



LibreOffice
Community



Impress Guide 7.4

Chapter 9, Slide Shows and Photo Albums

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Feedback

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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.

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>
Tools > Options menu selection	LibreOffice > Preferences	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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Introduction

LibreOffice Impress provides the tools to organize and display a slide show, including:

- Which slides to show and in what sequence.
- Whether to run the show automatically or manually.
- Transitions between slides.
- Animations on individual slides.
- Interactions: what happens when clicking on a button or link.
- A presenter console.

Creating slide shows

Basic settings

Most tasks associated with putting together a slide show are best done in **Slide Sorter** view where all slides in the presentation appear in the Workspace.

- 1) Open the **Slide Sorter** view (Figure 1) using one of the following methods:
 - Go to **View > Slide Sorter** on the Menu bar.
 - Click on the **Slide Sorter** tab at the top of the Workspace.
- 2) Go to **Slide Show > Slide Show Settings** on the Menu bar to open the Slide Show Settings dialog (Figure 2).
- 3) Select the options required for the slide show.
- 4) Click **OK** to save the changes and close the Slide Show Settings dialog.

Slide Show options

Range

Select which slides to include in the slide show.

All slides

Includes all slides except for those slides marked Hidden (see “Hiding slides” on page 8). Slides are shown in the sequence they occur in the file. To change the sequence, either rearrange the slides in **Slide Sorter** view or select the custom slide show option.

From

Starts the show at the slide selected from the drop-down list. For example, there maybe several slides at the beginning that describe the company, but when presenting this slide show to work colleagues, this introduction could be skipped.

Custom slide show

Shows the slides in a different sequence from the sequence previously setup. This setting is not available until a custom slide show has been setup (see “Custom slide show” on page 9). Many different custom shows can be setup as required from one set of slides and they appear in the drop-down list for this option.

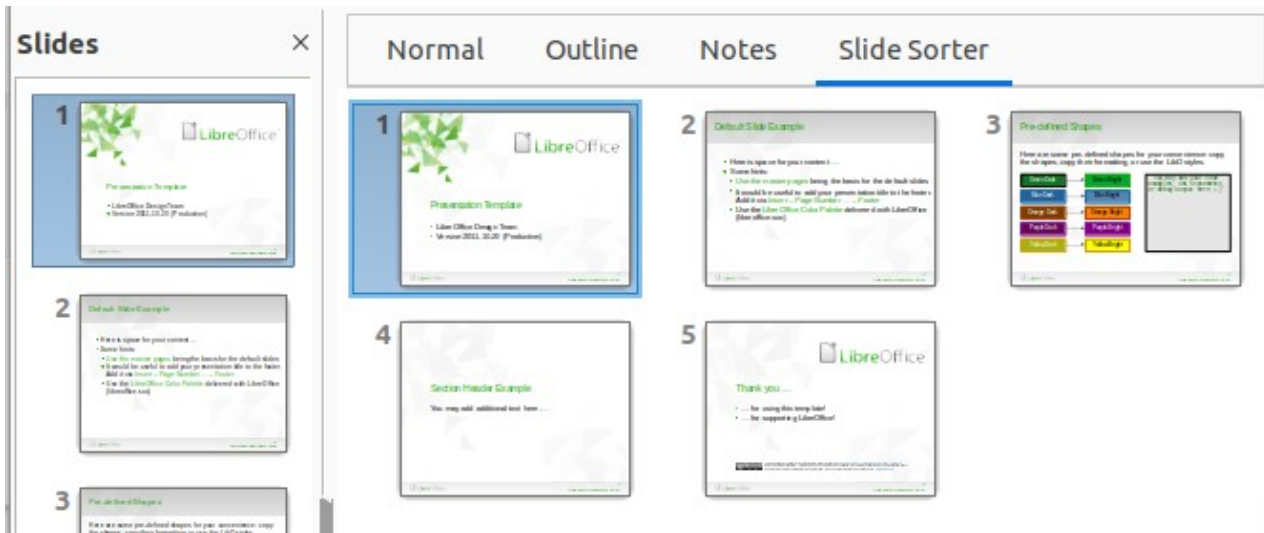


Figure 1: Slide Sorter view

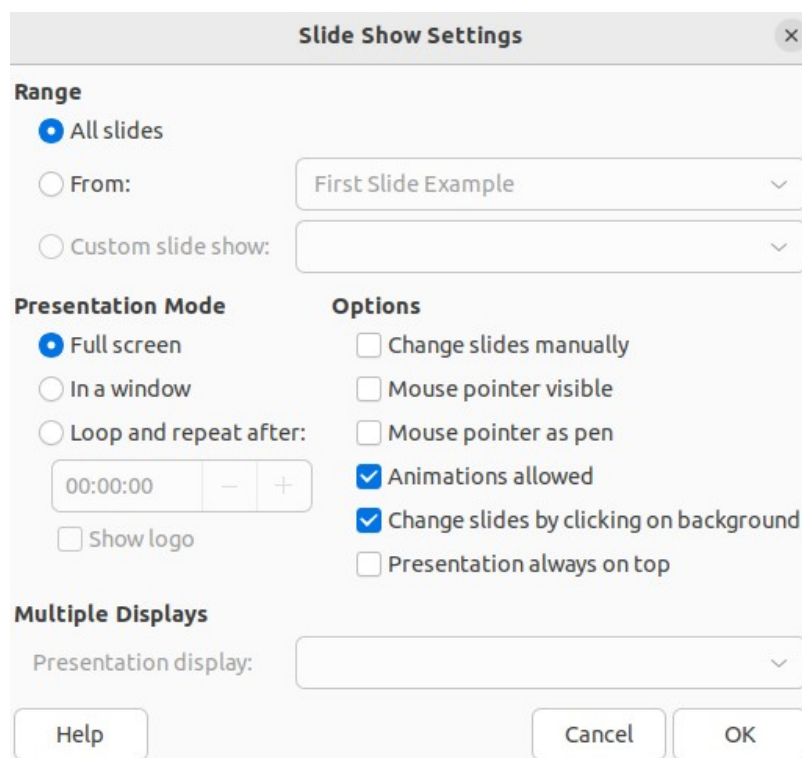


Figure 2: Slide Show Settings dialog

Presentation Mode

Select which slides to include in a slide show.

Full screen

Shows the slides full screen without the LibreOffice program controls visible and exits the show after the last slide.

In a window

Runs the slide show in the Impress window and exits the show after the last slide.

Loop and repeat after

Restarts the slide show after the last slide has displayed and after the specified time delay. Setting of this option allows the slide show to automatically run continuously. A pause slide is displayed between the last slide and the start slide. Press the Esc key at any time to stop the show. If zero is entered as time delay, the show restarts immediately without showing a pause slide.

Show logo

Shows the LibreOffice logo on the pause slide when Loop and repeat after option is selected.

Note

Before selecting the option *Loop and repeat after*, make sure that the option *After* is selected and that an interval time setting has been entered. The option *After* is in **Advance slide** options located in the Slide Transitions deck on the Sidebar (Figure 7 on page 11). If there is no interval time setting for *After*, then the option *Loop and repeat after* will not function.

Options

Determine how the slide show runs as a presentation.

Change slides manually

Prevents slides from changing automatically even if an automatic transition has been set up.

Mouse pointer visible

Shows the mouse pointer during a slide show. If a laser pointer or other device is being used to highlight items of interest during the show, this can be useful.

Mouse pointer as pen

Enables writing or drawing on slides during the presentation. Anything written with the pen is not saved when exiting the slide show. The color of the pen cannot be changed.

