



LibreOffice



Impress Guide

Chapter 6

Formatting Graphic Objects

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Contributors

To this edition.

Peter Schofield

Samantha Hamilton

To previous editions.

Michele Zarri

T. Elliot Turner

Jean Hollis Weber

Peter Schofield

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



Note

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

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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 for the instructions in this document. For a detailed list, see the application 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 or right-click depending on computer setup	Open a context menu
<i>Ctrl</i> (Control)	⌘ (Command)	Used with other keys
<i>F11</i>	⌘+T	Open the Styles deck in the Sidebar

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Introduction

The format of each graphic object, in addition to its size, rotation, and position on the slide, is determined by a number of attributes that define the line, text, and area fill of each object. These attributes (among others) also contribute to a graphics style. Although this chapter discusses mainly the manual formatting of objects, it concludes by showing how to create, apply, modify, and delete graphics styles.

✓ Note

When you hover the mouse cursor over an icon or tool on a toolbar or in the Sidebar, a pop up will indicate the purpose of the icon or tool.

Line formatting

In LibreOffice the term line indicates both a freestanding segment (line), the outer edge of a shape (border), or an arrow. In most cases the properties of the line you can modify are its style (solid, dashed, invisible, and so on), its width, color, and the type of arrowhead.

Line and Filling toolbar

Format a line using the Line and Filling toolbar (Figure 1) as follows:

- 1) Make sure the line is selected on a slide.
- 2) Select the line style from the **Line Style** drop-down list.
- 3) Either type the line width in the **Line Width** text box, or use the up and down arrows to change the line width.
- 4) Click on the triangle ▼ to the right of **Line Color** and select a color from one of the color palettes that are available.
- 5) Select from an **Arrow Style** drop-down list the type of arrowhead for each end of the line and change the line into an arrow. The left drop-down list adds an arrow head to the beginning of the line. The right drop-down list adds an arrow head to the end of the line.
- 6) If necessary, click on **Shadow** to add a shadow to the line. The shadow applied uses the settings set in the Line dialog (Figure 6 on page 9).
- 7) Deselect the line to save the changes to the line.

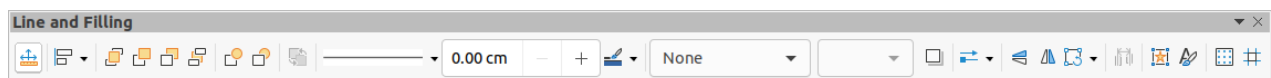


Figure 1: Line and Filling toolbar

Sidebar

To format a line using the *Line* section in the Properties deck on the Sidebar (Figure 2):

- 1) Make sure the line is selected in a slide.
- 2) Click on **Properties** on the Sidebar to open the Properties deck.
- 3) Click on the down arrowhead ▼ on the left of the *Line* title bar to open the *Line* section.

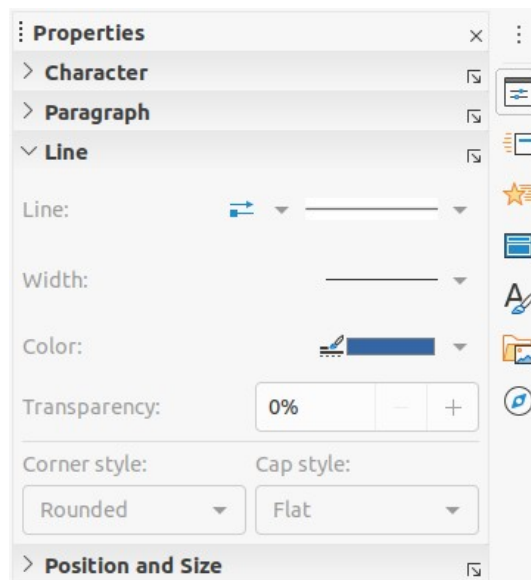


Figure 2: Line section in Properties deck on Sidebar

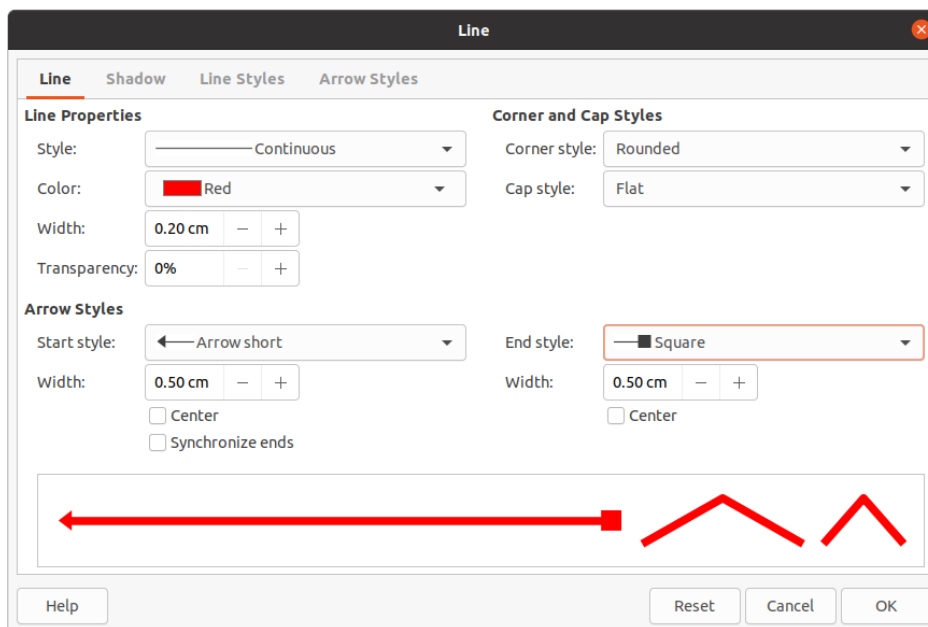


Figure 3: Line dialog - Line page

- 4) If necessary, select from the **Arrow Style** drop-down list the type of arrowhead for each end of the line and change the line into an arrow. The left drop-down list adds an arrow head to the beginning of the line. The right drop-down list adds an arrow head to the end of the line.
- 5) Select from the **Line Style** down list the type of line from the options available.
- 6) Select the line width from the options in the **Width** drop down list or enter a width in the **Custom Line Width** text box.
- 7) Select a line color from one of the color palettes that are available in the **Color** drop down list.
- 8) Deselect the line to save the changes to the line.
- 9) If necessary, click on **More Options** in the right corner of the title bar opens the Line dialog (Figure 3) giving more control over formatting lines.

Line dialog

If you want to fully change the appearance of a line, then the Line dialog is used. This dialog consists of four pages: **Line**, **Shadow**, **Line Styles** and **Arrow Styles** and are explained in the following sections.

- 1) Select the line in a slide.
- 2) Open the Line dialog (Figure 3) using one of the following methods:
 - Go to **Format > Object and Shape > Line** on the Menu bar.
 - Right-click on the line and select **Line** from the context menu.
- 3) When you have made all changes to the selected line, click **OK** to close the dialog and save the changes. The preview box at the bottom of the dialog shows the effect of any changes made to a line.

Lines

The **Line** page in the Line dialog (Figure 3) is where the basic parameters of a line are set and is divided into three sections as follows.

- **Line Properties** – this section is on the left side and is used to set the following parameters:
 - *Style* – select a line style from the drop-down list.
 - *Color* – select a predefined color from the available color palettes. To create a custom color, see to “Custom colors” on page 17 for more information.
 - *Width* – specifies the thickness of the line.
 - *Transparency* – sets the transparency percentage of a line. Figure 4 is an example of effect of different transparency percentages to lines when placed over an object.
- **Arrow Styles** – this section is only applicable to individual lines and is not used for lines that form the borders of an object.
 - *Start Style* – select the arrow style for the start of a line from the drop down list.
 - *Width* – specifies the thickness of the start arrow ending.
 - *End Style* – select the arrow style for the end of a line from the drop down list.
 - *Width* – specifies the thickness of the end arrow ending.

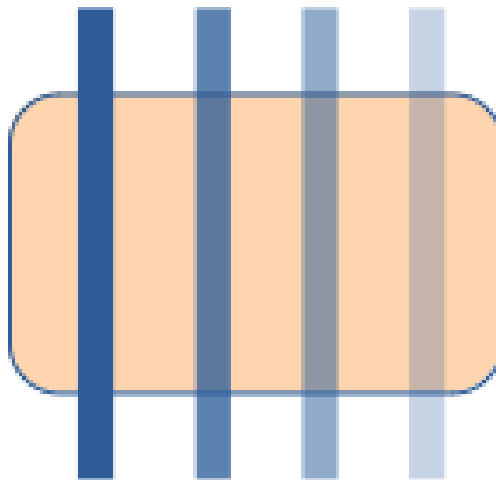


Figure 4: Example of line transparency (0%, 25%, 50%, 75% left to right)



Figure 5: Example of default arrow top and centered arrow bottom

- *Center* – moves the center of the arrow endings to the end point of the line. Figure 5 is an example of the effects of selecting this option.
- *Synchronize ends* – makes the two line ends identical.
- **Corner and Cap Styles** – determines how the connection between two segments of a line looks. To appreciate the difference between corner and cap styles, choose a thick line style and observe how the preview changes as each option is selected.
 - *Corner style* – select the shape used at the corners of the line from the drop down list. For a small angle between lines, a mitered shape is replaced with a beveled shape.
 - *Cap style* – select the style of the line end caps from the drop down list. The caps are added to inner dashes as well.

Line shadows

Use the **Shadow** page (Figure 6) of the Line dialog to add and format a line shadow. The shadow settings in this dialog are the same as the shadow settings in the Area dialog (Figure 22 on page 28). Shadow settings in the Line dialog can have different values than the shadow settings in the Area dialog. For more information on shadow settings, see “Shadows” on page 27.

A quick way to apply a shadow to a line is using the **Shadow** tool on the Line and Filling toolbar (Figure 1 on page 5). Using the **Shadow** tool creates a shadow using the settings from the **Shadow** page in the Line dialog.

Line styles

Use the Line Styles page (Figure 7) to change the line style from the options available from the *Line style* drop down menu in **Properties** or create a new line style. An example of the line style selected or created is displayed at the bottom of the dialog page.

Create new line style

- 1) Open the Line dialog using one of the following methods:
 - Go to **Format > Object and Shape > Line** on the Menu bar.
 - Right-click on the line and select **Line** from the context menu.
- 2) Click on the **Line Styles** tab to open the **Line Styles** page (Figure 7).
- 3) Select from the *Line style* drop-down menu a style similar to the style you want to create.
- 4) Click **Add** and type a name for the new line style in the dialog that opens, then click **OK** to close the dialog.
- 5) In the *Type* drop down lists, select **Dots** or **Dash**. For lines with only dots or dashes, select **Dots** or **Dash** in both *Type* boxes.
- 6) In *Number*, specify the number of dots or dashes required. For different sized groups of dots or dashes, set a different quantity number in each *Number* box.

