



**LibreOffice**  
Community



## Impress Guide 7.4

# *Chapter 10, Saving Slide Shows, Printing, Emailing, and Exporting*

## Copyright

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## Contributors

### Contributors for this edition:

Peter Schofield                      Kees Kriek

### Contributors for previous editions:

Peter Schofield                      Michele Zarri                      Elliot Turner                      Rachel Kartch  
Kees Kriek                              Jean Hollis Weber                      Vasudev Narayanan

## Feedback

Please direct any comments or suggestions about this document to the Documentation Team mailing list: [loguides@community.documentfoundation.org](mailto:loguides@community.documentfoundation.org).



### Note

Everything sent to a mailing list, including email addresses and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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## Publication date and software version

Published October 2022. Based on LibreOffice 7.4 Community.  
Other versions of LibreOffice may differ in appearance and functionality.

## Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions used in this document. For a detailed list, see LibreOffice Help.

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
Right-click	<i>Control</i> +click, <i>Ctrl</i> +click, or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> or <i>Control</i>	⌘ and/or <i>Cmd</i> or <i>Command</i> , depending on keyboard	Used with other keys
<i>Alt</i>	⌥ and/or <i>Alt</i> or <i>Option</i> depending on keyboard	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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## Saving slide shows

Slide shows created in Impress are, by default, saved in the Open Document Presentation (ODP) format. However, Impress can open and save a slide show in other widely used and recognized presentation formats, see “Other presentation formats” on page 5 for more information.

### ODP file format

- 1) Create a slide show. For more information, see Chapter 1, Introducing Impress and Chapter 9, Slide Shows and Photo Albums.
- 2) Save the slide show using one of the following methods to open a file browser window. An example file browser is shown in Figure 1.
  - Click on **Save** on the Standard toolbar.
  - Go to **File > Save** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+S* (macOS *⌘+S*).
- 3) Navigate to the folder where the slide show is to be saved.
- 4) Enter a filename in the text box. The title of this text box depends on the computer operating system and computer setup.

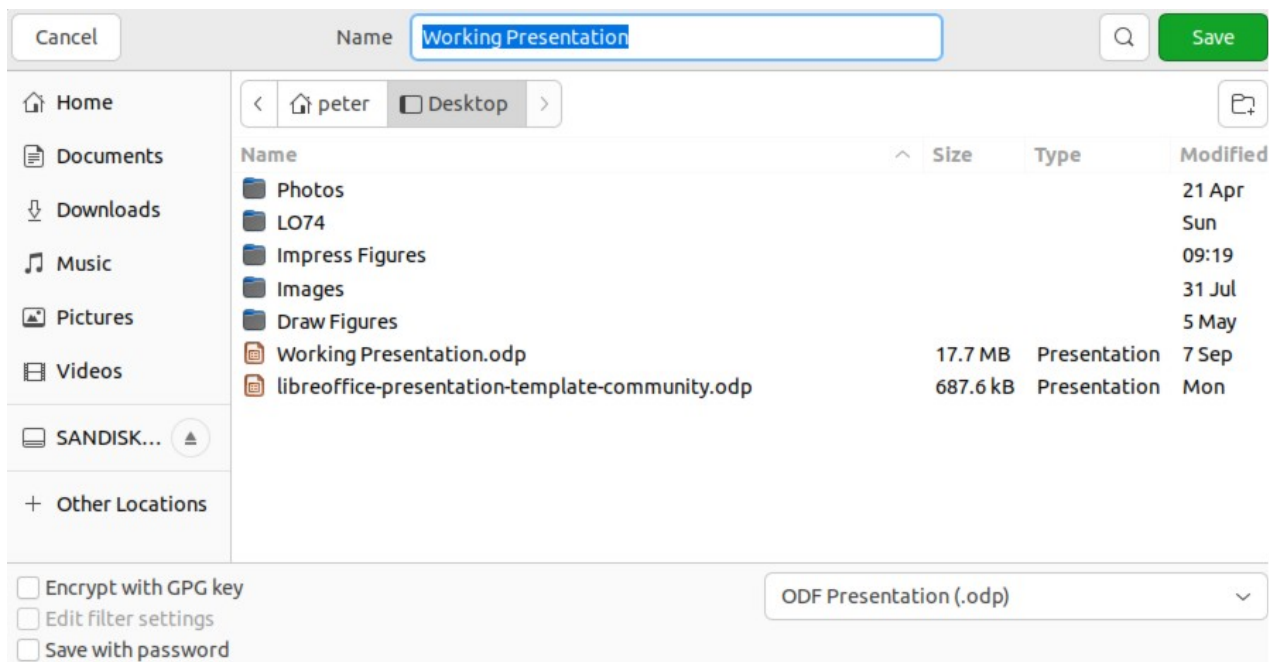


Figure 1: File browser for saving slide show



Figure 2: Confirm File Format dialog

- 5) In the file type drop-down list at the bottom of the file browser window, make sure the file format is the default ODF Presentation (.odp). The name of the file type drop-down list depends on computer operating system and computer setup.
- 6) Click on **Save** to save the slide show and close the file browser window.

## Other presentation formats

- 1) Create a slide show, or open an existing slide show in ODP format. For more information, see Chapter 1, Introducing Impress and Chapter 9, Slide Shows and Photo Albums.
- 2) To save a slide show in a presentation format that Impress recognizes, use one of the following methods:
  - Click the triangle ▼ to the right of **Save** on the Standard toolbar and select **Save As** from the drop-down menu.
  - Go to **File > Save As** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+Shift+S* (macOS *⌘+Shift+S*).
- 3) In the file browser window that opens, navigate to the folder where the slide show is to be saved. An example file browser is shown in Figure 1.
- 4) Enter a filename in the text box. The title of this text box depends on the computer operating system and computer setup.
- 5) In the file type drop-down list at the bottom of the file browser window, select the required presentation format. The name of the file type drop-down list depends on computer operating system and computer setup.
- 6) Click on **Save** to save the slide show and close the file browser window

### Note

If the slide show is not being saved in the ODP presentation format, a Confirm File Format dialog (Figure 2) opens asking confirmation of the file format selected.

Only presentation file formats that Impress is compatible with are displayed in the file type drop-down list.

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## Printing

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### Default printer

- 1) To specify the default printer, go to **File > Printer Setup** on the Menu bar to open the Printer Setup dialog. An example of a Printer Setup dialog is shown in Figure 3.
- 2) Select the required default printer from the printers listed in the *Name* drop-down list.
- 3) Click on *Properties* to open a printer properties dialog for the selected printer and select the required options from those available in the dialog. The options available in this dialog depends on the type of printer connected to the computer and the computer operating system being used.
- 4) Click **OK** to save the selected options and close the printer properties dialog.
- 5) Click **OK** to save the default printer selection and close the Printer Setup dialog.

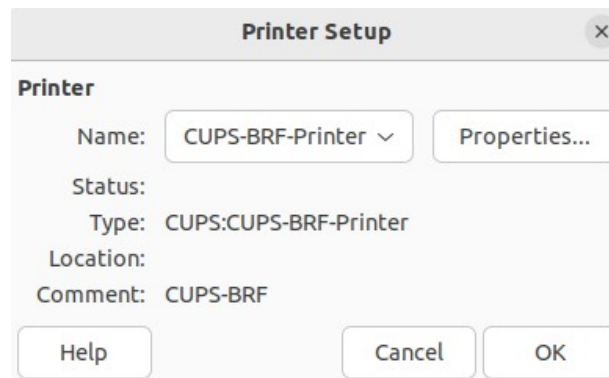


Figure 3: Printer Setup dialog



Figure 4: Standard toolbar with Print Directly

## Quick printing

To quickly print a document or presentation, click on **Print Directly** on the Standard toolbar (Figure 4) to send the entire document to the default printer that is defined for the computer.

