

**Impress Guide** 

Chapter 11 Setting Up and Customizing Impress

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# Feedback

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# **Acknowledgments**

This chapter is based on Chapter 11 of the *OpenOffice.org 3.3 Impress Guide*. The contributors to that chapter are:

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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+光+F5	Open the Navigator
F11	<b>ℋ+</b> <i>T</i>	Open the Styles and Formatting window

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# LibreOffice options

This section covers some of the settings that apply to all the components of LibreOffice and are of interest to users of Impress. Other general options are discussed in *Getting Started Guide Chapter 2 Setting Up LibreOffice*.

- Go to Tools > Options (LibreOffice > Preferences on a Mac) on the menu bar to open the Options dialog. The list on the left-hand side of the Options dialog varies depending on which component of LibreOffice is open. The illustrations in this chapter show the list as it appears when Impress is open.
- 2) Click the expansion marker (+ or triangle) by LibreOffice on the left-hand side. A list of subsections drops down.

LibreOffice User Data	Address			
General	Company			
Memory View	First/Last <u>n</u> ame/Initials	Peter	Schofield	PS
Print	<u>S</u> treet			
Paths Colors				
Fonts	City/State/Zip			
Security Personalization	Country/Region			
Appearance	Title/Position			
Accessibility Advanced	Tel. (Home/ <u>W</u> ork)			
Online Update				
Load/Save Language Settings	Fa <u>x</u> / E-mail			
LibreOffice Impress				
LibreOffice Base Charts				
Internet				

Figure 1: Options – LibreOffice – User Data dialog

**Note** The **Revert** button has the same effect on all pages of the Options dialog. It resets the options to the values that were in place when you opened LibreOffice.

## **User Data options**

Impress uses the first and last name stored in the User Data to fill in the *Created by* and *Modified by* fields in document properties, the optional *Author* field used in the footer of a presentation, and the name associated with comments. If you want your name to appear, then do the following:

- 1) In the Options dialog, click LibreOffice > User Data (Figure 1).
- 2) Fill in the Address form with your details and/or delete any existing incorrect information.

## **Print options**

In the Options dialog, click **LibreOffice > Print** (Figure 2) to set the print options that suit your default printer and your most common printing method.

You can change these settings at any time, either through the Options dialog or during the printing process. See *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* in this guide for more information about the printing options available.

LibreOffice User Data General Memory	Reduce print data Settings for Printer Printer	O Print to <u>f</u> ile
View Print Paths Colors Fonts Security Personalization Appearance Accessibility Advanced Online Update Load/Save Language Settings LibreOffice Impress LibreOffice Base Charts	<ul> <li><u>Reduce transparency</u> <ul> <li>Auto<u>m</u>atically</li> <li><u>N</u>o transparency</li> </ul> </li> <li><u>Reduce bitmaps</u> <ul> <li><u>H</u>igh print quality</li> <li><u>No</u>rmal print quality</li> <li><u>Resolution</u> 200 DPI (default)</li> <li><u>Include transparent objects</u></li> </ul> </li> <li><u>PDF as Standard Print Job Format</u></li> </ul>	<ul> <li>Reduce gradients</li> <li>Gradient stripes</li> <li>Intermediate color</li> <li>Convert colors to grayscale</li> </ul>
Internet	Printer warnings P <u>a</u> per size Pap <u>e</u> r orientation	<b>T</b> ransparency

Figure 2: Options – LibreOffice – Print dialog

# **Color options**

In the Options dialog, click **LibreOffice > Colors** to specify colors used in LibreOffice documents. You can select a color from a color table, edit an existing color, or define new colors. These colors are stored in your color selection palette and are then available in all components of LibreOffice.

You can also define colors within Impress by going to **Format > Area** on the menu bar, or through the Line and Filling toolbar, but those colors will not be available to other components of LibreOffice.

