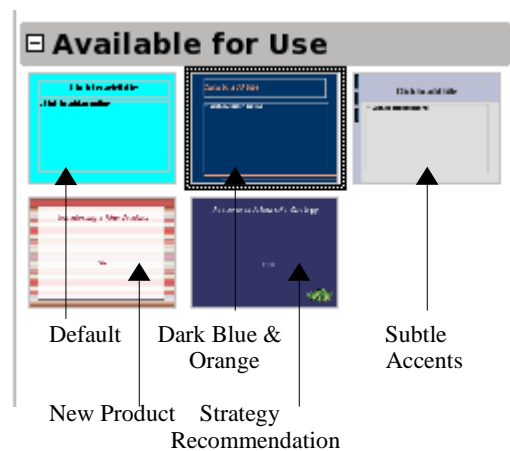


Figure 6: Available Master Pages

**Note** The *Default Master Page* is a blank slide with specific page styles. The other four *Master Pages* contain designs as well as specific page styles.

To see what is possible, look at how the prepackaged Master Pages were made. To do this, **View > Master > Master Slide**. Choose the *Blank Slide* in the *Layout* section of the *Task pane*. Open the *Master Pages* section. Since the *Default Master Page* is blank, consider only the other four available Master Pages.

- 
- Tip** **View > Master > Master Slide** allows you to make changes in the Master Slide. Whatever changes made to the Master Slide will be made on all the slides of the presentation.
- View > Normal** allows you to only work on individual slides. With this selection, you can make changes to all of the slides. But none of these changes will change the Master Slide, itself, in any way.
- 

The first two steps to building a presentation are: Select the slide master which comes closest to meeting your needs, and save the presentation. Then you need to modify the slide master.

- 
- Caution** Remember to save frequently while working on the presentation, to prevent any loss of information should something unexpected occur. You might also want to activate the AutoRecovery function. (**Tools > Options > Load/Save > General**). Make sure *Save AutoRecovery information every* is selected and that you have entered a number of minutes. (I usually select 3 minutes.)
- 

Make changes to the Master Page you have chosen by selecting **View > Master > Master Slide**. Most of this is done using styles. *F11* opens the Styles and Formatting window. The Presentation Styles icon should already be selected. (If it is not, select it at this time.) Fourteen styles are listed, and all can be modified. But, no new styles can be added. To change any of these styles, right-click the style name and choose **Modify** from the context menu.

- 
- New in 2.0** Beginning with 2.0.1, **View > Master > Master Slide** also opens the *Master View* toolbar (Figure 7). See the *Impress Guide* for instructions on the use of this toolbar.
- 

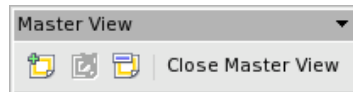


Figure 7: Master View toolbar

#### 1) Background styles:

- *None* means all slide backgrounds will be white.
- *Color* allows you to select your own background color.
- *Gradient* has 15 prepackaged backgrounds. The increments between one color and the other is automatically set by default, but you can set it manually if you desire.
- *Hatching* has 10 prepackaged patterns. More can be created using **Format > Area > Hatching** (tab). A background color can be added to the hatching.

- *Bitmap* has 20 prepackaged patterns. More bitmaps can be added to this list if they are one of the graphic formats OOo recognizes. **Format > Area > Bitmaps** allows you to do this. If you have a graphic that you want to use with your slides, make sure it is in an acceptable format. (See the note below for how to find the list of acceptable formats.) Use the **Import** button to locate it and give it a name. Using *F11* and selecting *Bitmaps* from *Background* styles, you should see your imported bitmap at the bottom of the list.

---

**Note** **Tools > Options > OpenOffice.org > Colors** allows you to create your own custom colors. Once you create a color this way, it will be listed in the selection of colors available for the background.

New Gradients can be created, and these gradients can be modified. To do so, **Format > Area > Gradient** (tab). Doing this is beyond the scope of this chapter.

To see all of the graphic formats OOo will accept as a bitmap, select **Format > Area > Bitmaps**. Click **Import**. *File types* contains the entire list of acceptable graphic formats. You can also create your own bitmap using in the upper left corner of **Format > Area > Bitmaps**.

---

- 2) *Background objects* style: Use this to set the characteristics of all objects you add to the Master Page (Master Slide). Make any changes you need. Remember to use *F5* after making a change to make sure that is what you want. Using the *Esc* key afterwards will return you to your work.