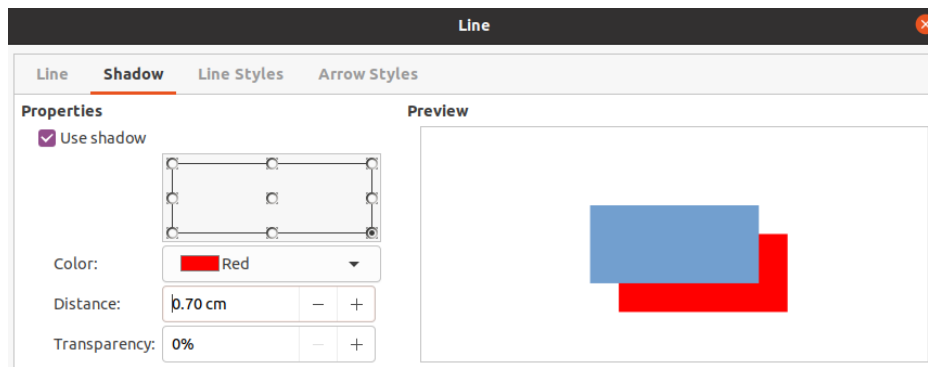


Figure 6: Line dialog - Shadow page

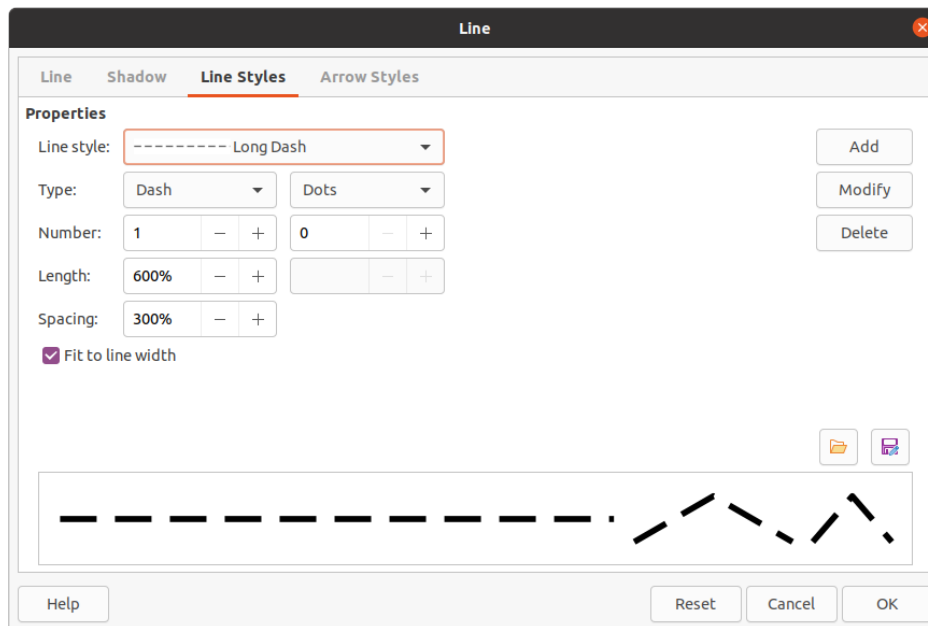


Figure 7: Line dialog - Line Styles page

- 7) In *Length*, specify the length percentage for dashes. *Length* is not available if **Dots** has been selected for *Type*.
- 8) In *Spacing*, set a spacing percentage between the dots and/or dashes.
- 9) If necessary, select *Fit to line width* so that the new style fits the width of the selected line.
- 10) The new line style created is available only in the current document. If you want to use the line style in other documents, click on **Save Line Styles** and type a unique filename in the Save as dialog that opens. Saved line styles have the file extension of `.sod`.
- 11) To use a previously saved line style, click on **Load Line Styles**, then select a style from the list of saved styles and click on **Open** to load the style into your document.
- 12) If necessary, click on **Modify** to change the name of the style and follow Steps 4 thru 11 to create and use a new line style.
- 13) Click **OK** to save any changes and close the Line dialog.

Deleting line styles

- 1) Open the Line dialog using one of the following methods:
 - Go to **Format > Object and Shape > Line** on the Menu bar.
 - Right-click on the line and select **Line** from the context menu.
- 2) Click on the **Line Styles** tab to open the **Line Styles** page (Figure 7).

- 3) Select from the *Line style* drop-down the line style you want to delete.
- 4) Click on **Delete**, then confirm the deletion by clicking on **Yes** in the confirmation dialog that opens.
- 5) Click **OK** to save any changes and close the Line dialog.

✓ Note

When deleting line styles, make sure that the line style is not used in another presentation.

Arrow styles

Use the **Arrow Styles** page (Figure 8) in the Line dialog to create new arrow styles, modify existing arrow styles, or load previously saved arrow styles.

✓ Note

Any arrowhead created must be convertible to a curve. A curve is something you can draw without lifting a pencil. For example, a star can be converted to a curve, but a smiley face cannot.

Creating arrow styles

- 1) Draw a curve in the shape you want to use for the arrowhead, or create a shape and convert to a curve. The top of the shape must face upward (as shown in Figure 9) because this becomes the point of the arrow.
- 2) If necessary, select the shape, right-click and select **Convert > To Curve** from the context menu. If the shape is already a curve, **To Curve** will not be available.
- 3) Make sure the arrowhead shape is selected and open the Line dialog using one of the following methods:
 - Go to **Format > Object and Shape > Line** on the Menu bar.
 - Right-click on the line and select **Line** from the context menu.

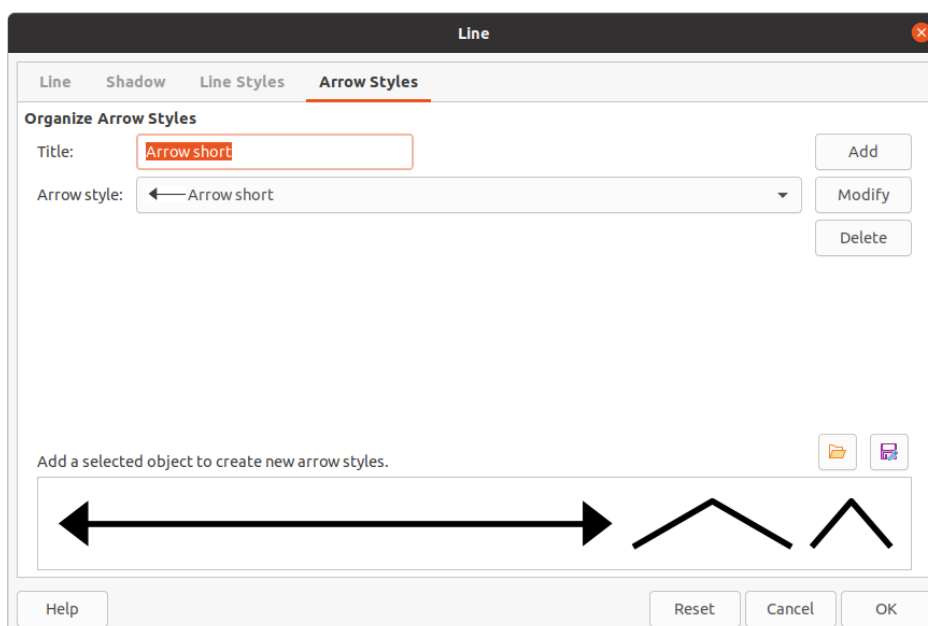


Figure 8: Line dialog - Arrow Styles page



Figure 9: Using shapes for arrow styles

- 4) Click on the **Arrow Styles** tab to open the **Arrow Styles** page (Figure 8).
- 5) Click on **Add**, type a name for the new arrow style in the dialog that opens and click **OK**. The new arrowhead style will appear at the bottom of the *Arrow style* drop down list.
- 6) The new arrow style created is available only in the current document. If you want to use this arrow style in other presentations, click on **Save arrow styles** and type a unique filename in the **Save as** dialog that opens. Saved arrow styles have the file extension of `.soe`.
- 7) To use a previously saved arrow styles, click on **Load arrow styles** and select the style from the saved list of styles. Click **Open** to load the style into your presentation.
- 8) If necessary, click on **Modify** to change the name of the style.
- 9) Click **OK** to save any changes and close the Line dialog.

Deleting arrow styles

- 1) Open the Line dialog using one of the following methods:
 - Go to **Format > Object and Shape > Line** on the Menu bar.
 - Right-click on the line and select **Line** from the context menu.
- 2) Click on the **Arrow Styles** tab to open the **Arrow Styles** page (Figure 8).
- 3) Select from the *Arrow style* drop-down the arrow style you want to delete.
- 4) Click on **Delete**, then confirm the deletion by clicking on **Yes** in the confirmation dialog that opens.
- 5) Click **OK** to save any changes and close the Line dialog.

Note

When deleting arrow styles, make sure that the arrow style has not been used in another presentation.

Area fill formatting

The term area fill refers to the inside of an object that has an unbroken border, for example a rectangle, circle, star, pentagon and so on. An area fill can be a uniform color, gradient, hatching pattern, or bitmap (Figure 10). An area fill can also be made partly or wholly transparent and can throw a shadow.

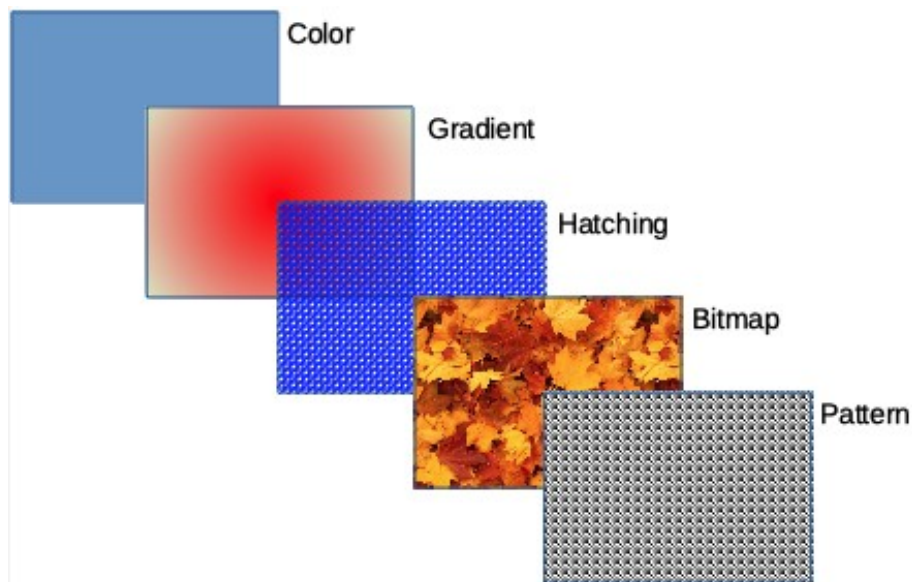


Figure 10: Examples of area fill types

Line and Filling toolbar

Tools on the Line and Filling toolbar (Figure 1 on page 5) provide a wide number of default fillings available to quickly format graphic objects. If this toolbar is not showing, go to **View > Toolbars > Line and Filling** on the Menu bar.

