



LibreOffice
The Document Foundation

Impress Guide

Chapter 10

Printing, E-mailing, Exporting, and Saving Slide Shows

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Note for Mac users

Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i> and/or <i>right-click</i> depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Open the Navigator
<i>F11</i>	⌘+T	Open the Styles and Formatting window

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Introduction

This chapter provides information about printing, exporting, and e-mailing documents from LibreOffice Impress.

Quick printing

Click the **Print File Directly** icon  on the Standard toolbar to send the entire document to the default printer defined for your computer.

Note

You can change the action of the **Print File Directly** icon to send the document to a printer defined for the document instead of the default printer for the computer. Go to **Tools > Options > Load/Save > General** and select the **Load printer settings with the document** option.

Controlling printing

Impress provides many options for printing a presentation; for example multiple slides on one page, single slide per page, slides with notes, as an outline, with date and time, with page name, and so on.

For more control over printing a presentation, go to **File > Print** on the menu bar, or the keyboard shortcut **Ctrl+P** to open the Print dialog (Figure 1). The Print dialog has four tabbed pages where you can choose a range of options, as described in the following sections.

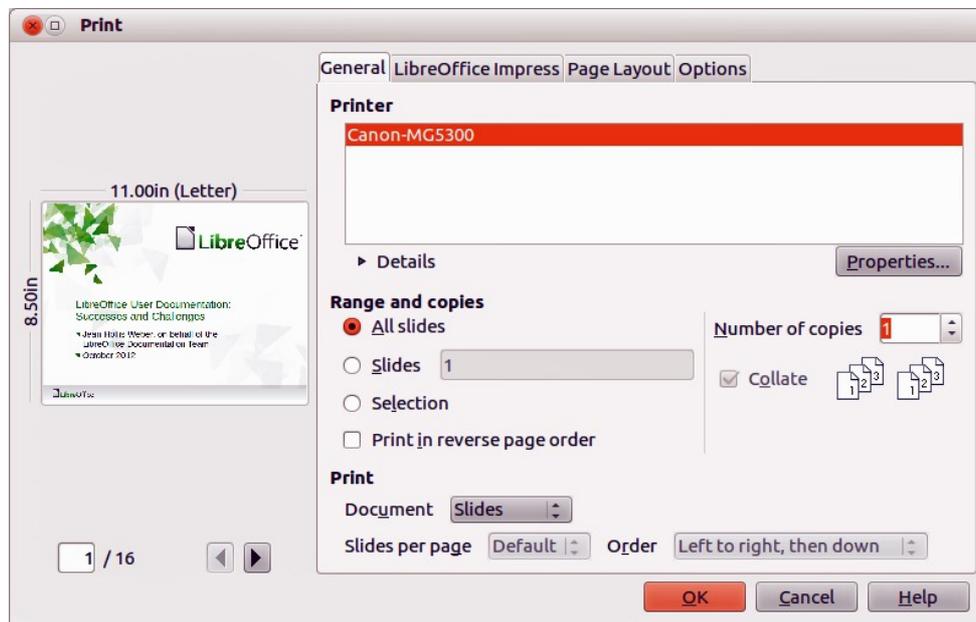


Figure 1. Print dialog – General page

Note

The options selected in the Print dialog apply to this printing of this document only. To specify default printing settings, go to **Tools > Options > LibreOffice > Print** and **Tools > Options > LibreOffice Impress – Print**. See “Selecting default print options” on page 7 for more information.

General printing

On the **General** page of the Print dialog (Figure 1):

- 1) Select a printer from the list of printers available.
- 2) Select the slides to print, the number of copies to print, whether to collate multiple copies and to reverse printing order using the **Range and copies** section.
- 3) Select whether to print slides, notes, handouts, or an outline of the presentation, slides per page and printing order using the **Print** section.
- 4) Click **Properties** to display a Properties dialog. Actual printer properties available will depend on the printer being used and type of computer operating system being used.
 - a) On the **Paper** page, select paper size to use, portrait or landscape orientation, double sided printing (if available) and the paper tray to use. An example is shown in Figure 2.
 - b) On the **Device** page, select output resolution, color model, media type, amount of extension, printer language type, color and color depth. An example is shown in Figure 3.
- 5) Click **OK** to print your presentation and close the dialog.

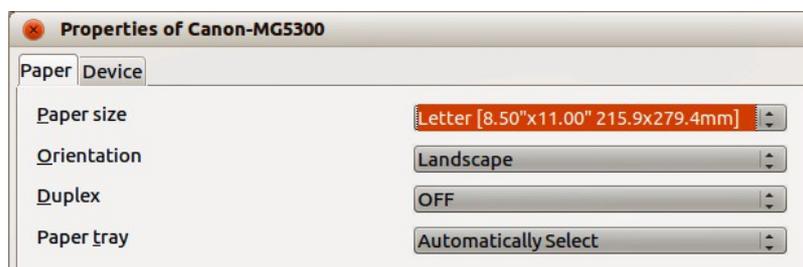


Figure 2: Example of a Properties dialog – Paper page

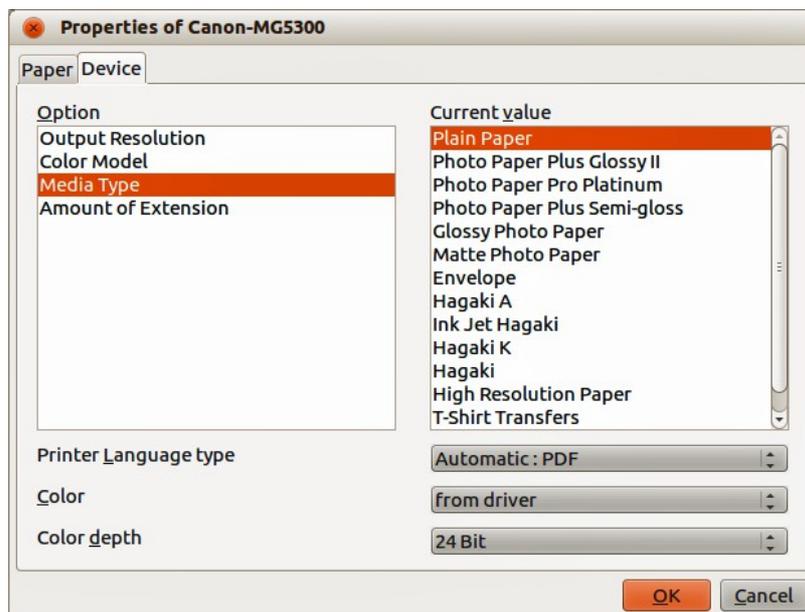


Figure 3: Example of a Properties dialog – Device page

Example of selecting slides to print

To print an individual slide or several slides:

- 1) Open the Print dialog and select the **General** page. Then, do one of the following:
 - To print a single slide or a selection of slides, select the **Slides** option in the **Ranges and copies** section and type the slide numbers in the text box. Separate each slide number by a comma, for example 1,3,7,11.

