



LibreOffice
Community



Impress Guide 7.4

Chapter 11, Setting Up and Customizing Impress

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Contributors

Contributors for this edition:

Peter Schofield Kees Kriek

Contributors for previous editions:

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

Feedback

Please direct any comments or suggestions about this document to the Documentation Team mailing list: 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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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

This chapter covers some of the settings in LibreOffice that apply when using Impress, but may also apply to all the other modules in LibreOffice. The illustrations in this chapter have been taken from LibreOffice Impress. For more information on setting up and customizing all the modules in LibreOffice, see the *Getting Started Guide*.

LibreOffice options

✓ Note

Revert has the same effect on all pages in the Options LibreOffice dialog. It resets the options to the values that were in place when LibreOffice was opened.

User Data options

Impress uses the first and last name stored in **User Data** for document properties, optional author field used in slides, and the name associated with any comments that have been made.

- 1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog (Figure 1). The list on the left-hand side varies depending on which component of LibreOffice is open.
- 2) Click the expansion marker next to **LibreOffice** on the left-hand side and select **User Data** to open the user data options page for LibreOffice.
- 3) Enter or edit details that are to be used for document properties.
- 4) Click **OK** to save the changes and close the Options LibreOffice dialog.

The screenshot shows the 'Options - LibreOffice - User Data' dialog box. On the left, a sidebar lists various options, with 'User Data' selected under the 'LibreOffice' category. The main area is divided into two sections: 'Address' and 'Cryptography'. The 'Address' section includes fields for 'Company' (The Document Foundation), 'First/last name/initials' (Peter, Schofield, PS), 'Street', 'City/state/zip', 'Country/region', 'Title/position' (Technical Writer, LO Documentation Team), 'Telephone (home/work)', and 'Fax/email'. There is a checked checkbox for 'Use data for document properties'. The 'Cryptography' section includes 'OpenPGP signing key' and 'OpenPGP encryption key', both set to 'No key', and a checked checkbox for 'When encrypting documents, always encrypt to self'.