- 1) Select an object so that the selection handles are displayed.
- 2) From the **Area Style/Filling** drop-down list on the Line and Filling toolbar, select the type of fill required (*None, Color, Gradient, Hatching, Bitmap, Pattern*).
- 3) Deselect the object to save your changes.

✓ Note

If you do not require an area fill for an object, select *None* from the options available when you click the left **Area Style/Filling** on the Line and Filling toolbar.

Sidebar

- 1) Make sure the object is selected in your drawing.
- 2) Click on **Properties** on the Sidebar to open the Properties deck, then click on the down arrowhead ▼ on the left of the **Area** title bar to open the **Area** section (Figure 11).
- 3) Use the various options in the *Fill* and *Transparency* drop-down lists to format the fill and transparency of an object. For more information on area fills, see “Area dialog” on page 13.
- 4) Deselect the object to save your changes.
- 5) If necessary, click on **More Options** in the right corner of the **Area** title bar to open the Area dialog giving more control over the appearance of the object fill.

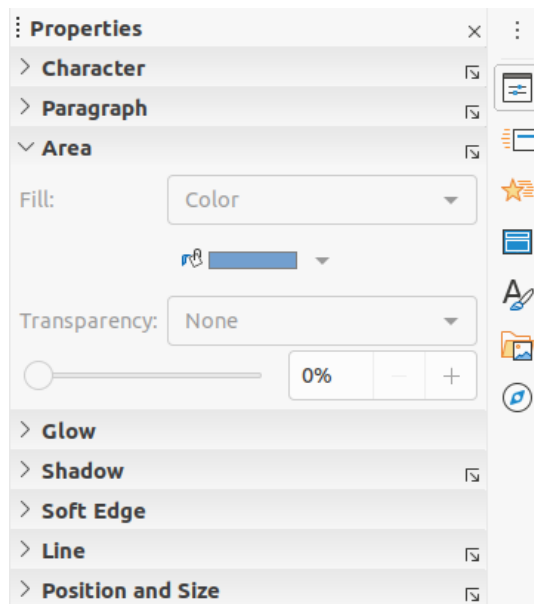


Figure 11: Area section in Properties deck on Sidebar

Area dialog

Use the Area dialog (Figure 12) to change existing area fills with greater control or create your own area fill.

- 1) Select the object you wish to edit.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on the **Area** tab to open the **Area** page.
- 4) Select the type of area fill from the options available: *None*, *Color*, *Bitmap*, *Gradient*, *Pattern*, or *Hatch*. See “Area fill types” on page 13 for more information on area fill types.
- 5) Select the style of area fill from the options that become available. The number of available options will depend on the type of area fill selected above.
- 6) Click **OK** to close the Area dialog and save the changes.

✓ Note

If an area fill for an object is not required, select *None* from the options available when you open the **Area** page in the Area dialog.

Area fill types

Color

- 1) Open the Area dialog and click on the **Area** tab to open the **Area** page.
- 2) Click on **Color** (Figure 12) to open the options available for a color fill.
- 3) In *Palette*, select your required palette from the drop down list and your required color from the available colors shown. All color fills available are solid colors.

- *Active* – shows the present color fill of your selected object. After selecting a new color, a preview of the selected color appears in *New*.
 - Alternatively, enter the *RGB* or *Hex* values of a color in the appropriate text box.
 - Alternatively, click on *Pick* to open the Pick a Color dialog (Figure 13). Here you can pick a color from the color box or enter the *RGB*, *Hex*, *HSB* or *CMYK* values for your color.
 - If you have used a color before and would like to use it again, then select your color from those available in *Recent Colors*.
- 4) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

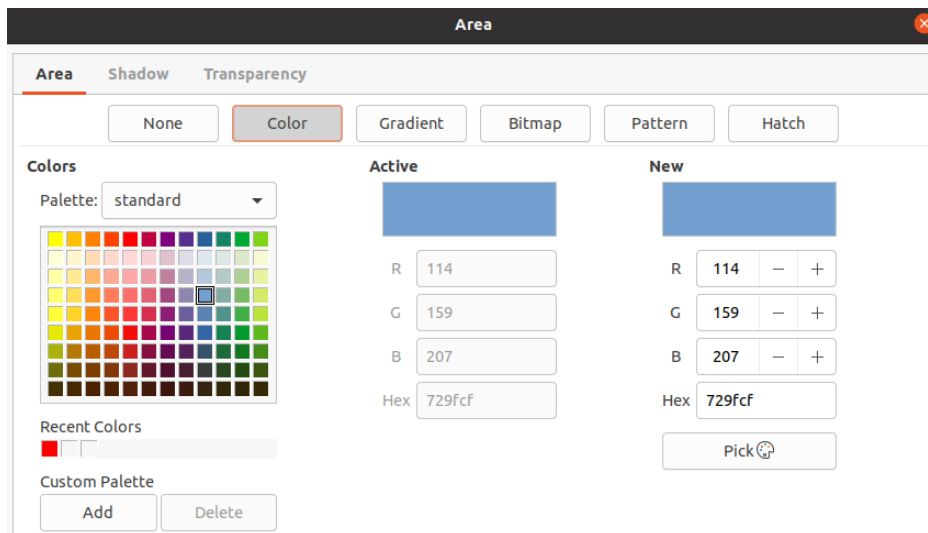


Figure 12: Area dialog - Area Color page

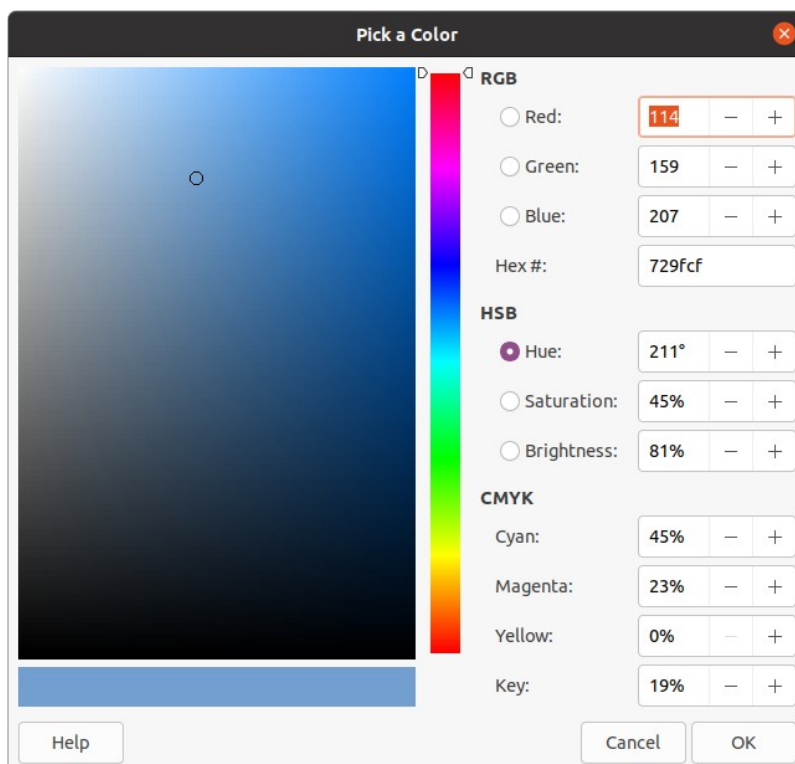


Figure 13: Pick a Color dialog

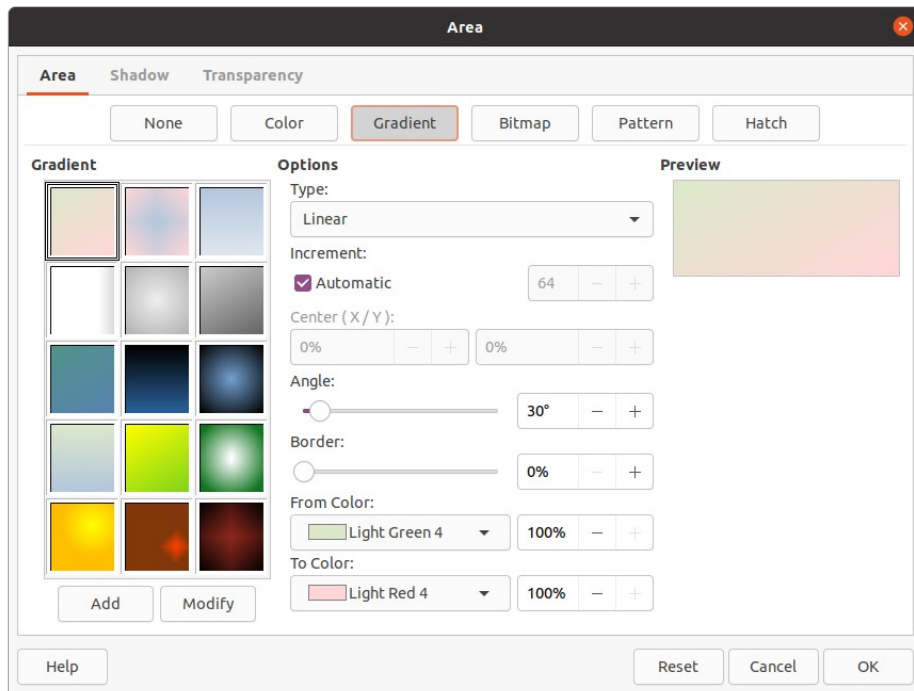


Figure 14: Area dialog - Area Gradient page

Gradient

- 1) Open the Area dialog and click on the **Area** tab to open the **Area** page.
- 2) Click on **Gradient** (Figure 14) to open the options available for a gradient fill.
- 3) In *Gradient*, select your required gradient from the list of available gradients and it will appear in *Preview*.
- 4) To override the default gradient transition in your selection, deselect *Automatic* in **Options** and then enter the values for *Type*, *Increment*, *Angle*, *Border*, *From Color*, and *To Color* in the available boxes.
- 5) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

Bitmap

- 1) Open the Area dialog and click on the **Area** tab to open the **Area** page.
- 2) Click on **Bitmap** (Figure 15) to open the options available for a bitmap fill.
- 3) In **Bitmap**, select your required bitmap from the list of available bitmaps and it will appear in **Preview**. Alternatively, click on *Add/Import* and select an image from the file selection box that opens to use as a bitmap fill.
- 4) To override the settings for the bitmap in your selection, enter the **Options** values in the boxes for *Style*, *Size*, *Position*, *Tiling Position*, and *Tiling Offset*. See Table 2 on page 22 for information on **Options**.
- 5) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

