

OpenOffice.org Impress



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Part 1: Introduction

What is OpenOffice.org?

OpenOffice.org is a full office application suite consisting of a word processing component (OpenOffice.org Writer), a spreadsheet component (OpenOffice.org Calc), a slide show presentation component (OpenOffice.org Impress), a database component (OpenOffice.org Base), a drawing and flow sheet component (OpenOffice.org Draw), and a calculator component (OpenOffice.org Math). This entire suite of applications is part of the Open Source initiative, meaning that the software's code is open to the public for input and suggestions for future versions of the software. In addition to the code being open to the public, the software itself is open to the public, meaning that the entire suite of applications is entirely *free*. This free software is just as comprehensive, if not more so than, similar software such as Microsoft Office, which retails at hundreds of dollars. In this section of the curriculum, we will focus on the presentation component of the OpenOffice.org suite.

A) What is OpenOffice.org Impress?

- Impress is a presentation program that is part of the OpenOffice.org office suite.
- It allows you to create presentations where you can demonstrate or show projects, reports, etc that you have learned to an audience.
- Visual Aid, in slideshow presentation format

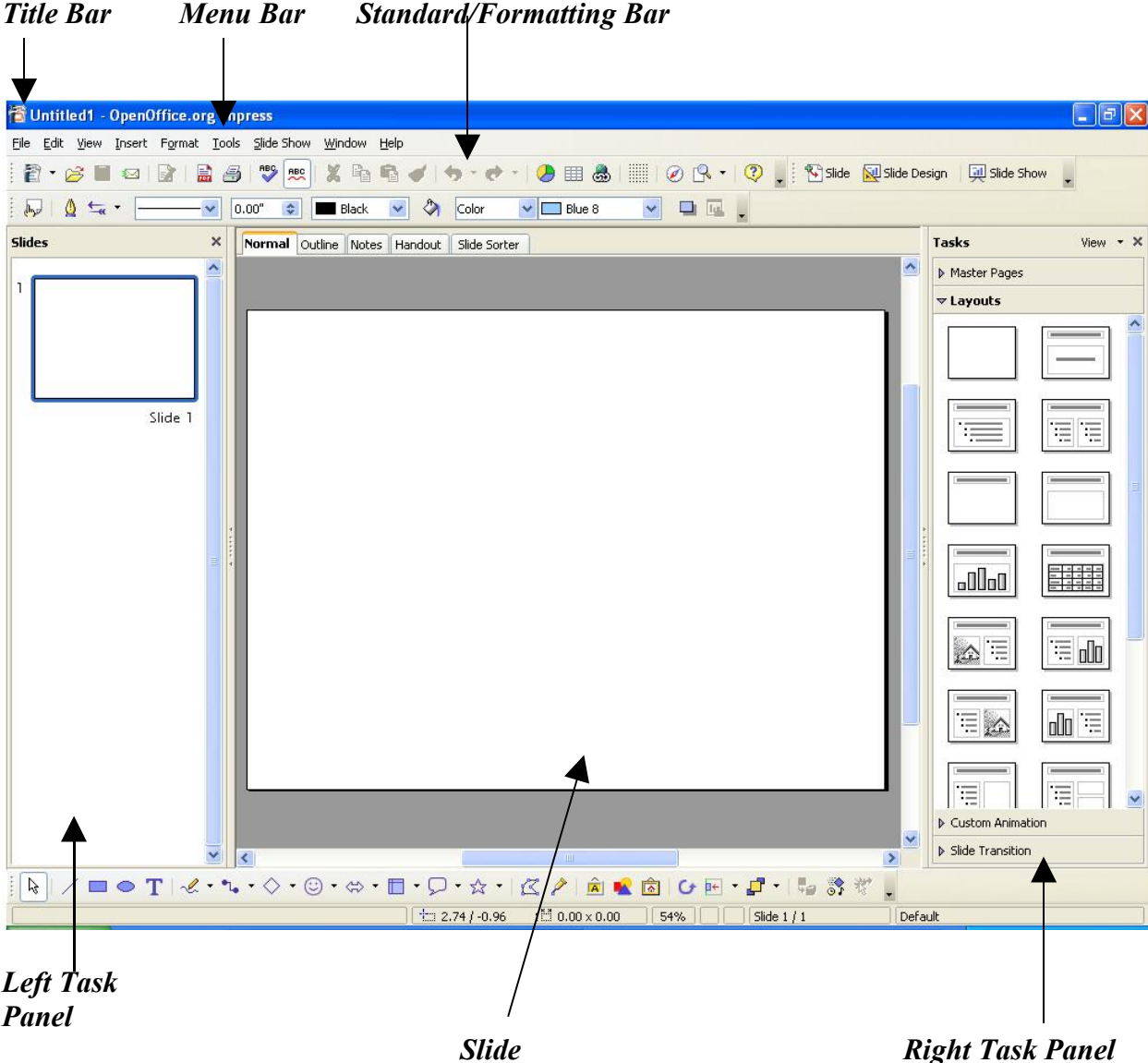
B) Launching Impress

From the **Start** menu click on
Programs >
OpenOffice.org >
OpenOffice.org Impress

The program will, by default, start with the Presentation Wizard. We will discuss this later.



C) Familiarization with the Impress window





In the *Right Task Panel* there are the following options:

- **Master Pages:** Every slide in a presentation has exactly one slide master, also known as master page. A slide master determines the text formatting style for the title and outline and the background design for all slides that use this slide master
- **Layouts:** these layouts are different templates for creating a slide. There are a wide variety of ways to arrange your slide depending on the amount of text and media. These layouts help you work with a blueprint of the basic shape you want your slide to look like.
- **Custom Animation:** this feature allows you to animate certain text fields or graphics within an individual slide.
- **Slide Transition:** This feature is for the manipulation of the effects in between slides. This is where you will find the many different transitions available for use in between two slides.

