



Chapter 1

Impress Guide

Quickstart Guide for Impress: *The presentation component of OpenOffice.org*

Copyright

This document is Copyright © 2005 by its contributors as listed in the section titled **Authors**. You can distribute it and/or modify it under the terms of the Creative Commons Attribution License, version 2.0 or later (<http://creativecommons.org/licenses/by/2.0/>).

All trademarks within this guide belong to their legitimate owners.

Authors

Linda Worthington
Jean Hollis Weber
Tim Kampa

Feedback

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

Acknowledgments

Tim Kampa, Charles Fannan, and Dana Oliver, students in the Technical and Professional Writing Program at San Francisco State University, wrote a previous version of this document for OpenOffice.org 1.1 (copyright Tim Kampa).

Linda Worthington rewrote this chapter for OpenOffice.org 2.0. Jean Hollis Weber contributed as editor.

Publication date and software version

Published 11 April 2005. Based on OpenOffice.org 2.0.



You can download an editable version of this document from
<http://oooauthors.org/en/authors/userguide2/published/>

Contents

Copyright.....	i
Authors.....	i
Feedback.....	i
Acknowledgments.....	i
Publication date and software version.....	i
Introduction.....	1
Creating a new presentation.....	1
Starting the Presentation Wizard.....	1
Formatting a presentation.....	4
Choosing a layout for the first slide.....	4
Inserting new slides.....	4
Working with slides.....	5
Workspace views.....	6
Changing workspace views.....	7
Running the slide show.....	8

Introduction

Welcome to Impress, OpenOffice.org’s slide show program. Impress is an easy-to-learn program, which features user-friendly functions and standard toolbars and menus and enables you to create visually attractive presentations. You 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. Impress also includes a spelling checker, a thesaurus, pre-set text styles, attractive background styles, and a handy help menu.

This quick-start guide features instructions, screen shots, and helpful hints to guide you through the Impress environment while designing presentations.

Creating a new presentation

This section shows how to set up a new presentation.

Starting the Presentation Wizard

- 1) Start OpenOffice.org (OOo) Impress. The Presentation Wizard appears (Figure 1).

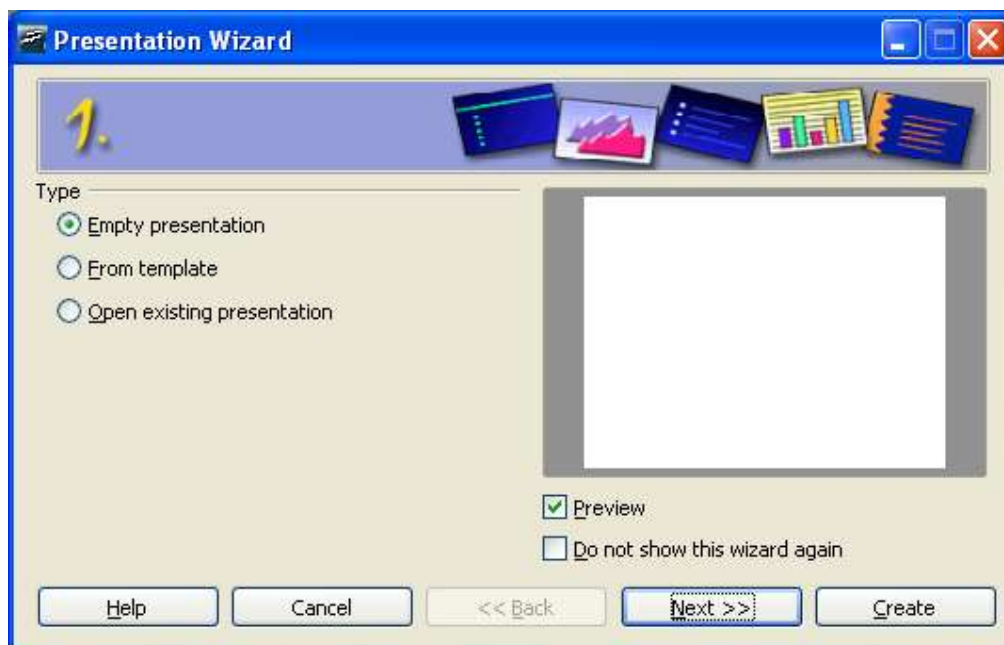


Figure 1. Using the Presentation Wizard to choose the type of presentation

- 2) 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. The wizard changes to show a list of available templates.

- *Open Existing Presentation* continues work on a previously created presentation. The wizard changes to show a list of existing presentations.

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.