Figure 1: Options LibreOffice User Data dialog

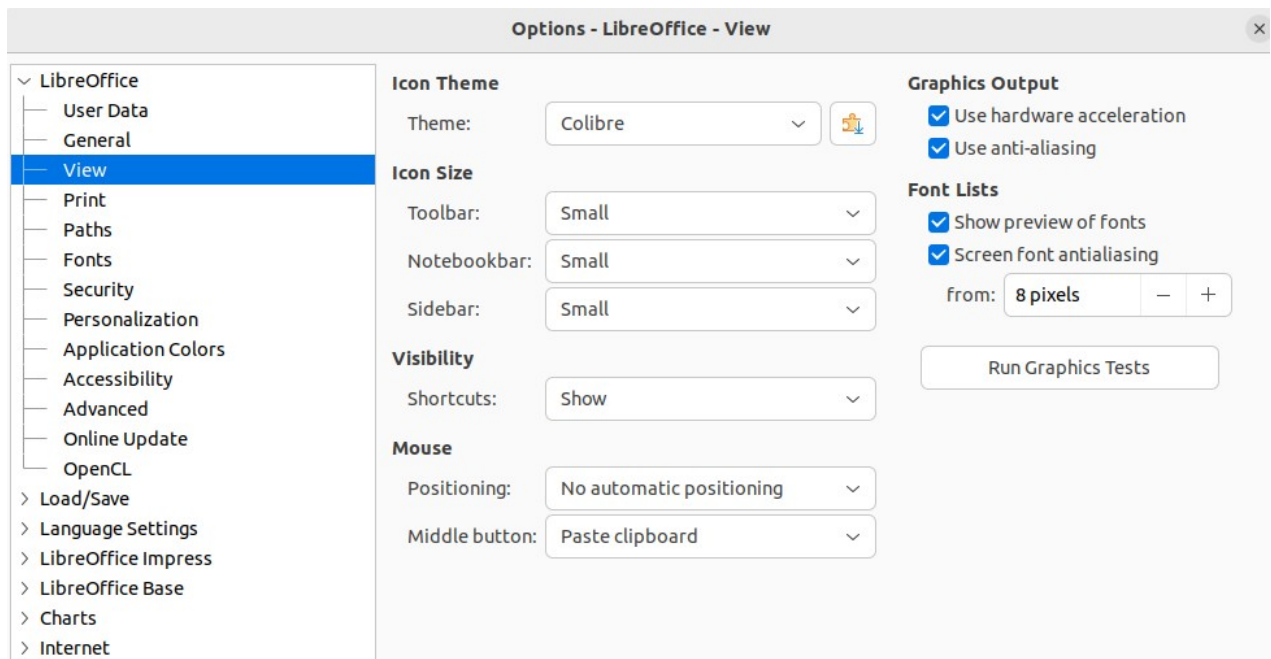


Figure 2: Options LibreOffice View dialog

View options

- 1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog. The list on the left-hand side varies depending on which component of LibreOffice is open.
- 2) Click the expansion marker next to **LibreOffice** on the left-hand side to open a list of pages and select **View** to open the view options page for LibreOffice (Figure 2).
- 3) Enter or edit details that are to be used for viewing a file in LibreOffice.
- 4) Click **OK** to save the changes and close the Options LibreOffice dialog.

View options control how the user interface for LibreOffice appears when creating slides. For more information on customizing the user interface, see the *Getting Started Guide*.

Icon style

Specifies the icon style for icons in toolbars and dialogs.

Icon size

Sets the icon size to *Automatic*, *Small*, *Large* or *Extra Large*.

Toolbar

Specifies the display size of toolbar icons.

Notebookbar

Specifies the display size of notebook bar icons.

Sidebar

Specifies the display size of sidebar icons.

Visibility

Displays icons according to system settings and themes.

Menu icons

Select from *Automatic*, *Hide*, or *Show*.

Shortcuts

Displays keyboard shortcuts next to the corresponding menu items.

Mouse

Defines how the cursor is positioned and the action of the middle button, if used.

Positioning

Specifies if and how the cursor is positioned in newly opened dialogs.

Middle button

Defines the function of the middle mouse button. First function is for automatic scrolling dragging while pressing the middle mouse button shifts the view. The second function is to insert clipboard contents at the cursor position by pressing the middle mouse button.

Graphics Output

Defines how graphics are displayed.

Use hardware acceleration

Directly accesses hardware features of the graphical display adapter to improve the screen display. The support for hardware acceleration is not available for all operating systems and platform distributions of LibreOffice.

Use anti-aliasing

When supported, enables and disables anti-aliasing of graphics. With anti-aliasing enabled, the display of most graphical objects looks smoother and with less artifacts.

Use Skia for all rendering

Currently this option is disabled in LibreOffice.

Font Lists

Defines how the fonts are displayed.

Show preview of fonts

Displays how a selected font will appear on the user interface.

Screen font antialiasing

When selected, the display of fonts looks smoother and with less artifacts.

From:

Sets the minimum size of a font being used before Screen font antialiasing is applied to smooth the font.

Print options

Print options can be selected and changed using the **Print** page of the Options LibreOffice dialog or during the printing process. Available print options shown in the print dialog do depend on operating system, computer setup, and the type of printer being used. An example of print options available are shown in Figure 3. See Chapter 10, Saving Slide Shows, Printing, Emailing, and Exporting for more information about the printing of slide shows.

- 1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog.
- 2) Click the expansion marker next to **LibreOffice** on the left-hand side to open a list of subsections and select **Print** to open the printing options page for LibreOffice.
- 3) Select the print settings that suit the selected printer and the most common printing method.
- 4) Click **OK** to save the changes and close the Options LibreOffice dialog.

Using the print options it is possible to reduce amount of data sent to the printer. This increases the print speed because print files are smaller. It also makes it easier for printers with a smaller memory to print. However, reducing print data can result in slightly lower print quality.