---

**Note** Just like Paragraph and Character styles in Writer, Background objects styles can be overridden by applying manual formatting. So it is possible to have two background objects with different formatting.

The use of background objects requires a knowledge of OOo's Draw component and is beyond the scope of this chapter.

---

- 3) *Notes*: If you want to have notes attached to your slides, right click the *Notes* style, select **Modify**, and set the formatting you want your notes to have. Make sure you make the font size large enough to be readable. Just remember that this formatting will be applied to the note of every slide using the same slide master. The bottom part of the Notes window contains an example of what any of your choices looks like.

---

**Note** At the present time, you cannot view your notes while you are running your slide show. Your notes can be included in a printed handout of the slide show.

---

- 4) *Outline 1* through *Outline 9*: These styles set the formatting for each level of text in the text boxes of the slides. All of these have default values that are fairly good. You would probably want to leave most if not all of these values as they are. Since in a simple presentation, only one master slide is used, any changes made will affect all slides containing the affect style. For example, five slides have text with the Outline 2 style. When you change the Outline 2 font size from 20 to 18, this change will be made on all five slides to every paragraph using the Outline 2 style.

- 5) *Title and Subtitle*: Set these styles the same way you set the styles for Outline 1 through Outline 9. Most of these styles work very well as they are. The parts that you might want to change are the Font, Typeface, Font size, and Font color (**Font Effects** tab).
- 6) When you are finished making your changes, use **View > Normal**. Or, you could click **Close Master View** in the *Master View* toolbar.

### Creating the first slide

The first slide is normally the Title Page. Decide which of the layouts will suit your purposes for your first slide. I suggest that you keep it rather simple. Some simple layouts are *Title Slide* (also contains a section for a subtitle), or *Title Only* slide. The rest of the layouts seem to be better suited for later slides in the presentation, or for more complex presentations.

---

**Note** For very simple presentations, you may not need a title. For example, sometimes I put a group of pictures together for someone to see. But in most cases, you will need to use the title as the first slide.

---

### Adding elements to the Title Page

All three suggested slides contain a title section at their top. To create the title, click the phrase *Click to add title*. Type the title. Adjustments to the formatting of the title can be done by using the *F11* key, right-clicking the *Title* style, and selecting **Modify** from the context menu.

If you are using the *Title Slide* layout slide, click the phrase *Click to add text*. Type the subtitle. Make any adjustments in the formatting you desire. Do this the same way as if you are changing the title formatting: use the *F11* key, right-click the *Subtitle* style, select **Modify** from the context menu, and make your changes. Click **OK** to apply your changes to the subtitle.

The *Title, Object* layout slide can also be used. To do this requires knowledge of how to move and resize graphic images (objects). Insert the object as an *OLE Object*. To do so:

- 1) Double-click the graphic.
- 2) Select *Create from file* and click **OK**.

---

**Caution** Click **Link to file** only if you are going to keep the presentation and the file in the same directory in which they were originally saved. Otherwise, you may not be able to access your OLE Objects from your slide show when you need them.



- 3) Click **Search** to browse to the file's location. Select the file, and click **Open**. Then click **OK**.
- 4) Resize and center the object to fit the slide as needed.

## Inserting additional slides

The steps for inserting additional slides are basically the same as for selecting the title page. It is a process that has to be repeated for each individual slide. Since you are going to be using only one slide master, your only concern right now is the *Layouts* section of the *Tasks* pane on the right.

First, you should insert all of the slides your outline indicates you will need. Only after this should you begin adding special effects such as custom animation and slide transitions. (These are covered in the next section.)

**Step 1:** Insert a new slide. This can be done in a variety of ways: take your pick.

- **Insert > Slide.**
- Right-click on the present slide, and select **New Slide** from the context menu.
- Click the *Slide* icon in the *Presentation* toolbar (Figure 8).



Figure 8: Presentation toolbar

**Step 2:** Select the layout slide that best fits your needs.

If your slide consists only of a title with a graphic, chart, or spreadsheet, inserting it as an OLE Object is the simplest. But be advised, doing this for a chart or spreadsheet is not simple. This is an advanced technique.

**Step 3:** Modify the elements of the slide. At this stage, the slide consists of everything contained in the slide master as well as the chosen layout slide. This includes removing unneeded elements, adding needed elements (pictures and OLE Objects), and inserting text.

