Impress Guide

Presentations in OpenOffice.org

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Chapter **1**
Introducing Impress

What is Impress?

Impress is OpenOffice.org's presentation (slide show) component. You can create slides that contain text, bulleted and numbered lists and a wide range of OLE objects. Impress has access to the spelling checker and thesaurus and comes with pre-packaged text styles, background styles, and a handy online help.

This chapter introduces the Impress user interface and describes how to create a simple slide show using the Presentation Wizard.

The rest of this guide illustrates many other features available in Impress that can be used to create more sophisticated slide shows.

Note	Drawings are created in the same way with Impress as they are with Draw. Refer to the *Draw Guide* for details on how to use the drawing facilities.

Note for Mac users

Some keystrokes and menu items on a Mac are different from those given in this book. Please see "Using Impress on a Mac" on page 28 for a list of differences.

The main Impress window

The main Impress window (Figure 1) 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.

Tip	You can remove the Slides pane or the Tasks pane from view by clicking the *X* in the upper right corner of each pane. You can also show or hide these panes using **View > Slide Pane** or **View > Task Pane**.

Slides pane

The Slides pane on the left hand side of the screen contains thumbnail pictures of the slides in your presentation, in the order they will be shown—unless you change the 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 apply to it any changes desired.
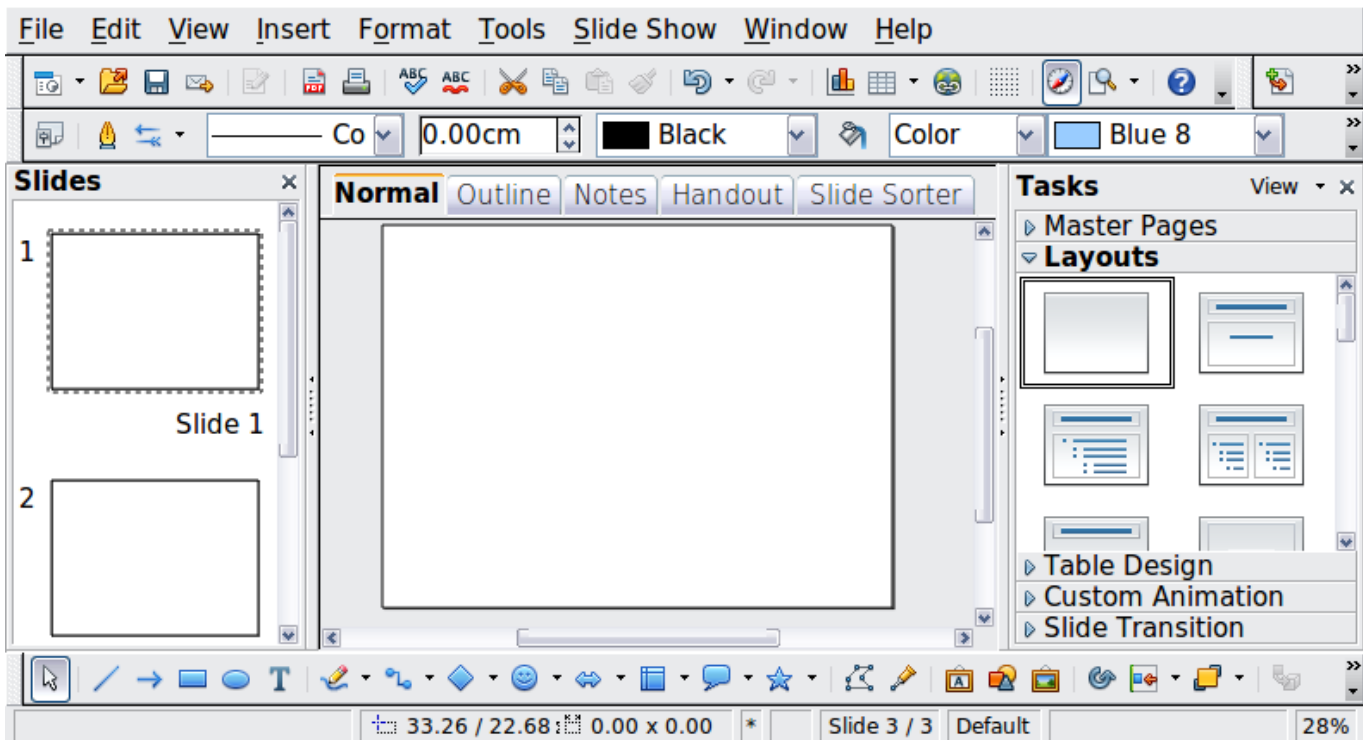
Figure 1: Main window of Impress

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 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 on the right hand side of the screen has five sections: **Master Pages**, **Layouts**, **Table Design**, **Custom Animation**, and **Slide Transition**.

Master Pages

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

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

Layouts

The prepackaged layouts are shown here. You can choose the one you want, use it as it is, or modify it to your own requirements. At present it is not possible to create custom layouts.

Table Design

The standard table styles are provided in this pane. You can further modify the appearance of a table with the selections 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 for selected elements of a slide are listed. See Chapter 9 (Slide Shows) for an overview of how to add and customize animations.

Slide Transition

Many transitions are available, including *No Transition*, which makes the next slide simply replace the existing one. You can select the transition speed (slow, medium, fast). You can also choose between an automatic or manual transition, and 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**. These five tabs are also called *View buttons*.
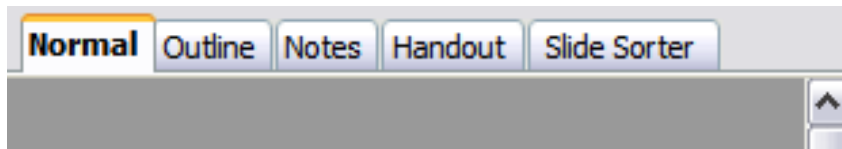
Figure 2: Workspace tabs

The Workspace below the View buttons changes depending on the chosen view. The workspace views are described in detail on page 12.

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.
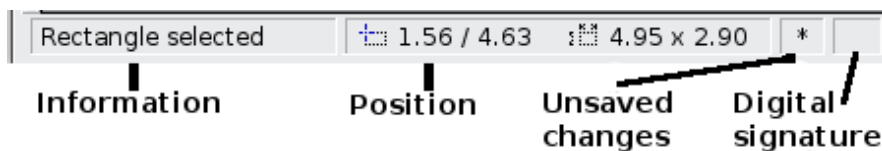
Figure 3: Left end of the Impress status bar
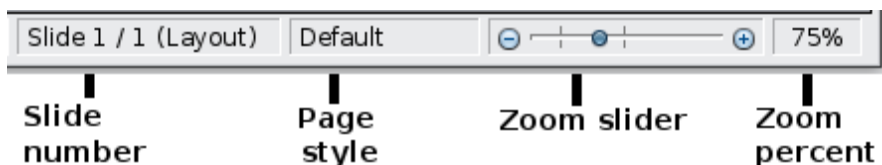
Figure 4: Right end of Impress status bar

From left to right, you will find:

- A general information area, which changes depending on the selection. For example:
  - Text area—"TextEdit: Paragraph x, Row y, Column z"
  - Charts, spreadsheets—"Embedded object (OLE) 'ObjectName' selected"
  - Graphics—"Bitmap with transparency selected"

- 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 of the text box where the cursor is located.
- A modified flag, showing a star when the file needs saving.
- A flag indicating whether the document is digitally signed.
- The slide number currently displayed in the workspace, and the total number of slides in the presentation.
- The slide master or page style associated with the slide, handout, or notes page currently in the Workspace.
- The zoom slider and zoom level (percent) of the Workspace.

Tip	By right-clicking on the slide master area of the Status bar, you can quickly apply a different slide master to the current slide.

You can hide the information in the Status Bar by selecting **View > Status Bar** from the main menu.

Navigator

The Navigator (Figure 5) 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, choose **View > Navigator** on the menu bar, or press *Ctrl+Shift+F5*.

The Navigator is more useful if you give your objects (pictures, spreadsheets, and so on) meaningful names, instead of leaving them as the default "Object 1" and "Shape 1" shown in the example.
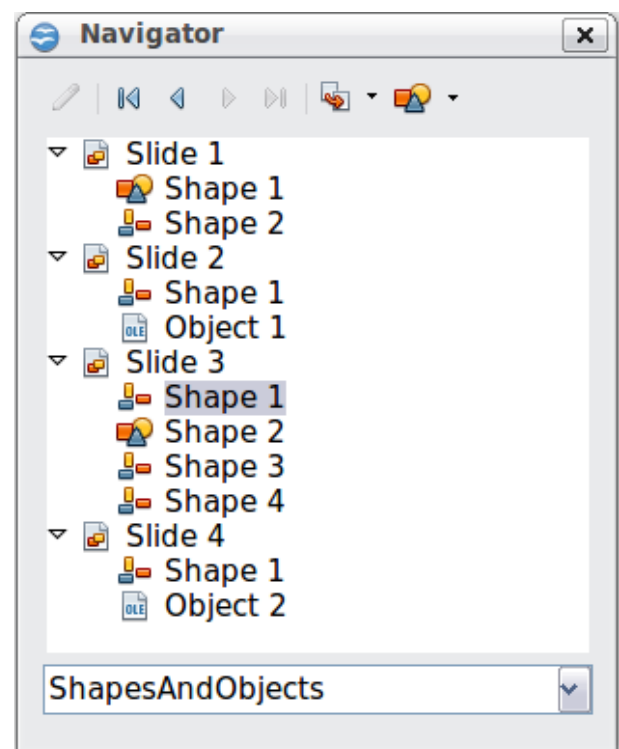
Figure 5: Navigator

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 in order to quickly accomplish those tasks.

- *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.
- *Outline view* shows topic titles, bulleted lists, and numbered lists for each slide in outline format. Use this view to rearrange the order of slides, edit titles and headings, rearrange the order of items in a list, and add new slides.
- *Notes view* lets you add notes to each slide; these notes are not seen when the presentation is shown.
- *Handout view* lets you print your slides for a handout. You can choose from several layouts from **Tasks pane > Layouts**. Thumbnails can be re-arranged in this view by dragging and dropping them.
- *Slide Sorter view* shows a thumbnail of each slide in order. Use this view to rearrange the order of slides, produce a timed slide show, or add transitions between selected slides.

Normal view

To place a slide in the slide design area (Workspace) of the Normal view (Figure 1), either click the slide thumbnail in the Slides pane or double-click it in the Navigator (page 12).

Outline view

Outline view contains all of the slides of the presentation in their numbered sequence. Only the text in each slide is shown. Slide names are not included.
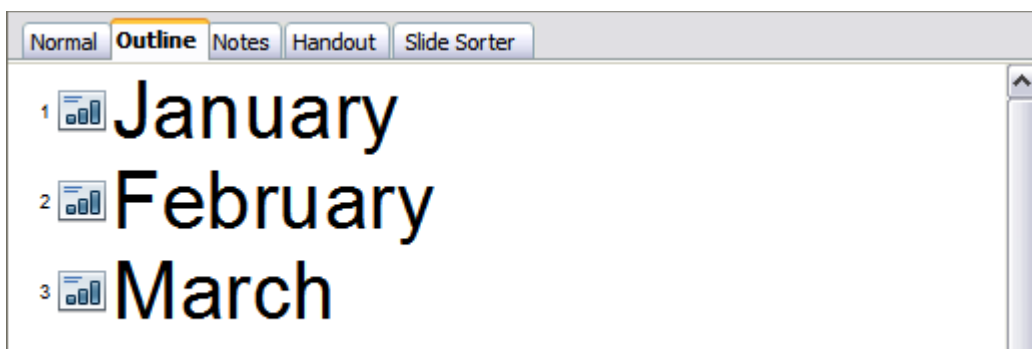
Figure 6: Outline view

Use Outline view for the following purposes.
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).
- Both 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.

Notes view

Use the Notes view to add notes to a slide:
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's name in the Navigator.
3) In the text box below the slide, click on the words *Click to add notes* and begin typing.
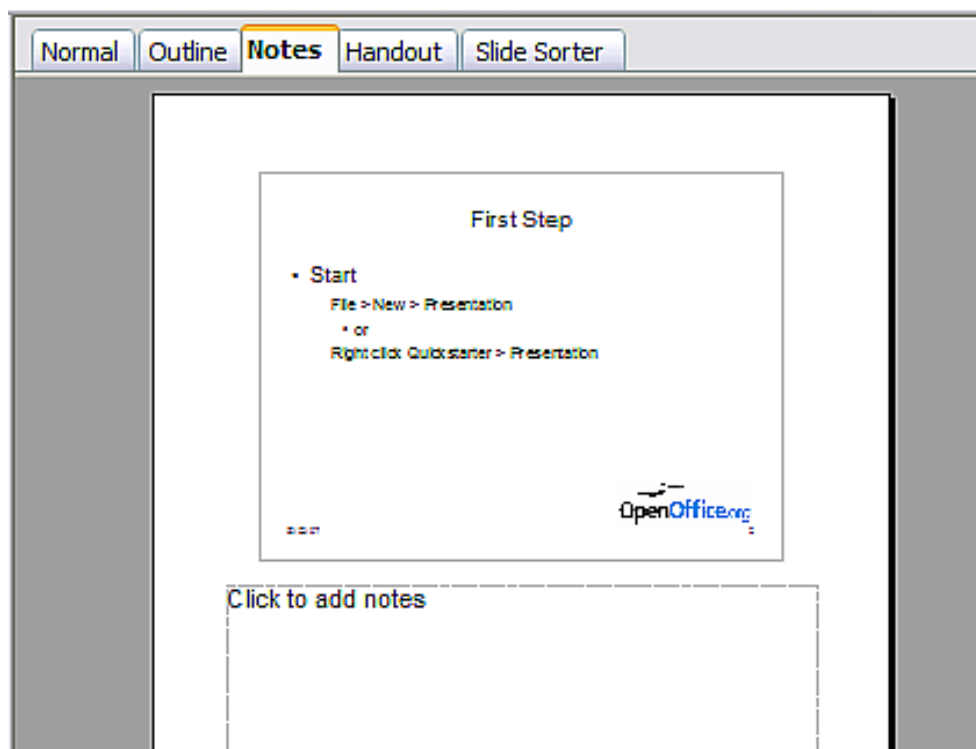
Figure 7: Adding notes in Notes view

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.

Handout view

Handout view is for setting up the layout 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.
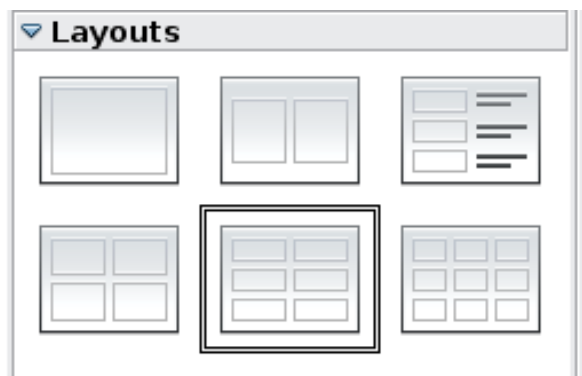
Figure 8: Handout layouts

Slide Sorter view

The Slide Sorter view contains all of the slide thumbnails. Use this view to work with a group of slides or with only one slide.
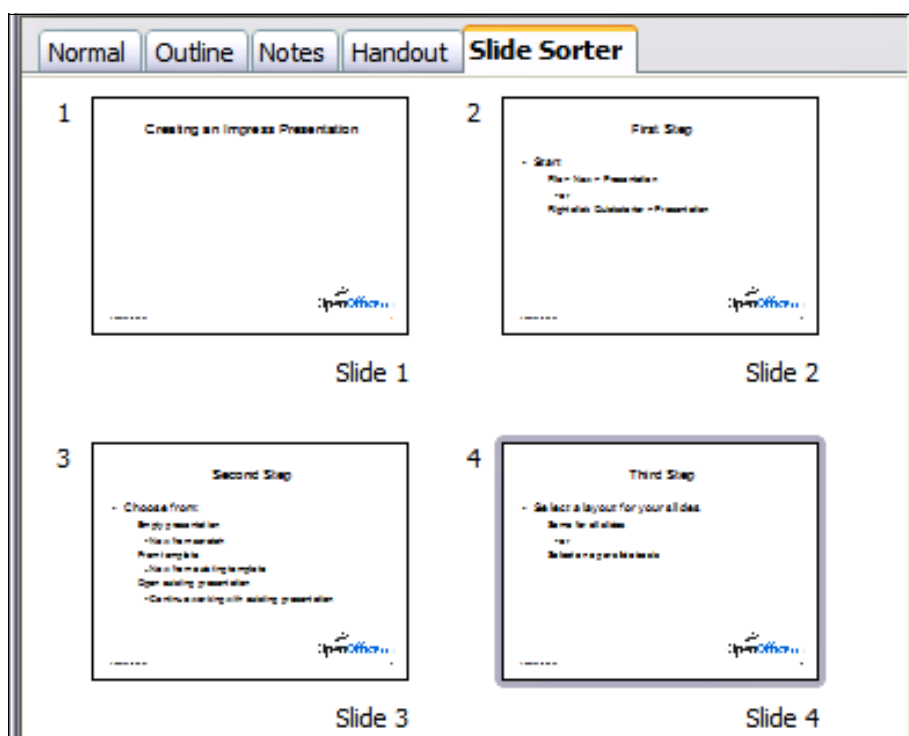
Figure 9: Slide Sorter view

Customizing Slide Sorter view

To change the number of slides per row:

1) Check **View > Toolbars > Slide View** to show or hide the Slide view toolbar.

Figure 10: Slide Sorter and Slide View toolbars

2) Adjust the number of slides (up to a maximum of 15).

Moving a slide using Slide Sorter

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

1) Click the slide. A thick border is drawn around it.
2) Drag and drop it to the location you want.

- As you move the slide, a black vertical line appears to one side of the slide.
- Drag the slide until this black vertical line is located where you want the slide to be moved.

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 _Control_, 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 in between the first and the last.
- Use the mouse: Click slightly to the left of the first slide to be selected. Hold down the left mouse button and drag the mouse pointer to a spot slightly to the right of the last slide to be included. (You can also do this right to left.) A dashed outline of a rectangle forms as you drag the pointer through the slide thumbnails and a thick border is drawn around the selected slides. Make sure the rectangle includes all the slides you want to select.

To move a group of slides:

1) Select the group.
2) Drag and drop the group to their new location. A vertical black line appears to show you where the group of slides will go.

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 from the pop-up menu:

- Add a new slide after the selected slide.
- Rename or delete the selected slide.
- Change the slide layout.
- Change the slide transition.
    - For one slide, click the slide to select it. Then add the desired transition.
    - For more than one slide, select the group of slides and add the desired transition.
- Mark a slide as hidden. Hidden slides will not be shown in the slide show.
- Copy or cut and paste a slide.

Renaming slides

Right-click on a thumbnail in the Slides pane or the Slide Sorter and choose **Rename Slide** from the pop-up menu. In the *Name* field, delete the old name of the slide and type the new name. Click **OK**.

Creating a new presentation

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

Planning the presentation

The first thing to do is decide on the purpose of the presentation. Simply putting a group of digital photos together requires very little planning. However, using a presentation to teach others about your topic requires much more planning. 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.

Using the Presentation Wizard

You can start Impress in several ways:

- If no component of OOo is open, from the Start Center: click on the Presentation icon.

- From the system menu or the OpenOffice.org Quickstarter. Details vary with your operating system; see Chapter 1 in the *Getting Started* guide if you need more information.
- From any open component of OOo, click the triangle to the right of the **New** icon on the main toolbar and select *Presentation* from the drop-down menu.
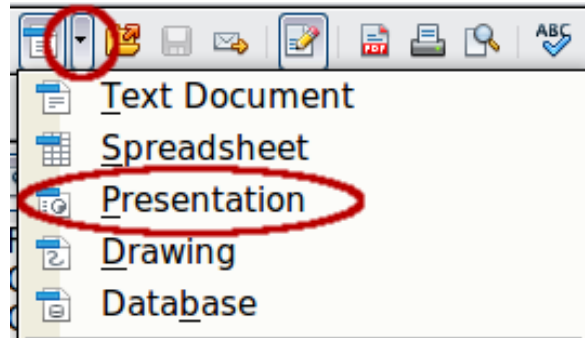
Figure 11: Opening the presentation wizard

- From any open component of OOo, choose **File > New > Presentation** on the menu bar.

When you start Impress, the Presentation Wizard appears.
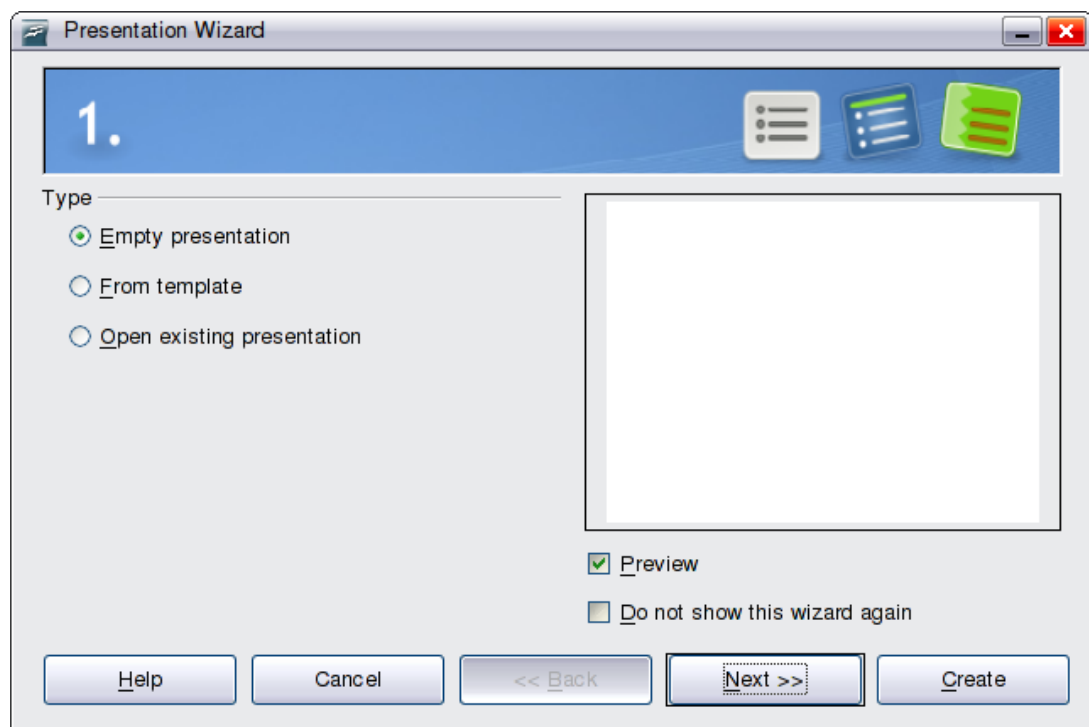
Figure 12. Choosing the type of presentation

1) Select *Empty presentation* under **Type**. This creates a presentation from scratch.

   • *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 13 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.

3) 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 13. When you click an item, a preview of the slide design appears in the Preview window. *<Original>* is an empty background.

   Impress contains three choices under *Presentations*:

   • *<Original>* is for a blank presentation 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.
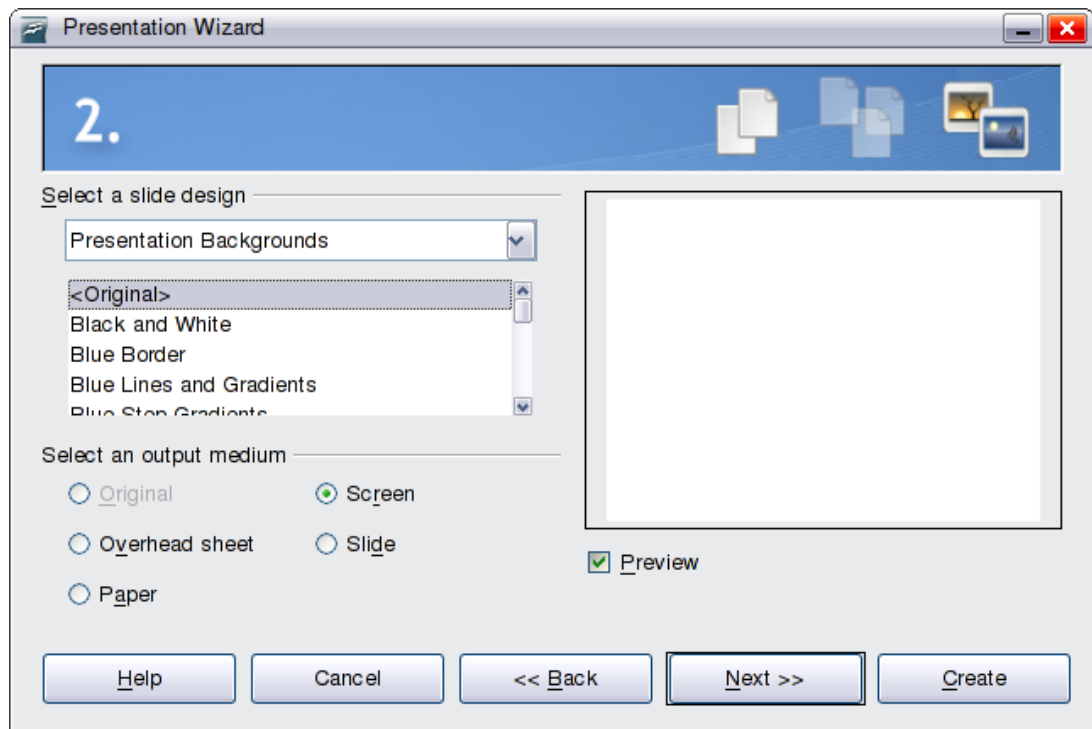
Figure 13. Selecting a slide design

To start with a blank presentation, select <Original>. Click an item to see a preview of the slide design in the Preview window.

Note	*Introducing a New Product* and *Recommendation of a Strategy* are pre-packaged presentation templates. They can be used to create a presentation by choosing **From template** in the first step (Figure 12).

4) 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

5) Click **Next**. The Presentation Wizard step 3 appears.

In this step you can 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.

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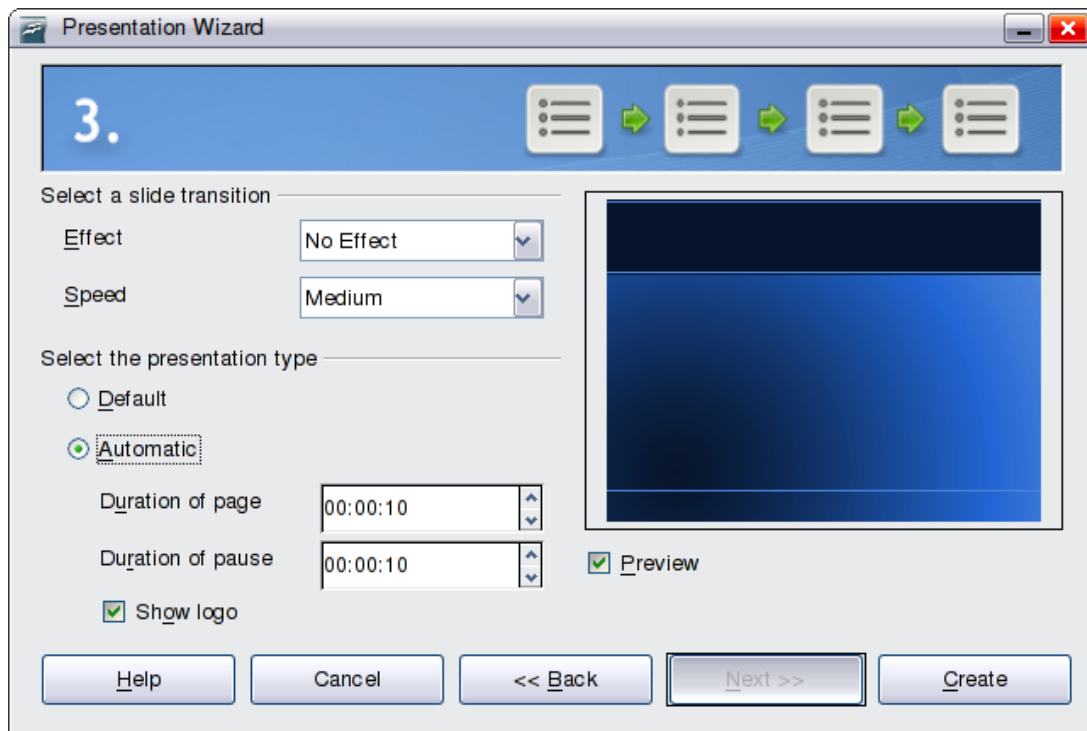
Figure 14: Selecting a slide transition effect

6) Click **Create.** A new presentation is created.

Tip	You might want to 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 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.

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.

Creating the first slide

The first slide is normally a title slide. Decide which of the layouts will be best for this first slide. You can use the pre-packaged layouts available in the Layout section of the Tasks pane. Suitable layouts are *Title Slide* (which also contains a section for a subtitle) or *Title Only;* however, all but one layout (the blank one) contain a title section, so you are not restricted to the two layouts described here.

	If you do not know the names for the pre-packaged layouts, you can 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.
Tip	If the tooltips are not enabled, you can enable them from the main menu: choose **Tools > Options > OpenOffice.org > 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.

Select a layout in the Layouts section of the Tasks pane by clicking on it; the slide in the Workspace is updated to show the chosen layout elements. 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 instead.

Inserting additional slides

The steps for inserting additional slides are the same as for selecting the title page. You need to repeat the process for each slide. Unless you are using more than one slide master, your only concern is the Layouts section of the Tasks pane.
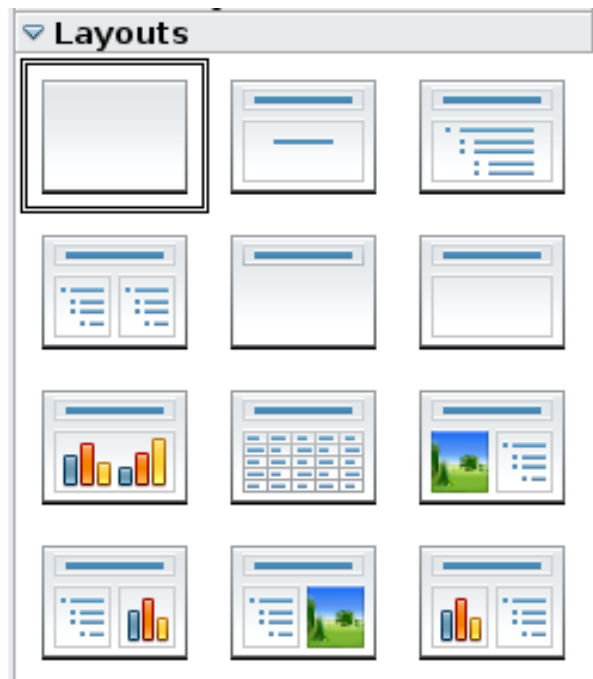
Figure 15: Choosing a slide layout

First, insert all the slides your outline indicates you will need. After this you can begin adding special effects such as custom animation and slide transitions.

1) Insert a new slide. 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.

Figure 16: Presentation toolbar

2) Select the layout slide that bests fits your needs.
3) Modify the elements of the slide. At this stage, the slide consists of everything contained in the slide master, as well as in the chosen layout slide; you may want to remove unneeded elements and add objects (such as pictures), as well as insert text.

Caution	Changes to any of the pre-packaged layouts should only be made using **View > Normal**. Attempting to make changes by modifying a slide master may result in unpredictable results and requires extra care.

Modifying slides

1) To remove any element on the slide that is not required, click the element to highlight it. The green squares show it is highlighted; press the *Delete* key to remove it.
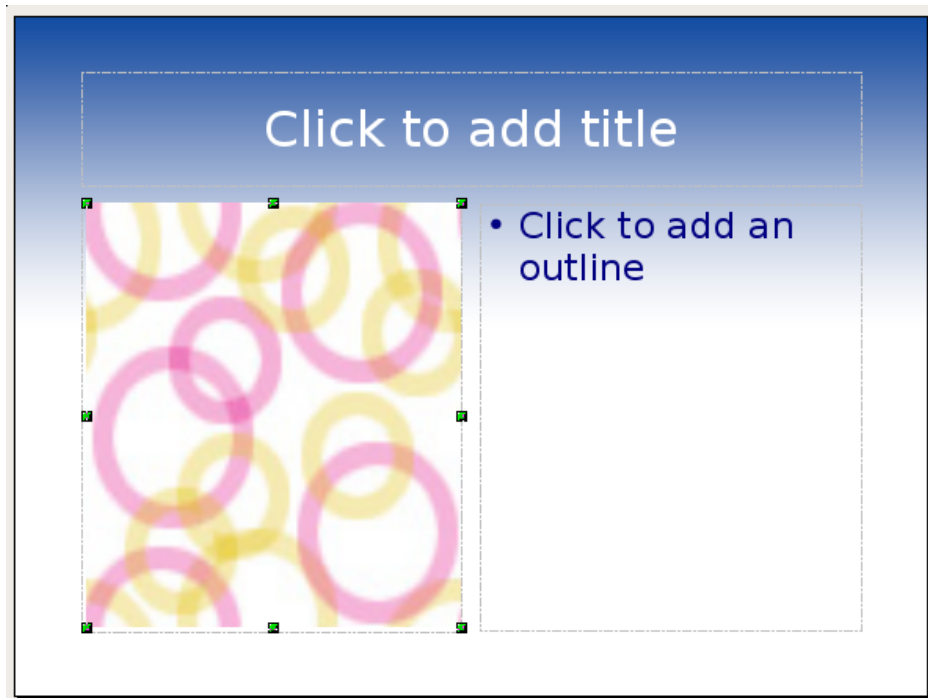
Figure 17: Deleting an element of a slide

Tip	Sometimes you will accidentally select the wrong layout slide or decide to change the layout. This may change the appearance of the slide, but it does not cause loss of the contents already on the slide.

2) To add any pictures or objects to the slide. follow these steps:
   a) To add a picture to the clipart frame:
      i. Double-click the picture within the frame. The Insert picture dialog box opens.
      ii. Browse to the location of the picture you want to include. To see a preview of the picture, check **Preview** at the bottom of the Insert picture dialog box.
      iii. Select the picture and click **Open**.
      iv. Resize the picture as necessary. Follow the directions in the Caution note below.
   b) To add pictures from graphic files to places other than the clipart frame:
      i. **Insert > Picture > From File**. The Insert picture dialog box opens.

ii. Browse to the graphic file. To see a preview of the picture, check **Preview** at the bottom of the Insert picture dialog box. Select a picture and click **Open**.

iii. Move the picture to its location.

iv. Resize the picture, if necessary.

c) To add OLE Objects, refer to Chapter 7 (Inserting Spreadsheets, Charts, and Other Objects) where this advanced technique is described.

Caution 	When resizing a graphic, right-click the picture. Select **Position and Size** from the context menu and make sure that **Keep ratio** is selected. Then adjust the height or width to the size you need. (As you adjust one dimension both dimensions will change.) Failure to do so will cause the picture to become distorted. Remember also that resizing a bitmap image will reduce its quality on screen, even though the original image is unchanged (Impress stores the original file). A better approach is to create an image of the desired size outside of Impress and then import it into the presentation.

3) If you need to add text to a slide that contains a text frame, click on *Click to add an outline* 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 13).

4) To create additional slides, repeat steps 1–3.

Modifying the appearance of slides

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

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

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

Impress has a range of pre-packaged 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.

Modifying the slide show

Now review the entire presentation and answer some questions. Run the slide show at least once (see "Running the slide show" on page 27) 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 aren't 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 15). If you need one or more new slides, create them using the steps listed in "Inserting additional slides" on page 22.

Custom animations

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

Slide transitions

Your first slide show should 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 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 (Figure 16) or the Slide Sorter toolbar (Figure 10).
- Press *F5* or *F9*. (F5 only 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.
- Use the arrow keys on the keyboard to go to the next slide or to go back to the previous one.
- Click the mouse button to advance to the next slide.
- Press the *Spacebar* on the keyboard to advance to the next slide.

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.

Using Impress on a Mac

Some keystrokes and menu items 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.

Windows/Linux	Mac equivalent	Effect
Tools > Options menu selection	**OpenOffice.org > Preferences**	Access setup options
Right-click	*Control+click*	Open context menu
Ctrl (Control)	*⌘ (Command)*	Used with other keys
F5	*Shift+⌘+F5*	Open the Navigator
F11	*⌘+T*	Open the Styles and Formatting window

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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 slides' appearance. For example:

- What color combinations (background and text) will both look good and be easy for your audience to see?
- 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 your content, for example, colors used in charts.
- Will you need one slide master or more than one? If one slide design does not suit all of the content, you might need more than one slide master.

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	OOo uses three terms for this one concept. *Master slide*, *slide master*, 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*. The pre-packaged presentation styles can be modified, but new presentation styles cannot be created. However, not only can the pre-packaged graphic styles be modified, but new graphic styles can also be created.

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 44.

Working with slide masters

Impress comes with 28 pre-packaged slide masters. They 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 + sign next to the name of a subsection to expand it to show thumbnails of the slides, or click the – sign to collapse the subsection to hide the thumbnails.

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 45 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 **View > Master > Slide Master**. You can also right-click on the default slide master in the Master Pages section of the tasks pane, and select **Edit Master.**

On the Master View toolbar, click the **New Master** icon (highlighted in the figure).
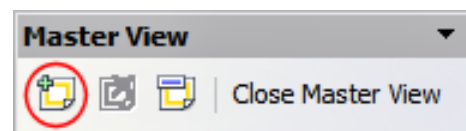
A second slide master appears in the Slides pane. Modify this slide master to suit your requirements. It is also recommended that you rename this new slide master. To do that, right-click on the slide in the Slides pane and select **Rename master** from the popup menu.

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.

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 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 45). 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

Figure 18: Available master pages (slides)

different presentation to your presentation (based on a template available on the hard disk).

The Slide Design dialog box makes this possible. Access this dialog box 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.

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

1) Click the **Load** button.
2) Select in the new dialog box the template from which to load the slide master. Click **OK.**
3) Click **OK** again to close the slide design dialog box.

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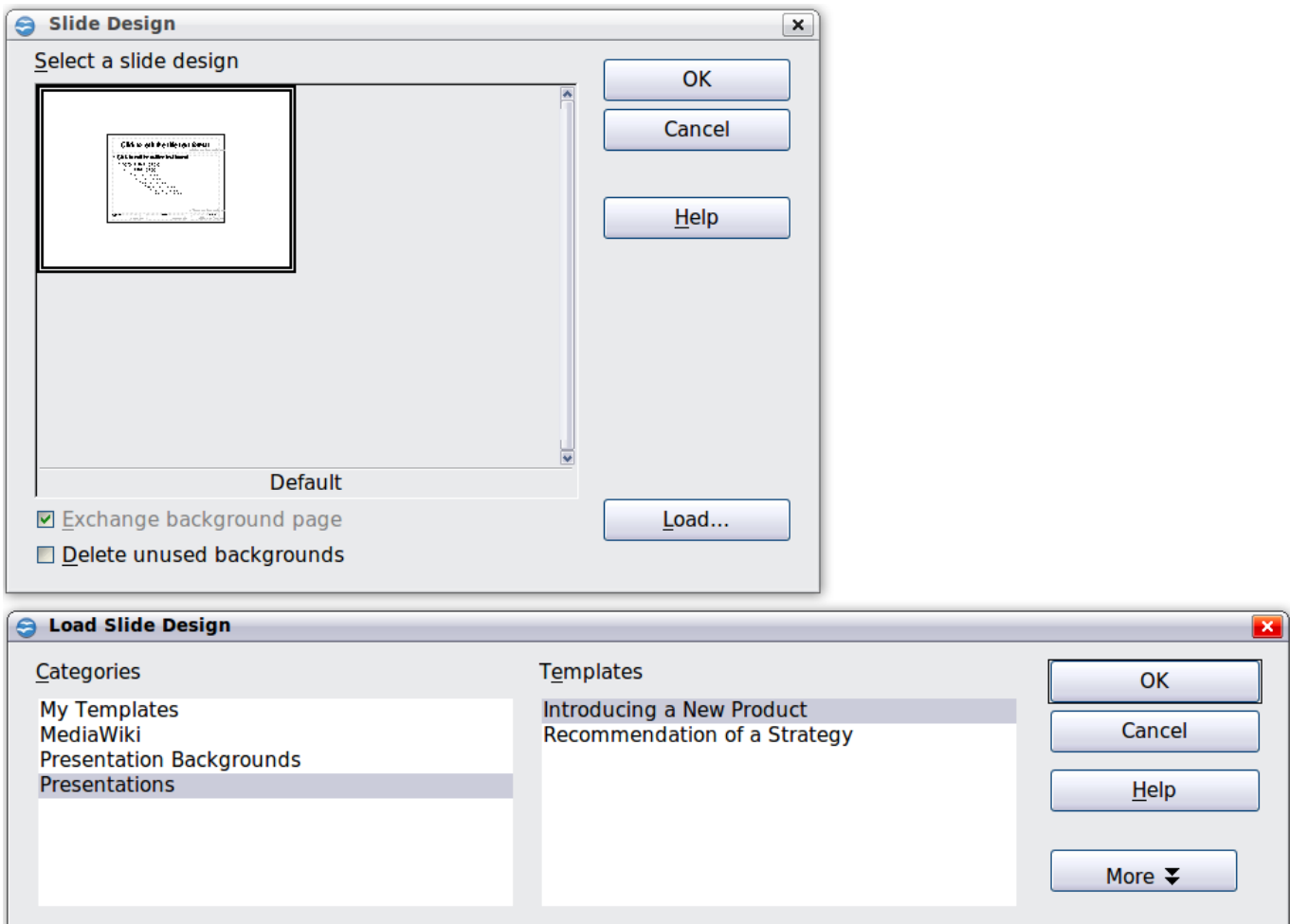

Figure 19: Loading slide masters from a presentation template

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 box.

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, add a logo or decorative graphics)
- Text attributes for the main text window 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

Refer to Figure 22 for a graphical representation of many of these elements.

Before working on the slide master, make sure that the Styles and Formatting window is open. See page 40 for instructions on doing this.

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 pre-packaged slide masters.
3) Click on the slide master you want to modify among the ones available (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 box, choose the *Background* tab.

   - Make sure the Presentation Styles icon is selected in the Styles and Formatting window (Figure 23), right-click **Background** and select **Modify** from the pop-up menu. This opens the Background dialog box.

2) Select the type of fill you want for your background from the five choices: None, Color, Gradient, Hatching, or Bitmap.
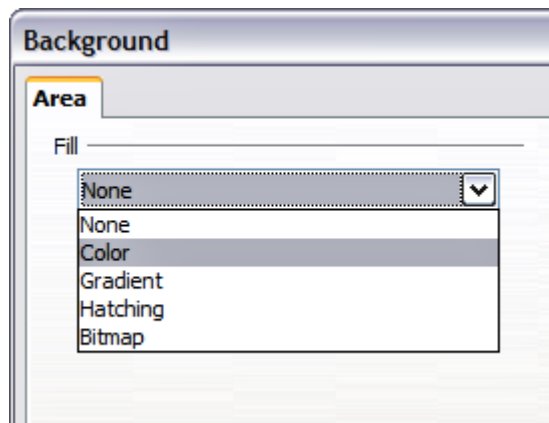
Figure 20: Background choices

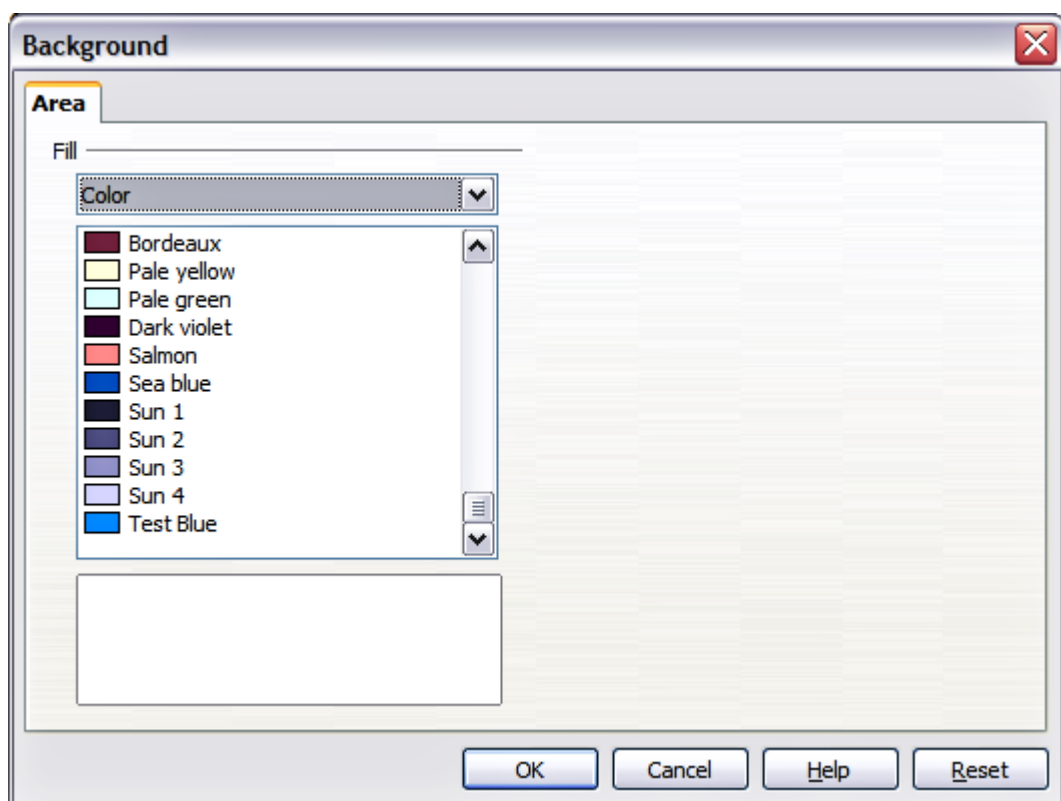A list of choices for the selected fill type then appears (see Figure 21 for an example).

Figure 21: Background colors

3) Select one of the items on the 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 box along with the fills provided with OOo. For example, the last color in Figure 21, *Test Blue*, is a custom color. 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). OOo supports a large number of picture formats.

Whenever 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 both while creating the presentation and also if you decide to either modify or reposition it on the slide. If the graphic was added to each slide, the same operations would have to be performed on each individual slide of the presentation.

One of the most common activities when preparing a presentation is to add a picture to the slide master. To insert a picture already available on the hard disk, 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 and select it. If you want to see a preview, select the corresponding checkbox in the file browser dialog box.

Caution	OOo 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 to be distributed elsewhere, and where it will remain in the same hierarchical directory structure. For example, it could be created on a notebook computer, from which the presentation will be given to, typically, a group of clients.
	If the presentation file is to be distributed, however, the picture should be embedded to avoid the "missing picture" syndrome when the presentation is finally 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 > Eyedropper** from the menu bar. Select the first checkbox and then move the mouse cursor on 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.
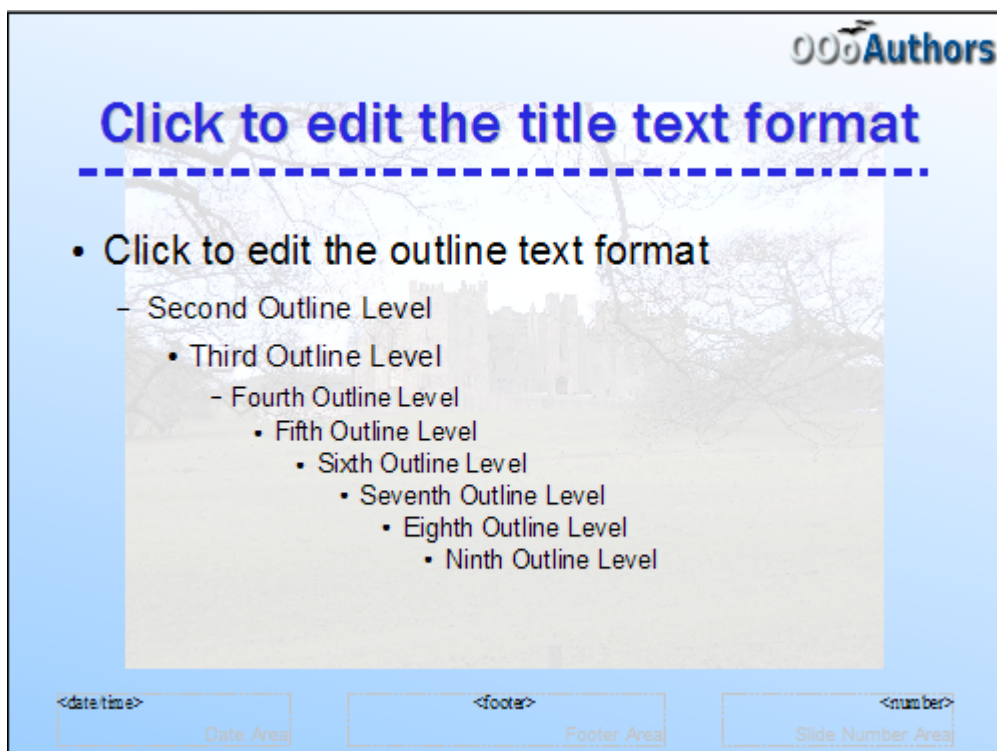

Figure 22: Example of a complex slide with several modifications

Slide master styles

Within the slide master you can define a complete set of styles that define the default appearance of text and graphic objects inserted in slides based on such 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, all you have to do is to modify the style in the slide master. Changes made to the styles in the slide master only apply to the slides based on such slide master.

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

Presentation styles

Presentation styles 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 subpoints of Outline 1, and Outline 3 is used for the subpoints of Outline 2.

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

Graphics styles

Graphics styles apply to lines, shapes and text boxes created using the Impress drawing tools and define the formatting of such objects.

There are 15 pre-packaged graphic styles to choose from. You can create additional styles or modify the pre-packaged styles.

Note	The presence of text and title styles both in the Presentation and Graphics styles may seem confusing. This apparent duplication is due to the fact that Impress facilitates the operation of adding structured text to the slides by means of special text boxes where the Presentation styles apply (Autolayout boxes). The title and other text styles in the Graphics styles group continue to apply to other text boxes you may want to add, or to the text associated to shapes or lines.

The Styles and Formatting window

To work on the slide master styles start by opening the Styles and Formatting window shown in Figure 23. You can do that either by pressing *F11* or by selecting **Format > Styles and Formatting** from the main menu.
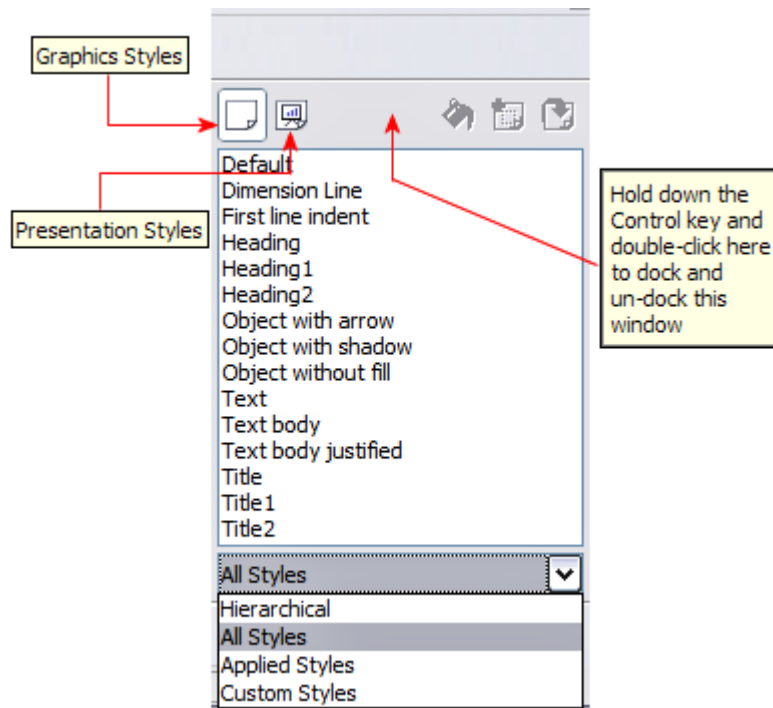
Figure 23: Styles and Formatting window

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 (in the case of Graphics styles), custom styles.

You can dock or undock the Styles and Formatting window by holding down the *Control* key while double-clicking the top of the window between the icons (see Figure 23). Press *F11* to close the Styles and Formatting window when you do not need it: OpenOffice.org will remember its position the next time you re-open it.

Modifying default text areas

When a slide master is opened for editing, it contains five areas, as shown in Figure 24:
- Title area for AutoLayouts
- Object area for AutoLayouts
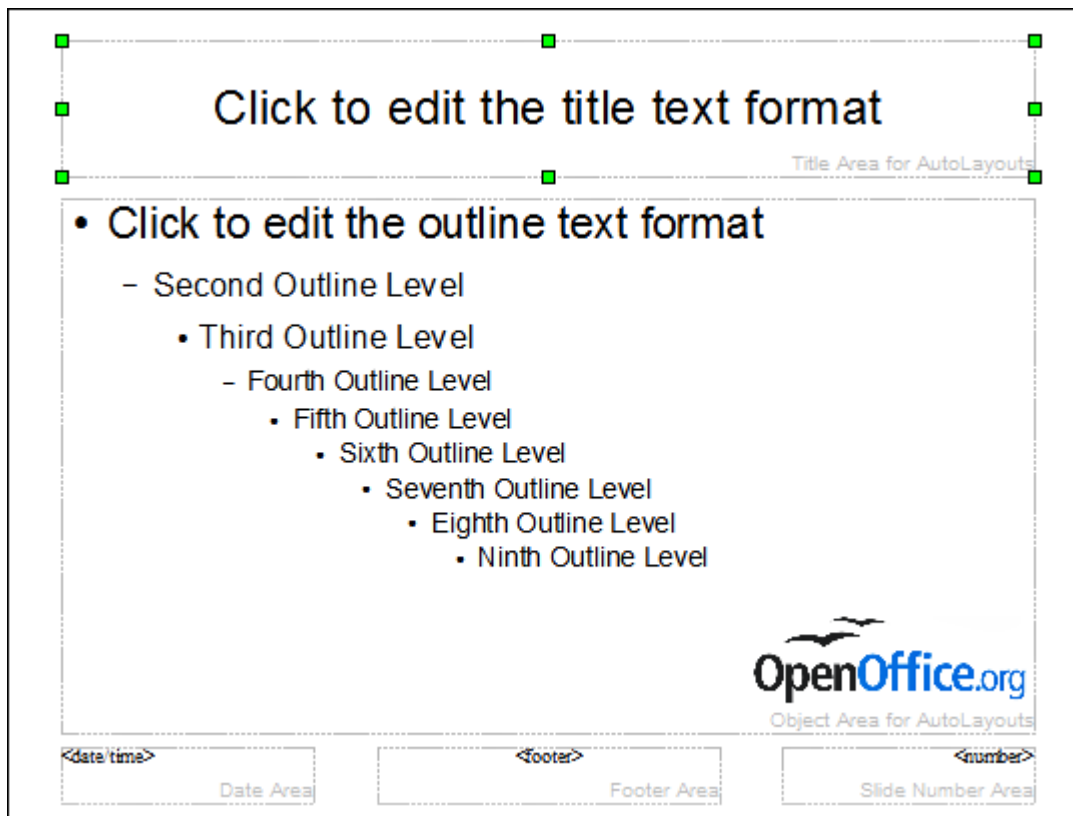- Date area
- Footer area
- Slide number area

Figure 24: Slide master showing five editable areas

Click with the left mouse button on any of these areas to display eight green 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 green handles, until the cursor changes shape[1], 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 8 green handles: the ones in the corners modify both the sides of the rectangle simultaneously; the handles in the middle of the sides modify only one dimension at a time. The shape of the mouse cursor usually changes when over the handle, giving a clear visual indication of how it will affect the shape of the rectangular area.

Tip	To keep the ratio between the sides of the rectangular area constant, move the mouse to one of the 4 green handles at the corner of the area 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, instead of using the mouse it is better to use the

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

Position and Size dialog box. First select the rectangular area by clicking on any point inside it, then press *F4* or choose **Format > Position and Size**. The dialog box shown in Figure 25 is displayed.
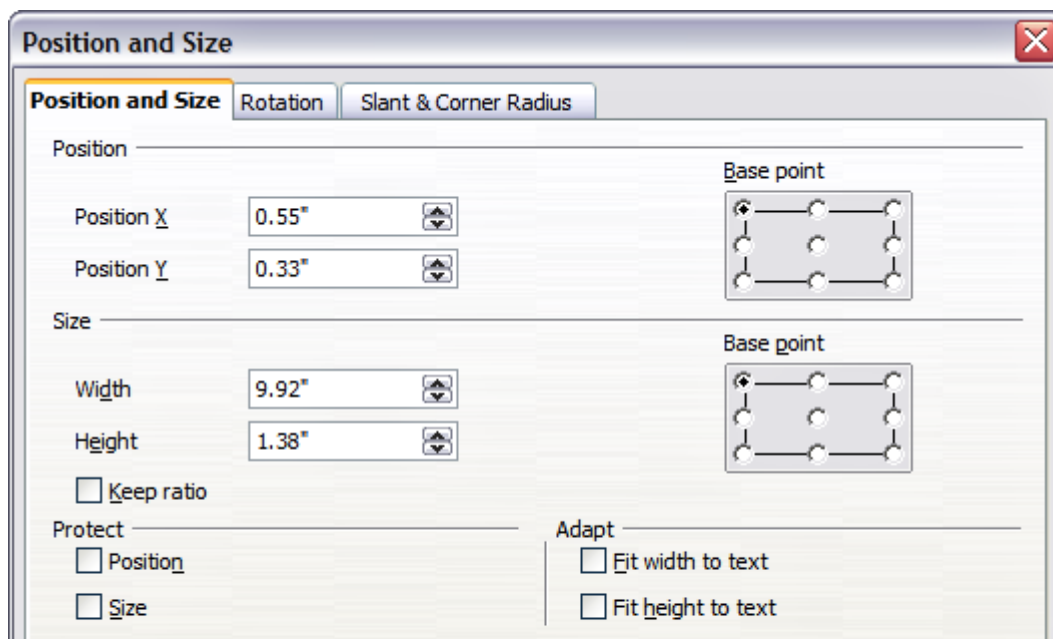

Figure 25: The Position and Size dialog box

The functions of this dialog box 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 base point (selected on the right hand side) relative to the top left corner of the slide.

Use the *Size* section to specify the width and height of the rectangular area. Select in the Base point section the part of the rectangular area you do not want to move while resizing. The default setting (top left corner) means that the when resizing the area, the position of the top left corner of the area will have not changed after resizing.

You can also use the *Rotation* tab of the dialog box 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 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 5 areas of 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, in order to access the Alignment and Arrange menus you need to either open the Drawing toolbar or use the context menu. To display the Drawing toolbar (Figure 26), select it in **View > Toolbars**; to open the context menu, right-click on the edge of the rectangular area after selecting it. On the Drawing toolbar, click the arrow next to the Alignment or Arrange icon (highlighted in Figure 26) to display choices. See the *Draw Guide* for details.
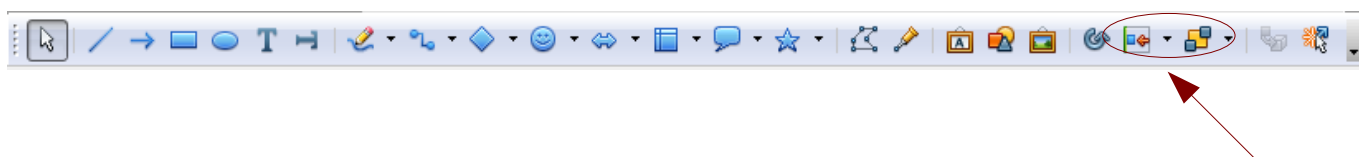
Figure 26: The Drawing toolbar

The date area and slide number area do not automatically appear on every slide, even though you have defined them. In order 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 (see Figure 26), select the **Text** icon.
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, to a text object in the header or footer, choose **Insert > Fields**. and select the required field from the submenu. If you want to edit a field in your slide, select it and choose **Edit > Fields**.

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 OpenOffice.org 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 > OpenOffice.org > 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 similar to paragraph styles in Writer and are used in a very 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 graphic 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 likely want all of the boxes 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 graphic style for the boxes and apply it to each box. The major benefit is that if later on you decide to modify, say, the background color of the boxes, all you need to do is modify the style rather than each individual box.

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).

Working with templates

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

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

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

Using templates supplied with OOo

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 window. To open a new presentation based on a template, double-click that template's name in the list.

Using templates from other sources

If you have created your own templates, or imported templates from another location, they are probably stored in the My Templates folder in the Templates and Documents – Templates window. Templates installed using the Extension Manager may be installed in their own folders. You can use them in the same way as the templates installed with Impress.

Installing templates using the Extension Manager

The Extension Manager provides an easy way to install collections of templates, graphics, macros, or other add-ins that have been "packaged" into files with a .OXT extension.

Although individual extensions can be found in different places, the official OpenOffice.org extension repository is at http://extensions.services.openoffice.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.

For more about the Extension Manager and some extensions of interest to Impress users, see Chapter 11 (Setting up and Customizing Impress).

To install a collection of templates packaged as an extension:

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

The slide masters from the 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 also 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 window opens (see Figure 27).
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 49.

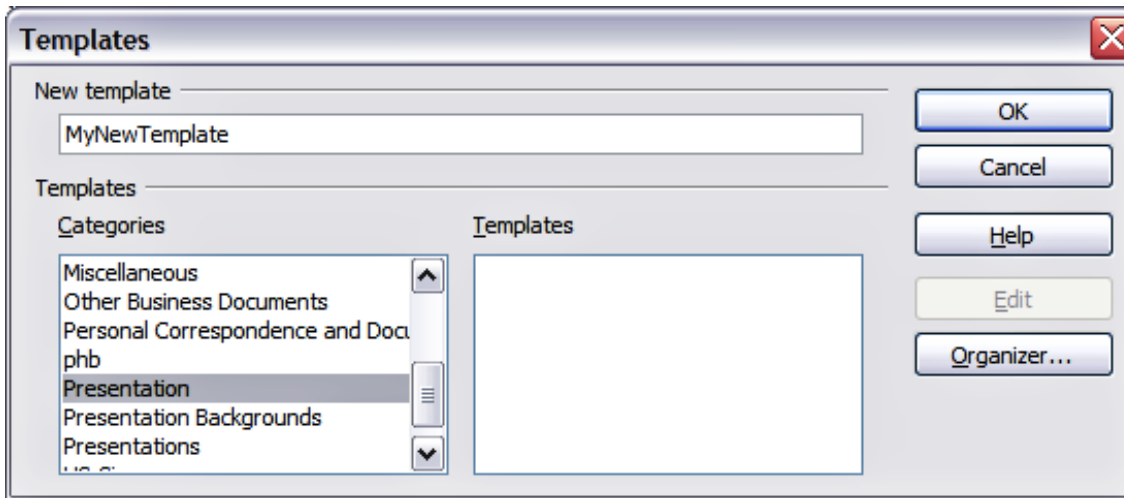5) Click **OK**. OOo saves the new template and the Templates window closes.

Figure 27. Saving a new template

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

Setting a default template

You can set a custom presentation template to be the default template. You can reset the default later if you choose. Following are instructions about how to do this.

Setting a custom template as the default

You can set any template to be the default, as long as it is in one of the folders displayed in the Template Management dialog box.

To set a custom template as the default:

1) From the main menu, choose **File > Templates > Organize.** The Template Management dialog box (Figure 28) opens.

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 document by choosing **File > New** the document will be created from this template.
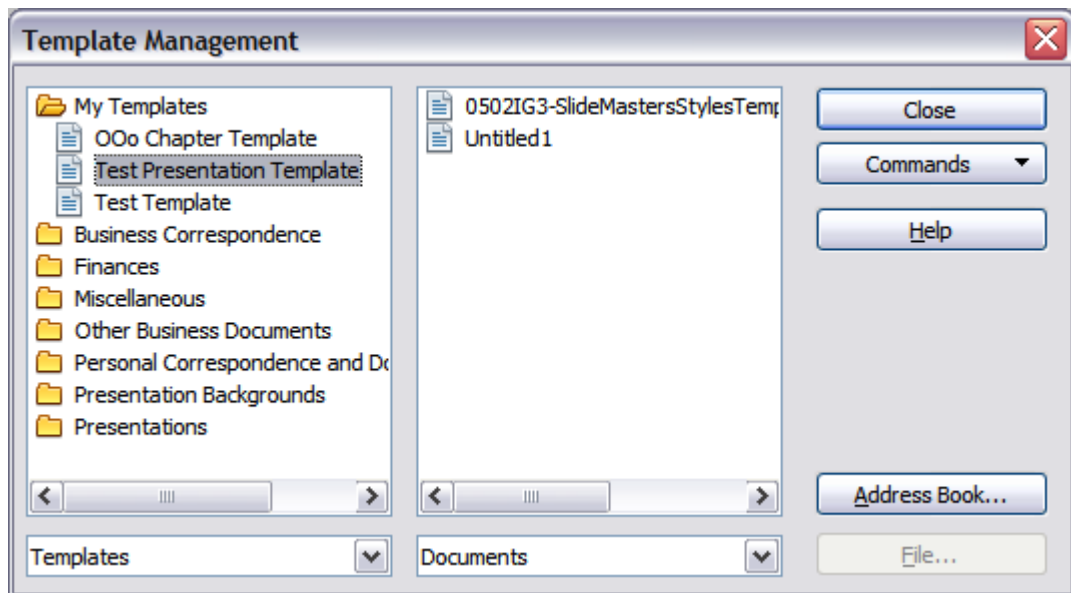
Figure 28. Template Management dialog box

Resetting the default to Impress's built-in Default template

To re-enable Impress's Default presentation background template as the default:

1) In the Template Management dialog box, in the box on the left, click the Presentation Backgrounds folder.
2) Click the **Commands** button.
3) From the drop-down menu, choose **Reset Default Template > Presentation**.

Note	Use the instructions in this section only if you have customized the presentation template.

Modifying a template

You can edit a template's styles and content, and then, if you wish, you can reapply the template's styles to documents 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.

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

The template 'OOo3_chapter_template' on which this document is based, has been modified. Do you want to update style based formattings according to the modified template?

Update Styles | Keep Old Styles | Help
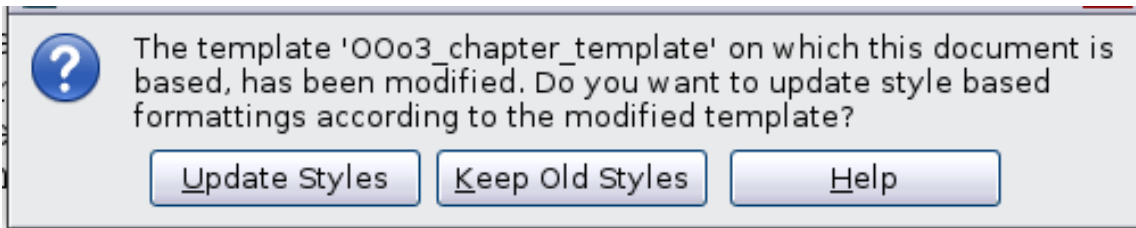
Figure 29. Update styles message

Click **Update Styles** to apply the template's changed styles to the document. Click **Keep Old Styles** if you never want to apply the template's changed styles to the document. Whichever option you choose, the message box closes and the presentation opens in Impress.

Organizing templates

OOo can only use templates that are in OOo template folders. You can create new OOo 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 box (Figure 28) opens.