Animations allowed

Displays all frames of animated GIF files during the slide show. If this option is not selected, only the first frame of an animated GIF file is displayed. This has nothing to do with the slide animations described in “Animations” on page 12.

Change slides by clicking on background

Advances to the next slide when the slide background is clicked. Also, pressing the spacebar advances to the next slide.

Presentation always on top

Prevents any other program window from appearing on top of the presentation.

Multiple Displays

Determines how the slide show is displayed.

Presentation display

Select from the drop-down list which display to use for full screen slide show mode.

Only available if the computer being used for the slide show is connected to more than one display monitor.

Note

The multiple displays setting is not an option saved with the presentation file, but is instead saved as a local setting in the user configuration for the computer. This means that if the presentation is opened on a different computer, the local settings for that computer are applied.

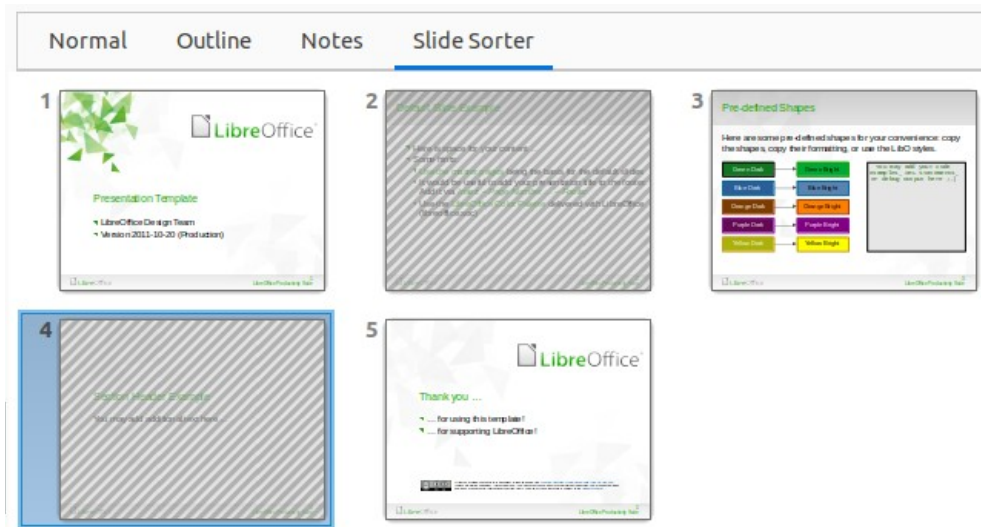


Figure 3: Slides 2 and 4 hidden

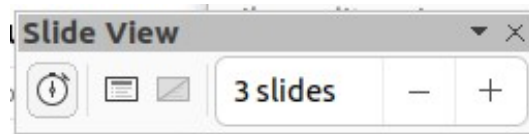


Figure 4: Slide View toolbar

Hiding slides

Some slides may not be required in a particular slide show. Either hide some of the slides or set up a custom slide show to suit the requirements. For example, there maybe draft slides that are not shown until they are finished, or there maybe some slides that contain information that is not to be shown to an audience.

Hiding slides

- 1) In the **Slides** pane, or **Slide Sorter** view in the Workspace, select the slides that are to be hidden.
- 2) Hide selected slides using one of the following methods. Hidden slides are displayed greyed out indicating that it is hidden as shown in Figure 3. The slide is not deleted and remains in the presentation file.
 - Click on **Hide Slide** in the Slide View toolbar (Figure 4).
 - Right-click on the selected slide and select **Hide Slide** from the context menu.
 - Go to **Slide > Hide Slide** on the Menu bar.

Showing hidden slides

- 1) In the **Slides** pane, or **Slide Sorter** view, select the hidden slides.
- 2) Show the selected slides using one of the following methods. **Show Slide** is only active when there hidden slides are selected in a presentation.
 - Click on **Show Slide** in the Slide View toolbar.
 - Right-click on the selected slide and select **Show Slide** from the context menu.
 - Go to **Slide > Show Slide** on the Menu bar.

Custom slide show

To show the slides in a different order, rearrange the slides in the Slides pane or Slide Sorter view in the Workspace, or create a custom slide show.

Creating custom slide show

- 1) Select which slides are to be included in the custom slide show and select the order in which the slides are to be shown.
- 2) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog (Figure 5).
- 3) Click on **New** to open the **Define Custom Slide Show** dialog (Figure 6).
- 4) Type a name for the new custom slide show in the **Name** text box.
- 5) In the **Existing slides** box, select the slides using one of the following methods:
 - Click on an individual slide to select it.
 - Hold down the *Shift* key and click the first and last slide to create a consecutive group of slides.
 - Hold down the *Ctrl* key (macOS ⌘) and click on individual slides to create a group of slides.
- 6) Click on **>>** to include the slides in the **Selected slides** box.
- 7) If required, rearrange the slide order in the **Selected slides** box by clicking on a slide name and dragging it to a new position in the list.

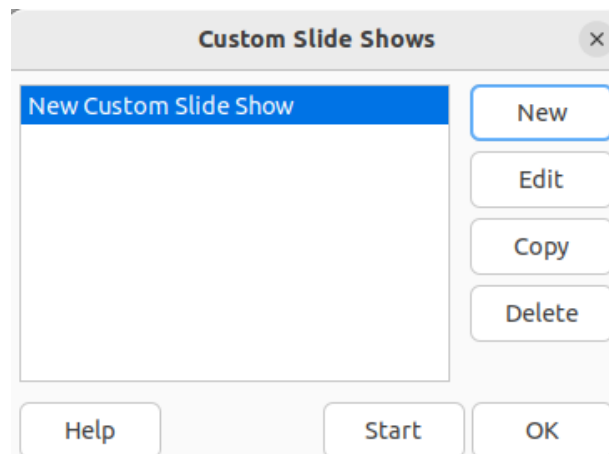


Figure 5: Custom Slide Shows dialog

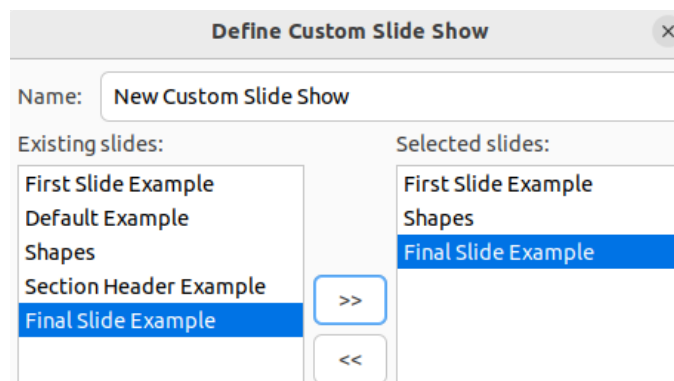


Figure 6: Define Custom Slide Show dialog

- 8) Click **OK** to close the Define Custom Slide Shows dialog.
- 9) Click on **Start** in the Custom Slide Shows dialog to test the custom slide show as a presentation.
- 10) Click **OK** to save the custom slide show and close the Custom Slide Shows dialog.

Using custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the required custom slide show and click on **Start** to run the selected custom slide show.
- 3) When the presentation is over, click **OK** to close the Custom Slide Shows dialog.

Editing custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the name of the custom slide show for editing.
- 3) Click on **Edit** and the Define Custom Slide Show dialog opens.
- 4) Add slides, remove slides, change the slide order, or change the name of the custom slide show in the Define Custom Slide Show dialog.
- 5) Click **OK** to save the custom slide show and close the Custom Slide Shows dialog.
- 6) Click on **Start** in the Custom Slide Shows dialog to test the edited custom slide show as a presentation.
- 7) Click **OK** to close the Custom Slide Shows dialog.

