

LibreOffice
The Document Foundation

Impress Guide

Preface

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Feedback

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

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

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Who is this book for?

Anyone who wants to get up to speed quickly with LibreOffice Impress will find this book valuable. You may be new to presentation software, or you may be familiar with another program such as Microsoft PowerPoint.

What's in this book?

This book covers the main features of Impress, the presentations (slide show) component of LibreOffice. Using Impress, you can create slides that contain text, bulleted and numbered lists, tables, charts, clip art, and other objects.

Impress comes with prepackaged text styles, slide backgrounds, and Help. It can open and save to Microsoft PowerPoint formats and can export to PDF, HTML, Adobe Flash, and numerous graphic formats.

Where to get more help

This book, the other LibreOffice user guides, the built-in Help system, and user support systems assume that you are familiar with your computer and basic functions such as starting a program, opening and saving files.

Help system

LibreOffice comes with an extensive Help system. This is your first line of support for using LibreOffice.

To display the full Help system, press *F1* or select **LibreOffice Help** from the Help menu. In addition, you can choose whether to activate Tips, Extended tips, and the Help Agent (using **Tools > Options > LibreOffice > General**).

If Tips are enabled, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon.

Free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. See Table 1 and this web page: <http://www.libreoffice.org/get-help/>

You can get comprehensive online support from the community through mailing lists and the Ask LibreOffice website, <http://ask.libreoffice.org/en/questions/>. Other websites run by users also offer free tips and tutorials.

This forum provides community support for LibreOffice: <http://en.libreofficeforum.org/>

This site provides support for LibreOffice, among other programs: <http://forum.openoffice.org/en/forum/>.

Paid support and training

Alternatively, you can pay for support services. Service contracts can be purchased from a vendor or consulting firm specializing in LibreOffice.

Table 1: Free support for LibreOffice users

Free LibreOffice support	
Ask LibreOffice	Questions and answers from the LibreOffice community http://ask.libreoffice.org/en/questions/
Documentation	User guides, how-tos, and other documentation. http://www.libreoffice.org/get-help/documentation/ https://wiki.documentfoundation.org/Documentation/Publications
FAQs	Answers to frequently asked questions http://wiki.documentfoundation.org/Faq
Mailing lists	Free community support is provided by a network of experienced users http://www.libreoffice.org/get-help/mailling-lists/
International support	The LibreOffice website in your language. http://www.libreoffice.org/international-sites/ International mailing lists http://wiki.documentfoundation.org/Local_Mailing_Lists
Accessibility options	Information about available accessibility options. http://www.libreoffice.org/get-help/accessibility/

What you see may be different

Illustrations

LibreOffice runs on Windows, Linux, and Mac OS X operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers). The illustrations in this guide were taken from a variety of computers and operating systems. Therefore, some illustrations will not look exactly like what you see on your computer display.

Also, some of the dialogs may be differ because of the settings selected in LibreOffice. You can either use dialogs from your computer system (default) or dialogs provided by LibreOffice. To change to using LibreOffice dialogs:

- 1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > General** on the main menu bar to open the dialog for general options.
- 2) On a Mac operating system, go to **LibreOffice > Preferences > General** on the main menu bar to open the dialog for general options.
- 3) Select *Use LibreOffice dialogs* in *Open/Save dialogs* and, in Linux and Mac OS X operating systems only, *Print dialogs* to display the LibreOffice dialogs on your computer display.
- 4) Click **OK** to save your settings and close the dialog.

Icons

The icons used to illustrate some of the many tools available in LibreOffice may differ from the ones used in this guide. The icons in this guide have been taken from a LibreOffice installation that has been set to display the Galaxy set of icons.

If you wish, you can change your LibreOffice software package to display Galaxy icons as follows:

- 1) On Linux and Windows operating systems, go to **Tools > Options > LibreOffice > View** on the main menu bar to open the dialog for view options.

- 2) On a Mac operating system, go to **LibreOffice > Preferences > View** on the main menu bar to open the dialog for view options.
- 3) In *User interface > Icon size and style* select *Galaxy* from the options available in the drop-down list.
- 4) Click **OK** to save your settings and close the dialog.

Note

Some Linux operating systems, for example Ubuntu, include LibreOffice as part of the installation and may not include the Galaxy set of icons. You should be able to download the Galaxy icon set from the software repository for your Linux operating system.

Using LibreOffice on a Mac

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.

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

What are all these things called?

The terms used in LibreOffice for most parts of the *user interface* (the parts of the program you see and use, in contrast to the behind-the-scenes code that actually makes it work) are the same as for most other programs.

A *dialog* is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls for you to use to specify how to carry out an action. The technical names for common controls are shown in Figure 1. In most cases we do not use the technical terms in this book, but it is useful to know them because the Help and other sources of information often use them.

- 1) Tabbed page (not strictly speaking a control).
- 2) Radio buttons (only one can be selected at a time).
- 3) Checkbox (more than one can be selected at a time).
- 4) Spin box (click the up and down arrows to change the number shown in the text box next to it, or type in the text box).
- 5) Thumbnail or preview.
- 6) Drop-down list from which to select an item.
- 7) Push buttons.

