Migration Guide

Chapter 7
Differences in Use between Impress and PowerPoint

OpenOffice.org

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Introduction

This document builds on the information given in *General Differences in Use between OpenOffice.org and Microsoft Office* by describing specific differences in use between Impress and PowerPoint.

New in 2.0 Impress has undergone a complete overhaul between OOo 1.1.x and OOo 2.0.

Accessing different views

Impress provides equivalent views to those provided by PowerPoint. The main difference is that Impress gives you quick access to all of its views from the main window (Figure 1).

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.

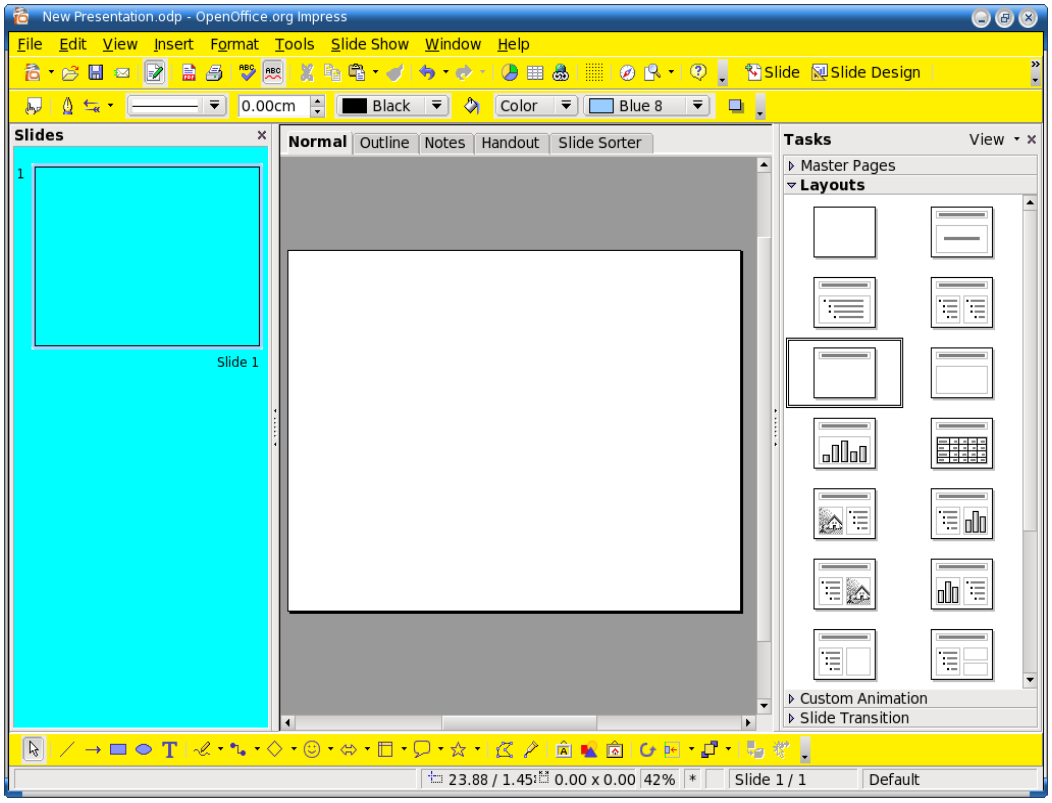

Figure 1: Main window of Impress

The views are summarized in Table 1.

In PowerPoint the buttons for quickly changing the view are in the bottom left corner. In Impress the equivalent buttons are in the top center of the screen.

New in 2.0 The view buttons have moved for OOo 2.0. They are now directly over the main editing area.

In PowerPoint the *Notes view* is only accessible from the *View* menu. In OOo, the *Notes view* is accessible at the top of the editing area.

To quickly access the *Master Slide view* in PowerPoint, you hold down the *Shift* key while clicking on the **Normal View** button. This action can not be performed in OOo.