- To print a range of slides, select the *Slides* option in the **Ranges and copies** section and type the slide numbers in the text box as a range, for example 1-4.
 - To print a selection of slides, select the slides in the Slides pane or Slide Sorter view and then select *Selection* in the **Range and copies** section.
- 2) Click **OK** to print your slides and close the dialog.

Example of printing handouts

Handouts of slides can be printed using one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page. To print handouts:

- 1) Open the Print dialog and select the **General** page.
- 2) In the **Print** section of the Print dialog, select **Handouts** from the *Document* drop-down list.
- 3) Select how many slides to print per page and the order in which they are printed.
- 4) Click **OK** to print your slides and close the dialog.

LibreOffice Impress

On the **LibreOffice Impress** page of the print dialog (Figure 4), you can select how your presentation is printed using the **Contents**, **Color** and **Size** sections.

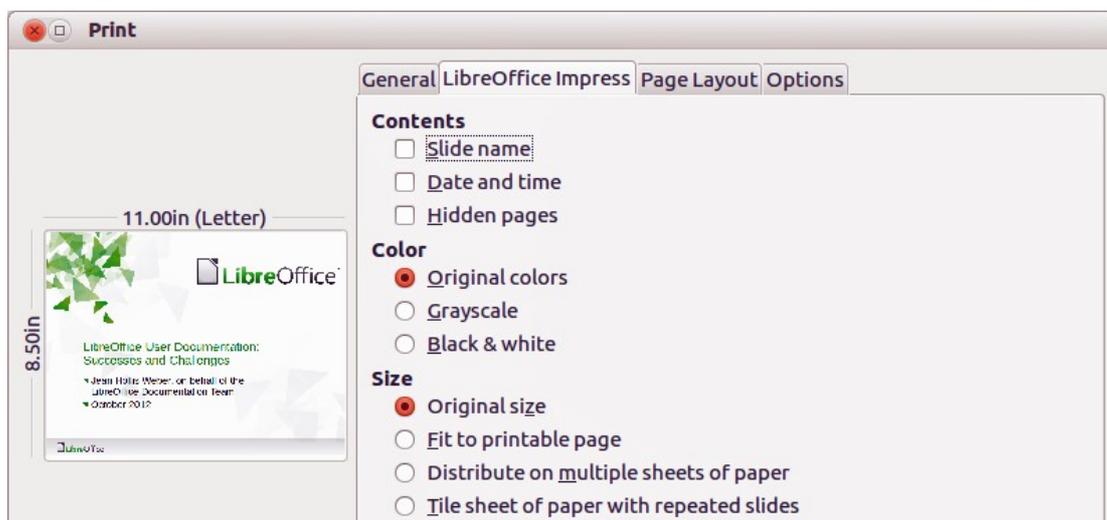


Figure 4. Print dialog – LibreOffice Impress page

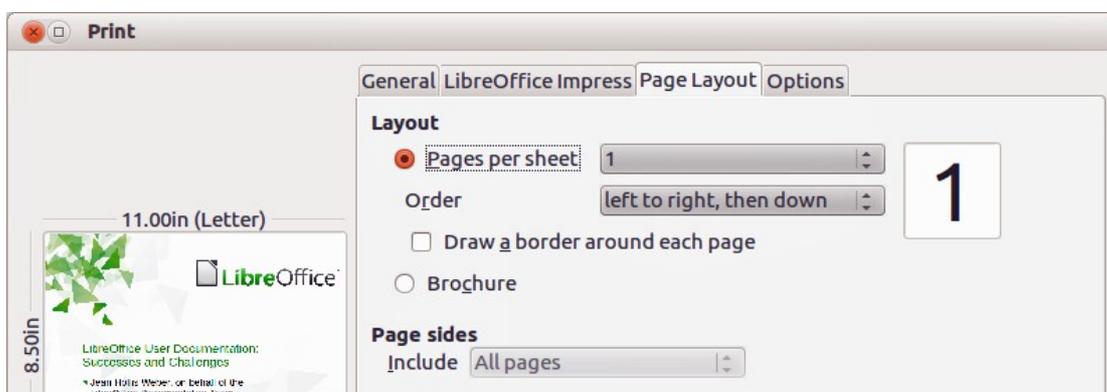


Figure 5. Print dialog – Page Layout page

Page layout

On the **Page Layout** page of the print dialog (Figure 5), you can select how your presentation is printed using the **Layout** and **Page sides** sections.

Example of printing multiple pages on a single sheet of paper

You can print multiple pages of a document on one sheet of paper. To do this:

- 1) Open the Print dialog and select the **Page Layout** page.
- 2) In *Layout*, select from the drop-down list the number of pages to print per sheet. The preview panel on the left shows how the printed document will look.
- 3) When printing more than two pages per sheet, select the *Order* in which they are printed across and down the paper.
- 4) Select whether to *Draw a border around each page* that is printed.
- 5) In the *Page sides* section, select whether to print all pages or only some pages.
- 6) Click **OK** to print the presentation and close the dialog.

Options

The **Options** page of the Print dialog (Figure 6) allows you to select other options for printing your presentation.

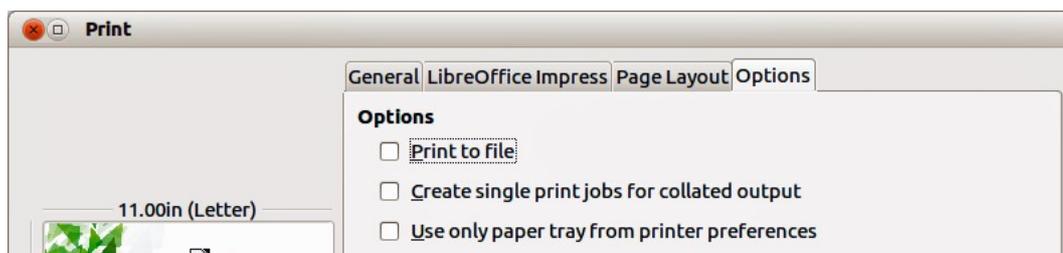


Figure 6: Print dialog – Options page

Selecting default print options

Printing options selected in the Print dialog override any default settings any default settings for printing that have been set using **Tools > Options > LibreOffice Impress > Print**.

Other default printer settings are found in **Tools > Options > LibreOffice > Print**. Use these settings to specify quality settings for printing, and whether to have Impress warn you if the paper size or orientation of your document does not match the printer settings. See *Chapter 11 Setting Up and Customizing Impress* for more information.

