

**Impress Guide** 

# Chapter 3 Adding and Formatting Text

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### Feedback

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### Acknowledgments

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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
Right-click	Control+click and/or right-click depending on computer setup	Open a context menu
Ctrl (Control)	策 (Command)	Used with other keys
F5	Shift+¥+F5	Open the Navigator
F11	<b>∺</b> + <i>T</i>	Open the Styles and Formatting window

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# Introduction

Any text used in slides is contained in text boxes. This chapter describes how to create, modify, use, and delete text boxes. It also discusses the various types of text that can be inserted and explains how to format the text. Finally, it provides information on how to insert special forms of text such as numbered or bulleted lists, tables, fields, and hyperlinks.

# Working with text boxes

There are two ways of adding text boxes to slides:

- Choose a predefined layout from the *Layouts* section of the Tasks pane containing text elements as described in *Chapter 1 Introducing Impress*. These text boxes are called **AutoLayout** text boxes.
- Create a text box using the text tool  ${f I}$  in the Drawing toolbar or the Text toolbar.

### **Entering text into AutoLayout text boxes**

To enter text into an AutoLayout text box:

- 1) Make sure Normal view is selected.
- 2) Click in the text box that reads *Click to add text*.
- 3) Type or paste your text into the AutoLayout text box.

For more information on AutoLayout text boxes, see "Creating bulleted and numbered lists" on page 20 for more information.

#### **Entering text into text boxes**

To enter text into a text box created using the text tool:

- 1) Make sure Normal View is selected.
- 2) Click on the **Text** icon I on the Drawing toolbar (Figure 1) or the Text toolbar (Figure 2). The default position of the drawing toolbar is towards the bottom of the screen. If the Drawing or Text toolbars with the text icon are not visible, got **View > Toolbars > Drawing** or **Text** on the main menu bar.
- 3) Click in the slide and drag to draw a text box setting the width. Do not worry about the height because the text box will expand as you type.
- 4) To reposition the text box to a different part of the slide, see "Moving text boxes" on page 6; to change the width, see "Resizing text boxes" on page 7.
- 5) Release the mouse button when finished. The cursor appears in the text box, which is now in edit mode and shows a hashed border (Figure 3).
- 6) Type or paste your text in the text box.
- 7) Click outside the text box to deselect it.

	In addition to the normal text boxes where text is horizontally aligned, it is possible to insert text boxes where the text is aligned vertically. Click on the Vertical Text icon
Note	in the drawing toolbar (Figure 1) to create a vertical text box. The Vertical Text tool is available only when Asian languages are enabled in Tools > Options > Language Settings > Languages on the main menu bar.



Figure 1: Drawing Toolbar



Figure 2: Text toolbar



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Type or paste you here to the text box to deserve the text box to deserve the text box to deserve the text box. Type or paste your text of the text box. Click outside the text box to deselect it.

### Figure 4: Moving text boxes

### Moving text boxes

In Normal view, the cursor changes from an arrow to an I-beam (depending on your computer setup) as you move it over the text in a text box.

- 1) Click when the pointer becomes an I-beam. The text box is now in edit mode. In this mode a hashed border is visible around the text box edges (Figure 3).
- 2) Move the cursor over the hashed border and it changes shape, becoming the usual "move" symbol for your operating system (for example, a hand).
- 3) When the "move" symbol appears, click once and selection handles appear around the border (Figure 4).

- 4) Click anywhere on the hashed border and drag to move the text box. A semi-transparent copy of the text box shows where your text box will be placed. Do not click on a selection handle as this will not move the text box, but resize the text box.
- 5) Release the mouse button when the text box is in the desired position. To return to edit mode, click outside the text box area.

### **Resizing text boxes**

In Normal view, the cursor changes from an arrow to an I-beam (depending on your computer setup) as you move it over the text in a text box.

- 1) Click when the pointer becomes an I-beam. The text box is now in edit mode. In this mode a hashed border is visible around the text box edges (Figure 3).
- 2) Move the cursor over the hashed border and it changes shape, becoming the usual "move" symbol for your operating system (for example, a hand).
- 3) When the "move" symbol appears, click once and selection handles appear around the border (Figure 5).
- 4) Move the pointer over any handle. The cursor changes shape, indicating in which direction the text box will be resized. The corner handles change the two dimensions of the text box simultaneously, while the four handles at the center of each side modify only one dimension.
- 5) When the two-headed arrow is displayed, click and drag to resize the text box. As you resize the text box, a dashed outline appears indicating the new size of the text box.
- 6) Release the mouse button when the text box is at the desired size. To return to edit mode, click outside the text box area.

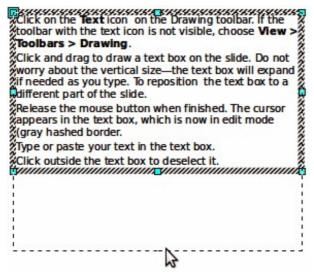


Figure 5: Resizing text boxes

Тір	To maintain the proportions of a text box while resizing, press and hold the <i>Shift</i> key, then click and drag. Make sure to release the mouse button <b>before</b> releasing the <i>Shift</i> key.
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### Using the Position and Size dialog

For more accurate control over the size and position of a text box, use the Position and Size dialog instead of using the mouse.

osition and Size	Rotation Slant &	Corner Radiu	s
Position			<u>B</u> ase point
Position <u>X</u>	1.38"	•	
Position <u>Y</u> Size	3.94"	÷	cc
			Base <u>p</u> oint
Wi <u>d</u> th	8.46"	•	
H <u>e</u> ight	1.18"	•	۲۲
Keep ratio	D		
Protect			Adapt
Position			<u>F</u> it width to text
Size			Fit height to text
		1	<u>OK</u> <u>C</u> ancel <u>H</u> elp <u>R</u> eset

Figure 6: Position and Size dialog

- Select the text box, then press *F4*, or select Format > Position and Size from the main menu bar, or right-click and select Position and Size from the context menu to open the Position and Size dialog (Figure 6).
- Use the **Position** section of the dialog to specify the X (horizontal) and Y (vertical) position of the text box. The values represent the distance of the base point relative to the top left corner of the slide.
- 3) Use the Size section of the dialog to specify the width and height of the text box. The values represent the distance of the base point relative to the top left corner of the slide. To maintain the ratio of width to height, select the Keep ratio option.
- 4) Select one of nine base points that correspond to the selection handles on the text box and the center of the text box. The default selection is the top left corner of a text box.
- 5) To prevent accidental modification of the position or size of the text box, select the *Position* and/or *Size* options in the **Protect** section of the dialog.
- 6) To allow the text box to adjust its height and/or width as you enter text, select *Fit width to text* and/or *Fit height to text* in the **Adapt** section of the dialog.
- 7) Click **OK** and you text box is moved or re-positioned on your slide.

**Note** The unit of measurement for this dialog and other dialogs used in Impress is set in **Tools > Options > LibreOffice Impress > General** on the main menu bar.

#### **Deleting text boxes**

- 1) Click the text once to display the hashed border.
- 2) Move the cursor to the edge of the text box and click. The hashed border now shows the selection handles.
- 3) Press Delete.

