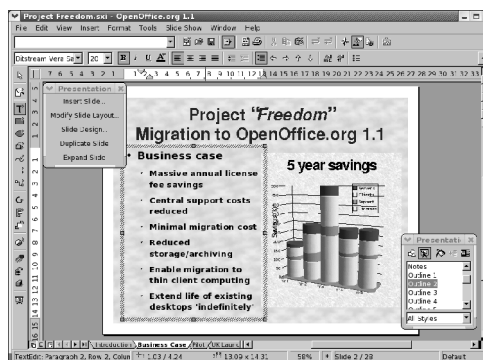


OpenOffice.org Impress

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- Screenshot © Erwin Tenhumberg, erwin.tenhumberg@Sun.COM

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Quick Start

- File -> New -> Presentation
- AutoPilot starts
- Tools -> Options
 - Configure Presentations
 - measurement units, grid setup
- Tools -> Configure
 - whats on the status/function bar

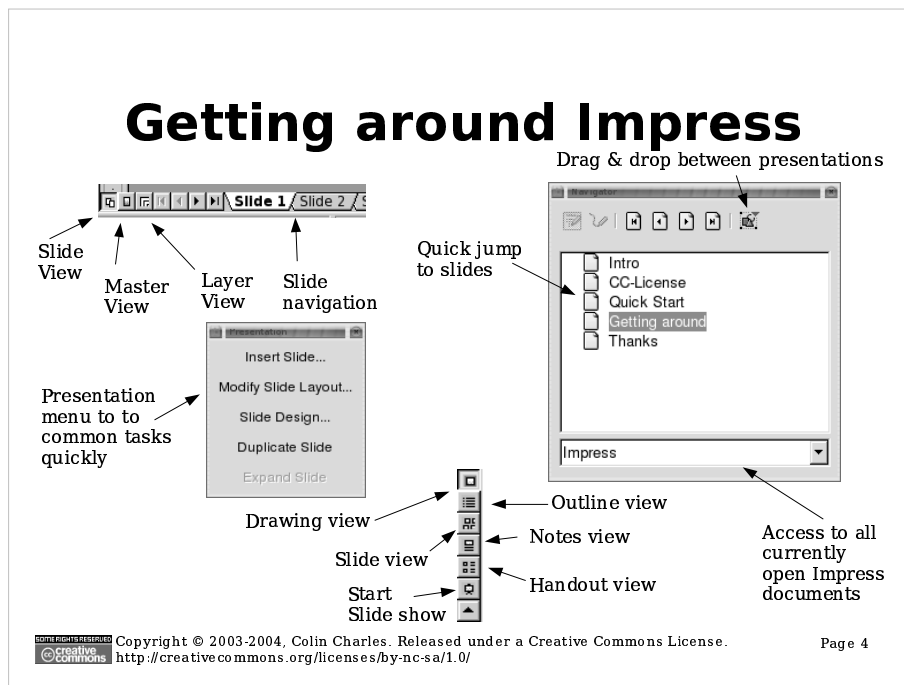
File Format Compatibility

- StarImpress and PowerPoint are the two basic file formats supported (reading/writing).
- Exporting to a web presentation in HTML, PDF's, or even a Macromedia Flash presentation.
- If dealing with PowerPoint files (extension .ppt), save it as an Impress file first; some of the options aren't available if it isn't in its native format.

Exercise: Use the AutoPilot presentation

- Since the AutoPilot starts when you start Impress (by default), make use of it and create your first presentation.
- Use one of the existing templates (its limited, yes!).
- Add effects if you must, insert the relevant data that the template asks for (like company name, etc...), and watch your presentation being created!

Getting around Impress



- Change bullet style – Format -> Numbering/Bullets.
- Change the font – Format -> Character.
- Make slide titles a certain color and bold them (or apply a standard style) – Click the Master View and make your edits there.
- Modify slide layout – Format -> Modify Layout
- The Navigator is rather interesting isn't it? It allows importing of slides from presentation to presentation (drag & drop between files). It also allows you to move from slide to slide, or jump within slides in the presentation. If each slide is titled properly, things become so much more convenient.

Views

- Drawing View – default when you start Impress. Most of your time is spent here!
- Outline View – shows an outline of how the presentation looks. Can expand and contract heading levels.
- Slide View – shows a bird's eye view of the presentation, basically to change, add, or delete slides, or how progress is made from one slide to the other.
- Notes View – Speaker notes can be added here, and they can be printed as well.