If **Print Directly** is not visible on the Standard toolbar, it can be added as follows:

- 1) Right-click in an empty area on the Standard toolbar and select **Visible Buttons** from the context menu.
- 2) Select **Print Directly** from the list of available tools and the **Print Directly** tool is added to the Standard toolbar.

### ✓ Note

The action of **Print Directly** can be changed by sending a document to the printer defined for the document instead of the default printer defined for the computer. Go to **Tools > Options > Load/Save > General** (macOS **LibreOffice > Preferences > Load/Save > General**) on the Menu bar and select the option *Load printer settings with the document*.

## Controlled printing

For more control over printing, open and use the Print dialog that can be opened using one of the following methods.

- Go to **File > Print** on the Menu bar.
- Use the keyboard shortcut *Ctrl+P* (macOS *⌘+P*).
- Click on **Print** on the Standard toolbar.

### ✓ Note

The options selected in the Print dialog only apply to the printing of the current document that is open in Impress. To specify default print settings for LibreOffice, go to **Tools > Options > LibreOffice > Print** (macOS **LibreOffice > Preferences > LibreOffice > Print**) on the Menu bar to open the Options LibreOffice Print dialog (Figure 5).

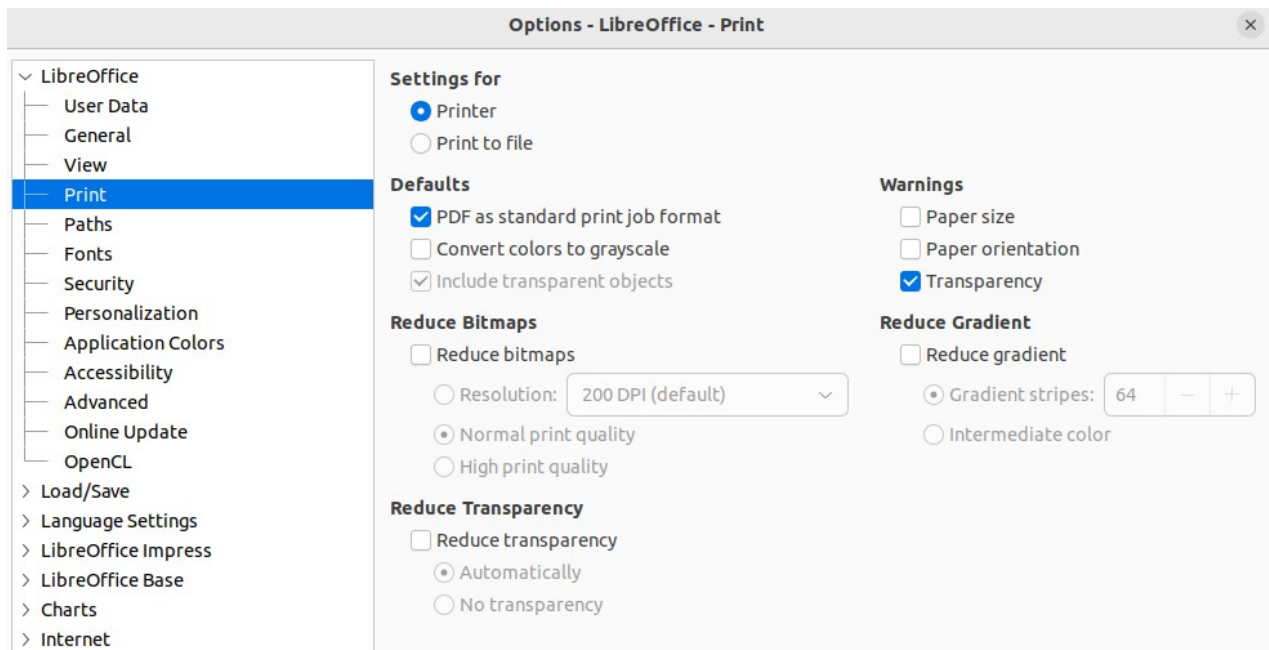


Figure 5: Options LibreOffice Print dialog

## ✓ Notes

Any print options selected with the Print dialog when printing from Impress overrides the default printer settings that have been set using Options LibreOffice Print dialog shown in Figure 5.

Due to different computer setups and different operating systems, the print dialog that opens may differ from the dialogs displayed in this chapter. However, the printing options available for LibreOffice remain the same.

## Linux or Windows printing

### General options

The following general options are an example of what may be available on the General page of the Print dialog (Figure 6).

#### Printer

Select the printer to use from the printers available in the drop-down list.

#### Properties

Click on this button to open the properties dialog for the printer being used. The options available in this dialog depends on the type of printer connected to the computer and the computer operating system being used.

#### Range and Copies

##### *All Slides*

Prints all the slides in the presentation.

##### *Selection*

Prints the slides selected in LibreOffice Impress.

##### *Slides*

Select the page number(s) to print. For multiple pages, use the format 1, 3, 7 or 1 – 5, 7, 9 for page number selection.

