



Impress Guide

Working with Presentations



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Preface

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/>

Users can get comprehensive online support from the community through mailing lists. Other websites run by users also offer free tips and tutorials. This forum provides community support for LibreOffice and other programs: <http://user.services.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	
FAQs	Answers to frequently asked questions http://www.libreoffice.org/get-help/faq/ http://wiki.documentfoundation.org/Faq
Documentation	User guides, how-tos, and other documentation. http://www.libreoffice.org/get-help/documentation/ https://wiki.documentfoundation.org/Documentation/Publications
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

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 pictures in this book were taken from a variety of computers and operating systems. Some pictures will therefore not look exactly like what you see on your computer.

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.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Open a context menu
<i>Ctrl (Control)</i>	⌘ (Command)	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; not shown is the list box (from which you select an item). 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.

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.

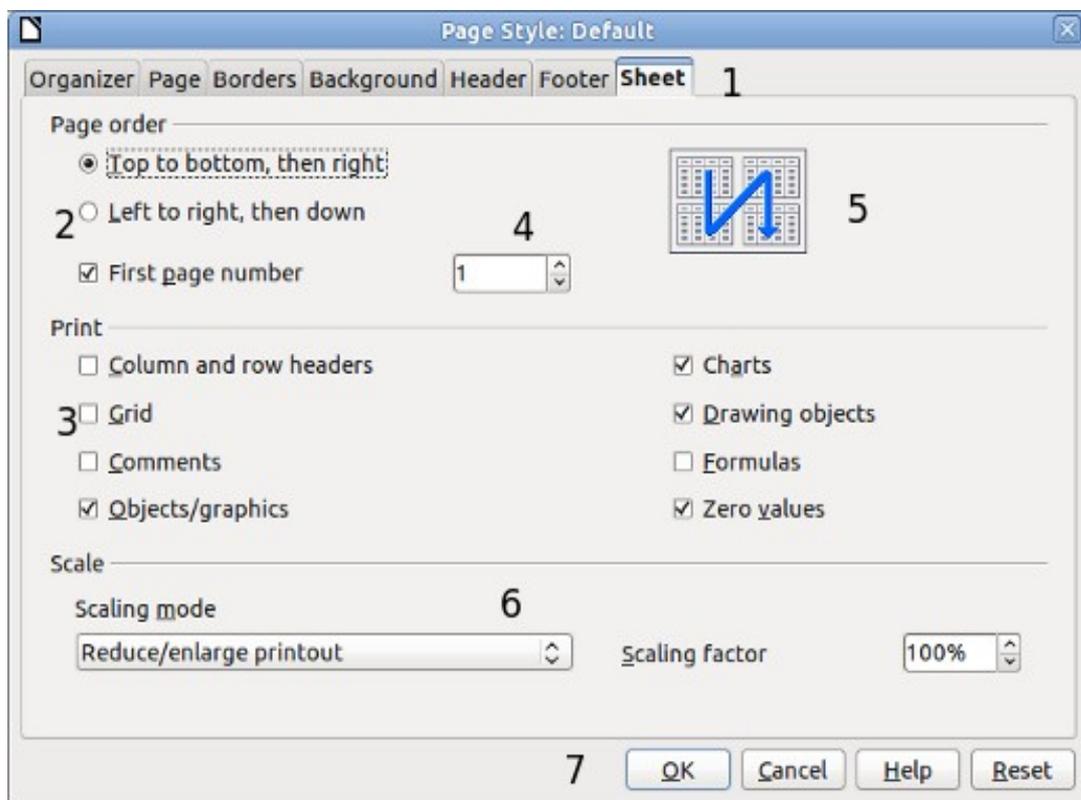


Figure 1: Dialog showing common controls:

- 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

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

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Gary Schnabl
Hazel Russman
Paul Miller

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?

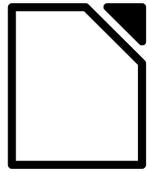
Yes.

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/>



LibreOffice
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Chapter 1
Introducing Impress

What is Impress?

Impress is the presentation (slide show) program included in LibreOffice. You can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, and a wide range of graphic objects such as clip-art, drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles, and background styles.

This chapter introduces the Impress user interface and describes how to create a simple slide show using the Presentation Wizard. The other chapters in this guide explain all the features available in Impress that can be used to create more sophisticated slide shows.

To use Impress for more than very simple slide shows requires some knowledge of the elements which the slides contain. Slides containing text use styles to determine the appearance of that text. Creating drawings in Impress is similar to using the Draw program included in LibreOffice. See the *Draw Guide* for more details on how to use the drawing tools.

Starting Impress

You can start Impress in several ways:

- From the LibreOffice Start Center, if no component is open: click on the Presentation icon.
- From the system menu, the standard menu from which most applications are started. On Windows, it is called the Start menu. On Linux with a Gnome desktop, it is called the Applications menu; on a KDE desktop, it is identified by the KDE logo. On Mac OS X, it is the Applications menu. Details vary with your operating system; see Chapter 1 in the *Getting Started Guide*.
- From the LibreOffice Quickstarter, if it is present on your operating system.
- From any open component of LibreOffice: click the triangle to the right of the **New** icon on the main toolbar and select *Presentation* from the drop-down menu, or choose **File > New > Presentation** from the menu bar.

Note

When LibreOffice was installed on your computer, in most cases a menu entry for each component was added to your system menu. The exact name and location of these menu entries depend on the operating system and graphical user interface.

When you start Impress for the first time, the Presentation Wizard is shown. Here you can choose from the following options:

- **Empty presentation**, which gives you a blank document
- **From template**, which is a presentation designed with a template of your choice
- **Open existing presentation**
- Click **Create** to open the main Impress window.

For detailed instructions about how to use the Presentation Wizard, see “Creating a new presentation” on page 23.

If you prefer not to use the Presentation Wizard, select the **Do not show this wizard again** option before clicking **Create**. You can enable the wizard again later under **Tools > Options > LibreOffice Impress > General > New document**, and select the **Start with wizard** option.

The main Impress window

The main Impress window (Figure 2) has three parts: the *Slides pane*, the *Workspace*, and the *Tasks pane*. Additionally, several toolbars can be displayed or hidden during the creation of a presentation.

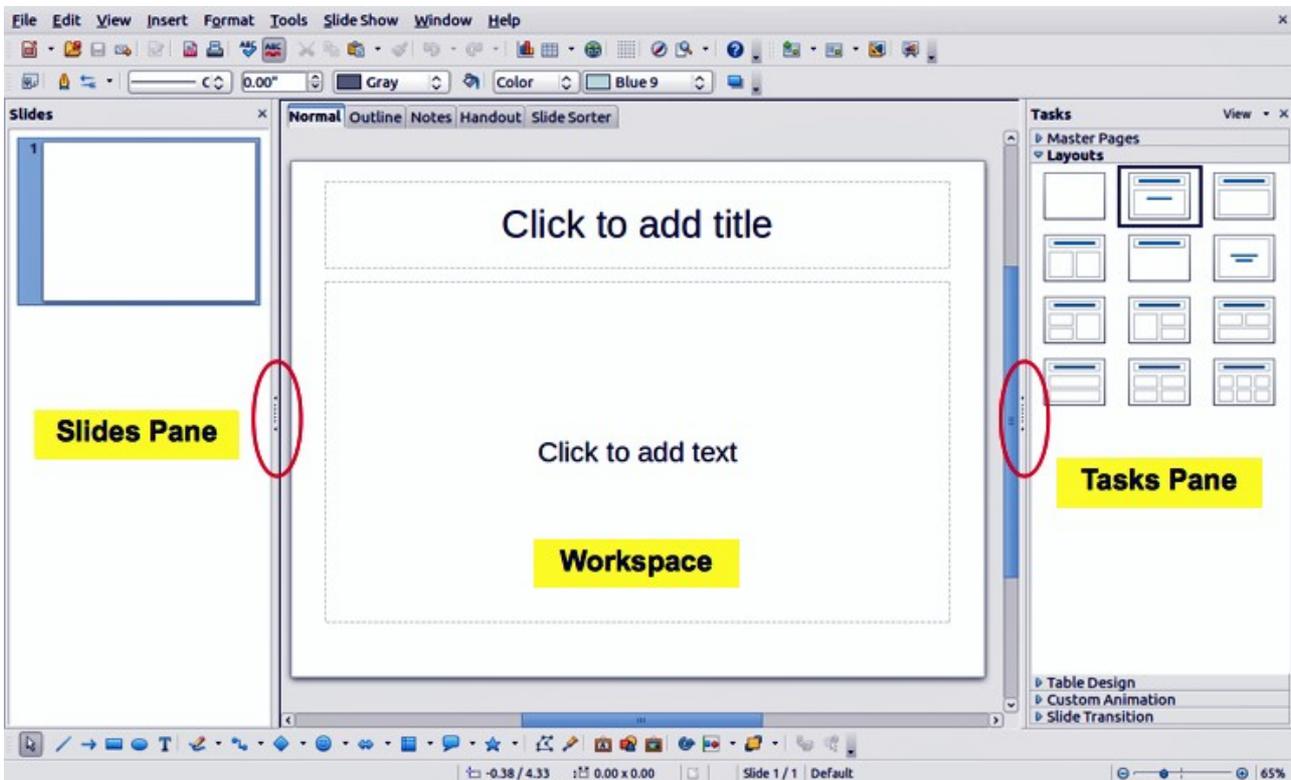


Figure 2: Main window of Impress; ovals indicate the Hide/Show markers

Tip

You can close the *Slides pane* or the *Tasks pane* by clicking the X in the upper right corner of the pane or by choosing **View > Slide Pane** or **View > Tasks Pane** to deselect the pane. To reopen a pane, choose **View > Slide Pane** or **View > Tasks Pane** again.

You can also maximize the Workspace area by clicking on the Hide/Show marker in the middle of the vertical separator line (indicated by ovals in Figure 2). Using the Hide/Show marker hides, but does not close, the Slides and Tasks panes. To restore the pane, click again on its Hide/Show marker.

Slides pane

The Slides pane contains thumbnail pictures of the slides in your presentation, in the order the slides will be shown—unless you change the slide show order, as described in Chapter 9, Slide Shows. Clicking a slide in this pane selects it and places it in the Workspace. When a slide is in the Workspace, you can make any changes you like.

Several additional operations can be performed on one or more slides simultaneously in the Slides pane:

- Add new slides to the presentation.
- Mark a slide as hidden so that it will not be shown as part of the presentation.
- Delete a slide from the presentation if it is no longer needed.

- Rename a slide.
- Duplicate a slide (copy and paste) or move it to a different position in the presentation (cut and paste).

It is also possible to perform the following operations, although there are more efficient methods than using the Slides pane, as you will see later in this chapter:

- Change the slide transition following the selected slide or after each slide in a group of slides.
- Change the sequence of slides in the presentation.
- Change the slide design.
- Change slide layout for a group of slides simultaneously.

Tasks pane

The Tasks pane has five sections. To expand the section you wish to use, click on the title bar of each section. Only one section at a time can be expanded.

Master Pages

Here you define the page (slide) style for your presentation. Impress includes several designs of Master Pages (slide masters). One of them—Default—is blank, and the rest have background and styled text.

Tip

Press *F11* to open the Styles and Formatting window, where you can modify the styles used in any master page to suit your purposes. This can be done at any time. See Chapter 2 for more information.

Layouts

The layouts included in Impress are shown here. You can choose the one you want and use it as it is, or you can modify it to meet your own requirements. However, it is not possible to save custom layouts.

Table Design

The standard table styles are provided in this section. You can further modify the appearance of a table with the options to show or hide specific rows and columns, or to apply a banded appearance to the rows and columns. Refer to Chapter 3, Adding and Formatting Text, for details on how to work with tables.

Custom Animation

A variety of animations can be used to emphasize or enhance different elements of each slide. The Custom Animation section provides an easy way to add, change, or remove animations. See Chapter 9, Slide Shows, for an overview of how to add and customize animations.

Slide Transition

The Slide Transition section provides access to a number of slide transition options. The default is set to *No Transition*, in which the following slide simply replaces the existing one. However, many additional transitions are available. You can also specify the transition speed (slow, medium, fast), choose between an automatic or manual transition, and choose how long the selected slide should be shown (automatic transition only).

Workspace

The Workspace (normally in the center) has five tabs: **Normal**, **Outline**, **Notes**, **Handout**, and **Slide Sorter** (Figure 3). These five tabs are called View buttons. The Workspace below the View buttons changes depending on the chosen view. The workspace views are described in detail on page 18.



Figure 3: Workspace tabs

Toolbars

Many toolbars can be used during slide creation; they can be displayed or hidden by clicking **View > Toolbars** and selecting from the menu.

You can also select the icons that you wish to appear on each toolbar. For more information, refer to Chapter 11, Setting Up and Customizing Impress.

Many of the toolbars in Impress are similar to the toolbars in Draw. Refer to the *Draw Guide* for details on the functions available and how to use them.

Status bar

The status bar, located at the bottom of the Impress window, contains information that you may find useful when working on a presentation. You can hide the Status Bar by choosing **View > Status Bar** from the main menu.

Note

The sizes are given in the current measurement unit (not to be confused with the ruler units). This unit is defined in **Tools > Options > LibreOffice Impress > General**.

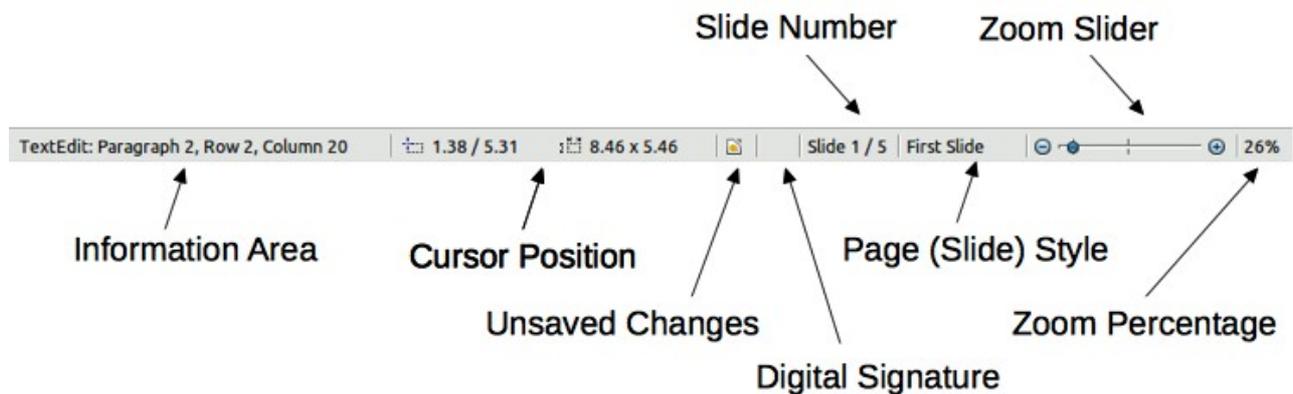


Figure 4: Status bar

From left to right, you will find:

- Information area, which changes depending on the selection. For example:

Example selection	Examples of information shown
Text area	Text Edit: Paragraph x, Row y, Column z
Charts, spreadsheets	Embedded object (OLE) "ObjectName" selected
Graphics	Bitmap with transparency selected

- Cursor position: the position of the cursor or of the top left corner of the selection measured from the top left corner of the slide, followed by the width and height of the selection or text box where the cursor is located.
- Unsaved changes: an icon indicating that the file needs saving. Double-clicking on this icon opens the Save or Save As dialog.
- Digital signature: an icon indicating whether the document is digitally signed. After the file has been saved, double-clicking on this icon opens the digital signatures dialog.
- Slide number: the slide number currently displayed in the Workspace and the total number of slides in the presentation.
- Page (slide) style: the style associated with the slide, handout, or notes page currently in the Workspace. Double-clicking on the style name opens the slide design dialog.
- Zoom slider: adjusts the zoom percentage of the Workspace displayed.
- Zoom percentage: indicates the zoom percentage of the Workspace displayed. Double-clicking on zoom percentage opens the zoom and layout dialog.

Navigator

The Navigator displays all objects contained in a document. It provides another convenient way to move around a document and find items in it. To display the Navigator, click its icon on the Standard toolbar, or choose **View > Navigator** on the menu bar, or press *Ctrl+Shift+F5*.

The Navigator is more useful if you give your slides and objects (pictures, spreadsheets, and so on) meaningful names, instead of leaving them as the default “Slide 1” and “Shape 1”.

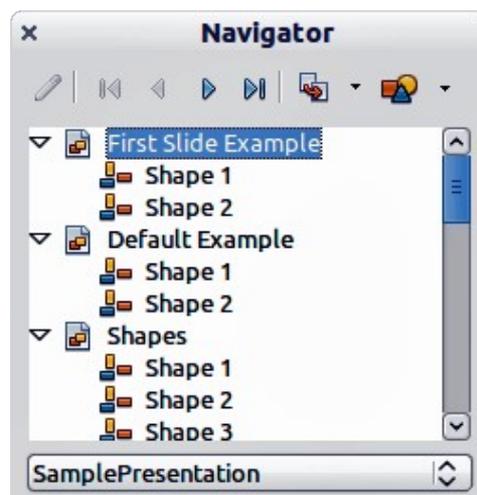


Figure 5: Navigator

Workspace views

Each of the Workspace views is designed to ease the completion of certain tasks; it is therefore useful to familiarize yourself with them to quickly accomplish those tasks.

Note

Each Workspace view displays a different set of toolbars when selected. These toolbar sets can be customized by going to **View > Toolbars**, then check or uncheck the toolbar you want to add or remove.

Normal view

Normal view is the main view for creating individual slides. Use this view to format and design slides and to add text, graphics, and animation effects.

To place a slide in the slide design area of the Normal view (Figure 2), either click the slide thumbnail in the Slides pane or double-click it in the Navigator (page 18).

Outline view

Outline view contains all of the slides of the presentation in their numbered sequence. It shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Only the text contained in the default text boxes in each slide is shown. If you have added text boxes or graphic objects to the slides, then these objects are not displayed. Slide names are not included.

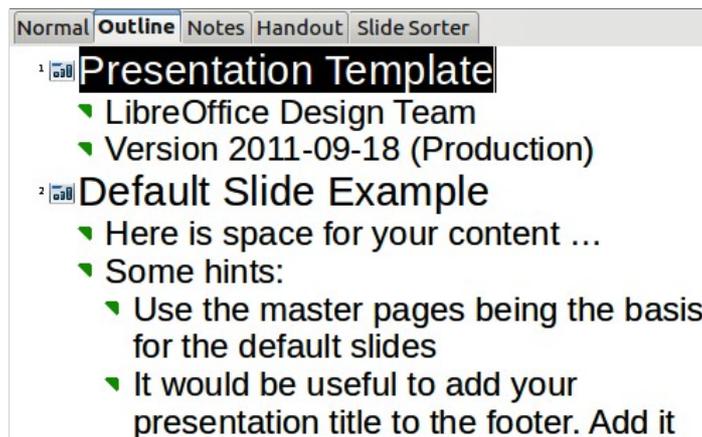


Figure 6: Outline view

Use Outline view for:

- 1) Making changes in the text of a slide:
 - Add or delete text in a slide just as in the Normal view.
 - Move the paragraphs of text in the selected slide up or down by using the up and down arrow buttons (Move Up or Move Down) on the Text Formatting toolbar.
 - Change the outline level for any of the paragraphs in a slide using the left and right arrow buttons (Promote or Demote) on the Text Formatting toolbar (Figure 7).
 - Simultaneously move a paragraph and change its outline level using a combination of these four arrow buttons.
- 2) Comparing the slides with your outline (if you have prepared one in advance). If you notice from your outline that another slide is needed, you can create it directly in the Outline view, or you can return to the Normal view to create it.



Figure 7: Text Formatting toolbar

Notes view

Use the Notes view (Figure 8) to add notes to a slide. These notes are not seen when the presentation is shown.

- 1) Click the **Notes** tab in the Workspace.
- 2) Select the slide to which you want to add notes.

- Click the slide in the Slide pane, or
- Double-click the slide name in the Navigator.

3) In the text box below the slide, click on the words *Click to add notes* and begin typing.

You can resize the Notes text box using the green resizing handles and move it by placing the pointer on the border, then clicking and dragging. To make changes in the text style, press the *F11* key to open the Styles and Formatting window.

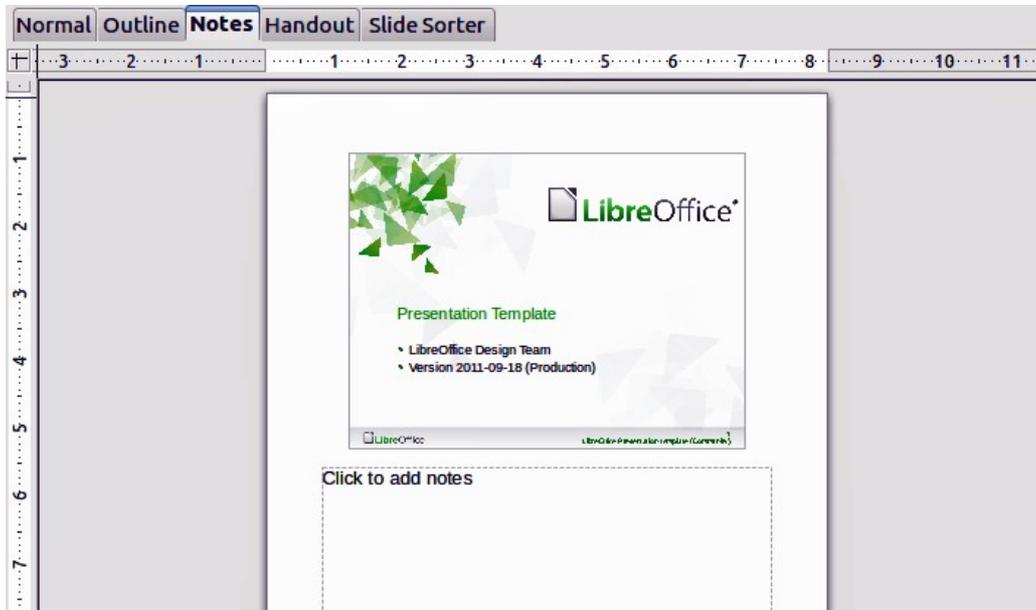


Figure 8: Adding notes in Notes view

Handout view

Handout view is for setting up the layout of your slide for a printed handout. Click the *Handout* tab in the workspace, then choose **Layouts** in the tasks pane. You can then choose to print 1, 2, 3, 4, 6, or 9 slides per page.

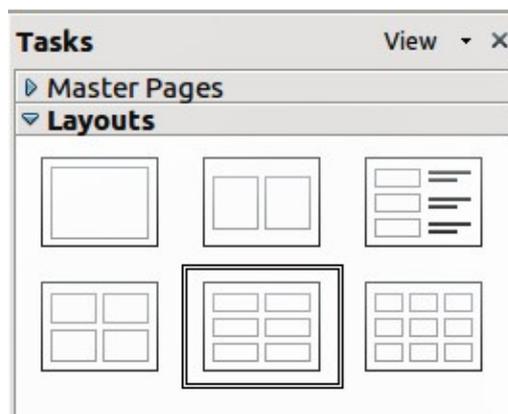


Figure 9: Handout layouts

Use this view also to customize the information printed on the handout. Refer to Chapter 8 (Adding and Formatting Slides, Notes, and Handouts) for more information.

Select from the main menu **Insert > Page Number** or **Insert > Date and Time** and the **Header and Footer** dialog opens. Click on the Notes and Handouts tab (Figure 10) and use this dialog to select the elements you want to appear on each handout page and their contents.

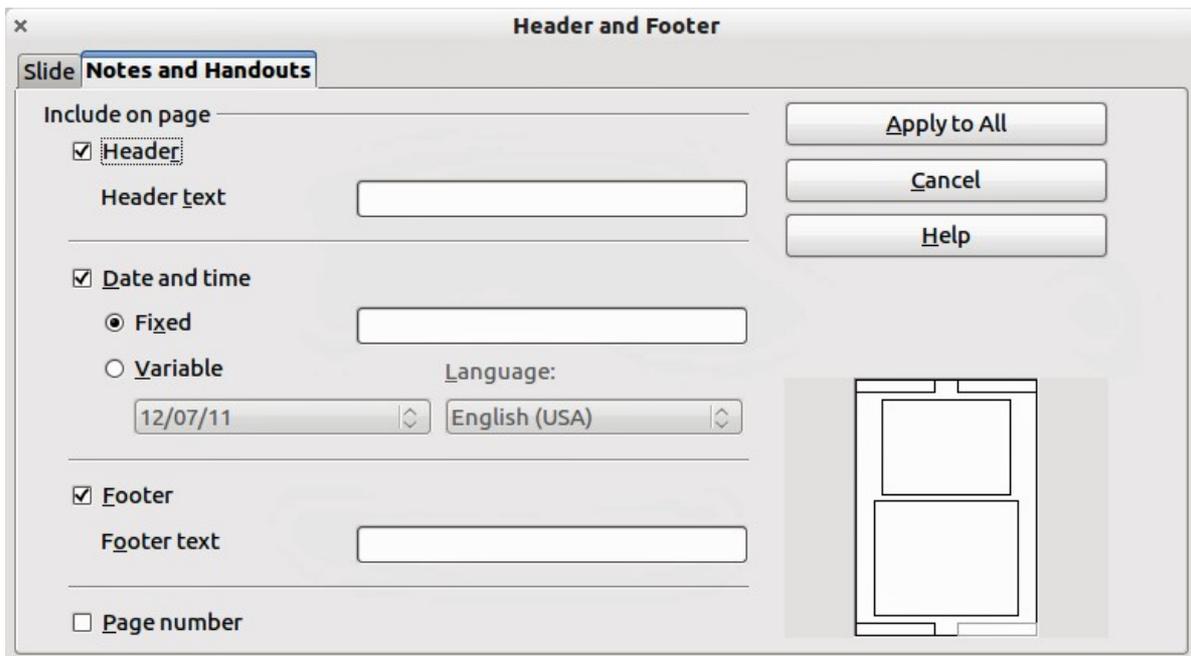


Figure 10: Dialog to set the page information for handouts and notes

Slide Sorter view

The Slide Sorter view (Figure 11) contains all of the slide thumbnails. Use this view to work with a group of slides or with only one slide.

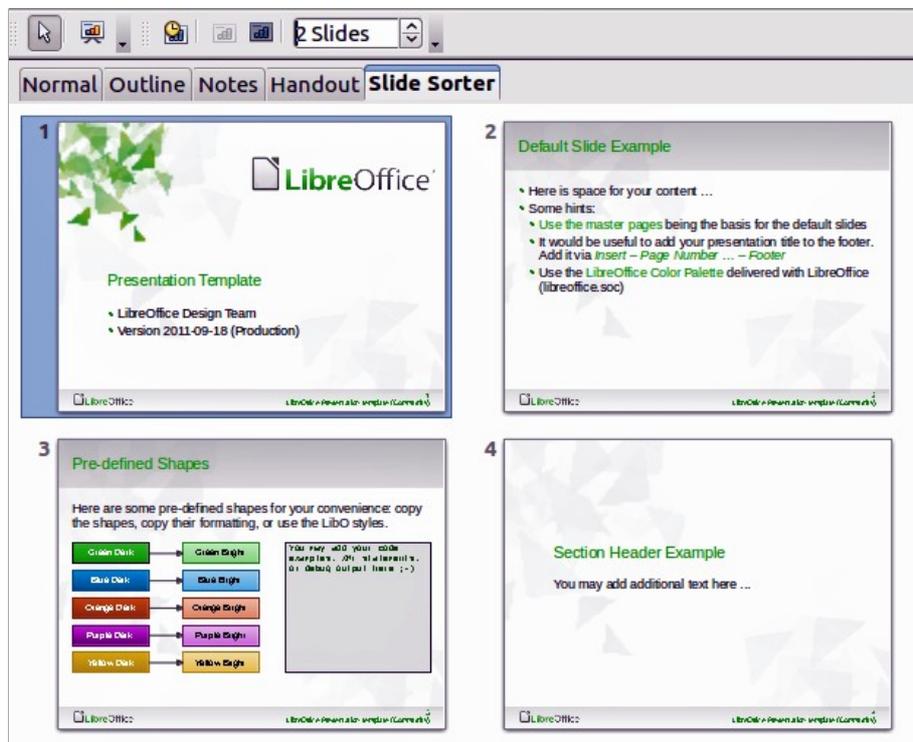


Figure 11: Slide Sorter view

Customizing Slide Sorter view

To change the number of slides per row:

- 1) Check **View > Toolbars > Slide Sorter** and **Slide View** to show or hide the slide sorter and view toolbars (Figure 12).
- 2) Adjust the number of slides (up to a maximum of 15).



Figure 12: Slide Sorter and Slide View toolbars

Moving a slide using Slide Sorter

To move a slide in a presentation using the Slide Sorter:

- 1) Click the slide to highlight it (see Figure 11).
- 2) Drag and drop it to the location you want.

Selecting and moving groups of slides

To select a group of slides, use one of these methods:

- Use the *Control (Ctrl)* key: Click on the first slide and, while pressing the *Control* key, select the other desired slides.
- Use the *Shift* key: Click on the first slide, and while pressing the *Shift* key, select the final slide in the group. This selects all of the other slides between the first and the last.
- Use the mouse: Click slightly to one side (left or right) of the first slide to be selected. Hold down the left mouse button and drag the mouse pointer until all of the slides you want to select are highlighted.

To move a group of slides:

- 1) Select a group of slides.
- 2) Drag and drop the group to their new location.

Working in Slide Sorter view

You can work with slides in the Slide Sorter view just as you can in the Slide pane.

To make changes, right-click a slide and chose any of the following options from the pop-up menu:

- New Slide: add a new slide after the selected slide.
- Delete Slide: delete the selected slide.
- Rename Slide: rename the selected slide.
- Slide Layout: change the layout of the selected slide.
- Slide Transition: change the transition of the selected slide.
 - For one slide, click the slide to select it and then add the desired transition.
 - For more than one slide, select the group of slides and add the desired transition.
- Hide Slide: hidden slides are not shown in the slide show.
- Cut: remove the selected slide and save it to the clipboard.
- Copy: copy the selected slide to the clipboard without removing it.
- Paste: insert a slide from the clipboard. You can also specify whether you want to paste the copied slide before or after the selected slide.

Creating a new presentation

This section shows you how to set up a new presentation using the Presentation Wizard.

Tip

The first thing to do is decide on the purpose of the presentation and plan the presentation. Although you can make changes as you go, having an idea of who the audience will be, the structure, the content, and how the presentation will be delivered, will save you a lot of time from the start.

When you start Impress, the Presentation Wizard appears.



Figure 13. Choosing the type of presentation

- 1) Under **Type**, choose one of the options:
 - *Empty presentation* creates a blank presentation.
 - *From template* uses a template design already created as the basis for a new presentation. The wizard changes to show a list of available templates. Choose the template you want. More details can be found in Chapter 2.
 - *Open existing presentation* continues work on a previously created presentation. The wizard changes to show a list of existing presentations. Choose the one you want.
- 2) Click **Next**. Figure 14 shows the Presentation Wizard step 2 as it appears if you selected *Empty presentation* at step 1. If you selected *From template*, an example slide is shown in the Preview box. Choose a design under **Select a slide design**. The slide design section gives you two main choices: *Presentation Backgrounds* and *Presentations*. Each one has a list of choices for slide designs. If you want to use one of these other than <Original>, click it to select it.
 - The types of *Presentation Backgrounds* are shown in Figure 14. Click an item to show a preview of the slide design in the Preview window. Impress contains three choices under *Presentations*: <Original>, *Introducing a New Product*, and *Recommendation of a Strategy*.
 - <Original> is for a blank presentation slide design.

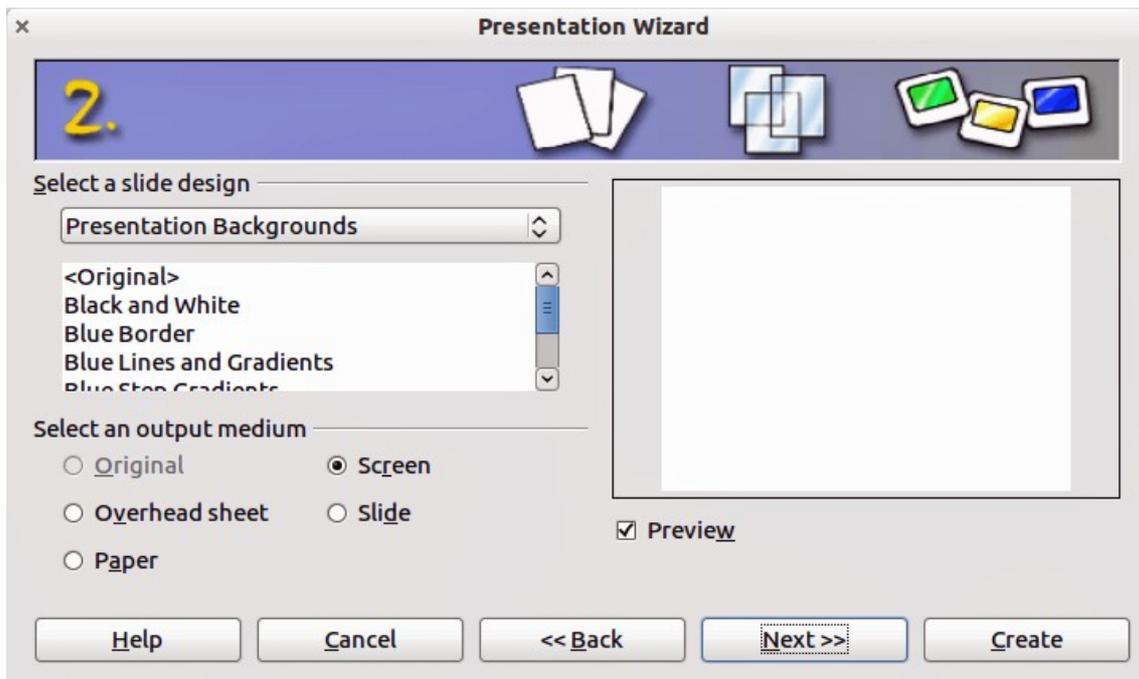


Figure 14. Selecting a slide design

- Both *Introducing a New Product* and *Recommendation of a Strategy* have their own prepackaged slide designs. Each design appears in the Preview window when its name is clicked.

Note

Introducing a New Product and *Recommendation of a Strategy* are included presentation templates. They can be used to create a presentation by choosing **From template** in the first step (Figure 13).

- 3) Select how the presentation will be used under **Select an output medium**. Most often, presentations are created for computer screen display, so you would select **Screen**. You can change the page format at any time.

Note

The default Screen page is optimized for a 4:3 display (28cm x 21cm) so it is not suitable for modern wide-screen displays. You can change the slide size at any time switching to Normal view and selecting **Format > Page**.

- 4) Click **Next**. The Presentation Wizard step 3 appears (Figure 15).
 - Choose the desired slide transition from the *Effect* drop-down menu.
 - Select the desired speed for the transition between the different slides in the presentation from the **Speed** drop-down menu. *Medium* is a good choice for now.
- 5) Click **Create**. A new presentation is created.

Tip

You can accept the default values for both *Effect* and *Speed* unless you are skilled at creating presentations. Both of these values can be changed later while working with **Slide transitions** and **animations**. These two features are explained in more detail in Chapter 9. Slide Shows.

Note

If you selected *From template* on step 1 of the Wizard, the **Next** button will be active on step 3 and other pages will be available. These pages are not described here.



Figure 15: Selecting a slide transition effect

Caution



Remember to save frequently while working on the presentation, to prevent any loss of information should something unexpected occur. You might also want to activate the AutoRecovery function (**Tools > Options > Load/Save > General**). Make sure **Save AutoRecovery information every** is selected and that you have entered a recovery frequency.

Formatting a presentation

A new presentation only contains one empty slide. In this section we will start adding new slides and preparing them for the intended contents.

Inserting slides

This can be done in a variety of ways; take your pick.

- **Insert > Slide.**
- Right-click on the present slide, and select **Slide > New Slide** from the pop-up menu.
- Click the **Slide** icon  in the *Presentation* toolbar.

Sometimes, rather than starting from a new slide you want to duplicate a slide you have already inserted. To duplicate a slide, select the slide you want from the Slides pane and then choose **Insert > Duplicate Slide**.

Selecting a layout

In the Tasks pane, select the Layout drawer to display the available layouts (Figure 16). The Layouts differ in the number of elements a slide will contain, from a blank slide to a slide with six contents boxes and a title.

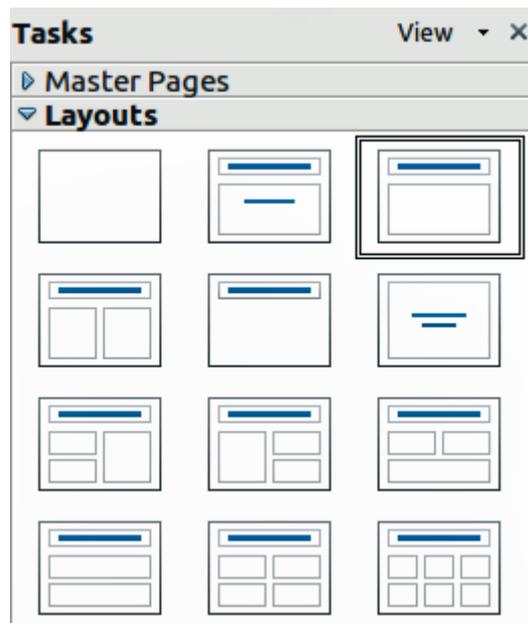


Figure 16: Available slide layouts

The first slide in a presentation is normally a title slide. The *Title Slide* (which also contains a section for a subtitle) or *Title Only* are suitable layouts for the first slide, while for most of the slides you will probably use the *Title*, *Contents* layout.

To create the title, click on *Click to add title* (assuming the *Blank Slide* layout was not used) and then type the title text. To adjust the formatting of the title, modify the *Title* presentation style; see Chapter 2, Using Slide Masters, Styles, and Templates, for instructions.

If you are using the *Title Slide* layout, click on *Click to add text* to add a subtitle. Proceed as above to make adjustments to the formatting if required, modifying the *Subtitle* presentation style.

Note

Text and graphic elements can be readjusted at any time during the preparation of the presentation, but changing the layout of a slide that already contains some contents can have a dramatic effect. It is therefore recommended that you pay particular attention to the layout you select. If you do need to change the layout after contents have been added, the contents are not lost though they may need to be reformatted.

Tip

To view the names for the included layouts, use the Tooltip feature: position the cursor on an icon in the Layout section (or on any toolbar icon) and its name will be displayed in a small rectangle.

If tooltips are not enabled, choose **Tools > Options > LibreOffice > General > Help** and select the **Tips** option. If the **Extended tips** option is also selected, you will get more detailed tooltip information, but the tooltip names themselves will not be provided.

To select or change the layout, place the slide in the work area and select the desired layout from the layout drawer in the Task Pane.

Several layouts contain one or more content boxes. Each of these boxes can be configured to contain one of the following elements: Text, Movie, Picture, Chart or Table.

You can choose the type of contents by clicking on the icon that is displayed in the middle of the contents box as shown in Figure 17. If instead you intend to use the contents box for text, just click on the “Click to add text” area to get a cursor.

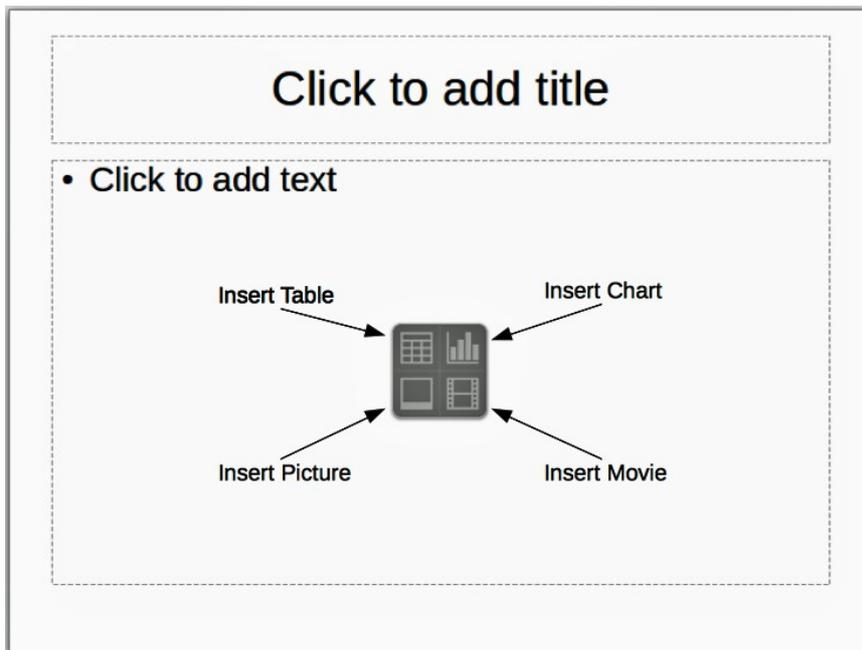


Figure 17: Selecting contents type

To select or change the layout, place the slide in the work area and select the desired layout from the layout drawer in the Task Pane.

If you have selected a layout with one or more contents boxes, this is a good time to decide what type of contents you want to insert.

Modifying the slide elements

At this stage, the slide contains elements that were included in the slide master, as well those elements included in the selected slide layout. You may want to remove any elements that are not required or insert objects such as text and graphics.

Although Impress does not have the functionality to create new layouts, it allows you to resize and move the layout elements. It is also possible to add slide elements without being limited to the size and position of the layout boxes.

To resize a contents box, click on the outer frame so that the 8 resizing handles are displayed. To move it place the mouse cursor on the frame so that the cursor changes shape. You can now click the left mouse button and drag the contents box to its new position on the slide.

To remove any unwanted elements, do this:

- 1) Click the element to highlight it. The green resizing handles show it is highlighted.
- 2) Press the *Delete* key to remove it.

Caution



Changes to any of the layouts included in Impress can only be made using **View > Normal**, which is the default. Attempting any changes by modifying a slide master, although possible, may result in unpredictable results and requires extra care as well as a certain amount of trial and error.

Adding text to a slide

To add text to a slide that contains a text frame, click on *Click to add text* in the text frame and then type your text. The Outline styles are automatically applied to the text as you insert it. You can change the outline level of each paragraph as well as its position within the text by using the arrow

buttons on the *Text Formatting* toolbar (see “Outline view” on page 19). For more information on text, see Chapter 3, Adding and Formatting Text.

Adding pictures or objects to a slide

To add any pictures or objects to a slide, for example a picture, clipart, drawing, photograph, or spreadsheet, click on **Insert** then select from the drop down menu what type of insert you require. For more information, see the following chapters:

- For pictures, see Chapter 4, Adding and Formatting Pictures.
- For graphic objects, see Chapter 5, Managing Graphic Objects and Chapter 6, Formatting Graphic Objects.
- For OLE and other objects, see Chapter 7, Including Spreadsheets, Charts, and Other Objects.

Modifying the appearance of slides

To change the background and other characteristics of all slides in the presentation, you need to modify the master page or choose a different master page.

A *Slide Master* is a slide with a specified set of characteristics that acts as a template and is used as the starting point for creating other slides. These characteristics include the background, objects in the background, formatting of any text used, and any background graphics.

Note

LibreOffice uses three interchangeable terms for this one concept. *Master slide*, *slide master*, and *master page*. These terms all refer to a slide that is used to create other slides. This guide, however, uses only the term *slide master*, except when describing the user interface.

Impress has included a range of slide masters, found in the Master Pages section of the Tasks pane. You can also create and save additional slide masters or add more from other sources. See Chapter 2 for information on creating and modifying slide masters.

If all you need to do is to change the background, you can take a shortcut:

- 1) Select **Format > Page** and go to the *Background* tab.
- 2) Select the desired background between solid color, gradient, hatching, and bitmap. Click **OK** to apply it.

A dialog box opens, asking if the background should be applied to all the slides. If you click **Yes**, Impress automatically modifies the master page for you.

Modifying the slide show

By default the slide show will display all the slides in the same order as they appear in the slide sorter, using any transition between slides specified in the Presentation Wizard, and you need some keyboard or mouse interaction to move from one slide to the next.

Now is a good time to review the entire presentation and answer some questions. Run the slide show at least once (see “Running the slide show” on page 29) before answering them. You might want to add some questions of your own.

- 1) Are the slides in the correct order? If not, some of them will need to be moved.
- 2) Is the information well spaced and visible to members of an audience at the back of a large room? They may not be able to see information at the bottom of a slide, so you may need to design your presentation to fit the top three-quarters of the screen.

- 3) Would an additional slide make a particular point clearer? If so, another slide needs to be created.
- 4) Do some of the slides seem unnecessary? Hide or delete them.
- 5) Would custom animations help some of the slides? (Advanced technique.)
- 6) Should some of the slides have a different slide transition than others? The transition of those slides should be changed.

Caution



If one or more slides seem to be unnecessary, hide the slide or slides, and view the slide show a few more times to make sure they are not needed. To hide a slide, right-click the slide in the Slides pane and select **Hide Slide** in the pop-up menu. Do not delete a slide until you have done this; otherwise you may have to create that slide again.

Once you have answered these and your own questions, make the necessary changes. This is done most easily in the Slide Sorter view (see page 21). Use the Slide Show menu to change the order of the slides, choose which ones are shown, automate moving from one slide to the next, and other settings. To change the slide transition, animate slides, and make other enhancements, use the various selections in the Task pane.

Custom animations

If you wish to add a custom animation to a slide, do it now. Custom animations are found in the Custom Animation section of the the Tasks pane. This is an advanced technique and is explained in Chapter 9, Slide shows.

Slide transitions

Your first slide show will probably have the same slide transition for all slides. Setting *Advance slide* to **On mouse click** is the default. If you want each slide to be shown for a specific amount of time, click **Automatically after** and enter the number of seconds. Click **Apply to all slides**.

Transition choices are found under Slide Transition on the Tasks pane. For more information about slide transitions, see Chapter 9, Slide Shows.

Tip

The Slide transition section has a very useful option: *Automatic preview*. With this option selected, when you make any changes in a slide transition, the new slide is previewed in the Slide Design area, including its transition effect.

Running the slide show

To run the slide show, do one of the following:

- Click **Slide Show > Slide Show** on the main menu bar.
- Click the **Slide Show** button on the Presentation toolbar or the Slide Sorter toolbar.
- Press *F5* or *F9*. (*F9* does not work on a Mac.)

If the slide transition is *Automatically after x seconds*, let the slide show run by itself.

If the slide transition is *On mouse click*, do one of the following to move from one slide to the next.

- Click the mouse button to advance to the next slide.
- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- Press the *Spacebar* on the keyboard to advance to the next slide.

Right-click anywhere on the screen to open a menu from which you can navigate the slides and set other options.

When you advance past the last slide, the message *Click to exit presentation...* appears. Click the mouse or press any key to exit the presentation.

To exit the slide show at any time including at the end, press the *Esc* key.

Controlling a slide show using the Presenter Console

Most installations of LibreOffice Impress come with the Presenter Console extension built in. If it is not included, you can get the extension and install it as described in Chapter 11, *Setting up and Customizing Impress*.

The Presenter Console works only on operating systems that support two displays, and only when two displays are connected (one may be the laptop's built-in screen).

The Presenter Console provides extra control over slide shows (presentations) through different views on the presenter's computer screen and on the projection that the audience sees. The presenter's view includes the current slide, the upcoming slide, the slide notes, and a presentation timer. See *Chapter 9, Slide Shows* for details.



LibreOffice
The Document Foundation

Chapter 2
Using Slide Masters,
Styles, and Templates

Designing a presentation

In addition to careful planning of the content (as discussed in Chapter 1), you need to plan the appearance of the presentation. It is best to do this after you have developed an outline, because the outline will determine some of the requirements for the appearance of the slides. For example:

- What color combinations (background and text) will look good and also be easy for your audience to read?
- Would a picture help your audience understand the contents better?
- Do you want particular text and a picture to appear on all the slides? (for example a company name and logo.)
- Would the audience benefit from having the slides numbered so that they can quickly refer to one of them?
- Do you want a background graphic or gradient? If so, you need to pick something that does not interfere or clash with content such as the colors used in charts.
- Will you need one slide master or more than one? Will one slide design suit all of the content?

You can change the appearance of slides as you develop the presentation, but planning ahead will save you time in the long run.

What are slide masters?

A *slide master* is a slide that is used as the starting point for other slides. It is similar to a page style in Writer: it controls the basic formatting of all slides based on it. A slide show can have more than one slide master.

Note

LibreOffice uses three terms for one concept: *slide master*, *master slide*, and *master page*. All refer to a slide which is used to create other slides. This book uses the term *slide master*, except when describing the user interface.

A slide master has a defined set of characteristics, including the background color, graphic, or gradient; objects (such as logos, decorative lines, and other graphics) in the background; headers and footers; placement and size of text frames; and the formatting of text.

All of the characteristics of slide masters are controlled by *styles*. The styles of any new slide you create are inherited from the slide master from which it was created. In other words, the styles of the slide master are available and applied to all slides created from that slide master. Changing a style in a slide master results in changes to all the slides based on that slide master. It is, however, possible to modify each individual slide without affecting the slide master.

Note

Although it is highly recommended to use the slide masters whenever possible, there are occasions where manual changes are needed for a particular slide, for example to enlarge the chart area when the text and chart layout is used.

Slide masters have two types of styles associated with them: *presentation styles* and *graphic styles*. Both these style types can be modified. New graphic styles can be created but new presentation styles cannot..

Presentation styles are discussed in detail in Chapter 3, Working with Text. The use of graphic styles is covered in Chapter 6, Formatting Graphic Objects. See also “Working with styles in Impress” on page 42.

Working with slide masters

Impress comes with a collection of slide masters. These slide masters are shown in the Master Pages section of the Tasks pane (Figure 18). This section has three subsections: *Used in This Presentation*, *Recently Used*, and *Available for Use*. Click the expand marker (usually a downward-pointing triangle or + sign) next to the name of a subsection to expand it and show thumbnails of the slides, or click the collapse marker (usually an upward-pointing triangle or a – sign) to collapse the subsection to hide the thumbnails.

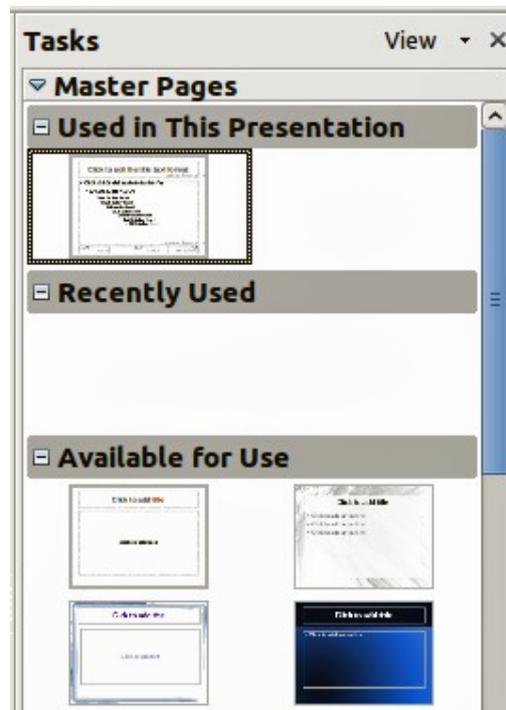


Figure 18: Available master pages (slide masters)

Each of the slide masters shown in the *Available for Use* list is from a template of the same name. If you have created your own templates, or added templates from other sources, slide masters from those templates will also appear in this list. See “Working with templates” on page 43 for more about templates.

Creating slide masters

You can create a new slide master in a similar way to modifying the default slide master.

To start, enable editing of slide masters by selecting **View > Master > Slide Master** and the **Master View** toolbar opens. You can also right-click on the slide master in the Master Pages section of the tasks pane and select **Edit Master** to open the Master View toolbar. On the Master View toolbar, click the **New Master** icon (highlighted in Figure 19).

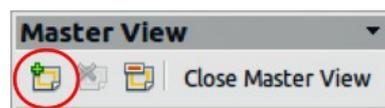


Figure 19: Master View toolbar

A second slide master appears in the Slides pane. Modify this slide master to suit your requirements. It is recommended that you rename this new slide master. To do that, right-click on

the slide in the Slides pane and select **Rename master** from the pop-up menu. When you are done, close the Master View toolbar to return to normal slide editing mode.

Applying a slide master

In the Tasks Pane, be sure the Master Pages section is showing (Figure 18).

To apply one of the slide masters to *all slides* in your presentation, click on it in the list.

To apply a different slide master to one or more *selected slides*:

- 1) In the Slides Pane, select the slides you want to change.
- 2) In the Master Pages section of the Tasks Pane, right-click on the slide master you want to apply to the selected slides and click **Apply to Selected Slides** on the pop-up menu.

Loading additional slide masters

Sometimes, in the same set of slides, you may need to mix multiple slide masters that may belong to different templates (the use of templates is explained later in “Working with templates” on page 43). For example, you may need a completely different layout for the first slide of the presentation, or you may want to add a slide from a different presentation to your current presentation (based on a template available on the hard disk).

The Slide Design dialog (Figure 20) makes this possible. Access this dialog either from the menu bar (**Format > Slide design**) or from the pop-up menu that appears when right-clicking on a slide in the Slides pane.

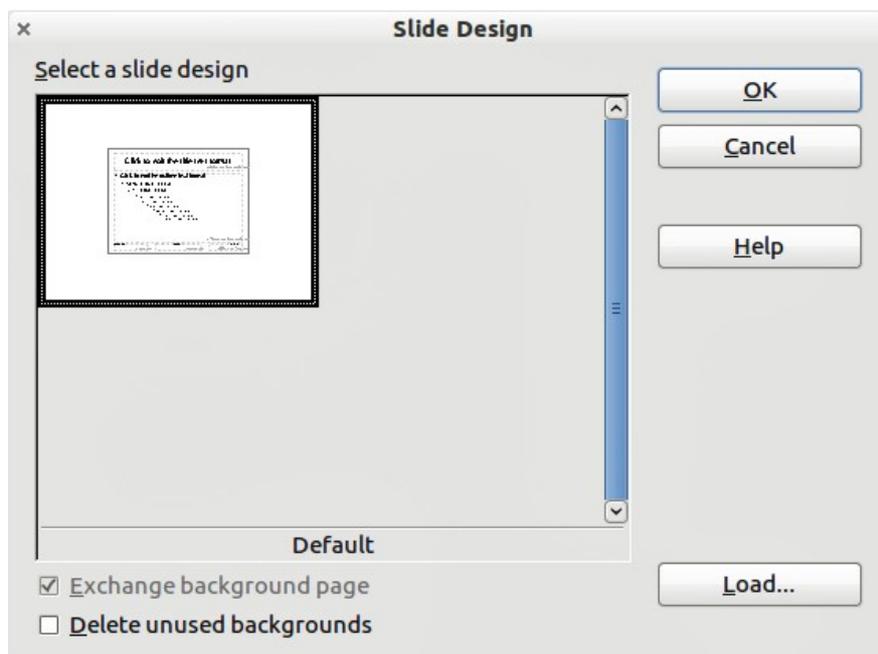


Figure 20: Slide Design

The main area in the dialog shows the slide masters already available for use. To add more:

- 1) Click the **Load** button.
- 2) Select in the Load Slide Design window (Figure 21) the template from which to load the slide master and click **OK**.
- 3) Click **OK** again to close the slide design dialog.

The slide masters in the template you selected are now shown in the *Available for use* subsection in the Master Pages section of the Tasks pane.

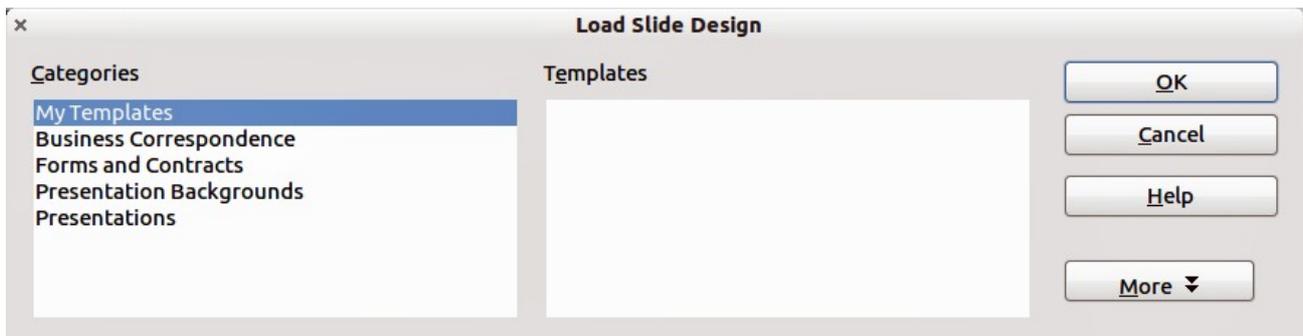


Figure 21: Load Slide Design dialog for selecting templates

Note

The slide masters you have loaded will also be available the next time you load the presentation. If you want to delete the unused slide masters, click the corresponding checkbox in the Slide Design dialog.

Tip

To limit the size of the presentation file, you may want to minimize the number of slide masters used.

Modifying a slide master

The following items can be changed on a slide master:

- Background (color, gradient, hatching, or bitmap)
- Background objects (for example, adding a logo or decorative graphics)
- Text attributes for the main text area and notes
- Size, placement, and contents of header and footer elements to appear on every slide
- Size and placement of default frames for slide titles and content

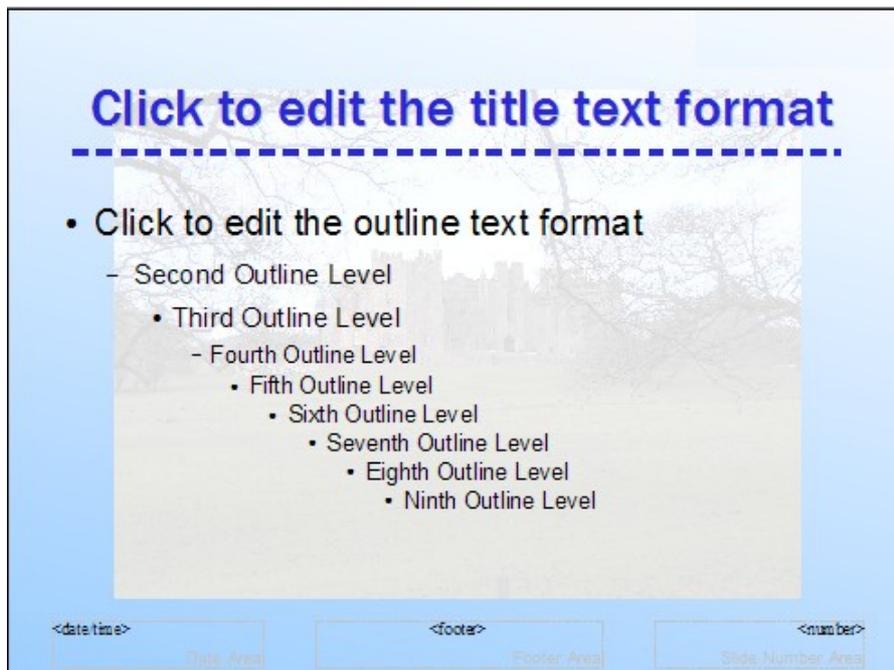


Figure 22: Example of a slide with several modifications

To select the slide master for modification:

- 1) Select **View > Master > Slide Master** from the menu bar. This unlocks the properties of the slide master so you can edit it.
- 2) Click *Master Pages* in the Tasks pane. This gives you access to the slide masters.
- 3) Click on the slide master you want to modify (Figure 18).
- 4) Make changes as described in this chapter, then click the **Close Master View** icon on the Master View toolbar. Save the file before continuing.

Caution



Any changes made to one slide when in Master View mode will appear on *all* slides using this slide master. Always make sure you close Master View and return to Normal view before working on any of the presentation slides. Select **View > Normal** from the menu bar, or clicking **Close Master View** in the Master View toolbar to return to the normal slide view.

The changes made to one of the slides in Normal view (for example, changes to the bullet point style, the color of the title area, and so on) will not be overridden by subsequent changes to the slide master. There are cases, however, where it is desirable to revert a manually modified element of the slide to the style defined in the slide master: to do that, select that element and choose **Format > Default Formatting** from the menu bar.

It is also possible to modify the default layout of the slide master, for example by moving the title to the side; however, you are restricted to modifications to the “Title, Text” layout (that is, the layout containing a title box and a text box).

Sometimes, depending on the contents of the slide, you may want to apply a different layout. The title and text boxes will inherit the properties of the slide master, but if you have changed the position of these text boxes in the slide master, the layout may appear corrupted and you may need to re-position some of the layout elements manually.

Choosing and applying the background

Backgrounds can be applied to a number of elements in Impress: the page, a default text area, a graphic object and so on. The procedures to apply a background are always the same.

The following procedure is used to apply a background to the page.

- 1) To begin, do one of the following:
 - Select **Format > Page** from the menu bar. On the Page Setup dialog, choose the *Background* tab (Figure 24 on page 37).

OR

- Select **Format > Styles and Formatting** from the menu bar (or press *F11*) and make sure the Presentation Styles icon is selected (Figure 31), then right-click **Background** and select **Modify** from the pop-up menu. This opens the Background dialog, which has one tab (*Area*) that is the same as the *Background* tab in the Page Setup dialog.

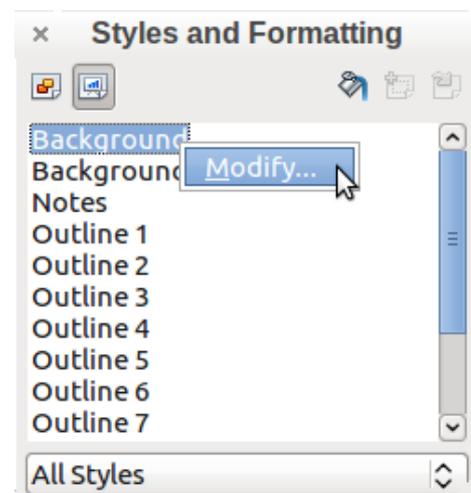


Figure 23: Presentation Styles

- 2) Select the type of fill you want for your background from the five choices in the drop-down menu (Figure 24): None, Color, Gradient, Hatching, or Bitmap.

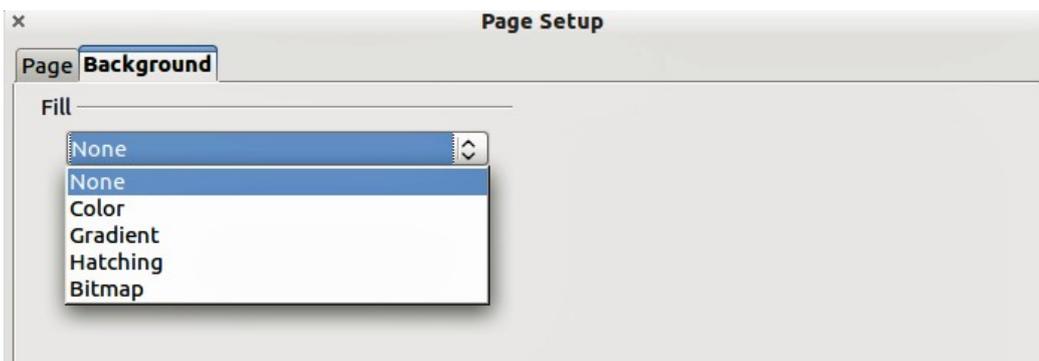


Figure 24: Background choices on Page Setup dialog

- 3) A list of choices for the selected fill type then appears. Figure 25 shows an example of background colors.

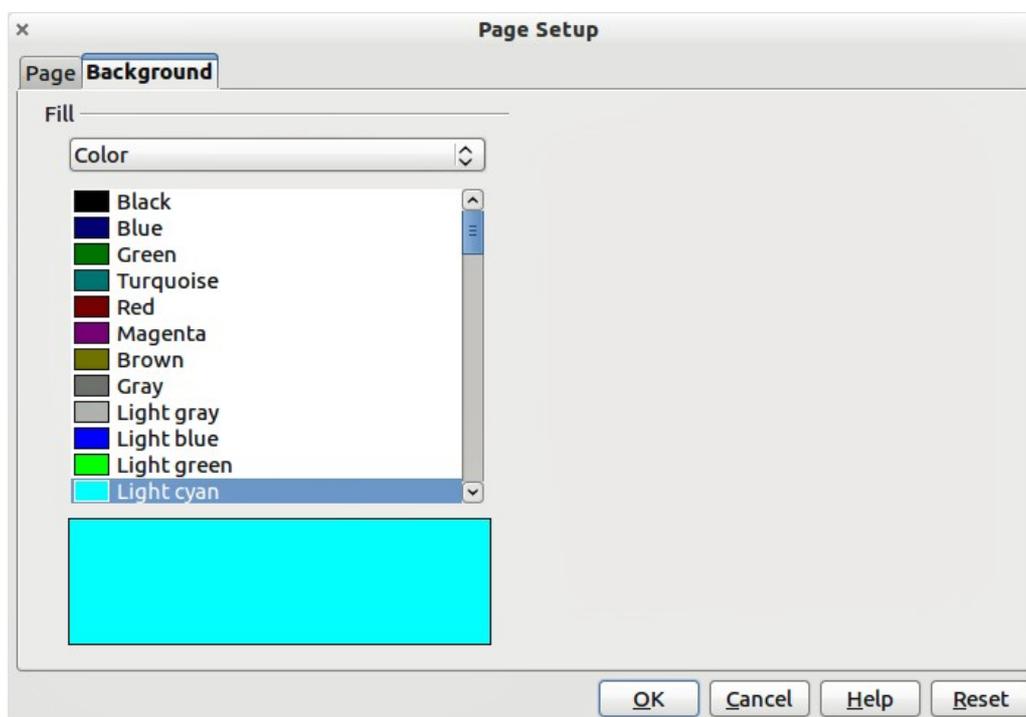


Figure 25: Selecting a background color in the Page Setup dialog

- 4) Select one of the items on the Fill list and click **OK**. The fill you have chosen is added to the slide master, replacing any previously selected fill.

Tip

You can make custom additions to each type of background, with the obvious exception of *None*. After you create new fills, they are listed in the Background dialog along with the fills provided with LibreOffice (see Chapter 6 for more information).

Adding background objects

This section describes how to add background objects and graphic elements (such as a logo, decorative lines, and so on). LibreOffice supports a large number of graphic formats.

When you want the same graphic to appear on every slide of your presentation, the easiest and quickest solution is to use the slide master. It saves time while creating the presentation and when

you want to modify or reposition the graphic on the slide. If the graphic is added to each slide manually, these operations have to be performed on each individual slide in the presentation.

One of the most common actions in preparing a presentation is to add a picture to the slide master. To insert a picture already available on the computer, follow these steps:

- 1) Choose **View > Master > Slide Master** from the menu bar.
- 2) Select from the menu bar **Insert > Picture > From File**.
- 3) Navigate to the directory where your picture is located and select it. If you want to see a preview, select the corresponding checkbox in the file browser dialog.

Caution



LibreOffice offers the option to insert a picture as a link to the file rather than embedding it in the document. This can be useful when a presentation is **not** intended for distribution onto other computers, but where it will remain in the same computer and directory structure. For example, it could be created on a notebook computer, which is to be used to give the presentation, for example to a group of clients.

However, if the presentation file is to be distributed onto other computers, the picture must be embedded to avoid the “missing picture” syndrome when the presentation is given on a different computer.

Once the picture is inserted, you need to move it to the background. To do that, while the picture is still selected, right click on the picture and select **Arrange > Send to Back** from the context menu. You may also need to reposition it and modify its size. To do that see Chapter 4, Adding and Formatting Pictures.

Tip

If you want the image to blend with the background, you can set the background color of the picture as transparent. Select the picture, then chose **Tools > Color Replacer** from the menu bar. Select the first checkbox and then move the mouse cursor onto the picture and click on the color you want to make transparent. This color appears next to the checkbox. Make sure that *Replace with...* is set to **Transparent** and click **Replace**.

Tip

An easy way to make the picture lighter so that the text stands out better against its background, is to increase the transparency of the picture or change the gamma. Both these adjustments can be quickly made from the Picture toolbar.

In addition to pictures you can add a number of other background objects, for example decorative lines, text and shapes. Figure 22 is an example of a slide master with a custom background gradient, a background picture, another picture in the top right corner, some decorative lines and some customized presentation styles.

Slide master styles

Within the slide master you can define a complete set of styles for the default appearance of text and graphic objects inserted in slides based on that background. If for example your slide master has a dark background, you may want to set the font color of the title and text areas to be light. Rather than manually changing the font color for every new slide you create, a time-consuming operation prone to errors and omissions, simply modify the style in the slide master. Changes made to styles in the slide master only apply to the slides based on that particular slide master.

Styles in Impress are sub-divided into two main categories: *Presentation styles* and *Graphics styles*.

Presentation styles

Presentation styles (Figure 31) affect three elements of a slide master: the background, background objects (such as icons, decorative lines, and text frames), and the text placed on the slide. Text styles are further divided into *Notes*, *Outline 1* through *Outline 9*, *Subtitle*, and *Title*. The outline styles are used for the different levels of the outline to which they belong. For example, Outline 2 is used for the sub-points of Outline 1, and Outline 3 is used for the sub-points of Outline 2.

The presentation styles can be modified, but new presentation styles cannot be created.

Graphics styles

Graphics styles (Figure 26) apply to lines, shapes and text boxes created using the Impress drawing tools and define the formatting of such objects. You can create additional styles or modify the included styles.

Note

The presence of text and title styles both in the Presentation and Graphics styles may seem confusing. This apparent duplication is because Impress uses special text boxes when adding structured text to slides where Presentation styles apply (AutoLayout boxes). The title and other text styles in Graphics styles continue to apply to other text boxes you may want to add, or to text associated with shapes or lines.

To work on the slide master styles, start by opening the Styles and Formatting window shown in Figure 23 for Presentation styles and Figure 26 for Graphic styles. Either press *F11* or select **Format > Styles and Formatting** from the main menu.

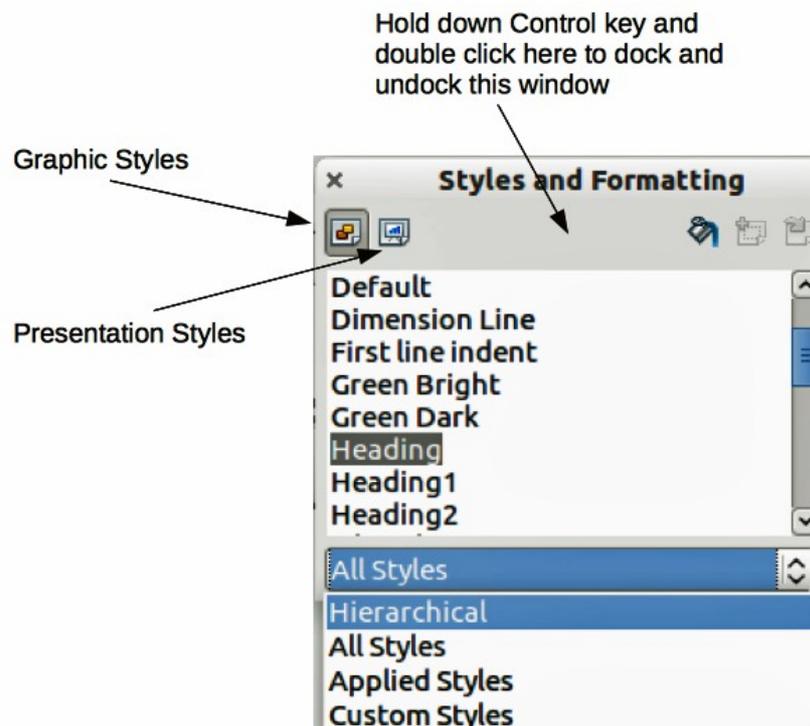


Figure 26: Graphic Styles and Formatting

Tip

At the bottom of the Styles and Formatting window is a drop-down list. You can choose to show all styles or other groups of styles, for example applied styles or (for Graphics styles only) custom styles.

You can dock or undock the Styles and Formatting window by holding down the *Control* key while double-clicking on the icon toolbar. Press *F11* to close the Styles and Formatting window when you do not need it. LibreOffice will remember its position the next time you re-open the Styles and Formatting window.

Modifying default text areas

When a slide master is opened for editing, it contains five areas, as shown in Figure 27.