Note	All the actions made by the **Commands** button in the Template Management window can be made as well by right-clicking on the templates or the folders.

Creating a template folder

To create a template folder:
1) In the Template Management dialog box, 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*. OOo saves the folder with the name that you entered.

Deleting a template folder

You cannot delete the template folders supplied with OOo 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 box, 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 box, 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 OOo 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 box, double-click the folder that contains the template you want to delete. A list of all the templates contained in that folder appears underneath the folder name.
2) Click the template that you want to delete.
3) Click the **Commands** button and choose **Delete** from the drop-down menu. A dialog box appears and asks you to confirm the deletion. Click **Yes.**

Importing a template

If the template that you want to use is in a different location, you must import it into an OOo template folder.

To import a template into a template folder from another location on your computer:

1) In the Template Management dialog box, 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 box, double-click the folder that contains the template you want to export. A list of all the templates contained in that folder appears underneath the folder name.
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**.

Chapter **3**
Adding and Formatting Text

Introduction

This chapter describes the different ways to add text to slides and format the text.

Text in slides is contained in *text boxes*.

There are two ways to add text boxes to a slide:

- 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 **T** in the Drawing toolbar.

This chapter describes how to create, modify, use, and delete text boxes; discusses the various types of text that can be inserted; and explains how to format the text. It also provides information on how to insert a numbered or bulleted list and a table, and how and when to use fields and hyperlinks.

Working with text boxes

Using text boxes created from the Layout pane

In Normal view:

1) Click in the text box that reads *Click to add text, Click to add an outline*, or a similar notation.
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 69.

Using text boxes created from the text box tool

In Normal View:

1) Click on the **Text** icon **T** on the Drawing toolbar. If the toolbar with the text icon is not visible, choose **View > Toolbars > Drawing**.
2) Click and drag to draw a box for the text on the slide. Do not worry about the vertical size—the text box will expand if needed as you type. To reposition the text box to a different part of the slide, see "Moving a text box" on page 54; to change the horizontal size, see "Resizing a text box" on page 55.

3) Release the mouse button when finished. The cursor appears in the text box, which is now in edit mode (gray hashed border with green resizing handles shown in Figure 30).

4) Type or paste your text in the text box.

5) Click outside the text box to deselect it.
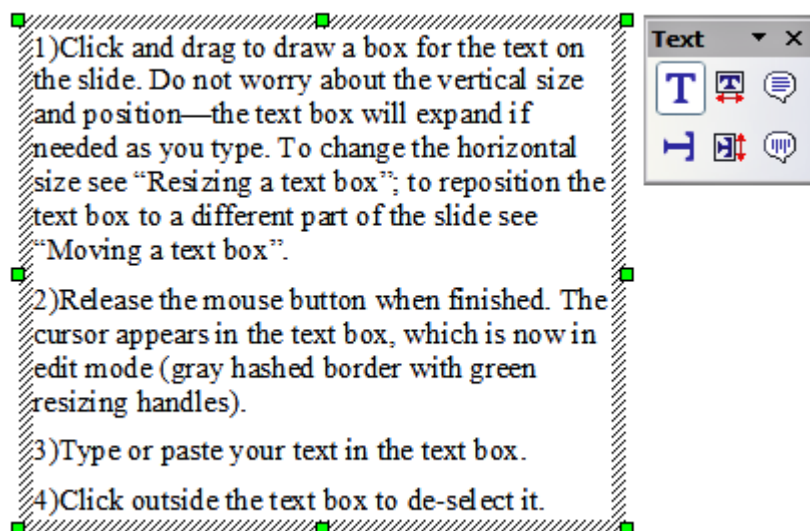
Figure 30: Selected text box showing the green resizing handles and text toolbar

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. This choice is available only when Asian languages are enabled in **Tools > Options > Language Settings > Languages**.

Click on the ⊢ icon in the drawing toolbar to create a vertical text box. Note that when editing the contents, the text is displayed horizontally. |

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 gray border is visible around the text box edges.

2) Move the I-beam (or pointer) over the gray border. Notice how it changes shape, becoming a four-headed arrow (or a similar shape depending on the operating system and user's settings).

3) When the four-headed arrow appears, click and drag to move the text box. A semi-transparent copy of the text box shows where your text box will be placed.
4) Release the mouse button when the text box is in the desired position. This also causes the grey border to disappear and be replaced by green resizing handles. To return to the edit mode, click outside the text box area and then repeat step 1) of this procedure.

Resizing a text box

In Normal view, enter the edit mode by clicking on the text box, then move the mouse to the gray edge of the text box. When the cursor shape changes, click the left mouse button again. The text box should now display the green resizing handles. Move the pointer over any handle. Notice how the pointer changes shape, indicating in what direction the text box will be resized. The corner handles change the two dimensions of the text area simultaneously while the four handles in the middle of the sides modify only one of the dimensions.

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.

OOo also provides a different type of text box which resizes horizontally to automatically fit the text as it is inserted. To insert an auto-resizing text box, click on the T icon in the text toolbar (see Figure 30) and then click on the place in the slide where you want the first letter of the text to appear. If the text toolbar is not visible, choose **View > Toolbars > Text**.

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 box. Select the text box, then press *F4* or select **Format > Position and Size** from the menu bar. The use of this dialog box is explained in Chapter 2.

Deleting a text box

1) Click the text once to display the gray border.

2) Move the cursor to the edge of the text box and click the left mouse button. The gray border disappears, leaving only the green resizing handles.

3) Press *Delete*.

Tip	Sometimes it is faster to 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 box 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.

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 60 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 arrow buttons in the Text Formatting toolbar ⇦ ⇨ ⇧ ⇩ to move the text to the appropriate position and give it the appropriate outline level. The button with the arrow pointing left promotes the list entry by one level (for example from Outline 3 to Outline 2), the right arrow button demotes the list entry by one level, the up and down arrow buttons 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 in 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 that:

1) Paste the text in the desired position.
2) Select the text you have just pasted (see "Selecting text" on page 60 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 60 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 box appears. See Figure 31. Alternatively if the ⌘ icon is visible, you can click this to bring up the Special Characters dialog box.

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.**

Any character selected will inserted in the order they were selected. If you accidentally click the wrong character, clicking another character will only add it to the ones being inserted. Click **Delete** (all the characters selected will be deleted), then click the correct characters. Alternatively, you can also go ahead and insert all the selected characters and delete any unwanted ones from the document as special characters behave like any other character.
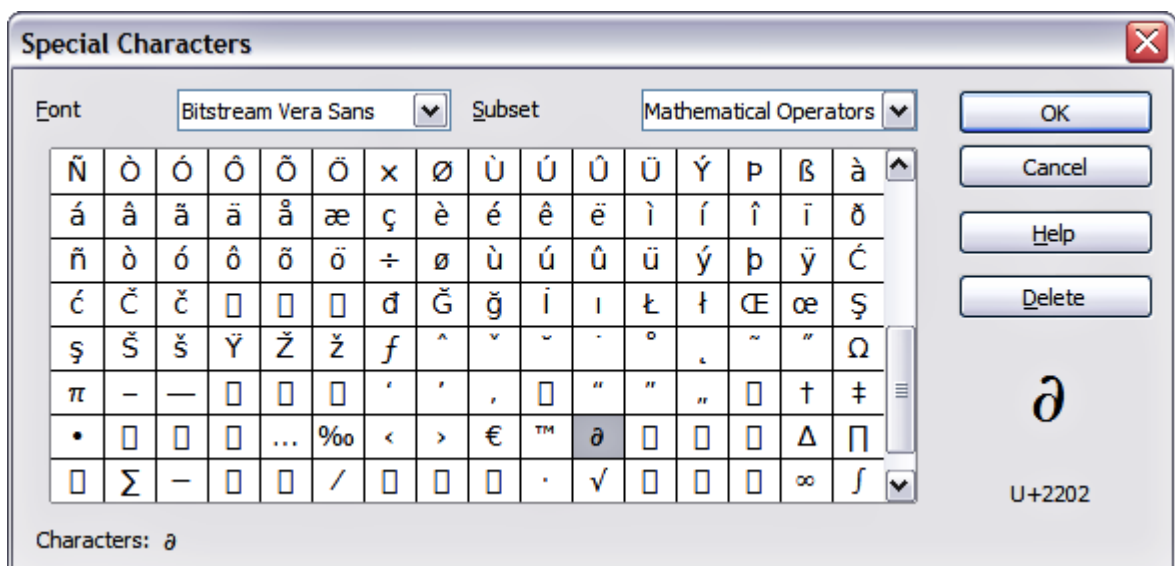
Figure 31: Insert special characters dialog box

Inserting non-breaking spaces and hyphens

Where it is not desirable for words separated by a space or by 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 from the menu bar **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. Press

Control+Shift+Spacebar on the keyboard 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 invisible hyphen that is activated (thus breaking the word) only 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 audience's understanding of your message by preventing distracting elements.

When you enter text, either in an AutoLayout text box or in a normal text box, it is formatted with a style, that is, with a set of predefined attributes. The style used is 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 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 56, it is very useful to re-apply the baseline style to a selection of text, thus eliminating any manual formatting applied to it (particularly if you made a mistake and you do not know how to undo it). To do this, select the manually formatted text, and then select **Format > Default formatting** from the menu bar.

Broadly speaking, formatting text may require some intervention in three areas:

- The character attributes (for example the font color)
- The paragraph attributes (for example the alignment)
- The list attributes (for example the 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 in Writer, where it is recommended to try to use styles whenever possible, in Impress manual formatting needs to be used more often. This is because presentation styles are fixed; therefore it is not possible, for example, to have two different level 1's 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. Only the green 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 (highlighting) over it. 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 buttons 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: the presentation styles and the 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 by pressing *F11* or selecting **Format > Styles and Formatting** from the menu bar.

2) Select the style category by clicking on either the Presentation Styles icon ![icon] at the top of the Style and Formatting window.

3) Right-click on the style to be modified and select **Modify** from the pop-up menu.

The top portion of the dialog box for a presentation style is shown in Figure 32.
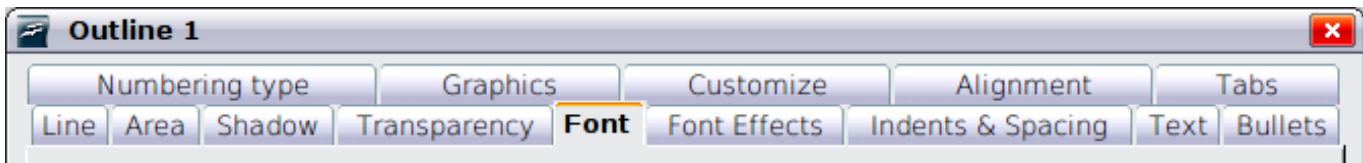
Figure 32: The dialog box for a presentation style

This dialog box consists of 14 pages, which can be divided in two groups: those that determine the formatting of the text and those that determine the properties of the slide master background and the background objects.

There is no difference between the parameters that characterize a style and the attributes given manually to portions of text; in fact the pages that open when applying formatting manually are the same that you configure in the style dialog box. 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 62.
- For the *Indents and Spacing*, *Alignment*, and *Tabs* style pages, refer to "Formatting paragraphs" on page 66.
- For the *Bullet and numbering type*, *Graphics*, *Customize* style pages, refer to "Creating bulleted and numbered lists" on page 69.

The other tabs of the Presentation Style dialog box are all related to formatting the background and background objects and are described in detail in Chapter 6.

Updating a style from a selection

To update a style from a selection:

1) Select an item that has the format you want to adopt as a style.
2) In the Styles and Formatting window, select the style you want to update, and then click the **Update Style** icon (see Figure 33).
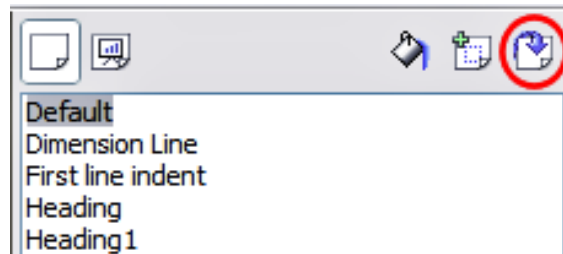
Figure 33. Updating a style from a selection

Applying a presentation style

To apply a presentation style, move the paragraph to the appropriate outline level as described in "Changing the order of the outline level lines" on page 75—unlike in 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** button on the Text Formatting toolbar. (If a toolbar with the text icon is not visible, choose **View > Toolbars > Text Formatting**.) The Character dialog box appears. Note that character *styles* do not exist in Impress.

Font page

Use the *Font* page, shown in Figure 34, 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 box. You can also specify the language of this style.

Tip	When writing a presentation in multiple languages, you can make the best of the language setting by creating 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 the appearance.
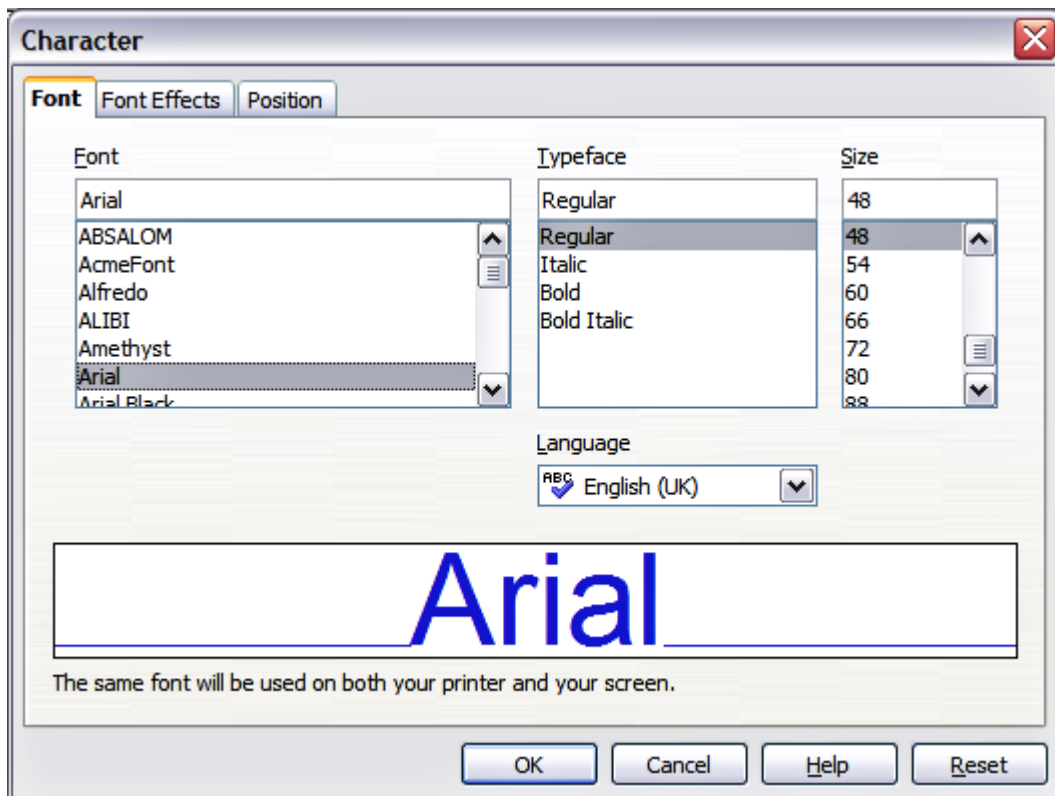
Figure 34: The dialog box to set the basic font attributes

This page is available when creating or modifying a presentation style or a graphics style.

If Asian language support has been enabled (**Tools > Options > Language Settings > Languages**), the *Font* page looks like Figure 35.
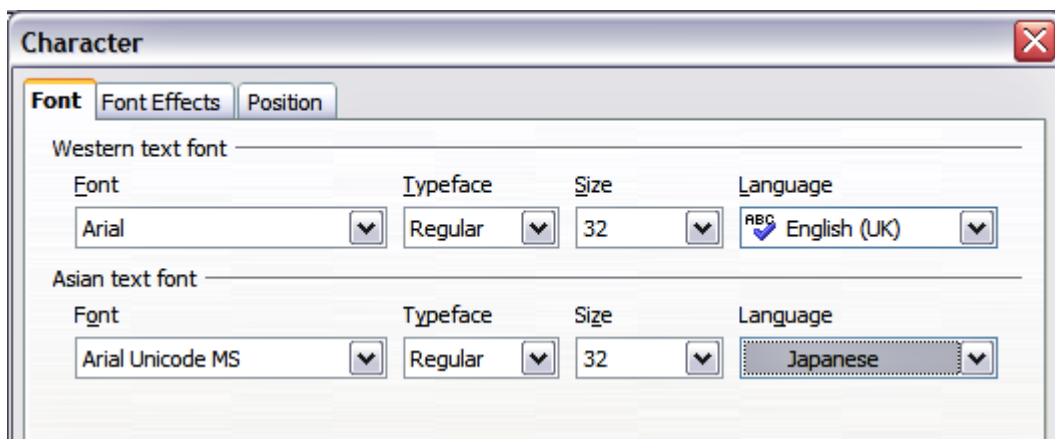
Figure 35: The Font page when Asian language support is enabled

The page is divided into three parts. The top and bottom parts have the same functionality as described above, while in the middle part you can specify the Asian text font and its attributes.

Font Effects page

Use the *Font Effects* page, shown in Figure 36, to apply special effects to the text, such as overlining 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 box allowing a quick visual check of the effects applied.

This page is available when creating or modifying a presentation style or a graphics style.
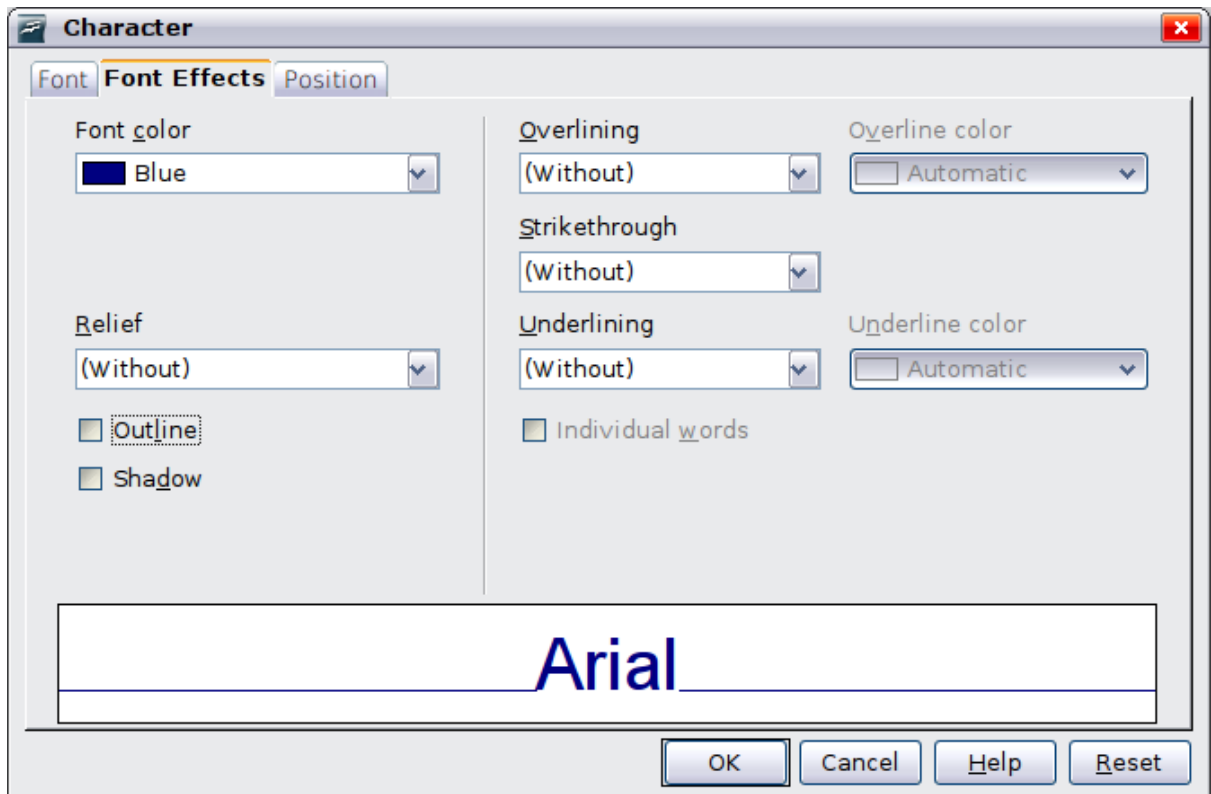
Figure 36: Advanced options for the character can be set in the Font Effects page

Position page

The *Position* page, shown in Figure 37, has advanced options to customize text. This page is not available when creating or modifying a presentation style or a graphics style.

Use this page to set the text position relative to the baseline when you need to insert subscripts or superscripts.

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 dimension 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**.
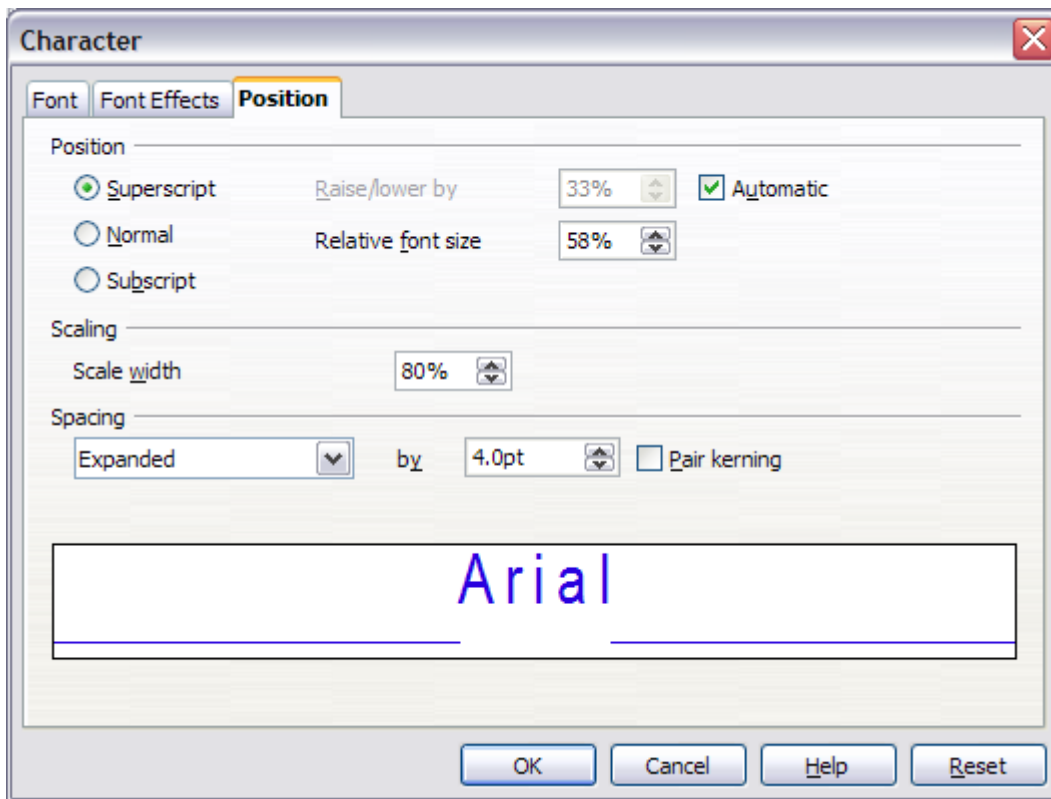
Figure 37: Setting the character position attributes

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 the **Pair kerning** checkbox causes OOo 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** button ![icon] on the Text Formatting toolbar. If a toolbar with the text icon is not visible, choose **View > Toolbars > Text Formatting**. The Paragraph dialog box (Figure 38) is shown.

This dialog box contains three pages that are described in detail below. If Asian language support has been activated, a page called Asian Typography is also displayed.
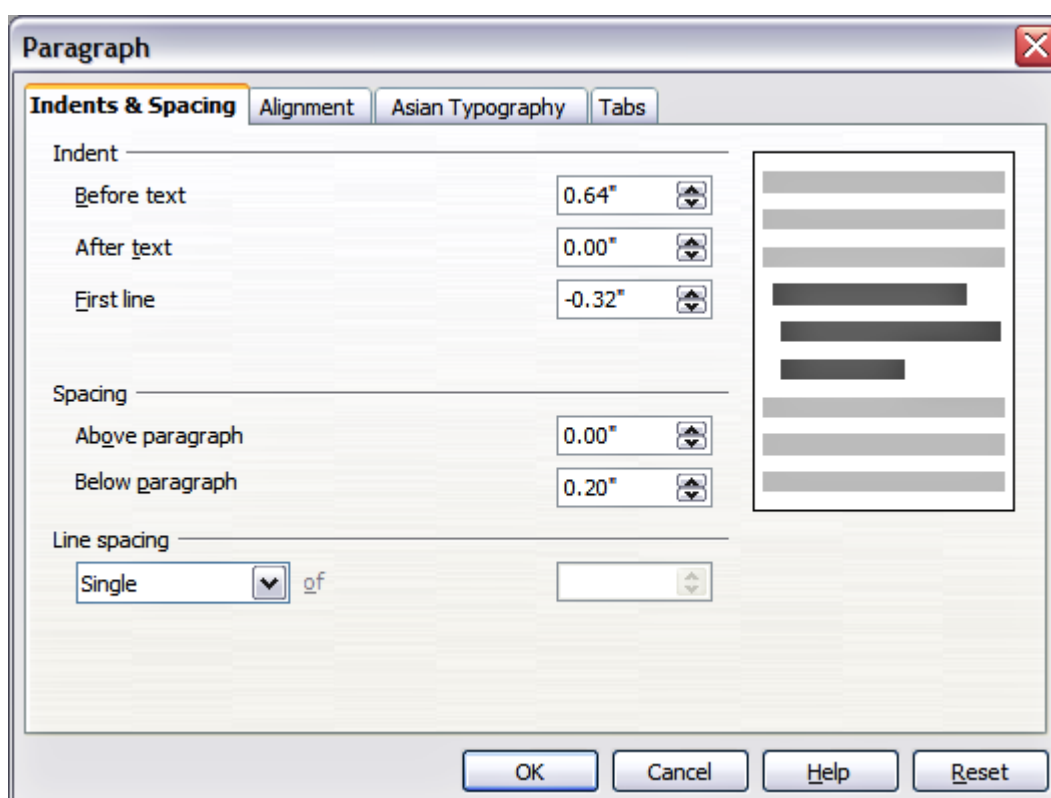
Figure 38: The paragraph formatting dialog box

Indents and Spacing page

The *Indents and Spacing* page, shown in Figure 39, has four sections:

- **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.

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 > OpenOffice.org Impress > General**.

• **Preview area**: provides a visual representation of the settings before you apply them.
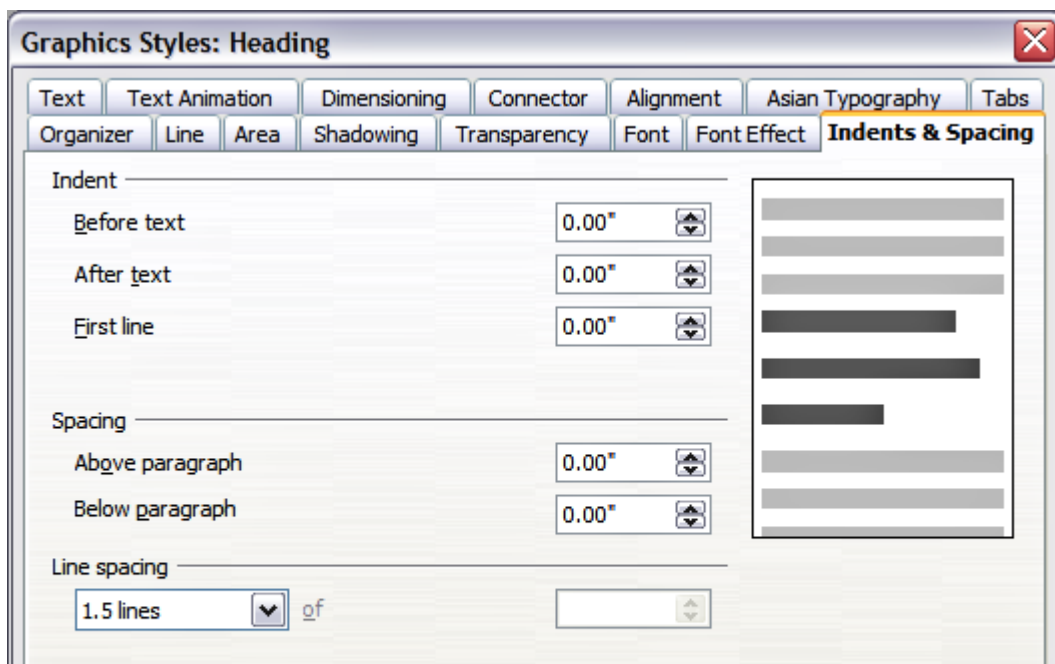
Figure 39: Insert and Spacing settings for the selected paragraph or style

The Indents and Spacing page is also available when creating or modifying a graphics style or when modifying a presentation style.

Alignment page

Use the *Alignment* page to determine the text alignment: Left, Right, Center, or Justified. A preview shows the effects of the changes.

The same choices can be accessed from the Text Formatting toolbar.
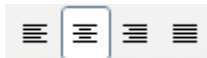
This page is also available when creating or modifying a graphics style, or modifying a presentation style.
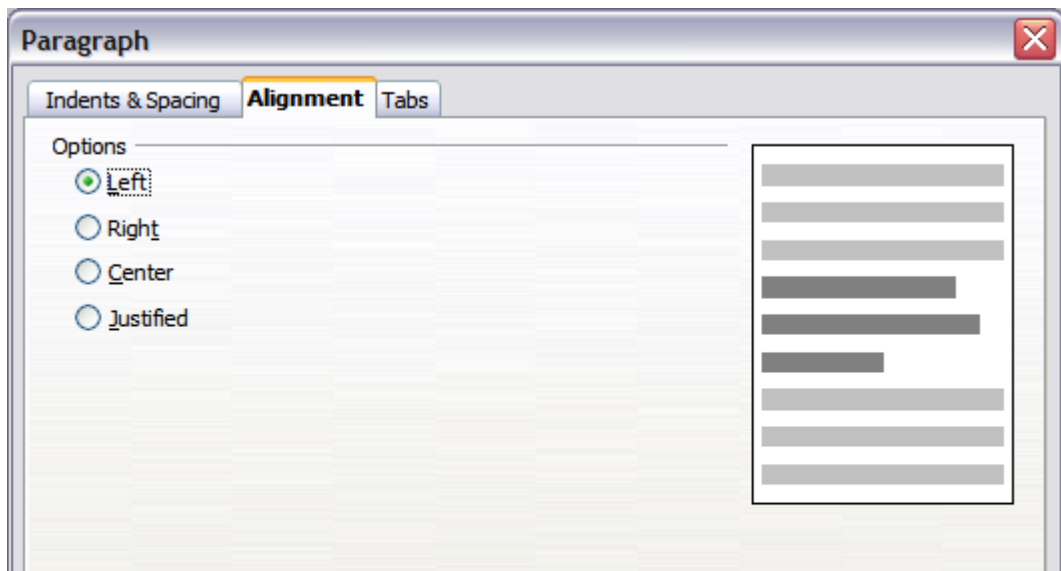
Figure 40: Alignment tab of paragraph style

Tabs page

Use the *Tabs* page, shown in Figure 41, to set tab stops. To delete one existing tab stop, select it in the list and click the **Delete** button. To delete all the tab stops, click the **Delete All** button.
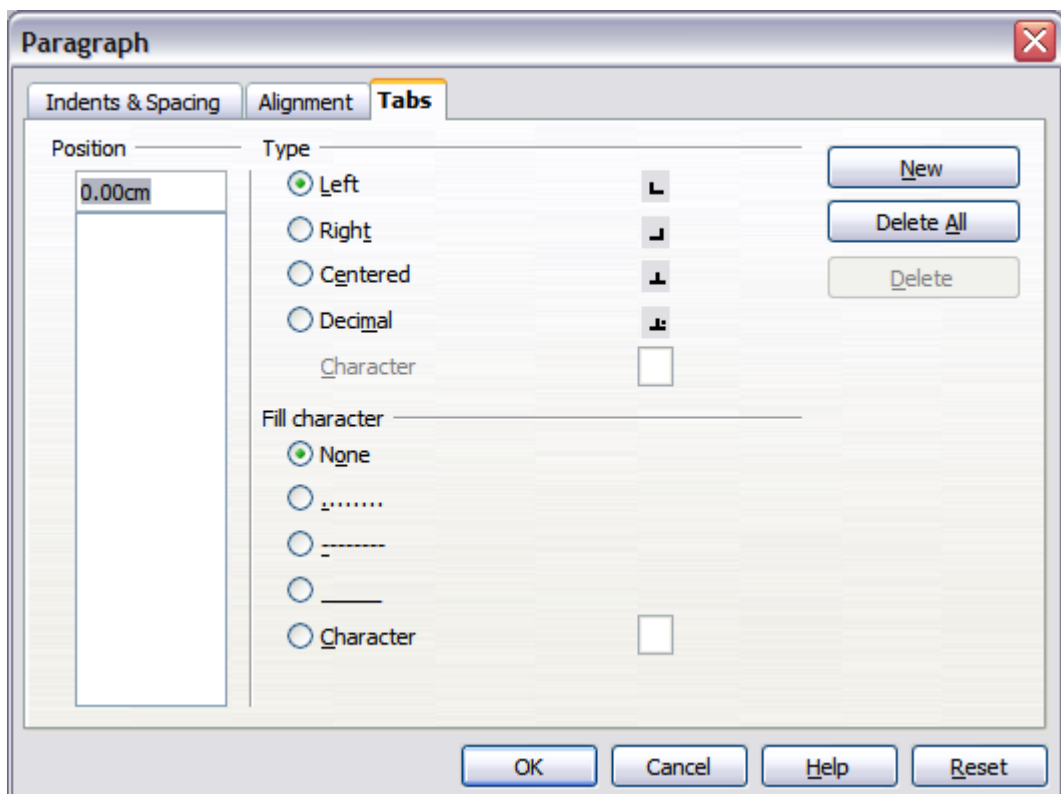
Figure 41: Tabs page in a paragraph

To create a new tab stop:

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

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

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.

This page is available in the **Format > Paragraph** dialog box (see Figure 38) and in the Graphics Styles dialog box.

Asian Typography page

Use the *Asian Typography* page, shown in Figure 42, to set the following properties relative to line changes:

- 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.
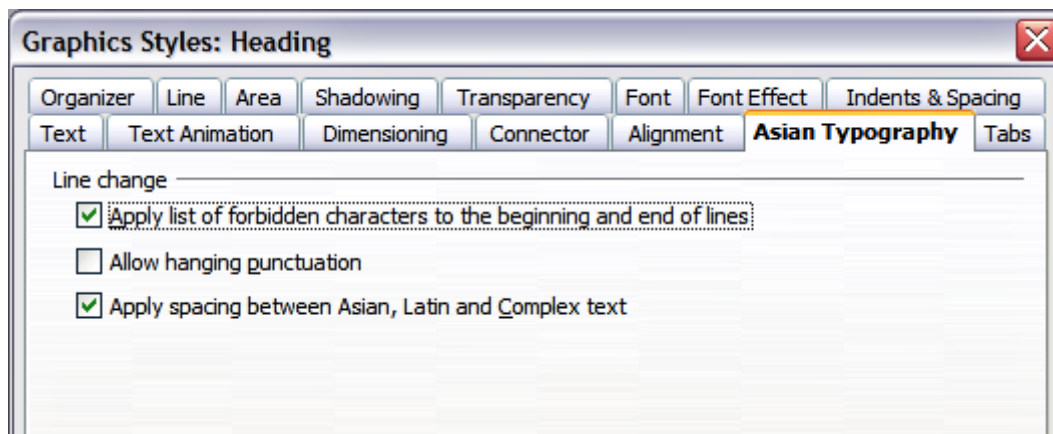
Figure 42: The Asian Typography page

Creating bulleted and numbered lists

The procedure to create a bulleted or numbered list is quite different 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, while 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 and vice versa, refer to "Changing the appearance of the list " on page 71.

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 > Toolbar > 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.
3) Type the text and press *Enter* to start a new bulleted line.

The method to change the appearance of the list is explained on page 71.

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 ⚠	Unlike styles in Writer, do not try to change the outline level by selecting the text and then clicking the desired outline style. Due to the way the presentation styles work, 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 box, 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 green resizing handles are displayed.

2) Select **Format > Bullets and Numbering** or click on the **Bullets and Numbering** icon .

3) The Bullets and Numbering dialog box (Figure 43) 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.

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:

1) Click anywhere in the line to place the cursor in it.

2) Follow steps 2–4 of the previous instruction set.

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.
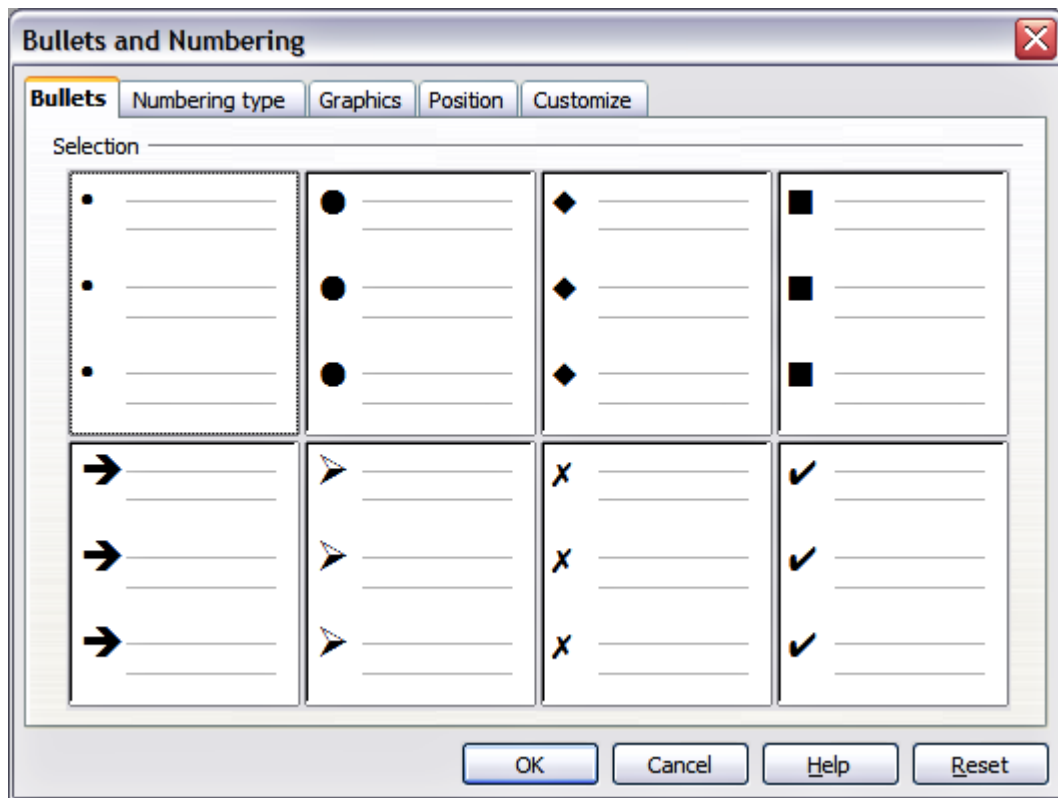
Figure 43: The Bullets and Numbering dialog box

Position page

Use the *Position* page, shown in Figure 44, to fine tune 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 the 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.

The numbering alignment is only useful when creating a numbered list; use it to specify the alignment of the numbers. For example, you may want to align them to the right to line up one- and two-digit numbers in a pleasing way.
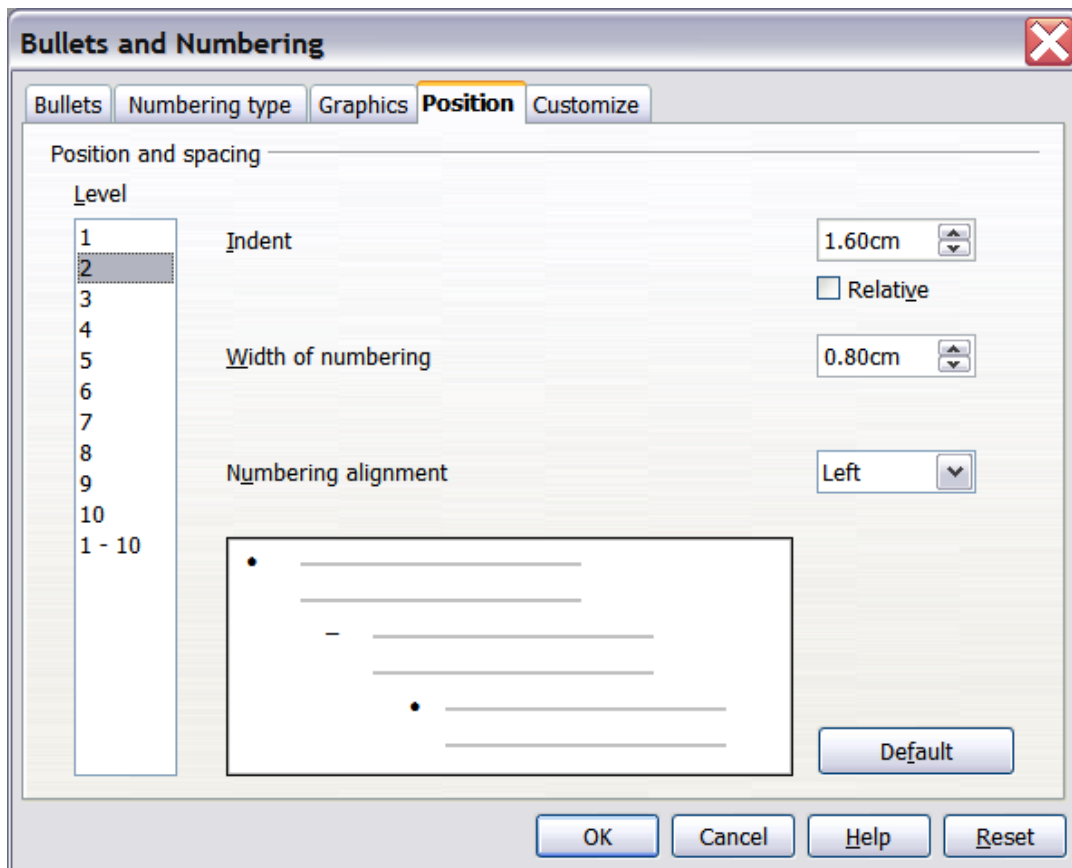
Figure 44: The Position page used to set list indentation

Tip	To fully appreciate how the Numbering alignment works, try to create a numbered list with more than 10 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 dialog box for creating or modifying a slide (see Figure 39).

Customize page

Use the *Customize* page, shown in Figure 45, 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. Because the levels are arranged in a hierarchical structure, changing for example the font attribute of one of the levels ripples through all the lower levels.

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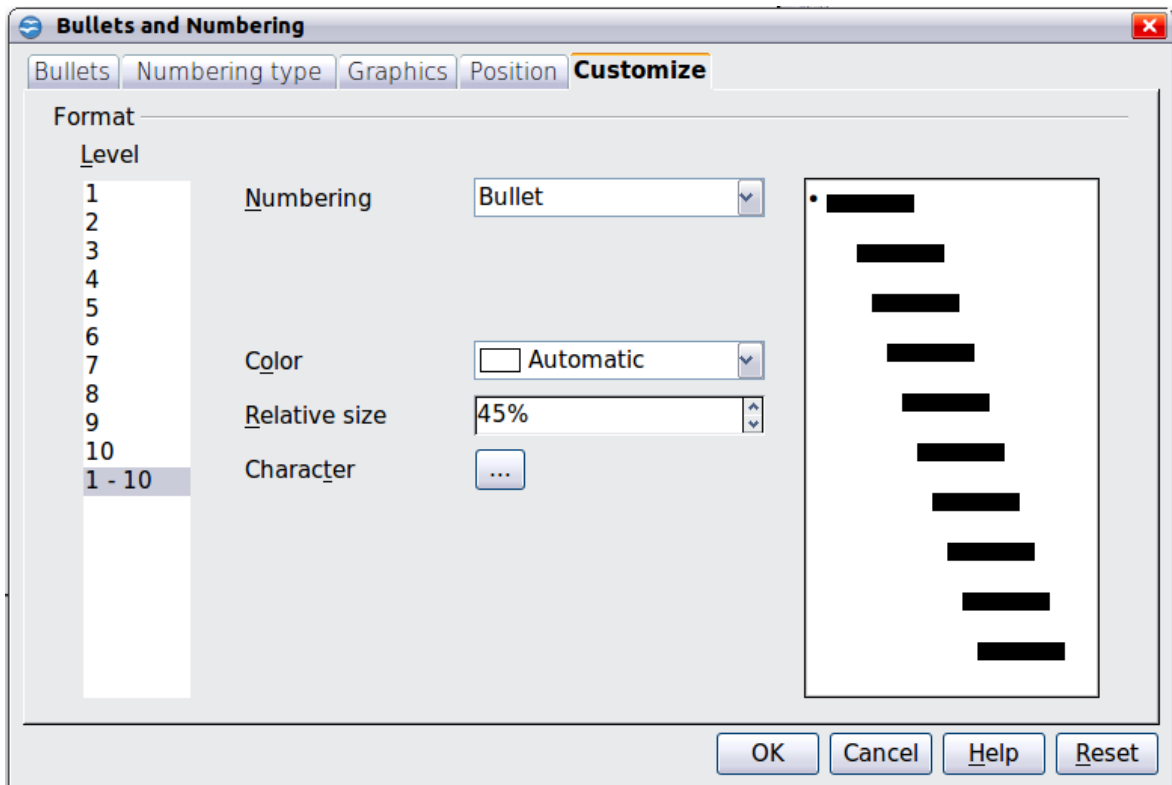
Figure 45: The Customize page for the list outline

Depending on the numbering style selected in the Numbering box (bullet, graphic, numbering), some of the following options become available on the 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 character for the bullet.
- **Graphics selection button**: Opens a gallery of available graphics or allows the selection of a file on the hard disk to be used as a marker.
- **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, as in Figure 46.
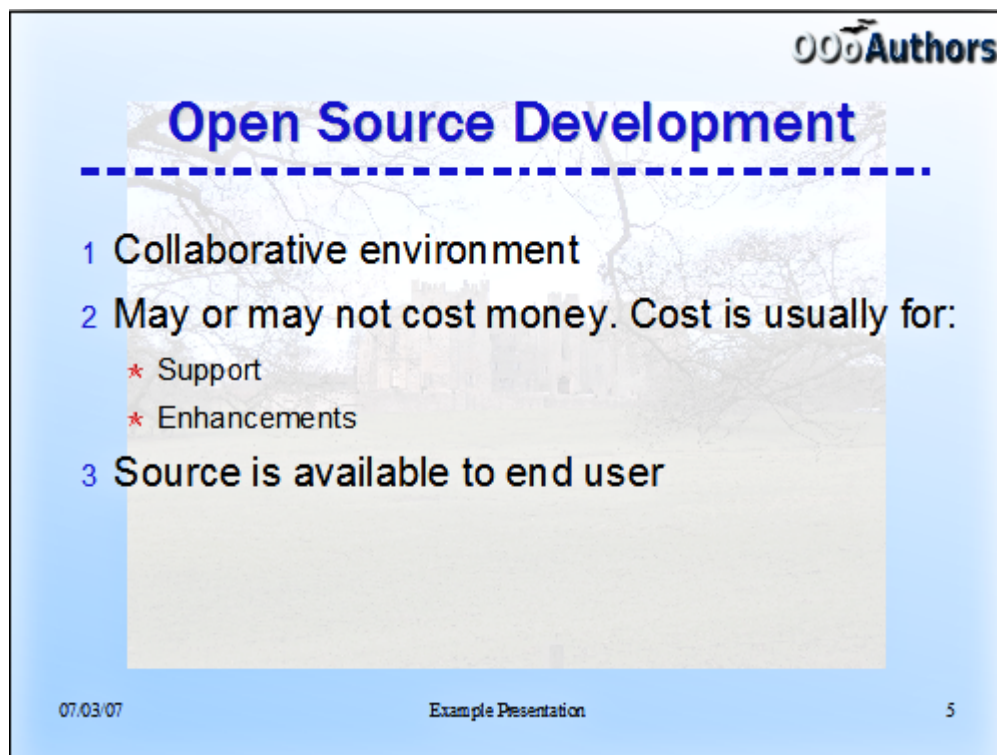
Figure 46: Nested list with mixture of numbers and bullets

Changing the order of the outline level lines

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 **Promote/Demote** buttons in the Text Formatting toolbar to move the text to the appropriate position and give it the appropriate outline level.

The button with the arrow pointing left promotes the list entry by one level (for example from Outline 3 to Outline 2), the right arrow button demotes the list entry by one level, the up and down arrow buttons move the list entry. Numbering 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. |

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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; there is no need to embed a Calc spreadsheet or a Writer text table, although in some circumstances it makes sense to do so as the functionality provided by a Calc spreadsheet is far superior to those provided by an Impress table.

Many predefined table designs are available in the Table design section of the task pane.

Creating a table

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

Figure 47: The Table Design task pane

To insert a table, proceed as follows:

1) Position the slide which will contain the table in the work area. If necessary modify the slide layout in order to reserve the place for the table.

2) If the task pane is already open select *Table Design*. If the task pane is not visible, select **View > Task pane**, then select the Table Design task.

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 to obtain. Selecting a style opens the dialog box of Figure 48 where you can specify the number of rows and columns.

Figure 48: Insert Table dialog box

The table is placed at the center of the slide, but you can move it by selecting it then dragging it in the new position or by using the method described in "Position and size" on page 81.

You can also create a table directly by selecting **Insert > Table** from the main menu or with the **Insert Table** button in the Standard toolbar. When using this method, the default style and settings are applied to the newly created table. The use of the Insert Table button is described more in detail later in this section.

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 box.

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 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*: same as first column, only applied to the last column.
- *Banded Columns*: when selected, alternate columns are colored differently.

Table toolbar

When a table is selected (you can tell by the presence of 8 blue square handles around the edges), the Table toolbar should be displayed. If necessary, you can open the toolbar using **View > Toolbars > Table**. By default the toolbar will float, but you can at any time dock it to the side or top of the work area.
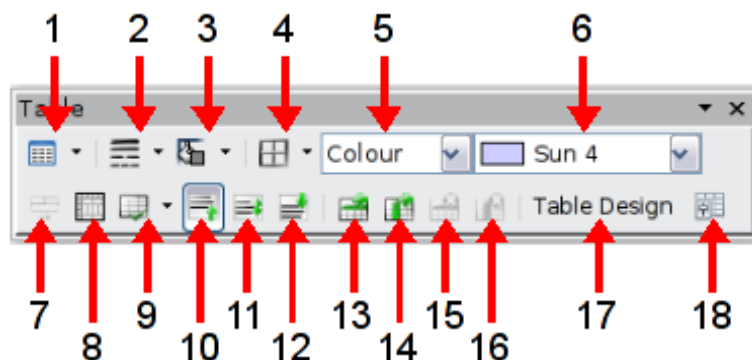
1 Create Table	**7** Merge Cells	**13** Insert Row
2 Line Style	**8** Split Cells	**14** Insert Column
3 Line Color (border)	**9** Optimize	**15** Delete Row
4 Borders	**10** Top alignment	**16** Delete Column
5 Area style filling	**11** Center alignment	**17** Table design
6 Available fillings	**12** Bottom alignment	**18** Table properties

Figure 49: The Table Toolbar

The Table toolbar contains the majority of the tools you need to manipulate a table; these are described below.

Table

Use to create a new table on the selected slide. Opens the Insert Table dialog box where you can select the desired number of rows and columns. Click on the small black triangle next to the button to open the graphic tool for inserting a table. To use the tool, move the mouse to the right and down in the grid until you reach the cell you want to be the last and click there.
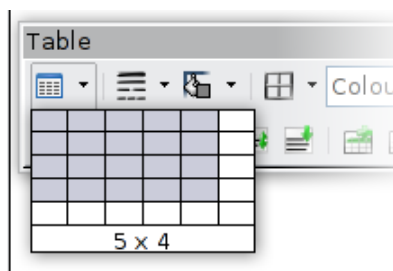
Figure 50: Creating a 5x4 table with the graphic tool

| **Note** | Any newly inserted table is given a set of default attributes such as color scheme, banded rows, header row and so on. Currently such defaults are hard coded in OOo and cannot be changed. |

Line Style

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

Line Color

Open a color swatch dialog box where you can select the color of the lines for 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 box.

Area filling

Choose first in the drop-down menu 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.

Merge cells

Merges the selected cells. 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 box.
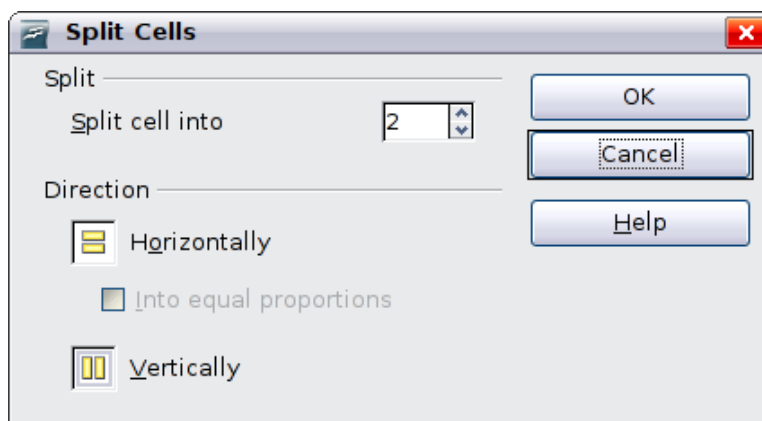
Figure 51: Split cell dialog box

Select the number of resulting cells 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.

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 Alignment
You can select the vertical alignment of the text on a cell by cell basis between Top, Center and Bottom. The chosen setting only applies to the selected cells. 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 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 commands are under the **Row** or under the **Column** menu.

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

Table properties

Click the Table Properties icon to open the Format Cells dialog box, which contains the following pages:

- *Font*: see "Font page" on page 62 for a description of the available options.
- *Font Effects*: see "Font Effects page" on page 64 for a description of the available options.
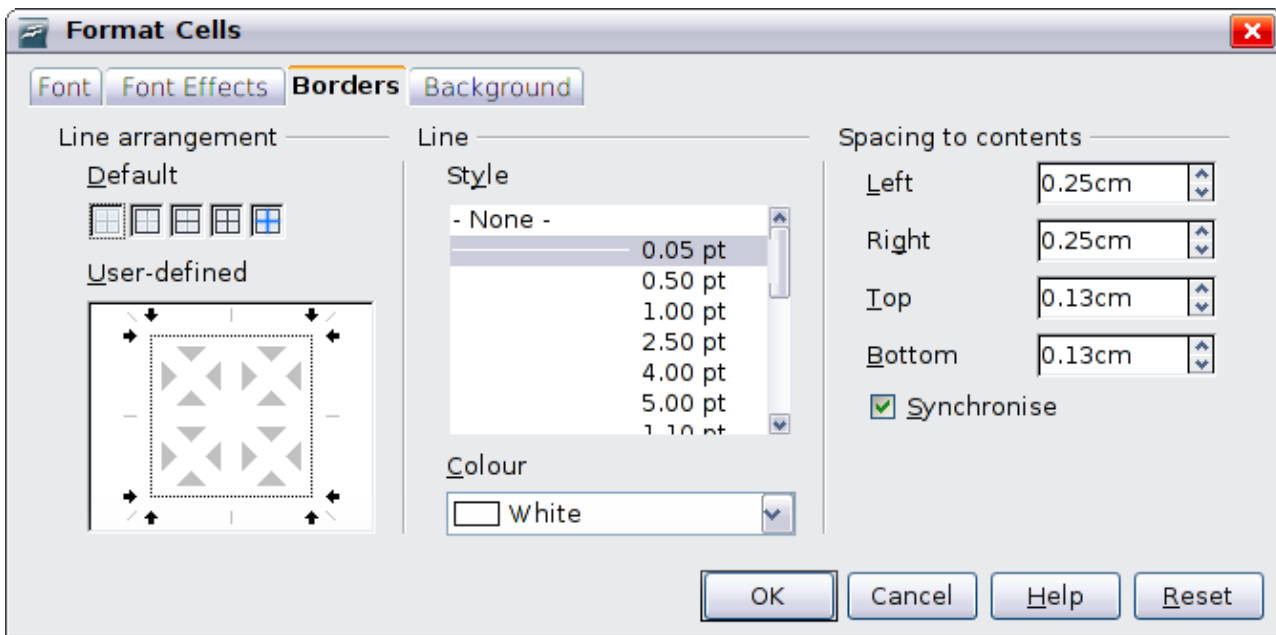
Figure 52: The Format Cells dialog box showing the Borders page

- *Borders*: here you can 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, line color buttons of the Table Toolbar.

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

- *Background*: changes the background of the selected cells and provides the same functionality as the Area Style Filling and Available Filling drop down menus of the Table Toolbar.

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

Position and size

Tables are treated in Impress just like any other graphic object; it is therefore possible to modify their position on the slide as well as their size either using the mouse or, for more accurate control, with the Position and size dialog box. You can open the dialog box by pressing *F4* when the table is selected or by right-clicking on the table and then selecting **Position and Size** from the pop-up menu. The functionalities provided in this dialog are described in Chapter 6 (Formatting Graphic Objects).

| **Note** | Unlike other graphic objects, it is not possible to rotate a table. |

Deleting a table

To delete a table, select it and then press the *Delete* key on the keyboard.

Using fields

Fields allow the insertion of text automatically in the slide. Rather than text, think of a field as a kind of formula which is calculated when the document is loaded or printed, where the result of the formula is written to the document. Fields are commonly used when creating templates and slide masters, as explained in Chapter 2. Examples of fields include: date/time, slide number, file name and author.

Inserting a field

To insert a field in 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 time of inserting the field.
- **Date (variable)**: upon loading the file, the field is updated and contains the date at the time of opening the file.
- **Time (fixed)**: a field displaying the time of insertion.
- **Time (Variable)**: a field which is updated at time of opening the file.
- **Author**: 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 > OpenOffice.org** section then select **User Data**.
- **Page number**: inserts the page number of the slide.
- **File name**: a field with the name of the file.

By default, the fields are displayed with a gray background. To remove the shading, go to **View** in the menu bar and deselect **Field Shading**; alternatively, press *Control+F8*.

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 53):

1) Move the cursor to the field and select it.

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2) Select **Edit > Fields** from the menu bar.
3) Select the desired format in the dialog box that appears.
4) Click **OK** when satisfied.

Tip	A similar list of format choices can be accessed by selecting the field and right-clicking.
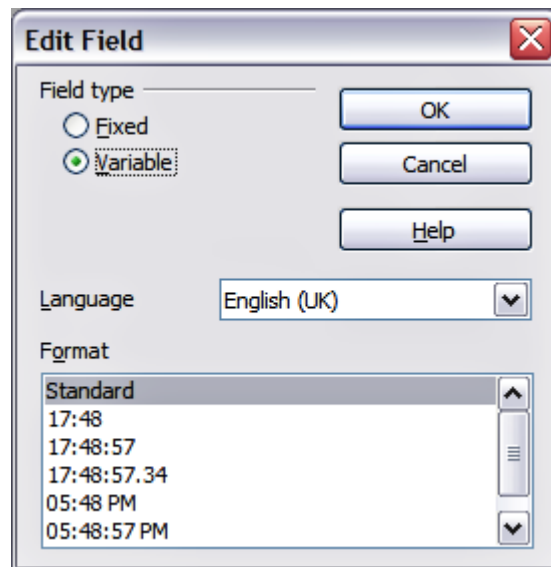
Figure 53: Setting the Time format for a time field

Modifications to the page number fields can be done in two different 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 the page numbers from the **Insert > Page Number** box. 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 to the text a 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.

	To prevent OOo from automatically turning website addresses (URLs) into hyperlinks, go to **Tools > AutoCorrect > Options** and deselect the **URL Recognition** checkbox.
Tips	To change the color of hyperlinks, go to **Tools > Options > OpenOffice.org > 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 OpenOffice.org—this 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 dialog box shown in Figure 54 opens.
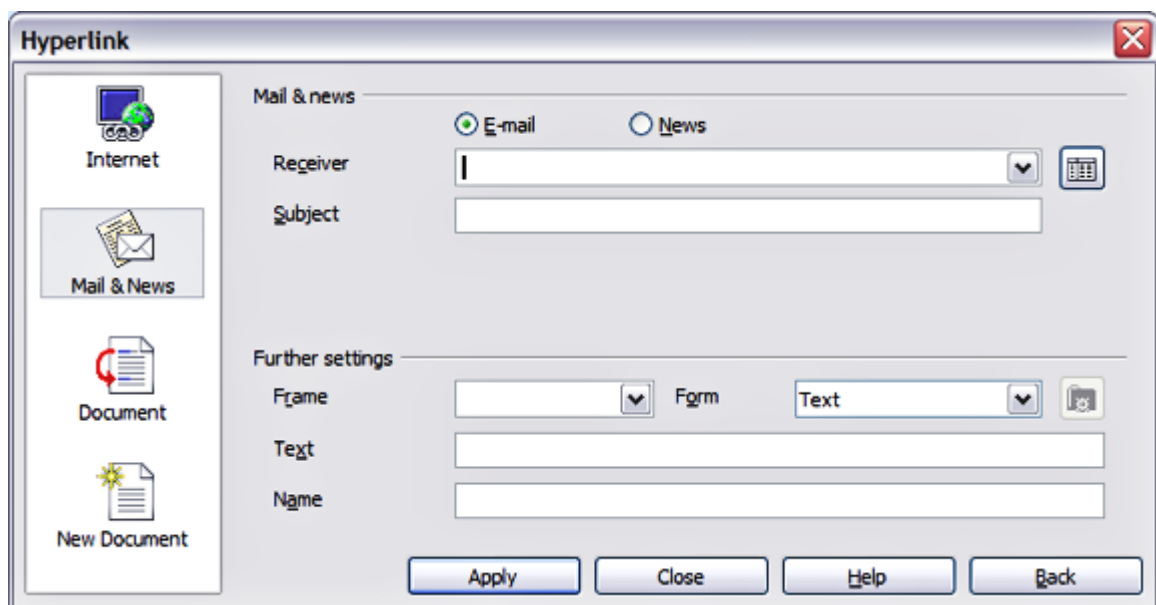
Figure 54: Dialog box to edit hyperlinks

On the left hand side, select one of the four types of hyperlinks:

- **Internet**: a web address, normally starting with http://
- **Mail & News**: for example an email address.
- **Document**: the hyperlink points to another document or to another place, commonly referred to as a bookmark, in the presentation.
- **New document**: the hyperlink creates a new document.

The top right part of the dialog box 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. Here is a summary of the most common choices used in presentations:

- For an *Internet* type hyperlink, choose the type of hyperlink (choose between Web, FTP or Telnet), and enter the required web address (URL).
- For a *Mail and News* type hyperlink, specify whether it is a mail or news link, the receiver address and for email, also the subject.
- For a *Document* type hyperlink, specify the document path (the **Open File** button opens a file browser); leave this blank if you want to link to a target in the same presentation. Optionally specify the target in the document (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. Note that 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.
- For a *New Document* type hyperlink, specify whether to edit the newly created document immediately or just create it (**Edit later**) and 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 directory picker.

The *Further settings* section in the bottom right part of the dialog box 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.
- **Event** button: this button will be activated to allow OOo to react to events for which the user has written some code (macro). This function is not normally needed in Impress.

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 box 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**). Select the **Design Mode On/Off** icon (upper right corner of the toolbar).

Now you can click on the button and drag it to another position, or right-click to open a dialog box 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 active again. For a detailed description of the button properties and on how to work with Form Controls refer to the Writer Guide.

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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. They can also give the presentation a professional look by adding a company logo. You may also 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. If the layout of the slide already contains a placeholder for a graphic, double-click anywhere in the graphics frame. This opens a dialog box for selecting the file to be inserted. The detailed procedure is given below.

Figure 55: Slide with automatic layout including a placeholder for graphic object

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

1) Choose **Insert > Picture**. (When using an AutoLayout, double-click in the graphics frame instead.)

2) In the Insert Picture dialog box, navigate to the directory containing the desired picture.

3) Select the file. OOo recognizes a large number of image types and, if **Preview** is selected, a thumbnail of the selected file will be displayed in the preview pane on the right (not shown below).

4) Click **Open** to place the picture on the current (selected) slide. The picture is now displayed on the slide with green resizing handles around it.
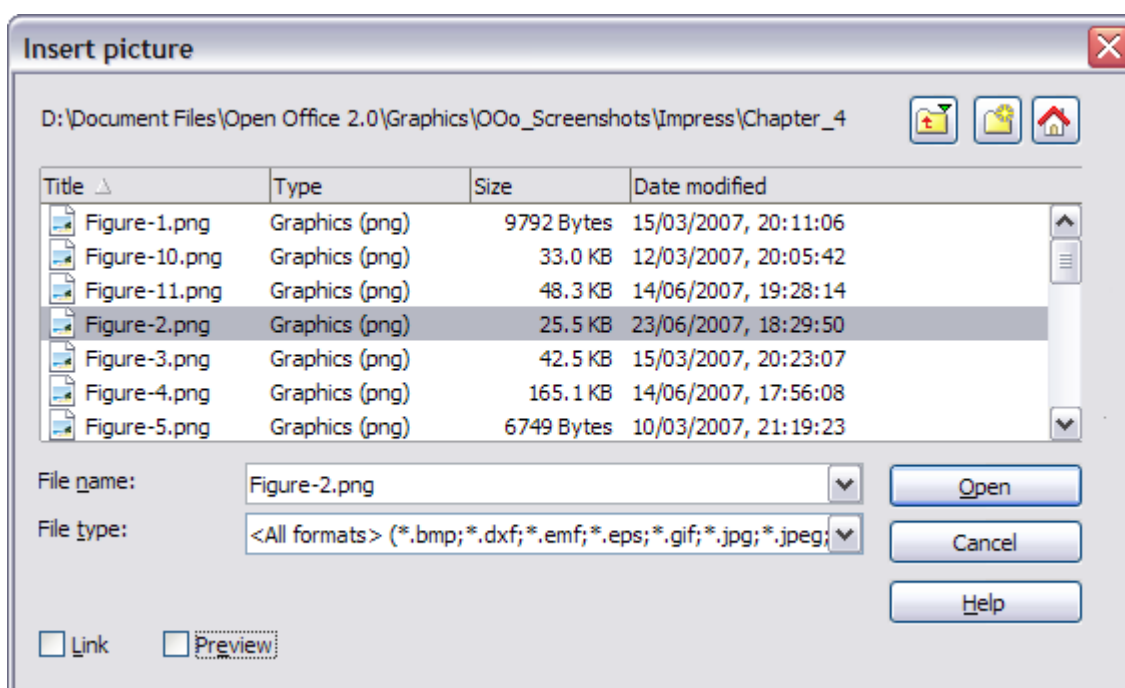
Figure 56: Inserting a picture from a file

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

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 to other computers, however on some occasions it makes sense to link the image rather than embed it. These include:

• When the image file is quite large (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 fairly straightforward. Make sure that the scanner is supported by the SANE system if you are running the Linux (or other UNIX-like) operating system, or TWAIN if you are using a Windows version, and that it is already configured on the machine on which OOo is running. In case more than one scanner or equivalent devices are present, select the source from **Insert > Picture > Scan > Select Source**.