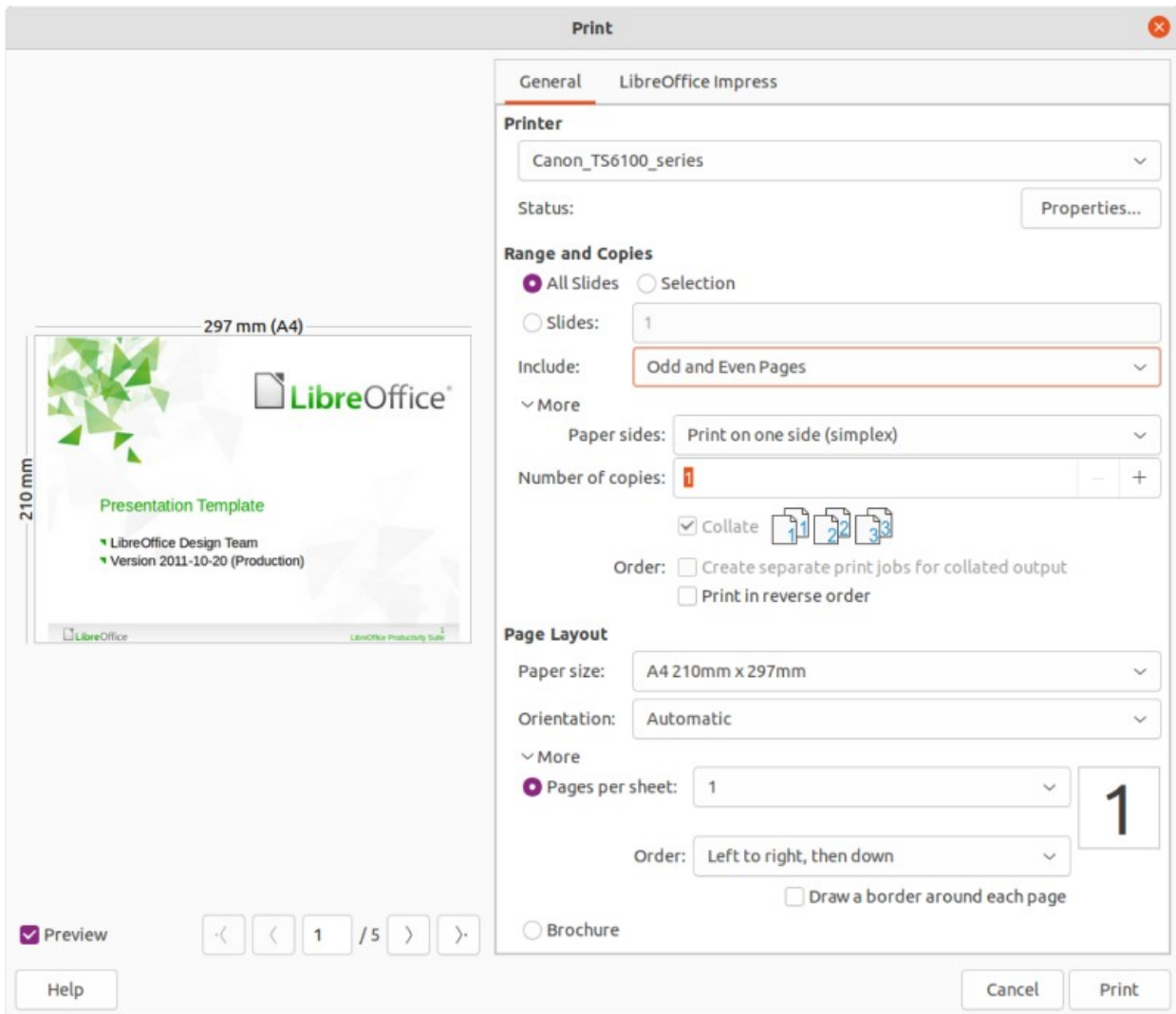


Figure 6: Print dialog - General page - Linux or Windows

**Include**

Select from the drop-down list *Odd and Even Pages*, *Odd Pages*, or *Even Pages*.

**More > Paper sides**

Select from the drop-down list *Print on one side (simplex)*, *Print on both sides (duplex long edge)*, or *Print on both sides (duplex short edge)*.

**More > Number of copies**

Enter number of printed copies required for the document.

**More > Collate**

Collates multiple printed copies into separate documents.

**More > Order**

Select from *Create separate print jobs for collated output* (only available when more than one copy is being printed) or *Print in reverse order*.

**Page Layout**

**Paper size**

Select the paper size to use from drop-down list

**Orientation**

Select from the drop-down list *Automatic*, *Portrait*, or *Landscape*.



*More > Pages per sheet*

Select from the drop-down list how many pages are printed on one sheet of paper.

*More > Order*

Select from the drop-down list the printing order of multiple pages on one sheet of paper.

*More > Draw a border around each page*

When multiple slides are printed on one sheet of paper, a border is drawn around each slide.

*More > Brochure*

Prints the document so the pages can be folded into a brochure or booklet.

### LibreOffice Impress options

The following options are available on the LibreOffice Impress page of the Print dialog (Figure 7) where settings are defined specific to the current document type:

#### Contents

When selected prints *Slide name*, *Date and time* on the slides and any *Hidden* pages in the presentation.

#### Color

Prints the presentation in Original colors, Grayscale, or Black & white.

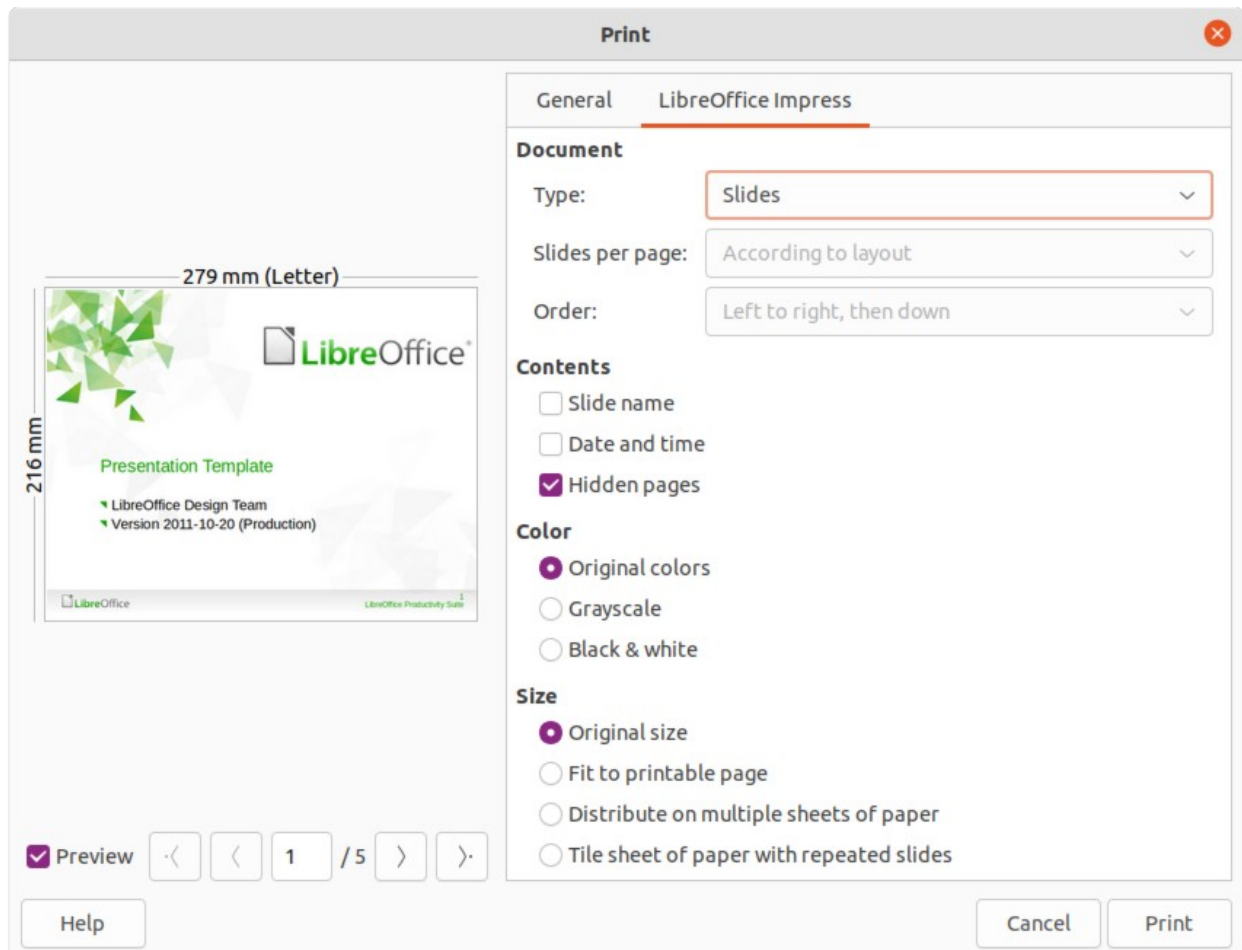


Figure 7: Print dialog - LibreOffice Impress page - Linux or Windows

## Size

### *Original size*

Prints the slide using its original size.

### *Fit to printable page*

Presentation size is changed so that it fits on the paper size used for printing.

### *Distribute on multiple sheets of paper*

Used if the slides are too large for the paper size being used.

### *Tile sheet of paper with repeated slides*

Used to print several slides of a presentation on a sheet of paper.

## macOS printing

### *LibreOffice Impress options*

By default, when the Print dialog opens, the page for LibreOffice Impress printing options is already selected, as shown in Figure 8.