Copying custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the name of the custom slide show for copying and click on **Copy**. The name of the selected custom slide show is repeated with **(Copy 1)** added to the name.
- 3) Select the name of the copied custom slide show and click on **Edit** and the Define Custom Slide Show dialog opens.
- 4) Change the name of the copied custom slide show in the Define Custom Slide Show dialog.
- 5) Click **OK** to save the copied custom slide show and close the Define Custom Show dialog.
- 6) Click **OK** to close the Custom Slide Shows dialog.

Deleting custom slide show

- 1) Go to **Slide Show > Custom Slide Show** on the Menu bar to open the Custom Slide Shows dialog.
- 2) Select the name of the custom slide show for deletion and click on **Delete**. Deletion is immediate and no confirmation message appears.
- 3) Click **OK** to close the Custom Slide Shows dialog.

Slide transitions

Slide transitions are effects and/or sounds that take place between slides when slides are changed in a slide show. Transitions add a professional look to a slide show, smoothing the change over between slides.

Adding transitions

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck (Figure 7).
- 2) Open a presentation file to add slide transitions.
- 3) In the **Slides** pane or **Slide Sorter** view, select the slide to apply a slide transition.
- 4) Click on the required transition from the displayed list in **Slide Transition** to apply it to the selected slide.
- 5) In **Modify Transition**, select from the drop-down list one of the available options. The available options change to match the selected transition.
- 6) In **Advance Slide**, select the slides change in a presentation. Only one option can be selected.

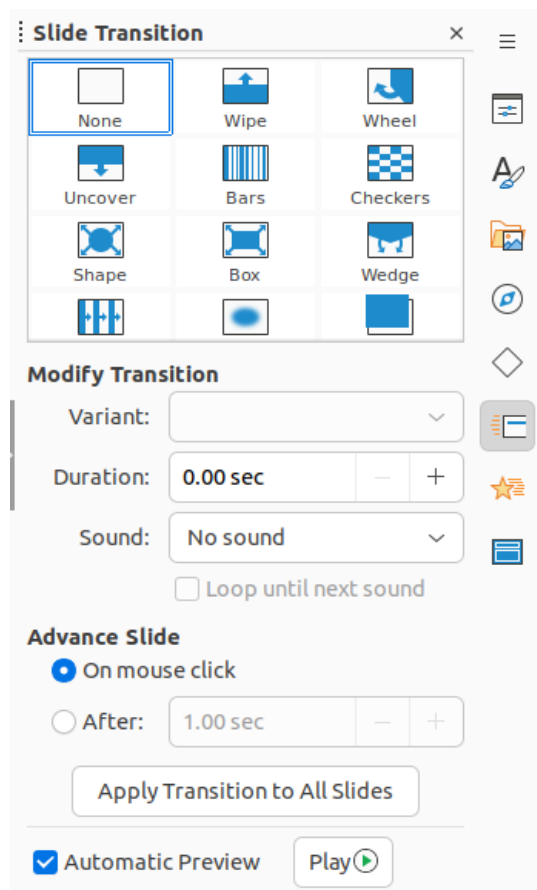


Figure 7: Slide Transition deck on Sidebar

✓ Note

A time must be entered in *After* to automatically open the next slide and allow the option *Loop and repeat after* to function when it is required for a slide show to automatically run continuously.

- 7) If required and to apply the same transition to all slides in the presentation, click on *Apply Transition to All Slides* option in **Advance Slide**.
- 8) To check how the transition looks, click on *Play* option in **Advance Slide**.
- 9) Alternatively, to automatically preview how the transition looks when it is applied to a slide, select *Automatic Preview* option in **Advance Slide**.

Tip

A single type of transition can be applied to all the slides in the slide show or a different transition to individual slides in the slide show. While using many different transitions may look good, it may make the slide show look unprofessional.

Transition options

Slide Transition

Displays the available transitions for a slide show.

Modify Transition

Variant

Select an option from the drop-down list. The available options change according to the transition that has been selected.

Duration

Enter a time for how long the transition lasts.

Sound

Select a sound from the drop-down list that is played when the transition activates. If a sound is selected, the Loop until next sound option becomes active. Select this option to play the sound repeatedly until another sound starts. If there are no subsequent sounds in a slide show, the selected sound plays continuously for the remainder of the show. Sounds can be played when None is selected for the transition effect.

Advance Slide

On mouse click

Each time the mouse is clicked, the presentation advances to the next slide.

After

Enter a time in the box to elapse before the next slide in the presentation advances automatically into view.

Automatic Preview

When selected, transition options automatically display when selected.

Removing transitions

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck.
- 2) In the **Slides** pane or **Slide Sorter** view, select the slide or slides to remove the slide transition.
- 3) Select **None** at the top of the available transitions in the Slide Transition deck.

Note

Slides with transitions are indicated by a star in the bottom left corner of the slide when viewed in the **Slides** pane or **Slide Sorter** view.

Playing music

Music can be played during a slide show instead of a sound as a transition effect. When using music in a slide show, make sure any musical copyright or licensing for the music is not being infringed.

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck.
- 2) Open a presentation file to add slide transitions.
- 3) In the **Slides** pane or **Slide Sorter** view, select the slide where music is going to be added as part of the slide transition.
- 4) In **Modify Transition**, select **Other sound** from the *Sound* drop-down list.
- 5) In the file browser window that opens, navigate to where the music file is located and select the music file required.
- 6) Click on **Play** to check if the music file is suitable.
- 7) If the music is suitable, click **Open** to add the music to the selected slide and close the file browser window.
- 8) To play a music file continuously in the slide show, select *Loop until next sound* in **Modify Transition**. The music file restarts once it is finished until the next music file that is inserted in the slide show.

Notes

Do not select the *Apply Transition to All Slides* option to prevent the selected music file restarting as each slide opens in the presentation.

The music file is linked to a slide show rather than embedded. If the slide show is going to be displayed on a different computer, the music file must be available on the computer where the slide show is going to be displayed and the link to the music file must be established before starting the slide show.

Animations

Slide animations are similar to transitions, but are applied to individual elements in a single slide, such as title, chart, shape, or individual bullet points. Animations can make a presentation more lively and memorable. However, as with transitions, heavy use of animations can be fun, but distracting and even annoying for an audience expecting a professional presentation.

Animations are best applied using **Normal** view to make it easier to select individual objects on a single slide.

Note

At present it is not possible to apply animations to elements in master slides. This means that to display the items in a text box one by one and use the same animation on more than one slide, the effects have to be applied to each slide. Alternatively, copy the animated element from one slide to another.

Applying animation

On a slide, an element such as a graphic or an entire text box has selection handles around it when selected. If a portion of the text in a text box is selected, selection handles may not be displayed.

