

ICDL Module 6: Presentations

using

OpenOffice.org Impress

David Varley

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Module 6: OpenOffice.org Impress

Section 1: Using the Application

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6.1.1 First Steps with Presentations

6.1.1.1 Open (and close) a presentation application

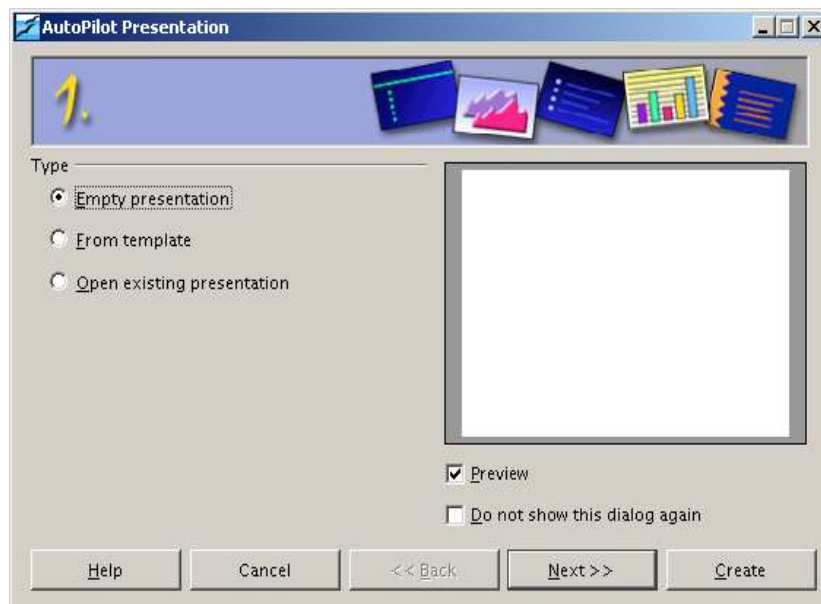
Open Impress under Windows

- Click **Start**.
- Click **Programs**.
- Click **OpenOffice.org**
- Click **Presentation**

Open Impress under Linux

- Click **Start Applications**.
- Click **Office**.
- Click **Presentations**.
- Click **OfficeOffice.org Impress**

Depending on how the package was installed, Impress may display a blank slide or it may launch **Autopilot** which will take you through a number of dialogues shown below.

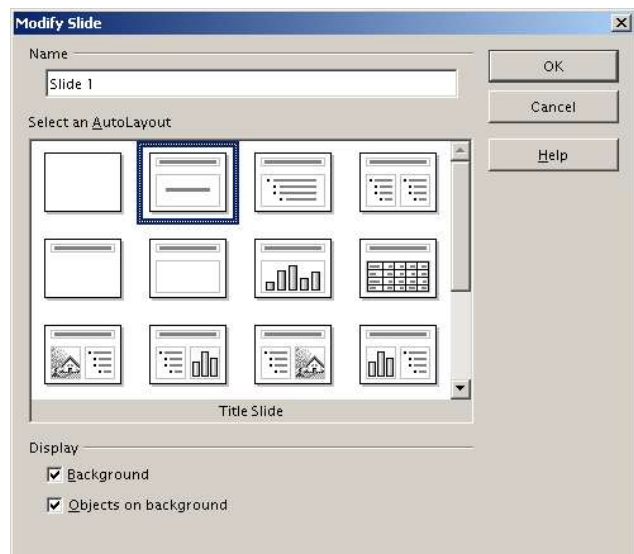


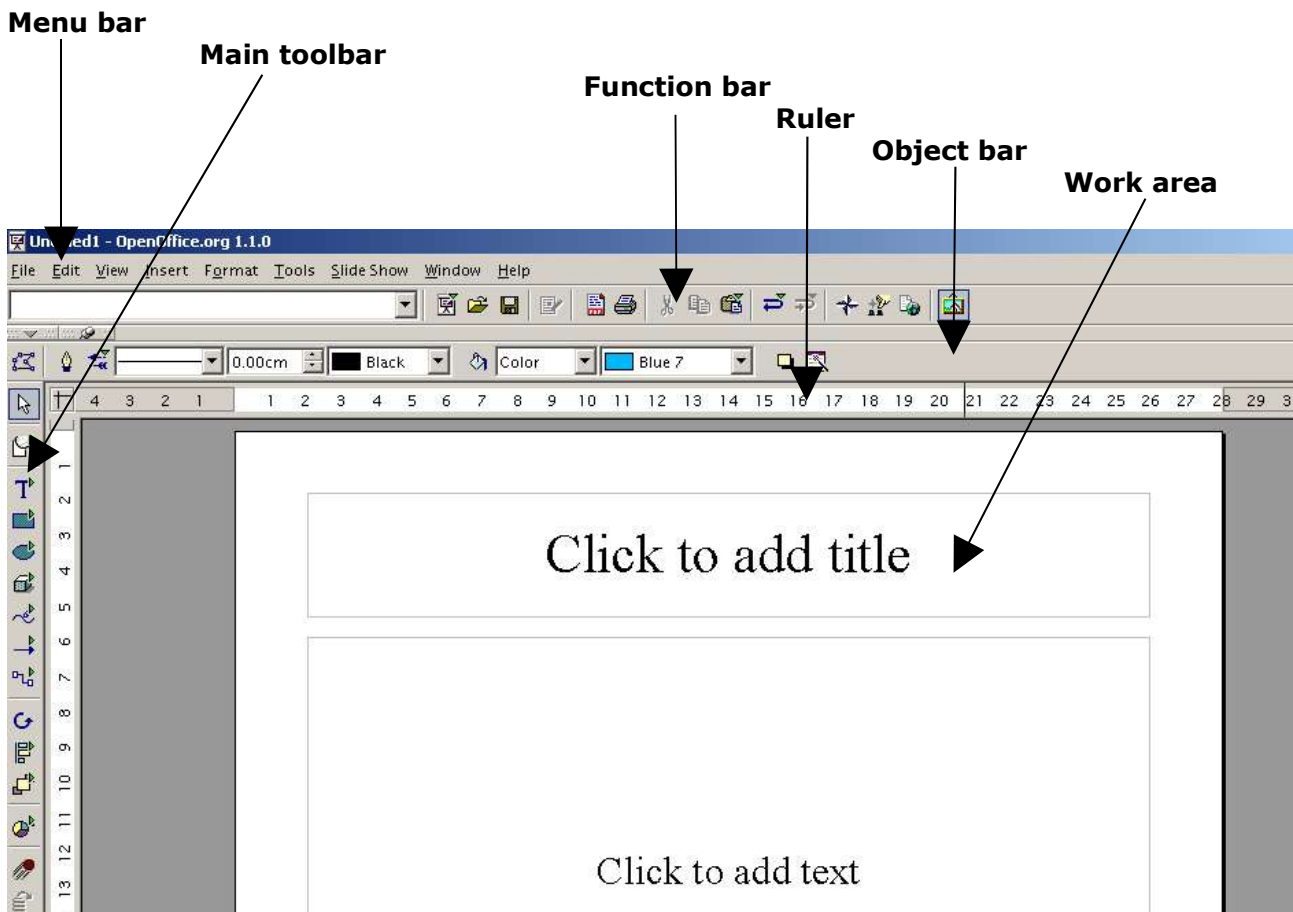
You may now make use of **autopilot** to guide you through the creation of a presentation or you may create the slide show manually.

Create a slide show manually

- Click **Create**.
- Select an **AutoLayout** for a slide or **None** by clicking the first option.
- Give the slide a **Name**.
- Click **OK**.

A blank slide will be displayed.





Convention

Because we will be making extensive use of the **Menu bar**, we will make use of the following convention in using the functions of the menu bar.

- **File >> Close.**

Will mean exactly the same as

- Click **File** on the **Menu bar**.
- Click the **Close** option in the menu.

Close a presentation

- **File >> Close.**

This will close only the active presentation. If it has not yet been saved, Impress will warn you and ask you if you wish to save it.

Close Impress

- **File >> Exit.**

This command will close all open presentations and exit **Impress**. If any of the presentations have not been saved to disk, Impress will ask you if you wish to save them before exiting.

6.1.1.2 Open one, several presentations

- **File >> Open.**

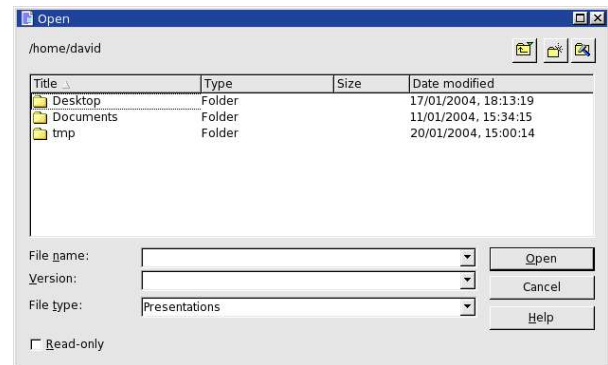
At this stage there is a difference between what will happen in Linux and Windows.

Linux:

The **Open** dialogue will appear. In general, this will point to your home directory.

In this case, the **Open** dialogue is pointing to the directory /home/david.

- If necessary, navigate to the desired directory.
- Set the **File type** to **Presentations**.
- Highlight the presentation you wish to open.
- Click **Open**.



If you wish to open a file contained on your floppy, navigate to the directory /mnt/floppy.



On the top right of the **Open** dialogue, there are three important icons:



Up one level: Pressing this icon will move you to the parent of the current directory.



Create new directory: This option allows you to create a new directory in the current directory. In order to be able to do so, you will need the appropriate user rights.



Default directory: Pressing this icon will move you to the default directory. This is useful if you have moved through several directories and wish to return to your starting point in the directory tree. This will be different for each user.

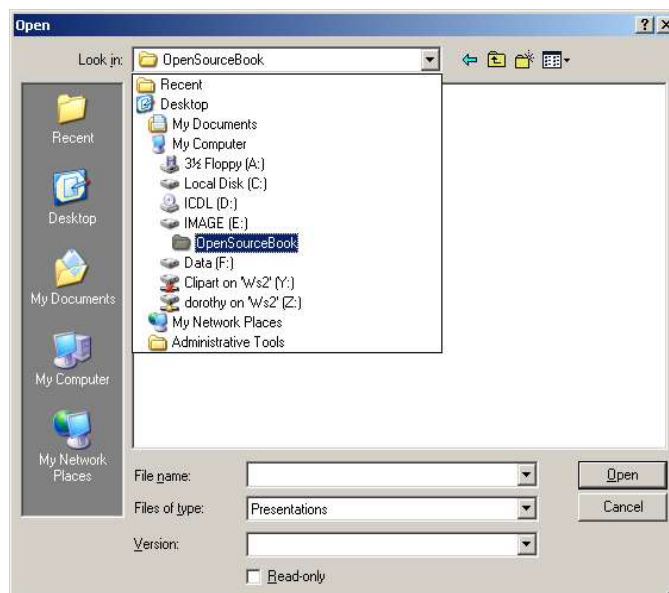
Windows:

If you are running Impress under Windows, the Windows **Open** dialogue will be displayed.

If you click in the **Look in** window, a drop down box will display your current directory and available drives. You can switch to another drive by double clicking on it in this window. You can also use the navigation icons to move around your directory structure.

- If necessary, navigate to the desired directory.
- Highlight the presentation you wish to open.
- Click **Open**.

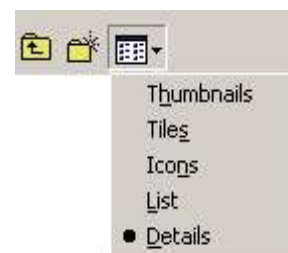
If you wish to open a file on your floppy disk, first double click on **Floppy A:** in the **Look in** window.



The first two icons in the **Open** dialogue are the same as under Linux.

The third icon allows you to display the contents of the **Open** dialogue in a number of ways as shown on the adjacent screen.

The **Details** option displays important information such as file type, size, created or last edited and attributes.



Open multiple presentations

You may open several presentations at the same time. Simply repeat the process described above.

Although the files will all be open, only one will be displayed on your screen for editing. We will refer to this as the active document.

Open a slide show from within Writer or Calc

Since OpenOffice.org is a highly integrated application suite, you may open a presentation from within either Writer or Calc. OpenOffice.org will then automatically open Impress.

- **File >> Open.**
- Select **All files (*.*)** or **OpenOffice.org Presentations** under **Files of type.**



This will display all files saved in the current directory. Depending on the type of file you select, OpenOffice.org will automatically open the correct program in the application suite.

6.1.1.3 Create a new presentation (default template)

The process of creating a new presentation is the same whether Impress, Calc or Writer is displayed on the screen.

- **File >> New >> Presentation.**

This will initiate the process described in 6.1.1.1. That section described how to create a presentation manually.

Create a presentation using Autopilot

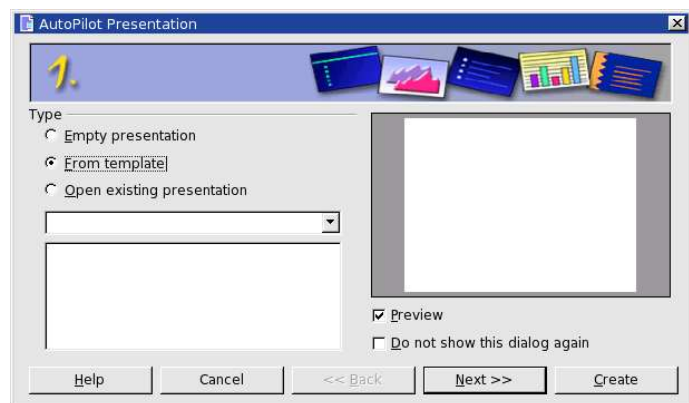
Autopilot is similar to a **wizard** in Windows. It guides you through the process of accomplishing a task.

The following is meant as a brief outline of the process. The details will be described in Chapter 2.

- Select **From template.**

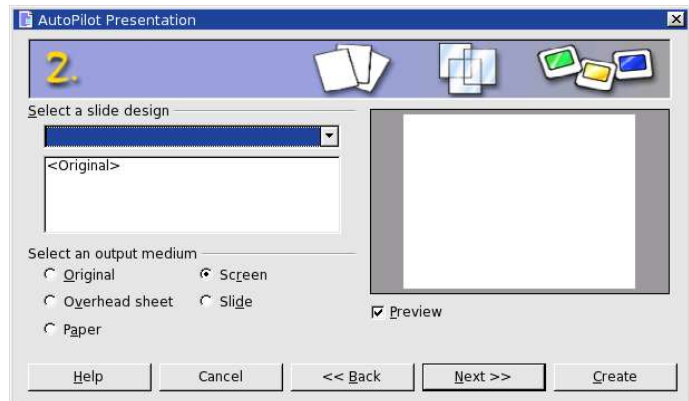
You could at this point open an existing presentation or select **Empty presentation** if you do not wish to use a template.

- Click **Next.**



Select an output medium

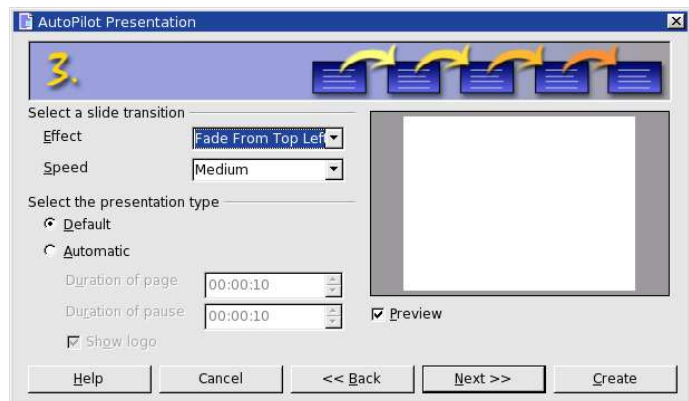
- Select **Screen** if you wish to view the presentation on a computer.
- Click **Next**.



Select a transition

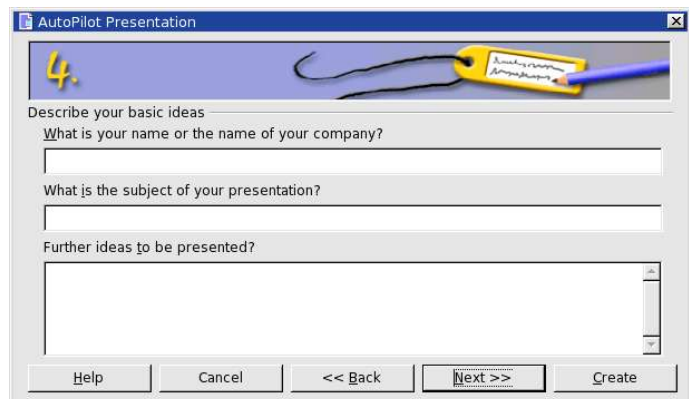
A transition refers to the method of fading one slide out and the next one in.

- Select an **Effect**.
- Select a **Speed**.
- Click **Next**.

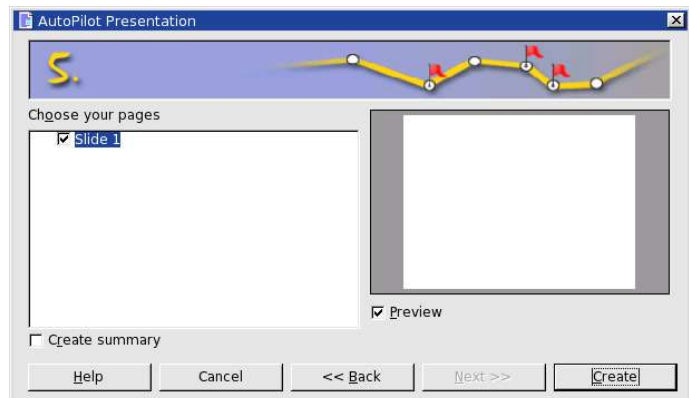


Enter slide data

- Enter details of the presentation.
- Click **Next**.



- Click **Create**.

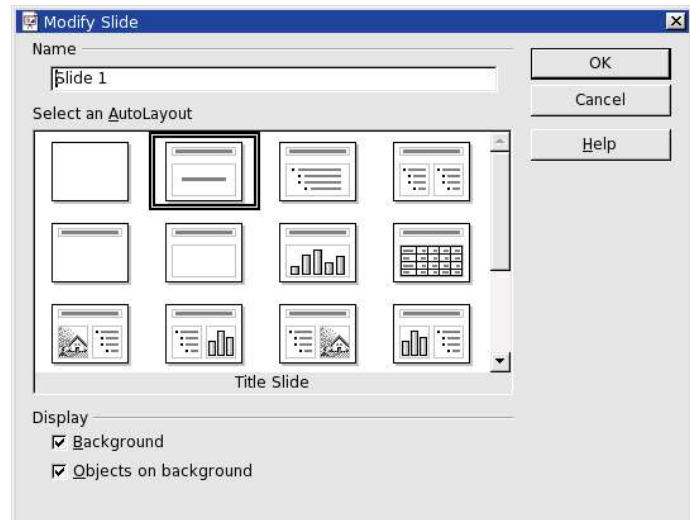


Select the type of the first slide

- Impress names the first slide **Slide 1**. You may enter a different **Name**, if you wish.
- Select an **AutoLayout** or **None** for a completely blank slide.
- Click **OK**.

You would now create your first slide. When you have finished, you would insert a new slides.

- **Insert >> Slide.**



6.1.1.4 Save a presentation to a location on a drive

When you work with a presentation on your computer, the working form resides in the computer's RAM. This is temporary memory used for your current activities. Since RAM is volatile, when the computer is switched off, everything that is in RAM is automatically lost. In order to keep your work you will need to transfer the contents of RAM to your hard disk. This process is called **saving**.

When you save a presentation, you give it a name and you specify where it is to be stored.

Save an existing presentation

If you have opened a presentation and made some changes, the process of saving it is very simple:

- **File >> Save.**

This will change the contents of the stored version so that it is identical to the version that is displayed on your screen. In this case, the previous version on disk is overwritten.

If you use **File >> Save** in a newly created presentation, Impress will automatically assume that you wish to use **File >> Save as**.

Save a new presentation

When you create a presentation from scratch, there is no version stored on disk. To save the file to disk:

- **File >> Save as.**

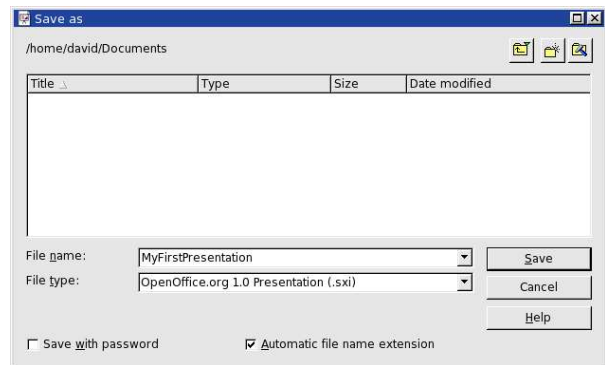
Now depending on whether you are using Linux or Windows, slightly different dialogue windows will be displayed.

Linux:

The **Save as** dialogue will appear. In general, this will point to your home directory. It is very similar in appearance and functionality to the **Open** dialogue.

- If necessary, navigate to the directory in which you wish to save the file.
- Enter a name into the **File name** window.
- Click **Save**.

Impress will add the **.sxi** extension to the file.



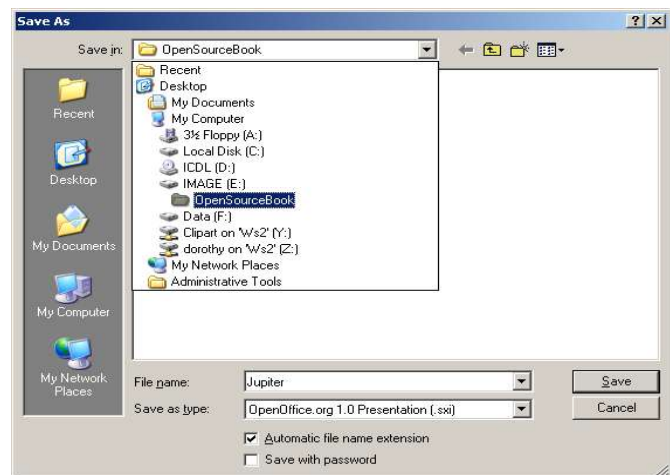
Windows:

The **Save as** dialogue window has a very similar structure to the **Open** window.

If you click the **Save in** window, your position within your drive and directory structure will be displayed.

- If necessary, navigate to the directory in which you wish to save the file.
- Enter a name into the **File name** window.
- Click **Save**.

For the moment we will not be concerned with all the options in the **Save as** dialogue.



6.1.1.5 Save a presentation under another name

When you use the **File >> Save** function, the contents on disk are overwritten by the contents on your screen. It often happens that we do not want to do so. In other words, we might wish to keep copies of different versions of the file under different names.

Another possibility is that we wish to keep copies of the same presentation, but in different places.

In both cases use the **File >> Save as** function.

Suppose, for example, you are creating a presentation and are not sure of which version you are going to use. Suppose you initially call the presentation **Gimmick Sales**. After having made some changes you could use **Save as**, but this time call the document **Gimmick Sales1**. The following version could be **Gimmick Sales2**, and so on.

6.1.1.6 Save a presentation in another file type such as: Rich Text Format, template, image file format, software specific file extension, version number

File formats

There are many different presentation packages. One of the very important aspects of working with information technology is the ability to exchange documents between different systems.

Each application has its own way of storing information in electronic form. This is known as the format of the application. For example, Microsoft PowerPoint stores documents in a different electronic format to OpenOffice.org Impress.

Another issue we need to contend with is that as software develops in sophistication, the format of the documents will change to cater for the increased sophistication. We also need to be able to store a document in a format that could be read by an earlier version of an application package.

There are also a number of generic formats that can be used. These are formats that are not specific to a particular application but which have been designed by the information technology industry to form a common basis for all documents.

Each format has its own file extension. Sometimes we refer to the format by its extension. For example, Impress creates **.sxi** files while Microsoft PowerPoint creates **.ppt** and **.pps** files. Rich text format, a generic format, uses the **.rtf** extension.

Web browsers can only read documents created in Hypertext Markup Language or **.html**.

Apart from its own format, Impress allows you to store documents in a wide range of formats.

To save a file in a particular format (the method is the same in both Linux and Windows):

File >> Save as.

- Click on the **Save as type** drop down window.
- Select the type.
- Click **Save**.



Notice that the **Save as type** window lists both formats and versions of formats.

The following table provides a reference to some common file types.

Format	Extension	Details
Impress	sxi	This is the natural format in which Writer saves its documents
MS PowerPoint	ppt & pps	Writer enables you to save documents in the formats of the different versions of MS Word
Impress Template	sti	This is a format designed for the creation of a template on which to base other presentations.
PowerPoint Template	pot	The microsoft version of the above.

Save a presentation as HTML

Documents that are meant to be read by web browsers such as Internet Explorer and Netscape must be saved in HTML format. This is an abbreviation for HyperText Markup Language. To save as html,

- Click on **File >> Export**.
- Select the directory in which you wish to save the file.
- Enter a file name.
- Click **Save**.

Save a file in pdf format

Portable Document Format -this is a particularly important format. If you create a file in pdf format, you can send this to other users who can view it with the free Adobe Acrobat Reader. They are, however, unable to edit it.

- **File >> Export as PDF**.
- Select the directory in which you wish to save the file.
- Enter a file name.
- Click **Save**.

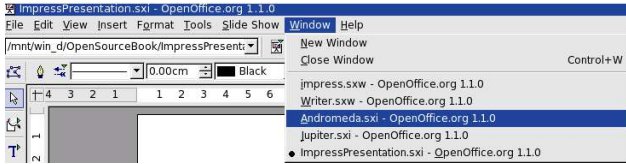
If you wish to send an Impress presentation to someone who only has Microsoft Office, you can save the presentation in PowerPoint format.



6.1.1.7 Switch between open presentations

Suppose you have a presentation open on your screen. If you open a second presentation, Impress will move the first presentation to the background without actually closing it. You may repeat the process and open a third presentation. The presentation displayed on your screen is the active one. It is on this one that you may do your editing. You may bring any presentation to the foreground for editing as explained below.

- Click **Window**.
- Click the presentation you wish to switch to.



You may have a mixture of application types open at a time. For example, you might have documents, spreadsheets and presentations all open. As you switch between windows containing the different types of files, OpenOffice.org will automatically activate the appropriate application.

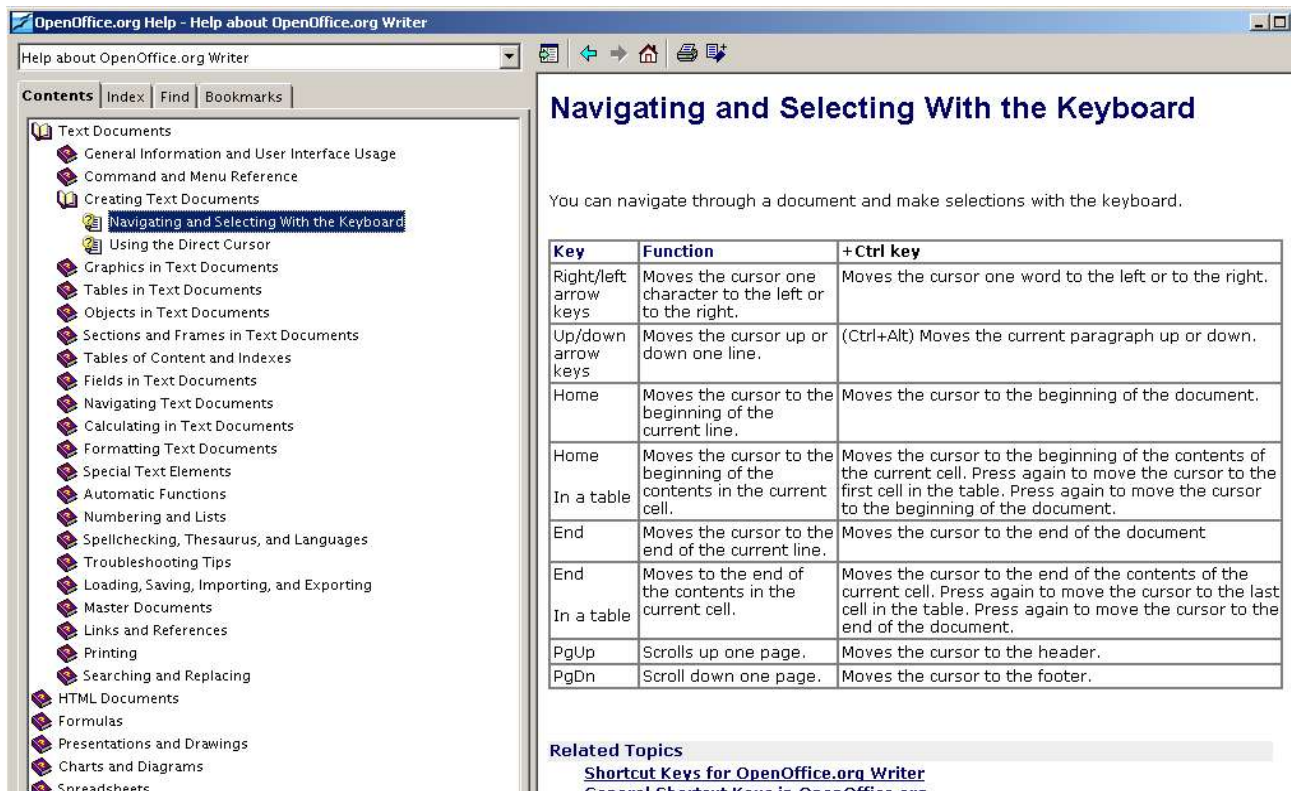
6.1.1.8 Use available Help functions.

The help system of OpenOffice.org provides a complete reference to the system.

Contents

- **Help >> Contents.**

This accesses the help system of OpenOffice.org, not just Writer.



- Click on the **Contents** tab.

Each book represents a major section.

- Double click on any book icon, for example **Text documents**. This will display the contents which may be further subsections or actual entries.
- Double click on a subsection, for example **Creating text documents**.
- Double click on an entry, for example **Selecting and navigating with the keyboard**. The right hand pane will contain a detailed description of the topic.

Index

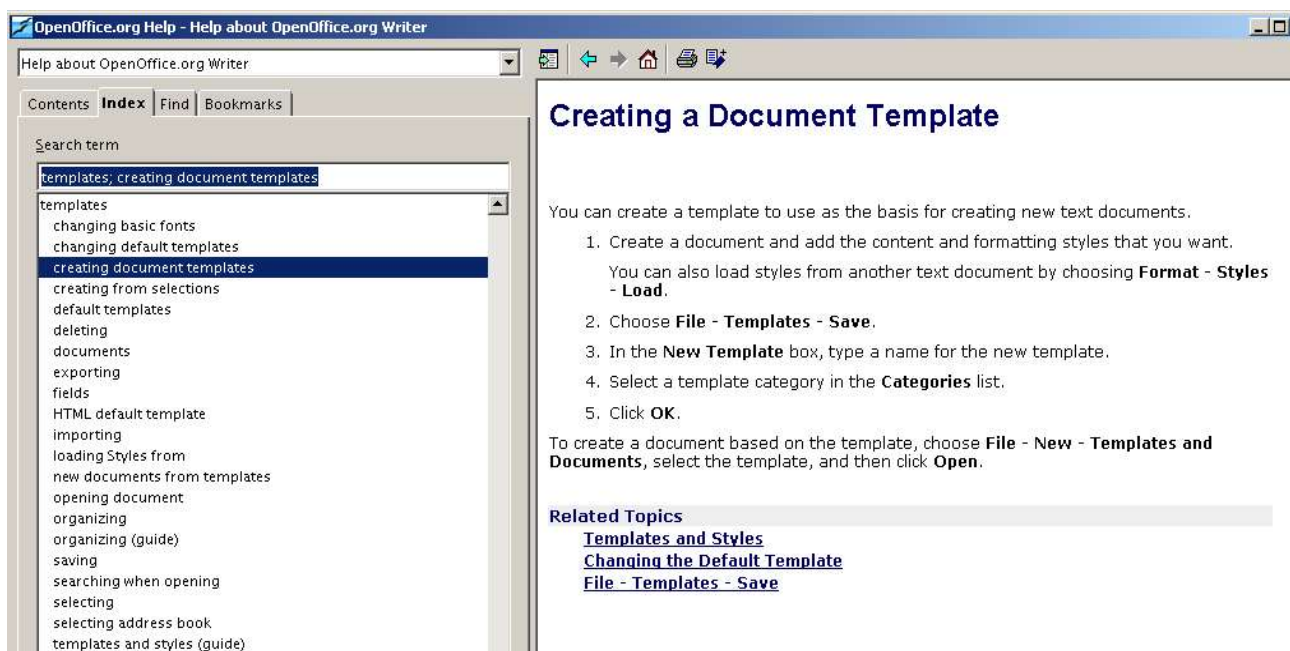
The **Contents** tab is the same as the table of contents at the front of the book. This organises entries by function.

The **Index** tab functions in the same way as the index at the back of the book. This provides an alphabetic listing of topics.

- Click on the **Index** tab.
- Begin typing a term that you are interested in into the **Search term** window. Type for example the word **template**.

OpenOffice.org will attempt to anticipate what you are searching for. As you type in the **Search term** window, the alphabetic listing of topics will change. The entries are divided into headings and actual topics. The headings are flush against the left hand side of the pane while the actual topics are slightly indented.

- Double click on an entry.



The right hand pane contains the details of the topic you have selected.

Within the details of the entry you will also see a number of hyperlinks. These are underlined in blue. These are references to related topics. To jump to one of these entries, double click the hyperlink.