To insert an image from the scanner:

1) Prepare the image in the scanner and make sure that the scanner is ready.
2) Choose **Insert > Picture > Scan > Request**.
3) The rest of the procedure depends on the scanner driver and interface. You will normally be required to specify the resolution, a scan window and other parameters. Consult the scanner's documentation for more information.
4) When the image is ready, Impress places it in the 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 OpenOffice.org. For an introduction to the Gallery, see Chapter 11 (Graphics, the Gallery, and Fontwork) in the *Getting Started* guide.

Choose **Tools > Gallery** or click the Gallery icon on the Drawing toolbar.

The Gallery displays categories of themes with images stored under each category. Select a theme from the left pane and then scroll as necessary through the right pane to find a suitable image. Click on the image and drag it onto the workspace. Figure 57 shows an example.

At this point the image will be in your slide, but may not be of a satisfactory size; if necessary, resize it as described in "Resizing a picture" on page 94.
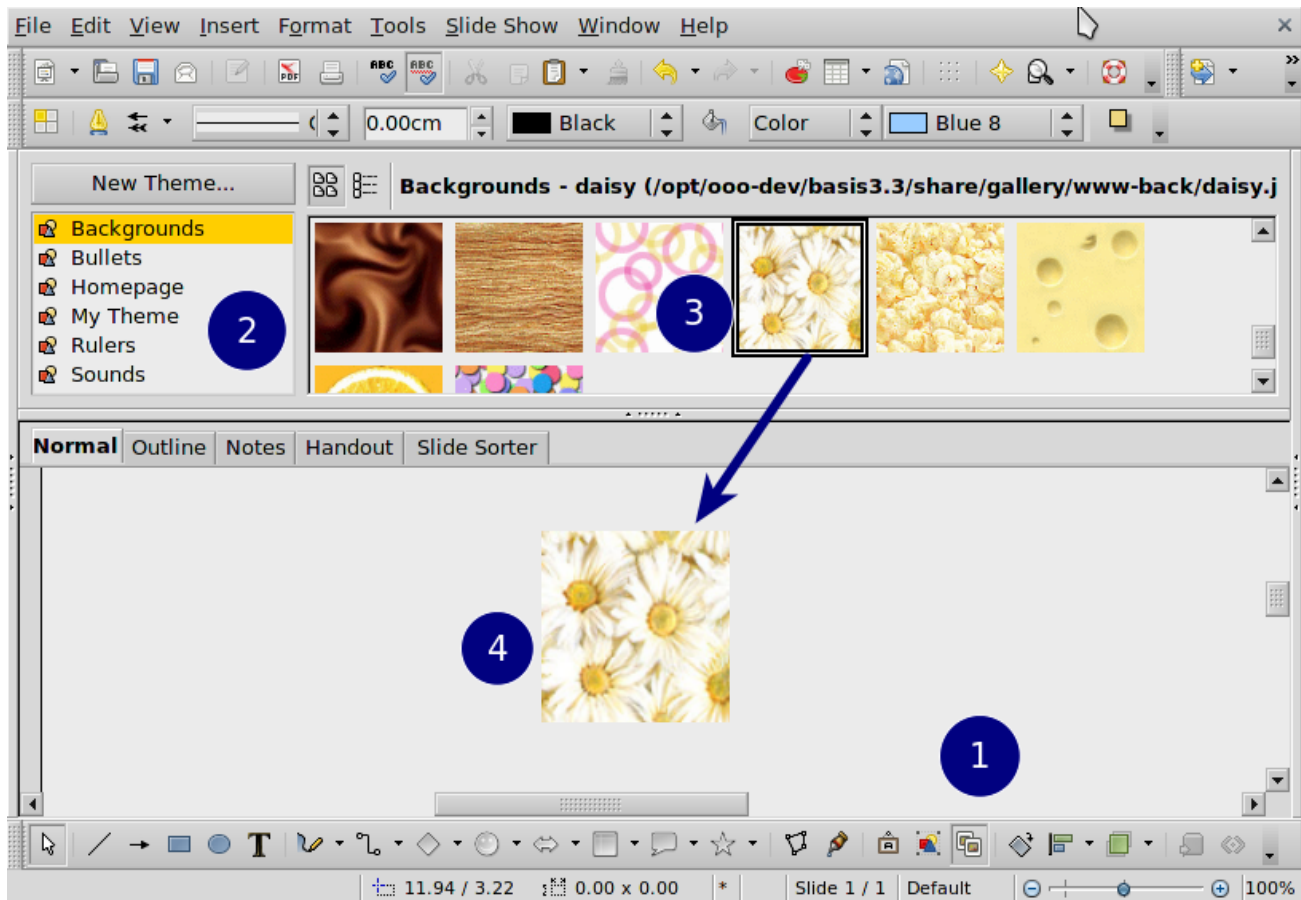
Figure 57. Inserting an image from the Gallery

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 (see Figure 58). 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.
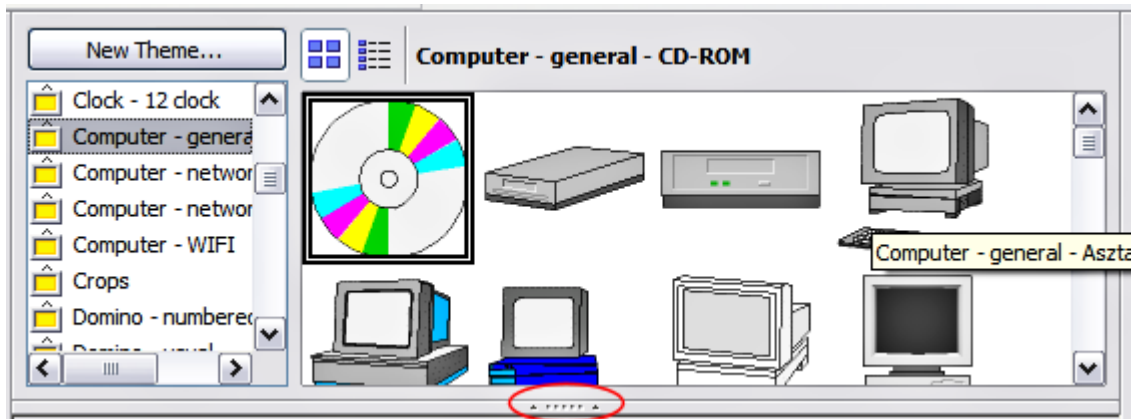
Figure 58: The Gallery with the Hide/Show selector circled

Managing the Gallery themes

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

The default themes are locked; no items can be added or deleted from these themes. The locked themes are easily recognizable by right-clicking on them; the only available option in the pop-up menu is **Properties**.

In a default installation, only the *My themes* theme is customizable,you can add your own graphics to this gallery or add new themes as explained on page 93.

Adding images to the Gallery

You can add new images to existing themes which you created or that can be edited. There are two ways to add an image to an existing theme.

Method 1 (selecting a file):

1) Right-click on the theme name in the list of themes and choose **Properties** from the pop-up menu.
2) Click the **Files** tab, if necessary.
3) Click **Add.**
4) Select a file and click Open. The image is added to the theme.

Method 2 (drag and drop):
1) Open the document containing an image you want to add to the Gallery, and display the Gallery theme to which you want to add it.
2) Position the mouse pointer above the image, without clicking.
3) If the mouse pointer changes to a hand symbol, the image refers to a hyperlink. In this case, press the *Alt* key while you click the image, to select it without executing the respective link. If the mouse pointer does not change to a hand symbol, you can simply click the image to select it.
4) The image is selected when the green selection handles are displayed around it. Release the mouse button then click again on the image, keeping the mouse button pressed down, drag the image into the document. Release the mouse button.

Deleting images from the Gallery

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

| **Note** | The image is deleted from the Gallery only. The original image file is not deleted. |

All the images in a gallery are actually 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

1) Click the **New Theme** button above the list of themes.
2) Click the General tab and type a name for the new theme.
3) Click the **Files** tab (Figure 59).
4) Click **Find Files**. The Select Path dialog box opens. Navigate to the folder that contains the image files for the new theme and click **Select**.

5) Back on the Files tab, either click on **Add All** to install all of the files in the selected folder, or use *File Type* and/or select one or more files from the displayed list, and click on **Add** to install a selection of files to the new theme.
6) Click **OK** when finished.
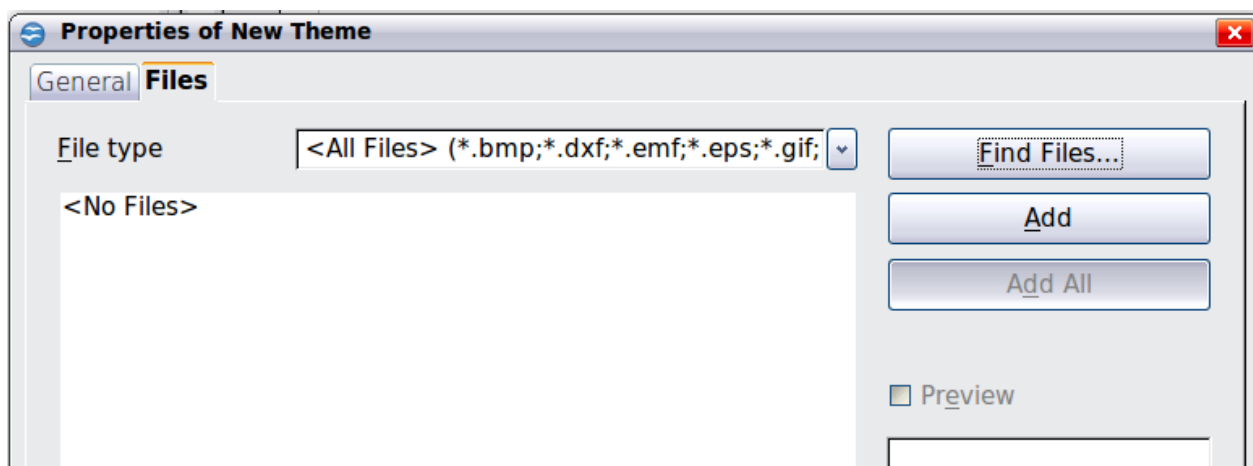
Figure 59. Setting up a new theme in the Gallery

Formatting pictures

This section discusses the formatting of pictures inserted with one of the methods explained in "Inserting pictures" on page 88.

Moving a picture

1) Click the picture, if necessary, to show the green resizing handles.
2) Move the pointer over the picture until the pointer changes shape. On most operating systems, the cursor 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 picture to the desired position.
4) Release the mouse button.

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

Resizing a picture

1) Click the picture to show the green resizing handles.
2) Position the pointer over one of the green resizing handles. The pointer 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.

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. 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 box described in Chapter 6 (Formatting Graphic Objects).

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 for the position of the image on the page, rotation of a picture can be done manually or using a dedicated dialog box. The Rotation dialog box is described in Chapter 6 (Formatting Graphic Objects). To rotate a picture manually, do as follows:

1) Select the picture if necessary so that the green handles around it show.

2) Click the **Rotate** button on the Drawing toolbar. This toolbar is usually located at the bottom the screen, but it can be undocked and used as a floating toolbar. If the toolbar is not showing, select **View > Toolbars > Drawing**. The Drawing toolbar is discussed in detail in Chapter 5 (Creating Graphic Objects).

At this stage a black crosshair with a circle appears in the middle of the picture: this represents the pivot point for the rotation. Normally the center of the picture 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
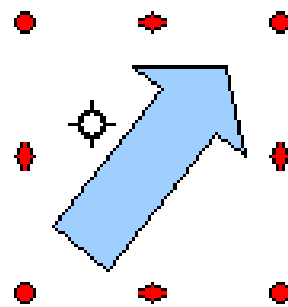
Figure 60: Shape showing the red rotating handles

do that, click on the crosshair and drag it to the desired position before applying the rotation, as shown in Figure 60.

Note	The icons representing the functions in the toolbars are different, depending on the operating system used and on whether OOo has been customized for the Linux distribution in use or not. When in doubt, hover the mouse over the icons and wait for the tooltip to appear showing the name of the button.

3) Eight red circular handles replace the green square handles, as shown in Figure 60. 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 picture.

4) When satisfied, release the mouse button.

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 vice versa.

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 61: The Picture toolbar

Applying filters

Use the ![icon] icon on the 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 image so that the green handles around are displayed.

2) Click on the ![icon] icon in the Picture toolbar. The toolbar will expand to show the icons in Figure 62.
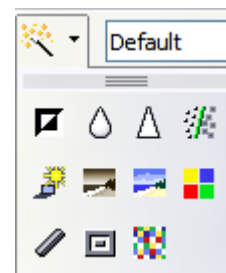
Figure 62: The graphic filters available in Impress

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3) Select the filter to apply. To show the name of the filter, hover the mouse pointer over the icon and wait for the tooltip to appear.
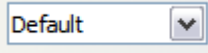
If you are not satisfied with the effect obtained or you want to try a different one, before doing anything else click the Undo button or select **Edit > Undo: Bitmap Graphic Filter** from the menu bar or press *Control+Z*.

Table 1 describes briefly each of the available graphic filters and their effects. See the *Draw Guide* for examples of the effects.

Table 1: 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 box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box 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	Displays the image as a charcoal sketch.
	Relief	A dialog box 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 the graphics mode

Use the [Default ▾] graphics mode drop-down list in the Picture toolbar to change the mode of the image. Choose between:

- **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.

Adjusting the color

Clicking the color adjustment button [⬛] on the Picture toolbar opens the color adjustment dialog box, shown in Figure 63.

Use this dialog box 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.
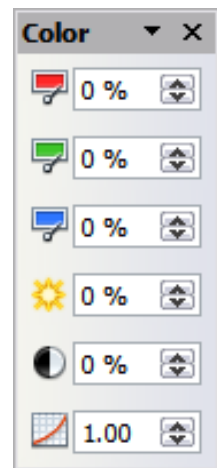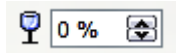
Figure 63: The color adjustment dialog box

Setting the object transparency

Modify the percentage value in the Transparency box [🍷 0 % ⬓] on the Picture toolbar 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 for 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 that applies a shadow to the image.

Cropping pictures

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

To crop a selected picture interactively, click the Crop icon 🖾 on the Picture toolbar (Figure 61). A set of crop marks appears around the picture (see Figure 64).

Figure 64: 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 box, right-click a selected picture and choose **Crop Picture** (or choose **Format > Crop Picture** from the menu bar).

The Crop dialog box (Figure 65) has the following options:

- **Keep scale** / **Keep image size** buttons: 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.
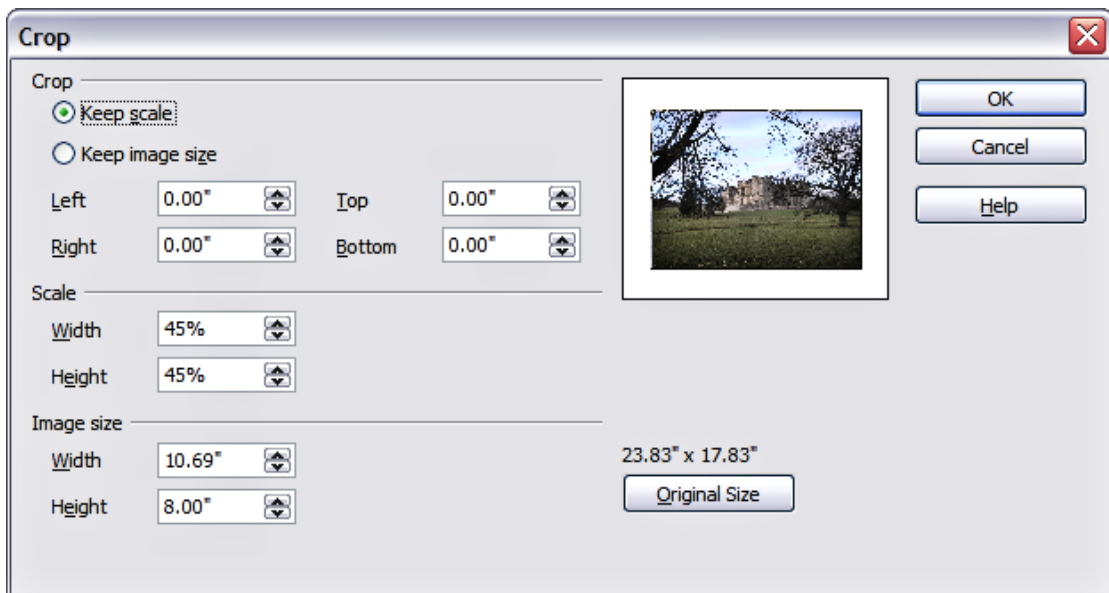
Figure 65: The options available when cropping a picture

- **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.

- **Scale Width** and **Height**: specify in percentages the scaling of the picture. The size of the image changes accordingly.
- **Image size**: specify 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, if necessary, to show the green resizing handles.
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, the default browser for an HTML page; OOo Writer for a .ODT file; a PDF viewer for a PDF file). You can create hotspots of various shapes, and include several hotspots in the same image.

To use the image map tool:

1) Select the picture where the hotspots will be defined.
2) Choose **Edit > ImageMap** from the menu bar. The ImageMap Editor dialog box opens. The main part of the dialog box shows the image on which the hotspots will be defined. On this image an active hotspot is indicated by a white shading, while an inactive hotspot is identified by a red border but no shading.
3) Use the tools and fields in the dialog box to define the hotspots and links necessary.
4) Click the **Apply** icon ✔ to apply the settings.
5) When done, click the **Save** icon 💾 to save the imagemap to a file, then click the **X** in the upper right corner to close the dialog box.
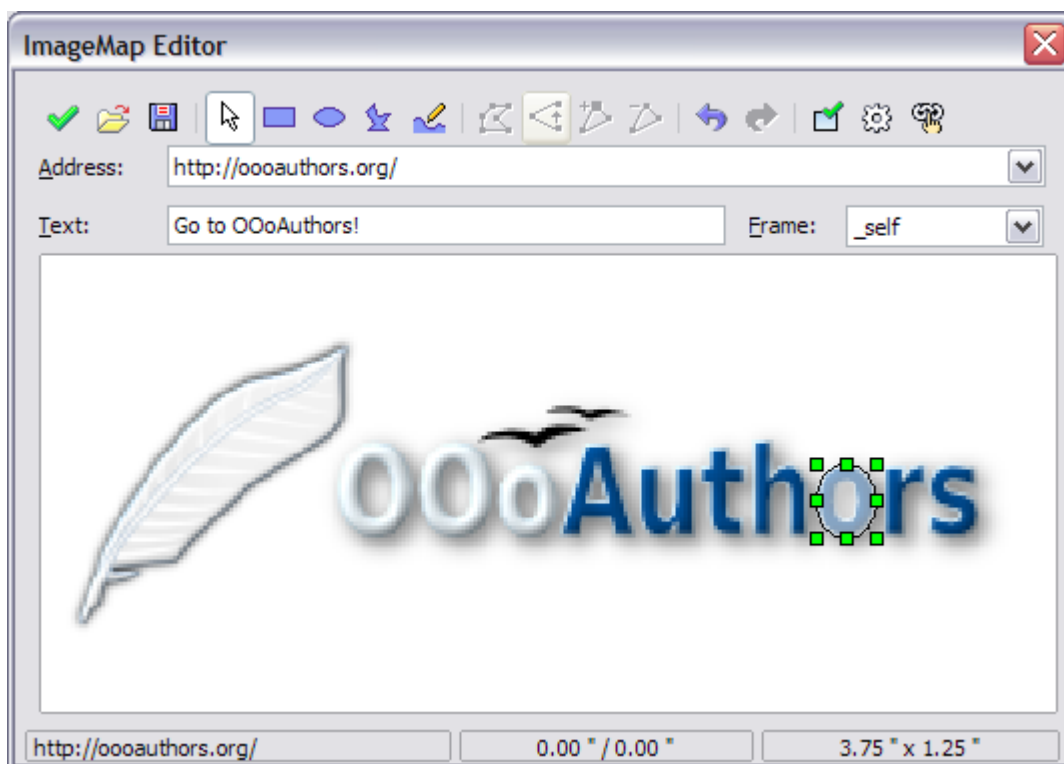
Figure 66: The dialog box to create image maps. The last 'o' is set as an active hotspot

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The top part of the dialog box contains the following tools:

- **Apply** button: click this button to apply the changes.
- **Load, Save,** and **Select** icons.
- 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**: advanced editing tools to manipulate the shape of a polygon hotspot. Select the 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.
- **Macro**: associates a macro with the hotspot instead of just associating an hyperlink.
- **Properties**: sets the hyperlink properties and adds the Name attribute to the hyperlink.

Below the toolbar, specify for the selected hotspot:

- **Address:** the address pointed by the 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: pick among _blank (opens in a new browser window), _self (opens in the active browser window), _top or _parent.

Tip	The value _self for the target frame will work just fine in the vast majority of the occasions. It is therefore not recommended to use the other values unless absolutely necessary.

Chapter *5*
Managing Graphic Objects

Moving, rotating, distorting, and positioning objects; animations; Fontwork

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.

The Drawing toolbar contains the majority of the tools normally used to create graphic objects. If this toolbar is not showing, select **View > Toolbars > Drawing** from the main menu bar.

The toolbar can be divided into two parts. The first part contains drawing objects, as shown in Figure 67. The second part of the toolbar, shown in Figure 69 on page 106, contains more generic tools.

1 Select	**4** Rectangle	**7** Vertical text	**10** Basic shapes	**13** Flowcharts
2 Line	**5** Ellipse	**8** Curve	**11** Symbol shapes	**14** Callouts
3 Arrow	**6** Text	**9** Connector	**12** Block arrows	**15** Stars
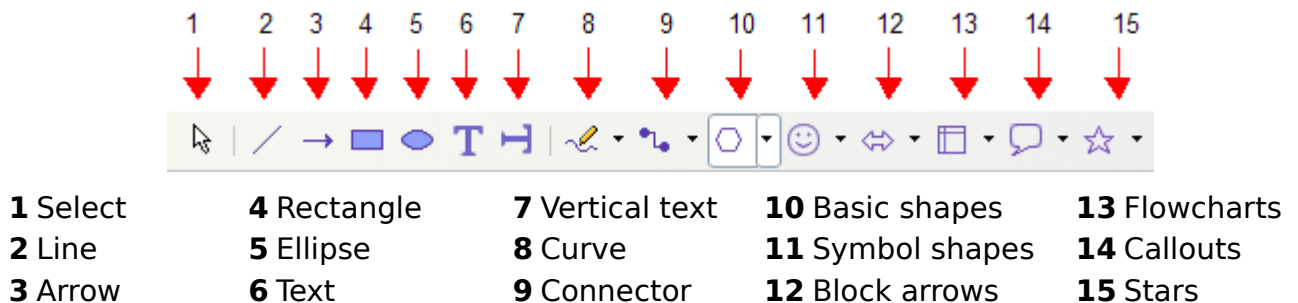
Figure 67: First section of Drawing toolbar

The tools in the first part of the Drawing toolbar are:

- **Select**: selects objects. To select a group of objects, click on the top left object and, drag the mouse to the bottom right object of the intended selection while keeping the mouse button pressed. A "marching ants" rectangle identifying the selection area is displayed. It is also possible to select several objects by pressing the *Shift* button 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 *Shift* key to restrict the angle of the line to multiples of 30°; use the *Control* key to detach the end point of the line from the grid (see "Snapping objects to grid or snap guides" on page 116).
- **Arrow**: draws a straight line ending with an arrowhead. The arrowhead is placed where you release the mouse button. The *Shift* and *Control* keys have the same effect as for the Line tool.

- **Rectangle**: draws a rectangle when you drag the mouse from the top left to the bottom right corner. Press the *Shift* button to draw a square.
- **Ellipse**: draws an ellipse. Press the *Shift* button to draw a circle.
- **Text**: creates a text box with text aligned horizontally.
- **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 curve. Click the black triangle for more options. Note that the title of the submenu when undocked is *Lines*.
- **Connectors**: draws a connector line between two figures. Click the black triangle for additional connectors. Their use is described in "Working with connectors" on page 119.
- **Basic Shapes**, **Symbol Shapes**, **Block Arrows**, **Flowcharts**, **Callouts**, **Stars**: click the black triangle to open a toolbar showing the available shapes in that category. The default shapes are shown in Figure 68. Select the desired shape, then draw it by dragging the mouse to define an enclosing rectangle. Keep the *Shift* key pressed to obtain a shape where the height and width are equal.
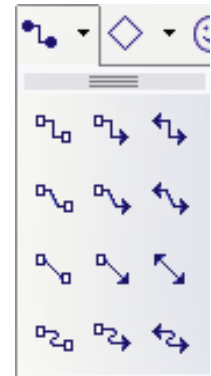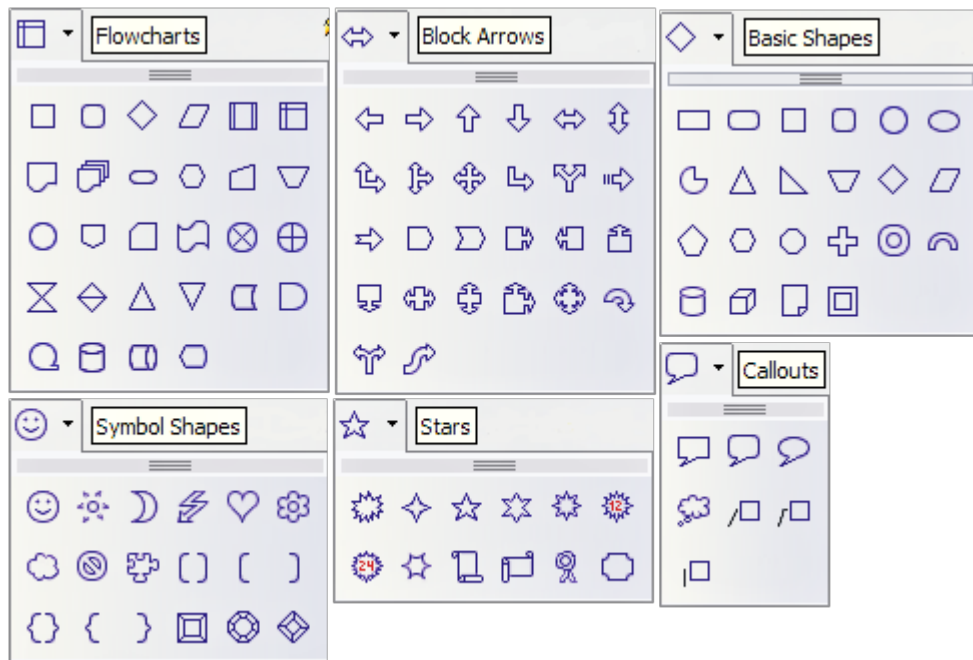
Figure 68: Available shapes for Impress
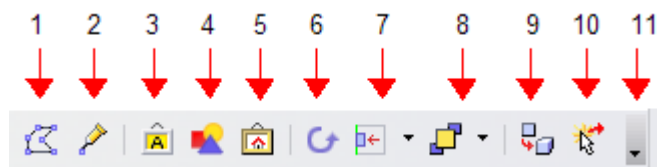
1 Edit Points   **4** From File   **7** Alignment   **10** Interaction

2 Glue Points   **5** Gallery   **8** Arrange   **11** Visible buttons

3 Fontwork   **6** Rotate   **9** Extrusion On/Off

Figure 69: The second section of the drawing toolbar with utility tools

The tools in the second part of the Drawing toolbar are:

- **Edit points**: to edit the individual points that form the shape or line, select this tool, and then select a shape or a line.
- **Glue points**: to edit the glue points of a graphic object, select this tool. Glue points are the positions where connector lines terminate or start. See "Managing glue points" on page 120 for instructions.
- **Fontwork**: opens the Fontwork gallery. See "Using Fontwork" on page 127 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; this is discussed in chapter 6 of this book.

- **Align object**: see "Aligning shapes" on page 116.
- **Arrange object**: see "Arranging shapes" on page 119.
- **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 121 for details.
- **Interaction**: opens a dialog box where you can specify the interaction between the user and the object. See "Setting up interaction with a shape" on page 124.
- **Visible buttons**: use the black triangle on the far right of the toolbar to open a menu from which you can add or subtract buttons on the toolbar. See Chapter 1 (Introducing Impress) for more information.

Creating lines and shapes

To create shapes and lines:

Figure 70: Creating a shape

1) Select the desired line or shape tool.
2) Click and drag to create the object on the slide.

When drawing a freehand polygon (that is, when you create a shape segment by segment), keep the *Shift* key pressed to restrict the angle between the segments to multiples of 45 degrees. To finish drawing a polygon, double-click on the last part of the segment. If a closed polygon was selected, OOo draws the line connecting the last point to the start point and fills the inside area with the default color.

When drawing certain shapes, one or more yellow dots are displayed along with the green resizing handles. These dots perform a different function according to the shape they are applied to. With the basic shapes the yellow dot (or dots) is used for the following purposes:

- Rounded rectangle and Rounded square shapes: use the yellow dot to change the size of the curve replacing the corners.
- Circle Pie: use the two yellow dots to change the size of the filled sector.
- Isosceles triangle: move the yellow dot on one vertex to modify the triangle type.
- Trapezoid, Parallelogram, or Octagon: move the yellow dot to change the angle between the sides.

- Cross: use the yellow dot to change the thickness of the four sides.
- Ring: use the yellow dot to change the internal diameter.
- Block arc: use the yellow dot to change both the internal diameter and the size of the filled area.
- Cylinder and Cube: use the yellow dot to change the perspective.
- Folded corner: use the yellow dot to change the size of the corner.
- Frame: use the yellow dot to change the internal rectangle diagonal.

Grouping shapes together

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

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

Once the group is defined, click on any of the shapes in the group to select the group. To edit only the shapes in the group, press *F3* when the group is selected or select **Format > Group > Enter group** from the menu bar. Notice that any shapes not part of the group are grayed out and that only the shapes belonging to the group can be edited. Use this function when you need to apply a particular format to a single member of the group. To exit from group mode, press *Control+F3* or select **Format > Group > Group** from the menu bar.

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

To ungroup objects:

1) Select the group of shapes.
2) When the green resizing handles show, select **Format > Group > Ungroup** from the menu bar.

	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 12 of the *Getting Started* guide.
Tip	

Moving graphic objects

1) Click the graphic object, if necessary, to show the green resizing handles.
2) Move the pointer over the graphic object until the pointer changes shape. On most operating systems, the cursor 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.

	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.
Tip	Alternatively, you can modify the grid resolution from **Tools > Options > OpenOffice.org Impress > Grid**.

For a more accurate placement of the graphic object, use the Position and Size dialog box shown in Figure 71. First select the graphic object by clicking on it; when the resizing green handles are displayed, either press *F4* or select **Format > Position and Size** from the menu bar.

Use the *Position* section of the dialog box 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 box) 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 box.

The unit of measurement for this and the other dialog boxes in this section is set in **Tools > Options > OpenOffice.org Impress > General**.
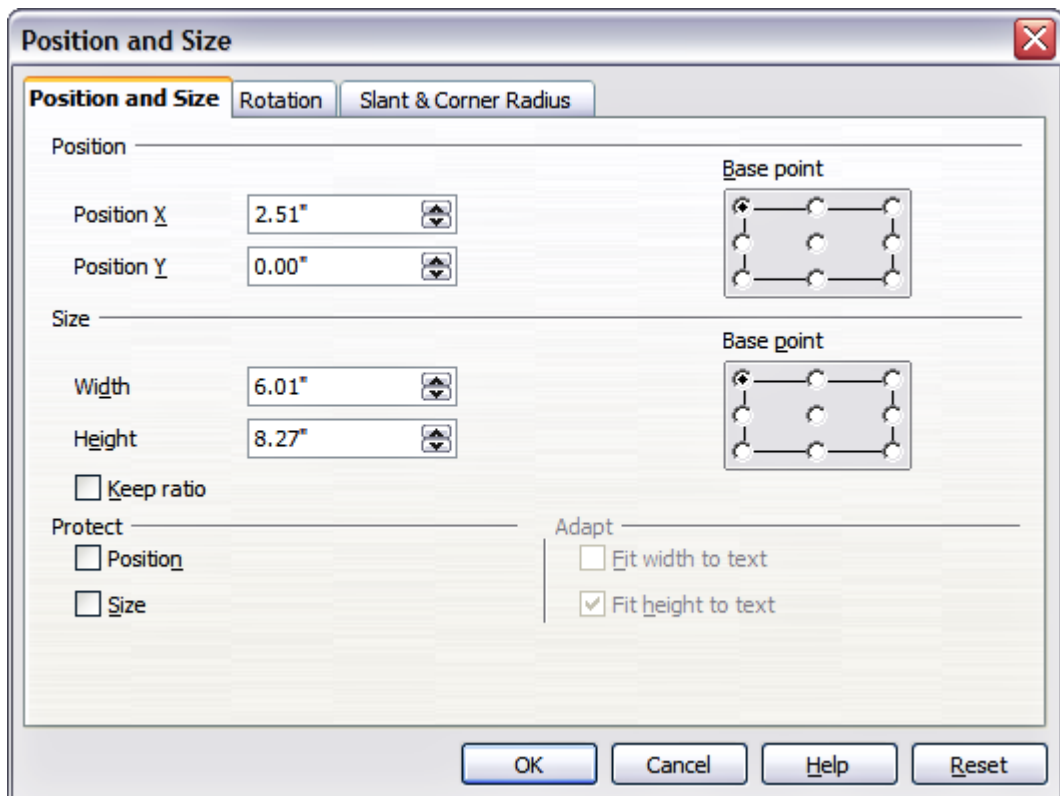
Figure 71: Fine adjustment of position and size of the graphic object

Resizing graphic objects

1) Click the graphic object to show the green resizing handles.
2) Position the pointer over one of the green resizing 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 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. 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 box (Figure 71). 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 the when resizing, the position of the top left corner of the object will not change. Now modify either the

Width value or the *Height* value of the object. 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.

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 box.

Applying special effects

Besides the basic actions of moving and resizing an object, a number of special effects can also be applied to the objects in Impress. Several of these effects are readily available in the Mode toolbar. If the Mode toolbar is not showing, select it from **View > Toolbars > Mode**.
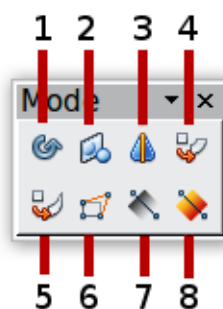
1 Rotate	**4** Set in Circle (perspective)	**7** Transparency
2 Flip	**5** Set to Circle (slant)	**8** Gradient
3 In 3D Rotation Object	**6** Distort	

Figure 72: Mode toolbar

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

Rotating graphic objects

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

1) Select the graphic object if necessary so that the green handles show around it.

2) Click the **Rotate** button in the Drawing toolbar or in the Mode toolbar.

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Note	The icons representing the functions in the toolbars are different depending on the operating system used and on whether OOo has been customized for the Linux distribution in use or not. When in doubt, hover the mouse over the icons and wait for the tooltip to appear showing the name of the button. The tooltip for the sub-toolbar containing the **Rotate** function is *Effects*.

3) Eight red handles replace the green square handles, as shown in Figure 73. 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.

4) When satisfied release the mouse button.
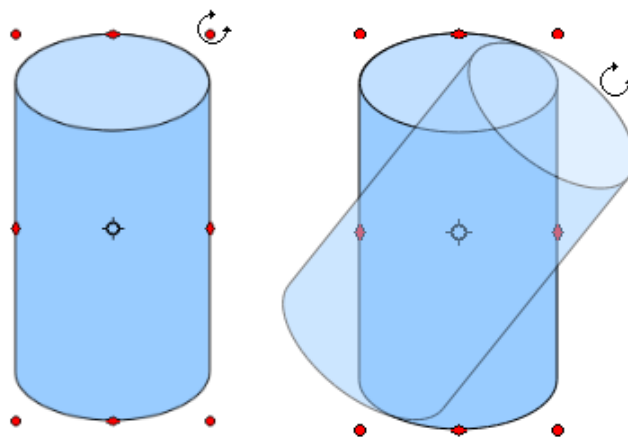
Figure 73: Shape showing the red rotating handles. Only the corner ones are active. The black crosshair indicates the rotation pivot.

At step 2) a black crosshair with a circle appears in the middle of the picture: this represents the pivot point for the rotation. Normally the center of the picture 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 do that, click on the crosshair and drag it to the desired position.

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

Instead of rotating a graphic object manually, you can use the **Rotation** dialog box shown in Figure 74. To display this dialog box, select the graphic object so that the green resizing handles are shown, then press *F4* or select **Format > Position and Size** and select the **Rotation** page.
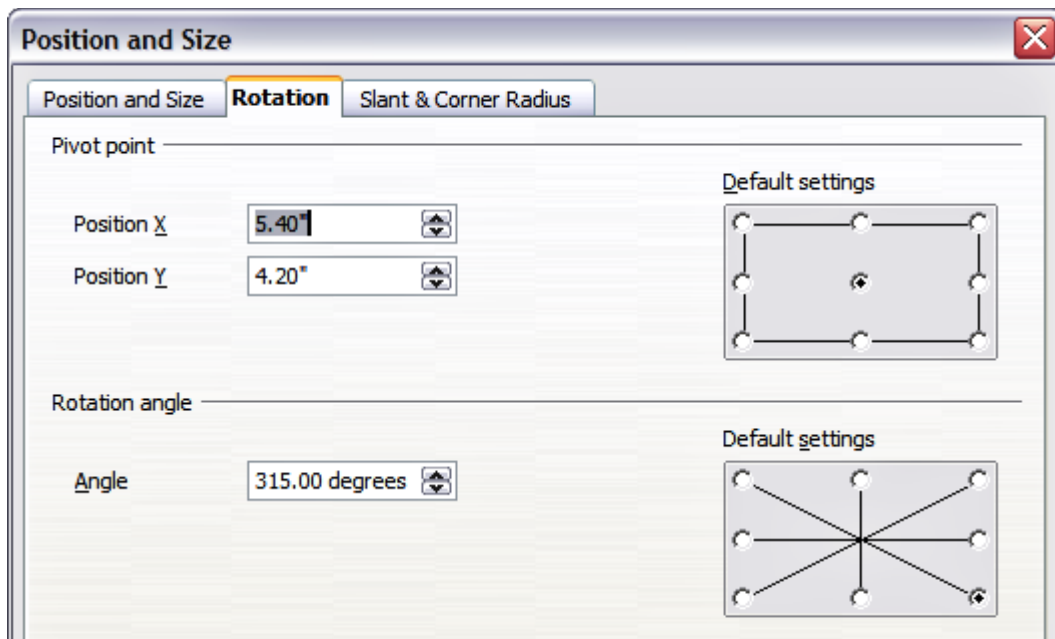
Figure 74: The Rotation page of the Position and Size dialog box

In the upper part of the dialog box, 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 box select the angle by which to rotate the graphic object. To the right of the Angle text box, 8 default rotation values can be easily selected.

Flip an object

Select an object and click on the **Flip** icon . You will see a dashed line through the middle of the object.
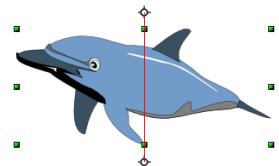
This dashed line is the **axis of symmetry**. The object will be reflected about this line. Move one or both ends of the line with your mouse to set the orientation of the axis.
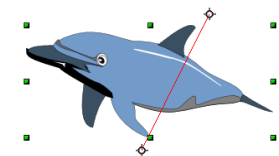
Then, grab any one of the eight green handles and move it across to the other side of the dashed line. The new position of the figure is shown faintly until the mouse is released.

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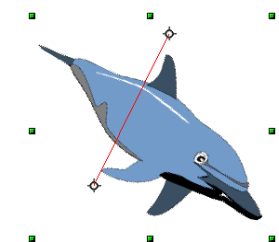
Note	If you press the *Shift* key while moving the line, the line will rotate in 45-degree increments.

Mirror copies

This useful command does not exist in Draw or Impress. It can, however, be easily emulated.

Move the axis of symmetry to the desired location of the mirror axis. Copy the object to the clipboard. Flip the object, then click on an empty area of the page in order to deselect the object. Paste from the clipboard to put a copy of the object in its original location and now you have a mirror copy.
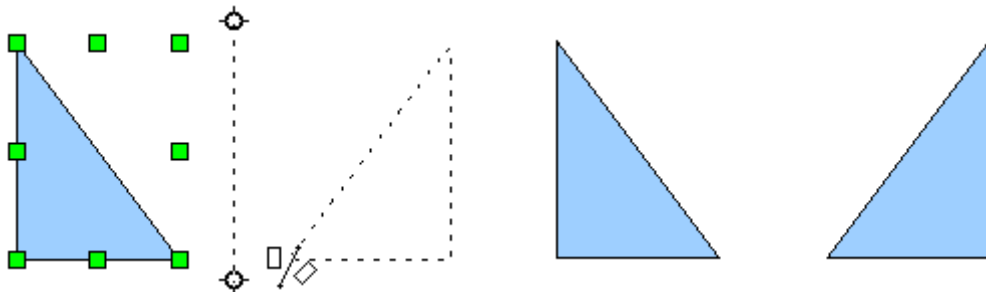
Figure 75: Making a mirror copy of an object

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, the **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 an object

Select an object and click on the **Distort** icon ⬜. After converting to a curve as requested, move the handles to stretch the object.

The corner handles distort, as shown in Figure 76. The vertical midpoint handles distort the figure horizontally and the horizontal ones distort it vertically.

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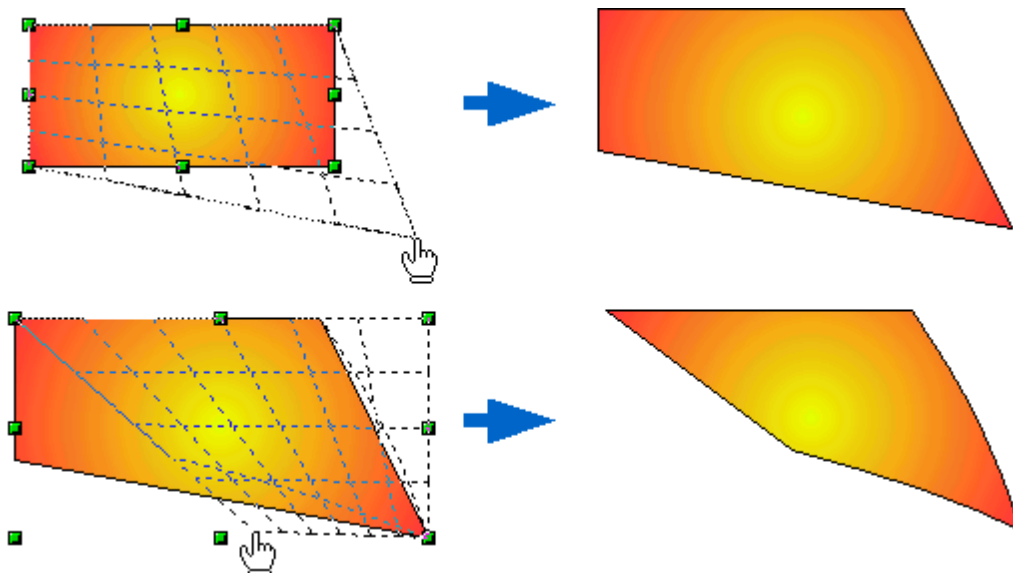
Figure 76: Distort an image

Set in circle (perspective)

Select an object and click on the **Set in Circle (perspective)** ⌷ icon.
After converting to a curve , move the object handles to give a pseudo
three-dimensional perspective).
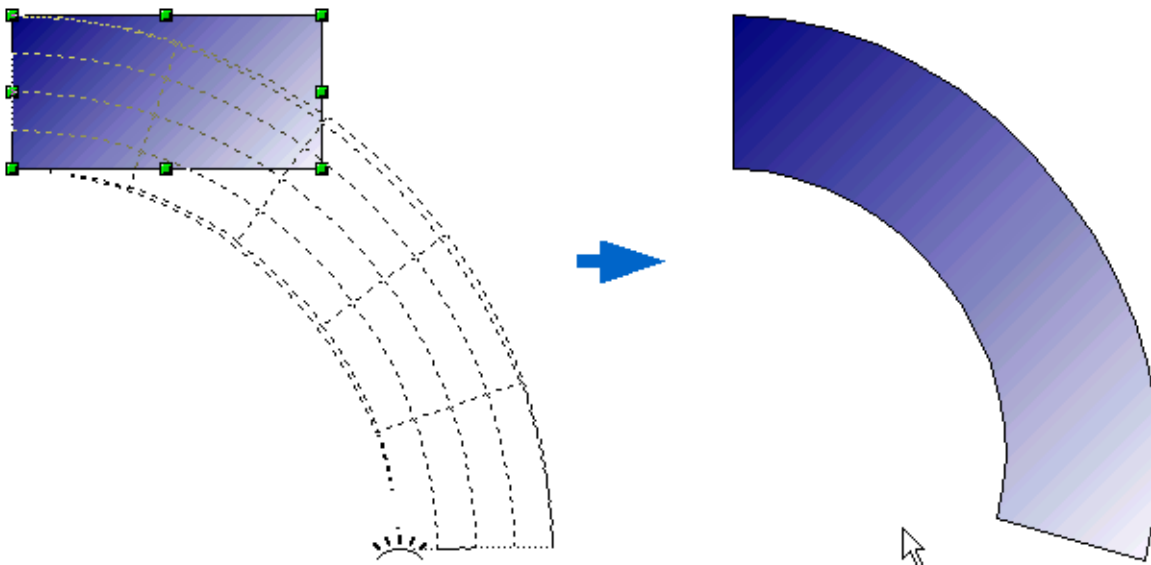
Figure 77: Set an image in a circle with perspective

Set to circle (slant)

Select an object and click on the **Set to Circle (slant)** ⌷ icon. After
converting to a curve, move the object handles to give a pseudo three-
dimensional slant perspective.
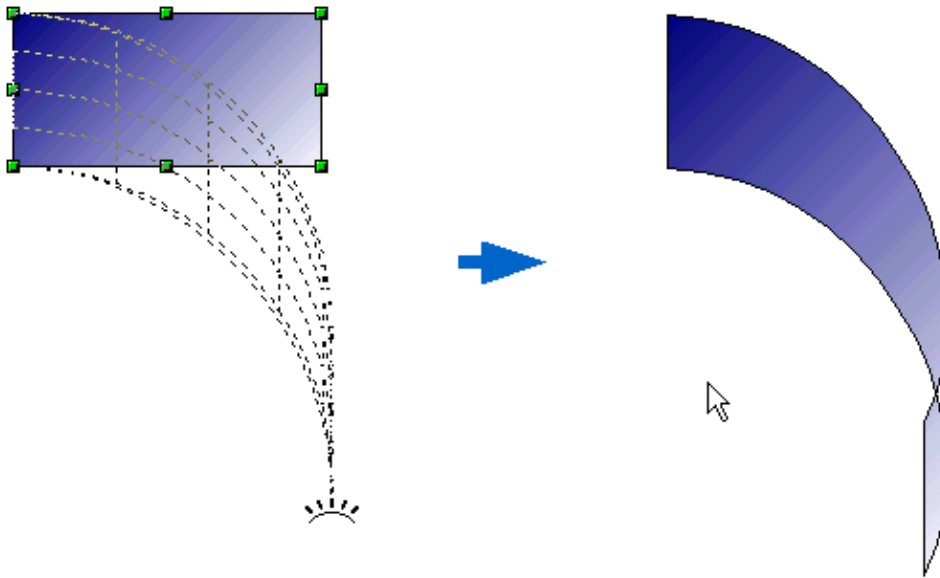
Figure 78: Set an image to a circle with slant perspective

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. Clicking on the arrow beside the Alignment icon in the Drawing toolbar opens the extended toolbar. The same alignment options are available from the right-click menu.
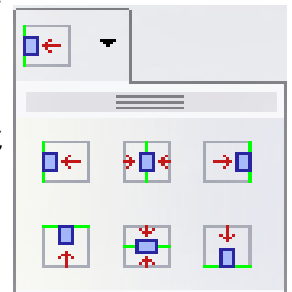
The toolbar has six icons. The first three determine the horizontal alignment of the selected objects (Left, Center, Right); the other three determine the vertical alignment of the selected objects (Top, Middle, Bottom). If only one object is selected, it is aligned to the page; however when several objects are selected together, single objects are aligned to the group selection border.

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: the **Grid** and the **Snap Guides** (also called **Snap Lines**).

Using the grid

Options for the grid are available in the menu that opens 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**: displays the grid.
- **Snap to Grid**: the anchor points of an object will always 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, choose **Tools > Options > OpenOffice.org Impress > Grid** from the menu bar.

Using snap guides

Options for the guides are available in the menu that opens by 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:

- **Display Guides (Snap Lines Visible)**: the guides are shown on the slide.
- **Snap to Guides (Snap to Snap Lines)**: the anchor points of the objects snap to the guides when the object is moved or resized.
- **Guides to Front (Snap Lines to Front)**: the guides are brought to the foreground and cover the objects.

| **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.
2) In the dialog box that appears, specify the type (Point, Vertical line, or Horizontal line).
3) Depending on the choice made, the two edit fields *X* and *Y* become active; enter the position of the guide.
4) Click **OK** to close the dialog box.

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

Tip	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 the new value (or values) 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.

Figure 79 shows the three types of guides, the grid on a slide, and the dialog box to create a new guide.
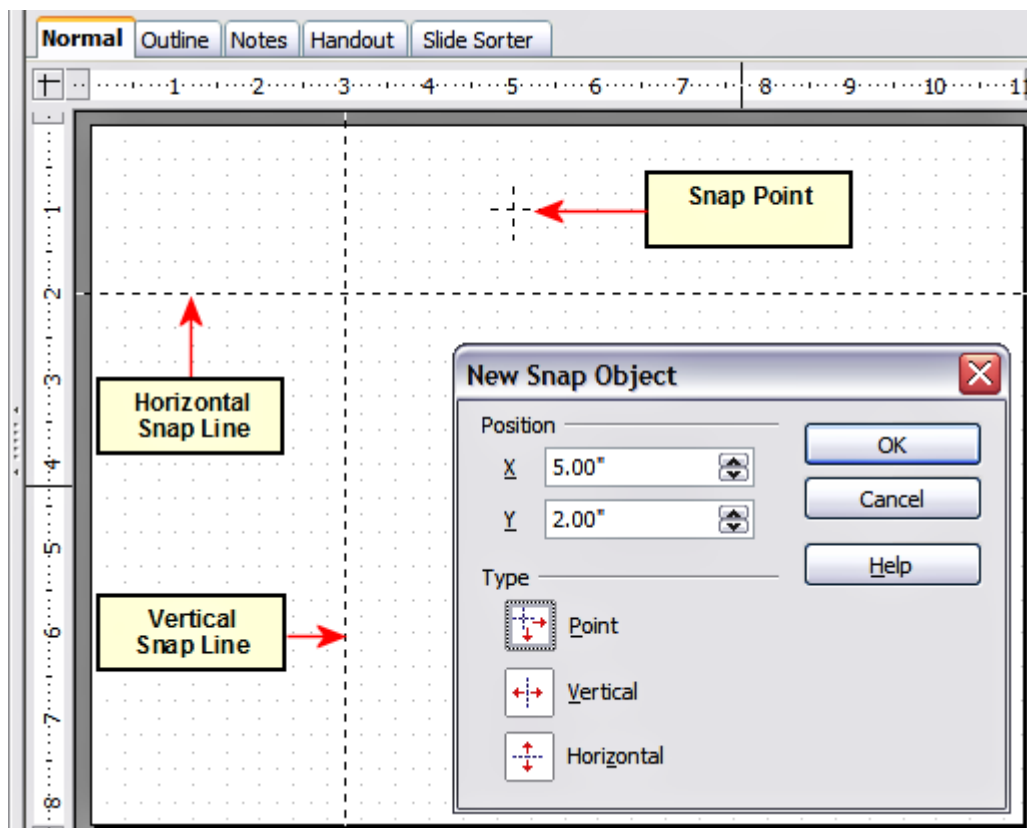
Figure 79: Gridline, snap lines, and snap point on a slide

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Arranging shapes

Arrange determines the stacking order of the selected object. Draw and Impress organize objects in a stack so that the objects on a high level of the stack cover the objects on lower levels if overlapping occurs. To modify the position of an object in the stack, click the small triangle on the side of the *Arrange* icon to open the extended toolbar. The same arrange options described below are available from the right-click menu.
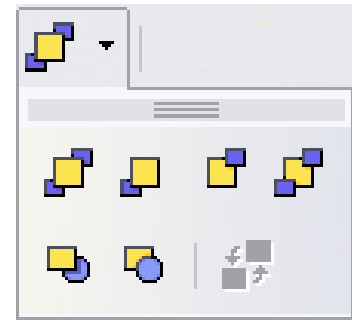
The first four tools determine the position of the selected object:

- **Bring to front**: the selected object is moved on top of any other object.
- **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 given the lowest position in the stack.

The other three tools determine the relative positions of the selected object and of a second selected object:

- **In front of object**: brings the first selected object in front of the second selected object.
- **Behind object**: brings 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 green 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, org 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 red handles which are not shown for normal lines; in particular, the termination points are identified by red circles, while square handles are used to modify the routing of a connector (where applicable).

Draw a connector in a similar way to drawing any object. First select the connector style from the Connector toolbar, then move the mouse cursor over one of the objects to be connected. When the cursor is over the object, small black crosses appear around it; these represent the glue points to which the connector can be attached. Click on the required glue point to attach one end of the connector, then hold the mouse button down and drag the connector to the second object. When the cursor is over the glue point of the target object release the mouse button.

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

Managing glue points

As described above, a glue point is the point of attachment for a connector to 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**.

1 Insert point	**4** Exit right	**7** Horizontal left	**10** Vertical left
2 Exit left	**5** Exit bottom	**8** Horizontal center	**11** Vertical top
3 Exit top	**6** Relative	**9** Horizontal right	**12** Vertical right
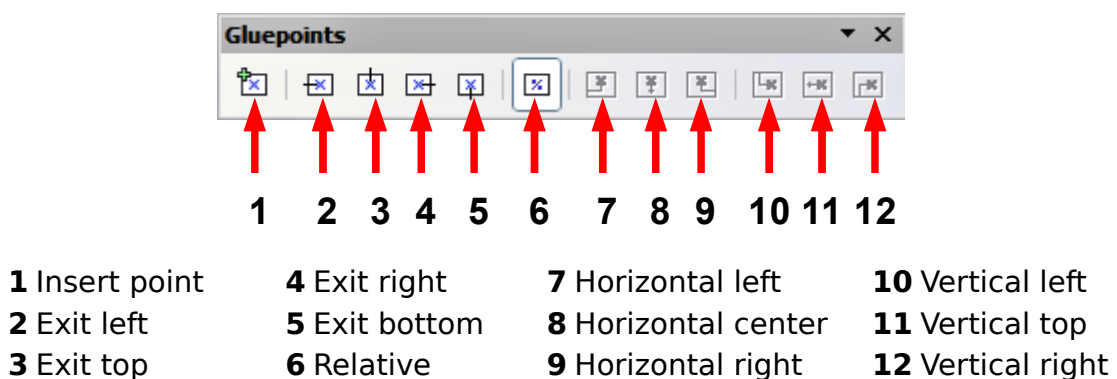
Figure 80: The Gluepoints toolbar

Use the first tool to insert a new glue point. 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 (highlighted in

Figure 80) is selected. Deselecting the **Glue point relative** icon activates the remaining six icons on the toolbar; use these to fix the position of the glue point during the resizing of the object. Hover the mouse over the buttons to obtain a tooltip giving a short description of its function.

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

Setting custom glue points is particularly 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 (see Figure 69).
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.

Tip	Glue points are placed by default on the grid (see "Snapping objects to grid or snap guides" on page 116 for information), however it is sometimes necessary to fine tune the position of the glue point depending on the shape. To do this, 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. The 3D-Objects tool is not included in the default Drawing toolbar. To include it, click on the small triangle at the end of the toolbar, select **Visible Buttons**, and select **3D-Objects** from the list. On the Drawing toolbar, click on the triangle by the 3D-Objects icon to display the extended 3D Objects toolbar.

- From the **Convert** sub-menu. Select a shape, right-click on it and 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.
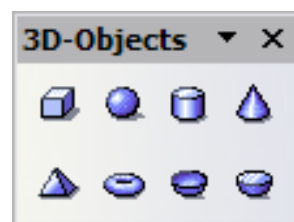
- • From the **Extrusion on/off** icon on the drawing toolbar. Select the shape to which apply a 3D effect, then click the ⬚ button on the Drawing toolbar (see Figure 81).

Caution ⚠	You can not 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.

Although Impress offers advanced functions to manipulate 3D objects, this book 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*.

Click on ⬚ to activate the extrusion. The shape changes and a default thickness is added to it. At the same time the 3D-Settings toolbar should become visible. If the toolbar does not appear, select **View > Toolbars > 3D-Settings**.

Figure 81: The 3D-Settings toolbar

Use the tools to change the appearance of the 3D object.

⬚	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 them is 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: select the color of the object thickness.

Most of the Fontwork shapes (see "Using Fontwork" on page 127) have 3D properties and can be manipulated with the 3D-Settings toolbar.

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

Figure 82 is an example of a customized 3D object.
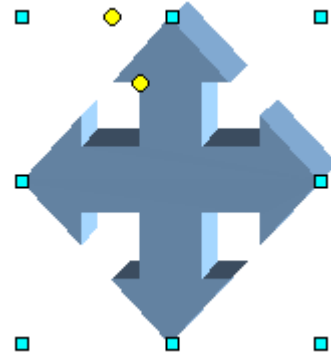
Figure 82: Example of 3D object

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. Choose Edit Points to edit the Bézier curve.
- **To Polygon**: converts the selected object to a polygon. After the conversion choose Edit Points to edit the shape. 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.
- **Convert to 3D**: converts the selected object to a three-dimensional (3D) object.
- **Convert 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.

Setting up interaction with a shape

You can associate a shape or an image with some action to be performed when the user clicks on it. To create an interaction:

1) Select the graphic object for which an interaction will be created.

2) When the green handles show, select from the Drawing toolbar (Figure 69) the **Interaction** button or right-click on the object and select **Interaction** from the pop-up menu.

3) The dialog box shown in Figure 83 is displayed. Select the interaction type and the parameters (if applicable). Click **OK** to close the dialog box.

To remove an interaction from a graphic object follow steps 1–3, above, taking care to select **No action** as the interaction type at step 3.

The possible actions and their parameters are described in Table 2.
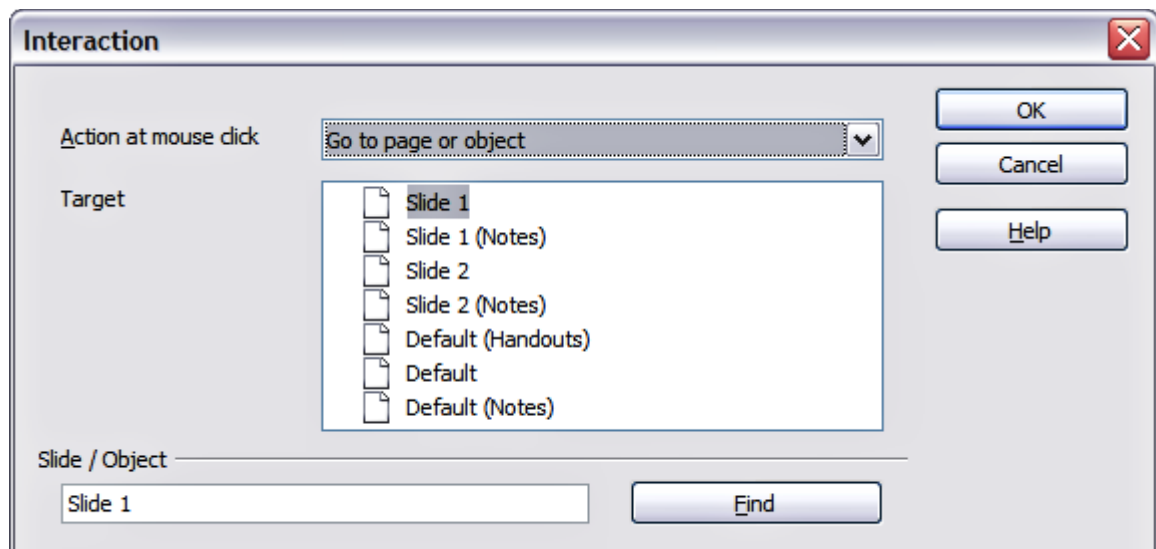
Figure 83: Dialog box to set the interaction with a graphic object

Table 2: Interactions and their parameters

Interaction type	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.

Interaction type	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 Document 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 picker dialog box. If the document to be opened is in Open Document Presentation format, the target list will be populated allowing the selection of the specific target in the document.
Play sound	Select the file containing the sound to be played. Use the Browse button to open a file picker dialog box.
Run program	Select the program to execute. Use the Browse button to locate it.
Run Macro	Select a macro that will run during the presentation. Use the Browse button to open the macro browser dialog box.
Exit presentation	When the mouse is clicked over the graphic object, the presentation will terminate.

Animating images

An animated image consists of a sequence of images (frames) that are displayed in succession. Each frame may contain one or multiple drawing objects. To start creating a custom animated image, open the Animation dialog box from **Insert > Animated Image**.

Creating an animation

Several mechanisms can be used to create an animated image. This chapter describes only two of them, which should be sufficient to understand the functions offered.
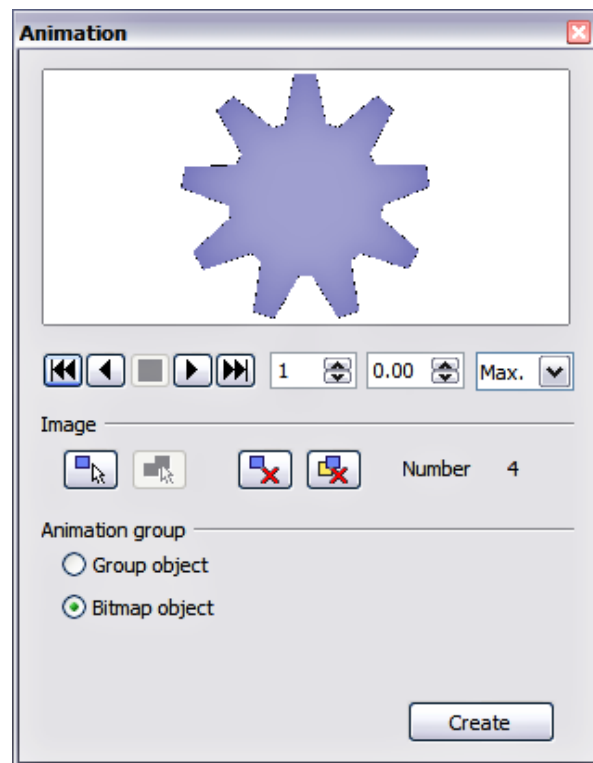
Figure 84: The Animation dialog box

Frame by frame animation

1) Create the image you intend to animate using the drawing tools.
2) Select the image and click the **Apply Object** button. This copies the object (or objects) into the upper part of the Animation dialog box.
3) Apply some desired transformation to the object: for example, rotate it or change the color; if you are animating text, add or subtract a letter and so on.
4) When you are ready, create the second frame of the animation and click the **Apply Object** button again.
5) Repeat steps 3 and 4 until you have created all the desired frames of the animation.
6) Select **Bitmap object** in the *Animation group* section of the Animator dialog box. This allows you to customize the timing of each of the frames and the number of repetitions for the animation (set the value to *Max* to obtain an infinite loop).
7) Click **Create** to place the animated image 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 the **Apply objects individually** button. Remember that each object will be centered in the animation.

Animated image in one step

For some simple animations it is possible to create all the animation frames in advance, and place them on the slide. This method works well for a rotating line, a shape gradually changing color, shapes increasing or decreasing size. In most of these occasions it is convenient to use the **Edit > Duplicate** command.

When all the frames are already prepared, use the **Apply objects individually** to create one frame for each of the objects.

It is easy to obtain for example a rotating line segment:

1) Draw a fairly thick horizontal segment (use **Format > Line** or the Line and Filling toolbar to add thickness).
2) Open the Duplicate dialog box by selecting **Edit > Duplicate** and set the number of copies to 5, the X and Y axis to 0.1, the angle to 30, the enlargement width and height to 0, and press the **OK** button.

3) Select the 6 segments created by *Impress* and open the Animator (**Insert > Animated image** from the main menu bar).

4) On the Animator dialog box, click **Apply objects individually**.

5) Select **Bitmap object** in the lower part of the dialog box,

6) Create a new empty slide to contain your animation, then click the **Create** button.

Other functions of the Animator

You can review the animation at any time by clicking the **Play** button as well as navigate the various frames using the other controls available.

If you are not satisfied with a particular frame, you can remove it. To do so:

1) Navigate to the frame by using the Image Number box with the spin buttons (just to the right of the play controls).

2) Click the **Delete current image** button .

You can also delete the whole animation by clicking the **Delete all images** button .

Tip	If you want to work on the animation frames a bit more, you can copy them into the Impress work area by selecting **Group object** and then clicking **Create**.
Tip	Since all the objects are centered in the animation window, to animate an object off the center of the image, create a blank rectangle of the same size of the final image and select it along with the object to be animated. Make sure that **Group object** is selected before clicking the **Apply object** button.

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.

To start using Fontwork:

1) Open the Fontwork Gallery by clicking the icon on the Drawing toolbar (see Figure 69) or on the Fontwork toolbar (see Figure 87). If the Drawing toolbar is not showing, you can go

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directly to the Fontwork toolbar by selecting **View > Toolbars > Fontwork** from the main menu bar.

2) Select from the Fontwork Gallery (Figure 85) the preferred style and click **OK**. You can modify it later, so pick one providing an effect similar to the desired one. The text *Fontwork* in the selected style appears on the slide.
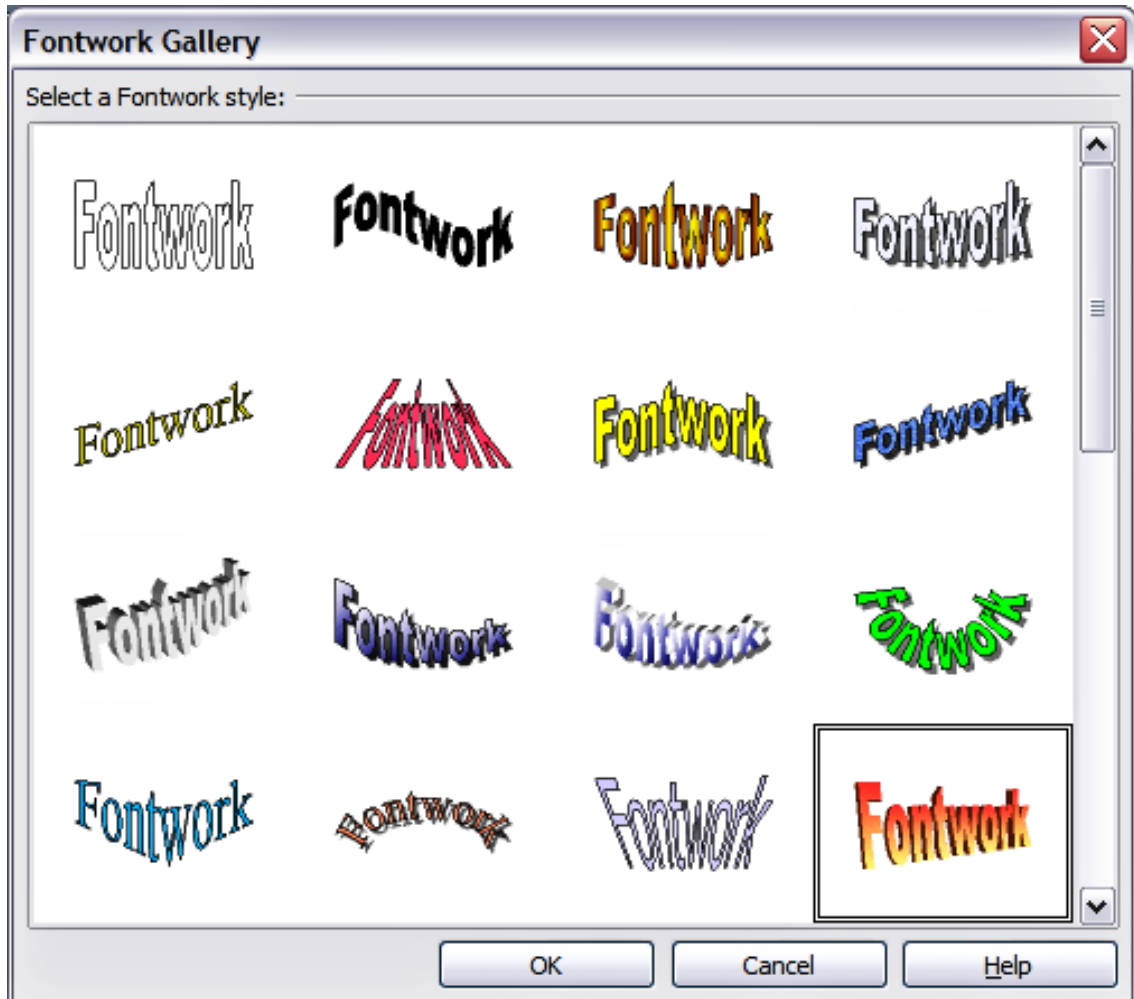
Figure 85: The Fontwork gallery

3) Double-click the object to edit the Fontwork text. Type your own text in place of the black *Fontwork* that appears over the object (Figure 86).

