

LibreOffice Impress - Introduction

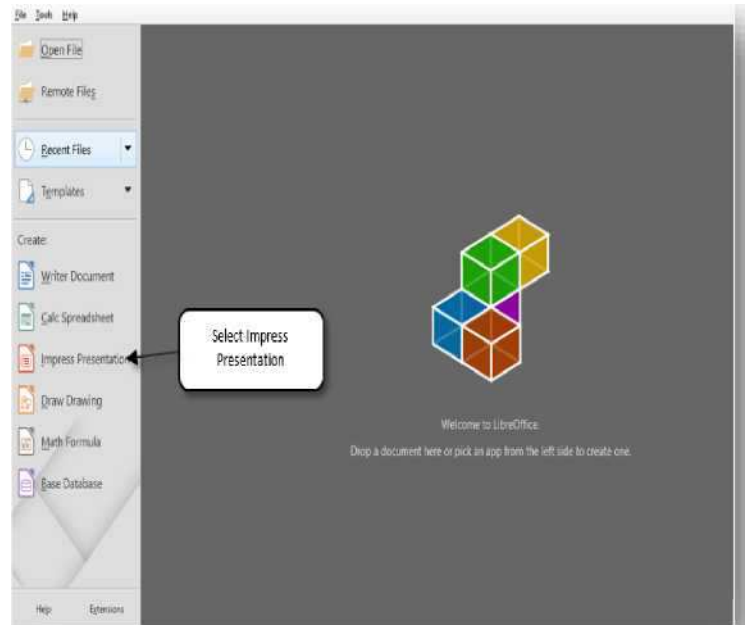
1. Introduction

Impress is the presentation (slide show) program included in LibreOffice. The user can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, and a wide range of graphic objects such as clipart, drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles, and background styles.

2. Starting Impress

The Impress can be started in several ways:

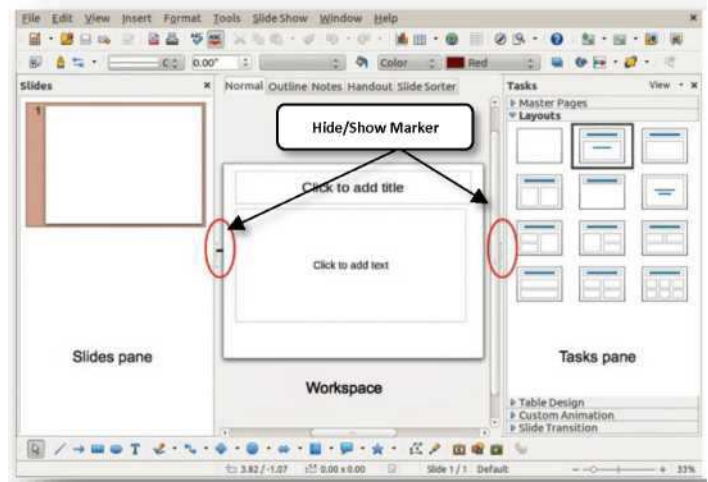
- From the LibreOffice Start Center, if no component is open: click on the Presentation icon.
- From the system menu, the standard menu from which most applications are started. On Windows, it is called the Start menu. On Linux with a Gnome desktop, it is called the Applications menu;
- On Windows, use the Presentation selection in the LibreOffice Quick starter. Similar functions exist for Mac OS X and Linux;
- From any open component of LibreOffice. Click the triangle to the right of the new icon on the main menu bar and select Presentation from the drop-down menu or choose **File** → **New** → **Presentation** on the main menu bar.



3. The Interface

a) Workspace

The main Impress window has three parts: the Slides pane, the Workspace, and the Tasks pane. Additionally, several toolbars can be displayed or hidden during the creation of a presentation. User can also maximize the Workspace area by clicking on the Hide/Show marker in the middle of the vertical separator line (indicated by ovals in Figure). Using the Hide/Show marker hides, but does not close, the Slides and Tasks panes. To restore the pane, click again on its Hide/Show marker.



b) Slides pane

The Slides pane contains thumbnail pictures of the slides in the presentation, in the order the slides will be shown, unless user change the slide show order. Clicking a slide in this pane selects it and places it in the Workspace. When a slide is in the Workspace, user can make any changes if required.