- Title area for AutoLayouts
- Object area for AutoLayouts
- Date area
- Footer area
- Slide number area

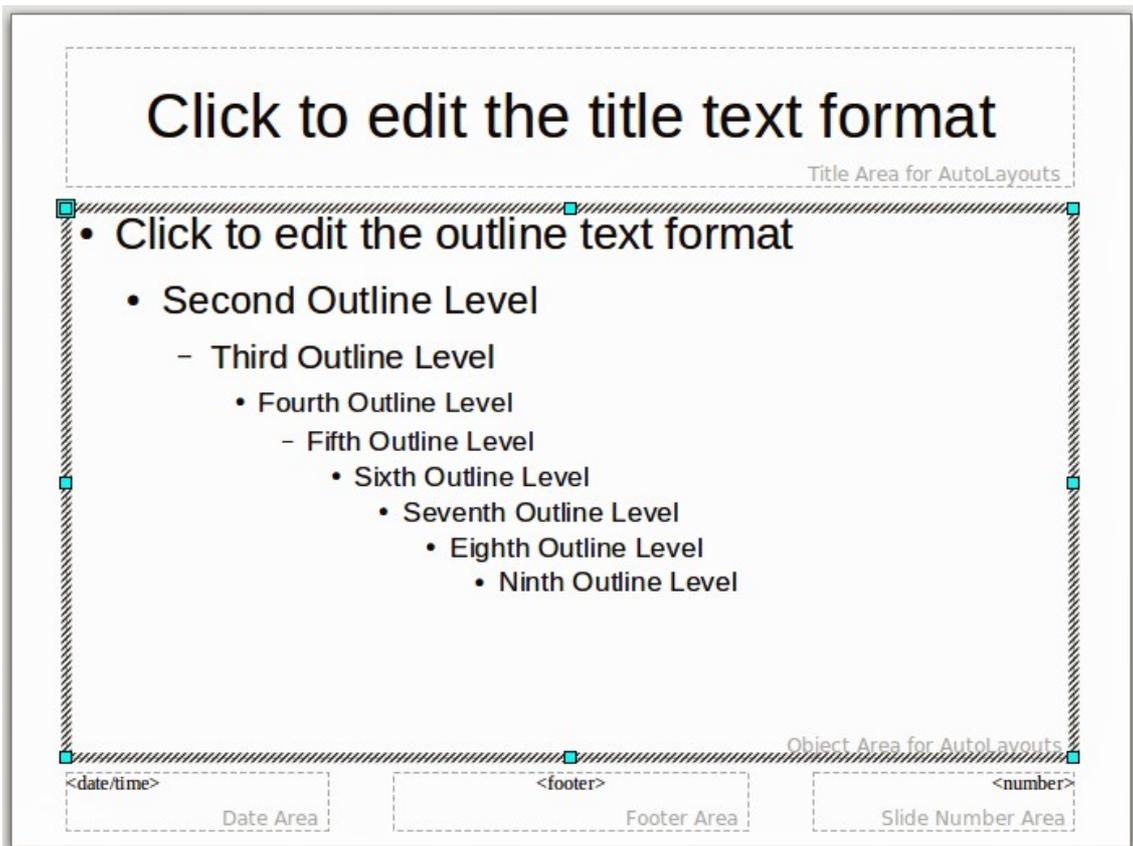


Figure 27: Slide master showing five editable areas

Click with the left mouse button on any of these areas to display eight colored squares (handles) around the rectangle. Use these handles to modify the size and position of the area.

- 1) To change the position, move the mouse towards one of the edges, away from the handles, until the cursor changes shape¹, then click the left mouse button and drag the area to the desired position.
- 2) To modify the shape and size of one of the rectangular areas, use one of the eight handles. The corner handles modify the height and width of the rectangle simultaneously while the side handles modify only one dimension at a time. The shape of the mouse cursor usually changes when over a handle, giving a clear visual indication of how it will affect the shape of the rectangular area.

¹ The shape of the cursor to move and resize objects is operating system specific.

Tip

To keep the shape of the rectangular area constant, move the mouse to one of the four corner handles and keep the *Shift* key pressed while dragging the handle with the mouse.

To accurately control the shape and size as well as the position of the default text area, it is better to use the Position and Size dialog than the mouse. First select the rectangular area by clicking on any point inside it, then press *F4* or choose **Format > Position and Size**. The dialog shown in Figure 28 is displayed.

The functions of this dialog are explained in the *Draw Guide*, so only a short description of the most important fields is provided in this chapter.

Use the *Position* section to specify the X (horizontal) and Y (vertical) position of the rectangular area. The values represent the distance of the selected base point and the default position is the top left corner of the slide.

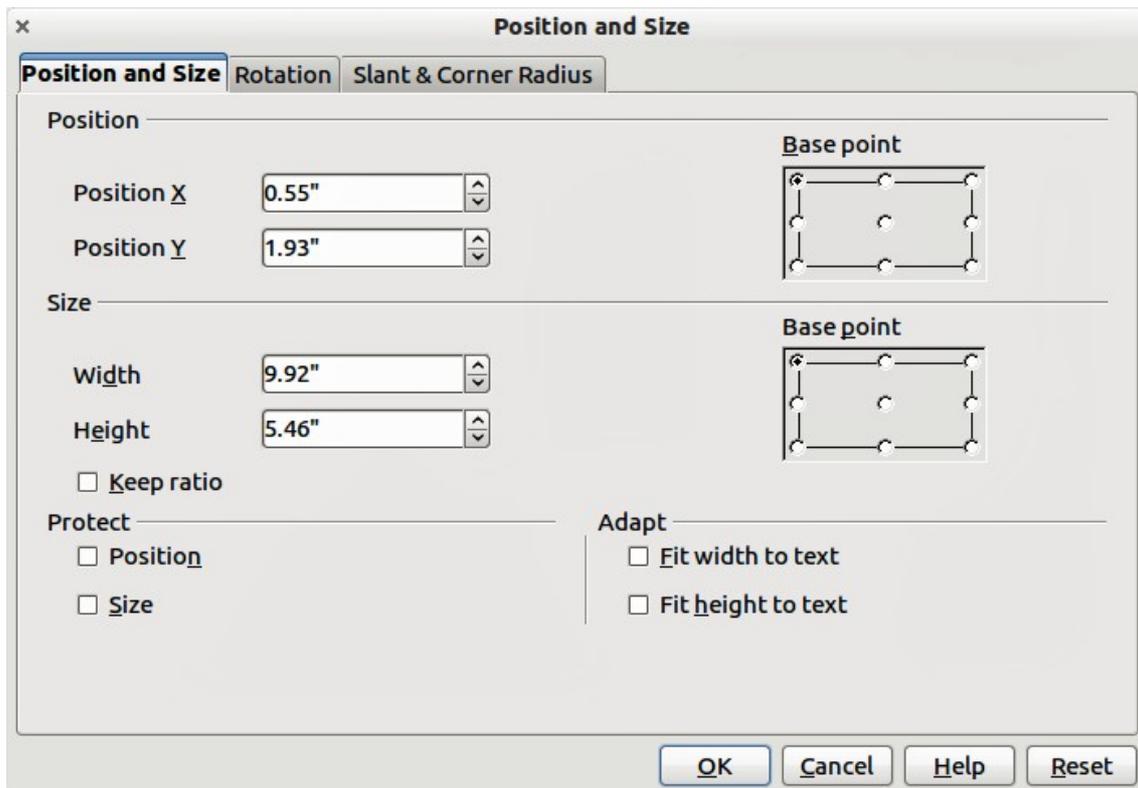


Figure 28: Position and Size dialog

Use the *Size* section to specify the width and height of the rectangular area. In the *Base point* section, select the part of the rectangular area that you do not want to move while resizing. The default setting of top left corner means that the position of the top left corner of the area will not change after resizing.

You can also use the *Rotation* tab of the dialog to rotate the default text area. For example, you can place the footer area on the side by rotating each text area by 90 degrees and obtain a more modern-looking layout. In general it is preferable to use only right angles for ease of editing, although the program does not impose restrictions on the values that can be used.

Further modifications to the default text areas

Besides the shape, size and position, it is also possible to modify other aspects of the editable areas on the slide master, such as the background, border, alignment relative to the slide, and position relative to other objects.

While the background style and line style of an area can be accessed from the Format menu, to access the Alignment and Arrange menus you need either to open the Drawing toolbar or to use the context menu. To display the Drawing toolbar (Figure 29), select **View > Toolbars > Drawing**. To open the context menu, right-mouse click on the edge of the selected rectangular area. On the Drawing toolbar, click the arrow next to the Alignment or Arrange icon (highlighted in Figure 29) to display choices. See the *Draw Guide* for details.



Figure 29: Alignment and Arrange icons on the Drawing toolbar

The date area and slide number area do not automatically appear on every slide, even though you have defined them. To show them, you need to close the Master View and select the desired field from the menu bar: **Insert > Page number** or **Insert > Date and time**. This procedure is explained in detail in Chapter 8, Adding and Formatting Slides, Notes, and Handouts.

Adding text to all slides

Some of the supplied slide masters have text objects in the footer. You can add other text objects to the master page for your slides to act as a header or a footer.

- 1) Choose **View > Master > Slide Master** from the menu bar.
- 2) On the **Drawing** toolbar (Figure 29), select the **Text** icon or press **F2**.
- 3) Click once and drag in the master page to draw a text object, and then type or paste your text into the object or add fields as described below.
- 4) Choose **View > Normal** when you are finished.

To add a field, such as the date or page number (slide number), to a text object in the header or footer, select **Insert > Fields**, and select the required field from the submenu. If you want to edit a field in your slide, see Chapter 3, Adding and Formatting Text for more information.

The fields you can use in Impress are:

- Date (fixed)
- Date (variable): updates automatically when you reload the file
- Time (fixed)
- Time (variable): updates automatically when you reload the file
- Author: first and last names listed in the LibreOffice user data
- Page number (slide number)
- File name

Tip

To change the number format (1,2,3 or a,b,c or i,ii,iii, etc.) for the page number field, choose **Format > Page** and then select a format from the list in the **Layout Settings** area.

To change the author information, go to **Tools > Options > LibreOffice > User Data**.

Working with styles in Impress

If you are familiar with styles in Writer, you will find both similarities and differences in Impress. The presentation styles are comparable to paragraph styles in Writer and are used in a similar fashion. You cannot create new presentation styles but you can fully configure the existing ones. Note that, as with the Heading styles in Writer, the Outline styles are hierarchically linked, so that a change in the Outline 1 will cascade through all the other Outline levels.

In Impress you will also find the graphics styles very useful. They define the characteristics of a graphic object (including a text object). If, for example, you need to create a organization chart diagram in one of the slides of your presentation, you will probably want all of the objects to have a consistent appearance, meaning the same line style, same font type, maybe the same shadow, and so on. The easiest way to achieve this result with the minimum effort is to create a graphics style for the objects and apply it to each object. The major benefit is that if you decide to change, say, the background color of objects, all you need to do is modify the style rather than each individual object.

Presentation styles are discussed in detail in Chapter 3, Working with Text. The use of graphics styles is covered in Chapter 6, Formatting Graphic Objects.

Working with templates

All documents in LibreOffice are based on templates. However, Impress is a little different from other LibreOffice components, in that it starts with the Presentation Wizard unless you have elected to turn off this wizard.

When you choose **File > New > Presentation** from the menu bar and if the wizard is active, it opens offering several choices for a new presentation, one of which is *From template*.

If you have turned off the Presentation Wizard, when you start a new presentation by choosing **File > New > Presentation** from the menu bar, LibreOffice uses the default presentation template. If you have not defined your own default template, LibreOffice uses the blank template supplied with Impress.

Using templates supplied with LibreOffice

Impress comes with a set of predefined templates. Two are in the *Presentations* folder and the others are in the *Presentation backgrounds* folder. The difference between them is that *Presentation* templates include a series of slides with sample titles and topics, while *Presentation background* templates have only backgrounds and background objects. Both types have predefined presentation and graphics styles.

You can create a new presentation from a previously saved presentation template by choosing **File > New > Templates and Documents** from the menu bar. This opens the Templates and Documents – Templates dialog. To open a new presentation based on a template, double-click the template's name in the list.

Using templates from other sources

You can download templates for LibreOffice from many sources, including the official template repository at <http://templates.libreoffice.org/>, and install them on your computer. On other websites you may find collections of templates that have been packaged into extension (.OXT) files. These are installed a bit differently (using the Extension Manager), as described below.

Some of these templates 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.

If you have created your own templates (see page 44), or installed templates from another source, they are probably stored in the My Templates folder. Templates installed using the Extension Manager may be installed in their own folders. Go to **File > New > Templates and Documents** to open the dialog where these folders are located.

Installing individual templates

To install individual templates:

- 1) Download the template and save it anywhere on your computer.
- 2) Import the template into a template folder by following the instructions in “Importing a template” on page 47.

Tip

(For advanced users) If you know the location of LibreOffice template folders, you can manually copy new templates into them. The location varies with your computer’s operating system. To learn where the template folders are stored on your computer, go to **Tools > Options > LibreOffice > Paths**.

Installing template collections

The Extension Manager provides an easy way to install collections of templates that have been packaged into extension (.OXT) files. Follow these steps:

- 1) Download the extension and save it anywhere on your computer.
- 2) In LibreOffice, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog, click **Add** to open a file browser window.
- 3) Find and select the package of templates you want to install and click **Open**. The package begins installing. You may be asked to accept a license agreement.
- 4) When the package installation is complete, the templates are available for use through **File > New > Templates and Documents** and the extension is listed in the Extension Manager.

The slide masters created by the newly installed templates will now appear in the list of Available Master Pages in the Tasks Pane (Figure 18).

Tip

To get extensions that are listed in the repository, you can open the Extension Manager and click the **Get more extensions here** link. You do not need to download them separately as in step 1 above. It is advised that you use the Extension Manager to check for any new Impress updates.

Creating your own templates

To create a template from a presentation:

- 1) Open the presentation that you want to use for a template.
- 2) From the main menu, choose **File > Templates > Save**. The Templates dialog opens.
- 3) In the **New template** field, type a name for the new template.
- 4) In the **Categories** list, click the folder in which you want to store the template. This is usually the My Templates folder, unless you have created other folders.
To learn more about template folders, see “Organizing templates” on page 46.
- 5) Click **OK**. LibreOffice saves the new template and the Templates dialog closes.

Note

All the slide masters used in the template become available for use in other presentations.

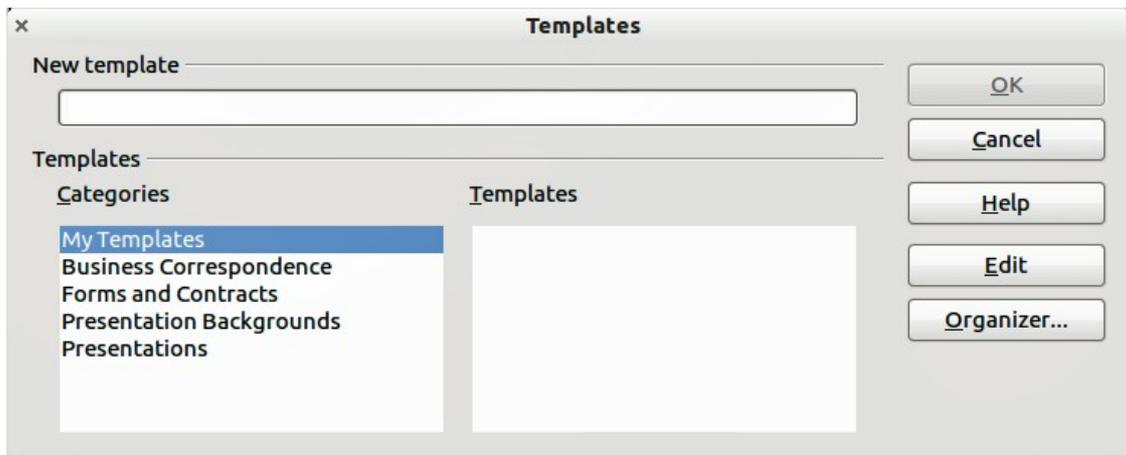


Figure 30. Saving a new template

Setting a default template

If you create a document by choosing **File > New > Presentation** from the main menu, LibreOffice creates the document from the default Impress template. However, you can set any presentation template to be the default template, even a custom template that you have created, so long as it is in one of the folders displayed in the Template Management dialog. You can reset back to the default Impress template later if you choose.

Setting a custom template as default

To set a custom template as default instead of using the Impress default template:

- 1) From the main menu, choose **File > Templates > Organize**. The Template Management dialog opens.

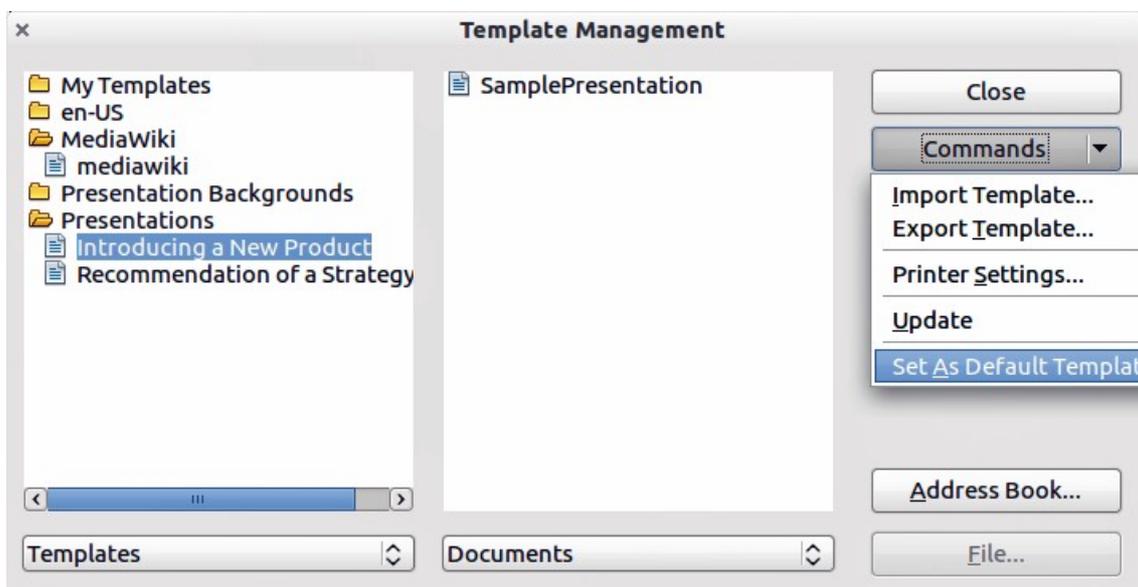


Figure 31. Template Management dialog

- 2) In the box on the left, double-click the folder containing the template that you want to set as the default, then select the template.
- 3) Click the **Commands** button.
- 4) From the drop-down menu, choose **Set As Default Template**. The next time that you create a new presentation by choosing **File > New**, the new presentation will be created from this template.

Resetting default Impress template

To reset the default template for a new presentation to use the Impress default:

- 1) In the Template Management dialog, click any folder in the box on the left.
- 2) Click the **Commands** button and choose **Reset Default Template** from the drop-down menu. This command does not appear unless a custom template has previously been set as the default, as described above.

The next time that you create a new presentation by choosing **File > New**, the presentation will be created from the default Impress template.

Modifying a template

You can edit the styles and content of a template and then, if you wish, you can reapply the template styles to presentations that were created from that template.

Note

You can only reapply styles. You cannot reapply content.

To edit a template:

- 1) From the main menu, choose **File > Templates > Edit**. A standard file browser window opens.
- 2) Find and select the template that you want to edit and then click **Open**. The selected template opens in Impress.
- 3) Edit the template just as you would any other presentation. To save your changes, choose **File > Save** from the main menu.

Updating a document from a changed template

The next time that you open a presentation that was created from the changed template, the following message appears.

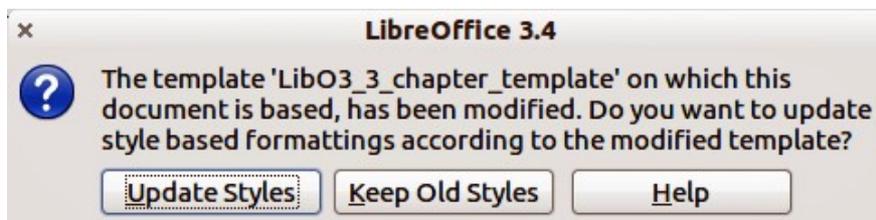


Figure 32. Update styles message

Click **Update Styles** to update any styles in the template that have been changed in the document. Click **Keep Old Styles** if you do not want to update any styles in the template that have been changed in the document. Whichever option you choose, the message box closes and the presentation opens in Impress.

Organizing templates

LibreOffice can only use templates that are in LibreOffice template folders. You can create new LibreOffice template folders and use them to organize your templates. For example, you might have separate template folders for different purposes or projects. You can also import and export templates.

To begin, choose **File > Templates > Organize** from the main menu. The Template Management dialog (Figure 31) opens.

Note

All the actions available from the **Commands** button in the Template Management dialog can also be carried out by right-clicking on the templates or the folders.

Tip

The location of LibreOffice template folders varies with your computer's operating system. To learn where the template folders are stored on your computer, go to **Tools > Options > LibreOffice > Paths**.

Creating a template folder

To create a template folder:

- 1) In the Template Management dialog, click any folder.
- 2) Click the **Commands** button and choose **New** from the drop-down menu. A new folder called *Untitled* appears.
- 3) Type a name for the new folder, and then press *Enter*. LibreOffice saves the folder with the name that you entered.

Deleting a template folder

You cannot delete the template folders supplied with LibreOffice or installed using the Extension Manager. You can only delete folders that you have created.

To delete a template folder that you have created:

- 1) In the Template Management dialog, select the folder that you want to delete.
- 2) Click the **Commands** button and choose **Delete** from the drop-down menu. A message box appears and asks you to confirm the deletion. Click **Yes**.

Moving a template

To move a template from one template folder to another template folder:

- 1) In the Template Management dialog, double-click the folder that contains the template you want to move. A list of all the templates contained in that folder appears underneath the folder name.
- 2) Click the template that you want to move and drag it to the desired folder. If you do not have the authority to delete templates from the source folder, this action *copies* the template instead of moving it.

Deleting a template

You cannot delete the templates supplied with LibreOffice or installed using the Extension Manager. You can only delete templates that you have created or imported.

To delete a template:

- 1) In the Template Management dialog, open the folder that contains the template you want to delete by double-clicking on it. Then click the template that you want to delete.
- 2) Click the **Commands** button and choose **Delete** from the drop-down menu. A dialog appears and asks you to confirm the deletion. Click **Yes**.

Importing a template

Before you can use a template, you must import it into a LibreOffice template folder. To import a template into a template folder from another location on your computer:

- 1) In the Template Management dialog, click the folder into which you want to import the template.

- 2) Click the **Commands** button and choose **Import Template** from the drop-down menu. A standard file browser window opens.
- 3) Find and select the template that you want to import and click **Open**. The file browser window closes and the template appears in the selected template folder.
- 4) If you want, type a new name for the template, and then press *Enter*.

Exporting a template

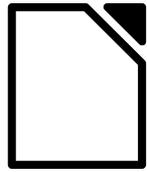
To export a template from a template folder to another location:

- 1) In the Template Management dialog, double-click the folder that contains the template you want to export.
- 2) Click the template that you want to export.
- 3) Click the **Commands** button and choose **Export Template** from the drop-down menu. The Save As window opens.
- 4) Find the folder into which you want to export the template and click **Save**.

Printing a list of styles defined in a template

To print a list of the styles defined in a template:

- 1) In the Template Management dialog, double-click the folder that contains the template.
- 2) Double-click the required template and *Styles* appears below the template name. Click *Styles* to select it.
- 3) Click the **Commands** button and choose **Print** from the drop-down menu and the Print dialog opens. From here you can print to a file or to a printer as usual.



LibreOffice
The Document Foundation

Chapter 3

Adding and Formatting Text

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. These text boxes are called **AutoLayout** text boxes.
- Create a text box using the text tool  in the Drawing toolbar or the Text toolbar.

Using text boxes created from the Layout section

Make sure Normal view is selected:

- 1) Click in the text box that reads *Click to add text*.
- 2) Type or paste your text in the text box.

These text boxes are known as AutoLayout text boxes. See also “Creating bulleted and numbered lists” on page 62.

Using text boxes created from the text tool

Make sure Normal View is selected:

- 1) Click on the **Text** icon  on the Drawing toolbar (Figure 33). The default position of the drawing toolbar is towards the bottom of the screen. If the Drawing toolbar with the text icon is not visible, choose **View > Toolbars > Drawing**.



Figure 33: Drawing Toolbar

- 2) Click and drag to draw a text box on the slide. This sets the width. Do not worry about the height because the text box will expand as you type.
- 3) To reposition the text box to a different part of the slide, see “Moving a text box” on page 52; to change the width, see “Resizing a text box” on page 52.
- 4) Release the mouse button when finished. The cursor appears in the text box, which is now in edit mode (a hashed border; see Figure 34).
- 5) Type or paste your text in the text box.
- 6) Click outside the text box to deselect it.

Note

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  icon in the drawing toolbar (Figure 33) to create a vertical text box. This choice is available only when Asian languages are enabled in **Tools > Options > Language Settings > Languages**.

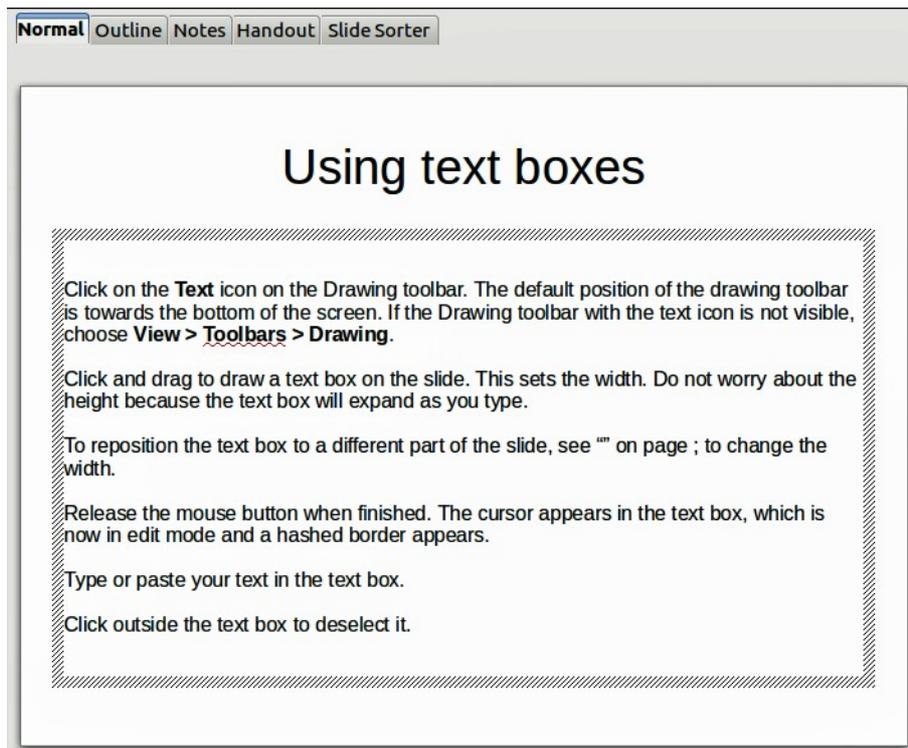


Figure 34: Using text boxes



Figure 35: Text toolbar

Using text boxes created from the Text toolbar

Make sure Normal view is selected:

- 1) Click on the **Text** icon  on the Text toolbar (Figure 35). If the Text toolbar with the text icon is not visible, choose **View > Toolbars > Text**.
- 2) Click and drag to draw a text box on the slide. This sets the width. Do not worry about the height because the text box will expand as you type.
- 3) To reposition the text box to a different part of the slide, see "Moving a text box" on page 52; to change the width, see "Resizing a text box" on page 52.
- 4) Release the mouse button when finished. The cursor appears in the text box, which is now in edit mode (a hashed border; see Figure 36).
- 5) Type or paste your text into the text box.
- 6) Click outside the text box to deselect it.

Note

If you want to use vertical text text, click on the  icon in the text toolbar (Figure 35) to create a vertical text box. This choice is available only when Asian languages are enabled in **Tools > Options > Language Settings > Languages**.

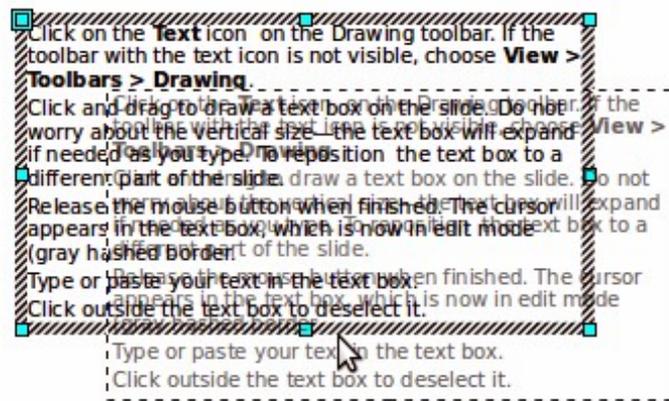


Figure 36: Moving a text box

Moving a text box

In Normal view, notice how the pointer changes from an arrow to an I-beam 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.
- 2) Move the I-beam (or pointer) over the hashed border. Notice how the I-beam changes shape, becoming the usual “move” symbol for your operating system (for example, a hand).
- 3) When the “move” symbol appears, click once and colored selection handles appear.
- 4) Click anywhere in the text box or on the hashed border (except for the colored handles) and drag to move the text box. A semi-transparent copy of the text box shows where your text box will be placed (Figure 36).
- 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 and then repeat step 1) of this procedure.

Resizing a text box

In Normal view, enter edit mode by clicking on the text box, then move the mouse to the edge of the text box (Figure 37). When the cursor shape changes, click the left mouse button again. The text box now displays colored resizing handles. Move the pointer over any handle. Notice how the pointer changes shape, indicating in which direction the text box will be resized.

The corner handles change the two dimensions of the text area simultaneously, while the four handles at the center of each side modify only one dimension. When the two-headed arrow is displayed, click and drag to resize the text box.

Tip

To maintain the proportions of a text box while resizing, press and hold the *Shift* key, then click and drag. Make sure to release the mouse button **before** releasing the *Shift* key.

For more accurate control over the shape, size and position of the text box, instead of using the mouse, use the Position and Size dialog. Select the text box, then press *F4* or select **Format > Position and Size** from the menu bar. The use of this dialog is explained in Chapter 2.

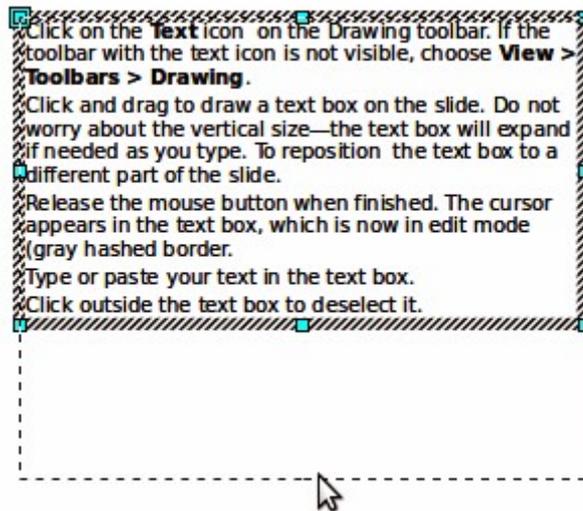


Figure 37: Resizing a text box

Deleting a text box

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

Tip

Sometimes it is faster to delete a text box by dragging a selection rectangle around the text box and then hitting the *Delete* 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 want to make sure that the presentation style is consistent. There are several ways to ensure consistency; these methods are explained below.

Pasting unformatted text

It is normally good practice to paste text without formatting and apply the formatting later. To paste without formatting, either press *Control+Shift+V* and then select **Unformatted text** from the dialog that appears, or click on the small black triangle next to the paste symbol in the standard toolbar



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



Figure 38: Text formatting toolbar

Formatting pasted text

If pasting the text into an **AutoLayout** area, then to give the pasted text the same look and feel of the rest of the presentation apply the appropriate *outline style* to the text. To do so:

- 1) Paste the text in the desired position. Do not worry if it does not look right: it will in a minute.
- 2) Select the text you have just pasted (see “Selecting text” on page 56 for details on how to do that).
- 3) Select **Format > Default formatting** from the menu bar. This operation will assign one of the nine Presentation styles to the text (depending on where the insertion is made).
- 4) Use the four arrows on the Text Formatting toolbar (highlighted in Figure 38) 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.
- 5) Apply manual formatting as required to sections of the text (to change font attributes, tabs, and so on).

If you are pasting text into a **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. To do this:

- 1) Paste the text in the desired position.
- 2) Select the text you have just pasted (see “Selecting text” on page 56 for details).
- 3) Select the desired graphic style.
- 4) Apply manual formatting as required to sections of the text.

Tip

Presentation styles are very different from Writer styles and are applied in quite a different way. Refer to “Using styles to format text on page 56 for details.

Inserting special characters

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

- 1) Click in the place in the text where you want to insert the character.
- 2) Choose **Insert > Special Character**. The Special Characters dialog appears (Figure 39). Alternatively if the text formatting toolbar has been customized and the special character icon  is visible, you can click this to bring up the Special Characters dialog.

Tip

To show toolbar buttons that are not visible, click on the small down-arrow on the right end of the tool bar, move the cursor over **Visible Buttons** and then click on the icon you wish to make visible.

- 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 select 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** and all the characters selected will be deleted, then click on the correct characters. Alternatively, you can also insert all the selected characters and delete any unwanted ones from the document because special characters behave like any other character.

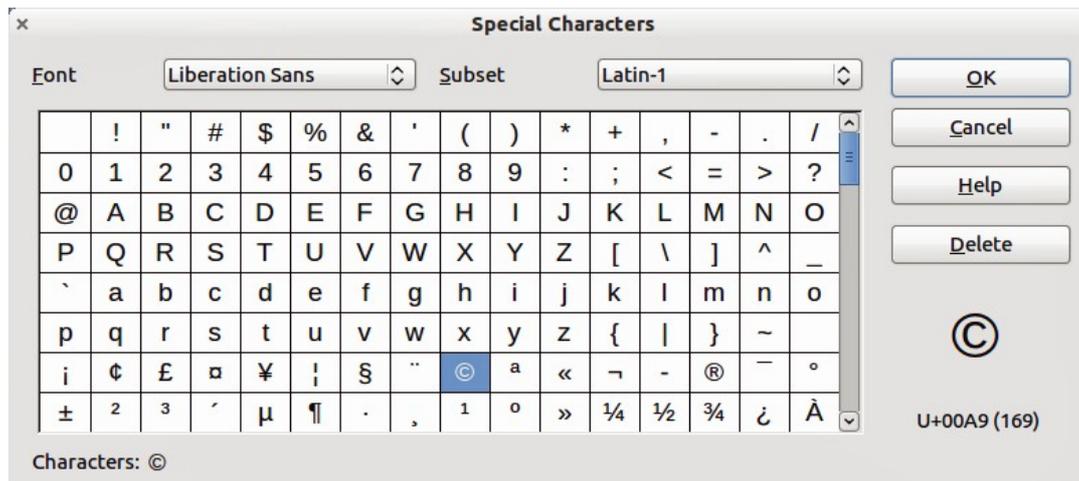


Figure 39: Special Characters dialog

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 the Formatting marks options, select **Insert > Formatting marks**. Impress supports three formatting marks:

- **Non-breaking space:** a non-breaking space between two words prevents these two words being separated over two lines. The keyboard shortcut is *Control+Shift+Spacebar* to insert a non-breaking space.
- **Non-breaking hyphen:** a non-breaking hyphen keeps the two words separated by the hyphen on the same line.
- **Optional hyphen:** an optional hyphen is only activated (thus breaking the word) when the word is too long to fit on one line.

Introduction to formatting text

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 for AutoLayout text boxes. For example, if you are entering a level 2 item, Impress will format it either according to the Outline 2 presentation style or the Default Graphic style for text boxes.

Tip

Sometimes, as seen also in the “Pasting text” section on page 53, 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 the baseline style, select the manually formatted text and then select **Format > Default formatting** from the 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; but 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.

Note

Unlike LibreOffice Writer, where it is recommended to use styles whenever possible, in Impress manual formatting has to be used more often. This is because presentation styles are fixed in Impress; therefore it is not possible, for example, to have two different level 1s or different types of bullet points for the same outline level. Also, the lack of support for character styles forces the use of manual formatting to modify sections of the text.

Selecting text

Text must be selected before it can be formatted.

- To format *all* the text in a text box, click once on the text, then click once on the border of the text box. The colored resizing handles are displayed. Now any formatting changes will apply to all the text in the text box.
- To format only *part* of the text, click once on the text, then select the text to be formatted by clicking and dragging over it (highlighting). You can also use keyboard combinations to select text: move the cursor where you want to begin your selection, press *Shift* and then use the arrow keys to extend your selection. Formatting changes will apply only to the selected text.

Tip

To select text word by word, instead of by character, press the *Control* 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 area, 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 mostly 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 window (Figure 40) by pressing *F11* or selecting **Format > Styles and Formatting** from the menu bar.
- 2) Make sure the Presentation Styles icon  is selected.
- 3) Right-click on the style to be modified and select **Modify** from the pop-up menu. The top portion of the dialog for modifying a presentation style is shown in Figure 41.

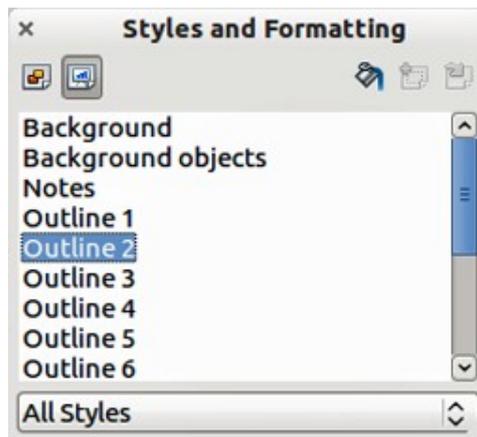


Figure 40: Presentation Styles and Formatting

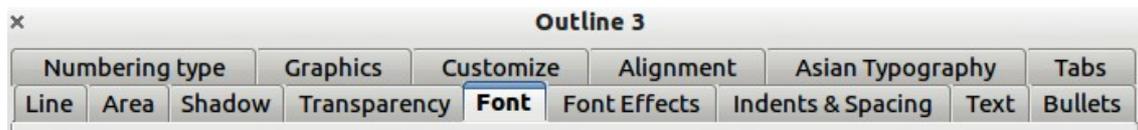


Figure 41: Dialog for modifying a presentation style

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. In particular:

- For the *Font* and *Font Effects* style pages, refer to “Formatting characters” on page 58.
- For the *Indents and Spacing*, *Alignment*, and *Tabs* style pages, refer to “Formatting paragraphs” on page 60.
- For the *Bullet and numbering type*, *Graphics*, *Customize* style pages, refer to “Creating bulleted and numbered lists” on page 62.

Some of the pages in the modifying dialog relate to formatting presentation styles and some pages relate to formatting the background and background objects, which are described in detail in Chapter 6.

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 40), 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 “Changing the order or the outline level” on page 67. 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** or click the **Character** icon  on the Text Formatting toolbar (Figure 38) and the Character dialog opens (Figure 42). 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.

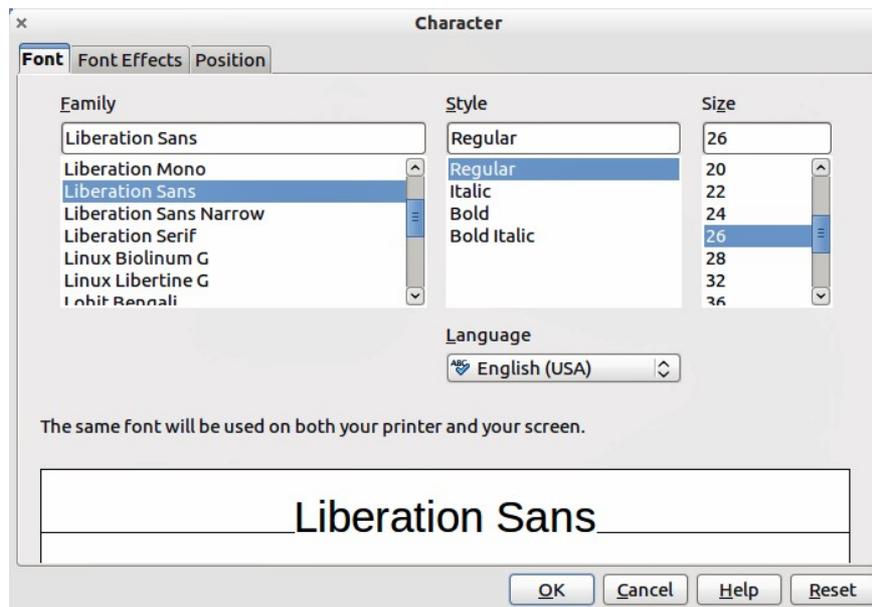


Figure 42: Font page in Character dialog

Tip

When writing a presentation in multiple languages, you can use the language setting to create two styles that only differ in the language but are otherwise the same. This allows you to check the spelling of all of the contents without affecting appearance.

If Asian language support has been enabled (**Tools > Options > Language Settings > Languages**), the *Font* page changes to look like Figure 43. The page is divided into three parts. The top and bottom parts have the same functionality as the Character dialog in Figure 42, while in the middle part you can specify the Asian text font and its attributes.

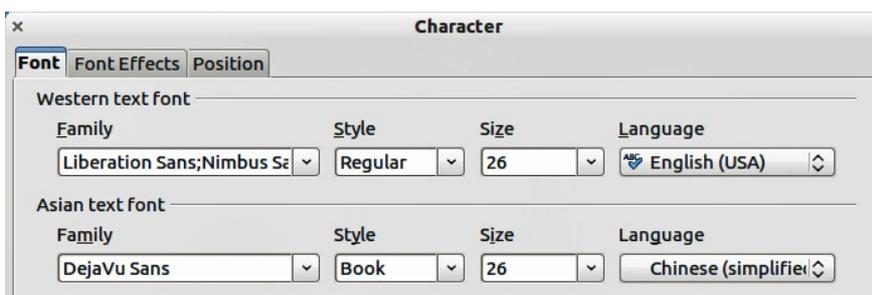


Figure 43: Asian language enabled in Character dialog

Font Effects page

Use the *Font Effects* page (Figure 44) 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.

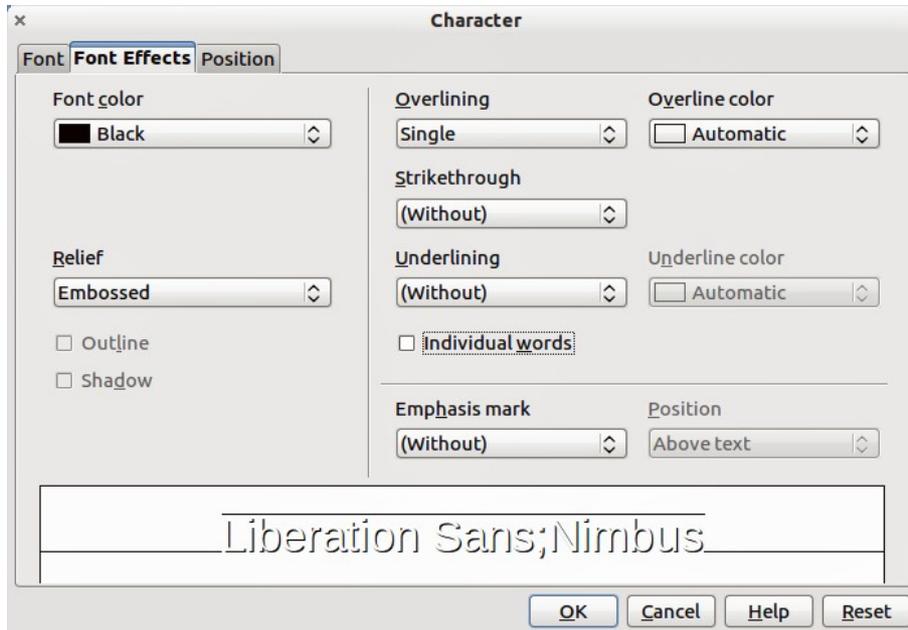


Figure 44: Font Effects in Character dialog

Position page

The *Position* page (Figure 45) 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.

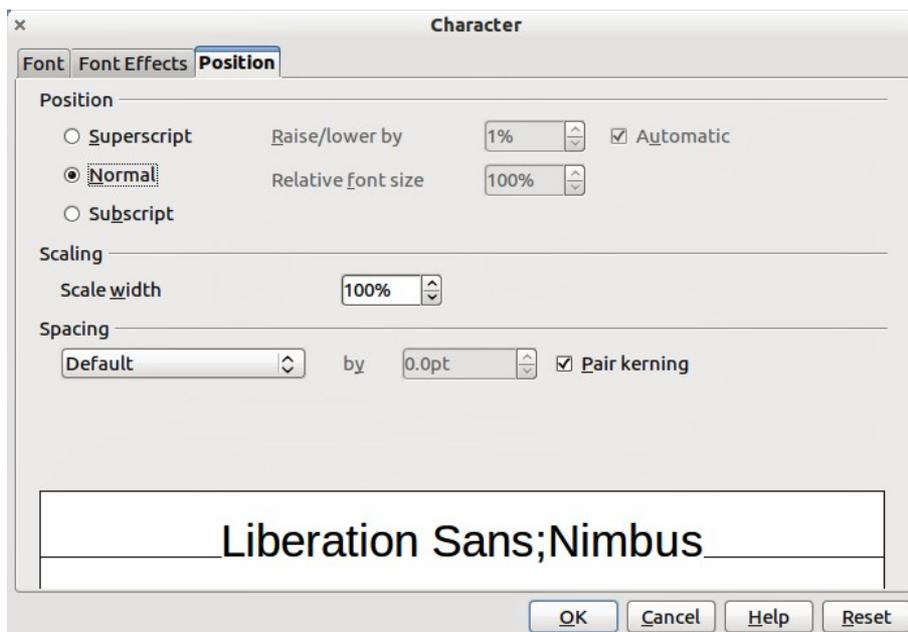


Figure 45: Character Position in Character dialog

To create a superscript or a subscript do the following:

- 1) Select Superscript or Subscript as applicable.
- 2) Specify the amount by which the text should be raised (superscripts) or lowered (subscripts).
- 3) Specify the dimensions of the character relative to the baseline character size (in percentage).

The amount by which the text is raised or lowered can be set to automatic by selecting **Automatic**.

Two more position attributes can be set on this page:

- The (width) scaling of the text, which specifies the percentage of the font width by which to compress or expand the *individual* characters of the selected text.
- The spacing between the characters of the font, which can be defined in number of points. Selecting **Pair kerning** causes LibreOffice to automatically adjust the spacing between certain pairs of characters to visually improve the appearance. For example, when writing a V followed by an A (VA) the spacing between the two letters is reduced (strong kerning) as can be easily seen when compared with, say, VS which is not a kerning pair.

Formatting paragraphs

To view the paragraph formatting options, select **Format > Paragraph** or click the **Paragraph** icon



on the Text Formatting toolbar (Figure 38) and the Paragraph dialog opens (Error: Reference source not found). If this toolbar is not visible, choose **View > Toolbars > Text Formatting**.

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 displayed.

Indents and Spacing page

The *Indents and Spacing* page is shown when the Paragraph dialog opens and has four sections. This page is also available in Presentation Styles dialog and Graphics Styles dialog.

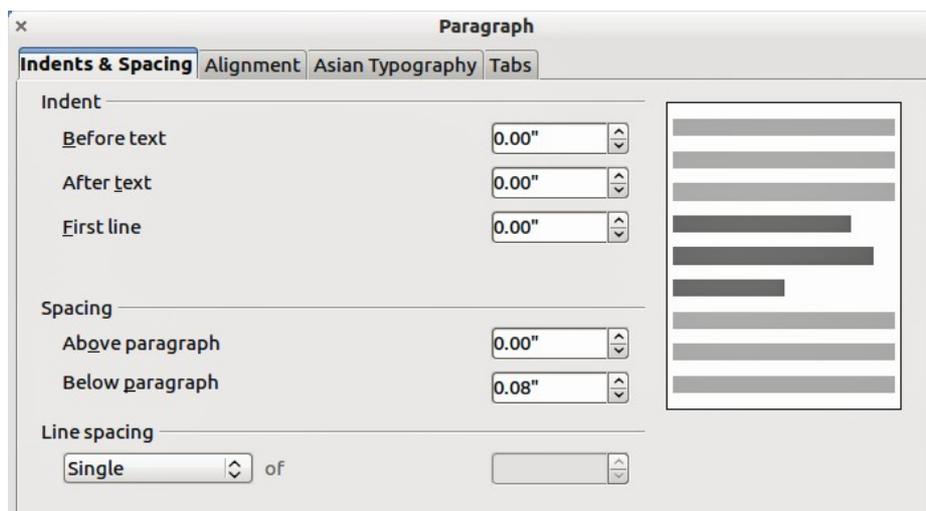


Figure 46: Indents and Spacing in Paragraph formatting dialog

- **Indent:** modifies the indentation of the text (before and after) as well as the indentation of the first line.
- **Spacing:** defines the space before and after each paragraph formatted with the style.

- **Line spacing:** determines the spacing between two lines formatted with the style. Note that selecting *Proportional* spacing requires specifying the percentage of a line to be used as spacing; 100% corresponds to a single line, 200% to a double line, 50% to half a line. If *Leading* is selected, specify the amount of line spacing in your default unit of measurement.
- **Preview area:** provides a visual representation of the settings before you apply them.

Tip

Setting the line spacing to less than 100% is a good method to cram a lot of text into a text box, however care must be taken as too small a value will make the text hard to read.

Tip

You can change the default unit of measurement, for example from inches to centimeters, from **Tools > Options > LibreOffice Impress > General**.

Alignment page

Click on the Alignment tab to display the *Alignment* page (Figure 47). Use this page to determine the paragraph alignment: Left, Right, Center, or Justified. A preview shows the effects of the changes. This page is also available in Presentation Styles dialog and Graphics Styles dialog.

Note

If you have *Complex Text Layout* enabled in **Tools > Options > Language Settings > Languages**, an extra selection — *Text Direction* — appears at the bottom of the dialog; you can choose Left-to-right or Right-to-left.

The same alignment options can be accessed using the alignment icons  on the Text Formatting toolbar (Figure 38).

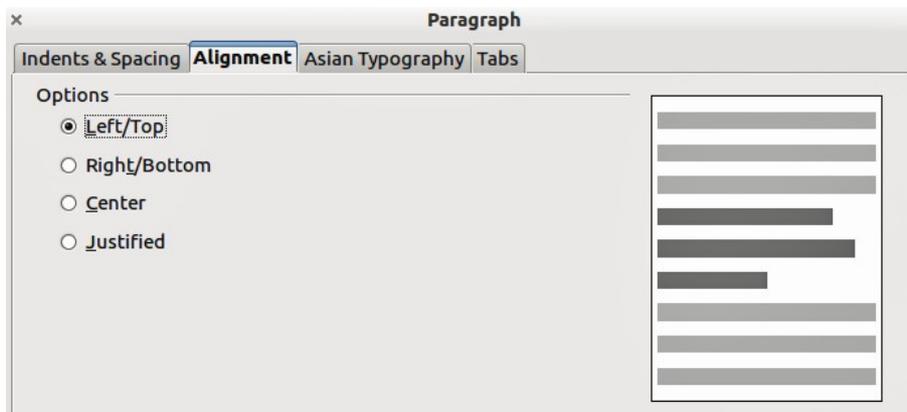


Figure 47: Alignment in Paragraph formatting dialog

Tabs page

Click on the Tabs tab to display the *Tabs* page (Figure 48). Use this page to determine the tab stops. This page is also available in Presentation Styles dialog and Graphics Styles dialog.

To delete an existing tab stop, select it in the list and click the **Delete** button. To delete all the tab stops, click the **Delete All** button.

To create a new tab stop:

- 1) Set the size of the tab stop in the edit box on the left.

- 2) Select the type. If you set the type to *Decimal*, specify in the box below the character to be regarded as the decimal point.

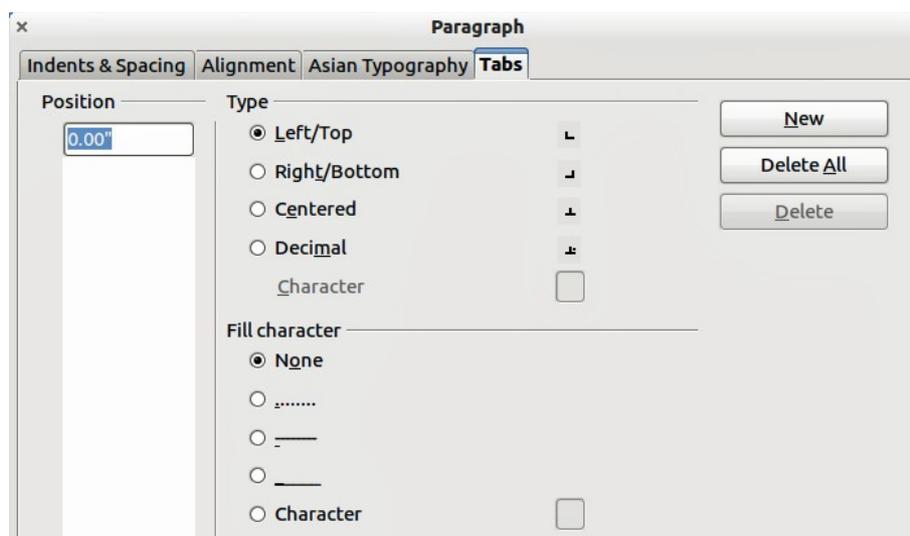


Figure 48: Tabs in Paragraph formatting dialog

- 3) Select a fill character which will be drawn from the tab insertion point up to the tab stop. You can choose any character to act as fill character.
- 4) Click the **New** button to apply the new tab stop.

Asian Typography page

Use the *Asian Typography* page (Figure 49) 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
- Allow hanging punctuation
- Apply spacing between Asian, Latin and Complex text

The use of these options is self-explanatory.

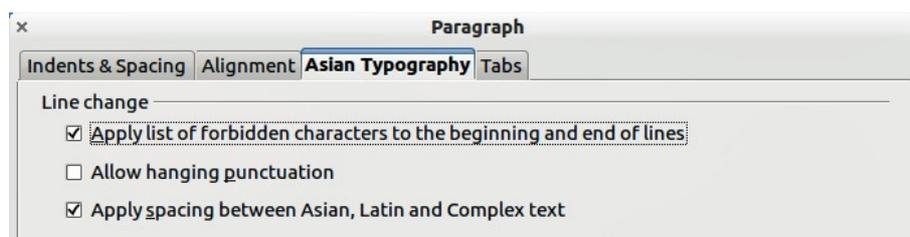


Figure 49: Asian Typography in Paragraph formatting dialog

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 text boxes created automatically by Impress (called AutoLayout), 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:

- 1) From the Layout pane, choose a slide design that contains a text box. Those are easily recognizable from the thumbnail.
- 2) Click in the text box that reads **Click to add an outline**.
- 3) Type the text, then press *Enter* to start a new bulleted line.

The default list type is a bulleted list. To customize the list appearance or to change from bulleted to numbered or numbered to bulleted, refer to “Changing the appearance of the list ” on page 63.

Tip

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. Click the bullets icon on/off on the text formatting toolbar for a line without bullet. If the text formatting toolbar is not showing, enable it by selecting **View > Toolbars > Text Formatting** in the menu bar.

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** button  in the text formatting toolbar (Figure 38).
- 3) Type the text and press *Enter* to start a new bulleted line.

The way to change the appearance of a list is explained on page 63.

Creating a new outline level

- 1) If necessary, press *Enter* to begin a new line.
- 2) Press *Tab* or click the indentation arrows  in the text formatting toolbar. Each time you press *Tab* or click the right arrow, the line indents to the next outline level. Pressing *Enter* creates a new line at the same level as the previous one. To return to the previous level, press *Shift+Tab* or click the left arrow.

In the AutoLayout text boxes, promoting or demoting an item in the list corresponds to applying a different outline style, so 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).

Caution



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 them in this way.

Changing the appearance of the list

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

and Numbering icon  on the text formatting toolbar.

Selecting the entries

For the entire list:

- 1) Select the entire list or click on the gray border of the text box so that just the colored resizing handles are displayed.
- 2) Select **Format > Bullets and Numbering** or click on the **Bullets and Numbering** icon  on the text formatting toolbar.
- 3) The Bullets and Numbering dialog (Figure 50) contains five tabs: Bullets, Numbering type, Graphics, Position, and Customize.
 - If a bulleted list is needed, select the desired bullet style from the six default styles available on the *Bullets* page.
 - If a graphics style is needed, select one from those available on the *Graphics* page.
 - If a numbered list is needed, select one of the 6 default numbering styles on the *Numbering type* page.

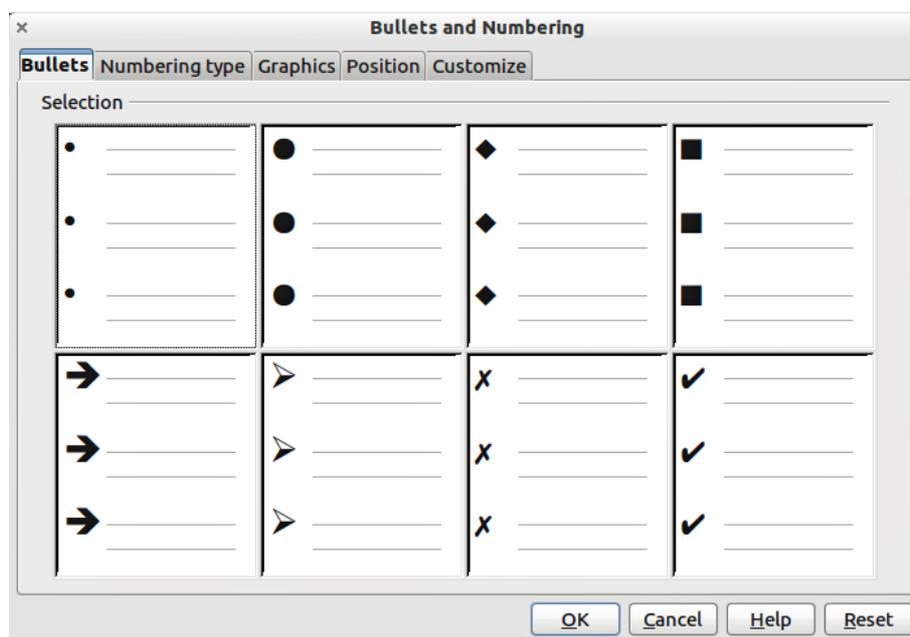


Figure 50: Bullets and Numbering dialog

Later in this section is an explanation on how to add further bullets and numbering styles to the existing ones.

For a single line in the list, click anywhere in the line to place the cursor in it and follow steps 2 and 3 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 51) 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.

To set up an outline level, first select it from the list on the left hand side of the page. Select level **1 – 10** to modify all levels simultaneously. Then set the Indent, which is the spacing between the bullet or number and the text. If you select the **Relative** option, the indent value will be measured relative to the previous level and not from the margin.

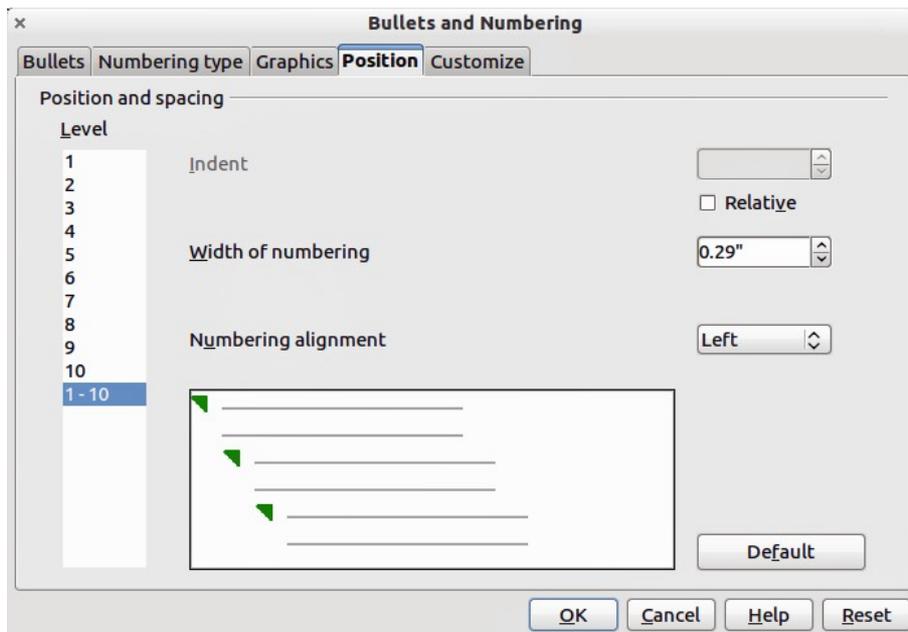


Figure 51: Bullets and Numbering – Position page

The numbering alignment is only useful when creating a numbered list; use it to specify the alignment of numbers. For example, you may want to align them to the right to line up one and two-digit numbers.

Tip

To fully appreciate how the Numbering alignment works, try to create a numbered list with more than ten elements and make sure that enough room has been made for a two (or more) digit number using the *Width of numbering* field.

The *Position* page is not available if you are modifying a presentation style or graphics style, however the same effects can be obtained by using the *Indents and Spacing* page of the Paragraph dialog (60) for creating or modifying a slide.

Customize page

Use the *Customize* page (Figure 52) to alter the style of all the outline levels.

The options available on this page depend on the type of marker selected for the list. Select first the level you want to modify on the left hand side of the box. 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.

Depending on the bullet style selected (bullet, numbering; graphic), some of the following options may become available on the *Customize* page:

- **Before:** enter any text to appear before the number (for example, *Step*).
- **After:** enter any text to appear after the number (for example, a punctuation mark).
- **Color:** pick the color for the list marker (number or bullet character).
- **Relative size:** specify the size of the number relative to the size of the characters in the paragraph of the list.
- **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:** click this button to select the special character for the bullet.
- **Graphics:** opens a gallery of available graphics or allows the selection of a file on the hard disk to be used as a marker.

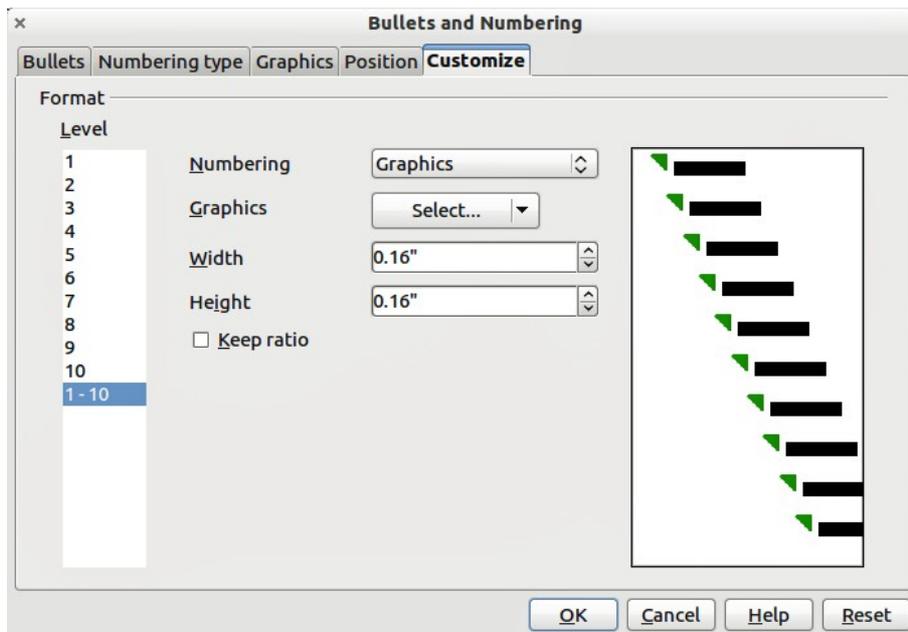


Figure 52: Bullets and Numbering – Customize page

- **Width** and **Height**: specify the dimensions of the graphic marker.
- **Keep ratio checkbox**: if selected, the ratio between the width and the height of the graphic marker is fixed.

The right hand side of the screen shows a preview of the modifications made. To revert to the default values, click the **Reset** button in the bottom right corner.

Using the Customize page, you can create complex structured layouts, for example a nested list with numbering followed by bullets (Figure 53).

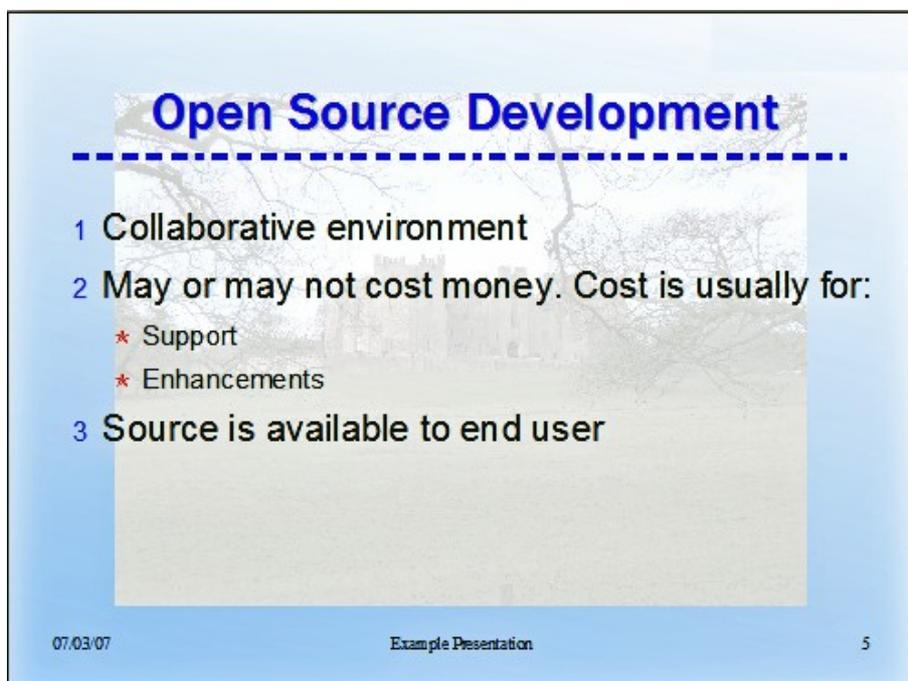


Figure 53: Nested list with mixture of numbers and bullets

Changing the order or the outline level

Click once in a line of text to place the cursor in it, then click on the Outline tab (to the right of the Normal tab) in the Workspace and use the arrow icons in the Text Formatting toolbar (Figure 38) to move the text to the appropriate position and give it the appropriate outline level.

The arrow icon pointing left promotes the list entry by one level (for example from Outline 3 to Outline 2), the arrow icon pointing right demotes the list entry by one level, the up and down arrow icons move the list entry either up or down. Any numbering used adjusts automatically.

Tip

You can also use the *Tab* key and *Shift + Tab* keys to promote and demote the outline level of a line in a list.

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 54).

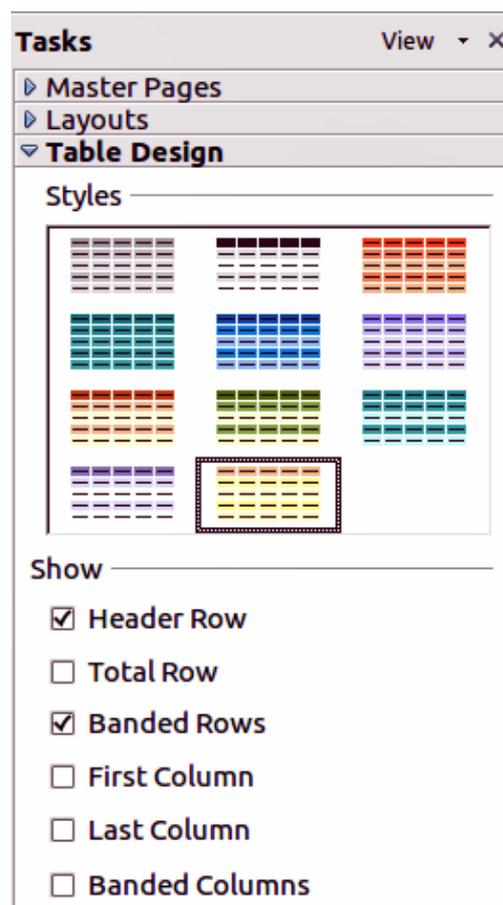


Figure 54: Table Design task pane

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.

To insert a table, 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 54) in the task pane. If the task pane is not visible, select **View > Task pane**.
- 3) Select one of the predefined styles, which only differ in the color scheme. You will be able to change the table colors later on. However, it is recommended that you select a color scheme similar to the one you want. Selecting a style opens the Insert Table dialog (Figure 55) where you can specify the number of rows and columns.



Figure 55: Insert Table dialog

The table is placed initially at the center of the slide, but you can move it by selecting it and then dragging it to the new position, or by using the method described in "Position and size" on page 72.

You can also create a table directly by selecting **Insert > Table** from the main menu or with the **Insert Table** icon  in the Standard toolbar. This opens the Insert Table dialog where you can specify the number of columns and rows.

Click on the small black triangle next to the Insert Table icon to open a graphic tool for inserting a table (Figure 56). To use this tool, move the mouse to the right and down in the grid until you have the required number of columns and rows and then click the left mouse button to insert your table.

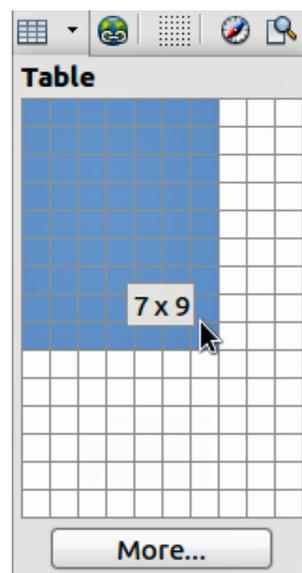


Figure 56: Insert Table Graphic Tool

Note

Using either **Insert > Table**, the **Insert Table** icon, **Insert Table** graphic tool inserts a table with the default style and settings already applied. This table can be modified to your requirements.

A newly inserted table is 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 Task Pane options, the Table toolbar and the Table properties dialog.

Task pane options

The following options are available in the Show section of the task pane:

- *Header Row*: selected by default, it 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, this option colors alternate rows with different backgrounds making it easier to ready data presented in rows.
- *First Column*: highlights the first column of the table by allocating a darker background to it.
- *Last Column*: does the same to the last column.
- *Banded Columns*: when selected, alternate columns are colored differently.

Table toolbar

When a table is selected, eight colored selection handles appear around the edges and the Table toolbar (Figure 57) is displayed. If necessary, you can open the toolbar using **View > Toolbars > Table**. The Table toolbar contains the majority of the tools you need to manipulate a table and these are described below.



- | | | |
|-----------------------------|---------------------------------|---------------------|
| 1 Table | 7 Merge Cells | 13 Insert Row |
| 2 Line style | 8 Split Cells | 14 Insert Column |
| 3 Line color (border) | 9 Optimize | 15 Delete Row |
| 4 Borders | 10 Text cell alignment - top | 16 Delete Column |
| 5 Area style/filling | 11 Text cell alignment - center | 17 Table Design |
| 6 Color area style/fillings | 12 Text cell alignment - bottom | 18 Table Properties |

Figure 57: The Table Toolbar

Table

Use to create a new table in the selected slide. Opens the Insert Table dialog (Figure 55) where you can select the desired number of rows and columns. Alternatively, click on the small black triangle next to the icon to open an Insert Table graphic tool (Figure 56). To use this tool, move the mouse to the right and down in the grid until you have the columns and rows you require and click the left mouse button.

Line style

Use to change the style of the line of the selected cells. Opens a new dialog where you can choose from a range of predefined styles.

Line color (border)

Open a color selection dialog where you can choose the color of the lines around the selected cells.

Borders

Use to select among some predefined border configurations. The borders are applied to the selected cells. If the desired border pattern is not available, you will need to use the Table properties dialog.

Area style/filling

In the drop-down menu, first choose how the selected cells should be filled: Invisible, Color, Gradient, Hatching, or Bitmap. Depending on the selection, the Available Fillings drop-down menu is populated with the available schemes. Refer to Chapter 6 (Formatting Graphic Objects) for details on how to manage area filling styles.

Color area style/filling

Color selection of an area style/filling from a drop down menu.

Merge cells

Merges the selected cells into one cell. Note that the contents of the merged cells are also merged.

Split cells

The opposite operation of merge cells. Make sure that the cursor is positioned on the cell you want to split, then click to open the Split Cells dialog (Figure 58). 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).