Тір	Sometimes it is faster to to delete a text box by dragging a selection rectangle around the text box and then hitting the <i>Delete</i> key. Take care to avoid selecting and accidentally deleting other text boxes or shapes.
-----	---

# **Inserting text**

### **Pasting text**

Text may be inserted into the text box by copying it from another document and pasting it into Impress. However, the pasted text will probably not match the formatting of the surrounding text or that of the other slides in the presentation. This may be what you want on some occasions; however in most cases you may want to make sure that the presentation style is consistent. There are several ways to ensure consistency and these methods are explained below.

#### Pasting text unformatted

It is good practice to paste text without formatting and apply the formatting later. After highlighting and copying the text, use one of these methods to paste the text into your slide without formatting:

- Use the keyboard shortcut *Control+Shift+V* and select **Unformatted text** from the dialog that opens.
- Click on the small triangle to the right of the **Paste** icon in the Standard toolbar and select **Unformatted text** from the context menu that opens.
- Select Edit > Paste Special on the main menu bar and select Unformatted text from the dialog that opens.

The text will be pasted at the cursor position and formatted with the outline style in an AutoLayout text box or with the default graphic style in a normal text box.

#### Pasting text formatted

To paste text straight into an **AutoLayout** text box on your slide with its formatting retained, use one of these methods:

- Use the keyboard shortcut *Control+V*.
- Click on the **Paste** icon in the Standard toolbar.
- Select Edit > Paste on the main menu bar.

The text will be pasted into your slide at the cursor position. To give the pasted text the same appearance as the rest of your presentation, apply the appropriate outline style to the text:

- 1) Select the text you have just pasted (see "Selecting text" on page 12 for more information).
- Select Format > Default formatting on the menu bar. This operation assigns one of the nine Presentation styles to the text. The style depends on where the text was pasted into your slide.
- 3) Use the four positioning arrows  $\longleftrightarrow \Rightarrow \uparrow \downarrow$  on the Text Formatting toolbar (Figure 7) to move the text to the appropriate position and give it the appropriate outline level. The left arrow promotes the list entry by one level (for example from Outline 3 to Outline 2), the right arrow demotes the list entry by one level, the up and down arrows move the list entry.
- 4) Apply necessary manual formatting to the text changing font attributes, tabs, and so on.



Figure 7: Text Formatting toolbar

If you are pasting text into a normal text box, you can still use styles to quickly format the text. Note that only one graphic style can be applied to the copied text.

- 1) Paste the text in the desired position.
- 2) Select the text you have just pasted (see "Selecting text" on page 12 for more information).
- 3) Select the desired graphic style.
- 4) Apply necessary manual formatting to the text changing font attributes, tabs, and so on.

**Tip** Presentation styles are very different from Writer styles and are applied differently. Refer to "Using styles to format text" on page 12 for details.

### **Inserting special characters**

To insert special characters, such as copyright, math, geometric, or monetary symbols, or characters from another language:

- 1) Click at the position where you want to insert the special character into the text.
- 2) Select **Insert > Special Character** on the main menu bar to open the Special Characters dialog (Figure 8). Alternatively, and if the Text Formatting toolbar has been customized,

click the **Special Character** icon <sup>368</sup> to open the Special Characters dialog.

Тір	To show toolbar tools that are not visible on a toolbar, right-click in a blank area on the toolbar and select <b>Visible Buttons</b> from the context menu that opens. Click on the icon you wish to add to the toolbar.
-----	---

- 3) Choose the font and character subset from the *Font* and *Subset* drop-down menus.
- 4) Click the character you want to insert. You may have to scroll to find the one you want.
- 5) Click OK.

Characters you selected will be inserted in the order they were selected, even if you accidentally click on the wrong character. Clicking on another character will only add it to the ones being inserted. Click **Delete** to delete all the characters selected and then click on the correct characters. Alternatively, you can insert all the selected characters and then delete any unwanted characters from the slide because special characters behave like any other character.

80	Spe	cial C	harac	ters													
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						!		#	\$	%	&	•	(	)	*	1	
+	,		•	1	0	1	2	3	4	5	6	7	8	9	:		
;	<	П	٧	?	0	Α	В	С	D	Ε	F	G	Η	Ι	J		$\frown$
K	L	М	Ν	0	Ρ	Q	R	S	Т	U	V	W	Х	Υ	Ζ		$(\mathbf{C})$
[	1	]	~	_		а	Ь	C	d	e	f	g	h	i	j		
k	ι	m	Π	0	Ρ	q	Г	S	t	u	v	w	x	у	Z		
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7	-	R	-	0	±	2	3		μ	1	•	5	1	0	>>	J	U+00A9 (169)
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											<u>O</u> K		Can	cel	E	<u>I</u> elp	<u>D</u> elete

Figure 8: Special Characters dialog

### Inserting non-breaking spaces and hyphens

Where it is not desirable for words that are separated by a space or a hyphen to span over two lines, or where an optional hyphen is desired, you can insert a special formatting mark. To access Formatting marks, select **Insert > Formatting marks** on the main menu bar. Impress supports the following formatting marks:

- Non-breaking space inserts a space that will keep bordering characters together on line breaks.
- **Non-breaking hyphen** inserts a hyphen that will keep bordering characters together on line breaks.
- **Optional hyphen** inserts an invisible hyphen within a word that will appear and create a line break once it becomes the last character in a line.
- **No-width optional break** inserts an invisible space within a word that will insert a line break once it becomes the last character in a line. Only available when complex text layout (CTL) is enabled.
- **No-width no break** inserts an invisible space within a word that will keep the word together at the end of a line. Only available when complex text layout (CTL) is enabled.
- Left-to-right mark inserts a text direction mark that affects the text direction of any text following the mark. Only available when complex text layout (CTL) is enabled.
- **Right-to-left mark** inserts a text direction mark that affects the text direction of any text following the mark. Only available when complex text layout (CTL) is enabled.

# **Formatting text**

### Introduction

The appropriate use of text formatting can give a presentation a consistent look and a dynamic feel and it can even enhance the understanding of an audience by preventing any distracting elements in your message.

When you enter text, either in an AutoLayout text box or in a normal text box, it is formatted with a set of predefined attributes known as a style. The style used depends on the outline level of the point where the text was entered into a text box. For example, if you paste text at a level 2 position, Impress will format it either according to the Outline 2 presentation style for AutoLayout text boxes or the Default Graphic style for text boxes.

Тір	Sometimes, as seen in the "Pasting text" section on page 9, it is very useful to re-apply the baseline style to a selection of text eliminating any manual formatting applied to it, especially if you made a mistake and you do not know how to undo it. To use the baseline style, select the formatted text and then select <b>Format &gt; Default formatting</b> on the main menu bar.
-----	--

Formatting text may require some intervention in three areas:

- Character attributes (for example font color)
- Paragraph attributes (for example alignment)
- List attributes (for example type of bullet)

In some cases it is quicker and more efficient to apply manual formatting. However, in situations where you need to perform the same modifications to many different parts of the presentation, the use of styles is recommended. Both these techniques are described here.