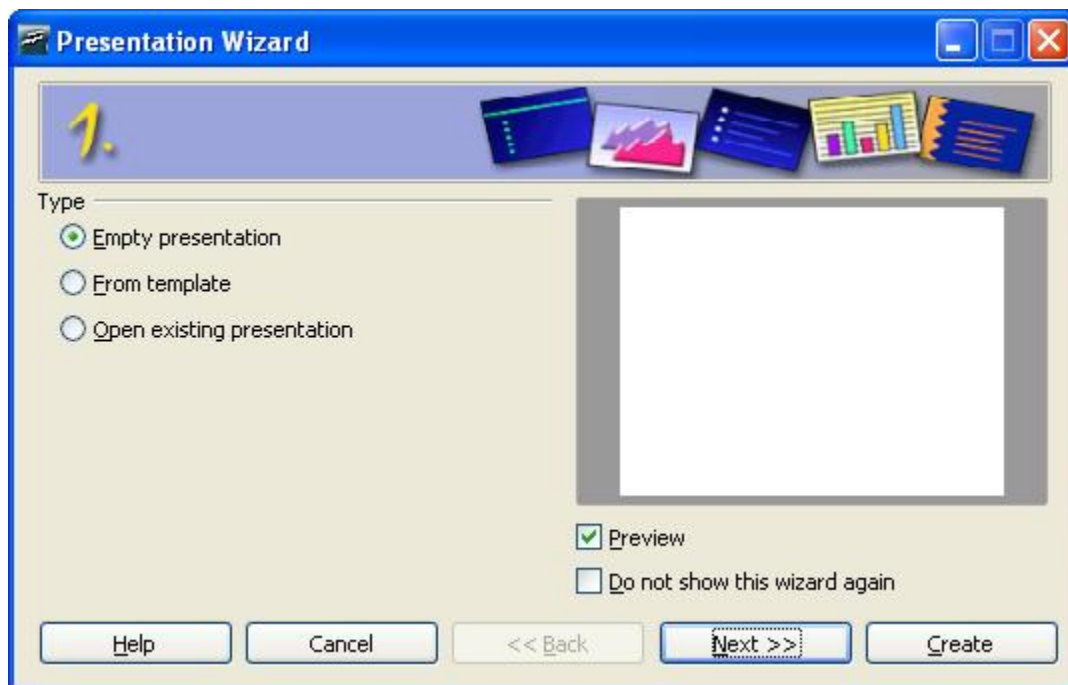
Part 2: New Presentation

A) Presentation Wizard

- The Wizard provides pre-made presentation templates with different backgrounds and effects to choose from.
- These templates are more detailed than the layouts, often complete with background graphics.

The 1st step of the wizard has the following options

- Empty Presentation – creates a new presentation starting with 1 blank slide.
- From template- creates a new presentation from a predefined blueprint
- Open existing presentation- open a previously saved presentation.

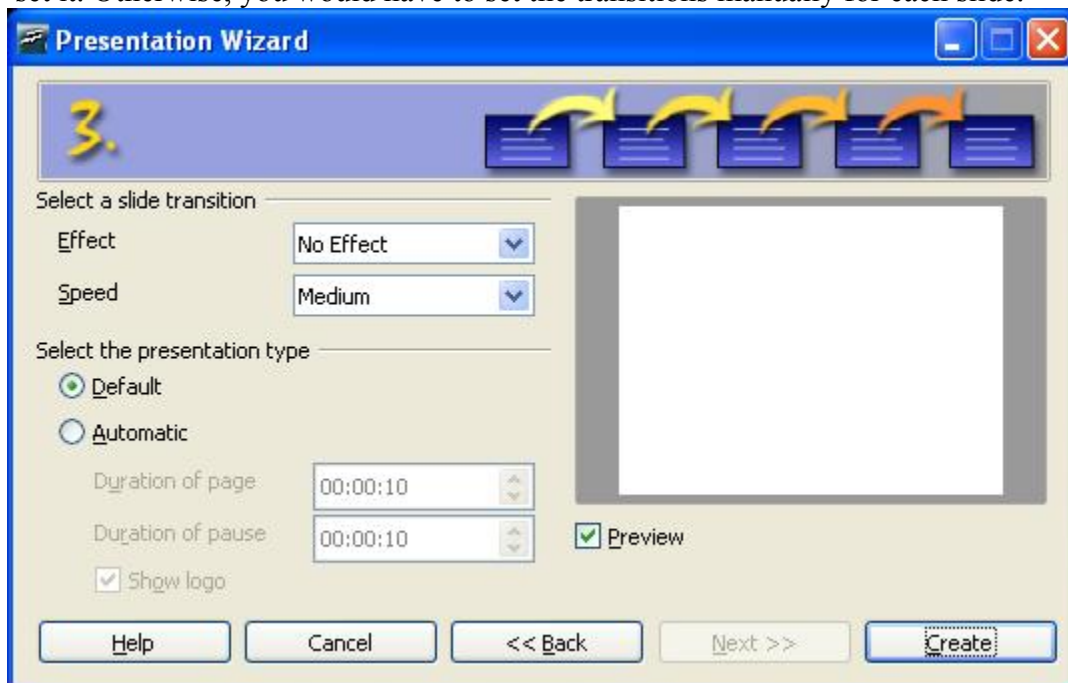


1. Unless you have a template which you wish to use, it is easiest to start the from scratch with an empty presentation.

2. The second step of the Presentation Wizard allows you to select a background for your slide as well as the medium on which it will be presented.

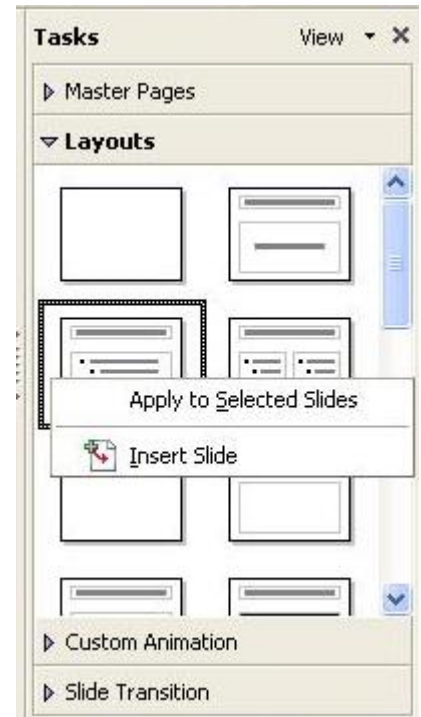


3. Step 3 of the wizard allows the user to set the default transition in between slides. If there is some transition that you would like to use for all the slides, then this is the best place to set it. Otherwise, you would have to set the transitions manually for each slide.