- 3) 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 one of the other choices, an example slide is shown in the Preview box.

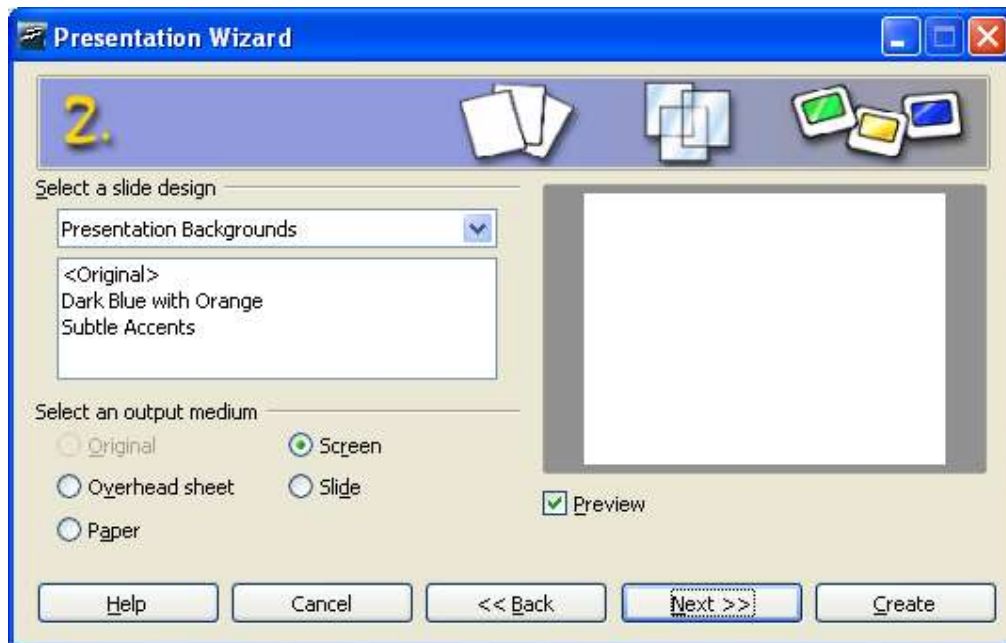
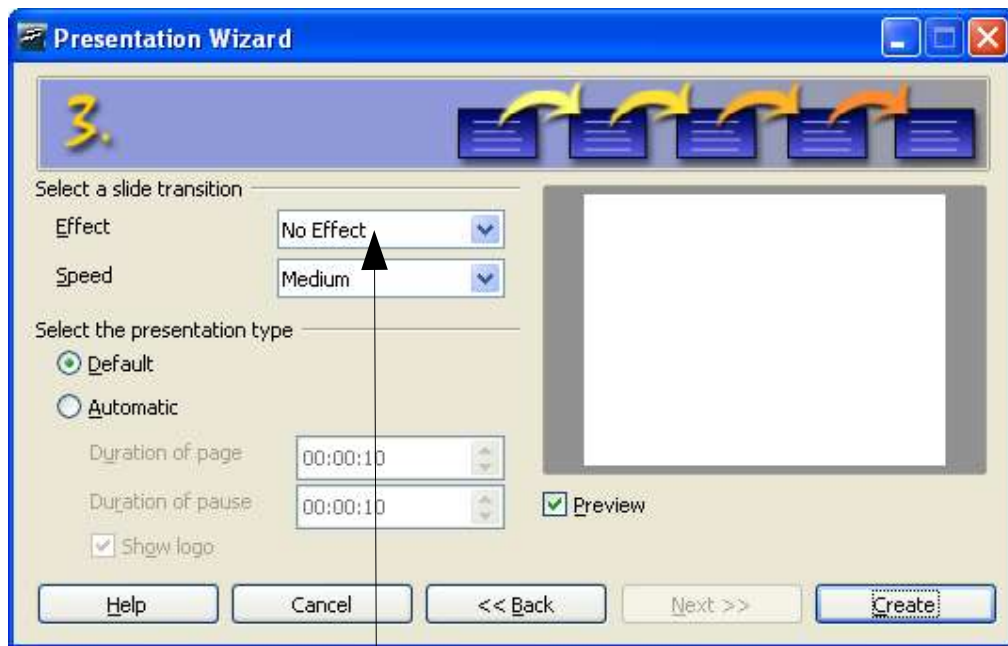


Figure 2. Selecting a slide design using the Presentation Wizard

- 4) Choose a design under **Select a slide design**. Select **<Original>** for no slide design (blank).
- 5) Select how the presentation will be used under **Select an output medium**. Most often, presentations are created for computer screen display.
- 6) Click **Next**. The Presentation Wizard step 3 window appears.