Find

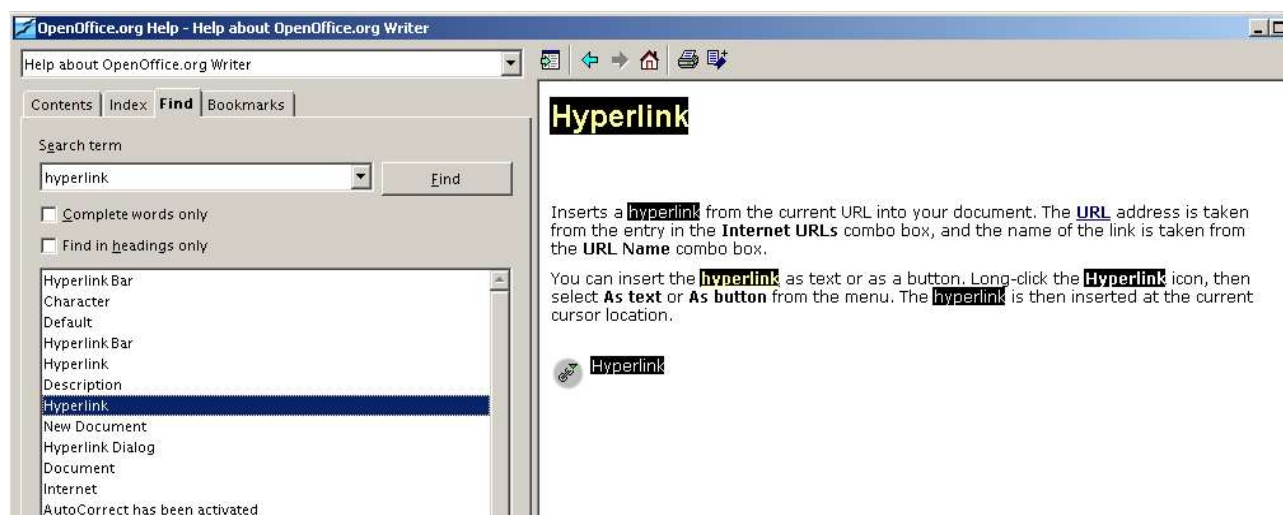
OpenOffice.org provides yet another method of searching for information. Whereas both **Contents** and **Index** are based on an alphabetic listing of topics, **Find** allows you to search within the text of the entries for topics using a keyword.

Suppose you did not find the previous description of the term **hyperlink** adequate and you wish to find all topics in OpenOffice.org that make reference to this term.

- Click on the **Find** tab.
- Type the work **hyperlink** into the **Search term** window.
- Click **Find**.


A list of entries that contain the word **hyperlink** are displayed.

- Double click on the entry that you wish to read.




The occurrences of the search word are highlighted in the details window.

Print entries in Help

- Click the print icon, .

Create bookmarks

When you read a book you may sometimes turn the corner of a page to mark important pages for easy later reference. A bookmark is the electronic equivalent.

- Click the create bookmark icon, , to mark an entry.
- Enter a name for your entry in the **Add to bookmarks** dialogue.
- Click **OK**.

Use bookmarks

- Click on the **Bookmarks** tab.

A list of bookmarks you have created will be displayed.

- Double click on an entry to read the details.

6.1.1.9 Close a presentation

Although you can have several presentations and documents open at a time, it is not a good idea to have unnecessary documents open as these use up system resources and can slow your machine down. Just as important is the fact that it is just simply very confusing to have too many documents open at once. This is similar to working with a cluttered desk and not putting things away when you have finished with them

To close a document:

- **File >> Close.**

If the version in the work area corresponds to what is saved on disk, Writer will close the document immediately. If you have edited the document since it was last saved, Impress will check whether or not you wish to save or discard the changes before closing.

6.1.2 Adjust Settings

6.1.2.1 Use magnification/zoom tools

Full screen

If you wish to work with a presentation without having the object bar, toolbar, menu bar or scrollbars displayed, use **Full screen** mode. In this mode, the document will be displayed as it will be printed.

- Switch off the ruler using **View >> Ruler**. If you wish to see the ruler in full screen mode, leave this step out.
- **View >> Full screen** or press **Shift+Ctrl+J** (Hold down both the **Shift** and **Ctrl** keys and press **J**.)

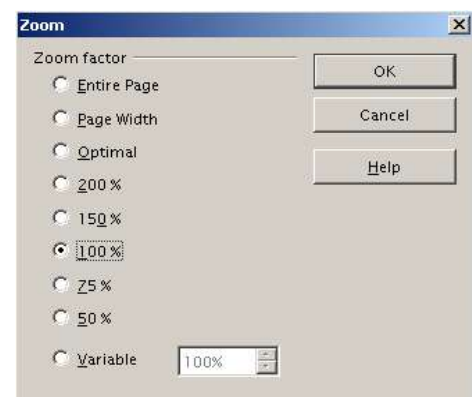
To return to normal viewing:

- Press the **Full screen on/off** icon or press **Shift+Ctrl+J**.
- Switch on the ruler using **View >> Ruler**, if necessary.

Use zoom

To change the zoom in **Drawing mode**:

- **View >> Zoom.**
- Set the zoom factor or select **Variable** and enter a % value.
- Click **OK**.
- Click **Entire page** to display the complete slide on the screen.



6.1.2.2 Display, hide built-in toolbars

To view or hide toolbars:

- **View >> Toolbars.**

This will display a list of toolbars. The toolbars that are ticked are those that are currently displayed. Each of the options in the submenu functions as a toggle.



- To display a hidden toolbar or hide a displayed toolbar, click the appropriate item.



A toggle is a menu item or icon that reverses the current status. For example, if the **Function bar** is displayed, **View >> Toolbars >> Function Bar** will hide it. On the other hand, if it is hidden then the same sequence will cause it to be displayed.

6.1.2.3 Modify basic options/preferences in the application: user name, default directory/folder to open, save presentations

When you start OpenOffice.org, it makes certain assumptions as to who is creating the documents, where you wish to save documents, the language you wish to use. These are the default conditions.

The basic options are set using:

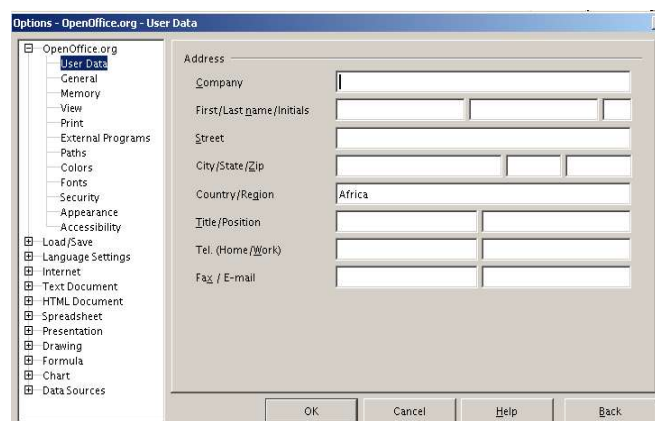
- **Tools >> Options.**

This will display the **Options** dialogue. Since OpenOffice.org is a highly integrated application, many of the options will apply to all the programs in the suite while others are more specific. Which type of option is found in which section is clear from their names.

User data

When Writer creates a document, it stores the name of the creator of the document. It also stores other information along with this. To set the default user name:

- **Tools >> Options.**
- Click the **+** symbol next to OpenOffice.org to expand the options.
- Click **User data.**
- Fill in which ever options you wish.
- Click **OK.**



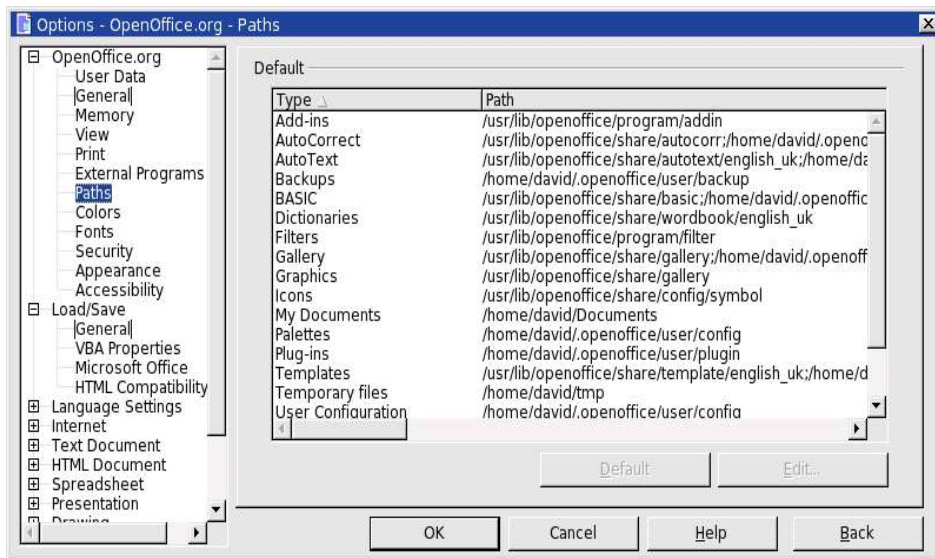
File locations

When you open or save a file, Writer will use the location you set in **Options** as a starting point. This will be the path that will be displayed in the **Open** and **Save as** dialogues.

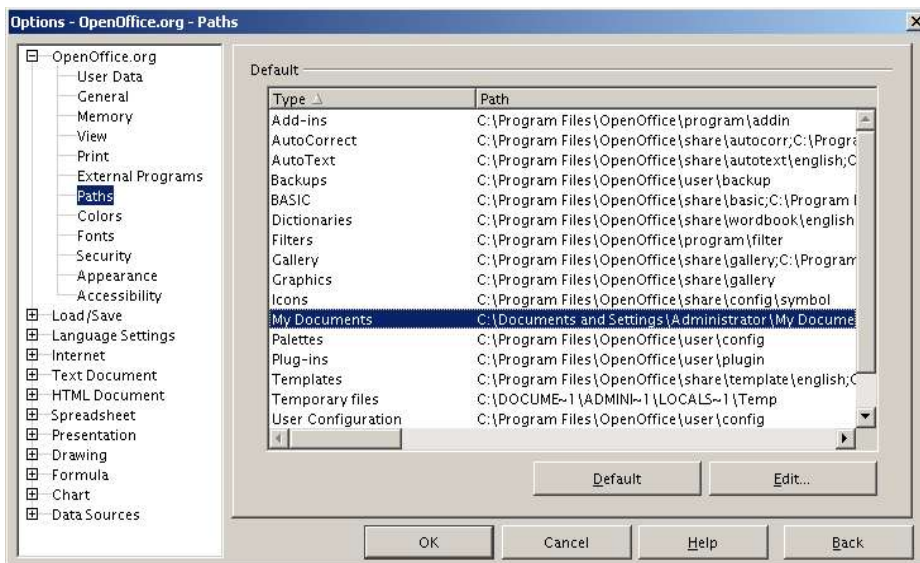
To set the default file locations:

- **Tools >> Options.**
- Click the **+** symbol next to OpenOffice.org to expand the options.
- Click **Paths.**

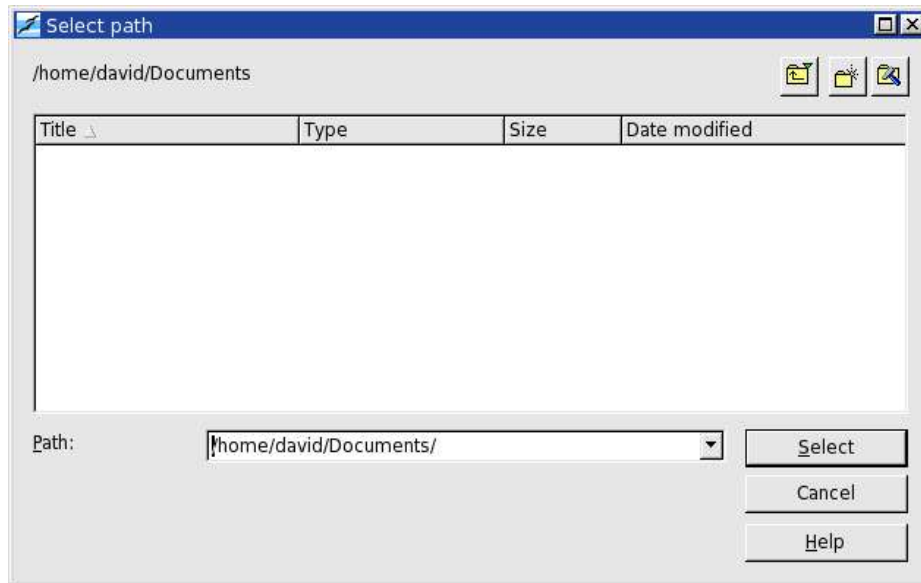
This will display the default paths Writer will use for a wide range of options. The following screen shows the display when you are using Linux.



The following screen shows the display under Windows.



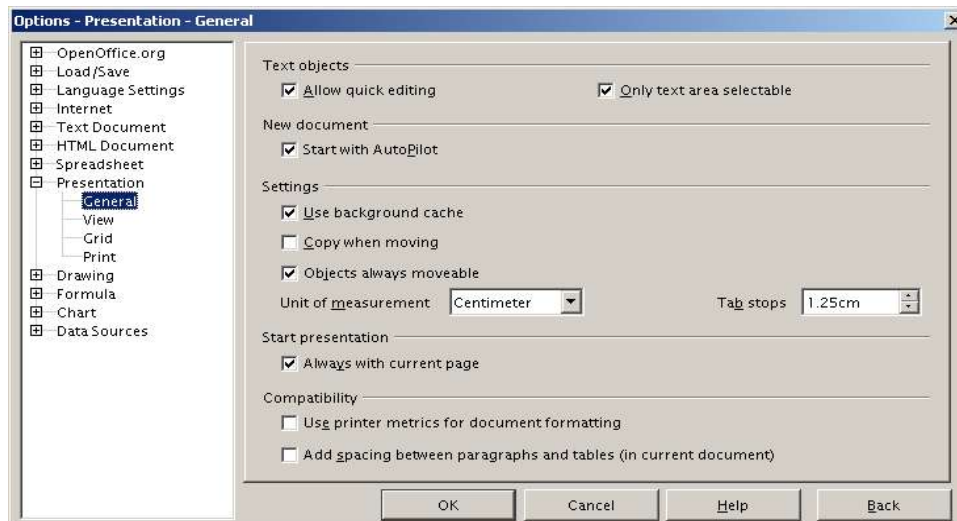
- Double click **My documents**.



- Navigate to the desired directory / folder in the usual way.
- Click **Select** when done.

Terminology: The terms directory and folder can be used interchangeably. Linux prefers the term directory whereas Windows prefers the term folder.

- Expand the **Presentation option**.



For example, you might wish to switch off **Autopilot** when Impress starts. You could do this by unchecking the **Start with Autopilot** option in the **New Document** area of the previous dialogue.

Module 6: OpenOffice.org Impress

Section 2: Developing a Presentation

6.2.1 Presentation Views

6.2.1.1 Understand the uses of different presentation view modes

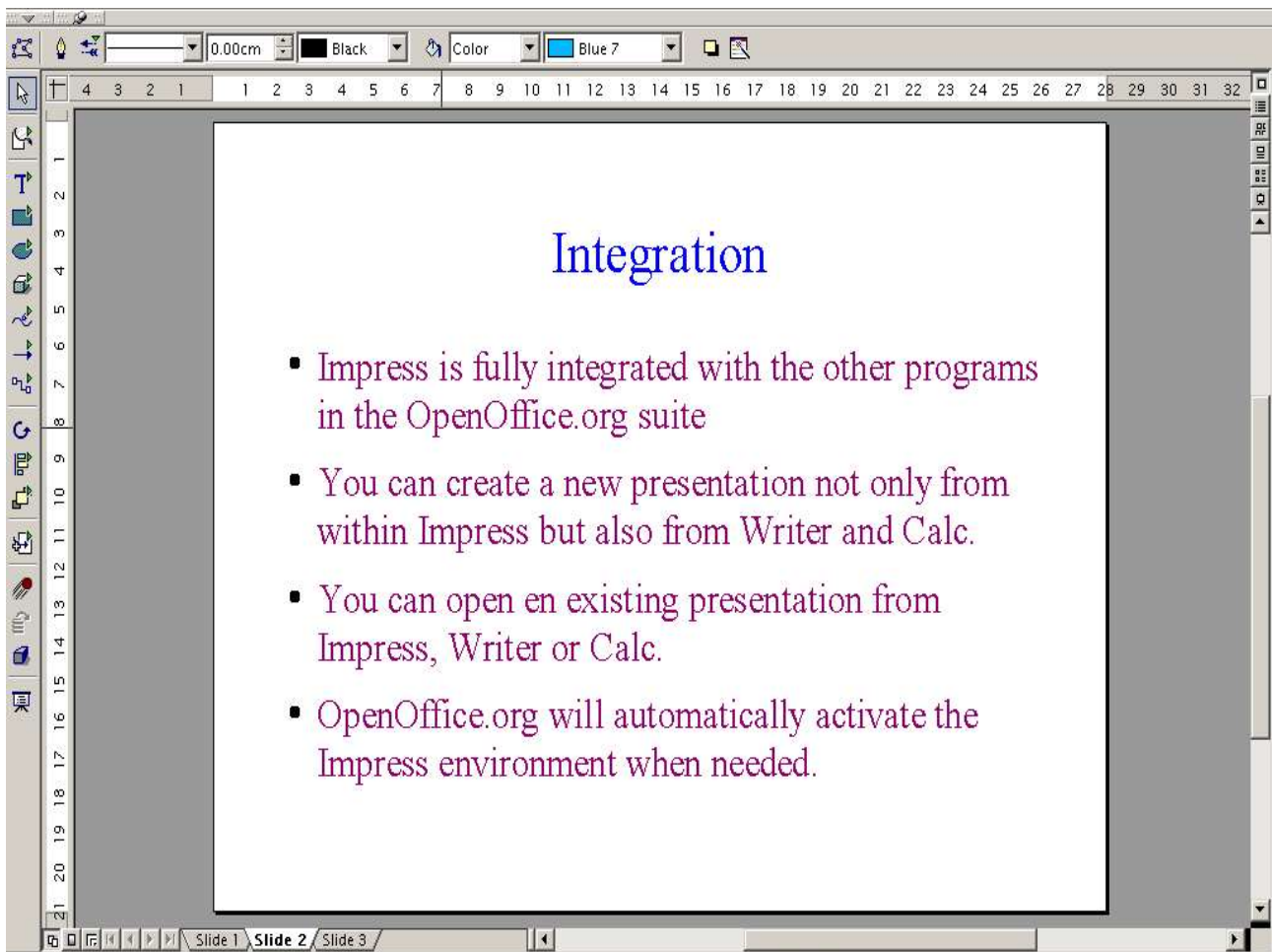
Impress has a number of ways you can view the presentation.

Slide view

Slide view is the normal way of working with a slide. Depending on the zoom factor you use, you will see the slide or part of the slide in the way it would appear if viewed as part of a slide show on-screen.

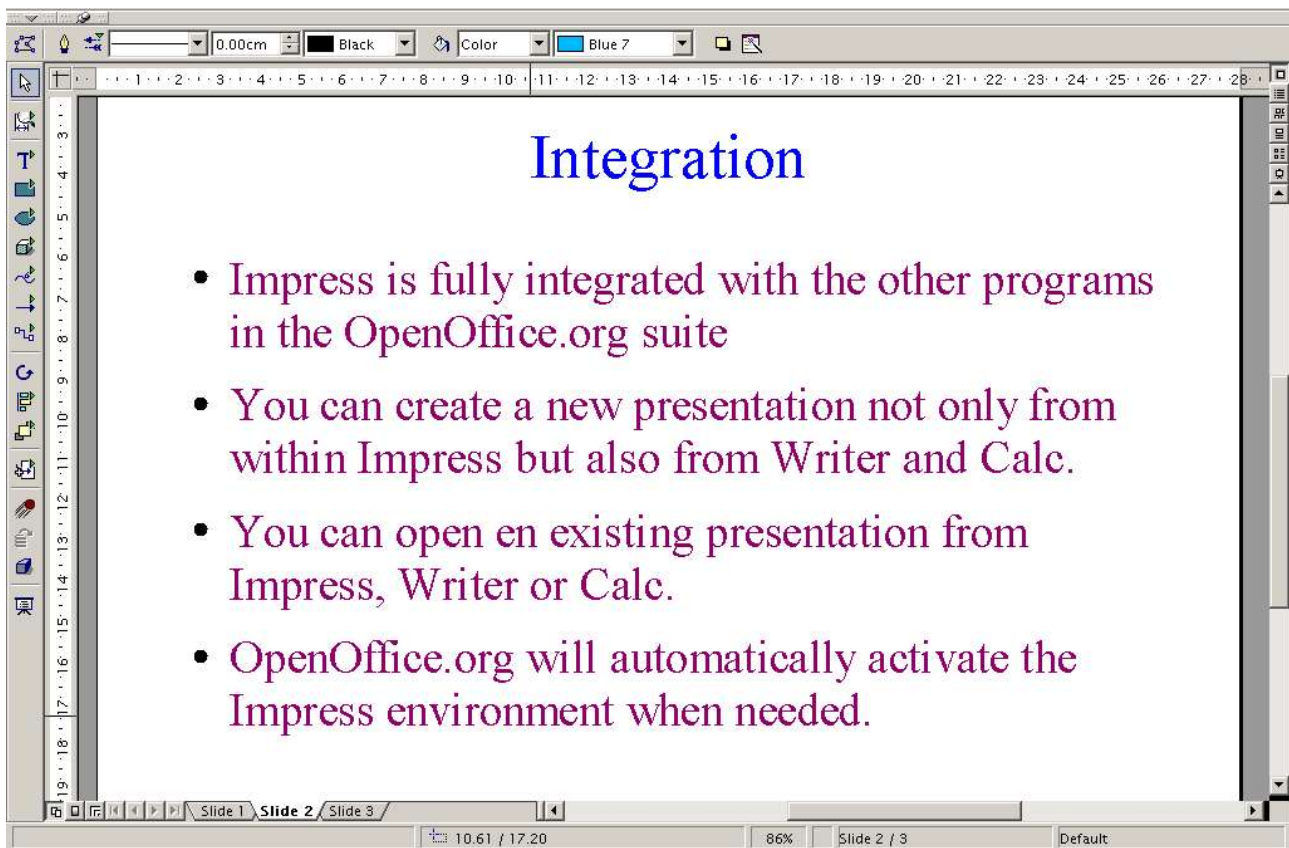
The following two screens illustrate a presentation in **slide view** with different zoom factors.

- **View >> Zoom >> Entire page.**



In **Slide view**, you can navigate between the slides by clicking on the appropriate slide name next to the **Horizontal scroll bar** at the bottom of the screen.

View >> Zoom >> Page width.



Master view

A slide master is a slide that contains elements that are common to all the slides in the presentation.

You can think of the slide master as the background on which other slides are created.

In **Master view** you are able to create or edit the slide master.

Layers

Layers are transparent containers for objects that make up a slide.

The following description may seem a bit confusing when you read it for the first time. Treat it as a reference that will make more sense once you become familiar with Impress.

There are three default layers in Impress:

- Layout
- Controls
- Dimension lines

The **Layout layer** contains the position for the title, text and various objects on a slide. When you make use of an autolayout, you are imposing a different layout layer on the slide.

The **Control layer** contains buttons that have been assigned an action. For example, if you insert a control on a slide that will close the presentation, this will be stored in the control layer.

These layers may not be deleted.

You can add your own layers. You could, for example, create a **Text layer** which contains all the text of the slides. If you add a new layer to a slide, this will automatically be added to all slides.

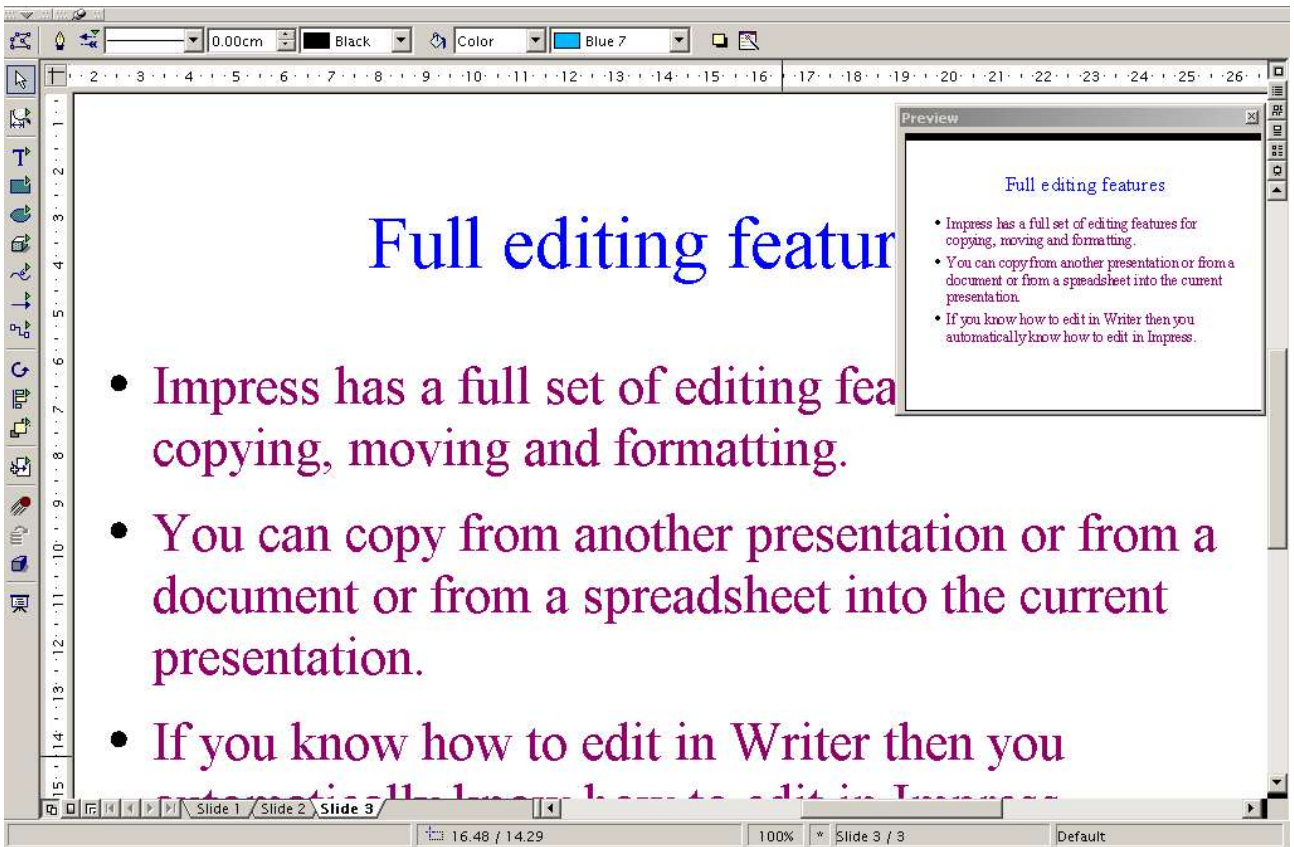
If you switch to **Layer view**, you are able to view the different layers of a slide.

In layer view, the different layers will be displayed next to the horizontal scroll bar at the bottom of the screen. You can click on any of these to work with the different layers.



Preview

In **Preview mode**, a reduced view of the entire current slide, as it would appear in a presentation, is displayed on-screen. This is useful where you are working with a magnified view of the slide and can see only part of the slide at any one time. This is illustrated on the next screen.



Workspace views

There are a number of **Workspace views**. These display the slides in a variety of different

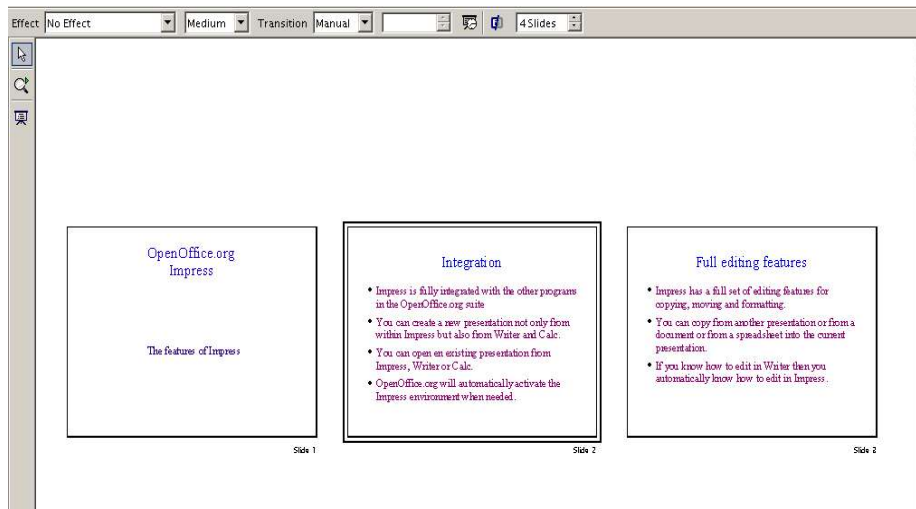
ways.

Workspace view: Drawing

This is the normal view for editing a single slide.

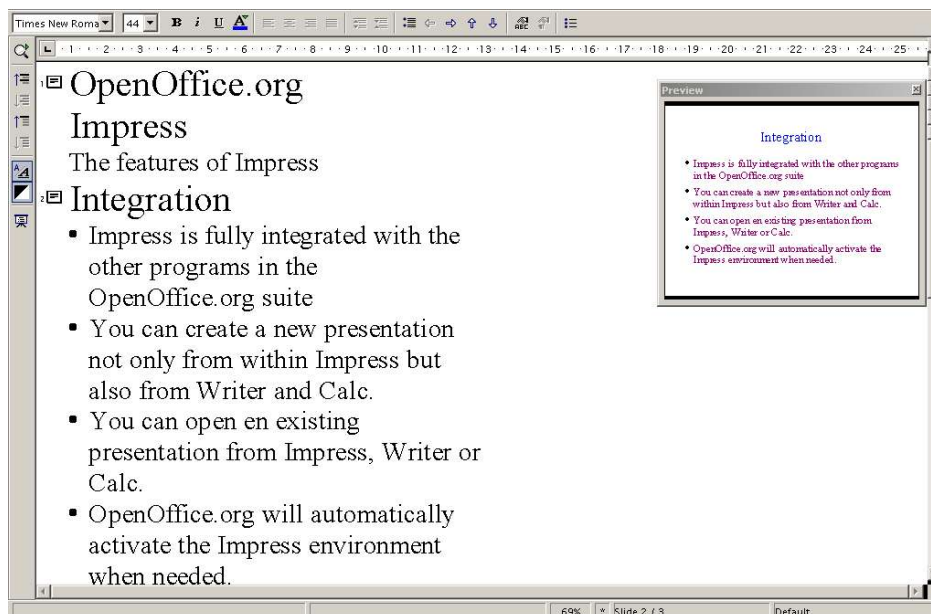
Workspace view: Slides

In this mode, the slides are displayed side by side in reduced form as shown on the following screen. **Slides view** is the same as the term **Slide sorter** used in Microsoft Office.



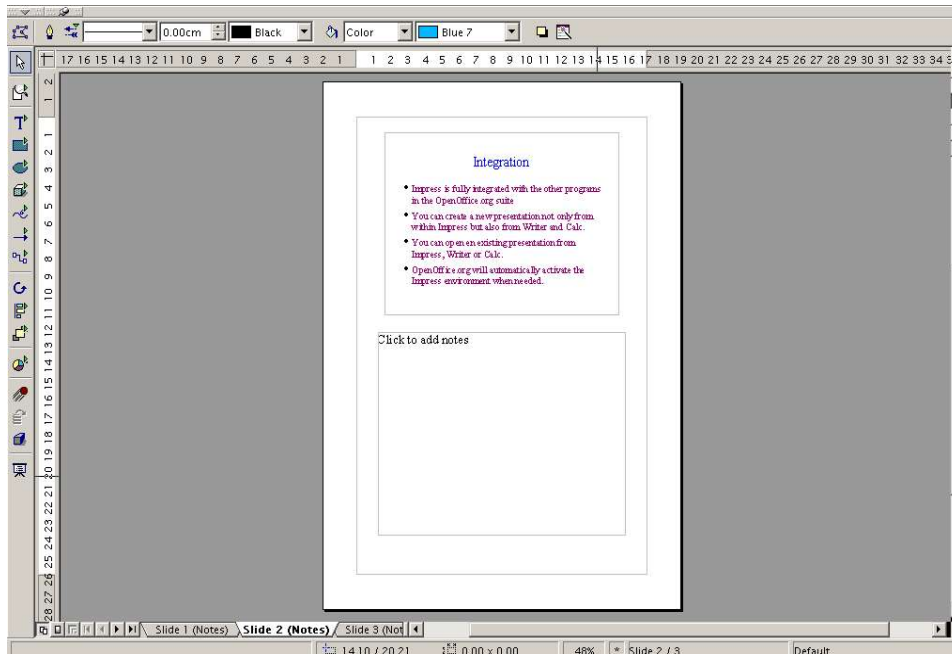
Workspace view: Outline

In **Outline view**, the slide is displayed in text form and is very useful for editing purposes. It can be used in conjunction with **Preview** as shown on the following screen so that you can see what the finished slide will look like.