B) Applying Layouts

1. The slide that appears is the **title** slide, labeled Slide 1.
2. Select the layout in the top right corner of the Layouts window in the right panel of the program. This will add a text box for the title and body of your slide.
3. Click on **Click to add title** and type in *Intro to Impress*. In the **Click to add subtitle** area click and type *your whole name and today's date*.
4. The *Right Task Panel* should read **Layouts**.
 Scroll through looking at the different options for your slide layout.
 Once you choose one, write:
 - Text Layout
 - Content Layout
 - Text and Content Layout
 - Other Layouts
5. To add the Layout slide you have chosen (*we will do it as a class*)
 - a. Under **Layouts**, select the bulleted list layout.
 Right click the layout you wish to use from the pull down list and select **Insert New Slide**.
 - b. Click in the **Click to add title** area at the top of the slide and type **What is OpenOffice.org Impress?**
 - c. Click in the **Click to add outline** to create a bulleted list.
 Write:
 - **Presentation software that uses text** (press Enter)
 - **Graphics** (press Enter)
 - **Video** (press Enter)
 - **Sound**
6. Add a new bulleted list slide
7. From the tabs above the slide panel, select **Outline** view.
8. Create a new slide by right clicking in the *Left task panel* using the outline view and selecting New Slide. This slide will be a blank slide, which must have the bulleted list layout applied to it.
 - a. Title: **Why use Impress?**
 - b. Bulleted point: **To communicate** (press enter)
 - c. Subpoint: press enter key: **Effectively** (press enter)
 - d. Second subpoint: **Appropriately** (press enter)
 - e. To return to a bulleted point hold down the **Shift** key and press the **Tab** key.
 - f. Bulleted point: **To enhance the presentation**



9. Create a new slide from the **Insert** menu or press **CTRL-E** (a short cut for creating a new slide) Use the Slides or Outline view – your choice.
 - a. Title: **Text**
 - b. Bulleted points:
 - **The Good**
 - **The Bad**
 - **The Ugly**

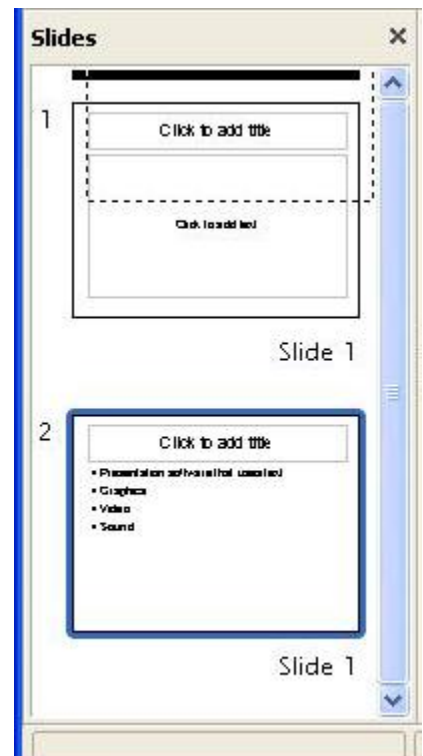
10. Changing Slide Order

Impress allows you to change the order of slides in your presentation quickly and easily. The easiest way to view and change the order of slides is in the **Outline View**, **Normal View**, and **Slide Sorter View**.

*To change the order of slides in **Outline View**:*

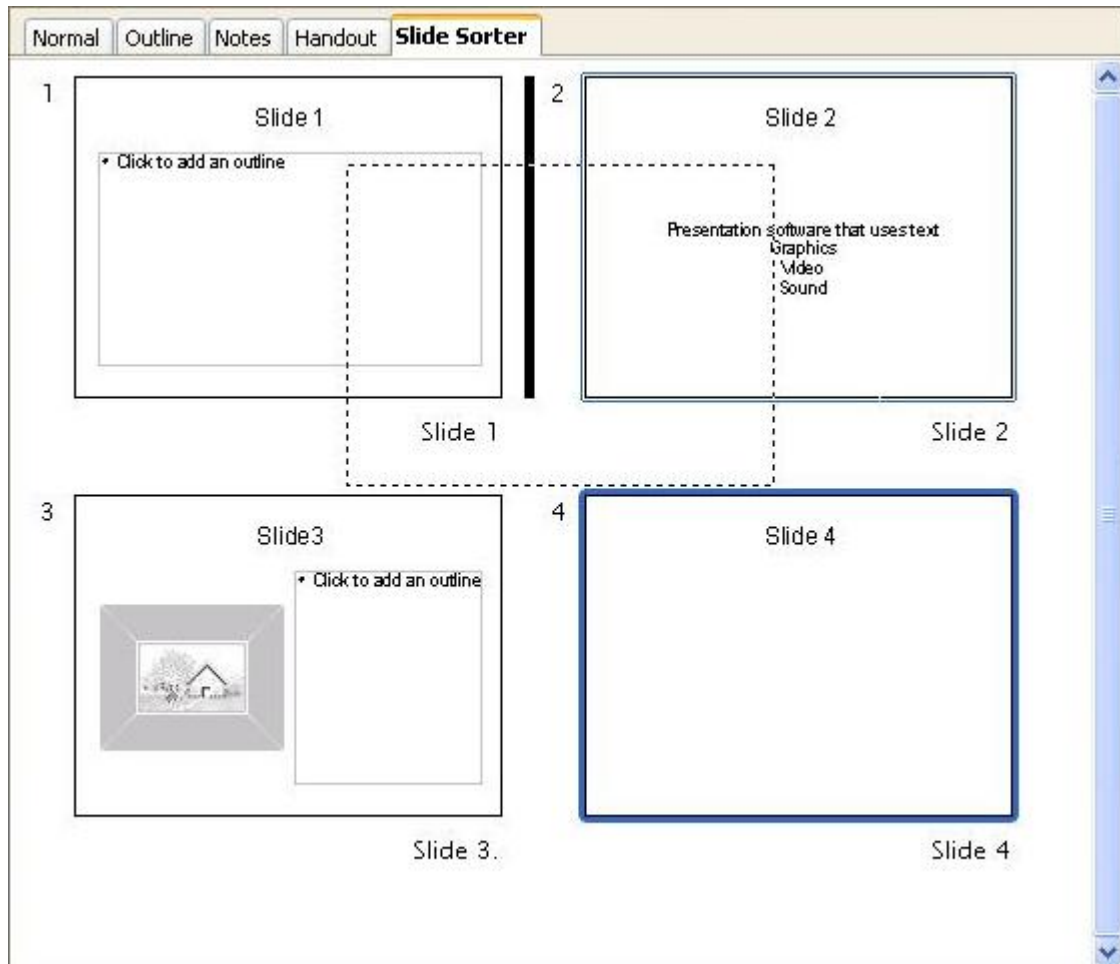
- Click and hold on the slide icon of the slide that you would like to move
- Move the mouse pointer to the new location of the slide. As you move the pointer, a black line will appear that shows you the new position for the slide.
- Release the mouse button.