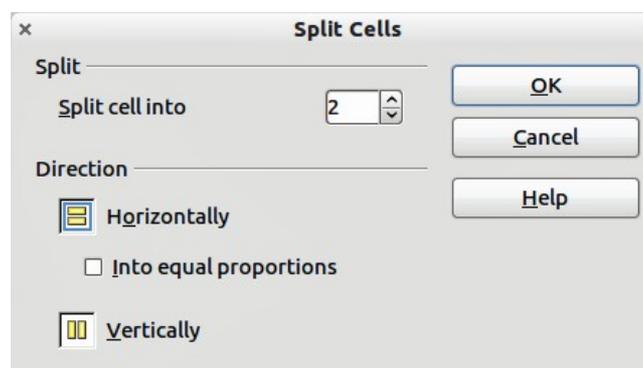


Figure 58: Split Cells dialog

Optimize

Evenly distributes the selected cells either horizontally or vertically. If you want to optimize the whole table, you can evenly distribute rows or columns by right-clicking on the table edge and selecting **Row > Space Equally** or **Column > Space Equally** from the pop-up menu.

Vertical text cell alignment

You can select the vertical alignment of text in a cell by selecting the required cells and choosing Top, Center or Bottom. The alignment commands can be applied to all the cells of the table by right-clicking on the edge of the table, choosing **Cell** from the pop-up menu and then choosing the required alignment.

Insert or delete rows and columns

Use the Table toolbar to insert or delete rows and columns of your table. Rows and columns are inserted/deleted below and to the right of the selected cell. You can insert rows and columns at the end of the table using the pop up menu that opens by right clicking on the edge of the table. The insert and delete commands are in the **Row** or **Column** menus.

Table design

The only purpose of this icon is to open the Table Design pane in the task pane.

Table properties

Click the Table Properties icon on the Table toolbar (Figure 57) to open the Format Cells dialog (Figure 59), which contains the following pages:

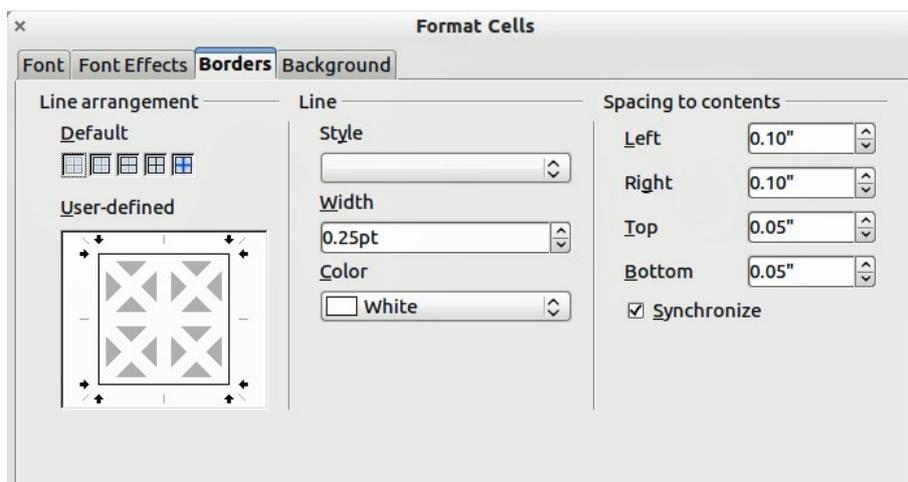


Figure 59: Format Cells dialog

- **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 58 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. 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. See Font Effects page on page 59 for more information on the available options.
- **Borders:** use to set advanced properties not available from 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 buttons of 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 the Area style/filling and Color area style/filling on the Table Toolbar.

Note

The Table Properties dialog can also be accessed from the pop-up menu that opens when right-clicking on the table.

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 mouse or, for more accurate control, with the Position and Size dialog (Figure 60). When the table is selected right-click on the edge of table and select **Position and Size** from the pop-up menu or use **Format > Position and Size** on the main menu bar. Only the Position and Size page is available for tables. For more information on this dialog see Chapter 6 *Formatting Graphic Objects*.

Note

Unlike other graphic objects, tables cannot be rotated.

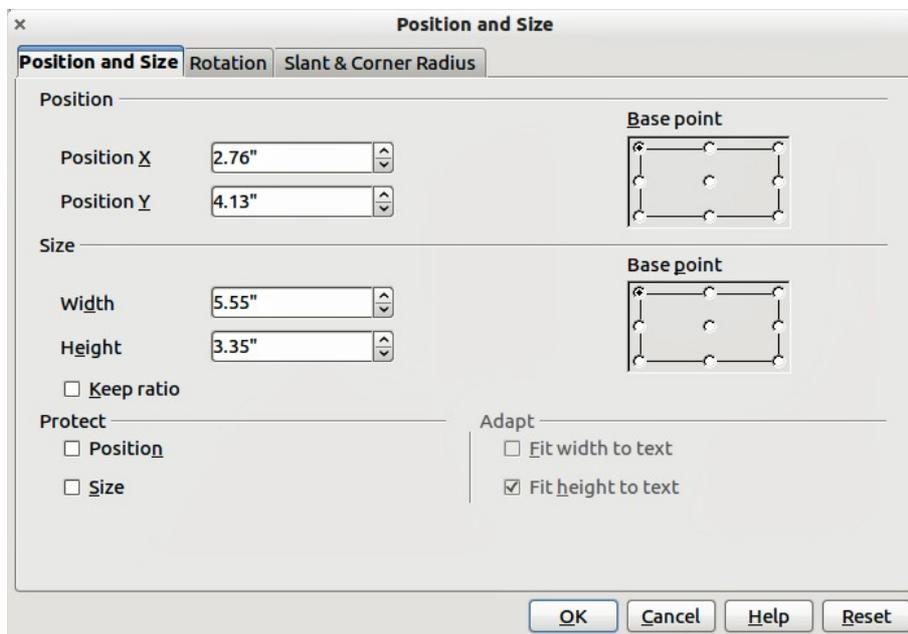


Figure 60: Position and Size dialog

Deleting a table

To delete a table use one of the following methods:

- Click in the slide and drag a box over the table to select it. Then press the delete key.
- Select all the rows in the table and use the Delete Row icon on the table toolbar (Figure 57).

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.

Inserting a field

To insert a field into a slide, move the cursor where the field will be and then select from the menu bar **Insert > Fields** followed by one of these choices:

- **Date (fixed)**: inserts the date at the date of inserting the field.
- **Date (variable)**: inserts a field that is updated with the date at the time of opening the file.
- **Time (fixed)**: inserts a field displaying the time at the time of insertion.
- **Time (variable)**: inserts a field which is updated with the time at the time of opening the file.
- **Author**: inserts the author of the presentation. This information is derived from the value recorded in the general options. To modify this information go to **Tools > Options > LibreOffice > User Data**.
- **Page Number**: inserts the page number of the slide.
- **Page Count**: inserts the total number of slides.
- **File Name**: inserts a field that contains the name of the file.

Customizing fields

The appearance of all the fields, excluding the page number field, can be customized from the corresponding field editor. To access the field editor (Figure 61):

- 1) Move the cursor to the field and select it.
- 2) Select **Edit > Fields** from the menu bar or right click on the field data.
- 3) Select the desired format in the dialog that appears.
- 4) Click **OK**.



Figure 61: Field Editor dialog

Tip

A similar list of format choices can be accessed by selecting the field and right-clicking.

Modifications to the page number fields can be done in two ways:

- Select the field and apply the formatting manually.

- Switch to the slide master editing mode (**View > Master > Slide Master**), then modify the Background object style as desired. Once back in Normal view, insert page numbers from **Insert > Page Number** in the main menu. See Chapter 2 for more information about editing a slide master.

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 do that, select **Edit > Undo Insert** from the menu bar or press *Control+Z* immediately after the formatting has been applied.

You can also insert hyperlinks manually.

Tips

To prevent LibreOffice from automatically turning website addresses (URLs) into hyperlinks, go to **Tools > AutoCorrect > Options** and deselect the **URL Recognition** checkbox.

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Appearance**, scroll to *Unvisited links* and/or *Visited links*, select the checkboxes, pick the new colors and click **OK**. Caution: this will change the color for all hyperlinks in all components of LibreOffice which may not be what you want.

To insert a hyperlink, or to customize the appearance of a hyperlink, select **Insert > Hyperlinks** from the menu bar. The Hyperlink dialog opens (Figure 62).

On the left hand side, select one of the four types of hyperlinks. The top right part of the dialog changes according to the choice made for the 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 presentation are given below.

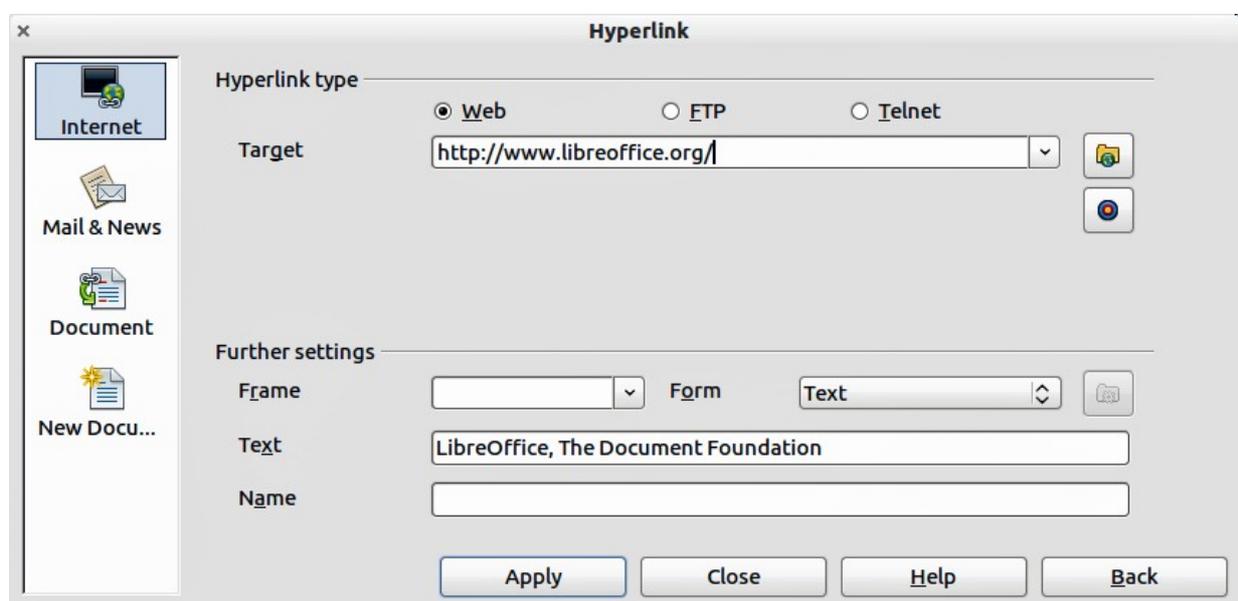


Figure 62: Dialog to edit hyperlinks

- **Internet:** choose whether the link is Web, FTP or Telnet. Enter the required web address (URL).
- **Mail & News:** choose whether the link is an E-mail or news link. Enter the receiver address and for email, also the subject.

- **Document:** creates a hyperlink to another document or to another place, commonly referred to as a bookmark, in the presentation. Enter the document path, or click on the **Open File** icon to open a file browser; leave this blank if you want to link to a target in the same presentation. Optionally, you can specify a target i(for example a specific slide). Click on the **Target** icon to open the Navigator where you can select the target, or if you know the name of the target, you can type it into the box.
- **New Document:** creates a hyperlink to a new document. Choose 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.). For a presentation, **Edit now** is the more likely choice. The **Select path** button opens a file browser so that you can choose the directory for the new document.

Note

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 pop-up menu that opens 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.

- Set the value of **Frame** 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” for more information.
- **Text** specifies the text that will be visible to the user.
- **Name** is applicable to HTML documents. It specifies text that will be added as a NAME attribute in the HTML code behind the hyperlink.

Editing text hyperlinks

To edit a text hyperlink, select it (by dragging across the text, not clicking on it), then choose **Edit > Hyperlink** from the main menu bar. Make changes as needed and click **Apply** when done. If you need to edit several hyperlinks, you can leave the Hyperlink dialog open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

Working with hyperlink buttons

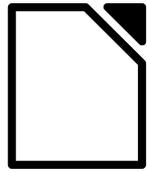
A hyperlink button is inserted in the center of the current slide. In most cases, that is not where you want it to appear. To edit the text or size of a hyperlink button, or to move it to another place on the slide, first display the Form Controls toolbar (**View > Toolbars > Form Controls**) (Figure 63). Select the **Design Mode On/Off** icon (highlighted).



Figure 63: Form Control toolbar

Now you can click on the hyperlink button and drag it to another position, or right-click to open a dialog where you can change the text on the button, the size of the button, and other properties.

When you have finished editing the button, click the **Design Mode On/Off** icon again to make the button inactive. For a detailed description of the properties and how to work with Form Controls, refer to the *Writer Guide*.



LibreOffice
The Document Foundation

Chapter 4
Adding and Formatting
Pictures

Introduction

Pictures are often used in presentations as they can convey a large amount of information more quickly than the written word. You can also give a more professional look to your presentation by adding a company logo. Also, you may want to use Impress to create a presentation consisting only of pictures, such as a slideshow of holiday snapshots to share with friends.

This chapter describes how to insert and format pictures.

Inserting pictures

This section describes several ways to insert a picture from an external source into the presentation. Once the picture has been inserted, it can be formatted extensively as explained later in this chapter.

Inserting a picture from a file

Inserting a picture from a file is quick and easy. First choose a slide layout, as described in Chapter 1, *Introducing Impress*. Most layouts include an set of icons for inserting objects, but you can insert a picture into any slide.

Whether you are using an AutoLayout for the placement of the picture, or you are just inserting a picture, follow these steps:

- 1) Go to **Insert > Picture > From file** on the menu bar or click on the **Insert Picture** icon (Figure 64) if you have inserted a slide and the *Insert picture* dialog opens (Figure 65).
- 2) Navigate to the directory containing the desired picture and select the file. LibreOffice recognizes a large number of image types. If the **Preview** option is selected, a thumbnail of the selected file will be displayed in the preview pane on the right.
- 3) Click **Open** to place the picture on the current (selected) slide. The picture is now displayed on the slide with colored resizing handles around it.

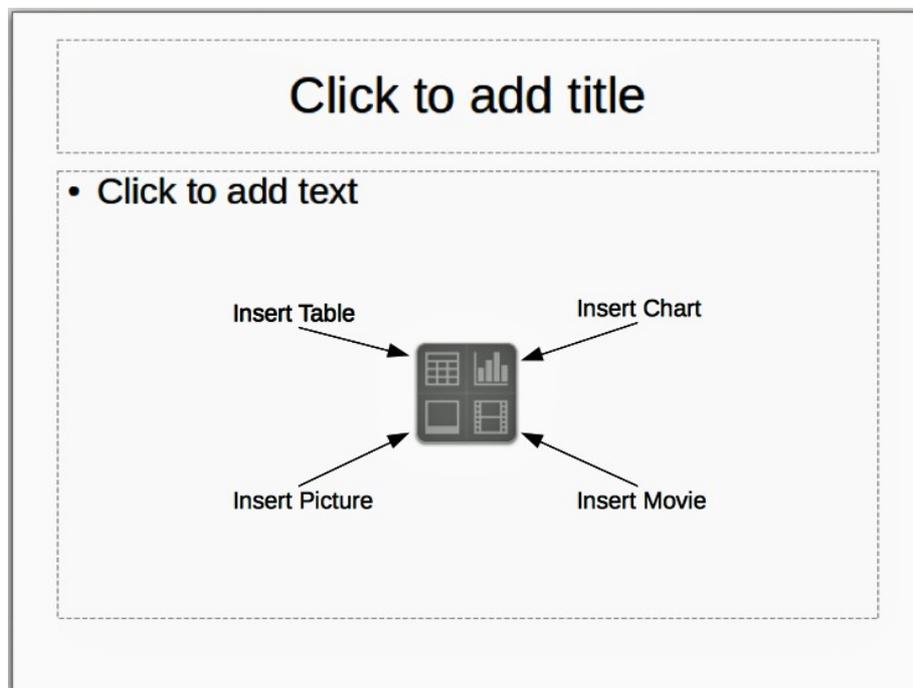


Figure 64: Slide showing the placeholder for inserting objects

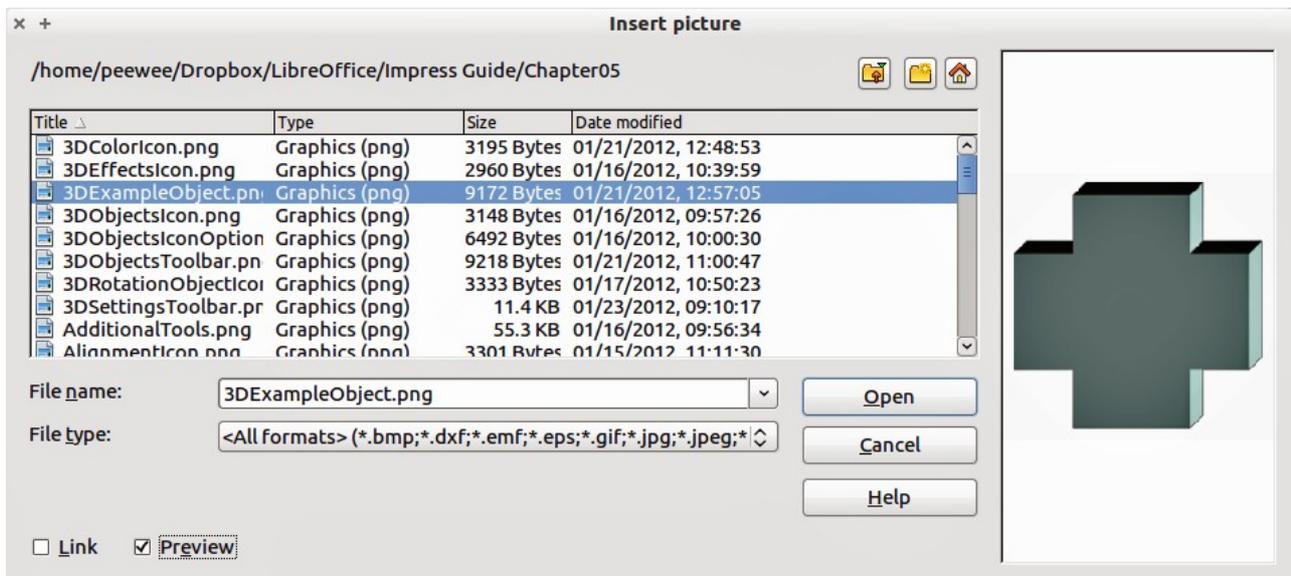


Figure 65: Insert picture dialog

Note

The Insert picture dialog has two options **Link** and **Preview**. The position of these options is determined by the operating system, but they are normally in the bottom-left part of the dialog.

Select the **Link** option to insert the picture as a link to the file rather than embedding the file itself. In general it is preferable to embed images so that the presentation can be copied for use on other computers. On some occasions, however, it makes sense to link the image rather than embed it. These include:

- When the image file is quite large and linking rather than embedding will dramatically reduce the size of the presentation file.
- When the same image file is used in many presentations. For example, when using the same background image for all the presentations created.
- When the linked file will be available when loading the presentation. For example, if the presentation is a slide show of holiday pictures.

Inserting a picture from a scanner

Inserting an image from a scanner is normally a simple process if one or more than one of the following are valid.

- The scanner software driver has been installed on the computer.
- Or the scanner is supported by the SANE system if the computer operating system is Linux or other UNIX-like) operating system
- Or the scanner is TWAIN compatible if the computer is operating Windows.
- Or the scanner is TWAIN compatible and if the computer is operating Mac OS.
- The scanner is configured on the computer with LibreOffice software installed.

To insert an image from the scanner:

- 1) Prepare the image for the scanner and make sure that the scanner is switched on.
- 2) If more than one scanning device is connected to the computer, select the source from **Insert > Picture > Scan > Select Source**.
- 3) Choose **Insert > Picture > Scan > Request**.

- 4) The rest of the procedure depends on the scanner driver and interface that is being used. Normally, and after a preview scan, you will be required to specify the scan resolution, selected what to scan on the preview and other parameters for example color or greyscale. Consult the documentation for the scanner for more information.
- 5) When the image has been scanned, Impress places it into the selected slide. At this point it can be edited as any other image.

Inserting a picture from the Gallery

The Gallery contains a collection of images that you can use in a presentation. You can also add your own images to the Gallery, making it an essential tool for creating presentations quickly and with a consistent look. The Gallery is available in all components of LibreOffice. For an introduction to the Gallery, see *Getting Started* guide, Chapter 11, Graphics, the Gallery, and Fontwork.

Choose **Tools > Gallery** or click the Gallery icon  on the Drawing toolbar to open the Gallery dialog (Figure 66). The Gallery displays categories of themes with images stored under each category.

- 1) Select a theme category from the left pane and then scroll through the right pane to find a suitable image.
- 2) Click on the image and drag it onto the workspace.
- 3) Release the mouse button and the image will be placed in your slide. If necessary, resize the image as described in “Resizing a picture” on page 84.

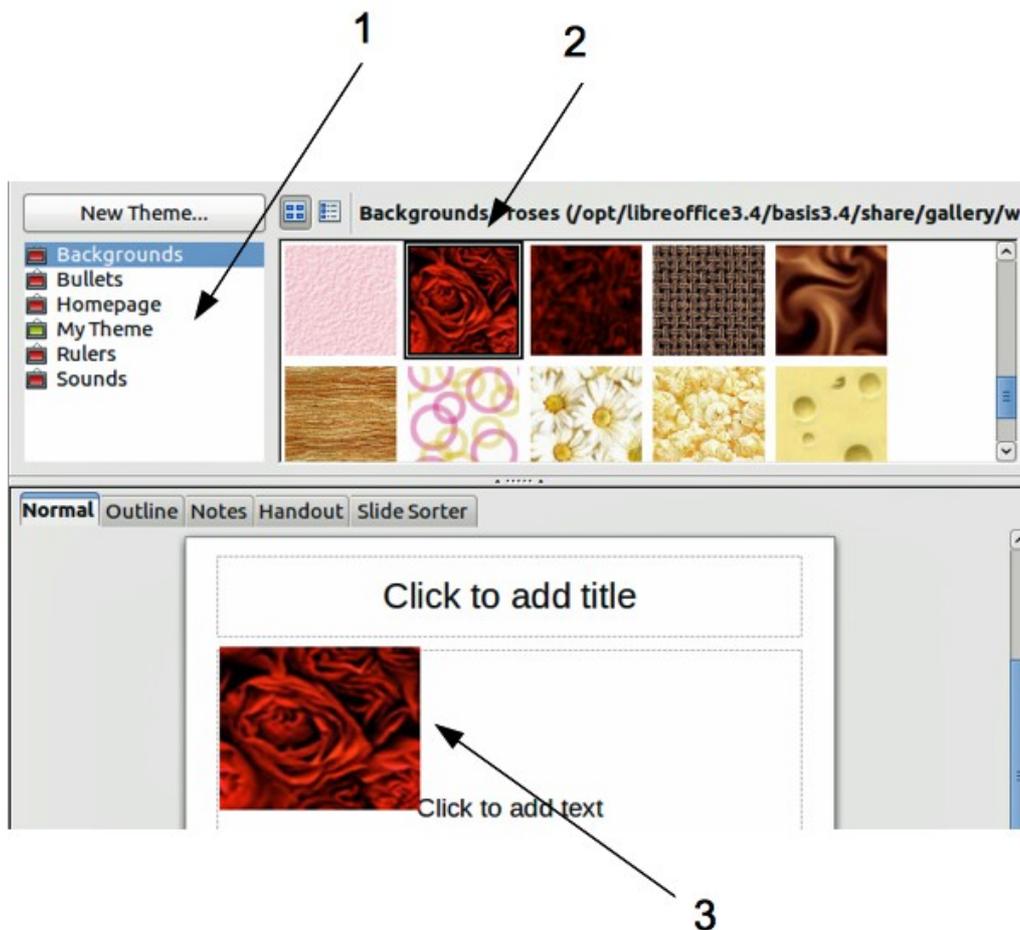


Figure 66. Inserting an image from the Gallery

Positioning the Gallery

To expand the Gallery, position the pointer over the line that divides it from the top of the workspace. When the pointer changes to parallel lines with arrows, click and drag downward. The workspace will resize in response.

By default, the Gallery is docked above the Impress workspace. To undock it, hold down the *Control* key and double-click on the upper part of the Gallery next to the View icons. Double-click in the same area to dock it again (restore it to its position over the workspace).

When the Gallery is docked, to hide it and view the full Impress workspace, click the **Hide/Show** button in the middle of the thin bar separating the Gallery from the workspace (highlighted in Figure 67). The **Hide/Show** button lets you keep the Gallery open for quick access while you create your slide show, yet out of the way when you need it to be.



Figure 67: Gallery with Hide/Show selector highlighted

Managing Gallery themes

Graphics in the Gallery are grouped by themes, such as Bullets, Rulers, and 3D Effects. The left pane of the gallery window lists the available themes. Click on a theme to see its images displayed in the right pane of the Gallery dialog.

The default themes are read only; no images or graphics can be added to or deleted from these themes. The default themes are easily recognizable by right-clicking on each category and the only available option in the pop-up menu is **Properties**.

In a default installation of LibreOffice, the *My themes* is the only category that is customizable and allows you add or delete your own images. You can also create new theme categories where you can add or delete your own images and this is explained on page 83.

Adding images to My themes

You can only add images to *My themes* or themes that you have created.

- 1) Right-click on *My themes* or the theme name that you created in the list of theme categories and choose **Properties** from the pop-up menu to open the Properties dialog (Figure 68).
- 2) Click on the **Files** tab.
- 3) Click on **Find Files** to open the **Select Path** dialog (Figure 69).
- 4) Browse to the folder that contains the images you want to use.
- 5) Click on **OK** to select the files contained in the folder and the **Select Path** dialog closes. The list of files contained in the folder now appear in the Theme Properties dialog.
- 6) Select the files you want to use in *My themes* and click on **Add**. The added files will disappear from the file list and the images will appear in the Gallery.

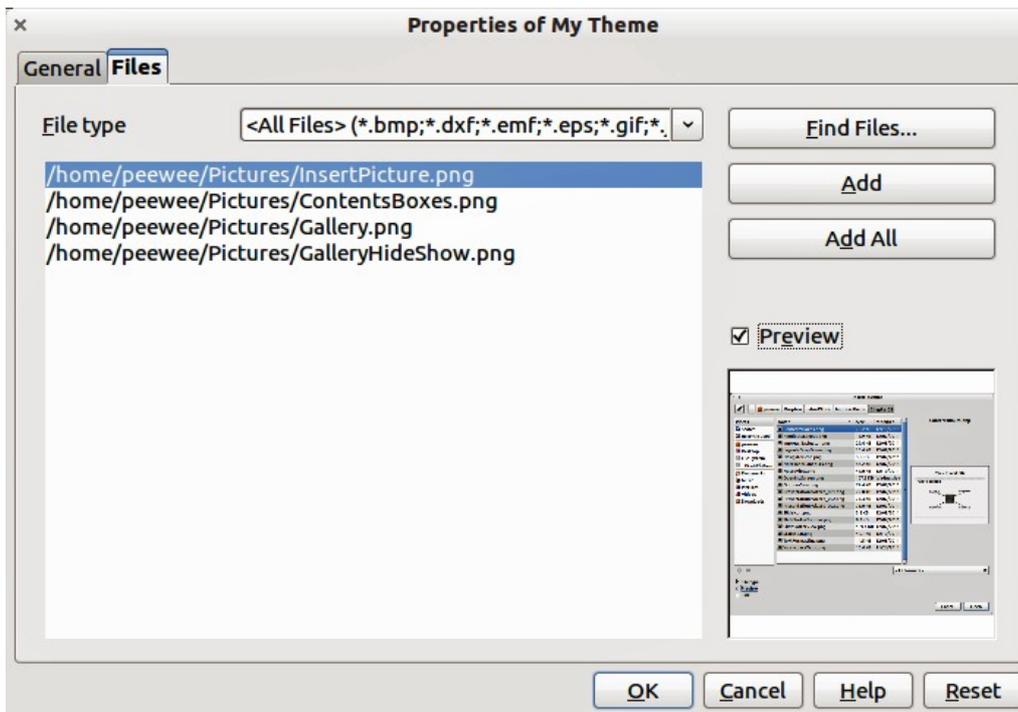


Figure 68. Theme Properties dialog

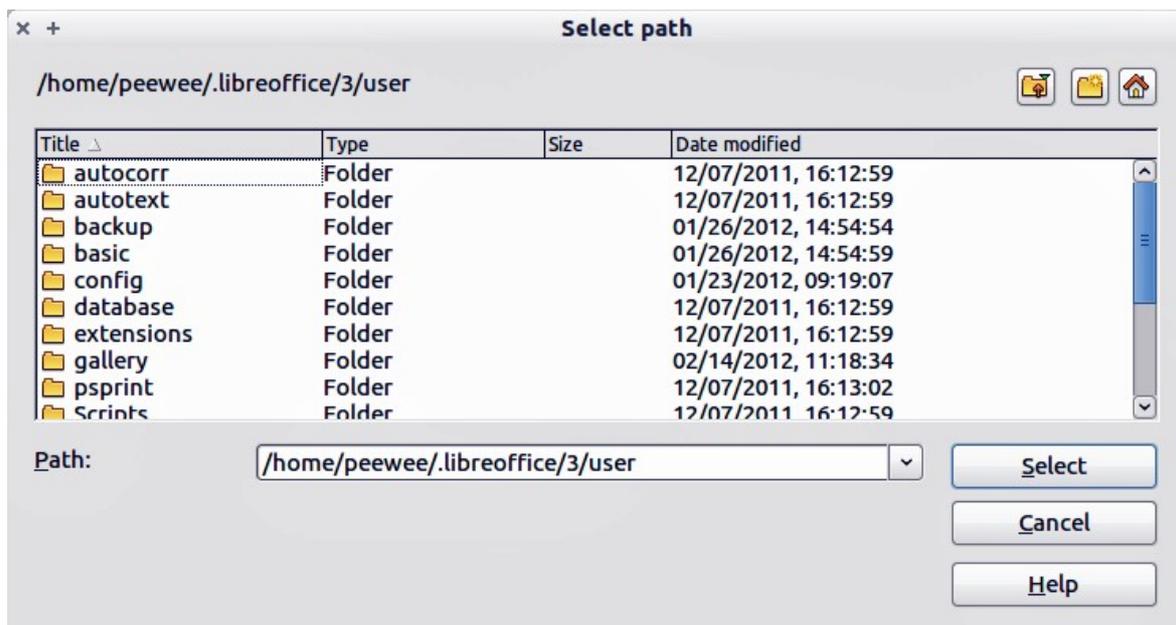


Figure 69. Selecting path for new images in themes

- 7) If you want to add all the files in the list, then click on **Add All**. All the files will disappear from the list and the images will appear in the Gallery.
- 8) Click **OK** when finished and the Theme Properties dialog will close.

Deleting images from the Gallery

You can only delete images from *My themes* or themes that you have created.

- 1) Right-click on the image in the Gallery window.
- 2) Choose **Delete** from the pop-up menu.
- 3) A confirmation message appears, asking if you want to delete this object. Click **Yes**.

Note

The image is a linked file and is deleted from the Gallery only. The original image file is not deleted.

All the images in a gallery are linked files. From time to time it is beneficial to update the gallery theme to make sure that all the files are still there. To do so, right-click on the theme where you added at least one file and then select **Update** from the pop-up menu.

Adding a new theme to the Gallery

You can add a new theme to the list of theme categories in the gallery as follows:

- 1) Click the **New Theme** button above the list of theme categories and the Properties dialog opens.
- 2) Click the **General** tab and type a name for the new theme in the text box (Figure 70).
- 3) Click the **Files** tab and follow Steps 3 through to 8 in *Adding images to My themes* on page 81.
- 4) The new theme will now be displayed in the list of theme categories in the Gallery.

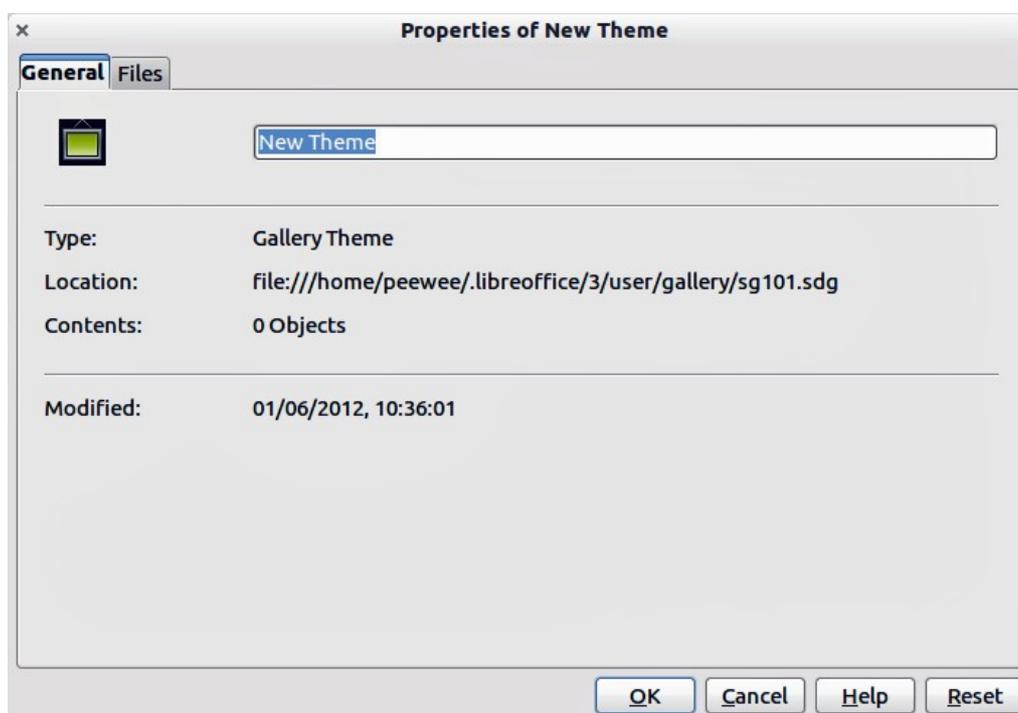


Figure 70. Adding new theme to the Gallery

Note

If you wish, you can rename this new theme by manually by right-clicking the theme name and selecting **Rename**.

Formatting pictures

This section discusses the formatting of pictures inserted with one of the methods explained in *Inserting pictures* on page 78.

Moving a picture

- 1) Click on the picture to select it and colored selection handles are displayed.

- 2) If necessary, move the mouse cursor over the picture until it changes shape. The cursor shape depends on the computer operating system, for example a four headed arrow or a hand.
- 3) Click and drag the picture to the desired position.
- 4) Release the mouse button.

For a more accurate placement of a picture, use the Position and Size dialog described in Chapter 6, Formatting Graphic Objects.

Resizing a picture

- 1) Click the picture to show the colored selection handles.
- 2) Position the cursor over one of the colored selection handles. The cursor changes shape giving a graphical representation of the direction of the resizing.
- 3) Click and drag to resize the picture.
- 4) Release the mouse button when satisfied with the new size.

For more accurate resizing of a picture, use the Position and Size dialog described in Chapter 6, Formatting Graphic Objects.

Note

The corner handles resize both the width and the height of the graphic object simultaneously, while the other four handles only resize one dimension at a time.

Tip

To retain the original proportions of the graphic, *Shift+click* one of the corner handles, then drag. Make sure to release the mouse button **before** releasing the *Shift* key.

Caution



Be aware that re-sizing a bit-mapped (raster) image will adversely affect the resolution, causing some degree of blurring. It is better to use a specialized graphics manipulation program to correctly scale the picture to the desired size before inserting it into your presentation. We recommend you use a tool such as Gimp (<http://www.gimp.org/>).

Rotating a picture

As with the position of the image on the page, rotation of a picture can be done manually or using a dedicated dialog. The Rotation dialog is described in Chapter 6, Formatting Graphic Objects.

Rotate a picture manually as follows:

- 1) Select the picture to display the colored selection handles.
- 2) Click the **Rotate** icon  on the Drawing toolbar and the selection handles change color (Figure 71). The color change will depend on the computer operating system and how the computer has been setup.

Note

The icons representing the functions in the toolbars depend on the computer operating system used and how the computer has been setup, or whether LibreOffice has been customized or not. When in doubt, hover the mouse over the icons and wait for the tooltip to appear showing the name of the button.

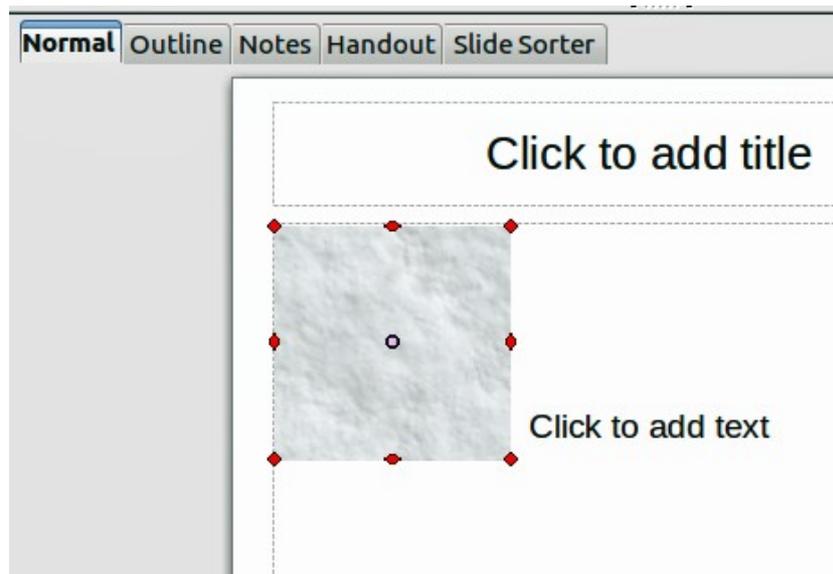


Figure 71: Rotating pictures

- 3) A circle or circle with crosshairs (depending on computer system) appears in the centre of the picture indicating the rotation point. The center of the picture is the normal rotation point, but this rotation point can be moved to change the rotation center to a corner or to a point outside the picture. To do this, click on the rotation point and drag it to the desired position before applying the rotation.
- 4) The selection handles in each corner are the rotation handles and the cursor shape will change when moved over one of them. Click the mouse and move in the direction in which you want to rotate the picture.
- 5) When satisfied, release the mouse button.

Tip

To restrict the rotation angles to multiples of 15 degrees, press the *Shift* key while rotating the graphic. This is very handy to rotate pictures of right angles, for example from portrait to landscape or from landscape to portrait.

Formatting using the Picture toolbar

When a picture is selected, the Picture toolbar becomes available. This toolbar provides a number of formatting options which are described in this section. If the picture toolbar does not appear when an image is selected, display it by selecting **View > Toolbars > Picture** from the menu bar (Figure 72).



Figure 72: Picture toolbar

Applying filters

Use the filter icon  on the Picture toolbar to apply various filters to the selected picture. The best way to judge if a filter works for your picture is to try it. To apply a filter:

- 1) Select the pictures so that the colored selection handles are displayed.

- 2) Click on the filter icon  to show the different filters that are available. Table 2 describes briefly each of the available graphic filters and their effects. See the *Draw Guide* for more information and examples of the effects.
- 3) Select the filter you wish to apply. To show the name of the filter, hover the cursor over the icon and wait for the tooltip to appear.
- 4) If you are not satisfied with the effect obtained or you want to try a different one, before doing anything else click the Undo icon in main toolbar or select **Edit > Undo: Bitmap Graphic Filter** from the menu bar or press *Control+Z*.

Table 2: Graphic filters and their effects

Icon	Name	Effect
	Invert	Inverts the color values of a color image, or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog will open to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal sketch	Displays the image as a charcoal sketch.
	Relief	A dialog is displayed to adjust the light source that in turn will create the shadow and hence the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

Changing graphics mode

Use the graphics mode drop-down list  in the Picture toolbar (Figure 72) to change the mode of the image. Choose between the following:

- **Default:** no changes to the graphic object.
- **Grayscale:** the image is converted to scales of gray.
- **Black/White:** each pixel of the image is converted to black or white depending on the brightness value.
- **Watermark:** adjusts the brightness of the image making it suitable to be used as a watermark. For more information on inserting watermarks in the presentation, refer to Chapter 2, Slide Masters.

Adjusting the color

Clicking on the color icon  in the Picture toolbar (Figure 72) opens the color adjustment dialog (Figure 73).

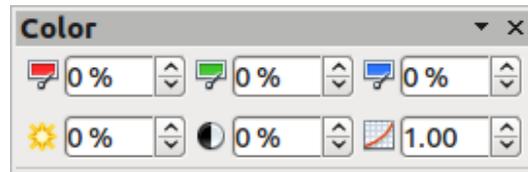


Figure 73: Color Adjustment dialog

Use this dialog to modify the individual color components of the image (red, green, blue) as well as the brightness, contrast, and gamma of the image. If the result is not satisfactory, press *Control+Z* to restore the default values.

Increasing the gamma value of a picture makes it more suitable to be used as a background or watermark as it will interfere less with a dark text.

Setting the object transparency

Modify the percentage value in the Transparency box  0%  on the Picture toolbar (Figure 72) to make the image more transparent. Note that this is different from the transparency settings for a line or a shape (described in Chapter 5). As with the gamma value, increasing the transparency of a picture makes the picture blend more smoothly in the background making the overlay text easier to read.

Adjusting the line, area and shadow settings

These settings are not very commonly used for images, with the exception of the shadow setting, which applies a shadow to the image.

Cropping pictures

Impress provides two ways to crop a picture: interactively or using a dialog. The interactive method is easier to use, but the dialog provides more precise control. You can use both methods: first cropping interactively, then use the dialog to fine tune the result.

To crop a selected picture interactively, click the Crop icon  on the Picture toolbar (Figure 72). A set of crop marks appears around the picture (see Figure 74).



Figure 74: Interactive crop marks

When you place the cursor over any of the crop marks, the cursor changes shape. Drag the mark to crop the picture. Click outside the picture to deactivate cropping mode.

Press the *Shift* button while working on the crop marks to produce the following effects:

- For a corner mark, the two sides of the picture forming the corner are cropped proportionally with the picture anchored to the opposite corner mark.

- For a side mark, both dimensions are changed proportionally with the image anchored to the opposite side mark.

The interactive crop mode operates in Keep Scale mode (see below).

To crop using the dialog, right-click a selected picture and choose **Crop Picture** or choose **Format > Crop Picture** from the menu bar. The Crop dialog (Figure 75) has the following options:

- **Keep scale/Keep image size:** when *Keep scale* is selected (default), cropping the image does not alter the scale of the picture. When *Keep image size* is selected, cropping produces enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image so that the image size remains constant.
- **Left, Right, Top, and Bottom:** the function of these boxes changes according to the choice made between *Keep scale* and *Keep image size*. In both cases, when a value is entered in one of these boxes, the image is cropped by that amount. For example, a value of 3cm in the Left box will cut 3cm from the left side of the picture.

When *Keep scale* is selected, the size of the image also changes, so in this example the width will be reduced by 3 cm. If *Keep image size* is selected instead, the remaining part of the image is enlarged (positive values for cropping) or shrunk (negative values for cropping) so that the width and height of the image remains unchanged.

Note that the *Width* and *Height* fields change as you enter the values when in this mode. Use the thumbnail next to these fields to determine the correct amount by which to crop.

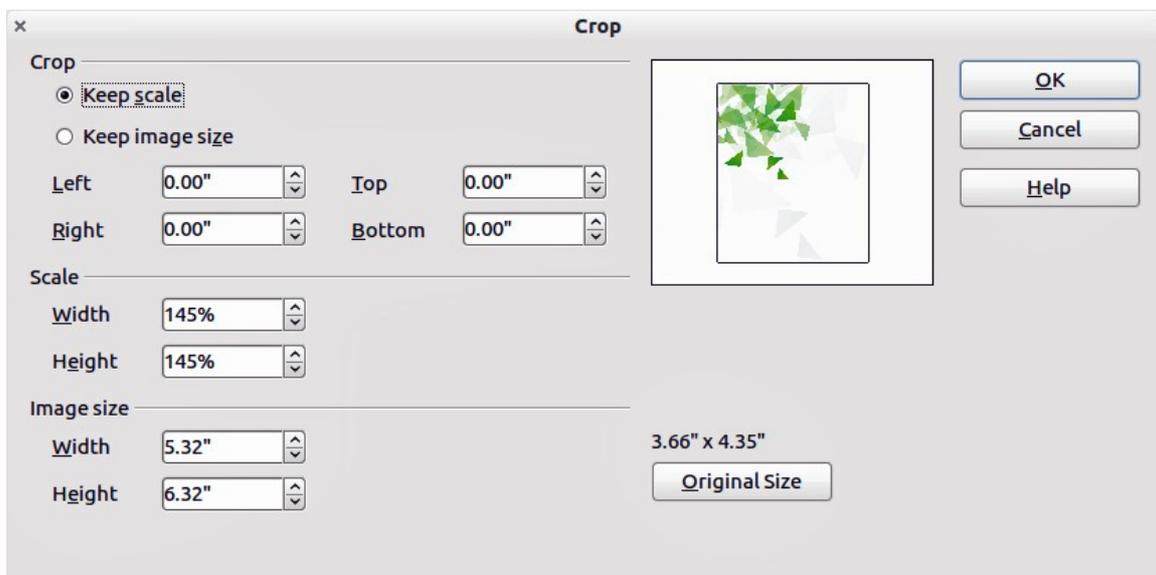


Figure 75: Crop dialog options available when cropping a picture

- **Scale Width and Height:** specifies in percentages the scaling of the picture. The size of the image changes accordingly.
- **Image size:** specifies the size of the image in your preferred unit of measurement. The image enlarges or shrinks accordingly.
- **Original size:** when clicked, restores the original image size.

Deleting a picture

- 1) Click on the picture and the colored selection handles are displayed.
- 2) Press **Delete**.

Creating an image map

An image map defines areas of the image (called *hotspots*) associated with a URL (a web address or a file on the computer). Hotspots are the graphic equivalent of text hyperlinks. Clicking on a hotspot causes Impress to open the linked page in the appropriate program (for example, default browser for an HTML page; LibreOffice Writer for a .ODT file; PDF viewer for a PDF file).

You can create hotspots of various shapes, such as hotspots: rectangles, ellipses, and polygons. You can also include several hotspots in the same image. When you click on a hotspot, the URL opens in a browser window or frame that you have specified. You can also specify the text that appears when your mouse cursor hovers over the hotspot.

To use the image map tool to create or edit a hotspot:

- 1) Select the picture on a slide where hotspots are going to be defined.
- 2) Go to **Edit > ImageMap** on the main menu bar and the ImageMap Editor dialog opens (Figure 76). The main part of the dialog shows the image on which the hotspots will be defined.
- 3) Active hotspots are indicated by a colored border, while inactive hotspots are indicated by a black or grayed out border.

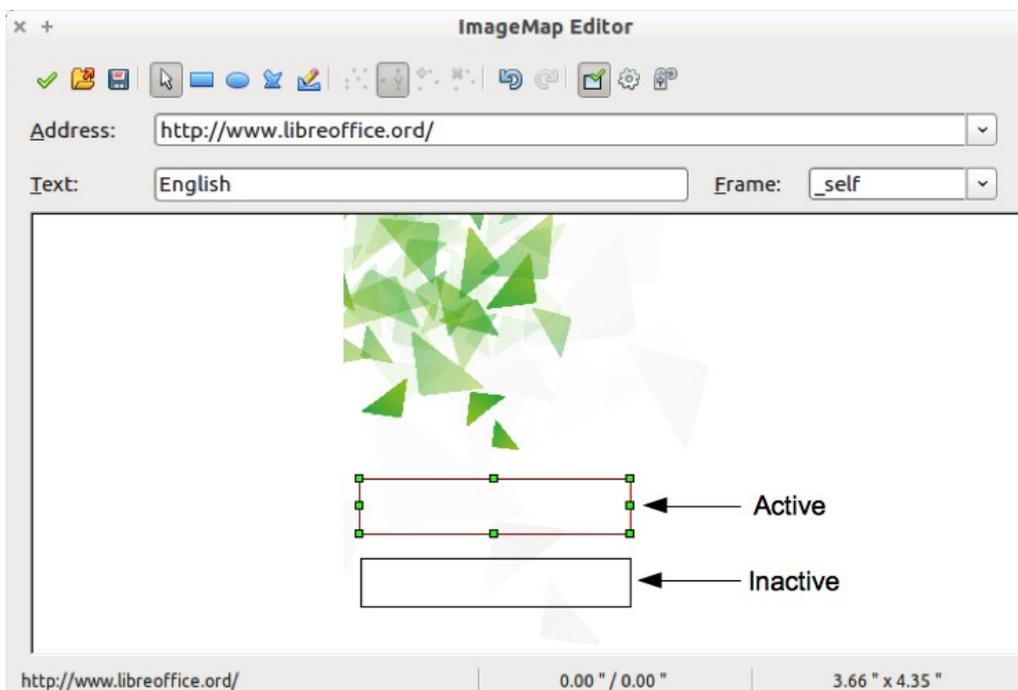


Figure 76: Image Map Editor dialog for creating hotspots

- 4) Use the tools at the top of the dialog and the fields to define hotspots and their links.
- 5) Click the **Apply** icon  to apply the settings.
- 6) When done, click the **Save** icon  to save the image map to a file, then click the **X** in the upper right corner to close the dialog.

The top part of the dialog, from left to right, contains the following tools:

- **Apply** icon: click this icon to apply any changes made.
- **Open, Save, and Select** icons.

- **Rectangle, Ellipse, Polygon** and **FreeForm Polygon** tools for drawing a hotspot shape. These tools work in exactly the same way as the corresponding tools in the Drawing toolbar (described in Chapter 5).
- **Edit, Move, Insert, Delete Points** are advanced editing tools to manipulate the shape of a polygon hotspot. Select **Edit Points** tool to activate the other tools.
- **Active** icon: toggles the status of the hotspot activating a selected hotspot or deactivating it if active.
- **Undo** and **Redo** icons.
- **Macro**: associates a macro with the hotspot instead of a hyperlink.
- **Properties**: sets the hyperlink properties and adds the Name attribute to the hyperlink.

Below the toolbar are fields which specify the properties of a hotspot:

- **Address**: the URL address that points to a hyperlink. You can also point to an anchor in a document such as a specific slide number; to do this, write the address in this format:
file:///<path>/document_name#anchor_name
- **Text**: enter the text that will be displayed when the mouse is moved over the hotspot.
- **Frame**: where the target of the hyperlink will open: `_blank` (opens in a new browser window), `_self` (default selection and opens in an active browser window), `_top` or `_parent`.

Tip

The value `_self` for the target frame will work on the vast majority of the occasions. It is not recommended to use the other values unless absolutely necessary.



LibreOffice
The Document Foundation

Chapter 5
Managing Graphic Objects

Introduction

This chapter describes how to manage graphic objects and in particular how to rotate, distort, arrange, and position them on the slide. Though this chapter focuses on the shapes that can be created with the available tools in Impress, some of the techniques described in this chapter are also applicable to images imported into slides.

Drawing toolbar

Default drawing tools

The Drawing toolbar (Figure 77) contains the majority of the tools normally used to create graphic objects. If this toolbar is not visible, select **View > Toolbars > Drawing** from the main menu bar. Table 3 describes the default set of tools that are available on the Drawing toolbar.



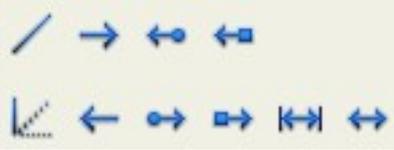
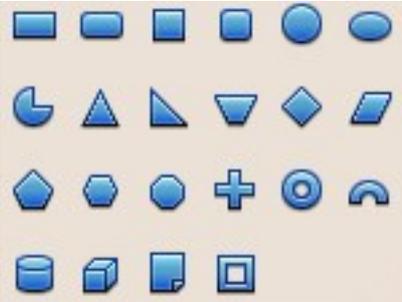
Figure 77: Drawing toolbar

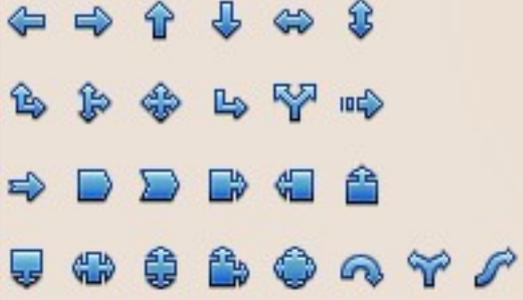
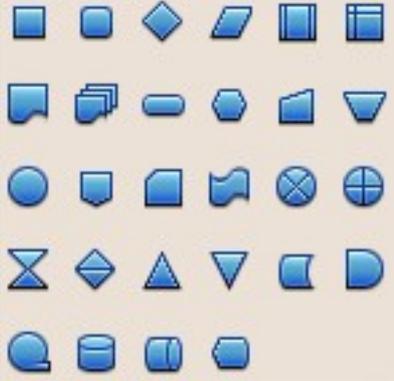
Note

Your drawing toolbar may differ from the one shown in Figure 77 as this depends on how many drawing tools have been placed on the toolbar. If you click on the black triangle on the right of the drawing toolbar, then select **Visible Buttons** to display the available tools. From this dialog you can install and remove tools to and from the toolbar. Installed tools are indicated by a border around the icon.

Table 3: Default set of drawing tools on the Drawing Toolbar

Tool	Name	Purpose
	Select	Selects objects. To select a group of objects, click above the top left object and drag the mouse below the bottom right object of the intended selection while keeping the mouse button pressed. A “marching ants” rectangle identifying the selection area is displayed. You can also select several objects by pressing and holding the <i>Shift</i> key while selecting the individual objects.
	Line	Draws a straight line from the point where you click the mouse to the point where you drag the mouse pointer and release the mouse button. Press the <i>Shift</i> key to restrict the angle of the line to multiples of 45°. Press the <i>Alt</i> key to draw a line from its center. Press the <i>Control</i> key to detach the end point of the line from the grid (see “Snapping objects to grid or snap guides” on page 106).
	Line Ends with Arrow	Draws a straight line ending with an arrowhead. The arrowhead is placed at the end of the line where you release the mouse button. The <i>Shift</i> , <i>Alt</i> and <i>Control</i> keys have the same effect as for the <i>Line</i> tool.
	Rectangle	Draws a rectangle when you drag the mouse from the top left to the bottom right corner. Press the <i>Shift</i> key to draw a square. Press the <i>Alt</i> key to draw a rectangle or square from its center.
	Ellipse	Draws an ellipse. Press the <i>Shift</i> key to draw a circle. Press the <i>Alt</i> key to draw an ellipse or circle from its center.
	Text	Creates a text box with text aligned horizontally.

Tool	Name	Purpose
	Vertical Text	Creates a text box with text aligned vertically. This tool is available only when Asian language support has been enabled in Tools > Options > Language Settings > Languages .
	Curve	Draws a shape depending on the option that has been selected. Actual icon shown will depend on the option that has been selected. Click on the black triangle to show the available options Note that the title of this submenu when undocked from the drawing toolbar is <i>Lines</i> . 
	Connector	Draws a connector line between two figures. Actual icon shown will depend on the option that has been selected. Click on the black triangle to show the available options. Each option is described in “Working with connectors“ on page 109. 
	Lines and Arrows	Draws a line ending in an arrow. Actual icon shown will depend on the option that has been selected. Click on the black triangle to show the available options. Note that the title of this submenu when undocked from the drawing toolbar is <i>Arrows</i> . 
	Basic Shapes	Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired basic shape, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a basic shape where the height and width are equal. Press the <i>Alt</i> key to draw a basic shape from its center. 

Tool	Name	Purpose
	Symbol Shapes	<p>Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired symbol shape, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a symbol shape where the height and width are equal. Press the <i>Alt</i> key to draw a symbol shape from its center.</p> 
	Block Arrows	<p>Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired block arrow, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a block arrow where the height and width are equal. Press the <i>Alt</i> key to draw a block arrow from its center.</p> 
	Flowcharts	<p>Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired flowchart shape, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a flowchart where the height and width are equal. Press the <i>Alt</i> key to draw a flowchart shape from its center.</p> 

Tool	Name	Purpose
	Callouts	Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired callout, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a callout where the height and width are equal. Press the <i>Alt</i> key to draw a callout from its center. 
	Stars	Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired star, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a star where the height and width are equal. Press the <i>Alt</i> key to draw a star from its center. Note that the title of this submenu when undocked from the drawing toolbar is <i>Starts and Banners</i> . 
	Points	Edits the individual points that form the shape or line. Select this tool and then select a shape or a line. You can also press the <i>F8</i> key to select this tool.
	Glue Points	Edits the glue points of a graphic object. Glue points are the positions where connector lines terminate or start. See “Managing glue points” on page 109 for instructions.
	Fontwork Gallery	Opens the Fontwork gallery. See “Using Fontwork” on page 114 for further information.
	From File	Equivalent to Insert > Picture > From file on the main menu. See Chapter 4 for details.
	Gallery	Opens the gallery. Equivalent to Tools > Gallery on the main menu. See Chapter 4 for details.
	Rotate	Select this tool to rotate an object. As rotation is considered a formatting attribute and this is discussed in Chapter 6 of this guide.
	Alignment	See “Aligning shapes” on page 106. Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. 
	Arrange	See “Arranging objects” on page 108. Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Note that the title of this submenu when undocked from the drawing toolbar is <i>Position</i> . 
	Extrusion On/Off	Switches 3D effects on or off for the selected object. Clicking this button also opens the 3D settings toolbar. See “Working with 3D shapes” on page 110 for details.
	Interaction	Opens a dialog where you can specify the interaction between the user and the object. See “Setting up interaction with an object” on page 113.

Additional drawing tools

In addition to the default set of drawing tools available on the drawing toolbar (Figure 77), you can install additional tools. These additional tools are described in Table 4.

To install or remove additional tools onto or from the drawing toolbar:

- 1) Click on the black triangle on the right of the drawing toolbar.
- 2) Select **Visible Buttons** to display a list of the available tools.
- 3) To install a tool, click on it and the tool will appear in the drawing toolbar. The list of available tools will close automatically.
- 4) To remove a tool, click on it and the tool is removed from the drawing toolbar. Installed tools have a border around the tool icon. The list of available tools will close automatically.

Table 4: Additional drawing tools

Tool	Name	Purpose
	3D Objects	Click the black triangle to open a toolbar showing the available options. Actual icon shown will depend on the option that has been selected. Select the desired 3D shape, then draw it by placing your cursor on the slide and dragging your mouse to define an enclosing rectangle. Keep the <i>Shift</i> key pressed to obtain a 3D shape where the height and width are equal. Press the <i>Alt</i> key to draw a 3D shape from its center. 
	To Curve	Converts the selected object to a Bézier curve.
	To Polygon	Converts the selected object to a polygon (a closed object bounded by straight lines). The appearance of the object does not change. If you want, you can right-click and choose <i>Edit Points</i> to view the changes.
	To 3D	Converts the selected 2D object to a 3D object.
	To 3D Rotation Object	Converts the selected 2D object to a 3D rotation object.
	Position and Size	Opens the Position and Size dialog. You can also press the <i>F4</i> key to open this dialog.
	Flip	Flips the selected object horizontally, or vertically.
	Insert	Allows you to insert a slide, table, from file, movie and sound, formula, or chart into your presentation. Click the black triangle to open the Insert toolbar showing the available options. Actual icon shown will depend on the option that has been selected. 
	Controls	Allows you to insert various form controls into your presentation. Click the black triangle to open the Form Controls toolbar showing the available options. 

Tool	Name	Purpose
	Custom Animation	Adds a new animation effect to an object selected in the slide, or changes the animation of a selected element. Opens the Custom Animation section in the Tasks pane.
	Animated Image	Adds animation to a selected object on a slide. Opens the Animation dialog.
	3D Effects	Specifies the properties of a 3D object or converts a 2D object to 3D. Opens the 3D Effects dialog.

Creating lines and shapes

To create regular shapes and lines:

- 1) Select the desired line or shape tool from the drawing toolbar.
- 2) Position your cursor on the slide, then click and drag to create the object.

Drawing a freehand polygon is when you create a shape segment by segment using one of the Curves tools on the drawing toolbar (see Table 3 and Figure 78).



Figure 78: Curve tool options

- 1) Click on the black triangle next to the Curve icon and select a tool.
- 2) Click once on the slide and move the cursor to draw the first segment.
- 3) Click once again and draw the next segment of your freehand polygon.
- 4) To finish creating your freehand polygon, double-click when you have drawn the last segment. If a closed polygon was selected, Impress draws the line connecting the last point to the start point and fills the inside area with the default color.
- 5) Keep the *Shift* key pressed to restrict the angle between the segments to multiples of 45 degrees.

When drawing certain regular shapes, one or more colored dots are displayed in a different color to the colored resizing handles. These dots perform a different function according to the shape they are applied to and are as follows.

Basic Shapes

- Rounded rectangles and squares: use the dot to change the radius of the curve that replaces the angled corners of a rectangle or square.
- Circle pie: use the yellow dots to change the size of the filled sector.
- Isosceles triangle: use the dot to modify the triangle type.
- Trapezoid, parallelogram, hexagon, or octagon: use the dot to change the angle between the sides.
- Cross: use the dot to change the thickness of the four arms of the cross.
- Ring: use the dot to change the internal diameter of the ring.
- Block arc: use the dot to change both internal diameter and size of the filled area.
- Cylinder and cube: use the dot to change the perspective.
- Folded corner: use the dot to change the size of the folded corner.
- Frame: use the dot to change the thickness of the frame.

Symbol Shapes

- Smiley face: use the dot to change the smile on the face.
- Sun, moon, heart: use the dot to change the shape of the symbol.
- Prohibited symbol: use the dot to change the thickness of the ring and the diagonal bar.
- Double bracket, left bracket, right bracket, double brace: use the dot to change the curvature of the bracket.
- Left brace, right brace: use the dots to change the curvature of the brace and the position of the point.
- Square bevel, octagon bevel, diamond bevel: use the dot to change the thickness of the bevel.

Block Arrows

- Arrows: use the dot to change the shape and thickness of the arrows.
- Pentagon, chevron: use the dot to change the angle between the sides.
- Arrow callouts: use the dots to change the shape and thickness of the callouts.
- Circular arrow: use the dots to change the thickness and area of the arrow.

Callouts

- Callouts: use the dots to change the length, position and angle of the pointer.

Stars

- 4-point star, 8 point star, 24 point star: use the dot to change the thickness and shape of the star points.
- Vertical scroll, horizontal scroll: use the dot to change the width and shape of the scroll.
- Doorplate: use the dot to change the inward curvature of the corners.

Grouping objects together

It is often convenient to group objects together so that they are treated as a single object by Impress. A group of objects can be formatted as if it was a single object, moved, rotated, deleted and so on.

To group objects together:

- 1) Select the objects to be grouped. To do this, use the selection tool on the drawing toolbar and draw a rectangle around the objects to be grouped, or click on each object to be added to the group while pressing the *Shift* key.
- 2) When the colored selection handles show, select **Format > Group > Group** or press *Control+Shift+G* on the keyboard or right-click within the group and select **Group**.

To edit or format a group of objects:

- 1) Once a group is defined, click on any of the objects in the group to select the group. Any editing or formatting is then carried out on all the objects within the group.
- 2) To edit only individual objects in the group, press *F3* when the group is selected or select **Format > Group > Enter Group** from the menu bar or right-click and select **Enter Group**. You can then select individual objects within the group for editing or formatting.
- 3) To exit from individual editing and formatting, press *Control+F3* or select **Format > Group > Exit group** from the menu bar or right-click and choose **Exit Group**. The whole group then becomes selected.

To ungroup objects:

- 1) Select the group of objects.

- 2) When the colored selection handles show, select **Format > Group > Ungroup** from the menu bar or press *Control+Alt+Shift+G* or right-click on the group and choose **Ungroup**.

For more about working with grouped objects, see the *Draw Guide* Chapter 5, Combining Multiple Objects.

Tip

If you use the group and ungroup commands often, why not add them to one of the toolbars shown by default so that the commands are readily available? To do so, you will need to customize the selected toolbar. See Chapter 11, Setting Up and Customizing Impress.

Moving graphic objects

To move a graphic object:

- 1) Click on a graphic object and the colored selection handles will show.
- 2) Move the pointer over the graphic object until the pointer changes shape. On most operating systems, the pointer associated with moving objects is a four-headed arrow, but it may also be a hand or some other symbol.
- 3) Click and drag the graphic object to the desired position (you can also use the arrow keys).
- 4) Release the mouse button.

Tip

By default Impress makes the objects snap to the grid. If you need to position the object between two points of the grid, hold down the *Control* key, then click on the object and move it to the desired position. Alternatively, you can turn off snap to grid or modify the grid resolution by going to **Tools > Options > LibreOffice Impress > Grid**.

For a more accurate placement of the graphic object, use the Position and Size dialog (Figure 79). With the graphic object selected and the colored selection handles displayed, either press *F4* or select **Format > Position and Size** from the menu bar, or right click on the selected object and select **Position and Size**.

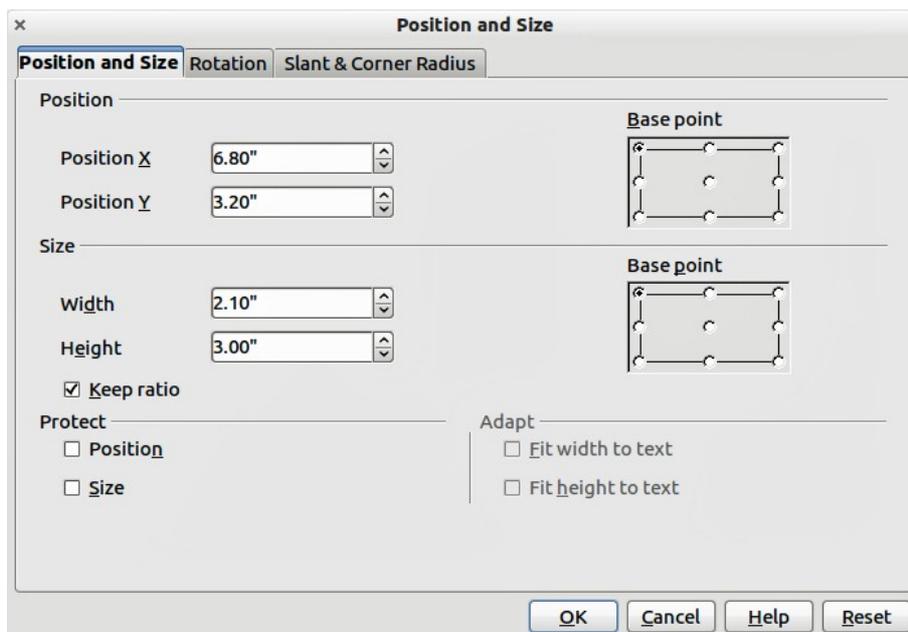


Figure 79: Adjustment of position and size of a graphic object

Use the *Position* section of the dialog to specify the X (horizontal) and Y (vertical) position of the graphic object. The values represent the distance of the base point (selected on the right hand side of the dialog) relative to the top left corner of the slide.

To prevent accidental modification of the position of the graphic object, select the **Position** option in the *Protect* section (bottom left) of the dialog.

The unit of measurement for this dialog and other dialogs is set in **Tools > Options > LibreOffice Impress > General**.

Resizing graphic objects

To resize a graphic object:

- 1) Click on a graphic object and the colored selection handles will show.
- 2) Position the pointer over one of the selection handles. The pointer changes shape giving a graphical representation of the direction of the resizing.
- 3) Click and drag to resize the graphic object.
- 4) Release the mouse button to complete resizing.

The corner handles resize both the width and the height of the graphic object simultaneously, while the other four handles resize only one dimension at a time.

Tip

To retain the original proportions of the graphic, *Shift*+click one of the corner handles, then drag. Be sure to release the mouse button **before** releasing the *Shift* key.

For more accurate resizing of the graphic object, use the Position and Size dialog (Figure 79).

- 1) Select the graphic object and open the Position and Size dialog.
- 2) Select as the base point the part of the graphic object that you would like to anchor to the page. The default setting (top left corner) means that when resizing, the position of the top left corner of the object will not change.
- 3) Now modify either the *Width* value or the *Height* value of the object.
- 4) To maintain the proportions between width and height, select the **Keep ratio** option before modifying any value. When **Keep ratio** is selected, changes to one of the dimension result in automatic changes to the other.
- 5) To prevent accidental modifications of the size, make sure that the **Size** option is selected in the *Protect* section in the bottom left part of the dialog.

Applying special effects

As well as the basic actions of moving and resizing an object, a number of special effects can also be applied to objects in Impress. Several of these effects are readily available in the Mode toolbar (Figure 80). If the Mode toolbar is not showing, select it from **View > Toolbars > Mode**.

This section describes how to rotate, flip, distort and two ways of setting an object in a circle. The transparency and gradient tools are more specific to formatting and are discussed in Chapter 6.

Rotating graphic objects

Rotation of an object can be carried out manually or using a dedicated dialog, just like changing object position and size. To rotate a graphic manually:

- 1) Click on a graphic object and the colored selection handles will show.

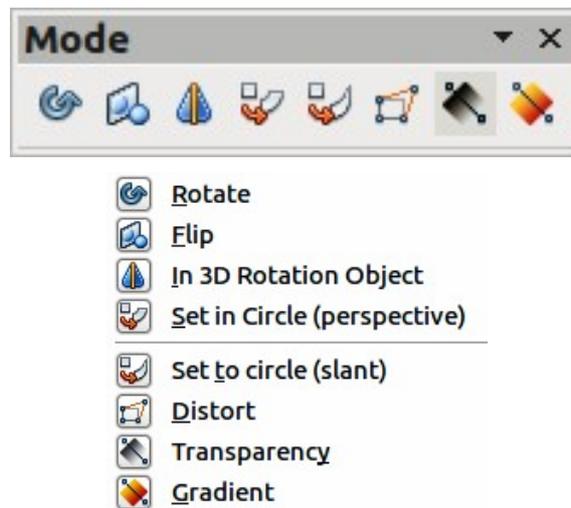


Figure 80: Mode toolbar and available options

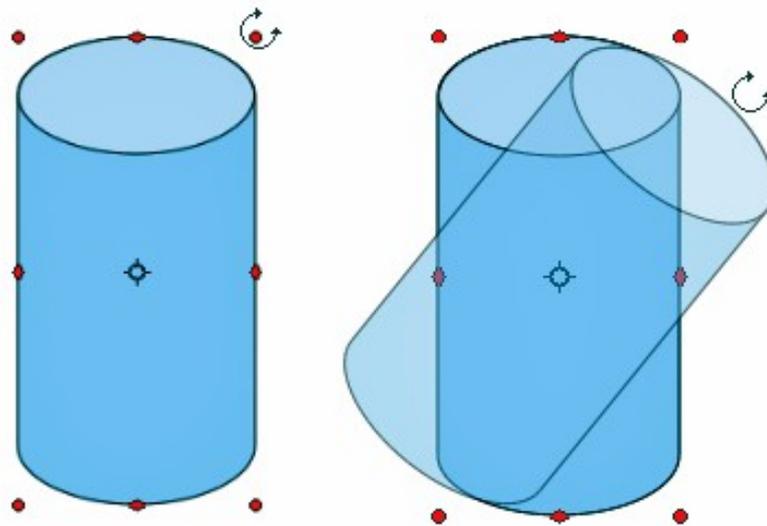


Figure 81: Object selected for rotation

- 2) Click the **Rotate** icon  in the Drawing or Mode toolbar.
- 3) The square selection handles change to a diamond shape and also change color (Figure 81).
- 4) Move the mouse over one of the corner handles and the mouse cursor shape will change. Click the mouse and move in the direction in which you want to rotate the graphic object. Only the corner selection handles are active for rotation.
- 5) When satisfied release the mouse button.

Note

The icons representing the functions in the toolbars maybe different depending on the operating system used and on whether LibreOffice has been customized. When in doubt, hover the mouse over an icon and wait for the tooltip to appear showing the name of the icon.

When the Rotate icon is clicked, a circle appears in the middle of the selected object to indicate the pivot point for rotation. Normally the center of an object will be just fine, but on some occasions you may wish to rotate around a corner or even around a point outside the picture. To move the rotation point, click on the circle and drag it to the desired position.