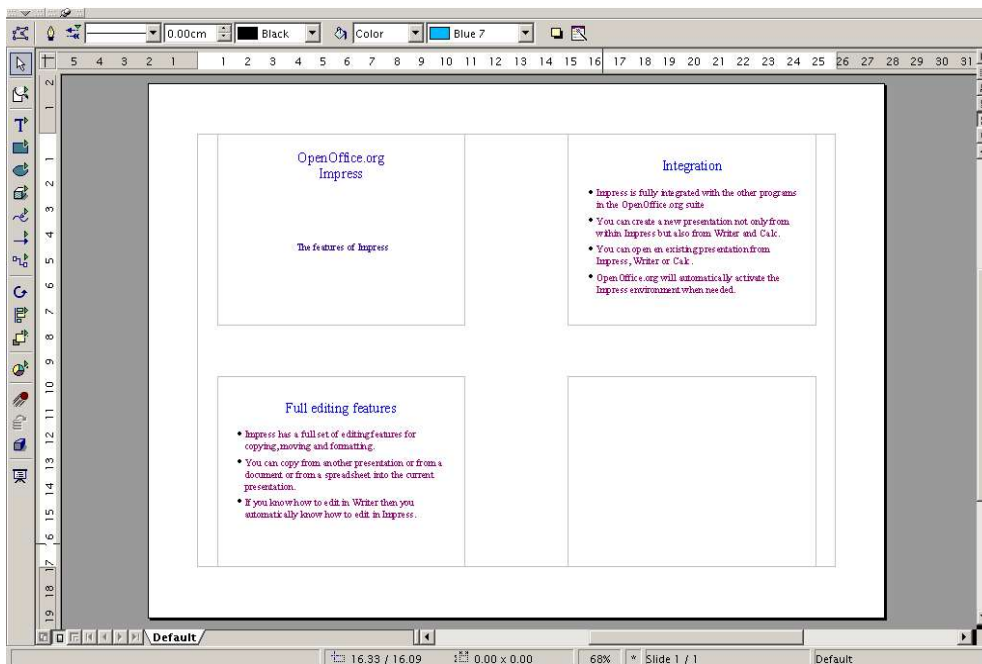
Workspace view: Notes

Using **Notes view**, you can add notes to a slide for later use. These will not be displayed when you show the presentation, but can be printed.



Workspace view: Handouts

Handouts are printed copies of a presentation. You may view a presentation as it would appear on the printed page in **Handouts view**.



6.2.1.2 Change between presentation view modes

This section will only be concerned with switching between workspace views. Master slides will be covered in section 6.2.4 while layers fall outside the scope of these notes.

Preview

You can switch on a preview at any stage. The preview can co-exist with the view mode.

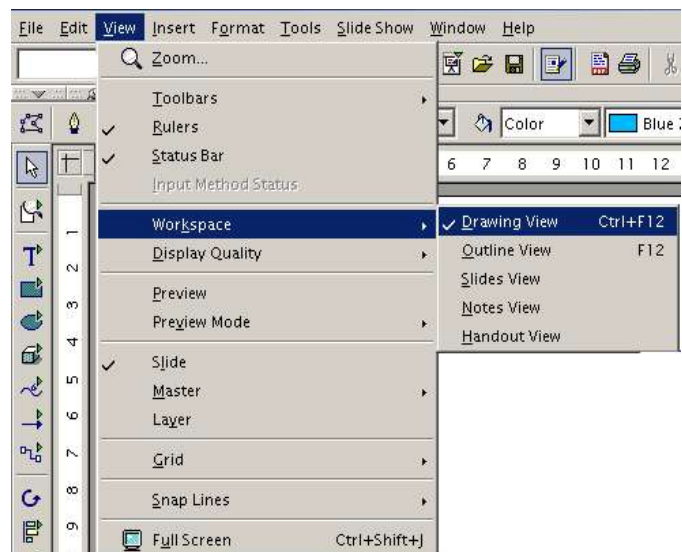
- **View >> Preview.**

The preview can be closed by executing this command again or by pressing the **close** icon in the top right hand corner of the preview.

Workspace

The different workspace views are accessed via the commands:

- **View >> Slide.**
- **View >> Workspace.**
- Select the appropriate view:
Drawing view
Outline view
Slides view
Notes View
Handout view.



6.2.2 Slides



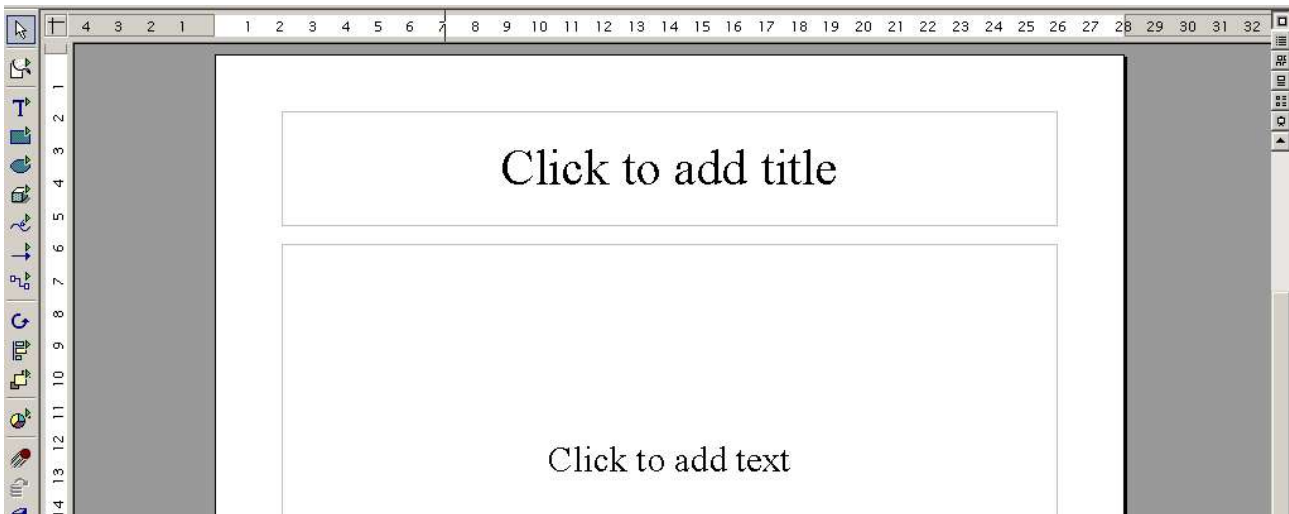
The only way to master an application is through practice. The following sections explain how to carry out the various tasks. You should create a presentation for yourself similar to the one used in this example. Use this for practicing the different techniques.

6.2.2.1 Add a new slide with a specific slide layout such as: title slide, chart and text, bulleted list, table

Suppose you start with a blank presentation. To create the first slide:

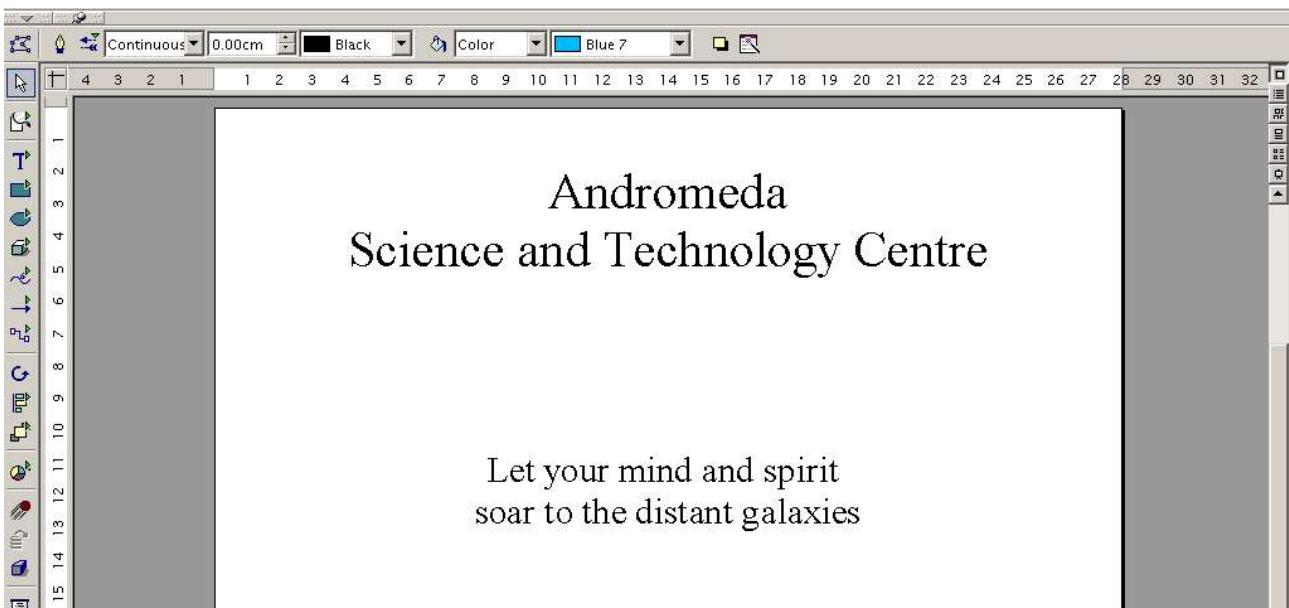
- **Insert >> Slide.**
- Use the name **Title** for the slide.
- Select **Title slide** as the **Layout** and click **OK**.

For the moment, we will work with the defaults that are supplied when we select a layout.

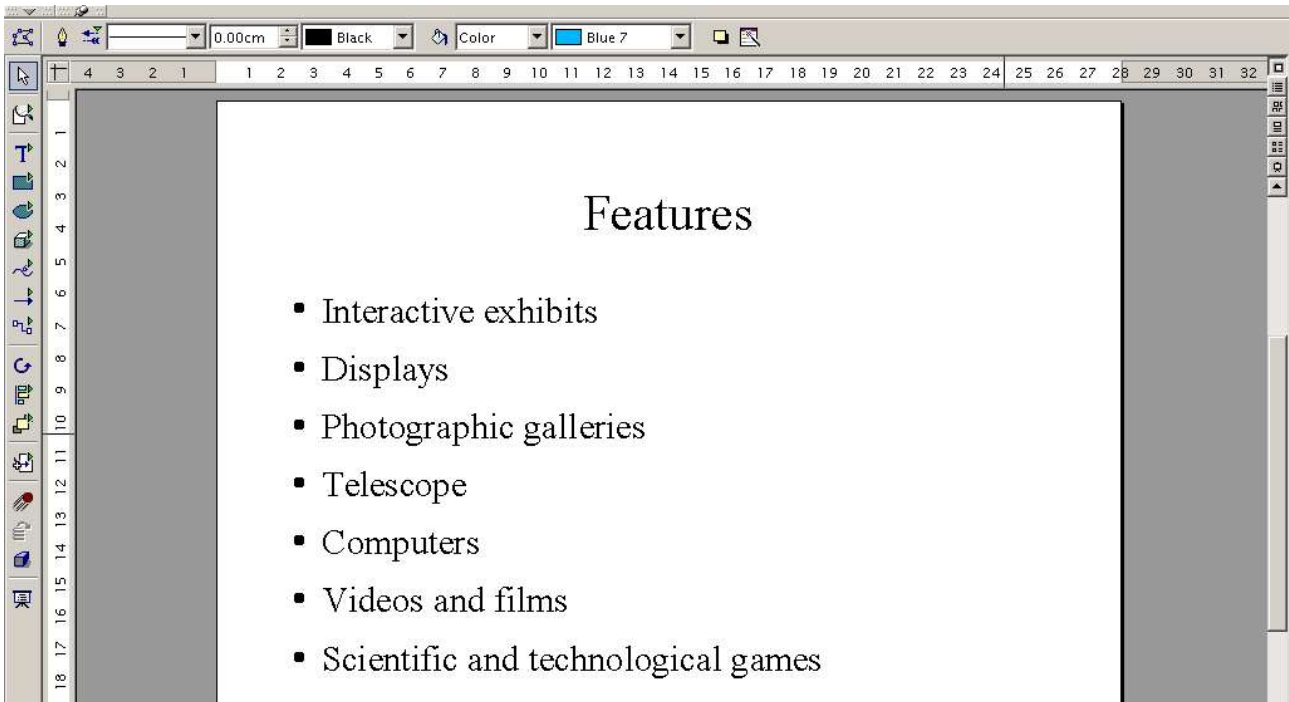


The title slide comprises two areas, one for the title and one for additional text. If you click on one of the areas, the message in it will disappear and you can begin typing.

- Create a slide similar to the one shown below.



- **File >> Save as.**
- Navigate to a suitable directory, give the slide show a suitable name and save.
- **Insert >> Slide.**
- Enter the name **Features.**
- Select the **Title, Text** layout and click **OK.**
- Complete the slide as shown on the next screen.



- **Insert >> Slide.**
- Enter the title **Entrance fees**, and select **Title, Spreadsheet** layout.

The spreadsheet layout can be used for creating tables in a slide.

- Double click on the **Spreadsheet icon** in the slide. This will display the spreadsheet.
- Create the slide shown below.



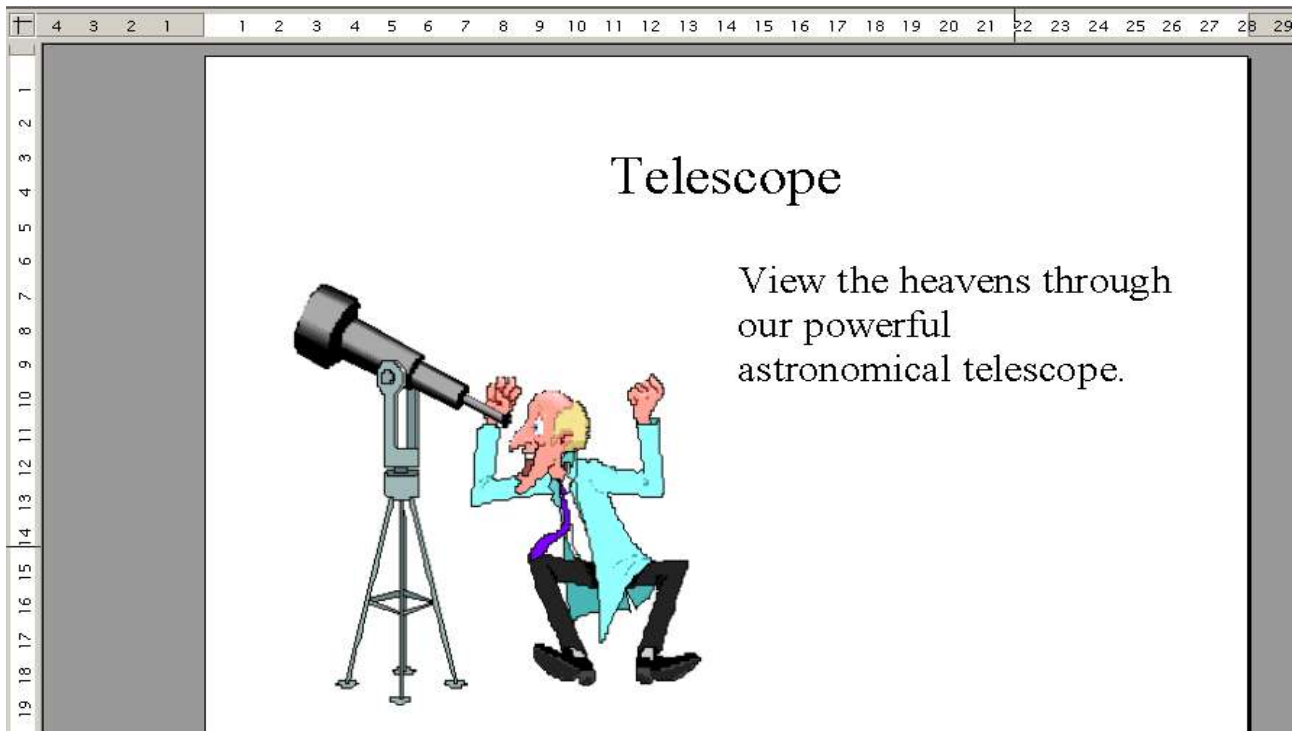
- Double click outside the spreadsheet and it will display as a table.
- **File >> Save.**

Suppose you wish to insert a slide after slide 2.

- Click on the **Features** tab to make this the current slide.



- **Insert >> Slide.**
- Enter the title **Telescope** and select the **Title, text, clipart** layout.
- Double click on the **clipart icon**. You will then be prompted for the location of the graphic image. Locate a suitable image and insert it.
- Complete a slide such as the one below.



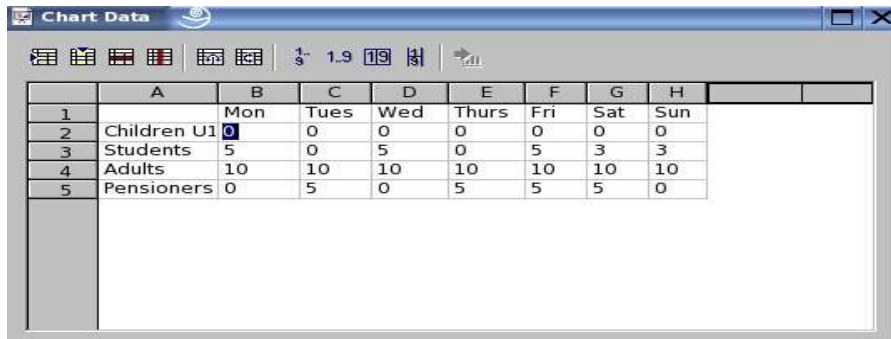
The text area will initially have a bullet. You can remove this by clicking on the bullet icon on the **Object bar**. In this case, you will also need to reset the indents to 0 using the **Format >> Paragraph** command as in Writer.

- **File >> Save.**

Now insert another slide.

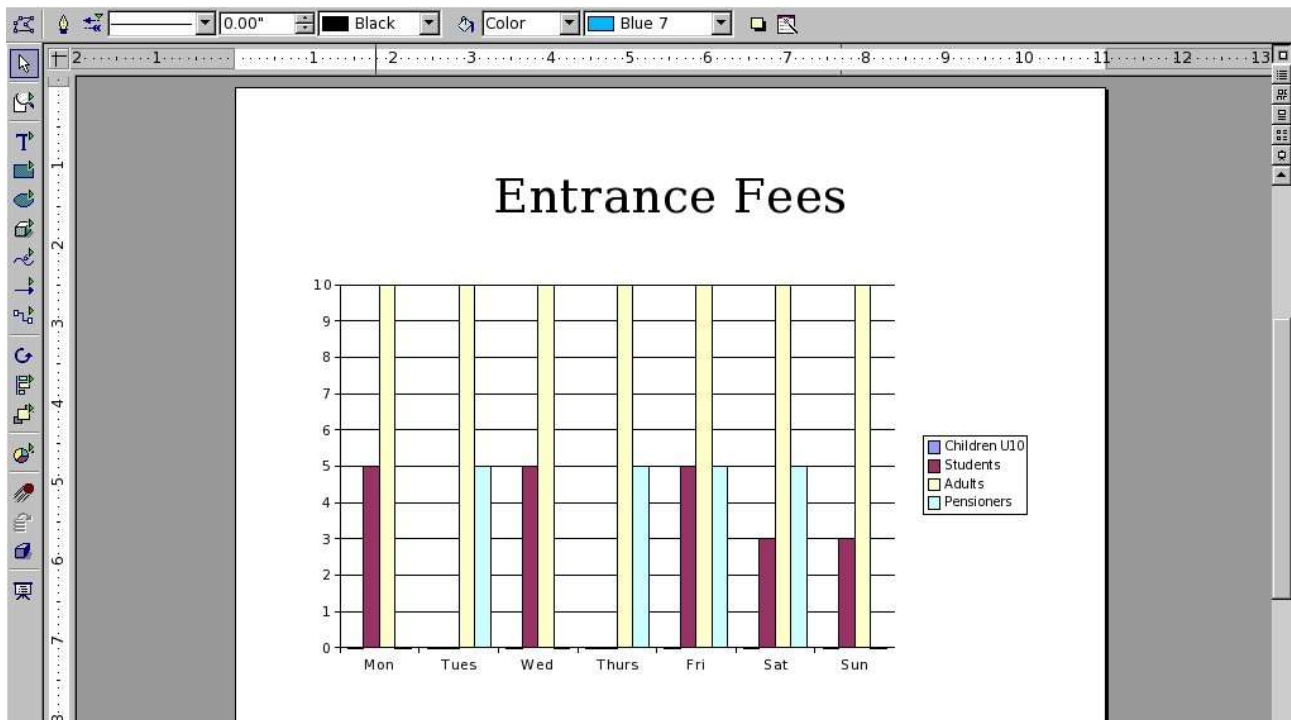
- **Insert >> Slide.**
- Enter the title **Entrance Fees Chart** and select the **Title, Chart** layout.
- Double click on the **chart icon**. A default chart will appear. Right-click on it and select Chart Data.
- This will open up a mini spreadsheet.
- You will need to replace the **default data** and also create some extra rows and columns using the icons on the toolbar, to make it look like the example below.
- When finished click on the last icon on the toolbar which will **send the data to the chart**

and update it.



	A	B	C	D	E	F	G	H
1		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
2	Children U10	0	0	0	0	0	0	0
3	Students	5	0	5	0	5	3	3
4	Adults	10	10	10	10	10	10	10
5	Pensioners	0	5	0	5	5	5	0

- It should look like the one below on completion.



- Click **File >> Save**.
- Create some additional slides. Experiment with using the different layouts.
- Use the different **Workspace views**.

6.2.2.2 Change between built-in slide layouts

You can change the layout of a slide.

- Go to the slide that you created called **Features**.
- **Format >> Modify layout.**
- Select the **Title, 2 Text Blocks** layout. Impress refers to Bulleted Lists as Text blocks.



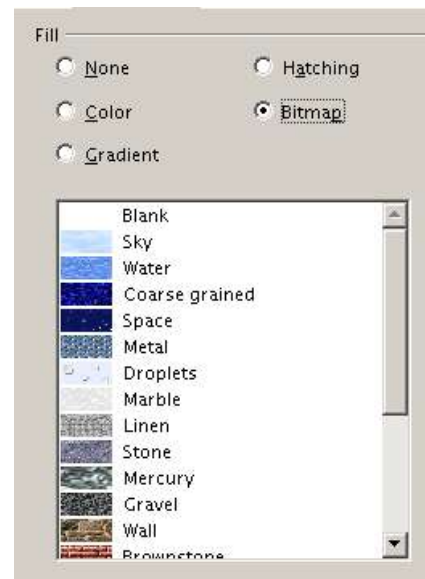
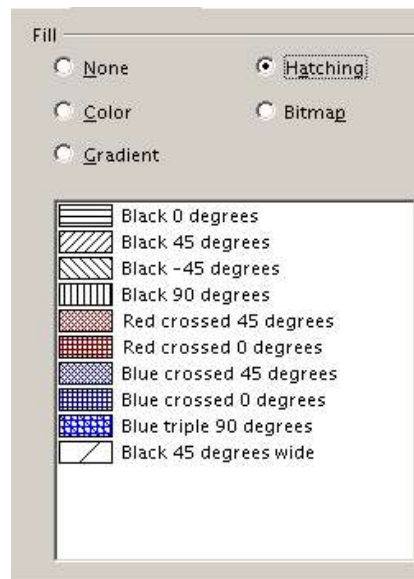
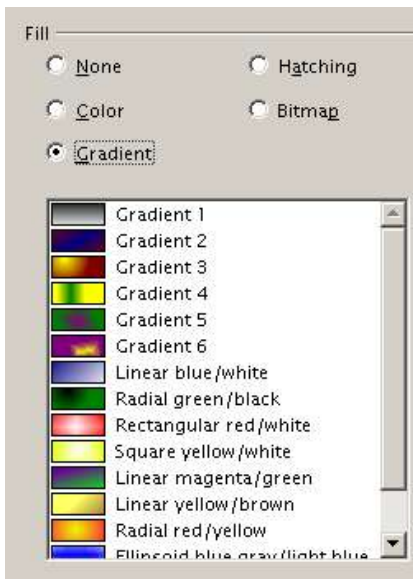
Impress will warn you that this could lead to a loss of features. Be very careful when changing the layout of a slide. You can always use **Edit >> Undo** or **Ctrl+Z** if the result is not what you had expected.

6.2.2.3 Change background colour on specific slide(s), all slides

The default background of slides is white. To change this:

- **Format >> Page.**
- Click the **Background** tab.
- Click **Color**.
- Select a colour from the palette and click **OK**.
- You will then be asked whether you wish to apply this background to all pages. If you answer **No**, the background will be applied to the current page only.

Apart from a uniform colour, you can use the same method to apply a **Gradient**, **Hatching** or **Bitmap** to the background. These are illustrated below.



6.2.3 Using Design Templates

Design templates are predefined formats for presentations. To use this feature you make use of an **Autopilot**. They may be used to create a presentation from scratch or they may be applied to an existing presentation.

6.2.3.1 Apply an available design template to a presentation

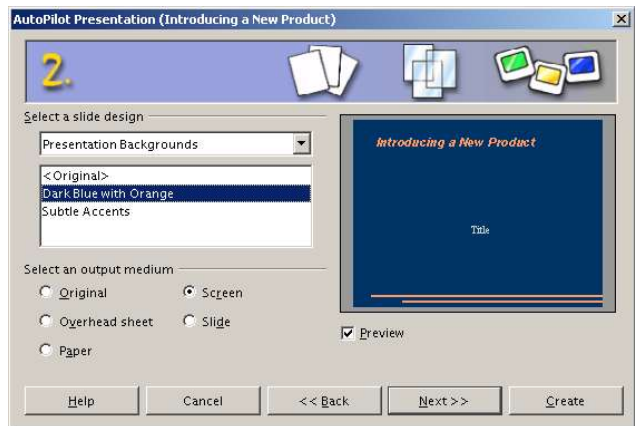
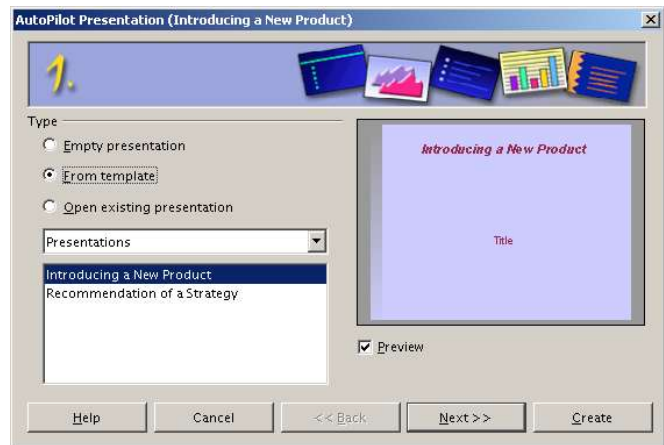
- **File >> Autopilot >> Presentation.**

Page 1 of the **Autopilot** is displayed.

If you wished to create a new presentation from scratch you would click **Empty presentation** and proceed.

In this case you will use a design template to create a new presentation.

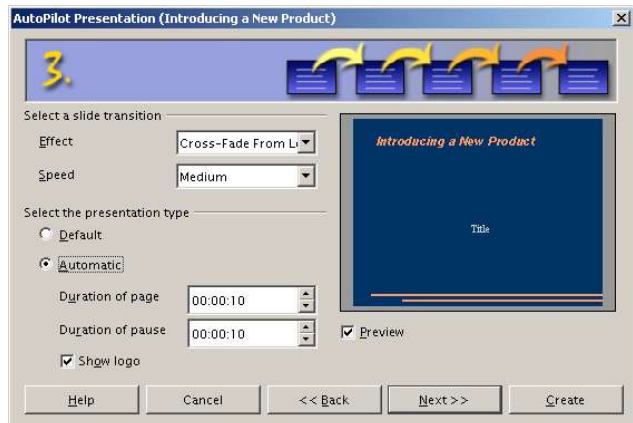
- Click **From template**.
 - Select **Introducing a new product**.
 - Click **Next**.
-
- Select an **Output medium**, for example, **Screen**.
 - Select a **Slide design**.
 - Click **Next**.



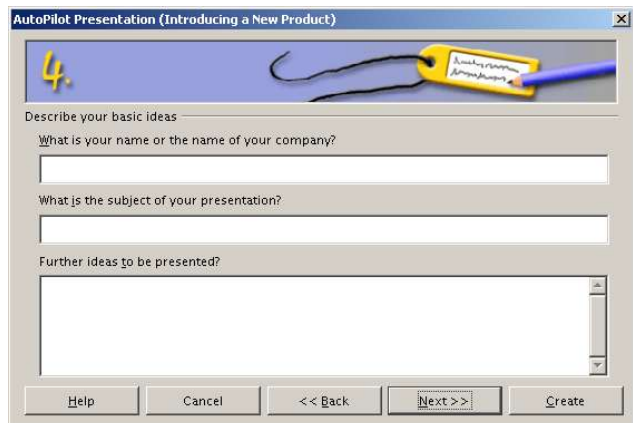
- Select a transition **Effect**.
- Select a transition **Speed**.

You can also set whether you need to manually move to the next slide or whether this must be automatic. This is the **Presentation type**. If you select **Automatic**, you can also set the **Duration** each slide is displayed.

- Select a **Presentation type**.
- Click **Next**.

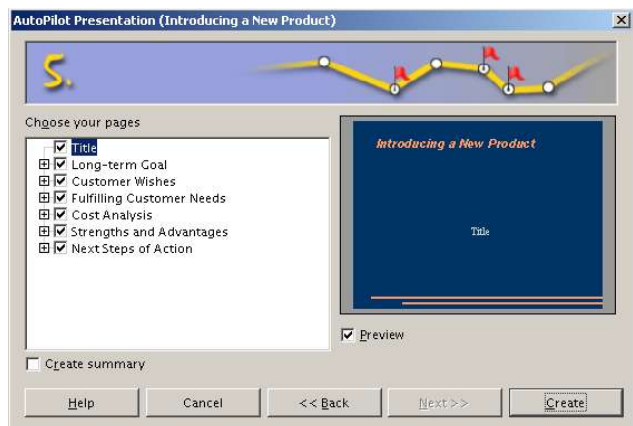


- Fill in additional information and notes about the presentation.
- Click **Next**.

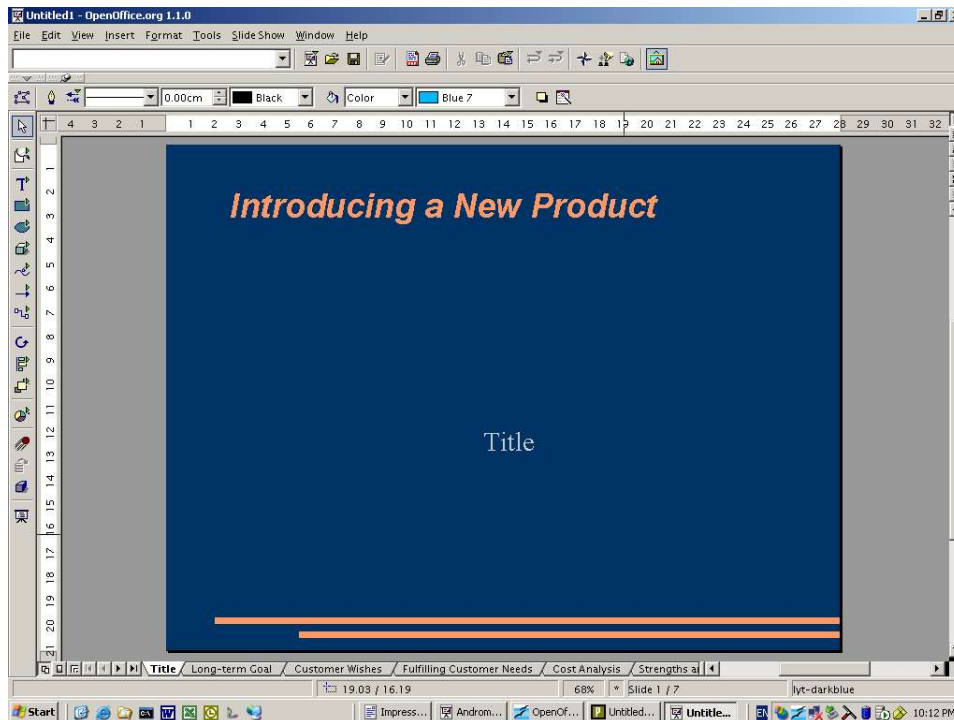


The **Design template** comes with a number of pages.

- Leave the ones you want and deselect the others.
- Click **Create**.



The presentation will be created.



Each of the pages has an appropriate layout.

- All you have to now do is fill in the detail on each page as you did when you inserted a new slide using a standard layout.