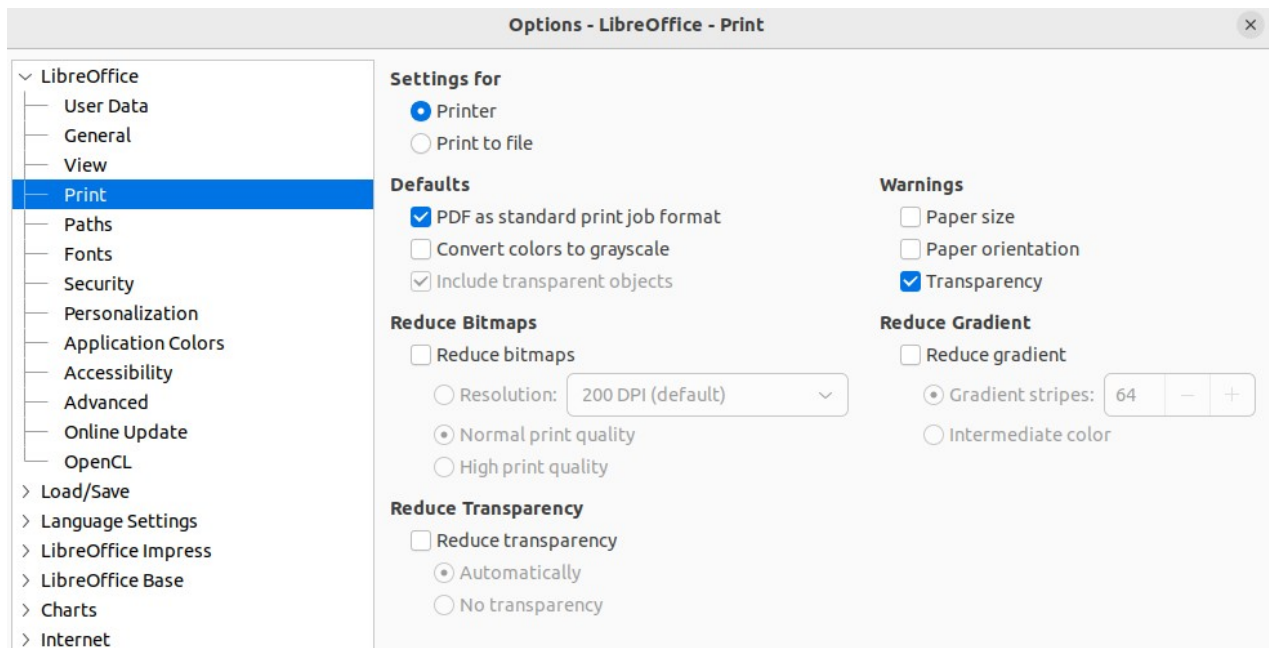


Figure 3: Options LibreOffice Print dialog

Settings for

Specifies whether the print settings apply to the printer or to a file.

Printer

Define options for reducing data while printing directly to a printer.

Print to file

Define options for reducing data while printing to a file.

Defaults

PDF as standard print job format

Specifies the use of PDF format when sending a file to the printer.

Convert colors to grayscale

Specifies that all colors are printed only as grayscale.

Include transparent objects

When selected, any reduction in print quality also applies to the transparent areas of objects.

Reduce Bitmaps

Specifies that bitmaps are printed with reduced quality. The resolution can only be reduced and not increased.

Resolution

Specifies the maximum print quality in dpi.

Normal print quality

Corresponds to a resolution of 200dpi.

High print quality

Corresponds to a resolution of 300dpi.

Reduce Transparency

If selected, any transparent objects are printed as normal, depending on the selection of the two following options.

Automatically

Specifies that any transparencies are only printed if the transparent areas covers less than a quarter of the entire page.

No transparency

When selected, transparencies are not printed.

✓ Note

Transparencies cannot be sent directly to a printer. The document areas where transparencies are visible must always be calculated as bitmaps and sent to the printer. Depending on the size of the bitmaps and the print resolution, a large amount of data may result.

Warnings

Defines which warnings appear before any printing starts.

Paper size

Select this option if a certain paper size is required for printing a document. If the paper size required is not available in the current printer, a warning is displayed.

Paper orientation

Select this option if a specific page orientation is required for a document. If the format is not available, a warning is displayed.

Transparency

Select this option if a warning is required when transparencies are contained in the document. A dialog appears allowing selection if the transparency is to be printed.