LibreOffice	Properties		
User Data General	Name	Green Accent Add	
Memory	Manie	Green Accent <u>A</u> dd	
View	Color	Green Accent	
Print			
Paths		Table: libreoffice Edit	
Colors			
Fonts		RGBDelete	
Security Personalization		RGB (\$ Delete	•
Appearance			
Accessibility			
Advanced		<u>G</u> 238 ‡	
Online Update			
Load/Save		<u>B</u> 14	
Language Settings LibreOffice Impress			
LibreOffice Base			
Charts			

Figure 3. Options – LibreOffice – Colors dialog

# **Appearance options**

In the Options dialog, click **LibreOffice > Appearance** to specify which items are visible and the colors used to display various elements of the user interface.

The only option specific to Impress (and Draw) is the color of the grid points. Scroll down in the page until you find **Drawing/Presentation**. To change the default color for grid points, click the down-arrow by the color and select a new color from the pop-up dialog.

If you wish to save your color changes as a color scheme, click **Save**, type a name in the Save scheme dialog, then click **OK**.

LibreOffice User Data	Color scheme			
General	Scheme	LibreOffice	\$ Save	Delete
Memory	_			
View	Custom colors			
Print	On User interf	are elements	Color setting	Preview
Paths Colors	Reference		Automatic	
Fonts			Adconduce	- <u> </u>
Security	Notes ba	ckground	Automatic :	
Personalization	Drawing / Presentation			
Appearance Accessibility Advanced	Grid		Automatic	
Online Update	Basic Syr	itax Highlighting		
Load/Save Language Settings LibreOffice Impress	Identifier		Automatic	
LibreOffice Base	Commen		Automatic	
Charts Internet	Number		Automatic	
	String		Automatic	a <u>- </u> U

Figure 4. Options – LibreOffice – Appearance dialog

LibreOffice User Data	Text objects
General Memory View Print Paths	<ul> <li>✓ <u>A</u>llow quick editing</li> <li>✓ Only <u>t</u>ext area selectable</li> <li>New document</li> <li>Start with <u>w</u>izard</li> </ul>
Colors Fonts Security Personalization Appearance Accessibility Advanced Online Update Load/Save	Settings          Image: Settings         Image: Seting          Image:
Language Settings LibreOffice Impress General View Grid Print LibreOffice Base Charts Internet	Presentation Image Always with current page Enable remote control Compatibility Use printer metrics for document formatting Add spacing between paragraphs and tables (in current document)

Figure 5: Options – LibreOffice Impress – General dialog

# **Choosing options for Impress**

In the Options dialog, click the expansion marker to the left of **LibreOffice Impress** on the lefthand side. A list of subsections for Impress drops down (Figure 5).

# **General options**

In the Options dialog, click **LibreOffice Impress > General** (Figure 5) to specify the general options for presentation documents.

## Text objects

• Allow quick editing – if selected, you can edit text immediately after clicking a text object. If deselected, you must double-click to edit text. In a presentation, you can also activate the

text editing mode using the Allow Quick Editing icon an the Option toolbar (Figure 6).



Figure 6: Options toolbar

• Only text area selectable – specifies whether to select a text frame by clicking the text. In the area of the text frame that is not filled with text, an object behind the text frame can be selected. In a presentation, you can also activate this mode using the Select Text Area

**Only** icon 🖾 on the Option toolbar.

## New document

• Start with Wizard – specifies whether to activate the Presentation Wizard when creating a new presentation using File > New > Presentation on the menu bar.

### **Settings**

- Use background cache specifies whether to use the cache for displaying objects on the master page. This speeds up the display. Deselect this option if you want to display changing contents on the master page.
- **Copy when moving** if selected, a copy is created when you move an object while holding down the *Ctrl* key. The same will apply for rotating and resizing the object. The original object will remain in its current position and size.
- Objects always moveable specifies that you want to move an object with the Rotate tool enabled. If this option is not selected, the Rotate tool can only be used to rotate an object.
- Unit of measurement determines the unit of measurement used for presentations.
- Tab stops defines the spacing between tab stops.

### Presentation

- Always with current page specifies that you always want a presentation to start with the current slide. When this option is not selected, a presentation always starts with the first page.
- **Enable remote control** specifies that you want to enable Bluetooth remote control while Impress is running. Deselect this option to disable remote control.

## Compatibility

The settings in this area are valid for the current document only.