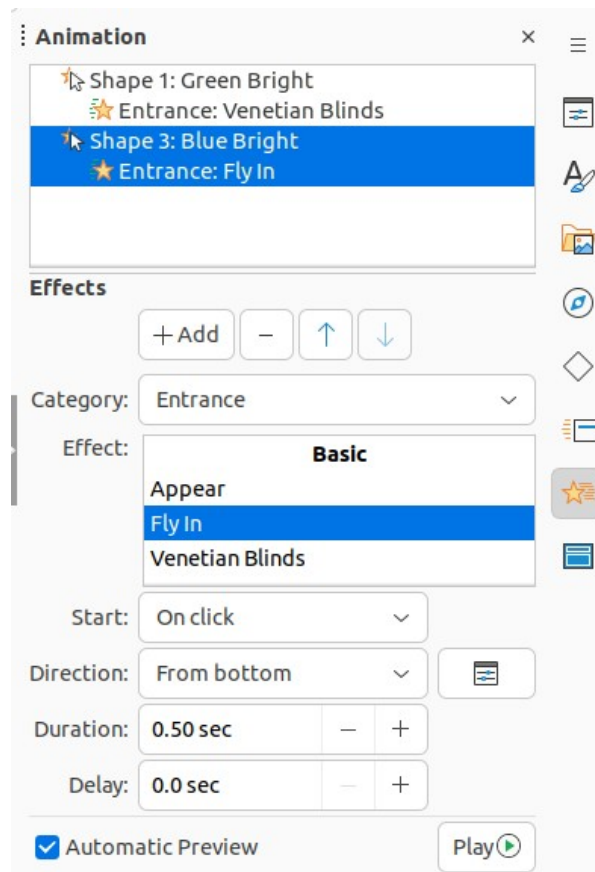


Figure 8: Animation deck on Sidebar

The following procedure is an example of applying an animation to an object. The options available for an animation depend on the *Category*, *Effect* and slide element that have been selected to create an animation.

- 1) Open the **Normal** view using one of the following methods:
 - Go to **View > Normal** on the Menu bar.
 - Click on the **Normal** tab at the top of the Workspace.
- 2) Select a slide in the **Slides** pane so that it appears in **Normal** view on the Workspace.
- 3) On the Sidebar, select **Animation** to open the Animation deck (Figure 8).
- 4) On the selected slide, select a slide element that is going to be animated.
- 5) In **Effects**, click on **Add Effect** to open the animation options and add the slide element into the **Animation** box, then create the animation as follows:
 - a) In *Category*, select a category from the options in the drop-down list.
 - b) In *Effect*, select an animation effect from the available options in the *Effect* drop-down list.
 - c) In *Start*, select how the animation starts from the available options in the drop-down list.
 - d) In *Direction*, select the direction of the animation from the available options in the drop-down list.
 - e) In *Duration*, enter a time for the duration of the animation in the box.

- f) In *Delay*, enter a time for the delay before the animation starts in the box.
- 6) If more animation options are required, see “Additional animation options” on page 15 for more information.
- 7) If required, select **Automatic Preview** to automatically check how the animation looks when it is applied to a slide element.
- 8) Click on **Play** to check how the animation looks when applied to a slide element.

Changing animation

- 1) Open the **Normal** view using one of the following methods:
 - Go to **View > Normal** on the Menu bar.
 - Click on the **Normal** tab at the top of the Workspace.
- 2) On the Sidebar, select **Animation** to open the Animation deck.
- 3) Select a slide that has animated elements in the **Slides** pane so that it appears in **Normal** view.
- 4) In the **Animation** box, select the slide element using the animation effect that is going to be changed.
- 5) Use the procedure in “Applying animation” on page 13 to select a new animation effect for the selected element.
- 6) Click on **Play** to check how the animation looks when applied to a slide element.

Removing animation

- 1) Open the **Normal** view using one of the following methods:
 - Go to **View > Normal** on the Menu bar.
 - Click on the **Normal** tab at the top of the Workspace.
- 2) On the Sidebar, select **Animation** to open the Animation deck.
- 3) Select the slide that uses the animated element that is going to be removed.
- 4) In **Effects**, click on **Remove Effect** to remove the animation from the selected element.

Additional animation options

Some animations have additional options that can be set or changed. Available options are dependent on the animation selected.

- 1) Open the **Normal** view using one of the following methods:
 - Go to **View > Normal** on the Menu bar.
 - Click on the **Normal** tab at the top of the Workspace.
- 2) On the Sidebar, select **Animation** to open the Animation deck.
- 3) Select the slide and element to apply additional animation options.
- 4) Click on **Options** to the right of the *Direction* drop-down list and open the Effect Options dialog.
- 5) Select the options required for the animation effect from the options available on each page of the Effect Options dialog.

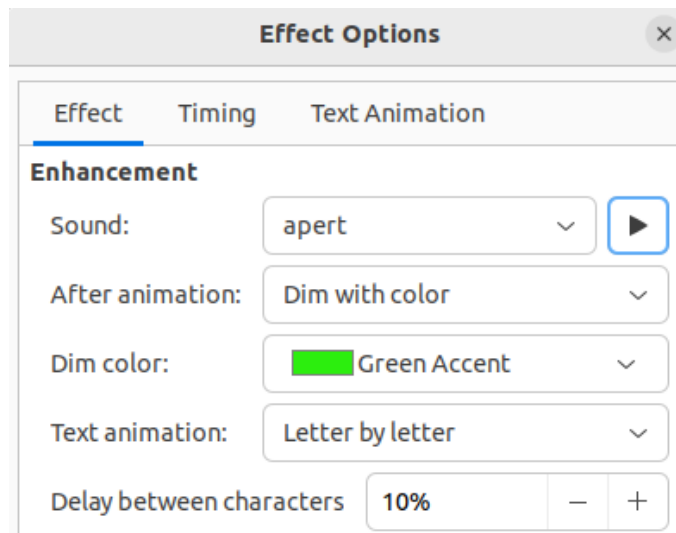


Figure 9: Effect Options dialog - Effect page

6) Click **OK** to save the changes and close the Effect Options dialog.

Effect options

Specifies the settings and enhancements for the selected animation using the following options on the **Effect** page in the Effect Options dialog (Figure 9).

Direction

Specifies the direction for the effect.

Sound

Select a sound from the drop-down list or select one of the special entries as follows:

(No sound)

No sound is played during animation of the effect.

(Stop previous sound)

Sound of the previous effect is stopped as soon as the current effect runs.

Other sound

Displays a file open dialog to select a sound or music file.

After animation

Select what happens after animation.

Don't dim

No after-effect runs.

Dim with color

After the animation a dim color fills the shape.

Hide after animation

Hides the shape after the animation ends.

Hide on next animation

Hides the shape on the next animation.

Dim color

Select the dim color. Only available if *Dim with color* has been selected.

Text animation

Select the animation mode for the text of the current shape:

All at once

Animates the text all at once.

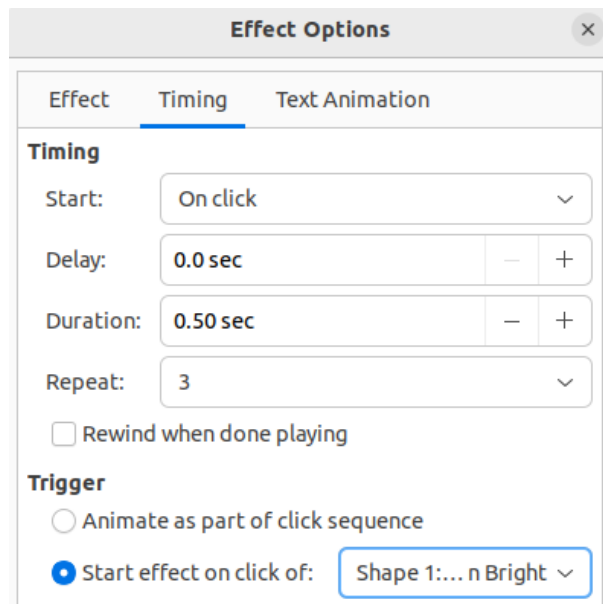


Figure 10: Effect Options dialog - Timing page

Word by word

Animates the text word by word.