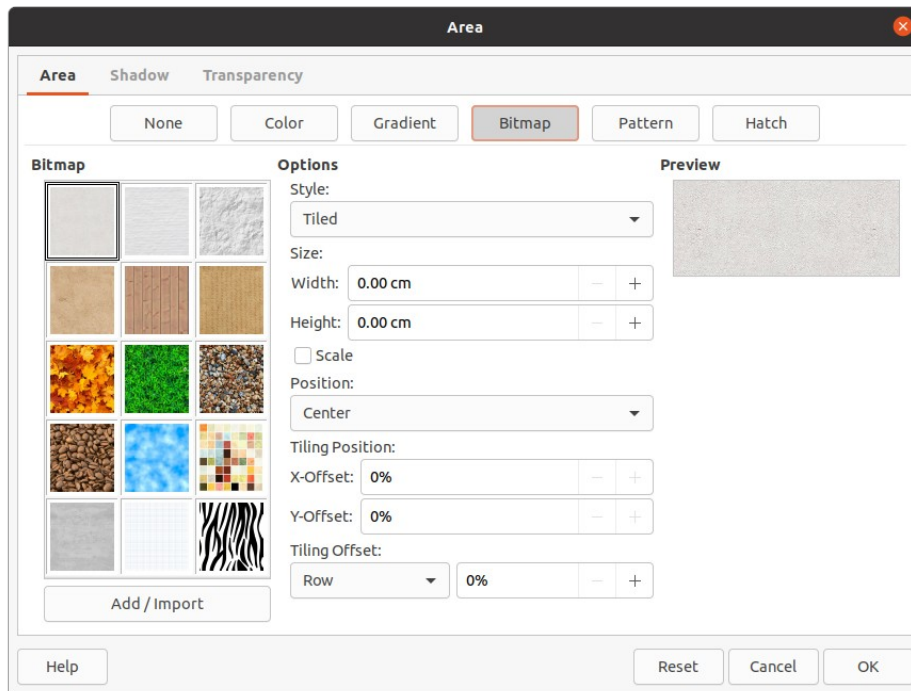


Figure 15: Area dialog - Area Bitmap page

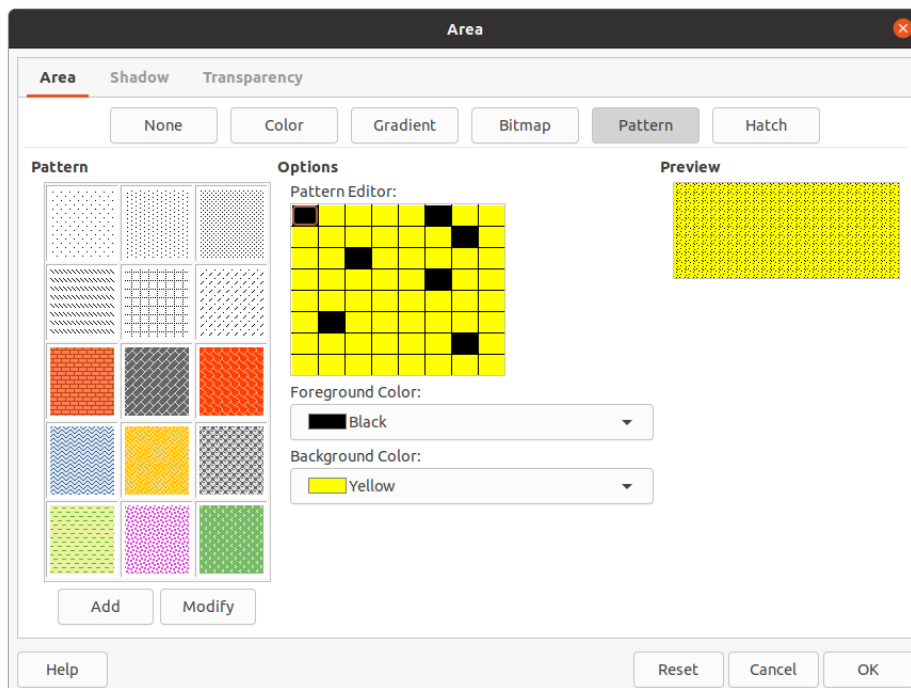


Figure 16: Area dialog - Area Pattern page

Pattern

- 1) Open the Area dialog and click on the **Area** tab to open the **Area** page.
- 2) Click on **Pattern** (Figure 16) to open the options available for a pattern fill.
- 3) In *Pattern*, select a pattern from the available patterns and it appears in *Preview*.
- 4) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

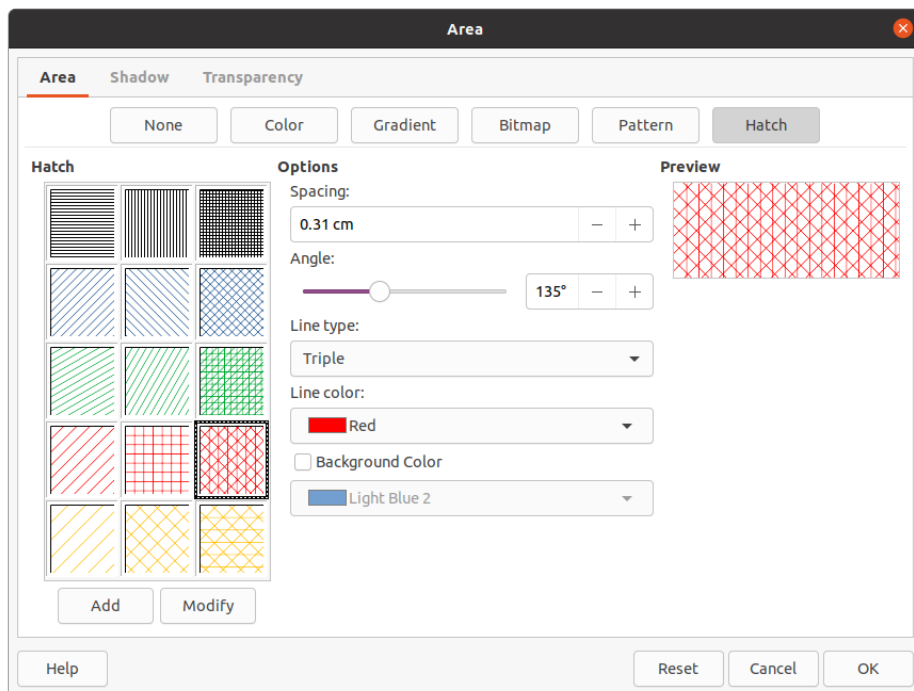


Figure 17: Area dialog - Area Hatch page

Hatch

- 1) Open the Area dialog and click on the **Area** tab to open the **Area** page.
- 2) Click on **Hatch** (Figure 17) to open the options available for a hatch fill.
- 3) In *Hatch*, select a hatching from the list of available hatchings and it will appear in *Preview*.
- 4) To override the settings for the hatching in your selection, enter a new values for *Options* in the boxes for *Spacing*, *Angle*, *Line type*, *Line color*, and *Background Color*.
- 5) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

Working with area fills

Although you can change the characteristics of an existing fill and then click the **Modify** button, it is recommended that you create new fills or modify custom fills rather than the predefined area fills. Predefined area fills may be reset when LibreOffice is updated

Note

Color fills cannot be modified. You can only create custom color fills.

Custom colors

On the **Color** page of the Area dialog (Figure 12 on page 14), you can modify existing colors or create a color. You can specify a new color either as a combination of the three primary colors using RGB notation of Red (R), Green (G), and Blue (B) or using CMYK percentages of Cyan (C), Magenta (M), Yellow (Y), and Black (K).

Creating colors with Area dialog

- 1) Select the object you want to edit.

- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Color** to open the **Color** page.
- 4) Specify the red (R), green (G), and blue (B) values on a 0 to 255 scale to create a new color.
- 5) Click on *Add* in *Custom Palette* and enter a name for the color in the Name dialog that opens.
- 6) Click **OK** to close the Name dialog and the color is added to the *Custom Palette*.
- 7) Click **OK** to save the changes and close the Area dialog. The new color appears as a fill in the selected object.

Creating colors with Pick a Color dialog

- 1) Select the object you want to edit.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Colors** to open the **Color** page (Figure 12 on page 14).
- 4) Click on **Pick** to open the Pick a Color dialog (Figure 13 on page 14).
- 5) Create a new color using one of the following methods. A preview of the color created is shown in the colored box below the original color on the left side of the dialog.
 - Select a color range from the colored bar, then, using the mouse, move the target in the colored box until you are satisfied with the color selected.
 - Enter values for red (R), green (G), and blue (B) in the **RGB** text boxes.
 - Enter values for cyan (C), magenta (M), yellow (Y), and key (K) (black) in the **CMYK** text boxes.
 - Enter values for hue (H), saturation (S), and brightness (B) in the **HSB** text boxes. HSB values do not change the color, but how a color looks.
- 6) Click **OK** to close the Pick a Color dialog.
- 7) Click on *Add* in *Custom Palette* and enter a name for the color in the Name dialog that opens.
- 8) Click **OK** to close the Name dialog and the color is added to the *Custom Palette*.
- 9) Click **OK** to save the changes and close the Area dialog. The new color appears as a fill in the selected object.

Deleting custom colors

- 1) Select the object you want to edit.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Colors** to open the **Color** page (Figure 12 on page 14).
- 4) Select *Custom* from the *Palette* drop-down list in **Colors**.
- 5) Select the color you want to delete and click on **Delete**. There is no confirmation given when deleting a color.

- 6) Click **OK** to save the changes and close the Area dialog.

Note

Only colors that you have created and placed in the custom palette can be deleted. You cannot delete colors from any of the other color palettes available in LibreOffice.

Custom gradients

You can modify existing gradients or create a custom gradient. Several types of gradients are predefined in LibreOffice and changing the *From Color* and *To Color* settings could be sufficient to obtain a satisfactory result.

Creating gradients

- 1) Select the object you want to edit.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Gradient** to open the **Gradient** page (Figure 14 on page 15).
- 4) Select one of the predefined gradients shown in the **Gradient** box and the gradient appears in **Preview**.
- 5) In **Options**, select a gradient type from the *Type* drop down list: *Linear*, *Axial*, *Radial*, *Ellipsoid*, or *Square*. Each gradient type changes the gradient displayed in **Preview**.
- 6) Adjust the settings in **Options** as necessary. The options used to create a gradient are summarized in Table 1. Depending on the gradient type selected, some options will not be available.
- 7) Click on **Add** and enter a name for the gradient in the Name dialog that opens.
- 8) Click **OK** to close the Name dialog and the gradient is added to the gradient displayed in the **Gradient** box.
- 9) Click **OK** to close the Area dialog and save the changes.

Table 1: Gradient options

Option	Purpose
Increment	Number of steps taken to change the color in <i>From Color</i> to the color in <i>To Color</i> . Minimum number of steps is 3; maximum number of steps is 256.
Center X	For <i>Radial</i> , <i>Ellipsoid</i> , <i>Square</i> , and <i>Rectangular</i> gradients, modify these values to set the horizontal offset of the gradient center.
Center Y	For <i>Radial</i> , <i>Ellipsoid</i> , <i>Square</i> , and <i>Rectangular</i> gradients, modify these values to set the vertical offset of the gradient center.
Angle	For all the gradient types, specifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the object.
From Color	The start color for the gradient. In the edit box, enter the intensity of the color: 0% corresponds to black, 100% to the full color.
To Color	The end color for the gradient. In the edit box, enter the intensity of the color: 0% corresponds to black, 100% to the full color.