- Use printer metrics for document formatting specifies that printer metrics are applied for printing and also for formatting the display on the screen. If this option is not selected, a printer independent layout will be used for screen display and printing. If you set this option for the current document and then save the document, for example, in an older binary format, this option will not be saved. If you later open the file from the older format, this option will be set by default.
- Add spacing between paragraphs in the current document specifies that Impress
  calculates the paragraph spacing exactly like Microsoft PowerPoint. Microsoft PowerPoint
  adds the bottom spacing of a paragraph to the top spacing of the next paragraph to
  calculate the total spacing between both paragraphs. Impress utilizes only the larger of the
  two spacings.

# **View options**

In the Options dialog, click on **LibreOffice Impress > View** (Figure 7) to specify the available display modes. By selecting an alternative display, you can speed up the screen display while editing your presentation.

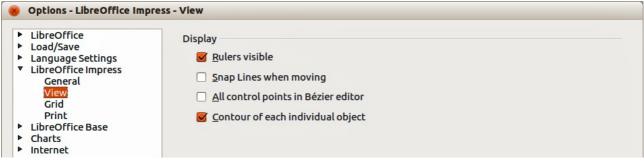


Figure 7: Options – LibreOffice Impress – View dialog

- **Rulers visible** specifies whether to display the rulers at the top and to the left of the work area.
- **Snap Lines when moving** specifies whether to display guides when moving an object. Impress creates dotted guides that extend beyond the box containing the selected object and which cover the entire work area, helping you position the object. You also can use this

function using the **Helplines While Moving** icon  $\ddagger$  on the Options toolbar (Figure 6) if a presentation is open.

- All control points in Bézier editor displays the control points of all Bézier points if you have previously selected a Bézier curve. If this option is not selected, only the control points of the selected Bézier points will be visible.
- Contour of each individual object Impress displays the contour line of each individual object when moving this object. This option enables you to see if single objects conflict with other objects in the target position. If you do not select this option, Impress displays only a square contour that includes all selected objects.

# **Grid options**

In the Options dialog, click **LibreOffice Impress > Grid** (Figure 8) to specify the grid settings for Impress. Using a grid helps you determine the exact position of your objects. You can also set this grid to line up with the snap grid.

If you have activated the snap grid, but wish to move or create individual objects without snap positions, keep the *Shift* key pressed to deactivate this function for as long as needed.

LibreOffice Load/Save Language Settings LibreOffice Impress General	Grid Sn <u>a</u> p to grid V <u>i</u> sible grid		
View	Resolution	Subdivision	
<mark>Grid</mark> Print	Horizontal 1.00"	Horizontal	10 ‡ space(s)
LibreOffice Base Charts	Vertical	Vertical	10 🗘 space(s)
			······
Internet	Synchronize a <u>x</u> es		
Internet	Synchronize a <u>x</u> es	Snap position	
INCERNEC			or moving objects
Internet	Snap		or moving objects
Internet	Snap To snap <u>l</u> ines	□ <u>W</u> hen creating o	or moving objects

Figure 8: Options – LibreOffice Impress – Grid dialog

## Grid

- Snap to grid activates the snap function. If this option is selected, but you want to move or create individual objects without snapping to the grid, press the *Shift* key to deactivate Snap to grid whilst moving the individual object. You can also use the Snap to Grid icon on the Options toolbar (Figure 6).
- **Visible grid**: displays grid points on the screen. These points will not display or print as part of a presentation.

### Resolution

- Horizontal defines the unit of measure for the spacing between grid points on the X-axis.
- **Vertical** defines the grid points spacing in the desired unit of measurement on the Y-axis.
- **Synchronize axes** specifies whether to change the current grid settings symmetrically. The resolution and subdivision for the X and Y axes remain the same.

## Subdivision

- Horizontal specify the number of intermediate spaces between grid points on the X-axis.
- Vertical specify the number of intermediate spaces between grid points on the Y-axis.