Letter by letter

Animates the text letter by letter.

Delay between characters

Specifies the percentage of delay between animations if *Word by word* or *Letter by letter* has been selected for **Text animation**.

Timing options

Specifies the timing for the selected animation using the following options on the Timing page of the Effects Options dialog (Figure 10).

Start

Displays the start property of the selected animation effect.

On click

Animation stops at this effect until the next mouse click.

With previous

Animation runs immediately.

After previous

Animation runs as soon as the previous animation ends.

Delay

Specifies an additional delay in seconds until the effect starts.

Duration

Specifies the duration of the effect in seconds.

Repeat

Specifies when and how to repeat the current effect. In the drop-down list, select one of the following options:

none

Animation effect is not repeated.

2, 3, 4, 5, 10

Select how many times the animation effect is repeated

Until next click

Animation effect is repeated until the next mouse click.

Until end of slide

Animation effect repeats as long as the slide is displayed.

Rewind when done playing

Animated shape returns to its starting state after the animation ends.

Animate as part of click sequence

Allows the animation start in a normal click sequence.

Start effect on click of

Allows the animation start when a specified shape is clicked. Select the shape by its name from the drop-down list.

Text animation options

Specifies the text animation settings for the selected animation using the following options on the Text Animation page of the Effects Options dialog (Figure 11).

Group text

Specifies how multiple paragraphs are animated:

As one object

All paragraphs are animated as one object.

All paragraphs at once

All paragraphs are animated at once, but paragraphs can have different effects.

By 1st level paragraphs

First level paragraphs, including sub-level paragraphs, are animated one after another.

Automatically after

If *By 1st level paragraphs* is selected for **Group text**, the paragraphs are animated one after the other, enter an additional delay in seconds to animate subsequent paragraphs.

Animate attached shape

Deselect this box to animate only the text, not the shape.

In reverse order

Animates the paragraphs in reverse order.

Animation example

Creating animations on a slide takes practice to achieve the animation effect required. The following steps explain how to setup the simple example animation shown in Figure 12 using multiple animations. The example slide is taken from a LibreOffice presentation.

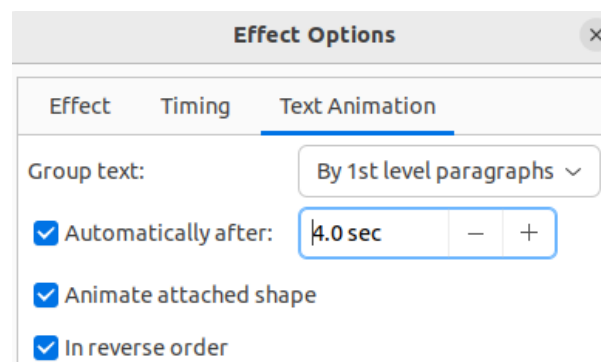


Figure 11: Effect Options dialog - Text Animation page

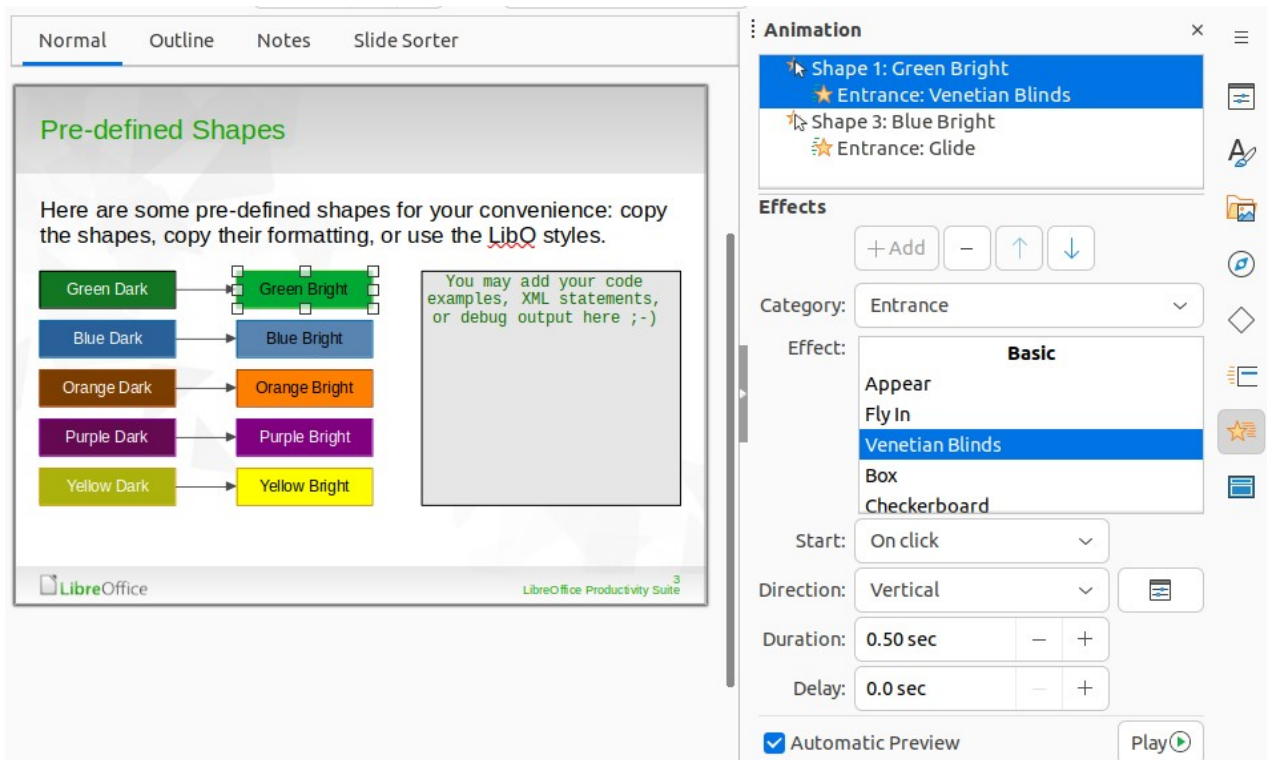


Figure 12: Example animation

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) Select a slide for animation.
- 3) On the Sidebar, select **Animation** to open the Animation deck.
- 4) Select the elements on the slide, then click on **Add Effect** to open the animation options on the Animation deck. The selected elements appear in the box on the Animation deck.
- 5) Select the first element (Shape 1) and select **Entrance** from the *Category* drop-down list and select the following options for the animation:
 - *Effect* — Venetian Blinds
 - *Start* — On click
 - *Direction* — Vertical
 - *Duration* — 0.50 sec
- 6) Select the second element (Shape 3) and select **Entrance** from the *Category* drop-down list and select the following options for the animation:
 - *Effect* – Appear
 - *Start* – After previous
 - *Duration* – 5.00 sec
- 7) Go to **Slide Show > Rehearse Timings** on the Menu bar and check the animation of these two objects.

Using interactions

Interactions are where objects on a slide are used to create an event when clicked on with the cursor. These objects with interactions can be buttons, images, or text objects.