** Do the same to change the order of the slides in the **Slide View**.*



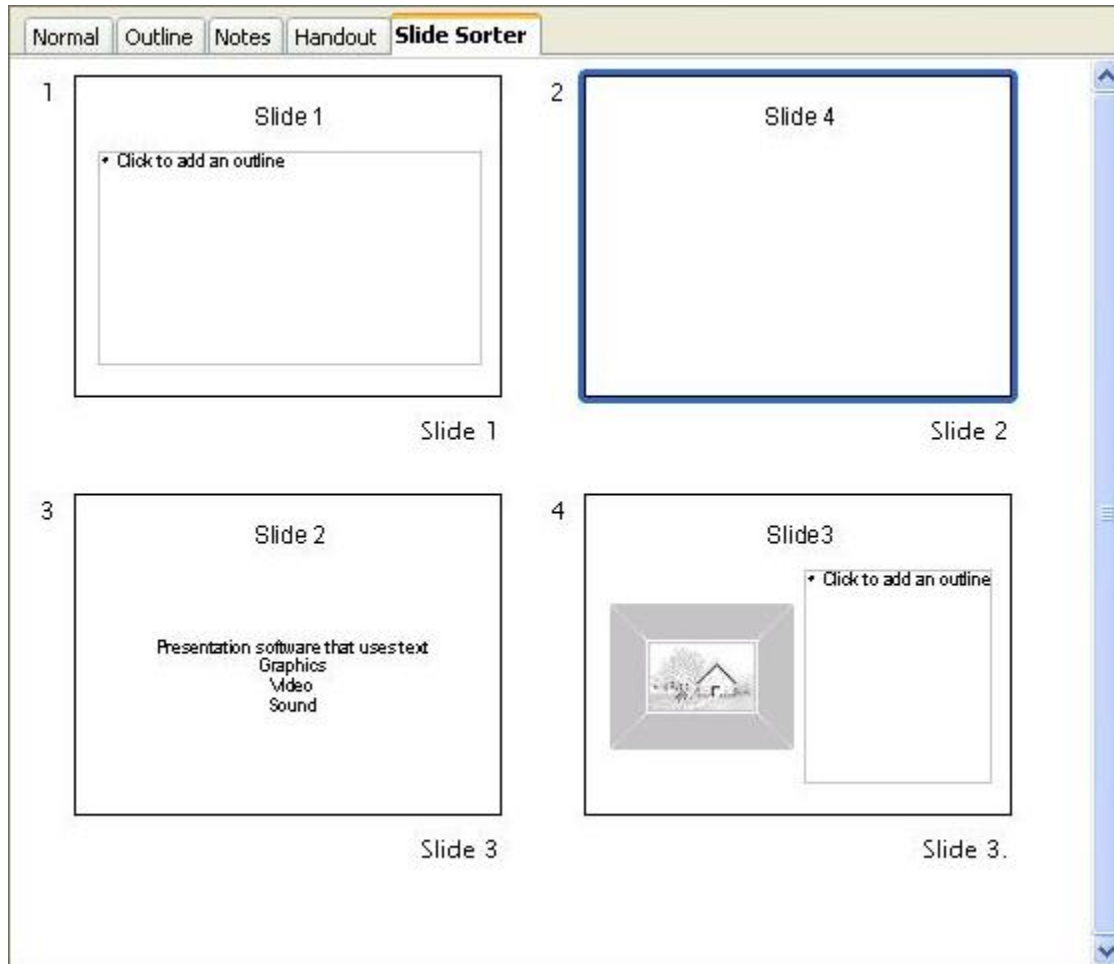
To change the order of the slides in **Slide Sorter View**:

- Click on the slide that you would like to move and hold the mouse button down
- Move the pointer to the space between the two slides that you would like the selected slide inserted between. A line will appear.
- Release the mouse button.



Notice the darkening around Slide 4 designates that it is the selected slide. The black bar between Slides 1 and 2 represent the position that the selected slide will be moved to.

Slide Sorter view after the switch:



11. Deleting Slides

There are several ways to delete slides.

*To delete slides in the **Outline View**:*

- Place pointer over slide icon until it changes to a four sided arrow.
- Click once to select slide icon.
- Press the delete key on the keyboard.

*To delete slides in the **Slide Sorter View**:*

- Click once to select slide icon. This creates a darkened border around the selected slide.
- Press the delete key on the keyboard.

To delete slides using the **Delete Slide** Command:

- Select slide to be deleted by highlighting it or by viewing it.
- Click on the **Edit Menu** and select **Delete Slide**.

