



**LibreOffice**  
Community



## Impress Guide 7.2

# *Chapter 6*

## *Formatting Graphic Objects*

## Copyright

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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.

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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>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	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

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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 hovering the cursor over an icon or tool on a toolbar or in the Sidebar, pop-up text indicates the purpose of the icon or tool.

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## Line formatting

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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 that can be modified are style (solid, dashed, invisible, and so on), width, color, and type of arrowhead.

## ✓ Note

When adding color to a line or arrow, refer to “Color fills” on page 16 on how to change color, create custom colors, modify colors, or delete colors.

## Line and Filling toolbar

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

- 1) Make sure a line is selected on a slide.
- 2) Select a 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) 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.
- 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.

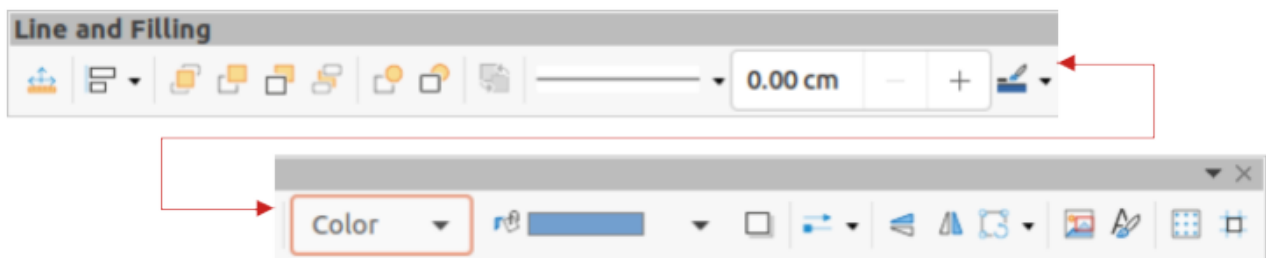


Figure 1: Line and Filling toolbar

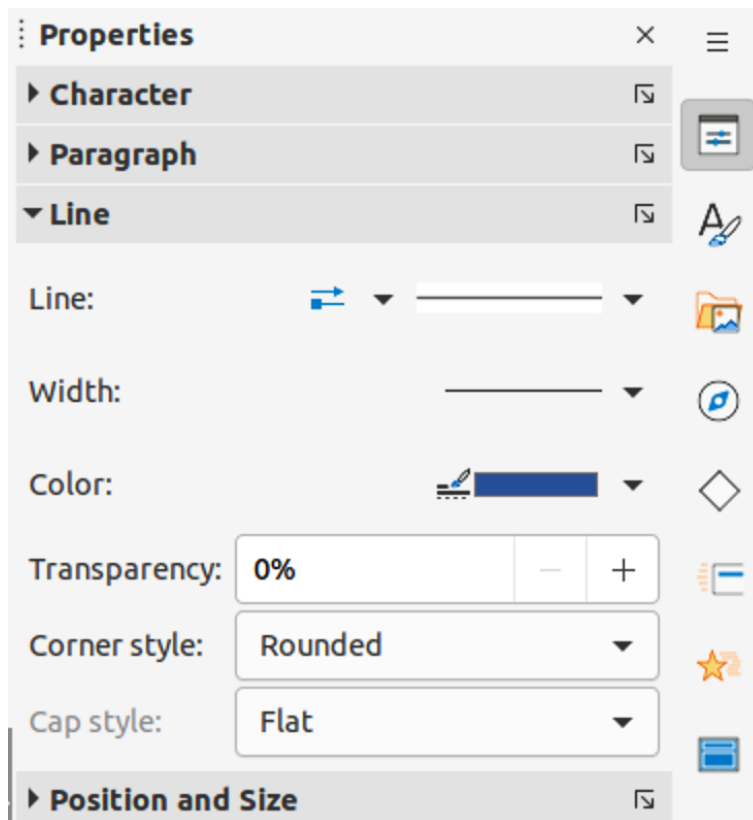


Figure 2: Line panel in Properties deck on Sidebar

## Sidebar

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

- 1) Make sure a line is selected on a slide.
- 2) Click on **Properties** on the Sidebar to open the Properties deck.
- 3) Click on **Line** to open the **Line** panel.
- 4) In *Line* when an arrow is being created, 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) In *Line*, select from the **Line Style** drop-down list the type of line from the options available.
- 6) In *Width*, select a line width from the options in **Select the width of the line** drop-down list or enter a width in the **Custom Line Width** text box.
- 7) In *Color*, select a line color from one of the color palettes that are available in the **Line Color** drop-down list.
- 8) In *Transparency*, move the slider or enter a percentage in the text box to set the shadow transparency.
- 9) In *Corner style*, select a corner style from the options available in the drop-down list.
- 10) In *Cap style*, select the style of the line end caps from the drop-down list. The cap style is added to dashes also if dashes have been used in the line style.
- 11) Deselect the line to save the changes to the line.
- 12) If necessary, click on **More Options** on the right of the title bar and open the Line dialog for more control over formatting lines.

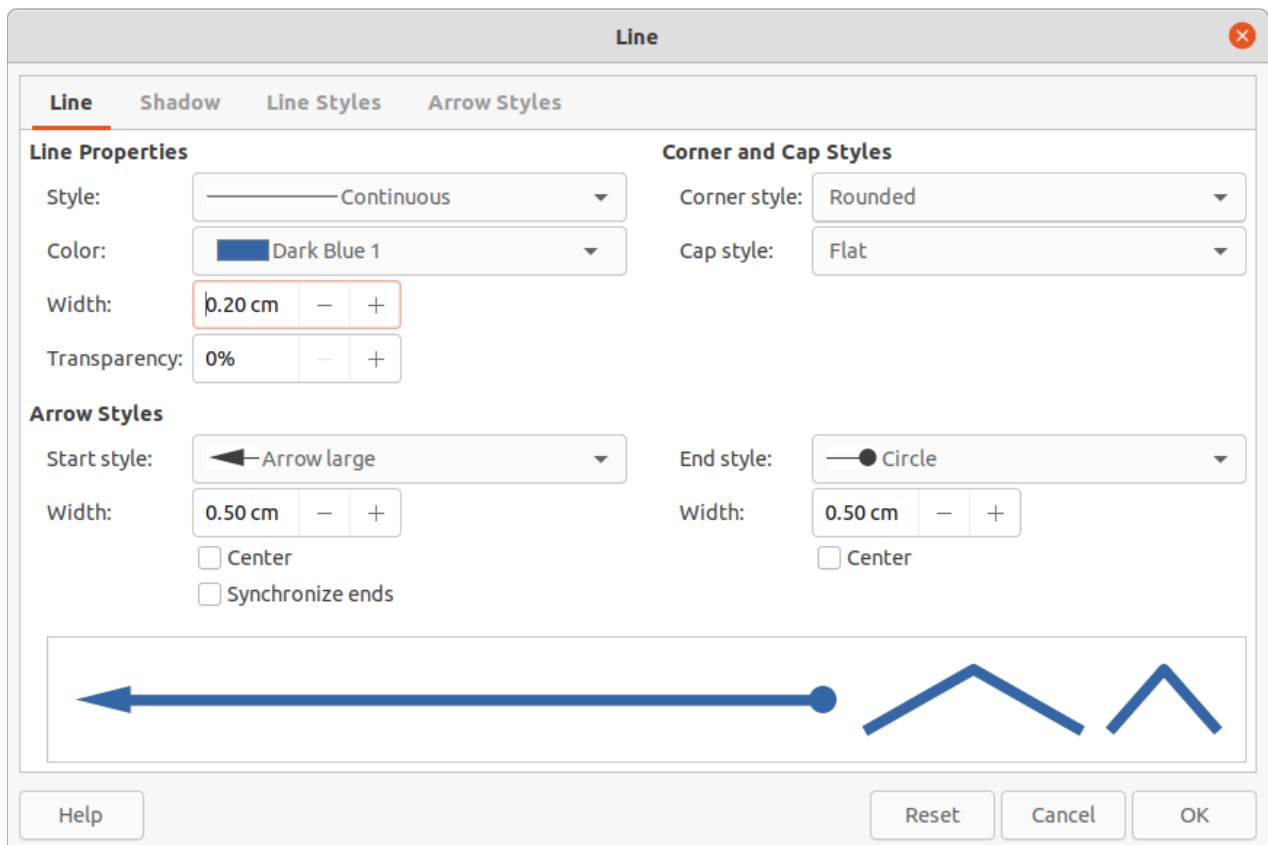


Figure 3: Line dialog - Line page

## Line dialog

To fully change the appearance of a line, then the Line dialog is used. The line dialog consists of four pages: **Line**, **Shadow**, **Line Styles** and **Arrow Styles**, which are explained in the following sections.

- 1) Make sure a line is selected on 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.
  - Click on **More Options** on the right of the **Line** title bar.
- 3) When all changes have been made 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.

## Line page

The **Line** page in the Line dialog (Figure 3) is where the basic parameters of a line are selected and are as follows:

- **Line Properties** – this section is used to set the following parameters:
  - *Style* – select a line style from the *Style* drop-down list.
  - *Color* – select a predefined color from the available color palettes. To create a custom color, see to “Color fills” on page 16 for more information.
  - *Width* – specifies the thickness of the line.

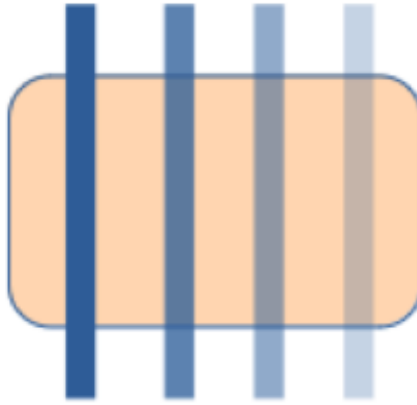


Figure 4: Example of line transparency (0%, 25%, 50%, 75% left to right)

- *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.
  - *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.



Figure 5: Example of default (top) and center (bottom) arrow heads

- **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

The Shadow page (Figure 6) of the Line dialog provides options 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 25 on page 30). However, 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 “Working with shadows” on page 30.



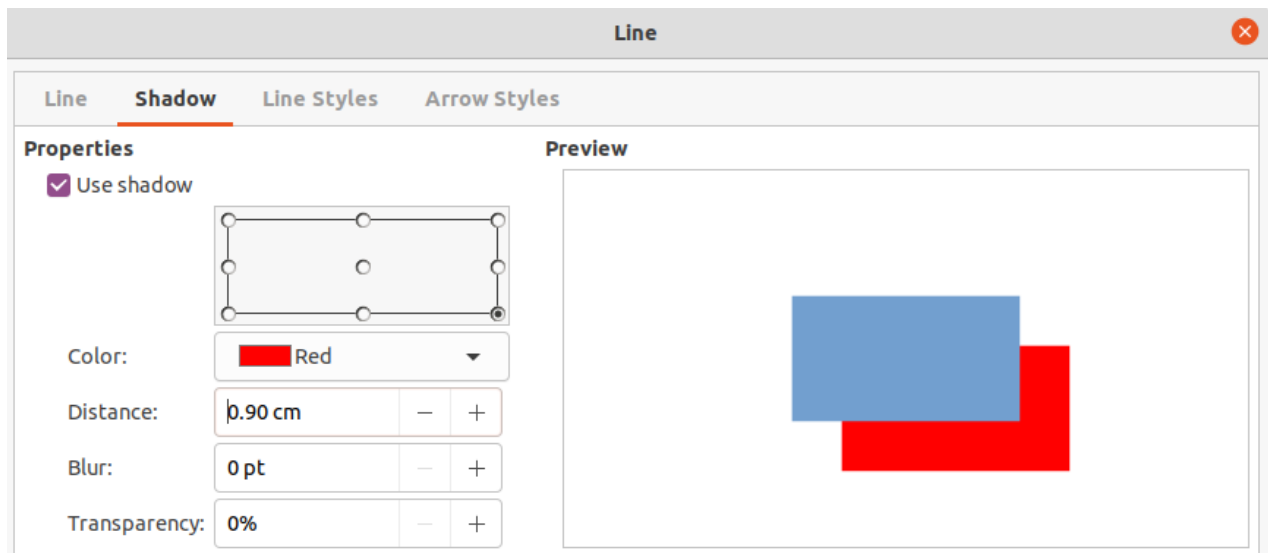


Figure 6: Line dialog - Shadow page

To quickly apply a shadow to a line, click on **Shadow** on the Line and Filling toolbar. Using the **Shadow** tool creates a shadow using the settings from the **Shadow** page in the Line dialog.

## Line styles

Line styles are useful in a drawing when adding several lines of similar types. This reduces the need to format individual lines. LibreOffice provides standard line styles that can be used in a drawing. Also, line styles can be created, saved, and deleted.

The **Line Styles** page in the Line dialog (Figure 7) provides the options to use predefined line styles and to create or change line styles. An example of the line style selected or created is displayed at the bottom of the **Line Styles** page.