4) Press the *Esc* key or click outside the area with the green resizing handles to exit.

Figure 86. Editing Fontwork text

Now that the Fontwork object is created, you can edit some of its attributes. To do this, you can use the Fontwork toolbar or other options as described in the next section.

Using the Fontwork toolbar

Make sure that the Fontwork toolbar, shown in Figure 87, is visible on the workspace. If not, select **View > Toolbars > Fontwork** from the main menu bar.
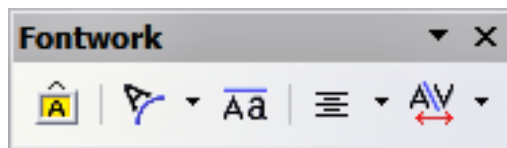
Figure 87: The Fontwork toolbar

In addition to the Fontwork Gallery icon, this toolbar contains the following icons:

Fontwork shape: to change the shape of the selected object, choose a shape from the extended toolbar.

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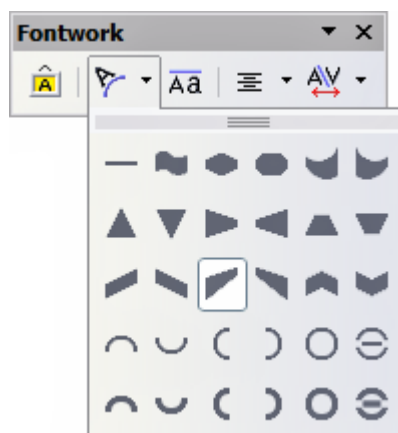
Aa **Fontwork Same Letter Heights**: Changes the height of characters in the object. Toggles between normal height (some characters taller than others, for example capital letters, d, h, l and others) and all letters the same height.

Figure 88. Left: normal letters; right: same letter heights

≡ **Fontwork Alignment**: specify the alignment of the text within the frame from the choices available. The effects of the text alignment can only be appreciated if the text spans over two or more lines. In the Stretch Justify mode all the lines are filled completely.
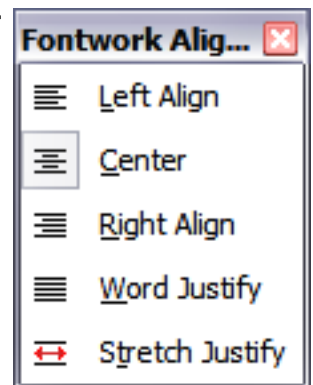
AV **Fontwork Character Spacing**: select the desired spacing and whether kerning pairs should be used. For custom spacing, input a percentage value: 100% is normal spacing; less than 100% is tight spacing; more than 100% is expanded spacing.
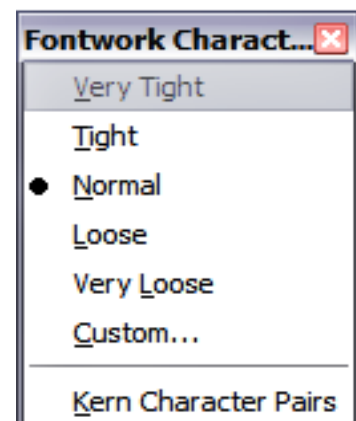
Modifying Fontwork text as a shape

It is possible to treat Fontwork text as a shape 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	Change the Fontwork color quickly using the Area fill color swatch on the Line and Filling toolbar.

In the same way as it is possible to modify the angles of Trapezoids and Parallelogram basic shape by moving the yellow dot that is displayed along with the green resizing handles, it is possible to modify some of the Fontwork shapes.

Chapter **6**
Formatting Graphic Objects

Formatting objects

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

The formatting 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 form a *graphics style.* Although this chapter discusses the formatting when applied manually to an object, at the end of this chapter you will be shown how to create, apply, modify and delete graphics styles.

Formatting lines

In Openoffice.org 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 89: 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. These methods open the Line dialog box shown in Figure 90, where you can set all the properties of the line at once.

The dialog box consists of four pages: *Line*, *Line Styles*, *Shadow*, and *Arrow Styles*.

General line settings

The *Line* tab is where you can set the basic parameters of the line and is subdivided into four parts:

The *Line Properties* section (left side) is the most important. It includes the following parameters:

- **Line style**: a variety of line styles is available in the drop-down list, but more can be defined if needed.
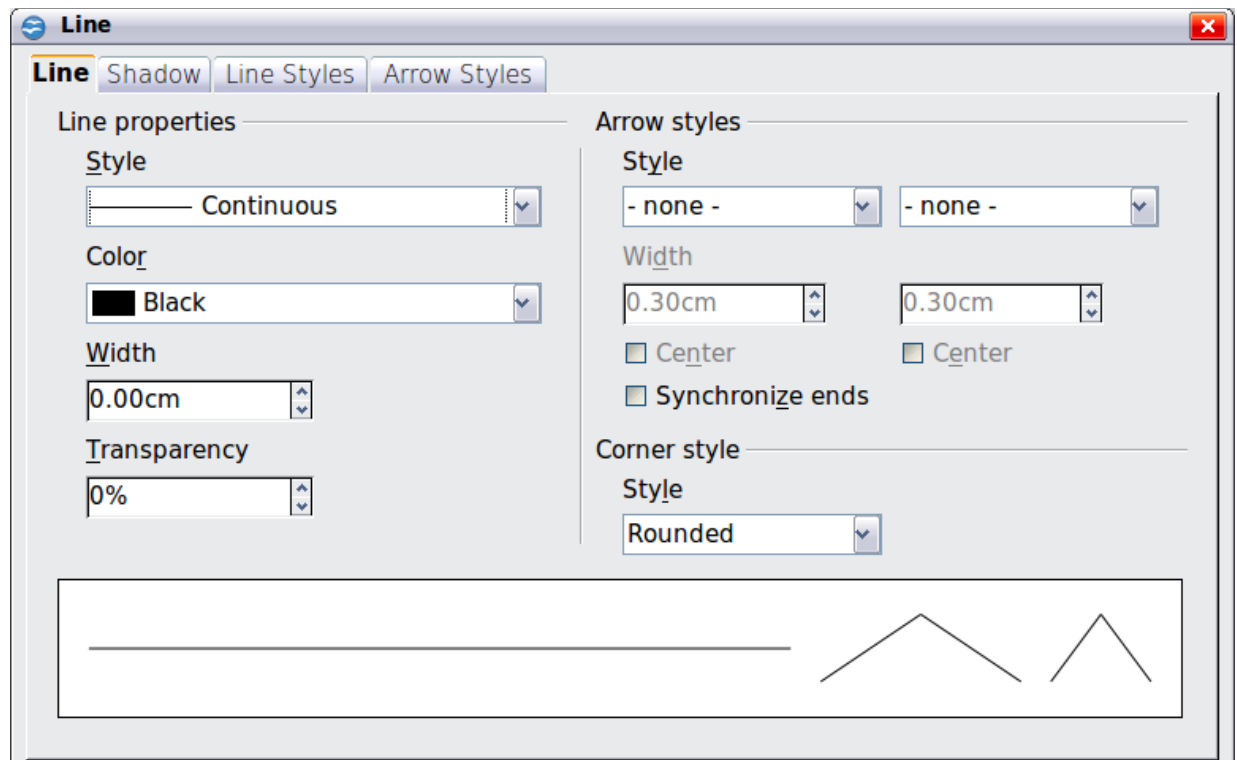
Figure 90: Main line formatting dialog box

- **Color**: choose among the predefined colors or refer to "Adding custom colors" on page 143 to create a new one.
- **Width**: specifies the thickness of the line.
- **Transparency**: sets the transparency value of the line, a useful property when you do not want to hide the background completely. Figure 91 illustrates the effects on a line of different degrees of transparency.
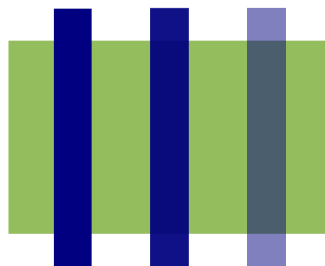
Figure 91: The vertical lines have different levels of transparency (0%, 25%, and 50%).

The *Arrow styles* section of this page is only applicable to line segments; it has no effect on the line that forms the border of a shape or of a polygon. Use this section to set the styles of the two ends of the segment. You can configure the two ends independently, selecting for each of them the arrow shape (**Style** drop-down menu), the **Width**, and the termination style (**Center** option). Selecting the **Center** option moves the center of the arrowheads to the end point of the line. Figure

92 shows the effects of selecting this option. To make the two ends identical, select the **Synchronize ends** option. To create new arrowheads, use the *Arrow styles* page, as described in the following section.

*Figure 92: Default arrowheads (left)
vs centered arrowheads (right)*

The *Corner style* section of this page determines how the connection between two segments should look. 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.

The bottom part of the page previews the applied style for a single line and two different corners so that the corner style choice can be quickly evaluated.

A faster way to set the arrowheads for a selected line is to click on the **Arrow Style** icon in the Line and Filling toolbar (Figure 89). This opens the Arrowheads menu, where you can choose one of the many predefined arrowhead styles for the start and termination of the selected segment.
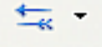
Figure 93: Arrowheads menu

Creating line styles

Use the *Line Styles* page of the Line dialog box to create new line styles as well as to load previously saved line styles. Normally it is not a good practice to modify the predefined styles; instead, create new ones when necessary.
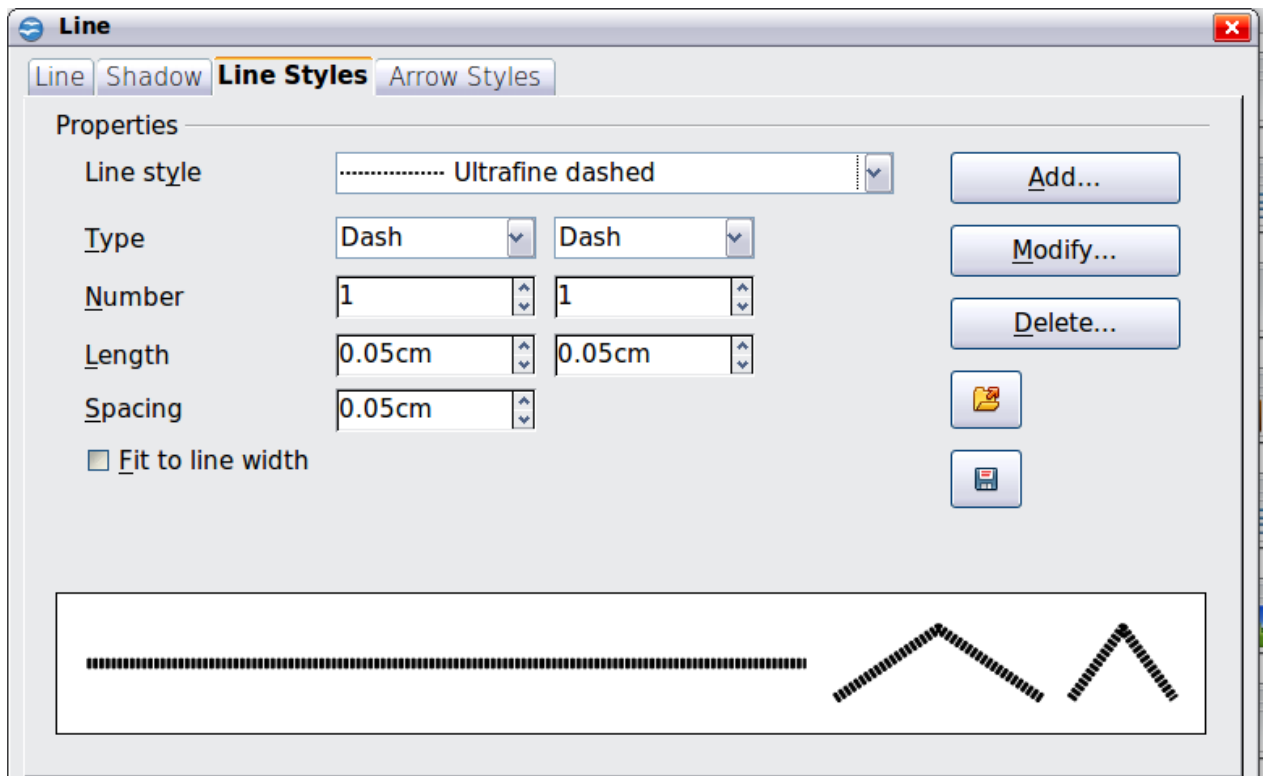
Figure 94: Advanced options for creating line styles

To create a new line style:
1) Choose **Format > Line** from the menu bar.
2) Click on the Line Styles tab.
3) Select from the *Line style* drop-down menu a style similar to the desired one.
4) Click **Add**. On the pop-up dialog box, 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, set the spacing between the various elements, and decide if the style should fit to the line width (length).

The new line style is available only in the current document. If you want to reuse the line style in other presentations, click the **Save Line Styles** icon ![icon] and type a memorable name. This saves all of the line styles in this presentation. (Saved styles have a file extension of .sod.)

To make previously saved line styles available in the current presentation, click the **Load Line Styles** icon, select the saved list of styles, and click **Open**.

Use the **Modify** button to change the name of the style.

Creating arrow styles

Use the third page of the Line dialog box to create new arrow styles such as the ones in the figure below, modify existing arrow styles, or load previously saved arrow styles.
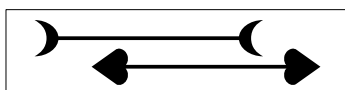
1) First draw a curve with the shape you want for the arrowhead.

Note	The arrowhead must be a *curve*. A curve is something you could draw without lifting a pencil. For example, ☆ is a curve but ☺ is not a curve. You can however draw shapes which are not curves and then at the end convert them to a curve.

The top part of the shape will point in the direction of the line. In Figure 95 the corner at the top of the shape will point towards the "outside" of the line.
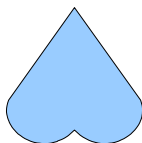
Figure 95: To create your own arrowhead, first draw a curve.

2) Select the curve. With the resizing handles showing, select **Format > Line** from the menu bar, or right-click and choose **Line** from the pop-up menu.

3) Go to the *Arrow styles* page (Figure 96), click the **Add** button, type a name for the new arrow style, and click **OK**.

4) 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 box.
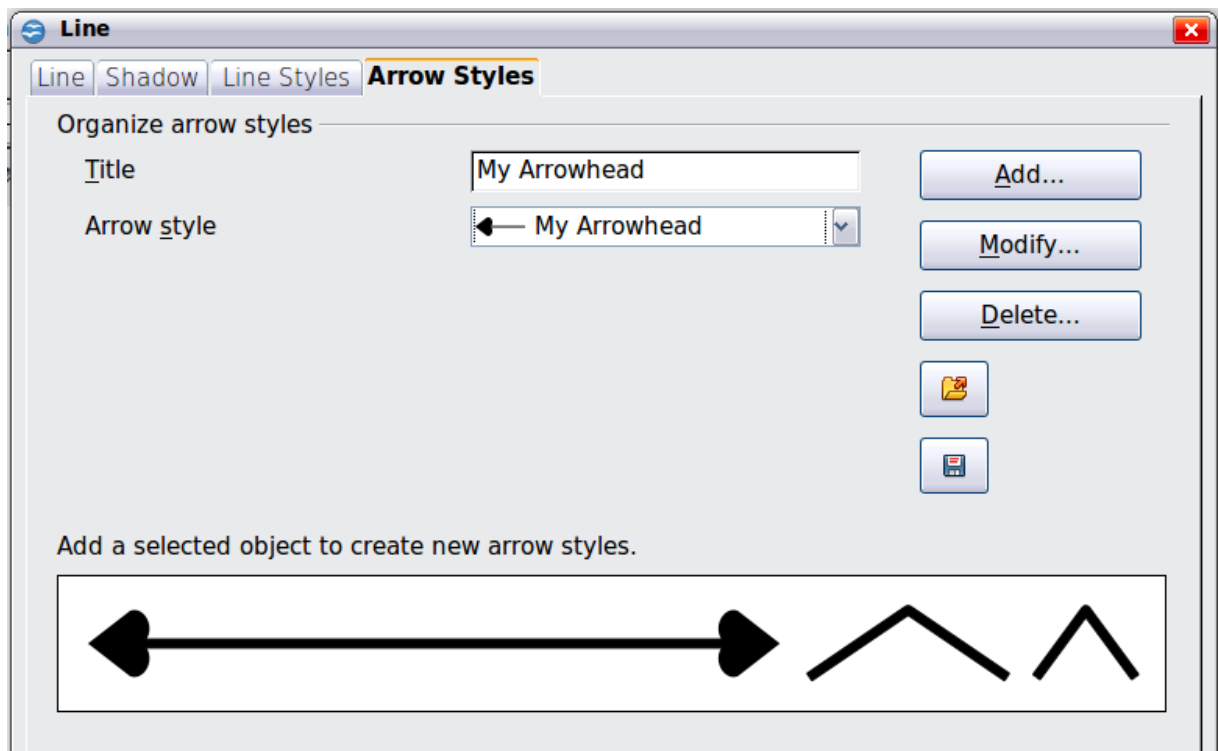
Figure 96: Advanced options for creating arrow styles

Line shadow

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 151.

A faster way to apply a shadow to the line is using the last button of the Line and Filling toolbar of Figure 89. The main disadvantage of using the toolbar button is that the shadow appearance will constrained by the shadow settings of the default graphics style.

Formatting the fill area

The term **area fill** refers to the inside of an object, which can be a uniform color, a gradient, a hatching pattern, or an image. An area fill can be made partly or wholly transparent and can throw a shadow.
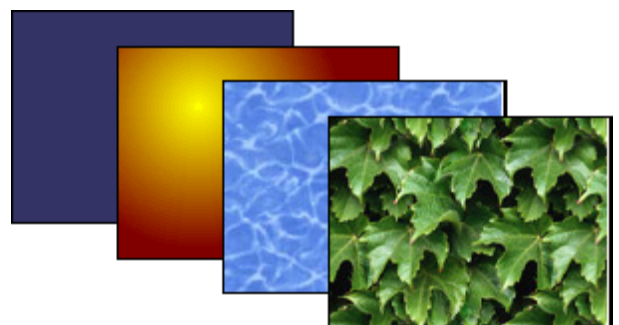
Figure 97: Different types of area fill

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 box, described on page 141.
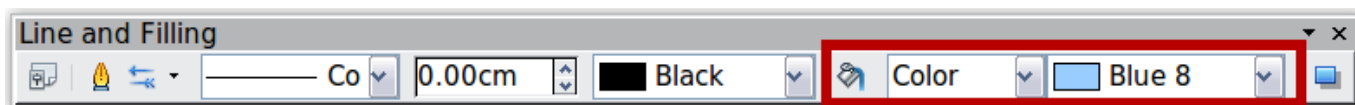
Figure 98: Common fill options

To format the area of an object, select it so that the green resizing handles show. A wide number of default fillings are readily available from the Line and Filling toolbar. Select first from the pull-down menu to the right of the paint can icon the type of fill. If you want no fill at all, select *Invisible*.
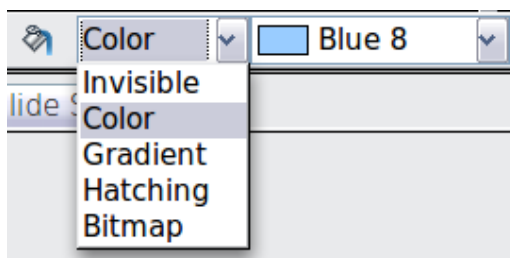
Once you have decided on a predefined or custom fill, you can further refine it by adding a shadow or transparency.

Uniform color

Select the object you wish to edit. On the Line and Filling toolbar, select **Color** on the pull down list at the right of the paint can, and then choose a color from the drop-down menu.
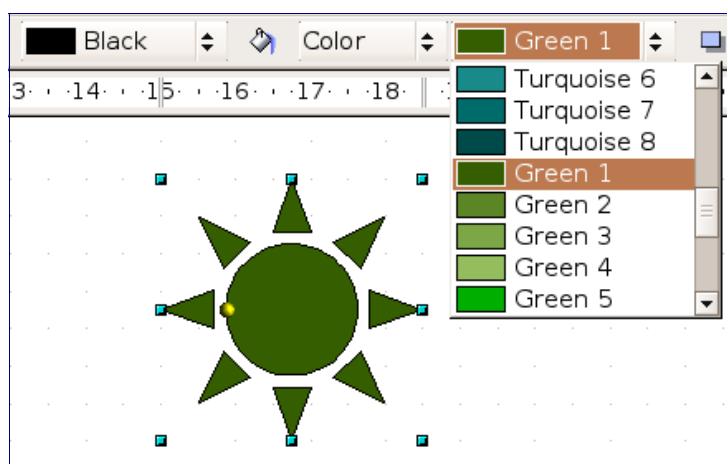
Figure 99: Filling with a color

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Fill with a gradient

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.

Select the object you wish to edit. On the Line and Filling toolbar, select **Gradient** and then choose a gradient from the drop-down menu.
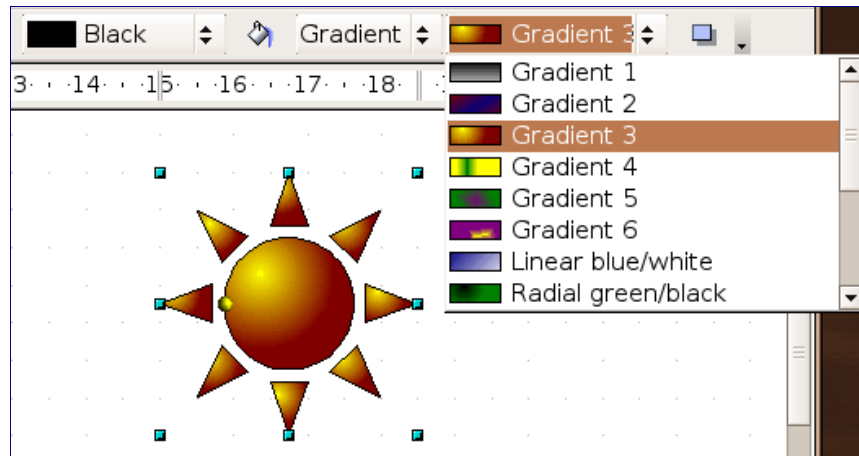
Figure 100: Filling with a gradient

Fill with a line pattern (hatching)

Select the object you wish to edit. On the Line and Filling toolbar, select **Hatching** and then choose a hatching fill from the drop-down menu. A hatching fill is applied throughout the area.
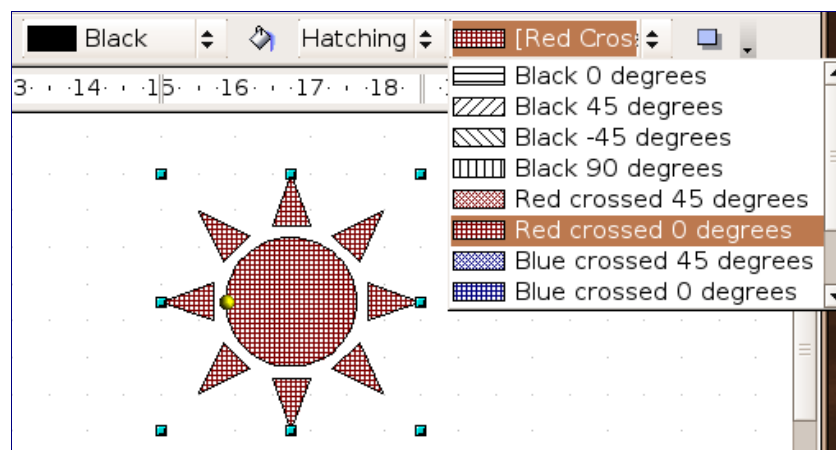
Figure 101: Filling with a line pattern

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Fill with an image

You can fill an object only with a bitmap image (as opposed to a vector graphic image). Select the object you wish to edit. On the Line and Filling toolbar, select **Bitmap** and then choose a bitmap fill from the drop-down menu.
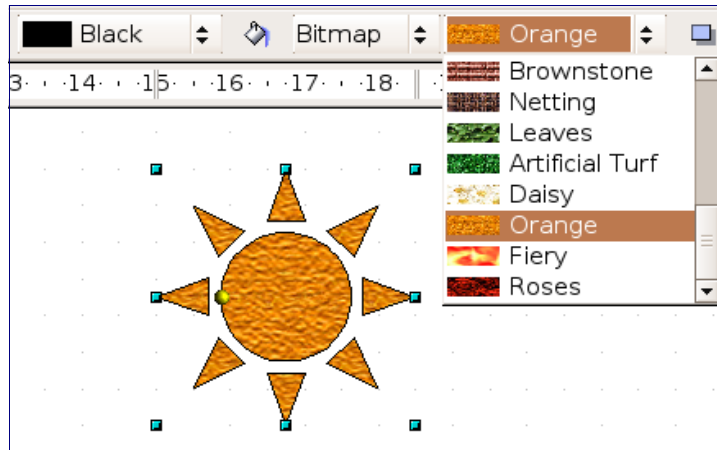
Figure 102: Filling with an image

Using the Area dialog box

In addition to using the Line and Filling toolbar, you can use the Area dialog box to apply existing fills and create your own. To open it, choose **Format > Area** from the menu bar, or click on the paint bucket icon on the Line and Filling toolbar, or right-click on the object and select **Area**.
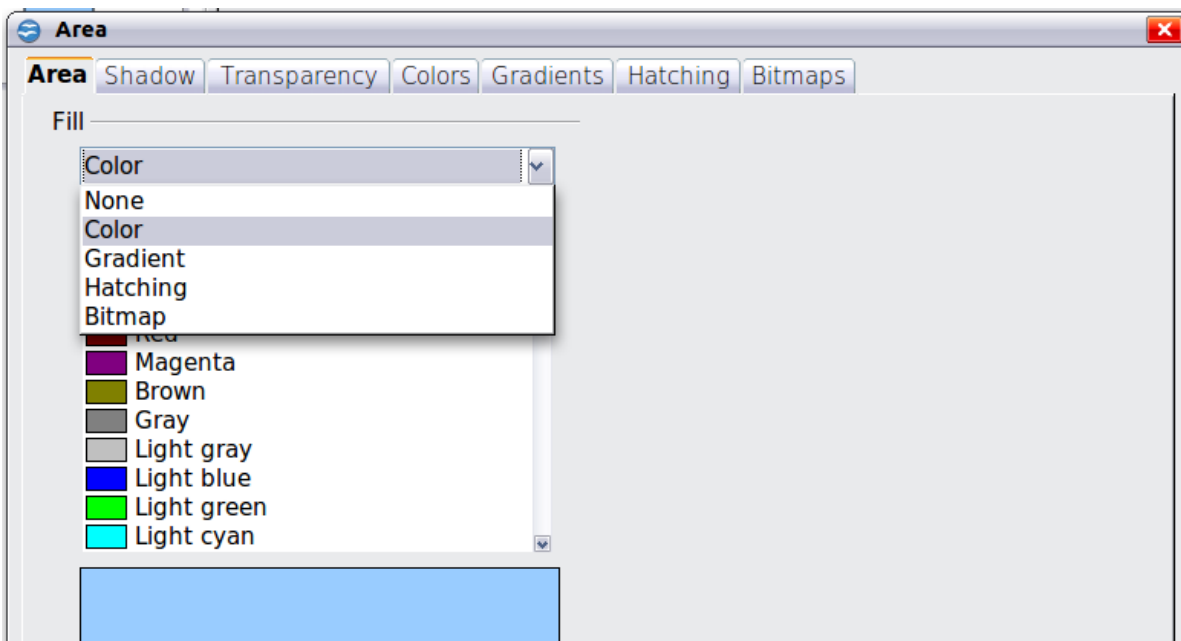
Figure 103: Area page of the area formatting dialog box

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Use the *Area* tab to apply predefined fills, both those supplied with OOo 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 143. The *Transparency* tab is discussed on page 152. To make the object cast a shadow, see page 151.

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

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

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

- For gradient fills, you can override the number of steps (increments) that should be applied to the transition from one color to the other. To do so, select Gradient on the Area tab and deselect the **Automatic** option under *Increments.* Then enter the number of steps required in the box to the right.

| Area | Shadow | Transparency | Colors | Gradients | Hatching | Bitmaps |

Fill

Gradient

Gradient 1
Gradient 2

Increments

☐ Automatic   64
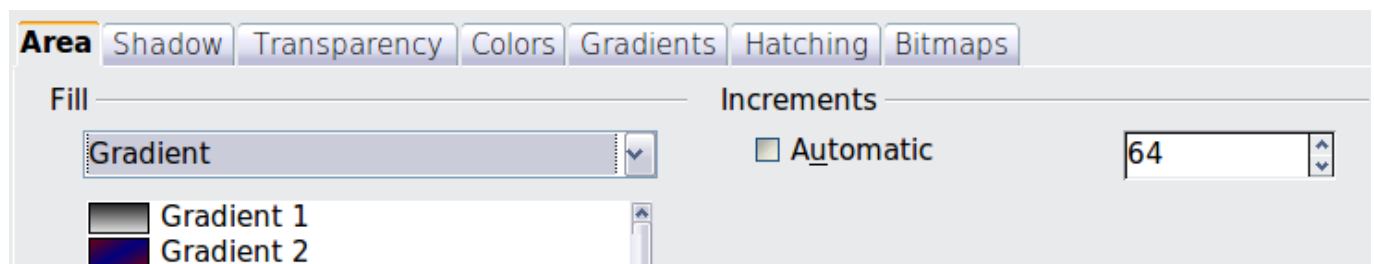
- For hatching, you can apply a different background color by selecting the **Background color** option and choosing a color from the drop-down list.

| Area | Shadow | Transparency | Colors | Gradients | Hatching | Bitmaps |

Fill

Hatching

Black 0 degrees

☑ Background color

■ Black
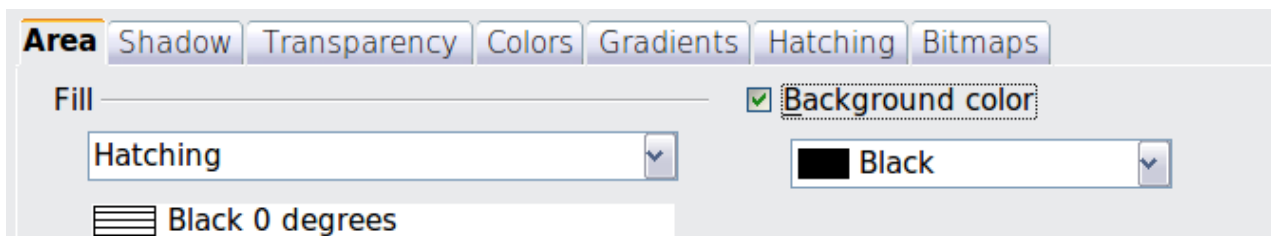
- For bitmaps, you can customize a large number of parameters. Refer to "Working with bitmap fills" on page 147 for additional information.

Creating new area fills

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

Althugh 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 OpenOffice.org.

Adding custom colors

On the *Colors* page, shown in Figure 104, you can modify existing colors or create your own.
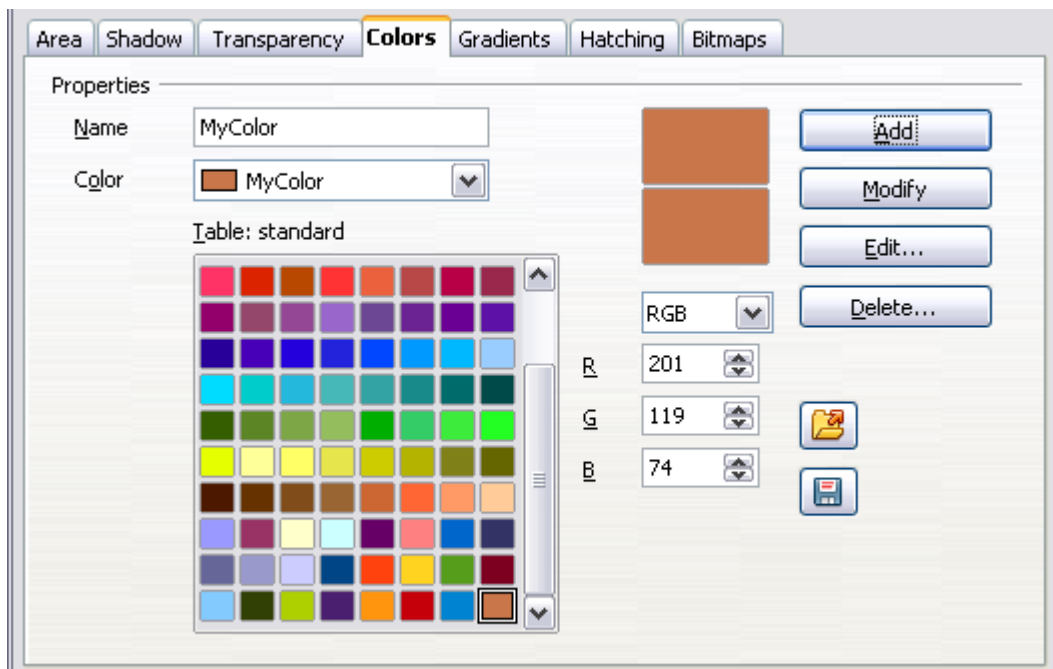
Figure 104: A custom color has been added to the list

You can specify a new color either as a combination of the three primary colors Red, Green, and Blue, (hence the notation RGB) or by the percentage 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, green and blue component on a 0 to 255 scale. For CMYK specify the Cyan, Magenta, Yellow and black (K) components, from 0% to 100%.
3) Click the **Add** button. The color is now added to the list on the Area page.

To modify a color:

1) Select the color to modify from the list.
2) Enter the new values that define the color (if necessary change the settings between RGB and CMYK).
3) Modify the name as required.
4) Click the **Modify** button.

Alternatively, use the **Edit** button (this will open a new dialog box), modify the color components as required and click **OK** to exit the dialog box.

Use the Load and Save buttons in the dialog to use a different color palette or to save your own custom colors.

More details on working with color palettes can be found in Chapter 8.

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

Creating gradients

To create a new gradient or to modify an existing one, select the Gradients tab from the Area dialog box. Several types of gradients are predefined and in most cases changing the *From* and *To* colors will be sufficient to obtain the desired result.
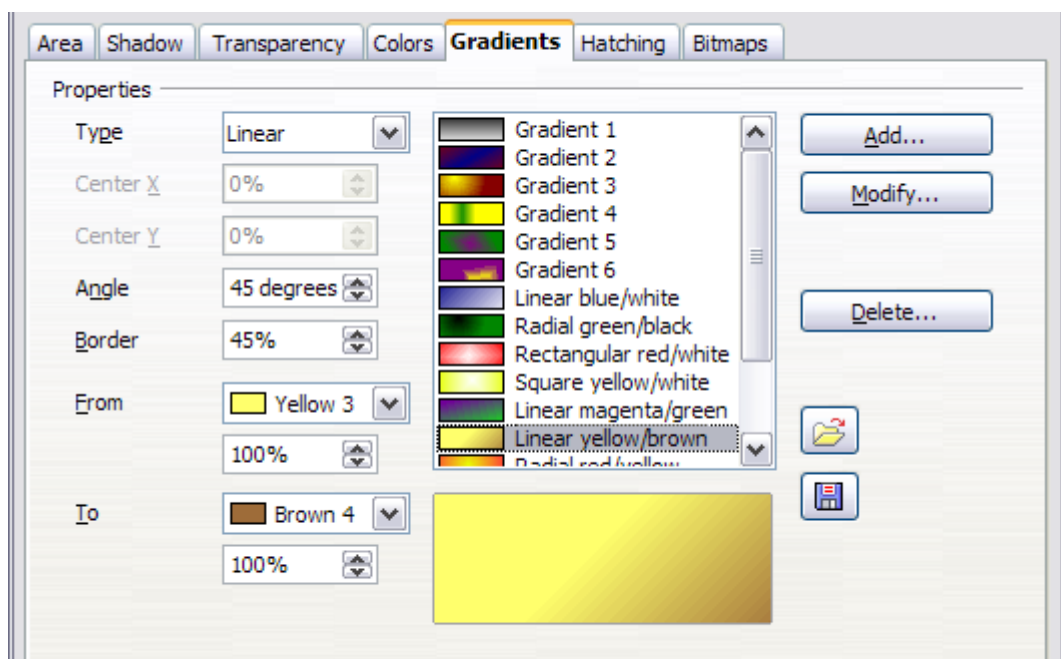
Figure 105: The Gradients page of the Area dialog box

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.
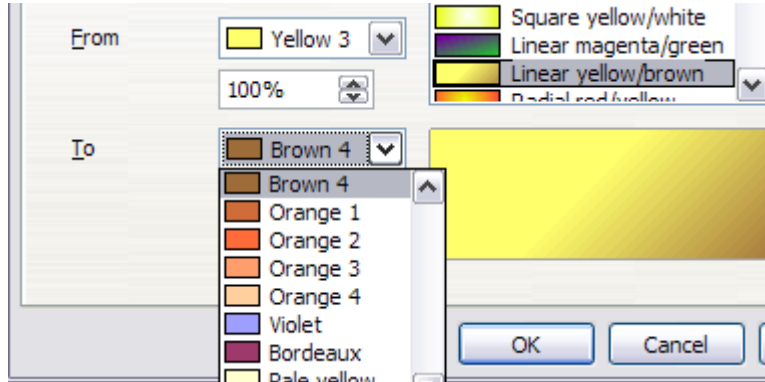
Figure 106: Gradient transition color selection

2) Then choose a type of gradient from the list: Linear, Axial, Radial, Ellipsoid, Square or Rectangular.

A preview of the gradient type is shown under the available gradients list in the middle of the dialog box. Figure 105 shows an example.
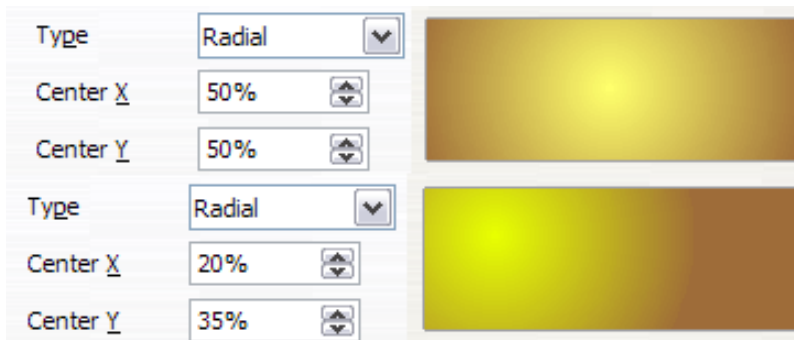
Figure 107: Center option in a radial gradient

3) 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 3.

4) Click the **Add** button to add the newly created gradient to the list.

| **Tip** | The newly created gradients remain available to all the OOo components and also for future presentations. It pays to give them a memorable name. |

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Table 3: 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	Specifies for all the gradient types the angle of the gradient axis.
Border	Increase this value to make the gradient start further away from the border of the shape
From	Set here 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	Set here 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 hatching patterns

You can create new hatching patterns or modify existing ones. Start by selecting the *Hatching* tab of the Area dialog box.
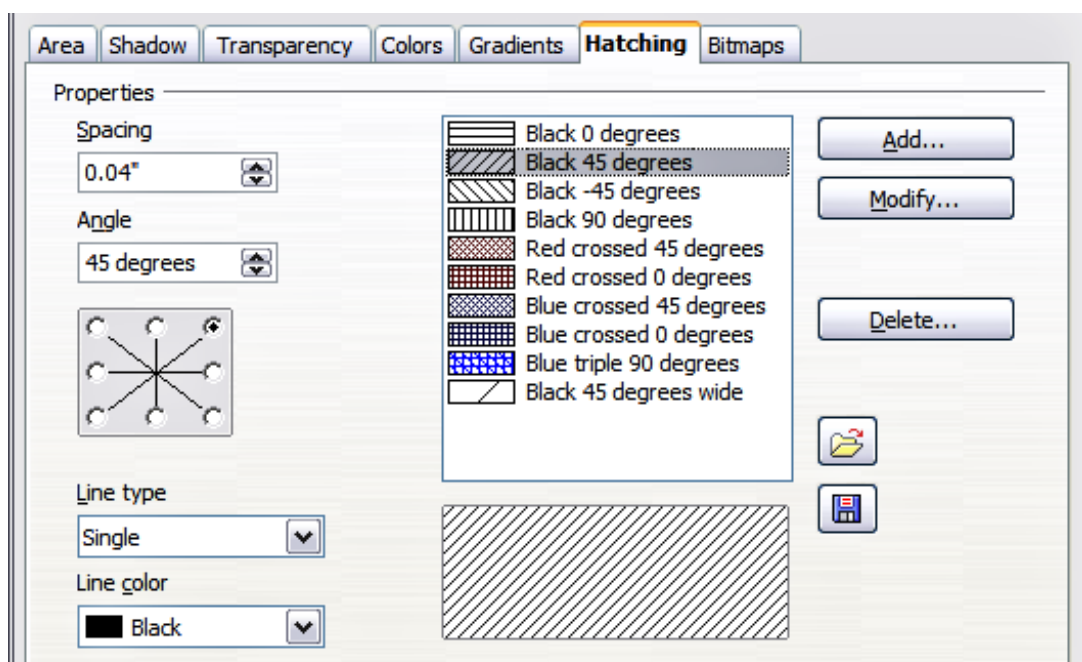
Figure 108: The Hatching tab of the Area fill dialog box

As with gradients and colors, it is better to create a new pattern rather than modify a predefined one.

To do so:

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 properties that can be set for a hatching pattern are shown in Table 4.

Table 4: 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 box.

As Figure 109 shows, there are quite a number of parameters to be configured when using a bitmap fill. These are described in Table 5.
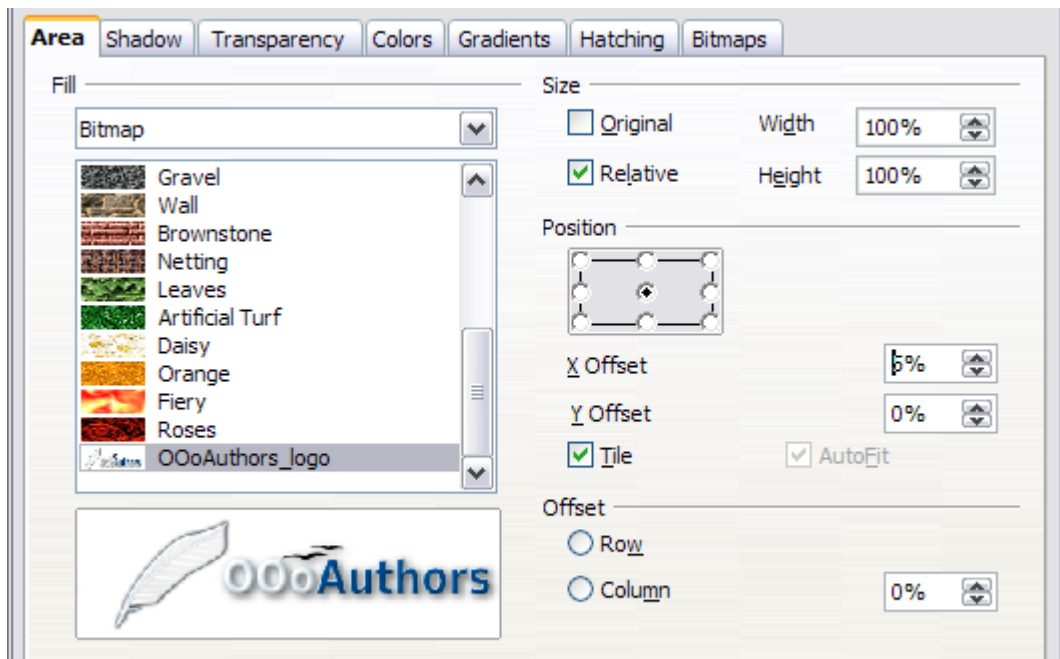
Figure 109: Advanced formatting for bitmap fill

Table 5: 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 the Original option and select this one. The Width and Height edit boxes are enabled.
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 of the area where the bitmap should be anchored to.
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 at the anchor point of the bitmap OOo will place the middle part of the bitmap and start tiling from there.

Property	Meaning
Position – Y offset	This will have the same effect of 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.

To better understand these parameters, the best way is to use them. Figure 110 shows some examples of bitmap fills and the parameters used.
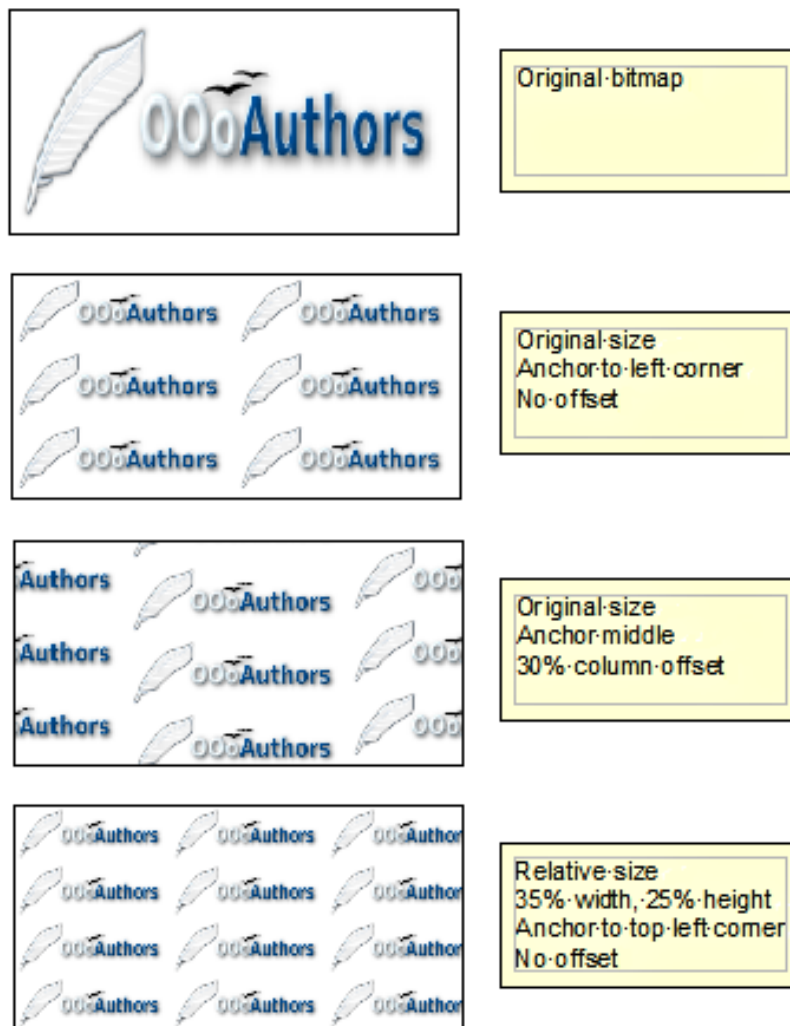
Figure 110: Examples of bitmap fill

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 box (shown in Figure 111).

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 to be painted 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.
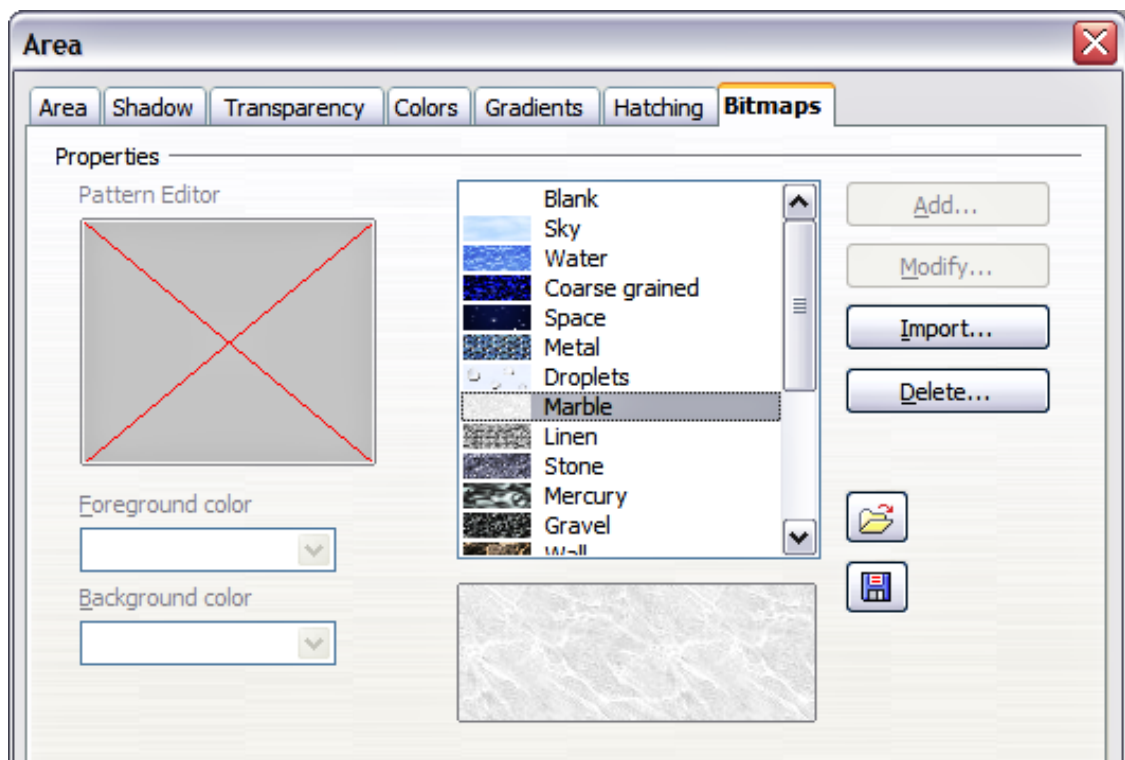
Figure 111: The Bitmaps page of the Area fill dialog box.

To import a bitmap created in Draw or another program:
1) Click the **Import** button.
2) A file picker dialog box is displayed. 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.

Formatting shadows

Shadowing can be applied to both lines and areas. To apply a shadow to an area, first select the object to which shadowing should be applied, then select **Format > Area.**

Shadows can also be applied to lines. One way is to click the **Shadow** icon 🔲 on the Line and Filling toolbar (the last tool on the right-hand end). The other way is to apply a style to the line that uses a shadow (see "Working with graphics styles" on page 158 for additional information on using styles).

Using the first method, you cannot customize the shadow; it is applied according to the default settings. The second method offers the opportunity to configure the shadow properties.

The dialog box to customize a shadow is shown in Figure 112.
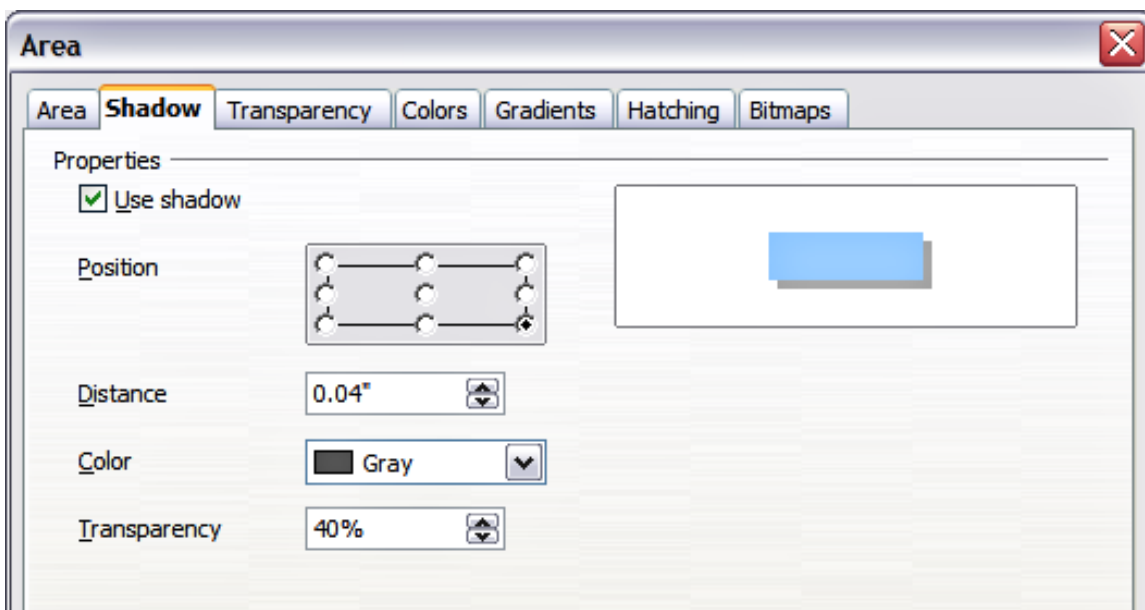
Figure 112: Dialog box for customizing the shadowing of graphic objects

When the **Use shadow** option is selected, the following parameters can be set:

- **Position**: the selected point in the mini map 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.

Tip	When the transparency value is set above 0%, the shadow does not completely hide the objects below. This produces a pleasant visual effect, as shown in Figure 113.
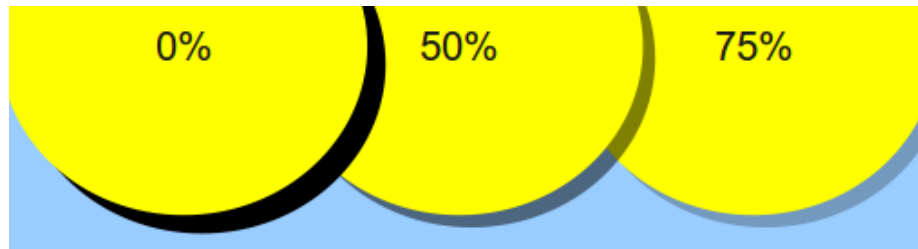
Figure 113: Shadows with different levels of transparency

Transparency formatting

Transparency is applicable to lines and areas as well as shadows. To apply transparency to lines, refer to "Formatting lines" on page 133; for shadows, refer to "Formatting shadows" above.

To apply transparency to areas, select **Format > Area** and then go to the Transparency page shown in Figure 114.
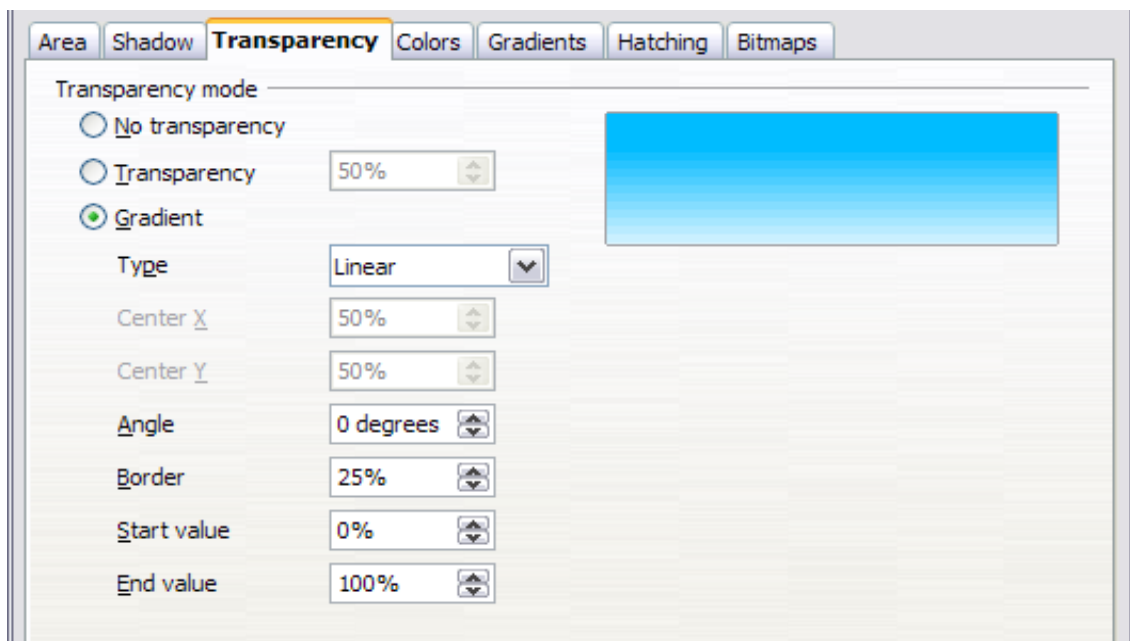
Figure 114: Setting the object transparency

There are two types of transparency: uniform transparency and gradient transparency. To obtain uniform transparency, select **Transparency** and then select the percentage of transparency required. For a gradient transparency (so that the area becomes gradually transparent) select **Gradient** and then set the parameters of the gradient. You can refer to Table 3 on page 146 for a description of most of the settings. In the Transparency tab, specify the Start value and the End value for the transparency gradient. 0% is fully opaque, 100% means fully transparent.

An example of gradient transparency is shown in Figure 115.

More information on gradient transparency, including an example of combining color gradient with gradient transparency, can be found in "Advanced gradient controls" on page 153.
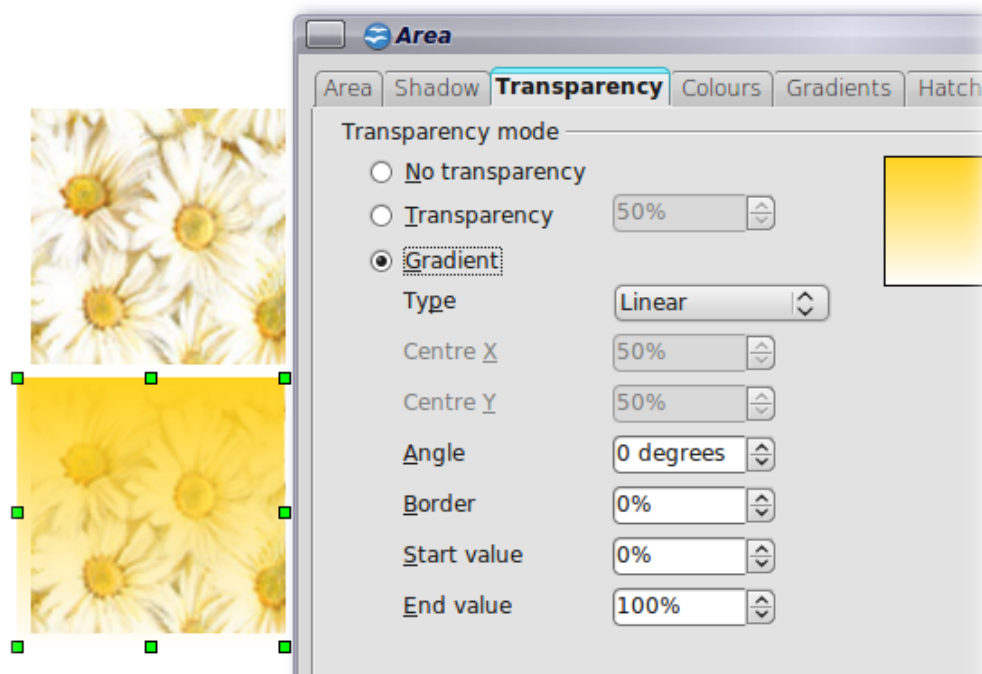
Figure 115: Example of gradient transparency

Advanced gradient controls

As discussed in "Creating gradients" on page 144 and "Transparency formatting" on page 152, gradient properties can be configured using the parameters in Table 3 on page 146.

Impress also provides a graphical interface for modifying the gradient parameters using only the mouse. To use these tools, click on the **Transparency** icon or the **Gradient** icon in the Mode toolbar shown in Figure 116.

Figure 116: The Mode toolbar

When an object with a gradient fill is selected, click on the Gradient icon to display a dashed line connecting two squares colored as the "From" color and the "To" color of the gradient, as shown in the examples below.
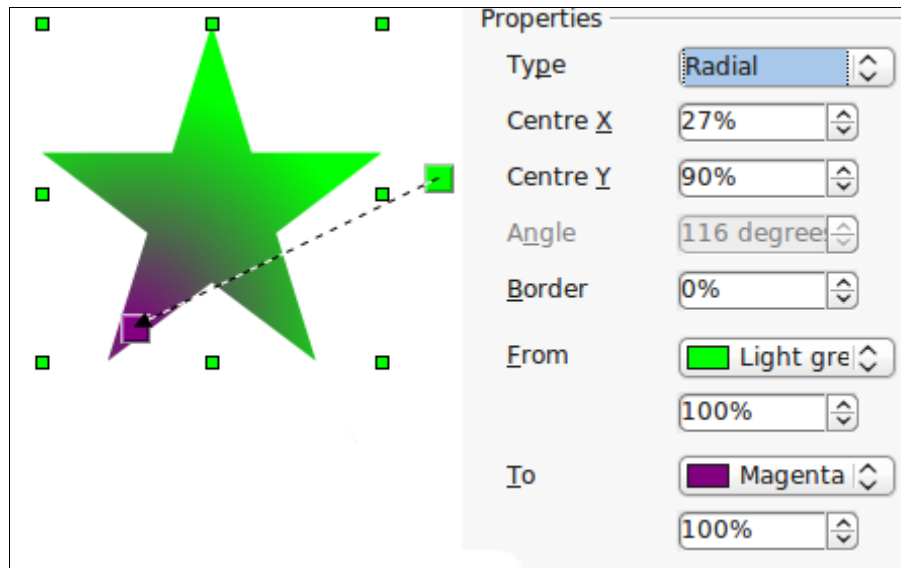
Figure 117: Green to magenta gradient
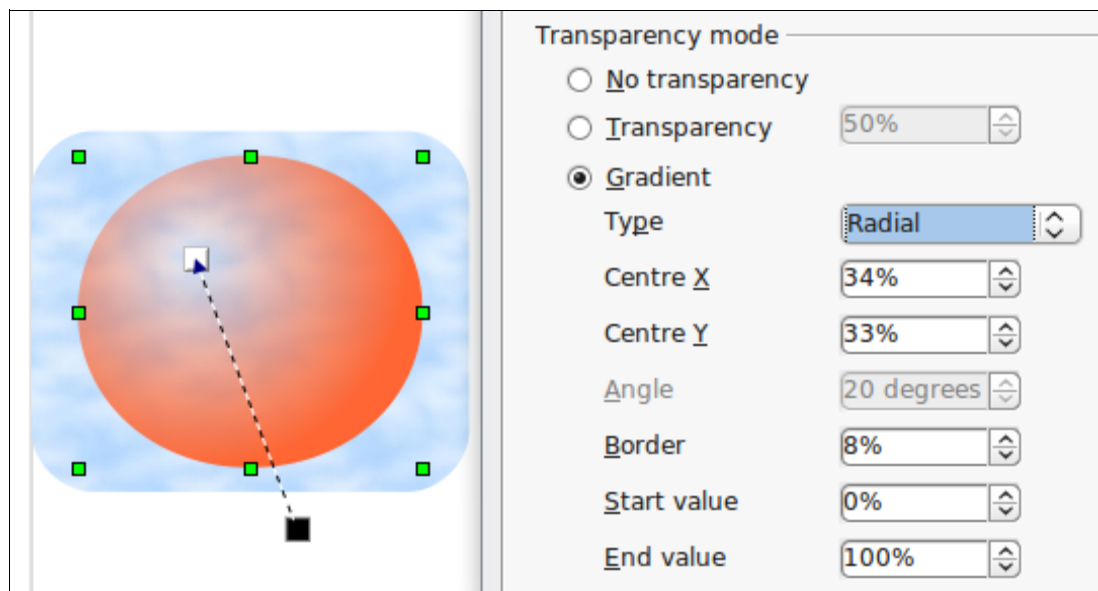
Figure 118: Transparency gradient (note how the background becomes visible close to the white square)

For **linear gradients**, move the square corresponding to the *From* color to change where the gradient starts (that is the Border property).

Move the square corresponding to the *To* color to change the orientation (Angle property).

For **axial gradients**, you can move only the *To* color to change both the angle and the border properties of the gradient.

For **radial gradients**, move the *From* color to modify the border property (that is how "wide" the gradient circle is). 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 (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 (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.

The same actions can be performed for transparency gradients, the only difference being that, instead of the *From* and *To* colors, the two squares that are activated by the Transparency icon indicate the fully opaque point (black square) and the fully transparent point (white square).

These icons are by default grayed out and are only activated when an object with gradient filling, gradient transparency, or both is selected.

In both cases a dashed line connecting two small squares appears on top of the object. Click outside the object to set 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 dialog boxes related to text formatting: **Format > Character** and **Format > Text**.

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

To add text to an object (a shape or a line):

1) Select the object to which text will be added.
2) With the green resizing handles showing, double-click on the object and wait for the cursor to become an I-beam or just start typing.
3) Type the text. When finished, click somewhere outside the object or press *Esc.*

To format the text in a shape:

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 box is displayed.
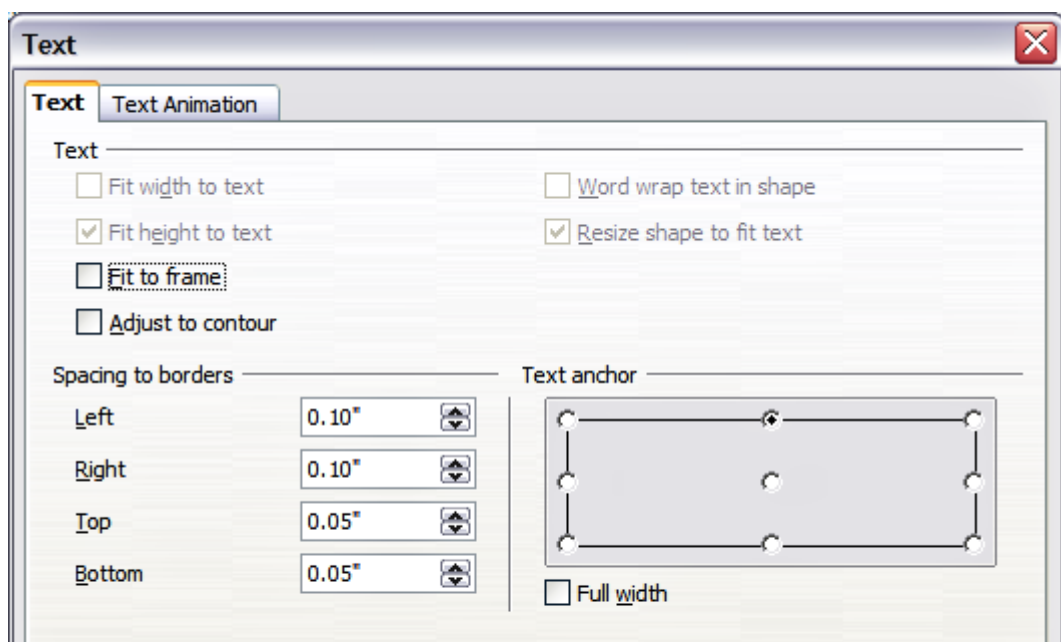
Figure 119: Main dialog box to set the text properties

The top section of the page (*Text*) offers several options in the form of checkboxes. Some of the options will be grayed out, depending on the object to which the text will be attached.