11. Creating a Notes Page

A presenter has two jobs when developing a presentation. One is to create slides that contain concise messages which clearly communicate the presenter's information. The second is to communicate verbally, putting each slide's message in perspective. By creating notes pages, the presenter has an organized way of keeping up with the slide order and notes about the slide.

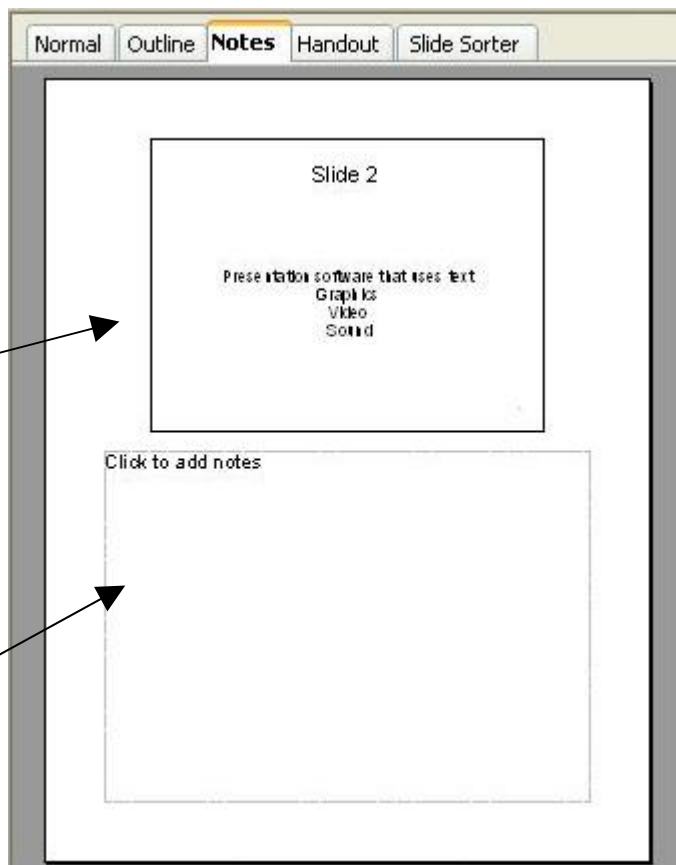
To create Notes Pages:

- Select the slide for which you wish to create a Notes Page.
- From the tabs above the slide pane, select **Notes**
- The slide image will appear in the top half of the page and a text area will appear in the bottom half of the page.
- Click in the bottom half of the Notes Page and type your notes.

** Notes do not appear when visiting slide show. They must be printed out in order to see them. They are intended more for the presenter than the audience.*

Slide

Notes Page

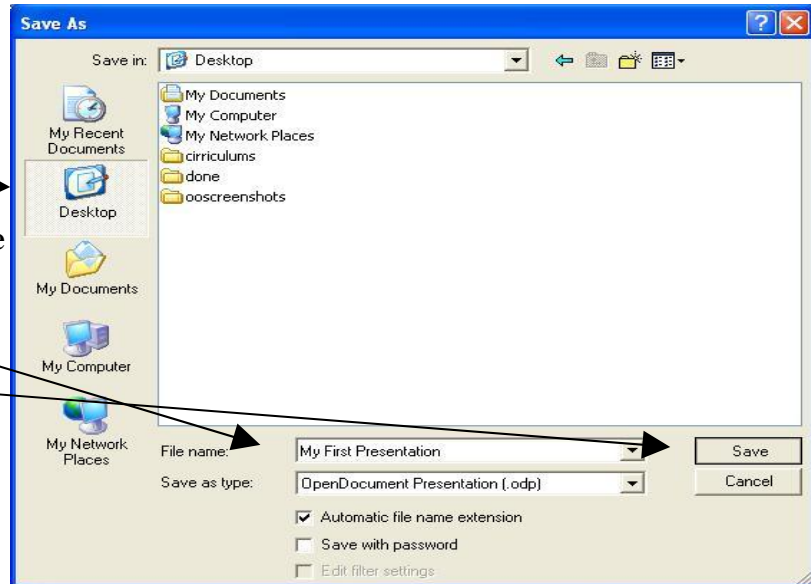


Part 3: Save Presentation

You should save your presentation to prevent loss of work. Remember to save frequently.

To Save your Presentation:

- **File > Save**
- Click on **Desktop**
- Name your file In the **File Name** box
- Press **Save**
- Continue to save the presentation from time to time.