Brochure printing

You can print a presentation with two slides on each side of a sheet of paper, arranged so that when the printed pages are folded in half, the slides are in the correct order to form a booklet or brochure.

Single sided printing

To print a brochure on a printer that can only print single-sided pages:

- 1) Go to **File > Print** on the menu bar, or use the keyboard shortcut *Ctrl+P* to open the Print dialog (Figure 1 on page 4).

- 2) Make sure the Print dialog has the **General** page open.
- 3) Click **Properties** and check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog.
- 4) Select which slides you want printed as a brochure in the **Range and copies** section. You have to select four or more slides for brochure printing.
- 5) Select the **Page layout** page in the Print dialog (Figure 5 on page 6).
- 6) Select the *Brochure* option in the **Layout** section.
- 7) In the *Page sides* section, select **Back sides / left pages** option from the *Include* drop-down list.
- 8) Click **OK** to close the Print dialog and print the first page side of selected slides.
- 9) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
- 10) Repeat Steps 1 through 6 above.
- 11) In the *Page sides* section, select **Front sides / right pages** option from the *Include* drop-down list.
- 12) Click **OK** to close the print dialog and print the second page side of selected slides.

Duplex printing

To print a brochure on a printer that can print double-sided pages (duplex printing):

- 1) Go to **File > Print** on the menu bar, or use the keyboard shortcut *Ctrl+P* to open the Print dialog (Figure 1 on page 4).
- 2) Make sure the Print dialog has the **General** page open.
- 3) Click **Properties** and check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog.
- 4) Select which slides you want printed as a brochure in the **Range and copies** section. You have to select four or more slides for brochure printing.
- 5) Select the **Page layout** page in the Print dialog (Figure 5 on page 6).
- 6) Select the *Brochure* option in the **Layout** section.
- 7) In the *Page sides* section, select **All pages** option from the *Include* drop-down list.
- 8) Click **OK** to close the Print dialog and print your selected slides as a brochure.

PDF export

Impress can export presentations to PDF (Portable Document Format). This industry-standard file format for file viewing is ideal for sending the file to someone else to view using Adobe Reader or other PDF viewers.

Quick export

Click the **Export Directly as PDF** icon  on the Standard toolbar to export the entire presentation using the default PDF settings. You are asked to enter the file name and location for the PDF file, but you cannot select a page range or print quality for the PDF file.

Controlling PDF content and quality

For more control over the content and quality of the PDF produced:

- 1) Go to **File > Export as PDF** on the menu bar to open the PDF Options dialog (Figure 7). This dialog has five pages and the options available are described below.
- 2) Make your selections and then click **Export**.
- 3) Enter the location and file name of the PDF to be created.
- 4) Click **Save** to export the file.

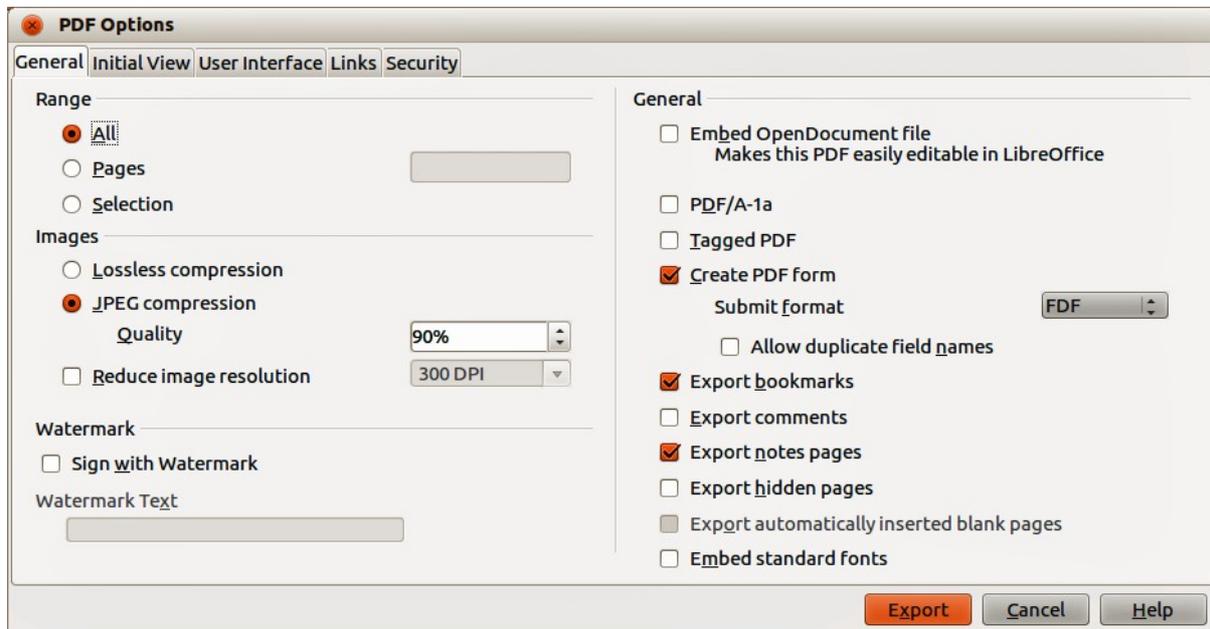


Figure 7: PDF Options dialog – General page

General options

On the General page (Figure 7), you can select which pages (slides) to include in the PDF, the type of compression to use for images (this affects the quality of images in the PDF), and so on.

- **Range** – sets the export options for the slides to be included in the PDF file.
 - *All* – exports the entire document.
 - *Pages* – exports the slide numbers you type in the box. To export a range of slides, use the format 3-6. To export single slides, use the format 7;9;11. You can also export a combination of slide ranges and single slides, by using a format like 3-6;8;10;12.
 - *Selection* – exports the current selection of slides.
- **Images** – sets the PDF export options for images inside your document. EPS images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.
 - *Lossless compression* – selects a lossless compression of images. All pixels are preserved.
 - *JPEG compression* – selects a JPEG compression of images. With a high quality level, almost all pixels are preserved. With a low quality level, some pixels get lost and artifacts are introduced, but file sizes are reduced.
 - *Quality* – enter the quality level for JPEG compression.
 - *Reduce image resolution* – select to resample or down-size the images to a lower number of pixels per inch. Enter the target resolution for the images.