### Creating line styles

- 1) Create a line in a drawing.
- 2) 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.
- 3) Click on **Line Styles** to open the **Line Styles** page.
- 4) Select from the *Line style* drop-down menu a predefined line style that is similar to the line style being created.
- 5) Click **Add** and type a name for the new line style in the Name dialog that opens, then click **OK** to close the dialog. The name of the new style appears in the *Line style* box.
- 6) In the *Type* drop-down lists, select **Dots** or **Dash**. For lines with only dots or dashes, select the same in both *Type* boxes.
- 7) 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.
- 8) In *Length*, specify the length percentage for dashes. *Length* is not available if **Dots** has been selected for *Type*.
- 9) In *Spacing*, set a spacing percentage between the dots and/or dashes.
- 10) If necessary, select *Fit to line width* so that the new style fits the width of the selected line.

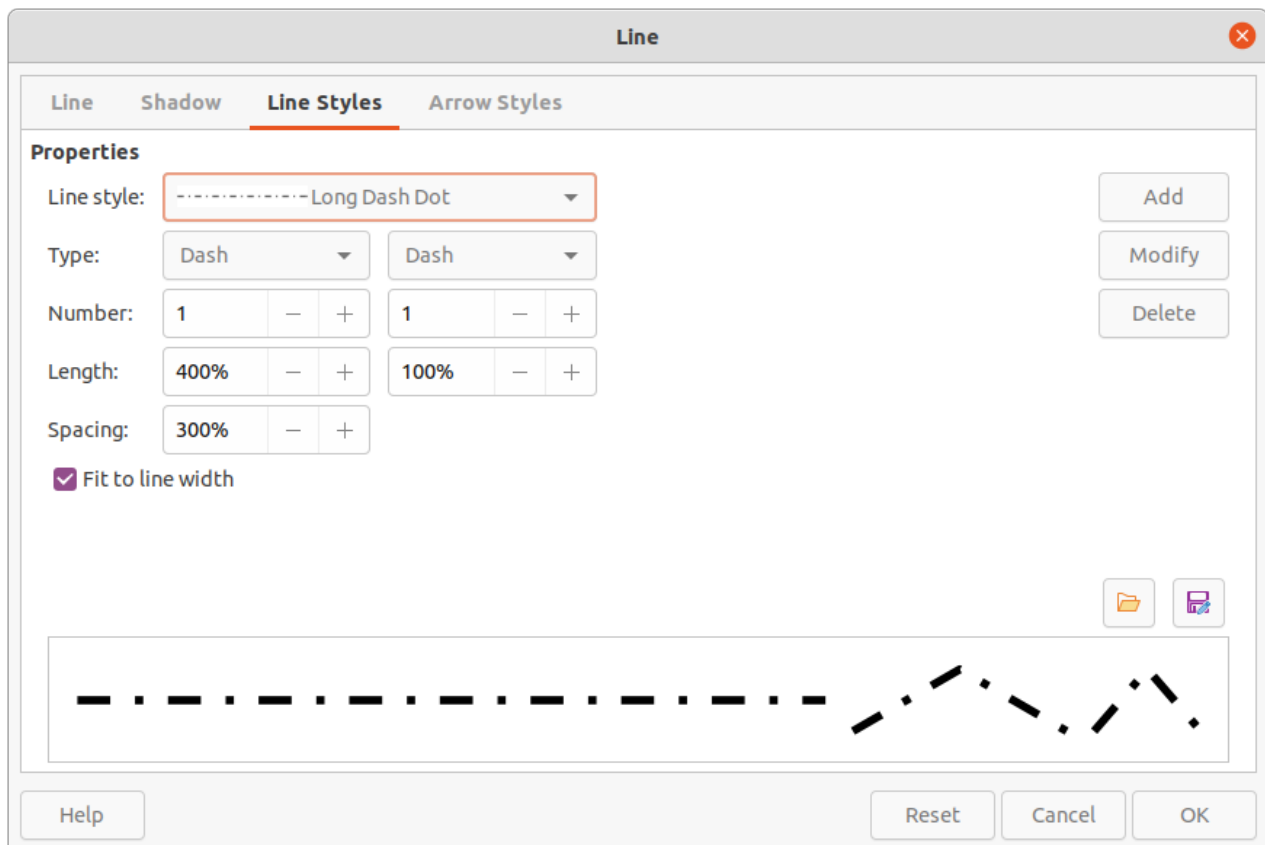


Figure 7: Line dialog - Line Styles page

- 11) The new line style created is available only in the current document. To use the new 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`.
- 12) To use a previously created 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 the document.
- 13) 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.
- 14) Click **OK** to save any changes and close the Line dialog.

### ✓ Note

When creating a line style, it is recommended to use a unique name for the line style. This prevents one of the predefined line styles in LibreOffice from being overwritten and causing formatting problems in other documents that use the predefined line styles.

### Deleting line styles

- 1) Open the Line dialog and click on **Line Styles** to open the **Line Styles** page.
- 2) Select the line style for deletion from the *Line style* drop-down list.
- 3) Click on **Delete**, then confirm the deletion by clicking on **Yes** in the confirmation dialog that opens.
- 4) 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 document. It is recommended to only delete line styles that have been created and not to delete one of the LibreOffice predefined line styles. This prevents any formatting problems in other documents where the line style has been used.

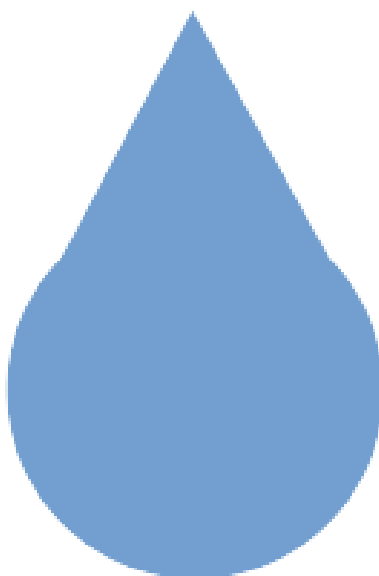
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## Arrow styles

### Creating arrow styles

Any shape can be used as an arrowhead, but the shape must be convertible to a curve. A curve is something drawn without lifting a pencil. For example, a star can be converted to a curve, but a smiley face cannot.

- 1) Select a shape, or create a shape that can be converted to a curve for use as a new arrowhead. The part of the shape that is going to be point of the arrowhead must face upward. An example of a new arrowhead is shown in Figure 8.
- 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.
- 4) Open the Line dialog and click on **Arrow Styles** to open the **Arrow Styles** page (Figure 9).
- 5) Click on **Add**, type a name for the new arrow style in the dialog that opens, then click **OK**. The new arrowhead style appears on the **Arrow Styles** page and at the bottom of the *Arrow style* drop-down list.
- 6) The new arrow style created is available only in the current document. To use the created arrow style in other documents, click on **Save arrow styles** and type a unique filename in the 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** to open a file browser and select the style from the saved list of styles. Click **Open** to load the style into a document.



*Figure 8: Example of a shape being used for a arrowhead*

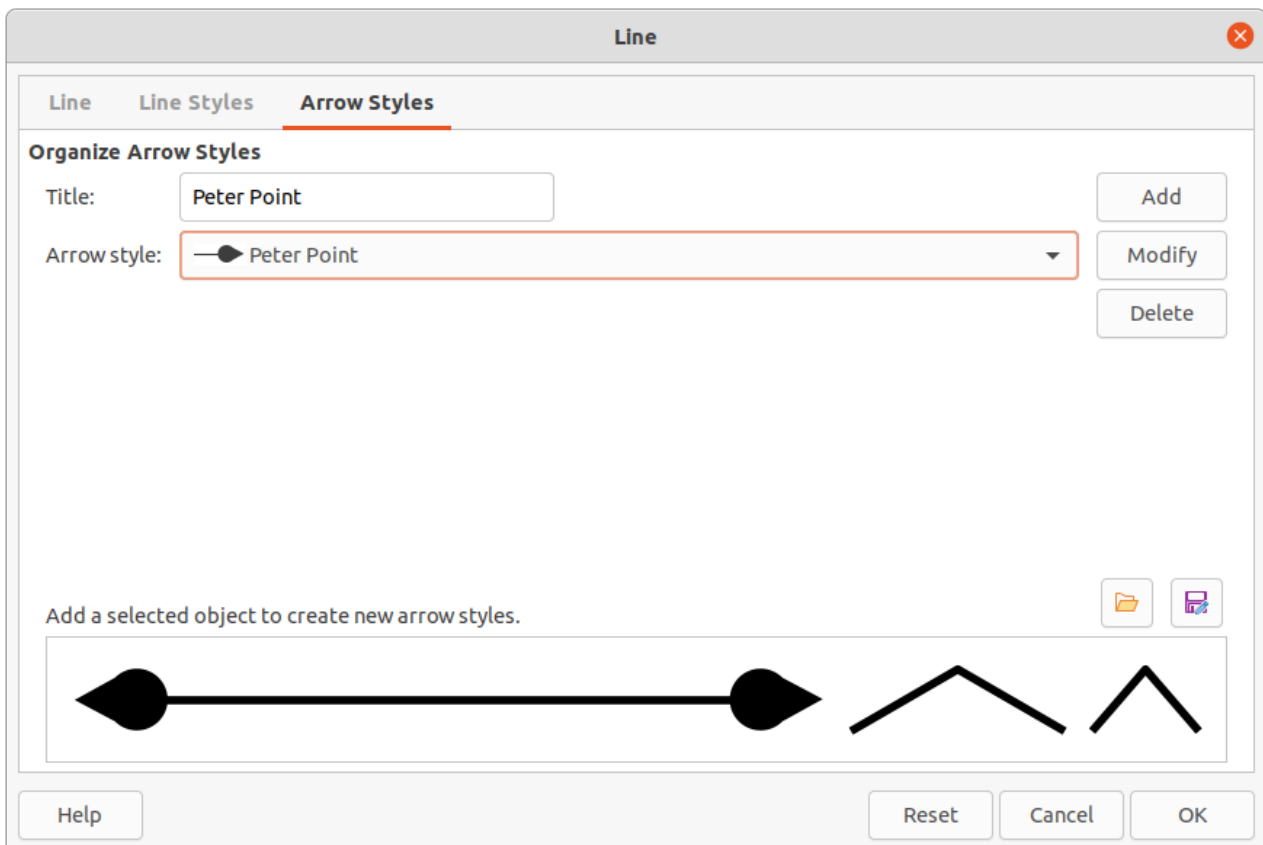


Figure 9: Line dialog - Arrow Styles page

- 8) If necessary, make changes to the arrow style and click on **Modify**, then enter a name in the dialog to change the name of the arrow 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 **Arrow Styles** to open the **Arrow Styles** page.
- 3) Select the arrow style for deletion from the *Arrow style* drop-down list.
- 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 is not used in another document. It is recommended to only delete arrow styles that have been created and not to delete one of the LibreOffice predefined arrow styles. This prevents any formatting problems in other documents where the arrow style has been used.

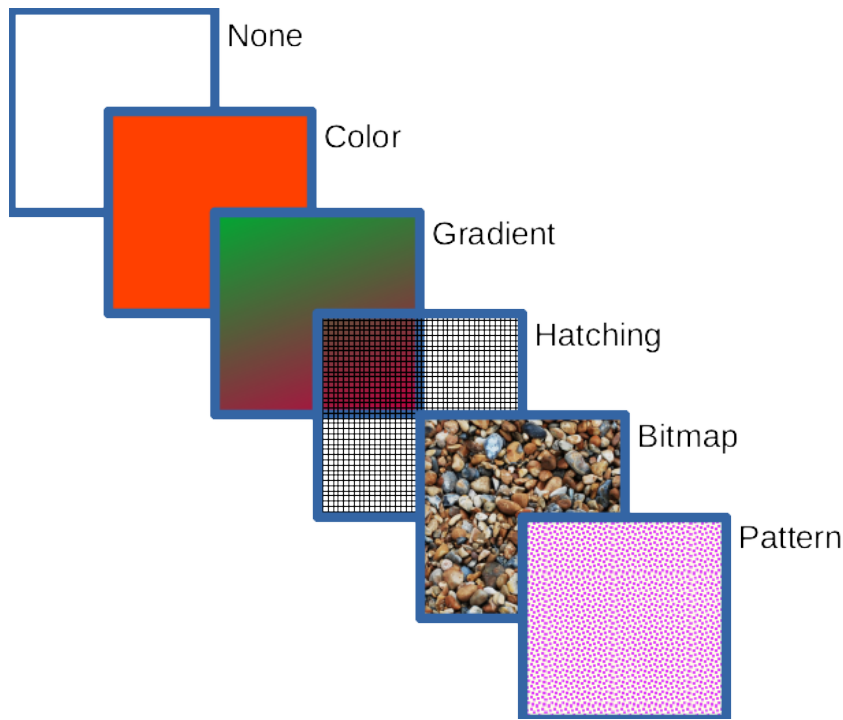


Figure 10: Examples of area fill types

## Area fill formatting

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, as shown by the examples in Figure 10. An area fill can also be made partly or wholly transparent and throw a shadow. For more information on area fills, see “Working with area fills” on page 16.