---

**Caution** Changes to any of the prepackaged layouts can only be made using **View > Normal** which is the default. Attempting to do this by modifying a slide master will result in an error message. (The slide master is modified using **View > Master > Master Slide.**)



- 1) Remove any element on the slide you do not need (Figure 9).
  - Click the element to highlight it. (The green squares show it is highlighted.)
  - Press the *Delete* key to remove it.



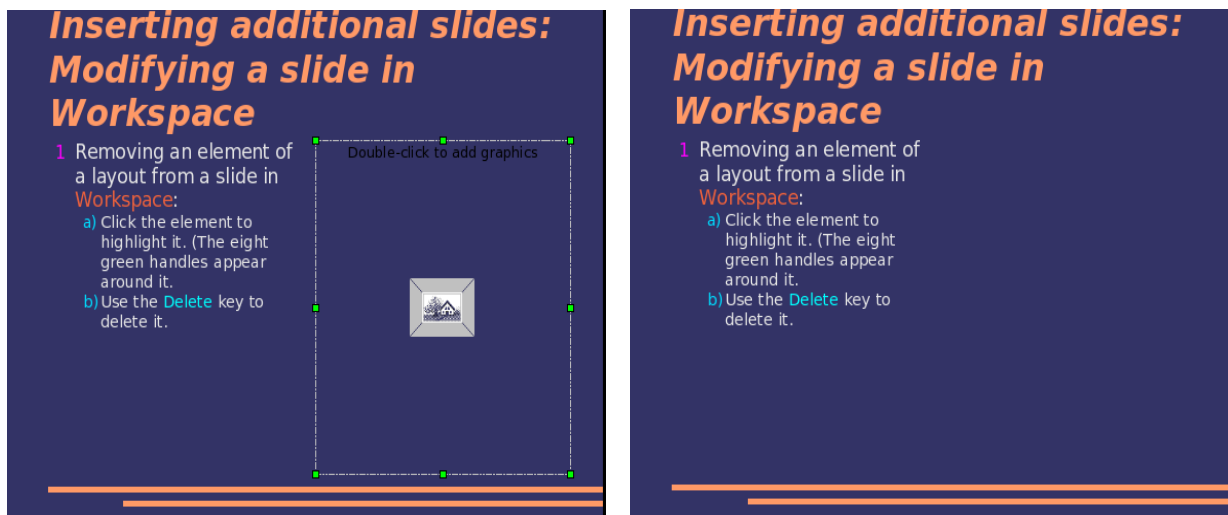


Figure 9: Deleting an element of a slide


---

**Tip** Sometimes you will accidentally select the wrong layout slide. If you remove the element or elements you do not want, you can then click the correct layout slide and continue your work.

---

- 2) Add any elements to the slide you do need.
  - Adding pictures to the clipart frame:
    - a) Double-click the picture within the frame.
    - b) Browse to the location of the picture.
    - c) Select the picture and click **Open**.
      - 1) Resize the picture as necessary. Follow the directions in the Caution note below.
  - Adding pictures from graphic files to places other than the clipart frame:
    - a) **Insert > Picture > From File**.
    - b) Browse to the graphic file, select it, and click **Open**.
    - c) Move the picture to its location.
    - d) Resize the picture if necessary.
  - Adding OLE Objects is an advanced technique covered in the *Impress Guide*.

---

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

---

- 3) Adding text to a slide: If the slide contains text, click the phrase *Click to add an outline* in the text frame. Type the text into the text frame.

---

**Note** Text in the slide is in an outline format: each level is indented more than the previous level as you move from level 1 to level 10.

---

- To change Outline Levels as you type, use the **left** and **right** arrow keys (Figure 10).
  - The **left** arrow changes it to the previous Outline Level. (level 3 to level 2 for example)
  - The **right** arrow changes to the next Outline Level. (level 2 to level 3 for example)



Figure 10: Text moving arrows

- To change the order of the paragraphs (lines), use the **up** and **down** arrow keys.
  - The **up** arrow moves the paragraph higher in the text (Figure 11).
  - The **down** arrow moves the paragraph lower in the text.

---

**Note** Moving text around usually requires using a combination of these keys. For example, a paragraph needs to be moved higher and its Outline level needs to be changed to a lower level (closer to 1) or a higher level (closer to 10).