### Snap

- To snap lines snaps the edge of an object being dragged to the nearest snap line when you release the mouse. You can also define this setting by using the Snap to Snap Lines icon
   on the Options toolbar (Figure 6).
- **To the page margins** specifies whether to align the contour of the graphic object to the nearest page margin. The cursor or a contour line of the graphics object must be in the snap range. In a presentation, this function can also be accessed with the **Snap to Page Margins** icon **I** on the Options toolbar.

• **To object frame** – specifies whether to align the contour of the graphic object to the border of the nearest graphic object. The cursor or a contour line of the graphics object must be in the snap range. In a presentation, this function can also be accessed with the **Snap to** 

**Object Border** icon  $\blacksquare$  on the Options toolbar.

• **To object points** – specifies whether to align the contour of the graphic object to the points of the nearest graphic object. This only applies if the cursor or a contour line of the graphics object is in the snap range. In a presentation, this function can also be accessed with the

Snap to Object Points icon 📰 on the Options toolbar.

• **Snap range** – defines the snap distance between the mouse pointer and the object contour. LibreOffice Impress snaps to a snap point if the mouse cursor is nearer than the distance specified.

## **Snap position**

- When creating or moving objects specifies that graphic objects are restricted vertically, horizontally or diagonally (45°) when creating or moving them. You can temporarily deactivate this setting by pressing the *Shift* key.
- **Extend edges** specifies that a square is created based on the longer side of a rectangle when the *Shift* key is pressed before you release the mouse button. This also applies to an ellipse (a circle will be created based on the longest diameter of the ellipse). When this option is not selected, a square or a circle will be created based on the shorter side or diameter.
- When rotating specifies that graphic objects can only be rotated within the rotation angle that you selected. If you want to rotate an object outside the defined angle, press the *Shift* key when rotating. Release the key when the desired rotation angle is reached.
- **Point reduction** defines the angle for point reduction. When working with polygons, you might find it useful to reduce their editing points.

## **Print options**

In the Options dialog, click on **LibreOffice Impress > Print** (Error: Reference source not found) to specify print settings for a presentation. See *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* for more information about the options available.

<ul> <li>LibreOffice</li> <li>Load/Save</li> <li>Language Settings</li> </ul>	Quality Oefault	
<ul> <li>LibreOffice Impress General</li> </ul>	⊖ Gra <u>y</u> scale	
View Grid Print ▶ LibreOffice Base	○ Black & <u>w</u> hite	
<ul> <li>Charts</li> </ul>	Print	Page options
Internet	<u>P</u> age name	Default
	Date	○ <u>F</u> it to page
	□ Ti <u>m</u> e	○ <u>T</u> ile pages
	☑ Hidden pages	O B <u>r</u> ochure
		✓ Front  Back
		Paper tray from printer settings

Figure 9: Options – LibreOffice Impress – Print dialog

## Quality

- **Default** specifies that you want to print in original colors.
- Grayscale specifies that you want to print colors as grayscale.
- Black & white specifies that you want to print the document in black and white.

## Print

- **Page name** specifies whether to print the page name.
- **Date** specifies whether to print the current date.
- **Time** specifies whether to print the current time.
- **Hidden pages** specifies whether to print the pages that are currently hidden from the presentation.

## Page options

- **Default** specifies that you do not want to further scale pages when printing.
- **Fit to page** specifies whether to scale down objects that are beyond the margins of the current printer so that they fit on the paper in the printer.
- **Tile pages** specifies that pages are to be printed in tiled format. If the pages or slides are smaller than the paper, several pages or slides will be printed on one page of paper.
- **Brochure** select this option to print the document in brochure format. You can also decide if you want to print the front, the back or both sides of the brochure.
- Front select this option to print the front of a brochure.
- **Back** select this option to print the back of a brochure.
- **Paper tray from printer settings** determines that the paper tray to be used is the one defined in the printer setup.

# Customizing the user interface

## **Menu font**

If you want to change the menu font from that supplied by LibreOffice to the system font for your operating system:

- 1) Go to **Tools > Options > LibreOffice > View** on the menu bar.
- 2) Select **Use system font for user interface** and click **OK**.

## Menu content

You can customize the menus in Impress by adding and rearranging items on the menu bar, adding items to menus, and other changes.