- **General** – sets general PDF export options.
 - *Embed OpenDocument file* – export the document as a .pdf file containing two file formats: PDF and ODF. In PDF viewers it behaves like a normal PDF file and it remains fully editable in LibreOffice.
 - *PDF/A-1a* – convert to the PDF/A-1a format. This is defined as an electronic document file format for long term preservation. All fonts that were used in the source document will be embedded into the generated PDF file. PDF tags will be written.
 - *Tagged PDF* – write PDF tags. This can increase file size by huge amounts. A tagged PDF contains information about the structure of the document contents. This can help to display the document on devices with different screens, and when using screen reader software.
 - *Create PDF form* – create a PDF form, which can be filled out and printed by the user of the PDF document.
 - *Submit format* – select the format of submitting forms from within the PDF file. Select the format of the data that you will receive from the submitter: FDF (Forms Data Format), PDF, HTML, or XML. This setting overrides the URL property that you set in the document.
 - *Allow duplicate field names* – allows you to use the same field name for multiple fields in the generated PDF file. If disabled, field names will be exported using generated unique names.
 - *Export bookmarks* – export bookmarks of Writer documents as PDF bookmarks. Bookmarks are created for all outline paragraphs (**Tools > Outline Numbering**) and for all table of contents entries for which you did assign hyperlinks in the source document.
 - *Export comments* – export comments in Writer and Calc documents as PDF notes.
 - *Export notes pages* – export a set of notes as pages after the set of slides.
 - *Export hidden pages* – export any hidden pages in your document as part of the PDF.
 - *Export automatically inserted blank pages* – if selected, automatically inserted blank pages are exported in the PDF file. This is best if you are printing the PDF file double-sided. For example, in a book a chapter paragraph style is set to always start with an odd numbered page. If the previous chapter ends on an odd page, LibreOffice inserts an even numbered blank page. This option controls whether to export that even numbered page.
 - *Embed standard fonts* – normally the 14 standard Postscript fonts are not embedded in a PDF file, because PDF reader software already contains these fonts. Enable this option to embed the standard fonts that are installed on your system and that are used in the document. Use this option if you expect to have a better looking or more useful standard font than the font that is available in the recipients' PDF reader software.

Initial View options

On the Initial View page (Figure 8), you can select how the PDF file opens by default in a PDF viewer.

If you have Complex Text Layout enabled (in **Tools > Options > Language settings > Languages**), an additional selection is available under *Continuous facing: First page is left*. Normally, the first page is on the right when using the *Continuous facing* option.

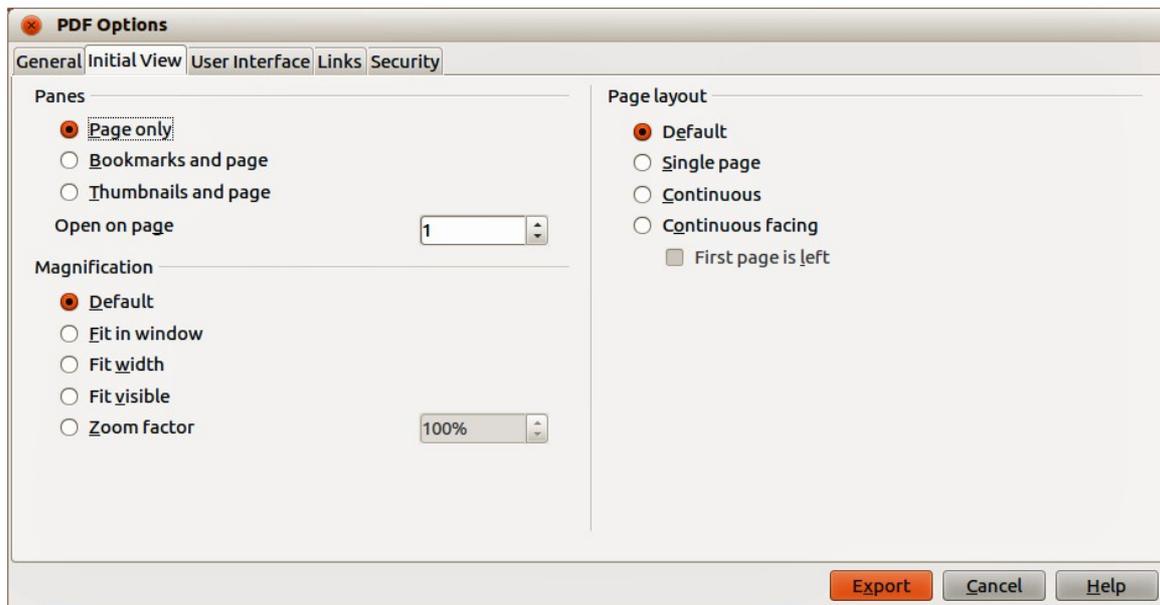


Figure 8: PDF Options dialog – Initial View page

- **Panes**

- *Page only* – generate a PDF file that shows only the page contents.
- *Bookmarks and page* – generate a PDF file that shows a bookmarks palette and the page contents.
- *Thumbnails and page* – generate a PDF file that shows a thumbnails palette and the page contents.
- *Open on page* – show the given page when the reader opens the PDF file.

- **Magnification**

- *Default* – generate a PDF file that shows the page contents without zooming. If the reader software is configured to use a zoom factor by default, the page shows with that zoom factor.
- *Fit in window* – generate a PDF file that shows the page zoomed to fit entirely into the window of the PDF file reader.
- *Fit width* – generate a PDF file that shows the page zoomed to fit the width of the window of the PDF file reader.
- *Fit visible* – generate a PDF file that shows the text and graphics on the page zoomed to fit the width of the window of the PDF file reader.
- *Zoom factor* – select a zoom factor to apply when the reader opens the PDF file.

- **Page layout**

- *Default* – generate a PDF file that shows the pages according to the layout setting of the reader software.
- *Single page* – generate a PDF file that shows one page at a time.
- *Continuous* – generate a PDF file that shows pages in a continuous vertical column.
- *Continuous facing* – generate PDF file that shows pages side by side in a continuous column. For more than two pages, the first page is displayed on the right.
- *First page is left* – generate a PDF file that shows pages side by side in a continuous column. For more than two pages, the first page is displayed on the left. You must enable support for complex text layout in **Tools > Options > Language settings > Languages**.

User Interface options

On the User Interface page (Figure 9), you can choose more settings to control how a PDF viewer displays the file. Some of these options are particularly useful when you are creating a PDF for use in a presentation or kiosk-type display.