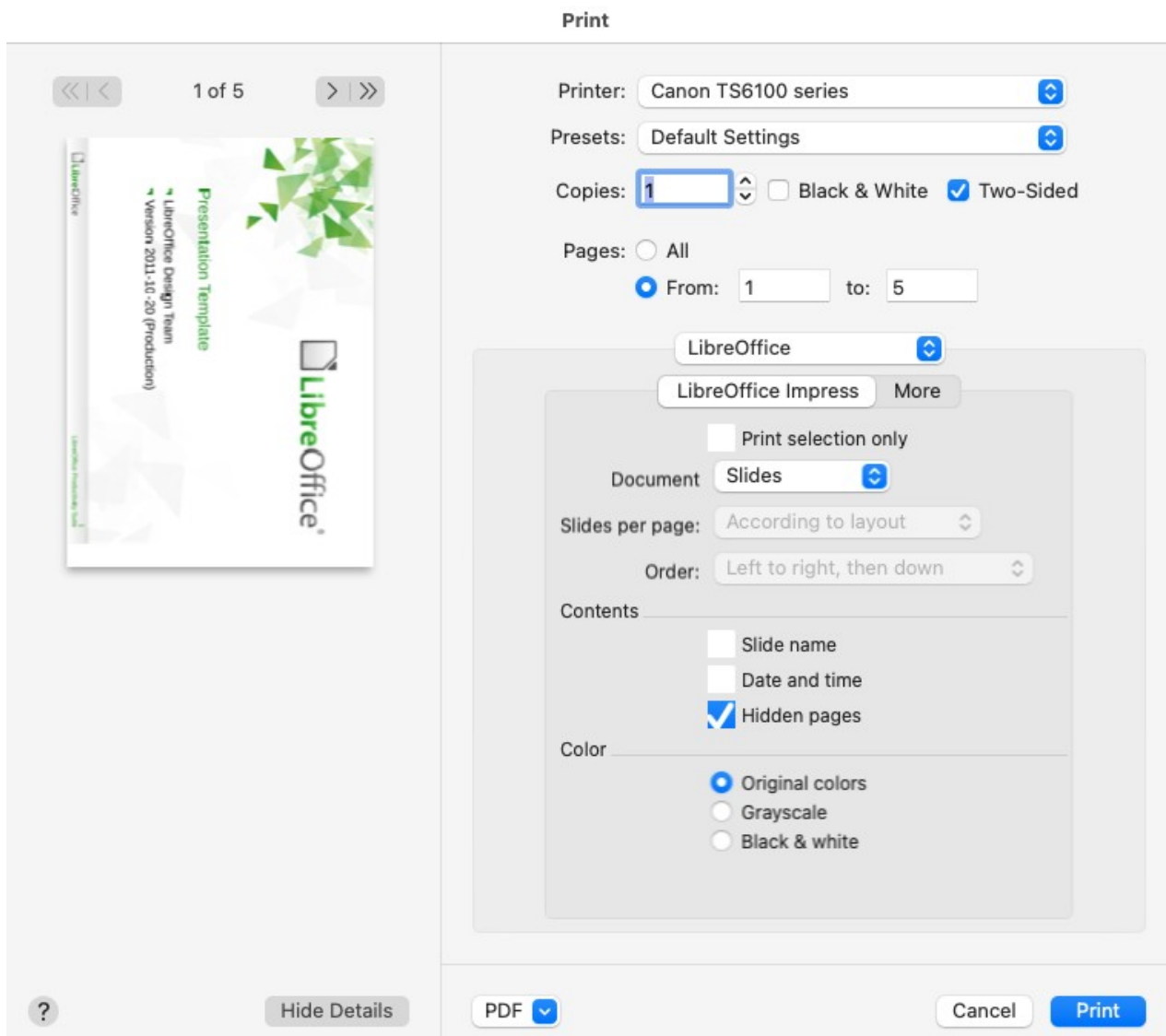


Figure 8: Print dialog - LibreOffice Impress page - macOS

## Printer

Select the printer to be used from the drop-down list. If the default printer is being used, then this printer will already be selected.

## Presets

Select from the drop-down list a printing preset. The presets available depend on the type of printer connected to the computer. This also includes any custom presets that have been created.

## Copies

Enter the number of copies to be printed.

## Black & White

Select this option to print the presentation in monochrome if the printer selected is capable of color printing.

## Two-Sided

Select this option to print the presentation double sided if the printer selected is capable of double sided printing.

## Pages

*All*

Prints all the pages in the document.

*From: to:*

Select the page number(s) to print. For multiple pages, use the format 1, 3, 7 or 1 – 5, 7, 9 for page number selection.

## Print selection only

Only prints the selected area(s) or object(s) in the current drawing.

## Document

Select the type of document to print from the drop-down list: *Slides*; *Handouts*; *Notes*; *Outline*.

## Slides per page

Only available when *Handouts* is selected as the document type. Select from the drop-down list either *According to layout*, or the number of slides per page.

## Order

Only available when *Handouts* is selected as the document type. Select from the drop-down list either *Left to right, then down*, or *Top to bottom, then right*.

## Contents

When selected prints *Slide name*, *Date and time* on the slides and any *Hidden* pages in the presentation.

## Color

Prints the presentation in *Original colors*, *Grayscale*, or *Black & white*.

## LibreOffice Impress More options

To access more printing options in **LibreOffice Impress**, click on **More** to open the second page of LibreOffice Impress options, as shown by the example in Figure 9.

## Size

*Original size*

Prints the slides using the original size.

*Fit to printable page*

Slide size is changed so that it fits on the paper size used for printing.

