Course Name: CCC   **Chapter 5:** LibreOffice Impress
Topic: Presentation of Slides   **Date:** 29-05-2020
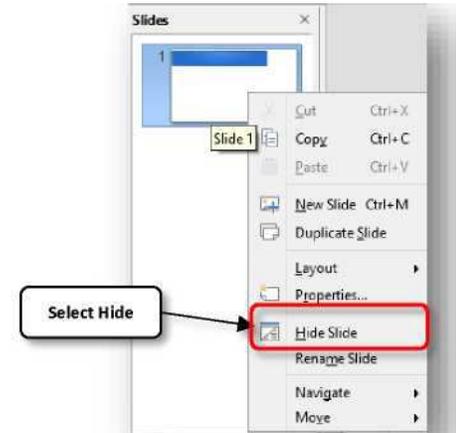
LibreOffice Impress - Manipulating Slides

Presentation of Slides

Impress allocates reasonable default settings for slide shows, while at the same time allowing for customizing many aspects of the slide show experience.
In many situations, user may find that it may have more slides than the time available to present them or user may want to provide a rapid overview without getting deep into the details. Rather than having to create a new presentation: hiding slides and custom slide shows can be used.

Hiding slides

1. Select the slide to hide in the Slide Pane or Slide Sorter view on the Workspace area.
2. Go to Slide > Hide Slide on the Menu bar or right-click on the slide thumbnail and select Hide Slide from the context menu. Hidden slides are marked by a diagonal bars across the slide.
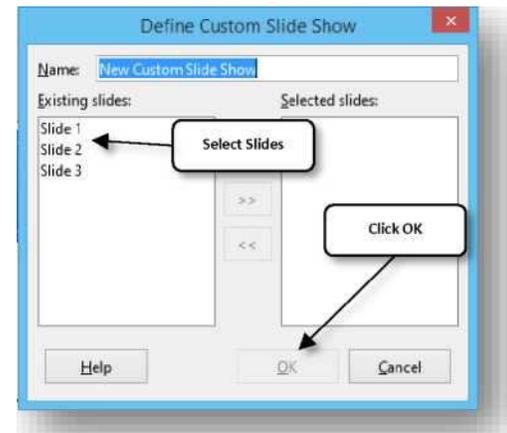
Choosing a Setup for Presentation

The Libre Impress provides the feature that allows the user to setup the environment for the presentation of the slides. Set up a slide show to show all slides or a range of slides, or use a custom show to present a subset of slides in the order specified.

Custom slide shows

If user want to create a custom slide show from the same presentation:

1. 1. Select the slides to use in the custom slide show.
2. 2. Go to Slide Show > Custom Slide Show on the Menu bar.
3. 3. Click on the New button to create a new sequence of slides and save it with a different name. User can have as many slide shows from a single presentation.
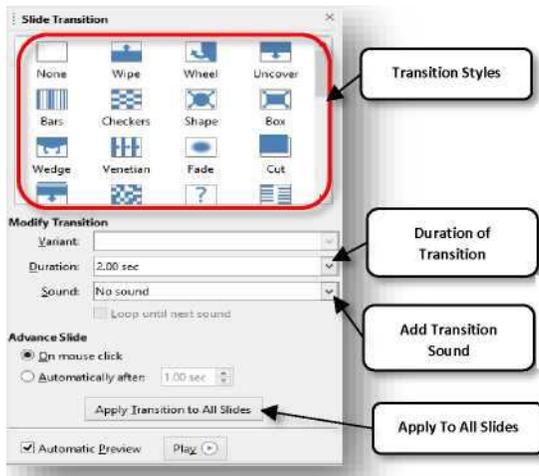
Transitions and Slide Timings

Slide transition is the animation that is played when a slide is changed for the next slide in the presentation. User can configure the slide transition from the Slide Transition section in the Tasks Pane.

1. Go to Slide > Slide Transition on the Menu bar or click on the Slide Transition icon on the Sidebar to open the options available for slide transitions.
2. Select the desired transition, the speed of the animation, and whether the transition should happen when user click the mouse (preferred) or automatically after a certain number of seconds.
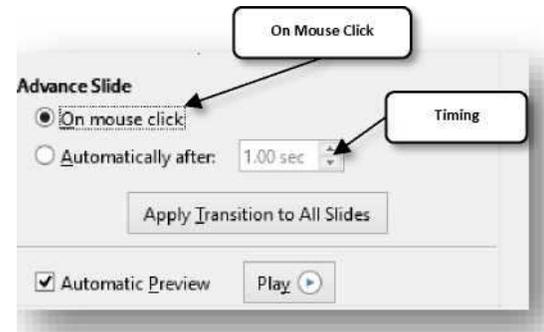3. Click Apply to All Slides to apply the transition for all of the presentation or continue selecting transitions to place between each slide in the presentation.

Automating a Slide Show

User can set the presentation to advance automatically to the next slide after a set amount of time from the Slide Transition section in the Sidebar.

1. Go to Advance slide and select the Automatically after option.
2. Enter the required amount of time in seconds that each slide will be displayed.
3. Click on the Apply to All Slides button to apply the same display time to all slides.

To apply a different display time to each slide in the presentation:

1. Go to Slide Show > Rehearse Timings on the Menu bar and the slide show starts.
2. When ready to advance to the next slide, mouse click on the display background or press the right arrow or space bar on the keyboard.
3. Impress will memorize the timings for each slide and will advance to the next slide automatically using these timings when running the slide show.

To restart a slide show automatically after the last slide has been displayed:

1. Go to Slide Show > Slide Show Settings on the Menu bar.
2. Select Auto and the timing of the pause between slide shows.
3. Click OK when finished.

Adding Movie and Sound

The Impress presentation can consist of videos as well as audios in the slides as according to the topics required.The Impress allows the user to insert the video and audio in simple ways described below.

- In Normal view, click the slide into which the video is to be added.
- On the Insert tab, click the arrow under Video, and then click Video on My PC.
- In the Insert Video box, click the video, and then click Insert.

Play a video automatically or when clicked

By default, in Slide Show, the video plays as part of the click sequence. That means when clicking anywhere on the slide to advance to the next step (or when the Spacebar, Right arrow key, or other key is pressed that advances to the next step) the video plays. This Start option is called In Click Sequence.

But the user can also make the video start automatically as soon as it appears on the screen, or make it play when it is clicked:

- Select the video frame.
- On the ribbon, on the Video Tools Playback tab, open the Start list and choose the option.

Presenter Console

LibreOffice Impress has a Presenter Console function that can be used when an extra display for presentation has been connected to the computer. The Presenter Console provides extra control over slide shows by using different views on the computer display and on the display that the audience sees. The view on the computer display includes the current slide, the upcoming slide, any slide notes, and a presentation timer.