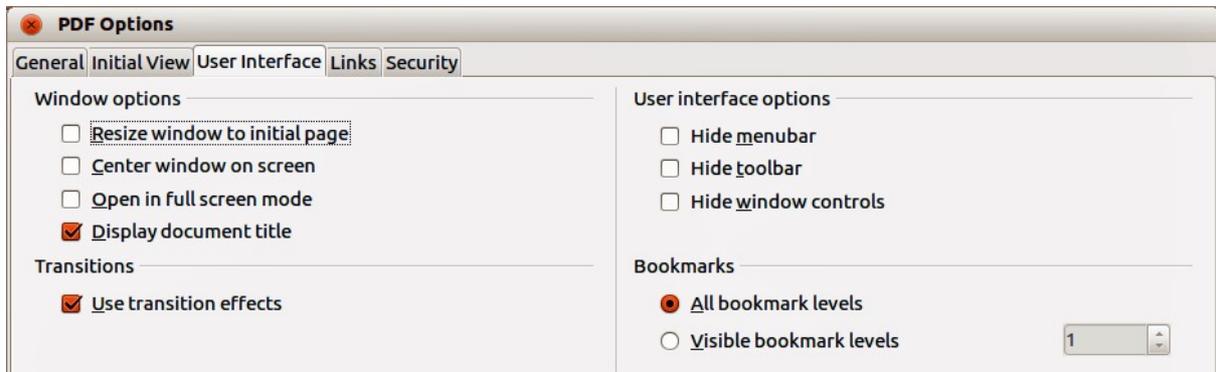


Figure 9: PDF Options dialog – User Interface page

- **Window options**
 - *Resize window to initial page* – generate a PDF file that is shown in a window displaying the whole initial page.
 - *Center window on screen* – generate a PDF file that is shown in a reader window centered on screen.
 - *Open in full screen mode* – generate a PDF file that is shown in a full screen reader window in front of all other windows.
 - *Display document title* – generate a PDF file that is shown with the document title in the reader title bar.
- **User interface options**
 - *Hide menu bar* – hide the reader's menu bar when the document is active.
 - *Hide toolbar* – hide the reader's toolbar when the document is active.
 - *Hide window controls* – hide the reader's controls when the document is active.
- **Transitions**
 - *Use transition effects* – export Impress slide transition effects to respective PDF effects.
- **Bookmarks**
 - *All bookmark levels* – show all bookmark levels when the reader opens the PDF file.
 - *Visible bookmark levels* – show bookmark levels down to the selected level when the reader opens the PDF file.

Links options

On the Links page (Figure 10), specify how to export bookmarks and hyperlinks in your document.

- **Export bookmarks as named destinations** – bookmarks (targets of references) in PDF files can be defined as rectangular areas. Additionally, bookmarks to named objects can be defined by their names. Enable this option to export the names of objects in your document as valid bookmark targets. This allows to link to those objects by name from other documents.

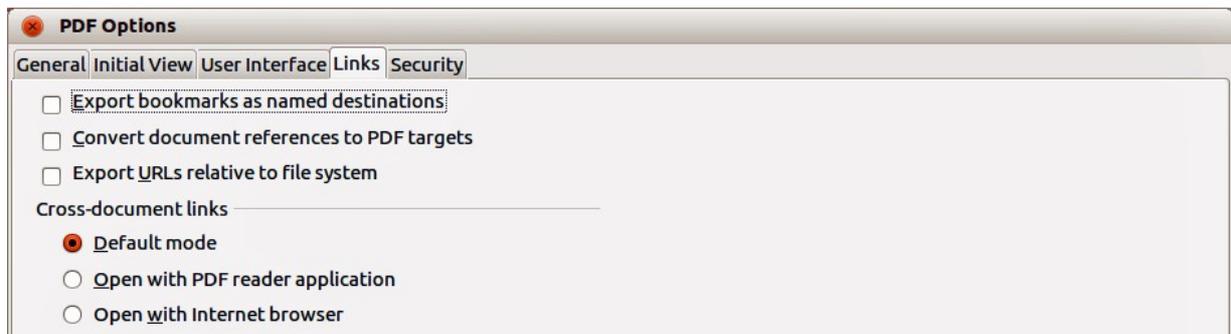


Figure 10: PDF Options dialog – Links page

- **Convert document references to PDF targets** – convert the URLs referencing other ODF files to PDF files with the same name. In referencing URLs the extensions .odt, .odp, .ods, .odg, and .odm are converted to the extension .pdf.
- **Export URLs relative to file system** – export URLs to other documents as relative URLs in the file system.
- **Cross-document links** – specify how to handle hyperlinks from your PDF file to other files.
 - *Default mode* – links from your PDF document to other documents will be handled as specified in your operating system.
 - *Open with PDF reader application* – cross-document links are opened with the PDF reader application that currently shows the document. The PDF reader application must be able to handle the specified file type inside the hyperlink.
 - *Open with Internet browser* – cross-document links are opened with the Internet browser. The Internet browser must be able to handle the specified file type inside the hyperlink.

Security options

On the Security page (Figure 11), you can set PDF export options to encrypt a PDF file so that it can only be opened using a password and also apply digital rights management (DRM) features. You have to set a password before the security options are available. Click **Set passwords** to open the **Set passwords** dialog (Figure 12).

Note

Security settings are effective only if another PDF viewer respects the settings.

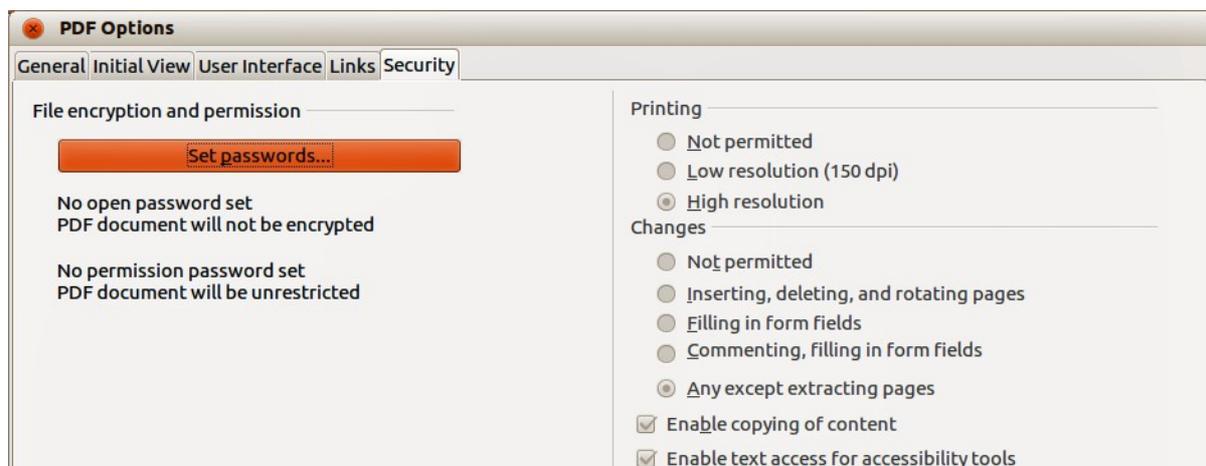


Figure 11: PDF Options dialog – Security page



Figure 12: Set Passwords dialog

- **Set passwords** – click to open the Set passwords dialog. You can enter a password to open the file. You can also enter an optional password that allows readers to edit the document.
- **Printing**
 - *Not permitted* – printing the document is not permitted.
 - *Low resolution (150 dpi)* – the document can only be printed in low resolution (150 dpi). Not all PDF readers honor this setting.
 - *High resolution* – the document can be printed in high resolution.
- **Changes**
 - *Not permitted* – no changes of the content are permitted.
 - *Inserting, deleting, and rotating pages* – only inserting, deleting, and rotating pages is permitted.
 - *Filling in form fields* – only filling in form fields is permitted.
 - *Commenting, filling in form fields* – only commenting and filling in form fields is permitted.
 - *Any except extracting pages* – all changes are permitted, except extracting pages.
 - *Enable copying of content* – select to enable copying of content to the clipboard.
 - *Enable text access for accessibility tools* – select to enable text access for accessibility tools.