Using a Writer document

- Creates simple no-frills presentations
- Must apply Styles to Writer document
 - File -> Send -> Outline to Presentation
 - File -> Send -> AutoAbstract to Presentation
 - more control, including levels of styles
 - Appears in Outline View – change to Drawing to edit

Templates

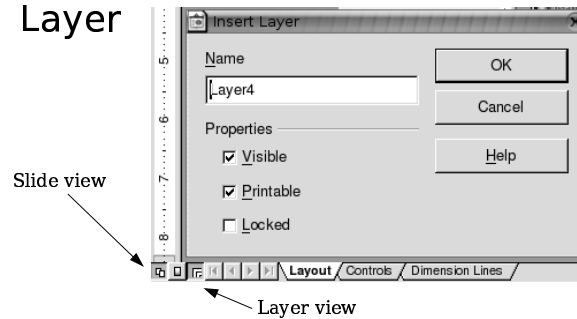
- Keeps consistency within presentations
- File -> Save As (Presentation Template)
- Naming a template:
 - File -> Properties
 - Give it a name under the Description tab
- File -> Templates

Effective Master View usage

- **View -> Master -> Drawing**
 - Add logos, text, etc... that will appear on each and every slide
- **View -> Master -> Notes**
 - Input notes; control size of printable notes
- **View -> Master -> Handout**
 - 2/4/6-up handout views, as well as applying page settings (for print-outs)

Layers

- In Drawing view, View -> Layer
- Right click the blank area, then insert Layer




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- Layers within slides come in handy for creating organization charts (separate the student body from the staff body for instance).
- You can't delete or rename the default layers, but you can hide them. Every layer is included in all slides, there are no slide specific layers.

Rolling a presentation

- Insert Slide gives options for layouts
- Showing/Hiding slides
 - Be in Slide View; right click slide and the option is Show/Hide Slide
- Summary slides
 - Insert -> Summary Slide
- Promoting/demoting is done from the toolbar Promote/Demote  Move Up/Down

- When inserting a new slide, giving it a name is always a good idea (rather than it being Slide <number>).
- Notice that a description is also provided for each AutoLayout.
- For summary slides, you need to be in Drawing view.
- Summary Slides are useful sometimes, but they end up being so large (i.e. They can't fit within the slide itself!), they don't seem to be all that great. You can't update a summary slide, so you have to recreate it. It's always placed at the end of your slide show. Try it!

Jazzing it up

- Use FontWorks (covered in Draw)
- Change fonts to your preference (Master View, for both drawing & notes)
- Add charts, objects, video, etc...!



Various Insert menu options (remote left being the Gnome icon set, while the other is the "normal" OpenOffice.org icon set).

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Items you can insert:

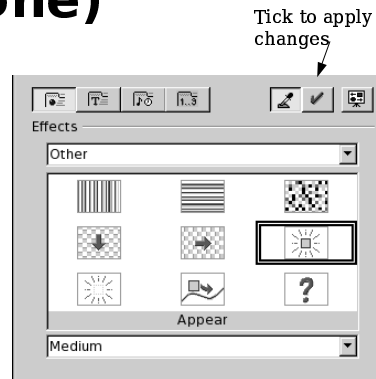
- Charts
- Formulas (from Math)
- Floating Frames
- OLE Objects (mainly different components of OpenOffice.org in Linux, but in Windows, this is greatly different)
- Plugin's
- Java applets (yes, even with its speed – you need Java in your path for this)
- Calc spreadsheets
- Files
- Graphics
- Sound
- Video, needs macro control on Linux boxes.

Exercise: Inserting items

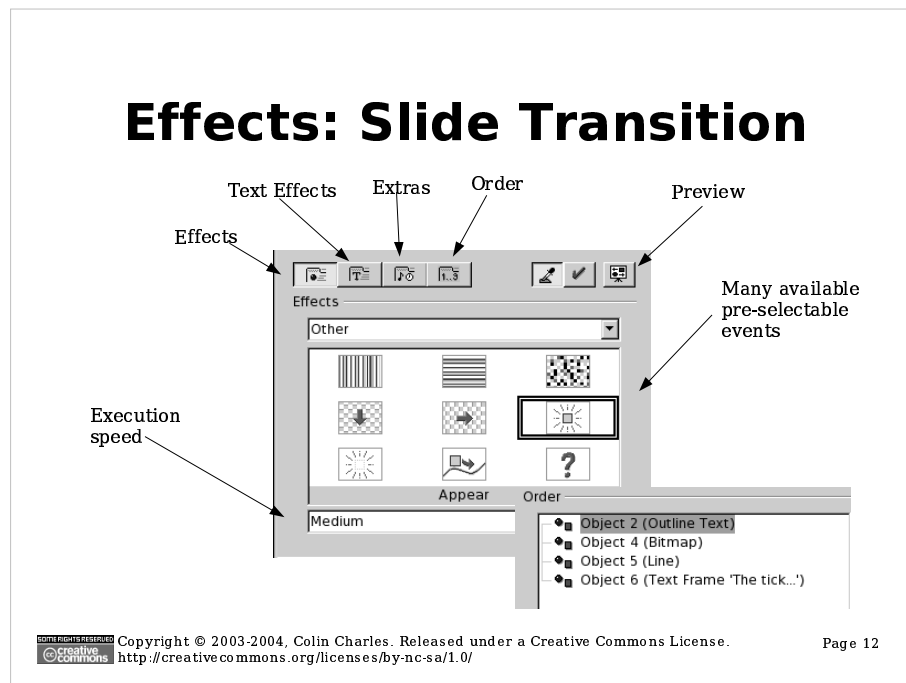
- Surf the Internet, and insert something! Be it video, images, a sound file, or even a Java applet if you're adventurous.
- A note about linking: linking may make file sizes smaller, but really, they're not all that good! If the file moves location, there goes a broken link and your presentation will not look as planned.