- Select **Fit width to text** to expand the width of the shape or line if the text is too long for it.
- Select **Word wrap text in shape** to start a new line automatically when the edge of the shape is reached.
- Select **Fit height to text** to expand the object height whenever it is smaller than the text (set by default for lines).
- Select **Resize shape to fit text** to expand a custom shape when the text inserted in the shape is too large.

- Select **Fit to frame** to expand the text so that it fills all the available space.
- Select **Adjust to contour** to make the text follow a curved line.

In the *Spacing to borders* section, specify the amount of space to be left between the border of the shape or line and the text; this is similar to the settings for indentation and spacing for paragraphs.

The text anchor grid in the bottom right corner of the dialog box is used to decide where to anchor the text. The **Full width** option determines if the anchoring should be performed to the full width of the shape.

Text animation

Use the *Text Animation* page to add special effects to the text. Choose between the four options on the list and when applicable, the direction of the effect by picking one of the four arrow buttons to the right. The available effects are:

- **Blink:** the text will blink on the screen.
- **Scroll through:** the text will move into the shape and then out following the chosen direction.
- **Scroll back and forth:** the text will move first in the chosen direction but will bounce back at the shape border.
- **Scroll in:** the text will scroll in towards the given direction starting from the edge of the shape and stop in the center.

There is no default animation applied.

The other properties that can be set are:

- **Start inside** option: when set the animation will start from inside the shape.
- **Text visible when editing** option: set this box to see the text while editing.
- **Animation cycles**: includes three further options to set the frequency of the animation, the increments between two positions of the animation and finally the delay 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. Connectors always start from a **glue point** on the shape. Refer to Chapter 5 (Creating Graphic Objects) for a description of the usage of connectors.

Connector properties can be accessed and modified in two ways:
- Manual formatting: right-click on the connector line and select Connector in the pop-up menu.
- Style-based formatting: select one of the available graphics styles or create a new one.

Both methods open the Connector dialog box where you can set the style of the connectors. Choose between Standard (the default), Line, Straight, and Curved connector. Whenever multiple connectors overlap, use the Line skew section of the dialog box to distance the lines. It is possible to customize the distance between 4 different lines.

In the *Line spacing* section of the dialog box, set the horizontal and vertical space between the connector and the object at each end of the connector.
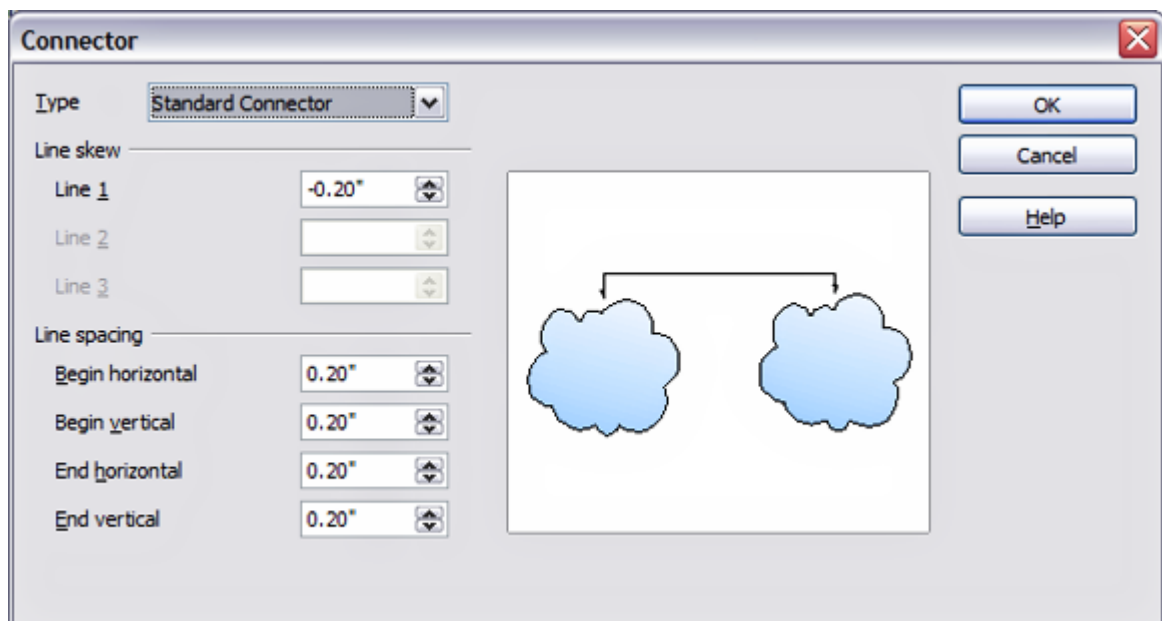
Figure 120: Setting up the connector properties

Working with graphics styles

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

Graphics styles are the equivalent for graphic objects to the paragraph styles for text. A graphics style groups all the formatting attributes that a graphic object could have and associates this with a name, making them quickly reusable. If a style is modified (for example, by changing the area transparency), the changes are automatically applied to all the graphics with that style.

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 style guidelines you may need to follow (company colors, fonts and so on).

Use the Styles and Formatting window to access styles you will need often. If the window is not visible, press *F11*, or click the Styles and Formatting icon at the left-hand end of the formatting bar, or select **Format > Styles and Formatting** from the menu bar. Press *F11* again when the dialog box is not needed, to maximize the workspace area.

Linked graphic styles

Graphic 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.

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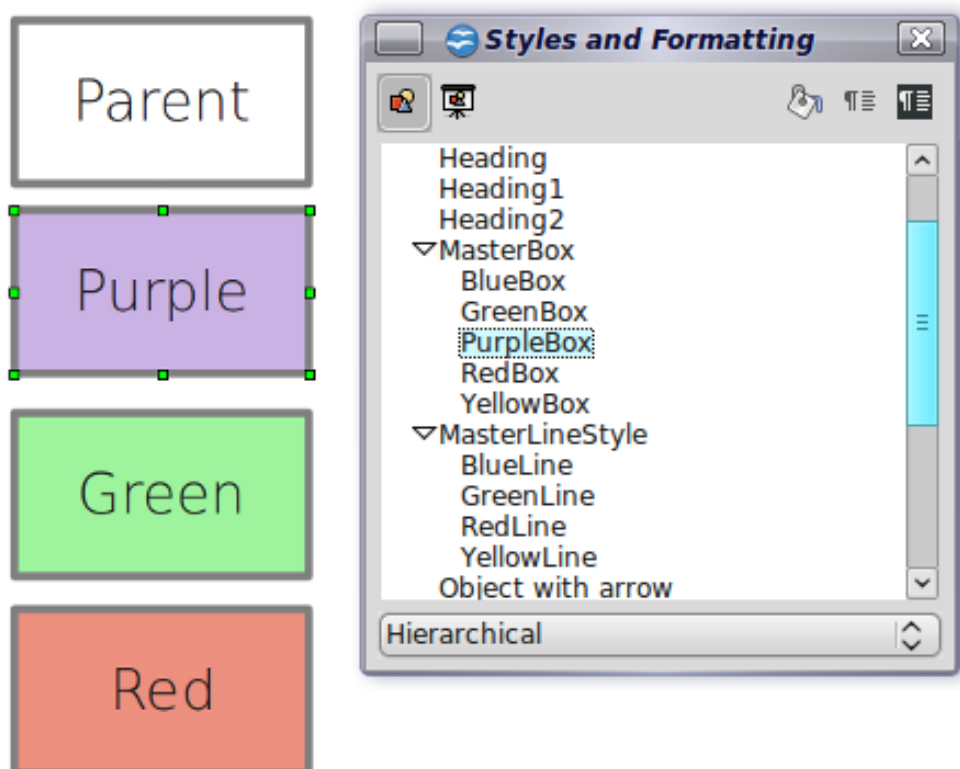
For example, if you need multiple boxes that differ in color but are otherwise identically formatted, the best way to proceed is to define a generic style for the box including borders, area fill, font, and so on and a number of hierarchically dependent styles which differ only in the fill color attribute. 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 dialog box
- From a selection

Creating a new graphic style using the Style dialog box

Choose the Graphics Styles icon at the top of the Styles and Formatting window.

To link a new style with an existing style, first select that style, and then right-click and choose **New**. Otherwise, select *Default*, then right-click and choose **New**.
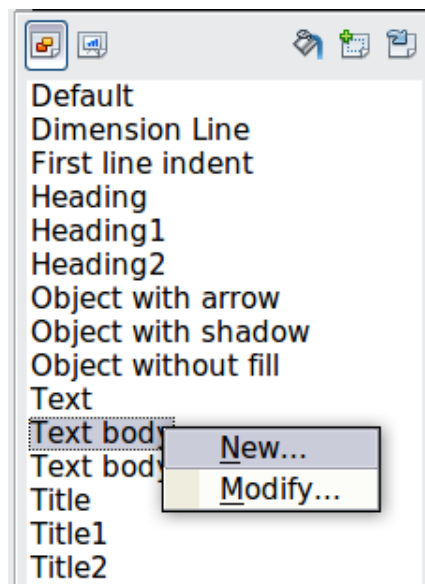
Figure 121: Linking a new style with an existing style

As discussed in the preceding section, when styles are linked, changing the font will change it in all the linked styles. Sometimes this is exactly what you want; at other times you do not want the changes to apply to all the linked styles. It pays to plan ahead.

Figure 122: Top of dialog box to create a new graphics style

The Graphics style dialog box consists of 14 pages (15 if Asian language support has not been enabled) that may be grouped as follows:

- The Organizer page contains a summary of the style and its hierarchical position.
- The Font, Font Effects, Indents & Spacing, Alignment, Tabs and Asian typography pages set the properties of the text inserted in a text box or in an graphic object.
- The Dimensioning page is used to set the style of dimension lines.
- The 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	In most cases you will not need to configure the parameters of every page; for example, to create a simple line style you will probably only use 3 of the 15 pages.

Creating a new graphic style from a selection

You can create a new style from manually formatted text or graphics:

1) Select the item you want to save as a style. If the selected object is already styled, then the new style will be linked to such style.
2) In the Styles and Formatting window, click the **New Style from Selection** icon, highlighted in Figure 123.
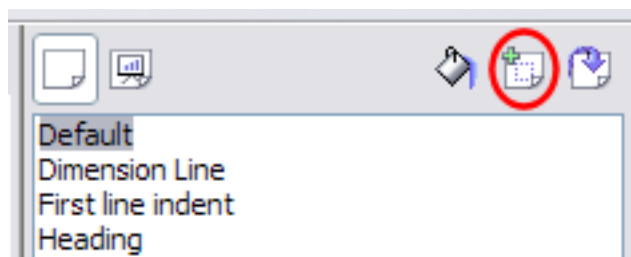
Figure 123: New style from selection

3) In the Create Style dialog box that pops up, type a name for the new style. The list shows the names of existing custom styles of the selected type. Click **OK** to save the new style.
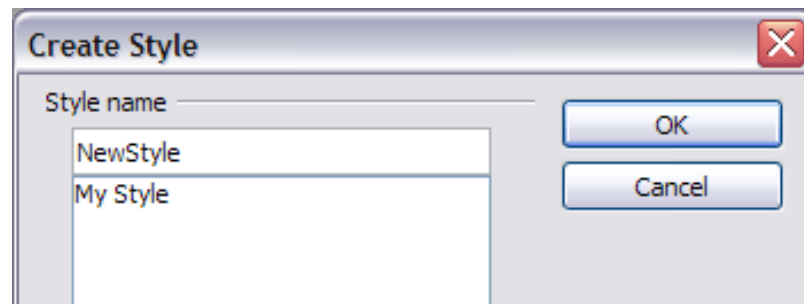
Figure 124: Naming a new style created from a selection

Modifying a graphic style

To change an existing style, right-click on it in the Styles and Formatting window and choose **Modify** from the pop-up menu.

The dialog box for the modification of a graphic style is the same as the one for creating a new graphic style.

Make the required changes to the style and then click **OK** to save them.

Updating a graphic style from a selection

To update a style from a selection:

1) Select an item that has the format you want to adopt as a style.
2) In the Styles and Formatting window, select the style you want to update, and then click the **Update Style** icon.
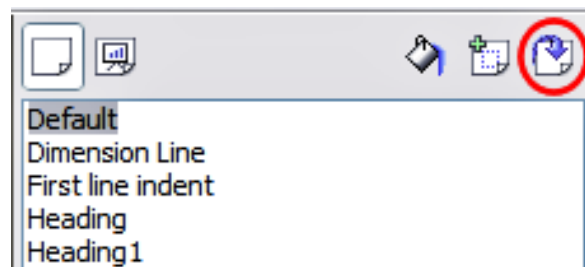
Figure 125. Updating a style from a selection

Tip	Any changes you make to a style are effective only in the document on which you are working. The changes do not go into any associated template. If you want the changes to apply to more than one document, you need to change the template (see Chapter 3).

Applying graphic styles

You can apply a graphic style in two ways, both starting from the Styles and Formatting window. First make sure that the graphic styles are shown, then do one of the following:

- Select the object to which you want to apply a graphic style and double-click on the name of the style you want to apply.

- Click the **Fill Format mode** icon . The mouse pointer changes to this icon. Position the moving 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 undoes 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 graphic styles

You cannot delete any of OOo's predefined styles, even if you are not using them.

You can delete any user-defined (custom) styles; but before you do, you should make sure the styles are not in use. If an unwanted style is in use, you will want to replace it with a substitute style.

To delete unwanted 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

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

Chapter 7
Including Spreadsheets, Charts, and Other Objects

Using spreadsheets in Impress

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

You may also be 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) is often more suitable and faster.

Inserting a spreadsheet

To add a spreadsheet to a slide, select the corresponding layout in the list of predefined layouts in the Tasks pane.
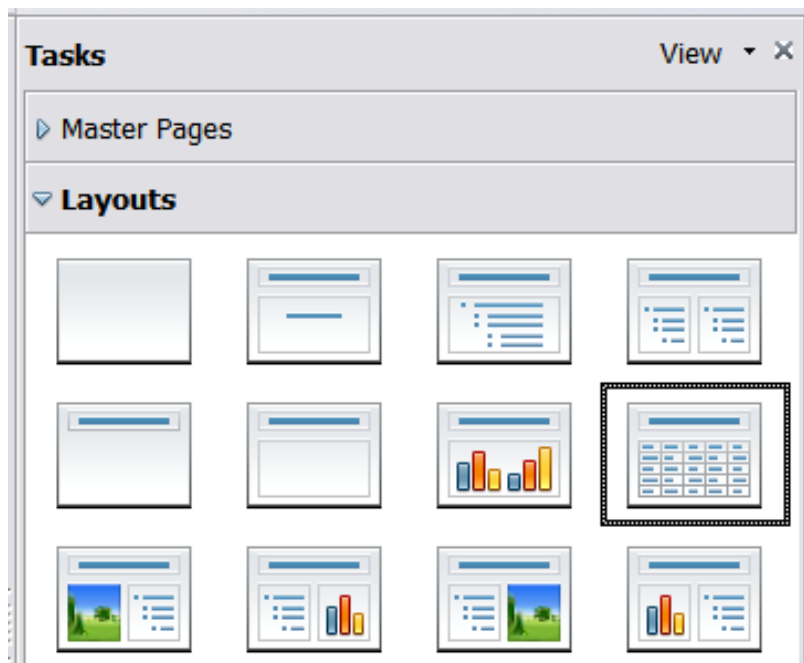
Figure 126: The spreadsheet layout in the Tasks pane

This inserts a placeholder for a spreadsheet in the center of a slide, as shown in Figure 127. Double-click inside the frame to enter the edit mode, shown in Figure 128, where you can insert data and modify the formatting of the spreadsheet. See "Entering data" and "Formatting spreadsheet cells" both on page 169.

It is also possible to insert a spreadsheet as an OLE object as described in "Inserting other objects" on page 182.
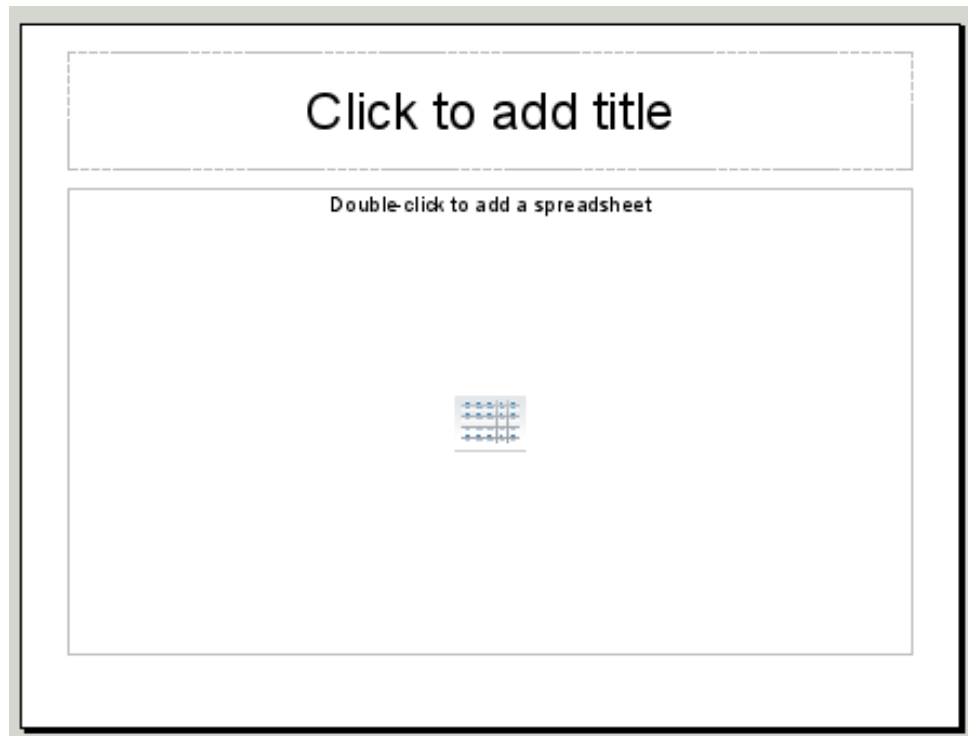
Figure 127: A slide ready to host a spreadsheet
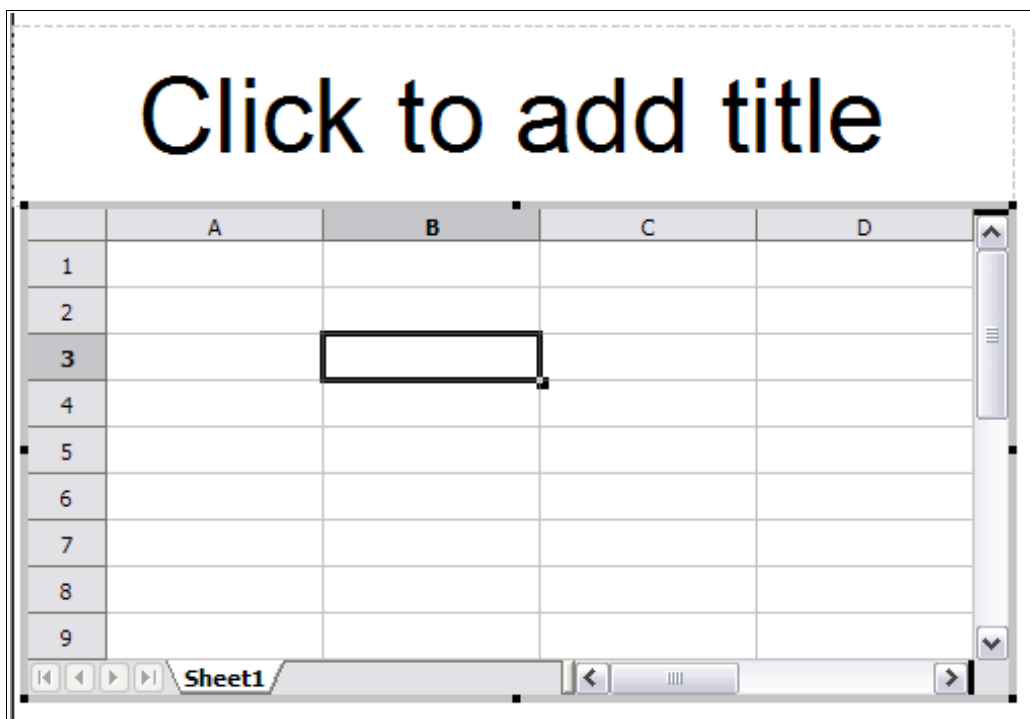
*Figure 128: A spreadsheet in edit mode. Note the active
cell and the small black resizing handles on the gray border*

When editing a spreadsheet, some of the contents of the main menu
bar change, as does the Formatting toolbar (see Figure 129), to show
entries and tools that support working with spreadsheets.
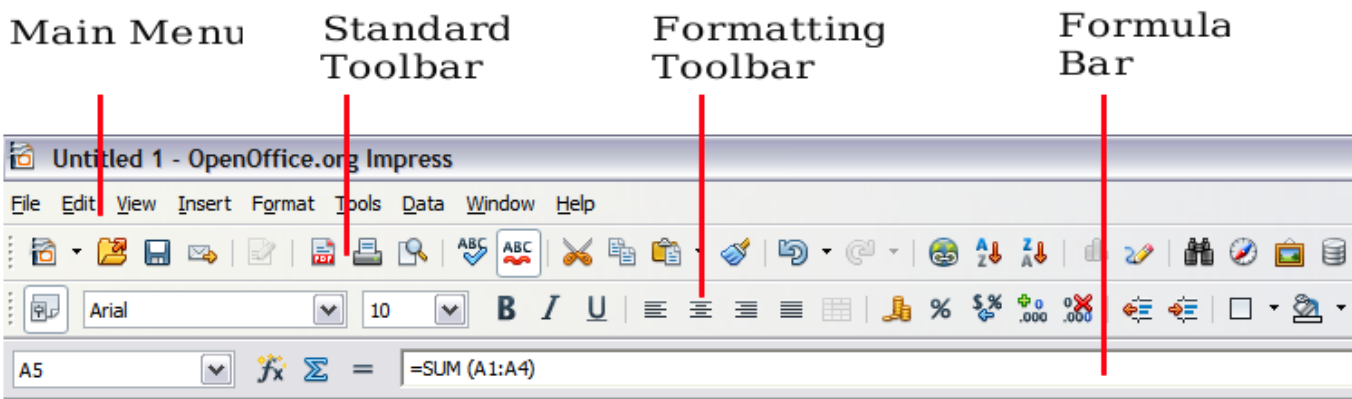
Figure 129: The menu bar and the formatting toolbar in spreadsheet editing mode

One of the most important changes is the presence of the Formula bar, just below the Formatting toolbar. The Formula bar contains (from left to right):

- The active cell reference or the name of the selected range
- The Formula Wizard button
- The Sum and Formula 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 since they are much the same.

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 gray background) 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 the edit mode, if it is not already active. Notice the black handles found in the gray border surrounding the spreadsheet (see Figure 128).
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 four-headed arrow..

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 results in changing 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 normally of multiple tables which in turn contain cells. However, in Impress only one of these tables can be shown at any given time on a slide.

The default for a spreadsheet embedded in Impress is one single table called *Sheet 1*. The name of the table is shown at the bottom of the spreadsheet area.

If required, you can add other sheets. To do that:

1) Right-click on the bottom area near the existing tab.

2) Select **Insert > Sheet** from the pop-up menu.

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 of the sheets is further organized into *cells*. Cells are the elementary units of the spreadsheet. They are identified by a row number (shown on the left hand side on a gray background) and a column letter (shown in the top row also on a gray background). 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 is received by the *active* cell, identified by a thick black border (see Figure 128 where cell B3 is active). The cell reference (or *coordinates*) is also shown on the left hand end of the formula bar.

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 bar where it may be easier to read.

Impress will try to automatically recognize the type of contents (text, number, date, time, and so on) of a cell and apply default formatting to it. Note how the formula bar icons change according to the type of input, displaying Accept and Reject buttons (✖ ✔) whenever the input is not a formula. Use the green Accept button to confirm the input made in a cell or simply select a different cell. In case Impress wrongly recognizes the type of input, you can change it using the toolbar shown in Figure 129, or from **Format > Cells** in the main menu bar.

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 apostrophe ' (U + 00B4) 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 fastest and most flexible 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, the best 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 (or manually format the cell attributes) to a cell or group of cells simultaneously, first select the *range* to which the changes will apply. A range consists of one or more cells, normally forming a rectangular area. A selected range consisting of more than one cell can be recognized easily because all its cells are 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 the 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). This command opens the dialog box shown in Figure 130.
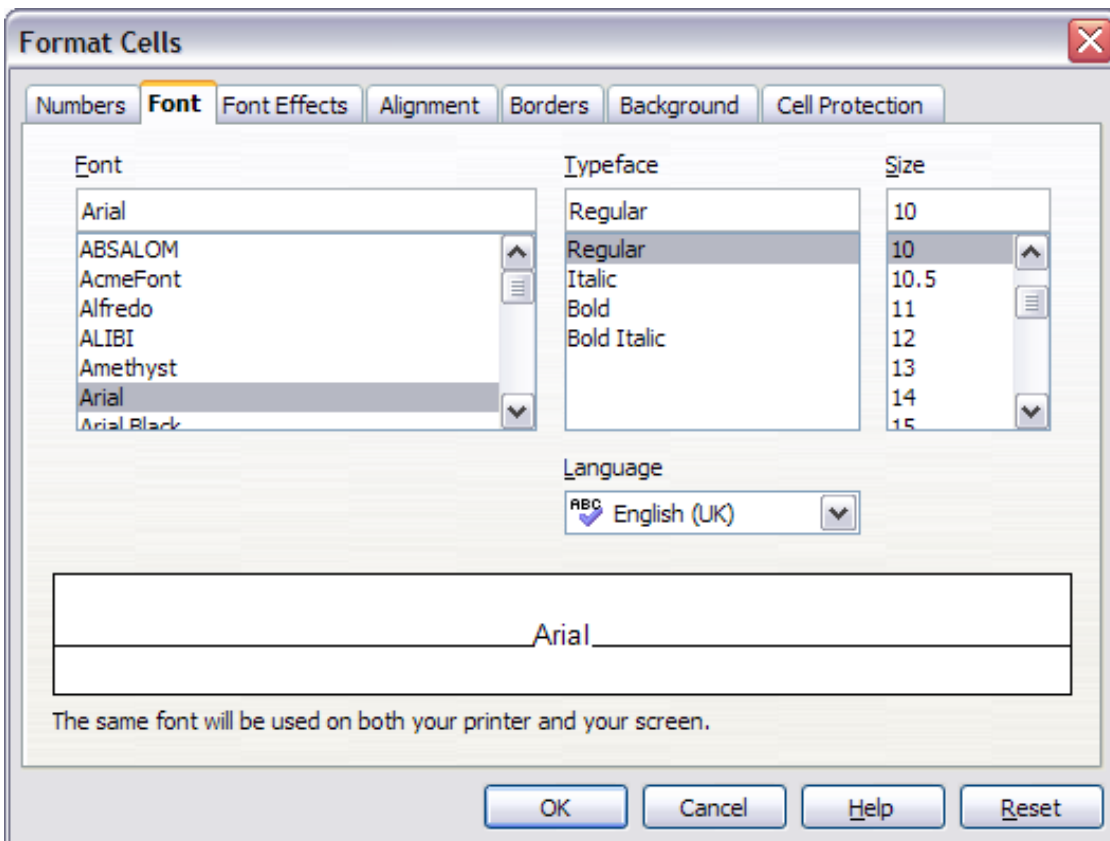
*Figure 130: The Format Cells dialog box consists of 7
pages (8 if you have Asian language support enabled)*

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 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 the 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 the edit mode. This allows you to hide
additional data from the 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 the edit mode.

Tip	To get back into edit mode, right click and select **Edit**.

Inserting a chart

To add a chart to a slide, select the corresponding layout in the list of predefined layouts in the task pane or use the **Insert > Chart** feature.

The use of charts is described in detail in Chapter 3 (Creating Charts and Graphs) of the *Calc Guide*.

Creating a chart in AutoLayout

1) In the Layouts drawer of the Tasks pane, choose a layout that contains a chart (look for the vertical bars).
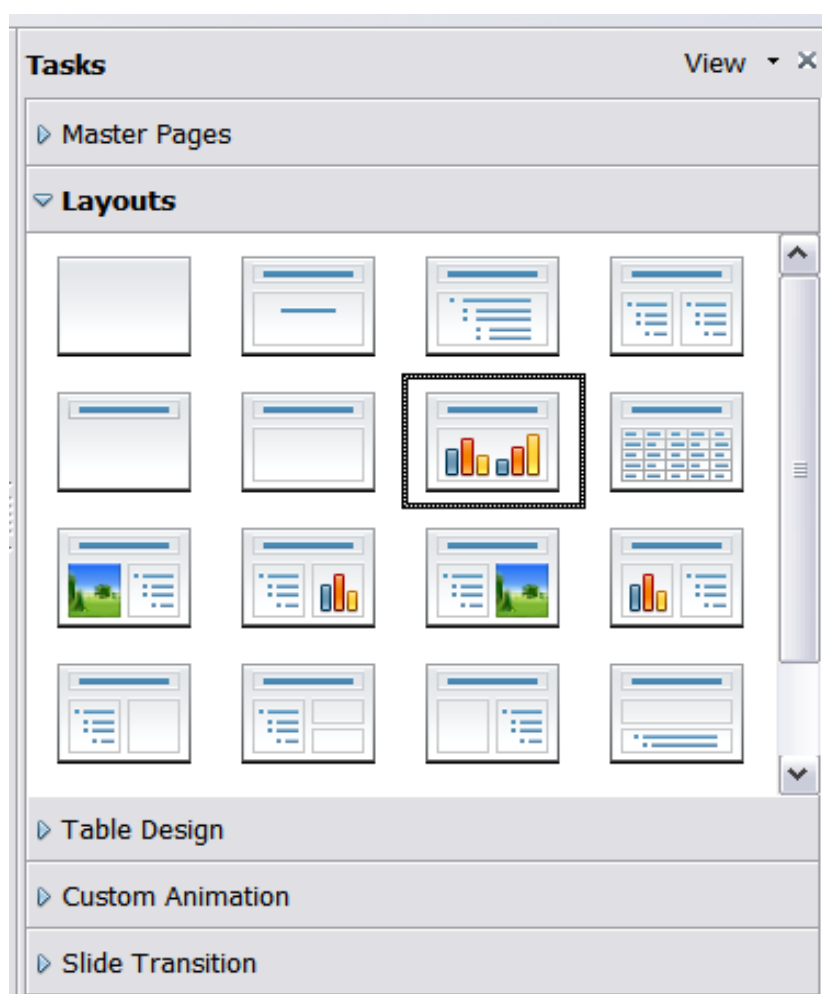
Figure 131: Examples of layouts with charts

2) In the slide, double-click the chart icon in the center of the chart area. A full-sized chart appears; it contains arbitrary sample data (see Figure 132).

3) To enter your own data in the chart, see "Entering chart data" on page 176.
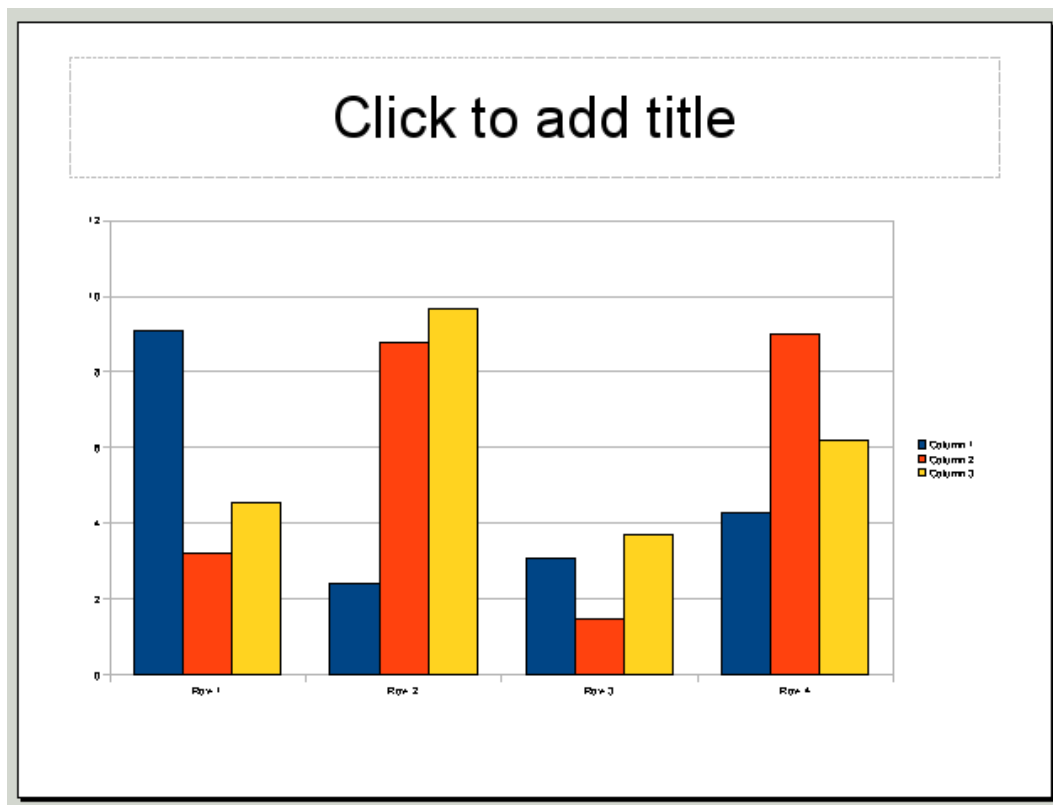
Figure 132: Chart made with sample data

Creating a chart using the Insert Chart feature

1) Select **Insert > Chart,** or click the **Insert Chart** icon [icon] on the Standard toolbar. A chart appears that has been created using sample data. See Figure 132.
2) To enter your own data in the chart, see "Entering chart data" on page 176.

Choosing 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 174). To choose a chart type:

1) Double-click the sample chart. The window changes; the side panes are gone and the main toolbar shows tools specific for charts. The chart itself now has a gray border. (If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**.)

2) Click the **Chart Type** icon [icon] or select **Format > Chart Type** , or right-click on the chart and choose **Chart Type**. The Chart Type dialog box appears.
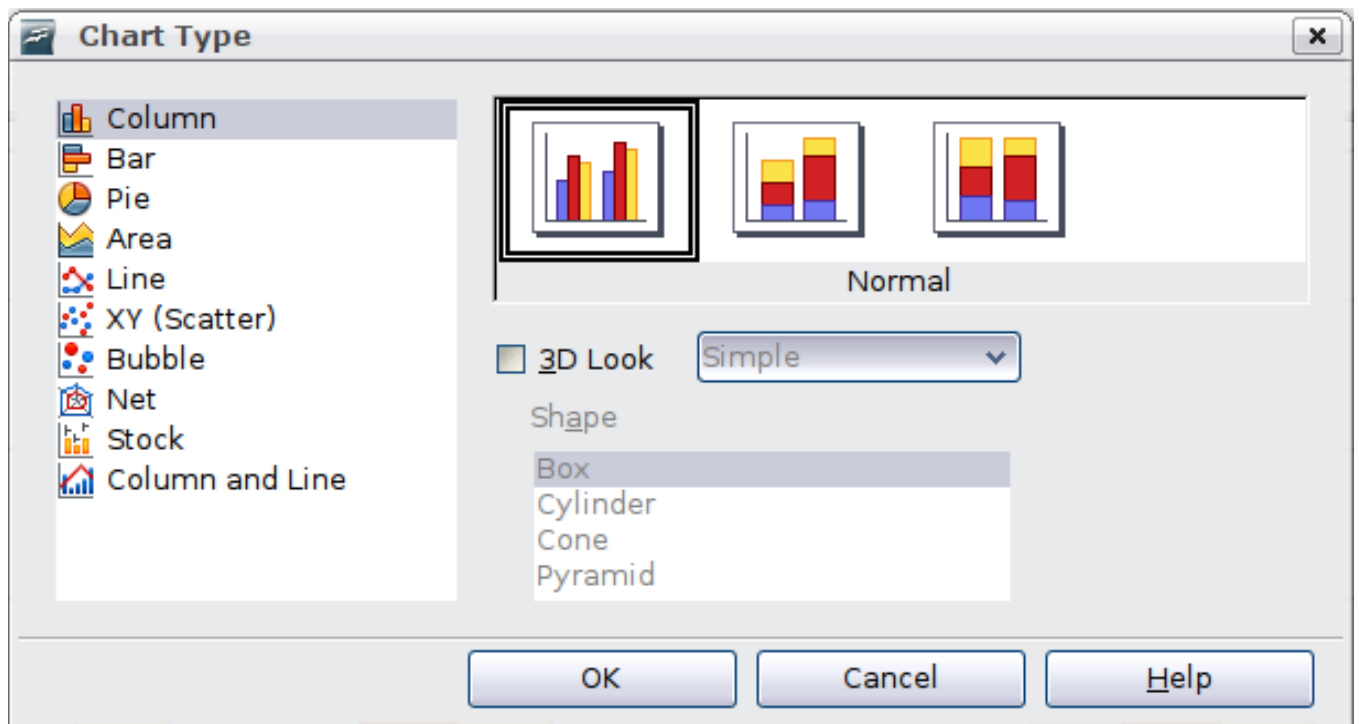
Figure 133: Chart Type dialog box showing two-dimensional charts

3) As you change selections in the left-hand list, the chart examples on the right, and the chart in the main window, both change. If you move the Chart Type dialog box to one side, you can see the full effect in the main window.

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 choices of shape for the columns or bars.

5) Choose the chart characteristics you want, and then click **OK**. The Chart Type dialog box 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 charts

Column charts are commonly used for 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.

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Bar charts

Bar charts are excellent for giving an immediate visual impact for data comparison where time is not important, such as comparing the popularity of a few products in a marketplace.

Pie charts

Pie charts are excellent when you need to compare proportions, for example, comparisons of departmental spending: what the department spent on different items or what different departments spent. They work best with smaller numbers of values, about half a dozen; more than this and the visual impact begins to fade.

This is one of the charts that can be made into a 3D chart. It can then be tilted, given shadows, and generally turned into a work of art. You can choose to explode the pie chart, but this is an all or nothing option, giving you no control over the degree of separation of the segments.

Area charts

An *area chart* is a version of a line or column graph. It may be 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

A *line chart* is a time series with a progression. It is ideal for raw data, and useful for charts with plentiful data that shows trends or changes over time where you want to emphasize continuity. On line charts, the x-axis is ideal to represent 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 they may be the best for data when you have a constant value with which to compare the data; for example weather data, reactions under different acidity levels, conditions at altitude, or any data which matches two series of numeric data. In contrast to line charts, the x-axis are the left to right labels which usually indicate a time series.

Bubble charts

A *bubble chart* is 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

A *net chart* is similar to polar or radar graphs. They are useful for comparing data that are not time series, but show different circumstances, such as variables in a scientific experiment or direction. 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

A *stock chart* is a specialized column graph specifically for stocks and shares. You can choose traditional lines, candlestick, and two-column type charts. The data required for these charts is quite specialized, with series for opening price, closing price, and high and low prices. The x-axis represents a time series.

Column and line charts

A *column and line chart* is 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) If the chart is not already in edit mode (with a gray border), double-click it. The main toolbar now shows tools specifically for charts. (If the main toolbar is not showing, select **View > Toolbars > Main Toolbar**.)

2) Click the **Chart Data** icon ⊞ or select **View > Chart Data Table**, or right-click on the chart and choose **Chart Data Table**. The Data Table dialog box (Figure 134) appears.

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.
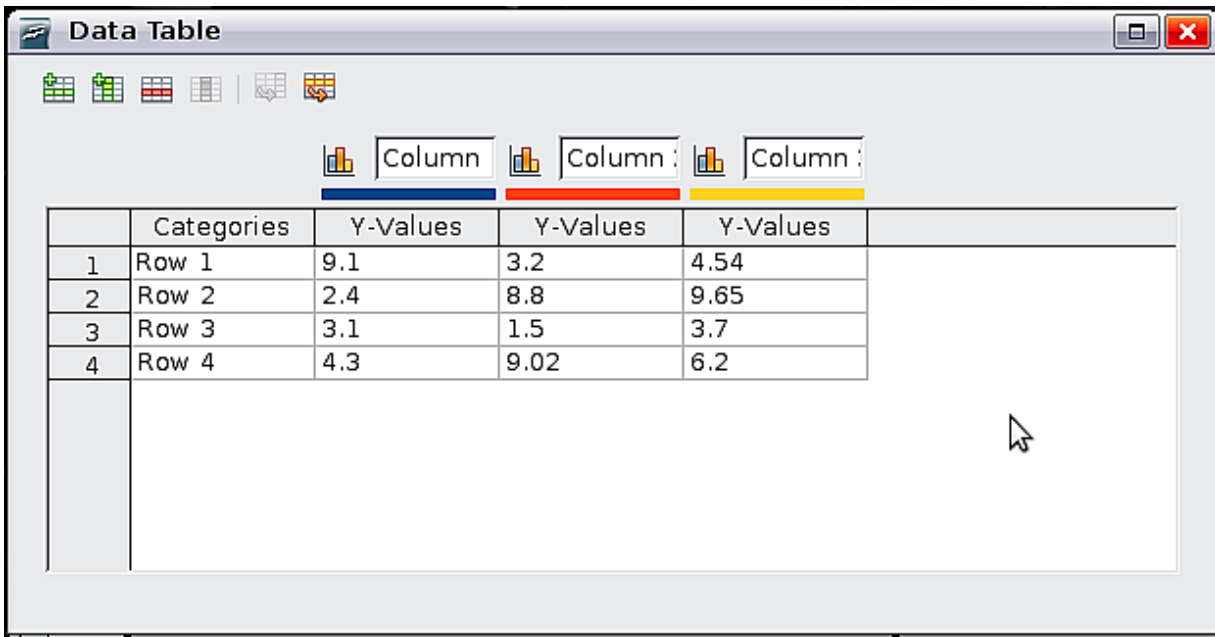
Figure 134: Data Table dialog box

Entering data

Enter data in the Data Table dialog box. Type or paste information into the boxes within the desired rows and columns.

You can use the buttons in the top left corner for large-scale editing:

- *The two Insert* buttons insert a row or column (series).
- *The Delete* buttons remove a selected row or column (series) with its data.
- *The Move* buttons 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 using the Insert menu. The various choices open dialog boxes in which you can specify details.

Formatting the chart

The Format menu (Figure 135) has many options for formatting and fine-tuning the look of your charts.

Double-click the chart so that it is enclosed by a gray border indicating edit mode; then, select the chart element that
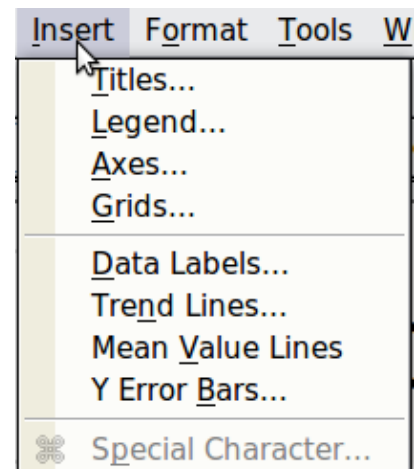
you want to format. Choose **Format** from the menu bar, or right-click to display a pop-up (context) menu relevant to the selected element.
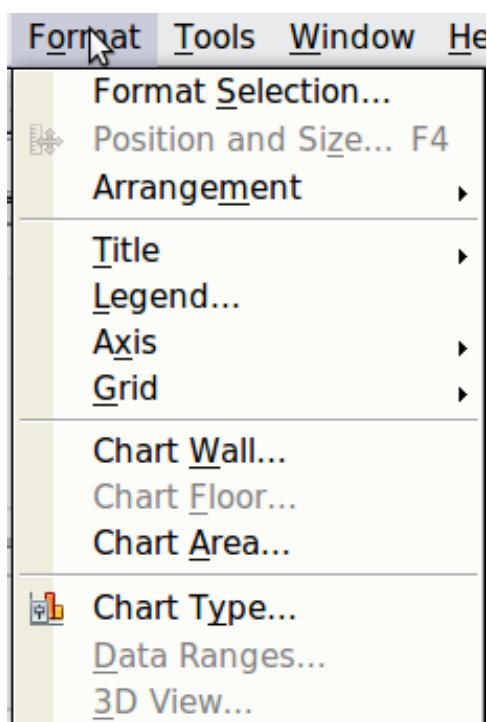
Figure 135: Chart format menu

The formatting choices are as follows.

- *Format Selection* opens a dialog box in which you can specify the 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 box (see "Resizing and moving the chart").
- *Arrangement* provides two choices: **Bring Forward** and **Send Backward**, of which 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.
- *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 two- or three-dimensional.
- *3D View* formats the various viewing angles of 3D chart.

There are two main areas of the chart, the chart wall and charter area. These control different settings and attributes for the chart:
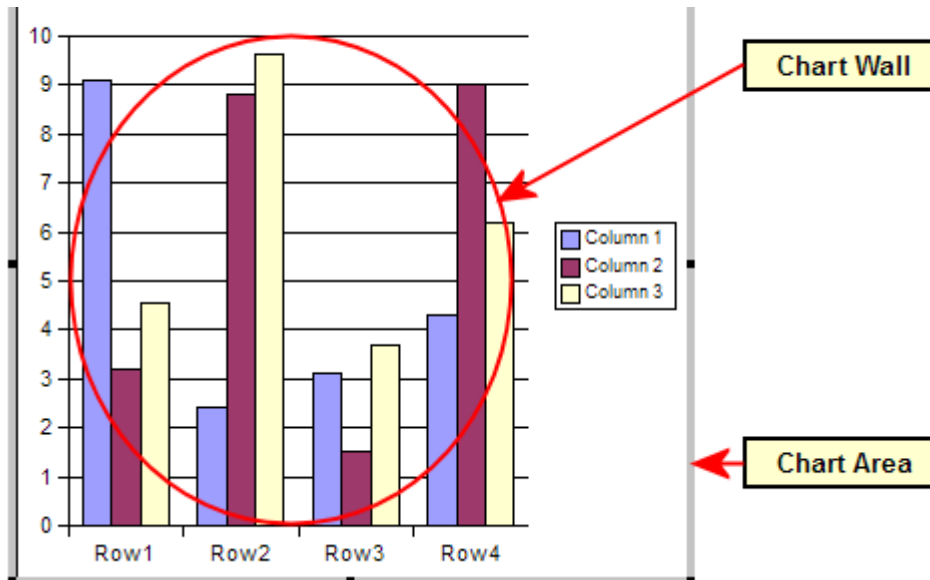
Figure 136: The Chart wall and Chart area

- *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.

Note	**Format >Chart Floor**, is only available for 3D charts and has the same formatting options as **3Chart Area** and **Chart Wall**.

Knowing the difference between the chart wall and chart area is helpful when formatting a chart.

Resizing and moving the chart

You can resize or move all elements of a chart at the same time, in two ways: interactively, or by using the Position and Size dialog box. You may wish to use a combination of both methods.

To resize a chart interactively:

1) Click on the chart to select it. Green sizing handles appear around the chart.

2) To increase or decrease the size of the chart, click and drag one of the markers in one of the four corners of the chart. To maintain the correct ratio of the sides, hold the *Shift* key down while you click and drag.

To move a chart interactively:
1) Click on the chart to select it. Green sizing 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) Click on the chart to select it. Green sizing handles appear around the chart.
2) Choose **Format > Position and Size** from the menu bar, or right-click and choose **Position and Size** from the pop-up menu, or press *F4*. For more about the use of this dialog box, see Chapter 6 (Formatting Graphic Objects).

Moving chart elements

You may wish to move or resize individual elements of a chart, independent of other chart elements. For example, you may wish to move the legend to a different place. Pie charts allow individual wedges of the pie to be moved (in addition to the choice of "exploding" the entire pie).
1) Double-click the chart so that is enclosed by a gray border.
2) Click any of the elements—the title, the legend, or the chart graphic—to select it. Green 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 graphic is 3D, round red handles appear which control the three-dimensional angle of the graphic. You cannot resize or reposition the graphic while the round red handles are showing. *Shift + Click* to get back to the green resizing handles. You can now resize and reposition your 3D chart graphic. See the following tip.

Tip	You can resize the chart graphic using its green resizing handles (*Shift + Click*, then drag a corner handle to maintain the proportions). However, you cannot resize the title or the key.

Changing the chart area background

1) The chart area is the area surrounding the chart graphic, including the (optional) main title and key.
2) Double-click the chart so that it is enclosed by a gray border.
3) Select **Format > Chart Area**.
4) In the **Chart Area** dialog box, choose the desired format settings.
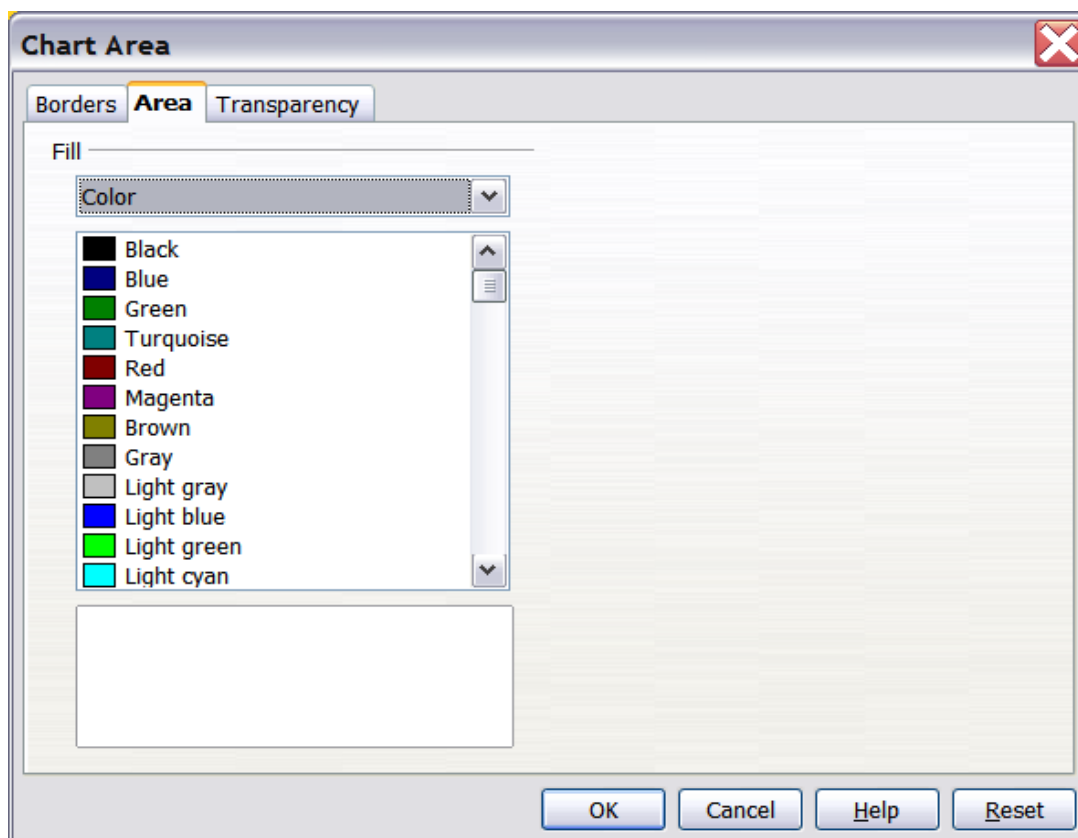
Figure 137: Chart Area dialog box

Changing the chart graphic background

The chart wall is the area that contains the chart graphic.

1) Double-click the chart so that it is enclosed by a gray border.
2) Select **Format > Chart Wall**. The **Chart Wall** window appears. It has the same formatting options as described in "Changing the chart area background" above.
3) Choose your settings and click **OK**.

Inserting other objects

Impress offers the capability of inserting in a slide various types of objects such as music or video clips, Writer documents, Math formulas, generic OLE objects and so on. A typical presentation may contain movie clips, sound clips, OLE objects and formulas; other objects are less frequently used since they do not appear during a slide show.

This section covers the part of the Insert menu shown in Figure 138.
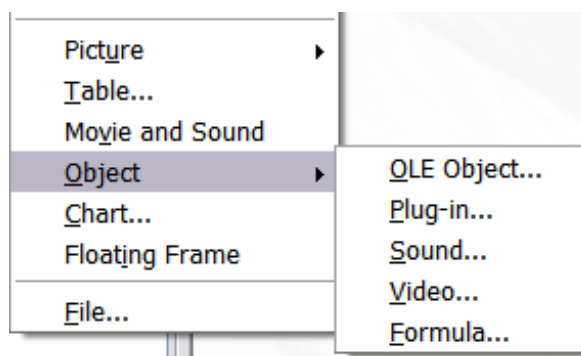
Figure 138: Part of the Insert menu

Movies and sound

Note	On UNIX systems, the Media Player requires the Java Media Framework API (JMF). Download and install the JMF files, and add the path to the installed jmf.jar to the class path in **Tools > Options > OpenOffice.org > Java**.

To insert a movie clip or a sound into a presentation, select **Insert > Movie and Sound**. Select the media file to insert from the dialog box, to place the object on the slide.

To insert media clips directly from the Gallery:

1) If not already open, open the Gallery by selecting **Tools > Gallery**.
2) Browse to the Theme containing media files (for example the Sounds theme).
3) Click on the movie or sound to be inserted and drag it into the slide area.

The Media Playback toolbar (Figure 139) is automatically opened (by default, at the bottom of the screen, just above the Drawing toolbar; it can also be made to float). You can preview the media object as well as resize it. If the toolbar does not open, select **View > Media Playback**.

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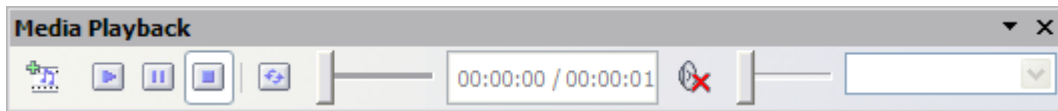
Figure 139: The media playback toolbar (movie clip)

The Media Playback toolbar contains the following tools:
- *Add button*: opens a dialog box where you can select the media file to be inserted.
- *Play, Pause, Stop buttons*: control the media playback.
- *Repeat button*: if pressed, the media will restart when finished.
- *Playback slider*: selects the position within the media clip.
- *Timer*: displays the current position of the media clip.
- *Mute Button*: when selected, the sound will be suppressed.
- *Volume Slider*: adjusts the volume of the media clip.
- *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 most likely be broken and consequently the media clip will not play. An easy workaround that prevents this from happening is the following:

1) Place the media file 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 the media file to the computer to be used for the presentation and place both files in the same folder on the target computer.

Impress offers the possibility to preview the media clips that are to be inserted by means of the provided media player. To open it select **Tools > Media Player**. The media player is shown in Figure 140. Its toolbar is the same as that of the Media Playback toolbar described above.
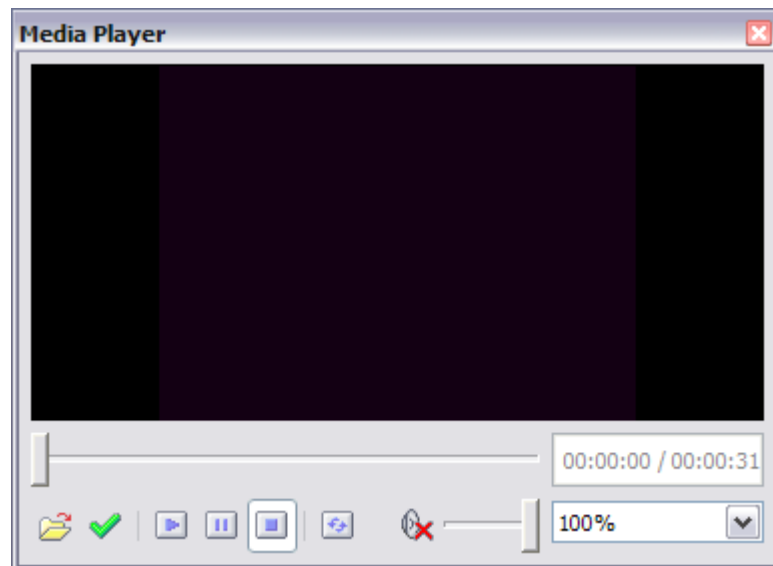
Figure 140: The embedded media player

OLE objects

Use an OLE (Object Linking and Embedding) object to insert in a presentation either a new document or an existing one. Embedding inserts a copy of the object and details of the presumed source program in the target document; this is the program which is associated with the file type by the operating system. The major benefit of an OLE object is that it is quick and easy to edit the contents just by double-clicking on it. You can also insert a link to the object that will appear as an icon rather than an area showing the contents itself.

To create and insert a new OLE object:

1) Select **Insert > Object > OLE object** from the main menu. This opens the dialog box shown in Figure 141.
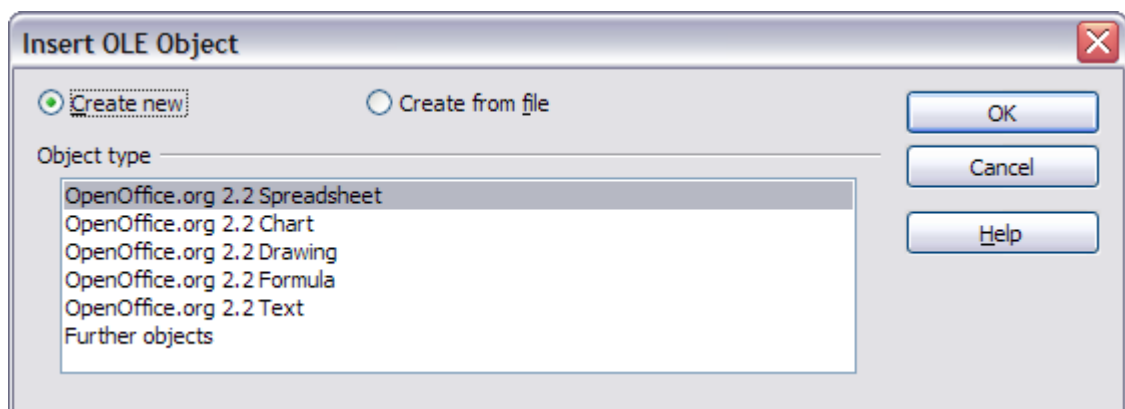
Figure 141: Insert OLE Object dialog box

2) Select **Create new** and select the object type among the available options.

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Note	"Further objects" is only available under a Windows operating system. It does not appear in the list under any other system.

3) Click **OK**. An empty container is placed in the slide.
4) Double-click on the OLE object to enter the edit mode of the object. The application devoted to handling that type of file will open the object.

Note	If the object inserted is handled by OpenOffice.org, then the transition to the program to manipulate the object will be seamless; in other cases the object opens in a new window and an option in the File menu becomes available to update the object you inserted.

To insert an existing object:
1) Select **Insert > Object > OLE object** from the main menu.
2) In the Insert OLE Object dialog box (Figure 141), select **Create from file**. The dialog box changes to look like Figure 142.
3) To insert the object as a link, select the **Link to file** checkbox. Otherwise, the object will be embedded.
4) Click **Search**, select the required file in the file window, then click **Open**. A section of the inserted file is shown on the slide.
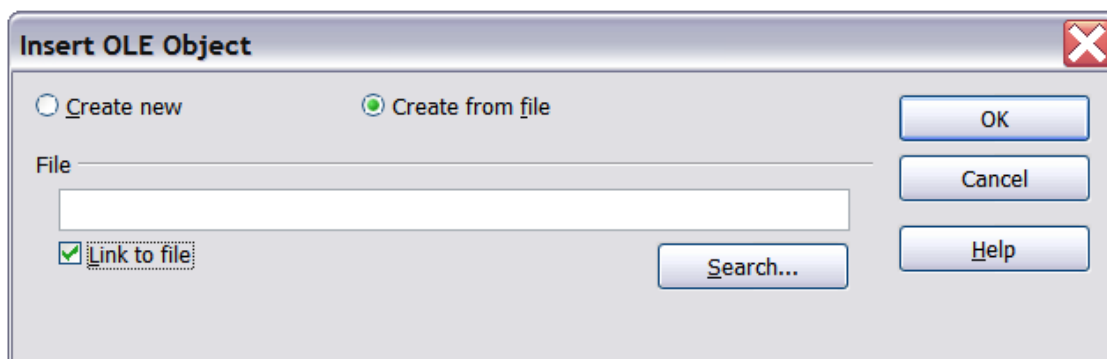
Figure 142: Inserting an object as a link

Other OLE objects

Under Windows, the Insert OLE Object dialog box has an extra entry, *Further objects*, as shown in Figure 141.
1) Double-click on the entry **Further objects** to open the dialog box shown in Figure 143.
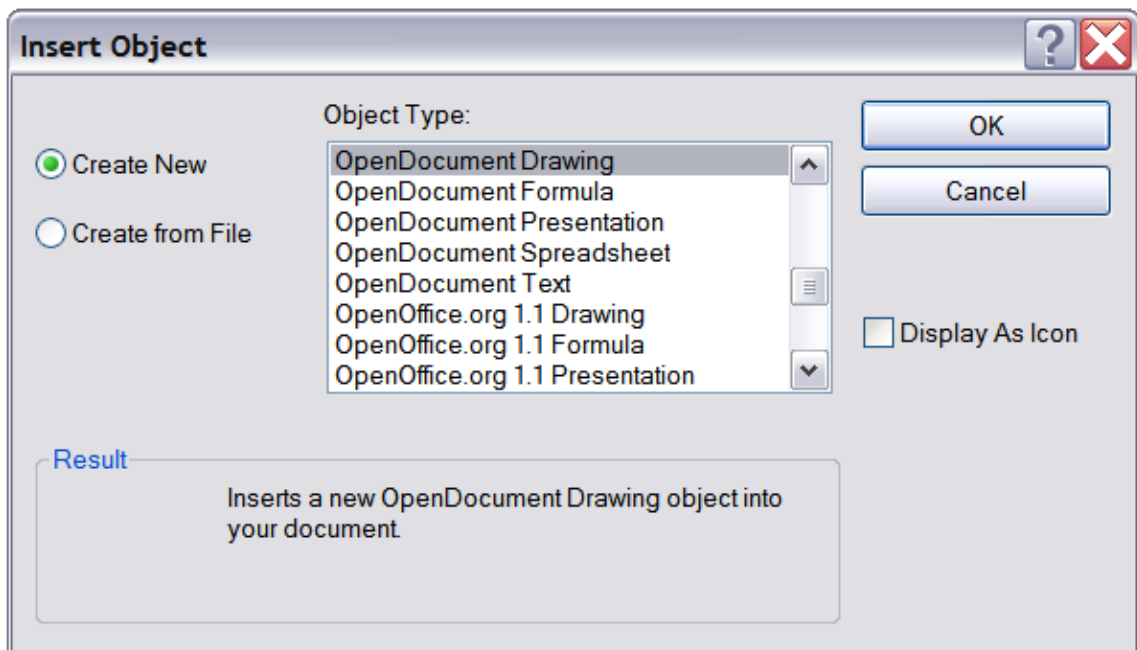
Figure 143: Advanced menu to insert an OLE object under Windows

2) Select **Create New** to insert a new object of the type selected in the Object Type list, or select **Create from File** to create a new object from a file.

3) If you choose **Create from File,** the dialog box shown in Figure 144 opens. Click **Browse** and choose the file to insert. The inserted file object is editable by the Windows program that created it.

   If instead of inserting an object, you want to insert a *link* to an object, select the **Display As Icon** checkbox.
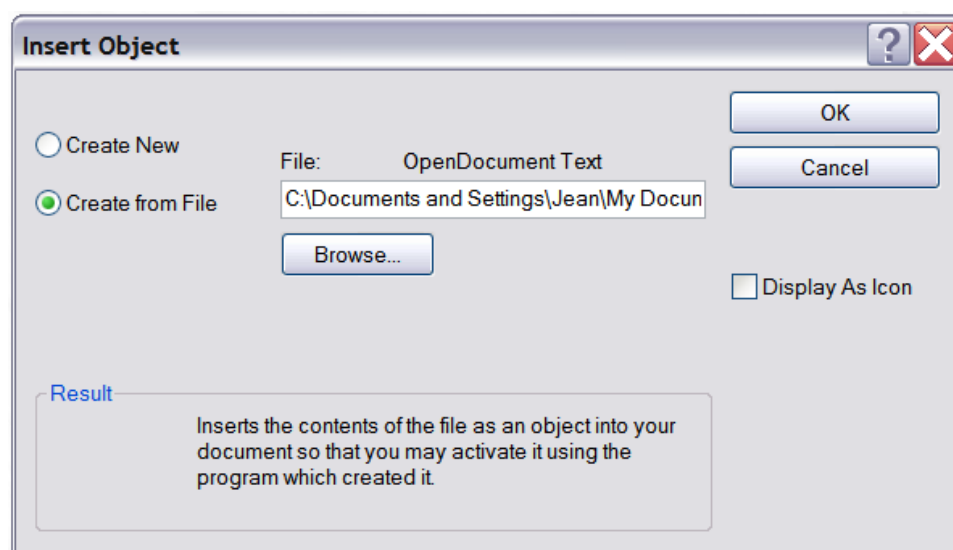
Figure 144: Insert object from a file

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Formulas

Use **Insert > Object > Formula** to create a Math object in a slide. When editing a formula, the main menu changes into the Math main menu.

Care should be taken about the font sizes used in order to make them comparable to the font size used in the rest of the slide. 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 the *Math Guide*.

Note	Unlike 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) as any other object.

Inserting the contents of a file

You can insert the contents of certain files into a presentation. The types of file accepted are OpenOffice.org Draw file, HTML files or plain text files.

Select **Insert > File** from the main menu to open a file picker window. If there is an internet connection, it is also possible to insert a URL in the file name field. Select the file and click **Insert**.