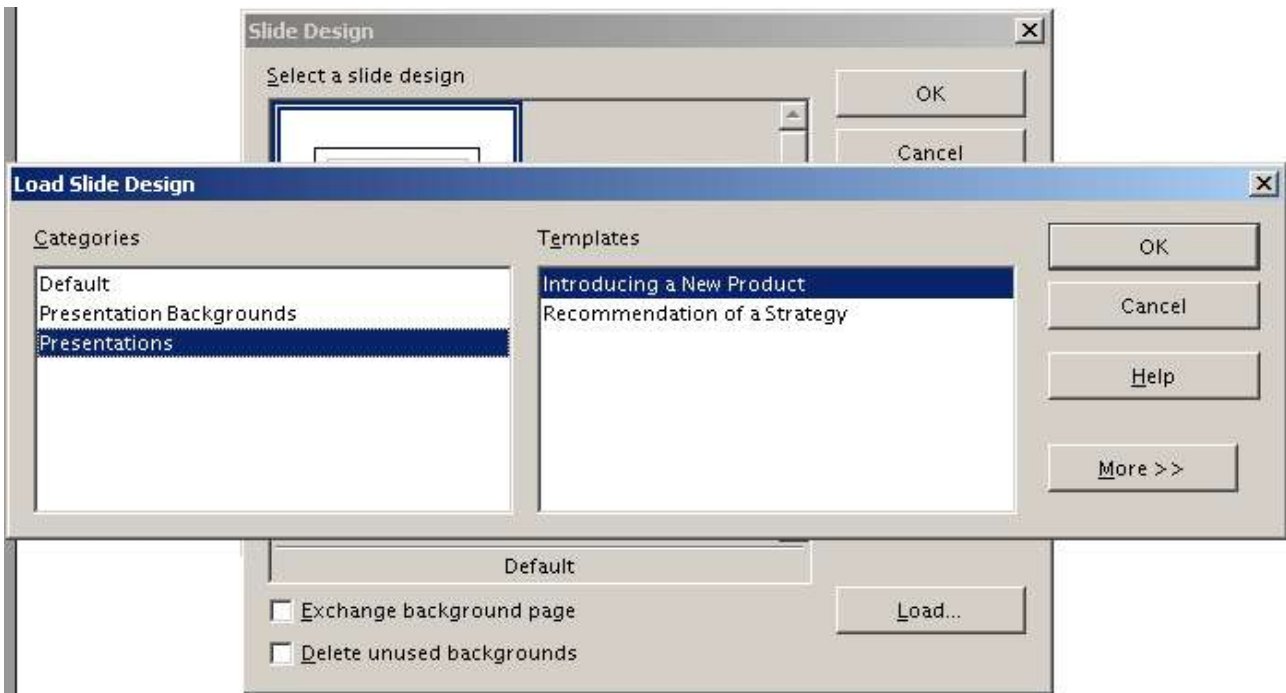
At any stage in the creation of a presentation using **Autopilot** you may click **Create**. Impress will then use its default settings from that point on. The settings you use each time become the default settings for **Autopilot**.

6.2.3.2 Change between available design templates

You may use the design template of another presentation to change the design of the current slide.

In this example, the design of a slide in the **Andromeda** presentation will be changed to the design used in the **NewProduct** presentation.

- Open the **Andromeda** presentation.
- Go to slide 2, **Features**.
- **Format >> Styles >> Slide Design**.
- Click **Load**.
- Select **Presentations** in **Category**.
- Select **Introducing a New Product** in **Templates**.



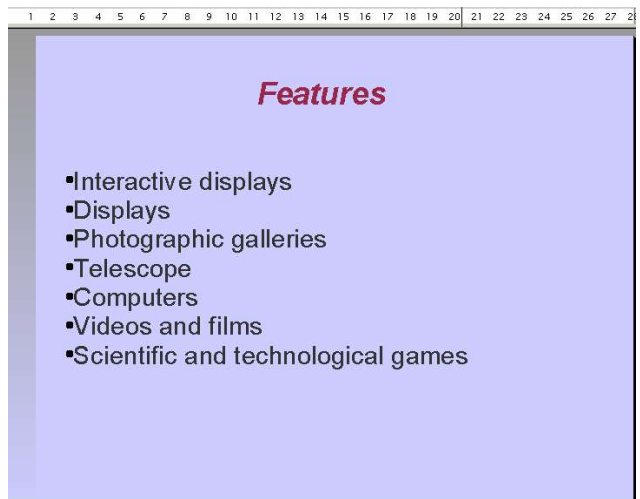
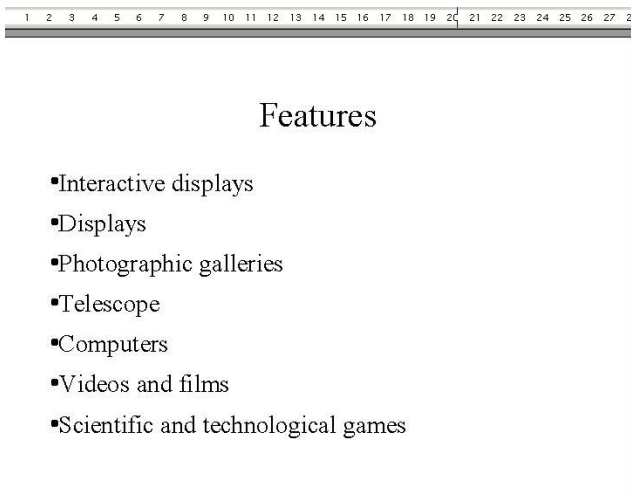
- Click **OK**.
- Click on the design and click **OK**.

The two following screens show the second slide before and after the application of the new design.



You have to be in **Drawing view** in order to use this feature: **View >> Workspace >> Drawing View**.

You cannot apply the new design to more than one slide at a time.



If you are unhappy with the result, you can use **Edit >> Undo: Presentation Layout** to revert to the original layout.

6.2.4 Master Slide

The **Master slide** is a slide that contains elements that are common to all slides. You could, for example, put a watermark or graphic on the master slide. Alternatively, you could insert a background that will be common to all slides.

6.2.4.1 Insert a picture, image, drawn object into a master slide. Remove a picture, image, drawn object from a master slide

Insert graphic

In this example, you will insert a graphic and a background on the **master slide** of the **Andromeda** presentation.

- Open the **Andromeda** presentation.
- **View >> Master >> Drawing.**

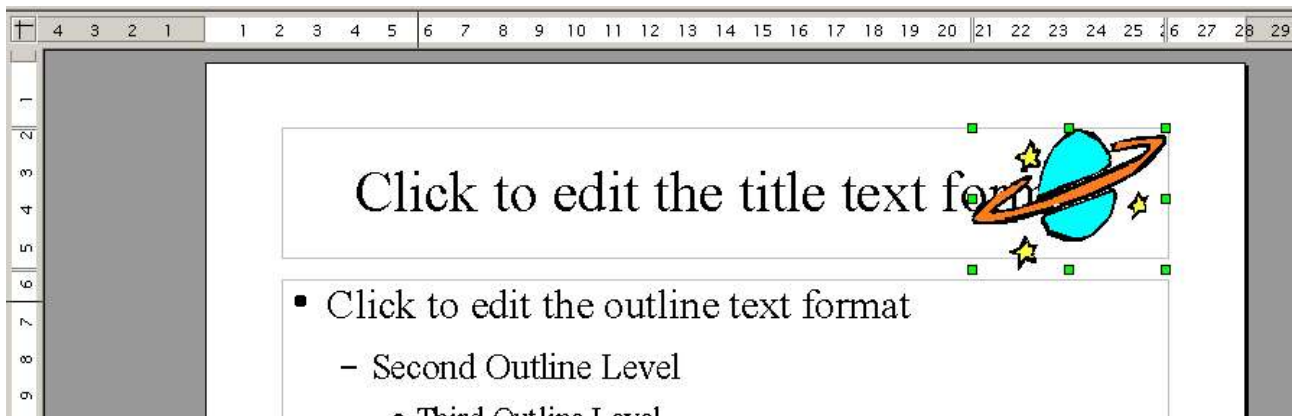


Just like any other slide, the **Master slide** can be opened in a number of views: **Drawing, Title, Notes** and **Handout**.

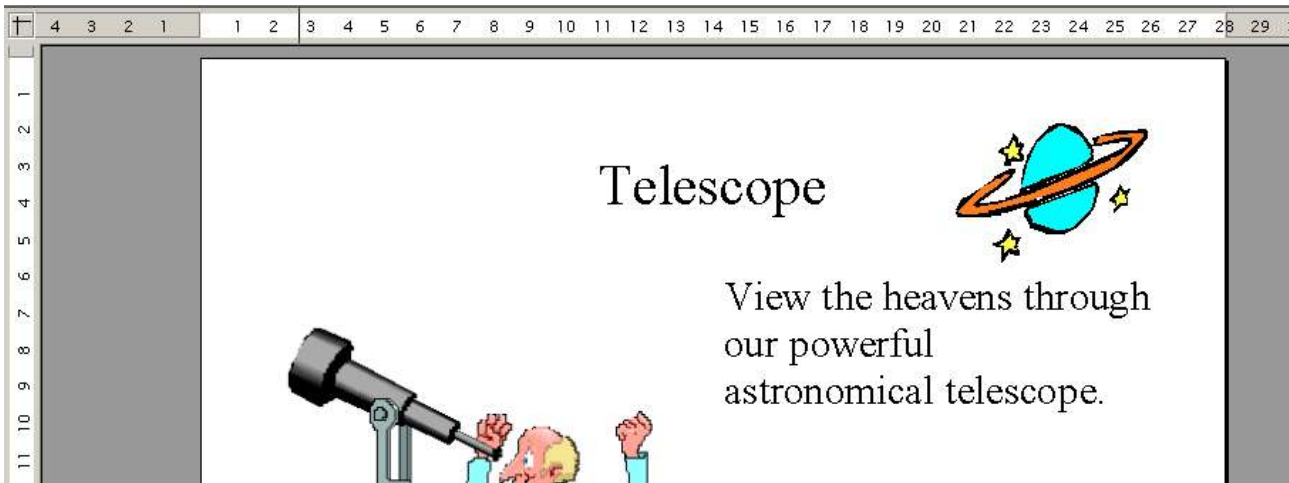


Clicking in either of the two boxes that are displayed enables you to change the **format** of the **title** and **outline text**. Ignore these.

- **Insert >> Graphics >> From file.**
- Select an appropriate graphic, resize as appropriate and drag it to the top right hand corner of the **master slide**.



- **View >> Slide.**
- Scroll through the slides. Notice that the graphic appears in exactly the same position on each slide.



Delete graphic from master slide


- **View >> Master >> Drawing.**
- Click on the graphic and press **Del.**
- **View >> Slide.**

Use Main Toolbar

The **Main toolbar** contains a number of icons that are relevant in the creation of drawn objects. The following brief introduction is derived from the **Help** of OpenOffice.org.

The Main toolbar, attached to the left side of the document window, provides access to common editing tools. Tools with multiple options are indicated by a small triangle. Long-click the triangle to open a **floating toolbar**.

By double-clicking a tool, you can use it for multiple tasks. If you call the tool with a single-click, it reverts back to the last selection after completing the task.

To select an object on the current slide, click the **Select** tool, , on the **Main Toolbar**, and then click the object.




To select more than one object, hold down Shift while you click.













To select an object that is behind another object, hold **Alt**, and then click the object. To select the next underlying object in the stacking, hold **Alt**, and then click again. To return the selection to the previously selected object, hold down **Shift + Alt**, and then click.

To add text to a selected object, double-click the object and type or enter your text.

To remove a selection, click anywhere outside the selected object, or press **Esc**.

The following is a reference table to the functions of the icons on the **Main toolbar**.

	Selection: Allows you to select objects in the current document.
	Zoom: Reduces or enlarges the screen display of the current document. Click to select the current tool or long-click to open the Zoom floating toolbar.
	

	Text: Long-click to open the Text floating toolbar, where you can add and place text anywhere on the current document.
	Rectangles: Long-click to open the Rectangles floating toolbar, where you can add rectangular shapes to the current slide.
	Ellipses: Long-click to open the Ellipses floating toolbar, where you can add ovals and circles to the current slide.
	3D Objects: Long-click to open the 3D Objects floating toolbar, where you can add 3D shapes to the current slide.
	Curves: The Curves floating toolbar contains icons for drawing lines.
	Lines and arrows: Long-click to open the Lines and Arrows floating toolbar, where you can add straight lines, lines with arrows, and dimension lines to the current slide. If you want, you can add an arrow after you draw a line by choosing Format - Line, and then selecting an arrow style from the Style box.
	<p>Connectors: Long-click to open the Connectors floating toolbar, where you can add connectors to objects in the current slide. A connector is a line that joins objects, and remains attached when the objects are moved. If you copy an object with a connector, the connector is also copied. There are four types of connector lines:</p> <ul style="list-style-type: none"> • Standard (90-degree angle bends) • Line (two bends) • Straight • Curved
	Effects: Modifies the shape, orientation or fill of the selected object(s).
	Alignment: Opens the Alignment floating toolbar, with which you can modify the alignment of the drawing. The Alignment icon is only shown when a drawing object is selected.
	Arrange: Changes the stacking order of a selected object.
	Insert
	3D controller: Specifies the properties of a 3D object or converts a 2D object to 3D.

Insert a drawing object into the Master slide

- Open the **Andromeda** presentation.
- **View >> Master >> Drawing.**
- Click on the **Ellipse** icon on the **Main toolbar**.
- Create an ellipse in the top left hand corner of the **Master slide**.



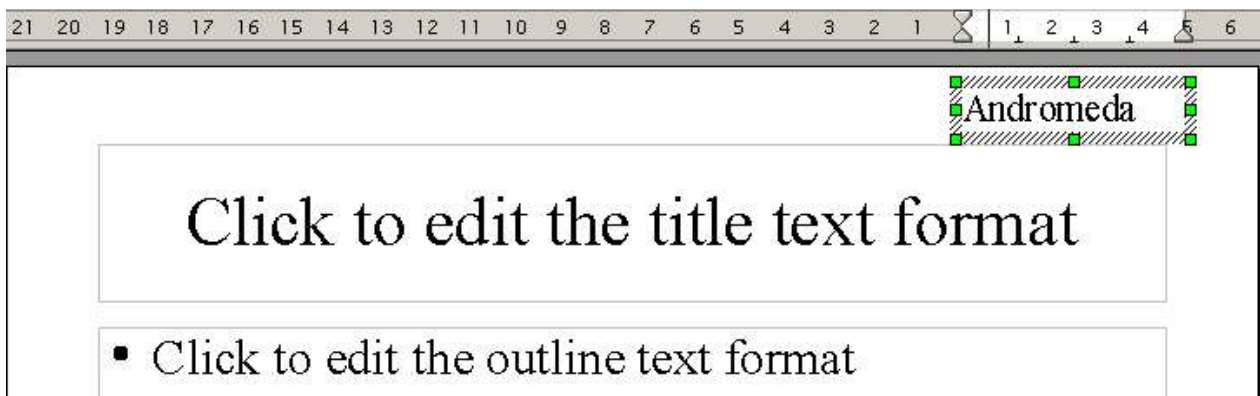
- **View >> Slide.**
- Verify that the ellipse appears on each slide.

Delete a drawing object on the Master slide

- **View >> Master >> Drawing.**
- Click on the ellipse.
- Press **Del.**
- **View >> Slide.**

Insert text on the master slide

- **View >> Master >> Drawing.**
- Click on the **Text icon** on the **Main Toolbar.**
- Insert the text box in the top left hand corner and enter some text.



- Click outside the **text box.**
- **View >> Slide.**
- Verify that the text appears on each slide.

Delete a text box on the master slide


- **View >> Master >> Drawing.**
- Select all the text in the **text box** by pressing **Ctrl+A** and press **Del.**
- Click outside the **text box.**
- **View >> Slide.**

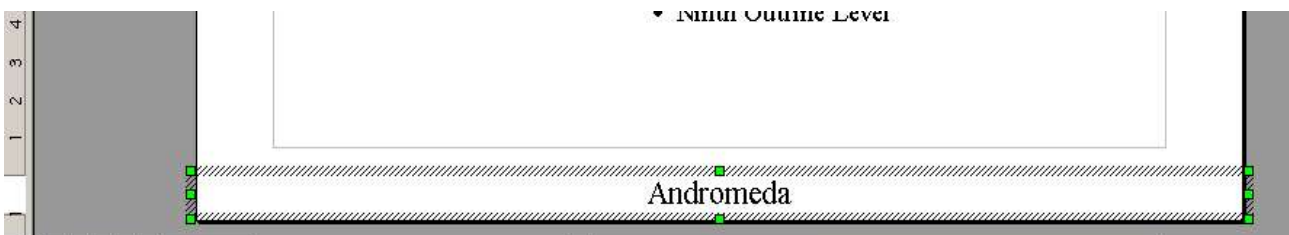
6.2.4.2 Add text into Footer of specific slides, all slides in a presentation

A footer is an area at the bottom of a slide where you may add text or graphics. A footer may also have a frame or a background fill colour. A header is likewise an area at the top of the slide for inserting text or graphics.

Add a footer or header to all slides in a presentation

Headers and footers are created by inserting a **text box** at the top or bottom of the **master slide**.

- Open the **Andromeda** presentation.
- **View >> Master >> Drawing**.
- Click on the **Text icon** on the **Main toolbar**, .
- Insert the text box at the bottom of the **Master slide**. Drag the ends so that it covers the entire width of the slide.
- Type **Andromeda** into the **Text box**.
- Click the **Centring icon** on the **Object bar**.



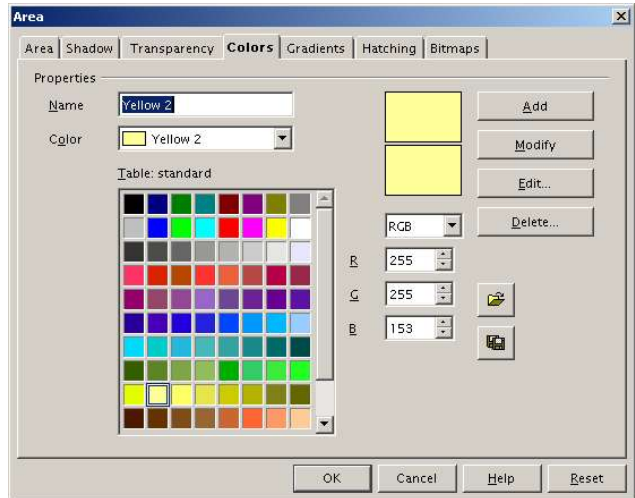
- **View >> Slide**.
- Verify that the footer appears on each page.

Insert a footer on a single slide

- **View >> Slide**.
- **View >> Workspace >> Drawing view**.
- Use exactly the same method as was used to insert the **Text box** onto the **Master slide**.

Change the fill colour or background of a footer

- Click on the **Footer text box** to select it.
- **Format >> Area.**
- Click either the **Colors, Gradient, Hatching** or **Bitmaps** tab to select an appropriate background.
- Make a selection.
- Click **OK**.



Delete the footer

Use the procedure described in section 6.2.4.1 for deleting a text box.

6.2.4.3 Apply automatic slide numbering, automatically updated date, non-updating date into Footer of specific slides, all slides in a presentation

Insert automatic slide numbering

- Open the **Andomeda** presentation.
- **View >> Master >> Drawing.**
- Create a footer area using a **Text box** as before.
- Position the cursor inside the footer.
- **Insert >> Fields >> Page Number.**
- **View >> Slide.**
- Verify that each slide is now numbered.

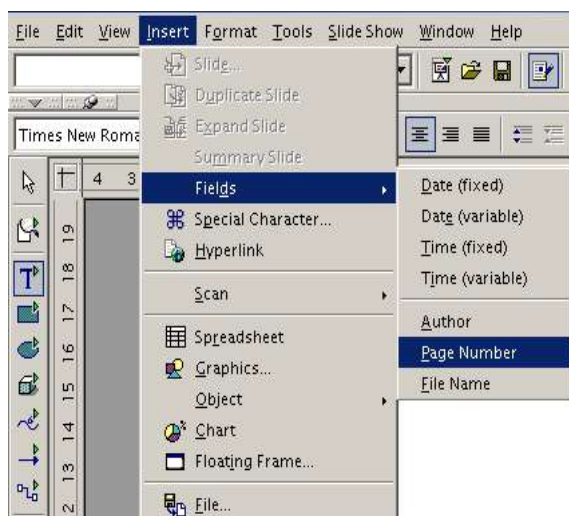
Inserting other information into the Master slide

The same method allows you to insert other fields into the text box. These are:

- Date (Fixed)
- Date (Variable)
- Time (Fixed)
- Time (Variable)
- Author
- File Name

Fixed date and **time** will insert the current date and time. These will not change.

Variable date and **time** will adjust to the actual date and time.



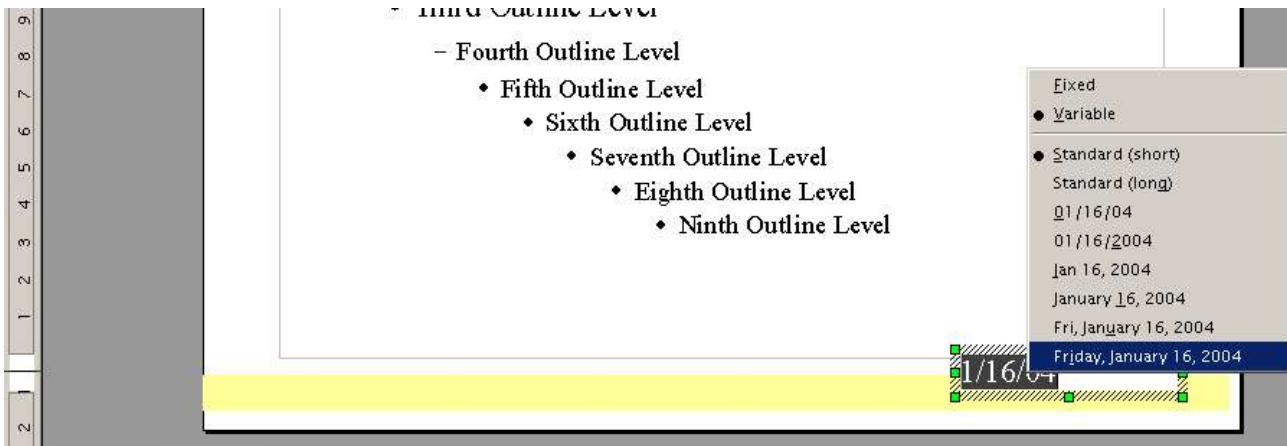


Although the page numbering was inserted into a footer, the same method could have been used to place it anywhere on the slide.

You can also use this method to insert a field into a single slide.

Change the date format

- Select the date in the text box.
- Right click to display a context menu.



- Select a date format.

Module 6: OpenOffice.org Impress

Section 3: Text and Images

6.3.1 Text Input, Formatting

6.3.1.1 Add text into a presentation in standard, outline view

Unlike in a word processing document, text cannot be inserted directly into a slide. A **text box** is a container that holds text. Before inserting text, you need to first insert a **text box** and the insert text into that.

A **text box** and its text can be treated as an object like a graphics image and can be dragged to different positions on the slide. It can also be resized. The text can be formatted in the same way as text in a document.

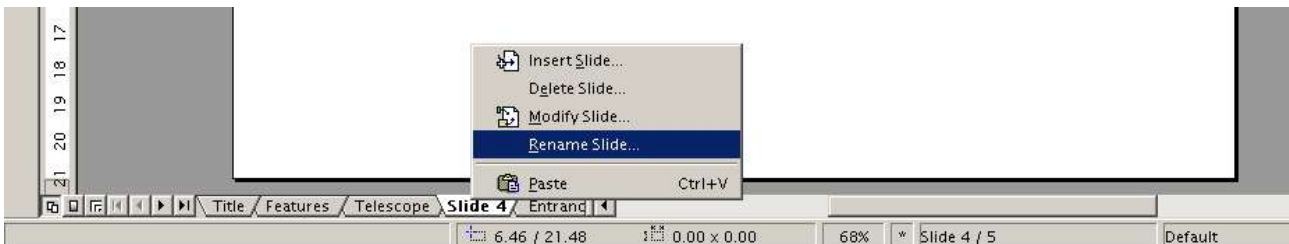
Insert text into a slide in standard (drawing) view

- Open the **Andromeda** slide.
- Insert a new slide after the **Telescope** slide. (Click on **Telescope**, then **Insert >> Slide.**)
- Use a blank outline.



A blank outline is useful if you want total control over the structure of a slide. You will need to insert all the objects and containers manually.

- You can add a name to the slide after you have created it. Right click on the **tab** of the new slide. This will display a **context menu**.



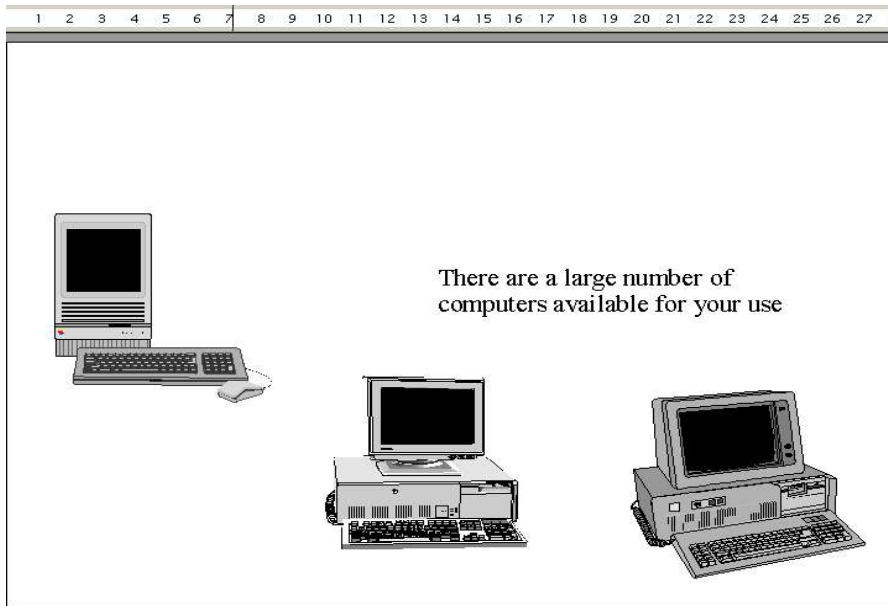
Notice the options (**Insert, Delete, Modify, Rename**).

- Click **Rename** and give the new slide the name **Computers**.
- Click the **Text icon** on the **Main toolbar** and insert a **text box** into the blank slide. Position it at a position of your choice. Type the words **There are a large number of the latest computers available for your use** into the **text box**.




You do not need to worry about the size of the text box. It will expand downwards as you type to accommodate the text you type. You can manually resize it later sideways if you wish.

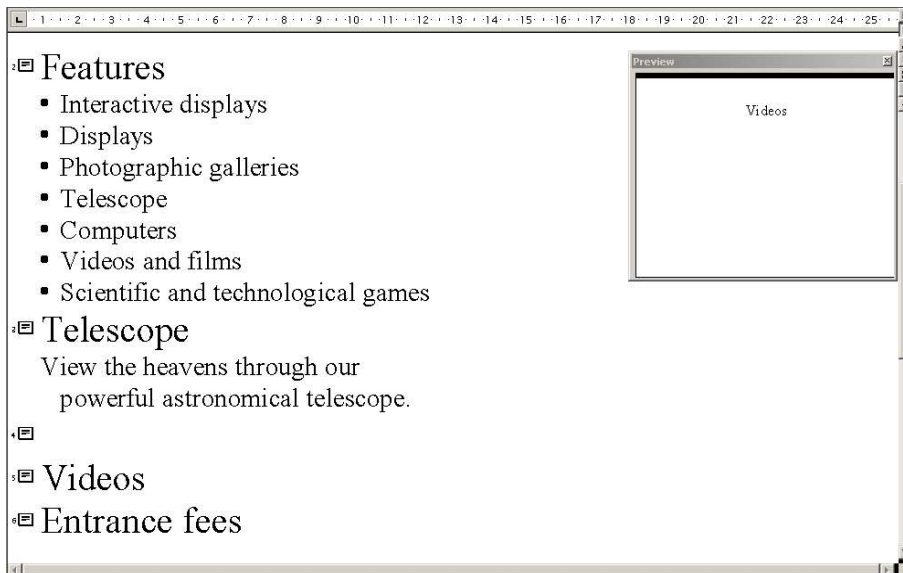
- Move the text box by hovering the mouse over one of the perimeter of the **text box** until a pair of crosswires appear. Hold down the left mouse button and drag the **text box** to another position.
- Insert and resize some computer graphic images on the slide as shown on the following screen:



If you wish to insert a title on a slide, rather use the **Title only** layout.

Insert text in outline mode

- Right click on the **Computers** tab and select **Insert slide** or **Insert >> Slide**.
- Select the **Title only** layout.
- Give the new slide the name **Videos**.
- **View >> Workspace >> Outline** or press  on the **Vertical scroll bar**.
- Enter the title **Videos** on the first line of the new slide.




Notice that the previous slide did not have a title, hence this is blank on the title line. The title you entered for this slide will automatically be inserted into the title text box.

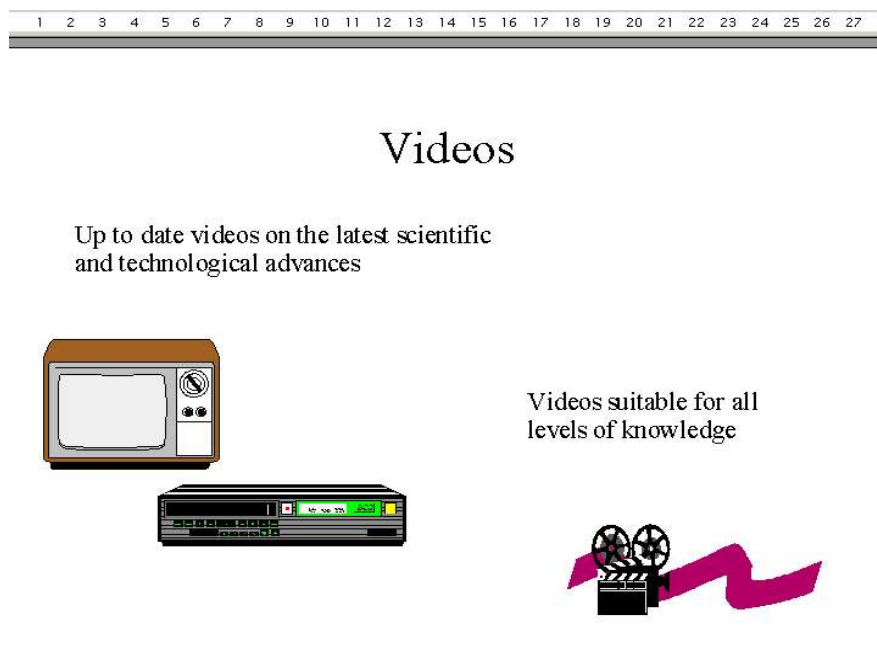
- Press **Enter** at the end of the word **Videos**.

This will insert a new slide.

- Press **Backspace** to delete the new slide.
- Click on the blank **title line** of the previous slide and type the word **Telescope**.

Even though you used a blank slide, Impress will insert a text box in the correct position for a title and enter the text into it.

- **File >> Save.**
- Switch back to **Drawing mode** using **View >> Workspace >> Drawing** or by clicking  on the **Vertical scroll bar**.
- Go to the **Videos** slide and insert some text and graphics as shown on the next screen.



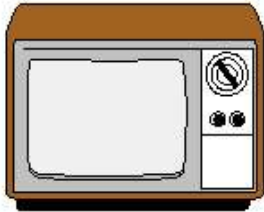
- **File >> Save.**
- **File >> Close.**

6.3.1.2 Edit slide content, notes pages content by inserting new characters, words

Edit a text box

You can edit text boxes at a later stage.

- Open the **Andromeda** presentation.
- Click on the **Videos** tab to jump to the slide.
- Click on one of the text boxes. Position the cursor inside the **text box**. You can now edit the text in the same way you would in a document. Modify the text box as shown on the next screen. You can delete and insert text as you wish.



Videos can be selected for all levels of knowledge

- Click outside the text box when done.
- **File >> Save.**

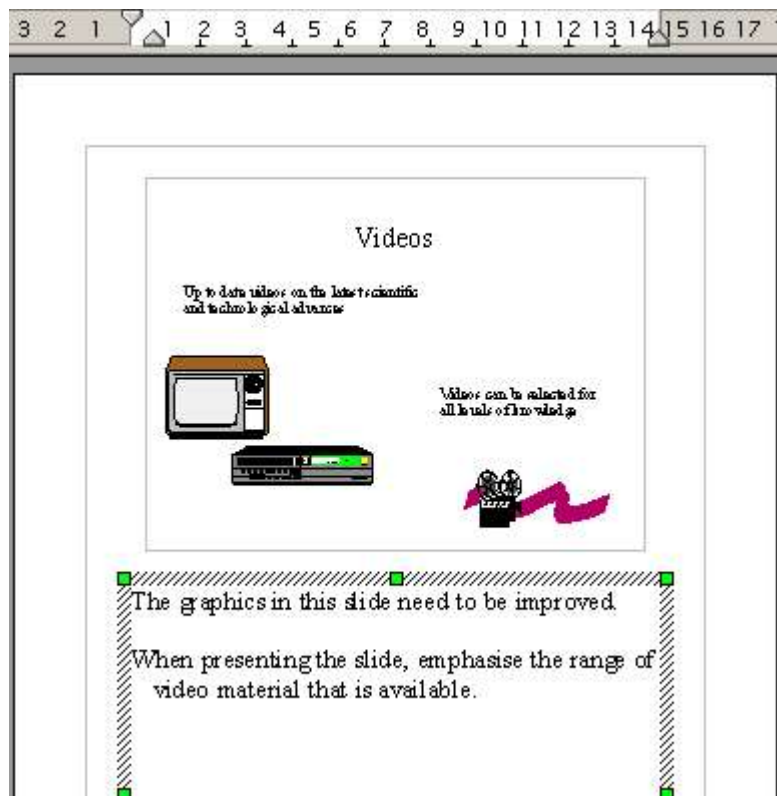
Add and edit notes

Notes refers to text that is stored along with the slide, but is not displayed during a presentation.

Notes have a number of uses:

- They can serve as an aid to the speaker.
- They can be used to record thoughts in the development of a presentation.