Effects: Bullet Points (one-by-one)

- Click at the first bullet point
- Click the Effects icon  
- Select Other, then click as in diagram
- Then tick the green tick



Effects: Slide Transition



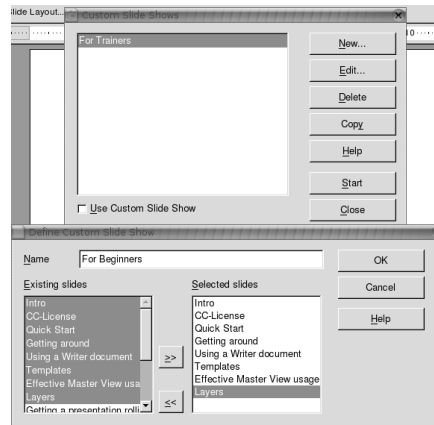
Exercise: Perform slide transition effects

- Switch to Slide view.
- Select the slide you want to have effects.
- Slide Show -> Slide Transition.
- Choose an effect. You can choose an appropriate sound to accompany the effect.
- Apply it by clicking the green tick.
- Preview it (if you want) – View -> Preview.
- You have now created a slide transition!

- With Effects, you can add sound files among other interesting things.
- Text Effects themselves show if text needs to fly-in and their appropriate directions, and so forth.
- Order comes in handy so you know the order of your effects.

Custom Presentations

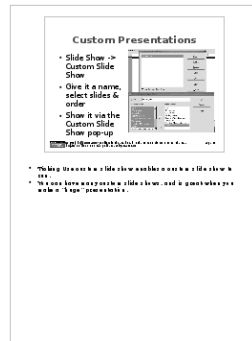
- Slide Show -> Custom Slide Show
- Give it a name, select slides & order
- Show it via the Custom Slide Show pop-up



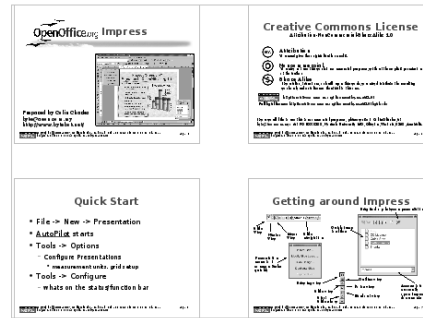
- Ticking Use custom slide show enables a custom slide show to run.
- You can have many custom slide shows, and is great when you make a “huge” presentation.

Notes & Handouts

- Notes View 



- Handout View 



- To create notes, switch to Notes view, make sure the point size is correct (Format -> Character works), and enter your notes.
- These are not like a “Speaker's Notes” feature – they do not appear while you're giving the presentation.
- For handouts, use the Handout view. To configure the number of slides per page, Format -> Modify Layout will allow you to have many choices.
- Format -> Page will allow you to change from landscape printing (default) to portrait printing.
- If you're looking for what PowerPoint tends to have, a portrait based page, with 3-slides on the left hand column, and just plain lines on the right hand column, Impress does not have this feature. There are however, workarounds, including drawing the lines.

Flash & Others

- Can give a web presentation – so you don't even need Impress
- File -> Export
 - Click to select Macromedia Flash (SWF)
- Automatic Presentation Timing – Slide Show -> Rehearse Timings
- Control how a presentation is done
 - Slide Show -> Slide Show Settings



- File -> Export allows you to export the presentation as a HTML document, PDF file, or even a Flash file.

Printing

- Handouts...for printing
 - If exporting to PDF's, the PDF Converter is necessary
- Printing in gray scale is probably more economical
- File -> Print -> Options

Thank You!

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