New in 2.0 In previous versions of OOo, the master view could be accessed easily from a button on the bottom of the window. Now, the only way to access and edit the master slide is to select **View > Master > Slide Master**.

New in 2.0 The easy access button for layers is no longer present in OOo 2.0. Arranging objects between different layers is accomplished from the context menu.

Impress provides a *Handout view* for fine-tuning how handouts look. This is equivalent to (but more flexible than) PowerPoint's *Handout Master* option.

Table 1. Comparison of view names between PowerPoint and Impress.

PowerPoint name	Impress name	Main use
Normal	Normal	To edit the contents of the slide; both text and formatting.
Slide Sorter	Slide Sorter	To arrange the order of the slide show
Slide Show	Slide Show	Starts the presentation from the current slide
Outline	Outline	To edit the text, but none of the formatting.
Notes Page	Notes Page	To append notes to a slide
Master > Handout	Handout Page	To change the number and position of multiple slides to be printed on a page
Master > Slide	Master > Slide	To place and modify those things that are consistent in all slides in the presentation

Color gradients and borders

Impress does not support some of the formatting features that PowerPoint does. For example it does not support three-color gradients, double and triple borders, or round-dotted borders.

When importing PowerPoint slides, Impress changes three-color gradients to two-color, double or triple borders to single and round-dotted borders to square dots.

To improve the results of the import, make any necessary adjustments in PowerPoint before importing files into Impress. Change three-color gradient fills to two-color. Change double or triple border lines to a single border line with suitable width. The round-dotted border lines that are mapped to rectangle-border lines, during import, will closely resemble the original line style in PowerPoint so that manual editing should not be necessary.

Multimedia

Narration

Voice-over narration is not supported by Impress.

There are no settings for multimedia custom animations, such as the ability to play a sound for the next few slides.

Sound

Sounds can be added in Impress using **Insert > Movies & Sound**, however sounds only play for the slide they associated with. You can not insert background music for the whole presentation in Impress.

Chart animations

There is no facility in Impress for *Chart Effects,* as there is in PowerPoint, such as presenting a series or category at a time. On import the charts simply appear. A workaround is to have multiple copies of the chart with each one set up to display as desired.

A feature in OOo 2.0 can be selected from **Insert > Animated Image** to help in the creation of chart animations. It also allows you to group several still images into one animated image.

Insert > Animated Image is a new feature that allows you to group several still images into one animated image.

Pack and Go

This feature in PowerPoint allows a PowerPoint file to be saved to a CD, or split up over several floppy disks, and assures that all related files are included. This feature does not exist in Impress, nor can Impress open such files.

Impress can export a show to a Flash file. PowerPoint can not.

Fields

Impress date fields are exported as text, so they do not automatically update.

Fields are shown with a gray background when editing so that they are recognizable as fields.

Action settings and interaction

PowerPoint provides action settings (jump to slide, run program) for *mouse overs*. Impress does not have that option except *on mouse click*. Therefore PowerPoint mouse overs get mapped to mouse clicks. PowerPoint has an option for highlighting the object on mouse click or mouse over; Impress does not have that so it gets ignored on import. However you can click on Internet hyperlinks during a presentation.

Animating a slide show

Custom animations

Impress has custom animations that are equivalent to custom animations in PowerPoint. Applying animations in Impress is very similar to PowerPoint.

In OOo 2.0 the terminology for animations has changed. What were *Effects* in OOo 1.1.x are now called *Custom Animations* in OOo 2.0.

To access custom animations select either **Slide Show > Custom Animation** or click on the words *Custom Animation* in the task pane.

To add an animation, select the object to be animated and then click **Add**. A dialog box, shown in Figure 2, appears.

OOo Impress 2.0 now has a task pane. From the task pane many of the common formatting options can be accesseds: Master Pages (Slide Designs in PowerPoint), Layouts, Custom Animation, and Slide Transition.