- 1) Go to View > Toolbars > Customize or Tools > Customize on the menu bar to open the Customize dialog (Figure 10).
- 2) Make sure the **Menus** page is open.
- 3) In the **Save In** drop-down list, select whether to save this customized menu in LibreOffice Impress or for a presentation.
- 4) In the section **LibreOffice Impress Menus**, select from the **Menu** drop-down list the menu that you want to customize.

5) To customize the selected menu, click on the **Menu** or **Modify** buttons. You can also add commands to a menu by clicking on the **Add** button. These actions are described in the following sections. Use the up and down arrows next to the **Entries** list to move the selected menu item to a different position.

	polbars Events		
LibreOffice Impre	ss Menus		
Menu	File	:	<u>N</u> ew
			Menu
Menu Content			
Entries	🖺 New	8	Add
	🚰 Open		
	Recent Documents	=	Modify
	Wizards		
	Close		
	Save		
	Save As		
	Save As Template		
	Save All		
	Check-Out		
	Cancol Chack Out		
Save In	LibreOffice Impress	1	
<b>D</b> escription			
Creates a new Lib	reOffice document.		

6) When you have finished making all your changes, click **OK** to save them.

Figure 10. Customize dialog – Menus page

<u>M</u> enu name	<u>о</u> к
New Menu 1	Cancel
Menu <u>p</u> osition	
File Edit View Insert Format Tools Slide Show Window Help New Menu 1	Help

Figure 11: New Menu dialog

## Creating new menus

To create a new menu:

- 1) On the **Menus** page of the Customize dialog, click **New** to open the New Menu dialog (Figure 11).
- 2) Type a name for your new menu in the Menu name box.
- 3) Use the up and down arrow buttons to move the new menu into the required position on the menu bar.
- 4) Click **OK** to save. The new menu now appears on the list of menus in the Customize dialog. It will appear on the menu bar itself after you save your customizations.
- 5) After creating a new menu, you need to add some commands to it, as described in "Adding menu commands" on page 15.

## Modifying existing menus

To modify an existing menu:

- 1) On the **Menus** page of the Customize dialog and select the menu you want to modify from the *Menu* drop down list.
- 2) Click **Menu** to open a list of modifications: **Move**, **Rename**, **Delete**. Only **Move** is available in the list. **Rename** and **Delete** are not available for the default menus within LibreOffice.
- To move a menu (for example *File*), select Menu > Move to open the Move Menu dialog (Figure 12).
- 4) Use the up and down arrow buttons to move the menu into the required position.
- 5) To move submenus (for example *File* | *Send*), select the main menu (File) in the Menu list and then, in the Menu Content section of the Customize dialog (Figure 10), select the submenu *Send* in the **Entries** list and use the arrow keys to move it up or down in the sequence.
- 6) Click **OK** to save your changes and close the dialog.



Figure 12: Move Menu dialog

## Creating keyboard shortcuts

In addition to renaming a menu, you can specify a keyboard shortcut that allows you to select a menu command when you press *Alt* key plus an underlined letter in a menu command.

- 1) Select a menu or menu entry.
- 2) Click **Modify** in the Customize dialog (Figure 10) and select **Rename**.
- 3) Add a tilde (~) in front of the letter that you want to use as an accelerator. For example, to select the Save All command by pressing *Alt+V*, enter **Sa~ve All**.

	Be careful when creating new keyboard shortcuts. In the example above, if the File
Note	menu is not already open, then pressing <i>Alt+V</i> opens the View menu. If another
	menu is open, <i>Alt+V</i> might activate some other command.

## Adding menu commands

You can add commands to menus and to menus you have created.

1) On the **Menus** page of the Customize dialog (Figure 10), select the menu in the Menu list and click **Add**.