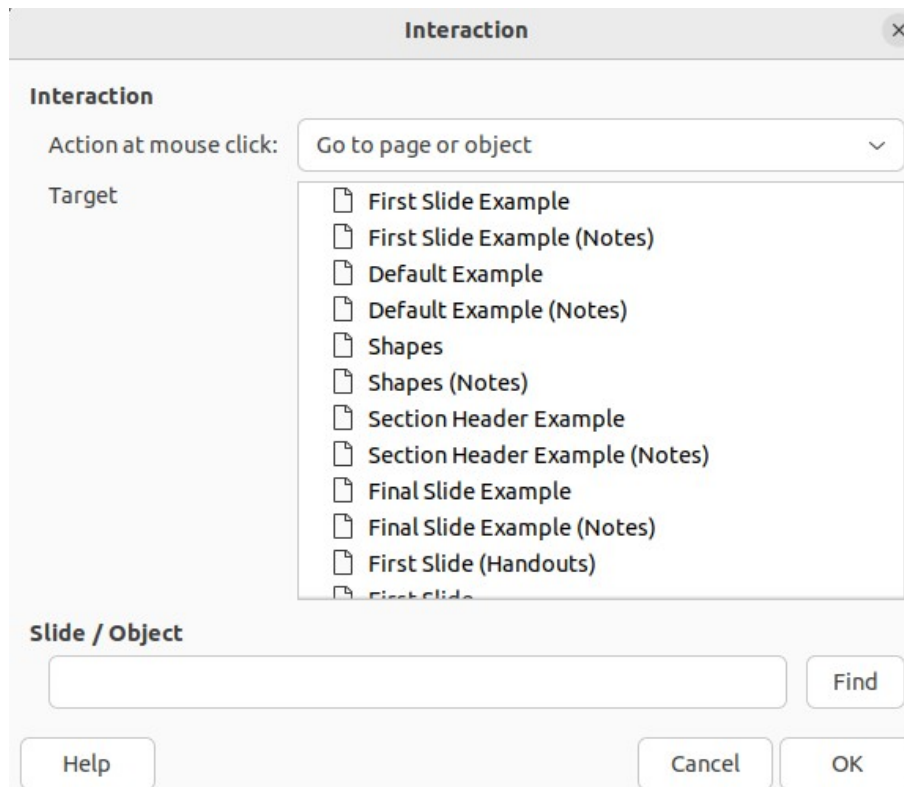


Figure 13: Interaction dialog

- 1) Go to **View > Normal** on the Menu bar to open **Normal** view in the Workspace.
- 2) Select a slide to add an interaction to an object on the slide.
- 3) Select the object, then right-click on the object and select **Interaction** from the context menu, or go to **Format > Interaction** on the Menu bar. to open the Interaction dialog (Figure 13).
- 4) Select an interaction from the *Action at mouse click* drop-down list. The options available for further selection and to setup the interaction depend on the type of interaction that has been selected.
- 5) Click **OK** to save the changes and close the Interaction dialog.

Slide shows

Running a slide show

- 1) Open a presentation and start the slide show using one of the following methods:
 - Use the keyboard shortcut *F5* to start from the first slide or *Shift+F5* to start from the current slide.
 - Go to **Slide Show > Start from First Slide** or **Start from Current Slide** on the Menu bar.
 - Click on **Start from First Slide** on the Slide Sorter toolbar.
- 2) If slide transition is set to *Automatically after x sec*, the slide show starts and runs after the set time has elapsed.
- 3) If slide transition is set to *On mouse click*, use one of the following methods to advance the slides:

- Click the left mouse button.
 - Press the down arrow key.
 - Press the right arrow key.
 - Press the page down key.
 - Press the spacebar.
- 4) To navigate backwards through a slide show one slide at a time, use one of the following methods:
 - Press the up arrow key.
 - Press the left arrow key.
 - Press the page up key.
 - 5) Right-click on a slide during a slide show to open a context menu with more navigation options.
 - 6) When the last slide has displayed, the message *Click to exit presentation* is displayed on screen. Press the *Esc* key or click the mouse button to exit the slide show.
 - 7) To exit the slide show and return to the Impress workspace at any time, press the *Esc* key during the slide show.

Note

During the slide show, any animations on a slide are run in the configured order as the slide is displayed.

Context menu navigation and options

If the slide show consists of more than one slide, right-clicking on the screen opens a context menu displaying navigation options as follows:

Next

Moves to the next slide in the slide show.

Previous

Moves to the previous slide in the slide show.

Go to Slide

Displays a sub-context menu allowing selection and navigation to any slide in the slide show. The list of slides shows the necessity to name slides in a slide show rather than using the default slide names of Slide 1, Slide 2, and so on. Naming slides makes it easier to identify the required slide.

Mouse Pointer as Pen

Allows the **Mouse Pointer** to be used as a pen and draw on a slide to emphasize or explain a point.

Pen Width

Opens a sub-context menu providing options to set the width of any lines drawn on a slide when using the **Mouse Pointer** as a pen.

Change Pen Color

Opens a dialog allowing changes to the line color when using the **Mouse Pointer** as a pen.

Erase all ink on Slide

Deletes all lines drawn after using the **Mouse Pointer** as a pen.

Screen

Opens a sub-context menu with a black or white color choice. This is useful if the slide show is going to be paused for a break or to demonstrate something else.

End Show

Ends the presentation and returns to the Impress workspace. This is the same effect as pressing the *Esc* key.

Automatic slide show repeat

- 1) Select a slide in **Normal** and open the Slide Transition deck in the Sidebar.
- 2) In the **Advance Slide** panel, make sure the option *After* is selected and a time setting is entered in the box before the next slide is advanced. For more information on transitions, see “Slide transitions” on page 11.
- 3) Go to **Slide Show > Slide Show Settings** on the Menu bar to open the Slide Show Settings dialog (Figure 2 on page 6).
- 4) In **Presentation Mode**, select the option *Loop and repeat after* and insert a time delay in the box before the slide show is displayed again.
- 5) If necessary, select *Show logo* if a company logo is to be displayed during the pause between slide shows.
- 6) Click **OK** to save the settings and close the Slide Show Settings dialog.

Slide show timing

Default timing

- 1) Click on **Slide Transition** in the Sidebar to open the Slide Transition deck.
- 2) Select *None* in **Slide Transition** as the transition effect.
- 3) Select the option *After* in **Advance Slide** and enter a time in the box.
- 4) Click on *Apply Transition to All Slides* in **Advance Slide** to set the default timing for the slide show.
- 5) Go to **Slide Show > Start from First Slide** on the Menu bar to check how the presentation runs.
- 6) If necessary, adjust the default timing until the slide show runs as required.

Variable timing

- 1) Select **Slide Show > Rehearse Timings** on the Menu bar. The slide show starts in fullscreen mode and a timer appears in the lower left corner of the display.
- 2) When advancing to the next slide, click on the timer to set the time duration for the displayed slide and advance to the next slide. To keep the default time duration for a slide, click the slide and not the timer.
- 3) Continue until the time duration is set for all slides in the slide show. Impress records the time duration set for each slide.
- 4) To exit from rehearsal timing of the slide show, press the *Esc* key, or click on the slide.

Presenter Console

LibreOffice Impress includes a Presenter Console as part of the LibreOffice installation. If the Presenter Console is not included, the extension can be downloaded from the LibreOffice website and installed on a computer. For more information, see Chapter 11, Setting up and Customizing Impress.

The Presenter Console provides extra control over slide shows when using dual displays, such as a laptop for control and a large display or projector for an audience. The view on the laptop display includes the current slide that can be seen by the audience, the next slide in the presentation, any slide notes, and a presentation timer.