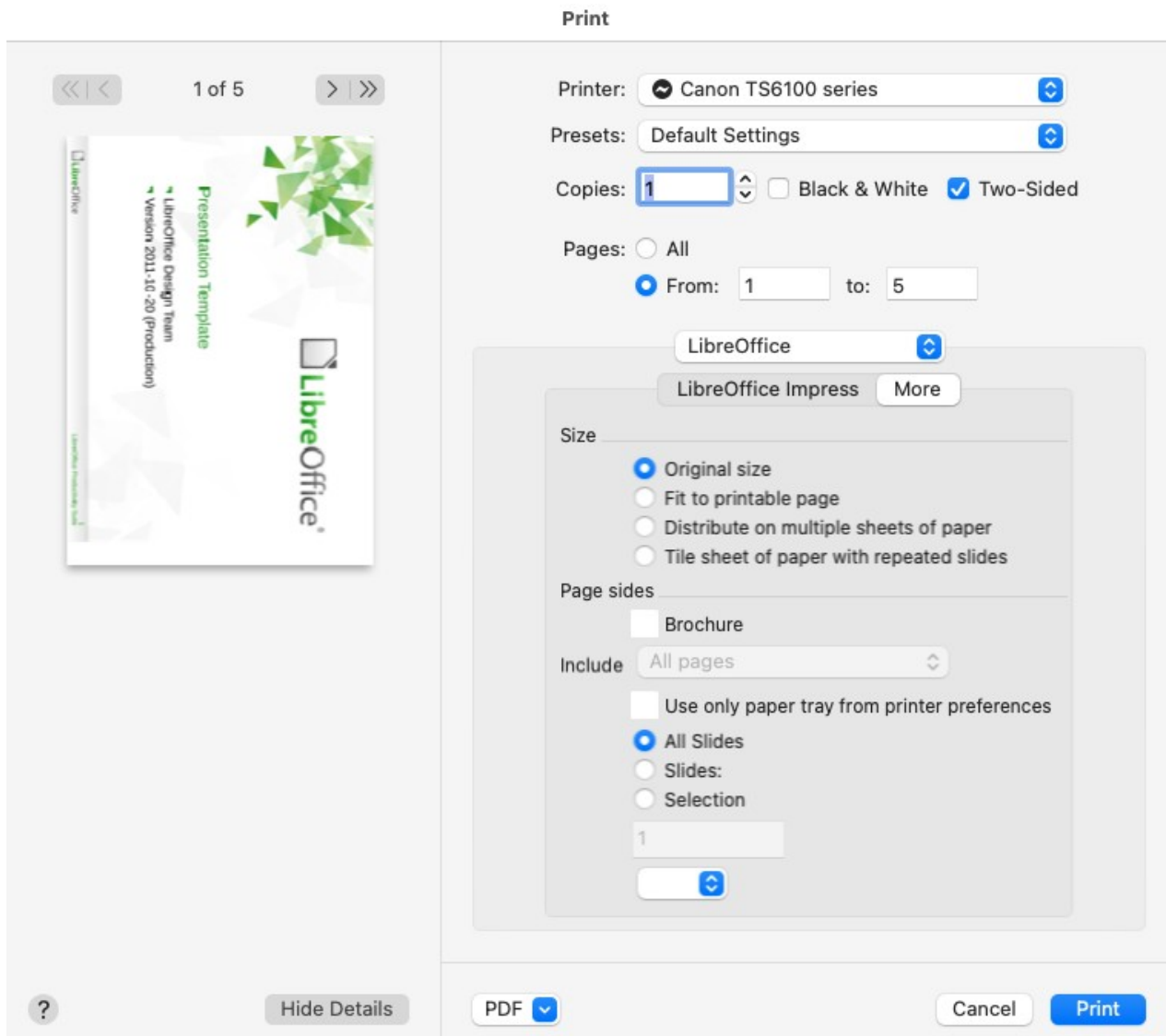


Figure 9: Print dialog - LibreOffice Impress More page - macOS

*Distribute on multiple sheets of paper*

Used if the slides are too large for the paper size being used.

*Tile sheet of paper with repeated slides*

Used to print multiple copies of a slide on a page.

**Brochure**

When selected, prints the document so the pages can be folded into a brochure or booklet.

**Include**

Select which pages to print from the drop-down list: *All pages*; *Front sides/right pages*; *Back sides/left pages*. Only available when **Brochure** is selected.

*Use only paper tray from printer preferences*

When selected, the printer tray selected on the printer overrides the selected tray in the printer properties on the computer.

*All Slides*

All slides in the slide show are printed.

### *Slides*

Enter the slide number(s) in the text box that are to be printed. For multiple slides, use the format 1, 3, 7 or 1 – 5, 7, 9 for slide number selection.

### *Selection*

Prints the slides selected in LibreOffice Impress in the Slides pane.

## **General printing**

Click on the **LibreOffice** drop-down list to select the general printing. The following options are an example only.

### **Media & Quality**

#### *Feed from*

Select from the drop-down list the paper tray to use if the printer has more than one paper tray.

#### *Media Type*

Select from the drop-down list the paper type that has been loaded into the paper tray being used, for example Envelope, Photo, Plain Paper.

#### *Quality*

Select the level of printing quality required.

### **Layout**

#### *Pages per sheet*

Select from the drop-down list how many slides are printed on one sheet of paper.

#### *Layout Direction*

Select the printing order of multiple slides on one sheet of paper.

#### *Border*

When multiple slides are printed on one sheet of paper, a border is drawn around each slide.

#### *Two-Sided*

Select from the drop-down list how a multi-page document is going to be bound: *Off*; *Long-Edge binding*; *Short-Edge binding*, *Booklet*.

#### *Reverse page orientation*

If LibreOffice prints the slides in the wrong order, select this option and print the document again.

#### *Flip horizontally*

If LibreOffice prints the pages in the wrong orientation, select this option and print the document again.

### **Paper Handling**

#### *Collate pages*

When selected collates multiple printed copies into separate documents.

#### *Pages to Print*

Select which slides in the document to print from the drop-down list: *All pages*; *Odd only*; *Even only*.

#### *Page Order*

Select the page printing order from the drop-down list: *Automatic*; *Normal*; *Reverse*.

#### *Scale to fit paper size*

Adjusts the printed slide to fit the paper size.

#### *Destination Paper Size*

Select a paper size from the options available in the drop-down list. Only available if Scale to fit paper size has been selected.

## Cover Page

Provides options of when to print a cover page and the type of cover page.

## Watermark

Provides options to print watermark text on the slides, for example *Confidential* if the presentation is of a sensitive nature.

## Printing examples

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The following printing instructions are examples only. Actual method of printing may differ from these examples as this depends on computer operating system, computer setup, and the printer being used. For more information on printing, see the *Writer Guide*.

### Printing slides

- 1) Open the Print dialog using one of the following methods:
  - Go to **File > Print** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+P* (macOS *⌘+P*).
  - Click on **Print** on the Standard toolbar.
- 2) Click on **General** to open the page for general print options and, if necessary, select a printer from the **Printer** drop-down list of printers available.
- 3) If necessary, in **Printer** click on **Properties** to display a properties dialog for the selected printer and select the options required. An example of a printer properties dialog is shown in Figure 10. Actual printer properties available depend on the printer selected and computer operating system being used.
- 4) If necessary, click **OK** to save the printer properties selection and close the printer properties dialog.

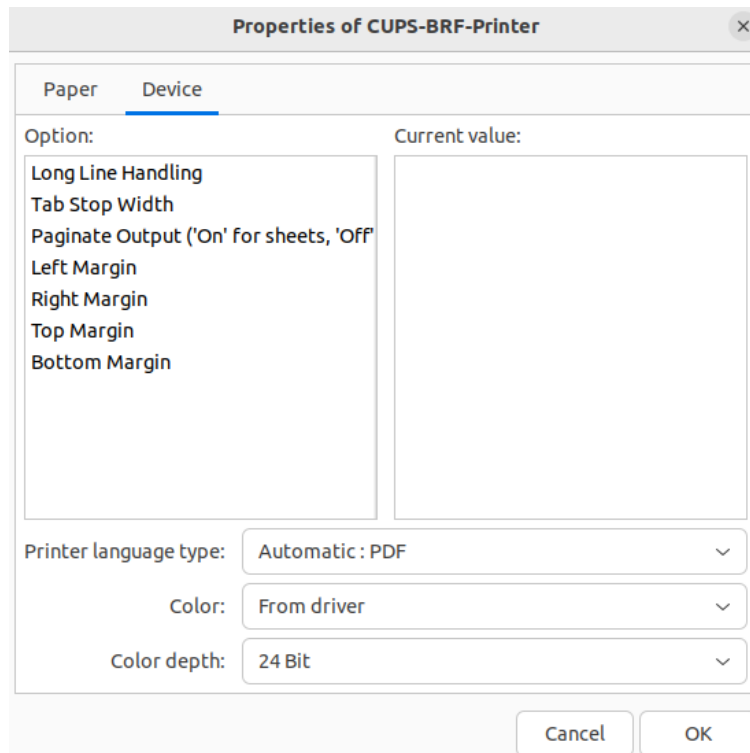


Figure 10: Example of a printer properties dialog

- 5) In **Range and Copies**, select which slides to print, odd or even pages, the paper sides to print on (simplex or duplex), number of copies, collate multiple copies, and the print order.
- 6) In **Page Layout**, select the paper size, orientation, pages per sheet, and, if necessary, brochure printing.
- 7) Click on **LibreOffice Impress** to open the page for LibreOffice Impress print options.
- 8) In **Document**, select the document type, slides per page and the printing order from the drop-down lists.
- 9) In **Contents**, select whether to print slide name, date and time, and/or hidden pages.
- 10) In **Color**, select the type of color to print.
- 11) In **Size**, select the printed size, to fit on a printable page, to distribute on multiple sheets of paper, or tile sheet of paper with repeated slides.
- 12) Click **OK** to print the slides and close the Print dialog.

## Brochure printing

Slides can be printed so that, when printed, the slides are in the correct order to form a booklet or brochure. The printer procedures below are only examples.

Actual brochure printing procedure depends on the computer operating system and type of printer being used. It is best to experiment to find the correct method for brochure printing.