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 them. 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 quite useful when performing the operations on the slides described in this chapter. One menu (shown in Figure 145) is displayed by right-clicking on a slide in Normal view and then selecting **Slide**. The other menu appears by right-clicking on the slide thumbnail in the Slides pane, as shown in Figure 146.
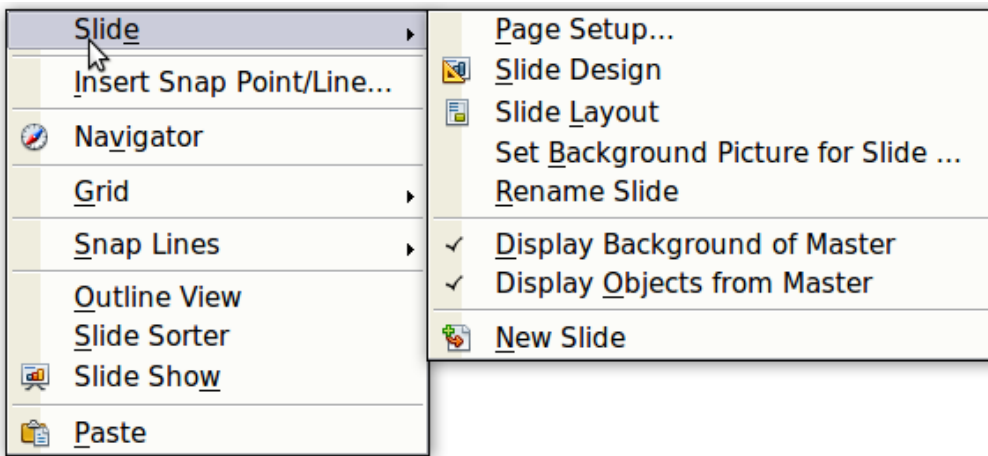
Figure 145: Slide pop-up submenu
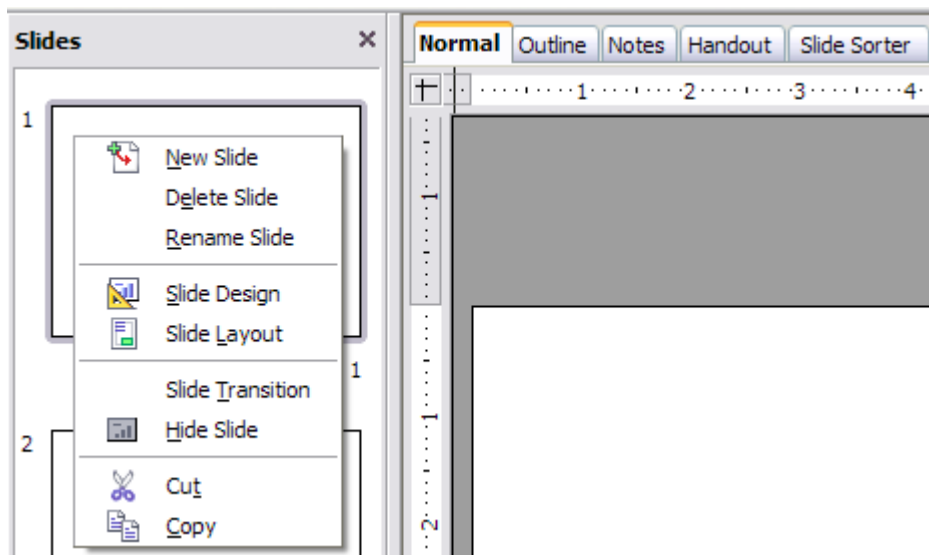
Figure 146: (Left) Pop-up menu on the Slides Pane

Adding, renaming, and removing slides

Adding a new slide

There are several equivalent ways to add a slide to a presentation:

- Select **Insert > Slide** (works in Normal and Outline view).
- Right-click on the Slides pane and select **New Slide** from the pop-up menu (works in Normal, Outline, and Notes view).
- Right-click on the main work area while in Slide Sorter view and select **New Slide** from the pop-up menu.
- On the work area in Normal view, right-click on the active slide 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 (embedding) them into the presentation.
- Copying and pasting.
- Dragging and dropping, to copy or move slides.

To insert a slide from another presentation:

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 box (Figure 147), click the plus sign next to the icon for the presentation file, and then select the slides that you want to insert.

Tip	Figure 147 highlights the importance of giving descriptive names to the slides in the presentation. Refer to "Renaming a slide" on page 192 for the instructions on how to perform this operation.

4) Optionally select the **Link** option.

5) Click **OK**. The slides are inserted after the selected slide in the presentation.
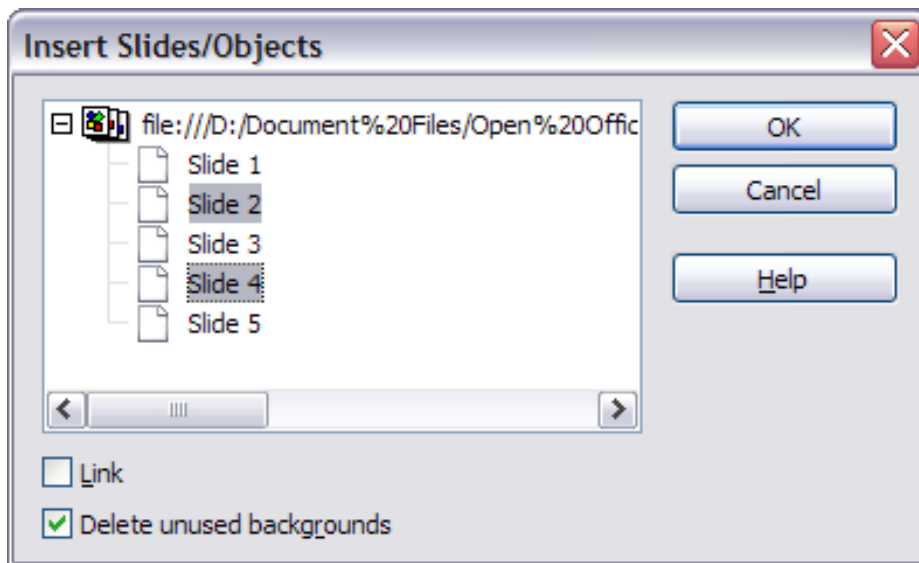
Figure 147: Inserting slides from another presentation

To copy and paste slides 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, choose **View > Slide Sorter**.
3) Select the slides, and then choose **Edit > Copy**, or click the **Copy** button on the main toolbar, or press *Control+C*.
4) Change to the presentation where you want to paste the slides, and then choose **View > Normal**.
5) Select the slide that you want the copied slides to follow, and then choose **Edit > Paste**, or click the **Paste** button on the main toolbar, or press *Control+V*.

To move slides between presentations:
1) Open the presentations that move slides between. Arrange the windows so both presentations are visible. Choose **View > Slide Sorter** in each window.
2) In the presentation containing the slides that you want to move, select the required slides. To **move** the slides, drag and drop them into the other presentation.

| **Tip** | If you hold down the *Control* key while dragging and dropping, the slide gets copied in the target presentation. |

Duplicating a slide

Duplicating a slide is a convenient way to add slides, since the new slide will inherit formatting, layout and animations from the selected slide. To duplicate a slide:

1) Go to Normal view either by clicking on the tab on the work area or selecting **View > Normal** from the menu bar.
2) Make sure that the slide to be duplicated is on the work area.
3) Select **Insert > Duplicate Slide** from the menu bar.

The duplicated slide is inserted after the original slide and is displayed in the work area.

Tip	Duplicating a slide is a good way to prevent having slides with too much information crowded on them. Try duplicating the "busy" slide and split the points over two or more slides. All the formatting, backgrounds, and so on will be preserved.

Renaming a slide

To rename a slide, do one of the following:

- Right-click on the slide thumbnail in the Slides pane or in the main area when in Slide Sorter view and select **Rename Slide** from the pop-up menu.
- In Normal view, right-click on the slide in the work area, then select **Slide > Rename Slide** from the pop-up menu.

In the Rename Slide dialog box, type a new name for the slide and then click **OK**.

Expanding a slide

Sometimes you will have a slide with too many sub-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 usually better to subdivide the contents of the slide into two or more slides.

As mentioned in the Tip above, you can duplicate the slide and manually split the points. Another way is to "expand" the contents of the slide. To do this:

1) [optional] Duplicate the slide (in case it is needed later).
2) Choose **Insert > Expand Slide** from the menu bar. Impress creates a new slide for each highest level of the outline. The outline text becomes the title of the new slide. Outline points

below the top level on the original slide are moved up one level on the new slide.

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 148 shows a slide with an outline consisting of three high level points and two second-level points under bullet point 2. The **Expand** command has generated three slides, each having as title the first level outline and (if present) the second level points in the text area.
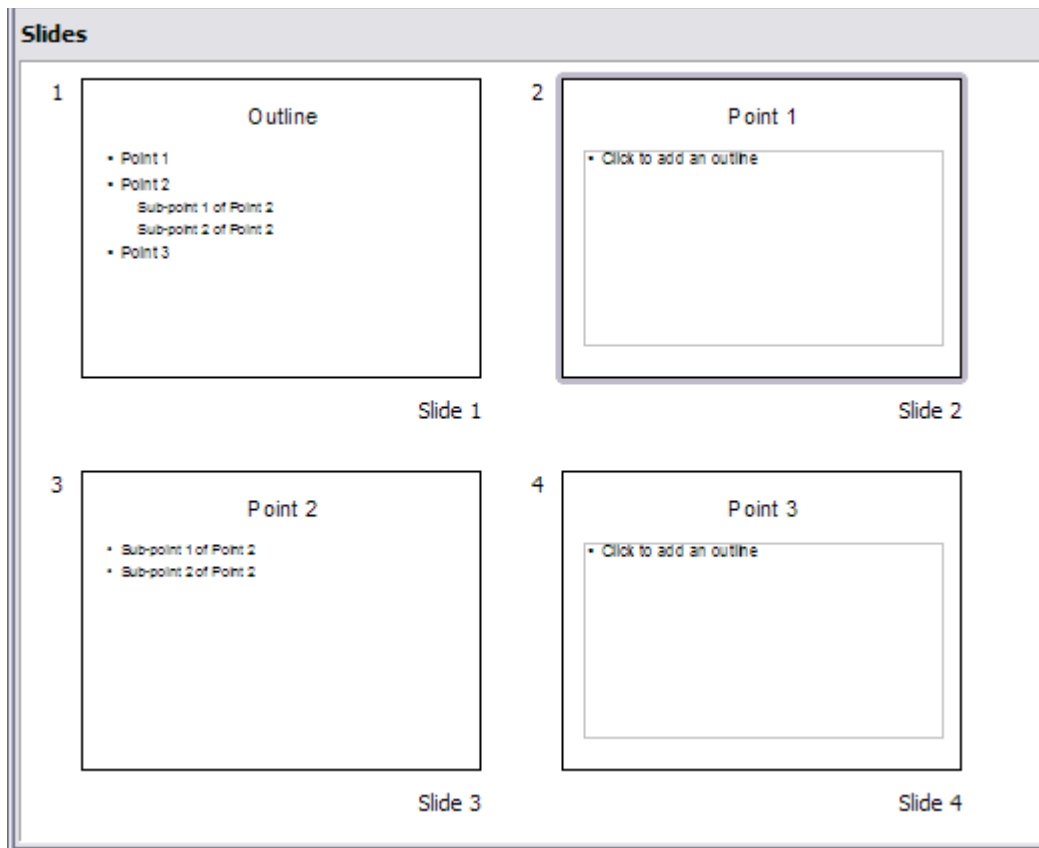
Figure 148: Slide 1 is expanded in slides 2, 3 and 4

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 to create an agenda for the 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 in Slide Sorter view.
2) Select **Insert > Summary Slide**. Impress creates a new slide at the end of the presentation where all the titles of the slides from the following one to the last slide are written as bullet points in the body of the slide.
3) Move this slide to wherever you want it to appear in the presentation.

Deleting a slide

To delete a slide, use the most convenient among these methods:
- In Normal, Outline or Slide Sorter view, select a slide and then click **Edit > Delete Slide** or press the *Delete* key.
- In the Slides Pane (not available in Slide Sorter view) select the slide to be deleted and right-click it and select **Delete Slide** from the pop-up menu, otherwise just select the slide and then press the *Delete* key.
- In Normal view, right-click on the work area, 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 is may be useful to develop an outline using OOo Writer. Once the outline is ready, you will probably want to create one or more separate slides for each of the top level outline elements. You can do this in several ways:
- Sending the outline from Writer to Impress (creates a new presentation)
- Sending an autoabstract from Writer to Impress (creates a new presentation)
- Copying and pasting the outline from Writer to Impress

Sending an outline from Writer to Impress

If a text document in Writer contains headings formatted with the default Heading paragraph styles, you can choose **File > Send > Outline to Presentation** to create a new presentation containing the headings as an outline.

The new presentation opens in Outline view, as shown in Figure 149.

Click on the **Normal** tab to populate the slides in the Slides pane.

As shown in Figure 150, some outline levels may have too many points to fit on one slide. You can expand those slides as described in "Expanding a slide" on page 192, or duplicate the slides and manually change their contents, as described in "Duplicating a slide" on page 192.
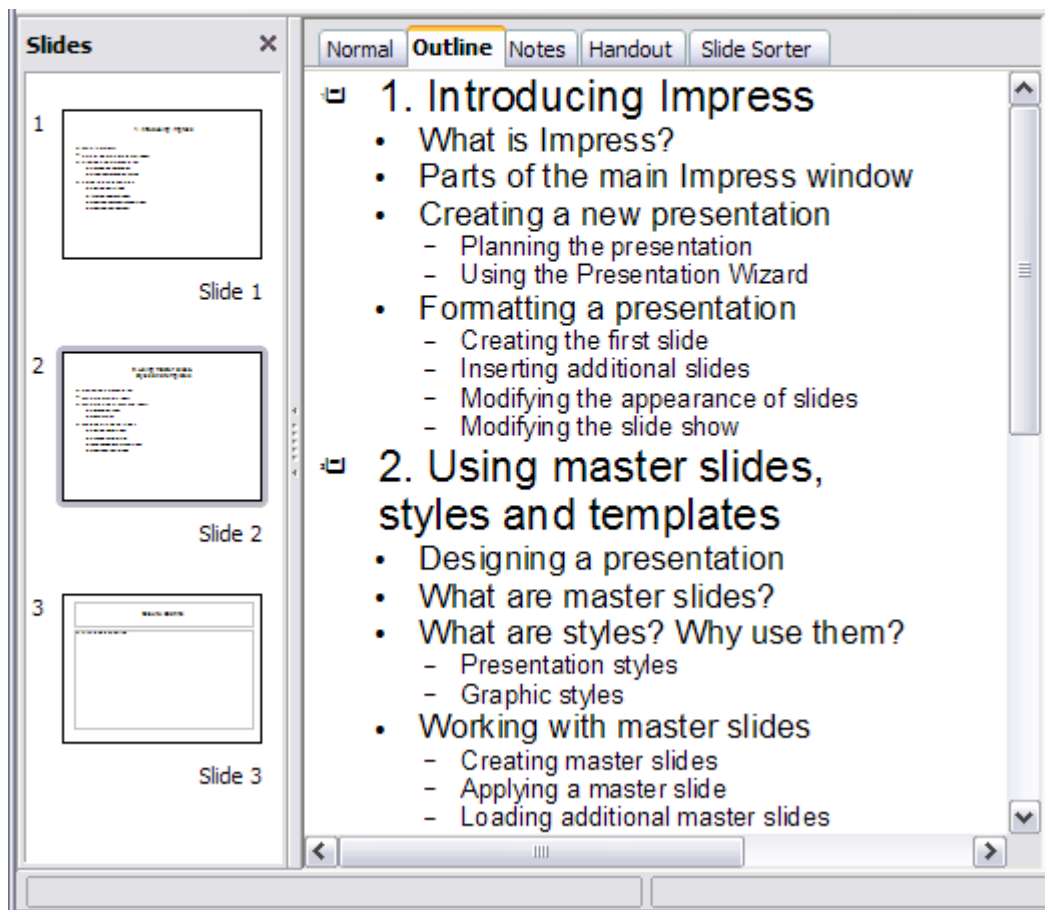
Figure 149: Outline created from a Writer document
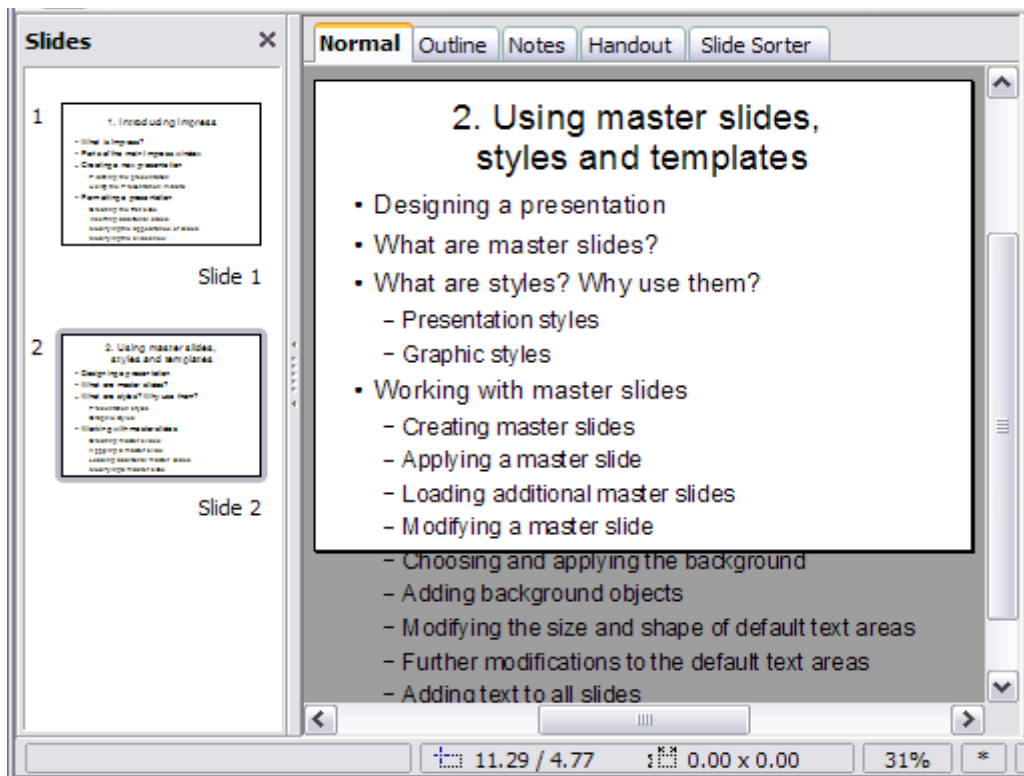
Figure 150: Slides created from an outline may have too many points to fit the space

Sending an AutoAbstract from Writer to Impress

To send an AutoAbstract from Writer to Impress, the text must contain headings formatted with the default Heading paragraph styles. Use the AutoAbstract feature to copy the headings and a number of subsequent paragraphs to a new presentation. You can specify the number of outline levels as well as the number of paragraphs displayed.

1) Choose **File > Send > AutoAbstract to Presentation**.
2) On the Create AutoAbstract dialog box (Figure 151), choose the number of outline levels to be copied to the presentation. For example, if you choose 4 levels, all paragraphs formatted with Heading 1 to Heading 4 are included, along with the number of paragraphs specified in **Subpoints per level**.
3) The new presentation opens in 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, see "Expanding a slide" on page 192 or duplicate the slides and manually change their contents as described in "Duplicating a slide" on page 192.
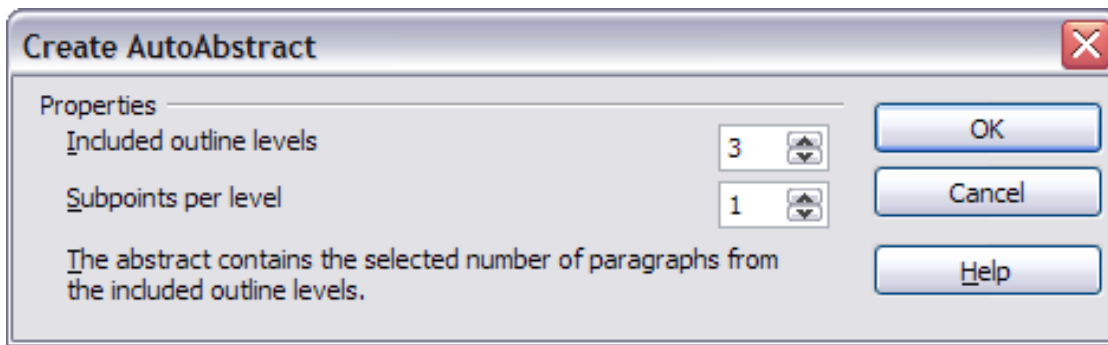
Figure 151: Choosing outline levels for an autoabstract

Copying and pasting an outline

Use this method to add slides from an outline to an existing presentation.

1) Create a new slide and choose the "Title, Text" layout (see "Choosing a slide layout from the list" on page 200).
2) Paste in the text area the outline created with Writer. Do not worry if the text does not fit the space on the slide.
3) When pasting, the hierarchical structure of the outline may be lost. If necessary, use the **Demote** button ⇨ on the Text Formatting toolbar to recreate it so that the outline points are at the correct hierarchical level.

Tip	It may be useful to open the Style and Formatting window at the Presentation styles page to track the outline level of each item.

If some outline levels have too many points to fit on one slide, see "Duplicating a slide" or "Expanding a slide" on page 192.

Modifying slides

Use slide masters to avoid manually changing the formatting of individual slides. Multiple slide masters can be used in a single presentation to avoid modifying slide backgrounds or other features. See Chapter 2 (Slide Masters, Styles, and Templates) for details about using slide masters.

Formatting the slide or page area

The Page Setup dialog box (Figure 152) can be used to set up the page layout for different views in Impress such as Notes or Handouts (see pages 204 and 209).

| **Note** | Any changes to the page format (size, margins, orientation, and so on) apply to *all* slides in the presentation. You cannot define more than one page style in Impress, as you can in Writer or Calc. |
| | You can change the background of individual slides, as described on page 199. |

To start, click the *Normal* tab in the main work area or select **View > Normal** in the menu bar. Select **Format > Page** from the menu bar, or right-click and choose **Page Setup** to open the Page Setup dialog box shown in Figure 152. The *Page* tab has three sections: *Paper format*, *Margins*, and *Layout settings*. Settings on this tab affect all slides in the presentation.
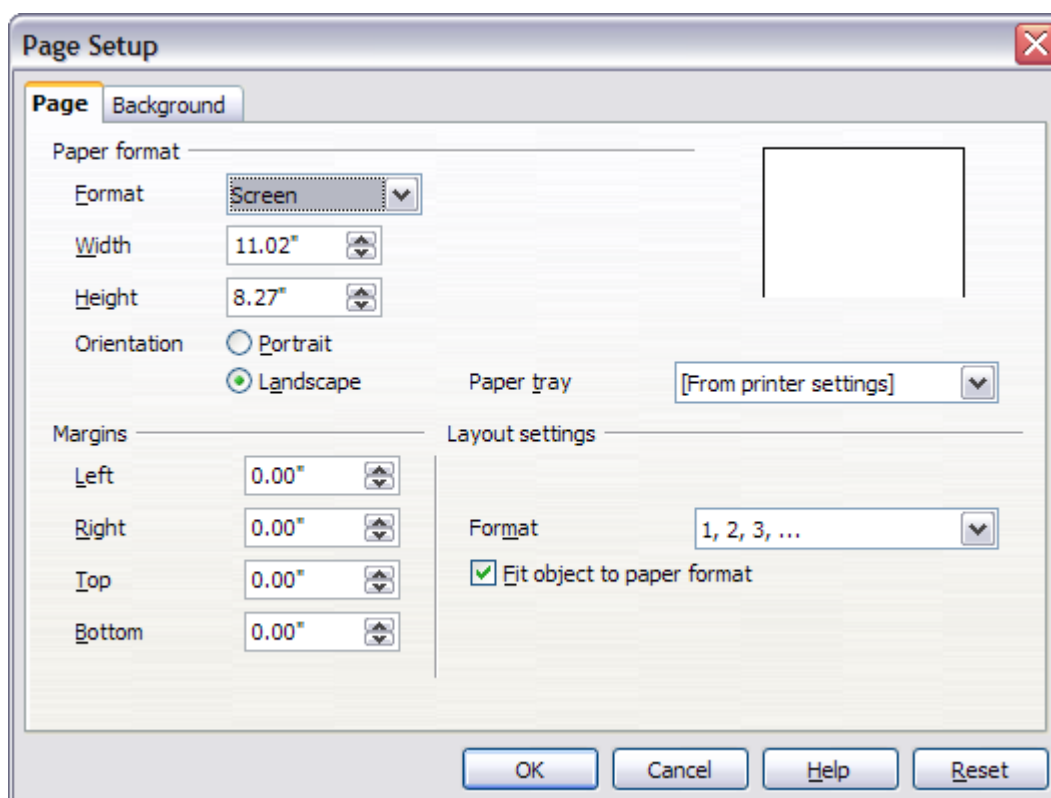
Figure 152: The Page Setup dialog box

In the *Paper format* section, select the preferred **Paper format** from the drop-down list. The dimensions change automatically when a standard format is selected. The list contains selections for displaying the slides as well as printing them on paper.

The default values for the *Screen* settings are optimized for screen presentation (4:3 ratio). If your computer uses a wide-screen monitor, you may wish to take advantage of that by selecting the *User* format and editing the Width and Height manually.

In the *Margins* section, change the spacing between the edges of the page and the contents of the slide.

In the *Layout settings* section, select the page number format in the Format drop-down list. To allow resizing the slide objects and fonts to fit the paper, 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 cannot specify different trays for different pages (slides), as you can in Writer; however, you can specify different trays for printing slides, notes, and handouts. This is useful if, for example, you want to print slides on transparencies and handouts on ordinary paper. For more about printing presentations, see Chapter 10.

Choosing a slide master from the list

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) discusses slide masters (also called "master slides" and "master pages") in detail.

Changing the background of a slide

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 slides background 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) for detailed instructions.

To change the background for a slide:

1) Switch to Normal view by clicking the tab in the main work area or select **View > Normal**.
2) Select the slide you want to change.
3) Select **Format > Page** from the menu bar, or right-click and choose **Slide > Page Setup** to open the Page Setup dialog box. Choose the *Background* tab.
4) Follow the instructions in "Formatting areas" in Chapter 6.
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 from the list

After creating a new slide, decide what this slide will contain and what layout is most suitable for the purpose. Impress offers various types of predefined layouts that can be applied to a slide; these layouts are shown in Figure 153.

To apply a layout to a slide:

1) In the Task pane, select the *Layouts* tab. If the Task pane is not visible, select first **View > Task Pane**.
2) Hover the mouse cursor over the layout thumbnail to get a tooltip with a summary of the contents included in the layout.
3) Click on the selected layout to apply it to the slide.

Note	If the layout is changed when the slide already contains contents, Impress will not delete the contents but just reposition it according to the chosen layout. This may result in slide elements to overlap.

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) for working with text boxes can be applied to the Title and AutoLayout text elements of the slide, while the placeholder for images can be moved and resized as discussed in Chapter 4 (Adding and Formatting Pictures). Chapter 7 describes how to include and modify spreadsheets, charts, and other objects.
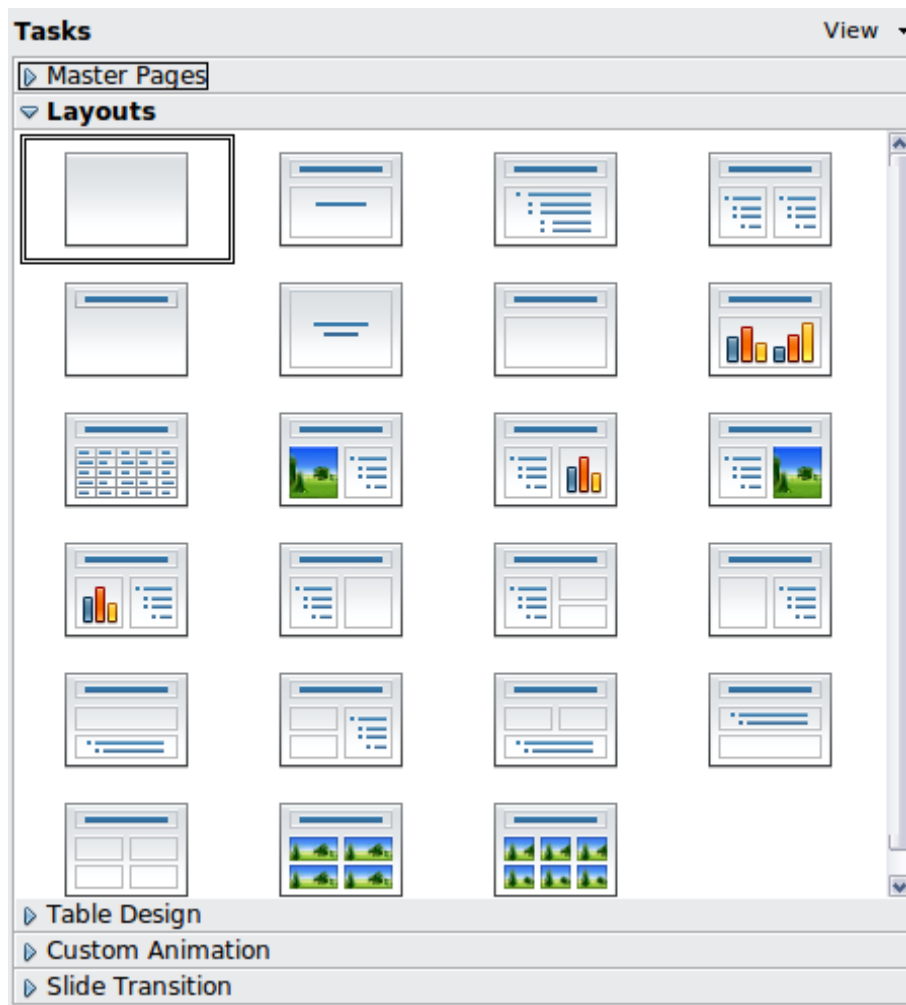
Figure 153: Automatic layouts for slides

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 it.

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 the comment box of Figure 154 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.

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 when needed.
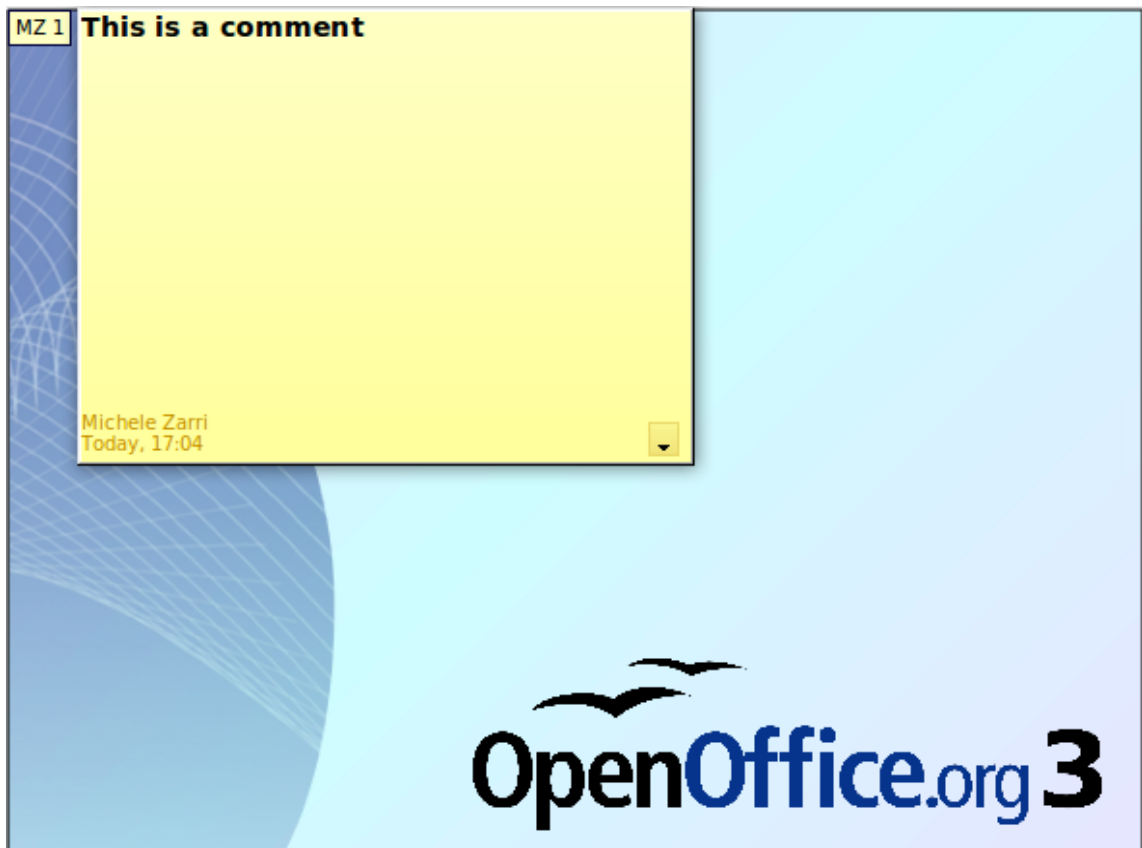
Figure 154: Comments text box in action

Editing, deleting and replying to comments

You can only edit the comments if you created them. You can reply to a comment created by a different person by selecting the **Reply** from the comments menu described below.

A limited set of options is available for formatting the comment text; these 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) and to paste the contents of the clipboard.

When a comment box is open, you can click on the small triangle pointing down in the lower right part of the comments box to display the comments menu shown in Figure 155. Use this menu 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 menu also displays the option to reply to the comment.
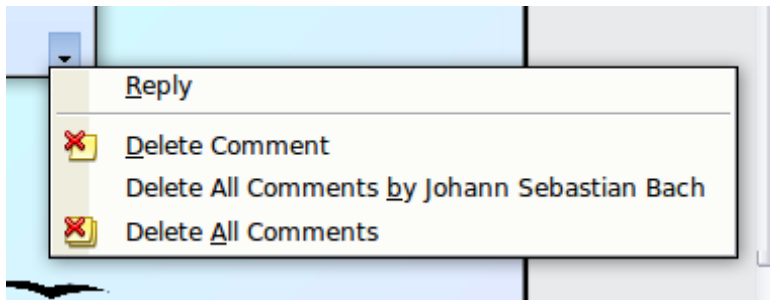
Figure 155: Comments menu

Adding and formatting notes

Notes view provides a convenient way to create reminders or add extra information to the slides in the presentation. Notes are not displayed during a slide show, so with the dual monitor support feature, you can use notes as a presentation cue. You can also print the notes pages and use them as handouts.

Note	If you regularly give presentations in public using a projector, you may want to consider installing the Sun 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 can be downloaded from http://extensions.services.openoffice.org/en/project/presenter-screen

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 by clicking the tab in the main work area or select **View > Notes**.
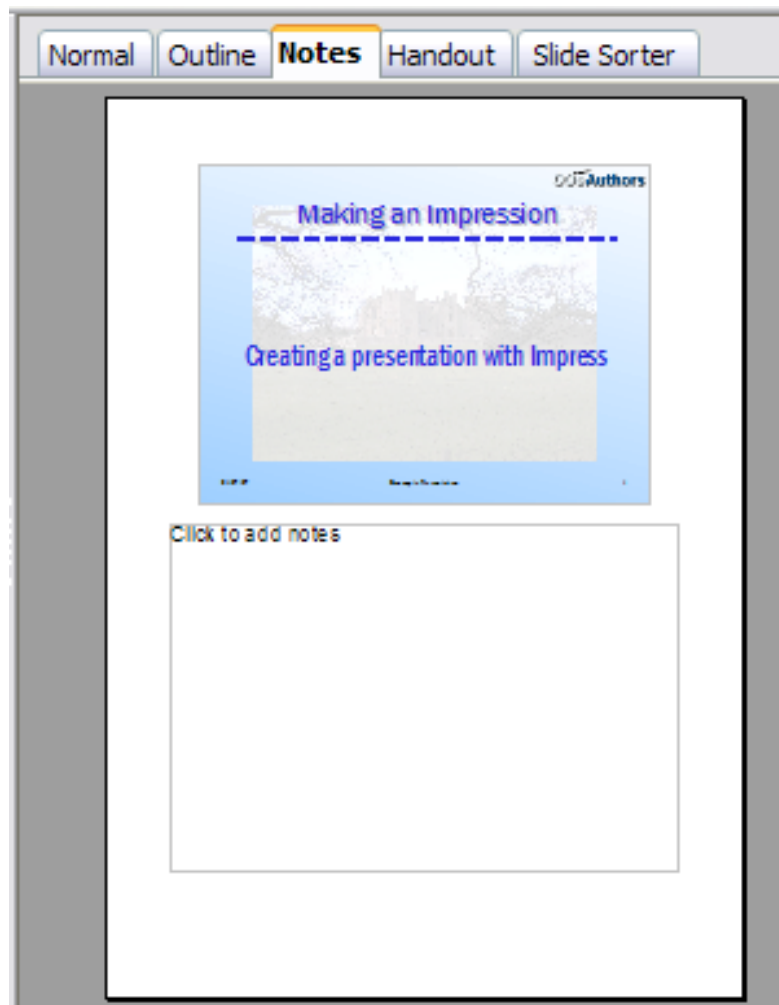
Figure 156: The work area in Notes view

3) Click in the text box showing "Click to add notes" and type or paste text or graphics as needed.
4) To add notes to another slide, select it in the Slides pane. The Notes view changes to show the selected slide.
5) When done entering notes, return to Normal 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 menu bar.
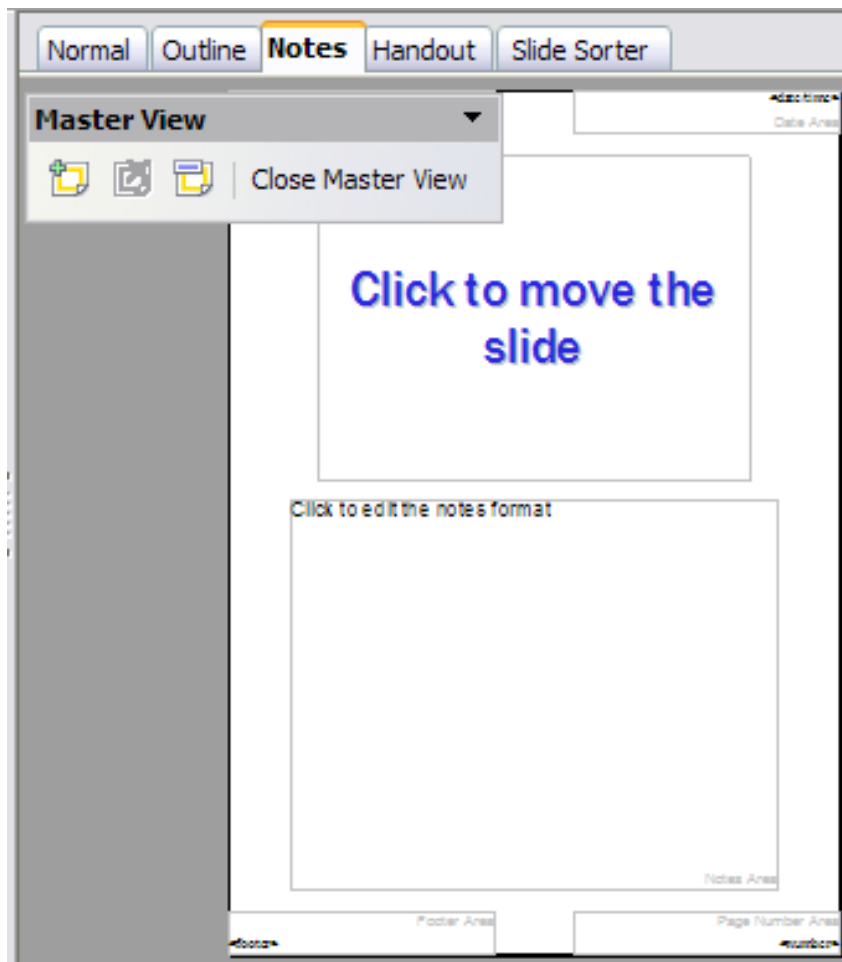
Figure 157: Notes Master View

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** .

2) Select **Format > Page** from the menu bar, or right-click and choose **Page Setup** to open the Page Setup dialog box, shown in Figure 158.

3) Set the desired parameters. The Page Setup dialog box for notes is the same as the dialog box for slides. Refer to "Formatting the slide or page area" on page 197 for a description of this dialog box. The only difference is that by default the Notes page orientation is set to portrait and the format is A4.

4) Click **OK** to close the dialog box.
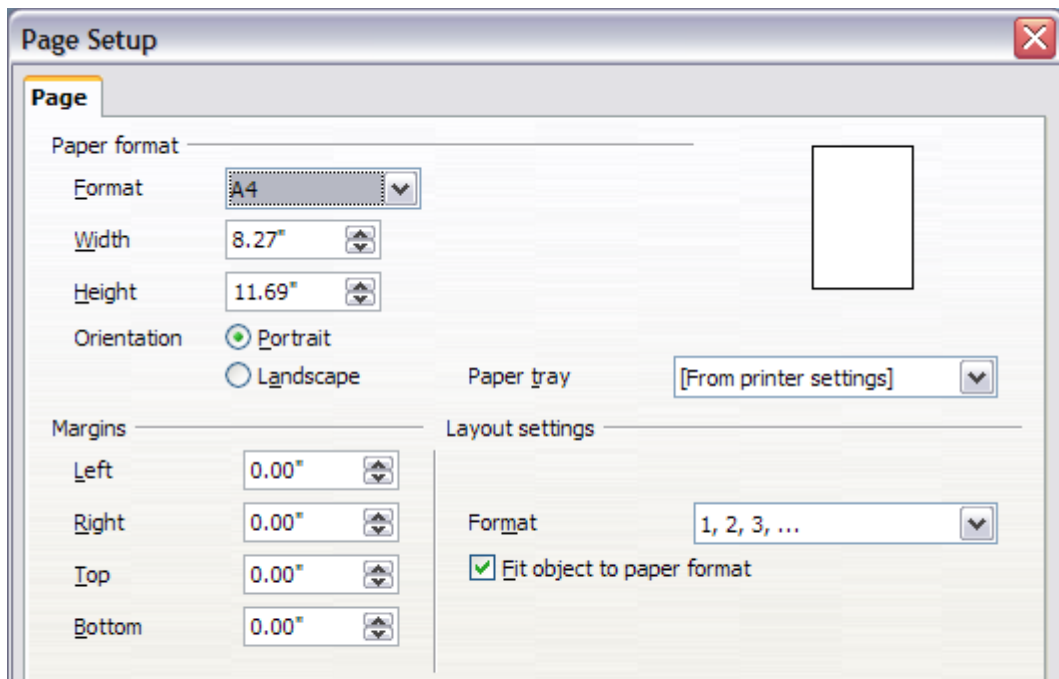
Figure 158: The Page Setup dialog box for notes

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 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** from the main menu, or open the Notes Master (**View > Master > Notes Master**).

2) Choose **Insert > Date and Time** for the Date and time. Choose between **Fixed** (enter in the edit box the date and time that should be displayed) or **Variable** (the date and time of the slide creation will be inserted in the notes pages). 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 box. Select the *Notes and Handouts* tab (Figure 159).

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 205).

5) Click the **Apply to All** button to save these settings and close the dialog box.
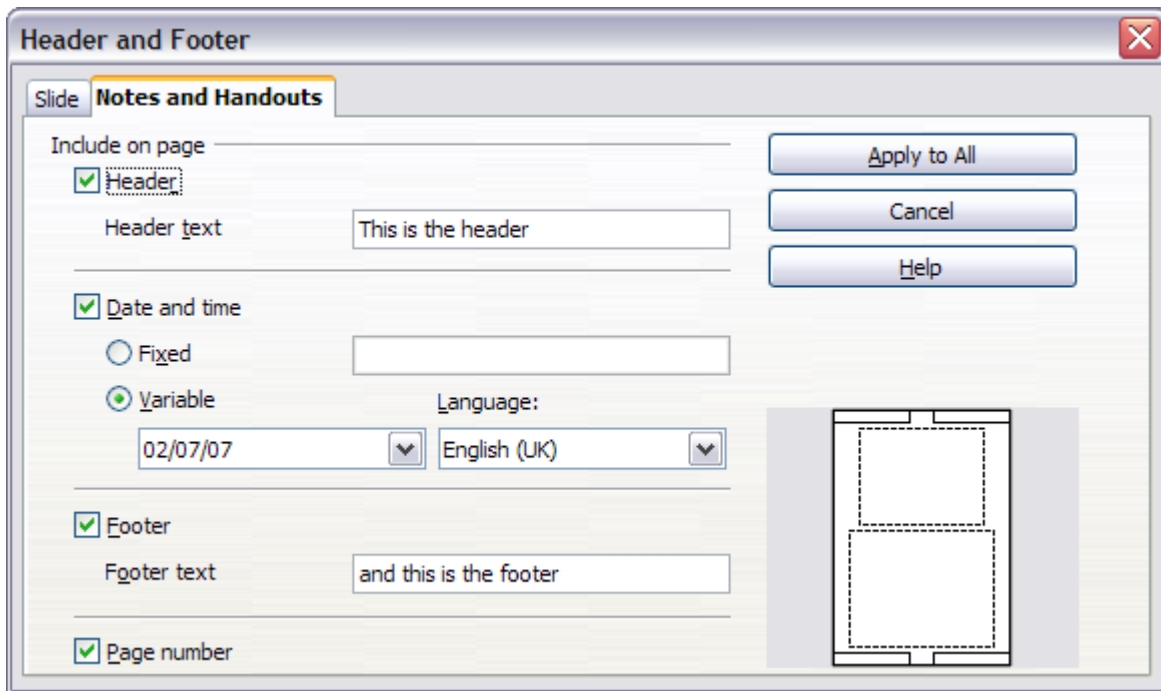
Figure 159: The dialog box to set up header and footer for notes

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 therefore to modify this style to suit your needs. Refer to Chapter 2 (Slide Masters, Styles, and Templates) to learn how to work with styles.

If manual formatting is required, for example to highlight a particular section of the notes, the guidelines given in Chapter 3 (Adding and Formatting Text) apply.

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 menu bar.
2) In the *Print content* section of the Print dialog box, make sure that **Notes** is selected.
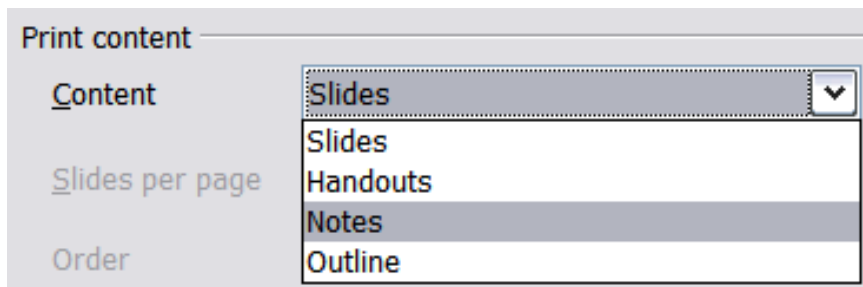
Figure 160: Select Notes for printing

3) Make any other needed changes and then click **OK** to print.

For more about printing slides, notes, and handouts, see Chapter 10.

Exporting notes to PDF

1) Choose **File > Export as PDF** from the menu bar.
2) In the PDF Options dialog box, choose the *General* tab.
3) Under *General*, make sure that **Export comments** is checked, and then click **OK**. This option does in fact export the Notes pages, *not* the comments entered for individual slides.
4) In the Export dialog box, give the file and name, select the folder in which to save it, and click **Export**.
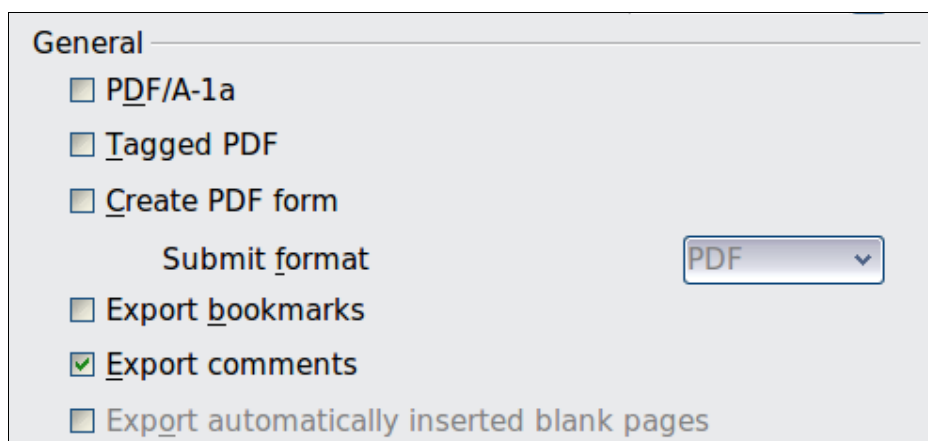
Figure 161: Exporting Notes to PDF

The Notes pages follow the presentation in the PDF (that is, 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 to be printed and distributed to the audience. Each handout page contains from one to nine thumbnails of the slides 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. An example is shown in Figure 162.
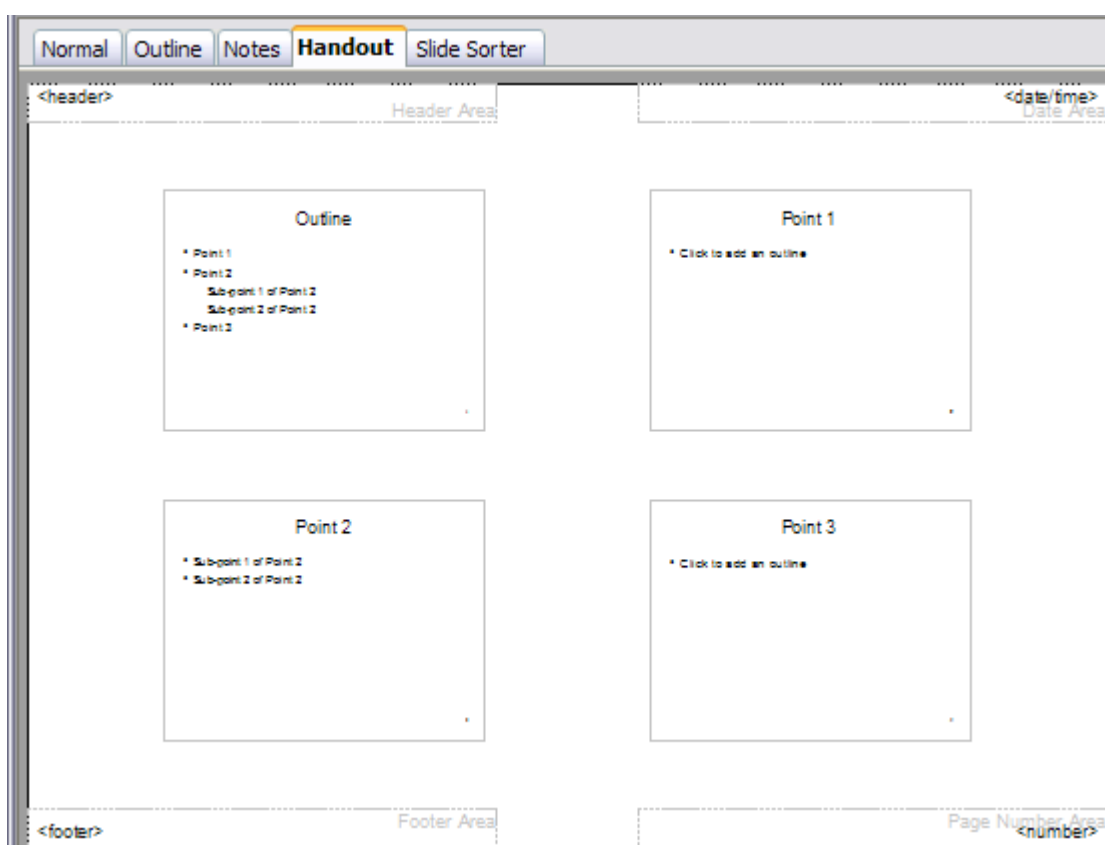
Figure 162: Example of handout with four slide thumbnails

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 work area or by selecting **View > Handout Page** from the menu bar.

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.

3) In the Task pane select the *Layouts* tab, which looks like Figure 163 in Handout view.
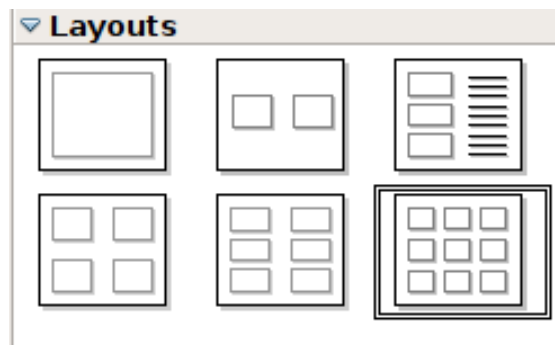
Figure 163: Layouts for handouts

4) Choose the preferred layout. The main work area changes to reflect the choice.

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) Be sure you are in Handouts view. Click the Handouts tab in the work area or select **View > Handout Page** from the menu bar.
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 box (Figure 158 on page 206), 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 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 box. Refer to "Setting automatic layout options" on page 206 for 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 menu bar.
2) In the *Print content* section of the Print dialog box, make sure that **Handouts** is selected.
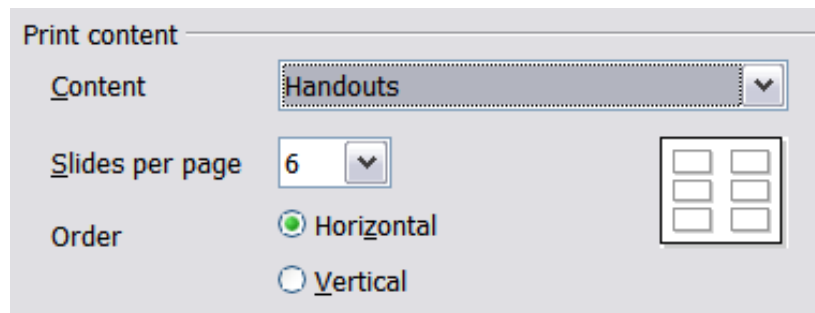
Figure 164: Select Handouts for printing

3) You can select which slides to include in the handouts. In the *Print range* section (Figure 165), select **Pages** and specify the slide numbers to be included. Any numbers entered here correspond to *slides*, not pieces of paper.
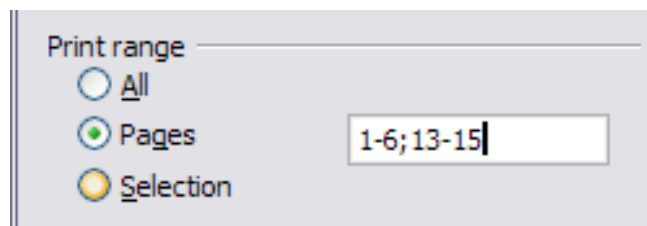
Figure 165: Choose which slides to print

For more about printing slides, notes, and handouts, see Chapter 10.

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 suitable printer driver installed) and then use another program (such as Ghostscript or Adobe Distiller) to create a PDF from the PostScript file.

To create a PostScript file follow the steps below:

1) Choose **File > Print**.
2) Under the Printer section, select the PostScript printer (such as Adobe PDF) from your printer list.
3) Check the properties for the file and switch off **Rely on system fonts only; do not use document fonts**.
4) Select the **Print to file** checkbox.
5) Click **OK**.

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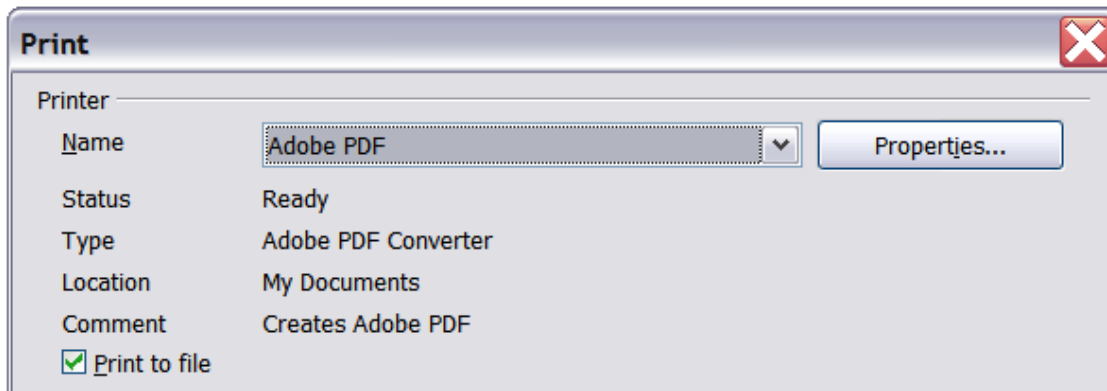
Figure 166: Printing to a PostScript file

6) You may see the following message regarding transparencies. Confirm either **Yes** or **No** for whether transparencies should be reduced. The file will then be created and given an extension of *.ps.*
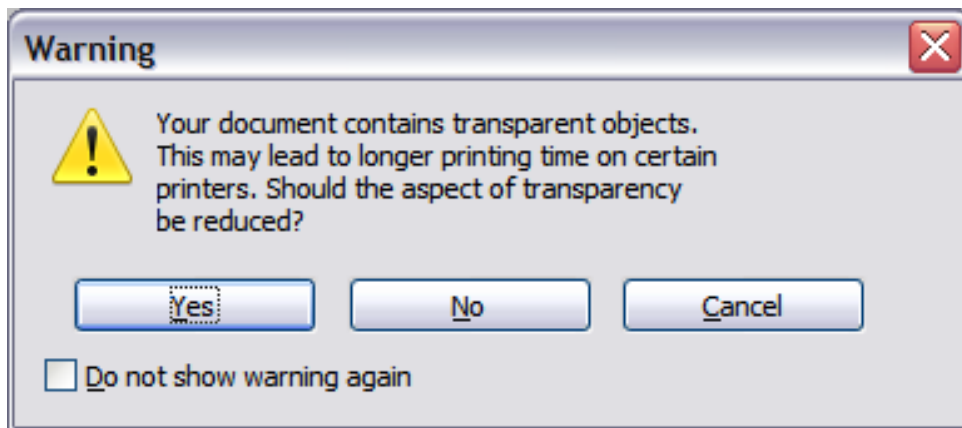
Chapter *9*
Slide Shows

Transitions, animations, and more

Putting together a slide show

OpenOffice.org 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 menu bar or click the Slide Sorter tab at the top of the workspace. All of your slides appear in the workspace; you may need to scroll to see them all.

Choosing 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.

Choose **Slide Show > Slide Show Settings**. The Slide Show dialog box appears.
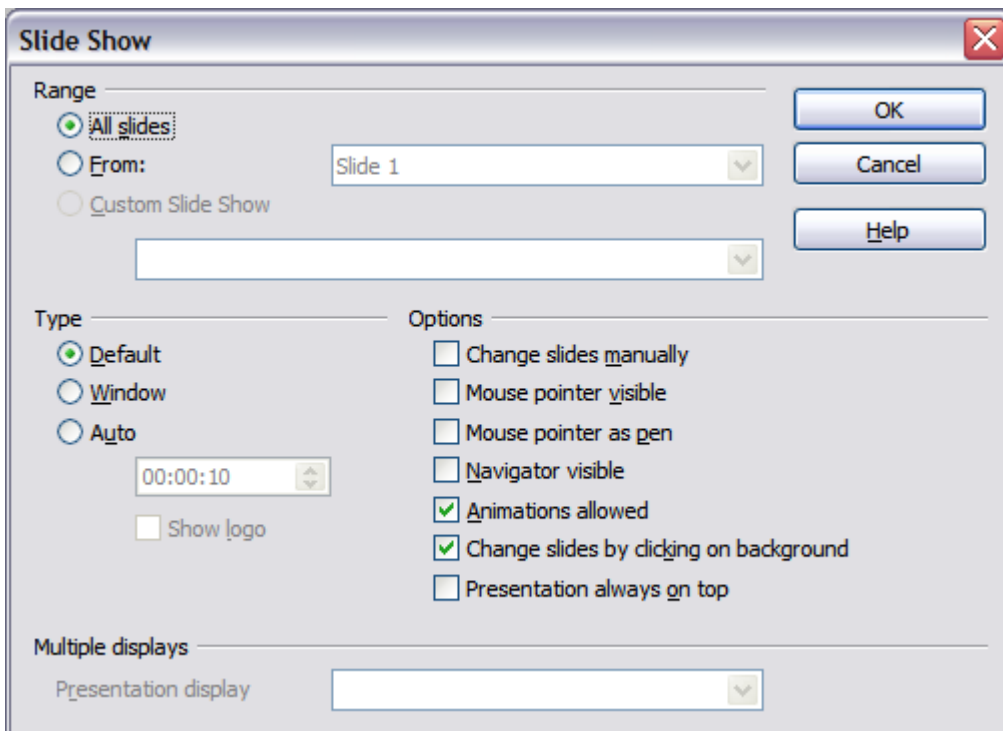
Figure 167: Choosing slide show settings

In the *Range* section, choose 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 217). 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 "Showing slides in a different order" on page 218).
- **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 choice is not available until after you set up a custom slide show (see "Showing slides in a different order" on page 218). 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, choose how the slides will be displayed:

- **Default** shows the slides full screen, without the OpenOffice.org program controls visible, and exits the show after the last slide.
- **Window** runs the slide show in the OpenOffice.org 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 under this choice, specify the length of time before the show restarts. If you enter zero, the show restarts immediately without showing a pause slide.

Note	In version 3.2 of Impress, the **Show Logo** option, which is intended to show the OpenOffice.org logo on the pause slide, has no effect. This is a bug.

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 quite 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 about the Navigator, see Chapter 1 (Introducing Impress).
- **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 223.)
- **Change slides by clicking on background** advances to the next slide when you click on the background of a slide. (Other ways of advancing to the next slide include pressing the spacebar on the keyboard.)
- **Presentation always on top** prevents any other program window from appearing on top of the presentation.

In the *Multiple displays* section, you can choose which display to use for full screen slide show mode, if the current desktop is displayed on more than one monitor. If the current desktop spans 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 show. You can either hide some of the slides or set up a custom slide show; which method is best depends on your needs. For example, you may have draft slides that you don't 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 **Show/Hide Slide** icon on the Slide View toolbar, right-click and select **Hide Slide** from the context menu, or choose

Slide Show > Show/Hide Slide. The slide number is now in a box with a diagonal line through it, to indicate that it is hidden. The slide remains in the file.
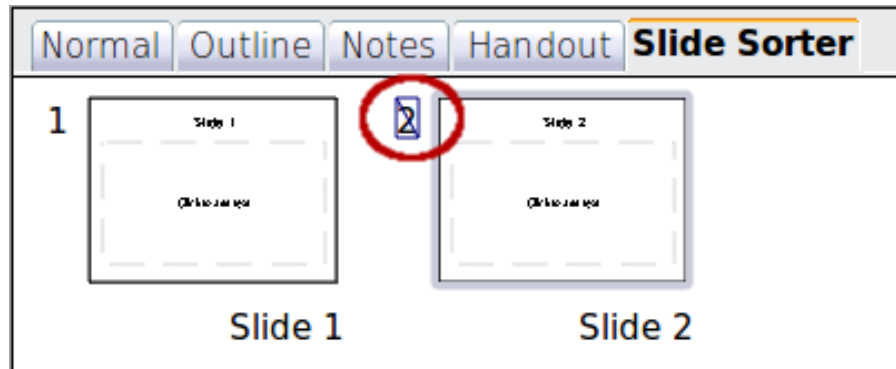
Figure 168: Slide 2 is hidden

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/Hide Slide** icon on the Slide View toolbar, right-click and select **Show Slide** from the context menu, or choose **Slide Show > Show/Hide Slide**.

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 need from one set of slides. In a custom slide show, you can choose 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 menu bar.
2) On the Custom Slide Shows dialog box, click **New**.
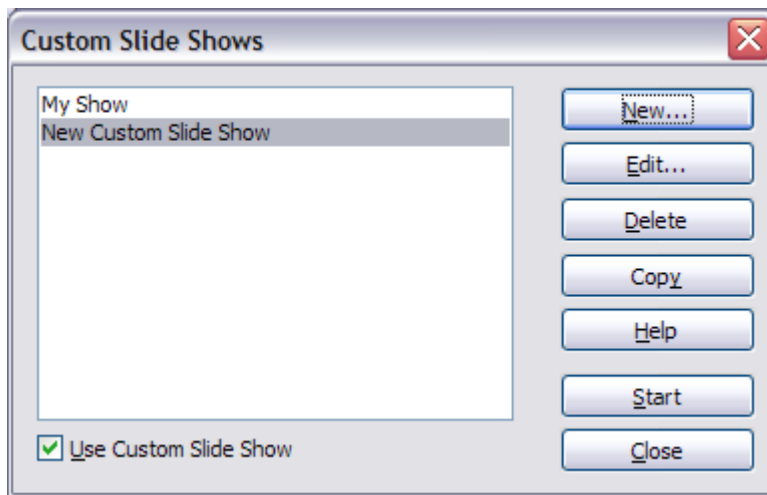
Figure 169: Start here to define or change a custom slide show

3) On the Define Custom Slide Show dialog box, type a name for the new custom show. Then, in the *Existing slides* list, select the slides to include in the show, **in the order you want to show them**. Click the **>>** button to include the slides in the *Selected slides* list. In Figure 170, Title Slide and Slide 4 have been included; Slide 2 has been selected but not yet included.

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 (for example, slides 3 through 7), or hold down the *Control* key and click on individual slides to select them (for example, slides 3, 5, and 9).
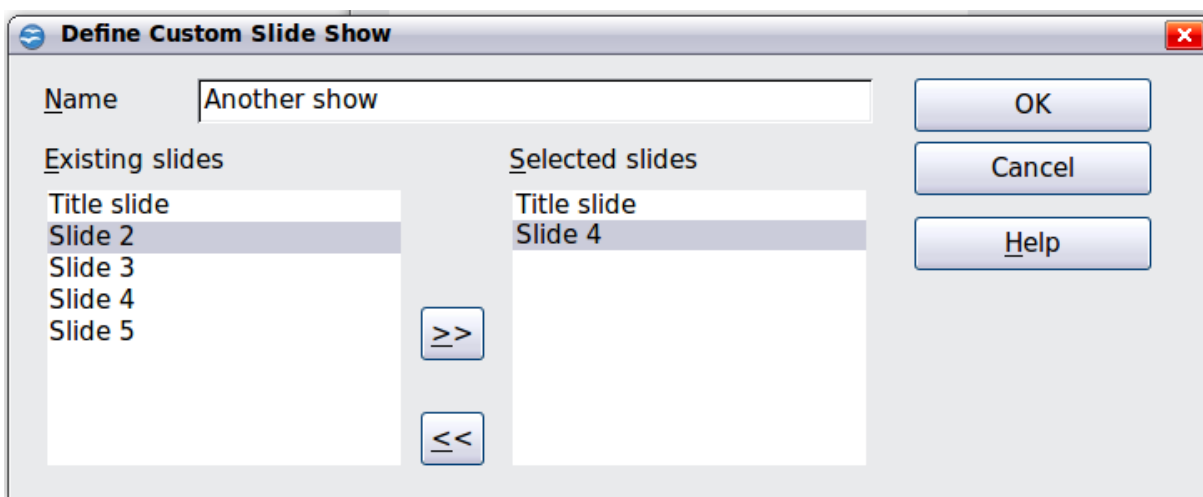
Figure 170: Defining a custom slide show

4) When you are done arranging the order of the slides, click **OK** to save this custom show and return to the Custom Slide Shows dialog box. To activate your custom show, select the **Use Custom Slide Show** option at the bottom.

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Note	If you include several slides at the same time, they are added to the *Selected slides* list in numerical order regardless of the order in which you selected them. In other words, if you click on slides 3, 9, and 5 in that order and add them all at the same time, they will be included in the *Selected slides* list in this order: 3, 5, 9. To put them in a different order, either select and include them one at a time or select and drag them up or down the list. You can also use the Slide Sorter view to rearrange the order of slides.