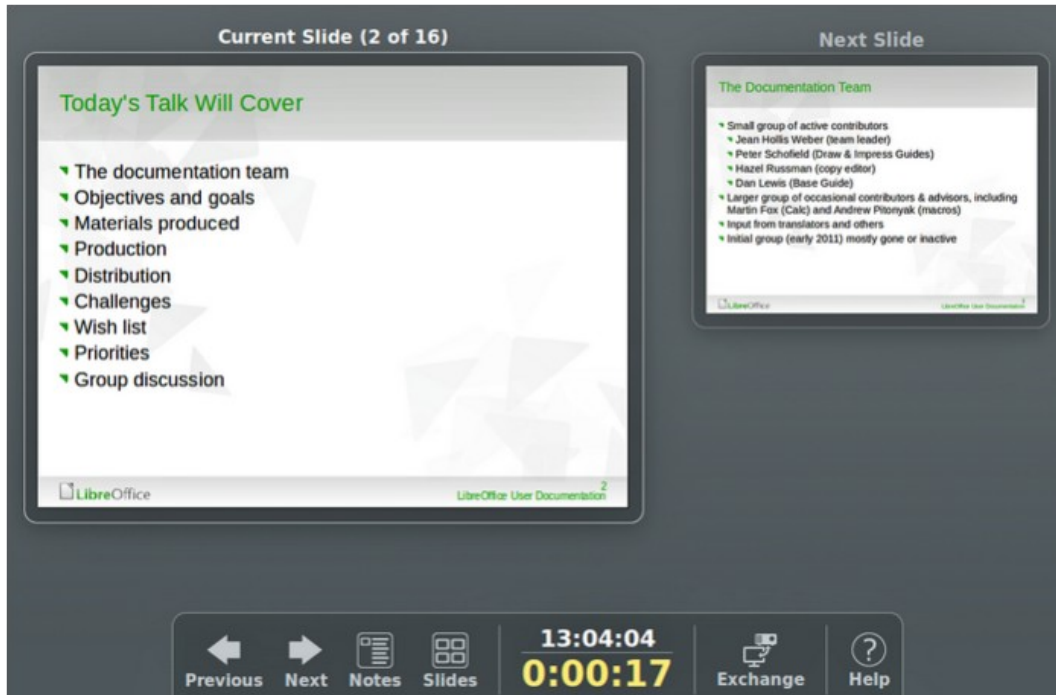


Figure 14: Presenter Console - Default view

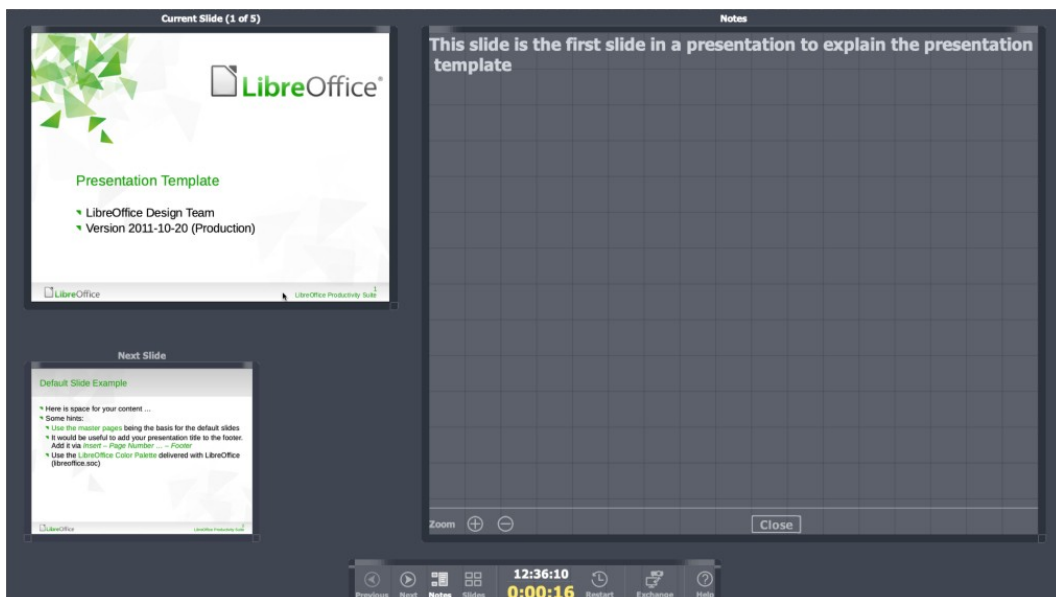


Figure 15: Presenter Console - Notes view

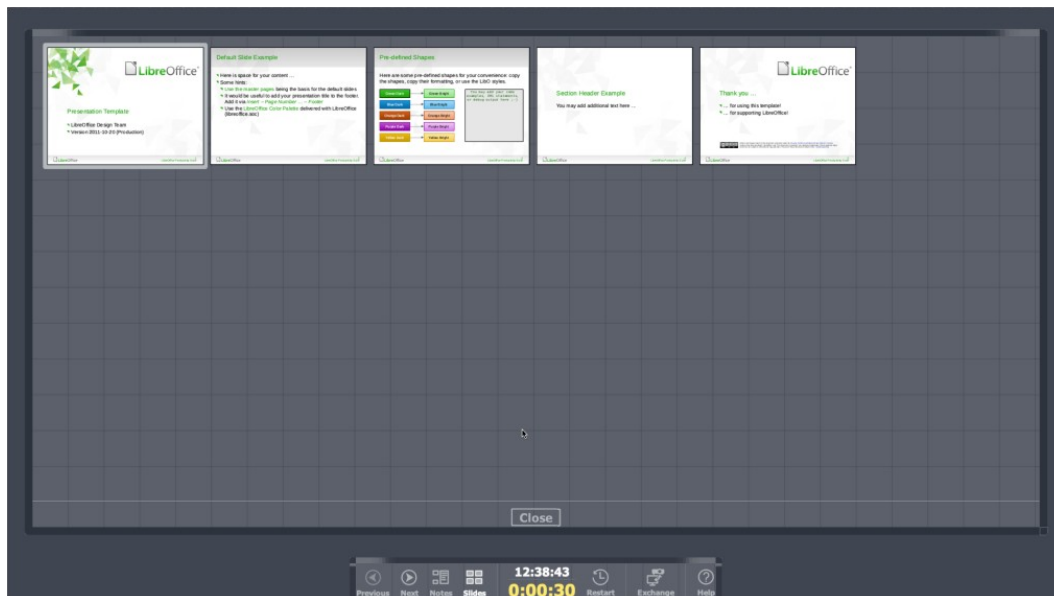


Figure 16: Presenter Console - Slides view

The Presenter Console provides the following views when making a presentation:

Default view

Displays the current slide, including any effects and the next slide in the presentation (Figure 14). Click on the **Previous**, or **Next** arrows to navigate a presentation.

Notes view

Click on **Notes** to switch to display any notes that accompany each slide in the presentation (Figure 15). Click on **Notes** again to return to the default view.

Slides view

Click on **Slides** to switch to display the slide thumbnails that are being used for the presentation (Figure 16). Click on **Slides** again to return to the default view.

Exchange

Click on this icon to switch the Presentation Console between displays.



Note

The Presenter Console only works with operating systems that support two displays. When two displays are being used, one display can be a laptop.

Photo albums

Impress can create a photo album from a set of images, ranging from 1 image up to 4 images on each slide. This photo album can be a slide show or multimedia show with graphics, images, or photographs.

Creating photo album

- 1) Create a new presentation or open an existing presentation.
- 2) Select the slide that is going to precede the photo album. In a new presentation, this is the first slide.
- 3) Go to **Insert > Media > Photo Album** on the Menu bar to open the Create Photo Album dialog (Figure 17).