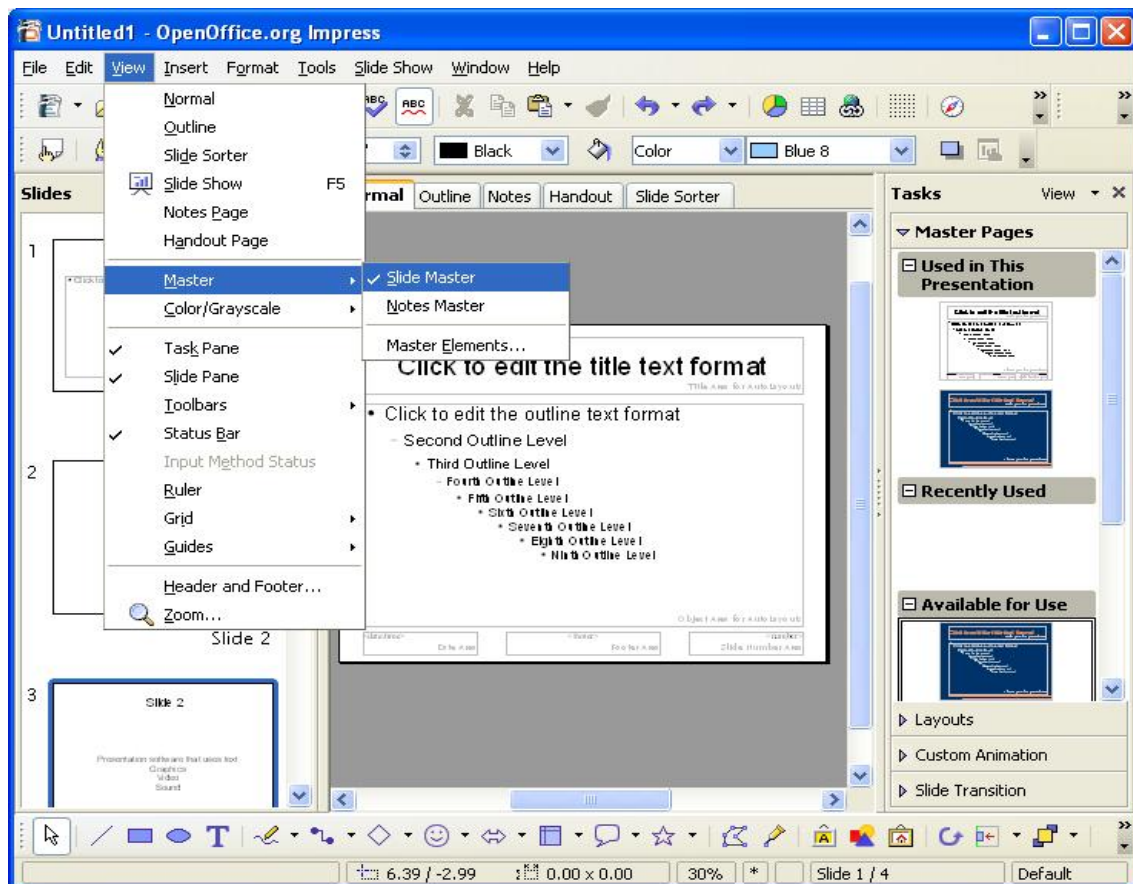


- *For this class we are saving on the desktop, however you should use a disk and save your work on a disk.*

Part 4: Using Slide Master

One of the most useful tools in Impress is the **Slide Master**. A slide master contains instructions on the background design, the background color, text color, font, and font size. This allows you to give your presentation a consistent appearance throughout. There are two masters available: Slide and Notes Pages.

- From the **View Menu**, choose **Master** and then **Slide Master**.
- A master slide for the presentation will appear. It contains a position box for the title and a position box for the body text. These positions boxes can be placed where you wish, and will appear in these locations on all slides.
- To insert a date, click in the text area and select **Insert** and **Date and Time**. To have the date and time continuously updated, check the box marked **Variable**.
- To insert a page number, click in the text area and select **Insert > Fields > Page Number**
- Text boxes will appear which may be dragged to any position in the text area. The date and page numbers will now be placed on all slides.
- When completing your work in the **Slide Master**, change back to an appropriate view ... from the view shortcut icons or the **View Menu**.



Part 5: Getting Help

Impress offers **Help** at two levels.

For a detailed explanation of a topic, how to perform a series of steps, or to have a question answered:

- Click on the **Help** menu and scroll to **OpenOffice.org Help**.



For a quick explanation of a button, scrollbar or ruler:

- Click the arrow/question mark **What's This?** button from the Help menu.
- Click on the item on the screen where you need help. Impress will display a brief description of the item and its function.

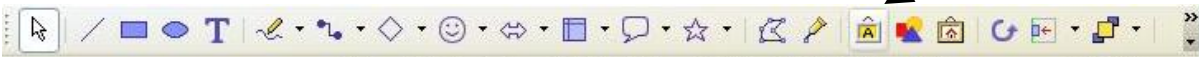
If further help is required, then please call the following number for any additional technical support questions you may run into: 860-297-4277

As always, the internet is an endless source of information. Try using www.google.com to search for any information you may need about the software and how to use it.

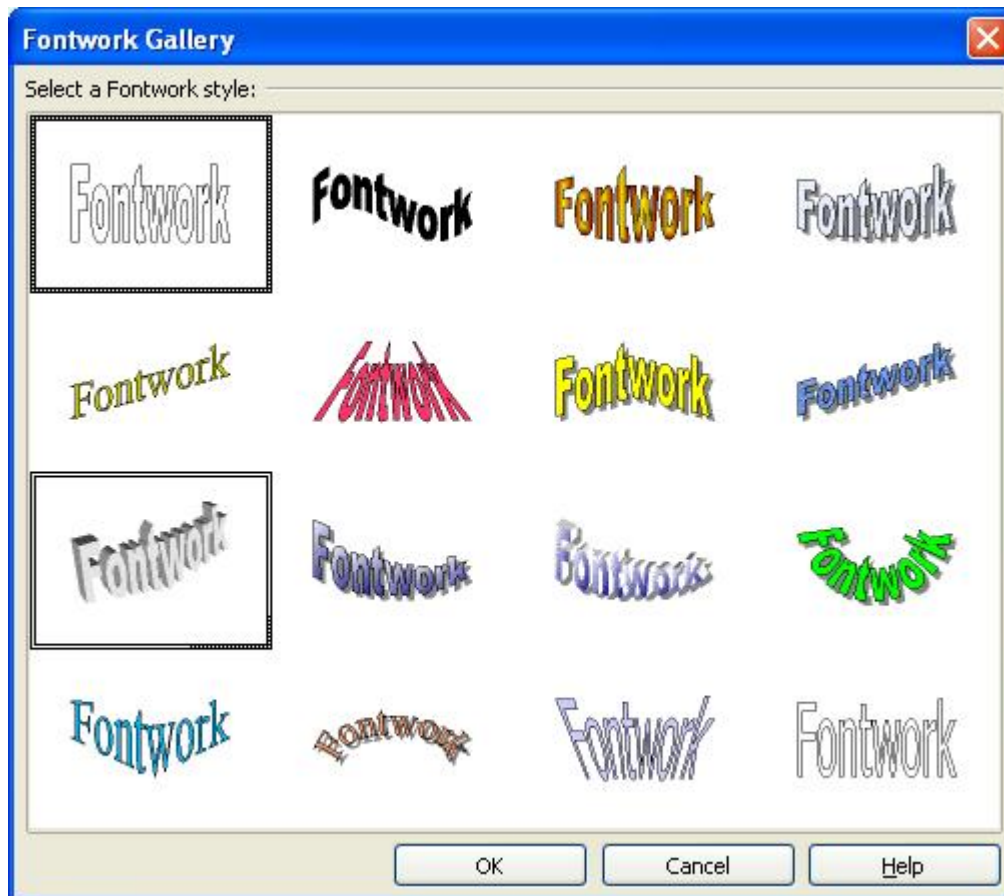
Part 6: Refining Your Slides

Using Fontwork Gallery

1. From the Drawing toolbar at the bottom of the Slide pane, select the **Fontwork Gallery** icon



2. Select a font style from the Gallery and click **OK**.
3. This will place a word image Fontwork in the center of your slide. This can be moved anywhere in the slide.
4. By clicking on the word, text appears over the image. This text field is where you will replace the word *Fontwork* with whatever you wish.