Tip	Slides are added to the *Selected slides* list after whichever slide is currently highlighted in that list. The last slide added is highlighted unless you select a different one. For example, you may have added slides 1, 2, 3 and 9, in that order. Slide 9 will be highlighted. If you now want to add slide 15 between slides 2 and 3, select slide 2 in the *Selected slides* list, then select slide 15 in the *Existing slides* list and click >>.
	You can also add slide 15 at the end of the *Selected slides* list and then drag it up to where you want it in the sequence.

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 box (Figure 169) and click **Edit**.

To delete a custom slide show, select it in the Custom Slide Shows dialog box 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 box and click **Copy**. You can now edit the copy to rename it and add, remove, or change the order of slides in it.

You can run a custom slide show (for example, to test it) from the Custom Slide Shows dialog box, if the **Use Custom Slide Show** checkbox is selected. Select the slide show from the list and click **Start**.

When you have finished working with custom slide shows, click **Close** to save all changes and close the Custom Slide Shows dialog box.

Using slide transitions

Slide transitions are the effects that take place when one slide gives way to the next one in the presentation, like *Roll down from top* or *Fly in from left*. They add dynamic flair to a slideshow, smoothing the transition between slides.

In the Tasks pane, choose **Slide Transition**.

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, you do not need to select them first.

In the **Apply to selected slides** list, select a transition.

Modify the selected transition by changing the speed or adding a sound, in the Modify transition area. If you choose to play a sound, select it in 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 you select this option and there are no subsequent sounds in your slide show, the sound will play continuously for the remainder of the show.

Choose next 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.

If you want the transition to apply to all slides, click the **Apply to All Slides** button.

Figure 171: Slide Transition drawer of Tasks pane

To start the slide show from the current slide (so you can see all the transitions), click the **Slide Show** button.

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.

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 show a professional appearance.

Tip	If you want most of the slides to have the same transition, but a few to be different, 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, go to the Slide Transition drawer of the Tasks pane (Figure 171), leave the transition effect set to No Transition, choose **Automatically after** in the *Advance slide* section, set a time, and click the **Apply to All Slides** button.

To vary the timing for some slides, choose **Slide Show > Rehearse Timings** from the menu bar, 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.

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. Continue 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.

If you want the whole presentation to auto-repeat, open the menu **Slide Show > Slide Show Settings**. Click **Auto** and **OK**.

Playing a sound throughout the presentation

You can use the Slide Transition pane to set up Impress so that a sound or a song is played throughout the presentation. To do that:

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 the entry **Other sound** from the Sound drop-down menu.

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3) Select the **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 the presentation rather than embedded; therefore if you plan to display the presentation on a different machine, remember that you also have to make the sound file available on the machine 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—a 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, you need to apply the effects to each text box, or alternatively copy the text box from one slide to the other.

Applying an animation effect

In Normal view, display the desired slide. Select the text or object you want to animate. An object such as a graphic or an entire text box will

have green handles around it when selected. If you choose only a portion of the text in a text box, you may not see any green handles.

In the Tasks pane, choose **Custom Animation** (Figure 172).

Click **Add**. The Custom Animation dialog box (Figure 173) appears. Choose an effect from one of the pages of this dialog box, and choose the speed or duration of that effect. See the example on page 226 for some hints on how to combine multiple effects.

To choose the animation to be applied when the object is placed on the screen, use an effect from the *Entrance* page, for example, *Fly In* or *Dissolve In*.

Use the *Emphasis* page to apply a basic effect, such as changing the font color, or to add special effects such as blinking text.

To choose the effect to be applied when the object is leaving the screen, use the *Exit* page.

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 230.

Click **OK** to save the effect and return to the *Custom Animation* page on the Task pane. Here you can choose how to start the animation, change the speed, and apply some additional properties to the selected effect.
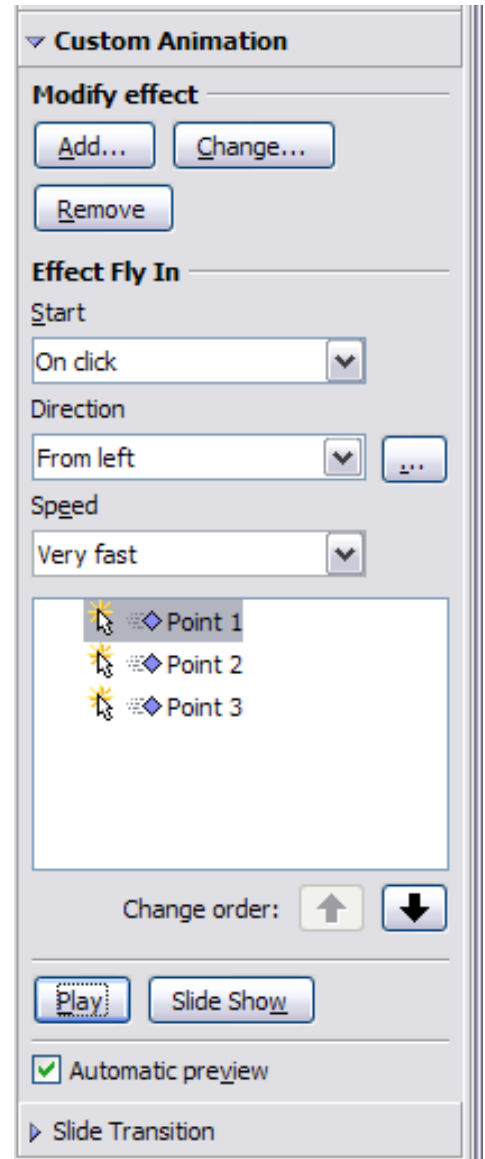
Figure 172: Task pane, showing Custom Animation page
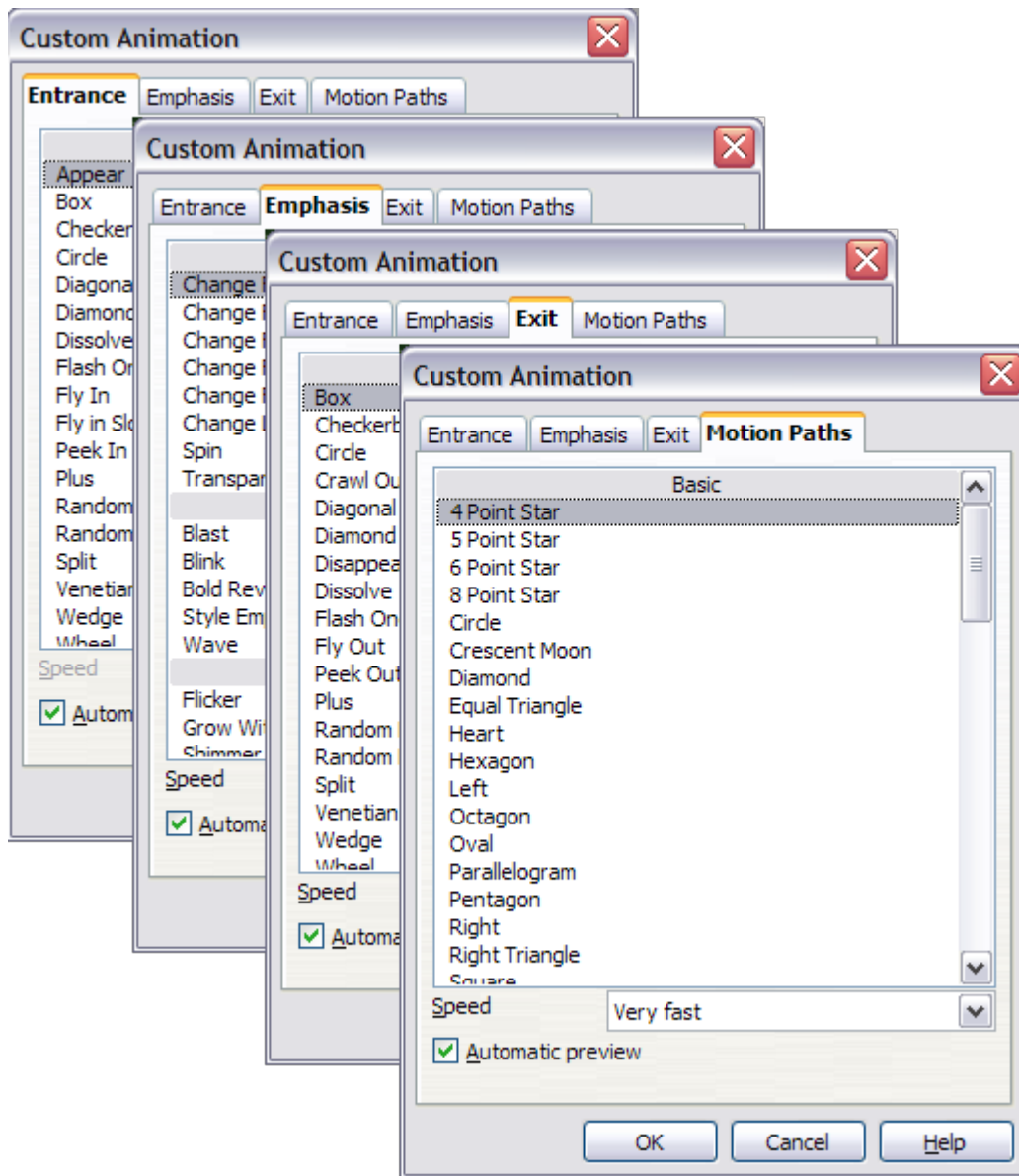
*Figure 173: Custom Animation dialog box. Choices
may vary depending on the selected object; for
example, pictures and text have different Emphasis
choices.*

Starting an animation effect

You have three choices 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, if you choose the Change Font Color effect on the *Emphasis* page, you can specify the font color. If you choose Fly In on the *Entrance* page, you can specify the direction from which the object flies in.

The label on the properties box changes depending on the choices available for each effect. For example, a Fly In effect has a box labelled *Direction* and a Change Font Color effect has a box labelled *Font color*.

Example: Using multiple animation effects

To illustrate how you can set up multiple effects, let's look at 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 how to create these effects:

Step 1. Apply the "fly in" effect to individual list items.

1) Display the *Custom Animation* page of the Task pane.
2) Create a slide with several items in a bullet list. Our example slide (Figure 174) has four.
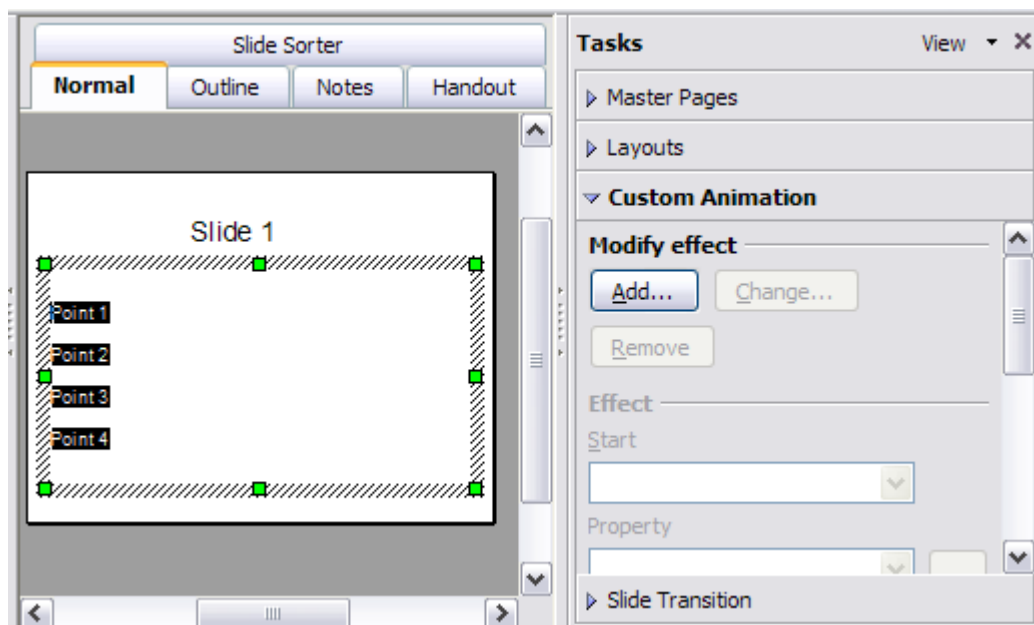
Figure 174: Example slide for multiple animations

3) Select all four items. Click **Add** on the Custom Animation pane.
4) On the *Entrance* page of the Custom Animation dialog box (Figure 175), select **Fly In**, optionally change the Speed to **Medium**, and click **OK**.

---

5) The four effects you have just set up are listed in the animations list on the *Custom Animation* page, as shown in Figure 176.
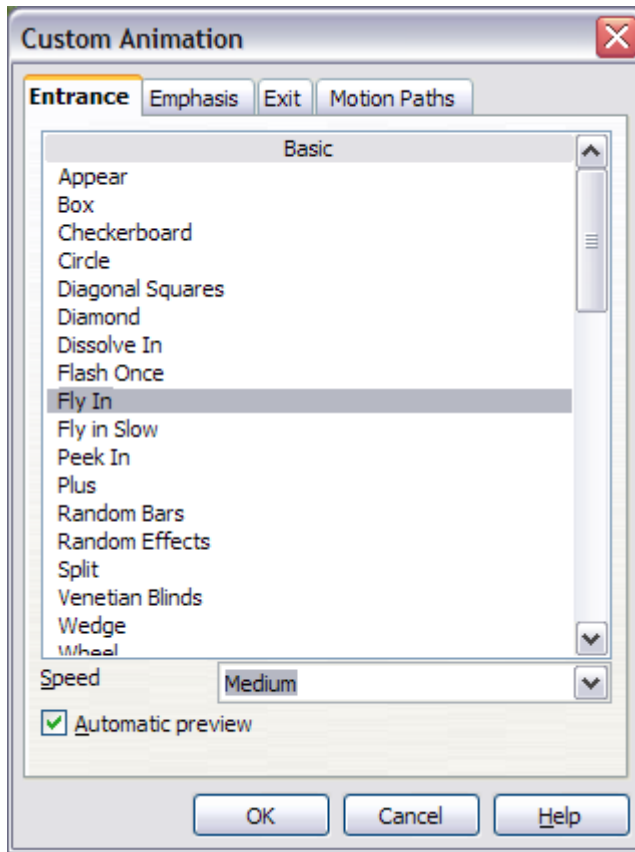
Figure 175: Choosing an entrance effect
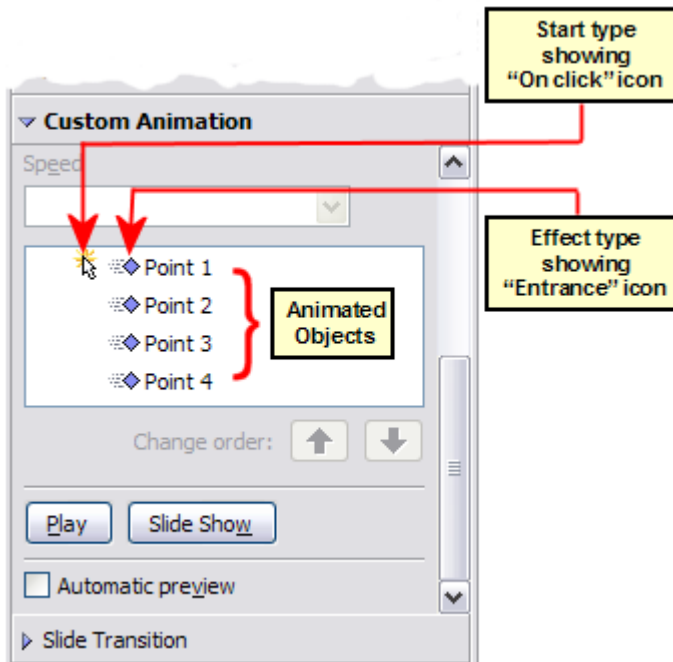
Figure 176: Animation list, showing four items

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Step 2. Apply the "change font color" effect to some list items.

Now we want to set each of the first three list items to change color when the following item appears on the slide. To do this:

1) Select the first three items on the slide (not the animations list) and click **Add** in the Custom Animation pane. This time we go to the *Emphasis* page of the Custom Animation dialog box and choose **Change Font Color**, as shown in Figure 177. Click **OK** to save this effect.
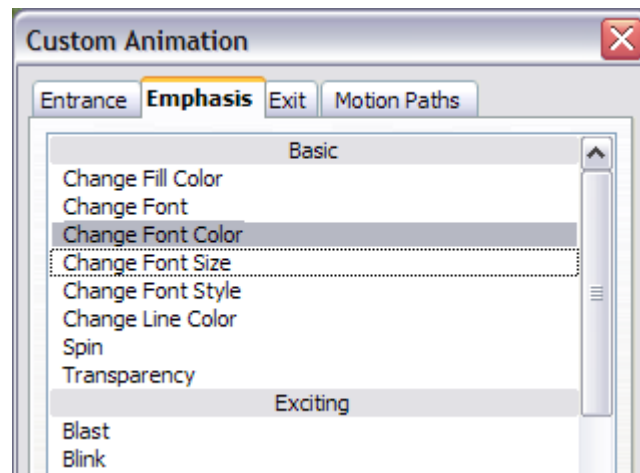
Figure 177: Choosing an emphasis effect

2) Notice that the three new animations are listed at the bottom of the animations list, and the "type of effect" icon for these three effects (in the second column) is different from the icon for the first four effects (see Figure 178).
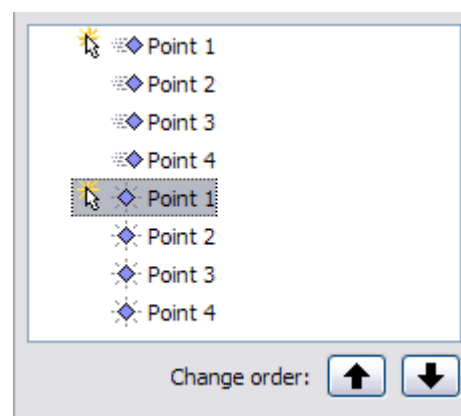
Figure 178: Animation list after adding a second set of animations

3) 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.

4) Use the **Change order:** up-arrow button to move each of the last three items up the list to just under the other item with the same name. The animation list will now look like Figure 179.
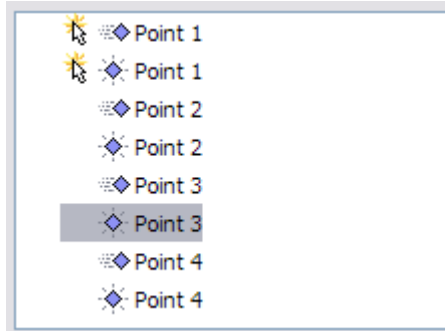
Figure 179: Animation list after moving items into required sequence

Step 3. Change the timing for some list items from With previous to On click

Notice that 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 if when you click to make the next point appear the previous point is dimmed. We will therefore 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. The animation list now looks like Figure 180.

2) Test this set of animations by clicking the **Slide Show** button.
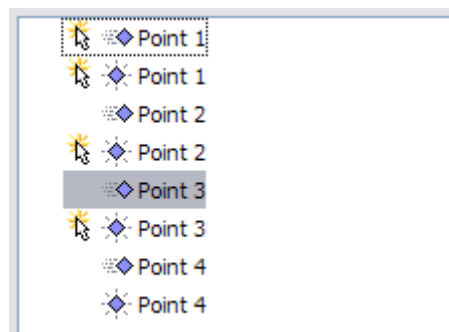
Figure 180: Final list of animations

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 OOo, 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 blue handles are displayed around it. When the blue handles around the path 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** tool [icon] from the Drawing toolbar while the path is selected. The Edit Points toolbar of Figure 181 should be displayed; if not, select it from **View > Toolbars > Edit Points**.
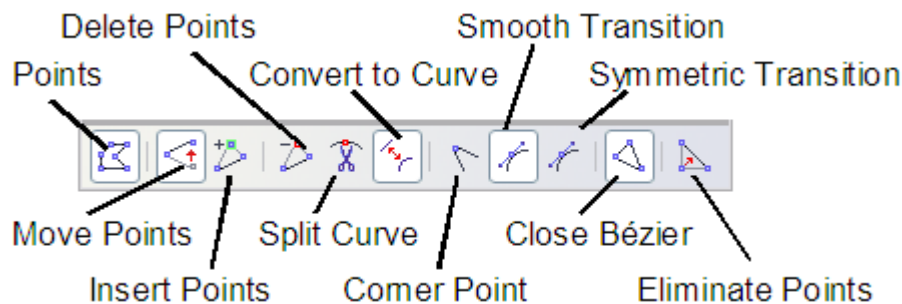
Figure 181: The Edit Points toolbar

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.

Figure 182 shows a polygon motion path with a curved section.

You can combine a motion with other effects such as spinning or changing of size or colors to create dramatic effects.
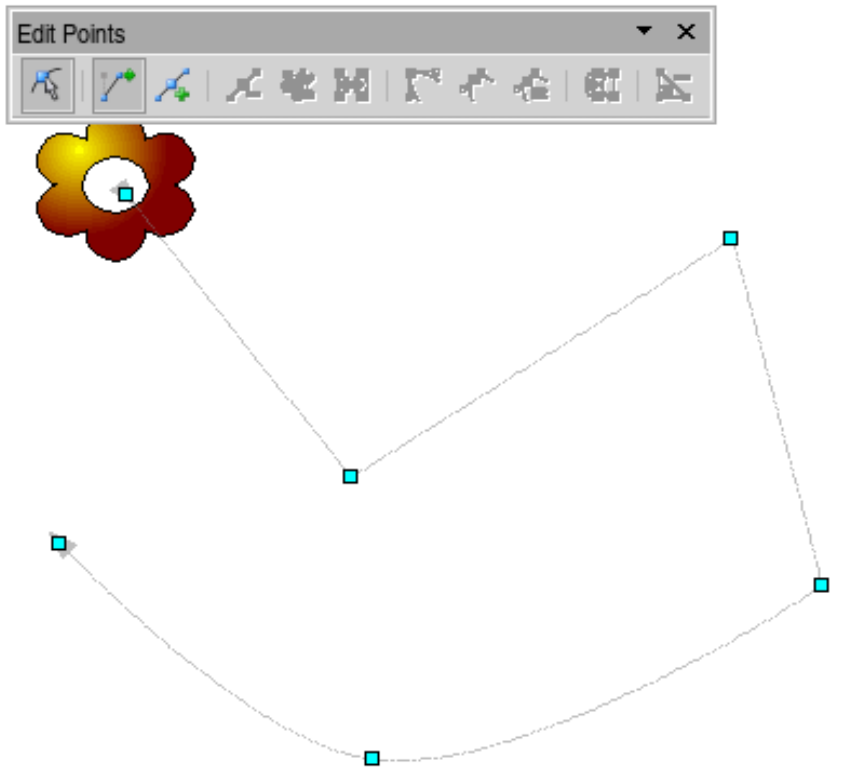
Figure 182: Object set to move along a polygon and curve path

Advanced animation effects

Click the Effect Options button [...] next to the Properties drop-down list to display the Effect Options dialog box.

Note	What you see on the Effect Options dialog box depends on the selected animation object. For example, the dialog box has three pages for text objects but only two pages for picture objects (the *Text Animation* page does not appear). The Settings section on the *Effect* page also varies. Figure 183 shows the *Effect* page for a Direction effect, and Figure 184 shows the Settings section for a Font Color effect. For picture objects, the Text animation box on the *Effect* page is unavailable.

On the *Effect* page of the Effect Options dialog box (Figures 183 and 184), you can choose 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.
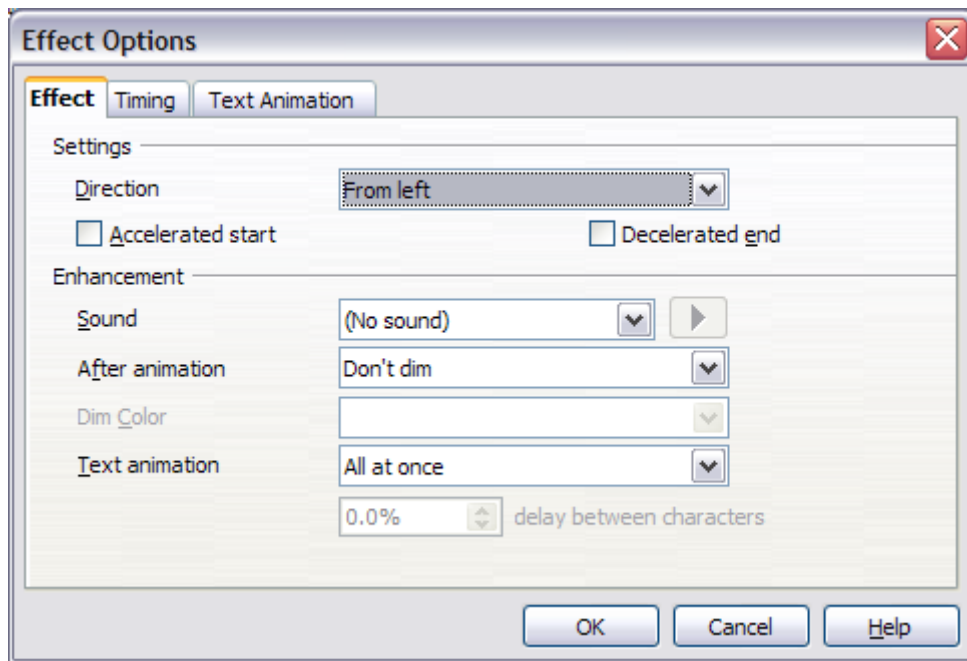
Figure 183: Effect options settings for a direction effect
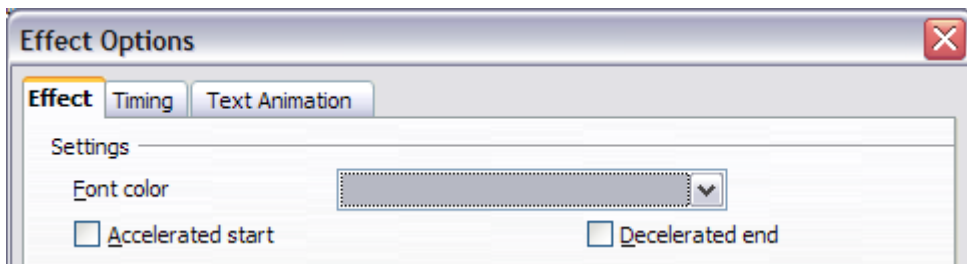
Figure 184: Effect options settings for a font color effect

On the *Text Animation* page of the Effect Options dialog box (Figure 185), you can group text in other ways: as one object, all paragraphs at once, or by first-level paragraphs (that is, one list item together with its sub-items, if any).
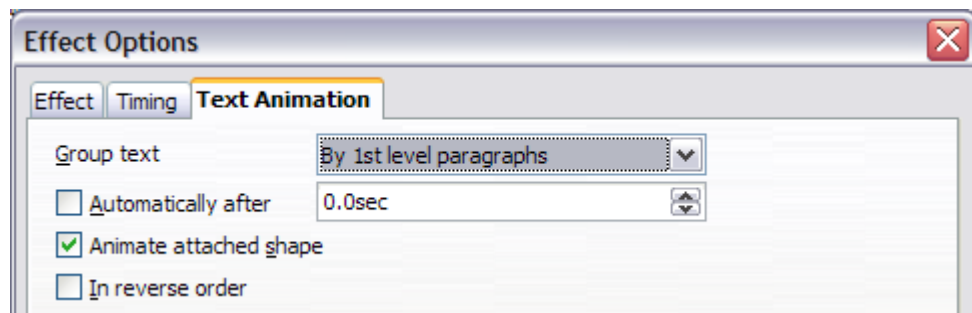
Figure 185: Text Animation effect options

The choices on the *Timing* page of the Effect Options dialog box, shown in Figure 186, allow you to change the speed, delay, and other aspects of the effect's timing.
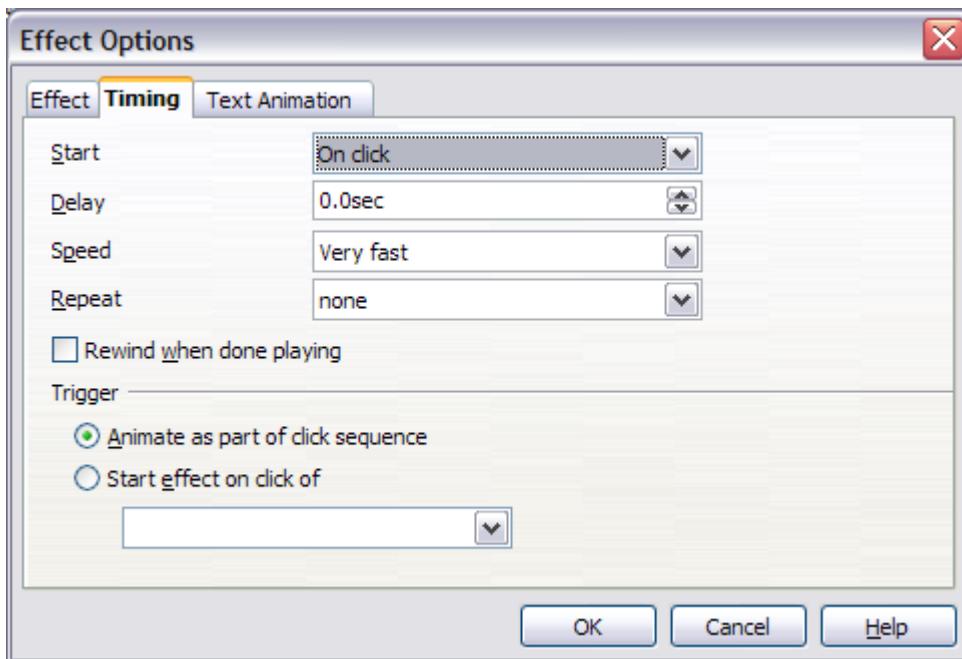
Figure 186: Timing page of Effect Options dialog box

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. Possible interactions include: go to previous slide, go to next slide, go to first slide, go to last slide, go to page or object (that is, a specific slide or named object in a slide), go to document, play sound, or run a macro.

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. The Interaction dialog box (Figure 187) appears. Select an interaction from the **Action at mouse click** drop-down list.

With some interactions, after you select one, the dialog box changes to offer more choices. For example, Figure 188 shows the Interaction dialog box after choosing **Go to page or object**.

| **Tip** | A sound interaction can be also applied using the Effect Options dialog box (Figure 183). |

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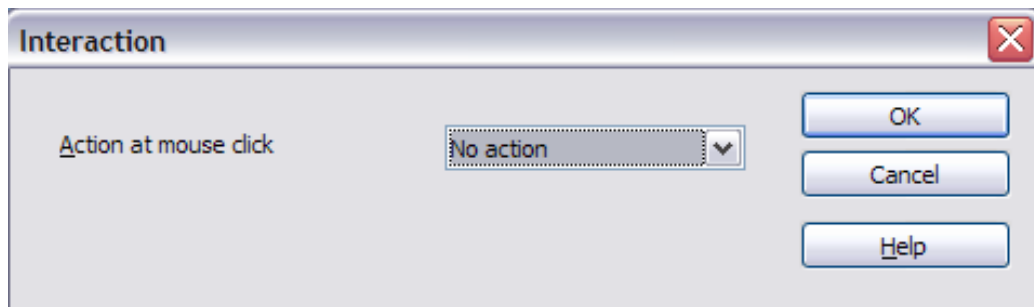
Figure 187: Dialog box before choosing an interaction
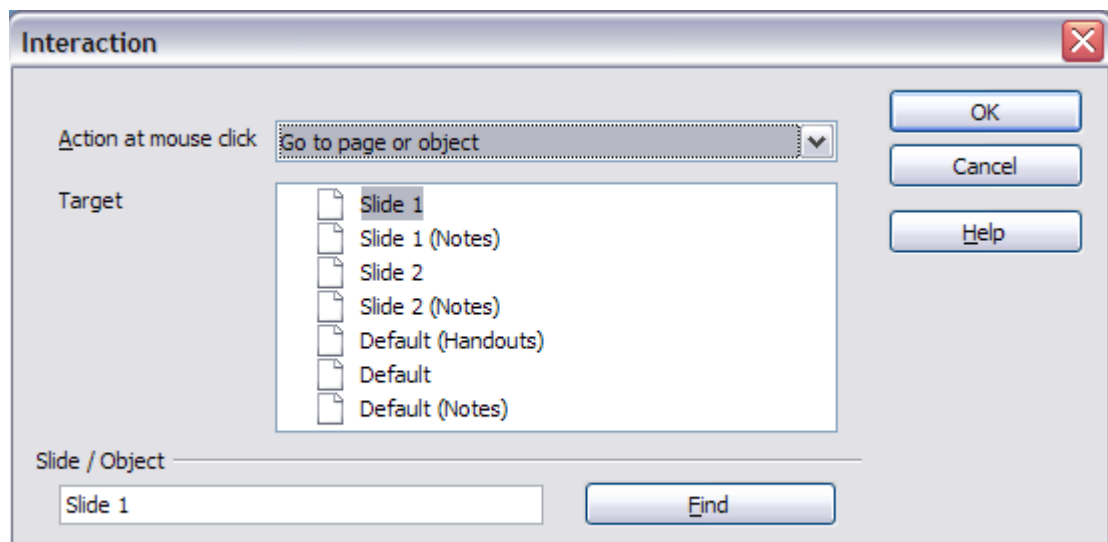
Figure 188: Dialog box after choosing the "Go to page or object"
interaction, showing choices for the target slide or object

Running a slide show

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

- Press *F5* or *F9*.
- Click **Slide Show > Slide Show** on the main menu bar.
- Click the **Slide Show** button 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 below).

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: Move to the previous slide in the defined sequence.

Go to Slide: Displays a submenu allowing to quickly navigate through the presentation. Choices on the submenu include **First slide**, **Last Slide**, or any slide in the show. You can see why giving the slides meaningful names—instead of leaving them at the default Slide 1, Slide 2, and so on—can be very helpful.

Screen: Displays a submenu with two choices. Each choice 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.

Chapter **10**
Printing, e-mailing, exporting, and saving slide shows

Introduction

General information about printing documents from OOo is provided in the *Getting Started* guide. This chapter describes some items of particular interest to users of Impress.

Quick printing

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

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 box.
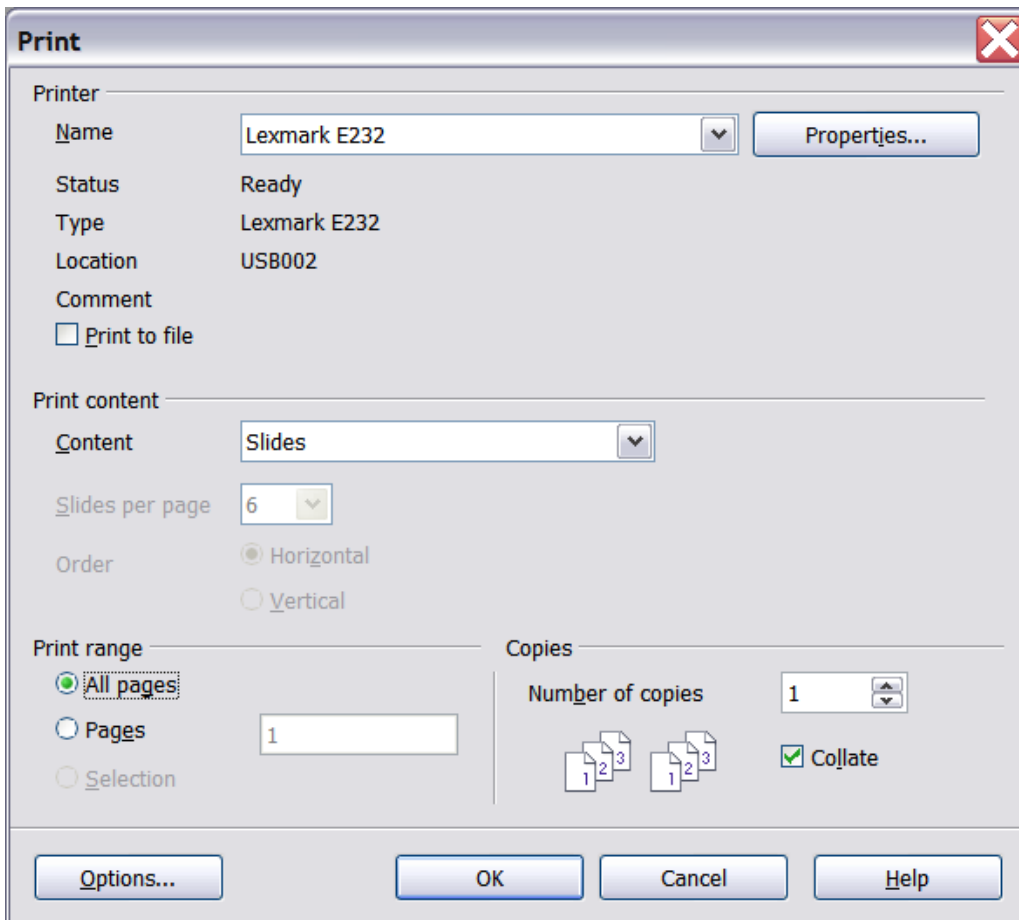
Figure 189. The Print dialog box

On the Print dialog box, you can choose:

- Which printer to use (if more than one are installed on your system) and the properties of the printer—for example, orientation (portrait or landscape), which paper tray to use, and what paper size to print on. The properties available depend on the selected printer; consult the printer's documentation for details.
- What content to print: slides, notes, handouts, or outline.
  - *Slides* prints one slide per page, full page, in landscape.
  - *Handouts* prints the slides in reduced size on the page, from a single slide up to six slides per page. You can choose how many slides to print per page, and whether to print them horizontally (landscape orientation) or vertically (portrait orientation) on the page.
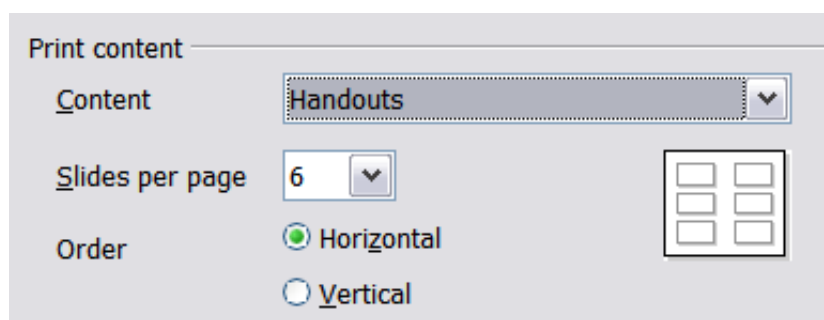
  - *Notes* prints a single slide per page with any notes entered for that slide in Notes view.
  - *Outline* prints the title and headings of each slide in outline format.
- What slides to print, how many copies to print, and in what order to print them.
  - *Pages* prints the slide numbers you list in the box. Use hyphens to indicate ranges and commas or semicolons to separate ranges; for example: 1, 5, 11-14, 34-40.
  - *Selection* prints selected objects. This choice is available only when you have selected one or more objects on a slide (in Normal view).
- What items to print. Click the **Options** button to display the Printer Options dialog box (Figure 190). Refer to Chapter 8 (Slides, Notes, and Handouts) for instructions on how to set up the page for handouts and notes printing.

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Selecting printer options for a presentation

Selections on the Printer Options dialog box (Figure 190) apply to this printing of this presentation only. To specify default printing options for Impress, see "Selecting default print options" on page 240.
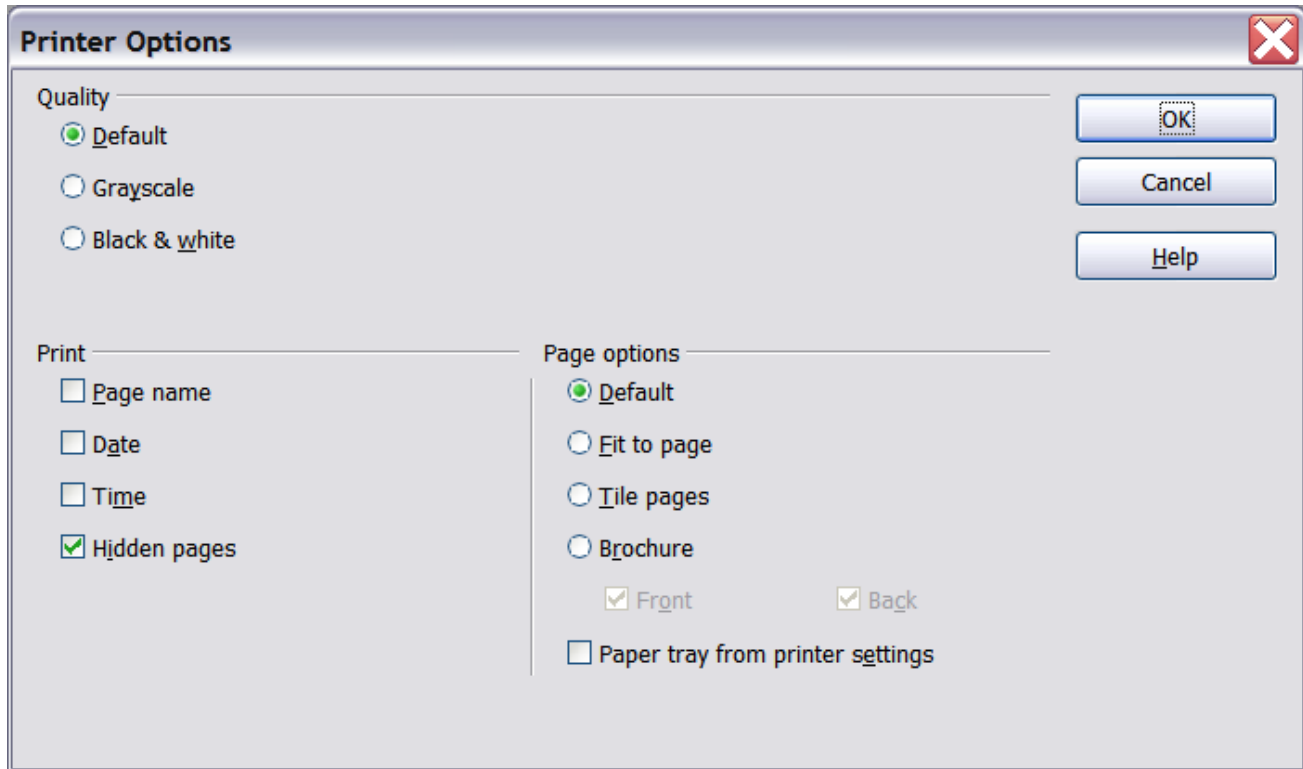
Figure 190: Selecting printer options for a presentation

Some items of interest on the Printer Options dialog box include:

Under *Quality*:

- *Default* prints the presentation in color on a color printer or in grayscale on a mono printer, including all background colors and images. If you have used a dark background (which looks good when projected), the slides may not be very readable when printed, especially on handouts with small images.
- *Grayscale* prints in black, white and grayscale on both color and mono printers, and does not print background colors or images.
- *Black & white* prints in black, white and grayscale and does not print background colors or images.

Under *Print*, you can choose additional elements to be printed in the page margin. If you marked **Brochure** in the *Page options* area, the only available selection in this area is *Hidden pages*.

- *Page name* includes the name of the slide. Not available with brochure printing.

- *Date* prints the current date at time of printing. Not available with brochure printing.
- *Time* prints the current time. Not available with brochure printing.
- *Hidden pages* prints the slides that are marked as hidden in the presentation.

Under *Page options*:

- *Default* prints the slides full size.
- *Fit to page* scales down slides so they fit on the paper in the printer.
- *Tile pages* prints several slides on a page, if the slides are smaller than the paper.
- *Brochure* is discussed in "Printing a brochure" on page 242.
- *Paper tray from printer settings* specifies that the paper tray to be used is the one defined in the printer setup.

Selecting default print options

Selections on the Printer Options dialog box over-ride any default settings. To specify default settings for printing, use **Tools > Options > OpenOffice.org Impress > Print**. The page displayed contains the same choices as the Printer Options dialog box.

Other printer settings are found in **Tools > Options > OpenOffice.org > Print**, as shown in Figure 191. Use this page to specify quality settings for printing, and whether to have OOo warn you if the paper size or orientation of your document does not match the printer settings.
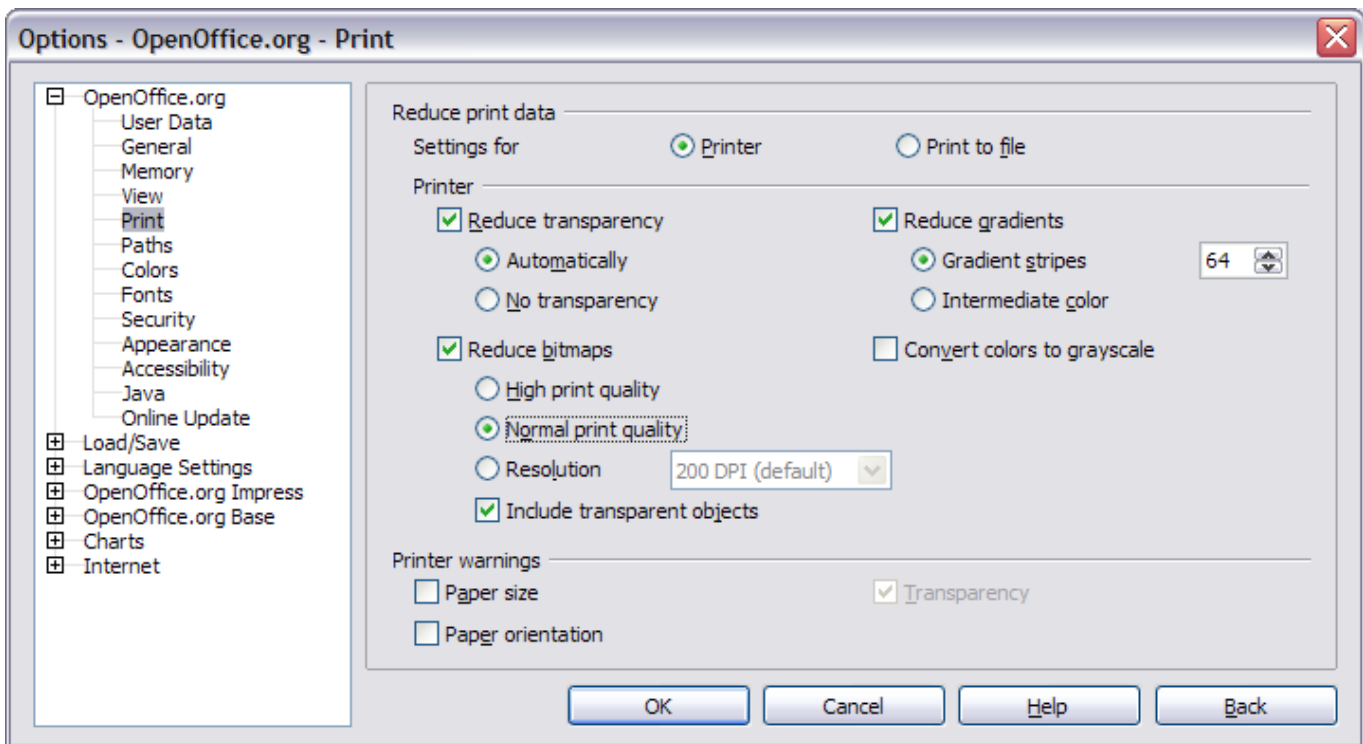
Figure 191. Print options for OpenOffice.org

Printing in black and white on a color printer

You may wish to print documents in black and white on a color printer, to save expensive color ink or toner or to make handouts of slides with dark backgrounds easier to read. Several choices are available.

To print the current document in black and white or grayscale:

1) Click **File > Print** to open the Print dialog box (Figure 189).
2) Click **Properties** to open the properties dialog box for the printer. The available choices vary from one printer to another, but you should find an option for Color. See your printer's help or user manual for more information.
3) The choices for color may include *black and white* or *grayscale*. Choose one of these. Grayscale is best if you have any graphics in the document. Click **OK** to confirm your choice and return to the Print dialog box, then click **OK** again to print the document.

To set up OOo to print all color text and graphics as grayscale:

1) Click **Tools > Options > OpenOffice.org > Print** to display the dialog box shown in Figure 191.
2) Select the **Convert colors to grayscale** checkbox. Click **OK** to save the change.

To set up Impress to print all color text as black, and all graphics as grayscale:

1) Click **Tools > Options > OpenOffice.org Impress > Print**.
2) Under *Quality*, select the **Grayscale** or **Black & white** checkbox. Click **OK** to save the change.

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 single-sided printer:

1) Click **File > Print**. In the Print dialog box (Figure 189), click **Properties** and be sure 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.)
2) Click **Options**. In the *Pages* section of the Printer Options dialog box (Figure 190), choose **Brochure** and **Right pages**. Click **OK** twice to print the first side of each page.
3) Flip the pages and put them back into the printer, new side up, and in the correct orientation. You may need to experiment a bit to find out what the correct arrangement is for your printer.
4) Click **File > Print** and check **Properties** to make sure the printer setup is still correct.
5) Click **Options** again. In the *Pages* section of the Printer Options dialog box, choose **Brochure** and **Left page**. Click **OK** twice to print the second side of each page.
6) If your printer can do double-sided printing, then click on the checkboxes for both **Left** and **Right** along with **Brochure**.

Exporting to PDF

OpenOffice.org 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 [icon] 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 choose a page range or the print quality.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. The PDF Options dialog box opens. This dialog box has five pages, described in this section. Make your selections, and then click **Export**. Then you are asked to enter the location and file name of the PDF to be created, and click **Save** to export the file.

General page of PDF Options dialog box

On the General page (Figure 192), you can choose which pages (slides) to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

Range section

- **All**: Exports the entire document.
- **Pages**: To export a range of slides, use the format **3-6** (slides 3 to 6). To export single slides, use the format **7;9;11** (slides 7, 9, and 11). You can also export a combination of slide ranges and single slides, by using a format like **3-6;8;10;12**.
- **Selection**: Exports 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. Recommended for other images.
- **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.

Note	EPS images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.
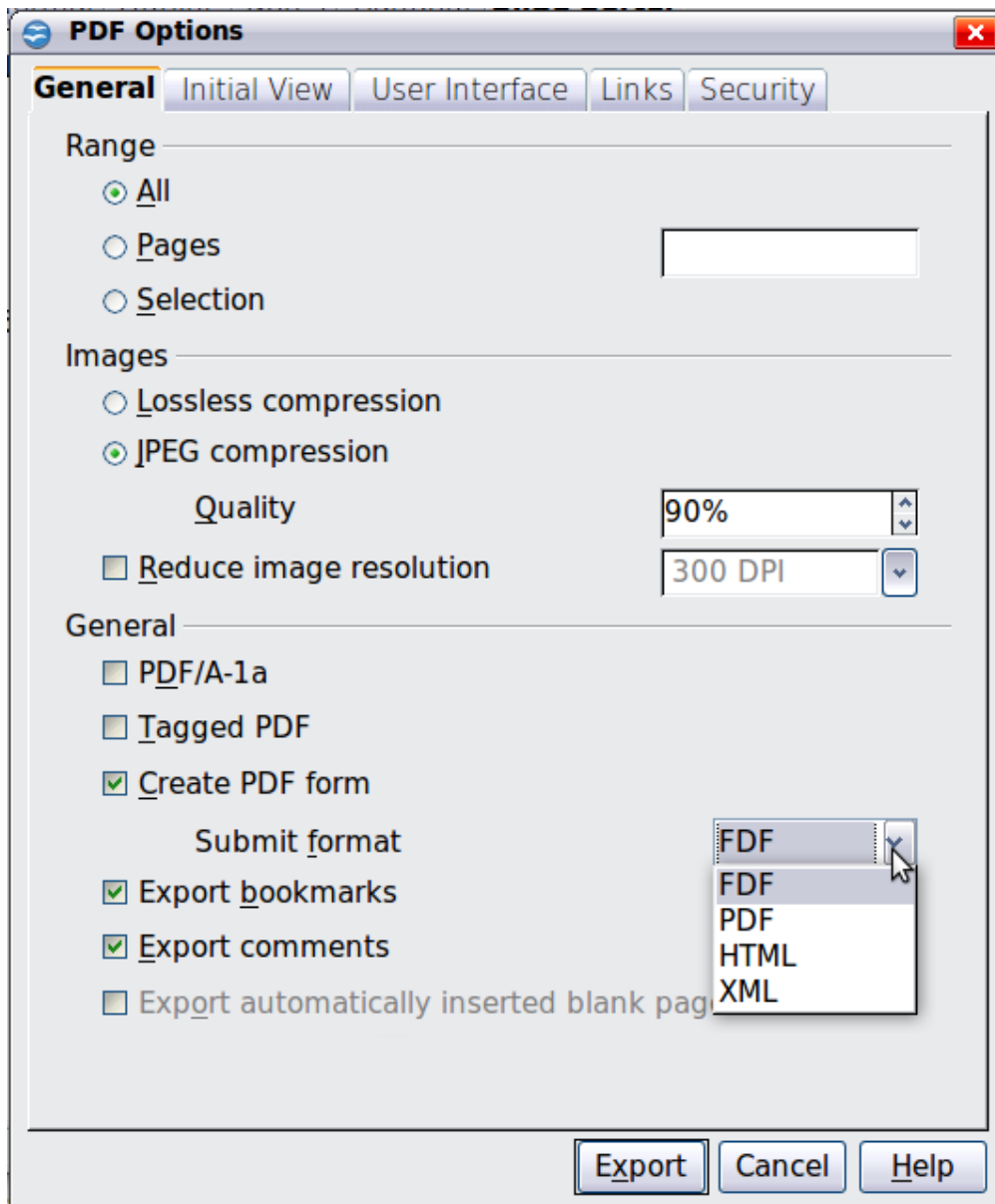
Figure 192: General page of PDF Options dialog box

General section

- **PDF/A-1**: PDF/A is an ISO standard established in 2005 for long-term preservation of documents, by embedding all the pieces necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, encryption, and tagged PDF). If you select PDF/A-1, the forbidden elements are greyed-out (not available).

- **Tagged PDF**: Includes special tags into the corresponding PDF tags. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.

- **Create PDF form - Submit format:** Choose the format of submitting forms from within the PDF file. This setting overrides

the control's URL property 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**: Despite the name, exports a set of Notes pages after the set of slides.
- **Export automatically inserted blank pages**: Not used in Impress.

Initial View page of PDF Options dialog box

On the Initial View page, you can choose how the PDF opens by default in a PDF viewer. The selections should be self-explanatory.
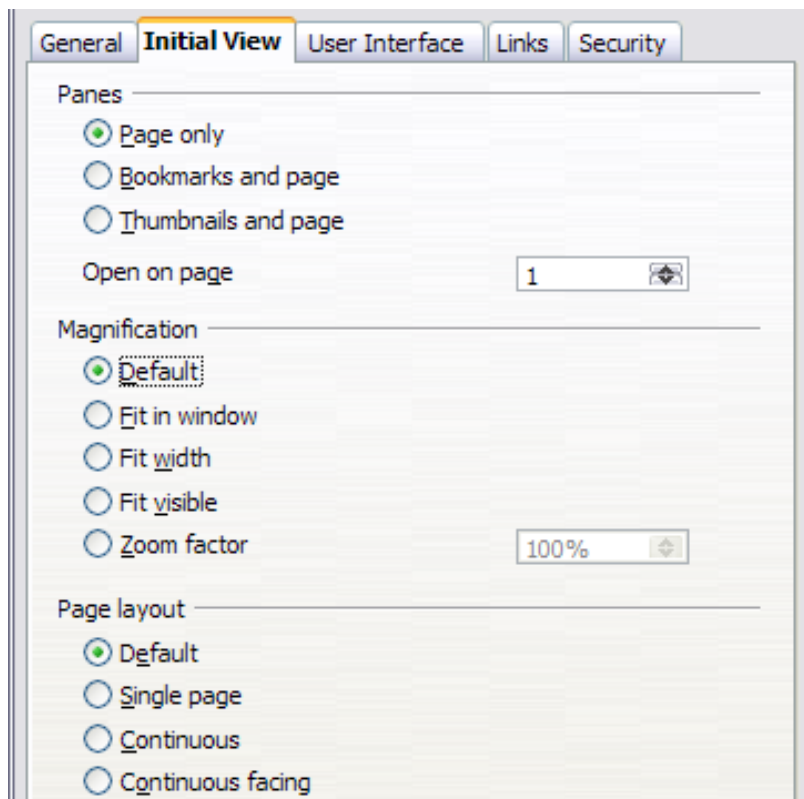
Figure 193: Initial View page

User Interface page of PDF Options dialog box

On the User Interface page, 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 to be used as a presentation or a kiosk-type display.
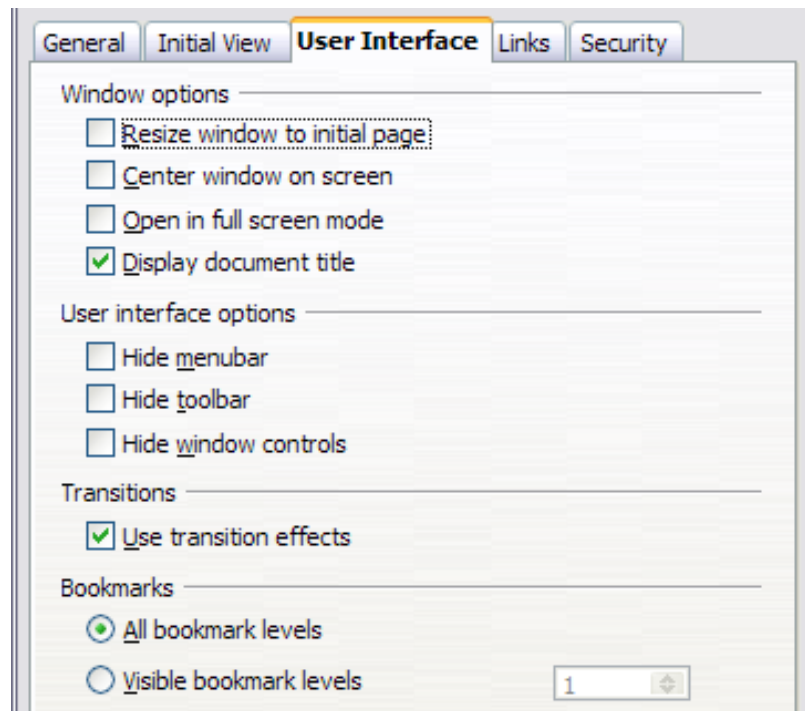
Figure 194: User Interface page

Window options section
- **Resize window to initial page.** Causes the PDF viewer window to resize to fit the first page of the PDF.
- **Center window on screen.** Causes the PDF viewer window to be centered on the computer screen.
- **Open in full screen mode.** Causes the PDF viewer to open full-screen instead of in a smaller window.
- **Display document title.** Causes the PDF viewer to display the document's title in the title bar.

User interface options section
- **Hide menubar.** Causes the PDF viewer to hide the menu bar.
- **Hide toolbar.** Causes the PDF viewer to hide the toolbar.
- **Hide window controls.** Causes the PDF viewer to hide other window controls.

Transitions section
Includes Impress slide transition effects as the respective PDF effects.

Bookmarks section
Select how many heading levels are displayed as bookmarks, if *Export bookmarks* is selected on the General page.

Links page of PDF Options dialog box

On the Links page, you can choose how links are exported to PDF.
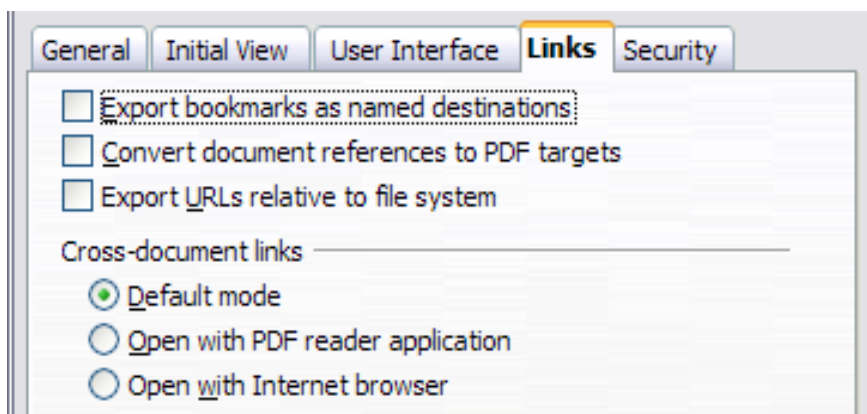
Figure 195: Links page of PDF Options dialog box

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" to which Web pages and PDF documents can 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 names 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 box

PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.
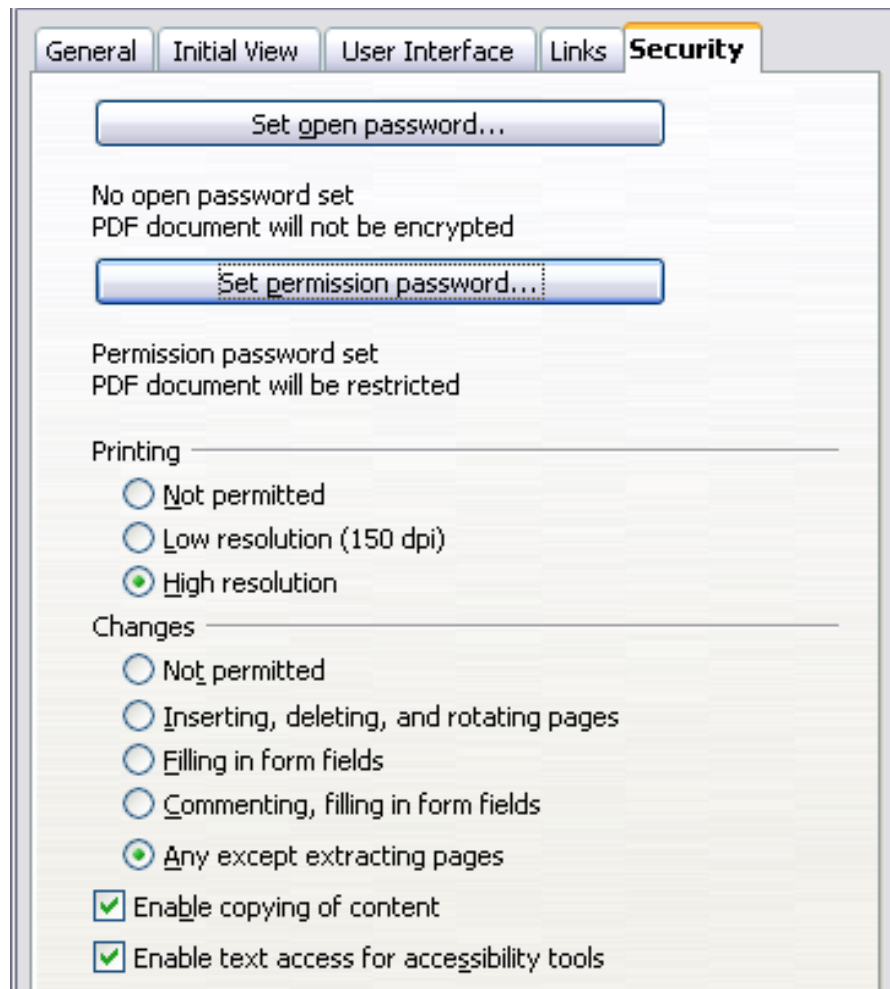
Figure 196: Security page

| **Note** | Permission settings are effective only if the user's PDF viewer respects the settings. |

- With an *open password* set, 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).
- With a *permissions password* set, the PDF can be opened by anyone, but its permissions can be restricted. See the options on Figure 196.
- With *both* the open password and permission password set, the PDF can only be opened with the correct password, and its permissions can be restricted.

Figure 197 shows the pop-up dialog box displayed when you click the **Set open password** button on the Security page of the PDF Options dialog box.

Figure 197: Setting a password to encrypt a PDF

After you set a password for permissions, the other choices on the Security page (shown in Figure 196) become available. These selections should be self-explanatory.

Exporting as a Flash file

Macromedia Flash file format (.SWF) was created to store animation for web pages. Because almost all browsers play Flash movies (the Adobe Flash Player is available as a free download for those without Flash-capable browsers), these files can be viewed by just about anyone. With OpenOffice.org, you can export your Impress slide show as a .SWF file. To download the latest Adobe Flash Player for your operating system, go to:
http://www.adobe.com/products/flashplayer/

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

To export the presentation as a Flash (.SWF) file:
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) Create a folder for the files, supply a name for the resulting HTML file, and click **Save**. The HTML Export Wizard opens.

Note	Depending on the size of your presentation and the number of graphics it contains, the HTML export function creates many HTML, JPG, and GIF files. If you simply save to your desktop (not in a specific folder), these separate HTML and graphics files will be all over your desktop. So be sure to create a folder to hold all the files.

3) Choose the 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.
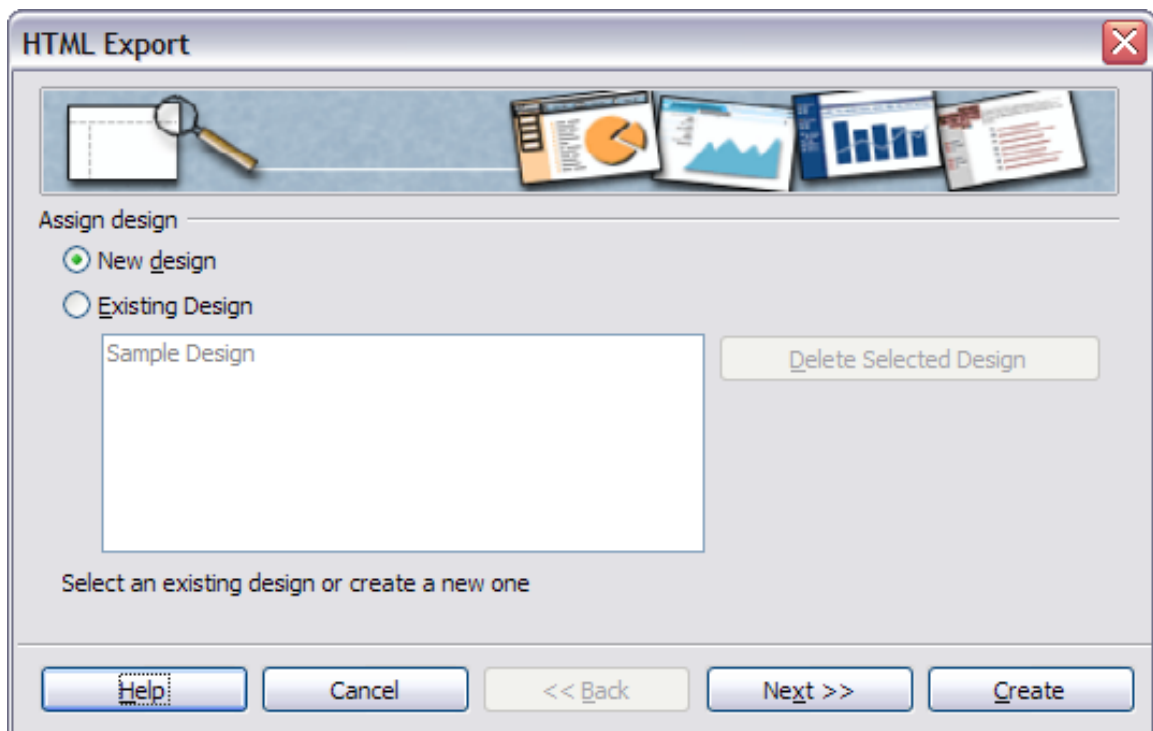
Figure 198: HTML Export – Choose a design

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4) Click **Next** to select the type of web pages to create.
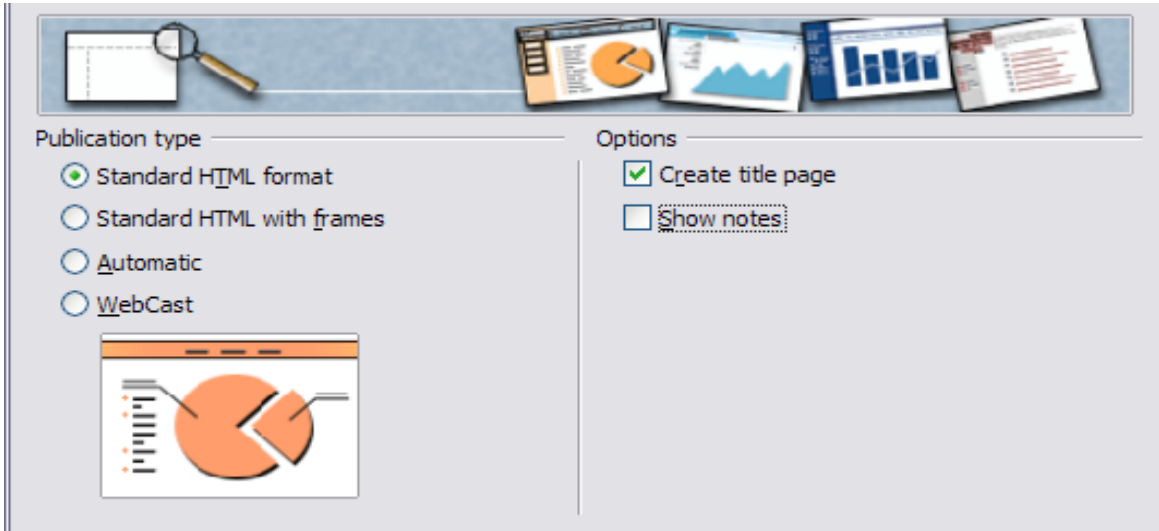
Figure 199: HTML Export – Choose publication type

- *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 OOo has no direct support for PHP yet.