Modifying gradients

- 1) Select the object you want to modify.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Gradient** to open the **Gradient** page.
- 4) Select a gradient you have previously created and added to the **Gradients** displayed in the Area dialog.
- 5) Enter the new values for the gradient options that you want to change. See Table 1 for more information on gradient options. Depending on the type of gradient selected, some options may not be available.
- 6) Click **Modify** to save your changes. There is no confirmation given when modifying a gradient.
- 7) Click **OK** to close the Area dialog and save the changes.

Renaming gradients

- 1) Select a filled object that uses a gradient fill that you want to rename.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Gradient** to open the **Gradient** page.
- 4) Right click on the gradient and select **Rename** from the context menu.
- 5) Enter a name for the gradient in the Name dialog that opens.
- 6) Click **OK** save the change and close the Name dialog.
- 7) Click **OK** to save your changes and close the Area dialog.

Deleting gradients

- 1) Select the object you want to delete.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Gradient** to open the **Gradient** page.
- 4) Select a gradient you have previously created and added to the **Gradients** displayed in the Area dialog.
- 5) Right click on the gradient and select **Delete** from the pop-up menu. Click on **Yes** to confirm the deletion.
- 6) Click **OK** to save your changes and close the Area dialog.

Note

It is recommended to only modify, rename or delete gradients that you have created. These custom gradients are always positioned at the bottom of the gradients displayed in the **Gradient** box. Modifying, renaming or deleting gradients that are installed with LibreOffice may cause problems in documents that use one of these gradients.

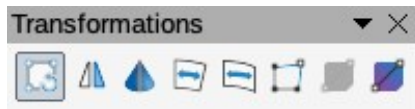


Figure 18: Transformations toolbar

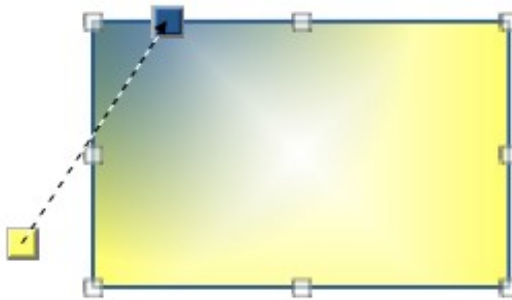


Figure 19: Example of using Interactive Gradient Tool

Advanced gradient controls

- 1) Select an object that contains a gradient as a fill.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Gradient** to open the **Gradient** page.
- 4) Go to **View > Toolbars > Transformations** on the Menu bar or click on **Transformations** on the Line and Filling toolbar to open the Transformations toolbar (Figure 18).
- 5) Click **Interactive gradient** in the Transformations toolbar. This displays a dashed line connecting two colored squares. The colors show the *From Color* and *To Color* that are used for the selected gradient (Figure 19).
- 6) Select the type of gradient you want to use for the object from the *Type* drop-down list in **Options** on the **Gradient** page in the Area dialog. Properties you can adjust will depend on the gradient type you have selected and these are explained below.
 - **Linear gradients** – move the square corresponding to the *From Color* to change where the gradient starts (border value). Move the square corresponding to the *To Color* to change the orientation (angle value).
 - **Axial gradients** – move the *To Color* to change both the angle and border properties of the gradient. Only the square corresponding to the *To Color* can be moved.
 - **Radial gradients** – move the *From Color* to modify the border property to set the width of the gradient circle. Move the *To Color* to change the point where the gradient ends (*Center X* and *Center Y* values).
 - **Ellipsoid gradients** – move the *From Color* to modify the border property to set the size of the gradient ellipsoid. Move the *To Color* to change the angle of the ellipsoid axis and the axis itself.
 - **Quadratic gradients** – move the *From Color* to modify the border to set the size of the gradient square or rectangle and the angle of the gradient shape. Move the *To Color* to change the center of the gradient.
 - **Square gradients** – move the *From Color* to modify the border to set the size of the gradient square or rectangle and the angle of the gradient shape. Move the *To Color* to change the center of the gradient.
- 7) Click **OK** to save your changes and close the Area dialog.

✓ Note

Moving the squares will have different effects depending on the type of gradient. For example, for a linear gradient, the start and end squares of the gradient will always be situated to either side of the center point of the object.

Custom bitmaps

Editing bitmaps

- 1) Select an object that contains a bitmap as a fill or insert a bitmap into a selected object (see “Pattern” on page 16 for more information).
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Bitmap** to open the **Bitmap** page (Figure 15 on page 16).
- 4) Select a bitmap from the options available in **Bitmap** that you want use and edit as a fill. Note that any imported bitmaps will also be available.
- 5) In **Options**, select the properties for *Style*, *Size*, *Position*, *Tiling Position* and *Tiling Offset*. See Table 2 for more information on bitmap properties. The best way to understand bitmap properties is to use them. Figure 20 shows examples of bitmap fills.
- 6) Click **OK** to save your changes and close the Area dialog.

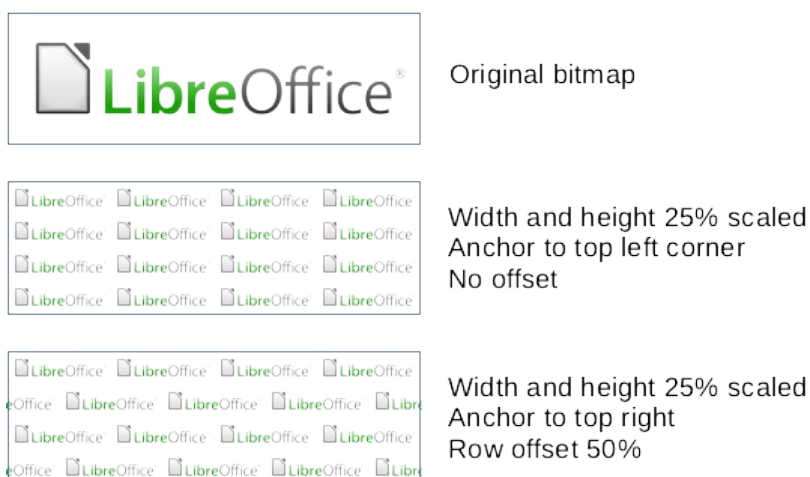


Figure 20: Example of bitmap fills

Table 2: Bitmap options

Option	Purpose
Style – Custom position/size	When this option is selected, the position of the bitmap in the object and the size of the bitmap can be determined.
Style – Tiled	When this option is selected, the bitmap will be tiled to fill the area. The size of the bitmap used for the tiling is determined by the <i>Size</i> settings
Style – Stretched	When this option is selected, a bitmap will be stretched to fill object area.

Option	Purpose
Size – Width	Sets the width of the bitmap. For example, 100% means that the bitmap original width will be resized to occupy the whole fill area width, 50% means that the width of the bitmap will be half that of the fill area.
Size – Height	Sets the height of the bitmap. For example, 100% means that the bitmap original height will be resized to occupy the whole fill area height, 50% means that the height of the bitmap will be half that of the fill area.
Size – Scale	When selected, bitmap size is given as a percentage for <i>Width</i> and <i>Height</i> . When deselected, the actual size of the bitmap is given for <i>Width</i> and <i>Height</i> .
Position	When this option is selected, the anchoring point of the bitmap is determined. Default position is <i>Center</i> .
Tiling Position – X offset	When <i>Tile</i> is selected, sets the offset for the width of the bitmap in percentage values. 50% offset means that Impress will place the middle part of the bitmap at the anchor point and start tiling from there.
Tiling Position – Y offset	When <i>Tile</i> is selected, sets the offset for the height of the bitmap in percentage values. 50% offset means that Draw will place the middle part of the bitmap at the anchor point and start tiling from there.
Tiling Offset – Row	When <i>Tile</i> is selected, offsets the rows of tiled bitmaps by the entered percentage value so that each row is offset from the previous row.
Tiling Offset – Column	When <i>Tile</i> is selected, offsets the columns of tiled bitmaps by the entered percentage value so that each column is offset from the previous column.

Importing bitmaps

- 1) Select an object where you want to import a bitmap into the object.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Bitmap** to open the **Bitmap** page.
- 4) Click on **Add/Import** and a file browser dialog opens.
- 5) Browse to the directory containing the bitmap file and select it, then click **Open**.
- 6) Enter a name for the new bitmap in the **Name** box, then click **OK** to close the **Name** box. The imported bitmap appears at the bottom of the **Bitmap** preview box.
- 7) Select the imported bitmap in the **Bitmap** preview box.
- 8) Click **OK** to import the imported bitmap into the selected object and close the Area dialog.

Renaming bitmaps

- 1) Select a filled object that uses a bitmap that you want to rename.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.

- 3) Click on **Area** and then **Bitmap** to open the **Bitmap** page.
- 4) Right click on the bitmap and select **Rename** from the context menu.
- 5) Enter a name for the gradient in the **Name** box that opens.
- 6) Click **OK** save the change and close the **Name** box.
- 7) Click **OK** to save your changes and close the Area dialog.

Deleting bitmaps

- 1) Select an object that contains the bitmap you want to delete.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Bitmap** to open the **Bitmap** page.
- 4) Right click on the bitmap in the **Bitmap** preview box that you want to delete.
- 5) Select **Delete** from the context menu and click on **Yes** to confirm the deletion.
- 6) Click **OK** to save your changes and close the Area dialog.

Note

It is recommended to only rename or delete bitmaps that you have created or imported. Renaming or deleting bitmaps that are installed with LibreOffice may cause problems in documents that use one of these bitmaps.

Custom patterns

Creating or editing patterns

- 1) Select an object that contains a pattern as a fill or insert a pattern into a selected object (see “Pattern” on page 16 for more information).
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Pattern** to open the **Pattern** page (Figure 16 on page 16).
- 4) Select a pattern from the options available in the **Pattern** preview box. Note that any imported patterns will also be available.
- 5) In **Options**, select the color you want to use from the available color palettes for the *Foreground Color* and *Background Color*.
- 6) In the *Pattern Editor*, start creating or editing the pattern by clicking with the left mouse button in the squares (pixels) that you want to fill with a different color. Each click in a square swaps the color from *Background Color* to *Foreground Color* or *Foreground Color* to *Background Color*. Check the **Preview** window to see if the desired effect is being achieved.
- 7) Click the **Add** button to open a **Name** box. Enter a name for the new pattern, then click **OK** to close the **Name** box. The new pattern appears at the bottom of the **Pattern** preview box.
- 8) Click **OK** to save your changes and close the Area dialog.

Modifying patterns

- 1) Select a filled object that uses a pattern that you want to modify.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Pattern** to open the **Pattern** page.
- 4) Enter new colors for the *Foreground Color* and *Background Color* from the available color palettes.
- 5) In the *Pattern Editor*, start editing the pattern by clicking with the left mouse button in the squares (pixels) that you want to swap the color from *Background Color* to *Foreground Color* or *Foreground Color* to *Background Color*. Check the *Preview* window to see if the desired effect is being achieved.
- 6) Click **Modify** to save your changes. There is no confirmation given when modifying a hatch fill.
- 7) Click **OK** to close the Area dialog and save the changes.