---

**1** Using your outline, choose the layout for your second slide.

- a)** Will it contain a title?
  - If no, use the Blank slide, or, delete the Title section from one of the other slides.
  - If yes, use any but Blank Slide.
- b)** Will it contain text only?
  - Use a slide with Text.
- c)** Will it contain text and graphics? Which order?
- d)** Will it contain charts, drawings, or graphics?
  - Insert using OLE Object. (Advanced Technique)

**1** Using your outline, choose the layout for your second slide.

- If no, use the Blank slide, or, delete the Title section from one of the other slides.
- a)** Will it contain a title?
  - If yes, use any but Blank Slide.
- b)** Will it contain text only?
  - Use a slide with Text.
- c)** Will it contain text and graphics? Which order?
- d)** Will it contain charts, drawings, or graphics?
  - Insert using OLE Object. (Advanced Technique)

Figure 11: Moving text higher or lower

**Step 4:** To create additional slides repeat steps 1–3.

## Working with slides

This is the time to review the entire presentation and answer some questions. Run the slide show at least once before answering them. You might want to add some questions of your own.

- 1) Are the slides in the correct order? If not, some of them will need to be moved.
- 2) Would an additional slide make a particular point clearer? The slide needs to be created.
- 3) Would some custom animations help some of the slides? (Advanced technique)
- 4) Should some of the slides have a different slide transition than others? The transition of these slides should be changed.
- 5) Do some of the slides seem unnecessary? Delete the slide or slides after checking if they are indeed unnecessary.

---

### Caution



If one or more slides seems to be unnecessary, hide the slide or slides, and view the slide show a few more times to make sure. To hide a slide, right-click the slide in the Slides pane. Select **Hide Slide** in the context menu. Do not delete a slide until you have done this. Otherwise you may have to create that slide again.

---

Once you have answered these and your own questions, you should have made the necessary changes. This is done the easiest in the Slide Sorter view and will be explained there. If you need one or more new slides, create them using the steps listed in “Inserting additional slides” on page 12.

### Custom animations

If you know how to add a custom animation to a slide, do it now. This is an advanced technique and is explained in the *Impress Guide*.

### Slide transitions

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

---

### Tip

The Slide transition section has a very useful choice: *Automatic preview*. Select its checkbox. Then when you make any changes in a slide transition, the new slide is previewed in Slide Design area including its transition effect.

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Changes that can be made to slide transitions:

- 1) *Apply to selected slides* has a list of slide transitions.
  - a) Make sure *Automatic preview* is checked.
  - b) Click one of the members of the *Apply to selected slides* list.

- Watch the effects of this slide transition.
  - Select the slide transition you want.
- 2) *Modify transition* has two drop down lists.
- Select the *Speed*: slow, medium, and fast.
  - Select a *Sound* from the list if you want one.
- 3) Once you have made your selections, if any, click **Apply to all slides** to give all slides the same transition.
- 4) **Play** and **Slide Show** are used to play one or more slides in the presentation.
- Clicking **Play** has the same effect as having *Automatic Preview* checked (ticked): a single slide is shown along with its slide transition.
  - **Slide Show** begins the slide show at the selected slide and continues until the end.

---

**TIP** If you want to use this button to play the entire slide show, click the top slide in the Slides pane. Then click **Slide Show** in the Slides transitions section of the Task pane.

---

## Workspace

You already know about the first view of Workspace: Normal. All of your work so far has been done in that view, one slide at a time. These other views of Workspace allow you to perform other tasks.

### Normal

There are two ways to place a slide in the Slide Design area of the Normal view: clicking the slide thumbnail in the Slides pane, or using the Navigator. To open the Navigator, click the **Navigator** button in the Standard Toolbar (Figure 12). To select a slide, scroll down the Navigator list until you find it and then double click it.



Figure 12: Navigator button

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**Note** One of the purposes of naming the slides is to match them with the outline you created in the beginning. Another purpose is to help find a particular slide that you want to change using the Navigator.

---

### Outline

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

The Outline view serves at least two purposes.

1) Making changes in the text of a slide:

- You can add and delete the text in a slide just as you would in the Normal view.
- You can move the paragraphs of text in the selected slide up or down by using the up and down arrows (Figure 13).