Flash file export

Macromedia Flash file format (.swf) was created to store animation for web pages. With most browsers able to play Flash movies these files can be viewed by the majority of users. If a browser cannot play Flash movies, then Adobe Flash Player is available as a free download from Adobe at <http://www.adobe.com/products/flashplayer/>.

Note

Saving in Flash format does not retain animation and slide transitions.

Using LibreOffice, you can export your Impress slide show as a Flash file in .swf format as follows:

- 1) Go to **File > Export** on the menu bar.
- 2) Select the location where you want the file saved and type a name for the file.
- 3) Under **File Format**, select **Macromedia Flash (SWF) (.swf)** from the drop down list and click **Save**.

Web pages (HTML files) export

You can export presentations as a series of web pages that can be viewed in any browser.

Note

Saving as web pages (HTML format) does not retain animation and slide transitions.

- 1) Go to **File > Export** on the menu bar and select **HTML Document (Impress) (.html; .htm)** as the file type.
- 2) Create a folder for the files, then give a name for the resulting HTML file and click **Save** to open the HTML Export wizard (Figure 13).
- 3) Select a design for all of the pages, either from an existing design or by creating a new one. If you have not previously saved a design, the *Existing Design* choice is not available.
- 4) Click **Next** to select the type of web pages to create (Figure 14). The available options will change depending on publication type selected.
 - *Standard HTML* – one page for each slide with navigation links to move from slide to slide.
 - *Standard HTML with frames* – one page with a navigation bar on the left-hand side; uses slide title as navigation links. Click on links to display pages in right-hand side.
 - *Automatic* – one page for each slide, with each page set with the refresh meta tag so a browser automatically cycles from one page to the next.
 - *WebCast* – generates an ASP or Perl application to display the slides. Unfortunately LibreOffice has no direct support for PHP yet.
- 5) Click **Next** to decide how the images will be saved (PNG, GIF or JPG) and what resolution to use (Figure 15). When choosing a resolution, consider what the majority of your viewers may have. For example, if you use a high resolution, then a viewer with a medium-resolution monitor will have to scroll sideways to see the entire slide.
- 6) If *Create title page* was selected in Step 4, supply the information for the title page on the next page that appears after clicking **Next** (Figure 16). The title page contains name of the author, e-mail address and home page, along with any additional information you want to include. This page of the Wizard does not display if *Create title page* was not selected.