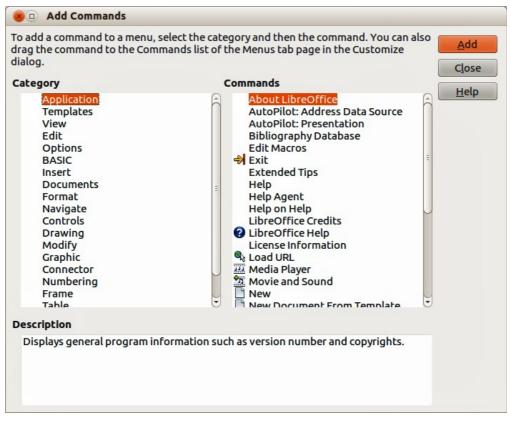


Figure 13: Add Commands dialog

- 2) In the Add Commands dialog (Figure 13), select a category and then the command, and click **Add**. The dialog remains open, so you can select additional commands.
- 3) When you have finished adding commands, click Close.
- 4) In the Customize dialog, use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 5) Click **OK** to save your changes and close the dialog.

## Modifying menu entries

In addition to changing the sequence of entries on a menu or submenu, you can add submenus, rename or delete the entries, and add group separators.

- 1) On the **Menus** page of the Customize dialog (Figure 10), select the menu in the Menu list you want to modify.
- 2) Select an entry in the Entries list under Menu Content.
- 3) Click the **Modify** button and choose the required action from the drop-down list of actions. Most of the actions are self-explanatory. **Begin a group** adds a separator line after the highlighted entry.

# **Customizing toolbars**

You can customize toolbars in several ways, including choosing which icons are visible, and locking the position of a docked toolbar, as described in *Getting Started Guide Chapter 1*, *Introducing LibreOffice*. This section describes how to create new toolbars and add other icons (commands) to the list of those available on a toolbar.

## **Customize toolbars**

1) Go to View > Toolbars > Customize or Tools > Customize on the menu bar, or right-click in an empty area on the toolbar and select Customize Toolbar from the context menu, to open the Customize dialog (Figure 14).

Menus Keyboard Too	olbars Events	
LibreOffice Impres	s Toolbars	
<u>T</u> oolbar	Options 🗧	<u>N</u> ew
		Toolbar 🔻
Toolbar Content		
<u>C</u> ommands	🥃 🥙 Rotation Mode after Clicking Ot	<u>A</u> dd
	<ul> <li>✓</li> <li>✓ Display Grid</li> </ul>	Modify 🔻
	🗹 斗 Display Snap Lines	
	Image: Second state     Image: Second state       Image: Second state     Image: Second state       Image: Second state     Image: Second state	
	🛃 🏥 Snap to Grid	
	👿 🚇 Snap to Snap Lines	
	👿 📑 Snap to Page Margins	
Save In	LibreOffice Impress 2	
Description		
Changes the mous then click it again.	e-click behavior, so that rotation handles appear aft	er you click an object, and

Figure 14. Customize dialog – Toolbars page

- 2) Make sure the **Toolbars** page is open.
- 3) In the **Save In** drop-down list, select whether to save this customized toolbar for Impress or for a selected presentation.
- 4) In the LibreOffice Impress Toolbars section, select from the *Toolbar* drop-down list the toolbar that you want to customize.
- 5) Click **Toolbar** on the right to display a drop-down list of options for customizing the toolbar.
- 6) Select the option you want to use from the context menu. **Icons Only** is the default setting for toolbars.
- 7) To display or hide commands, select or deselect the checkboxes in *Commands* in the **Toolbar Content** section.
- 8) To change the position of commands on a toolbar, select a command and click the up and down arrows to the right of the list.
- 9) When you have finished customizing a toolbar, click **OK** to save your changes and close the dialog.

## Creating new toolbars

To create a new toolbar:

- 1) Go to View > Toolbars > Customize or Tools > Customize on the menu bar, or right-click in an empty area on the toolbar and select Customize Toolbar from the context menu, to open the Customize dialog (Figure 14).
- 2) Make sure the **Toolbars** page is open.
- 3) Click **New** to open the Name dialog (Figure 15).
- 4) Type a name for the new toolbar and select from the **Save In** drop-down list where to save this new menu for Impress or for a selected document.