Editing Fontworks

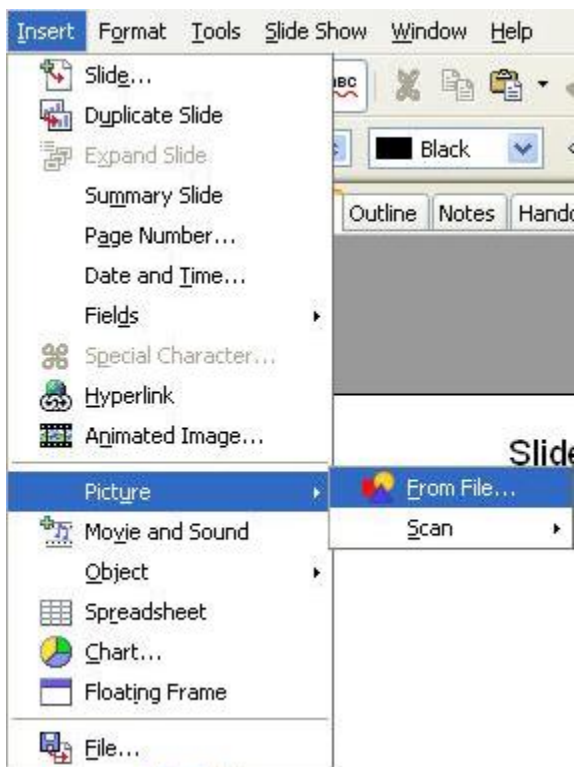
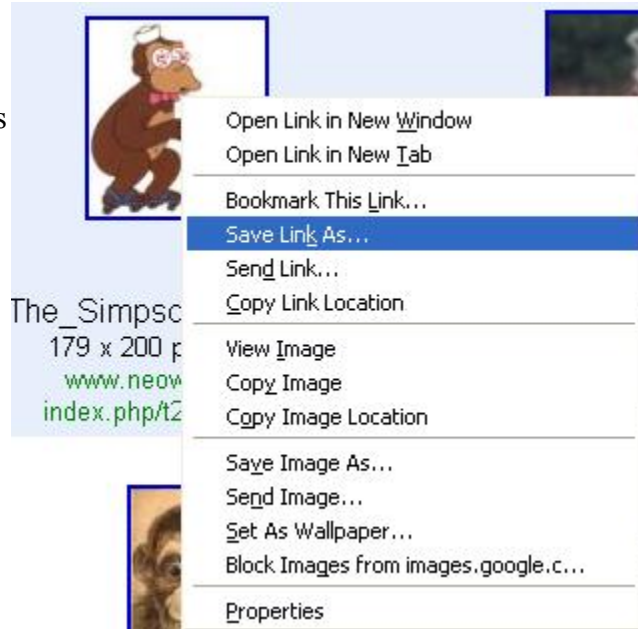
1. Notice a new toolbar appeared when the Fontworks was added to the slide. This is the Fontworks toolbar and is where you can change shape of the Fontworks, the letter height, the alignment, the character spacing, and various tools to manipulate the 3D effects used by Fontworks.



- Insert a new Fontworks
 - Edit the text of your Fontworks
 - Go to the Fontworks gallery to choose a different style.
 - Format Fontworks leads to changing colors & lines, size and layout.
 - “Abc” leads to the Fontworks shapes.
 - Fontworks letter heights
 - Text direction
 - Alignment
 - Character Spacing
2. Try out different visual effects to find one that you like
 - The yellow circle at the left side allows you to stretch or distort the letter image by click on it and dragging your arrow.
 - Blue squares allow you to resize the image by click on it and moving your arrow.

Add an external photograph or picture to your slide

1. Minimize Impress. (Click on the little dash button in the upper right corner.)
2. Open the Web browser (Mozilla Firefox)
3. Surf the net to find a picture you like. (You can go to <http://images.google.com>)
4. Once you locate a picture you like, move the cursor over the image and hold down the right mouse button until the pop-up menu appears. Press **Save Picture As...** Save the picture to the desktop. Remember where you save it and what you named! It is easiest at first to save images to the desktop.



5. Return to Impress. (Click on the OpenOffice.org Impress button on the TaskBar).
6. Go to the slide where you wish to add the picture.
7. From the **Insert** menu, select **Picture**, then **From File...**
8. Find the image you saved from the Web and double click on it. It will insert itself onto your slide.
9. Resize the image as necessary.

Add a line drawing using the Impress graphics tools.

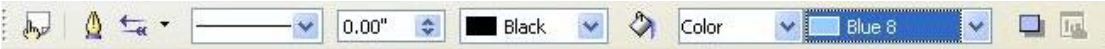
1. Notice the **Draw Toolbar** at the bottom of the window.
2. Choose **Stars and Banners**, then pick a shape. Use the mouse to drag the shape to the size you like.

3. Fill the shape with a different color.
 - a. Click on the shape to select it.

- b. Use the drop down menu on the **Line and Filling Toolbar** that appears when you select the shape to change the color of the shape.