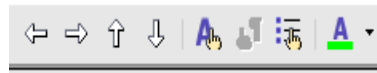


Figure 13: Arrows

- You can change the Outline Level for any of the paragraphs in a slide using the left and right arrows.
  - You can both move a paragraph and change its Outline Level using a combination of these four arrow.
- 2) The slides can be compared with your outline. If you notice from your outline that another slide is needed, you can return to the Normal view to create the slide. Then return to reviewing all the slides against your outline in the Outline view.
- If a slide is not in the correct sequence, you can move it to its proper place.
    - Click the slide icon of the slide you are moving.
    - Drag and drop it where you want it.

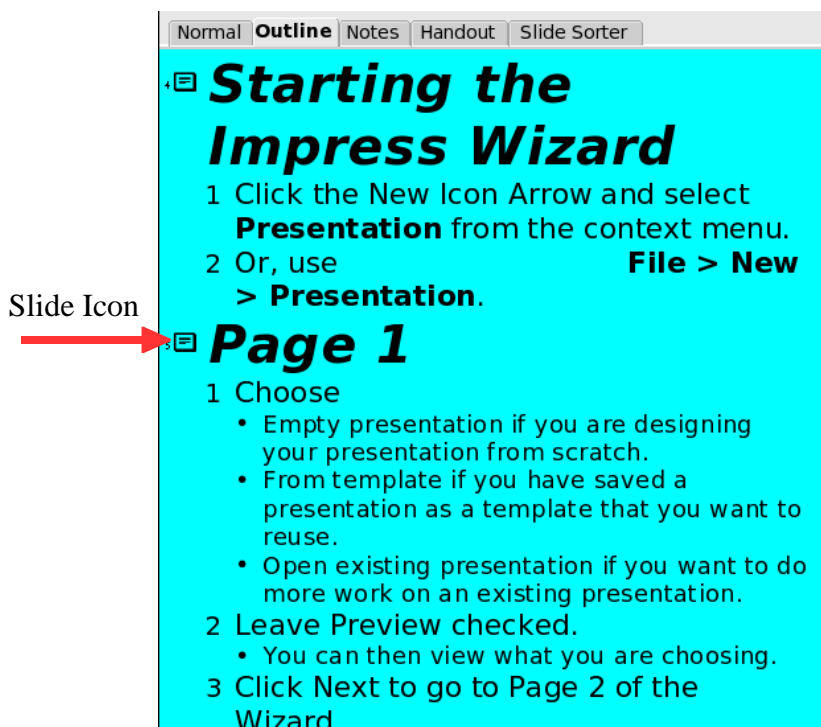


Figure 14: Moving slides in Outline view

## Notes

The Notes view is used to add notes to a slide. At the present time, they are not visible to the person running the slide show. They can be printed out as part of a handout, but this is not an easy task.

To add notes to a slide:

- 1) Click the **Note** tab in the Workspace (Figure 15).
- 2) Select the slide to which you will add notes.
  - Double-click the slide in the Slide pane, or
  - Double-click the slide's name in the Navigator.
- 3) Type in the notes in the text box below the slide.

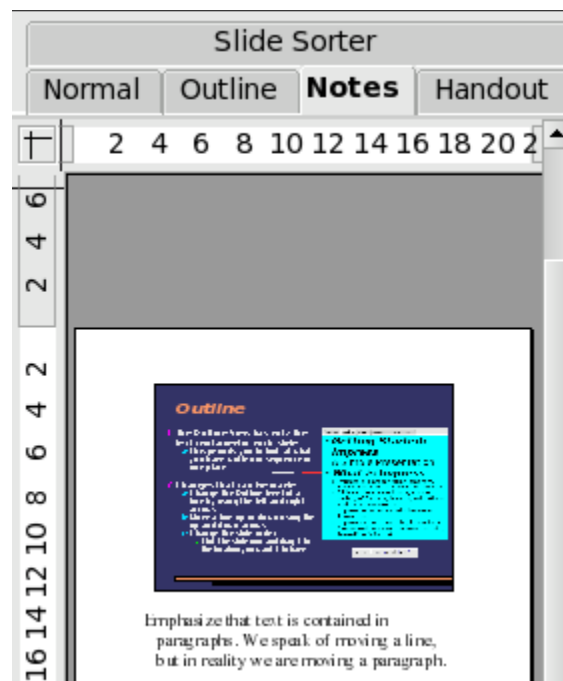


Figure 15: Note view

## Slide Sorter

This view contains all of the slide thumbnails (Figure 17). Use this view for selecting a group of slides. Or you can work with only one slide.