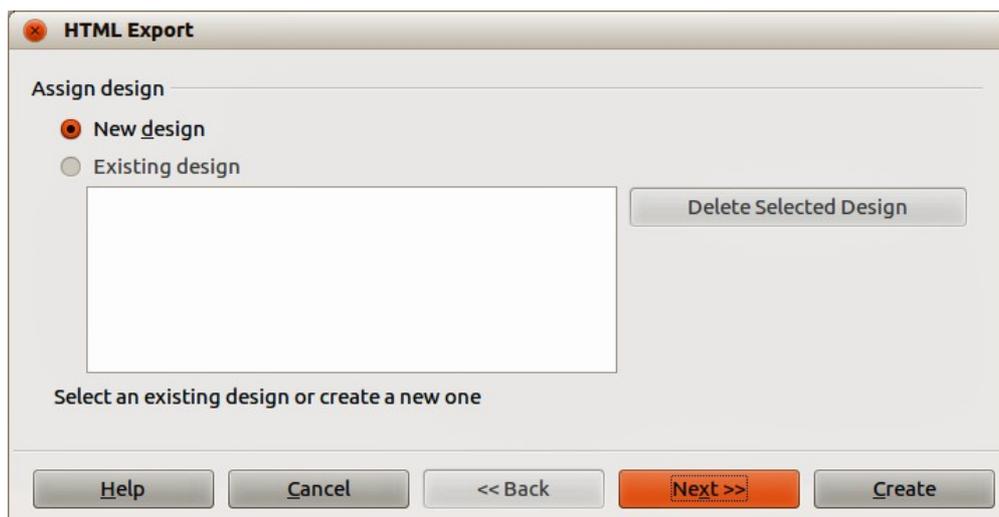


Figure 13: HTML Export wizard – selecting a design

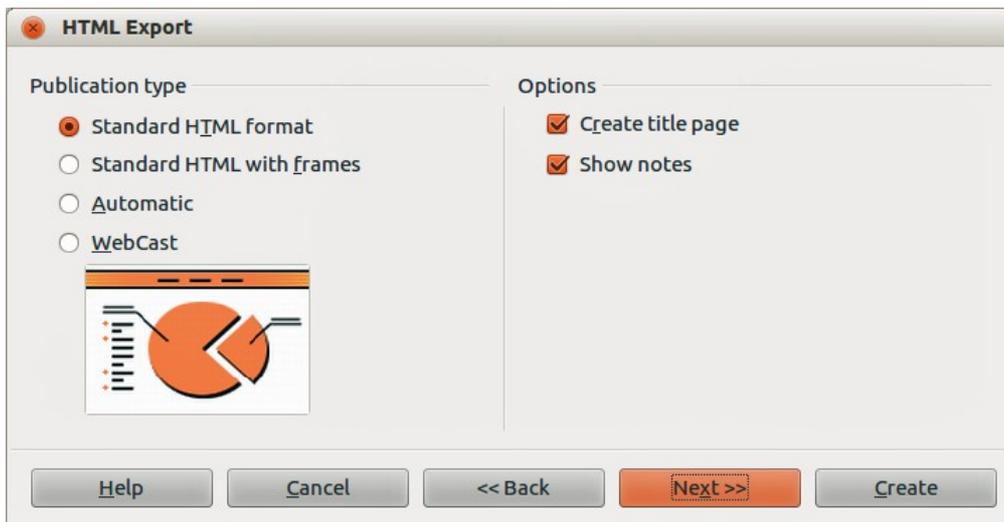


Figure 14: HTML Export – selecting publication type

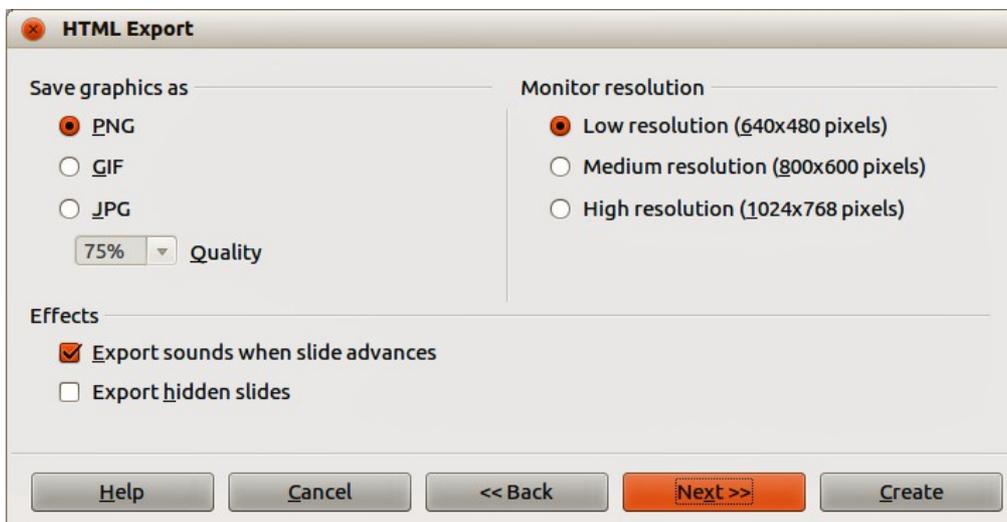


Figure 15: HTML Export – selecting graphics type

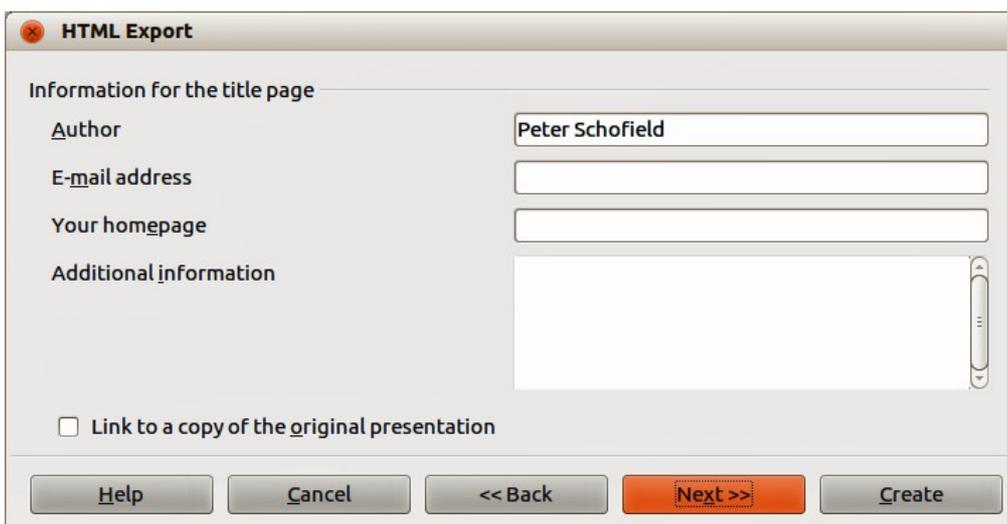


Figure 16: HTML Export – title page information

- 7) Click **Next** to select the style of navigation buttons to use when moving from one page to another (Figure 17). If you do not choose a navigation style, LibreOffice will create a text navigator.

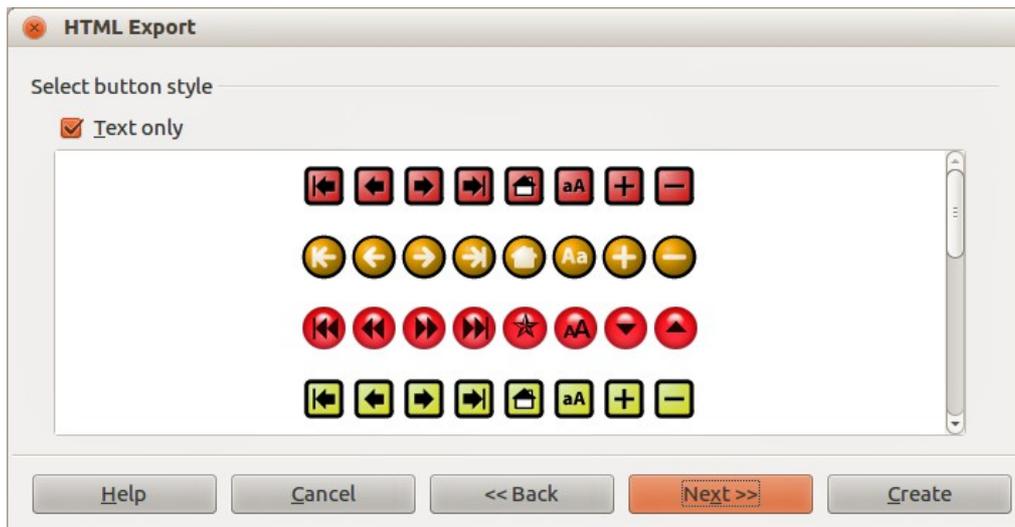


Figure 17: HTML Export – selecting navigation style

- 8) Click **Next** to select the color scheme for the web pages (Figure 18). Available schemes include the existing scheme for the presentation, one based upon browser colors, and a user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.

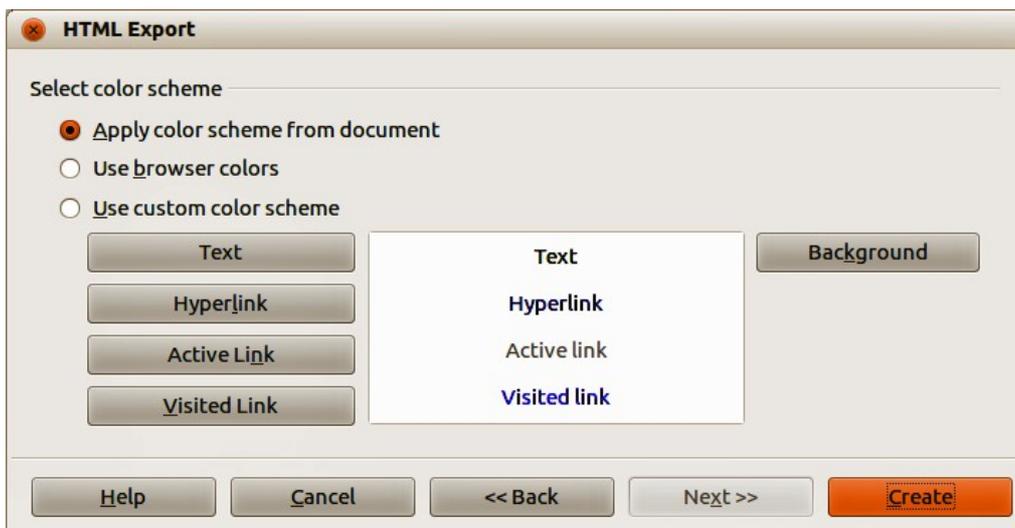


Figure 18: HTML Export – selecting color scheme

- 9) Click **Create** to generate the HTML files. If this is a new design, a dialog opens so you can save the design. If you want to reuse this design, you can give it a name and save it. Otherwise, click **Do Not Save**.