## Line and Filling toolbar

Tools on the Line and Filling toolbar 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** – select this option if an area fill for an object is not required.
  - **Color** (Figure 11) – select a color palette from the available options in the drop-down list, then select a color by clicking on the color.
  - **Gradient** (Figure 12) – select the required gradient from the drop-down list.
  - **Hatching** (Figure 13) – select the required hatching from the drop-down list.
  - **Bitmap** (Figure 14) – select the required bitmap from the drop-down list.
  - **Pattern** (Figure 15) – select the required pattern from the *Pattern* drop-down list in *Fill* on the **Area** panel in the Properties deck on the Sidebar.
- 3) Deselect the object to save any changes.

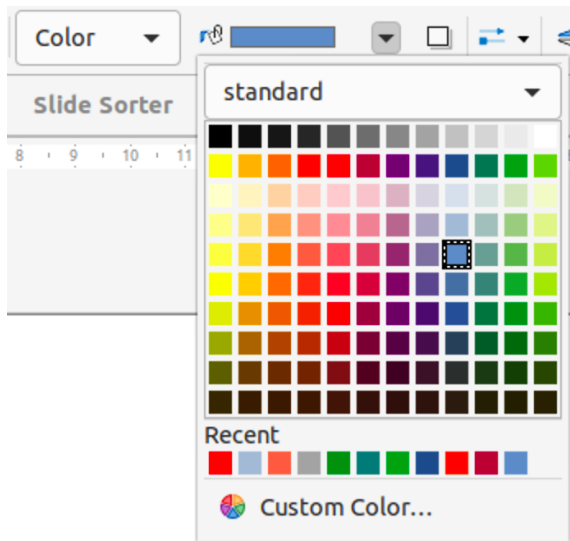


Figure 11: Color area fills

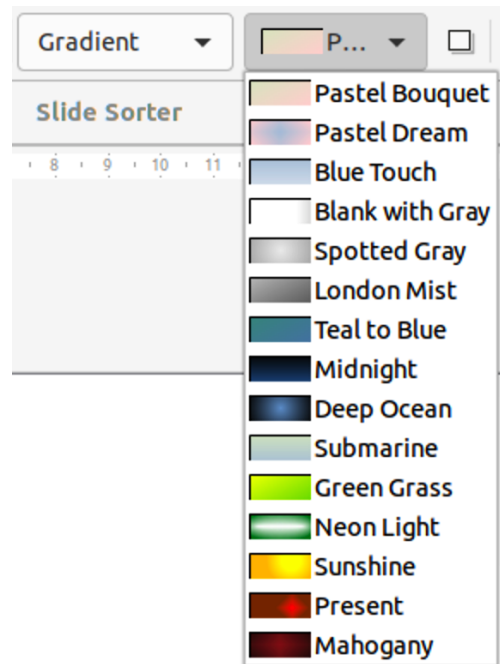


Figure 12: Gradient area fills

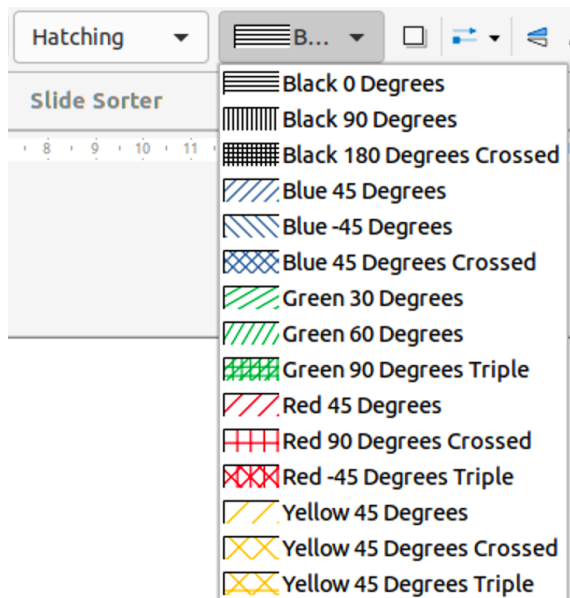


Figure 13: Hatching area fills

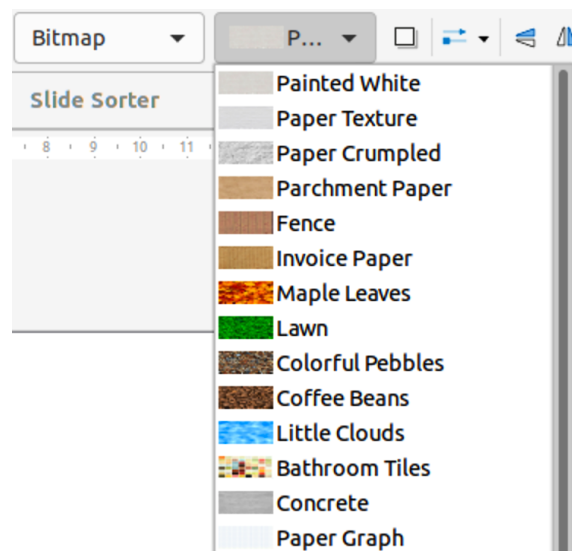


Figure 14: Bitmap area fills

## Sidebar

- 1) Select an object for editing.
- 2) Click on **Properties** on the Sidebar to open the Properties deck, then click on **Area** to open the **Area** panel (Figure 15).
- 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 “Working with area fills” on page 16.
- 4) Deselect the object to save any changes.
- 5) If necessary, click on **More Options** on the right of the **Area** title bar to open the Area dialog giving more control over the appearance of the object fill.

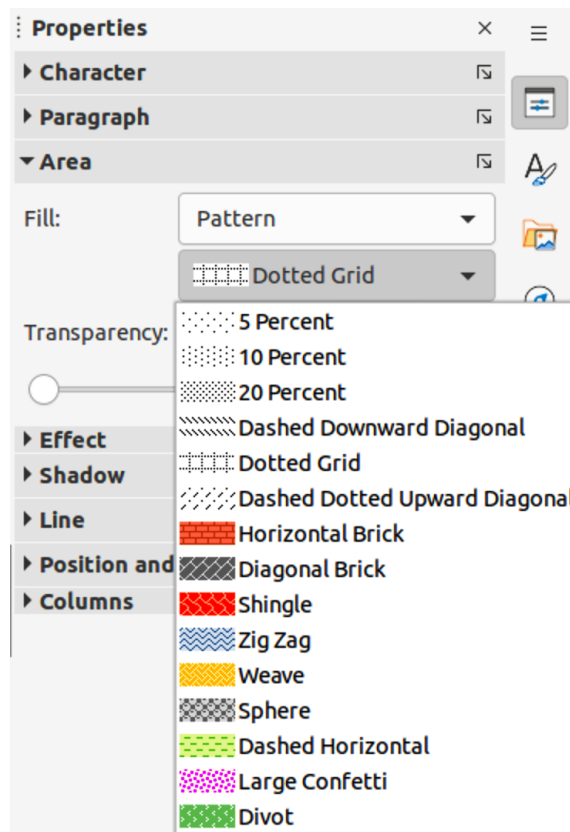


Figure 15: Area panel in Properties deck on Sidebar

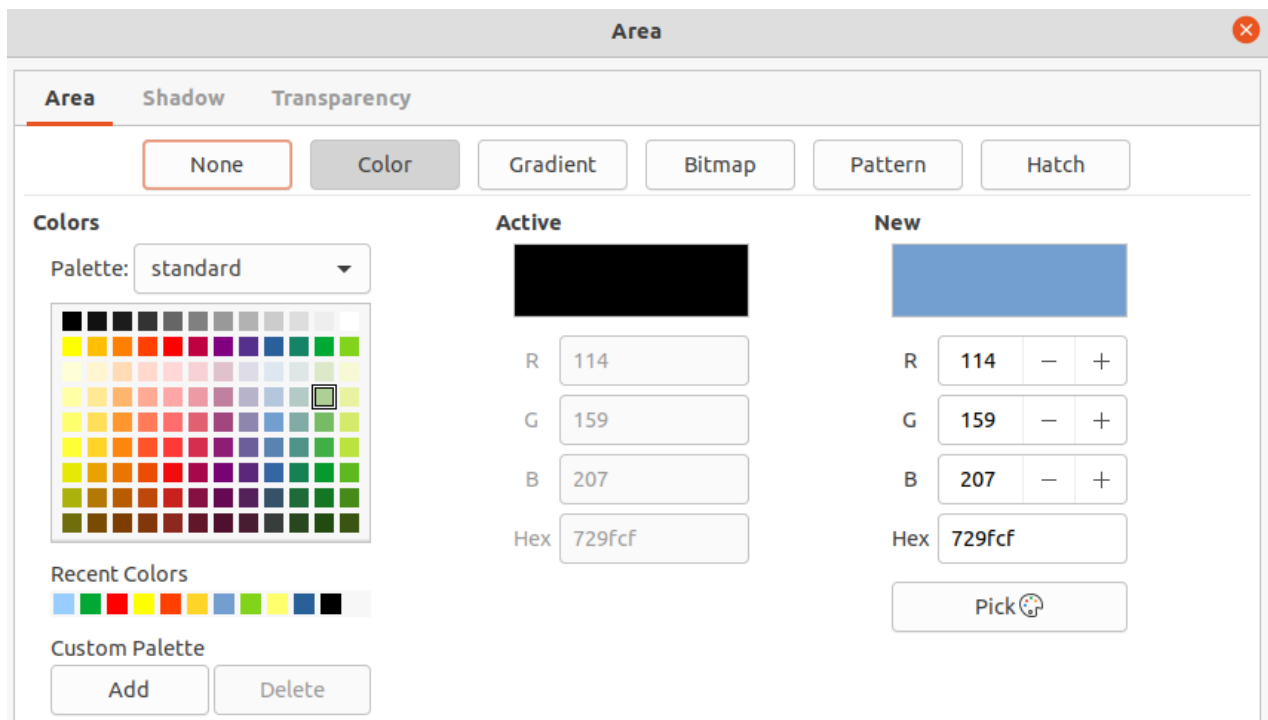


Figure 16: Area dialog - Area Color page

## Area dialog

Use the Area dialog (Figure 16) to change existing area fills with greater control or create an area fill.

- 1) Select an object for editing.
- 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.
  - Click on **More Options** on the right of the Area panel title on the Sidebar.
- 3) Click on **Area** to open the **Area** page.
- 4) Select the type of area fill from the options available: *None*, *Color*, *Bitmap*, *Gradient*, *Pattern*, or *Hatch*. For more information on area fills, see “Working with area fills” below.
- 5) Select the style of area fill from the options that become available. The number of available options depends on the type of area fill selected.
- 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 after opening the **Area** page in the Area dialog.

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## Working with area fills

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Although the characteristics of an existing area fill can be changed and then modified by clicking the **Modify** button, it is recommended that only custom area fills are modified rather than modifying the predefined area fills supplied with LibreOffice. Predefined area fills may be reset when LibreOffice is updated

### Color fills

#### Using color

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill (Figure 16).
- 3) In *Palette*, select the required color palette from the drop-down list and the required color from the available colors shown. All color fills available are solid colors.
  - **Active** – shows the present color fill of a 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 17). Select a color from the color box or enter the RGB, Hex, HSB or CMYK values for the color required.
  - If a color has been used before, then select the required 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.