5) Decide how the images will be saved (PNG, GIF or JPG) and what resolution to use. When choosing a resolution, consider what the majority of your viewers might have. If you use a high resolution, then a viewer with a medium-resolution monitor will have to scroll sideways to see the entire slide—probably not desirable.
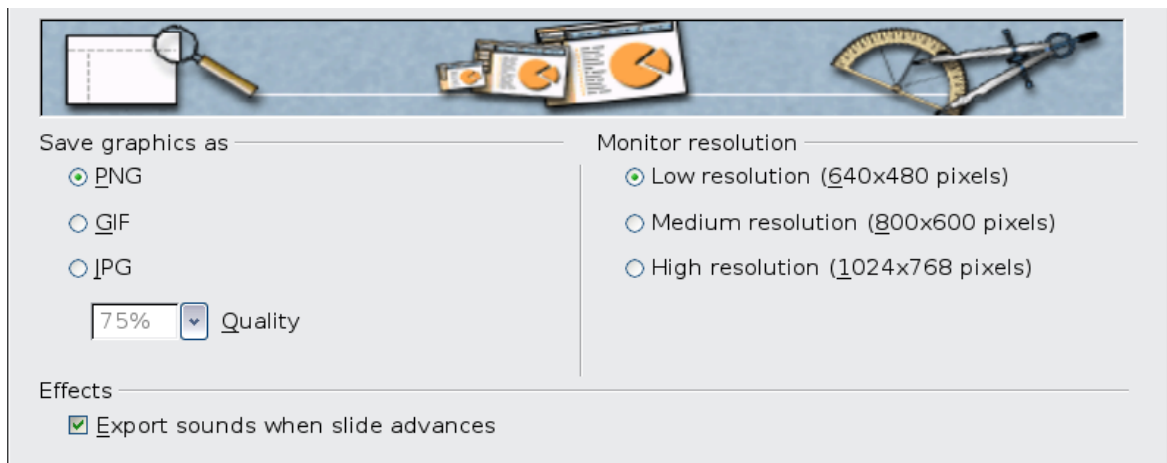
Figure 200: HTML Export – Choose graphics type

6) If *Create title page* was chosen in step 4, supply the information for it on the next page. The title contains an author name, 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 chosen.
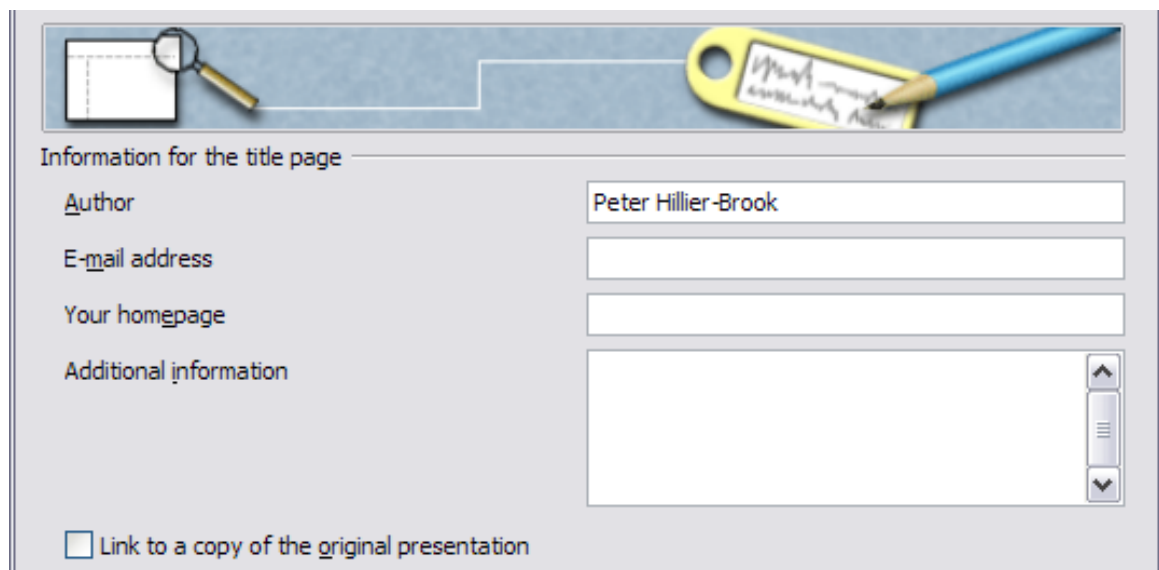
Figure 201: HTML Export – Title page information

7) Choose the navigation button style to use to move from one page to another. If you do not choose any, OOo will create a text navigator.
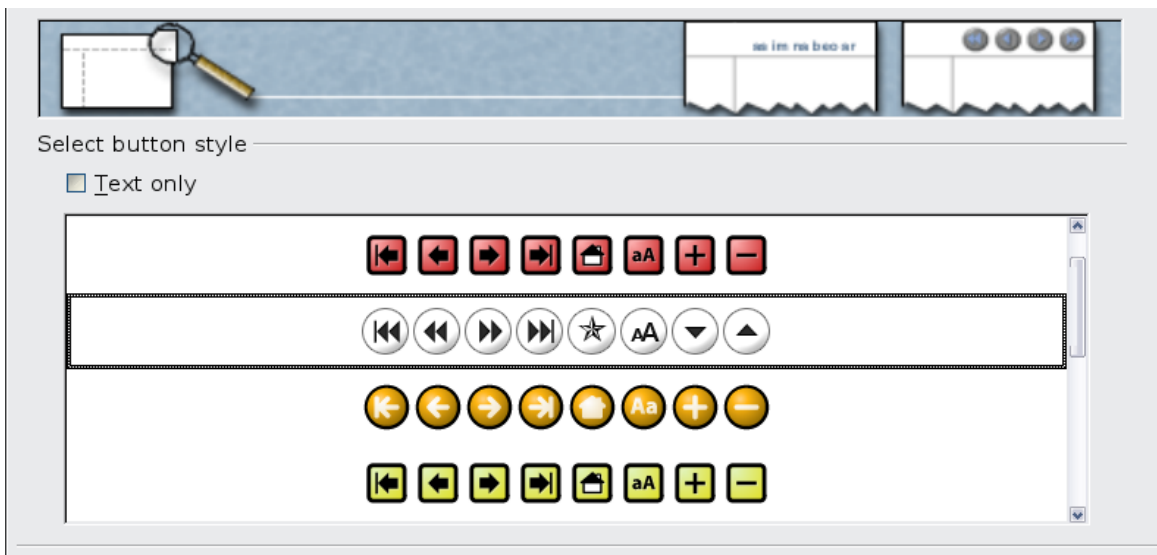
Figure 202: HTML Export – Choose navigation style

8) Select the color scheme for the web pages. Available schemes include the document's existing scheme, one based upon browser colors, and a completely user-defined scheme. You can save a new scheme so that it will appear on the first page of the HTML export wizard.
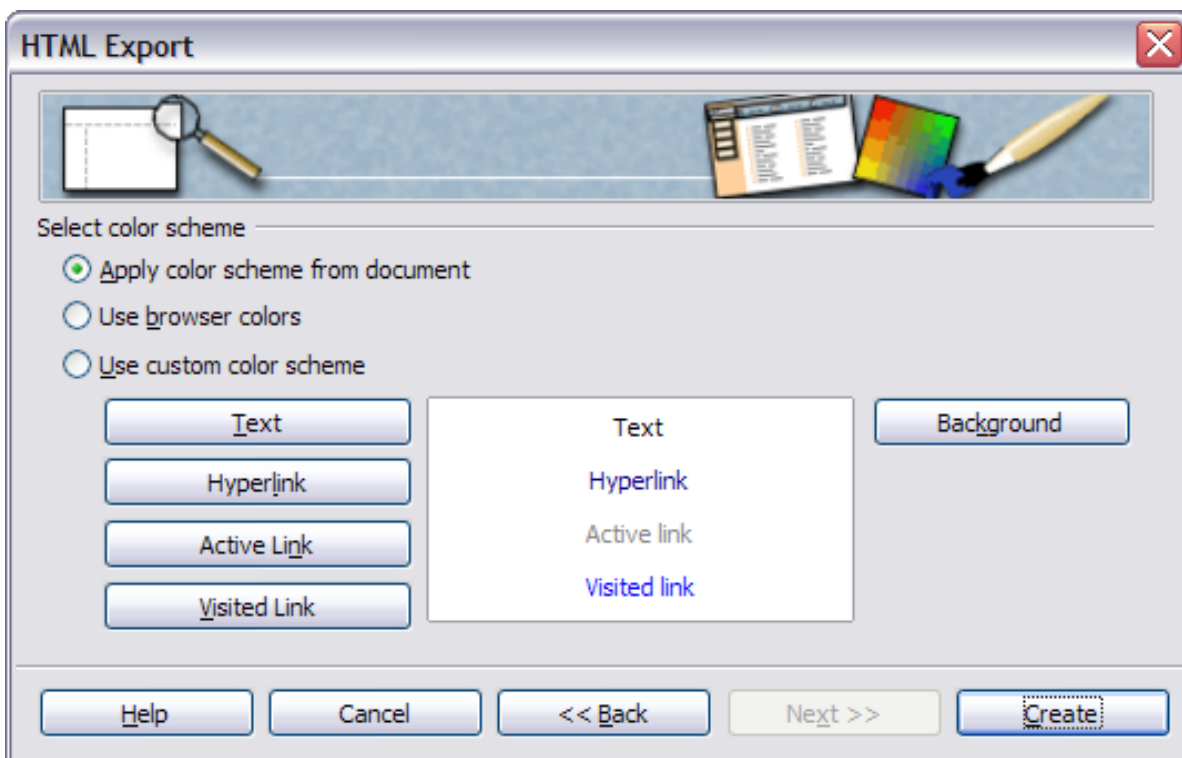
Figure 203: HTML Export – Choose color scheme

9) Click **Create** to generate the HTML files. If this is a new design, a small dialog box pops up. If you might want to reuse this design, you can give it a name and save it. Otherwise, click **Do Not Save**.
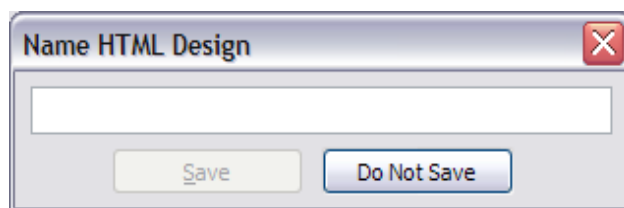
Figure 204: Naming the design

E-mailing a presentation

OOo provides several ways to quickly and easily send a Writer document as an e-mail attachment in one of three formats: .ODP (OpenDocument Presentation, OOo's default format), .PPT (Microsoft PowerPoint format), or PDF.

To send the current document in .ODP format:

1) Choose **File > Send > Document as E-mail**. OpenOffice.org 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.

File > Send > E-mail as OpenDocument Presentation has the same effect.

If you choose **E-mail as Microsoft PowerPoint**, OOo first creates a .PPT file and then opens your e-mail program with the .PPT file attached. The .PPT file is not saved on your computer.

Similarly, if you choose **E-mail as PDF**, OOo first creates a PDF using your default PDF settings (as when using the **Export Directly as PDF** toolbar button) and then opens your e-mail program with the .PDF file attached. The 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, the 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's content 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 OpenOffice.org, 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 of 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 OOo 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 box. Click **Add** to add a public key to the document.
4) In the Select Certificate dialog box, select your certificate and click **OK**.
5) You see again the Digital Signatures dialog box, 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.

Opening and saving a PowerPoint file

OpenOffice.org's Impress file format is highly compatible with Microsoft's PowerPoint format. You can open a PowerPoint presentation in Impress, edit it, then save it in its original PowerPoint format or in Impress format. You can also create a new presentation in Impress and save it as a PowerPoint file.

Saving an Impress file as a PowerPoint file

1) Choose **File > Save As** from the menu bar.
2) Select the location where you want the PowerPoint file saved and type a name for the file.
3) Under *File type*, choose **Microsoft PowerPoint 97/2000/XP (.ppt).**
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 205 appears. Click **Keep Current Format** to confirm that you want to save the file in Microsoft PowerPoint 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.
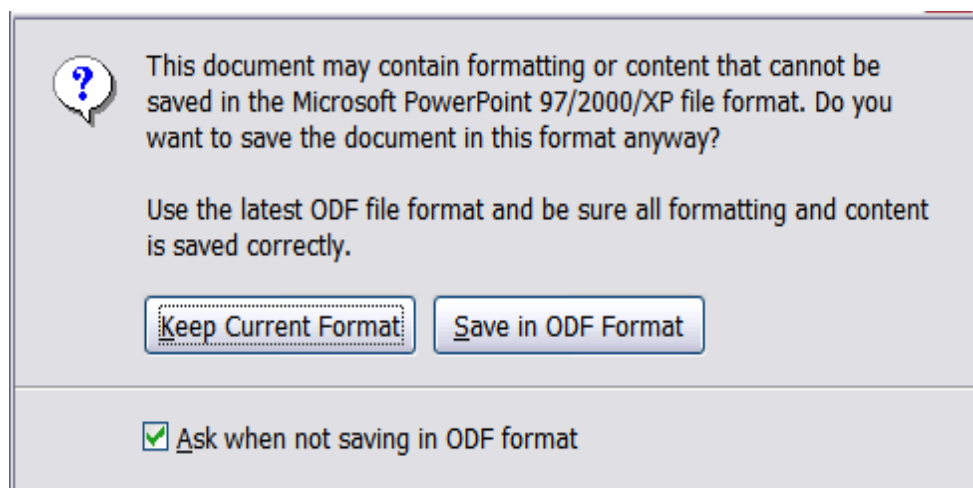
Figure 205: Warning message when saving in Microsoft PowerPoint format

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 OpenOffice.org, choose **File > Open** from the menu bar.
2) Under File type, choose All files (*.*) or Presentations or Microsoft PowerPoint 97/2000/XP 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**.

Chapter 11
Setting Up and Customizing Impress

Choosing options that affect all of OOo

This section covers some of the settings that apply to all the components of OpenOffice.org and are of most interest to users of Impress. Other general options are discussed in Chapter 2 (Setting Up OpenOffice.org) in the *Getting Started* guide.

1) Click **Tools > Options** (**OpenOffice.org > Preferences** on a Mac). The list on the left-hand side of the Options – OpenOffice.org dialog box varies depending on which component of OOo 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 *OpenOffice.org* on the left-hand side. A list of subsections drops down.
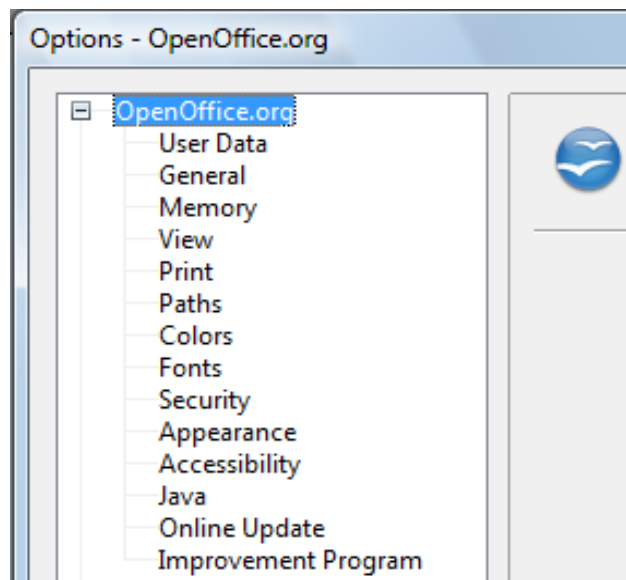
Figure 206: OpenOffice.org options

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

User Data options

Impress uses the first and last name stored in the User Data page to fill in the *Created by* and *Modified by* fields in the document properties, the optional *Author* field often used in the footer of a presentation, and the name associated with comments. You will want to ensure that your name appears there. To do this:

1) In the Options dialog box, click **OpenOffice.org > User Data**.

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2) Fill in the form on the *OpenOffice.org – User Data* page or delete any existing incorrect information.

Print options

On the OpenOffice.org – 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 box or during the printing process (by clicking the **Options** button on the Print dialog box).

See Chapter 10 (Printing, e-mailing, exporting, and saving slide shows) for more about the options on this page.

Color options

On the OpenOffice.org – Colors page, you can specify colors to use in OOo documents. You can select a color from a color table, edit an existing color, and define new colors. These colors are stored in your color selection palette and are then available in all components of OOo. 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 OOo.
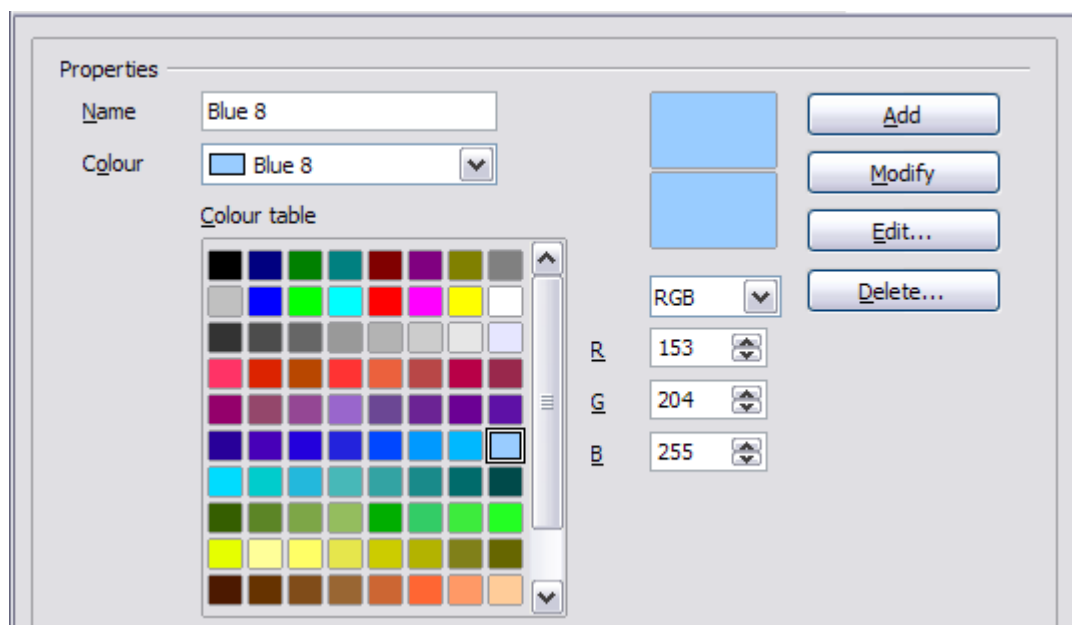
Figure 207. Defining colors to use in color palettes in OOo

Appearance options

On the OpenOffice.org – Appearance page, you can specify which items are visible and the colors used to display various elements of the user interface.
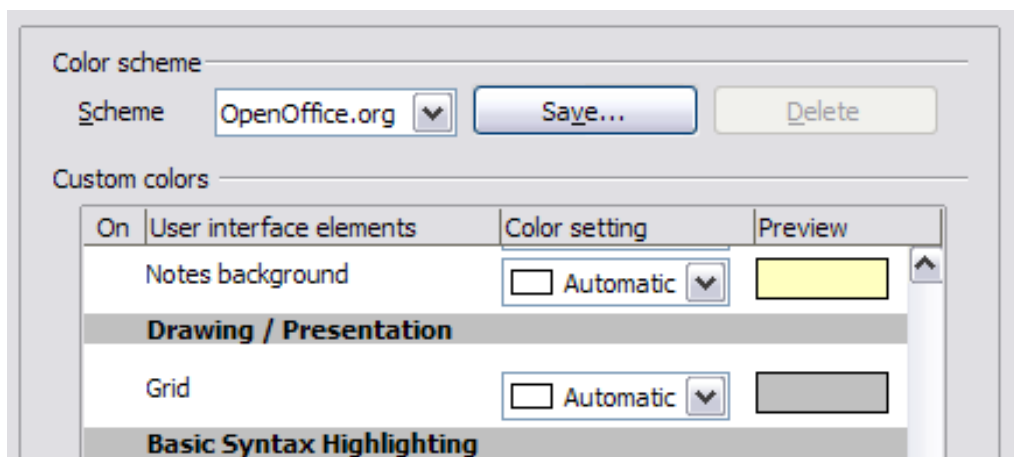
Figure 208. Changing the color of grid points in Impress and Draw

The only choice 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 box.

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

Choosing options for Impress

In the Options dialog box, click the expansion marker to the left of *OpenOffice.org Impress* on the left-hand side. A list of subsections drops down.
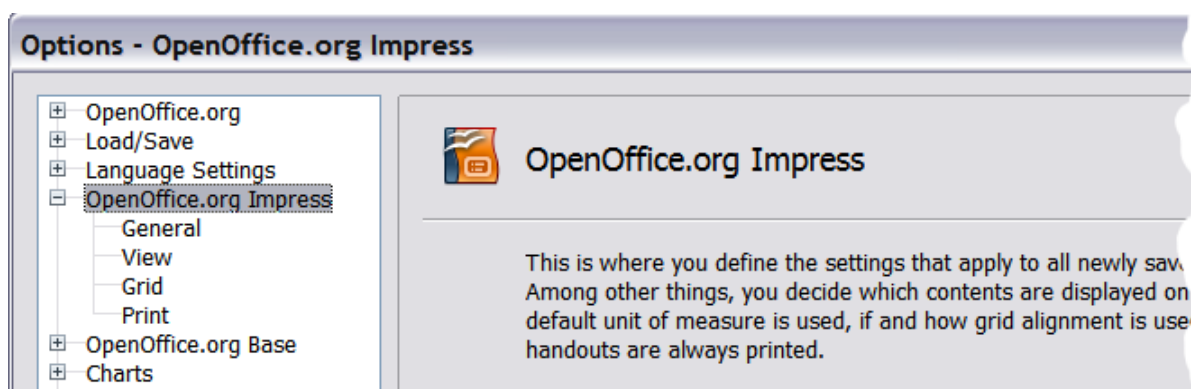
Figure 209: Options for Impress

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General options

In the Options dialog box, click **OpenOffice.org Impress > General**.
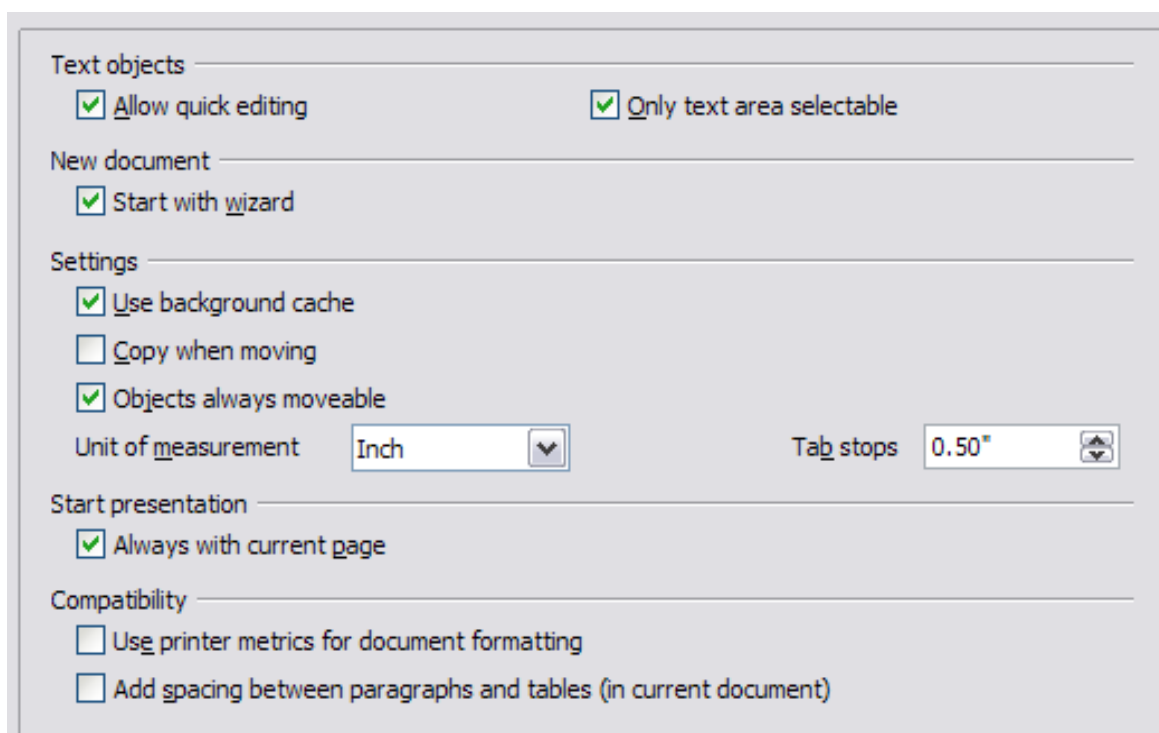
Figure 210: Specifying general options for Impress

Text objects section

Allow quick editing sets Impress to immediately switch to the text editing mode when you click a text object. You can also activate the text editing mode through the **Allow Quick Editing** icon ▣ on the 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 sets Impress to start with the Presentation Wizard when creating a new presentation with **File > New > Presentation** or other methods.

Settings section

Use background cache sets Impress to use the cache for displaying objects on the master page. This setting speeds up the display. Unmark this box 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 box is not marked, the **Rotate** tool can only be used to rotate an object.

Unit of measurement determines the unit of measurement for 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. Unmark this box to always start a presentation with the first page.

Compatibility section

The settings in this area are valid for the current document 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 box is not checked, a printer-independent layout is used for screen display and printing.

Add spacing between paragraphs (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 box, click **OpenOffice.org Impress > View**.
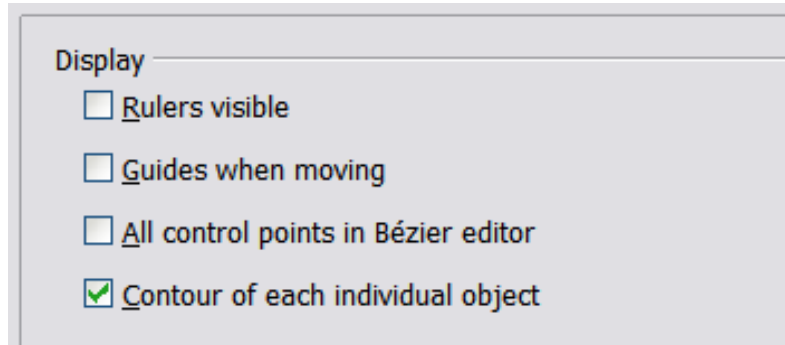
Figure 211: Specifying view options for Impress

Rulers visible displays the rulers at the top and the left of the work 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 **Guides when moving** icon on the Options toolbar.

All control points in Bézier editor displays the control points of all Bézier points if you have previously selected a Bézier curve. If this box is not marked, 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 mark this box, 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 box, click **OpenOffice.org Impress > Grid**.

Grid section

Snap to grid activates the "snap" function.

If you have activated the snap grid but wish to move or create individual objects without snap positions, you can press the *Ctrl* key to deactivate the snap grid for as long as needed.

Visible grid displays grid points on the screen. These points will not display or print as part of a presentation.
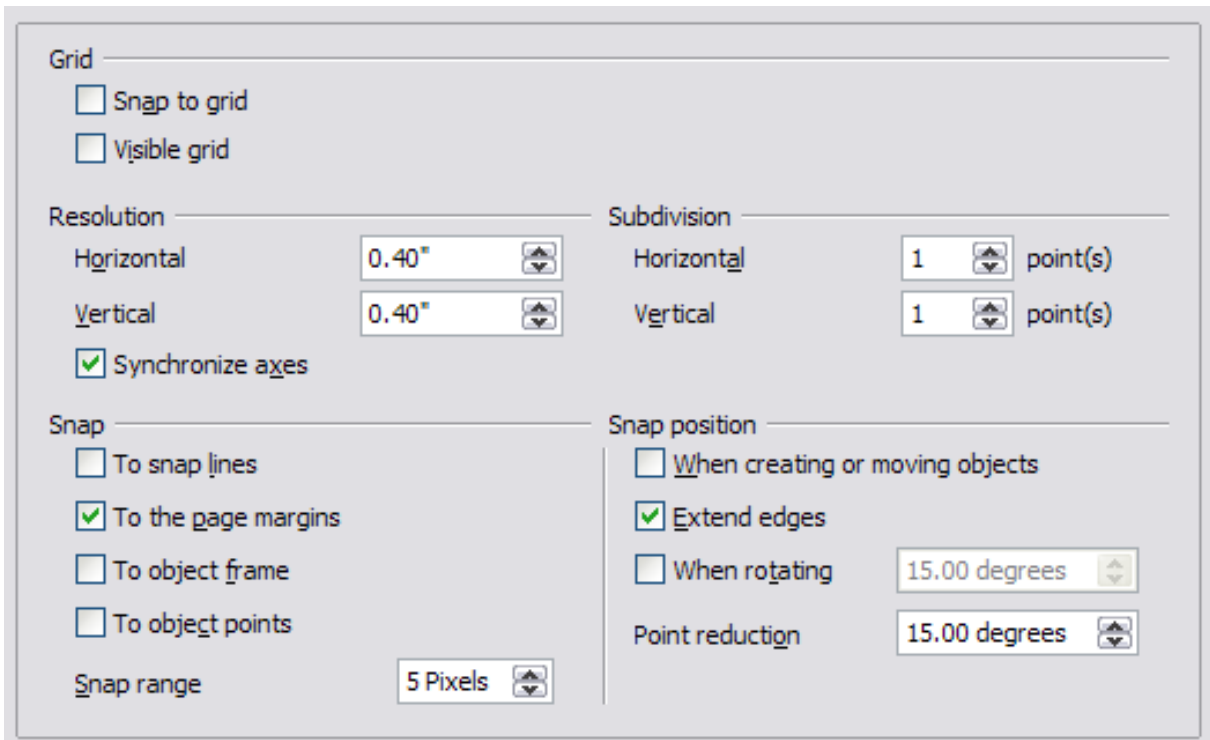
Figure 212: Specifying grid options for Impress

Resolution section

Here you can 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.

Snap section

To snap lines snaps the edge of a dragged object to the nearest snap line when you release the mouse button. You can also use the **Snap to Guides** 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 in the 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 in the 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 in the 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 the **Extend edges** box is marked, the sides of the square drawn when the *Shift* key is pressed before you release the mouse button will be equal to the longer side of a rectangle. This also applies to the ellipse tool: when the *Shift* key is pressed before you release the mouse button a circle will be created based on the longest diameter of the ellipse. When the **Extend edges** box is not marked, 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 in the **When rotating** box. 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 box, click **OpenOffice.org Impress > Print**.

See Chapter 10 (Printing, e-mailing, exporting, and saving slide shows) for more about the options on this page.

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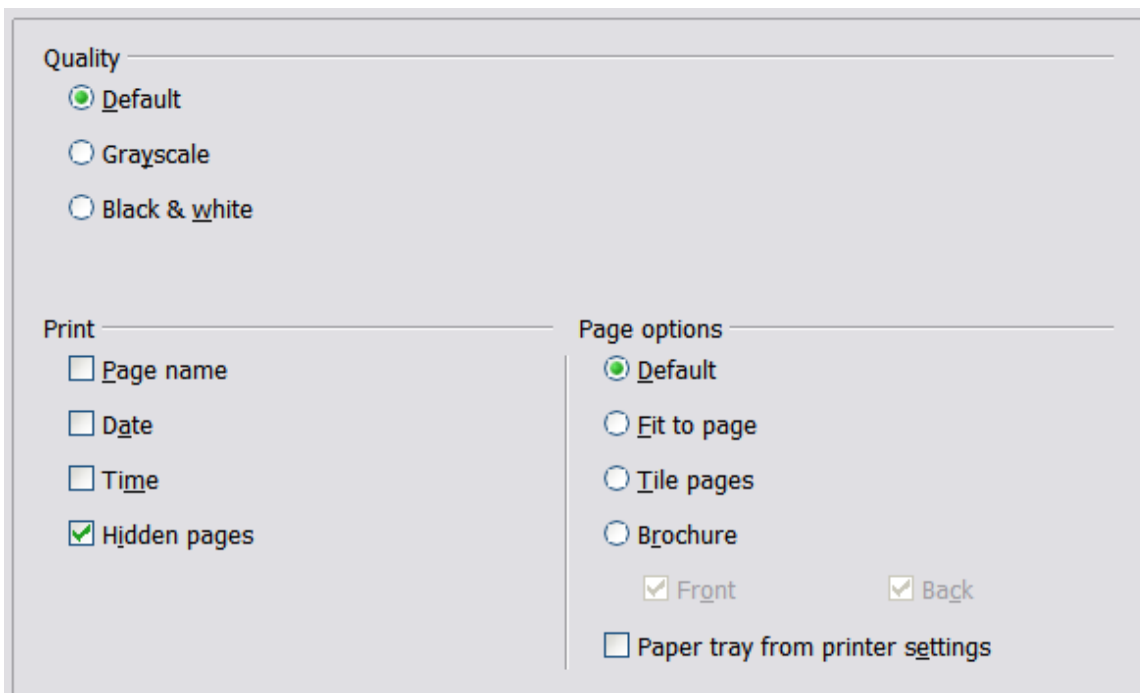
Figure 213: Specifying print options for Impress

Customizing the user interface

Customizing the menu font

If you want to change the menu font from that supplied by OOo to the system font for your operating system, do this:

1) Choose **Tools > Options > OpenOffice.org > View**.
2) Check **Use system font for user interface** and click **OK**.

Customizing menu content

You can customize menus: add and rearrange items on the menu bar, add items to menus, and make other changes.

1) Choose **Tools > Customize.**
2) On the Customize dialog box, pick the **Menus** page (Figure 214).
3) In the **Save In** drop-down list, choose whether to save this changed menu for Impress or for a selected document (for example, MySlideShow.odp).
4) In the section **OpenOffice.org 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.
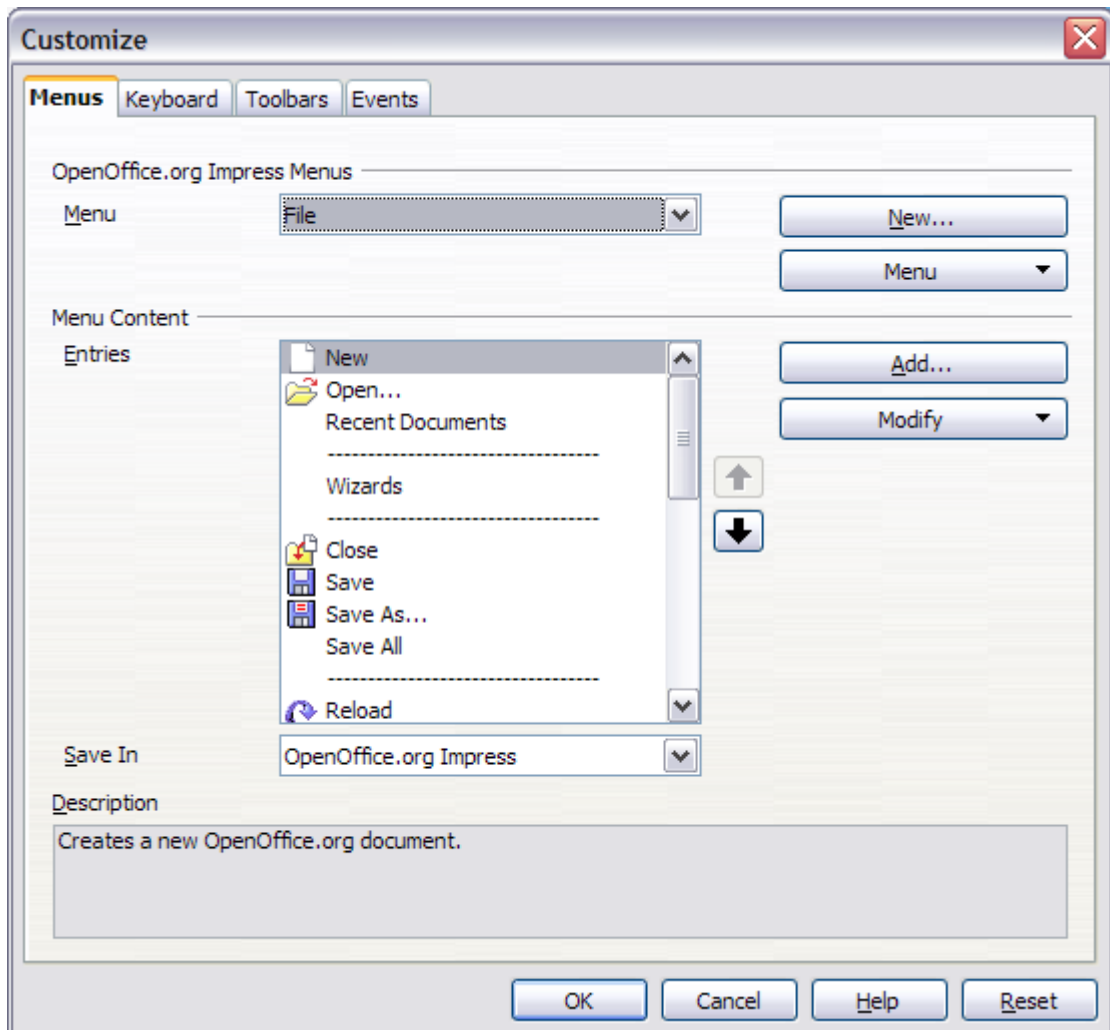
Figure 214. The Menus page of the Customize dialog box

Creating a new menu

In the Menus page of the Customize dialog box, click **New** to display the dialog shown in Figure 215.

1) Type a name for your new menu in the **Menu name** box.
2) Use the up and down arrow buttons to move the new menu into the required position on the menu bar.
3) Click **OK** to save.

The new menu now appears on the list of menus in the Customize dialog box. (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 270.
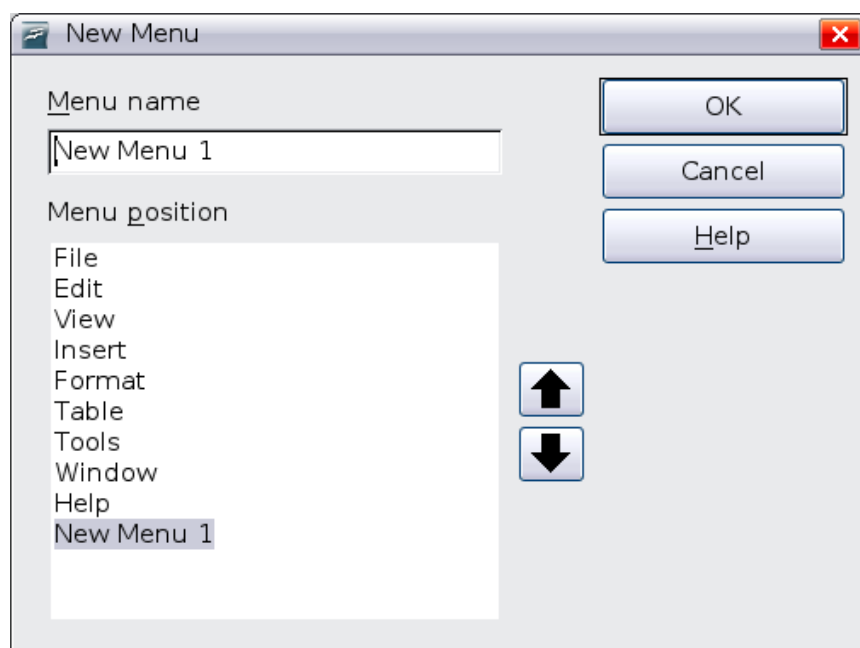
Figure 215: Adding a new menu

Modifying existing menus

To modify an existing menu, select it in the Menu list and click the **Menu** button to drop down a list of modifications: **Move**, **Rename**, **Delete**. Not all of these modifications can be applied to all the entries in the Menu list. For example, **Rename** and **Delete** are not available for the menus supplied by OOo.

To move a menu (such as *File*), choose **Menu > Move**. A dialog box similar to the one shown in Figure 215 (but without the **Menu name** box) opens. Use the up and down arrow buttons to move the menu into the required position.

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 dialog, select the submenu (Send) in the Entries list and use the arrow keys to move it up or down in the sequence. Submenus are easily identified in the Entries list by a small black triangle on the right hand side of the name.

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

1) Select a menu or menu entry.
2) Click the **Modify** button 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* (after opening the File menu using *Alt+F*), enter `Sa~ve All`.

Caution ⚠️	Be careful when using these shortcuts. In the example above, if the File menu is not already open, then pressing *Alt+V* opens the View menu; if some other menu is open, *Alt+V* might activate some other command.

Adding a command to a menu

You can add commands to the supplied menus and to menus you have created. In the Customize dialog box, select the menu in the Menu list and click the **Add** button in the Menu Content section of the dialog.

On the Add Commands dialog, select a category and then the command, and click **Add**. The dialog remains open, so you can select additional commands. When you have finished adding commands, click **Close**. Back in the Customize dialog box, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.
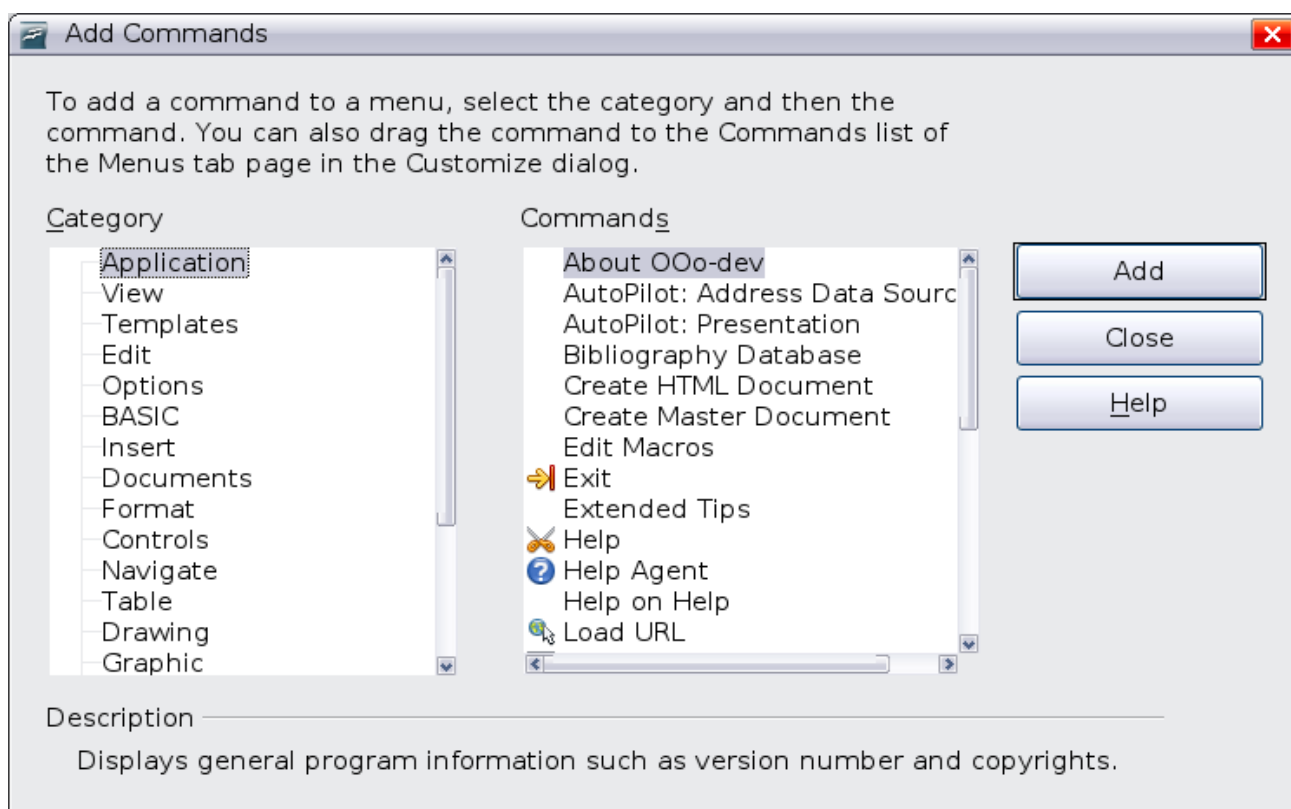
Figure 216: Adding a command to a menu

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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.

To begin, select the menu or submenu in the Menu list near the top of the Customize page, then select the entry in the Entries list under Menu Content. Click the **Modify** button and choose the required action from the drop-down list of actions. Most of the actions should be self-explanatory. **Begin a group** adds a separator line after the highlighted entry.

Customizing toolbars

You can customize toolbars in several ways, including choosing which icons are visible, and locking the position of a docked toolbar, as described in Chapter 1 (Introducing OpenOffice.org) 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 get to the toolbar customization dialog, 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) In the Save In drop-down list, choose whether to save this changed toolbar for Impress or for a selected document.
2) In the OpenOffice.org Impress Toolbars section, select from the Toolbar drop-down list the toolbar that you want to customize.
3) Click the Toolbar button on the right to display a drop-down list of choices.
4) To display or hide commands, select or deselect the checkboxes in the **Toolbar Content – Commands** section.
5) To change the position of commands on a toolbar, select a command and click the big up and down arrows to the right of the lists.
6) You can create a new toolbar by clicking on the New button, or customize existing toolbars by clicking on the Toolbar or Modify buttons, and add commands to a toolbar by clicking on the Add button. These actions are described below.

7) When you are done customizing toolbars, click **OK** to save your changes.
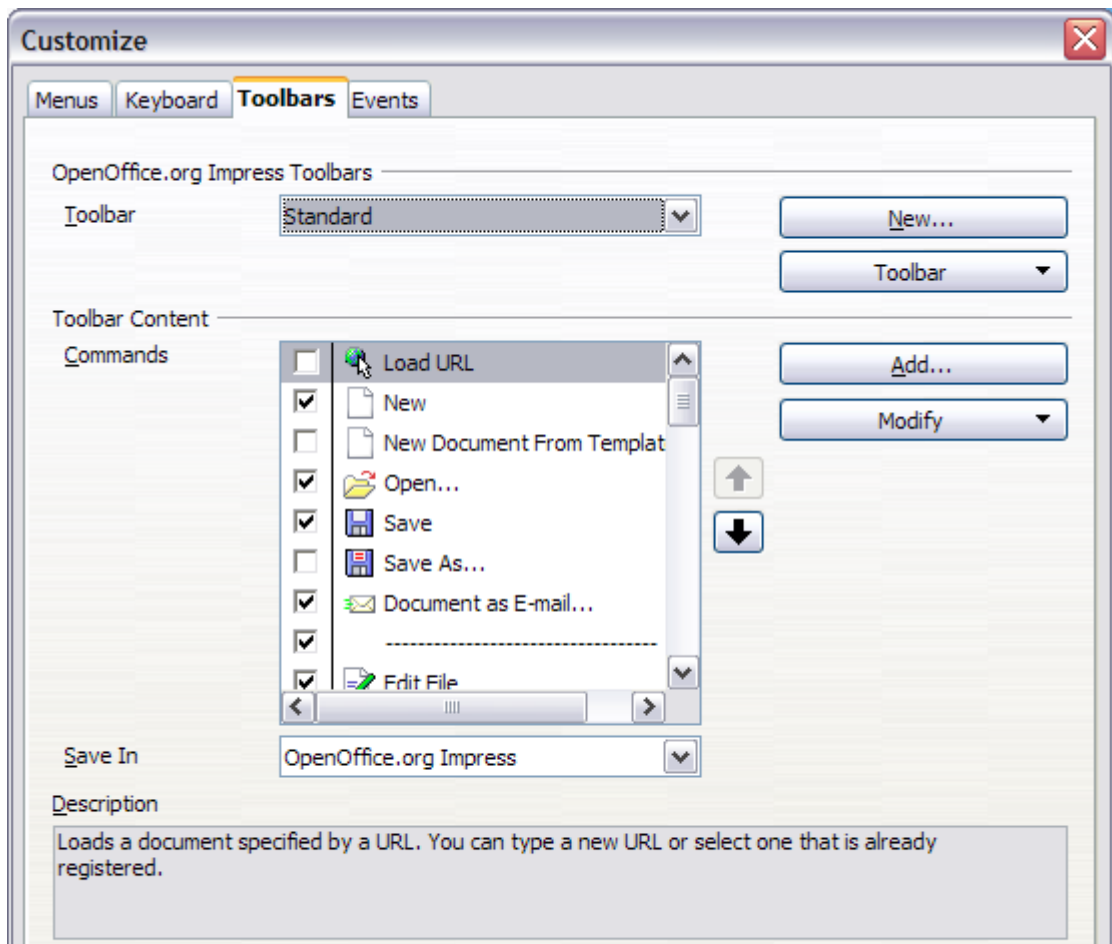
Figure 217. The Toolbars page of the Customize window

Creating a new toolbar

To create a new toolbar:

1) Choose **Tools > Customize > Toolbars** from the menu bar.
2) Click **New**. In the Name dialog, type the new toolbar's name and choose from the Save In drop-down list where to save this changed menu: for Impress or for a selected document.
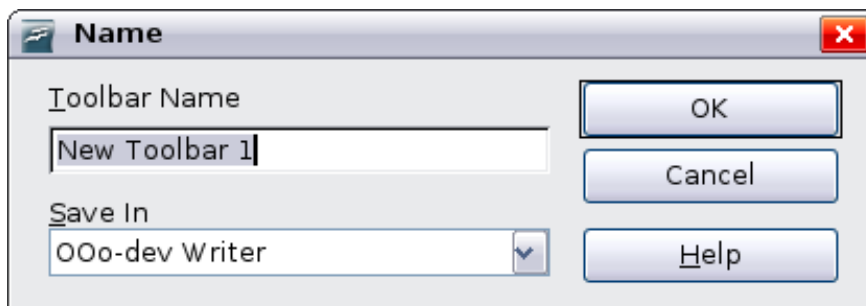
Figure 218: Dialog box used to create a new toolbar

The new toolbar now appears on the list of toolbars in the Customize dialog box. After creating a new toolbar, you need to add some commands to it, as described below.

Adding a command to a toolbar

If the list of available buttons for a toolbar does not include all the commands you want on that toolbar, you can add commands.

1) On the Toolbars page of the Customize dialog box, select the toolbar in the Toolbar list and click the **Add** button in the Toolbar Content section of the dialog.

2) The Add Commands dialog is the same as for adding commands to menus. Select a category and then the command, and click **Add**. The dialog remains open, so you can select additional commands. 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.

3) Back on the Customize dialog box, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.

4) When you are done 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, select the command and click **Modify > Change icon**. On the Change Icon dialog, you can scroll through the available icons, select one, and click **OK** to assign it to the command.

To use a custom icon, create it in a graphics program and import it into OOo 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.
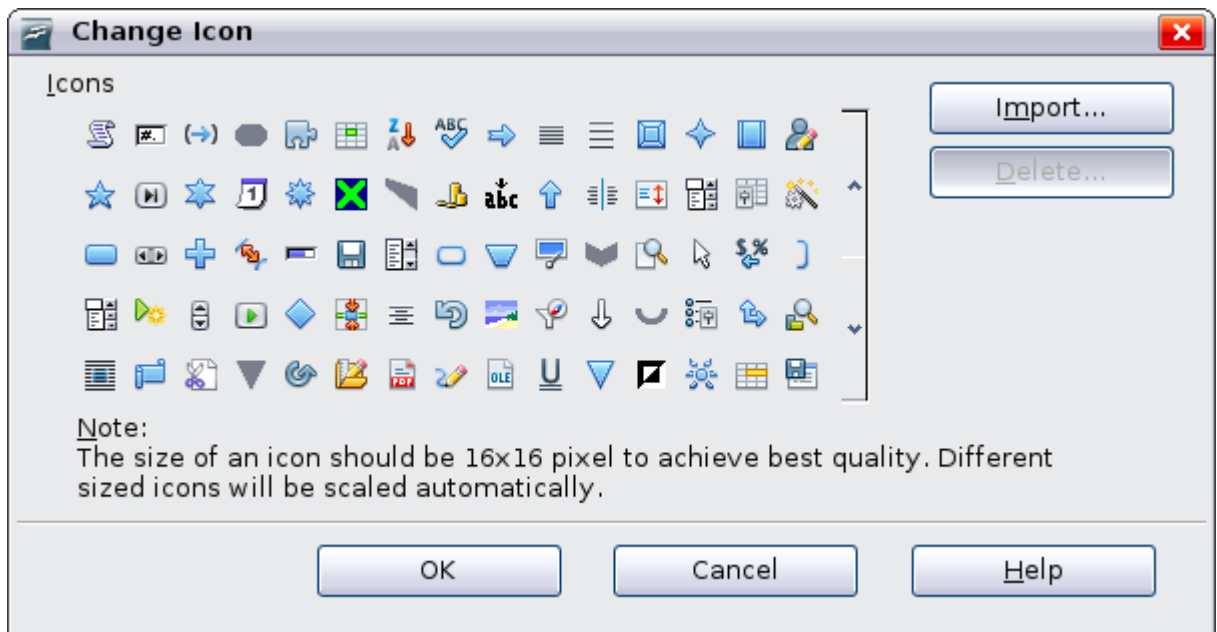
Figure 219: Change Icon dialog

Customizing keyboard shortcuts

The Appendix to this book 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 entire OpenOffice.org suite.

Caution ⚠	Be careful when reassigning your operating system's or OOo's predefined shortcut keys. 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 the OOo defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

As an 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.**
2) On the Customize dialog box, pick the Keyboard page (Figure 220).
3) As the shortcut key assignment is only relevant with Impress, and not OpenOffice.org in general, select the **Impress** button (at the upper right corner of the **Keyboard** tab).
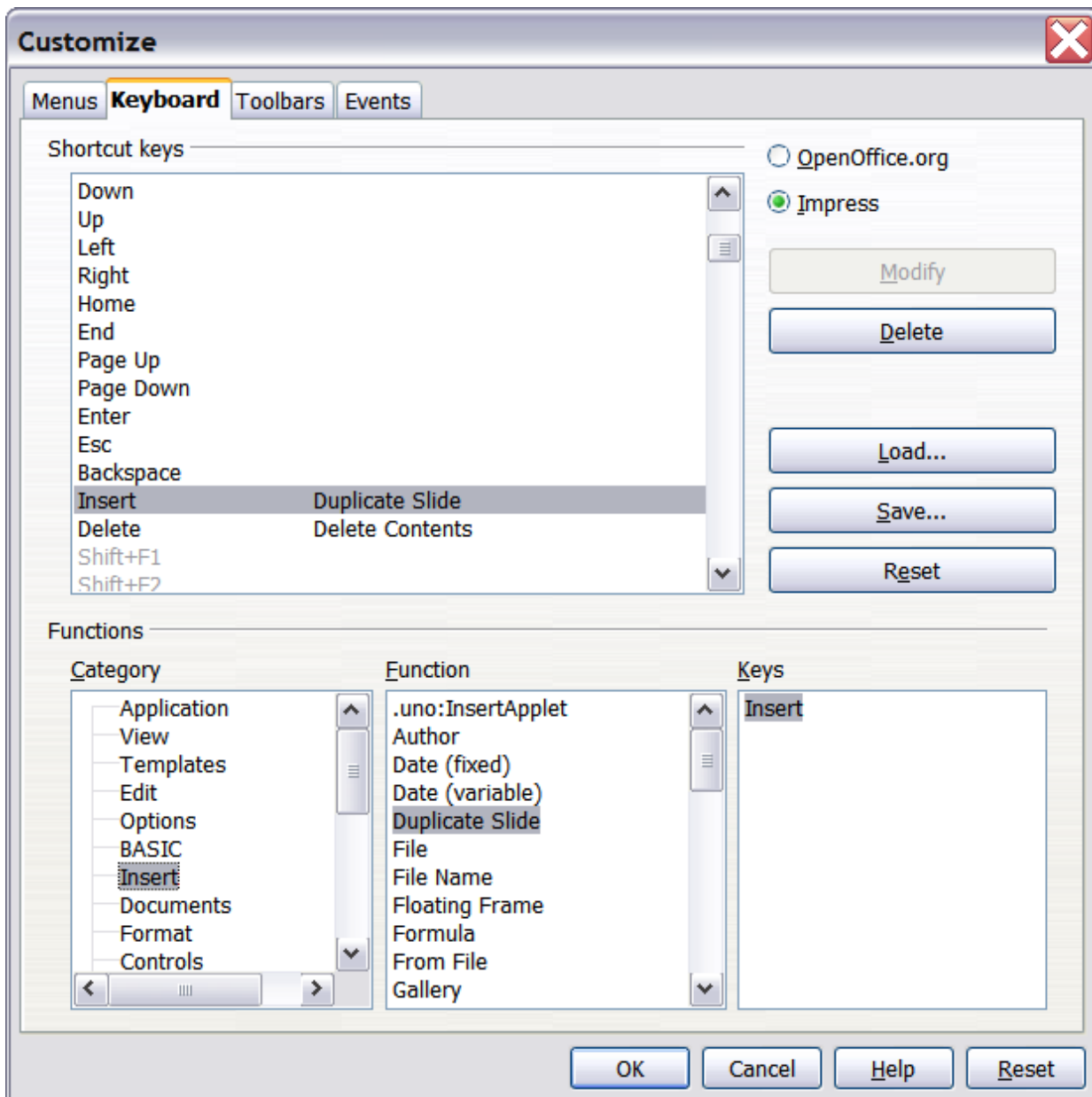
Figure 220: Customizing keyboard shortcuts

4) Next select **Insert** in the *Category* list and **Duplicate Slide** in the *Function* list.

5) Now 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* shortcut key will insert a duplicate slide immediately after the currently selected slide.

Note	1) 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 had to **Delete** the existing *Key*. 2) Shortcut keys that are greyed out in the listing on the Customize dialog box, such as *F1* and *F10,* are not available for reassignment.

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, thus permitting 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 near the bottom right of the Customize dialog box.
2) In the Save Keyboard Configuration dialog box, select *All files* from the **Save as Type** list.
3) Next 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 box 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 near the bottom right of the Customize dialog box, and then select the configuration file from the Load Keyboard Configuration dialog box.

Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button beneath the **Save** button on the right side of the Customize dialog box. Use this feature with care as no confirmation dialog box will be displayed; 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 OpenOffice.org to add new functionality.

Although individual extensions can be found in different places, the official OpenOffice.org extension repository is at http://extensions.services.openoffice.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 OOo, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog box (Figure 221), click **Add**.
3) A file browser window opens. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
4) When the installation is complete, the extension is listed in the Extension Manager dialog.

Tip	To get extensions that are listed in the repository, you can open the Extension Manager and click the **Get more extensions here** link.

Note	To install a *shared* extension, you need write access to the OpenOffice.org installation directory.

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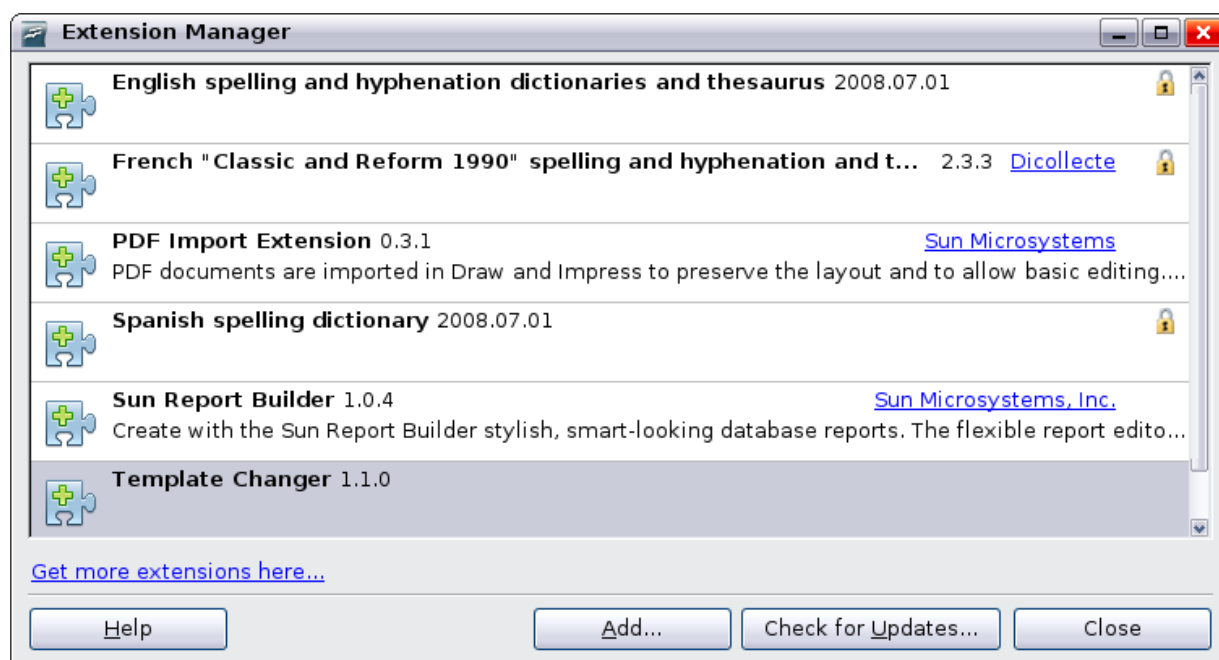
Figure 221: Installing an extension

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.

Oracle Presenter Console

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 sees only 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 the speaker's notes in large, clear, and scalable type, plus the current and upcoming slide.
- The third view is a slide sorter view with the slide thumbnails.

From Oracle Corp. Open source.

| **Note** | The Presenter Console works only on an operating system that supports multiple displays. |

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**. Open source.

Oracle Presentation Minimizer

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

Template Changer

Adds two new items to the **File > Templates** menu that allow you to assign a new template to the current document or to a folder of documents (Impress has only the menu item for assignment to a folder of documents). All styles and formatting will be loaded from that template and the document will behave as if it were created using that template. Open source.

Appendix A
Keyboard Shortcuts

Introduction

You can use OpenOffice.org (OOo) 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 OOo has its own extensive set of keyboard shortcuts, each component provides others which are specific to its work.

For help with OOo's keyboard shortcuts, or using OOo with a keyboard only, search the OOo 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 OpenOffice.org suite.

To adapt shortcut keys to your needs, use the Customize dialog box 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.

Windows/Linux	Mac equivalent	Effect
Right-click	*Control+click*	Open context menu
Ctrl (Control)	*⌘ (Command)*	Used with other keys
F5	*Shift+⌘+F5*	Open the Navigator
F11	*⌘+T*	Open the Styles and Formatting window

Function keys for Impress

Shortcut Keys	Effect
F2	Select text tool
F3	Enter group
Ctrl+F3	Exit group
Shift+F3	Duplicate graphic object
F4	Open Position and Size dialog box
F5	View slide show
Ctrl+Shift+F5	Open Navigator
F7	Start spelling checker
Ctrl+F7	Open thesaurus
F8	Edit points
Ctrl+Shift+F8	Fit text to frame
F11	Open the Styles and Formatting window

Other shortcut keys for Impress

Shortcut Keys	Effect
Arrow key	Move the selected object or the page view in the direction of the arrow.
Ctrl+Arrow key	Move the slide in the normal view.
Shift+drag	Constrain the movement of the selected object horizontally or vertically.
Ctrl+drag (with *Copy* when moving option active)	Hold down *Ctrl* and drag an object to create a copy of the object.
Alt key	Hold down *Alt* to draw or resize objects by dragging from the centre of the object outward.
Alt+click	Select the object behind the currently selected object.
Alt+Shift+click	Select the object in front of the currently selected object.
Shift+click	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 Shift while you click.
Shift+drag (when resizing)	Hold down Shift while dragging to resize an object to maintain the proportions of the object.
Tab	Select objects in the order in which they were created.
Shift+Tab	Select objects in the reverse order in which they were created.
Escape	Exit current mode.
Enter	Activate a place-holder object in a new presentation (only if the frame is selected).
Ctrl+Enter	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.

Shortcut keys in the Normal view

Shortcut Keys	Effect
Plus(+) key	Zoom in.
Minus(-) key	Zoom out.
Times(×) key (number pad)	Fit page in window.
Divide(÷) key (number pad)	Zoom in on current selection.
Shift+Ctrl+G	Group selected objects.
Shift+Ctrl+Alt+A	Ungroup selected group.
Ctrl+click	Enter a group, so that you can edit the individual objects of the group. Click outside the group to return to the normal view.
Shift+Ctrl+K	Combine selected objects.
Shift+Ctrl+K	Split selected object. This combination only works on an object that was created by combining two or more objects.
Ctrl+Plus key	Bring to front.
Shift+Ctrl+Plus key	Bring forward.
Ctrl+Minus key	Send backward.
Shift+Ctrl+Minus key	Send to back.

Shortcut keys in slide shows

Shortcut Keys	Effect
Esc	End presentation.
Spacebar or Right arrow or Down arrow or Page Down or Enter or Return or N	Play next effect (if any, else go to next slide).
Alt+Page Down	Go to next slide without playing effects.
[number] + Enter	Type the number of a slide and press Enter to go to the slide.
Left arrow or Up arrow or Page Up or Backspace or P	Play previous effect again. If no previous effect exists on this slide, show previous slide.
Alt+Page Up	Go to the previous slide without playing effects.
Home	Jump to first slide in the slide show.
End	Jump to the last slide in the slide show.
Ctrl+Page Up	Go to the previous slide.
Ctrl+Page Down	Go to the next slide.
B or .	Show black screen until next key or mouse wheel event.
W or ,	Show white screen until next key or mouse wheel event.

Navigating in the Slide Sorter

Shortcut Keys	Effect
Escape	Moves the focus to the first slide.
Arrow key	Moves the focus to the next slide.
Spacebar	Makes the slide with the focus the current slide.

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