Renaming patterns

- 1) Select a filled object that uses a pattern fill that you want to rename.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Pattern** to open the **Pattern** page.
- 4) Right click on the pattern and select **Rename** from the context menu.
- 5) Enter a name for the bitmap in the **Name** box that opens.
- 6) Click **OK** save the change and close the **Name** box.
- 7) Click **OK** to save your changes and close the Area dialog.

Deleting patterns

- 1) Select a filled object that uses a pattern fill that you want to delete.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Pattern** to open the **Pattern** page.
- 4) Right click on the pattern and select **Delete** from the context menu. Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save your changes and close the Area dialog.

Note

It is recommended to only modify, rename or delete patterns that you have created. Modifying, renaming or deleting patterns that are installed with LibreOffice may cause problems in documents that use one of these patterns.

Custom hatch fills

Creating new hatch fills or modifying an existing hatch fill, select the options available in Figure 17 on page 17. The options available are explained in Table 3. It is recommended to create a new hatch fill rather than modify an existing hatch fill.

Table 3: Hatch fill options

Hatching option	Meaning
Spacing	Determines the spacing between two lines of the hatching fill. As the value is changed the preview window is updated.
Angle	Use the mini map below the numerical value to quickly set the angle formed by the line to multiples of 45 degrees. If the required angle is not a multiple of 45 degrees, just enter the desired value in the edit box.
Line type	Set single, double or triple line for the style of the hatching fill.
Line color	Use the list to select the color of the lines that will form the hatching fill.
Background color	When selected, adds a color fill behind the lines used for the hatching fill.

Creating hatch fills

- 1) Select an object that you want to use for a hatch fill.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Hatch** to open the **Hatch** page (Figure 17 on page 17).
- 4) As a starting point, select a hatch fill similar to the one that you want to create.
- 5) Change the option settings of the lines forming the hatch fill. A preview is displayed in the **Preview** box. See Table 3 for information on hatch options.
- 6) Click on **Add** to open the **Name** box and enter a name for the new hatch fill.
- 7) Click **OK** to close the **Name** box. The new hatch fill appears at the bottom of the hatch fills displayed in the **Hatch** box.
- 8) Click **OK** to close the Area dialog and save the changes. The new hatch fill appears in the selected object.

Modifying hatch fills

- 1) Select a filled object that uses a hatch fill that you want to modify.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Hatch** to open the **Hatch** page.
- 4) Enter new values for the option settings of the lines forming the hatch fill. A preview is displayed in the **Preview** box. See Table 3 for information on hatch options.
- 5) Click **Modify** to save your changes. There is no confirmation given when modifying a hatch fill.
- 6) Click **OK** to close the Area dialog and save the changes.

Renaming hatch fills

- 1) Select a filled object that uses a hatch fill that you want to rename.

- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Hatch** to open the **Hatch** page.
- 4) Right click on the hatch fill and select **Rename** from the context menu.
- 5) Enter a name for the bitmap in the **Name** box that opens.
- 6) Click **OK** save the change and close the **Name** box.
- 7) Click **OK** to save your changes and close the Area dialog.

Deleting hatch fills

- 1) Select a filled object that uses a hatch fill that you want to delete.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Hatch** to open the **Hatch** page.
- 4) Right click on the hatch fill and select **Delete** from the context menu. Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save your changes and close the Area dialog.

Note

It is recommended to only modify, rename or delete hatch fills that you have created. Modifying, or renaming or deleting hatch fills that are installed with LibreOffice may cause problems in documents that use one of these hatch fills.

Shadows

Shadows can be applied to objects such as lines, shapes and text. The settings available and shown in Figure 22 are as follows:

- **Position** – select one of nine points determining the direction in which the shadow is cast.
- **Distance** – determines the offset distance between the object and the shadow.
- **Color** – sets the color used for the shadow.
- **Transparency** – determines the amount of transparency for the shadow: 0% opaque shadow, 100% transparent shadow.

Area dialog – Shadow page

- 1) Select an object where you want to apply a shadow.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** to open the Area dialog.
- 3) Click on the **Shadow** tab to open the **Shadow** page (Figure 21).
- 4) Select *Use shadow* in **Properties** for the shadow settings to become active.
- 5) Select the anchor point for the direction of the shadow cast in relation to the object.

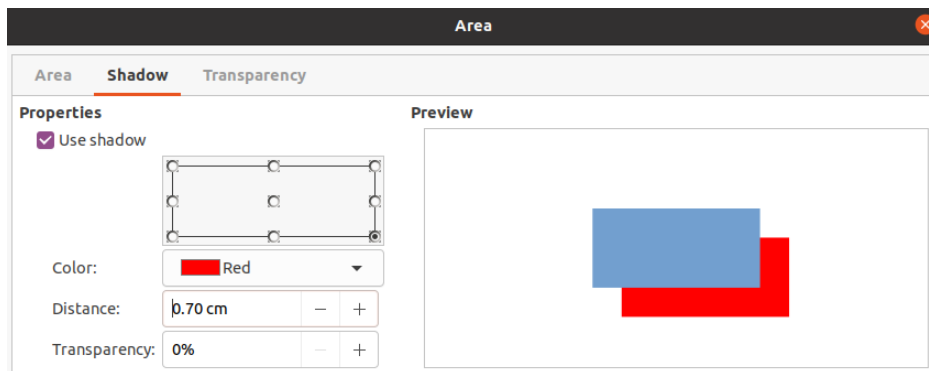


Figure 21: Area dialog - Shadow page

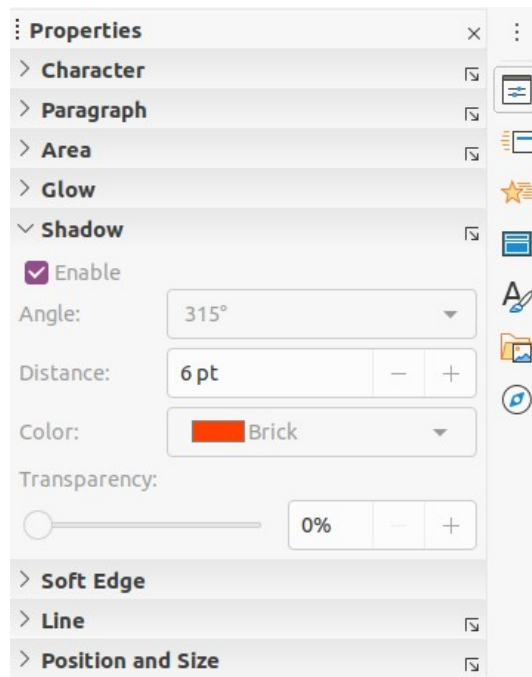


Figure 22: Shadow section in Properties on Sidebar

- 6) In *Color*, select the color palette and the color you require for the shadow.
- 7) In *Distance*, enter a distance in the text box to set spacing between the object and the shadow.
- 8) In *Transparency*, enter the percentage in the text box for the shadow transparency.
- 9) Click **OK** to close the Area dialog and save the changes.

Sidebar – Shadow section

- 1) Select an object where you want to apply a shadow.
- 2) Click on **Properties** to open the Properties deck on the Sidebar.
- 3) Click on **Shadow** to open the *Shadow* section (Figure 22) in the Properties deck.
- 4) Select **Enable** to add a shadow to the selected object.
- 5) In *Angle*, select the number of degrees from the options available in the drop down list to set the direction of the shadow is cast in relation to the object.
- 6) In *Color*, select the color palette and the color you require for the shadow.
- 7) In *Distance*, enter a distance in the text box to set spacing between the object and the shadow.

- 8) In *Transparency*, enter the percentage in the text box for the shadow transparency.
- 9) Deselect the object to save the changes made.

Line and Filling toolbar

- 1) Select an object where you want to apply a shadow.
- 2) Click on **Shadow** on the Line and Filling toolbar (Figure 1 on page 5). A shadow is created using the settings from the **Shadow** page in the Area dialog.
- 3) Deselect the object to save the changes made.

Transparencies

Transparencies can be applied to objects and to any shadow that has been applied to an object. In Impress two types of transparencies can be applied to an object – uniform transparency and gradient transparency. For more information on gradient transparencies, including an example of combining a color gradient with a gradient transparency, see “Custom gradients” on page 19.

To apply transparencies to lines, refer to “Line formatting” on page 5 for more information. To apply transparencies to shadows, refer to “Shadows” on page 27 for more information.

- 1) Select an object where you want to apply a transparency.
- 2) Open the Area dialog using one of the following methods:
 - Go to **Format > Object and Shape > Area** on the Menu bar.
 - Right-click on the object and select **Area** from the context menu.
- 3) Click on **Area** and then **Transparency** to open the **Transparency** page (Figure 23) in the Area dialog.
- 4) To create a uniform transparency, select *Transparency* and enter a percentage in the text box.
- 5) To create a gradient transparency so that the area becomes gradually transparent, select *Gradient* and select the type of gradient transparency from the drop-down list: *Linear*, *Axial*, *Radial*, *Ellipsoid*, *Quadratic* or *Square*.
- 6) Set the parameters for the type of the gradient transparency you selected above. Refer to Table 4 for a description of the properties. The available parameters depends on the type of gradient transparency.
- 7) Click **OK** to close the Area dialog and save the changes.

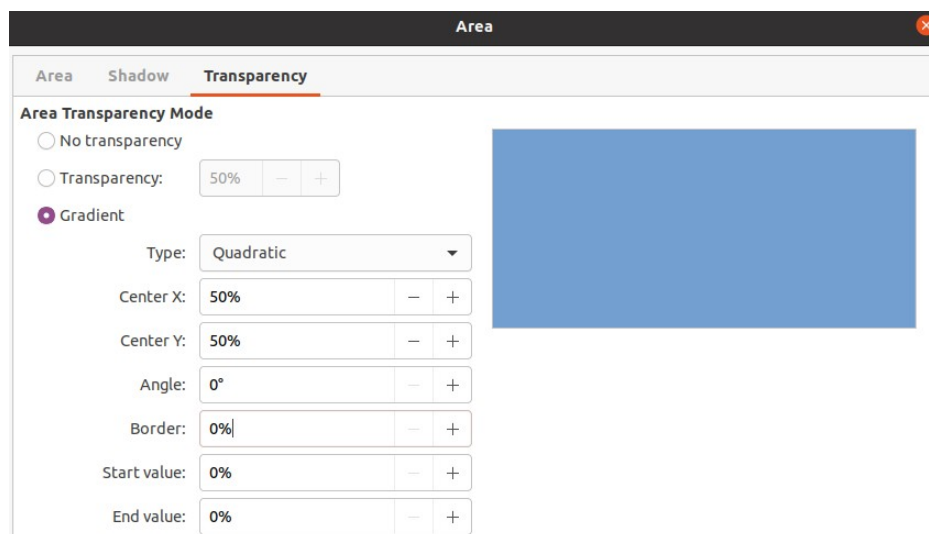


Figure 23: Area dialog - Transparency page

Table 4: Gradient transparency parameters

Gradient transparency options	Meaning
Center X	For <i>Radial</i> , <i>Ellipsoid</i> , <i>Quadratic</i> and <i>Square</i> gradients. The values to set the horizontal offset of the gradient center.
Center Y	For <i>Radial</i> , <i>Ellipsoid</i> , <i>Quadratic</i> and <i>Square</i> gradients. The values to set the vertical offset of the gradient center.
Angle	For <i>Linear</i> , <i>Axial</i> , <i>Ellipsoid</i> , <i>Quadratic</i> and <i>Square</i> gradients. Specifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the object.
Start value	Value for the starting transparency gradient. 0% is fully opaque, 100% means fully transparent.
End value	Value for the ending transparency gradient. 0% is fully opaque, 100% means fully transparent.