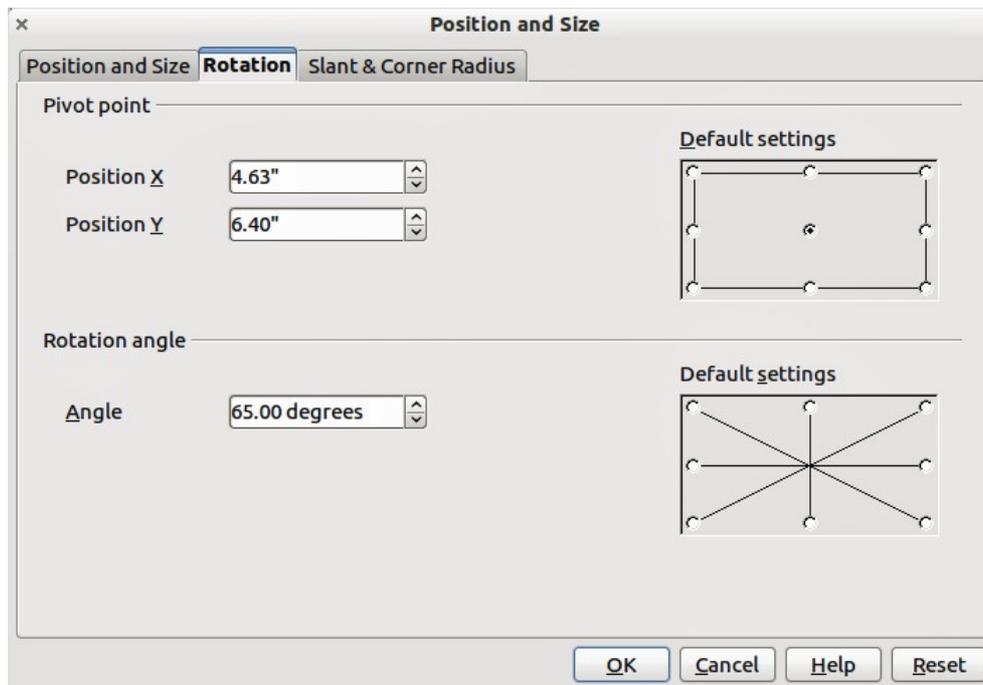


Figure 82: Rotation page of the Position and Size dialog

To restrict the rotation angles to multiples of 15 degrees, press and hold the *Shift* key while rotating the graphic. This is very handy for rotating pictures through a right angle, for example from portrait to landscape.

Instead of rotating a graphic object manually, you can use the **Rotation** dialog (Figure 82). To display this dialog, select the graphic object so that the selection handles are shown, then press *F4* or select **Format > Position and Size** and select the **Rotation** page.

In the upper part of the dialog, select the position of the pivot point relative to the top left corner of the page. The default position of the pivot point is the center of the figure.

In the lower part of the dialog select the angle by which to rotate the graphic object. To the right of the Angle text box, eight default rotation values can be selected.

Flipping objects

The quickest and easiest method to flip an object horizontally or vertically is as follows:

- 1) Click on a graphic object and the colored selection handles will show.
- 2) Right click and select **Flip > Horizontally** or **Flip > Vertically** and the selected object will be flipped to face the other direction.

The Flip tool on the Drawing or Mode toolbar can also be used. Using this tool also allows you to change the position and angle that the object flips over (Figure 83).

- 1) Click on a graphic object and the colored selection handles will show.
- 2) Click on the **Flip** icon  and the *axis of symmetry* appears as a dashed line through the middle of the object. The object will be flipped about this axis of symmetry.
- 3) Move one or both ends of the axis of symmetry with your mouse cursor to set the orientation of the axis.
- 4) Place the mouse cursor over one of the object selection handles until it changes shape.
- 5) Click and hold, then move your cursor across the other side of the axis of symmetry. The new position of the figure is shown faintly until the mouse is released.

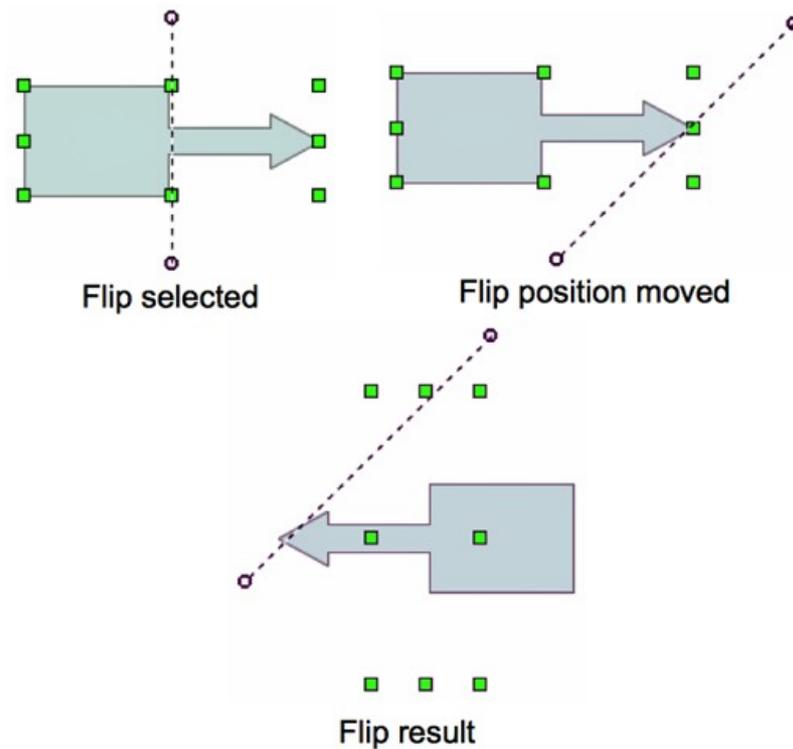


Figure 83: Using the Flip tool

- 6) Release the mouse button and the object will appear flipped over. Angle and position of the flip will depend on the angle and position of the axis of symmetry.

Note

If you press the *Shift* key while moving the axis of symmetry and it will rotate in 45-degree increments.

Mirror copies

At the moment there is no mirror command existing in Draw or Impress. However, mirroring an object can be emulated by using the **Flip** tool as follows:

- 1) Select the object you want to make a mirror copy of (Figure 84).
- 2) Copy the object to the clipboard.
- 3) Select the **Flip** tool on the Drawing or Mode toolbar.
- 4) Move the axis of symmetry to the desired location of the mirror axis.
- 5) Flip the object.
- 6) Click on an empty area of the page to deselect the object.
- 7) Paste from the clipboard to put a copy of the object in its original location and now you have a mirror copy.

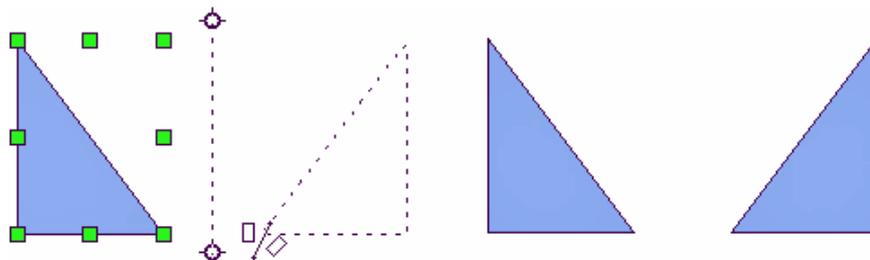


Figure 84: Making a mirror copy of an object

Distorting an image

Three tools on the Mode toolbar let you drag the corners and edges of an object to distort the image. The **Distort tool**  distorts an object in perspective, and **Set to Circle (slant)**  and **Set in Circle (perspective)**  tools both create a pseudo three-dimensional effect.

In all three cases you are initially asked if you want to transform the object to a curve. This is a necessary first step, so click **Yes**. Then you can move the object handles to produce the desired effect. The results of using these tools are shown in the following figures.

Distort tool

Select an object and click on the **Distort** icon  on the Mode toolbar. After converting to a curve as requested, move the handles to stretch the object. The corner handles distort the corners, the vertical midpoint handles distort the figure horizontally and the horizontal ones distort it vertically (Figure 85).

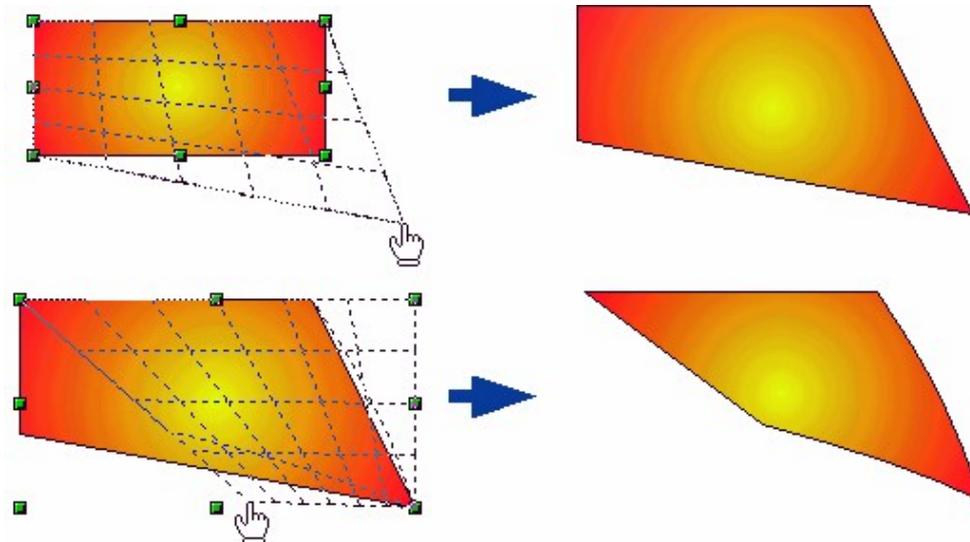


Figure 85: Distorting an image

Set in circle (perspective) tool

Select an object and click on the **Set in Circle (perspective)** icon  in the Mode toolbar. After converting to a curve, move the object handles to give a pseudo three-dimensional perspective) (Figure 86).

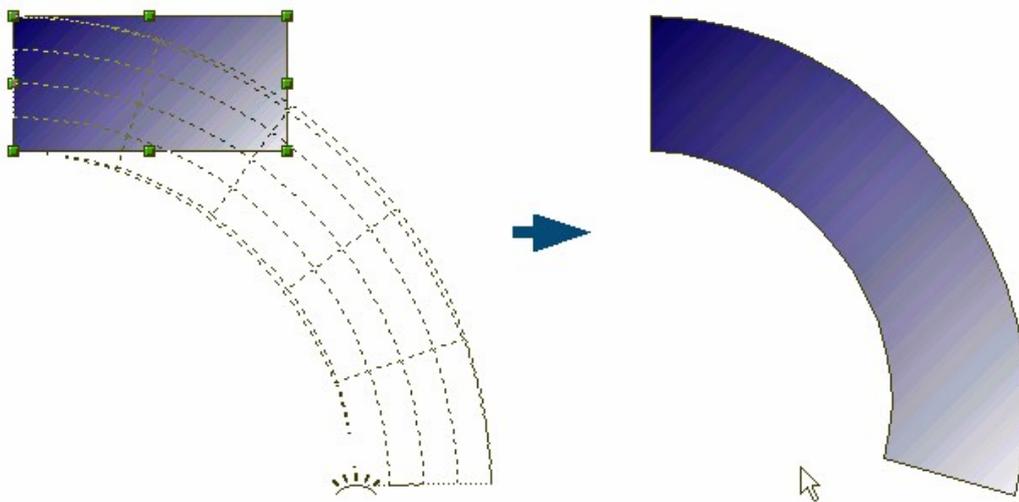


Figure 86: Setting an image to a circle with perspective

Set to circle (slant) tool

Select an object and click on the **Set to Circle (slant)** icon  in the mode toolbar. After converting to a curve, move the object handles to give a pseudo three-dimensional slant perspective (Figure 87).

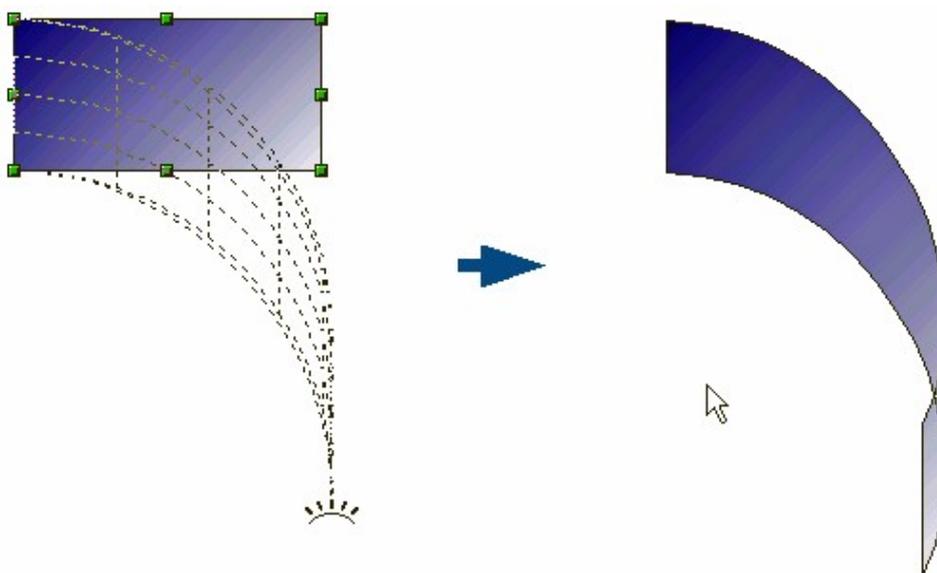


Figure 87: Setting an image to a circle with slant

Note

Transforming an object into a curve is a safe operation, but it cannot be reversed other than by clicking the **Undo** button.

Aligning shapes

Use the alignment tools to adjust the relative position of a graphic object compared to another object. Click on the black triangle next to the Alignment icon  in the Drawing toolbar or go to **View > Toolbars > Align** on the main menu bar to open the **Align** toolbar (Figure 88). These alignment options are also available when you right-click on a selected object.

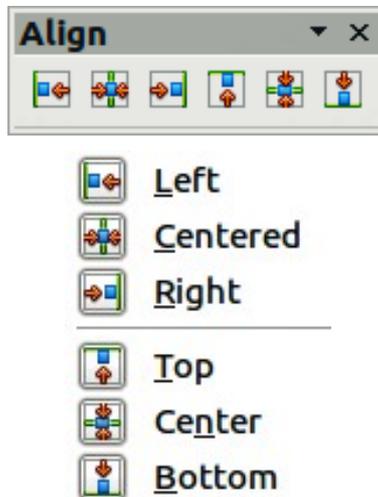


Figure 88: Align toolbar and available options

The toolbar has six icons. The first three determine the horizontal alignment of the selected objects (Left, Center, Right); the other three determine the vertical alignment of the selected objects (Top, Middle, Bottom). Actual Alignment icon shown on the Drawing toolbar will depend on the option that has been selected.

If only one object is selected, it is aligned to the page. If several objects are selected together, they are aligned to the object that selected first.

Snapping objects to grid or snap guides

Sometimes it is important to align objects to specific points of the page or to make sure that objects that appear on multiple slides are placed in exactly the same position. For this purpose Impress provides two mechanisms: **Grid** and **Snap Guides** (also called **Snap Lines**).

Using the grid

Options for the grid are available by right-clicking on an empty part of the page in Normal view and choosing **Grid** or by selecting **View > Grid** from the menu bar. In both cases a submenu with three options opens:

- **Visible Grid** (right click) or **Display Grid** (menu): displays the grid.
- **Snap to Grid**: the anchor points of an object will be placed on a grid when the object is moved or resized.
- **Grid to Front**: displays the grid in the foreground.

To set up the grid spacing and snapping options, go to **Tools > Options > LibreOffice Impress > Grid** on the menu bar.

Using snap guides

Options for the guides are available by right clicking on an empty part of the page in Normal view and choosing **Snap Lines** or by selecting **View > Guides** from the menu bar. A submenu with three options opens:

- **Snap Lines Visible** (right click) or **Display Guides** (menu): the guides are shown on the slide.
- **Snap to Snap Lines** (right click) or **Snap to Guides** (menu): the anchor points of the objects snap to the guides when the object is moved or resized.
- **Snap Lines to Front** (right click) or **Guides to Front** (menu): displays the guides in the foreground.

Note

The main menu uses the term *Guides*, but the pop-up menu refers to *Snap Lines*.

To create a new guide:

- 1) Right-click on an empty part of the work area and select **Insert Snap Point/Line** from the pop-up menu to open the **New Snap Object** dialog (Figure 89).

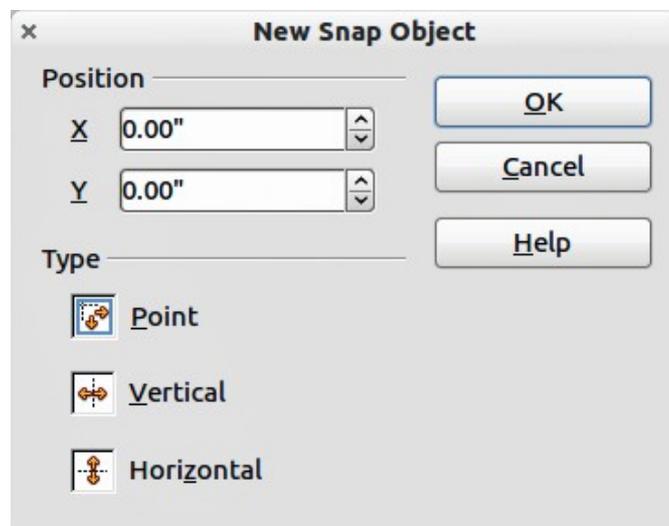


Figure 89: New Snap Object dialog

- 2) Specify the type of snap object. Depending on the choice made determines which field becomes active: **Point** both X and Y fields become active, **Vertical** only X field becomes active, **Horizontal** only Y field become active.
- 3) Enter the position of the guide.
- 4) Click **OK** to close the dialog.

Tip

When positioning the Snap Guides, it is useful to display the rulers. To do so, select **View > Rulers**.

Drag a Snap Guide directly onto the slide by clicking on the ruler and then dragging onto the slide.

To edit a guide:

- 1) Right-click next to or on the guide to be edited.
- 2) Select **Edit Snap line** from the pop-up menu.
- 3) Enter a new value in the X or Y field for the guide position and click **OK**.

To delete a guide:

- 1) Right-click next or on the guide to be deleted.
- 2) Choose **Delete Snap line** from the pop-up menu.

Arranging objects

Impress and Draw organize objects in a stack so that the objects on the top level of the stack cover the objects on lower levels if any overlapping occurs. The stack level of each object can be changed by arranging shapes on a slide or page.

To change the stack level of an object, select an object or objects and then click the small triangle on the side of the *Arrange* icon on the Drawing toolbar to open the **Position** toolbar (Figure 90). The arrange or position options are also available by right-clicking on a selected object.

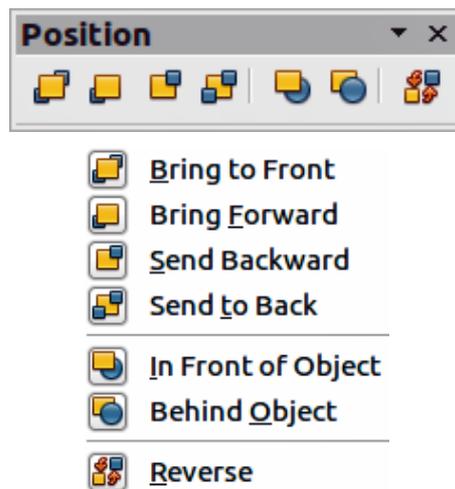


Figure 90: Position toolbar for arranging objects

The first four tools determine the stack level of a selected object:

- **Bring to front:** the selected object is moved in front of all other objects.
- **Bring forward:** the selected object is moved one level up in the stack.
- **Send backwards:** the selected object is moved one level down in the stack.
- **Send to back:** the selected object is moved behind all other objects.

The other three tools determine the relative positions of the selected objects:

- **In front of object:** moves the first selected object in front of the second selected object.
- **Behind object:** moves the first selected object behind the second selected object.
- **Reverse:** swaps the stacking order of two selected objects.

To use the **In front of object** and **Behind object** tools:

- 1) Select the first object by clicking on it.
- 2) When the selection handles show, select the desired arrange action.
- 3) The mouse pointer changes to a pointing hand. Click on the second object.

Working with connectors

Connectors are lines that can be anchored to particular places, called *glue points*, on the graphic object. The advantage of connectors is that when the graphic object to which the connector is attached is moved or resized, the connector automatically adjusts to the change. When creating a flowchart, organization chart, schematics or diagrams, it is highly recommended to use connectors instead of simple lines.

Impress offers a wide variety of predefined connectors, which differ in the termination shape (none, arrow, custom) and in the way the connector is drawn (straight, line, curved).

When a connector is drawn or selected Impress displays selection handles which are not shown for normal lines. The termination points of a connector are diamond shape and square handles are used to modify the routing of a connector where applicable.

Draw a connector in a similar way to drawing any object.

- 1) First open the Connector toolbar by clicking on the black triangle next to the Connector icon  (the connector shown depends on the connector option previously selected).
- 2) Move the mouse cursor over one of the objects to be connected and small crosses appear around the object edges which are the glue points to which a connector can be attached.
- 3) Click on the required glue point to attach one end of the connector, then hold the mouse button down and drag the connector to another object.
- 4) When the cursor is over the glue point of the target object release the mouse button and the connector is drawn.
- 5) If square handles appear on the connector, the path of the connector can be adjusted so that the connector does not cover another object in its path.

For more instructions on how to format a connector, refer to the corresponding section in Chapter 6, Formatting Graphic Objects.

Managing glue points

A glue point is the attachment point for a connector on a shape or graphic object. Each shape has a number of predefined glue points, but it is possible to define new ones, as well as edit them,

using the **Gluepoints** toolbar. Click on the **Gluepoints** icon  or go to **View > Toolbars > Gluepoints** to open the toolbar (Figure 91).

The first tool to insert a new glue point onto an object. The next four tools determine the exit direction of the connector terminating at the glue point.

To maintain the relative position of the glue point when resizing the object, make sure that the **Glue point relative** icon is selected. Deselecting the **Glue point relative** icon activates the remaining six icons on the toolbar. Use these tools to fix the position of the glue point during the resizing of the object.

To delete a custom glue point, select it with the mouse and press the *Delete* key.

Setting custom glue points is useful where multiple connectors terminate on the same side of a shape or where the default glue point position is not satisfactory.

To move a predefined or newly inserted glue point:

- 1) Select the glue point tool from the drawing toolbar.
- 2) Click on the glue point you want to move. The glue point should now be highlighted.
- 3) Keep the mouse button pressed and drag the glue point to the desired position. Release the mouse button.

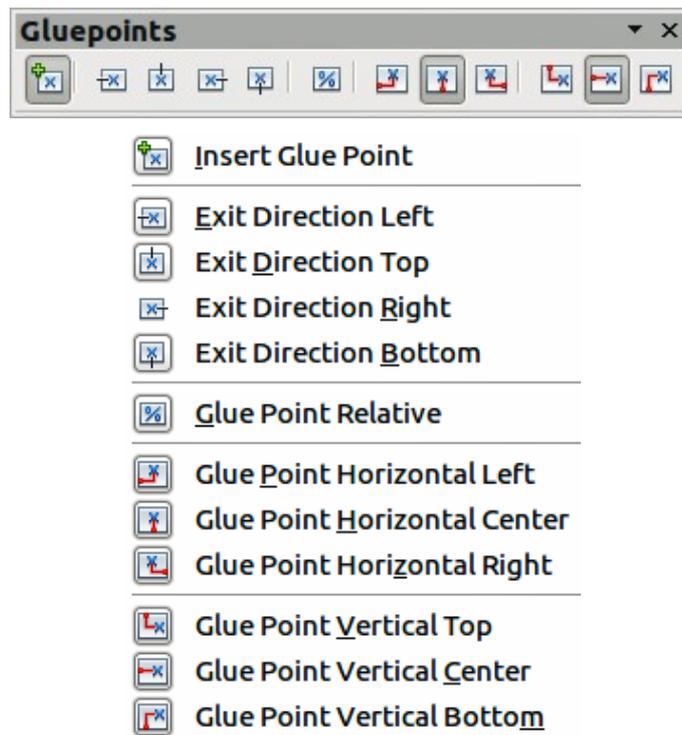


Figure 91: Gluepoints toolbar and available options

Tip

Glue points are placed by default on the grid (see “Snapping objects to grid or snap guides” on page 106 for information). However it is sometimes necessary to fine tune the position of a glue point depending on the shape of the object. To do this, press the *Control* key to display guide lines and keep the *Control* key pressed while dragging the glue point to the new position.

Working with 3D shapes

3D graphic objects can be created in different ways in Impress:

- From the 3D-Objects toolbar. If the 3D-Objects tool  is not included on the Drawing toolbar, click on the small triangle at the end of the Drawing toolbar, select **Visible Buttons**, and then select **3D-Objects** from the list. On the Drawing toolbar, click on the small triangle next to the 3D-Objects icon to display the 3D Objects toolbar (Figure 92).



Figure 92: 3D-Objects toolbar

- From the **Convert** sub-menu. Select a shape, right-click on it. In the Convert sub menu choose either **To 3D** to add thickness to the object or **To 3D Rotation Object** to create a 3D shape resulting from the rotation of the object around an axis.
- From the **Extrusion on/off** icon  on the Drawing toolbar. Select the object to apply a 3D effect, then click the Extrusion on/off icon on the Drawing toolbar to open the 3D-Settings toolbar (Figure 93).

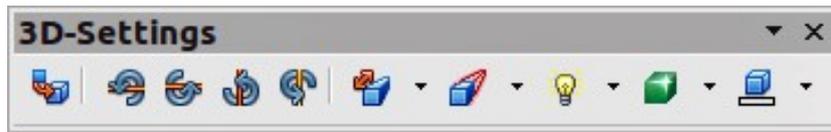


Figure 93: 3D-Settings toolbar

Table 5: 3D-Settings tools and their purpose

Tool	Name	Purpose
	Extrusion On/Off	Adds thickness to an object and activates the 3D properties.
	Tilt Down	Tilts the object downwards around an horizontal axis.
	Tilt Up	Tilts the object up around an horizontal axis.
	Tilt Left	Tilts the object left around a vertical axis.
	Tilt Right	Tilts the object right around a vertical axis.
	Depth	Determines the thickness of the shape. An extended toolbar opens where some default values are given. If none of the values are satisfactory, select Custom and then enter the desired thickness.
	Direction	Opens an extended toolbar that lets you pick the direction of the perspective as well as the type (parallel or perspective).
	Lighting	Opens an extended toolbar that lets you specify the direction and intensity of light.
	Surface	Choose between Wire frame (useful when manipulating the object), Matt, Plastic or Metal.
	3D Color	Selects the color of the object thickness.

Although Impress offers advanced functions to manipulate 3D objects, this guide describes only the 3D settings applicable to an object with Extrusion enabled. For additional information on how to use advanced 3D effects such as geometry and shading, refer to the *Draw Guide*.

Caution



You cannot apply extrusion to rectangular and oval shapes created by using the rectangle or oval tools. Instead, select the desired shape from the basic shapes menu to create a rectangle or oval with 3D effects. Alternatively, right-click on the object, then select **Convert > To 3D**. Note that in this case the **Extrusion on/off** menu will not be enabled.

Select an object, then click on the **Extrusion on/off** icon  to activate the extrusion. The object shape changes and a default thickness is added to it. At the same time the 3D-Settings toolbar (Figure 93) opens. If this toolbar does not appear, select **View > Toolbars > 3D-Settings**. Use these tools to change the appearance of the 3D object and these are listed in Table 5. An example of an object converted to 3D is shown in Figure 94.

Most of the Fontwork shapes (see “Using Fontwork” on page 114) have 3D properties and can be manipulated with the 3D-Settings toolbar.

Note that when rotating a 3D object, in addition to the corner selection handles, four selection handles on the sides of the frame become available.

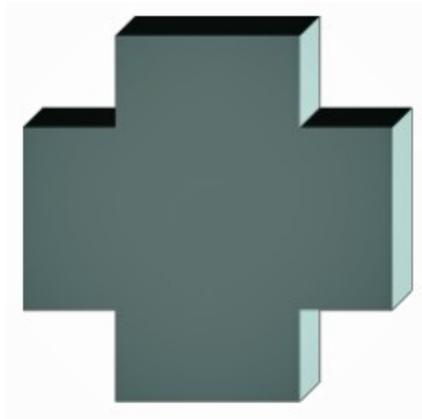


Figure 94: Example object converted to 3D

Converting an object to a different type

You can convert an object into a different type. Right-click on the object and select **Convert** to display a menu containing the following options:

- **To Curve:** converts the selected object to a Bézier curve. Click on the Points icon  on the Drawing toolbar to edit the points after conversion to a Bézier curve.
- **To Polygon:** converts the selected object to a polygon. Click on the Points icon to edit the object after conversion to a polygon. A polygon always consists of straight segments.
- **To Contour:** for basic shapes, this is equivalent to converting to polygon. For more complex shapes (or for text objects) this conversion creates a group of polygons that you can then manipulate by pressing *F3* to enter the group.
- **To 3D:** converts the selected object to a 3D object.
- **To 3D Rotation Object:** creates a three-dimensional shape by rotating the selected object around its vertical axis.
- **To Bitmap:** converts the selected object to a bitmap.
- **To Metafile:** converts the selected object to Windows Metafile Format (WMF), containing both bitmap and vector graphic data.

Note

In most cases the conversion to a different type does not produce immediately visible results.

Tip

To Curve, To Polygon, To 3D and **To 3D Rotation Object** can be added to the Drawing toolbar as additional tools by clicking on the small triangle at the right of the toolbar and selecting **Visible Buttons**.

Setting up interaction with an object

You can associate an object to an action that is performed when the user clicks on it. To create an interaction:

- 1) Select the object for which an interaction will be created.
- 2) Click on the **Interaction** icon  the Drawing toolbar or right-click on the object and select **Interaction** from the pop-up menu and the **Interaction** dialog opens (Figure 95).

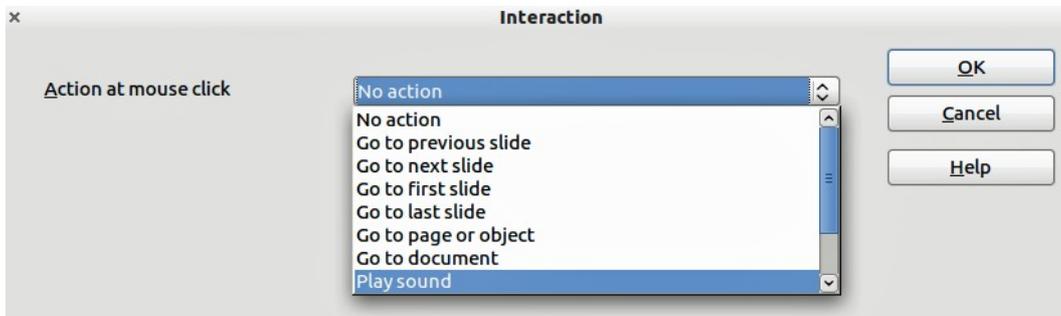


Figure 95: Interaction dialog

- 3) Select the interaction type and the parameters (if applicable). Click **OK** to close the dialog. The interactions are explained in Table 6 and the Interaction dialog changes depending on the type of interaction selected.
- 4) To remove an interaction from a graphic object follow Steps 1 to 2 and then select **No action** as the interaction type at Step 3.

Table 6: Interaction types and their parameters

Interaction	Parameters
Go to previous slide	No parameters.
Go to next slide	No parameters.
Go to first slide	No parameters.
Go to last slide	No parameters.
Go to page or object	Specify the target from the list in the Target box. You can search for a specific target in the Slide/Object box at the bottom of the screen.
Go to document	Select the document in the Document box. Use the Browse button to open a File Open dialog. If the document to be opened is in Open Document Presentation format, the target list will be populated allowing selection of the specific target.
Play sound	Select the file containing the sound to be played. Use the Browse button to open a File Open dialog.
Run program	Select the program to execute. Use the Browse button to open a File Open dialog.
Run macro	Select a macro that will run during the presentation. Use the Browse button to open the Macro Selector dialog.
Exit presentation	When the mouse is clicked over the object, the presentation will terminate.

Using Fontwork

Use *Fontwork* to obtain special text effects. For more about this topic, see Chapter 11, Graphics, the Gallery, and Fontwork, in the *Getting Started* guide.

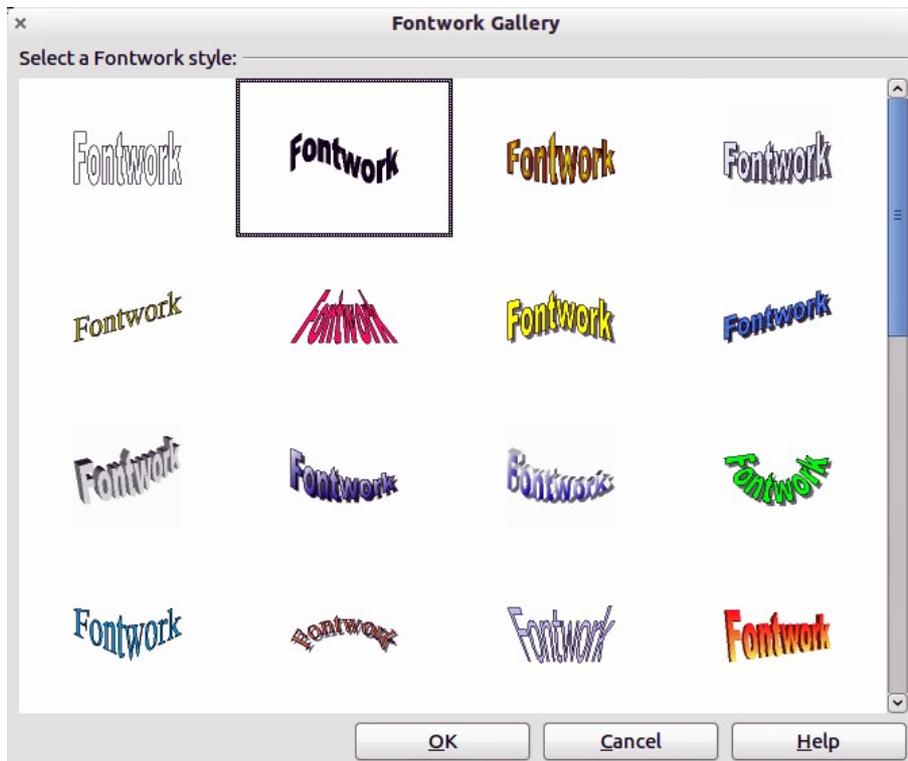


Figure 96: Fontwork Gallery

To start using *Fontwork*:

- 1) To open the Fontwork Gallery (Figure 96) click on the Fontwork Gallery icon  on the Drawing toolbar or on the Fontwork toolbar (Figure 97). If the Drawing toolbar is not showing, you can go directly to the Fontwork toolbar by selecting **View > Toolbars > Fontwork** from the main menu bar.
- 2) Select the preferred style from the Fontwork Gallery (Figure 96) and click **OK**. The text *Fontwork* in the selected style appears on the slide. You can modify its shape and properties after it has been placed on the slide.
- 3) Double-click the object to edit the Fontwork text. Type your own text to replace the word *Fontwork* that appears over the object.
- 4) Press the *Esc* key or click outside the area with the colored resizing handles to exit.
- 5) You can edit some of its attributes by using the Fontwork toolbar or tools that are used to change attributes of objects.

Using the Fontwork toolbar

Make sure that the Fontwork toolbar (Figure 97) is visible on the workspace. If not, select **View > Toolbars > Fontwork** from the main menu bar.

In addition to the Fontwork Gallery tool, this toolbar contains the following tools:

- **Fontwork Shape** : changes the shape of the selected object. Shapes are selected from the toolbar (Figure 98) that opens when this tool is selected.

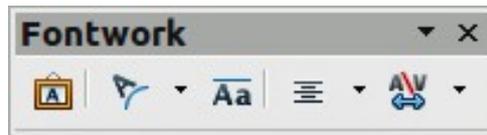


Figure 97: Fontwork toolbar

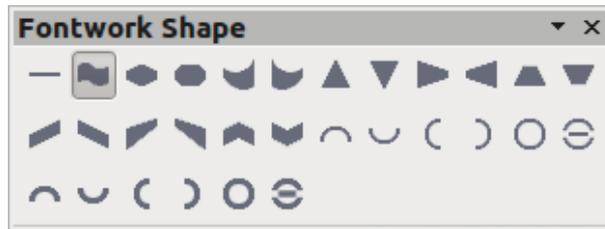


Figure 98: Fontwork shape toolbar

- **Fontwork Same Letter Heights** : changes the height of characters in the selected object. Toggles between normal height where characters have different heights to where all characters are the same height.
- **Fontwork Alignment:** : specifies the text alignment within the frame from the choices available.
- **Fontwork Character Spacing** : selects the desired spacing between characters and whether kerning pairs should be used. For custom spacing, input a percentage value: 100% is normal spacing; less than 100% is tight spacing; more than 100% is expanded spacing.

Modifying Fontwork text as a shape

It is possible to treat Fontwork text as an object and therefore to apply to it all the formatting that has been described in this chapter. Assign line properties only to Fontwork which does not have a 3D effect, otherwise the changes will not be visible.

Tip

You can change Fontwork color quickly using the Area fill color swatch on the Line and Filling toolbar.

You can modify some of the Fontwork shapes just as you modify the angles of trapezoid and parallelogram basic shapes by moving the dot that is displayed along with the colored resizing handles.

Animations

Animated slide transitions can be added between slides to give your presentation a more professional look when you change to the next slide (see Chapter 9 Slide Shows for more information on transitions). However, Impress also allows you to add animations onto the slides to create more interest in your presentation.

An animation consists of a sequence of images or objects called frames that are displayed in succession when the animation runs. Each frame may contain one or more objects. For example, make bullet points appear one by one; make pictures, shapes or other objects appear singly or as a group onto a slide. Animations can be controlled using the keyboard or mouse click or automatically in a timed sequence.

There are two ways to create an animation in Impress – **Custom Animation** (page 116) or **Insert > Animated Image** (page 119) and both are described below.

Tip

Animations can look great in a presentation, but overuse of animations can make a good presentation into a poor presentation. Always use discretion when adding animations to your presentation.

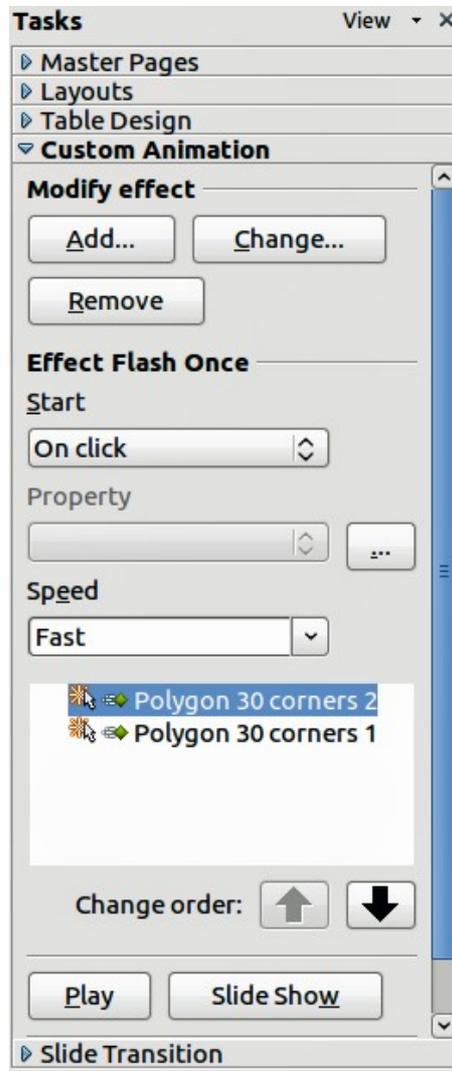


Figure 99: Custom Animation section on the Tasks pane

Custom Animation

Custom Animation (Figure 99) is located in the *Tasks* pane to the right of the *Workspace* in Impress. It is used to add an animation effect to a selected object on a slide, or change the animation effect of a selected object.

Note

Anything that can be placed onto a slide is an object. For example, an object can include a picture, clip art drawing or text and so on.

The *Custom Animation* section contains the following:

- **Add** - opens the Custom Animation dialog (Figure 100) to add an animation effect to a selected object on the slide.
- **Change** - opens the Custom Animation dialog to change the animation effect of a selected object.
- **Remove** - removes any animation effects from a selected object.

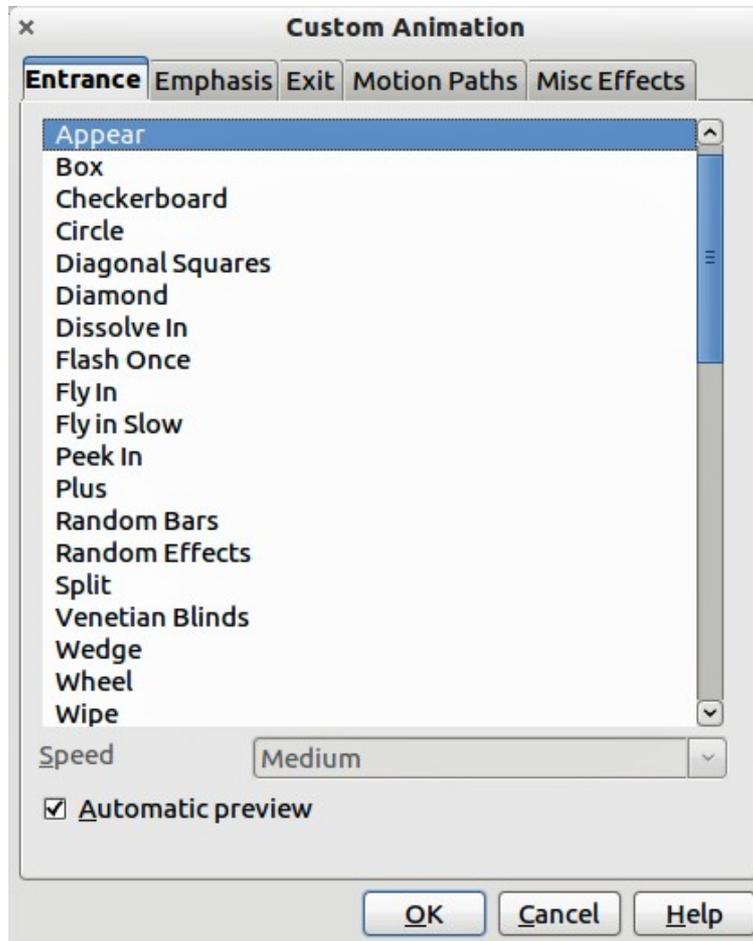


Figure 100: Custom Animation dialog

- **Start** - displays the start property of the selected animation effect. The following start properties are available:
 - On click - the animation stops at this effect until the next mouse click.
 - With previous - the animation runs immediately.
 - After previous - the animation runs as soon as the previous animation ends.
- **Property** - selects additional properties of an animation. Click the ... button to open the Effect Options dialog (Figure 101), where you can select, adjust and apply properties.

Note

The name of this option will change depending on the type of effect that has been selected, for example **Property**, **Line Color**, **Direction**, **Font** and so on. Also the options offered in the Effect Options dialog will also change depending on the type of effect and object that has been selected.

- **Speed** - specifies the speed or duration of the selected animation effect.

- **Change order** - click one of the buttons to move the selected animation effect up or down in the order.
- **Play** - plays the selected animation effect in preview.
- **Slide Show** - starts the slide show from the current slide.
- **Automatic preview** - select to preview any new or edited effects on the slide while you assign them.

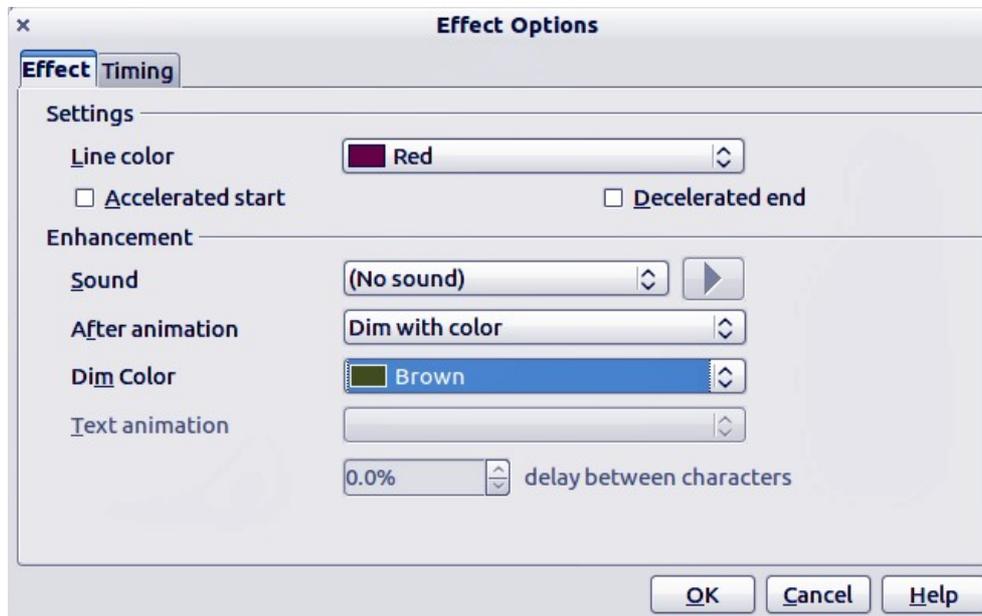


Figure 101: Effect Options dialog

The Custom Animation dialog (Figure 100) contains the following categories of effects in tabbed pages:

- **Entrance** – how an object appears on the slide.
- **Emphasis** – how an object is emphasized when it appears on the slide.
- **Exit** – how an object leaves the slide.
- **Motion Paths** – how an object moves on the slide during animation.
- **Misc Effects** – selects media effects from the miscellaneous effects.
- **Speed** - specifies the speed or duration of the selected animation effect.
- **Automatic preview** - previews any new or edited effects on the slide.

Creating an animation with Custom Animation

Create an animated object or objects using *Custom Animation* as follows:

- 1) To open the *Custom Animation* section (Figure 99), click on its name in the *Tasks* pane. The *Custom Animation* section can also be opened by going to **Slide Show > Custom Animation** or by using the **Custom Animation** tool on the Drawing toolbar.

Note

The **Custom Animation** tool  is an additional tool for the Drawing toolbar. It can be installed onto the Drawing toolbar by clicking on the small triangle on the right of the Drawing toolbar and clicking on **Visible Buttons**.

- 2) Select an object on a slide.

- 3) Click on **Add** in *Custom Animation* to open the Custom Animation dialog (Figure 100).
- 4) Select an effect category and the type of effect you want to apply to the selected object.
- 5) Select the speed (if available) of the effect from the drop down menu and then click on the **OK** button.
- 6) Select the type of **Property** from the drop down menu.
- 7) If required, click on the ... button to open the Effect Options dialog (Figure 101) to set the effect options, then click on the **OK** button.

Note

The name of this option will change depending on the type of effect that has been selected, for example **Property**, **Line Color**, **Direction**, **Font** and so on. Also the options offered in the Effect Options dialog will also change depending on the type of effect and object that has been selected.

- 8) If required, adjust the animation speed using the **Speed** drop down menu.
- 9) If required, change the appearance order of the objects in the animation using the **Change order** arrows.
- 10) If required, click on the Play button to check the animation effect.
- 11) When you are satisfied, click on the **Slide Show** button to check your presentation.

Insert animated images

You can create an animated image and then insert it into your presentation by going to **Insert > Animated Image** on the main menu bar to open the Animation dialog (Figure 102). The animation controls are explained in Table 7.

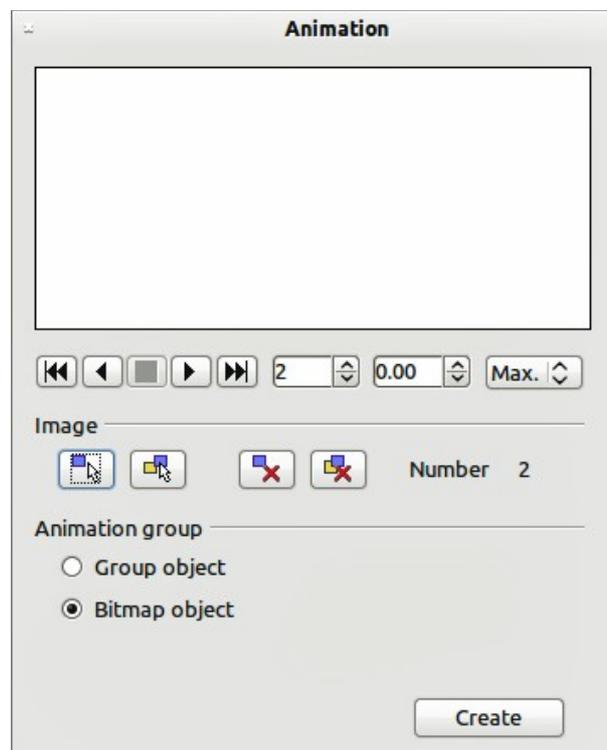
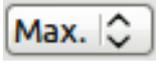


Figure 102: Animation dialog

Table 7: Animation dialog controls

Control	Control Name	Purpose
	First image	Jumps to the first image in the animation sequence.
	Backwards	Plays the animation backwards.
	Stop	Stops playing the animation.
	Play	Plays the animation.
	Last image	Jumps to the last image in the animation sequence.
	Image number	Indicates the position of the current image in the animation sequence. If you want to view another image, enter its number or click the up and down arrows.
	Duration	Enter the number of seconds to display the current image. This option is only available if you select Bitmap object in Animation group .
	Loop count	Sets the number of times that animation will play. If you want the animation to play continuously, select Max .
	Apply Object	Adds selected object or objects as a single image.
	Apply Objects Individually	Adds an image for each selected object. If you select a grouped object, an image is created for each object in the group. You can also select an animation, such as an animated GIF, and click this icon to open it for editing. When you are finished editing the animation, click Create to insert a new animation into your slide.
	Delete Current Image	Deletes the current image from the animation sequence.
	Delete All Images	Deletes all images in the animation.
	Number	Total number of images in the animation.
	Group object	Assembles images into a single object so that they can be moved as a group. You can still edit individual objects by double-clicking the group in the slide.
	Bitmap object	Combines images into a single image.
	Create	Inserts the animation into the current slide.

Creating an animation using *Animated Image*

Create an animation using **Insert > Animated Image** as follows:

- 1) Create the object you intend to animate using the drawing tools.
- 2) Open the Animation dialog (Figure 102 and Table 7) by going to **Insert > Animated Image** on the main menu bar.
- 3) Select the object and click on **Apply Object** icon to add it as the first frame of the animation.
- 4) Apply a transformation or change to the object; for example, rotation, change color, add or remove a character(s) and so on.
- 5) When you are ready, create the second frame of the animation and click **Apply Object** again to add another frame to the animation.
- 6) Repeat steps 3, 4 and 5 until you have created all the desired frames of the animation.
- 7) Select **Bitmap object** in the *Animation group* section of the Animator dialog to customize the timing of each of the frames and the number of repetitions for the animation. Set the number of repetitions to *Max* to obtain a continuous loop for your animation.
- 8) Click **Create** and the animated image is placed on the slide.

Note

If the image to be copied in the Animator consists of several objects, you can choose to treat each object as a separate frame. In this case click on **Apply objects individually** icon. Remember that each object will be centered in the animation.



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Chapter 6
Formatting Graphic Objects

Formatting objects

This chapter describes how to format the graphic objects created with the available drawing tools.

The format of each graphic object, in addition to its size, rotation and position on the slide, is determined by a number of attributes that define the line, text and area fill of each object. These attributes (among others) also contribute to a *graphics style*. Although this chapter discusses mainly the manual formatting of objects, it concludes by showing how to create, apply, modify and delete graphics styles.

Formatting lines

In LibreOffice the term *line* indicates both a freestanding segment and the outer edge of a shape. In most cases the properties of the line you can modify are its style (solid, dashed, invisible, and so on), its width and its color. All these options can be applied with a few clicks of the mouse. Select the line you need to format and then use the controls on the Line and Filling toolbar to select your desired options.

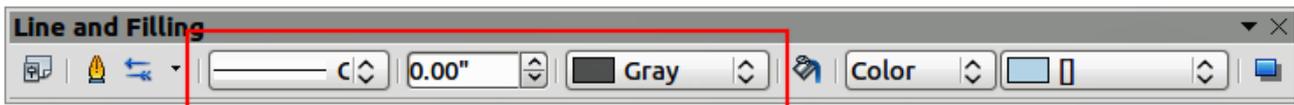


Figure 103: Common line options (style, width, color) highlighted

If you need to fine tune the appearance of a line, choose **Format > Line** from the menu bar, or right-click on the line and select **Line** from the pop-up menu, or select the **Line** icon from the Line and Filling toolbar. All of these methods open the Line dialog shown in Figure 104, where you can set line properties. This dialog consists of four pages: *Line*, *Shadow*, *Line Styles*, and *Arrow Styles*.

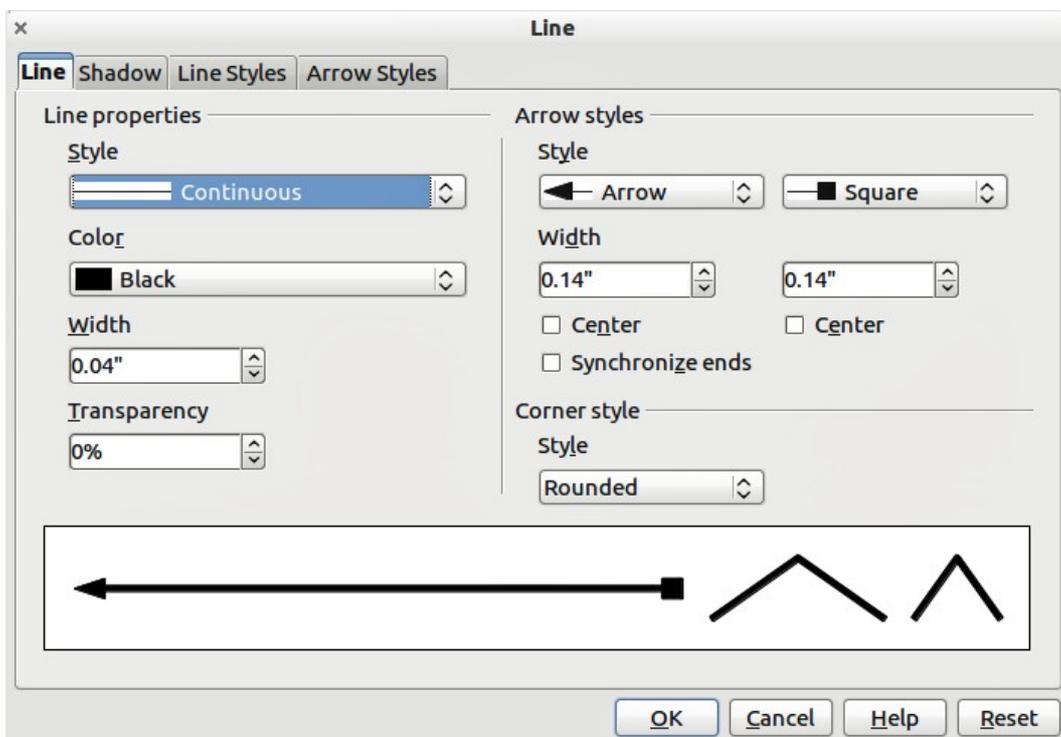


Figure 104: Line properties dialog

Line page

The *Line* page is where you can set the basic parameters of the line and is divided into four sections as follows.

Line properties section

The *Line Properties* section on the left side allows you to set the following parameters:

- **Line style:** several line styles are available from the drop-down list, but more line styles can be defined if necessary.
- **Color:** choose from the predefined colors in the drop down list or refer to “Creating custom colors” on page 133 to create a new color.
- **Width:** specifies the thickness of the line.
- **Transparency:** sets the transparency of a line. Figure 105 illustrates the effects of different percentages of transparency to lines when placed over an object.

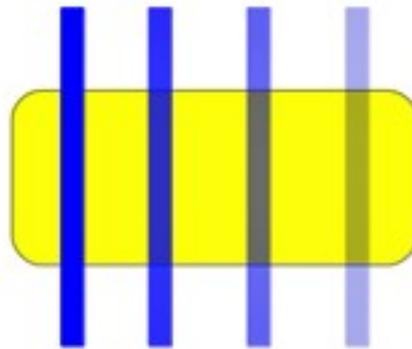


Figure 105: Line transparency effect (0%, 25%, 50%, 75% left to right)

Arrow styles section

The *Arrow styles* section of the *Line* dialog is only applicable to individual lines and is not used for lines that form the borders of a shape or polygon. To create a new arrow style, use *Arrow styles* on page 128.

- **Style:** sets the style of the two ends of a line. The left drop down menu is for where you start the line and the right drop down menu is for where you end the line.
- **Width:** specifies the thickness of the arrow endings
- **Center:** moves the center of the arrow endings to the end point of the line. Figure 106 shows the effects of selecting this option.
- **Synchronize ends:** makes the two line ends identical.

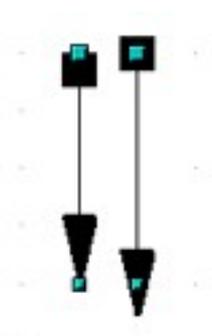


Figure 106: Default arrowheads (left) and centered arrowheads (right)

Arrowheads

A quick way to set the arrowheads for a selected line is to click on the **Arrow Style** icon  in the Line and Filling toolbar (Figure 103). This opens the *Arrowheads* menu (Figure 107), where you can choose one of the many predefined arrowhead styles for the start and ending of the selected line.

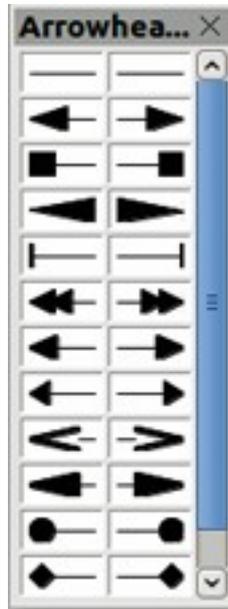


Figure 107: Arrowheads menu

Corner style section

Corner styles determines how the connection between two segments looks. There are four available options in the drop down menu. To appreciate the difference between corner styles, choose a thick line style and observe how the preview changes.

Preview section

The bottom part of the *Line* page previews the applied style for a line and two different corners so that the corner style selection can be evaluated.

Shadow page

Use the *Shadow* page of the *Line* dialog to add and format the line shadow. The settings on this page are the same as those for shadows applied to other objects and are described in Formatting shadows on page 140.

A quicker way to apply a shadow to a line is using the **Shadow** icon  on the Line and Filling toolbar (Figure 103). The main disadvantage of using the **Shadow** icon is that the shadow appearance will be constrained by the shadow settings of the default graphics style.

Line styles page

Use the *Line Styles* page (Figure 108) of the Line dialog to create new line styles as well as to load previously saved line styles. It is normally better to create new styles when necessary than to modify the predefined styles.

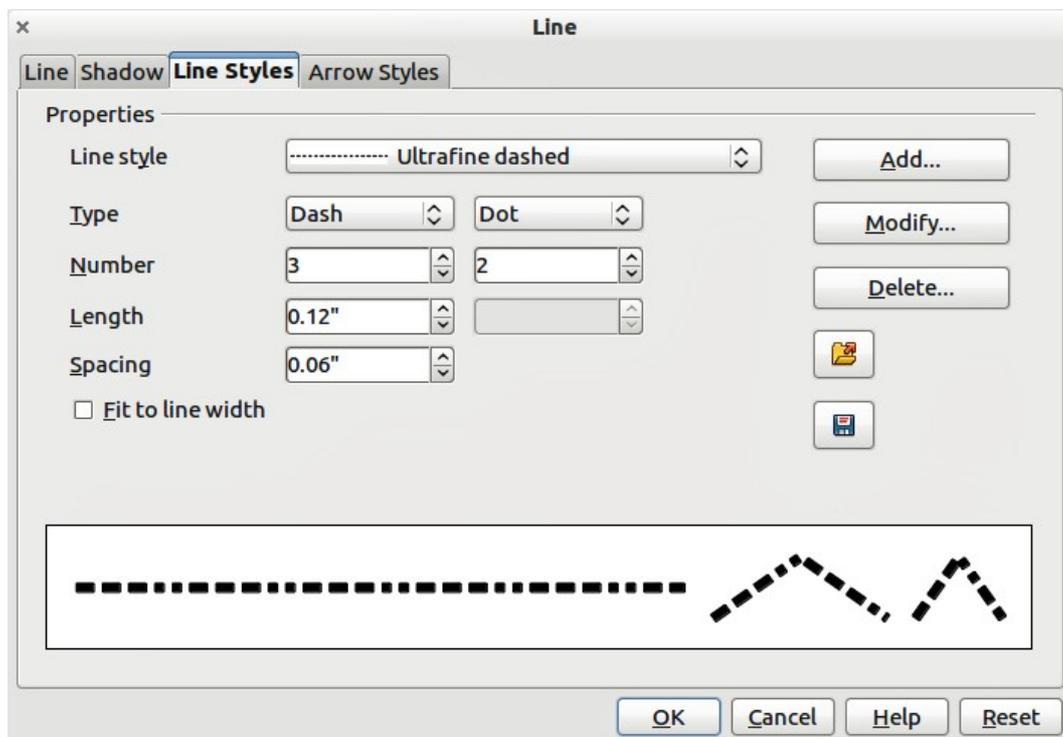


Figure 108: Creating line styles

To create a new line style:

- 1) Choose **Format > Line** from the menu bar, or right-click on the line and select **Line** from the pop-up menu, or select the **Line** icon from the Line and Filling toolbar.
- 2) Click on the **Line Styles** tab.
- 3) Select from the **Line style** drop-down menu a style similar to the style you want to create.
- 4) Click **Add**. On the pop-up dialog, type a name for the new line style and click **OK**.
- 5) Now define the new style. Start by selecting the line type for the new style. To alternate two line types (for example, dashes and dots) within a single line, select different types in the two **Type** boxes.
- 6) Specify the **Number** and **Length** (not available for dot style) of each of the types of line selected.
- 7) Set the **Spacing** between the various elements
- 8) If necessary, select **Fit to line width** so that the new style fits the width of the selected line.
- 9) The new line style created is available only in the current document. If you want to use the line style in other presentations, click the **Save Line Styles** icon  and type a unique filename in the Save as dialog that opens. Saved styles have the file extension of .sod.
- 10) To use previously saved line styles, click the **Load Line Styles** icon  and select a style from the list of saved styles. Click **Open** to load the style into your presentation.
- 11) If necessary, click on the **Modify** button to change the name of the style.

Arrow styles page

Use the *Arrow Styles* page (Figure 109) of the Line dialog to create new arrow styles, or modify existing arrow styles, or load previously saved arrow styles.

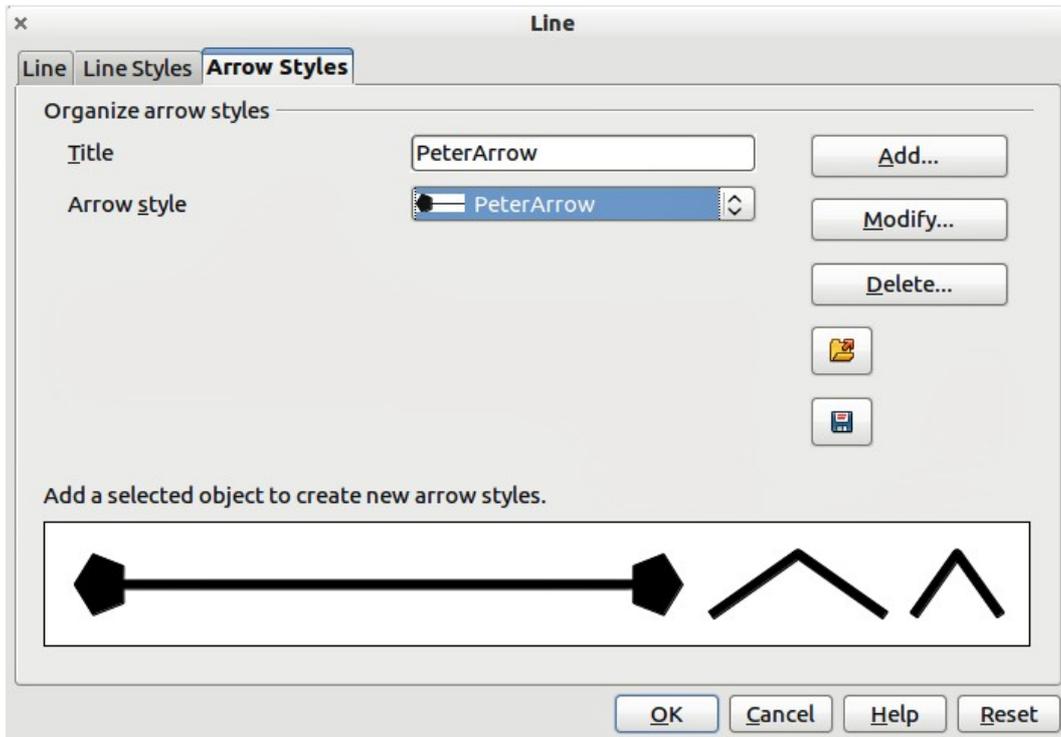


Figure 109: Creating arrow Styles

- 1) First draw a curve in the shape you want to use for the arrowhead or create a shape and convert to a curve. The top of the shape must face upward, as shown in Figure 110 because this becomes the point of the arrow.

Note

The arrowhead created must be convertible to a *curve*. A curve is something you can draw without lifting a pencil. For example,  can be converted to a curve but  cannot.

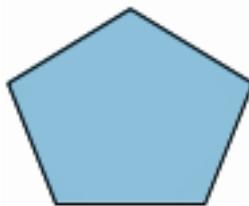


Figure 110: Using shapes for arrow styles

- 2) Select the shape and, if necessary, right click and choose **Convert > To Curve** to convert the shape to a curve. If the shape is already a curve, **To Curve** will not be available.
- 3) With the selection handles showing, select **Format > Line** from the menu bar, or right-click and choose **Line** from the pop-up menu.
- 4) Go to the *Arrow styles* page (Figure 109), click the **Add** button, type a name for the new arrow style, and click **OK**. The new arrowhead style will be shown in the preview.
- 5) Now you can access the new style from the Arrow style list. When you select the name of the new style, it is shown at the bottom of the dialog.

- 6) The new arrowhead style created is available only in the current document. If you want to use this arrowhead style in other presentations, click the **Save Line Styles** icon  and type a unique filename in the Save as dialog that opens. Saved styles have the file extension of .sod.
- 7) To use previously saved arrowhead styles, click the **Load Line Styles** icon  and select the style from the saved list of styles. Click **Open** to load the style into your presentation.
- 8) If necessary, click on the **Modify** button to change the name of the style.

Formatting the fill area

The term **area fill** refers to the inside of an object, which can be a uniform color, gradient, hatching pattern, or bitmap (Figure 111). An area fill can be made partly or wholly transparent and can throw a shadow.

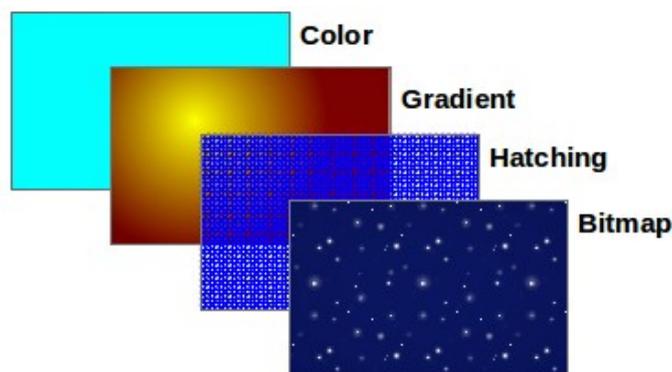


Figure 111: Different types of area fill

The Line and Filling toolbar has the majority of the tools normally used to format graphic objects. If this toolbar is not showing, choose **View > Toolbars > Line and Filling** from the menu bar. You can also use the Area dialog, described on page 131.

To format the area of an object, select it so that the selection handles show. A wide number of default fillings are readily available from the Line and Filling toolbar (Figure 112). Select from the Color pull-down menu the type of fill required (Figure 113). If you want no fill at all, select *Invisible*.

Once you have decided on a predefined or custom fill, you can further refine it by adding a shadow or transparency.

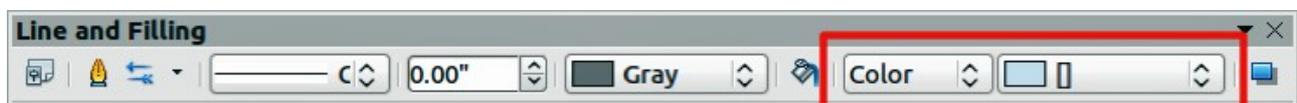


Figure 112: Common fill options highlighted

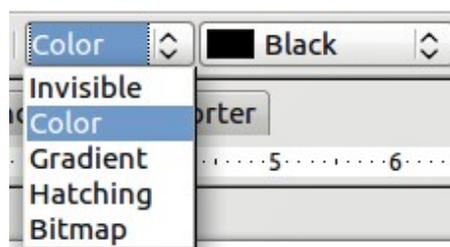


Figure 113: Area fill types

Color area fill

To change the area fill of an object to a color (Figure 114):

- 1) Select the object you wish to edit.
- 2) On the Line and Filling toolbar, select **Color** from the drop down list.
- 3) Select a color from the drop-down list.

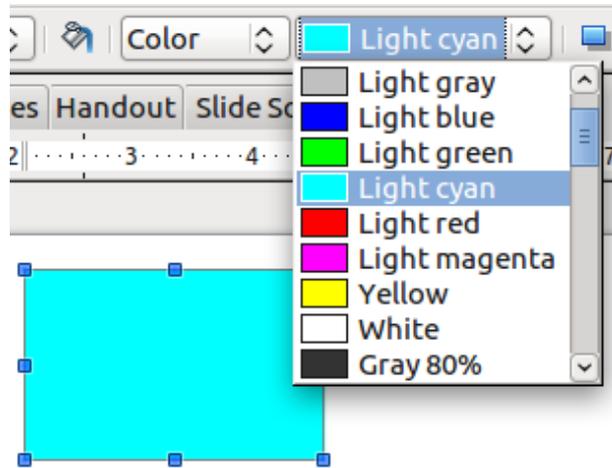


Figure 114: Color area fill

Gradient area fill

A gradient fill provides a smooth transition from one color to another. The transition pattern may vary from a simple linear transition to a more complex radial transition. To change the area fill of an object to a gradient (Figure 115):

- 1) Select the object you wish to edit.
- 2) On the Line and Filling toolbar, select **Gradient** from the drop down list.
- 3) Select a gradient from the drop-down list.

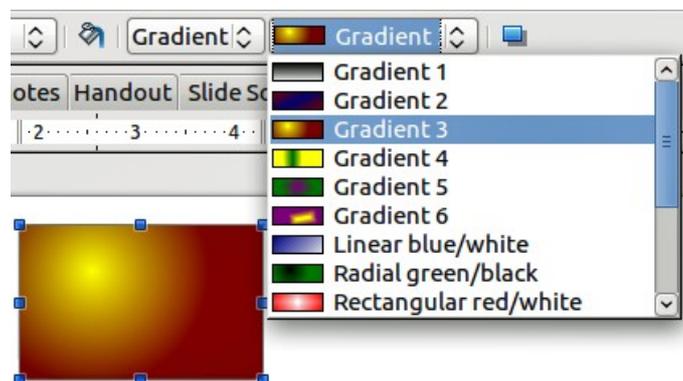


Figure 115: Gradient area fill

Hatching or line pattern area fill

When a hatching fill is applied it fills the complete area of the selected object.. To change the area fill of an object to a hatching (Figure 116):

- 1) Select the object you wish to edit.
- 2) On the Line and Filling toolbar, select **Hatching** from the drop down list.
- 3) Select a hatching fill from the drop-down list.

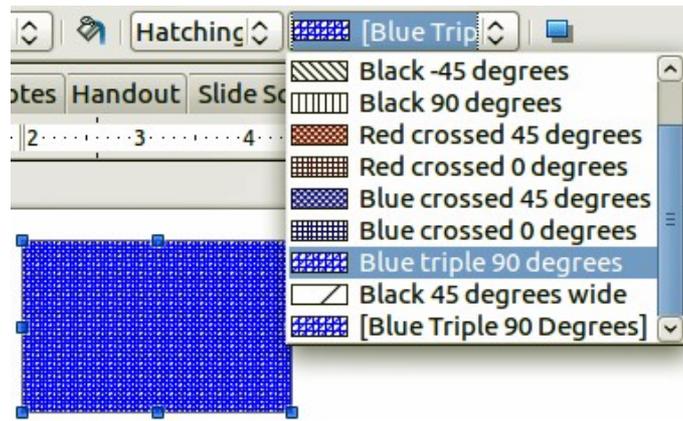


Figure 116: Hatching area fill

Bitmap image area fill

You can fill an object only with a bitmap image but not a vector graphic image. To change the area fill of an object to a bitmap image (Figure 117):

- 1) Select the object you wish to edit.
- 2) On the Line and Filling toolbar, select **Bitmap** from the drop down list.
- 3) Select a bitmap fill from the drop-down list.