Change the number of slide per row if desired (Figure 16).



Figure 16: Slide View toolbar

- 1) Check **View > Toolbars > Slide View** make the Slide view toolbar visible.
- 2) Adjust the number of slides.
- 3) When you have adjusted the number of slide per row, **View > Toolbars > Slide View** will remove this toolbar from view.

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

- 1) Click the slide. It becomes a little larger.
- 2) Drag and drop it to the location you want.
  - As you move the slide, a black vertical line appears to the right of the slide.
  - Drag the slide until this black vertical line is located where you want the slide.

To select a group of slides:

- 1) Click the number of the first slide.
- 2) Hold down the left mouse button.
- 3) Drag the cursor to the last slide thumbnail. A dashed outline of a rectangle forms as you drag the cursor through the slide thumbnails. Make sure the rectangle includes all the slides you want to select.

To move a group of slides:

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

---

**Note** Selection of a group of slides works in a rectangular fashion. For example: slides 1, 2, 3, 5, 6, and 7 can be selected, but slides 1, 2, 5, 6, and 7 can not.

---



Figure 17: Slide Sorter view

You can work with slides in the Slide Sorter view (Figure 18) just as you can in the Slide pane.

To make changes, right-click a slide and do the following using the context menu:

- 1) Add a new slide after the selected slide.
- 2) Delete the selected slide.
- 3) Change the Slide Layout.
- 4) Change the Slide Transition.
  - For one slide, click the slide to select it. Then add the desired transition.
  - For more than one slide, select the group of slides and add the desired transition.
- 5) Hide the selected slide. It will be shown in the slide show.
- 6) Copy and paste a slide.
- 7) Cut and paste a slide.



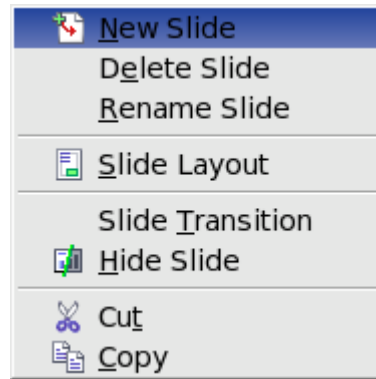


Figure 18: Working with a slide

## Handouts

This view is for setting up the layout of your slide for a printed handout. Layout contains five choices: one, two, three, four, and six slides per page. (Figure 19) If you want to include slide notes with your hand out, you will have to consult the Impress Guide. This involves advanced techniques.

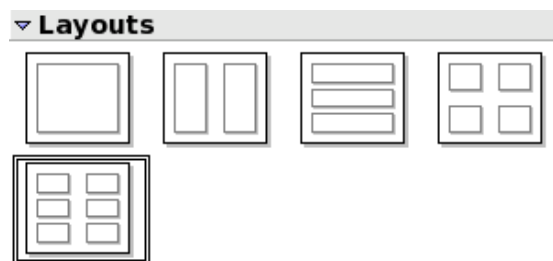


Figure 19: Handout layouts

To print a handout:

- 1) Select the slides using the Slide Sorter. (Use the steps listed in selecting a group of slides on page 19.)
- 2) Select **File > Print** or press *Control+P*.
- 3) Select **Options** in the bottom left corner.
- 4) Check **Handout** and click **OK**.
- 5) Select **Print Range**.
- 6) Click **OK** in the Print window.

---

**Note** By selecting a single slide, it is possible to print it and any notes it contains. Printing the entire presentation and all of its notes is beyond the scope of this document.

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## Running the presentation

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

- Click **Slide Show > Slide Show**.
- Click the Slide Show button (Figure 20).



Figure 20: Presentation Toolbar

- Press *F5* or *F9* to start a slide show.

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

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

- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- You can also click the mouse.
- Press the spacebar on the keyboard to advance to the next slide.

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

### New in 2.0

In 1.1.x, slide shows had two ways to be closed. If the slide transition was set at manual, the slide show ended with a black screen with the phrase “Click to exit presentation. A mouse click or pressing any key would then end the slide show. However, if the slide transition was set to automatic, only the *Esc* key would end the slide show. Using any other key on the keyboard would start the slide show again. In 2.0, only the *Esc* key will end a slide show. All other keys will cause the slide show to begin again.