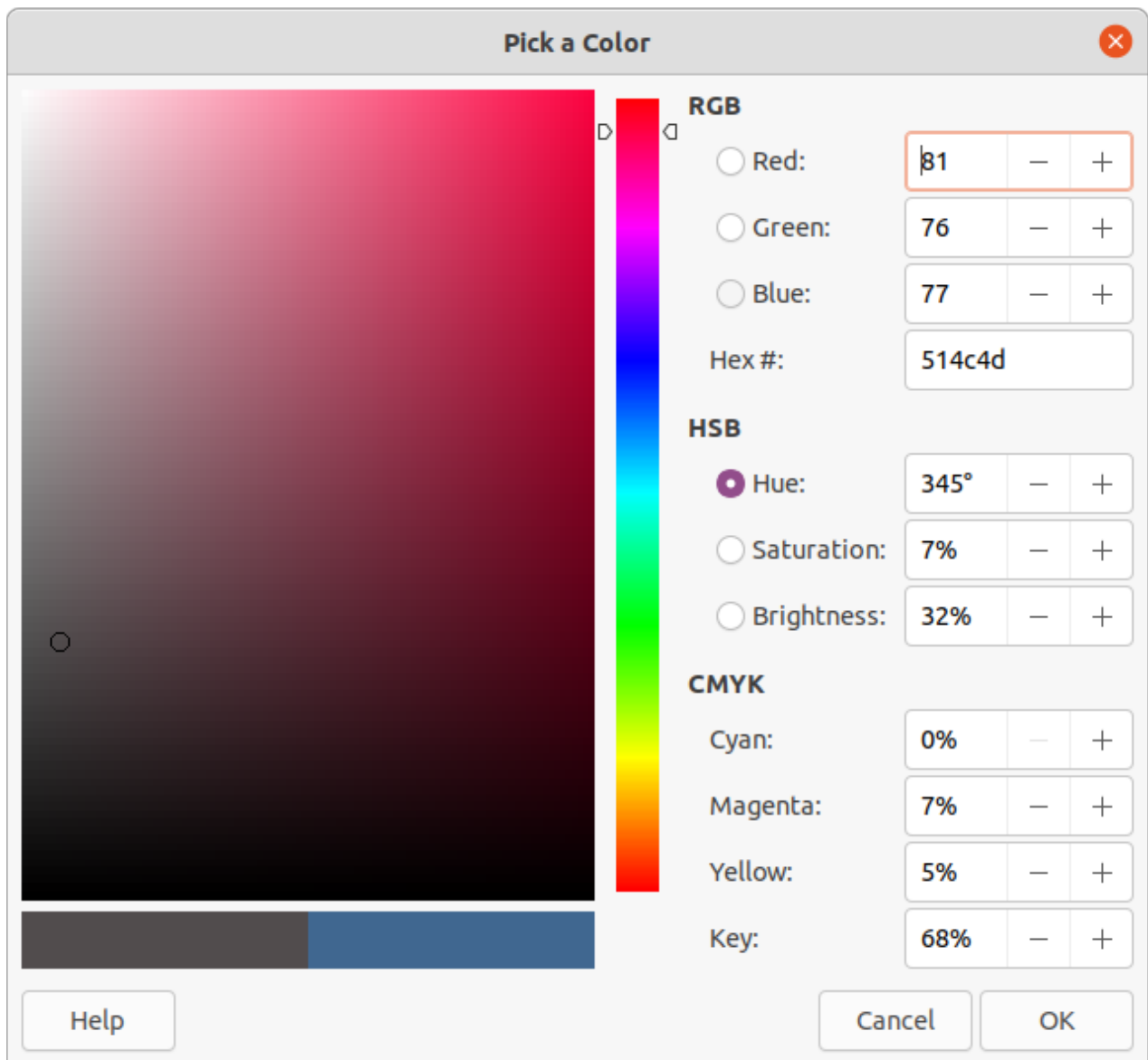


Figure 17: Pick a Color dialog

### Creating custom colors with Area dialog

Custom colors can be created 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).

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill.
- 3) Specify the Red (R), Green (G), and Blue (B) values on a 0 to 255 scale to create a new color.
- 4) Click on **Add** in *Custom Palette* and enter a name for the color in the Name dialog that opens.
- 5) Click **OK** to close the Name dialog and the color is added to the Custom palette.
- 6) 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 an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill.
- 3) Click on **Pick** to open the Pick a Color dialog (Figure 17).
- 4) 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 the cursor is on the color required.
  - 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.
  - If known, enter the *Hex#* number in the text box. For example, Hex numbers are normally used when a specific color has been created for a company logo or company name.
- 5) Click **OK** to close the Pick a Color dialog.
- 6) Click on **Add** in *Custom Palette* and enter a name for the color in the Name dialog that opens.
- 7) Click **OK** to close the Name dialog and the color is added to the Custom palette.
- 8) Click **OK** to save the changes and close the Area dialog. The new color appears as a fill in the selected object.



### Note

Changing one set of color values also changes the other sets of color values.

## Deleting custom colors

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Color** to open the options available for a color fill.
- 3) Select **Custom** from the *Palette* drop-down list in **Colors**.
- 4) Select the color for deletion from those displayed and click on **Delete**. There is no confirmation given when deleting a color.
- 5) Click **OK** to save the changes and close the Area dialog.



### Note

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

## Gradient fills

### Using gradients

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** (Figure 18) to open the options available for a gradient fill.

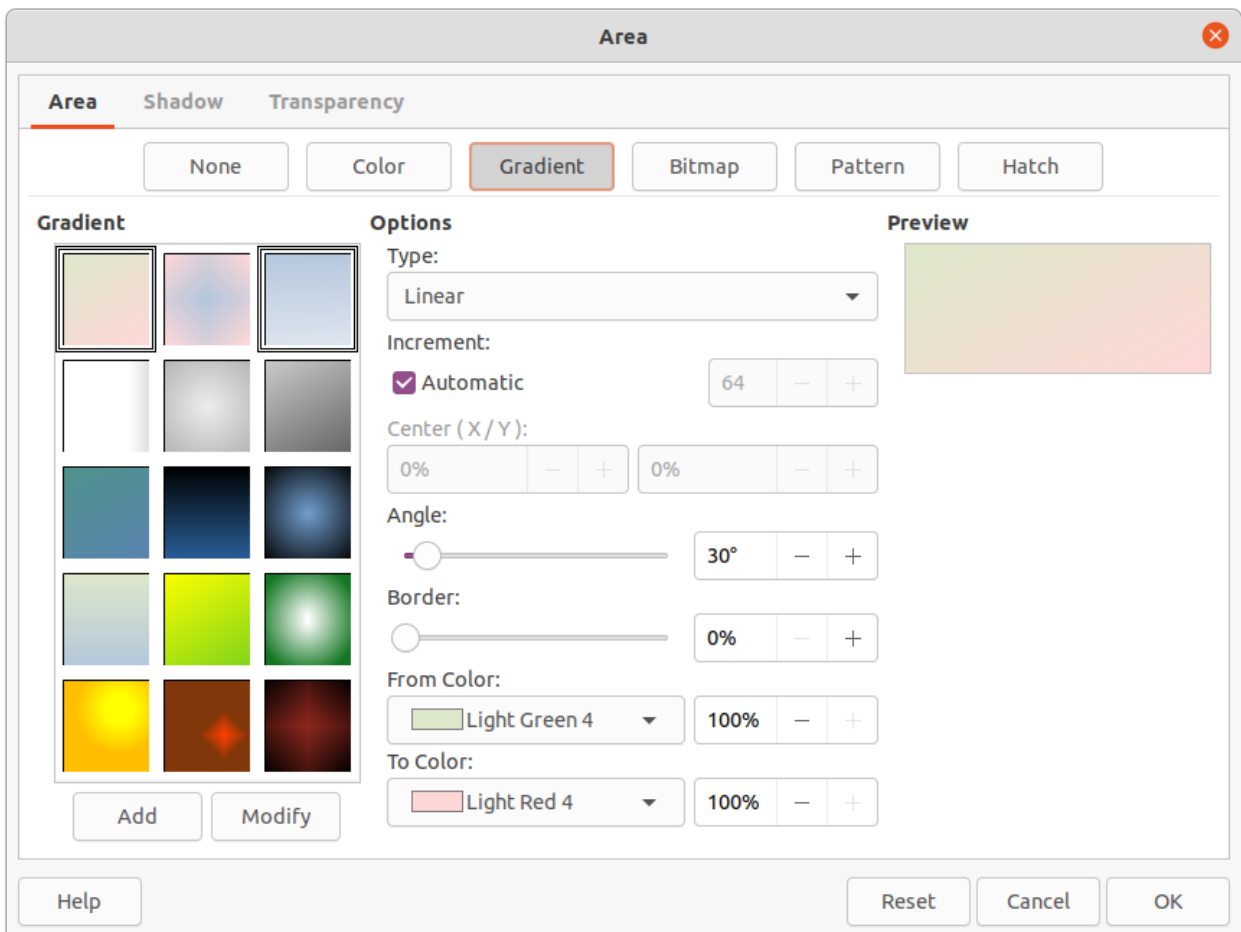


Figure 18: Area dialog - Area Gradient page

- 3) In **Gradient**, select the required gradient from the list of available gradients and it appears in **Preview**.
- 4) To override the default gradient transition of a 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.

### Creating custom gradients

Gradients can be modified or custom gradient can be created. 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.

- 1) Select the object where a custom gradient is going to be used.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Select one of the predefined gradients shown in the **Gradient** box and the gradient appears in **Preview**.
- 4) 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**.
- 5) 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.

- 6) Click on **Add** and enter a name for the gradient in the Name dialog that opens.
- 7) Click **OK** to close the Name dialog and the gradient is added to the end of the gradients displayed in the **Gradient** box.
- 8) Click **OK** to close the Area dialog and save the changes.

### Note

It is recommended to only modify, rename or delete gradients that have been 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.

Table 1: Gradient options

Gradient property	Description
Linear gradient	The color transitions from the starting color to the end color in a straight line.
Axial gradient	The color transitions from the starting color to the end color from the object center to the object edges in two opposite directions.
Radial gradient	The color transitions from the starting color to the end color in a circular pattern.
Ellipsoid gradient	The color transitions from the starting color to the end color in an elliptical pattern.
Quadratic gradient	The color transitions from the starting color to the end color from the object edges to the object center in four directions.
Square gradient	The color transitions from the starting color to the end color from the object edges to the object center in a square pattern.
Increment	Enter the number of steps for blending the two colors of the gradient. By default this is set to <i>Automatic</i> .
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 gradient types, modifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the shape.
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 where the gradient is going to be modified.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.

- 3) Select one of the predefined gradients shown in the **Gradient** box and the gradient appears in **Preview**.
- 4) Select a gradient previously created and added to the gradients displayed in the **Gradient** dialog.
- 5) Enter the new values for the gradient options that need to be changed. 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 the 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 the object where the gradient is going to be renamed.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Right-click on the gradient and select **Rename** from the context menu.
- 4) Enter a name for the gradient in the Name dialog that opens.
- 5) Click **OK** save the change and close the Name dialog.
- 6) Click **OK** to save the changes and close the Area dialog.

### Deleting gradients

- 1) Select the object where the gradient is going to be renamed.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Gradient** to open the options available for a gradient fill.
- 3) Select a gradient that has been created and added to the gradients displayed in the **Gradient** box.
- 4) Right-click on the gradient and select **Delete** from the pop-up menu. Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

### Advanced gradient controls

- 1) Select an object that contains a gradient as a fill.
- 2) Open the Area dialog and click on **Area**, then click on **Gradient** to open the **Gradient** page.
- 3) 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 19).
- 4) Click **Interactive gradient tool** 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 20).

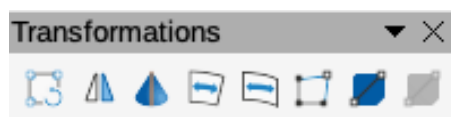


Figure 19: Transformations toolbar

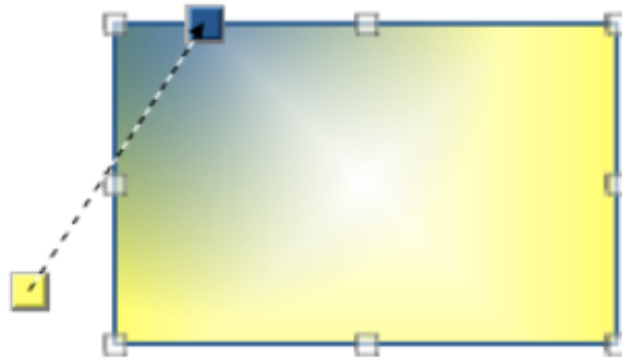


Figure 20: Example of using Interactive Gradient tool

- 5) Select the type of gradient required for the object from the *Type* drop-down list in **Options** on the **Gradient** page in the Area dialog. The gradient properties are adjusted depending on the gradient type selected and these properties are explained below.
  - **Linear gradients** – move the *From Color* square to change where the gradient starts (border value). Move the *To Color* square to change the orientation (angle value).
  - **Axial gradients** – move the *To Color* square to change both the angle and border properties of the gradient. Only the *To Color* square can be moved.
  - **Radial gradients** – move the *From Color* square to modify the border property to set the width of the gradient circle. Move the *To Color* square to change the point where the gradient ends (*Center X* and *Center Y* values).
  - **Ellipsoid gradients** – move the *From Color* square to modify the border property to set the size of the gradient ellipsoid. Move the *To Color* square to change the angle of the ellipsoid axis and the axis itself.
  - **Quadratic gradients** – move the *From Color* square 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* square to change the center of the gradient.
  - **Square gradients** – move the *From Color* square 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* square to change the center of the gradient.
- 6) Click **OK** to save the changes and close the Area dialog.

### ✓ Note

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

## Bitmap fills

### Using bitmaps

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** (Figure 21) to open the options available for a bitmap fill.
- 3) In **Bitmap**, select the required bitmap from the list of available bitmaps and it appears in **Preview**. Alternatively, click on **Add/Import** to open a file browser window, then select a file to use as a bitmap fill.