Reduce gradient

If selected, gradients are printed with reduced quality.

Gradient stripes

Specifies the maximum number of gradient stripes for printing.

Intermediate color

Specifies that gradients are only printed in a single intermediate color.

Application Color options

Application colors specify which color is used to display various elements of the user interface in LibreOffice. The only option specific to Impress is the color of the grid points.

- 1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog.
- 2) Click the expansion marker next to **LibreOffice** on the left-hand side to open a list of sections and select **Application Colors** to open the color options page for the colors used in LibreOffice (Figure 4).
- 3) In **Custom Colors**, scroll down to *Drawing/Presentation*.
- 4) Select from the list of color palettes a color to use for the *Grid*.
- 5) Click **OK** to save the changes and close the Options LibreOffice dialog.

✓ Note

To save the color changes as a color scheme, click on **Save** and type a name in the dialog that opens, then click **OK**.

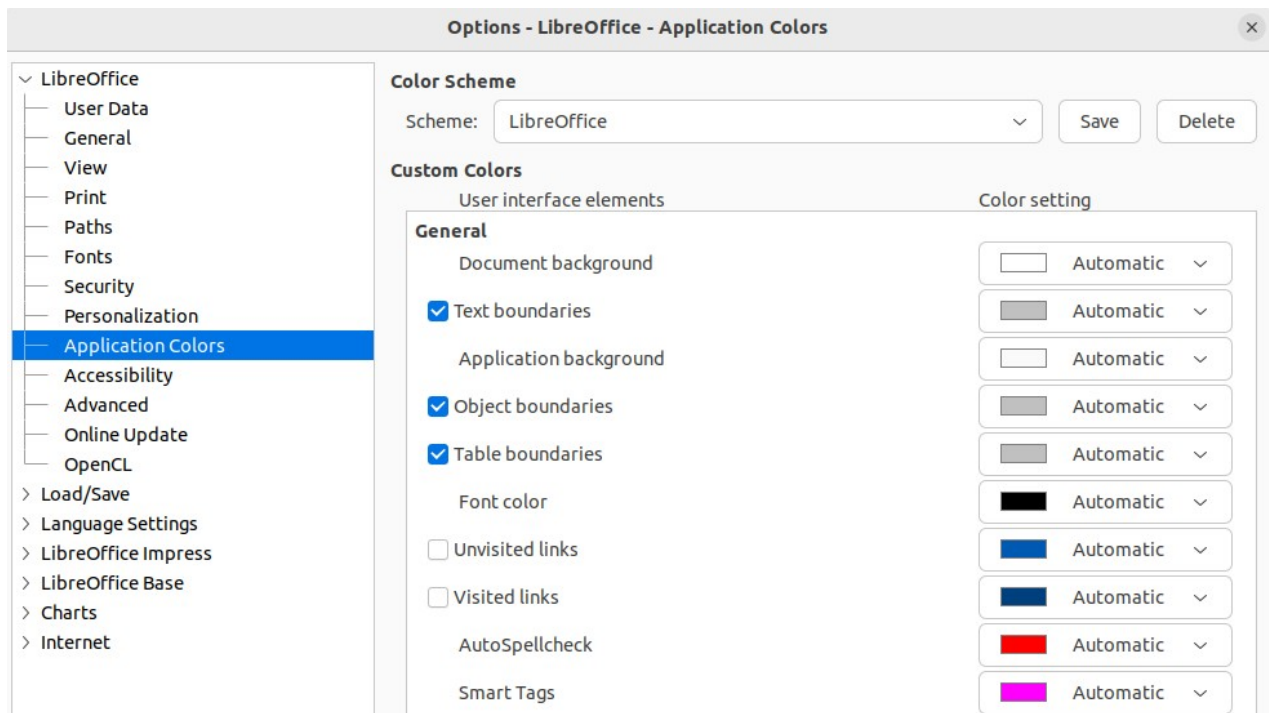


Figure 4: Options LibreOffice Application Colors dialog

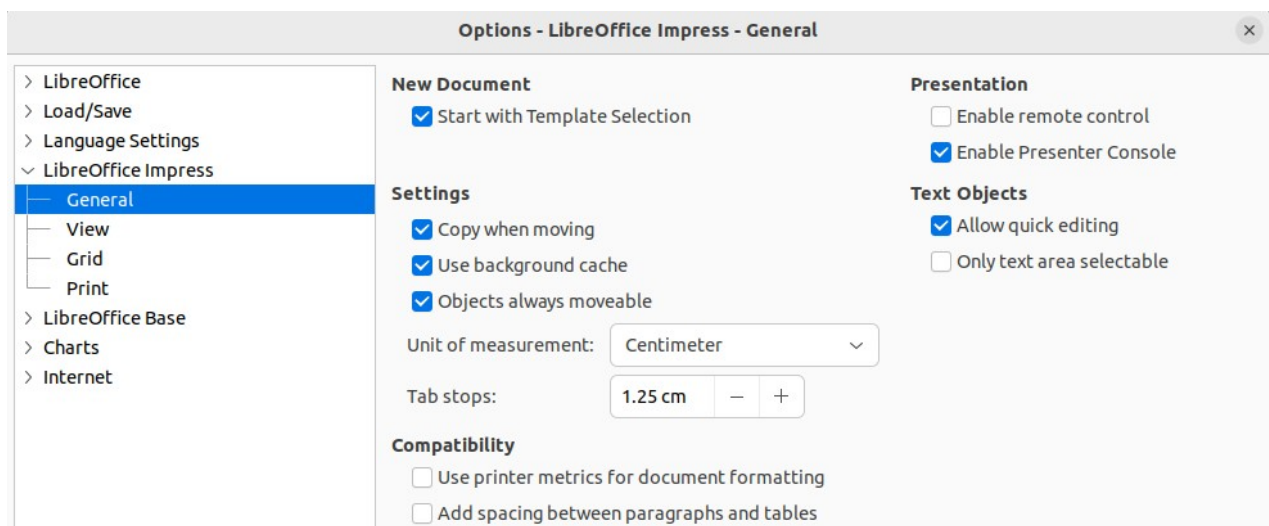


Figure 5: Options LibreOffice Impress General dialog

Impress options

- 1) Go to **Tools > Options** (macOS **LibreOffice > Preferences**) on the Menu bar to open the Options LibreOffice dialog.
- 2) Click the expansion marker next to **LibreOffice Impress** on the left-hand side to open a list of sections (Figure 5).
- 3) Select an option section from the list of sections that are available, then select from the required options from the options available.
- 4) Click **OK** to save the changes and close the Options LibreOffice dialog.

General options

Select **LibreOffice Impress > General** to specify the general options for slide shows (Figure 5).