E-mailing a presentation

LibreOffice provides several ways to quickly and easily send a presentation as an e-mail attachment in one of three formats: ODP (OpenDocument Presentation, the LibreOffice default format), PPT (Microsoft PowerPoint format), or as a PDF file.

- 1) To send the presentation in ODP format, go to **File > Send > Document as E-mail** or **File > Send > E-mail as OpenDocument Presentation** on the menu bar. LibreOffice opens a new e-mail in your e-mail program with the ODP document attached.
To send the presentation in PPT format, go to **File > Send > E-mail as Microsoft PowerPoint Presentation** on the menu bar. LibreOffice creates a PPT file and then opens a new e-mail in your e-mail program with the PPT file attached. This PPT file is not saved on your computer.
To send the presentation in PDF format, go to **File > Send > E-mail as PDF** on the menu bar. LibreOffice first creates a PDF using your default PDF settings (similar to using the **Export Directly as PDF** icon in the standard toolbar) and then opens a new e-mail in your e-mail program with the PDF file attached. This PDF file is not saved on your computer.
- 2) In your e-mail program, enter the recipient, subject and any text you want to add, then send the e-mail.

Tip

If you want to keep a copy of the .PPT or .PDF file as well as e-mailing it to someone, first save or export the presentation into the required format, then attach it to an e-mail in the usual way.

Digital signing of documents

To sign a document digitally, you need a personal key, also known as a certificate. A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a kind of checksum is computed from the document contents plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of LibreOffice, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare the public key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features for validating a signature are used. On GNU/Linux systems, files that are supplied by Thunderbird, Mozilla, or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see “About Digital Signatures” and “Applying Digital Signatures” in the LibreOffice Help.

To digitally sign a document:

- 1) Go to **File > Digital Signatures** on the menu bar.
- 2) If you have not saved the document since the last change, a message appears. Click **Yes** to save the file.
- 3) After saving, the Digital Signatures dialog opens. Click **Sign Document** to add a public key to the document.
- 4) In the Select Certificate dialog, select your certificate and click **OK** to close the dialog.
- 5) If necessary, repeat Steps 3 and 4 to add more certificates.
- 6) Click **OK** to add the public key to the saved file. When a document is digitally signed, an indicator appears on the status bar. You can double-click the icon to view the certificate.

Removing personal data

You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDF files from them.

In **Tools > Options > LibreOffice > Security > Options**, you can set LibreOffice to remind (warn) you when files contain certain information and remove personal information automatically when saving the file or when creating a PDF.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1. Make sure you click **OK** to save the changes.

Opening and saving a PowerPoint file

The file format of LibreOffice Impress is highly compatible with the format used by Microsoft PowerPoint. You can open a PowerPoint presentation in Impress, edit it, then save it in its original PowerPoint format or in OpenDocument Presentation format used by Impress. You can also create a new presentation in Impress and save it as a PowerPoint file.

Note

There are some differences between OpenDocument (.odp) and PowerPoint (.ppt, .pptx) files in text and graphics formatting, animations, transitions, and fields. For best results, avoid using features that are not fully supported in both formats.

Saving an Impress file as a PowerPoint file

- 1) Go to **File > Save As** on the menu bar.
- 2) Select the location where you want the PowerPoint file saved and type a name for the file.
- 3) Under *File type*, select a **Microsoft PowerPoint** format (.ppt or .pptx) from the available drop-down list.
- 4) Click **Save**. If you have the “Warn when not saving in ODF or default format” option set in **Tools > Options > Load/Save > General**, a Confirm file Format dialog (Figure 19) opens. Click on the button showing the Microsoft PowerPoint format to confirm that you want to save the file in that format. You can deselect the *Ask when not saving in ODF format* checkbox to not show the message again unless you re-enable it in the options.

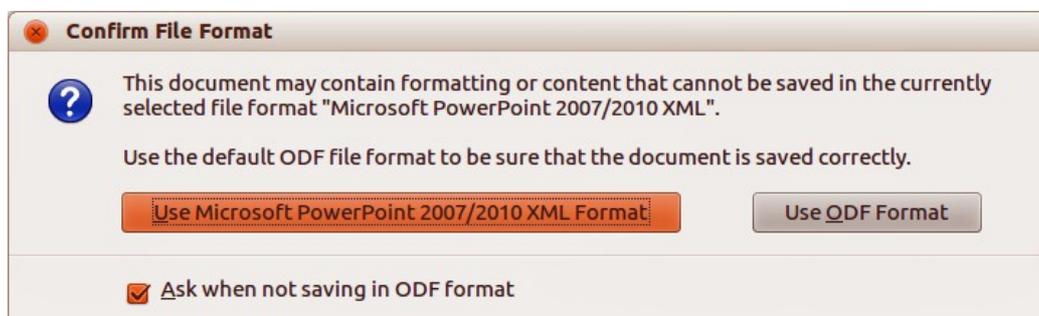


Figure 19: Confirm file Format dialog

Tip

Always save your work in Impress OpenDocument format (.odp) before saving in Microsoft format. Keep the Impress file as your working copy: if you need to change the presentation, change it in the Impress version and then save it again as PowerPoint. You are much less likely to have problems than if you open a file previously saved in PowerPoint format, edit it, and save it again.

Opening a PowerPoint file in Impress

If you receive a file from someone in PowerPoint format and need to edit it in Impress, here is how:

- 1) In LibreOffice, go to **File > Open** on the menu bar.
- 2) In **File type**, select *All files (*.*)* or *Presentations* or *Microsoft PowerPoint* from the drop-down list.
- 3) Navigate to the PowerPoint file, select it, and click **Open**.

The PowerPoint file can now be edited and saved as an Impress file or as a PowerPoint file. To save the file as an Impress file, select **Open Document Presentation (.odp)** as the file type.