### Single sided printing

The following procedure is an example of how to create a brochure or booklet using a printer that is only capable of printing single sided.

- 1) Open the Print dialog using one of the following methods:
  - Go to **File > Print** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+P* (macOS *⌘+P*).
  - Click on **Print** on the Standard toolbar.
- 2) Click on **General** to open the page for general print options and, if necessary, select a printer from the **Printer** drop-down list of printers available.
- 3) Click on **Properties** to open the printer properties dialog for the printer being used and check the printer is set to the same page orientation as specified for the page setup for the slides. Usually page orientation does not matter, but it is important for brochures.
- 4) Click **OK** to close the properties dialog and return to the Print dialog.
- 5) In **Range and Copies**, select *All Slides*. A minimum of four slides is required to create a brochure.
- 6) In **Range and Copies**, select the *Number of copies* required to match the required number of brochures.
- 7) In **Layout**, select *Brochure*.
- 8) In **Range and Copies**, select *Even slides* option in *Include*.
- 9) Click **OK** to print the even slides in the presentation.
- 10) Take the printed slides out of the printer and put them back into the printer in the correct orientation to print on the other side of the paper. It maybe necessary to experiment and find out what the correct arrangement is for the printer being used.
- 11) In **Range and Copies**, select *Odd slides* option in *Include*.

- 12) In **Range and Copies**, select the same *Number of copies* used for printing the even slides.
- 13) Click **OK** to print the odd slides in the presentation and close the Print dialog.
- 14) Assemble the brochures and bind them, if necessary.

### Double sided or duplex printing

Printing a brochure on a printer that is capable of double sided or duplex printing makes the task of creating brochures a lot simpler.

- 1) Open the Print dialog using one of the following methods:
  - Go to **File > Print** on the Menu bar.
  - Use the keyboard shortcut *Ctrl+P* (macOS *⌘+P*).
  - Click on **Print** on the Standard toolbar.
- 2) Click on **General** to open the page for general print options and, if necessary, select a printer from the **Printer** drop-down list of printers available.
- 3) Click on **Properties** to open the printer properties dialog for the printer being used and check the printer is set to the same page orientation as specified for the page setup for the slides. Usually page orientation does not matter, but it is important for brochures.
- 4) Click **OK** to close the properties dialog and return to the Print dialog.
- 5) In **Range and Copies**, select *All Slides*. A minimum of four slides is required to create a brochure.
- 6) In **Range and Copies**, select *Print on both sides (duplex long edge)* or *Print on both sides (duplex short edge)* option. Normally, long edge binding is used for portrait printing and short edge binding is used for landscape printing.
- 7) In **Range and Copies**, select the *Number of copies* required to match the required number of brochures.
- 8) In **Range and Copies**, select the *Collate* option. This option is only active when printing multiple copies of the same document.
- 9) In **Layout**, select *Brochure*.
- 10) Click **OK** to close to the Print dialog and print the required number of pages for the brochures.
- 11) If necessary, bind the brochures to match either long edge or short edge binding.

## Emailing

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LibreOffice provides two methods of emailing a slide show directly from the Impress module as an attachment in ODP format or PDF format. For more information on emailing LibreOffice documents, see the *Getting Started Guide*.

### Note

There must be a default email program available for the emailing facility in LibreOffice Impress to work correctly.

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### ODP format

- 1) Make sure the presentation file is open in Impress.



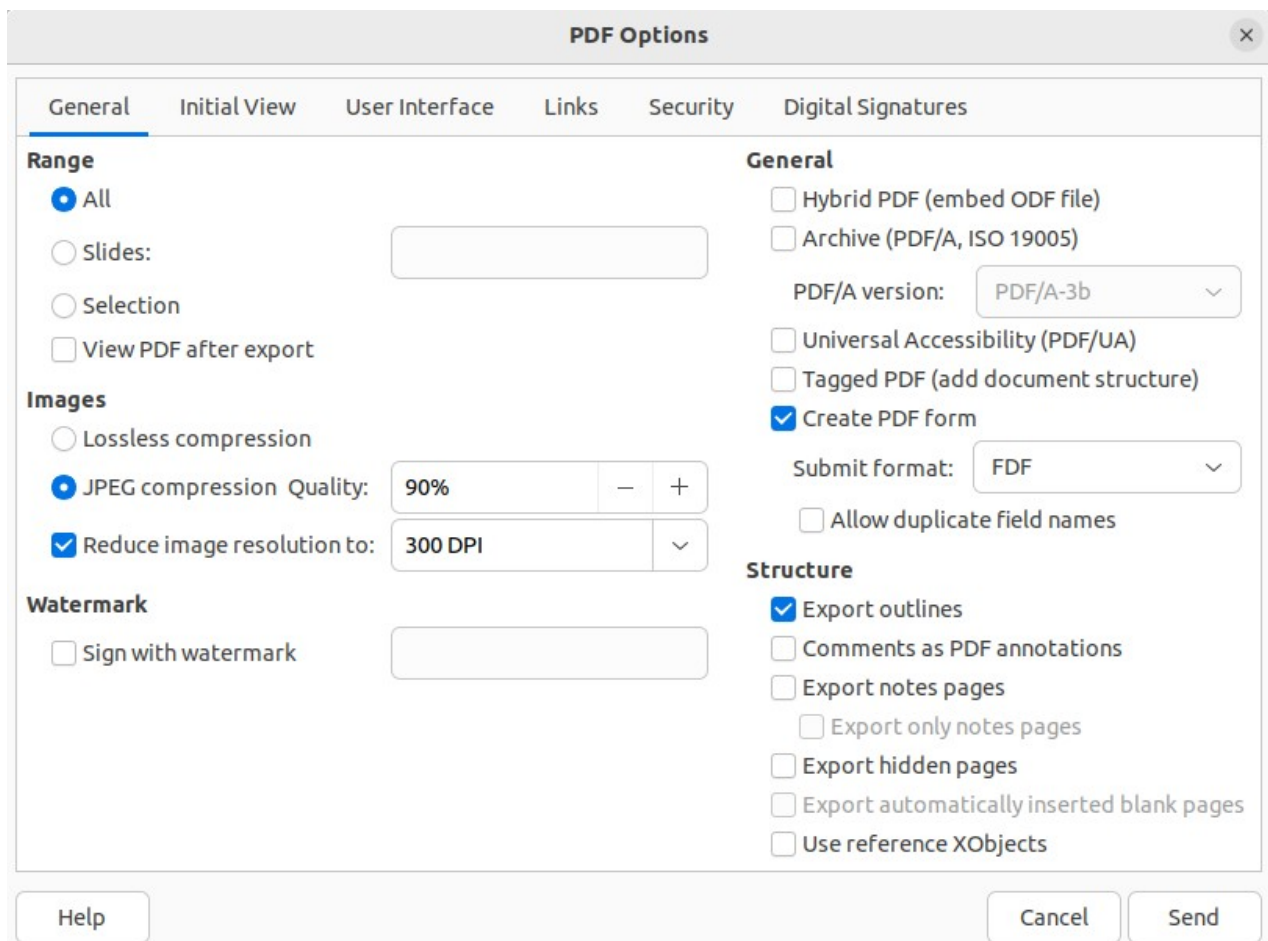


Figure 11: PDF Options dialog - General page

- 2) Go to **File > Send > Email Document** on the Menu bar and the default email program opens with the presentation file already attached to the email.
- 3) Enter the name of the recipient, subject line, and message then send the email.

## PDF format

- 1) Make sure the presentation file is open in Impress.
- 2) Go to **Format > Send > Email as PDF** on the Menu bar and the PDF Options dialog (Figure 11) opens.
- 3) If necessary, select the required PDF options to create a PDF version of the slide show. Normally, the default options already selected are sufficient to create a PDF file that the email recipient will be able to open.
- 4) Click on **Send** to close the PDF Options dialog and the default email program opens with the PDF file already attached to the email.
- 5) Enter the name of the recipient, subject line, and message then send the email.