Several additional operations can be performed on one or more slides simultaneously in the Slides pane:

- Add new slides to the presentation.
- Mark a slide as hidden so that it will not be shown as part of the presentation.
- Delete a slide from the presentation if it is no longer needed.
- Rename a slide.
- Duplicate a slide (copy and paste) or move it to a different position in the presentation (cut and paste).

c) Sidebar

The Sidebar has seven sections. To expand a section, click on its icon or click on the small triangle at the top of the icons and select a section from the drop down list. Only one section at a time can be open.

i. **Properties**

Shows the layouts included within Impress. User can choose the one required and use it as it is, or modify it to meet the own requirements. However, it is not possible to save customized layouts.

ii. **Slide Transition**

Provides a number of slide transition options. The default is set to No Transition, in which the following slide simply replaces the existing one. However, many additional transitions are available. User can also specify the transition speed (slow, medium, fast), choose between an automatic or manual transition, and choose how long the selected slide should be shown (automatic transition only).

iii. **Custom Animation**

A variety of animations can be used to emphasize or enhance different elements of each slide. The Custom Animation section provides an easy way to add, change, or remove animations.

iv. **Master Pages**

Here, define the page (slide) style for the presentation. Impress includes several designs for Master Pages (slide masters). One of them - Default - is blank, and the rest have background and styled text.

v. **Styles and Formatting**

Here user can edit and apply graphics styles and create new ones, but can only edit existing presentation styles. When editing a style, the changes are automatically applied to all of the elements formatted with this style in the presentation. If user want to ensure that the styles on a specific slide are not updated, create a new master page for the slide.

vi. **Gallery**

Opens the Impress gallery from which, insert an object into the presentation either as a copy or as a link. A copy of an object is independent of the original object, so changes to the object have no effect on the copy. A link remains dependent on the original object and changes to the object are reflected in the link.

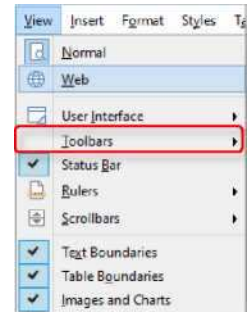
vii. Navigator

Opens the Impress navigator, in which user can quickly move to another slide or select an object on a slide. It is recommended to give slides and objects in the presentation meaningful names so that user can easily identify them when using the navigator.

d) Toolbars

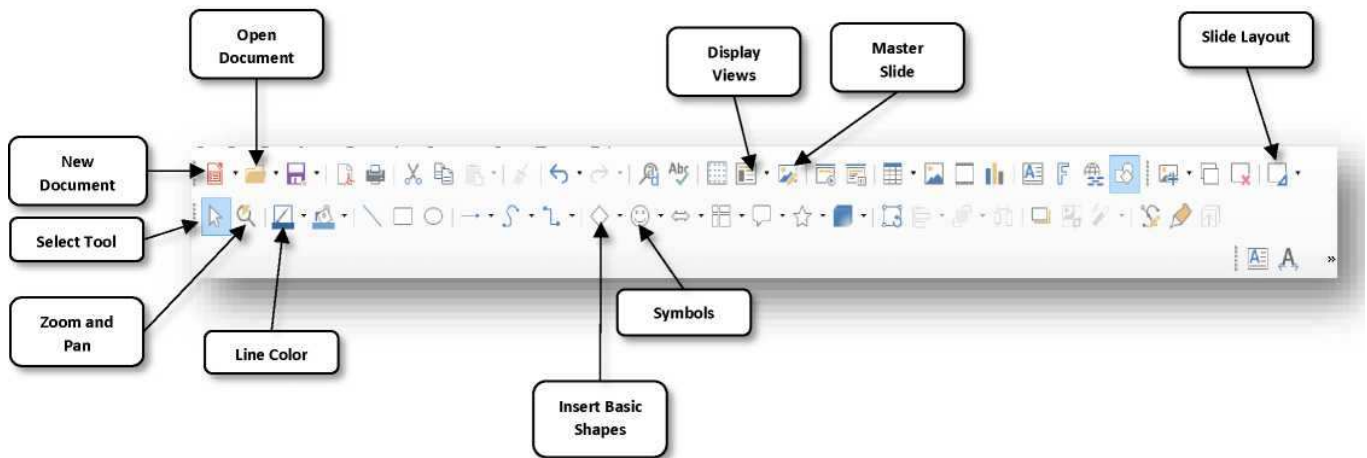
Many toolbars can be used during slide creation; they can be displayed or hidden by going to View → Toolbars on the main menu bar and selecting from the context menu.

Also select the icon that is required to appear on each toolbar.



e) The Ribbon

The ribbon at the very top of the workspace in the impress contains all the required tools for creating a presentation. This helps quickly chose a tool for the formatting of the presentation in the place of going inside the menus. It contains few default tools and several other grouped tools can be activated and deactivated anytime.



f) Status bar

The status bar, located at the bottom of the Impress window, contains useful when working on a presentation. User can hide the Status Bar by going to View on the main menu bar and deselecting Status Bar in the context menu.