- Open the **Andromeda** presentation.
- Go to the **Videos** slide.
- **View >> Workspace >> Notes view.**
- Add some notes as shown in the adjacent screen.
- **View >> Workspace >> Drawing view.**
- **File >> Save.**



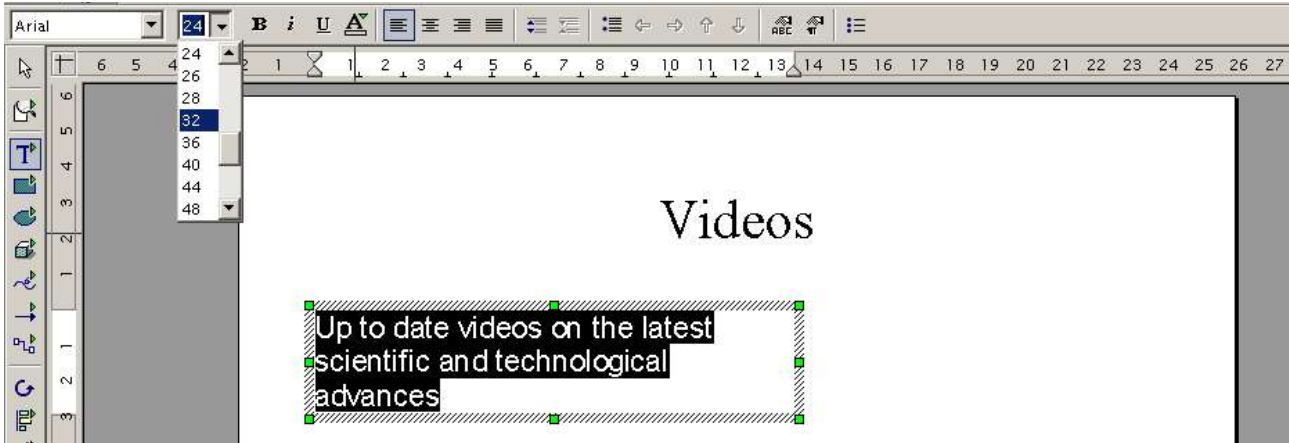
6.3.1.3 Change text appearance: font sizes, font types

Text can be formatted in exactly the same way as in a word processing document. Font style, size, enhancements (bold, underline, italic) and colour can be changed.

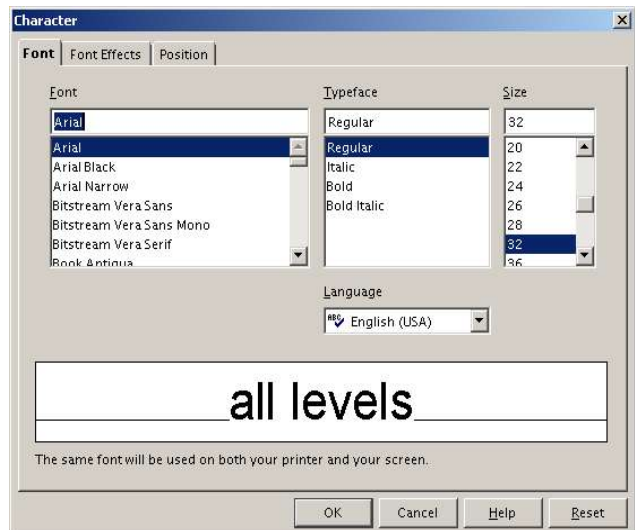
When the **Andromeda** presentation was created, the text used in the **Videos** slide was **Times Roman 24 pt**. Depending on your installation, the default font may have been different. In this section you will change the font style and size.

- Go to the **Videos** slide.

- Click on the first **text box**.
- Highlight all the text.
- Change the **font style** and **size** using the **Object bar** as shown on the next screen. Use a different font style and size of your choice.



- Click on the second **text box** and highlight only the words **all levels**.
- This time change the **font style** and **size** using **Format >> Character** and selecting the **Font** tab.
- Click **OK**.
- **File >> Save**.



6.3.1.4 Apply text formatting such as: bold, italic, underline

The same method used in the previous section to change the font can be used to apply enhancements such as **bold**, **underlining** and **italic** to fonts.

- Select the text.
- Click the appropriate icon on the **Object bar**,  or use **Ctrl+B**, **Ctrl+I** or **Ctrl+U**.
- Use this method to make the words **all levels** in the **Videos** slide **bold**.



If you click on a word without actually highlighting any letters and then click on a icon on the **Object bar**, the enhancement will automatically be applied to the current word.

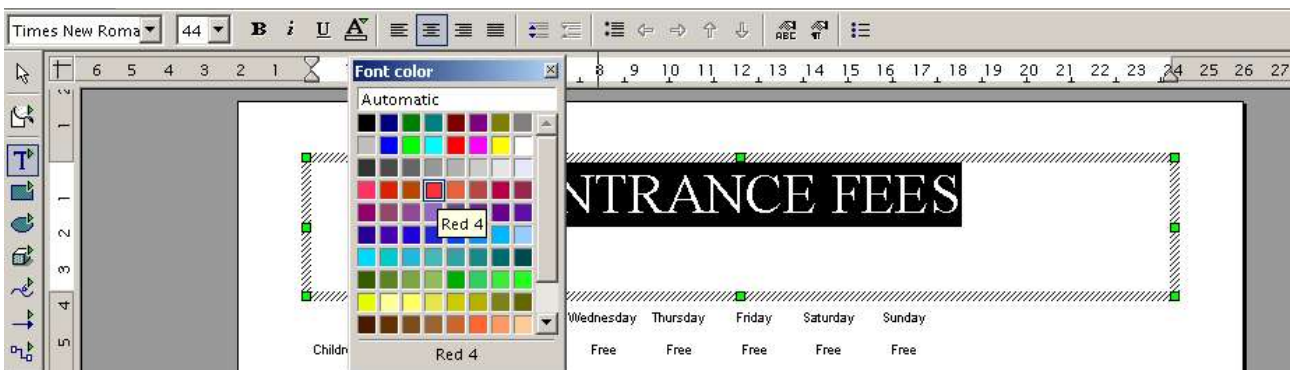
6.3.1.5 Apply case changes to text

You may change the case of selected text to **upper** or **lower case**.

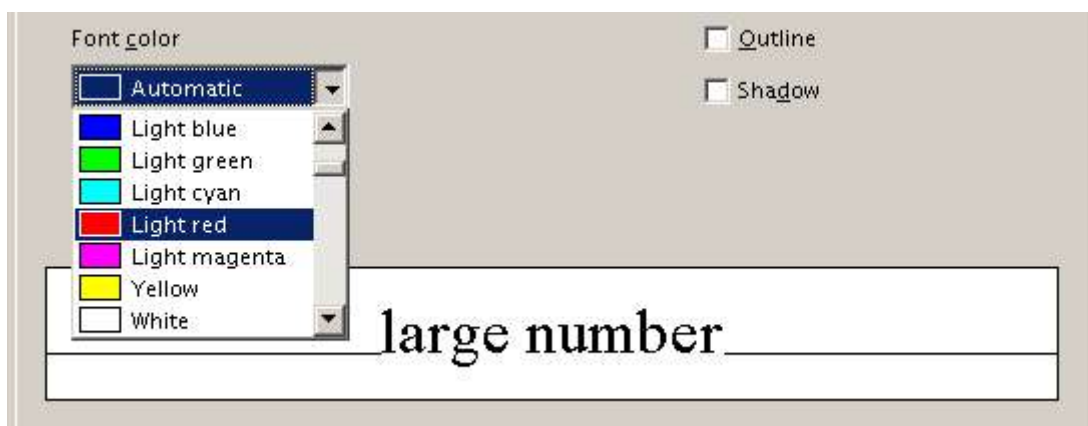
- Go to the **Entrance fees** slide.
- Select the text in the title.
- **Format >> Case / Characters >> Uppercase.**
- **File >> Save.**

6.3.1.6 Apply different colours to text

- Go to the **Entrance fees** slide and select all the text in title.
- Click on the **font colour icon** on the **Object bar**.



- Click on a colour, for example, red.
- Click anywhere on the slide.
- **File >> Save.**
- Go to the **Computers** slide and highlight the words **large number**.
- **Format >> Character** and select the **Font effects** tab.
- Select a colour and press **OK**.



- **File >> Save.**

6.3.1.7 Apply shadow to text

The method of the previous section can be used to apply a shadow to text.

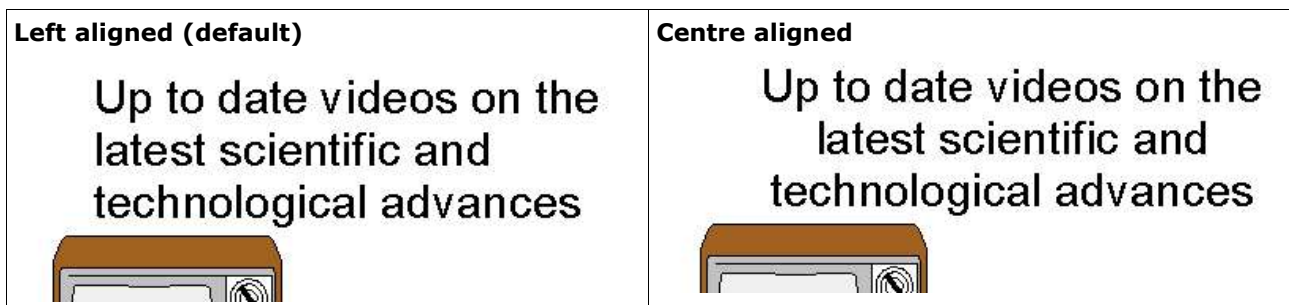
- Highlight the title of the **Computers** slide.
- **Format >> Character** and select the **Font effects** tab.
- Tick the **Shadow** check box.
- Click **OK**.

6.3.1.8 Align text: left, centre, right in a slide

You may align text within a text box in the same way that it can be aligned in tables and pages of a document page. Click anywhere in the text and click the appropriate icon on the **Object bar**.



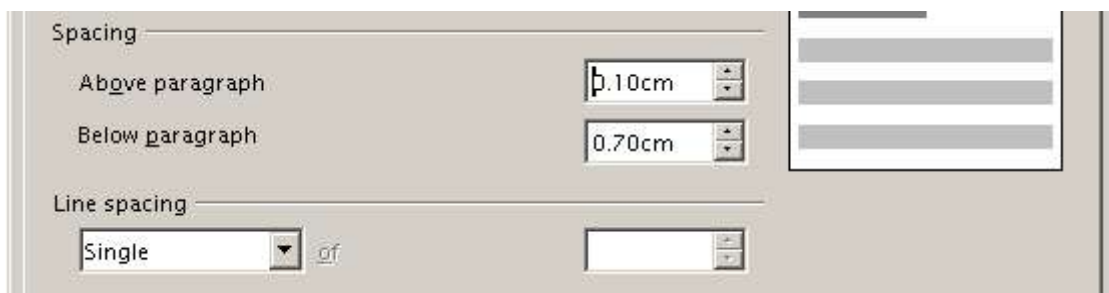
- Go to the **Videos** slide.
- Click inside the first **text box**.
- Click the **centring icon** on the **Object bar**.



6.3.1.9 Adjust line spacing before and after bulleted, numbered points

When you insert a bulleted list, Impress inserts a certain amount of space after each item. This is usually 0.50 cm. You may change the amount of space insert both before and after items.

- Go to the **Features** slide. This contains a **bulleted list**.
- Highlight the **bulleted list**.
- **Format >> Paragraph** and click the **Indents & Spacing** tab.
- Use the **Above paragraph** and **Below paragraph** spin windows to set the amount of space inserted before and after each item as shown on the next screen.



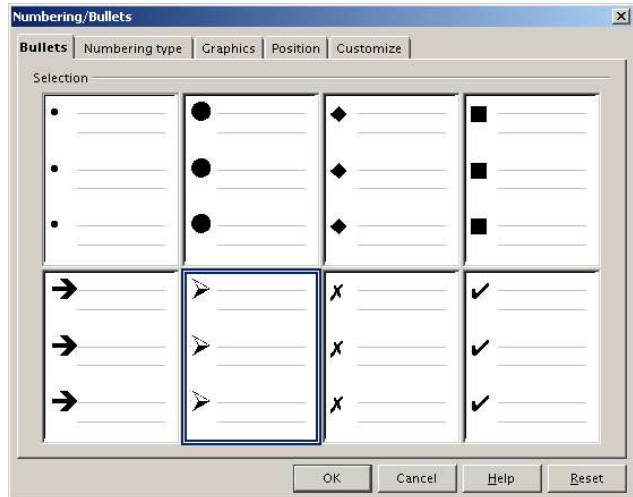


Notice that you could also have set the line spacing of the bullets at this time. If you were to use line spacing, then this would also be applied between multiple lines of the same bullet item.

6.3.1.10 Change between the style of bullets, numbers in a list from built-in standard options

There are a number of bullet styles available. You may change the style of the bullets.

- Select all the bulleted items in the **Features** slide.
- **Format >> Numbering / Bullets** and click the **Bullets** tab.
- Select a style of bullet and click **OK**.



6.3.1.11 Use the undo, redo command


When we execute a command on some text, for example delete the text, we are able to reverse what we have done. This is known as the **undo** function. It is also possible after having undone the change, get it back. This is called the **redo** function.

Impress actually keeps a history of recent changes you have made.

Undo

Pressing **Ctrl+Z** undoes the last change you made. Pressing it a second time, undoes the one before that, and so on.

An alternative method is to use **Edit >> Undo**. When you use this method, the menu will indicate what type of operation you will be undoing.

Yet another way of carrying out undo is to press the undo icon on the function bar,  .

Redo

As mentioned above, **redo** undoes the action of the last **undo**.

To use this function use **Edit >> Redo**. As in the case of **undo**, the menu will indicate the action that you will be redoing.

You can also execute the **redo** function by pressing the redo icon on the function bar,  .

Suppose in the previous section you were unhappy with the change.

- **Edit >> Undo** or **Ctrl+Z** will change the bullets back to their original form.
- **Edit >> Redo** or **Ctrl+Y** will restore the change.

6.3.2 Pictures, Images

6.3.2.1 Insert a picture into a slide

Unlike text which has to be inserted into a text box, a graphic does not need a container. It is inserted directly into a slide. Once it has been inserted, it can be resized and moved.

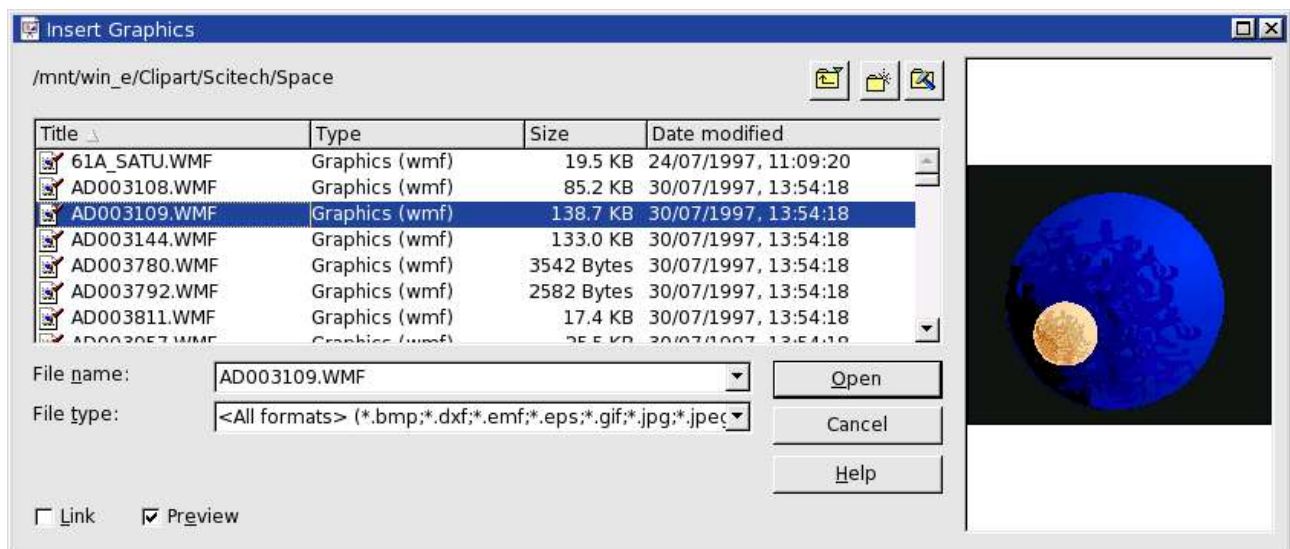
- Insert a slide after the **Features** slide using the **Title only** layout. Give the slide the name **Photographs**.
- Insert the words **Photographic Gallery** into the **text box**.
- Change the text to Arial or Helvetica blue.
- **Insert >> Graphics**.

This will display the **Insert graphics** dialogue. Using this you will locate the directory / folder containing your graphics images.

The dialogues are somewhat different in Linux and Windows.

Insert a graphic under Linux

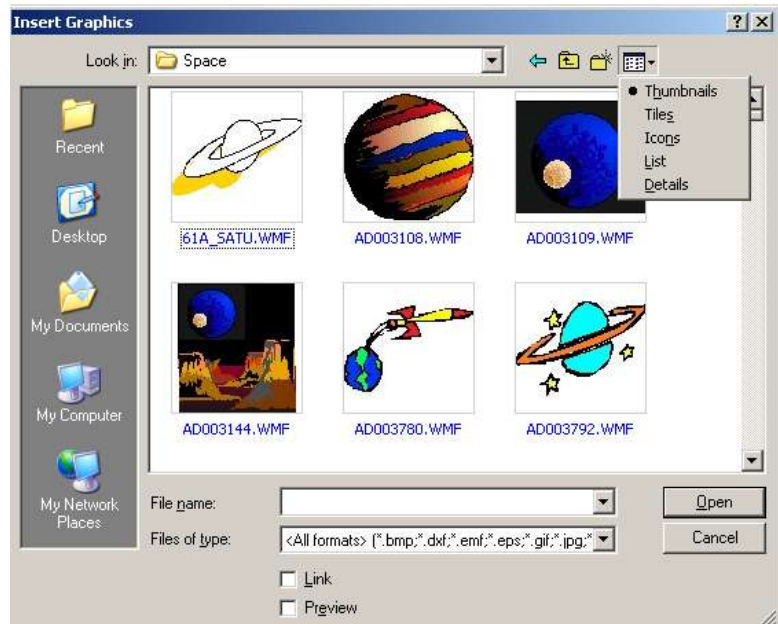
- Tick the **Preview** check box so that you can view each of the images on disk.



- Select the graphic you wish to insert and click **Open**.

Insert a graphic under Windows

- In the **View menu** select **Thumbnails**.
Alternatively, check the **Preview** check box to display a preview of the current file.
- Select the graphic you wish to insert and click **Open**.



- Insert some appropriate graphics into the **Photographs** slide.
- **File >> Save.**

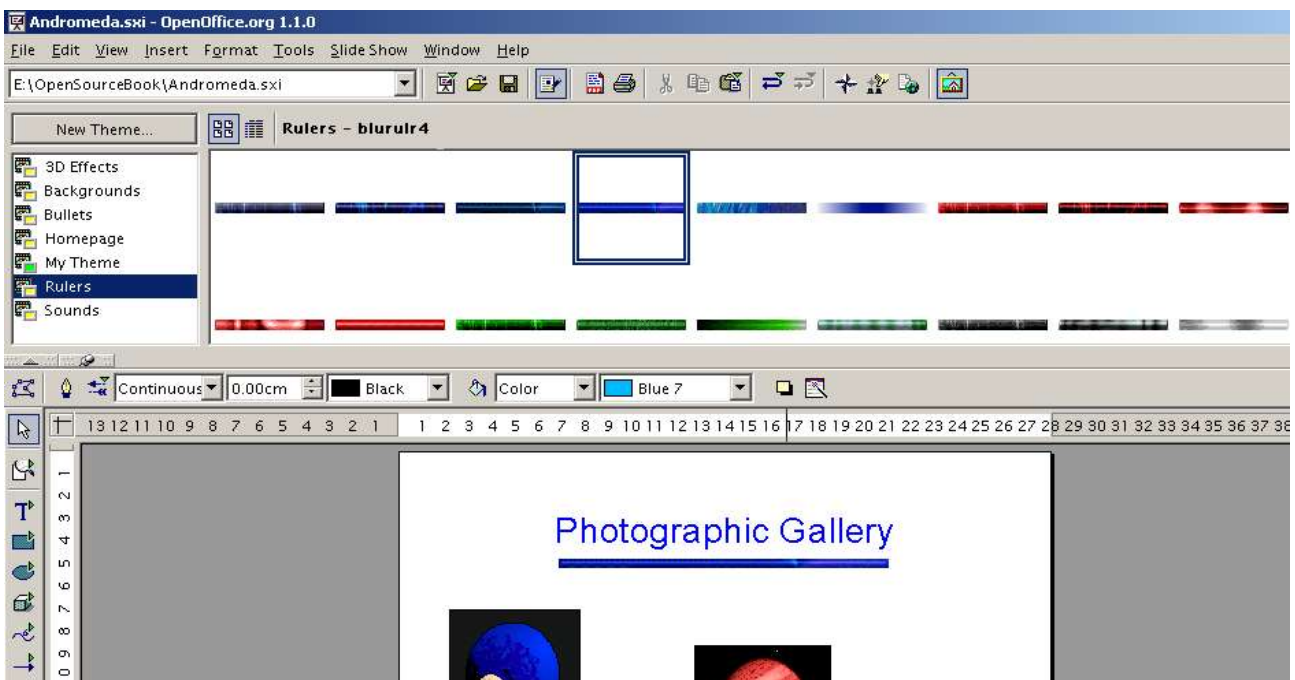
Insert graphics using the OpenOffice.org gallery

Another method of inserting graphics is to use the **Gallery**.

- Go to the **Photographs** slide.
- **Tools >> Gallery**.

This will display the graphics gallery.

- Click **Rulers**.
- Click on one of the images.
- Drag it onto the slide by holding down the left mouse button and releasing it when it is below the title as shown on the next screen.



- Close the gallery with **Tools >> Gallery**.
- **File >> Save**.



6.3.2.2 Insert an image into a slide

OpenOffice.org does not distinguish between pictures and images. Hence the methods described in the previous paragraph are equally applicable to images.



6.3.3 Duplicate, Move, Delete

6.3.3.1 Duplicate text, pictures, images within the presentation, between open presentations

The process of duplicating text or graphics is as follows:

- Select the text or graphic to be duplicated.
- **File >> Copy** or **Ctrl+C** or click the **Copy icon**, , on the **Function bar**.
- Position the cursor where the duplicate must be inserted. This can be in the same or a different presentation.
- **File >> Paste** or **Ctrl+V** or click the **Paste icon**, , on the **Function bar**.

Copy a graphic within a presentation.

- Open the **Andromeda** presentation.
- Go to the **Photographs** slide.
- Click on the **ruler** graphic under the title that you inserted previously in section 6.3.2.1.
- **File >> Copy** or **Ctrl+C** or click the **Copy icon**, , on the **Function bar**.
- Go to the **Telescopes** slide.
- **File >> Paste** or **Ctrl+V** or click the **Paste icon**, , on the **Function bar**.

This will insert the graphic in the same position on the slide.

Copy text within a presentation


The method is exactly the same as copying a graphic as in the previous section.

Copy text or graphics between presentations

- Keep the **Andromeda** presentation open.
- Create a new blank presentation with **File >> New >> Presentation**.
- Save the new presentation as **Jupiter**.
- Return to **Andromeda** with **Window >> Andromeda.sxi**.
- Go to the **Telescope** slide.
- Press **Ctrl+A** to select everything on the slide.
- **File >> Copy** or **Ctrl+C**.
- Return to **Jupiter** with **Window >> Jupiter.sxi**.
- **File >> Paste** or **Ctrl+V**.

6.3.3.2 Move text, pictures, images within the presentation, between open presentations



The process of moving text or graphics is as follows:

- Select the text or graphic to be duplicated.
- **File >> Cut** or **Ctrl+X** or click the **Cut icon**, , on the **Function bar**.
- Position the cursor where the duplicate must be inserted. This can be in the same or a

different presentation.

- **File >> Paste** or **Ctrl+V** or click the **Paste icon**, , on the **Function bar**.



Move a graphic between slides within a presentation

- Go to the **Telescope** slide in **Andromeda**.
- Click on the **ruler** image below the title.
- **File >> Cut** or **Ctrl+X** or click the **Cut icon**, , on the **Function bar**.
- Go to the **Computers** slide.
- **File >> Paste** or **Ctrl+V** or click the **Paste icon**, , on the **Function bar**.

Move text between slides within a presentation

Use exactly the same method as moving a graphic.

Move a graphic or text between presentations

- Select the ruler you just inserted into the **Computers** slide.
- **File >> Cut** or **Ctrl+X** or click the **Cut icon**, , on the **Function bar**.
- Go to the **Jupiter** slide with **Window >> Jupiter.sxi**.
- **Insert >> Slide** and select any layout.
- **File >> Paste** or **Ctrl+V** or click the **Paste icon**, , on the **Function bar**.

6.3.3.3 Resize pictures, images in a presentation

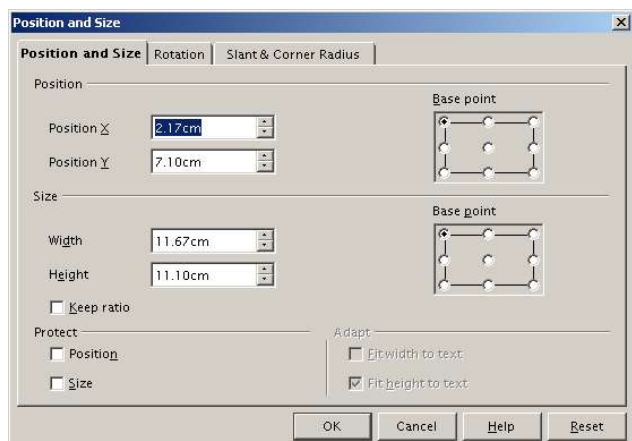
When you insert a graphic into a slide it will often be the wrong size and in the wrong position.

Resize and reposition graphics using the Format menu

- Open the **Andromeda** presentation.
- Go to the **Telescope** slide.
- Click on the image.
- **Format >> Position and size**.
- Click on the **Position and size** tab.

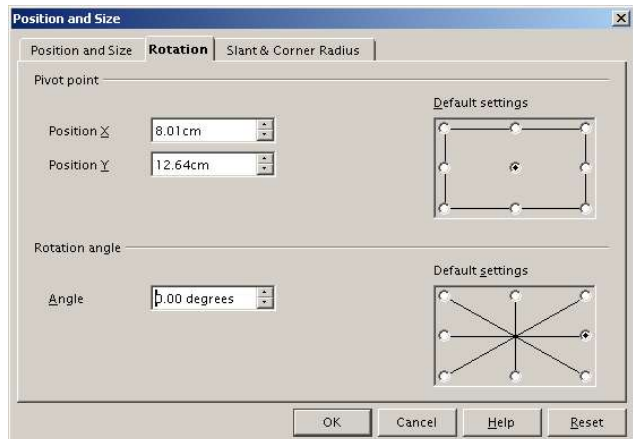
This gives you details of the position and size of the image on the slide in actual measurements.

- Make adjustments.
- Click **OK**.



Rotate image using the Format menu

- Click on the **Rotate** tab in the **Position and size** dialogue.
- Either adjust the **Rotation angle** spin window or click on one of the **Default settings**.
- Click **OK**.



Reposition a graphic using the mouse

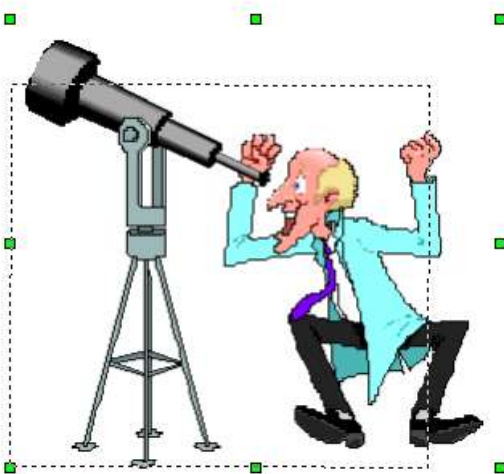
- Click on the graphic and hold down the left mouse button.
- Drag the image to a new position.
- Release the left mouse button.

Resize a graphic using the mouse

When you click on a graphic, **handles** are displayed in green around the borders of the image. These can be used for resizing the image. The image is resized by clicking and dragging a handle.

The corner handles can be dragged in any direction to resize the image. The middle top and bottom handles can only be dragged in a vertical direction while the middle left and right can only be dragged in a horizontal direction.

- Click on the image to display the handles.
- Click on a handle and hold the left mouse button down.
- Drag the handle to a new position.



View the heavens through
our powerful
astronomical telescope.

A dotted line will indicate the new borders of the image.

- Release the left mouse button. The image will be resized.

If you are unhappy with the result, **Edit >> Undo** or **Ctrl+Z**.

6.3.3.4 Delete text, pictures, images in a slide

Delete text

- Highlight the text you wish to delete.
- Press **Del**.

Delete a graphic

- Select the graphic by clicking on it.
- Press **Del**.

Module 6: OpenOffice.org Impress

Section 4: Charts, Graphs and Drawn Objects

6.4.1 Using Charts/Graphs

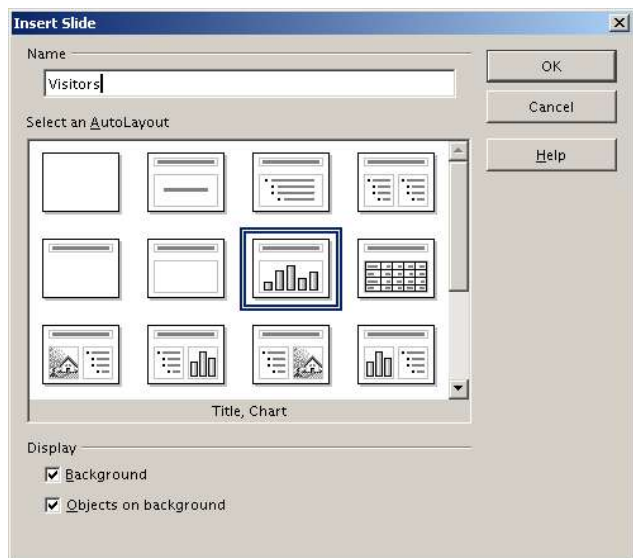
6.4.1.1 Input data to create, modify different kinds of built-in charts/graphs in a slide: column, bar, line, pie

Create a column chart

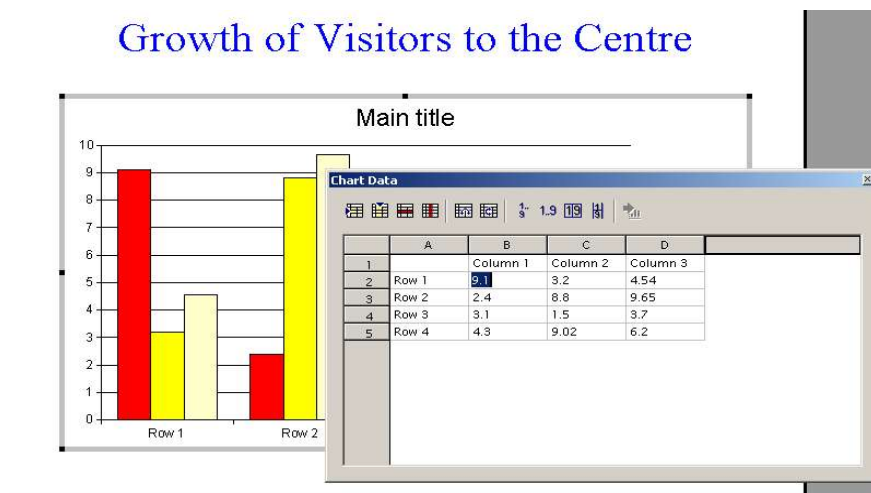
Suppose we wished to show how the number of visitors to the Andromeda Science Centre has grown over a period of time. The following table shows the data we wish to present.

Jan	Feb	Mar	Apr	May	Jun
9210	9807	11219	9174	14792	17148

- Open the **Andromeda** presentation.
- Insert a new slide at the end. Give the slide the name **Visitors** and use the **Title, Chart** layout.
- Click **OK**.
- Add the title **Growth of Visitors to the Centre**.
- Change the colour of the title to blue.
- Double click on the **Chart icon** displayed on the chart.



- Double click on the chart.
- Right click to display a context menu and select **Chart data**.



The first four icons on the chart are add row, add column, delete row and delete column.



- Modify the table so that it contains seven columns and two rows. Then add the data shown on the next screen.

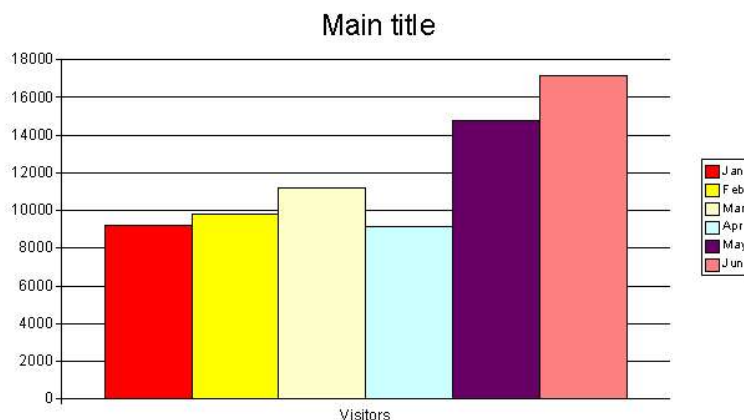
	A	B	C	D	E	F	G
1		Jan	Feb	Mar	Apr	May	Jun
2	Visitors	9210	9807	11219	9174	14792	17148

- Click the close icon on the chart.
- Click **Yes** to apply the changes.



This will insert a chart based on the data into the slide.