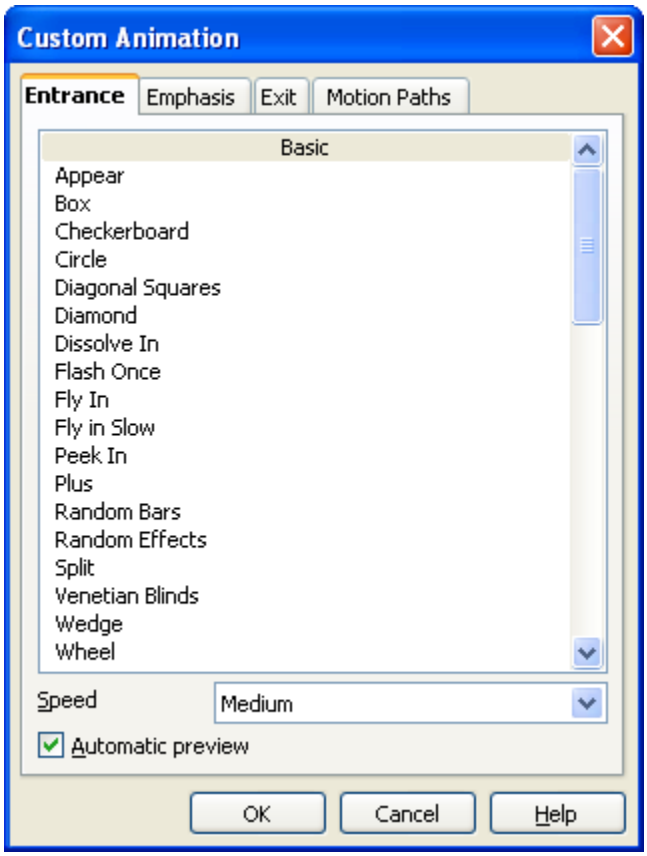

Figure 2: Slide show custom animation dialog

You can choose between Entrance, Emphasis, Exit, and Motion Paths effects. If you scroll down the list you will find Basic, Moderate, Exciting, and Special as categories effects.

Differences in animation effects

On export or import of either Impress or PowerPoint files the names of the effects change. However, the result and appearance are essentially the same. See Table 2.

In OOo Impress 2.0, you can have multiple animation types in one text box. In OOo Impress 1.1.x, you were limited to only one animation type per text box.

Table 2. Comparison of animation effects names between PowerPoint and Impress.

PowerPoint	Impress
Appear	Appear
Blinds	Venetian Blinds
Box	Box
Checkerboard	Checkerboard
Diamond	Diamond
Crawl	Fly In Slow
Dissolve	Dissolve
Flash once	Flash Once
Peek	Peek
Random Bars	Random Bars
Spiral	Spiral In
Split	Split
Stretch	Stretchy
Strips	Diagonal Squares
Swivel	Swivel
Wipe	Wipe
Zoom	Zoom
Random effects	Random Effects

Slide transition effects

In the same way that object animations have a mapping between PowerPoint and Impress, slide transitions also have different names between the programs as summarized in Table 3.

Table 3. Comparison of slide transition names between PowerPoint and Impress.

PowerPoint	Impress
Blinds Horizontal	Venetian Blinds Horizontal
Blind Vertical	Venetian Blinds Vertical
Box In	Box In
Box Out	Box Out
Checkerboard Across	Checkerboard Down
Checkerboard Down	Checkerboard Across
Cover Down	Cover Down
Cover Left	Cover Right
Cover Right	Cover Left
Cover Up	Cover Up
Cover Left Down	Cover Left Down
Cover Right Down	Cover Right Down
Cover Left Up	Cover Left Up
Cover Right Up	Cover Right Up
Cut	No equivalent transition
Cut through Black	No equivalent transition
Dissolve**	Dissolve
Fade Through Black	Fade Through Black
Random Bars Horizontally	Random Bars Horizontal
Random Bars Vertically	Random Bars Vertical
Split Vertical In	Split Vertical In
Split Vertical Out	Split Vertical Out
Strips Left Down	Random Bars Vertical
Strips Left Up	Random Bars Vertical
Strips Right Down	Random Bars Vertical
Strips Right Up	Random Bars Vertical
Uncover Down	Uncover Down
Uncover Left	Uncover Left
Push Right	Push Right

Fitting text to a frame

Fitting text to the frame, or a text box, in the two programs behaves differently. In PowerPoint, the program automatically resizes the font proportionally as the text exceeds the size of the text box.