Text in objects

By default, an object is not dynamic when it is first created and does not behave like a text box. Text is typed in a single line and does not word wrap. To keep text within the borders of an object, use paragraphs, line breaks, smaller text size, increasing object size, or a combination of all four methods.

Adding text

- 1) Select an object where text will be added so that the selection handles are showing.
- 2) Put the selected object into text mode using one of the following methods. The cursor becomes a flashing text cursor centrally inside the object indicating text mode is active. The Text Formatting toolbar automatically opens replacing the Line and Filling toolbar.
 - Double-click on the object.
 - Click on **Insert Text Box** on the Drawing toolbar.
 - Use the keyboard shortcut *F2*.
 - Go to **Insert > Text Box** on the Menu bar.

Note

If double-clicking does not work, then go to **View > Toolbars** on the Menu bar and open the Options toolbar. Select **Double-click to edit Text**. Alternatively, use the keyboard shortcut *F2*.

- 3) To change to vertical text after the object is put into text mode, click on **Insert Vertical Text** on the Drawing toolbar.
- 4) Type your text. The text is centrally aligned horizontal and vertically within the boundaries of the object. The left corner of the **Status Bar** indicates text edit mode and the position of the text cursor (Figure 24).
Alternatively, copy and paste text into the selected object. It is recommended to paste text into an Impress object as unformatted text and then format the text to your requirements.
- 5) When finished, click outside of the object or press *Esc* to cancel text mode. The Line and Filling toolbar automatically opens replacing the Text Formatting toolbar.

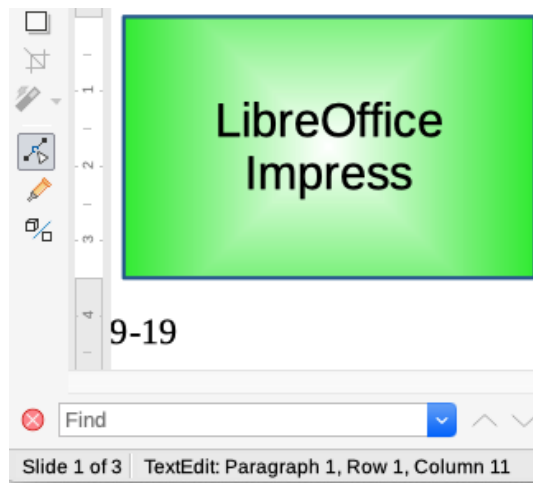


Figure 24: Text information on Status Bar

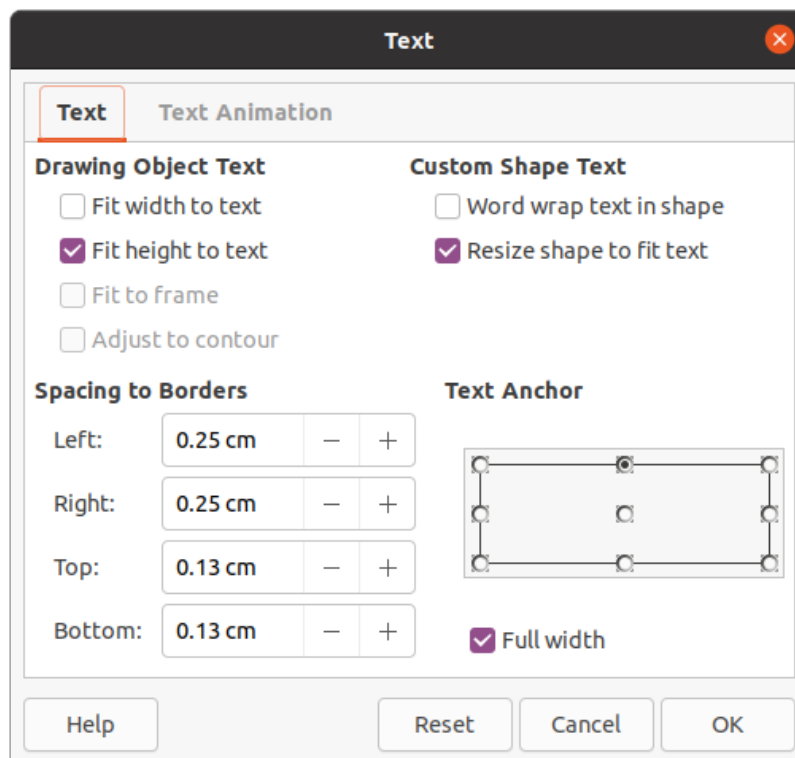


Figure 25: Text dialog - Text page

Formatting text in objects

This section only covers formatting of text which has been added to an object. For more information on formatting text that is used separately on a slide, see Chapter 3, Adding and Formatting Text.

- 1) Select the object which contains text and use one of the following methods to open the Text dialog (Figure 25):
 - Go to **Format > Shape and Object > Text** on the Menu bar.
 - Right-click on the object and select **Text** from the context menu.
- 2) Click on the **Text** tab to open the **Text** page.

- 3) Format and edit the text position within an object using the available options. The options are described in Table 5. Some options will not be available depending on the type of object to which the text has been added.
- 4) Click **OK** to close the Text dialog and save the changes to the text.
- 5) To format the text attributes (for example paragraph alignment or font type) use the tools available on the Text Formatting toolbar or go to **Format** on the Menu bar and use the options available in the drop down menu. See Chapter 3, Adding and Formatting Text for more information on formatting text attributes.

Table 5: Text formatting options

Text options	Meaning
Fit width to text	Expands the width of the object if the text is too long.
Fit height to text	Expands the object height whenever it is smaller than the text (set by default for lines).
Fit to frame	Expands the text so that it fills all the available space.
Adjust to contour	Makes the text follow a curved line.
Word wrap text in shape	Starts a new line automatically when the border of the object is reached.
Resize shape to fit text	Expands an object when the text inserted in the object is too large.
Spacing to borders	Specify the amount of space between the borders of the object and the text. This is similar to setting indentation and spacing for paragraphs.
Text anchor	Used to anchor the text to a particular point within the object.
Full width	Anchors the text in the center of the object and uses the full width of the object before wrapping text.

Text animation

Text can be animated when it has been placed into an object and is a separate animation from object animation. For information on object animation, see Chapter 5, Managing Graphic Objects.

- 1) Select the object which contains text and use one of the following methods to open the Text dialog:
 - Go to **Format > Shape and Object > Text** on the Menu bar.
 - Right-click on the object and select **Text** from the context menu.
- 2) Click on the **Text Animation** tab to open the **Text Animation** page (Figure 26).
- 3) Select the type of animation required from the **Effect** drop down list as follows:
 - *No animation* – default setting.
 - *Blink* – the text will blink on the screen.
 - *Scroll through* – the text will move into the object and then out following the selected direction.
 - *Scroll back and forth* – the text will move first in the selected direction, but will bounce back at the object border.
 - *Scroll in* – the text will scroll in towards the given direction starting from the edge of the object and stop in the center.
- 4) Set the **Direction** of the animation using one of the four arrows to set the scroll direction for the text.

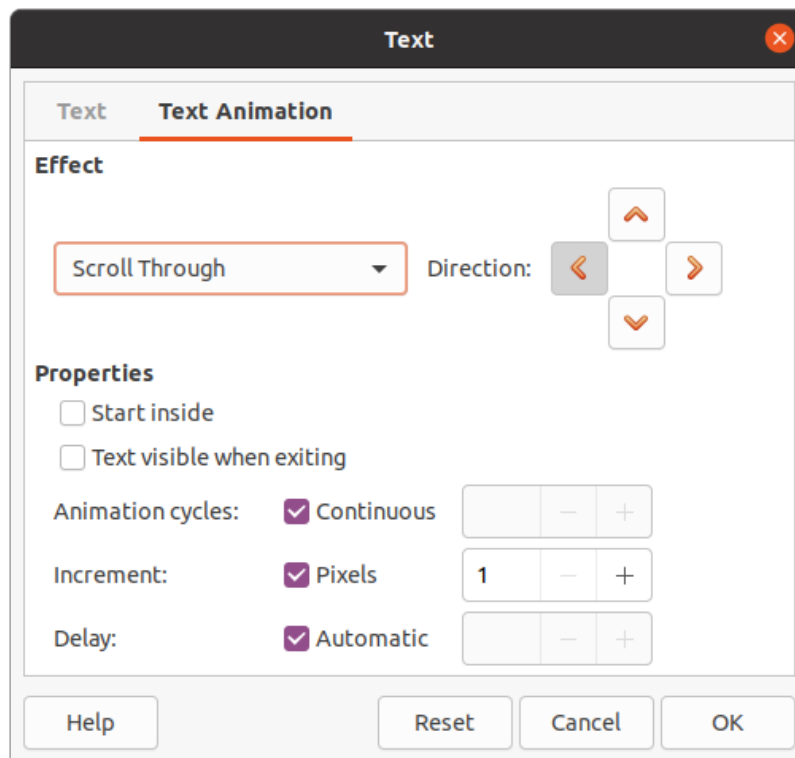


Figure 26: Text dialog - Text Animation page

- 5) Set the **Properties** for the animation using the following options:
 - *Start inside* – animation starts from inside the object.
 - *Text visible when editing* – select to see the text while editing.
 - *Animation cycles* – select *Continuous* and the text animates continuously or set a specific number of cycles for the animation.
 - *Increment* – sets the amount the animation moves in *Pixels* when selected or a specific distance when *Pixels* is deselected. Units of measurement depend on the settings in **Tools > Options > LibreOffice Impress > General**.
 - *Delay* – starts the animation when *Automatically* is selected or after a specific length of time when *Automatically* is deselected.
- 6) Click **OK** to close the Text dialog and save the animation effect.

Formatting connectors

Connectors are lines that join two objects and always start from or finish at a glue point on an object. See Chapter 5, Managing Graphic Objects for a description and use of the connectors.

- 1) Right-click on a connector and select **Connector** from the context menu to open the Connector dialog (Figure 27). The Connector dialog displays a preview of a connector as changes are made.
- 2) Select the type of connector from the **Type** drop down list.
- 3) Set the **Line skew** for the connector. Line skew is used to set the distance between connectors where multiple connectors overlap.
- 4) Set the **Line spacing** for the connector. Line spacing is used to set the horizontal and vertical space between the connector and the object at each end of the connector.
- 5) Click **OK** to close the Connector dialog and save the changes.