New document

Start with Template Selection

If selected, the Select a Template dialog opens when creating a new presentation.

Settings

Copy when moving

If selected, a copy is created when an object is moved while holding down the *Ctrl* key (macOS ⌘). The same applies for rotating and resizing an object. The original object remains in its current position and size.

Use background cache

Specifies whether to use the cache for displaying objects on the master slide. This speeds up the display. Deselect this option to display contents being changed on the master slide.

Objects always moveable

When selected, it allows moving an object with Rotate enabled. If this option is not selected, Rotate can only be used to rotate an object.

Unit of measurement

Determines the unit of measurement used in Impress.

Tab stops

Defines the spacing between tab stops.

Compatibility

These settings are valid for the current presentation only.

Use printer metrics for document formatting

Specifies that printer metrics are applied for printing and also for formatting the display on the screen. If this option is not selected, a printer independent layout is used for screen display and printing. If this option is set for the current document and the document is saved, for example, in an older binary format, this option is not saved. If the file is then opened from the older format, this option is set by default.

Add spacing between paragraphs and tables

Specifies that Impress calculates the paragraph spacing. Similar to Microsoft PowerPoint which adds the bottom spacing of a paragraph to the top spacing of the next paragraph to calculate the total spacing between both paragraphs. Impress utilizes only the larger of the two spacings.

Presentation

Enable remote control

When selected, allows a remote control to be used for presentations.