### Selecting text

Text must be selected before it can be formatted. Any formatting changes will apply only to the selected text.

- To format *all* the text in a text box, click once on the text, then click once on the border of the text box to display the selection handles. Now any formatting changes will apply to all the text in the text box.
- To format only *part* of the text and after clicking once on the text, you can select text using one of the following methods:
  - Click and drag the cursor over the text to highlight the text.
  - Double click to select a complete word or triple click to select a whole paragraph.
  - Press and hold the Shift key and then use the keyboard arrow keys to extend your selection.

```
Tip To select text word by word, instead of character by character, press the Ctrl key and Shift key together. To speed up the selection even further, you can combine the Shift key with the Home key or the End key to extend the selection up to the start or end of the line in which the cursor is positioned, respectively.
```

### Using styles to format text

Impress has two categories of styles: presentation styles and graphics styles. Presentation styles are used on text inserted into an AutoLayout text box, slide master backgrounds, and background objects. However, for text inserted in a text box or a graphic object, you need to apply a graphic style.

In this chapter we focus on Presentation styles. For information on graphic styles, see *Chapter 6 Formatting Graphic Objects*.

#### Modifying a presentation style

To modify a presentation style, follow these steps:

- 1) Open the Styles and Formatting dialog (Figure 9) by pressing *F11* or selecting **Format > Styles and Formatting** on the menu bar.
- 2) Make sure the **Presentation Styles** icon is selected.
- Right-click on the style to be modified and select Modify from the context menu. The tabbed pages available in this dialog for modifying a presentation style are shown in Figure 10.

Styles and Formatting		
<b>.</b>	8	t t
Background		
Background objects		
Notes		
Outline 1		
Outline 2		
Outline 3		
Outline 4		
Outline 5		
Outline 6		
Outline 7		
Outline 8		
Outline 9		
Subtitle		
Title		
All Styles		1

Figure 9: Presentation Styles and Formatting

8	Outline	e 1									
	Cu	stomize			Align	ment	Asian Ty	pogra	phy	Tab	5
Line	Агеа	Shadow	Transp	parency	Font	Font Effects	Indents & Spacing	Text	Bullets	Numbering type	Graphics

Figure 10: Dialog for modifying a presentation style

This modifying dialog consists of fifteen tabbed pages, which can be divided in two groups: pages that determine formatting of the text, and pages that determine the properties of slide master background and background objects.

There is no difference between attributes that determine a style and attributes used manually on portions of text. In fact the pages that open when manually applying formatting are the same that you use when configuring styles in the Styles and Formatting dialog. Therefore, once you master the formatting of text, you will know how to create and modify a style.

- For the Font and Font Effects style pages, refer to "Formatting characters" on page 14.
- For the *Indents and Spacing*, *Alignment*, and *Tabs* style pages, refer to "Formatting paragraphs" on page 16.
- For the *Bullet and numbering type*, *Graphics*, *Customize* style pages, refer to "Creating bulleted and numbered lists" on page 20.

The pages that relate to formatting background and background objects are described in detail in *Chapter 6 Formatting Graphic Objects*.

#### Updating a style from a selection

To update a style from a portion of text that you have just modified or would like to use:

- 1) Select an item in a text box that has the format you want to adopt as a style.
- 2) In the Styles and Formatting dialog (Figure 9), select the style you want to update and then click the **Update Style** icon .

#### Applying a presentation style

To apply a presentation style, move the paragraph to the appropriate outline level as described in "Creating bulleted and numbered lists" on page 20. This is different from Writer, where you select the desired style from the Styles and Formatting window.

# **Formatting characters**

To view the character formatting options, select **Format** > **Character** on the main menu bar or click

the **Character** icon **Character** on the Text Formatting toolbar (Figure 7) and the Character dialog opens (Figure 11). If Text Formatting toolbar is not visible, choose **View > Toolbars > Text Formatting**. Note that character styles do not exist in Impress.

### **Font page**

Use the *Font* page to select the desired font type, its base attributes (*Italic*, **Bold**, etc.) as well as the size. A sample of the font is displayed in the lower part of the dialog. You can also specify the language of this style. This font page is also available when creating or modifying a presentation style or a graphics style.

If support for Asian language and Complex Text Layout (CTL) font has been enabled (**Tools > Options > Language Settings > Languages**), then Asian text font and CTL text font are available in the Character dialog. Each part of the Character dialog has the same functionality, so you can specify the Asian and CTL text fonts and their attributes as well as Western text fonts.

8 Character							
Font Font Effects Position							
Western text font							
Family		Style		Size		Language	
Liberation Sans;Nimbus Sans	•	Regular	•	18	•	🍄 English (USA)	*
Asian text font							
Family		Style		Size		Lang <u>u</u> age	
DejaVu Sans	•	Book	•	18	•	Chinese (simplified)	* *
CTL font							
Family		Style		Size	_	La <u>n</u> guage	
Lohit Hindi	•	Regular	~	18	•	Hindi	-
The same font will be used on bo	oth y	your printer a	nd you	Jr scre	en.		
Preview							
		Lorem	n ins	um		देवनागरी	
		Loren	i ipo	um			
						<u>O</u> K <u>C</u> ancel <u>H</u> elp <u>R</u> es	set

Figure 11: Font page in Character dialog with Asian and CTL fonts enabled

### Font Effects page

Use the *Font Effects* page (Figure 12) to apply special effects to the text, such as over lining and underlining, color, shadow and so on. As for the *Font* page, a sample of the text is displayed in the lower part of the dialog, providing a quick visual check of the effects applied. This page is also available when creating or modifying a presentation style or a graphics style.

🛞 Character					
Font Font Effects Position					
Options					
Font color		Overlining		Overline color	
Automatic	:	(Without)	<b>‡</b>	Automatic	
		<u>S</u> trikethrough	_		
		(Without)	<b></b>		
Relief		Underlining		Underline Color	
(Without)	<b>‡</b>	(Without)		Automatic	▲ ▼
<ul> <li>Ou<u>t</u>line</li> <li>Shadow</li> </ul>		Individual wo	rds		
		Emphasis mark		Position	
		(Without)	<b> </b>	Above text	
Preview					
			>	<del>0</del>	
	LO	rem ipsum	दव	नागरी	
			<u>0</u> K	<u>C</u> ancel <u>H</u> elp	Reset

Figure 12: Font Effects page in Character dialog

### **Position page**

The *Position* page (Figure 13) has advanced options to customize text. Use this page to set the text position relative to the baseline when you need to insert subscripts or superscripts. This page is not available when creating or modifying a presentation style or a graphics style.

8 Character
Font Font Effects Position
Position
● Superscript Raise/lower by 33% C Automatic
○ Normal Relative font size 58% <sup>+</sup>
○ S <u>u</u> bscript
Rotation
Scale width 100% 🗘
Spacing
Default 🗘 by 0.0pt 🗘 🗹 Pair kerning
Preview
Lorem ipsum देवनागरी
<u>O</u> K <u>C</u> ancel <u>H</u> elp <u>R</u> eset

Figure 13: Position page in Character dialog

In **Position**, create a superscript or a subscript as follows:

- 1) Select *Superscript* or *Subscript* as applicable.
- 2) Specify the amount as a percentage by which the text should be raised (superscripts) or lowered (subscripts). If *Automatic* is selected, this option is not available.
- 3) Specify the percentage of the character to be used relative to the baseline character size.