In Impress, if the option **Fit to frame** has been selected, the program allows text to be typed outside of the text box. When you select another object, signifying that typing has finished, Impress resizes the text as if it were resizing a picture. This often leads to compressed and unattractive text.

The best way to avoid this effect is to keep the text within the text box.

To change the **Fit to frame** property in Impress:

1) Click on the text frame to select it.

2) Right-click on the text area and select **Text** in the pop up menu. The **Text** dialog opens**.**

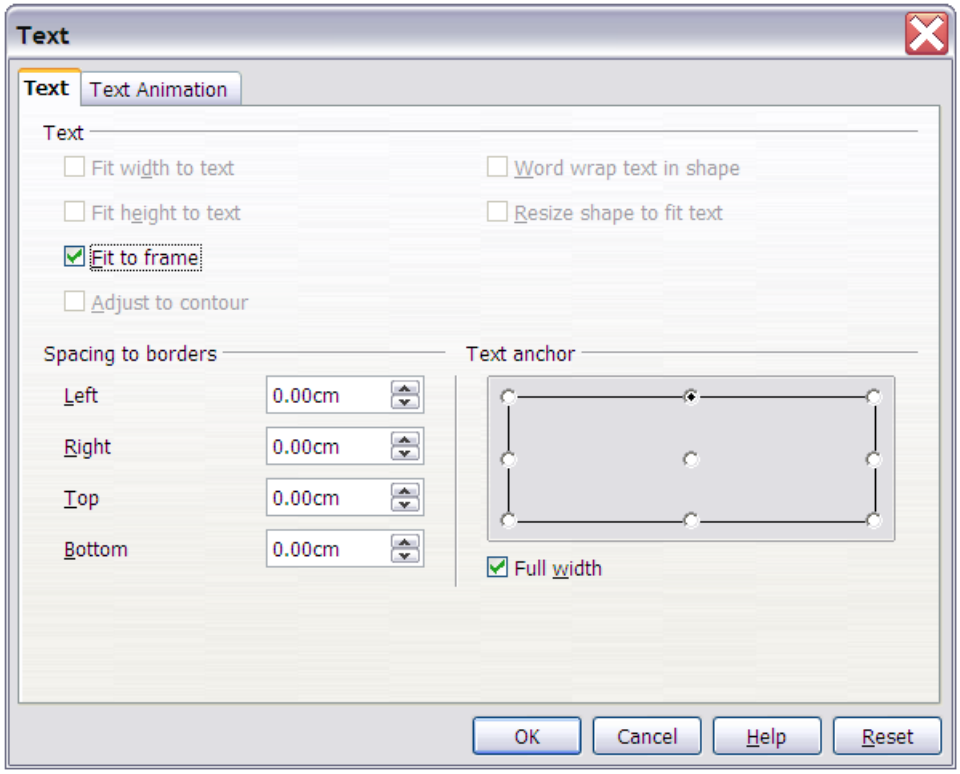

Figure 3: Changing the "Fit to frame" property

3) On the **Text** tab are options to automatically adjust frame size or font size as follows:

- *Fit width to text* resizes the text to fit the width of the drawing or the text object.
- *Fit height to text* resizes the text to fit the height of the drawing or text object.
- *Fit to frame* resizes the text to fit the entire area of the drawing or text object. To be able to check this option the other two options must be unchecked.