Name	
Toolbar Name	<u>O</u> K
New Toolbar 1 Save In	Cancel
LibreOffice Impress	<u>H</u> elp

Figure 15: Name dialog for new toolbars

5) Click **OK** and the new toolbar now appears on the list of toolbars in the Customize dialog. After creating a new toolbar, you have to add some commands to it, as described below.

## Adding toolbar commands

To add commands to a new toolbar or to customize an existing toolbar:

- Go to View > Toolbars > Customize or Tools > Customize on the menu bar, or right-click in an empty area on the toolbar and select Customize Toolbar from the context menu, to open the Customize dialog.
- 2) Make sure the Toolbars page is open (Figure 14).
- 3) Select the toolbar from the **Toolbar** drop down list.
- 4) Click **Add** to open the Add Commands dialog (Figure 13 on page 15) and is the same dialog used for adding commands to menus ("Adding menu commands" on page 15).
- 5) Select a **Category** and then a **Command** from the relevant list.
- 6) Click **Add**. The Add Commands dialog remains open, so you can select additional commands.
- 7) When you have finished adding commands, click **Close**. If you insert an item which does not have an associated icon, the toolbar will display the full name of the item; see "Choosing icons for toolbar commands" below on how to choose an icon for a toolbar command.
- 8) On the Customize dialog, use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 9) When you have finished making changes, click **OK** to save and close the dialog.

## Choosing icons for toolbar commands

Toolbars usually have icons and not words to indicate commands, but not all commands have associated icons.

- 1) Select the command and click **Modify** and select **Change icon** on the context menu to open the Change Icon dialog (Figure 16).
- 2) Scroll through the available icons and select the one you want to use.
- 3) Click **OK** to assign it to the command.

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Figure 16: Change Icon dialog

NoteTo use a custom icon, create it in a graphics program and then import it into<br/>LibreOffice by clicking Import on the Change Icon dialog. Custom icons must be<br/>16×16 or 26×26 pixels in size and cannot contain more than 256 colors.

# **Customizing keyboard shortcuts**

The *Appendix* to this guide lists the default keyboard shortcuts supplied with Impress. You can change these defaults or add new shortcuts. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only or with the LibreOffice suite.

# Caution

Be careful when reassigning predefined shortcut keys used in your operating system or LibreOffice. Many key assignments are universally understood shortcuts, such as F1 for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to LibreOffice defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

## Example shortcut key

For example, suppose you wish to assign a shortcut key to easily insert a duplicate slide in your presentation. You could assign the *Insert* key as a logical shortcut for this purpose, as described below.

- Go to View > Toolbars > Customize or Tools > Customize on the menu bar, or go to on the menu bar, or right-click in an empty area on the toolbar and select Customize Toolbar from the context menu to open the Customize dialog.
- 2) Make sure the Keyboard page is open (Figure 17).
- 3) As the shortcut key assignment is only relevant with Impress and not LibreOffice, select **Impress** in the upper right corner of the dialog.
- 4) Select Insert in the Category list and Duplicate Slide in the Function list.
- 5) Select the shortcut key **Insert** in the **Shortcut keys** list and click **Modify**.
- 6) Click **OK** to accept the change. Now the *Insert* key will insert a duplicate slide immediately after the currently selected slide.

Customize		
Menus Keyboard Toolba	rs Events	
Shortcut keys		○ Li <u>b</u> reOffice
F2 F3	Text Enter Group	Impress
F4 F5	Position and Size Slide Show	Modify
F6 F7 F8 F9	Spelling Points Slide Show	<u>D</u> elete
F10 F11 F12	Styles and Formatting	Load Save
Down Up Left		Reset
Functions		
Category	<u>Function</u>	<u>K</u> eys
Application Templates View Edit Options BASIC Insert Documents Format Navigate Controls	About LibreOffice AutoPilot: Address Data Sourd AutoPilot: Presentation Bibliography Database Edit Macros Exit Extended Tips Help Help Agent Help on Help	
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Figure 17: Customize dialog – Keyboard page

Note	All existing shortcut keys for the currently selected <i>Function</i> are listed in the <i>Keys</i> selection box. Since there was no currently assigned shortcut for the <b>Insert &gt; Duplicate Slide</b> function the <i>Keys</i> list was empty. If it had not been, and you wished to reassign a shortcut key combination that was already in use, you would first have to <b>Delete</b> the existing key.
	Shortcut keys not available for reassignment are greyed out in the listing on the Customize dialog, for example <i>F1</i> and <i>F10</i> .