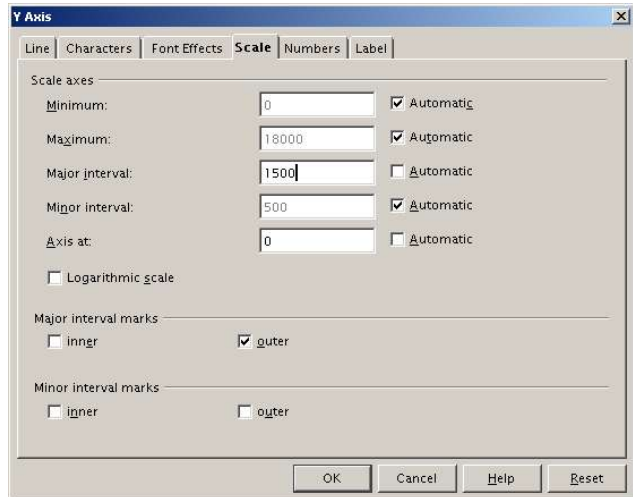
Growth of Visitors to the Centre



- Double click on the **Main title** and delete the contents.
- Resize the chart by double clicking on it and dragging the handles on the borders.

You may modify the chart. For example, we can change the scale of the Y-axis so that fewer horizontal grid lines are displayed.

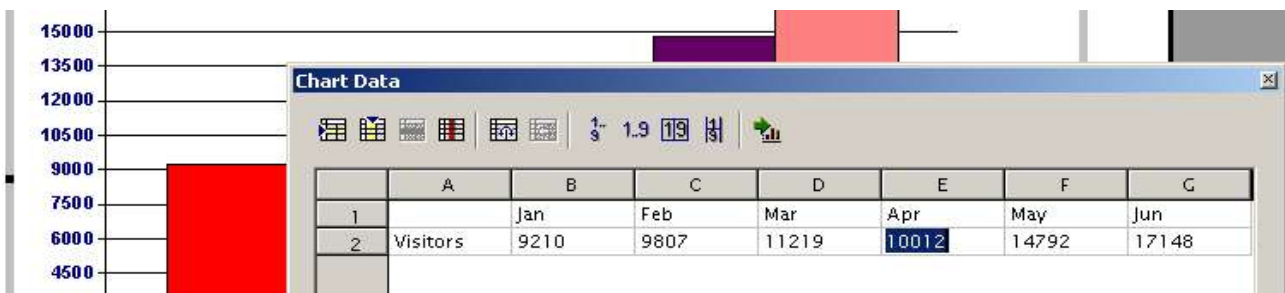
- Double click on the chart to select it.
- Right click to display a **context menu**.
- Select **Axis** then **Y axis**.
- Click on the **Scale** tab.
- Uncheck **Automatic** for the **Major interval**.
- Change the **Major interval** to 1500.
- Click the **Font Effects** tab.
- Change the font colour of the Y axis to blue.
- Click the **Characters** tab.
- Change the **font** to **12pt bold**.
- Click **OK**.



You may add a chart to an existing slide as follows with **Insert >> Chart**. This will insert a chart which can be moved or resized. The creation of the chart follows the same steps that were outlined above.

Modify chart data

- Double click on the chart.
- Right click to display the context menu.
- Select **Chart data**.
- Modify the data for **Apr**.



- Click **Close** and accept the changes.
- Click outside the chart to deselect it.
- **File >> Save**.

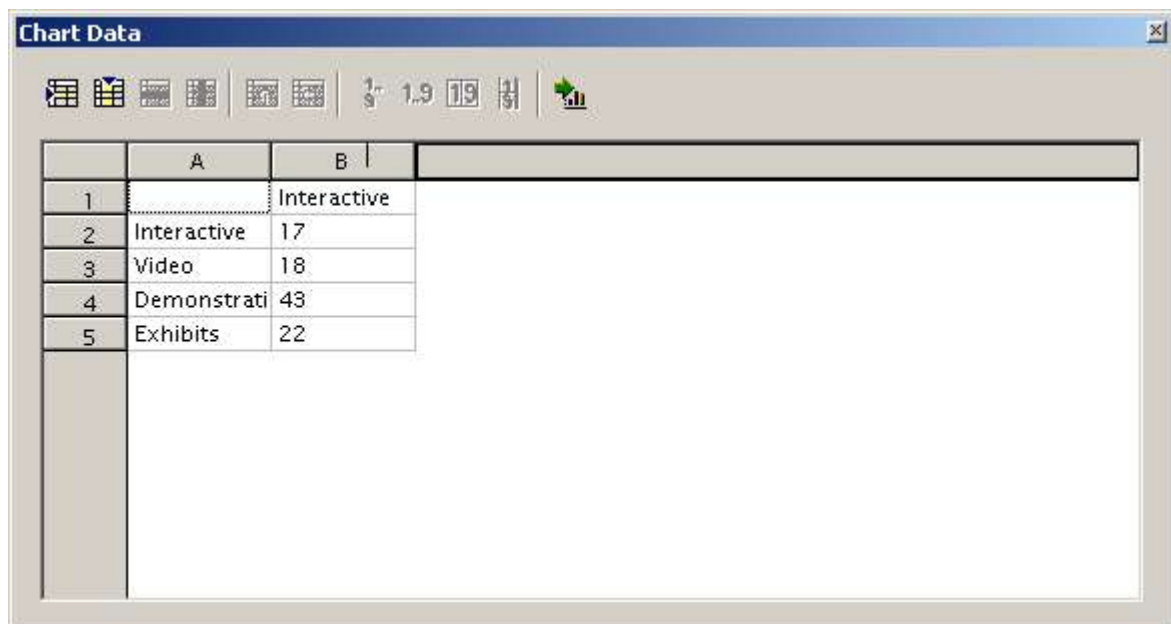
Modify column

You can modify the data series, ie columns, to change the fill colour and the outline colour.

- Double-click on the column you want to change.
- A dialog box will appear with tabs to allow you to change the border, area or transparency of the column.

Create a pie chart

- Click on the **Visitors** slide.
- **Insert >> Slide.**
- Select the **Title, Chart** layout, give the slide the name **Ratios**, click **OK**.
- In the **Title text box** type the words **Ratios of types of exhibits**.
- Double click on the **chart icon**, then right click and select **Chart data**.
- Complete the data spreadsheet as shown on the next screen. For a pie chart you must insert the data in a column, not a row.



	A	B
1		Interactive
2	Interactive	17
3	Video	18
4	Demonstrati	43
5	Exhibits	22

Close and accept the changes.

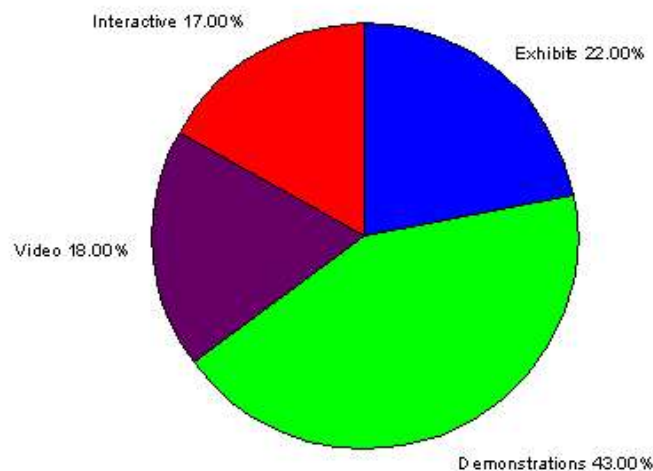
- **Format >> Chart type.**
- Select **Pie chart (Pies)** and click **OK**.
- Click outside the chart.

Add labels to a pie chart

- Double click the chart to select it.
- Double click on a segment the **pie chart** itself.
- Click the **Data labels** tab.
- The adjacent screen illustrates one way of adding labels.
- Click **OK**.
- Repeat this process for the other segments.
- Click on the **Legend** and press **Del**.
- Click outside the chart.
- **File >>Save**.



Ratio of types of exhibits



Using the same dialogue, you could have changed the font size, style and colour of the pie segment labels.



You can use the same method to add data labels to any of the other types of charts.

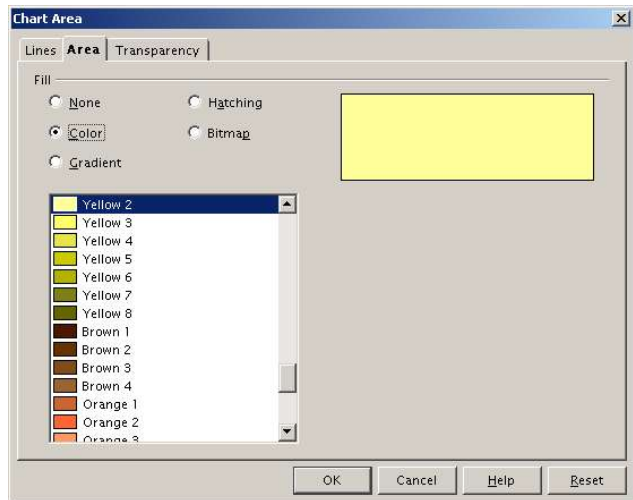
6.4.1.2 Change the background colour in the chart/graph

Change the colour of the chart area

- Open the **Andromeda** presentation.
- Go to the **Visitors** slide.
- Double click on the chart.
- **Format >> Chart area.**
- Click the **Area** tab.
- Click the **Color** radio button.
- Select a colour.
- Click **OK**.

The background colour of the chart area will change.

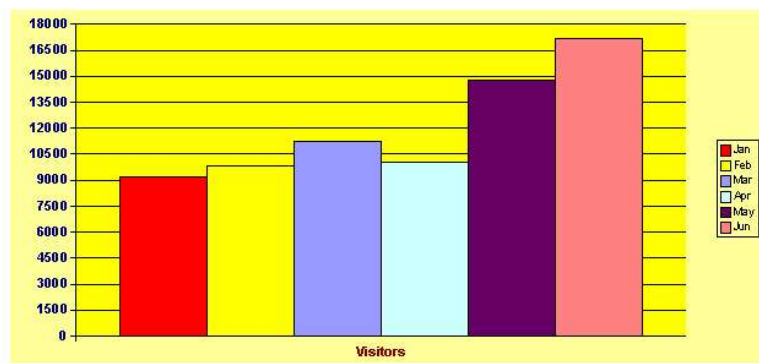
You could use the same method to insert a **Gradient**, **Hatching** or **Bitmap** background.



Change the colour of the chart wall

The chart wall is the inner area of the chart. It excludes the chart area containing the legend, x and y axis titles and the title. When you change the colour of the **chart area**, Impress assigns the same colour to the **chart wall**. You may, however, give the **chart wall** a different colour.

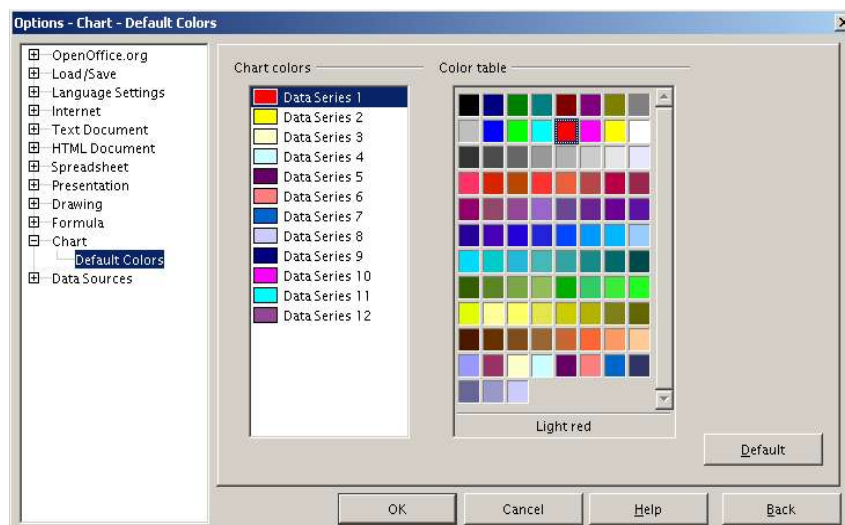
- Double click on the chart to select it.
- **Format >> Chart wall.**
- A similar dialogue to the **Chart area** dialogue will be displayed.
- Click the **Area** tab.
- Select a colour and click **OK**.
- Click outside the chart.
- **File >> Save.**



6.4.1.3 Change the column, bar, line, pie slice colours in the chart/graph

Change default colours in charts

- **Tools >> Options.**
- Expand **Chart** and click **Default colors.**
-



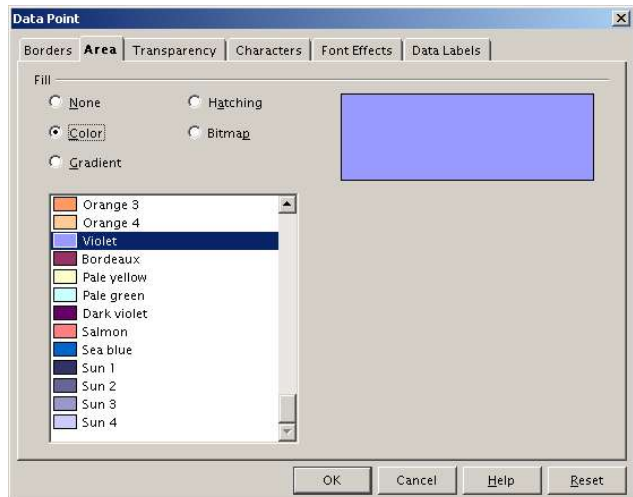
- Make changes as desired and click **OK**.

The changes will apply to all future charts you create.

Change the colour of an individual bar or pie segment

The method described for changing the colour of a single bar of a chart can also be applied to changing the colour of a segment of a pie chart.

- Double click on the chart.
- Double click on the bar whose colour you wish to change.
- Click the **Area** tab.
- Click the **Color** radio button.
- Select a colour and click **OK**.



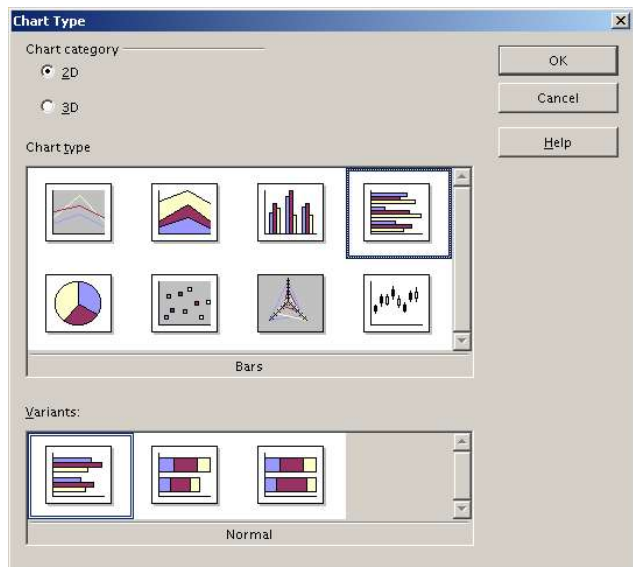
6.4.1.4 Change the chart/graph type

Change chart type

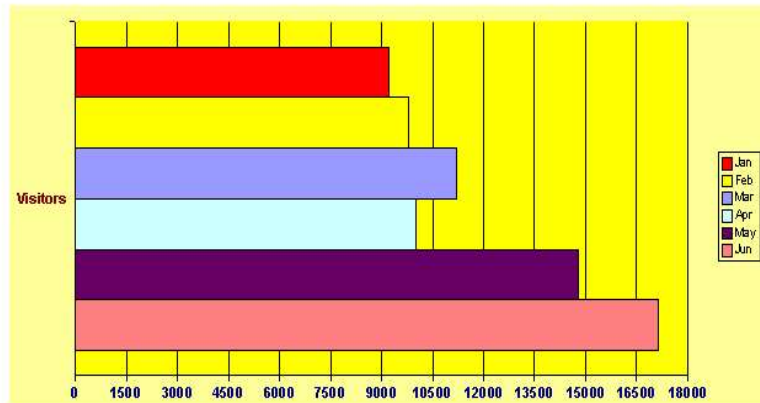
- Double click on the chart.
- **Format >> Chart type.**
- Select a **Chart type** and **Variant**.
- Click **OK**.

The chart will be converted to the type selected.

- Double click outside the chart to deselect it.
- **File >> Save.**



Growth of Visitors to the Centre











6.4.2 Organisation Charts

6.4.2.1 Create an organisation chart with a labelled hierarchy. (Use a built-in organisation chart feature)

Impress does not have a built-in feature for creating organisational charts. To create one, you will need to use OpenOffice.org Draw.

- **File >> New >> Drawing.**
- **Format >> Page.** Select the **Page** tab. Click the **Landscape radio button** and click **OK**.

The icons on the **Main toolbar** that are relevant are shown in the following table.

	Text: Use to insert a text box. A long click displays a floating text toolbar.		3D objects: Use to insert 3D objects. A long click displays a floating 3D objects toolbar.
	Rectangle: Use to insert a rectangle. A long click displays a floating rectangle toolbar.		Curves: Use to insert curves. A long click displays a floating curves toolbar.
	Ellipse: Use to insert an ellipse. A long click displays a floating ellipse toolbar.		Effects: Modifies the orientation, shape and fill of objects.
	Lines: Use to insert lines. A long click displays a floating lines toolbar. See additional note below.		Connectors: Use to insert connectors between objects. A long click displays a floating connectors toolbar. See note below.



Lines and arrows: Long-click to open the **Lines and Arrows** floating toolbar, where you can add straight lines, lines with arrows, and dimension lines to the current slide. If you want, you can add an arrow after you draw a line by choosing **Format >> Line**, and then selecting an arrow style from the **Style** box.



Connector: Long-click to open the Connectors floating toolbar, where you can add connectors to objects in the current slide. A connector is a line that joins objects, and remains attached when the objects are moved. If you copy an object with a connector, the connector is also copied.

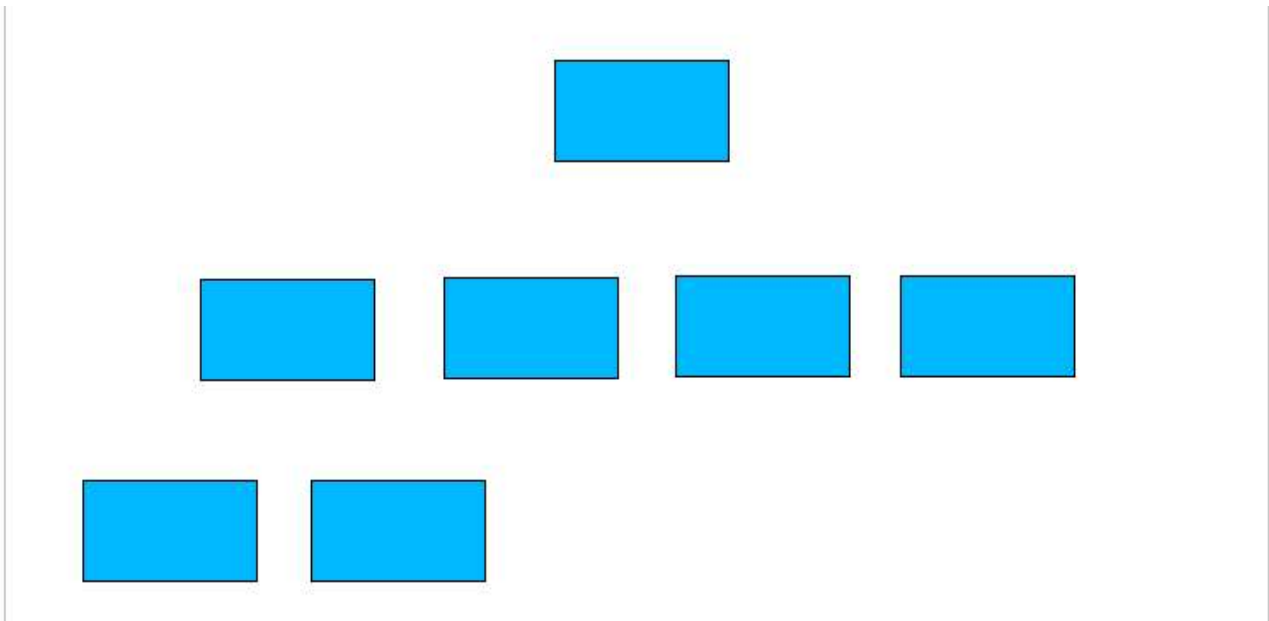
There are four types of connector lines:

- Standard (90-degree angle bends)
- Line (two bends)
- Straight
- Curved

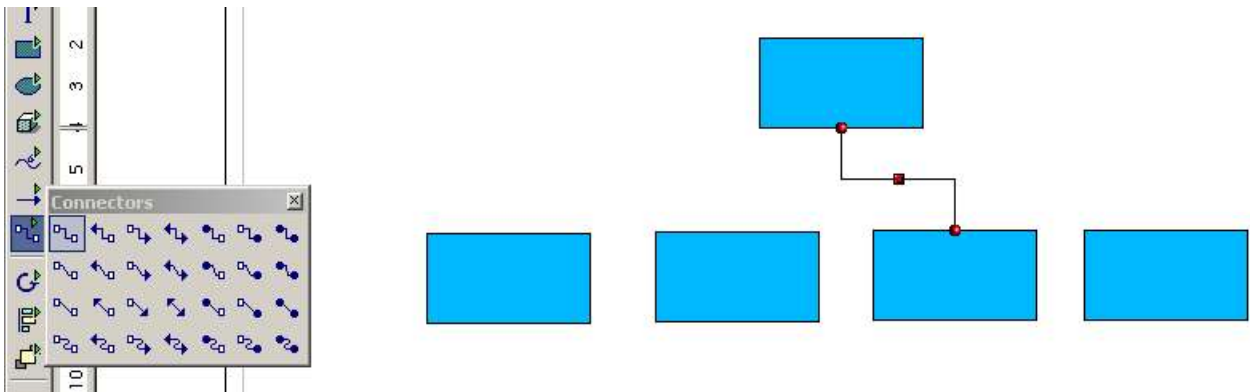
- Click the **Rectangle icon** on the **Main toolbar**. This will display a **hairline**. Click the position of the top left hand corner of the rectangle, hold down the left mouse button and drag to the bottom right hand corner. Release the mouse button when you have the correct size.
- The handles should still be displayed. If not, click on the rectangle to display them.
- **Edit >> Copy** or **Ctrl+C**.
- **Edit >> Paste** or **Ctrl+V**.

This will paste a copy of the original rectangle on top of the first.

- Click on the top rectangle and drag it to the side of the first.
- Repeat the process till you have a number of rectangles as shown in the following screen.

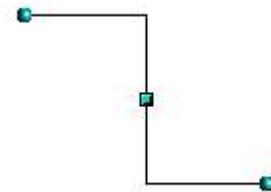


- Long click on the **Connector icon** and select the first connector.
- Create a connection between the top rectangle and the rectangle on the far right of the second row as shown in the next screen.



Using the connector: As useful way of adding connectors is to create them in a blank area of the diagram and drag them to where they need to be inserted.

There are three handles on a connector. The two round ones at the end allow you to reposition the end points. The middle square handle allows you to reposition the central line without changing the position of the end points.

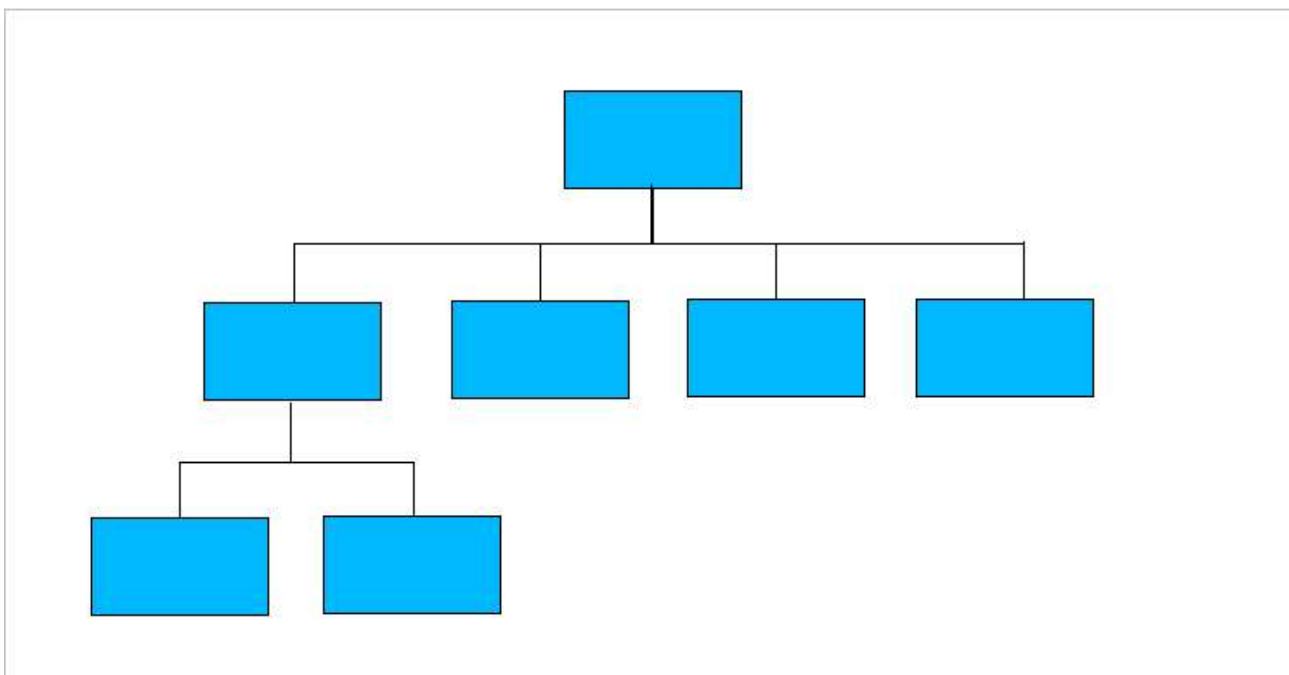


Using connectors can be tricky at first and needs practice.

- Now repeat the process until you have the following structure on your screen. Some of the parts of the diagram are best create by using a number of straight lines.



To create a uniform symmetric organisational chart, use the same method of copying and pasting for lines and connectors that you used for rectangles. Using the position of the lines and connectors, you can reposition the rectangles.



- **File >> Save as.** Give it a name such as **OrgChart1** or some other name of your choice. Draw will add an extension **.sxd**.

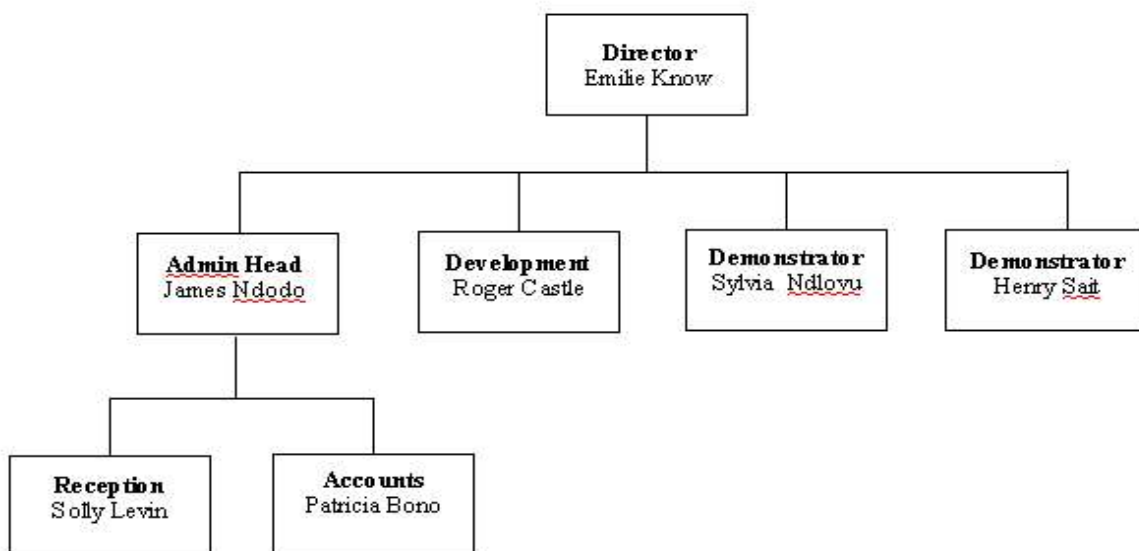


Saving a number of outlines of organisational charts will save you a lot of time if you need to use them on a regular basis. You could even create a number of templates of organisational charts.

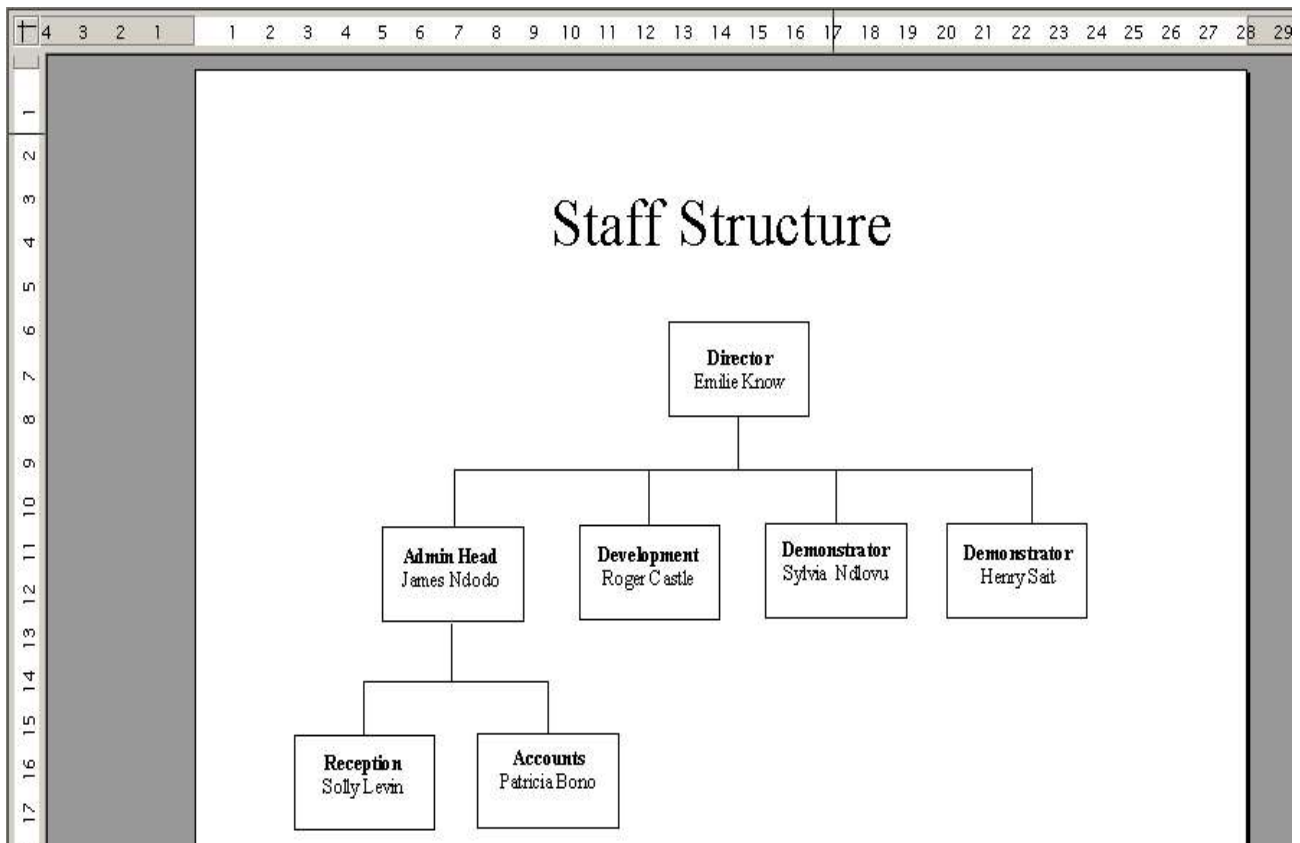
- Click on each of the rectangles in turn and select **Invisible** as the **Fill color** on the **Object bar**.



- Click on the **Text icon** on the **Main toolbar** and drag a text box into each of the rectangles.
- Enter details as shown on the following screen. The font used was 14 pt bold for the title and 14 pt for the name. Centre the text within the text box.
- **File >> Save as** and give the file the name **StaffOrgChart**.



- **File >> Close.**
- **Window >> Andromeda.sxi.**
- Go to the last slide.
- **Insert >> Slide.** Give the name **Staff** to the slide and use the **Title only** layout.
- Enter the words **Staff Structure** into the **Title text box**.
- **Insert >> Object >> OLE Object.**
- Click **Create from file**.
- Click the **Search** button and locate the file **StaffOrgChart.sxd** that you have just created and click **OK**.
- Click and drag the chart so that it is correctly positioned on the screen as shown below.
- Click outside of the chart.



- **File >> Save.**

View the slide show

At this stage, you are probably wondering how the slide show appears.

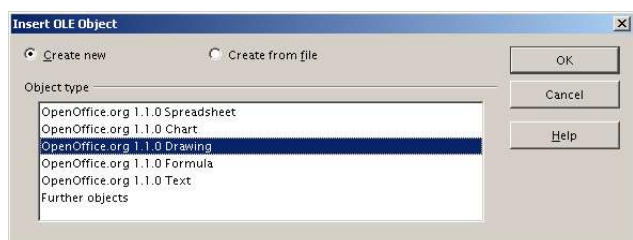
- Go to the first slide.
- Press **F9**.
- Press **Enter** to go to the next slide.