Line and Filling Toolbar



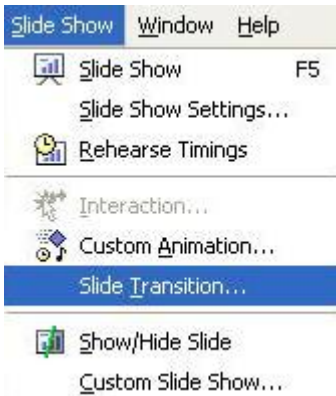
Part 7: Creating a Slide Show with Transitions and Builds

(**Transitions** = how you move from slide to slide)

Transitions

1. From the Slide Show Menu, select **Slide Transitions**
2. From the Slide Transition pane, explore the various options.
3. You can **Modify Transition Speed** or add a **Sound**. You can also **Advance Slide** with each mouse click.
4. Transitions can be applied to selected slides or all slides.
5. To view a preview of the transition, click on the **Play** button.
6. While in the Slide Sorter, a small transition icon appears beneath
And to the left of each slide that has a transition applied.
7. To run the Slide Show

- a. Click on the Slide Show icon or from the menus, select **Slide Show > View Slide Show**
- b. Click on the left mouse button, space bar, enter key, etc. to advance one slide.
- c. Press ESC to exit slide show.



Builds – Custom Animation

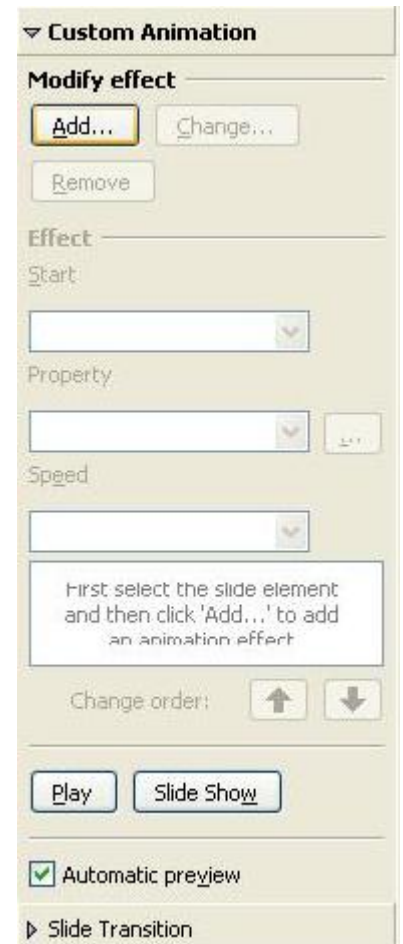
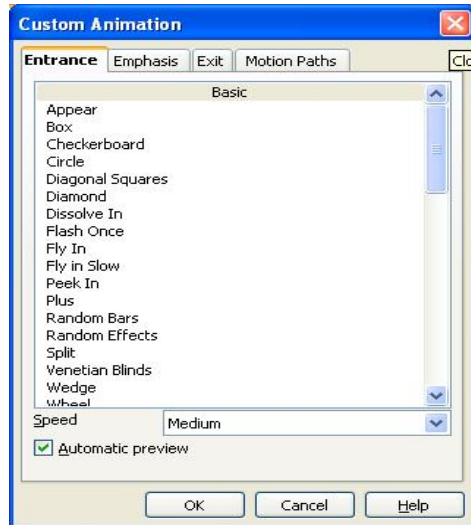
When designing a slide show, remember that your content should remain the center of your presentation. You want any of the tools you use in your presentation, such as builds and transitions, to emphasize your points rather than drawing your audience's attention to special effects. Builds allow you to design your text so that bulleted points and objects appear one at a time. For example, since your audience is used to reading from left to right, design your "build" slides so that text files in from the right. Only have text fly in from the left when you want to emphasize a point.

To apply a build to a **specific slide** to be animated:

1. Select slide and the text area or graphic

From **Slide Show > Custom Animation** panes select **Add...**, then select one of the four effects:

- Entrance
- Emphasizes
- Exit
- Motion Paths



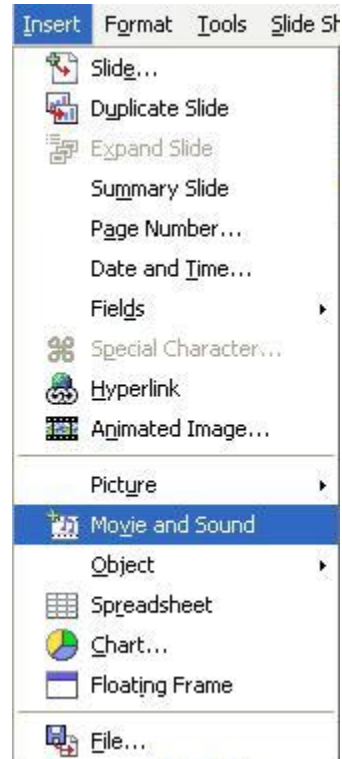
Practice: Select the **Entrance** tab and then select **Appear** from the list

- Use pull down menu for the animation
- Select **Effect Option**
- In the **Appear** window, under the **Effect** tab enhancements
 - **Sound** (none or what kind)
 - After animation, whether you **don't dim** or select color to dim to how you want the **text** to be appear (all at once, by word or by letter)
 - Take a look at the **Timing** tab
 - Take a look at the **Text Animation** tab

Part 8: Video

Inserting and Animating Video

1. Click **Insert > Movie and Sound**
2. Click the movie clip you would like to insert into your presentation.
3. To animate the video, right click on the video icon. A shortcut menu will appear. Click Custom Animation.
4. Choose the animation you are interested in.



Part 9: Saving and Printing Your Presentation

1. Don't forget to save your presentation several times as you work on it
2. Go to **File > Save** to start the save feature or click on the save diskette icon.
3. Choose where you want to save the presentation. Impress presentations do take up a lot of space, especially those with a significant amount of pictures or video.
4. To Print the presentation, simply go to **File > Print** from the menu bar or pressing the Print icon from the Standard Toolbar.
5. This will open a window asking which printer to use, normally the default printer is fine. If you had a color printer and a laser printer installed, you may wish to use the color printer to print the presentation.