## Saving changes

Changes to the shortcut key assignments (and other configurations) can be saved in a keyboard configuration file for use at a later time. This allows you to create and apply different configurations as the need arises.

- 1) After making your keyboard shortcut assignments, click **Save** in the Customize dialog.
- 2) In the Save Keyboard Configuration dialog that opens, select *All files* from the **Save as Type** list.
- 3) Enter a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation dialog will appear if you are about to overwrite an existing file; otherwise there will be no feedback and the file will be saved.

## Loading saved keyboard configurations

To load a saved keyboard configuration file and replace your existing configuration, click **Load** in the Customize dialog and then select the configuration file from the Load Keyboard Configuration dialog.

### Resetting shortcut keys

To reset all of the keyboard shortcuts to their default values, click **Reset** in the Customize dialog. Use this feature with care as no confirmation dialog will be displayed and the defaults will be set without any further notice or user input.

## Running macros from key combinations

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined and no macro shortcut keys are supplied with LibreOffice. For information on macros, see the *Getting Started Guide, Chapter 13 Getting started with macros*.

# Adding functions with extensions

An extension is a package that can be installed into LibreOffice to add a new function.

Although individual extensions can be found in different places, the official LibreOffice extension repository is at http://extensions.libreoffice.org/. Some extensions are free of charge; others are available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

800	Extension Manager
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fr	French spelling dictionary, hyphenation rules, an 4.9 Dicollecte
€ 2	Presentation Minimizer 1.0.4The Document FoundationThe Presentation Minimizer is used to reduce the file size of the current p
<mark>ക</mark> ാ	Report Builder 1.2.3The Document FoundationUse the Report Builder to create stylish, smart-looking database reports
e C	<b>Solver for Nonlinear Programming</b> 0.9 <u>The Document Foundation</u> This extension integrates into Calc and offers new Solver engines to use f
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Figure 18: Extension Manager dialog

# Installing extensions

To install an extension, follow these steps:

- 1) Download the extension and save it anywhere on your computer.
- 2) In LibreOffice, go to **Tools > Extension Manager** on the menu bar to open the Extension Manager dialog (Figure 18).
- 3) Click **Add** and a file browser window opens. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
- 4) When the installation is complete, the extension is listed in the Extension Manager dialog.

Тір	To get extensions that are listed in the repository, you can open the Extension Manager and click the <b>Get more extensions online</b> link.
Note	To install a <i>shared</i> extension, you need write access to the LibreOffice installation directory.

# **Using extensions**

This section describes some of the more important and popular extensions to Impress. In each case, you need to first install the extension as described in the previous section.

## **Presenter Console**

This is bundled with most installations of LibreOffice and provides extra control over slide shows (presentations). For example, the Presenter Console has the ability to see the next slide in the presentation, slide notes, and a presentation timer, while the audience only sees the slide currently being displayed. The Presenter Console displays the elements in three easily changeable views:

- First view displays the current slide, including the effects, and the next slide.
- Second view shows notes for the speaker in large, clear, and scalable type, plus the current and next slide.
- Third view is a slide sorter view with the slide thumbnails.

The Presenter Console is only available for use if you have a second display connected to your computer. See *Chapter 9, Slide Shows* for more information about using the Presenter Console.

**Note** The Presenter Console works only on an operating system that supports multiple displays and only when two displays are connected (one may be the laptop built-in display).

## **Professional Template Pack II**

Provides more than 120 templates for Writer, Calc, and Impress. Available in several languages. After you have installed this extension, you will find the templates in the Template Manager, reached from **File > New > Templates** on the menu bar.

## **Presentation Minimizer**

Reduces the file size of the current presentation. Images are compressed and data that is no longer needed is removed. Can also optimize the image quality size. Presentations designed for screen or projector do not require the same high quality as presentations designed for print.