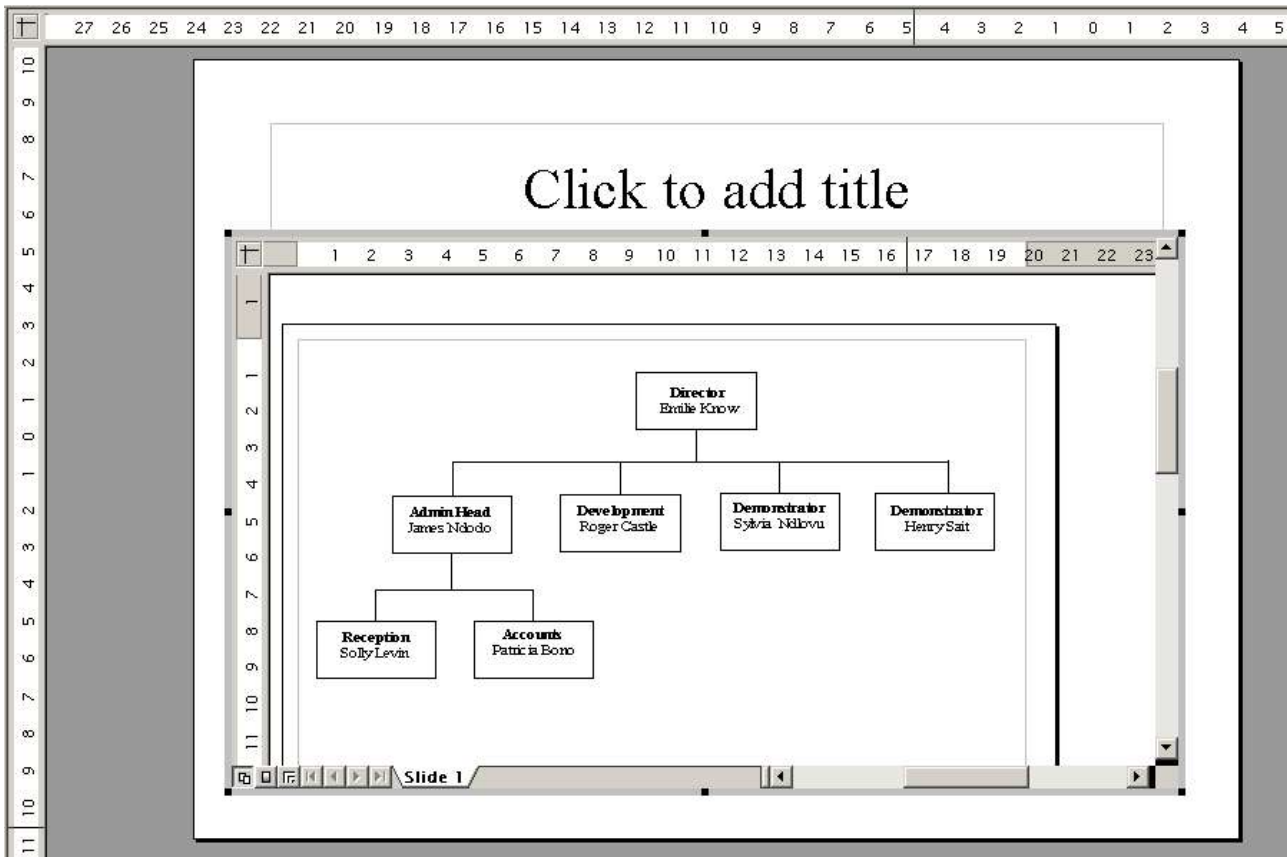
Create a chart in Impress

In the description above, you opened Draw and then created an organisational chart. This has many advantages. You may, however, create the chart in Impress itself as follows:

- Insert a new slide using the **Title, Object** layout.
- Click on the **Object icon** in the slide.
- Select **OpenOffice.org Drawing**.
- Click **OK**.

You may now create a chart in the **drawing area** in exactly the same way as you did using Draw.





The advantage of this method is that you are able to construct a table more accurately for the dimensions of the slide.

- Recreate the **Staff** slide using this method.

6.4.2.2 Change the hierarchical structure of an organisation chart


Changing the hierarchical structure of an organisational chart involves selecting and dragging the components of the chart to their new positions. The easiest way of dragging an element is to click on it and hold down the left mouse button. Then drag the object to its new position and release the left mouse button.

Group objects

In moving items on a chart, it is useful to be able to group several at once. This will allow you to work with the set of objects as if it were a single object. This makes repositioning of several objects that much easier.

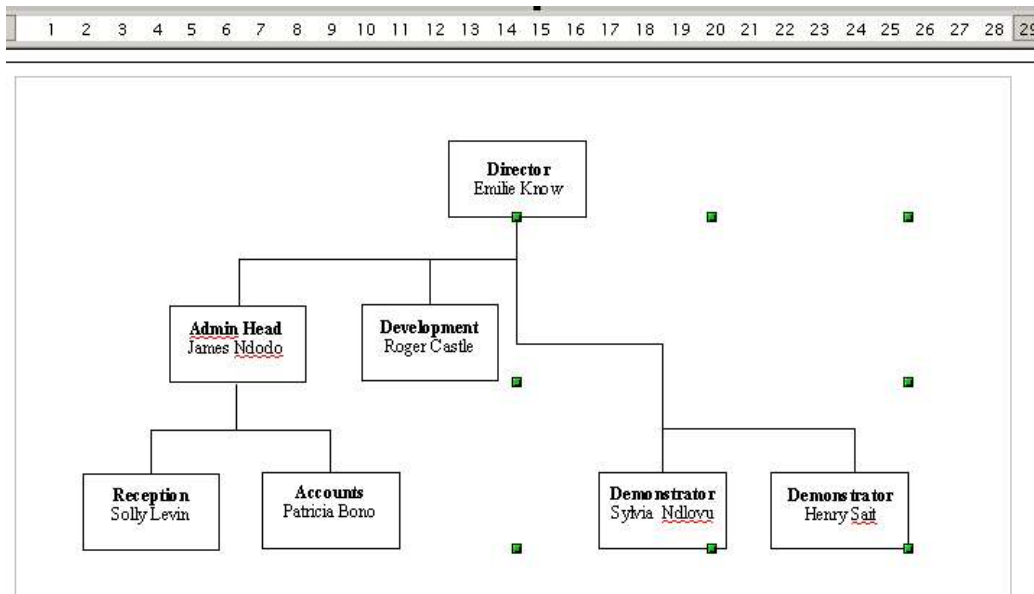
In order to create a group, you will need to select all the objects in the group.

- Hold down the **Alt** key and click each of the items making up the **connectors**, **rectangles** and **text boxes** of the two **demonstrators** on the second level. A good way of finding out the individual elements is to click on part of the structure until you have a clear idea of the individual elements.

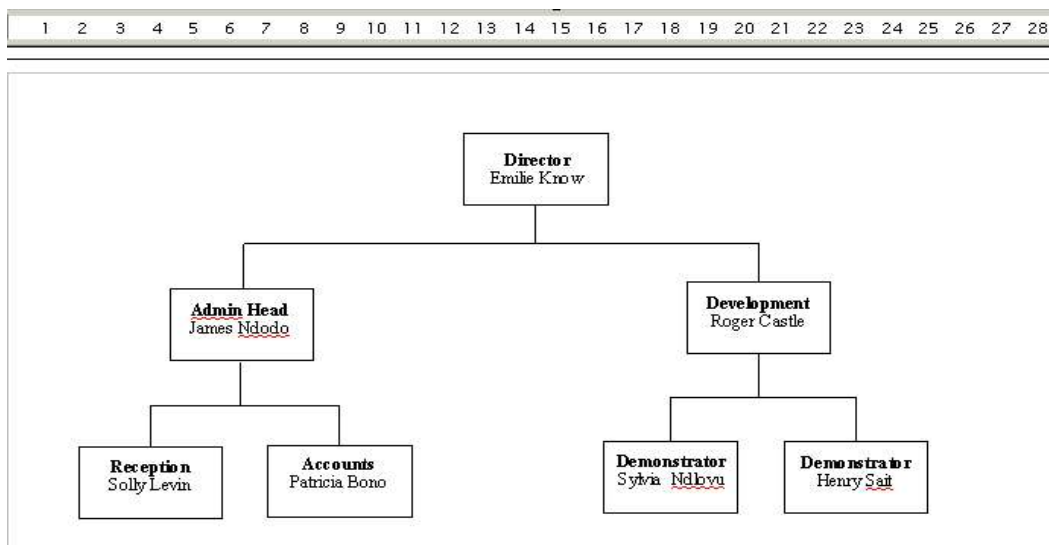
- **Modify >> Group** or press the **Group icon**,  .

The selected objects will now be treated as a single object.

- Drag the group to a new position as shown below. Notice that the anchor of the one connector is still attached to the top level.



- Keeping the previous group selected, **Modify >> Ungroup**.
- Select the the **text box** and **rectangle** of **Development** and group them with **Modify >> Group**.
- Drag this item so that it is positioned symmetrically under the top level.
- Adjust the positions of the rectangles, text boxes and connectors so that you have a diagram such as the one shown below. You can make the process simpler by using **Modify >> Group** freely.



- Click outside the chart.
- **File >> Save.**

Using the features of Draw to create and modify organisational charts will take practice. Once you become familiar with the process, it is quite straight forward, but it is important that you practice it repeatedly until you can work fluently.

6.4.2.3 Add, remove managers, co-workers, subordinates in an organisation chart

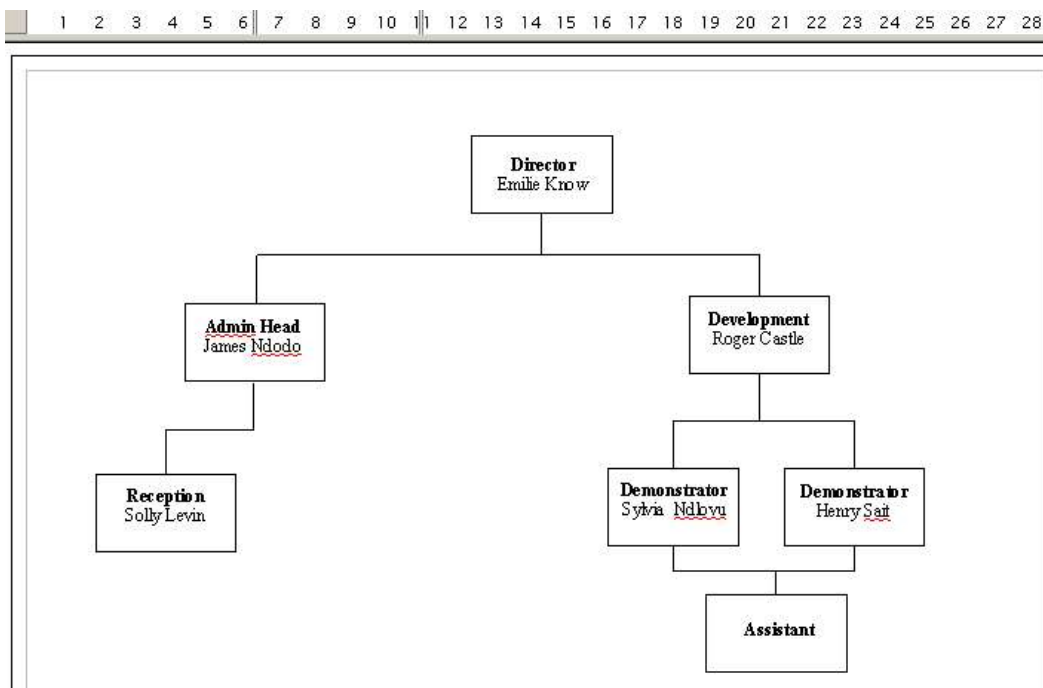
Remove an element

- Go to the **Staff** slide.
- Double click on the **organisational chart**.
- Hold down the **Alt** key and click all the elements comprising the **Accounts** element.
- Press **Del**.
- **File >> Save.**

Add a subordinate

Suppose we wish to add a **subordinate** for the two **Demonstrators**.

- Click on any rectangle.
- **Edit >> Copy.**
- **Edit >> Paste.**
- Drag the copy to midway below the two **Demonstrators**.
- Insert a **text box** inside the rectangle and enter the word **Assistant** in 14 pt bold. Centre the text in the rectangle.
- Add connectors as shown in the next screen.



- Click outside of the chart.
- **File >> Save.**

6.4.3 Drawn Objects

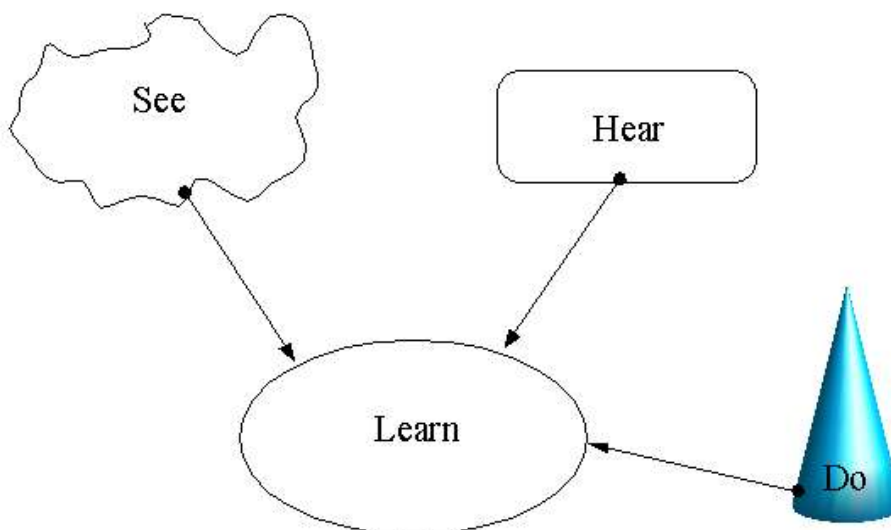
6.4.3.1 Add different types of drawn object to a slide: line, free drawn line, arrow, rectangle, square, circle, text box, other available shapes

In the previous section you used rectangles, text boxes, connectors and lines to create an organisational chart. In this section you will use the other drawing objects.

- Open the **Andromeda** presentation.
- Go to the **Videos** slide.
- **Insert >> Slide.**
- Create a **Title only** slide and call it **Thoughts**.
- Enter the words **Develop your thinking** in to the **Title text box**.
- Click on the **Curves icon** on the **Main toolbar** and draw an irregular object. Insert a **text box** inside with the words **See**. Centre the text in the object.
- Long click on the **Rectangles icon** and selected an **Unfilled rounded rectangle**. Draw it on the slide. Put a **text box** inside with the words **Hear**.
- Long click on the **3D objects icon** and select a **Cone**. Draw the cone in the slide and insert a **text box** inside with the words **Do**.
- Click on the **Ellipses icon** and select an **Unfilled oval**. Draw it in the slide and add a **text box** with the words **Learn**.
- Long click on the **Lines and arrows icon**. Select the **Line with circle / arrow** and draw arrows from each of the objects to the **Learn** object.

Your diagram should appear something like the one below.

Develop your thinking

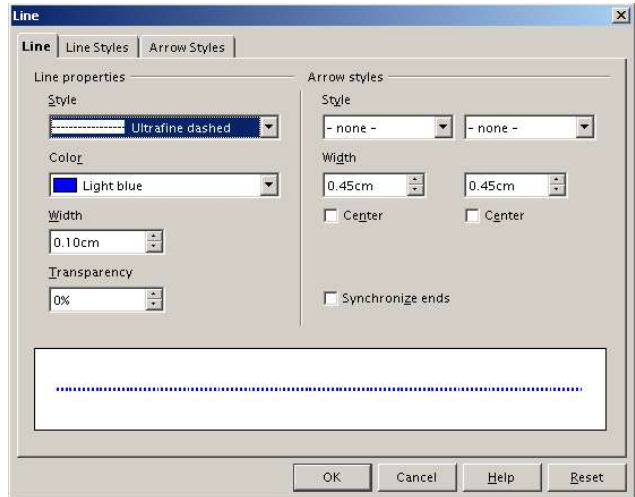


- **File >> Save.**

6.4.3.2 Change drawn object background colour, line colour, line weight, line style

Change line weight (thickness), style and colour

- Go to the **Thoughts** slide.
- Click on the irregular shape.
- **Format >> Line** or right click and select **Line** from the **context menu**.
- Change the **Line style** to **Ultrafine dashed**.
- Change the **Line color** to **Light blue**.
- Change the **Line width** to **0.10cm**.
- Click **OK**.

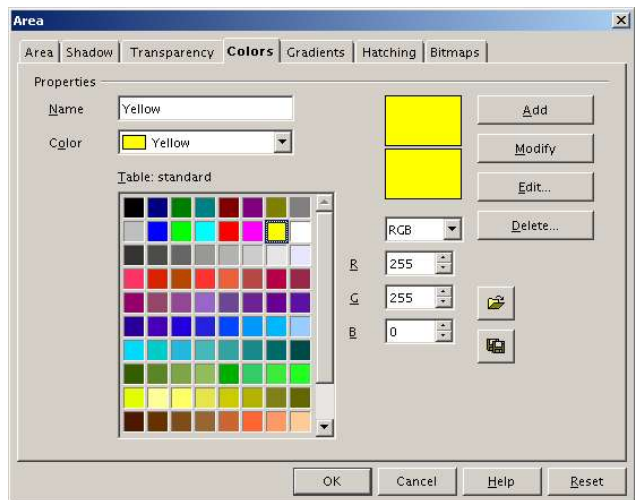


Change the background colour or texture of an object

- Click on the **Oval**.
- **Format >> Area** or right click and select **Area**.
- Click the **Colors** tab.
- Select a background colour and click **OK**.

You could instead have inserted a **Gradient**, **Hatching** or **Bitmap** as the background by clicking on the appropriate tab.

- **File >> Save.**



6.4.3.3 Change arrow start style, arrow finish style

Change the thickness, style and colour of arrows.

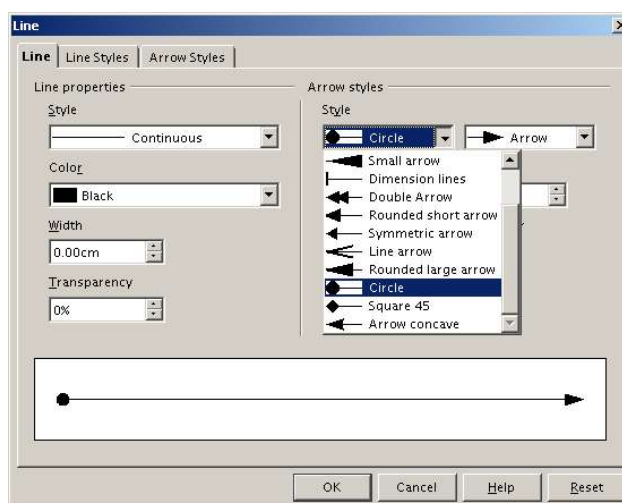
You may use the identical method of the previous section to change the thickness, line style and colour of arrows.

Change the arrow style

- Select one of the arrows in the **Thoughts** slide.
- **Format >> Line** or right click and select **Line**.
- Click the **Line** tab.

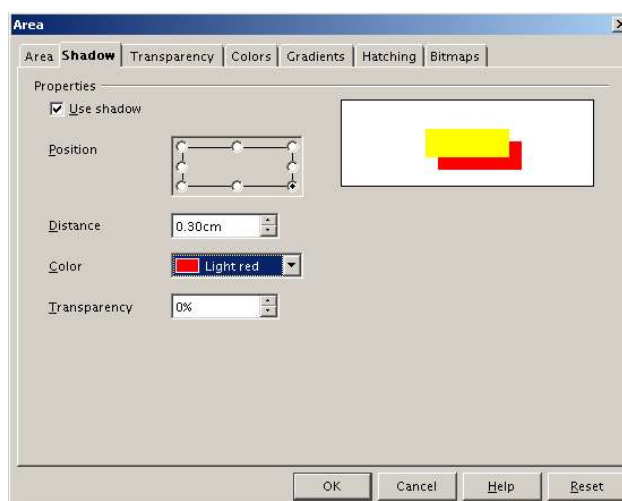
In the two **Style spin windows**, you may select new styles for the start and end points of the arrows.

- Select new styles for the ends points of the arrows.
- Change the arrow colour.
- Click **OK**.
- **File >> Save**.




6.4.3.4 Apply a shadow to a drawn object

- Select the **Learn** object in the **Thoughts** slide.
- **Format >> Area** and select the **Shadow** tab.
- Tick the **Shadow check box**.
- Change the default attributes of the shadow, if you wish.
- Click **OK**.

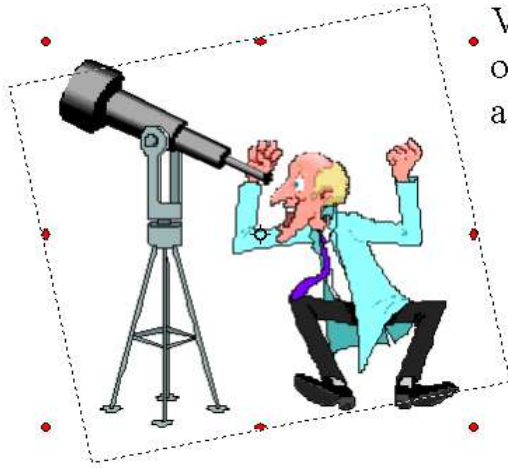


6.4.3.5 Rotate, flip a drawn object

Rotate a graphic using the mouse

- Go to the **Telescope** slide.
- Click on the image to select it.
- Click the **Rotate icon**, , on the **Main toolbar**.
- The handles around the graphic change from green to red.
- Click on any of the corner handles and drag the image to rotate it.

Telescope

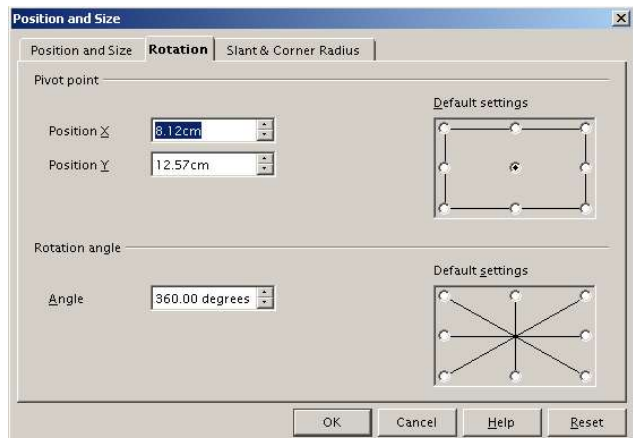


- View the heavens through our powerful astronomical telescope.

- Release the mouse button when you have achieved the desired angle.

Rotate an image using the Format menu

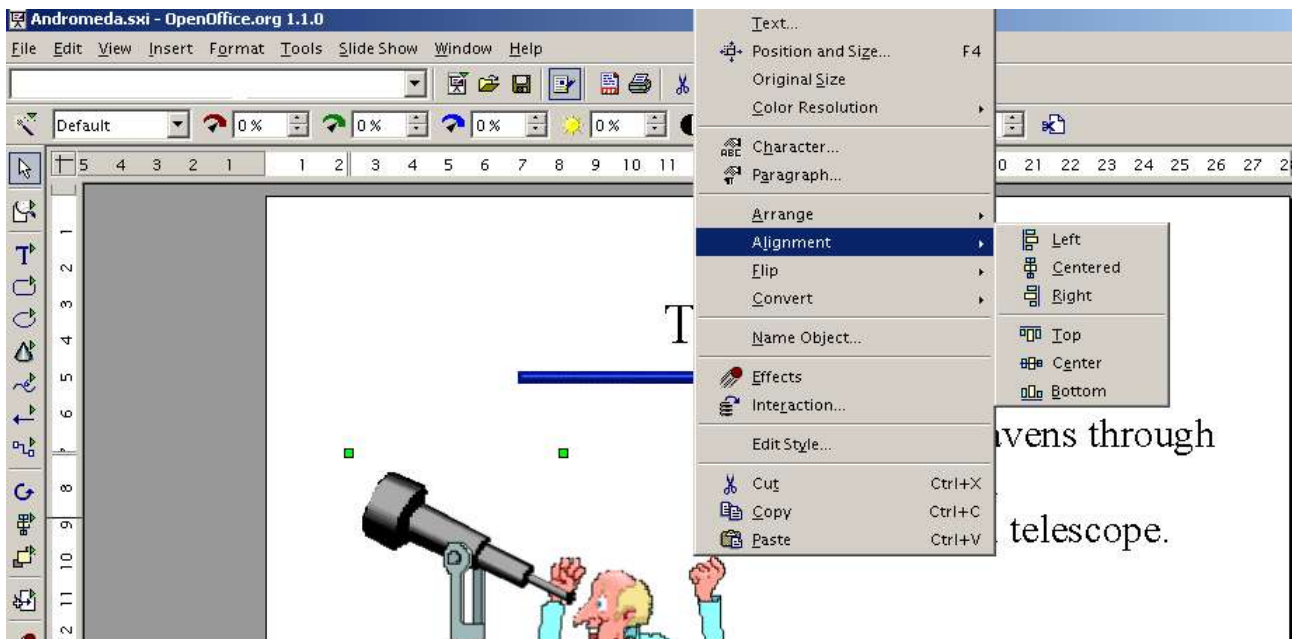
- Click on the image.
- **Format >> Position and size.**
- Click the **Rotation** tab.
- Change the **Rotation angle** in the **spin window** or click on one of the **Default settings**.
- Click **OK**.



6.4.3.6 Align a drawn object: left, centre, right, top, bottom of a slide

- Click on the image.
- Right click to display the **Context menu**.
- Select **Alignment** and then select how you wish the object to be aligned on the slide.

If you wish to change both the **horizontal** and **vertical alignment**, you will need to use this command twice.



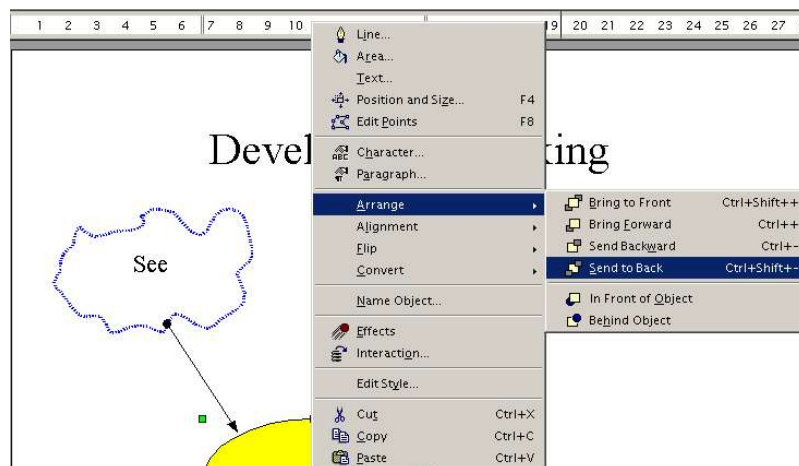
6.4.3.7 Resize drawn object, chart within the presentation

The method of resizing drawn objects and charts is identical to the method of resizing graphics described in section 6.3.3.3.

6.4.3.8 Bring an object to the front, back

If parts of two objects occupy the same space on a chart, one will be partly hidden by the other. The one that you can see is said to be in the **front** or **foreground** while the other is at the **back** or in the **background**.

- Go to the **Thoughts** slide.
- Drag the **cone** onto the **oval**. Notice that part of the cone disappears behind the oval.
- Click the **oval** to select it.
- Right click to display the **context menu**. Select **Arrange** then **Send to back**.



The **oval** will be placed behind the **cone**.

6.4.4 Duplicate, Move, Delete

6.4.4.1 Duplicate a chart/graph, drawn object within the presentation, between open presentations

The method for duplicating charts and drawing objects is identical to that for duplicating graphics described in section 6.3.3.1.

6.4.4.2 Move a chart/graph, drawn object within the presentation, between open presentations

The method for moving charts and drawing objects is identical to that for moving graphics described in section 6.3.3.2.

6.4.4.3 Delete a chart/graph, drawn object

- Select the chart or object.
- Press **Del**.

Module 6: OpenOffice.org Impress

Section 5: Slide Show Effects

6.5.1 Preset Animation

6.5.1.1 Add preset text, image animation effects to slides. Change preset animation effects on text, images

Run a slide show

- Open the **Andromeda** presentation.
- Go to the first slide.
- **Slide show >> Slide show** or press **F9**.
- Press **Enter** to move to the next slide.
OR click the left mouse button to move to the next slide and the right mouse button to the previous slide.
- Press **Esc** at any stage to stop the slide show.

Apart from the change of slides, the slide show is entirely static. **Animation** and **transitions** allow you to have a changing dynamic display.

Add animation to text

- Go to the **Computers** slide.
- Select the text.
- **Format >> Text** or right click and select **Text**.
- Click the **Animation** tab.
- Select the **Blink Effect**.
- Click **OK**.
- Click outside the **text box** to view the effect.

Remove the animation

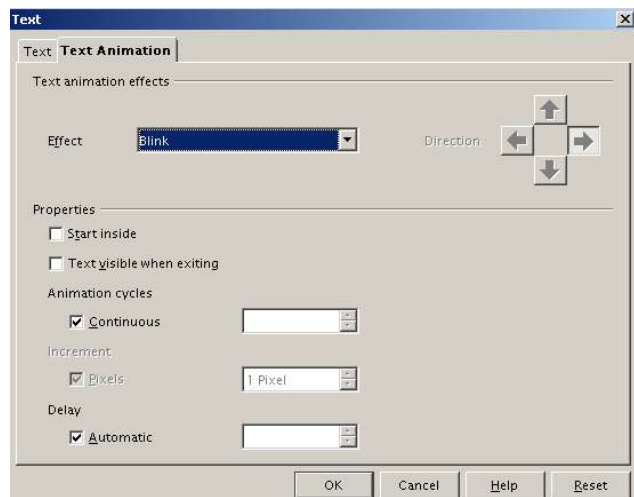
You can remove the effect by following the above procedure but selecting **No effect**.

Change the animation

- Go to the **Computers** slide.
- Select the text.
- **Format >> Text** or right click and select **Text**.
- Click the **Animation** tab.
- Select the **Scroll in** and select a **Direction** by clicking on one of the direction arrows.
- Click **OK**.
- Click outside the **text box** to view the effect.
- Try out the different **text animations** and select one you are happy with.

Add effects

Objects can be faded into a slide, possibly with sound effects, when a slide is displayed. If you

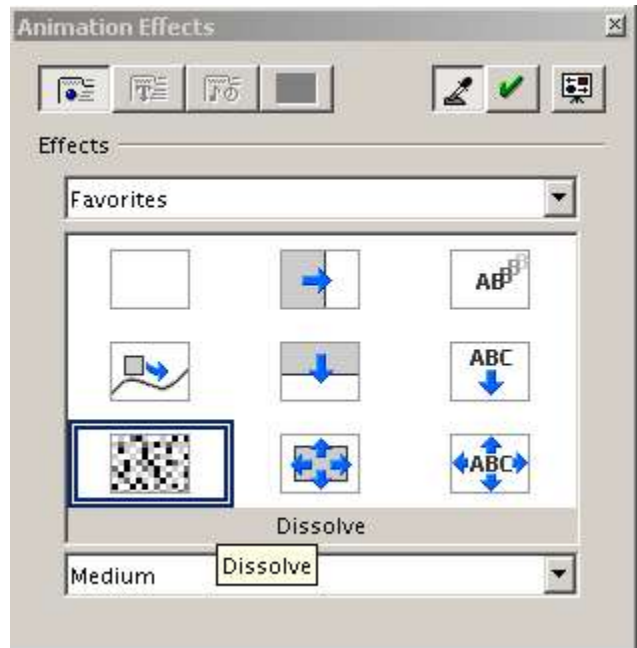


add **effects** to an object, it will not be displayed when the slide appears. You will need to click once mouse on the mouse button to fade it in.

- Go to the **Telescope** slide.
- Select the image.
- **Slide show >> Effects.**
- Under **Effects** select **Favourites**
- Double click on the **Dissolve** effect.
- Set the speed to **Medium**.
- Close the dialogue.
- Deselect the graphic.
- Press **F9** to to see the effect.

Notice the slide show will start at the current slide. It is only when you click the mouse button that the graphic is displayed.

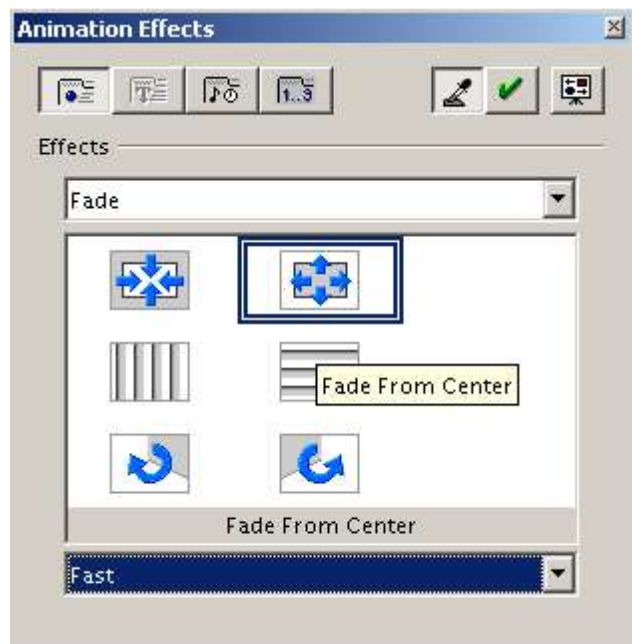
- Press **Esc** to stop the slide show.



- Select the image once again.
- **Slide show >> Effects.**
- Under **Effects** select **Fade**.
- Double click the **Fade from Centre** effect.
- Set the **Speed** to **Fast**.
- Close the dialogue.
- Deselect the image.
- Press **F9** to view the result.
- Experiment with the other **Effects**.

The **Effects** can also be applied to **text boxes** and other objects.

- Apply an **effect** to the text in the **Telescope** slide.



- Add **animations** and **effects** to the slides in the presentation.
- **File >> Save.**



Animations and effects need to be used with discretion. Correctly used they can add to the professionalism of a presentation. Over-use makes a presentation look gimmicky.