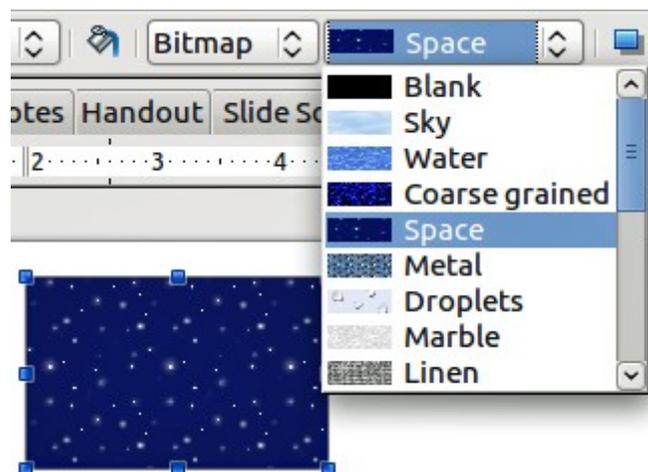


Figure 117: Bitmap image area fill

Using the Area dialog

In addition to using the Line and Filling toolbar, you can use the Area dialog to apply existing area fills or create your own area fill. To open it, choose **Format > Area** from the menu bar, or click on the Area icon  on the Line and Filling toolbar, or right-click on the object and select **Area**.

Use the *Area* tab to apply predefined fills, both those supplied with LibreOffice and those you create yourself.

Use the *Colors*, *Gradients*, *Hatching*, and *Bitmaps* tabs to define new fills, as described in “Creating new area fills” on page 133. The *Transparency* tab is discussed on page 141. To make the object cast a shadow, see page 140.

To apply an area fill, first select the required fill type in the top left drop-down list. The page changes to show, in the middle section, the list of predefined styles for that fill type.

Note

In the Area dialog, the choice for no fill is *None* rather than *Invisible*.

When using the Area tab of the Area dialog, some additional options may become available once you have selected the fill type and one of the available fill styles.

- For color fills, select **Color** from the drop down list and then select your required color from the list of available colors. Click on the **OK** button and the fill color will appear in the selected shape (Figure 118).

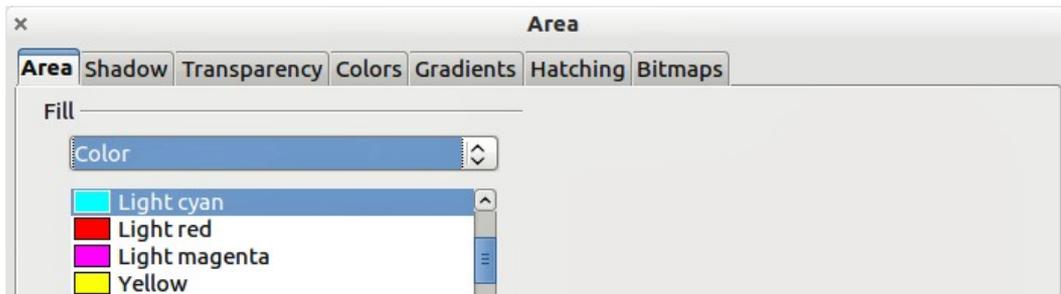


Figure 118: Area color dialog

- For gradient fills, select **Gradient** from the drop down list and then select your required gradient from the list of available gradients. Click on the **OK** button and the fill gradient will appear in the selected shape (Figure 119). You can override the number of steps (increments) that should be applied to the gradient transition. To do so, deselect the **Automatic** option under *Increments* and then enter the number of steps required in the box to the right.

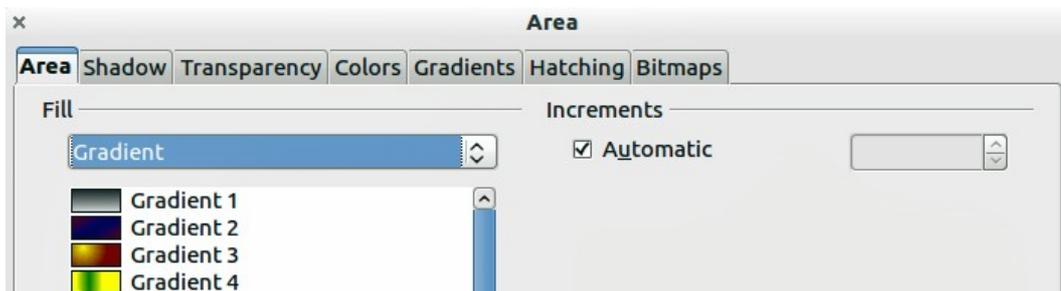


Figure 119: Area gradient dialog

- For hatching fills, select **Hatching** from the drop down list and then select your required hatching from the list of available hatchings. Click on the **OK** button and the fill hatching will appear in the selected shape (Figure 120). You can apply a different background color by selecting the **Background color** option and choosing a color from the drop down list.

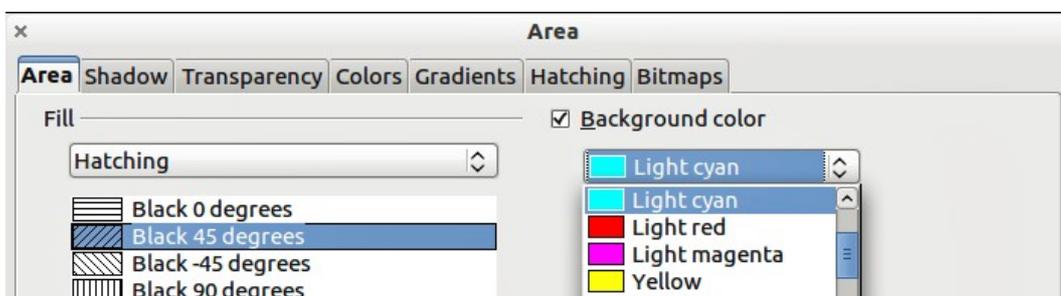


Figure 120: Area hatching dialog

- For bitmap fills, select **Bitmaps** from the drop down list and then select your required bitmap from the list of available bitmaps. Click on the **OK** button and the fill bitmap will appear in the selected shape (Figure 121). You can customize a large number of parameters. Refer to “Working with bitmap fills” on page 137 for additional information.

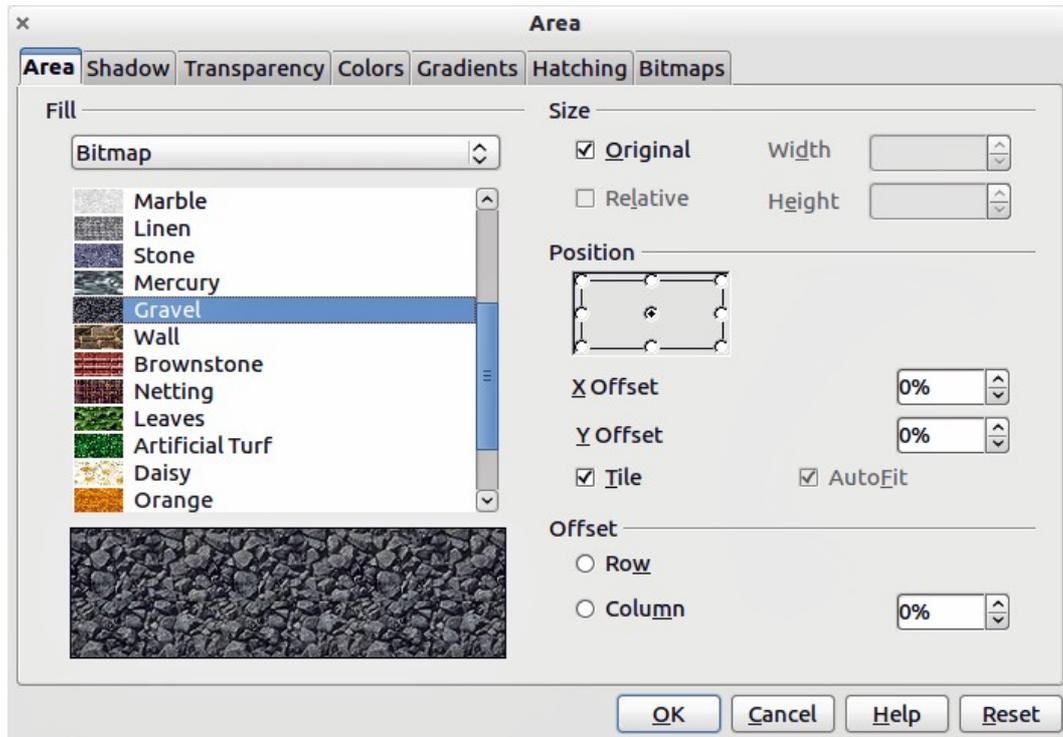


Figure 121: Area bitmap dialog

Creating new area fills

The following sections describe how to create new fills and how to apply them.

Although you can change the characteristics of an existing fill and then click the **Modify** button, it is recommended that you create new fills or modify custom fills rather than the predefined ones, as these may be reset when updating LibreOffice.

Creating custom colors

On the *Colors* page (Figure 122), you can modify existing colors or create your own. You can also specify a new color either as a combination of the three primary colors Red, Green, and Blue, (RGB notation) or by percentages of Cyan, Magenta, Yellow, and Black (CMYK notation).

To create a new color:

- 1) Enter the name for the color in the *Name* box.
- 2) Select whether to define the color in RGB or CMYK. For RGB Specify the red (R), green (G) and blue (B) component on a 0 to 255 scale. For CMYK specify the cyan (C), magenta (M), yellow (Y) and black (K) components from 0% to 100%.
- 3) Click the **Add** button. The color is now added to the *Color* drop down list.

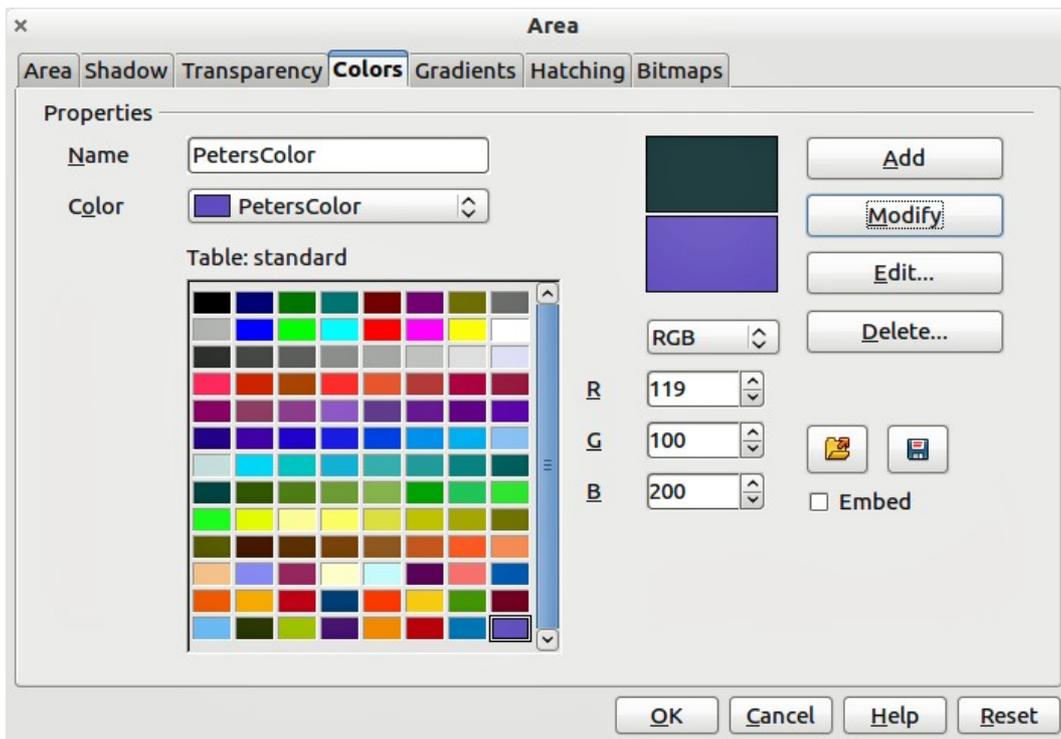


Figure 122: Creating a new color

To modify a color:

- 1) Select the color to modify from the list.
- 2) Enter the new values that define the color in RGB or CMYK.
- 3) Modify the name as required.
- 4) Click the **Modify** button.

Alternatively, you can edit a color:

- 1) Click on the **Edit** button to open the Color Picker dialog (Figure 123).

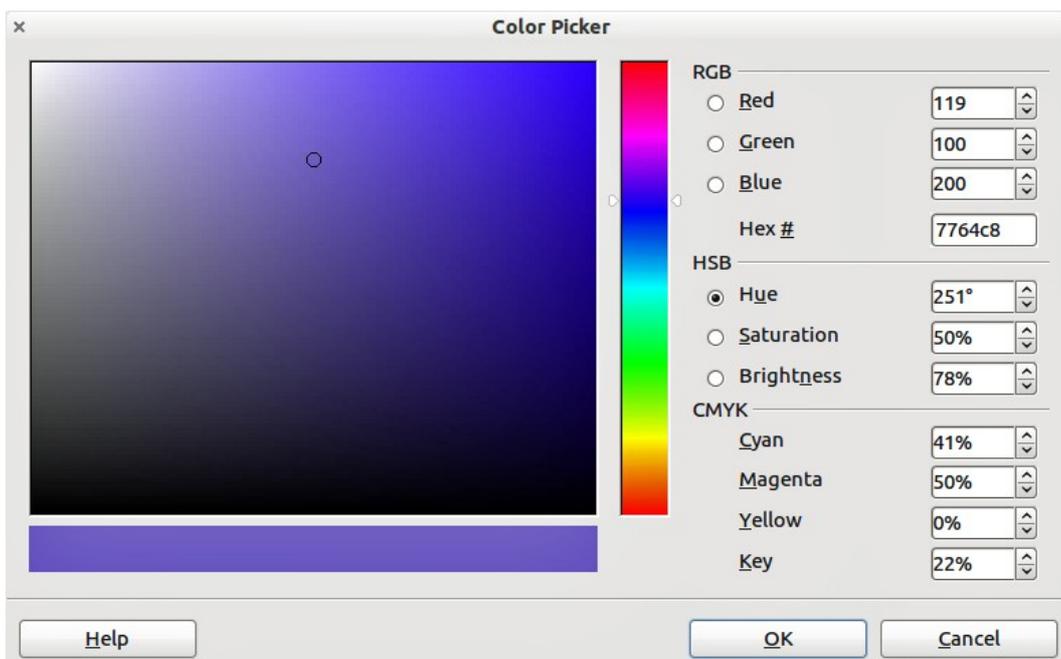


Figure 123: Editing a color

- 2) Modify the color components as required using RGB, CMYK or HSB (Hue, Saturation, Brightness).
- 3) Click **OK** to exit the Color Picker dialog.
- 4) Click the **Modify** button on the Color dialog then click the **OK** button.

The new color created is available only in the current document. If you want to use this color in other presentations, click the **Save Color List** icon  and type a unique filename in the **Save as** dialog that opens. The saved colors list has the file extension of .soc.

To use a previously saved color list, click the **Load Color List** icon  and select from the file open dialog. Click **Open** to load the saved color list into Impress.

Tip

You can also add custom colors using **Tools > Options > LibreOffice > Colors**. This method makes the color available to all components of LibreOffice, whereas colors created using **Format > Area > Colors** are only available for Impress.

Creating custom gradients

To create a new gradient or to modify an existing one, select the Gradients tab from the Area dialog (Figure 125). Several types of gradients are predefined and in most cases changing the *From* and *To* colors will be sufficient to obtain the desired result.

It is highly recommended that you create a new gradient even if you just want to change the two colors, rather than modifying the predefined ones, which should be used only as starting points.

To create a new gradient:

- 1) First choose the *From* and *To* colors.
- 2) Then choose a type of gradient from the drop down list: Linear, Axial, Radial, Ellipsoid, Square or Rectangular.

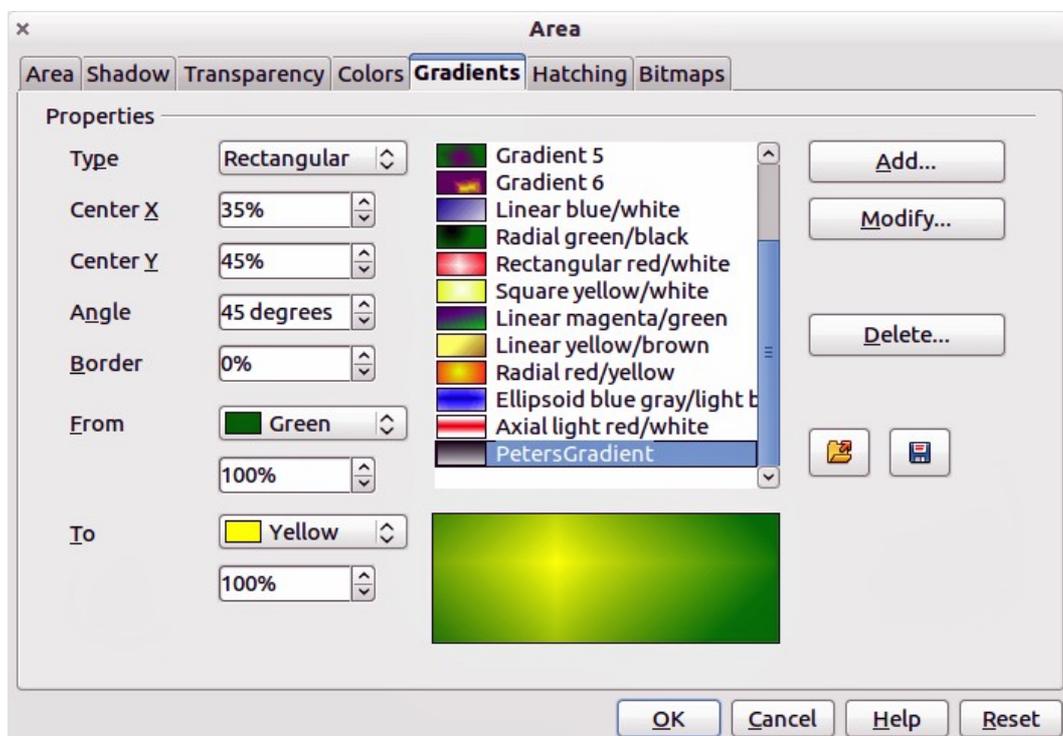


Figure 124: Creating a new gradient

- 3) A preview of the gradient type is shown under the available gradients list in the middle of the dialog.
- 4) Depending on the chosen type, some options will be grayed out. Set all the properties as desired (very often the default values will work well). The properties to set to create a gradient are summarized in Table 8.
- 5) Click the **Add** button to add the newly created gradient to the list.

The new gradient created is available only in the current document. If you want to use this gradient in other presentations, click the **Save Gradients List** icon  and type a unique filename in the **Save as** dialog that opens. The saved gradients list has the file extension of .sog.

To use a previously saved gradients list, click the **Load Gradients List** icon  and select from the file open dialog. Click **Open** to load the saved gradients list into Impress

Table 8: Gradient properties

Property	Meaning
Center X	For Radial, Ellipsoid, Square and Rectangular gradients, modify these values to set the horizontal offset of the gradient center.
Center Y	For Radial, Ellipsoid, Square and Rectangular gradients, modify these values to set the vertical offset of the gradient center.
Angle	For all the gradient types, specifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the shape.
From	The start color for the gradient. In the edit box below enter the intensity of the color: 0% corresponds to black, 100% to the full color.
To	The end color for the gradient. In the edit box below enter the intensity of the color: 0% corresponds to black, 100% to the full color.

Creating custom hatching patterns

To create new hatching patterns or modify existing ones, select the *Hatching* tab of the Area dialog (Figure 125). As with gradients and colors, it is better to create a new hatching pattern rather than modify a predefined one. The properties that can be set for a hatching pattern are shown in Table 9.

To create a new hatching pattern:

- 1) Select as a starting point a pattern similar to the one that will be created.
- 2) Modify the properties of the lines forming the pattern. A preview is displayed in the window below the available patterns.
- 3) Click the **Add** button and choose a name for the newly created hatching.

The new hatching pattern created is available only in the current document. If you want to use this hatching pattern in other presentations, click the **Save Hatches List** icon  and type a unique filename in the **Save as** dialog that opens. The saved hatches list has the file extension of .soh.

To use a previously saved hatches list, click the **Load Hatches List** icon  and select from the file open dialog. Click **Open** to load the saved hatches list into Impress.

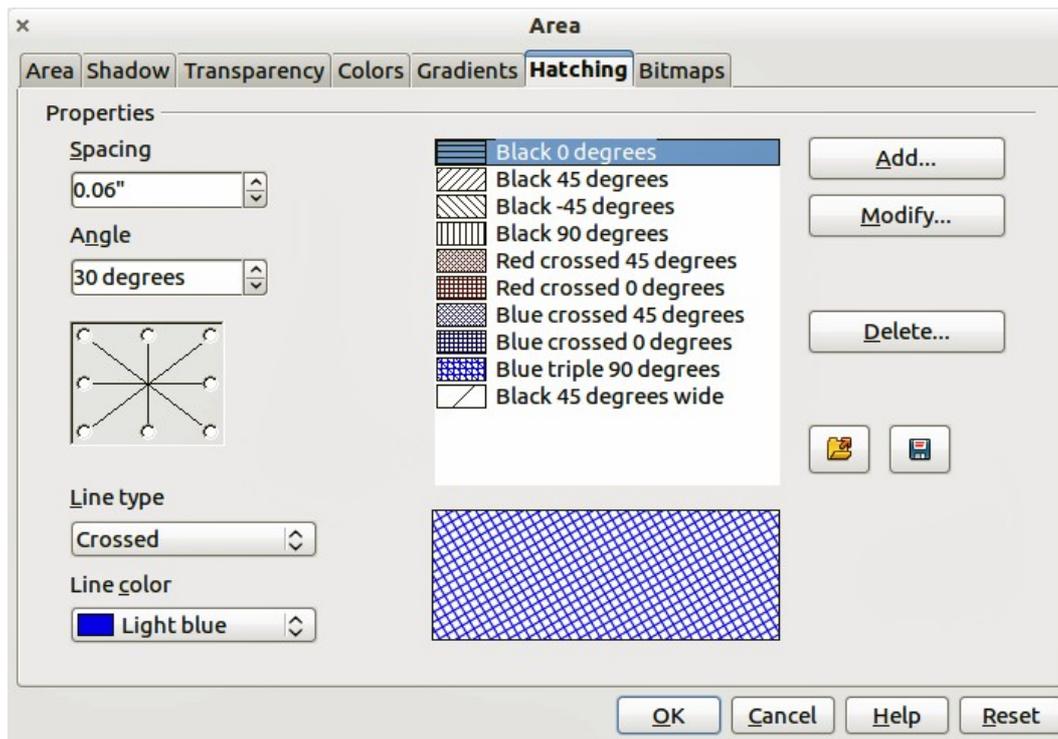


Figure 125: Creating a new hatching pattern

Table 9: Properties of hatching patterns

Property	Meaning
Spacing	Determines the spacing between two lines of the pattern. As the value is changed the preview window is updated.
Angle	Use the mini map below the numerical value to quickly set the angle formed by the line to multiples of 45 degrees. If the required angle is not a multiple of 45 degrees, just enter the desired value in the edit box.
Line type	Set single, double or triple line for the style of the pattern.
Line color	Use the list to select the color of the lines that will form the pattern.

Working with bitmap fills

On the Area tab, chose *Bitmap* from the drop-down list. Select from the list of bitmaps the one to be used to fill the area. Note that any imported bitmaps will become available in the list.

Set the size, position and offset parameters (as applicable) in the right hand side of the page, and then click **OK** to close the dialog.

As Figure 126 shows, there are quite a number of parameters to be configured when using a bitmap fill. These are described in Table 10.

Table 10: Bitmap fill properties

Property	Meaning
Size – Original	Select this box to retain the original size of the bitmap.
Size – Relative	To rescale the object, deselect Original and select Relative. The Width and Height edit boxes are enabled.

Property	Meaning
Size – Width	When Relative is selected 100% means that the bitmap original width will be resized to occupy the whole fill area width, 50% means that the width of the bitmap will be half that of the fill area.
Size – Height	When Relative is selected 100% means that the bitmap original height will be resized to occupy the whole fill area height, 50% means that the height of the bitmap will be half that of the fill area.
Position – Anchor Map	Select from the map the place within the area to which the bitmap should be anchored.
Position – Tile	When this option is selected, the bitmap will be tiled to fill the area. The size of the bitmap used for the tiling is determined by the Size settings.
Position – X offset	When Tile is enabled, enter in this box the offset for the width of the bitmap in percentage values. 50% offset means that Impress will place the middle part of the bitmap at the anchor point and start tiling from there.
Position – Y offset	This will have a similar effect to the X offset, but will work on the height of the bitmap.
Position – Autofit	Stretches the bitmap to fill the whole area. Selecting this option disables all the size settings.
Offset – Row	If Tile is enabled, offsets the rows of tiled bitmaps by the percentage entered in the box so that two subsequent rows are not aligned.
Offset – Column	If Tile is enabled, offsets the columns of tiled bitmaps by the percentage entered in the box so that two subsequent columns of bitmaps are not aligned.

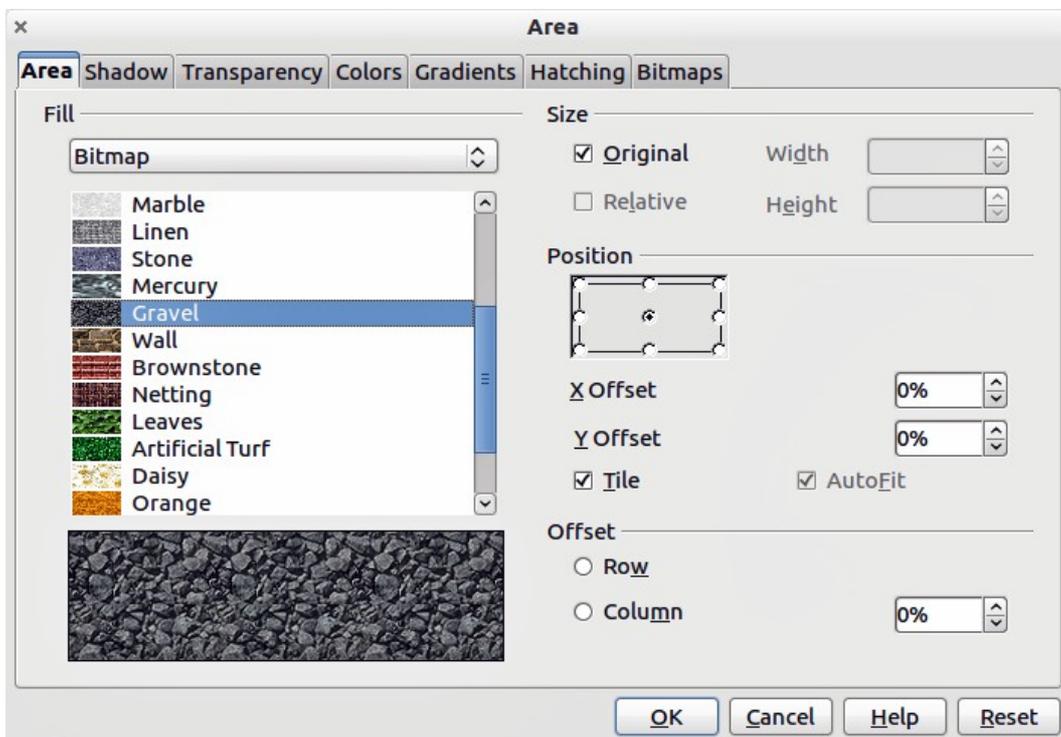


Figure 126: Advanced formatting for bitmap fill

The best way to acquire understanding of these parameters is to use them. Figure 127 shows some examples of bitmap fills and the parameters used.

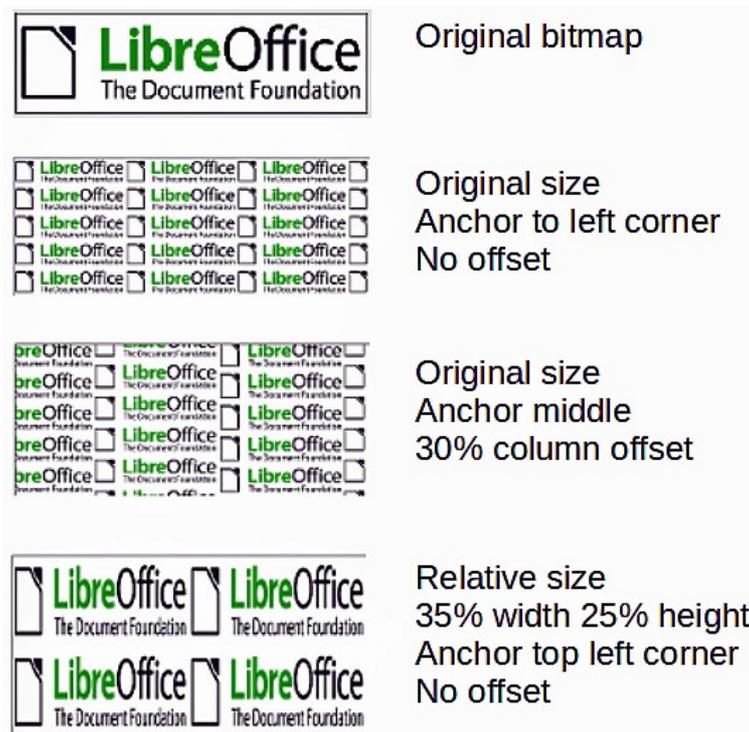


Figure 127: Examples of bitmap fill

Creating and importing bitmaps

You can add (import) new bitmap fills or create your own pattern on a 8x8 grid using the *Bitmaps* tab of the Area dialog (Figure 128).

To create a bitmap fill:

- 1) Start with the **Blank** bitmap type on top of the list to activate the **Pattern Editor**.
- 2) Select the **Foreground** and **Background** colors.
- 3) Start creating the pattern by clicking with the left mouse button the squares (pixels) that you want in the foreground color. Use the right mouse button to apply the background color. Check the preview window to see if the desired effect is achieved.
- 4) When done, click **Add** to save the pattern.

To import a bitmap created in Draw or another program:

- 1) Click the **Import** button.
- 2) A file picker dialog is displayed and shows a list of compatible file types. Browse to the directory containing the bitmap file and select it, then click **Open**.
- 3) Type a name for the imported bitmap and click **OK**.

Note

Bitmaps generally have an extension `.bmp` or `.png`. To create a bitmap image with Draw, select **File > Export**, choose **PNG** from the pull-down list of file formats, give the file a name, and save it.

The new bitmap created is available only in the current document. If you want to use this bitmap in other presentations, click the **Save Bitmap List** icon  and type a unique filename in the **Save as** dialog that opens. The saved bitmap list has the file extension of .sob.

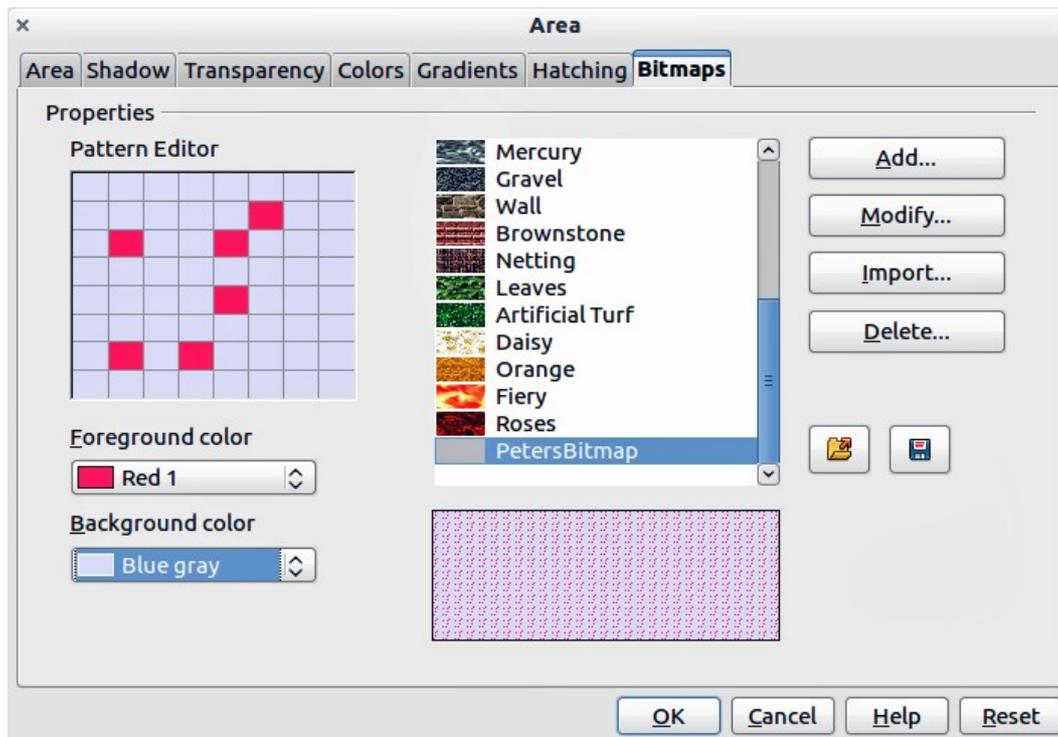


Figure 128: Creating a new bitmap

To use a previously saved bitmap list, click the **Load Bitmap List** icon  and select from the file open dialog. Click **Open** to load the saved bitmap list into Impress.

Formatting shadows

Shadowing can be applied to lines, shapes and text.

To quickly apply a shadow to a line or shape only, first select the line or shape and then click on the **Shadow** icon  in the Line and Filling toolbar. The shadow applied using this method cannot be customized and is set to default settings.

For a more flexible way to apply a shadow to a line, shape or text, first select the object and then select **Format > Area** to open the Area dialog. Click on the **Shadow** tab to open the Shadow page (Figure 129). This will allow you to set the following properties for the shadow.

- **Position:** selects the point that determines the direction in which the shadow is cast.
- **Distance:** determines the distance between the object and the shadow.
- **Color:** sets the color of the shadow.
- **Transparency:** determines the amount of transparency for the shadow.

An alternative method for using shadows is to apply a style that uses a shadow. See “Working with graphics styles” on page 146 for additional information on using styles.

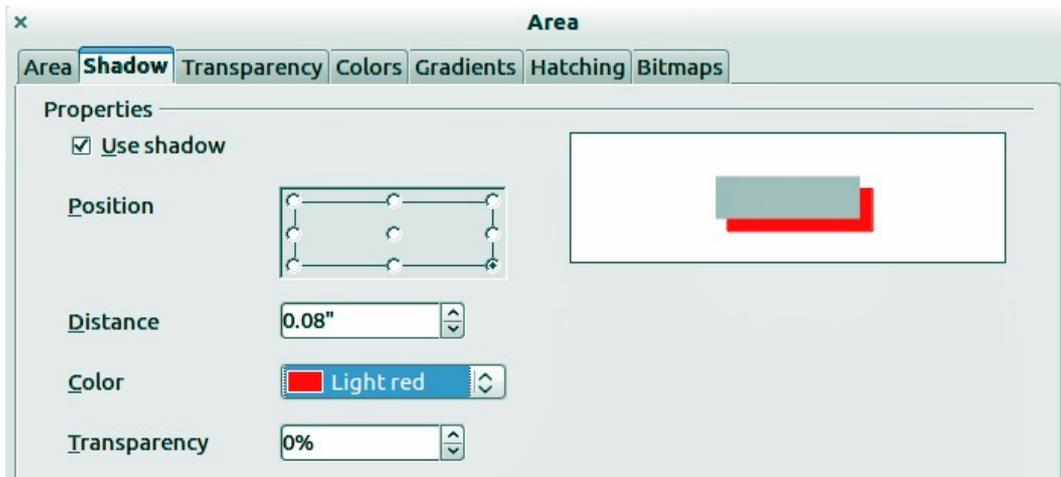


Figure 129: Customizing a shadow

Transparency formatting

Transparency is applicable to objects as well as shadows. To apply transparency to lines, refer to “Formatting lines” on page 124; for shadows, refer to “Formatting shadows” on page 140.

To apply transparency to objects, select the object and then select **Format > Area** to open the Area dialog. Click on the **Transparency** tab to open the Transparency page shown (Figure 130).

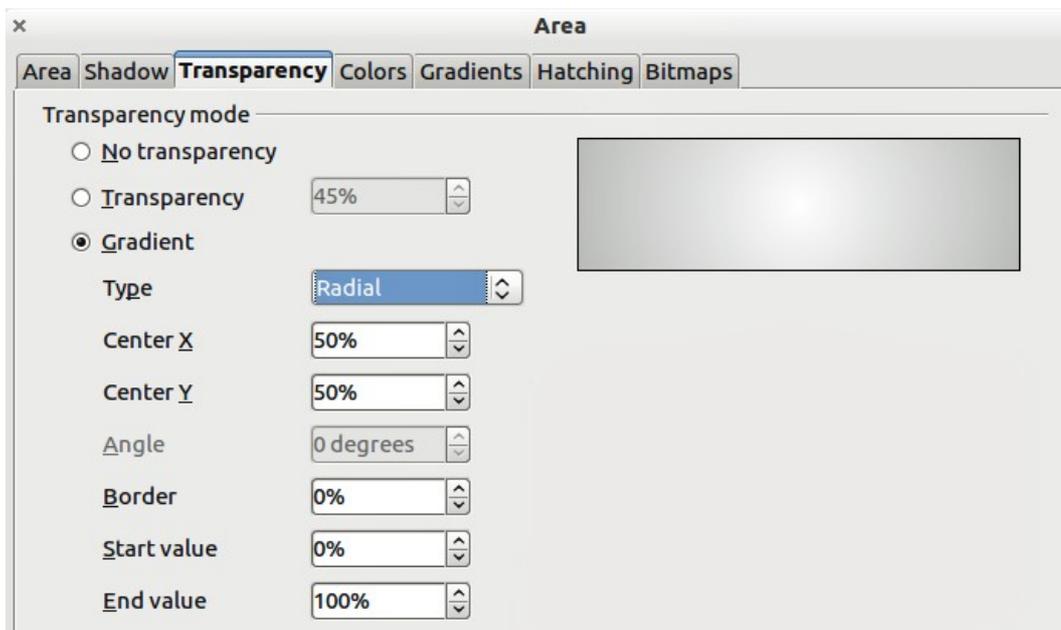


Figure 130: Setting object transparency

Two types of transparency are available: *uniform transparency* and *gradient transparency*.

To create a uniform transparency, select **Transparency** and then select the percentage of transparency required.

To create a gradient transparency (so that the area becomes gradually transparent) select **Gradient** and then set the parameters of the gradient. Refer to Table 11 for a description of the properties.

More information on gradient transparency, including an example of combining color gradient with gradient transparency, can be found in “Advanced gradient controls” on page 142.

Table 11: Gradient transparency properties

Property	Meaning
Center X	For Radial, Ellipsoid, Quadratic and Square gradients, modify these values to set the horizontal offset of the gradient center.
Center Y	For Radial, Ellipsoid, Quadratic and Square gradients, modify these values to set the vertical offset of the gradient center.
Angle	For Linear, Axial, Ellipsoid, Quadratic and Square gradient, specifies the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the object.
Start value	Value for the starting transparency gradient. 0% is fully opaque, 100% means fully transparent.
End value	Value for the ending transparency gradient. 0% is fully opaque, 100% means fully transparent.

Advanced gradient controls

As discussed in “Creating custom gradients” on page 135, gradient properties can be configured using the properties given in the dialogs shown in Figure 125 and Table 8. Impress also provides a graphical interface for modifying the gradient parameters using only the mouse.

To use this tool, select an object with a gradient, then click on the **Gradient** icon  in the **Mode** toolbar (Figure 131). This displays a dashed line connecting to squares. The colors show the **From** and **To** colors that are used for the selected gradient (Figure 132).



Figure 131: Mode toolbar

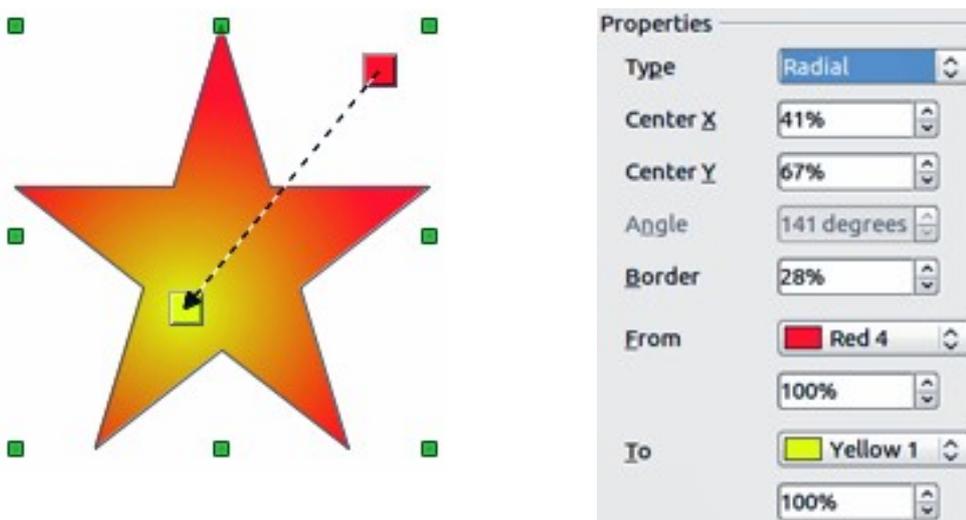


Figure 132: From Red 4 to Yellow 1 gradient

- For **linear gradients**: move the square corresponding to the *From* color to change where the gradient starts (border value). Move the square corresponding to the *To* color to change the orientation (angle value).
- For **axial gradients**: you can move only the *To* color to change both the angle and border properties of the gradient.
- For **radial gradients**: move the *From* color to modify the border property to set the width of the gradient circle. Move the *To* color to change the point where the gradient ends (Center X and Center Y values).
- For **ellipsoid gradients**: move the *From* color to modify the border property to set the size of the gradient ellipsoid. Move the *To* color to change the angle of the ellipsoid axis and the axis itself.
- For **square and rectangular gradients**: move the *From* color to modify the border to set the size of the gradient square or rectangle and the angle of the gradient shape. Move the *To* color to change the center of the gradient.

Note

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

Formatting text

Impress provides two dialogs related to text formatting: **Format > Character** for individual characters and **Format > Text** for whole words, sentences or paragraphs.

To modify formatting such as font and font effects, select the text in the shape and then go to **Format > Character** or **Format > Text**. This section covers the formatting of the overall shape of text which is added to an object. For more information on formatting text, see *Chapter 3, Adding and Formatting Text*.

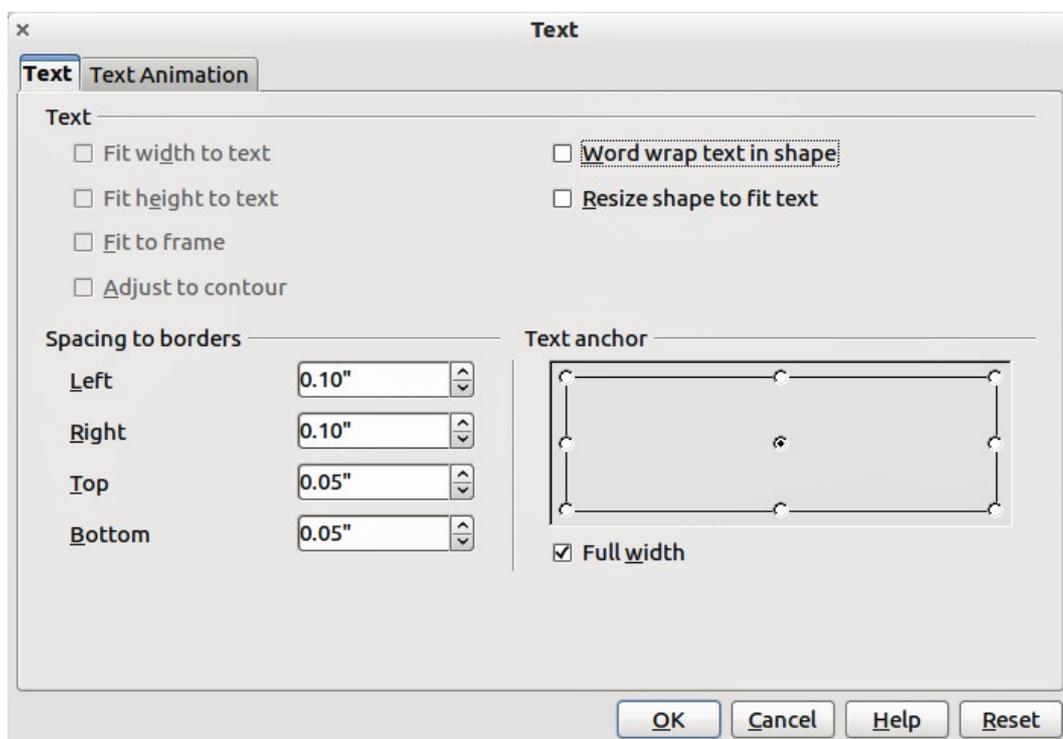


Figure 133: Text dialog

To add text to an object:

- 1) Select the object to which text will be added so that the selection handles are showing.
- 2) Double-click on the object and the cursor becomes an I-beam to indicate text mode.
- 3) Type your text.
- 4) When finished, click outside of the object or press *Esc*.

To format the text in an object:

- 1) Select the object to which text was added.
- 2) Select **Format > Text** or right-click on the shape and select **Text** from the pop-up menu. The **Text** dialog is displayed (Figure 133).

The **Text** section of the dialog offers several options in the form of checkboxes. Some of the options will be grayed out, depending on the object to which the text has been attached.

- **Fit width to text:** expands the width of the object if the text is too long for it.
- **Word wrap text in shape:** starts a new line automatically when the edge of the object is reached.
- **Fit height to text:** expands the object height whenever it is smaller than the text (set by default for lines).
- **Resize shape to fit text** expands a custom object when the text inserted in the object is too large.
- **Fit to frame:** expands the text so that it fills all the available space.
- **Adjust to contour:** makes the text follow a curved line.

In the **Spacing to borders** section, specify the amount of space to be left between the borders of the object and the text. This is similar to setting indentation and spacing for paragraphs.

The **Text anchor** section is used to anchor the text to a particular point within the object. The **Full width** option for anchoring centers the text within the object and will use the full width of the object before wrapping text.

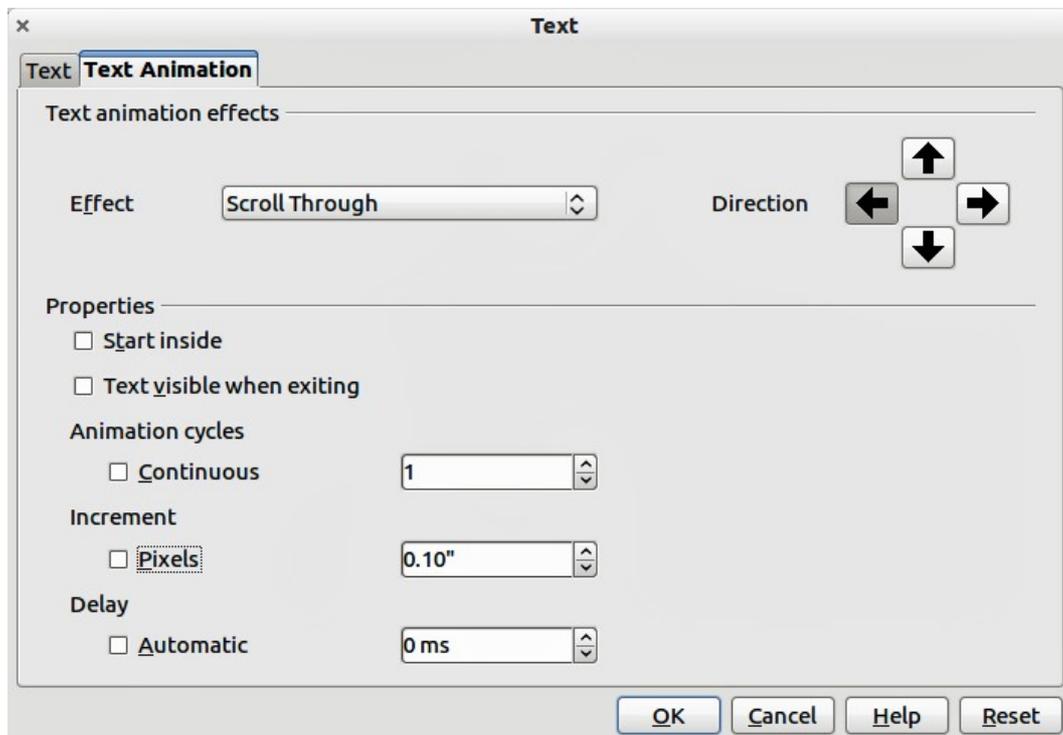


Figure 134: Text animation dialog

Text animation

The *Text Animation* dialog (Figure 134) adds animation effects to the text. Select one of four options from the drop down list. The animation direction of the effect, where applicable, is selected using one of the four arrow buttons to the right. The available effects are:

- **No animation:** default setting.
- **Blink:** the text will blink on the screen.
- **Scroll through:** the text will move into the object and then out following the selected direction.
- **Scroll back and forth:** the text will move first in the selected direction, but will bounce back at the object border.
- **Scroll in:** the text will scroll in towards the given direction starting from the edge of the object and stop in the center.

The other properties that can be set are:

- **Start inside:** when selected, the animation will start from inside the object.
- **Text visible when editing:** select this option to see the text while editing.
- **Animation cycles:** select either **Continuous** or a specific number of cycles for the animation.
- **Increment:** sets the amount the animation moves in either **Pixels** or a specific distance. Units of measurement depend on the settings in **Tools > Options > LibreOffice Impress > General**.
- **Delay:** sets the delay time either **Automatically** or a specific length of time before the animation starts.

To see some of the animations in action, it is necessary to start the presentation. Press *F9* or select **Slide Show > Slide Show** from the main menu. To return to the edit mode, press *Esc*.

Formatting connectors

Connectors are lines that join two shapes and always start from or finish at a glue point on an object. Refer to *Chapter 5, Managing Graphic Objects* for a description of the use of connectors.

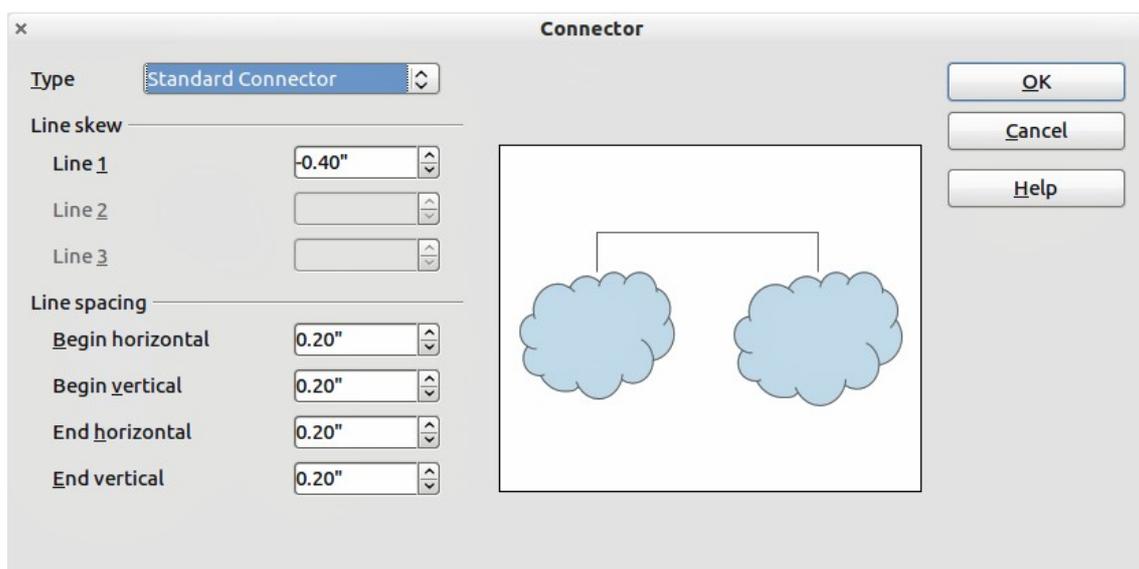


Figure 135: Connector properties dialog

Connector properties can be accessed and modified in two ways:

- Right-click on the connector line and select **Connector** from the pop up menu.
- Select **Format > Styles and Formatting** or press the **F11** key, then select **Connector > Modify**.

Both methods open the *Connector* dialog (Figure 135) where you can set the properties of the connectors.

- **Type**: sets the type of connector - Standard (default), Line, Straight, and Curved.
- **Line skew**: used where multiple connectors overlap to set the distance between the lines. You can customize the distance between four different lines.
- **Line spacing**: used to set the horizontal and vertical space between the connector and the object at each end of the connector.

Working with graphics styles

To achieve consistency in the style across the slides of a presentation, or a presentation portfolio, or to apply the same formatting to a large number of objects, the best approach is to use a graphics style.

Graphics styles are similar to paragraph styles for text. A graphics style groups all the formatting properties applicable to a graphical object and then associates this group of properties with a name. This makes a graphics style reusable for other graphical objects. If a graphics style is modified (for example, changing an area transparency), the changes are automatically applied to all objects using the same graphics style.

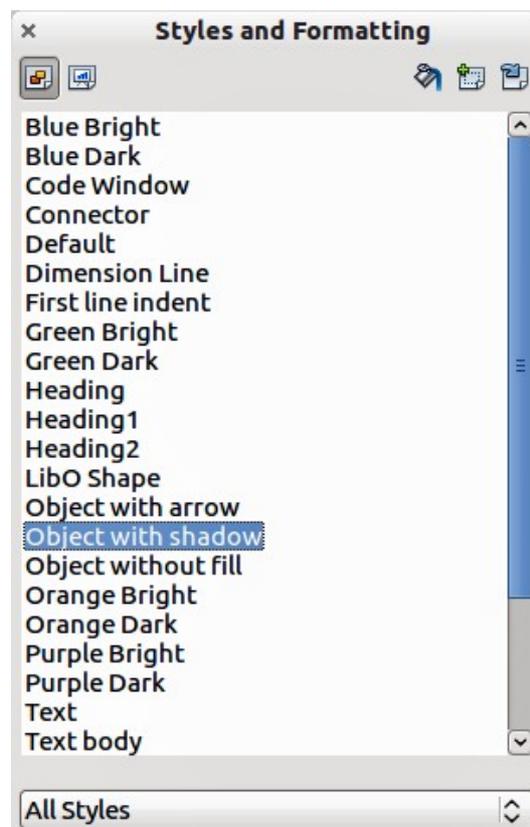


Figure 136: Graphics Styles and Formatting

If you use Impress frequently, a library of well-defined graphics styles is an invaluable tool for speeding up the process of formatting your work according to your taste or any style guidelines you may need to follow (company colors, fonts and so on).

Click on the Graphics Styles icon  on the Styles and Formatting dialog (Figure 124) to access graphic styles. If the dialog is not open, press the **F11** key, or click on the **Styles and Formatting** icon  on the formatting toolbar, or select **Format > Styles and Formatting** from the menu bar.

Linked graphics styles

Graphics styles support inheritance; that is, a style can be linked to another (parent) style so that it inherits all the formatting settings of the parent. You can use this property to create “families” of styles.

For example, if you need multiple boxes that differ in color but are otherwise identically formatted, the best way to proceed is to define a generic style for the box including borders, area fill, font, and so on and a number of hierarchically dependent styles which differ only in the fill color attribute. If later you need to change the font size or the thickness of the border, it is sufficient to change the parent style and all the other styles will change accordingly.

Creating graphics styles

You can create a new graphics style in two ways:

- Using the Style and Formatting dialog
- From a selection

Creating new graphics style using the Style and Formatting dialog

Click on the Graphics Styles icon  at the top of the Styles and Formatting window.

To link a new style with an existing style:

- 1) Select the style you want to use in the Styles and Formatting dialog (Figure 124).
- 2) Right click and select **New** to open the Graphics Styles dialog (Figure 137).
- 3) Give your new graphics style a memorable file name.
- 4) Use the various tabs and text boxes in the Graphics Styles dialog to format and categorize your new style.
- 5) Click on the **OK** button when finished to save your new graphics style.



Figure 137: Graphics Styles dialog

The Graphics Styles dialog consists of several pages that may be grouped as follows:

- Organizer page contains a summary of the style and its hierarchical position.
- Font, Font Effects, Indents & Spacing, Alignment, Tabs and Asian typography pages set the properties of the text inserted in a text box or in a graphic object.
- Dimensioning page is used to set the style of dimension lines.
- Text, Text Animation, Connector, Line, Area, Shadowing, and Transparency pages determine the formatting of a graphic object and are discussed elsewhere in this chapter.

Note

When styles are linked, changing the font for example will change the font in all linked styles. Sometimes this is exactly what you want; at other times you do not want the changes to apply to all linked styles. It pays to plan ahead.

Creating new graphics style from a selected object

You can create a new style from an object that has already been formatted. This can be text or graphics:

- 1) Select the object you want to use to create your new style.
- 2) Open the Styles and Formatting dialog and click the **New Style from Selection** icon (Figure 138).
- 3) In the Create Style dialog (Figure 139) type a name for the new style. The list shows existing custom styles of that are available.
- 4) Click **OK** to save the new style.

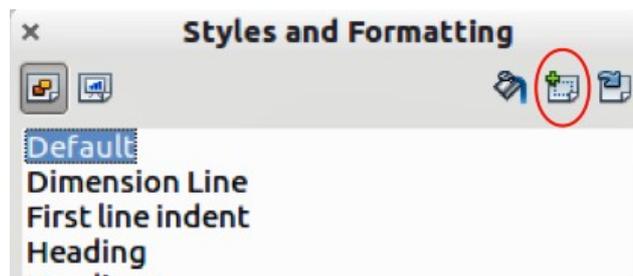


Figure 138: New style from selection

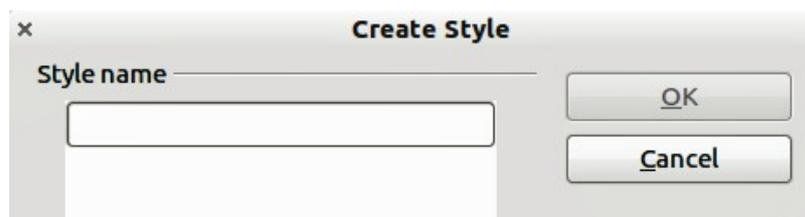


Figure 139: Naming a new style created from a selection

Modifying a graphics style

To modify an existing style, right-click on it in the Styles and Formatting dialog and choose **Modify** from the pop-up menu. The dialog for the modification of a graphics style is the same as the dialog for creating a new graphics style (Figure 137). Make the required changes to the style and then click **OK** to save them.

Updating a graphics style from a selection

To update a style from a select object:

- 1) Select an object that uses the format you want to adopt as a style.
- 2) In the Styles and Formatting dialog, select the style you want to update, and then click the **Update Style** icon (Figure 140).

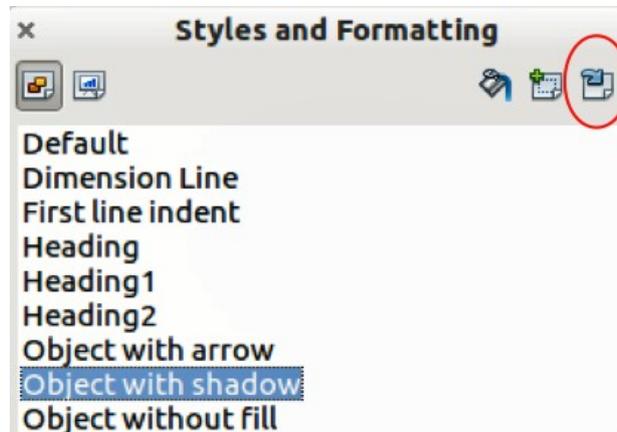


Figure 140. Updating a style from a selection

Tip

Any changes you make to a style are effective only in the document on which you are working and do not go into change the associated template. If you want the changes to apply to more than one document, you need to change the template (see *Chapter 2 Using Slide Masters, Styles, and Templates*).

Applying graphics styles

You can apply a graphics style in two ways using the Styles and Formatting dialog. First make sure that the graphics styles are shown (Figure 124), then do one of the following:

- Select the object to which you want to apply a graphics style and double-click on the name of the style you want to apply.
- Click the **Fill Format mode** icon  and the mouse pointer changes to this icon. Position the icon on the graphic object to be styled and click the mouse button. This mode remains active until you turn it off, so you can apply the same style to several objects. To quit Fill Format mode, click the **Fill Format mode** icon again or press the *Esc* key.
- When Fill Format mode is active, a right-click anywhere in the document cancels the last Fill Format action. Be careful not to accidentally right-click and thus undo actions you want to keep.

Tip

At the bottom of the Styles and Formatting window is a drop-down list. You can choose to show all styles or groups of styles such as applied styles or (in the case of graphics styles) custom styles.

Deleting graphics styles

You cannot delete any of the predefined styles in Impress, even if you are not using them. You can only delete user-defined (custom) styles. However, before you delete a custom style, make sure the style is not in use. If an unwanted style is in use, replace it with a substitute style.

To delete custom styles, right-click on them (one at a time) in the Styles and Formatting window and click **Delete** on the pop-up menu. Click **Yes** in the message box that pops up.

Assigning styles to shortcut keys

LibreOffice provides a set of predefined keyboard shortcuts which allow you to quickly apply styles while working with a document. You can redefine these shortcuts or define your own, as described in *Appendix A, Keyboard Shortcuts*.



LibreOffice
The Document Foundation

Chapter 7
Including Spreadsheets,
Charts, and Other Objects

OLE objects

Object Linking and Embedding (OLE) is a software technology that allows embedding and linking of the following types of files or documents into an Impress presentation. The major benefit of using OLE objects is that it provides a quick and easy method of editing the object using tools from the software used to create the object.

- LibreOffice spreadsheets
- LibreOffice harts
- LibreOffice drawings
- LibreOffice formula
- LibreOffice text

These file types can all be created using the various modules included in LibreOffice software.

Two types of OLE objects can be created: new and from a file.

Inserting a new OLE object

When you insert a new OLE object into your presentation, it is only available in your presentation and can only be edited using Impress.

To add a new OLE object into your presentation:

- 1) Go to the slide where you want to insert the OLE object.
- 2) Select **Insert > Object > OLE Object** from the menu bar.
- 3) On the Insert OLE Object dialog box (Figure 141), select **Create new**.

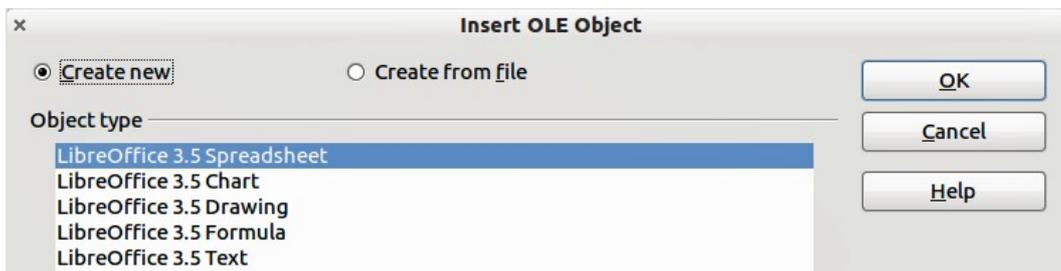


Figure 141: Inserting a new OLE object

- 4) Select the type of OLE object you want to create and then click **OK**.
- 5) A new OLE object is inserted in the center of the slide in edit mode. The toolbars displayed in Impress will change providing the necessary tools for you to create the new OLE object.

Note

For computers operating Microsoft Windows there is an additional option of **Further objects**. Clicking on this option opens an **Insert Object** dialog allowing you to create an OLE object using other software that is compatible with OLE. This option is available for new OLE objects and OLE objects from a file.

Inserting a OLE object from a file

When you insert an existing file into your slide as an OLE object, by default any subsequent changes that are made to the original file do not affect the copy of the file inserted into your presentation. Similarly, changes to the file copy in your presentation do not change the original file. If you want any changes made to the file, either in the original or your presentation, to appear in both versions you have to link the original file with your presentation when it is inserted.

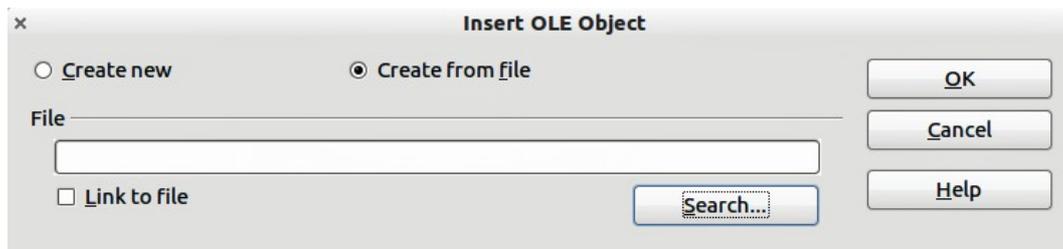


Figure 142: Inserting an OLE object from a file

To insert a file into your presentation as an OLE object:

- 1) Go to the slide where you want to insert the spreadsheet.
- 2) Choose **Insert > Object > OLE Object** from the menu bar.
- 3) On the Insert OLE Object dialog box, select **Create from file** . The dialog box changes to show a File text box (Figure 142).
- 4) Click **Search**.and the Open dialog box is displayed.
- 5) Locate the file you want to insert and click on **Open**.
- 6) Select the **Link to file** option if you wish to insert the file as a live link so that any changes made are synchronized in both the original file and your presentation.
- 7) Click on **OK** to insert the file as an OLE object.

Editing an OLE object

To edit an OLE object after it has been created or inserted from a file, double click on the OLE object to open edit mode (Figure 143). The toolbars displayed in Impress will change providing the necessary tools for you to edit the OLE object.

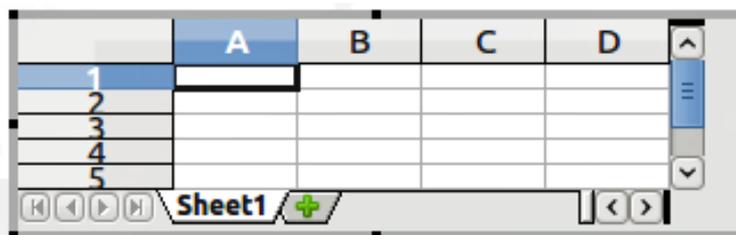


Figure 143: OLE object in edit mode

Spreadsheets

To include a spreadsheet in an Impress slide, you can either insert an existing spreadsheet file or insert a new spreadsheet as an OLE object. See *OLE objects* on page 152 for more information.

Embedding a spreadsheet into Impress includes most of the functionality of a Calc spreadsheet and is therefore capable of performing complex calculations and data analysis. However, if you plan to use complex data or formulas, it is better to perform complex operations in a separate Calc spreadsheet and use Impress only to display the embedded spreadsheet with the results.

You maybe tempted to use spreadsheets in Impress for creating complex tables or presenting data in a tabular format. However, the Table Design feature (described in *Chapter 3 Adding and Formatting Text*) is often more suitable and faster, depending on the complexity of your data.

The entire spreadsheet is inserted into your slide. If the spreadsheet contains more than one sheet and the one you want is not visible, double-click the spreadsheet and then select a different sheet from the row of sheet tabs at the bottom.

Editing a spreadsheet

When a spreadsheet is inserted in slide, it is in edit mode ready for inserting or modifying data or modifying the format (Figure 143). Note the active cell and the small resizing handles on the border. See *Entering data* on page 155 and *Formatting spreadsheet cells* on page 156 for more information.

When editing a spreadsheet, some of the toolbars change so that you can easily edit the spreadsheet (Figure 144). One of the most important changes is the presence of the Formula toolbar, just below the Formatting toolbar. The Formula toolbar contains (from left to right):

- The active cell reference or the name of the selected range
- The Formula Wizard button
- The Sum and Function buttons or the Cancel and Accept buttons (depending on the contents of the cell)
- A long edit box to enter or review the contents of a cell

If you are familiar with Calc, you will immediately recognize the tools and the menu items as they are similar.

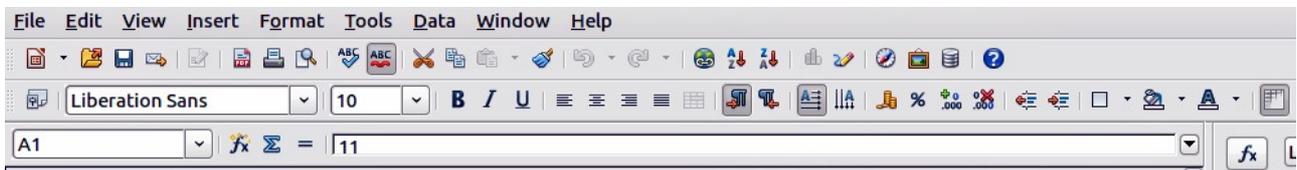


Figure 144: Toolbars for spreadsheet editing mode

Resizing and moving a spreadsheet

When resizing or moving a spreadsheet, ignore the first row and the first column (easily recognizable because of their light background color) and the horizontal and vertical scroll bars. They are only used for editing purposes and will not be included in the visible area of the spreadsheet on the slide.

To resize the area occupied by the spreadsheet:

- 1) Double-click to enter edit mode, if it is not already active. Note the selection handles found in the border surrounding the spreadsheet (Figure 143).
- 2) Move the mouse over one of the handles. The cursor changes shape to give a visual representation of the effects applied to the area.
- 3) Click and hold the left mouse button and drag the handle. The corner handles move the two adjacent sides simultaneously, while the handles at the midpoint of the sides modify one dimension at a time.

You can move the spreadsheet (change its position within the slide) whether in edit mode or not. In both cases:

- 1) Move the mouse over the border until the cursor changes to a hand (actual cursor depends on your computer setup).
- 2) Click and hold the left mouse button and drag the spreadsheet to the desired position.
- 3) Release the mouse button.

When selected, the spreadsheet object is treated like any other object; therefore resizing it changes the scale rather than the spreadsheet area. This is not recommended, because it may distort the fonts and picture shapes.

Navigating the spreadsheet

How a spreadsheet is organized

A spreadsheet consists of multiple tables called sheets, which in turn contain cells. However, in Impress only one of these sheets can be shown at any given time on a slide.

The default for a spreadsheet embedded in Impress is one single sheet called *Sheet 1*, unless the sheet has been renamed. The name of the sheet is shown at the bottom of the spreadsheet area (Figure 143).

If required, you can add other sheets by a right mouse click on the bottom area near the existing tab and selecting **Insert > Sheet** from the pop-up menu. Alternatively, click on the plus sign to the right of the tabs.

Just as in Calc, you can rename a sheet or move it to a different position using the same pop-up menu or the **Insert** menu on the main menu bar.

Note

Even if you have many sheets in your embedded spreadsheet, only one sheet – the one which is active when leaving the spreadsheet edit mode – is shown on the slide.

Each sheet is organized into *cells*. Cells are the elementary units of the spreadsheet. They are identified by a row number (shown on the left hand side) and a column letter (shown in the top row). For example, the top left cell is identified as A1, while the third cell in the second row is C2. All data elements, whether text, numbers or formulas, are entered into a cell.

Moving the cursor to a cell

To move around the spreadsheet and select an active cell, you can:

- Use the arrow keys.
- Left-click with the mouse on the desired cell.
- Use the combinations *Enter* and *Shift+Enter* to move one cell down or one cell up respectively; *Tab* key and *Shift+Tab* key to move one cell to the right or to the left respectively.

Other keyboard shortcuts are available to move quickly to certain cells of the spreadsheet. Refer to *Chapter 5, Getting Started with Calc* in the *Getting Started* guide for further information.

Entering data

Keyboard input into a cell can only be done when the cell is *active*. An active cell is identified by a thick border. The cell reference (or *coordinates*) is also shown on the left hand end of the formula toolbar.

To insert data, first select the cell to make it active, then start typing. Note that the input is also added to the main part of the formula toolbar where it may be easier to read.

Impress will try to automatically recognize the type of contents (text, number, date, time, and so on) entered into a cell and apply default formatting to it. Note how the formula toolbar icons change according to the type of input, displaying Accept (✓) and Reject (✗) icons whenever the input is not a formula. Use Accept to confirm an input made in a cell or simply select a different cell, or press the Enter key.