The other attributes that can be set on this page are as follows:

- *Scale width* in **Rotation** specifies the percentage of the font width by which to horizontally stretch or compress the individual characters of the selected text.
- **Spacing** specifies the spacing between the characters of the selected text. For expanded or condensed spacing, enter the amount that you want to expand or condense the text in the **by** box using the options from the drop-down list.
  - Default uses the character spacing specified in the font type
  - Expanded increases the character spacing
  - Condensed decreases the character spacing
  - Pair kerning automatically adjust the character spacing for specific letter combinations. Kerning is only available for certain font types and requires that your printer support this option.

### **Formatting paragraphs**

To view the paragraph formatting options, select **Format > Paragraph** on the main menu bar or

click the **Paragraph** icon icon the Text Formatting toolbar (Figure 7) and the Paragraph dialog opens (Figure 14). If the Text Formatting toolbar is not visible, select **View > Toolbars > Text Formatting** on the main menu bar.

Normally the paragraph formatting dialog contains three pages: *Indents and Spacing*; *Alignment* and *Tabs*. However, if Asian language support has been enabled in **Tools> Options > Language Settings > Languages**, a page called *Asian Typography* is also becomes available.

### **Indents and Spacing**

The *Indents and Spacing* page has four sections and is also available in Presentation Styles dialog and Graphics Styles dialog.

- **Indent** specifies the amount of space to leave between the left and the right page margins and the paragraph.
  - Before text enter the amount of space that you want to indent the paragraph from the page margin. If you want the paragraph to extend into the page margin, enter a negative number. In Left-to-Right languages, the left edge of the paragraph is indented with respect to the left page margin. In Right-to-Left languages, the right edge of the paragraph is indented with respect to the right page margin.
  - After text enter the amount of space that you want to indent the paragraph from the page margin. If you want the paragraph to extend into the page margin, enter a negative number. In Left-to-Right languages, the right edge of the paragraph is indented with respect to the right page margin. In Right-to-Left languages, the left edge of the paragraph is indented with respect to the left page margin.
  - *First line* indents the first line of a paragraph by the amount that you enter. To create a hanging indent enter a positive value for *Before text* and a negative value for *First line*.

😵 Paragraph	
Indents & Spacing Alignment Asian Type	ography Tabs
Indent	
<u>B</u> efore text	0.00cm 🗘
After <u>t</u> ext	0.00cm 🗘
<u>F</u> irst line	0.00cm 🗘
Spacing	
Ab <u>o</u> ve paragraph	0.00cm 🗘
Below <u>p</u> aragraph	0.00cm 🗘
Line spacing	
Single 🛟 of	•
	OK Cancel Help Reset

Figure 14: Indents and Spacing in Paragraph dialog

- **Spacing** specifies the amount of space to leave between selected paragraphs.
  - *Above paragraph* enter the amount of space that you want to leave above the selected paragraph(s).
  - *Below paragraph* enter the amount of space that you want to leave below the selected paragraph(s).

**Note** Do not add space between paragraphs of the same style. This makes any space specified before or after a paragraph not to be applied when the preceding and following paragraphs are of the same paragraph style.

- Line spacing specifies the amount of space to leave between lines of text in a paragraph. The options available from the drop down list are as follows:
  - Single applies single line spacing to the current paragraph. This is the default setting.
  - 1.5 lines sets the line spacing to 1.5 lines.
  - Double sets the line spacing to two lines.
  - *Proportional* select this option and then enter a percentage value in the box, where 100% corresponds to single line spacing.
  - At Least sets the minimum line spacing to the value that you enter in the box. If you
    use different font sizes within a paragraph, the line spacing is automatically adjusted to
    the largest font size. If you prefer to have identical spacing for all lines, specify a value
    in At Least that corresponds to the largest font size.
  - Leading sets the height of the vertical space that is inserted between two lines.
  - *Fixed* enter a fixed value to be used for line spacing.

Тір	Setting the line spacing to less than 100% is a good method to place a lot of text into a text box when space is limited. However, care must be taken as too small a value will make the text hard to read.
-----	---

### Alignment

Use the *Alignment* page (Figure 15) to determine the paragraph alignment as follows. This page is also available in Presentation Styles dialog and Graphics Styles dialog.

- *Left* aligns the paragraph to the left page margin. If Asian language support is enabled, this option is named *Left/Top*.
- *Right* aligns the paragraph to the right page margin. If Asian language support is enabled, this option is named *Right/Bottom*.
- *Centered* centers the contents of the paragraph on the page.

 $\equiv \equiv \equiv$  on the Text Formatting toolbar (Figure 7).

- *Justify* aligns the paragraph to the left and to the right page margins.
- *Text direction* specifies the text direction for a paragraph that uses complex text layout (CTL) and is only available if complex text layout support is enabled.

The paragraph alignment options can also be accessed using the paragraph alignment icons

8 Paragraph			
Indents & Spacing Alignment	Asian Typography Tabs		
Options			
Left/Top			_
O Righ <u>t</u> /Bottom			_
O <u>C</u> enter			
O Justified			
Properties			
Text direction	Left-to-right		
	<u>о</u> к	<u>C</u> ancel <u>H</u> elp	Reset

Figure 15: Alignment in Paragraph dialog

### Tabs

Use the *Tabs* page (Figure 16) to determine the tab stops. This page is also available in Presentation Styles dialog and Graphics Styles dialog.

dents & Spacin	g Alignment Asian Typography Ta	bs	
Position	Туре		New
0.00cm	● <u>L</u> eft/Top	L.	
	○ Righ <u>t</u> /Bottom	-	Delete <u>A</u> ll
	O Centered	-	Delete
	○ Deci <u>m</u> al	42	
	Character		
	Fill character		
	None		
	O <u>.</u>		
	0		
	O		
	O Character		

Figure 16: Tabs in Paragraph dialog

#### **Creating tabs**

- 1) Set the size of the tab stop in the **Position** text box.
- 2) Select the type of tab in **Type**. If you set the type to *Decimal*, specify the character to be used as the decimal point In *Character* box.
  - Left aligns the left edge of the text to the tab stop and extends the text to the right.
     The name of this tab stop is Left/Top if Asian language support is enabled.
  - *Right* aligns the right edge of the text to the tab stop and extends the text to the left of the tab stop. This name of this tab stop is *Right/Bottom* if Asian language support is enabled.
  - Center aligns the center of the text to the tab stop.
  - Decimal aligns the decimal point of a number to the center of the tab stop and text to the left of the tab.
  - *Character* enter a character that you want the decimal tab to use as a decimal separator.
- 3) Select a **Fill character** which will be drawn from the tab insertion point up to the tab stop.
  - None inserts no fill characters and removes any existing fill characters to the left of the tab stop.
  - ...... fills the empty space to the left of the tab stop with dots.
  - ----- fills the empty space to the left of the tab stop with dashes.
  - \_\_\_\_\_ draws a line to fill the empty space to the left of the tab stop.
  - Character specify a character to fill the empty space to the left of the tab stop.
- 4) Click the **New** button to apply the new tab stop to the current paragraph.
- 5) Click **OK** to save your changes and close the dialog.