Enable Presenter Console

When selected, the Presenter Console opens for presentations when using multiple displays.

Text objects

Allow quick editing

If selected, text can be edited immediately after clicking a text object. If deselected, double-click to edit text. This mode can be activated by clicking on **Allow Quick Editing** in the Options toolbar (Figure 6).



Figure 6: Options toolbar

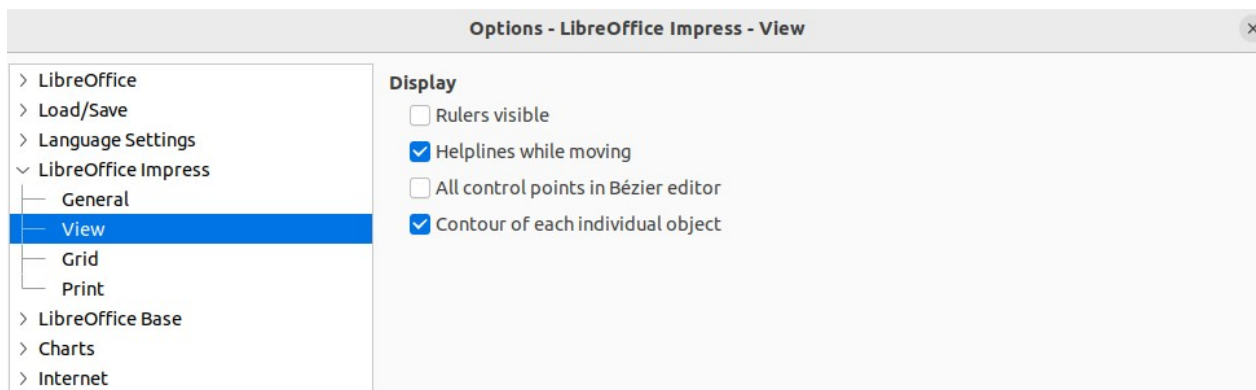


Figure 7: Options LibreOffice Impress View dialog

Only text area selectable

Specifies whether to select a text frame by clicking the text. In the area of the text frame that is not filled with text, an object behind the text frame can be selected. This mode can be activated by clicking on Select Text Area Only in the Options toolbar.

View options

Select **LibreOffice Impress > View** (Figure 7) to specify the options for the available display modes.

Display

Rulers visible

When selected, displays the rulers at the top and to the left of the work area.

Helplines while moving

When selected, displays guides when moving an object. Impress creates dotted guides that extend beyond the box containing the selected object and covering the entire Workspace to help in positioning of an object. This mode can also be activated by clicking on Helplines While Moving on the Options toolbar.

All control points in Bézier editor

Displays the control points of all Bézier points if a Bézier curve is selected. If this option is not selected, only the control points of the selected Bézier points are visible.

Contour of each individual object

Impress displays the contour line of each individual object when moving an object. When an objects is being moved, this option shows if there is any conflict with other objects in the target position. If this option is not selected, Impress displays only a square contour that includes all selected objects.

Grid options

Select **LibreOffice Impress > Grid** (Figure 8) to specify the grid settings for Impress. Using a grid helps in determining the exact position of objects. The grid can also be set to line up with the snap grid.