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 **Slide transitions and animations**.

Figure 3. Selecting a slide transition effect and speed

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

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

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

Choosing a layout for the first slide

The **Slide Layout** window (Figure 4) appears when a new presentation is created.

The **Select an AutoLayout** section contains a 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 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**.

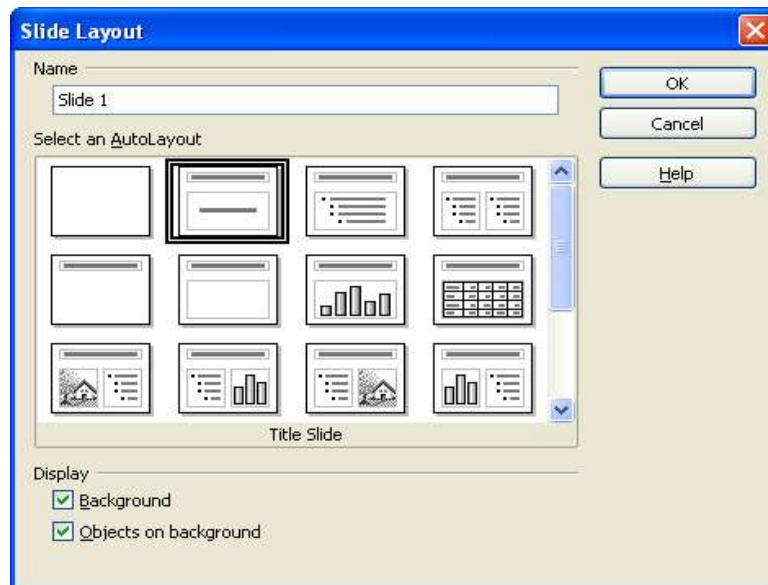


Figure 4. Choosing a slide layout

Inserting new slides

New slides are always inserted after the active, or selected, slide. Do not worry about getting the order perfect the first time—slides can easily be rearranged.

- 1) Click **Insert > Slide**. A blank slide appears in the main workspace.
- 2) Click **Format > Slide Layout**. The Slide Layout window (Figure 4) appears.
- 3) Type a title for the slide in the *Name* field. Choose a slide layout from the *Select an AutoLayout* section.
- 4) Click **OK**.

TIP Another way to insert a slide is to use the button on the floating/dockable **Presentation toolbar**. This toolbar makes the general commands for slides easier to find. If this toolbar is not visible, click **View > Toolbars > Presentation** to display it.



Working with slides

Modifying slides

- 1) Select the slide from the list in the Slides pane on the lefthand side of the workspace.
- 2) Modify the layout by choosing a new layout from the **Layouts** pane on the righthand side of the workspace, or by clicking **Format > Slide Layout** and using the Slide Layout window (Figure 4).

Deleting slides

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

TIP You can also delete a slide by right-clicking on its thumbnail in the Slides pane and choosing **Delete Slide** from the context menu.

Renaming slides

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

TIP You can also rename a slide by right-clicking on its thumbnail in the Slides pane and choosing **Rename Slide** from the context menu.

Rearranging slides

Rearranging the slides is most easily done in the Slide Sorter.

- 1) Click on the *Slide Sorter* tab to select the Slide Sorter workplace view.
- 2) If desired, change the number of slides per row, allowing more or fewer slides to be visible on the screen at one time.

- 3) 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.
- 4) To move multiple slides in one go, hold down the left mouse button and drag the mouse across the slides, putting the slides to be moved inside the rectangle you draw; then drag and drop all the selected slides. Holding down the Ctrl or Shift keys whilst clicking will also select multiple slides.

Workspace views

Figure 5 shows the default Impress workspace. The slide design area is in the center of the workspace, with thumbnails of the slides on the left and a task pane on the right. In the illustration, the available layouts are visible in the task pane.