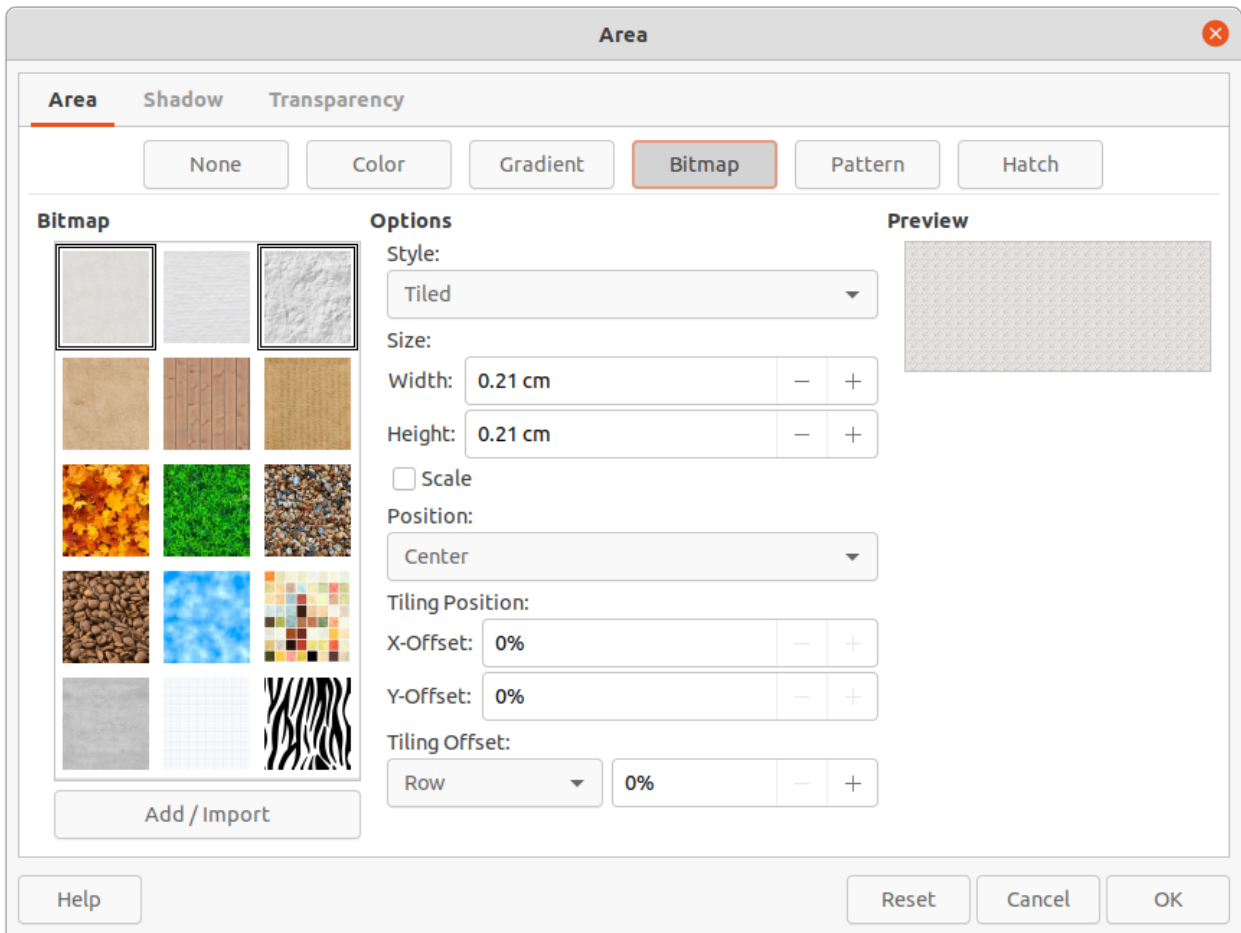


Figure 21: Area dialog - Area Bitmap page

- 4) To override the settings for the selected bitmap, in **Options**, enter values for *Style*, *Size*, *Position*, *Tiling Position*, and *Tiling Offset*. See Table 2 for information on **Options**.
- 5) Click **OK** to close the dialog and save the changes. The area fill appears in the selected object.

Table 2: Bitmap options

<b>Option</b>	<b>Purpose</b>
Style – Custom position/size	When selected, the position of the bitmap in the object and the size of the bitmap can be determined.
Style – Tiled	When selected, the bitmap is 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 selected, a bitmap is stretched to fill object area.
Size – Width	Sets the width of the bitmap. For example, 100% means that the bitmap original width is resized to occupy the whole fill area width, 50% means that the bitmap width is half that of the fill area.
Size – Height	Sets the height of the bitmap. For example, 100% means that the bitmap original height is resized to occupy the whole fill area height, 50% means that the bitmap height is 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> .



<b>Option</b>	<b>Purpose</b>
Position	When 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 bitmap width in percentage values. 50% offset means that Impress places the middle part of the bitmap at the anchor point and starts tiling from there.
Tiling Position – Y offset	When <i>Tile</i> is selected, sets the offset for the bitmap height in percentage values. 50% offset means that Impress places the middle part of the bitmap at the anchor point and starts 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.

### Editing bitmaps

- 1) Select an object for editing that contains a bitmap as a fill, or insert a bitmap into a selected object
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Select a bitmap from the options available in **Bitmap** to use and edit as a fill. Note that any imported bitmaps are also available.
- 4) 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 22 shows examples of using bitmap fills.
- 5) Click **OK** to save the changes and close the Area dialog.



Figure 22: Example of using bitmap fills



## Importing bitmaps

- 1) Select an object to import a bitmap into the object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Click on **Add/Import** and a file browser window opens.
- 4) Navigate to the directory containing the bitmap file, then select it and click **Open**.
- 5) Enter a name for the new bitmap in the Name dialog that opens, then click **OK** to close the Name dialog. The imported bitmap appears at the bottom of the **Bitmap** preview box.
- 6) Select the imported bitmap in the **Bitmap** preview box.
- 7) Click **OK** to import the bitmap into the selected object and close the Area dialog.

## Renaming bitmaps

- 1) Select an object that uses a bitmap.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Right-click on the bitmap selected for renaming and select **Rename** from the context menu.
- 4) Enter a new name for the bitmap in the Name dialog that opens.
- 5) Click **OK** save the change and close the Name dialog.
- 6) Click **OK** to save the changes and close the Area dialog.



### Note

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

## Deleting bitmaps

- 1) Select an object that contains the bitmap being deleted.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Bitmap** to open the options available for a bitmap fill.
- 3) Right-click on the bitmap that is going to be deleted in the Bitmap preview box.
- 4) Select **Delete** from the context menu and click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

## Pattern fills

### Using patterns

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** (Figure 23) 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 save the changes and close the Area dialog. The pattern area fill appears in the selected object.

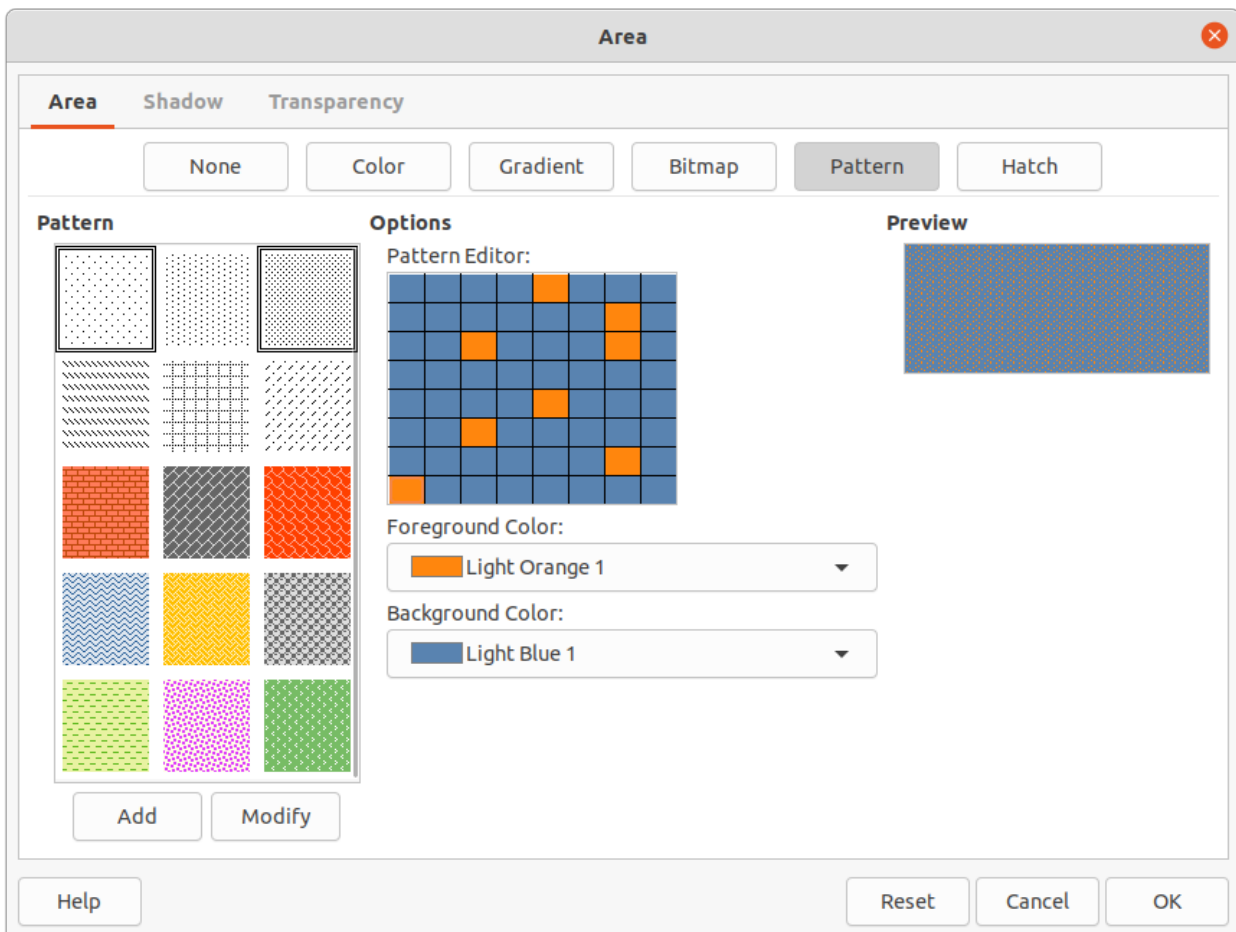


Figure 23: Area dialog - Area Pattern page

### Creating patterns

- 1) Select an object that contains a pattern as a fill or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill.
- 3) If necessary, select a pattern from the options available in the **Pattern** preview box. Note that any imported patterns are also available. The selected pattern appears in *Pattern Editor*.
- 4) In **Options**, select a color from the available color palettes for the *Foreground Color* and *Background Color*.
- 5) In *Pattern Editor*, start creating the pattern by clicking in the squares (pixels) to change color. Each click in a square swaps the color from *Background Color* to *Foreground Color* or *Foreground Color* to *Background Color*. Check the pattern being created to see if the desired effect is being achieved.
- 6) Click on **Add** to open a Name dialog.
- 7) Enter a name for the new pattern, then click **OK** to close the Name dialog. The new pattern appears at the bottom of the **Pattern** preview box.
- 8) Click **OK** to save the changes and close the Area dialog.

## Note

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

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### Modifying patterns

- 1) Select an object that contains a pattern or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill.
- 3) If necessary, select a pattern from the options available in the **Pattern** preview box. Note that any imported patterns are also available. The selected pattern appears in *Pattern Editor*.
- 4) Enter new colors for the *Foreground Color* and *Background Color* from the available color palettes.
- 5) In *Pattern Editor*, start modifying the pattern by clicking in the squares (pixels) to change color. Each click in a square swaps the color from *Background Color* to *Foreground Color* or *Foreground Color* to *Background Color*. Check the pattern being created to see if the desired effect is being achieved.
- 6) Click on **Modify** to save the pattern changes. There is no confirmation given when modifying a pattern fill.
- 7) Click **OK** to close the Area dialog and save the changes.

### Renaming patterns

- 1) Select an object that contains a pattern, or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill. The selected pattern appears in *Pattern Editor*.
- 3) Right-click on the pattern for renaming in the **Preview** box and select **Rename** from the context menu.
- 4) Enter a name for the pattern in the Name dialog that opens.
- 5) Click **OK** save the renaming and close the Name box.
- 6) Click **OK** to save the changes and close the Area dialog.