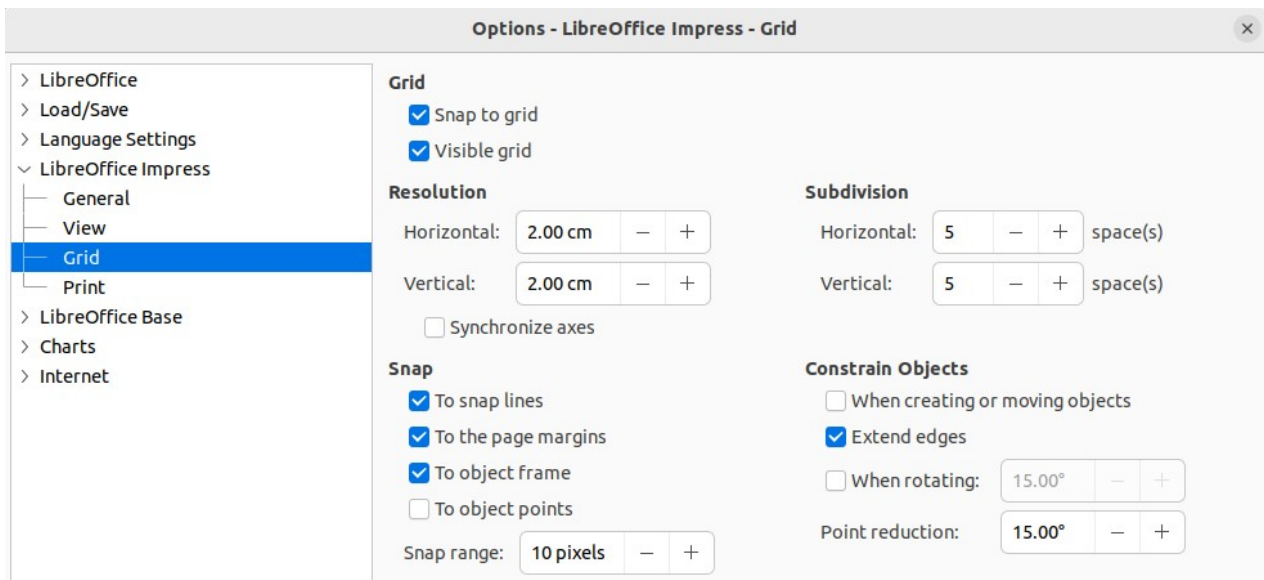


Figure 8: Options LibreOffice Impress Grid dialog

Grid

Snap to grid

Activates the snap function. If this option is selected and want to move or create individual objects without snapping to the grid. This setting can be temporarily deactivated by pressing the *Shift* key to deactivate *Snap to grid* whilst moving the individual object. This mode can also be activated by clicking on **Snap to Grid** on the Options toolbar.

Visible grid

Displays grid points on the screen. These points will not display or print as part of a presentation.

Resolution

Horizontal

Defines the measurement unit for the spacing between grid points on the X-axis.

Vertical

Defines the measurement unit for the spacing between grid points on the Y-axis.

Synchronize axes

When selected, the measurement and spacing settings for X- and Y-axes are synchronized for **Resolution** and **Subdivision**.

Subdivision

Horizontal

Specify the number of intermediate spaces between grid points on the X-axis.

Vertical

Specify the number of intermediate spaces between grid points on the Y-axis.

Snap

To snap lines

Snaps the edge of an object being dragged to the nearest snap line when the mouse button is released. This mode can also be activated by clicking on **Snap to Snap Lines** on the Options toolbar.

To the page margins

Specifies whether to align the contour of the graphic object to the nearest page margin. The cursor or a contour line of the graphics object must be in the snap range. This mode can also be activated by clicking on **Snap to Page Margins** on the Options toolbar.

To object frame

Specifies whether to align the contour of the graphic object to the border of the nearest graphic object. The cursor or a contour line of the graphics object must be in the snap range. This mode can also be activated by clicking on **Snap to Object Border** on the Options toolbar.

To object points

Specifies whether to align the contour of the graphic object to the points of the nearest graphic object. This only applies if the cursor or a contour line of the graphics object is in the snap range. This mode can also be activated by clicking on **Snap to Object Points** on the Options toolbar.

Snap range

Defines the snap distance between the cursor and the object contour. If the cursor is nearer than the distance specified, the cursor snaps to a snap point.

Constrain Objects

When creating or moving objects

Specifies that graphic objects are restricted vertically, horizontally or diagonally (45°) when creating or moving them. This setting can be temporarily deactivated by pressing and holding the *Shift* key.

Extend edges

Specifies that a square is created based on the longer side of a rectangle when the Shift key is pressed before releasing the mouse button. This also applies to an ellipse where a circle is created based on the longest diameter of the ellipse. When this option is NOT selected, a square or a circle is created based on the shorter side or diameter.

When rotating

Specifies that graphic objects can only be rotated within the rotation angle that is selected. If an object is to be rotated outside the defined angle, press and hold the Shift key when rotating. Release the Shift key when the desired rotation angle is reached.