## Exporting

Impress can export presentations in the PDF format as well as other file formats. The PDF format is a standard file format for file viewing and is ideal for sending the file to someone who can only view a slide show file using a PDF viewer. For more information on exporting LibreOffice documents, see the Getting Started Guide.

## Quick PDF export

- 1) Make sure the presentation file is open in Impress.
- 2) Use one of the following methods to export the file as a PDF file and open a file browser window.
  - Click on **Export Directly as PDF** on the Standard toolbar.
  - Go to **File > Export As > Export Directly as PDF** on the Menu bar.
- 3) In the file browser window, navigate to the folder where the PDF file is to be saved.
- 4) In the *Name* text box, enter a filename for the PDF file or use the filename that is displayed in this text box. The file format is fixed as PDF and cannot be changed.
- 5) Click on **Save** to save the slide show file as a PDF file and close the file browser window.

## PDF export

For more control over the content and quality of a PDF file, it is recommended to use the PDF Options dialog. For more information on the options available when exporting a slide show as a PDF file, see the *Getting Started Guide*.

- 1) Make sure the presentation file is open in Impress.
- 2) Go to **File > Export as > Export as PDF** on the Menu bar to open the PDF Options dialog.
- 3) Using the various pages in the PDF Options dialog, select the options required for the PDF file. For more information, see the *Getting Started Guide*.
- 4) Click on **Export** to open a file browser window.
- 5) In the file browser window, navigate to the folder where the PDF file is to be saved.
- 6) In the *Name* text box, enter a filename for the PDF file or use the filename that is displayed in this text box. The file format is fixed as PDF and cannot be changed.
- 7) Click on **Export** to save and export the file to the selected location.

## Web pages (HTML) export

Presentations can be exported as a series of web pages (HTML format) that can be viewed in any browser.

### Note

Exporting presentations as web pages (HTML) does not retain any animation effects or slide transitions.

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- 1) Make sure the presentation file is open in Impress.
- 2) Create a folder to contain the HTML pages that are generated and this folder will be selected as the destination for the HTML pages.
- 3) Go to **File > Export** on the menu bar to open a file browser window and navigate to the folder where the HTML version of the presentation is going to be saved.
- 4) Enter a name for the HTML file in the *Name* text box at the top of the file browser window.
- 5) At the bottom of the file browser, select *HTML Document (Impress) (.html; .htm)* format from the drop-down list.

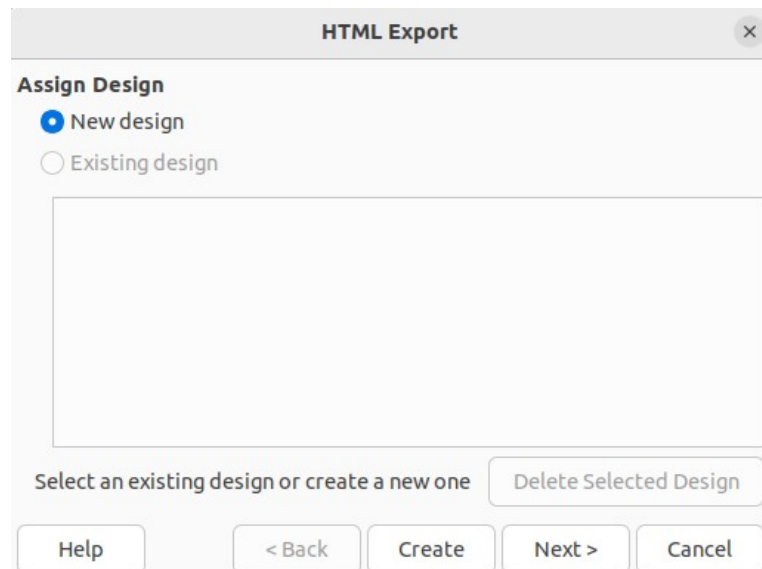


Figure 12: HTML Export dialog - Assign Design page

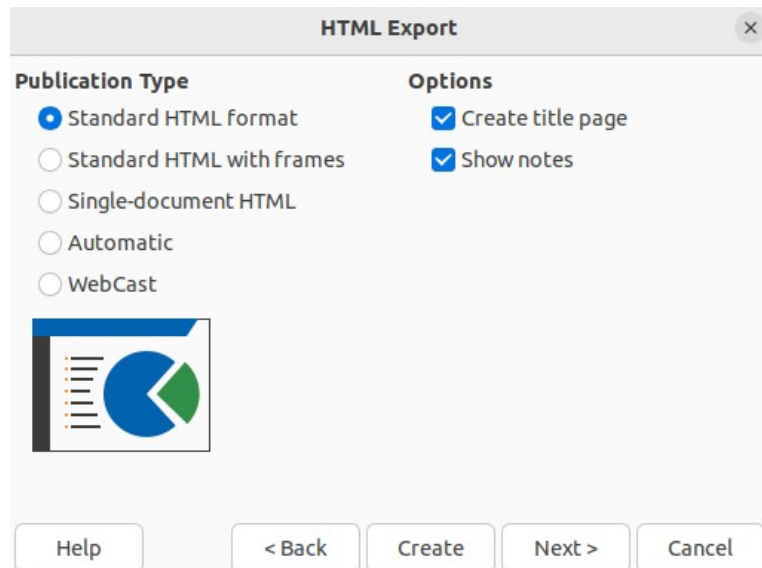


Figure 13: HTML Export dialog - Publication Type page

- 6) Click on **Save** and the HTML Export dialog opens at the Assign Design page (Figure 12).
- 7) Select a design for all of the HTML pages, either from an existing design, or by creating a new design. If there is no previously saved design available, the *Existing design* option is not available.
- 8) Click on **Next** to select the publication type to use for creating the web pages, as shown in Figure 13. The available options change depending on publication type selected.
  - **Standard HTML format** — one page for each slide with navigation links to move from slide to slide.
  - **Standard HTML with frames** — one page with a navigation bar on the left-hand side and uses slide title as navigation links. Click on links to display pages in right-hand side.
  - **Single-document HTML** — creates one HTML document from the slide show.
  - **Automatic** — one page for each slide with each page set with the refresh meta tag so a browser automatically cycles from one page to the next.