### Deleting patterns

- 1) Select an object that contains a pattern, or insert a pattern into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Pattern** to open the options available for a pattern fill. The selected pattern appears in *Pattern Editor*.
- 3) Right-click on the pattern for deletion in the **Preview** box and select **Delete** from the context menu.
- 4) Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

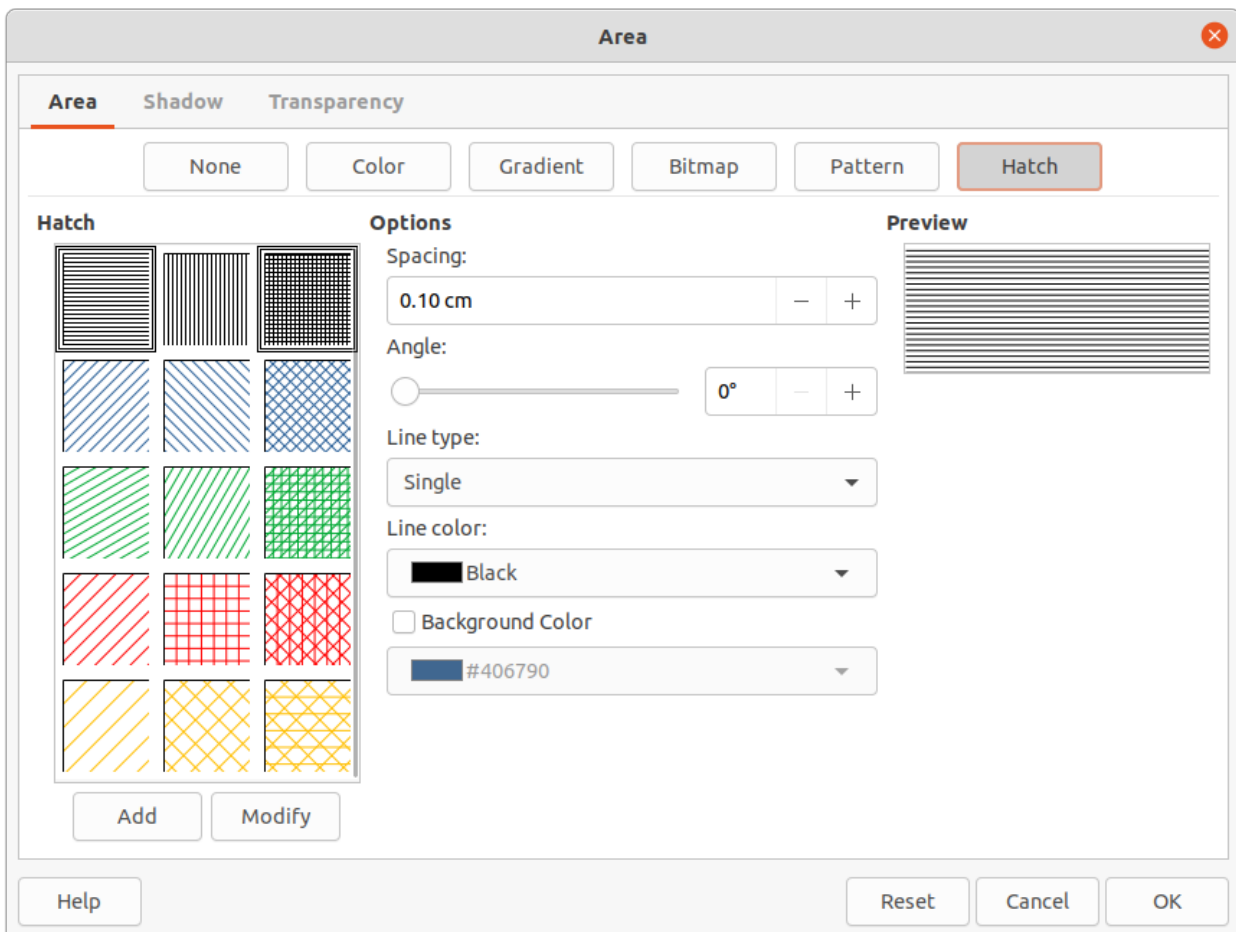


Figure 24: Area dialog - Area Hatch page

## Hatch fills

### Using hatch fills

- 1) Select an object for editing.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill (Figure 24).
- 3) Select a hatch from the options shown in the **Hatch** box and the selected hatch appears in the **Preview** box.
- 4) If necessary, to override the **Options** settings for the selected hatch fill, enter a new values for *Spacing*, *Angle*, *Line type*, *Line color*, and *Background Color*.
- 5) Click **OK** to save the changes and close the Area dialog. The hatch fill appears in the selected object.

### Creating hatch fills

When creating new hatch fills or modifying an existing hatch fill, use the options available on the Area Hatch page in the Area dialog. See Table 3 for an explanation of the options available for a hatch fill.

It is recommended to create a new hatch fill rather than modify an existing hatch fill.

- 1) Select an object that contains a hatch fill, or insert a hatch fill into the selected object.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.

- 3) As a starting point, select a hatch fill similar to the one being created. The selected hatch fill appears in the **Preview** box.
- 4) Change the values of the option settings for the hatch fill. The hatch fill displayed in the **Preview** box changes to reflect the changes in option values.
- 5) Click on **Add** to open the Name dialog and enter a name for the new hatch fill.
- 6) Click **OK** to close the Name dialog. The new hatch fill appears at the bottom of the hatch fills displayed in the **Hatch** box.
- 7) Click **OK** to close the Area dialog and save the changes. The new hatch fill appears in the selected object.

Table 3: Hatch fill options

Hatch option	Meaning
Spacing	Determines the spacing between two lines of the hatching fill. As the value is changed the <b>Preview</b> is updated.
Angle	Determines the angle used for the hatch lines. Either use the slider or enter a value in the box to change the angle.
Line type	Set single, double or triple line for the style of the hatching fill.
Line color	Select a color of the lines that form the hatching fill from the drop-down list of available color palettes
Background color	Select a color for the background color behind the hatching lines from the drop-down list of available color palettes



#### Note

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

### Modifying hatch fills

- 1) Select the object that contains the hatch fill that is to be modified.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.
- 3) Enter new values for the option settings of the hatch fill. The hatch fill displayed in the **Preview** box changes to reflect the changes in option values. See Table 3 for information on hatch options.
- 4) Click **Modify** to save the changes. There is no confirmation given when modifying a hatch fill.
- 5) Click **OK** to save the changes and close the Area dialog.

### Renaming hatch fills

- 1) Select the object that contains the hatch fill that is to be renamed.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.
- 3) Right-click on the hatch fill displayed in the **Hatch** box and select **Rename** from the context menu.
- 4) Enter a name for the hatch fill in the Name dialog that opens.
- 5) Click **OK** to save the renaming and close the Name dialog.
- 6) Click **OK** to save the changes and close the Area dialog.

## Deleting hatch fills

- 1) Select the object that contains the hatch fill that is to be deleted.
- 2) Open the Area dialog and click on **Area** to open the **Area** page, then click on **Hatch** to open the options available for a hatch fill.
- 3) Right-click on the hatch fill displayed in the **Hatch** box and select **Delete** from the context menu.
- 4) Click on **Yes** to confirm the deletion.
- 5) Click **OK** to save the changes and close the Area dialog.

## Working with shadows

Shadows can be applied to objects such as lines, shapes and text. The options available for shadows are as follows:

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

## Area dialog

- 1) Select an object where a shadow is going to be applied.
- 2) Open the Area dialog and click on **Shadow** to open the **Shadow** page (Figure 25).
- 3) Select *Use shadow* in **Properties** and the shadow options become active.
- 4) Select from one of nine points the direction in which the shadow is going to be cast in relation to the object.
- 5) In *Color*, select the color palette from the drop-down list of available palettes and then select the color required for the shadow.
- 6) In *Distance*, enter a distance to set spacing between the object and the shadow.
- 7) In *Blur*, enter a value to soften the edges of the shadow.

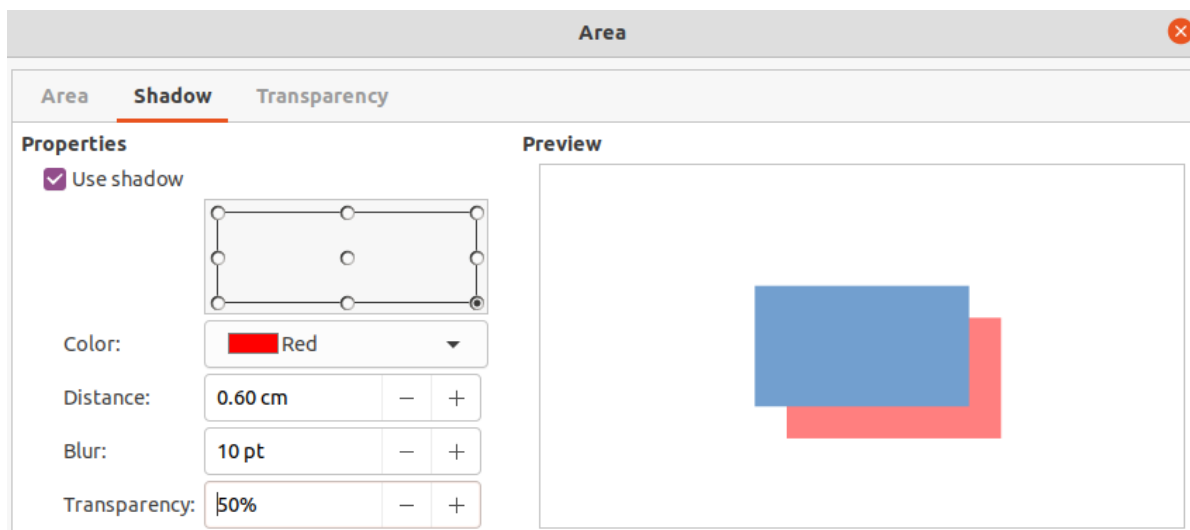


Figure 25: Area dialog - Shadow page

- 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

- 1) Select an object where a shadow is going to be applied.
- 2) Click on **Properties** to open the Properties deck on the Sidebar.
- 3) Click on **Shadow** to open the **Shadow** panel (Figure 26) in the Properties deck
- 4) Select *Enable* and the shadow options become active
- 5) In *Angle*, select from one of the options available from the drop-down list to set the direction of where the shadow is going to be cast in relation to the object.
- 6) In *Color*, select the color palette from the drop-down list of available palettes and then select the color required for the shadow.
- 7) In *Distance*, enter a distance to set spacing between the object and the shadow.
- 8) In *Blur*, enter a value to soften the edges of the shadow.
- 9) In *Transparency*, move the slider or enter a percentage in the text box to set the shadow transparency.
- 10) Deselect the object to save the changes made.

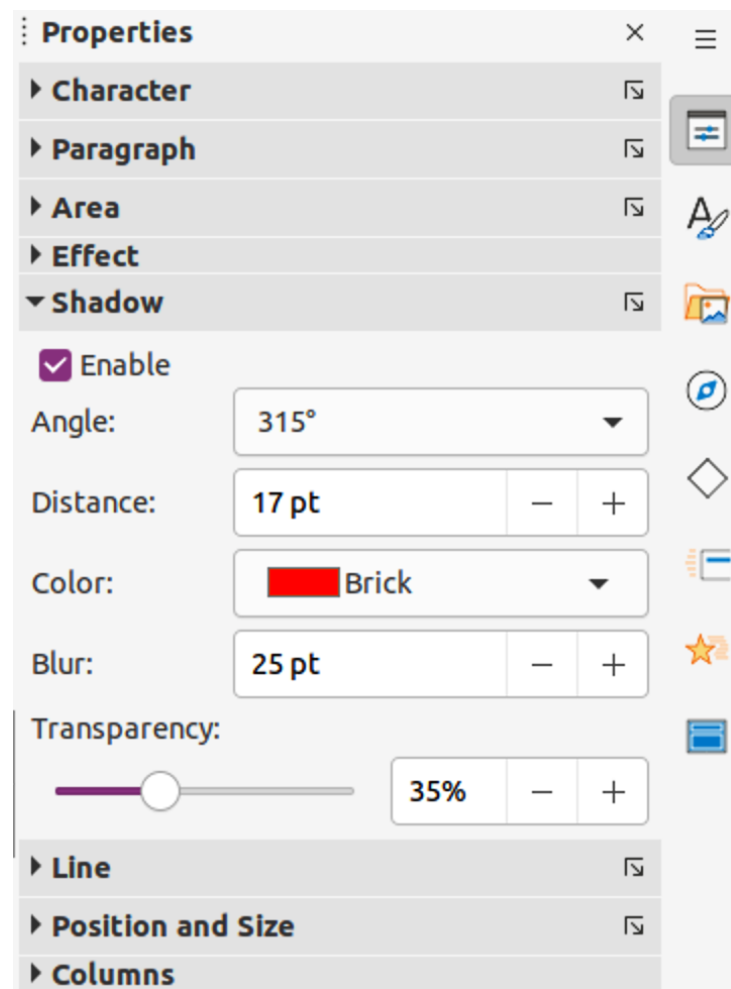


Figure 26: Shadow panel in Properties deck on Sidebar



## Line and Filling toolbar

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

## Working with 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 “Gradient fills” on page 18.

- 1) Select an object where a transparency is going to be applied.
- 2) Open the Area dialog and click on **Transparency** to open the **Transparency** page (Figure 27).
- 3) To create a uniform transparency, select *Transparency* and enter a percentage in the text box.
- 4) To create a gradient transparency so that the area becomes gradually transparent, select *Gradient* and select the type of gradient transparency from the *Type* drop-down list: **Linear**, **Axial**, **Radial**, **Ellipsoid**, **Quadratic** or **Square**.
- 5) If a gradient transparency has been selected, set the parameters for the type of the gradient transparency that has been selected. Refer to Table 4 for a description of the properties. The available parameters depends on the type of gradient transparency.
- 6) Click **OK** to close the Area dialog and save the changes.