#### **Editing tabs**

- 1) Select the tab you want to edit in the **Position** box.
- 2) Select the **Type** and **Fill character** you want to use.
- 3) Click **OK** to save your changes and close the dialog.

Note	To change the tab position, you have to delete the tab first, then create a new tab with the changes you require. Follow the procedures in "Deleting tabs" and "Creating tabs".
------	---

#### **Deleting tabs**

- 1) Select the tab in the **Position** box.
- 2) Click **Delete** to delete the selected tab.
- 3) Click **Delete All** to delete all of the tab stops that are set for the current paragraph.
- 4) Click **OK** to save your changes and close the dialog.

### Asian Typography

Use the *Asian Typography* page (Figure 17) to set the following properties relative to line changes. This page is also available in Presentation Styles dialog and Graphics Styles dialog.

- Apply list of forbidden characters to the beginning and end of lines prevents the characters in the list from starting or ending a line. The characters are relocated to either the previous line or the next line. To edit the list of restricted characters that start or end a line, go to LibreOffice > Language Settings > Asian Layout.
- Allow hanging punctuation prevents commas and periods from breaking the line. Instead, these characters are added to the end of the line, even in the page margin.
- Apply spacing between Asian, Latin and Complex text inserts a space between Asian, Latin and complex characters.

Indents & Spacing	Alignment Asian	Typography			
	-	rypography	Tabs		
Line change	of forbidden chai	acters to the l	beginnin	a and end of line	
	ging punctuation		beginni	g und end or unit	
🗹 Apply <u>s</u> pa	cing between Asi	an, Latin and C	Complex	text	

Figure 17: Asian Typography in Paragraph dialog

# **Creating bulleted and numbered lists**

The procedure to create a bulleted or numbered list varies depending on the type of text box used, although the tools to manage the list and customize the appearance are the same. In AutoLayout text boxes created automatically by Impress, the outline styles available are, by default, bulleted lists. For normal text boxes an additional step is required to create a bulleted list.

### **Creating lists in AutoLayout text boxes**

Every text box included in the available layouts is already formatted as a bulleted list, therefore to create a bulleted list the only necessary steps are as follows:

- 1) From the Layout pane, choose a slide design that contains a text box. Those are easily recognizable from the thumbnail.
- 2) Click on the text •Click to add text in the text box and start typing your first item.
- 3) Press Enter to start a new bulleted line.
- 4) Press *Shift+Enter* to start a new line without creating a new bullet or number. The new line will have the same indentation as the previous line.
- 5) Press *Tab,* or the **Demote** icon icon con the Text Formatting toolbar (Figure 7), or use the keyboard shortcut *Alt+Shift+Right* to demote or move your item down to the next outline level.
- 6) Press *Shift+Tab*, or the **Promote** icon **G** on the Text Formatting toolbar, or use the keyboard shortcut *Alt+Shift+Left* to promote or move your item up to the next outline level.
- 7) Click the **Bullets On/Off** icon = on the Text Formatting toolbar to create a list without bullet points or an item without a bullet point.

By default, the list created is a bulleted list. To customize the list appearance or to change from bulleted to numbered or numbered to bulleted, refer to "Changing list appearance" below.

In AutoLayout text boxes, promoting or demoting an item in the list corresponds to applying a different outline style. This means that the second outline level corresponds to Outline 2 style, the third to Outline 3 style and so on. As a consequence, a change in the level also produces other changes (for example font size, bullet type, and so on).



Do not try to change the outline level by selecting the text and then clicking the desired outline style as you would in Writer. Due to the way that presentation styles work in Impress it is not possible to apply outline levels in this way.

### **Creating lists in other text boxes**

To create a list in a text box, follow these steps:

- 1) Place the cursor in the text box.
- 2) Click the **Bullets On/Off** icon = in the Text Formatting toolbar (Figure 7).
- 3) Type the text and press *Enter* to start a new bulleted line.
- 4) Press *Shift+Enter* to start a new line without creating a new bullet or number. The new line will have the same indentation as the previous line.
- 5) Press *Tab* to increase the indent level of your item.
- 6) Press Shift+Tab to decrease the indent level of your item.

To customize the list appearance or to change from bulleted to numbered or numbered to bulleted, refer to "Changing list appearance" below.

### **Changing list appearance**

You can fully customize the appearance of a list, change the bullet type or numbering for the entire list or for a single entry. All the changes can be made using the Bullets and Numbering dialog (Figure 18), which is accessed by selecting **Format > Bullets and Numbering** on the main menu

bar or by clicking on the **Bullets and Numbering** icon <sup>1</sup> on the Text Formatting toolbar.

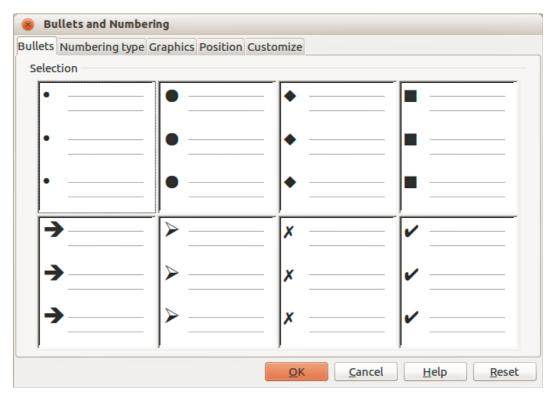


Figure 18: Bullets and Numbering dialog – Bullets page

#### Selecting entries

To change the appearance of an entire list:

- 1) Select the entire list by highlighting all the text in the text box or click on the border of the text box so that the selection handles are displayed.
- 2) Select **Format > Bullets and Numbering** on the main menu bar or click on the **Bullets and Numbering** icon **in** on the Text Formatting toolbar to open the Bullets and

Numbering dialog (Figure 18). This dialog contains five pages: Bullets, Numbering type, Graphics, Position, and Customize.

- 3) If a bulleted list is required, select the bullet style from the default styles available on the *Bullets* page.
- 4) If a numbered list is needed, select a numbering style from the default numbering styles on the *Numbering type* page.
- 5) If a graphics style is needed, select a graphic style from the default styles available on the *Graphics* page.
- 6) Click **OK** to save your changes and close the dialog.

To change the appearance of a single item in a list, click anywhere in the line to place the cursor in the line and the follow steps 2 through to 5 above.

If the list was created in an AutoLayout text box, then an alternative way to change the entire list is to modify the Outline styles. Changes made to the outline style will apply to all the slides using them, so be careful before using this command. The pages related to list management are described below.

#### **Position page**

Use the *Position* page (Figure 19) to adjust the indentation and spacing of the bullet point and its text. This page is particularly effective when used in combination with the *Customize* page.