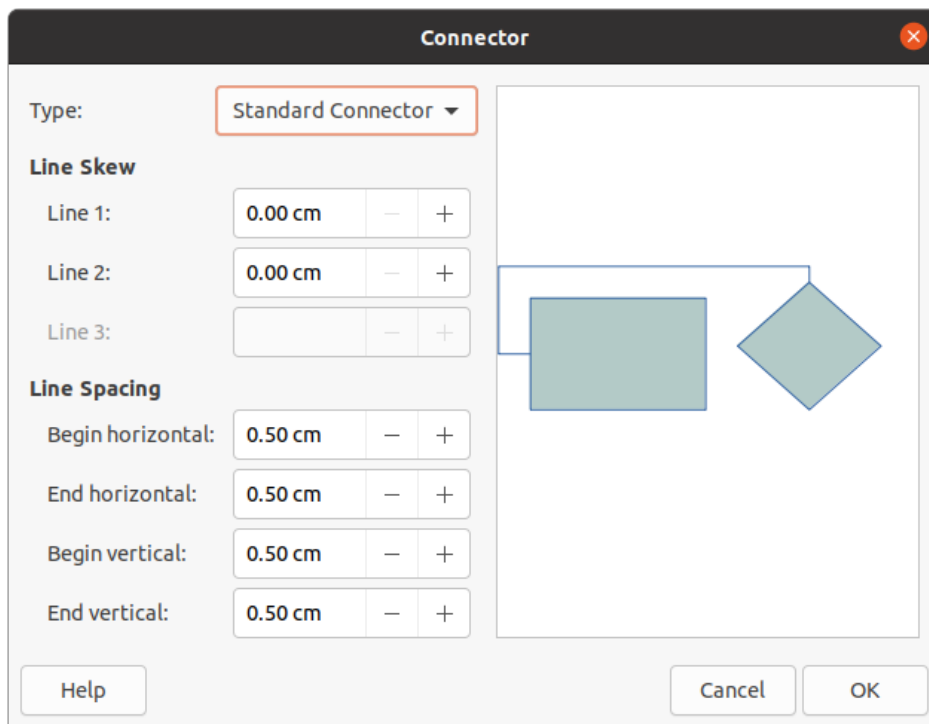


Figure 27: Connector dialog

Working with image styles

To achieve style consistency in slides, or a presentation, or to apply the same formatting to a large number of objects, it is recommended to use image styles. In Impress, image styles are called drawing styles.

These drawing styles are similar to paragraph styles that are used for text. A drawing style groups all formatting properties applicable to a graphical object, then associates this properties group with a name. This allows the properties group to be used for other graphical objects. If a drawing style is modified (for example, changing area color), the changes are automatically applied to all objects that use the same drawing style.

If you use Impress frequently, a library of well-defined drawing styles is an invaluable tool for speeding up the process of formatting objects to any style guidelines you may need to follow (for example, company colors or fonts).

For more information on drawing (image) styles in Impress, see Chapter 2, Slide Masters, Styles, and Templates.

Linked drawing styles

Drawing styles support inheritance which allows a style to be linked to another (parent) style so that it inherits all the formatting settings of the parent. This inheritance creates families of styles.

For example, if multiple boxes are required that only differ in color, but are otherwise identically formatted, it is recommended to define an image style for the box including borders, area fill, font, and so on as the parent style. A number of drawing styles are then created that are hierarchically dependent to the parent style, but differing only in the fill color attribute. If you need to change the font size or border thickness, the parent style is changed and all the other styles change accordingly.

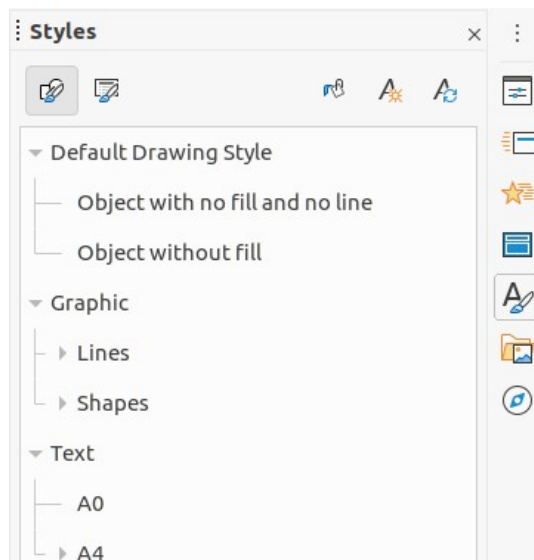


Figure 28: Styles deck on Sidebar

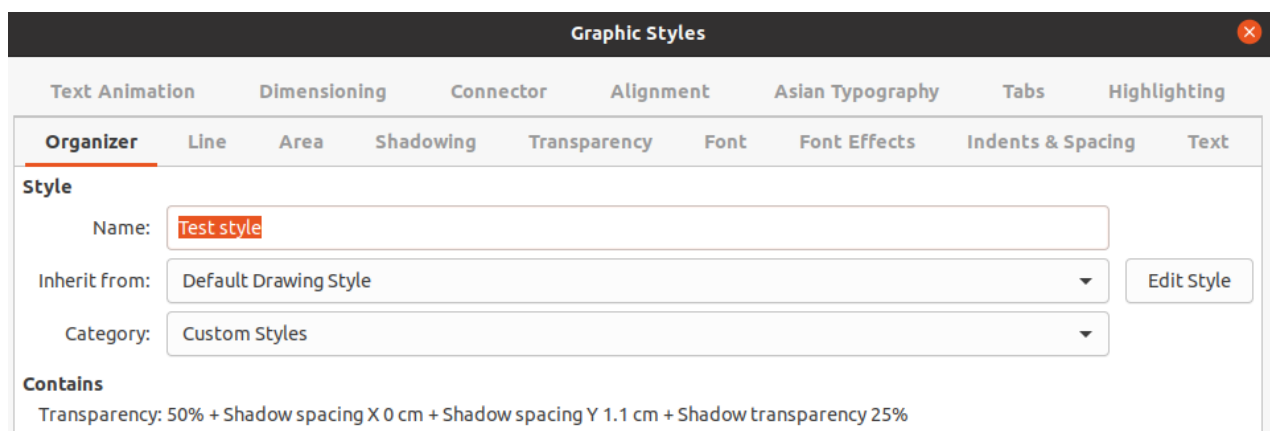


Figure 29: Graphic Styles dialog - Organizer page

Default drawing style

In Impress, the drawing styles are located in the Styles deck on the Sidebar (Figure 28) in the *Drawing Styles* section. The Default Drawing Style cannot be deleted and is automatically applied to any graphic object created on a slide. This style is the starting point for creating new drawing styles.

✓ Note

The Default Drawing Style can be modified. However, a modified Default Drawing Style only applies to the presentation where the style was modified.

Creating drawing styles

New style from Sidebar

- 1) Select a graphic object or create a new graphic object.
- 2) Open the Styles deck on the Sidebar (Figure 28) using one of the following methods:
 - Click on **Styles** at the side of the Sidebar.
 - Click on **Show the Styles Sidebar** on the Line and Filling toolbar.
 - Use the keyboard shortcut *F11*.

- 3) Click on **Drawing Styles** on the left of the title bar of the Styles deck to open the *Drawing Styles* section.
- 4) Right click on the style that is selected in the list and select **New** from the context menu to open the Graphic Styles dialog (Figure 29).
- 5) Click the **Organizer** tab to open the **Organizer** page.
- 6) Enter a name for the new drawing style in the **Name** text box.
- 7) In **Inherit from** text box, select **None** from the drop down list if you DO NOT want this new drawing style to be linked. By default, when the graphic object was created, it was allocated the Default Drawing Style and the new drawing style will be linked to this drawing style.
- 8) Use the various pages in the Graphic Styles dialog to format the new style.
 - *Font, Font Effects, Indents & Spacing, Alignment, Tabs, Highlighting* and *Asian Typography* – formats any text inserted into a graphic object.
 - *Dimensioning* – formats dimension lines.
 - *Text, Text Animation, Connector, Line, Area, Shadowing, and Transparency* – formats a graphic object.
- 9) Click **OK** to close the Graphics Styles dialog and save the new drawing style.



Note

Any new drawing style created is automatically placed in the **Custom** category.

New style from selected object

- 1) Select an object you want to use to create a new drawing style.
- 2) Carry out any formatting changes to the object using the various dialogs and menu options available in Impress.
- 3) Click on **New Style from Selection** on the right of the title bar of the Styles deck to open the Create Style dialog (Figure 30).
- 4) Enter a name for the new drawing style in the **Style Name** text box. A list is displayed of existing custom styles of that are available.
- 5) Click **OK** to save the new drawing style and close the Create Style dialog.

Modifying drawing styles

- 1) Open the Styles deck on the Sidebar (Figure 29 on page 35) using one of the following methods:
 - Click on the **Styles** icon at the side of the Sidebar.
 - Click on **Show the Styles Sidebar** on the Line and Filling toolbar.
 - Use the keyboard shortcut *F11*.
- 2) Click on **Drawing Styles** on the left of the title bar of the Styles deck to open the *Drawing Styles* section.
- 3) Right click on the style in the list you want to modify and select **Modify** from the context menu to open the Graphic Styles dialog (Figure 29 on page 35).
- 4) Carry out any formatting changes to the style using the options in the various pages of the Graphic Styles dialog.
- 5) Click **OK** to save the changes and close the Graphic Styles dialog..

Updating drawing styles

- 1) Select a graphic object or create a new graphic object.
- 2) Carry out any formatting changes to the selected object using the various dialogs and menu options available in Impress.
- 3) With the object still selected, open the Styles deck on the Sidebar using one of the following methods:
 - Click on the **Styles** icon at the side of the Sidebar.
 - Click on **Show the Styles Sidebar** on the Line and Filling toolbar.
 - Use the keyboard shortcut *F11*.
- 4) Click on **Update Style** on the right of the title bar of the **Styles** deck to update the style. There is no confirmation that the style has been updated.

Applying drawing styles

- 1) Open the Styles deck on the Sidebar using one of the following methods:
 - Click on the **Styles** icon at the side of the Sidebar.
 - Click on **Show the Styles Sidebar** on the Line and Filling toolbar.
 - Use the keyboard shortcut *F11*.
- 2) Click on **Drawing Styles** on the left of the title bar of the Styles deck to open the *Drawing Styles* section.
- 3) Select the object to which you want to apply a drawing style.
- 4) Double-click on the name of the drawing style you want to apply to the object and the drawing style is applied.

Deleting drawing styles

You cannot delete any of the predefined drawing styles in Impress, even if the predefined drawing style is not in use. Only custom (user defined) styles can be deleted.

- 1) Open the Styles deck on the Sidebar using one of the following methods:
 - Click on the **Styles** icon at the side of the Sidebar.
 - Click on **Show the Styles Sidebar** on the Line and Filling toolbar.
 - Use the keyboard shortcut *F11*.
- 2) Click on **Drawing Styles** on the left of the title bar of the Styles deck to open the *Drawing Styles* section.
- 3) Right-click on a drawing style and click **Delete** on the context menu.
- 4) Click **Yes** to confirm the deletion of the drawing style.



Note

Before deleting a custom drawing style, make sure the style is not in use in the presentation.