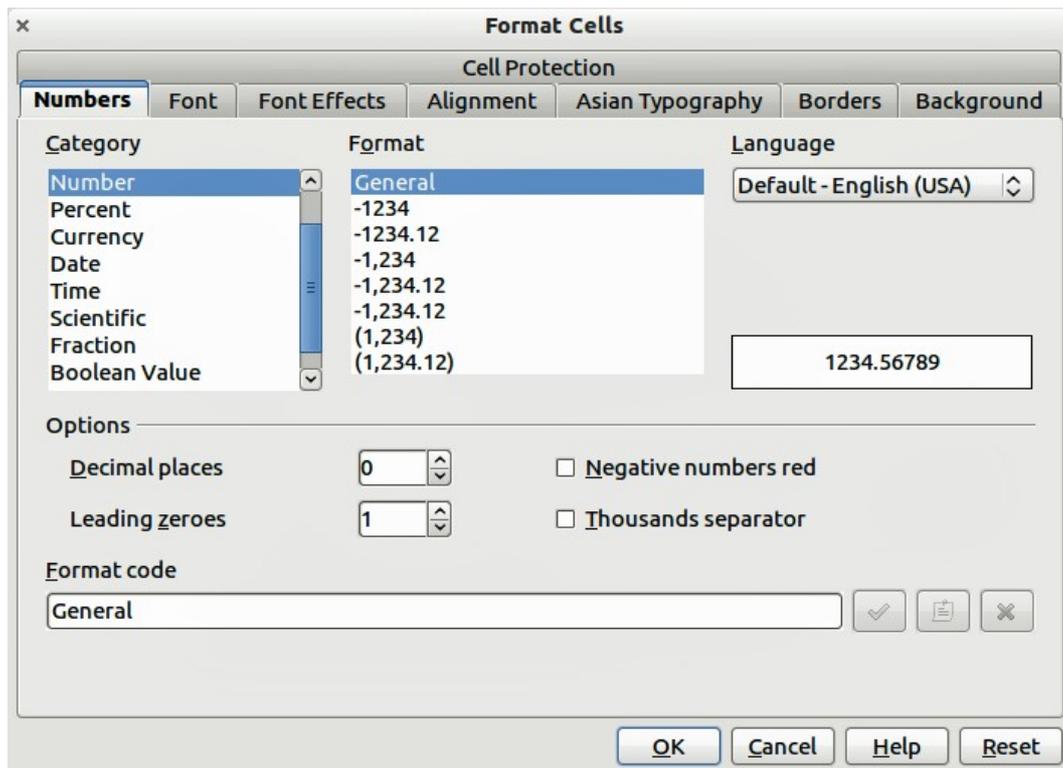


Figure 145: Formatting cells in a spreadsheet

If Impress wrongly recognizes the type of input, select the cell then change format using **Format > Cells** in the main menu bar, or right-click on the cell and choose **Format Cells** from the pop-up menu to open the Format Cells dialog (Figure 145).

Tip

Sometimes it is useful to treat numbers as text (for example, telephone numbers) and to prevent Impress from removing the leading zeros or right align them in a cell. To force Impress to treat the input as text, type a single quotation mark (') before entering the number.

Formatting spreadsheet cells

Often, for the purposes of a presentation, it may be necessary to increase the size of the font considerably or to match it to the style used in the presentation.

The easiest way to format the embedded spreadsheet is to make use of styles. When working on an embedded spreadsheet, you can access the cell styles created in Calc and use them. However, a better approach is to create specific cell styles for presentation spreadsheets, as the Calc cell styles are likely to be unsuitable when working within Impress.

To apply a style to a cell or group of cells simultaneously (or manually format their cell attributes), first select a cell or a range of cells to which the changes will apply. A range of cells is indicated by a rectangular area with all its cells shaded. To select a multiple-cell range:

- 1) Click on the first cell belonging to the range (either the left top cell or the right bottom cell of the rectangular area).
- 2) Keep the left mouse button pressed and move the mouse to the opposite corner of the rectangular area which will form the selected range.
- 3) Release the mouse button.

To add further cells to the selection, hold down the *Control* key and repeat the steps 1 to 3 above.

Tip

You can also click on the first cell in the range, hold down the *Shift* key, and click in the cell in the opposite corner. Refer to Chapter 5, *Getting Started with Calc*, in the *Getting Started* book for further information on selecting ranges of cells.

Some shortcuts are very useful to speed up selection and are listed below:

- To select the whole visible sheet, click on the blank cell between the row and column indexes, or press *Control+A*.
- To select a column, click on the column index at the top of the spreadsheet.
- To select a row, click on the row index on the left hand side of the spreadsheet.

Once a range is selected, you can modify the formatting, such as font size, alignment (including vertical alignment), font color, number formats, borders, background and so on. To access these settings, choose **Format > Cells** from the main menu bar or right-click and choose **Format Cells** from the pop-up menu to open the Format Cells dialog (Figure 145).

If the text does not fit the width of the cell, you can increase the width by hovering the mouse over the line separating two columns in the header row until the mouse cursor changes to a double-headed arrow; then click the left button and drag the separating line to the new position. A similar procedure can be used to modify the height of a cell (or group of cells).

To insert rows and columns in a spreadsheet, use the **Insert** menu or right-click on the row and column headers and select the appropriate option from the pop-up menu. To merge multiple cells, select the cells to be merged and select **Format > Merge cells** from the main menu bar. To split a group of cells, select the group and deselect **Format > Merge Cells** (which will now have a checkmark next to it).

When you are satisfied with the formatting and the appearance of the table, exit edit mode by clicking outside the spreadsheet area. Note that Impress will display exactly the section of the spreadsheet that was on the screen before leaving edit mode. This allows you to hide additional data from view, but it may cause the apparent loss of rows and columns. Therefore, take care that the desired part of the spreadsheet is showing on the screen before leaving edit mode.

Tip

To get back into edit mode, right click and select **Edit**.

Charts

The use of charts is described in detail in *Chapter 3, Creating Charts and Graphs* of the *Calc Guide*.

You can insert a chart to your presentation using the tools within Impress or as an OLE object. See *OLE objects* on page 152 for more information on inserting a chart as an OLE object.

To insert a chart using Impress tools, select the **Insert Chart** icon on the slide layout (Figure 146), or use **Insert > Chart**, or click the **Insert Chart** icon  on the Standard toolbar. A chart appears containing sample data (Figure 147). To enter your own data into the chart, see *Entering chart data* on page 160.

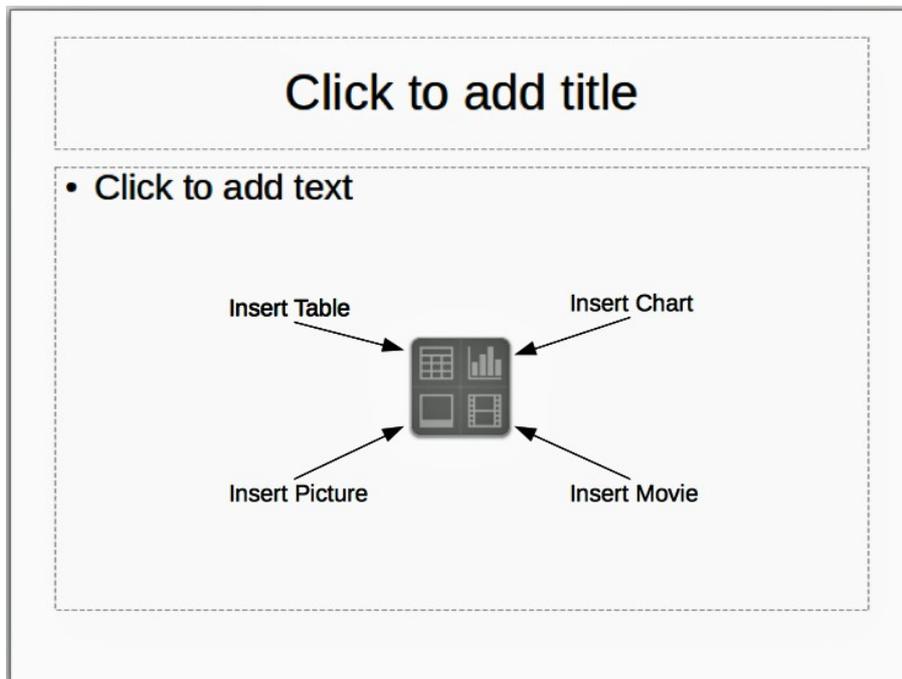


Figure 146: Inserting objects into a slide

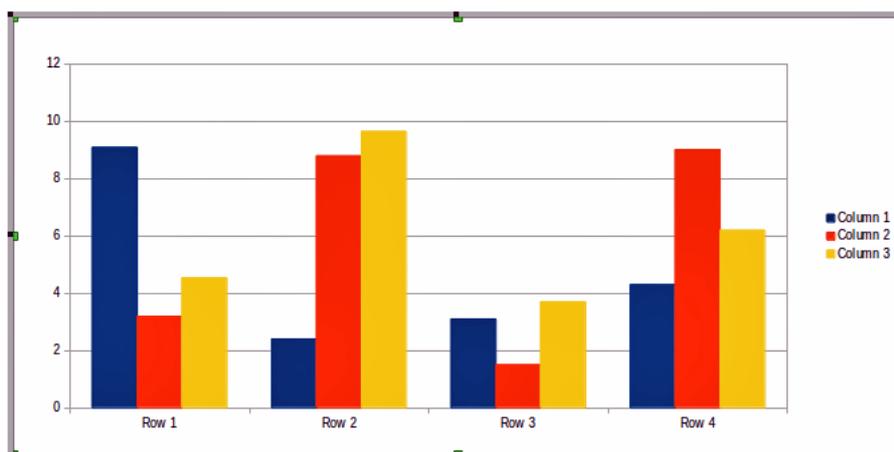


Figure 147: Chart with sample data

Selecting a chart type

Your data can be presented using a variety of different charts; choose a chart type that best suits the message you want to convey to your audience (see *Chart types* on page 159).

To choose a chart type:

- 1) Make sure that your chart is selected.
- 2) Click the **Chart Type** icon  or select **Format > Chart Type**, or right-click on the chart and choose **Chart Type** to open Chart Type dialog (Figure 148).
- 3) As you change selections in the left-hand list, the chart examples on the right change. If you move the Chart Type dialog box to one side, you can see the effect in your chart.
- 4) As you change chart types, other selections become available on the right-hand side. For example, some chart types have both three-dimensional and two-dimensional variants; 3D charts have further selections of shape for the columns or bars.

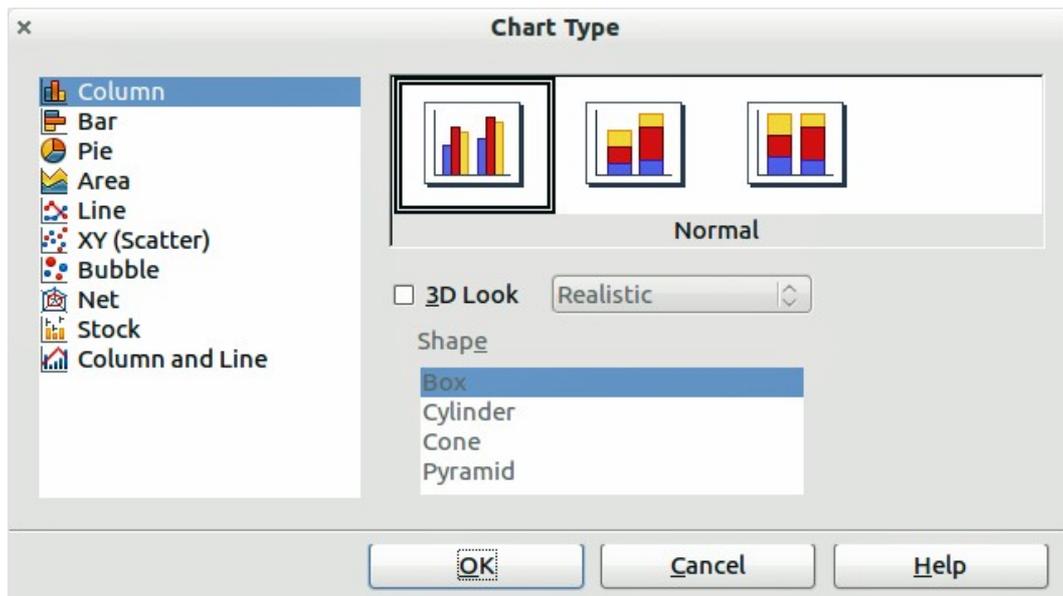


Figure 148: Chart Type dialog showing two-dimensional charts

- 5) Choose the chart characteristics you want, and then click **OK**. The Chart Type dialog closes and you return to the edit window.

Now you can continue to format the chart, add data to the chart, or click outside the chart to return to normal view.

Chart types

The following summary of the chart types available will help you choose a type suitable for your data. For more detail, see *Chapter 3, Creating Charts and Graphs* in the *Calc Guide*. Column, bar, pie and area charts are available in 2D and 3D types.

Column charts

Column charts displays data that shows trends over time. They are best for charts that have a relatively small number of data points (for large time series, a line chart would be better.) This is the default chart type.

Bar charts

Bar charts give an immediate visual impact for data comparison where time is not important, such as comparing the popularity of products in a marketplace.

Pie charts

Pie charts give a comparison of proportions, for example, comparisons of departmental spending: what the department spent on different items or what different departments spent. They work best with a small range of values, for example six or less; more than this and the visual impact begins to fade.

Area charts

Area charts are versions of line or column charts. They are useful where you wish to emphasize volume of change. Area charts have a greater visual impact than a line chart, but the data you use will make a difference. You may need to use transparency values in an area chart.

Line charts

Line charts are time series with a progression. Ideal for raw data and useful for charts with data showing trends or changes over time where you want to emphasize continuity. On line charts,

the x-axis is ideal for representing time series data. 3D lines confuse the viewer, so just using a thicker line often works better.

Scatter or XY charts

Scatter charts are great for visualizing data that you have not had time to analyze and may be best for data where you have a constant value for comparison: for example weather data, reactions under different acidity levels, conditions at altitude, or any data which matches two numeric series. The x-axis usually plots the independent variable or control parameter (often a time series).

Bubble charts

Bubble charts are used to represent three variables: two identify the position of the center of a bubble on a Cartesian graph, while the third variable indicates the radius of the bubble.

Net charts

Net charts are similar to polar or radar graphs and are useful for comparing data not in time series, but show different circumstances, such as variables in a scientific experiment. The poles of the net chart are the y-axes of other charts. Generally, between three and eight axes are best; any more and this type of chart becomes confusing.

Stock charts

Stock charts are specialized column graphs specifically for stocks and shares. You can choose traditional lines, candlestick, and two-column charts. The data required for these charts is specialized with series for opening price, closing price, and high and low prices. The x-axis represents a time series.

Column and line charts

Column and line charts are a combination of two other chart types. It is useful for combining two distinct, but related data series, for example sales over time (column) and the profit margin trends (line).

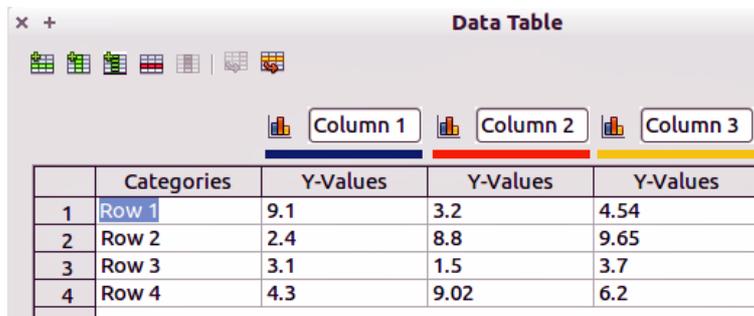
Entering chart data

Opening a chart data window

- 1) Make sure that your chart is selected and you have selected your chart type.
- 2) Click on the **Chart Data** icon , or select **View > Chart Data Table**, or right-click on the chart and choose **Chart Data Table** to open the Data Table dialog (Figure 149).

Tip

If you drag the Data Table dialog box so that your chart is visible, you can then immediately see the results of each change after clicking in a different cell.



	Categories	Y-Values	Y-Values	Y-Values
1	Row 1	9.1	3.2	4.54
2	Row 2	2.4	8.8	9.65
3	Row 3	3.1	1.5	3.7
4	Row 4	4.3	9.02	6.2

Figure 149: Chart Data Table dialog

Entering data

Type or paste information into the cells within the desired rows and columns to enter data into the Data Table dialog.

You can use the icons in the top left corner for large-scale editing:

- The three *Insert* icons insert rows, column (series) and text columns.
- The two *Delete* icons remove a selected row or column (series) with its data.
- The two *Move* icons move the contents of the selected column to the right, or the contents of the selected row down.

Adding or removing elements from a chart

The default chart includes only two elements: the chart wall and the legend (also known as the key). You can add other elements on your selected chart using the **Insert** menu (Figure 150). Each selection of a menu item opens a dialog where you can specify your requirements.

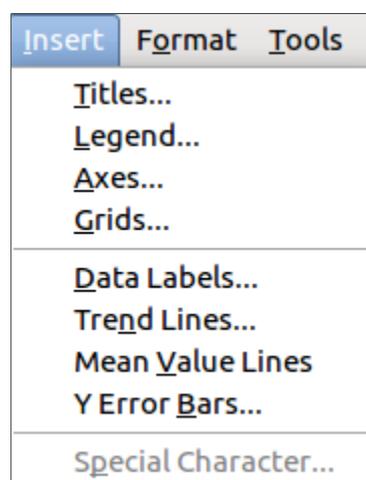


Figure 150: Chart insert menu

Formatting a chart

The format of your selected chart can be changed by clicking on **Format** in the main menu bar (Figure 151) where you can select several options to change the format of your chart.

The formatting options available will depend on which part of your chart has been selected and are as follows:

- *Format Selection* opens a dialog where you can specify area fill, borders, transparency, characters, font effects, and position of the selected element of the chart.
- *Position and Size* opens the Position and Size dialog (see *Resizing and moving a chart* on page 163).
- *Arrangement* provides two choices: **Bring Forward** and **Send Backward**, only one may be active for specific items. Use these choices to arrange overlapping data series.
- *Title* formats the titles of the chart and its axes.
- *Legend* formats the location, borders, background, and type of the legend.
- *Axis* formats the lines that create the chart as well as the font of the text that appears on both the X and Y axes.
- *Grid* formats the lines that create a grid for the chart.

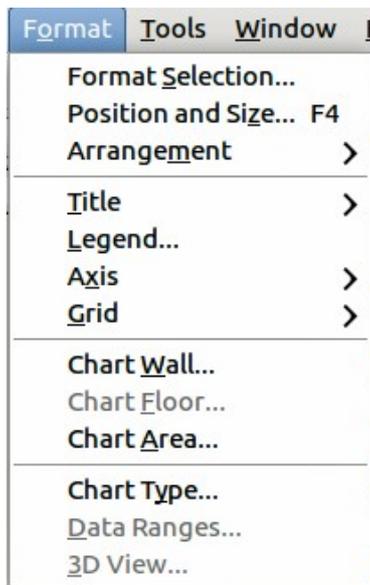


Figure 151: Chart format menu

- *Chart Wall*, *Chart Floor*, and *Chart Area* are described in the following sections.
- *Chart Type* changes what kind of chart is displayed and whether it is 2D or 3D.
- *3D View* formats the various viewing angles of 3D chart.

Note

Chart Floor and **3D View** are available only for 3D charts. These options are unavailable (grayed out) if a 2D chart is selected.

A chart has two main areas: the chart wall and the chart area. These control different settings and attributes for the chart. Knowing the difference is helpful when formatting a chart.

- *Chart wall* contains the graphic of the chart displaying the data.
- *Chart area* is the area surrounding the chart graphic. The (optional) chart title and the legend (key) are in the chart area.

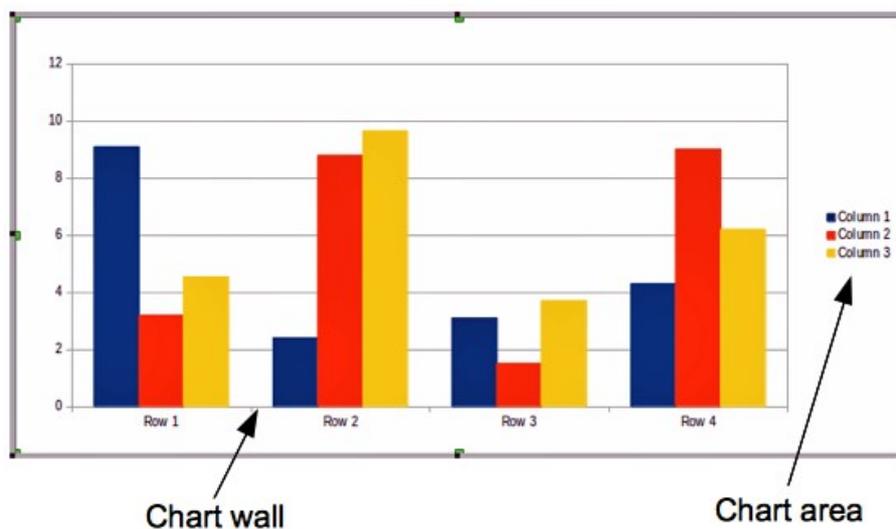


Figure 152: Chart wall and Chart area

Note

Format > Chart Floor is only available for 3D charts and has the same formatting options as **Chart Area** and **Chart Wall**.

Resizing and moving a chart

You can resize or move all elements of a chart at the same time, interactively, or by using the Position and Size dialog. You may wish to use a combination of both methods.

To resize a chart interactively:

- 1) Click on the chart to select it and selection handles appear around the chart.
- 2) To increase or decrease the size of the chart, click and drag one of the corner handles. To maintain the correct aspect ratio, hold the *Shift* key down while you click and drag.

To move a chart interactively:

- 1) Click on the chart to select it and selection handles appear around the chart.
- 2) Hover the mouse pointer anywhere over the chart other than on a handle. When it changes shape, click and drag the chart to its new location.
- 3) Release the mouse button when the element is in the desired position.

To resize or move a chart using the Position and Size dialog box:

- 1) Double-click the chart so that it is in edit mode.
- 2) Select **Format > Position and Size** from the menu bar, or right-click and select **Position and Size** from the pop-up menu, or press *F4* key to open the Position and Size dialog (Figure 153). For more about the use of this dialog, see *Chapter 6, Formatting Graphic Objects*.

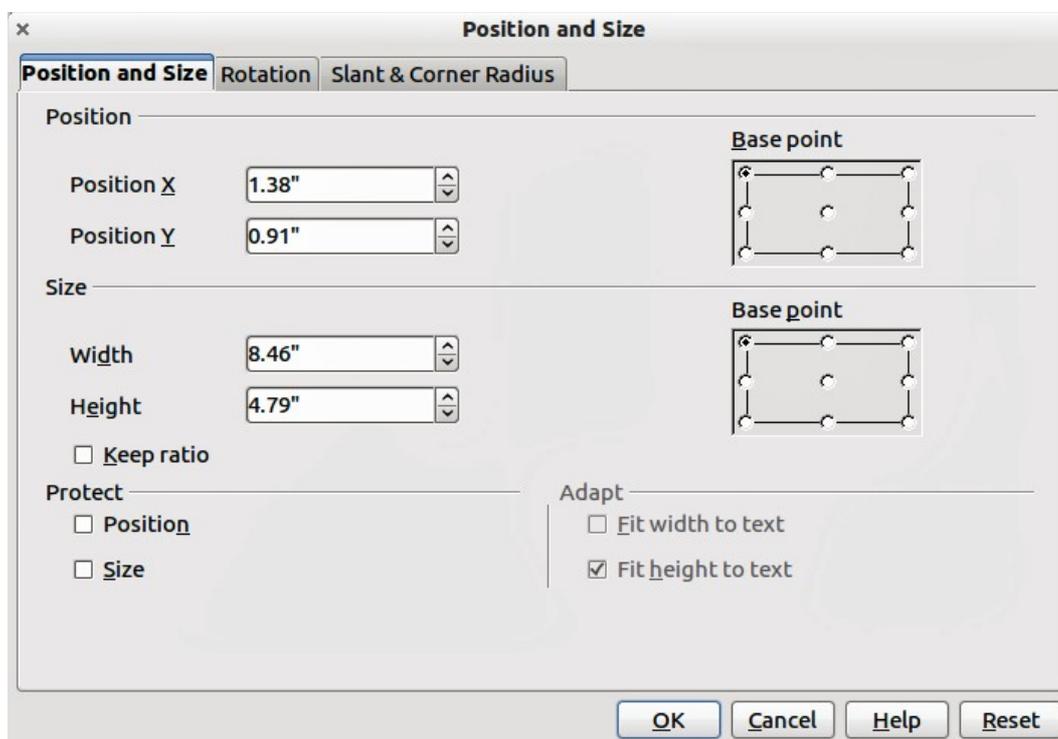


Figure 153: Position and Size dialog

Moving chart elements

You can move or resize individual elements of a chart independently of other chart elements. For example, moving the chart legend to a different position. Pie charts allow individual wedges of the pie to be moved as well as “exploding” the entire pie.

- 1) Double-click the chart so that it is in edit mode.
- 2) Click any of the elements – title, legend, or chart graphic – to select it and resizing handles appear.
- 3) Move the pointer over the selected element. When it changes shape, click and drag to move the element.
- 4) Release the mouse button when the element is in the desired position.

Note

If your chart is 3D, round selection handles appear which control the three-dimensional angle of the chart. You cannot resize or reposition the chart while the round selection handles are showing. *Shift + Click* to get back to the square resizing handles. You can now resize and reposition your 3D chart.

Tip

You can resize the chart using its square resizing handles (*Shift + Click*, then drag a corner handle to maintain proportions). However, you cannot resize the title or key.

Changing chart area background

The chart area is the area surrounding the chart graphic and includes the (optional) main title and key.

- 1) Double-click the chart so that it is in edit mode.
- 2) Select **Format > Format Selection** and select the **Area** tab from the dialog that opens, or right click in the chart area and select **Format Chart Area**, or double click in the chart area to open the **Chart Area** dialog (Figure 154).
- 3) Select from the **Fill** drop down list the type of background fill you want to use.

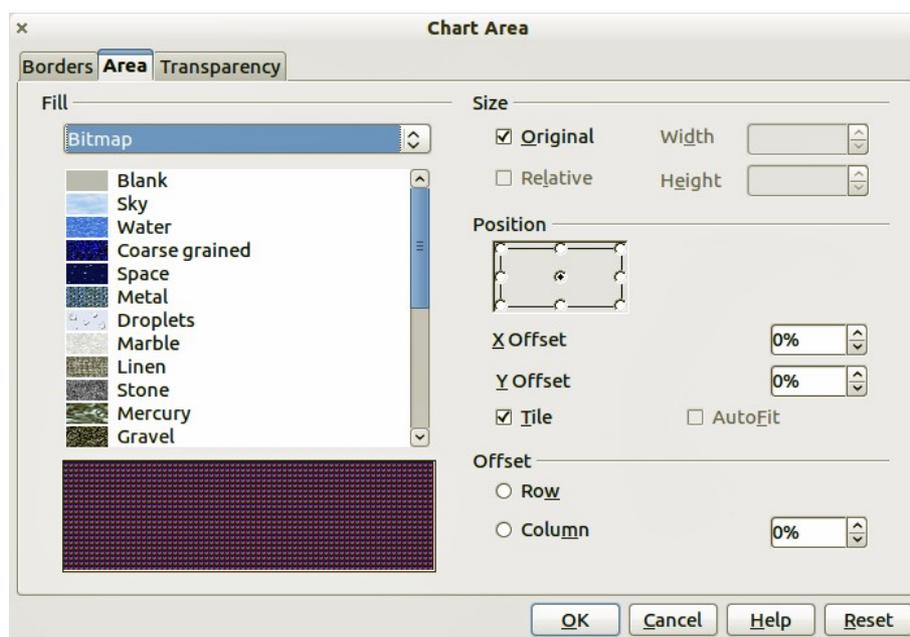


Figure 154: Chart Area dialog

Changing chart wall background

The chart wall is the area that contains the chart graphic.

- 1) Double-click the chart so that it is in edit mode.
- 2) Select **Format > Format Selection** and select the **Area** tab from the dialog that opens, or right click in the chart wall and select **Format Wall**, or double click in the chart wall to open the **Chart Wall** dialog. This dialog has the same formatting options as described in *Changing chart area background* on page 164.
- 3) Choose your settings and click **OK**.

Changing chart elements

When the chart is selected and is in edit mode, individual elements within the chart graphic can be changed and reformatted. Right click on a chart element to open the appropriate formatting dialog. For more information on changing and formatting a chart, see the *Calc Guide*.

Movies and sound

To insert a movie clip or a sound file into your presentation:

- 1) Click the Insert Movie icon on the slide layout (Figure 146) or select **Insert > Movie and Sound** from the menu bar to open the **Insert Movie and Sound** dialog (Figure 155).
- 2) Select the media file to insert and click **Open** to place the object on the slide.

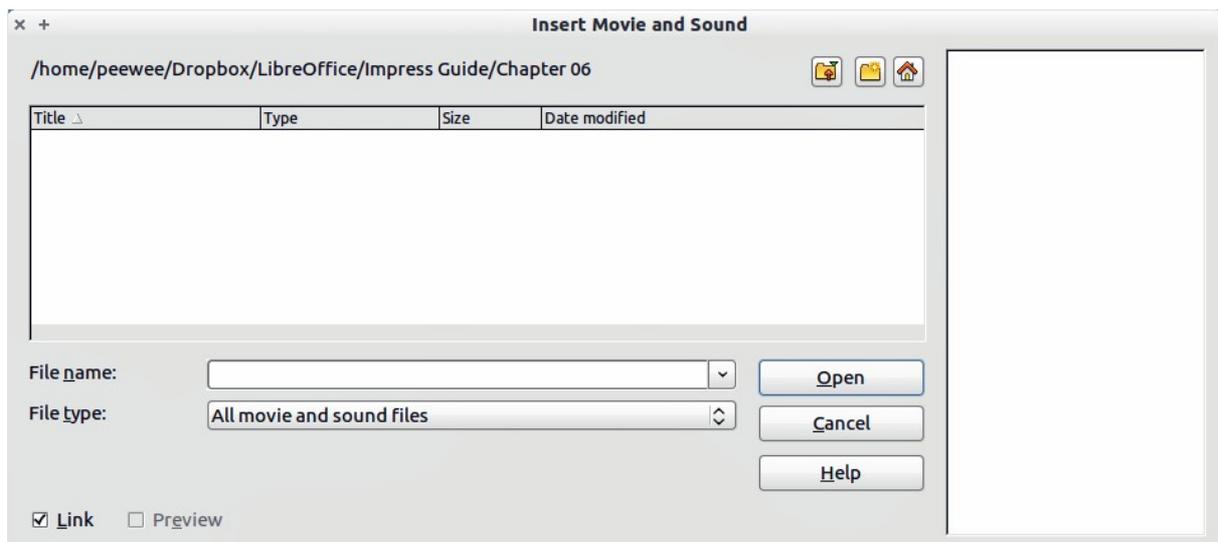


Figure 155: Insert Movie and Sound dialog

Tip

To see a list of audio and video file types supported by Impress, open the drop-down list of file types. This list defaults to *All movie and sound files*, enabling you to choose an unsupported type such as .MOV.

To insert media clips directly from the Gallery:

- 1) If the Gallery is not already open, choose **Tools > Gallery** from the menu bar.
- 2) Browse to a theme containing media files (for example Sounds).
- 3) Click on the movie or sound to be inserted and drag it into the slide area.

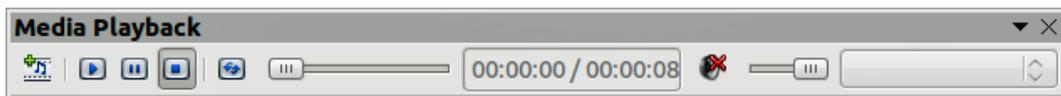


Figure 156: Media playback toolbar

The Media Playback toolbar (Figure 156) is automatically opened when a media file is selected. The default position of the toolbar is at the bottom of the screen, just above the Drawing toolbar. However, this toolbar can be undocked from its fixed position and allowed to float on screen. If the toolbar does not open, select **View > Toolbars > Media Playback**.

The Media Playback toolbar contains the following tools from left to right:

- *Movie and Sound*: opens the **Insert Movie and Sound** dialog where you can select a media file to be inserted.
- *Play, Pause, Stop*: controls media playback.
- *Repeat*: if pressed, media will continuously repeat playing until this tool is de-selected.
- *Playback slider*: selects the position within the media file.
- *Timer*: displays current position of the media clip/length of media file.
- *Mute*: when selected, the sound will be suppressed.
- *Volume slider*: adjusts the volume of the media file.
- *Scaling drop-down menu*: (only available for movies) allows scaling of the movie clip.

The movie will start playing as soon as the slide is shown during the presentation.

Note that Impress will only link the media clip, not embed it. Therefore if the presentation is moved to a different computer, the link will be broken and the media clip will not play. To prevent this from happening:

- 1) Place the media file, which is to be included in the presentation, in the same folder where the presentation is stored.
- 2) Insert the media file in the presentation.
- 3) Send both the presentation and the media files to the computer, which is to be used for the presentation, and place both files in the same folder on that computer.

Impress has a media player to allow previewing of media files that are to be inserted into a presentation. To open it select **Tools > Media Player** and its toolbar is the same as that of the Media Playback toolbar (Figure 156).

Formulas

Use **Insert > Object > Formula** to create a Math object in a slide. A formula can also be included into a presentation as an OLE object; see *OLE objects* on page 152 for more information.

When editing a formula, the Math menu becomes available to allow you to create or edit a formula..

Care should be taken about the font sizes used to make them compatible with the font size used in the presentation. To change the font attributes of the Math object, select **Format > Font Size** from the main menu bar. To change the font type, select **Format > Fonts** from the main menu bar.

For additional information on how to create formulas, refer to *Chapter 9, Getting Started with Math* in the *Getting Started* guide, or to the *Math Guide*.

Note

Unlike formulas in Writer, a formula in Impress is treated as an object; therefore it will not be automatically aligned with the rest of the text. The formula can be however moved around (but not resized) like any other object.

Drawings, text files, HTML files and other objects

You can insert into an Impress presentation such as drawings, text files and HTML files. Select **Insert > File** from the main menu to open a file selection dialog. Only file types acceptable by Impress will be inserted into a presentation.

Drawings, text files, HTML files and other objects can also be included in a presentation as OLE objects; see *OLE objects* on page 152 for more information.

For computers operating Microsoft Windows there is an additional option of **Further objects**. Clicking on this option opens an **Insert Object** dialog allowing you to create an OLE object using other software that is compatible with OLE.



LibreOffice
The Document Foundation

Chapter 8
Adding and Formatting Slides,
Notes, and Handouts

Introduction

This chapter describes how to add new slides to the presentation and how to format slides. It also explains how to format both the Notes and Handouts views. Notes are generally used as prompts for the person giving the presentation. Handouts are normally used for providing a printout of the slides to your audience.

Two pop-up menus are available and useful when performing the operations on slides. One slide pop-up menu is displayed by right-clicking on a slide in Normal view and then selecting **Slide** (Figure 157). The other slide pop-up menu is accessed by right-clicking on a slide thumbnail in the **Slides** pane (Figure 158).

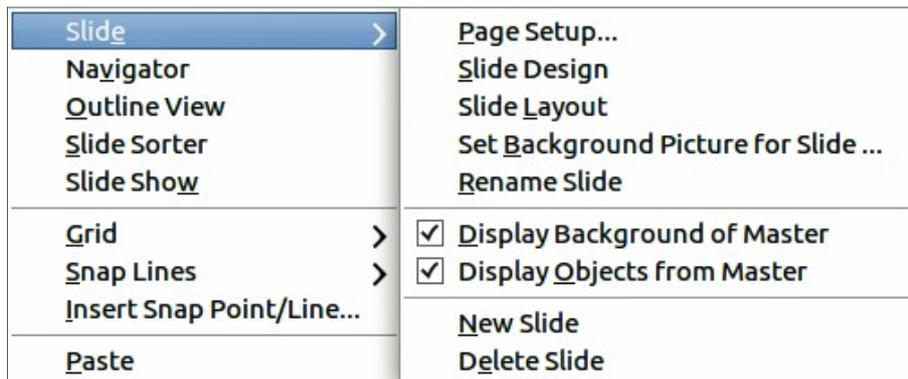


Figure 157: Slide pop-up menu

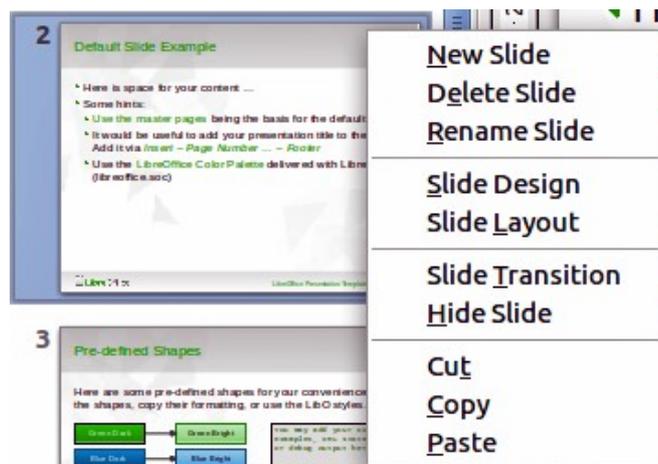


Figure 158: Slide pane slide pop-up menu

Adding, renaming, and removing slides

Adding a new slide

You can add a new slide to a presentation in several ways:

- In Normal, Outline, or Slide Sorter view, select **Insert > Slide** on the main menu bar.
- In Normal, Outline, or Notes view, right-click on the Slides pane and select **New Slide** from the pop-up menu.
- In Slide Sorter view, right click in the main work area and select **New Slide** from the pop-up menu.
- In Normal view, right-click in the main work area and select **Slide > New Slide**.

The new slide is inserted after the current slide or in the position where the mouse was clicked. If multiple slide masters are used in the presentation, the new slide will apply the master of the previous slide in the sequence.

Inserting a slide from another presentation

You can insert slides from other presentations in three ways:

- Using **Insert > File**. With this method, you can optionally *link* the slides instead of copying. This embeds the file into your presentation using OLE. See *Chapter 7 Including Spreadsheets, Charts, and Other Objects* of this guide for more information on OLE.
- Copying and pasting.
- Dragging and dropping to copy or move slides.

Inserting from a file

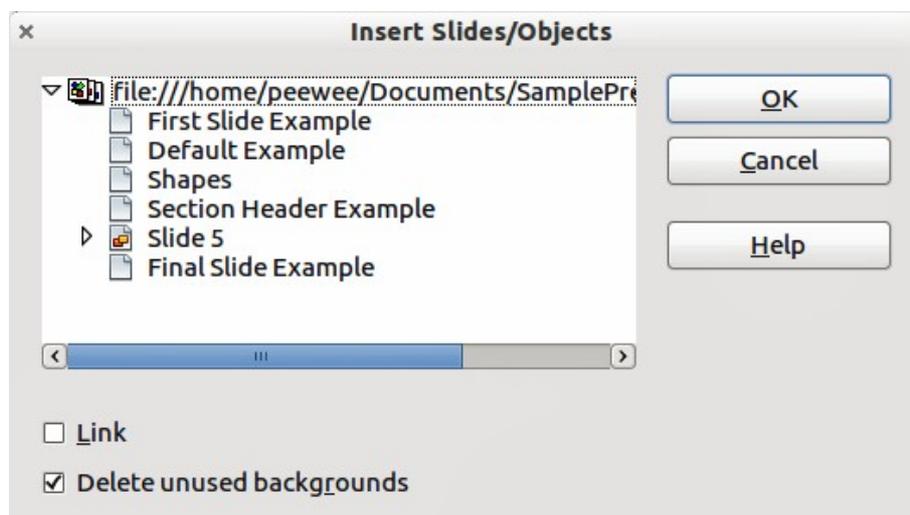


Figure 159: Inserting slides from a file

- 1) In Normal view, select the slide after which you want to insert the new slide, then choose **Insert > File** from the menu bar.
- 2) In the file browser, locate the file containing the slide that you want to insert and click **Insert**.
- 3) In the Insert Slides/Objects dialog (Figure 159), click the small triangular icon next to the filename to list the slides.
- 4) Select the slides that you want to insert into your presentation.
- 5) If required, select the **Link** option to embed the slides as OLE objects.
- 6) Click **OK**. The slides are inserted after the selected slide in the presentation.

Tip

Figure 159 shows the importance of giving descriptive names to slides in a presentation. Refer to “Renaming a slide” on page 172 for more information.

Copying and pasting between presentations

- 1) Open the presentations that you want to copy from and paste into.
- 2) In the presentation containing the slides that you want to copy from, select **View > Slide Sorter**.
- 3) Select the slides you require and then select **Edit > Copy** on the main menu, or click on the **Copy** icon  on the main toolbar, or press *Control+C* (*Cmd+C* in Mac OS).
- 4) Change to the presentation where you want to paste the slides and select **View > Normal**.
- 5) Select the slide where you want the copied slides to follow.
- 6) Select **Edit > Paste** on the main menu, or click the **Paste** icon  on the main toolbar, or press *Control+V* (*Cmd+V* in Mac OS).

Dragging and dropping between presentations

- 1) Open the presentations that you want to move slides between and arrange the windows so both presentations are visible.
- 2) Select **View > Slide Sorter** in each window.
- 3) In the presentation containing the slides that you want to move or copy, select the required slides.
- 4) To **move** the slides, click and hold down the left mouse button to drag and drop the selected slides into the target presentation.
- 5) To **copy** the slides, hold down the *Control* key (*Cmd* key in Mac OS) while dragging and dropping to copy the selected slides into the target presentation.

Duplicating a slide

Duplicating a slide is an easy way to add slides if you want a new slide to inherit formatting, layout and animations from a selected slide. To duplicate a slide:

- 1) Go to Normal view either by clicking on the **Normal** tab in the Workspace pane or selecting **View > Normal** from the main menu.
- 2) Make sure that the slide to be duplicated is on the Workspace pane.
- 3) Select **Insert > Duplicate Slide** from the main menu. The duplicated slide is inserted after the original slide and displayed in the Workspace pane.

Tip

Duplicating a slide is a good way of preventing slides being shown with too much information making it difficult for your audience to understand. If a slide becomes crowded with information, try duplicating a “busy” slide then split the information points over two or more slides. All the formatting, backgrounds, and so on will be preserved in each duplicated slide.

Renaming a slide

To rename a slide, do one of the following:

- 1) Right-click on the slide thumbnail in the Slides pane or in the Workspace pane and select **Slide > Rename Slide** from the pop-up menu.
- 2) In Slide Sorter view, right-click on the slide and select **Rename Slide** from the pop-up menu.
- 3) In the Rename Slide dialog (Figure 160), type a new name for the slide and click **OK**.



Figure 160: Rename Slide dialog

Expanding a slide

Occasionally you may have a slide with too many points to fit in the space available. Instead of reducing the font size or using other methods to squeeze more text into the space, it is better to subdivide the contents of the slide into two or more slides.

As mentioned in “Duplicating a slide” on page 172, you can duplicate the slide and manually split the points. Alternatively the contents of a slide can be expanded as follows:

- 1) If necessary, duplicate the slide in case of error and you want to redo expansion of the slide.
- 2) Select **Insert > Expand Slide** from the main menu to create a new slide for each highest level of the outline. The outline text becomes the title of each new slide. Outline points below the top level on the original slide are moved up one level in the new slides.
- 3) If required, repeat steps 2 and 3 on any slide where level 2 entries of the outline exist, to expand those as well.

Figure 161 shows a slide with an outline that has been expanded using the **Expand Slide** command. Each expanded slide has been given the slide title of each of the second level points on the original slide.

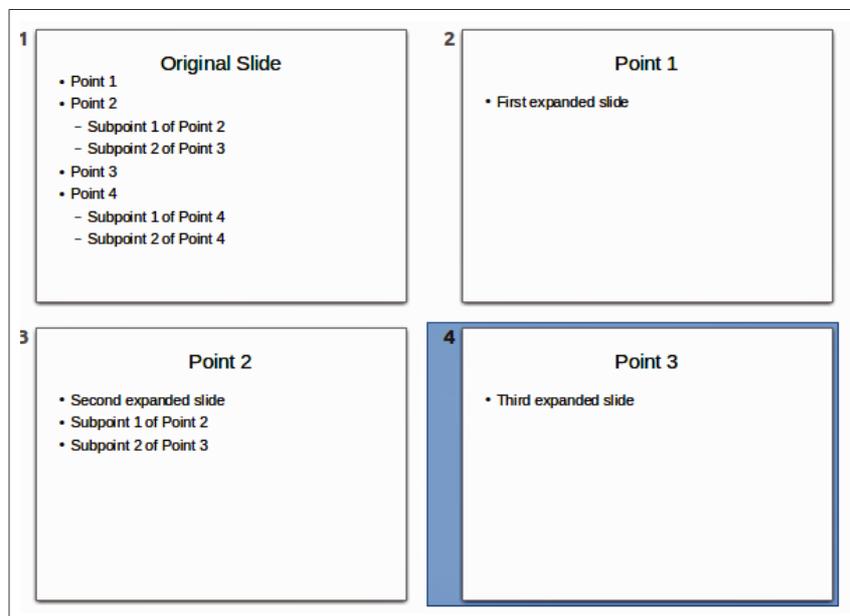


Figure 161: Slide 1 expanded into Slides 2, 3 and 4

Caution



For the Expand command to work, ensure that the slide layout contains only one text AutoLayout box. If the layout of the slide is not suitable for expansion, the menu item is grayed out.

Creating a summary slide

It is also possible to reverse the Expand operation to create summaries. The Summary command is useful in creating an agenda for your presentation.

- 1) Select the slide that will be the first one to appear in the summary. Do this by clicking on it in the Slides Pane or Slide Sorter view.
- 2) Select **Insert > Summary Slide** to create a new slide (Figure 162) at the end of the presentation where all the titles of the previous slides are written as bullet points in the body of the slide.
- 3) If necessary, move this slide to wherever you want it to appear in your presentation.

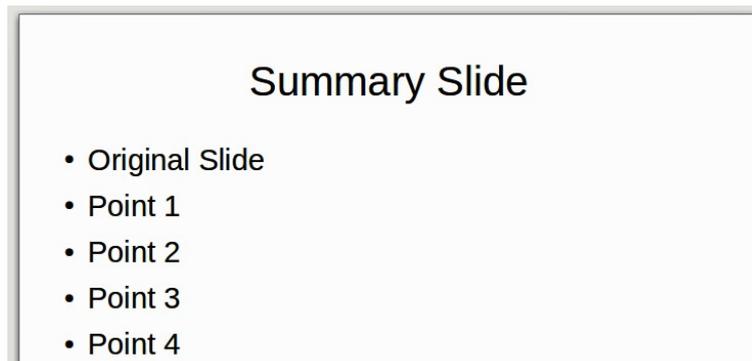


Figure 162: Summary slide

Deleting a slide

To delete a slide, use any of the following methods:

- In Normal, Outline or Slide Sorter view, select a slide and then select **Edit > Delete Slide** in the main menu or press the *Delete* key.
- In the Slides Pane select a slide and then right-click on the slide. Select **Delete Slide** from the pop-up menu or press the *Delete* key.
- In Normal view, right-click on the slide in the Workspace pane and then select **Slide > Delete Slide** from the pop-up menu.

Tip

When working in the Slide sorter view (**View > Slide sorter**) it is possible to delete multiple slides simultaneously by selecting them with the mouse and pressing the *Delete* key.

Creating slides from an outline

When planning a presentation it may be useful to develop an outline using LibreOffice Writer. Once the outline is created, you can create one or more separate slides for each of the top level outline elements as follows:

- Send an outline from Writer to Impress to create a new presentation.
- Send an auto-abstract from Writer to Impress to create a new presentation.
- Copying and pasting the outline from Writer to Impress to add to an existing presentation or after creating a blank presentation.

Using an outline from Writer

The text document in Writer must contain headings formatted with the default heading paragraph styles.

- 1) Select **File > Send > Outline to Presentation** in the Writer main menu to create a new presentation containing the headings as an outline.
- 2) The new presentation opens in the Impress Outline view (Figure 163).
- 3) Click on the **Normal** tab to populate the slides in the Slides pane.

Some outline levels may have too many points to fit on one slide. You can expand this slide, see “Expanding a slide” on page 173, or duplicate the slide and manually change the contents, see “Duplicating a slide” on page 172.

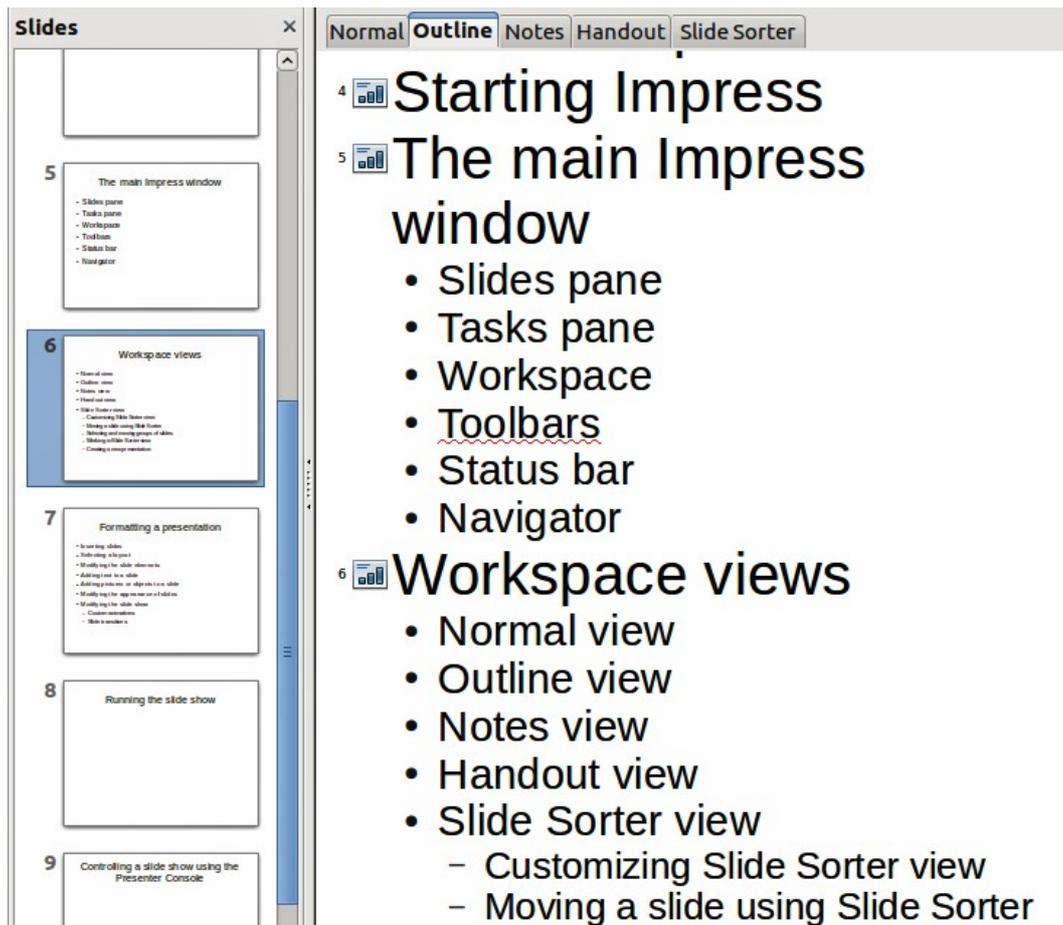


Figure 163: Outline created from a LibreOffice Writer document

Using AutoAbstract from Writer

To send an AutoAbstract from Writer to Impress, the text must contain headings formatted with the default heading paragraph styles. When using AutoAbstract to copy the headings and subsequent paragraphs to a new presentation, you can specify the number of outline levels as well as the number of paragraphs to be displayed.

- 1) Select **File > Send > AutoAbstract to Presentation** from the Writer main menu to open the Create AutoAbstract dialog (Figure 164).

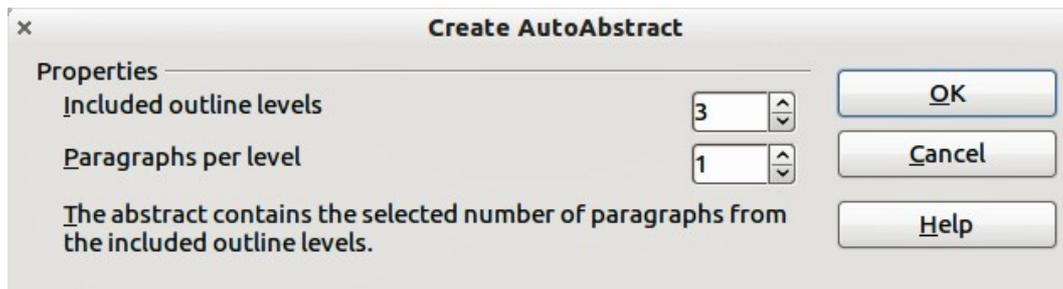


Figure 164: Choosing outline levels for AutoAbstract

- 2) Select the number of outline levels to be copied to the presentation in **Included outline levels**. For example, if you choose four levels, all paragraphs formatted with heading levels 1 to 4 are included, along with the number of paragraphs specified in **Paragraphs per level**.
- 3) The new presentation opens in Impress Outline view. Click on the **Normal** tab to populate the slides in the Slides pane.
- 4) If an outline has too many points to fit on one slide, expand the slide

Copying and pasting an outline

Copy and paste an outline into an existing presentation or a new presentation as follows:

- 1) In Writer, highlight the outline and select **Edit > Copy**, or right click on the outline and select **Copy** from the pop-up menu.
- 2) Create a new slide and choose the **Title, Content** layout (see “Choosing a slide layout” on page 178).
- 3) Paste the outline created with Writer into the text area of the slide. Do not worry if the text does not fit the space on the slide.
- 4) If some outline levels have too many points to fit on one slide, expand the slide, see “Expanding a slide” on page 173, or duplicate the slide and manually change the contents, see “Duplicating a slide” on page 172.
- 5) When pasting, the hierarchical structure of the outline may be lost. If necessary, use the **Promote/Demote** icons  on the Text Formatting toolbar to move the outline points to the correct hierarchical levels.

Tip

It may be useful to open the Style and Formatting window of the Presentation styles page to track the outline level of each item.

Modifying slides

Use slide masters to give your presentation a professional look and to avoid manually modifying the formatting of each individual slide. Multiple slide masters can be used in a single presentation to provide the same look for groups of slides and avoid modifying the formatting of each individual slide in a group of slides. See *Chapter 2 Slide Masters, Styles, and Templates* of this guide for details about using slide masters.

Formatting the slide or page area

The Page Setup dialog (Figure 165) can be used to set up the page layout in Impress for the Normal, Notes or Handouts views.

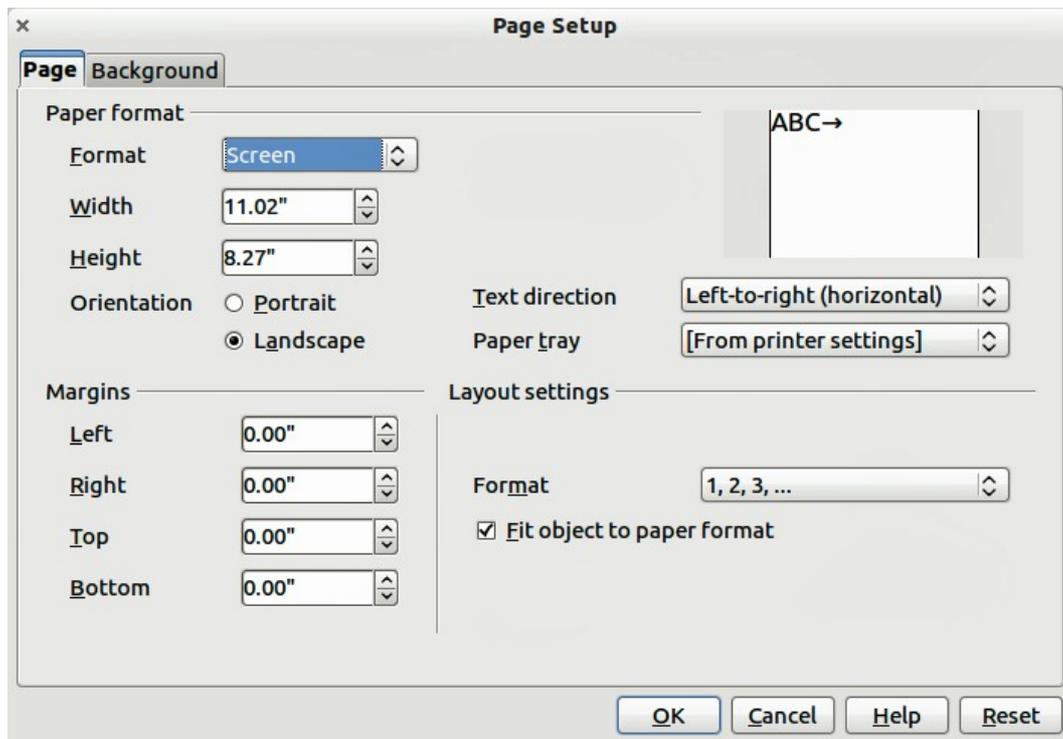


Figure 165: Page Setup dialog

Note

Any changes to the page format (size, margins, orientation, and so on) apply to *all* slides in the presentation. You can only define one page style in Impress, whereas in Writer or Calc you can define more than one page style. You can change the background of individual slides, see “Changing slide background” on page 178.

- 1) To start, click the **Normal** tab in the Workspace pane or select **View > Normal** in the main menu.
- 2) Select **Format > Page** from the main menu, or right-click on the slide and choose **Slide > Page Setup** to open the Page Setup dialog (Figure 165).

The Page tab has three sections: **Paper format**, **Margins**, and **Layout settings**. Changing these settings affects all slides in the presentation.

In **Paper format**, select the preferred format from the drop-down list. The dimensions change automatically when a standard format is selected. The drop-down list contains selections for displaying the slides as well as printing them on paper.

The default values for the screen settings are for a screen presentation with 4:3 ratio. If your computer uses a wide-screen monitor, you can manually adjust the width and height to fit a wide-screen format.

In **Margins**, change the spacing between the edges of the page and the contents of the slide.

In **Layout settings**, select the page number format from the **Format** drop-down list. To allow resizing of slide objects and fonts to fit the selected paper format size, select the **Fit object to paper format** checkbox.

Printing slides

You can also select the orientation of the slide or paper (portrait or landscape) and the paper tray to be used. Note that in Impress you can only specify one printer tray for when printing pages (slides). However, you can specify different printer trays for printing all the slides, notes, and

handouts on different printing media by changing the setting in the Page Setup dialog before printing. This is useful if, for example, you want to print slides on transparencies and handouts on paper. For more about printing presentations, see *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* of this guide.

Choosing a slide master

In the Task Pane, select the *Master Pages* tab. To apply one of the slide masters to *all slides* in your presentation, click on it in the list.

To apply a different slide master to one or more selected slides:

- 1) In the Slide Pane or the Slide Sorter view, select the slides you want to change.
- 2) In the Task Pane, right-click on the slide master you want to apply to the selected slides, and click **Apply to Selected Slides** on the pop-up menu.

Chapter 2 Slide Masters, Styles, and Templates of this guide discusses slide masters (also called master slides or master pages) in detail.

Changing slide background

This section describes how to modify the background of a single slide.

Tip

For easy maintenance it is recommended that slide masters are used to modify the slide backgrounds by creating additional slide masters as required.

Note

Applying a background to individual slides is no different from filling the area of a shape. See *Chapter 6 Formatting Graphic Objects* of this guide for more information.

To change the background for a slide:

- 1) Switch to Normal view by clicking the **Normal** tab in the Workspace pane or select **View > Normal** on the main menu.
- 2) Select the slide you want to change.
- 3) Select **Format > Page** from the main menu, or right-click and select **Slide > Page Setup** to open the Page Setup dialog (Figure 165). Choose the **Background** tab.
- 4) Follow the instructions in *Formatting areas* in *Chapter 6 Formatting Graphic Objects* of this guide.
- 5) Click **OK** to save the changes. A pop-up message asks if you want to change the background on all slides. To change only the selected slide, click **No**. If you press **Yes**, Impress will apply the new background to all the slides used in the presentation.

Choosing a slide layout

After creating a new slide, you can then decide on what layout is most suitable the slide contents and your presentation. Impress offers various types of predefined layouts that can be applied to a slide (Figure 166).

To apply a layout to a slide:

- 1) In the Tasks pane, select **Layouts** to display the various slide layouts available. If the Tasks pane is not visible, select **View > Task Pane** on the main menu.
- 2) Hover the mouse cursor over the layout thumbnail to get a tooltip with a summary of the type of layout.
- 3) Click on the selected layout to apply it to the slide.

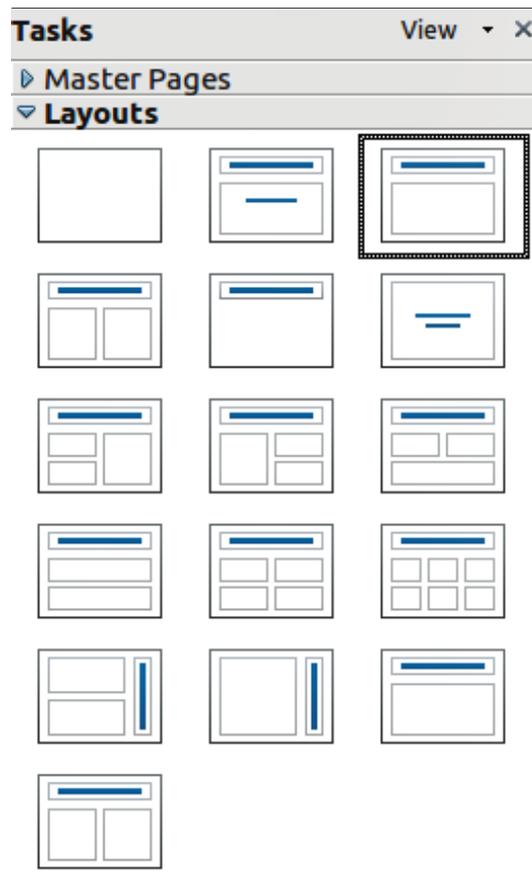


Figure 166: Available slide layouts

Note

If the layout is changed when the slide already contains contents, Impress will not delete the contents but reposition the contents according to the selected layout. This may result in some elements overlapping or being out of position.

If these layouts do not fit the presentation style, the elements can be rearranged on an individual slide and duplicated as often as needed by copying to another presentation or saving it as a template.

All the techniques in *Chapter 3 Adding and Formatting Text* of this guide for working with text boxes can be applied to the title and auto layout text elements of the slide. The placeholder for images can be moved and resized, see *Chapter 4 Adding and Formatting Pictures* of this guide. *Chapter 7 Including Spreadsheets, Charts, and Other Objects* of this guide describes how to include and modify spreadsheets, charts, and other objects.

Adding comments

When creating a presentation in a collaborative environment, it is often useful to add comments to the presentation for the benefit of the other people working on the presentation.

To add a comment, switch to Normal view and select the slide where you want the comment to appear. Select **Insert > Comment** from the main menu to display a comment box (Figure 167) in the top left corner of the slide. Once you are finished typing your comment you can close the comment box by clicking anywhere outside the comment box.

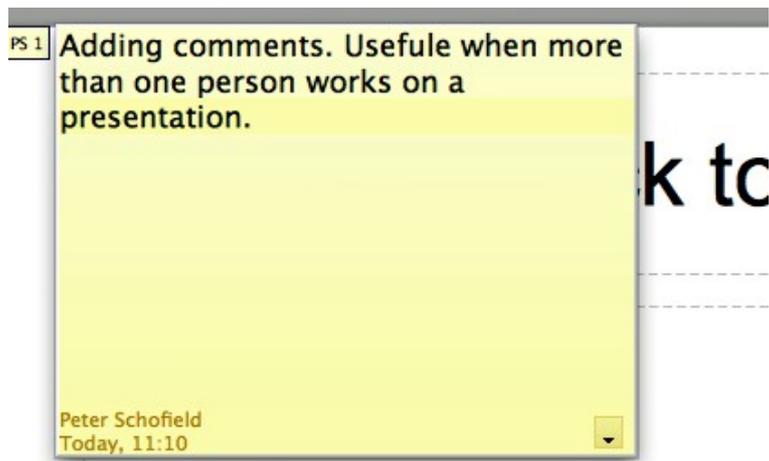


Figure 167: Adding comments

Each comment is color coded and marked with the initials of the author as well as a sequential number and is shown in the top left corner of the slide in Normal view. Clicking on a comment box displays the full text of the comment. The size of the comments box is fixed and scroll bars appear when needed.

Editing, deleting and replying to comments

You can only edit the comments if you created them. You can reply to a comment created by another person. Select **Reply** from the comment drop down list (Figure 168). Click on the small triangle located in the bottom right of the comment to display the drop list or right click when the mouse cursor is over the comment.



Figure 168: Comments drop down list

A limited set of options available for formatting a comment can be accessed by right-clicking on the comment box. Use the pop-up menu to apply one or more font attributes (bold, italic, underline, strikethrough) or paste contents that have been copied to the clipboard.

Use the comment drop down list (Figure 168) to delete the current comment, delete all the comments from the author of the selected comment, or delete all the comments in the presentation. If the comment you opened was created by a different author the comment drop down list also displays the option to reply to the comment.

Adding and formatting notes

Notes view provides a convenient way to create reminders or add extra information to slides in a presentation. Notes are not displayed during a slide show. However, using a dual monitor, you can display any notes on the second monitor as a presentation cue. You can also print the notes and use them as handouts.

Note

If you regularly give presentations in public using a projector, you may want to consider installing the Presenter Console, an extension that allows you to display on your screen the slide notes, the next slide, and other useful information while only the slide is shown through the projector. The extension may be installed with your copy of LibreOffice, or you can download it from <http://extensions.libreoffice.org/>.

Adding notes to a slide

To add notes to a slide:

- 1) In the Slides pane, select the slide to which you want to add notes.
- 2) Switch to Notes view (Figure 169) by clicking the tab in the Workspace pane or select **View > Notes Page** from the main menu.
- 3) Click in the text box showing *Click to add notes* and type or paste text or graphics as required.
- 4) To add notes to another slide, repeat steps 1 to 3.
- 5) When you have finished entering notes, return to Normal view.

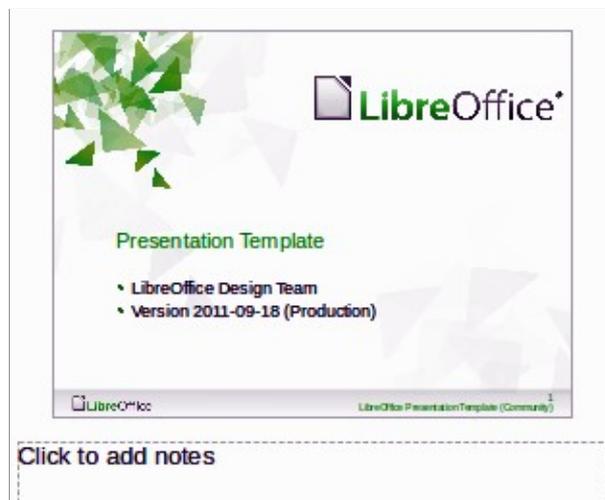


Figure 169: Notes view

Formatting notes

It is highly recommended to use the Notes Master and the Notes Presentation style to format the appearance of notes, rather than formatting them for each slide individually.

All the formatting guidelines given in this section can be applied to either the Notes Master or to the Notes Presentation style.

To open the Notes Master, choose **View > Master > Notes Master** from the main menu (Figure 170).

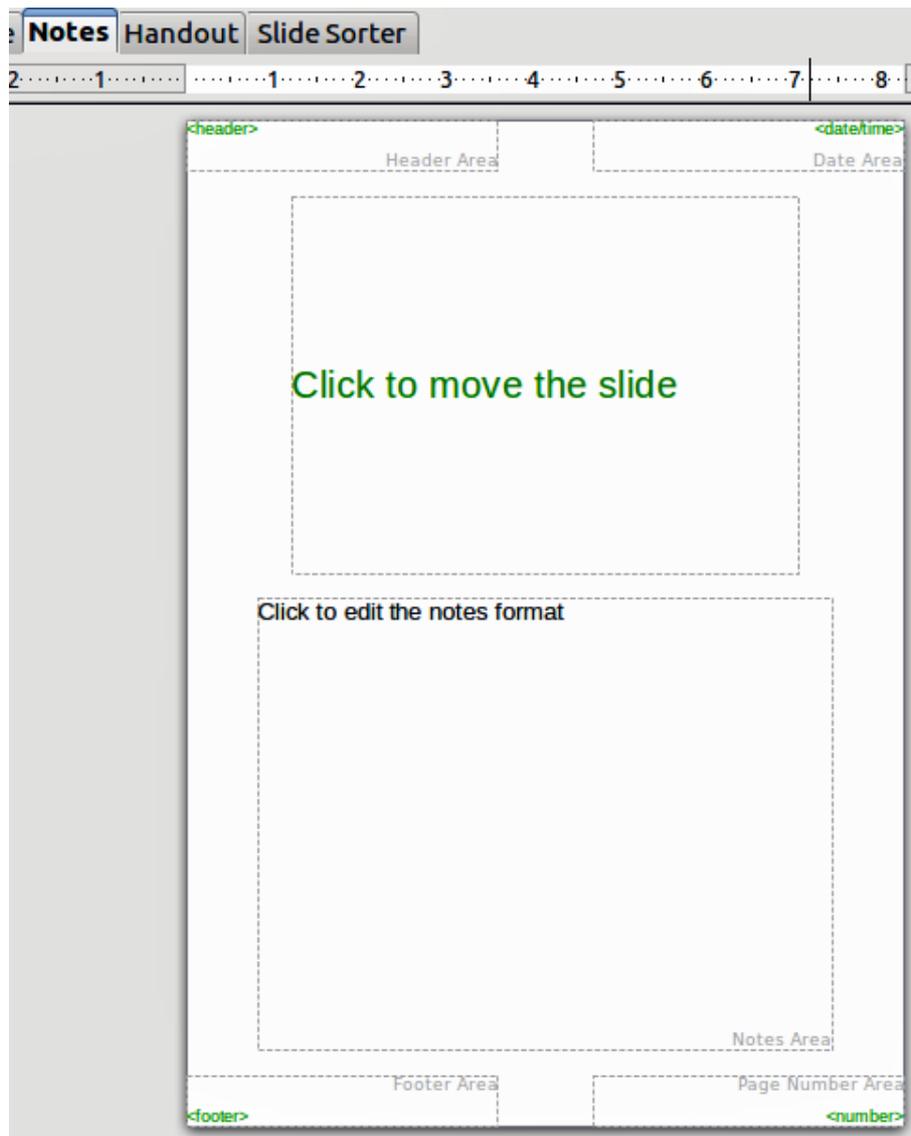


Figure 170: Notes Master layout

Formatting the Notes page

To format the Notes page:

- 1) Switch to Notes view by clicking the tab in the main work area or select **View > Notes Page**.
- 2) Select **Format > Page** from the menu bar, or right-click and choose **Page Setup** to open the Page Setup dialog (Figure 171).
- 3) Set the desired parameters. The Page Setup dialog for notes is the same as the page setup dialog for slides. Refer to “Formatting the slide or page area” on page 176 for a description of the page setup dialog. The only difference is that by default the Notes page orientation is set to portrait and the format is A4.
- 4) When finished setting up a notes page, click **OK** to close the dialog.