😣 Bullets a	nd Numbering
Bullets Numb	ering type Graphics Position Customize
Position and	d spacing
Level	
1	Indent 🗘
2	Relative
4	
5	Width of numbering 0.60cm
7	
8	Numbering alignment
9 10	
1-10	•
	•
	•
	De <u>f</u> ault
	OK <u>C</u> ancel <u>H</u> elp <u>R</u> eset

Figure 19: Bullets and Numbering – Position page

Set up an outline level as follows:

- 1) Select the level from the list on the left hand side of the page. Select level 1 10 to modify all levels simultaneously.
- 2) Set the *Indent* value to create spacing between the bullet or number and the text. If level 1 10 is selected, *Indent* is not available.
- 3) Select the *Relative* option to measure the indent value relative to the previous level and not from the margin.
- 4) Set *Width of numbering* to make sure there is enough room in a numbered list for numbers when they consist of two or more digits.
- 5) Set *Numbering alignment* to specify the alignment of numbers when creating a numbered list. For example, you may want to align numbers to the right when your numbered list includes numbers with two or more digits.
- 6) Click **Default** to set indent and spacing values to the Impress default values.
- 7) Click **OK** to save your changes and close the dialog.

#### Customize page

Use the *Customize* page (Figure 20) to alter the style of outline levels. The options available on this page depend on the type of marker selected for the list. Using the *Customize* page, you can create complex structured layouts, for example a nested list with numbering followed by bullets.

😸 Bullets a	nd Numbering			
ullets Numb	ering type Graphics F	Position Customize		
Format Level 1 2 3 4 5 6 7 8 9 10 1-10	<u>N</u> umbering <u>B</u> efore A <u>f</u> ter C <u>o</u> lor <u>R</u> elative size Start at	1, 2, 3,		
		<u>O</u> K	Cance	l <u>H</u> elp <u>R</u> eset

Figure 20: Bullets and Numbering – Customize page

- 1) To modify each level independently, select each level you want to modify on the left hand side of the box. The right hand side of the screen shows a preview of the modifications made.
- 2) To modify all levels at once, select 1 10 as the level. With these levels being arranged in a hierarchical structure, changing, for example, the font attribute of one of the levels ripples through all the lower levels.
- 3) Select the options you want to use when customizing your list. The options available are described below.
- 4) To revert to the default values used in Impress, click **Reset**.
- 5) When you have finished customizing your list, click **OK** to save your changes and close the dialog.

Depending on the bullet or numbering style selected, some of the following options may not be available on the *Customize* page:

- *Numbering* select the type of numbering you want to use in your list from the drop down list.
- Before enter any text or characters to appear before the number (for example, Step).
- *After* enter any text or characters to appear after the number (for example, a punctuation mark).
- *Color* select the color for the list marker (number or bullet character) from the drop down list.
- *Relative size* specify the size of the number relative to the size of the characters used in the paragraph for each item.
- *Start at* enter the first value of the list (for example, you might want the list to start at 4 instead of 1).
- *Character button* select a special character for the bullet.
- *Graphics* select a graphic from the gallery of available graphics or a file on to be used as a marker.

- *Width* specifies the width of the graphic used as a marker.
- *Height* specifies the height of the graphic used as a marker.
- *Keep ratio* if selected, the ratio between the width and the height of the graphic marker is maintained.

## **Using tables**

Tables are a powerful mechanism to convey structured information quickly, so they represent an important tool when creating a presentation. You can create tables directly in Impress eliminating the need to embed a Calc spreadsheet or a Writer text table in your presentation. However, in some circumstances, it makes sense to embed a Calc spreadsheet, especially when you require greater functionality in the table. The tables provided by Impress do have a limited functionality.

Many predefined table designs are available in the **Table Design** section of the Tasks pane (Figure 21).

Styles						
Show						
🗹 <u>H</u> eader	🗹 <u>H</u> eader Row					
🗌 Tot <u>a</u> l Re	🗌 Tot <u>a</u> l Row					
👿 <u>B</u> anded Rows						
Fi <u>r</u> st Column						
Last Column						
🗌 Ba <u>n</u> dec	Banded Columns					
Figure 21: Tab	le Design se	ection				

8 Insert Table		
Number of columns:	5 ‡	)
Number of <u>r</u> ows:	2 :	)
Help	ОК	Cancel

Figure 22: Insert Table dialog

### **Creating a table**

When working with tables, it is useful to know the number of rows and columns needed as well as the appearance. The parameters can be adjusted later, but this is more laborious than setting the correct table dimensions from the beginning.

#### Using Table Design

To insert a table using the Table Design section in the Tasks pane, proceed as follows:

- 1) Select the slide which will contain the table and, if necessary, modify the slide layout to create space for the table.
- 2) Select *Table Design* (Figure 21) in the Tasks pane. If the Tasks pane is not visible, select **View > Task pane**.
- 3) Select one of the predefined styles, which only differ in the color scheme. It is recommended that you select a color scheme similar to the one you want, but you can change table colors later on.
- 4) Specify the number of columns and number of rows in the Insert Table dialog (Figure 22).
- 5) Click **OK** to close the dialog and your table appears in the center of your slide.
- 6) Move the table by selecting it and dragging it to a new position, or use the method described in "Position and size" on page 30.

#### Creating a table directly

To create a table directly, proceed as follows:

1) Select **Insert > Table** on the main menu bar or click the **Table** icon is on the Standard toolbar to open the Insert Table dialog (Figure 22).

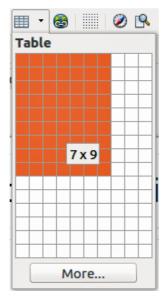


Figure 23: Table graphic insert tool

- 2) Specify the number of columns and rows.
- 3) Click **OK** to close the dialog and your table appears in the center of your slide.
- 4) Alternatively, click on the small triangle to the right of the **Table** icon to open a graphic tool for inserting a table (Figure 23).
- 5) Drag the mouse cursor to the right and down in the grid until you have the required number of columns and rows
- 6) Click the left mouse button to insert the table into your slide.

Noto	Using either <b>Insert &gt; Table</b> , <b>Table</b> icon, or the graphic tool for inserting tables inserts a table with the default style and settings already applied. This table can be modified to your requirements.
Note	When tables are inserted into a slide, they are given a set of default attributes such as color scheme, banded rows, header row and so on. Currently these defaults are hard coded in LibreOffice and cannot be changed.

### Modifying a table

Once the table is added to the slide, you can control its appearance, size, position and so on using a combination of the Tasks pane options, the Table toolbar and the Table properties dialog.

#### Tasks pane options

The following options are available in the Show section of Table Design on the Tasks pane:

- *Header Row* selected by default and adds a first row with a different background from the rest of the table.
- *Total Row* the opposite of Header Row. If selected, it changes the background of the last row to make it stand out from the other rows.
- *Banded Rows* selected by default and option colors alternate rows with different backgrounds making it easier to read data presented in rows.
- *First Column* highlights the first column of the table by allocating a darker background to it.
- *Last Column* highlights the last column of the table by allocating a darker background to it.
- Banded Columns when selected, alternate columns are colored differently.