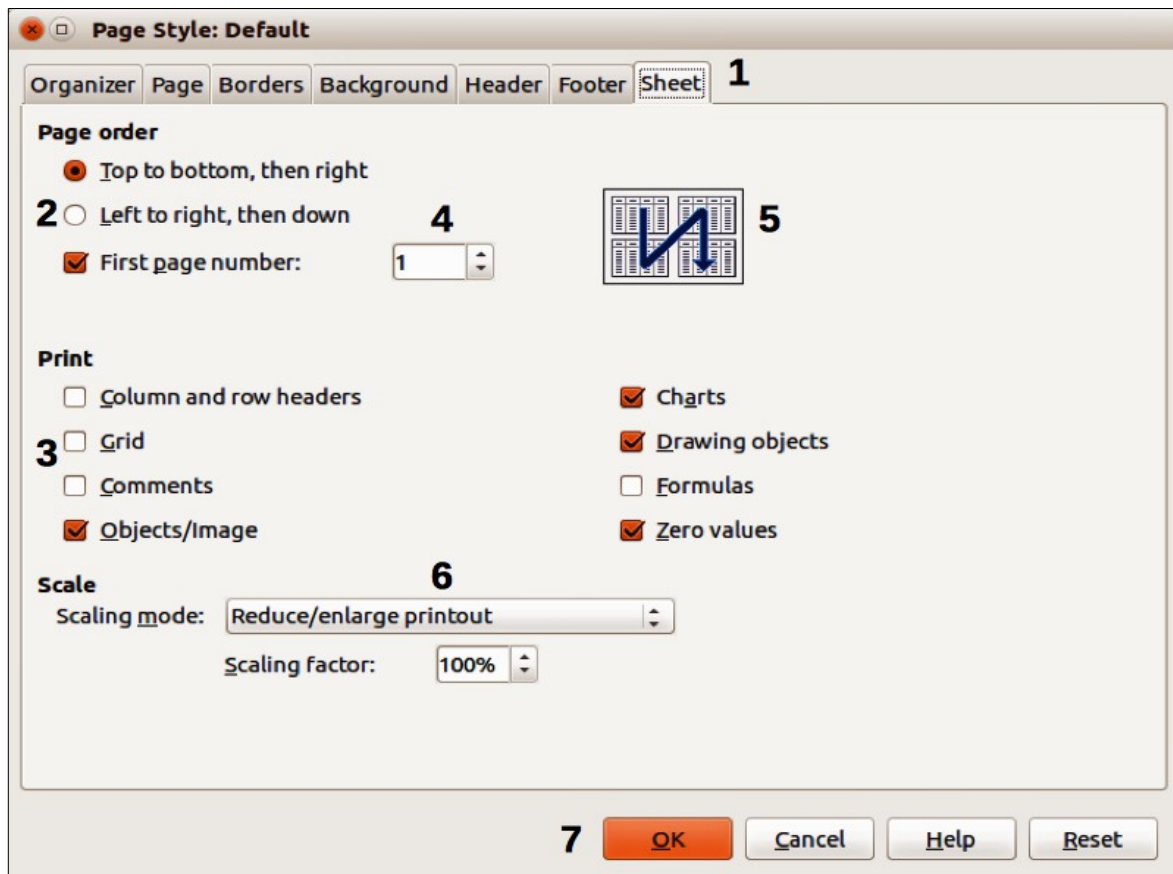


Figure 1: Dialog showing common controls

In most cases, you can interact only with the dialog (not the document itself) as long as the dialog remains open. When you close the dialog after use (usually, clicking **OK** or another button saves your changes and closes the dialog), then you can again work with your document.

Some dialogs can be left open as you work, so you can switch back and forth between the dialog and your document. An example of this type is the Find & Replace dialog.

Who wrote this book?

This book was written by volunteers from the LibreOffice community. Profits from sales of the printed edition will be used to benefit the community.

Acknowledgements

This book is adapted and updated from *OpenOffice.org 3.3 Impress Guide*. The contributors to that book are:

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Frequently asked questions

How is LibreOffice licensed?

LibreOffice is distributed under the Open Source Initiative (OSI) approved Lesser General Public License (LGPL). The LGPL license is available from the LibreOffice website:
<http://www.libreoffice.org/download/license/>

May I distribute LibreOffice to anyone?

Yes.

How many computers may I install it on?

As many as you like.

May I sell it?

Yes.

May I use LibreOffice in my business?

Yes.

May I distribute the PDF of this book, or print and sell copies?

Yes, as long as you meet the requirements of one of the licenses in the copyright statement at the beginning of this book. You do not have to request special permission. In addition, we request that you share with the project some of the profits you make from sales of books, in consideration of all the work we have put into producing them.

How can I contribute to LibreOffice?

You can help with the development and user support of LibreOffice in many ways, and you do not need to be a programmer. For example, you can help with producing and maintaining written user documentation, producing video tutorials, and other user support services. To start, check out this webpage: <http://www.documentfoundation.org/contribution/>

What's new in LibreOffice 4.2?

The LibreOffice 4.2 Release Notes (changes from version 4.1) are here:
<https://wiki.documentfoundation.org/ReleaseNotes/4.2>.

You may also want to read the LibreOffice 4.1 Release Notes (changes from version 4.0) here:
<https://wiki.documentfoundation.org/ReleaseNotes/4.1>.