

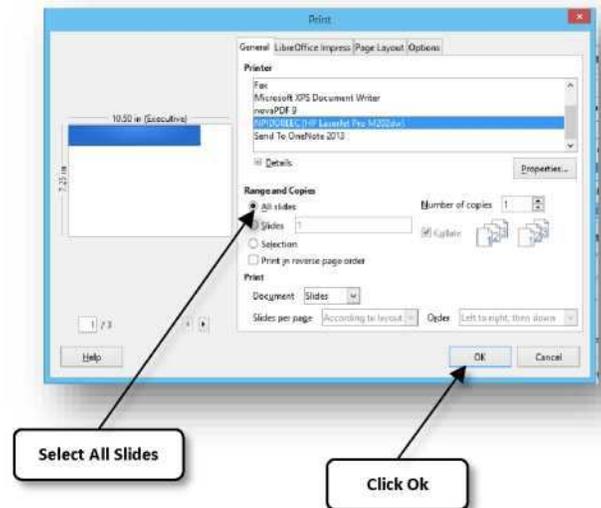
## LibreOffice Impress - Manipulating Slides

### Printing Slides and Handouts

#### Quick printing

Click the Print File Directly icon on the Standard toolbar to send the entire document to the default printer defined for the computer.

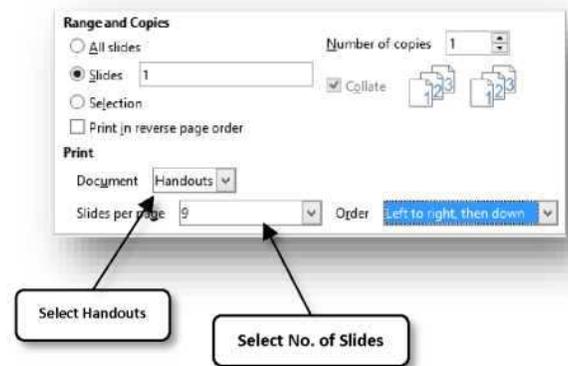
- Click the printer icon in the standard toolbar.
- Or, in the file menu click print.
- The shortcut Ctrl+P can also be used for the same.
- In the print window, chose between the options Range and Copies to select the number of copies to be printed and the range of slides to be printed.



#### Example of printing handouts

Handouts of slides can be printed using one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page. To print handouts:

1. Open the Print dialog and select the General page.
2. In the Print section of the Print dialog, select Handouts from the Document drop-down list.
3. Select how many slides to print per page and the order in which they are printed.
4. Click OK to print the slides and close the dialog..



## Impress Function Keys

Shortcut Keys	Effect
F1	Open LibreOffice Impress Help.
F2	Select text tool and edit text.
Ctrl+F2	Starts a slide show.
F7	Start spelling checker.
Esc or Minus (-)	End presentation.
Down arrow or Right arrow or Page Down	Go to next slide
Up arrow or Left arrow or Page Up	Go to previous slide
Alt+Page Down	Go to next slide without playing effects.
Alt+Page Up	Go to the previous slide without playing effects.

### Selecting and deselecting slides

1. Use the Arrow Keys to navigate to the required slide.
2. Use the Shift+arrow keys to continuously select more than one slide.

### Copying slides

1. Use the arrow keys to navigate to the slide to copy and press Ctrl+C.
2. Move to the slide where to paste the copied slide and press Ctrl+V.

### Moving slides

1. Use the arrow keys to navigate to the slide that is to be moved and press Ctrl+X.
2. Navigate to the slide where required to move and press Ctrl+V.
3. Select Before or After the current slide and click OK.