#### Table toolbar

When a table is selected, eight selection handles appear around the edges and the Table toolbar (Figure 24) is displayed. If the Table toolbar is not displayed when a table is selected, go to **View > Toolbars > Table** on the main menu bar. The Table toolbar contains the majority of the tools you need to modify a table.

#### Table

Creates a new table in the selected slide. Opens the Insert Table dialog (Figure 22) where you can select the required number of rows and columns. Alternatively, click on the small triangle to the right of the Table icon to open a graphic tool for inserting tables (Figure 23). See "Creating a table directly" on page 26 for more information on inserting tables into your slide.

#### Line Style

Changes the style of the line of the selected cells. Opens a **Border Style** drop-down list where you can select from a range of predefined line styles.

#### Line Color (of the border)

Opens a **Border Color** drop-down menu where you can select the color of the borders around the selected cells.

#### Borders

Opens a **Borders** drop-down menu where you can select a predefined border configuration for the selected cells. If the desired border pattern is not available, you will need to use the Table properties dialog.

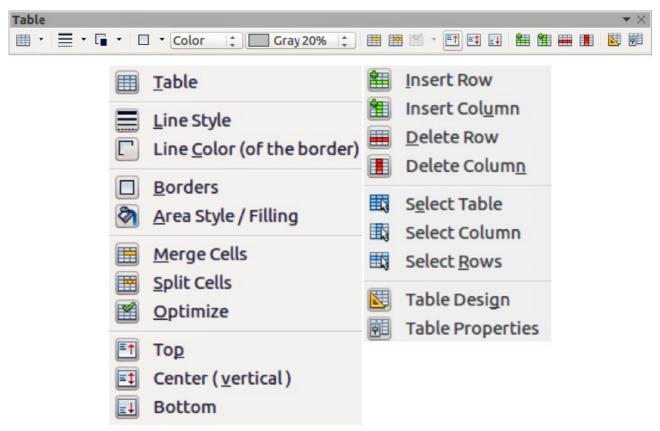


Figure 24: Table Toolbar

#### Area Style/Filling

In the drop-down menu, select how the selected cells should be filled: *Invisible*, *Color*, *Gradient*, *Hatching*, or *Bitmap*. Depending on the selection, the drop-down menu lists the available fillings for the option selected. Refer to *Chapter 6 Formatting Graphic Objects* for details on how to manage area filling styles.

#### **Merge Cells**

Merges the selected cells into one cell. Note that the contents of the merged cells are also merged. You can also right-click on the selected cells and select **Cell > Merge** from the context menu.

#### **Split Cells**

Make sure that the cursor is positioned on the cell you want to split, then click to open the Split Cells dialog (Figure 25). Select the number of cells required from the split as well as whether the cell should be split horizontally or vertically. When splitting horizontally, you can select the *Into equal proportions* option to get all cells of equal size. The contents of the split cell are kept in the original cell (the one on the left or top). You can also right-click on the selected cells and select **Cell > Split** from the context menu.

#### Optimize

Evenly distributes the selected cells either horizontally or vertically. You can also right-click in the selected cells and select **Row > Space Equally** or **Column > Space Equally** from the context menu. If you want to optimize the whole table, you can evenly distribute rows or columns by right-clicking on the table border and select **Row > Space Equally** or **Column > Space Equally** from the context menu.

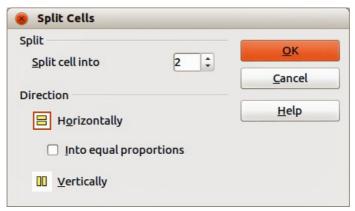


Figure 25: Split Cells dialog

#### Top, Center (vertical), Bottom

You can select the vertical alignment of text in a cell by selecting the required cells and choosing the appropriate alignment. You can also right-click in the selected cells, then select **Cell** from the context menu and choose the appropriate alignment. To apply cell alignment to the whole table, right-click on the table border, then select **Cell** from the context menu and choose the appropriate alignment.

#### **Insert Row, Insert Column**

Clicking on **Insert Row** or **Insert Column** inserts a single row or column below and to the right of the selected cell. To insert more than one row or column, highlight cells across the number of rows or columns required, then click on **Insert Row** or **Insert Column**. You can also right-click in the selected cells and select **Row** > **Insert** or **Column** > **Insert** from the context menu. Select the required number of rows or columns in the dialog that opens and click **OK**.

To insert rows at the beginning of the table and columns at the left of the table, select the table, then right-click on the table border. Select the required number of rows or columns in the dialog that opens and click **OK**.

#### **Delete Row, Delete Column**

Clicking on **Delete Row** or **Delete Column** deletes a single row or column below where you have selected a cell. To delete more than one row or column, highlight cells across the number of rows or columns required, then click on **Delete Row** or **Delete Column**. You can also right-click in the selected cells and select **Row > Delete** or **Column > Delete** from the context menu.

#### Select Table, Select Column, Select Rows

These three icons select the complete table or the columns or rows where you have selected cells. By default these icons are not displayed on the Table toolbar. To display these icons, right-click in a blank area on the toolbar and select **Visible Buttons** from the context menu. Click on the icon you want displayed in the toolbar.

#### **Table Design**

Opens the Table Design section in the Tasks pane.

#### **Table Properties**

Click the **Table Properties** icon on the Table toolbar, or right-click in the table and select **Table** from the context menu to open the Format Cells dialog (Figure 26), which contains the following pages.

• *Font* – use to select the desired font type, its base attributes (*Italic*, **Bold**, etc.) as well as the size. A sample of the font is displayed in the lower part of the dialog. You can also specify the language. See "Font page" on page 14 for more information on the available options.

- Font Effects use to apply special effects to the text, such as over lining and underlining, color, shadow and so on. A sample of the text is displayed in the lower part of the dialog, providing a quick visual check of the effects applied. See "Font Effects page" on page 14 for more information on the available options.
- Borders use to set advanced properties not available when using the Table toolbar, such as the spacing between the text and the border as well as setting the style of each individual border of the table separately. This page also provides the same options as the **Line Style** and **Line Color** on the Table toolbar.

**Note** It is currently not possible to define diagonal borders for Impress tables.

• *Background*: changes the background of the selected cells and provides the same functions as **Area Style/Filling** on the Table toolbar.

Font Font Effects Borde	rs Backgro	bund					
Western text font	5						
Family		Style		Size		Language	
Liberation Sans	•	Regular		18	•	🍄 English (USA)	÷
Asian text font							
Family		Style		Size		Lang <u>u</u> age	
DejaVu Sans	-	Book	•	18	•	Chinese (simplified)	*
CTL font							
Family		Style		Size		La <u>n</u> guage	
Lohit Hindi	-	Regular	~	18	•	Hindi	\$
The same font will be used <b>Preview</b>	d on both y	your printer a	nd you	Jr scre	en.		
		Lorem	n ips	um		देवनागर <u>ी</u>	
					_		

Figure 26: Format Cells dialog

#### Position and size

Impress treats tables just like any other graphic object. You can change table position and size on the slide by using the selection handles and the mouse.