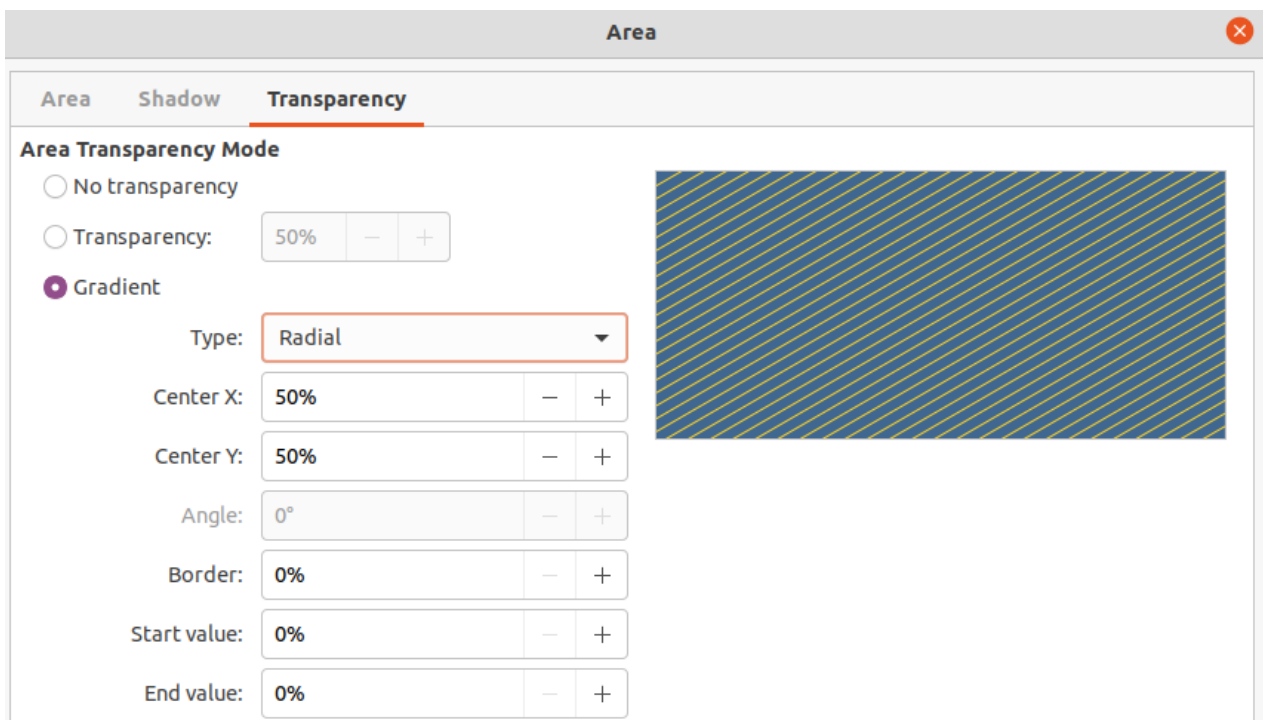


Figure 27: Area dialog - Transparency page

Table 4: Gradient transparency options



<b>Gradient transparency options</b>	<b>Meaning</b>
Center X	Used for <b>Radial</b> , <b>Ellipsoid</b> , <b>Quadratic</b> and <b>Square</b> gradients. The values to set the horizontal offset of the gradient center.
Center Y	Used for <b>Radial</b> , <b>Ellipsoid</b> , <b>Quadratic</b> and <b>Square</b> gradients. The values to set the vertical offset of the gradient center.
Angle	Used for <b>Linear</b> , <b>Axial</b> , <b>Ellipsoid</b> , <b>Quadratic</b> and <b>Square</b> 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

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By default, an object is not dynamic when it is created and does not behave like a text box. If the text exceeds the object borders, then the text has to be reduced in font size, or the object size increased to accommodate the text.

### Adding text

- 1) Select the object where text is to be added.
- 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 Standard or Drawing toolbar.
  - Use the keyboard shortcut *F2*.
  - Go to **Insert > Text Box** on the Menu bar.

#### Note

If double-clicking does not work, go to **View > Toolbars** on the Menu bar to open the Options toolbar, then select **Double-click to edit Text**.

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- 3) Type the required text. The text is centrally aligned horizontal and vertically within the boundaries of the object.
- 4) Alternatively, copy and paste text into the selected object. It is recommended to paste text into an object as unformatted text and then format the text to to the presentation 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.

## ✓ Note

If vertical text is required in an object, enter horizontal text into the object as above, then rotate the object 90 degrees. The text inside the object rotates with the object to create vertical text.

## Formatting text in objects

This section only covers formatting of how the text appears inside an object. For more information on formatting the text attributes, 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 28):
  - Go to **Format > Object and Shape > Text Attributes** on the Menu bar.
  - Right-click on the text inside the object and select **Text Attributes** from the context menu.
- 2) Click on **Text** to open the **Text** page.
- 3) Format and edit the text within an object using the available options. The options are described in Table 5.
- 4) Click **OK** to close the Text dialog and save the changes to the text.

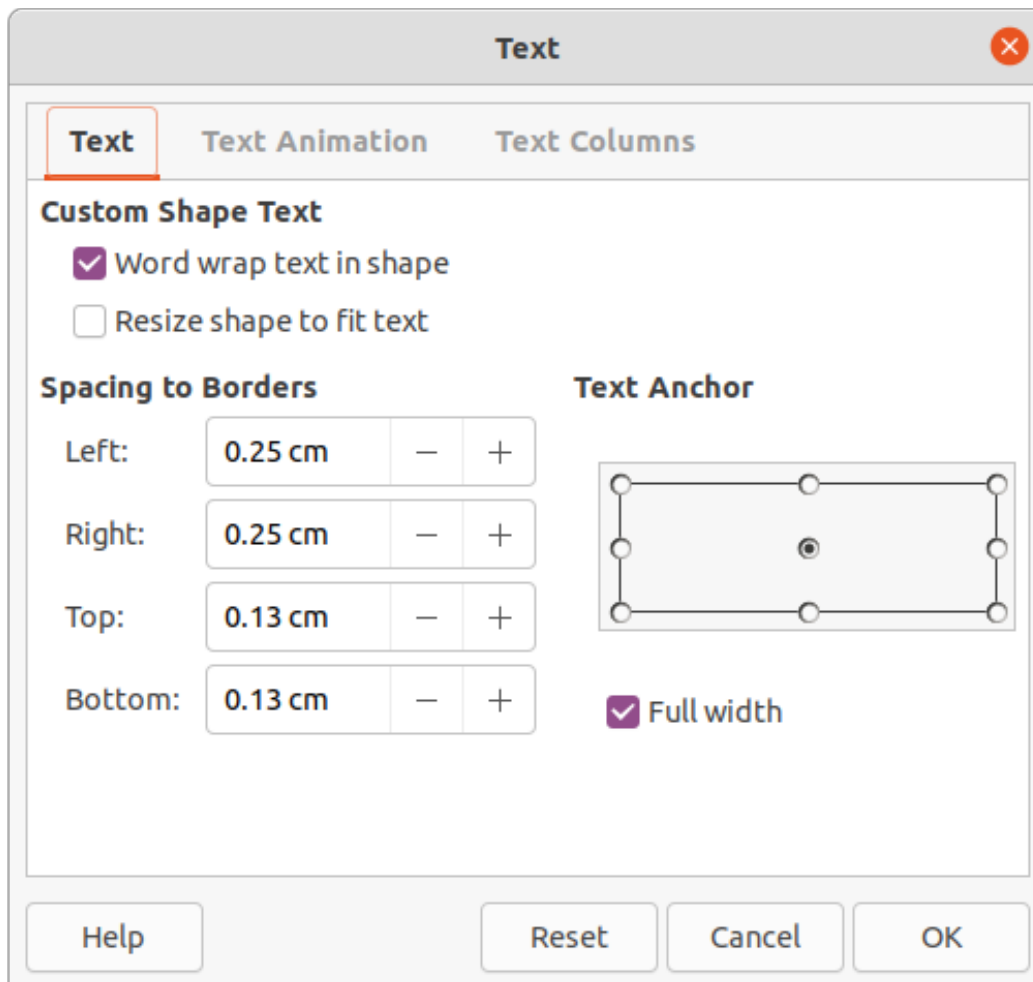


Figure 28: Text dialog

- 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 > Text** 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: Object text formatting options

Text options	Meaning
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.
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.

- Select the object which contains text.
- Open the Text dialog and click on **Text Animation** to open the **Text Animation** page (Figure 29).

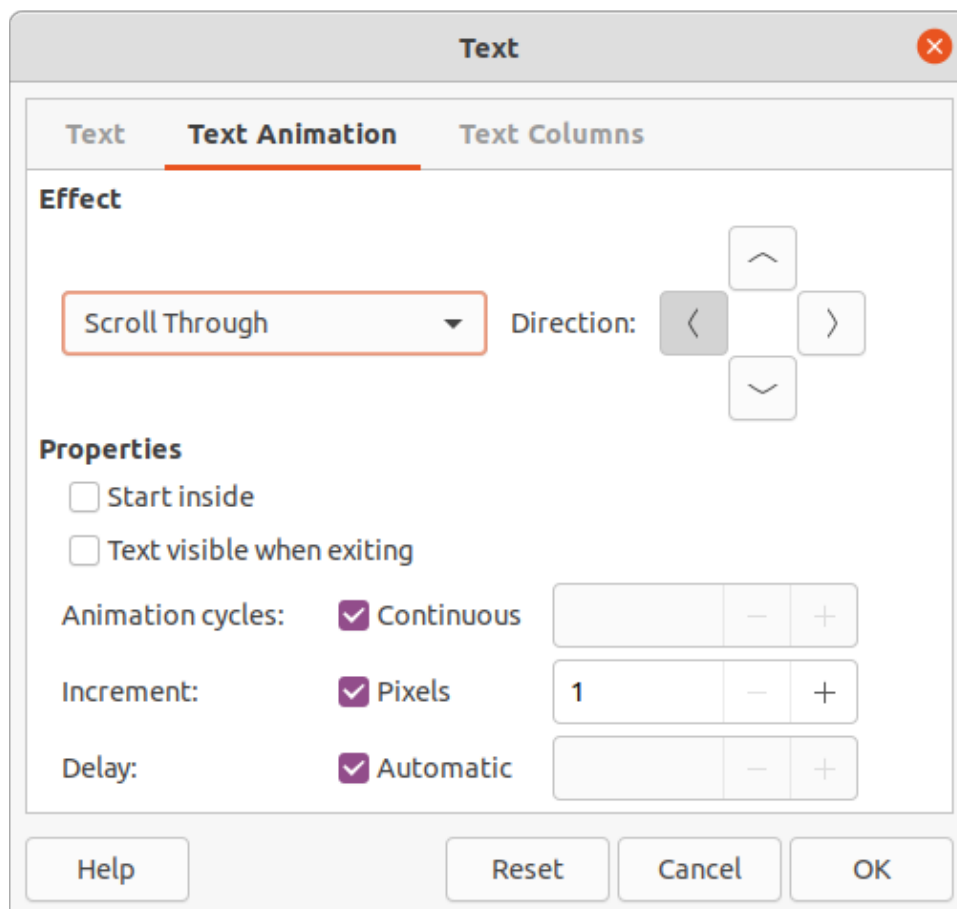


Figure 29: Text dialog - Text Animation page

- 3) Select the type of animation required from the **Effect** drop-down list as follows:
  - *No animation* – default setting.
  - *Blink* – the text blinks on the screen.
  - *Scroll through* – the text moves into the object and then out following the selected direction.
  - *Scroll back and forth* – the text moves first in the selected direction, but bounces back at the object border.
  - *Scroll in* – the text scrolls in towards the given direction starting from the edge of the object and stops in the center.
- 4) Set the *Direction* of the animation using one of the four arrows to set the scroll direction for the text.
- 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. The units of measurement depends 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.

## Text columns

Only text added to objects can be placed into columns as follows:

- 1) Select the object which contains text.
- 2) Open the Text dialog and click on **Text Columns** to open the **Text Columns** page (Figure 30).
- 3) Enter the number of columns required in the *Number of columns* box.
- 4) Enter the spacing required between each column in the *Spacing* box. The units of measurement depends on the settings in **Tools > Options > LibreOffice Impress > General**.
- 5) Click **OK** to close the Text dialog and save the changes.