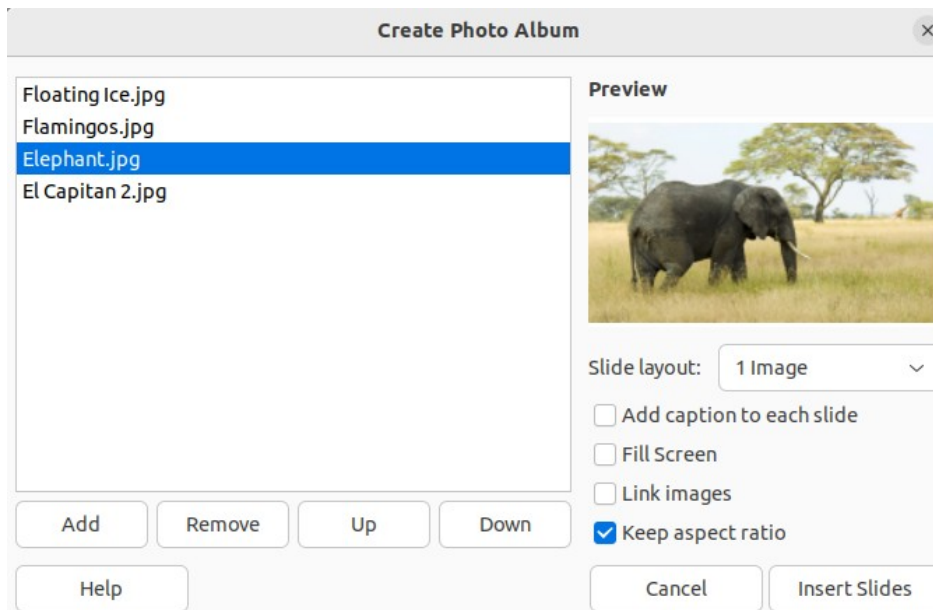


Figure 17: Create Photo Album dialog

- 4) Click on **Add** to open a file browser.
- 5) Navigate to the folder where the photographs are located.
- 6) Select the photographs and click on **Open**. This closes the file browser and the selected files appear in the Create Photo Album dialog.
- 7) Select the number of images per slide in the *Slide layout* drop-down list.
- 8) If required, select *Add caption to each slide* inserting a text box on each slide allowing a caption to be added to the photographs, as shown by the example in Figure 18.
- 9) If required and there is only one image per slide, select *Fill Screen* for each photograph to fill the entire slide.
- 10) Create the required sequence of photographs by moving the files up or down in the list of selected files.
- 11) When the sequence is ready, click **Insert Slides** to create the number of slides required for the photo album. Impress creates a presentation with as many slides that are required to contain the photographs. The sequence of slides can be changed if necessary.
- 12) If required, move photographs between slides and create frames for photographs. For more information, see “Editing photo albums” on page 25.
- 13) If required, run the photo album as a slide show. See “Creating slide shows” on page 5 and “Slide shows” on page 20.

Editing photo albums

When a photo album is created, the full images of photographs are placed within the boundaries of the slides created for the photo album. Each of the photographs in the photo album can be edited just like any other object that can be placed on a slide. For more information on formatting photographs, see the following chapters of the Impress Guide:

- Chapter 4, Adding and Formatting Images
- Chapter 5, Managing Graphic Objects
- Chapter 6, Formatting Graphic Objects



Figure 18: Example slide in photo album with caption

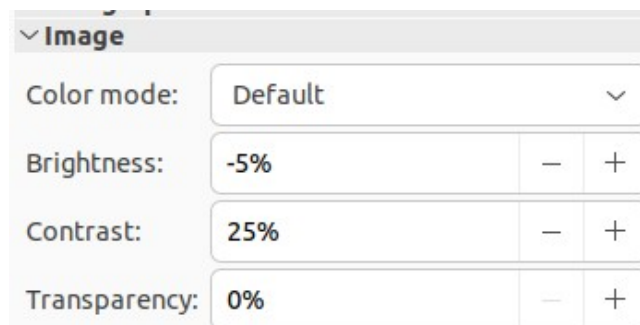


Figure 19: Image panel in Properties deck on Sidebar

However, to make the photo album look more attractive, frames can be added to each photograph in the photo album and the photographs enhanced using options available on the Sidebar.

Experiment with different levels for each of the following options to create the right effect for each photograph in the photo album.

- 1) Select a slide in the photo album to open the **Image**, **Line** and **Effect** panels in the Properties deck on the Sidebar.
- 2) In the **Image** panel (Figure 19), adjust the following options, as required, to enhance the photograph. Figure 18 shows an example of a photo where the image has been adjusted.
 - *Color* — select the color mode from the drop-down list.
 - *Brightness* — select the brightness level as a percentage.
 - *Contrast* — select the contrast level as a percentage.
 - *Transparency* — select the transparency level as a percentage.
- 3) In the **Line** panel (Figure 20), select the following options, as required, to create a frame around the photograph. Figure 22 shows an example of a photo where a line frame has been added.
 - *Line* — select the line style from the drop-down list.

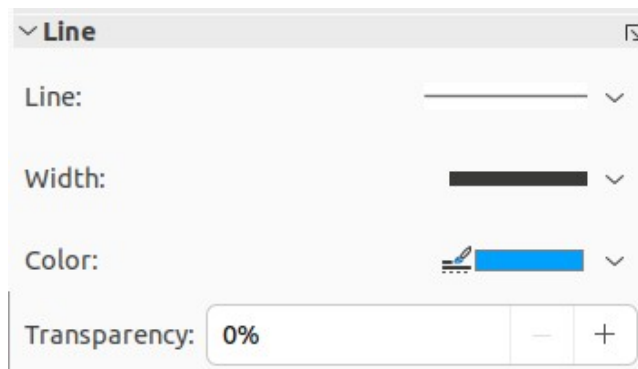


Figure 20: Line panel in Properties deck on Sidebar

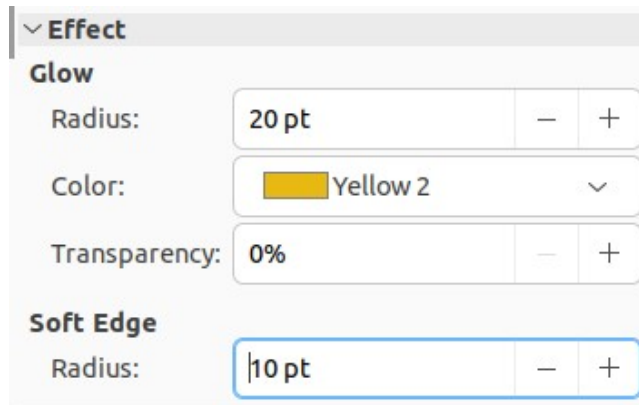


Figure 21: Effect panel in Properties deck on Sidebar



Figure 22: Example photo with line frame

- *Width* — select the line width from the drop-down list or enter a line width in the Custom Line Width box.
 - *Color* — select a color from the available color palettes, or create a custom color for the line frame.
 - *Transparency* — select the transparency level as a percentage for the line frame.
- 4) In the **Effect** panel (Figure 21), select the following options, as required, to create a soft frame around the photograph. Figure 23 shows an example of a photo where a soft frame has been added.
- *Glow Radius* — adjust the radius value to apply a soft frame around the outside of the photograph.



Figure 23: Example photo with soft frame

- *Glow Color* — select a color for the soft frame from the available color palettes.
- *Glow Transparency* — enter a transparency value to adjust the transparency of the soft frame.
- *Soft Edge Radius* — adjust the radius value to reduce the internal width of the soft frame and make the photograph look smaller.