For more accurate control with positioning and table sizing, open the Position and Size dialog (Figure 27). With the table is selected, right-click on the border of table and select **Position and Size** from the context menu or go to **Format > Position and Size** on the main menu bar, or press the *F4* key. Only the Position and Size page in this dialog can be used for tables. For more information on this dialog see *Chapter 6 Formatting Graphic Objects*.

### **Deleting tables**

To delete a table use one of the following methods:

- Click in the slide and drag a selection box over the table to select it, then press the delete key.
- Select all the rows in the table and click **Delete Row** on the Table toolbar, or right-click and select **Row > Delete** from the context menu.

Position Position <u>X</u> 1		<u>B</u> ase point
Position X		Dase polite
	.38"	
Position <u>Y</u> 3	.94"	۲۲
JILC		Base <u>p</u> oint
Wi <u>d</u> th 8	.46"	
H <u>e</u> ight 1	.18"	٨٨
Keep ratio		
Protect		Adapt
Position		<u>Fit width to text</u>
Size		Fit height to text

Figure 27: Position and Size dialog

# **Using fields**

Fields allow the automatic insertion of text into the slide. You can think of a field as a kind of formula which is calculated when the document is loaded or printed and the result is written in the document. Fields are commonly used when creating templates and slide masters, as explained in *Chapter 2 Using Slide Masters, Styles, and Templates.* 

### **Inserting a field**

To insert a field into a slide, select the slide where the field will be and then select **Insert > Fields** on the main menu bar followed by one of these options:

- **Date (fixed)** inserts the current date into your slide as a fixed field. The date is not automatically updated.
- **Date (variable)** inserts the current date into your slide as a variable field. The date is automatically updated when you open the file.
- **Time (fixed)** inserts the current time into your slide as a fixed field. The time is not automatically updated.
- **Time (variable)** inserts the current time into your slide as a variable field. The time is automatically updated when you open the file.
- Author inserts the first and last names of the author of the presentation. This information
  is derived from the value recorded in the LibreOffice user data. To modify this information
  go to Tools > Options > LibreOffice > User Data.
- Page Number inserts the page number into the current slide. If you want to add a page number to every slide, go to View > Master > Slide Master on the main menu bar and insert the page number field.
- **Page Count** inserts the total number of slides.
- File Name inserts the name of the file. The file name only appears after you save the file.

### **Formatting fields**

#### Date and time fields

To format a date or time field:

- 1) Right-click on the field.
- 2) Select the desired format from the context menu that opens. The available formats will depend on the language setting in **Tools > Options > Language Settings > Language**.

#### Page number fields

Formatting the page number fields can be done one of two ways:

- Select the page number field and apply the formatting manually.
- Go to **Format > Page** on the main menu bar and select a format from the list in *Layout Settings* in the Page Setup dialog.

# **Using hyperlinks**

When inserting text (such as a website address or URL) that can be used as a hyperlink, Impress formats it automatically, creating the hyperlink and applying color and underlining. If you do not want Impress to use its default settings, then you have to insert a hyperlink manually.

	To prevent LibreOffice from automatically turning website addresses (URLs) into hyperlinks, go to <b>Tools &gt; AutoCorrect &gt; Options</b> and deselect the <b>URL Recognition</b> checkbox.
Tips	To change the color of hyperlinks, go to <b>Tools &gt; Options &gt; LibreOffice &gt;</b> <b>Appearance</b> , scroll to <i>Unvisited links</i> and/or <i>Visited links</i> , select the checkboxes, select new colors and click <b>OK</b> . Note that this will change the color for all hyperlinks in all components of LibreOffice which may not be what you want.

### **Inserting hyperlinks**

To insert a hyperlink, or customize the appearance of a hyperlink

- 1) Select Insert > Hyperlinks on the main menu bar to open the Hyperlink dialog (Figure 28).
- 2) On the left hand side, select one of the four types of hyperlinks. The top right part of the dialog changes according to the selection of hyperlink type. A full description of all the choices, and their interactions, is beyond the scope of this chapter. A summary of the most common choices used in a presentation are given below.
- 3) Create your hyperlink using the dialog, then click **Apply** to insert into your slide.
- 4) Click **Close** to close the dialog.

8 Hyperlink		
Internet Mail & News	Hyperlink type Target	● Web ○ ETP
Document	Further settings F <u>r</u> ame Te <u>x</u> t N <u>a</u> me	▼ Form Text
		Apply Close <u>H</u> elp <u>B</u> ack

Figure 28: Hyperlink dialog

The options for Hyperlink type available are as follows:

- **Internet** choose whether the link is Web or FTP. Enter the required web address in the *Target* text box.
- Mail & News choose whether the link is an E-mail or news link. Enter the details of the *Recipient* and the *Subject*.
- **Document** creates a hyperlink to another document or to another place in a document, commonly referred to as a bookmark.
  - Enter the *Path* details in the text box, or click the **Open File** icon browser. Leave this blank if you want to link to a target in the same presentation.
  - Optionally, you can specify a target (for example a specific slide). Click on the **Target in**

**Document** icon **O** to open a dialog where you can select the target., If you know the name of the target, you can type it into the *Target* text box.

• **New Document**: – creates a hyperlink to a new document. Select whether to edit the newly created document immediately (*Edit now*) or just create it to edit later (*Edit later*). Choose

the type of document to create (text, spreadsheet, etc.). The **Select path** icon being opens a file browser so that you can choose the directory for the new document.

For navigation within a presentation, it is generally better to use the object interaction menu that you can find either in the Drawing toolbar or in the context menu that opens Note when right-clicking on an object.

The *Further settings* section on the Hyperlink dialog is common to all the hyperlink types, although some choices are more relevant to some types of links.

- **Frame** set the value to determine how the hyperlink will open. This applies to documents that open in a web browser.
- Form specifies if the link is to be presented as text or as a button. See "Working with hyperlink buttons" on page 34 for more information.
- Text specifies the text that will be visible to the user.
- **Name** applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.

### **Formatting hyperlinks**

To format a hyperlink:

- 1) Select it by dragging a selection across the text. Do not click on the hyperlink because this will open the hyperlink.
- 2) Right-click on the selected hyperlink.
- 3) Select the type of formatting you want to change from the options available in the context menu.

### Working with hyperlink buttons

A hyperlink button is inserted in the center of the current slide. In most cases, that is not where you want it to appear. To edit the text or size of a hyperlink button, or to move it to another place on the slide:

- 1) Go to View > Toolbars > Form Controls on the main menu bar to open the Form Controls toolbar (Figure 29).
- 2) Click the **Design Mode On/Off** icon <sup>2</sup>. All the icons on the Form Controls toolbar become active.
- 3) Select the hyperlink button you want to edit or move.
- 4) Drag the hyperlink button to another position, or right-click to open a context menu where you can change the text on the button, the size of the button, and other properties.
- 5) When you have finished editing the button, click the **Design Mode On/Off** icon again to make the icons inactive. For a detailed description of the properties and how to work with Form Controls, refer to the *Writer Guide*.



Figure 29: Form Controls toolbar