Point reduction

Defines the angle for point reduction. When working with polygons, this is useful to reduce editing points.

Print options

Select **LibreOffice Impress > Print** (Figure 9) to specify print settings for a presentation. See Chapter 10 Saving Slide Shows, Printing, E-mailing, and Exporting for more information about printing and the options available.

Page Options

Default

Pages are printed at the default setting for printing.

Fit to page

A slide is resized to fit the printed page, while maintaining the relative positions of the objects on the slide.

Tile pages

Specifies that pages are printed in tiled format. If the pages or slides are smaller than the paper, several pages or slides are printed on one page of paper.

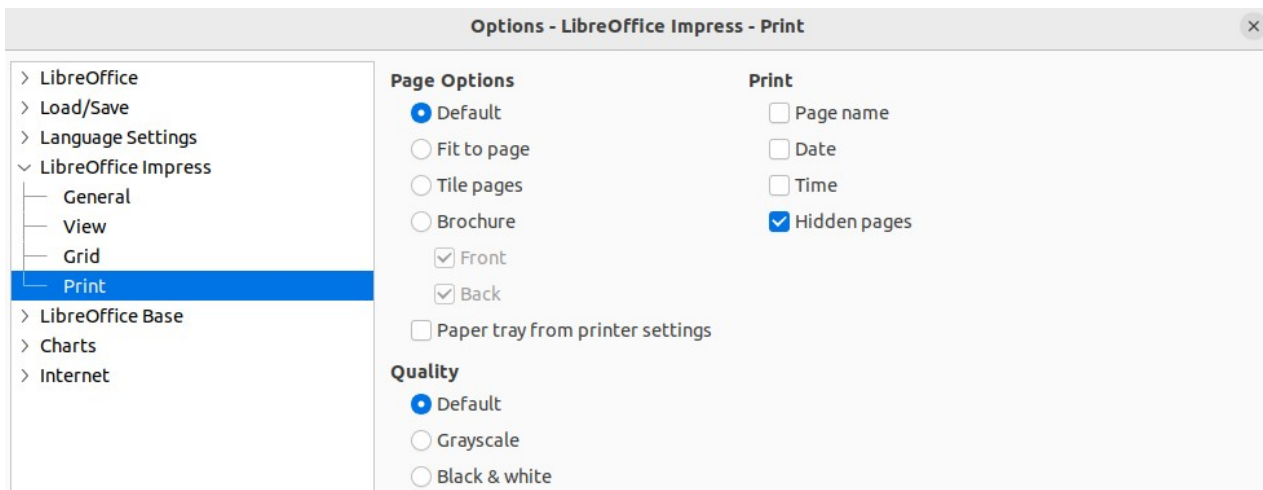


Figure 9: Options LibreOffice Impress Print dialog

Brochure

Select this option to print the document in brochure format. Select *Front* to print from the front to the back of a brochure. Select *Back* to print from the back to the front of a brochure.

Paper tray from printer settings

When selected, the paper tray used is defined in the printer setup.

Print

Page name

When selected, the page name is printed.

Date

When selected, the current date is printed.

Time

When selected, the current time is printed.

Hidden pages

When selected, any hidden pages in the slide show are printed.

Quality

Default

When selected, the slides are printed in color.

Grayscale

When selected, the slides are printed as grayscale.

Black & white

When selected, the slides are printed in black and white.

Customizing user interface

Impress menus, toolbars, and keyboard shortcuts can be customized by adding, deleting, or modifying items in the menus, toolbars, and keyboard shortcuts that are used when creating slides and slide shows. For more information on customizing the user interface, see Chapter 12, User Interface Variants, Appendix B, Toolbars, and the *Getting Started Guide*.

Adding extensions

An extension is a package that can be installed into LibreOffice Impress to add a new function. Although individual extensions can be found in different places, the official LibreOffice extension repository is at <https://extensions.libreoffice.org/>. Some extensions are free of charge, while some are available for a fee. Check the descriptions to see what licenses and fees apply to each extension. For more information on extensions, see the *Getting Started Guide*.