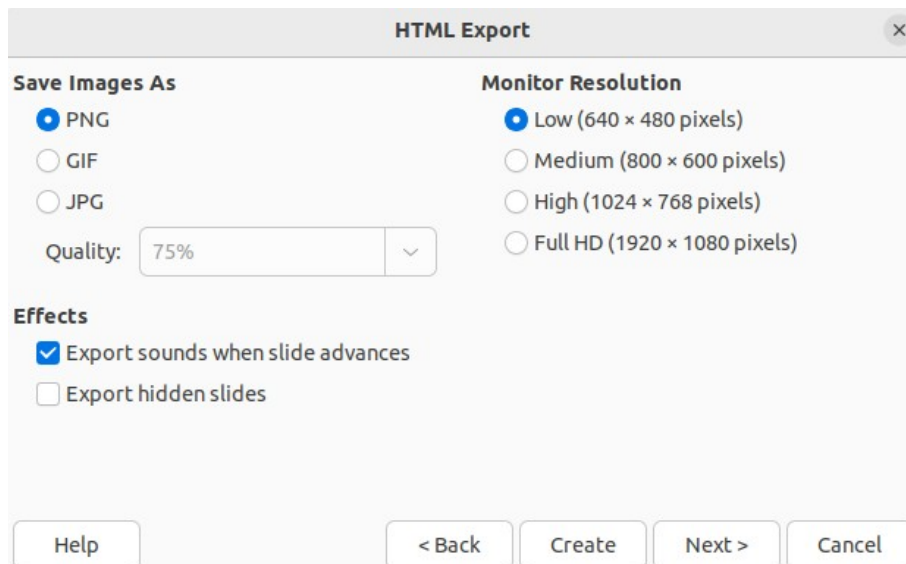


Figure 14: HTML Export dialog - Save Images As page

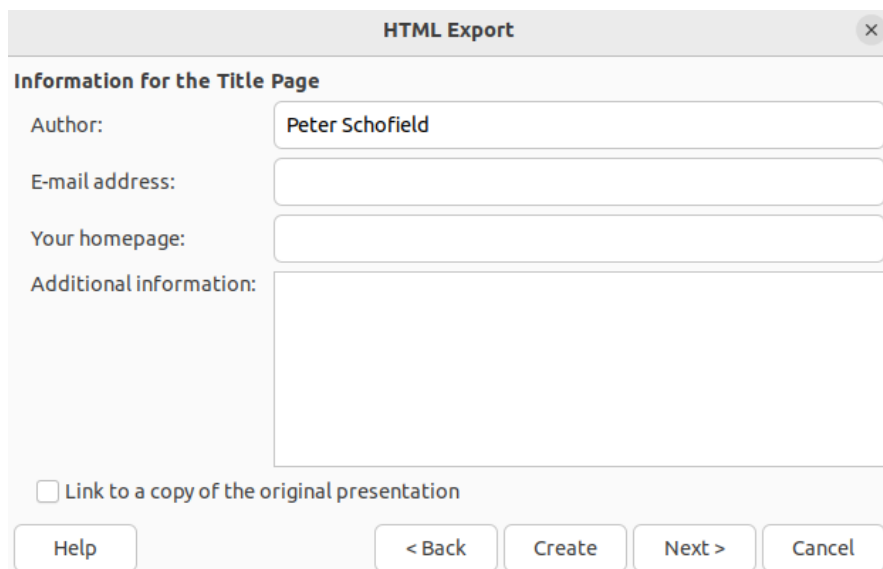


Figure 15: HTML Export dialog - Title page

- **WebCast** — generates an ASP or Perl application to display the slides. Currently, LibreOffice has no direct support for PHP.
- 9) Click on **Next** to select the format for saving images (PNG, GIF or JPG) from the options available in **Save Images As** (Figure 14).
  - 10) In *Quality*, enter a percentage value for the images being saved. Only available if JPG format has been selected.
  - 11) In **Monitor Resolution**, select the type of resolution from the options available. When selecting a monitor resolution, consider what type of display users may have. For example, if high resolution is selected, then users with a medium-resolution display has to scroll sideways to see the entire slide.
  - 12) In **Effects**, select whether sounds and/or hidden slides are exported.
  - 13) Click on **Next** and enter the necessary details for a title page (Figure 15). This page does not display if the *Create title page* option was NOT selected when selecting **Publication Type**.

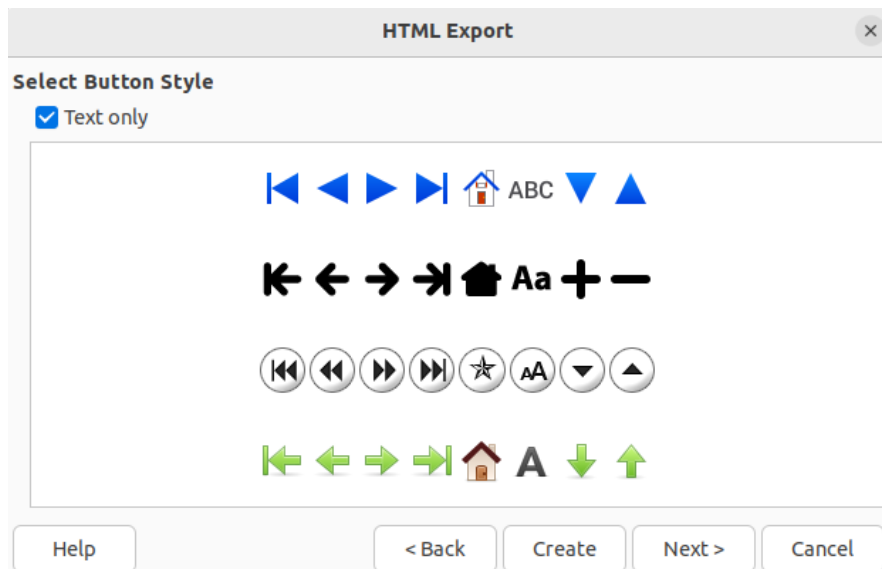


Figure 16: HTML Export dialog - Button Style page

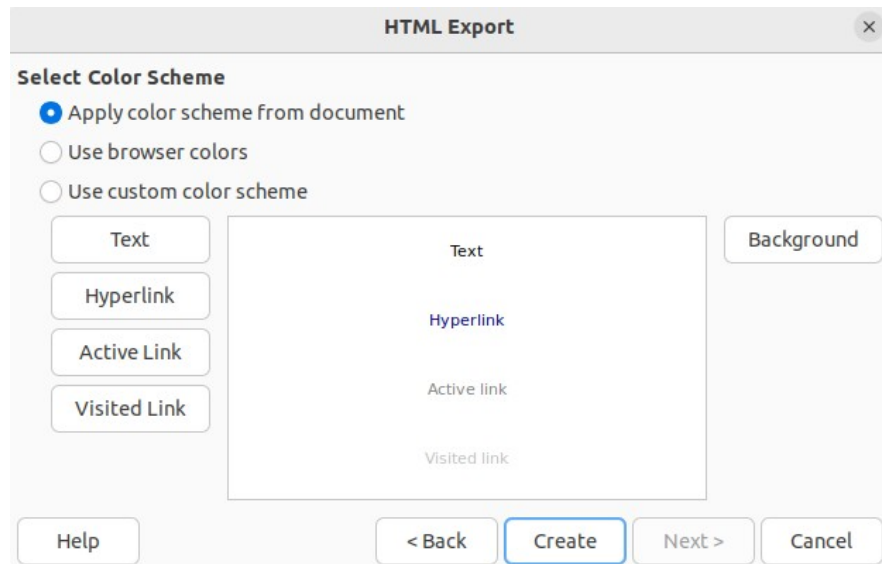


Figure 17: HTML Export dialog - Color Scheme page

- 14) Click on **Next** to select the style of navigation buttons to use when moving from one page to another from the options available in **Select Button Style** (Figure 16). If buttons are not being used, make sure *Text only* is selected.
- 15) Click on **Next** to select the color scheme for the web pages from the options available in **Select Color Scheme** (Figure 17). Available schemes include the existing scheme for the presentation, one based upon browser colors, and a user-defined scheme. A new scheme can be saved so that it appears on the first page of the HTML export wizard.
- 16) Click on **Create** to generate the HTML files. If this is a new design, a dialog opens to save the design for future use.

## Export in other formats

- 1) Make sure the presentation file is open in Impress.
- 2) Go to **File > Export** on the menu bar to open a file browser window and navigate to where the slide show is going to be saved.
- 3) Enter a name for the exported file in the *Name* text box at the top of the file browser.

- 4) At the bottom of the file browser, select the required format from the options in the drop-down list.
- 5) Click on **Save** to export the file to the selected location. Depending on the format selected, an options dialog may open allowing further options to be selected for the file format selected.
- 6) Click on **OK** to save the exported file and close the options dialog. For more information on exporting files, see the *Getting Started Guide*.