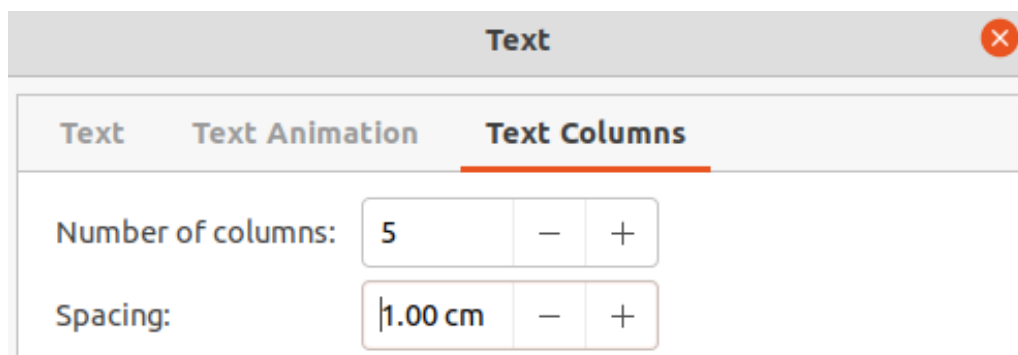


Figure 30: Text dialog - Text Columns page

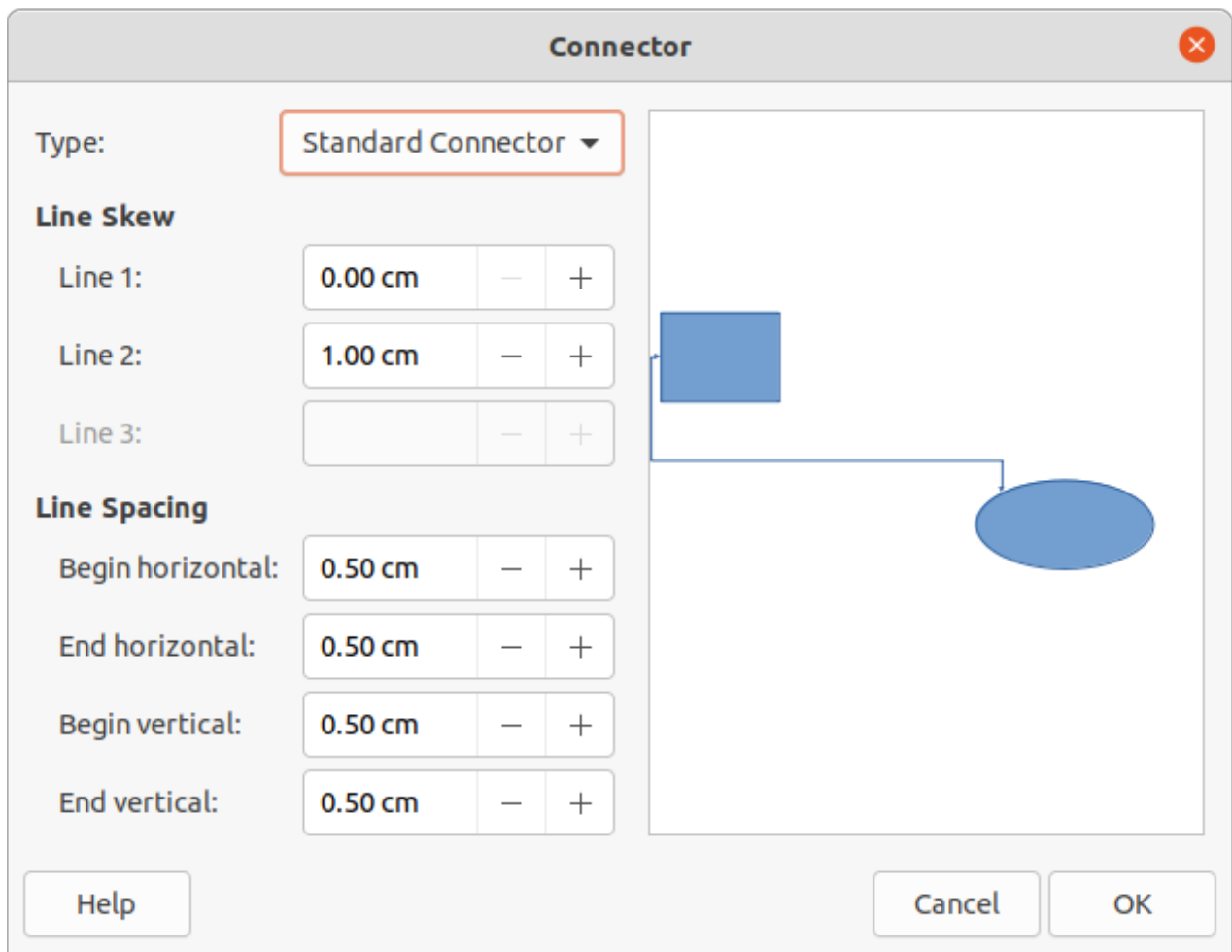


Figure 31: Connector dialog

## 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 31). 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.

## 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.

Drawing styles are similar to paragraph styles that are used for text. A drawing style groups all formatting properties applicable to an object and associates this properties group with a name. This allows the properties group to be used for other 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 Impress is used frequently, a library of well defined drawing styles is an invaluable tool for speeding up the process of formatting objects to any requirements that have to be followed (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 a 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. These styles are also known as child styles. If it is necessary to change the font size or border thickness, the parent style is changed and all the child styles change accordingly.

## Default drawing style

In Impress, the drawing styles are located in the Styles deck on the Sidebar (Figure 32). Click on **Drawing Style** to open the drawing styles that are available in the presentation. 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.

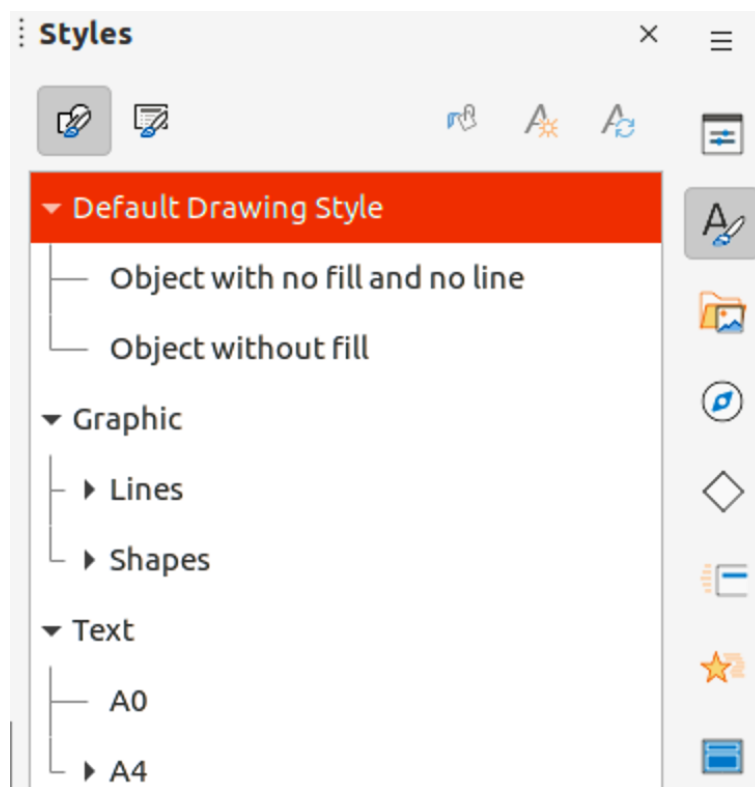


Figure 32: Drawing styles in Styles deck on Sidebar

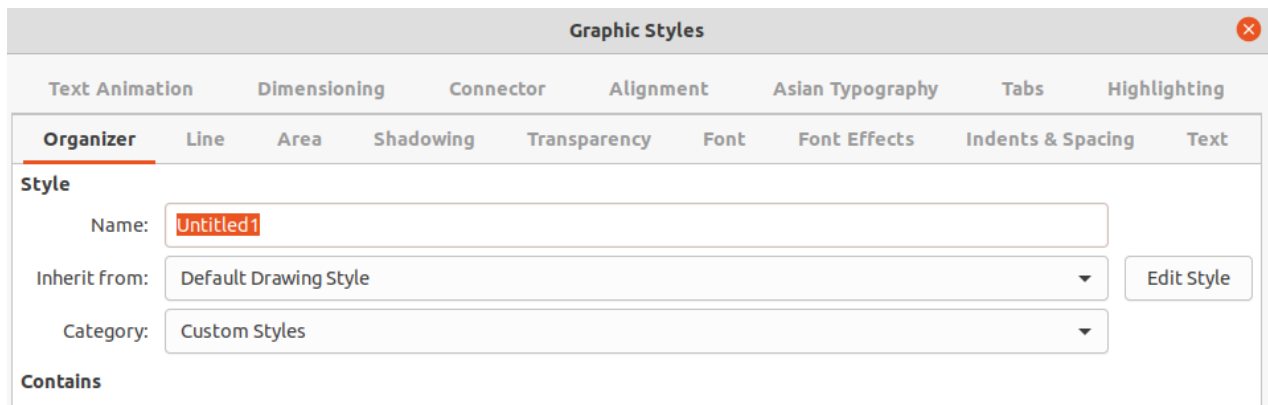


Figure 33: Graphic Styles dialog - Organizer page

### ✓ 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 an object or create a new object.
- 2) Open the Styles deck on the Sidebar 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 Styles title bar to open the **Drawing Styles** panel.
- 4) Right-click on a drawing style that is selected in the list and select **New** from the context menu to open the Graphic Styles dialog (Figure 33).
- 5) Click on **Organizer** 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 the new drawing style is NOT going to be linked. When the object was created, it was allocated the Default Drawing Style and this new drawing style linked by default to the Default 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** – provides options for formatting any text inserted into a graphic object.
  - **Dimensioning** – provides options for formatting of dimension lines.
  - **Text, Text Animation, Connector, Line, Area, Shadowing**, and **Transparency** – provides options for formatting of graphic objects.
  - 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 Styles** category.

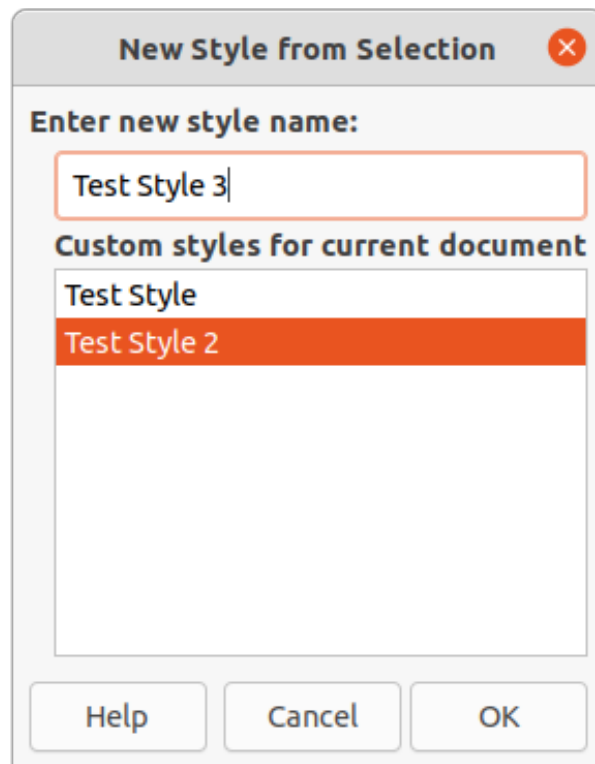


Figure 34: New Style from Selection dialog

### New style from selected object

- 1) Select an object to use for creating a new drawing style.
- 2) Carry out any formatting changes to the object using the various dialogs and menu options available in Impress.
- 3) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 4) Click on **New Style from Selection** on the right of the Styles deck title bar to open the New Style from Selection dialog (Figure 34).
- 5) Enter a name for the new drawing style in the **Enter new style name** text box. A list is displayed of existing custom styles of that are available.
- 6) Click **OK** to save the new drawing style and close the New Style from Selection dialog.

### Modifying drawing styles

- 1) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 2) Right-click on the style that is to be modified and select **Modify** from the context menu to open the Graphic Styles dialog.
- 3) Carry out any formatting changes to the drawing style using the options in the various pages of the Graphic Styles dialog.
- 4) Click **OK** to save the changes and close the Graphic Styles dialog..

### Updating drawing styles

- 1) Select an object or create a new object.
- 2) Carry out any formatting changes to the object using the various dialogs and menu options available in Impress.



- 3) Open the Styles deck on the Sidebar and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 4) Click on **Update Style** on the right of the Styles deck title bar 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 and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 2) Select an object in the presentation to apply a drawing style.
- 3) Double-click on the drawing style name and apply the drawing style to the selected object.

## Deleting drawing styles

The predefined drawing styles in Impress cannot be deleted, 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 and click on **Drawing Styles** on the left of the Styles title bar to open the **Drawing Styles** panel.
- 2) Right-click on a custom drawing style and click **Delete** on the context menu.
- 3) Click **Yes** to confirm the deletion of the custom drawing style.



### Note

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

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