6.5.2 Transitions

6.5.2.1 Add transition effects between slides. Change slide transition effects between slides

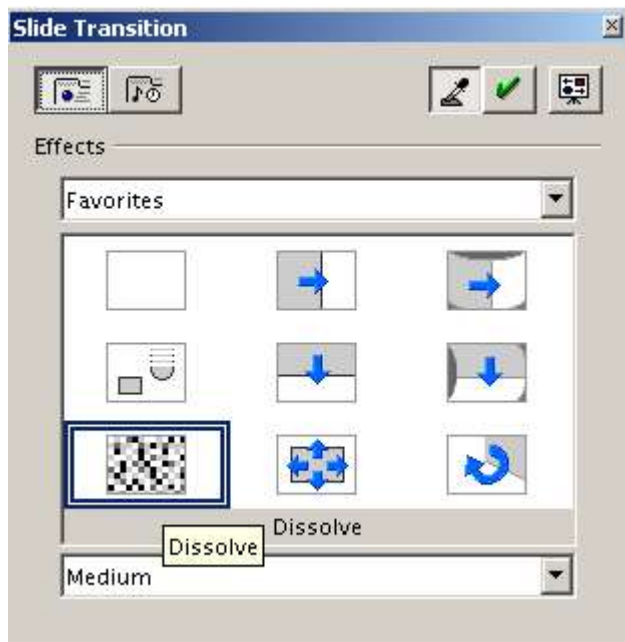
A **transition** is an animation effect that takes place when a new slide is displayed.

Apply a transition to a single slide

- Go to the **Computers** slide.
- **Slide show >> Slide transition.**
- Select **Favorites**.
- Double click the **Dissolve** transition.
- Set the speed to **Medium**.
- Close the dialogue.
- Go to the first slide.
- **F9**.

Notice the effect of the slide transition when you get to the **Computers** slide.

- Try out different transitions on different slides.

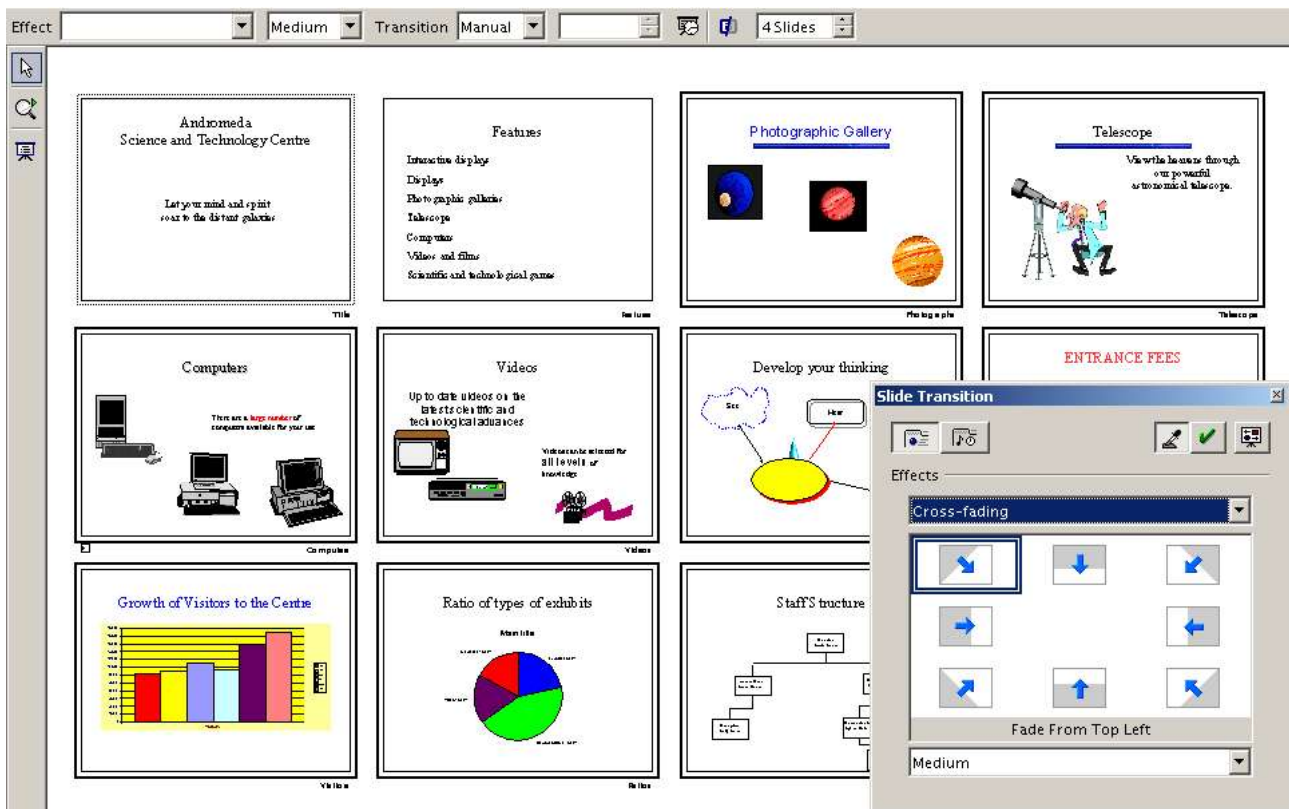




The comments made about **animations** and **effects** also apply to transitions. Use them with discretion and avoid having too many different transitions in a single presentation.

Apply a slide transition to a number of slides

- **View >> Workspace >> Slides view.**
- Select a set of slide by holding down the **Shift** key and clicking. The same action will also unselect a previously selected slide.
OR
Press **Ctrl+A** to select all the slides.
- **Slide show >> Slide transition.**
- Double click a **transition**.
- Select a **Speed**.

6.5 OpenOffice.org Impress: Slide Show Effects



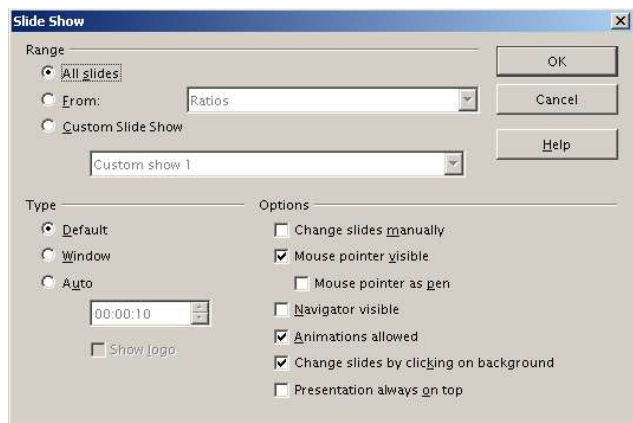
- Close the **Slide transition** dialogue.
- Go to the start of the presentation.
- Press **F9** to view the slide show or press  on the **Main toolbar** or  on the **Vertical scroll bar**.

Slide show settings

You can change the settings for slide shows.

- **Slide show >> Side show settings.**

This displays the dialogue shown in the adjacent screen.



Module 6: OpenOffice.org Impress

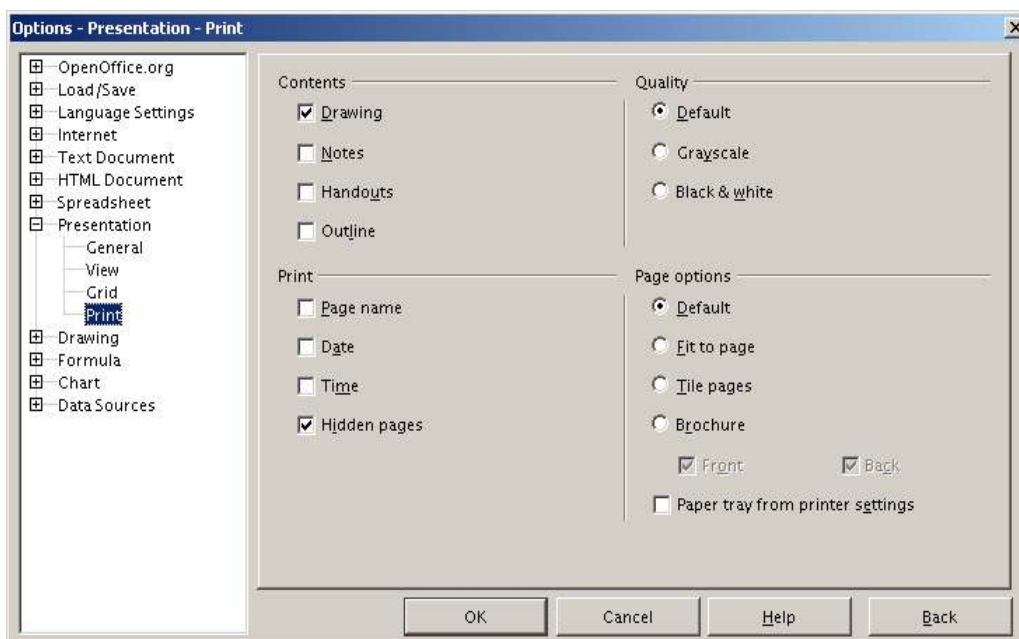
Section 6: Prepare Outputs

6.6.1 Preparation

6.6.1.1 Select appropriate output format for slide presentation such as: overhead, handout, 35 mm slides, on-screen show

Set default print options

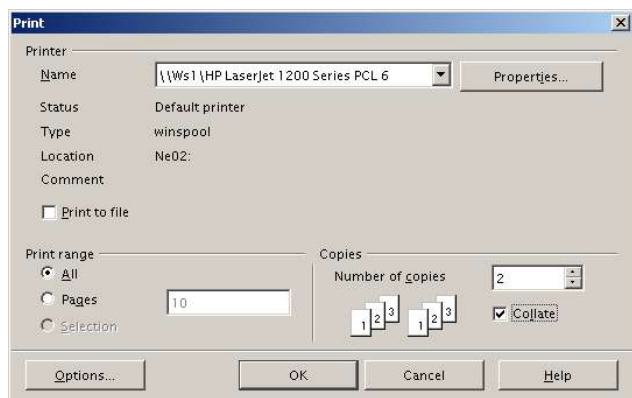
- **Tools >> Options.**
- Expand the **Presentation** option.
- Click **Print**.

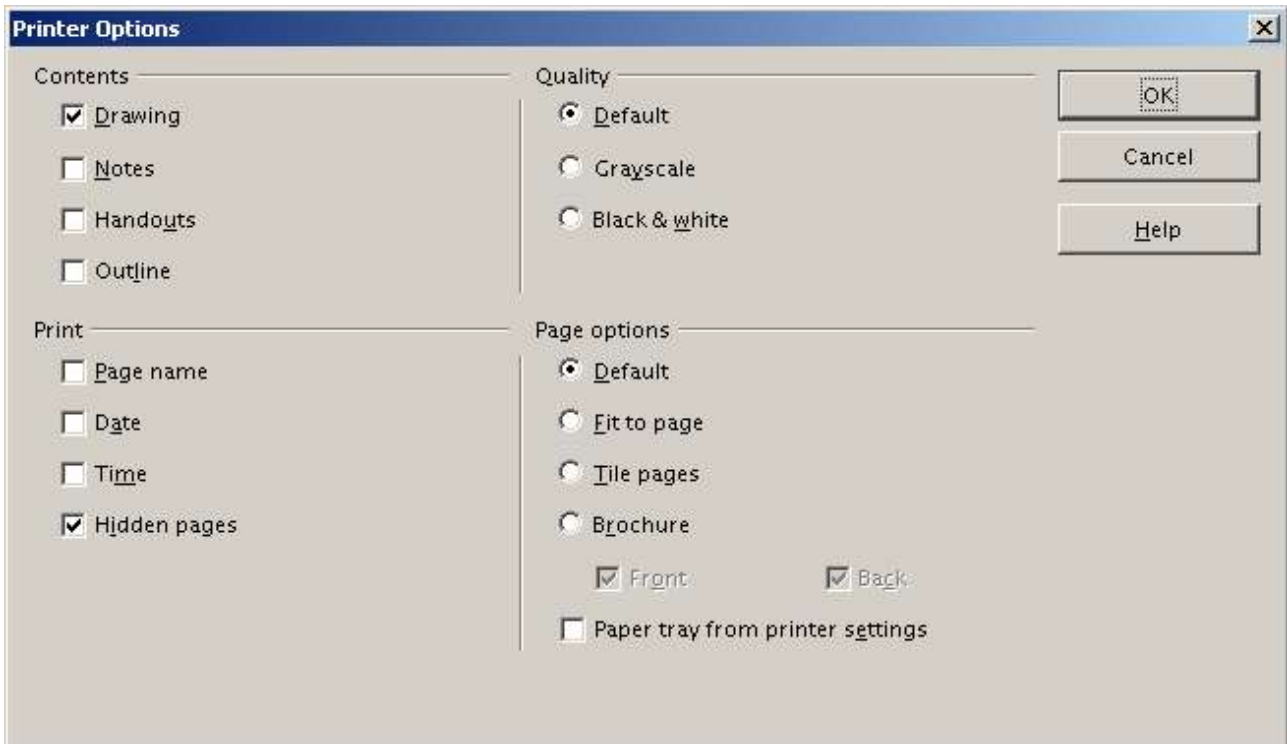


- Make the changes. These will become the **default print options**. Setting the print options is described below.
- Click **OK**.

Select print output

- **File >> Print.**
- Select a printer by clicking on the **Name** drop down window.
- Select the **Number of copies** and whether you wish the copies **Collated**.
- If you wish to print only a range of pages, click the **Pages** radio button. Enter the range in the form **4-9** for a continuous range or in the form **4,5,8** for a selection of pages.
- Click the **Options** button.





The **options** are the same as for the **defaults** that were shown earlier.

If multiple options are set, all will be printed.

Drawing

Select this option to print the slides as they appear in the slide show. To view the slides as they would appear in this view:

- **View >> Workspace >> Drawing view.**

Notes

Select this option to print slides with notes. To see how the print output will appear:

- **View >> Workspace >> Notes view.**

Outline

Select this option to print slides in outline view. This will be in the same form as the display set with:

- **View >> Workspace >> Outline view.**

Page name

Select this option if you wish the **page name** to be printed on the slide.

Handouts

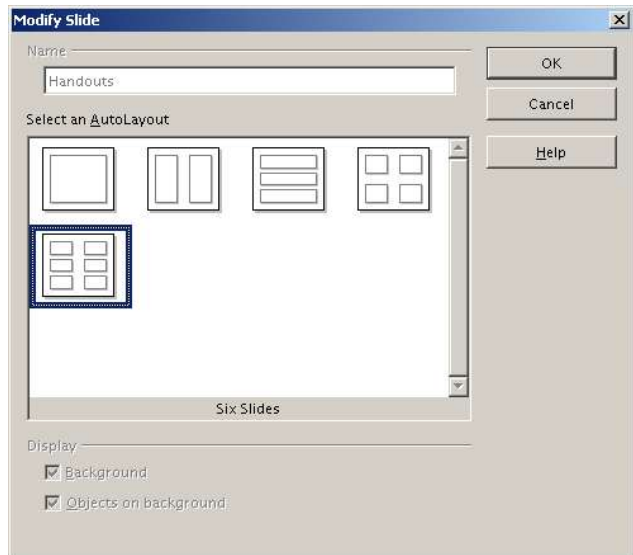
Select this option to print the slides as handouts with multiple slides per page. This option is useful if you wish to give hard copies of the presentation to your audience.

To see what the handouts would look like:

- **View >> Workspace >> Handouts view.**

Change the number of handouts per page

- **Format >> Modify layout.**
- Select the desired layout.



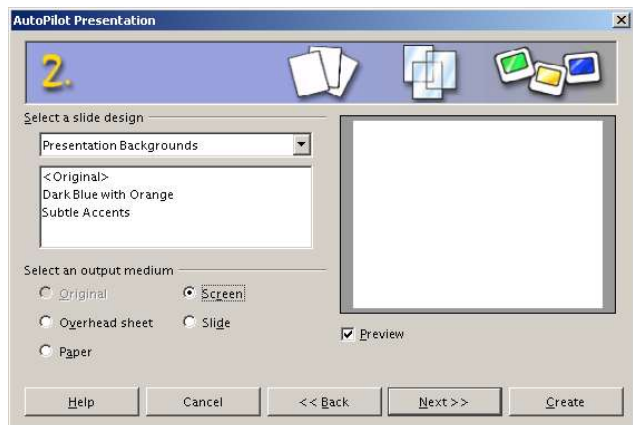
Select an output medium when you create a presentation

When you create a slide show with:

- **File >> New >> Presentation.**
- Click the **Next** button.

This displays the **Autopilot Presentation 2** dialogue in which you can select a number of output mediums:

- Overhead sheet
- Paper
- Screen
- Slide



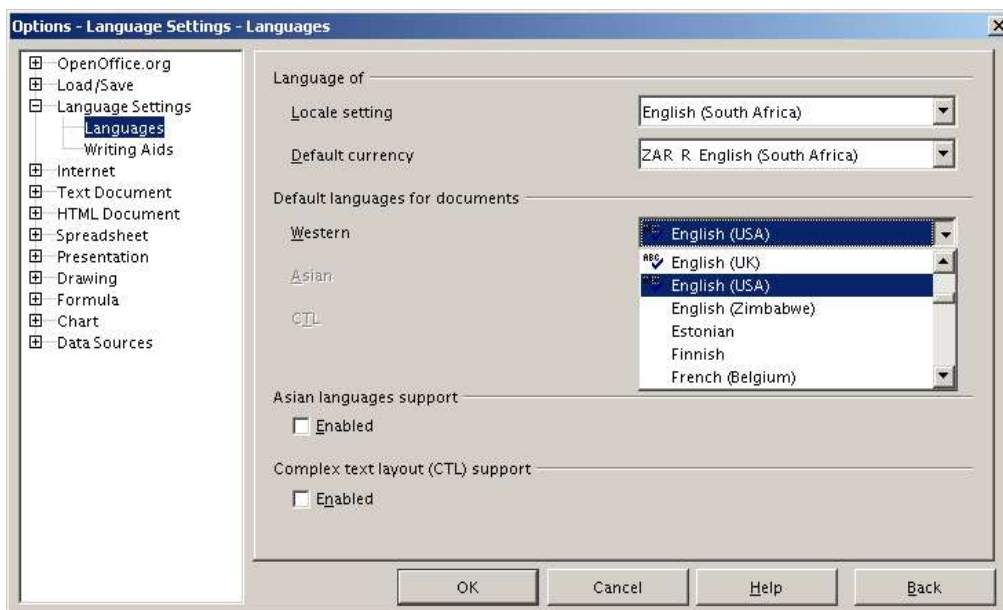
In each case, Impress will create a presentation appropriate for the medium selected.

6.6.1.2 Spell-check a presentation and make changes such as: correcting spelling errors, deleting repeated words

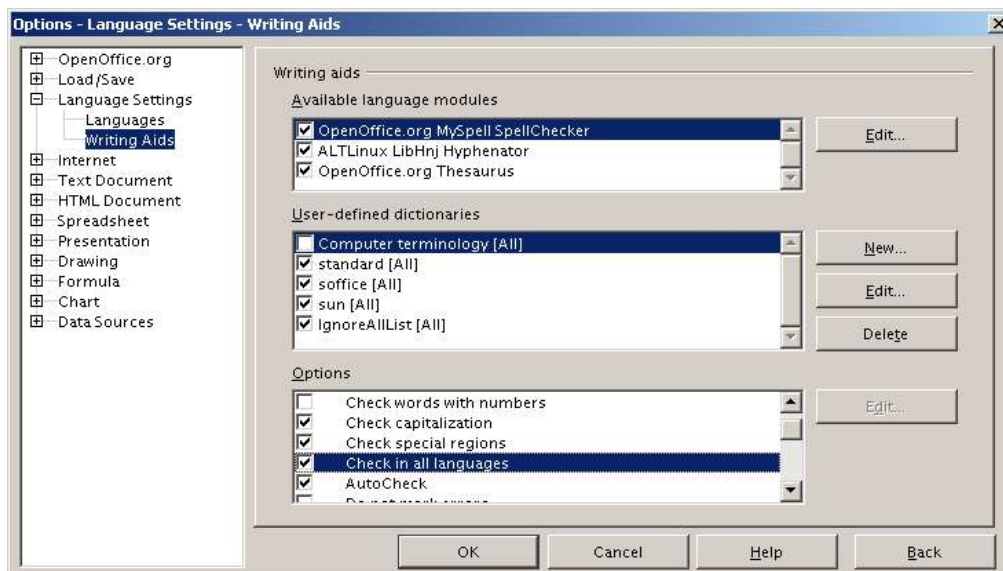
Use appropriate language dictionaries

When using spell checking, it is important that you use the correct dictionaries. A common problem is that only American spellings of words are checked and not the English. The following section shows how to set up the dictionaries.

- **Tools >> Options.**
- Expand **Language settings** and select **Languages.**
- Make sure that **English (UK)** and any other language you need is ticked.



- Select **Writing Aids** and make sure that **Check in all languages** under **Options** is ticked.



- Click **OK**.

Spellcheck the presentation

AutoSpellcheck will check spelling as you type. Spelling that is not recognised will be underlined in red. This feature is enabled with:

- **Tools >> Spellcheck >> AutoSpellcheck** or press **F7**.

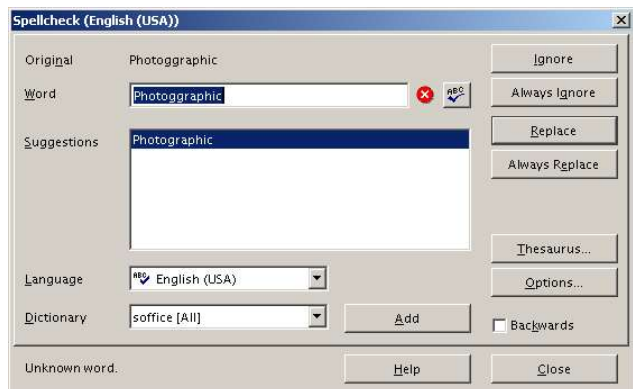
This function is a toggle and will switch the feature on and off. When you execute **Tools >> Spellcheck**, check if there is a tick next to **AutoSpellcheck**. If there is, the feature is already enabled. In this case, press **Esc**.

Run spellcheck on entire presentation

- **Tools >> Spellcheck >> Check** or press **F7**.

The spellcheck will begin checking the spelling at the current position. When it gets to the end of the presentation, it will ask you if you wish to go to the beginning to check.

When it encounters an error, it displays a dialogue with **Suggestions**.



You can choose a **suggestion** and click **Replace** or you can click **Ignore** if you are sure the word is correct.

Another alternative is to type the correct spelling into the **Word** window and click **Replace**.

Spellcheck a single word or block of text

- Highlight the word or block of text to be checked.
- Proceed in the same way as checking the entire presentation.

6.6.1.3 Add notes for the presenter to slides

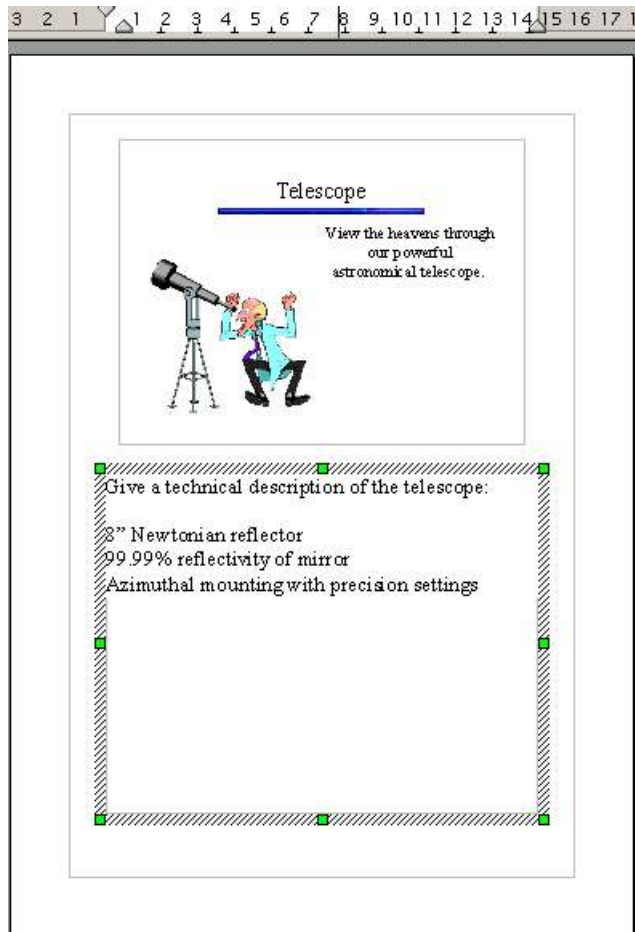
As mentioned in previous sections, notes can be added to slides. These notes are not displayed during the slide show, but can be printed by checking the **Notes option** described earlier. One of their purposes is to provide notes for the presenter. These could include details not included in the slide itself or points that need emphasising.

- Open the Andromeda slide show.
- **View >> Workspace >> Notes view.**

An additional **text box** is created below the slide for adding notes.

- Enter some notes.
- Click outside of the **notes text box**.
- **File >> Save.**

The presenter would print the slide show with notes and use these while presenting the slide show.



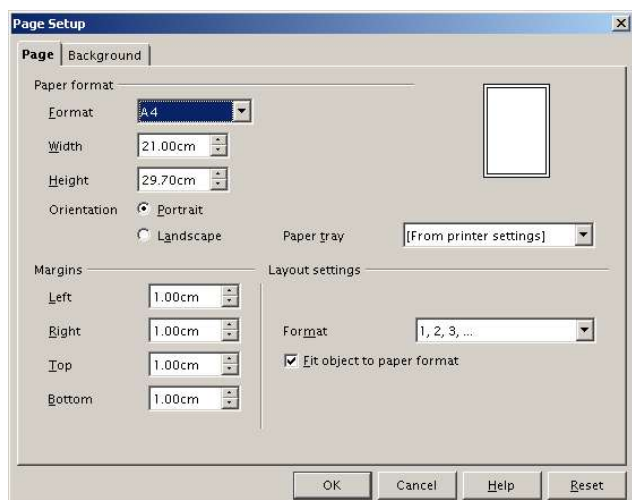
6.6.1.4 Change slide setup, slide orientation to portrait, landscape. Change paper size.

The normal orientation of a slide show in **landscape**. This follows from the fact that computer screens are wider than they are deep. You may, however, change the orientation and change the paper size.

- **Format >> Page.**

The default setting for the **Format** is **Screen** and for the **Orientation** is **Landscape**.

The adjacent dialogue shows the **Format** changed to **A4** and the **Orientation** to **Portrait**.



If the **Fit object to paper format** box is checked, the ratio of the width to length of the object will be changed according to the dimensions of the new **Format**.

- Click **OK**.
- Press **F9** to view the slide show in the new orientation.

6.6.1.5 Duplicate, move slides within the presentation, between open presentations

Change the order of the slides

- **View >> Workspace >> Slides view.**
- Select the **Ratios** slide.
- Hold down the left mouse button and drag the slide to the **Thoughts** slide.

The slide will be inserted after the slide you drag it onto.



You may select more than one slide by holding down the **Alt** key.

Move slides using the Edit menu

You could have used the **Edit** menu to achieve the same result as follows:

- **View >> Workspace >> Slides view.**
- Click on the **Photographs** slide.
- **Edit >> Cut** or **Ctrl+X**.
- Click on the **Entrance fees** slide.
- **Edit >> Paste** or **Ctrl+V**.

Copy a slide between presentations

The above method can be used for moving slides between presentations.

- Open the presentation you are copying from.
- **View >> Workspace >> Slides view.**
- Select the slide you wish to copy, or multiple slides by holding down the **Alt** key and clicking on the slides.
- **Edit >> Cut** or **Ctrl+X**.
- Open the presentation you wish to move to.
- **View >> Workspace >> Slides view.**
- Click on the slide before the insertion point.
- **Edit >> Paste** or **Ctrl+V**.

Copy a slide within a presentation using the mouse

Copying a slide using the mouse is very similar to moving a slide using the mouse, except that the **Ctrl** key is pressed while dragging.

- **View >> Workspace >> Slides view.**

- Click on the first slide and hold down the left mouse button.
- Now press the **Ctrl** key and drag the slide to the last slide. The mouse pointer should display a **+**.
- Release the left mouse button.

A copy of the slide can be made in another presentation using this method.

Copy a slide within a presentation using the Edit menu

- **View >> Workspace >> Slides view.**
- Click on the **Photographs** slide.
- **Edit >> Copy** or **Ctrl+C**.
- Click on the **Entrance fees** slide.
- **Edit >> Paste** or **Ctrl+V**.

Copy a slide between presentations

The above method is a convenient one for copying between presentations.

- Open the presentation you are copying from.
- **View >> Workspace >> Slides view.**
- Select the slide you wish to copy, or multiple slides by holding down the **Alt** key and clicking on the slides.
- **Edit >> Copy** or **Ctrl+C**.
- Open the presentation you wish to copy to.
- **View >> Workspace >> Slides view.**
- Click on the slide before the insertion point.
- **Edit >> Paste** or **Ctrl+V**.

6.6.1.6 Delete a slide, slides

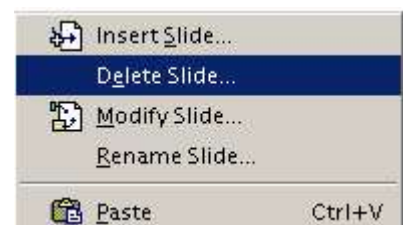
Delete a slide in Slides view

- **View >> Workspace >> Slides view.**
- Click on the slide to be deleted.
- Press **Del** and confirm that you wish to delete the slide.



Delete a slide in Drawing view

- **View >> Workspace >> Drawing view.**
- Select the slide to be deleted.
- Right click on the slide tab.
- Click **Delete slide**.
- Confirm that you wish to delete the slide.



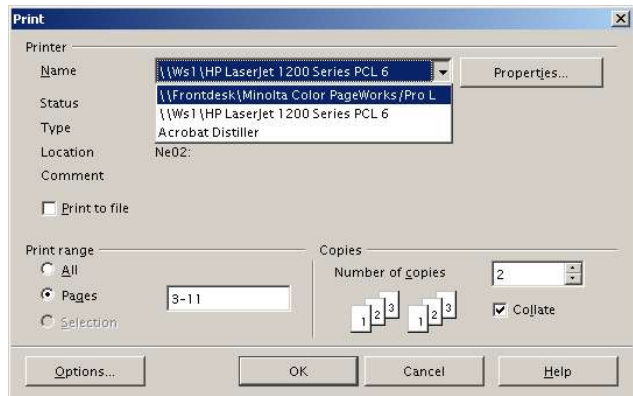
6.6.2 Printing

6.6.2.1 Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation

Print a hard copy of a presentation

The setting of the **Options** and the various types of output was covered in section 6.6.1.1.

- **File >> Print.**
- Click the **Options** button and set the options as described in section 6.6.1.1
- Select a printer from the **Printer** drop down window.
- Click **All** to print the entire presentation or click **Pages** and enter the pages you wish to print.
- Set the **Number of copies** and tick **Collate** if you want the pages to be collated.
- Click **OK**.



Print to a file

There are occasions it is useful to send the print output to a file rather than a printer.

- In the **Print** dialogue, tick the **Print to file** checkbox.
- Enter the name of the path and file to store the print output when prompted. This will create a file with a **.prn** extension.

6.6.3 Deliver a Presentation


6.6.3.1 Hide, show slides

Custom slide shows

One way of hiding certain slides is to create a **custom slide show** which includes only selected slides. This is covered in the next section.

Hide slides

When you hide a slide, it will still be visible in all the modes. However, when you run the slide show, the slide will not be displayed. Y

- Open the **Andromeda** presentation.
- **View >> Workspace >> Slides view.**
- Select the **Visitors** slide.
- **Slide show >> Show/Hide slide** or press the  icon.
- Select the **Staff** slide and repeat the process.

When a slide is **hidden**, its name appears greyed out.

- Go to the first slide, press **F9** and scroll through the slides.



Show slides

The **Show/Hide** function is a toggle.



- Select the **Visitors** slide.
- **Slide show >> Show/Hide slide.**
- Use the same process to unhide the **Staff** slide.

6.6.3.2 Start a slide show, start a slide show on any slide

Start a slide show from Drawing view.

- Make the slide you wish to start from the current slide.
- **Slide show >> Slide show** or press **F9** or press  on the **Main toolbar** or  on the **Vertical scroll bar**.

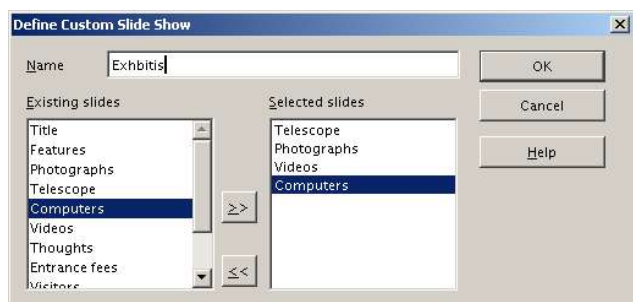
Start a slide show in Outline mode

- Click the slide you wish to start from.
- **Slide show >> Slide show** or press **F9** or press  on the **Main toolbar** or  on the **Vertical scroll bar**.

Create a custom slide show

A custom slide show comprises a selection of slides.

- **Slide show >> Custom slide show.**
- Click **New**.
- Select the slides you wish to include in the order in which you wish them to appear in the custom slide show.
- Give the custom slide show a name.
- Click **OK**.



Run a custom slide show

- **Slide show >> Custom slide show.**
- Tick the **Use Custom Slide Show** checkbox.
- Highlight the slide show you wish to run.
- Click **Start**.
- Untick the **Use Custom Slide Show** when you have finished otherwise **F9** will start the **Custom slide show**.