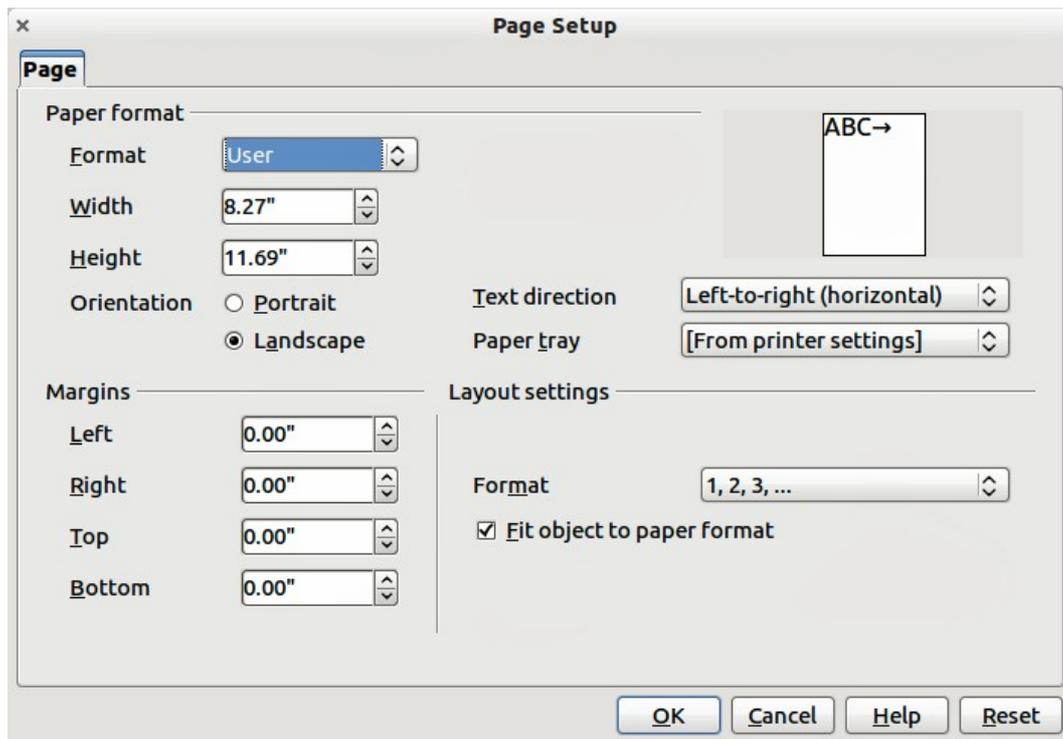


Figure 171: Page Setup dialog for notes

Setting automatic layout options

In Notes view, Impress creates four areas input information about the presentation:

- Header area
- Date and Time area
- Footer area
- Slide or page number area

To customize these fields, proceed as follows:

- 1) Switch to Notes view from the corresponding tab in the work area or by selecting **View > Notes Page** from the main menu, or open the Notes Master by going to **View > Master > Notes Master** (Figure 170) on the main menu.
- 2) Choose **Insert > Date and Time** for the date and time. Choose between **Fixed** to enter the date and time that should be displayed or **Variable** to enter the date and time of the slide creation. Use the two drop-down menus to select the format of the date and the language.
- 3) Choose **Insert > Page Number** from the main menu to display the Header and Footer dialog. Select the *Notes and Handouts* tab (Figure 172).
- 4) Select the checkboxes to activate the corresponding areas. For the Header and Footer, type the text in the edit fields. If the Page number checkbox is activated, to format the type of numbering refer to “Formatting the Notes page” on page 182.
- 5) Click the **Apply to All** button to save these settings and close the dialog.

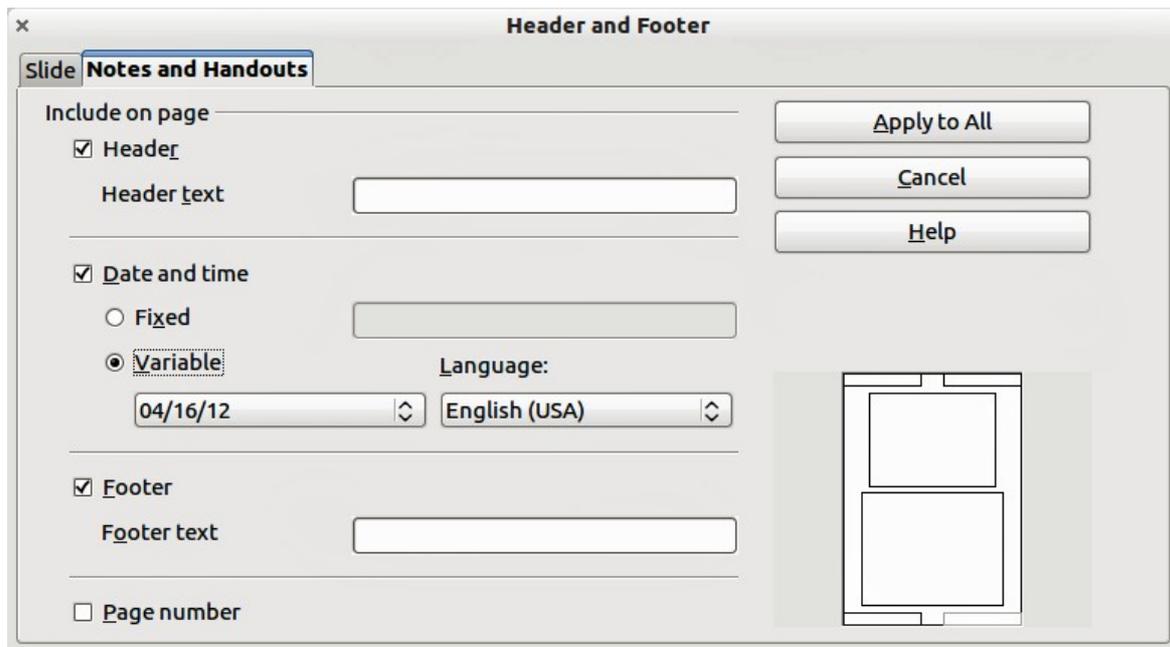


Figure 172: Header and Footer dialog for notes

Text formatting

When text is inserted in the Notes text box, it is automatically formatted using the predefined Notes style that you can find in the Presentation styles. The best way to format the notes text is to modify this style to suit your needs. Refer to *Chapter 2 Slide Masters, Styles, and Templates* of this guide for more information.

If manual formatting is required, for example to highlight a particular section of the notes, refer to *Chapter 3 Adding and Formatting Text* of this guide for more information.

Advanced Notes formatting

You can make other changes to the Notes pages. For example, you can:

- Move the text box and the slide image around the page
- Resize the slide image and text box (only from the Slide Master view).
- Add other text boxes to the page.

Printing notes

- 1) Choose **File > Print** from the main menu.
- 2) On the Print dialog, in the *Print* section (Figure 173) of the General tab, select **Notes** from the Document list.
- 3) Make any other necessary changes and click **OK** to print.

For more information on printing slides, notes, and handouts, see *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* of this guide.

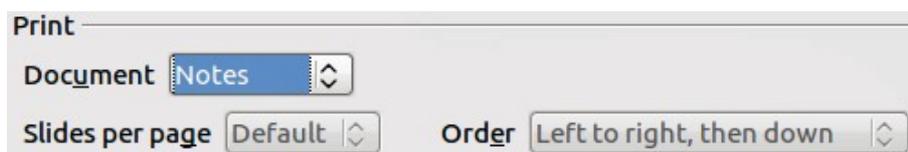


Figure 173: Printing notes

Exporting notes to PDF

- 1) Choose **File > Export as PDF** from the main menu.
- 2) In the PDF Options dialog, choose the *General* tab.
- 3) Under *General*, make sure that **Export notes pages** is checked, and then click **OK**.
- 4) In the Export dialog, enter a filename, select the folder in which to save it, and click **Export**.

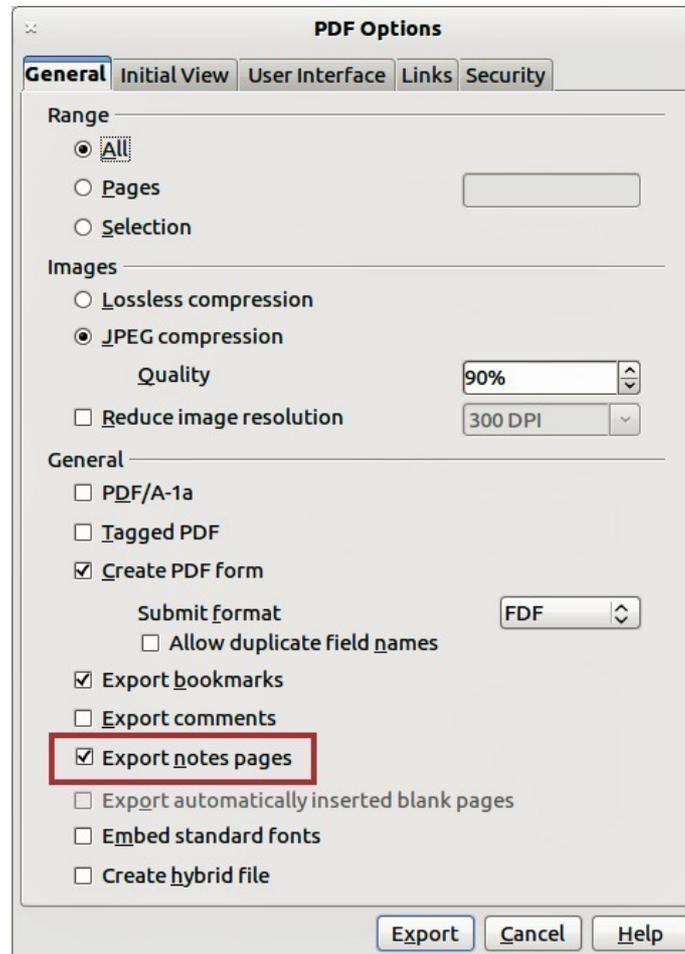


Figure 174: Exporting Notes as PDF

Note

If your presentation has 10 slides, the PDF contains 20 pages: 10 pages of individual slides, followed by 10 pages with notes formatted for paper. If you want only the Notes pages, you will need to use some other program to remove the unwanted pages of slides from the PDF.

Creating handouts

A handout is a special view of the presentation suitable for printing and distribution to the audience. Each handout page contains from one to nine thumbnails of the slides in the presentation so that the audience can follow what is presented as well as use it as reference. This section explains how to customize the handout page.

Note that the Handout view consists of only one page regardless of the number of slides in the presentation or the number of pages of slides that will be printed.

Changing the layout

When creating handouts, first decide how many slide thumbnails you want printed on each handout page.

- 1) Select the Handout view either by clicking on the tab in the Workspace pane or by selecting **View > Handout Page** from the main menu (Figure 175).
- 2) If the Task pane is not visible, select **View > Task Pane** from the menu bar.

Tip

As for any other toolbar, you can undock the Task pane by holding down the *Control* key and double-clicking on an empty part of the pane.

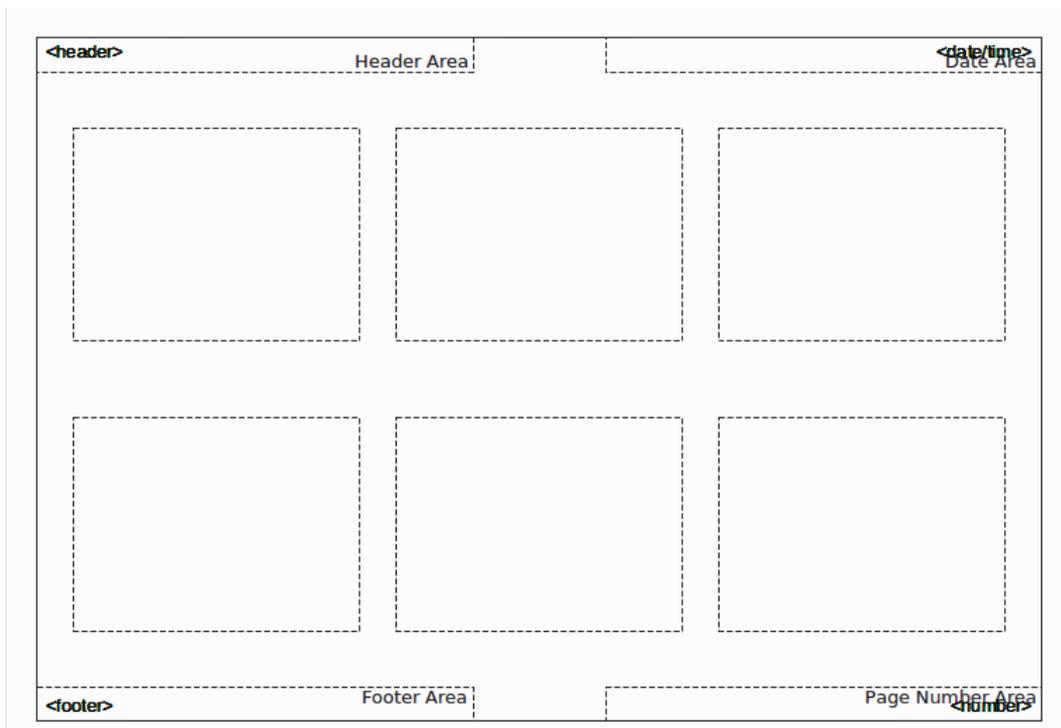


Figure 175: Example of a handout with six slide thumbnails

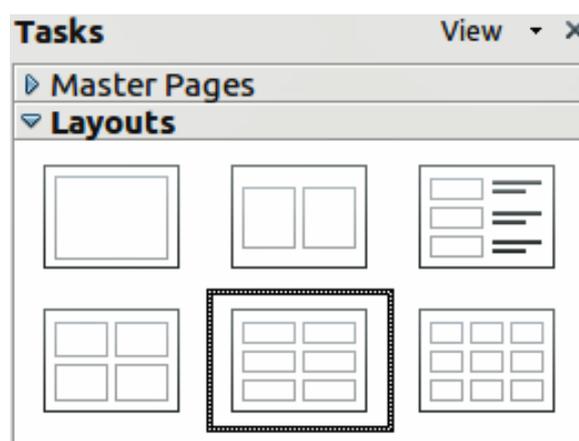


Figure 176: Layouts for handouts

- 3) In the Task pane select the *Layouts* tab (Figure 176).
- 4) Select the preferred layout and the main work area changes to reflect the selection.

Formatting handouts

You can format several aspects of the handout, from the page style to the elements that appear on the page. You cannot format individual handout pages; any changes apply to all handouts in the presentation file.

Formatting the page

To format the handout pages:

- 1) Make sure you are in Handouts view. Click the Handouts tab in the Workspace pane or select **View > Handout Page** from the main menu.
- 2) Select **Format > Page** from the main menu, or right-click on the handout and select **Slide > Page Setup** from the pop-up menu.
- 3) On the Page Setup dialog (Figure 171), set the paper size, orientation (portrait or landscape), margins, and other parameters. Click **OK**.

Setting automatic layout options

In Handout view, as in Notes view, Impress creates four areas where you can put information about the presentation:

- Header area
- Date and Time area
- Footer area
- Slide or page number area

Note

The information in these areas does not show in Handout view, but it does appear correctly on the printed handouts.

The way to access and customize these areas is the same as for the Notes and uses the same dialog. Refer to “Setting automatic layout options” on page 183 for more information.

Moving thumbnails and adding graphics

You can move (but not resize) the slide thumbnails and add lines, boxes, and other graphic elements to the handouts. See *Chapter 5 Managing Graphic Objects* for instructions on using the graphics tools.

Tip

After designing a handout, you may wish to save it in a template so you can reuse it whenever you want. See “Working with templates” in *Chapter 2 Slide Masters, Styles, and Templates* for instructions on saving templates and starting a new presentation from a template.

Caution



If you click on one of the other handout layouts and then return to the one you have reformatted, the slide thumbnails return to their original positions, although any lines or other graphics you have added remain where you put them. You will need to move the thumbnails back to where you want them.

Printing handouts

- 1) Choose **File > Print** from the main menu.

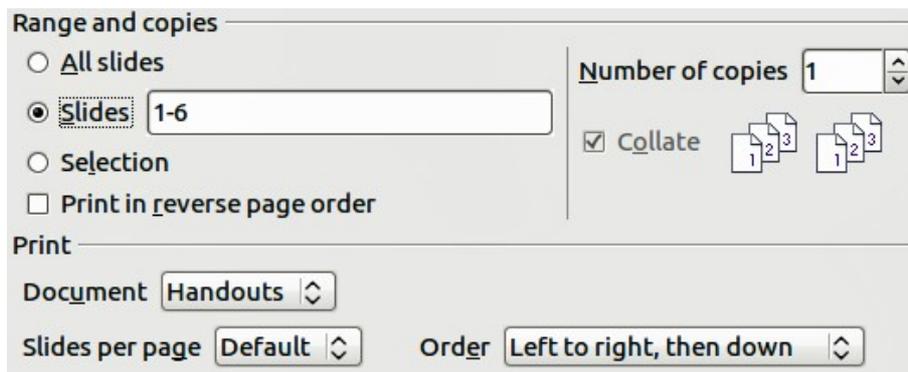


Figure 177: Choose which slides to print

- 2) On the General page of the Print dialog, in the *Print* section, select **Handouts** from the Document list (Figure 174).
- 3) Specify the number of slides per page and the order in which to print multiple slides. To select which slides to include in the handouts, in the *Range and copies* section of the General page, select **Slides** and specify the slide numbers to be included.

For more information on printing slides, notes, and handouts, see *Chapter 10 Printing, E-mailing, Exporting, and Saving Slide Shows* of this guide.

Exporting handouts to PDF

At present there is no way to export handouts to PDF; if you try, you get the slides (one per page) instead. However, you can print to a PostScript file, if you have a postscript printer driver installed, and then use another program (such as Ghostscript or Adobe Distiller) to create a PDF from the PostScript file.



LibreOffice
The Document Foundation

Chapter 9

Slide Shows

Transitions, animations, and more

Putting together a slide show

LibreOffice Impress gives you the tools to organize and display a slide show, including:

- Which slides to show and in what sequence
- Whether to run the show automatically or manually
- Transitions between slides
- Animations on individual slides
- Interactions: what happens when you click a button or link

Most tasks associated with putting together a slide show are best done in Slide Sorter view. Choose **View > Slide Sorter** from the main menu or click the Slide Sorter tab at the top of the Workspace pane. All of your slides appear in the workspace; you may need to scroll to see them all.

Basic settings for a slide show

Basic settings for a slide show include which slide to start from, the way you advance the slides, the type of presentation, and pointer options.

Select **Slide Show > Slide Show Settings**. From the main menu to open the Slide Show dialog (Figure 178).

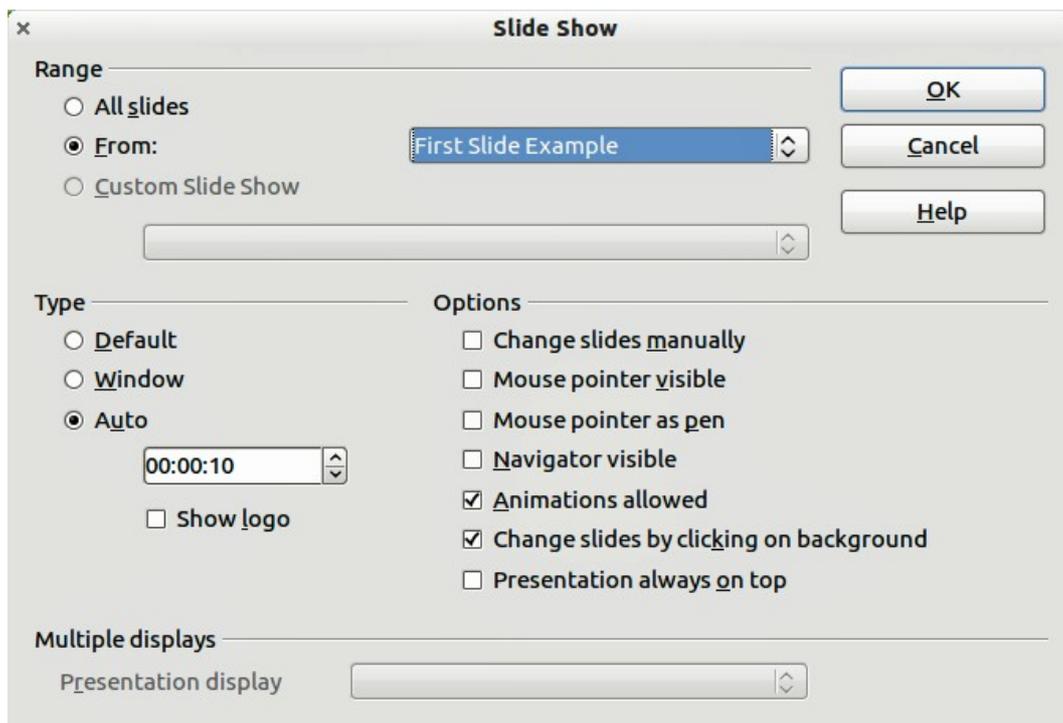


Figure 178: Selecting slide show settings

In the *Range* section, select which slides to include in the slide show:

- **All slides:** includes all of the slides except for those marked Hidden (see “Hiding slides” on page 192). Slides are shown in the sequence they occur in the file. To change the sequence, either rearrange the slides in the slide sorter or choose a custom slide show (see below).
- **From:** starts the show at a slide other than the first. For example, you might have several slides at the beginning that describe you and your company, but when you present this show to your work colleagues, you want to skip that introduction.

- **Custom Slide Show:** shows the slides in a different sequence that you have previously set up. This setting is not available until you have set up a custom slide show (see “Showing slides in a different order” on page 192). You can set up as many different custom shows as you wish from one set of slides; they will appear in the drop-down list under this choice.

In the *Type* section, select how the slides will be displayed:

- **Default:** shows the slides full screen, without the LibreOffice program controls visible, and exits the show after the last slide.
- **Window:** runs the slide show in the LibreOffice program window and exits the show after the last slide.
- **Auto:** restarts the slide show after the last slide. A pause slide is displayed between the last slide and the start slide. Press the *Esc* key to stop the show. In the box, specify the length of time before the show restarts. If you enter zero, the show restarts immediately without showing a pause slide. The **Show Logo** option shows the LibreOffice logo on the pause slide.

In the *Options* section:

- **Change slides manually:** prevents slides from changing automatically even if an automatic transition has been set up.
- **Mouse pointer visible:** shows the mouse pointer during a slide show. If you do not have a laser pointer or other device to highlight items of interest during the show, this can be useful.
- **Mouse pointer as pen:** enables you to write or draw on slides during the presentation. Anything you write with the pen is not saved when you exit the slide show. The color of the pen cannot be changed.
- **Navigator visible:** displays the Navigator during the slide show. For more information on the Navigator, see *Chapter 1 Introducing Impress* of this guide.
- **Animations allowed:** displays all frames of animated GIF files during the slide show. If this option is not selected, only the first frame of an animated GIF file is displayed. This has nothing to do with the slide animations described in “Using slide animation effects” on page 196.)
- **Change slides by clicking on background:** advances to the next slide when you click on the background of a slide. You can also press the spacebar on the keyboard to advance to the next slide.
- **Presentation always on top:** prevents any other program window from appearing on top of the presentation.

In the *Multiple displays* section:

- You can select which display to use for full screen slide show mode. Only available if the current desktop is displayed on more than one monitor.
- If the current desktop is displayed on only one monitor, or if the multiple-display feature is not supported on the current system, you cannot select another display.
- By default the primary display is used for slide show mode.

Note

This multiple displays setting is not a property saved in the document, but is instead saved as a local setting in the user configuration. This means that if you open the presentation on a different computer the local settings are applied.

Hiding slides

You may not want to show all of the slides in a particular slide show. You can either hide some of the slides or set up a custom slide show; whichever method suits your requirements. For example, you may have draft slides that you do not want to show until they are finished, or you may have some slides that contain information for yourself, but not your audience.

To hide a slide:

- 1) In the Slides pane, or in Slide Sorter view, select the slides that you want to hide.
- 2) Click the **Hide Slide** icon  on the Slide View toolbar (Figure 179), right-click and select **Hide Slide** from the context menu, or select **Slide Show > Hide Slide** on the main menu. The slide is now displayed greyed out to indicate that it is hidden (Figure 180). The slide is not deleted and remains in the file.



Figure 179: Slide View toolbar



Figure 180: Slide 2 is hidden

To show a hidden slide:

- 1) In the Slides pane, or in Slide Sorter view, select the hidden slides that you want to show.
- 2) Click the **Show Slide** icon  on the Slide View toolbar (Figure 179), right-click and select **Show Slide** from the context menu, or select **Slide Show > Show Slide** on the main menu.

Showing slides in a different order

To show the slides in a different order, you can either rearrange them in the slide sorter, or set up a custom slide show. You can define as many custom slide shows as you require from one set of slides.

In a custom slide show, you can select which slides to include as well as the order in which they are shown. Any slides marked *Hidden* will not appear in a custom show.

Setting up a custom slide show

To set up a new custom slide show:

- 1) Choose **Slide Show > Custom Slide Show** from the main menu to open the Custom Slide Shows dialog (Figure 181).

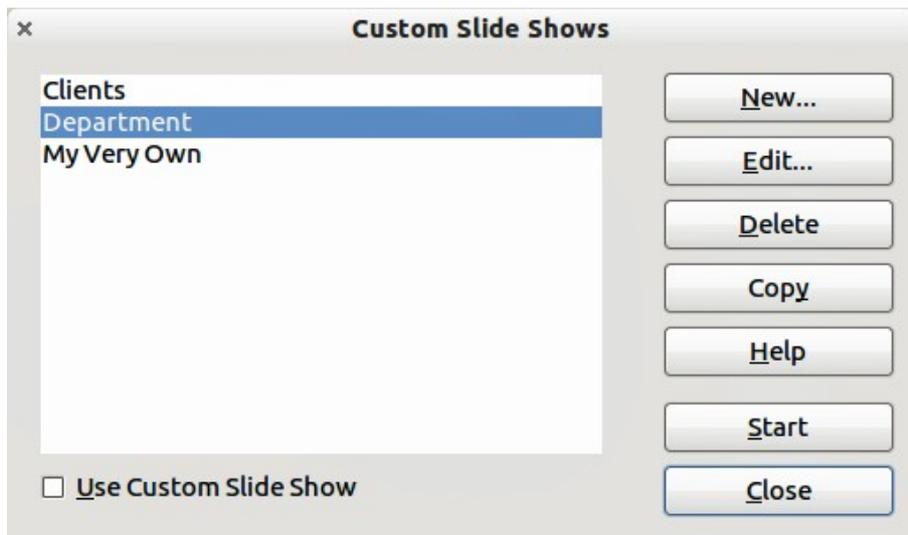


Figure 181: Custom Slide Shows dialog

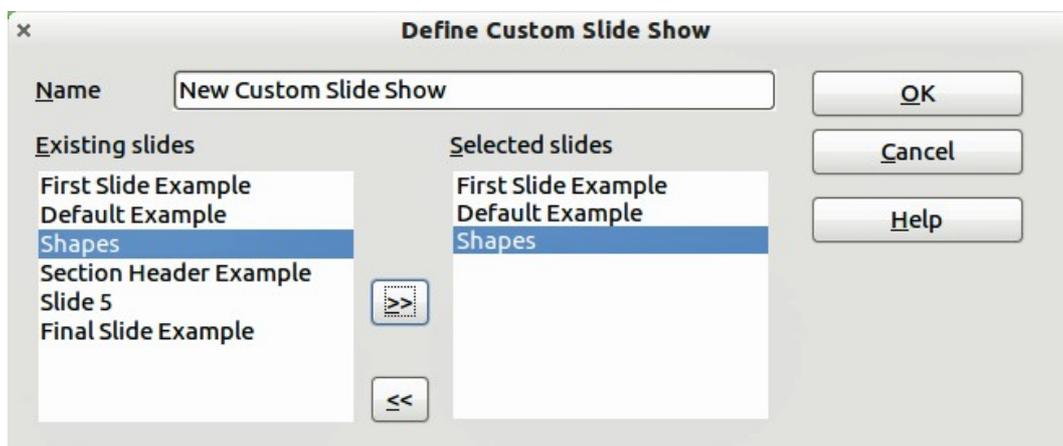


Figure 182: Defining a custom slide show

- 2) Click on **New** and the Define Custom Slide Show dialog opens (Figure 182).
- 3) Type a name for the new custom show in the *Name* text box.
- 4) In the *Existing slides* list, select the slides to include in the show. Click the **>>** button to include the slides in the *Selected slides* list. In Figure 182, the first three slides have been selected.
- 5) You can select and include several slides at the same time. Hold down the *Shift* key and click the first and last slide in a group to select that group, or hold down the *Control* key and click on individual slides to select them.

Note

If you include several slides at the same time, they are added to the *Selected slides* list in the order they appear in your presentation regardless of the order in which you selected them. To put the selected slides in a different order, either select and include each slide individually or select a slide and drag it up or down in the selected slide list. You can also use the Slide Sorter view to rearrange the order of slides before making your selection.

Tip

Slides are added to the *Selected slides* list after whichever slide is currently highlighted in the list. By default, the last slide added is highlighted unless you have selected a different one. For example, in Figure 182, to add the slide *Final Slide Example* after the *Default Example* and before *Shapes*, make sure that *Default Example* is highlighted before moving *Final Slide Example* into *Selected slides*.

- 6) When you have finished arranging the order of the slides, click **OK** to save this custom show and return to the Custom Slide Shows dialog box.
- 7) To activate a custom show, select it in the list in the Custom Slide Shows dialog box and then select the **Use Custom Slide Show** option at the bottom.

Editing, deleting, or copying a custom slide show

To edit a custom slide show (add, remove, or change the order of slides, or change the name of the show), select it in the Custom Slide Shows dialog (Figure 181) and click **Edit**.

To delete a custom slide show, select it in the Custom Slide Shows dialog and click **Delete**. Deletion is immediate; no confirmation message appears.

To create a copy of a slide show, select it in the Custom Slide Shows dialog and click **Copy**. You can now edit the copy by renaming and adding, removing, or changing the order of slides in it.

You can run or test your custom slide show from the Custom Slide Shows dialog, if the *Use Custom Slide Show* checkbox is selected. Select the slide show from the list and click on **Start**.

When you have finished working with custom slide shows, click **Close** to save all changes and close the Custom Slide Shows dialog.

Using slide transitions

Slide transitions are the effects that take place between slides when slides change in a presentation. Transitions add dynamic flair to a slide show, smoothing the change over between slides.

- 1) In the Tasks pane, choose **Slide Transition** (Figure 183).
- 2) In the Slides pane or Slide Sorter view, select the slides to which you want to apply the transition. If you want the transition to apply to all slides, do not select any slides.
- 3) In the **Apply to selected slides** list, select a transition.
- 4) Modify the selected transition by changing the speed or adding a sound, in the **Modify transition** section. If you decide to play a sound during transitions, select a sound from the **Sound** list. The **Loop until next sound** option now becomes active. Select this option to play the sound repeatedly until another sound starts. If there are no subsequent sounds in your slide show, the selected sound will play continuously for the remainder of the show.
- 5) Select how to advance to the next slide: manually (on mouse click) or automatically. If you choose automatically, you can specify how long the slide remains visible before it automatically advances to the next slide.
- 6) If you want the transition to apply to all slides, click the **Apply to All Slides** button.
- 7) To start the slide show from the current slide so you can check your transitions, click the **Slide Show** button.
- 8) If the **Automatic preview** checkbox is marked, the effect of a selected transition is immediately displayed in the work area. You can replay the effect at any time by pressing the **Play** button.

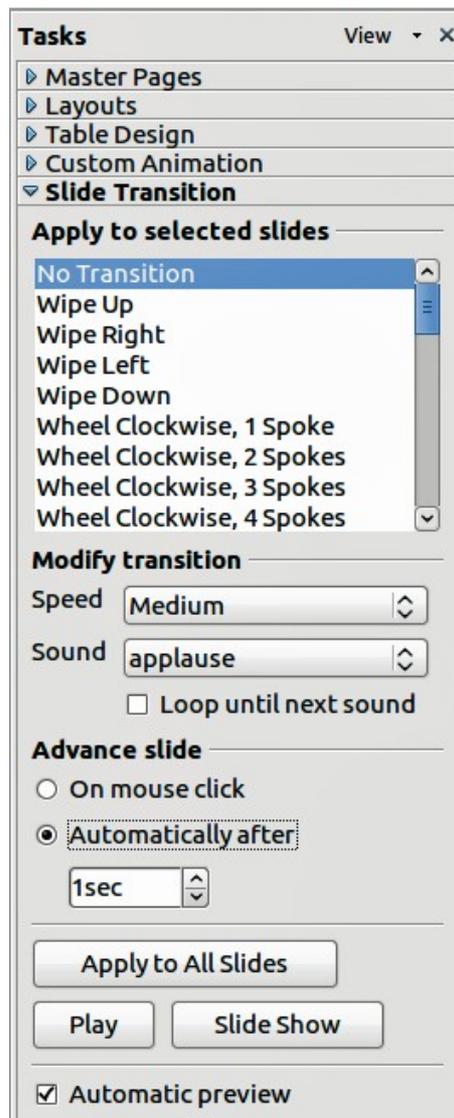


Figure 183: Slide transitions

Tip

You can apply a single type of transition to all slides in the presentation or apply a different transition to any single slide, even having a different transition for every slide in the show. While using many different transitions may be fun to do, it may not give your slide show a professional appearance.

Tip

If you want most of the slides to have the same transition with a few different transitions, you may find it easier to apply one transition to all slides and then change only the ones you want to be different.

Setting the timing of automatic slide changes

You can set up a slide show to run automatically, either unattended or while you speak.

To set the default time for slides to be displayed before changing to the next slide:

- 1) Go to Slide Transition in the Tasks pane (Figure 183).
- 2) Leave the transition effect set to **No Transition**.

- 3) Select **Automatically after** in the *Advance slide* section.
- 4) Set a time and click the **Apply to All Slides** button.

To vary the timing for some of the slides in your slide show:

- 1) Select **Slide Show > Rehearse Timings** from the main menu, or click the **Rehearse Timings** icon  on the Slide Show toolbar. The slide show begins in full-screen mode, and a timer appears in the lower left-hand corner of the screen.
- 2) When you want to advance to the next slide, click the timer. To keep the default setting for this slide, click the slide, not the timer.
- 3) Continue until you have set the timing for all slides in your presentation. Impress records the display time for each slide. When you next look at the time set under **Automatically after**, you will see that the times have changed to match what you set when rehearsing.
- 4) To exit from the rehearsal, press the **Escape** key or right click on the slide and select **End Show**.

If you want the whole presentation to auto-repeat, open the Slide Show dialog (Figure 178) by going to **Slide Show > Slide Show Settings** on the main menu. Click on **Auto** and then **OK**.

Playing a sound throughout a presentation

You can use the Slide Transition pane so that a sound or a song is played throughout the presentation.

- 1) Select the slide where you want the sound to start and go to the Slide Transition pane.
- 2) In the *Modify transition* section, select **Other sound** from the *Sound* drop-down list.
- 3) Select **Loop until next sound** checkbox if you want the sound to restart once it is finished.

Caution



Do not click the **Apply to all** button; otherwise your selected sound will restart at every slide.

Note

The sound file is linked to a presentation rather than embedded; therefore if you plan to display the presentation on a different computer, remember that you also have to make the sound file available on the computer where the presentation will be played, and re-establish the link to the local sound file before starting the slideshow.

Removing a transition effect

- 1) Select the desired slides.
- 2) Choose **No Transition** in the list on the *Slide Transition* page of the Tasks pane.

Using slide animation effects

Slide animations are similar to transitions, but they are applied to individual elements on a single slide: title, chart, shape, or individual bullet point. Animations can make a presentation more lively and memorable. Just as with transitions, heavy use of animations can be fun, but distracting and even annoying for an audience expecting a professional presentation.

Animation effects need to be applied from Normal view so that you can select individual objects on a single slide.

Note

At present it is not possible to apply animation effects to the slide master elements. This means that if you want to display the items in a text box one by one, and use the same animation on more than one slide, you need to apply the effects to each slide, or alternatively copy the text box from one slide to another.

Applying an animation effect

In Normal view, display the desired slide and then select the text or object you want to animate. An object such as a graphic or an entire text box will have selection handles around it when selected. If you choose only a portion of the text in a text box, you may not see any selection handles.

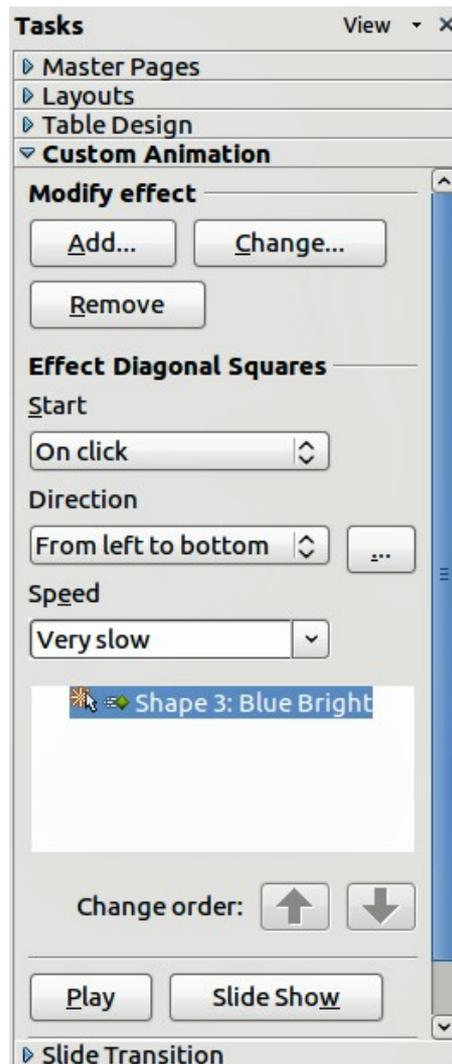


Figure 184: Custom Animation on Task pane

- 1) In the Tasks pane, select **Custom Animation** (Figure 184).
- 2) Click **Add** to open the Custom Animation dialog (Figure 185).
- 3) Select an effect from one of the tabbed pages of this dialog, and choose the speed or duration of that effect.
- 4) Select an animation to be applied from the *Entrance* page when an object is placed on the screen.

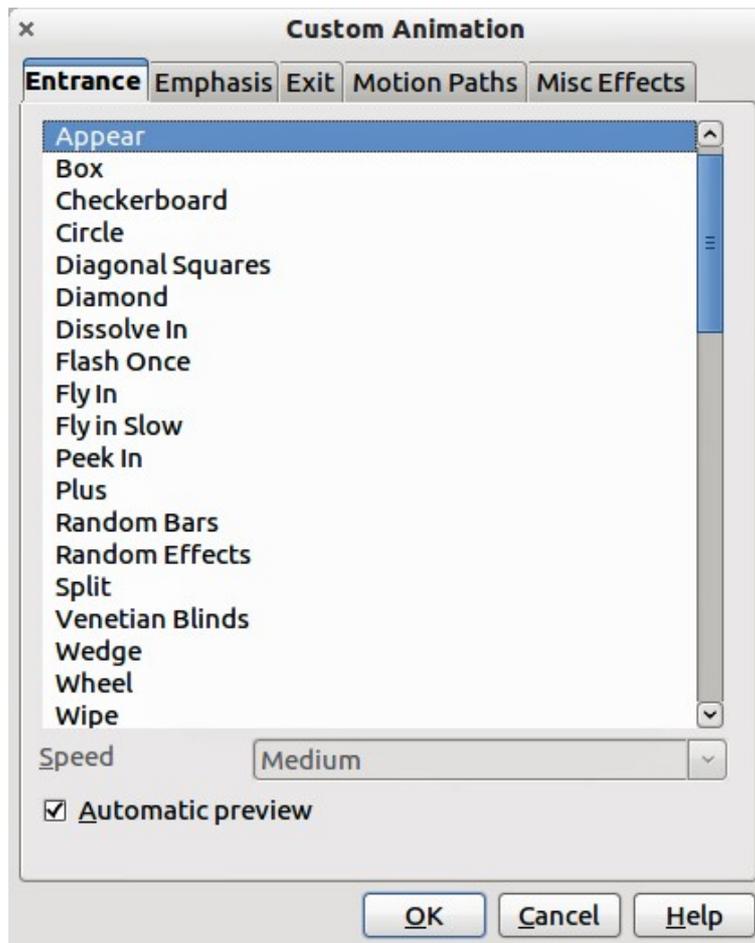


Figure 185: Custom Animation dialog

- 5) Use the *Emphasis* page to apply a basic effect to an object, for example changing font color, or adding special effects such as blinking text.
- 6) Use the *Exit* page to apply an effect when an object leaves the screen.
- 7) If you want the object to move along a line or curve, select an animation from the *Motion Paths* page. An example of this type of animation is provided in “Example: Setting up a motion path” on page 200.
- 8) If required, change the speed of an effect from the *Speed* drop-down list before moving to another tabbed page.
- 9) Select Automatic preview if you want to see how the effect works with having to run the whole slide show.
- 10) Click **OK** to save the animation effects and return to the *Custom Animation* page on the Task pane. Here you can choose how to start the animation, change the overall speed, and apply some additional properties to the selected effect.

Starting an animation effect

You have three options from the *Start* drop-down list for starting an animation effect:

On click – the animation does not start until you click the mouse.

With previous – the animation runs at the same time as the previous animation.

After previous – the animation runs as soon as the previous animation ends.

Choosing additional properties of an animation effect

Many animations have a set of properties that you can set or change. For example, for the Change Font Color effect on the *Emphasis* page, you can specify the font color. If you select Fly In on the *Entrance* page, you can specify the direction from which the object flies in.

The label on the *Effect* properties section changes depending on the effect selected. Also, the options available in this section change depending on the selected effect. For example, a Fly In effect has an option labelled *Direction* and a Change Font Color effect has an option labelled *Font color*.

Clicking on the ... button opens the Effect Options dialog giving you additional options to customize the animation effect you have selected. An example of this dialog is shown in Figure 186.

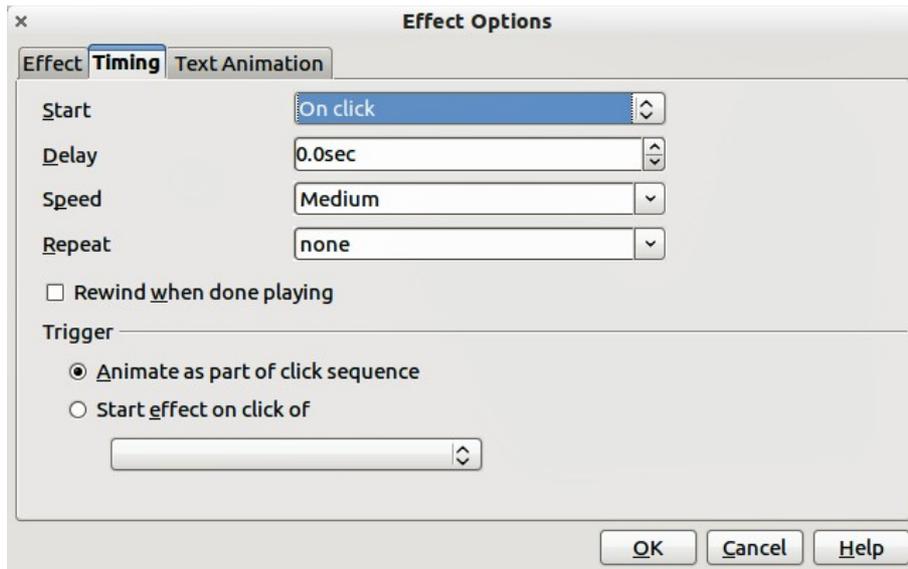


Figure 186: Example of the Effect Options dialog

Example: Using multiple animation effects

To illustrate how you can set up multiple effects, we shall use a common animation: list items fly in one at a time from the bottom of the slide, and as each new item appears, the previous items change to a different color. Here is an example on how to create these effects:

Step 1. Apply the *Fly in* effect to all the items.

- 1) Display the *Custom Animation* page of the Task pane.
- 2) Create a slide with several items in a bullet list.
- 3) Select all items. Click **Add** on the Custom Animation in the Tasks pane.

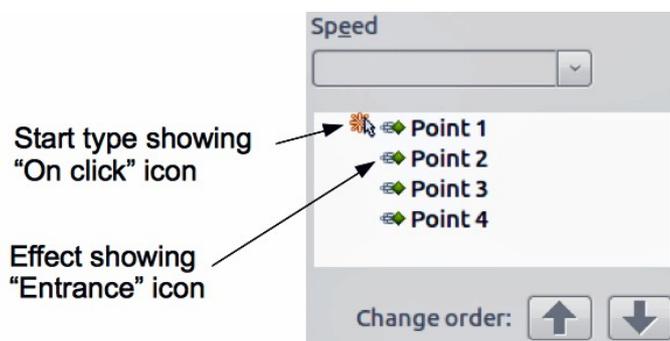


Figure 187: Example of animated points

- 4) On the *Entrance* page of the Custom Animation dialog select **Fly In**, change the Speed to **Medium**, and click **OK**.
- 5) The four animation effects set up are listed in the *Custom Animation* page (Figure 187).

Step 2. Apply the *Change Font Color* effect to some items.

Now the first three list items are going to change color when the following item appears on the slide. To do this:

- 1) Select the first three items on the slide (not in the animations list) and click **Add** in the Custom Animation pane.
- 2) Go to the *Emphasis* page of the Custom Animation dialog and select **Change Font Color**. Click **OK** to save this effect.
- 3) Notice that three new animations are listed at the bottom of the animations list, and the icon for type of effect is now is different from the icon for the first four effects (Figure 188).
- 4) You could, if you wish, select any of the last three items and choose a different color from the *Font color* list on the Custom Animation pane.
- 5) Use the **Change order**: up-arrow button to move each of the last three items up the list so that they are under the other item with the same name.

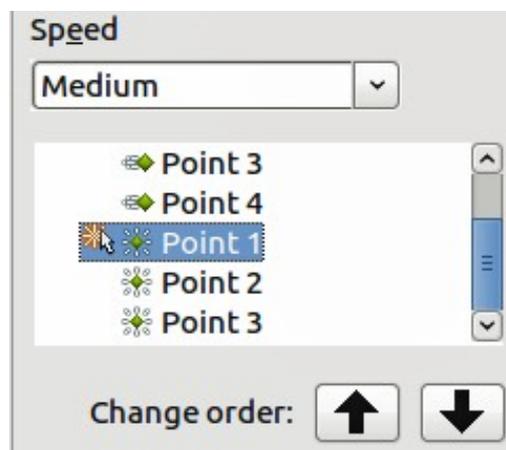


Figure 188: Second animation added

Step 3. Change timing of some list items from *With previous* to *On click*.

All of the items on the animations list (except for the two “Point one” items) are set to start at the same time as the previous item. However, it is best that when you click to make the next point appear the previous point is dimmed. Therefore to set the color change of the previous point and the entrance of the new point to run on mouse click simultaneously.

- 1) Select the color change animations and choose **On click** from the *Start* list, then select the entrance animations (except the first) and choose **With Previous** from the *Start* list.
- 2) Test this set of animations by clicking the **Slide Show** button.

Example: Setting up a motion path

The *Motion path* effect moves an object along a path consisting of a combination of straight and curved lines. Several pre-packaged paths are provided in LibreOffice, but it is not difficult to create your own custom path. Start by selecting the object you want to animate and selecting a pre-packaged motion path animation that is similar to the effect you want to obtain. Alternatively use the *Polygon* or *Curve* animation to create a new path.

Select the object to show the animation path, which will be displayed as a thin gray line with a triangle showing the starting point and another indicating the end point. Click on any point on the line so that selection handles are displayed around it. When the selection handles are shown, you

can move or resize the path the same way you would perform these operations on a graphic object.

Note

When moving a path, remember to also move the object on that path; otherwise the animation will start with a jump. Currently it is not possible to rotate a path.

If instead you want to modify the individual points on the line, select the **Points** icon  from the Drawing toolbar while the path is selected. The Edit Points toolbar (Figure 189) is displayed; if not, select it from **View > Toolbars > Edit Points**. The number of icons available in the Edit Points toolbar will depend on the type of motion path and object selected.

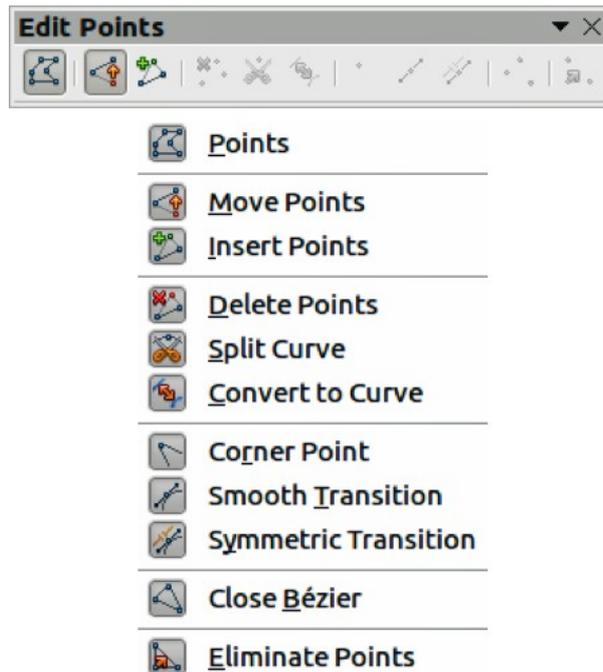


Figure 189: Edit Points toolbar and icons

Once a point is selected, you can add an additional point, delete it, move it and so on. For a detailed explanation on how to manipulate the points on a curve, see the *Draw Guide*. Once you are satisfied with the shape of the curve and its speed, click anywhere on the screen to deselect the object and continue normal editing.

You can combine a motion path with other effects such as spinning or changing of size or colors to create dramatic effects.

Advanced animation effects

Click the Effect Options button [...] next to the Properties drop-down list to display the Effect Options dialog (Figure 186 on page 199).

What you see in the Effect Options dialog depends on the type of object selected. When a text object is selected, the dialog has three pages: Effect, timing, and Text Animation. When a graphical object is selected, the dialog has two pages: Effect and Timing.

The options available on the Effect page also vary depending on the type of object selected and the type of animation selected, such as Direction effect or a Font Color effect. For graphical objects, the Text animation box on the Effect page is unavailable.

On the *Effect* page, you can select a sound to play, whether to dim or hide the object after animation, and (in the case of text objects) whether to animate the text all at once or word by word or letter by letter.

On the *Text Animation* page of the Effect Options dialog (Figure 190), you can group text as one object, all paragraphs at once, or by first-level paragraphs (that is, one list item together with its sub-items, if any).

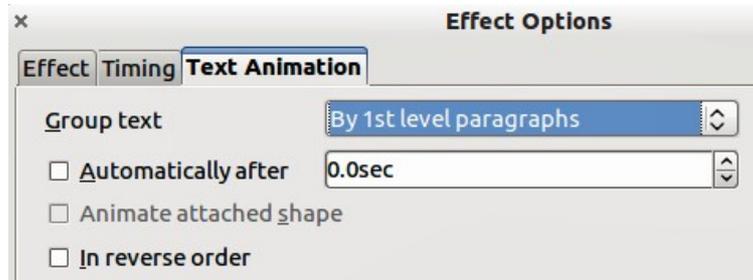


Figure 190: Text Animation page of Effect Options dialog

On the *Timing* page of the Effect Options dialog (Figure 191) you can change the speed, delay, and other aspects of the timing of the effect.

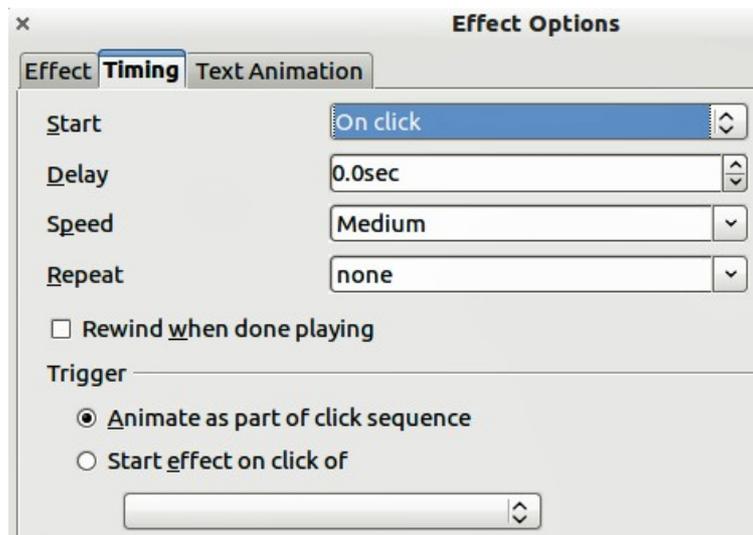


Figure 191: Timing page of Effect Options dialog

Removing animation effects

- 1) On the *Custom Animation* page of the Task pane, select the desired object.
- 2) Click the **Remove** button.

Using interactions

Interactions are things that happen when you click on an object in a slide. They are typically used with buttons or images, but text objects can also have interactions.

To apply an interaction to an object (or change an interaction applied to an object), right-click on the object and choose **Interaction** from the pop-up menu to open the Interaction dialog (Figure 192). Select an interaction from the **Action at mouse click** drop-down list. With some interactions the Interaction dialog changes to offer more options.

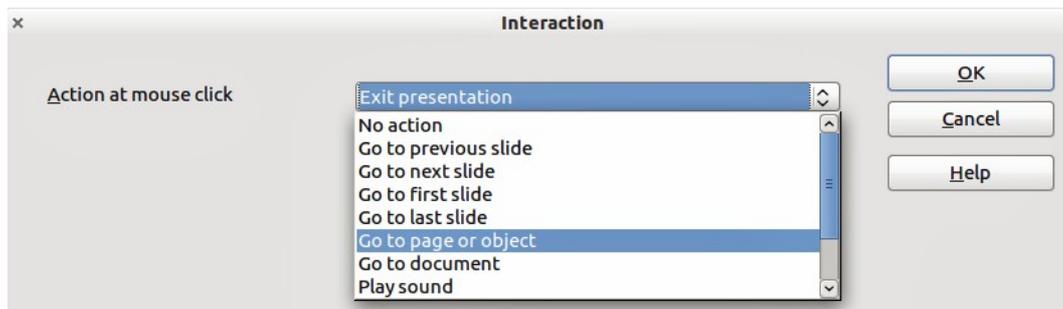


Figure 192: Dialog box before choosing an interaction

Tip

A sound interaction can be also applied using the Effect Options dialog (Figure 186 on page 199).

Running a slide show

To run the slide show, do one of the following:

- Press *F5*.
- Click **Slide Show > Slide Show** on the main menu.
- Click the **Slide Show** icon on the Presentation toolbar or the Slide Sorter toolbar.

If the slide transition is *Automatically after x seconds*, let the slide show run by itself.

If the slide transition is *On mouse click*, do one of the following to advance from one slide to the next.

- Press the *down arrow* key, the *right arrow* key, or the *Page Down* key on the keyboard.
- Click the left mouse button.
- Press the *Spacebar*.

To go backwards through the show one slide at a time, press the *up arrow* key, the *left arrow* key, or the *Page Up* key. For more complex navigation, use the right-click menu (see “Navigating using the right-click menu”).

Custom animations on a slide are run in the specified order when performing one of the above actions.

When you advance past the last slide, the message **Click to exit presentation...** appears. Click the left mouse button or press any key to exit the presentation.

To exit the slide show and return to the Impress workspace at any time, including at the end, press the *Esc* key.

Navigating using the right-click menu

If your presentation consists of more than one slide, right-clicking anywhere on the screen brings up a menu. The choices are:

- **Next:** moves to the next slide in the defined sequence.
- **Previous:** moves to the previous slide in the defined sequence.
- **Go to Slide:** displays a submenu allowing to quickly navigate through the presentation. Options on the submenu include **First slide**, **Last Slide**, or any slide in the show. This illustrates why giving the slides meaningful names, rather than leaving them at the default Slide 1, Slide 2, and so on, can be very helpful.

- **Screen:** displays a submenu with two options. Each option blanks the screen, showing it as either all black or all white. This can be useful if you want to pause the show for awhile, perhaps during a break or to demonstrate something on another computer.
- **End Show:** ends the presentation and returns you to the Impress workspace. This is the same effect as pressing the *Esc* key.

Controlling a slide show using the Presenter Console

Most installations of LibreOffice Impress come with the Presenter Console extension built in. If it is not included, you can also get the extension and install it as described in *Chapter 11, Setting up and Customizing Impress*.

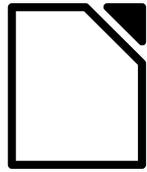
The Presenter Console provides extra control over slide shows (presentations) through different views on the computer screen the presenter is using and on the projection that the audience sees. The presenter's view includes the current slide, the upcoming slide, the slide notes, and a presentation timer.

Note

The Presenter Console works only on operating systems that support two displays, and only when two displays are connected (one may be the laptop display).

The Presenter Console provides three easily changeable views:

- First view displays the current slide, including the effects, and the upcoming slide.
- Second view shows the notes for the speaker in large, scalable type, plus the current and upcoming slide.
- Third view is a slide sorter view with the slide thumbnails where you can select a thumbnail to jump to a slide out of sequence.
- Lastly, the presenter can display a set of help notes with navigational and other information.



LibreOffice
The Document Foundation

Chapter 10
Printing, E-mailing, Exporting,
and Saving Slide Shows

Introduction

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

Quick printing

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

Note

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

Controlling printing

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

For more control over printing a presentation, choose **File > Print** to display the Print dialog (Figure 193). The Print dialog has four tabs, from which you can choose a range of options, as described in the following sections.

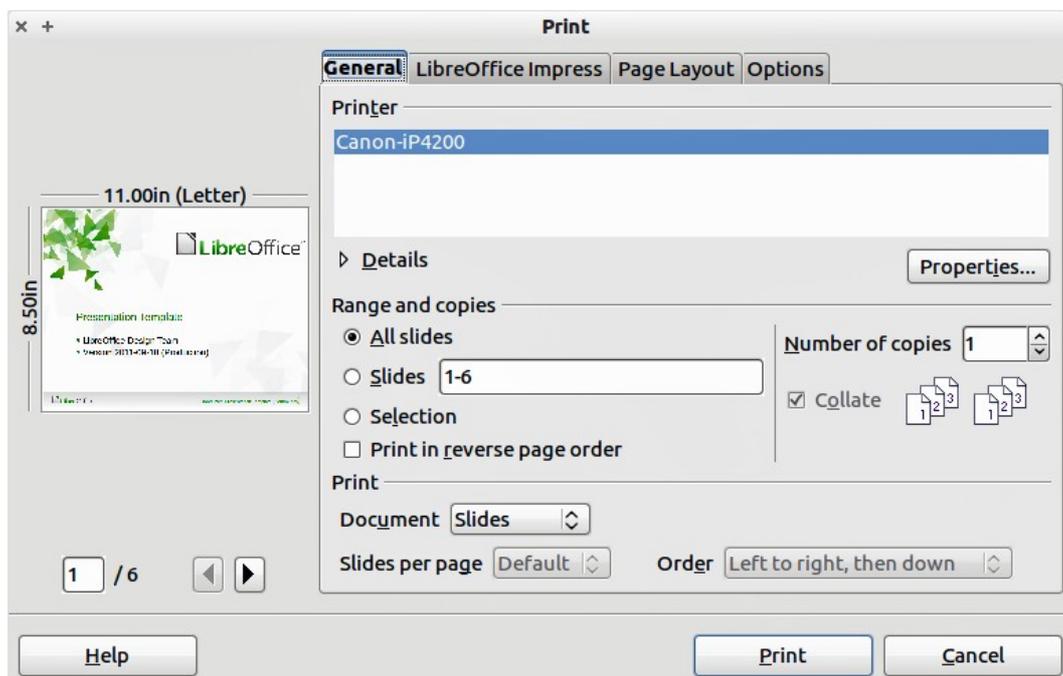


Figure 193. Print dialog

Note

The options selected on the Print dialog apply to this printing of this document only. To specify default printing settings, go to **Tools > Options > LibreOffice – Print** and **Tools > Options > LibreOffice Impress – Print**. See “Selecting default print options” on page 209 for more information.

General printing options

On the *General* tab of the Print dialog (Figure 193), you can select:

- The **printer** from the printers available.
- Which **slides** to print, the number of copies to print, and whether to collate multiple copies using the *Range and copies* section.
- Whether to print slides, notes, handouts, or an outline of the presentation using the Document drop-down list in the *Print* section.
- For handouts, how many slides per printed page and in what order (see “Printing handouts, notes, or outlines” on page 209 for details).

Click the **Properties** button to display a dialog (Figure 194) where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

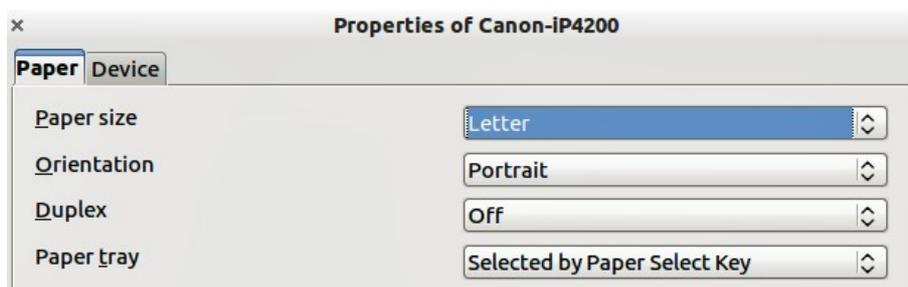


Figure 194: Properties dialog for General page in the Print dialog

The *Options* page of the Print dialog provides other options for printing your presentation, as shown in Figure 195.

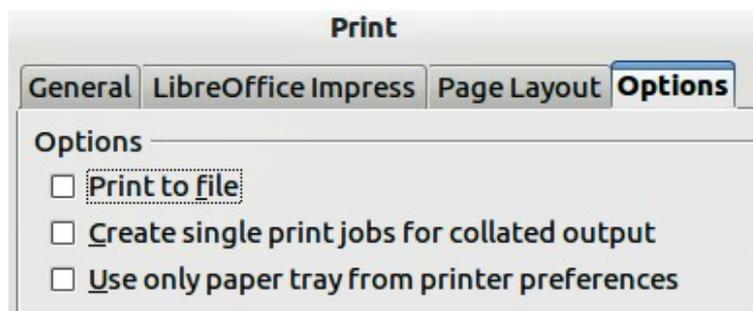


Figure 195: Options page of Print dialog

Printing multiple pages on a single sheet of paper

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

- 1) In the Print dialog, select the *Page Layout* tab (Figure 196).
- 2) In the *Layout* section, select from the drop-down list the number of pages to print per sheet. The preview panel on the left of the Print dialog shows how the printed document will look.
- 3) When printing more than two pages per sheet, you can select the order in which they are printed across and down the paper.
- 4) In the *Page sides* section, select whether to print all pages or only some pages.
- 5) Click the **Print** button.

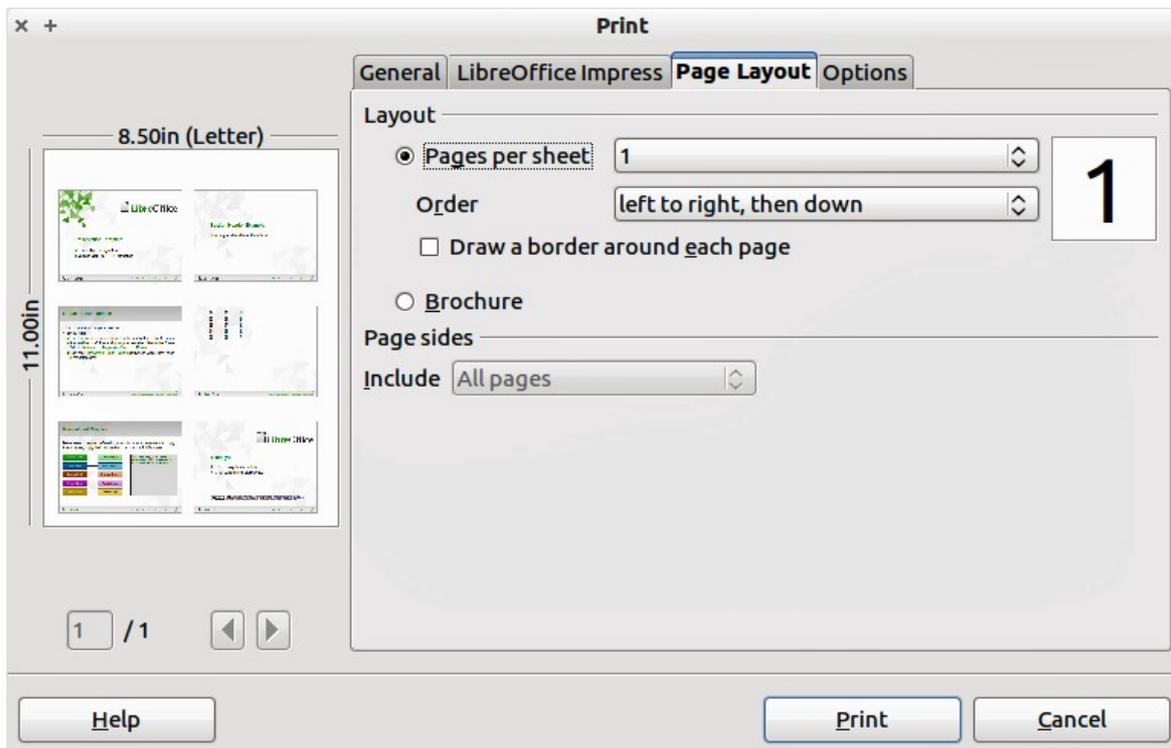


Figure 196: Page Layout page of Print dialog

Selecting slides to print

In addition to printing a full presentation, you can choose to print individual slides, ranges of slides, or a selection of slides, using the *Ranges and copies* section in the *General* page of the Print dialog (Figure 197). Make sure **Slides** is selected in the *Document* box in the *Print* section.

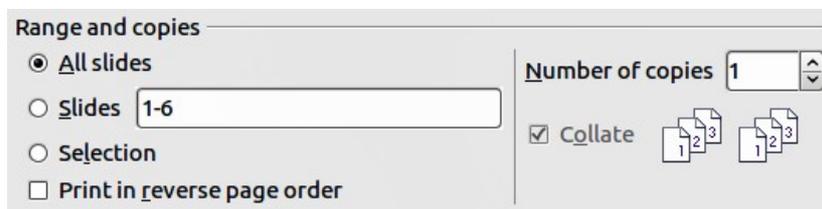


Figure 197: Ranges and copies section of Print dialog

To print an individual slide or several slides, do either of the following:

- Open the Print dialog, select the **Slides** option in the *Ranges and copies* section, type the slide number, and click **Print**. Multiple slides may be represented by a list (for example 1,3,7,11) or as a range (for example 1-4).
- Select the slide in the *Slides pane* or the *Slide Sorter view*, then open the Print dialog and select **Selection** in the *Ranges and copies* section, then click **Print**.

Selecting other information to print

On the *LibreOffice Impress* page of the Print dialog (Figure 198), you can select:

- What to print in addition to the slides: Slide name, Date and time, and Hidden pages (slides).
- Whether to print in Original colors, Grayscale, or Black and white (on a color printer).
- What size to print slides.

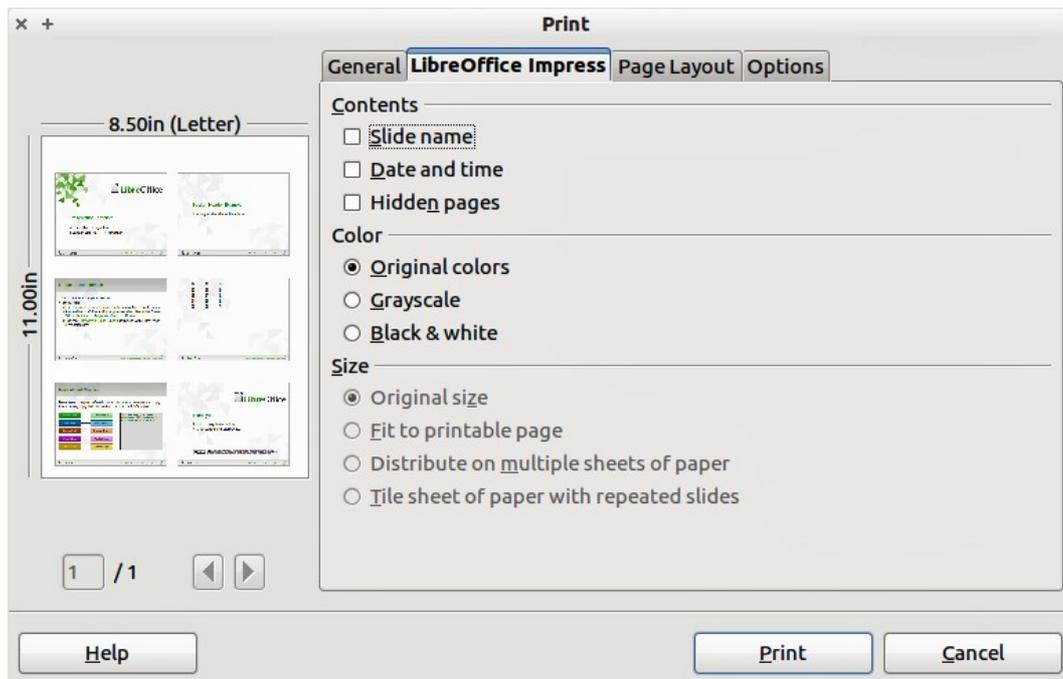


Figure 198: Selecting other information to print

Printing handouts, notes, or outlines

The Print section on the Print dialog (Figure 199) also gives you the option of printing Slides, Handouts, Notes, or an Outline.

- *Handouts* prints the slides in reduced size on the page, from one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page.
- *Notes* prints a single slide per page with any notes entered for that slide in Notes View.
- *Outline* prints the title and headings of each slide in outline format.

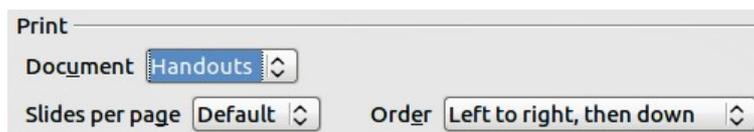


Figure 199: Printing handouts

To print handouts, notes, or outlines:

- 1) Choose **File > Print** from the main menu.
- 2) In the *Print* section of the Print dialog, select the required option from the *Document* drop-down list.
- 3) For Handouts, you can then choose how many slides to print per page, and the order in which they are printed.
- 4) Click the **Print** button.

Selecting default print options

Selections in the Print dialog over-ride any default settings. To specify default settings for printing, use **Tools > Options > LibreOffice Impress > Print**.

Other printer settings are found in **Tools > Options > LibreOffice > Print**. Use these settings to specify quality settings for printing, and whether to have Impress warn you if the paper size or

orientation of your document does not match the printer settings. See *Chapter 11, Setting Up and Customizing Impress* for details.

Printing a brochure

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

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

- 1) Choose **File > Print**.
- 2) In the Print dialog, click **Properties**.
- 3) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog.
- 4) Select the *Page layout* tab in the Print dialog (Figure 196 on page 208).
- 5) Select the **Brochure** option.
- 6) In the *Page sides* section, select *Back sides / left pages* option from the drop-down list.
- 7) Click the **Print** button.
- 8) Take the printed pages out of the printer, turn the pages over, and put them back into the printer in the correct orientation to print on the blank side. You may need to experiment a bit to find out what the correct arrangement is for your printer.
- 9) On the Print dialog, in the *Page sides* section, select *Front sides / right pages* option from the Include drop down box. Click the **Print** button.

To print a brochure on a printer that can print double sided pages:

- 1) Choose **File > Print**.
- 2) In the Print dialog, click **Properties**.
- 3) Check the printer is set to the same orientation (portrait or landscape) as specified in the page setup for your document. Usually the orientation does not matter, but it does for brochures. Click **OK** to return to the Print dialog.
- 4) Select the *Page layout* tab in the Print dialog (Figure 196 on page 208).
- 5) Select the **Brochure** option.
- 6) In the *Page sides* section, select *All pages* option from the drop-down list.
- 7) Click the **Print** button.

Exporting to PDF

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

Quick export to PDF

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

Controlling PDF content and quality

For more control over the content and quality of the PDF produced, use **File > Export as PDF** to open the PDF Options dialog (Figure 200). This dialog has five pages, described in this section. Make your selections, and then click **Export**. You are then asked to enter the location and file name of the PDF to be created. Click **Save** to export the file.