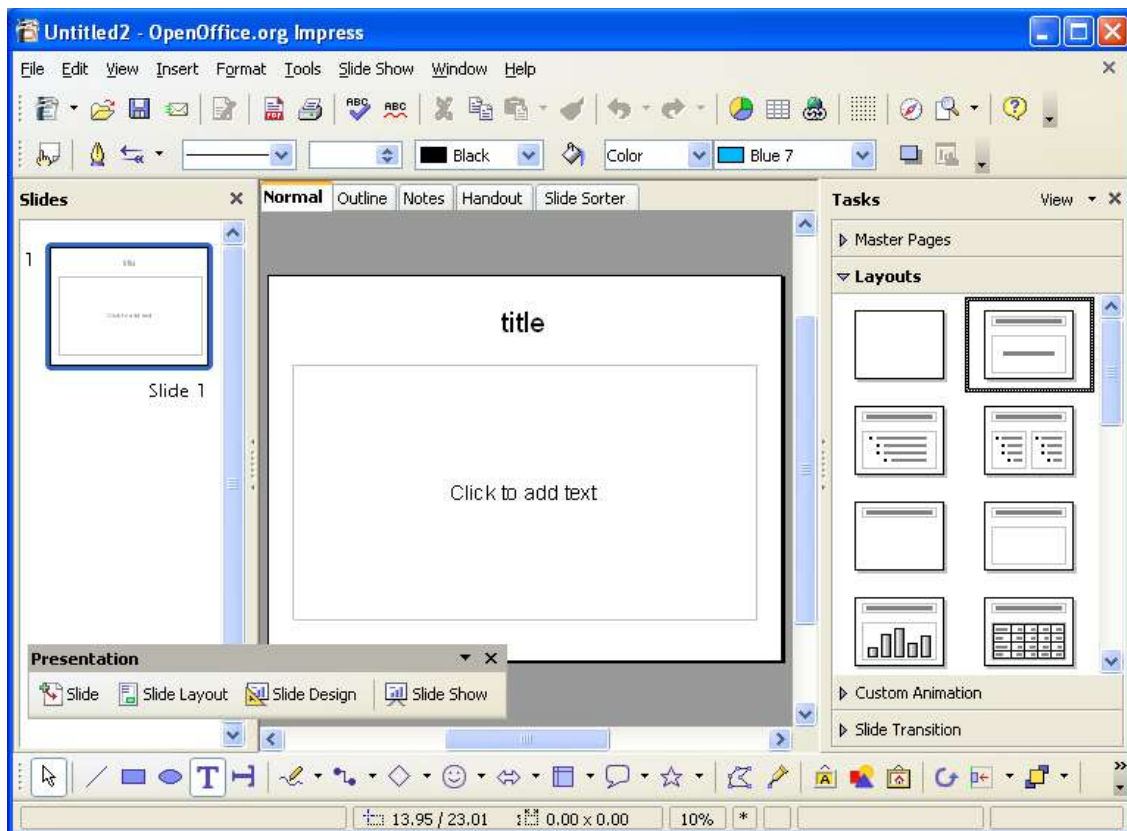


Figure 5. The default Impress workspace

Impress has five workspace views from which to choose. 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, add text, graphics, and animation effects. Many of the other chapters in this guide describe how to create and edit slides in Normal 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.
- *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.
- *Slide Sorter 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.

Changing workspace views

To change the workspace view, click on one of the **View Buttons** above the main workspace.

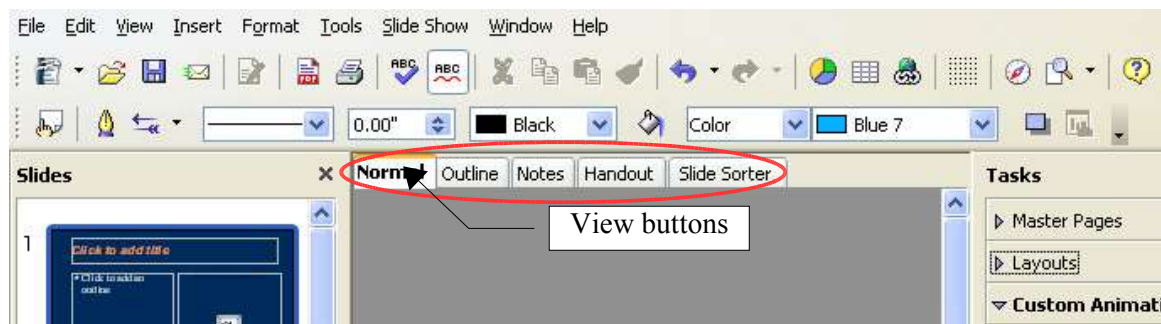



Figure 6. Location of View buttons in main workspace

The side panels (Slides and Tasks) can easily be hidden by clicking on the small triangles in the center of the separator bar. The bar remains visible and clicking on the triangles again brings the panel back into view.

Running the slide show

- 1) Click **Slide Show > Slide Show**, click the **Slide Show** button  or press *F5* to start a slide show.
- 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 you advance past the last slide, the message “Click to exit presentation” appears. Click the mouse or press any key to exit the presentation.