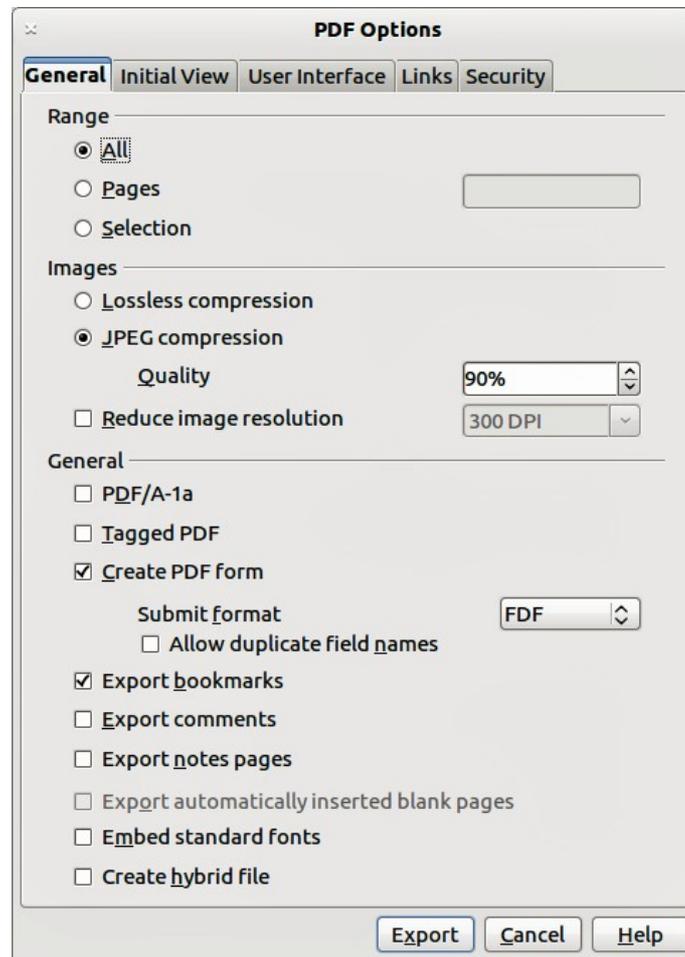


Figure 200: General page of PDF Options dialog

General page of PDF Options dialog

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

Range section

- **All**: exports the entire document.
- **Pages**: exports a range of slides. Use the format **3-6** for example to export a range of pages. Use the format **7;9;11** for example to export several individual slides. You can also export a combination of slide ranges and single slides by using a format like **3-6;8;10;12**.
- **Selection**: exports whatever material is selected.

Images section

- **Lossless compression**: images are stored without any loss of quality. Tends to make large files when used with photographs and is not recommended for this type of graphic files.

- **JPEG compression:** allows for varying degrees of quality. A setting of 90% tends to work well with photographs (small file size, little perceptible loss).
- **Reduce image resolution:** lower-DPI (dots per inch) images have lower quality. For viewing on a computer screen generally a resolution of 72DPI (Windows) or 96DPI (GNU/Linux/Mac OS) is sufficient. For printing it is generally preferable to use at least 300DPI or 600DPI, depending on the capability of the printer. Higher DPI settings greatly increase the size of the exported file.

Note

EPS (Encapsulated PostScript) images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.

General section

- **PDF/A-1:** this is an ISO standard for long-term preservation of documents. It embeds all the information necessary for faithful reproduction (such as fonts) while preventing other elements, for example forms, security, and encryption. PDF tags are written. If you select PDF/A-1, the elements not allowed are grayed-out (not available).
- **Tagged PDF:** a tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens and when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.
- **Create PDF form - Submit format:** select the format of submitting forms from within the PDF file. This setting overrides the URL property control that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.
- **Export bookmarks:** exports slide names as bookmarks (a table of contents list displayed by some PDF readers, including Adobe Reader).
- **Export comments:** exports comments as PDF notes.
- **Export notes pages:** exports a set of Notes as pages after the set of slides.
- **Export automatically inserted blank pages:** not used in Impress and is normally grayed out.
- **Embed standard fonts:** normally the 14 standard PostScript fonts are not embedded in a PDF file because PDF reader software already contains these fonts. However, you can choose to embed these fonts in all PDF documents created by LibreOffice to enhance display accuracy in PDF viewers. Font embedding may also be required by some printers.
- **Create hybrid file:** when the PDF Import Extension is installed, this option exports the document as a PDF file containing two file formats: PDF and ODP. The PDF format allows the file to be opened using PDF viewers. The ODF format allows the file to be easily edited using LibreOffice.

Initial View page of PDF Options dialog

On the Initial View page (Figure 201), you can select how the PDF file opens by default in a PDF viewer. The selections are self-explanatory.

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

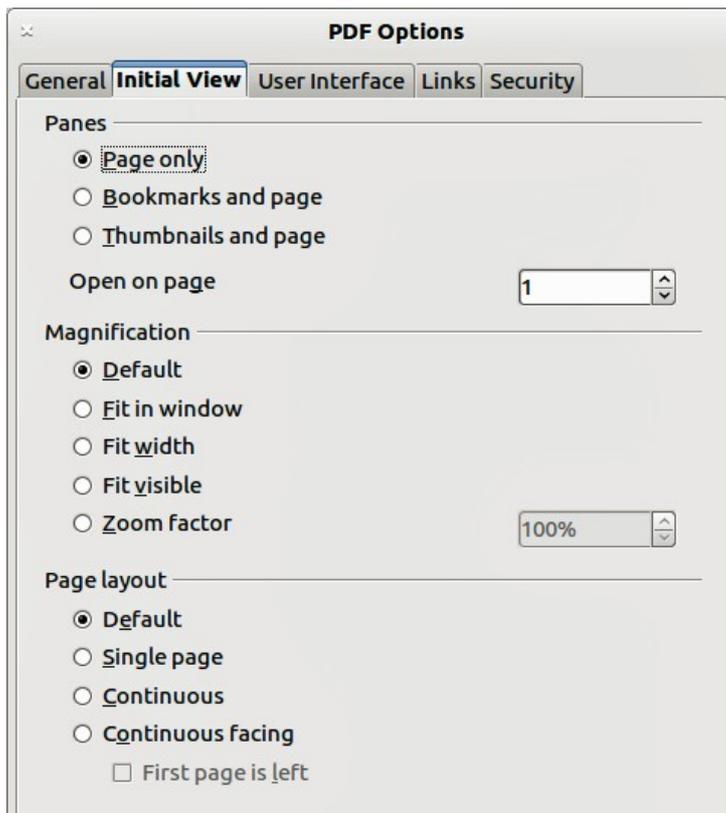


Figure 201: Initial View page of PDF Options dialog

User Interface page of PDF Options dialog

On the User Interface page (Figure 202), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF for use in a presentation or kiosk-type display.

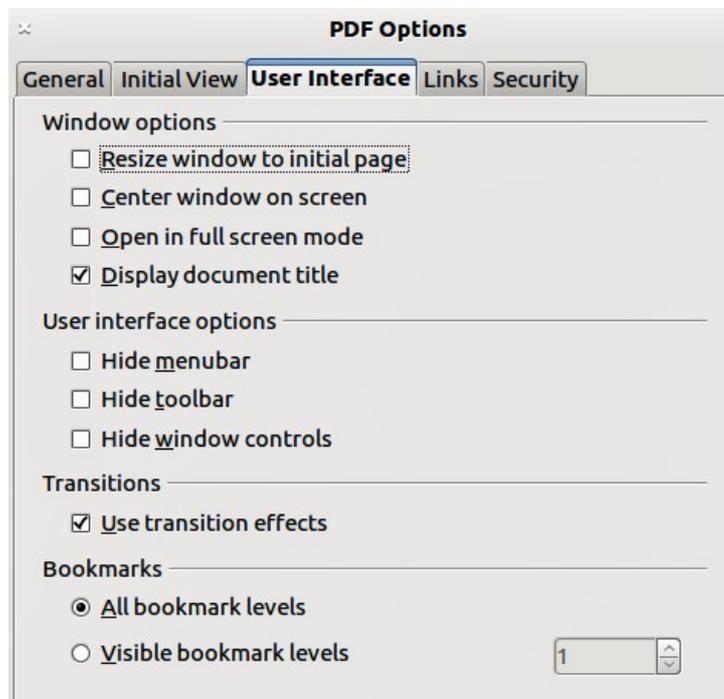


Figure 202: User Interface page of PDF Options dialog

Window options section

- **Resize window to initial page.** makes the PDF viewer window resize to fit the first page of the PDF.
- **Center window on screen.** makes the PDF viewer window center on the computer screen.
- **Open in full screen mode.** makes the PDF viewer open full-screen instead of a window.
- **Display document title.** makes the PDF viewer display the document title in the title bar.

User interface options section

- **Hide menubar.** makes the PDF viewer hide the menu bar.
- **Hide toolbar.** makes the PDF viewer hide the toolbar.
- **Hide window controls.** makes the PDF viewer hide all other window controls.

Transitions section

- **Use transition effects:** includes Impress slide transition effects as PDF effects.

Bookmarks section

- **All bookmark levels:** displays all the bookmarks created in the presentation if *Export bookmarks* is selected on the General page.
- **Visible bookmark levels:** selects how many heading levels are displayed as bookmarks if *Export bookmarks* is selected on the General page.

Links page of PDF Options dialog

On the Links page (Figure 203), you can choose how links are exported to PDF.

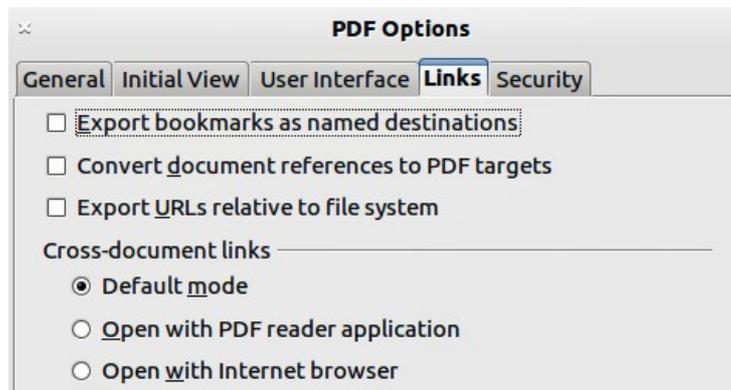


Figure 203: Links page of PDF Options dialog

Export bookmarks as named destinations

If you have defined Writer bookmarks, Impress or Draw slide names, or Calc sheet names, this option exports them as “named destinations” allowing web pages and PDF documents to link.

Convert document references to PDF targets

If you have defined links to other documents with OpenDocument extensions (such as .ODT, .ODS, and .ODP), this option converts the files name extensions to .PDF in the exported PDF document.

Export URLs relative to file system

If you have defined relative links in a document, this option exports those links to the PDF.

Cross-document links

Defines the behavior of links clicked in PDF files.

Security page of PDF Options dialog

On the Security page (Figure 204), you can set PDF export options to encrypt a PDF file so that it can only be opened using a password and also apply digital rights management (DRM) features. Click on the **Set passwords** button to open the **Set passwords** dialog (Figure 205).

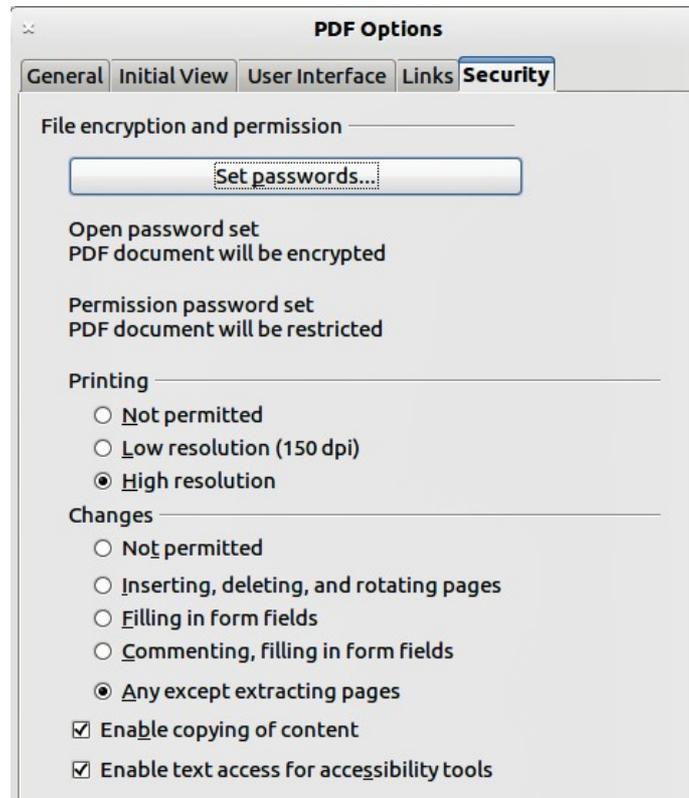


Figure 204: Security page of PDF Options dialog



Figure 205: Setting passwords to encrypt a PDF

Note

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

- Creating a **Set open password** (Figure 205), the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).

- Creating a **Set permission password** (Figure 205), the PDF can be opened by anyone, but its permissions can be restricted using the options in Figure 204. These permissions only become available when this password is set. These selections are self-explanatory.
- With both of these passwords set, the PDF can only be opened with the correct password, and its permissions can be restricted.

Exporting as a Flash file

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

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

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

- 1) Choose **File > Export**.
- 2) Select the location where you want the file saved and type a name for the file.
- 3) Under **File Format**, choose **Macromedia Flash (SWF) (.swf)** and click **Save**.

Exporting as web pages (HTML files)

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

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

- 1) Select **File > Export** and choose **HTML Document** as the file type.
- 2) If necessary, create a folder for the files, then give a name for the resulting HTML file and click **Save**. The HTML Export wizard opens (Figure 206).

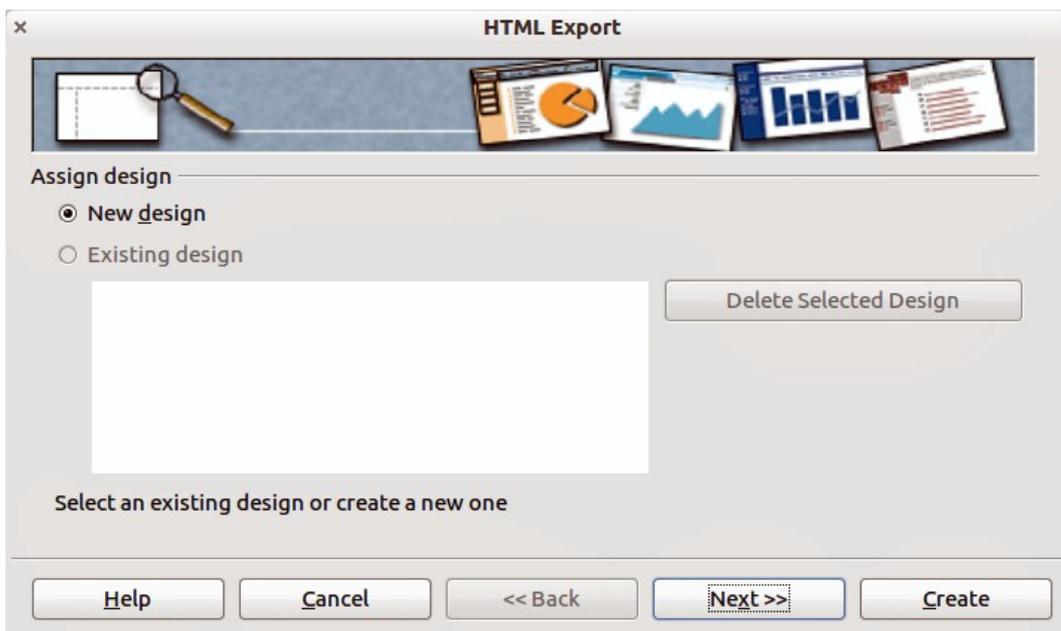


Figure 206: HTML Export wizard – selecting a design

- 3) Select a design for all of the pages, either from an existing design or by creating a new one. If you have not previously saved a design, the *Existing Design* choice is not available.
- 4) Click **Next** to select the type of web pages to create (Figure 207). The available options will change depending on publication type selected.
 - *Standard HTML*: one page for each slide with navigation links to move from slide to slide.
 - *Standard HTML with frames*: one page with a navigation bar on the left-hand side; uses slide title as navigation links. Click on links to display pages in right-hand side.
 - *Automatic*: one page for each slide, with each page set with the refresh meta tag so a browser automatically cycles from one page to the next.
 - *WebCast*: generates an ASP or Perl application to display the slides. Unfortunately LibreOffice has no direct support for PHP yet.

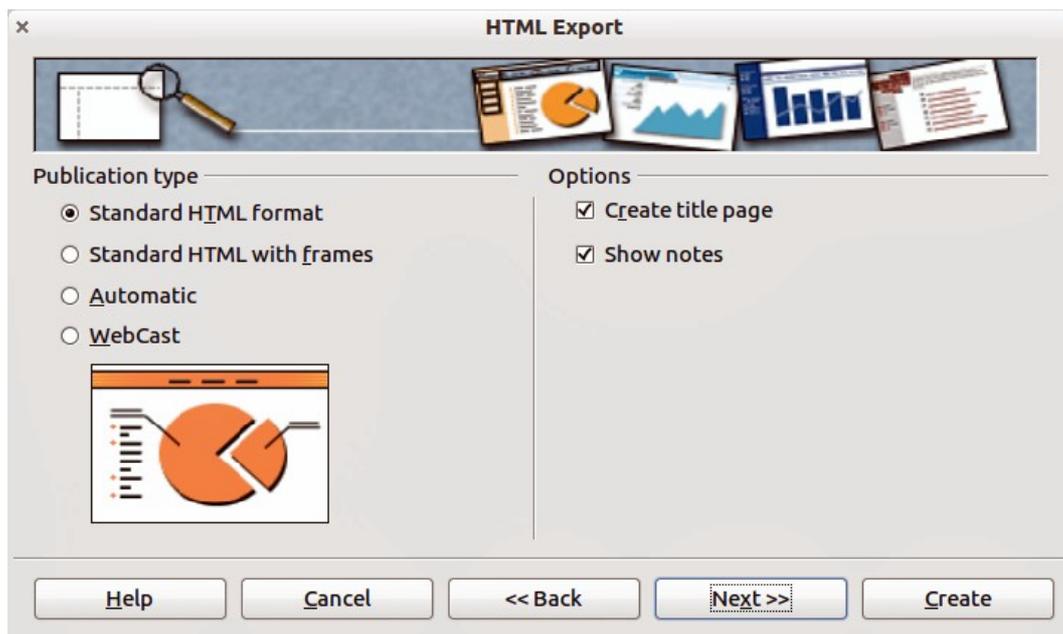


Figure 207: HTML Export – selecting publication type

- 5) Click on **Next** to decide how the images will be saved (PNG, GIF or JPG) and what resolution to use (Figure 208). When choosing a resolution, consider what the majority of your viewers may have. For example, if you use a high resolution, then a viewer with a medium-resolution monitor will have to scroll sideways to see the entire slide.
- 6) If *Create title page* was selected in step 4, supply the information for it on the next page that appears after clicking on **Next** (Figure 209). The title page contains name of the author, e-mail address and home page, along with any additional information you want to include. This page of the Wizard does not display if *Create title page* was not selected.

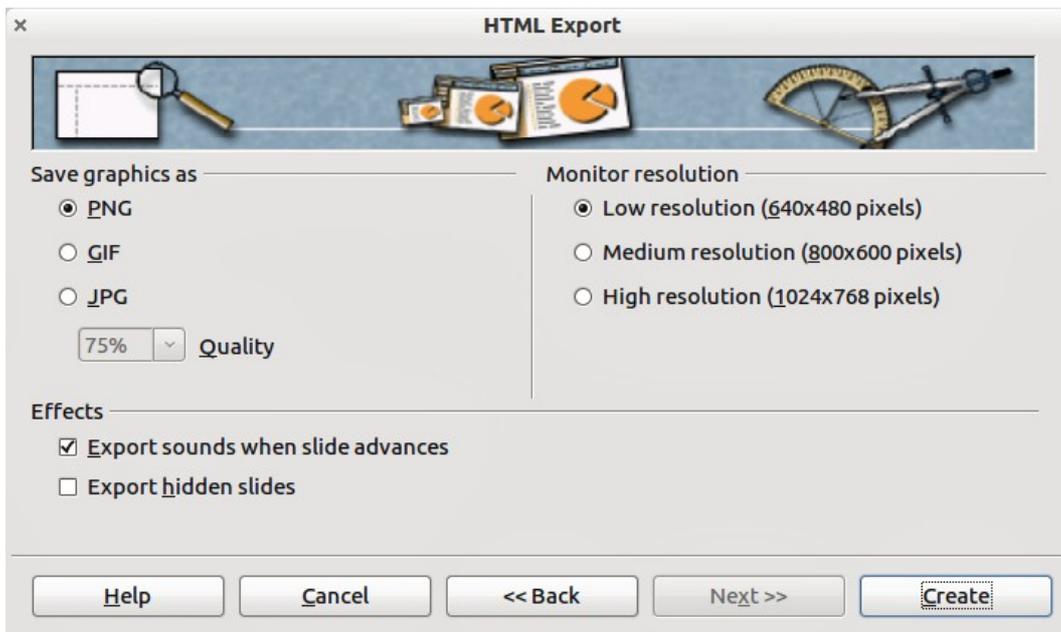


Figure 208: HTML Export – selecting graphics type

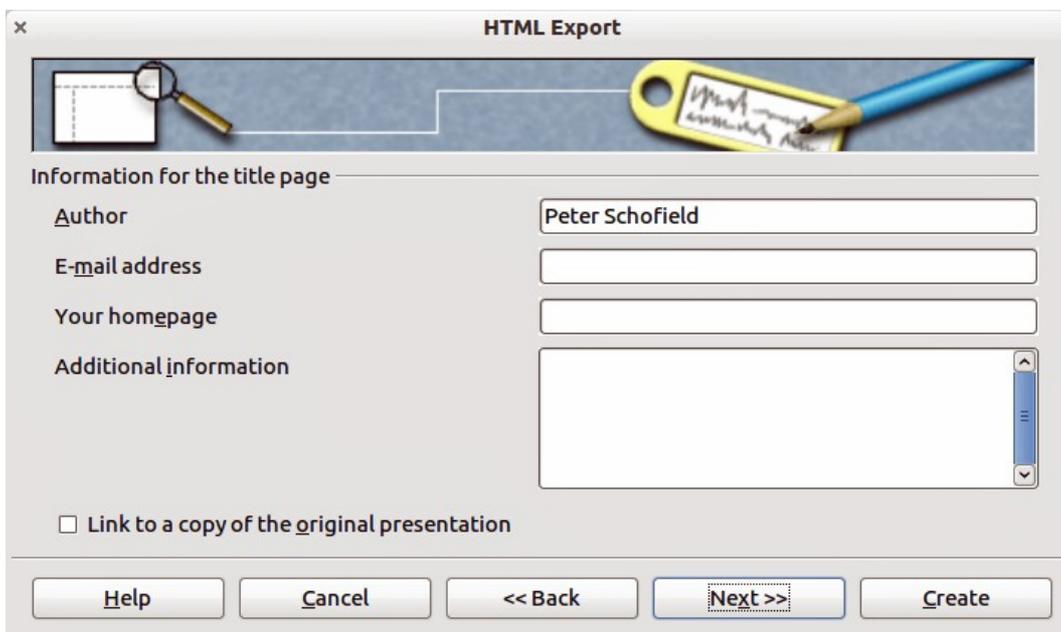


Figure 209: HTML Export – title page information

- 7) Click on **Next** to select the style of navigation buttons to use when moving from one page to another (Figure 210). If you do not choose a navigation style, LibreOffice will create a text navigator.
- 8) Click on **Next** to select the color scheme for the web pages (Figure 211). Available schemes include the existing scheme for the presentation, one based upon browser colors, and a user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.

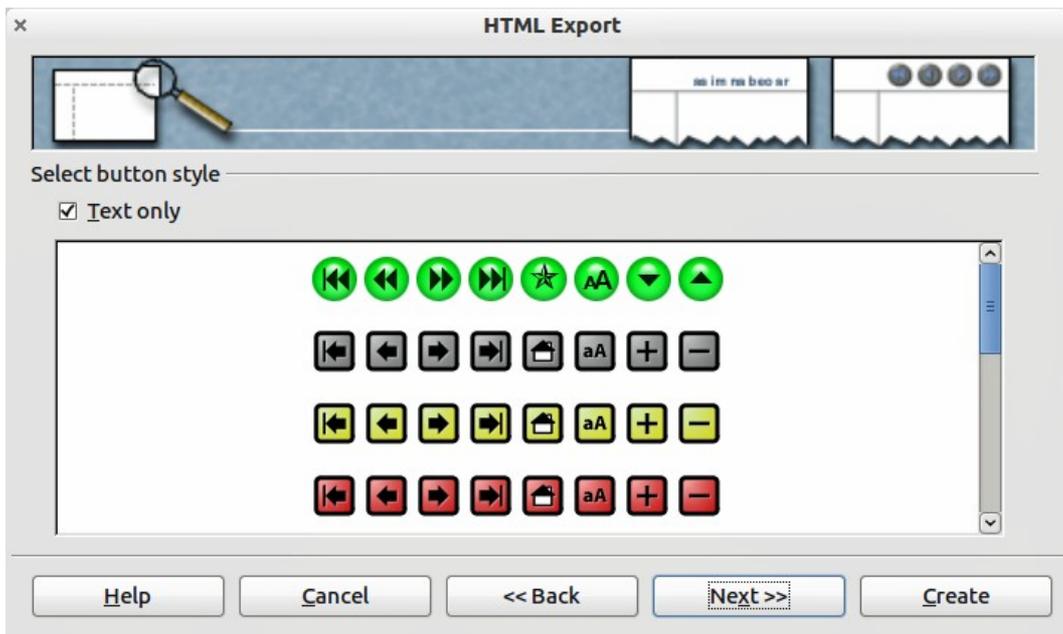


Figure 210: HTML Export – selecting navigation style

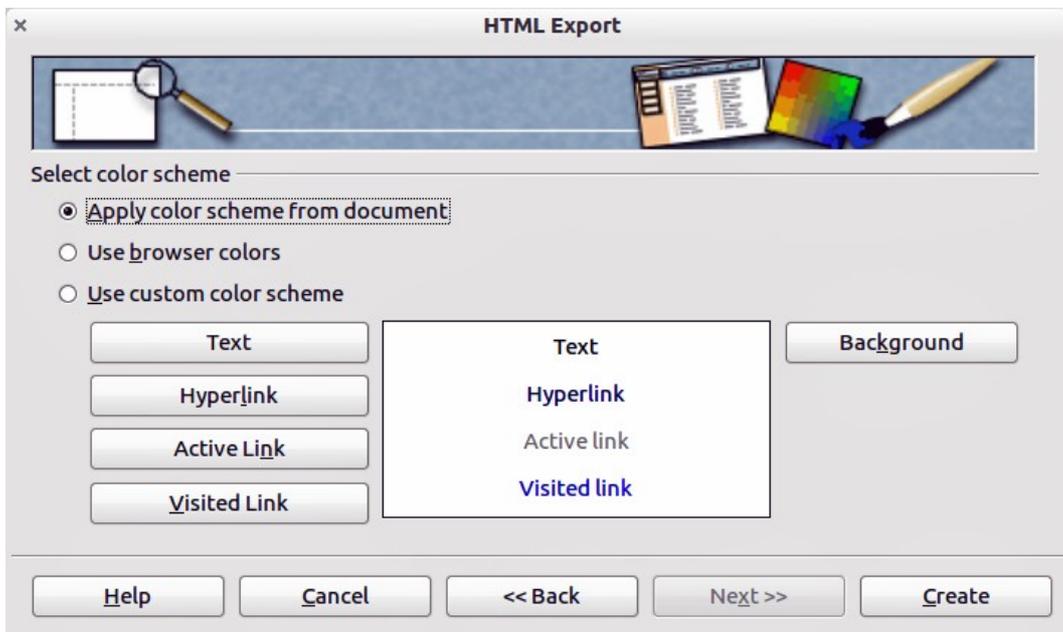


Figure 211: HTML Export – selecting color scheme

- 9) Click **Create** to generate the HTML files. If this is a new design, a small dialog pops up (Figure 212). If you want to reuse this design, you can give it a name and save it. Otherwise, click **Do Not Save**.

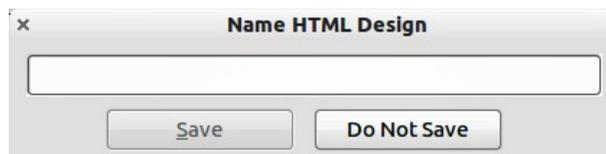


Figure 212: Naming the design

E-mailing a presentation

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

To send the presentation in .ODP format:

- 1) Choose **File > Send > Document as E-mail** or **File > Send > E-mail as OpenDocument Presentation**. LibreOffice opens a new e-mail in your default e-mail program. The document is attached.
- 2) In your e-mail program, enter the recipient, subject and any text you want to add, then send the e-mail.

If you select **E-mail as Microsoft PowerPoint Presentation**, LibreOffice first creates a .PPT file and then opens your e-mail program with the .PPT file attached. This .PPT file is not saved on your computer.

Similarly, if you select **E-mail as PDF**, LibreOffice first creates a PDF using your default PDF settings (similar to using the **Export Directly as PDF** icon in the standard toolbar) and then opens your e-mail program with the .PDF file attached. This PDF file is not saved on your computer.

Tip

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

Digital signing of documents

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

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

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

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

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

To sign a document:

- 1) Choose **File > Digital Signatures**.
- 2) If you have not saved the document since the last change, a message appears. Click **Yes** to save the file.
- 3) After saving, you see the Digital Signatures dialog. Click **Sign Document** to add a public key to the document.
- 4) In the Select Certificate dialog, select your certificate and click **OK**.

- 5) You see again the Digital Signatures dialog, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon  in the status bar. You can double-click the icon to view the certificate.

Removing personal data

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

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

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

Opening and saving a PowerPoint file

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

Caution



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

Saving an Impress file as a PowerPoint file

- 1) Select **File > Save As** from the main menu.
- 2) Select the location where you want the PowerPoint file saved and type a name for the file.
- 3) Under *File type*, select a **Microsoft PowerPoint** format (.ppt or .pptx) from the available drop-down list.
- 4) Click **Save**. If you have the “Warn when not saving in ODF or default format” option set in **Options > Load/Save > General**, the message shown in Figure 213 appears. Click on the button showing the Microsoft PowerPoint format to confirm that you want to save the file in that format. You can deselect the *Ask when not saving in ODF format* checkbox to not show the message again unless you re-enable it in the Options.

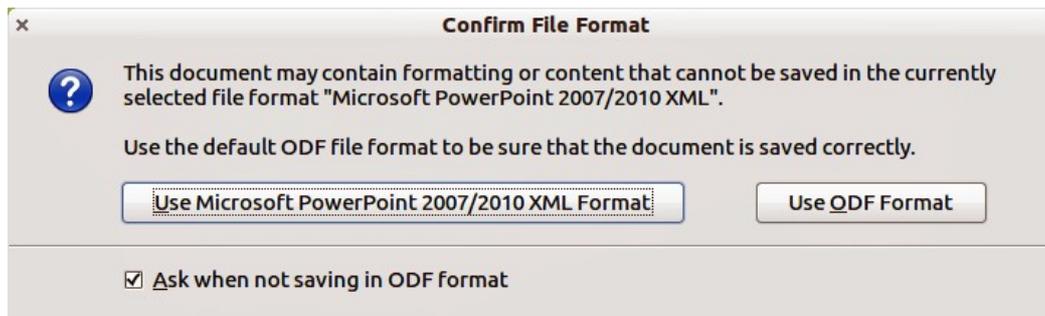


Figure 213: Warning message when saving in Microsoft PowerPoint format

Tip

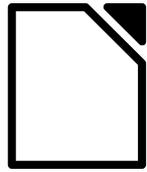
Always save your work in Impress OpenDocument format (.odp) before saving in Microsoft format. Keep the Impress file as your working copy: if you need to change the presentation, change it in the Impress version and then save it again as PowerPoint. You are much less likely to have problems than if you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

Opening a PowerPoint file in Impress

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

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

The PowerPoint file can now be edited and saved as an Impress file or a PowerPoint file. To save the file as an Impress file, choose **OpenDocument Presentation (.odp)** as the **File Type**.



LibreOffice
The Document Foundation

Chapter 11
Setting Up and Customizing
Impress

Selecting options affecting LibreOffice

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 *Chapter 2, Setting Up LibreOffice* in the *Getting Started* guide.

- 1) Click **Tools > Options (LibreOffice > Preferences** on a Mac). The list on the left-hand side of the **Options – LibreOffice** dialog (Figure 214) 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.



Figure 214: LibreOffice options

Note

The **Revert** button (not shown in the illustrations in this chapter) 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 215).
- 2) Fill in the form on the **LibreOffice – User Data** page or delete any existing incorrect information.

Figure 215: User Data

Print options

On the **LibreOffice – Print** page, set the print options to 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 (by clicking the **Options** button on the Print dialog). See *Chapter 10, Printing, E-mailing, Exporting, and Saving Slide Shows* for more information about the options available.

Color options

On the **LibreOffice – Colors** page (Figure 216), you can 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 choosing **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.

Figure 216. Defining colors for use in LibreOffice

Appearance options

On the **LibreOffice – Appearance** page (Figure 217), you can 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**.

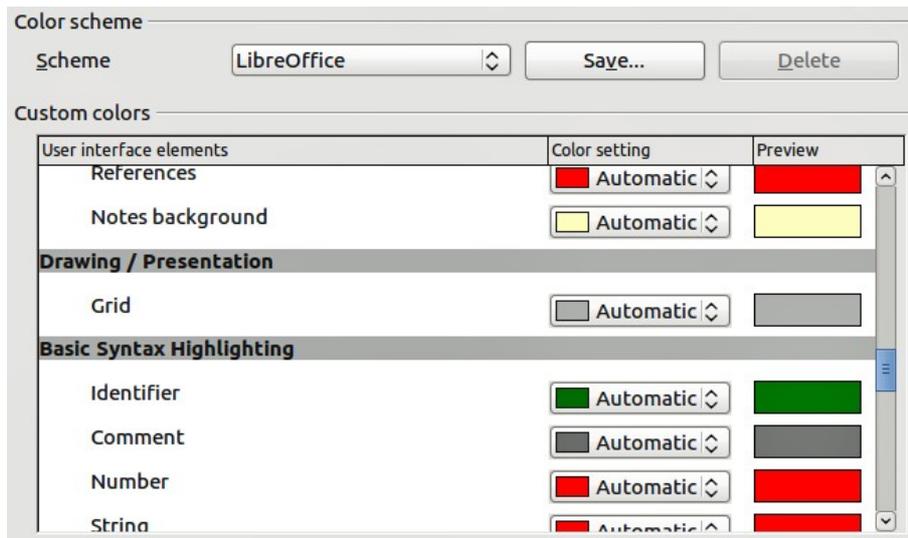


Figure 217. Changing the color of grid points in Impress and Draw

Choosing options for Impress

In the Options dialog, click the expansion marker to the left of **LibreOffice Impress** on the left-hand side. A list of subsections for Impress drops down (Figure 218).

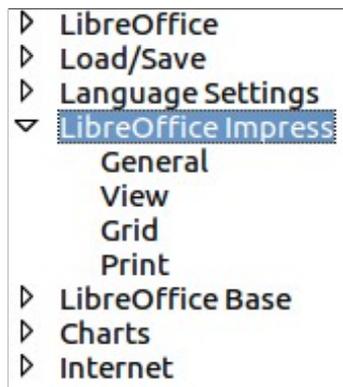


Figure 218: Options for Impress

General options

In the Options dialog, click **LibreOffice Impress > General** (Figure 219).

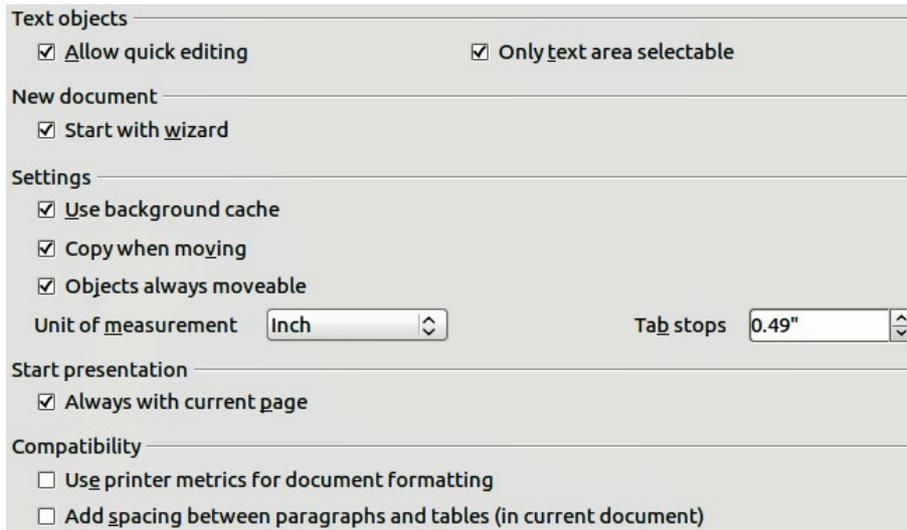


Figure 219: Selecting general options for Impress

Text objects section

- **Allow quick editing:** sets Impress to immediately switch to text editing mode when you click on a text object. You can also activate the text editing mode through the **Allow Quick**

Editing icon  on the Options toolbar (Figure 220). If the Options toolbar is not open, then go to **View > Toolbars > Options** on the main menu.



Figure 220: Options toolbar

- **Only text area selectable:** sets Impress to select a text frame when you click on text. In the area of the text frame that is not filled with text, an object behind the text frame can be selected. You can also activate this mode through the **Select Text Area Only** icon  on the Options toolbar.

New document section

- **Start with Wizard:** when selected Impress starts with the Presentation Wizard when creating a new presentation using **File > New > Presentation** or one of the other methods of creating a presentation.

Settings section

- **Use background cache:** sets Impress to use the cache for displaying objects on the master page. This setting speeds up the display. Uncheck this option if you want Impress to draw the background every time you display a slide.
- **Copy when moving:** automatically creates a copy when you move, rotate or resize an object while holding down the *Ctrl* key (⌘ key for Mac). The original object will remain in its current position and size.

- **Objects always movable:** lets you 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 in presentations.
- **Tab stops:** defines the spacing between tab stops.

Start presentation section

- **Always with current page:** specifies that a presentation starts with the current slide. Uncheck this option to always start a presentation with the first page.

Compatibility section

The settings in this section are valid for the current presentation only.

- **Use printer metrics for document formatting:** applies printer metrics for printing and for formatting the display on the screen. Some formatting will depend on the printer selection or default printer on your computer and may vary if the presentation is moved to a different computer. If this option is not checked, a printer-independent layout is used for screen display and printing.
- **Add spacing between paragraphs and tables (in current document):** calculates the paragraph spacing in Impress exactly as Microsoft PowerPoint does. 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 normally uses only the larger of the two spacings.

View options

In the Options dialog, click on **LibreOffice Impress > View** (Figure 221).

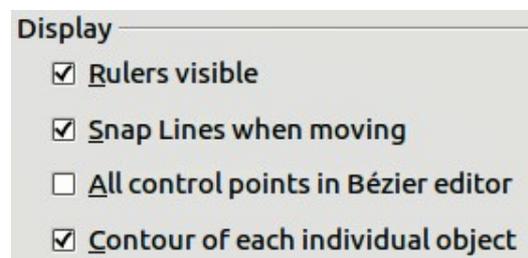


Figure 221: Specifying view options for Impress

- **Rulers visible:** displays the rulers at the top and the left of the Workspace area.
- **Guides when moving:** displays dotted guides that extend beyond the box containing the selected object and which cover the entire work area, helping you position the object when moving it. You can also use the **Helplines When Moving** icon  on the Options toolbar (Figure 220 on page 227).
- **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:** displays the contour line of each individual object when moving the object. This 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

The Grid page defines the grid settings for Impress. Using a grid helps you determine the exact position of your objects. You can also set this grid in line with the snap grid.

In the Options dialog, click **LibreOffice Impress > Grid** (Figure 222).

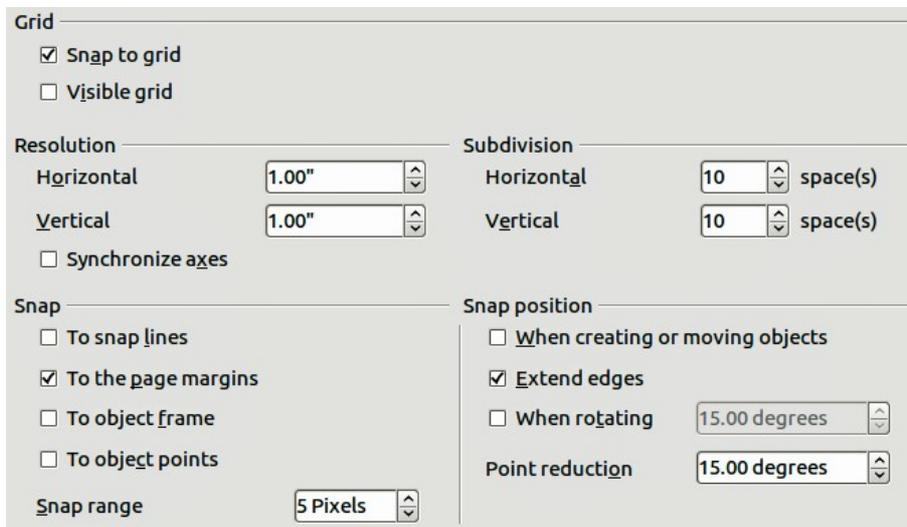


Figure 222: Specifying grid options for Impress

Grid section

- **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 *Ctrl* key to deactivate **Snap to grid** whilst moving the individual object. You can also use the **Snap to Grid** icon  on the Options toolbar.
- **Visible grid:** displays grid points on the screen. These points will not display or print as part of a presentation.

Resolution and Subdivision sections

This section allows you to set the unit of distance for the spacing between horizontal and vertical grid points and subdivisions (intermediate points) of the grid.

- **Synchronize axes:** applies any changes to the Resolution or Subdivision settings to both axes of object movement.

Snap section

- **To snap lines:** snaps the edge of an object to the nearest snap line when you release the mouse button. You can also use the **Snap to Snap Lines** icon  on the Options toolbar.
- **To the page margins:** aligns the contour of the graphic object to the nearest page margin. The cursor or a contour line of the graphic object must be within snap range. You can also use the **Snap to Page Margins** icon  on the Options toolbar.
- **To object frame:** aligns the contour of the graphic object to the border of the nearest graphic object. The cursor or a contour line of the graphic object must be within snap range. You can also use the **Snap to Object Border** icon  on the Options toolbar.

- **To object points:** aligns the contour of the graphic object to the points of the nearest graphic object. The cursor or a contour line of the graphic object must be within snap range. You can also use the **Snap to Object Points** icon  on the Options toolbar.
- **Snap range:** defines the snap distance between the mouse pointer and the object contour. Impress snaps to a snap point if the mouse pointer is nearer than the distance selected in the **Snap range** box.

Snap position section

- **When creating or moving objects:** restricts graphic objects vertically, horizontally or diagonally (45°) when creating or moving them. You can temporarily deactivate this setting by pressing the *Shift* key.
- **Extend edges:** controls how a square or circle is drawn with the drawing tool. When this option is selected, when the *Shift* key is pressed before pressing the mouse button a square is drawn equal to the longer side of a rectangle. This also applies to the ellipse tool: when the *Shift* key is pressed before you press the mouse button a circle will be drawn based on the longest diameter of the ellipse. When the **Extend edges option** is not selected, a square or a circle will be created based on the shorter side or diameter.
- **When rotating:** restricts the rotation of graphic objects within the rotation angle that you select. If you want to rotate an object outside of the defined angle, press the *Ctrl* key (*Shift* key on Mac) 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** (Figure 223). See *Chapter 10, Printing, E-mailing, Exporting, and Saving Slide Shows* for more information about the options available.

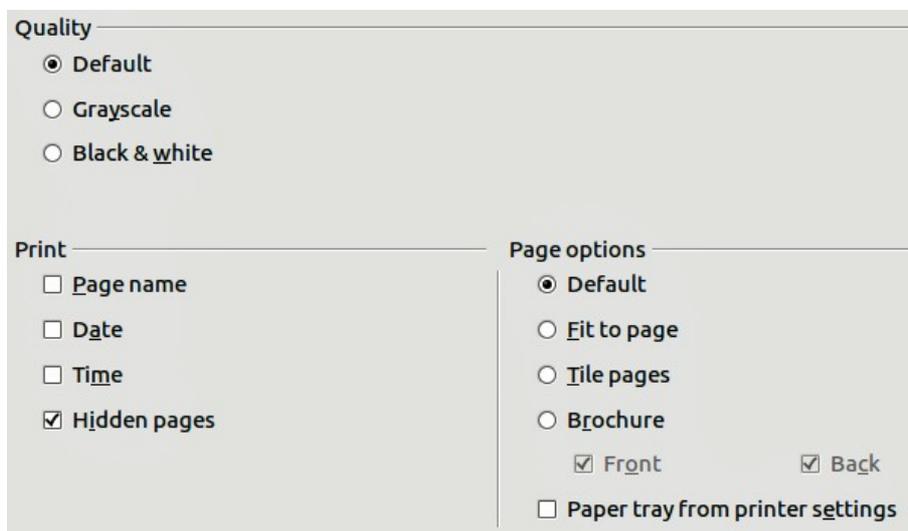


Figure 223: Specifying print options for Impress

Customizing the user interface

Customizing menu font

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

- 1) Choose **Tools > Options > LibreOffice > View**.
- 2) Check **Use system font for user interface** and click **OK**.

Customizing menu content

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

- 1) Choose **Tools > Customize** to open the Customize dialog (Figure 224).

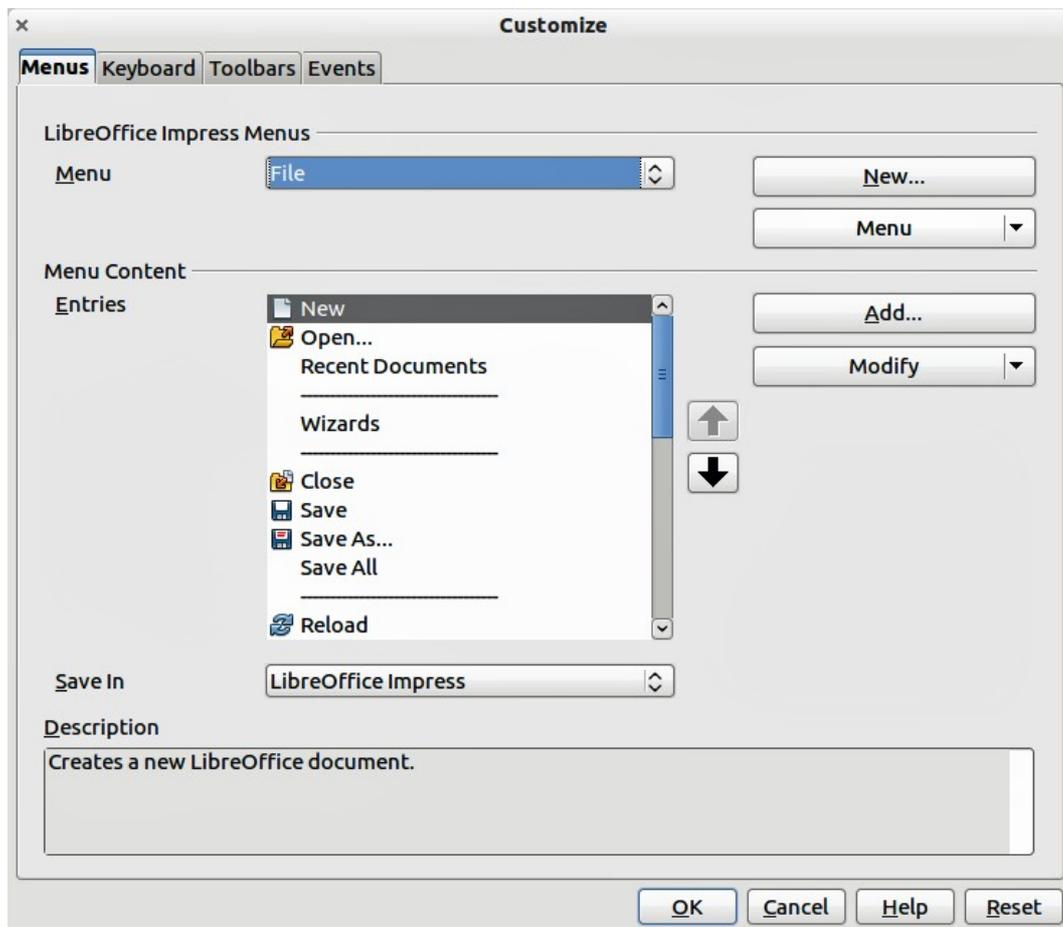


Figure 224. Menus page of the Customize dialog

- 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.

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

Creating a new menu

To create a new menu:

- 1) In the Menus page of the Customize dialog box, click **New** to open the New Menu dialog (Figure 225).
- 2) Type a name for your new menu in the **Menu name** box.

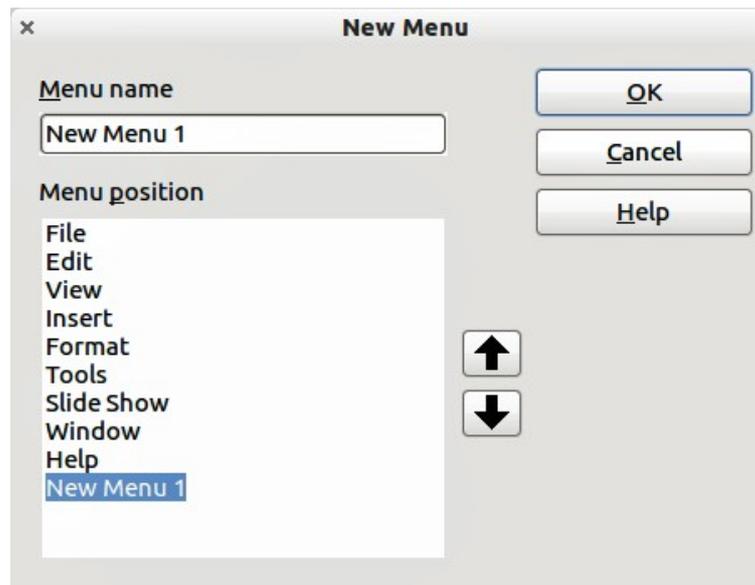


Figure 225: Adding a new menu

- 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.

After creating a new menu, you need to add some commands to it, as described in “Adding a command to a menu” on page 233.

Modifying existing menus

To modify an existing menu:

- 1) Select it in the Menu list and click the **Menu** button to open a list of modifications: **Move**, **Rename**, **Delete**. Only **Move** is available in the list. **Rename** and **Delete** are not available for the menus supplied by LibreOffice.
- 2) To move a menu (such as *File*), select **Menu > Move** to open the dialog (Figure 226). Use the up and down arrow buttons to move the menu into the required position.
- 3) To move submenus (such as *File | Send*), select the main menu (*File*) in the Menu list and then, in the Menu Content section of the Customize dialog (Figure 224), select the submenu *Send* in the **Entries** list and use the arrow keys to move it up or down in the sequence.



Figure 226: Moving a menu

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 the **Modify** button in the Customize dialog (Figure 224) 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**.

Caution



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

Adding a command to a menu

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

- 1) In the Customize dialog (Figure 224), select the menu in the Menu list and click the **Add** button.
- 2) In the Add Commands dialog (Figure 227), select a category and then the command, and click **Add**. The dialog remains open, so you can select additional commands.

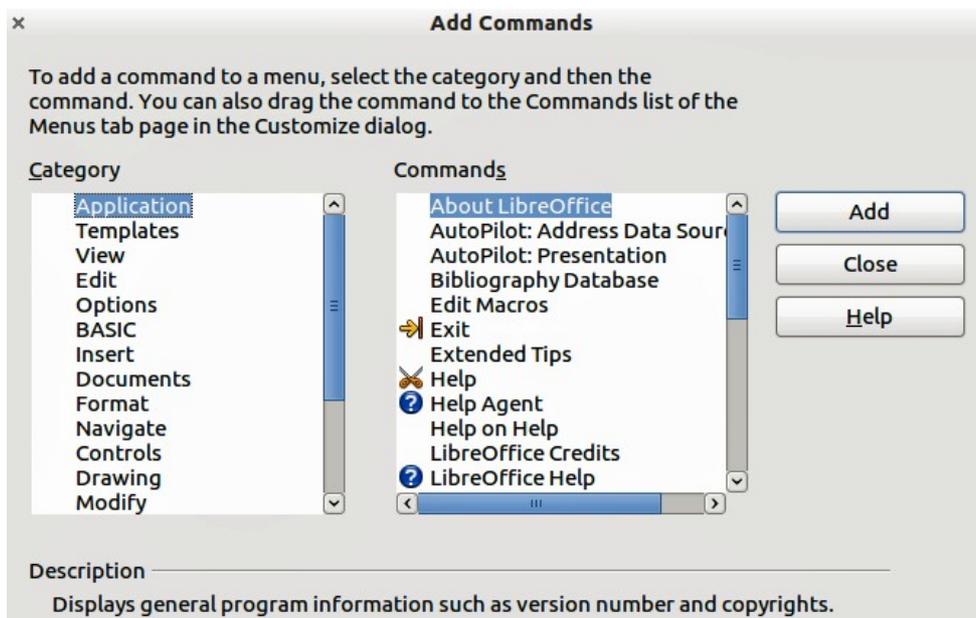


Figure 227: Adding a command to a menu

- 3) When you have finished adding commands, click **Close**.
- 4) In the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.

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) Select the menu or submenu in the **Menu** list near the top of the Customize dialog (Figure 224 on page 231).
- 2) Select the 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.

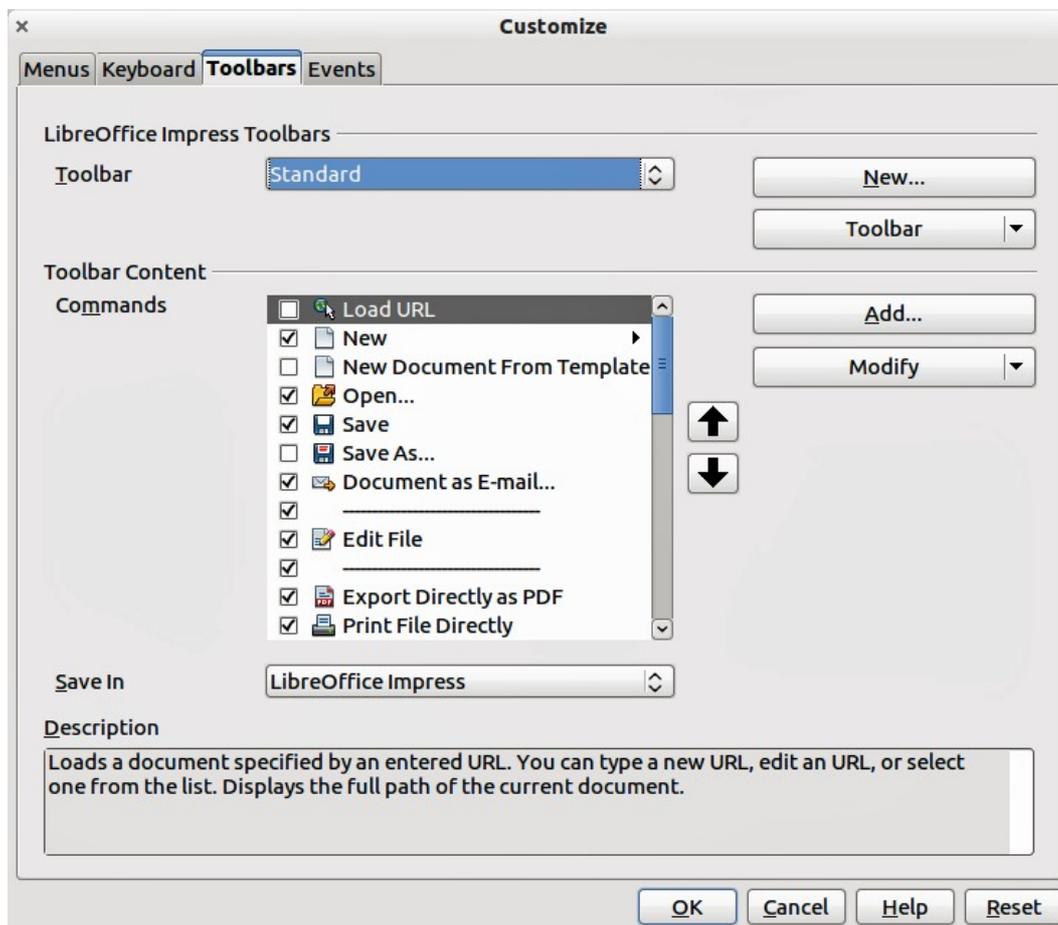


Figure 228. Toolbars page of the Customize dialog

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 *Chapter 1, Introducing LibreOffice of the Getting Started* guide. This section describes how to create new toolbars and add other icons (commands) to the list of those available on a toolbar.

To open the customization dialog (Figure 228), do any of the following:

- On the toolbar, click the arrow at the end of the toolbar and choose **Customize Toolbar**.
- Choose **View > Toolbars > Customize** from the menu bar.
- Choose **Tools > Customize > Toolbars tab** from the menu bar.

To customize toolbars:

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

Creating a new toolbar

To create a new toolbar:

- 1) Choose **Tools > Customize > Toolbars** from the main menu to open the Customize dialog (Figure 228).
- 2) Make sure the **Toolbars** page is open.
- 3) Click on **New** to open the Name dialog (Figure 229).
- 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.

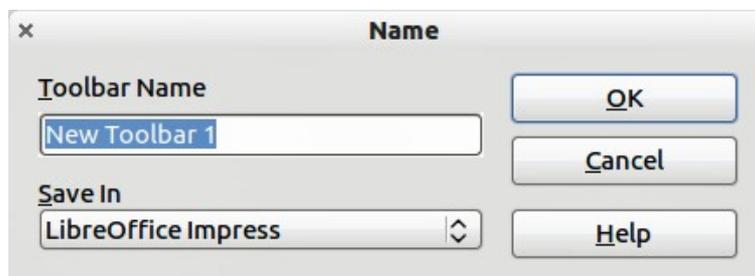


Figure 229: New toolbar dialog

The new toolbar now appears on the list of toolbars in the Customize dialog. After creating a new toolbar, you need to add some commands to it, as described below.

Adding commands to a toolbar

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

- 1) On the **Toolbars** page of the Customize dialog (Figure 228), select the toolbar from the **Toolbar** drop down list and click the **Add** button. The Add Commands dialog (Figure 227 on page 233) opens and is the same dialog used for adding commands to menus.
- 2) Select a **Category** and then the **Command** from the relevant list.
- 3) Click on **Add**. The dialog remains open, so you can select additional commands.

- 4) 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; the next section describes how to choose an icon for a toolbar command.
- 5) On the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 6) When you have finished making changes, click **OK** to save.

Choosing icons for toolbar commands

Toolbar buttons usually have icons, not words, on them, but not all of the commands have associated icons.

To choose an icon for a command:

- 1) Select the command and click on **Modify > Change icon** to open the Change Icon dialog (Figure 230).
- 2) Scroll through the available icons and select the one you want to use.
- 3) Click **OK** to assign it to the command.



Figure 230: Change Icon dialog

To use a custom icon, create it in a graphics program and then import it into LibreOffice by clicking the **Import** button on the Change Icon dialog. Custom icons must be 16 x 16 or 26 x 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.

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.

- 1) Choose **Tools > Customize**.

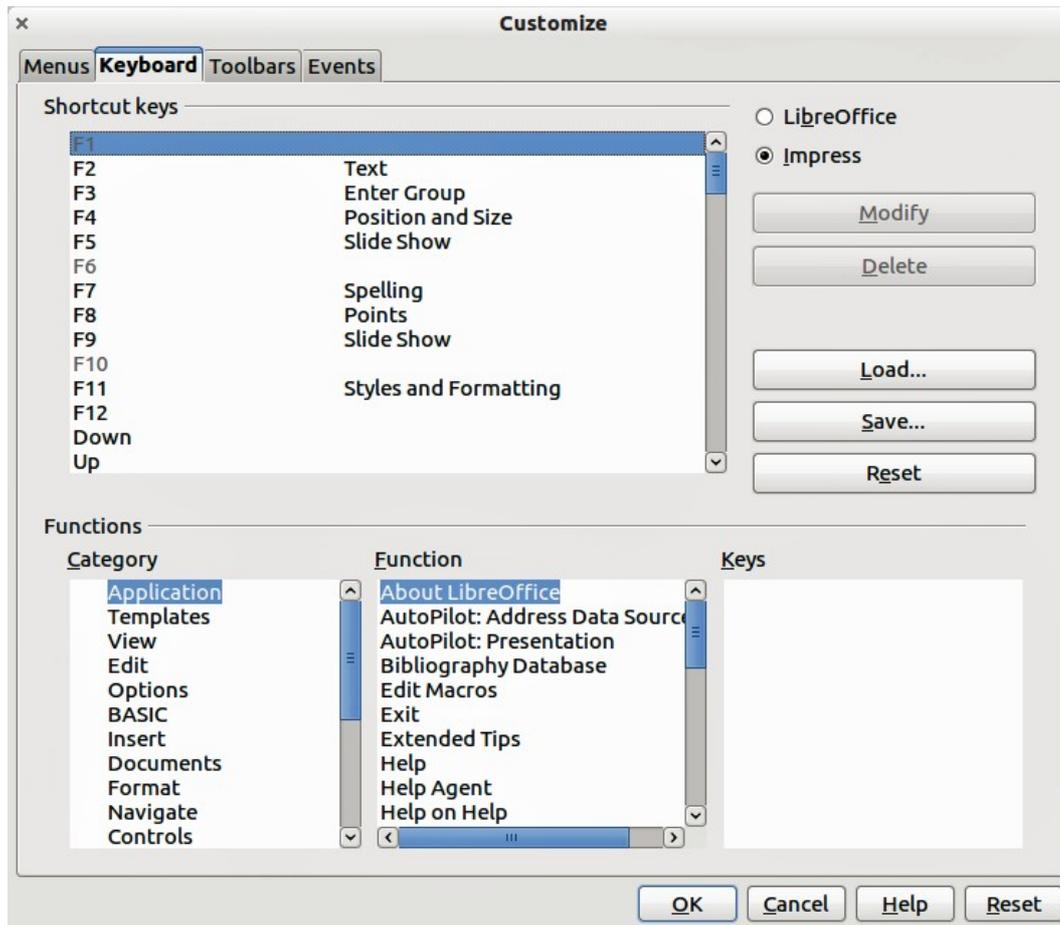


Figure 231: Customizing keyboard shortcuts

- 2) On the Customize dialog, open the Keyboard page (Figure 231).
- 3) As the shortcut key assignment is only relevant with Impress and not LibreOffice, select **Impress** at the upper right corner of the **Keyboard** page.
- 4) Select **Insert** in the **Functions - Category** list and **Duplicate Slide** in the **Function** list.
- 5) Select the shortcut key **Insert** in the **Shortcut keys** list and click the **Modify** button at the upper right.
- 6) Click **OK** to accept the change. Now the *Insert* key will insert a duplicate slide immediately after the currently selected slide.

Note

All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. Since there was no currently assigned shortcut for the **Insert > Duplicate Slide** function the *Keys* 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 **Delete** the existing *Key*.

Shortcut keys not available for reassignment are greyed out in the listing on the Customize dialog, such as *F1* and *F10*.

Saving changes to a file

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.

To save keyboard shortcuts to a file:

- 1) After making your keyboard shortcut assignments, click the **Save** button on the Customize dialog.
- 2) In the Save Keyboard Configuration dialog box, 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 a saved keyboard configuration

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

Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button on 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; none are built in. For information on macros, see *Chapter 13, Getting started with macros* in the *Getting Started* guide.

Adding functionality with extensions

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

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.

Installing extensions

To install an extension, follow these steps:

- 1) Download an extension and save it anywhere on your computer.
- 2) In LibreOffice, select **Tools > Extension Manager** from the main menu.
- 3) In the Extension Manager dialog (Figure 232), click **Add**.
- 4) 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.
- 5) When the installation is complete, the extension is listed in the Extension Manager dialog.

Tip

To get extensions that are listed in the repository, you can open the Extension Manager and click the **Get more extensions online** link.

Note

To install a *shared* extension, you need write access to the LibreOffice installation directory.

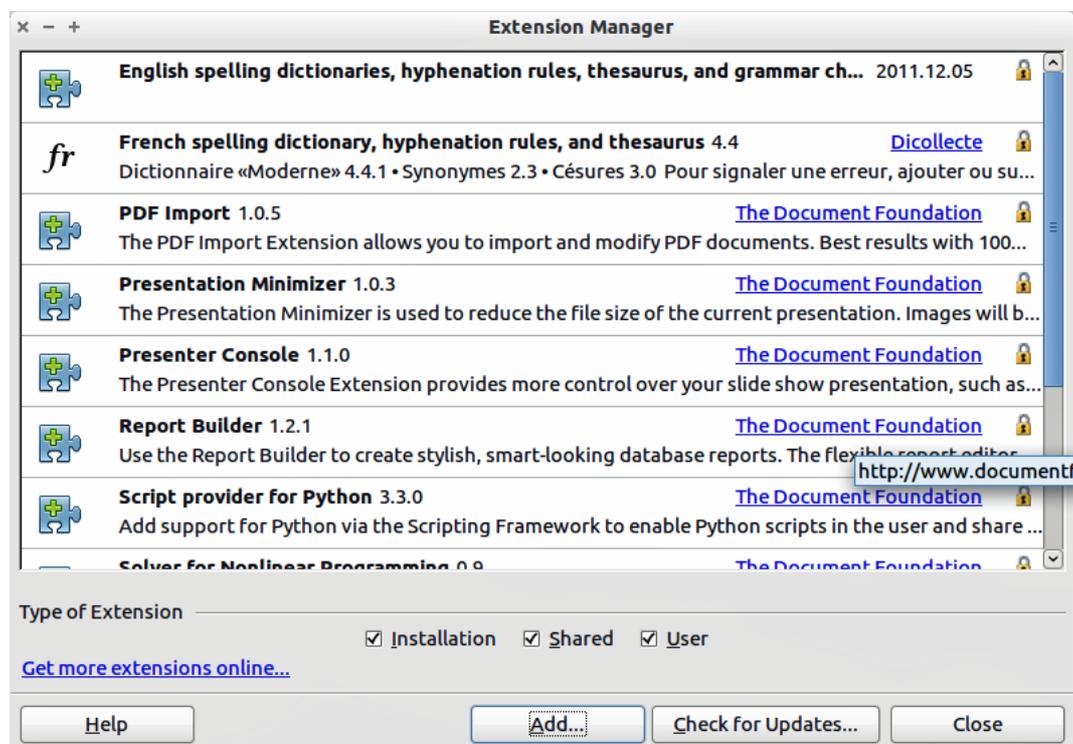


Figure 232: Extension Manager dialog

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 has the ability to see the upcoming slide, the slide notes, and a presentation timer, while the audience only sees the current slide. The Presenter Console displays the elements in three easily changeable views:

- The first view displays the current slide, including the effects, and the upcoming slide.
- The second view shows notes for the speaker in large, clear, and scalable type, plus the current and upcoming slide.
- The 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's built-in screen).

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 under **File > New > Templates and Documents**.

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.

Template Changer

Adds two new items to the **File > Templates** menu that allow you to assign a new template to a folder of presentations. All styles and formatting will be loaded from that template and the document will behave as if it were created using that template.



LibreOffice
The Document Foundation

Appendix A

Keyboard Shortcuts

Introduction

You can use LibreOffice without requiring a pointing device, such as a mouse or trackball, by using its built-in keyboard shortcuts. Tasks as varied and complex as docking and un-docking toolbars and windows, or changing the size or position of objects can all be accomplished with only a keyboard. Although LibreOffice has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with keyboard shortcuts in LibreOffice, or using LibreOffice with a keyboard only, search the LibreOffice Help using the “shortcut” or “accessibility” keywords.

In addition to using the built-in keyboard shortcuts (listed in this Appendix), you can also define your own. You can assign shortcuts to standard Impress functions or your own macros and save them for use with Impress only, or with the entire LibreOffice suite.

To adapt shortcut keys to your needs, use the Customize dialog as described in this section and in “Customizing keyboard shortcuts” in *Chapter 11, Setting Up and Customizing Impress*.

Tip for Macintosh users

Some keystrokes are different on a Mac from those used in Windows and Linux. The following table gives some common substitutions for the instructions in this book. 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>	Open 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 Styles and Formatting window

Function keys for Impress

Shortcut Keys	Effect
<i>F2</i>	Select text tool
<i>F3</i>	Enter group
<i>Ctrl+F3</i>	Exit group
<i>Shift+F3</i>	Duplicate graphic object
<i>F4</i>	Open Position and Size dialog box
<i>F5</i>	View slide show
<i>Ctrl+Shift+F5</i>	Open Navigator
<i>F7</i>	Start spelling checker
<i>Ctrl+F7</i>	Open thesaurus
<i>F8</i>	Edit points
<i>Ctrl+Shift+F8</i>	Fit text to frame
<i>F11</i>	Open the Styles and Formatting window

Other shortcut keys for Impress

Shortcut Keys	Effect
<i>Arrow key</i>	Move the selected object or the page view in the direction of the arrow.
<i>Ctrl+Arrow key</i>	Move the slide in the normal view.
<i>Shift+drag</i>	Constrain the movement of the selected object horizontally or vertically.
<i>Ctrl+drag</i> (with <i>Copy</i> when moving option active)	Hold down <i>Ctrl</i> and drag an object to create a copy of the object.
<i>Alt key</i>	Hold down <i>Alt</i> to draw or resize objects by dragging from the centre of the object outward.
<i>Alt+click</i>	Select the object behind the currently selected object.
<i>Alt+Shift+click</i>	Select the object in front of the currently selected object.
<i>Shift+click</i>	Select adjacent items or a text passage. Click at the start of a selection, move to the end of the selection, and then hold down <i>Shift</i> while you click.
<i>Shift+drag</i> (when resizing)	Hold down <i>Shift</i> while dragging to resize an object to maintain the proportions of the object.
<i>Tab</i>	Select objects in the order in which they were created.
<i>Shift+Tab</i>	Select objects in the reverse order in which they were created.
<i>Escape</i>	Exit current mode.
<i>Enter</i>	Activate a place-holder object in a new presentation (only if the frame is selected).
<i>Ctrl+Enter</i>	Move to the next text object on the slide. If there are no text objects on the slide, or if you reached the last text object, a new slide is inserted after the current slide. The new slide uses the same layout as the current slide.

Navigating in the Slide Sorter

Shortcut Keys	Effect
<i>Escape</i>	Moves the focus to the first slide.
<i>Arrow key</i>	Moves the focus to the next slide.
<i>Spacebar</i>	Makes the slide with the focus the current slide.

Shortcut keys in the Normal view

Shortcut Keys	Effect
<i>Plus(+)</i> key	Zoom in.
<i>Minus(-)</i> key	Zoom out.
<i>Times(x)</i> key (number pad)	Fit page in window.
<i>Divide(÷)</i> key (number pad)	Zoom in on current selection.
<i>Shift+Ctrl+G</i>	Group selected objects.
<i>Shift+Ctrl+Alt+A</i>	Ungroup selected group.
<i>Ctrl+click</i>	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
<i>Shift+Ctrl+K</i>	Combine selected objects.
<i>Shift+Ctrl+K</i>	Split selected object. This combination only works on an object that was created by combining two or more objects.
<i>Ctrl+Plus</i> key	Bring to front.
<i>Shift+Ctrl+Plus</i> key	Bring forward.
<i>Ctrl+Minus</i> key	Send backward.
<i>Shift+Ctrl+Minus</i> key	Send to back.

Shortcut keys in slide shows

Shortcut Keys	Effect
<i>Esc</i>	End presentation.
<i>Spacebar</i> or <i>Right arrow</i> or <i>Down arrow</i> or <i>Page Down</i> or <i>Enter</i> or <i>Return</i> or <i>N</i>	Play next effect (if any, else go to next slide).
<i>Alt+Page Down</i>	Go to next slide without playing effects.
<i>[number] + Enter</i>	Type the number of a slide and press <i>Enter</i> to go to the slide.
<i>Left arrow</i> or <i>Up arrow</i> or <i>Page Up</i> or <i>Backspace</i> or <i>P</i>	Play previous effect again. If no previous effect exists on this slide, show previous slide.
<i>Alt+Page Up</i>	Go to the previous slide without playing effects.
<i>Home</i>	Jump to first slide in the slide show.
<i>End</i>	Jump to the last slide in the slide show.
<i>Ctrl+Page Up</i>	Go to the previous slide.
<i>Ctrl+Page Down</i>	Go to the next slide.
<i>B</i> or <i>.</i>	Show black screen until next key or mouse wheel event.
<i>W</i> or <i>,</i>	Show white screen until next key or mouse wheel event.

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LibreOffice 3.4 Impress Guide

What is LibreOffice?

LibreOffice is a freely-available, full-featured office suite. It runs on Windows, Linux, and Mac OS X computers. LibreOffice has been adopted by schools, governments, businesses, and individuals around the world.

Who is this book for?

This book is for beginners to advanced users of Impress. Whether you are new to presentation software, or you are familiar with another program, this book is for you. If you want an introduction to all of LibreOffice's components, you might like to read Getting Started with LibreOffice first.

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 and slide backgrounds. It can open and save to Microsoft PowerPoint formats and can export to PDF, HTML, Adobe Flash, and numerous graphic formats.

Who wrote this book?

This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community. A PDF version of this book can be downloaded free from <http://www.libreoffice.org/get-help/documentation/>

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